

MINUTES  
Snow Library Board of Trustees Meeting

December 11, 2012

---

**Call to Order:**

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

**Meeting Attendance:**

- ***Trustees present:*** Barbara O'Connor, Megan Fates, Helen Felton, Tony Imler, Sue Lederhouse, Barbara Natale, and Sandra Rhodes.
- ***Library Staff members present:*** Director, Mary Reuland, Assistant Director, Tavi Prugno and Principal Clerk, Anita Firmin.
- ***Others present for regular monthly Library Trustees Meeting:*** Assistant Town Administrator, Myra Suchenicz and Friends of Snow Library Representative, Anne Minotti.
- ***Absent:*** Selectman Liaison Representative, Susan Christie and Student Representative, Lara Bone.

**Approval of minutes:**

- The minutes, of the Trustees Meeting held November 13, 2012, were reviewed, amended, and accepted as amended.

**Trustee Chair Report**

- The Trustees had a discussion regarding the 2012 Annual Report of the Snow Library for the Orleans Annual Town Report. The document was reviewed by the Trustees.
- Legislative breakfast organized by CLAMS will be held Friday, February 8 at 8:30 a.m.

**Student Representative Report**

- None.

**Financial Report:**

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

- ***Depletion Accounts:*** Salaries included 4 weeks of payroll. Operating Expenses included payments of \$2k for electricity, \$1k for office supplies and \$7k for books and materials.
- ***Revolving Accounts:*** The Contributions account included a large gift of \$1,500 from the A.D. Philanthropic Fund, Inc. via Richard and Nikki Carter.
- **A motion was made and seconded "to accept the Financial Reports as presented". The motion carried with a vote 7(Y)-0(N)-0(A).**

### Library Director's Report:

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

- **Friends Holiday Luncheon:** The Friends of Snow Library will hold a Holiday Luncheon on December 19, from 12:00-2:00 in the Trustees Room.
- **Greenhouse on Nauset Middle School Property:** As an abutter to the Nauset Middle School, the Director was notified that Nauset Middle School will be putting up a greenhouse on their property. The greenhouse will be located on the other side of the school, not next to the Library.
- **Fiction and Large Print Collections:** Fiction and large print materials are being moved from the lower level to the main level.
- **Lower Level Carpet:** The carpet on the lower level will not be replaced at this time. The carpet located in the staff area is a hazard and will be the next carpet replaced.
- **Budget:** Director will be meeting with the Town Accountant regarding the budget for Snow Library for FY2014.
- **Massachusetts Public Library Trustees Handbook:** Several chapters were discussed and more will be discussed in future meetings. General discussion was held regarding the role of the Trustees when the library director's position becomes vacant.
- ***Friends Request Permission for Authors to Sell Books at Lifetime Learning Programs:*** Director Reuland reported that the Friends will be hosting several authors in their Lifetime Learning Class for the Spring 2013. Friends are requesting permission for their invited authors to make their books available for purchase at their respective programs. **A motion was made and seconded "to give permission to the authors invited to participate in the Lifetime Learning Program in the Spring 2013 to make their books available for purchase at their respective programs".** The motion carried with a vote 7-0-0.

A motion was made and seconded "*to accept the Director's Report as presented*". The motion carried with a vote 7-0-0.

### Report of Friends' Representative:

- Friends' Representative, Anne Minotti reported on the following matters:
  - Developing a program to get books to home-bound patrons.
  - Holly and Mary recently attended a workshop and will be bringing back some ideas from the workshop.
  - Lifetime Learning courses have been set and there will be an article featured in PrimeTime Magazine.
  - Sundays with Friends will be having programs at the Historical Society on Sundays during February and March.
  - The Author Luncheon will be held at the Wequassett Inn with Nathaniel Philbrick as the featured guest author.
  - Book sales are successful, but there are space constraints.

**Other Reports:**

***Craine Gallery Committee:***

- Megan Fates updated the Trustees on the efforts of the Craine Gallery Committee.
- The Craine Committee discussed the setup of the May 2013 Art Show with the Orleans Cultural Council (OCC). The show will be held at the Firehouse Gallery and it would be a juried show only at the Firehouse. The winners of the show at the Firehouse would be brought over for display at the Craine Gallery. Craine Gallery would be able to preview the art. A letter has been written to the OCC, but there has been no response.
- Next meeting of the Craine Gallery Committee will be held on December 19, 2012.

***By-Law Review Subcommittee:***

A Copy of the 'Policy for Exhibits in the Marion Craine Room Gallery' was reviewed and changes were made as follows:

- Language was added to item 3.
  - "MCRG will not host juried shows"
  - "There will be no charges assessed for artists who wish to exhibit in the MCRG".
- The 'Policy for Exhibits in the Marion Craine Room Gallery' will be reviewed at the next meeting prior to a vote being taken to approve the changes to the policy.

**Old Business:**

- None.

**New Business:**

- None.

**Public Comment:**

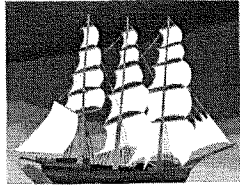
- None.

