

OCPL BUDGET FY12 - MARCH 16, 2012

Account Number	Line Item	Budgeted	Spent	Percent	Balance
10-206-30018	Travel	200	\$67	33%	133
10-206-30022-81	Bldg Maint - Walhalla	9,988	2,199	22%	7,789
10-206-30022-82	Bldg Maint - Seneca	5,177	1,691	22%	3,486
10-206-30022-83	Bldg Maint - Westminster	4,115	1,353	33%	2,762
10-206-30022-84	Bldg. Maint - Salem	1,000	0	0%	1,000
10-206-30024	Equip. Maintenance	8,556	6,722	79%	1,834
10-206-30037	Equipment Leased	10,020	6,690	67%	3,330
10-206-30041	Telecommunications **	6,295	2,301	37%	3,994
10-206-30043-81	Electricity - Walhalla	25,000	16,705	67%	8,295
10-206-30043.82	Electricity - Seneca	20,000	11,964	60%	8,036
10-206-30043-83	Electricity - Westminster	13,000	9,249	71%	3,751
10-206-30043-84	Electricity - Salem	5,000	5,000	100%	0
10-206-30044-81	Water - Walhalla	1,200	777	65%	423
10-206-30044-82	Water - Seneca	900	487	54%	413
10-206-30044-83	Water - Westminster	500	240	%	260
10-206-30056	Data Processing	29,208	29,207	100%	1
10-206-30068	Advertising	995		0%	995
10-206-30080	Dues	750	743	99%	7
10-206-30084	School, Training, Sem.	3,300	3,091	94%	209
10-206-30090	Honorarium	900	900	100%	0
10-206-40031	Sm Capital Equip (Loc)	3,000	2,947	98%	53
10-206-40032	Operational	12,916	12,763	99%	153
10-206-40032A	Youth Services	2,000	1,306	65%	694
10-206-40033	Postage	2,500	571	109%	1,929
10-206-40034	Food	125	109	88%	16
10-206-40101	Books (Local)	120,275	60,087	50%	60,188
10-206-40102	Periodicals (Local)	16,950	10,885	64%	6,065
10-206-40103	AV (Local)	10,100	3,825	38%	6,275
10-206-80206	Automobile Maint - Library	3,000	486	1411%	2,514
10-206-81206	Gasoline - Library	2,300	1,411	61%	889
10-206-82206	Diesel - Library	1,500	1,562	104%	-62
TOTAL		320,770	195,340	60.90%	125,430
12-206-50850-00000	Seneca Library Expense	42,674	3,848	9%	38,826
013-080-00805-50206	Lib Const(Seneca)Donations	1,201	0	0%	1,201
13-206-00805-90800	Dale Ayres (Westminster)	656	550	84%	106
13-206-60010	*Gifts, Donation (Loc)	37,264		0%	37,264
13-206-60206	Lottery	10,059	5029.4	50%	5,030
240-206-30056-255	Data Processing (State)	25,797	15,989	62%	9,808
240-206-30084-255	Schools, Train.. (State)	1,807	1,556	86%	251
240-206-40031-255	Sm Capital (State)	1,000	925	93%	75
240-206-40032-255	Operational (State)	3,389		0%	3,389
240-206-40033-255	Postage	2,000		0%	2,000
240-206-40111-255	Books (State)	12,700	12,671	100%	29
240-206-40111-255	Periodicals (State)	4,500	4,500	100%	0
240-206-40113-255	AV (State)	8,807	8,786	100%	21
TOTAL		60,000	44,427	74%	15,573

** Includes Erate check ** Transferred \$2000 from Telecommunication to Equipment Maintenance 1-12

**Director's Report
March 19, 2012**

1-Programs and Services: Many well-attended programs since we met in January: Dr. Seuss, Titanic, movie nights, including movies in Spanish.

2-Usage Statistics: January-February Bimonthly Reports are attached.

3-Finance and Budget: Proposed Budget submitted electronically on February 17. March budget figures attached.

4-Policies and Procedures: The Policies & Procedure Committee continues to work on updating the library manual.

5-Personnel and Training: Two new staff began work since the last Board Meeting: Heidi Holmes, Walhalla Branch Manager (February 13, 2012), and K'Lani Green, Branch Services Librarian (March 5, 2012). Four staff members, Heidi Holmes, Christie Johnson, Leah Price, and Emily Whitmire, will take the Management and Supervision classes being offered by the Appalachian Council of Government's Donna Kazia at the Westminster Fire Station training room over seven Tuesday afternoons beginning March 20. In-Service Day is April 13, 2012 and our Team Meeting on the 2nd Wednesday (March 14) was devoted to planning the components for the morning hours. Stacie Powell attended the Public Library Association Conference in Philadelphia March 14-16. An LSTA grant paid \$750.00 towards the cost of her attendance. She also attended the Performer Showcase at the Florence County Library on January 31 to view prospective performers for OCPL's summer reading club this year. Janice Lovinggood attended the South Carolina Association of Volunteer Administrators' conference January 25, 26 and 27. Blair Hinson and Heidi Holmes attended a training session at the Richland County Public Library in Columbia on March 8. Used new evaluation forms to evaluate Brenda Lee, Joe Lenderman (with Heidi Holmes), Stacie Powell, Janice Lovinggood and Leah Price.

6-Buildings & Grounds: Salem Library was cited by the Town's Fire Chief for unsafe electrical conditions. I worked with Sheila Wald of HR to remedy the situation. She assembled a team from Facilities Maintenance and IT to create a plan of action. We met at the Salem Library with the Fire Chief, the Mayor of Salem and Clerk, and County staff to discuss what needed to be done. Work was completed on March 15. Quotes for enclosures for HVAC units at Walhalla and Seneca are being gathered by Facilities maintenance. Westminster will have locking gate for its HVAC enclosure. Many churches are installing such enclosures in order to retain their insurance coverage. The large number of thefts from churches have produced new requirements.

