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CLERK TO COUNCIL

AGENDA
COMMUNITY SERVICES COMMITTEE

Monday, June 17, 2019

3:00 p.m.

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

Committee Members:
Lawrence McElynn, Chairman
Michael Covert, Vice Chairman
Gerald Dawson
York Glover
Chris Hervochon

Staff Support:
Monica Spells, Assistant County Administrator
Civic Engagement and Outreach

1. **Call to Order – 3:00 p.m.**
2. **Pledge of Allegiance**
3. **Introductions**
4. **Approval of Agenda**
5. **Approval of Minutes**
 - A. May 20, 2019 ([backup](#))
6. **CITIZEN COMMENTS** (*comments regarding agenda items only*)
7. **LIBRARY SYSTEMS UPDATE** – *Ray McBride, Library Director* ([backup](#))
 - A. **APPROVAL - PROCEEDING WITH INTERIOR RENOVATIONS AT THE BLUFFTON BRANCH LIBRARY AND THE HILTON HEAD BRANCH LIBRARY (PHASE 2) BASED ON THE COMPLETED PHASE 1 LIBRARY INTERIOR SPACE STUDY WITH FUNDING TO COME FROM LIBRARY IMPACT FEES**
 - B. **DISCUSSION - BLUFFTON/OKATIE/Pritchardville Area Service Needs and Potential Branch Expansion Partnership with Town of Bluffton**
8. **ADJOURNMENT**

**MINUTES
COMMUNITY SERVICES COMMITTEE**

May 20, 2019

Executive Conference Room, Administration Building
Beaufort County Government Robert Smalls Complex
100 Ribaut Road, Beaufort, South Carolina 29902

The electronic and print media duly notified in
accordance with the State Freedom of Information Act.

ATTENDANCE

- Present: Committee Chairman Lawrence McElynn, Vice Chairman Michael Covert, Gerald Dawson, York Glover and Chris Hervocho.
- Ex-officio: Brian Flewelling, Alice Howard and Paul Sommerville (Non- committee members of Council serve as ex-officio members and are entitled to vote.)
- Staff: Ashley Jacobs, County Administrator; Dave Thomas, Purchasing Director; Monica Spells, Assistant County Administrator; Mark Sutton, Architect, Deputy Director Facilities Management; Marie Smalls, Executive Director Board of Voter Registration and Elections; and Beth Cody, DSN Financial Manager.

CALL TO ORDER

Chairman McElynn called the meeting to order at 1:30 p.m.

APPROVAL OF AGENDA

Motion: It was moved by Councilman Glover, seconded by Councilman Rodman, that committee approve the agenda as presented. The vote: YEAS – Councilman Rodman, Councilman Flewelling, Councilman Glover, Councilwoman Howard and Councilman Hervocho. The motion passed.

APPROVAL OF MINUTES

Motion: It was moved by Councilman Hervocho, seconded by Councilman Glover that Committee approve the minutes from the February 18, 2019 Community Services meeting. The vote: YEAS – Councilman Rodman, Councilman Flewelling, Councilman Glover, Councilwoman Howard and Councilman Hervocho. The motion passed.

CITIZEN COMMENTS

Mare Baracco expressed her concern regarding whether the Disabilities and Special Needs (DSN) Department is a true department of the county. Mrs. Baracco said that the buying and selling of properties such as 429 Broad River Boulevard and 1 Bostick Circle occurred between two county

employees and a realtor without the knowledge and approval of the County Council as well as not being publicly noticed by ordinance. Mrs. Baracco wants to know how these properties are being sold without following the ordinance in Chapter 4 if DSN is county. Mrs. Baracco wants to know why the selling of 429 Broad River Boulevard is so secret that she received 76 pages of redacted email upon the request for email between the realtor and county employees involved. Mrs. Baracco wants to know where the proceeds went to since the selling of the property 8 months ago.

INFORMATION ITEMS

Item: Update / Beaufort County Board of Voter Registration and Elections – Mark Sutton, AIA, Architect, Deputy Director, Facility Management, and Marie Smalls, Executive Director, Board of Voter Registration and Elections

Discussion: Mr. Sutton, Deputy Director, Facility Management, gave a PowerPoint presentation highlighting the updates of the construction for Voter Registration facility. Some of the highlights include:

- The secured warehouse addition is complete.
- Phase 2 – Renovation to Main Office Building is now in the painting stage and a sidewalk canopy along the outside is being assembled.
- A request for adding a door on the side of the building for drop-off and pick-up election supplies has been made.
- New estimated completion date is now the third week in June due to revisions and permitting delays.

Councilman Flewelling asked if the door on the side, which was the major criteria for the board doing this, was not done.

Mr. Sutton replied that it was accommodated already and that this is just for better flow but was not in the program.

Executive Director for the Board of Voter Registration and Elections, Marie Smalls gave a PowerPoint presentation highlighting further board updates to the committee. Some of the highlights include:

- The addition of the warehouse, the renovation of the interior, and parking.
- The property surrounding the warehouse was unable to be obtained to improve the flow of parking.
- A request for removing 2 columns from the warehouse to make the area more organized and improve the flow has been made.
- A recommendation for replacing the floor covering, painting the facility, updating the windows to meet hurricane standards, and increasing the physical security by adding more lighting and possibly security badges internally has been made.
- South Carolina is looking at purchasing new equipment including machines and the new system.

- State Elections Commission (SEC) requested \$60 million, State Legislators approved \$40 million.

Chairman McElynn mentioned Ms. Smalls prior concerns regarding the primary and general elections and the facilities that are available in the county that have a wait time of 2-3 hours to vote.

Ms. Smalls acknowledges that she does have these concerns being presented today.

Councilwoman Howard asked if the new system is going to have the paper copy of the vote as well and asked for clarification.

Ms. Smalls replied that this feature has been recommended for a paper trail. Some of the highlights include:

- The vendor has not been selected yet so it is unknown if this paper trail will be optical or a form of receipt that the vote is what they selected.
- By the end of June, the form of paper trail should be known and the information will be spread to the public and education for all will begin in July.
- The State is looking at implementing the new system on January 1st for all counties.
- In November of this year, hopes are that we will be able to use the new system for local elections.
- Bluffton and Port Royal municipal elections are scheduled for November 5th, 2019.
- Allocation of machines is supposed to be based upon current voter population plus 10%.
- Voting System Evaluation Requirements:
 - Must produce a paper-verified trail for voters
 - The total cost of ownership over the life of the system
 - The total maintenance costs to Counties are unknown
 - Storage requirements (old and new system)
 - Transportation requirements (ex., truck rental)
 - Storing and archiving paper
- Recruiting and retaining qualified pole workers. The average age is currently 65-75 years old.
- Several requests have been received since the 2018 that an in-person absentee precinct be created on Hilton Head. Facilities have been being searched for.
- Facilities are being recruited as a polling location.

Councilman Glover asked if after you reach a certain amount of voters in a certain area does it automatically split.

