

**FEASIBILITY STUDY
FOR
VALATIE FREE LIBRARY
3203 CHURCH STREET
VALATIE, NEW YORK**

**BOARD OF TRUSTEES
LEE SHARP, PRESIDENT**

PREPARED BY:

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SERVING COLUMBIA COUNTY**

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Foreword

In the spring of 2001, the trustees of the Valatie Free Library voted to undertake a study to assess the library's physical "health" and its prospects for the future. Like many similar institutions, the Valatie Library is located in an aging building that has become expensive to maintain and is ill equipped to adapt to the demands of the twenty-first century. With this in mind, the library trustees sought to evaluate their options for facility development.

This meant examining two distinct but related issues. First, the role of the library is changing in ways that are both unprecedented and unpredictable. When our library was established over sixty years ago, things were pretty simple: a library was a place to borrow books. But with the technological advances of the second half of the twentieth century – combined with growing interest in home-schooling, "lifelong learning" and related social trends – libraries are evolving into something new.

Just what that something is, no one really knows. But whatever it is, it will surely involve:

- providing access to a comprehensive collection of material in traditional media like books, magazines, audio, video and data recordings;
- tapping into the ever-expanding network of computer-based information systems, and helping our patrons use them;
- supporting local study groups and community organizations by providing meeting space and technical facilities.

In short, helping our patrons find the information they need, whether it be for education, entertainment, events or employment.

All of which brings up the second issue the library trustees had to contend with: can these changes be accommodated in our existing building? If so, how? If not, what sort of building would we need, how big would it have to be, and how much would it cost?

Quickly realizing that these questions involved technical factors beyond our ability to assess, we sought assistance from an architectural consultant. With support from the Berkshire Taconic Community Foundation's Fund for Columbia County, along with a generous contribution from a local patron, the library contracted with Kremer Affiliates in Hudson, NY, to assist us in conducting a planning/feasibility study.

The report you are about to read is the result of that study. Its basic findings:

- □ our existing building is not up to the demands of offering the services of a twenty-first century library;
- the services the trustees envision could be accommodated by a building of approximately 3,000 square feet;
- it would be neither cost effective nor perhaps even possible to rebuild on the library's current site.

And the price tag? Based on prevailing prices, the report estimates that it would cost upwards of \$400,000 to construct a building to meet the needs we envision. This would not include the costs of acquiring a suitable site, or equipping the facility with furniture, computers, etc.

Can we do it? **Should** we do it? **If** we do it, should we go it alone, or should we partner with a neighboring library like Kinderhook's? These are questions we feel can only be answered with input from the community. It's true that the Valatie Free Library Association is a private not-for-profit corporation. It's also true that we would anticipate extensive use of grants and private funding to support a capital project of the sort envisioned here. Nevertheless, our charter is to serve the general public. And much of the library's funding is public.

In light of these factors, it is incumbent on the Board to give careful consideration to the wishes of our patrons and the community we serve. To that end, we offer this report as a foundation for discussion and debate. We hope it will stimulate your interest and excite your sense of the possibilities. Please let us know what you think! Contact us directly (you'll find a list of the library trustees on page 3), drop us a line in care of the library, send us an email (valatielibrary@berk.com). Or stop in at one of our monthly meetings. (They're normally at 7:00 pm on the third Tuesday of each month, but call the library to confirm the date and time.) We sincerely look forward to hearing from you.

A handwritten signature in cursive script that reads "Lee Sharp". The signature is fluid and elegant, with a large initial "L" and a long, sweeping tail.

Lee Sharp, President
Valatie Free Library Association

INTRODUCTION

Organizational Profile

Valatie Free Library is located at 3203 Church Street in the Village of Valatie. Its mission is to offer a comprehensive menu of library services in order to enrich the lives of the socioeconomically diverse village and environs in rural Columbia County.