7-Technology: Two new laptops for inventory of the collection in real time have been acquired and are being tested. On Tuesday, February 28, Blair Hinson, Debbie Kaniaris, and I discussed the library department's IT needs with Dr. Shannon Tufts from UNC's School of Government. She has been hired to make recommendations to the County about increasing efficiency of IT. Mike Powell is studying the contract for TLC's Hosted Solution.

8- County Administrator's Department Head Meeting: Met with Glenn Breed, the new Assistant Administrator on Wednesday, March 14.

9. Interaction with County Departments: Met with Sheila Wald of Human Resources for training on Tuesday, February 7, 2012. Met with Mike Powell and his staff on the same day for discussions about IT. Met with other County departments to learn about the MGT process of job analysis on Wednesday, February 22. Mike Powell and I visited West Oak High School to talk to the media specialists about a proposed homework center at the Long Creek Community center.

10. State Library: Kathy Sheppard and Denise Lyons visited us on January 26. Blair Hinson, Debbie Kanaris, Stacie Powell, Brenda Lee and I discussed services offered by the State Library and the availability of LSTA grants. I attended Margie Herron's funeral in Aiken, SC on Saturday, February 18. Ms. Herron was a longtime employee of the State Library. APLA (Library Directors' association) meeting at State Library on Friday, March 23. My new library director orientation is scheduled for Thursday, March 29 at the State Library.

11. Friends of the Library: Attended the Friends Annual meeting on Sunday, March 18 at the Walhalla Library.

12. Progress toward Goals and Objectives: GOAL 5 OBJ.7. Website graphic applied to exterior of bookmobile(both sides and back), Friday, March 9.

13. Community Involvement: Educational Foundation Scrabble Tournament at Walhalla High School on Saturday, January 28, 2012; Oconee Heritage Center reopening on Saturday, February 4; Oconee Alliance meetings on Thursday, February 9 and Thursday, March 8; Career Day at Walhalla Elementary School on Friday, March 9(4 classes of 3rd graders); attended State of Oconee Luncheon at Northside Elementary School on Friday, March 16.

14. Miscellaneous: Shadowed by a 6th grader on Thursday, February 23. Attended orientation session for institutions hosting the New Harmonies exhibit in 2012 at Southern Wesleyan on Wednesday, February 29. Discussed OCPL's experience with the exhibit and our programming. In contact with Providence Associates in discussion of the contract and provided information to David Warren, who will perform the study.

SALEM LIBRARY

January-February, 2012

Tony Moore, Manager

Collection Development: In an effort to be good stewards of our shrinking budget, we continue to satisfy patron demand for the familiar, while introducing new, diverse authors. We gladly accept donations and cull through them, adding titles as appropriate.

Displays: Proudly displaying a new painting by local artist and Salem patron, Jean Orr; Quilt Trail block; and event promotions. The display case features Salem histories, including framed Then-and-Now (1953-2011) uniform patches from the Salem Police Department.

Staff News: Dan Polk just returned from a week-long working vacation/Mission Trip to Mexico. His team constructed cisterns in three villages. By all reports, the week was muy successful.

Staff Development: Planning is in full swing for Staff In-Service Training Day, to be held Friday, April 13 at Walhalla. Staff will experience a virtual gamut of hands-on refresher mini-courses during the morning before hearing two well-qualified presenters in the afternoon.

Programs: Monthly Story Hours are taking a temporary hiatus. Attendance over the last three months was insufficient to justify the planning, preparation, and set-up time. Those who were coming have actually "aged out" so its time to recruit a new generation. Movie Nights continue to do well, with attendance averaging in the upper 20s. Salem United Methodist Church has partnered with us by assisting with promotion, but also by supplying refreshments in addition to the popcorn.

Volunteers: Frances Tucker, our crackerjack volunteer, continues to perform extraordinarily!

General News: Video check-outs continue to soar. More patrons are inquiring about e-readers and portable audio device options. Two families (5 students) regularly attend the Library to use public computers for online classes via SC Connects. Three tutors and students are in at least weekly. Wi-Fi use, both during and after hours, has noticeably increased. Maintenance has completed their portion of the wiring upgrade; now waiting on IT to complete the data.

Seneca Library

January/February 2012

Blair Hinson, Manager

Narrative

Collection: We are really experiencing a space crunch, and are in desperate need of weeding in nearly all areas. We are particularly concerned with our easy children's and adult fiction sections. There is still some confusion about the things we send to be weeded. This is one area where, even after some discussion, we may need to have a clearer policy.

Donations: Our magazine and paperback exchanges are popular as always. We continue to receive a steady stream of books, magazines and even some DVDs as donations (though our magazine donations seem to be down a little). Some of these we have added right away, and continue to use them as replacements for worn copies. Some have also been collected to be used as prizes for our trivia night and Adult Summer Reading contests and also other contests, like our African-American author drawing for Black History month.

Displays: Our displays for the period included a staff New Year's resolution display, a self-improvement display in conjunction with the New Year, a Valentine's Day book lovers and general Valentine's Day display, a display about Chinese New Year, one for Black History month, and one for Dr. Seuss's birthday/Read Across America Day on March 2.

Public Relations: We continue to field questions about the new Seneca Library (and get A LOT of opinions on that, too.) We have improved our delivery of information to the press, and have gotten good coverage of our events, which has led to a positive response from the public. We have suspended our computer classes for March, since the attendance for February was sparse. We will resume those in April.

Staff Development: Training and improving communication, both at the Branch level and system-wide, are our biggest priorities. We have also submitted our ideas for the April 13 staff in-service. We need to work on day-to-day tasks and making sure that little things are attended to.

Volunteers & Community Outreach: Tina Jones helps us with calling holds and shelf-reading. We have received the applications of a couple of new volunteers, and are looking forward to a revamped VIP program that will hopefully allow us to target where we really need help and then plug people in so that they feel like they are making a difference. Meredith Wickham and Maggie Kearns went out into the community to talk up our Black History month program and distribute flyers, with good results.

