

COUNTY COUNCIL OF BEAUFORT COUNTY  
 ADMINISTRATION BUILDING  
 BEAUFORT COUNTY GOVERNMENT ROBERT SMALLS COMPLEX  
 100 RIBAUT ROAD  
 POST OFFICE DRAWER 1228  
 BEAUFORT, SOUTH CAROLINA 29901-1228  
 TELEPHONE: (843) 255-2180  
 www.bcgov.net

D. PAUL SOMMERVILLE  
 CHAIRMAN

GERALD W. STEWART  
 VICE CHAIRMAN

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 YORK GLOVER, SR.  
 ALICE G. HOWARD  
 STEWART H. RODMAN  
 ROBERTS "TABOR" VAUX

Committee Members:

Alice Howard, Chairman  
 Rick Caporale, Vice Chairman  
 Michael Covert  
 Steve Fobes  
 York Glover  
 Roberts "Tabor" Vaux

GARY T. KUBIC  
 COUNTY ADMINISTRATOR

JOSHUA A. GRUBER  
 DEPUTY COUNTY ADMINISTRATOR  
 SPECIAL COUNSEL

THOMAS J. KEAVENY, II  
 COUNTY ATTORNEY

ASHLEY M. BENNETT  
 CLERK TO COUNCIL

AGENDA  
 COMMUNITY SERVICES COMMITTEE

Monday, July 24, 2017  
 3:00 p.m.

Executive Conference Room, Administration Building  
 Beaufort County Government Robert Smalls Complex  
 100 Ribaut Road, Beaufort

Staff Support:

Monica Spells, Assistant County Administrator  
 Civic Engagement and Outreach

1. CALL TO ORDER – 3:00 P.M.
2. CONSIDERATION OF CONTRACT AWARD / DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS / PURCHASE OF TWO NEW ADA VANS FROM STATE CONTRACT ([backup](#))
3. UPDATE / PROVISIO TO RETAIN THE TOTAL AMOUNT OF PROCEEDS FROM THE SALE OF THE PORT ROYAL COMMUNITY RESIDENTIAL CARE FACILITY AT 1508 OLD SHELL ROAD TO BE APPLIED TO THE PURCHASE, CONSTRUCTION AND/OR RENOVATION OF RESIDENTIAL HOMES TO BE MANAGED BY THE DISABILITIES AND SPECIAL NEEDS DEPARTMENT ([backup](#))
4. PRESENTATION / HUMAN SERVICES DEPARTMENT / TRANSPORTATION AS A BARRIER TO FUNDAMENTAL QUALITY OF LIFE ([backup](#))
5. UPDATE / LOWCOUNTRY AREA VOLUNTEER INCOME TAX ASSISTANCE (VITA) COALITION ([backup](#))
6. UPDATE / LIBRARY SYSTEM ([backup](#))
7. DISCUSSION / CITY OF BEAUFORT RECONSIDERATION OF LIBRARY IMPACT FEES ([backup](#))
8. ADJOURNMENT

2017 Strategic Plan Committee Assignments  
 Affordable /Workforce Housing  
 Housing Survey  
 Residential Homes (2) Port Royal





COUNTY COUNCIL OF BEAUFORT COUNTY  
PURCHASING DEPARTMENT

106 Industrial Village Road, Bldg. 2, Post Office Drawer 1228  
Beaufort, South Carolina 29901-1228

David L Thomas, Purchasing Director  
dthomas@bcgov.net 843.255.2353

**TO:** Councilwoman Alice Howard, Chairman, Community Services Committee

**FROM:** David L Thomas, CPPO, Purchasing Director

**SUBJ:** State Contract Purchase  
Request to Purchase Two (2) New ADA Vans for the Department of Disabilities and Special Needs (DSN)

**DATE:** 07/11/2017

**BACKGROUND:**

DSN would like to purchase two (2) new Ford Transit conversion vans from Palmetto Bus Sales, a State contract vendor. These vans are for the Adult Employment (Day) Program. They are designed for up to seven (7) passengers and two (2) wheelchairs. Increased engine size and heavier frame are needed due to the weight of the large powered wheelchairs. The backup camera is a necessary safety feature. DSN's vehicles travel long distances daily, often on unpaved roads, which contributes to constant wear and repairs. The safety of the consumers served by DSN is paramount. DSN recently received a \$50,000 grant from SCDOT for the purchase of one of the vans and the other was originally requested in the FY 2018 budget.

**VENDOR INFORMATION:**

Palmetto Business Sales

**COST:**

\$114,214

**FUNDING:**

A combination of SCDOT grant funds (to be reimbursed) and General Fund Account #24420011-54000, Disabilities and Special Needs - Vehicle Purchases.

Funding approved:  By:  Date:

**FOR ACTION:**

**RECOMMENDATION:**

The Purchasing Department recommends that the Community Services Committee approve and recommend to County Council the contract award to Palmetto Business Sales for the purchase of two (2) new ADA vans in the amount of \$114,214.

Attachment:   736.01 KB

cc: Gary Kubic, County Administrator

Approved:  Date:

Check to override approval:  Overridden by:  Override Date:

Joshua Gruber, Deputy County Administrator/Special Counsel Approved:  Date:

Check to override approval:  Overridden by:  Override Date:

Alicia Holland, Assistant County Administrator, Finance Approved:  Date:

Monica Spells, Assistant County Administrator, Civic Engager Approved:  Date:

Check to override approval:  Overridden by:  Override Date:  ready for admin:

William Love, Director, Disabilities and Special Needs Division Approved:  Date:

Check to override approval:  Overridden by:  Override Date:  ready for admin:

**After Initial Submission, Use the Save and Close Buttons**

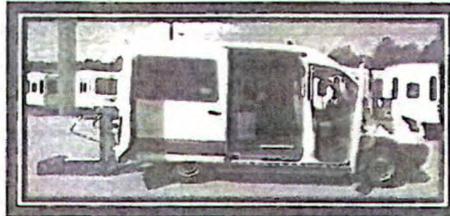
**PALMETTO BUS SALES**  
**WEST COLUMBIA, SC**  
**1-800-783-7613**  
**WWW.PALMETTOBUSSALES.COM**

**STATE OF SOUTH CAROLINA**  
**PURPOSE BUILT VEHICLE**

**\*\* STATE CONTRACT #4400010889 \*\***

**CONTRACT VALID 7/18/15 THRU 7/17/18**

**FORD TRANSIT CHASSIS - SUNSET VANS CONVERSION**



**WWW.PALMETTOBUSSALES.COM 1-800-783-7613**

**S.C. "PURPOSE BUILT VEHICLE" Contract # 4400010889**  
**FORD TRANSIT CHASSIS**  
**SUNSET VANS CONVERSION**

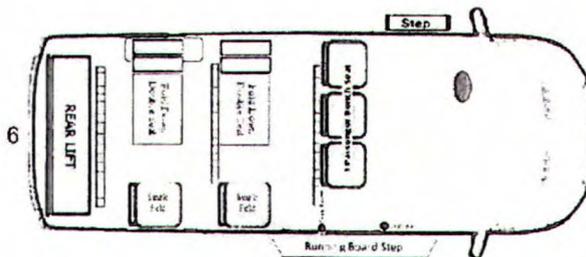
**Beaufort County DSN**

**6/23/2017**

**VEHICLE SPECIFICATIONS**

- Ford E-150 Medium Roof Transit Chassis**
- 3.7 Liter V-6 Gasoline Engine**
- 6-Speed Automatic Transmission**
- 130" Wheelbase Chassis**
- 8,600 lbs. GVWR**
- 81.3" Exterior Width**
- Single Rear Wheels**
- Power Disc Brakes with 4-wheel ABS**
- (25) Gallon Fuel Tank**
- Ford 225 Amp. Alternator**
- Front and side turn signals/parking lights – wraparound**
- Front standard Ford OEM driver's air conditioner**
- Headlights on reminder**
- Granite gray molded plastic door trim panels**
- Power Steering**
- Intermittent windshield wipers**
- White exterior**
- (3) Year or 36,000 Miles Ford Chassis Warranty**
- (5) Year or 60,000 Miles Ford Chassis Warranty on Engine, Transmission & Powertrain**
- (5) Year / Unlimited Miles Ford Chassis Corrosion Warranty**

**YOUR CHOSEN SEATPLAN**



**STANDARD SUNSET VANS - FORD TRANSIT SPECIFICATION FEATURES:**

**Sunset Vans Ford 150 Transit Van**

- Medium Roof Height
- Ricon Wheelchair Lift Mounted In Rear Door Of Vehicle
- "L" Track For (2) Wheelchairs
- Sure Lok Tie Downs For (2) Wheelchairs
- Wheelchair tie down storage bags mounted to wall
- Small overhead storage compartment over driver's head
- Interior Dome Lights
- Wheelchair lift light on lift and entrance door
- 5/8" sub floor with Heavy Duty Altro Flooring
- ABS Interior with gray walls & ceiling
- Standard Front & Rear A/C and Heat
- (1) Two passenger 3-step folding seat with integrated seat belts mounted behind driver
- (1) Single passenger fixed forward facing seat on curb side rear with shoulder seat belt
- (1) Single passenger Folding forward facing seat on curb side rear with shoulder seat belt
- Front Right Hand Co-Pilot Seat with shoulder seat belt
- High Back Driver's Seat with shoulder belt
- All seats covered in Gray Vinyl
- (2) Seat Belt extenders
- Interlock for lift, brake, transmission, door & wheelchair lift with door ajar notification
- Moisture Barriers For All Passenger Seats
- Vehicle backing alarm
- ADA Signs
- Vehicle height decal
- AM/FM Stereo with Four Speakers
- Passenger entry door grab rail
- Fire Extinguisher, First Aid Kit, Triangle Warning Devices, Seat belt cutter
- Reflective tape on rear bumper
- Seat reinforcement kit
- Shoulder belt reinforcement kit
- Roof mounted strobe light with guard & extra power wire
- Fast idle kit
- 3 keys
- 3 yr./36,000 mile warranty on electrical components, interior and exterior Sunset Vans conversion work
- 3 yr./36,000 mile Standard Ford Chassis Warranty
- 5 yr./60,000 mile Ford powertrain warranty
- 5 year Ricon Wheelchair Lift warranty

Solid White Paint Design

**\*\*\* THIS VEHICLE DOES NOT MEET SCHOOL BUS SAFETY STANDARDS AND IS NOT TO BE USED IN A SCHOOL BUS APPLICATION**

**\*\*\* THIS VEHICLE IS NOT TO BE USED IN A SCHOOL BUS APPLICATION**

STATE OF SOUTH CAROLINA BASE CONTRACT PRICE .....	\$ 41,597.00
S.C. SALES TAX	(+ ) \$ 300.00
ADDITIONAL OPTIONS CHOSEN	\$ 15,210.00
TOTAL FINAL SELLING PRICE: Beaufort County DSN Board, June 23, 2017 - Floor Plan #6	\$ 57,107.00

**WE AGREE TO PURCHASE BUS AS SPECIFIED AND PRICED ABOVE:**

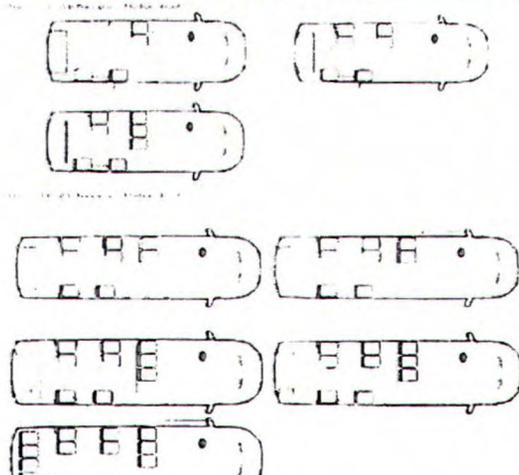
\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

ADDITIONAL OPTIONAL EQUIPMENT TO CONSIDER

Chassis Upgrade - One Level Above Your Standard Equipment	1	\$2,250.00
Engine Upgrade - one Level Above Your Standard Equipment (Ford EcoBoost Gasoline)	1	\$1,950.00
Diesel Engine		\$6,500.00
Cruise Control	1	\$825.00
Passenger Seat Fabric Upgrade - To Next Fabric Level Above Standard		\$37.00
Passenger Seat Upgrade - To Next Level of Seating above Your Base Model		\$300.00
Driver Seat Fabric Upgrade - To Next Fabric Level Above Standard		\$50.00
Coat Hook w/Strap		\$10.00
Heated Exterior Mirrors		\$275.00
Convex Interior Mirrors		\$15.00
Power Exterior Mirrors	1	\$650.00
Battery Disconnect Switch		\$100.00
Additional Battery		\$175.00
Driver Circulating Fan		\$50.00
Fog Lights		\$85.00
Back-Up Camera System	1	\$750.00
In-Vehicle HD Video Recording System (State Contract Angel Trax or Approved Equal-Not to Exceed \$2,300)		\$2,300.00
PA System w/Speaker/Base Model		\$350.00
Two-Way Radio System/Base Model (Requesting Agency Preference or Approved Equal)		\$500.00
Graphics-Not to Exceed \$1,000 (SCDOT/OPT Will Only Fund \$1,000 for Graphics, Requesting Agency Will Be Responsible for the Remaining Balance)		\$1,000.00
Farebox		\$2,100.00
Upgrade to 60,000 BTU Air Conditioning System	1	\$1,525.00
Upgrade to BRAUN Wheelchair Lift:	1	\$500.00
Add an additional SureLok (std.) wheelchair tie down with "L" Track in floor (Two std. in base bid)		\$ 350.00 ea
Upgrade to Q-Straint Self Retracting Wheelchair Tie Downs with "L" Track in floor in lieu of SureLok		\$ 200.00 ea
Upgrade to Q-Straint "Slide - N-Click" floor attachments in lieu of "L" Track	2	\$ 206.00 ea
Passenger side running board/step	1	\$825.00 ea
Two Passenger Fold-Away Passenger Seat (folds up against the side wall)	1	\$1,367.00 ea
Single Passenger Fold-Away Passenger Seat (folds up against the side wall)	1	\$ 896.00, ea
Single Passenger Rigid Passenger Seat	3	\$ 600.00, ea
Seat grab handles	3	\$75.00 ea
3-Pl. Seatbelt	5	\$175.00 ea
Vehicle backup warning system with voice distance indicator		\$750.00
Cost to install wheelchair lift in the side versus the rear		\$550.00
Dark limo tint on windows		\$475.00
Rear red flashing lights on rear of van		\$275.00
Upgrade to LED strip lighting at side passenger entry door		\$285.00
Oxygen tank holder		\$275.00, ea
Modesty Panel and Grab Handle	1	\$360.00

A FEW OF THE ADDITIONAL SEAT PLANS WHICH ARE AVAILABLE

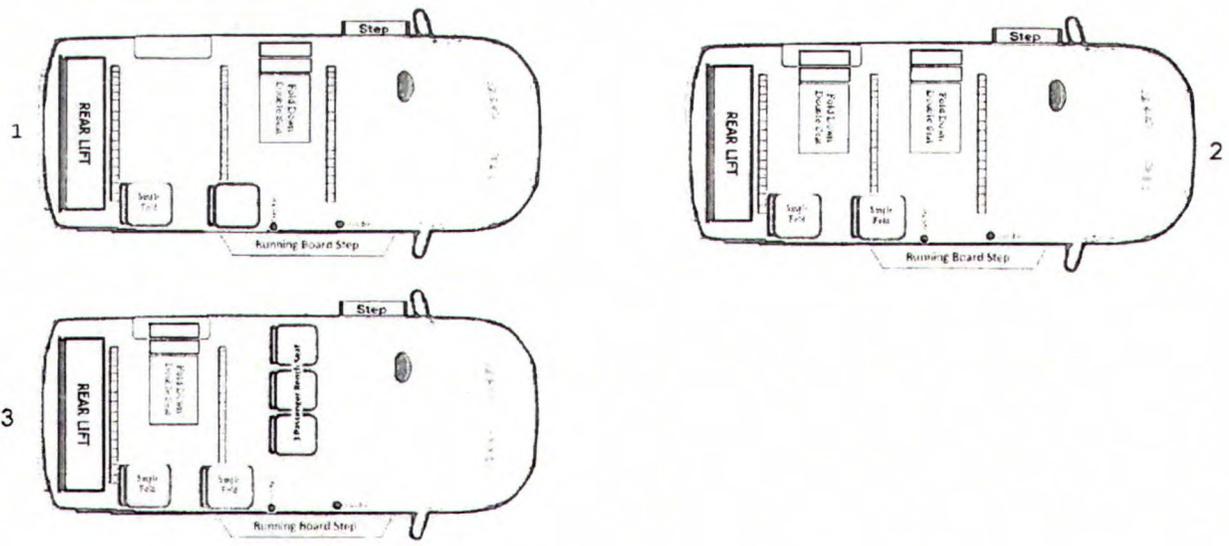


**Sunset Vans Inc.**  
 8851 Lakewood Blvd.  
 Downey, CA 90240  
 888-280-VANS (8267)

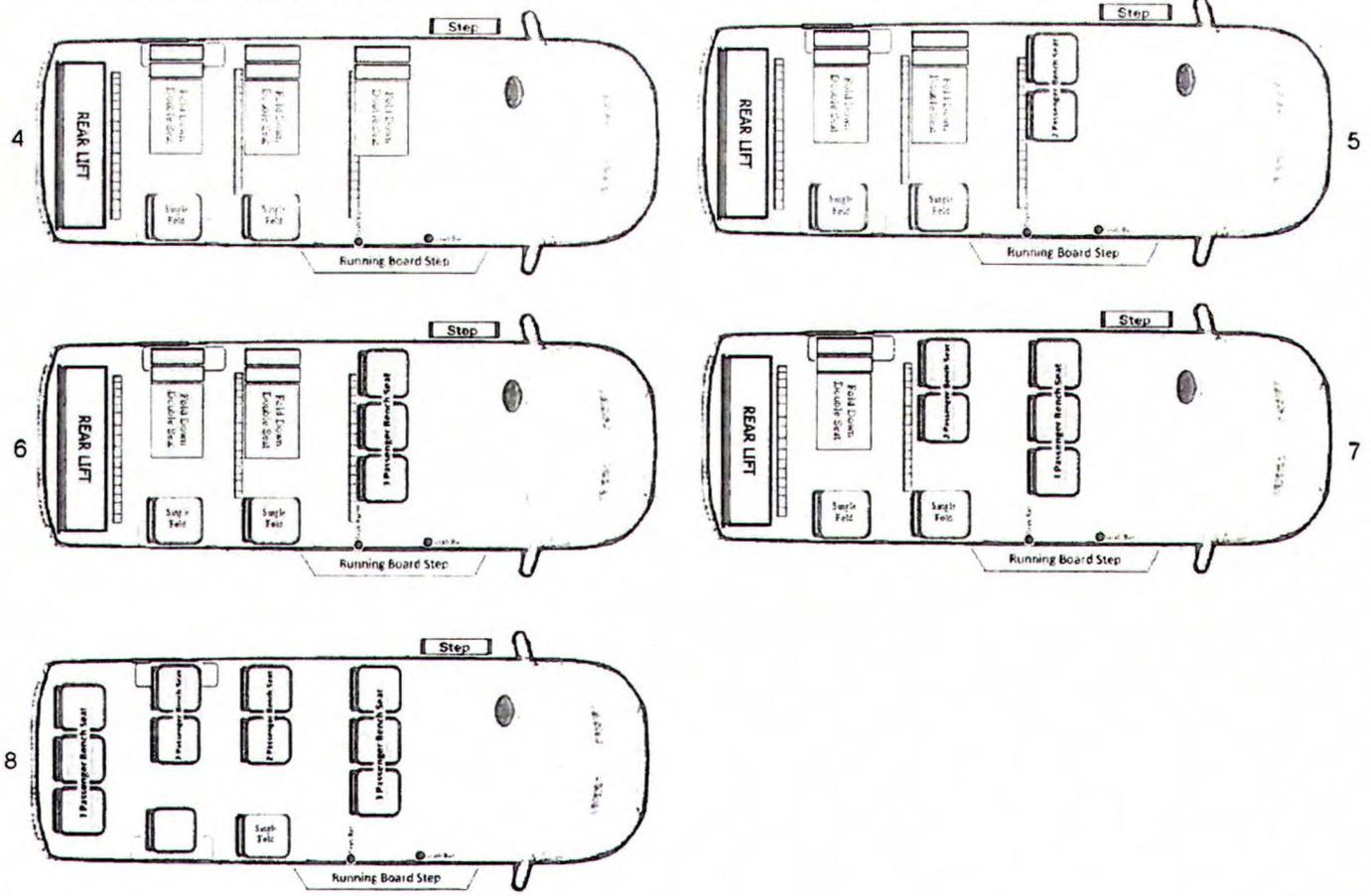


Tel: (562) 862-2177 x304  
 Fax: (562) 862-4482  
 Email: Tom@sunsetvans.com  
 Website: www.sunsetvans.com

**Transit 130 WB floor plans Medium Roof**



**Transit 148 WB floor plans Medium Roof**



**SUMMARY OF PROVISO CHANGES FOR FY 2017-18  
AS RECOMMENDED BY  
THE HOUSE WAYS AND MEANS COMMITTEE**

**SECTION 35 - J120 - DEPARTMENT OF MENTAL HEALTH**

- 35.7**     **AMEND** (Deferred Maintenance, Capital Projects, Ordinary Repair and Maintenance) Authorizes the department to establish an interest bearing fund with the State Treasurer to deposit deferred maintenance funds and other one-time funds from any source. Authorizes the department to spend these funds for deferred maintenance, capital projects and ordinary repair and maintenance. Authorizes the funds to be carried forward and used for the same purpose.  
**WMC:** AMEND proviso to delete specific reference to depositing funds “appropriated” for deferred maintenance and other one-time funds from any source. Authorize the department to retain and deposit into the fund the proceeds from the sale of excess real property owned by, under the control of, or assigned to the department. Requested by Department of Mental Health.
- 35.8**     **ADD** (Lease Payments to SFAA for SVP Program) **WMC:** ADD new proviso to exempt Sexually Violent Predator Program lease payments to SFAA from any across-the-board base reductions.

**SECTION 36 - J160 - DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS**

- 36.7**     **AMEND** (Unlicensed Medication Providers) Authorizes the department to license or certify select unlicensed persons in community-based programs to provide select medications. Limits the medications allowed to be administered. Requires the department to establish curriculum and standards for training and oversight. Directs that this provision does not apply to an intermediate care facility for individuals with intellectual and/or related disability.  
**WMC:** AMEND proviso to change “selected” to “designated” unlicensed persons. Direct that unlicensed persons must have documented “successful completion of” medication training and direct that in addition to nurses, “licensed pharmacists and licensed medical doctors” may train and supervise designated unlicensed persons to provide medication. Amend the type of medications designated unlicensed persons may provide. Require a written or electronic record about each medication be provided as part of the provision of medication. Direct that nurses, pharmacists and medical doctors that train, approve, and supervise designated unlicensed persons shall be protected against tort liability. Requested by Department of Disabilities and Special Needs.
- 36.16**    **ADD** (Beaufort DSN Facility) **WMC:** ADD new proviso to authorize the department to retain the full amount of proceeds from the sale of the local DSN Board of Beaufort County property. Direct that funds from the sale must be used to purchase new property for the local DSN Board that better meets the needs of those served. Authorize unexpended funds to be carried forward and used for the same purpose. Direct the department to provide a status report to the Beaufort County Legislative Delegation by June 30, 2018 that details the retention of any sale proceeds and/or expenditures of the funds.

