



Snow Library Building Program

Orleans MA

2023

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Executive Summary

A central hub since 1887 for the Town of Orleans, Snow Library has long played multiple vital roles as a library, historical archive, study hall, meeting and play space, and cultural and community center.

- The current Snow Library was built in 1954 with renovations and an expansion in 1977 and 1992 and provides 16,568 gross square feet of space.
- Now, 68 years later, the community has reached a population of 6,294¹, expanding to 22,000 in the summer months.
- Due to overcrowding and very limited meeting space the library is constrained in being able to add to its collection and in providing the program and meeting space needed to fulfill its mission.
- The building has been determined to be at the end of its useful life. It requires many millions of dollars of physical improvements for safety, infrastructure, and utility systems, e.g., a fire suppression system, a new roof and siding, proper handicapped access, and other code updates.

This building program calls for 18,105 square feet of assignable library space to enhance services to the community.

- This new program incorporates a larger auditorium/community room, small meeting rooms, conference rooms, a vastly improved Children's/Family Area, a Craft/Activity Room, enhanced teen space, adequate study space for students, enhanced collections, a climate controlled local history collection, a small café area and outdoor program area to support the programming needs of the community.
- In addition to the assignable areas, Massachusetts Board of Library Commissioners (MBLC) recommends planning on 30% of unassignable space in a building program to account for walls, corridors, elevators, and other necessary building program, such as restrooms and mechanical space, bringing the total gross square footage to 23,589 sq.ft.

Recommendations

- 18,145sq.ft. assigned program square feet, 23,589 square feet with 30% MBLC required unassigned space allowance.
- Larger Auditorium/Community room seating 150 people
- A medium-sized program/meeting room
- Four smaller group study or small meeting rooms
- A climate-controlled storage closet for local history materials adjacent to a conference room
- Enhanced and enlarged children's services area with more room for collections, program space, and seating for both adults and children.
- A café or social space where visitors can consume drinks and snacks they bring into the library.
- Enhanced teen services area with separate conversation and study areas
- Quiet reading and work areas near reference resources and magazines

¹ Town Planner George Meservey interview 10/4/22

- Updated infrastructure to support internet services and learning opportunities.
- Adequate space for staff to prepare materials and programs for the public.

Future Planning

This information reflects the needs outlined by the staff, Snow Library Board of Library Trustees and the community gathered through interviews, meetings with a committee of Trustees, Friends and community members, community surveys and forums in creating the new five year Strategic Plan. The Board of Library Trustees is working with the Orleans Select Board to determine the best possible site locations for a future library. Pending funding approval at the May 2023 Annual Town Meeting, the goal is to move forward with a feasibility study in preparation for the next MBLC construction grant round.

The Library and its Context

Description of Orleans

The Town of Orleans is located at the midpoint of Cape Cod in Barnstable County, thirty-six miles east of the Sagamore Bridge and ninety miles southeast of Boston with beaches on both the Cape Cod Bay and Atlantic Ocean. Orleans' fourteen square miles in land area contains both suburban and colonial housing stock, with many waterways including inlets, islands, harbors, bogs and ponds.

Originally known as South Parish of Eastham, which was settled in 1644, Orleans became incorporated in 1797 after seeking independence since 1717. The Nauset Indians were the native people in the area.

Orleans has long had many businesses based on its seaside location. Salt works formed a major industry until it became obsolete in the 1850's and the commercial fishing fleet still works out of Rock Harbor, not far from the village commercial area. Now there is a large charter boat fleet working out of Rock Harbor and aquaculture is on the rise. Farming was another major industry well into the 1930's. Tourism became another source of income when the railroad reached Orleans in 1865. With the control of swarms of mosquitoes in the 1950's tourism became a major source of income for the townspeople.

A 2016 Conservation, Recreation and Open Spaces draft report sums up the current economy:

Orleans today continues its crossroads tradition. Located halfway between Hyannis and Provincetown at the confluence of three major highways, Routes 6,6A, and 28, it is considered the Lower Cape's commercial center. This phenomenon has placed extraordinary pressures for growth and development on the Town, commercially and residentially. Orleans' physical beauty and expansive beaches make it a vital seasonal destination, and not simply a gateway to the Outer Cape.

The Orleans Town Center Economic Analysis from December 2015 identifies the primary year-round trade area for Orleans with a population exceeding 14,000.

- Because the Snow Library is within this business area these are all potential library users. This position as the Lower Cape commercial center affects the library because many who come from other towns to shop in Orleans also make use of the library while they are here.

- The Annual ARIS report states the library has 6,517 cardholders. This hub aspect of town is reflected in the cardholder statistic of 54% town residents and 46% cardholders from other towns.

Orleans experienced extensive population growth from the mid 1970’s through 2010, a period when the town’s population doubled (3,000 to 6,000). Three decades of sustained rapid population growth placed a strain on municipal services, including the Town’s recreational facilities and open space.

- The most recent census shows the population of 6,307, with a summer population of 22,000.
- More recently population growth has slowed significantly as buildable land has become scarce.
- For the most part Orleans is a residential community and is attractive to retirees, families and owners of seasonal use properties.
- Trends predict more smaller households and an aging population.
- Despite the current interval of stable population, the Town is expected to grow to over 10,700 residents by 2040.² The Orleans Town Planner cites this projection as the population data used in the Town of Orleans Comprehensive Plan.

The Town of Orleans Community Housing Study from 2017 cites *seasonal population increases estimated to reach as many as 19,000 residents, placing substantial burdens on existing Town services... Greater numbers of older adults with the financial means are buying into the community on a retirement or pre-retirement basis, which in addition to the aging long term residents is causing the population to become increasingly older.* ³

The Snow Library’s Strategic plan completed in 2022 cites *the year-round population numbers 6,307, and the summer population increases the count to approximately 22,000. Of the year-round population 45.5% are persons 65 years of age or older, 40% are between the ages of 19 and 64, 12% are under 18 years of age, and 2.5% are under five years of age.*

The Town of Orleans has a traditional form of New England government with a five-member Select Board, a Town Manager and open town meeting as described by the Commonwealth of Massachusetts Department of Housing and Community Development.

Demographic Data

Source: United States Census, 2020 Demographic Profile Data American Community Survey⁴

Current population	6,307 ⁵
2020 Median Household Income	\$57,176

² Orleans Conservation, Recreation and Open Spaces draft report, 2016

³ Orleans Community Housing Study, August 2017

⁴ <https://datausa.io/profile/geo/orleans-ma> Note population has slightly decreased since this study.

⁵ Massachusetts Board of Library Commissioners ARIS report 2022

Orleans Elementary School enrollment	164 ⁶
Home ownership rate	70.1%
Median age	62.8
Race	
White	88.5%
Black or African American	7.57%
Hispanic or Latino	2.37%

EDUCATION

For educational attainment

- 2.21% attended high school but did not graduate
- 27.03% are high school graduates,
- 24.43% attended some college but did not graduate
- 5.95% have an associate's degree
- 21.14% have a bachelor's degree
- 19.24% have a graduate degree.⁷

Students in Orleans begin at the Orleans Elementary School which serves grades K-5, and then move into the Nauset Middle School and on to the Nauset High School located in Eastham. The Nauset Regional System includes the towns of Orleans, Brewster, Eastham and Wellfleet with students from other towns participating through an open enrollment system. Each town has their own local elementary school. The Middle school, for grades 6-8, is located in Orleans adjacent to the library. Schools at all levels have certified and qualified full-time library media specialists in each building.



The Snow Library staff does a number of co-operative programs with the Elementary School, visiting the Elementary School so children know the Children's Librarian. Young children mostly visit the library when their parents bring them. Many students from the Middle School use the steps connecting the Middle School to the Snow Library for after-school visits. Most High School students appear to be using the library at the High School located in neighboring Eastham which is open until 5pm on weekdays. Two High School students participated in last year's Strategic Planning Committee.

⁶ [Orleans Elementary School District Profile](#)

⁷ From www.census.gov and www.worldpopulationreview.com

Nauset Regional School students are issued school computer tablets so they can make use of the many databases and the electronic resources available through the regional CLAMS (Cape Libraries Automated Materials Sharing) library system.

General Description of the Snow Library and its Role

The Snow Library's role in the community is to provide the means to connect to ideas and inspiration, and to engage others. The library serves as the town's publicly funded center for the pursuit of lifelong learning with a strong commitment to maintaining a dedicated professional staff, a high-quality collection of materials and an inviting functional building. The library welcomes all and strives to be responsive to the changing needs of its users.

The library is one of the most heavily visited Orleans town facilities, and expanding services to meet the needs of the community members of all ages holds promise of expanding the concept of the library as a community center that is also a trusted source of unbiased quality information to support education, lifelong learning and economic development. The library looks for ways to collaborate with agencies, schools, and organizations to extend services to the underserved in the community.⁸

The Snow Library is governed by an elected seven-member Board of Trustees, each serving a three-year term. The library is administered by Director Tavi Prugno who holds a master's degree in library science and has served as Director of the library for ten years. There is also an Assistant Director. The library policy and planning process is managed by the Board of Trustees. A Facilities Advisory Committee, made up of Trustees, representatives from the Friends of the Snow Library and town citizens, is charged with developing this Building Program with the assistance of consultant Cheryl Bryan MLS.

The location of the Snow Library on the Village Green in the center of the town's commercial district is important to the cultural life of Orleans. The official Village Center District includes the area between the intersection of Main and Route 28 (the Village Green adjacent to the library) to Snow's Hardware Store on the north-south perimeter and the Orleans Marketplace Plaza and Canal Road running east to west. Main Street is a walkable area with many of the town's local businesses within sight of the library and within easy walking distance. In the summer the library, often in conjunction with other cultural institutions, runs programs like a music series on the Village Green where people bring lawn chairs or stroll between it and other venues on Main Street. The library also hosts Village Strolls along Main Street on holidays like Halloween and Christmas.

The Snow Library does offer a variety of programs for families and people of all ages in the Orleans community. There are popular craft, holiday, Lego, music, and story hours for families. The Rowena Myers Winter Music Series offers local



⁸ Snow Library Strategic Plan 2023-2027, May 16, 2022



entertainers in the winter, with additional music offerings throughout the year. There is also a monthly movie series and book discussion group.

The very popular Friends of the Snow Library *Lifetime Learning* series offered in the fall and spring offers standalone and series classes on a wide variety of topics from current social issues to musical, movie and literary history. This program includes over 40 courses and attracts over 1,000 participants each year.

The Main Meeting Room also serves as a gallery featuring local artists' receptions and month-long exhibits

throughout the year. The special Marion Crane Gallery committee of the Friends of Snow Library recruits, evaluates, holds opening celebrations and promotes the gallery exhibits. The library also owns and exhibits several local artists' works throughout the building. There is a large wood carving in the Adult Reading Room by local artist Vernon Smith, a large ship's model displayed above the entrance to the Main Meeting Room, and two large half ship models within the Meeting Room. Clearly the Library reflects the nautical history of the town and plans for the new building must include safe display spaces for this art. A detailed description of the Library's collection of art and valuable holdings is in Appendix C.

Current Library

Physical Description of the Library

The Snow Library is located at 67 Main Street adjacent to the town green in the commercial center of the village. The building's parking lot also backs up to the parking lot for the Nauset Regional Middle School, which is located on property that sits above the library property. The parking

lots are connected by a stairway. Snow Library is primarily a one-story structure with a mezzanine and a full basement, creating a building totaling 16,568 gross square feet. The building is composed of three distinct elements: the original 1954 building, which replaced the 1877 building that burned down; a 1977 addition comprising a Children's Room, Reading Room and Meeting Room; and a 1992 addition with a new entrance off the parking lot. The 1992 project was intended to unify the exterior of the building and the inside blends to a unified, if somewhat awkward space. Although the Town has made repairs there have been repeated issues with a leaking roof and water in the



Aerial view Library is in the middle

basement.



The Harry Snow Reading Room, located near the book display area, and the adjacent Children's Room are the most easily identified pieces of the original 1954 building. The workroom with staff restroom, Circulation desk, Reference Desk, and Non-Fiction Collections are housed in the 1977 addition. The 1992 project relocated the entrance, and added the Cape Cod Room, and combined Meeting Room / Marion Crane Gallery and restrooms on the main floor, and second story mezzanine, Director's Office, Trustees Room, Cummings Local History Room, and elevator. Because residential and not library construction standards were used in 1992, many parts of that addition cannot support book stacks, which severely limits the library layout. The building is air-conditioned and carpeted throughout. There are few interior walls in the public areas but large support posts block sightlines from the Circulation to the Reference Desk. As you move through the building, from the Circulation Desk to the Adult Reading Room, there is an opening into the crowded Children's area, past book displays. Teens have a designated area for their materials with tables but the location on an open



mezzanine just above the Circulation desk discourages use. Many congregate in the Children's Room at the Children's Room's four public computers. With the periodic addition of shelving to accommodate the expanding collection, the interior of the building has become difficult to navigate with parts becoming inaccessible. There is an overall crowded appearance and minimal seating. Bookshelves are completely full. Display areas are needed throughout the building. Seating is limited, with computer space severely limited for users of all ages. There is no space available for quiet study or for a small group of students to work together

on school projects. More space is needed for the collection, library and community programs, and for making the library accessible to all users.

The staff workroom is located behind the circulation desk. The Circulation Desk is to the users' right as they enter the building but barely visible to those entering the building, who see the stairs going up and down between floors and a display case as they enter. The Director's office, Cummings Room, and Trustees Room share the mezzanine with the teen area and a small balcony with limited fixed seating that overlooks the meeting room. The mezzanine opens into the main room of the library spreading noise from the teen area throughout the main floor of the building. The basement holds the Fiction collection, a Book Sale Area, a Craft Area and a small Staff Room with a sink, refrigerator and small table in the kitchen area.



There is one Main Entrance to the Library, directly off the parking lot, and an elevator and stairs connecting the basement and the mezzanine. There are two stairways but no immediate emergency egress from the basement level and it is a concern that not all aisles are wheelchair accessible. There are no provisions for use after hours.

The 37-space parking lot is frequently full so library users park in the lot across the busy Main Street or in the adjacent Middle School parking lot. The parking lot across the street is on private land so it could be developed by the owner in the future eliminating that resource.



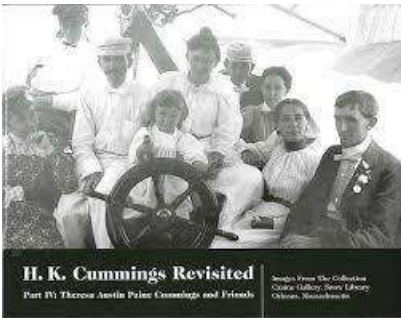
Toddler Area



Auditorium



Lower-Level Shelving w/ Book Sale



Historic Photo Collection



Library site near middle school and town green



Craft Program Area



After School Students



Library Concert on Town Green



Entrance from Main Street

Library Mission Statement

The Snow Library's mission is to provide the community with the means to connect to ideas and inspiration, and to engage others. The library serves as the town's publicly funded center for the pursuit of lifelong learning with a strong commitment to maintaining a dedicated professional staff, a high-quality collection of materials and an inviting functional building.

Current Trends in the Library

The library offers programs and workshops, seminars, and demonstrations, to create an environment for lifelong learning and social enrichment. There are popular music programs, craft programs for all ages, book discussions, lectures on popular topics and monthly art exhibitions in the Community Room. The high enrollment for the Lifetime Learning series and popularity of library programs demonstrate that the community is eager for this kind of offering.

Offering emerging and traditional formats, the staff assists the public in obtaining materials they are interested in using. The staff sees more people in need of assistance with various forms of technology. There is a trend toward personal devices along with an ongoing need for the library's public access computers. Children's services continue to be very important to the families in Orleans, providing a variety of craft and learning opportunities. There are four popular public access computers dedicated to the children's use in the area.



