

MINUTES
Snow Library Board of Trustees Meeting

April 10, 2012

Delia, Asst
ORLEANS TOWN CLERK
'12 MAY 10 2:34PM

Call to Order:

A quorum was established and the meeting was called to order at 7:01 p.m. by Barbara Natale. The meeting was held in the Trustees' Room at Snow Library.

Meeting Attendance:

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

Approval of minutes:

- The minutes, of the Trustees Meeting held March 13, 2012, were reviewed and amended. **A motion was made and seconded to "approve the minutes as amended". The motion carried with a vote 4(Y)-0(N)-0(A).**

Trustee Chair Report

- None.

Student Representative Report

- Student Representative, Alexandra Malloy reported that school is winding down. Seniors have a month remaining in school and are busy with projects and papers.

Financial Report:

Sandra Rhodes presented the February 2012 Monthly Report (copy attached):

- **Depletion Accounts:** Salaries included 4 weeks of payroll. Operating Expenses included payments of \$4k for books and materials, \$1k for electricity, \$800 for heating (gas) and \$650 for repairs and maintenance. Friends-Books & Materials included \$645 for EBooks.
- **Revolving Accounts:** State Aid reflected payments of \$400 for reference books. Contributions/Gifts reflected \$1,222.80 spent on books and materials. The Endowment Fund included \$550.12 of spending for children's books. The Kline Foundation paid \$1,659.69 for the restoration of a collotype of Snow's Block and an 1871 Railway and Township Map of Massachusetts.
- **A motion was made and seconded "to accept the Financial Report as presented". The motion carried with a vote 4-0-0.**

Library Director's Report:

Director Mary Reuland reviewed the April 2012 report (copy attached) and the following were discussed:

- **Brotherton Grant:** Library has received \$12,000 for the Summer at Snow Program.
- **Meeting Room Requests:** The Library Meeting Room Policy states that all events are free and open to the public. Discussion was held regarding a Meeting Room request for a concert, in which the proceeds were being used to fund the recording of a first album. **A motion was made and seconded "to deny the request by Nick Suchecki for a concert to raise money to record a first album". The motion carried with a vote 4-0-0.**
- **Friends of Snow Library Lifetime Learning Series:** Discussion was held regarding the Life Time Learning Series. Director noted the suggested donation of \$10 for Lifetime Learning courses. One course had been listed as Sold Out and this combined with the identification of a specific suggested donation amount has led some to think that the Library now allows groups to charge for programs here. The Meeting Room Policy states that all events in the Library are free and open to all. Director suggested that Friends Lifetime Learning programs indicated something similar to 'Donations Welcome' without putting a dollar amount or suggested amount.
- **Young Adults:** Director mentioned that there is no longer a sign-up sheet for young adults. A sign-in sheet could possibly create a liability for the Library with regards to responsibility for kids that sign in. Director notes that safety is the biggest concern with the teenagers in the parking lot. A discussion was held regarding youth services that are available in Orleans through the Town and Recreation Department.
- **Digitization Project:** The Digitization of the Cape Codder Project is in process. The tapes will be shipped to Iron Mountain. The funding of the project will come from a LSTA grant, Community Preservation Committee and L.D. Cummings Trust.
- **Chain Link Fencing:** Director is meeting with the owner of Friends Market concerning replacing the chain link fence with boxwoods.
- **Author Request:** Author, Katina Makris has requested permission to schedule an event to speak and sell her books at Snow Library. The Trustees reviewed this request. **A motion was made and seconded "to approve the request by Katina Makris for the sale of her book "Out of the Woods" during her presentation". The motion carried with a vote 4-0-0.**

A motion was made and seconded "to accept the Director's Report as presented". The motion carried with a vote 4-0-0.

Report of Friends' Representative:

- Friends' Representative, Mary Gulrich reported on the following matters:
 - Friends had a presentation at a Nauset Newcomers meeting to attract new membership. Friends will be hosting a booth at the Orleans Community Partnership for recruiting new members. Also, they will be able to 'stream' information about Friends on the Channel 17 Town Video site.
 - Matthew Pearl, the author of "*The Technologist*", has been selected as the speaker for the Friends Book and Author Luncheon which will take place on Thursday, May 24th at the Jailhouse Restaurant in Orleans.
 - Friends will be holding their annual meeting and volunteer appreciation day in September at the Historical Society.
 - Lifetime Learning has over 875 registrations and there has been very positive feedback regarding the programs offered. Friends will be realigning their Lifetime Learning Committee for next year.
 - Friends will be nominating Committee members for the next year.