**SECTION 38 - L040 - DEPARTMENT OF SOCIAL SERVICES**

- 38.3**     **AMEND** (~~Foster Children~~ Burial *Expenses*) Directs that the expenditure of funds allocated for burials of foster children not exceed \$1,500 per burial.  
**WMC:** AMEND proviso to include adults who are in DSS custody. Requested by Department of Social Services.

RESOLUTION 2017 / 1

**A RESOLUTION TO THE BEAUFORT COUNTY LEGISLATIVE DELEGATION REQUESTING A PROVISIO BE WRITTEN TO RETAIN THE TOTAL AMOUNT OF PROCEEDS FROM THE SALE OF THE PORT ROYAL COMMUNITY RESIDENTIAL CARE FACILITY TO BE APPLIED TO THE PURCHASE, CONSTRUCTION AND/OR RENOVATION OF RESIDENTIAL HOMES TO BE MANAGED BY BEAUFORT COUNTY DISABILITIES AND SPECIAL NEEDS**

**WHEREAS**, The Beaufort County Disabilities and Special Needs (DSN) Board sent a resolution regarding the Beaufort County Community Residential Care Facility (CRCF) located in the Town of Port Royal (County Council District 4) at 1508 Old Shell Road to the Beaufort County Legislative Delegation on December 17, 2014; and

**WHEREAS**, the DSN Board passed this resolution on December 16, 2014 in hopes that the Delegation will consider moving it forward during the legislative session; and

**WHEREAS**, the DSN Board is appointed by Beaufort County Council and both bodies have concerns regarding the future of this facility, which is owned by the South Carolina Department of Disabilities and Special Needs (SCDDSN) and leased by Beaufort County Council for its DSN Department; and

**WHEREAS**, this facility is aging and no longer meets the needs of those it is meant to serve as the State had the facility constructed more than 20 years ago as an Intermediate Care Facility, which is institutional in nature and contrary to current SCDDSN program standards, and approved converting the facility to a 15-bed CRCF about 17 years ago; and

**WHEREAS**, current State standards call for a CRCF to accommodate no more than 6 to 8 individuals, and the 15 individuals residing at this facility have developmental disabilities, to include high-behavior needs, high-physical needs, and issues associated with aging, such as Alzheimer's and other dementias; and

**WHEREAS**, given the diverse, over-population in this facility, the ability of the County to best meet the needs of these individuals is adversely impacted, compromising the health and safety of the County employees and the individual residents; and

**WHEREAS**, based on current best practices established by SCDDSN and the South Carolina Department of Health and Human Services (SCDHHS), including the "Final Rule" (which looks at not only where a person lives, but how and with whom they spend their day), the facility prevents Beaufort County from coming into compliance with required home and community-based services; and

**WHEREAS**, the facility does not offer residents a homelike setting which is prescribed, thereby diminishing the care provided to the individuals living at the facility; and

**WHEREAS**, the location of the facility next to marshes and tidal waterways does not provide a safe setting for the residents, many of whom have communication disabilities; and

**WHEREAS**, these individuals deserve to reside in a home which affords them the opportunity to be in a place which is better integrated into the fabric of Beaufort County, enabling them to live as normal a life as possible; and

WHEREAS, Beaufort County DSN is facing challenges in transitioning these individuals per compliance requirements due to the facility being owned by SCDDSN; and

WHEREAS, should the property be sold, half of the proceeds will return to the State according to State law, thereby removing critical funding, which would be available to Beaufort County to develop appropriate housing for these individuals under its care and lead to the transfer of these individuals from Beaufort County and away from their loved ones to an alternate facility in a different county; and

WHEREAS, should this property be sold and all revenue be made available to Beaufort County to help develop compliant, smaller residential settings throughout the County, these residents will be able to remain in Beaufort County, their home, where they will be afforded an enhanced quality of life; and

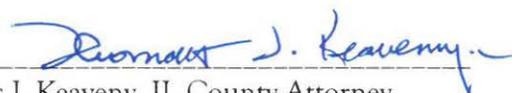
NOW, THEREFORE, BE IT RESOLVED, that Beaufort County Council requests that the Beaufort County Legislative Delegation introduce and work diligently to pass a proviso to the South Carolina General Assembly session that would require the return of 100% of the proceeds of the future sale of the Port Royal CRCF property to Beaufort County for the express purpose of purchasing, constructing, or renovating several new smaller residential facilities for its residents with developmental disabilities that would both conform to compliance directives on appropriate residential settings for these persons and better enable Beaufort County to provide the necessary ongoing care for these residents in safer, more appropriate housing.

DONE this 23<sup>rd</sup> day of January, 2017

COUNTY COUNCIL OF BEAUFORT COUNTY

By:   
D. Paul Sommerville, Chairman

APPROVED AS TO FORM:

  
Thomas J. Keaveny, II, County Attorney

ATTEST:

  
Ashley M. Bennett, Clerk to Council



WILLIAM J. LOVE  
EXECUTIVE DIRECTOR

COUNTY COUNCIL OF BEAUFORT COUNTY  
DISABILITIES AND SPECIAL NEEDS DEPARTMENT

100 CLEAR WATER WAY • BEAUFORT, SC 29906  
POST OFFICE DRAWER 1228 • BEAUFORT, SOUTH CAROLINA 29901-1228  
TELEPHONE: (843) 255-6300 • FAX: (843) 255-9412  
[www.bcgov.net](http://www.bcgov.net)



November 15, 2016

The Honorable Shannon S. Erickson, Chairman  
Beaufort County Legislative Delegation  
320-C Blatt Office Building  
1105 Pendleton Street  
Columbia, SC 29201

Dear Representative Erickson:

The Beaufort County Disabilities and Special Needs (DSN) Board sent a resolution regarding the Beaufort County Community Residential Care Facility (CRCF) located in Port Royal (Beaufort County Council District 4) to the Beaufort County Legislative Delegation on December 17, 2014. The DSN Board passed this resolution on December 16, 2014 in hopes that the Delegation will consider moving it forward during the legislative session. As expressed to the Delegation at its past meetings since that time, the DSN Board has concerns regarding the future of this facility.

This facility, which is owned by the South Carolina Department of Disabilities and Special Needs (SCDDSN) and leased by Beaufort County Council for its DSN Department, is aging and no longer meets the needs of our community and those it is meant to serve. The State had the facility constructed more than 20 years ago as an Intermediate Care Facility, which is institutional in nature and contrary to current SCDDSN program standards. The State approved converting the facility to a 15-bed CRCF about 17 years ago.

Current state standards call for a CRCF to accommodate no more than 6 to 8 individuals. The 15 individuals residing at the Port Royal facility have developmental disabilities, to include high-behavior needs, high-physical needs, and issues associated with aging, such as Alzheimer's and other dementias. Given the diverse, over-population, the ability of the County to best meet the needs of these individuals is adversely impacted, compromising the health and safety of the workers and the individual residents. Due to required staffing ratios, the facility necessitates up to 7 workers per shift, creating 22 persons in the facility. Having this number of persons on-site at any given time is especially detrimental to individuals at the facility with autism and other high-behavior needs.

Based on current best practices established by SCDDSN and the South Carolina Department of Health and Human Services (SCDHHS), including the "Final Rule" (which looks at not only where a person lives, but how and with whom they spend their day), the Port Royal facility prevents Beaufort County from coming into compliance with required home and community-based services. The Port Royal facility does not offer residents a homelike setting which is prescribed, thereby diminishing the care provided to the individuals living at the facility.

These individuals deserve to reside in a home which affords them the opportunity to be in a place which is better integrated into the fabric of Beaufort County, enabling them to live as normal a life as possible. Our barrier to transitioning these is that it is owned by SCDDSN. Consequently, should the property be sold, half of the proceeds are going to the State, thereby removing critical funding which would allow us to develop housing for these individuals under our care. More importantly, it would lead to the transfer of these individuals from Beaufort County and away from their loved ones to an alternate facility in a different county. We understood from discussions at the Delegation's meeting this past spring that a committee on which you serve was reviewing all State-owned properties to determine their best use.

We are requesting that this property be sold and all revenue be made available to help develop compliant, smaller residential settings throughout Beaufort County, so the residents can remain in Beaufort County. If we may be of any help to support this request or should you have any questions, please do not hesitate to contact Beaufort County Disabilities and Special Needs Executive Director William Love at [wlove@bcgov.net](mailto:wlove@bcgov.net) or 843-255-6290 or Beaufort County Administrator Gary Kubic at [gkubic@bcgov.net](mailto:gkubic@bcgov.net) or 843-255-2026. We appreciate your consideration.

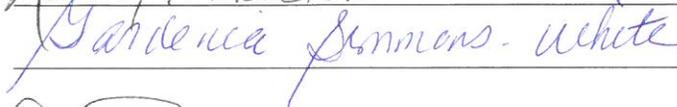
Sincerely,

Beaufort County Disabilities and Special Needs (DSN) Board

Nancy Pinkerton, Chair



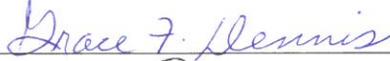
Gardenia B. Simmons-White,  
Vice Chair



Caleb Brown, Member



Grace Dennis, Member



David Green, Member



Gregory Hall, Member



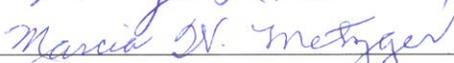
Anne Hamilton, Member



George Marshall, Member



Marcia Metzger, Member



Frankie Middleton, Member



Lynn Russo, Member



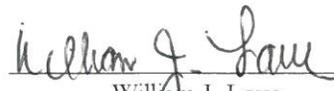
and



Gary T. Kubic  
Beaufort County Administrator



Monica N. Spells  
Assistant County Administrator  
Civic Engagement & Outreach Division  
DSN Board, Ex-Officio



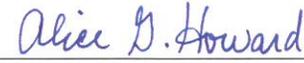
William J. Love  
Executive Director  
Beaufort County Department of  
Disabilities and Special Needs



D. Paul Sommerville, Chairman  
Beaufort County Council  
District 2



William L. McBride  
Chairman, Community Services Committee  
Beaufort County Council, District 3



Alice G. Howard  
Beaufort County Council  
District 4

Cc: Beaufort County Legislative Delegation  
Beaufort County Council  
Dr. Beverly A. H. Buscemi, Agency Director, SC Department of Disabilities and Special Needs  
Mr. Rufus Britt, Director-District 2, SC Department of Disabilities and Special Needs

Human Services Department



# **Transportation as a Barrier to Fundamental Quality of Life**

Community Services Committee Meeting

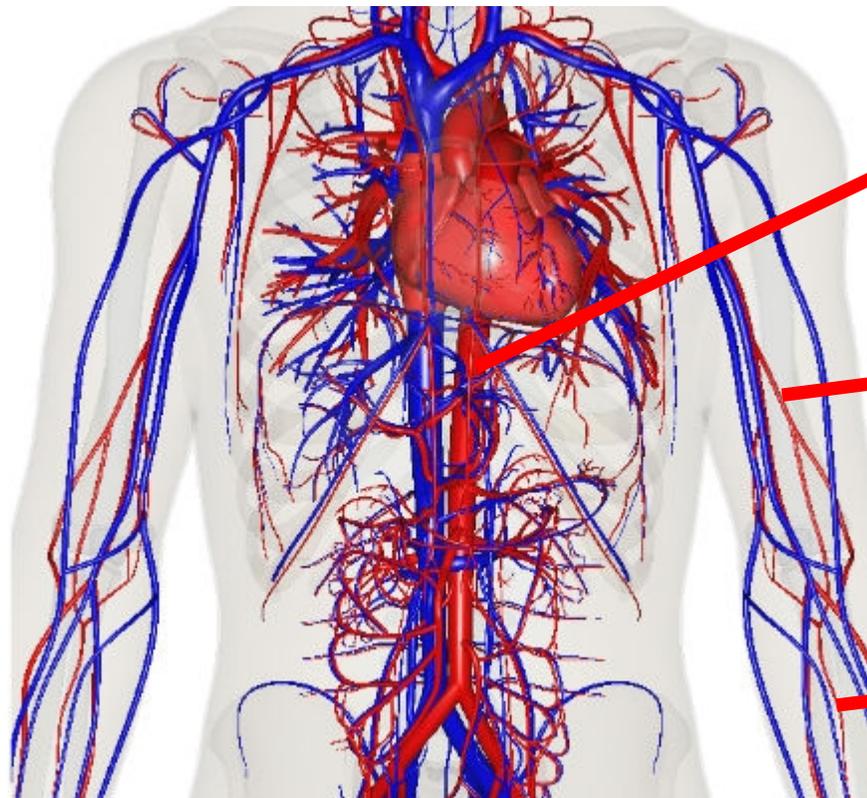
July 24, 2017

# Transportation as a Barrier to Fundamental Quality of Life

- Transportation has been identified as a persistent and pervasive issue affecting many of Beaufort County's residents
- **Employment, education, healthcare services, social services, child care (among others) experience transportation challenges**
- Coordination with a rural transportation system is important, but one agency will not be able to resolve all of our community's diverse transit needs alone

# Transportation as a Barrier to Fundamental Quality of Life

- Transportation can be viewed much like the circulatory system of the human body



## **Aorta**

Highway/Interstate/Rail  
Regional Bus Routes

## **Arteries & Veins**

6-Lane & 4-Lane Roads  
Municipal Bus Routes

## **Capillaries**

Residential Roads  
Neighborhood Routes

# Transportation as a Barrier to Fundamental Quality of Life

- Transportation can be viewed much like the circulatory system of the human body



## **Aorta**

Highway/Interstate/Rail  
Regional Bus Routes (Palmetto Breeze)

## **Arteries & Veins**

6-Lane & 4-Lane Roads  
Municipal Bus Routes

## **Capillaries**

Residential Roads  
Neighborhood Routes

# Example:

## Palmetto Breeze Route 309

### *Schedule*

<b>Sheldon</b>	<b>Bus Stop Location</b>	Pickup	Return
Bailey Road	Bailey Road	4:56	7:45
Sumpter Road	Sumpter Road	5:00	7:40
Johnson Road	Johnson Road	5:02	7:37
Cuthbert Road	Cuthbert Road	5:05	7:35

5:05 a.m. → 7:35 p.m.

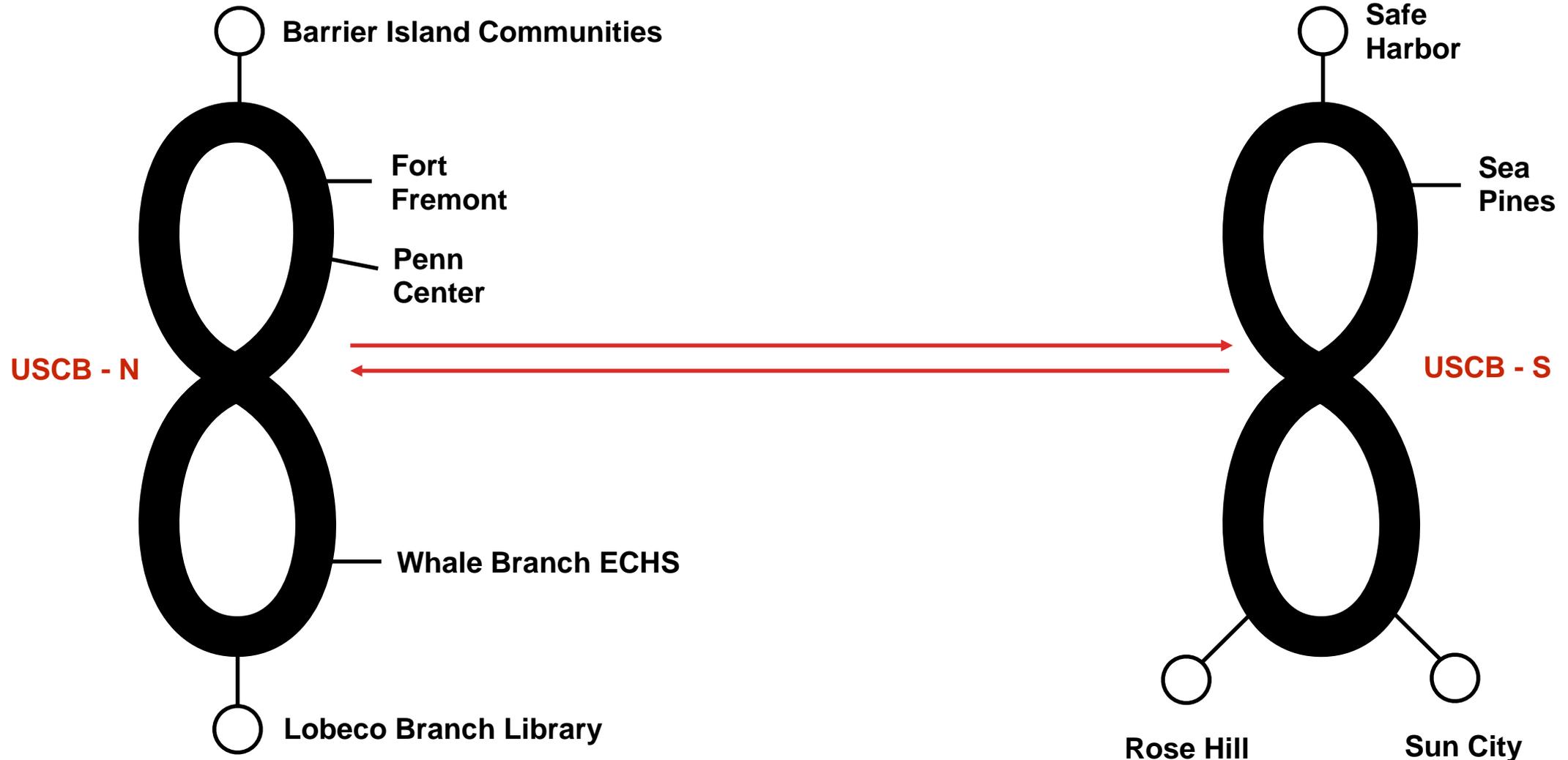
**14.5** hour wait



# Current and Future Transit Solutions

- Formal and informal transit solutions currently exist
  - Friends, neighbors, family
  - Faith-based transportation ministries
    - Transportation ministries exist throughout the county
    - Some are available to the public, others are congregation specific
- Neighborhood volunteer-based transportation programs
  - Caring Neighbors – Rose Hill
  - Safe Harbor - Hilton Head Island
  - Staying Connected – Sun City

# Intra-County Transit Concept





UNIVERSITY OF  
**SOUTH CAROLINA**  
BEAUFORT



2<sup>ND</sup> CHARLES E. FRASER

# **SUSTAINABLE RESORT DEVELOPMENT CONFERENCE**

**September 6-8, 2017**

**at Sea Pines Plantation Golf Club, Hilton Head Island, SC**

USCB and Sea Pines would like to invite you to join the 2nd Charles E. Fraser Sustainable Resort Development Conference. Keeping with Fraser's groundbreaking resort philosophy, representatives from coastal resorts, related businesses, local governments, universities and others will examine sustainability challenges and share replicable solutions, with an emphasis on the financial benefits of these sustainable practices.

### **Session Topics:**

Tourism and Environment; Resource Management; Coastal Resilience;  
Renewable Resources; Quality of Life

**Keynote on Wednesday evening 6 PM**

**[www.uscb.edu/fraserconference](http://www.uscb.edu/fraserconference)**

# Lowcountry Area Volunteer Income Tax Assistance (VITA) Coalition

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Beaufort County Council Community Services  
Committee

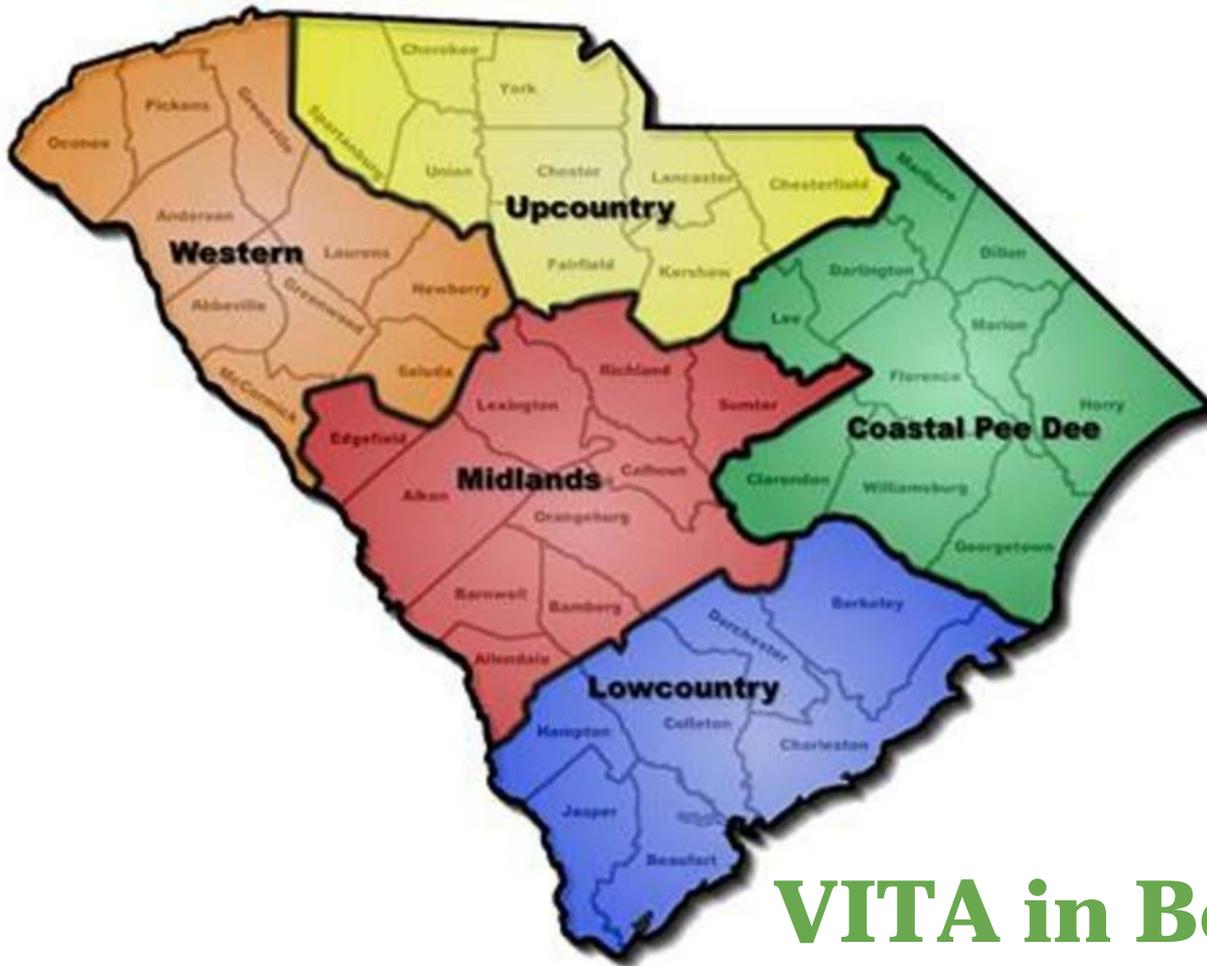
July 24, 2017



# What is VITA?

An IRS program that provides free state and federal income tax assistance to people who:

- ◆ Earn \$57,000 or less
- ◆ Are at least 60 years of age
- ◆ Have a disability
- ◆ Possess limited English proficiency



# VITA in Beaufort County

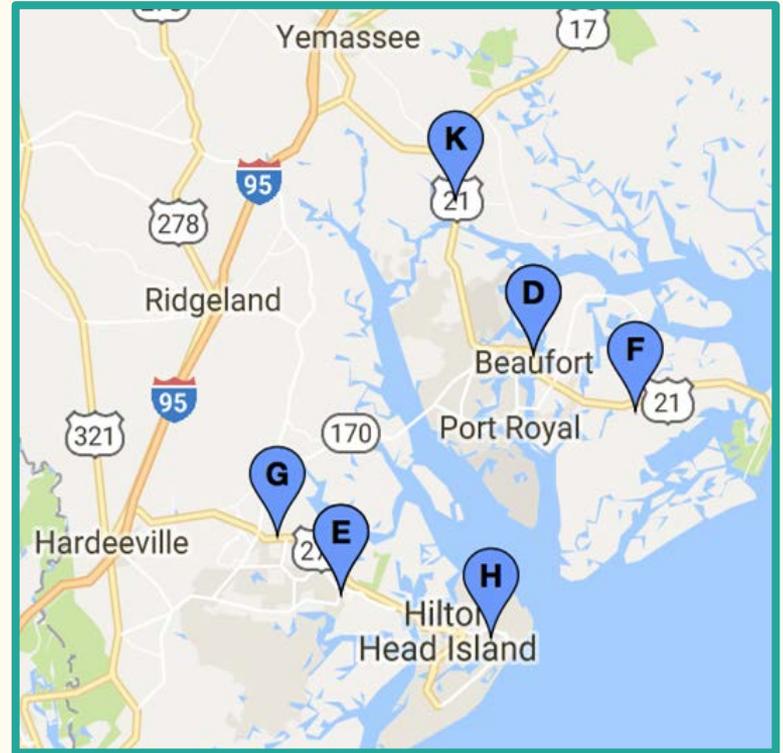
# Social and Economic Impact - 2017 Tax Season

**48** IRS-certified volunteers:

- ◆ Dedicated **4,833** hours
- ◆ Filed **1,936** tax returns
- ◆ Operated **14** VITA sites
- ◆ Returned **\$3,892,775** to the local economy
- ◆ Secured **\$776,459** in Earned Income Tax Credits

# New Initiatives in 2017/18

- ◆ Additional sites in Beaufort and Hilton Head Island
- ◆ Financial literacy initiative (webinar series)
- ◆ Tax preparation how-to classes



# Ongoing and Improved Initiatives in 2017/18

- ◆ Basic and advanced tax law training classes
- ◆ Earned Income Tax Credit (EITC) events in January
- ◆ Paperless program administration
- ◆ Self-prep tax stations at traditional VITA sites
- ◆ Spanish and English publicity and website content

# Questions?

Danielle Breidung, Program Coordinator

Lowcountry Area VITA Coalition

Phone: 843-321-9071

Email: [lowcountryvitacoalition@gmail.com](mailto:lowcountryvitacoalition@gmail.com)

Website: [www.vitalowcountry.org](http://www.vitalowcountry.org)



United Way of the Lowcountry, Inc.

