

Oconee County Planning Commission

415 S. Pine Street, Walhalla, SC 29691

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Minutes Planning Commission August 26, 2013

The Oconee County Planning Commission held a meeting on August 26, 2013 at 6:00 PM in Council Chambers at the Oconee County Administrative Building, 415 S. Pine St., Walhalla, SC 29691.

Members Present:	David Lyle, Chairman					
	Ryan Honea					
	Andrea Heller					
	Gwen McPhail					
	Bill Gilster					
	William Childress					
	Bradley Hancox					
Staff Present:	Josh Stephens, Zoning Administrator					
	Matthew Anspach, Planner I					
	Mr. Tom Martin, Esq., County Attorney					

Media Present: None

Item 1: Call to Order

Mr. Lyle called the meeting to order.

Item 2: Approval of the Minutes from June 24th Meeting

Mr. Gilster made a motion that the minutes be approved. Mr. Honea seconded the motion and the motion passed unanimously.

Item 3: Public Comment

None

Item 4: Presentation by Blue Ridge Arts & Craft Center

Ms. Cynthia Jones presented a brief history of the organization along with a variety of community based programs. Mr. Gilster asked about funding methods and Ms. Jones responded that grant funding had ended and membership numbers were in decline.

Ms. McPhail made a motion stating the Commission's support and thanks for the work that the Blue Ridge Arts & Craft Center is doing in the community. Mr. Gilster seconded the motion. The motion passed unanimously.

Item 5: Ordinance 2013-21 Sub02

Mr. Anspach presented the details of the ordinance to the Commission for consideration.

Mr. Honea made a motion to recommend to County Council that the parcel under consideration be rezoned into the Industrial District. Ms. Heller seconded the motion. The motion passed unanimously.

Item 6: Update from Ordinance Review Subcommittee

Mr. Lyle thanked the members of the Subcommittee for their work and stated that he was looking forward to reviewing their efforts in the near future.

Members of the Subcommittee brief the Commission on the work performed during their previous meeting.

Item 7: Discussion of Orientation Booklet

Mr. Stephens presented General Information & Orientation Booklet, as established by County Council in July.

Item 8: Activity Update

Mr. Stephens updated the Commission on recent development activity within Oconee County.

Item 9: Old Business

None.

Item 10: New Business

Mr. Stephens and Mr. Martin discussed Flow Control legislation under consideration by State Legislature.

Item 11: Adjourn

Mr. Gilster moved to adjourn. Ms. Heller seconded the motion. The motion passed unanimously.

Capital Improvement Project Listing

Planning Commission October 14, 2013

Capital Project Advisory Committee

- Ordinance 2010-14 established the Committee in August 2010
- Meet on a regular basis to review and score Capital Projects in to the CIP list
- The following projects were reviewed and scored in 2013:
 - South Cove
 - Construct New Office
 - Library
 - Seneca Branch
 - Renovate Interior of Walhalla Branch
 - Westminster Branch Expansion
 - New 7,400 sqft South County Branch

CIP

- Actions for Consideration by the Planning Commission:
 - 1. Review the Pending Project List and make any recommendations regarding additions/deletions to County Council.
 - 2. Review the Scored Project List and Project Scoring Summary Sheet and make recommendation regarding prioritization to County Council.

Department Name	Public Service & Operatons	Short Term Economic Development Goals	Ongoing / Long Term Economic Development Goals	Oconee County, South Carolina Capital Project Advisory Committee Capital Improvement Project Listing PENDING					
Facilities Maintenance		x	х	Brown Building - Up-fit into office space	\$750,000	OCE	Unscheduled	On Hold - Facility in Use	
Economic Development		x	х	Revolving Shell Building [#4]	\$2,000,000	OCE			
Economic Development		x		Sewer Line to Coneross I-85 & GCCP	\$8,000,000	PE	Unscheduled	On Hold Pending Administrator work with Sewer Authority	
Economic Development			х	Golden Corner Commerce Park	\$3,500,000				
Sheriff	х			Training Facility to include Shoot House & Driving Range for Training	\$1,065,000				
Solid Waste	х			Landfill Expansion	\$750,000				

\$19,065,000

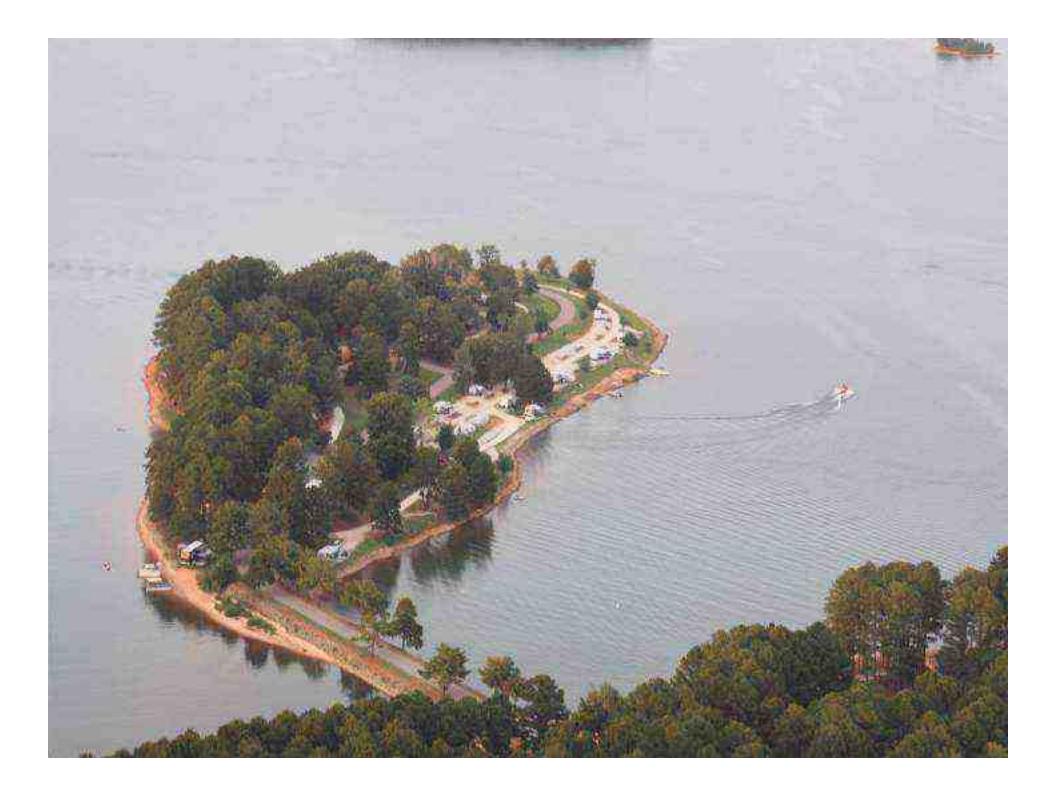
	Operatons	Short Term Economic Development Goals	Ongoing / Long Term Economic Development Goals	Oconee County, South Carolina Capital Project Advisory Committee Capital Improvement Project Listing PROJECTS SCORED				
Department	Public Service & O	Short Term Econon	Ongoing / Long Ter Goals	Description	Request	Source	Date Presented to Cmte	Status of Project
Economic Development		Х		Oconee Industry & Technology Park [<i>formerly known as Echo Hills</i>] Infrastructure	\$5,000,000	OCE	03-2012	Project Presented - Moved Forward to Plan. Comm.
Economic Development		Х	x	Revolving Shell Building [#3]	\$2,000,000	PE	08-2012	Project Presented - Moved Forward to Plan. Comm.
High Falls	Х			Campsite Renovations [water, electric, rebuild]	\$300,000	PE	03-2012	Project Presented - Moved Forward to Plan. Comm.
Solid Waste	Х			Expand 2nd Busiest MCC	\$850,000	PE	05-2012	Project Presented - Moved Forward to Plan. Comm.
Economic Development		Х	x	Development of Seneca Rail Site	\$2,300,000	OCE	9-26-12	Project Presented - Moved Forward to Plan. Comm.
South Cove	х			Construct New Office	\$200,000	OCE	3-6-13	Project Presented - Moved Forward to Plan. Comm.
Library	Х			Seneca Branch	\$9,100,000	OCE		
Library	Х			Renovate Interior of Walhalla Branch	\$600,000	OCE	5-22-13	Projects Presented - Moved Forward to Plan. Comm.
Library	Х			Westminster Branch Expansion	\$1,000,000	OCE		
Library	х			New 7,400 SF South County Branch	\$2,000,000	OCE		

PROJECTS REMOVED FROM LIST COMPLETED

							Purchase
							Completed
Rock Quarry	Х	Х	Land for Rock Quarry	\$550,000	Х	Х	10/2/2012

South Cove Office Complex







South Cove County Park

- Duke Energy Owned
- Leased 1973 (Current lease-2038)
- Existing office space built 1973
- 46 acres
- 86 campsites
- 100,000+ visitors annually
- Over 8,000 camping nights annually
- Process 10,000+ parking envelopes
- 215+ facility rentals annually

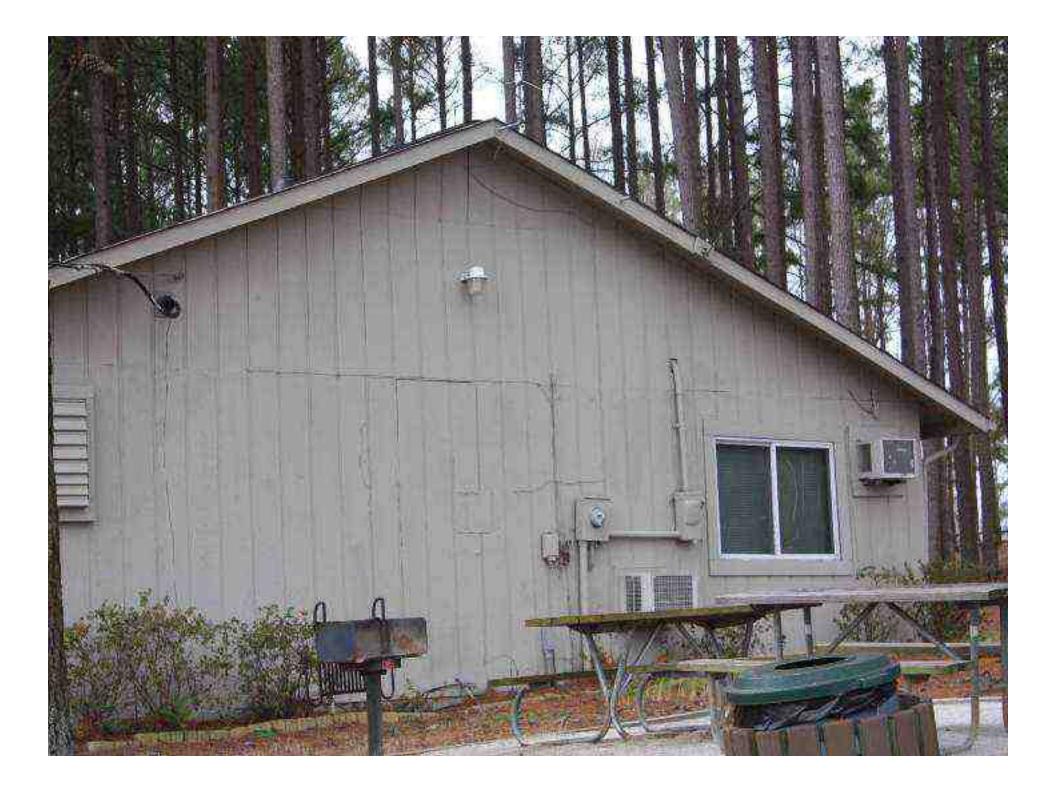
Park Improvement Initiative

- <u>Challenge</u>
- Built in 1973
- Designed originally as a picnic shelter/restroom
 - Size/design does not meet ADA
 - Multiple adaptations through the years
 - Maintenance location vs. Recreation area
 - Safety concerns

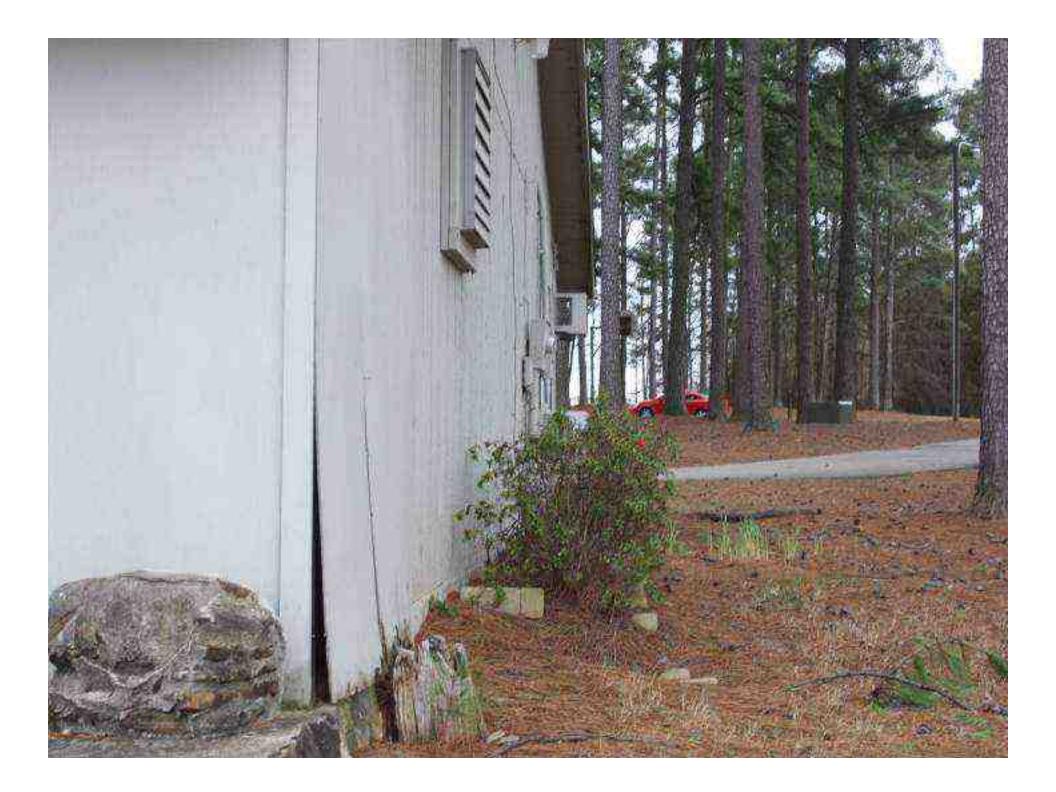
Proposal

- New Maintenance building located behind Supt. residence
- New Playground
- New office complex/restrooms
- Service vs. Destination
- Duke Approval





