

*C. P. Meely*

## MINUTES

### Snow Library Board of Trustees Meeting

TOWN OF ORLEANS

TOWN CLERKS OFFICE

February 10, 2009

~~09 APR - 8 PM 12:37~~

#### Call to Order:

- A quorum was established and the meeting called to order at 7:03 p.m. by Chairman Gallagher. The meeting was held in the Trustees' Room at Snow Library.

#### Meeting Attendance:

- **Trustees present:** Mary Lou Conway, Hal Eastman, James Gallagher, Barbara O'Connor, and Robert Singer.
- **Library Staff members present:** Library Director, Mary Reuland; and Administrative Assistant, Judi Wilson.
- **Others present:** Student Representative, Lynley Platten; Assistant Town Administrator, Myra Suchenicz; and Friends' President, Pamela Ritchie.
- **Absent:** Trustees, Megan Fates and Tim Traub.

#### Approval of minutes:

- The minutes of the Trustees Meeting held December 9, 2008, were reviewed. **A motion was made and seconded to "approve the minutes as presented". The motion carried with a vote 4(Y)-0(N)-1(A).**

#### Trustee Chair Report:

- **Capital Campaign Fundraising Program:** Chairman Gallagher informed Trustees that MBLC will be sponsoring a program for Library trustees on fundraising for capital campaigns. Anyone interested in attending the program on April 4, 2009, from 10 a.m. to 1 p.m. in Boxborough, was encouraged to speak with Director Reuland.
- **Spelling Bee:** The Juice Bar is holding their 10<sup>th</sup> Annual Community Spelling Bee on March 13, and the Library has been invited to submit a team of three individuals to compete as in past years. The Friends of Snow Library are looking to participate and registration is due March 1<sup>st</sup>. Trustees O'Connor and Conway expressed an interest and Director Reuland will see if the Juice Bar has a sponsor for the Library, since the entry fee is \$100 per team, or whether Trustees can participate with the Friends.
- **Kline Foundation Gift:** Chairman Gallagher reported that volunteer Archivist, Bobi Eldridge, is working with funds donated by the Hess & Helyn Kline Foundation to obtain preservation costs for the Snow genealogy book and other Library owned artifacts. In addition, money has been given for lighting improvements in the Craine Room for exhibit lighting upgrades which should be completed within the next couple of months.
- **Trustee Re-election:** Chairman Gallagher reported his term ends in May 2009 and he will not be running for re-election as it will complete his second term. Trustees O'Connor and Traub have terms expiring in May 2009 and were reminded they will need to take papers out if still interested in serving as Library Trustees.

#### Financial Report:

- **Monthly Financial Reports:** Director Reuland reviewed the Monthly Budget Summary for December 2008. (*Copy attached.*) Line items were reviewed and the following matters were noted:
  - **Depletion Accounts:**
    - Town salaries expenditures included longevity payments to eligible staff and four pay periods. Town operating expenditures included \$1,462 for electricity and \$3,003 for books and materials. Site Improvement funds will be turned back to the Town in an effort to

ease budget shortfalls in the current fiscal year, since the Parks Department has assisted with repairs to the parking lot which was the purpose of these funds.

- Friends fund expenditures included \$50 for the annual renewal of the Cape Cod Museum of Natural History pass.
- ***Revolving Accounts:***
  - State Aid deposits represented the annual State Award the Library received in the amount of \$7,548, which is approximately 46% less than last year's award. State Aid expenditures included \$384 for the renewal of BookPage for patrons, \$383 for a new vacuum for the Library, and miscellaneous expenditures for books as budgeted.
  - Trust Fund monthly deposits included a \$700 transfer deposit into the Smith Trust along with \$160 in regular monthly interest, and funds were expended as budgeted for books.
  - Contribution/Gift monthly deposits included an anonymous \$250 donation, a \$300 general donation from a patron, and a \$1,000 gift for audiobooks on tape from a local resident who generously supports the Library. Contribution funds were expended for audiobooks.
  - The Endowment Fund gave \$5,000 to the Library this year to be expended on books and materials for the Library's collection.
- A motion was made and seconded "*to accept the Financial Report as presented*". The motion carried with a vote 5-0-0.

