

To: Hollis Select Board  
From: Library Evaluation Committee  
March 2022  
RE: Committee Report

The Library Evaluation Committee was formed in June of 2021 to examine the current status of the Salmon Falls Library and the Hollis Center Public Library and to envision a library of the future.

In the past ten months, the committee has compiled a number of reports including fire safety inspections by Hollis Fire Chief Young and Lt. Balog, as well as Hollis Code Enforcement Officer Tammy Munson; An ADA compliance status review by Alpha One; and facility structural assessments.

We have spoken with a library management specialist from the Maine State Library to discuss current trends for library services and we have reviewed the results of a 2012 visioning assessment detailing the wants/needs of the public for library services.

The committee has also visited five libraries that have been recently renovated to discuss that process and to review their recommendations for remodeling or new construction.

We have spoken with library consultants about the cost and scope of hiring a consultant. The committee decided not to pursue that plan since the Select Board indicated in its March 2, 2022 meeting that it would not recommend asking voters for funding.

We are at present submitting two grant proposals (to the Narragansett Number One Foundation and a Congressional Directed Spending Request through Sen. Collins' Office) to fund an architectural design plan for a new library.

This report is a summation of our findings as you consider whether to build a new library, conduct a major renovation of either Hollis Center Public Library or the Salmon Falls Library, or maintain the status quo.

Respectfully submitted,

Rebecca Bowley, Susan Kimball, Doris Luther, Angela Mackie and Carla Baade Turner

## **I. Assessment of Salmon Falls Library and Hollis Center Public Library**

### **SALMON FALLS LIBRARY**

- The library, established in 1911 by author Kate Douglas Wiggin, is located in the Town's historic district
- It is the municipal library for Hollis and is fully funded by the Town
- Its annual operations budget is \$45,000
- Employs one part-time library director
- Salmon Falls Library has 1,998 patrons in its system
- It's open 14 hours per week
- The library is actively supported by the volunteer group Friends of Salmon Falls Library

#### **Programming:**

- Pre-pandemic, the library hosted a monthly book club, summer reading program for children, a number of crafting events, a workshop on starting a home business and a speaker's series, among other programs and events. It has one desktop computer for public use and WiFi access

#### **Parking:**

- Parking in front of the library is limited to two spaces. Patrons also use the municipal parking lot across the street

**Space:**

- There are two floors, with book collections on both. There is a small conference room on the second floor
- The building is 1560 square feet, with a 100 square foot addition on the first floor that includes a small kitchen area and bathroom
- NOTE: An architectural plan to add an extensive addition to the building and to provide ample parking was drawn up in 2012 at the behest of the Friends of Salmon Falls Library. That plan is available for review

**Inspection Reports:**

- A 2012 facility assessment report (available upon request from Friends of Salmon Falls Library), which found the building to be structurally sound, was reviewed pro bono by Buxton resident Ken Shupe, a retired OOB code enforcement officer, who concluded that the findings remain viable
- The Fire Inspection report is attached (Attachment C). According to librarian Lynn Ericson, lighted exit signs have been added and a storage closet with access to the attic has been cleaned out since the report was issued
- Notes on ADA guidelines that should be addressed are attached to this document (Attachment B). The Friends of Salmon Falls Library has indicated that with the Select Board's permission it will seek grants to fund most of the ADA improvements
- We do not have estimates of the cost of any ADA or fire safety upgrades

## **HOLLIS CENTER PUBLIC LIBRARY**

- The library has served the town of Hollis and neighboring communities for 100 years
- Employs one part-time library director
- Part time cleaning person works 6 hours per month
- There are currently 2968 patrons in the system; 1845 are residents of Hollis
- The library is open 22 hours per week
- The library is NOT a “private” library. It is a “non-municipal” library (as is the Scarborough Public Library and the Portland Public Library--which are supported by their municipalities)
- A Board of Trustees oversees library operations
- The annual operating budget is approximately \$50,000.
- Funds provided by the town of Hollis, due to a recent budget cut, will represent 62% of the library’s total budget in FY 2022-2023 (down from 71%)
- Wifi and two desktop computers for public use

### **Programming:**

- Pre-pandemic the library offered a summer reading program for children, a book club for adults, scanning and outgoing FAX services, toddler’s story time and STEAM homeschool program, among other programs and events

### **Parking:**

- The parking lot has recently been repaved and expanded and will include a handicapped parking space