# Beaufort County Library System



Collaboration ■ Innovation ■ Education



# BOARD OF TRUSTEES

by Council District

*Chair*, Bernard Kole (3)

*Vice Chair*, Anna Maria Tabernik (6)

Eileen M. Fitzgerald (8)

Brenda Ladson Powell (1)

Laura Sturkie (9)

Lynne Miller (10)

Joseph Bogacz (11)

Deborah Johnson (2)

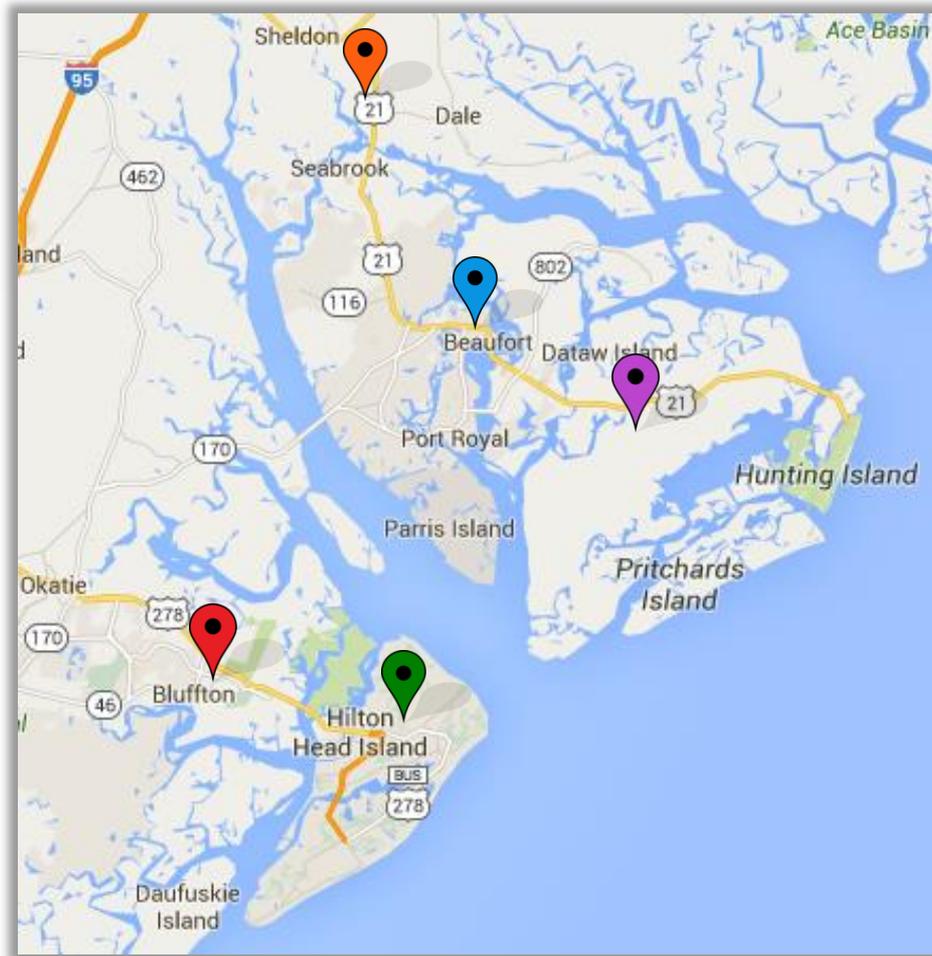
Rosalie Richman (7)

Tracey Robinson (4)

*Vacant* (5)

# FRIENDS OF THE LIBRARY & PUBLIC LIBRARY FOUNDATION OF BEAUFORT COUNTY

- Three established Friends groups & one Foundation
- All are 501(c)3 non-profits
- Enhances BCL by supplementing public funding for materials and programs
- Provided over \$100,000 in FY17



# BRANCHES

- Beaufort
- Bluffton
- Hilton Head
- Lobeco
- St. Helena

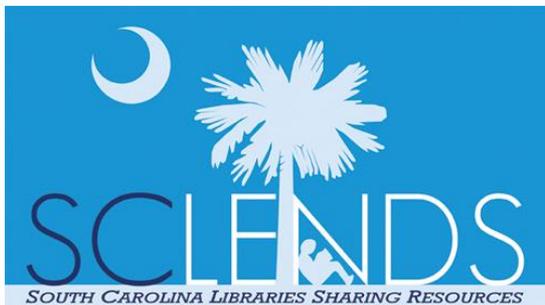
# LIBRARY FACILITIES

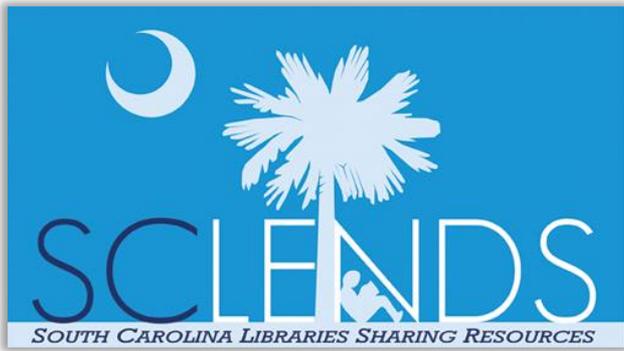
- 5 Branch Libraries
- 1 Bookmobile
- Public WIFI At All Locations
- 183 Public Computers
- 11 Public Meeting Rooms
- 81 Full and Part-Time Staff Positions



# LIBRARY COLLECTION

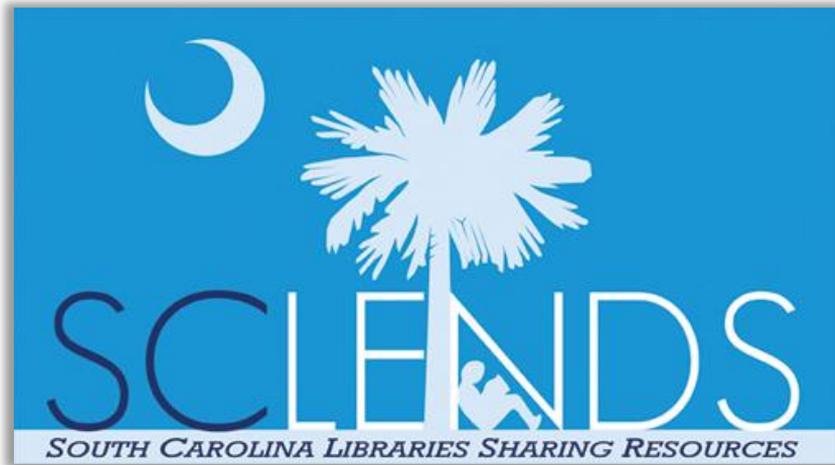
- 375,000 Items on our shelves
- 4,000+ e-Titles in the cloudLibrary
- 550,000 e-Titles in Hoopla





# 20 Counties plus the State Library





- Over 3 million items in combined collection
- About 270,000 items circulate monthly
- 3 million items loaned between counties annually at a value of \$60 million
- Evergreen open-source software

# Beaufort County Library System

## By the Numbers





BEAUFORT COUNTY  
**LIBRARY**  
For Learning • For Leisure • For Life

# Year in Review

Beaufort County Library | 2016-2017 Fiscal Year



**69,707**  
Digital Checkouts

**52,814** Reference Questions Answered



**43,072**  
Public Computer Sessions



**1,075**  
Meeting Room Bookings



**59,805**  
WiFi Users



**65,053**  
Website Visits

# CHALLENGES

- **Aging Facilities**
- **Repairs/Renovation**
- **Staff turnover** (15% in 2015 and 2016)



# Repairs/Renovations

<b>HHI</b>	ADA Sinks/Counter Tops	<i>Completed</i>
<b>HHI</b>	Meeting Room Renovation	<i>Completed</i>
<b>HHI</b>	HVAC Replacement	<i>Pending Install</i>
<b>BLF</b>	Porch Renovation/Media Lab	<i>Completed</i>
<b>BLF</b>	Roof Replacement	<i>Completed</i>
<b>BLF</b>	HVAC Replacement	<i>Pending Install</i>

# Repairs/Renovations

<b>BEA</b>	HVAC Replacement	<i>Pending Install</i>
<b>BEA</b>	Children's Prog. Room Renovation	<i>Completed</i>
<b>BEA</b>	Adult Meeting Room Renovation	<i>Completed</i>
<b>BEA</b>	Tech. Services Wing Renovation	<i>Completed</i>
<b>BEA</b>	Children's Dept. Renovation	<i>Completed</i>
<b>BEA</b>	Carpet Replacement	<i>Completed</i>
<b>ALL</b>	Furniture Replacement	<i>In process</i>

# Repairs/Renovations

<b>HHI</b>	Staff Workroom Carpet Replacement	<i>Completed</i>
<b>BLF</b>	Staff Workroom Carpet Replacement	<i>Completed</i>
<b>ALL</b>	Panic Alarms (LOB, HHI, BLF)	<i>In process</i>
<b>ALL</b>	Replace 14 Data Switches	<i>Completed</i>
<b>ALL</b>	Replace 120 Public Internet Computers	<i>Completed</i>
<b>ALL</b>	Replace 15 Wireless Access Points	<i>Pending</i>

# FY16/17 ACCOMPLISHMENTS

- Upgraded WIFI at all branches
- Introduced Hoopla Digital Library
- Reduced Wait Time on Popular Fiction Titles
- Increased Purchases of New Materials
- Expanded Children's Summer Reading Program
- Expanded SmartSpot WIFI Loan Program
- Supported implementation of the county-wide salary and compensation study
- Introduced New Library Website

# FY16/17 ACCOMPLISHMENTS

- Initiated Bookmobile Service county-wide
- Repaired/Upgraded Library Facilities
- Expanded Children's Launchpad Program
- Completed Collection Inventory (375,000 items)
- Implemented LibraryAware suite and ReferenceUSA to enhance Library website experience
- Increased Local History programs

# Collection Inventory Statistics

	Beaufort	Bluffton	Hilton Head	Lobeco	St Helena	BDC	Total Categories
<b>Total Items</b>	73,892	100,318	109,433	21,982	60,622	10,547	376,794
<b>Lost</b>	22	25	13	2		1	63
<b>Transit</b>	140	121	131	47	51	26	516
<b>Misshelved</b>	104	182	344	19	135	176	960
<b>Location</b>	4,454	4,139	2,894	660		205	12,352
<b>Missing</b>	84	117	168	30	2	2	403
<b>Cataloging</b>	196	388	1,488	39	298	118	2,527
<b>Total Branch Findings</b>	5,000	4,972	5,038	797	486	528	16,821

**Findings as % of Total Items**      6.77%      4.96%      4.60%      3.63%      0.80%      5.01%      4.46%

# YOUR LIBRARY HAS ARRIVED.



# BEAUFORT COUNTY LIBRARY

## BOOKMOBILE

- Approx. 40 stops throughout Beaufort County
- Two-week schedule rotation
- Public stops average 30 minutes
- Facility stops average one hour
- Fridays reserved for maintenance/office-time
- Two Saturdays per month reserved for community events

# Bookmobile Statistics

## First Six Weeks of Operation

New Library Cards	126
Door Count	1,306
Circulation	3,265
Reference Questions Answered	231
Programs Presented	29
Program Attendees	502

# KAJEET SMARTSPOT EDUCATION BROADBAND WIFI LOAN PROJECT

- Initial Pilot of 10 Devices
- Students Grades 6-12
- School-year loan period
- Awarded \$23,200 grant to expand program to 50 devices



# KAJEET SMARTSPOT EDUCATION BROADBAND WIFI LOAN PROJECT

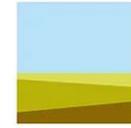
## 2017 Project:

- 35 families served in Beaufort, Lobeco, and St. Helena communities
- 6,400 Homework Hours
- 6:00-9:00pm highest use
- 228,253 total MBs used



# RECONSTRUCTION GRANTS

- \$25,000 Donnelley Foundation
- \$50,000 NEH Grant
- Funding will support the development of a creative curation project as part of a comprehensive plan to create a Beaufort County Interpretative Center on Reconstruction History.
- Partners include SCETV, the University of South Carolina Beaufort, the University of South Carolina's College of Education, The Mitchelville Project, Penn Center, the Lowcountry Digital Library, the City of Beaufort and its mayor, Billy Keyserling.



GAYLORD & DOROTHY  
DONNELLEY FOUNDATION



NATIONAL ENDOWMENT FOR THE  
**Humanities**

# CONCLUSIONS

- Libraries are well-used by every demographic
- Books are still very popular
- Expect continued growth in digital checkouts
- Growth in Bluffton area is beginning to stress the Bluffton Branch Library
- Branch repairs/renovations will allow for another 10 years of sustainability

# How Do We Better Serve Our Population?

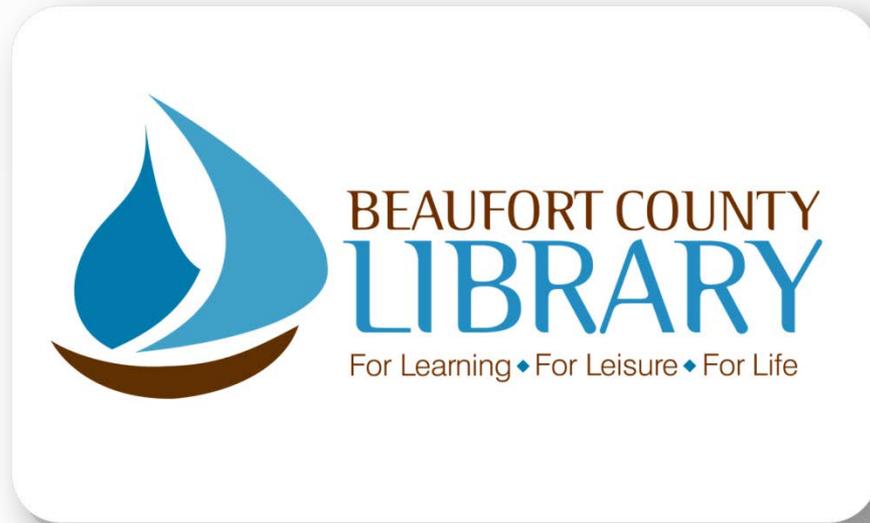
- Repair/renovate existing facilities
- Introduce new services that are cost effective and show ROI
- Continue Bookmobile service county-wide
- Initiate (pilot) curbside pickup of holds at Beaufort Branch
- Implement New 4-Year Strategic Plan
- Replace/Upgrade furniture at all branches as needed (*In process*)
- Introduce public fax/scan/email service (*In process*)
- Replace circulation desk at Beaufort Library

# How Do We Better Serve Our Population?

- Continue to hire diverse staff
- Accelerate staff training opportunities
- Expand partnerships with the Beaufort County School District, Pat Conroy Literary Center, Family Literacy 360, and Reconstruction Grant
- Continue to monitor HVAC issues
- Increase community awareness of Library services

# Strategic Plan 2017/2018-2020/2021

- **Priority 1: Communication**
  - Internal to library staff and external to the public
- **Priority 2: Facilities**
  - Continue upgrades/repairs
  - Update library Capital Improvement Plan
  - Determine long-term needs and potential funding
- **Priority 3: Collections**
  - Meet community needs
  - Purchasing efficiency
  - Balance electronic and physical collections
  - Define long-term strategy for consistent collections budget



# THE SMARTEST CARD IN YOUR WALLET



# Questions?

# Library Impact Fees



BEAUFORT COUNTY  
**LIBRARY**  
For Learning • For Leisure • For Life

# Reference Documents

- Beaufort County Library Facilities Impact Fee Support Study and Capital Improvement Plan (August 2006)
- Intergovernmental Impact Fees Agreement – Between Beaufort County and the Town of Bluffton (September 2006)
- Intergovernmental Impact Fees Agreement – Between Beaufort County and the Town of Port Royal (April 2007)
- Intergovernmental Impact Fees Agreement – Between Beaufort County and the Town of Hilton Head Island (May 2007)

# Impact Fees Are Not Currently Collected In:

- City of Beaufort
- Town of Port Royal

## Library Impact Fee Per Dwelling Unit

- \$553 (New residential construction)
- Fees have not been adjusted in the past 10 years

# **Impact Fees must be spent in the *Benefit District* in which they are collected.**

- Hilton Head/Daufuskie Island Benefit District (\$290,005)
- Bluffton/Okatie Benefit District (\$1,798,859)
- Unincorporated Port Royal Benefit District (\$652,794)
- Lady's Island/St. Helena Benefit District (\$219,620)
- Sheldon/Lobeco/Yemassee Benefit District (\$33,078)
- Del Webb Library Fees (\$2,906)

# Impact Fees may *only* be spent on:

- New construction
- New services equipment
- New services furniture
- Land
- Anything that expands library service capacity

# Impact Fees may *not* be spent on:

- Staff
- Replacement furniture
- Continuing operations

# Most recent use of Library Impact Fees:

- Library Bookmobile
  - Vehicle/technology/collection
  - Capital expenditure that expands library services
  - Cost distributed among benefit districts with service to each district

# Proposed Impact Fee Purchases

## FY2018

- Nine self-checkout machines (\$180,000)
  - Collect \$100,000 annually in library fines and fees
- Automated print vending/computer sign up for the public (\$50,000)
- Utilize 2% of the accumulated Impact Fees to purchase additional library materials annually (\$44,000)

# Questions?



# BEAUFORT COUNTY LIBRARY BOOKMOBILE UPDATE



The statistical and observational data provided in this report is submitted by Amanda Brewer, Bookmobile Librarian, regarding the Beaufort County Library Bookmobile's first weeks in service.

## 1. The Bookmobile began a regular service route on Monday, June 5, 2017.

## 2. June Service Statistics

In our first month of service, the Bookmobile served approximately 995 people and circulated 2134 items. In terms of onboard programming, Bookmobile staff led tours of the Bookmobile and storytimes where appropriate.

	June 5-8 Week 1	June 12-17 Week 2	June 19-22 Week 3	June 26-29 Week 4	Totals
New Library Cards	46	29	14	7	<b>96</b>
Door Count	298	341	160	196	<b>995</b>
Circulation	328	706	425	675	<b>2134</b>
Reference	64	40	55	26	<b>185</b>
Number of Programs	9	4	1	4	<b>18</b>
Attendees	113	137	7	82	<b>339</b>

## July Service Statistics

In the beginning of the second month of service, changes to the schedule and a holiday (July 4<sup>th</sup>) provide an incomplete depiction of true effectiveness.

	July 3-8	June 10-15
New Library Cards	17	13
Door Count	125	186
Circulation	Not yet available	Not yet available
Reference	27	19
Number of Programs	0	11
Attendees	0	163

## 3. Community Event Attendance

The Bookmobile attended the following events:

- **Summer Reading Kick off** at Hilton Head Branch Library on Saturday, June 3<sup>rd</sup>. The Bookmobile was on display in combination with a fire truck and an SCE& G truck as kids

signed up for Summer Reading. Bookmobile staff encountered approximately 100 people during the event.

- The Bookmobile was a special guest at the **Port Royal Farmer’s Market** on Saturday, June 17<sup>th</sup>. During the event, approximately 100 people visited the bookmobile. Over the course of the morning, 10 new library cards were issued, 35 reference questions were answered, and several children utilized craft materials to design a Father’s Day card.
- At the end of their Thursday route, the Bookmobile will be a guest at the **May River Shrimp Festival at Oyster Factory Park** in Bluffton on Thursday, July 20<sup>th</sup> at 5 p.m.
- The Bookmobile will ride in the **Water Festival Parade**, Saturday, July 22<sup>nd</sup>.
- The Bookmobile has accepted an invitation to participate at **Back to School Fun Day** on Saturday, August 5<sup>th</sup> at Oscar Frazier Park in Bluffton. This event provides free backpacks filled with school supplies to low income families. Additional attractions include bounce houses, games, free food, and giveaways. In 2016, 450 backpacks were given away at this event.
- The Bookmobile is planning to participate in both days of the **Habersham Harvest Festival** on Saturday, October 21<sup>st</sup> and Sunday October 22<sup>nd</sup>. Additional staff members from Beaufort Branch Library have agreed to help staff the two-day event.

