

## MINUTES

## Snow Library Board of Trustees Meeting

February 14, 2012

Call to Order:

A quorum was established and the meeting was called to order at 7:02 p.m. by Tim Traub. The meeting was held in the Trustees' Room at Snow Library.

Meeting Attendance:

- **Trustees present:** Megan Fates, Helen Felton, Sue Lederhouse, Barbara O'Connor and Tim Traub.
- **Library Staff members present:** Assistant Director, Tavi Prugno, and Principal Clerk, Anita Firmin.
- **Others present for regular monthly Library Trustees Meeting:** Friends of Snow Library Representative, Joanne Baldauf and Selectman Liaison, Sue Christie.
- **Absent:** Trustees, Barbara Natale and Sandra Rhodes and Student Representative, Alexandra Malloy.

Approval of minutes:

- The minutes, of the Trustees Meeting held January 10, 2012, were reviewed. **A motion was made and seconded to "approve the minutes as presented". The motion carried with a vote 5(Y)-0(N)-0(A).**

Trustee Chair Report

- A discussion was held regarding the upcoming visit of Steve Bornemeier, President of Orleans Community Partnership (OCP) to the March 13, 2012 Board of Trustees meeting. Tim Traub will be meeting with Steve prior to the Board meeting to discuss future plans of the OCP.

Student Representative Report

- None.

Financial Report:

- Tavi Prugno presented the December 2011 Monthly Report (*copy attached*).
  - **Depletion Accounts:** Salaries included 5 pay weeks. Operating Expenses included payments of \$4k for books and materials, \$800 for office supplies, such as toner, \$600 for maintenance supplies and \$800 for repair/maintenance of public property and equipment.
  - **Revolving Accounts:** State Aid reflected payments for the \$123.95 for books and \$456 for Book Page (flyers for patrons). Endowment Gift Fund reflected payments of \$1,083.78 for children's books. Trust Funds reflected payments of \$1,589.93 for books and a deposit of \$546.49 to the Smith Trust.
- **A motion was made and seconded "to accept the Financial Report as presented". The motion carried with a vote 5-0-0.**

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

- Assistant Director Tavi Prugno reviewed the February 2012 report (*copy attached*). In addition, the following was discussed.
  - Prugno discussed a letter that was received from Boston College, Weston Observatory. BC would like to partner with libraries to introduce children to seismology equipment that is used for predicting earth quakes. A discussion was held about whether this was a program that the Library would be interested in and whether this is something to pursue in collaboration with Orleans Elementary or Nauset Middle School. Further discussion was tabled for a future meeting.
  - Requests for bids on replacement of the front doors and canopy are being advertised in the Central Register with deadlines of March 5 and March 12 for the door replacement and canopy work.
  - Executive Summary of the Town Facilities Plan did not show any emergency improvements that are needed.
  - Director just heard before the meeting that the Brotherton Foundation has approved funding of \$12,000 for the Summer@Snow program.
  - The Cape Codder digitalization project will be advertised in the Cape Codder and there is a deadline of March 5 for vendors to respond for consideration.
- 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' Representative, Joanne Baldauf reported on the following matter:
  - Friends had a presentation at the Nauset Newcomers meeting on February 9<sup>th</sup> to attract new members. The presentation was very successful and many people expressed an interest. A Channel 18 representative, at the meeting, mentioned the possibility of advertising on Channel 18 to attract new members.

### **Other Reports:**

#### ***Craine Gallery Committee:***

- Megan Fates updated the Trustees on the efforts of the Craine Gallery Committee.
  - The Craine Gallery Committee is making wonderful progress. 2012 is completely full for art shows. This included filling the Dec 2012 show with the Visual Arts Cooperative.
  - There are currently 5 artists who are requesting space on the 2013 calendar.
  - Progress is being made on acquiring signs to announce art openings.
  - Publicity is being discussed to better advertise art openings and monthly exhibits.
  - The Committee approved a memorial plaque for Charlie Crozier.
  - A new student representative has joined the Committee.
  - Plans are being made to attract new members. Two of the current members have terms that will be expiring in June 2012.
- Next meeting of the Craine Gallery Committee will be held in February.

### **Old Business:**

- None.