Other Reports:

Craine Gallery Committee:

- Mary Reuland updated the Trustees on the efforts of the Craine Gallery Committee:
 - A food permit is needed for all receptions held.
 - The Committee discussed a gift that was received from the family of Charles Crozier and a way to honor the gift by using the gift to support future 'Viewfinder Photography' shows.
 - A couple of people have expressed interest in serving on the Committee.
- Next meeting of the Craine Gallery Committee will be held on April 18, 2012.

Old Business:

- None.

New Business:

None.

Public Comment:

- None.

Adjournment:

- A Motion was made and seconded "*to adjourn the meeting*" at 7:55 p.m. The motion carried with a vote of 4-0-0.

Respectfully submitted, Anita Firmin, Principal Clerk, Snow Library

<p>APPROVED BY THE SNOW LIBRARY BOARD OF TRUSTEES ON MAY 9, 2012.</p>
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Snow Library

FY 2012 MONTHLY BUDGET SUMMARY

February-12

ACCT	SOURCE	FY12 Budget	Expenditures Feb-12	Deposits Feb-12	YTD Expenditures	% Util.	YTD Deposits	Available Funds
Depletion								
1610001	Town - Salaries	\$373,407.00	\$27,206.54	\$0.00	\$227,314.85	61%	\$0.00	\$146,092.15
1610002	Town - Operating Exp.	\$136,674.00	\$7,466.77	\$0.00	\$89,739.79	66%	\$0.00	\$46,934.21
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	\$645.00	\$0.00	\$11,338.14	76%	\$0.00	\$3,661.86
N/A	Friends - Memorials (Bks.)	\$3,000.00	\$0.00	\$0.00	\$501.50	17%	\$0.00	\$2,498.50
N/A	Friends - Museum Passes	\$2,500.00	\$0.00	\$0.00	\$925.00	37%	\$0.00	\$1,575.00
SUBTOTALS		\$575,501.00			\$332,146.78	58%	\$0.00	\$243,354.22
Revolving								
24-62610-540000	State Aid	\$19,859.19	\$577.36	\$0.00	\$6,326.66		\$3,972.05	\$17,504.58
2463610-540000	Contributions/Gifts	\$24,454.17	\$1,222.80	\$62.50	\$2,094.34		\$6,685.01	\$29,044.84
24-AE610-540000	Endowment Gift Fund	\$1,633.90	\$550.12	\$0.00	\$1,633.90		\$0.00	\$0.00
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	\$1,659.69	\$0.00	\$2,021.21		\$0.00	\$5,427.15
24-EU610	Craine Gallery Acct.	\$2,207.71	\$0.00	\$50.00	\$183.09		\$95.00	\$2,119.62
24-ET610	Cummings Spec. Coll. Acct.	\$1,696.89	\$0.00	\$70.25	\$0.00		\$532.25	\$2,229.14
24-EO610	Brotherton Grant	\$3,400.00	\$0.00	\$0.00	\$3,400.00		\$0.00	\$0.00
Misc.	Trust Funds	\$105,435.67	\$0.00	\$104.56	\$1,791.70		\$2,098.11	\$105,742.08
		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
SUBTOTALS		\$166,135.89	\$4,009.97	\$287.31	\$17,450.90		\$28,382.42	\$177,067.41

April 2012

Director's Report

Personnel

Tom Harper, currently a substitute Library Assistant, has been hired to fill the Library Assistant position vacated by Ann Foster in March. The position of Substitute Library Assistant has been posted internally and should be filled by April 20th.

Ann Foster will be the new Youth Services Librarian as of April 18th. Ann had been here as a Library Assistant but left to take an Assistant Children's Library position at South Yarmouth.

Building

The door replacement bids were rejected since there are not sufficient funds in that account at this time. When the May Town Meeting approves the transfer of funds from heating replacement to door replacement on 5/7, funds will be available and project can be rebid. Once the contract is awarded, work will begin as soon as possible.

Two of the front columns have been patched and painted. Vinyl siding will be power washed and gutters, railing and dryvit around windows in front will be painted this month. The appearance of the front of the library will be improved by this work. The problem of rust on the gutters and chipping of the columns will reappear since the work does not address the real cause of the problem (dryvit material and canopy installation).

