

Dedham Public Library

Massachusetts

Dr. Mary Ann Tricarico
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Tracy Driscoll, Chair
Rachel Tuerck
Cecilia Emery Butler
Brad Bauer
Monika Wilkinson

DPL TRUSTEES MEETING MINUTES	
OCTOBER 17, 2013 ENDICOTT BRANCH LIBRARY, 7:00 PM	
MEETING CALLED BY	DPL Trustees
TYPE OF MEETING	Monthly Meeting
CHAIRMAN	Tracy Driscoll
SECRETARY	Monika Wilkinson
ATTENDEES	Brad Bauer, Cecilia Emery Butler, Rachel Tuerck, Tracy Driscoll, Monika Wilkinson, Mary Ann Tricarico
PUBLIC ATTENDEES	Elizabeth Martin

The October 17, 2013 monthly meeting of the Library Board of Trustees was called to order at 7:05 by Chairperson Tracy Driscoll.

1. **Public Input:** None
2. **Old/New Business:** Discussed proposed changes to Charter. Last night at FinCom meeting committee members showed concern for “at will” language in the article and supported option 1 to approve Article 9 as printed in the warrant with the following amendment: “Notwithstanding the preceding sentence with respect to the ‘at will’

nature of employment, the Town Administrator shall have authority to enter into employment contracts with the Fire Chief, Police Chief, Library Director and Finance Director that provide for other terms and conditions of employment, including dismissal.”

Trustees discussed the option to write a memorandum of understanding to address remaining concerns not covered in the change to Article 9. Examples included a concern with snow days and difficulty of Director and staff getting to the Library.

Trustees reviewed timeline for changes to Town Charter. Ms. Driscoll would like to talk with Ms. Goldberg and then other towns that might have Memo of Understanding—to understand if they use it and how. Ms. Tuerck can locate and share the Provincetown Memo of Understanding.

Discussion about Trustees’ position. Trustees appreciate the language change but don’t endorse the change. Trustees will not plan at the time of this meeting to proceed with a substitute motion at Town Meeting. Motion made by Mr. Bauer that Trustees oppose Article 9 as printed in the Warrant as of October 17. Seconded by Ms. Tuerck. In favor were Ms. Driscoll, Mr. Bauer, Ms. Tuerck, and Ms. Wilkinson; with 1 abstention by Ms. Emery-Butler. None opposed.

Discussion of meetings. November 4 is scheduled monthly meeting date, though Dr. Tricarico has a professional conflict. Trustees agreed to change this meeting to working meeting at 9:15 at Main. Monthly meeting was rescheduled for November 14 at 7:00 Endicott.

Discussion of financial concerns for the Library. Ms. Driscoll pointed out Library’s vision for the future in conflict with Town budget.

3. **Minutes of October 7, 2013:** Mr. Bauer made motion. Ms. Driscoll second. All accepted. September 30 minutes need to be distributed by Ms. Wilkinson with edits and approved at next meeting.
4. **Financial Report:** Mr. Bauer commented that we appear to be where we should be. Mr. Bauer made motion to accept. Ms. Wilkinson seconded. All voted in favor.
5. **Director’s Report:** Dr. Tricarico started by pointing to pages 32 and 33 and top 3 priorities for staffing in the future.

She spent the remainder reporting on the workshop in Millis for grant application and walking Trustees through application. Page 10. Discussed abstract from our letter of intent. Page 11. Town Meeting would have to vote in spring 2014 to approve Library to apply for grant and spend the money. Page 12. Population projection for 2034. Dr. Tricarico will meet with Rich McCarthy Town Planner tomorrow. Page 13. Function of proposed project building is difficult to identify at this point. "Other" may be selected. Page 15. Dr. Tricarico will need help from Trustees taking pictures for documentation. Page 17-18. Dr. Tricarico will meet next Thursday with Minuteman regarding extracting data from Minuteman network. Profile and analysis of our Library is most important piece and valuable even if we don't receive grant. Last year work from Strategic Plan was useful for this. Page 19. Dr. Tricarico stated that PR Committee will be important to identify plans for support. A marketing plan is important. Page 20. Discussion of Special Considerations. Dedham's Main and Branch present their own challenges and we're not clear on best path. Page 22. Total cost will be \$75,000. Dedham will contribute \$25,000 and the grant will provide \$75,000. Mitigation funds will cover \$25,000. Mr. Bauer questioned whether funds would be released from mitigation funds without further action. Dr. Tricarico assured that it was available. Page 25-26. Dr. Tricarico will check with Mr. Keagan when providing information.

Dr. Tricarico recommended that Trustees had representation on Building Planning Construction Commission (BPCC). Ms. Driscoll will check on this.

Mr. Bauer asked if the application has been introduced to the staff, and Dr. Tricarico said she will be sharing it at an upcoming staff meeting.

Mr. Bauer suggested connecting with Senator Rush and Representative McMurtry to support the effort and funding.

Dr. Tricarico reiterated the need to have a vision for our future and expressed confidence that this process will benefit the Library and help us to move ahead.

Public Committee Relations Status: Trying to get a meeting planned for next week.

Motion made by Ms. Emery Butler to adjourn at 8:52. Mr. Bauer seconded. All approved.

Respectfully submitted by,
Monika Wilkinson

Attachments:

Agenda
Director's Report
Financial Report

Future Meetings:

Nov. 4 Monday 9:15 am Main History Room

Nov. 14 Thursday 7 pm Endicott

Dec. 9 Monday 9:15 am Main History Room.