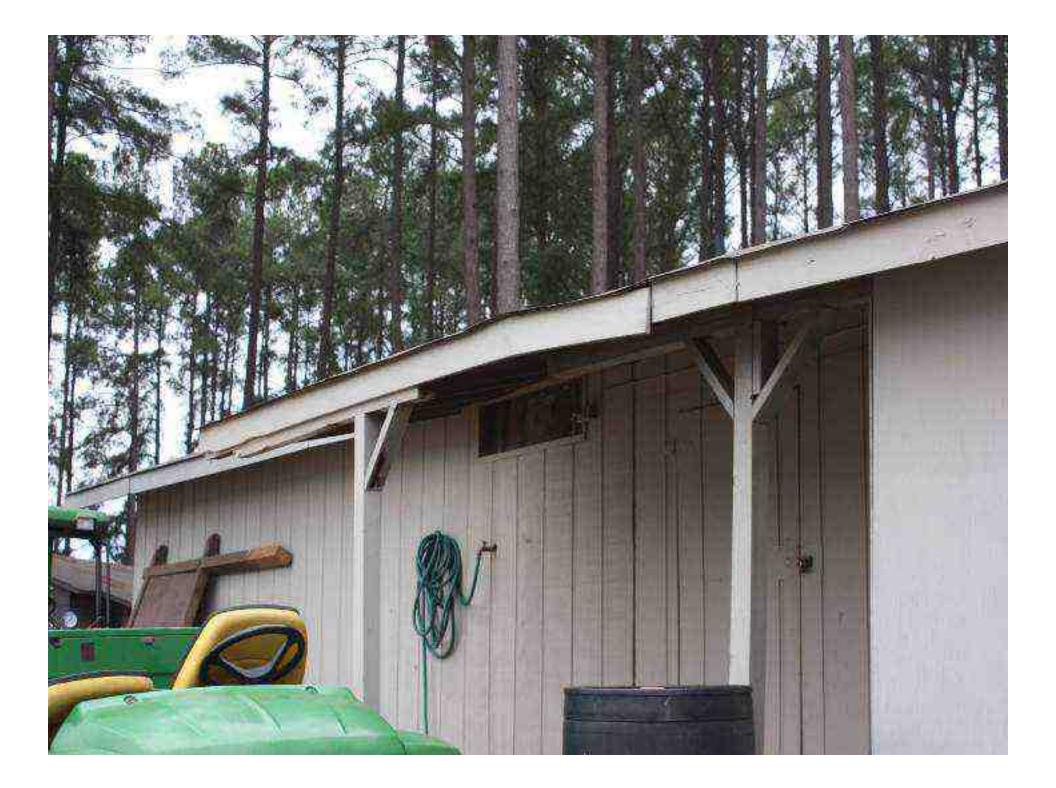


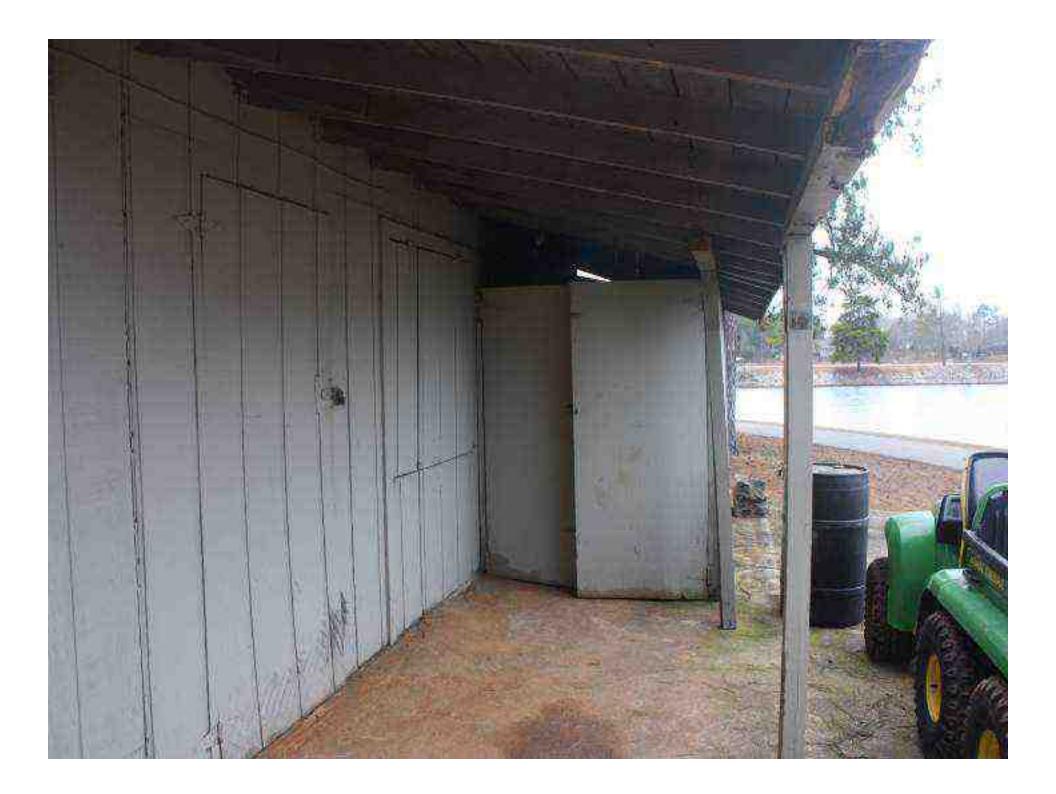








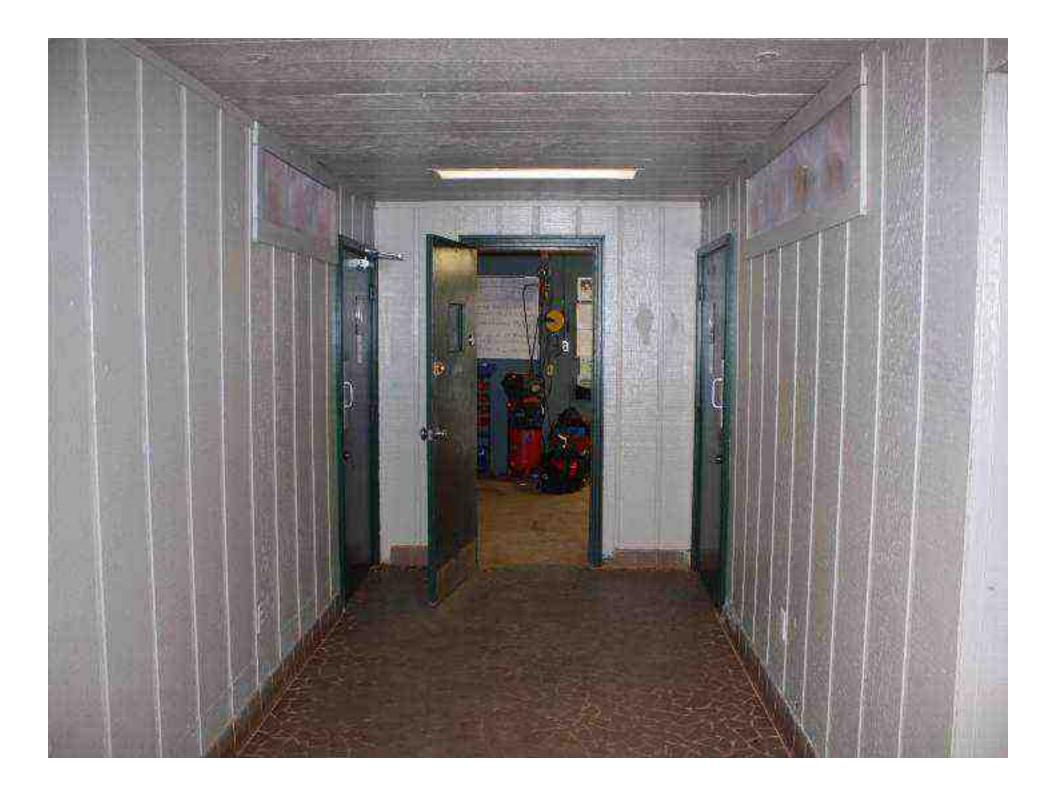






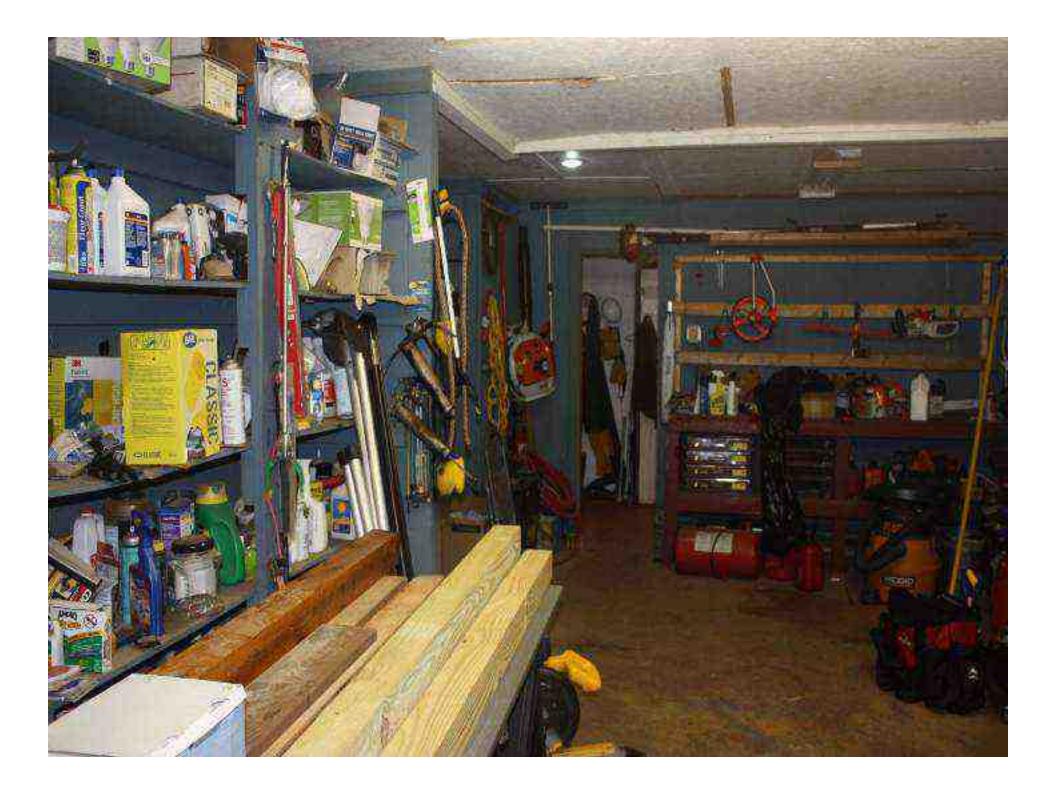


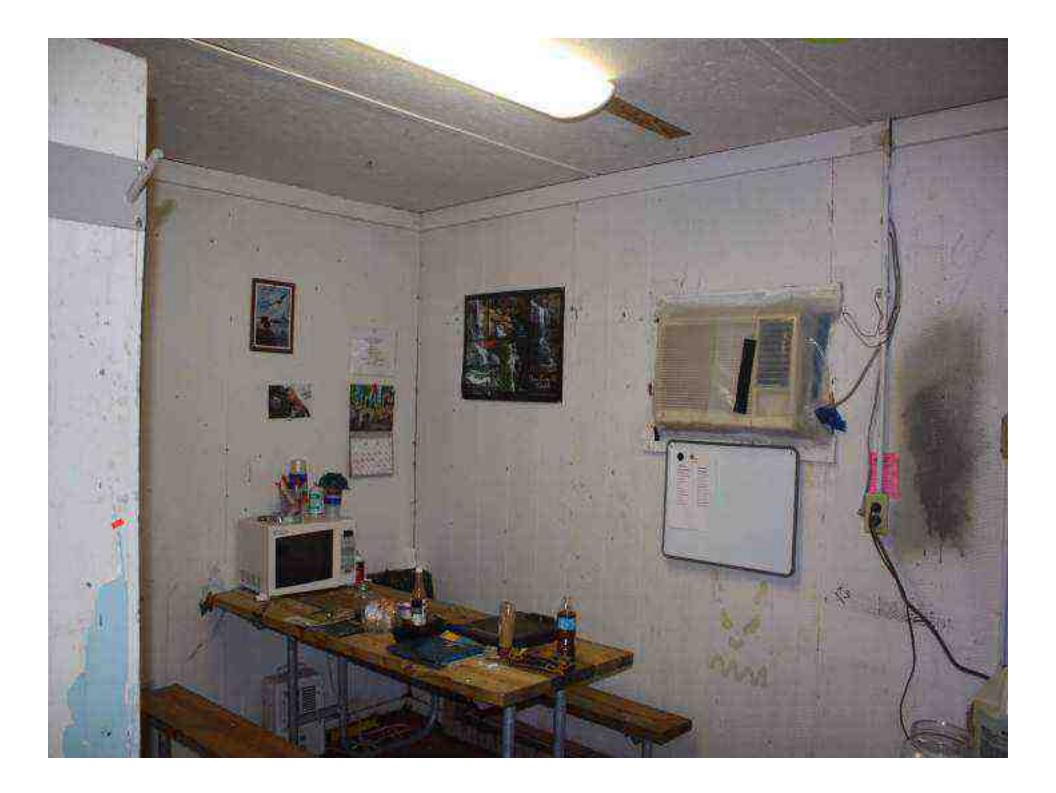


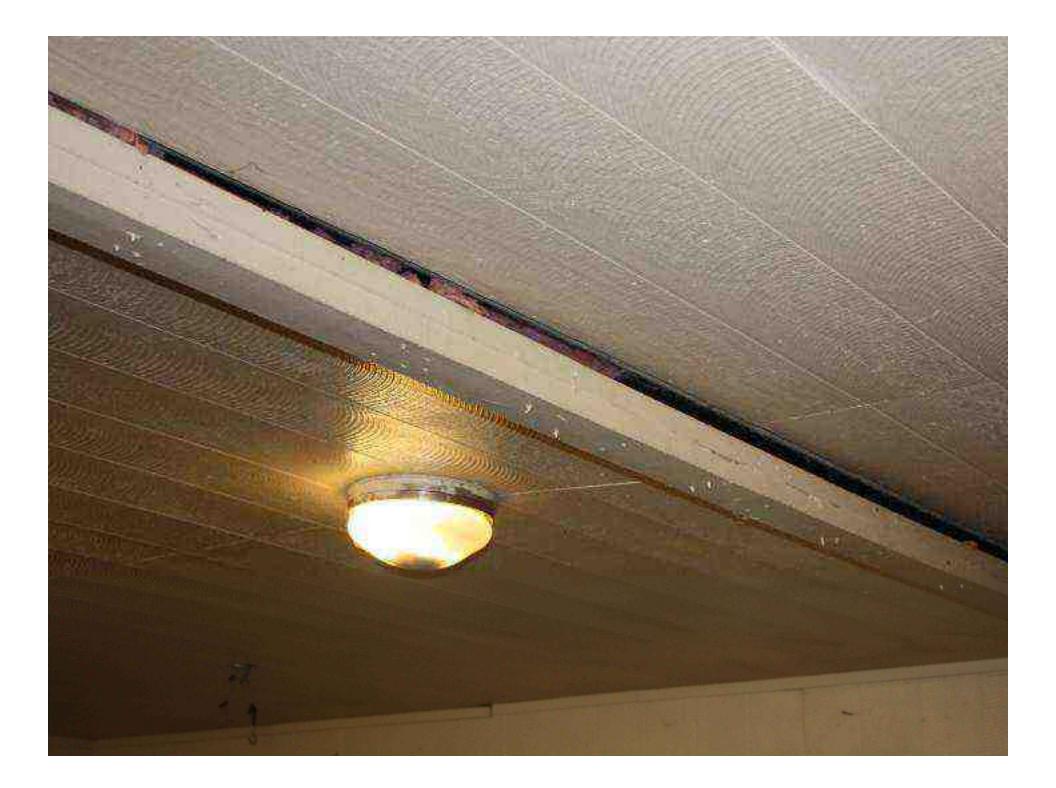


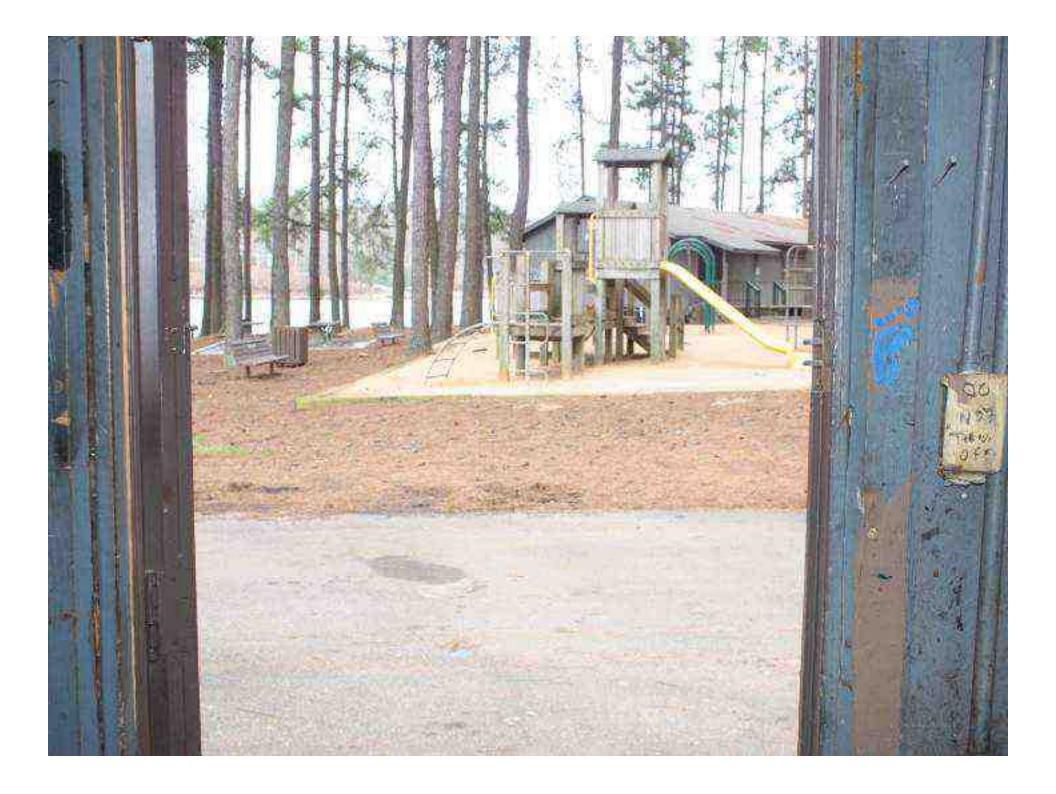




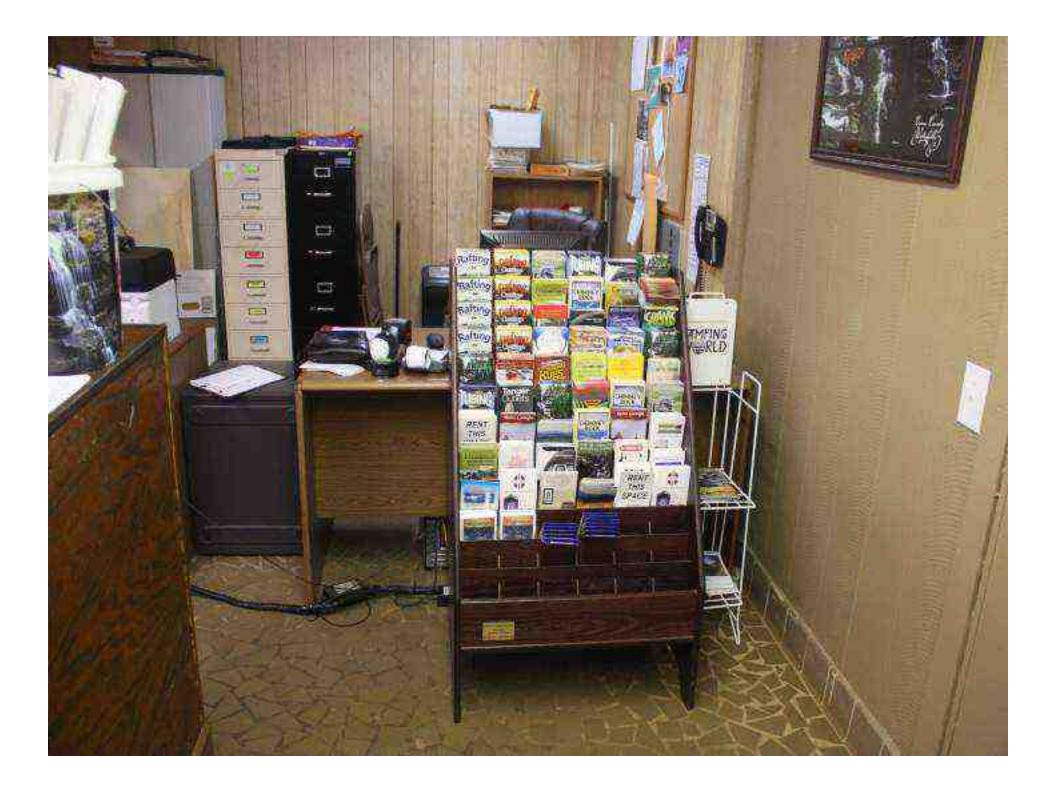




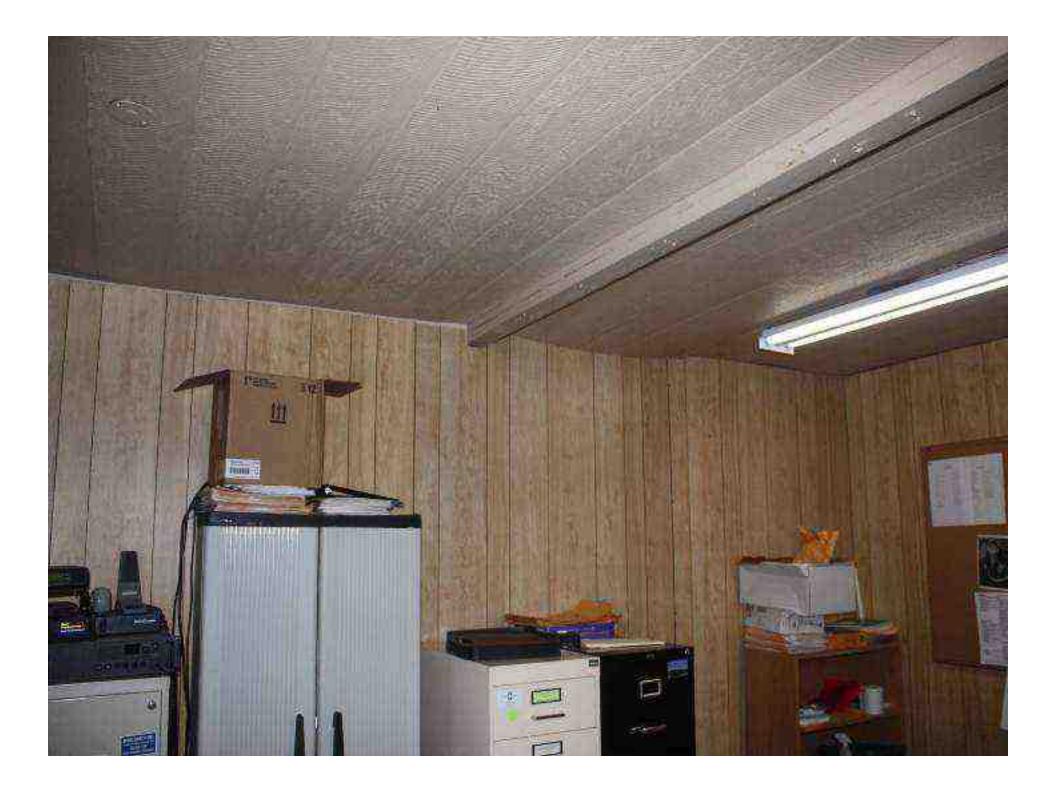


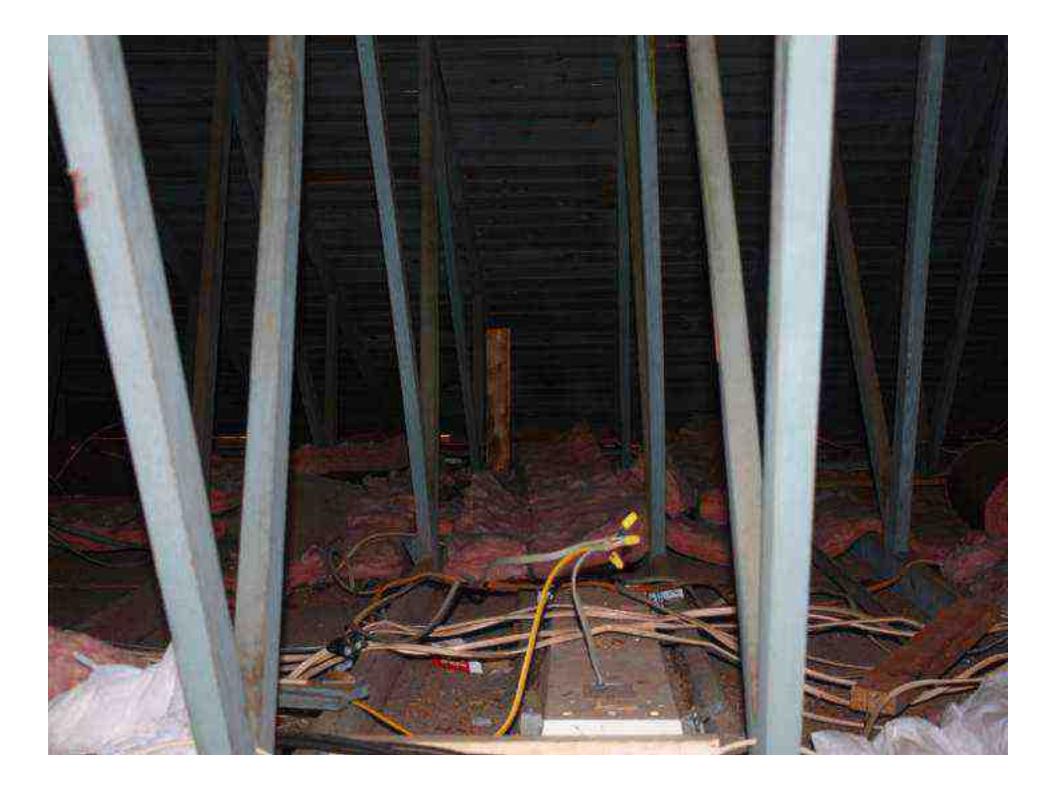


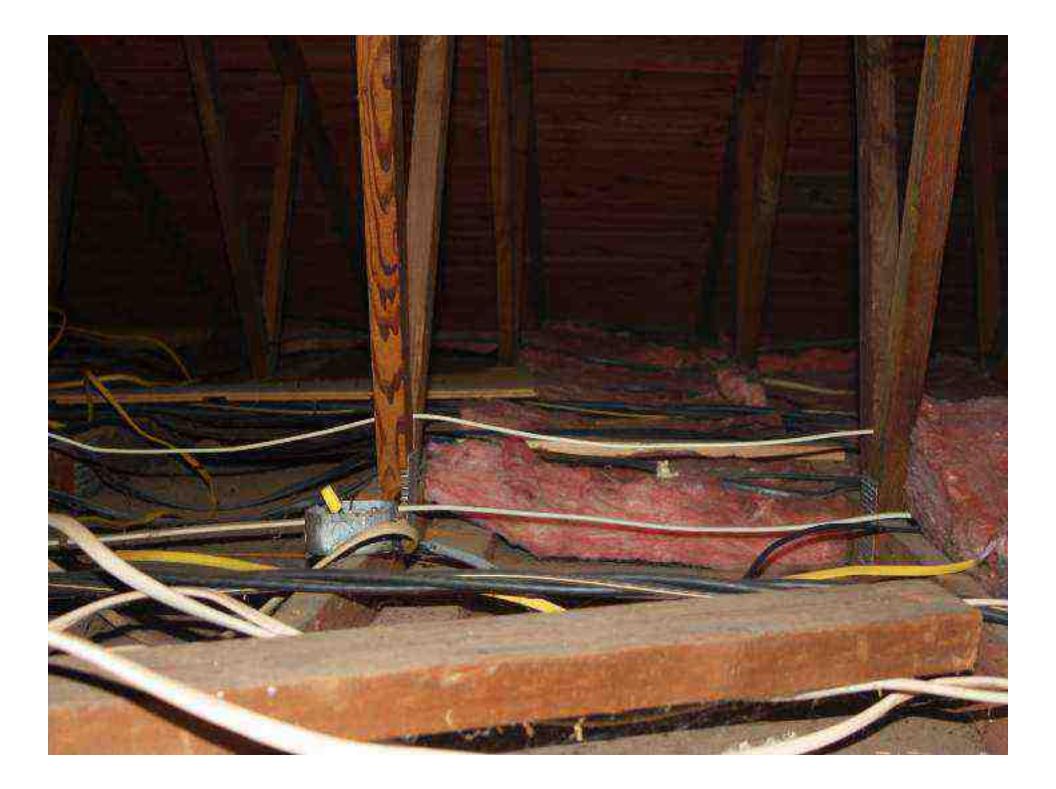


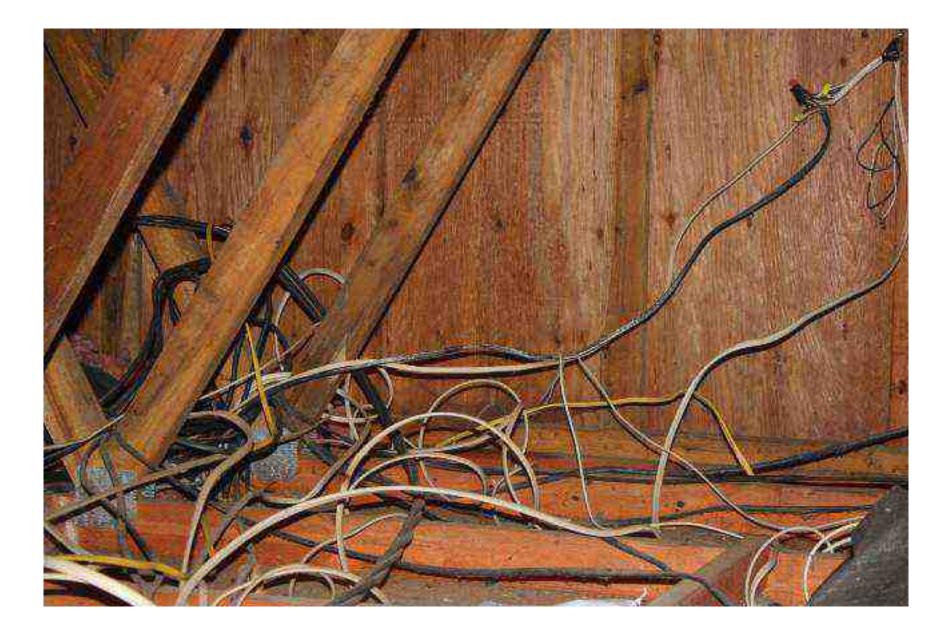


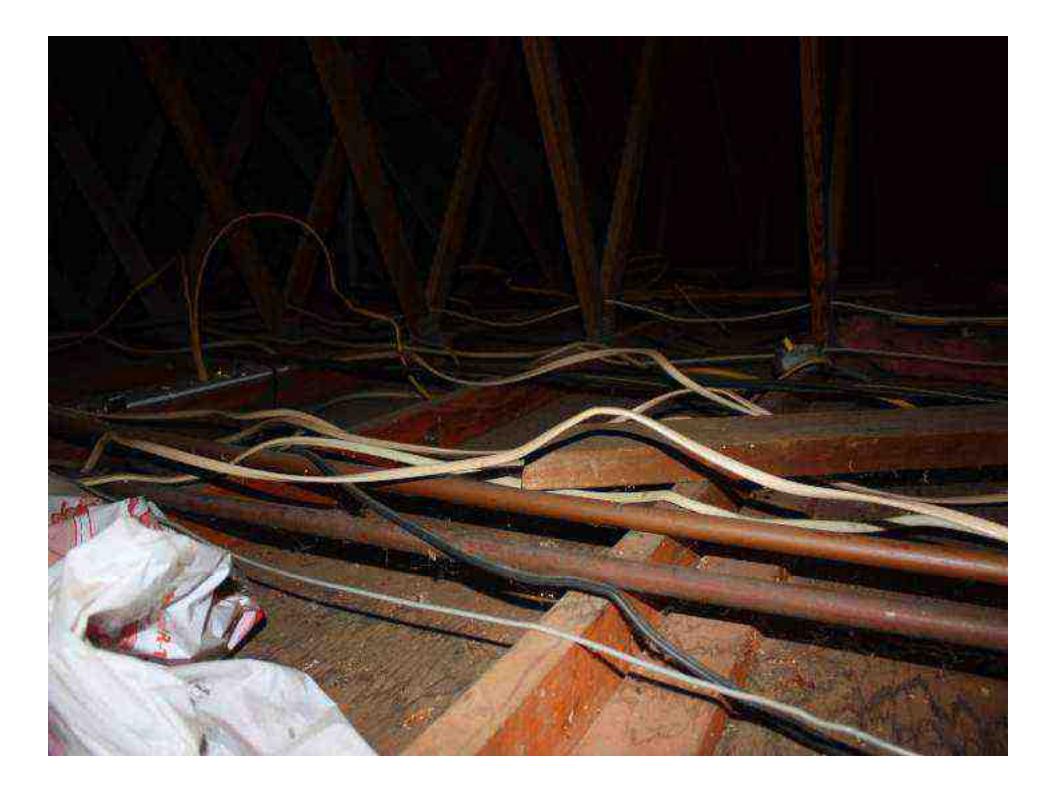












Park Improvement Initiative

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Proposal

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- New office complex/restrooms
- New Playground
- Service vs. Attraction
- Duke Approval

Oconee County Tourism

- \$51 Million Dollar Annual Economic Impact
- Today's visitor to Oconee County
 - Rest and Relaxation
 - Outdoor Adventure
 - 60% overnight trips/40% daytrips
 - 60% of overnight stays are Campgrounds
 - Top 4 most popular activities for visitors
 - Swimming/Hiking/Nature attraction/Camping

65% traveling with smartphone or tablet





QUESTIONS?



Oconee County, South Carolina

Capital Project Advisory Committee Project Criteria Questionnaire

Project Name/Description: PRT OFFICE

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The purpose of this document is to assist the Capital Project Advisory Committee (CPAC) in understanding and scoring proposed capital projects. The questions are based on issues evaluated by CPAC, and attempt to establish an overview of the scope of the project.

Instructions: Answer each of the major questions (*In bold Italics*) listed in the 7 criteria categories below: All major questions must be answered with either 'yes', 'no', or 'n/a' if not applicable. For any major question answered 'yes', provide the supporting information requested in a *complete* and *easy to* understand nerrative that addresses each of the related detailed questions. Use as much space as is needed. Copies of any *available* documentation (engineering estimates, quotes, plan summaries, etc.) should be submitted as necessary.

Criteria 1: Public Health, Safety and Mandates

1. Does the proposed project directly address a health and/or safety need?

Yes 🖾 No 🗌 N/A 🗌

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What is the need most directly addressed by the proposed project, and how will it address the issue?
- b. Are there other possible alternatives to proposed project?
- c. Have other solutions been proposed/attempted?
- d. What secondary benefits to health and safety will result from the proposed project?

- a. The process of building a new office is part of a phased approach to 1) Move the park maintenance operations from away from the public space and 2) Re-locate the PRT Admin office to South Cove. The existing PRT Admin office is at High Falls which is not an efficient location for the public or PRT staff. The existing South Cove office building is 40 years old and was originally built as an open air shelter that housed picnic tables, lifeguard stand and game room. The space has been retro-fitted over the years to now house the park maintenance operations and the park office. The main safety issue is dealt with in phase one of this proposal which is being proposed through the general fund budget process. This issue is to get the maintenance operations away from the public beach/playground space. During peak time, the staff operates vehicles, machinery, tractors, lawnmowers, small engine tools, etc. within the same space that the public recreates and within 10 feet of the main playground.