Collection Analysis

The collection contains a total of 55,788 print materials. Patrons are using more electronic resources than five years ago. The library provides access to 72,135 non-print materials and has access to the Digital Commonwealth. The most recent annual circulation report for 2022 shows that 31% of circulation is digital materials, up from 15% in 2020. However, traditional library holdings are still 69%, demonstrating borrowers' strong preference for physical materials. Snow Library continues to have a healthy circulation, serving as a net lender in the Cape-wide CLAMS Library Network. Shelf space currently limits the physical collection's size. This means that whenever new materials are added to the collection, some other materials must be removed to make room for them. Some books are shelved on book trucks as the shelves are packed.

Library Staff

The Snow Library Staff consists of three full-time and eleven part-time positions. A full-time position is defined as 40 hours per week, so the library has a full-time equivalency of 8.3. The Director, Assistant Director, and Senior Library Technician all work full-time. Other public service employees work between 19.5 and 35 hours each week. Staff positions include Adult Reference Librarian, Children's Librarian, Technical Services Librarian, Circulation Services Librarian, and a Library Page. There is also a 30-hour-per-week Administrative Assistant and 19.5-hour-per-week Custodian. Staff members participated in interviews or surveys as part of the development of this program.

Planning Efforts

Since 2015 the Board of Trustees and Library Director have had ongoing discussions about library space needs. During the life of the library, the town's population has grown, as has the demand and scheduling of activities and programs within the building. Size and physical limitations have affected the library's ability and capacity to keep up with community expectations. In 2015 a building study by Ruth Kowal recommended increasing the library to 33,000 gross square feet to accommodate the current service program.

In response to the Strategic Long Range Plan adopted in October of 2015 the Snow library hired Stephen Hale Associates to develop a Building Program in February 2018. As part of this 2018 Building Program, Architect Stephen Hale hired Coastal Engineering to develop an extensive report *Snow Library Current Facility Conditions*.

The Coastal Engineering report recommends 150 psf live load for design of stack and reading room areas. Any renovation or new addition.....may have to meet appropriate codes for new construction, requiring reinforcement (or replacement) of crucial load carrying elements in the existing structure. Any vertical additions to the existing building would require either substantial reinforcing of the existing load carrying elements and/or the installation of new load carrying elements extending down to reinforced/new foundation elements. Any horizontal renovation or addition should be structurally designed as independent from the existing structure.⁹

Architect Stephen Hale's executive summary of the Building Program calls out *a number of deficiencies with the existing building. These include:*

- *A lack of an automatic fire sprinkler system*
- *Emergency egress that does not meet current code, on all levels*
- *Structural components more typical of residential construction rather than (sufficient support for) public facilities, limiting places where books can be housed*
- *Inadequate and hazardous parking. ...*
- *This report details a number of facility areas that are inadequate to meet current and future program requirements. Among these are:*
 - *Program areas (e.g., children's, teens, and adult reading room) that cannot be acoustically separated from adjacent areas (e.g. periodicals and reading areas). These areas lack flexibility and have become crowded and compromised.*
 - *A severe lack of quiet and small meeting spaces limits programming*
 - *The need to more than double the capacity of the Craine Gallery/Meeting Room and make it more flexible*
 - *Non-existent climate-controlled and adequate security for housing and making accessible the library's special collections*

⁹ [Coastal Engineering Current Facility Conditions Report, April 10, 2019](#)

The expected remaining life of the current building (assuming normal maintenance) is 8-12 years. Any alterations to the current building would require substantial structural work and trigger the need to bring the library fully up to current code requirements.¹⁰

A new Five Year Strategic Plan was created by a committee made up of Trustees, community members, Friends of the Library, students from the Nauset High School, the Elementary School Librarian, and administrative staff from the Library, and was approved by the Library Trustees in May of 2022. The service priorities represented in this current program incorporate their findings. *Traditional library services are valued by many, and the Snow Library is committed to maintaining a quality book collection and providing appealing spaces for reading and research, and for hosting public programs and educational presentations such as Lifetime Learning.*

The Vision developed by this committee states:

The Snow Library is for everyone: a hub of imagination that sparks learning, creativity, and joy.

The Strategic plan states: *It is clear that the library building needs improvement. We have established goals for both short- and long-term updates to the facility. Our vision is of a contemporary library building that is optimized to provide flexible multi-use spaces for quiet reading and study, collaboration among individuals and groups, presentations (both online and in-person), collections, modern technology, crafting and more. The library welcomes all and strives to be responsive to the changing needs of its users. Access to the extensive collection is available through print materials, emerging technology and online services.*

The section of the Strategic Plan *Our Best Future* states “*The Library is the heart of the community with programming and facilities to serve all ages on-site and virtually year-round and expanded opportunities to bring generations and other diverse residents together. Services and facilities to appeal to all, e.g., quiet space, collaboration space, up-to-date technology, maker space to support education and the creative economy, coffee, snacks, up-to-date collections stored efficiently, programming for all ages and to bring generations and diverse groups together, and sufficient staffing to expand services and hours in a walkable downtown. All community facilities strengthen resilience with capability to serve as shelter in emergencies in an energy-efficient building.*”¹¹

¹⁰ Snow Library Current Facility Conditions, Hale Associates, Architects, April 10, 2019

¹¹ [7. Snow Library Strategic Plan 2023-2027, May 16, 2022](#)

Snow Library Strategic Plan 2023-2027

Board of Trustees

- James Balliett
- Marilyn Bornemeier
- Janet Crabtree
- Joan Francolini
- Steven Gass, Chair
- Deirdre White
- Mark Ziomek

Strategic Planning Committee

- Mal Bornemeier, Trustee
- Nancy James, Orleans Community Member
- Kaimi Lum, Library staff
- Mary Mador, Friends of Snow Library
- Emma Menengas, NRHS student
- Sophia Prickitt, NRHS student
- Tavi Prugno, Library staff
- Tracey Salley, Friends of Snow Library
- Deirdre White, Trustee
- Kara Yuen, Orleans Elementary School Librarian
- Mark Ziomek, Trustee

Library Staff

- Tavi Prugno, Library Director
- Kaimi Lum, Assistant Director
- Theresa Pitta, Principal Clerk
- Galen Malicoat, Technical Services Librarian
- Ann Foster, Youth Services Librarian
- Betty Steele-Jeffers, Reference Services Librarian
- Jenny Fulcher, Circulation Services Librarian
- Penny Struzinski, Library Assistant
- Jean Valenti, Library Assistant
- Jamie Forster, Page
- Rosie Lenihan, Page
- Chris Kender, Library Custodian

Introduction

The Snow Library Strategic Plan for the years 2023-2027 is essential for the library's success. The plan addresses current and future needs and trends, and endeavors to answer the question: What is the role of the library in our community? Those with a hand in meeting these needs through implementation of the strategic plan include the library director, staff, trustees, friends, and community partners. During the planning process, we engaged in extensive outreach to learn what community stakeholders want from the Snow Library. Participants included persons from youth to seniors, residents and nonresidents, and library users and non-users. The goals and strategies included in the plan reflect the feedback we received. The Massachusetts Board of Library Commissioners (MBLC) recommends that every library maintain an up-to-date strategic plan

as a management best practice. In addition, to apply for a Library Services and Technology Act (LSTA) Grant or a Massachusetts Public Library Construction Grant (both of which are administered by the MBLC), libraries are required to have completed a planning process and have a current written plan on file. It is with these reasons in mind—serving the community and complying with state library guidelines—that this strategic plan has been written. This thought-provoking and intensive process would have been impossible without the help of everyone who participated in taking the survey, attended community engagement sessions, and provided their thoughts in interviews. We thank everyone who participated in developing this strategic plan including the library trustees, staff, the Strategic Planning Committee, the Friends of Snow Library, and most important, town residents who shared their views on the community and the library to contribute to this vital process. Detailed notes from community meetings and the community survey are available as appendices in a separate document.

Governing Body Approval

This strategic plan was approved by the Snow Library Board of Trustees at its May 16, 2022 meeting.

Executive Summary

The Snow Library Strategic Planning Committee worked with community members, the Board of Trustees, library staff, and other stakeholders for six months to evaluate community needs and aspirations and develop this five-year strategic plan. We heard from hundreds of community members and stakeholders in phone calls, at in-person and virtual meetings, and in survey responses. We have endeavored to incorporate everyone's important feedback into the plan.

The Snow Library Response

We responded to community feedback with revised mission and vision statements to clarify our purpose and we established goals and principles to meet Orleans' needs over the next five years. Traditional library services are valued by many, and the Snow Library is committed to maintaining a quality book collection and providing appealing spaces for reading and research, and for hosting public programs and educational presentations such as Lifetime Learning. The pandemic and recent publishing trends generated strong interest in online and virtual library services. The library will continue to look to the future in building eBook and other online collections. Virtual programming is a new staple of library services. Our research pointed out the need to raise awareness in the community about library collections and services. Our goal is to ensure that the Snow Library is widely recognized as an asset vital to the Town of Orleans and the region. It is clear that the library building needs improvement. We have established goals for both short- and long-term updates to the facility. Our vision is of a contemporary library building that is optimized to provide flexible multi-use space for quiet reading and study, collaboration among individuals and groups, presentations (both online and in-person), collections, modern technology, crafting, and more. Thriving communities are innovative, inclusive, and accessible to everyone. The library supports this with programming and services available and designed for all age groups, population sectors, and interests. We envision the library as a community hub which inspires people and brings them together for learning, creativity, and joy. Intellectual freedom is our watchword, and everyone is free to explore any interest with assistance from our talented staff. Library resources are limited, and change is needed to bring our vision to fruition. We will partner with the Town and local/regional

organizations to expand capacity and develop and support the most desirable and useful services. Library staffing levels, roles, and skill sets will evolve to meet the ongoing library needs of Orleans' residents.

History and Environmental Scan

Snow Library was created in 1887 with a bequest from David Snow. His will donated "...To the Town of Orleans in the County of Barnstable in said Commonwealth, five thousand dollars for a public library, to be open to all people residing in said town at all proper hours and to be called 'Snow's Library'. But this bequest is made upon the express condition, to wit: That said town provide a suitable and permanent building for such library with proper convenience to accommodate the citizens who desire its benefits."

The original building, Gothic style of sandstone and brick, was built on the triangle at the intersection of Main Street and Route 28. Photographs of the building are found in the Henry K. Cummings collection of historic photographs which were donated to Snow Library in 1954. This original library was destroyed in the blizzard of February 1952 due to an electrical fire. Although fire crews responded to the library, they were unable to save the building or any of its contents. Residents responded immediately to the need for a new library and the town appropriated funds for a new building in that same year.

Dedication of the new Snow Library at its present location at the intersection of Main Street and Route 28 took place on July 4, 1954. A second addition, completed in 1977, added a children's room, a reading room, and a meeting room to the library. The most recent addition to the library was completed in 1992 with financial assistance from a state library construction grant, the Friends of Snow Library fund-raising efforts, and a town appropriation.

Thirty years have elapsed since the last library addition, and this is apparent in the current state of the building. The structure itself is aging and nearing the end of its useful life, there are numerous ADA accessibility issues, and inadequate space for programs and parking. This strategic plan hopes to address these issues by working towards a new library facility to enhance the community—the way previous improvements did—while also supporting the development of Snow Library's activities in the meantime.

Environmental Scan

In 2021, Snow Library's annual budget was \$680,998 which consisted of \$524,900 in salaries for a total of eighteen staff members and \$150,098 in appropriation expenses. Out of a total of 6,798 library card holders, 3,596 are Orleans residents. Throughout the year, 623 programs attended by 13,956 people were offered on a variety of topics for all ages. The current 16,568 square foot library holds 127,923 materials and circulated 107,368 of them in 2021. Print resources still comprise the majority of the collection with 61,801 of those items circulating in comparison with 45,567 electronic materials. Belonging to the CLAMS consortium is beneficial for all the library's patrons as it loaned out 19,579 items to other libraries and received 24,103 of items in 2021.

Vision, Mission, and Principles

Vision: The Snow Library is for everyone: a hub of imagination that sparks learning, creativity, and joy.

Mission: We provide the community connection to ideas, inspiration, and engagement with others.

Principles

- We embody the best of the traditional library by supporting reading with a wide variety of books and spaces to read, onsite programs, and resources.
- We meet the needs and interests of current and future generations with online resources, virtual programming, and by looking to the future for ideas and inspiration.
- We offer an inclusive, welcoming environment—at the library and virtually—with equitable access and accommodation for all to information, education, and programming, which represent diverse cultures, ethnicities, orientations, and abilities.
- We connect people and groups, helping them discover common goals and build an ever more thriving community.
- We continually re-envision spaces within and outside the walls to meet the changing needs of the community.
- We provide reliable sources of information and educate our community in navigating the myriad of information and misinformation.
- We believe in intellectual freedom—a pillar of democracy—and actively support our community in developing expanded horizons and enriched perspectives.
- We offer up-to-date technology for learning, entertainment, and growth, and provide education on how to use it effectively.
- We collaborate with the Town of Orleans and other organizations to develop programs and services and plan for the future of the library and the community.
- Our staff are supported and challenged in their roles and responsibilities.

Staffing levels and activities align with current and anticipated future needs of the library and its users.

The Anatomy of Our Strategic Plan

The Snow Library strategic plan is organized into six strategic goal areas or main areas of focus. Each goal area is accompanied by a goal statement expressing what success looks like in concrete terms. One or more strategies have been developed for each goal area describing plans for action to realize the goal. A separate action plan outlines specific projects to support each strategy, and containing details pertinent to execution, including measures of success.

Goals and Strategies

1. Advocacy and PR Snow Library is universally recognized as a vital asset to the Town of Orleans, and key to the well-being of the community.

- Develop a plan to raise awareness about the library and promote attendance and use of programs and services and to share information about the need for a new facility.

2. Short-term Facility Enhancements

The existing library facility is optimized to provide maximum value for the community.

- Consider options to improve use of the existing facility.
- Consult with experts to evaluate preservation and access options for archival materials.

3. Comprehensive Long-term Facility Improvements

The Orleans community is fully mobilized to plan and build the next generation of the Snow Library.

- Include facility needs in advocacy and public relations efforts.
- Explore options for funding and fundraising for a new or renovated facility.

4. Programs and Services

The library exceeds expectations with innovative and inclusive programs and services.

- Explore options to expand attendance and use of library programs and services, e.g., forge partnerships with local organizations/businesses, assist users with technology for virtual programming, build information literacy and diversity, equity, and inclusion training and resources, provide access to remote programs at the library, and expand use of outdoor spaces, Little Free Libraries, and Snowmobile services.
- Monitor use of current and new programs and services to focus on community needs.

5. Staffing and Staff Development

Library staffing levels are sufficient and library staff have the skills to realize organizational goals and provide exceptional value for the community.

- Monitor staffing level and training needs to meet the needs of community.
- Evaluate staffing needs to implement new programs and services.

6. Community Collaboration and Partnerships

The library successfully collaborates with the Town of Orleans and other local organizations to provide an integrated approach to meeting community needs.

- Explore collaboration opportunities with the town and local organizations/businesses.
- Take action on most promising opportunities with mutual benefits.
- Work with the town to review/rewrite library job descriptions.

User Needs Assessment

Below, we outline the strategic planning process, including the objectives identified at the outset, activities engaged in, and summaries of data gathered and conversations that took place in the information-gathering phase.

Planning Methodology

The Snow Library Strategic Planning Committee (SPC) met in December of 2021 to kick off the project and discuss desired outcomes for the Strategic Plan. The group planned the following course of action for planning consultants:

- Work closely with the Director and SPC, including facilitation of six meetings with the Committee
- Gather, analyze, and present community data
- Develop, analyze, and present community survey results
- Facilitate community engagement with Trustees, staff, key stakeholders, library users, and community residents
- Create report of findings
- Develop strategic goals and strategies and review/revise vision and mission with Committee
- Document methodology of Strategic Plan development
- Prepare and present Strategic Plan to Board of Trustees

The information gathering process consisted of:

- Review of library and community data
- Community survey
- Five one-on-one interviews with key stakeholders
- Focus groups with Trustees and staff
- Four community engagement meetings

Summary of Findings Survey

The 2022 strategic planning survey was open online for three weeks in February 2022. The survey was also distributed in a slightly abbreviated paper format at schools and the Senior Center. 346 responses were received of which about 60 (17%) were submitted in paper format and input by library staff. This is a good response in a community of about 6,300. We believe many responses were family-based to represent the needs and aspirations of more than a single individual. The survey questions and detailed responses may be viewed in Appendix B. (available at the Snow Library)

Major Respondent Trends

The vast majority (76%) are year-round Orleans residents, while 14% are seasonal Orleans residents. 70% use the library regularly (monthly, weekly, or more frequently). 56% are aged 55-75 and 30% 75+. Services deemed most important are customer service provided by library staff, the book collection, the ability to borrow materials from other libraries using CLAMS, Lifetime Learning, quiet place to read/study, adult programs, and the Friends of the Library book sale. High priority for potential new services was given to streaming videos, more online programs, more programs for seniors, more programs for children, and more programs for young adults.

