

Sample - Library Facility Plan

Facility Template for Member Libraries

NYS Public Library Construction Aid - Application Year 2023



Library Facility Plans are important for determining the needs of library buildings, enhancing library services and making good use of public funds. All member libraries must submit a *Library Facility Plan* in order to be eligible for NYS Public Library Construction Aid.

Plans assist the STLS Construction Aid Review Committee in prioritizing applications, and more importantly, benefit your library by understanding its current and future needs. Ideally the plan should include the life expectancy of all the systems, facilities and cover at least the next 3 to 5 years.

Below is a *Library Facility Plan Template* member libraries should use when submitting their *Notification of Intent to Apply* for construction aid. A library may submit its own current facility plan, or update a previously submitted plan to meet eligibility requirements. For help in prioritizing projects, consider using the Library Service Walk Through attached. Or visit <https://www.stls.org/construction-aid/> for more ideas.

Library Facility Plan Template

Library: _____

Facility Goal: (Circle 2-3 of your most prioritized projects/goals.)

Broadband Improvements

Improved Accessibility

New Building

Building Addition/Expansion

Improved Energy Efficiency

Serving Underserved

Year 1: What initial project will you undertake in Year 1 to reach your goal?

Estimated Cost: _____

Year 2: What is the next step you will take to reach your goal in Year 2?

Estimated Cost: _____

Year 3: What is the next step you will take to reach your goal in Year 3?

Estimated Cost: _____

Additional Years: What are the next steps will your library will take in additional years?

Estimated Cost: _____

Total Estimated Construction Costs for Years 1 – 3 _____