OCPL BUDGET FY12 - June 30, 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	9,478	95%	510
10-206-30022-82	Bldg Maint - Seneca	5,177	4,728	95%	449
10-206-30022-83	Bldg Maint - Westminster	4,115	4,079	99%	36
10-206-30022-84	Bldg. Maint - Salem	2,020	2,015	100%	5
10-206-30024	Equip. Maintenance	8,556	7,621	89%	935
10-206-30037	Equipment Leased	10,020	9,591	96%	429
10-206-30041	Telecommunications **	6,295	6,293	100%	2
10-206-30043-81	Electricity - Walhalla	25,000	24,768	99%	232
10-206-30043.82	Electricity - Seneca	20,000	19,504	98%	496
10-206-30043-83	Electricity - Westminster	13,000	12,721	98%	279
10-206-30043-84	Electricity - Salem	5,000	5,000	100%	0
10-206-30044-81	Water - Walhalla	1,200	1,221	102%	-21
10-206-30044-82	Water - Seneca	900	778	86%	122
10-206-30044-83	Water - Westminster	500	435	87%	65
10-206-30056	Data Processing	29,208	28,485	98%	723
10-206-30068	Advertising	995	449	45%	546
10-206-30080	Dues	750	743	99%	7
10-206-30084	School, Training, Sem.	3,300	3,116	94%	184
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	12,912	100%	4
10-206-40032A	Youth Services	2,000	1,985	99%	15
10-206-40033	Postage	2,500	2,496	100%	4
10-206-40034	Food	125	109	88%	16
10-206-40101	Books (Local)	120,275	120,308	100%	-33
10-206-40102	Periodicals (Local)	16,950	16,981	100%	-31
10-206-40103	AV (Local)	10,100	10,071	100%	29
10-206-80206	Automobile Maint - Library	3,000	2,799	93%	201
10-206-81206	Gasoline - Library	2,300	2,269	99%	31
10-206-82206	Diesel - Library	1,500	1,475	98%	25
TOTAL		321,790	316,345	98%	5,444
12-206-50850-00000	Seneca Library Expense	42,674	21,160	50%	21,514
13-80-85-50206	Lib Const(Seneca)	1,021	0	0%	1,021
13-206-00805-90800	Dale Ayres (Westminster)	656	550	84%	106
13-206-60010	*Gifts, Donation (Loc)	32,086		0%	32,086
13-206-60206	Lottery	10,059	10058.8		0
240-206-30056-255	Data Processing (State)	25,797	25,797	100%	0
240-206-30084-255	Schools, Train.. (State)	1,807	1,807	100%	0
240-206-40031-255	Sm Capital (State)	1,000	1,000	100%	0
240-206-40032-255	Operational (State)	3,389	3,389	100%	0
240-206-40033-255	Postage	2,000	2,000	100%	0
240-206-40111-255	Books (State)	12,700	12,701	100%	-1
240-206-40112-255	Periodicals (State)	4,500	4,500	100%	0
240-206-40113-255	AV (State)	8,807	8,807	100%	0
TOTAL		60,000	60,001	100%	-1

** Includes Erate check

OCPL Director's Report

July 16, 2012

1-Programs and Services: Numerous programs were presented at OCPL libraries during May and June. For additional information about programs and services, we invite you to visit the OCPL website: www.oconee.library.sc.us as well as OCPL's Facebook page: http://www.facebook.com/OconeeCountyPublicLibrary

2-Usage Statistics and narratives: May – June, 2012 statistics and Bimonthly Reports are attached.

3-Finance and Budget: OCPL Budget July 1, 2011 – June 30, 2012 attached.

4-Policies and Procedures: Policies will be distributed in hard copy at the Board meeting for your study, with approval scheduled for the September Board meeting.

5-Personnel and Training: Meredith Wickham of the Seneca Library staff was selected to succeed Tony Moore, who resigned effective July 6, 2012. Megan Lavere, part time staff member in Walhalla, was selected for the full-time vacancy created by Ms. Wickham's mover to Salem. Leah Kelley was selected for the part time position vacated by Ms. Lavere. All transitions occurred on Monday, July 9, 2012.
Debbie Kaniaris has been working with TLC(The Library Corporation) on training materials for staff. New interfaces will have to be mastered by the staff before Hosted Solution goes live in mid-August. Management Team meetings with key staff were held on Wednesday, May 9; Wednesday, June 13; and Wednesday, July 11.

6-Buildings & Grounds: Fencing of HVAC units at Westminster, Walhalla and Seneca is complete. A lightning strike to the Salem Town Hall's flagpole entered the Town Hall complex and caused a lot of damage to the Town's side on Sunday, July 8. The library, which had been rewired to comply with safety issues, was relatively unscathed. One of the three staff computers was slightly damaged and is being repaired by the IT department. The RICOH photocopier, still functioning as a color copier, will require a new motherboard to restore its use as the system printer for the branch.

7-Technology: TLC Hosted Solution is set to become a reality August 12 and 13, 2012. All libraries will be closed to the public on Monday, August 13 after the data is transferred to the server in West Virginia on Sunday, August 12.
The State Library digitized six publications copyright by the Oconee County Library. Five have been uploaded to our Overdrive account, with the remaining title being uploaded at the Overdrive headquarters because of the size of the file.

8- Vehicles. A 2012 Dodge Caravan, ordered in late April, is still in the pipeline. The existing minivan, a 1999 Dodge Caravan purchased used in 2007, has 90,118 miles on the odometer(as of 7/13/12) and will be used by Youth Services' staff and other library staff members for programming and outreach.

A quote for a new GenSet for OCPL's Bookmobile was received from Ronnie Smith of Vehicle Maintenance in May. The GenSet is comprised of a small Diesel engine and a generator; the generator runs all day long when the Bookmobile is in operation to provide electricity for lights, air conditioning/heat, and electrical power for the laptop. OCPL's Bookmobile was put in service in early 1998 and has 81,954

miles on the odometer(as of 7/13/2012), but the generator/Diesel engine has required service this year and needs replacement.

9. State Library: The Library Services and Technology Act grant you approved at the May Board meeting has been approved by the South Carolina State Library. Funds may be expended after October 1, 2012, the beginning of the Federal fiscal year. **Providence Associates** will be the consultant for this grant.

Blair Hinson, K'Lani Green and I attended a presentation at **Richland County Public Library** on Monday, May 14, 2012 sponsored by the SC Association of Public Library Administrators and the South Carolina State Library. The presenter was **Alison Circle**, Chief Customer Experience Officer at the Columbus(OH) Metropolitan Library.

10. Friends of the Library: Friends have been working to arrange their new work area in the garage of the Walhalla Library. They will host a regional meeting of the **Friends of South Carolina Libraries'** organization in September at the Walhalla Library. **Heidi Holmes**, Walhalla Branch Manager, and I will be present.

11. Community Involvement: Participated in OCPL's Geek the Library exhibits at Outdoor Living Expo on Saturday, May 5 at **Oconee Memorial** and at the **Town of Salem's** Fourth of July celebration.
Attended Oconee **Alliance** meetings on Thursday, May 10; Thursday, June 14; and Thursday, July 12.
Gave a presentation at the **Westminster Rotary Club** meeting on Tuesday, May 29.
Attended graveside service for mother of **Brenda Lee's** husband on Tuesday, May 15.
My wife and I were among a group of musicians at an outdoor wedding in Oconee County on Saturday, May 26.

12. Seneca Library study: **David Warren** presented the draft to the Library Board on Monday, June 18. The modified version of the study is included in your packet. If acceptable to the Board, it will be presented to the County Council; their next meeting is scheduled for August 14, 2012(rescheduled from August 21, 2012).

Narrative

Collections:
I'm working on expanding the administrative collection of books about librarianship and professional development.
Two new titles, *ALA Book of Library Grant Money* and *Beyond the Browser: Web 2.0 and Librarianship* have been added.

We have added titles in memory of Jonathan Hunter's father, Brenda Lee's mother-in-law, and Tony Moore's mother-in-law, who all died this year. We plan to continue purchasing books in memory of staff's immediate family as a part of the employee recognition program.

Public Relations:
I attended the SCAPLA (SC Association of Public Library Administrators) work session on May 14 at Richland County Library with Philip and Blair. The keynote speaker was Alison Circle, Chief Customer Experience Officer at Columbus Metropolitan Library. On June 14, Philip and I attended Oconee Alliance at Thrift Development. The guest speaker was Dukes Scotts, Executive Director of the South Carolina Office of Regulatory Staff.

Staffing:
Meredith Wickham, Circulation Asst. II at Seneca, was promoted to Salem Branch Manager on May 18. She started her training with Tony on June 25 and will take over the manager's reins on July 9. Blair and Emily Whitmire, the assistant branch manager, selected Megan LaVere as her replacement. Megan starts at Seneca on July 9.

Staff Development:
I attended a grant proposal writing class at the SC State Library on May 4. The class was well worth the trip and the instructor Dawn Mullin was an excellent presenter.

I watched the archived recording of the webinar "Skills for the Everyday Leader" and TEDx talk by Susan Cain, "The Power of Introverts in Leadership" during May and the archived webinar "That's Not What I Said" in June.

Volunteers & Community Outreach:
Sarah Holmes started volunteering at Walhalla May 31. She works with Brenda on the bookmobile and in the office and has been a great addition.

Programs:
Stacie and I have worked together on creating programming for teens. We planned a teen movie night on June 11 at Walhalla and July 26 at Seneca as a part of the summer reading program. There were approximately 12 people at the June 11 night; it was a nice mix of teens and adults and they seemed to enjoy the movie.

Manager's Projects:
The LSTA (Library Services and Technology Act) grant application presented on May 21 to the Library Board was approved by SC State Library. We will collaborate with Providence Associates in crafting a staff development program.

Janice Lovinggood and I worked together in reestablishing the STARS employee recognition program. The STARS program is a way to recognize special moments in employees' lives in a uniform and consistent manner.