Basic masonry repair should be completed on the front steps by June. This will not be a rebuild, but a patch job in order to improve appearance.

March at a glance

A total of 13,298 used the building in March for an average of 493 per day. Circulation was 12,870 items for a daily average of 476.66.

Meeting Room

Review of Meeting Room Policy "all events will be free of charge and open to the public". Issue which has arisen out of Lifetime Learning advertising in Cape Codder and in brochures regarding Cost: \$ 10 per course. Ad from *Cape Codder* attached.

Request to use Meeting Room for concert by donation to raise money to record first album. Request attached.

Young Adults

Library Director has been working with NRMS principal and OPD Chief Roy to deal with safety concerns and general issues related to NRMS students and their use of Snow Library and grounds.

Cape Codder digital project

The bid for digital work on *The Cape Codder* was awarded to Iron Mountain Works of Boston, MA. Work will begin in the 3rd week of April and should be completed by mid-June. At this time, it appears that all of the issues we have on microfilm (1946-2011) will be digitized.

Orleans Community Partnership

Library Director will be a guest at the Orleans Community Partnership meeting on Wednesday, April 18th. Director will review the mission of Snow Library, the amount and type of use at Snow Library presently, the Planning Study conducted in 2009 and the Facilities Advisory Committee here as they look to renovation/expansion ideas in the next 5-10 years. Trustees who would like to come to the OCP meeting are very welcome.

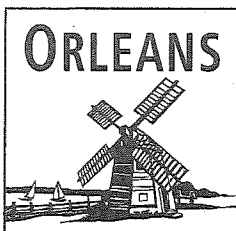
Facilities Advisory Committee

Library Director would like to begin meetings of the Facilities Advisory Committee in late May or early June. The goal of the Committee would be:

- 1) review of Town identified work on the library in the Town Facilities Review and Plan (Plan should be finalized by May Town Meeting)
- 2) discussion of Planning Study done for the library in 2009 and identification of which options would be most feasible to pursue in the next 5-10 year timeframe.

Two Trustees, Barbara O'Connor and Barbara Natale, would be on the committee. David Lytle, Orleans resident, and Holly Trevisan, current V-P of Friends of Snow Library have indicated a willingness to be on the Committee. Director and Assistant Director would also be on the Committee. Director is planning to ask one or two other residents to be on the Committee. Committee should have demographic balance for best results.

Director will have a complete list of individuals to serve on the Facilities Advisory Committee by the May Trustee meeting. Trustees would then be able to vote approval before the first meeting of the Committee.



For more Orleans news visit
wickedlocalorleans.com

Treatment plant alternatives?

A team of scientists, businessmen and local citizens has come up with a plan they say will meet water quality goals at a fraction of the cost of the town's comprehensive wastewater management plan.

They will unveil their work, months in the making, at a press conference and public unveiling Monday, April 2, at 3 p.m. at the Barley Neck Inn. The Orleans Water Alliance, organized last summer, has continually criticized the town's plan, built around a large sewage treatment plant at the current Tri-Town Septage facility, as being far too big and far too expensive.

Their alternative is called the Orleans Affordable Water Quality Improvement Plan, which the group says produces the most immediate and effective improvements in water quality at the lowest costs. Gary Furst, president of the Orleans Wastewater Alliance, will present a summary of the plan, copies of which will be available at the press conference, as well as at several businesses in town, including Snow's Home and Garden Center and Agway of Orleans, and on the alliance's website, www.orleanswateralliance.org, afterwards.

Voters to decide road taking

Faced with a security detail blocking access to Aspinet Road in the summer, the town has opted to try another route to the popular Nauset Spit.

After discussions with homeowners, who hired a guard to prevent off-road vehicles from using their road to get to beach, proved fruitless, selectmen have opted to ask voters to take the road, either by eminent domain, purchase or gift.

A public hearing on the town taking the road, the first step in the process, will be held April 18. Town officials usually try and get 75 percent of property owners on the road to waive their right to sue before they take the road, but that's unlikely in this case. By taking the road, officials believe they will protect the town's traditional way to the beach.

Public access to Nauset Spit, which is only open to Orleans residents, is an issue that has surfaced in various forms for close to 40 years.

The park and recreation commissioners, who also serve as selectmen, had attempted to avoid this controversy. Several

centrated the traffic on Callanan's, seemed to work so many were surprised when town staff got a letter, just before the July 4 weekend last summer, saying Finest Investigative and Security Service of Dennis had been hired to keep beachgoers from coming down Aspinet.

