

Lancaster County Council Infrastructure and Regulation (I & R) Committee Regular Meeting Agenda

Tuesday, February 13, 2018

County Council Conference Room
County Administration Building
101 N. Main Street
Lancaster, SC 29720

1. **Call to Order Regular Meeting – Committee Chair Larry Honeycutt** 3:00 p.m.
2. **Approval of the agenda** *[deletions and additions of non-substantive matters]*
3. **Citizens Comments**
4. **Approval of Minutes from the January 9, 2018 I&R Committee regular meeting – pgs. 2-6**
5. **Discussion / Action Items**
 - a. Airport Discussion – *Paul Moses*
 - b. Reid Pointe HOA – post 915 roads (Extension Request) and discussion of return of letter of credit to the HOA - *David C. Wilson, Esquire/Jeff Catoe/John Weaver*
 - c. Ashley Glen HOA – post 915 roads (Extension Request) OR Legacy Road – *Frank Laughlin/Jeff Catoe/John Weaver*
 - d. Function of Library and vision for all 3 Libraries – *Rita Vogel – pgs. 7-16*
 - e. Pending Projects Update (Animal Shelter and Garage) – *Larry Honeycutt*
 - f. Discussion of DSS Building – *Larry Honeycutt*
6. **Adjournment**

Anyone requiring special services to attend this meeting should contact 285-1565 at least 24 hours in advance of this meeting.

Lancaster County Council Infrastructure and Regulation Committee agendas are posted at the Lancaster County Administration Building and are available on the Website: www.mylancasteresc.org



Members of Lancaster County Council
I & R Committee

Larry Honeycutt, District 4, Chairman
Terry Graham, District 1
Billy Mosteller, District 3

DRAFT

**Minutes of the Lancaster County Council Infrastructure and
Regulation (I & R) Committee Regular Meeting**

101 N. Main Street, Lancaster, SC 29720

Tuesday, January 9, 2018

Council Members present were Terry Graham, Billy Mosteller, Charlene McGriff and Steve Harper. Larry Honeycutt was absent and, therefore, Billy Mosteller presided over the Committee meeting as acting Chairman. Also present were John Weaver, Steve Willis, Sherrie Simpson, Chelsea Gardner and various department heads. A quorum of the Lancaster County I & R Committee was present for the meeting.

The following press were notified of the meeting by e-mail in accordance with the Freedom of Information Act: *Lancaster News*, *Kershaw News Era*, *The Rock Hill Herald*, *Fort Mill Times*, Cable News 2, Channel 9 and the local Government Channel. The agenda was posted in the lobby of the County Administration Building and also on the county website for the required length of time.

Call to Order

Acting Chairman Billy Mosteller called the regular meeting to order at approximately 3:00 p.m.

Approval of the agenda

Terry Graham moved to approve the agenda. Seconded by Billy Mosteller. The approval of the agenda passed by a vote of 2-0.

Approval of Minutes

Terry Graham moved to approve the minutes from the November 14, 2017 I & R Committee regular meeting. Seconded by Billy Mosteller. The approval of the November 14, 2017 I & R Committee regular meeting minutes passed by a vote of 2-0.

Citizens Comments

There were no citizens that came forward for comments.

Discussion / Action Items

Library Board: Discussion of RFQ for Architectural Services.

Nicholas Miller explained the Request for Qualifications (RFQ) process for architectural services for the Library. Charlene McGriff asked if the Library Board or staff has a time frame for completion of the new Library or if a location has been chosen. Nicholas Miller stated that the RFQ will be advertised for three (3) or four (4) weeks, but that it has not yet been released. He stated that a location for the new library has not yet been chosen, but that there is a short list of possible locations. Steve Harper asked if the Library Board is addressing the needs in all three (3) locations in the County: Kershaw, Lancaster and Indian Land. Rita Vogel stated that they are and that they are planning multiple facilities. Terry Graham asked if the Indian Land phase can moved forward since they know what they need for their part of the project. Steve Willis stated that a comprehensive plan/solution needed to be developed rather than just addressing one phase at a time so that all the projects can stay within the overall budget.