## Space:

- The building is approximately 1875 square feet. There are two floors, a basement and first floor
- Licensed structural engineer Austin Gregory completed a structural analysis of the facility and determined it is sound. A copy of that report will be available upon request.
- The Board plans on making affordable improvements recommended through the ADA evaluation. Notes on ADA guidelines that should be addressed are attached to this document (Attachment B)
- The basement needs a sprinkler system or a fire rated ceiling and a fire door at the top of the stairs. Therefore, while patrons can go downstairs to get books the space can't be used for gatherings until those updates are made.
- The committee does not have estimates of the cost of any ADA or fire safety upgrades
- **NOTE:** 53 acres of land near the intersection of Routes 17 and 35 was gifted to the library in the 1980's to be used for logging to support the library. The library owns this land and there are no use restrictions

## **II. ENVISIONING A NEW LIBRARY or MAJOR EXPANSION OF AN EXISTING LIBRARY**

Our research shows that the library of the future, as dictated by public input in a 2012 visioning session, would include state of the art digital services and technology support, private meeting space, programs for children, adults, and the elderly, as well as ample parking, extended hours, resources for home schooling and programs featuring nearby natural environments (Attachment A provides a full list of visioning statements.)

In her interview with the committee, the Maine State Library management specialist echoed many of these themes:

- Private, quiet rooms for meetings
- Digital services and technology support
- Programs for seniors (since Hollis is an aging community)
- Programs for young people and for families
- Intergenerational programming
- Collaborative programming with other departments, including the Rec Department (e.g. reading and walking tours)
- Help people connect with social services/find jobs/at home business support
- Location is important
- Future trends
- Connect to outside educational opportunities: free museum passes/arts and science programming
- A central location is key. Attaching the library to the new town office complex might be considered but it is not necessarily a best option since the elementary school across the street already has a library for students.

**Size:**

Libraries with relatively recent additions/renovations visited by Committee:

- Liberty Memorial Library, OOB, population 8900. 3500 square feet to 7500 square feet
- D.A. Hurd Library, North Berwick, population of 4800. 2705 square feet to 4208 square feet.
- Arthur L. Mann Memorial Library, West Paris, population 2500. 850 square feet to 2549.
- Bonney Memorial Library, Cornish, population 1400 people, but serving surrounding communities of around 8000 people. 1700 square feet to 7000 square feet
- Baxter Memorial Library, Gorham, population 16,000. 5000 square feet to 16,000 square feet.

**Cost:**

Simons Architects offers the following estimate on a new build library: (details in Attachment D)

- Building Cost high range: 4,512 sf x \$450 sf = \$2,030,400
- Building Cost low range: 3,948 sf x \$400 sf = \$1,579,200
- ALSO, for comparison, the town of Falmouth added about 8,000 square feet to its existing library in 2020 for a cost of \$831.00 per square foot.
- Kittery: construction completed in 2022, adding about 6,000 square feet at a cost of \$433.00 per square foot.

(There is a list obtainable from the Maine State Library that provides information on the costs for all new and renovated libraries, but it's not broken down by square footage.)

### III. HIGHLIGHTS OF VISITS TO FIVE LIBRARY EXPANSIONS

(Old Orchard Beach, Gorham, Cornish, Gray and West Paris)

#### **Space:**

- Leave room to expand
- One story buildings are best
- Storage: don't forget janitor/utility closet
- PLENTY of electrical outlets/more than you think
- Public meeting spaces are key
- Quiet rooms are key – at least two or three (which can be rented out)
- Lots of windows and open space
- Adult reading space with comfortable chairs and fireplace
- If building or renovating, have one person dedicated to overseeing functionality of improvements and talk with employees using the space to get input on what works and doesn't work
- Plenty of Ventilation
- Try to integrate pieces of local history. For example, the mantle at Old Orchard Beach library is an old piece of wood from an historic building
- Insulate bathrooms for noise. The bathroom doors shouldn't be too heavy and there should be changing tables in each bathroom.
- Outdoor area for art in the park/events/music
- Meeting space that can be rented out and used when library not open

Note: OOB library is a green building. lights are all high efficiency and on motion detectors and the doors are automatic. They have geothermal heat and AC. (It cost about \$120,000, and keeps the building temperature and humidity beautifully stable year-round (necessary for archives.)



