

**2017-2019 New York State
Public Library Construction Aid**

Southern Tier Library System's
Notification of Intent to Apply



STLS

Southern Tier Library System

Connecting Community Libraries

\$625,000 Available for Chartered Libraries in the Southern Tier Library System

Funding Information

New York State has approved \$24 million in capital funds for public library construction. Chartered libraries in the STLS region, must apply through STLS, using the timeline below.

The minimum project amount is \$5,000. All STLS member libraries qualify for a 75% funding match, but the library must have the 25% in matching funds available at the time of application. Decide the amount requested carefully – the library can't appeal for more funds and is also required to completely expend the funds as described in the application. The amounts of funds awarded to each library will depend on the pool of applicants and funding priorities (see attached Eligibilities, Guidelines, and Priorities).

Routine maintenance is not an eligible expense, including replacement of carpeting, roof repair, repainting, refinishing, repointing, etc. New books or other library materials are also ineligible expenses for this program.

In order to apply for Construction Aid in 2017, please submit the following to Margo Gustina via email (gustinam@stls.org) or STLS Delivery (attn.: Margo) by **July 4th, 2017**:

- This form (Notification of Intent to Apply)
- Facility Plan (can be of your own making or use the attached Member Library Facility Plan template)
- Contractor bid/quote (submit only one and can be informal)
- State Historic Preservation Office approval if your library is more than 50 years old
 - Requests for approval must be made through the CRIS online portal:
<https://cris.parks.ny.gov/Login.aspx?ReturnUrl=%2f>
 - Use CRIS as a GUEST if you don't have a current account
 - Select Submit from the top bar menu (unless you have a number with SHPO)
 - Choose Consultation Project from the list of wizards on the Submit page
 - Receipt of this mandatory letter can take weeks or months – don't delay!
- If the library doesn't own the building or land, it must certify that the lease agreement stands for a minimum of 10 years from the anticipated date of project **completion**.

STLS timeline for 2016-2017 Construction Aid applications

Wednesday, May 3rd: Webinar on Construction Aid. Register here: <https://tinyurl.com/nxh6g98>

Tuesday, July 4th: Member library deadline to submit Intent to Apply packet to Margo

Wednesday, July 12th: Member library presentations to STLS Trustees

Tuesday, July 18th: STLS Board of Trustees votes and recommends awards. Applicants notified.

Friday, September 1st: Complete applications filed online by member libraries.

August - October 2018: *New York State announces successful applicants and issues funds to libraries.*

For more information visit <http://www.stls.org/construction-aid>, or contact Margo Gustina, gustiman@stls.org.

Application Form on the reverse...

Application Form

Director Name: _____

Library: _____

Library FEIN#/SED vendor #: _____

Describe the project in one sentence: _____

Describe the project briefly but completely: _____

How will this project improve service to community members? _____

If the project is funded, when will it begin? _____ ? End? _____ (month approximations)

This year's total cost of project: _____

Funding requested (eligible for up to 75% of Cost): _____

If awarded funding through the NYS Construction Aid to Public Libraries program, the library will begin the project within 180 days of receipt of monies, and complete the project within 1 year of project start.

Name of Library Director

Name of Library Board President

Signature of Library Director

Signature of Library Board President

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