DRAFT

**Library Director's Report
for
October 17, 2013 Trustees Meeting @ Endicott**

- **Resources and Services:**

- 1. **Statistics:**

FY14	July	Aug	Sept
CIRCULATION:			
Main	6785	6433	3682
Endicott	7367	7029	4240
Total	14152	13462	7922
INTER LIBRARY LOANS:			
Number of Items Borrowed from other libraries for:			
Main	1234	1166	1128
Endicott	1338	1396	1225
Total ILL items Borrowed	2572	2562	2353
Number of Items Loaned to other Libraries from:			
Main	2721	1659	2406
Endicott	1291	585	1043
Total ILL item Loaned	4012	2244	3449
GATE COUNT*:			
Main –open 5 days/wk	4805	5823	4055
Endicott -open 6 days/wk	5230	7287	4471

**Gate Counts represent the approximate number of people entering the libraries*

- 2. **Children's Programming – September 2013**

Date – Sept.	Children's Program	Age Group	Attendance: Main	Attendance: Endicott
9	Storytime	Pre-School		14
10	Tail Waggin' Tutors	All ages		1
16	Storytime	Pre-School		3
17	Tail Waggin' Tutors	All ages		2
18	Tail Waggin' Tutors	All ages	1	

Date – Sept.	Children’s Program	Age Group	Attendance: Main	Attendance: Endicott
23	Storytime	Pre-School		15
24	Tail Waggin’ Tutors	All ages		3
28	Fancy Nancy Tea Party	Ages 3+		9
30	Storytime	Pre-School		16
	Total Sept. 2013 Children’s Programming	No Programs at Main in September	1	63

3. Children’s Programming Scheduled for October 2013:

Date October	Children’s Program	Age Group	Location- Main	Location- Endicott
1	Tail Waggin’ Tutors	All Ages		X
2	Tail Waggin’ Tutors	All Ages	X	
5	Children’s Costume Swap	Infants –Age 10/Families		X
7	Storytime	Pre-School		X
8	Storytime	Pre-School	X	
8	Tail Waggin’ Tutors	All Ages		X
9	Tail Waggin’ Tutors	All Ages	X	
10	Storytime	Pre-School	X	
11	Ms. Marsha Tot Time	Ages 1 – 3		X
15	Storytime	Pre-School	X	
15	Magic Carpet Book Club	Grades 1 – 5		X
15	Tail Waggin’ Tutors	All Ages		X
16	Tail Waggin’ Tutors	All Ages	X	
16	Read & Rise Literacy	Infants-Toddlers/Parents		X
17	Storytime	Pre-School	X	
21	Storytime	Pre-School		X
22	Storytime	Pre-School	X	
22	Tail Waggin’ Tutors	All Ages		X
23	Tail Waggin’ Tutors	All Ages	X	
23	Read & Rise Literacy	Infants-Toddlers/Parents		X

Date	Children's Program	Age Group	Main	Endicott
23	Play N' Learn	Ages 3 – 6	X	
24	Storytime	Pre-School	X	
26	Robotics	Ages 10 - 14		X
28	Storytime	Pre-School		X
29	Storytime	Pre-School	X	
29	Halloween Party	All Ages		X
30	Read & Rise Literacy	Infants- Toddlers/Parents		X
30	Halloween Party	Ages 5+	X	
30	Tail Waggin' Tutors	All Ages	X	
31	Storytime	Pre-School	X	

4. Adult Programming – September 2013

Date Sept.	Adult Program	Location Endicott	Location Main	Attendance
3	Women's Book Group	Endicott		14
17	Co-Ed Book Group	Endicott		8
18	Foundation for Wellness – Retrain Your Brain Seminar		Main	11

5. Adult Programming Scheduled for October 2013

Date Oct.	Adult Program	Location	Location
1	Women's Book Group	Endicott	
9	Back to School Nutrition		Main
15	Co-Ed Book Group	Endicott	
16	Author Program: William Landry – <i>Defending Jacob</i>		Main
30	Author Program: Dr. Terrance Murphy - <i>Assumption City</i>		Main

6. Reference Statistics – September 2013

Type of question:	Directional		Informational		Ready Reference		Research		Sub-Totals	Total
	In Person	Phone	In Person	Phone	In Person	Phone	In Person	Phone		
Circ - Main	5	2	13	22	84	35	2	4	167	
Children's Main			132						132	
Reference Main	38	6	5	4	296	26	7	3	385	
Total Main										684
Endicott	3	33	27	56	7	2	2	0		148

- **Staffing:**

1. John Flynn's last working day was September 27; a coffee hour was held that morning at the Main Library. In addition, the staff has planned a retirement dinner for him on October 24.
2. Mary Ann met with Town Facilities Director Taissir Alani on September 19 and developed plans for the interim custodial replacement. The Interim Custodian is David Podolsky who will be working approximately 20 hours per week.
3. Union negotiations have been suspended and will be referred to mediation. No date has yet been set for the mediation sessions.
4. **Request to the Trustees:** As part of our strategic planning objectives, we are actively encouraging staff development opportunities. One such opportunity is the Massachusetts Library Association Annual Conference. The 2014 conference will be May 7 and 8 at the DCU Center in Worcester. I would like to request that the Trustees vote to close the library for one day, either May 7 or May 8 (depending upon the program offerings each day), for a Staff Development Day, and pay for all library staff to attend the conference together for one day. We have funding in the budgeted for all of the staff to attend. Other libraries do this regularly, *i.e.*, close the library for one day to attend the MLA Conference for a staff development experience. **VOTE NEEDED.**

- **Facilities:**

The following facilities items have been identified as potential capital projects or repair projects and are being referred to the Town Facilities Director (*not listed in ranked order*):

