

# Massachusetts Libraries

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## **BOARD OF LIBRARY COMMISSIONERS**

**A Bright Future for the Montague Public Libraries**

Prepared by Montague Public Libraries  
for Massachusetts Board of Library Commissioners Application- Construction Grant Round 2023-2024- 2,500 and over  
Updated

Submitted by Caitlin Kelley

Submitted on 05/31/2024 10:41 AM Eastern Standard Time

## Opportunity Details

### Opportunity Information

Title

Application- Construction Grant Round 2023-2024- 2,500 and over Updated

Description

This is the application for municipalities with a municipal census population of 2,500 and over for the competitive 2023-2024 Grant Round of the Massachusetts Public Library Construction Program.

Awarding Agency Name

Massachusetts Board of Library Commissioners

Agency Contact Name

Andrea Bono-Bunker

Agency Contact Phone

617-725-1860 ext. 246

Agency Contact Email

andrea.bunker@mass.gov

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/12d5c7a7-409f-44b9-b69f-7cae6560da39>

### Award Information

Award Range

\$100,000.00 Ceiling

Award Period

Award Type

Competitive

Capital Grant

Yes

Matching Requirement

Yes

Other Funding Requirement

### Submission Information

Submission Window

05/25/2023 12:00 AM - 05/31/2024 4:00 PM

Submission Timeline Type

One Time

Application Review Start Date / Pre-Qualification Deadline

6/17/2024

### Question Submission Information

Question Submission Open Date

02/01/2023 12:00 AM

Question Submission Close Date

05/30/2024 4:00 PM

Question Submission Email Address

andrea.bunker@mass.gov

### Technical Assistance Session

Technical Assistance Session

Yes And Required

Session Date and Time

06/07/2023 10:00 AM

Conference Info / Registration Link

### Eligibility Information

Eligibility Type

Public

Additional Eligibility Information

Please see the Eligibility section of the Program Notice for General Construction Projects in municipal populations of 2,500 and over.

### Additional Information

Additional Information URL

<https://mbic.state.ma.us/programs-and-support/construction/background.php>

Additional Information URL Description

Learn more about eligibility requirements and program regulations.

## Project Information

### Application Information

Application Name

A Bright Future for the Montague Public Libraries

Award Requested

\$100,000.00

Total Award Budget

\$100,000.00

### Primary Contact Information

Name

Caitlin Kelley

Email Address

librarydirector@montague-ma.gov

Address

201 Avenue A  
Turners Falls, MA 01376

Phone Number

413-863-3214

## Project Description

### Applicant Information

#### Applicant Municipality

Name of Municipality  
Montague

Name of County  
Franklin

Municipal Administrator Name  
Steve Ellis

Municipal Administrator Address  
1 Avenue A  
Turners Falls, MA 01376

Municipal Administrator Email Address  
stevene@montague-ma.gov

Municipal Administrator Signature  
Steve Sig PNG File.png

#### Applicant Library

Applicant Library Name  
Montague Public Libraries

Applicant Library Address  
201 Avenue A  
Turners Falls, MA 01376

Applicant Library Primary Contact Name  
Caitlin Kelley

Applicant Library Primary Contact Title  
Library Director

Applicant Library Primary Contact Address  
201 Avenue A  
Turners Falls, MA 01376

Applicant Library Primary Contact Phone  
413-863-3214 ext. 6

Applicant Library Primary Contact Email Address  
librarydirector@montague-ma.gov

Applicant Library Primary Contact Signature  
Kelley signature.png

Applicant Library Board Chairperson Name  
Will Quale

Applicant Library Board Chairperson Email Address  
will.quale@gmail.com

Applicant Library Board Chairperson Signature  
Quale Signature.jpg

**Letter of Intent**

Upload Letter of Intent Submitted in 2023  
Montague Public Libraries - LOI Application.pdf

Approvals

Approved Public Library Project

An MPLCP funded project must be an Approved Public Library Project in accordance with the definition in 605 CMR 6.02 *Definitions*. Approval requires one of the following:

- 1. A majority vote of the town at Town Meeting; or
- 2. A majority vote of the city council, with approval of the mayor in the case of a city; or
- 3. A vote of the town council in the case of a municipality with a town council form of government.

To meet this requirement, two votes are required:

- 1. To give permission to apply for, accept, and expend State grant funds, and
- 2. To appropriate local funding for the planning and design phase.

