



2023-2024  
MPLCP Grant Round

Application Information Session  
Small Population 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

Statement of need

Municipal finance

First site option

Second site option

Project awarding authority and fiscal information

Compliance assurances and application certifications

Statement of  
Need  
50%

Municipal  
Finance  
20%

Site Options  
30%

Need Factor  
added to final  
weighted total

## 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

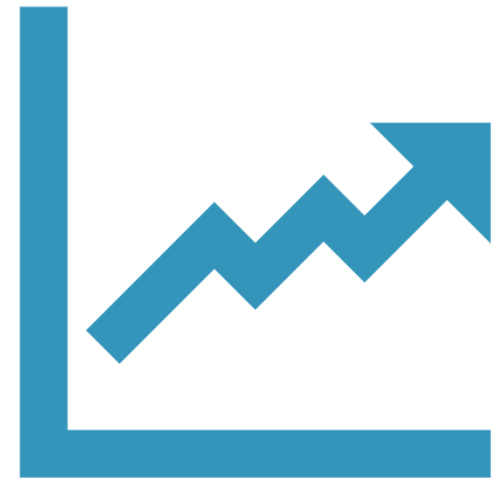
- Type of vote
- Date or projected date of vote
- Upload of certified copy of vote

## Agreement to Assurances

## 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 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

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

# 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

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General Funds

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Municipal Bond

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Accumulated Capital Construction or Improvement Fund

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Library Trust Funds

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Capital Campaign Feasibility Study Funds

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

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

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MPLCP Planning and Design Grant

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Estimated MPLCP Construction Grant

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Other State Funds (attach list specifying agency and program)

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

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Federal Fund (attach list specifying agency and program)

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Other Funds (attach list specifying funding sources)



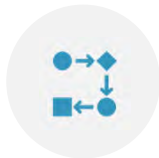
Why chosen



Confirmation of ownership/99-year lease



Deed/Lease upload



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



Existing structure(s) and retention

## 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

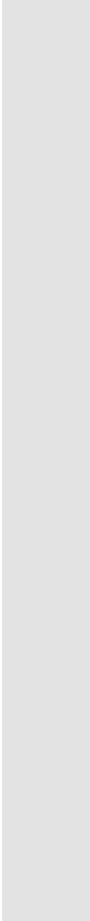


Application Certifications Form



## 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 \$125,000 maximum award

- Covers eligible costs for pre-planning and 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.

## Small Population Grant Type

### Construction Funding Formula

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

Eligible Cost	Percentage State Share
\$0 - \$50,000,000	70% of estimated eligible cost

ELIGIBLE COST	GRANT AWARD
\$3,000,000	\$2,100,000
\$4,000,000	\$2,800,000
\$5,000,000	\$3,500,000
\$6,000,000	\$4,200,000
\$7,000,000	\$4,900,000
\$8,000,000	\$5,600,000
\$9,000,000	\$6,300,000
\$10,000,000	\$7,000,000

## Small Population Grant Type

## Funding Formula Examples

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



## 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](#)

# Planning & Design LibGuide

## 2023-2024 Grant Round: Planning & Design Phase: Background

- Background
- Eligibility
- Timeline
- The Application Process
- Amplifund
- The Review Process
- Population Projections
- The Committee
- Post-Award Planning Process
- Contacts & Resources

### Grant Documents

Refer to the following documents and websites throughout the planning process.

- Massachusetts Public Library Construction Program (MPLCP)
- State Regulations 605 CMR 6
-  Program Notice: Standard Grant Round
-  Program Notice: Small Population Grant Round
-  Information Session PowerPoint
- Letter of Intent

### What is an MPLCP Grant?

A Massachusetts Public Library Construction Program (MPLCP) Grant is a state grant administered by the Board of Library Commissioners (MLC) and regulated under 605 CMR 6.00.

The purpose of the grant is to provide financial support to municipalities for the improvement of library facilities. The grants are administered in two phases: the Planning and Design Phase and the Construction Phase.

The Planning and Design Phase funding is for activities related to the planning and designing of new, renovated, or expanded public library facilities in advance of a whole building project.

The Construction Phase funding is for the completion of design documents and the constructing of an improved library facility through new construction, renovation/addition, or conversion/addition. This funding is not intended to provide assistance for activities such as repair, maintenance, or partial building improvements.

### What is the MBLC?

Established in 1890, the Massachusetts Board of Library Commissioners (MLC) is a state agency that supports, improves and promotes library services throughout the Commonwealth.

For information about the full range of Board activities, please see their website at <https://mbic.state.ma.us>.

### What is the MPLCP?

The Massachusetts Public Library Construction Program provides financial and technical assistance to municipalities for planning, design, improvement and expansion of their public library facilities. State regulations 605 CMR 6.00 govern the program.

The MPLCP was first funded by a state bond authorization in 1987. The program awards grants for planning, design, and construction to support public libraries. Between 1987 and 2022, the MPLCP helped build 63 new library buildings and 172 addition, renovation, and conversion projects.

[Next: Eligibility >>](#)

Q&A





# Thank you

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