Terry Graham asked Rita Vogel to prepare a report on library services, such as the function of the modern library and the vision for all 3 libraries. Rita Vogel stated that she submitted a guest column for the newspaper and it should be published shortly. She stated that she would like for the library to be the “living room” of the community. Terry Graham stated that he would like to see data regarding the library and Rita Vogel stated that she could prepare the requested data. Billy Mosteller asked if the money for the library has to be spent by 2020. Steve Willis indicated that it has to be spent by 2021.

Operation Rudolph boxes at the convenience sites.

Jeff Catoe stated that the Operation Rudolph boxes have not had any issues this year at the convenience sites that used them. He added that there have been no overflows in the boxes. He stated that if the County wanted to add additional boxes, that the additions could be looked at/decided on at a later date. Steve Willis stated that this project was started in the Southern part of the County. Billy Mosteller explained the Operation Rudolph boxes. Jeff Catoe stated that the project is not a tonnage saver for the County but that it is a good cause. He stated that this project was a trial run and that even though they have had no issues, the County has also had no further communication from the agency to extend the project.

Discussion of the status of closing the County road system.

Jeff Catoe stated that all but 2 subdivisions have met the standards for their roads to be accepted into the County system by the 12/31/17 deadline. The two subdivisions that have not yet complied with the standards are Reid Pointe and Ashley Glen. He stated that both subdivisions have representatives coming to the January 22, 2018 Council meeting to request extensions. Terry Graham asked if there has been any dialogue with these subdivisions. Jeff Catoe stated that the County has heard from the Home Owners Associations (HOA's) but not the actual developers. John Weaver stated that when the County has not heard from the developers, it is usually because the developers cannot be located. He stated that when the developers cannot be located, then that leaves the HOA's and individual homeowners responsible for solving the issues of the roads. Billy Mosteller asked if the roads in both subdivisions are up to the County standards. Jeff Catoe stated that County staff have assessed the roads in both subdivisions and that Reid Pointe still needs work to get their roads up to the required standards.

Discussion of need for part-time assistance at Animal Shelter related to T/N/R program.

Steve Willis stated that the initial results of the Trap/Neuter/Return (T/N/R) program are positive. He noted that transport of the cats is taking more time than anticipated and that the Animal Shelter needs a part-time position to help with the transport of cats for the T/N/R program. The position will be for 4 hours a day and, according to Kim Hill, can be absorbed within the existing budget for this fiscal year. He explained that the part-time position may not be needed in the future once the new Animal Shelter has a surgical unit. He noted that with the surgical unit, the County may need to transition to a veterinarian tech position. Alan Williams stated that the animals have to be transported to Richburg for spay/neuter and that transport of the cats is time consuming.

Terry Graham moved that the approval for a part-time assistant at the Animal Shelter be moved to full Council with a favorable recommendation from the I&R Committee. Seconded by Billy Mosteller. The motion passed by a vote of 2-0.

Charlene McGriff stated that since there are time constraints on getting this position in place, then this request should bypass the Administration Committee and go straight to full Council.

Preliminary request by Town of Kershaw to buy AJ Recreational Center and 4 acres of land.

Mitch Lucas, Administrator for the Town of Kershaw, explained that the Town of Kershaw has purchased enough land to have a Commerce Park. He noted that this Commerce Park has to have two entrances. He explained that the current dirt road is not wide enough or sufficient enough for the southern entrance. He provided a handout with proposed preliminary site plans for a potential economic development project, attached as Schedule A, that will be built in the Commerce Park. He explained that the Town of Kershaw has a meeting with the State of South Carolina in January to get grants for completion of this business park. He explained that the Town needs to own the land for the southern entrance into the Park in order to obtain the necessary grants. He

stated that the Town is looking to purchase the AJ Recreational Center from the County because the plans for the business park includes building a southern entrance that includes the current parking lot of the Recreational Center.