#### **Report of Student Representative:**

- Student Representative Platten reported NRHS students just completed midterms, but continue to rely on the Library for research materials to support their history papers. In particular, the junior class relies on the public libraries for books since school library books are not permitted to be borrowed so they may be available for use by students during the school day and students are all researching similar subjects. NRHS encourages students to obtain CLAMS cards so they may access materials through the CLAMS network.

#### **Library Director's Report:**

- ***December Report:*** Director Reuland reviewed the February 2009 Director's Report. (*Copy attached.*) Copies of the Youth Services Reports for December 2008 and January 2009 were also distributed. (*Copies attached.*) In addition, the following matters were discussed:
  - ***Budget:***
    - Director Reuland reported the FY10 budget amount at this time for the Library is \$504,685. This represents an increase of only 1% over the FY09 budget. In preparing the budget it was necessary to factor in anticipated increases for fixed expenses such as utilities, vendor maintenance contracts, and staff cost of living increases. So, the effect of coming in with an increase of only 1% is an overall decrease in the expenses Town appropriated funds will actually cover. The proposed budget does not eliminate any staff but does reflect some reductions in hours for salary expenditures, as well as reductions in general operating expenditures, and the Library will need to be closed on Sundays. The Sunday closing will save more than the \$500 which was reported in the newspaper, as that figure only covered substitute coverage and did not include the savings in regular staff time or utilities. A handout on FY 2010 Cost Reductions was distributed which provided an illustration of the projected cost savings for closing Sundays. (*Copy attached.*) Director Reuland explained it was better to plan for the budget cuts rather than have others make the decisions for the Library.
    - Director Reuland also reported the FY09 Library budget is under review by Town Hall to identify cost savings for the Town due to revenue projections being much lower than anticipated. Department heads were asked to find areas to economize. The areas identified by the Library included site improvement funds for parking lot repairs, staff salaries, and utilities. Instead of adding the Sunday hours to staff members' weekly work schedule, any time worked on Sundays will be part of their regular weekly hours, not in addition to those hours. The use of substitutes when people are out for vacation or sick

will be restricted. In addition, utility costs are projected to be less than anticipated and reductions will be made in expenditures for office supplies, dues, and mileage for meeting attendance.

- Skip Rozin has agreed to help pull together information for a Library newsletter for all Town residents with input from the Endowment Fund and Friends of Snow Library. The plan is for something which is not flashy but informative. The plan is to have a draft done in March and target April for distribution.
- Director Reuland distributed copies of the proposal from library consultant, Richard Waters, for Option #2 of the Space Need Assessment. (*Copy attached.*) The Space Needs Assessment takes approximately six weeks from beginning to end and is the first step in a building/renovation process which must precede any engineering/site review. Both of these steps will need to be completed in order to get architectural design bids, understanding the actual building/renovation project would be several years away. The Friends have agreed to support the cost of the Space Needs Assessment.
- Some concern was expressed regarding whether the process would include a paper questionnaire, as strong feelings were expressed about obtaining paper input to obtain hard data.
- There was discussion regarding the urgency of the Space Needs Assessment at this time without expressed Town support for the project and in context of the poor economy. Director Reuland explained it is important to begin the process of determining what is really needed by the Library, and the Space Needs Assessment is the foundational "1<sup>st</sup> step" of future planning. This project is the culmination of a strong push for the last few years to address the future needs of the Library. It was asked whether the project could be postponed to fall. There was consensus that either spring or fall was the best time to obtain input from taxpayers and Town residents while avoiding the summer rush.
- There was discussion about the need to obtain information to develop a timeline for the project and determine the long-range budget needs. Trustees asked if it would be possible for someone to attend a Trustees meeting or combined meeting of the Library groups to discuss the coordination of a fundraising campaign, and it was reported the Friends have plans to meet with a fundraiser in the near future.
- **A motion was made and seconded "to accept the Director's Report as presented". The motion carried with a vote 5-0-0.**

