

Proposal for Building Expansion at



Auburn Public Library

FY 2019

By: Friends of the Auburn Public Library

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Executive Summary

This proposal is written by the Friends of the Auburn Public Library (FOAPL) on behalf of Auburn Public Library. FOAPAL has played a key role in library fundraising and growth; if not for the efforts of FOAPL nearly a decade ago, Auburn Public Library may not exist as the community epicenter it is today. FOAPL is dedicated to recognizing the needs of the library and working toward fulfilling those needs in any way. The Friends' have previously worked to raise money for library materials by holding book sales, fundraisers, and charity events, but we are now shifting our focus to raising money for a building expansion project; to build a much-needed meeting room and two private study rooms.

FOAPL has an overall goal of \$60,000 for this project. Half will be raised locally by FOAPL or through grants and donations. In this proposal document, we implore Georgia Public Library System to match the \$30,000 in local funds and advance APL's spot on the capital outlay list so that construction plans can begin in the 2018-2019 fiscal year.

As the city of Auburn continues to grow, the library will need to evolve in order to meet the needs of the expanding community. A public meeting room available for use by individuals or organizations will enhance engagement between the library and the community. A meeting room will provide local organizations or individuals a space to come together and share ideas, and will promote community involvement. FOAPL is currently circulating a petition as evidence of community support, and the petition has over 100 signatures by Auburn residents and council members. As we await feedback about this proposal from GPLS, FOAPL intends to continue garnering community support through charitable events, fundraising, awareness campaigns, and other forms of outreach and engagement.

Contact information:

- For questions and inquiries pertaining to this proposal, contact **Ashley Brooks**, FOAPL Secretary and author of this document at **abrooks@prlib.org**
- For general questions and inquiries about Auburn Public Library, contact **Belinda Outwater**, branch manager at **boutwater@prlib.org**
- For additional questions and inquiries, contact **Beth McIntyre**, director of Piedmont Regional Library System at **bmcintyre@prlib.org**

Project Overview

As the City of Auburn continues to grow and develop, the Auburn Public Library becomes all the more crucial as a community cornerstone and resource for citizens. The needs of the library and the patrons it serves must be considered a priority investment. Put simply, Auburn Public Library needs funding to build more space; a 1600 square foot meeting room with 2 private study rooms.

Since the opening of the current building a decade ago, the number of citizens from Auburn and surrounding areas who regularly use the library has increased by the *thousands*. This increase is especially apparent during the summertime, when the annual Summer Reading Program is in full swing. In just one month during summer 2016, Auburn Public Library saw over 1200 patrons use the library for children's programs, computer access, and material circulation. This large number of patrons filled the

small library to capacity, and made it apparent to staff and patrons alike that the addition of a library meeting room is essential in order to accommodate this amount of library use in the future.

A meeting space would serve the library and its patrons in a variety of ways, but the most immediate benefit is the separation of special events from regular library services, and the ability for community members to use the library meeting room to accommodate their own needs. For example, children's programs at the library are currently hosted in the small juvenile section, with children and parents crammed between shelves of books, often spilling into the computer area where other patrons are trying to work. Children's programs, especially well-attended ones, are disruptive to other patrons because there is currently no way to contain the crowd and noise level. Hosting these large events in a separate meeting room ensures that all who attend are comfortably accommodated, while those who are in the library to work are not disturbed. In addition to a large meeting room, the Auburn Public Library would also like to build two private study rooms to accommodate private tutors, library-sponsored classes, and individuals who may need a quiet place to work. The meeting room and study rooms would be available for free reservation from community groups and local businesses, further serving the library's ultimate purpose of bringing the community together and serving patrons in a significant way.

In order to achieve this goal, the library needs funding and donations from charitable organizations and sponsors. The Friends of the Auburn Public Library are diligently working to fundraise and spread awareness the library's need for more space, and have currently raised \$10,000 in local funds. The financial goal for the building expansion is \$30,000, a small amount when considering how much impact the end goal will have on the developing community of Auburn.

History of Auburn Public Library

The reach and influence of Auburn Public Library has grown since the inception of the current building nearly a decade ago, and that growth is even more exponential when viewed in the context of the library's humble beginnings. As some of you may know, Auburn Public Library's first incarnation was established in 1991 by Ms. Miriam Wood, the local school librarian, and Joan Biles, the local reverend. Beginning as a tiny book depository operating out of a trailer and sponsored by Piedmont Regional Library System. Over the years, Auburn Public Library has existed in many forms, from the trailer, to an old house with no climate control, to the small brick building known today as the J.D Withers building. After plenty of hard work and community support, and the Auburn Public Library we know and love became a permanent fixture in the Auburn community.

The current library building's design features a simple layout intended for easy expansion. As evidenced by the continued growth and popularity of Auburn Public Library, the time for expansion is now. In just one month in 2016, Auburn Public Library saw over 1,200 patrons visit the library for programs. While this uptick in popularity is fantastic for such a small town, the library's current construction is not equipped to handle so many patrons and activities.