An official, embossed paper copy of each certified vote must be received at the MBLC office no later than 4:00 pm on June 16, 2024.

Vote to Apply, Accept, and Expend

Type of Vote to Apply, Accept, and Expend

- Town Meeting Vote to Apply, Accept, and Expend
- City Council Vote to Apply, Accept, and Expend
- Town Council Vote to Apply, Accept, and Expend

Has the vote to apply, accept, and expend occurred?

- Yes
- No

Date of Vote to Apply, Accept, and Expend

5/4/2024

Certified Copy of Vote to Apply, Accept, and Expend (or warrant article if vote has not occurred by application due date)

Art, 2 cert.pdf

Vote to Appropriate Funding

Type of Vote to Appropriate Funding

- Town Meeting Vote to Appropriate Funding
- City Council Vote to Appropriate Funding
- Town Council Vote to Appropriate Funding
- Ballot Vote to Appropriate Funding

Has the vote to appropriate funding occurred?

- Yes
- No

Date of Vote to Appropriate Funding

5/4/2024

Certified Copy of Vote to Appropriate Funding (or warrant article if vote has not occurred by application due date)

Art, 17 cert.pdf

Amount of Appropriation

\$150,000.00

**Current Community and Library Information**

**Census and Library**

2020 U.S. census population  
8580

Is there a more recent official census population figure?

- Yes
- No

**30-Year Population Projection**

**If a 30-year horizon population does not exist for the municipality, please use the farthest projection available.**

Year of estimated population projection  
2050

Estimated population projection  
6814

Source(s) of estimated population projection  
[https://donahue.umass.edu/documents/UMDI\\_V2022\\_Long-Term\\_Population\\_Projections\\_MCD%2C\\_County%2C\\_RPA\\_Totals\\_2010-2050.xlsx](https://donahue.umass.edu/documents/UMDI_V2022_Long-Term_Population_Projections_MCD%2C_County%2C_RPA_Totals_2010-2050.xlsx)

**Library Statistics**

**Please use the statistics reported on the MBLC FY2023 ARIS Report. Use "0" when the question is not applicable to your library.**

Population served by library  
8580

Is this a branch or multiple independent library?

- Yes
- No

Estimated population served by this location  
8580.00

Attendance  
22679

Number of registered borrowers  
3903

Total physical holdings  
48020

Books  
35664

Audio (CDs, Cassettes, Playaways, etc.)  
2152

Video (DVD, VHS, etc.)



8198

Print periodicals, newspapers, and other print serials

1844

Total circulation activity

94130

Total number of hours main library was open

19032.00

Total number of hours all branches were open

22099.00

Total operating income appropriated for FY24

\$503,336.00

Main library gross square footage (GSF)

7058

Year main library was built

1905

Year of most recent renovation

1997

Number of dedicated library parking spaces

1

Main library seating capacity

10

Largest meeting room seating capacity

90

Number of individual or group study rooms

0

Number of times all meeting rooms were used

0

**Automated Library System as reported by Networks**

Member Network

- CLAMS
- C/W/ MARS
- MassCat
- MBLN / FLO
- MVLC
- Minuteman
- NOBLE
- OCLN
- SAILS
- NA

### Project Information

Which type of project is being pursued?

Main Library

Is this main library part of a larger municipal library system?

- Yes
- No

Download guidelines for comprehensive town-wide/city-wide plan for library service

Comprehensive Service Plan.docx

Upload completed comprehensive town-wide/city-wide plan for library service

Comprehensive Service Plan.pdf

### Green Library Incentive

Intention to pursue the Green Library incentive:

- No intention to pursue the Green Library Incentive.
- Intention to pursue the Municipal Opt-In Specialized Stretch Code.
- Intention to pursue Gold or Platinum level of LEED Certification.
- Intention to pursue Zero Energy Certification.

## Library Building Program

### Prepared Document

Please see the requirements from 605 CMR 6.06(6)(c)(1). While the workbook below addresses most elements, there are some that must be integrated throughout, including but not limited to, energy-related goals, DEI (Diversity, Equity, and Inclusion) goals, and site and exterior considerations.