- b. Possible alternatives to building a new building are to try and remodel the existing structure to a new attractive office space. I've met with Lake Julian to look at this option and our opinions are that the savings of trying to remodel the existing structure are not significant and will not meet the goal of having a competitive and attractive space. Tourism brings in over \$50 million annually and the camping industry is a major player in our visitor demographics. Our recent visitor profile analysis confirmed that today's visitors are coming to Oconee for water recreation, hiking, visiting a nature attraction and camping. Our goal is to continue being a competitive recreation provider that attracts new and return visitors to this attraction.
- 2. Does the proposed project address a federal/state mandate? Yes 🗌 No 🔀 N/A 🗌

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What agency is mandating the project (note specific section of law/regulation)?
- b. Has the County Attorney reviewed the issue?
- c. Are there other possible alternatives to the proposed project?
- d. Is there a deadline to meet the mandate, and is this a recurring requirement? If so, what is the anticipated length of time the proposed project will remain in compliance?

Criteria 2: Goals Established in Adopted Plans

3. Does the proposed project help to implement goals established in the Comprehensive Plan? Yes 🔀 No 🗌 N/A 🛄

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What goal/objective/strategy(s) will be addressed by the proposed project?
- b. What timeline was adopted for implementation?
- c. Who was the agency listed as the responsible party in the plan?

Click on gray area to insert response -box will expand as needed:

- A. The proposed project is consistent with the following goals/objectives of the Comprehensive Plan:
 - a. <u>Goal 2</u>-Identify, develop and utilize all tools and funding sources necessary to meet the present and future economic development needs of Oconee County; <u>Objective 5</u>-Create and/or update plans for specific priorities; <u>Strategy 4-</u> Evaluate, amend and implement recreation plans, as necessary.
 - b. <u>Goal 5</u>-Expand appreciation for the arts, cultural heritage, significant natural features, and historic treasures in a manner that both enhances our lifestyle and promotes sustainable economic prosperity; <u>Objective 2</u>-Conserve and protect features of significant local, regional and national interest, such as scenic highways, state parks, and historic sites and expand efforts to promote them for tourism; <u>Strategy 8</u>-Review and update adopted regulations as needed to ensure all cultural, historical and natural resources receive the protection necessary to remain a viable component of our lifestyle, as well as playing a role in an expanding tourism economic sector.
 - c. <u>Natural Resource Objectives for the future (3)</u>-Manage natural assets in a manner that ensures the resources continue to enhance Oconee County's lifestyle and provide increased economic opportunities.

There is no defined timeline for this project at this point. Any improvements or significant changes to the structure(s) will require the approval of Duke Energy as this property is owned by Duke Energy and all changes are subject to Federal Energy Regulatory Commission (FERC) approval process.