Humble beginnings in what is now the J.D Withers building



The library in its current incarnation. The desired meeting room would be expanded from the left side.

Qualifications

The Friends of the Auburn Public Library will be the primary source of fundraising and advocacy. Many of the current Friends' members were also members ten years ago during the construction of Auburn Public Library's current building. Because the Friends' group still retains the core members who diligently worked to advocate for the construction of a permanent home for the library, it is expected that the building expansion project will be met with the same level of commitment and dedication.

The Friends' group will act as the intermediary between the library staff and the community. The will represent the library

I have worked as a library assistant at Auburn Public Library for nearly three years, and have been the Secretary of the Friends group for the last two. I have worked first hand with patrons in a variety of settings, and I know how lacking our current space is. While teaching computer classes to adults attempting to break into the now digitized job market, I faced the challenge of hosting classes out in the open. This led to an undue amount of discomfort for the student as well as for the people using the surrounding computers. Not only was the student embarrassed by their lack of basic computer knowledge being displayed as we attempted to complete the class session, other patrons were subjected to the lesson because of the close proximity of computers and the inability to contain the class session elsewhere. I believe that if I had had a separate space in which to conduct these classes, there would be a decreased student turnover rate and an increase in students signing up for instruction, thus contributing to the well-being of citizens seeking self-improvement and of the local economy.

Project Plan: More Library Space

Building a meeting and study room expansion to Auburn Public Library will require time, teamwork, and funding. This proposal is written on behalf of the Friends of the Auburn Public Library. This document serves as a solicitation for funding and as an outline of how funding from humanitarian sources will be used for the benefit the Auburn community at large.

Step One: Create Avenues for Funding

The goal of this proposal is to inform funding sources of the legitimacy of Auburn Public Library's needs, and illustrate ways in which the Friends are working to raise money.

1. The Friends will start a Gofundme.com fundraiser to promote on the FOAPL website and Facebook page
2. The Friends will redesign the existing donation jar to include more information about the proposed building project
3. The Friends will begin research into other sources of funding, such as GA Power grants, etc

Step Two: Create Mediums for Awareness

The Friends will update their online presence to create awareness of this ongoing project. By creating a Facebook page, the Friends will have a medium to share project updates, petitions, and means of donating. Social media such as Facebook can also be used as a recruiting tool to find other individuals who are interested in joining the Friends and helping with the building fund project.

Step Three: Disperse Information to Funding Sources

This proposal serves as a

An updated version of this proposal, along with additional documents, shall be delivered to GPLS when all local funds have been raised and the petition has reached 1000 signatures.

An updated version of this proposal and along with additional documents may also be delivered to other potential funding sources, such as grant agencies and foundations for community support.

Step Four: Acquire Funding

Local funding for this project will be acquired from:

- Fundraisers hosted by Friends of the Auburn Public Library, including but not limited to
 - Semi-annual book sales
 - charity dinners
 - other fundraising events as voted upon by FOAPL
- Charitable donations from individuals
 - Donation jar on circulation desk
 - GoFundMe.com (not yet active, awaiting 501c3 status and Secretary of State membership renewal)
- Charitable donations from businesses and other organizations

Step Five: Establish Architectural Team

Once all local funds have been raised (total of \$30,000 see page 9)

Step Six: Begin Project

Operating under the guidance of GPLS and in accordance with building policies, a building schedule will be created, budget finalized, and outside labor sources acquired. Once these processes are completed, construction will begin. Auburn Public Library will maintain normal business hours and services as is possible and practical.

