



**PUBLIC HEARING  
SIGN IN SHEET**  
CAPITAL PROJECT ADVISORY COMMITTEE MEETING  
DATE: May 22, 2013 10:00 a.m.

**Capital Improvement Project Listing [CIP v2013-01]  
[Attached]**

Written comments may be submitted at any time prior to the hearing for inclusion in the official record of the meeting.  
Everyone speaking before the Committee will be required to do so in a civil manner.

The Committee will not tolerate personal attacks on individual council members, county staff or any person or group. Racial slurs will not be permitted. All citizens who wish to address this Committee should do so in an appropriate manner.

Written comments may be submitted at any time prior to the hearing for inclusion in the official record of the meeting.  
Please submit written comments to the Clerk to Council, 615 South Pine Street, Walkers, South Carolina, 29691.

**Please PRINT your name**

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*NOTE*

Oconee County, South Carolina  
 Capital Project Advisory Committee  
**Capital Improvement  
 Project Listing**  
**PENDING**

Department Name	Public Service & Operations	Short Term Economic Development Goals	Ongoing / Long Term Economic Development Goals	Description	Request	Source (See key at bottom)	Date Presented to Cmte	Status of Project
Facilities Maintenance		X	X	Brown Building - Up-fit into office space	\$750,000	OCE	Unscheduled	On Hold - Facility in Use
Economic Development		X	X	Revolving Shell Building (#4)	\$2,000,000	OCE		
Economic Development		X		Sewer Line to Carross I-85 S. GSCP	\$8,000,000	PE	Unscheduled	On Hold Pending Administrator work with Sewer Authority
Economic Development			X	Golden Corner Commerce Park	\$3,500,000			
Library	X			Seneca Branch	\$9,100,000	OCE	Unscheduled	On Hold - Pending Board Decision re: Location
Library	X			Renovate interior of Wilhalla Branch	\$600,000			
Sheriff	X			Training Facility to include Shoot House & Driving Range for Training	\$1,085,000			
Solid Waste	X			Landfill Expansion	\$750,000			
Library	X			Westminster Branch Expansion	\$1,000,000			
Library	X			New 7,400 SF South County Branch	\$2,000,000			
					<b>\$28,765,000</b>			

Oconee County, South Carolina  
Capital Project Advisory Committee  
**Capital Improvement  
Project Listing**

**PROJECTS SCORED**

Department	Public Service & Operations	Short Term Economic Development Goals	Ongoing / Long Term Economic Development Goals	Description	Request	Source	Date Presented to Cmte	Status of Project
Economic Development		X		Echo Hills Infrastructure	\$5,000,000	OCE	03-2012	Project Presented - Moved Forward to Plan. Comm.
Economic Development		X	X	Revolving Shell Building (W3)	\$2,000,000	PE	08-2012	Project Presented - Moved Forward to Plan. Comm.
High Falls	X			Campsite Renovations (water-electric, rebuild)	\$300,000	PE	03-2012	Project Presented - Moved Forward to Plan. Comm.
Solid Waste	X			Expand 2nd Busiest MCC	\$850,000	PE	05-2012	Project Presented - Moved Forward to Plan. Comm.
Economic Development		X	X	Development of Seneca Rail Site	\$2,300,000	OCE	9-26-12	Project Presented - Moved Forward to Plan. Comm.
South Cove	X			Construct New Office	\$200,000	OCE	3-6-13	Project Presented - Moved Forward to Plan. Comm.

**PROJECTS REMOVED FROM LIST  
COMPLETED**

Rock Quarry	X		X	Land for Rock Quarry	\$550,000	X	X	Purchase Completed 10/9/2012
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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  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?

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

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?

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

## 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:

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

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

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

B. Timeline: Ongoing

C. Agencies responsible:

Goal 4: Library Board, Planning Commission, County Council

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

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:

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

A. 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:

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

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

A. Oconee County engaged Providence Associates to update a Seneca Library study from 2002, with County funds providing funding 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.

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:

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

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 Walhalla 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.

### Criteria 3: Economic Development

7. 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:

- How many jobs will be created?
- How many jobs will be retained that would otherwise be lost without the proposed project?
- What types of jobs?
- What is that anticipated pay range of the jobs?
- 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:

- What sources of increased revenues (taxes, fees, etc.) are anticipated to stem from the proposed project?
- What is the anticipated annual impact on each revenue source?
- 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:

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:

- 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:*

*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 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?

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

## 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:

- How will the proposed project enhance revenues?
- What is the anticipated annual impact to the General Fund budget?
- 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  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 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 space indicated below. Be sure to address each question:

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

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

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:

- What funding sources are designated for the proposed project?
- 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:

- What are the anticipated costs to delaying the project?
- 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

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:

- What is the anticipated annual cost to operate and maintain the proposed project?
- 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:

- What existing services will be impacted by the proposed project?
- In what way will the proposed project improve existing services?
- 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:

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  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:*

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 -box will expand as needed:*

A. A larger Seneca Library will require 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 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?

*Click on gray area to insert response -box 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. Estimates of the cost to recondition or demolish this building are not available.

## 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:

- What is the desired level of service?
- 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?

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:

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

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

*A. Training opportunities for staff of all Oconee County departments will be enhanced by the availability of training lab(s) 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 Oconee 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 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:

- What other projects may be impacted by the decision to construct/acquire the proposed project at this time?
- 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:*

- A. 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  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 other capital projects are being constructed/acquired in the same area?
- 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:*

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:

- What jurisdiction(s) will benefit from the proposed project?
- 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:

- What is the timeframe for constructing/acquiring the proposed project?
- What are the potential negative impacts of delaying the project?
- 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 Oconee County are outdated and inadequate for 21<sup>st</sup> century service needs. Oconee 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.

27. Will the project create any disruption or inconvenience to the public?

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:

- What are the potential sources of disruption or inconvenience to the public?
- 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 Seneca 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:

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

*Click on gray area to insert response -box will expand 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 1,025-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, Seneca 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.

E. North Ave.



2" = 0' 12" 30'  
scale: 2/64" = 1'-0"

# Oconee County Public Library Westminster, SC

## Existing Plan



Standards  
for  
South Carolina  
Public Libraries

2012  
Revision



south carolina  
**STATE LIBRARY**

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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 evidence-based 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.

Members of the Advisory Committee included three public library directors: Lana Gardner, Cherokee County; Benjamin Hall, Williamsburg County; Wlodek 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: [lds@statelibrary.sc.gov](mailto:lds@statelibrary.sc.gov).

*—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: South Carolina Statutes (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 <span style="float: right;">***</span>
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 pre-professional 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 Competencies 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. <sup>1</sup>	
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. <sup>2</sup>	
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 <sup>3</sup> and placed throughout the library system so as to meet local demand <sup>4</sup> 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.

### <sup>1</sup>Library Collections – Print Items

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

<sup>2</sup> Weeding methods, such as CREW, are defined in the appendix.

<sup>3</sup> 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.

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

<sup>5</sup> Includes 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 under 25,000	Population 25,000-49,999	Population 50,000-99,999	Population 100,000 & Above
<b>BASIC</b>	40 hours per week	48 hours per week	58 hours per week	68 hours per week
<b>TARGET</b>	48 hours per week	54 hours per week	62 hours per week	70 hours per 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.

<p>The library has an active Friends of the Library support group.</p>	<p>The library has an active Friends group and has appointed a library staff member to be a liaison to the Friends.</p>
<p>The library acknowledges and respects cultural diversity in the community it serves, as reflected in collections and programming.</p>	
<p>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.</p>	<p>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.</p>

## 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
<p><b>Public areas:</b></p> <p>Gross square footage per capita for the service population<sup>*</sup>: at least 1.25 SF per capita.</p> <p>Square footage per seated adult<sup>1</sup>: 40</p> <p>Square footage per seated child: 20</p> <p>Square footage for programming for children<sup>2</sup>, per program attendee: 40</p> <p><sup>*</sup>Service population<sup>3</sup>: 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.</p>	<p>[No target measures identified.]</p>
<p><b>Staff areas:</b></p> <p>Square footage per staff work area: At least 70</p> <p>Square footage per office: At least 100</p>	

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

<p><b>Lighting:</b> 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.</p>	<p>For both exterior and interior spaces, automated control of lighting of spaces for energy efficiency.</p>
<p>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.</p>	<p>Provides a drive-up, covered book drop.</p>
<p>To reflect the library's role in the community, a public meeting room is provided for library programming and for use by community groups.</p>	<p>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.</p>
<p>Public restroom(s) configured to meet federal, state and local requirements. Restrooms include convenience furnishings for diaper changing.</p>	<p>Restroom in children's area; Family use restroom.</p>



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.