Anecdotes:
While subbing at Salem on May 23, patron Theron Wiggins told me that he has lived all over the US and the Oconee County Library is the best library system he has used. He said he appreciates the speed at which new materials are received. He gave kudos especially to Tony and Dan, saying he has enjoyed getting to know them and the one-on-one interaction they provide at Salem.

Outreach Services

May / Jun 2012

Brenda Lee, Manager

Narrative

Collections: Brenda Lee, Manager, along with volunteers, worked on keeping all collections fresh and inviting. Orders popular fiction, large print and DVDs. Removed all the VHS and "freebie" paperbacks.

Donations: Added to collection on an as needed basis. Accepted donations from patrons. Took donated magazines to Lakeview Assisted Living.

Displays: Book Sale Dates, Library cards, Family Movie Nights, Garden Party, Digital Photography class, Clemson Area Amateur Astronomers, May calendar, June program of events, Boater Education class, Upstate Heritage Quilt Trail, Basic Computer class, Library Luau, Summer Reading Program, Geek posters

Public Relations: Fliers were posted at Long Creek General Store and Plentiful Platter.

Staff Development: Training sessions in Excel by K'Lani and volunteer Sarah Holmes

Volunteers & Community Outreach: Sarah Holmes, who moved here from Indiana and seeking library employment has worked with me on the Bookmobile and in the office a total of 120 hours in June! Fliers were posted at Long Creek General Store and Plentiful Platter.

Manager's Projects: Adding to and removing books from collections. Keeping up with patrons' requests. Ordering suitable needs to fit bookmobile clientele. Updating contact information of stops.

Comments: Summer reading is going well. Adults are interested as well as the children! We also have had a teen winner!

Issues: Due to two holidays and three days of bookmobile not operating due to maintenance, May statistics were hindered.

SALEM BRANCH LIBRARY

May/June 2012

Tony Moore, Manager
(written by Meredith Wickham, incoming Manager)

Collection Development: At this year's collection development meeting, we learned our overall budget will probably shrink approximately 20% in accordance with our circulation as a portion of the OCPL's total. We requested additional funds to expand our ever-popular audiovisual collection.

Displays: Proudly displaying a painting by local artist and Salem patron Jean Orr; a 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: Tony prepared to move to Michigan the first week of July, and the OCPL and the Town of Salem prepared twin farewell parties for their beloved Branch Manager, Town Council Member, and friend.

Staff Development: Meredith began her training the last week in June. She was trained here in Salem by Tony and spent one day with Leah in Westminster and some time with Lee in Purchasing, as well.

Programs: Monthly Story Hours, which had been in hiatus since late 2011, have officially been cancelled due to a lack of interest. Family Movie Nights have suffered from erratic attendance, as well, and Salem United Methodist has taken a summertime break from providing snacks for those who attend. We are determined to offer more programs to the community, to target the offerings to match the population's interests, and to engage in more effective outreach and marketing.

Volunteers: Frances Tucker, our single volunteer, is — as ever — a shining star!

General News: Summer Reading began, with the theme of Dream Big, Read!, and Salem was visited by the Clemson Area Amateur Astronomers for a guided tour of the resplendent night sky. For the "I Read to Animals" event, all 15 slots were filled, and more than 20 participants actually read to our canine friends in the library. Envisionware began to plague us with problems sometime in late May, and we responded to Debbie's request for an accurate log of our issues as they occurred.

Narrative

Collection: Inventory of all items at the Seneca Library continues slowly. Since part time staff are working on this in "extra hours," we only have about half of it done at this time. The goal is to finish before we switch over to TLC's hosted solution. We have been adding MANY new items here at the end of the fiscal year.

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. Some of these we have added right away, and continue to use them as replacements for worn copies. Most are sent to the Walhalla basement for the Friends of the Library Used Book Sales. 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 Mother's Day drawing, which was a great passive program, drawing about 59 participants.

Displays: Our displays for the period included a one on garden books, one for "staff picks," and one by Lynn Owens, our volunteer, for the Summer Reading program. We also have one near the staff entrance for all of the different Summer Reading entry boxes, etc. We also have one in our display case on the evolution of library technology.

Public Relations: We continue to field questions about the new Seneca Library. 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. Our Facebook page has over 600 people who "like" us! We still get requests occasionally for computer classes, but it is difficult to do them without a properly equipped computer lab.

Staff Development: Blair Hinson, branch manager, attended an Oconee Alliance meeting with director Philip Cheney. This was great opportunity to network with important community leaders. All staff received training from Stacie Powell about the Summer Reading program, and Meredith Wickham attended a workshop about TLC and circulation put on by Leah Price, Westminster Branch manager. Meredith was also recently named to replace Tony Moore as the branch manager in Salem. We will miss her in Seneca. We hired Megan LaVere from Walhalla as Meredith's replacement. We feel that Megan will be a great addition to the Seneca staff.

Volunteers & Community Outreach: Tina Jones helps us with calling holds and shelf-reading. Michael McDonald, a newer volunteer, is helping shelve, shelf-read, and straighten, though he has cut back his hours this summer. Lynn Owens has been busy with Summer Reading displays. We will soon be reorganizing our volunteer supervision here in Seneca with hopes of making the volunteers feel more appreciated and a part of the staff.

Programs: We continue to host Let's Talk About It, and are looking forward to the fall series, *Making Sense of the Civil War*. We've had a couple of VERY successful summer reading programs so far, with many (over 200) in attendance for the Kick-off party (despite the thunderstorms that cut it short). We have had a couple of successful programs since then, with 58 in attendance for the Animal Mask Making Craft and nearly 100 for the South Carolina Aquarium's nocturnal animals program. We will also be hosting a photography class for Adult Summer Reading in late June.

Manager's Projects: We should finish working on updating policies and procedures, at least for this round, and have them ready for the July meeting of the Board of Trustees. We've been APPROVED for our LSTA grant from the South Carolina State Library for improved staff training!! We will also be training a new full time employee in July, and be working on shuffling some of the tasks of the full time staff to increase effectiveness.

Issues: Our number one issue right now is with the Envision Ware software which we use to sign patrons onto the public computers. It has been very buggy since the beginning of June, and is nearly impossible to work with under the busy conditions we find ourselves in right now. We still have no word on the carpet for the Seneca Library, either.

Notes:

Narrative:

Collections: The end of the year is a busy time with trying to spend all the money and then trying to catalog it to get it into the collection before the end of the year. The number of materials cataloged increased again this year.

Donations: Bags and boxes of donations arrive daily. The FOL will no longer take videocassette donations as they are no longer selling. The Friends do not want donations of audiocassettes either. We add what we can to the system.

Staff Development: Heidi and I listened to 3 webinars from TLC on LS2 Circ, LS2 Kids and LS2 PAC. We will be using training videos and handouts for staff training. We will also make use of an online demo so staff can practice before we go live. Training was conducted for all those who volunteered to help with inventory.

Volunteers & Community Outreach: I attended an Oconee Business Education Partnership meeting on May 15th. I was part of the group on May 5th that set up information at the Outdoor Expo (Oconee Hospital) for Geek Your Library.

Manager's Projects: On August 13th, TLC will host us. Beginning mid May, there have been weekly conference calls with IT, TLC, Philip, Blair and I. We are following an action item list set up by Annie Kirkland at TLC. Training for this new system will begin mid July. All libraries will be closed on August 13th for the onsite install. On August 20th, the LS2 PAC and LS2 Kids, and LS2 Mobile will launch.

Re-cataloging of music compact discs by genre has begun. Megan has been a tremendous help with this.

Inventory at the Seneca and Walhalla branches has also been taking place. The goal was to get as much inventoried before the August 13th deadline. Since Megan will be going to Seneca, one of our laptops will go to Salem to begin inventory there.

Issues: Envisionware is the primary issue that has caused major problems especially during the month of June. Chris, from TLC, and staff from Envisionware are looking at logs as the issues occur. It seems the Envisionware product is not compatible with our server (at IT). A conference call will take place shortly with the library, TLC and IT to seek some resolution.

Another issue that will be resolved at the beginning of the new fiscal year is that the Technical Services Department will have its own spine label printer. Currently, I load the paper at the circulation desk, come back to my desk and hit print, go to circulation desk to pick up labels. I am always hopeful that a patron or staff member hasn't sent something to the printer first.

Narrative

Collections: The Walhalla library continued to order materials based on professional reviews, patron requests, and "best sellers" lists. The Walhalla Branch Manager is in charge of purchasing e-Books for OverDrive. DVDs were shifted and new shelving was added to create more space. The library was already in possession of these shelves so no additional expense was incurred. Joe Lenderman and staff assisted in the maintenance of putting them together. CDs were relocated up front with the DVDs and we are in the process of re-cataloguing these items so that they reflect the genre that they belong to. We are hoping this will make it easier for patrons to locate what they are interested in. Many large print titles were added as a donation from the bookmobile and shelves were shifted to accommodate them.

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 May, Part-Time Circulation Assistant Tiffany Tarrer created a display of books honoring mothers. Walhalla employees shared a picture of themselves with their mother which she included in her display. June was a display of titles promoting our Summer Reading Program, "Dream Big, Read." Staff also made a display for great summer reads.

Public Relations: Any programs or events that the Walhalla Library has had planned over the past two months have been advertised in the local media with the help of press releases submitted by Blair Hinson.

Staff Development: Staff received training regarding the Summer Reading Program and how it would be implemented throughout the system. All staff attended an in-house training session on TLC.

Volunteers & Community Outreach: Several new volunteers through the VIP program started serving the Walhalla Branch. The Geek the Library campaign continued to be implemented throughout OCPL and at the Outdoor Living Expo in May. Debbie Kaniaris and Heidi Holmes represented OCPL and the Geek the Library campaign at the United Way of Oconee County, Day of Action on June 21st.