- Main Library:
 1. Lower level stack area– repaint walls and windows, repair crumbling bricks
 2. Basement level – install light sensor switch
 3. Staff room – new flooring and new kitchen appliances
 4. Public Restroom – men’s room new urinals
 5. History Room – remove and replace panels with new wall covering, replace rug
 6. Children’s Room – repaint walls; new rug or flooring; appropriate child level tables and chairs
 7. Reference Room – new rug (no padding under current rug), possibly needs new subfloor to glue rug to floor
 8. Open stacks and DVD’s shelving room (opposite Reference Room) – window sills need repairing from water damage in past and AC unit needs cover
 9. Reference Room – needs new shades
 10. Stack AC unit needs cover
 11. Reference Room – paint ceiling
 12. Spiral staircase – paint walls
 13. Front and Back Entrance doors: install automatic timed locking system
 14. Locked public restrooms
- Endicott:
 1. Parking lot – repave and restripe
 2. Replace railroad ties in front of entrance
 3. Fix bent gutter on roof
 4. Replace furniture
 5. Paint story room walls
 6. Convert one rest room to Family restroom and 2nd one to staff-only rest room
 7. Repair electric outlet in back room
 8. Replace rugs

- **Operations:**

1. The FY14 Strategic Plan Action Items include the recommendation to increase staffing. On **pages 32 and 33**
2. are organizational charts – one is the current staffing configuration, and the second chart illustrates a proposed staffing model. The suggested 3 positions for Trustees and the new PR Committee to lobby for in the FY15 budget are the following, in ranked order:
 - Community Services and Public Relations Librarian
 - Full-time Library Assistant at Main for Children’s and Circulation Services
 - Information Technology Librarian

3. The Planning and Design Grant Letter of Intent was submitted to the Massachusetts Board of Library Commissions on August 23 following the Trustees' approval at their August 22 meeting. Per the requirements of the Planning and Design Grant application, the individuals responsible for preparing the grant proposal were required to attend a day-long workshop. Mary Ann, Rosemarie, and Cecilia Butler attended the workshop on October 1 at the Millis Public Library. The grant application is attached on **pages 7 to 31**. I will discuss it in detail at the October 17 Trustees Meeting.

*Respectfully submitted by
Dr. Mary Ann Tricarico
Library Director
October 10, 2013*

MASSACHUSETTS PUBLIC LIBRARY CONSTRUCTION PROGRAM

**2013/14 GRANT ROUND
PLANNING & DESIGN APPLICATION**

APPLICANT MUNICIPALITY:	<u>Dedham</u>
APPLICANT LIBRARY:	<u>Dedham Public Library</u> (Address) _____ (Municipality and Zip) _____
CONTACT PERSON:	_____ (Name) _____ (Title) _____ (Address) _____ (Telephone) _____ (Email)
LIBRARY BOARD CHAIRPERSON:	_____ (Name) _____ (Signature)
TOTAL PROJECT COST:	_____

Original Plus Five (5) Copies (No faxes or emails)
Due **Thursday, January 16, 2014 by 4:00 PM** at
Massachusetts Board of Library Commissioners
98 North Washington Street, Suite 401, Boston, MA 02114-1933
Phone: (617) 725-1860 or 1-800-952-7403

Eligible Project Cost: _____

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- Copy of the Certified Vote, if available
- Library Planning Study (optional)
- Other (list)

APPLICATION PACKAGE CHECKLIST 23

PART 1: GENERAL

PART 1A: ABSTRACT

Please **summarize your planning project in 200 words** or less in the space provided below.

An example for guidance in writing this was provided at the Application Workshop.

DRAFT – FROM LETTER OF INTENT

A study prepared by consultant Joseph Sakey in 1977 resulted in the conclusion that “*the present library building and facility in Dedham is critically inadequate.*” He recommended that “*the Trustees take appropriate steps toward the planning of a proper central library building adequate for facilities*” to meet the needs of the community.

The intent of this grant project will be

- to hire a consultant to work with the appropriate town constituents to prepare a Building Program Statement (BPS) which will identify the vision for the Dedham Public Library for the next twenty years and beyond,
- to address the issue of one library or two for the town, and
- to determine the appropriate library location.

The grant will also provide funding to hire an Owner’s Project Manager (OPM) to prepare the RFP for hiring an architect for schematic designs, including engineering studies and a detailed cost analysis.

PART 1B: TOWN MEETING/ CITY COUNCIL VOTE

As required by 605 CMR 6.03 in the definition of an Approved Public Library Project, approval of this project is required by **"a majority vote of the Town** at a Town Meeting, a majority vote of the city council, with the approval of the mayor in the case of a city or in a municipality having a town council form of government, by a **vote of the town council.**"

Check off if:

- A vote to approve has taken place.
 - If such a vote has taken place attach a copy of the certified vote in Appendices.
- A vote has not yet taken place but is expected to take place on (date) _____.
 - **When the vote takes place send a copy of the certified vote to the MBLC.**

In addition, libraries must seek **permission of the same governing body** cited above to **apply for, accept and expend State grants for Library Planning and Design**. In some municipalities this is done as a blanket pro forma vote for all town departments.

- A vote to approve has taken place.
 - If such a vote has taken place attach a copy of the certified vote in Appendices.
- A vote has not yet taken place but is expected to take place on (date) _____.
 - **When the vote takes place send a copy of the certified vote to the MBLC.**

Note: In order for this application to be considered, votes must take place by May 16, 2014 and a certified copy must be forwarded to the MBLC by May 23, 2014.

