NOTICES

DEPARTMENT OF EDUCATION

Long-Range Plan for the Keystone Recreation, Park and Conservation Fund Grant Program for Public Library Facilities; 2009-2013

The Pennsylvania General Assembly passed legislation (Act 50) in 1993 to establish the Keystone Recreation, Park and Conservation Fund. The Department of Education (Department), through the Office of Commonwealth Libraries (OCL), Bureau of Library Development, administers the public library portion of this program.

Program Regulations of the Keystone Recreation, Park and Conservation Fund grant program for public library facilities, located in 22 Pa. Code § 142.2(d) (relating to the long-range plan) requires that, "Commonwealth Libraries will publish the long-range plan and subsequent modifications to the long-range plan in the *Pennsylvania Bulletin*."

Background

The Keystone Recreation, Park and Conservation Fund was established by an act of the Pennsylvania General Assembly (Act 50) in 1993. The voters approved Keystone by a two to one margin in a referendum. The Statewide referendum designated Keystone Funds for, "nature preserves and wildlife habitats, and for improvements to and expansion of State parks, community parks and recreation facilities, historic sites, zoos and public libraries."

The Department, through the OLC, Bureau of Library Development, administers the public library portion of this program. Within the Department, the OCL operates a major research library and leads the development of the State's public, school, academic and special libraries to meet the information, education and enrichment needs of its residents.

Moneys for the grant fund come from a portion of the realty transfer tax. The act calls for 4% of the fund each year to be allocated for library capital projects.

In the first year of the program, $1.2 million was available to public libraries, out of the initial $32 million. For Fiscal Year (FY) 2007, there was $4.1 million available to public libraries. In 2008, $2,525,000 was appropriated. Since a portion of State realty transfer tax funds Keystone, the health of the real estate market determines the amount of funds available for public library projects. An increase in home sales resulted in an additional grant round in 2007, instead of the usual bi-annual program, and a round has been held each year since.

The current competitive grant application process is used to award matching construction grants to municipalities that sponsor State-aided public libraries. Grants reimburse up to 50% of eligible costs. Since the beginning of the Fund until the end of FY 2008-2009, 238 projects have been completed or are currently under construction.

Current funding priorities have been set for two programs within the Fund:

Mini-Grant Program

The mini-grant program addresses construction related to making public library facilities accessible to persons with disabilities, nonroutine maintenance, and building additions or remodeling of existing buildings to demonstrably improve library service to patrons. Up to $75,000 in matching funds may be requested and total project costs are not to exceed $200,000 for this program. If submitting an application under the accessibility priority, an application must show that at least 70% of the project's construction cost is related to American Disabilities Act (ADA) accessibility compliance. If submitting an application under the new construction, remodeling or renovation priority, a library building consultant is required.

Major Grant Program

This major construction grant program is for projects exceeding $75,000 that address ADA accessibility, new building construction, additions or remodeling of existing buildings to demonstrably improve library service to the general public, and nonroutine maintenance, particularly where lack of maintenance is impeding service to the general public, creating a public hazard or causing a hazard to the library collection. If submitting an application under the accessibility priority, an application must show that at least 70% of the project's construction cost is related to ADA accessibility compliance. Mechanical systems with replacement costs of over $100,000 are included in the priority of nonroutine maintenance in this program. No award has exceeded $500,000. All Major Grant projects require a building consultant.

Keystone grant applications are scored according to the criteria laid out in the grant application packet. The current application is available on the Keystone web site, located at http://www.portal.state.pa.us/portal/server.pt/community/keystone_recreation%2C_park%2C_and_conservation_fund/8701, and the application for the 2009 round is also included at the end of this document.

Planning Process

About the Plan

In consultation with the Advisory Council on Library Development, OCL has prepared this long-range plan for the allocation of grants available to municipalities for public library facility planning, acquisition, development, or rehabilitation from the Keystone Recreation, Park and Conservation Fund, in fulfillment of 22 Pa. Code § 142.2. The Advisory Council on Library Development, established by the Library Code, offers advice and recommendations to the Governor, the Secretary of Education, and the Commissioner for Libraries in areas relating to general policies and operations of the State Library and the Commonwealth's library development programs. Council members represent library trustees, librarians, and lay advocates.

In preparing the long-range plan, Commonwealth Libraries also consulted with municipal officials and library representatives and worked with consultants Pat Owens and Mary Sieminski of RPA, Incorporated to gather information. Sarah Aerni provided statistical assistance. David Belanger provided representation from the Governor's Advisory Council.

As required by these regulations, this long-range plan includes the following components and will be published in the *Pennsylvania Bulletin*:

1) A library facility needs assessment, including an analysis of the need in different geographical regions of this Commonwealth and of libraries serving various size municipalities, and a consideration of county library system plans;

2) An action plan to meet the need for improved library facilities through the use of the Fund and other available moneys;

3) Commonwealth Libraries' policies concerning the grants for public library facilities;

4) A plan for Commonwealth Libraries' administration of the program, including provision of technical assistance, monitoring of on-going projects and evaluation of completed projects.

Library Facilities Need Assessment

Methodology

In accordance with 22 Pa. Code § 142.2, a facility-needs assessment was undertaken. The assessment included an analysis of the need in different geographical regions of this Commonwealth and of libraries serving various size municipalities, and a consideration of county library system plans.

The following sources of data were used for the Needs Assessment:

• Facilities Survey of all State-aided public libraries (March, 2007);

• State-wide survey of municipalities (March, 2007);

• Review of Keystone Frequently Asked Questions (June 19, 2007);

• Interviews with Office of Commonwealth Libraries staff (July 17, 2007);

• Survey of past grant recipients (September 2007);

• Survey of grant reviewers (September 2007);

• System Administrators and District Consultants meeting (September 6, 2007);

• Eight focus groups across the Commonwealth (October—November 2007)

Facilities Survey

A detailed survey regarding facilities for all State-aided public libraries, and branches, was distributed in early March 2007, by means of e-mail, using Survey Monkey. The survey questions covered facility structure, condition of interior and exterior features, facility impact on services and future needs of the facilities. Questions regarding the Keystone Grant Program were also elicited. A total of 438 responses were received by the cut-off date of May 10, 2007. Responses to the survey were not assumed to have been completed by a library representative with facility management education or training. Results of the survey were also analyzed by geographic region and by the size of the population served by responding libraries.

The 2007 Keystone Public Library Needs Assessment Survey responses are located on the Department's Keystone Recreation, Parks and Conservation web page.

Findings:

Survey recipients were asked to report on the age, condition and future needs for their library facilities. Their responses were not verified by outside experts, such as architects or building consultants, but valid conclusions may still be made about the facility needs for libraries in this Commonwealth over the next 5 years.

This Commonwealth's public libraries are aging. Forty-two percent of Commonwealth libraries are housed in facilities that are over 57 years old. Thirty percent of the libraries were built in the first half of the 20th century, 12% were built in the 19th century and one facility was built in the 18th century. Fifty-eight percent of State-aided libraries have constructed new facilities since 1950, with 9% in the 21st century.

Year of construction of existing facility:

		Frequency	Valid Percent
Valid	Prior to 1800	1	.3
	1800—1849	8	2.0
	1850—1899	39	9.8
	1900—1949	117	29.5
	1950—1974	95	24.0
	1975—1999	101	25.5
	2000 or after	35	8.8
	Total	396	100.0
Missing System		42	
Total		438	

Thirty-three percent of libraries reported that they have constructed additions to library facilities. Of these, 50% were added between 1975 and 1999, with an additional 33% in 2000 and after; however, 66% of libraries have never constructed an addition.

Year of most recent addition, if any:

		Frequency	Valid Percent
Valid	Before 1950	9	6.2
	1950—1974	16	11.0
	1975—1999	72	49.7
	2000 or after	48	33.1
	Total	145	100.0
Missing System		293	
Total		438	

Fifty-two percent of public libraries reported that they made renovations to the structure of the facility. Of those, 51% reported renovations between 1975 and 1999, and 41% completed some renovations in the 21st century. Forty-eight percent of libraries in this Commonwealth have never been renovated.

Year of most recent major renovation, if any:

		Frequency	Valid Percent
Valid	Before 1950	4	1.8
	1950—1974	14	6.1
	1975—1999	116	50.9
	2000 or after	94	41.2
	Total	228	100.0
Missing System		210	
Total		438	

Condition of existing facility

While 31% of respondents rated the overall condition of their library facilities as adequate, 29% rated the condi-

tion as less than adequate. Only 40% of libraries were ranked as more than adequate. Of those, 12% were ranked in the highest category of "good."

On a scale of 1 to 5, with 1=substandard, 3=adequate, and 5=good, rate the overall condition of your facility:

		Frequency	Valid Percent	Cumulative Percent
Valid	1	24	7.5	7.5
	2	69	21.4	28.9
	3	100	31.1	59.9
	4	89	27.6	87.6
	5	40	12.4	100.0
	Total	322	100.0	
Missing System		116		
Total		438		

Library directors were asked to describe the condition of specific areas of their current library facilities. Particular interest was given to areas libraries described as "less than adequate" for daily use. "Less than adequate" was defined using the five point scale from the question. The value "3" was defined as adequate, and anything rated below a three was less than adequate.

The following table shows the 15 aspects of library facilities that received the lowest ranking about the condition of their facility. It is ordered by mean ranking from all respondents, from lowest to highest. All of the lowest 15 answers were rated less than adequate, except for signage, at the bottom, which was at the minimum level of adequacy.

Three that really stand out are the inadequacy of the young adult areas, the tutoring rooms and the lack of adequate parking spaces for the disabled.

Aspect of Facility	Valid data	Missing data	Mean (valid data)
Air conditioning (window units)	371	67	2.15
Storage (general)	369	69	2.18
Storage for Children's supplies	369	69	2.30
Book sale area	271	167	2.49
Young adult area	**269**	**169**	**2.50**
Basement	196	242	2.56
Technical services area	234	204	2.64
Shelving (sufficient quantity)	395	43	2.77
Tutoring rooms	**109**	**329**	**2.83**
Staff Lounge	211	227	2.85
Parking lot	272	166	2.88
Conference rooms	193	245	2.94
Accessible parking space for disabled	**336**	**102**	**2.96**
Meeting rooms	298	140	2.99
Signage	393	45	3.00

Various aspects of the library facility that are lacking

The following chart shows the results of the same question about the condition of various aspects of the library facility. However, it is ordered by the facility aspect with the highest amounts of nonresponses. We assume by nonresponse that the library facility does not contain that particular element. In some cases, it is good not to have certain aspects of the facility (for example, window air conditioners because we assume that the facility has central air). For other facility components, a lack is definitely a draw-back, such as not having handicapped accessible parking.

The number of libraries responding to the question about each aspect of their library facility as "N/A" or "missing," was compared to how many total responses there were. By answering "N/A," the library is saying that they do not have, for example, an office for the director. If many libraries do not have this feature/service, then that aspect of the facility will have a high percentage. The ranked list of the top fifteen follows.

Aspect of Facility	Missing	Total responses	% who said N/A
Gift shop	425	438	97
Coffee shop	419	438	96
Air conditioning (window units)	371	438	85
Automatic doors	332	438	76
Tutoring rooms	329	438	75
Elevator	320	438	73
Computer lab	315	438	72
Conference rooms	245	438	56
Basement	242	438	55
Ramps	228	438	52
Staff Lounge	227	438	52
Wireless Internet	223	438	51
Technical services area	204	438	47
Facility Security System	188	438	43
Young adult area	169	438	39

This table shows that 75% of libraries do not have tutoring rooms, 73% have no elevator and 72% do not have a computer lab. The fact that 85% of libraries responded "N/A" to the question of having window air conditioning units is seen as positive since more have moved to central air.