Steve Willis stated that Mitch Lucas contacted him with this request about a week ago and his concern was if the County would be able to integrate a recreational complex with an industrial complex. He noted that, due to the tight time constraints, he just wanted the Committee to hear about the request before the Parks and Recreation Commission hears it at their next meeting. Charlene McGriff stated that more information is needed in order to make any kind of decision regarding this project.

Hal Hiott explained that the gym cannot co-exist within the industrial park, so the Town of Kershaw would need to build a new gym for the County. Steve Willis stated that the replacement of the gym is the issue. It was recommended that the representatives from the Town of Kershaw meet with the County Attorney and the County Administrator regarding this project.

Verbal update on projects at Buford and AJ Recreational Center playground.

Hal Hiott provided an update on the improvements at the Buford Recreation Center and the Andrew Jackson Recreation Center Playground. He provided a handout attached as Schedule B.

Discussion of review fees for Stormwater and Ordinance 2017-1455.

Scott Edgar stated that Ordinance 2017-1455 is silent on review fees. He stated that the Ordinance does reference the fee schedule in the budget ordinance but he asked if that reference is strong enough legally. John Weaver stated that perhaps there needs to be additional detail in the Unified Development Ordinance (UDO) regarding the review fees. Kim Hill stated that the budget ordinance approves the fee schedule for fees set by the County for each fiscal year, which prevents having to change each individual ordinance that has a fee amount that may change from year to year. She stated that the Stormwater ordinance established the utility fee and the fee schedule set the review fee.

John Weaver, Charlene McGriff and Kim Hill agreed the budget discussions for Stormwater for next fiscal year for should include a discussion of the review fees.

Pending Projects.

Nicholas Miller stated that the new Animal Shelter and the new garage are both in the presentation phase for procurement and he provided an update on the projects. Terry Graham stated that he is frustrated with the lack of progress on the Animal Shelter.

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Adjournment

Terry Graham moved to adjourn the meeting. Seconded by Billy Mosteller. The motion to adjourn passed by a vote of 2-0.

Respectfully Submitted:

Approved by the I & R Committee

Sherrie Simpson
Clerk to Council

Larry Honeycutt, Chairman

Lancaster County Library System

S. C. Public Library Annual Report FY2017

Section A: GENERAL INFORMATION

GENERAL INFORMATION

Enter/edit information for the library system and the headquarters library in Section A. Outlet (branch library and Bookmobile) data is reported and edited in Section J of this survey. Some fields are locked in the survey and cannot be changed by the user; call the state library to revise these fields if needed.

Name of Survey Respondent	Rita Vogel
Respondent Phone Number	(805) 285-1502
Email of Respondent	rvogel@lancastercountysc.net
A1 Legal Name of Library System	Lancaster County Library System
A2 Street Address of Headquarters Library	313 S. White St.
A3 City	Lancaster
A4 Zip Code	29720-2506
A5 Mailing Address	313 S. White St.
A6 City	Lancaster
A7 Zip Code	29720-2506
A8 Telephone	(803) 285-1502
Enter number without spacing or punctuation.	
A9 Fax	(803) 258-6004
A10 URL for the Library System's website	www.lanclib.org
A11 County	Lancaster
A12 Name of Library Director	Rita Vogel
A13 E-mail of Director	rvogel@lancastercountysc.net
A14 Date director appointed (mm/yyyy)	6/2013
A15 Square footage of <u>Headquarters Library</u> (Enter as a whole number; enter -1 if unknown.)	16,433

NUMBER OF SERVICE OUTLETS

A16 Number of Central (Headquarters) Libraries	1
A17 Number of Branch Libraries	2
A18 Number of Bookmobiles	1

PUBLIC SERVICE HOURS

Service hours (regular hours and weekend/evening hours) are reported in Section J of this survey. System-wide totals are automatically calculated and are entered for you in A19 and A20.

