

## Library

**LIBRARY 016100***Personnel Services*

	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 TM ADOPTED	FY2024 REQUESTS	FY2024 HCA Requests	FY2024 Total Requests	FY2024 PROPOSED
Department Head Salary	\$73,612	\$75,667	\$70,469	\$80,297	\$82,353	\$84,823		\$84,823	
Wages	\$148,217	\$168,037	\$176,890	\$183,936	\$209,870	\$186,907	\$16,140	\$203,047	
Wages-Extra Time	\$11,104	\$8,400	\$9,592	\$9,434	\$15,500	\$15,500		\$15,500	
Wages-Pages	\$8,701	\$10,233	\$6,559	\$7,184	\$12,228	\$12,480		\$12,480	
Longevity	\$1,300	\$1,500	\$2,250	\$1,500	\$3,850	\$3,850		\$3,850	
On-Call Wages	\$2,718	\$4,541	\$5,048	\$7,645	\$5,500	\$5,500		\$5,500	
Total	\$245,651	\$268,378	\$270,807	\$289,996	\$329,301	\$309,060	\$16,140	\$325,200	\$0

*Expenses*

Building Repairs	\$13,563	\$11,682	\$12,727	\$13,119	\$11,518	\$8,611		\$8,611	
Maintenance Contracts						\$9,300		\$9,300	
Library Materials	\$74,696	\$73,283	\$77,926	\$82,165	\$89,000	\$94,500		\$94,500	
Supplies and Expenses	\$8,727	\$11,050	\$11,255	\$11,594	\$11,675	\$11,675		\$11,675	
Office Supplies	\$4,467	\$1,957	\$1,602	\$3,273	\$3,000	\$3,000		\$3,000	
Water/Sewer	\$1,484	\$1,480	\$1,557	\$1,438	\$1,500	\$1,500		\$1,500	
Postage	\$147	\$38	\$1	\$46	\$150	\$100		\$100	
Advertising	-\$352	\$0	\$0	\$0	\$0	\$0		\$0	
Membership	\$32,797	\$35,565	\$32,671	\$34,173	\$37,703	\$38,477		\$38,477	
Equipment	\$4,075	\$5,243	\$4,768	\$5,272	\$6,677	\$5,450		\$5,450	
Total	\$139,604	\$140,297	\$142,507	\$151,081	\$161,223	\$172,613	\$0	\$172,613	\$0
TOTAL BUDGET	\$385,255	\$408,675	\$413,314	\$441,078	\$490,524	\$481,673	\$16,140	\$497,813	\$0

DEPARTMENT: Library

**BUDGET NARRATIVE****Description of Department Function**

Describe the overall mission or purpose of the Department.

The mission of the Millis Public Library is to inspire lifelong learning and build community by providing a safe and welcoming space where community members of all ages can freely access materials, technology, information, services, and programs that engage the imagination, foster literacy, inspire intellectual curiosity, and broaden cultural perspectives.

To carry out this mission, the Library provides free access to both physical and online collections of books, audiobooks, magazines, news, movies, music, and more. As a member of the Minuteman Library Network, the Library provides access to the collections of over 40 additional libraries in Massachusetts. The Library also hosts an array of educational, cultural, and recreational programs for all ages, including technology instruction, early literacy programs, art and STEM programming, book discussions, and much more.

The Library building itself is an important resource for the community, with large meeting spaces, study rooms, computer stations, and areas for work, play, and community gathering. The Library is the primary provider of free technology access in town, with desktop and laptop computers, WiFi, e-readers and hotspots, and printing, scanning, and faxing capacity.

Library staff are key in maintaining and accessing these services, helping residents to navigate library collections and find information, planning and supervising programs, and ensuring a welcoming and safe space for all.

**Programs and Sub-Programs**

Consider and list the actual Programs and Sub-Programs Executed by the Department

**Circulation**

- Books in multiple formats for all ages (print, large print, Spanish, book on CD, eBooks, downloadable audiobooks)
- DVDs and music CDs
- Downloadable/streaming video and music
- Video games and consoles
- Magazines
- Museum passes
- Table games and puzzles
- Tools, appliances, and electronics (metal detectors, sewing machines, etc.)
- Toys for creative play (Legos, American Girl dolls, etc.)
- STEM equipment (telescopes, Makey-Makeys, etc.)
- Materials for people with hearing and visual impairment
- Online articles (magazine, newspaper, encyclopedia)

- Patron renewals and holds
  - Interlibrary Loan
  - Curbside Hold Pickup
- 

#### Youth Services/Programs

- Early Literacy Storytimes
- Arts & crafts programs
- Science, Technology, Engineering, Math (STEM) programs (Girls Who Code, Robotics, hands-on engineering, etc.)
- Summer Reading programs for preschool, kids, and teens
- Literacy-based programs (Book Clubs, Battle of the Books, Journaling)
- Dance Classes
- Family movie nights
- Music classes/performances
- Early School Release activities
- Spanish Programming

#### Adult Services/Programs

- Book groups
- Film screenings
- Art & Crafting Programs
- Drop-in Tech Help
- Memory Cafe
- Parenting Programs
- Health & Wellness Programs (laughter yoga, mental health)

#### All Ages Services/Programs

- Author/Speaker Events
- Concerts
- Art exhibits
- Millis Reads (Community-Wide Read)

#### Technology

- WiFi internet access
  - Laptops and desktops for in-library use
  - Technology assistance
  - Print, copy, scan, and fax services
  - E-Reader lending
  - Hotspot Lending
- 

#### Other Services

- Reference assistance
- Private study rooms
- Public meeting space
- Work, study, and play spaces
- Tax forms and publications
- Public bulletin boards
- HESSCO Cooling Center
- Notary Public



## **Accomplishments**

Describe the major describable accomplishments or measurable activities in FY23 or CY22. Use statistics whenever possible.