71% said current library hours are fine, while 32% indicated that Sunday hours would make library use more convenient.

The most important features for new facility consideration are parking, accessibility, restrooms, quiet reading/study areas, computer, and Wi-Fi access. Many comments referred to the physical space. The vision of the library as a quiet space and, simultaneously, a community center is apparent from respondent comments. There is a desire for both. Calls for outdoor space and many facility updates were made with many seeking a community space. Several respondents commented about the need to keep costs down. Many respondents also use the Senior Center.

Other Trends

Numerous positive comments about the library were made and one repeated sentiment was, I love the Snow Library! A mixture of comments and suggestions about the facilities and services were also made. Some respondents suggested local collaborations, e.g., with the Senior Center, schools, and the Orleans Historical Society.

We attempted to learn from those who use the library infrequently or never and 25 respondents responded as such. We asked them why they used the library infrequently and the most frequent reason was that I have no need for the library's services. We followed up by asking what kinds of services would encourage library use. Programs were suggested by several respondents and several respondents requested more information about library programs. The library staff followed up on these requests.

Focus Groups, Community Engagement Meetings, and Interviews

We asked three questions of all participants in focus groups and community meetings. Summaries of collective responses from each activity appear below. A consolidated version of all community input may be found following url in the separate Appendix document.

1. Current Situation:

What is happening in the world (globally, nationally, regionally, locally) that's having/will have a big effect on the Orleans community, the region, and the Snow Library? This activity supports participants in thinking strategically and creates a shared context for envisioning and planning for the future.

2. Our Best Future:

It's 2027. We've successfully addressed the opportunities and challenges identified in 2022. How have the community and region changed, how has the Snow Library changed? How has our thinking changed? What are we able to do we couldn't do before? How does this positively affect the people who use the library to work, study, and enrich their lives? This activity encourages participants to imagine what is possible without the practical restraints that frequently compromise creativity and expansive thinking. When we do this, we are more able to create impactful action today.

3. The Future Is Now (KAIR):

Thinking about the future we imagine, what are folks doing at the Snow Library that we should KEEP? What no longer serves us that we should ABANDON? What might we INVENT or REINVENT that will help us create the best future for our library and our community? This is a strategic analysis is similar to—but more action oriented than—the traditional SWOT (Strengths, Weaknesses, Opportunities, and Threats). Participants begin by acknowledging and appreciating what is working well, touch briefly on what no longer serves in any way, and then spend most of their time imagining innovative ways to address the challenges and opportunities they have identified and the future they would like to create.

Summary of Interviews

The consultants worked with the SPC to identify five individuals with a strong understanding of the community and the library who could contribute to strategic planning in an interview based on the

above set of three questions. Content from these interviews is included below, consolidated under the themes of the three questions we posed.

Interviewees · Andrea Reed, Select Board Member · George Meservey, Town Planner · Kevin Galligan, Select Board Member · Mary Beth Fincke, former Library Trustee · Tracy Murphy, Chair of Recreation Advisory Committee

Current Situation

Opportunities for the community and library include joint planning efforts among community departments and organizations to attain greater good for Orleans, e.g., a shared campus and coordinated planning and funding to meet community-wide needs. There is orientation for community volunteers, boards, and committees to share a comprehensive view of community needs. This would benefit library users with a deep look at facility needs such as parking, community meeting space, quiet space for individuals, outdoor and indoor space, shelter during emergencies, access to collections (physical and virtual) and adequate resource allocation for appropriate staffing to meet community needs. Regional planning can be expanded. CLAMS provides a beloved service to many library users. Additional regional collaboration could be explored. The library is one of the most heavily visited Orleans town facilities and expanding services to meet the needs of community members of all ages holds promise of expanding the concept of the library as a community center that is also a trusted source of unbiased quality information to support education, lifelong learning, and economic development. Challenges facing Orleans include demographics, high cost of housing, limited access to commercial services in the off season, and recovering from COVID shutdowns. Demographics are skewed toward older residents. A vibrant community must provide for residents and families of all ages. Housing costs make it challenging for younger families and individuals which affects the available workforce in town for year-round and seasonal employment. The limited commercial activities in the off season hinder vibrancy that might attract a diverse base of residents. COVID has affected many businesses and library services.

Our Best Future

The library is the heart of the community with programming and facilities to serve all ages on-site and virtually year-round and expanded opportunities to bring generations and other diverse residents together. Services and facilities to appeal to all, e.g., quiet space, collaboration space, up-to-date technology, maker space to support education and the creative economy, coffee, snacks, up-to-date collections stored efficiently, programming for all ages and to bring generations and diverse groups together, and sufficient staffing to expand services and hours in a walkable downtown. All community facilities strengthen resilience with capability to serve as shelter in emergencies in an energy-efficient building. We build on successful collaboration to capitalize on state grants to support new or renovated facilities, regionalization like CLAMS' shared library system, emulate best practices of successful neighboring libraries, e.g., story trail, expanded access to archives with Historical Society collaboration, joint projects with the Senior Center and schools.

Focus Group with Snow Library Staff

Attendees: · Jane Ames (substitute reference Librarian) · Jamie Forster · Anne Foster · Jenny Fulcher · Melody Gulow · Betty Steele-Jeffers · Kaimi Lum · Tavi Prugno

Current Situation

COVID and its effects were top of mind for staff, including continuing to make sure everyone is safe. It was noted that many patrons have become used to online programming and curbside pickup, and the

question asked what this will mean for physical use of the library moving forward. For example, with people using Zoom and digital media more often, will there be the same need for physical space as before? What are the ramifications for programming and for consideration of a new building? It was agreed that, regardless of how people use the physical library space, more digital services and products will need to be provided, and staff will need to be skilled in facilitating access and supporting them (including training around discerning mis- and dis-information). While there is increasing demand for digital items, some people prefer print media (perhaps divided along generational lines). The question is, how best to use library space and how to create a welcoming environment that provides for everyone's needs? While the 2021 tourist season brought many people to the library, it was acknowledged that it is increasingly difficult for younger families to afford to live in Orleans. This makes it hard to plan for the future of the library and its programming. Still, there is a need to provide a welcoming environment for the young people who live in town now, where they can interact with each other, eat, and generally behave like themselves. The need for more/better outdoor space came up as well. A Dig-in grant was suggested, perhaps in service to a pollinator garden, as well as multi-use open space -- perhaps partially sheltered -- that can accommodate a range of activities.

It was agreed that more overall community space is needed in Orleans, some of which the library might provide. And at a time when many municipal projects are planned or underway, there is concern about funding a new library. Some have suggested a combination library and community center. A question was raised about what this means for Snow Library and its identity as an institution.

Our Best Future

The library continues to provide an “enjoyable environment for learning”. People of all ages get the information they want and need. There are many opportunities to learn how to make and do things, including a maker space with 3D printer, LEGO table, and more. In addition to programs for specific age and interest groups, there are cross-generational activities, such as young people and elders working together in the garden, or middle and high schoolers doing projects together. The physical library space is fresh and comfortable with plenty of natural light. There are dedicated spaces for many activities in a building that is sound, well cared for, and well-funded. Food and drink are served as well. There is a full-time programming librarian who coordinates the many activities at Snow Library. Programs are broadcast so the widest possible audience can participate. The library itself is open a generous number of hours each week, allowing people to spend more time at their convenience. The library and proponents of a community center have worked together for the best possible outcome, including the maintenance of Snow Library's identity as a hub of learning for the people of Orleans.

The Future Is Now:

KAIR (Keep, Abandon, Invent/Reinvent) Snow Library staff value excellent relationships with patrons and appreciate being able to know people by name. They are proud of the service they provide, which combines wise use of technology with the best of human interaction. As one person put it, “Our interaction and personal relationship is priceless.” The Friends of the Library and the Lifetime Learning program are representative of the excellent programming at Snow Library that staff want to bring into the future. The circulation of reference materials stood out as another example of how the library meets the needs of the community by “getting the information out however we can”. Staff also mentioned the importance of the reading area where people “who do the circuit in town” stop to enjoy a rich collection of print materials. As people also engage in more ways with the digital world, it's great to have staff who understand it and can address the “more interesting questions” that are now being asked, beyond the “how-to”.

There was a short list of items to abandon, including fines – which are seen as an impediment to some people's use of the library – and “old ideas that inhibit our possibilities”.

Participants spoke enthusiastically about items to invent or reinvent, including the creation of more

flexible spaces to accommodate activities by the Friends and others, and updated technology, including more databases, supported by a full-time IT person and staff well versed in operating digital equipment. The need was also identified for a full-time children's librarian. It was suggested that the library might expand policies about who can do programs at the library to bring more of the community – and perhaps some more revenue – into the building. Programming suggestions included a seed library, a library of things, and even a “talent library” where patrons could spend time with knowledgeable volunteers, similar to Osterville’s “Check Out a Friend” program.

Focus Group with Snow Library Trustees

· James Balliett · Marilyn Bornemeier · Janet Crabtree · Joan Francolini · Steven Gass · Deirdre White · Mark Ziomek

Current Situation

Opportunities abound for the library to be a dynamic and resilient hub of the community and provide space and services for gathering, sharing, education, and lifelong learning to support current and future residents with up-to-date collections, technology, facilities, and responsive customer service for all. Working together with the entire community, we can overcome the challenges created by pandemic shutdowns, difficulties in hiring skilled workers, housing affordability, capital needs, climate change, and political discord.

Our Best Future

The library is located on a walkable campus of popular shared facilities (community center and Senior Center) in the town center in a community that supports families and residents of all ages. As the hub of the community, the library provides performances, lectures, art shows, in-person, and virtual services for all ages. There are comfortable areas for many activities such as quiet reading, collaboration in various-sized meeting rooms. Other activities include computer use, crafts, and creativity of many types. There is access to a diverse multifaceted collection of physical and electronic resources in a pleasant, updated facility which takes advantage of outdoor and indoor space with easy access and close parking. Town residents recognize the value of library staff and services, and the community provides financial support sufficient for appropriate staffing, up-to-date technology, open hours appropriate for the season, collections, and the facility. The library is a valued partner and the dynamic staff and engaged Trustees interface regularly and constructively with town government and local/regional organizations.

The Future Is Now: KAIR (Keep, Abandon, Invent/Reinvent)

The Snow Library Trustees see value in the library’s providing a wide range of physical materials, the programming and spaces for Lifetime Learning, entertainment, and art displays as well as small meeting rooms. The excellent customer service attitude and approach by staff are an asset as is the strong partnership with the Friends. A few things need to be abandoned including “taking no for an answer” about the positive future for the library and not seeking visibility. There is also a need to do away with the sense of the library as “a stuffy place”, and to do something about “bad furniture.” Positive change will result in inventing and reinventing many things such as strengthening the voice of the library in the community with Trustee advocates, ensuring that we have a dynamic creative staff who will also advocate to make the community aware of the library’s benefits to the town and ensure that—through exceeding expectations—the Snow Library is appreciated and supported by the community. The library must be prepared to meet change by pivoting when necessary, embracing its

role as a 21st century library, seeking and supporting additional staff to meet community needs with technology. Let's get the town excited about a new library.

Facility improvements were also high on the list for invention/reinvention.

The Trustees called for improved usable space for the future, e.g., more colorful, more fun. The library also needs more space, more varieties of space, and more activities in the space we have as well as more hours and Sunday hours.

Community Engagement Meetings

We held four community engagement meetings, which were open to all members of the Snow Library and local communities. Approximately 30 people attended. While it would have been good to hear from more voices, the quality of the conversation was high, and the meetings proved successful overall. In each meeting, we considered the three questions common to all our community engagement endeavors. Participants' thoughts are summarized below. Notes from each meeting available at the Snow Library.

Current Situation

Orleans comprises the oldest demographic on the Cape with people living on fixed incomes, which makes the specter of rising taxes a worry. On the Cape and elsewhere, you see a lot of buildings going up outside of downtown. It's great for people of all ages to be able to walk to the center. Brewster and Eastham don't have village centers like we do in Orleans. People come to Orleans because there is a town center. We need a more equitable way of planning the future of our town. Once an issue gets to the select board it is rare to have a different decision. The Community Forum is at the end of the process rather than the beginning. In other states/communities there is a deliberative process that includes voters prior to boards making decisions. If libraries could facilitate this process, we'd see a much fuller participation. More people are moving to the Cape in general. Housing is highly priced in Orleans, making it hard to attract young working families. The hope is that, if more affordable housing is built, there will be more young families, so it is important to orient toward children and young people, in general and in the library. Young people are growing up in a time with a lot of uncertainty. They are worried about many things, including what they can afford, where to live and existential crises about the future of the planet. There is a lot of cynicism about the ability of our governing system to solve these problems in a useful way, and a lot of anxiety. People of all ages are feeling alienated, many living in bubbles of self-interest and not getting to know each other. The library, run the right way, can offer an opportunity to connect, like a pub, facilitating human contact that is the opposite of much digital engagement, a safe "Third Place" in the community. It can be a force for anti-loneliness and anti-depression. While technology has become part of the problem, we can also use it to our advantage with digital tools that connect people. With so many people in discord, politically and socially, the library can be the "Switzerland of our town" and a "pillar of democracy". Race and social justice are big issues everywhere today, as well as equity, not just economic, but historical as well. Inclusion is an umbrella trend. We need to reach out to include people of color, transgender people, everyone! There is also a crisis of mis- and dis-information. Technology provides so much power to make or change history and present biased points of view and it's only getting stronger with, for example, censorship in schools. Libraries can help people learn how to navigate the morass of information to make wise decisions and choices for their lives. Big technological changes affect different generations differently. While there is a shift to the use of digital information and media, particularly among younger people, many others still want access to print media. Paper books you can hold in your hand. "They are a "long-term technology". There is also a shift in thinking from libraries as bricks and mortar to a series of connections. It may be challenging to get people back into the library

after COVID. Many are used to doing things out of the library. We need to take all of this into consideration as we make our Strategic Plan. There are many libraries ahead of us in line for MBLC grants, so we need to strategize about what we can do with our current building to delight our community and engage people around the future of the library.

Our Best Future

The Snow Library is the natural place to be in Orleans and is truly the community center. It is centrally located, the social core of downtown Orleans with atrium and open-air spaces in addition to the internal spaces. You can't go anywhere without touching the library. People come to our town for the great school and the great library. Everybody in town and the region knows about what the library offers. In fact, Snow Library is the busiest place in Orleans. It is the intellectual and cultural center, open many hours, including Sundays to be optimally convenient for all. There are plenty of well-paid staff members ready to collaborate with patrons on whatever project they wish to undertake. The library is known as a center of innovation and incubation of ideas. People get together to solve problems and generate solutions. There are programs for young people that are really compelling to them and helpful in terms of what they're doing, the equivalent of the great Lifetime Learning offerings for adults. Every generation in Orleans has learned to channel their inner four-year-old, so they feel free to ask "why" and share their ideas freely with others. There is state-of-the-art digital equipment and internet access in and around the library with tech-savvy staff who are ready and able to assist people with everything from the basics to the finer points of digital research and interaction. There is also plenty of room to run many programs simultaneously. The community enjoys different sized meeting spaces that are modern, well-ventilated, ready to use for a variety of activities. There is a Zen space, a garden rooftop deck with inside and outside views. The library also sports a cafe that serves, among other things, beer. There is also kitchen space for projects and events. There is a tunnel to the middle school to connect it to the library, and vibrant partnerships with local schools. Library staff are working with them to coordinate activities and to make sure students have everything they need to learn and grow. The library is a source for art-related activities, including poetry and music programs, especially featuring local talent. The auditorium is full and outdoor programs are well attended. There is a LEGO room/club, maker room, 3D printer and other activities where people can collaborate on making things. There is also a library of things and people can reserve time with people who donate their time as expert advisors and creative companions. In the afternoons, there is childcare in the library where there are continued learning and social opportunities. Mom and dad can pick kids up and know they're safe. High school students love collaborating in a teen room that they helped design, so it is just right for them. There are also spaces dedicated to quiet reading, research, or project-making. There is plenty of convenient public transportation in Orleans, regular routes in and out of town that include the library complex. There are bike routes and enthusiastic support for alternative forms of transportation. Lots of people walk to the library and share rides for those who need them. The library also travels to people out in the community with remote access to library materials, Zoombased Lifetime Learning and other meetings and programs offered where people are. For example, there is a partnership with the Council on Aging and other organizations, such as the Historical Society, with open, managed outreach, inclusion, and interchange about what people can do together. Separate projects in Orleans have been connected to create a community core that anchors the town. It is described as a cultural campus: walkable, bikeable, with convenient transportation of all kinds to multiple locations where people meet physically and electronically. A robust partnership with the

Town of Orleans, includes a person whose job is to be the liaison between all the constituencies in town with the library as a hub.