<sup>1</sup>Square 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).

<sup>2</sup> 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.)

<sup>3</sup> "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.

<sup>4</sup> For 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/esclissues/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 – Seneca Library Feasibility Study* by Trehel Corporation and McMillan Smith & Partners.
- 2009 - *OCONEE COUNTY PUBLIC LIBRARY; SCHEMATIC PRESENTATION; New Location for Seneca, South Carolina* by McMillan Smith & Partners.
- Space allocation revisions dated April 4, 2006 with 33,099 square feet and December 19, 2009 with 33,033 square feet.

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

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

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

#### **CURRENT STATUS OF THE SENECA LIBRARY PROJECT 2012**

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

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

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

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

#### **A NEW SENECA LIBRARY FOR THE 21<sup>ST</sup> 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 21<sup>st</sup> century public library best practices and trends.

A new Seneca Library of 27,827 square feet or 28,712 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 21<sup>st</sup> century public libraries moving to smaller print on paper collections resulting from a growing increase in popularity, demand and usage of downloadable digital formats for books, music and video.

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

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

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

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

#### **Study Process**

The processes used to gather information, gain community input, and measure library use and future space needs for a new Seneca Library included the following:

- Meetings with the public, community leaders, and library staff
- Review of previously prepared studies and plans
- Evaluation of library use statistics
- Review of community growth projections for the next twenty years
- Re-evaluation of identified areas and space allocations for a new library
- Conduct a survey of citizens' preferred location for a new Seneca Library with the survey distributed and provided online to the public on the library website. In addition, copies of the survey were distributed at the library and at the 2012 Outdoor Expo.



## SENECA COMMUNITY MEETINGS AND INTERVIEWS

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

The overwhelming consensus was that Seneca needs a new library. Comments regarding the present Seneca Library and the need for a new library included the following:

- "It is an embarrassment."
- "It is long overdue."
- "We needed it yesterday."
- "A new library is critical for the young people of our community."
- "If Oconee County is to continue to attract and retain new industry, it must provide a library that can help re-train workers with new skills."

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

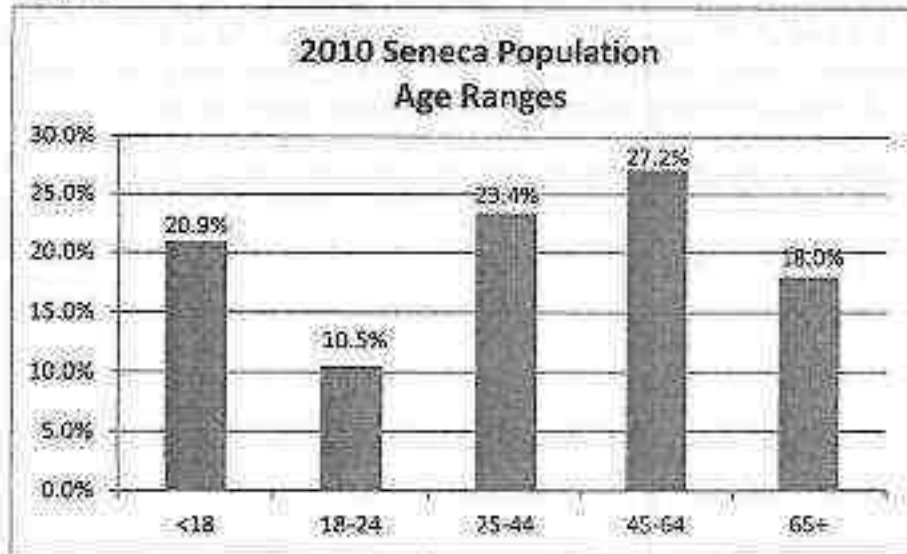
## SENECA GROWTH PROJECTIONS

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

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

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

CHART 1



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.

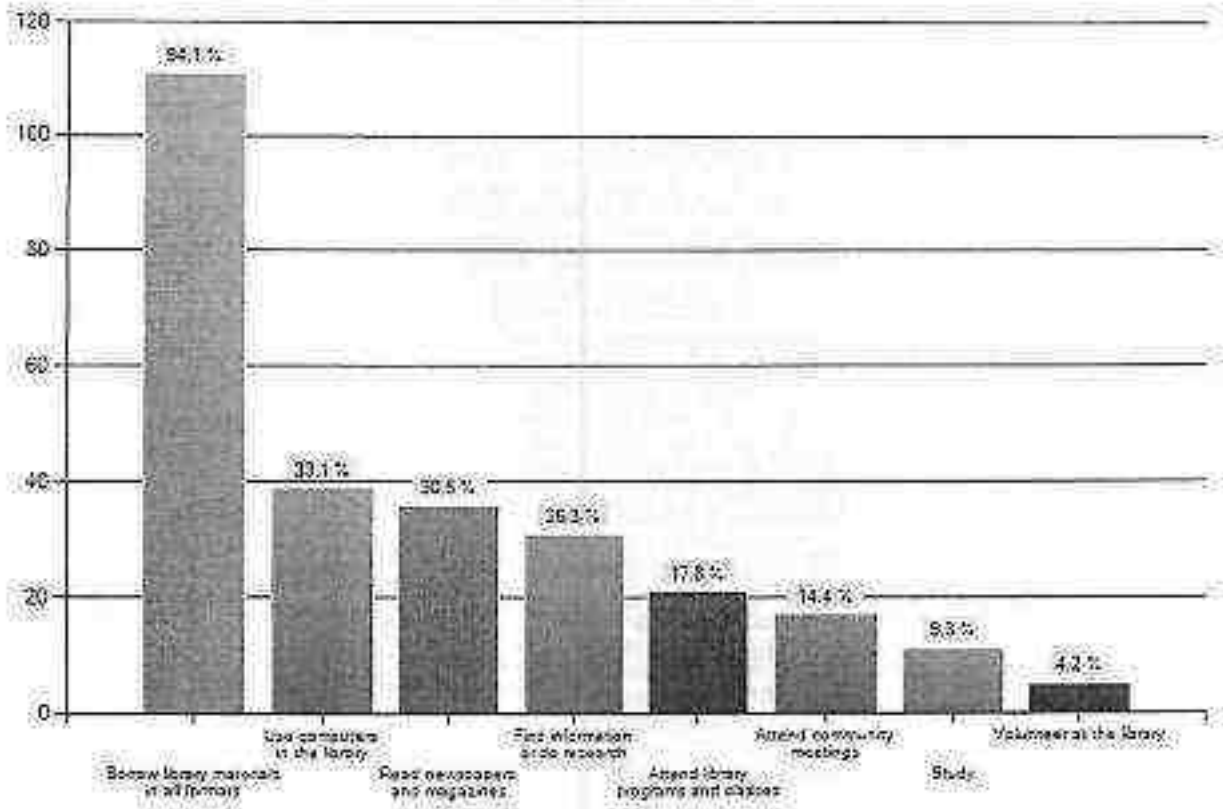
As of the end of FY 2011, the Seneca Library owned a total of 55,431 circulating items, not including non-circulating items or periodicals). Of all circulating items owned 61% are adult materials, 10% are Teen materials and the remaining 29% are Children's. FY 2011 circulation of library materials numbered 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 21<sup>st</sup> century public library systems large and small.