### **New Business:**

- Megan Fates would like to have a letter written to thank the individuals involved in organizing the Lifetime Learning Program. The Program is very successful and some of the classes are currently full, because of wide community interest in the classes being offered. A great deal of work is needed to put this program together and the Board of Trustees has agreed to write a letter thanking the individuals for their time and effort in creating this wonderful Program.

**Public Comment:**

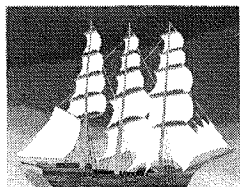
- Sue Christie mentioned that Weston & Sampson will be making a presentation to the Selectman concerning all the municipal buildings and the waste water plant.

**Adjournment:**

- A Motion was made and seconded “*to adjourn the meeting*” at 7:36 p.m. The motion carried with a vote of 5-0-0.

*Respectfully submitted, Anita Firmin, Principal Clerk, Snow Library*

<b><i>APPROVED BY THE SNOW LIBRARY BOARD OF TRUSTEES ON MARCH 13, 2012.</i></b>
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**S N O W**  
*Library*  
*Established 1877*

# **Snow Library**

## **BOARD OF TRUSTEES MEETING**

**Tuesday, February 14, 2012**

**7:00 p.m.**

**Trustee Room, Snow Library**

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### **AGENDA**

- **CALL TO ORDER**
    - **APPROVAL OF MINUTES FROM THE JANUARY 10, 2012, TRUSTEES MEETING**
  - **TRUSTEE CHAIR'S REPORT**
  - **REPORT OF STUDENT REPRESENTATIVE**
  - **FINANCIAL REPORT**
  - **LIBRARY DIRECTOR'S REPORT**
  - **REPORT OF FRIENDS' REPRESENTATIVE**
  - **OTHER REPORTS**
    - **MARION CRAINE GALLERY COMMITTEE**
  - **OLD BUSINESS**
  - **NEW BUSINESS**
  - **PUBLIC COMMENT**
  - **ADJOURNMENT**
- 

**Next Trustee Meeting:** *Tuesday, March 13, 2012, 7:00 p.m.*

**Upcoming Friends' Meetings:** *Thursday, February 16, 2012, 2:00 p.m. [Trustee Rep. – Barbara O'Connor]*

## Snow Library

## FY 2012 MONTHLY BUDGET SUMMARY

December-11

ACCT	SOURCE	FY12 Budget	Expenditures Dec-11	Deposits Dec-11	YTD Expenditures	% Util.	YTD Deposits	Available Funds
<b>Depletion</b>								
1610001	Town - Salaries	\$373,407.00	\$36,654.09	\$0.00	\$173,355.98	46%	\$0.00	\$200,051.02
1610002	Town - Operating Exp.	\$136,674.00	\$6,908.76	\$0.00	\$62,233.20	46%	\$0.00	\$74,440.80
1610003	Town - Site Improvmts.	\$44,920.00	\$0.00	\$0.00	\$2,327.50	5%	\$0.00	\$42,592.50
N/A	Friends - Books & Materials	\$15,000.00	\$449.00	\$0.00	\$2,109.95	14%	\$0.00	\$12,890.05
N/A	Friends - Memorials (Bks.)	\$3,000.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$3,000.00
N/A	Friends - Museum Passes	\$2,500.00	\$0.00	\$0.00	\$775.00	31%	\$0.00	\$1,725.00
<b>SUBTOTALS</b>		\$575,501.00			\$240,801.63	42%	\$0.00	\$334,699.37
<b>Revolving</b>								
24-62610-540000	State Aid	\$19,859.19	\$579.95	\$0.00	\$2,642.44		\$3,972.05	\$21,188.80
2463610-540000	Contributions/Gifts	\$24,454.17	\$0.00	\$592.61	\$871.54		\$5,171.55	\$28,754.18
24-AE610-540000	Endowment Gift Fund	\$1,633.90	\$1,083.78	\$0.00	\$1,083.78		\$0.00	\$550.12
24-CO610-540000	LSTA Library Grant	\$0.00	\$0.00	\$0.00	\$0.00		\$15,000.00	\$15,000.00
24CQ610	H&H Kline Foundation	\$7,448.36	\$0.00	\$0.00	\$361.52		\$0.00	\$7,086.84
24-EU610	Craine Gallery Acct.	\$2,207.71	\$0.00	\$45.00	\$183.09		\$45.00	\$2,069.62
24-ET610	Cummings Spec. Coll. Acct.	\$1,696.89	\$0.00	\$44.25	\$0.00		\$439.50	\$2,136.39
24-EO610	Brotherton Grant	\$3,400.00	\$0.00	\$0.00	\$3,400.00		\$0.00	\$0.00
Misc.	Trust Funds	\$105,435.67	\$1,589.93	\$587.52	\$1,791.70		\$1,948.93	\$105,592.90
		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
<b>SUBTOTALS</b>		\$166,135.89	\$3,253.66	\$1,269.38	\$10,334.07		\$26,577.03	\$182,378.85