#### 4. Observations about Current Stops

	1 <sup>st</sup> visit (June)	2 <sup>nd</sup> visit ( June)	1 <sup>st</sup> visit (July)
<b>AMIkids:</b>	13	18	holiday
Associated Marine Institutes (AMI) is non-profit organization that provides kids with a troubled past the guidance and support through education, behavior modification, and treatment from caring staff. At this stop we serve between 13-18 teenage boys who are living on campus. From my observations and conversations with staff members, trips to a library would be difficult to arrange for a variety of reasons and the Bookmobile provides an optimum way for the teenage boys on campus to access a library. Several of the boys are avid readers and have already requested specific titles from the branches.			
<b>Benton House of Bluffton:</b>	7	10	7
Benton House of Bluffton is an assisted living facility located in front of the Hampton Lake community in Bluffton. The Bookmobile is well received and well utilized by the residents. All of the residents we have served have needed to board with the assistance of our wheelchair lift. One of our customers checks out 10 books during each visit! Holds request and pickup has been a helpful service at this stop. Amanda emailed the Hampton Lake membership department in an attempt to ensure Hampton Lake residents are aware of the stop.			
<b>Bloom at Belfair:</b>	13	5 (heavy rain)	7
Bloom at Belfair is an assisted living facility in Bluffton. Even with a new activities director change at the same time we began Bookmobile service, the residents are becoming aware of the Bookmobile. Two retired librarians are savvy customers that board with reading lists. Holds request and pickup has been a helpful service at this stop.			
<b>Bloom at Bluffton:</b>	16	3 (heavy rain)	10

Bloom at Bluffton is a very productive stop. The activities director on site has been instrumental in promoting the Bookmobile and alerting residents to our arrival. Her positive attitude towards the Bookmobile enhances our ability to serve. Often, residents waiting on the porch for our arrival. There are several avid readers at this facility. Holds request and pickup is becoming a popular method of getting specific titles to these customers. Nearly all of the residents utilize the wheelchair lift.

A heavy rainstorm deterred some from utilizing the Bookmobile during our second visit. However, Amanda chauffeured materials back and forth from the Bookmobile to any interested customers waiting on their covered porch.

<b>Bluffton Recreation Center:</b>	62	25	1
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This stop was intended to serve PALS summer camp students as well as PALS seniors services. Although information about the Bookmobile had been submitted to all PALS camps, on site staff were unaware of visits and unprepared. During the first visit, campers toured the bookmobile and some campers (already library card holders) checked out materials. After providing library card applications explaining procedure for getting a library card, we hoped our second visit would have more library card holders and more checkouts. When we arrived for our second visit, camp staff handed us a stack of completed applications expecting us to be able to issue library cards although we had communicated previously that library policy requires a parent or legal guardian to be present when registering a child under the age of 17. During our most recent visit, only 1 student boarded the Bookmobile as other classes were off site.

In terms of the seniors on site, Amanda invited the Senior Services staff member on site to bring any interested persons onto the Bookmobile. They declined citing “too busy” and “no interest”. During the most recent visit, seniors were not on site.

Communication and coordination at this site is an issue.

<b>Boys and Girls Club, Bluffton</b>	n/a	n/a	22
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This site was added in the July schedule in place of a discontinued stop from the June schedule. The first visit in July went well. Students that had library card accounts were able to check out materials. Students without library card accounts were able to select one book from our onboard selection of “giveaway” books (donated books). The site director was prepared for our visit and has been helpful in coordinating the stop. Amanda and Tracye also performed a story and songs for the 6 year old class.

<b>Boys and Girls Club, Sheldon</b>	n/a	n/a	18
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This site was added in the July schedule in place of Sheldon Post Office from the June schedule. The first visit in July went well. Students that had library card accounts were able to check out materials. Students without library card accounts were able to select one book from our onboard selection of “giveaway” books (donated books). The site director was prepared for our visit and has been helpful in coordinating the stop. This location seems to reach more people than the Sheldon Post Office and will most likely continue in coordination with the afterschool program in the Fall and Spring months.

<b>Brookdale HH Village</b>	n/a	n/a	2
<p>This site was added in the July schedule in place of Bloom at HHI from the June schedule. Our first visit was during a very hot afternoon. Although we only had one customer, Amanda spoke with several residents on the porch to explain the Bookmobile and the materials on board. The activities director recently transferred from a different assisted living facility in the area and knew about the Bookmobile. We did not have room in the June schedule to add the stop so promptly added the stop when an opening became available in the July schedule. Because staff are excited about the Bookmobile and promote the stop, we expect increased activity in the future.</p>			
<b>Buckingham Landing</b>	3	1	2
<p>This stop was added in an attempt to serve Daufuskie Island residents using the Beaufort County Ferry embarkation station. In June, the stop was scheduled around the 3-4 p.m. ferry schedule. Amanda spoke to the passengers waiting for the ferry to arrive but only 3 persons (a mom and her 2 young sons) were interested in boarding the bookmobile. They enjoyed their visit checking out materials and getting bookmobile banks. They were not at the station on our second June visit. In July, we changed the bookmobile stop to earlier in the day in an attempt to see if an earlier time attracted more people. Monica Spells also forwarded the schedule information to persons who could get the information to the ferry company, Daufuskie residents, and Buckingham Landing residents. Our only visitors at the first stop in July were a couple who came to the Bookmobile looking for a specific book they saw available through the online catalog.</p> <p>On the Friday after the stop, Amanda fielded a call from a Daufuskie resident who expressed that he would share information about this stop at an upcoming Daufuskie Island resident meeting.</p> <p>Providing library services to Daufuskie Island residents has been an objective and the Bookmobile seems to be an effective solution. Finding the best location and time will be the key to success. Amanda chose Buckingham Landing because it is the service point for the public ferry. Additionally, Haig Point, a large residential community, operates their own ferry at a different location. Amanda previously contacted their office to inquire about the Bookmobile parking near their station but received no response.</p>			
<b>Burton Wells Recreation Center:</b>	39	7	holiday
<p>This stop was meant to serve both students enrolled in PALS summer camp and community members using the center. In our three visits, we have served only students enrolled in PALS summer camp. During the time we are on site, there seems to be minimal use by community members. In terms of serving the summer camp students, we provided information about the Bookmobile and gave library card applications to the camp organizers before the summer began (just as with the other PALS sites). Several students still do not have library cards even though we've explained the procedures for library card sign up. Camp staff only send students with library card accounts to board the Bookmobile. Storytime and songs have been offered but not yet accepted.</p>			
<b>Christian Home Society, Jenkins:</b>	n/a	n/a	3
<p>This site was added in the July schedule in place of Booker T. Washington center from the June</p>			

schedule. Permission to stop at this site was arranged through the assistance of a community resident we met during our stop at Disabilities and Special Needs. She was instrumental in getting approval for us to park as well as disseminating information to the community. During our first visit in July, 3 persons boarded the Bookmobile. Similar to other stops in the area, information about the Bookmobile is still reaching the community. Bookmobile staff expect activity to increase at this stop and will monitor results.

The area of Jenkins, Big Estate, and Sheldon are very rural. Finding a place to stop in the area that is close to where people live, open to the public, and equipped with a restroom is difficult.

<b>Dale Community Center:</b>	0	16	holiday
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Dale Community Center was selected as a stop in an attempt to reach both PALS students and community members in Dale. No one attended during the first stop, but community members disseminating information to the community resulted in 16 people visiting during the 2<sup>nd</sup> visit. The site does not appear to be a place that the community frequently uses. There is sufficient parking for the Bookmobile. The community is supporting the stop.

<b>Disabilities and Special Needs:</b>	32	22	15
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The staff (specifically Vickie Prescott) has made this a very successful stop. Everyone seems happy to board the Bookmobile and check out materials. We primarily serve the consumers at the Day program but are sometimes able to serve consumers in the work program as they return to campus after the completion of their work assignment. During the July visit, Amanda was able to visit each classroom to present 5-10 minutes of “sing-a-long” interaction. Some of the consumers in the classrooms are nonverbal and don’t visit the bookmobile to check materials. Visits to the classroom provide a way to interact in a meaningful way.

<b>Dubois Park, Bluffton:</b>	n/a	n/a	10
-------------------------------	-----	-----	----

This stop was added in the July schedule in place of the Alljoy Public Dock stop in the June schedule. Dubois Park is a popular playground for parents with children. The Bookmobile is on site at Dubois Park during lunch time when visitors are at the playground and customers begin shopping at the Bluffton Farmers Market. Amanda walked around the park inviting parents to board the Bookmobile, and they were excited to do so. One parent offered to send a message to several local parenting groups. She also suggested a 3 p.m. or 4 p.m. combination storytime/bookmobile visit in the Fall. Initial observations indicate the stop is more successful than Alljoy Public Dock.

<b>Food Lion, Shanklin Road:</b>	4	6	holiday
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To maximize time in the middle of the day on the road in between stops, we chose to stop at Food Lion off Laurel Bay Road in Burton. We have had moderate success at this stop and continue to monitor for effectiveness.

<b>Grace Chapel AME, Ladys Island:</b>	23	16	0
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Grace Chapel AME contacted us prior to the summer to request Bookmobile service for their summer “Read and Feed” program. To encourage reading over the summer months, Grace Chapel AME hosts a midday summer long program to encourage reading and provide a meal to children.

<p>Our visits have been successful with thanks to the onsite organizer, Myrtle Robinson. During the July visit, she was not on site and the substitute decided not to let the children check out books. Instead of checkouts during that visit, Trayce and Amanda performed a storytime/song program for the kids.</p>			
<b>Helena Place, Port Royal:</b>	4	3	1
<p>In June, the Bookmobile visited Helena Place right after lunch and most residents seemed to be either napping or ready to take a nap. Also, the activities director that arranged the initial visits in June took a job at another facility. In the transition between activities personnel, information about the Bookmobile did not reach the newly hired activities director until the week of our first visit. To alleviate the “naptime” issue, we arranged with the new activities director to visit Helena Place on mornings in the July schedule. During the July visit (1<sup>st</sup> visit at the morning time), we had one visitor and a resident asked to renew materials. Amanda is considering taking a loaded booktruck into the facility and checking out materials in their commons area to alleviate the burden of elderly residents having to board the bookmobile. Additionally, members of the Port Royal community have expressed to us that they intend to visit the Bookmobile at this stop, but have yet to visit.</p>			
<b>Marsh Pointe, Beaufort:</b>	36	20	17
<p>Marsh Pointe is a Beaufort Housing Authority property behind Bi-Lo/Beaufort Town Center. We have “regulars” who visit this stop. One customer at this location enjoys checking out popular DVDS. Another customer at this stop enjoys reading the books we recommend. Her children also select a combination of movies and books. We were able to provide the specific required summer reading materials for several students. We have also had visitors from neighboring Ashton apartments.</p> <p>This is a productive stop and does not show any indication of decreased attendance.</p>			
<b>Morningside, Beaufort:</b>	5	13	5
<p>The residents at Morningside frequently say “Thank you for coming!”. On our first visit, one customer received a library card and she clasped her hands to her chest, beaming with joy to be able to check out materials. She and another customer often swap books they’ve checked out. We have several “regular” customers who await our arrival. In the first July visit, heavy rain hindered residents from boarding the Bookmobile to browse books. Instead, Amanda loaded a booktruck with materials and set up a workstation on the porch to check out materials to the residents.</p>			
<b>Morris Street, Beaufort:</b>	7	3	4
<p>Morris Street is a Beaufort Housing Authority property for elderly adults. Several have physical impairments. We have several “regulars” who visit the Bookmobile. Holds request and pickup is helpful in getting specific titles/authors they want. We allotted an hour in the June schedule but found 30 minutes was sufficient. In the July schedule, the stop is 30 minutes with the ability to stay longer if needed.</p>			
<b>Oak Hill Terrace, Port Royal:</b>	n/a	n/a	15

<p>Oak Hill Terrace is a Beaufort Housing Authority property for mixed ages. We did not have room in the June schedule for this stop but added it in July in place of Naval Heritage Skate Park. Amanda coordinated the stop to coincide with the summer meals program on site. The first visit in July was very successful, due in part to communication with the summer meals organizer and Beaufort Housing staff.</p>			
<b>Port Royal Community Center:</b>	1	1	27
<p>PALS staff indicated senior citizens would be at the center in the morning. There was no one on site during both morning visits in June. A Port Royal resident visited us at the center faithfully both times picking up materials she had placed on reserve. For the July schedule, Amanda switched the time at the stop to the afternoon when PALS summer camp students would be there. In July, the students were at the center during the stop. The students toured the Bookmobile and a few checked out materials. In addition, Amanda and Tracye did a story/song/activity program inside the center for the students.</p>			
<b>Programs-Exceptional People, HHI:</b>	10	10	15
<p>The staff at PEP have made this a successful and efficient stop. We have seen a variety of customers during each visit as their consumers vary from week to week. There are a few “regulars”. We are able to allow consumers without library cards to take one donated book from our giveaway shelf. The consumers love to sing and dance. We have begun to include a program of stories, songs, and dance for the consumers during our visits. Staff at PEP say, “You don’t understand how awesome a thing you’re providing for us”.</p>			
<b>River Oaks, Port Royal:</b>	12	6	4
<p>River Oaks is an assisted living facility in Port Royal. Despite a transition in activities director, the stop has been productive. We have “regular” customers who check out lot of materials and place materials on request. One of our customers likes guitar music books while his wife likes humorous audiobooks. We are able to utilize holds to fulfill their requests. Another customer checks out 10 or more books during each visit. He typically reads through series, so holds are an effective way to connect him to the specific titles he wants.</p>			
<b>Sandalwood Terrace, HHI:</b>	5	15	5
<p>Sandalwood Terrace is a Beaufort Housing Authority property on Hilton Head Island. Activity at this stop is varied. During the first stop in July, Amanda and Trayce rode through a neighboring complex and distributed the schedule to their office. A few residents from that neighborhood came to the stop within that hour because they had seen the Bookmobile ride through their neighborhood. It is hoped that the increase in promotion will result in increased activity.</p>			
<b>Scott Community Center, St. Helena:</b>	9	3	holiday
<p>This stop is an attempt to serve seniors that are bused to this center. In June, staff said the building either does not have A/C or it is not operating. This factor deters many of the seniors from visiting the center in the hot summer months. The customers we have seen were appreciative of the service and seemed to enjoy their visit to the Bookmobile. The PALS staff on site keeps track of our schedule and is prepared for our visits.</p>			

<b>The Seabrook of Hilton Head:</b>	5	9	11
The Seabrook offers both assisted and independent living and is located on the south end of Hilton Head Island. Activity at this location has increased as word about the stop has spread among residents. The activities coordinator has helped to promote the stop as well. Customers at this site select both DVDs and books. Holds are becoming a popular option.			
<b>St. Helena Baptist Church:</b>	n/a	n/a	0
This stop is an attempt to find a location closer to residents on St. Helena. The St. Helena area is very rural. Finding a place to stop in the area that is close to where people live, open to the public, and equipped with a restroom is difficult.			
There were no visitors during the first visit in July. Church staff were excited about the stop. We hope the information will spread and the stop will become productive. If not, we will try to find another stop in the area to better serve the community.			
<b>Summit Place of Beaufort:</b>	6	6	9
The residents at Summit Place are consistent at using the Bookmobile. We have several "regular" customers who await our arrival. In July, 3 residents boarded the Bookmobile who had previously not visited. The activities assistant is instrumental to the success at this stop. She reminds the residents of our upcoming visits and has them ready for our arrival.			
<b>Sun City:</b>	100	60	52
Sun City is our most active stop. Residents have commented that they appreciate the convenience of being able to return library materials, browse our on board collection, and pickup requested materials. In June, the stop was 1 hour, but the amount of people at the stop warranted lengthening the stop to 2 hours. The first stop in July was steady despite it being a holiday week. Amanda expects the stop to increase in activity as information about the stop continues to reach residents.			
<b>The Cypress of Hilton Head:</b>	2	11	14
The Cypress is a continuing care retirement community at the front of Hilton Head Plantation. Activity at this stop has continually increased as residents have become more aware of the stop and services provided. Holds request/pickup is a popular service. We have several "regulars" who either no longer drive off campus or who limit their driving. The activities director is instrumental in promoting the stop.			
<b>Walmart, Lady's Island:</b>	7	10	3
In an attempt to stop at a "new" popular place in the Ladys Island area, we chose to stop at the new Walmart on Ladys Island. During our first visit we parked in the back of the parking lot and had a few visitors. During the 2 <sup>nd</sup> and 3 <sup>rd</sup> visits, we parked closer to the store entrance in an attempt to be more visible to shoppers. Continued service to this stop is under review.			
<b>Yemassee Heights:</b>	36	25	16
Yemassee Heights is a Beaufort Housing Authority community close to the county line. This location is not near a public library. This stop is very active and serves both adults and juveniles.			

The site manager has been instrumental in communicating information about the Bookmobile to residents. Our summer stop coincided with the end of their summer lunch program. Consideration in the Fall will be to stop at this location during afterschool hours.

<b>YMCA of Beaufort County:</b>	79	0	1
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This stop began with a lengthier time frame as we expected to be checking out materials to the large number of campers on site. During our first visit all of the campers came on board for a tour of the Bookmobile, a story, and Q & A. Camp staff decided after our first visit they were not comfortable allowing the campers to check out materials. Amanda decided to keep the stop in July due to having previously committed to serve the YMCA sites through the summer. The stop in July was reduced to 45 minutes and Bookmobile staff (Amanda and Tracye) conduct a story time/song/activity time with available campers during the visit.

Continued service to this site is under review.

<b>YMCA @ Beaufort Middle:</b>	35	35	15
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This stop houses older ages of the YMCA campers. The site organizer is faithful at bringing students out to the Bookmobile. We have good activity at this stop.

<b>YMCA @ Coosa Elementary:</b>	48	25	0
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This YMCA site has a variety of ages. During the first visit, the site director allowed the kids to tour the Bookmobile. Some of the students that had library cards checked out materials. During the 2<sup>nd</sup> visit, only one class boarded the bookmobile. The site director allowed each class member to check out one book on her card. During the most recent visit in July, the site director said their afternoon was busy and only had time for a story/song program. Tracye and Amanda provided a 25-30 minute combination of stories and songs. The students seemed to enjoy our presentation. All of the items checked out during the previous stop were returned.

<b><u>Discontinued stops:</u></b>	<b>1<sup>st</sup> visit (June)</b>	<b>2<sup>nd</sup> visit ( June)</b>
<b>Alljoy Public Dock:</b>	0	1
Amanda chose this stop in an attempt to serve the neighborhood surrounding Alljoy Public Dock. During both visits, there was minimal attendance. In addition, parking in the area is limited and not best suited for Bookmobile service. The stop was replaced with Dubois Park at the Farmer’s Market in the July schedule.		
<b>Bloom at Hilton Head:</b>	2	3
The activities director felt residents would be interested in the Bookmobile but when the Bookmobile arrived, only 2 or 3 showed wanted to use the Bookmobile. After discussing future service with Amanda, the activities director requested that they be taken off the schedule. We will follow up in		

the future to see if they have a need to resume Bookmobile service.

**Booker T. Washington Center:**

1

0

This stop was an attempt to serve the Big Estate area and seniors enrolled in PALS senior services at the location. During our first visit, the seniors said they had no interest in the Bookmobile and the staff member explained to us that they are not regularly meeting at the center. As an alternate location, I visited with Alelia Residential center who did not choose to accept service. While at DSN, Bookmobile staff encountered a community member familiar with the Big Estate/Jenkins area who suggested the Christian Home Society near Booker T. Washington center. She helped to coordinate the new stop at Christian Home in our July schedule. She has also been instrumental at telling the community about the stop.

**Fort Fremont:**

0

3

This stop was an attempt to serve residents in Lands End and Fort Fremont communities. The park itself is open to the public, but parking for the Bookmobile is not optimal. From our observation, the houses closest to the park are vacation rentals. Although the attempt was to reach residents in the area, Fort Fremont isn't the most convenient location and parking is difficult. We spoke with a woman and her kids who boarded during our final visit who described that most of the children in the area live on Seaside Road. She offered to let the Bookmobile make a stop in her front yard, but that does not meet the current guidelines for bookmobile stops.

The stop was replaced in the July schedule with St. Helena Baptist Church. The St. Helena area is very rural. Finding a place to stop in the area that is close to where people live, open to the public, and equipped with a restroom is difficult.

**Island Square, Ladys Island:**

5

3

This stop was an attempt to maximize our lunch hour during our route. The people that boarded just happened to be in the area. They simply wanted to tour the Bookmobile as they had heard about it in the news.

The stop was eliminated in the July schedule in order to add a new stop on a different day.

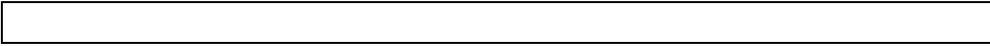
**Naval Heritage Park, Port Royal:**

1

0

This stop was an attempt to serve Port Royal residents, and especially those using the skate park and playground on site. During the visits, Amanda spoke to parents on the playground and teenagers skating on the ramps, but there was no interest in the Bookmobile except for one boy who checked out a required Summer Reading book during our first visit.

<b>Parker's in Pritchardville:</b>	1	3
<p>This stop was an attempt to serve Pritchardville residents. During the time of the stop (12:15-12:45), the Parker's station is very busy as they offer hot food in addition to convenience snacks. We spoke with landscape crews parked onsite during their lunch break but although interested in the movies onboard the Bookmobile, they claimed their 30 minute lunch time did not leave them enough time to check out any materials from the Bookmobile. One Bluffton resident met us at the stop during both visits merely out of convenience as she was volunteering at a nearby school. She frequently visits the Bluffton Branch Library. Our other visitor was a resident of a nearby community out walking his dog. He wanted to register for a library card and we were happy to assist.</p> <p>The combination of limited attendance and the amount of heavy traffic (making it difficult to park) at the station at this time of day led to discontinuing the site in the July schedule. The deletion of this stop made possible the lengthening of time at the Sun City stop.</p>		
<b>Sheldon Post Office:</b>	2	5
<p>This stop was discontinued in July due to adding the Boys and Girls Club of Sheldon. The Boys and Girls Club offers a better location as the Bookmobile can serve both students and community members from the same spot.</p>		
<b>St. Francis Center:</b>	13	0
<p>We added the St. Francis Center to the schedule in an attempt to serve those participating in their food distribution program. The Bookmobile set up in the parking lot as people began to arrive to pick up food from the program. While we had hoped to provide library service via the Bookmobile while they waited for the food distribution program to begin, we found that we were in the way. People seemed slightly annoyed that the Bookmobile took up room in the parking lot. Bookmobile staff talked to people in the parking lot as they arrived and also shoppers in the thrift store inviting all to board the Bookmobile. From our conversations with the customers, it seemed the Bookmobile was more "in the way" than a welcomed presence.</p> <p>Of the 13 people we served during the first visit, two families have yet to return materials, and the others specifically visited the Bookmobile because they had seen items in the online catalog they wanted to borrow.</p>		
<b>Wells Fargo, Sea Pines:</b>	1	2
<p>This stop was added as an attempt to provide service near Sea Pines. Hilton Head branch staff mentioned they often receive calls about service to the south end of the island. The location was close to the Sea Pines circle but not well suited to Bookmobile service. The site was discontinued in the July schedule and the time was assigned to a different stop.</p>		



# OPINION

## Port Royal wants a library in town

*Whatever the cost, it's a cheap investment*

The Port Royal Town Council wants a library for the community. That is a great idea.

The Russian-born American novelist and biochemist Isaac Asimov pointed out the importance of libraries: "I received the fundamentals of my education in school, but that was not enough. My real education, the superstructure, the details, the true architecture, I got from the public library."

As utilitarian as a library is to the fundamentals of a free and educated society, Port Royal has another bedrock question it must answer: How will it pay for the structure and the operation of it? The Town Council has not implemented a library impact fee, although it has wasted little time in granting development agreements and building permits that are guaranteed to swell its population. The city of Beaufort also hasn't implemented a library impact fee, but as the first town and the county seat, Beaufort was ensured of having a library.

Skeet Von Harten, vice chairman of the County Council, which governs library budgets, was very succinct last week: "You have to pay if you want to play," meaning that Port Royal needs to implement an impact fee before it will join the list of areas to be considered for a library. The impact fees raise a generous sum of money for fast-growing areas.