Founded in 1931, the Valatie Free Library Association was chartered by the State Board of Regents in 1948. The Board of Trustees is the Library's governing body and currently comprises seven members. With a chartered population of about one thousand four hundred and ninety, the Library has over seven hundred cardholders. That is a rate of about one registered patron for every two people in the library's nominal service area. During the year 2000, patrons of Valatie Free Library generated more than forty-three hundred visits, exceeding the county-wide average of about five visits per patron.

The Board of Trustees sees the increase in visits as a direct result of aggressive programming in response to the needs of the community. For example, an "English for Speakers of Other Languages Program" targeted the area's growing Hispanic population. Story hours and summer reading programs complement formal school programs and help promote student valuing of reading and learning. In addition, the Library sponsors a History Study Group, which conducts events and activities designed to promote an appreciation of the community's history. Helping to tie many of these activities together, the recently formed Friends of the Valatie Library

organization sponsors special programs and helps to acquire needed equipment, materials, and books.

The Library's newest hi-tech responses include a service called Home Access which makes reference material for children and adults available with a current library card and Internet access from home or office. And through its membership in the Mid-Hudson Library System, the library can connect patrons to the online "card catalog." These and other information resources are easily accessed via the Library's Web Site, which also serves as a medium for publicizing library activities and publishing materials that are unique to the Valatie area.

With programs such as those outlined here, the Valatie Library seeks to become a resource that can support its patrons from childhood through retirement in the lifelong pursuit of learning.

Valatie Free Library is a New York State Not-for-Profit organization that relies heavily on Kinderhook Town Taxes which were approved by the Town voters in 1999 for library operating expenses. Additional monies derive from county taxes, the Mid-Hudson Area Library System, grants and gifts. The Library has two paid staff members, a Director and a part-time Assistant.

Valatie Free Library is among the participants in the Mid-Hudson Library System and the Val Kin Library Council.

**Members of the Board of Trustees
Valatie Free Library
2001**

President Lee Sharp
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Valatie, NY 12184

Vice President Deirdre Leland
3608 Rte. 203
Valatie, NY 12184

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Trustees

Paul Johann
299 East Shore Drive
Niverville, NY 12130

Gerald Leggieri
17 Birch Road
Valatie, NY 12184

Ardelle Stewart
Box 762
Kinderhook, NY 12106

Library Hours

MONDAY	12 NOON - 5:00 PM
TUESDAY	12 NOON - 5:00 PM
WEDNESDAY	CLOSED
THURSDAY	3:00 PM - 8:00 PM
FRIDAY	10:00 AM - 2:00 PM
SATURDAY	9:00 AM - 2:00 PM
SUNDAY	CLOSED

The Board of Trustees meets monthly after the Library has closed.

Other Library sponsored programs and committees are scheduled at times appropriate to the nature of the activities.

Library Space Concerns

The Library Board of Trustees has struggled with problems of space in order to conduct their programs. Some programs must be held in other buildings or suffer downsizing, while books and other resources are limited in number and kind due to space constraints. The building is sited on a steep hill on a restrictive lot. Both exterior and interior conditions preclude ADA compliance for handicapped accessibility.

In light of the need for more space, it has become a major goal of the Library Board to create a building that can house inviting and multipurpose spaces that will allow programs to grow in breadth and depth. The ultimate concern is to accommodate increasing numbers of patrons who will benefit by finding, accessing, interpreting and utilizing the information they need. To this end, the Board conducted discussions with local architect, Lewis N. Kremer, AIA, who was subsequently hired to do a feasibility study. It was determined that such a study would lend objectivity to the planning process, and become an important tool to guide members toward a solution to library space problems.

At the request of the architect, the Board formed a committee of four trustees and the Library Director to meet regularly to provide input and feedback on his proposals. Throughout the project, major concerns and recommendations were brought to the full Board of Trustees for formal consideration.

It should be noted that at the outset of the project, the Board of Trustees recognized the importance of input from the community as to desired programming, utilization patterns, and other factors that might impact on the design and development of a new facility. To that end, the Board developed a survey instrument for patron input and issued an invitation to the village

mayor to participate in the initiative. Although the mayor was enthusiastic about the invitation, conflicts in timing and priorities made it impossible for the village to participate within the time constraints of the feasibility study.