The Future Is Now: KAIR (Keep, Abandon, Invent/Reinvent)

KEEP:

Participants value the congenial atmosphere in the Snow library and the “tradition of welcoming people, not judging and appreciating all views”. The staff was praised highly for their helpfulness and friendliness. Among the programs people want to keep are Lifetime Learning and other Friends activities, such as the book sale and the middle school poetry contest, and children’s programs overall. Central to the rich environment at the library are the “strong book collection”, art displays and programs, and display space for items of interest. Meeting space was also important to participants, as is promotion of the library as a gathering place.

ABANDON:

There were only a few suggestions for things to abandon altogether. These included fines, which is currently on the Trustees’ agenda; siloed thinking, which prevents innovation and collaboration; and aspects of the physical space that don’t work, such as having the children’s area next to the quiet reading area.

INVENT/REINVENT:

In each meeting, conversation became animated when considering what we could invent or reinvent to improve the library and, as one person put it, “reinvent the library’s relationship with the town”. One person noted that the library is “not a priority with the Town [of Orleans] administration,” but it should be. It is important that other parts of town talk about the library. For example, the town manager of Lincoln, MA sent a mailing around thanking the staff of the library for keeping the library open during COVID. It is critical for it not just to be the library talking about how wonderful the library is. There are many municipal projects happening or being planned now, all of which require the focus of town officials. Participants in our meetings were clear that, to create a successful future for the town and its residents, it will be necessary to think systemically. How, for example, might the library and a community center be combined in such a way that the character and purpose of the library not only remain intact, but be enhanced? How might a “town campus” be created that could combine not only the library and community center but affordable housing as well. The Governor Prence property was top of mind in this regard. Participants acknowledged the tension between the need for improved library space and the current reality in town. That having been said, it was agreed there is much that can be done now to improve Snow Library that will lay the groundwork for a new building.

Collaboration was a central theme as we explored how the library might work in the short and long term with other groups and businesses in Orleans – and in the region – to create win-win-win outcomes. Participants mentioned the Historical Society, the Cultural Center, the bookstore, the Sparrow, the Cape Cod Times, local museums, and others as potential collaborators. There was also conspicuous interest in further collaboration between the library and local schools with a particular focus on making sure that young people feel welcome in and happy to engage with the library. As an example of how different departments in a community might collaborate, one participant told the story of a school district in Minnesota that was trying to get their school buses under cover for the winter. They worked with the county fair organization who wanted new buildings for summer use. The two groups partnered to get state funding for buildings large enough for everyone to use in the appropriate season. It was pointed out that there are many local issues around which the library could assist with information and resources, for example energy, public policy issues, housing, economic development. Public policy issues need a neutral forum, and the library can provide information from public documents, listening sessions or information sessions about a topic, so when town meetings

come along people know the facts and can make more informed choices. Along the same lines, one participant noted that the Orleans town government has a hard time making their information accessible to the community. Many people say they can't figure out how to get information from the town. Since information accessibility is a library specialty, a question was raised about how the library might partner with the town to provide critical information. "The public has a right and need for this information. Why not have this be a pilot project?" It was acknowledged that the library would do well to create a short- and long-term public relations plan that includes strategies for raising awareness of what the library offers the community and for creating and promoting events. One person suggested an annual "I Love Snow Library" Day. Another spoke about recruiting a cadre of young person ambassadors who would be outfitted with materials they could use to talk about the library. It was also suggested that library activities could be expanded into the community more, by collaborating on events with other organizations, such as Nauset Neighbors or using the Snowmobile to deliver books and information to community members who need them. To make this work, it will be necessary to examine our thinking, locating areas where our perspective might be updated to reflect the needs and interests of the community and to rethink what a library can be to the people it serves. Food in the library is one topic that participants suggested revisiting. It was pointed out that food plays a major role in connecting people and helping them feel welcome. The library might eventually have a cafe, and, in the meantime, it might not only allow food, but also offer programs such as the one in a neighboring town where a group read a cookbook and made recipes to share in a community meal. Another idea was to reinvent the Friends book sale by offering secondhand books that people could buy any time using the honor system for payment. Yet another was to create a "library of things" and/or serve as a hub to connect people who have things to share with those who need them. A "talent library" or library of people was discussed as well, where volunteers could be "checked out" to share their expertise or companionship.

END STRATEGIC PLAN

The full plan and supporting data are available at [Snow Library 2023-2027 Strategic Plan](#)

with plan's supporting data at [Snow Library Strategic Plan 2023-2027 Appendices](#)

Needs Assessment

Chief facility needs:

- Accessibility throughout the building
- Adequate space for programs
- Additional work, meeting, and study areas
- Environmentally and energy efficient systems
- An automatic fire suppression system
- Increased shelving for collections
- Access to all materials during hours of operation
- Improved technology infrastructure, AV for learning projects and electrical access for computers and mobile devices common in today's libraries
- Reorganized workspace for employees based on current technology
- Provision for secure after-hours use
- Emergency generator *[As an aside, the library should try to determine the extent of desired emergency power since it has a big impact on cost and size of the generator: partial power for use of auditorium and associated support spaces such as restrooms and kitchenette vs. full building power. Also consider generator as it relates to freeze protection during outages.]*

What follows is further documentation of the above needs.

Accessibility throughout the building

Layering in additional shelving and technology, like the computers in the children's area, has made access throughout the building difficult. The area for the children's computers is particularly cramped and non-compliant. The Library Trustees are no longer meeting in the library because there is insufficient space in the room for open access and visitors to the meetings. There are two stairways but no immediate emergency egress from the basement level and it is a concern that not all aisles are wheelchair accessible. Safe means of egress in an emergency are lacking in both the basement and the second floor.

Space limitations on programming potential for both adults and children

There is only one meeting area in the library and it serves four overlapping functions. Any and all meetings and programs for adults and families must take place in this one room, limiting program planning. Toddler programming usually takes place in the morning in the children's room while after school programs for older children happen in the mid-afternoon on tables on the lower level where Fiction is housed. The morning is also a popular time for book discussion groups and learning programs, but with only one space, only one program can take place during the popular hours of the day. In fact, in the fall and



spring semesters of the Lifetime Learning Program the meeting room is dedicated to their excellent learning programs for adults. This program is completely run by volunteers working through the Friends of the Snow Library. The fact that this program can see over one thousand registrations in a year shows the need for this kind of programming in the community.

In addition to the competition for the meeting room within the library, community groups that would like to use the room now have to find other locations for their meetings because the room is often booked.

Additional work, meeting, and study areas

While additional space for children and young adults is required, it must be pointed out that adults also need more work, meeting, and quiet reading spaces in the library. The current adult Reading Room is furnished with comfortable reading chairs, newspapers and periodicals but it is not quiet. It is too close to the open Children's Area and Circulation Desk to allow for quiet reading. Adults frequently use the Young Adult mezzanine area, over the Circulation Desk to find a quiet place, which discourages students from using their area. Many citizen committees would like to use the library as a neutral and public meeting place for their meetings but there isn't a room for them to meet in.

Aging systems threaten collections

Infrastructure needs come with the older buildings. The 1992 addition was designed to meet home building codes but not the codes for public buildings. Although the roof has been repaired, the roof still frequently leaks in several locations. A modern HVAC system would be more efficient in its delivery of comfort and use of energy. Now some rooms are uncomfortably hot and drying for paper materials, while others are very cold.

Insufficient shelving for collections

There is a desperate need for more shelf space for the library's collections. Every shelf is full, with materials shelved on the highest of seven shelves, making them nearly inaccessible, while others are shelved below knee level. Because of the overcrowded conditions materials cannot be arranged in Dewey order so library users can easily locate materials. For example, Large Print Nonfiction is currently stored in the lower level near Fiction while the rest of the Non-Fiction collection is stored on the Main Floor of the library. The library staff has been steadily weeding collections to make room for newly-released titles. Currently the lack of shelf space limits the physical collection to approximately 55,790 items.

Non-print materials have been difficult for both staff and library users to locate materials as they are not arranged in either Dewey Decimal order or by genre. There is no room to expand these collections.

Limited access to materials shelved in areas where programs take place

The Cape Cod Room serves as an alternate room for small group discussion programs but whenever the room is used for programs the materials housed there are inaccessible to library borrowers. This room houses the Dewey Decimal 800's collection.

Inadequate technology infrastructure, AV and electrical access

When the current library was built in 1954, libraries did not use automated networks to track circulation and holdings inventory. These networks have had a major impact on how libraries are run and have improved access to materials for library users. The library has been retrofitted many times with extension cords, creating access to essential electricity to run the computers we depend on to deliver all our services. There are currently four public access computers in reference and another two in the children's room and two catalog access computers. There are currently a total of eight computer stations in the library. There is a need for four additional computer stations dedicated to young adult students.

Most libraries now offer computer training classes but there is neither room nor infrastructure support to create such a training area in our library.

Reorganized workspace for employees based on current technology

Many libraries now offer self-service reserves but there is no room for such a service near the current library's service desk. The work room for staff and technical services area where staff members prepare materials for the public's use is inadequate in terms of support equipment and phone access and space to store their personal belongings. There is a lack of storage for both long term and short-term task materials causing staff to collect and move their projects with every shift change.

Lack of work/study areas for school age children, gathering places for families

This small area serves children from toddler age through elementary school. There is insufficient seating for adults visiting the area with young children and no separation for the older students to use the area to support their schoolwork. Schools are increasingly making group homework assignments but Snow Library has no room to support this work. There is a need for Nauset Middle School students to have a dedicated space for both their group work and also a place for them to gather after school to work individually without disturbing other library users. There is only one table in the children's area now and it is so close to everything else that it is not conducive to group work. There is insufficient room and acoustic separation from the adjacent Reading Room to do children's programs in the children's room.

Secure after-hours use

At least some of the meeting rooms in the new building should allow for use when the library isn't open. The library has a relatively small staff that cannot support extended hours but the building could

be made available for public use if there was a way to secure the part of the library that houses materials.

Thirteen years ago, in January 2010 consultant Richard Waters from the Godfrey Group summed up the library's needs as

- More computers for adults
- Computers for teens and children
- A special room for youth programming
- Two or three small group study rooms
- One more conference room
- Larger spaces for both teens and children
- More seating for users
- Expanded and enhanced staff space
- Book sale store and ample workspace to sort donations¹²

Clearly the needs have only become more critical now over a decade later.

¹² Options for Change and Growth for the Snow Library, a Planning Study, Richard Waters, January 2010

Future Library

Major Design Concepts: includes green designations

It is expected that the building program will continue to be modified as the planning process progresses from conceptual design to schematic design to design development and finally to construction documents. Review of the detailed area descriptions at the end of this document is integral to understanding the building design requirements.

In consideration of the small staff, visual supervision of the building will be a major design consideration. This begins with one public entrance to the building and all other exit doors locked from the outside and for emergency egress only. The entrance should be clearly identifiable from the street and the parking lot. Any landscaping should not interfere with clear and well-lit access to the building from the parking lot.

The library should be welcoming and comfortable for people of all ages and physical abilities. The layout of the library should be logical, easy to navigate for new users and ADA compliant throughout. To accommodate meetings outside library hours, the meeting room, kitchen facilities, and restrooms should be located so people have access to those services without having access to the rest of the library.

Whether or not the Building Committee decides to apply for LEED (Leadership in Energy and Environmental Design) certification, the reduction of energy costs, energy efficiency, and the use of practical materials will be important contributions to the future library. The library will be air conditioned in the summer for the comfort of library users and appropriate to the preservation of materials. The design should include energy-efficient heating, ventilating, air conditioning, and electrical systems that are expandable to accommodate increased occupancy in the future. Systems should be designed with an eye towards future maintenance and repairs that can be easily managed without excessive expense for a small-town library.

There should be sufficient data ports and electrical outlets for all staff equipment and personal computers and phones for the public; the design should support easy relocation and the addition of new data ports and equipment. The library will need to provide wireless hubs and sufficient access to electricity for the public's use of personal computing devices and access to the library catalog. Staff equipment includes telephones, electronic machines, a public address system, equipment to broadcast live and recorded presentations over the internet and copiers and printers for both staff and public. The electrical plan should not limit the placement of furniture. A warning system should be installed for the safety of staff and patrons using the building.

General Interior Considerations

- It should be easy to orient users to the major services in the building within ten feet of the entrance. Signs should be in common language used by library users.
- There should be visual supervision from staff workstations of the general entrance, the restroom entrances, and the children's area. Generally, there will be one person in children/family services, and two or possibly three at the public services desk. Panic buttons and security mirrors and/or cameras should be installed to ensure safety. The building should have an alarm system.
- The design should include acoustical engineering, including flooring surfaces, ceiling treatments, and interior walls and partitions, to ensure sound will not unnecessarily carry through the building or bounce. Sound containment and appropriate acoustical materials should be incorporated into all parts of the building. The layout should zone for both quiet and interactive areas, which are acoustically discreet.
- To accommodate the very successful Lifetime Learning Program, a number of potential meeting rooms are included in this program. Meetings could be held in the Auditorium/Community Room, Meeting/Program Room (seats 150 moveable partition to 100 and 30 seats), Program Meeting Room (seats 25), Cape Cod Room (seats 6 and houses books by local authors), one study room for 15, and three study rooms for six. This leaves the Activity Room (seats 20) and the Local History room (seats twelve) available for staff to hold programs or unscheduled groups with additional space at tables interspersed into the adult collection when the Lifetime Learning programs are in session.
- General shelving of adult books will be a maximum of seven shelves high and three to four shelves high for children's collections. Display of materials should be incorporated into the shelving areas. The engineering standard of 150 pounds per square foot must be throughout the building to allow for future reconfiguration supporting book shelving. Collection growth should be considered by planning for unfilled top and bottom shelves and 75% shelf capacity on opening day.
- Adult seating should be adjacent to shelving so browsers can sit and examine materials, as well as quiet reading and study areas. Additionally, wherever possible, tables in public areas should be wired and seating areas should have electrical outlets nearby.
- The design should integrate technology for programming and presentations both live and broadcast. Special attention should be given to the support of equipment used in the staff work areas and for easy relocation of equipment in those areas. All technology must be on surge protectors, A UPS (Uninterruptible Power Supply) must be included for the computer servers and emergency lighting. An automatic emergency generator to power essential services must be provided with the option of remote monitoring.
- Materials used in the library's interior shall be made for heavy wear and easily cleaned. Fixtures and bulbs should be energy efficient, easy to obtain and economically replaced. Both general and task lighting is necessary throughout the building. Natural light should be encouraged throughout the building without too much gain or loss of heat or fading materials due to ultraviolet rays. Lighting should not reflect off computer screens.
- All HVAC controls must be within the building and not remotely controlled. Air handling units must be quiet. Windows must open in appropriate areas for staff and library user comfort.