**Adjournment:**

- A Motion was made and seconded *"to adjourn the meeting"* at 8:50 p.m. The motion carried with a vote of 7-0-0.

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

<b>APPROVED BY THE SNOW LIBRARY BOARD OF TRUSTEES ON JANUARY 8, 2013.</b>
---



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

# **Snow Library**

## **BOARD OF TRUSTEES MEETING**

**Tuesday, December 11, 2012**  
**7:00 p.m.**  
**Trustee Room, Snow Library**

---

### **AGENDA**

- **CALL TO ORDER**
  - **PUBLIC COMMENT**
  - **APPROVAL OF MINUTES FROM THE NOVEMBER 13, 2012, TRUSTEES MEETING**
  - **TRUSTEE CHAIR'S REPORT**
  - **REPORT OF STUDENT REPRESENTATIVE**
  - **FINANCIAL REPORT**
  - **LIBRARY DIRECTOR'S REPORT**
    - **VOTE TO APPROVE LIFETIME LEARNING AUTHOR SERIES**
  - **REPORT OF FRIENDS' REPRESENTATIVE**
  - **OTHER REPORTS**
    - **MARION CRAINE GALLERY COMMITTEE**
  - **OLD BUSINESS**
    - **REVIEW MEETING ROOM POLICY**
    - **REVIEW POLICY FOR EXHIBITS**
    - **REVIEW GUIDELINES FOR EXHIBITORS**
    - **VOTE ON ORLEANS CULTURAL COUNCIL ART SHOW**
  - **ITEMS FOR FUTURE AGENDAS**
    - **REVIEW OF TRUSTEE'S ROLES AND RESPONSIBILITIES**
  - **ADJOURNMENT**
- 

**Next Trustee Meeting:** *Tuesday, January 8, 2013, 7:00 p.m.*

**Upcoming Friends' Meetings:** *Thursday, December 20, 2012, 2:00 p.m. [Trustee Rep. – Sandra Rhodes]*

## Snow Library

## FY 2013 MONTHLY BUDGET SUMMARY

October-12

ACCT	SOURCE	FY13 Budget	Expenditures Oct-12	Deposits Oct-12	YTD Expenditures	% Util.	YTD Deposits	Available Funds
<i>Depletion</i>								
1610001	Town - Salaries	\$375,059.00	\$27,737.87	\$0.00	\$111,829.83	30%	\$0.00	\$263,229.17
1610002	Town - Operating Exp.	\$140,270.00	\$10,468.14	\$0.00	\$53,889.68	38%	\$0.00	\$86,380.32
1610003	Town - Site Improvmts.	\$54,372.00	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$54,372.00
<b>SUBTOTALS</b>		\$569,701.00	\$38,206.01	\$0.00	\$165,719.51	29%	\$0.00	\$403,981.49
<i>Friends</i>								
N/A	Friends - Books & Materials	\$28,000.00	\$0.00	\$0.00	\$19,383.82	69%	\$0.00	\$8,616.18
N/A	Friends - Museum Passes	\$3,000.00	\$0.00	\$0.00	\$175.00	6%	\$0.00	\$2,825.00
<b>SUBTOTALS</b>		\$31,000.00	\$0.00	\$0.00	\$19,558.82		\$0.00	\$11,441.18
<i>Revolving</i>								
24-62610-540000	State Aid	\$12,317.73	\$209.90	\$0.00	\$1,899.38	15%	\$0.00	\$10,418.35
2463610-540000	Contributions/Gifts	\$16,356.91	\$0.00	\$1,811.48	\$0.00	0%	\$5,364.42	\$21,721.33
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	\$296.85	\$0.00	11%	\$481.44	\$3,076.73
24-EO610	Brotherton Grant	\$10,400.00	\$0.00	\$0.00	\$10,400.00	100%	\$0.00	\$0.00
<b>SUBTOTALS</b>		\$52,052.57	\$209.90	\$2,108.33	\$12,299.38		\$5,870.86	\$45,624.05
<i>Trust Funds</i>								
Misc.	Trust Funds	\$322,594.72	\$0.00	\$107.57	\$9,790.00	3%	\$816.06	\$313,620.78

**December 2012**

**Director's Report**

**Building**

The front door was replaced over the weekend of November 16-18. The oversight provided by Ron Collins, Town Project manager and architect Richard Morongell, were critical in seeing that the project was completed properly.

The next maintenance project is replacing the floors and painting the walls in the lower level restrooms. The Town did send an engineer here to look at the carpet issue in the staff area and that is a priority on the Town's list. Carpet in the area has severe ridges and these are difficult to negotiate with book carts.

**Collections**

The fiction and large print collections which are presently on the lower level of the library will be moved to the first floor. The nonfiction collection (with the exception of travel, art, cookbooks, crafts and literature) will be moved to the lower level. This move will place the most heavily used collection in the location most suitable for browsing. Work on this should begin on 12/17 and conclude in early January.