Programs: The Master Gardening class in May was taught by Master Gardener, Laurie Churchill on the topic of "How to make your own rain garden" with an average of 10 individuals in attendance. Also in May, we had the Happy Berry farmer and retired Clemson professor Walker Miller present an informative talk on the future of our food with 8 individuals in attendance. In June, Master Gardener Lois Gallaway conducted a very well attended program on herbs which 28 individuals present. A jewelry making class was taught in June with 13 in attendance. A recycling program entitled, "Recycle Mania" was presented in partnership with Keep Oconee Beautiful Association and 13 took part. We continue to provide *Tech Tuesday*, offering assistance to people needing help with their Ereaders.

Manager's Projects: Heidi continues to head up the Geek Your Library campaign, planning several outreach/community events in the next several months as well as distributing materials throughout the various branches and communities to promote this campaign and the library as a whole.

Facilities: Basic upkeep and maintenance has taken place at the Walhalla branch library during the months of May and June. Fencing has been implemented around the A/C units.

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

Narrative

Collections: Large print shelving is becoming an issue. I would like to drastically weed the adult non-fiction section to clear one and a half shelves. Large print would be moved to those cleared shelves and adult/young adult biography would be moved to the current large print shelves. This is something I hope we can start working on after summer reading.

Donations: We continue to sporadically receive donations that we add or send to the Friends for sale. I would still like to see more of the music CDs added so that we can do a big write up about them. I would still like to see more of the music CDs added so that we can do a big write up about them. I think the need for revisions to the donation collection development policy needs to be revisited so that all people are on the same page concerning how we treat donations.

Displays: For the month of May we had Garden/Plant, Carl Hiaasen, New Large Print, SC Authors, and summer reads.

Public Relations: I have been added to the Geek Committee which brainstorms to use the Geek Your Library Grant/promotional material to the OCPL's best advantage. Currently we are planning to attend the Apple Festival and the Oktoberfest. We are researching possible freebies to give away at events and also Oconee County "celebrities" to participate in our ad campaign.

Staff Development: Staff have continued to learn more about circulation and catalog searching. We are also gearing up for summer reading and the four different programs we will be offering. Margaret had her annual evaluation using the new format and it seems to be a clear way of evaluating.

Volunteers & Community Outreach: I went to Westminster Elementary on two different occasions and spent about seven hours reading to 400 students and telling them about the summer reading program. Pat Morrow has decided to quit volunteering. She was a great asset to the library and will be greatly missed. We are currently interviewing two new volunteers to help fill in the gaps.

Programs: In May we had an Email Basics program that no one attended. I will continue to offer computer classes in the fall. We have had a steady turn out for MGOL which our patrons seem to really enjoy. We had a Garden Party for children on the 23rd. We had approximately 55 adults and children in attendance. The children enjoyed some garden and bug stories, made a paper flower with a button center on a popsicle stick. The summer reading programs have been a big hit. We have had lots of kids coming to our various programs and doing lots of reading. Adults have also come around to participate in programs. Martha File from the Oconee Heritage Quilt Trail came and presented a program.

Manager's Projects: The finalization of adult summer reading has taken up a lot of my time. Everything seems to be in order and reading to go. A lot of patrons are excited about the upcoming events. I also finished my 7 week management course. It was nice to meet with other employees from the different county departments. I also learned a lot about personalities and how managing revolves around dealing with those personalities and how people learn and take in information. I would like to look into redoing the staff break area to make in more comfortable for eating and breaks. I am also trying to create another area for access to an outlet by borrowing shelves and rearranging things. There will be more to come on that.

Issues: One of the ac pans froze and started leaking from the ceiling. Alan from Building Maintenance came and replaced the filter and cleared it all out (from the insulation installation last May).

Collections: The Youth Services department spent the remainder of our book and audio-visual money for the fiscal year on schedule. Youth Services assistant Caela Haney added "14 day" check-out stickers to all the holiday books in hopes that it will help alert patrons that these books are not the standard four-week checkouts. We have a problem with many patrons not being aware of this and thus having accrued fines because of it. Caela also coded all books that belong to Children's Services (CSV) in order to alert staff members when these books are checked-in that they belong upstairs in the Youth Services department and should not be shelved. This too has been an ongoing problem.

Donations: Debbie does a great job of pointing out potential children and teen material donations that may be worthy of adding to our collection. I have also had some staff send me donations that are in excellent condition but we don't have a need for in our system so I am using them as prizes for our summer reading program.

Displays: Summer reading posters and flyers were dispersed to all the branches and each branch handled the decorating of their libraries for the summer reading program. At the main branch, Tiffany Tarrer and Megan LaVere made a fantastic summer reading display that incorporated books for children, teens, and adults which coincide with our summer reading themes.

Public Relations: The Youth Services Librarian along with our HOLA specialist produced radio and newspaper advertisements to promote our summer reading programs in both English and Spanish. The Youth Services Librarian along with several staff from the Main branch created a promotional summer reading video. The video was sent out to schools for them to show during their morning news programs. The Youth Services Librarian also visited area schools to help promote our summer programs. In May, the Youth Services Librarian spoke to the Walhalla High School Book Club about teen programs at the library.

Staff Development: The Youth Services department trained all library employees about how this year's summer reading programs would work. Stacie Powell and Caela Haney attended the State Library's Summer Reading training in late May to learn how the State's new online system for registering and tracking summer reading participation would work. We decided to use the bare bones of the system this year since we had such late notice about the online program, but next year we plan to use the complete system and go to online registration for summer reading only – as suggested by the State Library.

Volunteers & Community Outreach: In May, the Youth Services Librarian worked a shift at the Oconee Expo to help promote our "Geek the Library" campaign. The Youth Services Librarian also worked the OMC Baby Fair in May. Information about early childhood literacy and services and programs at the library for young children and new mothers was handed out at the fair. Tracy Pecthalt, our HOLA specialist, continues to provide excellent outreach programs within the Hispanic community. If any library board member is interested in seeing our statistics and reports on this program we can make those available upon request.

Programs: In May, the Youth Services department was busy planning our summer reading programs for June and July and visiting area schools to help promote the program. We also held successful programs for Mother's Day and continued our Family Movie Nights and Mother Goose on the Loose and Toddler Time at all the branches. Our summer reading program was kicked-off at the Seneca Library on June 1st with an outdoor party. Despite the rain and thunderstorms we still had a great turn-out and registered more than 200 kids and teens for our program at the event. In June, we had programs put on by the South Carolina Aquarium, the State Museum's starlab, the Clemson Area Amateur Astronomers, and the Oconee County Humane Society that were highly successful. We also had an anime movie night for teens that K'iani Greene helped plan, an animal mask-making craft at all the branches that Tiffany Tarrer from Walhalla circulation helped out with, and continued our Family Movie Nights and Mother Goose on the Loose programs and Toddler Time at all the branches.

Manager's Projects: The Youth Services Librarian graduated from Leadership Oconee County in May. The LOC experience was extremely worthwhile in learning about how the government and key industries of Oconee County operate and how leaders from various facets of Oconee County, including the library, can come together to help make our organizations and Oconee County as a whole better for our community. It was an engaging experience and I'm pleased that the library desires to continue participation in the program by sending another staff member this year. The Youth Services Department has worked diligently to assure that we continue the tradition of having an appealing, entertaining, and educational summer reading program for our area children. This year we added a new element – an early literacy summer reading program geared towards infants and toddlers. After attending the PLA conference in March, the Youth Services Librarian really wanted to vamp up our promotion of the importance of early childhood literacy. An aspect of this was adding

the early literacy summer reading program. So far, we have had a great deal of participation in the program. We have seen attendance increase at our Mother Goose on the Loose and Toddler Time programs and younger children attending our regular kids programs. It is essential to get infants involved in the library at such a young age - statistics show that they will more than likely be life-long patrons and supporters of public libraries.

Issues: We have two great volunteers for the Youth Services department but they are both teenagers and not able to help out as much as we have needed in the days and weeks leading up to the kick-off of the summer reading program. In the future, the Youth Services department could really benefit from extra volunteer help or increased part-time hours for library staff to help out during the extremely busy months of the summer.

	May 2011	May 2012	Change	Jun 2011	Jun 2012	Change
Visits to Library	19,126	21,797	14.0%	26,709	26,638	-0.3%
Material Circulation - Adult	17,518	18,649	6.5%	21,847	21,824	-0.1%
Material Circulation - Youth	2,360	2,514	6.5%	3,258	3,608	10.7%
Material Circulation - Juvenile	8,404	8,515	1.3%	15,633	14,762	-5.8%
Total Material Circulation	28,282	29,678	4.9%	40,738	40,194	-1.3%
Internet Users	4,165	4,699	12.9%	5,590	4,869	-13.8%
Internet Hours of Use	2,688	3,224	19.9%	4,084	3,475	-14.9%
New Cards Issued	225	255	13.3%	423	377	-10.9%
Programs - Adult	5	3	-40.0%	5	9	80.0%
Programs Attendance - Adult	25	32	28.0%	83	134	61.4%
Programs - Youth 12-18	3	0	-100.0%	4	3	-25.0%
Programs Att - Youth 12-18	18	0	-100.0%	45	30	-33.3%
Programs -Juvenile 6-11	21	5	-76.2%	19	29	52.6%
Programs Att -Juv 6-11	365	130	-64.4%	824	954	15.8%
Programs - Children 0-5						
Programs - Att - Children 0-5						
Outreach Activities	8	11	37.5%	5	3	-40.0%
Outreach Act. Attendance	1,199	1,751	46.0%	1,039	455	-56.2%
Public Training Sessions	3	0	-100.0%	4	2	-50.0%
Public Training Participants	18	0	-100.0%	24	10	-58.3%
Public Training Hours	13	0	-100.0%	40	16	-60.0%
Staff Training Sessions	42	24	-42.9%	39	19	-51.3%
Staff Training Participants	32	25	-21.9%	38	19	-50.0%
Staff Training Hours	109	54	-50.9%	66	67	0.8%
Number of Volunteers Added	41	29	-29.3%	46	31	-32.8%
Number of Vol Hours	549	479	-12.6%	655	527	-19.6%
Meeting Room Use	26	43	65.4%	37	49	32.4%
Meeting Room Attendance	257	450	75.1%	473	619	30.9%
Number of Web Site Hits	13,651	16,325	19.6%		15,483	#DIV/0!
Number of online PAC Hits	5,895	3,457	-41.4%		3,837	#DIV/0!
Wi-Fi Users		3,124	#DIV/0!			#DIV/0!
Wi-Fi Hours of Use			#DIV/0!			#DIV/0!
E-Book Downloads		821	#DIV/0!		817	#DIV/0!