Bluffton is the fastest-growing area of the county and has the highest impact fee at \$867 per new home built, and it has raised \$1.8 million. The Lady's Island/St. Helena Island impact fee has raised \$118,400; unincorporated Port Royal Island charges a \$456 fee per new home and has generated \$63,720; Sheldon Township's \$500 per new home fee has raised \$18,400.

Libraries serve a public good and are fundamental to a civilized society, but a community must pay for them in some fashion. Municipal councils in Beaufort and Port Royal need to add a library impact fee so that libraries can accommodate the people they are attracting to their communities through generous development agreements and annexation.

But the councils also could leverage greater funding for libraries through development agreements that would benefit the public more than the developer.

Noted news commentator Walter Cronkite also discussed the importance of libraries in relation to cost: "Whatever the costs of our libraries, the price is cheap compared to that of an ignorant nation."

# The Beaufort Gazette



## Muscle cars

Automakers evolve cars to gain new audience.

See Drive, 1C

**Bush, Blair** say multinational force is needed to remove Hezbollah. **6A, Nation**

**Australian scientists** discover 115 million-year-old marine reptiles. **10A, World**



**Weather:** High **92°**; Low **77°**; Humid with clouds and a storm today. Partly cloudy tonight. **10B**

Saturday, July 29, 2006

Established 1897

www.beaufortgazette.com

## Port Royal officials call for library

By GREG JONES  
The Beaufort Gazette

It will take a lot more than a few late fees to get a library built in Port Royal.

Town officials say they want the county to build the town's first library on Paris Avenue. But that could be hard to sell to the County Council, which has several library projects on its plate, including building an up-to-\$10 million facility on St. Helena Island and a possible expansion of the downtown Beaufort library.

But Port Royal Mayor Sam Murray said he will do whatever it takes to bring a library to town and is willing to work with county officials, including library director Wlodek Zaryczny.

But Zaryczny said Port Royal's proximity to downtown Beaufort makes the town an unlikely candidate for a new library, adding that St. Helena Island, which has a "part-time" library in St. Helena Elementary School,

### Library impact fees collected in 2006:

■ Hilton Head Island: \$107 per home/\$36,451 total;

■ Bluffton Township: \$867 per home/about \$1.8 million total;

■ Unincorporated Port Royal Island: \$456 per home/\$63,720 total;

■ Lady's Island/St. Helena Island: \$395 per home/\$118,444 total; and

■ Sheldon Township: \$500 per home/\$18,400 total.

has a greater need for a new building.

The County Council has put \$5 million aside for a St. Helena library, but the county needs to come up with another \$5 million to pay for extras, including an auditorium, computer lab and Gullah-Geechee research room.

► LIBRARY, 9A

## Library

Continued from 1A

"There are not enough funds to put libraries in every community," Zaryczny said. "We look at the population of an area. We look at the level of service available in an area, such as how far one has to travel to get to a library."

Also standing in Port Royal's way is that the town doesn't collect library impact fees. Library impact fees are charged to developers and help offset the costs of services such as roads and libraries made necessary by the new construction.

Library impact fees are charged

in unincorporated Beaufort County and Bluffton and on Hilton Head Island. The city of Beaufort also doesn't collect the fees.

County Councilman Skeet Von Harten said he would not support a library in Port Royal because the town doesn't pay library impact fees.

"If you want to play, you have to pay," he said.

Murray said the Town Council voted against library impact fees years ago because county officials told the town because it is too close to the Beaufort library to get one of its own.

"I'm sure the council will look at



"If you want to play, you have to pay."

**SKEET VON HARTEN**  
Beaufort County councilman

library impact fees in the future, just like we did road impact fees," Murray said.

Zaryczny also said he would be willing to meet with Port Royal officials.

"We are always happy to have conversations and take a look at options," he said.

Other Town Council members, including Mary Beth Heyward and Henry Robinson, said they would support impact fees only if it means Port Royal will get a new library.

► Contact Greg Jones at 986-5539 or [gjones@beaufortgazette.com](mailto:gjones@beaufortgazette.com).  
To comment: [beaufortgazette.com](http://beaufortgazette.com).

# Beaufort, Port Royal unswayed on impact fees

By JESSICA VanEGEREN  
*Gazette staff writer*

Beaufort and Port Royal remain unsold on the necessity of impact fees to finance roads in the county.

Municipal and county governments agreed last year to charge impact fees, but citing favoritism toward southern county road projects, the two municipalities have backed out of the agreed.

The idea of impact fees is to shift the cost of building new infrastructure from existing residents, to those moving to the area.

In northern Beaufort County, \$150,000 has been raised in the five months since County Council adopted the ordinance. This money would be refunded by July if the municipalities don't change their minds, said Impact Fee Task Force Chairman Barry Connor.

"When the Beaufort bypass is important enough to get funded in advance, and when we see that it's a real project — then we'll contribute to the funding," Beaufort Mayor Bill Rauch said, referring to the County Transportation Committee's pre-funding design of plans for the Buckwalter Parkway.

Connor, a county councilman, said that particular project was chosen after the committee unanimously decided it was the greatest area of need. He said that both Rauch and Port Royal Mayor Sam Murray voted for project and had the opportunity to object.

Even though the Beaufort bypass wasn't tackled first, the county has a \$300,000 contract with TranSystems Corp. until the end of December. The company was hired to design the Buckwalter Parkway and the Beaufort bypass. Connor said the firm would have plans complete by December if

the municipalities continued to collect fees.

Connor said \$21 million of the \$42 million project would have been paid for by the road impact fees. He said it is time the county stopped relying on the S.C. Department of Transportation for funding.

"This project can be real, or it can go back to being the community joke — the project that will never happen," he said.

He also warned that new road construction in northern Beaufort County would be nonexistent if municipalities didn't continue to collect the fees.

"There is no way council members, especially those south of the Broad River, would use tax money for road projects in this part of the county," Connor said. "I wouldn't vote for it if I knew my constituents were paying taxes and impact fees."

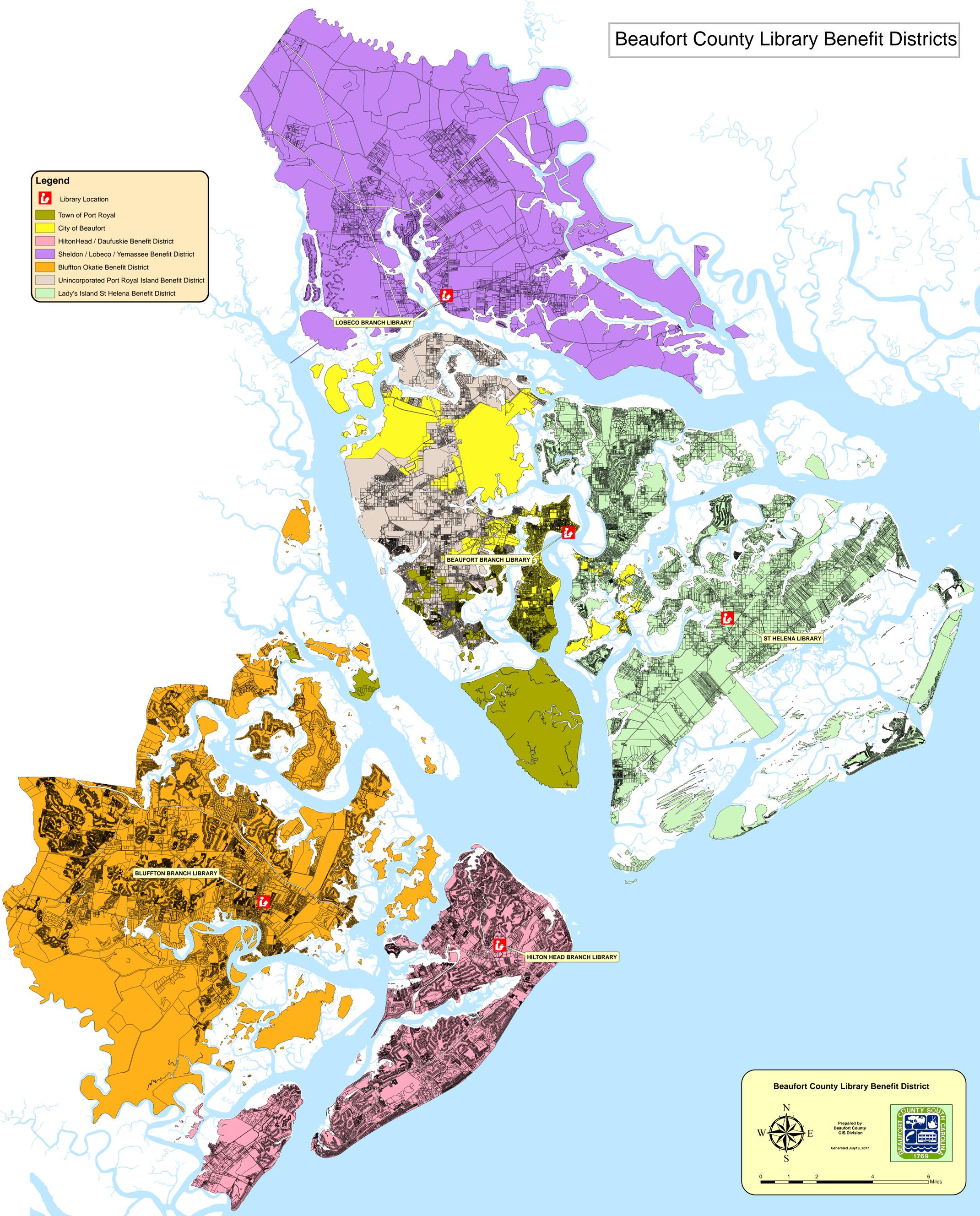
Several members said fees remain high.

"We're already one of the most expensive counties in South Carolina to live in," Beaufort Council member Donnie Beer said. "An additional \$2,000 to \$3,000 fee would knock a lot of people out of buying a house."

# Beaufort County Library Benefit Districts

**Legend**

-  Library Location
-  Town of Port Royal
-  City of Beaufort
-  HiltonHead / Daufuskie Benefit District
-  Sheldon / Lobeco / Yemassee Benefit District
-  Bluffton Okatie Benefit District
-  Unincorporated Port Royal Island Benefit District
-  Lady's Island St Helena Benefit District



**Beaufort County Library Benefit District**



Prepared by  
Beaufort County  
GIS Division  
Generated July 19, 2017



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## RESOLUTION

**A RESOLUTION OF THE COUNTY COUNCIL OF BEAUFORT COUNTY, SOUTH CAROLINA ACKNOWLEDGING THE DECISION OF THE CITY OF BEAUFORT AND THE TOWN OF PORT ROYAL TO FOREGO PARTICIPATION IN THE COUNTY LIBRARY IMPACT FEE PROGRAM; AND PROVIDING FOR CONDITIONS RELATIVE THERETO.**

**WHEREAS**, the City of Beaufort and the Town of Port Royal have elected to opt out of the County's Library Impact Fee Program; and

**WHEREAS**, with their exclusion from the Library Impact Fee Program, the relevant Beaufort/Port Royal Impact Fee Service Area has been revised to include only the unincorporated portion of the originally-specified service area; and

**WHEREAS**, by their decision to opt out, the City of Beaufort and the Town of Port Royal have effectively put the County on notice that either (a) they do not require any additional library facilities or services to meet the additional library demand created by projected population and housing unit growth over the next ten (10) years, or (b) they intend to meet such additional demand through the expenditure of local City or Town funds, and not from impact fees imposed on new residential development; and

**WHEREAS**, by their decision to opt out, the County cannot impose library impact fees on new development within the City and Town; however, neither can the County expend any library impact fee revenues within the City or Town, nor can the County provide any library facilities or capital improvements in the City or Town to meet demands created by projected new residential development in the City or Town

**NOW, THEREFORE, THE COUNTY COUNCIL OF BEAUFORT COUNTY resolves as follows:**

1. The City of Beaufort and the Town of Port Royal are excluded in all manner and in all respects from the County's library impact fee ordinance, library capital improvement plan and program and are not within a library impact fee service area
2. No library impact fees will be collected within the City of Beaufort nor within the Town of Port Royal and, correspondingly, no County impact fee funds or revenues will be expended in the City nor the Town for the life of the impact fee program and no library facilities or capital improvements will be built by the County using impact fee funds in the City nor the Town for the life of the impact fee program

3. The Beaufort/Port Royal service area within which impact fees will be charged will include only the unincorporated area lying outside of the City and Town.
4. In the event that the City of Beaufort or the Town of Port Royal desire to be included in the County library impact fee program at some time in the future, they will be required to comply with the following minimum requirements:
  - (a) adopt a formal resolution or ordinance passed by a majority vote of the governing body requesting inclusion in the County library impact fee program and detailing the specific reasons therefore;
  - (b) submit such resolution or ordinance to the County Council for review and possible action,
  - (c) neither the City nor the Town may be considered for inclusion without:
    - i. providing a complete description and financial analysis of the impact fee funds lost during their exclusion from the program, based on actual population and housing unit figures for the relevant time period; and
    - ii. providing a capital funding plan within the respective municipal budgets for replacing the lost impact fees from non-impact fee revenue sources.
    - iii. providing a detailed listing and identification of the library facilities and capital improvements needed to achieve the County's adopted level of services (LOS) standard;
  - (d) agree to finance any costs incurred by the County in revising the impact fee calculation methodology, conducting any necessary planning, projections, financial analyses or capital improvements programming, and/or revising, amending or updating any impact fee ordinances, administrative forms and procedures or reports that will be affected by the inclusion of the City or Town.
5. The inclusion of the City of Beaufort or Town of Port Royal in the County's library impact fee program, and any conditions, restrictions, limitations or requirements imposed on such inclusion, shall be solely at the discretion of the County Council of Beaufort County.

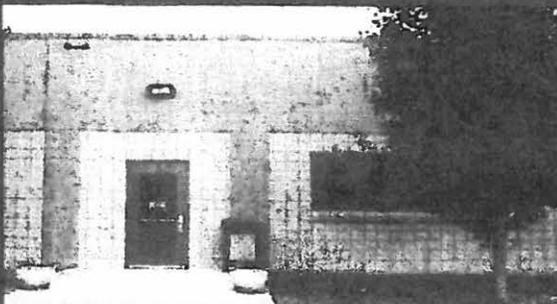
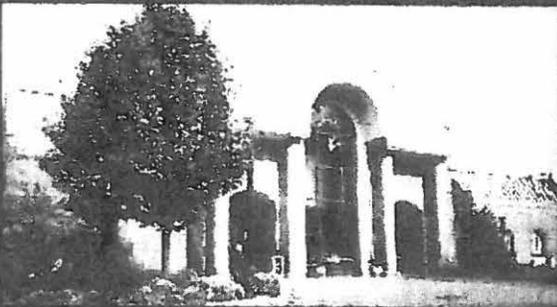
Adopted this 25th day of October, 1999.

COUNTY COUNCIL OF BEAUFORT COUNTY

By:   
Frank Brafman  
Chairman

Attest:

  
Clerk to Council



# BEAUFORT COUNTY

## *LIBRARY FACILITIES IMPACT FEE SUPPORT STUDY & CAPITAL IMPROVEMENT PLAN*

August 2006



# Beaufort County Library Facilities Impact Fee Support Study & CIP

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# Beaufort County

## Library Facilities Impact Fee Support Study & CIP

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# Beaufort County

## Library Facilities Impact Fee Support Study & CIP

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### INTRODUCTION AND EXECUTIVE SUMMARY

Beaufort County's current library impact fee system involves a Library Capital Improvement Plan and library impact fees for Beaufort County. The Beaufort County library development impact fee program was adopted in 1999. The Towns of Bluffton and Hilton Head participate in the current library development impact fee program; however, the City of Beaufort and the Town of Port Royal have opted out of the library development impact fee program.

The maintenance of an equitable and effective library impact fee program requires periodic updating of the Library Capital Improvement Plan ("Library CIP") and library development impact fees. After Beaufort County, the Town of Hilton Head Island, and the Town of Bluffton completed the *Southern Beaufort County Regional Plan* in early 2006, they jointly agreed that the development impact fee program for libraries needed to be updated, to ensure the demand new growth and development placed on capital library facilities is adequately funded.

In the summer of 2006, Beaufort County initiated this effort to update the library development impact fee program. It involved the preparation of this updated *Library Facilities Impact Fee Support Study & CIP*, which:

- Updates the County's Library Capital Improvement Plan. The updated Library CIP:
  - Establishes a Service Area for the library impact fee program;
  - Establishes Land Use estimates;
  - Identifies the capital library facilities to include in the program;
  - Updates Library LOS standards;
  - Evaluates existing conditions of the capital library facilities, including the identification of existing deficiencies, and the costs to correct them;
  - Establishes there will be a substantial amount of new growth and development in the County between 2006 and 2020;
  - Evaluates future demand on capital library facilities from new growth and development, based on the Land Use Estimates and Library LOS standards, concluding that new growth and development will place a significant demand on the need for new capital library facilities if new growth and development is to be accommodated;
  - Identifies the new capital library facilities that will need to be constructed to accommodate this new growth and development, and their costs; and
  - Sets out a funding plan.



## Beaufort County Library Facilities Impact Fee Support Study & CIP

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- Establishes an assessment district and Benefit Districts for the library development impact fee program; and
- Calculates library development impact fees.

The key findings and a summary of the updated fees and the funds they would generate for capital library facilities are set down below. This introductory section is then followed by the updated support study and library impact fee calculations to support the update.

### **Key Findings**

*Service Area.* The Service Area for the library development impact fee program is the entire County, except those municipalities not participating in the library impact fee program: Beaufort and Port Royal. The Service Area is countywide because library services and facilities are being provided on a countywide basis.

*LOS Standards.* The LOS standards established for the library impact fee program are based both on the existing LOS being provided for libraries in the County and on levels of service that the County has determined are reasonable. The LOS for capital library facilities adopted for the library impact fee program are:

- 0.6 square feet of building space (square feet) per capita;
- 3.5 items in the library collection per capita;
- \$11.43 of furnishings, furniture, and equipment (FF&E) per capita; and
- 0.00011 acres of land per capita.

*Existing Conditions of Library Facilities.* Beaufort County has a countywide system of libraries that serve the unincorporated County and its municipalities. It includes five branch facilities consisting of a total of 90,783 square feet of building space. Collectively, the five branch facilities house 272,807 collection items, which are defined to include books, reference volumes, DVD's, cassettes, and CD's. In addition, the library buildings are located on 17.53 acres of land and house a total of \$1,809,227 of furnishings, furniture, and equipment (FF&E).

The existing conditions of the Beaufort County capital library facilities demonstrate there are existing deficiencies in the system for a small amount of building space as well as deficiencies for collections. There is a current deficiency in building space of 4,222 square feet and a deficiency in collections of 281,387 items. See Table 1: *Existing Conditions of Library Facilities*.



# Beaufort County

## Library Facilities Impact Fee Support Study & CIP

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**TABLE 1:  
EXISTING CONDITIONS OF LIBRARY FACILITIES**

Current Population	Adopted LOS		Current Need at LOS	Current Inventory	Deficiency
158,341	Building Space	0.6 sq. ft. per capita	95,005	90,783 sq. ft.	4,222
	Collections	3.5 items per capita	554,194	272,807 items	281,387
	FF&E	\$11.43 FF&E per capita	\$1,809,838	\$1,809,227	None
	Land	0.00011 acres per capita	17.42	17.53 acres	None

The costs to address this existing deficiency in building space, collection items, and land total \$9,468,816, in 2006 dollars.

*New Growth's Demand on Library Facilities and Costs.* There is and will continue to be a substantial need for building space, collection items, FF&E, and land for library sites in Beaufort County due to expected population growth. Table 2: *New Growth's Demand on Library Facilities and Its Costs*, summarizes the existing needs for these facilities through 2020. The estimated demand or need for capital library facilities attributable to future population growth is: (1) 41,729 square feet of building space; (2) 243,418 collection items; (3) \$794,934 worth of furnishings, fixtures and equipment (FF&E); and (4) 7.65 acres of land. The cost to address this 2020 need for capital library facilities is \$17,276,440, in 2006 dollars. Of this amount, \$8,345,760 is for building space and \$7,460,762 is for collection items. See Table 2.

**TABLE 2:  
NEW GROWTH'S DEMAND ON LIBRARY FACILITIES AND ITS COSTS, 2005-2020**

Additional Population, 2005-2020	Adopted LOS per capita		Future Need	Unit Cost	Cost
69,548	Building Space (Sq. Ft.)	0.6	41,729	\$200 per sq ft	\$8,345,760
	Collections (Items)	3.5	243,418	\$30.65 per item	\$7,460,762
	FF&E (\$)	\$11.43	\$794,934	\$11.43 per capita	\$794,934
	Land (acres)	0.00011	7.65	\$88,230 per acre	\$674,984
<b>TOTAL</b>					<b>\$17,276,440</b>

*Funding Plan.* Over the past five years, Beaufort County has committed \$407,153 out of the general fund for capital library facilities. In addition, the County Library has received \$195,372 a year on average from grants and other non-local sources for capital library facilities.



## Beaufort County Library Facilities Impact Fee Support Study & CIP

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Collectively, this amounts to \$602,525 a year. It is expected that this annual commitment of general County funds and the receipt of grants and other non-local funds for capital library facilities will continue into the future as it has over the past five years, to address existing deficiencies. In addition, it is expected that this annual receipt of grants and other non-local funds for capital library facilities will increase into the future due to efforts of the Library Foundation and hiring of a Library Development Officer. These monies will address the identified deficiencies between today and 2020.

Funding to address the demand new growth and development has on the need for capital library facilities will come through library impact fees.

*Library Capital Improvement Plan.* The Beaufort County Library Department has an adopted Master Facilities Plan, which details proposed capital improvements to the County library System to address existing demand and future needs. The Master Facilities Plan is the library's Capital Improvement Plan ("CIP") for purposes of updating the County's library facilities development impact fee program.

*Library Development Impact Fees.* The library development impact fees are designed to allocate the pro rata costs of providing capital library facilities for new residential development. The library impact fees reflect the cost of providing capital library facilities to the average residential dwelling unit in the County. Impact fees are not required to be equal to the actual demand for facilities generated by a specific dwelling unit with mathematical precision. Impact fee calculation is based on the cost of providing capital library facilities demanded by new residential development at the adopted LOS standards.

*Library Benefit Districts.* To ensure that the capital library facilities funded with library impact fees are constructed within reasonable proximity of the fee-paying development, and to ensure fee payors receive sufficient benefit from fees paid in the form of capacity enhancing capital library facilities, the impact fee program establishes five Benefit Districts. Development impact fee monies collected in each Benefit District can only be spent in the Benefit District. The Benefit Districts are:

- Hilton Head/Daufuskie Island Benefit District;
- Bluffton/Okatie Benefit District;
- Unincorporated Port Royal Benefit District;
- Lady's Island/St. Helena Benefit District; and
- Sheldon/Lobeco/Yemassee Benefit District.

> Needs updated  
need maps



# Beaufort County

## Library Facilities Impact Fee Support Study & CIP

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### Fee Summary

The potential changes to the library impact fees calculated in this *Library Facilities Impact Fee Support Study & CIP* is summarized below. If adopted at the maximum amount, the fees for all new residential dwelling units in the County would be \$553. This fee amount is compared to the existing fee amounts in Table 3: *Library Facilities Development Impact Fee Summary*.