Ms. Smalls answered that it is not automatically split. Every precinct has to have a minimum of 1,500 registered voters but currently there are some with 2,500 or more that causes problems with polling times at polling locations. The creation of a new bill to open new polling locations/precincts must be passed by all parties of legislation.

Chairman McElynn stated that the budget request needs to reflect the funding to rent a space for more polling places instead of buying locations. Chairman McElynn asked if the locations are only needed during the elections.

Ms. Smalls answered that the voting schedule is not always set. The dates for primary and general elections is known but special election dates are not known due to deaths or retirements. Locations do not always allow access for all elections. Voters are notified of new polling locations which is not ideal if locations are rented and change every election.

Councilman Glover stated that a concern in the past for lines at voter locations was brought up and asked if this does not change, will it occur again in the future.

Ms. Smalls verified that if we have some other locations it will help alleviate the long lines for voting. Cyber-threats have been minimized through training to be proactive. Cybersecurity and Infrastructure Security Agency will be hosting a tabletop exercise (TTX) in June 2019 (SEC). Achievements include changes in election law, Appreciation/Best Practices Form for Election Workers and Polling Facility hosts of June 22, and Community Outreach Services at nursing homes. Security changes to 2018 late night electric reporting and reducing how many precincts report to a location to poll.

Status: For information only.

Item: Update / Beaufort County Disabilities and Special Needs Department Residential Program – Mark Sutton

Discussion: Mr. Sutton gave a PowerPoint presentation highlighting the activities of the Beaufort County Disabilities and Special Needs Department Residential Program construction projects and site updates. Some of the highlights include:

- 2700 Waddell Road, Beaufort and 608 Center Drive West, Beaufort are constructed and are licensing them and are ready.
- 1604 Deanne Lane, Beaufort is being built by Hutter Construction and is $\frac{3}{4}$ complete and will be sheet rocked and painted shortly and is expected to be done by the 2nd week in June.
- 1 Bostick Circle, Beaufort has a revised site and drainage plan that will drain water where it is supposed to go. One bedroom has been removed to have 4 people and the side of the building wasn't very attractive and has been revised. Once landscaping plan has been revised it will be submitted to the HOA for approval.
- Estimated cost is \$350,000-\$400,000 including the site work. \$13,000 includes taking out trees and adding dirt to drain properly.

Councilman Flewelling asked when Mr. Sutton plans to submit to the HOA.

Mr. Sutton stated within a few weeks once the revised plans and package are put together, it will then be given to the HOA.

Councilman Flewelling stated the neighbors have been asking who is in charge of the maintenance of the property regarding the standing water for health reasons and the cutting of the grass due to overgrowth.

Mr. Sutton answered that nothing can be done about the water at present but that they will be getting the equipment to take care of the grass soon as they received a complaint last week as well.

Mr. Bill adds that the owner of Vista Landcare has been contacted and is willing to be do the land care at this location as well.

Councilman Flewelling mentions to Mr. Bill that his neighbors have been asking him about when the problems will be resolved so he needs to know what to tell them.

Mr. Sutton reiterates that they received the notice on Friday and notified the superintendent of grounds and stated that if it is not already done, that it needs to be done.

Councilman Flewelling asked if he could tell the neighbors that it will be done within a week, weather permitting.

Mr. Sutton confirms that it should be done within this time, weather permitting.

Councilman Hervochon asked how much of the \$13,000 is just dirt.

Mr. Sutton answers with about half, possibly \$8,000-\$9,000, as well as the trees going through the sidewalk and drainage is \$2,000. Mr. Sutton is asked what happens if the drainage is not approved.

Councilman Flewelling answers that it is something that will need to have a private meeting to figure out what the options are. Mr. Flewelling asked if there is the required parking on the street.

Mr. Sutton confirms that there is parking room for 2 vehicles on the street front to back. There is a handicap ramp that comes up to the porch and is wooden around the back of the home and is 12 foot wide.

Councilman Glover asked what the budget is for this project.

Mr. Sutton replied \$400,000. This project will be bid out competitively and will go to council to approve which will add around a month.

Status: For information only.

ACTION ITEMS

Item: Consideration of Contract Award / Transportation Services for Beaufort County Disabilities and Special Needs Department to Owl, Inc. for \$283,140

Discussion: Dave Thomas discussed requests for a proposal for transportation services for DSN and got 4 competitive companies to respond. One dropped out a couple weeks ago. Owl, Inc. gave best proposal of \$283,140, which is subject to change based on any changes made. Palmetto Breeze is no longer contracted with DSN for transportation services.

Councilman Flewelling asked if Palmetto Breeze has been notified that they won't be receiving this contract and how the process goes for notifying them as well as how it impacts them.

Mr. Thomas answers that they would see it on their register but that DSN could send them a letter letting them know that the contract will be awarded to the Owl, Inc. and is unsure how it would impact their grant.

Beth Cody informs that Lowcountry Regional was submitted due to very successful past use. When submitted, they would go with the best bid, which was not Lowcountry Regional. Ms. Cody stated that if it were \$10,000-\$15,000 higher they would have carried on as normal, however, this was not the case.

Councilman Flewelling stated he understands that \$120,000 difference is big and understandable to not go with Palmetto Breeze and mentions that they will get notified.

Ms. Cody mentions the bids for each company requested and states that the lowest bid was not going to be as responsive as the DSN needs, so they were no longer being considered.

Councilman Dawson asked if the unresponsiveness is why they were not chosen even though they were the lowest bid.

Ms. Cody states that the company chosen needs to have the best bid but also cover their needs.

Motion: It was moved by Councilman Glover, seconded by Councilman Dawson, that the Committee approve the use of funds in the amount of \$283,140 for the Contract Award / Transportation Services for Beaufort County Disabilities and Special Needs Department to Owl, Inc. The vote: YEAS – Councilman Glover, Councilman Dawson, Councilwoman Howard, Councilman Sommerville, Councilman Hervochon, Councilman McElynn, Councilman Rodman and Councilman Flewelling. The motion passed.

Item: Consideration of Appointment and Reappointments / Disabilities and Special Needs Board

Motion: It was moved by Councilman McElynn that Committee recommend Council appoint Mr. Thacker to serve as member of the Disabilities and Special Needs Board. The vote: YEAS – Councilman Glover, Councilman Dawson, Councilwoman Howard, Councilman Sommerville, Councilman Hervochon, Councilman McElynn, Councilman Rodman and Councilman Flewelling. The motion passed.

Item: Consideration of Appointment and Reappointments / Library Board

Motion: It was moved by Councilman Flewelling, seconded by Councilman Dawson that Committee recommend Council appoint Mr. Morrall to serve as a member of the Library Board. The vote: YEAS – Councilman Glover, Councilman Dawson, Councilwoman Howard, Councilman Sommerville, Councilman Hervochoon, Councilman Rodman and Councilman Flewelling. Councilman McElynn did not vote. The motion passed.