For samples of wording for town meeting votes, see
http://guides.mblc.state.ma.us/planninganddesign_warrants

PART 1C: GENERAL AND LIBRARY INFORMATION

Population and Library

1. Population of applicant municipality

- a) 2010 U.S. Census Population _____
- b) Later official census population, if different than above _____
- c) Cite the source(s) used to update census population _____
- d) **Estimated 2034 Population** _____
- e) Cite the source(s) used, but supply one single projection for the 2034 population _____

2. Library Statistics (Pages 1-9 FY2012 as reported on MBLC FY2013 ARIS Report)

- a) Population served by library 24,729
- b) Attendance 41,907
- c) Number of registered borrowers 10,265
- d) Total holdings
 - 1) Books (Print) 103,022
 - 2) Audio (Compact discs (not CD-ROMs)), cassettes, or other 3544
 - 3) Video cassettes/discs/DVDs, or other 5693
 - 4) Print periodicals, newspapers & other print serials 553
- e) Circulation activity 140,065 ILL 44,762
- f) Hours 2146
 - 1) Total hours main library was opened 2146
 - 2) Total hours the branch(es) were opened 2131
- g) Public use of internet computers per week
- h) Number of hours worked per average week by staff 589
- i) Operating Income \$1,016,838
- j) Operating Expenditures \$963,138

3. Automated Library System- as reported by Networks

- a) Member network MLN
- b) Type of membership _____
- c) Stand-alone system _____

PART 1D: PROJECT INFORMATION

1. The function of the proposed project building will be:

- Main Library
- Branch Library
- Independent Library
- Joint Public Library between two or more municipalities (specify municipalities):
- Public Library sharing space with another municipal department (specify department):
- Other (specify): _____

2. Considerations relating to the planning and design of a proposed library building project include (check all that apply):

- Newly constructed library building on a new site
- Demolition of the current library building and newly constructed replacement building on same site
- Addition/renovation to a building of _____ square feet that was constructed in _____ (date) and was most recently updated in _____ (date)
- Conversion of an existing building of approximately _____ gross square feet, originally used for _____, into a library
- Reconfiguration of approximately _____% of the library's current facility that is _____ gross square feet, constructed in _____ (date) and most recently updated in _____ (date)
- No library facility exists.

3. We are considering the following sites for our study (check all that apply):

- Present site only
- Present site plus other sites
- Other sites only
- The present site is owned by the municipality
- The other sites are owned by the municipality
- The other sites are not publicly owned
- Other sites have not been identified but will be considered

Comments (if necessary attach additional sheets):

4. **Has any architect already been selected or employed for a feasibility study or to do schematic drawings?**

Yes **No X**

For the purposes of a project for Planning and Design in the MPLCP, no architect may be appointed until after a grant award has been announced on June 5, 2014 and until after the building program is completed and accepted by the Board.

PART 2: DATA & ANALYSIS

PART 2A: LIBRARY NEEDS

Community and Service Population

1. Define and describe the community served by the library
2. Describe how the community is expected to change over the next twenty years
3. Estimate the library's current service population (municipal population plus estimated nonresidents)
4. Estimate the projected service population for 2034
(see <http://guides.mblc.state.ma.us/planninganddesign/servicepop> for possible methods to determine service population)

Facility

To the best of your ability, assess the existing conditions of the library's location, site and space. Considering the existing facility's condition and the current and future library and information needs of the service population, describe how the site and facility limitations impact the quality of services that the library provides today and will provide in the future. A questionnaire that may help you with this can be found at the bottom of the page at http://guides.mblc.state.ma.us/planninganddesign_needs.

Photographs

Provide photographs with descriptive captions showing existing conditions of the library's site and in the building.

PART 2B: LIBRARY CAPACITIES/SEATING

Print Volumes- Adult	
Print Volumes- Children	
Print Volumes- Young Adult	
Print Volumes- Other	
TOTAL PRINT VOLUMES:	
Periodical Subscriptions	
Videos (DVD, VHS, other)	
Musical Recordings (CD, cassette, other)	
Audiobooks (CD, cassette, other)	
Other AV Materials	
TOTAL AV:	
Seating- Adult (# of seats)*	
Seating- Children (# of seats)*	
Seating- Young Adult (# of seats)*	
TOTAL SEATING:	
Fixed Computer Stations- Adult**	
Fixed Computer Stations- Children**	
Fixed Computer Stations- Young Adult**	
TOTAL PUBLIC COMPUTER STATIONS**:	
Parking Spaces- Staff	

Parking Spaces- Library Patrons	
Parking Spaces- Handicapped	
TOTAL PARKING SPACES:	
Meeting Room Seats (Main)	
Other Conference/ Board Room Seats/ Quiet Study Seats	
Storytime/ Program Room Seats	
TOTAL PROGRAM SEATS:	

* Seating includes all reader seating at tables or carrels as well as casual or lounge seating. Do not include tables used for shelving or display of library materials. Do not include seats at fixed computer stations.

** Computer stations include Public Access Computer terminals for internet and software programs- do not include stations for library catalog access only.

PART 2C: ANALYSIS OF SERVICES & COLLECTIONS

Using basic methods and standard tools, **analyze patterns in borrowing, library visits, reference and information services, and program attendance.** Use this data to determine collection, services and programming needs. Draw conclusions regarding the library's collection, services and programming needs based on these patterns and your understanding of the impact on future trends in your community. Use charts to help illustrate. Methods and tools to use may include:

- Comparison with current standards for public library service using the most recent Wisconsin Public Library Standards (http://pld.dpi.wi.gov/pld_standard) or other nationally accepted standard (specify):
- Comparison of collection and service data with similar libraries statewide using Massachusetts Public Library Data at <http://mbc.state.ma.us/advisory/statistics/public/index.php>, which provides financial, demographic, personnel, and service data reported annually by public libraries to the MBLC
- Analysis of borrowing, reference and information and program attendance trends

- Analysis of the age of various elements of the collection and per-volume use using analysis provided by your network or by sampling method
- Analysis of trends in the library's gross acquisition rate (all additions) and its net acquisition rate (additions minus deletions)
- Additional data collection tools at http://guides.mblc.state.ma.us/building_program_datatools

PART 3B: SPECIAL CONDITIONS

If not already included in this application, explain any special conditions pertaining to this project or municipality. Special conditions might include such elements as demography, economics, branches or private libraries within your municipality or other conditions that have had an effect on the proposed project's scope or size.