TABLE 3: LIBRARY FACILITIES DEVELOPMENT IMPACT FEE SUMMARY		
	Current Library Fees	Proposed Library Fees
Lady's Island/St Helena Benefit District	\$395	\$553
Hilton Head/Daufuskie Benefit District	\$107	\$553
Bluffton/Okatie Benefit District	\$719	\$553
Sheldon/Lobeco/Yemassee Benefit District	\$434	\$553
Unincorporated Port Royal Benefit District	\$446	\$553

### Library Impact Fee Revenue Projections

If adopted at the maximum levels calculated in this support study, it is estimated that the library impact fees could generate approximately \$16,053,590 through year 2020, and \$1.1 million annually (if growth is evenly distributed over the period). See Table 4: *Estimate of Library Impact Fee Revenues*. Based on the estimates of revenue generation of the existing library impact fees, the County could expect annual library impact fee revenues for the updated library impact fee that are more than existing revenues – probably between an additional \$400,000-\$500,000 annually, if the fees are adopted at the maximum level calculated in this support study.

TABLE 4: ESTIMATE OF LIBRARY IMPACT FEE REVENUES			
Years	New Residential Units	Impact Fee	Revenue
2007-2010	8,294	\$553	\$4,586,582
2010-2015	10,368	\$553	\$5,733,504
2016-2020	10,368	\$553	\$5,733,504
Total			\$16,053,590



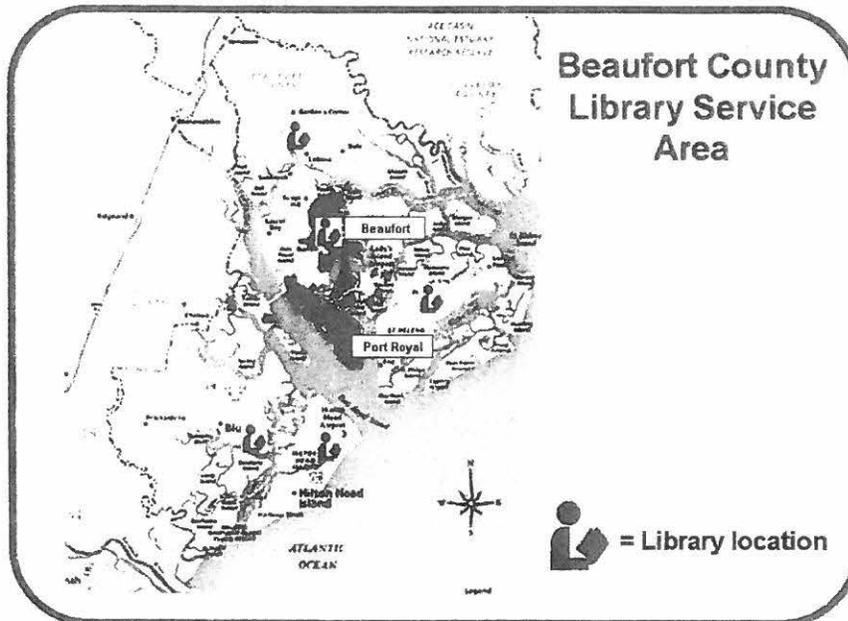
# Beaufort County Library Facilities Impact Fee Support Study & CIP

## THE LIBRARY CAPITAL IMPROVEMENT PLAN

### The Service Area

Because library services and facilities are being provided on a countywide basis, the Service Area for the library impact fees is all of Beaufort County except those municipalities not participating in the library impact fee program: Beaufort and Port Royal. Figure 1: *Beaufort County Library Service Area*, identifies the Library Service Area.

FIGURE 1: BEAUFORT COUNTY LIBRARY SERVICE AREA



### Land Use Estimates

The need for capital library facilities and the library impact fees are based on the land use estimates of new growth and development (population) that is expected to occur in the Library Service Area between 2005 and 2020. Based on Land Use Estimates developed by the Beaufort County Planning Department, the County is expected to gain a total of 69,548 residents during this 20-year period, and 31,104 housing units during the same time. These land use estimates are summarized in Table 5: *Land Use and Growth Estimates, Beaufort County, 2005-2020*.



# Beaufort County

## Library Facilities Impact Fee Support Study & CIP

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**TABLE 5:  
LAND USE AND GROWTH ESTIMATES, BEAUFORT COUNTY, 2005-2020**

Library Service Area	Estimated Population Growth			Estimated Housing Growth		
	2005	2020	Change	2005	2020	Change
Lady's Island – St. Helena	25,600	33,490	7,890	12,590	14,680	2,090
Hilton Head – Daufuskie Island	39,391	53,989	14,598	17,466	25,410	7,944
Town of Bluffton, Bluffton-Okatie	37,010	71,500	34,490	18,250	33,630	15,380
Sheldon-Lobeco-Yemassee	5,400	7,500	2,100	2,000	2,830	830
Unincorporated Port Royal Island	50,940	61,410	10,470	20,200	25,060	4,860
<b>Total</b>	<b>158,341</b>	<b>227,889</b>	<b>69,548</b>	<b>70,506</b>	<b>101,610</b>	<b>31,104</b>

### Level of Service Standard (LOS)

The State of South Carolina does not require county library systems or library districts to comply with minimum standards. Instead, local governments are allowed to establish their own library needs.<sup>1</sup>

Four components are included in the LOS for public libraries: building space (square feet of library buildings) per capita;<sup>2</sup> the number of items in the library collection per capita;<sup>3</sup> the amount

<sup>1</sup> It should be noted that the South Carolina State Library Board has developed a fairly comprehensive set of standards and guidelines for public libraries in the state. See *South Carolina Public Library Standards*. That document, however, is a planning and budgeting tool to compare library services with similarly-sized communities (as reported by member library districts). Because the responsibility for the provision of library services is reserved for local authorities, the guidelines are not intended to be regulatory, but rather to identify measurable objectives and suggest level of service standards that may be appropriate for individual communities.

<sup>2</sup> Measured in square foot of library building space, calculated as per square foot of gross floor area (SF GFA), per capita.

<sup>3</sup> Collections include any of the following items: books, reference volumes, videos, DVDs, cassettes, and CD's. They are measured in items per capita.



## Beaufort County Library Facilities Impact Fee Support Study & CIP

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of land (acres) per capita; and the average replacement value of furnishings, furniture, and equipment (FF&E) per capita.<sup>4</sup>

The County has adopted the following levels of service for the county library system:

- 0.60 square feet of building space (square feet) per capita;<sup>5</sup> 1.0
- 3.5 items in the library collection per capita;<sup>6</sup> 2 items
- \$11.43 of furnishings, furniture, and equipment (FF&E) per capita;<sup>7</sup> and
- 0.00011 acres of land per capita.<sup>8</sup>

### The Library Facilities

Beaufort County has a countywide system of libraries that serves the unincorporated County and its municipalities. It includes five branch facilities consisting of a total of 90,783 square feet of building space. Collectively, the five branch facilities house 272,807 collection items, which are defined to include books, reference volumes, DVD's, cassettes, and CD's.

In addition, the library buildings are located on 17.53 acres of land and house a total of \$1,809,227 of furnishings, furniture, and equipment (FF&E). Table 6: *Existing Library Facilities, Beaufort County*, identifies the County's library system and its component elements.

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<sup>4</sup> "FF&E," consists of movable furniture, fixtures or other tangible equipment that have no permanent connection to the structure of a building or utilities. FF&E items found in a library include: desks, chairs, computers, electronic equipment, tables, bookcases and partitions, furnishings and equipment for staff work space, children's programming space, group study rooms, computer training labs, conference rooms, community meeting space, and other special use space (e.g., microfilm readers, photocopiers, newspaper racks, index tables, databases, newspapers, magazines, photos, and other furnishings not covered by other areas).

<sup>5</sup> The LOS standard for building space is carried forward from the existing impact fee program and is based on the County's determination of an appropriate service standard that reflects current programming needs.

<sup>6</sup> The LOS standard for collections is carried forward from the existing impact fee program.

<sup>7</sup> The LOS standard established for FF&E is new. It is based on the existing FF&E level of service being provided for capital library facilities in the County.

<sup>8</sup> The LOS standard for land for libraries is new. It is based on the existing land level of service being provided for capital library facilities in the County.



# Beaufort County

## Library Facilities Impact Fee Support Study & CIP

<b>TABLE 6: EXISTING LIBRARY FACILITIES, BEAUFORT COUNTY</b>				
Existing Branch Libraries	Building Space (Square Ft.)	Land (Acres)	# Items in Collection	Replacement Value of FF&E
St. Helena Branch	1,000	0	9,652	\$20,250
Hilton Head	26,000	8.6	88,881	\$523,900
Town of Bluffton, Bluffton-Okatie	26,000	2.93	69,557	\$503,750
Sheldon-Lobeco-Yemassee	4,000	5	19,807	\$80,600
Beaufort Branch	33,783	1	84,910	\$680,727
<b>TOTAL</b>	<b>90,783</b>	<b>17.53</b>	<b>272,807</b>	<b>\$1,809,227</b>

**Sources:** Beaufort County Planning Department; Beaufort County Library Department

**Notes:** [1] The current St. Helena library branch is located within the St. Helena Elementary School and shares space with the school's media center. [2] The Bluffton branch includes 19,576 items that will be added to the library through the expenditure of impact fees during the next 12 months; the County has earmarked this expenditure for collections at the Bluffton branch library.

### Existing Conditions

Table 7: *Existing Conditions of Library Facilities*, summarizes the existing conditions of the capital library facilities, by applying the library LOS standards to the current inventory of library building space, collections, FF&E, and land. It demonstrates there are no existing deficiencies in the system except for collection items and 4,222 square feet of library space.

<b>TABLE 7: EXISTING CONDITIONS OF LIBRARY FACILITIES</b>					
Current Population	Adopted LOS per Capita		Current Need at LOS	Current Inventory	Deficiency
158,341	Building Space	0.6	95,005	90,783	4,222
	Collections	3.5	554,194	272,807	281,387
	FF&E	\$11.43	\$1,809,838	\$1,809,227	None
	Land	0.00011	17.42	17.5 acres	None

Table 8: *Costs to Address Deficiencies*, demonstrates that the costs to address the existing deficiency is \$9,468,816, in 2006 dollars. Of this, \$8,624,496 is for collection items. The costs for collection items is \$30.65 each, in 2006 dollars. This is based on the average cost of all types of existing library collection items in the County library system, which are weighted according to the proportion that they represent to the overall collection.<sup>9</sup> The balance, \$844,300, is for building space. The cost for the construction of library space is \$200 per square foot. This cost is based on state estimates of construction costs for library building space.

<sup>9</sup> Source: Beaufort County Library Department.



# Beaufort County Library Facilities Impact Fee Support Study & CIP

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**TABLE 8:  
COSTS TO CORRECT DEFICIENCIES, LIBRARY FACILITIES**

Library Facility Component	Deficiency	Unit Costs	Total Costs
Building Space	4,222 square feet	\$200/square foot	\$844,320
Collection Items	281,387 items	\$30.65/item	\$8,624,496
<b>TOTAL</b>			<b>\$9,468,816</b>

## Future Demand on County Library Facilities From New Growth

### *Future Demand*

There is and will continue to be a substantial need for building space, collection items, FF&E, and land for library sites in Beaufort County due to expected population growth. Table 9: *Future Demand for Library Facilities, 2005-2020*, summarizes the future needs for these facilities, based on the population growth over the next 15 years (through 2020) and the adopted LOS. The Beaufort County Planning Department forecasts the countywide population to grow by 69,548 persons between 2005 and 2020. Based on that growth, and applying the adopted LOS standards for capital library facilities, the estimated demand or need for library facilities attributable to future population growth is: (1) 41,729 square feet of building space; (2) 243,418 collection items; (3) \$794,934 worth of furnishings, fixtures and equipment (FF&E); and (4) 7.65 acres of land.

**TABLE 9:  
FUTURE DEMAND FOR LIBRARY FACILITIES, 2005-2020**

Additional Population, 2005-2020	Adopted LOS per Capita		Future Need	
69,548	Building Space	0.6	41,729	square feet
	Collections	3.5	243,418	items
	FF&E	\$11.43	\$794,934	
	Land	0.00011	7.65	acres



# Beaufort County

## Library Facilities Impact Fee Support Study & CIP

### Costs to Address Future Needs

The costs to address this 2020 need for capital library facilities, based on the Library LOS standards is \$17,276,440, in 2006 dollars. Of this amount, \$8,345,760 is for building space, \$7,460,762 is for collection items, \$794,934 is for FF&E, and \$697,984 is for land. See Table 10: *Costs for Library Facilities to Accommodate New Growth, 2005-2025.*

**TABLE 10:  
COSTS FOR LIBRARY FACILITIES TO ACCOMMODATE NEW GROWTH, 2005-2020**

Additional Population, 2005-2020	Adopted LOS		Future Need	Unit Cost	Cost
69,548	Building Space	0.6 s.f. per capita	41,729	\$200 per sq. ft.	\$8,345,760
	Collections	3.5 items per capita	243,418	\$30.65 per item	\$7,460,762
	FF&E	\$11.43 per capita	\$ 794,934	\$11.43 per capita	\$794,934
	Land	0.00011 acres per capita	7.65	\$88,230 per acre	\$674,984
	<b>TOTAL</b>				

Based on recent construction, costs for new library building space is \$200 per square foot,<sup>10</sup> in 2006 dollars. The cost for collection items is \$30.65 per item, in 2006 dollars.<sup>11</sup> The cost for FF&E is \$11.43 per capita, which is the amount of FF&E provided by the County today on a countywide basis.<sup>12</sup> Finally, based on recent County Appraiser evaluation of the fair market value of parcels comparable to the types of parcels the County is targeting as sites for library facilities, the County estimates the cost of land is \$88,230 per acre, in 2006 dollars.<sup>13</sup>

### The Library Capital Improvements Plan

The Beaufort County Library Department has an adopted Master Facilities Plan that details proposed capital improvements to the county library system to address existing demand and future needs. The time frame for improvements included in the most recent adopted Master Facilities Plan, dated April 4, 2006, is 12 years. The Master Facilities Plan serves as the Library Capital Improvements Plan for purposes of developing and updating the Library Facilities Development Impact Fee program.

<sup>10</sup> Source: Average construction costs for library building construction, State of South Carolina.

<sup>11</sup> Source: Beaufort County Library Department.

<sup>12</sup> Source: Beaufort County Library Department.

<sup>13</sup> Source: Beaufort County Library Department.



# Beaufort County Library Facilities Impact Fee Support Study & CIP

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## Funding Plan to Address Library Needs

Over the past five years, Beaufort County has committed \$407,153 annually out of the general fund for capital library facilities. In addition, the County Library has received \$195,372 a year on average from grants and other non-local sources for capital library facilities. Collectively, this amounts to \$602,525 a year. See Table 11: *Capital Library Funding Beyond Impact Fees, Beaufort County, 2001-2005*.

<b>County General Fund (Annual Average)</b>	<b>Grants and Non-Local Sources (Annual Average)</b>	<b>TOTAL (Annual Average)</b>
\$407,153	\$195,372	\$602,525

*Source: Beaufort County Library Department.*

It is expected that this annual commitment of general County funds and the receipt of grants and other non-local funds for capital library facilities will continue into the future as it has over the past five years. In fact, it is expected that the receipt of grants and other non-local funds for capital library facilities will increase into the future due to efforts of the Library Foundation and hiring of a Library Development Officer. On average, past funding over the previous five years amounts to \$602,525 annually, or \$8,435,350 between today and 2020. As mentioned above, it is expected that these funds will be supplemented by other foundation and non-local grants, and all these funds will be used to address the existing deficiencies.

The funding to address the demand new growth and development has on the need for capital library facilities will come through library impact fees.



# Beaufort County

## Library Facilities Impact Fee Support Study & CIP

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### CALCULATING THE LIBRARY IMPACT FEE

#### Assessment Districts

Assessment districts define the area within the Service Area which a set of common capital facilities provide service, and for which a fee schedule based on average costs within that district is calculated. The Library Service Area includes one assessment district because library services and facilities are being provided on a countywide basis. The assessment district is coterminous with the Service Area.

#### Benefit Districts

Benefit districts represent an area within which the fees collected must be spent. They ensure that the capital library facilities funded with impact fees are constructed within reasonable proximity of the feepaying development, as a means of helping to ensure that feepayers receive sufficient benefit from fees paid in the form of capacity enhancing capital library facilities. There are five distinct Benefit Districts established for the purposes of the library impact fee program. The five Benefit Districts are:

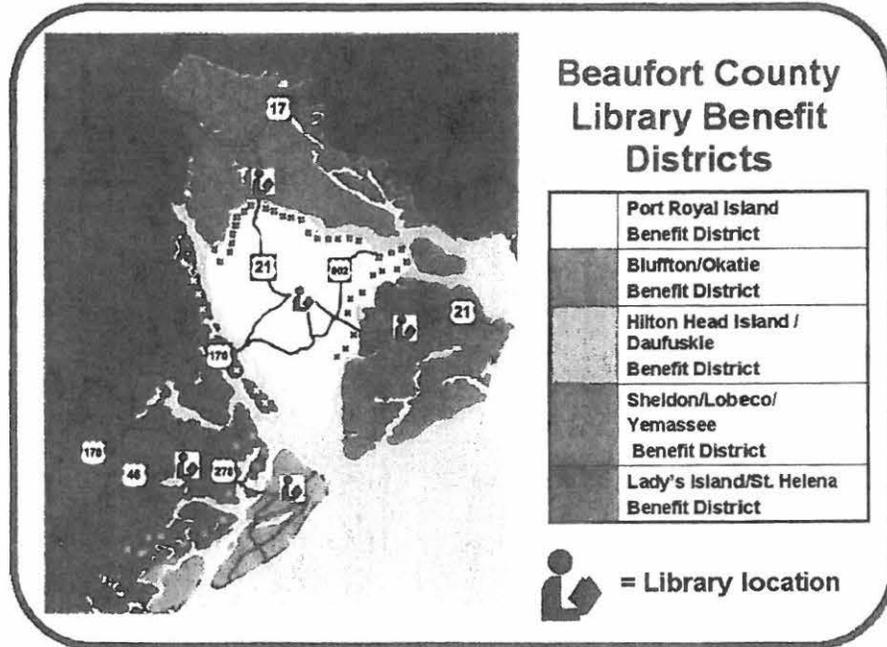
- Hilton Head/Daufuskie Island Benefit District;
- Bluffton/Okatie Benefit District;
- Unincorporated Port Royal Benefit District;
- Lady's Island/St. Helena Benefit District; and
- Sheldon/Lobeco/Yemassee Benefit District.

Figure 2: *Beaufort County Library Benefit Districts*, identifies the boundaries of these five Benefit Districts. There is an existing County library branch that serves each Benefit District.



# Beaufort County Library Facilities Impact Fee Support Study & CIP

**FIGURE 2:  
LIBRARY BENEFIT  
DISTRICTS**



Impact fee monies collected in each Benefit District can only be spent in the Benefit District.

## Service Units

Service units are a standardized measure of consumption or use attributable to an individual unit of development. All library levels of service measurements are expressed in units that are appropriate to the particular component. Thus, the service unit for library building space is measured in square feet, the service unit for library collections is measured by the number of items, the service unit for FF&E is measured by the replacement value of such items, and the service unit for land for libraries is measured in acres. All library LOS is further expressed as service units *per capita* to reflect that only residential development (i.e., persons residing in dwelling units) consumes capital library facilities and services in the county.



# Beaufort County Library Facilities Impact Fee Support Study & CIP

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## Method for Calculating Library Impact Fees

The methodology for calculating the library development impact fee is as follows:

$$\text{Library Fee} = \text{Persons Per Household} \times \text{Net Capital Costs Per Capita}$$

$$\text{Persons Per Household} = 2.23$$

$$\text{Net Capital Costs Per Capita} = \text{Library Capital Costs Per Capita} - \text{Credit}$$

$$\text{Library Capital Cost Per Capita} = \text{Per Capita Building Space Costs} + \text{Per Capita Collection Costs} + \text{Per Capita FF\&E Costs} + \text{Per Capita Land Costs}$$

$$\text{Per capita building space costs} = \text{Capital costs of building space construction} / \text{Population served.}$$

$$\text{Per capita collection cost} = \text{Capital cost of current collections} / \text{Population served.}$$

$$\text{Per capita FF\&E cost} = \text{Capital cost of current FF\&E} \div \text{Population served.}$$

$$\text{Per capita land cost} = \text{Capital cost of library land} \div \text{Population served.}$$

## Library Impact Fee Calculations

### *Persons Per Household*

Based on population and growth estimates prepared by the Beaufort County Planning Department, it is estimated that there will be an additional 69,548 persons added to the library service area population between today and 2020, and an additional 31,104 residential units constructed in the library service area during the same time period. On average, this amounts to 2.23 persons per residential unit or household. See Table 5: *Land Use and Growth Estimates*.

### *Library Capital Costs Per Capita*

As is discussed above, based on the LOS standards established for capital library facilities, in determining the Library Capital Costs Per Capita, four service unit costs must be determined: per capita building space costs; per capita collection costs; per capita FF&E costs; and per capita land costs.

*Building Space*. The LOS standard for building space is 0.60 square feet of building space per capita. Based on recent construction costs for the building of library building space, it has been determined the average cost for the construction of library building space is \$200 per square



# Beaufort County

## Library Facilities Impact Fee Support Study & CIP

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foot. This amounts to a per capita building cost of \$120 per capita. See Table 12: *Library Capital Costs Per Capita*.

Collection Materials. The LOS standard for collection items is 3.5 items per capita. Based on an evaluation of collection item units for the library, the Beaufort County Library Department has determined library collections items average \$30.65 per item. This amounts to a per collection item costs of \$107.28 per capita. See Table 12: *Library Capital Costs Per Capita*.

FF&E. The LOS standard for FF&E is \$11.43 per capita, which is the existing amount of FF&E provided by the County library system today. This amounts to per capita FF&E costs of \$11.43. See Table 12: *Library Capital Cost Per Capita*.

Land. The LOS for land for libraries is 0.00011 per capita. Based on a review of land costs for sites located in close proximity to arterial roads in the County, it is estimated that the average per acre cost for land for library sites is \$88,230 per acre. This amounts to a per capita land cost of \$9.71 per capita. See Table 12: *Library Capital Costs Per Capita*.

Table 12: *Library Capital Costs Per Capita*, summarizes the Library Capital Costs Per Capita. It amounts to \$248.41 per capita. Of this amount, \$120.00 is for building space, \$ 107.28 is for collections, \$ 11.43 is for FF&E, and \$ 9.71 is for land.

TABLE 12: LIBRARY CAPITAL COSTS PER CAPITA				
Library Component	LOS	LOS	Cost Per Service Unit	Costs Per Capita
Building Space	0.6	square feet per capita	\$200 per square foot	\$120.00
Collection Items	3.5	items per capita	\$30.65 per item	\$107.28
FF&E	\$11.43	of FF&E per capita	\$11.43 per capita	\$11.43
Land	0.00011	per acre	\$88,230 per acre	\$9.71
<b>TOTAL</b>				<b>\$248.42</b>

### *Credits*

Because there is no existing indebtedness for capital Library facilities, or no dedicated source of funding that will be spent on library capital facilities, no credits are provided.



# Beaufort County

## Library Facilities Impact Fee Support Study & CIP

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### *Library Development Impact Fee*

The library development impact fee for all new residential units is then determined by multiplying the average persons per household and the Library Capital Costs Per Capita. This amounts to a library impact fee of \$553 per residential unit. See Table 13 below.