Patron Reports

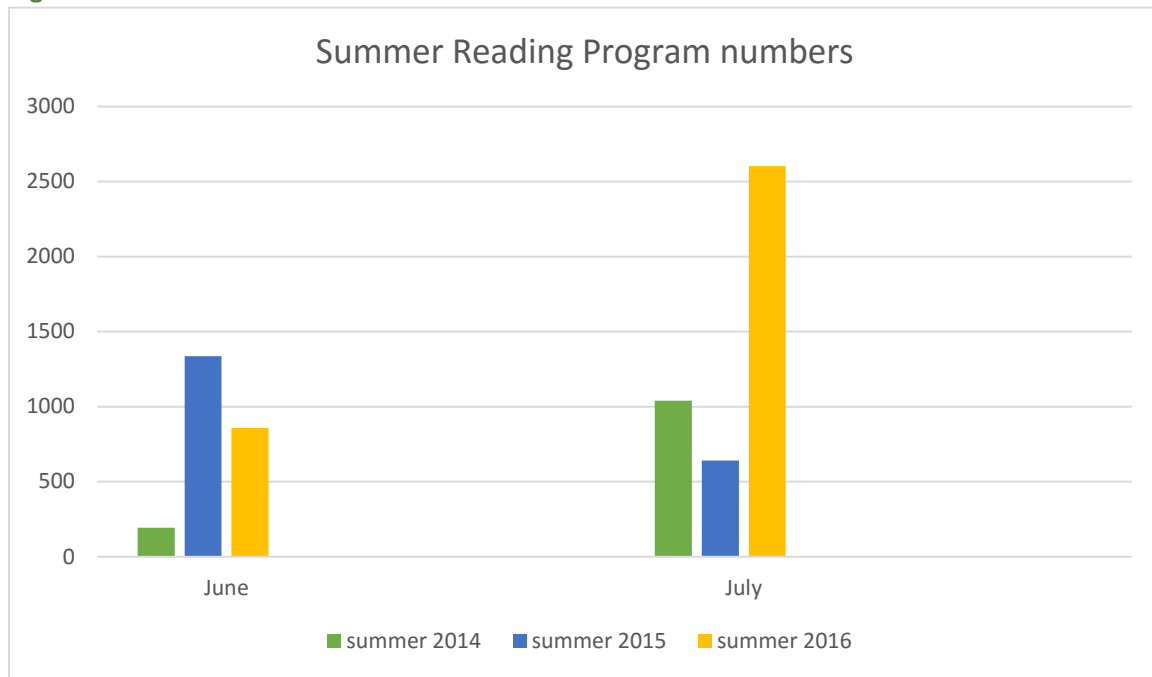
As indicated by the graph in **Figure A** on the following page, Auburn Public Library has served an abundance of patrons during the annual Summer Reading Program. Although the library serves a significant number of patrons' year round, the Summer Reading Program is by far the busiest time for the library and the time when the proposed meeting room would receive the most use. There is currently no way to control the noise level during these programs, and as a result patrons' are often unable to work on the computers comfortably for an hour (or longer) while the program is going on. A meeting room would solve this problem immediately, as it decreases the noise level and confine the program guests to a specific area. By confining programs to a separate meeting space, patrons who are using the library for work will not be disturbed, and staff at the circulation desk can continue to assist patrons with library services without shouting over the sounds of elated children.



A huge crowd packed into the children's section during Ken Scott's Magic Show – Summer, 2016

In addition to the practical benefits, having a meeting room would allow Auburn Public Library to book bigger and better programs, thus attracting more families to the library. Many families visit the library for the first time during the free summer reading program, and often these families end up registering for library cards and using the library year-round. In this way, a meeting room will directly benefit the community by increasing the number of families made aware of the multitude of library services.

Figure A



(Information gathered from fiscal year spreadsheets, Appendix C)

Budget Request

Auburn Public Library has set a goal of **\$30,000** in local funds. GPLS has pledged to match this amount once all funding is raised, bringing the total budget for the meeting room to **\$60,000**. Below is a preliminary projection* of how the funds will be used.

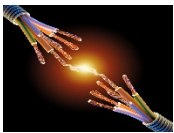
\$60,000 budget total



\$20,000 building materials



\$15,000 labor



\$10,000 electrical



\$5,000 administrative



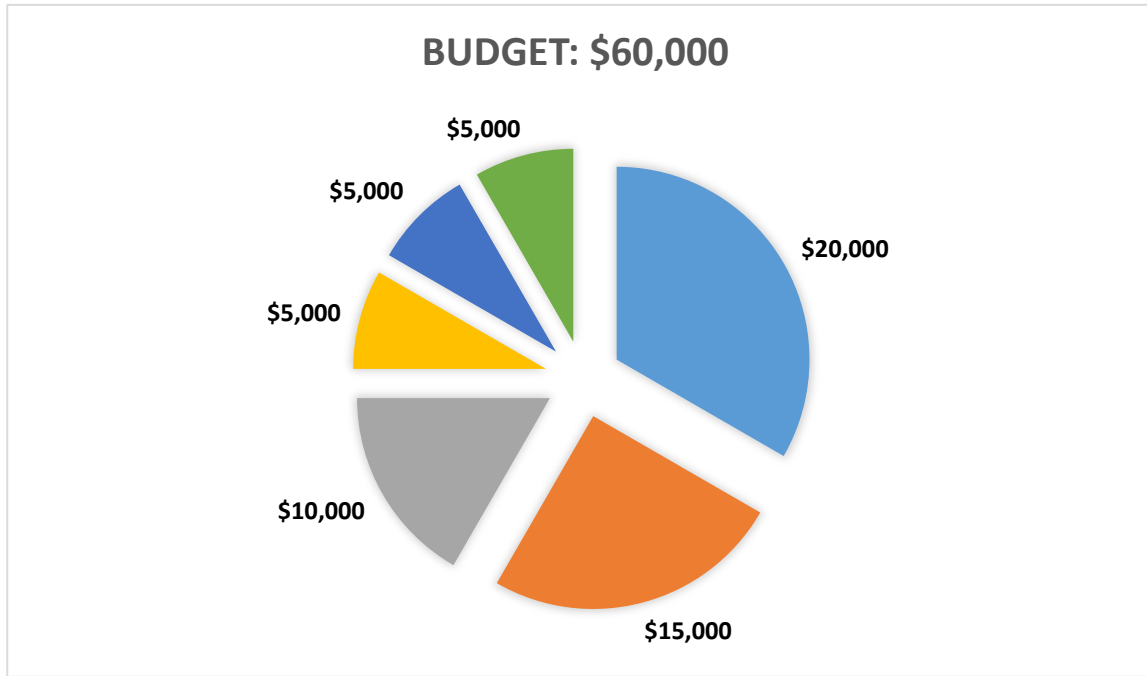
\$5,000 interior design



\$5,000 furniture

*Please note that these projections reflect an unofficial budget. Once the building project is official launched, Auburn Public Library will partner with GPLS for an official budgeting and architectural consultation.