ADJOURNMENT

The meeting adjourned at 2:37 p.m.

Ratified by Committee:

DRAFT



BEAUFORT COUNTY COUNCIL

Agenda Item Summary

Item Title:

Library System Update

Council Committee:

Community Services Committee

Meeting Date:

June 17, 2019

Committee Presenter (Name and Title):

Ray McBride, Library Director

Issues for Consideration:

- Approval to work with the Facility Management Department and the Purchasing Department to get quotes/bids to implement selected renovations at the Bluffton and Hilton Head libraries (Phase II) based on the completed Phase I Library Interior Space Study with funding to come from Library Impact Fees.
- Discussion / Bluffton/Okatie/Pritchardville service area needs and potential expansion.

Points to Consider:

- Hilton Head library is 20 years old.
- Bluffton library 16 years old.
- Children's space at Bluffton library is inadequate for current needs.
- Current door count at Bluffton library is over 16,000 visits per month.
- Growth in Bluffton area cannot be served sufficiently with existing facility.

Funding & Liability Factors:

- Bluffton Impact Fee accrual as of June 2019 = \$2,739,697.58
- Hilton Head Impact Fee accrual as of June 2019 = \$361,011.80
- Impact fees can only be used in the area of which they were collected

Council Options:

- Approve or disapprove allowing the Library System to move forward with interior renovations at the referenced branches.
- Approve or disapprove allowing the Library System to move forward with County Administration to explore expansion options in the Bluffton/Okatie/Pritchardville area.

Recommendation:

- Approve the Library System's desire to move forward with renovation plans and expansion exploration to better address the needs of citizens.



BEAUFORT COUNTY
LIBRARY

For Learning ♦ For Leisure ♦ For Life

MASTER PLAN

BEAUFORT COUNTY LIBRARY

MARCH, 2019



**mcmillan
pazdan
smith**
ARCHITECTURE

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1

Executive Summary

Public libraries are challenged to keep up with rapidly evolving technologies, the transition of information from print to electronic formats, changes in staff and patron usage patterns and their evolving technological needs. No longer book and material repositories, libraries are places where compartmentalized information and services are blended and library staff assistance is ready at hand. Today's libraries are recognized social centers and information hubs for their respective communities.

McMillan Pazdan Smith Architecture was asked to provide a Master Plan for the Bluffton and Hilton Head Island branches of the Beaufort County library system. The original buildings were designed in 2002 (Bluffton) & 1998 (Hilton Head Island) and the primary spaces included the stacks, reading areas, workrooms, and community rooms.

In February 2019 McMillan Pazdan Smith visited the Beaufort County Libraries, met with the Director of the Library and staff, toured the libraries, and evaluated the existing facilities. During this time McMillan Pazdan Smith architects discussed existing spaces, how each department is affected by current library trends, how the libraries could be re-envisioned, and what additional functions each library should contain to meet the ongoing needs of patrons.

As a result of these meetings the following project goals were identified by the library staff and McMillan Pazdan Smith:

- Increase the area of the children's spaces to allow for more access and programmatic space
- Consolidate library staff, improve efficiency, and increase work area where necessary
- Identify opportunities to reduce size of print collection as directed by the library
- Right-size computers and technology offerings for patrons
- Create additional classrooms, small group meeting rooms, conference space, and community meeting rooms
- Increase space and improved functionality for the Friend's of the Library operations
- Consolidate and improve visibility from a new service desk in each location

McMillan Pazdan Smith returned in March 2019 with proposed plans to review with the Director and staff to receive input, comments and suggestions. The following report provides McMillan Pazdan Smith's analysis of the existing library and illustrates conceptual floor plans outlining potential future layouts and reconfigurations that addresses the goals listed above for each library. It also includes phasing plans for each library enumerating steps for phased implementation. The purpose of this Master Plan is to examine the utilization of existing space, and make recommendations that best utilize the library's potential to meet the identified current and future needs.



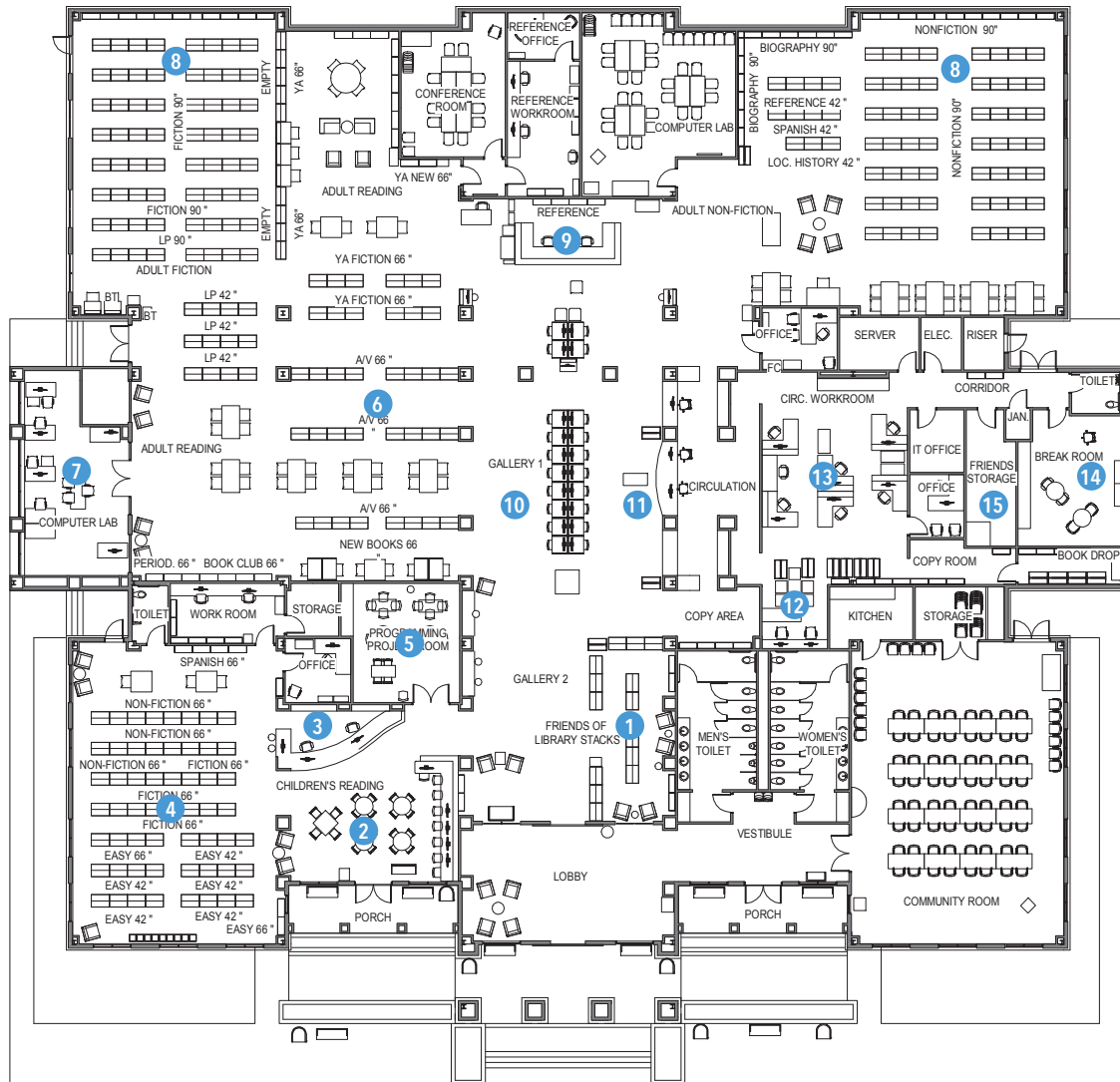
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EXISTING BLUFFTON LIBRARY PLAN