#### **Report of Friends' Representative:**

- Friends' President, Pamela Ritchie reported on the following matters:
  - Friends Board Members participated in a retreat to look to the future and plan a vision for the group. There was concern that fundraising had not been a priority and was getting lost in programming. Friends' expenses have been increasing without thoughtful planning for fundraising, which is the primary responsibility of the Friends, and a shift in activity may need to take place. The Friends have invited Dick Page, a fundraiser, to meet with them and brainstorm for a potential annual fundraising event. There was consensus amongst the Friends that the Library is beloved by the community and if a positive outlet for fundraising can be created, the support will be there.
  - A legislative breakfast was sponsored by SEMLS and held in Norton. Presentations were held to inform legislators of the programs important to libraries in order to advocate for their protection.
  - It was reported that Holly Trevisan will be the new Vice President of the Friends of Snow Library and she will be taking on the home delivery service started by Trustee Conway. The Friends are still searching for a new business representative as well as someone with computer and web site experience to lend their support to the group.

### Other Reports:

- **Craine Gallery Committee:** Trustee Conway reported that Joan Jacobson was the current exhibitor and Trustees were invited to her reception on February 14th at 1 p.m.
- **Endowment Fund:** Trustee Singer reported on the following matters:
  - The fund lost more than \$31,000 last month and the balance of the Snow Library Endowment Fund was down to \$702,000.
  - Endowment Fund Trustees will be meeting with an accountant in March to inform the group of their filing requirements. A new Chairman for the Endowment Fund will be elected at that time, and the group is recommending the independent community representative assume the position.

### Old Business:

- **Meeting Room Policy:** Director Reuland requested that review of the Meeting Room Policy be postponed due to more pressing concerns. Trustee Singer submitted his notes regarding the policy for consideration and the matter will be discussed at the next Trustee Meeting.

### New Business:

- **Craine Room Computer Equipment:** It was reported there has been a problem with the operation of Craine Room computer equipment, particularly an advance switch for presenters to use during presentations. Director Reuland requested that future equipment issues be brought to her attention as soon as possible so they may be addressed quickly. It appears a disc drive is blown and the Town MIS Coordinator has been here to inspect the equipment. A wireless remote will cost approximately \$50 and will be purchased, and a laptop may be borrowed if needed for programs. If new computer equipment is needed, it may be necessary to request assistance from the Endowment Fund for funding.
- **Sunday Closings:** Chairman Gallagher reported he was in receipt of an email from Sandra Rhodes, Co-Chair of the Friends' Sundays at Snow programs expressing concern regarding the closing of the Library on Sundays from November through March of next year due to budget issues. (*Copy attached.*) She stated she has received participant feedback which expressed the Sunday closings may be unfair to "students and working people (and) closing a few hours one week day morning" might be a different option.
  - Director Reuland responded that when asked to make the budget cuts she had to look at making reductions which would minimize the impact on the public and staff while maintaining the consistent hours critical to providing good public service. Sunday attendance and statistics is lower relative to all other days, and the Library is open for two hours on Sundays from November through March only. It was noted the Library is open two evenings and Saturdays year round to serve students and working individuals, and wireless access for individuals with laptops is available on Library grounds 24 hours a day.
  - Director Reuland pointed out the Library rotates a skeleton crew of two staff members to fill the Sunday schedule and these individuals give up their day for two and a half hours of pay without any pay differential. Due to budget constraints this fiscal year, staff members who work Sundays have had their regular work schedule reduced by two and a half hours to compensate and meet reduced budget goals. Director Reuland noted these are difficult times and the reality is that something had to be cut, and with more than \$6,000 in salary reductions for FY10, services will be impacted.
  - Director Reuland informed Trustees she had not received any public complaints regarding the future Sunday closings since the news was reported in the local newspaper. Trustees discussed the need for the Sundays at Snow Committee to look at possible alternative program times, and it was noted that recent programs like the music series held on Saturday afternoons, or "One Town, One Book" held on various evenings, were all well attended.