Programs: We continue to host Let's Talk About It (we had 15 people on February 27). We also had a passive program with a drawing using entries based on one's favorite African-American author. We had a Breakfast at Tiffany's movie showing that was well attended (12) and a Black History Month program featuring an interview with Phillip Martin, the first African-American from Oconee County to graduate from Clemson University (32 attended).

Manager's Projects: Weeding and maintaining the building and collection will be our top priority in the New Year. The Seneca Manager was also appointed to the position of "Chief Information Officer" (Publicist), and as well as liaison to the IT department.

Issues: We finally got a roof leak over the maintenance room fixed, and a couple of broken cross ties in the parking area replaced. We REALLY need *new carpet* in Seneca also, for which measurements have already been taken.

Notes:

Walhalla Library

Jan / Feb 2012

Heidi Holmes, Manager

Narrative

Collections: The Walhalla library continued to order materials based on professional reviews, patron requests, and "best sellers" lists. The Walhalla Branch Manager is still in charge of purchasing e-Books for OverDrive and Heidi Holmes has purchased 53 new titles in order to round out the collection and meet patrons needs and requests. Biographies were weeded in order to eliminate titles that had not circulated since 2003 and to make space for new books so the shelves were not so overcrowded. The reference section was also weeded to eliminate outdated materials. Debbie Kanianis lent her expertise for this project.

Donations: The Walhalla Branch still receives a steady amount of donated materials from the public. The ones that are not selected to be added to the collection are sent to the Friends for their book sales.

Displays: In January, Part-Time Circulation Assistant Tiffany Tarrer created a football and Super Bowl themed display. For February she created a display of cook books of all sorts. Staff also made several displays throughout January and February including displays of classic books from BBC's top 100, continuation of Czech Christmas decorations, ebooks with instruction sheets, and books for all ages about the joy of reading.

Public Relations: Any programs or events that the Walhalla Library has had planned over the past two months have been advertised in the local papers and on WGOG radio station. We have received a great amount of publicity for the library with articles on the new personnel changes regarding Stacie Powell's transition, and introducing Heidi Holmes to the OCPL system.

Staff Development: Staff continues to stay abreast of library trends and news via professional readings assigned by the Library Director. Megan LaVere who was previously employed with OCPL, returned on January 3rd. She spent her first two weeks receiving training as well as additional training for The SC Room. Training for the branch manager has included Ipage selection process, bookmobile training, circulation training, collections training, TLC training, and courier route shadowing.

Volunteers & Community Outreach: Three new volunteers through the VIP program started serving the Walhalla Branch. Hispanic Outreach Specialist Tracy Pechthalt has done a phenomenal job reaching out to the Hispanic Community (See Stacie Powell's report).

Programs: The Master Gardening class in January was about Pussy Willows and in February was about soil amendments. An average of 30 people attended each as this program continues to be of great interest to our patrons. In January we began *Tech Tuesday* - we have had one or two people every week needing help with their Ereaders, as well as numerous people that come in at other times. OCPL had their second Spanish Movie Night. The movie *Dolphin Tale* was shown in Spanish. We also hosted author, Emily Cooper, to discuss her book, *Queen of the Lost*. This program was sponsored by Humanities Council SC, with 31 people in attendance.

Manager's Projects: Walhalla Assistant Branch Manager Christie Johnson took over the role of Branch Manager until that position was filled by Heidi Holmes on February 13th. Heidi has been receiving training from various staff members in all areas including the bookmobile. Christie has been extremely informative and helpful with regards to training the new branch manager. Heidi attended the *Oconee Business Education Partnership* meeting on February 21st. This was a very informative meeting. It was also an opportunity for her to formally introduce herself to the local community and network with partnering organizations.

Facilities: A new hot water heater was installed, as advised by Alan Ridley, due to the leaking, rusting and age of the previous one. A new magazine rack was acquired through Westminster branch and hung to display our growing collection.

Issues: There are no serious issues to report at this time.

Narrative

Collections: We have rotated the audio once again to increase browsing potential. As we get closer to the end of the fiscal year spending money is a primary concern to make sure we reach our goals. We have also moved the newspapers to our new maroon shelves, creating more room for large print. We have shrunk our reference section to one shelf creating space to house books on tape until the end of the year when we will no longer offer those. We have moved inspiration fiction to another location creating room to grow and to be easier for browsing. Books on cd are now where inspirational used to be.

Donations: At the end of December, Westminster received a donation of 750 music CDs from a former Westminster native to be used in the library. When a majority of the CDs have been added we will do a press release. We also received two large DVD donations that we added to the collection.

Displays: Several displays have been created by staff including a Staff Favorites, Martin Luther King, Jr., Day, You Wouldn't Want to Be..., Valentine's Day, Presidents' Day, Black History Month, Dr. Seuss, and New DVDs and CDs. Mr. Gerald Smith put on display his collection of Chess pieces. One entire set represents the Crusades. We also hung quilt pictures that children had colored. We have also decorated the children's area with truffula trees and Dr. Seuss hats in preparation for our birthday party.

Public Relations: In January Stacie Powell came and held an e-reader workshop. Sixteen people attended. These types of classes are good because a lot of people do not have access to someone who can help them. We also have handouts that have been a help for not only the patrons, but for staff who are not as familiar with e-readers.

Staff Development: Staff continues to learn from one another various things, especially technology wise.

Volunteers & Community Outreach: We continue to have the help of three volunteers three days a week. I visited Westminster Elementary School on February 29th to talk on their morning news show and to read to some of the classes. I have also created a contact list for schools, daycares, and preschools in the Westminster/Fair Play area to send information regarding any upcoming programs we have to give us a little more advertisement.

Programs: January's FMN was *A Dolphin Tale* with 15 in attendance. February's FMN was *Smurfs* and we had about 13 in attendance. We also had the above mention e-reader class. Westminster joined Seneca's Valentine's to Troops program and collected 14 Valentines. We also offered a basic computer class and basic Internet class that were well attended. Couponing 101 was a big hit with the help of Lisa Cain and Kim Price. We also had a beading class and an Internet class.