Movie Downloads			#DIV/0!			#DIV/0!
Audio Downloads		180	#DIV/0!		325	#DIV/0!
Mango Adult Users		46	#DIV/0!		57	#DIV/0!
Mango Children Users		3	#DIV/0!		2	#DIV/0!
			#DIV/0!			#DIV/0!
Interlibrary Loans	40	31	-22.5%	53	36	-32.1%
New Material Added	1,117	2,116	69.4%	2,504	1,929	-23.0%

Year To Date vs total last yr	FY 10-11	FY 11-12	Change			July
Visits to Library	271,797	280,821	3.3%		10-11	39,532
Material Circulation - Adult	234,707	236,136	0.6%		11-12	38,085
Material Circulation - Youth	30,251	31,999	5.8%			
Material Circulation - Juvenile	125,527	121,755	-3.0%			
Total Material Circulation	390,485	389,890	-0.2%			
Internet Users	58,859	57,095	-3.0%			
Internet Hours of Use	39,862	40,153	0.6%			
New Cards Issued	3,644	3,492	-0.2%			
Programs - Adult	51	88	72.5%			
Programs Attendance - Adult	797	1,440	80.7%			
Programs - Youth 12-18	26	23	-11.5%			
Programs Att - Youth 12-18	171	465	171.9%			
Programs - Juvenile 6-11	208	149	-28.4%			
Programs Att - Juv 6-11	4,342	3,439	-20.8%			
Programs - Children 0-5						
Programs - Att - Children 0-5						
Outreach Activities	42	98	133.3%			
Outreach Act. Attendance	4,134	4,815	16.5%			
Public Training Sessions	85	59	-30.6%			
Public Training Participants	899	410	-54.4%			
Public Training Hours	358	286	-20.3%			
Staff Training Sessions	560	380	-32.1%			
Staff Training Participants	594	485	-18.4%			
Staff Training Hours	1,760	1,386	-21.3%			

Number of Volunteers Added	450	386	-14.2%
Number of Vol Hours	5,179	5,996	15.3%
Meeting Room Use	370	519	40.3%
Meeting Room Attendance	3,495	5,235	49.8%
Number of Web Site Hits	112,974	157,699	39.6%
Number of online PAC Hits	43,904	33,598	-23.5%
Wi-Fi Users	n/a	26,537	#VALUE!
Wi-Fi Hours of Use	n/a	5	#VALUE!
E Book Downloads	n/a	7,613	#VALUE!
Movie Downloads			#DIV/0!
Audio Downloads			#DIV/0!
Mango Adult Users	n/a	652	#VALUE!
Mango Children Users	n/a	41	#VALUE!
			#DIV/0!
Interlibrary Loans	652	623	-4.4%
New Material Added	16,963	18,105	6.7%

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A NEW LIBRARY FOR SENECA

Oconee County Library Mission Statement

The Oconee County Public Library System connects our diverse communities with information resources that enrich, enlighten, and entertain.

INTRODUCTION

Providence Associates, national library planning consultants with associates in South Carolina, was engaged early in 2012 in a study to evaluate proposed sites for a new Seneca Library of the Oconee County Library System. The study-also included a review of previous space allocations for a new library building which incorporated library headquarters operations and an update of the earlier building program.

A new Seneca Library has been under discussion and consideration for more than twelve years with a building program completed in (2002) by Providence Associates. There have been several studies and reports regarding a new Seneca Library prepared since 2002. These include the following:

- April 2002 – *A Building Program for the Renovation and Expansion of the Seneca Library, Oconee County Library System* with 30,505 square feet for a projected twenty years.
- April, 2006 – *OCPL – Seneca Library Feasibility Study* by Trehel Corporation and McMillan Smith & Partners.
- 2009 - *OCONEE COUNTY PUBLIC LIBRARY; SCHEMATIC PRESENTATION; New Location for Seneca, South Carolina by McMillan Smith & Partners.*
- Space allocation revisions dated April 4, 2006 with 33,099 square feet and December 19, 2009 with 33,033 square feet.

On April 3, 2010 an application was approved for submittal of a USDA funds to build a new Seneca Library to be constructed on property donated by the Oconee School District. The site is located adjacent to new Blue Ridge Elementary School. The application was for funds to finance the construction of a building at a cost of $9.1 million. Funding for the proposed building would have been a combination loan and grant made possible through $100 million of federal stimulus money earmarked by the U.S. Department of Agriculture specifically for library construction.

To finance the building, library officials would request a $6.1 million USDA General Obligation Bond for 40 years with fixed 4-percent interest rate. The loan would be matched with a $2.5 million USDA library grant made available through American Recovery and Reinvestment Act funding. As part of the proposal, OCPL would commit to raise the $500,000 balance through private donations and/or other grants to complete the balance of the $9.1 million project.

On October 1, 2010, the Library received notification that the application had not been funded.

CURRENT STATUS OF THE SENECA LIBRARY PROJECT 2012

The Oconee County Library Board engaged Providence Associates realizing that action was necessary to move forward with the design and construction of a new Seneca Library. The urgency was recognized by the Board and staff and stated in published news releases regarding this next step in the Board's planning.

"While many counties in South Carolina, including the two neighboring counties of Anderson and Pickens, have built new library facilities in the last 15 years, the last new libraries in Oconee County were built over thirty years ago and the original portion of the Seneca Library opened in July of 1968, 44 years ago...."

"The main issue has always been capital funding with location a close second. Despite its less-than-prime location, hidden away across the (railroad) tracks from downtown, there is support from some in the community to keep the Seneca Branch Library exactly where it has been for the past 44 years. An alternative location, one and half miles away, was provided by the School District of Oconee County. Preliminary plans for this four-acre site, adjacent to the new Blue Ridge Elementary School on Oak Street, were drawn up in the last two years, but funding for this two-story facility did not materialize. There is also talk of building in downtown Seneca to take advantage of tax credits, but a site has not yet been identified."

In recent years, a new Seneca Library proposal has called for moving the Oconee County Public Library headquarters operations to a new Seneca Library. This is due to the fact that the current Walhalla Library building and site do not allow expansion. The Library Board feels it may be necessary to incorporate system headquarters spaces in the new Seneca Library.

A NEW SENECA LIBRARY FOR THE 21ST CENTURY

This report, "A New Library for Seneca," is based on input from surveys, community meetings, individual interviews with community leaders, and analysis of recent library use data along with proven 21st century public library best practices and trends.

A new Seneca Library of 27,527 square feet or 29,712 square feet if the headquarters operations are moved to Seneca is recommended. Depending on how one calculates the population to be served by the Seneca Library, the square footage comes close to meeting the newly released 2012 Standards for South Carolina Public Libraries which calls for a target building size of 1.25 square feet per capita. (It must be remembered that additional square footage must to be added if the headquarters operations, now at the Walhalla Library, are included in the design of the new Seneca building.)

The square footage identified for a new library is less than that identified in previous studies. This is due to 21st century public libraries moving to smaller print on paper collections resulting from a growing increase in popularity, demand and usage of downloadable digital formats for books, music and video.

These changes reduce the amount of space required to shelve books and media. Given this major change and burgeoning expansion of digital publishing in all formats, the development of smaller and more robust technology devices and the growth of self-service technologies, the size of the new library is projected to serve the community for the next twenty to twenty-five years.

The new library building will be designed to accommodate future expansion on the site should this be necessary. The library will require some additional staff hours in order to support the services provided and maintain the same operating hours in a larger facility.

The branch library will be a bright, active and welcoming facility. Self-service including check-out and return of materials will be available. The new space will have designated "zoned" area for children ages 0 through 12 including a story hour/activity space for up to 30 children with adults, and a teen area each providing computers will be dedicated to the use by these groups.

There will be a "popular library" consisting of new titles and topic displays of books and media for adults along with lounge seating for reading magazines and newspapers. A computer area for adults and table/carrel seating will be provided to accommodate tutoring and other types of study needs. With the increased popularity of electronic books and media, there will be less space needed for books and hard copy formats requiring less shelving. There will be a much smaller print reference collection due to access via to a variety of online information databases to which the library provides access. There will be a multipurpose room with kitchenette. Staff will have appropriate and adequate work space. Highly visible customer service kiosks will replace the larger traditional service desks providing a more personal service experience for customers.

Study Process
The processes used to gather information, gain community input, and measure library use and future space needs for a new Seneca Library included the following:
- Meetings with the public, community leaders, and library staff
- Review of previously prepared studies and plans
- Evaluation of library use statistics
- Review of community growth projections for the next twenty years
- Re-evaluation of identified areas and space allocations for a new library
- Conduct a survey of citizens' preferred location for a new Seneca Library with the survey distributed and provided online to the public on the library website. In addition, copies of the survey were distributed at the library and at the 2012 Outdoor Expo.

SENECA COMMUNITY MEETINGS AND INTERVIEWS

The interviews and community meetings conducted in Seneca were very informative as the consultant became familiar with each of the sites included in the evaluation process.

The overwhelming consensus was that Seneca needs a new library. Comments regarding the present Seneca Library and the need for a new library included the following:
- "It is an embarrassment."
- "It is long overdue."
- "We needed it yesterday."
- "A new library is critical for the young people of our community."
- "If Oconee County is to continue to attract and retain new industry, it must provide a library that can help re-train workers with new skills."

No one questioned the need for a new Seneca Library. Many of those interviewed offered to help in any way possible to get a new library building project underway. The only questions about construction of a new Seneca Library came from local governmental leaders who questioned how it would be financed.

SENECA GROWTH PROJECTIONS

Seneca's growth continues to be significant as is that of Oconee County. This is due to the proximity to Clemson University, the natural beauty of the area, the outdoor recreational amenities located in the foothills of the Blue Ridge Mountains, and the designation of the area by several national rating services as one of the best places to retire in the United States.