PART 3C: TIME FRAME

Provide a timeline for implementing a planning and design project. Below is a chart of sample activities to help you in developing a timeline.

TIMELINE FOR A PROJECT FOR PLANNING AND DESIGN	
ACTIVITY	DATE(S)
Form a library needs committee	
Receive municipal approval for the project and to apply for, receive and expend grant funds	
Write or revise a Library Building Program	
Hire an Owner's Project Management firm	
Hire an architectural firm	
Study two or more building sites	
Investigate chosen site through survey, test borings, contamination study, etc.	
Prepare schematic design & cost estimate	
Other activities (specify)	

PART 4: FINANCIAL

PART 4A: ESTIMATED PROJECT COSTS

Estimate Planning and Design costs below. If the building will be shared with another municipal department, only planning for the library portion is eligible for MPLCP funding; planning costs should be prorated. If this applies to your project, indicate how proration was calculated.

ACTIVITY/ITEM	INCURRED*	ESTIMATED ELIGIBLE COSTS	TOTAL
Library Consultants			
Committee Expenses			
Project Management Fees			
Architect/Engineer Fees			
Contingency			
Site Investigation Expenses			
Other Costs**			
TOTAL			

*Costs incurred before grant award date are not eligible costs and will not be funded

**Please identify other costs on a separate sheet following this page

Note: Total Estimated Eligible Costs may exceed \$75,000. Eligible costs for this grant round are those project costs or proportional costs directly related to implementing interior and exterior aspects of an eligible project. Eligible costs for a Planning and Design grant are listed on the chart above

PART 4B: LOCAL FUNDING PLAN & SOURCES

Describe your plan for raising the local funding for this Planning and Design project and indicate funding sources in the chart below.

	SECURED	PROPOSED	TOTAL
General Funds			
Bonds			
Accumulated Capital Construction/Improvement Funds			
Trust Monies			
Gifts			
Federal Funds (Specify_____)			
MA Public Library Construction Program Funds* (this grant proposal)			
Other State Funds (Specify_____)			
Other State Funds (Specify_____)			
TOTAL			

*This amount shall not exceed \$50,000 or 2/3 of Estimated Eligible Costs from the previous section, whichever is LESS

PART 5: ASSURANCES & CERTIFICATIONS

PART 5A: QUALIFICATIONS AND DUTIES OF PROJECT PERSONNEL

The Project Director is the person who will be responsible for coordinating activities under the Planning and Design grant. The Project Director, who is typically the Library Director, will be the primary contact with the MBLC.

Complete this form for the project director:

Name and Position _____

Current Duties and Responsibilities:

Proposed Project-Related Responsibilities:

Qualifications, Education and Professional Experience Applicable to This Project:

PART 5B: PROJECT AWARDING AUTHORITY AND FISCAL INFORMATION

Project Awarding Authority and Fiscal Information

The sole awarding legal authority for this project will be:

(Check one)

- Board of Library Trustees
- Local Building Committee
- Other Municipal Official

Name and Title of the Chairperson or Municipal Official of Above

Address

Phone and Email Address

The person legally authorized to receive and safeguard Massachusetts Public Library Construction Program Planning & Design funds locally: _____

Name and Title

Address

Phone and Email Address

The person legally authorized to requisition and approve local expenditure of Massachusetts Public Library Construction Program Planning & Design funds:

Name and Title

Address

Phone and Email Address

Name and address of bank or other institution where Massachusetts Public Library Construction Program Planning & Design funds will be deposited:

Bank or Other Institution

Address

Phone and Email Address

Official accounts of receipts and disbursements for the proposed construction project will be maintained by:

Official documents to verify information shown in official accounts will be on file at:

Agency

Address

Phone and Email Address

Person authorized to serve as the municipality's Massachusetts Certified Public Purchasing Official (MCPPO) is:

Name of MCPPO-certified City Hall/ Town Hall Individual

Title

Address

Phone and Email Address

Names/Titles of MCPPO-certified School District Individuals

Official Name of School District

Address

Phone and Email Address

PART 5C: ASSURANCES OF COMPLIANCE

Applicants shall agree in writing to the following assurances which are based on full municipal enforcement and compliance with federal, state and local laws, rules and regulations.

1. An assurance that new, remodeled or renovated library buildings shall be planned for a minimum operational life of 20 years.
2. An assurance that the applicant shall make all full and good faith efforts to support the continued participation and qualification of the library in programs established by or the successors to M.G.L. c. 78, §§ 19A and 19B. Should the library fail to be certified by the Board to receive State Aid during the period in which the Grant Agreement is in effect, until project completion and final payment, this shall be considered a breach of the contract.
3. An assurance that the applicant and contractors shall not knowingly employ, compensate, or arrange to compensate any employee of the Board during the term of the project, unless such arrangement is permitted under the provisions of M.G.L. c. 268A.
4. An assurance that the Board shall have the authority to review and approve plans, specifications, bid documents, contract awards, payments and all documents of obligation or expenditure for the project.
5. An assurance that the OPM, architect and other contractors of an approved library project were selected using the Guidelines for Local Designer Selection Procedures as issued by the Designer Selection Board under the provisions of M.G.L. c. 7, § 38K.
6. An assurance that the applicant is in compliance with Executive Order 215 with respect to the community's housing policies and practices.
7. An assurance that the rules and procedures of the Massachusetts Emergency Finance Board will be followed.
8. An assurance that the applicant shall submit the project to local, regional or state boards or agencies for comment and/or approval as may be required by law or regulation.
9. An assurance that the applicant shall assist the Board in complying with the Massachusetts Environmental Policy Act, M.G.L. c. 30, §§ 61 through 62H.
10. An assurance that the building will be designed according to 521 CMR: Architectural Access Board.
11. An assurance that life-cycle cost estimates of all technically feasible energy systems as defined in St. 1976, c. 433, shall be considered during in order to ensure that the energy system with the lowest life-cycle cost estimate will be identified in accordance with the provisions of St. 1976, c. 433.