On the other hand, automatic doors and an elevator are particularly important for libraries to be accessible to the elderly and to the disabled, however, many facilities do not have them. Tutoring rooms and computer labs are very useful for many types of life-long learning and continuing education activities for people of all ages. Library facilities were lacking these aspects in over 70% of all responses. These categories really stand out as definitive needs for the Commonwealth's public libraries going forward.

Interior renovations

Construction Needs	Positive responses	Percentage of total (438)	Category (see below)
Furniture	142	32%	
Shelving	141	32%	

Construction Needs	Positive responses	Percentage of total (438)	Category (see below)
Signage	135	31%	
Paint/plaster on interior walls	118	27%	

Libraries need to be updated. Thirty-two percent indicated that they needed new furniture. Thirty percent indicated that they needed improved lighting. Twenty-seven percent indicated that interior painting and plastering were needed. Library customers prefer public buildings with environments that are clean, attractive and inviting, and this is demonstrated by the responses of library directors.

Facility maintenance

Construction Needs	Positive responses	Percentage of total (438)
Parking lot upgrade	123	28%
Sidewalk upgrade	58	13%
Smoke/fire alarm	52	12%

Because of a shortage of funds, many libraries have had to defer maintenance, often requiring a more expensive repair later. The poor condition of sidewalks presents a hazard to library customers. A prevalent problem is the lack of parking as well as the dearth of handicapped parking spaces. With this Commonwealth's aging population, this problem will only increase.

• 28% indicated that they need better parking lots and sidewalk repair.

• 13% indicated that sidewalk repair was necessary.

• 12% need smoke or fire alarms.

New construction

Construction Needs	Positive responses	Percentage of total (438)
New facility	86	20%
Addition, new	125	29%

There exists a great need for new construction for State-aided public libraries within this Commonwealth. Approximately 42% of these libraries were constructed prior to 1950.

• 20% of reporting libraries indicated that they were in need of a new facility.

• 29% indicated a need for an addition to their present facility.

The top construction needs for which libraries had bids

To determine which needs were most likely to be met or were considered most critical, the survey included a question on construction needs for which libraries had completed a bid process. One hundred and fifty-six libraries indicated that they had obtained cost figures for a needed project.

Thirty-two libraries had received a cost estimate for a new facility or an addition. Energy-related items such as window replacement, insulation, lighting, heating and air conditioning system replacement had been considered by 71 libraries. Forty-seven libraries had estimates on interior renovations such as furniture, shelving, carpeting, paint and plaster. Bids on external repairs were obtained by 37 libraries, while handicapped accessibility improvement costs were received by 20 libraries. Some libraries had bid out more than one project.

This category includes only a small subset of libraries in this Commonwealth that actually had bids for construction and is not representative of the greater library population. Many libraries may not be aware of maintenance needs, or may not have the funds to consider obtaining estimates for maintenance or new construction.

Sources of funding

State funding requires a local match and, with project totals often higher than the match limit, it is estimated that every $1 in Keystone funding leverages nearly $6 in local library capital funding. The needs assessment indicates that, as of 2007, the demand for construction funds is in excess of $335 million.

The sole funding source available to OCL for funding construction is the Keystone Fund.

For the 156 libraries with construction projects planned, the following sources of funding were being pursued.

• Local public funds: 80%

• Gifts and donations: 75%.

• Keystone grant funds: 60%

• Other State grant funds: 60%

• Endowment funds: 30%

• Federal funds: 28%

• Bond funds: 19%

• Other private foundation grant funding: most of these libraries

Source	Number who said yes	Percentage who said yes (156=N)
Local public funds	124	79%
Gifts and Donations	119	76%
Keystone Grant Funds	94	60%
State Grant Funds	92	59%
Endowment Funds	47	30%
Federal Funds	43	28%
Bond Funds	30	19%
Other Private Funds	7	4%

("N" is used to indicate the number of respondents to the questions)

Size of municipality

Survey results were analyzed by the size of the municipality served by the library and by the geographic region of this Commonwealth. The results indicate that building and construction needs are distributed fairly evenly over this Commonwealth's geographic regions and municipalities.

Survey results were broken down into five groupings, according to the population served by the responding libraries. The ranges were populations of 4,999 and under, populations of 5,000 to 9,999, populations of 10,000 to 49,999, and libraries serving populations of 50,000 and above. Estimated costs for planned projects by population served, show that the greatest need for Mini-Grants of $75,000 or less was in the areas with smaller populations of 20,000 or fewer.

The oldest library facilities were in areas with populations of 9,999 or fewer, although 43% of libraries in municipalities serving 50,000 or more were constructed prior to 1950. The newest facilities (the 9% constructed in 2000 or after) belonged to public libraries serving 20,000 to 49,000 residents. The 5,000 to 9,999 population grouping had the highest proportion of libraries (75%) ranking the condition of their facilities as adequate to good.

The top priority needs noted, include automatic doors (listed in four of the five population groups) and meeting rooms (listed in three of the five population groups). A few additional pieces of information are listed.

Sufficient Seating and Meeting Room Space for Different Sized Municipalities

		Does the facility currently have sufficient seating for patrons?		
		Yes	No	Total
Categories of Population Served	Fewer than 6,000 people	33	29	62
	6,001—12,000 people	43	28	71
	12,001—20,000 people	36	17	53
	20,001—40,000 people	39	32	71
	40,001—100,000 people	17	21	38
	More than 100,001 people	16	6	22
	Total	184	133	317

Twenty-two percent of respondents, without sufficient seating for patrons, serve populations with fewer than 6,000 people. Eighty percent of respondents without sufficient seating for patrons serve populations of 40,000 people or less.

Public Access Computers for Different Sized Municipalities

		Does the facility have an adequate number of public access computers?		
		Yes	No	Total
Categories of Population Served	Fewer than 6,000 people	35	28	63
	6,001—12,000 people	21	51	72
	12,001—20,000 people	17	37	54
	20,001—40,000 people	29	42	71
	40,001—100,000 people	8	30	38
	More than 100,001 people	2	20	22
	Total	112	208	320

Twenty-five percent of libraries without an adequate number of public access computers serve populations of between 6,000 and 12,000 people. Seventy-six percent of all libraries that do not have an adequate number of public access computers serve populations of fewer than 40,000 people.

The ability to accommodate larger numbers of people in meeting rooms is also needed.

		Do you have sufficient meeting room space?		
		Yes	No	Total
How many people can your meeting room accommodate?	1—25	20	80	100
	26—50	35	46	81
	51—75	41	22	63
	76—100	32	14	46
	Over 100	23	9	32
	Total	151	171	322

		How many more would you like it to accommodate?					
		1—25	26—50	51—75	76—100	Over 100—125	Total
How many people can your meeting room accommodate?	1—25	19	38	13	11	6	87
	26—50	17	16	11	12	6	62
	51—75	9	6	5	3	5	28
	76—100	6	1	0	3	8	18
	Over 100	4	1	1	1	5	12

Geographic regions

The Needs Assessment was also analyzed by eight geographic regions, each of which consists of one or more District Library Centers:

• Central (C): Altoona, Central PA, Chambersburg, Johnstown

• Lehigh Valley (LV): Allentown, Bethlehem, Easton, Pottsville, Reading

• North Central (NC): North Central

• North East (NE): Wilkes-Barre, Scranton

• North West (NW): Erie, New Castle, Oil Creek, Seneca

• South Central (SC): Capital Area, Lancaster, Lebanon, York

• South East (SE): Chester, Delaware, Doylestown, Montgomery, Philadelphia

• South West (SW): Aliquippa, Monessen, Pittsburgh, Washington

The North East and North Central regions had the highest percentage of libraries that were constructed prior to 1950. The South West had 50% of additions in 2000 and after, with 54% reporting major renovations since 2000. The proportion of libraries ranking the condition of facilities as adequate to good was highest in South Central (85%) and South East (81%) and was lowest in the more rural regions—North East (67%) and Central (62%).

• Central (C): Altoona, Central PA, Chambersburg, Johnstown

The top-ten most pressing needs reported for this region are listed as follows.

Item	Number of positive responses	Percent of positive responses
Carpeting	20	49
Meeting room	19	46
Shelving	19	46
Automatic doors	18	44
Furniture	18	44
Storage	16	39
Tutoring room	16	39
Addition, new	15	37
Lighting	15	37
New facility	15	37

• Lehigh Valley (LV): Allentown, Bethlehem, Easton, Pottsville, Reading

The top-ten most pressing needs reported for this region are listed as follows.

Item	Number of positive responses	Percent of positive responses
Storage	26	52
Book sale area	25	50
Young adult area	24	48
Addition, new	22	44
Automatic doors	22	44
Carpeting	22	44
Shelving	22	44
Accessible parking space for disabled	21	42
Meeting room	21	42
Tutoring room	21	42

• North Central (NC): North Central

The top-ten most pressing needs reported for this region are listed as follows.

Item	Number of positive responses	Percent of positive responses
Rest rooms	13	54
Automatic doors	12	50
Accessible parking space for disabled	11	46
Addition, new	11	46
Meeting room	11	46
Tutoring room	11	46
Carpeting	10	42
Conference room	10	42
Parking lot upgrade	10	42
Shelving	10	42

• North East (NE): Wilkes-Barre, Scranton

The top-ten most pressing needs reported for this region are listed as follows.

Item	Number of positive responses	Percent of positive responses
Signage	12	41
Storage	10	34
Carpeting	9	31
Lighting	9	31
New facility	9	31
Young adult area	8	28
Accessible parking space for disabled	7	24
Automatic doors	7	24
Children's area	7	24
Computer Lab	7	24

• North West (NW): Erie, New Castle, Oil Creek, Seneca

The top-ten most pressing needs reported for this region are listed as follows.

Item	Number of positive responses	Percent of positive responses
Parking lot upgrade	15	35
Storage	15	35

Item	Number of positive responses	Percent of positive responses
Young adult area	15	35
Addition, new	14	33
Computer Lab	13	30
Furniture	13	30
Carpeting	12	28
Meeting room	12	28
Shelving	12	28
Automatic doors	11	26

• South Central (SC): Capital Area, Lancaster, Lebanon, York

The top-ten most pressing needs reported for this region are listed as follows.

Item	Number of positive responses	Percent of positive responses
Meeting room	19	44
Storage	19	44
Automatic doors	18	42
Young adult area	18	42
Addition, new	17	40
Computer Lab	17	40
Shelving	17	40
Tutoring room	16	37
Children's area	15	35
Furniture	15	35

• South East (SE): Chester, Delaware, Doylestown, Montgomery, Philadelphia

The top-ten most pressing needs reported for this region are listed as follows.

Item	Number of positive responses	Percent of positive responses
Signage	45	42
Storage	43	41
Furniture	42	40
Young adult area	42	40
Carpeting	38	36
Lighting	37	35
Wireless Internet	37	35
Paint/plaster on interior walls	36	34
Shelving	36	34
Automatic doors	34	32

• South West (SW): Aliquippa, Monessen, Pittsburgh, Washington

The top-ten most pressing needs reported for this region are listed as follows.