## **Children's Area**

- Children's area should be visible from the check-out desk.
- Children's room would be designed with an alarm on exit door.
- Cameras in this area should be set up so there are no blind spots (low shelving)
- Small toilets in kid's bathrooms

## **Security and accessibility:**

- One story buildings are best
  - Server room for surveillance, computer, electronics
  - Sight lines for safety, security and staffing
  - Install security cameras, doorbells and surveillance system
  - Automatic doors or push a button to open
  - Electronic door locks
  - Children's area visible from front desk
  - Panic buttons for staff
- (One option for a security system is through Cunningham Security. It costs \$240 per year (after the installation cost) for Cunningham to monitor. It is also suggested to have wearable panic buttons that also lock the doors and will not allow access without key cards. They cost \$360 for two of them.)

## **Configuration:**

- Staff office away from front desk
- Multi-task furniture that is foldable and stackable (Restore in Portland has used furniture)
- Big, rounded check-out area with drawers placed so they don't block leg room
- Plenty of shelves and drawers at check-out
- Some stacks on casters for easy moving
- Break room drawers and cabinet under sink, with small refrigerator and microwave
- Entryway could function as emergency shelter but with no access to the library. This section would be on its own generator and is not hooked up to the alarm system for the library (otherwise we'd have to give out the alarm codes.)
- This is also where Old Orchard has a place for food giveaways from the food pantry. THIS WAS A BIG SELLING POINT to the town
- Emergency services should have a key

## **Trends:**

- Audio books, DVD's, CD's, computers, streaming video has been huge. Virtual everything is huge. Computers for the public to use
- Wifi and ether ports. Make sure electronics are compatible with all equipment and have built in audio NETWORK  
MAINE is the fastest internet
- Mesh WiFi instead of using individual routers
- PC's of Waterville sells computers that lock down after use and erase previous us.

## **Miscellaneous Tips:**

- Interview several architects and find who will LISTEN to those who will use the space
- Hire a construction consultant to act as general contractor
- Explore existing constraints before starting construction (i.e., is building on national historic register)
- Director's Ask Notebook: tracks all info. Passwords, when reports are due, when light bulbs were changed, things people need to know if Director is unavailable or indisposed
- Fundraising: approach big donors first. Also, Director of Maine Grant makers through the Maine Philanthropy Center is a good resource
- Tiled carpet works well and tiles can be replaced if stained or worn
- At the end of the stacks fold down shelves can hold displays of books or computers for the public.
- Regular hours work better than sporadic hours.
- Book sales twice a year
- LED lighting saves money.
- Garden area. Kids' built fairy houses; and one program included bringing dogs in for kids to interact with.
- Parenting books in the kids section
- Put water fountains near the bathrooms.
- Have a space for young adults separate from kids' space
- Freedom Express Van Service will pick up and deliver for inter-library loans. It is free through the Maine State Library

## **What NOT to do:**

- Heat pumps in some libraries were not a good fit. Didn't heat well or circulate air
- Cork floors are hard to maintain
- Don't have a flat roof
- Don't have all lights on one switch
- Don't have high ceilings – hard to heat
- An elevator is a deficit. It costs \$1000 Per year to have it inspected, and the kids try to play in it

## **Ongoing Programming:**

- Outside activities with and without bubbles
- Continuing Arts Collective displays of local artists
- Adopt an Author: people can buy a book and have their name or someone else's name they want to honor in the book. They buy the book for the library at a discount of 25% to 44% off.
- Adult Winter Reading Program could be in conjunction with neighboring towns.
- Knitting group
- Stem Kits that cover a whole range of topics like astronomy, gem stones, the human body, instruments.
- Food pantry/exchange in the entryway.
- Children's story hour
- Adult education programs
- Cribbage, Backgammon, Chess
- A lending library of donated instruments – one library had someone steal an instrument – they checked it out and never brought it back, so get license plate numbers.

#### **IV. EXISTING BUILDINGS**

**HOLLIS CENTER:** The land the library sits on was deeded to the library as long as it's used as a library. If the Board dissolved or moved the library, the land reverts to the family that deeded it.

**SALMON FALLS:** The building is in the town's historic district but is not listed on the national register of historic places. The Buxton Hollis Historical Society has indicated in the past that it would not be interested in taking over the property but Brent Hill, the president of the Historical Society, indicated in a recent phone call with Carla Turner that he would now be interested in talking about the possibility

## **V. ATTACHMENTS**

### **Attachment A: 2012 Visioning Session**

- Programs and meeting space for senior citizens
- More parking spaces
- Clearinghouse for community information (e.g. recreational programs)
- Inter-library loan
- State of the art technology
- Resources for home schooling
- Individual meeting rooms
- Interact with programs like Head Start to encourage reading programs and an awareness of books
- More library hours
- Space for crafts
- York County Community Action programs interface with library
- Provide library services to shut-ins
- More opportunities for kids and adults to volunteer to gain experience in the library
- Use by Hollis high school students (and the use of the library should be promoted in schools)
- Space for young people to meet/study
- Make use of the immediate natural environment in library programming

**Attachment B:**  
**Notes on ADA review by Alpha One**

According to Alpha One, there are no hard and fast rules governing upgrades of historical buildings. Changes can be easy and affordable. But if major work is done it must be in compliance with ADA standards.