A19 SYSTEM TOTAL Annual weekend and evening public service hours (HQ library, Branches, and Bookmobile) - Survey calculates this total.	3,042.00
A20 SYSTEM TOTAL Annual service hours - Survey calculates this total.	10,972.00

Section B: LIBRARY BOARD, PERSONNEL AND FRIENDS

LIBRARY BOARD

B1 Number of Trustees Constituting a Full Board	9
B2 Number of Regular Board Meetings Held in FY2017	6

FRIENDS OF THE LIBRARY

B3	Is there a system-wide Friends of the Library organization?	No
B4	Enter the <u>total number of Friends groups</u> existing, including the system-wide group if there is one, the group for the central library facility if there is one, and each individual branch group.	1
B5	How many Friends members in ALL groups? (system-wide <u>plus</u> any other groups)	428
B6	OPTIONAL: Please enter current contact information for your Friends. Preferred: Name and email address of FOL President and mailing address as available.	Mary Last, President Mary_Last@msn.com

LIBRARY PERSONNEL

Note: Enter number of library staff as of the last day (June 30) of the fiscal year covered by the survey. Enter the number of full time and part time positions funded in the library's budget, whether or not those positions are filled. Calculate the number of FTE paid staff positions in each category, rounding to two decimal places. Refer to survey instructions for how to calculate FTE.

Librarians with ALA-MLS Degrees

B7	Full Time Funded Positions	4
B8	Part Time Funded Positions	0
B9	FTE MLS LIBRARIANS	4

Staff designated as Librarians who have a Masters Degree other than an MLS

B10	Full Time Funded Positions	1
B11	Part Time Funded Positions	0
B12	FTE OTHER MA LIBRARIANS	0

Staff designated as Librarians who have a BA/BS Degree

B13	Full Time Funded Positions	0
B14	Part Time Funded Positions	0
B15	FTE BA/BS LIBRARIANS	0

Staff designated as Librarians who have less than BA/BS Degree

B16	Full Time Funded Positions	1
B17	Part Time Funded Positions	0
B18	FTE NON-DEGREED LIBRARIANS	0

Staff designated as Librarians, who do not have a college degree

B19	TOTAL LIBRARIANS (B9 + B12 + B15 + B18)	4.00
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All other staff

B20	Full Time Funded Positions	9
B21	Part Time Funded Positions	10
B22	FTE Other Staff	15

Total Staff

B23	Full Time Funded Positions (B7 + B10 + B13 + B16 + B20)	15
B24	Part Time Funded Positions (B8 + B11 + B14 + B17 + B21)	10
B25	TOTAL FTE Staff (B9 + B12 + B15 + B18 + B22)	19.00

B26	Annual Gross Salary for Beginning Librarian (as of July 1, 2017)	\$36,500
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B27	Annual Gross Salary for Library Director (as of July 1, 2017)	\$68,410
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Section C: LIBRARY REVENUE BY SOURCES

REVENUE: LOCAL GOVERNMENT SOURCES

C1	Millage (Enter in this format: 9.99; or enter 0)	0
C2	County Operating Revenue	\$1,063,971
C3	County Capital Revenue	\$0
Municipal Government / Other Local Jurisdiction		
C4	Municipal or Other Jurisdiction - Operating Revenue	\$0
C5	Municipal or Other Jurisdiction - Capital Revenue	\$0
C6	TOTAL LOCAL REVENUE FOR OPERATING (C2 + C4)	\$1,063,971
C7	TOTAL LOCAL CAPITAL REVENUE (C3 + C5)	\$0
REVENUE: STATE GOVERNMENT SOURCES		
C8	State revenue ("State Aid") designated for operating	\$114,978
C9	State revenue ("State Aid") designated for capital purchases (i.e., Bookmobile)	\$0
C10	TOTAL State Aid Revenue (C8 + C9)	\$114,978
C11	Lottery revenue designated for operating	\$0
C12	Lottery revenue designated for capital purchases (when permitted)	\$36,957
C13	TOTAL Lottery revenue (C11 + C12)	\$36,957
C14	Other State Operating revenue	\$0
C15	Other State Capital revenue	\$0
C16	TOTAL Other State revenue (C14 + C15)	0
C17	TOTAL STATE REVENUE FOR OPERATING (C8 + C11 + C14)	\$114,978
C18	TOTAL STATE REVENUE FOR CAPITAL EXPENDITURES (C9 + C12 + C15)	\$36,957
REVENUE: FEDERAL GOVERNMENT SOURCES		
C19	LSTA Funds for operating (total of all sub-grants to library)	\$2,668
C20	LSTA Funds for capital purchases (i.e., Bookmobile)	\$0
C21	Other Federal Operating Revenue	\$0
C22	Other Federal Capital Revenue	\$0
C23	TOTAL FEDERAL REVENUE FOR OPERATING (C19 + C21)	\$2,668
C24	TOTAL FEDERAL CAPITAL REVENUE (C20 + C22)	\$0
REVENUE: OTHER SOURCES		
C25	Other Revenue for Operating	\$87,801
C26	Other Revenue for Capital	\$0
TOTALS		
C27	Total Revenue for Operating (C6 + C17 + C23 + C25)	\$1,269,418
C28	Total Revenue for Capital Outlay (C7 + C18 + C24 + C26)	\$36,957
C29	TOTAL Operating and Capital Revenue (C27 + C28)	\$1,306,375