Therefore, the Board decided to proceed with the feasibility study as Phase One in the process of the Library Building Project. Phase Two would include convening a committee of patrons, community leaders and interested residents to review and react to the information collected to date, and to encourage community support for the plan that is ultimately adopted. The community was informed about the project through Spring and Fall 2001 issues of the Val Kin Library Council Newsletter.

SCOPE OF THE STUDY

The Feasibility Study for Valatie Free Library was funded in part by a grant from Berkshire Taconic Community Foundation/Our Town Fund, serving Columbia County. A contract between the Board of Trustees of the Library and Kremer Affiliates, Lewis N. Kremer, AIA, was signed on April 17, 2001 at the regularly scheduled Library Board Meeting.

The Study consists of four main divisions:

1. Project Analysis
 2. Design Criteria
 3. Limited site Analyses
 4. Alternative Design Solutions and Recommendation
-
1. **Project Analysis** identified existing facility use, budget, financing, and suitability of present spaces. It included annual operating and maintenance costs and setting a budget for a building project.
 2. **Design Criteria** addressed programmatic directions based on growth potential and its demand on library services. Spatial needs were based on an analysis of the library "Wish List" generated by the committee with input garnered from discussions with neighboring libraries concerning their capital development projects. The Architect presented the committee with a Balloon Flow Diagram to give a visual element to program ideas. Program rationale was based on a 5-Year and Beyond Plan.
 3. **Limited Site Analysis** was undertaken on six potential building sites, four of which were briefly inspected by the project committee and the architect. It was agreed that the limited time frame of the current effort precluded a

realistic assessment of their availability and/or suitability for the project. Therefore, the committee agreed to forego a thorough site analysis with the usual range of alternative design solutions for each proposal. Instead, they opted for a floor plan and front elevation of a building that at this juncture, reflected the Board's desired program.

4. **Alternative Design Solutions and Recommendations** took form from analyzing and honing the elements of the Balloon Flow Diagram. Floor plans were developed, including one that would utilize the library's existing site. The Architect recommended the third plan, which reduced the overall square footage of the project while maintaining the critical elements of the program. Number Three worked out to be most likely to remain within budget. A schematic drawing of the front elevation was prepared.

Schedule of Meetings

January 16, 2001	Regularly Scheduled Board Meeting
April 17, 2001	Building Committee & Architect
May 08, 2001	Building Committee & Architect
May 14, 2001	Special Board Meeting to Review Existing Library (with Architect)
May 22, 2001	Building Committee and Architect Visit to Area Library to review newly completed capital project
May 29, 2001	Building Committee and Architect review of potential sites, space planning and business plan
June 12, 2001	Building Committee and Architect further developed business plan and program
July 02, 2001	Board and Architect reviewed Balloon Diagram, rationale, and site selection process
August 09, 2001	Board and Architect reviewed progress, analyzed plan submissions, and made decision to circulate Needs Study in Phase II
September 06, 2001	Building Committee and Architect decided on Plan No. 3 and agreed to have a survey map of existing site. Bob Ihlenburg of Hudson was hired to do a professional survey

September 16, 2001

**Regularly Scheduled Board
meeting to review capital
development**

September 25, 2001

**Architect presented
final plan of Scheme #3**

October 11, 2001

**Committee Meeting with
Architect, discussion about
existing building and site
map**

October 16, 2001

**Board Meeting with Architect
recapped project and collected
additional information.
Agreed to present completed
draft on Nov. 7, and final
study on Nov. 13th.**

Project Area

Valatie Free Library is situated on Church Street in the Village of Valatie, approximately twelve miles north of Hudson on Route 9. The Kinderhook Creek bounds Main Street to the south in the Village proper, while Church Street runs perpendicular to Main on a steep incline to the north. The Library is sited near the apex of the incline central to School, churches, and Post Office.

The existing project area is owned by the Valatie Free Library, and consists of one small frame building on a 3150 square foot lot, with 45 feet of frontage on Church Street. It is this site that has come under question as to its ability to accommodate present and future plans for the Valatie Free Library.

