

MINUTES

Snow Library Board of Trustees Meeting

October 9, 2012

Call to Order:

A quorum was established and the meeting was called to order at 7:00 p.m. by Barbara Natale. The meeting was held in the Trustees' Room at Snow Library.

Meeting Attendance:

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

Approval of minutes:

- The minutes, of the Trustees Meeting held August 14, 2012, were reviewed, amended, and accepted as amended.
- The Trustees Meeting held September 11, 2012 did not have a quorum, so minutes were not recorded for this meeting.

Trustee Chair Report

- None.

Student Representative Report

- None.

Financial Report:

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

- **Depletion Accounts:** Salaries included 5 weeks of payroll. Operating Expenses included payments of \$9k for books and materials, \$3k for electricity, and \$1.5k for the microfiche reader service contract. These are accounts that cannot be carried forward into the next fiscal year. Any funds that are not spent are turned back to the town. Friends-Books & Materials included \$4k for investment periodicals, \$6k for E-books and \$4k for a language database.
- **Revolving Accounts:** Brotherton Grant includes the payments for the August programs that were held. These accounts carry forward year to year.

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

- **Depletion Accounts:** Salaries included 3 weeks of payroll. Operating Expenses included payments of \$2k for repairs and maintenance of public building. These are accounts that cannot be carried forward into the next fiscal year. Any funds that are not spent are turned back to the town.
- **Revolving Accounts:** Contributions/Gifts reflected \$3k gift. Brotherton Grant includes the payments for the July programs that were held. Trust Funds reflect \$10k in payments from the LD Cummings Trust for the completion of the Digitization Project of the Cape Codder. These accounts carry forward year to year.
- A motion was made and seconded "to accept the Financial Reports as presented". The motion carried with a vote 6(Y)-0(N)-0(A).

Library Director's Report:

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

- **Front Door Repairs:** The repairs have not been scheduled. It is anticipated that the Library will need to close for 2 days at the end of the week in early or mid-November. Days for the closing to repair the front door will be either, November 16-17 or November 2-3. **A motion was made and seconded "to close the Library for two days in order to replace the front door". The motion carried with a vote 6-0-0.**
- **Brotherton Summer Programs:** The Brotherton Summer Programs were a success. Director mentioned that holding the program in June and September would increase attendance. There are many summer programs throughout the area and the Brotherton program would potentially have greater attendance during early and late summer.
- **Rowena Myers Concert Series:** The Rowena Myers Concert series will be held on Saturdays in January. Director requests approval to spend up to \$3,000 for the Rowena Myers Music Series in 2013. **A motion was made and seconded "to approve spending up to \$3,000 for the Rowena Myers Music Series in 2013". The motion carried with a vote 6-0-0.**
- **Special Thanksgiving Holiday Hours:** Director Reuland asked Trustees to consider closing the Library at 3:00 p.m. on Wednesday, November 21, the day before Thanksgiving, as has been done in years past. **A motion was made and seconded "to approve closing the Library at 3:00 p.m. on Wednesday, November 21, the day before the Thanksgiving holiday". The motion carried with a vote 6-0-0.**
- **December Holiday Hours:** Director Reuland asked Trustees to consider closing the Library at 12:00 on Monday, December 24, the day before Christmas, as has been done in years past. **A motion was made and seconded "to approve closing the Library at 12:00 on Monday, December 24, the day before the Christmas holiday". The motion carried with a vote 6-0-0.**
- **New Year's Eve Holiday Hours:** Director Reuland asked Trustees to consider closing the Library at 12:00 on Monday, December 31, the day before New Year's Day. A discussion was held whether to close early on December 31. **A motion was made and seconded "to remain open with no changes to hours on Monday, December 31". The motion carried with a vote 4-0-2.**
- **MFOL/MLTA Annual Meeting:** Director discussed the joint annual meeting for MFOL (Massachusetts Friends of Libraries) and MLTA (Massachusetts Library Trustees Association). This meeting will be held in Worcester, MA on Saturday, October 27 and trustees are encouraged to attend.
- **Donation of Painting:** A former patron donated a painting by Jane Eccles "Boat Meadow Marsh" to the Library. **A motion was made and seconded "to accept the donation of the Jane Eccles Painting". The motion carried with a vote 6-0-0.**
- **Action Plan for FY14:** Director handed out a copy of the FY14 Action Plan. This will be discussed and voted on at the next meeting.
- **Massachusetts Public Library Trustees Handbook:** Director handed out a copy of Chapter 1 of the Handbook for Trustee Review.