12. An assurance that the applicant shall closely monitor the cost effects of program and design decisions and materials and systems selections so that the facility can be constructed and operated in a cost effective, sustainable and staff efficient manner considering the type of project and structure.
13. An assurance that there shall be an evaluation of flood hazard so that the facility to be constructed will be located insofar as practicable to preclude the exposure of said facility to potential flood hazards.
14. An assurance that the building shall be designed to minimize the effects of vandalism, weather conditions and natural conditions and that materials and finishes shall be selected to minimize operational costs and maintenance. This shall include provision for a fire-rated enclosure for any exterior book or nonprint materials return that penetrates a wall of the building.
15. An assurance that the applicant will be responsible for supplying the Massachusetts Board of Library Commissioners with the necessary documentation, information and drawings so that they can comply with the steps outlined in M.G.L. c. 9, §§ 26 and 27C and 950 CMR 71.00. This shall include an assurance from the municipality that the Massachusetts Historical Commission has been afforded an opportunity to review and comment on projects listed or eligible for listing on the State Register of Historic Places, as early as possible in the planning stages of the project. This shall include a review for the proposed physically handicapped access plans compliance with the Secretary of the Interior's Standards for Rehabilitation and 950 CMR 71.00. Furthermore, applicants shall assist the Board in complying or shall comply with legal and regulatory requirements of the Massachusetts Historical Commission.
16. An assurance that the applicant will provide adequate supervision during the term of the project including an owner's project manager that meets the qualifications promulgated by St. 2004, c.93, entitled "An Act Further Regulating Public Construction in the Commonwealth" signed into law July 19, 2004 and codified in M.G.L. c149, section 44A ½.
17. An assurance that monies from any department, unit, agency or board of the Commonwealth of Massachusetts and U.S. Government shall not be used as part of the first 25% of local matching funds.
18. An assurance that every good faith effort will be made to obtain sufficient funds beyond those granted under this program for the non-matching and non-eligible shares of project costs.
19. An assurance that the Board shall not be held responsible for meeting any increased costs or increasing the amount of the grant award beyond the provisional award.
20. An assurance that the project will be completed as described in the application and approved by the Board.
21. An assurance that the Board, the Governor or his designee, the Secretary of Administration and Finance, and the State Auditor or his designee shall have the right, at reasonable times and upon reasonable notice, to examine the books, records and other compilations of data of the recipient which pertain to the performance of the provisions and requirements of this agreement. Upon request, the recipient shall furnish to the Board copies of any such books, records and compilations. In all contracts or subcontracts entered into by the recipient concerning the project,

there shall be included a provision requiring similar access by the Board to the contractor's or subcontractor's books, records and other compilations of data which pertain to the project (as per Executive Order 195 of April 27, 1981).

22. An assurance that the applicant shall file required reports.
23. An assurance that all income received by the applicant from the Board's grant funds shall be placed in an interest bearing account separate from other applicant accounts. All grant funds including interest income must be expended for purposes specified in the planning and design grant application. Grant funds may not be used to offset costs associated with borrowing.
24. An assurance that architectural design of the project will commence within one year of signing a grant agreement with the Board.
25. An assurance that preparation of documents according to 6.05 CMR 6.10 (1) (a) will be completed and submitted within two years of signing a grant agreement with the Board.

PART 5D: CERTIFICATION OF APPLICATION

We the undersigned, 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 a minimum, one person officially representing the town and one library trustee representing the library should sign).

Name: _____

Title and Board/Committee: _____

Signature: _____ Date: _____

Name: _____

Title and Board/Committee: _____

Signature: _____ Date: _____

Name: _____

Title and Board/Committee: _____

Signature: _____ Date: _____

Name: _____

Title and Board/Committee: _____

Signature: _____ Date: _____

Name: _____

Title and Board/Committee: _____

Signature: _____ Date: _____

PART 6: APPENDICES & ATTACHMENTS

(Please number all attachments and list in the Table of Contents section.)