Section D: OPERATING EXPENDITURES

OPERATING EXPENDITURES

Staff Expenditures

D1	Salary and Wages	\$617,931
D2	Employee Benefits	\$161,447
D3	Total Staff Expenditures (D1 + D2)	\$779,378

Collection Expenditures

D4	Print Materials	\$125,301
D5	Electronic Materials	\$18,643

D6	Audiovisual Materials	\$9,495
D7	Other Materials	\$6,372
D8	Total Collection Expenditures (D4 + D5 + D6 + D7)	\$159,811
Other Operating Expenditures		
D9	Digitization (Support, fees, supplies, equipment for digitization activities)	\$0
D10	Furniture and Equipment, including Electronic Equipment	\$74,281
D11	Plant Operation and Maintenance	\$97,926
D12	All Other Operating Expenses	\$66,883
D13	Total Other Expenditures (D9 + D10 + D11 + D12)	\$239,090
D14	Total Operating Expenditures (D3 + D8 + D13)	\$1,178,279

Section E: CAPITAL EXPENDITURES

Capital Expenditures

E1	Building(s)	\$0
E2	Bookmobile / Vehicles	\$0
E3	Furniture and Other Equipment	\$0
E4	Other Capital Expenditures	\$0
E5	Total Capital Expenditures (E1 + E2 + E3 + E4)	\$0
TOTAL OPERATING AND CAPITAL EXPENDITURES		
E6	Grand Total Operating and Capital Expenditures (D14 + E5)	\$1,178,279

Section F: LIBRARY COLLECTIONS

Library Collections (Materials for Public Use) - Total inventory held as of 6/30/2017

Books/Serials/Volumes - Physical print format

F1	Number added to the library's collection	7,104
F2	Number removed (discarded) from the library's collection	13,540
F3	TOTAL: Subtract your F2 data from last year's total and add your new F1 data to calculate the total for 2017.	188,672

Current Print Serial Subscriptions (physical format, newspaper and periodicals)

F4	Number added to the library's collection	0
F5	Number removed (discarded) from the library's collection	3
F6	TOTAL: Subtract your F5 data from last year's total and add your new F4 data to calculate the total for 2017.	223

Audio materials (physical units containing music, spoken word, etc. on CD, cassette tape, etc.)

F7	Number added to the library's collection	459
F8	Number removed (discarded) from the library's collection	244
F9	TOTAL: Subtract your F8 data from last year's total and add your new F7 data to calculate the total for 2017.	5,137

Video materials (physical units containing movies, TV shows, etc. on film, DVD, etc.)

F10	Number added to the library's collection	1,069
F11	Number removed (discarded) from the library's collection	109
F12	TOTAL: Subtract your F11 data from last year's total and add your new F10 data to calculate the total for 2017.	9,211

ELECTRONIC DOWNLOADABLE MATERIALS, F13 - F17.