Demographics

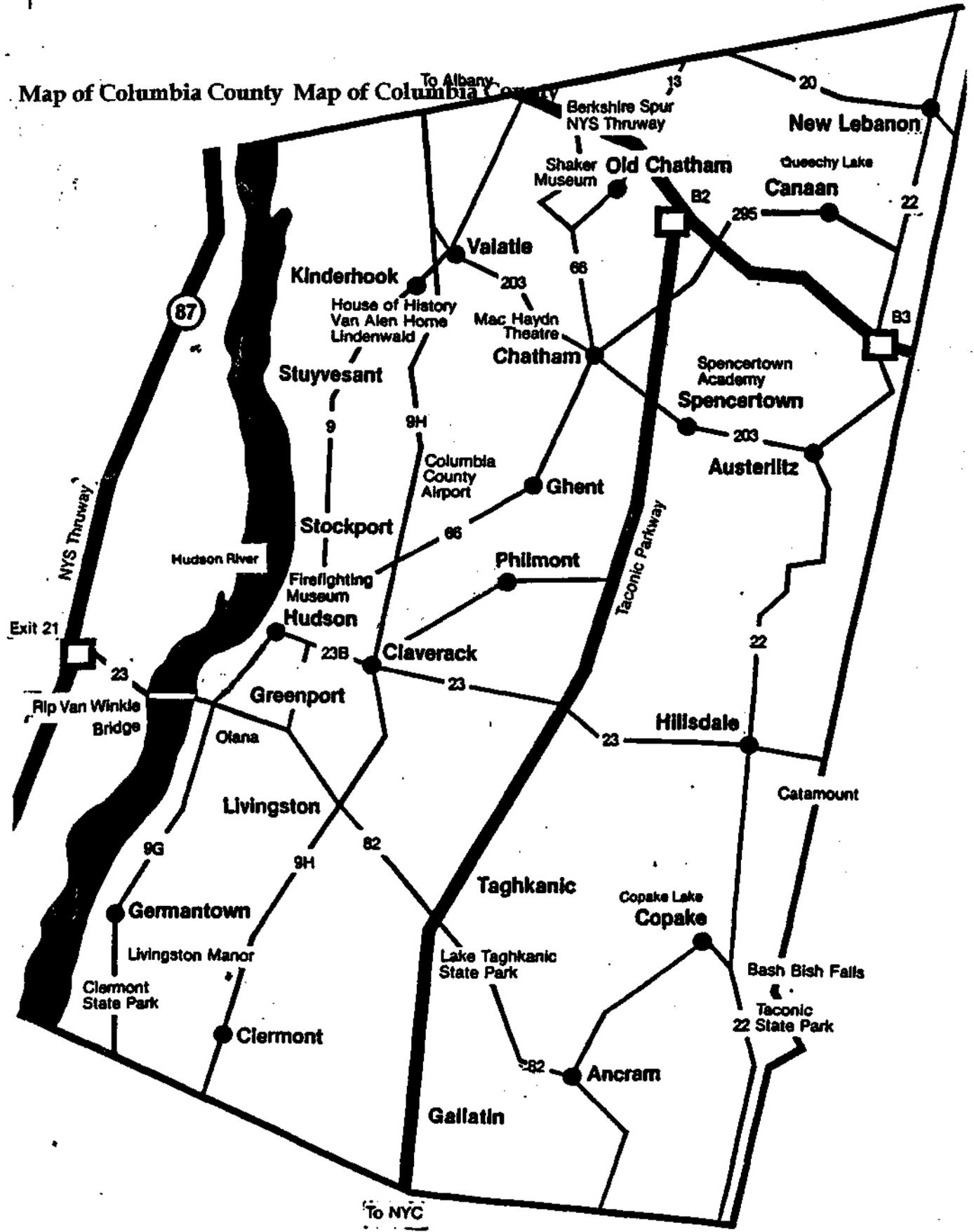
The Village of Valatie is within the township of Kinderhook, New York in Columbia County. According to the 2000 Census, the Village population is 1,712 which is a 15.1 percent increase over the 1990 census. There are 525 households in Valatie. There are approximately 2,650 school-aged children district wide attending Ichabod Crane Central School, home study, private and parochial schools, and out-of-district schools for special needs.