OVERVIEW

As a result of touring the library facility, examining the existing furniture layout and space utilization patterns and the subsequent analysis of the library's strengths and weaknesses; the following observations were noted for consideration in the development of the new conceptual floor plan.

Existing Bluffton Library Floor Plan



scale 1/32" = 1'-0"

Existing Bluffton Library Floor Plan Notes

- 1 Friend's of the library area is overcrowded and very popular with the community. This area should be expanded to accommodate their current needs.
- 2 The children's area seating is inadequate to accommodate the amount of regular visitors. In addition, the staff is concerned with proximity of children's area entrance to the front entry of the library.
- 3 The current children's staff desk is too large.
- 4 The children's collection area is too crowded and difficult to browse. It does not easily accommodate caregivers with strollers.
- 5 The program room near the children's area is too small for the regular amount of attendees.
- 6 The A/V and new book area is underutilized and could be organized more efficiently.
- 7 The computer lab / maker-space is not used. This space could be re-purposed to meet other library needs.
- 8 The adult collections could be reduced by approximately 20% based on library recommendations.
- 9 The reference desk is underutilized and could be eliminated.
- 10 Adult computers can be reduced to 12 stations based on current usage and could be relocated.
- 11 Current service desk is too large and the existing columns inhibit sight lines for staff.
- 12 The AMH machine is open to staff workroom and is noisy and disruptive.
- 13 The staff work area is too small and staff workstations are undersized and not conducive to work.
- 14 The staff break room is too large and serves as a catch-all storage space. Currently one staff toilet is provided, however it is inadequate for the amount of staff working in the library.
- 15 The friend's storage space is too small and lacks the workroom necessary to sort and stage sale items. The process overflows into corridor and impedes staff work flow. This room also contains roof access which is hard to access.



3

PROPOSED BLUFFTON LIBRARY PLAN

OVERVIEW

The proposed conceptual floor plan reflects solutions that attempt to address many issues identified in the existing facility overview. It is not suggested that the plan is comprehensive in its solutions or that every design detail is resolved; however, it does represent a “test-fit” that suggests a way to arrange interior components with possible interior renovations and alterations to increase the functionality, capacity, and efficiency of the library.

Proposed Bluffton Library Floor Plan



scale 1/32" = 1'-0"

Proposed Bluffton Library Floor Plan Notes

- 1 No changes are suggested for these areas as they are sufficient as currently laid out.
- 2 Friend's store and work area are relocated and expanded to allow for additional display and workspace for volunteers.
- 3 A/V materials are relocated to former children's area in a more efficient layout.
- 4 Space along the windows is designated for adult / quiet seating. Access to the porch is optional.
- 5 Adult computers are located in the former friend's of the library area with space between engaged columns used for dedicated computer work stations. This location is still accessible, visible and in close proximity to the new service desk, but not "featured" in the center of the tall entry space.
- 6 A consolidated service desk is provided and positioned to have views into children's area, study rooms and the front entry. It can have a combination of low and high desks.
- 7 An AMH room has been created to enclose sound and accommodate associated book bins. It has also been extended for more convenient patron access and to allow the machine to be viewed by patrons as it sorts materials.
- 8 Small group study rooms are created between the columns that are currently interrupting the current service desk.
- 9 Staff work area is expanded to consolidate all staff into one area with adequate work areas.
- 10 The break room is "right-sized" and an additional staff toilet room is provided.
- 11 The adult fiction / non-fiction collections have been reduced, relocated, and consolidated to this area with small tables provided for quiet study.
- 12 The existing reference office, workroom, and conference room have been consolidated into a new large meeting room with storage.
- 13 A new, larger children's program room has been created with an adjoining, dividable "craft room" area for special projects and to allow for more space than the current community room.
- 14 The children's area has been expanded with adequate space for seating and "play area". Now it is visible from the service desk and enclosed with a glass wall to allow for staff supervision and to isolate noise.
- 15 The existing computer lab is re-purposed for children's staff and work area.
- 16 Access to the "family / children's toilet" is reconfigured to provide access from the new children's area.
- 17 An optional "nursing" room is provided with access from the children's area as well.
- 18 The existing "children's program" room is re-purposed as a small meeting room with glass windows to be observable from the service desk.



4

BLUFFTON LIBRARY PHASING PLANS

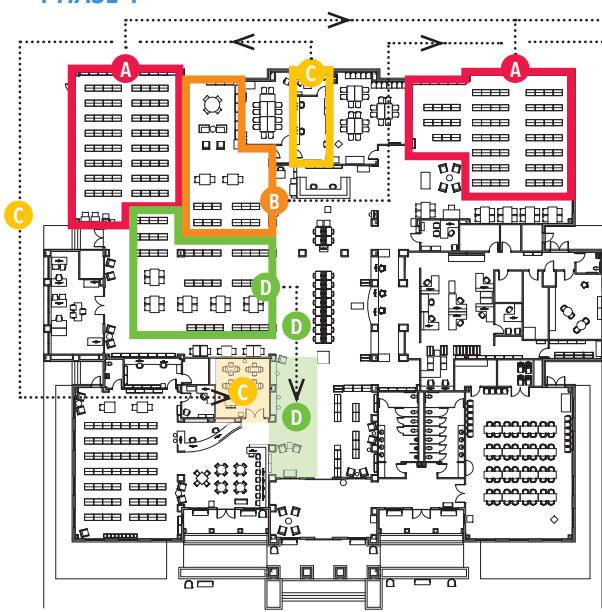
Overview

In order to implement the proposed Master Plan and simultaneously allow the library to remain in operation throughout the process, the work needs to be phased into steps that allow for a gradual transformation of the existing space into the new proposed plan. A guiding principle for the organization of the library's phasing is as follows:

- Ideally one move, never more than two: With every step comes a move or relocation of an area, department, or furniture. Ideally, the phases are organized so that no area, department or group of furniture moves more than one time; however, in the event that a department has to relocate into a temporary location, the second move should be into the final location.