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

CHART 2

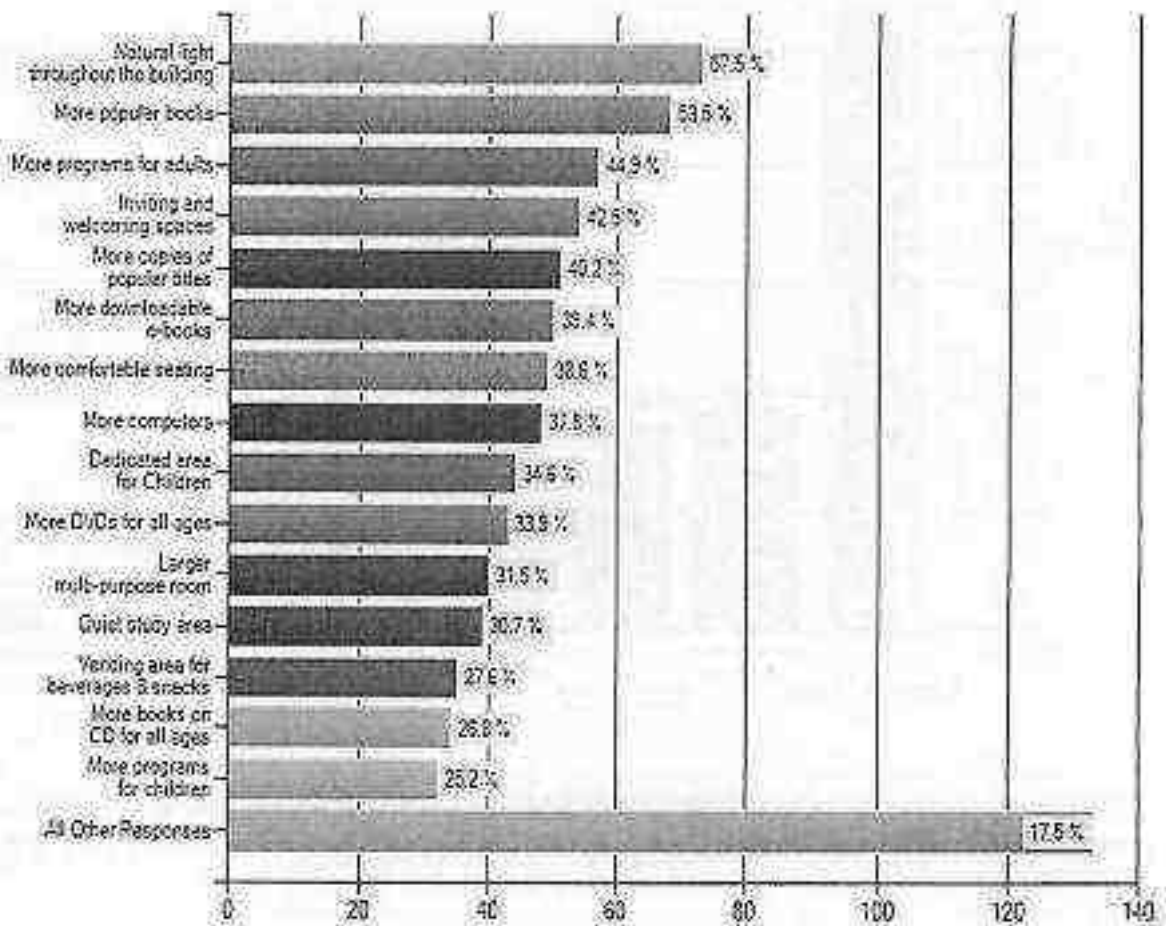
What services do you use at the Seneca Library? Check all that apply.



The survey asked respondents to indicate what additions and enhancements they would like to see in a new larger Seneca Library building. The number one response was more natural light throughout the building immediately followed by more popular materials. See Chart 3.

CHART 3

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



## **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 is 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 "fit" into fabric of community were the four most important factors, worth

20, 15, 11, 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**

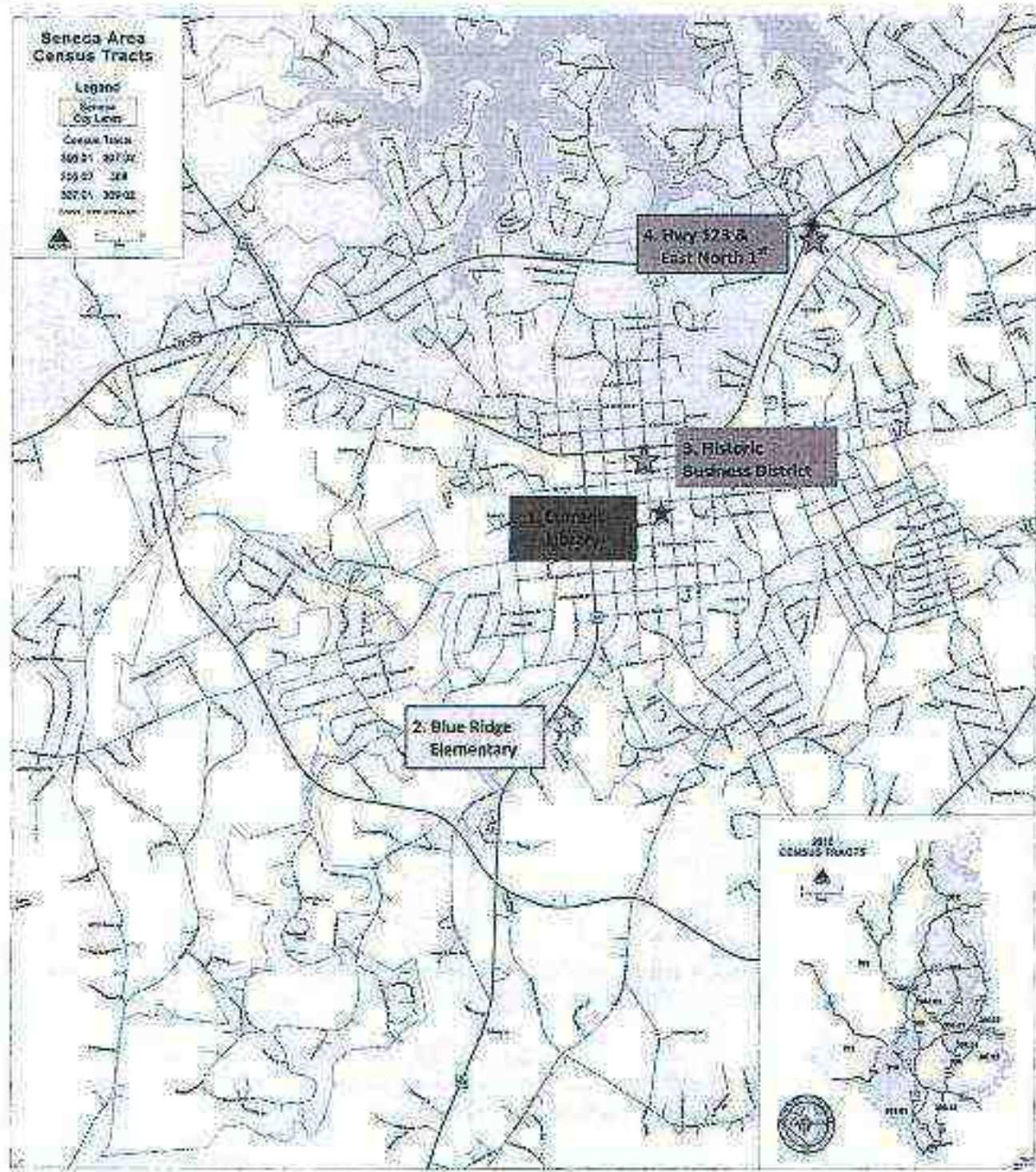
Providence Associates was asked to evaluate three sites for a new Seneca Library:

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 1<sup>st</sup> Street

# Map of Seneca Showing the 4 Possible Library Locations



## **SENECA SITE EVALUATIONS - PROS AND CONS**

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

### **Important Considerations:**

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

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

## 1. Current Seneca Library Location

<u>Pros:</u>	<u>Cons:</u>
<ul style="list-style-type: none"><li>- 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.</li><li>- The site is in the New Market Tax District.</li><li>- The size of the property is adequate for the building, parking and future expansion of both.</li><li>- The site is in close proximity to some residential areas, making it possible for those residents to walk to a library on this site.</li><li>- 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.</li><li>- This property is in the New Market Tax District.</li><li>- Current users know where the library is located.</li></ul>	<ul style="list-style-type: none"><li>- Some site development would be required since it is not a level site.</li><li>- 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.</li><li>- 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.</li><li>- 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.</li><li>- There are no other public service facilities in the proximity that attract regular traffic from which the library would attract additional users.</li><li>- Currently, many first-time library users have to stop and ask directions to the library.</li><li>- The site has not been tested for environmental issues</li><li>- The location is cut off from the redeveloping historic downtown district by the railroad tracks.</li></ul>