A motion was made and seconded "to accept the Director's Report as presented". The motion carried with a vote 6-0-0.

Report of Friends' Representative:

- Friends' Representative, Carol Courneen reported on the following matters:
 - Friends had changes in their 16 member board.
 - The Volunteer Party/Annual Meeting on September 7 was a success and well-attended. Combining these two events will be done in the future.
 - The Life Time Learning Program is once again a success. Currently there are two classes that are closed/filled due to the large number of attendees. 900 people attended the series last Spring and there are currently 600 enrolled for this Fall.
 - Friends will not have a "Snow Ball" this year. They are looking into hosting a Casino Night instead.

Other Reports:

Craine Gallery Committee:

- Megan Fates updated the Trustees on the efforts of the Craine Gallery Committee.
- A discussion was held about "Juried Shows". A Vote will be taken at the November Board of Trustees Meeting on November 13, 2012 regarding "Juried Shows" and the Vote will be noted on the Agenda for the November Trustees Meeting. The Marion Craine Gallery Committee has unanimously requested such a vote and asked that the Trustees vote to decline the selection of juried shows or shows with any fees.
- Next meeting of the Craine Gallery Committee will be held on October 17, 2012.

Old Business:

- None.

New Business:

- None.

Public Comment:

- None.

Adjournment:

- A Motion was made and seconded "*to adjourn the meeting*" at 8:35 p.m. The motion carried with a vote of 6-0-0.

Respectfully submitted, Anita Firmin, Principal Clerk, Snow Library

APPROVED BY THE SNOW LIBRARY BOARD OF TRUSTEES ON NOVEMBER 13, 2012.



S N O W
Library
Established 1877

Snow Library

BOARD OF TRUSTEES MEETING

Tuesday, October 9, 2012
7:00 p.m.
Trustee Room, Snow Library

AGENDA

- **CALL TO ORDER**
- **PUBLIC COMMENT**
- **APPROVAL OF MINUTES FROM THE AUGUST 14, 2012, TRUSTEES MEETING**
- **TRUSTEE CHAIR'S REPORT**
- **REPORT OF STUDENT REPRESENTATIVE**
- **FINANCIAL REPORT**
- **LIBRARY DIRECTOR'S REPORT**
 - **VOTE ON WINTER CONCERT SERIES**
 - **VOTE ON ART GIFT**
 - **VOTE ON HOLIDAY HOURS**
 - **VOTE ON FY14 ACTION PLAN**
- **REPORT OF FRIENDS' REPRESENTATIVE**
- **OTHER REPORTS**
 - **MARION CRAINE GALLERY COMMITTEE**
- **OLD BUSINESS**
- **NEW BUSINESS**
- **ADJOURNMENT**

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

Upcoming Friends' Meetings: *Thursday, October 18, 2012, 2:00 p.m. [Trustee Rep. – Helen Felton]*

ACCT	SOURCE	FY13 Budget	Expenditures Jul-12	Deposits Jul-12	YTD Expenditures	% Util.	YTD Deposits	Available Funds
Depletion								
1610001	Town - Salaries	\$375,059.00	\$20,728.70	\$0.00	\$20,728.70	6%	\$0.00	\$354,330.30
1610002	Town - Operating Exp.	\$140,270.00	\$2,239.00	\$0.00	\$2,239.00	2%	\$0.00	\$138,031.00
1610003	Town - Site Improvmts.	\$54,372.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$54,372.00
N/A	Friends - Books & Materials	\$28,000.00	\$1,596.35	\$0.00	\$1,596.35	6%	\$0.00	\$26,403.65
N/A	Friends - Museum Passes	\$3,000.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$3,000.00
SUBTOTALS		\$600,701.00	\$24,564.05	\$0.00	\$24,564.05	4%	\$0.00	\$576,136.95
Revolving								
24-62610-540000	State Aid	\$12,317.73	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$12,317.73
2463610-540000	Contributions/Gifts	\$16,356.91	\$0.00	\$3,145.01	\$0.00	0%	\$3,145.01	\$19,501.92
24CQ610	H&H Kline Foundation	\$7,727.02	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$7,727.02
24-EU610	Craine Gallery Acct.	\$2,655.62	\$0.00	\$25.00	\$0.00	0%	\$25.00	\$2,680.62
24-ET610	Cummings Spec. Coll. Acct.	\$2,595.29	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$2,595.29
24-EO610	Brotherton Grant	\$10,400.00	\$5,100.00	\$0.00	\$5,100.00	49%	\$0.00	\$5,300.00
Misc.	Trust Funds	\$100,294.72	\$9,790.00	\$106.25	\$9,790.00	10%	\$106.25	\$90,610.97
SUBTOTALS		\$152,347.29	\$14,890.00	\$3,276.26	\$14,890.00	10%	\$3,276.26	\$140,733.55