**Financial**

The first state aid payment has been received in the amount of \$ 3,952.56. The state makes a second payment of the same amount in April or May of next year. **Copy of letter included**

FY14 budget has been submitted and Director will meet with Town Administrator and Chief Financial Officer on Thursday, December 13<sup>th</sup> to review this.. **Appendix D-Total Budget Comparison** is attached. (Appendix C, Resource Sheet and Appendix B, Departmental Salaries and Wages are available if Trustees wish to see them). Appendix D is the most concise and comparative budget document.

**November at a glance**

The people count was 10,452 for a daily average of 475. Circulation was 12,047 for a daily average of 547. **Calendar and Children's Report are attached.**

**Programs**

Director has submitted an application to the Brotherton Foundation for Summer@Snow series in July and August of 2013.

Rowena Myers Concerts will be held on four Saturdays in January at 4 p.m.

Director is planning an "Introduction to the Cape Codder Digital Archive" event on Saturday, January 12 at 1 p.m. The event will include brief demonstrations of searches, comments from a researcher/author who uses The Cape Codder in his research and possibly comments from the groups who funded the project (Orleans Community Preservation Committee, Library Trustees and someone from the MA Board of Library Commissioners.)

Friends Lifetime Learning Author Series for 2013 schedule is attached. **VOTE REQUESTED** to allow authors to sell their books here. **List of authors is attached.**



## Commonwealth of Massachusetts Board of Library Commissioners

98 North Washington Street • Suite 401 • Boston, Massachusetts 02114-1933  
(800) 952-7403 in state • (617) 725-1860 • (617) 725-0140 fax

November 7, 2012

Ms. Barbara Natale, Trustee Chair  
P.O. Box 1467  
East Orleans, MA 02643

re: Snow Library

Dear Ms. Natale:

On November 1, 2012, the Board of Library Commissioners certified the Town of Orleans to participate in the FY2013 State Aid to Public Libraries Program. In doing so, the Board reviewed the library's FY2012 compliance with Minimum Standards for Free Public Library Service and the municipality's FY2013 compliance with the Municipal Appropriation Requirement.

For FY2013, there will be two State Aid to Public Libraries award payments. Each payment will represent approximately half of the total annual award, depending on budget conditions.

In the next few weeks, the State Treasurer's office will issue the first State Aid to Public Libraries award payment to the Town of Orleans in the following amounts as an electronic transfer:

FY2013 Library Incentive Grant (LIG) .....	\$ 1,401.28
FY2013 Municipal Equalization Grant (MEG) .....	\$ 171.76
FY2013 Nonresident Circulation Offset (NRC) .....	\$ 2,379.52
<b>Total</b>	<b>\$ 3,952.56</b>

The second payment will be sent to the Town of Orleans by the last quarter of FY2013.

Multiple payments are necessary due to the state's incremental allotment of State Aid to Public Library funds for distribution to cities and towns throughout the year.

State Aid to Public library may not be used toward meeting the Municipal Appropriation Requirement, as stated in Chapter 139, Acts of 2012 of the Massachusetts Legislature.

Sincerely,

Robert C. Maier  
Director

Enclosures: Ch. 139, Acts of 2012, FY2013 State Aid to Public Libraries Fact Sheet  
cc: Ms. Mary S. Reuland, Director  
Snow Library, Orleans  
Treasurer, the Town of Orleans



# Commonwealth of Massachusetts Board of Library Commissioners

98 North Washington Street • Suite 401 • Boston, Massachusetts 02114-1933  
(800) 952-7403 in state • (617) 725-1860 • (617) 725-0140 fax

## FY2015 STATE AID TO PUBLIC LIBRARIES PROGRAM

### EXTENDING A GRACE PERIOD FOR INCREASED POPULATION-BASED MINIMUM STANDARDS

1) To be eligible for the extension of a grace period for increased population-based requirements due to new population figures, the library must:

a. be in compliance with or receive a waiver of the FY2015 Municipal Appropriation Requirement (MGL, c.78, s.19A).

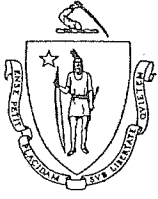
b. meet the other minimum library standards required for receipt of FY2015 State Aid to Public Libraries (MGL, c.78, s.19B):

- (1) *"be open to all residents of the commonwealth,"*
- (2) *"make no charge for normal library services,"*
- (6) *"lend books to other libraries in the commonwealth and extend privileges to the holders of cards issued by other public libraries in the commonwealth on a reciprocal basis."*

2) If a municipality is in a different population group according to the population estimates mandated by the General Court for use with the FY2015 State Aid program, it is eligible for a grace period of up to three years to meet the increased standard for hours open or materials expenditure. This grace period is for the FY2015 State Aid to Public Libraries grant round. Compliance for State Aid to Public Libraries in the FY2015 grant round is measured by library performance in FY2014. To be eligible for this grace period the library must be meeting the prior lower standard.

3) A library director whose educational requirement is now "graduation with a degree from an approved library school" because the population of his or her community has gone above 10,000 will be exempt (*grandfathered*) from the increased requirement. However, any work in progress by the director on prior educational/professional requirements of the Basic Library Techniques must be completed within the previously established time limits. When a *grandfathered* director leaves the library, his or her replacement must meet the changed requirement at the time of appointment as library director.