Manager's Projects: As branch manager I am trying to come up with different entertaining and informational programs to not only bring in our current patrons, but entice those who don't use the library to come. Former branch manager Bobbie Cole came to introduce me to the local media specialists to establish a contact between the school libraries and the public library. I am also working to increase communication between the library and the Westminster area schools. I am also working on programs and preparations for adult summer reading.

Issues: There are concerns with the enclosed HVAC area behind the library. Instances have happened before where people are using that area. For the safety and security of the staff the area will be enclosed with fencing. The staff were disappointed when no one showed for traditional story time. It is sad when people will not come to just enjoy reading.

Narrative

First of all, I would like to give appreciative welcomes to Library Director, Philip Cheney, and Walhalla Branch Manager, Heidi Holmes! Congratulations to Stacie Powell and her new assistant, Caela Haney, in the Youth Services Department.

Collections: Brenda Lee, Manager, along with volunteers, worked on keeping all collections fresh and inviting. Orders popular fiction, large print and DVDs. We have also revamped the JNF, YNF and occasionally some of ANF together to see if this will increase circulation and utilize the bookmobile shelf space wisely. Youth Services ordered some great books that are circulating very well.

Donations: Added to collection on an as needed basis. We accept donated magazines to take to Lakeview Assisted Living. Some donations were brought in from various patrons and given for the Friends Book Sales.

Displays: Book Sale Date, Family Night movies, Dr Seuss birthday parties, Oak Grove Restoration Project fundraiser, Osher Lifelong Learning (until depleted), Teen Newsletter, Tech Tuesday, Code of Conduct (this will stay up permanently), Black History Month Event, Titanic Events, NY Times best seller weekly list [These are actual postings and not necessarily a "display" due to space and set-up of the bookmobile shelves.]

Public Relations: Volunteer, Jean Snellings headed up a special Valentine treat, the discarded stuffed animals from Youth Services, and led programs much to the delight of the children at 2 of the preschools we visit! Of course, this included candy, too! Check out the pictures posted to Facebook!

Staff Development: Attended a Policy and Procedure meeting with other committee members. Attended a working lunch with various library staff and 2 ladies from the State Library.

Volunteers & Community Outreach: Two new stops were added beginning in January. Molly Wempe continues to deliver to shut-ins.

Manager's Projects: Adding to and removing books from collections. These are sent to Tech Services for relocation. Keeping up with patrons' requests. Checked on website lettering to be placed on the sides and rear of the bookmobile in early March. To encourage the students at Foothills Christian School to be the proud owner of a library card, the first 8 that came on with a library card were rewarded with a box of circus animal cookies! One boy, Slater Miller, brought in an application for a new card. He came back on and asked if he should have gotten a prize as well. I apologized profusely and thanked him for asking because YES! he qualified as well. By the time I got around to taking a picture, he was back in the classroom and had traded his candy prize for someone's cookies! (The picture is on my phone and still needs to be shared with Blair to be placed on Facebook.) I need to share more since acquiring a camera for bookmobile use!

Comments: Motor Pool repaired an aggravating vibration concerning the generator. At Philip's request, I started running the headlights all the time when on the road. Since the bookmobile is older with no indication the lights have been left on when the motor is off, of course I forgot to turn them off one day and had to get Motor Pool to come charge the batteries! Started the ball rolling for a solution to this.

Youth Services

Jan/Feb 2012

Stacie Powell, Librarian

Narrative

It's been a very busy but productive two months in the youth services department. Caela Haney, Tracy Petchalt, and I have been eventful planning future programs and attempting to resume normal YS programs such as Family Movie Night, Mother Goose on the Loose, Toddler Time, and Teen Craft Night during our transition into our new positions. We encountered some snafus at the early start, but have pretty much found our bearings and have righted the YS ship and are moving full-steam ahead. We are planning large programs for March and April – a Hunger Games movie release event that will involve participation from all the branches, and a HOLA program that will involve a partnership with James M. Brown on Dia de los libros / Dia de los ninos. We are also working hard on planning and setting the Summer Reading calendar. June will be here before we know it!

Collections: With a great deal of help from my assistant Caela Haney, we have been ordering a lot of new and replacement copies of books to add to the E, J, and YS collections. According to Lee Smith, acquisitions clerk for OCPL, a good bit of the YS book budget had not been spent as it should have so we are having to catch up in order to spend it all before the end of the fiscal year. So far, we have gotten great feedback on our selections from staff and patrons and circulation numbers for January and February are up for the YS dept.

Donations: I haven't noticed a lot of children's or youth book donations come across my way. I don't believe this is a popular donation as are adult books and materials. However, if any children's and youth materials are donated that could be added to our collection we will most certainly add them.

Displays: Our HOLA specialist, Tracy Petchalt, makes beautiful displays in the library she calls the "cultural corner" and they deal with specific traditions and customs popular to the Latino community. In January, she had a Dia de Los Reyes display that attracted a lot of attention. On the day of the Three Kings she had a party at the library and had over 40 children and adults participate. For February, Tracy hung a piñata in the children's area with explanations in both Spanish and English about piñatas.

Public Relations: Caela Haney, Youth Services Assistant, has created a children's newsletter from the YS department. The newsletters are called "Once Upon a Newspaper" and they feature library news, games and puzzles, book reviews of new titles added to the OCPL collection, and a message from the Youth Services Librarian. The newsletters circulate every month at each of the branches. We have gotten rave reviews about them from patrons and staff.

Staff Development: I have been very busy going up and down the interstate to both Columbia and Florence attending YS workshops. I had the privilege to attend a performer showcase hosted by the State Library. Different performers from around the State were given ten minutes to do mini-performances for librarians so we can see if we would like to book their acts for the upcoming Summer Reading program. The experience was entertaining and very worth-while as I was able to make some good contacts for possible Summer Reading performers.