Snow Library

FY 2013 MONTHLY BUDGET SUMMARY

August-12

ACCT	SOURCE	FY13 Budget	Expenditures Aug-12	Deposits Aug-12	YTD Expenditures	% Util.	YTD Deposits	Available Funds
<i>Depletion</i>								
1610001	Town - Salaries	\$375,059.00	\$35,390.16	\$0.00	\$56,118.86	15%	\$0.00	\$318,940.14
1610002	Town - Operating Exp.	\$140,270.00	\$15,602.06	\$0.00	\$17,841.06	13%	\$0.00	\$122,428.94
1610003	Town - Site Improvmts.	\$54,372.00	\$100.00	\$0.00	\$100.00	0%	\$0.00	\$54,272.00
N/A	Friends - Books & Materials	\$28,000.00	\$13,665.68	\$0.00	\$15,262.03	55%	\$0.00	\$12,737.97
N/A	Friends - Museum Passes	\$3,000.00	\$175.00	\$0.00	\$175.00	6%	\$0.00	\$2,825.00
<i>SUBTOTALS</i>		\$600,701.00	\$64,932.90	\$0.00	\$89,496.95	15%	\$0.00	\$511,204.05
<i>Revolving</i>								
24-62610-540000	State Aid	\$12,317.73	\$652.56	\$0.00	\$652.56	5%	\$0.00	\$11,665.17
2463610-540000	Contributions/Gifts	\$16,356.91	\$0.00	\$313.50	\$0.00	0%	\$3,458.51	\$19,815.42
24CQ610	H&H Kline Foundation	\$7,727.02	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$7,727.02
24-EU610	Craine Gallery Acct.	\$2,655.62	\$0.00	\$0.00	\$0.00	0%	\$25.00	\$2,680.62
24-ET610	Cummings Spec. Coll. Acct.	\$2,595.29	\$0.00	\$184.59	\$0.00	0%	\$184.59	\$2,779.88
24-EO610	Brotherton Grant	\$10,400.00	\$5,300.00	\$0.00	\$10,400.00	100%	\$0.00	\$0.00
Misc.	Trust Funds	\$100,294.72	\$0.00	\$117.81	\$9,790.00	10%	\$224.06	\$90,728.78
<i>SUBTOTALS</i>		\$152,347.29	\$5,952.56	\$615.90	\$20,842.56	14%	\$3,892.16	\$135,396.89

September and October 2012 Directors Report

Building

Director has requested that the work start on Friday, October 19 or Friday, Nov 2. This would require closing the library to the public on that Friday and Saturday. Staff who are scheduled to work that day would work in the building. Safety requirements do not allow public access while the work is being done on the front door.

Personnel

Penny Struzinski has been hired as a substitute library page, effective October 1.
All positions at the library are now staffed.

Programs

The Summer@Snow Series ended on August 22nd with a large turnout for Greg Skomal's talk about sharks. Director is sending a final report to the Brotherton Foundation on the 2012 series.

December 1 is the deadline for the next grant round and Director plans to work with the Friends of Snow Library to complete the 2013 application by late October/early November.