## 2. Site Adjacent to the Blue Ridge Elementary School

<u>Pros:</u>	<u>Cons:</u>
<ul style="list-style-type: none"><li>- Site donated by the Oconee School District</li><li>- Level, building-ready site</li><li>- Tested environmentally for construction</li><li>- Provides visibility although not on highly traveled traffic artery</li><li>- More convenient to South County residents</li></ul>	<ul style="list-style-type: none"><li>- This is not a central location in Seneca.</li><li>- Site of 5 acres which includes a retention pond</li><li>- 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.</li><li>- No space for future building expansion and parking needs.</li><li>- Location is not compatible with school use based on school security concerns.</li><li>- High traffic around school days and special events, making the library less accessible to library users at times</li><li>- 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.</li></ul>

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

<u>Pros:</u>	<u>Cons:</u>
<ul style="list-style-type: none"> <li>- Located in the New Market Tax District providing incentive for using funds to construct a new Library</li> <li>- Property could be acquired by City of Seneca for a Library site</li> <li>- Location is central to "old Seneca" where rejuvenation is already occurring</li> <li>- Site is easily accessible and a library would be highly visible on this city block</li> <li>- Recent meeting with City Planner and Library Board members indicates this site is favored by the City</li> <li>- Timely acquisition of the properties on the block would be for the "public good"</li> <li>- Site would attract more people to the "old" business district, encouraging commercial redevelopment while increasing the commercial tax base</li> <li>- Close proximity to residential areas making it possible to walk to the library</li> <li>- Site is located on planned Streetscape corridor</li> <li>- Site is on the new electric bus line managed by CAT</li> <li>- The adjacency of the City Police Department department aids in heightened library security</li> <li>- Library would be seen as a community center for civic activities in this location</li> </ul>	<ul style="list-style-type: none"> <li>- A new library would have to be carefully orientated to the site and carefully designed in order to insure it could be expanded in the future.</li> <li>- The footprint of the site would be more limited than other locations.</li> <li>- Parking should be adequate initially, but if other development takes place in the area, more public parking near the library would have to be made available</li> <li>- Environmental issues not tested for preparing the site for construction, and building demolition</li> <li>- No plan yet in place to identify how long it might take for the City to acquire all the individual properties</li> </ul>

#### 4. Site Near Highway 129 and East North 1<sup>st</sup> Street

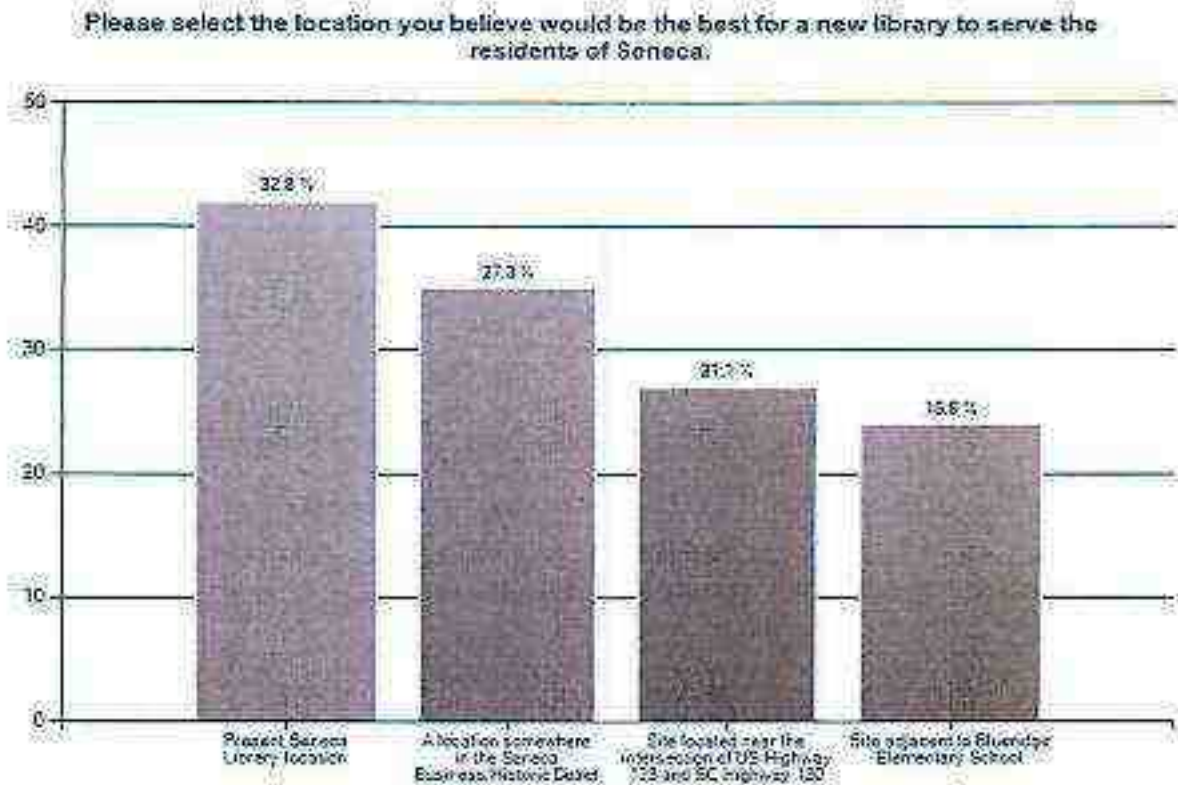
<u>Pros:</u>	<u>Cons:</u>
<ul style="list-style-type: none"><li>- Located near heavily travelled traffic artery and nearer to the center of the community</li><li>- Provides site opportunity to be highly visible</li><li>- Meeting of Board members with the City Planner indicated a degree of possibility for the 4.3 acre trailer site behind the pharmacy at the intersection which is included in the New Tax Credit District</li><li>- Proposed streetscaping plan would enhance location of library in this area.</li><li>- Location of the Library in this area will stimulate commercial development.</li><li>- Centrally located to the majority of the residential areas comprising today's Seneca</li><li>- Highly accessible</li><li>- Available tracts of land of which some are level and ready for construction</li><li>- This location could present a development opportunity for sharing a site for multiple use and shared parking</li><li>- Locations here could provide possibilities of partnerships with developers who would like to realize the high traffic generated by a public library.</li><li>- 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.</li><li>- Some of the properties here have been approved environmentally for construction.</li></ul>	<ul style="list-style-type: none"><li>- There could be limitations to how the library might be expanded if needed in the future if part of a commercial development.</li><li>- Cost of a site which is unknown at this time.</li><li>- No knowledge of any environmental impact study of the 4.3 acreage site adjacent to the pharmacy</li></ul>

## 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





### Site Evaluation Matrix

Providentia 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 Seneca Library Site Evaluation Chart Prepared by Providence Associates 6-3-12		Present Library Site	Blue Ridge Elementary Site*	Downtown Seneca City Block on North St across from City Hall	US 123 & 130
Ranking Categories	Total Points per Category	Criteria Value	Scores	Scores	Scores
Site Capacity	25				
Present Building Area		9	9	0	9
Future Building Area		3	3	0	3
Present Parking Area		9	9	0	9
Future Parking Area		4	3	0	4
Subtotal		25	24	0	25
Accessibility	27				
Vehicle Access		10	10	2	10
Pedestrian Access		4	4	1	4
Daily Parking		9	9	3	9
Event Parking		4	2	0	4
Subtotal		27	25	6	24
Image and Visual Quality	12				
Compatibility		4	0	0	4
Complementary		3	0	0	3
Identity (Awareness)		5	0	1	6
Subtotal		12	0	1	12
Visibility	8				
Far away		3	0	0	3
Up close		5	0	2	5
Subtotal		8	0	2	8
Demographic Patterns	8				
Convenience		0	1	1	0
Subtotal		0	1	1	0
Development / Physiography	20				
Ownership		12	12	12	0
Shape/Physiography		8	3	2	8
Subtotal		20	15	14	8
<b>TOTAL SITE SCORES</b>	<b>100</b>		<b>66</b>	<b>24</b>	<b>78</b>

(out of possible 100)

\* Current Library would need to be demolished and a temporary location would need to be found to provide library services for at least 12 to 18 months

\* Not centrally located. Site is too small for size being requested and no space to expand in future. Not compatible with school zone security concerns

\* Located in New Market Tax District. City needs to acquire property, could take time. Center of "old" Seneca and in revitalization area and on new electric CAT bus line. Could become hub for civic activities

\* Highly traveled intersection. Highly visible - Central to majority of residential areas and highly accessible. Available tracts of land level and ready for construction, opportunity for developer partnerships.