The above numbers indicate a growth trend for the Village of Valatie, which no doubt contributes to the increased use of the Valatie Library. However, it should be noted that many of the library's patrons are

residents of the unincorporated area north of the village, including Niverville and the Kinderhook Lake area. If these locations were added to the library's service area, the potential customer base would exceed 4,000 individuals, or more than twice the nominal chartered population. In addition, many patrons use more than one library. Cardholders of the Valatie Library are likely to use the libraries in Kinderhook and North Chatham, and vice versa. In this context, utilization statistics are more relevant than demographics.

Total annual circulation at the Valatie Library has grown from 1,574 items in 1989 to a current circulation of 7,199, an increase of more than 360 percent. With the advent of remote computer access, this trend is likely to continue. During the year 2000, for example, the Library processed some 600 Interlibrary Loan transactions, an increase of 150 percent over those recorded in 1999. Clearly, this kind of growth must be the result of multiple factors, including changes in the population of the surrounding community, administrative efficiencies, and, as noted earlier, creative programming. Equally clear is the fact that the existing library building is becoming an obstacle to further growth.

Map of Columbia County Map of Columbia County



Methods of Research and Analysis

The general work methods for this study involved the collection of relevant data from a variety of sources; organization and classification of data; detailed analysis of the existing building and site in terms of present and planned use; and the preparation of alternative action design solutions.

The following sources were used for data collection:

1. Field examination of the present site and structure, and the recording of existing conditions and patterns of use.
2. Conferences with the Board of Trustees, Building Committee, and Library Director.
3. Demographic data on the communities served by Valatie Free Library were made available at the Kinderhook Town Hall.
4. Comparative Library Usage Data collected from the Valatie Free Library Expansion Figures were based on multi-community 1999-2000 census figures, discussions with area libraries, and the Mid-Hudson Library System's Statistical Report for 1999.
5. Figures for the Valatie Library 5-Year and Beyond Plan were based on technical data from Mid-Hudson Library System; area library capital projects, Architectural Graphics Standards of the American Institute of Architects.
6. Field visits to possible building sites.
7. The Building Committee's "Wish List," generated from careful examination of programs and library data.

**** It should be noted here that the Building Committee constructed a Library Services Survey Instrument in order to gauge the needs and expectations of the library patrons. Results of the survey would aid the strategic planning process. It was decided by the Board of Trustees to defer distribution of the Survey to Phase II of the Planning Process. The rationale behind this decision was two-fold:**

- (1) The cost of mailing the survey to patrons of the Library was included in the grant request for the Feasibility Study. Since the amount received was less than what was requested, it precluded such mailings.**

- (2) The Feasibility Study was seen as an opportunity to familiarize the public with the Board's efforts to examine library spatial needs. This in turn could initiate discussions with community leaders and the public-at-large. The survey would then be employed to sample the public's perceptions of specific issues generated from the discussions.**

Existing Facility Use

At issue is the feasibility that the existing building and site will accommodate the future growth and development of Valatie Free Library. As it stands, the building is being utilized for Public Assembly C5.1 of the New York State Building Code. It is a small, frame, two-story building, circa 1880. It was acquired by the Library Association in 1940, and has not undergone any physical expansion since that time in spite of increased programming.

On the first floor, the building has approximately 650 square feet of usable floor space. As seen on the architect's Floor Plan, and considering space occupied by furniture and book stacks, there is little room for movement and no screening for privacy. The floor space is shared by a small toilet room, a stairway leading to the second floor, and vestibule. Under the stairway to the second floor is a stairway to the basement. There is only room for one public access computer terminal and copier.

Approximately one-quarter of the second floor is used for storage and supplies. The narrow stairway is not up to code for public usage, and it would violate the New York State Building Code to make office space upstairs.