Item	Number of positive responses	Percent of positive responses
Automatic doors	29	36
Lighting	27	34
Carpeting	23	29
Furniture	20	25
Signage	20	25
Meeting room	19	24
Staff lounge	19	24
Window replacement	19	24
Paint/plaster on interior walls	18	23
Storage	18	23

The Most Pressing Needs Reported Statewide

Libraries were asked to list major aspects of their facilities that needed to be replaced or improved. Responses to this question are listed as follows, ranked in order of construction needs listed by the most respondents. Categories were created to group improvement priorities.

Key:
EE = Energy Efficiency
SP = Space Needs
ADA = Accessibility

Construction Needs	Positive responses	Percentage of total (438)	Category (see below)
Storage	155	35%	SP
Automatic doors	152	35%	ADA
Young adult area	150	34%	SP
Carpeting	144	33%	EE
Furniture	142	32%	
Shelving	141	32%	
Meeting room	140	32%	SP
Signage	135	31%	
Lighting	131	30%	EE
Tutoring room	130	30%	SP
Addition, new	125	29%	SP
Parking lot upgrade	123	28%	
Accessible parking space for disabled	121	28%	ADA
Paint/plaster on interior walls	118	27%	
Book sale area	112	26%	
Children's area	112	26%	SP
Computer Lab	112	26%	SP
Staff lounge	108	25%	SP
Conference room	106	24%	SP
Rest rooms	98	22%	SP
Air conditioning (Central)	90	21%	EE

Construction Needs	Positive responses	Percentage of total (438)	Category (see below)
Heating system replacement	89	20%	EE
Technical services area	89	20%	SP
Director's office	87	20%	SP
Phone system	87	20%	
Wireless Internet	87	20%	
New facility	86	20%	SP
Window replacement	86	20%	EE
Insulation	84	19%	EE
Wiring (Electrical)	83	19%	
Facility Security System	82	19%	
Drinking fountain	74	17%	
Plumbing	73	17%	EE
Roof replacement	73	17%	EE
Coffee shop	64	15%	
Ventilation system	64	15%	EE
Wheelchair accessible rest rooms	63	14%	ADA
Sidewalk upgrade	58	13%	
Wiring (Telecommunications)	57	13%	
Smoke/fire alarm	52	12%	
Ramp installation	44	10%	ADA
Gift shop	28	6%	
Air conditioning (Window Units)	17	4%	

Renovations for energy efficiency (EE)

Construction Needs	Positive responses	Percentage of total (438)	Category
Carpeting	144	33%	EE
Lighting	131	30%	EE
Air conditioning (Central)	90	21%	EE
Heating system replacement	89	20%	EE
Window replacement	86	20%	EE
Insulation	84	19%	EE
Plumbing	73	17%	EE
Roof replacement	73	17%	EE
Ventilation system	64	15%	EE

Thirty percent of libraries reported that they would benefit from energy-efficiency improvements, ranging from new heating and ventilation systems to insulation, plumbing, roof replacement and new windows and doors. Since many of the libraries are not energy-efficient, the routine costs of heating, cooling and lighting are not as low as they could be.

There is a compelling need to transition to alternative sources of clean energy and ensure that our public libraries are energy-efficient.

Additional space (SP)

Construction Needs	Positive responses	Percentage of total (438)	Category
Storage	155	35%	SP
Young adult area	150	34%	SP
Meeting room	140	32%	SP
Tutoring room	130	30%	SP
Addition, new	125	29%	SP
Children's area	112	26%	SP
Computer Lab	112	26%	SP
Staff lounge	108	25%	SP
Conference room	106	24%	SP
Rest rooms	98	22%	SP
Technical services area	89	20%	SP
Director's office	87	20%	SP

One-third of the libraries responding indicated that they needed additions, space for young adults, meeting space, tutoring rooms, additional shelving space, and just plain storage space. Many public libraries are located in spaces that were not originally designed as libraries—older homes, schools, township buildings—and do not function efficiently in providing library services.

Thirty-four percent of the respondents indicated that they needed storage space to better serve their users. Shelving space was also desired. Libraries also serve as community centers for a variety of programs, lectures, workshops, and similar activities. Adequate large meeting rooms as well as tutoring rooms are needed. Restroom facility updates would provide accessibility as well as savings on utilities.
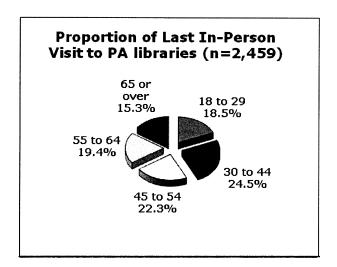
Access for the disabled and elderly (ADA)

Construction Needs	Positive responses	Percentage of total (438)	Category
Automatic doors	152	35%	ADA
Accessible parking space for disabled	121	28%	ADA
Elevator	83	19%	ADA
Wheelchair accessible rest rooms	63	14%	ADA
Ramp installation	44	10%	ADA

Making libraries more accessible for the disabled and the elderly is a priority for libraries in this Commonwealth, which has one of the oldest populations in the nation. Libraries undergoing renovation are required to comply with the ADA.

The U. S. Department of Commerce Population Projections by States, 1995-2025, based on U.S. Census 2000 data, indicates that all States will have more people and more elderly residents as Baby Boomers age. This Commonwealth ranks 49th in terms of projected population growth, however, this Commonwealth has an aging popu-

lation that represents a significant percentage of library users, as shown in the following chart.[1]

The needs for access in public libraries in this Commonwealth are clear:

• 35% indicated a need for automatic doors (68% of libraries indicated that they do not have automatic doors now);

• 28% indicated a need for handicapped parking spaces;

• 15% need accessible rest rooms;

• 10% need ramps for accessibility.

Municipal Survey

The municipal survey was distributed to 2,600 municipal officials. Over 750 responses were received.

Findings:

Responses to the facility survey of library directors and the survey of municipal officials indicated that the greatest impediments to libraries improving their library facilities are

• Limited knowledge and skills in facility planning

• Limited financial resources

Keystone Frequently Asked Questions

Consultants reviewed each posting of the Keystone Frequently Asked Questions (FAQ) e-mail group and summarized findings.

Conclusion: The FAQs are viewed as extremely helpful to grant applicants and recipients.

Office of Commonwealth Libraries Staff Interviews

Consultants met with the staff of the OCL on July 17, 2007, to solicit input regarding the Keystone Conservation, Park and Recreation grant program. Eight staff members attended. A separate meeting with the Keystone Library Facilities Advisor, Diana Megdad, and Grants and Contracting Manager, Constance Cardillo, followed this meeting.

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[1] Taxpayer Return on Investment (ROI) in Pennsylvania Public Libraries by Jose-Marie Griffiths, Donald W. King and Sarah E. Aerni, September, 2006. Chart is on page 16. http://www.statelibrary.state.pa.us/libraries/lib/libraries/PAROIreport FINAL7.pdf

The following comments were elicited:

• The Keystone Fund provides hope for libraries, particularly small libraries that need roofs or elevators

• Improved facilities result in overall increase in library usage

• Problems include lack of local planning and lack of adequate funding

• District Consultants and System Administrators should play a larger role

• Lack of communication between the library and municipality, caused in part by turnover in the library and municipal staffs, causes problems, such as municipalities that proceed without library input

• System Board role is uneven throughout the State

• Existing time frame is thought to take too long

• Paperwork is cumbersome

• Building Program statements are not standardized; quality of statements varies

• Planning grants are needed

Conclusion: Consultants found the information gathering in this staff meeting extremely helpful in drafting the long-range plan.

Survey of Past Library Projects

A survey of past grant project libraries was drafted and was approved by the OCL. The link to the survey was distributed on September 6, 2007, to the director of each of the 213 libraries that had benefited from a Keystone grant since 1994. Responses were received from 69 libraries that had a Keystone project in the past.

Findings:

• Many libraries had new boards and directors who were not aware of the history or procedures that had been followed.

• Quarterly Reports, which are required of Keystone grantees, were completed by the library director 46% of the time, by municipal officials 25% of the time, and by a trustee or some other person 29% of the time.

• The majority of grant recipients by far were satisfied or very satisfied with most aspects of the grant application process: timing (70%), clarity of the paperwork (74%) and the timely response to questions (81%). However only 48% were satisfied or very satisfied with grant training, and 30% responded that they had not had any training.

• The majority of past grant recipients were satisfied or very satisfied with most aspects of the grant administration process: the level of detail required in the reports (62%), the timing of payments (67%) and the timely response to reporting questions (82%).

• Eighty-one percent would apply again.

• Fifty percent said that they would be more willing to apply if the applicant were the library.

• One percent said that working with the municipality had a negative effect on their relationship with the municipality.

• Less than 5% said that the requirement to pay prevailing wage would negatively affect their decision to apply for funding, although many pointed out that it did raise the cost of the project.

• Sixty-five percent thought that the process could be simplified; 50% thought that the timeline should be shortened.

• The greatest obstacle encountered varied from community to community, from red tape to working through so many layers; many said there were not any significant obstacles.

• General comments were very positive.

Grant Reviewer Survey

A survey of the current review team for Keystone grants was drafted and was approved by the OCL. The survey was distributed by means of e-mail to the eight reviewers on September 4, 2007. Currently, two teams of four, review the applications. One team exclusively reviews the mini-grants, and the other the major construction applications. Thoughtful responses were received from each reviewer.

Findings:

• All reviewers felt they were adequately prepared to review the grants and noted the helpfulness and approachability of the Keystone Advisor.

• In terms of problems with the grants, there was a sense by three reviewers that libraries with more money and staff were able to write better applications. Reviewers would like to find a balance between an application that assures the OCL that a library has done all the work it needs to do to be able to manage the project, and an application that is easier and less time-consuming to write and review.

• There was consensus that some libraries do not allow adequate time to prepare grant applications.

• Three reviewers felt that the documentation by applicants of existing matching funds was often weak and perhaps the standard for providing this evidence should be better defined in the application, with specific examples of good evidence.

• To improve the process, reviewers felt that the training should be mandatory for all applicants; libraries need more instruction on how to put together a good grant application.

• Reviewers also supported the idea of requiring a letter of intent.

System Administrator and District Consultant Input

A brief Keystone survey was distributed to all System Administrators in early March, 2007. After numerous reminders, all 33 completed the survey. A discussion of the Keystone program was held with the administrators at their regularly scheduled meeting on March 23, 2007, in Grantville. Consultants held a focus group with System Administrators on September 6, 2007, at their regularly scheduled meeting in Grantville.

Survey highlights: Five of the systems were unaware that the system board was to review plans. Nineteen have not incorporated building needs into their long-range plans, but 12 plan to do so in the future.

Findings:

• System Administrators indicated that the review of grant applications by system boards is uneven at best. It was also noted that if a system did reject a proposal from a member library, new problems would be created.

• There is a need to involve System Administrators earlier in the process, so that they could have more input.

• There is a pressing need for training directors, boards, System, and District Administrators in building planning.