## **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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 2008-10 as reported in Library Journal in its annual December 15, 2010 Library Architecture Issue (<https://cd0003254.cdn2.cloudfiles.rackspacescloud.com/Arch2010PublicNew.pdf>), reports three new libraries were constructed in Johnsonville, Olaneta 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 \$6,881,790. If the headquarter functions were to be included, the square footage would be 28,712 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 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 possibility 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. 21<sup>st</sup> Century Public Library**
  - C. Community Survey Questions**
-

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



**B. The 21<sup>st</sup> Century Public Library: Article Citations**

**Mueller, Charles. "The Once and Future Library." *American Libraries Online*,  
Posted Tue, 03/06/2012 - 22:36**

**<http://americanlibrariesmagazine.org/features/03062012/once-and-future-library>**



## CRITICAL ELEMENTS OF 21<sup>ST</sup> CENTURY LIBRARIES

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



InTouch Interactive Table

Photo Courtesy of Agiti Furniture [www.agiti.com](http://www.agiti.com)



C. Copy of Online and Paper Community Survey Instrument

## New Seneca Library Survey

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

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

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

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

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

- Yes  
 No

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

**3. Do you use the current Seneca Library?**

- Yes  
 No

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

**4. Why don't you use the Seneca Library? Check all that apply.**

- I get all the information I need from the Internet.
- I buy the books I want to read.
- I only read things on my Kindle, Nook, iPad or other e-reader.
- I don't have time to use the library.
- I don't know what the library has to offer.
- The library location is not convenient.
- I use another public library.

Please specify other public libraries used:

**PLEASE SKIP TO QUESTION # 7 NOW.**

**5. How often do you use the Seneca Library?**

- Once a week
- Once a month
- 3 to 6 times a year
- About once year
- Other

Other (please specify)

--

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

- Borrow library materials in all formats.
- Use computers in the library.
- Attend library programs and classes.
- Read newspapers and magazines.
- Find information or do research.
- Study.
- Attend community meetings.
- Volunteer at the library.

Other (please specify)

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

- |  |  |
|--|--|
| <input type="checkbox"/> More popular books            | <input type="checkbox"/> Larger multi-purpose room             |
| <input type="checkbox"/> More copies of popular titles | <input type="checkbox"/> More programs for adults              |
| <input type="checkbox"/> More books on CD for all ages | <input type="checkbox"/> More programs for children            |
| <input type="checkbox"/> More downloadable e-books     | <input type="checkbox"/> More programs for teens               |
| <input type="checkbox"/> More downloadable audiobooks  | <input type="checkbox"/> Quiet study area                      |
| <input type="checkbox"/> More DVDs for all ages        | <input type="checkbox"/> Dedicated area for Children           |
| <input type="checkbox"/> More Music on CD for all ages | <input type="checkbox"/> Dedicated area for Teens              |
| <input type="checkbox"/> More computers                | <input type="checkbox"/> Inviting and welcoming spaces         |
| <input type="checkbox"/> More computer classes         | <input type="checkbox"/> Natural light throughout the building |
| <input type="checkbox"/> More comfortable seating      | <input type="checkbox"/> Vending area for beverages & snacks   |
| <input type="checkbox"/> Group study areas             |  |

Other (please specify)

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

- Present Seneca Library location
- A location somewhere in the Seneca Business/Hotel District
- Site adjacent to Blueidge 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.**

**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.

Name of Survey Respondent	Philip Cheney	Sue Baldwin
Respondent Phone Number	(864) 638-4136	(864) 638-4133
Email of Respondent	pcheney@oconeesc.com	sbaldwin@oconeesc.com
A1 Legal Name of Library System	Oconee 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
A8 Telephone	(864) 638-4133	(864) 638-4133
A9 Fax	(864) 638-4132	(864) 638-4132
A10 URL for the Library System's website	www.oconee.lib.sc.us	www.oconee.lib.sc.us
A11 County	OCONEE	OCONEE
A12 Name of Library Director	Philip Cheney	Sue Baldwin
A13 E-mail of Director	pcheney@oconeesc.com	sbaldwin@oconeesc.com
A14 Home phone of Director	(864) 231-9720	(864) 557-1792
A15 Date director appointed (mm/yyyy)	01/2012	04/2009
A16 Square footage of Headquarters Library (Enter as a whole number; enter -1 if unknown)	22,500	22,500
<b>NUMBER OF SERVICE OUTLETS</b>		
A17 Number of Central (Headquarters) Libraries	1	1
A18 Number of Branch Libraries	3	3
A19 Number of Bookmobiles	1	1
<b>PUBLIC SERVICE HOURS</b>		
Report number of hours and weeks open to the public for service for the entire year.		
A20 Headquarters Library total service hours	2757.50	2757.50
A21 Headquarters Library weekend and evening service hours	804.00	804.00
A22 Headquarters Library total weeks open	51.00	51.00
A23 SYSTEM TOTAL Annual weekend and evening public service hours (HQ library, Branches, and Bookmobile) - Survey calculates this total.	2,301.00	2,451.50
A24 SYSTEM TOTAL Annual service hours - Survey calculates this total.	10,345.75	10,214.00



**Section B: LIBRARY BOARD, PERSONNEL AND FRIENDS G****LIBRARY BOARD**

B1	Number of Trustees Constituting a Full Board	9	9
B2	Number of Regular Board Meetings Held in FY2012	6	6

**FRIENDS OF THE LIBRARY**

B3	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	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**

B6	Full Time	6	5
B7	Part Time	0	0
B8	FTE MLS LIBRARIANS	6	5

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

B9	Full Time	1	1
B10	Part Time	0	0
B11	FTE OTHER MA LIBRARIANS	1	1

**Staff designated as Librarians who have a BA/BS Degree**

B12	Full Time	2	1
B13	Part Time	0	0
B14	FTE BA/BS LIBRARIANS	2	1

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

B15	Full Time	0	1
B16	Part Time	0	0
B17	FTE NON-DEGREEED LIBRARIANS	0	1

B18	TOTAL LIBRARIANS (B8 + B11 + B14 + B17)	9.00	8.00
-----	---	------	------

**All other staff**

B19	Full Time	10	10
B20	Part Time	14	13
B21	FTE Other Staff	16	16

**Total Staff**

B22	Full Time (B6 + B9 + B12 + B15 + B19)	19	18
B23	Part Time (B7 + B10 + B13 + B16 + B20)	14	13
B24	TOTAL FTE Staff (B8 + B11 + B14 + B17 + B21)	25.00	24.00

B25	Annual Gross Salary for Beginning Librarian (as of July 1, 2012)	\$39,171	\$39,171
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B26	Annual Gross Salary for Library Director (as of July 1, 2012)	\$52,000	\$58,466
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**Section C: LIBRARY REVENUE BY SOURCES**

**REVENUE: LOCAL GOVERNMENT SOURCES**

## County Government

C1	Millage (Enter in this format: 9.99; or enter 0)	0	0
C2	County Operating Revenue	\$1,315,880	\$1,313,058
C3	County Capital Funds	\$0	\$0

## Municipal Government / Other Local Jurisdiction

C4	Municipal or Other Jurisdiction - Operating Revenue	\$0	\$0
C5	Municipal or Other Jurisdiction - Capital Revenue	\$0	\$0
C6	TOTAL LOCAL REVENUE FOR OPERATING (C2 + C4)	\$1,315,880	\$1,313,058
C7	TOTAL LOCAL CAPITAL REVENUE (C3 + C5)	\$0	\$0

## REVENUE: STATE GOVERNMENT SOURCES

C8	State Aid	\$60,000	\$63,814
C9	Lottery	\$10,059	\$0
C10	Other State Operating (do not include SFSP)	\$0	\$0
C11	TOTAL STATE REVENUE FOR OPERATING (C8 + C9 + C10)	\$70,059	\$63,814
C12	State Capital Revenue	\$0	\$0

## REVENUE: FEDERAL GOVERNMENT SOURCES

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	Federal Capital Revenue	\$0	\$0

## REVENUE: OTHER SOURCES

C17	Other Revenue for Operating	\$29,381	\$20,528
C18	Other Revenue for Capital	\$0	\$0

## TOTALS

C19	Total Revenue for Operating (C6 + C11 + C15 + C17)	\$1,424,685	\$1,422,355
C20	Total Revenue for Capital Outlay (C7 + C12 + C16 + C18)	\$0	\$0
C21	TOTAL Operating and Capital Revenue (C19 + C20)	\$1,424,685	\$1,422,355