- The building, signage and fixtures must meet local, state, and federal ADA requirements.
- Private areas should be part of the floor plan for tutoring, small meetings and discussion groups - through stack layout and some small meeting rooms.
- There must be adequate general storage areas, especially for and near the auditorium/community room, staff work areas and family services room.
- Use energy efficient windows, lighting and mechanicals. Insulation should be optimal for the New England climate for efficient HVAC. Use low VOC materials throughout.
- There must be places throughout the new library to display the significant art collection belonging to the library. This includes a large ship's model; three builder's half ship models, each about 5'X6'; a Vernon Smith 46" X 36" woodcut; Portraits of E.H. Linnell and David Snow; colored map of Dukes and Nantucket Counties (1858) 130"X56"; Peter Hunt "Cat Motif" 40" X 30"; Ruth Hogan "Main Street Orleans w/Cherry Blossoms 16"X24"; a grandfather clock and others. See Attachment C Insurance Appraisal List.¹³

General Exterior Considerations

The building should be easily identified from the street as the public library. The exterior should be appropriate to the surrounding area and present a welcoming appearance with the entrance easily identified.

- The main entrance doors (both sets) should be light enough to be easily opened and MAAB compliant. If the meeting room has a separate entrance, it should be clearly marked and visible from the parking lot access.
- Landscaping should complement the building's design, use non-invasive plant material with an emphasis on native plants, and be easily maintained.
- The parking lot should be designed to include one parking space for every 400 feet of the building.
- Easy access and a dedicated parking spot should be designed to accommodate deliveries to a separate delivery entrance.
- Exterior lighting should comply with LEED requirements LZ2 for light pollution reduction where feasible.

Site Considerations

The Orleans Town Center Economic Analysis from December 2015 defined the Town Center as extending along Main Street from the Village Green adjacent to the library to the other end of Main Street where Snow's General Store and the mid-Cape Home Center wrap up the commercial area. This placement of the library within the busy commercial area has encouraged library users to stop by the library when running other errands in town. Unfortunately, the site is quite cramped leading to the current difficulty in providing parking adjacent to the library. Because it is bounded by the Nauset Regional Middle School, a very popular grocery store, Main Street, and the Village Green there is little hope for expanding the current site. There is general agreement in town that the library should be located within the commercial district in town. The official

¹³ William Bourne of Eldred's, Insurance Appraisal List, April 20, 2016.

Village Center District extends on the east-west perimeter from the Orleans Marketplace Plaza to Canal Road near the Eastham border. The Library Trustees will continue to monitor any land that opens up within the commercial district, but the Orleans Town Planner points out there is very little open land available in Town. The Snow Library staff, Trustees, and library patrons remain hopeful that a clever design would allow the library to remain in its current location. This is convenient for students from the Middle School, near shopping in Town and there is a large parking lot available across the street from the library and at the Middle School that currently accommodates overflow parking especially for popular programs.

Functional Relationships

In designing the new Library building, careful attention must be given to the locations of certain functional areas in relation to the building itself and in relation to each other. Many of these proximities are mentioned in the Area Descriptions in this document.

On the building's ENTRY LEVEL:

- Lobby with Restrooms
- Public Services Desk
- Public Services and Technical Services Offices and Workspace
(near Public Services Desk and convenient to delivery door)
- Staff Restroom
- Assistant Director's Office
- Auditorium/Community Room
- Program/Meeting Room
- Kitchenette
- New Book Area
- Non-Print Collection
- Periodicals and Newspapers
- Reference Services
- Technology Commons/ Copier/Fax
- Public Access Computers
-

May be located on ANY LEVEL

- Children's Service Department
- Young Adult Area
- Staff Room
- Adult Book Collection
- Cape Cod Collection
- Local History Room
- Quiet Reading Areas
- Study Rooms/Small Meeting Rooms (3)
- Director's Office
- Custodian's Room with a closet on every level

- Area to accept donated and weeded material

Area by Area Descriptions

This section describes square footage and other special requirements for each designated area of the library.

Main Entry /Vestibule

Projected Square Footage:

80 sq. ft.

Between doors a bench 5 sq. ft.

FUNCTIONS PERFORMED: The main entry point for library users and double sets of doors for an airlock.

OCCUPANCY: PUBLIC: 2

STAFF: 0

FURNISHINGS: An embedded mat or other walk off surface at least 10 ft. deep to catch dirt and debris. A side bench for people waiting to be picked up.

USER SEATING: 2

EQUIPMENT: People counter. A fire alarm and security panel.

NEAR/FAR: Near-Parking lot,

SIGHTLINES: To circulation desk, restrooms, orientation signage to major services like children's services, meeting room, copier, reference, and adult services.

ARCHITECTURAL FEATURES: ADA requires a minimum clearance of 10' between doors. The flooring should stand up to very heavy use in all kinds of weather. Flooring should help patrons "clean off" shoes upon entering and protect the interior floors. Mats must be recessed, removable and heavy duty to withstand dirt, ice, or salt. Good acoustical soundproofing is required. Sight lines to good signage is important here. Doors should be automatic and/or easily opened by disabled, elderly, people with strollers, etc. Surfaces should be easily cleaned and maintained. The inner doors should be glass as the welcome begins here. All entrances to the building, including the staff door, should have some roof or portico arrangement to protect individuals going in and out from the weather. Avoid situations where snow buildup can cause avalanches at library entrance/exit doors.

Main Entry Lobby

Projected Square Footage:

700 sq. ft. (unassignable space)

(Display case 81 sq. ft.)

FUNCTIONS PERFORMED: The main orientation point for library users.

OCCUPANCY: PUBLIC: 0

STAFF: 0

FURNISHINGS: An embedded mat or other walk off surface at least 10 ft. deep to catch dirt and debris. A display case.

USER SEATING: 0

EQUIPMENT: Wall mounted flat screen monitor to display art projects, special collection items and daily activity schedule.

NEAR/FAR: Near-Main Entrance, Café, Auditorium
Far-Family Services

SIGHTLINES: To circulation desk, restrooms, orientation signage to major services like children's services, meeting room, copier, reference, and adult services.

ARCHITECTURAL FEATURES: The flooring should stand up to very heavy use in all kinds of weather. Flooring should help patrons "clean off" shoes upon entering and protect the interior floors. Mats must be recessed, removable and heavy duty to withstand dirt, ice, or salt. Acoustical soundproofing is required. Directional signage is important here. There should be sufficient space to store three strollers. Surfaces should be easily cleaned and maintained. A display case and wall space of donation acknowledgements in the lobby.

Book Drop Room

Projected Square Footage:

50 sq. ft.

FUNCTIONS PERFORMED: Enables borrowers to return library materials when the library is closed. Materials drop through an external slot into a depressible rolling truck.

FURNISHINGS: Depressible rolling truck to receive materials sent through slot in wall.

EQUIPMENT:

NEAR/FAR: Near the main entrance and circulation desk.

SIGHTLINES: Exterior slot visible from drive into library and main entrance.

ARCHITECTURAL FEATURES: Attention must be paid to prevention of vandalism. Exterior slot and book drop room must be vandal proof, fireproof, and waterproof.

Exterior slot area should be well lit. Consider two slots to protect media returns.

Café Table Area

Projected Square Footage:

225 sq. ft.

FUNCTIONS PERFORMED: Informal seating area for conversation, beverages and snacks brought in by visitors.

OCCUPANCY: PUBLIC: 12

STAFF: 0

FURNISHINGS: Four small tables with three chairs at each table. Wastebasket and bottle recycle.

EQUIPMENT: Water fountain with bottle filler.

NEAR/FAR: Near the main entrance, meeting room kitchenette and lobby.

Far from quiet reading room

SIGHTLINES: Circulation desk

ARCHITECTURAL FEATURES: This is a transition zone for those who would like to socialize or have a snack and drink in the library.

All surfaces should be easily maintained and resilient, especially the flooring. Area should be well lit and acoustically designed to deaden conversation from carrying into the library.

Public Services Desk

Projected Square Footage:

380 sq. ft.

FUNCTIONS PERFORMED: The circulation/information desk is the activity center of the library where staff greets borrowers, books are checked out, reserved, renewed, and returned. Borrowers pick up reserved materials here, including museum passes, and pay fines on overdue materials. For many users this is the first point of contact so many questions are answered here. Suggest station behind this desk for Reference personnel.

OCCUPANCY: PUBLIC: room in front of the desk for a line of five people
STAFF: 3

FURNISHINGS: A bi-level desk, ten linear feet for standing (42") patrons and a second four foot (minimum) section for seated (32-34") wheel-chair borrowers and reference services; slot in counter facing entry and housing for a materials return bin; one high and two low chairs on casters easily moved out of the way for standing service at desk; holds book shelving 40 linear feet; storage drawers and open cabinets below desk for circulation information and supplies, drawer deep enough to hold museum pass materials; locking drawer for cash received, two depressible book return bins, two waste bins and one paper recycle bin, clock. Sufficient room for two large and four small book trucks behind the desk. A bookshelf behind the reference portion of the desk for ready reference materials.
An adjacent area for self-pickup reserves with 150 linear feet of reserve shelving nearby but not behind the desk.

USER SEATING: 0

MATERIALS: Room for policy books, museum passes, ready reference and reserve materials outlined above.

EQUIPMENT: Four computers connected to the circulation network two with bar code scanners and receipt printers; one adjacent self-checkout machine; stapler, scissors, and other ready office supplies. Two-three telephones.

NEAR/FAR: Near staff workroom, self-pick-up reserve shelf
Within sight of the main entrance, café, copier, new materials, media
Far from quiet reading areas.

SIGHTLINES: Sightlines to door, restrooms, café seating, copier, adult media and as much of the library as possible.

ARCHITECTURAL FEATURES: Welcoming, accessible, clearly signed in common language, natural or full spectrum lighting, highly functional for staff and patrons, visible upon entering the building. This area is the "welcome" by which the library is judged. It should indicate the library's standard of service and the community's pride in its library. A section of the desk should allow for a 26" high area with knee space for library user wheelchair access and to permit a staff

member to sit and talk quietly with patrons. A book drop return slot and cabinet for depressible truck must be incorporated into design. Other desk interior should include lockable money drawers at service points, ample drawers, and open shelving for supplies. Panic buttons should be located strategically at service points for inconspicuous access by staff. There should be two means of egress from behind the desk to allow staff to exit to right or left.

Surface material should be durable and attractive. The desk area should accommodate at least two large and four small book trucks for sorting and shelving returned materials in arrangements that make them easily shelved by staff/volunteers. Resilient, gym-type flooring that accommodates heavy book trucks and is cushioned for staff standing at the desk for long periods. Full spectrum lighting is recommended in this area. There must be multiple electrical outlets both on the desk surface, the floor near the desk and the wall behind the desk.

Self-Checkout/Reserves Area

Projected Square Footage:

100 sq. ft.

FUNCTIONS PERFORMED: Library borrowers will find and check out their reserved books here or check out their own library materials.

OCCUPANCY: PUBLIC: 2

STAFF: 0

FURNISHINGS: Two standing self-checkout computer tables and 15 linear feet of shelving for library reserves..

EQUIPMENT: Two self-checkout computers.

NEAR/FAR: Near the main desk and lobby.

Far from quiet reading room

SIGHTLINES: Main desk

ARCHITECTURAL FEATURES: This area should be very close to the main desk so staff can see when people need assistance and easily provide it.

All surfaces should be easily maintained and resilient, especially the flooring. Area should be well lit and acoustically designed to deaden conversation from carrying into the library.

New Adult Materials Display

Projected Square Footage:

300 sq. ft. 90 sq. ft. for materials, display shelving, CLAMS terminal 30 sq. ft.

FUNCTIONS PERFORMED: The purpose of the New Books area is to make library users aware of new titles in the library. This area includes storage and display of new fiction, non-fiction, DVDs, and audiobooks.

OCCUPANCY: PUBLIC: 4 standing browsing

STAFF: 0

FURNISHINGS: Appropriate shelving to both display and store materials purchased by the library in the last six months. Display unit for topical displays. 75 sq. ft. for welded metal print shelving, 15 sq. ft. for media display. Shelving should be on wheels to make this area easily reconfigured.

USER SEATING: 0

MATERIALS: 2,000 with shelf space for 25% of the collection to be displayed.

EQUIPMENT: Task lighting to draw attention to displays

NEAR/FAR: Near the main lobby of the library, public catalog and circulation desk.
Far from quiet reading seating.

SIGHTLINES: From the public services desk.

ARCHITECTURAL FEATURES: This may well be the most heavily used place in the library and creates the image of the library for many users. A higher level of lighting is desired to attract attention to this area. Materials here should be spotlighted with enough space for cover display. Room for changing displays in addition to the materials on display at any time. Provide for some collection growth and for unfilled bottom shelves and 75% shelf capacity on opening day of the new library.

Adult Media Collections

Projected Square Footage:

367 sq. ft.

FUNCTIONS PERFORMED: This area will display and store the non-print collections of the library. Users will browse DVD movies, books on CD, and any other new media.

OCCUPANCY: PUBLIC: no seating in area but near general seating

STAFF: 0

FURNISHINGS: Appropriate media display and general media shelving.

MATERIALS: 5,000 DVDs

4,300 audio books (CD and cassette)

EQUIPMENT:

NEAR/FAR: Near adult general seating and preferably new books. / Away from quiet zone.

SIGHTLINES: Should be direct supervision from a public services desk. Near New Materials/Browsing.

ARCHITECTURAL FEATURES: This area should invite users to browse and explore the collections with a high level of lighting and as much display shelving as possible. Natural light and sound mediation would enhance the comfort level of browsers. This will be a high traffic area so flooring should be resilient and sound deadening. Carpet tiles should be considered to allow for easy replacement.

Adult Fiction / Nonfiction

Projected Square Footage:

3853 sq. ft. (Calculated 42" aisle, 12" base collection, five double-faced shelving units using 3,333 sq. ft.; four chairs 80 sq. ft. Some chairs would have flip-top table. Two long tables seating eight people 320 sq. ft., six study carrels interspersed 120 sq. ft.)

FUNCTIONS PERFORMED: The adult fiction and nonfiction volumes are stored here for self-service access by library users. Users may browse, read and research materials in this area. By providing tables and seating clusters informal groups can gather within the collection stacks.

OCCUPANCY: PUBLIC: 26
STAFF: 0

FURNISHINGS: Double-sided steel shelving, maximum seven shelves high, and two small book trucks. Four lounge chairs. Two large tables with eight chairs at each.

MATERIALS: 40,000 volumes of fiction and non-fiction adult reading materials.

EQUIPMENT: A CLAMS terminal should be near this collection.

NEAR/FAR: Near comfortable seating. Far from Quiet reading area.

SIGHTLINES:

ARCHITECTURAL FEATURES: Clear and easily changeable signage marking all stacks. Clear sight lines from service desk through the stacks preferred and no dead end in shelving for security purposes. Carefully developed layout for easy location of material in Dewey Decimal order. Provision for collection growth by planning for unfilled top and bottom shelves. Lighting should be sufficient to read the index labels on the bottom shelves and perpendicular to the book stacks to allow more flexible stack arrangement in the future. Electrical outlets should be distributed throughout the building around the perimeter of the room, and one should be located in the floor at the end of one book stack and outlets in the floor near tables.

Cape Cod Collection

Projected Square Footage:

224 sq. ft.

Table (for four) 120 sq. ft., two lounge chairs with flip tables 40.5 sq. ft., collection 42" aisle, 12" base six double sided 63.5 sq. ft.

FUNCTIONS PERFORMED: A separate browsing collection of reference, fiction and non-fiction all related to Cape Cod

OCCUPANCY: PUBLIC: 6

STAFF: 0

FURNISHINGS: One four-person table, two reading chairs with a low table.

USER SEATING: Four table chairs, two lounge chairs.

MATERIALS: 1,500 books

EQUIPMENT: Tables should all have electrical outlets for recharging personal computers, clock.

NEAR/FAR: Near the adult collection and quiet reading area.

Far from entrance and Youth Services

SIGHTLINES:

ARCHITECTURAL FEATURES: The room should be inviting for browsing and quiet reading. Durable materials, attractive and sturdy, should be used in the wall, floor, window treatments and all furniture. There should be a sense of separation from the rest of the adult collection and children's areas. Natural light would be helpful here.