According to local planners, the Seneca Library service area is defined by Census Tracts – 306.01, 307.01, 307.2 and 308. The 2010 U. S. Census reported a total population of 21,476 for the four census tracts. This represents a 16.6% increase in Seneca's population since the 2000 Census where the total population was 18,960. The estimated population for the 2011 population is 22,110 indicating continued growth. The consultants are aware that other area residents including some from Clemson and Pickens County may also use the Seneca Library on occasion. Reciprocal borrowing privileges are extended to these out of county residents. With the movement of the population between communities in the area, the use of the Seneca Library has the potential to serve more of the Oconee County population residing outside the four census tracts.

The median age for the combined census tracts is 43.8 years. This is significantly higher than the reported 2010 U.S. median age of 37.2 years (http://www.census.gov/prod/cen2010/briefs/c2010br-03.pdf) and the 2010 South Carolina median age of 37.9 years, reflecting the increasing number of retirees residing and relocating to the area. The following chart illustrates the percentage breakdown by age categories. See Chart 1 on the next page.

CHART 1

2010 Seneca Population Age Ranges
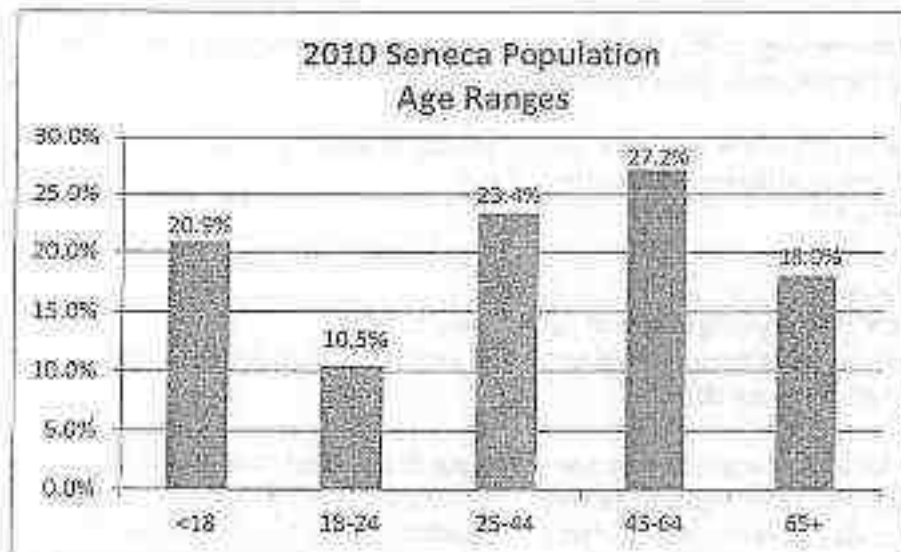
Racially 79% of the population is White, 19% Black and 4.2% of the total population is of Hispanic origin. Seneca households numbered 9,098 in 2010. The 2010 median household income for Seneca was $35,683 which is lower than the state average of $41,709. Of the total households 27.2% (2,475) included children under the age of 18; 32.5% (2,949) of households consisted of 1-person and 35.2% (3,212) of households were comprised of 3 or more persons.

CURRENT LIBRARY USAGE DATA

Based on information provided to the consultants by the Oconee County Library system, the Seneca Library has a total of 17,643 registered borrowers. This represents approximately 80% of the 2011 service area population cited above and is a strong indicator of library usage.

As of the end of FY 2011, the Seneca Library owned a total of 55,431 circulating items, not including non-circulating items or periodicals). Of all circulating items owned 61% are adult materials, 10% are Teen materials and the remaining 29% are Children's. FY 2011 circulation of library materials numbered 134,532, an increase of just over 6% from FY 2009. Of the FY 2011 total circulation 62.5% were adult materials, 6.5% were Teen materials and 31% were children's materials.

The average turnover rate for all circulating materials was 2.7. The turnover rate reflects the average number of times a circulating item is checked out in a year. Those turnover rates vary by type and format of item. For example, media formats tend to have the highest turnover rates. The Seneca Library's DVDs for adults had a turnover rate of almost 12 while Children's DVDs had a turnover rate of 9. New adult fiction had a turnover rate of 5.5 while older fiction has a turnover rate of 1.8. Children's print materials with the highest turnover rates were Easy Readers and Graphic novels as 3.6 and 3.4 respectively. These sample turnover rates for the Seneca Library are reflective of what the consultants see across the country in 21st century public library systems large and small.

A survey for the Seneca community was made available for completion online and at the Seneca Library between May 5 and 17, 2012. A total of 129 surveys were completed, 75 online and 54 on paper. Survey responses showed that the primary use of the library by 94% of the respondents was borrowing library materials. One-third of respondents used the library's computers and almost the same percentage read newspapers and magazines at the library. One-quarter of respondents engaged in finding information at the library and 18% attended library programs and classes. See Chart 2.

CHART 2

What services do you use at the Seneca Library? Check all that apply.
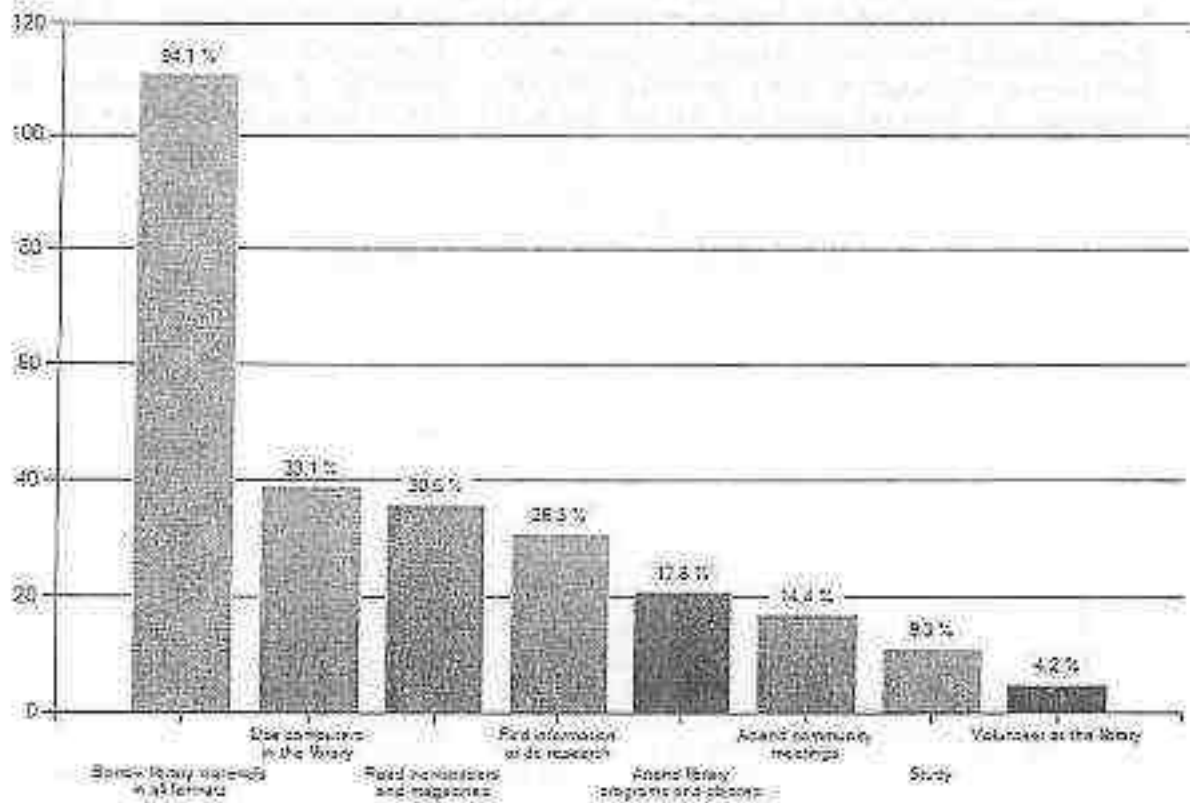
The survey asked respondents to indicate what additions and enhancements they would like to see in a new larger Seneca Library building. The number one response was more natural light throughout the building immediately followed by more popular materials. See Chart 3.

CHART 3

What services and other elements would you like to see expanded or added in the new Seneca Library? Check all that apply.

Service	Percentage
Natural light throughout the building	57.5%
More popular books	53.5%
More programs for adults	44.9%
Inviting and welcoming spaces	42.5%
More copies of popular titles	40.2%
More downloadable e-books	38.4%
More comfortable seating	38.6%
More computers	37.3%
Dedicated area for Children	34.6%
More DVDs for all ages	33.9%
Larger multi-purpose room	31.5%
Quiet study area	30.7%
Vending area for beverages & snacks	27.6%
More books on CD for all ages	26.3%
More programs for children	25.2%
All Other Responses	72.5%

PUBLIC LIBRARY SITE EVALUATION CRITERIA

It is critical to approach the site selection process for a new public library with care. The ultimate success of any new library facility, with success measured in terms of usage of library services, will be determined to a large degree by where it is located. Public libraries are similar to other institutions which need to be easily accessible to be used and effective. Where they are located is of prime importance.

As a successful private developer would say, the three most important ingredients of any project are location, location, and location. A bank that is poorly located will not prosper, nor a food store or an apparel shop. The same is true for a public library. Acquiring anything less than a good site will prove a false economy in terms of the life-cycle costs of the library. The community's use of this important community resource will be significantly compromised by less than a good site.

Criteria for Assessment

The criteria listed below should be taken into account as each possible site is evaluated. PROVIDENCE *Associates Inc* has developed these criteria based upon experience and observation.

Site Capacity, Now and Future - The site should be large enough to provide a sufficient square or rectangular library footprint, the required parking for users, staff, and volunteers, future expansion, and the necessary allowances for setbacks, zoning requirements, and suitable landscaping. The resulting building should look like it belongs on the site, not forced on a plot of ground that is too small. If future expansion of the building in anticipated, then the site should be at least five times the initial BGSF (building gross square feet), or provide capability of adding additional floors.