### **CY22 Accomplishments**

#### **Operations**

- Added Thursday and Friday evening hours in January 2022 based on continual community requests.

#### **Programs and Services**

- Hosted 464 programs in 2022, 43% more than 2021. A number of new programs were added including a monthly board game night for adults, "Middle School Friday" programs,
- Total attendance at programs was 8,279, an 87% increase from 2021. This is an average attendance of 18 people per program, up from 14 per program the previous year.
- Presented the annual Millis Reads program around the topic of "Mental Wellness." Along with book selections for different age groups, the program included a variety of events including book discussions, preschool and school aged programs on wellness topics, a parenting presentation, aromatherapy, Zentangle, poetry, laughter yoga, and a very successful "Spring Social" in the courtyard, which 350 people attended.
- Restarted Millis Memory Cafe program for people with memory changes and their caregivers.
- Extended audience reach and stretched funding of virtual programs by partnering and sharing programming costs with area libraries.
- Increased library awareness and visibility in the community by collaborating with community members and other departments on joint programs and initiatives including a presentation of "Our Wild Neighbors" by the Town's Animal Control Officer and an activity walk at Kennedy Terrace.
- Updated public desktop computers to replace old, outdated equipment.

#### **Facilities**

- Took steps to address recurring concern among community members with regards to lack of maintenance of town buildings by having a comprehensive Facilities Condition Assessment completed. This has already given Library leadership a blueprint to set priorities and estimate costs for maintenance and capital improvement planning, which will ensure the Library is maintained in a responsible manner for years to come.
- Completed installation of wayfinding signage inside the Library building.
- The Library continues to creatively maintain the upkeep of library grounds in absence of a groundskeeping budget by engaging the community in volunteer cleanups, including most recently with strong and appreciated support from the Glen Ellen Garden Club.
- Able to begin the lighting management system replacement with \$30K grant from the state budget.



## Collections

- 27% increase in checkouts of physical materials (books, DVDs, books on CD, music CDs, magazines, tools & technology, other unusual items), compared with 2021. Circulation is at an all time high (a trend that is reversed from most area libraries) with 126,599 total checkouts (of physical materials) in 2022.
- Demand for downloadable ebooks, audiobooks, magazines, and video continued to be high, with over 19,000 checkouts of downloadable materials. This is a 15% increase from 2021.
- Began offering two additional eLibrary resources, Niche (patron tutorials on library and online resources) and Kanopy (streaming video)

## Staff/Volunteers

- Hired and trained new Evening Library Assistant (Teen Services Focus) and developed middle school programming gaining awareness and attendance by the tween and teen population.
- Hired and trained a new page and three on-call Library Assistants.
- All staff participated in a training entitled "Introduction to Reader's Advisory," which which helped them build skills in providing guidance to patrons seeking reading suggestions.
- All staff completed a year-long online cybersecurity training through a town grant, enabling them to better navigate current cyber threats and maintain a safe and secure networking environment as well as guide library patrons in this arena.

## FY24 Departmental Goals

Describe the initiatives and accomplishments planned for FY24

- Formalize or adjust Thursday/Friday hours based on evaluation of patron usage.
- Finalize design for YA Room reconfiguration, using input from target audience.
- Curate web resources to create pathfinders on topics of interest to the community.
- Finalize design for YA Room reconfiguration, using input from target audience.
- Collaborate with libraries in surrounding towns on in-person programs and events.
- Host an open house style event for public, town employees, and committee members to showcase Library resources.
- Highlight Library services out in the community by holding pop-up libraries and events in other locations in the community.
- Develop new programs and services for ESL learners in the community.
- Start a Teen Advisory Board to involve youth in planning services, spaces, and programs.
- Identify funding for and advocate for permanent dedicated teen services staff.
- Conduct a community survey to get updated feedback on programming needs and interests.
- Host author events regularly throughout the year.
- Analyze and adjust staff schedules to ensure adequate staffing during peak operating hours.
- Introduce add-ons within print collections (e.g. pathfinders/QR codes to online resources, unusual items grouped with print collections).



- Analyze usage and upgrade mobile technology offerings for patrons (laptops, Chromebooks, hotspots)
- Hold a series of staff trainings on Technology topics

### **Spending Highlights for FY24**

Explain any significant budget changes from FY23

Personnel costs reflect contract and union-based increases only.