Folks on Aspinet, however, thought the issue was resolved in 2009 when the town put up barricades on Aspinet and stationed a guard so beachgoers couldn't use the private road, he said. That solution proved unworkable, in the town's point of view, for several reasons.

Town officials have said that by taking Aspinet the town will have two means of off-road vehicle access to Nauset Spit.

Selectmen may get a raise

Since no one could remember when the board of selectmen last got a raise – some suggested decades – the matter will be before town meeting voters in May.

The board voted to increase their annual salaries by \$500 to \$1,500, increase the moderator's salary from \$150 to \$300 and increase the salary of the two constables from \$100 to \$150.

Norton back

Town Administrator John Kelly told selectmen that Police Sgt. William Norton returned to work Monday. Norton had been fired by the board for allegedly lying to superiors, but was reinstated after an arbitrator ruled that he hadn't been untruthful.

The town has to pay Norton lost wages and benefits, but that number has not been decided on yet. The figure will be before town meeting voters in May.

Bylaw changes in the offing

If town meeting agrees, historic structures will receive greater protection under the town's bylaw.

James Hadley, of the Orleans Historic Commission, said that holes in the town's demolition delay bylaw had resulted in the loss of historic homes. He said two homes were lost because a "clever" lawyer purchased properties, sat on them for a year, and then sold them saying they could be knocked down right away. That obviates that whole purpose of the delay, which is to try and find a way to save the structure. So, the town's clever town counsel, Michael Ford, crafted an amendment that would prevent that from happening. Hadley said that Ford also wrote an amendment that would prevent commercial property owners and second home owners from allowing a historic property to deteriorate to the point it needs to be torn

down. The bylaw would not apply to an owner-occupied home. The historic commission would make the determination on whether the property was not being properly maintained.

Town Planner George Meservy said that the majority of businesses in town have complied with the bylaw, which was passed for safety and aesthetic reasons five years ago, but about a dozen haven't. The amendment would allow the building commissioner to levy fines to get the businesses to comply with the bylaw, not create a revenue stream, said Meservy.

Friends of COA events

The Friends of the Orleans Council on Aging is inviting folks to the senior center to watch the movie, "Midnight In Paris" Friday, April 6, at 1 p.m. The ticket cost is \$5, which includes refreshments and van transportation for Orleans seniors. Stop by the senior center on Rock Harbor Road to purchase tickets in advance.

The Friends are sponsoring a bus trip to Copley Place and the Museum of Fine Arts in Boston Wednesday, April 4. The bus leaves from Shaw's at 7:55 a.m. The cost is \$40 and reservations are required. Call 508-240-2111, ext. 13 to reserve a seat.

Dems to gather

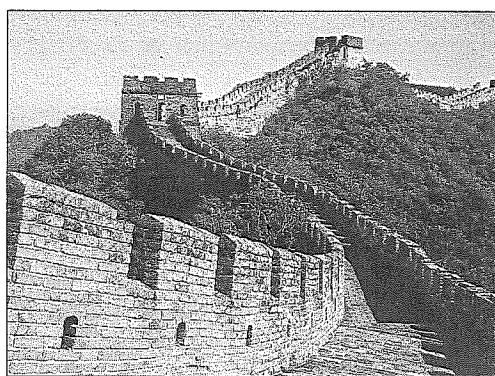
The Orleans Democratic Town Committee will meet at 5 p.m. Wednesday, April 4 in the town hall. John Hodgson, candidate for selectman in Orleans, will be a guest speaker and the committee will elect officers for the next four years, vote on associate members, and address issues from the floor.

For more information on the Democratic Party or any of their meetings, contact Robin Hubbard at rlhubbard46@yahoo.com or 508-255-2890.

Meetings

All meetings will be held at the town offices on School Road, unless otherwise noted.

Monday, April 2
Board of assessors, 4 p.m.
Tuesday, April 3
Conservation commission, 8:30 a.m.
Wednesday, April 4
Site plan review committee, 10 a.m.
Affordable housing committee, 1 p.m.
Democratic town committee, 5 p.m.
Selectmen, 6:30 p.m.
Board of appeals, 6:30 p.m.
Thursday, April 5
Board of health, 2 p.m.
Nauset Regional School Committee, green repair subcommittee, 4 p.m.
Community preservation committee, 5 p.m.
Old King's Highway Road Committee, 6:30 p.m.
Finance committee, 7 p.m.