The building is not handicapped accessible. In order to accomplish this, there would need to be a double-back ramp in the front of the building or a single ramp in the rear. However, grade conditions preclude either ramp situation. A chair lift is not a solution due to lack of space for dismounting and general interior maneuvering space. The existing first floor toilet is not handicapped accessible, and violates code Table C502.6 for the required amount of fixtures.

According to an informal assessment by the building inspector, the existing dirt basement is essentially unusable, and efforts to stabilize or improve the foundation would not be cost effective. The architect's observed value judgement on the issue of increasing the building size is that it would not produce the desired space in a cost effective manner, in part due to the restricted size of the lot (45' x 70' according to a new survey which corrects earlier figures of 45' x 100'), as well as the condition of the existing building.

The mechanical systems are outdated and inefficient.

Note that the property is on the tax rolls at an assessed value of \$82,000.00.

In all, it was decided that the existing library falls short of meeting the needs of the Board's Vision for a Five Year Plan and Beyond. The vision to create a library with an expanded twenty-year plan for growth in population and program needs certainly cannot be met with the existing building.

Project Budget and Financing

No budget and funding projections were made at this time. This is due to the fact that many decisions are yet to be made about site availability and acquisition, staffing, furnishings, equipment, and book acquisitions. However, a cap of Three Hundred Thousand Dollars was set for general construction of the building based on a 3,000 square feet program and on an average square foot cost for construction of one hundred dollars per square foot. The architect proceeded with alternative design solutions based on those building construction costs. As the project moves into subsequent phases, more inclusive financial statements can be offered.

The architect worked out a Preliminary Project Budget that includes major elements of the building project such as general construction, site development, architecture and engineering fees and permits, survey, and legal fees. Site acquisition is not included here, reserving the possibility of a gift. It must be recognized that these figures are average, and are based on the R.S. Means Building Construction Cost Data – 2001 and local contractors' estimates of square foot construction costs. They remain only a guide to possible costs. Furnishings and equipment are not included.

Estimated Costs

General Construction @ \$100.00/sq.ft.....	\$ 300,000.00
Site Development (incl. parking/lighting).....	45,000.00
Legal Fees/Permits/Survey.....	10,500.00
Architectural & Engineering Fees (10%).....	34,500.00
TOTAL.....	\$ 390,000.00

Project Financing

The particulars of project funding will develop out of Phase II processes. However, it is recommended that the Board of Trustees:

1. **Initiate a five-year building campaign, and solicit donations.**
2. **Accept any and all gifts and pledges.**
3. **At appropriate intervals, invest pledge revenue.**
4. **Set a minimum donation for memorials and donation plaques on items such as stacks, reading tables, book collections, etc.**
5. **Systematically apply for appropriate grants.**
6. **Consider low interest or interest-free loans.**
7. **Prepare to sell existing library property after construction of new building. Monies could be used to repay loans, if appropriate.**
8. **Court major donors to give a designated space such as a children's reading room, and name the space after the donor.**
9. **Sponsor major fundraising events such as concerts, balls, hops, readings, plays, trips, etc.**

**Operating Budget
2000**

Income:

County & Town Tax Revenues.....	\$ 32,638.00
Interest.....	600.00
Cards & Processing.....	222.00
Donations.....	300.00
Copier.....	300.00
Fund Transfer (1).....	1,357.00
Children's Foundation.....	250.00
NYS Library Services.....	1,500.00
Total Budgeted Revenue (2).....	\$ 37,167.00

Expenses:

Personnel.....	\$ 19,110.00
Books & Materials.....	7,400.00
Utilities & Power & Heat.....	2,400.00
Contingency.....	1,450.00
Equipment.....	2,650.00
Building Repairs & Maintenance.....	1,400.00
Supplies & Administrative Expenses.....	1,257.00
Newsletter.....	1,000.00
Programs & Events.....	500.00
Total Budgeted Expenditures (3) \$	37,167.00

Program Analysis

Two major outcomes of the planning process were:

- (1) Vision for a Valatie Library Five-Year Plan and Beyond
- (2) Space and Facility Planning Preliminary Wish List

Both outcomes helped define and describe the critical elements of the program.