**Public Comment:**

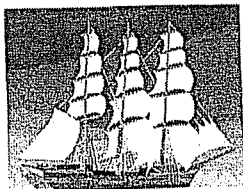
- ***Letter to Address Error in Newspaper:*** It was asked whether the Library should contact the newspaper to address the error printed regarding the savings projection for Sunday closings. There was consensus that the matter was best left alone since the issue created no inquiries at the Library.

**Adjournment:**

- A motion was made and seconded to “*adjourn the meeting*” at 8:47 p.m. The motion carried with a vote 5-0-0.

*Respectfully submitted, Judi Wilson, Administrative Assistant, Snow Library*

***APPROVED BY THE SNOW LIBRARY BOARD OF TRUSTEES  
ON MARCH 10, 2009***



**S N O W**  
*Library*  
*Established 1877*

# Snow Library BOARD OF TRUSTEES MEETING

Tuesday, February 10, 2009

7:00 p.m.

Trustee Room, Snow Library

---

## AGENDA

- **CALL TO ORDER**
  - **APPROVAL OF MINUTES FROM DECEMBER 9, 2008, TRUSTEES MEETING**  
*REGULAR MONTHLY LIBRARY BOARD OF TRUSTEES MEETING WAS NOT HELD IN JANUARY 2009*
  - **TRUSTEE CHAIR'S REPORT**
  - **FINANCIAL REPORT**
  - **REPORT OF STUDENT REPRESENTATIVE**
  - **LIBRARY DIRECTOR'S REPORT**
    - Budget Update
  - **REPORT OF FRIENDS' REPRESENTATIVE**
  - **OTHER REPORTS**
    - Craine Gallery Committee
    - Snow Library Endowment Fund
  - **OLD BUSINESS**
    - Meeting Room Policy Review
  - **NEW BUSINESS**
  - **PUBLIC COMMENT**
  - **ADJOURNMENT**
- 

**Next Trustee Meeting:** Tuesday, March 10, 2009, 7:00 p.m.

**Upcoming Friends' Meetings:** Thursday, February 19, 2009, 2:00 p.m. [Trustee Rep. – James Gallagher]  
Thursday, March 19, 2009, 2:00 p.m. [Trustee Rep. – Tim Traub]