Large Print Books

Projected Square Footage:

382 sq. ft.

(Large Print Fiction and Nonfiction 313 sq. ft., two lounge chairs 40 sq. ft.)

FUNCTIONS PERFORMED: Storage and browsing for collection of Fiction and Non-Fiction titles in large print for those who have trouble reading regular print.

OCCUPANCY: PUBLIC: 2

STAFF: 0

FURNISHINGS: Welded metal shelving. Two lounge chairs for browsers.

USER SEATING: Two lounge chairs.

MATERIALS: 2,700 large print volumes.

EQUIPMENT:

NEAR/FAR: Near Quiet Reading Area / Away from children's services.

SIGHTLINES: Within sight of the public services desk.

ARCHITECTURAL FEATURES: This collection must be easily accessible to patrons with physical difficulties. Aisles and turning spaces must accommodate wheelchair access (5 ft. turning radius recommended) (42" aisle, no dead ends, 5 high in sq. ft. recommendation). Lighting in the area should be sufficient to read index labels on the lowest materials shelf. Materials should not be shelved on the lowest or highest shelves. End caps should have slat wall for display or end shelving for display.

Reference Services Area

Projected Square Footage:

1,018 sq. ft.

(six tables (for four) 720 sq. ft., collection (five shelves of books-48" aisle, base 15" = 196 sq. ft., two lateral file 30 sq. ft., Atlas Stand 36 sq. ft., Standing OPAC Station 36 sq. ft.).

FUNCTIONS PERFORMED: Users locate reference information in this area, which houses the reference book collection, consumer information, local research materials, and seasonal tax forms. Staff assists with research questions in-house, by email and telephone. Staff provides reader's advisory services.

OCCUPANCY: PUBLIC: 26

STAFF: 0

FURNISHINGS: Six tables that seat four people each. Two lateral files. One atlas stand. One Standing OPAC.

USER SEATING: Six tables seating four at each, four table chairs.

MATERIALS: 1,500-item reference collection.

EQUIPMENT: Standing OPAC, clock.

NEAR/FAR: Near the public services desk, adult nonfiction book collection and public access computers / Far from quiet reading area and meeting room.

SIGHTLINES: From public services desk.

ARCHITECTURAL FEATURES: Noise should be acoustically dampened assuring privacy of user conversations. Signage should make it easy to locate. The Reference Librarian should be sited at an accessible public service desk. Electrical outlets should be easily reached from all seating. Internet access should be available at tables.

There should be a section of shelving that is about 42" high so library users can consult reference volumes laying them on top of the shelving while standing. The rest of the shelving can be five shelves high.

Technology Commons

Projected Square Footage:

270 sq. ft.

FUNCTIONS PERFORMED: Public can use computers and print to the service desk from both library computers and their personal computing device. May be used for instruction of new automated library services.

OCCUPANCY: PUBLIC: 4

STAFF: 0

FURNISHINGS: Four computer stations.

EQUIPMENT: Four desktop computers, four charging stations, networked color printer at adult public services desk.

NEAR/FAR: Near Reference collection and in sight of the public service desk / away from quiet seating areas.

SIGHTLINES: Within sight of the Public Services Desk.

ARCHITECTURAL FEATURES: Because computer users frequently need staff assistance, this should be located near a service desk. Furnishings and wiring should be as flexible as possible to allow for emerging new technologies.

Copier/Scanner/Fax Area

Projected Square Footage:

70 sq. ft.

(stand-alone copier/fax/scanner 64 sq. ft., small table 8 sq. ft.)

FUNCTIONS PERFORMED: A self-service area for library users to copy, fax or scan materials.

OCCUPANCY: PUBLIC: 0

STAFF: 0

FURNISHINGS: Beside the copier there should be a narrow table and a recycle bin and waste basket and a bulletin board for public notices.

USER SEATING: 0

MATERIALS: 0

EQUIPMENT: A wireless copier/scanner/fax machine.

NEAR/FAR: The copier should be within sight of a public service desk and the entrance and near the reference collection. Far from the quiet reading area.

SIGHTLINES: Library users should be able to find the copier upon entering the building. The circulation or reference staff should have clear sightlines to the copier to determine if users need assistance.

ARCHITECTURAL FEATURES: These machines and their users can be noisier than the typical library environment so the area should be acoustically separated from any quiet reading, study, or browsing area.

Lockable storage for paper and other copier supplies.

Periodicals, Newspaper and Reading Area

Projected Square Footage:

451 sq. ft.

FUNCTIONS PERFORMED: This area holds the periodical collection of 102 journal and newspaper subscriptions. Users locate desired magazines and newspapers on display shelving. Users may wish to read the latest issues, which do not circulate, at a table and in chairs in this area. The shelving should accommodate at least the current year of a journal and 30 days or more of newspapers on accessible, functional shelving.

OCCUPANCY: PUBLIC: 16

STAFF: 0

FURNISHINGS: Eight comfortable lounge chairs with two small side tables or flip up writing surfaces for laptops, and one four-person table with electricity and with four appropriate chairs, and two small tables for two users each equipped with tabletop electrical outlets. Wall mounted display and storage welded metal shelving. Appropriate slant shelving for display of current newspapers and storage for one year of each subscription. This is a good area to display some of the library's art collection.

USER SEATING: Eight lounge chairs, three tables and eight table chairs.

MATERIALS: 100 periodicals, with some one year back issues stored and newspapers with storage for one month's worth of each.

NEAR/FAR: Near the adult book collection and far from entrance, public services desk, meeting room and children's and teen's services.

ARCHITECTURAL FEATURES: This is often a quiet area of the library where users can spend some time reading and increasingly using their laptop computers. Natural light should be incorporated into this area if possible. There must be a sufficient level of light to sit and read. Attention should be given to creating a quiet zone for the users of this room.

Local History / Conference Room

Projected Square Footage:

606 sq. ft. (456 SF conference room and 150 SF archival storage room) In the conference room/workspace a scanner printer, microfilm reader/scanner, conference table and twelve chairs. ((scanner/printer 42 sq. ft., microfilm reader/scanner 54 sq. ft. (Maybe microfilm reader could be on a wheeled cart stored in archive room) and conference table w/chairs 360 sq. ft.)

Materials storage climate-controlled walk-in closet: collection single sided, 6 high, base 15 = 100 sq. ft., lateral file cabinets stacked 15 sq. ft., flat file map case 24 sq. ft.)

FUNCTIONS PERFORMED: Secure place to use archival materials and hold small meetings; climate-controlled areas to house historical materials in various formats and trustee storage.

OCCUPANCY: PUBLIC: 12
STAFF: 0

FURNISHINGS: One large conference table. Adjacent large walk-in climate-controlled closet with 181 linear feet of metal shelves. Two lateral file drawers and a map case.

USER SEATING: Table seating twelve. One seat at the microfilm reader.

MATERIALS: 1000 volumes
100 linear feet of Orleans historical books and the Cummings Collection of photos.

EQUIPMENT: Printer/scanner, microfilm reader/scanner, computer and screen, wall mounted smart TV with television and telecommunication support, video monitoring, clock.

NEAR/FAR: Near adult reference / Away from entrance and Youth Services.

SIGHTLINES: Administrative Offices or another staffed area.

ARCHITECTURAL FEATURES: The New England Document Conservation Center recommends Local History collections be housed in conditions of temperature, light and humidity control. The model of a conference room with lockable, climate-controlled closet accommodates both the comfort needs of people working with the materials and the optimal climate for the preservation of materials. The reading room with the table can double as an extra conference room when needed. The reading room should have natural light from a window if possible, carpeting, and good ventilation. The storage closet(s) should be locked, light, heat and humidity controlled, non-carpeted resilient flooring and metal shelves of various heights appropriate for storage of archival materials. There should be adequate electrical outlets to accommodate appliances and recharge personal electronic devices.

For security add a glazed half wall facing other library services. Add video surveillance in addition to glazed walls.

Children's Toddler/ Family Area

Projected Square Footage:

475 sq. ft.

(Picture book shelving 3-high double faced, 42" aisle =225 sq. ft.+ board books 17 sq. ft., one tall range standard single faced shelving for parenting collection = 50 total, puppet theater, activity table 50 sq. ft., activity area 30 sq. ft., two 2-person small seats 50 sq. ft., hanging bag rack for puppets games and puzzles 23 sq. ft., small loveseat 30 sq. ft., six window/alcove seats)

FUNCTIONS PERFORMED: This is an area for families to introduce toddlers to library services. Children will browse board books and play with puzzles and other toys. Families sit together to look at books and toys. Caretakers will sit and talk with children and watch them play. Small storytelling groups.

OCCUPANCY: PUBLIC: 12
STAFF:

FURNISHINGS: Appropriate low 4-shelf double-faced shelving with 42" aisle for easy readers and picture books. Display shelves for toddlers' board and picture books and easily accessed storage for children's toys ranging from rolling cars and trucks through stuffed toys and puppets. One loveseat, two child-sized tables for four, one rocking chair, two child-sized lounge seats, window seats for adults. Hanging bag storage for circulating toys, puzzles, and puppets, activity table, and puppet theater.

USER SEATING: One 2-person sofa, window seats and rocking chair for caretakers to sit with children. Two low child-sized tables with four coordinating height toddler chairs and two reading chairs for toddlers.

MATERIALS: Board books 300, Picture books 5,000, parenting 180.

EQUIPMENT:

NEAR/FAR: Near easy readers, children's services desk / Far from library entrance or entry to children's services.

SIGHTLINES: From the children's services desk.

ARCHITECTURAL FEATURES: This should be a containable area to help parents keep little ones corralled. Space can be separated by bookcases but not walled off. Bright colors. Carpeted floors. All materials should be made for heavy wear and easily cleaned, easily maintained, and easily replaced. Sound mediation and control should be a particular concern. Bulletin board or tackable walls. Low bookcases or bins for board and picture books.

Family Restroom (unassignable space)

Projected Square Footage:

59 sq. ft.

FUNCTIONS PERFORMED: The family restroom will serve caretakers and children.

OCCUPANCY: PUBLIC: 2

STAFF: 0

FURNISHINGS: A toilet and sink that can be used by children. A fold-down changing table. A covered sanitary disposal container. A mirror. Step stool for children to reach the sink.

MATERIALS: 0

EQUIPMENT:

NEAR/FAR: Embedded in the Family/Children's area, Adjacent to the children's materials.

SIGHTLINES: The door to the family restroom should be visible from the children's services public service desk.

ARCHITECTURAL FEATURES: Easily cleaned, durable materials should be used. The door should lock but not low enough to be easily locked by children in the room.

Children's Elementary/Family Area

Projected Square Footage:

1,898 sq. ft.

(Service desk and work desk w/ two book trucks 209 sq. ft., two table 128 sq. ft., computer table 120, fic 136 sq. ft., beginning reader 56 sq. ft. and 357 nf/ref collection shelving 833 sq. ft., media 56 sq. ft., magazine wall unit 3 sq. ft.)

FUNCTIONS PERFORMED: Library services for children through and including grade five. All types of materials including book collections, DVD's, music, and toys. Activity areas to serve children and caregivers for reading, studying, playing, computers and other informal gatherings.

OCCUPANCY: PUBLIC: 16

STAFF: 1

FURNISHINGS: Bulletin board for displays, storage for supplies and seasonal materials, and book trucks. Appropriate shelving for materials. One study table for four, computer table with four stations seating two at each station, four table chairs child sized. Display shelving for paperbacks, media, and other electronic offerings.

PUBLIC SERVICE DESK/WORK AREA: One public service desk of five linear feet, appropriately sized for children (32" height) with one workstation for staff and rolling chair, self-checkout station and lockable drawers, work desk with lockable drawers with a staff computer, telephone, and one desk chair on wheels. Room for two book trucks and 18 linear feet of shelving for resource materials and ongoing projects behind the desk and an adjacent self-checkout station.

USER SEATING: One child-sized study table with four appropriate study chairs for each table. Eight table seats at four computer stations.

MATERIALS: Beginning readers 900, j fiction 3,200, j non-fiction/ j ref 5,200, DVD 1,000; audio 450, j games, Playaways and preloaded tablets 125. Books 9,300; media 1,575.

EQUIPMENT: Four student computers on a round table with dividers to create separate stations. Provide a telephone, staff computer and self-checkout station for the service desk.

NEAR/FAR: Near the family restroom and the same area as toddlers' activity room / Far from quiet reading areas.

SIGHTLINES: Service desk should have good sight lines around the entire children's areas.

ARCHITECTURAL FEATURES: An open and inviting atmosphere with as much natural light as possible. There should be good sound engineering throughout the room to contain the noise. The study table should not be in a direct line of traffic through the room. All materials should be made for heavy wear and easily cleaned, easily maintained, and easily replaced. Sound mediation and control should be a particular concern. Perimeter shelving of 60" and interior shelving for

youth collection of 45". Lockable storage closet for seasonal materials, display materials and story hour supplies. Computer screen should be easily monitored by staff from the service desk.

Access to an outside activity area with a table and patio would be desirable. This garden area should have controlled access from the street and access from other parts of the library.

Activity Room

Projected Square Footage:

500 sq. ft.

FUNCTIONS PERFORMED: Pre-schooler story hours and after school programs for older children. Crafts and related activities for all ages throughout the day.

OCCUPANCY: PUBLIC: 20 children, 10 adults

STAFF: 0

FURNISHINGS: Four folding and adjustable-height 4- or 6-ft. long modular tables (not 8-ft. tables which are too heavy to move about. 20 stackable chairs for children, 10 stackable chairs for adults.

Counter - 6' long, 34" high, 30" deep - with regular sized sink, one sink at a lower height (26") for easy wash up by kids and storage cabinets above and below. Six child-safe double electrical receptacles at 38" height distributed around the room. One bulletin board. Storage should have cabinets with shelves for craft supplies and an adjacent storage closet for unused tables, chairs, large equipment, and large craft materials.

USER SEATING: 20 stackable chairs for children

10 stackable chairs for adults

NEAR/FAR: Near Children's Services and Children's restroom.

Far from Quiet Reading Area

SIGHTLINES: From Children's Librarian Desk

ARCHITECTURAL FEATURES:

Warm, welcoming, safe environment for young children with appealing wall colors with tackable, washable surfaces and easily cleanable floor surfaces.

Good lighting with low glare. Counter area with sink, which is accessible to children. Quiet HVAC system.

Room should be visible through glass, but sound proofed from other children's areas.

Closed and lockable storage for a variety of crafts materials and stored furniture.

Teen Area

Projected Square Footage:

450 sq. ft.

(Two Tables (for four) 240 sq. ft., two lounge chairs with flip tables 40 sq. ft., café table 16 sq. ft., collection 36" aisle, 12" base six double sided 63.5 sq. ft.)

FUNCTIONS PERFORMED: For young adults (approximate ages 12-15) to do homework, study, read for pleasure, use laptops to obtain information, gather to talk, listen to music, browse, and relax.

OCCUPANCY: PUBLIC: 12

STAFF: 0

FURNISHINGS: Two 4-person tables, one OPAC, one café table for two, two lounge chairs with low table, bulletin board, and periodical shelving and display (can be wall mounted).

USER SEATING: Eight table chairs, one café, two cafe table chairs, two lounge chairs.

MATERIALS: 1,500 books, 20 periodicals,

EQUIPMENT: Tables should all have electrical outlets for recharging personal computers, clock.

NEAR/FAR: Near the adult collection and in sight of the public services desk. Adjacent to one of the six person small meeting rooms. Far from quiet reading and periodicals area. Direct access from entrance without going through children's or adult areas would be preferable.

SIGHTLINES: All seating should be visible from a public service desk.

ARCHITECTURAL FEATURES: The room should be inviting to teenagers. It should have extra sound dampening in walls, flooring, and ceiling. Durable materials, attractive and sturdy, should be used in the wall, floor, window treatments and all furniture. There should be a sense of separation from the adult and children's areas but visual supervision from a staffed desk. There is no Teen Librarian to supervise the area so it will probably be supervised from the main desk. If Young Adult is near Children's the Children's Librarian will probably supervise-her position is currently part-time.