In prior years, required annual maintenance costs (HVAC servicing contract, alarm system monitoring, required inspections, etc.) were grouped with Building Repairs. For clarity and transparency, these expenses will be pulled out of Building Repairs and added to a new line item, Maintenance Contracts.

In 2022, the town renegotiated the HVAC servicing contract for town buildings. Costs for the Library have more than doubled since FY22, which is reflected in the Maintenance Contracts line item.

Building Repairs averaged \$7,161 during FY21 and FY22. During FY23, costs have already exceeded the budgeted amount and are at \$9,823. This is partially due to significant cost increased costs for labor and materials across the board. With the Library building approaching 10 years old, we don't anticipate the need for repairs slowing down. The Building Repairs line request reflects a very conservative estimate of expected necessary repairs.



### **Non-tax Funding**

List any expected non-tax revenues that will be use to fund department activities, including an estimate to be received.

The total non-tax revenue received in FY22 was \$21,574. \$21,029 of this was provided by the Friends of the Library and \$545 was public donations. The Friends of the Millis Public Library (Friends) are an independent, nonprofit fundraising group. The Library budget does not include funds for any programming. Funding required for the 464 programs held in 2022 was provided through the Friends.

In FY22, the Friends supplied \$9,293 in funding for Library programs, \$3,740 for museum passes, and \$7,996 for capital expenses (wayfinding signage).

The Friends are a non-profit 501c3 organization that support the library through membership, book sales, and fundraising. This support makes it possible for the Library to offer a variety of public programs and other services.

In FY23, we expect a similar amount of non-tax revenue plus an additional \$22,989 that was granted from Marijuana Impact funding to fund expanded hours. We hope to be able to use available Marijuana Impact funds in FY24 to continue these extended hours.

Library staff, with support from the Friends, are planning to apply for outside grant funding in FY24 to support programming initiatives. Due to the competitive nature of grants, it is difficult to predict how much we will receive in any given year. Grants are often awarded to the Friends group rather than the Library itself, due to their 501c3 status.

TOWN OF MILLIS  
FISCAL YEAR 2024 BUDGET  
DEPARTMENT: Library

## PERSONNEL SUMMARY

NAME	POSITION-PAY ITEM	CURRENT TOTAL ANNUAL SALARY	HRS/ WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/HR @ SAL	BASE SALARY	OTHER PAY	LONGEVITY	TOTAL SALARY
Tolson, Kimberly	Library Director		40			1/29	31.6 @ \$1,612.10 20.4 @ \$1,660.83	\$84,823.20			\$84,823.20
Appelbaum, Rebecca	Library Assistant		31	2	6	9/11	10.4 wks/31 hrs @ \$18.23	\$5,877.35		\$750.00	\$30,704.18
							41.6 wks/31 hrs @ \$18.67	\$24,076.83			
Borst, Kim	Senior Library Assistant		15	5	10	11/7	52 wks/15 hrs @ \$25.59	\$19,960.20		\$750.00	\$20,710.20
Brooks, Donna	Library Assistant		21	2	10	8/31	52 wks/21 hrs @ \$19.93	\$21,763.56		\$750.00	\$22,513.56
Carney-Philips, Mary	Library Assistant		10	2	6	10/24	18 wks/10 hrs @ \$18.23	\$3,281.40			\$9,629.20
							34 wks/10 hrs @ \$18.67	\$6,347.80			
Davis, Esther	Senior Library Assistant		35	5	6	9/11	10.4 wks/35 hrs @ \$23.41	\$8,521.24		\$750.00	\$44,142.44
							41.6 wks/35 hrs @ \$23.95	\$34,871.20			
Kaye, Abigail	Page		6	N/A	N/A		52 wks/6 hrs @ \$15.00	\$4,680.00			\$4,680.00
Mortimer, Karen	Page		10	N/A	N/A		52 wks/10 hrs @ \$15.00	\$7,800.00			\$7,800.00
Silverman, Rachel	Youth Services Librarian		35	9	10	10/17	52 wks / 35 hrs @ \$34.18	\$62,207.60		\$850.00	\$63,057.60
	On-Call Library Assistant		varies						\$5,500.00		\$5,500.00
	Extra Time								\$15,500.00		\$15,500.00
SUBTOTAL/TOTAL								\$284,210.38	\$21,000.00	\$3,850.00	\$309,060.38

\$309,060.38



**TOWN OF MILLIS**  
**FISCAL YEAR 2024 BUDGET**  
**Department: Library**

## STAFFING HISTORY

<b>Department: Library</b>						
<b>FTE</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>
<b>Position</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Library Director	1.00	1.00	1.00	1.00	1.00	1.00
Youth Services Librarian	1.00	1.00	1.00	1.00	1.00	1.00
Senior Library Assistant (Adult Services Coordinator)	1.00	1.00	1.00	1.00	1.00	1.00
Senior Library Assistant (Bookkeeper)	0.40	0.40	0.40	0.40	0.40	0.40
Library Assistant (Collections Manager)	0.50	0.50	0.50	0.50	0.50	0.50
Library Assistant (Technology Coordinator)	0.50	0.75	0.75	0.75	0.75	0.75
Library Assistant	0.20	0.20	0.20	0.20	0.20	0.20
Library Assistant (Evening Teen Services Coordinator) Temp Position Funded through Marijuana Impact Funds					0.40	0.40
Pages	0.40	0.40	0.40	0.40	0.40	0.40
On- Call	0.15	0.15	0.15	0.15	0.15	0.15
SUBTOTAL/TOTAL	5.15	5.40	5.40	5.40	5.80	5.80