The Great Wall of China.

EVENT PREVIEW

Learn more at Lifetime Learning

What: The diverse programs of Friends of the Snow Library's Lifetime Learning Program continue in April with four new programs: The State of the Birds, Cape Cod Symphony Orchestra, China, and Meditation/Memoirs.
Where: Snow Library, 67 Main St., Orleans (except for Works of Debussy, see more below)
Cost: \$10 per course; \$35 for four courses.
Register: Forms in brochures available at Snow Library, 67 Main St., Orleans; Lower Cape libraries and senior centers; and www.friendsofsnowlibrary.org
More info: www.snowlibrary.org

Art History: Monday, April 2, 10:30 a.m. Tracey Anderson presents a program on painter and printmaker Philip Guston. A member of the New York school, Guston helped lead the transition from Abstract Expressionism into neo-Expressionism in painting.
State of the Birds: Tuesday April 3, 10:30 a.m. Mark Faherty, Science coordinator at Mass Audubon's Wellfleet Bay Wildlife Sanctuary, begins his program about breeding birds of Cape Cod – crows, suburban and forest birds – and why they are winning in our changing landscape.

Works of Debussy: Wednesday, April 4, 1 p.m., Orleans Historical Society, 3 River Road. Ken Fearn, professor emeritus of music, continues his study of the work of composer Claude Debussy.
China: Friday, April 6, 10:30 a.m. Charles "Stew" Goodwin, former investment specialist, now prolific author and lecturer at the Academy for Lifelong Learning at Cape Cod Community College, kicks off this series with a look at China's geopolitics.
Meditation/Memoirs: Friday, April 6, 3 p.m. James Kershner combines a 30-year newspaper career with ordination by Thich Nhat Hanh as a Buddhist meditation leader. He is now professor of journalism at Cape Cod Community College.

Food for Life: Thursday, April 5, 10:30 a.m. Maggie Davis concludes her series concentrating on a plant-based diet and meals – their advantages and the real secrets of the Mediterranean diet.

EXTRA in YOUR

CAPE CODDER

REEL Time: Wednesdays, 3 p.m. "The Sting" (1973) with Paul Newman and Robert Redford. A wonderful American caper comedy set in 1936 about two professional grifters. This film has long been one of moviegoers' favorites.

Cape Cod Symphony Orchestra: Thursday, April 5, 3 p.m. George Scharr, education director for Cape Cod Symphony Orchestra, introduces the three-part course with a multimedia class, "A Symphony of Nature," about how nature relates to music and the symphony orchestra.

China: Friday, April 6, 10:30 a.m. Charles "Stew" Goodwin, former investment specialist, now prolific author and lecturer at the Academy for Lifelong Learning at Cape Cod Community College, kicks off this series with a look at China's geopolitics.

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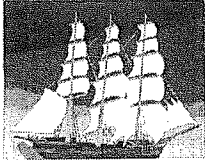
THE CAPE CODDER • FRIDAY, MARCH 30, 2012

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SNOW
Library
Established 1877

* Sample CD available for Library Board
to preview.

**MEETING ROOM
RESERVATION REQUEST FORM**

PLEASE PRINT

Date: 3/17/12

Organization/Group Affiliation: _____

Contact Person: Nick Suchecki

Position: Band member

Telephone Number: (774) 722-5119

Meeting Room Requested: *Please refer to Meeting Room Policy for scheduling requirements of each meeting room.*

- ☒ Craine Room
☐ Trustees Room
☐ Cape Cod Room

Date Requested: June 23, 2012 (or any saturday in June)

Time Requested: 12:00 PM - 1:00 PM

Please State Purpose for Use of Library Meeting Room: *(i.e. description of program, speaker, etc.)*

Concert by donation for local singer/songwriter Anna Hirst
to raise money to record first album.

The sponsoring organization understands and agrees to the Snow Library Meeting Room Policy.