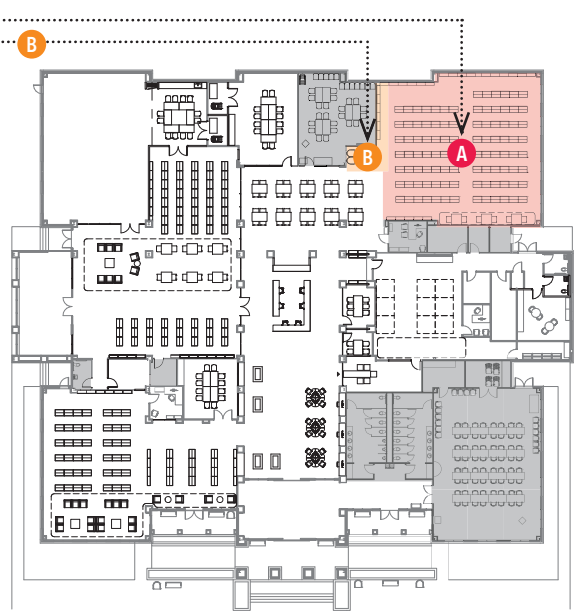
Some steps in the proposed Master Plan are independent of other steps and could occur at any time.

PHASE 1



EXISTING MAIN LEVEL

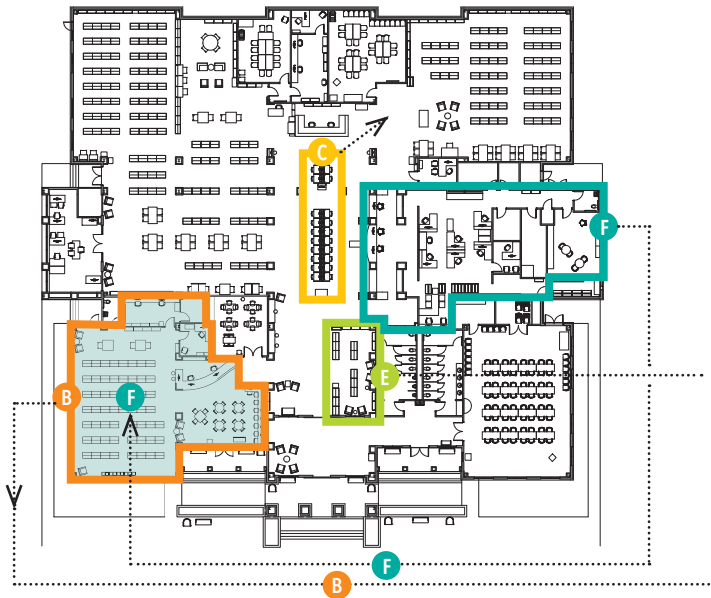
- A** Weed and consolidate adult collection. Move and rearrange shelving to its new and final location.
- B** Weed and consolidate young adult collection. Move and rearrange shelving to its new and final location.



PROPOSED MAIN LEVEL

- C** Temporarily relocate reference staff to existing program room.
- D** Temporarily relocate new books and a/v to area in front of existing children's area.

PHASE 2



EXISTING MAIN LEVEL

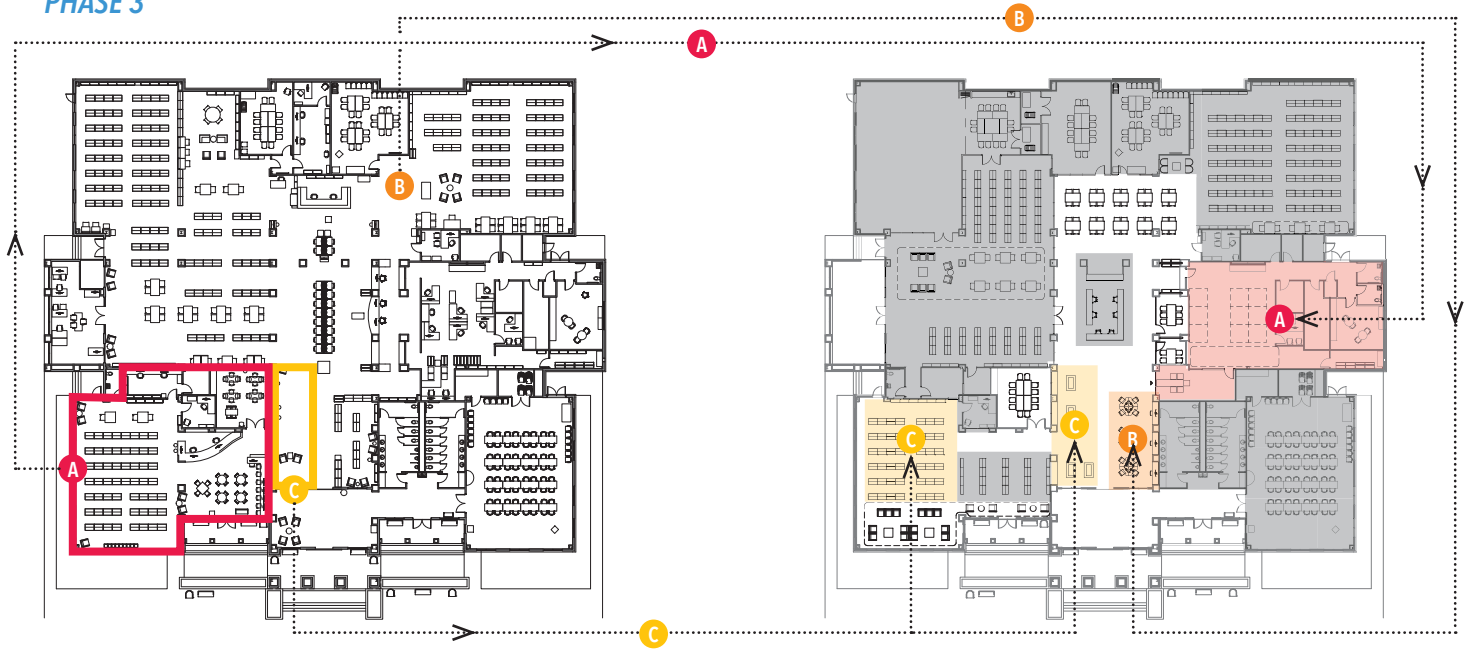
- A** Renovate children's area.
- B** Move existing children's area and collection to new and final location.
- C** Relocate necessary computers to available space in library.



PROPOSED MAIN LEVEL

- D** Set up new service desk and print release / copy / scan desk in new and final location.
- E** Move Friend's of the library collection to its new and final location.
- F** Temporarily relocate staff to existing children's area.
- G** Renovate existing staff area.

PHASE 3



EXISTING MAIN LEVEL

PROPOSED MAIN LEVEL

- A** Move staff (temporarily located to existing children's area and program room) to their new and final location.
- B** Move computers (temporarily located to available space in library) to their new and final location.
- C** Move a/v and new books (temporarily located to area outside existing children's area) to their new and final location.