Budget Breakdown



Overview of Proposed Meeting Space Guidelines

Auburn Public Library’s meeting and study rooms would be available for public use and valued for their contribution to the enhancement of the Auburn community. Expanding the existing Auburn Public Library building to include a meeting room and private study rooms offers an additional resource to a growing community. This addition will allow the library to keep growing at the same rate, and will illustrate the library anticipates and fulfils patron’s needs.

The following are outlines of general meeting and study room rules:

Meeting Room Guidelines

The board room would be available for free reservation to public and private groups. All groups may utilize the library’s meeting room as long as there are no scheduled library activities present on the same time and date. Groups and organizations must book the group reservation in advance by contacting the Auburn Public Library circulation desk. Meeting rooms may be used to facilitate commerce, such as the semi-annual Friends of the Library book sale, and may also be used as a temporary commercial space for approved organizations. However, library programs and operations will be given priority and preferential use of the meeting room. The library may use the meeting room for

seasonal events, summer reading programs, instructional seminars, city events, author chats, official library and city meetings, and patron and community affairs.

Study Rooms Guidelines

Study rooms are also available for free, with or without a reservation. Library cards are not necessary to use a study room. Patrons with and without reservations are subject to a one hour time limit, unless an exception is arranged with the Auburn Public Library circulation desk. Study rooms may be used by both individuals and group study sessions, as long as occupancy does not exceed four (4) people. Study rooms may be used to facilitate the for-profit purposes of patrons, such as use during client meetings with home businesses, private tutoring sessions or other instructional engagements, and other forms of intensive research and self-study means. Study rooms will be equipped with one (1) outlet plug to accommodate technology chargers. Each study room should contain a window so as to let in natural lighting and improve user concentration and tranquility. Study rooms will also be equipped with at least one (1) table/desk and at least two (2) chairs. Study room could also include a poster, plant, or other aesthetic element.

A complete handbook of meeting room guidelines will be drafted prior to project completion, but in the present, the all room additions shall be a space for public use and benefit, and is guaranteed to bolster community development in Auburn and the surrounding Piedmont region.

Petition to Build

The Friends of the Auburn Public Library have started an electronic petition on care2.com. Please view the appendix on page 20 for the petition link, or scan the QR code below. This petition serves two purposes:

- 1) This petition will be shared across all library social media platforms, and will raise awareness of the library expansion project. By increasing awareness of this project, Auburn hopes to draw in small donations from individuals as well as larger donations from businesses. Another hope is that by rallying around the task of raising money for the building expansion, the Friends will see an increase in new members and current member participation. All Auburn citizens are encouraged to sign the petition, especially if they frequent the library. Non-Auburn residents may sign the petition, but a large number of signatures from Auburn residents will show that support for this project transcends local borders and resonates with taxpayers beyond Auburn.



Community Support (via Care2 petition)

“The library is critical to community well-being. There are many activities going on through the week and we are cramped. Definitely a needed improvement.”

– Linda Blechinger, Mayor of Auburn, GA

“My family utilizes the Auburn library. We Auburnites are very fortunate to have a library in our community because our library is more than just a place to checkout books. It is a central gathering place for community events other than those put on by City Hall. Our library has awesome librarians who facilitate events and workshops having to do with library and non-library business. It is also a community center! When I was going through the Auburn Citizen’s Police Academy, we utilized the library a couple times for our weekly activity. My mother-in-law uses the computers there and has made several friends there that have enriched her life that normally would not have happened without our multi-faceted library!

– Tina F, Auburn resident

“Our little town needs a place for students to use the internet and study. Not every kid in Auburn has the internet at home.”

–Lori C, Auburn resident

This library does wonderful things for the community and is always seeking to improve the lives of their patrons. Their children’s programs are so popular (especially during the summer) that it disrupts normal library business, and no one can get anything done with 500 children spilling into the computer areas. For this reason, a separate meeting space is much needed. A meeting room would also be useful for small organizations to use, as Auburn currently lacks such a space.

–John L, library patron

Conclusion

Auburn Public Library has grown in the last decade, and the time has come to expand the current building to include a meeting room and two private study rooms.

We, The Friends of Auburn Public Library, request that GPLS match the \$30,000 that we are in the process of raising, and move Auburn Public Library to a priority slot on the capital outlay list. We would use this money to build a meeting room and two private study rooms to better accommodate the individual needs of our patrons as well as benefit the community as a whole.