## **February 2012**

### **Director's Report**

#### **Building**

Only one bid was received for front door replacement and the amount exceeded 10k. Town must put bid out again to meet procurement rules. Work may not be done in last week of April but in May.

The town Master Facilities Review was completed and items identified in this will not be part of the CIP but in a separate budget for town facilities.

Executive Summary from Town Facilities Plan re Snow Library-attached.

Town Facilities Plan for Snow Library-attached.

Copy of complete report for Snow Library available if desired.

#### **January at a glance**

12,962 items were circulated in January for a daily average of 540. 12876 people entered the library for a daily average of 537.

Youth services report-attached.

#### **Programs**

Rowena Myers Concert series has concluded.

Director has not heard from Brotherton Foundation yet regarding funds for Summer@Snow.

#### **Cape Codder digitization project**

Specifications for bid have been written and are being reviewed at Town Hall to ensure compliance with procurement rules. The goal is to receive bids by mid-March.

**TOWN of ORLEANS, MA**  
**TOWN BUILDINGS & FACILITIES MASTER PLAN**  
**Executive Summary**

**EXECUTIVE SUMMARY - Introduction**

TLCR Architecture and our team of engineers undertook site visits to the following Orleans facilities on December 1, 2011, December 6, 2011 and January 4, 2012 respectively:

- Highway & Parks Maintenance
- Elementary School
- Fire Station
- Police Station
- Community Building
- Snow Library
- Town Hall Annex

Our work included the visual assessment of all major building components. We evaluated the following aspects of each facility:

- Site Features
- Structural
- Building Envelope
- Interior Finishes
- Code Compliance
- Accessibility
- Mechanical Systems
- Plumbing Systems
- Fire Protection
- Electrical Systems

We identified deficiencies that need to be addressed in order to extend the useful life of the buildings by at least another 10 years. After that time, the buildings should be re-evaluated again. Our evaluations did not focus on routine maintenance issues such as painting of walls and ceilings; repairing localized damage to one or two windows, doors and/or casework; and replacement of furniture and door hardware. Furthermore, there are particular deficiencies at several facilities that have been previously identified. We have duly noted these items within our report; however, the costs related to that work are not reflected in our estimates as the town and/or appropriate department already has a plan in place to deal with these issues. It is our assumption that the funds required for completion of that work have been previously appropriated or have been included in the operating budget of the corresponding department.

Our proposed Budgets and Recommendations have been divided into three phases for implementation: 0 to 3 years, 4 to 6 years and 7 to 10 years. We have used the Town mandated guideline of approximately \$300,000 per fiscal year for Capital Improvement expenditures. This constraint required our team to be selective. However, the vast majority

**TOWN of ORLEANS, MA**  
**TOWN BUILDINGS & FACILITIES MASTER PLAN**  
**Executive Summary**

of deficiencies identified are included herein. We have identified and classified each of the deficiencies, repairs, and/or upgrades as follows:

- Safety and Health
- Code Compliance
- Maintenance
- Upgrades

We have by in large been biased when selecting issues for inclusion following the above classifications. As a note of clarification, we have not recommended all Building Code related issues for remediation. Our interpretation is that each of these buildings is "Grandfathered" back to the building code that was in place at the time of its construction or last major renovation. Two exceptions to this interpretation are as follows: 1) violations relating to egress issues; 2) repair or replacement of any non-compliant item. In both of these cases, the deficiencies are required to be brought up to code.