## Commonwealth of Massachusetts Board of Library Commissioners

98 North Washington Street • Suite 401 • Boston, Massachusetts 02114-1933  
(800) 952-7403 in state • (617) 725-1860 • (617) 725-0140 fax

### FY2015 STATE AID TO PUBLIC LIBRARIES PROGRAM

#### MINIMUM MATERIALS EXPENDITURE STANDARD CALCULATION

The minimum materials expenditure standard is computed for all municipalities using the amount appropriated by the municipality to the library for operations and the percentage requirement as stated in regulation. (MGL, c.78, s.19B; 605 CMr 4.01(5))

Operating expenditures include:

1. Personnel

*Salaries only.*

2. Library Materials

*The cost of books, serials, audio materials, and other non-print materials that circulate to library patrons or are used by library patrons within the library. Included are CD-ROM and online costs, (including money paid to networks for electronic content), and museum passes. Supplies used to prepare library materials for circulation are not included (e.g. bar codes, book pockets, etc.) and the monetary value of donated books may not be included.*

3. Other Operating Expenditures

*The current and recurrent costs necessary to support the provision of library services. These include expenditures made by the library that are not capital, personnel, or for library materials. Other operating expenditures include building maintenance, energy and utilities, network membership, supplies, repair or replacement of existing furnishing and equipment, and other miscellaneous expenditures.*



## Commonwealth of Massachusetts Board of Library Commissioners

98 North Washington Street • Suite 401 • Boston, Massachusetts 02114-1933  
(800) 952-7403 in state • (617) 725-1860 • (617) 725-0140 fax

### FY2015 STATE AID TO PUBLIC LIBRARIES PROGRAM

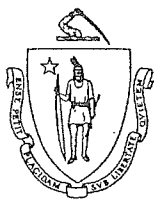
#### THE CLOSURE OF A PUBLIC LIBRARY

The Massachusetts Board of Library Commissioners considers any municipality that closes its main public library or ceases offering library service to the public for any reason other than the undertaking of a project to improve library services (such as construction, automation preparation or inventory) or the occurrence of a natural catastrophe (including a limited emergency closing due to illness or death) to be, as of the date of that termination of service, no longer a certified participant in the State Aid to Public Libraries program.

The Commissioners will confirm the municipality's loss of certification at their next regularly scheduled Board meeting.

Once the municipality has lost certification, it cannot be recertified as meeting the minimum standards of public library service for State Aid to Public Libraries (as set forth in MGL c.78, s. 19A and 19B, 605 CMR 4.0, and current budget language) until the municipality's library has been meeting the standards for one complete fiscal year (July 1 through June 30) and proper application for State Aid to Public Libraries is made to the Board of Library Commissioners.

Initial Approval of Policy: March 5, 1993  
FY2015 Approval Date: October 4, 2012  
State Aid Policies are reviewed annually.



## Commonwealth of Massachusetts Board of Library Commissioners

98 North Washington Street • Suite 401 • Boston, Massachusetts 02114-1933  
(800) 952-7403 in state • (617) 725-1860 • (617) 725-0140 fax

### FY2015 STATE AID TO PUBLIC LIBRARIES PROGRAM DETERMINING ELIGIBILITY FOR A WAIVER OF THE FY2014 MUNICIPAL APPROPRIATION REQUIREMENT (MAR)

The Board of Library Commissioners will consider requests for waivers of the FY2015. Municipal Appropriation Requirement (MAR) from municipalities that demonstrate fiscal hardship. Requests for waivers must include the following documentation and must be received by the MBLC State Aid and Data Coordination Unit **with a postmark no later than October 10, 2014:**

1. a signed Petition for Waiver of the FY2015 Municipal Appropriation Requirement.

**And...with a postmark no later than November 14, 2014:**

2. a completed FY2014/FY2015 Total Municipal Operating Budget Worksheet, and
3. supporting municipal budget document(s) (such as copies of warrant articles or summary pages from the municipal budget), listing for FY2014 and FY2015 both the total operating and departmental budgets for the municipality,
4. a statement from a municipal official:
  - a. citing the fiscal hardship surrounding the municipality's inability to meet the FY2015 MAR,
  - b. explaining the municipality's FY2015 budget process regarding the library,
  - c. providing evidence that any reduction to the library budget is not disproportionate relative to changes in other municipal departments and the overall municipal budget.
5. a cover letter from the library director and trustee chair, with enclosures if appropriate, explaining the library's FY2015 budget process and reasons why the community did not comply with the FY2015 MAR. (Examples of enclosures include: narratives from municipal officials describing the fiscal situation, text of referenda.)

### The Waiver Review Process

According to Massachusetts General Laws, c.78, s19A:

No city or town shall receive any money under this section in any year when the appropriation of said city or town for free public library services is below an amount equal to the average of its appropriation for free public library service for the three years immediately preceding, increased by two and one-half per cent of said average. Said board may, upon petition of a community, waive aforesaid requirement upon demonstration of fiscal hardship.