Snow Library  
FY 2009 MONTHLY BUDGET SUMMARY

December-08

ACCT	SOURCE	Revised FY09 Budget		Expenditures Dec-08		Deposits Dec-08		YTD Expenditures		% Util.		YTD Deposits		Available Funds
Depletion														
1610001	Town - Salaries		\$365,375.00	\$30,177.13		\$0.00	\$172,746.89	47%		\$0.00		\$0.00		\$192,628.11
1610002	Town - Operating Exp.		\$129,381.00	\$5,746.58		\$0.00	\$62,303.00	48%		\$0.00		\$0.00		\$67,078.00
1610003	Town - Site Improvmnts.		\$5,000.00	\$0.00		\$0.00	\$0.00	0%		\$0.00		\$0.00		\$5,000.00
N/A	Friends - Books & Materials		\$14,800.00	\$24.95		\$0.00	\$1,679.95	11%		\$0.00		\$0.00		\$13,120.05
N/A	Friends - Memorials (Bks.)		\$3,000.00	\$0.00		\$0.00	\$0.00	0%		\$0.00		\$0.00		\$3,000.00
N/A	Friends - Museum Passes		\$2,200.00	\$50.00		\$0.00	\$935.00	43%		\$0.00		\$0.00		\$1,265.00
SUBTOTALS			\$519,756.00	\$35,998.66		\$0.00	\$237,664.84	46%		\$0.00		\$0.00		\$282,091.16
Revolving														
24-62610-540000	State Aid		\$14,243.38	\$999.45		\$7,548.53	\$4,931.64			\$7,548.53		\$7,548.53		\$16,860.27
Misc.	Trust Funds		\$101,730.62	\$851.45		\$860.04	\$3,691.03			\$5,977.41		\$5,977.41		\$104,017.00
2463610-540000	Contributions/Gifts		\$17,999.90	\$597.16		\$1,954.08	\$3,644.38			\$11,879.29		\$11,879.29		\$26,234.81
24CQ610	H&H Kline Foundation		\$6,293.58	\$0.00		\$0.00	\$2,763.00			\$0.00		\$0.00		\$3,530.58
24-AE610-540000	Endowment Gift Fund		\$15.39	\$0.00		\$0.00	\$0.00			\$5,000.00		\$5,000.00		\$5,015.39
24-CC610	Friends Gift Acct.		\$14.00	\$0.00		\$0.00	\$0.00			\$0.00		\$0.00		\$14.00
			\$0.00	\$0.00		\$0.00	\$0.00			\$0.00		\$0.00		\$0.00
			\$0.00	\$0.00		\$0.00	\$0.00			\$0.00		\$0.00		\$0.00
SUBTOTALS			\$140,296.87	\$2,448.06		\$10,362.65	\$15,030.05			\$30,405.23		\$30,405.23		\$155,672.05

**February 2009**

## **DIRECTOR'S REPORT**

### ***Financial***

The FY10 budget was submitted in November. The printout of the budget which was given to all department heads showed the library budgeted amount for FY10 to be \$504,685. No staff positions will be eliminated although there will be some reduction in hours for part-time staff and the library will be closed on Sunday. The Sunday closing will save more than the \$500 which was reported in the paper as that figure only covered substitute coverage and did not include the savings in regular staff time or utilities.

The FY09 budget is under review as the town revenue is less than in previous years and department heads were all asked to identify areas in which they could economize in the existing fiscal year. The major area where this was possible for the library was in the cut of funds for site improvements (parking lot), staff and utilities. Instead of adding the Sunday hours to the existing hours for the staff, the time worked on Sunday will be part of their regular hours, not in addition to those hours. There will be less use of substitutes when people are out for vacation or sick. Utility costs are projected to be less and other reductions will be made in office supplies, dues for attending meetings and mileage for meetings.

The library did receive state aid in the amount of \$7,548.53. The Nonresident offset was \$4,791.28, the Municipal Equalization Grant was \$358.00 and the Library Incentive Grant was \$2,399.25. The amount received from these grants in previous years was generally between \$12,000 and \$13,000. The bulk of this money has been spent on the purchase of library material and as the amount coming from the state drops, the library will have to identify other funds to support the material budget. The amount budgeted in the FY10 budget for state aid to public libraries is less than that for FY09 so the state aid award for next year will be less than this year's \$7,548.

### ***December and January at a glance***

Circulation for December was 14,399 items and for January it was 15,138 items. Average of 399 people per day used the library in December, while the January average per day was 391.

### ***Building issues***

Both Cazeault roofing and Atlantic Plumbing have checked the roof and pipes to identify the cause of roof leaks. Although there are no roof leaks at this time, the Parks Dept. lift is still in the library as both Cazeault and Atlantic would like to check the areas at the actual time of the leak and cannot do so without the lift here.

There was a problem with a burner in the downstairs which had to be repaired in January. There have been no further problems in that area.



***Library newsletter for all town residents***

The library would like to send a newsletter to all residents of Orleans to publicize our services and explain the Space Needs Assessment which we will be doing in May or June. It is important that residents know why we are doing this assessment now and that their participation is key to the study.