See Survey Instructions for definitions and examples.

F13 - F16 Downloadable Materials

F13	Downloadable audio units for electronic playback (listening)	425
F14	Downloadable video units for electronic playback (watching)	0
F15	Electronic books (E-books) for reading on computer or e-reader	1,459
F16	Downloadable periodical titles	0
F17	TOTAL downloadable units available (F13 + F14 + F15 + F16)	1,884
ELECTRONIC DATABASES F18 - F21		

Note: Do not include DISCUS databases in your responses to F18 - F19.

F18	Current number of subscriptions/contracts/licensing arrangements for databases purchased or subscribed to by the library alone.	2
F19	Current number of subscriptions/contracts/licensing arrangements for databases (such as collections of electronic periodical articles) subscribed to or purchased AS PART OF A CONSORTIAL ARRANGEMENT	0
F20	Number of DISCUS databases licensed by the State Library (Total supplied: 50)	50
F21	Total Licensed databases (F18 + F20)	52

Section G: LIBRARY USERS, VISITS, COMPUTER AND

Registered Users

G1	Adult	26,369
G2	Juvenile	6,676
G3	TOTAL (G1 + G2)	33,045

Library Visits

G4	Annual Physical Library Visits (gate count)	318,844
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Population

G5	Population of the Legal Service Area (2010 Census figure supplied for you)	76,652
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Computers and Internet Usage

G6	Number of uses (sessions) of Public Internet Computers Per Year	35,362
G7	Number of Internet Computers Used by General Public	64
G8	Staff Computers (Total number in use)	32
G9	Annual number of wireless sessions	8,412

Section H: REFERENCE, CIRCULATION

Reference

H1	TOTAL Annual Reference Transactions	4,884
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Circulation Transactions and Interlibrary Loan H2 - H21 (In all sections, if no circulation to report, enter 0)

Juvenile Circulation of Non-Electronic Items (may include Teen/YA circulation per library policy)

H2	Juvenile Print (books and other print materials circulated)	75,407
H3	Juvenile Non-Print ("audio/visual" items that are <u>not books</u> , and are <u>not electronic/downloadable</u>)	6,325
		81,732

H4	Total Juvenile Circulation of Non-Electronic Items (H2 + H3)	
Adult Circulation of Non-Electronic Items (may include Teen/YA circulation per library policy)		
H5	Adult Print (books and other print materials circulated)	117,885
H6	Adult Non-Print ("audio/visual" items that are <u>not books</u> and are <u>not electronic/downloadable</u>)	50,637
H7	Total Adult Circulation of Non-Electronic Items (H5 + H6)	168,522
Totals for Circulation of print materials and non-print ("audio/visual") items		
H8	Circulation of books and other print materials, all ages (H2 + H5)	193,292
H9	Circulation of non-print ("audio/visual") items that are not books and are not electronic/downloadable, all ages (H3 + H6)	56,962
H10	Total Circulation of books and non-print ("audio/visual") items (not electronic/downloadable), all ages (H8 + H9)	250,254
CIRCULATION (USAGE) OF ELECTRONIC ITEMS (Not broken out between Adult and Juvenile)		
H11	Usage (Circulation) of E-books	7,109
H12	Usage (Circulation) of Electronic Audio Items	2,864
H13	Usage (Circulation) of Electronic Video Items	0
H14	Usage (Circulation) of Electronic Periodicals	0
H15	TOTAL Usage (Circulation) of electronic/downloadable materials (not physical books or audio-visual materials) (H11 + H12 + H13 + H14)	9,973
Total Circulation/Usage		
H16	GRAND TOTAL Circulation/Usage of Print, Non-Print, and Electronic/Downloadable Library Materials, all ages (H10 + H15)	260,227
SUCCESSFUL RETRIEVAL OF ELECTRONIC INFORMATION (NOT CIRCULATION)		
H17	Instances of the successful retrieval of electronic information. See SURVEY INSTRUCTIONS for explanation. <u>This data is REQUIRED in 2017.</u>	311
H18	Electronic Content Use: This is the sum of the total circulation of electronic materials (H15) plus the number of successful retrievals of electronic information (H17). The survey will calculate this amount.	10,284
H19	GRAND TOTAL OF COLLECTION USE (The survey will automatically add together the total circulation of physical and electronic items, and the count of successful retrievals of electronic information (H10 + H15 + H17).	260,538
Interlibrary Loans		
NOTE: SCLends members should include ICLs between SCLends member libraries as well as loans to non-members in their count of interlibrary loans.		
H20	Provided to another library	21,089
H21	Received from another library	20,825