4. Is the proposed project consistent with adopted strategic plans? Yes ⋈ No □ N/A □

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What strategic plans reference the proposed project (note any timelines, responsible parties, etc.)?
- b. What agency sponsored the strategic plan?
- c. How was the plan developed?
- d. Has the plan been adopted/endorsed by County Council?

Click on gray area to insert response -box will expand as needed:

- a. Oconee County Tourism Action Plan-completed and adopted by County Council July 20, 2010.
- b. Oconee County Parks, Recreation & Tourism and Mountain Lakes CVB utilized a matching grant from the South Carolina National Heritage Corridor to complete the Tourism Action Plan.
- c. Clemson University prepared the plan through key stakeholder meetings, SWOT analysis of existing tourism assets and potential sites and economic benefits of tourism product development!
- d. Yes, July 20, 2010
- 5. Does the proposed project implement the recommendations of a previous study?
 Yes □ No N/A □

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What agency sponsored the study (note the source of any funding)?
- b. What was the purpose of the study, and when was it performed?
- c. What factors considered in the study have changed since the work was done?
- d. Have the results of the study been presented to County Council?

6. Has the proposed project been consistently included in previous Capital Improvement Plans? Yes 🔀 No 🗌 N/A 🗌

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. When was the project first proposed?
- b. What was the original proposed date of construction/acquisition/implementation?
- c. Has any other agency also included the proposed project (or significant portion of) on their capital improvement plan?

Click on gray area to insert response -box will expand as needed:

Phase 1 of the project has been proposed in past years and part of the five year capital plan. No specific dates were set for completion.

Criteria 3: Economic Development

Will the proposed project result in the creation of (or retention of) jobs?
 Yes ⋈ No □ N/A □

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. How many jobs will be created?
- b. How many jobs will be retained that would otherwise be lost without the proposed project?
- c. What types of jobs?
- d. What is that anticipated pay range of the jobs?
- e. Are there other known job-related benefits associated with the proposed project?

Click on gray area to insert response -box will expand as needed:

South Cove currently has four full time positions and seasonally up to 10 additional part time staff.

8. Will the proposed project facilitate development that directly enhances revenues through taxes or fees?

Yes 🛛 No 🗌 N/A 🗌

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What sources of increased revenues (taxes, fees, etc.) are anticipated to stem from the proposed project?
- b. What is the anticipated annual impact on each revenue source?
- c. Are there other possible enhancements to revenues that may be associated with the proposed project?

Click on gray area to insert response -box will expand as needed:

This project is part of the park improvement initiative to bring our parks up to attractable standards that will increase tourism. At South Cove specifically, that plan includes a new restroom already completed, re-built campsites already completed, a new launch area completed by Duke Energy, new maintenance building proposed in the budget process, new office, new playground, new fishing tournament venue and upgraded picnic facilities.

9. Will the proposed project enhance the County's image, thereby attracting potential investors? Yes 🔀 No 🗍 N/A 🗍

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. How will the proposed project be viewed by the 'average' citizen?
- b. How 'visible' will the proposed project (or its benefits) be?
- c. What type(s) of, and how much, private investment is the proposed project anticipated to attract?
- d. What level and type of promoting will be necessary to achieve the proposed project's maximum potential in attracting investment?

Click on gray area to insert response -box will expand as needed:

South Cove is a major attraction for not only the tourist, but also our citizens for lake recreation, camping and family outings. These improvements will increase our attractiveness to both locals and visitors to visit this park. Tourism is economic development and our attractions are key points to the value and quality of Oconee County being a key Economic Dev.site.

The marketing plan is assessed annually and research driven as to how we work to attract return and new park patrons.

10. Will the proposed project help prevent the loss of jobs and/or revenue (other than any discussed above in this section) from Oconee County?

Yes 🗌 No 🔀 N/A 🗌

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What types of jobs/revenue are subject to loss without the proposed project?
- b. Has a project similar to the one proposed been completed in the county/jurisdiction to which the jobs/revenue will potentially be lost? If so, describe.
- c. Are there known alternatives to the proposed project that may effectively save the jobs/revenue?

Criteria 4: Capital Fiscal Impact

11. Will proposed project have a positive impact on the General Fund budget? Yes 🛛 No 🗍 N/A 🗍

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. How will the proposed project enhance revenues?
- b. What is the anticipated annual impact to the General Fund budget?
- c. What is the anticipated cost of delaying construction/acquisition of the proposed project?

Click on gray area to insert response -box will expand as needed:

A new facility will be more efficient not only in operations but also in service that is hard to put a dollar amount to.

Will the proposed project facilitate acquisition of grants and/or other outside funding?
 Yes ⋈ No □ N/A □

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What types of grants and/or other outside funding sources are expected to be made available by construction/acquisition of the proposed project?
- b. Have other jurisdictions successfully leveraged such funds with similar projects? If so, provide a brief overview.

Click on gray area to insert response -box will expand as needed:

It is possible. Currently grant funding is very limited, but grant revenue will be researched as part of the process.

13. Will the project be economically sustainable?

Yes 🗌 No 🛛 N/A 🗌

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What resources (staffing, maintenance, upgrades, etc.) are anticipated to be required to operate and maintain the proposed project?
- b. How will the proposed project offset the cost of operation and maintenance?

c. Are there additional potential sources of economic benefit available?

Click on gray area to insert response -box will expand as needed:

South Cove as a park operates at about 60-65%. Park improvements are intended to increase revenue closing that gap to the amount of supplemental funds necessary to operate.

14. Is the proposed project supported by available or previously designated funding? Yes 🗌 No 🖾 N/A 🗌

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What funding sources are designated for the proposed project?
- b. If the construction/acquisition of the proposed project is to be phased or otherwise completed over a period of 2 or more fiscal years, are the designated funds available for each fiscal year?

Click on gray area to insert response -box will expand as needed:

15. Will construction/acquisition of the proposed project now result in significant savings or economies of scale?

Yes 🗌 No 🖾 N/A 🗌

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What are the anticipated costs to delaying the project?
- b. Are there factors other than inflation that may result in additional costs?

Criteria 5: Operation and Maintenance Fiscal Impact

16. Will the proposed project have a positive impact on operation and maintenance budgets?
 Yes □ No ○ N/A □

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What is the anticipated annual cost to operate and maintain the proposed project?
- b. What existing asset is to be replaced or modified by the proposed capital project? Include annual cost to operate and maintain, and note expected savings.

Click on gray area to insert response -box will expand as needed:

Operations cost may increase slightly, but efficiency of overall operations in my opinion outweigh that small increase in operational cost.

17. Will the proposed project improve the efficiency of existing operations? Yes ⊠ No □ N/A □

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What existing services will be impacted by the proposed project?
- b. In what way will the proposed project improve existing services?
- c. Are there options to the proposed project to gain similar improvements in efficiency?

Click on gray area to insert response -box will expand as needed:

PRT Admin services will be re-located to a more central location within the County and provide a more efficient operation for both the park and PRT Admin. The relocation will also allow the High Falls park office to expand to the space currently occupied by PRT Admin and separate the office from the public store/space.

18. Is the proposed project considered 'low-maintenance'? Yes ⊠ No □ N/A □

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. If the proposed project is the construction/acquisition of a replacement or improvement of an existing asset, how will it compare to current requirements?
- b. What are the key features related to ensuring the proposed project will require little maintenance?
- c. Are there warranties or guarantees associated with the proposed project?

Click on gray area to insert response -box will expand as needed:

New facility will be built to be long term and low maintenance.

19. Will the proposed project require additional resources (staff, funding, etc.) to support its operation?

Yes 🔀	No 🗌	N/A 🗌
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If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What additional resources will be required?
- b. Can some resources be 'shared' with other assets?
- c. Are there options available that will limit need for additional resources?

Click on gray area to insert response -box will expand as needed:

This will be a larger office to house both the South Cove office and PRT Admin so I anticipate a slight increase in operations, but I also expect the park improvement initiative to increase revenues.

20. Are there any existing assets which will be rendered obsolete/surplus or otherwise unneeded by the proposed project?

Yes 🛛 No 🗌 N/A 🗌

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What assets will be rendered obsolete/surplus or otherwise unneeded by the proposed project?
- b. How functional are the assets in their current condition?
- c. What are the potential uses for the assets?
- d. What is the estimated costs to recondition/upgrade the assets for these identified potential uses? How much to demolish?

The existing structure will be removed to make room for the new facility. The existing small pole barn will also be removed to make room for the maintenance building.

Criteria 6: Impact on Service Levels

21. Will proposed project bring service up to desired level? Yes ⊠ No □ N/A □

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What is the desired level of service?
- b. Was the target service level determined through a formal study? If not, what is determination based on?

Click on gray area to insert response -box will expand as needed:

It is our goal to be a competitive player in the destination market for visitors to our region. The park improvement initiative is designed. The target service is market based on where we need to be to be a competitive player for visitors and park usage.

22. Will the proposed project improve levels of service provided by more than one asset or function?

Yes 🛛 No 🗌 N/A 🗌

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What other asset or function will be enhanced by the proposed project?
- b. How will levels of service be enhanced?

Click on gray area to insert response -box will expand as needed:

Park maintenance operations will drastically improve due to a change in location. This will also increase the desire of public space.

Criteria 7: Relationship to Other Projects/Coordination

23. Does the proposed project coordinate well with other ongoing or planned projects? Yes 🔀 No 🛄 N/A 🗍

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What other projects may be impacted by the decision to construct/acquire the proposed project at this time?
- b. Are there any special concerns that need to be addressed to ensure the development of the proposed project does not negatively impact other projects?

Click on gray area to insert response -box will expand as needed:

Oconee County has been committed to tourism and tourism product development in the past 7 years and our efforts are paying dividends in the amount of visitor spending. We have seen the visitor spending increase by over \$8 million annually over the last 7 years.

24. Can the project be effectively coordinated with other projects in the same area? Yes ⊠ No □ N/A □

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What other capital projects are being constructed/acquired in the same area?
- b. What are the steps necessary to ensure the proposed project does not negatively impact (or are negatively impacted by) other projects?

Click on gray area to insert response -box will expand as needed:

Maintenance building

25. Does the proposed project address needs or otherwise benefit other jurisdictions? Yes ∑ No N/A □

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What jurisdiction(s) will benefit from the proposed project?
- b. What are the potential benefits?
- c. Is there a potential for partnership with the jurisdiction?

Click on gray area to insert response -box will expand as needed:

This project also increases the efficiency and safety of the office set up and financial accountability at High Falls by allowing the High Falls office to move into the space currently used by PRT Admin

26. Is the project timely or subject to a window of opportunity? Yes □ No X N/A □

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What is the timeframe for constructing/acquiring the proposed project?
- b. What are the potential negative impacts of delaying the project?
- c. Can construction/acquisition of the proposed project be phased or otherwise accomplished over multiple years?

Click on gray area to insert response -box will expand as needed:

27. Will the project create any disruption or inconvenience to the public?
 Yes X No N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What are the potential sources of disruption or inconvenience to the public?
- b. What steps can be taken to mitigate the problems?

Click on gray area to insert response -box will expand as needed:

There will need to be a temporary office set up during construction. This can be handled through a variety of ways and will not be a problem.

28. Is the proposed project the best use of the funding available for its category of project?
Yes X No X N/A X

If the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. Are there other similar projects proposed (or expected to be proposed in the near future)?
- b. Why is the proposed project the best use of the funds?

Click on gray area to insert response -box will expand as needed:

This project will increase the competitiveness of this attraction resulting in increased revenue.





Oconee County, South Carolina Capital Project Advisory Committee Project Scoring Sheet FINAL SUMMARY SHEET

Sponsor:	PRT / Office Mo					
Date Submitted:	3/6/2013		Date Scored Validated		67.6	
	Public Health, Safety, and Mandates 30%	Goals Established in Adopted Plans 20%	Economic Development 10%	Budgetary Impact 20%	Impact on Service Levels and Relationship to Other Projects 20%	
County Council Rep	13.0	37.0	28.0	43.0	53.0	
County Administrator	11.0	22.0	28.0	52.0	65.0	
Infrastructure Adv. Rep	11.0	35.0	24.0	38.0	59.0	
At-Large I (JA)	18.0	35.0	24.0	47.0	61.0	
At-Large 2 (DM)	15.0	22.0	27.0	53.0	60.0	
Total Score	68.0	151.0	131.0	239:0	298.0	
Average Score	13.6	30.2	26,2	47.8	59.6	

Group Score Calcualation				
Criteria	Number of Considerations	Weighted Score		
Public Health, Safety, and Mandates	ž	20.4		
Goals Established in Adopted Plans	4	15.4		
Economic Development	4	6.6		
Budgetary Impact	9	10.6		
Impact on Service Levels and Relationship to Other Projects	8	14.9		
Total Project Score (Out of Possible 100)		67.6		

Oconee County Capital Project Advisory Committee

Oconee County Administrative Offices 415 South Pine Street Walhalla, SC 29691 www.oconeesc.com

Phone: 864 718 1023 Fax: 864 718 1024

E-mail: <u>bhulse@oconeesc.com</u>

Mr. Paul Corbeil Chairman

Mr. Randy Abbott, Jr. Mr. Art Holbrooks Mr, Lake Julian Ms. Gwen McPhail Mr. David Mead Mr. Scott Moulder Mr. Mark Pullium Mr. Bob Winchester



MEMORANDUM

TO:	Mr. David Lyle, Chairman Oconee County Planning Commission
FROM:	Mr. Paul Corbeil, Chairman Capital Project Advisory Committee
DATE:	March 6, 2013

RE: Capital Project for Consideration for Funding Recommendation

Dear Chairman;

The Oconee County Capital Project Advisory Committee, in session duly assembled, Wednesday, March 6, 2013, reviewed and scored the project listed below. Mr. Phil Shirley, PRT Director, made a formal presentation and entertained questions at our at the same meeting.

I would ask that this project be added to your next review of capital projects for recommendation to the Council in the next fiscal year.

PRT OFFICE MOVE TO SOUTH COVE PARK

Enclosed please find all pertinent information related to this project to include:

- Project Criteria Questionnaire
- Any handouts and/or Presentations related to the project, and
- FINAL Summary Project Scoring Sheet

Thank you for consideration of this project.



Oconee County, South Carolina

Capital Project Advisory Committee Project Criteria Questionnaire

Project Name/Description:

Oconee County Libraries

The purpose of this document is to assist the Capital Project Advisory Committee (CPAC) in understanding and scoring proposed capital projects. The questions are based on issues evaluated by CPAC, and attempt to establish an overview of the scope of the project.

Instructions: Answer each of the major questions (in bold italics) listed in the 7 criteria categories below. All major questions must be answered with either 'yes', 'no', or 'n/a' if not applicable. For any major question answered 'yes', provide the supporting information requested in a complete and easy to understand narrative that addresses each of the related detailed questions. Use as much space as is needed. Copies of any available documentation (engineering estimates, quotes, plan summaries, etc.) should be submitted as necessary.

Criteria 1: Public Health, Safety and Mandates

- 1. Does the proposed project directly address a health and/or safety need?
 - Yes No X N/A
 - If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:
 - a. What is the need most directly addressed by the proposed project, and how will it address the issue?
 - Are there other possible alternatives to proposed project?
 - c. Have other solutions been proposed/attemoted?
 - d. What secondary benefits to health and safety will result from the proposed project?

Click on gray area to insert response -bax will expand as needed:

2. Does the proposed project address a federal/state mandate? Yes No X N/A

> If the answer is No or N/A, move on to the next question: If the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What agency is mendaling the project (note specific section of law/regulation)?
- b. Has the County Attorney reviewed the issue?
- c. Are there other possible alternatives to the proposed project?
- d. Is there a deadline to meet the mandate, and is this a recurring requirement? If so, what is the anticipated length of time the proposed project will remain in compliance?

Criteria 2: Goals Established in Adopted Plans

Does the proposed project help to implement goals established in the Comprehensive Plan?
 Yes X No X N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What goal/objective/strategy(s) will be addressed by the proposed project?
- b. What timeline was adopted for implementation?
- c. Who was the agency listed as the responsible party in the plan?

A. Gool#4 Objective 1. Strategy 4: Prioritize expansion and upgrades of libraries through the capital improvement plan and coordinate their location with evallable infrastructure and the location of schools.

Goal#5 Objective 1. Strategy 4: Support high audiity library facilities, programs, and services that enhance, enrich, entertain, and educate our diverse and growing population and present apportunities for life-long learning and the exchange of culture.

- B; Timeline: Ongoing
- C. Agencies responsible:

Goal 4: Library Baard, Planning Commission, County Cosacil

Goal 5: Library Board, County Council, School District of Oconee County

Is the proposed project consistent with adopted strategic plans?
 Yes X No N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- What strategic plans reference the proposed project (note any timelines, responsible parties, etc.)?
- b. What agency sponsored the strategic plan?
- c. How was the plan developed?
- d. Has the plan been adopted/endorsed by County Council?

 At County Council's Planning Retreat on February 7, 2013, The Library was listed as number 3 under Strategic Direction.

B. Oconee County Council

- C. Discussion at the Retreat
 - D. County Council's directive at the Retreat: "Develop and present plan for library system expansion to include funding sources,"
- 5. Does the proposed project implement the recommendations of a previous study?

Yes 🔀 No 🗌 N/A 🗌

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What agency sponsored the study (note the source of any funding)?
- b. What was the purpose of the study, and when was it performed?
- c. What factors considered in the study have changed since the work was done?
- d. Have the results of the study been presented to County Council?

Click on gray area to insert response -box will expond as needed:

- A. Oconee County engaged Providence Associates to update a Seneca Library study from 2002, with County funds providing finding for the study. B., The Seneca Library study update was performed in 2012. C. No factors have changed. D. The study was presented to County Council on August 14, 2012 by David Warren of Providence Associates.
- Has the proposed project been consistently included in previous Capital Improvement Plans? Yes ∑ No ○ N/A ○

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. When was the project first proposed?
- b. What was the original proposed date of construction/acquisition/implementation?

c. Has any other agency also included the proposed project (or significant portion of) on their capital improvement plan?