Why Auburn Public Library needs a building expansion

In May through June of 2016, APL saw an influx of patrons who visited the library for the summer reading program. The increase in patrons shows that the programs APL provides are attractive to Auburn residents as well as citizens of the surrounding areas. In addition to the increase in patrons visiting the library during the summer reading program, APL staff has noticed a steady rise in patrons in non-summer reading months. APL has implemented a variety of new programs in the 2016 and 2017 fiscal year, such as adult computer classes, Libratory maker club, coding club, book clubs for all ages, visiting author events, and more. These programs offer educational and social options for citizens of all ages, and are well attended by members of the community. However, there is currently no way to confine these programs so that the noise level does not disturb patrons who are reading or working. Most events are held in the children's area, which requires rearranging furniture and moving shelves out of the way. Although APL tries to make the most of the space they have, often there are too many people inside of the library, and the noise levels are disruptive. In order to continue providing these programs and being respectful of other patron's need for quiet, Auburn Public Library needs a separate space to host programs and events, and another space for private study.

What happens next?

Auburn Public Library was built with building expansion in mind. There is sufficient space on the adult side of the library to expand the building and build the proposed meeting and study rooms. This proposal included a rough estimate of costs required to achieve this goal, but more budgetary research needs to be conducted and guided by the preferences and expertise of the GPLS staff. There is also a need for a professional consultation to determine a strategic building plan and draw building blueprints. Once APL is approved for funding from GPLS, planning these construction details will be easier to organize. Acquiring project approval plus matched funds from GPLS are the first official steps to starting the construction. Currently, APL is number twenty-seven on a list of twenty-eight projects seeking approval and funding from GPLS. By writing and delivering this proposal, the Friends of Auburn Public Library hope to illustrate the need for construction as well as the community support for such a project. By showing how the community would benefit from additional library space, we hope that GPLS will place Auburn Public Library higher on the list of construction grant priorities. We realize that there are other libraries in Georgia that are in worse condition than APL, and we respect GPLS's method of prioritizing construction projects. Even if this proposal is not approved and the funding is not granted, we hope that GPLS will provide us with additional guidance as we work toward raising money for the building project, so that in the future we may once again submit an adequate construction proposal and eventually be approved for it. The entire Auburn community wants to see this construction project come to fruition, and the Friend's group wishes to continue advocating and raising money for APL until the expansion becomes a reality.

Appendices

Appendix A: Role of the Friends of Auburn Public Library

I propose that the Friends of the Auburn Public Library (FOAPL) shift their fundraising efforts away from general fundraising, and focus our efforts on raising funds and community support for the building expansion Auburn Public Library desperately needs.

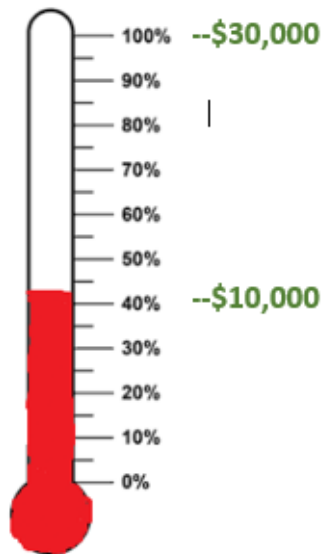
1. FOAPL should start a Facebook page where they can spread the word of the building project
2. FOAPL needs to apply for 501c3 status (in progress)
3. FOAPL should start a Gofundme page to solicit financial support. Kickstarter page can be shared through Facebook.
4. FOAPL should start a Change.org petition to document community support for the building expansion project.
5. FOAPL should promote the building expansion project as part of the bi-annual book sales, and encourage people to join the Friend's group in support of this project.
6. FOAPL should use the book sale as a time to ask patrons to sign the building fund petition and spread awareness of the building expansion project.
7. FOAPL should redesign the current donations jar to be more eye-catching.
8. FOAPL should coordinate a fundraiser dinner in October to celebrate APL's decade-anniversary in the current building.

These seven items are simple ways that FOAPL can support the library in their building fund journey. FOAPL serves as the bridge between library staff and the public.

Appendix B: Building Fund Fact Sheet

Build Auburn Public Library a meeting room!

**We're almost
halfway to our goal!**



As the City of Auburn continues to grow and develop, the Auburn Public Library becomes all the more crucial as a community cornerstone and resource for citizens. The needs of the library and the patrons it serves must be considered a priority investment. Put simply, Auburn Public Library needs funding to build more space; a 1600 square foot meeting room with 2 private study rooms.

Since the opening of the current building a decade ago, the number of citizens from Auburn and surrounding areas who regularly use the library has increased by the *thousands*.

A meeting space would serve the library and its patrons in a variety of ways, but the most immediate benefit is the separation of special events from regular library services, and the ability for community members to use the library meeting room to accommodate their own needs.