### A copy of the Library Building Program, including:

- a. a concise history of the library and the community;
- b. community analysis with demographics and a 30 year population projection;
- c. the library's mission, values, and service roles;
- d. previous and current facility and organizational planning efforts, if applicable, including strategic plan and/or master plan excerpts involving facility improvement goals;
- e. description of the existing building;
- f. analysis of current collections, services, and programs;
- g. pertinent trends and statistics, including staffing and public use;
- h. a Needs Assessment
- i. site & exterior considerations;
- j. 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;
- k. 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;
- l. energy-related goals for the library/community;
- m. diversity, equity, and inclusion priorities for the new building and how this program addresses them;
- n. special circumstances for the library and/or the community not included elsewhere in the building program;
- o. requirements for: i. sustainability ii. accessibility iii. security iv. acoustics v. data & telecommunications vi. lighting & electrical vii. furniture, fixtures & equipment viii. ergonomics ix. signage;
- p. evidence of community engagement efforts in creating the Library Building Program;
- q. photographs with descriptive captions (site, building exterior, building interior) of existing facility as well as potential new locations, as applicable.

Download the Library Building Program Workbook Instructions

LBP-instructions-final.pdf

Download the Library Building Program Form

LBP-form-final.docx

Download the Estimated Space Summary Chart

Est-Space-Summary-Chart.xlsx

Upload the completed Library Building Program

Montague Public Libraries Building Program.pdf

Upload the completed Estimated Space Summary Chart

Montague Est-Space-Summary-Chart FINAL.xlsx

Library Building Program completed by

Library Director, Trustees' Building Committee, and Building Consultant

Library Building Program date of completion

5/21/2024

## Statement of Need

Be brief and concise, using bulleted or numbered lists where possible.

What is the community's vision of itself?

Residents would generally agree that Montague is a community where:

- Community engagement matters. Neighbors know and spend time with one another; community events are well attended and well supported by residents and local businesses.
- Civic engagement is taken seriously. Town meetings and public forums are well attended, and open discourse on matters affecting the community is valued.
- History is honored. Indigenous, industrial, and cultural histories are never far from people's minds, especially when it comes to considering new town projects.
- Outdoor spaces are prized. Even in densely populated Turners Falls, public planters are well tended, parks are heavily utilized, and community gardens burst with produce. The town's rivers and conserved forests are cherished and celebrated.
- Revitalization is ongoing. Though the mills that supported the community for hundreds of years are not coming back, the town's economy is better than it has been for decades. Numerous new businesses have opened over the past few years. Arts and culture are flourishing.
- Supporting those who are struggling in our community is prioritized. Residents, social service organizations, and town administration work collaboratively to identify and ameliorate the challenges that residents might face.

What is the library's vision of itself?

As an institution with staff and volunteers who go above and beyond to meet the diverse needs of the community, the Montague Public Libraries' team pride themselves in providing friendly and welcoming customer service, professional research assistance, innovative services, and collections that delight and inspire as much as they inform.

How do the community's and library's visions align?

The libraries and the community both seek to:

- Foster community connection
- Promote an appreciation and understanding of Montague's history
- Fill unmet needs in the community
- Highlight and support the town's vibrant arts community
- Encourage enjoyment, appreciation, and knowledge of the town's beautiful landscape
- Promote public discourse and engagement

Summarize the community's needs as identified through engagement in the library building program process.

Through surveys, focus groups, community forums, and other feedback exercises, we learned that the community needs a library building that is accessible, has safe and robust parking, contains ample space for collections that serve patron needs and interests, and pays homage to Turners Falls' historic downtown. Participants in our engagement process noted that they could use quiet study space, a large community room for public programs and meetings, small meeting rooms for quiet study or small group meetings, comfortable furniture, increased access to the library's local history

collection, a children’s space where caregivers can read to their children and/or meet and engage with other families, and a teen area.

Summarize the economic need in the municipality and community served as identified through demographics, municipal finance documentation, and community engagement.