Click on gray area to insert response -box will expond as needed:

A. The Seneca Library project was first proposed in 2000. The other library projects have been proposed in subsequent years. B. The following Library projects are listed as Pending on the capital Improvement Project Listing: Seneca Branch, Renovate Interior of Walhalia Branch, Westminster Branch Expansion, and New 7,400 SF South County Branch. C. No other agency has included these projects on a capital improvement plan.

Oconee County Libraries

Criteria 3: Economic Development

 Will the proposed project result in the creation of (or retention of) Jobs? Yes No X N/A .

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. How many jobs will be created?
- b. How many jobs will be retained that would otherwise be lost without the proposed project?
- c. What types of jobs?
- d. What is that anticipated pay range of the jobs?
- e. Are there other known job-related benefits associated with the proposed project?

Click on gray area to insert response -box will expand as needed:

8. Will the proposed project facilitate development that directly enhances revenues through taxes or fees?

Yes 🗌 No 🔀 N/A 🗌

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What sources of increased revenues (taxes, fees, etc.) are anticipated to stem from the proposed project?
- b. What is the anticipated annual impact on each revenue source?
- c. Are there other possible enhancements to revenues that may be associated with the proposed project?

Click on gray area to insert response -box will expond us needed:

Will the proposed project enhance the County's image, thereby attracting potential investors?
 Yes X No N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the

- following information in the space indicated below. Be sure to address each question:
- a. How will the proposed project be viewed by the 'average' citizen?

Oconce County Libraries

- b. How 'Visible' will the proposed project (ar its benefits) be?
- c. What type(s) of, and how much, private investment is the proposed project anticipated to attract?
- .d. What level and type of promoting will be necessary to achieve the proposed project's maximum potential in attracting investment?

Click on gray area to insert response -box will expand as needed:

- A. The 'average' citizen will view the projects as overdue due to the age of all the library facilities. B. All the projects will be visible. C. Private investment in the proposed projects will be limited due to the fact that these facilities are public buildings. D. Not applicable.
- 10. Will the proposed project help prevent the loss of jobs and/or revenue (other than any discussed above in this section) from Ocanee County?

Yes No X N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What types of Jobs/revenue are subject to loss without the proposed project?
- b. Has a project similar to the one proposed been completed in the county/jurisdiction to which the jobs/revenue will potentially be lost? If so, describe.
- c. Are there known alternatives to the proposed project that may affectively save the jobs/revenue?

Criteria 4: Capital Fiscal Impact

11. Will proposed project have a positive impact on the General Fund budget?

Yes 🗌 No 🕅 N/A 🗌

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. How will the proposed project enhance revenues?
- b. What is the anticipated annual impact to the General Fund budget?
- c. What is the anticipated cost of delaying construction/acquisition of the proposed project?

Click on gray area to Insert response -box will expand as needed:

12. Will the proposed project facilitate acquisition of grants and/or other outside funding? Yes No X N/A

If the answer is No or N/A, move on to the next question; if the enswer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What types of grants and/or other outside funding sources are expected to be made available by construction/acquisition of the proposed project?
- Have other jurisdictions successfully leveraged such funds with similar projects? If so, provide a brief overview.

Click on gray area to insert response -box will expand as needed:

13. Will the project be economically sustainable?

Yes No N/A 🕅

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the spare indicated below. Be sure to address each question:

- a. What resources (staffing, maintenance, upgrades, etc.) are anticipated to be required to operate and maintain the proposed project?
- b. How will the proposed project offset the cost of operation and maintenance?
- c. Are there additional potential sources of economic benefit available?

14. Is the proposed project supported by available or previously designated funding? Yes 🗌 No 🔀 N/A 🗍

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What funding sources are designated for the proposed project?
- b. If the construction/acquisition of the proposed project is to be phased or otherwise completed over a period of 2 or more fiscal years, are the designated funds available for each fiscal year?

Click on gray area to insert response -box will expand as needed:

15. Will construction/acquisition of the proposed project now result in significant savings or economics of scale?

Yes 📄 No 🔀 N/A 🗌

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What are the anticipated costs to delaying the project?
- b. Are there factors other than inflation that may result in additional costs?

Click on gray area to insert response -box will expand as needed:

Criteria 5: Operation and Maintenance Fiscal Impact

 Will the proposed project have a positive impact on operation and maintenance budgets? Ves No X N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What is the anticipated annual cost to operate and maintain the proposed project?
- b. What existing asset is to be replaced or modified by the proposed capital project? Include annual cost to operate and maintain, and note expected savings.

Click on gray area to insert response -box will expand as needed:

17. Will the proposed project improve the efficiency of existing operations? Yes 🔀 No 🗌 N/A 🗌

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What existing services will be impacted by the proposed project?
- b. In what way will the proposed project improve existing services?
- c. Are there options to the proposed project to gain similar improvements in efficiency?

Click on gray area to insert response -bax will expand as needed:

A. The number of public computers and meeting and study rooms will be increased. B. A computer lab will provide improved instructional capabilities for the staff to instruct the public. No library in the system currently has a training lab. C. No options to gain similar improvements in efficiency exist.

18. Is the proposed project considered 'low-maintenance'? Yes No X N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

Oconee County Libraries.

- a. If the proposed project is the construction/acquisition of a replacement or improvement of an existing asset, how will it compare to current requirements?
- b. What are the key features related to ensuring the proposed project will require little maintenance?
- C. Are littere warranties or guarantees associated with the proposed project?

Click on gray area to insert response -bax will expand as needed:

19. Will the proposed project require additional resources (staff, funding, etc.) to support its operation?

Yes 🕅 No 🗌 N/A 🗌

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What additional resources will be required?
- b. Can some resources be 'shared' with other assets?
- c. Are there options available that will limit need for additional resources?

Click on gray area to insert response -bax will expand as needed:

A. A larger Seneca Library will sequire additional funding for utilities and additional staff. A new South County branch will require additional funds for staff, utilities and library materials to stock the shelves of the facility. An enlarged Westminster Library will require additional funding for utilities. B. All library materials are currently shared via courier van between libraries. C. No options available that will limit the need for additional resources.

20. Are there any existing assets which will be rendered obsolete/surplus or otherwise unneeded by the proposed project?

Yes 🔀 No 🗌 N/A 🗌

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What assets will be rendered obsoleto/surplus or otherwise unneeded by the proposed project?
- b. Bow functional are the assets in their current condition?
- c. What are the potential uses for the assets?

d. What is the estimated costs to recondition/upgrade the assets for these identified potential uses? How much to demolish?

Click on gray area to insert response -bax will expand as needed:

A. The existing Seneca Library will be rendered surplus. B. The building's HVAC and lighting were upgraded by an Energy Grant two years ago, C. The City of Seneca has expressed interest in locating its Police department on this site, possibly using the existing building. D. Estmetes of the cost to recondition or demolish this building are not available.



Oconee County Libraries

Criteria 6: Impact on Service Levels

21. Will proposed project bring service up to desired level?

Yes 🔀 No 🗌 N/A 🗌

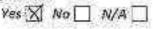
if the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What is the desired level of service?
- b. Was the target service level determined through a formal study? If not, what is determination based on?

Click on gray area to insert response -box will expand as needed:

A. Service levels are detailed in the State of South Carolina's Standards for South Carolina Public Libraries(revised 2012/2013), B. Target service levels were determined by a committee of librarians from the South Carolina State Library and public libraries in South Carolina. The new edition revised the 1998 edition of the Standards.

22. Will the proposed project improve levels of service provided by more than one asset or function?



If the answer is No or N/A, move on to the next question; If the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What other asset or function will be enhanced by the proposed project?
- 5. How will levels of service be enhanced?

Elick on gray area to insert response -box will expand as needed:

A. Training opportunities for staff of all Ocanee County departments will be enhanced by the availability of training labts) furnished with up-to-date computers and other technologies, which will be used for continuing education. B. Levels of service to other departments and to the public by Ocanes County staff will be improved by the instruction received in the training labs.

Criteria 7: Relationship to Other Projects/Coordination

23. Does the proposed project coordinate well with other angoing or planned projects? Yes 📈 No 🗍 N/A 🛄

If the enswer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What other projects may be impacted by the decision to construct/acquire the proposed project at this time?
- b. Are there any special concerns that need to be addressed to ensure the development of the proposed project does not negatively impact other projects?

Click on gray area to insert response -box will expond as needed:

4 Projects in the Fair Play area may be impacted by the decision to construct a new South County branch library. B: The location of the South County branch could be in the Golden Corner Commerce Park; a location should be reserved before all the land in the park is designated for other uses.

24. Can the project be effectively coordinated with other projects in the same area? Yes No X N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What other capital projects are being constructed/acquired in the same area?
- b. What are the steps necessary to ensure the proposed project does not negatively Impact (or are negatively impacted by) other projects?

Click on gray area to insert response -bax will expand as needed:

25. Does the proposed project address needs or otherwise benefit other jurisdictions? Yes 🕅 No 🗌 N/A

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

- a. What jurisdiction(s) will benefit from the proposed project?
- b. What are the potential benefits?

c. Is there a potential for partnership with the jurisdiction?

Click on gray area to insert response -box will expand as needed:

A. The City of Seneca will benefit from the Seneca Library project. The City of Westminster will benefit from the Westminster Library project. The town of Fair Play would benefit from the South County Branch Library project. B. Each of the jurisdictions will gain enhanced library services. C. There is a potential partnership with the City of Seneca with the new Seneca Library, depending on the location of the new facility.

26. Is the project timely or subject to a window of opportunity?

Yes 🔀 No 🗌 N/A 🗌

If the answer is No or N/A, move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question;

- a. What is the timeframe for constructing/acquiring the proposed project?
- b. What are the potential negative impacts of delaying the project?
- c. Can construction/acquisition of the proposed project be phased or otherwise accomplished over multiple years?

Click on gray area to insert response -box will expand as needed.

A. Seneca Library project in the next three years. Westminster Library project in the next four years. Walhalla Library project in the next five years. South County Branch Library project in the next five years. B. The library facilities in Oconce County are outdated and inadequate for 21st century service needs. Oconce County is falling farther and farther behind adjacent counties in the provision of library services to its residents because of our outdated buildings; delaying the projects will exacerbate the problem. C. Yes.

 Will the project create any disruption or inconvenience to the public? Yes X No N/A .

If the answer is No or N/A; move on to the next question; if the answer is Yes, provide the following information in the space indicated below. Be sure to address each question;

- a. What are the potential sources of disruption or inconvenience to the public?
- b. What steps can be taken to mitigate the problems?

Click on gray area to insert response -box will expand as needed;

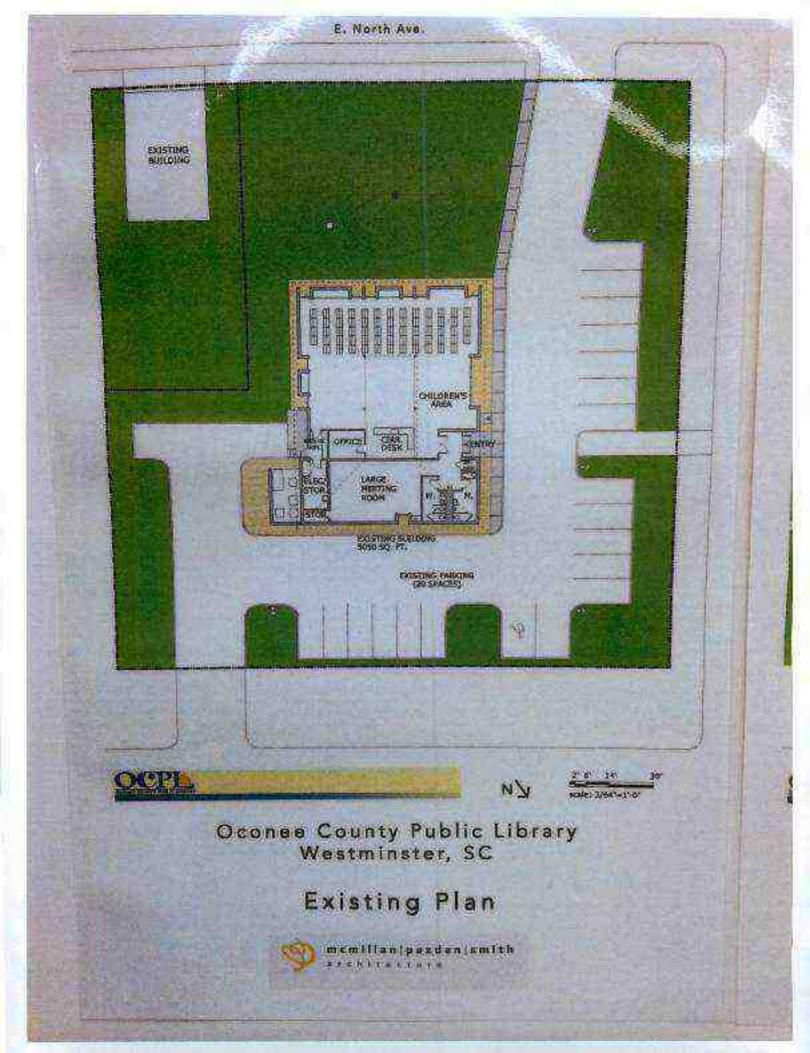
- A. Renovation of the Walhalla Library and the addition to the Westminster Library will result in closings of these facilities during construction. B., Staggering the construction process, which is envisioned in the schedule listed in Question 26 will mitigate the disruption: patrons will be directed to other libraries in the system as was done during the Energy Grant-funded updates to the Walhalla Library, the Westminster Library, and the Seneral Library two years ago.
- 28. Is the proposed project the best use of the funding available for its category of project? Yes 🔀 No 🗌 N/A 🗍

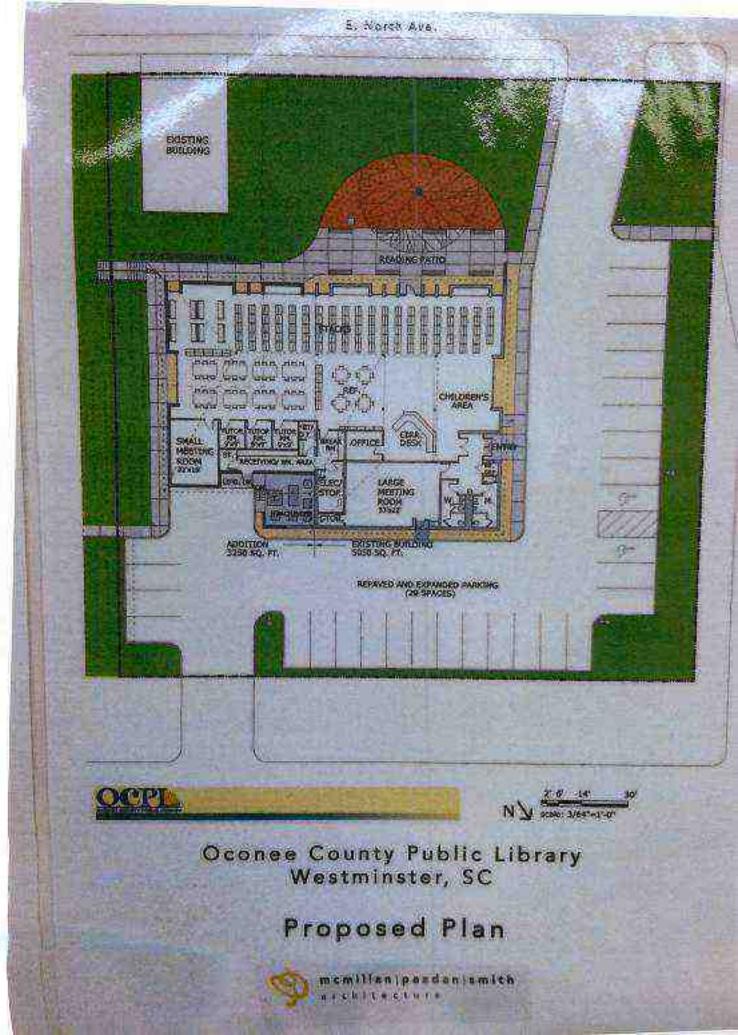
If the answer is Yes, provide the following information in the space indicated below. Be sure to address each question:

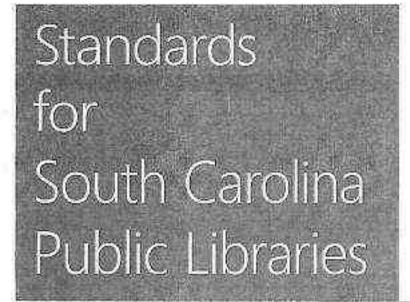
- a. Are there other similar projects proposed (or expected to be proposed in the near future)?
- b. Why is the proposed project the best use of the funds?

Click on gray area to insert response -box will exposed as needed;

A. There is some discussion of building a new Salem Library. The Salem branch library is housed in the Salem Town Hall in a 1,925 SF room. Due to its location inside the Town Hall, expansion is not an option. Although a new Salem Library is not listed in previous Capital Improvement Plans, it has been listed for several years in the Oconee County Public Library's annual listing of projects in the budget document submitted to the County. B. One totally inadequate building, Sences Library, is to be replaced with a larger, more modern facility. Two existing library facilities, the Westminster Library and the Walhalla Library, will be remodeled rather than being replaced by new facilities. One new library, the South County Branch Library, will be constructed in an area where rapid growth is anticipated due to investment in infrastructure by Oconee County and the private sector.







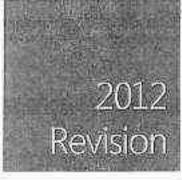




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INTRODUCTION

Background

Standards for South Carolina public libraries have been in place since the 1950's. Previous editions of the Standards were created by the South Carolina Library Association. A 1998 edition was the first set of Standards developed under the auspices of the South Carolina State Library. The 1998 edition was reviewed and rewritten by State Library staff to provide a less lengthy, more accessible format in late 2010.