Comfortable, attractive, informal, as well as sturdy and durable, are key features. Provide for collection growth due to increased use, but the Young Adult collection should be consistently weeded to keep materials fresh and current. Shelving should include flexible display for YA fiction, nonfiction, graphic novels, and paperback books, DVDs, and periodicals.

Auditorium/Community Room

Projected Square Footage:

2,300 sq. ft.

(User seating and speaker 2,000 sq. ft., Storage 200 sq. ft., AV room 100 sq. ft.)

FUNCTIONS PERFORMED: Library programming from lectures to public forums on community issues. Some movies, potential broadcasting of library programs, any library activity that requires a large open area. The room can be reconfigured for many kinds of programs.

OCCUPANCY: PUBLIC: 150
STAFF: 0

FURNISHINGS: Durable floor finish either wood floor or a resilient floor material, a hanging system for artwork on the walls, 150 stacking chairs and trolleys, eight light folding tables, clock, two waste receptacles, many electrical outlets. This room should have an operable partition wall with a sound transmission coefficient (STC) of 42 or greater to separate into two smaller rooms, 1/3 and 2/3 each, with sufficient floor and wall electrical outlets.

USER SEATING: Auditorium style seating for 150.

EQUIPMENT: Live Broadcast server, smart TV, wireless microphone capability, built-in sound system, lockable equipment cart. Check with Lifelong Learning to accommodate their electronic and projection needs.

NEAR/FAR: Near public restrooms, kitchen, ramped door to outside, wide enough for equipment. Far from quiet reading areas.

SIGHTLINES: Entrance should be in sight of the main lobby or visible from the parking lot.

ARCHITECTURAL FEATURES: The Auditorium will be heavily used multi-purpose space accommodating up to 150 seated people with room for a speaker in front. The room will have the main library entrance work for off-hours access to the meeting room and designed to be clearly visible from parking, easily accessible, and accommodate two means of egress when the staffed library is closed, while still maintaining security for the library and allowing access to public restrooms. Quiet HVAC and security controls for the Auditorium and Meeting Room shall be independent of other library spaces. The Auditorium must have room darkening and semi-darkening capabilities for screening audio/video presentations. Internet access, wireless Wi-Fi and wireless microphones will be available for presenters. Capability will be available to integrate users' computers or other equipment into the amplification and projection equipment. Lighting controls and design will allow for flexible lighting schemes that are adaptable for meetings, workshops, classroom-like sessions, speakers, entertainment programs, AV presentations and other uses. Consideration should be given to potential library programming, including musical performances, and long-distance learning classes, and will be

equipped with appropriate audio equipment. Sufficient lockable storage for 150 chairs, eight tables and the equipment cart must be built into the design. The Auditorium should be acoustically isolated from the library's public spaces so groups coming and going and noise inside the room will not disturb library users. The room should be able to be acoustically divided into two rooms seating 100 and 50 each. The picture hanging system should be flexible for varying sizes in exhibits.

The wall-mounted half-ship models have traditionally been in this room at a height that ensures the safety of both the public and the models. The room is also used for local artists exhibitions as the Marion Craine Gallery.

A wall-mounted serving bar for refreshments or handouts should be considered.

Kitchenette

Projected Square Footage: **100 sq. ft.**

FUNCTIONS PERFORMED: Preparation of refreshments for library programs.

OCCUPANCY: PUBLIC: 2

STAFF: as needed

FURNISHINGS: Small kitchen facilities (full-sized refrigerator with ice maker, sink, dish drying rack, microwave, stovetop and counter space with cabinets above and below for storage of serving materials.

USER SEATING: 0

EQUIPMENT: Full refrigerator with ice maker, coffee makers (urn and small), microwave and stove top.

NEAR/FAR: Near Auditorium and Medium Meeting Room, entrance and café. Far from the Quiet Reading Area.

ARCHITECTURAL FEATURES

Kitchen facilities must be easily cleaned and maintained and will be suitable for the preparation of refreshments. The room must have lockable access.

Provide electrical outlets to accommodate microwave, coffee makers and urns and electrical supply to run all appliances at the same time. Provide even lighting especially on counters. Lighting must be separate from Auditorium lighting.

Program/ Meeting Room

Projected Square Footage:

650 sq. ft.

(Four folding tables seating six people each, 25 chairs)

FUNCTIONS PERFORMED: Library programming from lectures to public meetings about community issues.
Potential broadcasting of library programs, any library activity that requires a large open area.

OCCUPANCY: PUBLIC: 25
STAFF: 0

FURNISHINGS: Durable and easily cleaned flooring, 25 stacking chairs and trolleys, four light folding tables, clock, two waste receptacles, many electrical outlets.

USER SEATING: Table seating for 25.

EQUIPMENT: Live Broadcast server shared with Auditorium, smart TV, wireless microphone capability. Check with Lifelong Learning to accommodate their electronic and projection needs.

NEAR/FAR: Near public restrooms, kitchen. Far from quiet reading areas.

SIGHTLINES: Entrance should be in sight of main lobby or visible from the parking lot.

ARCHITECTURAL FEATURES: The Meeting Room will be a heavily used multi-purpose space accommodating up to 25 lecture style seated people with room for a speaker in front. Provide means of egress while still maintaining security for the library and allowing access to public restrooms when the library is closed. Quiet HVAC and security controls for the Auditorium and Meeting Room shall be independent of other library spaces. Internet access, wireless Wi-Fi and wireless microphones will be available for presenters. Lighting controls and design will allow for flexible lighting schemes that are adaptable for meetings, workshops, classroom-like sessions, speakers, entertainment programs, AV presentations and other uses. Consideration should be given to potential library programming, long distance learning classes, and will be equipped with appropriate audio equipment. The room may be used as a warming/cooling center and should have sufficient electrical outlets for recharging personal devices. Sufficient storage for four tables and a future laptop cart must be built into the design. The Auditorium should be acoustically isolated from the library's public spaces so groups coming and going and noise inside the room will not disturb library users.

Small Meeting/Group Study Rooms

Projected Square Footage:

Three @ 152 sq. ft.=456 sq. ft.; one @ 375 sq. ft.; **total 831 sq. ft.**

FUNCTIONS PERFORMED: Quiet study rooms each provide a place for one to six, or in the larger room, fifteen people to work in a quiet area, conduct a small meeting or discussion or provide tutoring in a soundproof space. One of the small study rooms should be adjacent to the Teen Area for group study.

EQUIPMENT: Whiteboard, or one Smart board. Clocks for each room. Each table should be wired for computer use.

NEAR/FAR: Away from active space,

OCCUPANCY: PUBLIC: 33 (6/room x3)(15/room x 1)
STAFF:

FURNISHINGS: Tables for six, six appropriately sized chairs in two rooms. Table for 15 in a room with 15 chairs. The tables should have electricity for laptop users. A wastebasket and clock. One room should have a wall-mounted white board and the larger room a wall-mounted smart board with capability to connect a personal device for projection. A 5-foot shelf section of metal shelving for ESL or other tutoring materials in one of the smaller rooms.

USER SEATING: Six/room in two. Fifteen/ room in one.

MATERIALS: ESL tutoring materials in one room.

NEAR/Far: One small group study room for six near the Teen Area; others in quiet areas of library.

SIGHTLINES: Windows into rooms for casual supervision of activities in the room. Door should be half glass.

ARCHITECTURAL FEATURES: Windows or glass walls into rooms from inside building for monitoring and security. Soundproofing and acoustic damping. Electrical receptacles at 32". Quiet colors. Sufficient outlets for laptops and similar items on tabletops. With exception of one near Teen Service, others should be in a quiet area of the library.

Staff Workroom / Tech Services

Projected Square Footage:

695 sq. ft.

FUNCTIONS PERFORMED: Each staff member should have a desk for focused work and to make phone calls away from the public desk. This will be a hub of activity to receive and prepare inter-library and new books for public use, repair materials, contact library users and vendors, plan programs, and other behind-the-scenes tasks that keep the public services running. Also this provides secure storage for staff belongings.

OCCUPANCY: PUBLIC: 0
STAFF: 6

FURNISHINGS: Six desks with lockable storage and side tables for computers or other equipment. Six file cabinets. Six ergonomic chairs to go with the desks. Each desk should have some adjacent shelving for repairs and ongoing projects. Tech services 50 linear feet of shelf space for materials waiting to be processed, storage shelves for book covers and other processing materials, A standard height work counter with space to open boxes and with shelves of differing heights under the counter. A clock, six waste receptacles, one recycle bin. A work counter with a sink is recommended. Room for bins of interlibrary loan materials and four book trucks.

USER SEATING: 0

MATERIALS: All materials added and withdrawn from the collection pass through this room. There should be room for four book trucks and surface space for boxes of books received through purchase and inter-library loan. The book processing station (tech services) should have additional shelving for titles that require special cataloging.

EQUIPMENT: Four computers with networked printer, a copy/printer/scanner machine, three telephones (reference, children's services, and circulation), fax machine, paper cutter. Sink at the work counter.

NEAR/FAR: Near the systems telecommunication room, public services desk, an exterior door for service deliveries, Asst. Director's Office, book drop room, elevator, and the staff restroom.
Far from quiet reading areas.

SIGHTLINES: To the public service desk, sometimes windows to this room expand staff surveillance of the building.

ARCHITECTURAL FEATURES: This is a high traffic area and requires resilient flooring that will accommodate heavy book trucks and heavy wear from the outside deliveries but still be comfortable to walk on many hours a day. All workspaces must be ADA compliant. Each workstation should have

multiple electrical outlets for additional equipment and charging equipment. The lighting should be sufficient for detailed work at the desks and counter. Sound engineering should prevent sound from the workroom from leaking into the public areas of the library. There should be enough open space to accommodate up to four book trucks and as many as eight bins of interlibrary loan materials.

The sink in the work counter will be used for quick clean-ups and washing hands. There should be a counter with many electrical outlets as well as an island for unloading boxes and covering books.

The exterior door into the room for deliveries should be designed with nearby parking and a ramp entry for rolling carts and bulky parcels. The telecommunications room should enter through this area to limit public access to equipment. There should be direct access to the book drop room.

Large windows or half glazed wall onto Public Services Desk.

Computer Server Room / Equipment Repair Room

Projected Square Footage:

100 sq. ft.

FUNCTIONS PERFORMED: Houses network servers for both circulation network and wireless network for public and staff computers. Work includes computer repairs. Used for equipment storage, parts, and supplies.

OCCUPANCY: PUBLIC: 0

STAFF: 1-2

FURNISHINGS: One set of shelving for manuals, equipment truck, repair table and wastebasket. Server racks, monitor, wire management, and shelving for spare parts for computers.

EQUIPMENT: Routers for internal and area networks, clock, telephone, uninterrupted power source backup power unit. (As determined by computer consultant and CLAMS network)

NEAR/FAR: Near utility connections, circulation workroom and technical services area.
Far from public seating, potential water damage and mechanicals that might interfere with telecommunications.

ARCHITECTURAL FEATURES: Well-lighted, individual heating and cooling thermostat zone, sometimes servers require air conditioning to maintain a constant temperature. Appropriate fire suppression. Adequate space for two diagnosticians and for present and future equipment and equipment awaiting repair. No carpeting, resilient flooring. Wide doors for moving equipment easily in and out.
Secure from public access, but convenient access for staff.

Director's Office

Projected Square Footage:

200 sq. ft.

FUNCTIONS PERFORMED: Administrative, managerial tasks, program preparation, small group, and individual meetings with staff and public. Location of important files and records, including personnel files.

OCCUPANCY: PUBLIC: 5

STAFF: 1

FURNISHINGS: Desk with lockable file drawers, and an ergonomic computer station with dedicated printer/scanner. Task chair. Round conference table seating for small meetings with appropriate chairs. Clock, waste basket and paper recycle bin, coatrack or closet to hang visitors' coats, 2-drawer lateral filing cabinet, eight 3-ft shelves for professional literature and professional collection.

USER SEATING: Four table chairs. One visitor seat near the desk.

MATERIALS: Shelving for professional literature and reports. Eight 3-ft shelves. 240 volumes.

EQUIPMENT: Computer and printer, telephone, clock.

NEAR/FAR: Near Principal Clerk's office

Far from Auditorium, New Books

SIGHTLINES:

ARCHITECTURAL FEATURES: The Director should be able to do concentrated work in their office and hold private conversation with staff and public. Power and data outlets throughout the office. Natural light supported by appropriate task lighting, ability to have private conversations, and carpeted flooring.

Asst. Director Office

Projected Square Footage:

150 sq. ft.

FUNCTIONS PERFORMED: Administrative, managerial tasks, meetings with staff and public, program planning, selecting and purchasing materials, preparing publicity and reports.

OCCUPANCY: PUBLIC: 2

STAFF: 1

FURNISHINGS: Office desk with lockable file drawers and an ergonomic computer station with dedicated printer/scanner. Task chair and two comfortable visitor chairs. Clock, waste basket and paper recycle bin, two-drawer lateral filing cabinet, 9-linear ft. shelves for professional literature.

USER SEATING: Two visitor chairs.

MATERIALS: Shelving for professional literature and reports. Three 3-ft shelves.

EQUIPMENT: Computer and printer, clock, telephone.

NEAR/FAR: Near the Public Services Desk and staff workroom.

SIGHTLINES: The Asst. Director's office should be close enough that they can hear conversation from the public services desk.

ARCHITECTURAL FEATURES: Power and data outlets throughout the office. Natural light supported by appropriate task lighting and carpeted flooring. Large window to the area near the Public Services Desk with blinds to have private conversations.

Principal Clerk's Office

Projected Square Footage:

100 sq. ft.

FUNCTIONS PERFORMED: Administrative support purchasing supplies, bookkeeping, accounting, payroll and other statistical tasks.

OCCUPANCY: PUBLIC: 1

STAFF: 1

FURNISHINGS: Office desk with extended work surface and a computer station with dedicated printer/scanner. Task chair and one visitor chair. Clock, waste basket and paper recycle bin, 2-drawer lateral filing cabinet, 9-linear ft. shelves for library records.

USER SEATING: One visitor chair.

MATERIALS: Shelving for library records and reports. Three 3-ft shelves.

EQUIPMENT: Computer and printer, shredder, adding machine, clock, telephone.

NEAR/FAR: Near the Director's Office.

Far from the Auditorium, Meeting Program Room, Youth Services and Café area.

SIGHTLINES:

ARCHITECTURAL FEATURES: Easy access from Director's Office. Power and data outlets throughout the office for adding machine and other office equipment. Appropriate task lighting and carpeted flooring. Privacy for focused work and staff discussion.

Custodian's Work Area

Projected Square Footage:

(one per floor of the library - unassignable space)

FUNCTIONS PERFORMED: Storage of cleaning supplies and equipment. One with a workspace for custodian to organize and store supplies. Storage of assorted tools. Provide a safe place for chemicals used in cleaning. A broom closet with low sink and drain for rinsing mops and disposing of liquids on each floor of the building.

OCCUPANCY: PUBLIC: 0
STAFF: 1

FURNISHINGS: Metal shelving of various heights for storage of cleaning materials, paper supplies, light bulbs, and small tools. Wall mounted key cabinet, clamps for mops and brooms. A large, low work sink and water access at low level for rinsing mops. Hooks for jacket, and electrical cords. Space for storing outdoor maintenance equipment (shovels, rakes, blowers, etc.). One space should have a small office desk and chair.

USER SEATING: 0

MATERIALS: 0

EQUIPMENT: Vacuum cleaner (one large and one hand-held for quick clean-ups), wet/dry vacuum, broom, buckets, and mops for cleaning. A stepladder to replace light bulbs. Outdoor maintenance equipment.

NEAR/FAR: Near the activity room, mechanical room, auditorium, restrooms, and an outdoor entrance.

SIGHTLINES: NA

ARCHITECTURAL FEATURES: Lockable doors to prevent poisoning and theft. Wide doors for ease of access to equipment. Well-lit and durable and easily cleaned materials. Closet with low sink and drain for mops and paper products and cleaning supply storage on each floor. One office/ main storage area near the mechanical room. Fireproof cabinet for storage of paint supplies and solvents.

