



NEW CONSTRUCTION/LIBRARY EXPANSION POLICY

This policy is a system-wide policy for application to all libraries within the Buffalo & Erie County Public Library System.

This document supersedes the *Guidelines and Procedures for Approval of New Library Construction, 2002*.

I. Introduction

This policy provides direction for the approval and planning of new construction and/or expansion projects for all libraries within the Buffalo & Erie County Public Library (B&ECPL) System, including the Central Library, Buffalo Branches and Contract Libraries.

II. Criteria for Approval

B&ECPL libraries (Central Library, Buffalo Branches and Contract Libraries) and/or municipal government(s) must obtain approval from the B&ECPL System Board of Trustees for all new construction and/or expansion projects.

Approval for new construction and/or expansion must be obtained prior to introducing local referenda, presenting bond issues to the electorate or submitting applications for publicly funded grants.

Final approval for any project rests with the B&ECPL System Board of Trustees.

All projects must meet the following conditions and criteria:

- A. The library must be a member of the B&ECPL System by virtue of a signed annual contract or a local library subject to the governmental authority of the B&ECPL System Board of Trustees;
- B. The library must meet the minimum standards for hours of service established by the New York State Commissioner of Education (Commissioner's Regulation §90.2) and additional standards as may be established by the B&ECPL;

- C. The library must meet the staffing requirements established by the New York State Commissioner of Education (Commissioner's Regulation §90.8), the New York State Civil Service Commission (where applicable) and the County of Erie;
- D. The library must meet other minimum standards of service as established by the New York State Commissioner of Education;
- E. Operational cost neutrality. Any new construction and/or expansion project must be expenditure neutral (when adjusted for inflation) in the context of the B&ECPL's overall operating budget. If operating cost neutrality is not obtainable, a New Construction/Library Expansion Waiver/Partial Waiver of Operating Cost Neutrality Request Form is required. SEE Section III (F);
- F. New facilities must be strategically located, in areas frequently trafficked/recognized by local/regional residents;
- G. New facilities and/or expanded facilities must be designed to serve regions resulting in higher levels of service (resources, technology);
- H. New facilities and/or expanded facilities must include cost saving initiatives such as energy efficiencies, utility savings and green processes, if available;
- I. The B&ECPL System Board of Trustees will not consider any project unless it is submitted at least 60 days prior to the deadline for applicants to file with the Library System a request for State Aid for Library Construction funds;
- J. The B&ECPL System Board of Trustees will not consider and/or approve any proposed project that might enhance the quality of library service in one area at the expense of service in another.

III. REQUIRED: Application for Approval of New Construction/Expansion Projects

Using the [Request for New Construction/Library Expansion Approval Form](#), the Contract Library Board of Trustees and/or municipal government must provide the following information to the B&ECPL System Board of Trustees:

- A. Complete description of the expansion/new construction project incorporating required criteria/conditions as indicated in Section II of this policy;
- B. Estimated cost of project;
- C. Resolutions of support from municipality, or for association libraries, letters of support from association members;
- D. List of project funders-including committed funding amounts;
- E. Fundraising plan (where applicable);
- F. Written statement estimating operational costs. Include recognition that cost neutrality is optimal. NOTE: If cost neutrality is not obtainable,

provide a completed [New Construction/Library Expansion Waiver/Partial Waiver of Operating Cost Neutrality Request Form](#). The Waiver/Partial Waiver Request of Operating Cost Neutrality Form should be submitted with the completed New Construction/Library Expansion Approval Form. The Waiver/Partial Waiver Request of Operating Cost Neutrality shall not apply to any other provision of this Policy nor any other provision of the Request for New Construction/Library Expansion Approval Form, the terms of which shall remain in full force and effect;

- G. For new library construction, a written statement demonstrating the strategic placement of the facility including how/why the new location will better service the community;
- H. Written statement of commitment to meet/exceed all New York State Education laws and regulations;
- I. Written statement of commitment to meet all New York State Civil Service laws and regulations (where applicable);
- J. Written statement of understanding that construction of a new library facility and/or expansion of a library facility, and equipping the same, is the responsibility of local or regional authorities or association members (for association libraries);
- K. Conceptual drawings and/or architectural renderings providing visual support specific to the project.

IV. Review

Within 45 days of receipt of a completed Request for New Construction/Library Expansion Approval Form, the B&ECPL Board of Trustees Building Oversight Committee (Building Oversight Committee) will meet and determine:

- A. If all required criteria have been met;
- B. If a presentation of the project to the System Board of Trustees is needed. In that case:
 - 1. Contract Library Board and Contract Library Director, or in the case for the Central Library or Buffalo Branches, members of B&ECPL's Administration, will be asked to present the project to the B&ECPL System Board of Trustees;
 - 2. All presentations will be made during a regularly scheduled meeting of the System Board of Trustees;
 - 3. All presentations will include conceptual drawings or architectural renderings providing visual support specific to the project;
 - 4. The Building Oversight Committee or designee will notify the Contract Library Board of Trustees/Director or B&ECPL Administration of presentation date.
- C. If/when the project will be recommended to the B&ECPL System Board of Trustees for approval.

V. Approval

Following review by the Building Oversight Committee and within 90 days of receipt of the Request for New Construction/Library Expansion Approval Form, the B&ECPL System Board of Trustees will respond to the Contract Library Board of Trustees and/or municipal government, in writing, on the status of the new construction/library expansion approval request.

- A. All approvals will be made via resolution by the B&ECPL System Board of Trustees;
- B. Projects that are not approved will receive no financial, technical or professional support from the B&ECPL as stated in the current annual contract between the B&ECPL and the Contract Library.

VI. Appeal

Any/all appeals must be submitted to the B&ECPL Board of Trustees, in writing, within 90 days of declination of support determination.

The B&ECPL Building Oversight Committee will review any/all appeals and make a recommendation to the B&ECPL System Board of Trustees within 90 days of receipt of said appeal. The B&ECPL System Board of Trustees will respond to the Contract Library Board of Trustees and/or municipal government, in writing, on the determination of the appeal within 60 days of receipt of the Committee's recommendation.

VII. Priority Ranking of Projects

The Building Oversight Committee will give preference to projects that:

- A. Serve a region rather than a single municipality, resulting in improved levels of service. Such improvements may include: increased hours of service, enhanced technology, meeting room and storage space, parking, etc.;
- B. Show evidence of sufficient capitalization to furnish the new facility;
- C. Demonstrate operational cost neutrality including a comprehensive funding analysis that determines long-term operational needs OR have received approval of a New Construction/Library Expansion Waiver/Partial Waiver of Operating Cost Neutrality Request.

Adopted December 15, 2016. Supersedes the *Guidelines and Procedures for Approval of New Library Construction, April 18, 2002.*

Amended December 20, 2018.