



2023-2024
MPLCP Grant Round

Application Information Session

Standard Grant Type

Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

Important Dates

June 7, 2023

- Amplifund Application Workshop

May 31, 2024:

- Application due by 4pm

June 16, 2024:

- Certified Copies of Votes due by 4pm

July 1-August 31, 2024:

- Independent Review of Applications

September 2024:

- Grant Recipient Recommendations to MBLC Director

October 2024:

- Commissioners Vote on Immediately-Funded and Waitlisted Projects

October 2024-December 2025:

- Planning & Design Phase for all Approved Projects

Application Components

General Applicant information

Approvals

Current community and library information

Project type

Library building program

Statement of need

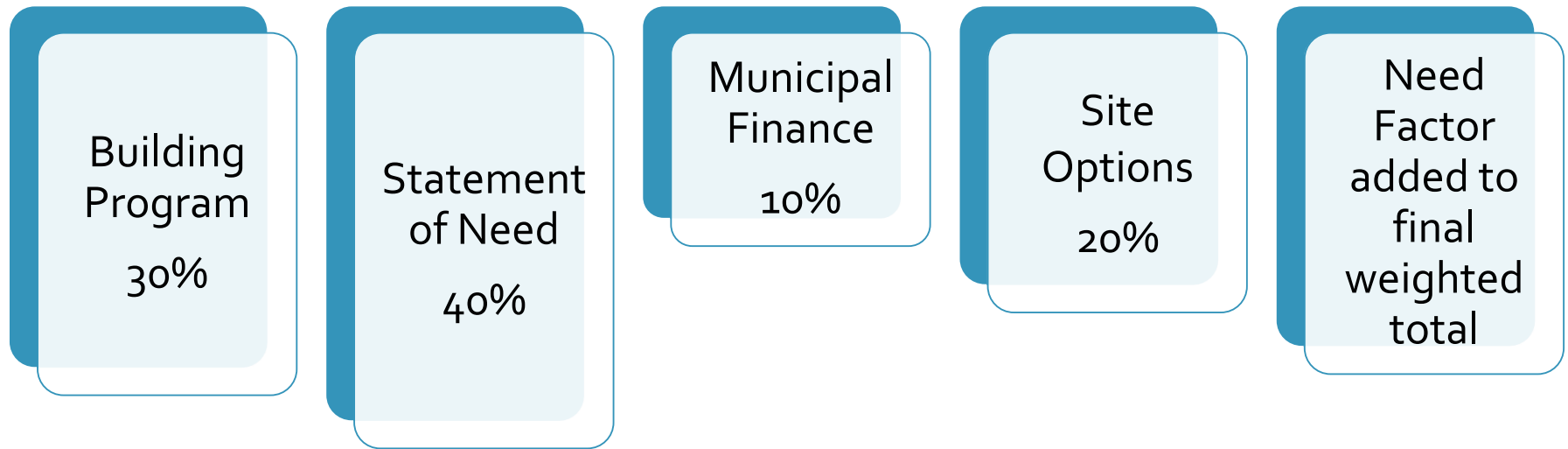
Municipal finance

First site option

Second site option

Project awarding authority and fiscal information

Compliance assurances and application certifications



Weighted Evaluation

General Applicant Information

- Municipality
 - Municipal Administrator
- Applicant Library
 - Primary Contact
 - Board Chairperson

Approvals

Apply for, Accept, and Expend MBLC Grant Funds

- Type of vote
- Date or projected date of vote
- Upload of certified copy of vote

Appropriation of \$150,000 Planning & Design Funding

- Type of vote
- Date or projected date of vote
- Upload of certified copy of vote

Current Community Information

Current official census population
DLS

Projected 30-year census population
Donahue Institute Vintage 22
Regional Planning Agencies



Current Library Information*

*Statistics
from FY2023
ARIS

Population

Attendance

Holdings

Circulation

Hours open

Budget

Facility

Usage

Network



Single or Main Library

Comprehensive Town-wide or City-wide plan for Library Service, if part of a larger library system



Branch

Comprehensive Town-wide or City-wide plan for Library Service



Multiple Independent

Comprehensive Town-wide or City-wide plan for Library Service



Joint Library

Official Management Plan



Shared Building

Official Management Plan

Project Information

Comprehensive Town-wide or City-wide Plan of Service

Branches/Multiple
Independents/Main Library
part of a larger system

Guidelines Provided

Location Information

- Type of library
- Service area and population
- Facility
- Attendance and usage
- Staffing
- Service model

Cooperative initiatives between locations

Cooperative programs between locations

Anticipated changes impacting ecosystem of libraries



Legal Document



Local Legal Counsel



Responsibilities for Operation and
Management of Facility

Official Management Plan

Joint Libraries/
Shared Buildings

Green Library Incentive

Must indicate at the application stage any intention to apply for a Green Library Incentive grant, which is an additional 3% based on the Construction Phase grant award