The number of waivers available for FY2015 will not be determined until the budget language is final for FY2015.

1. Petitions for a waiver will be reviewed by the Board of Library Commissioners at their January 2015 meeting.
2. All petitioners for a waiver determined to have a disproportionate cut to their budget must present their petition in person at the January 2015 meeting.
3. The Board will review FY2015 MAR Waiver Petitions based on:
  - a. evidence of municipal fiscal hardship, and
  - b. demonstration by the municipality that the library's budget was not disproportionately reduced.
4. The Board will vote on the petitions for waivers of the FY2015 MAR at their February 2015 meeting.
5. The Board will hear any appeals of the denial of an FY2015 MAR waiver at their March 2015 meeting.
6. The Board will act on any appeal at their April 2015 meeting.
7. The FY2015 State Aid to Public Library Program officially concludes at the conclusion of the April 2015 Board of Library Commissioners meeting.

Initial Approval of Policy: February 7, 2002  
FY2015 Approval Date: October 4, 2012  
State Aid Policies are reviewed annually.



# Commonwealth of Massachusetts Board of Library Commissioners

98 North Washington Street • Suite 401 • Boston, Massachusetts 02114-1933  
(800) 952-7403 in state • (617) 725-1860 • (617) 725-0140 fax

## FY2015 STATE AID TO PUBLIC LIBRARIES PROGRAM

### MUNICIPAL APPROPRIATION REQUIREMENT CALCULATION

The Municipal Appropriation Requirement (MAR) for each award year is computed using figures for the three prior fiscal years. For each of those three years that a municipality received a State Aid to Public Libraries award, the figure used will be either the MAR or Total Appropriated Municipal Income, (TAMI), whichever is higher. If the municipality was not certified for State Aid to Public Libraries in any year, the actual TAMI for that year will be used.

For the **FY2015** grant round:

The **FY2012** figure will be either the **FY2012 MAR** or the **FY2012 TAMI**, whichever is **higher**. If the municipality was not certified for State Aid to Public Libraries in FY2012, the actual final FY2012 TAMI will be used.

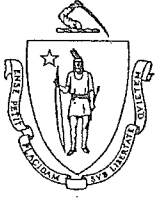
The **FY2013** figure will be either the **FY2013 MAR** or the **FY2013 TAMI**, whichever is **higher**. If the municipality was not certified for State Aid to Public Libraries in FY2013, the actual final FY2013 TAMI will be used.

The **FY2014** figure will be either the **FY2014 MAR** or the **FY2014 TAMI**, whichever is **higher**. If the municipality was not certified for State Aid to Public Libraries in FY2014, the actual final FY2014 TAMI will be used.

FY2015 Municipal Appropriation Requirement Calculation:

$$\begin{array}{ll} \frac{(\text{FY2012} + \text{FY2013} + \text{FY2014})}{3} & = \text{average of three years} \\ \text{average} \times 1.025 & = \text{FY2015 MAR (average of three years plus 2.5 \%)} \end{array}$$

Initial Approval of Policy: August 8, 1991  
FY2015 Approval Date: October 4, 2012  
State Aid Policies are reviewed annually.



## Commonwealth of Massachusetts Board of Library Commissioners

98 North Washington Street • Suite 401 • Boston, Massachusetts 02114-1933  
(800) 952-7403 in state • (617) 725-1860 • (617) 725-0140 fax

### FY2015 STATE AID TO PUBLIC LIBRARIES PROGRAM

#### MINIMUM STANDARDS OF HOURS OF SERVICE FOR PUBLIC LIBRARIES

##### Minimum Hours Open Per Week:

In keeping with the regulation that "library service should be available to the community a minimum number of hours per week," (605 CMR 4.0) the minimum hours requirement will apply during each week of the compliance period. To meet the requirement, a public library must be open the required hours, days and evenings during each week of the compliance period.

##### Compliance Period/Winter Hours:

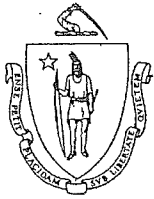
The compliance period (winter hours) will be defined as those days after the Labor Day holiday weekend until the Memorial Day holiday weekend.

##### Summer Schedule:

The summer schedule period will be those days from after the Memorial Day holiday weekend until the Labor Day holiday weekend, and the library's summer schedule must apply to each week during that period.

##### Massachusetts Legal Holidays:

Libraries may close on Massachusetts legal holidays and local municipal holidays, and not affect their compliance with the hours of service standards.



# Commonwealth of Massachusetts Board of Library Commissioners

98 North Washington Street • Suite 401 • Boston, Massachusetts 02114-1933  
(800) 952-7403 in state • (617) 725-1860 • (617) 725-0140 fax

## FY2015 STATE AID TO PUBLIC LIBRARIES PROGRAM

### MATERIALS EXPENDITURE AND HOURS OPEN ACCOMMODATION POLICY

The Board of Library Commissioners recognizes the necessity of continuing the policy of accommodation of the standards of the State Aid to Public Libraries program. This policy for the accommodation of the Materials Expenditure and the Hours Open standards seeks to certify as many municipalities as possible while still reinforcing the principles of library service represented by the minimum standards of public library service.