• System Administrators see a need for system-wide facilities planning

Additional Findings:

Responses to the facility survey of library directors and the survey of municipal officials indicated that the greatest impediments to libraries improving their library facilities are:

• Limited knowledge and skills in facility planning

• Limited financial resources

Focus Groups

Eight focus groups were held Statewide in late October and early November. The makeup of the focus groups is noted as follows:

• Franklin Focus Group—13 librarians, one trustee

• Pittsburgh Focus Group—eight librarians

• Bellwood Focus Group—nine librarians, one trustee

• Williamsport Focus Group—four librarians

• Scranton Focus Group—eight librarians, one trustee

• Norristown Focus Group—eight librarians, one trustee

• Harrisburg Focus Group—six librarians

• Allentown Focus Group—ten librarians (one is also a trustee)

Findings:

• Participants were very positive regarding assistance provided by the Keystone Advisor, particularly the FAQs. They did suggest that the questions and answers should be indexed and put on listserv or a web site for future reference.

• Building program statements need to be based on specific criteria, and building consultants need some sort of certification.

• The most cited problem areas were the prevailing wage requirement and the municipality as applicant requirement.

• Participants recognize that prevailing wage will remain a requirement, but think that a legislative change should be considered to make the library or owner of the building the applicant.

• A number of participants stated that the original legislative intent of the program was to foster partnerships with the municipalities, but, by and large, this has not happened. (By contrast, the Facilities Survey shows that relationships improved for 80% of the respondents after receipt of a Keystone grant. This survey question was answered by 189 libraries. See page 80).

• District Consultants need training, and System Administrators and boards should be encouraged to develop Master Facilities Plans.

• Participants observed that Keystone funds have never been sufficient to satisfy needs and suggested that PaLA should advocate for additional funds, and OCL should explore new funding streams to meet facility needs.

Webinar

Consultants registered for and attended the Webinar presented by OCL staff on January 30, 2007.

Findings: Consultant felt that the overall presentation was very well done and concluded that training is critical for creating a successful grant application.

Conclusion

Input given by hundreds of grant applicants, grant recipients, unsuccessful grant applicants, directors, and board members indicates that the strengths of the current program are many. The funding provided by the program is essential for many State-aid public libraries, and the present administration of the program, for the most part, works well. A major strength is the help provided by OCL staff to grant applicants and recipients.

Although the North East and North Central regions have the highest percentage of libraries constructed prior to 1950, and the highest proportion of libraries ranking the condition of their facilities the lowest was in the more rural regions of the North East and Central Region, building and construction needs are distributed fairly evenly over this Commonwealth's geographic regions and municipalities.

The top needs are renovations for energy efficiency, access for the disabled and elderly, nonroutine maintenance and additional space. Need is also shown for facility planning.

Action Plan

In response to the findings previously listed, the action plan has five major goals:

Goal 1: Keystone funds will be distributed to meet priority needs.

Proposed activities: 2009 and ongoing

• Establish a list of funding priorities. Those priorities include:

A. Energy efficiency projects that meet the State's energy priorities. This includes installing efficient heating and air conditioning systems, window replacement, lighting upgrades and other green building technologies or upgrades. At least 70% of construction costs must be related to energy efficiency to qualify for a grant in this priority.

B. ADA requirements. At least 70% of construction costs must be related to ADA accessibility compliance in order to qualify for a grant in this priority.

C. Nonroutine maintenance, and mechanical system upgrades and interior renovations

D. New building construction, additions or remodeling/renovations, which provide additional space and/or demonstrably improve library service to the general public.

E. Planning projects. The emphasis in this priority will be to assist Library Systems in meeting 22 Pa. Code § 141.24(g)(1) (relating to library systems) for reviewing and approving plans for construction, remodeling or enlargement of units in the System to confirm that the units fulfill the needs of the are served.

Goal 2: Potential applicants will have a choice of grant categories.

Proposed activities: 2009 and ongoing

A. Maintain Major Grants for additions and new building.

1. Require attendance at training by one of the contacts on grant application cover page.

B. Maintain Mini-Grants for renovations, major maintenance, roofs and windows.

1. Examine reporting requirements for any possible simplification.

Goal 3: Pennsylvania library directors, boards and municipalities will have a better understanding of library facility planning.

Proposed activities: 2010 and ongoing

A. Take steps to improve knowledge by working with other OCL staff to provide multiple opportunities for training such as workshops, presentations at the annual Trustee Institute, a comprehensive web site of construction-related information, and/or facilities planning toolkits.

B. Make public libraries aware of applicable library code.

22 Pa. Code § 141.24(g) states:

Facilities. Library system facilities shall conform to the following: (1) After the effective date of this section, it shall be the responsibility of the system board to review and approve plans for construction, remodeling or enlargement of units in the system to confirm that the units fulfill the needs of the area served.

C. Work with other OCL staff to provide facilities planning training opportunities to System Administrators and District Consultants.

D. Institute planning grants for system-wide planning.

Goal 4: Libraries and municipalities will become more aware of the Keystone Fund.

Proposed activities: 2010 and ongoing

A. Make the long-term schedule of grant dates available at least 2 years in advance, based on available funding.

B. Make presentations to groups, such as the County Commissioners Association and the Pennsylvania League of Cities and Municipalities.

C. Continue the existing practices of

1. Sending each municipality and every library in the State a letter announcing the Keystone grant and all workshops.

2. E-mailing each library and sending reminder e-mails.

3. Posting information about training opportunities on the PDE web site.

4. Sending FAQ e-mail group announcements of training opportunities.

D. Encourage all System Administrators and District Consultants to attend Webinars and workshops. Brief the System Administrators, District Consultants and OCL staff on the Keystone Fund on an annual basis.

Goal 5. Pennsylvania library directors, boards and municipalities will be aware of the wide range of potential funding for library facilities improvement.

Proposed Activities: 2011 and ongoing

A. Work with other OCL staff to make available to library boards and directors information, training and/or toolkits for creating building funds, conducting capital

campaigns, establishing library foundations and conducting successful local bond issues.

Policies

The following policies are in effect to encourage and assist eligible municipal applications, select qualified projects and administer the reporting of the successful projects. All policies will be reviewed prior to a new round's review of the application and must conform to Keystone Recreation, Park and Conservation regulations.

American with Disability Act (ADA)

The only application that will be accepted from a non-accessible library is one for a project that incorporates components that make its facility accessible or provides for a new facility that is accessible.

Applications

Application forms will be reviewed and updated as needed prior to each round.

Application format

Applications will be available online at Commonwealth Libraries' web site, currently located at http://www.portal.state.pa.us/portal/server.pt/community/keystone_recreation%2C_park%2C_and_conservation_fund/8701. Copies will also be available in hard copy by request.

Application submission

Applications must be physically received at the Bureau of Library Development by 5 p.m. of the final due date. Supplemental material, attachments or letters received separately by Commonwealth Libraries, past the due date, will not be accepted. Applications will only be accepted from municipalities that have received a Letter to Proceed.

Bid Specifications

Specifications shall be received by Commonwealth Libraries within 90 days of the fully executed contract. If specifications are not received within 90 days of the fully executed contract, a letter shall be sent to the grantee specifying a date by which they must be received to proceed with the award. The letter shall grant no more than an additional 6 weeks for their submission.

Commonwealth Libraries may consider extenuating circumstances which necessitate receipt of bid specifications past the 90 days from the date of the fully executed contract. Allowable extenuating circumstances are those outside the control of the library and municipality and are at the discretion of Commonwealth Libraries. To request an extension, the municipality must submit a letter to Commonwealth Libraries providing:

a) reason for the delay

b) proposed time frame for Commonwealth Libraries' receipt of the specifications

Change in Scope

At Commonwealth Libraries' discretion, a municipality may request a change in scope for the project. At no time would a request for a change in scope extend the contract period. The change must conform to the intent of the approved project, having been mentioned or inferred in the original application. To request a change in scope, the municipality must send a formal letter of request to Commonwealth Libraries and include:

a) reason for the requested change in scope

b) revised budget, listing both income and expenses for the project

c) how the change in scope will be completed within the current contract period

Contacts

The main contact at both the library and municipality shall maintain an e-mail account to correspond with Commonwealth Libraries.

Contingent Awards

Awards will not be given on a contingency basis except for issues of clarification

Contract extensions

Contract extensions may be granted for unforeseen circumstances not under the control of the municipality. Extensions are for 1 year only; multiple extensions will not be given. In no circumstance will an extension be granted for additional fundraising or for items that were to have been completed at time of original application. To request an extension, the municipality must submit a letter to Commonwealth Libraries at least 3 months prior to end date of the current contract and provide:

a) reason for the delay

b) proposed time frame for completion of the project

Fully Executed Contract Date

For uniformity, the date of the letter accompanying the fully executed contract shall be used as the Fully Executed Contract Date. Commonwealth Libraries, at its discretion, may use the last signature date on the contract.

Ineligible Projects

With consideration of the Keystone application's grant program criteria, and an emphasis on improvement of direct service to library users, renovations and/or expansions of parking lots, storage areas, and staff room or staff work flow modifications will not be considered for Keystone reimbursement. Parking lots will only be considered if need is based on safety or accessibility.

Equipment or furniture will not be reimbursed with Keystone funds. Phased projects will not be considered unless presented as a project by itself. All narratives and attachments would need to address the particular phase for which the application is submitted. Future phases mentioned in the application would not be considered and reviewers would be instructed to consider the application as if no further phase would follow the current one.

Planning Grant Applicants

Applications for planning grants may be made on behalf of one library or, in the case of Systems, a member library or group of member libraries. Applications made by Municipal applicants on behalf of a library system, must list the library system headquarters library as the co-applicant.

The planning grants will only address plans for construction or remodeling within a library or System. Planning grants may also be used to address the enlargement of units within a System.

Project Management

Poor management of past Keystone or LSTA projects will be considered when scoring Keystone applications at the Bureau level. Consistently late Quarterly Reports

(three or more Keystone reports past the due date) or tardy Final Reports will be used as the primary criteria.

Record Retention

The Commonwealth of Pennsylvania's policy will be followed in regard to minimum retention of records; however, unsuccessful applications will be held for 2 years (18 months longer than required) to give applicants additional time to request reviewer's comments for consideration of the next round's application.

Successful applications will be held for 5 years at Commonwealth Libraries and, in compliance with current Commonwealth policy, will be sent to Archives for an additional 45 years that questions regarding a municipality's 50 year resolution obligations may be answered.

Bid specifications and drawings will be held at Commonwealth Libraries for 5 years.

Review Teams

All review team members should hold a Masters Degree in Library Science. In addition, the team member should have library building renovation or new library construction experience, be an administrator of a library's facility, be responsible for a library's facility maintenance or be a System Administrator, District Library Consultant, or State Library Advisor.

Review teams will be selected by the Keystone administrator in consideration of experience and geographic distribution. Each team should have at least one outside reviewer that has reviewed within the past two rounds. At least one new review team member should be brought in to each new round to ensure a growing pool of reviewers. To encourage a wide geographic distribution of applications, it is important to train reviewers from geographic areas that may not have submitted many past applications.

Review Team Comments

Upon request, reviewer's comments shall be available to unsuccessful applicants up to two years after receipt of a nonaward letter. See Record Retention previously listed.

Nonapplicants who wish to review the comments must have written permission from the applicant.

Review Team Scoring

Review team members shall excuse themselves from reviewing an application from any library where they are an employee, consultant, board member or where they hold a library card.

Plan for the Administration of the Keystone Program

A library development advisor, within Grants and Contracting in the Division of Library Improvement, administers the Keystone Recreation, Park and Conservation Fund for Public Libraries within the Department of Education's Office of Commonwealth Libraries.

Decisions regarding the frequency of the grant rounds will be made by the Commissioner of Libraries, with input from the Head of Grants and Contracting, the Division Chief, and the Bureau Director. The amount of funds available will determine whether 1 year or two shall intervene between grant rounds.