Doris Luther's Notes on Library Assessment done by Jill Johanning from Alpha One

**Hollis Center Library:**

- One Accessible parking space for up to 25 spaces. Needs to be 16' wide for Van space and an accessible aisle, or 8' space plus 8' access aisle. She recommends 5' access aisle and 11' space.
- The ramp needs to be 1' for each inch of rise – ex. 48" rise needs 48' ramp length.
- The top part of their ramp could be steeper.
- The steps are 36" high. Every 30" of rise needs a 5' landing. If the ramp turns, you need a 5' by 5' landing.
- The width of the ramp needs to be 36" or greater and needs to have a round handrail that can be held onto, and it has to extend beyond bottom and top.
- The bottom rail height should be 4" or less so a cane won't slip through.
- Same requirement on the stairs' handrail, and the last step needs to be evened out.
- The door landing should be 5' by 5' and should be 18" before the door so the door doesn't hit the person. Door needs a lever handle.
- A vertical lift (like a Limited Use Limited Access (LULA)) can go outside the building, but you need to leave an exit for fire.
- If we access the basement with a lift and provide parking near the lift, we wouldn't need a new ramp. We would need a wheelchair sign to direct people to the lift.
- Door thresholds can be no more than 1/4" rise.
- 1/2" max openings for a grate.

- 1 to 20 = 5% slope for walkway down to basement door.
- Vestibule ramp threshold should be flat, not sloped – every landing should be flat on either side. Current vestibule is too small. (Get rid of it?)
- Outdoor lifts need more maintenance.
- There needs to be 36" between stacks and to allow 90 degree turns, you need 40-48".
- All doors need to be 36" wide.
- Add another handrail to basement stairs.
- Bathroom: Get rid of the cabinet and extend threshold ramp 18".
- Sink needs knee space under it. Signage on left side of bathroom door. The post is ok if the small book rack is removed.

### **Salmon Falls Library:**

- Parking spaces: if you have fewer than 4 spaces, you don't have to sign it.
- Ramp: Has too much threshold – has to be less than 1 + ¼". It needs a 2nd handrail and new handrail on the right and a 4" or less gap at the bottom.
- 18" space for door to open and threshold – maybe a threshold ramp. The door needs 48" clearance.
- Space between stacks and each other and the wall has to be 36".
- Loose the couch near the bathroom.
- Door too narrow, at least 32" needed, and it's 8" too low – needs to be 80" tall if feasible.
- Do a Dutch door if we want to keep kids in one space.
- Width of opening at top of stairs needs another inch?
- This building needs a lift or elevator or a Limited Use Limited Access Lift, unless we do an addition and make both floors accessible through the new building. A lift would be the cheapest option.
- The chandeliers are too low downstairs.
- The vestibule outside door toward the river is only 32".
- Doors should open outward, and the interior door is too narrow – can we solve this with swing away hinges?
- All doors need lever handles.
- Leave this vestibule except for door handles and hinges? (I don't know what this means.)
- Stall hardware on exit door above? (I think this was an idea to put a sliding, stall Type door in.) Rugs cannot be thicker than ¼



## Carla Turner's notes on ADA review:

### Salmon Falls library

#### Ramp:

Tripping hazard at end

Need handrail on both sides

There should be a threshold ramp for a wheelchair

Height of the ramp in the vestibule is too short

#### Doors:

Some doors are 29 inches wide but should be 32

Two of the library doors are 72 inches in height but should be 80

All handles need to be push instead of turn

Need swing hinges on front door and bathroom door

#### Bathroom:

There's no knee space under the vanity for a wheelchair

Need 1 ½ inch grab bars that hold 250lbs

Storage closet should be removed

Threshold ramp needs to be widened

No restroom signage

Swing hinge on door

#### Aisles:

Aisles are 36 inches wide and need to be 40 inches

#### Stair railing:

Sticks out about two inches too far at the top

#### Lighting:

Chandeliers hang too low, should be at 80 inches

#### Second floor access:

A limited use, limited access (LULA) lift could be used to gain access to the second floor but it's not required.