**Section D: OPERATING EXPENDITURES**

## OPERATING EXPENDITURES

## Staff Expenditures

D1	Salary and Wages	\$727,274	\$692,206
D2	Employee Benefits	\$308,571	\$289,822
D3	Total Staff Expenditures (D1 + D2)	\$1,035,845	\$982,028

## Collection Expenditures

D4	Print Materials	\$146,370	\$161,559
D5	Electronic Materials	\$16,747	\$19,355
D6	Audiovisual Materials	\$18,875	\$27,185

D7	Other Materials	\$0	\$0
D8	Total Collection Expenditures (D4 + D5 + D6 + D7)	\$181,992	\$208,099
Other Operating Expenditures			
D9	Digitization (Support, fees, supplies, equipment for digitization activities)	\$0	\$0
D10	Furniture and Equipment, including Electronic Equipment	\$23,254	\$26,885
D11	Plant Operation and Maintenance	\$84,727	\$81,135
D12	All Other Operating Expenses	\$100,514	\$97,820
D13	Total Other Expenditures (D9 + D10 + D11 + D12)	\$208,495	\$205,840
D14	Total Operating Expenditures (D3 + D8 + D13)	\$1,426,332	\$1,395,967

### Section E: CAPITAL EXPENDITURES

Capital Expenditures			
E1	Building(s)	\$0	\$0
E2	Bookmobile / Vehicles	\$21,257	\$0
E3	Furniture and Other Equipment	\$0	\$0
E4	Other Capital Expenditures	\$0	\$0
E5	Total Capital Expenditures (E1 + E2 + E3 + E4)	\$21,257	\$0
<b>TOTAL OPERATING AND CAPITAL EXPENDITURES</b>			
E6	Grand Total Operating and Capital Expenditures (D14 + E5)	\$1,447,589	\$1,395,967

### Section F: LIBRARY COLLECTIONS

Library Collections (Materials for Public Use) - Totals as of 6/30/2012

Books/Serials/Volumes - Physical print format

F1	Number added	12,678	11,860
F2	Number weeded	13,617	20,529
F3	TOTAL	176,925	169,192

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

F4	Number added	5	11
F5	Number weeded	57	18
F6	TOTAL	220	272

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

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

F10	Number of physical units added	1,564	1,082
F11	Number of physical units weeded	660	1,471
F12	TOTAL physical units held	4,989	3,696

**ELECTRONIC DOWNLOADABLE MATERIALS - See Survey Instructions for definitions and examples, which have been revised from previous years.**

F13-F16 Downloadable Materials

F13	Downloadable audio titles for electronic playback (listening)	2,875	3,497
F14	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	<b>TOTAL</b> downloadable titles available	3,761	3,497

#### **DATABASES 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
F18	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
F19	Current number of E-subscriptions (electronic serial subscription to an individual serial title) purchased locally (not DISCUS)	0	1
F20	Number of DISCUS databases licensed by State Library (Total supplied: 36)	36	36
F21	Total Licensed databases (F17 + F18 + F20)	37	36

#### **Section G: LIBRARY USERS, VISITS, COMPUTER AND INTERNET USAGE**

##### Registered Borrowers

G1	Adult	41,763	33,720
G2	Juvenile	7,382	7,509
G3	<b>TOTAL (G1 + G2)</b>	49,145	41,229

##### Library Visits

G4	Annual Physical Library Visits (gate count)	280,821	271,797
----	---	---------	---------

##### Population

G5	Population of the Legal Service Area (Use 2010 Census figure)	74,273	74,273
----	---	--------	--------

##### Computers and Internet Usage

G6	Number of uses (sessions) of Public Internet Computers Per Year	57,095	58,859
G7	Number of Internet Computers Used by General Public	33	36
G8	Staff Computers (Total number in use)	29	29

#### **Section H: REFERENCE, CIRCULATION, PROGRAMMING & OUTREACH**

##### Reference

H1	<b>TOTAL</b> Annual Reference Transactions	23,556	29,176
----	--	--------	--------

##### TOTAL Circulation Transactions

##### Juvenile Circulation

H2	Print	128,059	133,091
H3	Non-Print	25,738	22,687
H4	<b>TOTAL (H2 + H3)</b>	153,797	155,778

**Adult Circulation**

H5 Print	184,058	191,317
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
--------------------------------	---------	---------

**Interlibrary Loans**

H9 Provided to another library	0	0
H10 Received from another library	623	632

**Programs****Children (Birth to age 11)**

H11 Number of programs (in library AND outside the library)	319	208
H12 Attendance	6,461	4,334

**Young Adult (ages 12-18, including 18-year-olds)**

H13 Number of programs (in library AND outside the library)	23	26
H14 Attendance	465	171

**Adults**

H15 Number of programs (in library AND outside the library)	88	31
H16 Attendance	1,440	797

**TOTAL 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

**Section I: TRAINING****Staff and Public Training****Public Training**

I1 Number of Sessions	59	85
I2 Number Trained	410	899
I3 Hours of Training	286	379

**Staff Training**

I4 Number of Sessions	380	355
I5 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.

J1 *Outlet Name	SALEM BRANCH LIBRARY	SALEM BRANCH LIBRARY
J2 *Street Address	5 PARK AVENUE SALEM	5 PARK AVENUE SALEM

J3	*City		
J4	*Zip	29676	29676
J5	*County	OCONEE	OCONEE
J6	*Phone Number (including area code)	(864) 944-0912	(864) 944-0912
J7	*Outlet Type	BR	BR
J8	*Metropolitan Status Code	NO	NO
J9	*Size (Square Footage) of Outlet	1,025	1,025
J10	Name of Outlet Manager	Meredith Wickham	Tony Moore
J11	*Public service hours this outlet was open (FY12 total)	2060.00	2043.00
J12	Weekend and evening public service hours (FY12 total)	45.00	141.00
J13	*Number of weeks this outlet was open in FY12	51	51
J1	*Outlet Name	SENECA BRANCH LIBRARY	SENECA BRANCH LIBRARY
J2	*Street Address	300 EAST SOUTH SECOND STREET	300 EAST SOUTH SECOND STREET
J3	*City	SENECA	SENECA
J4	*Zip	29678	29678
J5	*County	OCONEE	OCONEE
J6	*Phone Number (including area code)	(864) 882-4855	(864) 882-4855
J7	*Outlet Type	BR	BR
J8	*Metropolitan Status Code	NO	NO
J9	*Size (Square Footage) of Outlet	9,000	9,000
J10	Name of Outlet Manager	Blair Hinson	Blair Hinson
J11	*Public service hours this outlet was open (FY12 total)	2868.00	2808.00
J12	Weekend and evening public service hours (FY12 total)	929.00	969.00
J13	*Number of weeks this outlet was open in FY12	51	51
J1	*Outlet Name	WESTMINSTER BRANCH LIBRARY	WESTMINSTER BRANCH LIBRARY
J2	*Street Address	112 WEST NORTH AVENUE	112 WEST NORTH AVENUE
J3	*City	WESTMINSTER	WESTMINSTER
J4	*Zip	29693	29693
J5	*County	OCONEE	OCONEE
J6	*Phone Number (including area code)	(864) 647-3215	(864) 647-3215
J7	*Outlet Type	BR	BR
J8	*Metropolitan Status Code	NO	NO
J9	*Size (Square Footage) of Outlet	5,050	5,050
J10	Name of Outlet Manager	Leah Price	Bobbie Cole
J11	*Public service hours this outlet was open (FY12 total)	2270.50	2207.50
J12	Weekend and evening public service hours (FY12 total)	523.00	537.50
J13	*Number of weeks this outlet was open in FY12	51	51
J1	*Outlet Name	Oconee County Library Bookmobile	Oconee County Library Bookmobile
J2	*Street Address	501 W. South Broad St.	501 W. South Broad St.