Prior to each round, the Keystone advisor will prepare the application for online access and hard copy. The advisor is responsible for notifying municipalities and libraries of the availability of Keystone funding. Workshops will be held at three locations throughout the State

and a webinar will also be held. Both municipalities and libraries will be notified of the application availability and workshops.

The library development advisor will communicate with potential applicants on a regular basis through the use of e-mailed Frequently Asked Questions and will provide technical assistance to individual libraries as needed.

Applications will be reviewed by teams of peers within the library community who hold an MLS and have facilities experience.

The following goals are based on the results of all components of the needs assessment and seek to address the issues discovered in information gathering, particularly the need to improve communication, simplify the complexity of the grant application process, and to improve the skills of the project participants in facilities planning and in the grant application process.

The administration goals fall under two main categories: encouraging a strong pool of applicants and funding high-quality and needed projects. The timeframe for completion of the activities is over the next 3 years, although many of the proposed activities have been started and are ongoing.

Administration Goals

Goal 1: Encouraging a strong pool of applications

Objective: Simplify the grant application.

Proposed activities: 2009 and ongoing

A. Include in the application URLs linking to the agency web site, and/or contact information for the granting agency.

B. Continue to include a checklist of required documentation in the application packet.

C. Include a copy of the Keystone Fund reviewer sheets in the application packet.

Objective: Give all libraries the assistance they need to prepare grant applications and administer funded projects.

Proposed activities: 2009 and ongoing

A. Continue providing potential applicants with a list of previous successful grant applications, including contact information, on the Keystone web site.

B. Make attendance at training mandatory for grant applicants.

C. Consider creating an indexed version of the FAQs available online and create a listserv or blog.

Goal 2: Funding high-quality and needed projects

Objective: Communication will be improved between applicants, systems, districts, and the OCL.

Proposed Activities: 2009 and ongoing

A. Require applicants to submit a letter of intent.

B. Review letters of intent and discuss them with the applicant and appropriate library administrator.

C. Notify the applicant in writing if potential problems are evident.

D. Continue to have applicants submit copies of all correspondence to OCL staff as well as the District Consultant.

E. Encourage District Consultants and System Administrators to have an increased role in the Keystone application and administrative process.

1. Ensure that all potential Keystone projects include the district and system level in initial planning by stating involvement in the Letter of Intent.

2. Suggest that System Administrators develop a tool for reviewing Keystone applications.

3. Encourage libraries to get in touch with the appropriate library administrator as the first point of contact.

G. Encourage OCL staff to make training in facilities planning part of its continuing education program.

Objective: All Keystone grant applications will demonstrate sound planning.

Proposed Activities: 2010 and ongoing:

A. Continue to emphasize to potential applicants the importance of comprehensive preplanning.

B. Continue to encourage applicants to retain the services of a building consultant before securing an architect.

C. Provide consistency in mandatory library building program statements.

1. Develop an outline of required elements in building program statements, incorporating a standard 20-year library space-planning guide.

2. Continue to encourage applicants to thoroughly check references and past performance before engaging a building consultant.

3. Continue to encourage applicants to conduct interviews with potential library building consultants.

D. Encourage the OCL to offer Continuing Education that includes training in planning for municipal officials, library directors, and trustees.

E. Encourage the OCL staff, as well as district and system staff, to attend above trainings.

F. Introduce an additional category of grants for planning, in which the applicant would be the system and the project would be to review the needs of each of the libraries in the system, meeting the State requirement for system-wide facilities planning.

Evaluation

To assure that the goals are being met and to revisit the activities proposed in support of the goals, the OCL will establish an evaluation team comprising the Facilities Advisor, the Grants and Contracting Manager, and a representative of the Governor's Advisory Council, to review the plan and the progress.

The review should take place at the completion of each grant cycle.

The resulting report should be submitted to the State Librarian, the Director of Library Development, and the Governor's Advisory Council.

M. CLARE ZALES,
Deputy Secretary of Education and
Commissioner for Libraries

Commonwealth of Pennsylvania
Edward G. Rendell, Governor

Department of Education
Gerald Zahorchak, Secretary

Office of Commonwealth Libraries
M. Clare Zales, Deputy Secretary for Commonwealth Libraries

Bureau of Library Development
Jim Hollinger, Director

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Persons with questions about this publication, or for additional copies, contact Diana Megdad, Office of Commonwealth Libraries, Bureau of Library Development, 333 Market Street, Harrisburg, PA 17126-1745, Voice Telephone: (717) 787-3124, Text Telephone TTY: (717) 783-8445, or fax (717) 787-2117.

The following persons have been designated to handle inquiries regarding the Department's nondiscrimination policies:

For Inquiries Concerning Nondiscrimination in Employment: Department of Education, Equal Employment Opportunity Representative, Bureau of Human Resources, 333 Market Street, 11th Floor, Harrisburg, PA 17126-0333, Voice Telephone: (717) 787-4417, Text Telephone: (717) 783-8445, fax: (717) 783-9348.

For Inquiries Concerning Nondiscrimination in All Other Department of Education Programs and Activities: Department of Education, School Services Unit Director, 333 Market Street, 5th Floor, Harrisburg, PA 17126-0333, Voice Telephone: (717) 783-3750, Text Telephone: (717) 783-8445, fax: (717) 783-6802.

The Department of Education's Office of Commonwealth Libraries, is accepting applications for grants to improve the physical facilities of public libraries. Eligible applicants may apply for the funds to construct new library buildings, renovate or rehabilitate existing facilities and make buildings accessible for persons with disabilities.

Letter of Intent and Application Submission Deadlines

A Letter of Intent, with required documentation, must be received by 5 p.m., January 30, 2009.

Applicants who subsequently receive an Invitation to Proceed from the Office of Commonwealth must then submit an original and four copies of the complete grant application, with all attachments and enclosures, to the OCL by 5 p.m., June 30, 2009.

Late applications will be returned without being reviewed.

Application Mailing Address

Allow sufficient time for applications to clear Commonwealth mail security.

First Class Mail: Department of Education, Office of Commonwealth Libraries, Bureau of Library Development, 333 Market Street, Harrisburg, PA 17126-1745, Attention: Diana Megdad, Keystone Library Facilities Advisor.

Express Mail: Federal Express, UPS or other private delivery service, Department of Education, Office of Commonwealth Libraries, Bureau of Library Development, 333 Market Street, Harrisburg, PA 17126-1745, Attention: Diana Megdad, Keystone Library Facilities Advisor.

Source of Grant Funds

State grants for library facilities are available from the Keystone Recreation, Park and Conservation Fund, and are administered by the OCL.

Competitive Grants

Keystone Fund grants will be awarded on a competitive basis by the OCL, which will be guided by its needs assessment, funding priorities and grant award criteria. Consideration will be given to distribute funds in a manner that is geographically equitable across this Commonwealth and with weight given to funding projects in communities with more relative economic need. If funds are limited in relation to public library needs, the OCL may place a ceiling on the amount of grant funds available for one project. Prospective applicants should note that during previous highly competitive application procedures, no grant larger than $500,000 was awarded. Libraries that have benefited from previous Keystone Library Facilities Grants will be given less consideration.

How to Apply for Funds

This package includes information about eligibility and other requirements, an application form and instructions for submitting a Letter of Intent and compiling an application. *Read the entire package before preparing a Letter of Intent* and follow these steps:

• Review eligibility and other requirements in the following sections.

• Refer also to the program regulations in the Appendix.

• Read directions for preparing a Letter of Intent under Application Procedures heading and have appropriate officials endorse the Letter. All those submitting a Letter of Intent will be notified by the OCL as to whether or not their application may proceed. An application should not be submitted unless an Invitation to proceed has been received from the OCL.

• Read the directions for preparing a Keystone Fund application form. Incomplete applications will not be reviewed.

• Review and have appropriate officials sign the State assurances.

• Applicants should be familiar with the normal restrictions and conditions of State-funded construction projects.

• Do not put your completed application in ring binders or in special packaging of any kind. Submit the application in the order listed in the Application Checklist.

Eligible Applicants

Keystone Fund grant applications will be accepted from municipalities, defined by the Keystone Recreation, Park and Conservation Act as: "Any county, city, borough, incorporated town, township, home rule municipality or any official agency created by the fore-going units of government under the laws of this Commonwealth. . . ." The O CL will accept applications from Councils of Governments (COG) and authorities. However, an application from a COG or an authority must be approved by the participating local governing bodies of the COG or authority.

Libraries, which are organized as authorities, must have one of the participating local governing bodies of the authority act as the sponsoring municipality and applicant.

Sponsoring Municipality

To be eligible to submit an application, a municipality must sponsor a public library. This means the municipality, alone or in cooperation with other municipalities, must make appropriations out of current revenue or out of moneys raised by the levy of special taxes to establish and/or maintain a public library. The municipality may directly provide the service by including the public library within the municipal government structure or may delegate responsibility for public library service to a board of directors or to a nonprofit corporation.

A sponsoring municipality may apply for a grant only for a State-aided public library or State-aided public library system or for a facility to house a new public library that will become State-aided. A sponsoring municipality applying for a grant to establish a new library must provide assurance that it will support the library at a level adequate for effective operation and State aid eligibility. Although annual operating budgets vary with the size of the library, a guideline for the minimum budget needed for effective operation is not less than $150,000 per year.

Sponsoring School District

Some public libraries in this Commonwealth are supported by school districts. The Keystone Recreation, Park and Conservation Act does not permit school districts to apply directly for grants. When a State-aided public library is sponsored by a school district, a municipality that is located (in whole or in part) in that school district may apply for a grant on behalf of that school district for that public library. The application should be signed by governing bodies of both the school district and the municipality.

Shared Facilities

In the case of shared facilities, Keystone Fund grants and related matching funds may only pay for the portion of the building to be used as a State-aided public library or State-aided public library system facility. The application should be very clear as to the percent of the building that will be used by the library.

Applications

Applications requesting Keystone Fund grants will be accepted from sponsoring municipalities.

Joint grant applications are required. The sponsoring municipality and the board of the State-aided public library or State-aided public library system must submit an application developed cooperatively by both entities and signed by their governing bodies. Joint applications that include system member libraries must be signed and approved by the system board and by the local library board. In 22 Pa. Code Education, places responsibility on the system board to review and approve plans for construction, remodeling or enlargement of units in the system to confirm that the units fulfill the needs of the area served. Refer to § 141.24(g)(1) (relating to library systems).

Matching Requirements

Keystone Fund grants must be matched dollar for dollar. Matching funds may include cash and in-kind contributions, Federal funds and other State funds. Documentation of the matching funds should be clearly identi-

fied in the application. Any special conditions attached to these funds must be explained. *Carefully read the program regulations in the Appendix for additional information concerning matching funds.*

Sponsoring municipalities whose local economies better enable local support of the project may be required to contribute a larger local share of project costs. If the demand for grants greatly exceeds available funds, all projects may need more than the minimum required matching funds. Given the great need for improved public library facilities, and the limited grant funds available, it is expected many grants will pay for less than 50% of project costs.

Library Building Consultant

In the case of construction of new facilities, additions and major alterations of existing facilities, the applicant must employ an external, independent library building consultant to work with the applicant, the library board and the architect throughout the design and construction of the project. Although some projects, including minor changes to make a library accessible to people with disabilities, may not require the services of a building consultant, the OCL reserves the right to require a building consultant, where appropriate, for any funded project.