## **Hollis Center**

Bath:

Interior is in good shape

Ramp:

Needs to be replaced. Impossible to turn a wheelchair in the vestibule

Aisles:

Too narrow

## Attachment C: Fire inspections



### HOLLIS FIRE-RESCUE

84 TOWN FARM ROAD  
HOLLIS, ME 04042  
207-727-3623



OFFICE OF THE FIRE CHIEF

#### ➤ Hollis Center Library:

- All exits must have lighted "EXIT" signs (NFPA-101: 7.10/7.10.5.2.1)
- Occupancy limit for each room/floor must be posted (NFPA-101: 13.7.9.3)
- Occupancy load limit will be 50' per person Net (NFPA-101: 7.3.1.2)
- Emergency Lighting must illuminate passage to exits and function for 1.5 hours on backup/battery power. (NFPA-101: 7.9.2.1/7.8.1.2)
- All egress doors must swing outward "in direction of egress". (NFPA-101:7.2.1.4.2)
- Extinguishers should be mounted near every exit minimum 10lb ABC extinguisher. (NFPA-1: Ch.13)
- Smoke and CO detector on each floor and on sloped ceiling of stairwell.
- Clearance around electrical panels require 3 feet minimum.

Should you have any questions regarding this report, please don't hesitate to contact me at (207) 727-7100 or via email at [cyoung@hollisfd.org](mailto:cyoung@hollisfd.org).

Respectfully,

Chris Young  
Fire-Rescue Chief/EMA Director  
Town of Hollis

Chief Chris Young



# HOLLIS FIRE-RESCUE

34 TOWN FARM ROAD  
HOLLIS, ME 04042  
207-727-2623



OFFICE OF THE FIRE CHIEF

Date: 9/3/2021

To: Joint committee for Hollis Libraries

CC: Hollis CBO, Hollis Select Board

From: Chris Young, Fire Chief

Subject: Library Inspections

Upon request, myself, and Lieutenant Salog Inspected both the Salmon Falls Library and the Hollis Center Library for fire and life safety code. This was done in conjunction with the Code Enforcement Officer on August 24<sup>th</sup>, 2021. The following list represents items noted by the Fire Department that do not meet the NFPA-1 or the NFPA-101, 2015 editions.

➤ Salmon Falls Library:

- All exits must have lighted "EXIT" signs. (NFPA 101: 7.10.5.2.1)
- Occupancy limit for each room/floor must be posted (NFPA 101: 13.7.9.3)
- Occupancy load limit will be 50' per person Net (NFPA-101:7.3.1.2)
- Emergency lighting must illuminate passage to exits and function for 1.5 hours on backup/battery power. (NFPA-101: 7.9.2.1/7.8.1.2)
- All egress doors must swing outward "in direction of egress". (NFPA-101: 7.2.1.4.2)
- Egress doors in existing assembly buildings require minimum of 28" clearance when door is open. (NFPA-101: 7.2.1.1.3.2(4))
- Extinguishers should be mounted near every exit minimum 10lb ABC extinguisher. (NFPA-1: Ch. 13)

Chief Chris Young

**ATTACHMENT D:**  
**SIMONS ARCHITECTS ESTIMATED COST NEW BUILD LIBRARY**

Current Town population 4,700 people  
Projection at 20% increase 5,640 people

From reference chart below:  
5,640 people X 0.8 square feet per person 4,512 sf. Projected size of new library. (high range)  
5,640 people X 0.7 square feet per person 3,948 sf. Projected size of new library. (low range)

Building Cost high range: 4,512 sf x \$450 sf = \$2,030,400  
Building Cost low range: 3,948 sf x \$400 sf = \$1,579,200

Architectural/Engineering fee based upon Maine Bureau of General Services fee structure of 8% of construction cost

AE Fee high range: \$2,030,400 x 8% = \$162,432  
AE Fee low range: \$1,579,200 x 8% = \$126,336

Our fee is broken down in phases:  
Schematic Design 20%  
Design Development 20%  
Construction Documents 40%  
Construction Administration 20%

Fee to get started which would include programming, site selection and layout, floor plans, elevations and renderings  
With engineering support of civil, structural and mechanical electrical a& plumbing (schematic design)

AE Schematic Design high range \$32,486  
AE Schematic Design low range \$25,267

END OF REPORT