- (1) Vision for a Valatie Library Five-Year Plan and Beyond

The suggested spaces in this report reflect "high-side" dimensioning which incorporates a vision for the future growth of the library. To be competitive with similar community libraries in Columbia and surrounding counties in terms of holdings per Capita, the vision includes an increase in holdings from 6,761 to 16,000. The current ratio is 3.9 per Capita, while the goal increases the ratio to 7.0 holdings per Capita, assuming the population of the Village of Valatie increases by one-third in the next five years. The importance in maintaining a competitive ratio lies in the ability of the library to attract patrons, especially those who may defect from Valatie to use other area libraries because of their holdings.

It has been pointed out that population alone is not sufficient criterion for setting a future program to guide the growth and development of the library. Other variables such as program offerings, hours available, growing numbers in home schooling, support groups such as Friends of the Library, and marketing strategies probably have greater impact on the Valatie Library's need to expand.

The following figures target growth over the next ten years:

Circulation: from 7,199 to 14,000

Holdings: from 6,761 to 16,000

Card Holders: from 800 to 1,600

Holdings/Cap from 3.9 to 7.0

With the above figures in mind, the Architect referenced area library space reports, Architectural Graphics Standards of the American Institute of Architects, and other literature on library space development. It seemed reasonable at this time, to use a ten-to-one space ratio of books to square feet. This allows for the footprint of stacks and aisle space. Other spaces are standard for public use, and are reflected in the following Space Use Table.

Space Use Table

(Based on projected library usage)

USAGE	PROJECTED VOLUMES	PROJECTED SQUARE FEET
Reference Books	200(incl. periodicals)	20
Adult Fiction	5,000	500
Adult Non-Fiction	4,000	400
Juvenile Non-Fiction	1,800	180
Young Adult	200	20
Children	4,000	400
New Books	1,000	10
Media Materials	700	70
Newspaper Stand		9
Workroom		150

Circulation Desk		150
Reference Desk		100
Meeting Rm/Literacy/ Kitchenette		500
Computer Carrels	4(incl. 2.5' per chair)	60
Copier	1	15
Children's Seating	10	100
Public Ladie's Rm		48(ADA)
Public Men's Rm		48(ADA)
Children's Toilet		48(ADA)
Staff Unisex Toilet		48(ADA)
Director's Office		100
Janitor's Closet & Mech. Equip.		300
Lobby		300
Hallways		130
Archives		150
Storage		144
TOTAL SQUARE FOOTAGE		4,000

- The listings and concomitant square footage may be changed
- This is a working table and estimates usage and space

(2) Valatie Free Library Space & Facility Planning
Preliminary Wish List

General space considerations

- 2400 sq.ft. floor space (3x+ current space)
- 1500 ft. shelf space (2x+ current space) linial
- comfortably accommodate 50 people at meetings

Staff space

- work station-circulation desk/computer terminal
- office
- work area (desk or table) for clerical/support staff or volunteers
- administrative files
- office supplies storage

Patron space

- reading/work tables
- computer workstations
- meeting/class rooms
- children's corner (reading area+ presentation space + dedicated computer space)

Special purpose space

- Trustees room/conference
- kitchenette
- display space
- archives and book repair room
- cloak room
- toilets (2) ADA
- teaching spaces
- storage