<b>TABLE 13: LIBRARY IMPACT FEES</b>		
<b>Persons Per Household</b>	<b>Net Capital Costs Per Capita</b>	<b>Library Impact Fee</b>
2.23	\$248.42	\$553

### *Maximum Supportable Library Development Impact Fee*

Maximum supportable impact fees for libraries are shown in the above table. The impact fee is equal to the average number of persons per residential unit, multiplied by the net capital cost per capita. Beaufort County will impose impact fees on a per dwelling unit basis, without distinguishing between dwelling types, based on the countywide average household occupancy of 2.23 persons per dwelling unit. Accordingly, the maximum supportable impact fee per dwelling unit (all types) is  $2.23 \times \$248.42$ , or \$553 per residential unit. See Table 13 above.

RESOLUTION

City of Beaufort and Town of Port Royal Foregoing

Participation in Library Impact Fees

**RESOLUTION**

**A RESOLUTION OF THE COUNTY COUNCIL OF BEAUFORT COUNTY, SOUTH CAROLINA ACKNOWLEDGING THE DECISION OF THE CITY OF BEAUFORT AND THE TOWN OF PORT ROYAL TO FOREGO PARTICIPATION IN THE COUNTY LIBRARY IMPACT FEE PROGRAM; AND PROVIDING FOR CONDITIONS RELATIVE THERETO.**

**WHEREAS**, the City of Beaufort and the Town of Port Royal have elected to opt out of the County's Library Impact Fee Program; and

**WHEREAS**, with their exclusion from the Library Impact Fee Program, the relevant Beaufort/Port Royal Impact Fee Service Area has been revised to include only the unincorporated portion of the originally-specified service area; and

**WHEREAS**, by their decision to opt out, the City of Beaufort and the Town of Port Royal have effectively put the County on notice that either (a) they do not require any additional library facilities or services to meet the additional library demand created by projected population and housing unit growth over the next ten (10) years, or (b) they intend to meet such additional demand through the expenditure of local City or Town funds, and not from impact fees imposed on new residential development; and

**WHEREAS**, by their decision to opt out, the County cannot impose library impact fees on new development within the City and Town; however, neither can the County expend any library impact fee revenues within the City or Town, nor can the County provide any library facilities or capital improvements in the City or Town to meet demands created by projected new residential development in the City or Town.

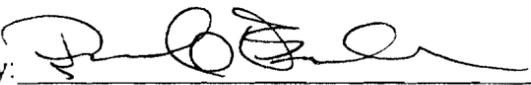
**NOW, THEREFORE, THE COUNTY COUNCIL OF BEAUFORT COUNTY resolves as follows:**

1. The City of Beaufort and the Town of Port Royal are excluded in all manner and in all respects from the County's library impact fee ordinance, library capital improvement plan and program and are not within a library impact fee service area.
2. No library impact fees will be collected within the City of Beaufort nor within the Town of Port Royal and, correspondingly, no County impact fee funds or revenues will be expended in the City nor the Town for the life of the impact fee program and no library facilities or capital improvements will be built by the County using impact fee funds in the City nor the Town for the life of the impact fee program.

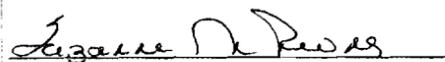
3. The Beaufort/Port Royal service area within which impact fees will be charged will include only the unincorporated area lying outside of the City and Town.
4. In the event that the City of Beaufort or the Town of Port Royal desire to be included in the County library impact fee program at some time in the future, they will be required to comply with the following minimum requirements:
  - (a) adopt a formal resolution or ordinance passed by a majority vote of the governing body requesting inclusion in the County library impact fee program and detailing the specific reasons therefore;
  - (b) submit such resolution or ordinance to the County Council for review and possible action;
  - (c) neither the City nor the Town may be considered for inclusion without:
    - i. providing a complete description and financial analysis of the impact fee funds lost during their exclusion from the program, based on actual population and housing unit figures for the relevant time period; and
    - ii. providing a capital funding plan within the respective municipal budgets for replacing the lost impact fees from non-impact fee revenue sources.
    - iii. providing a detailed listing and identification of the library facilities and capital improvements needed to achieve the County's adopted level of services (LOS) standard;
  - (d) agree to finance any costs incurred by the County in revising the impact fee calculation methodology, conducting any necessary planning, projections, financial analyses or capital improvements programming, and/or revising, amending or updating any impact fee ordinances, administrative forms and procedures or reports that will be affected by the inclusion of the City or Town.
5. The inclusion of the City of Beaufort or Town of Port Royal in the County's library impact fee program, and any conditions, restrictions, limitations or requirements imposed on such inclusion, shall be solely at the discretion of the County Council of Beaufort County.

Adopted this 25th day of October, 1999.

COUNTY COUNCIL OF BEAUFORT COUNTY

By:   
 Frank Brafman  
 Chairman

Attest:

  
 Clerk to Council

Ordinance 33, Library Facilities Impact Fees,  
has been grouped with Ordinance 26

99/33

**Library Facilities**

**AN ORDINANCE OF THE COUNTY COUNCIL OF BEAUFORT COUNTY, SOUTH CAROLINA (“COUNCIL”) ADOPTING A LIBRARY FACILITIES DEVELOPMENT IMPACT FEE ORDINANCE TO BE IMPOSED ON NEW DEVELOPMENT COUNTY-WIDE VIA INTERGOVERNMENTAL AGREEMENTS, AS NECESSARY, PURSUANT TO ORDINANCE NO. 95/36, “IMPACT FEE PROCEDURES,” AND THE SOUTH CAROLINA DEVELOPMENT IMPACT FEE ACT (TITLE 6, CHAPTER 1, ARTICLE 9, SECTIONS 6-1-910 *ET SEQ.* OF THE SOUTH CAROLINA CODE) SPECIFYING, *INTER ALIA*, LIBRARY FACILITIES DEVELOPMENT IMPACT FEE SERVICE AREAS; THE AMOUNT OF THE LIBRARY FACILITIES DEVELOPMENT IMPACT FEE PER DWELLING UNIT BY SERVICE AREA; PROVIDING FOR IMPOSITION, CALCULATION, COLLECTION AND EXPENDITURE OF LIBRARY FACILITY DEVELOPMENT IMPACT FEES; PROVIDING FOR DEVELOPER RIGHTS AND COUNTY REMEDIES; PROVIDING FOR TERMINATION; PROVIDING FOR LIBERAL CONSTRUCTION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the County currently has prepared and adopted a capital improvements plan (CIP) for library facilities, which sets forth, *inter alia*, the appropriate library facility service areas, the level of service (LOS) standard for library facilities, an assessment of existing deficiencies, an inventory of existing library facilities, a description of land use assumptions, an assessment of the current and projected future demand for library facilities and all other CIP components as required by the South Carolina Development Impact Fee Act (“Act”), section 6-1-960(B) and the County “Impact Fee Procedures”; and

WHEREAS, the County has prepared a Report which estimates the effect of recovering library facilities capital costs through impact fees on the availability of affordable housing in the County; and

WHEREAS, pursuant to such Report, the County has developed an impact fee discount table to reduce the impact fees due for such proposed development in order to reduce the effect of the impact fees on the development and marketability of affordable housing; and

WHEREAS, the amount of the library facilities development impact fee for each library service area is based on actual improvement costs or reasonable estimates of such costs, supported by appropriate studies and data; and

WHEREAS, the library facilities development impact fee includes a description of acceptable levels of service for system improvements; and

WHEREAS, the library facilities development impact fee ordinance provides for termination of the impact fee; and

WHEREAS, the library facilities development impact fee ordinance provides for the amount of the impact fee due, by service area, for each unit of residential development proposed in the service area; and

WHEREAS, the library facilities development impact fee ordinance and accompanying capital improvements plan for the library facilities development impact fee:

- (i) includes an explanation of the fee calculation methodology, including the factors referenced in the Act;
- (ii) specifies the system improvements for which the impact fee revenues are intended to be used;
- (iii) informs the developer that he may pay a project's (*i.e.*, a particular development's) proportionate share of system improvement costs by payment of development impact

fees in accordance with the fee schedule as full and complete payment of the development's proportionate share of system improvement costs; and

- (iv) informs the fee payor that he may negotiate and contract for library facilities and services with the County via a Development Agreement pursuant to Section 6-1-1050 of the Act and the South Carolina Local Government Development Agreement Act and that he has the right of appeal as provided in Section 6-1-1030 of the Act; and

WHEREAS, the County Council has initiated the process of imposing a library facilities development impact fee by enacting a resolution dated July 26, 1999 directing the Beaufort County Planning Commission to conduct the studies and to recommend a library facilities impact fee ordinance, by service area, developed in accordance with the requirements of the Act and the Beaufort County Impact Fee Procedures Ordinance; and

WHEREAS, the Planning Commission has held a workshop on the library facilities development impact fees on the 23rd day of September, 1999; and

WHEREAS, the Planning Commission has submitted its recommendations to the County Council on the 27th day of September, 1999; and

WHEREAS, the County has published notice of a public hearing by the County Council on the proposed library facilities development impact fees on the 27th day of August, 1999 in at least one newspaper of general circulation in the County; and

WHEREAS, the County Council public hearing has been noticed for, and will be held on, the 27th day of September, 1999; and

WHEREAS, the notice of the County Council public hearing has advised the public of the time and place of the hearing, that a copy of the County-wide library facilities capital improvements

plan is available for public inspection in the offices of the County Council, and that members of the public will be given the opportunity to be heard at the public hearing; and

WHEREAS, the County Council public hearing has been duly noticed and held on the 27th day of September, 1999; and

WHEREAS, the County Council has, pursuant to Section 6-1-1070 of the Act, entered into separate intergovernmental agreements with each municipality in the County in which library facilities development impact fees will be imposed pursuant to this Ordinance, which agreements, *inter alia*, specify the reasonable share of funding for each governmental entity, which shares do not assume more than a reasonable share of funding for joint improvements by either entity;

**NOW, THEREFORE, BE IT ORDAINED** by the County Council of Beaufort County, South Carolina that the following library facilities development impact fees shall be imposed, by service area, and by unit of residential development:

**Section 1. Adoption of Library Facilities Development Impact Fees.**

Upon the effective date of adoption of this Ordinance by the County Council, the development impact fee for library facilities shall hereby be imposed, consistent with the requirements of the Act, the Beaufort County Development Impact Fee Procedures Ordinance (No. 99/26), and the County's adopted library capital improvements plan (CIP).

**LIBRARY FACILITIES DEVELOPMENT IMPACT FEE**

**SECTION 1. GEOGRAPHIC APPLICATION OF LIBRARY FACILITY DEVELOPMENT IMPACT FEES.**

Library facility development impact fees shall be applicable within all unincorporated areas of the County and, *via* intergovernmental agreements, within the incorporated municipalities of the

Town of Bluffton and Town of Hilton Head Island. Library facility development impact fees shall not be applicable within the incorporated municipalities of the City of Beaufort and Town of Port Royal.

**SECTION 2. LIBRARY FACILITIES DEVELOPMENT IMPACT FEE SCHEDULE**

Pursuant to this Ordinance, and in accordance with the Beaufort County Impact Fee Procedures, the South Carolina Development Impact Fee Act and the Beaufort County adopted Library Facilities Capital Improvements Plan (CIP) incorporated herein by reference, library facilities development impact fees shall be imposed in the following service areas, pursuant to appropriate intergovernmental agreements between the County and municipalities, as necessary:

**LIBRARY FACILITIES DEVELOPMENT IMPACT FEE  
SCHEDULE, BY SERVICE AREA \***

SERVICE AREA	IMPACT FEE PER DWELLING UNIT	
	FOR THE PERIOD 2000-2003	FOR THE PERIOD 2004-2010
Town of Hilton Head and Daufuskie Island	\$107	\$107
Town of Bluffton, Bluffton-Okatie	\$719	\$867
Unincorporated Port Royal Island	\$446	\$456
Lady's Island - St. Helena	\$395	\$457
Sheldon-Lobeco-Yemassee	\$434	\$500

\* All library facility development impact fee amounts are subject to change.

**SECTION 3. IMPOSITION AND CALCULATION OF LIBRARY FACILITIES DEVELOPMENT IMPACT FEES.**

- A. Upon the effective date of this Ordinance, the appropriate library facilities development impact fee, by service area, shall be imposed on all developers (fee payors) for which authorization of commencement of a residential development (building permit or, if no subsequent building permit is required, a development permit), is sought from the County, or from a municipality in the County, in accordance with this Ordinance and the procedures set forth in the Beaufort County Impact Fee Procedures Ordinance.
- B. When an application for such building permit or development permit is received by the appropriate County or municipal staff/official, the staff/official shall determine (1) the library service area within which the proposed development project lies; (2) the number of residential dwelling units proposed; (3) whether any of the proposed residential dwelling units qualify for a discount as “affordable housing” and, if so, the number and type of such units.
- C. The appropriate County or City staff/officials shall then multiply the number of proposed residential dwelling units to which the library facilities development impact fee is applicable by the applicable fee per dwelling unit as set forth in the Schedule (Section 2, above).
- D. The procedure for timely processing of building permit or development applications subject to the library facilities development impact fee is set forth below. This procedure is intended to occur concurrently with the County’s (or municipality’s)

required Plans Review process and to cause no additional delay, unless developer rights (*see* Section 6) and/or County remedies (*see* Section 7) are triggered, or unless a Development Agreement is sought by the applicant (*see* Section 5).

<b>STEP ORDER</b>	<b>MAJOR STEPS</b>	<b>RESPONSIBLE PARTY</b>	<b>TIME</b>
1.	Filing of Application for Development Permit or Development Approval	Developer/ Applicant	Initiates Process
2.	Determination of Applicable Service Area	Building Official	Concurrent with Plans Review
3.	Determination of Amount of Development [number of DU's]	Building Official	Concurrent with Plans Review
4.	Determination of the number and type of Affordable Housing Units, if any	Referral to Planning Department	Concurrent with Plans Review
5.	Multiply Number of DU's by Applicable Library Facilities Development Impact Fee per Schedule Alternative: Development Agreement, if sought by Applicant	Building Official  Planning Department	Concurrent with Plan Review  Extension of Time, as may be necessary
6.	Payment of Total Library Facilities Development Impact Fee	Developer/ Applicant	Upon Issuance of Building/ Development Permit
7.	Issue Receipt for Library Facilities Development Impact Fee Paid	Building Official	Upon Issuance of Building/ Development Permit
8.	Transfer of Library Facilities Development Impact Fee Revenues Collected to County Finance Department for Placement in Appropriate Account	Building Official	Following Issuance of Building/ Development Permit

- E. If the proposed residential development includes affordable housing, the applicable library facilities development impact fee shall be reduced in accordance with the discount schedule set forth in Section 6.B.(3)(c) of the Impact Fee Procedures Ordinance; provided, however, that “time share” dwelling units do not qualify as affordable housing and are not eligible for discounts in any circumstances.
- F. Proposed Change of Use of Building or Structure; or Renovation or Rehabilitation Which Adds Residential Dwelling Units: determine only the additional library facilities demand resulting from the change of use or the additional residential DU’s and calculate the library facilities development impact fee due as above, but only for such additional demand, not for existing demand.
- G. Increase in Service Units or Change in Type of Development: The County (or municipalities) may not charge a library facilities development impact fee at a higher rate, nor may it charge additional library facilities development impact fees, for a proposed residential development project, as determined above, unless the number of service units increases or the change in the type or characteristics of the proposed development project changes, thereby increasing the library facilities demand. In that event, the additional library facilities development impact fees calculated and imposed shall be limited only to the demand attributable to the additional service units or to the change in the type of residential development or scope of the proposed residential development project.

**SECTION 4. EXPENDITURE OF FEES FOR SYSTEM IMPROVEMENTS.**

All library facilities development impact fees shall be used for system improvements as set forth in the County's adopted library facilities capital improvements plan and as summarized in the Library Facilities Development Impact Fee Proportionate Share Fee Calculation Methodology Report (September, 1999). System improvements generally include the following: acquisition of land for, and construction of, new library buildings; expansions to existing library buildings; furniture, capital equipment and technology with a useful life of five years or more and a cost of \$100,000 or more; and collection materials.

**SECTION 5. DEVELOPMENT AGREEMENT OPTION**

- A. The developer may pay the library facilities development impact fee, as calculated pursuant to Section 3, as the proposed development project's proportionate share of system improvement costs and as full and complete payment of such obligations; or
- B. In the alternative, the developer may enter into an agreement with the County pursuant to the South Carolina Local Government Development Agreement Act, providing for dedication of land, construction of facilities and/or for payments in lieu of development impact fees for library facilities.
- C. The Agreement may provide for the construction or installation of system improvements by the developer and for credits or reimbursements for costs incurred by the developer, including inter-project transfers of credits or reimbursement for project improvements which are used or shared by more than one proposed development project.

- D. A development impact fee may not be imposed on a developer who has entered into a Development Agreement with the County.
- E. A Development Agreement for library facilities may only be entered into with the authorization and approval of both the County and the developer, and after consultation with an affected municipality, if applicable.

**SECTION 6. DEVELOPER RIGHTS.**

The developer, pursuant to the Act and the Beaufort County Impact Fee Procedures Ordinance, shall have the following rights, any or all of which may be exercised only in accordance with the Impact Fee Procedures Ordinance:

- A. **Administrative Appeal:** The developer/applicant may file an administrative appeal with the County Administrator with respect to a municipal or County decision related to the imposition, calculation, collection, processing or expenditure of a library facilities development impact fee, at any time; provided, however, that such appeal must comply with the provisions and requirements of the Beaufort County Impact Fee Procedures Ordinance. If the appeal follows payment of the development impact fee, it must be made within thirty (30) days of the date of fee payment. The filing of an appeal will immediately halt the impact fee process, unless the developer/applicant posts a bond or submits an irrevocable letter of credit for the full amount of the impact fees as calculated by the County or municipality to be due.
- B. **Payment Under Protest:** The developer/applicant may pay the County- or municipality-calculated development impact fee Under Protest, pursuant to the Beaufort County Impact Fee Procedures Ordinance. Payment under protest does not

preclude the developer/applicant from filing an administrative appeal nor from requesting a refund, nor from posting a bond or submitting an irrevocable letter of credit for the amount of the development impact fee due, all as set forth in the Impact Fee Procedures Ordinance.

- C. **Mediation:** The developer/applicant may request mediation by a qualified independent party, but only upon voluntary agreement by both the developer/applicant (fee payor) as well as the County (and, if applicable, municipality) and only to address a disagreement related to the library facilities development impact fee, as calculated by the County or municipality, for the proposed residential development. Neither request for, nor participation in, mediation shall preclude the developer/applicant (fee payor) from pursuing other developer rights and/or remedies, as set forth herein, or other remedies available by law.

#### **SECTION 7. COUNTY REMEDIES.**

The County, pursuant to the Act and the Beaufort County Impact Fee Procedures Ordinance, and municipalities, to the extent authorized pursuant to intergovernmental agreements with the County, shall have all of the following remedies, which may be exercised individually or collectively, but only in accordance with the Impact Fee Procedures Ordinance.

- A. **Interest and Penalties:** The County (or municipality) may, at its discretion, add to the amount of the calculated library facilities development impact fee due, reasonable interest and penalties for non-payment or late payment pursuant to the Impact Fee Procedures Ordinance.

- B. **Withholding Building or Development Permit or Development Approval or Certificate of Occupancy:** The County or municipality may withhold a certificate of occupancy, a building or development permit, or development approval, as may be applicable, until full and complete payment has been made by the developer/applicant of the County or municipality-calculated library facilities development impact fee due.
- C. **Withholding of Utility Service:** The County (or municipality) may withhold the provision of utility services to a proposed residential development project until the required County (or municipality)-calculated library facilities development impact fee has been paid in full, in accordance with the procedures set forth in the Impact Fee Procedures Ordinance.
- D. **Lien:** The County may impose a lien on the developer's property, pursuant to the Impact Fee Procedures Ordinance, for failure of the developer/applicant to timely pay the required County (or municipality)-calculated library facilities development impact fee in full.
- E. The County (or municipality) may pursue any one or all of the remedies described above at its discretion. The failure to pursue any remedy or remedies, at any time, shall not be deemed to be a waiver of County (or municipality) rights to pursue any remedy or remedies at such other time as may be deemed appropriate.

#### **SECTION 8. INTERGOVERNMENTAL AGREEMENT.**

Prior to imposition of a library facilities development impact fee within a municipality, the municipality shall have entered into an intergovernmental agreement with the County, as specified herein, which intergovernmental agreement shall, *inter alia*, (a) specify the reasonable share of

funding joint system improvements by each governmental unit or entity; (b) provide for the collection of the library facilities development impact fee by the municipality within its corporate limits and by the County within the unincorporated area; and (c) provide for the timely transfer of library development impact fee revenues from the municipality to the County; and (d) provide for the timely expenditure of the library facilities development impact fee revenues by the County, in accordance with its adopted capital improvements plan.

**SECTION 9. TERMINATION OF THE FEE.**

The library facilities development impact fees shall be terminated upon the completion/conclusion of all of the library facilities development impact fee-funded capital improvements as set forth in the County's capital improvements plan, unless (a) the County adopts a capital improvements plan for a subsequent time period, or (b) the County adopts an updated library facilities development impact fee pursuant to the substantive and procedural requirements of the Act.

**Section 9. Liberal Construction.**

The provisions of this Ordinance shall be liberally construed to effectively carry out its purposes in the interest of further promoting and protecting the public health, safety and welfare.

**Section 3. Severability**

Should any sentence, clause, part or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the Ordinance as a whole, or any part thereof, other than the part declared to be invalid.

ADOPTED this 8th day of November, 1999, by a positive majority of the County Council.

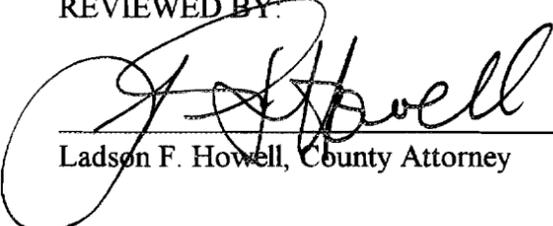
COUNTY COUNCIL OF BEAUFORT COUNTY

By:   
Frank Brafman, Chairman

ATTEST:

  
Suzanne M. Rainey, Clerk to Council

REVIEWED BY:

  
Ladson F. Howell, County Attorney

First Reading: April 26, 1999  
Second Reading: September 13, 1999  
Public Hearing: September 27, 1999  
Third and Final Reading: November 8, 1999

Effective Date: November 8, 1999

CAPITAL IMPROVEMENT PLAN

10-Year Libraries

**BEAUFORT  
COUNTY  
LIBRARY**

**CAPITAL  
IMPROVEMENTS  
PLAN**

09-22-99

CURRENT SITUATION

Authority and Governance

Public libraries in South Carolina are organized as county systems as mandated by the South Carolina Code of Laws s. 4-9-35 et. seq., as amended (S.C. Acts 1978, No. 564). The Beaufort County Library system operates as a County Department under the Community Services Division for purposes of funding, financial, and personnel administration. A seven-member Board of Trustees is appointed by County Council to establish library-related policies, to plan and monitor library operations and growth, and to recommend to Council concerning these issues.

Financial Support

For FY2000, operating revenue sources are as follows:

County appropriations	89%
State per capita supplement	8%
Fines and fees	3%

Supplementary gifts and grants comprise a very minor portion of annual support, though plans are under consideration to expand this revenue source. The County Library system receives no additional operating support from municipalities within the county.