The building consultant must be a professional librarian with a degree from a library school program accredited by the American Library Association and must be approved by the OCL. This librarian should have experience with library construction projects.

Mini-Grants and Major Projects

Keystone Fund Grants are awarded under two programs:

Mini-grant Program

Funds will be made available for mini-grants of $75,000 or less for smaller projects. It is expected that most projects for nonroutine maintenance will be funded as mini-grants.

Major Projects for Construction/Renovation

The remainder and larger portion of funds will be made available for major construction projects, including new facilities, major additions, major renovation and rehabilitation of library facilities. Keystone Fund Grants may not be used solely for purchasing new furniture and equipment, including equipment needed for library automation, although such costs may be part of an overall construction/renovation project.

Funding Priorities—Mini-Grant Program

• Projects to make public library facilities accessible to persons with disabilities. At least 70% of the construction costs of the project must be related to ADA accessibility compliance in order to qualify for a grant in this priority.

• Nonroutine maintenance of public library facilities, particularly where the lack of maintenance is impeding service to the general public, creating a public hazard or causing a hazard to the library collection.

• Building addition or remodeling/renovation of existing buildings to demonstrably improve library service to the general public. Total project costs are not to exceed $200,000. A Library Building Consultant report is required for this priority.

Funding Priorities—Major Projects

• Major construction needed to make public library facilities accessible to persons with disabilities. At least 70% of the construction costs of the project must be related to ADA accessibility compliance in order to qualify for a grant in this priority.

• New building construction, additions or remodeling/renovations of existing buildings to demonstrably improve library service to the general public.

• Nonroutine maintenance of public library facilities, particularly where lack of maintenance is impeding service to the general public, creating a public hazard or causing a hazard to the library collection. These projects would include mechanical systems with replacement costs over $100,000.

Grant Program Criteria

The following criteria will be used to judge grant applications.

1. The extent to which the project meets one or more of the priorities for the grant program.

2. The extent of the impact of the project on improving direct service to library users, including users with disabilities.

3. The extent to which the applicant demonstrates how the project will help reduce a public hazard or preserve the library collection in the case of projects for nonrecurring maintenance.

4. The extent of documentation verifying possession of local matching funds. (see Program Regulations 22 Pa. Code §§ 142.6—142.9, for an explanation of acceptable matching funds)

5. The extent of documentation verifying that the combination of local matching funds and grant funds will be sufficient to complete the proposed project within a reasonable time frame, normally 12 months or less, with good cause shown for projects expected to take longer.

6. The extent to which the applicant can document that the project cannot become a reality without the Keystone Fund grant.

7. The extent that the application demonstrates adequate planning for the project, including an indication that the library board, system board (if a system member library), library director, district consultant librarian and, if appropriate, an architect and library building consultant have been involved.

8. The extent to which the supporting municipality will commit to operational support of the public library when the project is complete and will ensure ongoing routine and preventive maintenance of the facility.

9. The extent to which the total cost is reasonable in relation to the anticipated results.

10. Whether the library has received a Keystone Grant within the last 5 years.

11. Whether past Keystone projects have shown good library/municipal communication and timely reports.

12. The extent of economic distress in the local community.

13. The extent to which funding this application contributes to an equitable geographic distribution of limited grant funds.

Additional Criteria for Major Construction Grants

14. The extent to which the applicant demonstrates need for the project based on the library's goals and an analysis of the community's needs for and use of the library.

15. The extent to which the design and the building plan reflect good library practices, facilitate public service and include the capability of using advanced information technology.

Poor management of either Keystone or LSTA past grant projects will affect scoring, with a maximum deduction of 15 points. Poor management of Keystone projects will also affect scoring on LSTA applications.

Additional Grant Award Guidelines

Because of the large number of applications received each grant round, requesting four or five times what is available, priority will be given to applications for libraries which have not received a Keystone Grant in the last 5 years.

The OCL will consider and may rely upon the municipality or county comprehensive plans and zoning ordinances when reviewing grant applications.

This Commonwealth is not obligated to pay for any materials or services purchased as part of a grant project until there is a fully executed contract between the OCL and the grantee. Between the time the grant applicant receives written approval of a grant award and the date the grant contract is fully executed, any grant expenditures incurred are made at the grantee's risk.

For most grant projects the OCL must approve bid specifications and final drawings. The Department will notify grantees of this requirement in their grant award letter. Bid specifications and final drawings must be submitted to, and approved by, the OCL prior to advertising and bidding of the project.

Subject to weather conditions, work must begin within 90 days of receiving a fully executed contract, with project completion within 12 to 16 months. Bid specifications must be submitted within those 90 days of receiving a fully executed contract.

The OCL recommends that applicants for major construction/renovation projects inform Diana Megdad, Keystone Library Facilities Advisor, of their intent to apply. Contact should be made by telephone or e-mail at least 1 month before application submittal. See the beginning of this document for contact information.

Application Procedures

Letter of Intent

The first step in the application process is a Letter of Intent, which is required for all applicants. The Letter must be received by the OCL by January 30, 2009, at 5 p.m. The Letter of Intent should be submitted on the Letter of Intent form found in this application package.

The Letter of Intent form must supply:

• name of the municipal applicant

• name of library facility to benefit from the grant

• one sentence summary of proposed project

• estimated amount of Keystone funds to be requested

• estimated cost of total project

• estimated time to complete project

• name and title of municipal or library workshop attendee, with date attended

• contact information with signatures for the municipality, library and system board official. The municipal contact should be an official authorized to enter into contracts. Signature by the System Board official implies System Board approval of the project

• name of the District Consultant with the date the District Consultant was notified of the project

All those submitting a Letter of Intent will be notified by the OCL as to whether or not their application may proceed. The Letter of Intent is nonbinding, and the municipality is under no obligation to complete an application.

Commonwealth Libraries will issue "Invitations to Proceed" based on eligibility of the project and proper completion of the Letter of Intent. Not all municipalities submitting a Letter of Intent will receive an Invitation to complete a full application. Receipt of an "Invitation to Proceed" does not imply that the project will be funded. An application should not be submitted unless the municipality has received the "Invitation to Proceed." Incomplete applications will not be reviewed.

Submission

An original and four copies of the application, each complete with appropriate supporting documents, including transmittal letters, must be submitted by the deadline of 5 p.m., June 30, 2009. Only those documents received with the application will be considered. An application should not be submitted unless an "Invitation to Proceed" has been received from the OCL.

Consultation Requirements

Keystone Fund applications must be developed in consultation with the district library center consultant librarian. A copy of the application should be sent to the District Library Consultant at least 2 weeks before submission to Commonwealth Libraries. Applications that involve system member libraries must also be developed with the involvement of the system administrator and must be signed by the System Board.

Letters of Transmittal

A letter of transmittal from the district library consultant librarian stating involvement in the planning of the project and preparing of the application must be included with the application.

Applicant libraries that are system members must include a letter of transmittal from the system administrator or System Board of Trustees stating involvement in the planning of the project and how the project fulfills the needs of the area served.

A letter of transmittal from the district library center administrator may also accompany the application. This letter should comment on the importance of the project for the district and its relationship to the district's long-range plan.

Review of Applications

Applications will be reviewed and ranked by outside readers and OCL staff. Reviewers will judge applications according to the criteria outlined previously.

Recommendations based on the comments of outside readers, the OCL staff and the availability of funds will be presented to the Deputy Secretary for Libraries to finalize grant award decisions.

Post Award Procedures

Grant Contract

Applications, as approved, become part of a written contract between the OCL and the grantee. The contract will include terms and conditions of the grant, the project budget and the standard terms and conditions of the Commonwealth.

Funds granted must be expended solely for the stated purpose outlined in the application and in accordance with the terms of the project contract. Funds not expended shall be repaid to the OCL.

Financial Requirements

Interest earned on the investment of grant dollars may be used only for the purposes for which the funds are granted and must be expended within 60 days following the termination date of the grant contract. It is unlikely the grantee will earn much interest on grant dollars because all payments are made on a reimbursement basis.

Grantees are required to keep separate bookkeeping records for each funded program. A separate audit trail must be established for each grant received.

Audits

In the case of State funds, the Department reserves the right to audit the provision of services and the expenditure of funds. The grantee will provide the auditor selected by the Department with full and complete access to all records related to, and all persons and employees involved in, the performance of the contract.

Furniture/Equipment

At the end of the contract period, an inventory of furniture and equipment purchased with grant funds must be filed with the OCL. Equipment purchased with a Keystone Fund Grant must be used for library purposes only and must be housed in the library.

Project Sign/News Releases

During the project period, the grantee must display at the project site a sign identifying the project and stating:

"This project is supported in part through a grant from the Office of Commonwealth Libraries, Pennsylvania Department of Education, with funds provided from the Keystone Recreation, Park and Conservation Fund."

All news releases about the project shall contain a similar phrase acknowledging the assistance of the OCL, the Department and the source of the funds.

Role of the District Consultant Librarian

During the project period, the District Consultant Librarian must be forwarded copies of all correspondence and quarterly and final reports. The District Consultant Librarian will be the first point of contact for the OCL concerning questions related to the execution of a Keystone Grant.

Application Instructions

Read the following instructions before completing an application form. It is acceptable to reproduce these forms using word processing, but be careful to include all information requested by the form. Note that application forms must be submitted with all requested attachments and must be accompanied by signed copies of State assurances.

Grant application cover sheet—choose a mini or major grant cover sheet.

Priority—check the priority under which the proposed project is submitted. If the project includes both physical accessibility and nonroutine maintenance, submit it under nonroutine maintenance.

Municipal applicant is the supporting municipality of the library whose facility is to be improved. Please refer to the Keystone Recreation, Park and Conservation Fund Act, Section 3, 32 P. S. § 2013, for a definition of municipality and the program regulation, 22 Pa. Code § 142.4, for information regarding eligibility. Municipal applicants may submit Keystone applications on behalf of supporting school districts for public libraries that are funded through their school districts.

Joint municipal-library applications are required. A joint application requires that both the library and municipal applicant information be completed.

The contact person should be the individual in the municipal office and in the library who is most knowledgeable about the application and available for questions and discussions about the grant. Put an asterisk (*) next to the name of the primary contact person.

Contact addresses and e-mail—the municipal address listed will be used for payment unless another municipal address is also provided. An e-mail contact should be provided for both municipality and library. Project reminders will be sent to these e-mail addresses.

Any change in address or e-mail for Keystone recipients should be sent to Diana Megdad, Office of Commonwealth Libraries, Bureau of Library Development, 333 Market Street, Harrisburg, PA 17126-1745, Voice Telephone: (717) 787-3124, Text Telephone: (717) 787-3124, fax: (717) 787-2117 or e-mail: dmegdad@state.pa.us.

Library facility to benefit from the grant—in the case of library systems, the library facility may be different from headquarters. Similarly, in the case of a library with branches, the grant may be intended for a branch rather than the central library. If the facility to benefit is the same as the library applicant already listed, the word "same" may be written on the line.

Legislative information—provide the State Senatorial District Number and the State Senator's name, and the State Representative District Number and the State Representative's name for the district where the benefiting library is located.

Project cost—grant requested should be the total amount requested from the OCL. Matching funds may include in-kind contributions and some expenses made prior to the grant. See the program regulations for information about allowable matching funds. Keystone Fund grants require dollar for dollar matching funds. Total project costs should be the sum of the grant requested plus the matching funds.