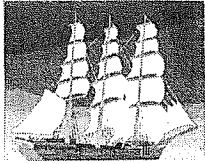
Anna Hirst
Signature Anna Hirst

Nicholas Suchecki
Nicholas Suchecki

3/17/12
Date

FOR OFFICE USE ONLY: _____ Approved
_____ Denied

_____ Written on Master Calendar
_____ Contact Person Notified



SNOW
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. No use of meeting rooms will be allowed that is likely to disturb Library patrons in their customary use of Library facilities or endanger patrons, staff, the Library building or collections.
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 or Library support groups.
4. Commercial solicitations are not permitted. (Commercial solicitation means any direct and personal communication in the course of a trade or business reasonably intended to result in a sale.) Invited authors may provide copies of their books for purchase with prior approval of the Board of Trustees.
5. Authors who wish to use Snow Library meeting room space to promote their work should refer to the Meeting Room Policy Addendum for Author Requests.
6. All meetings held in the Library must be open to the public and free of charge.
7. Meetings of Town boards and committees must be open to the public and meet all other requirements of the Open Meeting Law.
8. All meetings must be held during the regular open hours of the Library.
9. Priority in scheduling the Library's meeting rooms will be given in the following order to:
 - a. Library-sponsored programs
 - b. Groups and organizations affiliated with the Library
 - c. Town of Orleans departments
 - d. Town of Orleans committees
 - e. Neighborhood and community-based groups and organizations of the Town of Orleans
 - f. Other non-profit groups serving the needs of the community
10. The number of those in attendance must conform to the safety regulations of the Library and the Town.

11. 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 are responsible for obtaining the required permit from the Orleans Board of Health.
12. 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.
13. The individual who signs the Snow Library Meeting Room Application Form must be authorized to legally commit the organization or group he/she represents to accept responsibility for damage or loss to the Library's meeting room equipment and furnishings. The individual who signs the application is responsible for the conduct of the group.
14. Groups using the Library meeting rooms agree to indemnify and hold harmless the Town of Orleans, Snow Library, their officers, boards, agents, representatives and employees from any loss, damage, cost, charge, expense (including reasonable attorney's fees) or claim for injury to person or property, sustained by any person as a consequence of or result of the use of the meeting room, its furnishings or equipment.

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

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

Cape Cod Room (seats 12):

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 15):

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

Craine Room (seats 120):

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 Application 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 Craine Gallery Exhibition Committee) 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 Application 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 Application Form by an authorized representative of the group making the request.

NOTE: Non-Library reservations will not be accepted more than two months in advance of the scheduled meeting with the exception of monthly book clubs.

Snow Library Youth Services Report

APRIL 2012



FEBRUARY PROGRAMS:

Program	Target Audience	Date	Attendance
Storytime (Goodbye Winter) <i>Repeat for the regulars</i>	Children under 5	03/01/12	5 children 4 adults
"Tween Scene": Dewey's Amazing Race	Gr. 5 – 8	03/03/12	18
Storytime	Children under 5	03/08/12	1 child 1 adult
Storytime (Road Builders)	Children under 5	03/08/12	4 child 4 adults

SUMMARY:

- Community Outreach:
 - Emailed all Storytime participants explaining that weekly Storytime would be suspended until new Youth Services Librarian hired. Encouraged parents to continue to visit the library as new books would be added to the collection regularly and staff would be available for help as needed.
 - Emailed all Tween Scene program participants to explain that I would be continuing to coordinate the monthly program as a volunteer for the library until the new Youth Services Librarian could transition into the role.
- Misc:
 - The new Duplo table arrived and parents and children are thrilled with its addition to the Children's Room. There have been no problems to date with pieces being found on the floor, which is great news!
 - Video games have arrived and are being processed. They should be available for patrons to borrow by April 1st.

As you know, I am leaving my position as Youth Services Librarian this week as I have taken the full-time position of Director of the Orleans Council on Aging. I have worked behind the scenes at Snow Library for many years, but my fondest memories truly have been getting to know the children, parents, and grandparents of this community these last 10 months.

I am excited about the opportunity I am being given, but will be sad to leave my wonderful colleagues behind when I depart. Thank you all for the opportunity to serve the community of Orleans here at Snow Library these last 13+ years!