The Rowena Myers Winter Concerts have been held in January. Director requests authorization for up to \$ 3,000.00 from the Rowena Myers Trust for the 2013 series. Concerts will be on Saturday afternoons at 4 p.m. on 1/5, 1/12, 1/19 and 1/26. **Trustee vote required.**

Gifts to Snow

Phyllis Kaplan and Arlis Bourland would like to know if the library would like to accept a donation of a painting by Jane Eccles. **Trustee vote required.**

Director is waiting to hear from David Brining about the Ward stamp/coin collection. Director has emailed him asking about the physical size, appraised value and any options to retain part of the collection and use proceeds from the rest of the collection to support the library.

Holiday closing request for 11/21, 12/24 and 12/31

Director would like to close the library at 3 p.m. on the Wednesday before Thanksgiving, 11/21. Standard closing time on Wednesday is 8 p.m. but the library has closed at 3 p.m. on the day before Thanksgiving for several years. **Trustee vote required.**

Director would like to close the library at noon on 12/24 and 12/31. The standard closing time for those days would be 5 p.m. **Trustee vote required.**

Action Plan for FY 14

The library is required to submit an Annual Action Plan to the Massachusetts Board of Library Commissioners each year. The goals of the Annual Plan are based upon the existing Long Range Strategic Plan (2011-2016).

See attached Action Plan for FY14. **Trustee vote required.**

August/September at a glance

See attached calendar. In August, 17,403 people entered the library for a daily average of 645. August circulation was 18,164 for a daily average of 673. In September, 12,957 people entered the library for a daily average of 540. September circulation was 13,229 for a daily average of 551. See attached calendar for record of August/September activity.

Fantastic Friends

The Fantastic Friends application was completed and delivered to the MA Friends of Libraries on August 29. Many, many thanks are due to Megan Fates and Sue Lederhouse of the Trustees Board and Holly Trevisan, President of the Friends for excellent ideas and execution of these ideas in the application. Copies are available here in the Trustee Room for Trustees or Friends.

The MA Friends of Libraries meeting will be held on October 27 in Marlboro Ma. There was no date given for decision on the Fantastic award.

Facilities Advisory Committee

Members of the Facilities Advisory Committee visited the Osterville Village Library on 9/25. The group met with Lee Amend, Library Director and Geoffrey Lenk, Co-chair of the Capital Campaign for the building project.

A meeting of the group will be scheduled for late October or early November. Focus of the meeting will be a schedule for the next 6 months and a broader timeline.

ROLE OF INDIVIDUAL BOARD MEMBERS

1. Be prepared and informed.
2. Be present, prompt, and participate.
3. Be an active member of one or more Board Committees.
4. Keep 'The Big Picture', long-range vision as the focus.
5. Refrain from involvement in the daily running of the Library, implementation of policy, conflict of interest - business or personal; beware of imposing personal interests on the Library.
6. Serve the interest of the Library as a whole rather than an individual patron or individual staff member.
7. Contribute time, money, ideas, expertise, prestige -- one or more of these.
8. Support the Director and policies of the Library.
9. Respect the confidentiality of Board discussions.

FY14 Action Plan DRAFT

Begins July 1, 2013 and ends June 30, 2014

GOAL 1: LIBRARY OPERATIONS

To analyze use of staff time and technological efficiencies to make the most efficient use of allocated funds.

OBJECTIVE 1: Analyze use of staff time and identify potential improvements.

OBJECTIVE 2: Review hours of operation and identify potential improvements in library hours.

OBJECTIVE 3: Initiate/continue work on Strategic Plan for library (2015-2020)

GOAL 2: COLLECTIONS

To provide a rich and varied collection in both print and digital form for all patrons.

OBJECTIVE 1: Move print collections with high circulation to main floor

OBJECTIVE 2: Increase digital content and continue to provide instructional sessions for patrons with all types of electronic devices.

GOAL 3: TECHNOLOGY

To provide the most current technology for use in the library and prepare for future technology changes.

OBJECTIVE 1: Review patron use of technology in library and make improvements wherever possible.

GOAL 4: FACILITY ASSESSMENT AND IMPROVEMENT

To provide a comfortable and welcoming library to all patrons.

OBJECTIVE 1: Initiate work on building systems/areas which have been prioritized in the Town Facilities Review Plan.

OBJECTIVE 2: Continue work with Facilities Advisory Committee to identify potential renovation/expansion possibilities within the next 5-7 years.