### EQUIPMENT DETAIL

DEPARTMENT: Library

[illegible]





# Town of Millis

## Capital Planning Committee

### Priority Ranking Worksheet

<b>Project Name:</b>	Library Envelope Repairs
<b>Priority Ranking:</b>	1
<b>Project Type:</b>	Facilities
<b>Useful Life:</b>	10-20 Years
<b>Responsible Department:</b>	Library

Criteria	Description	Rating Scale (1-9)	Project Rating *	Notes / Comments
Project Requirements	Is the project required to meet legal, compliance, or regulatory mandates or potentially impact the towns ability to provide necessary services?	1 = not required or mandated 5 = pending requirement 9 = required or mandated	9.00	
Strategic Alignment	To what extent is the project aligned with the government's overall strategies?	1 = no alignment with strategies 5 = partial alignment with strategies 9 = full alignment with strategies	7.00	
Value to Citizens	How much value will the outcome of this project bring to our citizens?	1 = minimal value 5 = partial value 9 = high value	7.00	
<b>Priority Factor</b>			23.00	

Priority Ranking Criteria	Applicable**	Weighting Factor	Priority Factor	Score	Notes / Comments
Public Health and Safety	1	1.50	23.00	34.50	
Employee Health and Safety	1	1.25	23.00	28.75	
Regulatory Mandate	1	1.50	23.00	34.50	
Frequent Problems	1	1.25	23.00	28.75	
Generates Revenue	0	1.00	23.00	-	
Lowers Ongoing Operation Costs or generates savings	1	1.25	23.00	28.75	
Age or Condition of Existing	1	1.00	23.00	23.00	
Public Benefit	1	1.25	23.00	28.75	
Public Demand	1	1.00	23.00	23.00	
Synergy with Other Projects	1	1.00	23.00	23.00	
Comprehensive Plan Component	1	1.25	23.00	28.75	
<b>Total Score</b>				281.75	

\*Project Rating - Using Rating Scale rate your project from 1 - 9

\*\*Applicable - Enter a 1 if your project meets the Priority Ranking Criteria



## CAPITAL PROJECT DETAIL SHEET

<b>Project Title: Library Envelope Repairs</b>																				
<b>Department: Library</b>			<b>Category: Facilities</b>																	
<b>Description and Justification:</b> <p>In 2022, the the Library had a comprehensive Facilities Condition Assessment completed. The result of this assessment was a detailed evaluation of the building's current condition and anticipated repair/replacement needs. This information will guide Library leadership in prioritizing maintenance and repair of this valuable community resource.</p> <p>Several items emerged as top priorities due to concerns around accessablilty/safety and potential water damage. These include the following:</p> <ol style="list-style-type: none"> <li>1. Issues around operation/handicap accessibility of three high-use exterior entry and exit doors (estimated cost \$19,000)</li> <li>2. Damage to PVC membrane roofing (estimated cost \$6,000)</li> <li>3. Leak within internal gutter at parking lot entrance (estimated cost \$5,500)</li> </ol> <p>See attached "Facilities Condition Assessment Addendum" for more detail.</p>																				
Please send a photo depicting the capital request as a separate file. Do not drop it in to this template.																				
<b>RECOMMENDED FINANCING</b>																				
	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year																	
			FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029												
A. Feasibility Study																				
B. Design																				
C. Land Acquisition																				
D. Construction																				
E. Furnishings/Equipment	1	\$30,500	\$30,500																	
F. Departmental Equipment																				
G. Contingency																				
H. Other																				
<b>TOTAL</b>		<b>\$30,500</b>	<b>\$30,500</b>																	
<b>Source of Funds Legend</b> <table style="width: 100%; border: none;"> <tr> <td>(1) Operating Revenues</td> <td>(3) State Aid</td> <td>(5) EMS Revolving Fund Fees</td> <td>(7) Sewer Enterprise Fund Fees</td> </tr> <tr> <td>(2) Municipal GO Bonds</td> <td>(4) Trust Funds</td> <td>(6) Free Cash / Other</td> <td>(8) Water Enterprise Fund Fees</td> </tr> <tr> <td></td> <td></td> <td></td> <td>(9) Stormwater Enterprise Fund Fees</td> </tr> </table>									(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees	(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash / Other	(8) Water Enterprise Fund Fees				(9) Stormwater Enterprise Fund Fees
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(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash / Other	(8) Water Enterprise Fund Fees																	
			(9) Stormwater Enterprise Fund Fees																	





# Town of Millis

## Capital Planning Committee

### Priority Ranking Worksheet

<b>Project Name:</b>		Phase Two of Lighting Management System Replacement
<b>Priority Ranking:</b>		2
<b>Project Type:</b>		Facilities
<b>Useful Life:</b>		30 Years
<b>Responsible Department:</b>		Library