In addition to a large meeting room, the Auburn Public Library would also like to build two private study rooms to accommodate private tutors, library-sponsored classes, and individuals who may need a quiet place to work. The meeting room and study rooms would be available for free reservation from community groups and local businesses, further serving the library's ultimate purpose of bringing the community together and serving patrons in a significant way.

Did you know?

In Summer 2016, Auburn Public Library served hosted over **2000** people at Summer Reading Programs alone. This number does not include regular patrons for book checkout or computer use! Needless to say, it got loud and crowded in here. These numbers are expected to increase in subsequent years!

**A huge crowd packed into the children's section during
Ken Scott's Magic Show – Summer, 2016**



Auburn Library Patrons - 2016			
Sum of ILS User -> User ID	Within City Limits?		
County	No	Yes	Grand Total
BARROW	1435	3045	4480
NON-BARROW	228	222	450
Auburn	718	46	764
Grand Total	2381	3313	5694

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DAILY STATISTICS FORM (revised 7/25/2012)										LIBRARY: Auburn										MONTH: May-15												
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
COMPUTER USE:	1143																															1143
# MEETINGS																																0
ATTENDANCE																																0
CHILDREN'S PROG:																																TOTAL
# in LIBRARY		2		1		1	1	1	1		2	1	2		1	1					1		1			1		1				18
# ELSEWHERE												1																				1
# of PROGRAMS	0	2	0	1	0	1	1	1	1	0	2	2	2	1	1	0	0	0	0	0	1	0	1	0	0	1	0	1	0	0	0	19
ATTENDANCE:																																
# of CHILDREN	19		4		12	134	134	77		137	254	143	134	134						9		11			164		101				1467	
# of ADULTS	68		5		10	10	9	38		15	19	19	8	9						7		8			54		43				322	
TOTAL ATTENDANCE	0	87	0	9	0	22	144	143	115	0	152	273	162	142	143	0	0	0	0	0	16	0	19	0	0	218	0	144	0	0	0	1799
YA PROGRAMS:																																TOTAL
# in LIBRARY		1																														1
# ELSEWHERE																																0
TOTAL PROGRAMS	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
TOTAL ATTENDANCE		13																														13
ADULT PROGRAMS:																																TOTAL
# in LIBRARY		2		1							2							2														7
# ELSEWHERE																																0
TOTAL PROGRAMS	0	2	0	1	0	0	0	0	0	0	2	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	7
TOTAL ATTENDANCE	68		4								14							44														130
VOLUNTEERS																																TOTAL
ADULT		1			1			1	1									1														6
YOUTH/TEEN		1							1											2					3		6					13
HOURS DONATED BY:																																0
ADULT		4			2.5			1	2									2.5														12
YOUTH/TEEN		4.75							2											3.5					6		10					26.25
ART EXHIBITS & DISPLA																																0

DAILY STATISTICS FORM (revised 7/25/2012)		LIBRARY: <u>Auburn</u> <u>Library</u>		MONTH: <u>Jun-15</u>																												
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
COMPUTER USE:	1325																															1325
# MEETINGS											10																					10
ATTENDANCE																																0
CHILDREN'S PROG:																																TOTAL
# in LIBRARY	1	1		1		1		1	1	1	1				1	1		1			1	1	1	1		1			1		17	
# ELSEWHERE																																0
# of PROGRAMS	1	1	0	1	0	1	0	1	1	1	1	0	0	0	1	1	0	1	0	0	0	1	1	1	1	0	1	0	0	1	0	17
ATTENDANCE:																																
# of CHILDREN	20	300		52		33		10	86	11	78				8	161		30			9	111	6	12		10			67		1004	
# of ADULTS	13	81		31		11		8	22	8	23				8	53		8			8	23	4	6		8			18		333	
TOTAL ATTENDANCE	33	381	0	83	0	44	0	18	108	19	101	0	0	0	16	214	0	38	0	0	0	17	134	10	18	0	18	0	0	85	0	1337
YA PROGRAMS:																																TOTAL
# in LIBRARY					1					1	1							0	1							1						5
# ELSEWHERE																																0
TOTAL PROGRAMS	0	0	0	0	1	0	0	0	0	0	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	5
TOTAL ATTENDANCE					11						6	5						0	6								5					33
ADULT PROGRAMS:																																TOTAL
# in LIBRARY	2			1				2				1			3						2							1			12	
# ELSEWHERE																																0
TOTAL PROGRAMS	2	0	0	1	0	0	0	2	0	0	0	1	0	0	3	0	0	0	0	0	0	2	0	0	0	0	0	0	1	0	0	12
TOTAL ATTENDANCE	42			8				53				5			58							78						99				343
VOLUNTEERS																																TOTAL
ADULT	1	2						5		3					1	2						3							1		18	
YOUTH/TEEN		1		2				3	1	5					1	6		1				1	1		3				1		26	
HOURS DONATED BY:																																0
ADULT	3	3.55						10.25		7					3.5	5.5					2	6							2		42.8	
YOUTH/TEEN		1.4		3.25				3.82	1.25	11.5					3.5	12.2		1.5				2.5		4.75					2.5		48.17	
ART EXHIBITS & DISPLA																																0

