



STATE AID FOR LIBRARY CONSTRUCTION POLICY

Purpose

The mission of the Pioneer Library System (PLS) is to improve and expand library service in Ontario, Wayne, Wyoming, and Livingston counties through leadership, education, advocacy, and enhanced resource sharing. To further that mission, PLS administers the State Aid for Library Construction Program on behalf of the NYS Department of Library Development (DLD) for the system's 42 member libraries. Therefore, PLS has adopted this policy to provide the procedures that guide the construction aid process.

The primary goals of PLS's State Aid for Library Construction Program Policy is to establish:

- The timeline for the State Aid for Library Construction Program cycle
- The application process and determination of available funds allocation
- The requirements to which libraries are bound upon accepting State Aid for Library Construction

The State Aid for Library Construction Program is governed locally by the ad hoc PLS Construction Aid Award Committee and the Executive Director.

Eligible Libraries

Any public library chartered by the Board of Regents of the State of New York or established by an act of the New York State Legislature is eligible to apply for State Aid for Library Construction. A library can submit a project application for funding even if a previously funded project remains open.

Eligible Projects

The minimum State Aid allocation for a project is \$2,500; total project cost must be at least \$5,000. The following project activities are eligible for State Aid:

- New construction
- Reconstruction, restoration, rehabilitation, remodeling
- Broadband installation
- Site acquisition (land with or without existing structure)
- Electrical generators
- Permanent signage

- Security systems
- Assistive listening devices and systems
- Supervision/management of project(s)
- Non-speculative architectural and engineering plans for approved projects
- Equipment, furnishings, and computer equipment within the context of an eligible construction project

The following projects/project activities are not eligible for State Aid:

- Routine maintenance and repair
- New carpet, flooring, or painting unless required by an eligible construction project
- Mold abatement as a stand-alone project
- Equipment with a useful life of less than six years
- Landscaping unless required by construction
- Asbestos survey only
- Books other library materials
- Speculative architectural and engineering plans or building consultant feasibility studies
- Equipment, furnishings, and computer equipment outside the context of an eligible construction project

Funding is awarded to eligible projects and work may begin July 1 of the application year; the full project cannot be complete before August 31 of the application year.

Funding cannot be awarded to projects retroactively.

Approximate Timeline

- *March/April:* PLS will hold an information session for libraries
- *May:* Intent to Apply Forms are due to PLS
- *June:* PLS Construction Aid Award Committee will meet to approve Intent to Apply Forms
- *June:* Libraries will be notified of approval and may begin work on their full State Aid for Library Construction Application
- *June:* Libraries must confirm that they are moving forward with their projects at the award level announced
- *August:* Full State Aid for Library Construction Applications due to PLS
- *September:* PLS Construction Aid Award Committee will make project award recommendations to the PLS Board of Trustees
- *September:* Libraries will receive approved recommendation notification from the PLS Board of Trustees
- *October:* PLS will submit final State Aid for Library Construction Applications to DLD
- *January:* DLD will submit applications to Dormitory Authority of the State of New York (DASNY)
- *June/July of the following year:* Libraries will be notified if their applications have been approved by DASNY
- *September of the following year:* Libraries will receive the first initial payment of State Aid for Library Construction (90% of the award)

The application and award timeline is based on previous program cycles. Delays or changes in funding from the state, as well as other factors, may alter this timeline beyond the control and authority of PLS.

Intent to Apply

Libraries interested in applying for State Aid for Library Construction must first submit an Intent to Apply form. Intent to Apply must include a brief description of the project, contractor estimates, and total project costs. This information will be used by the PLS Construction Aid Award Committee to determine eligibility and the level of funding awarded. Projects that are approved and accepted by the library and the recommended funding amount will move on to the application process.

Intent to Apply forms will be distributed to boards and library directors in the first quarter of the application year.

Approval Process

The PLS Construction Aid Award Committee will divide the funds allocated to PLS as fairly as possible taking into consideration the number of applications, the size of the projects, the previous award history of a library, and the amount of funds allocated to the System.

Libraries may be awarded up to 50% of total project approved costs. Depending on the amount of funds allocated to PLS and the number of project applications received, award amounts could be less than 50% of the total project cost.

A library may be awarded up to 75% if it meets the certain criteria for serving an “economically disadvantaged community.”

Application

In order to apply for State Aid for Library Construction, libraries must complete the Division of Library Developments online application by August 31 of the application year.

If all parts of the application are not completed and submitted to PLS by the due date they will not be submitted to the state for funding.

Among required documents, libraries must be able to prove additional sources of project funding and certification of available funds.

Recommended award percentages and/or amounts will change accordingly if the final project application submitted to DLD changes from the Intent to Apply.

Library Requirements

Libraries are required to complete all steps outlined in the policy and DLD’s application requirements.

Libraries failing to spend awarded funds will be ineligible for future construction grants and other grant opportunities through Pioneer Library System.

Ongoing Use Evaluation

The State Aid for Library Construction Program Policy will be periodically evaluated in relation to the mission of the Pioneer Library System. The Executive Director and PLS Construction Aid Award Committee may update or modify the policy as necessary under the authority of the Board of Trustees.

Questions or concerns regarding Pioneer Library System State Aid for Library Construction Program or this policy should be directed to the Executive Director.

Adopted: September 9, 2020