Criteria	Description	Rating Scale (1-9)	Project Rating *	Notes / Comments
Project Requirements	Is the project required to meet legal, compliance, or regulatory mandates or potentially impact the towns ability to provide necessary services?	1 = not required or mandated 5 = pending requirement 9 = required or mandated	9.00	
Strategic Alignment	To what extent is the project aligned with the government's overall strategies?	1 = no alignment with strategies 5 = partial alignment with strategies 9 = full alignment with strategies	5.00	
Value to Citizens	How much value will the outcome of this project bring to our citizens?	1 = minimal value 5 = partial value 9 = high value	7.00	
<b>Priority Factor</b>			21.00	

Priority Ranking Criteria	Applicable**	Weighting Factor	Priority Factor	Score	Notes / Comments
Public Health and Safety	1	1.50	21.00	31.50	
Employee Health and Safety	1	1.25	21.00	26.25	
Regulatory Mandate	1	1.50	21.00	31.50	
Frequent Problems	1	1.25	21.00	26.25	
Generates Revenue	0	1.00	21.00	-	
Lowers Ongoing Operation Costs or generates savings	1	1.25	21.00	26.25	
Age or Condition of Existing	1	1.00	21.00	21.00	
Public Benefit	1	1.25	21.00	26.25	
Public Demand	1	1.00	21.00	21.00	
Synergy with Other Projects	0	1.00	21.00	-	
Comprehensive Plan Component	0	1.25	21.00	-	
<b>Total Score</b>				210.00	

\*Project Rating - Using Rating Scale rate your project from 1 - 9

\*\*Applicable - Enter a 1 if your project meets the Priority Ranking Criteria



## CAPITAL PROJECT DETAIL SHEET

<b>Project Title: Phase Two of Lighting Management System Replacement</b>																				
<b>Department: Library</b>				<b>Category: Facilities</b>																
<b>Description and Justification:</b> <p>The Library received an earmark from the State budget in FY23 to improve its lighting system. This initial funding will cover installation of a new Lighting Management System in several of the major problem areas of the building (Children's Room, YA Room, Roche Brothers Community Room hallway) as well as retrofit these areas with LED lighting to reduce operating and maintenance costs. The Library is requesting funding for phase two of this project which will integrate the remainder of the building's lighting into the new system and retrofit the remaining light fixtures to LED.</p> <p>This project is crucial to the operation of the Library building. The current Lighting Management System is obsolete and for nearly 10 years there have been no updates or support for the system. The system is running on a very old Windows server and is not remotely accessible. Extensive staff time and monetary resources have gone into repairs and troubleshooting of the system. Alternatively this new system is user-friendly, remotely accessible, LED compatible, and will be much less expensive to run and maintain.</p>																				
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<b>RECOMMENDED FINANCING</b>																				
	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year																	
			FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029												
A. Feasibility Study																				
B. Design																				
C. Land Acquisition																				
D. Construction																				
E. Furnishings/Equipment	1	\$110,000	\$110,000																	
F. Departmental Equipment																				
G. Contingency																				
H. Other																				
<b>TOTAL</b>		<b>\$110,000</b>	<b>\$110,000</b>																	
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July 28, 2022

Ms. Kim Tolson, Library Director  
Millis Public Library  
961 Main Street  
Millis, MA 02054

**RE: Millis Public Library Facility Condition Assessment – Addendum to Final Report**

Dear Ms. Tolson,

As requested, we have prepared the following Addendum to the Final Report per our review via video conference on July 21, 2022.

The following Addendum provides a refined list of critical items noted in the Immediate Action Items Summary of the Final Report dated June 30, 2022. At the end of the Addendum is the Estimated Costs for the Highest Priority Items for Immediate Action (0- 11 months).

**Immediate Action Items Summary- Critical List:**

Architecture (Interior):

1. Exterior Doors:

- Address issues at 3 high-use exterior entry/ exit doors:
  - Vestibule 101 outer pair of doors
  - Vestibule 135 outer pair of doors
  - Meeting Room 109 pair of doors
- **Commentary, supplemental to original comments:** Although all exterior doors have deficiencies to be addressed, these 3 sets of doors, which are part of the primary paths of egress and are heavily used, have more significant deficiencies that affect proper operation and egress. As such, they impact life safety, and at least these 3 sets of doors should be addressed immediately.

2. Stained ceiling panels in Children's Room 121:

- Investigate cause of stained ceiling tile, mitigate cause and replace damaged tiles.
- **Commentary, supplemental to original comments:** This item should be addressed immediately to understand the cause of the staining which could impact other systems, such as the automatic sprinkler system

Building Envelope:

1. PVC membrane roofing:

- Mastic repairs should be removed and replaced with appropriate membrane patch repairs.
- **Commentary, supplemental to original comments:** Damage to the single membrane roof has been repaired with roofing compound rather than the manufacturer's recommended method of patching. This repair may void the manufacturer's material warranty. Roofing compound does not provide a repair that is as reliable as a patch, may not bond to the roof, and has a limited duration of effectiveness; (5-year maximum). It is difficult to determine when roofing compound has failed, making it difficult to diagnose the source of a leak when there are multiple locations. The failure of the roof membrane will result in damage to all components of a building, including insulation and structure. Therefore, this item is considered critical and should be addressed immediately.