***Space Needs Survey***

See attached proposal from Richard Waters, library consultant, for Option #2. The Space Needs is the first step in a building/renovation process and precedes the engineering/site review. Both of these steps would be necessary in order to get architectural design bids.

***Use of library in disaster planning***

The Library Director met with Jack Broderick, Disaster Recovery Coordinator for FEMA in the fall. FEMA was reviewing all public buildings and assessing their suitability as centers in disaster situations. The library was not considered as a shelter location, but for its suitability for information distribution.

## **OPTION 2**

### **Consultant - two (2) trips on site, total of five (5) on-site days**

- Trip #1 - Four (4) days for purpose of interviewing staff, Trustees, and Friends, detailed review of existing space, six (6) focus group discussions, and two (2) town hall meetings.
- Trip #2 - One (1) day for purpose of presenting findings and preliminary report.

Off-site - Five (5) days for purpose of reviewing background data (usage data, collection holdings, staff roster, population data/projections, etc.

- Preparation for focus group discussions and town hall meetings
- Preparation of focus group discussion and town hall meetings report
- Preparation of findings and preliminary report.
- Revision of preliminary report following Trip #2
- Publication of final report, providing 20 bound copies.

### **Option 2 Deliverables (final report)**

Space projections looking 20 years forward

- Public input findings from focus group discussions and town hall meetings
- Collections space needs
- Seating space needs
- Computer needs
- Staffing and staff space needs
- Meeting, conference, group study room space needs
- Parking needs
- Total amount of Net Assignable Square Feet (nasf) space needs
- Total building gross square feet (bgsf) space needs (includes space for rest rooms, stairs, mechanical room, janitor closets, columns, etc.

### **Option 2 Study Cost**

- Professional fees - Ten (10) days @ \$500 per day = \$5,000.
- Reimbursable expenses - Lodging, Per Diem, Mileage, Communications, Printing, etc. = \$1,800
- Administrative overhead (10% of reimbursable expenses) = \$180
- Total Option 2 Study Cost = \$6,980 (not to exceed cost if work completed by September 30, 2009).

# Memorandum

**To:** Mary Reuland  
**CC:** Tavi Prugno  
**From:** Susan Kelley  
**Date:** 1/31/2009  
**Re:** January Report

---

<b>Date</b>	<b>Telling Tales</b>	<b>Mother Goose-on-the-Loose</b>
Jan. 7	6	
Jan. 8		15
Jan. 14	9	
Jan. 15		11
Jan. 21	14	
Jan. 22		20
Jan. 28	4	
Jan. 29		14

**Other Programs:**

<b>Date</b>	<b>Program</b>	<b># attending</b>
Jan. 6	Youngest Critics Book Club	2
Jan. 8	Boys' Mystery Book Club	4
Jan. 22	Mother & Daughter Book Club	9
Jan. 17	Family program 'Winter Wonderland with Kim Torres	28
Jan. 31	13 <sup>th</sup> Annual Musical Instrument Demo	42

# Memorandum

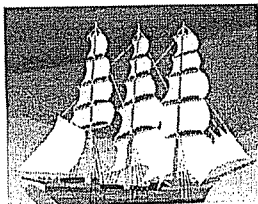
**To:** Mary Reuland  
**CC:** Tavi Prugno  
**From:** Susan Kelley  
**Date:** 1/6/2009  
**Re:** December Report

---

<b>Date</b>	<b>Telling Tales</b>	<b>Mother Goose-on-the-Loose</b>
Dec. 3	6	
Dec. 4		9
Dec. 11		7
Dec. 17	4	
Dec. 18		8

**Other Programs:**

<b>Date</b>	<b>Program</b>	<b># attending</b>
Dec. 2	Youngest Critics Book Club	2
Dec. 11	Boys' Mystery Book Club	8
Dec. 4	Mother & Daughter Book Club	6
Dec. 6	'Celebrations of Light' with John Porcino, Singer/Storyteller	34
Dec. 9	Holiday Craft-Making Cards	2



**S N O W**  
**Library**  
*Established 1877*

## **MEETING ROOM POLICY**

### **INTRODUCTION:**

The Board of Trustees of Snow Library establishes the policy regarding use of its meeting rooms and is the sole authority in interpreting these rules and regulations. The Library Director has the supervisory responsibility delegated by the Library Trustees.

