

Snow Library

ORLEANS FACILITY CURRENT USAGE QUESTIONNAIRE

Facility: Snow Library

Date: 2/28/22

Interviewer: Jamie Balliett

Interviewee: Tavi Prugno

Title: Library Director

Is your facility public or privately owned? Public Private

How many people does your facility serve?

Snow Library serves anywhere between 100 and 500 people per day depending on the time of year and the events going on at the time. In 2019, the library checked out 74,814 items. Currently the library has 125,610 items. There are 9,295 library card borrowers (4,671 are Orleans residents).

What organizations use your space?

Orleans residents of all ages.

Public from every town, state, country, Orleans Town departments and Committees

There are no restrictions whatsoever as to who can enter or use the building.

In 2019, 15,400 people attended events at the library.

How is use of the facility coordinated?

The Snow Library Board of Trustees meets regularly to oversee general library issues. The Library Director, Assistant Director, Youth Services Librarian, Friends of Snow Library Lifetime Learning volunteers and other library staff oversee the meeting room space and book programs.

Do you have a building coordinator? Yes No
Paid Volunteer

What is the age of your facility and when was it most recently renovated?

Year built: **1954, extensive addition 1977** Year most recently renovated? **1992**

Comments: The current library has a portion from the original built in 1954. Most of the library building is from an addition in 1977. The newest portion of the building consisting of the mezzanine, elevator, Marion Craine Room, and Cape Cod Room is from a 1992 renovation. There was structural reinforcement work done in 2001, but that would not be considered a renovation.

Does the facility have any code issues or constraints (accessibility, building code . . etc)?

The current facility has numerous code and accessibility issues some of which cannot easily be resolved. For example, the lower level has no egress to the outside. If the elevator is disabled, exiting via stairs is the only option which is not ADA compliant. The delivery entrance ramp used by individuals who enter the library during hours closed is not graded to the current accessibility code. There is currently no sprinkler system (fire suppression system). The Marion Craine Room does not meet the code for make up (fresh) air requirements. The current HVAC units meet the original building code specifications, but not Orleans Stretch Code requirements. All of the adult non-fiction stacks, the staff breakroom, and the Marion Craine Gallery egresses are non-ADA compliant.

What is your square footage (building and/or physical lot) and how many rooms do you have?

Total building SqFt: **16,568** SqFt used for community activities: **1,441**

Total number of rooms: **11 (some are not considered rooms, but discrete areas)**

Number of rooms for community: **3**

Total lot size: **82,160 sq. ft.** Active outdoor programming SqFt. **Several areas.**

List all rooms and spaces used for community activities:

<u>Room Description/Function</u>	<u>Square Footage</u>	<u>Capacity</u>
Marion Craine Gallery	960	100
Cape Cod Room	252	10
Children's Room	1,152	40
Snow Studio	361	25
Mezzanine	1,588	25

Main Level	8,372	150
Lower Level	3,625	75
Balcony	350	24
Trustees Room	234	11
Harry Snow Reading Room	896	30
Quiet Study Room	120	5

How many parking spaces do you have?

Currently 37. There will be 45 with the addition of eight new spaces when the sewer pump station work is finished in late 2022.

Any others nearby? Street parking . . . etc.

Patrons may park at Post Office Square. Parking was allowed at the Nauset Regional Middle School parking lot in the past, but is currently prohibited due to new traffic patterns instituted because of COVID-19.

What percentage of available programming time is being used?

It depends on the time of year. In the autumn and spring when lifetime learning sessions occur, 90% of available programming time is being used. Other times it is 50 to 65%.

What percentage of your available space is used?

Overall: 85%

At peak times: 100 %

What is your annual budget and how many employees do you have?

Annual budget: FY22 Town budget is \$673,992

Part time paid employees: 13 **Full time paid employees:** 4

Do you have volunteers provide professional service? Yes ___ No X

Do the organizations that use the space pay to use it? Yes____ No X

If so, what is the fee structure?

How much do you collect annually? \$_____

Do you require town subsidies to operate? Yes X No____

Annual subsidy: FY22 Town budget is \$673,992

Note: The library receives generous contributions from a nonprofit Friends of Snow Library.

In the last five years, has your budget and staff to support community activities grown or shrunk? Explain.

The library's budget has increased every year by two and a half percent to meet the Massachusetts Board of Library Commissioners Municipal Appropriations Requirement necessary for the library to be certified. A general reduction in the budget for all Town departments was implemented for FY22. Staff has been maintained at the current staffing levels.

Are you looking to add programming from any new organizations?

The library tries to accommodate any organization that contacts us to hold meetings or programs provided they meet the guidelines set forth in the Meeting Room Policy approved by the Board of Trustees.

Are there specific parts of your facility that are currently or have previously been overloaded with community activities? Explain.

The Marion Craine Room was, prior to the pandemic, filled to capacity with programs. Many organizations had to be turned away because there was no room for them.

Are there similar facilities in other towns that have features that you like?

Nauset Regional Middle School has an auditorium which would be beneficial for programs at the library.

Additional Comments:

The Snow Library Trustees completed a Building Program and Current Facility Conditions Report in 2019. This report concluded that the aging library suffers from a number of physical and design deficiencies, mostly that it is showing many signs of its age and is not big enough to meet the needs of its users. In order to meet current and projected needs, the library would need to be nearly doubled to 32,000 square feet in size. While the town capital plan contains a financial place-marker for the design of a replacement library a few years from now, funding and size issues have not been addressed. Electronic copies of the 75-page report can be provided upon request.