Other exceptions to the premise of "Grandfathered" existing conditions, are violations to the Massachusetts Architectural Access Board Regulations (MAAB) and the Americans with Disabilities Act (ADA) involving handicapped accessibility for public buildings. Each of the buildings included in this master plan are either fully or partially open to the public and as such are required to provide proper and adequate accommodation to the handicapped. In accordance with these requirements, we have identified several recurring non-compliant issues among the buildings that mandate the following:

- Replacement of non-compliant ramps and handrails along accessible routes
- Installation of adequate accessible toilet facilities where none currently exist
- Protection from waste and adequate clearance of supply piping and compliant faucets at accessible sinks
- Installation of wall-hung grab bars at accessible toilet fixtures

Please note that not all of the issues listed above occur in every facility. Some of these issues require only minor intervention that does not does not represent a significant economic impact.

There are however, a number of other Code related issues that if corrected would significantly improve the health and safety of the buildings' users and we recommend their implementation. The following list represents several examples of these proposed fixes:

- Installation of back flow preventers on the domestic water service to diminish the possibility of cross contamination of the Town's water supply
- Relocation of water supply or waste pipes installed above or within three feet of electrical panels
- Setting of thermal mixing valves on domestic water supply to sinks and showers to 105 degrees F to avoid scalding



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**Executive Summary**

- Installation of additional EXIT signs where missing or where existing signs have been obscured due to previous work
- Installation of washable ceiling tiles in the Elementary School kitchen that comply with health and safety codes

By far, the largest expenses identified in our list of recommendations are the following:

- Replacement of roofs
- Replacement of mechanical systems
- Increase of electrical capacity
- Window replacement at the Elementary School

These more expensive items tend to be clustered toward the front end of the 10 Year Implementation Budget simply due to their urgent need. As a result, the budget is not entirely balanced per phase, and appears to be slightly “front heavy”. Obviously, balancing the budget to keep it more in line with the Town’s funding desires can be achieved by adjusting and re-prioritizing our recommendations.

We have prepared individual reports for each of the facilities the Town requested be a part of this Master Plan. Each report contains facility specific assessments, recommendations and budgets that can be issued as a “stand-alone” report.

The following is a brief summary of our findings for each of the facilities we reviewed.

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**TOWN BUILDINGS & FACILITIES MASTER PLAN**  
**SNOW LIBRARY**

## **Summary**

On December 1 and December 6, 2011, TLCR Architecture and our team of engineers performed a facility assessment of the Orleans Fire Department. Our work included the visual assessment of all major building components. We evaluated the site, foundations, floor and roof structures, building envelope, interior finishes, code compliance, accessibility, mechanical systems, plumbing systems, and electrical systems.

The Snow Library is comprised of a two-level building plus a fully used basement. Originally built around 1976, it is conveniently located in the center of town, it appears to be very well utilized. It is an attractive building with an open interior layout and a good amount of natural light. It is in relatively good condition overall. Reportedly, ventilation is not up to par and the heating system is “erratic”. Obvious major problems include the glass canopy for the entrance with condensation between the glass panes and rusting structural supports. Also the EIFS cover for entrance columns is badly damaged, probably conducive to rusting of the steel column within. Much of the existing carpet shows ridges (a tripping hazard), and are past their useful life (specially the backroom areas) or frequently suffer from what appears to be acid or bleach stains. Most perimeter exterior hollow metal doors are rusting, and there is sporadic damage to the exterior EIFS wall covering, which may be causing moisture and water infiltration to the interior.

This report identifies the current assessment of building systems and components and the needs for remedial work, repair and/or replacement. The report also identifies accessibility, health and safety conditions that would not be allowed in new construction.

## **Architectural Recommendations**

The following is a list of recommendations for remedial work, repair and/or replacement of building components or systems over the next ten (10) years of your capital Master Plan. For additional information regarding our findings that led to these recommendations, please refer to remainder of this report.