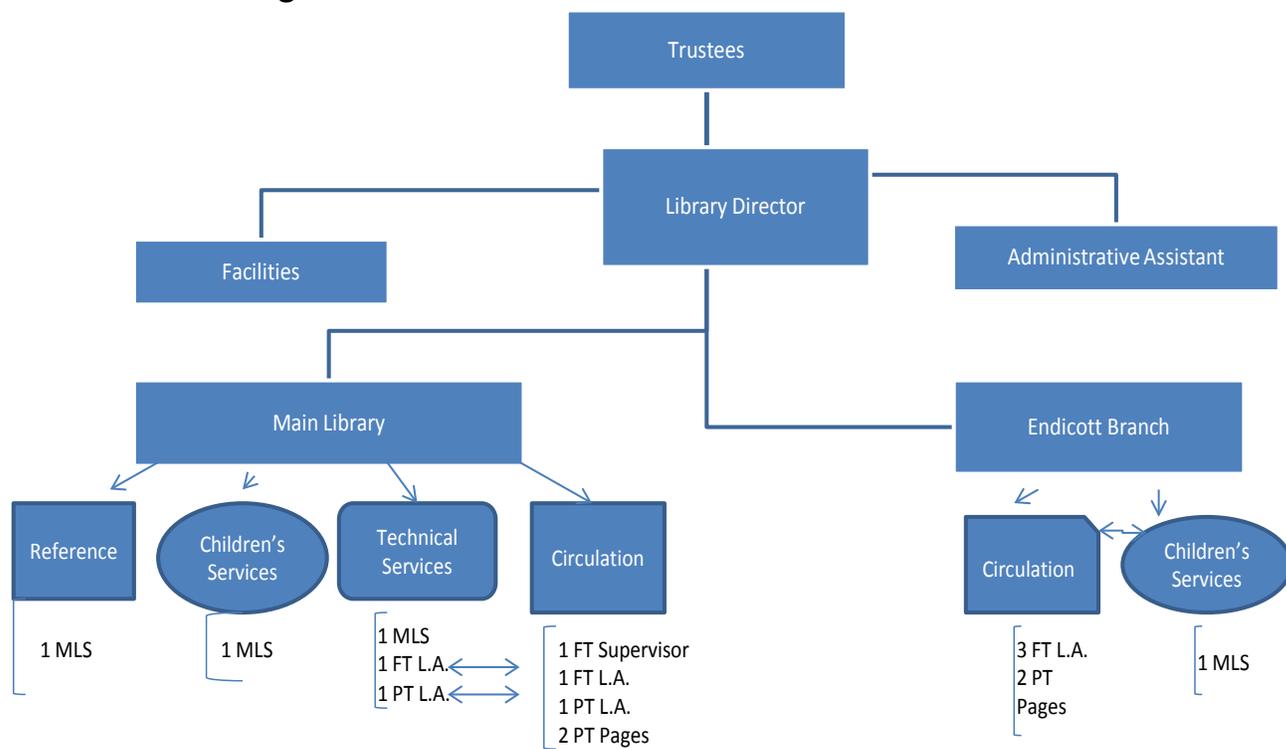
➤ APPLICATION PACKAGE CHECKLIST

The following checklist is provided as an aid to assembling a qualifying application package. Complete and attach this checklist to the original copy of the application.

- _____ Completed original application, labeled "Original Copy"
- _____ Five additional copies in 1" binders
- _____ All sections filled out and questions answered completely
- _____ Photographs of the existing conditions with descriptive captions
- _____ Copies of town meeting or city council votes (If not included in application, give anticipated date of vote.)
- _____ Appendices and attachments numbered and listed in table of contents

List appendices and attachments below:

Current Staffing 2013



Future Staffing
Model
10/2013

*Assistant
Director*

Reference
and

*Community
Services*

1 Ref MLS
*1 Outreach/and
PR MLS*

Children
and Youth
Services

1 MLS – Children’s Services
*1 MLS – YA Services
1 FT L.A. Children and Circ.
2 PT Pages*

Technical
Services

MLS–Cataloguer, Acquisitions
MLS – IT services
2.5 L.A. – **Circ and Tech.**

Circulation

Supervisor
Asst. Super.
1 FT L.A.
1 PT L.A.
3 PT *Pages*

Circulation
2 FT L.A.
3 PT Pages

Children’s and
YA Services
1 MLS

*Ref and Adult
Services
1 MLS*

L.A. = Library Assistant

MLS = Professional Librarian

New Positions are highlighted in **red**.

Recommendations for new staffing for FY15 budget proposal are the following, in ranked order:

1. Community Outreach/Public Relations Librarian
2. Full Time Library Assistant at Main for Children’s Services and Circulation Services
3. Information Technology Librarian