Section I: PROGRAMS, TRAINING, AND OUTREACH

Programs for the public, I1 - I12, at the library or at external locations. See the table of examples in the instructions for Section I for how to report specific types of programs. The survey will automatically calculate some totals.

NOTE: If your library does not keep counts of programs or attendance by age group, enter aggregate totals in the questions that refer to "mixed ages" (i.e., I13, I14, I23, and I29.)

Programs by Age groups

I1	How many training sessions for age 0-5?	0
I2	How many programs that were not training for age 0-5?	451

I3	Total of all programs for age 0-5 (I1 + I2)	451
I4	How many training sessions for age 6-11?	0
I5	How many programs that were not training for age 6-11?	58
I6	Total of all programs for age 6-11? (I4 + I5)	58
I7	How many training sessions for teenagers (age 12-18)?	0
I8	How many programs that were not training for teenagers (age 12-18)?	21
I9	Total of all programs for teenagers (I7 + I8)	21
I10	How many training sessions for adults?	43
I11	How many programs that were not training for adults?	20
I12	Total of all programs for adults (I10 + I11)	63
I13	How many training sessions for mixed audiences of any age? (Or, enter your total sessions if you do not break out by age group.)	0
I14	How many non-training programs for mixed audiences of any age? (Or, enter here your total non-training programs if you do not break out by age group.)	28
I15	Total of all programs for mixed ages (I13 + I14)	28
I16	SUBTOTAL: Number of training sessions, all age groups (I1 + I4 + I7 + I10 + I13)	43
I17	SUBTOTAL: Number of non-training programs, all age groups (I2 + I5 + I8 + I11 + I14)	578
I18	GRAND TOTAL of all programs including training, for all age groups (I16 + I17)	621
I19	How many children age 0-5 attended training sessions?	0
I20	How many children age 6-11 attended training sessions?	0
I21	How many teenagers (age 12-18) attended training sessions?	0
I22	How many adults attended training sessions?	35
I23	How many persons attended mixed-age training sessions? (Or, enter your total attendees if you do not break out by age group.)	0
I24	Total number of attendees at all training sessions (I19 - I23)	35
I25	How many children age 0-5 attended non-training programs?	7,839
I26	How many children age 6-11 attended non-training programs?	1,990
I27	How many teenagers (age 12-18) attended non-training programs?	256
I28	How many adults attended programs that were not training?	771
I29	How many persons attended mixed-age non-training programs? (Or, enter your total attendees if you do not break out by age group.)	534
I30	Total number of attendees at programs that were not training (I25 - I29)	11,390
I31	How many children age 0-5 attended programs of all kinds? (I19 + I25)	7,839
I32	How many children age 6-11 attended programs of all kinds? (I20 + I26)	1,990
I33	How many teenagers (age 12-18) attended programs of all kinds? (I21 + I27)	256
I34	How many adults attended programs of all kinds? (I22 + I28)	806
I35	How many persons attended mixed-age programs? (I23 + I29)	534
I36	GRAND TOTAL of all attendees at all kinds of programs, all age groups (I24 + I30)	11,425

I37	Outreach Activities (services/programs/training sessions/library participation in community events) provided away from the library)	88
	Staff Training	
I38	Number of staff trained	23
I39	Number of hours of training attended by staff	286

Section J: OUTLET DATA

Review the information for each outlet and revise as needed. Some fields are locked and you cannot change them; call the State Library to revise these fields if needed. Each Bookmobile is considered a branch (outlet); the address for the Bookmobile is the location where it resides when not in operation.