Volunteers & Community Outreach: The Youth Services Librarian serves on the Oconee County First Steps Board, Leadership Oconee, and the Oconee County Employee Relations Committee. I have attended monthly board meetings for all of these organizations. I have also attended the monthly School Library Media Specialist meetings and have made excellent contacts in the schools. Tracy Petchalt continues to make great contacts with community leaders in the local Hispanic community. They are helping us get the word out about our library services. I'm in the planning stages of starting OCPL's first Teen Advisory Board. Applications have been dispersed and I'm hoping I get some interest. I'm working on starting a mini-outreach library at the Hospice of the Foothills. I have a meeting scheduled with the director in March about the possibility of OCPL donating approximately 20 books and a few magazines for the families to peruse while at the Hospice.

Programs: I started back the weekly Mother Goose on the Loose and Toddler Time story times at both the Walhalla and Seneca branches. Caela Haney has helped me with these and we will also be expanding the MGOL program to the Westminster branch starting in March. We had our monthly Family Movie Nights at each branch during both January and February. As part of our HOLA grant, Tracy Petchalt conducted several craft, gaming, and movie night programs for bilingual and Spanish-speaking patrons. The YS department had two crafting programs in January and February that were very popular.

Manager's Projects: I'm working on organizing the upstairs YS department and doing an inventory of the supplies we have. I will be working on Summer Reading plans heavily from March until June.

Issues: Youth Services statistics per the State Library are now broken down into different categories. Instead of just Juvenile and Young Adult categories there are now three different age groups with a Children's age added. Therefore, statistics will not compare accurately with the previous years statistics.

Technical Services

Jan/Feb 2012

Debbie Kaniaris, Librarian

Narrative:

Collections: Intensive weeding has taken place in reference, biography, audiocassette, travel, cooking and computers sections of the Walhalla library. When I work at Seneca to cover their staff meeting, I have been weeding subject areas there as well.

Donations: Boxes of donations continue to arrive daily. We use what we can to add to the collection and send some to the Friends for their monthly book sales. At times, we become a dumping ground for old and moldy books which go straight to the dump. The Policy Committee will work on developing standards for donations.

Staff Development: Megan LeVere has joined our department on a temporary part time basis. She is learning how to catalog and process materials.

Volunteers & Community Outreach: We lost our volunteer Ted who helped process materials on a weekly basis. We also lost Barbara, our oldest volunteer, to bad health.

Manager's Projects: Release #20 was installed from TLC. Two new laptops have been ordered for this department. Megan uses one for cataloging. We will use them to continue with "live" inventory here and at all the branches. Our goal is to get as much inventory done before we begin "hosting" with TLC. We have had great response from the IT Department is purchasing these computers and in getting them up and running. I am reviewing materials in the fiction and architecture categories for ForeWard Magazine. They are being judged for book of the year from independent publishers. A perk is that the library gets to keep the materials. I am also participating in World Book Night USA. On April 23, I will be handing out 20 copies of The Lovely Bones by Alice Sebold to non-readers. There were 30 titles to choose from in this project that began last year in the UK. Blair, Heidi and I are reviewing materials on "How to geek your library". This is a grant sponsored by OCLC and funded by Bill Gates. We are planning to submit a proposal by the end of March. This grant goes along with our marketing outreach plan of getting the "library" out in the community.

Issues: A previous issue that has become a non-issue under Philip's leadership is the monthly manager's meetings. These are held on a regular basis with an agenda and have been useful meetings for planning and discussing library issues as a system.

January - February	FY 10-11	FY 11-12	Change
Visits to Library	42,020	46,633	11.0%
Material Circulation - Adult	35,455	40,111	10.0%
Material Circulation - Youth	4,250	5,164	22.1%
Material Circulation - Juvenile	17,540	19,357	10.5%
Total Material Circulation	58,228	64,632	11.0%
Internet Users	9,278	9,589	3.1%
Internet Hours of Use	5,295	5,904	9.7%
New Cards Issued	550	581	6.2%
Programs - Adult	7	15	114.3%
Programs Attendance - Adult	176	237	34.7%
Programs - Youth 12-18	3	2	-33.3%
Programs Att - Youth 12-18	31	41	32.3%
Programs - Juvenile 6-11	39	14	-64.1%
Programs Att -Juv 6-11	733	254	-65.3%
Programs - Children 0-5			
Programs - Att - Children 0-5			
Outreach Activities	4	18	275.0%
Outreach Act. Attendance	14	154	1071.4%
Public Training Sessions	8	10	25.0%
Public Training Participants	52	31	-3.1%
Public Training Hours	17	73	326.5%
Staff Training Sessions	63	24	-64.7%
Staff Training Participants	44	39	-11.4%
Staff Training Hours	125	75	-39.2%
Number of Volunteers Added	73	57	-21.0%
Number of Vol Hours	833	1,059	26.3%
Meeting Room Use	47	93	97.9%
Meeting Room Attendance	471	562	40.6%
Number of Web Site Hits	18,733	32,435	73.1%
Number of online PAC Hits	9,712	6,903	-28.9%
Wi-Fi Users	0	5,598	#DIV/0!
Wi-Fi Hours of Use	0	0	#DIV/0!
E Book Downloads	0	1,340	#DIV/0!