Standards for South Carolina Public Libraries was seen essentially as a planning tool for use by public library decision makers. The objectives of the 1998 Standards – to provide a generally accepted means for assessing the quality and effectiveness of library services – remain unchanged in all subsequent editions. The need for a planning tool is ongoing, but in response to suggestions and feedback from librarians, a goal for the 2012 revision is to provide simpler language and clear quantifiable guidelines which will enable librarians to convey the standards to non-library decision makers.

Why are standards important?

Library systems develop and adhere to standards for a number of reasons. Chiefly, the public is best served through constant, and consistently articulated, adherence to a common set of principles which speak to the contributions that public libraries make to the lives of South Carolina citizens and the vitality of their communities. Standards establish benchmarks and identify ways of evaluating progress toward excellence in public institutions, including libraries.

Standards...

- ...assist libraries in short- and long-term planning.
- ...contribute to greater accountability in the use of public funds.
- ...communicate a shared vision of quality public libraries and library services.
- ...highlight strengths and weaknesses, and aid in the prioritization of services.
- ...provide a driving mechanism for local and state support of libraries.

There are no nationally-recognized standards for public libraries. The determination has been made within the library profession that libraries differ so greatly in size, budget, and the sheer variety of circumstances existing from region to region that a set of common standards is untenable. However, decision makers and financial administrators everywhere continue to ask for standards upon which to base decisions about facilities, staffing, and budgets. Each state has therefore developed its own set of standards to reflect statewide conditions, responding each in its own way to the purposes outlined above.

Statewide standards can likewise be seen as untenable because of the vast differences between small, underfunded rural libraries and large well-supported urban libraries. This difficulty has been largely skirted over the years by scaling the standards for different sizes of service population. Still, severe economic hardship is present in urban as well as under-populated rural areas. In the end, standards can provide just one facet of measurement to aid local decision making, while simultaneously positing a general set of goals for statewide library development.

Compliance and Reporting

While compliance with the statements found in *Standards for South Carolina Public Libraries* is voluntary, the State Library encourages public libraries to adhere to the Standards in assessing their performance and effectiveness. Constant appraisal of the library in terms of normal and above-the-norm factors enables library decision makers to see ongoing progress, and to identify areas for improvement.

The concept of the "user-centered library" remains a guiding principle in all planning for libraries and in all improvements and additions to library facilities and services. Striving to meet generally accepted standards strengthens, over time, the ability of libraries to meet the ever-changing needs of South Carolina library users. Collecting, considering, and gauging input from community members about their needs and preferences, as well as the adoption of measurable criteria for excellent service, allows libraries to engage in evidencebased planning and to present a picture of libraries grounded in realities rather than wishful thinking.

A key concept in the preceding paragraph is "ever-changing needs." The focus of efforts such as this one is on service to the community. These standards must be adopted in tandem with a clear picture of the local community, only gained through serious attention to community assessment, data gathering, and analysis. The library that has these tools in hand is prepared to move forward into the future.

In collaboration with public library leadership, the South Carolina State Library is developing a 'Public Library Report Card "based on the Standards and other factors through which libraries can measure their strengths and weaknesses. The Standards Advisory Committee was strongly in favor of the adoption of this kind of measurement tool to gauge libraries' growth and progress; the concept of the "report card" was constantly in view during discussion of the standards. Input on the design and intended use of the "report card" will be sought from all interested sources during the development process.

Methodology of this study

A committee of librarians representing various library service divisions was formed to study the existing Standards and recommend revisions. The State Library's Library Development Services staff moderated and participated in the discussions. The revision process was completed in about six months.

<u>Members of the Advisory Committee</u> included three public library directors: Lana Gardner, Cherokee County; Benjamin Hall, Williamsburg County; Włodek Zaryczny, Beaufort County, and six library staff members: Jill Cornwell, Greenville County; Mark Mancuso, Lexington County; Steve Sullivan, Richland County; Aubrey Carroll, Florence County; Amanda Holling, Charleston County; Jennie Beck, Aiken County. The State Library is grateful for the steadfast efforts of this committee, which was hardworking, creative, knowledgeable, and a genuine delight to work with.

Individual elements of the Standards were thoroughly discussed in the context of contemporary issues and realities. Standards for public libraries in other States were studied and considered, and in some cases adopted as appropriate for South Carolina.

Organization and Content of the Standards

There are no agreed-upon definitions of individual standards and no universal set of standards in American public libraries. Each state, and often each library community, is free to adopt its own evaluative criteria; however, statewide and nationwide standards provide benchmarks that can be helpful in striving to achieve the best possible library services in communities large and small. The elements included in *Core Standards for South Carolina Public Libraries* represent the most widely-adopted elements nationwide, selected for use in South Carolina after years of application and thoughtful professional discussion.

Some of the standards included in this document are "tiered" – that is, they present two levels of service: Essential service and "targeted" service. Providing a norm of basic criteria as well as a higher level to strive for recognizes that, as library size and resources vary, so guidelines should reflect this reality and offer flexibility. It is understood – but perhaps should be repeated often - that communities should strive for the highest standards possible for their libraries.

- "Essential" service is the basic library service that is needed and expected by public library users. Any library, regardless of size, should meet this level of service.
- "Target" services build upon essentials, moving the library forward in the quantity and quality of resources available for library users, and representing a goal toward which South Carolina libraries should strive.

Other guidance for public libraries is found in South Carolina legislation governing libraries and the provisions for State Aid, referenced throughout the Standards document.

South Carolina library standards are divided into five groupings:

- **Governance and Funding:** Standards that reflect organizational principles, management and accountability of library systems.
- **Staff:** Standards for education, training, skills, and numbers of library employees in relation to populations served.

- **Materials and collections:** Standards for the library's collection development policies.
- **Services:** Standards addressing the availability of library services to the community.
- **Facilities:** Standards for the size, safety, accessibility, and technology readiness of library buildings.

For questions about the Standards, contact Library Development Services, South Carolina State Library: <u>Ids@statelibrary.sc.gov</u>.

--Library Development Services, SCSL, June 2012

LIBRARY GOVERNANCE AND FUNDING

The standards in this section address the administrative measures South Carolina public libraries must take in order to ensure legal recognition and appropriate funding.

General Statement on Library Leadership:

To achieve excellence, a public library must have a director who plans, coordinates and communicates at the highest professional level. The director must have the complete confidence of the Library's Board of Trustees in administrative and personnel matters.

Excellent public libraries need excellent Trustees. Board members must have a high degree of commitment measured by willingness to donate time and effort to work on library issues. They should be able to develop good communication and a degree of influence with community leaders.

Functions and responsibilities of the Library Director and the Library Board are outlined in some detail in South Carolina legislation pertaining to the establishment of public libraries in the state: <u>South Carolina Statutes</u> (Code of Laws), TITLE 4. Counties, CHAPTER 9. County Government, SECTION 4-9-35. County public library systems; boards of trustees.

ESSENTIAL	TARGET
The Library Board is fully populated with Trustees serving within term limits.	Library budget includes funding for ongoing Library Board development. Trustees participate in professional statewide Library activities.
The Library has an active Friends of the Library support group.	The Library has a staff liaison on the Friend's Board.
The Library has written policies for (at a minimum) services, collection, personnel, patron behavior, patron/staff interactions, and operations. Policies are reviewed every five years.	Policies are reviewed every two years with staff input.

Library administrative staff is fully engaged in all facets of Library operations; understands and can provide and explain current budget status; provides reports and data periodically as required.	Library administrative staff encourages and provides leadership in seeking partnerships for the Library.
Library Board and Director actively pursue continuous strategic planning activity to ensure currency of the Library's mission and goals. A planning document is written for the Library. A new strategic plan is written every five years. Staff is included in the planning activity.	The local community is included in the Library's planning activity.
Library Board and Director have developed a financial plan, included within the overall Library planning document, based upon recent community analysis, economic and political factors.	Library has concrete plans for developing funds for long range large-dollar targets, such as additional or renovated facilities, bookmobile, etc.
County meets minimum statutory level of financial support for the Library (the annual Maintenance of Effort, i.e., local tax dollars committed to Library operations.)	The County consistently exceeds the required level for the annual Maintenance of Effort, and participates actively in seeking to increase funding for the Library through a number of channels in addition to tax dollars.
A full audit of the Library's finances is conducted annually.	

LIBRARY STAFF

South Carolina public libraries must provide a regular, paid, qualified staff including a properly certified library director who is responsible to a Library Board of Trustees. In general, library staff should be competent, friendly to the public, and service oriented. Staff should be aware of all library policies, and should be well trained in the practices and procedures required by their individual

positions.

ESSENTIAL	TARGET
.5 FTE library staff per 1000 population	.75 FTE library staff 1000 population
Library employs MLIS staff* (in addition to the Director) whose first responsibility is non-administrative, at .167 FTE per 1000 population.	
At least one MLIS staff is employed at each headquarters facility and at each branch.	
Each library facility will have the services of a dedicated on-site MLIS Children's Services Librarian for at least a portion of the hours the facility is open to the public.**	Each facility will have a dedicated MLIS Children's Services Librarian for all hours the facility is open.
Each library facility will have access to the services of a MLIS Teen Services Librarian (services not necessarily conducted on site.)**	
Has written personnel policies consistent with local, state and federal regulations.	

Has written job descriptions incorporating required levels of education and experience. Position descriptions for professional staff should incorporate the principles of ALA's Core Competencies for Library Staff.***	
Supports continuing education and staff development, beginning with an appropriate orientation and including customer service training, for all staff to ensure maintenance of core competencies and stay current with best practices.	CE program takes into consideration staff retention, succession planning, new developments in the field.
Supports staff development by allocating 1% of its annual gross personnel budget to CE.	2% of annual gross personnel budget
Conducts a formal performance evaluation of each staff member annually.	Annual evaluation is tied to professional growth, compensation, and improved library services.
Pays staff at a competitive rate.****	Salaries are geared to retention of high quality staff.
Strives to staff the library, either through hiring practices or staff training, to best serve the demographic makeup of the community.	
Library retains an institutional membership in standard professional organizations. Staff is encouraged to join professional organizations.	Library pays for staff memberships in professional organizations.

* "MLIS staff" means library staff who have attained a Masters Degree in Library and Information Studies from an ALA-accredited library school. State Law mandates a certain level of MLIS staff for * *Statutory Authority:* 1976 Code § 60-1-80; *SC Regulations*, 75-1. *Use of State Aid Funds*. [SC ADC 75-1]: "D. Any library receiving State Aid shall be legally established and administered by a legally appointed Board and shall ... (5) employ in professional and preprofessional positions librarians meeting the certification requirements of the South Carolina State Library and meeting the staffing standards consistent with the South Carolina Public Library Standards published by the South Carolina State Library."

**See also *Youth Services Guidelines for South Carolina Public Libraries, 2002* for additional guidance on staffing for children's and teen services.

*** ALA's Core Competences of Librarianship, approved and adopted as policy by the ALA Council, 2009. This document defines the basic knowledge to be possessed by all persons graduating from an ALA-accredited master's program in library and information studies.

****Refer to the *Survey of South Carolina Public Librarian Salaries, 2005*, available from the South Carolina State Library in print format or found online at http://www.statelibrary.sc.gov/docs/statistics/SalarySurvey2005.pdf

LIBRARY MATERIALS AND COLLECTIONS

South Carolina public libraries must provide a wide range of materials in a variety of formats and in sufficient quantities to meet the needs of all residents. These standards address the number and type of materials libraries should provide, and the technology equipment needed to access it.

ESSENTIAL	TARGET
15 to 20% of the library budget is allocated to purchase of materials, including electronic resources, as established by South Carolina law.	
The library offers a minimum number of cataloged print library materials per capita as identified in these Standards. ¹	
The library has a written, Board- approved collection development policy based on community needs. The policy includes criteria for materials selection and deselection, a process for reconsideration of materials, the library's collection specialties and purchase priorities, and guidelines for ongoing evaluation and maintenance. ²	
The library's collection reflects the diversity of the population served (in terms of age, ethnicity, gender, religious preference, reading interests, and other aspects of the population.)	
Library provides access to print materials in a variety of formats.	Library provides materials for special populations and/or provides specialized local collections

The library integrates new technology / electronic formats into its offerings (such as downloadable audio and e- books, web-based materials, and other formats as they are developed.)	
Public computers are allocated ³ and placed throughout the library system so as to meet local demand ⁴ during all hours the library is open to the public. Suggested placement: One public computer per 1000 population.	Public computers are available at three per 1000 population.
Library makes a photocopier available for the use of the public.	Library makes equipment such as fax machines, scanners, and assistive reading devices available.
The library provides interlibrary loan services to cardholders and to other libraries.	Library provides access to or membership in a consortial lending collection.

¹Library Collections – Print Items

Quality Level	Number of Print Items Per Capita ⁵		
	Population up to 39,999	Population 40,000 to 99,999	Population 100,000 and above
Essential	2	2	2
Target	5	4	4

² Weeding methods, such as CREW, are defined in the appendix.

³ Public computers are allocated with reference to factors such as available space, availability of broadband, appropriate furnishings, ability of the library to conduct regular maintenance, etc.

⁴"Demand" is defined as requests from the public and includes other factors such as education level of the community and computer ownership by residents.

⁵Includes only cataloged print materials as defined in the annual nationwide *Public Libraries Survey* conducted by the Institute of Museum and Library Services and the U.S. Census Bureau. The figure is calculated using the count

submitted by the library in the survey as "Total, Books/Serials/Volumes – Physical Print Format." Not included: Uncataloged paperbacks, periodical subscriptions, individual periodical issues, electronic materials (either physical such as DVDs or CDs, or downloadable such as eBooks.)

LIBRARY SERVICES AND COMMUNITY

The standard for open hours of service is one of the most important measures for South Carolina public libraries. At least one library facility* is open in each county and provides on-site access consistent with these standards (including at least 20 open hours during evenings* and weekends.)

Libraries should use the following table as a guide for determining the appropriate number of service hours for their facilities. The population referenced is that of the library system's service area, i.e. the county.

	Population	Population	Population	Population
	under	25,000-	50,000-	100,000 &
	25,000	49,999	99,999	Above
BASIC	40 hours per	48 hours per	58 hours per	68 hours per
	week	week	week	week
TARGET	48 hours per	54 hours per	62 hours per	70 hours per
	week	week	week	week

**Statutory Authority:* 1976 Code § 60-1-80; *SC Regulations*, 75-1. *Use of State Aid Funds.* [SC ADC 75-1]: "D. Any library receiving State Aid shall be legally established and administered by a legally appointed Board and shall ... (8) Provide at least one library in the system that is open and provides on-site access consistent with South Carolina Public Library Standards published by the South Carolina State Library."

Additionally, South Carolina public libraries strive to be active, contributing community members. Through outreach and active engagement in local events and activities, library staff can more accurately understand the makeup and characteristics of its service population, attract residents to the library, and target library services appropriately. The following standards address the efforts the library makes to participate fully in the community.

*Evening hours after 5:00 p.m.

ESSENTIAL	TARGET
The percent of the service area population that is registered for a library card is 30%.	50% to 75% of the population is registered for a library card.

The library has an active Friends of the Library support group.	The library has an active Friends group and has appointed a library staff member to be a liaison to the Friends.
The library acknowledges and respects cultural diversity in the community it serves, as reflected in collections and programming.	
The library plans for and engages in strong community relations efforts. The library informs its community about services, resources and programs through media releases, posted notices, printed publications, and other appropriate measures. A minimum of 1% of the library operating budget is spent on this effort.	Public relations efforts are conducted through a library website and other online networking channels such as social media. Radio and television are also utilized for promoting library services.

LIBRARY FACILITIES

Access refers to making the library's services and resources as widely available as possible. The library's location, the number of hours it is open, bibliographic access to the library's collections, and use of appropriate technologies to facilitate use of local and remote resources are all important access elements. The principle of equal access should be integral to the library's long-range plan.

ESSENTIAL	TARGET
Public areas:	
Gross square footage per capita for the service population*: at least 1.25 SF per capita.	
Square footage per seated adult ¹ : 40	
Square footage per seated child: 20	
Square footage for programming for children ² , per program attendee: 40	[No target measures identified.]
*Service population ³ : Population (determined by the current census) of the governmental jurisdiction within 25 minutes travel time) of the facility, based on the general standard of an average 20 minutes travel time in an urban area and 30 minutes in a rural area.	
Staff areas:	
Square footage per staff work area: At least 70 Square footage per office: At least 100	

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Facilities and parking areas comply with fire, safety, building, other federal, state and local codes, and ADA regulations ⁴ .	Special consideration is given to particular service populations.	
Facilities are equipped with telecommunications equipment and lines/cables, bandwidth, and wi-fi access. See "South Carolina Public Library Technology Standards" for details.	Additional technologies to enhance public service and security: Public address system; emergency call system; electronic security system; walkie-talkies.	
Signage (external) – Signage ensures the library is clearly identifiable from the street. There is directional signage to the library on nearby streets. Hours of service are clearly displayed.	Signage, such as marquee style, announces library events, etc.	
Signage (interior) - Provides professionally produced signage to assist patrons with navigating the facility and collections. (Address with references: Service areas, collections, other issues)	Programs and events are announced with digital signage.	
Furnishings and equipment for public and staff meeting needs of patrons of different ages, and following ergonomic recommendations and ADA regulations. ⁴	Assistive technology and equipment is provided for use by people with disabilities. All furnishings for public use are durable, easy to maintain and sanitize.	