- The “users” reported to us erratic heating and cooling. This problem could be caused by poor balancing of the system. We recommend to check the supply and returns before going into more expensive remedies, like replacing the controls.
- The glazed entrance canopy is badly in need of repairs. We suggest that the glass skylight be carefully raised to allow for cleaning the top of the steel structural supports (repairs to this steel may be required if rust is discovered to be extensive). A coat of waterproofing should be installed at the top face before lowering the skylight. The other three faces of the steel support should be cleaned and repainted. A glass pane is also broken. We suggest replacing the damaged EIFS column covers with the much more durable pre-fabricated FGRC (fiber glass reinforced concrete) column covers.

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SNOW LIBRARY**

- Employee areas on the first floor require carpet replacement. Acid or bleach spots are evident in many locations, where the carpet is in good condition otherwise.
- Ridges in carpet are a frequent problem in many locations. We believe that slightly undersized wood joists may be the cause. Short of opening the ceilings below to analyze the existing structure, we suggest that at each location cut the carpet along the ridge, peel it back 6-8 feet at both sides, and use levelastic, or similar material, to feather it into the flatter areas. If the carpet would not cover back fully, a new 6"- 8"wide carpet strip, or similar material but with a contrasting color, could be installed.
- The main entrance wood doors are apparently being replaced momentarily. The remaining 6 metal doors are rusting and should be repaired or replaced.
- Concrete and brick materials for the entrance way need to be leveled with each other to prevent tripping.
- Water stained ceiling tiles generally announce roof leakage. There are numerous water stained ceiling tiles in this building. After looking above some of those damaged tiles, we found that in most cases the leaks proceed from rain leaders, ductwork or HVAC equipment that are damaged or under insulated, if at all. Repairing and/or insulating those materials may resolve most of the leak problems. Further investigation should be done before replacing the entire roof.

## **Site**

The asphalt pavement of the parking areas is in fair condition with some damage apparent. It is very apparent, however, that the quantity of parking provided on site is inadequate. Walkways serving the building are concrete and are in fairly good condition with the exception of the main entry steps which have brick rowlock coursing. The brick and concrete in which it is laid is badly spalling in some areas and is in need of repair. Accessibility is provided by means of a walkway which seems to meet code standards. The main entry doors are already slated for replacement and the entry canopy and columns are rusted and/or badly deteriorated and need attention. The steel handrails provided need to be scraped and painted. Benches at the entry consist of wood slats spanning between brick supports. The brickwork needs cleaning and the wood seating needs refinishing. Lawns and plantings are in good condition.

## **Building Envelope**

Exterior walls are sheathed in a variety of materials including brick, vinyl siding and an exterior insulation finishing system (EIFS). The brick and vinyl are in fairly good condition but are in need of cleaning. The EIFS sheathing has a few locations which need repair and cleaning, but is otherwise in good overall condition.

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TOWN BUILDINGS & FACILITIES MASTER PLAN  
SNOW LIBRARY**

Windows are casement or awning type, vinyl clad wood and double glazed. They are generally in good repair. Exterior doors are metal and show signs of rusting, are only in fair condition and probably should be replaced soon.

Roofing is a heavy grade asphalt shingle and is in good condition. The flat roof is an EPDM type and is also in good condition. Reportedly, there are sporadic leaks inside the building. Those leaks may come from condensation from ductwork instead.

### **Interior**

The interior spaces of the library generally offer a pleasant atmosphere. There are signs of water infiltration, perhaps from the damaged areas of the EIFS exterior coating. The most glaring needs are related to carpet replacement. Area wise the entire carpet installation is in fair to good condition, but there are many areas damaged by acid/bleach drops, ridges that may cause tripping, or just worn out. See the Survey Sheets for further details and specific locations



### **Code and Handicapped Accessibility**

Use per code: Assembly Group A-3



The main entrance meets the requirements of the Architectural Access Board. The ramp at the side entry leading to the employees work area is too steep to meet HP requirements. Toilets meet HP access.

It is reported that the HP access from the parking lot to the library building involves an annoying walk through a line of traffic to get into the sidewalk. This situation, however, is not a code violation.

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TOWN BUILDINGS & FACILITIES MASTER PLAN  
SNOW LIBRARY**

## **Structural**

The foundations all appear to be traditional cast-in-place concrete. The two story structure has pitched roofs supported on glulam wood beams with wood deck at the large open area. The flat roofs and the upper mezzanine area have wood posts supporting glulam beams and skylights. The second floor appears to be wood framed on steel lally columns in the basement. The exterior façade is comprised of differing materials: some vinyl siding, EIFS panels at renovated areas and additions and localized brick veneer. There is a steel framed canopy with sloped glass over the main entrance.