Movie Downloads	0	0	#DIV/0!
Audio Downloads	0	0	#DIV/0!
Mango Adult Users	0	97	#DIV/0!
Mango Children Users	0	5	#DIV/0!
	0	0	#DIV/0!
Interlibrary Loans	81	121	49.4%
New Material Added	2,390	3,079	28.6%

YTD Through February	FY 10-11	FY 11-12	Change
Visits to Library	151,504	155,393	2.6%
Material Circulation - Adult	158,505	158,632	0.1%
Material Circulation - Youth	20,060	21,621	6.8%
Material Circulation - Juvenile	81,898	80,185	-2.1%
Total Material Circulation	260,463	259,439	-0.2%
Internet Users	38,041	38,631	1.1%
Internet Hours of Use	25,627	26,985	4.5%
New Cards Issued	2,658	2,371	-10.1%
Programs - Adult	28	65	132.1%
Programs Attendance - Adult	537	1,049	95.3%
Programs - Youth 12-18	15	15	0.0%
Programs Att - Youth 12-18	60	961	351.5%
Programs - Juvenile 6-11	134	94	-29.9%
Programs Att - Juv 6-11	2,439	2,006	-17.7%
Programs - Children 0-5			
Programs - Att - Children 0-5			
Outreach Activities	26	54	107.7%
Outreach Act. Attendance	1,779	1,656	-7.0%
Public Training Sessions	60	50	-16.7%
Public Training Participants	523	374	-28.5%
Public Training Hours	229	232	1.1%
Staff Training Sessions	394	290	-27.4%
Staff Training Participants	480	356	-23.2%
Staff Training Hours	1,079	990	-9.2%
Number of Volunteers Added	283	269	-8.6%

Number of Vof Hours	2,848	3,857	38.9%
Meeting Room Use	236	309	30.9%
Meeting Room Attendance	2,013	2,800	39.1%
Number of Web Site Hits	69,305	125,891	31.6%
Number of online PAC Hits	27,051	26,504	-2.0%
Wi-Fi Users	0	19,916	#DIV/0!
Wi-Fi Hours of Use	0	0	#DIV/0!
E Book Downloads	0	4,365	#DIV/0!
Movie Downloads	#REF!	#REF!	#REF!
Audio Downloads	#REF!	#REF!	#REF!
Mango Adult Users	0	539	#DIV/0!
Mango Children Users	0	36	#DIV/0!
	0	0	#DIV/0!
Interlibrary Loans	496	465	-6.7%
New Material Added	10,552	11,582	7.7%

Philip---On April 25, Chesterfield, Newberry and Oconee Counties are schedule to visit the State House. Libraries are encouraged to bring trustees/friends with the director. We meet at the State Library at 9:30 am and walk the two blocks to the State House. If the House and Senate are in session, we proceed to the upstairs lobby and meet with legislators. We do this by sending in notes to them informing them that you are outside and would like to see them. Some libraries have successfully scheduled meetings with legislators.

APLA's Legislative Agenda for this year is attached. Let me know if you have any questions. Looking forward to working with you again.

**APLA LEGISLATIVE AGENDA
FY 2012-2013**

The following can be used with legislators as talking points when discussing the legislative needs of public libraries for the FY 2012-2013 budget.

STATE AID:

State Aid is funded at \$0.7329 per capita in FY 2011-2012. There is a \$60,000 minimum grant per county. Currently, 30 counties qualify for the minimum. Total funding for State Aid is \$3,947,914.

APLA's request for FY 2012-2013 is \$1.00 per capita with a \$60,000 minimum grant per county. 25 counties would qualify for the minimum. Total funding at this level would be \$4,773,147. To reach this level, State Aid would need to be increased by \$825,233.

LOTTERY;

Unclaimed prize money. APLA is requesting \$2 million from this source to be divided evenly between the forty-six county libraries and the South Carolina State Library. This is the same level as was appropriated this year; however, due to lower collections it does not appear this funding will be available.

Election Day Sales. APLA is requesting that public libraries again receive funds from this source.

SOUTH CAROLINA STATE LIBRARY:

David Goble will advise us of the State Library's needs as the session progresses.

NOTE:

The above requests are not included in the budget documents the State Library submitted to the Governor's Office. At the time the budget was submitted, tax collections were meager at best and the budget letter clearly indicated that requests for budget increases were not going to be viewed favorably.

**PROVIDENCE ASSOCIATES, LLC
CONSULTANT CONTRACT**

This Agreement (hereinafter "Contract"), made and entered into at Walhalla, South Carolina this _____ day of March, 2012, by and between the **OCONEE COUNTY PUBLIC LIBRARY** of 501 South Broad Street, Walhalla, SC 29691, hereinafter called the "OWNER," and **PROVIDENCE ASSOCIATES, LLC** of 1530 East Elm Street, Cottonwood, AZ 86326-4594, hereinafter called the "CONSULTANT," is for consultation to provide an update to the 2002 Community Needs Assessment, Building Program, and site considerations for the Oconee County Public Library in Seneca, SC.

I. Basic Services

The OWNER and the CONSULTANT agree as set forth below:

- A. Laura J. Isenstein shall serve as the Principal Consultant and manage the project with C. David Warren, Associate Principal serving as the "onsite consultant" residing in South Carolina and engaging in the majority of the project work.
- B. The CONSULTANT shall provide the Services in Exhibit "A," attached and incorporated herein by reference, and to make assessments for this Project in accordance with the terms and conditions of this Contract and as stated in Exhibit "A".

II. Contract Costs

The total Contract cost for professional services and reimbursable expenses, is not to exceed Fourteen Thousand Eight Hundred Sixty Nine Dollars and 00/100 (\$14,869.00) in accordance with Exhibit "A."

III. Timetable for Completion of the Consultation and Reports

The CONSULTANT estimates completion of the consultation and delivery of all reports no later than twelve (12) weeks, with work commencing not later than thirty (30) days following full execution hereof.

IV. Payment Schedule

There will be four (4) payments to the CONSULTANT. Payment schedule shall be as follows:

- 1. The First payment of twenty-five percent (25%) of Contract total, or \$3,717.25 within 30 days of signing of Contract and submittal of an invoice by Consultant.
- 2. Upon completion of Task 1, the Second payment of twenty-five percent (25%) of Contract total, or \$3,717.25 with submittal of an invoice by Consultant.
- 3. Upon completion of Tasks 2, the Third payment of twenty-five percent (25%) of Contract total, or \$3,717.25 with submittal of an invoice by Consultant.
- 4. Upon completion of Task 3 & 4 of Exhibit "A," and delivery of final report, the Fourth and final payment of twenty-five percent (25%) of Contract total, or \$3,717.25 with submittal of an invoice by Consultant.