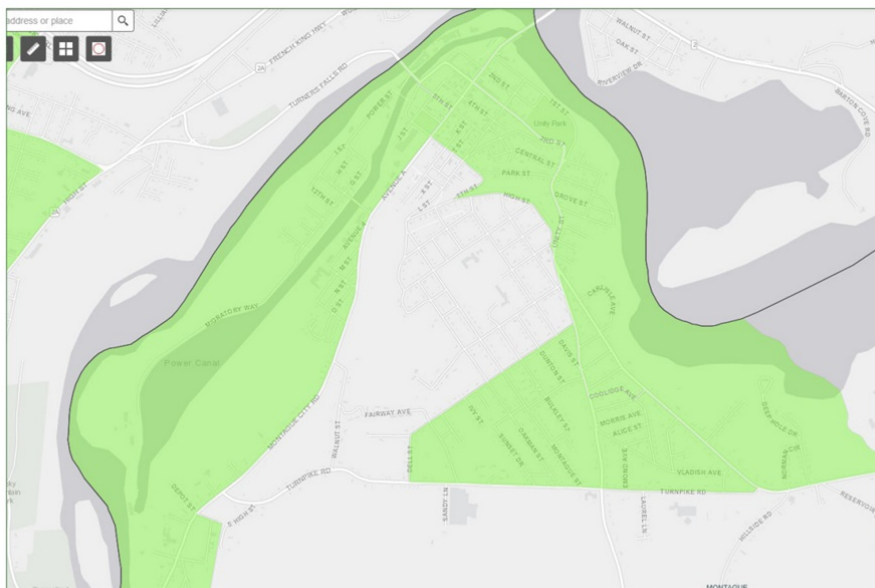
Socioeconomic status varies greatly across the Town of Montague. The median income, \$70,208, is \$16,000 less than the state median, but consistent with that of Franklin County. Both Montague and Franklin County significantly trail state averages when it comes to the number of residents who speak a language other than English at home and the number of residents who identify as people of color. Conversely, the percentage of residents in Montague with a disability is higher than the state average.

Town/Region	Civilian Veterans	Population with a Disability	Speak a Language Besides English at Home	People of Color	Households with Children	Households with 65+ years of age
Montague	7.6%	17.4%	6.5%	9.0%	25%	34%
Franklin County	7.5%	16.8%	6.54%	11.1%	23%	39%
Massachusetts	4.7%	11.9%	24.54%	31.1%	28%	32%

Source: U.S. Census Bureau, 2022 American Community Survey (ACS) 5-Year Estimates

The statistics that are more revealing of economic need, however, include:

1. 38% of Montague households have a median income of \$50,000 or less.
2. 40% of the residents in Turners Falls are considered cost-burdened, meaning that they spend more than 30% of their income on housing.
3. The villages of Turners Falls and Montague City, both of which use the Carnegie Library, together contain four Environmental Justice (EJ) block groups (subdivisions of census tracts), due to annual median household income in those areas being 65% or less than that of the state. The median household income is significantly lower in these sections, and minority populations are significantly higher.



Montague Environmental Justice Block Groups.  
Source: <https://www.mass.gov/info-details/massgis-data-2020-environmental-justice-populations>

Summarize the impact of the current facility on library services, collections, and general operations.

The Carnegie Library has been too small to adequately serve the community for 109 years. We are unable to provide the variety of collections that our patrons desire and are forced to prematurely remove materials from our shelves that may still be of interest to the community. The collections that remain are packed, nearly floor to ceiling, on narrowly spaced shelving, making it difficult or impossible for those with mobility constraints to access them and challenging for more than one patron to browse a section at a time.

The only spaces in the Carnegie Library that are accessible to those using a wheelchair, a walker, or a stroller are the children's room, the circulation desk, and the new books area, which means that many with mobility challenges seek library services and collections elsewhere or are limited in what they can browse or access. Holding events in the second floor programming room is discouraged because there is no elevator to the space and we do not wish to exclude a significant portion of Montague's population (among other metrics, 17.4% of residents have a disability). Instead, programs are held at other branches, are extremely limited in size, or are held at non-library facilities.

There is also little space for staff to provide computer assistance. If a staff member stands beside either of our computer stations, they block the narrow path to the library's sole reading table. Similarly, there is little space in which staff can assist patrons with local history materials, research, or copying and faxing. There is also no privacy in the computer area/reading room, which means that patrons are loath to come to the library to work on sensitive documents, even if they would benefit from library staff assistance.

The space constraints take a toll on staff morale. Staff members have to work in cramped conditions with little space of their own; those without a non-public desk eat lunch in their cars. Poor heating and cooling mean the basement and second floors, where staff often work, are either freezing cold or roasting hot. There is no space in which the director can have a private conversation with a staff member or with members of the Trustees.

Summarize the impact of the current site on library services, parking, and general operations.