NOTE : The shaded gray regions represent areas renovated in previous phases.



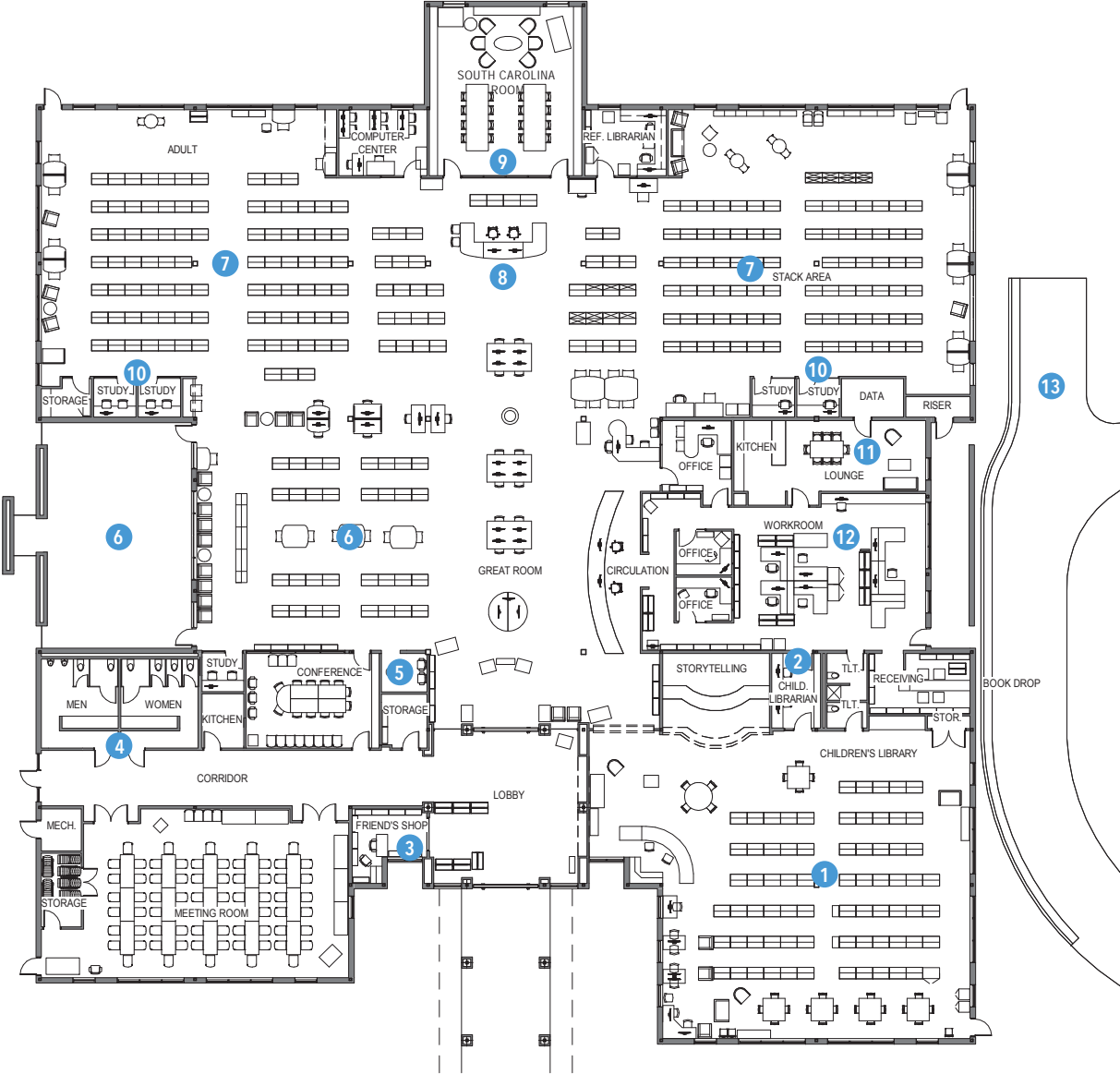
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EXISTING HILTON HEAD LIBRARY PLAN

Overview

As a result of touring the library facility, examining the existing furniture layout and space utilization patterns and the subsequent analysis of the library's strengths and weaknesses; the following observations were noted for consideration in the development of the new conceptual floor plan.

Existing Hilton Head Library Floor Plan



scale 1/32" = 1'-0"

Existing Hilton Head Library Floor Plan Notes

- 1 Children's area is too crowded and lacks sufficient seating and open floor space to accommodate amount of regular visitors
- 2 Current corridor to staff workroom space serves as the office and workroom for children's manager and children's area. It is too small and insufficient for its intended use.
- 3 Friend's of the library store is too small. Materials on book carts extend into lobby.
- 4 Toilets are in need of updated finishes and fixtures. Sound transmission is still a problem and the location is too far for many patrons to travel from the adult areas and rest of the library.
- 5 The current "copy area" does not have a door and cannot be used as a small group study room. Currently, it is used as a storage area and is unsightly to library patrons.
- 6 The current outdoor garden is a beautiful space but currently not maximized. Lounge seating should be placed at the windows so that the garden becomes a focal point within the space.
- 7 Adult collections could be reduced by approximately 20% based on library recommendations.
- 8 Reference desk is underutilized and could be eliminated.
- 9 The South Carolina Room is popular as a small group meeting room. Tables with adequate integrated power need to be provided.
- 10 Study rooms are used for storage and staff work space. Ideally staff would be located together and these rooms returned to public use.
- 11 Staff break room is large and currently houses the bookmobile collection.
- 12 Staff work area is too small and staff workstations are undersized and not conducive to work. Current donated materials for friends of the library are stored in book drop / AMH room and spill over into staff workroom.
- 13 Sufficient parking with covered access to new Bookmobile should be provided in this area to allow for staff access to Bookmobile in inclement weather conditions.