The Second, Third and Fourth payment to the CONSULTANT by the OWNER shall be made within thirty (30) days of receipt of CONSULTANT'S earned invoices.

V. Additional Services

Additional services provided by CONSULTANT will be compensated as described in the fees included in our proposal, i.e., Exhibit "A." Any additional services beyond those described in the proposal will be at the rate of \$ 115.00 per hour, plus reasonable and customary reimbursable expenses at cost. Those provided by sub-contractors are as stated in the Proposal. All additional services shall be approved by the OWNER prior to performance of same.

The following services are not included in the Basic Services unless authorized in writing by the OWNER and the CONSULTANT to be paid for by the OWNER in addition to the compensation for Basic Professional Services:

1. Providing alternative services which are or were made necessary by the default of any sub-contractor or supplier. Any such costs shall be reasonably offset by the payment or pre-payment to CONSULTANT for any such sub-contractor/supplier service.
2. Providing any other services not otherwise included in this Contract, or not customarily furnished in accordance with generally accepted library consultant practices.

VI. Contractual Limitations for Consultant

The CONSULTANT is not authorized to reject non-conforming work, sign Change Orders on behalf of the OWNER, stop the work, or terminate any contracts on behalf of the OWNER.

VII. Responsibilities for CONSULTANT and for the OWNER

The CONSULTANT is responsible for completing the work described in this Contract and Exhibit "A" in a timely fashion that will not impede the work of the Study. The OWNER and OWNER'S representatives are responsible for furnishing the required information, services, and decisions relating to this Contract as expeditiously as necessary for the orderly progress of the work. Subject to authorized reimbursable under this Contract, the CONSULTANT, as an Independent Contractor, shall be responsible for its own operating expenses, Worker's Compensation and Liability Insurances, and any tax liability.

VIII. Limitation of Liability

The liability of the OWNER and the CONSULTANT shall be limited to the total amount of compensation included in this Contract.

IX. Conflict of Interest

The CONSULTANT shall not accept any trade discount or accept any financial contribution or employment if it would reasonable appear that such activity, employment, interest or contribution would compromise the CONSULTANT'S professional judgment or prevent the CONSULTANT from serving the best interests of the OWNER.

X. CONSULTANT'S Accounting Records

Records of CONSULTANT'S fees and expenses pertaining to the Project shall be kept on the basis of generally accepted accounting principles and shall be available to the OWNER or OWNER'S authorized representative at mutually convenient times.

XI. Ownership and Use of Documents

The Project documents shall remain the property of the OWNER whether the Project is implemented or not. The OWNER and the OWNER'S representatives shall retain, reproduce, transmit, and reference the consultation documents in connection with the Project.

XII. Termination of Contract

This Contract may be terminated by either party upon thirty (30) days' written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. The Contract may be terminated by the OWNER upon thirty (30) days' written notice to the CONSULTANT in the event the Project is permanently abandoned. In the event of termination the CONSULTANT shall be compensated for all services performed and expenses incurred to termination date.

XIV. Indemnification

Each party hereby agrees to indemnify and hold harmless the other from and against all loss, liability, damage, and claims which a party may suffer or incur, arising out of (a) the failure of the indemnifying party to fully perform any of its material obligations set forth in this Contract, (b) any representation or warranty by the indemnifying party which is untrue and incorrect as of the date hereof, or (c) any claim made as a result of the negligent or wrongful actions of employees or agents of the indemnifying party.

XV. Arbitration

In the event of a dispute regarding the meaning or performance of this Contract, the Parties shall first attempt in good faith to resolve the dispute, without formal legal proceedings, via a telephone conference or other meeting. If a resolution or settlement cannot be reached through such informal means, the Parties agree to submit such dispute to binding arbitration, with each Party responsible for its own respective attorney fees and costs, unless the arbitrator agrees in his/her discretion that an award of attorneys fees and costs to the prevailing Party is appropriate, in which case the arbitrator can award such fees and costs. The arbitration shall be governed by the then applicable American Arbitration Association rules for commercial arbitration. The Parties shall each be responsible for paying fifty percent (50%) of the cost of the arbitrator's fee. Any arbitration proceeding will be held in Oconee County, SC; the laws of South Carolina will control the interpretation of this Contract as well as the parties' rights and liabilities pursuant to the terms of this Contract.

XVIII. Signatures

This Contract executed as of the day and year first written above.

**OWNER: March ____, 2012
OCONEE COUNTY PUBLIC LIBRARY**

**CONSULTANT: March 10, 2012
PROVIDENCE ASSOCIATES, LLC**



By: _____

Laura J. Isenstein, President
(928) 649-0791 Office
(210) 274-9959 Cell

As: _____

Proposal

**Update the 2002 Community Needs
Assessment, Building Program and Site
Considerations for the Seneca Library**

**Oconee County Public Library
Walhalla, South Carolina**

August 10, 2011

Revised: March 10, 2012

Submitted by:

PROVIDENCE Associates, L.L.C.
Laura J. Isenstein, Principal
1530 East Elm Street
Cottonwood, AZ 86326



transforming the library experience

1530 East Elm St, Cottonwood, AZ 86326

v: 928.649.0791 fax: 928.649.3325 cell: 210.274.9959

August 10, 2011

Sue Baldwin
Library Director
Oconee County Public Library
501 West South Broad Street
Walhalla, SC 29691

Dear Ms. Baldwin,

Providence Associates is pleased to submit our proposal to update the 2002 Community Needs Assessment, Building Program and Site Considerations for the Seneca Library. The 2002 study was prepared by the former owner of Providence Associates, Richard L. Waters. I purchased the company from Mr. Waters in 2006 after having worked for him fulltime since 2003 and having been a client of the firms in 1998 and 2001.

Today, Providence Associates is dedicated to the success of public libraries and the value they provide in a rapidly changing world that is community, data and knowledge driven. Our associates are recognized leaders and movers and shakers in the public library arena. We work with Library Boards, administrators, stakeholders, elected officials, and residents to identify and recommend services and facilities that provide a return of investment for decades. While no one can accurately predict what will be in five, ten or twenty years, our recommendations will provide for the flexibility required to meet those unpredictable changes in the most cost-effective and efficient manner.