Parking Potential, On-site and Off-Site – This is a companion to Site Capacity. However, in addition to the pure size of the site, are there or might there be in the foreseeable future, restrictions to having an adequate number of parking spaces.

Accessibility - The site should be easily accessible by automobile and public mass transit, and within walking distance of some potential users. However, pedestrian access will always be secondary. Adequate parking is a key element of automobile accessibility.

Visibility by Passers-By - A prominent location is required to attract the largest number of people to the library. A highly visible site, along a major street with easy accessibility is ideal. If the site involves other buildings, such as a joint-use complex, the library should be able to be oriented on a portion of the site with high visibility.

Development Cost – What will it cost to develop the site? These costs could make an otherwise desirable site less than it first appears to be. The issues to consider include:

- dollar value of the site, including the potential revenue loss if income producing property is replaced by a non-taxable structure
- Demolition costs of any existing facility(ies) on the site

- Relocation costs of any existing business or residential units currently on the site
- Unusual site development costs that may occur, such as from a site with underground utilities and/or water, a buried petroleum storage tank, etc.
- Cost of providing sufficient utility service to the site
- Extra construction costs that will occur due to such things as;
- Poor soil conditions
- Site limitations such as underground versus above grade parking
- Site configuration resulting in a more expensive building solution
- Excessive drainage and/or earthwork
- Construction of driveways and roads needed to fully access the site once the building is located on the site.

Building "Fit" into Fabric of Community, Now and Future - Will the library be a good neighbor? Is the neighborhood fully developed? If so, how will the library fit into the neighborhood? If there is development in the future, will it be compatible with the mission and goals of the library?

Views, Distant and Close – What does one see from the library site looking outward, across the street, and several blocks away? Conversely, what does the library site look like from across the street and from blocks away?

Legal Matters - The existence of easements or other restrictions can serve to minimize the buildable area of a site. A site owned by several persons and/or entities that could be difficult to acquire. Zoning restrictions can hamper development, including parking and/or entrance and egress to and from the site.

Physiography - The suitability of the soil, the topography of the site, and solar orientation are important considerations in construction and operational costs. Orientation considerations include the avoidance of west sun on the books, or the necessity of a north entrance that may offer little winter sunlight and exposure to the cold northern winds. Other factors to consider include these:

- Prevailing breeze
- Solar potential (passive and active)
- Sun angles
- Trees and landscaping.

While not included the above noted site criteria, the chosen site and the building design should provide a strong sense of safety and security for library users and staff.

Once the site selection criteria have been agreed upon, the next step in the process is to assign a point value to each of the above criteria. The sum total of the nine should be 100. Within each major factor, points can be assigned to the sub-factors. The sub-factor points should equal the sum of the major factor point total.

As an example, a library site study might conclude that Site capacity, followed by Accessibility, Visibility by passers-by, and Building "it" into fabric of community were the four most important factors, worth

20, 15, 12, and 12 points respectively. Within Site Capacity, the two most important sub-factors are Usable Site Area and Expansion Capacity, worth seven and five points in order. Therefore, if the usable site area of Site A were considered to be near perfect, it would receive a ranking of six or seven points. Conversely, if Site B was considered poor in this area the ranking might be zero, one, or two.
Each factor and sub-factor should be given a point value. The site that receives the most points is determined to be the best site. If two or more sites were within eight to 10 points of each other, then cost effectiveness needs to be taken into consideration.

Each area within a county, municipality, or community where a new library may be considered may have a different ranking point system. The demographics, geographic size, and potential population of the area should be considered before assigning point values.

Tie-Breaking Factors

The land cost – purchase price criteria should be dealt with last, and should be in addition to the 100 points of the other criteria. The reason for this is that pure land cost should not be the first consideration inasmuch as the cost of the site will most likely be the least of the project costs for a new (or replacement) library facility.

PROVIDENCE cannot over-emphasize the importance of an objective site selection process. There is nothing, aside from the informational content within a library building that will have a greater impact upon the overall success of a library than where it is located. Since success of a library building is measured by usage, the more a building is used, the more cost effective it is. A good site will go a long way toward insuring the success of a library facility for use by the majority of the service residents.

SENECA LIBRARY SITES FOR CONSIDERATION

Providence Associates was asked to evaluate three sites for a new Seneca Library:

1. Current Location
2. Blue Ridge Elementary Site
3. Seneca Historic Business District

A fourth possible site was identified by the consultant during the study:

4. Site Near Highway 123 and East North 1st Street

Map of Seneca Showing the 4 Possible Library Locations
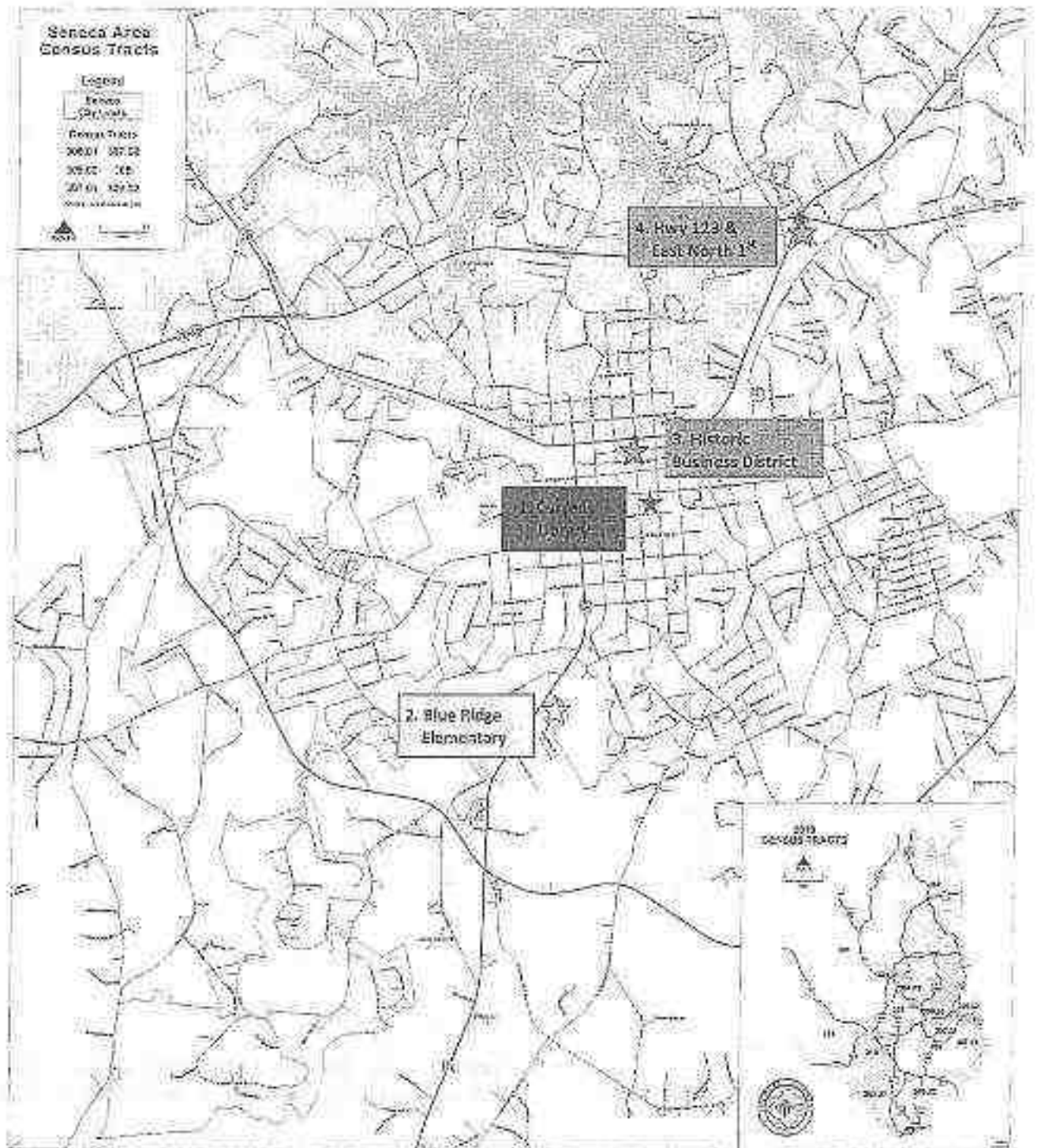
SENECA SITE EVALUATIONS - PROS AND CONS

David Warren, Associate Principal with Providence Associates visited each site on at least two occasions. Each was observed for the site considerations.

Important Considerations:

It should be recognized that it may be less costly to operate a one-level library facility. This does not require the installation and maintenance of elevators which are required under ADA stipulations. Less staff may be required to supervise a single level building.

However, the number one site consideration is LOCATION. If obtaining the best site requires the construction of a multi-level building, this should be given strong consideration.

1. **Current Seneca Library Location**

Pros:	Cons:
– The property is jointly owned by the city and the county. It would be necessary for the city to "gift" its portion to the county. The location should not require expenditures for land acquisition. – The site is in the New Market Tax District. – The size of the property is adequate for the building, parking and future expansion of both. – The site is in close proximity to some residential areas, making it possible for those residents to walk to a library on this site. – Some long-time citizens of Seneca have an attachment to the property since it has been the library location for more than four decades and prior to that time was the location of a public school which many of them attended. – This property is in the New Market Tax District. – Current users know where the library is located.	– Some site development would be required since it is not a level site. – Present building must be demolished at a cost. Demolition might have to occur before construction in order to provide proper orientation of a new building which would require relocation of library while construction takes place. – It is off "the beaten path" with very limited visibility unless driving down one of the four streets surrounding the block on which the library is located. None of these are high traffic streets. It is a residential area. – There is no other commercial development or any community services in the adjacent areas to this site from which to draw library users or allow citizens to combine visiting the library with going to other destinations they visit on a regular basis. – There are no other public service facilities in the proximity that attract regular traffic from which the library would attract additional users. – Currently, many first-time library users have to stop and ask directions to the Library. – The site has not been tested for environmental issues – The location is cut off from the redeveloping historic downtown district by the railroad tracks.

