

# Library Construction Aid: An Introduction for CCLS Directors & Trustees

## Project Funding Basics

- The minimum total project allocation is \$2,500.
- CCLS member libraries should qualify for 90% funding – consult with Jan to determine
- Libraries must have the library share amount available at the time of application.
  - NYSERDA rebates may not be used toward library share. Contact Jan with questions.
- Contact Jan to see which match rate your library qualifies for.
- Libraries may submit one project each year.
- Multi-phase projects may be eligible. Contact Jan to discuss.

## Construction Timeline

- Libraries have six years to complete their projects.
- Timeline for project submitted in 2025: July 1, 2025- June 30, 2031.
  - Only work done between these dates is eligible for use of award funds and library share.
- DLD will send requests for progress reports will be sent to CCLS. CCLS will contact the member libraries for information.
- Progress reports will be requested annually for ongoing projects starting in the second year of the project.

## Common Eligible Construction Projects

- Energy efficiency improvements such as new windows, HVAC systems, insulation, lighting, generators
- ADA accessibility projects such as ramps, elevators, automatic doors, restrooms
- Safety: alarm systems, security cameras, security lighting
- Roof replacement
- Parking lots: installation of new concrete or asphalt is typically considered construction.
- Library signage – electronic signs are eligible!
- Buying, building, or renovating a library building

## Possible Eligible Projects

- Outdoor projects must have a construction focus and cannot comprise repairs or maintenance.
- Landscaping is only permitted if it is required due to construction.
- Carpet, flooring, and painting: New carpet, flooring, and painting are ONLY eligible for award funding if they are required due to other construction or code. They cannot be the only part of the project.
- Furniture: New furniture may be eligible for award funds if it will be furnishing a room or space where construction is happening in this project number.
- Asbestos, mold, and lead: Mold testing and abatement, lead testing and abatement, and asbestos surveying and abatement cannot be standalone projects and funding must come from library share.

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- Architectural and engineering plans for locally approved new or ongoing projects, provided they are submitted in the same application as the relevant project, are eligible for funding. The work outlined in the architecture or engineering plans **MUST** be carried out as part of the same project.
- Project management costs including such costs as project manager and clerk of the works, are eligible for funding.

### **Americans with Disabilities Act (ADA)**

- New and renovated public library buildings are required to be in compliance with all current ADA regulations, which include addressing specific requirements such as assistive listening devices and systems.
- Priority is given to construction projects that provide improved access to and use of building services by persons with physically handicapping conditions.

### **Ineligible Project Components**

- Routine repair and maintenance
- Carpet/flooring replacement as a stand-alone activity
- Speculative architectural and engineering plans and feasibility studies
- Building consultant studies
- Purchase of books and other library materials
- Repairs incidental to larger construction activities
- Landscaping that is not a component of an eligible project

### **Library Share, Award Funds, & Eligibility**

- Award Funds: Money received from NYS state as part of a State Aid for Library Construction Project.
- Library Share: Money supplied by the library to cover the difference between the total project cost and the amount of award funds received from the state.
- Award Funds + Library Share = Total Project Cost
- The following costs will likely need to be covered by library shares
  - Ongoing service fees for telecommunications and broadband services, including but not limited to, help-desk services, training costs, or any other cost incurred after installation
  - Software licensing
  - Flooring and/or carpeting when not part of a larger construction project in that same room of the library
  - Lease payments of any kind
  - Interest or debt retirement
  - Furniture when not part of a much larger construction project in the same room or rooms of the library and in the same project number

Landscaping, painting, and furniture purchases that are not required due to other construction components cannot be paid by award or library share. They are entirely ineligible to be included in the project.