## 2. Gutters/ Downspouts:

- Repair leak at integrated gutter above Door 101A.
- **Commentary, supplemental to original comments:** The leak within the internal gutter water is bypassing the layers of protection, (shingles or metal panels, roof membrane, and sheathing) and it is believed the water is actively damaging building components such as insulation and structure. This situation is considered critical and should be repaired immediately.

## 3. Curb at HC parking:

- Flush curb at HC parking has raised sections exceeding the maximum offset height of 1/2" (per Mass. Architectural Access Board Code Regulations 521 CMR).
- Reset curb to provide flush condition.
- **Commentary, supplemental to original comments:** This is a Massachusetts Architectural Access Board 521 CMR issue as this condition is an obstacle to handicap access to the Library. The curb is out of compliance with 521 CMR for access to walkways. Although recommended to be corrected for safe access by Library patrons, the condition would be required to be corrected if renovation work on the building over a 3-year period exceeded 30% or the cash value of the building.

## Electrical:

### 1. Emergency lighting:

- An emergency lighting "lights-out" test should be conducted to confirm lighting levels are adequate.
- **Commentary, supplemental to original comments:** Emergency lighting is part of the means of egress and therefore a part of the life safety system of the building. Testing will confirm the operation of each fixture and uncover any deficiencies that need to be corrected.

### 2. Exterior bollard lights not working:

- Replace bollards and have the wiring tested and possibly run new wiring to correct the issue.
- **Commentary, supplemental to original comments:** Exterior bollards provide proper lighting of exterior walkways and as such are a part of the means of egress from the building to the "public way".
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### 3. Meeting Room #109 receptacle is on a GFIC type breaker that causes nuisance tripping:

- Meeting Room #109 should be supplied with new dedicated circuits and receptacles to serve the circuit breaker tripping issue.
- **Commentary, supplemental to original comments:** There is a chronic problem with the breaker serving the Meeting Room #109. The room is high use and this issue should be addressed immediately.

## HVAC:

### 1. Replace electric unit heaters in both energy recovery units (ERV's) located in the Attic..

- Pricing from quote shared by Library Staff.
- **Commentary, supplemental to original comments:** As the heating season approaches, having the unit heaters in the ERV's operational is critical.



## 2. Nortec temperature & humidity control in Archive Room:

- Provide alarm notification system to alert staff if system fails.
- In addition, relocate existing condensate pump outside the Archive Room to avoid water damage if the pump fails.
- **Commentary, supplemental to original comments:** *There is no centralized alarm notification if the system fails, which could lead to damage of archived documents within the room. In addition, if the condensate pump were to fail, the water would build up and spill over within the room, putting the archived documents at risk.*

## 3. IT server Room:

- Provide additional cooling to IT Server Room to off-set rise in temperature at server rack.
- **Commentary, supplemental to original comments:** *Temperature readings within the IT Server Room indicated heat build up especially near the server racks, which can lead to reduced useful life expectancy of the server equipment.*

### Plumbing:

#### 1. Sanitary Line:

- It was reported by the staff that there are reoccurring blockages in the below slab drainage piping in the vicinity of the core toilet rooms.
- **Commentary, supplemental to original comments:** *Per discussions with the MPL members, this requires additional investigation to determine the cause and remediation required. For the time being, it will be addressed as a maintenance issue addressed on an as-needed basis.*
- *It is recommended to perform a video camera investigation of the line to determine the current condition of the line.*

**Estimated Costs for the Highest Priority Items for Immediate Action (0- 11 months):****Architecture (Interior):**

Item #	Work Item	Estimated Cost
1	Vestibule 101 outer door pair: <ul style="list-style-type: none"> <li>Refurbish doors to include:</li> <li>Replace all weatherstripping;</li> <li>Replace butt hinges with continuous hinges;</li> <li>clean all strikes and latches</li> </ul>	\$6,240
2	Vestibule 135 outer door pair: <ul style="list-style-type: none"> <li>Refurbish doors to include:</li> <li>Replace all weatherstripping;</li> <li>Replace butt hinges with continuous hinges;</li> <li>clean all strikes and latches</li> </ul>	\$6,240
3	Meeting Room 109 exterior door pair: <ul style="list-style-type: none"> <li>Refurbish doors to include:</li> <li>Replace all weatherstripping;</li> <li>Replace butt hinges with continuous hinges;</li> <li>clean all strikes and latches</li> </ul>	\$6,240
4	Replace damaged ceiling panels in Children's Room 121: <ul style="list-style-type: none"> <li>Investigate cause of apparent water leak causing staining.</li> <li><i>Note: staining appears to be in vicinity of sprinkler line.</i></li> <li>Remedy cause of leak; replace three (3) 2x4 stained ceiling panels.</li> </ul>	\$3,120