Lighting: Interior of facilities are well lit for reading and general use of all spaces (50 to 70 foot-candles at table top height in public service areas.) Lighting in stack areas should be 6 foot-candles measured on the stack face at a height of 12", and 35 ft-c maximum at any height to achieve no more than a 6-to-1 maximum-to-minimum ratio across the entire stack face. Exterior lighting for safety of library users and staff.	For both exterior and interior spaces, automated control of lighting of spaces for energy efficiency.
Provides at least one exterior book drop that meets all fire and safety codes, is sized to handle the library's circulation, and is placed in a safe, well-lit area.	Provides a drive-up, covered book drop.
To reflect the library's role in the community, a public meeting room is provided for library programming and for use by community groups.	Meeting room is equipped for technology-based presentations using audiovisual equipment with computer interface. Different- sized meeting rooms are provided to accommodate a variety of activities such as small meetings, study groups, etc. Larger meeting rooms will have kitchen facilities and adjacent restrooms.
Public restroom(s) configured to meet federal, state and local requirements. Restrooms include convenience furnishings for diaper changing.	Restroom in children's area; Family use restroom.

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The facility that houses shipping and receiving functions has a separate delivery entrance or loading dock appropriate to the size of materials and the activities of the facility; it is conveniently and safely located for staff.	Allows for growth of the facility, the activities, and/or the size of the system.
At least once every six years, and more frequently if needed, the Library Board directs the preparation of an assessment of the library's long-term space needs.	
Space configuration, finish materials and other factors have been considered to control noise levels.	An acoustical engineer has studied the space and assisted in addressing noise levels.
Single point of entry for the public that is ADA accessible and accommodates strollers.	Covered drop-off area for patrons.
Bookmobile and other library vehicles are kept in a safe and secure area. Related service areas are convenient for staff access.	Bookmobile is kept in a closed, roofed area.
Training room with computers.	Production lab (for video, audio, online content)
New facilities plan for LEED certification.	Facilities have attained LEED certification.

¹Square footage is stated as a measure for an adult, teenager, or child seated for working, studying, listening, or leisure reading; includes ample personal space and space for a chair and a desk or table for holding materials. The standard is an average for the library overall, may be reduced in some areas and enlarged in others, and provides for personal items and equipment such as books, backpacks, canes, walkers, and wheelchairs. Typically, a work/study space is 20 to 30 square feet (a 4' by 5' space for a child, a 5' by 6' space for

an adult,) and a lounge seating space is somewhat larger (about 6' by 7' for an adult).

² Children's space planning for programming assumes the presence of an adult companion. Children's programs can be conducted as chair seating or floor seating. The standards prescribe an average space to comfortably accommodate all types of programs, including programs that involve movement, activity, and craft materials; and the various personal equipment that often accompanies small children (strollers, carriers, bags.)

³"Service population": There is no one way to calculate the service population for a library. In South Carolina, it is generally agreed that a county library system's service population consists of all the residents of the county. Where there is significant use of the library by non-residents (such as in an area of heavy tourism), non-residents should be taken into account in planning particular service elements. The number of people who check out books at a branch library may be considered as an indicator of the branch's service population in combination with the 25-minute travel time guideline noted above.

⁴For information about ADA regulations for public libraries, visit the web page of ALA's Association of Specialized and Cooperative Library Agencies (ASCLA): http://www.ala.org/ala/mgrps/divs/ascla/asclaissues/libraryservices.cfm

Recommendations for Planning and Positioning Library Facilities

- Current population and anticipated growth/decline
- Number and placement of existing facilities in the county
- Number and placement of library facilities in adjacent counties, along with the fee structure
- Geography and roads (natural barriers to travel)
- Driving time 30 minutes or less to the site from home or business
- Where the library's current card holders live
- Where the library's current card holders are checking out their books (i.e. at the library outlet nearest their home? Nearest their school or workplace?)
- Gate count fluctuations over time at existing library outlets and the reasons for them
- Major employment centers, for calculating later growth
- Where people live in relation to where they work these types of studies should be available from the county economic development office
- Other counties' libraries proximity to branches and the county line

- Online/remote offerings compared to the needs of the particular community – many people living in an area, but perhaps they use the library's online services and will never visit the library. This kind of data results from a thorough analysis of the community (survey, focus groups, etc.)
- Availability of public transportation

A New Library for Seneca

Oconee County Public Library South Carolina

Providence Associates LLC

July 12, 2012

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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 Senera Library Feasibility Study by Trehel Corporation and McMillan Smith & Partners.
- 2009 DCONEE COUNTY PUBLIC UBRARY; SCHEMATIC PRESENTATION; New Location for Seneca, South Corolina 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.

A New Library for Seneca Prepared by Providence Associates LLC, Cottonwood, AZ July 12, 2012 Page 1 of 86

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.

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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 klosks 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.

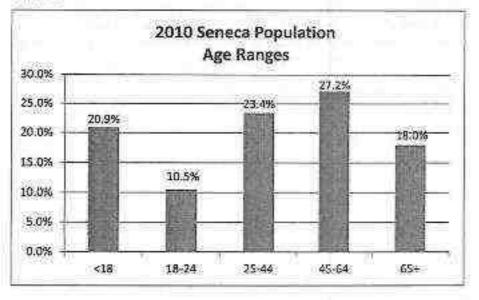
SENECA GROWTH PROJECTIONS

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 (<u>http://www.census.gov/prod/cen2010/briefs/c2010br-03.pdf</u>) 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



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 \$36,683 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.

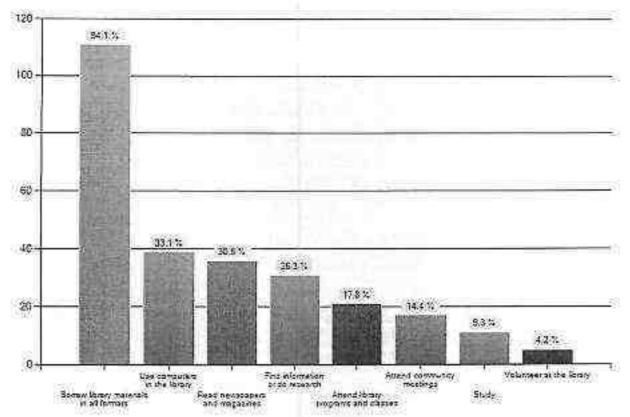
As of the end of FY 2011, the Seneca Library owned a total of 55,431 circulating items, not including non-circulating items or periodicals). Of all circulating items owned 61% are adult materials, 10% are Teen materials and the remaining 29% are Children's. FY 2011 circulation of library materials numbered 134,532, an increase of just over 6% from FY 2009. Of the FY 2011 total circulation 52.5% 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.

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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

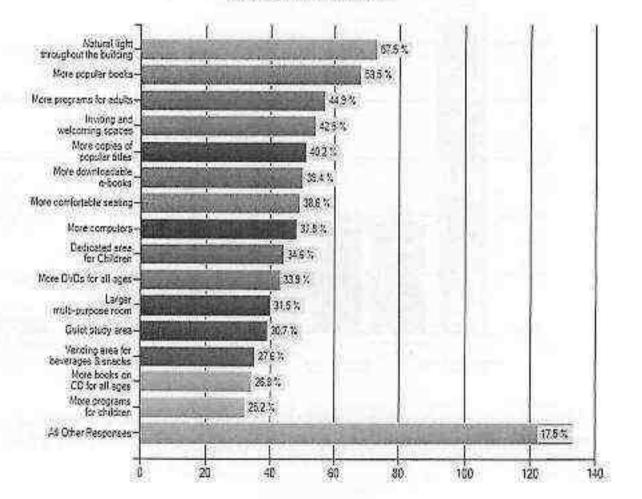


What services do you use at the Seneca Library? Check all that apply.

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.

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CHART 3



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

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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

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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.

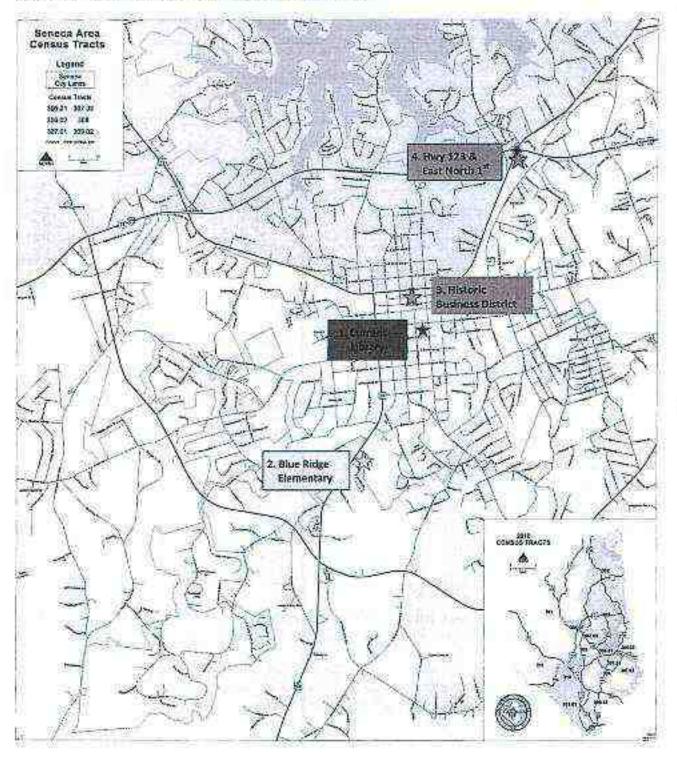
SENECA LIBRARY SITES FOR CONSIDERATION

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

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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:

- 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.

<u>Cons:</u>

- 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: 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 	 <u>Cons:</u> 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.
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3. City Block in Seneca Historic Business District on East North 1st Street Across from City Hali

Pros:	<u>Cons:</u>
 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 	 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

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

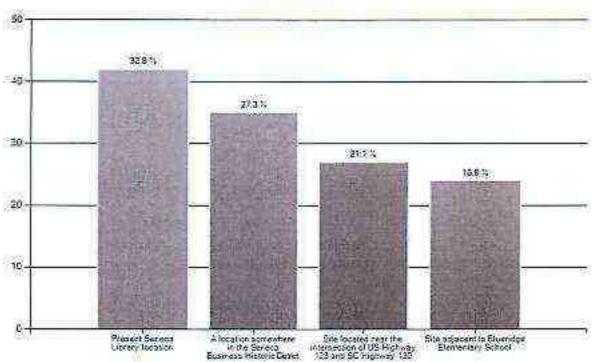
Pros:	Cons:
 Located near heavily travelled traffic artery and nearer to the center of the community Provides site opportunity to be highly visible Meeting of Board members with the City Planner indicated a degree of possibility for the 4.3 acre trailer site behind the pharmacy at the intersection which 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 	 <u>Cons:</u> 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
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	
 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 	
approved environmentally for construction.	

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.

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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).



Chart 5

New Senaca Library Site Evaluation Chart Present by Providence Associates 0-3-12	Tabli Points		Present Library Site	Blue Ridge Elementary Site	CONTRACTOR AND	Downtown Senaca City Block on North St aeross Nom City Hall ¹	3	US 123 R 130 ⁵	
Ranking Catogorian	Category	Catterio Volue	Sicons	Scores		Scones		Scores.	Current Library would need to be denicits
Siltr Capacity Present Building Area Future Dutiding Area Frosent Porling Area Future Parking Area Subiotal	083	0 M D 4 25	5 m m m	0000		9 1 9 1 9 1 9 1 20	CONCOMPANY	0 n o + 2	and a temporary location would need to be found to provided library enneces for at log 12 m 18 months Third sectedly for size long registed too small for size long registed and no space in expand in lutary
Actessibility Vehicle Access Pecestish Access Daily Pantog Event Pantog Event Pantog Event Pantog	R®)	10 4 9 4 27	10 4 9 2 20	2 - 3 0 0		10 4 8 3 25	20000000000000000000000000000000000000	10 1 9 4 24	Not respective or to school use versitiv consists Costed in New Morke Oby needs to acquire p Denter of Tair Sonace
brage and Visual Quality Compatibility Companies Complimentary Idenity (Awareness) Subabl	<u>(E</u> r)	4 3 5 12	0 0 0 0	0 0 1		4 3 6 12	20020000000000	4	Drok and on new elect Could became hub for Highly roke Highly visible mesidenbar Available tra
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TOTAL SITE SCORES	100		65	24		76		86	4

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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

B. The 21st Century Public Library: Article Citations

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Mueller, Charles. "The Once and Future Library," *American Libraries Online,* Posted Tue, 03/06/2012 - 22:36 <u>http://americanlibrariesmagazine.org/features/03062012/once-and-future-library</u>

CRITICAL ELEMENTS OF 21ST CENTURY LIBRARIES

- Customer-focused and driven
- Library as "Destination" the place for the community to connect.
- Inviting, comfortable, spaclous, attractive, colorful and bright facility.
- Functional, flexible and adaptive spaces for all ages.
- Convenient access to and delivery of services.
- Core resistince for filelong 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 toenagers 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 apportunities.
- Collections (in all formats) that are current and responsive to the popular interests of the community as well more specialized indepth collections and unique resources
- Up-to-date and pientiful technology access and virtual services e.g. Wi-Fi, laptops, tablets, self-service, downloadable o 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







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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 decussion 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 leavily years and beyond. A national library consulting firm has been engaged by the Board of the Oconey 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 m a location that is contrai to the majority of the population and on a site that is highly visible and accessible. The sign of the site for a new Seneco Library needs to be approximately six (6) acres in order to provide for the outdung, packing and future expansion when necessary We appreciate your taking several minutes of your linte 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 5KIP TO QUESTION #5 NOW. IF "NO,"

CONTINUE.

. Why don't y	ou use the Seneca Library? Check all that apply.
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PLEASE SKIP TO QUESTION # 7 NOW.

5. How often do you u O Chice a week	se the Senec	a Library?		
O 3 to 6 times a year About once year				
O Other Other (please specify)				
		2		
				7.3

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		
Sludy		
Allend community meetings		
Volunteer at the library		
ler (please specify)		
	1	
	31	

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 trooks	Larger multi-purpose room
More copies of popular tilles	More programs for adults
More books on CD for all ages	More programs for children
More downloadable e-books	Afore programs for feens
Moré downloadable audiobooks	Guiel study area
More DVDs for all ages	Dedicated area for Children
More Music on CO for all ages	Dedicated area for Teens
More computers	Inviting and welcoming spaces
More computer classes	Natural light throughout the building
More comfortable seating	Vending area för beverages & snacks
Group shudy areas	990A

Coher (please specify)

1

*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.

C-6

Oconee County Library System S. C. Public Library Annual Report FY2012

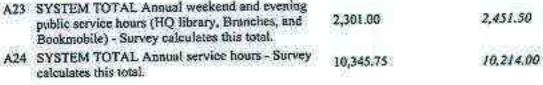
CURRENT YEAR

PREVIOUS YEAR

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.

	- N	Name of Survey Respondent	Philip Chency	Sue Baldwin
		Respondent Phone Number	(864) 638-4136	(864) 638-4133
		Email of Respondent	pcheney@oconcesc.com	sbaldwin@oconsesc.com
	AI	Legal Name of Library System	Ocones County Public Library	Oconee County Public Library
	A2	Street Address of Headquarters Library	501 W S Broad St	501 W S Broad St
	A3	City	Walhalla	Walhalla
	A4	Zip Code	29691-2105	29691-2105
	A5	Mailing Address	501 W S Broad St	501 W S Broad St
	A6	City	Walhalla	Walhalla
	A7	Zip Code	29691-2105	29691-2105
	AS	Telephone	(864) 638-4133	(864) 638-4133
í	A9	Fax	(864) 638-4132	(864) 638-4132
	AID	URL for the Library System's website	www.oconce.lib.sc.us	www.oconee.lib.sc.us
	All	County	OCONEE	OCONEE
	A12	Name of Library Director	Philip Chency	Sue Baldwin
	A13	E-mail of Director	pchency@oconcesc.com	sbaldwin@oconeesc.com
		Home phone of Director	(864) 231-9720	(864) 557-1792
		Date director appointed (mm/yyyy)	01/2012	04/2009
		Square footage of Headquarters Library (Enter as a whole number; enter -1 if unknown)	22,500	22,500
	NUR	ABER OF SERVICE OUTLETS		
	7,6,9,0,0	Number of Central (Headquarters) Libraries	1	1
		Number of Branch Libraries	3	3
	1221124	Number of Bookmobiles	1	1
		LIC SERVICE HOURS		
	Rep	ort number of hours and weeks open to the public for	service for the entire year.	
		Headquarters Library total service hours	2757.50	2757.50
		Headquarters Library weekend and evening service hours	ACTIVITY 01211	804.00
	A22	Headquarters Library total weeks open	51.00	51.00
		SYSTEM TOTAL Annual weekend and evening		



Section B: LIBRARY BOARD, PERSONNEL AND FRIENDS G

LIBRARY BOARD

B 1	Number of Trustees Constituting a Full Board	9	9
B2	Number of Regular Board Meetings Held in FY2012	6	6
FRI	ENDS OF THE LIBRARY		
B 3	Is There a System-Wide Friends Organization?	Yes	Yes
B4	Enter the total number of Friends groups 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 plus any other groups)	312	300

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 staff, and calculate the number of FTE paid staff positions in each category. Refer to survey instructions for how to calculate FTE.