Staff Break Room

Projected Square Footage:

260 sq. ft.

FUNCTIONS PERFORMED: Staff personnel eat meals/snacks, take breaks, relax, and hang coats.

OCCUPANCY: PUBLIC: 0

STAFF: 9

FURNISHINGS: One round table for four with appropriate chairs, two lounge chairs with a small table, with sofa seating. Built in kitchenette with at least 5 ft. of counters and storage cabinets, waste and recycling baskets, bulletin board and coat rack.

USER SEATING: A mix of four dining chairs, two lounge chairs and small sofa

MATERIALS: 0

EQUIPMENT: Microwave oven, refrigerator with ice maker, sink, cooktop or small stove, plug-in water heater, hot and cold water tank, clock, telephone and storage cabinets for cups, dishes and utensils.

NEAR/FAR: Near the staff restroom. Away from the main entrance, public service desk, and high traffic areas for the library.

SIGHTLINES: The staff break room should not be visible from public service areas.

ARCHITECTURAL FEATURES: Natural lighting, floor lamps for task lighting, easily cleaned and maintained and acoustically separate for the rest of the library. Efficiency kitchen with adequate storage for plates and serving dishes. Counters and sink should meet ADA clearance guidelines.

Donation Storage and Book Sale Room

Projected Square Footage:

340 sq. ft.

FUNCTIONS PERFORMED: An area for volunteers and staff to receive, review, sort and sell material that has been weeded from the collection or donated.

OCCUPANCY: PUBLIC: 6

STAFF: 0

FURNISHINGS: One large work table to sort materials. Book shelves to store and display materials. This could be recycled.

USER SEATING: Six table chairs.

MATERIALS: This will house materials that are not part of the library's collection.

EQUIPMENT: Clock.

NEAR/FAR: Near an exterior door.

ARCHITECTURAL FEATURES: Good lighting and ventilation. Select a location that discourages dampness and mold.

Public Restrooms

Projected Square Footage:

(unassignable space)

FUNCTIONS PERFORMED: Two restrooms near the meeting room so they can be opened with the meeting room when the collections are not staffed for service. Need to provide public restrooms on both floors, assuming a 2-story building.

OCCUPANCY: PUBLIC: Number of public fixtures to be calculated based on code requirements.

FURNISHINGS: Sink, toilet, hand dryer, mirror, changing table, trash can, small table for belongings.

NEAR/FAR: Public restrooms near the entrance and meeting room.

ARCHITECTURAL FEATURES: Restrooms must be accessible to all users according to current codes. Each floor should have facilities for men and women. Single rooms to be designated as gender neutral. There should be at least one water fountain available in the building, preferably near the program room.

Restrooms should be designed for easy maintenance with tile flooring and some sound mediation in the walls to contain water noises.

Staff Restroom

Projected Square Footage:

unassignable space

FUNCTIONS PERFORMED: Staff uses this restroom and washes hands here.

OCCUPANCY: PUBLIC: 0

STAFF: 1

FURNISHINGS: Toilet, sink, mirror, hand dryer, storage for personal products, toilet paper holder.

EQUIPMENT: Hand dryer.

NEAR/FAR: Near the Public Services desk and staff workroom.

SIGHTLINES: From the staff workroom.

ARCHITECTURAL FEATURES: Staff restroom must be accessible to all users according to current codes.

Restroom should be designed for easy maintenance with resilient flooring and some sound mediation in the walls to contain water noises.

General Storage

Projected Square Footage:

Unassigned Space

FUNCTIONS PERFORMED: There is a great need for general storage for seasonal decorations, seasonal maintenance tools and general supplies for the library.

OCCUPANCY: PUBLIC:

STAFF:

FURNISHINGS: Large racks or shelves.

USER SEATING:

MATERIALS:

EQUIPMENT:

NEAR/FAR:

SIGHTLINES:

ARCHITECTURAL FEATURES: This area should be well lit, light switches just inside the door, have easily cleaned flooring, and have steel shelving for storage of materials as well as open space for larger items.

Utility Room

Projected Square Footage:

Unassigned Space

FUNCTIONS PERFORMED: Electrical Service Board, Alarm systems and other utility connections based in this room.

OCCUPANCY: PUBLIC:

STAFF:As needed

FURNISHINGS:

USER SEATING:

MATERIALS:

EQUIPMENT:

NEAR/FAR:

SIGHTLINES:

ARCHITECTURAL FEATURES: Compliant with state and local regulations. This area should be well lit, light switches just inside the door, have easily cleaned flooring, and have appropriate wall space and some shelves for storage of related materials.

Chart and Index

Service Area	Current Sq. Ft.	New Sq. Ft.	Collection Materials	Public Computers	Public Seating	Non-Assign able?	Page Number
1. Activity Room	320	500	0	0	(20)	no	60
2. Adult Fiction / Nonfiction	NBO	3,853	40,000	0	28	no	48
3. Adult Media	160	367	9,300	0	1	no	47
4. Auditorium	1,395	2,300	0	0	(150)	no	62
5. Book Drop Room		50	0	0	0	no	41
6. Café Area		225	0	0	12	no	42
7. Cape Cod Collection	1,452	224	1,500	0	6	no	49
8. Children's Elementary Area	NBO (960 all)	1,898	10,875	4	16	no	58
9. Children's Toddler Area	NBO	475	5,480	0	12	no	56
10. Computer Server / Equip Repair	25	(100)	0	0	0	yes	69
11. Copier/Scanner/Fax Area	75	70	0	0	0	no	52
12. Custodian's Work Area		TBD	0	0	0	yes	73
13. Director's Office	198	200	240	0	(5)	no	70
14. Asst. Director's Office	153	150	90	0	(2)	no	71
15. Donation Storage / Book Sale Rm	342	340	0	0	(6)	no	75
16. Family Restroom		(59)	0	0	0	yes	57
17. General Storage	84	TBD	0	0	0	yes	78
18. Kitchenette		100	0	0	0	no	64
19. Large Print Books	NBO	382	2,681	0	2	no	50
20. Local History / Conference Rm	166	606	1,000	0	(13)	no	55
21 Lobby	113	700	0	0	2	no	40
22. Main Entry/Vestibule	NBO	80	0	0	2	no	39
23. New Adult Materials Display	108	300	(2,000)	0	0	no	46
24. Periodicals/Newspapers/ Reading	560	451	102	0	16	no	54
25. Principal Clerk's Office	90	100	0	0	(1)	no	72
26. Program/Meeting Room		650	0	0	(25)	no	65
27. Public Restrooms	238	TBD	0	0	0	yes	76
28. Public Services Desk	240	380	0	0	0	no	43

Service Area	Current Sq.Ft.	New Sq.Ft.	Materials	Public Computers	Seats	Non-Assign able?	Page
29. Reference Services Area	561	1,018	1,500	0	26	no	50
30. Self-Checkout/Reserves	NBO	100	0	2	0	no	45
31. Small Meeting/Group Study Rooms	144	831	0	0	(33)	no	66
32. Staff Break Room	280	260	0	0	0	no	74
33. Staff Restroom		TBD	0	0	0	yes	77
34. Staff Workroom / Tech Services	693	695	0	0	0	no	67
35. Technology Commons	NBO	270	0	4	4	no	51
36. Teen Area	669	(plus Study Room)450	1,500	0	12	no	61
37. Utility Room	280	TBD	0	0	0	yes	79

Attachments and Appendix

Attachment A Peer Municipalities Comparison

Attachment B Orleans 2022 ARIS Report of Holdings

Attachment C Appraisals of Snow Library Art and Valuable Holdings

Attachment D Oudens Ello Functional Areas Chart

Appendix Five Year Plan Survey Questions for Participants available [Snow Library 2023-2027 Appendices](#)

Attachment A

Peer Municipalities Comparison

Municipality	Population	Main library facility gross square feet
Orleans	6,294	16,568
Brewster	9,806	17,780
Eastham	4,871	17,700

Attachment B

Orleans 2022 ARIS Report of Holdings

Holdings

Holdings as of June 30, 2022

Adult

H1Books: Adult	39,053	40,983
H2Print periodicals, newspapers, other print serials: Adult	102	103
H3Audio (compact discs, cassettes, etc): Adult	4,185	4,270
H4Video (VHS/Discs/DVDs, etc): Adult	4,922	4,774
H5E-books: Adult	37,294	51,023
H6Downloadable audio (audiobooks, music, etc): Adult	13,179	9,892
H7Downloadable video: Adult	63	76
H8Materials in Electronic Format (include CD-ROMs): Adult	59	75
H9Materials in Microforms (fiche, rolls, etc.): Adult	268	265
H10Miscellaneous (e.g. e-book readers, laptops, kits, puppets.): Adult	49	38
H11Total Adult Materials (H1 + H2 + H3 + H4 + H5 + H6 + H7 + H8+ H9 + H10)	99,174	111,499

Young Adult

H12Books: Young Adult	1,074	1,184
H13Print periodicals, newspapers & other print serials: Young Adult	21	16
H14Audio (compact discs, cassettes, etc): Young Adult	41	37
H15Video (VHS/Discs/DVDs, etc): Young Adult	0	0
H16E-books: Young Adult	0	0
H17Downloadable audio (audiobooks, music, etc): Young Adult	0	0
H18Downloadable video: Young Adult	0	0
H19Materials in Electronic Format (include CD-ROMs): Young Adult	0	0
H20Materials in Microforms (fiche, rolls, etc.): Young Adult	0	0
H21Miscellaneous (e.g. e-book readers, laptops, kits, puppets,) Young Adult	0	0

H22Total Young Adult Materials (H12 + H13 + H14 + H15 + H16 + H17 + H18 + H19 + H20 + H21)
1,136 1,237

Children

H23Books: Children's 13,739 13,493
H24Print periodicals, newspapers & other print serials: Children's 12 9
H25Audio (compact discs, cassettes, etc): Children's 556 586
H26Video (VHS/Discs/DVDs, etc): Children's 1,062 1,050
H27E-books: Children's 0 0
H28Downloadable audio (audiobooks, music, etc): Children's 0 0
H29Downloadable video: Children's 0 0
H30Materials in Electronic Format (include CD-ROMs): Children's 34 38
H31Materials in Microforms (fiche, rolls, etc.): Children's 0 1
H32Miscellaneous (e.g. e-book readers, laptops, kits, puppets): Children's 6 10
H33Total Children's Materials (H23 + H24 + H25 + H26 + H27 + H28 + H29 + H30 + H31 + H32)
15,409 15,187

TOTALS

H34Total Books (H1+ H12 + H23) 53,866 55,660
H35Total Print Periodicals, newspapers & other print serials (H2 + H13 + H24) 135 128
H36Total Print Materials (H34 + H35) 54,001 55,788
H37Total Audio (H3 + H14 + H25) 4,782 4,893
H38Total Video (H4 + H15 + H26) 5,984 5,824
H39Total E-books (H5 + H16 + H27) 37,294 51,023
H40Total Downloadable Audio (audiobooks, music, etc) (H6 + H17 + H28) 13,179 9,892
H41Total Downloadable Video (H7 + H18 + H29) 63 76
H42Total Materials in Electronic Format (H8 + H19 + H30) 93 113
H43Total Microforms (H9 + H20 + H31) 268 266
H44Total Miscellaneous (H10 + H21 + H32) 55 48
H45Total Non Print Materials (H37 + H38 + H39 + H40 + H41 + H42 + H43) 61,718 72,135
H46Total Holding Materials (H11 + H22 + H33) 115,719 127,923

Subscriptions and Electronic Collections

As of June 30, 2022

H47Print serial subscriptions 117 117
H48Electronic serial subscriptions 4,083 3,683
H49Electronic collections (including locally owned databases) 22 20
H50Other subscriptions 13 11
H51Total Subscriptions and Electronic Collections (H47 + H48 + H49 + H50) 4,235 3,831
H100Network databases
H101Local/Network electronic collections/database 22 20
H102State electronic collections/databases
H103Total electronic collections/databases 22 20

Attachment C



S N O W
Library
Barnstable, MA

**APPRAISALS OF ART AND VALUABLE
HOLDINGS**

ARTICLE AND DESCRIPTION:

APPRAISED

VALUE

Artist: unknown; title: "Portrait of E.H. Linnell"; size 36"x27"; medium:
oil on canvas; condition: framed, restored, in perfect condition. \$5,000.00

Artist: Edward Custer; title: "Portrait of David Snow"; condition: good,
cleaned, framed, signed; size 29"x24"; medium: oil on canvas. \$4,000.00

Antique: Colored Maps of; title: "Barnstable, Dukes, and Nantucket
Counties"; condition: good, framed; size 130"x56"; circa 1858. \$3,500.00

Artist: Vernon Smith; Wood Cut Mural; title: "Mermaid with Fish";
condition: good, unframed, signed; size 46"x36"; circa 1954. \$7,500.00

Artist: Peter Hunt; title: "Cat Motif"; medium: oil on canvas;
condition: excellent, unsigned; size 40"x30". \$2,000.00

Print: Ship Merchants Flags; rare hand colored print; condition: good, framed; size 40"x29". \$3,000.00

Modern watercolor: Coat of Arms; hand painted, of the Coat of Arms of David Snow; condition: excellent, framed; size 9"x5½". \$250.00

Artist: Ruth Hogan; title: "Main St. Orleans w/ Cherry Blossoms", signed, framed; condition: excellent; medium: pastel, size 16"x24". \$2,500.00

SUBTOTAL \$27,750.00

Appraised By: William E. Bourne of Robert C. Eldred Co., Inc. 1483 Route 6A East Dennis, MA 02641

Dated: April 20, 2016

ARTICLE AND DESCRIPTION:

APPRAISED

VALUE

Collection of approximately 750 original photographic 5"x7" negatives on glass; taken by Henry K. Cummings (1865-1953); taken from the 1870's up through about 1910 depicting Orleans scenes, events, buildings and residents; a later comparative set of negatives taken in the early 1950's is also included; these have all been catalogued and put in custom wooded cases. \$25,000.00

Original 19th century builder's half model of the Schooner "The Reporter"; mounted on its original backboard; the name is painted on the gunwale; size: approximately 5' to 6' long; excellent original finish and condition. \$12,500.00

Original 19th century builder's half model of the Ship "Nauset"; mounted on its original backboard; built in Boston in 1858; 990 tons, 179' long, 34' wide, and 24' deep; the master in 1858 was Isaiah Westcott and in 1860 was David Elliott; name is painted on the gunwale and the figurehead is painted on the backboard; size: approximately 5' to 6' long; excellent original finish and condition. \$15,000.00

Original 19th century builder's half model of the Clipper Ship "Storm King"; mounted on its original backboard; built in Chelsea in 1853; 1399 tons, 195' long, 23' wide, and 39' deep; the master was Henry Devens; name is painted on the gunwale; size: approximately 5' to 6' long; excellent original finish and condition. \$12,500.00

Original 19th century builder's half model of sailing ship; size: approximately 5' to 6' long; excellent original finish and condition. \$10,000.00

Collection of early 20th century commemorative china made in England and Germany for Henry K. Cummings & Co.; Hurd & Smith and A.T. Newcomb; including:

- 7" Tile depicting "Town Cove and Cable Station"
- 6" Bowl depicting "Snow Library"
- 6" Elongated Dish depicting "Snow Library"
- 8" Plate depicting "Orleans School"
- 9" Bowl depicting "Snow Library"
- Cup and Saucer depicting "Old Mill and Snow Library". \$500.00

Early 19th century English mahogany tall case clock with brass works and original painted dial; dial is signed but unreadable; case has extensive string inlay and a leafy medallion centrally located on the door; minor veneer to case, otherwise excellent running condition. \$5,000.00

ARTICLE AND DESCRIPTION:

APPRAISED

VALUE

Sterling Silver Revere Bowl made by Gorham; size: 11³/₄" in diameter and 6¹/₄" high; inscribed:

Fred F. Rockwell

Our Founder and Staunchest Supporter

Men's Garden Club of New York

1939 - 10th Anniversary - 1949.

\$750.00

SUBTOTAL \$81,250.00

TOTAL APPRAISALS \$109,000.00