**Building Envelope (Exterior):**

5	PVC membrane patches: <ul style="list-style-type: none"> <li>Replace existing mastic patches with membrane patches in accordance with roof membrane manufacturer's specifications to maintain life of existing membrane.</li> </ul>	\$6,240
6	Repair leak at integrated gutter above Door 101A: <ul style="list-style-type: none"> <li>Fix welded seam in metal at this location or line gutter with rubber membrane similar to front entry gutter condition. A liquid applied roof system such as Siplast or Kemper could be used to waterproof the gutter.</li> </ul>	\$5,720
9	Site: <ul style="list-style-type: none"> <li>Reset curbing at HC parking to resolve non-conforming height offset at curb</li> </ul>	\$4,992

**Electrical:**

10	Emergency lighting: <ul style="list-style-type: none"> <li>An emergency lighting "lights-out" test should be conducted to confirm lighting levels are adequate.</li> </ul>	\$832
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Item #	Work Item	Estimated Cost
11	Exterior bollard lights not working: <ul style="list-style-type: none"> <li>Replace (12) light bollards and have the wiring tested and possibly run new wiring to correct the issue.</li> </ul>	\$12,480
12	Meeting Room 109: <ul style="list-style-type: none"> <li>Add 2 dedicated circuits for A/V equipment</li> </ul>	\$2,080

**Security:**

	No immediate work; further programming study required.	
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**Plumbing:**

13	Sanitary Line: <ul style="list-style-type: none"> <li>perform a video camera investigation of the line to determine the current condition of the line.</li> </ul>	\$3,000
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**Fire Protection:**

	No immediate work beyond standard inspections & maintain per NFPA 25 requirements.	
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**HVAC:**

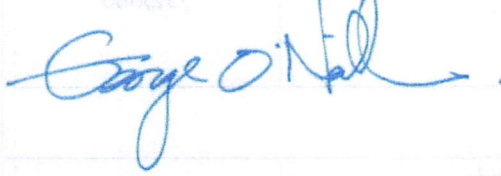
15	The Library Staff shared a quote with GGD for replacing the electric unit heaters in both energy recovery units located in the Attic.	\$6,048
17	Provide remote monitoring of Nortec system for Archive Storage for temperature and relative humidity; relocate condensate pump to outside of Archive Room	\$5,640
18	Provide additional cooling to IT Server Room to off-set rise in temperature at server rack .	\$12,480
	<b>Total Estimated Sub-Trade Cost for Immediate Action Items</b>	<b>\$ 81,352</b>
	General Conditions/ Requirements/ OH&P @ 30%	\$24,406
	Bonds @ 1.5%	\$1,586
	Insurance @ 1.1%	\$1,181
	Architect/ Engineering Fees @ 15%	\$16,279
	Contingency @ 10%	\$12,480
	<b>Estimated Project Total</b>	<b>\$137,284</b>

Thank you for opportunity to work with you and your team at the Millis Public Library.

Please get back to me with any questions or further comments

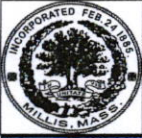
Sincerely,

**GORMAN RICHARDSON LEWIS ARCHITECTS, INC.**



George O'Neill, AIA  
Associate/Senior Project Manager





# Town of Millis

## Host Community Agreement

### Marijuana Impact Funds Request Form

<b>Request Date</b>	01/12/22	<b>IMPORTANT NOTICE</b> By signing and submitting this form you agree that the requested funds will be used for the purposes stated in this form.
<b>Requestor's Name</b>	Kim Tolson	
<b>E-mail</b>	<a href="mailto:ktolson@minlib.net">ktolson@minlib.net</a>	
<b>Phone</b>	508-376-8282	
<b>Department</b>	Library	
<b>Category</b>	<b>Demographic Information</b>	<b>Classification</b>
<input type="checkbox"/> Training <input type="checkbox"/> Materials <input checked="" type="checkbox"/> Staffing <input type="checkbox"/> Special Event <input type="checkbox"/> General	<input checked="" type="checkbox"/> Child <input type="checkbox"/> Middle School <input type="checkbox"/> High School <input type="checkbox"/> Adult/Parent <input type="checkbox"/> Senior <input checked="" type="checkbox"/> General	<input type="checkbox"/> Education <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Security <input type="checkbox"/> Public Infrastructure <input type="checkbox"/> Traffic <input type="checkbox"/> Inspections <input checked="" type="checkbox"/> Municipal Officials Time

**Description of Request:**

The Millis Public Library is requesting funds to remain open during Saturdays in summer 2023. Funding was initially received for this request in Spring 2021. Previously, the Library was open on Saturdays from 10am to 3pm September through June only.

In 2021, the Library used the funding awarded at Spring Town Meeting to open 8 additional Saturdays in July and August and saw 938 visitors total on those Saturdays and had 50 people attend programs (which were previously not offered on summer Saturdays.) In 2022, we saw 1,034 visitors total during the 9 Saturdays open in July and August and had 61 people attend programs.

We are requesting funding to allow the Library to continue to offer Saturday hours consistently all year. This funding would cover the cost of staffing 9 Saturdays for 5.5 hours (2 staff members), a total of 90 additional hours.

