

## **PUBLIC LIBRARY CONSTRUCTION PROJECTS IN FINGER LAKES LIBRARY SYSTEM**

### **PLAN OF SERVICE ELEMENT 10**

**Goal:** Encourage and assist member libraries to improve, expand or replace their physical facilities through new construction, expansion, renovation, rehabilitation and/or preservation.

**Intended result:** Residents of local communities will enjoy improved and enhanced library services through better library facilities.

**Evaluation:** Member libraries will submit written reports concerning improved services as a result of construction projects.

### **PROCEDURES FOR MANAGING NEW YORK STATE CONSTRUCTION FUNDS:**

#### **Standards of Service for application**

To be eligible to apply for construction funds, a library must:

- be a current member of the Library System
- meet other minimum standards of service as established by the Commissioner
- show financial stability – have sufficient operating funds to support changes to facility  
Libraries will be asked to submit a financial impact statement for construction project.  
Examples for impact include but are not limited to utility, security, staffing, etc.

#### **Standards for Projects**

FLLS will consider applications involving new construction (new facility, or expansion of current facility), energy conservation, access for the disabled, renovations, preservation or protection of library property, accommodation for new technology, increased efficiency of library operations. Projects must meet the following standards:

- Applicant libraries must have required matching funds without jeopardizing future operating budgets. New York State requires matching funds of at least 50% of total project costs. Higher matching requirements may be established depending on the amount of NYS funding available
- All projects must be planned with a qualified licensed contractor. (scope of the project will determine if architect is required)
- Application must include:
  - Contractor's estimate
  - Plans and specifications
  - Environmental impact statements where required
- All projects (new construction, expansion, and/or renovation) must meet ADA standards as applicable
- New construction project sites must be well located for library service. There should be adequate parking; accessibility for the majority of the population served.
- System Director or a designate may conduct an onsite inspection to discuss project and to review plans.
- Minimum grant will be \$2,500

## **Project Approval**

Applications will be evaluated by the FLLS Board of Trustees with assistance from staff, and recommendations for funding submitted to DLD. If sufficient NYS funding is available approvable applications will be funded at the 50% level. When there is insufficient funding available to meet total requests, applications shall be ranked and funding determined according to the following criteria as determined by the FLLS Board of Trustees

## **Ranking Applications**

- Points will be assigned to projects as follows:
  6. Projects that will improve access for the handicapped to library facilities
  5. Projects to increase energy efficiency and control future energy costs
  4. Projects that provide accommodation for computer equipment
  3. Projects to increase floor space available for library programs
  2. Projects that will increase the general efficiency of library operations
  1. Projects that will preserve or protect library property
- Total points for each project will determine the rank of the application.
- Additional factors will be taken into consideration including
  - Size and scope of the project
  - Amount of local funding available
  - Number and frequency of previous request for construction funds

**Reports to the Commissioner will be made as directed by Library Development.**