A municipality will receive certification for FY2015 State Aid to Public Libraries if it:  
meets the FY2015 Municipal Appropriation Requirement (MAR), or receives a waiver of the FY2015 MAR,  
meets the materials expenditure and hours open standard at either a full (100%), mid-level (90%), or minimum (80%) amount,  
meets all other statutory and regulatory requirements for State Aid to Public Libraries as contained in 605 CMR 4.01.

State Aid to Public Libraries grants will be awarded to all certified municipalities.

A municipality may meet a reduced standard of as low as 80% of the materials expenditure and hours open requirement contained in regulation (605 CMR 4.01), while continuing to remain certified and receive State Aid to Public Libraries. Award amounts will be unchanged for municipalities meeting 100% of both standards.

Awards for municipalities meeting adjusted standards will be reduced according to compliance with reduced standard, and will be no less than 50% of the full award for meeting the minimum (80%) of both standards. Each standard that is met at a lower level will result in a 12.5% reduction to the full award for each level of reduction. Awards may be made in amounts of; 100%, 87.5%, 75%, 62.5%, 50%. If at the end of the FY2014 grant round funds remain, no second award of State Aid to Public Libraries will be made to a municipality using the flexibility of this policy of accommodation.

Examples: Library A and Library B

Library A with a population of 11,000, is meeting its MAR. For State Aid compliance the library is required to be open 40 hours each week and expend 16% of its municipal appropriation on library materials. However, it was only open 34 hours and expended 14% on materials, minimum compliance for both standards. As a result, the FY2015 State Aid award will be reduced to 50% of the Cherry Sheet total.

Library B has a population of 17,000 and is meeting its MAR. It is required to be open 50 hours each week and expend 15% of its municipal appropriation on materials. It was only open 46 hours and spent 14% on library materials, mid-level compliance for both standards. As a result, the FY2015 State Aid award will be reduced to 75% of the Cherry Sheet total.

Initial Approval of Policy: April 3, 2003  
FY2015 Approval Date: October 4, 2012  
State Aid Policies are reviewed annually.

### Adjusted Awards

Award Amount	Level of Compliance with Materials Expenditure Requirement and Hours Open Standards
100%	<b>Full</b> (100%) compliance with both standards.
87.5%	<b>Full</b> (100%) compliance with one standard and <b>Mid-level</b> (90%) compliance with the other standard.
75%	<b>Full</b> (100%) compliance with one standard and <b>Minimum</b> (80%) compliance with the other standard. <b>OR</b> <b>Mid-Level</b> (90%) compliance with both standards.
62.5%	<b>Mid-Level</b> (90%) compliance with one standard and <b>Minimum</b> (80%) compliance with the other standard.
50%	<b>Minimum</b> (80%) compliance with both standards.

### Materials Expenditure Requirement

Population Group	Full Compliance (100%)	Mid-Level Compliance (90%)	Minimum Compliance (80%)
Under 2,000	20.00%	18.00%	16.00%
2 – 4,999	19.50%	17.55%	15.60%
5 - 9,999	19.00%	17.00%	15.20%
10 - 14,999	16.00%	14.40%	12.80%
15 - 24,999	15.00%	13.50%	12.00%
25 - 49,999	13.00%	11.70%	10.40%
over 50,000	12.00%	10.80%	9.60%

### Hours Open Requirement

Population Group	Full Compliance (100%)	Mid-Level Compliance (90%)	Minimum Compliance (80%)
Under 2,000	10 hours, including some evening	9 hours, including some evening	8 hours, including some evening
2 - 4,999	15 hours, including some evening	13.50 hours, including some evening	12 hours, including some evening
5 - 9,999	25 hours, including some evening	22.50 hours, including some evening	20 hours, including some evening
10 - 14,999	40 hours, 5 days, including some evening	36 hours, 5 days, including some evening	32 hours, 4 days, including some evening
15 - 24,999	50 hours, 6 days, including some evening	45 hours, 5 days, including some evening	40 hours, 5 days, including some evening
25 – 49,999	59 hours, 6 days, including some evening	53 hours, 5 days, including some evening	47 hours, 5 days, including some evening
over 50,000	63 hours, 6 days, including some evening	57 hours, 5 days. Including some evening	50 hours, 5 days, including some evening

