

Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

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MASSACHUSETTS PUBLIC LIBRARY CONSTRUCTION PROGRAM

Construction Project

FINAL REPORT

Library:	
Address:	
City & Zip:	Phone:
Library Director:	Email:

This is the final report on the construction project which was partially funded with Massachusetts Public Library Construction Program funds through the Massachusetts Board of Library Commissioners and governed by the Regulations and Assurances in the application and the grant Agreement.

Part I: PROJECT INFORMATION

Building Professionals:		
	Library Building Consultant	
	Owner's Project Manager	
	Architectural Services	
	Firm	
	Principal in charge	
	Project architect	
	Interior Designer	
	General Contractor	
	Moving Companies	

Type of Building		
	<input type="checkbox"/> Stand-alone/Main	<input type="checkbox"/> Branch
	<input type="checkbox"/> Joint (list other library):	<input type="checkbox"/> Shared (list other tenant(s)):
Project Type		
	<input type="checkbox"/> New construction	<input type="checkbox"/> Addition/renovation
	<input type="checkbox"/> Conversion from existing building	<input type="checkbox"/> Reconfiguration/renovation
20-year population (from application):		
GSF (gross square feet) of previous building:		

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Proposed GSF (design proposed in application):	
Built GSF (final design/construction):	
Construction start date:	
Certificate of Occupancy date:	
Date open to the public:	
Dedication Ceremony date:	

Part II: PROJECT and BUILDING EVALUATION

Reflecting on your experience with this building project please briefly comment on the process of expanding and improving the library.

- How would you describe the success of your new building?

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- What impact (including economic) has the library building project had on the surrounding area?

- How would you describe your overall experience with the process of planning, design and construction?

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- What could have been done differently to change or improve the process?
- How would you characterize your experience with the Massachusetts Public Library Construction Program?

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In the weeks or months that you have observed services, workflow and productivity in the new building, please rate and comment on the following building features:

	Excellent	Very Good	Good	Fair	Poor
Acoustics					
Flexibility					
Floor plan functionality					
Furniture					
Group/quiet study room(s)					
Lighting levels					
Meeting room					
Parking capacity					
Public service desks					
Shelving capacity					
Shelving layout					
Storage capacity					
Technology					
Thermal comfort					
Wayfinding/signage					

Comments:

Part III: FINAL FINANCIAL REPORT

EXPENDITURES: ELIGIBLE/NON-ELIGIBLE PROJECT COSTS

- **Go to accompanying Excel spreadsheet "Final Report Financials," Tab 1, "Expenditures"**
- Do not fill in shaded cells
- If only a portion of the building is to be used for library purposes (a shared building), only that portion is eligible for funding. This should be prorated, and the following page should be completed.
- For architectural and engineering fees and for land purchase/donation, include only those expenditures incurred within three years of the date of grant application. Do not include value of land in fourth column (Estimated Total); include only the actual purchase price.

Part IV: PROJECT FUNDING SOURCES

- **Go to accompanying Excel spreadsheet "Final Report Financials," Tab 2, "Funding"**
- Please indicate sources of funding that have been secured or are projected to fund this project. (It is possible for a building to be complete, but for pledges to be outstanding, or for an ongoing fundraising campaign to be underway for furnishings or to reduce bonded indebtedness.)

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*List private foundation and other major grants and their amounts

**This total should minimally equal your Total Project Cost, and may exceed it

Part V: FUNDING CERTIFICATIONS

We the undersigned, having official responsibility for the project described in this Final Report, do hereby attest to the financial costs as defined by Chapter 478 of the Acts of 1987 and 605 CMR 6.00 and further delineated in the Financial section of the Library's Grant Application.

We have further determined that _____* is the Final Eligible Cost of the project and that to the best of our knowledge all financial information is correct and accurate.

Signature_____

Typed/Printed Name_____

Title & Board/Committee_____

Signature_____

Typed/Printed Name_____

Title & Board/Committee_____

Signature_____

Typed/Printed Name_____

Title & Board/Committee_____

* From Final Report spreadsheet, cell G63 (Grand Total, Actual Expenditures - Eligible)

Part VI: STANDARD CONTRACTOR EVALUATION FORM

Evaluation forms and procedures can be found at the following sites:

1. Designer [architect] evaluation for the design and construction phases (*see "Designer-evaluation-steps-MBLC.pdf" for instructions on using the Autocene system*):
<https://dsb-dev.formverse5.com/FORMVERSESERVER-DSB/WebApp/Login.aspx>
2. Contractor evaluation: <https://www.mass.gov/service-details/contractor-evaluation-forms>

I confirm that the required Architect and Standard Contractor Evaluation Forms have been completed for this project and filed with the Commonwealth's Division of Capital Asset Management and Maintenance (DCAMM).

Architect forms were filed on:

Schematic Design:

(Date) _____, by _____ Title _____

Construction:

(Date) _____, by _____ Title _____

Standard Contractor Forms were filed on:

(Date) _____, by _____ Title _____

Signed _____ Date _____

Printed Name _____ Title _____

Part VII: AUDIT

Submission of a final audit of this construction project is required in the Contract. If the municipality performs an audit of the construction project, please submit a copy of it with this report. If the municipality is planning to conduct such an audit, please indicate this in this report and send one copy of the audit when it is available.

If no such audit is conducted, submit the municipality's annual audit for each of the fiscal years in which Massachusetts Public Library Construction Program funds were received or expended. Submit with this report one copy of excerpted pages listed below from the audit report.

- Title page
- Any page on which the library construction funds appear as received or expended
- Any comments or footnotes by the auditors that may pertain to the library project
- The signature page, with name of the auditing firm and date.

Submit any audit materials available when this report is filed. When available, send the remaining information. The final audit must be submitted to the Board of Library Commissioners within thirty days

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of its submission to your Municipality by the Auditor.

Dated at _____ this _____ day of _____, _____

Name of Person Submitting Report

Signature of Person Submitting Report

Submit completed form plus documentation to:
[Your Library Building Specialist]
Massachusetts Board of Library Commissioners
90 Canal Street, Suite 500, Boston, MA 02114