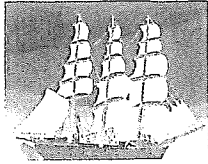
GOAL 5:**PROGRAMS**

To provide a broad range of intellectually stimulating programs for adults, teens and children.

OBJECTIVE 1: Library will provide intellectually stimulating programs for adults throughout the year. Programs will include courses, author talks, book clubs and lectures. (Minimum of 30 per year)

OBJECTIVE 2: Library will partner with Orleans Elementary School to support School Wide Read, class visits and outreach to parents and teachers.

OBJECTIVE 3: Library will provide programs for infants through teens throughout the year. Programs will include story times, crafts, games, author visits and performances. (Minimum of 30 per year)



SNOW
Library
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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.

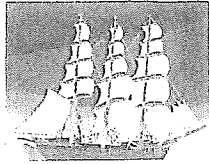
Scheduling the Trustees Room

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.



S N O W
Library
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MEETING ROOM POLICY ADDENDUM FOR AUTHOR REQUESTS

AUTHOR REQUESTS TO USE LIBRARY MEETING ROOM **For the purpose of promoting their work**

In order to fulfill its mission of sustaining and energizing the intellectual, cultural, and social life of the community of Orleans by encouraging the love of reading and the pursuit of knowledge, Snow Library meeting room space may be used by authors who wish to do readings and make their books available for purchase. The following guidelines will govern the disposition of requests by authors and such use of the space at Snow Library. All policies for use of library meeting rooms also apply to author presentations.

POLICY:

1. An author wishing to use library meeting room space to promote his/her work must submit the following information in writing with the Snow Library Meeting Room Reservation Request Form:
 - Name of work to be promoted
 - Publisher
 - Short summary of book
 - Copy of work and published reviews if available
 - Author resume
 - List of other places where work has been presented
2. Authors may sell copies of their work with prior approval of the Snow Library Board of Trustees. The author is responsible for providing books for purchase.
3. The author is responsible for publicizing the event.
4. Author events shall not exceed 90 minutes, unless an exception is made by the Snow Library Board of Trustees.
5. The Snow Library Board of Trustees has the final authority for approving author requests and reserves the right to deny use of meeting room space.

<i>Adopted by the Snow Library Board of Trustees, 08/2011</i>

August 2012 Library Statistics (Page 1 of 3)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 People Count 670 Pajama Story Time - 6 Summer @ Snow - Mitchell Zuckoff - 49	2 People Count 595 1st Thursday Book Group - 9 Author Jess Linehan - 35	3 People Count 531	4 People Count 543 Friends' Book Sale - 30 Craine Gallery Reception - 65
			Circulation at Front Desk: 1132 Items Processed from other libraries - 362	Circulation at Front Desk: 959 Items Processed from other libraries - 351	Circulation at Front Desk: 970 Items Processed from other libraries - 275	Circulation at Front Desk: 814 Items Processed from other libraries - 60
5 LIBRARY CLOSED	6 People Count 810	7 People Count 688 Snow Library Book Group - 4 Incredible Spoon Man - 48	8 People Count 679 Pajama Story Time - 8 Summer @ Snow - Anne LeClaire - 38	9 People Count 579 Bubbles Outside - 28	10 People Count 642	11 People Count 634 Friends' Book Sale - 25
	Circulation at Front Desk: 1756 Items Processed from other libraries - 363	Circulation at Front Desk: 1225 Items Processed from other libraries - 215	Circulation at Front Desk: 1052 Items Processed from other libraries - 343	Circulation at Front Desk: 892 Items Processed from other libraries - 304	Circulation at Front Desk: 1207 Items Processed from other libraries - 212	Circulation at Front Desk: 1142 Items Processed from other libraries - 236