DEPT: 610 SNOW LIBRARY

BUDGET YEAR - 2014

# APPENDIX D TOTAL BUDGET COMPARISON

Acct. #	Description	Current FY13 Budget	Proposed FY14 Budget	Dollar Change	% Change
A.	SALARIES				
5111	Orleans Mgrs. - Dept. Mgr.	71,120	71,120	0	0.00%
5112	Orleans Mgrs. - Asst. Mgr.	58,608	58,608	0	0.00%
5114	Non Union - Others	114,890	121,599	6,709	5.84%
5119	Orleans Mgrs. - Longevity	2,275	2,450	175	7.69%
5163	C&T Union	126,373	123,425	(2,948)	-2.33%
5169	C&T Union - Longevity	1,793	1,519	(274)	-15.28%
	<i>Total Salaries</i>	<i>375,059</i>	<i>378,721</i>	<i>3,662</i>	<i>0.98%</i>
B.	EXPENSES				
5211	Electricity	17,100	17,100	0	0.00%
5212	Heating Fuel (Gas)	5,100	5,100	0	0.00%
5241	Rep/Maint. Pub. Prop.	20,930	17,100	(3,830)	-18.30%
5341	Telephone	620	600	(20)	-3.23%
5342	Postage-Box Rentals	660	660	0	0.00%
5382	Computer Services	29,220	32,900	3,680	12.59%
5421	Office Supplies	5,040	5,700	660	13.10%
5431	Rep/Serv. Equipmt.	3,505	4,200	695	19.83%
5432	Maint. Supplies	3,145	3,500	355	11.29%
5581	Books & Periodicals	52,950	55,000	2,050	3.87%
5711	Travel Reimb.	1,300	1,300	0	0.00%
5731	Dues Attending Mtgs.	700	800	100	14.29%
	<i>Total Expenses</i>	<i>140,270</i>	<i>143,960</i>	<i>3,690</i>	<i>2.63%</i>
C.	CAPITAL OUTLAY				
5840	Site Improvements	54,373	0	(54,373)	-100.00%
	<i>Total Capital Outlay</i>	<i>54,373</i>	<i>0</i>	<i>(54,373)</i>	<i>-100.00%</i>
TOTAL TOWN LIBRARY BUDGET		569,702	522,681	(47,021)	-8.25%



# November 2012 Library Statistics (Page 1 of 3)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 People Count 512 First Thursday Book Group - 14 LL - Songbook - 101 Story Hour - 4	2 People Count 532 LL - Landscaping - 35 LL - Perils at Sea - 50	3 People Count 456 Friends' Book Sale - 25 Sea Turtles - Audubon Program - 40
				Circulation at Front Desk: 808 Items Processed from other libraries - 333	Circulation at Front Desk: 834 Items Processed from other libraries - 227	Circulation at Front Desk: 904 Items Processed from other libraries - 224
4	5 People Count 590 LL - Opera 101 - 27 Poetry Group - 12	6 People Count 448 LL - Hebrew Prophets - 37 LL - Novels & Ideas - 31 Legos - 3 Snow Library Book Discussion - 2	7 People Count 512 LL - Geopolitics - 125 Craine Gallery Reception - 80	8 People Count 523 Sundays with Friends Mtg - 7 Story Hour - 7 LL - Songbook - 101	9 People Count 446 LL - Landscaping - 35 Lifetime Learning Meeting - 8 Lower Cape TV Workshop - 20	10 People Count 439 Friends' Book Sale - 20 Giving Rocks Day - 15 Tween Scene - 15
	Circulation at Front Desk: 1,153 Items Processed from other libraries - 189	Circulation at Front Desk: 931 Items Processed from other libraries - 224	Circulation at Front Desk: 911 Items Processed from other libraries - 238	Circulation at Front Desk: 849 Items Processed from other libraries - 292	Circulation at Front Desk: 776 Items Processed from other libraries - 171	Circulation at Front Desk: 808 Items Processed from other libraries - 170

# November 2012 Library Statistics (Page 2 of 3)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11 LIBRARY CLOSED	12 LIBRARY CLOSED	13 People Count 561	14 People Count 562	15 People Count 562	16 LIBRARY CLOSED	17 LIBRARY CLOSED
		LL - Hebrew Prophets - 37 Great Books Group - 11 Legos - 3 Board of Trustees Meeting - 12	Lifetime Learning Committee Mtg - 9 Orleans Community Partnership Mtg - 20	LL - Songbook - 101 Story Hour - 2 Friends Board Meeting - 14		
		Circulation at Front Desk: 1,517	Circulation at Front Desk: 986	Circulation at Front Desk: 907	Circulation at Front Desk: 117	
		Items Processed from other libraries - 214	Items Processed from other libraries - 301	Items Processed from other libraries - 334	Items Processed from other libraries - 242	
18 LIBRARY CLOSED	19 People Count 545	20 People Count 568	21 People Count 319	22 LIBRARY CLOSED	23 People Count 313	24 People Count 412
	LL - Opera 101 - 27 Poetry Group - 10 Nauset Newcomers Book Group - 12	Craine Gallery Committee Meeting - 9 Legos - 4 Book Group - 6				Friends' Book Sale - 20
	Circulation at Front Desk: 1,698	Circulation at Front Desk: 1,266	Circulation at Front Desk: 608		Circulation at Front Desk: 757	Circulation at Front Desk: 805
	Items Processed from other libraries - 416	Items Processed from other libraries - 194	Items Processed from other libraries - 242		Items Processed from other libraries - 253	Items Processed from other libraries - 95