2. Site Adjacent to the Blue Ridge Elementary School

Pros:	Cons:
- Site donated by the Oconee School District - Level, building-ready site - Tested environmentally for construction - Provides visibility although not on highly traveled traffic artery - More convenient to South County residents	- This is not a central location in Seneca. - Site of 5 acres which includes a retention pond - Site is too small for recommended building size unless designed and constructed on more than one level making it more costly to construct and operate. - No space for future building expansion and parking needs. - Location is not compatible with school use based on school security concerns. - High traffic around school days and special events, making the library less accessible to library users at times - Location would make library subject to after-school "childcare" role which is contrary to role library should play and opens it to public criticism and liability for children left there after school.

3. City Block in Seneca Historic Business District on East North 1ˢᵗ Street Across from City Hall

Pros:	Cons:
– Located in the New Market Tax District providing incentive for using funds to construct a new Library – Property could be acquired by City of Seneca for a Library site – Location is central to "old Seneca" where rejuvenation is already occurring – Site is easily accessible and a library would be highly visible on this city block – Recent meeting with City Planner and Library Board members indicates this site is favored by the City – Timely acquisition of the properties on the block would be for the "public good" – Site would attract more people to the "old" business district, encouraging commercial redevelopment while increasing the commercial tax base – Close proximity to residential areas making it possible to walk to the library – Site is located on planned Streetscape corridor – Site is on the new electric bus line managed by CAT – The adjacency of the City Police Department department aids in heightened library security – Library would be seen as a community center for civic activities in this location	– A new library would have to be carefully orientated to the site and carefully designed in order to insure it could be expanded in the future. – The footprint of the site would be more limited than other locations. – Parking should be adequate initially, but if other development takes place in the area, more public parking near the library would have to be made available – Environmental issues not tested for preparing the site for construction, and building demolition – No plan yet in place to identify how long it might take for the City to acquire all the individual properties

4. **Site Near Highway 123 and East North 1ˢᵗ Street**

Pros:	Cons:
− Located near heavily travelled traffic artery and nearer to the center of the community − Provides site opportunity to be highly visible − Meeting of Board members with the City Planner indicated a degree of possibility for the 4.3 acre trailer site behind the pharmacy at the intersection which is included in the New Tax Credit District − Proposed streetscaping plan would enhance location of library in this area. − Location of the Library in this area will stimulate commercial development. − Centrally located to the majority of the residential areas comprising today's Seneca − Highly accessible − Available tracts of land of which some are level and ready for construction − This location could present a development opportunity for sharing a site for multiple use and shared parking − Locations here could provide possibilities of partnerships with developers who would like to realize the high traffic generated by a public library. − A site here could allow the pursuit of financing alternatives to the cost associated in constructing a new library if part of a joint use development. − Some of the properties here have been approved environmentally for construction.	− There could be limitations to how the library might be expanded if needed in the future if part of a commercial development. − Cost of a site which is unknown at this time. − No knowledge of any environmental impact study of the 4.3 acreage site adjacent to the pharmacy

Community Survey Site Preference Responses

Survey participants were asked to indicate their preferred location for a new library in Seneca.

There is no location that is overwhelmingly preferred by more than 50% of the respondents. The site of the current library was thought best by about one third of the participants, followed by a location in the Seneca Historic Business district by 27% of respondents. The location in the area of US Highway 123 and SC Highway 130 was identified by 21% of respondents, with the Blue Ridge Elementary school site coming in last with almost 19%. See Chart 4 on the next page.

Chart 4

Please select the location you believe would be the best for a new library to serve the residents of Seneca.
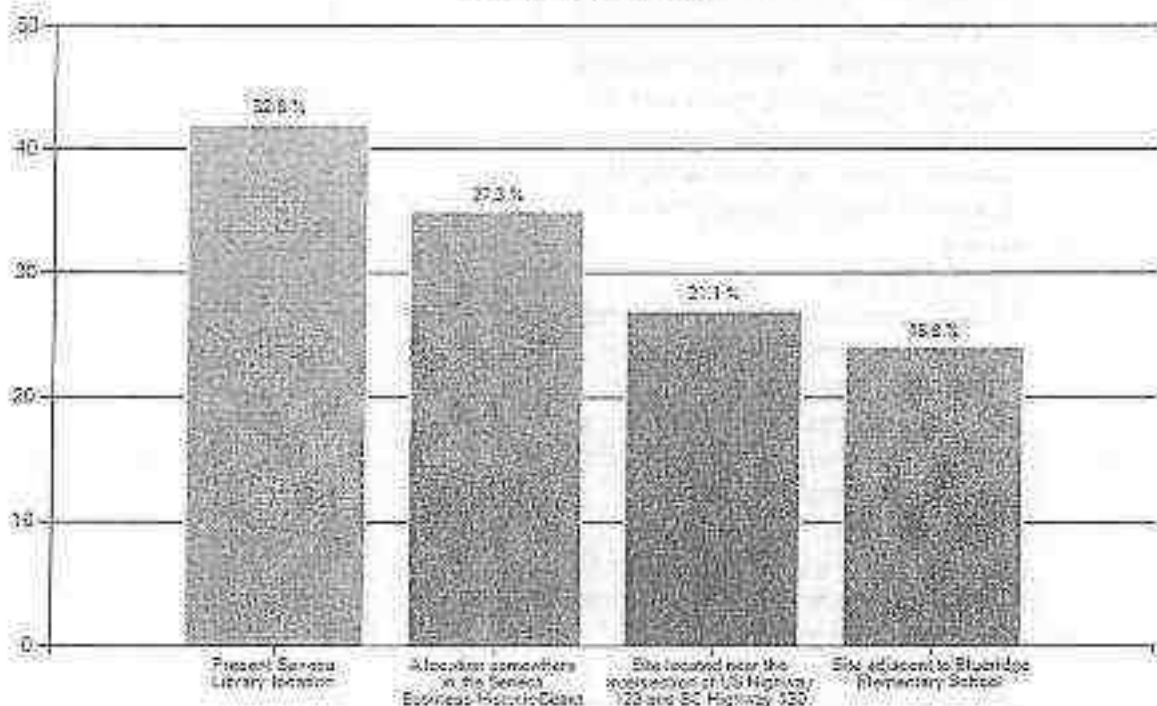
Site Evaluation Matrix

Providence Associates completed a standard objective library site criteria evaluation matrix for the four library sites identified in the survey using information from the consultant's visit to each potential site along with information made available at the time. Based on the scores illustrated in Chart 5 on the following page, the optimal sites for locating a new Seneca Library are at US Highway 123 & SC Highway 130 (score= 85 out of 100) and a block in Historic Downtown Seneca (score = 76 out of 100).

CONSULTANT SITE RECOMMENDATIONS

Identifying a clear-cut first choice site for a new Seneca Library requires that a number of extenuating circumstances be further evaluated. These include site availability and the time frame in which the sites might be acquired for the construction of a new Seneca Library. Careful and thorough discussion with all parties that must be involved in the site acquisition process is required.

Taking the sites individually and in the order previously identified, these considerations are critical.

Site 1 – Present Location of the Seneca Library

The major concern, and it is crucial, is the location. It is not visible and, after more than four decades in this location, many people still have to seek directions to the Library. The site is not central to the historic business or other development in the community. There are concerns in this location for the security of users and staff. In order to locate a new building on this site, the library must be temporarily relocated and the current building demolished before construction of a new building can occur. This represents an additional cost and delay.

Site 2 – Next to the Blue Ridge Elementary School

The consultants consider this location rated last of those evaluated. It is too distant from the majority of community residents, major traffic arteries and community activity. There are school and park incompatibility issues.

Site 3 – The relocation of the Library to the block across East North 1st Street from Seneca City Hall would be better than the two previously noted sites. It provides excellent visibility in a central location on a major traffic artery. However, in order to select this site, there would need to be a firm commitment from the City of Seneca to insure the speedy acquisition and title of the properties comprising the location in order that construction of a new building might commence in three years.

Site 4 – This site has emerged as a top contender for the new Seneca Library. It is located south of the intersection of Highway 123 and East North 1st Street. This location would provide the highest visibility and access to the most residents of Seneca. It is understood that property on both sides of North East 1st Street is for sale and available for development. The construction of a new Library could occur in conjunction with commercial development being proposed. The location of a new library here could generate a large amount of traffic and positive commercial development. The site is adjacent to the planned streetscaping of East North 1st Street and the new CAT electric bus route. Current library users not accustomed to having to engage with the heavy traffic along Highway 123 would not have to do so since entry could be from East North 1st Street. This location should be given high priority for consideration as the best site for a new Seneca Library.

Refer to **PROS AND CONS** and the **SITE EVALUATION MATRIX** regarding evaluation points for each site.

PROJECTED COSTS

The latest costs for new public library buildings in South Carolina is from FY 2009-10 as reported in Library Journal in its annual December 15, 2010 Library Architecture issue (http://c0003264.cdn2.cloudfiles.rackspacecloud.com/Arch2010PublicNew.pdf), reports three new libraries were constructed in Johnsonville, Olanta and Timmonsville, South Carolina in the previous year. Each of these buildings was 6,500 SF. The average cost per square foot breakdown (not including land acquisition) follows:

5. Construction: $200.00 per SF increased from 168 to $180 after discussion with Board

6. Equipment: $34.00 per SF

7. Other Costs: $16.00 per SF

8. **Total Project:** **$250.00 per SF** increased from $238 to $250 after discussion with Board

Using the Total Project cost per square foot, a **27,527** square foot new Seneca Library without headquarters services would be estimated at **$6,881,750.** If the headquarter functions were to be included, the square footage would be **29,712** with an estimated cost of **$7,428,000.**

As the figures quoted are the latest construction costs to which Providence has access, we strongly recommend that the Oconee Public Library seek current estimates from the architect to be engaged for the design of the new library. It is should be noted that this is a reduction in the previously recommended square footage. This is due to technological advances incorporated in the delivery of information and most all aspects of library services.