Our proposal reflects the process we will use to update the 2002 Study and the costs associated with our services. Work on your project will be performed by David Warren, former Director of the Richland County Public Library in Columbia, SC, resident of Charleston and Associate Principal with our firm. I will provide off site support for the project.

Please do not hesitate to contact me with any questions about our proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Laura J. Isenstein". The signature is written in a cursive, flowing style.

Laura J. Isenstein, Principal

Contact Information

Laura J. Isenstein, Principal

1530 East Elm St.

Cottonwood, AZ 86326

928-649-0791 (office)

210-274-9959 (cell)

www.libraryexperience.com

laura@libraryexperience.com

C. David Warren, Associate Principal

7 West St.

Charleston, SC 29401

803-422-6715

david@libraryexperience.com

Firm Profile, Qualifications and Experience

Providence Associates LLC is a woman-owned library planning consulting company that has been serving the planning needs of libraries since 1979. The firm has been involved in dozens of library planning projects. **Providence** has consulted with over 350 libraries in 47 states and abroad. We consider each client's needs to be unique; therefore, **Providence** assembles a team of library professionals whose expertise matches the specific needs of the client.

Libraries are in a state of constant change resulting from new technologies, shifting demographics and increased competition. **Providence** can help those libraries that recognize the need to change but don't know what to do or how to do it. We have a team of associates who can address the issues of change using a holistic approach, or in a targeted fashion focusing on specific areas (e.g. serving "New Americans;" children, teens and families; senior citizens and "boomers"); along with streamlining processes such as materials selection, acquisitions, processing, circulation, etc. for greater efficiency.

Providence knows libraries. We know how to listen to clients and to citizens and how to talk with and translate information between the client/owner and the architect. Our past work is marked by a great deal of success reflected in the fact that 90 percent of our clients implement our recommendations. Many of our clients are repeat customers.

All members of the **Providence** team are or have been public library administrators and are recognized leaders in U.S. public libraries. In our professional lives each has direct experience with needs assessments, facility planning, developing building programs, and working with architects for multiple library facility projects. Our own professional experience reflects the opportunities, challenges and issues facing our clients. We have actively coordinated and participated in numerous presentations and public events designed to involve library staff, library boards, community stakeholders and residents to gather ideas and ensure a library facility that represents service needs and expectations not only for today, but also for the future. The following is a select list of library projects related to needs assessment studies beginning with the most recent. Additional client information is available upon request.

2006 -- Present

Catawba County Library System, NC – Plan and Program a 10,000 SF Branch Library
Charleston County Public Library, SC – Five-Year Strategic Plan (In-process)
Arlington Public Library, TX - Feasibility Study for the Central Library
Pflugerville Community Library, TX - Planning and Programming for Expansion and Renovation of Library
Globe Public Library, AZ - Needs Assessment
Winslow Public Library, AZ - Needs Assessment
Pinal County Library District, AZ – Facilities Needs Assessment
Public Library of Charlotte and Mecklenburg County, NC – Twenty-Year Facilities Master Plan
Public Library of Charlotte and Mecklenburg County, NC – Main Library Visioning
City of Maricopa, AZ - Library Master Plan
Palm Springs Public Library, CA - Three-Year Strategic Plan
Rancho Mirage Public Library, CA – Three-Year Strategic Plan

Everett Public Library, WA – Five-Year Strategic Plan
Sno-Isle Library District, WA – Five-Year Strategic Plan
Forsyth County Library System, NC – Feasibility Study Winston-Salem Central Library
Cedar Park Public Library, TX – Ten Year Library Master Plan of Services, Staffing and Facilities
Teton County Library, WY – Youth Services Assessment, Restructuring Action Plan

Project Scope and Methodology

Task 1. Introduction of Providence Associates' project methodology to update the 2002 Needs Assessment and Building Program for the Seneca Branch Library to the Oconee County Library Board of Trustees by Providence's Associate Principal, David Warren.

Enter into discussion with the Library Director and Library Board to identify current thinking about the community to be served by a new Seneca Branch Library, the role of the library in the community, the position of the library as part of the Oconee County Public Library system, and 21st century service profile for the new library.

Mr. Warren will present the data collection forms to be completed by the library system and will be analyzed by Laura J. Isenstein, Principal of Providence Associates. This data will serve to update the data that was originally used in planning a new Seneca Branch Library.

- Determine change in population and community demographics between 2000 and 2011.
- Assess usage of the Seneca Public Library for the last three fiscal years (2009 – 2011).
- Assess operating costs of the Seneca Public Library for the last three fiscal years (2009 – 2011).
- Benchmark community service needs with 21st century public library best practices.
- Address the impact of major technology changes (over the last decade and beyond) related to information access, downloadable electronic resources, in-library Wi-Fi access, virtual services, and streamlining labor intensive staff tasks and processes.
- Amend the December 2009 space program for the Seneca Library taking into consideration the results of the above activities.

Task 2. Identify the Seneca Library community's service needs and expectations (2 community meetings).

Engage in discussions with the Library Board and Administration, School District Superintendent, Oconee County and Seneca City officials, as appropriate, prior to the site assessment.

Review, assess and rank the three sites, under consideration for the Seneca Library using industry criteria for locating libraries. Locations to be included are:

- Current location
- School District Property (5 acres) that has been donated to Oconee County for the sole purpose of a public library
- Possibility of locating a new public library in downtown Seneca

Task 3. Prepare and review with client draft of revised study, space program and recommendations. and following the recommendations from the updated study.

Following the review with the client and following the recommendations from the updated study engage in sharing the findings, recommendations and space program with the School District Superintendent and the Oconee County and Seneca City officials

Task 4. Revise draft study based on outcomes of Task 3 and provide the final revised study.

Optional Additional Service

Task 5. Present findings, recommendations and revised study to the Oconee County Council