August 2012 Library Statistics (Page 2 of 3)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12	13	14	15	16	17	18
LIBRARY CLOSED	<p>People Count 742</p> <p>People Count 742</p>	<p>People Count 704</p> <p>People Count 704</p>	<p>People Count 876</p> <p>People Count 876</p>	<p>People Count 610</p> <p>People Count 610</p>	<p>People Count 506</p> <p>People Count 506</p>	<p>People Count 633</p> <p>People Count 633</p>
		<p>Great Books Book Club - 14</p> <p>Board of Trustees Meeting - 12</p>	<p>Craine Gallery Committee Meeting - 8</p> <p>Pajama Story Time - 3</p> <p>Summer @ Snow - Andre Dubus III - 72</p>	<p>Summer Reading Party - 9</p> <p>Friends Board Meeting - 12</p>		<p>Friends' Book Sale - 25</p>
	<p>Circulation at Front Desk: 1664</p> <p>Items Processed from other libraries - 222</p>	<p>Circulation at Front Desk: 1304</p> <p>Items Processed from other libraries - 255</p>	<p>Circulation at Front Desk: 1311</p> <p>Items Processed from other libraries - 318</p>	<p>Circulation at Front Desk: 1065</p> <p>Items Processed from other libraries - 360</p>	<p>Circulation at Front Desk: 983</p> <p>Items Processed from other libraries - 233</p>	<p>Circulation at Front Desk: 1182</p> <p>Items Processed from other libraries - 243</p>
19	20	21	22	23	24	25
LIBRARY CLOSED	<p>People Count 884</p> <p>People Count 884</p>	<p>People Count 673</p> <p>People Count 673</p>	<p>People Count 722</p> <p>People Count 722</p>	<p>People Count 600</p> <p>People Count 600</p>	<p>People Count 501</p> <p>People Count 501</p>	<p>People Count 461</p> <p>People Count 461</p>
	<p>Nauset Newcomers Book Group - 11</p>		<p>Summer @ Snow - Great White Sharks - 103</p>			<p>Friends' Book Sale - 30</p>
	<p>Circulation at Front Desk: 2007</p> <p>Items Processed from other libraries - 232</p>	<p>Circulation at Front Desk: 1422</p> <p>Items Processed from other libraries - 218</p>	<p>Circulation at Front Desk: 1256</p> <p>Items Processed from other libraries - 396</p>	<p>Circulation at Front Desk: 937</p> <p>Items Processed from other libraries - 359</p>	<p>Circulation at Front Desk: 981</p> <p>Items Processed from other libraries - 201</p>	<p>Circulation at Front Desk: 1087</p> <p>Items Processed from other libraries - 272</p>

August 2012 Library Statistics (Page 3 of 3)

26	LIBRARY CLOSED	27	28	29	30	31	
		People Count 696 ☀	People Count 839 ☹	People Count 624 ☀	People Count 458 ☀	People Count 503 ☀	
		Circulation at Front Desk: 1592	Circulation at Front Desk: 1669	Circulation at Front Desk: 1060	Circulation at Front Desk: 881	Circulation at Front Desk: 1014	
		Items Processed from other libraries - 172	Items Processed from other libraries - 341	Items Processed from other libraries - 297	Items Processed from other libraries - 379	Items Processed from other libraries - 189	

August 2012 Library Statistics

Total People Count
 Total Circulation at Desk
 Total InterLibrary
 Total Programs
 Total Attendance at Programs

17,403
 32,564
 7,408
 23
 649

Total Computer Use

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

Wireless Computer Use

30 people per day (estimated)

September 2012 Library Statistics (Page 1 of 3)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5	6	7	1 People Count 499 Friends' Book Sale - 27 Circulation at Front Desk: 1,021 Items Processed from other libraries - 265
						8 People Count 502 Friends' Book Sale - 30
2	3	4	5	6	7	8 People Count 902 Circulation at Front Desk: 879 Items Processed from other libraries - 450
						9 People Count 544 Circulation at Front Desk: 876 Items Processed from other libraries - 276
						10 People Count 572 Circulation at Front Desk: 995 Items Processed from other libraries - 360
						11 People Count 779 Circulation at Front Desk: 2,461 Items Processed from other libraries - 211
2	3	4	5	6	7	12 People Count 779 Circulation at Front Desk: 2,461 Items Processed from other libraries - 211
						13 People Count 779 Circulation at Front Desk: 2,461 Items Processed from other libraries - 211
						14 People Count 779 Circulation at Front Desk: 2,461 Items Processed from other libraries - 211
						15 People Count 779 Circulation at Front Desk: 2,461 Items Processed from other libraries - 211

