



SERVICES COMMITTEE

May 9, 2012

PRESENT: Erin Apostol, Brian Hartson, LouAnne Lundgren, Richard Naylor, Tim Burke,
Heidi Fuge

ABSENT: Celeste Steinke

3:30 PM – Meeting called to order by E. Apostol.

I. CONSTRUCTION GRANT GUIDELINES

Committee members reviewed the draft criteria for the Construction grant applications that would allow certain libraries to apply for up to 75% of their project costs. Under the criteria proposed by T. Burke, 20 of the member libraries would be eligible to apply for more than 50% (up to 75%) of project costs. He noted that the criteria he used in developing the guidelines included unemployment rates, poverty rates, free/reduced school lunches and disaster area designation. (See the Guidelines and spreadsheet attached to these Minutes)

T. Burke noted that due to the change in the State law which allows for the increase, all of the Public Library Systems are required to create their own guidelines and those that he proposed are similar to the ones being developed by the Systems around us. He also reminded the Committee members that the amount of funds allocated to the System will not change and that by allowing some libraries to request a larger percentage of their project costs, this will lower the amount of money available to other applicants.

MOTION: E. Apostol moved to recommend Board approval of the new 75% Award criteria. B. Hartson seconded. Unanimous.

Discussion regarding the *Guidelines for Evaluation of Construction Grant Applications* (approved 2/11/09): consensus to shift the priorities under paragraph 3: switch b and c; also T. Burke will re-write the *Guidelines* and remove the wording that applies to Question numbers on the paper form that are no longer applicable to the online application. He will also re-word the sections dealing with the percentages that can be awarded to reflect the 75% now allowable.

MOTION: R. Naylor moved to switch b and c under Paragraph 3, to add language to reflect the 75% allowable and to remove the Question numbers on the original Guidelines for Evaluation of the Construction Grant applications. B. Hartson seconded. Unanimous.

Heidi A. Fuge
5/11/12



Upper Hudson Library System **Guidelines for Evaluation of Construction Grant Applications**

Once it has been determined that a construction grant application meets all of the criteria and requirements set forth by the Division of Library Development, the UHLS Services Committee and Board of Trustees will use the following guidelines for the evaluation of construction grant applications and the recommendations for distribution of funds. These guidelines will apply to all New York State Public Library Construction Grant programs available to UHLS.

1. Each application will specify a “Cost of Project for Which Funding is Being Requested,” which will be the amount used to determine the % of grant funding awarded for each application. Please note that the application also specifies a “Total Project Cost,” which can be an amount larger than the “Cost of Project for Which Funding is Being Requested.”
2. The Services Committee will recommend for funding no more than:
 - 75% and no less than 35% of the “Cost of Project for Which Funding is Being Requested” for libraries located in an economically disadvantaged community as defined by the criteria established by UHLS (see attached criteria and initial eligibility calculation).
 - 50% and no less than 35% of the “Cost of Project for Which Funding is Being Requested” for all other libraries.
3. All qualified projects will be evaluated and ranked in priority order using the following six criteria in this order from most important to least important:
 - a. Brings the library up to the State Minimum Standards (Education Law 90.2).
 - b. Increases the effectiveness of library service due to increased building space capacity.
 - c. Improves access to and use of building services by all library users, including those with physical disabilities.

- d. Increases the effectiveness of library service due to improved building space.
 - e. Provides for more efficient utilization of the building, e.g. energy conservation.
 - f. Enables the library to provide and/or improve library services to geographically isolated or economically disadvantaged communities.
4. Based on the DLD deadline for the UHLS submission of grant applications to the State Library, UHLS will establish an initial deadline for the submission of grant applications to UHLS. UHLS will also establish a second deadline by which time all necessary corrections, additions, and attachments to the grant applications must be submitted. All applications must be complete, including all of the required attachments, before they can be considered. Any grant application that is deemed by the Services Committee to be incomplete or incorrect by the second deadline will not be considered for funding.
 5. Any exceptions or additions to the above guidelines can be made only by unanimous vote of the members present at a meeting of the Services Committee.

Approved by the UHLS Services Committee and Board of Trustees on 2/11/2009
Amended by the UHLS Service Committee and Board of Trustees on 5/9/2012



NYS Public Library Construction Grant - 75% award criteria **

Effective April 1, 2012, UHLS member libraries “that are located in an economically disadvantaged community” will be eligible to be awarded up to 75% of their total approved project cost from funds allocated to UHLS for the New York State Public Library Construction Grant.

UHLS has adopted a set of criteria to determine which member libraries are located in an economically disadvantaged community. A library must meet any ONE of the criteria to be eligible for a recommended grant award of up to 75% of the total approved project cost.