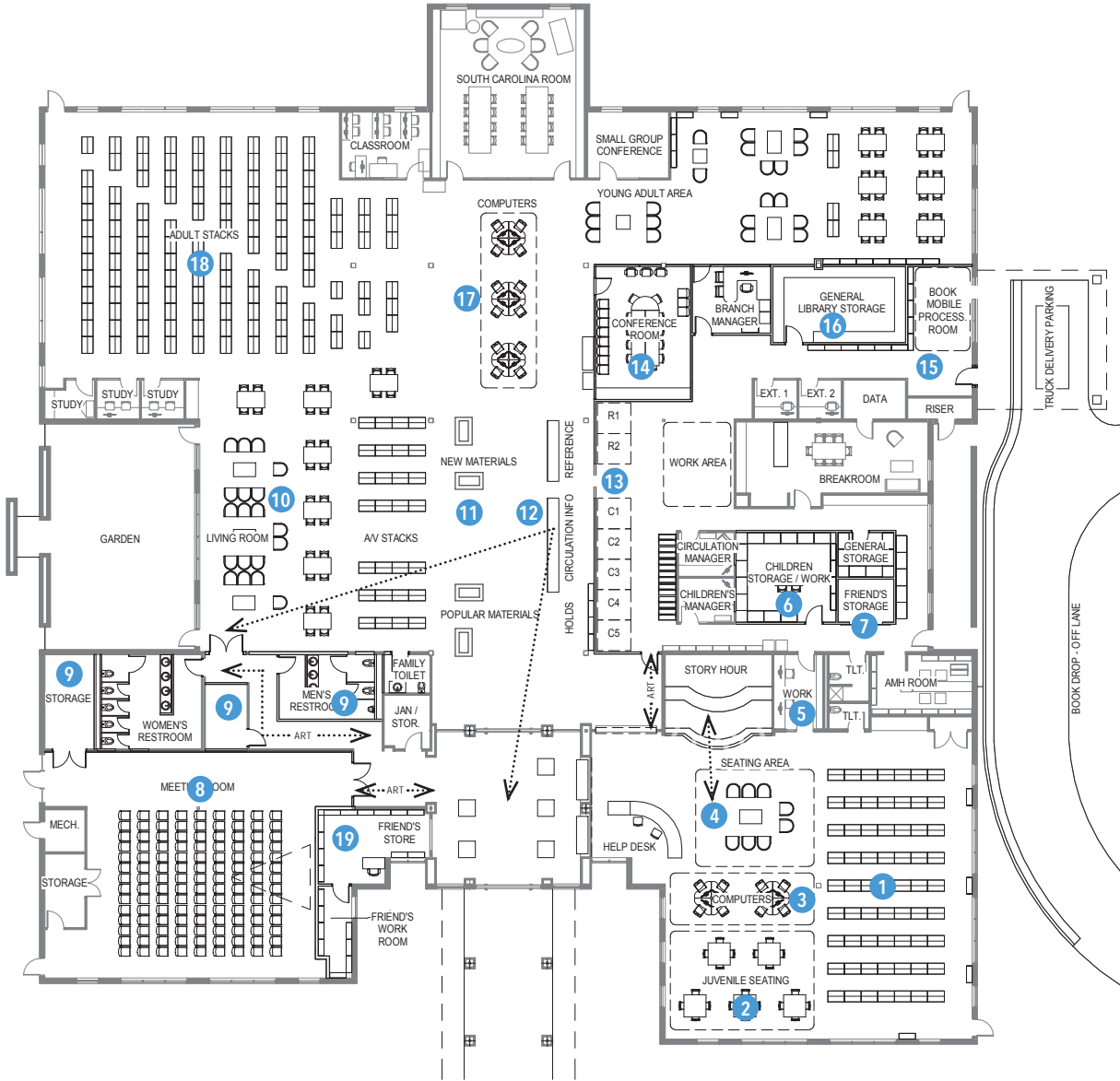


PROPOSED HILTON HEAD LIBRARY PLAN

Overview

The proposed conceptual floor plan reflects solutions that attempt to address many issues identified in the existing facility overview. It is not suggested that the plan is comprehensive in its solutions or that every design detail is resolved; however, it does represent a “test-fit” that suggests a way to arrange interior components with possible interior renovations and alterations to increase the functionality, capacity, and efficiency of the library.

Proposed Hilton Head Library Floor Plan



scale 1/32" = 1'-0"

Proposed Hilton Head Library Floor Plan Notes

- 1 The children's collection has been reduced, consolidated and relocated into half of the existing children's area, creating space for other activities.
- 2 "Juvenile" seating is located near the windows and adjacent to the designated Juvenile collections shelving.
- 3 Children's computers are located to divide the Juvenile seating from the general children's area seating and to be close to the service desk to allow easy staff supervision and support.
- 4 The general children's seating area is close to the service desk and the story hour niche and can serve as informal story-hour over-flow space when needed.
- 5 Children's workroom manager has been relocated to an office in the staff area, allowing the existing corridor to be used as a small work / prep-station rather than a permanent staff workstation.
- 6 An adequately sized children's workroom / storage room is located in the staff area and directly across from the children's room.
- 7 Friend's storage / store area near the staff entrance has been expanded and an enlarged storage room has been provided in the staff area to hold donated items until they can be moved to the store location.
- 8 The meeting room has been expanded to incorporate the adjacent existing corridor. This will increase the meeting room capacity.
- 9 The toilet core of the building has been reconfigured to include a family toilet, accessible kitchenette and meeting room storage. Also, the restroom facilities have been organized to allow for after-hour access from the lobby and to have access from the library space (with visibility from the new service desk) during library hours. (Nursing room can also be provided in this area if desired
- 10 A/V stacks are re-organized to allow for more seating to be located adjacent to the windows opening to the exterior garden.
- 11 New and popular materials area located along the "entry-path" of the library to highlight the materials using bookstore type displays.
- 12 A new consolidated service desk is located toward the center of the high volume with better visibility to the library entrance.
- 13 The staff work room has been expanded to consolidate and provide adequate workspace for the entire library staff.
- 14 A new conference room is provided closer to the staff area to replace the existing one that is eliminated in the toilet room area reconfiguration in item #9 above.
- 15 Extension (Bookmobile) collection and workstations are relocated from break room and former work room to be adjacent to new "back door" and also adjacent to covered access and parking for the Bookmobile.
- 16 Additional general library storage is provided.
- 17 Adult computers are relocated to existing reference desk location while still providing visibility from new service desk location.
Adult fiction / non-fiction collections have been reduced, relocated, and consolidated to this area.
- 18 Friend's of the library store is expanded and a workroom is added to increase their overall space.
- 19



