

LOCAL CRITERIA FOR EVALUATING STATE CONSTRUCTION GRANT APPLICATIONS

This criteria detailed below are essentially those approved by the Division of Library Development, and the Board of Trustees of the Suffolk Cooperative Library System, in April 1987, and revised in September 1992 and December 2004.

Identify the system standards of organization and service.

- ? Applicant must clearly demonstrate that completion of the proposed project will mean a significant improvement in local library service.
- ? Adequacy of proposed building plans: Any current standards or formulas should be viewed as sub minimum, given the proliferation of new media and technology. Plans for new buildings should exceed the published standards.
- ? The system standards to measure the adequacy of the operating support and resources needed to sustain an improved level of service naturally fall into two categories:
 1. New construction and/or major renovation projects. The local board will be required to place an increased budget on the ballot annually so that, within three years from the year the construction aid was received, the statewide average total operating funds per capita, as measured by the Public and Association Libraries Statistics, will be equaled or exceeded by the library in question.
 2. Renovations to already existing structures. These projects would include new heating systems, building insulation, complete roof replacement, correction of flooding basement, etc., which do not lead directly to measurable levels of service improvement. However, it is expected that some of the funds formerly used for higher energy costs, for example, will now become available for services to the public.

State the local funds matching requirements and the uniform funding formula.

- ? To be eligible, the total cost of the project must be at least \$15,000.
- ? Minimum award to any approved project will be \$5,000.
- ? In accordance with the statute, no project will be funded at more than 50% of the total approved costs of the project.

State planning and technical requirements by the System

- ? As required, a registered architect or engineer will be employed as needed according to the magnitude of the project.
- ? No preference will be given to any type of library, central, main, branch or SCLS Service Center. Main buildings and branches shall be considered as a single entity.
- ? No preference will be given to either new construction or renovation/rehabilitation projects, but an increased operational efficiency should result from either gaining new space or a redesign of existing space.
- ? A preliminary evaluation of all projects by a member library advisory committee will be carried out. Members of the advisory committee may visit the libraries applying for construction grants before meeting to consider the applications.

If deadlines permit, the cover letter and building program for each project will be forwarded to all advisory committee members for study before the committee meets to consider the applications. As much time as possible will be allowed for committee members to visit SCLS to study attachments (plans, specifications, etc.) before meeting for deliberations.

- ? First priority will be accessibility to the disabled. Second, increased public access either through new construction or redeployment of existing space. Third, local computer/telecommunications provisions will be considered. Fourth is increased energy conservation. Finally, in all cases consideration should be given to innovative, imaginative proposals.
- ? When projects of equal merit are being evaluated, first-time applicants will receive greater consideration.
- ? Present priorities will be subject to change, as local conditions require, following notification and approval of the Division of Library Development.