

Funding Available for Chartered Libraries in the Southern Tier Library System

Program Information

New York State has approved capital funds for public library construction. The STLS Board of Trustees – Construction Aid Review Committee is now accepting applications. It is important to note this year’s committee considerations...

1. Improved Accessibility
2. Improved Energy Efficiencies
3. Phased Building Additions/Expansion or New Building
4. Serving Underserved
5. *Projects that can be completed with 50% NYS matching funds.

*While all STLS member libraries qualify for a 75% funding match, libraries should anticipate covering more of the match if necessary. This allows our library system to maximize NYS’ investment in local library buildings.

A project minimum of \$5,000 is required. 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.

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

In order to apply for Construction Aid in 2023, please submit the following to the STLS Construction Aid Review Committee through STLS Delivery by **June 16, 2023**:

- This form (Notification of Intent to Apply)
- Facility Plan (can be of your own making or use the attached *Library Facility Plan* template)
- Contractor bid/quote
- ****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>
 - 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, and demonstrate written support from the building’s owner.

****In addition to obtaining a contractor quote, SHPO approval is the first grant requirement libraries should work towards. STLS cannot move applications to NYS if you do not have this letter by August 25, 2023. This is why you must get SHPO approval after you determine your project, and receive a cost estimate from a contractor. It is ideal to have this SHPO approval letter prior to submitting your Intent to Apply (June 16, 2023).**

STLS timeline for 2023/2024 NYS Public Library Construction Aid applications

Friday, June 16, 2023: Deadline to submit Intent to Apply packet to STLS Construction Aid Review Committee ***(Send packets via STLS Delivery addressed to Construction Aid Review Committee)***. Print packet materials single-sided, and paper clip together. Do not staple your documents.

Wednesday, June 28, 2023: Committee meets with member libraries in-person or via Go-To-Meeting to hear proposed projects.

Week of July 3, 2023: Member libraries are notified of Review Committee's decision.

July 3 – August 25, 2023: Libraries work on applications following committee approval.

Friday, August 25, 2023: Applications must be completed online through STLS support.

September 2023 – February 2024: The State Library may ask libraries to revise applications based on state-level review.

October – December 2024: *New York State announces successful applicants and issues funds to libraries.*

July 1, 2023 - June 30, 2026: This is the window for when construction can begin, and when it must be completed.

For more information contact Brian Hildreth, communitylibrarypartner@stls.org.

Notification of Intent to Apply 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): _____

Can the library complete this project if only awarded a 50% match? _____ Yes _____ No

Was this project identified through the STLS Coordinated Facilities Planning program? _____ Yes _____ No

Library Director Name

Library Director Signature

Date

Board President Name

Board President Signature

Date

If awarded funding through the NYS Public Library Construction Aid program, the library will begin the project within 180-days of award, and complete the project within 3-years of project start. For more information, please contact Brian Hildreth, STLS Executive Director (communitylibrarypartner@stls.org).