J3	*City	Walhalla	<i>Walhalla</i>
J4	*Zip	29691	<i>29691</i>
J5	*County	OCONEE	<i>OCONEE</i>
J6	*Phone Number (including area code)	(864) 638-4133	<i>(864) 638-4133</i>
J7	*Outlet Type	BS	<i>BS</i>
J8	*Metropolitan Status Code	NO	<i>NO</i>
J9	*Size (Square Footage) of Outlet	136.5	<i>136.5</i>
J10	Name of Outlet Manager	Branda Lee	<i>Branda Lee</i>
J11	*Public service hours this outlet was open (FY12 total)	389.75	<i>388.00</i>
J12	Weekend and evening public service hours (FY12 total)	.0	<i>.0</i>
J13	*Number of weeks this outlet was open in FY12	45	<i>46</i>

# OCONEE COUNTY CAPITAL PROJECT ADVISORY COMMITTEE [CPAC]

Report to County Council  
May 2013

## COMMITTEE MEMBERSHIP

The Committee is made up of nine members; voting members each appointed for a maximum of three one year terms:

### Voting Members:

County Council Member	Mr. Paul Corbeil
County Administrator	Mr. Scott Moulder
Infrastructure Advisory Commission	Mr. Bob Winchester
Two At Large / Citizen Representatives	Mr. David Mead & Mr. Randy Abbott

### Non-Voting Members:

Planning Commission Representative	Ms. Gwen McPhail
Finance Director	Mr. Mark Pulliam
Facilities Director	Mr. Lake Julian
Planning Director	Mr. Art Holbrooks

## ACTIVITIES

The CPAC met as needed to review & score potential Capital Projects as outlined on the **Capital Improvement Project Listing [CIP - Attachment A]**. As part of the process the Department Heads were invited to the meeting to both provide additional information and to answer committee member questions prior to and during discussions related to the scoring of the project.

Since the last report in November 2012, the CPAC has continued to review and update the CIP which is provided annually to the Planning Commission and County Council during the budget preparation each fiscal year.

## PROJECTS REVIEWED BY CPAC SINCE LAST REPORT:

- Public Service / Operation Projects:
    - PRT / PRT Office Move to South Cove Park
    - Oconee County Libraries
  - Economic Development Projects [short/long term]: None
- A summary report of the reviewed / scored project is provided as Attachment B.

After final scoring by the CPAC, the Committee forwards each project to the Planning Commission with all backup material included for their full review. The CPAC will continue to review the CIP, receive and evaluate project questionnaires and make additions/deletions as necessary to maintain an accurate listing of proposed capital projects for the Oconee County Planning Commission and County Council's review and possible funding.





## Oconee County Planning Department

415 S. Pine Street, Walhalla, SC 29691

Telephone: 864-638-4238  
Fax: 864-638-4168

Date: May 21, 2013

To: Chairman Joel Thrift, County Council

From: Chairman David Lyle, Planning Commission

Re: Planning Commission Appointment to the Capital Projects Advisory Committee (CPAC)

The Planning Commission held a meeting on Monday, May 21, 2013, to consider the appointment of a member of the Commission to the Capital Projects Advisory Committee. The Planning Commission voted unanimously to appoint Mr. David Lyle to CPAC.

Respectfully

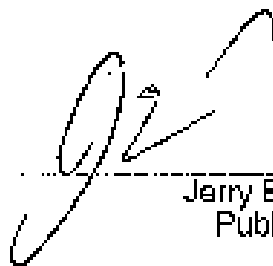
  
Josh Stephens

**PUBLISHER'S AFFIDAVIT**

**STATE OF SOUTH CAROLINA  
COUNTY OF OCONEE**

**IN RE:           Oconee County Council  
                  Public Hearing- May 22, 2013  
                  Capital Project Advisory Committee**

**BEFORE ME** the undersigned, a Notary Public for the State and County above named, this day personally came before me, Jerry Edwards, who being first duly sworn according to law, says that he is the Publisher of **THE JOURNAL**, a newspaper published Tuesday through Saturday in Seneca, SC and distributed in Oconee County, Pickens County and the Pendleton area of Anderson County and the notice (of which the annexed is a true copy) was inserted in said paper on May 15, 2013 and the rate charged therefore is not in excess of the regular rates charged private individuals for similar insertions.

  
\_\_\_\_\_  
Jerry Edwards  
Publisher

Subscribed and sworn to before me this  
15th day of May A.D. 2013

  
\_\_\_\_\_  
Jennifer A. White  
Notary Public for South Carolina  
My Commission Expires: 05/18/2014

**REAL ESTATE/SALES**
**114 WATERFRONT PROPERTY**


Waterfront Cottages LAKE KEDWEE, SC Magnificent Views, Gated, Luxury Amenities, Lounge, Pool, Fitness Center, Boat Slips and More. New & Restored Cottages From \$150's to \$380's 1-888-643-1132 www.backcountrylandings.com http://www.backcountrylandings.com

**118 LOTS FOR SALE**

1-4 ACRE LOTS in Oakway Comm. near all schools, ready to build on, restricted. Starting at \$17,500/lot (947-4459)

LOT B53, CROSSCREEK Plan, on the Course, appraised \$42K. Golf/Pool/tennis, near Clubhouse, 15 acre. (910) 370-855-2914

**TRANSPORTATION**
**150 MOTORCYCLES**


112 KAWASAKI NINJA 250-1500mi. Like new! 1 owner. Title. Never wrecked. \$3,800 or trade for truck. Call/text 864-882-8121 Piss.

**TRANSPORTATION**
**160 WANTED TO BUY**


**ALL JUNK CARS**  
We pay \$325 - \$1200 for cars, trucks, buses  
• Same Day - Free Pickup - Cash Paid  
804-944-3799  
804-378-3081

**161 AUTOS FOR SALE**

**161 AUTOS FOR SALE**


**CHRYSLER TOWN & COUNTRY**  
Touring L 84,500 or \$14,500  
Polo's Auto  
864-882-1467  
402 S Oak St  
Sereca

**LEGALS**

ALL PERSONS ARE hereby notified to not trespass on any property owned by Stechen or Bilezikian. All trespassers will be prosecuted to the full extent of the law.

Invitation to Bid  
The School District of Oconee County (SUOC) Services, South Carolina will receive sealed bids for a Food Serving Line until Friday, May 31, 2013 at 2:30 P.M. Bid responses shall be mailed or hand delivered to Purchasing Services 125 South Cove Rd, Seneca, SC 29082 where they shall

**LEGALS**

The Oconee County Capital Project Advisory Committee will hold a Public Hearing on Wednesday, May 22, 2013 at 10:00 a.m. in County Council Chambers, Oconee Administrative Offices, 415 South Pine Street, Walhalla, SC 29691 regarding the Capital Improvement Project Listing [2013-01]. Any citizen wishing to

**LEGALS**

speak at the meeting regarding this list may do so by signing up at the meeting. Written comments may be submitted at any time prior to the hearing for inclusion in the official record of the meeting. Please submit written comments to the Clerk to Council, 415 South Pine Street, Walhalla, South Carolina, 29691.

**LEGALS**

The Oconee County Council will hold a Public Hearing for Ordinance 2013-10 "AN ORDINANCE AUTHORIZING ACCEPTANCE OF TRANSFER OF AUTHORITY FOR MUNICIPAL ELECTIONS FOR THE CITY OF WALHALLA AND THE CITY OF WESTMINSTER AND AUTHORIZING AN

**LEGALS**

INTERGOVERNMENT AGREEMENT OR EMBODYING DOCUMENT INCLUDING THE TERMS OF ANY AGREEMENT WITH EACH AND OTHER MATTERS RELATED THEREOF" on Tuesday, May 21, 2013 at 6:30 p.m. in Council Chambers, Oconee County Administrative Offices, 415 S. Pine Street, Walhalla, SC.

**LEGALS**

Citizens wishing speak regarding Ordinance may do so by signing up at meeting. Written comments may be submitted at any time prior to the hearing for inclusion in the official record. Submit written comments to the Clerk to Council, 415 South Pine Street, Walhalla, SC 29691.

# SERVICE FINDER

**BEST LOCAL SERVICE PROFESSIONALS**

Advertise your services here and online for \$100 for 6 weeks!


**AUTOMOTIVE**

Automotive Repair  
Service of Seneca



Your MFR. Auto  
Care Center

Hrs: 8:00-5:30  
Monday-Friday

302 W. North  
1st Street

**CARPENTRY**

Pen Price Building  
Remodeling

- Home Maintenance of all types
- Metal Roofing
- Vinyl Siding
- Ceramic Tile
- Hardwood Floors
- Decks
- Handicap Modifications

"My customers help me feed my family & I appreciate them."