Current Facilities

The library system consists of five branches situated throughout the county, located in each of the County Planning Districts, as follows:

1. Headquarters/regional branch in the City of Beaufort
  - Physical location: 311 Scott Street; Beaufort SC 29902
  - Size: 27,000 square feet
  - Collection items: 68,895 (06-30-99)
  - Planning district: Beaufort/Port Royal
  - District population: 48,244
  
2. Regional branch in the Town of Hilton Head
  - Physical location: 11 Beach City Road; Hilton Head Island SC 29926
  - Size: 26,900 square feet
  - Collection items: 59,368 (06-30-99)
  - Planning district: Hilton Head Island
  - District population: 34,760
  
3. Branch in the Town of Bluffton
  - Physical location: 42 Boundary Street; Bluffton SC 29910  
Existing pre-engineered metal building not suitable for expansion
  - Size: 2,362 square feet
  - Collection items: 11,599 (06-30-99)
  - Planning district: Bluffton/Okatie
  - District population: 13,012

4. Branch in Dale

Physical location: 364 Kean Neck Road; Dale SC 29940  
 Shares space with J.J. Davis Elementary School Library  
 Size: 1,200 square feet  
 Collection items: 9,612 (06-30-99)  
 Planning district: Sheldon/Lobeco/Yemassee  
 District population: 3,529

5. Branch on St. Helena Island

Physical location: 1025 Sea Island Parkway; St. Helena Island SC 29920  
 Shares space with St. Helena Elementary School Library  
 Size: 1,200 square feet  
 Collection items: 9,602 (06-30-99)  
 Planning district: Ladies Island/St. Helena Island  
 District population: 20,254

Branches sharing space in school facilities are limited to operating hours outside of the school's schedule and, for collection development, to space available within the school media center. Extension services to homebound, senior centers, and day care centers are available north of the Broad River and are planned for the southern part of the county as funds become available.

Varied Formats in Collection Development

In addition to traditional print materials such as books, magazines and newspapers, the Beaufort County Library offers information and recreational resources in a variety of formats at all its branches. Books on cassettes (Talking Books) and videocassettes are extremely popular. Interlibrary loan of infrequently requested or specialized materials is readily available at all branches. On-line information resources accessed through the Internet and CD ROM information databases have become integral parts of the Library's information services. They provide phenomenal storage of information in minimal space, may be searched electronically by keywords with a thoroughness that traditional indexing and cataloging never permitted, and provide printouts of information located through them. Music CDs are a desired addition to the collections as funds permit. Other new formats not yet dreamed of will emerge and should be made available through public libraries.

Automation & Technology

The County Library implemented its vax-based system wide on-line catalog and circulation system in August, 1994. Materials acquisitions and cataloging are done centrally at the headquarters library using standard MARC records. Internet access and CD ROM information data retrieval packages are currently available in the various branches for both adults and children. There are plans for more to be added as space and funds permit. Interlibrary loan requests for materials unavailable locally are transmitted electronically to libraries throughout the state, region, and beyond. Monday through Friday courier service among the Beaufort, Bluffton, and Hilton Head branches and bi-weekly service to Dale and St. Helena branches allows for sharing of materials among the branches.

**LIBRARY SERVICE GOALS**

- 1. To make public library and information services physically accessible to all county residents within a reasonable distance of their home or place of work through the appropriate location of facilities.**
- 2. To meet the South Carolina Public Library facilities, staffing and collection development standards for "full" library service to all residents. Beaufort County is now seriously below this level with approximately 1.33 items per capita countywide (based on a projected population of 119,203 for the Year 2000). State standards for staffing, collection, and facilities are attached as Appendix A.**
- 3. To keep pace with developments in electronic information management and retrieval.**
- 4. To make electronic access to library catalog listings and selected resources available from home or office through the Library's Internet web site.**

**Serious concerns related to meeting these service goals are:**

- A) The County's ability to provide adequate staffing and staff training to insure an acceptable level of security and service standards for every library branch in operation (State Standards for "full" library service call for 12 FTEs/25,000 population); and**
- B) The County's ability to offer competitive salaries relative to the cost of living (particularly with regard to housing costs and living expenses on Hilton Head Island) in order to attract and retain the qualified professional and technical personnel required to interpret and utilize constantly changing new information technologies.**

CURRENT CAPITAL DEFICIENCIES

Current deficiencies, for the year 2000, are shown on Appendix B, as follows:

		Cost of Current Deficiencies
1. Beaufort/Port Royal District:		
Building size:	Deficient by 1,946 square feet	\$ 389,280
Collection size:	Deficient by 99,959 items	2,498,975
	<i>Subtotal</i>	<b>\$ 2,888,255</b>
2. Bluffton/Okatie District:		
Building size:	Deficient by 6,746 square feet	\$ 1,349,280
Collection size:	Deficient by 33,943 items	848,575
	<i>Subtotal</i>	<b>\$ 2,197,855</b>
3. Hilton Head Island/Daufuskie District:		
Building size:	Adequate	\$ -0-
Collection size:	Deficient by 62,292 items	1,557,300
	<i>Subtotal</i>	<b>\$ 1,557,300</b>
4. Ladies Island/St. Helena District:		
Building size:	Deficient by 12,978 square feet	\$ 2,595,560
Collection size:	Deficient by 61,287 items	1,532,175
	<i>Subtotal</i>	<b>\$ 4,127,735</b>
5. Sheldon/Lobeco/Yemassee District:		
Building size:	Deficient by 1,270 square feet	\$ 254,060
Collection size:	Deficient by 2,740 items	68,488
	<i>Subtotal</i>	<b>\$ 322,548</b>
<b>TOTAL COST OF CURRENT DEFICIENCIES</b>		<b>\$ 11,093,693</b>

## FIVE TO TEN-YEAR CAPITAL PROJECTS PLAN

Library administration projects that "regional" facilities in Northern and Southern Beaufort County will serve as hubs for library services to those regions respectively. Extension services would be offered from the regional facilities to day care centers, residential retirement centers, and nursing centers as well as to individual homebound patrons. The Beaufort and Hilton Head Libraries should fill these needs for a five-year period.

Additional "satellite" facilities should be placed where population centers are projected. This should involve expansion of the Dale and St. Helena branches to separate facilities, a new facility to serve Sun City Hilton Head and the surrounding developed area, and continuation and/or relocation of the community library in Bluffton.

Administrative and central processing functions should eventually be relocated to a more central location in the county, possibly in connection with a branch library to serve the Shell Point/Burton/Broad River/Chechessie area.

At some point at least dial-up access and delivery of materials from and to a central point on Daufuskie Island should be feasible.

Current and projected needs, with cost projections for facilities and collection projects, are provided on Appendix B.

**FACILITIES**

To meet the projected population's requirements for conveniently located public library facilities to the year 2010, the following facilities should be added within the next five to ten years.

**1. Beaufort-Port Royal District (Port Royal/Burton Area):**

Within ten years, one or more additional branches will be required to meet the Library's goal of making public library service readily accessible to all county residents and to meet growing populations in the area encompassing Port Royal, Shell Point, Broad River, Burton, and Chechessie. Relocation of the central materials acquisition services, central systems server, and administrative offices to such a facility would place them more conveniently for the delivery of services to all branches and relieve space for public services at the Beaufort Library.

Location: To be determined  
 Type of Construction: New  
 Site Acquisition: Acquire 8-10 acres  
 Size: 15,000-20,000 square feet  
 Project Completion: 2010

**2. Bluffton/Okatie District:**

Location: Central to the service district, on or easily accessible from a major traffic artery, preferably adjacent to a commercial hub.; possibly on Highway 278 or the new connector between Highways 278 and 46.  
 Type of Construction: New  
 Site Acquisition: Acquire 8-10 acres  
 Size: 16,600 square feet (11,600 square feet if a Bluffton Town Library is retained as described below)  
 Projected Completion: 2005

**Bluffton/Okatie District (alternate supplemental):**

Location: Town of Bluffton  
 Type of Construction: New or Renovation  
 Site Acquisition: Use property currently leased from the Town of Bluffton for \$10 per year for construction of a new building or acquire and renovate an existing structure such as the current Bluffton Post Office  
 Size: 5,000 square feet  
 Projected Completion: 2005

The existing Bluffton Library facility, consisting of a preconstructed metal building and modular addition, is not suitable to expansion. One or more new structure(s) will be required.

3. Ladies Island/St. Helena District:

Location: St. Helena Island, on Highway 21 at or near "The Corners;" which is central to the district  
 Type of Construction: New or Renovation  
 Site Acquisition: Acquire 6-8 acres for new construction; or acquire and renovate an existing structure. An interim solution to the library space problem for this district could be the placement of a modular structure on leased property.  
 Size: 16,500 square feet  
 Projected Completion: 2002

4. Sheldon/Lobeco/Yemassee District (Northern Beaufort County):

Location: On Highway 21 at Lobeco  
 Type of Construction: Renovation of the old Lobeco School Auditorium  
 Site Acquisition: Property belongs to Beaufort County Board of Education; should be available to the County for public services by long-term lease or transfer  
 Size: @ 3,000 square feet  
 Projected Completion: 2002

The current St. Helena and Dale libraries are located in shared space in public schools. Expansion within these facilities is not possible.

Location of Facilities

Public library locations need to be highly visible and accessible. Siting along major arteries and in or near commercial districts is usually recommended for these reasons.

COLLECTION

To meet the ten-year projected population's requirements for informational, educational, and recreational library resources, collections should be increased to meet the following levels by 2010:

- |   |               |
|---|---------------|
| 1. Beaufort-Port Royal District:          | 200,508 items |
| 2. Bluffton-Okatie District:              | 96,793 items  |
| 3. Hilton Head Island-Daufuskie District: | 145,215 items |
| 4. Ladies Island-St. Helena District:     | 95,270 items  |
| 5. Sheldon-Lobeco-Yemassee District:      | 13,643 items  |

South Carolina Public Library  
**Standards**  
1998



July 1998

## INTRODUCTION

**South Carolina Public Library Standards, 1998** were approved by the South Carolina State Library Board on May 20, 1998. These standards are the first public library standards developed under the auspices of the South Carolina State Library. Previous standards for South Carolina public libraries were developed by the Public Library Section of the South Carolina Library Association, and were subsequently adopted by the South Carolina State Library Board. This document replaces those standards last revised in 1986. Earlier editions were published in 1955, 1964, 1969, 1975, and 1981.

The new standards stress the importance of long-range planning and the evaluation of services in achieving excellence. They recognize the uniqueness of each library, which must determine and establish its own identity in the community. In establishing service levels, these standards provide options at the basic, full, and comprehensive levels.

**South Carolina Public Library Standards, 1998:**

- Provide a tool to assess the quality and effectiveness of a library service program
- Help each library determine areas for improvement
- Reflect the importance of technology and personnel development
- Stress the need for greater cooperation and resource sharing
- Aid each library in taking an active public role to gain maximum community support
- Provide a basis for using statistics in local planning and evaluation

Steady progress was realized under previous standards documents. While compliance with these standards is completely voluntary, public libraries are encouraged to use them as part of their overall planning process to assess their performance and effectiveness. The use of this document in conjunction with other planning tools, such as **Planning For Results: A Public Library Transformation Process** (ALA, 1998), will enable library staff and library boards to determine community needs, develop programs and services to meet those needs, and interpret those needs to funding authorities.

## SOUTH CAROLINA PUBLIC LIBRARY STANDARDS EXECUTIVE SUMMARY

**South Carolina Public Library Standards, 1998** were developed by a committee of public library staff members representing a cross section of South Carolina's public libraries. They identified concerns and issues which needed to be addressed by new standards, reviewed previous South Carolina standards and other state standards, and reviewed public library statistical data in the state, the Southeast, and the nation. **Standards for Florida Public Libraries: A Vision for the 21st Century** was chosen as the model. The work of the committee was reviewed by selected public library directors. The entire effort was coordinated by State Library staff members.

This document is divided into eight sections:

- Governance, Leadership and Funding
- Human Resources
- Access
- Materials and Collections
- Services
- Facilities
- Cooperation and Resource Sharing
- Community Relations

Each section begins with an objective statement, which sets the tone for what is to be covered in the section. The standards include a checklist containing a number of indicators a library may use for self assessment. There are the following five possible choices for each item:

- Yes.** The library meets the standard.
- No.** The library does not meet the standard.
- Planned.** The library does not currently meet the standard, but has plans to meet it.
- Not Planned.** The library does not currently meet the standard and does not view the standard as a high priority.
- N/A.** The standard does not apply to the library.

In a number of cases, the library is asked to determine a level of service it wishes to achieve. These levels (Basic, Full, and Comprehensive) are intended as guidelines, not as measurements of good, better, or best. A library may choose basic in some areas and full or comprehensive in other areas. The basic level represents the minimum level of service required by law and/or which should be available to all citizens. The full level represents a median level of effort to meet a library's primary service goals. The comprehensive level represents the highest level of effort to meet a library's primary service goals, as well as an expanded program of services.

Each section concludes with a bibliography of supplemental materials in the State Library's collection which are available on interlibrary loan.

	Yes	No	Planned	Not Planned	N/A
The library has developed special or unique subject areas relevant to local community interest such as local history, oral history, and business.	<input type="checkbox"/>				

**4.5 THE LIBRARY HAS AN UP-TO-DATE COLLECTION, WITH A MINIMUM OF 25% OF THE MATERIALS PURCHASED OR ACQUIRED WITHIN THE LAST FIVE YEARS.**

	Yes	No	Planned	Not Planned	N/A
The library has calculated the number of volumes added and the number withdrawn annually as a percentage of the total number of volumes.	<input type="checkbox"/>				
The amount of time between date of receipt of materials and their availability for use averages ten (10) working days or less.	<input type="checkbox"/>				
The library has a process for assessing and weeding its collection.	<input type="checkbox"/>				
The library withdraws an average of 5% of the collection annually in order to maintain a collection that meets the community needs.	<input type="checkbox"/>				
The library considers donating to the South Carolina Fiction Cooperative last copies of adult and juvenile titles no longer needed.	<input type="checkbox"/>				

**4.6 THE LIBRARY PURCHASES MATERIALS IN SUFFICIENT QUANTITIES TO MEET CUSTOMER NEEDS.**

	Yes	No	Planned	Not Planned	N/A
The library has assessed community needs for library materials and identified the types and subject areas of the materials most desired by the community.	<input type="checkbox"/>				
The library has compared itself to other South Carolina libraries in its population group, as defined in the <b>South Carolina Public Library Annual Statistical Summary</b> and with national data about public libraries available from the Public Library Association and the National Center for Education Statistics.	<input type="checkbox"/>				

	Yes	No	Planned	Not Planned	N/A
The library meets or exceeds the following recommendations for the size of its materials collection:					
<input type="checkbox"/> Basic level 2.5 vols/capita	<input type="checkbox"/>				
<input type="checkbox"/> Full level 3.5 vols/capita	<input type="checkbox"/>				
<input type="checkbox"/> Comprehensive level 4.5 vols/capita	<input type="checkbox"/>				
A minimum of 10% of the materials budget is expended for audiovisual materials.	<input type="checkbox"/>				

**4.7 THE LIBRARY OFFERS A WIDE RANGE OF INFORMATION AND MATERIALS IN A VARIETY OF FORMATS.**

	Yes	No	Planned	Not Planned	N/A
The library offers materials such as:					
Audiocassettes	<input type="checkbox"/>				
Book/cassette kits	<input type="checkbox"/>				
Books	<input type="checkbox"/>				
Books on tape	<input type="checkbox"/>				
Compact discs	<input type="checkbox"/>				
CD-ROM	<input type="checkbox"/>				
Computer software	<input type="checkbox"/>				
Journals/periodicals/newspapers	<input type="checkbox"/>				
Online databases	<input type="checkbox"/>				
Video discs	<input type="checkbox"/>				
Videocassettes	<input type="checkbox"/>				
Other (to meet community needs):					
_____	<input type="checkbox"/>				
_____	<input type="checkbox"/>				
_____	<input type="checkbox"/>				

**SECTION 6. FACILITIES**

**Objective:**

**To provide library facilities that are attractive, accessible, safe, and convenient.**

The attractiveness and location of library buildings have a direct impact on library use. Library facilities should be conveniently located, have ample parking, be aesthetically appealing, attractive, free of physical barriers, and large enough for the population served. Buildings should have a flexible interior design capable of accommodating present and future technologies.

**6.1 LIBRARY SERVICE IS OFFERED IN CONVENIENT LOCATIONS EASILY REACHED BY PUBLIC OR PRIVATE TRANSPORTATION.**

	Yes	No	Planned	Not Planned	N/A
The library has a written plan for library facilities which includes minimum population requirements, location guidelines, and parking.	<input type="checkbox"/>				
The library has reviewed community traffic patterns and identified centers of community activity for placement of new libraries.	<input type="checkbox"/>				
The library has surveyed customers to determine satisfaction with physical accessibility and convenience to the library.	<input type="checkbox"/>				

**6.2 THE LIBRARY HAS CONDUCTED A SPACE NEEDS STUDY DURING THE LAST FIVE (5) YEARS AS PART OF A LONG RANGE PLANNING PROCESS.**

	Yes	No	Planned	Not Planned	N/A
The library plans facilities which will meet community needs for at least twenty (20) years.	<input type="checkbox"/>				
The minimum size of any library headquarters is 5,000 sq. ft., or .6 sq. ft./capita of the primary service area, whichever is greater.	<input type="checkbox"/>				
The minimum size of any library branch is 3,000 sq. ft., or .6 sq. ft./capita of the primary service area, whichever is greater.	<input type="checkbox"/>				

LIBRARY FACILITIES AND MATERIALS REQUIREMENTS  
CURRENT AND PROJECTED TO 2010  
as of September 22, 1999

01264

Appendix B

	Beaufort/ Port Royal	Bluffton/ Okatie	Hilton Head Island/ Daufuskie	Ladies Island/ St. Helena	Sheldon/ Lobeco/ Yemassee
<b>Existing Population Requirements</b>					
Year 2000 Population Projection	48,244	13,012	34,760	20,254	3,529
<b>Facilities:</b>					
Existing Facility Size in Square Feet	27,000	2,362	26,900	1,200	1,200
Recommended Sq. Ft. Per Capita	0.6	0.7	0.6	0.7	0.7
Required Facility Size in Square Feet	28,946	9,108	20,856	14,178	2,470
Current Deficiency in Square Feet	1,946	6,746	(6,044)	12,978	1,270
Projected Cost per Square Foot	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Current Cost of Facility Deficiencies	\$ 389,280	\$ 1,349,280	\$ -	\$ 2,595,560	\$ 254,060
<b>Collection:</b>					
Existing Collection Items 06-30-99	68,895	11,599	59,368	9,602	9,612
Recommended Items Per Capita	3.5	3.5	3.5	3.5	3.5
Required Collection Items	168,854	45,542	121,660	70,889	12,352
Current Collection Deficiency in Items	99,959	33,943	62,292	61,287	2,740
Average Per Item Cost	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25
Current Cost of Collection Deficiencies	\$ 2,498,975	\$ 848,575	\$ 1,557,300	\$ 1,532,175	\$ 68,488
<b>2010 Projected Population Requirements</b>					
Year 2010 Population Projection	57,288	27,655	41,490	27,220	3,898
<b>Facilities:</b>					
Recommended Sq. Ft. Per Capita	0.6	0.6	0.6	0.6	0.7
Required Facility Size in Square Feet	34,373	16,593	24,894	16,332	2,729
<b>Collection:</b>					
Recommended Items Per Capita	3.5	3.5	3.5	3.5	3.5
Required Collection Items	200,508	96,793	145,215	95,270	13,643
<b>Additional Deficiencies for 2010 Growth</b>					
Projected Population Growth 2000-2010	9,044	14,643	6,730	6,966	369
<b>Facilities:</b>					
Recommended Sq. Ft. Per Capita	0.6	0.6	0.6	0.6	0.7
Additional Deficiency in Square Feet	5,426	8,786	(2,006)	4,180	258
Projected Cost per Square Foot	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Cost of Additional Facility Deficiencies	\$ 1,085,280	\$ 1,757,160	\$ -	\$ 835,920	\$ 51,660
<b>Collection:</b>					
Recommended Items Per Capita	3.5	3.5	3.5	3.5	3.5
Additional Deficiency in Items	31,654	51,251	23,555	24,381	1,292
Average Per Item Cost	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25
Cost of Additional Collection Deficiencies	\$ 791,350	\$ 1,281,263	\$ 588,875	\$ 609,525	\$ 32,288
<b>Notes:</b>					
POPULATION:	Projections from Beaufort County Planning Dept. & Town of Hilton Head Island, August, 1999				
FACILITIES:	Space requirements based on Wheeler's "Guidelines for Determining Minimum Space Requirements" from Wheeler and Goldhor, <u>Practical Administration of Public Libraries</u> : .7 sq ft per person in service population of 2,500 to 24,999 .6 sq ft per person in service population of 25,000 or more Minimum size of any branch library as recommended in the <u>South Carolina's 1998 State Standards</u> is 3,000 square feet Turnkey cost estimated at \$200 per square foot, including construction, landscaping, furnishings, communications infrastructure, and computer equipment				
COLLECTION:	<u>South Carolina's 1998 State Standards</u> for "Full level service" recommend 2 books and 1.5 audiovisual items per capita Cost per collection item is averaged at \$25, including adult and junior, books, audio and video cassettes, reference and circulating materials				
OPERATION & MANAGEMENT:	This report does not address annual operating expenses such as staff, materials replacements and revised editions, utilities, subscriptions, and electronic information licenses, MIS, and facilities maintenance, which would place additional requirements on the annual budget				

# ADD-ONS

The document(s) herein were provided to Council for information and/or discussion after release of the official agenda and backup items.

Topic: State Library Standards  
Date Submitted: July 24, 2017  
Submitted By: Ray McBride  
Venue: Community Services Committee

Topic: State Library Standards  
Date Submitted: July 24, 2017  
Submitted By: Ray McBride  
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# 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.

<b>ESSENTIAL</b>	<b>TARGET</b>
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.

<p>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.</p>	<p>Library administrative staff encourages and provides leadership in seeking partnerships for the Library.</p>
<p>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.</p>	<p>The local community is included in the Library's planning activity.</p>
<p>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.</p>	<p>Library has concrete plans for developing funds for long range large-dollar targets, such as additional or renovated facilities, bookmobile, etc.</p>
<p>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.)</p>	<p>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.</p>
<p>A full audit of the Library's finances is conducted annually.</p>	

## 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.

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

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

\* "MLIS staff" means library staff who have attained a Masters Degree in Library and Information Studies from an ALA-accredited library school. State Law mandates a certain level of MLIS staff for \* *Statutory Authority: 1976 Code § 60-1-80; SC Regulations, 75-1. Use of State Aid Funds. [SC ADC 75-1]:* "D. Any library receiving State Aid shall be legally established and administered by a legally appointed Board and shall ... (5) employ in professional and 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 Competences of Librarianship*, approved and adopted as policy by the ALA Council, 2009. This document defines the basic knowledge to be possessed by all persons graduating from an ALA-accredited master's program in library and information studies.

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

## LIBRARY MATERIALS AND COLLECTIONS

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

<b>ESSENTIAL</b>	<b>TARGET</b>
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" 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.

	<b>Population under 25,000</b>	<b>Population 25,000-49,999</b>	<b>Population 50,000-99,999</b>	<b>Population 100,000 &amp; Above</b>
<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.

<b>ESSENTIAL</b>	<b>TARGET</b>
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.

<b>ESSENTIAL</b>	<b>TARGET</b>
<p><b>Public areas:</b></p> <p>Gross square footage per capita for the service population*: 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>*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>Lighting: Interior of facilities are well lit for reading and general use of all spaces (50 to 70 foot-candles at table top height in public service areas.) Lighting in stack areas should be 6 foot-candles measured on the stack face at a height of 12", and 35 ft-c maximum at any height to achieve no more than a 6-to-1 maximum-to-minimum ratio across the entire stack face. Exterior lighting for safety of library users and staff.</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/asclaissues/libraryservices.cfm>

### **Recommendations for Planning and Positioning Library Facilities**

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

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