## November 2012 Library Statistics (Page 3 of 3)

25	LIBRARY CLOSED	26	27	28	29	30	
		People Count 523 People Count 422	People Count 414	People Count 388	People Count 405		
	Poetry Group - 10	Legos - 1	Lifetime Learning Committee Mtg - 7	Lifetime Learning Committee Mtg - 5 Story Hour - 0	Special Story Hour - 16		
	Circulation at Front Desk: 1,492	Circulation at Front Desk: 1,113	Circulation at Front Desk: 825	Circulation at Front Desk: 675	Circulation at Front Desk: 758		
	Items Processed from other libraries - 183	Items Processed from other libraries - 238	Items Processed from other libraries - 287	Items Processed from other libraries - 320	Items Processed from other libraries - 179		

## November 2012 Library Statistics

Total People Count

10,452

Total Circulation at Desk

21,498

Total InterLibrary

5,566

Total Programs

46

Total Attendance at Programs

1,148

Total Computer Use

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

Wireless Computer Use

30 people per day (estimated)



# December 2012

## Snow Library Youth Services Report

### Every Week programs

#### Lego Club

The Tuesday afternoon Lego club is working out great. There are a few kids that come every week. I usually get a chance to sit down and build something with kids and get to know them a little better. We have a lot of fun.

#### Story Hour

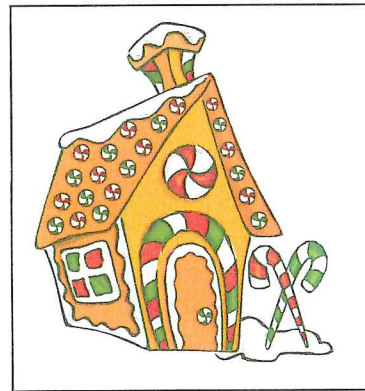
The Thursday morning attendance has been spotty. I am thinking about changing the time to either an afternoon or another morning. There is a very popular program in Brewster for toddlers on Thursday mornings.

We did have a special story hour on Friday November 30<sup>th</sup> at 3:30 and about 16 people showed up. We read stories about cats and then made a cat craft.

### Tween Scene

#### Rock n' roll over dead murder mystery party

I had to reschedule the tween scene for Jan. 5th. Only 2 tweens had signed up and I was hoping to get at least 8 for this program. Perhaps January will be a little less busy and more participants will sign up.



### Special Programs

#### Mrs. Claus and Gingerbread Houses

Mrs. Claus has agreed to come to Snow library on Saturday Dec. 15 at 2:00. She has offered to read us a story. Afterwards we will be making gingerbread houses. I think we should get a great turn-out for this. I have put notices up at the Learning Garden, The town website, The Orleans Elem. School, The Snow Library website and around the library.

### Craft time for 2-5 year olds

Thursday morning of Christmas vacation week I have scheduled a craft time. I think a lot of families will come in and play with crafts.

### Dream Catchers for 2<sup>nd</sup> grade and up

To celebrate the longest nights of the year we are going to make a dream catcher. I have scheduled this program for Friday December 28.

I hope to get a few older kids involved in this fun activity.



### Other

### Holiday books reorganizing

I have reorganized the holiday picture books. I have put new spine labels on the books and grouped them together by holiday. I did this because patrons often ask for books about Thanksgiving or Halloween and now they can find the books in one place instead of scattered throughout the picture books.

### First Graders visit

On Monday November 19<sup>th</sup> the entire first grade Orleans Elementary class came to Snow Library for a visit. I showed them around. We read two stories about responsibility and then I gave out registration forms for Library cards. They were very attentive and polite. They wrote me thank you notes and I have pinned them to the bulletin board.

## Authors' Program

Authors' Series ~ A Blockbuster Lineup  
Thursdays 1:00 – 2:30PM

March 7 ~ Greg O'Brien – Cape author, editor, journalist  
*On Pluto: Inside the Mind of Alzheimers*

March 14 ~ Marianne Leone, actress/The Sopranos,  
screenwriter, essayist and author: *Jesse: A Mother's  
Story*

March 21 ~ Peter Abrahams aka Spencer Quinn – Cape  
author, NY Times Bestselling *Echo Falls Mystery Series*,  
*Chet and Bernie Series* and *Robbie Forester and the  
Outlaws of Sherwood Street*

March 28 ~ Lisa Genova, Cape author, NY Times  
Bestseller - *Still Alice*, *Left Neglected*, *Love Anthony*

April 4 ~ William Martin, author, screenwriter,  
NYTimes Bestseller - *Cape Cod*, *Back Bay*, *The Lost  
Constitution*, *Citizen Washington*, *The Lincoln Letter*

## **additional author books request**

Mary Gulrich [marygulrich@gmail.com]

**Sent:** Saturday, December 01, 2012 4:13 PM

**To:** Mary Reuland

Hi Mary,

In addition to the sale of the books by the members on the Authors' Series, two other presenters will bring books for sale.

Janet Uhlar, who will be presenting the program The Unsung Heroes of the American Revolution. Janet has 2 published books that she'll bring to sell herself.

Stew Goodwin - New York in the 40's and 50's - he will handle this book as well.

Thanks,

Mary g