US Veteran discount

John  
8 247-0000

**CONSTRUCTION**

Quality Home  
Improvements  
Remodeling Specialist

- Additions
- Decks
- Windows
- Garages
- Sunrooms
- Roofing

All Phases of  
Remodeling

30 Yrs. Experience  
Licensed, Insured  
& Bonded

**CLEANING**

Cesar's  
Professional

- Painting
- Pressure Washing
- Deck & Dock Treatment
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Fax: 864 718 1024

E-mail:  
[tlm@occonee.org](mailto:tlm@occonee.org)

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Vice Chairman  
District I

Wayne McGill  
District II

Archie Barron  
District III

Joel Thrift  
District IV  
Chairman

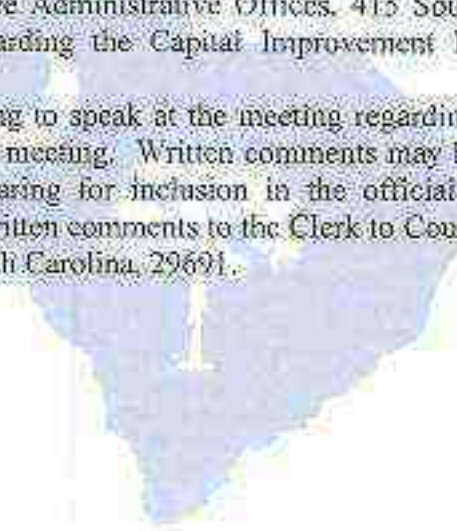
Reginald T. Dexter  
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.....LEGAL AD.....

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**Beth Hulse**

---

**From:** Beth Hulse  
**Sent:** Tuesday, May 14, 2013 11:22 AM  
**To:** Beth Hulse; classadmgr@upstatetoday.com  
**Subject:** FW: CPAC List PH 5-22  
**Attachments:** 031113 - CPAC PH Cap Proj Listing - 052213.doc

DISREGARD LAST EMAIL - SENT INCORRECT ATTACHMENT - THIS IS CORRECT. SORRY

**Elizabeth G. Hulse**  
**Clerk to County Council**

Oconee County Administrative Offices  
415 South Pine Street  
Walhalla, SC 29691  
864-718-1023  
864-718-1024 [fax]  
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---

**From:** Beth Hulse  
**Sent:** Tuesday, May 14, 2013 11:20 AM  
**To:** Beth Hulse; classadmgr@upstatetoday.com  
**Subject:** CPAC List PH 5-22

Please run at your earliest convenience.  
Thanks.

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**Sent:** Tuesday, May 14, 2013 11:23 AM  
**To:** Beth Hulse; Chad Dorset; Greenville News (localnews@greenvillenews.com); Kevin; Norman Cannada (ncannada@upstatetoday.com); Ray Chandler; Westminster News / Keowee-Courier (westnews@bellsouth.net); WGOG (dickmangrum@wgo.com); WSPA TV - Channel 7 (assignmentdesk@wspa.com)  
**Subject:** Capital Project Advisory Committee - Capital Project Listing Public hearing: 5/22

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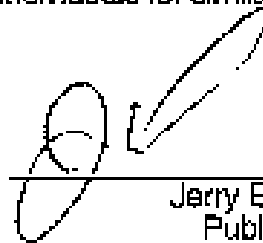
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**PUBLISHER'S AFFIDAVIT**

**STATE OF SOUTH CAROLINA  
COUNTY OF OCONEE**

**IN RE:           Oconee County Council  
                  Capital Project Advisory  
                  Committee Meeting, May 22, 2013**

**BEFORE ME** the undersigned, a Notary Public for the State and County above named, this day personally came before me, Jerry Edwards, who being first duly sworn according to law, says that he is the Publisher of THE JOURNAL, a newspaper published Tuesday through Saturday in Seneca, SC and distributed in **Oconee County, Pickens County** and the Pendleton area of **Anderson County** and the notice (of which the annexed is a true copy) was inserted in said paper on March 9, 2013 and the rate charged therefore is not in excess of the regular rates charged private individuals for similar insertions.

  
\_\_\_\_\_  
Jerry Edwards  
Publisher

Subscribed and sworn to before me this  
11th day of March A.D. 2013

  
\_\_\_\_\_  
Jennifer A. White  
Notary Public for South Carolina  
My Commission Expires: 05/18/2014

Saturday March 9, 2013

The Journal D5

**ANNOUNCEMENTS**

**"NOTICE" DEADLINE**

FOR "THE GOLDEN CORNER SHOPPER'S GUIDE" IS **THURSDAY AT 3pm**

PLEASE MAKE NOTE OF THIS FOR ALL FUTURE ADVERTISING

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**16 ANNOUNCEMENTS**

FOUND: CHIHUAHUA, FOUND on Timberlake Rd. Injured, Call 864-972-9894

**SPAY/NEUTER:**

Wanna get your dog or cat fixed but can't afford the high price? Oconee

**RE**

DEPT Oppo Se Harri 140 Sar

Top 2 Fire J rantly lions Shift Train Trused at 5:0 the 6 posse High 5 G.E.D. licen Firstig Hazar Oper ion, Certi 2-4 Ye 2 p deper the 6 also p or eqt Fire tr alant, least Licen This is work, every Candt shut o three: Applic icked, Clerk Windt Westh 6473, Westh Dopar 218 6 864-6- All 3 resum recivly above

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**LEGAL NOTICE**

The Seneca Board of Architectural Review will hold a regularly scheduled meeting on Monday, March 25, 2013 at 8:00 pm in the Council Chambers of City Hall to hear the following Certificate of Appropriateness Application: Property Owner: Barbara and Harold Young. Tax Map Number: 520-34-13-009. Property Location: 507 S Walnut St.

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**LEGALS**

**NOTICE OF APPLICATION**

Notice is hereby given that PETER'S DRIVE IN intends to apply to the South Carolina Department of Revenue for a license/permit that will allow the sale and ON premises consumption of BEER AND WINE at 115 RAM CAT ALLEY, SENECA, SC 29678. To object to the issuance of this permit/license written protest must be postmarked no later than MARCH 15, 2013.


For a protest to be valid it must be in writing and should include the following information:

- (1) the name, address and telephone number of the person filing the protest;
  - (2) the specific reasons why the application should be denied;
  - (3) that the person protesting is willing to attend a hearing if one is requested by the applicant;
  - (4) that the person protesting resides in the same county where the proposed place of business is located or within five miles of the business; and,
  - (5) the name of the applicant and the address of the premises to be licensed.
- Protests must be mailed to: S.C. Department of Revenue, ABL SECTION, P.O. Box 125, Columbia, SC 29214-0097, or faxed to: (803)695-0110.

**NOTICE OF APPLICATION**

Notice is hereby given that 7-ELEVEN, INC. intends to apply to the South Carolina Department of Revenue for a license/permit that will allow the sale and OFF premises consumption of BEER AND





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Council Office

T. Scott Moulder  
Administrator

Oconee County  
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Phone: 864 718 1023  
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E-mail:  
[tcsm@occonee.com](mailto:tcsm@occonee.com)

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Joel Thrift  
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**Beth Hulse**

---

**From:** Beth Hulse  
**Sent:** Thursday, March 07, 2013 3:17 PM  
**To:** Beth Hulse; classadmgr@upstatetoday.com  
**Subject:** Capital Project Advisory Committee 2013 Meeting Schedule and January 2014 meeting  
**Attachments:** 080713 - 2013 CPAC and January 2014 Meeting Schedule.doc

Please advertise at your earliest convenience.  
Thanks.

**Elizabeth G. Hulse**

**Clerk to County Council**

Oconee County Administrative Offices

415 South Pine Street

Walhalla, SC 29691

864-718-1023

864-718-1024 [fax]

[bhulse@oconeesc.com](mailto:bhulse@oconeesc.com)

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Thanks.

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**Subject:** Capital Project Advisory Committee: Public Hearing regarding Capital Improvement Project Listing [CIP v2013-01]

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**Beth Hulse**

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**From:** Beth Hulse  
**Sent:** Monday, March 11, 2013 12:04 PM  
**To:** Beth Hulse; classadmgr@upstatetoday.com  
**Subject:** DISREGARD PREVIOUS EMAIL - PLEASE RUN THIS ADD FOR CAPITAL PROJECT MEETING - SORRY FOR CONFUSION  
**Attachments:** 031113 - CPAC PH Cap Proj Listing - 052213.doc

PLEASE DISREGARD FIRST EMAIL - THIS HAS CORRECTED DATE.  
THANKS.

**Elizabeth G. Hulse**  
**Clerk to County Council**  
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