Three paths to obtain the Green Library incentive:

Municipal Opt-in
Specialized Stretch Code

Gold or Platinum level of
LEED Certification

Zero Energy Certification
through the International
Living Future Institute

Library Building Program



[Instructions](#)



[Workbook](#)



[Estimated Space Summary Chart](#)

Library Building Program: History and Context

- a concise history of the library and the community;
- community analysis with demographics and a 30-year population projection
- the library's mission, values, and service roles;
- previous and current facility and organizational planning efforts, if applicable, including strategic plan and/or master plan excerpts involving facility improvement goals;
- description of the existing building;
- analysis of current collections, services, and programs;
- pertinent trends and statistics, including staffing and public use;
- photographs with descriptive captions (site, building exterior, building interior) of existing facility as well as potential new locations, as applicable.

Library Building Program: Needs

- a Needs Assessment
- area descriptions including primary services/functions, seating capacity, collection capacity, occupancy, furniture and equipment, architectural or other considerations, adjacencies, and net square footages; for shared building public library projects, area descriptions of any proposed shared spaces must be included;
- preliminary total gross square footage figure based on all area descriptions and guidelines from the publications *Library Space: A Planning Resource for Librarians* and *Building Blocks for Planning Functional Library Space* and including at least 30% allowance for unassigned space;
- special circumstances for the library and/or the community not included elsewhere in the building program;
- evidence of community engagement efforts in creating the Library Building Program.

Overarching Considerations



site & exterior considerations



energy-related goals for the library/community



diversity, equity, and inclusion priorities for the new building and how this program addresses them

Site and Exterior Considerations

- These considerations include but are not limited to:
 - Location within the city or town – what is close by or far away?
 - Desired orientation of the new building – for access, maintenance, passive energy features, etc.
 - Outdoor space for services
 - Outdoor space for programming
 - Outdoor storage

Energy-Related Goals for the Library/Community

These goals include but are not limited to:

- Siting (orientation of building for passive energy optimization, etc.)
- Building Materials (Embodied Carbon)
- Systems (Type of Energy Sources)
- Renewable Energy Sources
- Potential to serve as a Resiliency Hub

Diversity, Equity, and Inclusion (DEI) Priorities

- These priorities include but are not limited to:
 - Representation of all facets of the community
 - Addressing underserved populations
 - Inclusive spaces, services, and collections

sustainability

accessibility

security

acoustics

data &
telecommunications

lighting & electrical

furniture, fixtures &
equipment

ergonomics

signage

Library Building Program: Requirements



[2023-2024 Grant Round: Planning and Design Phase LibGuide](#)



[MPLCP Library Building Programs LibGuide](#)

Library
Building
Program
Resources



CONSTRUCTION



Construction

The Massachusetts Public Library Construction Program (MPLCP) helps communities improve their public library facilities through funding and technical assistance for planning & design and construction projects.

MBLC library building specialists are available to meet with and advise library staff, trustees, building committees, town officials, and community residents.

2023-2024 Grants

- [General Information](#)
- [Getting Started](#)
- [2022 MPLCP Regulations](#)

2016-2017 Grants

- [Manage Your Grant](#)
- [Grants Awarded](#)
- [Waiting List](#)
- [2015 MPLCP Regulations](#)

Projects

- [Current & Recently Completed Projects](#)
- [Past Projects](#)

Related Links

- [Construction Home](#)
- [Library Space: A Planning Resource for Librarians](#)
- [Building Literacy Podcast](#)
- [Assistance & Support](#)
- [Program Background & Regulations](#)
- [Resource Guides](#)
- [Public Library Ecosystem Report](#)
- [News Releases](#)

Construction Grants

- [2023-2024 Grants](#)
- [2016-2017 Grants](#)
- [Small Library Pilot](#)

Promotions & Publications

- [Promotion Home](#)
- [MBLC Warehouse](#)
- [2022 Regulations Fact Sheet](#)
- [MPLCP "Say Yes" Video](#)

For More Information

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Construction Homepage

Statement of Need

- Community's vision of itself
- Library's vision of itself
- Alignment of both visions
- Summary of needs identified through community engagement
- Summary of economic need in municipality and community
- Summary of current facility's impact on services, collections, and operations
- Summary of current site's impact on services, collections, and operations

Municipal Finance: Annual Budgets



Annual budgets for FY23, FY24, and FY25
Uploads



Operating Budget Worksheet
Excel Document

Municipal Finance: Capital Plans



Current Capital Plan with FY23 and Fy24

Upload



Future Capital Plan FY25 - FY29

Upload

Municipal Finance: DLS Dashboard Documents Uploads

- Certified Free Cash from Category One- Operating Position
- Stabilization Fund Balance from Category One- Operating Position
- Excess Levy Capacity from Category Three- Property Taxes- Prop 2 ½
- Override, Capital + Debt Exclusion History from Category Three- Property Taxes- Prop 2 ½
- Outstanding Long-Term Debt from Category Six-Debt
- Debt Service from Category Six- Debt
- Total Authorized/Unissued Debt from Category Six- Debt
- Municipal Bond Ratings from Moody's and Standard and Poor's from Category Six- Debt

Financial Policies*

Uploads

- Borrowing/Debt Policies
- Stabilization Fund Policies
- Free Cash policies
- Other Applicable Policies

*If there are multiple policies for each category, please combine into one document for upload per category.

