



S N O W
Library
Established 1877

FIVE YEAR PLAN
2011 - 2015

Approved by the Snow Library Board of Trustees on September 22, 2010

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PART I ***MISSION STATEMENT***

The mission of Snow Library is to sustain and energize the intellectual, cultural, and social life of the community of Orleans.

In order to accomplish the above, Snow Library provides the following:

1. A vibrant and rich collection of materials in a variety of formats.
2. Means to access libraries and information regionally and throughout the world.
3. Enhancement of learning opportunities with respect for people of all ages in a welcoming environment.
4. Space for community meetings.
5. Encouragement of the love of reading and the pursuit of knowledge.

PART II ***LIBRARY HISTORY***

Snow Library was founded with a bequest of \$ 5,000 from the estate of David Snow to the Town of Orleans in 1876. In 1877, Orleans Town Meeting voted to build Snow's Library on land which previously belonged to the Orleans Academy at the intersection of Route 28 and Main Street. The original building was destroyed by fire during a blizzard in February 1952. In 1954, the Town of Orleans built the existing library directly across from the original location of Snow's Library. An expansion of the library was done in 1977 and there was a second expansion project completed in 1992.

PART III METHODOLOGY

The Five-Year Planning Committee had its first meeting in March of 2010, and met on a monthly basis through September of 2010. Committee members were approved by the Snow Library Board of Trustees in March of 2010. Committee members were Donald Coffman, Lois Milman, Barbara Natale, Pamela Ritchie, Laura Scheel, Robert Singer, Holly Trevisan, Marcie Kolchinsky, Suzanne Strenz Thibault, Assistant Library Director Tavi Prugno, and Library Director, Mary Reuland. The committee utilized *Options for Change and Growth for the Snow Library*, a planning study completed in 2009 by Richard Waters of Godfrey's Associates, Providence, Rhode Island, as well as their experience and community knowledge in its deliberations.

The Goals and Objectives of the plan were discussed at Trustee Meetings in July and August of 2010. The final Five Year Plan 2011 - 2015 for Snow Library was approved at the Library Board of Trustees meeting on September 22, 2010.

PART IV GOALS AND OBJECTIVES

Goal 1: LIBRARY OPERATIONS

To analyze use of staff time to incorporate changes in technology and patterns of use in order to make most efficient use of allocated funds.

*Objective 1: Review circulation patterns and staff positions in relation to new expectations for library service (e.g. patron use of technology, changes in content delivery, programming) and demographic changes (e.g. age groups, seasonal/year round residents).
FY 2012 – FY 2013*

*Objective 2: Revise job descriptions and organizational chart based upon information acquired in Objective 1.
FY 2013*

*Objective 3: Recommend changes in hours of operation, days of operation based upon information from Objective 1 and 2.
FY 2014*

Goal 2: COLLECTIONS

To provide a rich and varied collection which incorporates new technology and makes the most effective use of funds.

*Objective 1 Analyze the use of all print and non-print materials over previous five to seven year period. Identify patterns of use in all areas (adult fiction, adult nonfiction, children's collection, young adult periodicals and reference).
FY 2012 – FY2013*

*Objective 2: Identify and implement improvements in locations of collections based upon analysis completed in Objective 1.
FY 2014 – ongoing*

*Objective 3: Analyze purchasing patterns for the previous five years to identify and implement improvements in purchasing of print and non-print items based upon analysis completed in Objective 1.
FY 2013 – ongoing*

PART IV GOALS AND OBJECTIVES - continued

Goal 3: TECHNOLOGY

To provide the most current and popular technology to patrons for use in library and prepare for coming improvements in technology.

*Objective 1: Review all automated services currently available for use by staff in providing library service (e.g. self check-out, email notification) and research upcoming changes in this area.
FY 2012*

*Objective 2: Create plan to utilize appropriate technology in delivery of library services.
FY 2013 – ongoing*

*Objective 3: Implement goals of this plan immediately or as they become feasible.
FY 2012 – ongoing*

Goal 4: FACILITY ASSESSMENT AND IMPROVEMENT

To provide a comfortable and welcoming library to all patrons.

*Objective 1: Identify areas most in need of attention and steps to improve these areas (e.g. handicapped accessibility, parking, seating space).
FY 2012 – FY 2013*

*Objective 2: Evaluate current use of space in building to maximize use, comfort and appearance of existing building and identify appropriate changes.
FY 2013 – FY 2014*

*Objective 3: Implement appropriate physical changes in existing building using information gained in Objective 2.
FY 2014 – ongoing*

*Objective 4: Create a Committee to review major improvements to the library in the next 5 – 7 years. Committee will utilize the 2010 Final Planning Report for Space Needs at Snow Library by Richard Waters of Godfrey's Associates.
FY 2012 – ongoing*