<b>Funding Start Date</b>	07/01/23
<b>Funding End Date</b>	06/30/24
<b>Total Funding Requested</b>	<b>\$2,227.50</b>

**Detailed Cost Impact:**

Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses
Salaries	Two employees for 5.5 hours, 9 Saturdays in FY24	\$247.50	9	\$2,227.50
Airfare				\$0.00
Ground Transportation			1	\$0.00
Conference/Registration Fees			1	\$0.00
Lodging			1	\$0.00
Meals and Tips			1	\$0.00
Capital Project			1	\$0.00
Miscellaneous			1	\$0.00
<b>Grand Total</b>				<b>\$2,227.50</b>

**Justification for Request**  
Attach copies of reports, master plans, or supporting documentation

In 2019, the Library administered a survey which was taken by 360 community members. 31% of survey participants who reported not using the Library regularly, cited the limited hours of the Library as the reason. In another survey question, community members were asked about satisfaction with different areas of Library service and the hours of operation was ranked lowest. Survey respondents ranked expanding Library hours as one of the top three priorities.

From Millis Public Library's FY21-25 Strategic Plan:

Objective 1.1: Increase & optimize hours that the community can access the Library and its services.  
Activity: Evaluate cost scenarios of extending hours on high-demand days and adding hours on days currently closed.

Objective 3.1: More effectively engage teen population with updated and improved services, spaces, and programs.  
Activity: Increase teen-targeted programming during peak usage hours such as after school and on weekends

<b>Requestor Signature</b>		<b>Date Signed</b>	
<b>Approved By</b>			
<b>Approval Signature</b>		<b>Date Approved</b>	



# Town of Millis

## Host Community Agreement

### Marijuana Impact Funds Request Form

<b>Request Date</b>	01/10/23	<b>IMPORTANT NOTICE</b> By signing and submitting this form you agree that the requested funds will be used for the purposes stated in this form.
<b>Requestor's Name</b>	Kim Tolson	
<b>E-mail</b>	<a href="mailto:ktolson@minilib.net">ktolson@minilib.net</a>	
<b>Phone</b>	508-376-8282	
<b>Department</b>	Library	

Category	Demographic Information	Classification
<input type="checkbox"/> Training <input type="checkbox"/> Materials <input checked="" type="checkbox"/> Staffing <input type="checkbox"/> Special Event <input type="checkbox"/> General	<input checked="" type="checkbox"/> Child <input checked="" type="checkbox"/> Middle School <input checked="" type="checkbox"/> High School <input type="checkbox"/> Adult/Parent <input type="checkbox"/> Senior <input type="checkbox"/> General	<input type="checkbox"/> Education <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Security <input type="checkbox"/> Public Infrastructure <input type="checkbox"/> Traffic <input type="checkbox"/> Inspections <input checked="" type="checkbox"/> Municipal Officials Time

**Description of Request:**

The Millis Public Library is requesting funds to continue employing the 16-hour-per-week Library Assistant who has been focusing on increasing quality recreational, social, and educational programming opportunities to youth in Millis and whose presence on the staff has allowed us to offer extended hours on Thursday and Friday evenings.

Funding was initially received for this request at Fall 2021 Town Meeting and the position was staffed beginning in mid-January 2022. Expanded Thursday and Friday hours began at that time and allowed the Library to remain open until 8pm on these days (previously closed at 4pm). In these 11 months, we have seen great results from this change. The Library was able to add many programming opportunities for all ages on these evenings, with a focus on middle-school aged teens. Community members of all ages have been able to access not only programs but meeting and study spaces, complete Library collections, technology and internet access, and staff assistance during these expanded hours. See below "Justification for Request" for more details.

<b>Funding Start Date</b>	07/01/23	
<b>Funding End Date</b>	06/30/24	
<b>Total Funding Requested</b>		<b>\$13,912.00</b>

Detailed Cost Impact:				
Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses
Salaries	Library Assistant 16 hours/week @ \$16.33 (28 weeks)	\$262.00	28	\$7,336.00
	@ \$17.10 (24 weeks)	\$274.00	24	\$6,576.00
Airfare				\$0.00
Ground Transportation			1	\$0.00
Conference/Registration Fees			1	\$0.00
Lodging			1	\$0.00
Meals and Tips			1	\$0.00
Capital Project			1	\$0.00
Miscellaneous			1	\$0.00
<b>Grand Total</b>				<b>\$13,912.00</b>

**Justification for Request**  
 Attach copies of reports, master plans, or supporting documentation)

Since bringing our Teen Services Assistant on in late January 2022, we have been able to target more services toward middle-school aged teens. In these 11 months, the Teen Services Assistant has planned and led 16 events and programs for this age group during expanded hours and had 164 teens attend. With the extended Thursday and Friday evening hours, we have been able to hold 50 additional programs for kids, adults, and all ages. We saw 1,290 people attend these 50 programs.

Library staff has gotten a great deal of positive feedback from the community on the addition of these hours and we have seen significant usage as well. From late January through December 2022, we saw a total of over 5,200 visitors during the hours of 4-8pm on Thursday and Friday evenings. On Thursday evenings during that time period, there were 61 visitors on average after 4pm and on Fridays an average of 51 visitors.

<b>Requestor Signature</b>		<b>Date Signed</b>	
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<b>Approved By</b>			
<b>Approval Signature</b>		<b>Date Approved</b>	