### **POLICY:**

1. Library meeting rooms will be available when not needed for activities or programs sponsored in whole or in part by the Library and when such use is not disruptive of public use of the Library.
2. Permission to use a Library meeting room does not imply Library endorsement of the aims, policies or activities of any group or organization.
3. Meeting rooms are not available for regular monthly or weekly meetings of any organization, with the exception of book discussion groups.
4. Commercial solicitations are not permitted although invited authors may sell copies of their work with approval of the Board of Trustees.
5. All meetings held in the Library must be open to the public and free of charge.
6. Meetings of Town boards and committees must be open to the public and meet all other requirements of the Open Meeting Law.
7. All meetings must be held during the regular open hours of the Library.
8. The number of those in attendance must conform to the safety regulations of the Library and the Town.
9. Light refreshments may be served, but smoking and alcoholic beverages are not permitted. Serving of refreshments must have prior approval from the Director and comply with the Orleans Board of Health regulations. Organizations wishing to serve refreshments must contact the Orleans Board of Health to obtain the required permit.
10. Any group or organization using Library facilities is responsible for setting up the room and returning the room to its original arrangement. Groups using Library facilities are also responsible for any damages to Library material, equipment or facilities which they utilize during their meeting.

*p. 1 of 2*

**MEETING ROOMS:*****Quiet Study Room (seats 6)***

The Quiet Study Room is intended to provide a meeting place without distractions.

***Cape Cod Room (seats 18)***

The Cape Cod Room contains the Library literature collection and may provide meeting space for book discussion groups which are open to the public.

***Trustees Room (seats 12)***

The Trustees Room is intended to provide a meeting place for the Library Trustees, support organizations of the Library (Friends of Snow Library and Snow Library Endowment Fund) and Town committees, commissions and boards, when space is not available in Town Hall or other regular meeting places.

***Craine Room (seats 125)***

The Craine Room is intended to provide a meeting place for the Library and related organizations, but also for non-profit, non-sectarian organizations in Orleans with cultural or civic purposes and Town committees, commissions and boards, when space is not available in Town Hall or other regular meeting places.

**SCHEDULING MEETING ROOMS:*****Scheduling the Quiet Study Room (QSR)***

In scheduling use of the Quiet Study Room, priority will be given on a first-come, first-served basis to Orleans residents. Reservations for use of the Quiet Study Room may be made in person or by telephone, and will be accepted one week in advance of the scheduled meeting.

***Scheduling the Cape Cod Room***

The Cape Cod Room is not available for meetings other than those of book discussion groups which are open to the public. Reservations for any eligible book discussion group wishing to schedule use of the Cape Cod Room must be made in writing to the Library Director using the Snow Library Meeting Room Reservation Request Form by an authorized representative of the group making the request.

***Scheduling the Trustees Room***

The Trustees Room is only available for meetings of the Library Trustees, support organizations of the Library (Friends of Snow Library and Snow Library Endowment Fund) and Town committees, commissions and boards, when space is not available in Town Hall or other regular meeting places. Reservation requests for use of the Trustees Room in Snow Library must be made in writing to the Library Director using the Snow Library Meeting Room Reservation Request Form by an authorized representative of the group making the request.