FUNDING:

Funding for a new library building has been the principal stumbling block in the realization of a new library for Seneca. Past efforts to obtain federal grants have been unsuccessful. Such funding is virtually non-existent in the current economy. The community should not wait for the possibly of such funding in the future unless tied to the New Market Tax Credits that have been mentioned as a possible funding means to finance a portion of the program. This should be given serious consideration and study.

The ideal funding option is to obtain approval from the five members of the Oconee County Council (all of whom are fairly new in their governance roles) to approve the issue of capital bonds for the construction of the new Seneca Library. Speaking with two members of Council members during the consultant's visits to Seneca and with the county administrator, revealed that necessary bond indebtedness is currently available to cover the construction of a new library. However, it was stated that there are other county projects that may be need to be addressed. The Library Board and its friends must convince the County Council that no greater need exists than the long-standing request for library capital funding.

It will take a strong show of public support for a new Seneca Library to obtain the monies necessary for a building program. The Library Board is leading the way in this effort, but it may be advisable to form a library citizens' committee to lead the way in this effort. This is in addition to the Library's Friends

group. The citizen's committee which should be representative of a cross section of the community leadership should be appointed by the Library Board. This group should speak with a strong, united voice with the funding authorities in Oconee County and Seneca along with the Library Board. There are excellent examples of the roles of such groups in other similar South Carolina communities where new libraries have been realized.

The Chamber of Commerce should be involved and on record of supporting the funding for a new Seneca Library. It is recommended that the Library system join the Chamber of Commerce, possibly with the low annual membership paid by the Friends of the Oconee Library. Library officials should take active roles in the Chamber's activities. IT IS RECOMMENDED THAT NO CONCEPTUAL OR SCHEMATIC DESIGN FOR A NEW LIBRARY DESIGN BE PREPARED UNTIL AFTER A SITE HAS BEEN CHOSEN AND APPROVED.

The consultant's visits and meetings in Seneca showed a strong level of community support for a new Seneca Library. The same was indicated by the leaders at the local, county and state governmental levels. This sentiment must be translated into actual funding. If the county does not feel it can use its available bond indebtedness (indicated to be approximately $22M), it should consider a bond referendum where only the library is under consideration for the sale of capital bonds. Such bond referenda throughout the country have shown a very high level of approval.

The Library Board may wish to consider a capital fundraising campaign to cover a portion of the new building cost. This might provide funds for enhancements to a new building that might be more difficult to fund with public dollars. This might also provide "naming opportunities" for spaces in a new building. There may, also, be opportunities for donations such as site development from locally owned companies.

ATTACHMENTS

A. Seneca Library Space Needs Requirements: 2002 and 2012

B. 21st Century Public Library

C. Community Survey Questions

A. Insert Fold-out Copy (Legal Size Paper) of Space Needs Requirements Here

CRITICAL ELEMENTS OF
21ˢᵗ CENTURY LIBRARIES

- Customer-focused and driven
- Library as "Destination" the place for the community to connect
- Inviting, comfortable, spacious, attractive, colorful and bright facility
- Functional, flexible and adaptive spaces for all ages
- Convenient access to and delivery of services
- Core resource for lifelong learning and literacy
- Interactive place for children ages 0 to age 12, encouraging and supporting imagination, love of reading, learning, and discovery
- The "happening" place for teenagers inspiring and supporting learning and social networking needs
- A place for family-focused learning, activities, programs, and events
- A vital resource for active adults (55+), engaging them through programs, technology, and volunteer opportunities
- Collections (in all formats) that are current and responsive to the popular interests of the community as well more specialized in-depth collections and unique resources
- Up-to-date and plentiful technology access and virtual services e.g. Wi-Fi, laptops, tablets, self-service, downloadable e-content, up-to-date robust and dynamic easy-to-use website, classes to enhance general technology skills, digital creativity spaces, small business incubators, workforce development, ESOL
- Building layout and adjacencies that enhance the customer's experience and ease of use
- Buildings designed and constructed with future flexibility in mind in order to continuously re-purpose spaces to meet the needs and expectations of an ever-changing community
- Service models that maximize customer satisfaction, foster staff interaction with users, and streamline operations

eTouch Interactive Table
Photo Courtesy of Agati Furniture www.agati.com
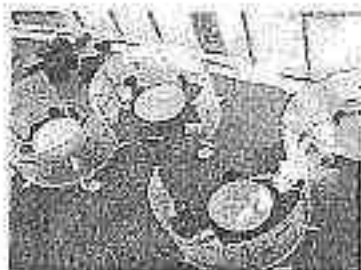
C. Copy of Online and Paper Community Survey Instrument

New Seneca Library Survey

The need for a new Seneca public library is well documented and has been under discussion for more than a decade. Key to the success of a new library is the determination of the best site for this new facility which should be planned to serve the growing community for at least the next twenty years and beyond.

A national library consulting firm has been engaged by the Board of the Oconee County Library to help determine the best location for a new Seneca Library. The consultant would like your input on this important issue.

Most everyone would like for a new Seneca Library to be close and convenient to where they reside. However, any such taxpayer investment must be in a location that is central to the majority of the population and on a site that is highly visible and accessible. The size of the site for a new Seneca Library needs to be approximately six (6) acres in order to provide for the building, parking and future expansion when necessary.

We appreciate your taking several minutes of your time to respond to the following questions related to the new Seneca Library.

*1. Do you live inside the city limits or within five (5) miles of the town of Seneca?

◯ Yes

◯ No

*2. If you do not reside in or live within a 5 mile radius of the town of Seneca, in what area do you reside?

[   ]

3. Do you use the current Seneca Library?

◯ Yes

◯ No

IF YOU ANSWERED "YES" TO QUESTION #3, PLEASE SKIP TO QUESTION #5 NOW. IF "NO," CONTINUE.

6. What services do you use at the Seneca Library? Check all that apply.

☐ Borrow library materials in all formats

☐ Use computers in the library

☐ Attend library programs and classes

☐ Read newspapers and magazines

☐ Find information or do research

☐ Study

☐ Attend community meetings

☐ Volunteer at the library

Other (please specify)

7. What services and other elements would you like to see expanded or added in the new Seneca Library? Check all that apply.

- [ ] More popular books
- [ ] More copies of popular titles
- [ ] More books on CD for all ages
- [ ] More downloadable e-books
- [ ] More downloadable audiobooks
- [ ] More DVDs for all ages
- [ ] More Music on CD for all ages
- [ ] More computers
- [ ] More computer classes
- [ ] More comfortable seating
- [ ] Group study areas

- [ ] Larger multi-purpose room
- [ ] More programs for adults
- [ ] More programs for children
- [ ] More programs for teens
- [ ] Quiet study area
- [ ] Dedicated area for Children
- [ ] Dedicated area for Teens
- [ ] Inviting and welcoming spaces
- [ ] Natural light throughout the building
- [ ] Vending area for beverages & snacks

Other (please specify)

✱8. Please select the location you believe would be the best for a new library to serve the residents of Seneca.

◯ Present Seneca Library location

◯ A location somewhere in the Seneca Business/Historic District

◯ Site adjacent to Blueridge Elementary School

◯ Site located near the intersection of US Highway 123 and SC Highway 130

Please tell us why you feel this location is best.

Thank you for providing your input on this important community issue.

DRAFT Recommended Space Requirements

Functional Component	Personnel/Space Designation	Recommended Square Feet (SF) Units	Std. Unit		Square Footage		Notes
			2008 Space Program	Future	2008 Space Program	Future	
		Population Served:	????	23,062			

STAFF SPACES

		unit area SF	number of personnel		= unit SF		
Library Managers: Branch Manager		120	1.00	1.00	120	120	
Assistant Branch Manager		100	1.00	1.00	100	100	

Library Staff Workroom Space

Information Services: Reference Librarian Office System Cubicle		60	1.00	1.00	120	60	
Reference Staff Cubicle		48	1.00	4.00	50	192	
Children's Services: Children's Librarian Office System Cubicle		56	1.00	1.00	100	56	
Children's Staff Workstation Cubicle		48	2.00	3.00	250	144	
Materials (Book) Return Room		150	0.00	1.00	0	150	
Depressible sorting bins		10	0	8	0	-95	
Book trucks		10	0	3	0	-30	
Hand-held Scanner		0	0	3	0	0	
Workstation Stand		24	0	1	0	-24	
Telecom Server Room		100	1		200	48	
Book Work Parking		10	15	15	90	150	
Circulation Staff Workstations		48	6.00	6.00	300	300	
Adult Workstation		48	1	1	50	48	
Work counter with Sink		150	1	1	150	150	
Work table		75	2	1	150	75	
Shelving		10	1	6	100	60	
Storage Room		250	1	1	500	250	
Delivery Processing Work Area		125	1	1	125	125	
Back Issue Periodical Storage		0.10	1000	1000	100	0	
Staff Restrooms		50	2	2	100	100	
Staff Lounge with Kitchenette		300	1	1	300	300	
Staff Lockers		9	10	15	75	15	
TOTAL STAFF FTE & SF:			**0.00**	**11.00**	**3,085**	**2,137**	

Additional Square Footage Required for Headquarters Staff and Functions

Administration

Room	SF	Qty	Total Net SF	
Reception Area	150	1	150	
Library Director	200	1	200	
Assistant Director	150	1	150	
Accounting Technician	120	1	120	
Technical Services Librarian	150	1	150	
Cataloging Assistant	48	2	98	cubicles
Acquisitions	200	2	200	cubicles
Admin Storage	100	1	98	
Copier and File Room	250	1	250	
Server Room	150	0	150	
		1	1,510	

Total Net SF	23,788	19,874
Total Assignable SF	27,356	22,856
Total Building Gross SF	35,663	29,712

Building circulation factor = 0.86
Grossing factor = 0.70

New Building Project Cost Estimate @ $250/SF without site acquisition costs $8,890,785 $7,428,057