

Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

PROGRAM NOTICE

Massachusetts Public Library

Construction Program

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SMALL LIBRARY PILOT PROJECT

Massachusetts Board of Library Commissioners

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INTRODUCTION

This is the official Massachusetts Public Library Construction Program (MPLCP) Program Notice for the 2021 Small Library Pilot Project. This document outlines grant application requirements and procedures for the pilot project.

The general purpose of the MPLCP is to improve public library facilities throughout the Commonwealth. The MPLCP is governed by regulations (605 CMR 6.00) which were most recently revised and approved by the Massachusetts Board of Library Commissioners (MBLC) in September 2015.

Applicants are advised to read and understand the current version of these regulations at <https://mblc.state.ma.us/grants/construction/regulations>. This pilot project will not be subject to the entire set of regulations governing the MPLCP grant program, but the spirit of the regulations as interpreted by MBLC staff and management will apply. Specific requirements will be provided with the final application materials (see detailed timeline below).

ELIGIBLE APPLICANTS

The grant round application must be made by a town unless a library corporation has been designated and empowered by prior legislative action to conduct capital projects.

The public library for which the application is being made must have been certified or received a waiver of the Municipal Appropriation Requirement, by the Massachusetts Board of Library Commissioners (MBLC) individually or as part of a municipal application to receive State Aid to Public Libraries under M.G.L. c.78, 19A and 19B in FY2021. State Aid certification must be

maintained throughout the application and construction period.

The applicant must have on file at the MBLC a library Strategic Plan that is valid for FY2022 and which meets the definition in 605 CMR 6.02. If a Strategic (or Long-range) Plan is not currently on file, it must be received by October 1, 2021.

If the town or library received a Massachusetts Public Library Construction Program grant award (excluding Planning & Design grant awards) in the past, it will not be eligible for this pilot project.

Only municipalities with an official population of under 2,000 residents as determined by the Massachusetts Department of Revenue (DOR) are eligible to apply.

ELIGIBLE PROJECTS

Only new construction projects will be considered for this pilot. No renovation or addition projects are eligible.

To be eligible, the project must be approved in principle by a majority vote of Town Meeting prior to final application (see detailed timeline below). The town must agree to allow the MBLC Library Building Specialist(s) to work closely with the town and the library throughout the application process, development of the building program, and all phases of design for the pilot project. Decisions regarding functionality, efficiency, flexibility, durability, and life-cycle costs for the project will be made collaboratively.

All Massachusetts procurement, bidding, and employment laws must be followed throughout the design and construction of the project.

TIMELINE & APPLICATION PROCEDURE

June 30, 2021: Deadline to submit a Letter of Intent

July 1 – 15, 2021: MBLC Library Building Specialists conduct preliminary interviews with interested towns/libraries

July 15 – September 30, 2021: MBLC Library Building Specialists work with interested libraries on a library building program and provide final application materials

November 19, 2021: Deadline for Town Meeting approval to formally apply for the pilot project

December 3, 2021: Deadline to submit application, including identification of the new library site

December – January 2021: MBLC Library Building Specialists and Independent Reviewer interview applicant towns and conduct site visits

January – February 2022: Pilot project town selection and notification

April – May 2022: Town Meeting approval to appropriate 25% of eligible costs plus 100% of ineligible costs

June 2022: Official Pilot Project Award

SELECTION PROCEDURE

All applications will be reviewed and ranked by a review team consisting of the two MBLC Library Building Specialists, one independent reviewer who is a Massachusetts licensed architect or project manager, two independent librarians who have experience with the MPLCP, and one additional MBLC staff member. A site visit and in-depth interview will be part of the review process. At the conclusion of this process, a recommendation will be made to the MBLC

Director. The criteria for review and ranking will include:

- Community need as determined by the current facility and its inadequacy to meet the community's library service needs. Deferred maintenance must not be the primary reason for inadequacy.
- Community Need Factor as calculated using DOR's 2022 data for EQV and income per capita
- Demonstrated community readiness and support for a major capital project
- Availability of a suitable site
- Town/library willingness to work closely with the MBLC in the programming and design of the library
- Financial stability of the municipality, its bonding capacity, and any financial reserves

PROCESS

The municipality must agree to:

1. Work closely with the Library Building Specialist(s) to develop a building program for the library prior to submission of the final application, and throughout the project.
2. Hire a qualified OPM in accordance with Massachusetts Office of Inspector General's legal and procedural requirements for designer selection laws that apply to public design and construction contracts in Massachusetts.
3. Hire a qualified, Massachusetts-registered architect in accordance with the Massachusetts Office of the Inspector General's legal and procedural requirements

for designer selection laws that apply to public design and construction contracts in Massachusetts.

4. Obtain the services of an experienced and professional independent cost estimator to develop a preliminary project cost estimate.

FUNDING FORMULA

The award for the Small Library Pilot Project will be 75% of eligible costs as defined in 605 CMR 6.00 but excluding demolition and hazardous materials abatement. No further incentives or payments will apply.

PLANNING AND DESIGN GUIDELINES

The Library Building Specialist(s) will guide the planning process in cooperation with library staff and other community members at the discretion of the municipal and library governance. The best practices laid out in [*Library Space: A Planning Resource for Librarians*](#) will be the foundation for planning the library.

Environmental sustainability and resilience will be part of the planning process, including the building's energy and carbon use and the potential for the library to serve as a heating/cooling/powering center in the event of an emergency. The library will be built using sustainable practices and clean energy sources, in compliance with Executive Order No. 594: "Leading By Example: Decarbonizing and Minimizing Environmental Impacts of State Government".

The Library Building Specialist's role will be limited to guiding decisions affecting functionality, efficiency, flexibility, durability, and life-cycle costs.

The MBLC will not be involved in any aesthetic decisions on exterior facades or interior design unless the functionality, efficiency, and/or durability of the building are impacted.

FOR FURTHER INFORMATION

These materials can also be downloaded from our website at <https://mblc.state.ma.us/programs-and-support/construction/small-library-pilot.php>.

Please address any questions to Lauren Stara, Library Building Specialist, at lauren.stara@mass.gov.