The foundations appear to be in sound condition with no evidence of any settlement or distress. The wood first floor at the main library supporting the main stacks has a little bounce, which may be related to the ridges forming at the flooring, possibly caused by movement in the floor joists and loosening of fasteners. The roof framing is in sound condition with no evidence of overstress.

The front entrance canopy exhibits corrosion along the tube steel supporting the glass at the exterior. The EIFS enclosures at the canopy columns are in poor condition and it is likely that the columns could also be corroded behind the enclosure.

Generally, the facility is in sound condition; however, consideration should be given to any future alteration, repair or additions other than the canopy, which may trigger major structural upgrades relating to lateral resistance to both wind and seismic loads. There currently does not appear to be a lateral system in place. Localized repairs and or replacement of the canopy should be strongly considered.

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Snow Library	0 - 3 years	4 - 6 years	7 - 10 years	Category*	10 Year Outlay
Repair Entry Canopy & Structural Supports / Column Covers of GFRC	\$30,000			M	
Carpet Repair & Replacement / Eliminate Floor Ridges w/ Levelastic		\$25,000		M	
Repair/Replace Rusting Exterior Doors (6)	\$12,000			M	
Repair Exterior EIFS Cover & Clean all Siding		\$25,000		M	
Repair Brick & Concrete Entry Walkways	\$6,000			M	
Replace ramp and handrails at employees entrance for HP access		\$12,000		C	
Replace 200 LF Insulation @ Roof Rain Leaders, due to Condensation Drip		\$10,000		U	
Replace 22 Year Old Boiler		\$11,000		M	
Replace 22 Year Old (2) Fan Coils & (4) RTUs	\$5,000	\$150,000		M	
Insulate Ductwork @ RTUs 6&7 to Prevent Condensation	\$5,000			U	
Check Proper Capacity Electrical Panel in Basement (600A or 400A)				M	
Balance HVAC System		\$10,000		M	
Remove Books Stored in Front of Return Air Registers	\$0			-	
Replace HVAC Controls		\$10,000		M	
Clean / Repair Ductwork		\$10,000		M	
<b>Total Snow Library</b>	<b>\$58,000</b>	<b>\$263,000</b>	<b>\$0</b>		<b>\$321,000</b>
<b>INFLATION</b>					
3%/ year (0-3 year avg. 4.5%, 4-6 year avg. 12% and 7-10 year avg. 22.5%)	\$2,610	\$31,560	\$0		\$34,170
Subtotal	\$60,610	\$294,560	\$0		\$355,170
<b>CONTINGENCY</b>					
Design Contingency @ 20%	\$12,122	\$58,912	\$0		\$71,034
Subtotal	\$72,732	\$353,472	\$0		\$426,204
<b>10 year Facility Outlay including Inflation &amp; Contingency</b>					<b>\$426,204</b>

Category\* Codes

C = Codes

S = Safety

M = Maintenance

U = Upgrades

# Snow Library Youth Services Report

## FEBRUARY 2012



### JANUARY PROGRAMS:

<b>Program</b>	<b>Target Audience</b>	<b>Date</b>	<b>Attendance</b>
Storytime (Snowmen) <i>Repeat for the regulars</i>	Children under 5	01/05/12	5 children 3 adults
"Tween Scene": Construction Zone	Gr. 5 – 8	01/07/12	15
Storytime (Snowflakes)	Children under 5	01/19/12	3 children 2 adults
Storytime (Snowy Days)	Children under 5	01/26/12	2 children 1 adult

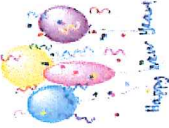
### SUMMARY:

- Misc.:
  - The new Tween Scene program seems to have really launched and is going quite well. There are approximately 15 tweens who now attend regularly and look forward to the program each month. Word of mouth has grown the group and correspondence is primarily done through email blasts and flyers. The goal of this program is to keep youth this age engaged in the library in a positive way and create a potential pool of teens who might be willing to help volunteer at the library in the future with programming for younger children, shelving, homework help, etc.
- Community Outreach:
  - Contacted NRHS Guidance Department to obtain complete list of Advanced Placement classes offered, and ordered correlating study guides to support the AP exams students will be taking in the spring for these classes
  - Worked with students participating in a book seminar from CC Lighthouse Charter School to select picture books which they read to their preschool "Book Buddies"
  - Contact NRMS Librarian to discuss collaboration and have arranged for 6<sup>th</sup> Grade visits to the library in February

*Respectfully submitted,*


Judi Wilson  
Youth Services Librarian

# January 2012 Library Schedule (Page 1 of 3)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1  CLOSED	2  LIBRARY CLOSED  HAPPY NEW YEAR!! 	3  People Count 673	4  People Count 498	5  People Count 480	6  People Count 423	7  People Count 539
				Children's Program Storytime -12 1st Thursday Book Group - 14		Friends' Book Sale -30 Tween Scene-Construction Zone -15 Rowena Myers Concert- John Salerno -170
		Circulation at Front Desk: 1948	Circulation at Front Desk: 906	Circulation at Front Desk: 840	Circulation at Front Desk: 804	Circulation at Front Desk: 794
	Items Processed from other libraries - 213	Items Processed from other libraries - 227	Items Processed from other libraries - 478	Items Processed from other libraries - 213	Items Processed from other libraries - 148	
8  LIBRARY CLOSED	9  People Count 507	10  People Count 491	11  People Count 459	12  People Count 430	13  People Count 395	14  People Count 1165
	Great Books Group Book Club - 11 Board of Trustees Meeting - 14			Visual Arts Committee Meeting - 8		Friends' Book Sale -25 Craine Room Gallery Reception - 85 Rowena Myers Concert- Toast & Jam -155
	Circulation at Front Desk: 962	Circulation at Front Desk: 891	Circulation at Front Desk: 866	Circulation at Front Desk: 587	Circulation at Front Desk: 945	Circulation at Front Desk: 1037
	Items Processed from other libraries - 172	Items Processed from other libraries - 211	Items Processed from other libraries - 248	Items Processed from other libraries - 344	Items Processed from other libraries - 196	Items Processed from other libraries - 172



# January 2012 Library Schedule (Page 2 of 3)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
15 LIBRARY CLOSED	16 LIBRARY CLOSED  MARTIN LUTHER KING DAY 	17 People Count 558  Nauset Newcomers Singles Book Group - 11	18 People Count 549  Craine Gallery Committee Meeting - 7	19 People Count 548  Children's Program Storytime - 5 Friends Board Meeting - 14 Nauset Newcomers Genealogy - 10	20 People Count 432	21 People Count 221  Friends' Book Sale - 20
22 LIBRARY CLOSED	23 People Count 743  Circulation at Front Desk: 1286 Items Processed from other libraries - 183	24 People Count 584  Circulation at Front Desk: 1070 Items Processed from other libraries - 157	25 People Count 528  OCP Standards Committee Mtg - 15 Circulation at Front Desk: 914 Items Processed from other libraries - 201	26 People Count 480  Children's Program Storytime - 3 Nauset Newcomers Book Group - 12 Circulation at Front Desk: 793 Items Processed from other libraries - 325	27 People Count 433  Circulation at Front Desk: 822 Items Processed from other libraries - 266	28 People Count 607  Circulation at Front Desk: 455 Items Processed from other libraries - 182
						Friends' Book Sale - 25 Rowena Myers Concert- Kamille Lyle - 130 Circulation at Front Desk: 883 Items Processed from other libraries - 212

# January 2012 Library Schedule (Page 3 of 3)

29	LIBRARY CLOSED	30	31				
		☀ People Count 591	☀ People Count 542				
		Circulation at Front Desk: 1160 Items Processed from other libraries - 143	Circulation at Front Desk: 1137 Items Processed from other libraries - 212				

## January 2012 Library Statistics

Total People Count	12,876
Total Circulation at Desk	23,287
Total InterLibrary	5,485
Total Programs	23
Total Attendance at Programs	791
Total Computer Use	10 computers/used 80% of the time library is open (estimated)
Wireless Computer Use	30 people per day (estimated)