Librarians with ALA-MLS Degrees

10000	COM 24 STACCO TABLE SERVICE COMPAREMENTS		
86	Full Time	6	5
87	Part Time	0	g
B8	FTE MLS LIBRARIANS	6	5
Staff	designated as Librarians who have a Masters Degree	other than an MLS	
B9	Full Time	1	d.
BIO	Part Time	0	0
BII	FTE OTHER MA LIBRARIANS	1	1
Staff	designated as Librarians who have a BA/BS Degree		2020
B12	Full Time	2	1
BI3	Part Time	0	0
B14	FTE BA/BS LIBRARIANS	2	1
Staff	designated as Librarians who have less than BA/BS I	Jogree	
B15	Full Time	0	() (5)
816	Part Time	0	0
817	FTE NON-DEGREED LIBRARIANS	0	1
B18	TOTAL LIBRARIANS (B8 + B11 + B14 + B17)	9:00	8.00
All o	ther staff		
B19	Full Time	10	10
820	Part Time	14	13
821	FTE Other Staff	16	16
Total	Staff	22 34	10000
822	Full Time (B6 + B9 + B12 + B15 + B19)	19	18
B23	Part Time (B7 + B10 + B13 + B16 + B20)	14	13
B24	TOTAL FTE Staff (88 - B11 + B14 + B17 + B21)	25.00	24.00
B25	Annual Gross Salary for Beginning Librarian (as of July 1, 2012)	\$39,171	\$39,171
826	Annual Gross Salary for Library Director (as of July 1, 2012)	\$52,000	\$58,466

Section C: LIBRARY REVENUE BY SOURCES

REVENUE: LOCAL GOVERNMENT SOURCES

į.	Cour	ity Government		
- 78	CI-	Millage (Enter in this format: 9.99; or enter 0)	0	0
	C2	County Operating Revenue	\$1,315,880	\$1,313,058
à	C3	County Capital Funds	50	50
	Mun	icipal Government / Other Local Jurisdiction		
	C4	Municipal or Other Jurisdiction - Operating Revenue	50	30
ġ	C5	Municipal or Other Jurisdiction - Capital Revenue	\$0	30
8	C6	TOTAL LOCAL REVENUE FOR OPERATING (C2 ÷ C4)	\$1,315,880	\$1,313,058
8	C7	TOTAL LOCAL CAPITAL REVENUE (C3 + C5)	\$0	30
1	REV	ENUE: STATE GOVERNMENT SOURCES		(\$G)
	C8	State Aid	\$60,000	\$63,814
1	C9	Lottery	\$10,059	\$0
- 8	C10	Other State Operating (do not include SFSF)	\$0	\$0
1000	C11	TOTAL STATE REVENUE FOR OPERATING (C8 + C9 + C10)	\$70,059	\$63,814
- įį	C12		\$0	80
ŝ	REV	ENUE: FEDERAL GOVERNMENT SOURCES		TP-SET -
	C13.	LSTA Funds (total of all sub-grants to library)	\$9,365	\$5,600
	C14	Other Federal Funds for Operating	\$0	\$19,355
	C15	TOTAL FEDERAL REVENUE FOR OPERATING (C13 + C14)	\$9,365	\$24,955
	C16	NGENEN CARACTERIA DESARCHERA CHENTERS	\$0	\$0
100	REV	ENUE: OTHER SOURCES	0.0000	24000
- Ř	C17	Other Revenue for Operating	\$29,381	\$20,528
22	C18	Other Revenue for Capital	\$0	\$0
	TOT	ALS	16	11420
3	C19	Total Revenue for Operating (C6 + C11 + C15 + C17)	\$1,424,685	\$1,422,355
20	C20	Total Revenue for Capital Outlay (C7 + C12 + C16 + C18)	\$0	80
	C21	TOTAL Operating and Capital Revenue (C19 + C20)	\$1,424,685	81,422,355
- 51	0.3360	ion D: OPERATING EXPENDITURES RATING EXPENDITURES		
1000	Staff	Expenditures		
	DI	Salary and Wages	\$727,274	\$692,206
- 23	D2	Employee Benefits	\$308,571	\$289,822
	D3	Total Staff Expenditures (D1 + D2)	\$1,035,845	\$982,028
- 20	S1255	stion Expenditures		
4	D4	Print Materials	\$146,370	\$161,559

\$16,747

\$18,875

\$19,355

\$27,185

D5 Electronic Materials D6 Audiovisual Materials

07	Other Materials	50	50
80	Total Collection Expenditures (D4 + D5 + D6 + D7)	\$181,992	\$208,099
hhe	r Operating Expenditures		
99	Digitization (Support, fees, supplies, equipment for digitization activities)	S 0	\$0
010	Furniture and Equipment, including Electronic Equipment	\$23,254	\$26,885
110	Plant Operation and Maintenance	\$84,727	\$81,135
212	All Other Operating Expenses	\$100,514	\$97,820
013	Total Other Expenditures (D9 + D10 + D11 + D12)	\$208,495	\$205,840
014	Total Operating Expenditures (D3 + D8 + D13)	\$1,426,332	\$1,395,967
Sect	tion E: CAPITAL EXPENDITURES		
6 B B	tal Expenditures		
EI	Building(s)	\$0	\$0
E2	Bookmobile / Vehicles	\$21,257	\$0
E3	Furniture and Other Equipment	\$0	80
E4	Other Capital Expenditures	\$0	\$0
E5	Total Capital Expenditures (B1 + B2 + B3 + E4)	\$21,257	\$0
	AL OPERATING AND CAPITAL EXPENDITURES	8	04076
E 6	Grand Total Operating and Capital Expenditures (D14 + E5)	\$1,447,589	\$1,395,967
C. C	tion F: LIBRARY COLLECTIONS		
Libr	ary Collections (Materials for Public Use) - Totals as a	of 6/30/2012	
Boo	ks/Seriala/Volumes - Physical print format		MUSERE
FI	Number added	12,678	11,860
F2	Number weedes	13,617	20,529
F3	TOTAL	176,925	169,192
Cun	ent Print Serial Subscriptions (physical format, newsp	aper and periodicals)
F4	Number added	5	n
F5	Number weeded	57	18
F6	TOTAL	220	272
	io materials (physical units containing music, spoken	word, etc. on CD, ca	issette tape, etc.)
F7	Number of physical units added	664	666
F8	Number of physical units weeded	1,024	843
F9	TOTAL	6,116	6,299
	co materials (physical units containing movies, TV sho	STORE CONTRACT	VD, etc.)
	Number of physical units added	1,564	1,082
FII		660	1.471
202512	TOTAL physical units held	4,989	3,696
	ECTRONIC DOWNLOADABLE MATERIALS - S	on Currier Incinio	tione for definitions and

20

_	F13	Downloadable audio titles for electronic playback (listening)	2,875	3,497
		Downloadable video titles for electronic playback (watching)	0	0
	F15	Electronic books (E-books) for reading on computer or electronic reading device	886	0
	F16	TOTAL downloadable titles available	3,761	3,497
	DAT	ABASES AND SUBSCRIPTIONS		
	Note:	Do not include DISCUS databases in your responses	•	
	F17	Current number of subscriptions/contracts/licensing arrangements for databases of electronic materials purchased or subscribed to by the library alone.	1	0
		Current number of subscriptions/contracts/licensing arrangements for databases of electronic materials (such as periodical article databases) subscribed to or purchased AS PART OF A CONSORTIAL ARRANGEMENT	0	0
		Current number of E-subscriptions (electronic serial subscription to an individual serial title) purchased locally (not DISCUS)	0	1
		Number of DISCUS databases licensed by State Library (Total supplied: 36)	36	36
	F21	Total Licensed databases (F17 + F18 + F20)	37	36
		on G: LIBRARY USERS, VISITS, COM	PUTER AND INTER	NET USAGE
		Adult	41,763	33,720
		Juvenile	7,382	7,509
		TOTAL (G1 + G2)	49,145	41,229
		y Visits		
	G4 Popula	Annual Physical Library Visits (gate count) ation	280,821	271,797
		Population of the Legal Service Area (Use 2010 Census figure)	74,273	74,273
	-	uters and Internet Usage Number of uses (sessions) of Public Internet		
		Computers Per Year	57,095	58,859
		Number of Internet Computers Used by General Public	33	36
	G8	Staff Computers (Total number in use)	29	29
	Secti Refere	on H: REFERENCE, CIRCULATION, Plance	ROGRAMMING & (DUTREACH
		TOTAL Annual Reference Transactions L Circulation Transactions	23,556	29,176
	Juveni	le Circulation		
	H2	Print	128,059	133,091
	H3 [Non-Print	25,738	22,687
	H4	TOTAL (H2 + H3)	153,797	155,778

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Adul	t Circulation		
H5	Print	184,058	193,317
H6	Non-Print	52,102	41,390
H7	TOTAL (H5 + H6)	236,160	234,707
Total	Circulation		
H8	TOTAL Circulation (H4 + H7)	389,957	390,485
Inter	library Loans		
H9	Provided to another library	0	0
H10	Received from another library	623	652
Prog	rams		
Child	Iren (Birth to age 11)		
H11	Number of programs (in library AND outside the library)	319	208
H12	Attendance	6,461	4,334
Your	ng Adult (ages 12-18, including 18-year-olds)		
H13	Number of programs (in library AND outside the library)	23	26
H14	Attendance	465	171
Adul	ts		
H15	Number of programs (in library AND outside the library)	88	51
H16	Attendance	1,440	79 7
TOT	AL Programs and Attendance		
H17	Number of programs (H11 + H13 + H15)	430	285
H18	Attendance (H12 + H14 + H16)	8,366	5,302
H19	Outreach Activities (services/programs provided away from the library)	98	45
	tion I: TRAINING		
Staff	and Public Training		
Publ	ic Training		
I 1	Number of Sessions	59	<i>85</i>
12	Number Trained	410	. 899
ß	Hours of Training	286	379
Staf	Training		
14	Number of Sessions	380	555
15	Number Trained	485	594
I6	Hours of Training	1,386	1,744

Section J: OUTLET DATA

Data has been entered for each outlet from existing State Library data and previous surveys. Review the information for each library outlet and revise as needed. Some fields are locked in the survey and cannot be changed by the user; call the State Library to revise these fields if needed. Each Bookmobile is considered a branch (outlet); address is the location Bookmobile resides when not in operation.

JI	*Outlet Name	SALEM BRANCH LIBRARY	SALEM BRANCH LIBRARY
J2	*Street Address	5 PARK AVENUE	5 PARK AVENUE
		SALEM	SALEM

	13	*City		
k	34	*Zip	29676	29676
Ę	35	*County	OCONEE	OCONEE
	16	*Phone Number (including area code)	(864) 944-0912	(864) 944-0912
	37	*Outlet Type	BR	BR
	J8	*Metropolitan Status Code	NO	NO
	39	*Size (Square Footage) of Outlet	1,025	1,025
	110	Name of Outlet Manager	Meredith Wickham	Tony Moore
	111	*Public service hours this outlet was open (FY12- total)	2060.60	2043.00
	J12	Weekend and evening public service hours (FY12 total)	45.00	141.00
	113	*Number of weeks this outlet was open in FY12	51	51
	J1	*Outlet Name	SENECA BRANCH LIBRARY	SENECA BRANCH LIBRARY
	32	*Street Address	300 EAST SOUTH SECOND STREET	300 EAST SOUTH SECOND STREET
	13	*City	SENECA	SENECA
	34	*Zip	29678	29678
	35	*County	OCONEE	OCONEE
	16	*Phone Number (including area code)	(864) 882-4855	(864) 882-4855
	37	*Outlet Type	BR	BR
	18	*Metropolitan Status Code	NO	NO
	39	"Size (Square Footage) of Outlet	9,000	9,000
	110	Name of Outlet Manager	Blair Hinson	Blair Hinson
	J 11	*Public service hours this outlet was open (FY12 total)	2868.00	2808.00
	112	Weekend and evening public service hours (FY12 total)	929.00	969.00
	J13	*Number of weeks this outlet was open in FY12	51	-\$1
	J 1	*Outlet Name	WESTMINSTER BRANCH LIBRARY	WESTMINSTER BRANCH LIBRARY
	J2	*Street Address	112 WEST NORTH AVENUE	112 WEST NORTH AVENUE
	13	*City	WESTMINSTER	WESTMINSTER
	14	*Zip	29693	29693
	15	*County	OCONEE	OCONEE
	36	*Phone Number (including area code)	(864) 647-3215	(864) 647-3215
	37	*Outlet Type	BR	BR
	18	*Metropolitan Status Code	NO	NO
	19	*Size (Square Footage) of Outlet	5,050	S,050
	J10	Name of Outlet Manager	Leah Price	Bobbie Cole
	J 11	*Public service hours this outlet was open (FY12 total)	2270.50	2207.50
1	J12	Weekend and evening public service hours (FY12 total)	\$23.00	537.50
١	J13	*Number of weeks this outlet was open in FY12	51	57
	п	*Outlet Name	Oconce County Library Bookmobile	Oconse County Library Bookmobile
	32	*Street Address	501 W. South Broad St.	501 W. South Broad St.

J3	*City	Walhalla	Walhalla
J4	*Zip	29691	29691
J5	*County	OCONEE	OCONEE
J6	*Phone Number (including area code)	(864) 638-4133	(864) 638-4133
J7	*Outlet Type	BS	BS
J8	*Metropolitan Status Code	NO	NO
J9	*Size (Square Footage) of Outlet	136.5	136.5
J10	Name of Outlet Manager	Brenda Lee	Brenda Lee
J11	*Public service hours this outlet was open (FY12 total)	389.75	398.00
J12	Weekend and evening public service hours (FY12 total)	.0	.0
J13	*Number of weeks this outlet was open in FY12	45	46

Oconee County Capital Project Advisory Committee

Oconee County Administrative Offices 415 South Pine Street Walhalla, SC 29691 www.oconeesc.com

Phone: 864 718 1023 Fax: 864 718 1024

E-mail: bhulse@oconeesc.com

Mr. Paul Corbeil Chairman

Mr. Art Holbrooks Mr, Lake Julian Ms. Sally Lowery Ms. Gwen McPhail Mr. David Mead Mr. Scott Moulder Mr. John Rau Mr. Bob Winchester



MEMORANDUM

TO:	Mr. David Lyle, Chairman
	Oconee County Planning Commission
FROM:	Mr. Paul Corbeil, Chairman Capital Project Advisory Committee
DATE:	May 29, 2013

RE: Capital Project for Consideration for Funding Recommendation

Dear Chairman;

The Oconee County Capital Project Advisory Committee, in session duly assembled, Wednesday, May 29, 2013, reviewed and scored the project listed below. Mr. Philip Cheney, Library Director, made a formal presentation and entertained questions at our May 22, 2013 meeting.

I would ask that this project be added to your next review of capital projects for recommendation to the Council in the next fiscal year.

OCONEE COUNTY PUBLIC LIBRARIES

Enclosed please find all pertinent information related to this project to include:

- Project Criteria Questionnaire
- Any handouts and/or Presentations related to the project
- Final Summary of Individual Reviewer's Scoring Sheets, and
- FINAL Summary Project Scoring Sheet

Thank you for consideration of this project.



Oconee County, South Carolina Capital Project Advisory Committee Project Scoring Sheet SUMMARY SHEET

Project:	OCONEE COU	NTY LIBRARIES					
Sponsor:	OCONEE COU	NTY PUBLIC LIBI		-14-5-W			
Date Submitted:	5/22/2013	5	Date Sco	Date Scored Validated: 3 39 30			
Reviewer	Public Health, Safety, and Mandates 30%	Goals Established in Adopted Plans 20%	Economic Development 10%	Biogotany Impact 20%	Impact on Service Levels and Relationship to Other Projects 20%		
County Council Rep	- 100 IN	40.0	22.0	61.0	78.0		
County Administrator	4,0	35.0	17.0	39.0	52.0		
Infrastructure Adv. Rep		26.0	9.0	17:0	50.0		
At-Large 1 (JR)		27.0	2.0	7.0	18.0		
At-Large 2 (DIV)		30.0	17.0	43.0	48.0		
Total Score	24:0	15.8.0	67.0	167.0	246.0		
Average Score	0.8	31:6	13.4	33.4	49.2		

Group Score Calcualation				
Criteria	Number of Considerations	Weighted Score		
Public Health, Safety, and Mandates	2	1.2		
Goals Established in Adopted Plans	4	15.8		
Economic Development	4	3.4		
Budgetary Impact		7.4		
Impact on Service Levels and Relationship to Other Projects	8	12.3		
Total Project Score (Out of Possible 1)	00)	40.1		



Oconee County, South Carolina

Capital Project Advisory Committee Group Summary Scoring Sheet

Project Name: OCONEE COUNTY PUBLIC LIBRARIES [OCPL]

		Chairman	Administrator	Infrastructure Advisory	At Large: DM	At Large: JA
Public Health,	Project directly addresses a health and/or safety need	0	2	0	0	0
Safety & Mandates	Project directly addresses a regulatory mandate	0	2	0	0	0
Goals	Project helps implement goals established in the Comp. Plan	10	9	6	7	-8
[1] Statistics (Sector) (Sector)	Project is consistent with adopted strategic plans	10	9	6	Z	8
Adopted Plans	Project implements some or all recommendations of a previous study Project has been consistently included in previous Cap. Improve	10	8	8	5	7
	Programs	10	9	8	8	7
Economic	Project will facilitate production of jobs	0	4	2	0	7
Development	Project will facilitate development that directly enhances revenues Project will enhance County's image, thereby attracting potential	7	2	0	0	4
	investors	10	7	7	2	6
and the second	Project will help prevent jobs/revenue leakage from the county	5	4	0	0	0
Budgetary	Project will have positive impact on General Fund Budget	O	2	0	0	0
Impact	Project will facilitate acquisition of grants and other outside funding	7	2	2	2	3
and the second sec	Project will be economically sustainable	7	5	0	0	5
	Project is supported by available or previously designated funding.	8	2	2	0	0
	Project construction/acquisition now will result in significant savings OR economies of scale	0	5	3	0	6
E Station	Project will have a positive impact on operation and maintenance budgets	8	2	0	0	3
- 11 at 900-	Project will improve efficiency of existing operations	8	6	7	÷.	.5
	Project will be low-maintenance	8	6	0	0	6
	Project can be supported by existing resources [staff, funding, etc.] Existing assets which will be rendered obsolete/surplus or otherwise	8	4	0	0	7
	unneeded by the proposed project	9	5	3	0	8
Impact on	Project will bring service up to desired level	10	9	7	3	9
Service Levels and	Project will improve services levels of other assets or functions Project coordinates well with other projects whether ongoing or	10	6	6	5	9
	approved for near future	10	6	6	2	6
a to a to take age	Project can be effectively coordinated with other projects in same area	10	2	O	Ö	5
	Project will benefit other jurisdictions	10	10	8	0	3
	Project is timely or is subject to a window of opportunity	10	5	7	5	6
	Project is planned to create minimal disruption and inconvenience to the public	10	8	8	3	6
	Project is rated as best use of funding for category of project	8	6	8	0	5