Expense Budget Performance Report

Date Range 07/01/13 - 09/30/13

Include Rollup Account and Rollup to Object & Classification

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 001 - General Fund										
Department 610 - Library										
EXPENSE										
5110	Wages, Perm.									
5110-193	Wages, Perm. Custodial Personnel	94,959.00	.00	94,959.00	7,276.50	.00	21,829.50	73,129.50	23	.00
5110-610	Wages, Perm. Library Director	84,990.00	.00	84,990.00	6,461.54	.00	19,384.62	65,605.38	23	.00
5110-613	Wages, Perm. Professional Librarian	229,752.00	.00	229,752.00	17,533.50	.00	50,216.13	179,535.87	22	.00
5110-614	Wages, Perm. Circulation Supervisor	52,090.00	.00	52,090.00	3,922.50	.00	11,767.50	40,322.50	23	.00
5110-615	Wages, Perm. Library Assistant	252,143.00	.00	252,143.00	19,321.30	.00	57,963.90	194,179.10	23	.00
5110-618	Wages, Perm. Library Page	21,141.00	.00	21,141.00	1,822.50	.00	3,930.75	17,210.25	19	.00
5110-619	Wages, Perm. Administrative Assistant I	44,397.00	.00	44,397.00	3,402.00	.00	10,206.00	34,191.00	23	.00
	5110 - Wages, Perm. Totals	\$779,472.00	\$0.00	\$779,472.00	\$59,739.84	\$0.00	\$175,298.40	\$604,173.60	22%	\$0.00
5130	Overtime	11,000.00	.00	11,000.00	679.80	.00	1,802.60	9,197.40	16	.00
5141	Longevity	3,880.00	.00	3,880.00	930.00	.00	1,045.00	2,835.00	27	.00
5271	Rent/Lease Equipment	12,307.00	.00	12,307.00	525.56	.00	1,576.68	10,730.32	13	.00
5300	Prof/Tech									
5300-221	Prof/Tech Alarm Testing / Inspection	.00	.00	.00	610.00	.00	610.00	(610.00)	+++	.00
5300-300	Prof/Tech Professional / Technical	.00	.00	.00	.00	.00	151.75	(151.75)	+++	.00
5300-330	Prof/Tech Meeting & Conference Fees	.00	.00	.00	.00	.00	29.95	(29.95)	+++	.00
	5300 - Prof/Tech Totals	\$0.00	\$0.00	\$0.00	\$610.00	\$0.00	\$791.70	(\$791.70)	+++	\$0.00
5301	Professional/Technical Services	9,015.00	.00	9,015.00	.00	.00	266.32	8,748.68	3	.00
5305	Meetings & Conferences	4,770.00	.00	4,770.00	36.89	.00	36.89	4,733.11	1	.00
5307	Regional Services	40,960.00	.00	40,960.00	.00	.00	40,189.65	770.35	98	.00
5314	Alarm / Security Services	4,287.00	.00	4,287.00	.00	.00	.00	4,287.00	0	.00
5420	Office Supplies									
5420	Office Supplies	6,250.00	.00	6,250.00	97.47	.00	741.89	5,508.11	12	.00
5420-420	Office Supplies General	.00	.00	.00	.00	.00	27.77	(27.77)	+++	.00
	5420 - Office Supplies Totals	\$6,250.00	\$0.00	\$6,250.00	\$97.47	\$0.00	\$769.66	\$5,480.34	12%	\$0.00
5421	Paper	915.00	.00	915.00	.00	.00	.00	915.00	0	.00
5510	Educational Supplies	3,400.00	.00	3,400.00	.00	.00	.00	3,400.00	0	.00
5580	Other Supplies									
5580	Other Supplies	5,300.00	.00	5,300.00	629.60	.00	668.45	4,631.55	13	.00
5580-610	Other Supplies Library Operations Materials	.00	.00	.00	.00	.00	162.92	(162.92)	+++	.00
	5580 - Other Supplies Totals	\$5,300.00	\$0.00	\$5,300.00	\$629.60	\$0.00	\$831.37	\$4,468.63	16%	\$0.00
5581	Library Materials									
5581-611	Library Materials Books	111,750.00	.00	111,750.00	6,613.27	.00	20,467.01	91,282.99	18	.00
5581-612	Library Materials Periodicals	11,000.00	.00	11,000.00	.00	.00	2,794.26	8,205.74	25	.00
5581-614	Library Materials DVDs	12,000.00	.00	12,000.00	1,118.79	.00	4,129.47	7,870.53	34	.00
5581-615	Library Materials Ebooks	1,000.00	.00	1,000.00	.00	.00	238.75	761.25	24	.00
5581-617	Library Materials Audio	7,335.00	.00	7,335.00	.00	.00	.00	7,335.00	0	.00
5581-618	Library Materials Databases	13,652.00	.00	13,652.00	2,715.00	.00	12,900.00	752.00	94	.00



Expense Budget Performance Report

Date Range 07/01/13 - 09/30/13

Include Rollup Account and Rollup to Object & Classification

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 001 - General Fund										
Department 610 - Library										
EXPENSE										
5581	Library Materials									
5581-619	Library Materials Other	168.00	.00	168.00	.00	.00	.00	168.00	0	.00
5581 - Library Materials Totals		\$156,905.00	\$0.00	\$156,905.00	\$10,447.06	\$0.00	\$40,529.49	\$116,375.51	26%	\$0.00
5583	Publications & Subscriptions	.00	.00	.00	304.20	.00	304.20	(304.20)	+++	.00
5584	Uniforms	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
5710	Travel	4,900.00	.00	4,900.00	350.00	.00	1,050.00	3,850.00	21	.00
5730	Dues/Memberships	1,430.00	.00	1,430.00	80.00	.00	80.00	1,350.00	6	.00
EXPENSE TOTALS		\$1,045,791.00	\$0.00	\$1,045,791.00	\$74,430.42	\$0.00	\$264,571.96	\$781,219.04	25%	\$0.00
Department 610 - Library Totals		(\$1,045,791.00)	\$0.00	(\$1,045,791.00)	(\$74,430.42)	\$0.00	(\$264,571.96)	(\$781,219.04)	25%	\$0.00
Fund 001 - General Fund Totals		\$1,045,791.00	\$0.00	\$1,045,791.00	\$74,430.42	\$0.00	\$264,571.96	\$781,219.04		\$0.00
Fund 254 - Library Lig/Meg State Grant										
Department 610 - Library										
Division/Location 610 - Administration / Operations										
EXPENSE										
5120	Substitutes									
5120-999	Substitutes Miscellaneous Personnel	.00	.00	.00	4,523.76	.00	4,523.76	(4,523.76)	+++	.00
5120 - Substitutes Totals		\$0.00	\$0.00	\$0.00	\$4,523.76	\$0.00	\$4,523.76	(\$4,523.76)	+++	\$0.00
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$4,523.76	\$0.00	\$4,523.76	(\$4,523.76)	+++	\$0.00
Division/Location 610 - Administration / Operations Totals		\$0.00	\$0.00	\$0.00	(\$4,523.76)	\$0.00	(\$4,523.76)	\$4,523.76	+++	\$0.00
Department 610 - Library Totals		\$0.00	\$0.00	\$0.00	(\$4,523.76)	\$0.00	(\$4,523.76)	\$4,523.76	+++	\$0.00
Fund 254 - Library Lig/Meg State Grant Totals		\$0.00	\$0.00	\$0.00	\$4,523.76	\$0.00	\$4,523.76	(\$4,523.76)		\$0.00
Grand Totals		\$1,045,791.00	\$0.00	\$1,045,791.00	\$78,954.18	\$0.00	\$269,095.72	\$776,695.28		\$0.00