DAILY STATISTICS FORM (revised 7/20/2015)										LIBRARY: Auburn										MONTH:												
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
Computer Use	1188																															1188
# Meetings									1																			1				2
Attendance									30																			4				34
Children's Programs																																
# in Library	1	1		1		2	1	1					1	1	1					1	1	1		2				1		1		17
# Elsewhere																																0
# of Programs	1	1	0	1	0	2	1	1	0	0	0	0	1	1	1	0	0	0	0	1	1	1	0	0	2	0	0	1	0	1	0	17
Attendance:																																
# in Library	19	25		21		34	271	33					34	150	25					20	71	20			28			83		24		858
# Elsewhere																																0
TOTAL ATTENDANCE	19	25	0	21	0	34	271	33	0	0	0	0	34	150	25	0	0	0	0	20	71	20	0	0	28	0	0	83	0	24	0	858
YA Programs:																																
# in Library			1						1					1			1							1								5
# Elsewhere																																0
TOTAL PROGRAMS	0	0	1	0	0	0	0	0	0	1	0	0	0	1	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	5
Attendance:																																
# in Library			20						20					6			17							17								80
# Elsewhere																																0
TOTAL ATTENDANCE	0	0	20	0	0	0	0	0	20	0	0	0	0	6	0	0	17	0	0	0	0	0	0	17	0	0	0	0	0	0	0	80
Adult Programs:																																
# in Library		1				1							3							1				1		1						8
# Elsewhere	1																			4												5
TOTAL PROGRAMS	1	1	0	0	0	1	0	0	0	0	0	0	3	0	0	0	0	0	0	5	0	0	0	0	1	0	1	0	0	0	0	13
Attendance:																																
# in Library		3				4							16											8		2						33
# Elsewhere	7																															7
TOTAL ATTENDANCE	7	3	0	0	0	4	0	0	0	0	0	0	16	0	0	0	0	0	0	0	0	0	0	8	0	2	0	0	0	0	0	40
Volunteer Hours																																
Adults	1.25					2.25		1.5					6.5		2						3	1			8							25.5
Youth/Teens	3	3	10			1.5	12	4.5					5.5	14.5	2.75	3.5	2					12.5	5.8	7.5	3.75			7.25		4		103.05

DAILY STATISTICS FORM (revised 7/20/2015)										LIBRARY: Auburn										MONTH:												
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
Computer Use	1147																															1147
# Meetings											1					1																2
Attendance											4					4																8
Children's Programs																																
# in Library		1		1			1		5	2	1			1		1		1	1		1		1	1	1			1			1	21
# Elsewhere																																0
# of Programs	0	1	0	1	0	0	1	0	5	2	1	0	0	1	0	1	0	1	1	0	1	0	1	1	1	0		1	0	0	1	21
Attendance:																																
# in Library		16		17			62		615	172	25			6		5		25	24		31		35	27	33			20			126	1239
# Elsewhere																																0
TOTAL ATTENDANCE	0	16	0	17	0	0	62	0	615	172	25	0	0	6	0	5	0	25	24	0	31	0	35	27	33	0		20	0	0	126	1239
YA Programs:																																
# in Library							1																			1						2
# Elsewhere																																0
TOTAL PROGRAMS	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	2
Attendance:																																
# in Library							61																				4					65
# Elsewhere																																0
TOTAL ATTENDANCE	0	0	0	0	0	0	61	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0	0	0	0	65
Adult Programs:																																
# in Library			2				1		2							1								1								7
# Elsewhere																																0
TOTAL PROGRAMS	0	0	2	0	0	0	1	0	2	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	7
Attendance:																																
# in Library		4					25		15				6		3								2									55
# Elsewhere																																0
TOTAL ATTENDANCE	0	0	4	0	0	0	25	0	15	0	0	0	6	0	3	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	55
Volunteer Hours																																
Adults							9.5														3				1							13.5
Youth/Teens							33														1.5		6.5		3		2					46

DAILY STATISTICS FORM (revised 7/20/2015)										LIBRARY: <u>Auburn</u>										MONTH: _____												
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
Computer Use	1147																															1147
# Meetings											1					1																2
Attendance										4						4																8
Children's Programs																																
# in Library		1		1			1		5	2	1			1		1		1	1		1		1	1	1			1			1	21
# Elsewhere																																0
# of Programs	0	1	0	1	0	0	1	0	5	2	1	0	0	1	0	1	0	1	1	0	1	0	1	1	1	0		1	0	0	1	21
Attendance:																																
# in Library		16		17			62		615	172	25			6		5		25	24		31		35	27	33			20			126	1239
# Elsewhere																																0
TOTAL ATTENDANCE	0	16	0	17	0	0	62	0	615	172	25	0	0	6	0	5	0	25	24	0	31	0	35	27	33	0		20	0	0	126	1239
YA Programs:																																
# in Library							1																			1						2
# Elsewhere																																0
TOTAL PROGRAMS	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	2
Attendance:																																
# in Library							61																			4						65
# Elsewhere																																0
TOTAL ATTENDANCE	0	0	0	0	0	0	61	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0	0	0	0	0	65
Adult Programs:																																
# in Library			2				1		2							1							1									7
# Elsewhere																																0
TOTAL PROGRAMS	0	0	2	0	0	0	1	0	2	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	7
Attendance:																																
# in Library			4				25		15					6		3							2									55
# Elsewhere																																0
TOTAL ATTENDANCE	0	0	4	0	0	0	25	0	15	0	0	0	0	6	0	3	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	55
Volunteer Hours																																
Adults							9.5														3				1							13.5
Youth/Teens							33														1.5		6.5		3		2					46