Funding Scenarios

Excel Document

General Funds

Municipal Bond

Accumulated Capital Construction or Improvement Fund

Library Trust Funds

Capital Campaign Feasibility Study Funds

Funds Raised Privately through Capital Campaign or Other Efforts, include Formalized Pledges

Money Rec'd from Sale of Library-Owned Assets or Artifacts w/TM or City Co. Approval

MPLCP Planning and Design Grant

Estimated MPLCP Construction Grant

Other State Funds (attach list specifying agency and program)

Value of Donated Land (up to \$1,000,000) or Value of Purchased Land and/or Building

Federal Fund (attach list specifying agency and program)

Other Funds (attach list specifying funding sources)



Why chosen



Confirmation of ownership/99-year lease



Deed/Lease upload



Steps needed if ownership/99-year lease not yet secured



Existing structure(s) and retention



Condition assessment upload, if necessary

Two Site Options

Project Awarding Authority & Fiscal Information

- Municipal official with sole awarding authority
- Municipal official receiving MPLCP funds
- Municipal official approving expenditure of MPLCP funds
- Office/Agency and contact maintaining official accounts
- Municipal official serving as Massachusetts Certified Public Purchasing Official (MCPPO)

Compliance Assurances & Application Certifications



Confirmation of compliance with assurances for Planning and Design Phase and Construction Phase



Confirmation of application certifications

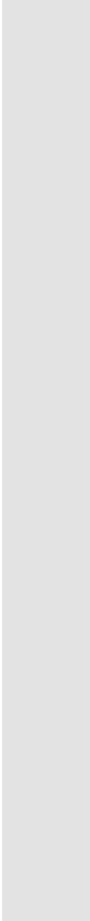


Application Certifications Form



Eligible Costs: Planning and Design Phase

Costs incurred after the date of acceptance into the grant program, with the exception of land purchase costs incurred within three years prior to the application due date



Planning & Design Funding

50% up to \$100,000 maximum award

- Covers eligible costs for planning and design through MPLCP Level of Design

Eligible Costs: Construction Phase

Project costs or proportional costs directly related to implementing interior and exterior construction of an eligible project, including:

- Acquisition of real property, including purchases within three years prior to the application due date;
- Planning costs;
- Design services;
- Demolition;
- Site preparation;
- Construction;
- and approved capital equipment of an approved public library project.

Where publicly or privately owned real property is to be donated to a project, only so much land as is necessary to provide an adequate library site, up to a maximum of \$1,000,000, may be considered in the calculation of eligible costs, and the value of such land must be documented.

Ineligible Costs: Construction Phase

- Ineligible expenses include but are not limited to costs related to:
 - fundraising,
 - municipal bonding,
 - attorney fees and legal proceedings,
 - moving,
 - temporary quarters,
 - furnishings,
 - computers and other equipment,
 - and costs related to any aspect of the exterior grounds or site of the free public library structure including landscaping, walkways, and parking lots, except exterior handicapped ramps.

Standard Grant Type

Construction Funding Formula

*Does not include need factor
(0.55%-20% increase applied to
grant award, depending on
municipality)

Eligible Cost	Incremental State Share
First \$5,000,000	60% of estimated eligible cost up to \$5,000,000
\$5,000,000 - \$10,000,000	45% of estimated eligible cost between \$5,000,000 and \$10,000,000
\$10,000,000 - \$20,000,000	35% of estimated eligible cost between \$10,000,000 and \$20,000,000
\$20,000,000 - \$50,000,000	30% of estimated eligible cost between \$20,000,000 and \$50,000,000

Eligible Cost	Grant Award
\$5,000,000	\$3,000,000
\$10,000,000	\$5,250,000
\$15,000,000	\$7,000,000
\$20,000,000	\$8,750,000
\$25,000,000	\$10,250,000
\$30,000,000	\$11,750,000
\$40,000,000	\$14,750,000
\$50,000,000	\$17,750,000

Standard Grant Type

Construction Funding Formula

*Does not include need factor (0.55%-20% increase applied to grant award, depending on municipality)

Q&A





Thank you

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