To be eligible the Library must meet at least one of the following criteria:

- 1) Serve a municipal subdivision which makes up a majority (by population or land area) of the library’s chartered service population that has **4 percent** or more of its population **unemployed** as shown in the latest 5 year summary data of the US census (US Census Bureau 2006-2010 American Community Survey 5-year estimates - <http://www.census.gov/acs/www/>).
- 2) Serve a municipal subdivision which makes up a majority (by population or land area) of the library’s chartered service population that has **10 percent** or more of its population **living in poverty** as shown in the latest 5 year summary data of the US census (US Census Bureau 2006-2010 American Community Survey 5-year estimates - <http://www.census.gov/acs/www/>).
- 3) Be located within a public school district where the percentage of student enrollment that is **eligible for free and reduced lunch** under the National School Lunch Program is **30 percent** or more for at least one month during the twelve months prior to the date of filing of the grant application.
- 4) Serve a municipal subdivision that is located in a **State or Federally designated disaster area** for a period of 3 years from the designation.

The attached chart will be used to determine eligible libraries and will be updated annually on or before June 1.

Member libraries that are eligible to be considered for a grant award of more than 50% of their total approved project cost should submit with their grant application, a narrative statement indicating which criteria is met by the library. They should also include an explanation of how the project will better enable the library to address the needs of the economically disadvantaged in their community.

** The UHLS Guidelines for Evaluation of Construction Grant Applications (approved 2/11/09, amended 5/9/12) will be used to evaluate all construction grant applications. The above only applies to determining a library’s eligibility for consideration of increased awards (up to 75%).

Adopted by the UHLS Board of Trustees: May 9, 2012

UHLS Libraries - 75% Construction award eligibility (May 2012)

UHLS Criteria		Unemployment = or > 4%	Poverty level = or > 10%		Free/Reduced School Lunch Eligibility = or > 30%
Member Library (libraries highlighted are eligible for award consideration up to 75% of "Cost for which Funding is Being Requested")	municipal subdivision used	% of Pop. Unemployed **	% of pop. at/below poverty level **	School district used	% of pop. Eligible for free/reduced lunch (for at least 1 month/yr.) ***
Albany Public Library *	City - Albany	5.4	25.3	Albany City SD	67.5
Altamont Free Library	Village - Altamont	2.4	7.2	Guilderland CSD	9.9
Arvilla E Diver Memorial Library	Village - Scaghticoke	3.3	2.7	Hoosic Valley CSD	26.9
Berlin Free Town Library	Town - Berlin	3	5.8	Berlin CSD	35.5
Berne Public Library	Town - Berne	3.2	2.4	Berne-Knox-Westerlo CSD	31.1
Bethlehem Public Library *	Town - Bethlehem	3	5.1	Bethlehem CSD	6.9
Brunswick Community Library	Town - Brunswick	3.3	4.8	Brunswick/Brittonkill CSD	19.4
Castleton Public Library	Village - Castleton	2.9	5	Schodack CSD	15.6
Cheney Library	Town - Hoosick Falls	4.4	14.4	Hoosick Falls CSD	40.7
Cohoes Public Library	City - Cohoes	3.6	14.6	Cohoes City SD	60.6
East Greenbush Community Library*	Town - East Greenbush	2.9	3.2	East Greenbush CSD	17
Grafton Community Library	Town - Grafton	4.4	5.5	Berlin CSD	35.5
Guilderland Public Library *	Town - Guilderland	3.2	5.5	Guilderland CSD	9.9
Menands Public Library *	Village - Menands	1.1	11.1	Menands UFSD	28.1
Nassau Free Library	Town - Nassau	5.9	5.9	East Greenbush CSD	17
North Greenbush Public Library *	Town - North Greenbush	4	3.4	Wynantskill UFSD	14.8
Petersburgh Public Library	Town - Petersburgh	3.8	5.7	Berlin CSD	35.5
Poestenkill Library	Town - Poestenkill	4.4	1.1	Averill Park CSD	16.9
RCS Community Library *	Town - Coeymans	4.2	4.7	Ravena-Coeymans-Selkirk CSD	31.6
Rensselaer Public Library	City - Rensselaer	5.8	17.9	Rensselaer City SD	71.8
Rensselaerville Library	Town - Rensselaerville	4.9	14.4	Greenville CSD	31.4
Sand Lake Town Library	Town - Sand Lake	4.1	3.5	Averill Park CSD	16.9
Stephentown Memorial Library	Town - Stephentown	6.3	7.2	Berlin CSD	35.5
Town of Westerlo Public Library	Town - Westerlo	1.9	9.5	Berne-Knox-Westerlo CSD	31.1
Troy Public Library *	City - Troy	7	25.1	Troy City SD	58.2
Valley Falls Free Library	Town - Pittstown	5.8	5.6	Hoosic Valley CSD	26.9
Voorheesville Public Library *	Town - Voorheesville	2.6	7.9	Voorheesville CSD	9.2
Watervliet Public Library	City - Watervliet	3	12.2	Watervliet City SD	65.5
William K Sanford Town Library	Town - Colonie	3.3	5.7	North Colonie CSD	13.3
Averages		3.9	8.36		30.35

Notes/Sources

* Sp. Leg. and School District Libraries - municipal subdivision selected by UHLS

** unemployment/poverty statistics - US Census Bureau 2006-2010 American Community Survey 5-year estimates (<http://www.census.gov/acs/www/>)

*** free/reduced lunch statistics - NYS Education Department Child Nutrition Management System (http://portal.nysed.gov/pls/cn_port/mel3_pkg.elig_enroll_query)

Adopted by the UHLS Service Committee and Board of Trustees : 5/9/12