Project summary—a short description rather than a lengthy justification is requested for this space. If you are reproducing the application form using word processing, be sure the project summary is on the front page. Be brief.

Project description—this section is a more detailed narrative explaining the need for the project and its expected impact on service delivery. Need for the project

should be stated in terms of library users wherever possible. The writer should explain how the project meets the priority and should describe planning that has taken place with the library board and staff, architect and other appropriate personnel. The use of quantifiable statistics to justify need or set targets for expected service impact will strengthen the narrative. Because this section addresses how the project will strengthen library service, the librarian or library system administrator should prepare the description. Create a timeline specifying the expected number of months required to complete the project. This timeline should consecutively list expected activities for each phase of the project. Describe whether the project could be completed without a Keystone Grant.

Building consultant's program statement—this section is optional for some mini-grant applications; however, the OCL reserves the right to require a library building consultant for mini-grants when it determines the situation is appropriate. This section is not optional for major construction/renovation projects under either priority. There may be isolated instances when it is not necessary to retain a building consultant. Call the OCL and get permission to delete this section of the application before assuming a library building consultant is not required. In certain cases, it may be possible for the consultant to be paid in part by the grant. Approval from the OCL is needed in those situations.

Budget—although the proposed budget is understood to be an estimate, make budget projections carefully. Project costs and budgets are considered when project applications are judged. In the submitted budget, list the cash and in-kind donations that will be used as matching funds and any nonmatching funds that will to be used toward the project. List separately each large category of expense. Before completing this section, applicants are encouraged to review the criteria related to matching requirements and project cost.

Local economic conditions—the writer should explain how any economic indicators including personal income, unemployment, loss of major industry, loss of tax base, population decline or other factors are creating distress in the local economy.

Attachments—all attachments requested must be included with each copy of the application. Without these attachments, the application will be considered incomplete. Documents sent separately at a later time will not be considered.

Photos—photos may be enclosed in the grant package. Include captions and clear explanations. The application package should include good quality prints with the original; duplicates of lesser quality are acceptable for the additional four copies.

Letters of support—letters of community support may be added at the close of the application package.

Assurances

All grant applications must be accompanied by assurances. Keystone Fund municipal applicants must have an authorized certifying official from both the municipality and the library sign the State assurances. Applications from system member libraries must have a signature from a System Board Official designated to sign State forms.

LETTER OF INTENT
to apply for
Keystone Recreation, Park and Conservation Fund Grant Program for Public Library Facilities

This Letter of Intent is **due** at Commonwealth Libraries on **January 30, 2009**.

This **Letter of Intent** has been completed to inform Commonwealth Libraries that the municipality of _____ plans to apply for a Keystone **Name of Municipality** grant in the amount of _____
Estimated Dollar Amount of Request
for the benefit of_____
Name of Public Library

The estimated cost of the total project: _____ **Estimated new square footage:** _____

The proposed project summary: _____
_____

Estimated time needed for project: _____ months

It is understood that a municipal or library representative, who will be completing the application, must have attended a Keystone workshop or webinar during this current round in order to proceed with an application. *

Name of attendee: _____ Title: _____ Date Attended: _____

It is understood that a subsequent receipt of an 'Invitation to Proceed with Application' from Commonwealth Libraries, does not guarantee that the project will be funded.

Both the municipality, public library and District Consultant Librarian are aware of the intention of submitting an application and, if the library is part of a System, the Library System Board has approved the project:

Municipality Contact	**Library Contact**
Name:	Name:
Address:	Address:
E-mail address:	E-mail address:
————————————	————————————
Signature Date	Signature Date
System Board Official	**Date of Historical Review request:** _____
Name:	
Address:	
E-mail address:	**Name of District Consultant:**
————————————	————————————
Signature Date	**Date Consultant was notified:** _____

* If an outside grant writer is responsible for the application, the grant writer as well as a municipal or library representative, who will be responsible for implementing the project, must have also attended.

Please include name and title of additional attendees, and date of attendance, on the back of this page.

Public Library Facilities Mini-GRANT Application
For Requests up to $75,000
Keystone Recreation, Park and Conservation Fund—2009
COVER SHEET

COMMONWEALTH LIBRARIES USE ONLY—DATE RECEIVED

Project Application Priority (check only one)

☐ Project to make public library facility accessible to persons with disabilities. At least 70% of the construction costs of the project must be accessibility related to qualify for this priority.

☐ Non-routine maintenance of public library facility, particularly where the Lack of maintenance is impeding service to the general public, creating a public hazard or causing hazard to the library collection.

☐ Building addition or remodeling/renovations of existing building to demonstrably improve library service to the general public. Total project costs not to exceed $200,000.

MUNICIPAL APPLICANT

Name
Address*
City   Zip + 4
Contact Person:
Title:
Telephone:
FAX:
E-mail:
Federal Identification Number:
State Vendor ID#:
(each municipality has a vendor ID)

Library Facility to benefit from the grant

Name:

Current Address:

Proposed New Location:

Library's PA. Senatorial District Number:
Senator's Name:

Library's PA. Representative District Number:
Representative's Name:

LIBRARY APPLICANT

Name
Address*
City   Zip + 4
Contact Person:
Title:
Telephone:
FAX:
E-mail:
Federal Identification Number:
District Center:
Library Applicant Service Area Population:

Project Cost

Grant Requested: $
Matching Funds: $
Total Project Cost: $ _____

Square footage at start:
Square footage at completion:
(complete even if project does not include expansion)

Building Consultant's Name:
Name of Architect:

Project Summary *(Using only the space provided below, summarize the grant request.)*

* This address will be used for payment unless another address is also provided.

Public Library Facilities Major Construction Application
For Requests up to $500,000
Keystone Recreation, Park and Conservation Fund—2009
COVER SHEET

| COMMONWEALTH LIBRARIES USE |
| ONLY—DATE RECEIVED |

Project Application Priority (check only one)

☐ Major construction needed to make public library facility physically accessible to persons with disabilities. At least 70% of the construction costs of the project must be accessibility related to qualify for a grant in this priority.

☐ New building construction, additions or remodeling/renovations of existing building to demonstrably improve library service to the general public.

☐ Non-routine maintenance of public library facilities, particularly where lack of maintenance is impeding service to the general public, creating a public hazard or causing a hazard to the library collection.

MUNICIPAL APPLICANT

Name

Address*

City   Zip + 4

Contact Person:
Title:
Telephone:
FAX:
E-mail:

Federal Identification Number:

State Vendor ID#:
(each municipality has a vendor ID)

Library Facility to benefit from the grant

Name:

Current Address:

Proposed New Location:

Library's PA. Senatorial District Number:
Senator's Name:

Library's PA. Representative District Number:

Representative's Name:

LIBRARY APPLICANT

Name

Address*

City   Zip + 4

Contact Person:
Title:
Telephone:
FAX:
E-mail:

Federal Identification Number:

District Center:

Library Applicant Service Area Population:

Project Cost

Grant Requested: $
Matching Funds: $

Total Project Cost: $ _____

Square footage at start:

Square footage at completion:

(complete even if project does not include expansion)

Building Consultant's Name:

Name of Architect:

Project Summary *(Using only the space provided below, summarize the grant request.)*

* This address will be used for payment unless another address is also provided.

Project Description

Explain the need for the construction, renovation or rehabilitation project. Describe why a particular site or project was chosen and what alternatives were considered. Describe the expected impact of the project on service delivery. Specify the number of months required to complete the project. Provide the square footage before and after the project, unless it is not affected. If the library is in a shared facility, give the percentage used by the library. Additional pages may be necessary, but this section should not exceed three pages.

Building Consultant's Program Statement

_____

Date of Program Statement _____

A statement covering objectives, activities and physical requirements for the facility to be constructed, renovated or rehabilitated will be prepared by a library building consultant. Additional pages may be inserted as necessary.

_____

Budget

A. ESTIMATED EXPENDITURES

Clearly identify the total estimated cost of the entire project, including both grant and local funds.

CATEGORIES	$ AMOUNT
Architect's Fee	
Building Consultant's Fee	
Site or Building Acquisition	
General Construction (provide breakdown of costs)	
Other	
TOTAL $	

B. REVENUE

List all sources of revenue. A line of credit is required for funds not on hand. Projects with total costs of $200,000 or more may not submit a line of credit in excess of 50% of the total project contribution. Provide documentation in Attachment B.

SOURCE OF FUNDS	$ AMOUNT
Requested Keystone Grant	
Cash on hand	
TOTAL $	

* The total for Revenue must equal the total for Estimated Expenditures for the entire project listed under the Budget and should include any in-kind donations that may be used. Please see Matching Requirements.

_____

Additional Budget Information

The Budget portion of this application was prepared by:

Name _____

Title _____

Has this library received a prior Keystone Grant? Yes _____ No _____

If yes, Keystone Grant Award Year _____ Amount of Grant _____

Purpose _____

Was the project successful? If not, explain. _____

Were funds returned? Yes _____ No _____

Library's Annual Operating Income _____

Did this library qualify for Equalization Aid with the FY 2006-07 State Aid to Public Libraries disbursement? Yes _____ No _____

Does the sponsoring municipality provide an appropriation from its budget for support of the library? Yes _____ No _____

Library's Annual Operating Expenditure _____

Number of FTEs _____

Upon completion of this project, will the number of FTEs need to increase to assure adequate patron service at the library? Yes _____ No _____

Upon completion of this project, will the operating costs of the library increase? Yes _____ No _____

If the answer to either or both questions is yes, explain how this increase will be funded.

_____

Local Economic Conditions

(Explain any economic conditions that are creating financial distress in the local community. This section should not exceed two pages.)

Attachments (_Attach the following documents, labeled as indicated._)

Attachment A. Design Plan

Provide a preliminary or schematic design plan for the project including front, rear and side elevations and floor plans for the area to be constructed, renovated or rehabilitated. Site plans should include property lines, adjacent streets, parking areas and sidewalks. Clearly delineate between existing and new construction for renovation/rehabilitation projects. An architect, registered to practice in Pennsylvania, should provide these drawings using standard architectural scales, preferably 1/4″ = 1′ or 1:48. When appropriate, a licensed professional engineer registered to practice in Pennsylvania, may prepare designs for some mechanical systems. For some non-routine maintenance mini-grant projects, a list of specifications prepared by an engineer may be substituted for drawings.

Attachment B. Documentation of Local Matching Funds

• **Provide documented evidence**—photocopies of bank statements, or confirmation of funds from financial institutions, **that the local share is in hand**. The application must show sufficient funds to match the grant, dollar for dollar. The applicant must also demonstrate the local match plus the grant is sufficient to complete the project. In some cases, this will indicate the local match exceeds the amount of the grant. Estimated capital campaign income and pledges of financial support will not be considered as part of the documentation.

• **Projects with total costs of $200,000 or more may not submit a line of credit in excess of 50% of the total project contribution. The total project contribution equals the cost of the project minus any anticipated Keystone funding.**

• A copy of the library's latest year-end treasurer's report must also be included.

Attachment C. Anticipated Yearly Budget

Provide a copy of

• the library's latest yearly budget (income and expenses) as well as

• an anticipated yearly budget tor the library to show how income and expenses will be impacted by the project in the year following completion of the project.

Any rent or mortgages paid by the library must be clearly identified.