J1	*Outlet Name	DEL WEBB LIBRARY AT INDIAN LAND
J2	*Street Address	7641 CHARLOTTE HIGHWAY
J3	*City	INDIAN LAND
J4	*Zip	29707
J5	*County	LANCASTER
J6	*Phone Number (including area code)	(803) 548-9260
J7	*Outlet Type	BR
J8	*Size (Square Footage) of Outlet	11,000
J9	Name of Outlet Manager	Nancy Berry
J10	*Public service hours a library is open	2704
J11	Weekend and Evening Hours of Service	624
J12	*Number of Weeks Library is Open	52
J1	*Outlet Name	KERSHAW BRANCH LIBRARY
J2	*Street Address	3855 FORK HILL ROAD
J3	*City	KERSHAW
J4	*Zip	29067
J5	*County	LANCASTER
J6	*Phone Number (including area code)	(803) 475-2609
J7	*Outlet Type	BR
J8	*Size (Square Footage) of Outlet	4,900
J9	Name of Outlet Manager	Pat Hinson
J10	*Public service hours a library is open	1976
J11	Weekend and Evening Hours of Service	312
J12	*Number of Weeks Library is Open	52
J1	*Outlet Name	LANCASTER COUNTY LIBRARY BOOKMOBILE
J2	*Street Address	313 S. WHITE STREET
J3	*City	LANCASTER
J4	*Zip	29720
J5	*County	LANCASTER
J6	*Phone Number (including area code)	(803) 285-1502
J7	*Outlet Type	BS
J8	*Size (Square Footage) of Outlet	N/A
J9	Name of Outlet Manager	Rita Vogel
J10	*Public service hours a library is open	3146
J11	Weekend and Evening Hours of Service	1040
J12	*Number of Weeks Library is Open	52

J1	*Outlet Name	LANCASTER COUNTY LIBRARY SYSTEM
J2	*Street Address	313 S. WHITE ST.
J3	*City	LANCASTER
J4	*Zip	29720
J5	*County	LANCASTER
J6	*Phone Number (including area code)	(803) 285-1502
J7	*Outlet Type	CE
J8	*Size (Square Footage) of Outlet	16433
J9	Name of Outlet Manager	Rita Vogel
J10	*Public service hours a library is open	3146
J11	Weekend and Evening Hours of Service	1066
J12	*Number of Weeks Library is Open	52

Section K: SPECIAL REPORT 2017

Your responses to the following questions will help the State Library target state and federal funds to community needs, and improve our services to you.

K1 Does your library have a current strategic plan? No

K2: Are you interested in participating in any of the following? (Check all that apply):

Training for director and staff in steps for creating a basic three year strategic plan Yes

Training for board of trustees in strategic planning Yes

General board training (roles and duties of trustees) Yes

Not interested at this time No

K3: Which of the following advocacy and PR structures do you currently have in place? (Check all that apply):

Advocacy plan for library No

Friends group that engages in advocacy efforts (letter writing, attending county council meetings on behalf of library, etc.) Yes

Annual marketing plan and/or PR plan for the library No

Social media plan, policy, and/or procedures Yes

Staff position (other than director) dedicated to advocacy, marketing, strategic thinking, and/or support group liaison No

Please enter name, position title and contact information

Would like advice/assistance in developing any of the above for my library Yes

K4: Does your library have a partnership or cooperative agreement with local schools to coordinate long-term services? (Check all that apply):

The library director reaches out to the school superintendent(s)/administrator(s) Yes

Youth services staff members reach out to local school media specialists No

Library staff know and work cooperatively with local teachers to keep abreast of school assignments, events, etc. No

Library staff members need training/assistance in developing a better relationship with local schools Yes

Other partnership or informal cooperation (please describe below): No

Description: beginning to work again with First Steps

K5 Does your library have a staff position assigned to coordinate internal staff training/staff development and/or public training? Yes

Please enter name(s), position title(s) and contact information

Rita Vogel, Director