201 Avenue A is a corner lot at the bottom of a steep hill. The majority of the lot is sloped, but there is enough flat land to accommodate the 20'x40' tent that is leased to support outdoor programs between May and September. The lot features one handicap parking spot, which is located on the opposite side of the building from the handicap ramp, due to the proximity of the library building to the multi-family house behind it. There is no dedicated parking lot. Street parking on Avenue A is undesirable because the road is busy and there are few curb cuts. Patrons have expressed fears for their safety when backing their vehicles out from these spaces or when getting their children from the car to the library entrance.

## Municipal Finance

### Annual Budgets and Capital Plans

Upload the annual budget summaries and pages with the library budget highlighted for FY23, FY24, and FY25.

FY23 Annual Budget

FY23\_Budget\_Excel\_File (1).xlsx, 2022-05-07 Final ATM Motions - VOTES.pdf

FY24 Annual Budget

FY24\_Budget\_3-09-23A.xlsx, 2023-05-06 FINAL ATM Motions - VOTES.pdf

FY25 Annual Budget

FY25\_final\_budget\_for\_website.xlsx

Download Operating Budget Worksheet

OperatingBudget\_MPLCP\_2023\_2024.xls

Upload Operating Budget Worksheet

OperatingBudget\_MPLCP\_2023\_2024Signed.pdf

Capital Plan with FY23 and FY24

newsfile\_241\_Capital\_Improvement\_Plan\_FY24\_Final.pdf

Capital Plan FY25-FY29

newsfile\_241\_Capital\_Improvement\_Plan\_FY24\_Final.pdf

### PDFs from the Division of Local Services' Municipal Finance Trend Dashboard

Upload PDF of Certified Free Cash from Category One- Operating Position

CertFreeCash.pdf

Upload PDF of Stabilization Fund Balance from Category One- Operating Position

StabilizationFund.pdf

Upload PDF of Excess Levy Capacity from Category Three- Property Taxes- Proposition 2 1/2

ExcessCap.pdf

Upload PDF of Override, Capital + Debt Exclusion History from Category Three- Property Taxes- Proposition 2 1/2

OverrideDetail.pdf

Upload PDF of Outstanding Long-term Debt from Category Six- Debt

OutstandingDebtMontague.pdf

Upload PDF of Debt Service from Category Six- Debt

DebtServiceMontague.pdf

Upload PDF of Total Authorized/Unissued Debt from Category Six- Debt

AuthUniDebtMontague.pdf

Upload PDF of Municipal Bond Ratings from Moody's and Standard & Poors from Category Six- Debt

BondRatingsMontague.pdf

### Financial Policies

Borrowing/Debt Policies

Montague Debt Policy.pdf

Stabilization Fund Policies

Montague Stabilization Fund Policy.pdf

Free Cash Policies

Montague Free Cash Policy.pdf

Other Applicable Financial Policies

Montague\_Financial\_Policies\_Updated\_01-30-23.pdf

**Funding Scenarios**

Download Funding Scenarios

FundingScenarios.xlsx

Upload Completed Funding Scenarios

FundingScenarios.xlsx



**First Site Option**

It is confirmed that the first site option can or does meet the criteria in 605 CMR 6.02 Definitions: Approved Site.

- Yes
- No

**First Site Option**

First Site Option Address

201 Avenue A  
Turners Falls, MA 01376

Briefly describe why the first site was selected as an option.

201 Avenue A is the current site of the Carnegie Library, Montague's beloved and historic main library. Though the site poses numerous challenges to expansion, its location, close to the center of the village of Turners Falls and across the street from both a popular shopping plaza and public park, is desirable. Patrons have expressed that they value the ability to walk or ride their bike to the library.

It is confirmed that the first site is owned or leased for 99-years by the library/municipality.

- Yes
- No

Upload deed or lease for first site

201 Avenue A Deed.pdf

Are there any existing structures on the first site option?

- Yes
- No

Will the existing structure(s) on the first site option be retained?

- Yes
- No

Upload condition assessment for first site option

Carnegie\_Library\_Final\_Property\_Condition\_Assessment-\_040721.pdf

First site condition assessment completed by

PCA360

First site condition assessment date of completion

1/15/2021

It is confirmed that procurement law was adhered to for the retention of the firm(s) that wrote the condition assessment for any and all structures to remain on the first site.

- Yes
- No

**Map**

Upload a map showing existing and possible future library sites that can meet the criteria in 605 CMR 6.02 Definitions: Approved Site.

maps for mplcp rev.pdf

### Second Site Option

It is confirmed that the second site option can or does meet the criteria in 605 CMR 6.02 Definitions: Approved Site.