Some examples of future line items that may be impacted are: personnel, utilities, insurance and routine maintenance fees and expenses. Include any mortgage or line of credit payments. New sources of income should also be listed. Remember that investment income will be impacted if investment funds are used for the project. A short narrative may accompany this attachment if needed for clarification.

Please note that libraries receiving $50,000 or more in State funds are required to perform an audit. For more information, please see the Pennsylvania Code Title 22 Section 131.32(2). Capital expenditure projects and non-capital projects are treated differently in respect to local financial effort. Please see Pennsylvania Code Title 22 Section 131.51 and Section 131.60.

Attachment D. Deed or Deed/Lease

If the Library Owns the Property

• Attach a copy of a deed or other document to show the library owns the land upon which the building is to be constructed and/or owns the building that is to be renovated or rehabilitated.

If the Municipality Owns the Property

• Attach a copy of a deed or other document to show the municipality owns the land upon which the building is to be constructed and/or owns the building that is to be renovated or rehabilitated.

• Attach a copy of the municipal resolution or ordinance ensuring the undisturbed use of the facility as a public library for 50 years or the useful life of the project to be funded by the grant, whichever is shorter.

If a Library Authority Owns the Property

• Attach a copy of a deed or other document to show the authority owns the land upon which the building is to be constructed and/or owns the building that is to be renovated or rehabilitated.

• Attach a copy of a resolution or ordinance signed by all governing bodies of the authority ensuring the undisturbed use of the facility as a public library for 50 years or the useful life of the project to be funded by the grant, whichever is shorter.

If the Library or Municipality has Other Interest in the Property

These arrangements will be looked at on a case by case basis. Please contact the Keystone advisor at Commonwealth Libraries to ensure that the necessary paperwork is submitted for your particular situation.

In the case of a lease agreement, provide:

• a copy of the **lessor's deed**.

• documentation that is sufficient to show that the library shall have interest in the site, including right of access, that is sufficient to ensure the undisturbed use and possession of the facility as a public library for 50 years or the useful life of the project to be funded by the

grant, whichever is shorter. Such an **agreement with the lessor** should be made with the library or with the sponsoring municipality.

• if such a lease agreement (#2) is made with the sponsoring municipality and not the library, attach a copy of a **municipal resolution** or ordinance ensuring the undisturbed use of the facility as a public library for 50 years or the useful life of the project to be funded by the grant, whichever is shorter.

Attachment E. Project Estimates

New construction projects and renovation projects, with initial estimated project totals of over $400,000 should provide a written estimate from a professional estimator. This estimator should not be the project architect or design team.

New construction projects and renovation projects, with project totals under $400,000, should include a written estimate for each major item or each of the construction trades that will be involved with the project. These estimates may come from contractors experienced in those trades. If many trades are involved, a written estimate with construction breakdown may be provided by one contractor with familiarity in those trades.

All estimates should be on the letterhead of the estimator and should provide the date of the estimate with a statement that the estimate takes into consideration that the project may not begin until 2010 and that prevailing wage will apply if the total project is $25,000 or more.

Attachment F. Zoning Approval

Provide a copy of zoning approval and certification that states that:

• the proposed construction or renovation complies with local zoning ordinances.

• the proposed project is in compliance with Act 2000 - 68, a land use amendment to the Pennsylvania Municipalities Planning Code. (This statement may be in the approval or in an additional document attached to the approval).

Attachment G. Environmental Impact

Attach a statement of environmental impact. This is required even if there will be no impact. The statement should be on agency letterhead with the name and signature of the person making the statement. A registered engineer's assessment is necessary for all new construction projects.

Attachment H. Historical Commission Review

Submit a copy of a letter from the Pennsylvania Historical and Museum Commission indicating the project has been reviewed consistent with the Environmental Rights amendment, Article 1, Section 27 of the Pennsylvania Constitution, and the Pennsylvania History Code, 37 Pa. Cons. Stat. Section 507 et seq. [1988]. Contact the Bureau for Historic Preservation, 400 North Street, Commonwealth Keystone Building 2nd Floor, Harrisburg, PA 17120-0093. Phone (717) 783-8946. Please allow sufficient time for the Bureau to respond to your request for this approval. The Commission may request additional information, pictures, etc. before granting approval.

Attachment I. Flood Hazard

Provide a narrative evaluation of flood hazard potential to the site. This evaluation may come from the U.S. Army Corps of Engineers. Include a copy of the FIA Flood Hazard Boundary Map prepared by the Department of

Housing and Urban Development, Federal Insurance Administration, indicating the location of the library site on the map.

Attachment J. Letter to Proceed

Include a copy of the Letter to Proceed that was received from Commonwealth Libraries.

STATE ASSURANCES

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for a Keystone Recreation, Park and Conservation Fund library grant, and the institutional, managerial and financial capability (including funds sufficient to pay the non-state share of project costs) to ensure planning, management and completion of the project described in this application.

2. Has duly adopted or passed by its governing body as an official act, resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the persons identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

3. Will give the Commonwealth of Pennsylvania, through any authorized representative, access to and the right to examine all records, books, papers or documents related to the assistance, and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

4. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the Pennsylvania Department of Education, Commonwealth Libraries.

5. Has a formal, legal relationship with the public library that the project will benefit, either by that public library being a department or unit of local government or through a contract describing mutual obligations and responsibilities.

6. Will comply with the requirements of the Pennsylvania Department of Education, Commonwealth Libraries with regard to the drafting, review and approval of construction plans and specifications.

7. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the completed work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.

8. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency. Will begin work within 90 days of contract approval and complete work within 12 to 16 months.

9. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

10. Assures sufficient funds will be available for effective operation and maintenance of the state-aided public library or state-aided public library system.

11. Assures the public library will provide basic library service free of charge without discrimination to all residents of the library's service area.

12. Will comply with the Pennsylvania Flood Plain Management Act 166 (32 P. S. §§ 679.101—679.601) and the regulations issued pursuant thereto (Title 12, Chapter 113).

13. Will comply with the Steel Products Procurement Act of March 3, 1978, (P. L. 6, No. 3, § 1, 73 P. S. § 1881 et, seq.).

14. Will comply with the Trade Practices Act (71 P. S. § 773.101 et seq.).

15. Will comply with the Public Works Contractor's Bond Law of 1967 (8 P. S. § 191 et seq.) if the amount of the contract exceeds $5,000.

16. Will comply with the Commonwealth Procurement Code (62 Pa.C.S. § 101 et seq.).

17. Will comply with the latest Pennsylvania Prevailing Wage Act requirements if the cost of the total project is in excess of $25,000.

18. Will include provisions to ensure compliance with the Steel Products Procurement Act (73 P. S. § 1881 et seq.), the Trade Practices Act (71 P. S. § 773.101 et seq.), the Public Works Contractor's Bond Law of 1967 (8 P. S. § 191 et seq.), the Commonwealth Procurement Code (62 P. S. § 101 et seq.), the Pennsylvania Prevailing Wage Act (43 P. S. § 165-1 et seq.), the Minority and Women Business Enterprise (Executive Order 1996-8), and the Agricultural Land Preservation Policy (Executive Order 2003-2) in all contracts and subcontracts for construction, reconstruction, alteration, repair, improvement or maintenance of the public library building.

19. Will meet the minimum LEED standards for any new construction and ensure that all new lighting projects install high-efficiency lighting systems with advanced lighting controls and all new Heating Ventilation Cooling and Air Conditioning systems incorporate a programmable thermostat. (LEED is an abbreviation for "Leadership in Energy & Environmental Design" LEED is a third-party certification program and the nationally accepted benchmark for the design, construction and operation of high performance green buildings. (New construction projects do not need to be LEED certified but they must meet LEED's minimum standards).

Authorized Signature Page

For the Municipality:

_____
Signature of Authorized   Title
Certifying Municipal Official

_____
Typed or Printed Name

_____
Official Name of Municipality   Date Signed

For the Library:

_____
Signature of Certifying   Title
Library Board Official

_____
Typed or Printed Name

_____
Official Name of the Library   Date Signed

For the Library System:

_____
Signature of System   Title
Board Official

_____
Typed or Printed Name

_____
Official Name of Library System   Date Signed

Keystone Application Checklist

_____   _____
Name of Municipality   Name of Library

Cover Page
☐ Major Project Grant
☐ Mini Project Grant

State Assurances
☐ Signatures
☐ Dates

Letters
☐ Letter of Transmittal from District Library Center
☐ Letter of Transmittal from District Consultant
☐ Letter from System Administrator (if system member)
☐ Letter from Library Director

Narratives
☐ Project Description
☐ Library Building Consultant's Program Statement (assume required unless notified otherwise)
☐ Budget with Breakdown of Income and Specific Costs for Project
☐ Local Economic Conditions
☐ Timeline

Attachments A through J must be submitted by ALL applicants, regardless of project size

Attachment A. To be Completed by Architect or Engineer
☐ Building Design/Layout or List of Specifications

Attachment B.
☐ Documentation of Local Matching Funds
☐ Library's Most Recent Year-end Treasurer's Report (for Library Facility or Branch that will Benefit)

Attachment C.
Anticipated Yearly Budget
☐ Library's latest Yearly Budget
☐ Anticipated Yearly Budget for year after project is completed

Attachment D.
Documentation of Title or Interest
If Municipality Holds Title:
☐ Copy of Deed Attached AND
☐ Copy of Municipal Resolution Ensuring Undisturbed Use of the Facility as a Public Library for 50 Years or the Useful Life of the Project

If Library Holds the Title:
☐ Copy of Deed Attached

If Library has Other Interest in the Property:
(Neither Library nor Municipality Own the Property)
☐ Copy of Deed to Property AND
☐ Copy of Library's 50 Year Lease to the Property

If Municipality has Other Interest in the Property:
(Neither Municipality nor Library Own the Property)
☐ Copy of Deed to Property AND
☐ Copy of Municipality's 50 Year Lease to the Property AND
☐ Copy of Municipal Resolution Ensuring Undisturbed Use of the Facility as a Public Library for 50 Years or the Useful Life of the Project

☐ Is This a Shared Facility? _____

If Yes, please state Percentage of Facility to be Used by Library: _____

Attachment E. (Dated and on Letterhead with Statement that Consideration Given to Starting Date and that Prevailing Wage May Apply if Total Project is Over $25,000).
☐ Project Estimates

Attachment F. To be Completed by Municipality where Project Facility is Located
☐ Zoning Approval/Certification that Proposed Project Complies with Local Zoning Ordinances
☐ Statement that Proposed Project is in Compliance with Act 2000-68

Attachment G. Statement must be on Letterhead of the Agency Making the Statement
☐ Environmental Impact Assessment (if New Construction, this must be from a Registered Engineer)

Attachment H.
Historical Commission Review and Approval
☐ PHMC Approval is Attached

Attachment I. Obtained from Army Corp of Engineers or Municipality where
Project Facility is Located
☐ Flood Hazard Evaluation Narrative
☐ Flood Hazard Boundary Map

Attachment J.
☐ Letter to Proceed is Attached
☐ **Additional Letters of Support for the Project**
☐ **Copy of this Completed Checklist**

Submissions
☐ An Original and Four Copies to Office of Commonwealth Libraries (address page 3)
(Date Sent: _____)
☐ A Copy Sent to District Library Consultant (Date Sent: _____)

[Pa.B. Doc. No. 09-2141. Filed for public inspection November 13, 2009, 9:00 a.m.]

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