Appendix D: Care2 Petition Link

<http://www.thepetitionsite.com/919/548/837/build-a-meeting-and-study-space-for-auburn-public-library/>

Appendix E: Original GPLS Grant Application by Beth McIntyre

Georgia Public Library Service									
Major Repair and Renovation Grant Program									
FY17 Application									
Date	8/17/15								
Library System	Piedmont Regional Library System								
Library Facility	Auburn Public Library								
Facility Address	24 5th St								
City	Auburn				County	Barrow			
Facility Status (check one)									
☐ Main Library				☒ Branch Library					
Facility Ownership Status (list the owner of the library facility)									
City of Auburn									
Project Priority (check one)									
☐ Structural repairs									
☐ Roof replacements and/or repairs									
☐ HVAC replacements and/or repairs									
☐ Life Safety/Facility Integrity/Lighting/Hazardous Conditions									
Describe									
☐ Accessibility and Code Compliance Conditions									
Describe									
☒ Cosmetic and Aesthetic Improvements									
Describe				Addition of meeting room					
Local Matching Funds will be provided by									
☒ Library funds									
☐ Local Taxing Agency:									
Cost of Project									
Contract Cost						\$			
Design Fees						\$			
Other Costs						\$			
Other Costs						\$			
Other Costs						\$			
Subtotal						\$	240,000.00		
10% Contingency						\$	24,000.00		
Total Cost of Project						\$	264,000.00		

Describe how these costs were determined?					
We requested an educated estimate from GPLS, and that estimate is \$150/square foot.					
Are the actual costs from a bid process?		Yes	☐	No	☒
Are the estimates from a design professional?		Yes	☐	No	☒
Description of Project - what will be accomplished with the funds?					
Addition of a 1,600 square foot meeting room with a minimal kitchen.					
Need for the Project - why are funds needed for this project and how will it benefit your library?					
The Auburn Public Library was constructed with the understanding that a meeting room would eventually be added. There is little room for programs in the Library, so they are held outside. We need space inside the building for programs such as Summer Reading programs.					
Project Schedule - provide a proposed project implementation schedule.					
Work to begin after local money is raised, no later than June 2016.					

Contact Information for Project Manager:			
Name	Bel Outwater or Beth McIntyre		
Phone Number	770-513-2925		706-367-9399 ext. 1180
	(Bel)		(Beth)
E-Mail Address	boutwater@prlib.org		
Certification of Matching Funds Availability:			
Library Director:	Beth McIntyre - funds to be raised.		
signature			
Library System Board Chair:			
signature			
Official(s) of Local Taxing Agency Providing the Funds:			
signature			
typed name, position, agency			
2			
signature			
typed name, position, agency			
3			
signature			
typed name, position, agency			
Required Attachments			
	☐	Supporting documentation for project costs	
	☐	Professional estimate of repair	
	☐	Copies of reports documenting code violations, if applicable	

Appendix F: Sources

- Brooks, Ashley. "Interview with Friends of the Auburn Public Library." 20 Feb. 2017.
- Brooks, Ashley. "Interview with Belinda Outwater." 3 Feb. 2017.
- Chandler, Devera, editor. City of Auburn Recipes. Auburn, GA, Glenn Chandler, 2013.
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- Johnson-Sheehan, Richard. Writing Proposals. New York, Pearson Longman, 2008.
- Landau, Herbert B. Winning Library Grants: A Game Plan. Chicago: American Library Association, 2011. Web. 28th March 2017. eBrary.
- Maxwell, Nancy Kalikow and Association American Library. The ALA Book of Library Grant Money, Ninth Edition. vol. Ninth edition, ALA Editions, 2014. EBSCOhost, libproxy.ung.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=797926&site=eds-live&scope=site
- McIntyre, Beth. "Grant Application Spreadsheet" Piedmont Regional Library System.
- Outwater, Belinda. "Auburn Library Patrons." Auburn Public Library.
- Roberts, Jennifer Stakes. "6 Budget Planning Steps to Professional Project Estimates." Business Envato Tuts+, Envato, 2 May 2013, business.tutsplus.com/articles/6-budget-planning-steps-to-professional-projectestimates--fsw-38700. Accessed 4 Apr. 2017.