***Scheduling the Craine Room***

Reservation requests for use of the Craine Room in Snow Library must be made in writing to the Library Director using the Snow Library Meeting Room Reservation Request Form by an authorized representative of the group making the request. In scheduling use of the rooms, priority will be given to:

- a. Library events
- b. Programs sponsored by Library-related groups (i.e. Friends of Snow Library)
- c. Meetings sponsored by departments, committees and boards of the Town of Orleans, when space is not available at Town Hall or other regular meeting places
- d. Non-profit, non-sectarian cultural or civic groups based in Orleans

*NOTE: Non-Library reservations will not be accepted more than two months in advance of the scheduled meeting.*

# FY 2010 COST REDUCTIONS

*List of cost reductions Town Hall has incorporated into FY 2010 Library Budget to meet 1% increase constriction.*

DEPT: 610 SNOW LIBRARY

Manager: Mary Reuland, Library Director

<u>Description</u>	<u>Proposed Change/Reduction</u>	<u>Projected Savings</u>	<u>Impact on Services</u>
Electricity	Electricity conservation	(\$500)	Library closed Sundays Nov-Mar
Heating/Gas	Nat. Gas conservation (Town contracts)	(\$1,554)	Library closed Sundays Nov-Mar
Rpr./Maint. Of Public Property	Eliminate carpet cleaning budget elim. cleaning service and rent carpet cleaning equip.	(\$1,000)	use Custodian to clean carpets if able to fit task into reg. work schedule
Office Supplies	Decrease budget for office supplies (to be paid by other Lib. Funds as needed)	(\$200)	rely on State Aid or Contrib. as needed
Maint. Supplies	Maintenance Supply conservation	(\$250)	work to conserve cleaning supplies
Books & Periodicals	Decrease budget for books & materials (to be paid by other Lib. Funds as needed)	(\$1,200)	request addtl. support from Friends group
Salaries	Cap P.T. Ref. Lib. hours @ 960 p/yr.	(\$1,190)	no holiday make-up hours permitted
	Eliminate Sundays & Sub Coverage	(\$500)	Library closed Sundays Nov-Mar
	Eliminate Custodian Sub. Budget	(\$1,158)	no budget for extra maintenance projects
	Eliminate One Library Asst. Substitute	(\$1,124)	Less Circ Desk coverage & Library closed Sundays Nov-Mar:
	Decrease Hours for Library Asst.	(\$1,798)	Less Circ Desk coverage & Library closed Sundays Nov-Mar
	Decrease Hours for Library Asst.	(\$1,798)	Less Circ Desk coverage & Library closed Sundays Nov-Mar
<b>TOTAL POTENTIAL COST REDUCTIONS</b>		<b>(\$12,272)</b>	

**NOTE:** Average daily attendance on Sundays November-March is 150.  
Average daily attendance for Mondays through Saturdays November-March is 451.

## closing the libratry on Sundays

From: **Sandra Rhodes** (sandramrhodes@comcast.net)

Sent: Mon 2/09/09 12:45 PM

To: James Gallaghetr (jmgallagher79@hotmail.com)

Cc: Mary Reuland (mreuland@clamsnet.org); Mary Reuland (mreuland@mail.clamsnet.org)

Hi Jim,

I am sending this email today, knowing that the Trustees meet tomorrow. I would like the Trustees to discuss the possible closing of the library on Sundays during the next budget year..

As you may know, I co-chair the Sundays at Snow, which is a popular program for the Friend's membership and others. Since we heard that the Library may be closing on Sundays next fall due to the budget deficit we have been conducting a survey at each Sunday's program asking what other time people may be available and would attend a program. Saturday is the next most popular day, but we have not had an overwhelming consensus for another time, just a desire from the public to keep this program going. This is coupled with what I think is a misprint in the Cape Cod Times that the library would save \$500.00 if they closed on Sundays. I think it is much higher than that.

What I want to tell you is that many respondents have written that students and working people can not visit the library during the weekday hours that it is open and look to the weekend to come to the library. They strongly feel it is unfair to students and working people to close on Sundays. They suggest closing a few hours one week day morning.

I know that nothing is decided yet, but wanted to give you this feedback.

Sandra Rhodes  
Co-Chair Sundays at Snow