- Yes
- No

### Second Site Option

Second Site Option Address

38 Avenue A  
Turners Falls, MA 01376

Briefly describe why the second site was selected as an option.

38 Avenue A was selected because it has the benefit of being town owned, easily buildable due to the flatness of the lot, and located across the street from Montague Town Hall and the Discovery Center, a nature center operated by the Department of Conservation and Recreation.

It is confirmed that the second site is owned or leased for 99-years by the library/municipality.

- Yes
- No

Upload deed or lease for second site

38 Avenue A Deed.pdf

Are there any existing structures on the second site option?

- Yes
- No

**Project Awarding Authority and Fiscal Information**

**The sole awarding legal authority for this project must be a municipal official.**

Title of Municipal Official with sole awarding authority

Chair of the Montague Selectboard

Full Name of Municipal Official with sole awarding authority

Richard Kuklewicz

Address of Municipal Official with sole awarding authority

1 Avenue A  
Turners Falls, MA 01376

Phone of Municipal Official with sole awarding authority

413-863-3200 ext. 108

Email Address of Municipal Official with sole awarding authority

richardk@montague-ma.gov

Confirmation A

The following person is legally authorized to receive and safeguard Massachusetts Public Library Construction Program (MPLCP) funds locally.

Title of Municipal Official receiving MPLCP funds

Town Treasurer

Full Name of Municipal Official receiving MPLCP funds

Eileen M. Seymour

Address of Municipal Official receiving MPLCP funds

1 Avenue A  
Turners Falls, MA 01376

Phone of Municipal Official receiving MPLCP funds

413-863-3200 x202

Email Address of Municipal Official receiving MPLCP funds

treasurer@montague-ma.gov

Confirmation B

The following person is legally authorized to requisition and approve local expenditures of Massachusetts Public Library Construction Program (MPLCP) funds.

Title of Municipal Official approving expenditure of MPLCP funds

Town Administrator

Full Name of Municipal Official approving expenditure of MPLCP funds

Steve Ellis

Address of Municipal Official approving expenditure of MPLCP funds

1 Avenue A  
Turners Falls, MA 01376

Phone of Municipal Official approving expenditure of MPLCP funds

(413) 863-3200 x110

Email Address of Municipal Official approving expenditure of MPLCP funds

stevene@montague-ma.gov

Confirmation C

Confirmation C

The following office/agency will maintain and keep files for official accounts of receipts and disbursements for the proposed library construction project.

Office/Agency Name maintaining official accounts

Town of Montague

Title of Office/Agency Primary Contact for maintaining official accounts

Town Accountant

Full Name of Office/Agency Primary Contact for maintaining official accounts

Carolyn Olsen

Address of Office/Agency Primary Contact for maintaining official accounts

1 Avenue A  
Turners Falls, MA 01376

Phone of Office/Agency Primary Contact for maintaining official accounts

413-863-3200 x121

Email Address of Office/Agency Primary Contact for maintaining official accounts

carolyno@montague-ma.gov

Confirmation D

The following person is authorized to serve as the municipality's Massachusetts Certified Public Purchasing Official (MCPPO).

Title of MCPPO

Town Administrator

Full Name of MCPPO

Steve Ellis

Address of MCPPO

1 Avenue A  
Turners Falls, MA 01376

Phone of MCPPO

(413) 863-3200 x110

Email Address of MCPPO

stevene@montague-ma.gov

## Compliance Assurances and Application Certifications

Download Assurances

Assurances\_Application\_2023\_2024.pdf

Compliance Assurance Confirmation

Applicant agrees to the 24 Planning and Design Phase assurances found in 605 CMR 6.05 (2)(c) and the 41 Construction Phase assurances found in 605 CMR 6.05 (2)(d) which are based on full municipal enforcement and compliance with federal, state, and local laws, rules, and regulations.

Application Certifications Confirmation

We, the signers of the attached certifications form, having official responsibility for the project herein described, do hereby attest to the facts and figures presented as true to the best of our knowledge and belief and do hereby certify our intent to carry out all the provisions and conditions agreed/delineated in this application. At least one person officially representing the town and one library trustee representing the library have signed.

Application Certifications Form Download

Application Certifications Form.docx

Completed Applications Certification Form

Montague Applications Certification Form.pdf