7

HILTON HEAD LIBRARY PHASING PLANS

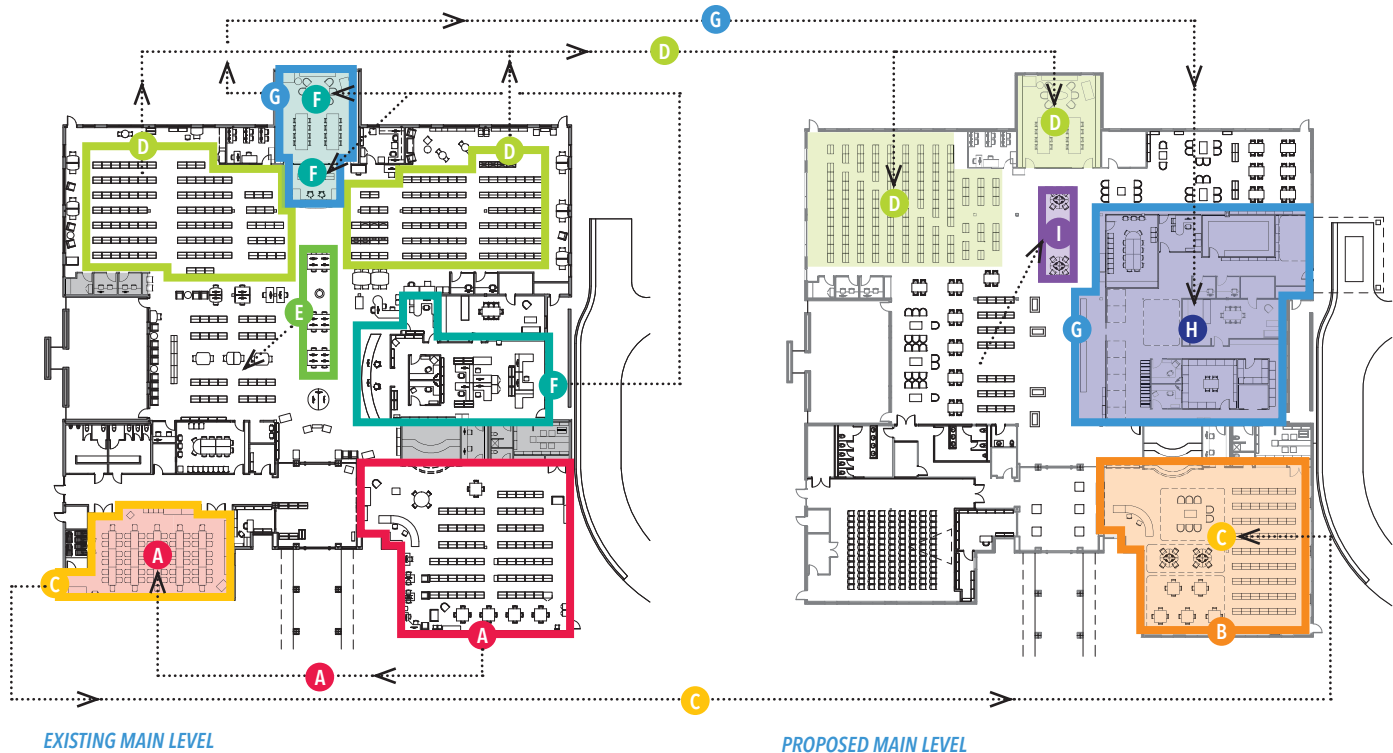
Overview

In order to implement the proposed Master Plan and simultaneously allow the library to remain in operation throughout the process, the work needs to be phased into steps that allow for a gradual transformation of the existing space into the new proposed plan. A guiding principle for the organization of the library's phasing is as follows:

- Ideally one move, never more than two: With every step comes a move or relocation of an area, department, or furniture. Ideally, the phases are organized so that no area, department or group of furniture moves more than one time; however, in the event that a department has to relocate into a temporary location, the second move should be into the final location.

Some steps in the proposed Master Plan are independent of other steps and could occur at any time.

PHASE 1

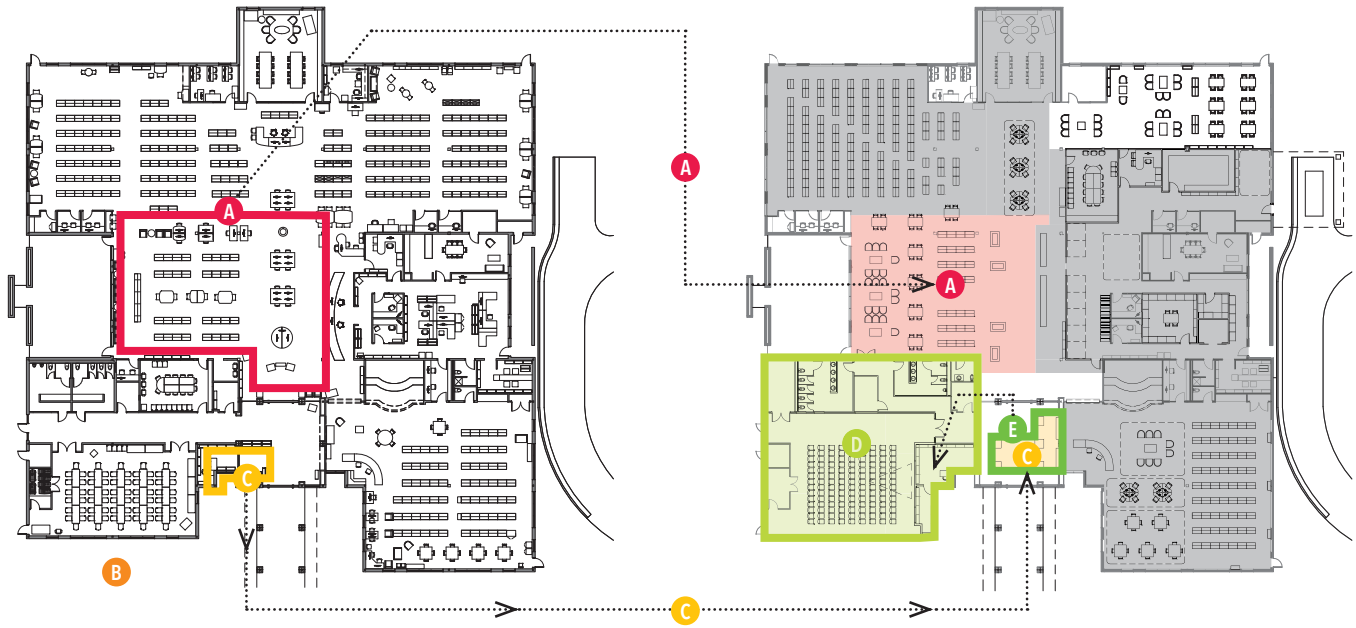


EXISTING MAIN LEVEL

PROPOSED MAIN LEVEL

- A** Weed children's collection and temporarily relocate children's area (and collection) to existing meeting room.
- B** Renovate and install new children's area furniture and shelving into new and final location.
- C** Move children's area collection to new and final location.
- D** Weed and consolidate adult collection. Move and rearrange shelving to new and final location.
- E** Relocate necessary computers to available space in library.
Temporarily relocate staff to South Carolina Room and existing reference desk.
- F** Relocate necessary computers to available space in library.
Temporarily relocate staff to South Carolina Room and existing reference desk.
- G** Renovate staff area.
- H** Move staff (temporarily located to South Carolina room and existing reference desk) to its new and final location.
- I** Move computers (temporarily located to available space in library) to their new and final location.

PHASE 2



EXISTING MAIN LEVEL

PROPOSED MAIN LEVEL

- A** Renovate and install new furniture layout in the new "living room" and computer areas.
- B** Temporarily close library or bring in portable toilet facilities for public use.
- C** Temporarily relocate Friend's of the Library to lobby only.
- D** Renovate toilets and meeting room.
- E** Move Friend's of the Library back to their new and final location.

NOTE : The shaded gray regions represent areas renovated in previous phases.