September 2012 Library Statistics (Page 2 of 3)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9	10	11	12	13	14	15
LIBRARY CLOSED	<p>☀</p> <p>People Count 603</p>	<p>☀</p> <p>People Count 586</p>	<p>☀</p> <p>People Count 489</p>	<p>☀</p> <p>People Count 482</p>	<p>☀</p> <p>People Count 499</p>	<p>☹</p> <p>People Count 477</p>
	<p>Sunday with Friends Meeting - 7</p>	<p>Great Books Book Club - 12</p> <p>Snow Library Book Group - 3</p> <p>Board of Trustees Meeting - 6</p>				<p>Friends' Book Sale - 20</p> <p>Tween Scene - 10</p>
	<p>Circulation at Front Desk: 1,516</p> <p>Items Processed from other libraries - 157</p>	<p>Circulation at Front Desk: 1,177</p> <p>Items Processed from other libraries - 162</p>	<p>Circulation at Front Desk: 904</p> <p>Items Processed from other libraries - 286</p>	<p>Circulation at Front Desk: 717</p> <p>Items Processed from other libraries - 374</p>	<p>Circulation at Front Desk: 813</p> <p>Items Processed from other libraries - 235</p>	<p>Circulation at Front Desk: 961</p> <p>Items Processed from other libraries - 183</p>
16	17	18	19	20	21	22
LIBRARY CLOSED	<p>☀</p> <p>People Count 524</p>	<p>☹</p> <p>People Count 613</p>	<p>☹</p> <p>People Count 542</p>	<p>☀</p> <p>People Count 446</p>	<p>☀</p> <p>People Count 457</p>	<p>☀</p> <p>People Count 544</p>
	<p>Nauset Newcomers Book Group - 11</p>	<p>Nauset Newcomers Book Group - 14</p> <p>Big Brothers/Big Sisters Meeting - 11</p> <p>Orleans Cemetery Association - 8</p> <p>Legos - 0</p>	<p>Craine Gallery Committee Meeting - 7</p> <p>Knitting - 1</p>	<p>Nauset Newcomers Genealogy Group - 12</p> <p>Friends Board Meeting - 14</p>		<p>Friends' Book Sale - 25</p> <p>Celebrate Our Waters OCP - 150</p>
	<p>Circulation at Front Desk: 1,256</p> <p>Items Processed from other libraries - 184</p>	<p>Circulation at Front Desk: 1,197</p> <p>Items Processed from other libraries - 254</p>	<p>Circulation at Front Desk: 876</p> <p>Items Processed from other libraries - 305</p>	<p>Circulation at Front Desk: 775</p> <p>Items Processed from other libraries - 352</p>	<p>Circulation at Front Desk: 884</p> <p>Items Processed from other libraries - 191</p>	<p>Circulation at Front Desk: 902</p> <p>Items Processed from other libraries - 208</p>

September 2012 Library Statistics (Page 3 of 3)

23	LIBRARY CLOSED	24	⚙️ People Count 608	25	⚙️ People Count 539	26	⚙️ People Count 446	27	⚙️ People Count 439	28	☹️ People Count 434	29	💧 People Count 431
		LL - Graveyard - 41 Poetry Group - 12	Facilities Advisory Committee - 9 LL - Hebrew Prophets - 37 Legos - 6	Chamber of Commerce Mtg - 14 Knitting - 4	Nauset Newcomers Org Mtg - 17 Last Thursday Book Group - 10 Story Hour - 4	LL - Gallery Hopping - 29	Friends' Book Sale - 25 Fairy Houses - 22						
		Circulation at Front Desk: 1,230	Circulation at Front Desk: 939	Circulation at Front Desk: 675	Circulation at Front Desk: 642	Circulation at Front Desk: 838	Circulation at Front Desk: 894						
		Items Processed from other libraries - 166	Items Processed from other libraries - 237	Items Processed from other libraries - 254	Items Processed from other libraries - 286	Items Processed from other libraries - 193	Items Processed from other libraries - 286						

September 2012 Library Statistics

Total People Count

12,957

Total Circulation at Desk

24,260

Total InterLibrary

6,127

Total Programs

34

Total Attendance at Programs

2,352

Total Computer Use

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

Wireless Computer Use

30 people per day (estimated)