Respectfully submitted,

*Judi Wilson
Youth Services Librarian*

March 2012 Library Statistics (Page 1 of 3)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 People Count 524 People Count 439	2 People Count 499	3 People Count 439
				Children's Program Storytime - 9 1st Thursday Book Group - 12 LL -Authors-Mahala Bishop - 120	LL -Antiquing - 26 LL -Boat Building - 21	Friends' Book Sale -25 Tween Scene-Dewey's Amazing Race -18
				Circulation at Front Desk: 770	Circulation at Front Desk: 893	Circulation at Front Desk: 913
				Items Processed from other libraries - 376	Items Processed from other libraries - 251	Items Processed from other libraries - 225
4	5 People Count 550	6 People Count 602	7 People Count 454	8 People Count 611	9 People Count 564	10 People Count 376
LIBRARY CLOSED	Lifetime Learning Committee Mtg - 13 LL - Wordsworth - 9 LL - Poetry Class - 10	LL - Landscape - 41 LL - CC Industry - 21	LL - Illustrious Cape Coddors - 27	Children's Program Storytime - 2 Children's Program Storytime - 8 LL -Authors-Geraldine Brooks - 120	LL -Antiquing - 26 LL -Boat Building - 21	Friends' Book Sale -20
	Circulation at Front Desk: 1148	Circulation at Front Desk: CLAMS DOWN	Circulation at Front Desk: 1310	Circulation at Front Desk: 832	Circulation at Front Desk: 867	Circulation at Front Desk: 842
	Items Processed from other libraries - 204	Items Processed from other libraries - 237	Items Processed from other libraries - 130	Items Processed from other libraries - 253	Items Processed from other libraries - 322	Items Processed from other libraries - 216

March 2012 Library Statistics (Page 2 of 3)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11	12	13	14	15	16	17
LIBRARY CLOSED	 People Count 519	 People Count 621	 People Count 526	 People Count 618	 People Count 506	 People Count 420
	Great Books Group Book Club - 12 Board of Trustees Meeting - 12 LL - Landscape - 41 LL - CC Industry - 21	LL - Wordsworth - 9 LL - Poetry Class - 10		Friends Board Meeting - 14 LL - Authors-Andre Dubus III - 120	Craine Room Gallery Reception - 75	Friends' Book Sale - 25 Orleans Conservation Trust - 11
	Circulation at Front Desk: 1017 Items Processed from other libraries - 235	Circulation at Front Desk: 1095 Items Processed from other libraries - 212	Circulation at Front Desk: 757 Items Processed from other libraries - 260	Circulation at Front Desk: 800 Items Processed from other libraries - 263	Circulation at Front Desk: 848 Items Processed from other libraries - 251	Circulation at Front Desk: 722 Items Processed from other libraries - 209
18	19	20	21	22	23	24
LIBRARY CLOSED	 People Count 533	 People Count 511	 People Count 427	 People Count 420	 People Count 330	 People Count 434
	Nauset Newcomers Book Group - 8 LL - Wordsworth - 9 LL - Poetry Class - 10 LL - Art History - 18	Nauset Newcomers Singles Book Group - 6	Craine Gallery Committee Meeting - 9 Catholic Services Naturalization Workshop - 4 LL - China - 85	LL - Good Food for Life - 22		Friends' Book Sale - 20
	Circulation at Front Desk: 989 Items Processed from other libraries - 172	Circulation at Front Desk: 931 Items Processed from other libraries - 231	Circulation at Front Desk: 908 Items Processed from other libraries - 266	Circulation at Front Desk: 632 Items Processed from other libraries - 267	Circulation at Front Desk: 696 Items Processed from other libraries - 268	Circulation at Front Desk: 814 Items Processed from other libraries - 194

March 2012 Library Statistics (Page 3 of 3)

25	LIBRARY CLOSED	26	☹️ People Count 546	27	☹️ People Count 513	28	💧 People Count 464	29	💧 People Count 464	30	⚙️ People Count 426	31	💧 People Count 401
	LL - Wordsworth - 9 LL - Poetry Class - 10 LL - Art History - 18		LL - Novels & Ideas - 21		LL - Oldies/Goodies - 61		Nauset Newcomers Book Group - 7 LL - Good Food for Life - 22		Friends' Book Sale - 20				
	Circulation at Front Desk: 1118		Circulation at Front Desk: 1007		Circulation at Front Desk: 781		Circulation at Front Desk: 749		Circulation at Front Desk: 764		Circulation at Front Desk: 681		
	Items Processed from other libraries - 257		Items Processed from other libraries - 193		Items Processed from other libraries - 233		Items Processed from other libraries - 348		Items Processed from other libraries - 260		Items Processed from other libraries - 243		

March 2012 Library Statistics

Total People Count

13,298

Total Circulation at Desk

22,884

Total InterLibrary

6,576

Total Programs

48

Total Attendance at Programs

1,258

Total Computer Use

10 computers/used 80% of the time library is open (estimated)

Wireless Computer Use

30 people per day (estimated)