Other Issues

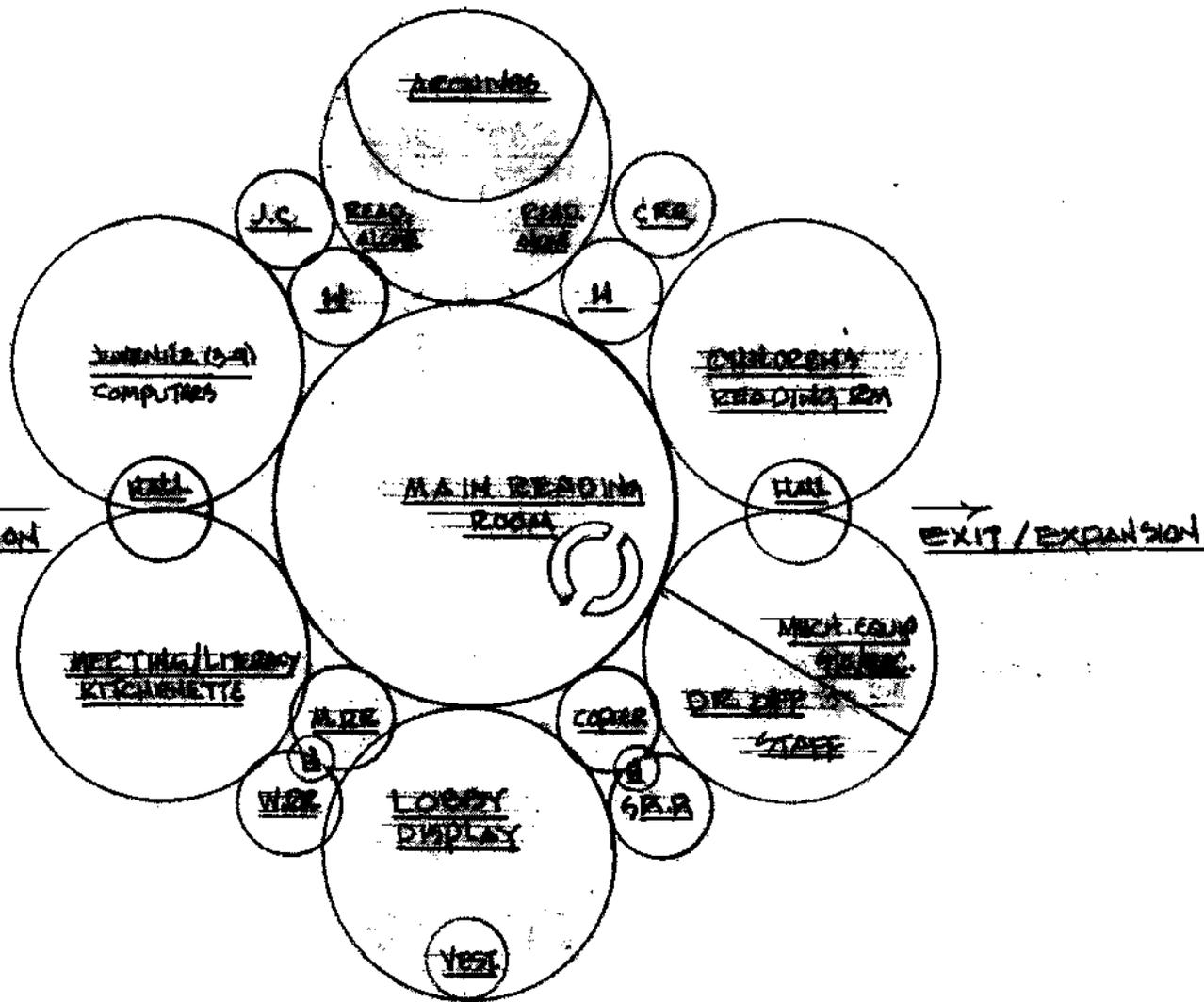
- Flexibility (internally & externally)
- Parking (on the level)
- Ease of maintaining building and grounds
- Outdoor space for events, reading, etc.

Concerns:

- The ratios among holdings, age groups, categories, and new media need to be addressed.
- Should public meetings be able to go on simultaneously with regular library business? Should sound and screen facilities be available at meetings during library business hours keeping in mind that classes occurring during library regular hours may require sound recording facility.
- Display space for art, archives, special collections vs. more display space for regular books, periodicals and media.

The Vision for a Five-Year Plan and Beyond and the Preliminary Wish List became important aids to further discussion. It became clear that the process of facility planning had taken a "concerns-based" approach in that participant concerns about the project became viable elements of the plan. Continuing this approach, the Architect translated all the ideas about space usage that had been discussed into a Balloon Flow Diagram. This provided a visual frame of reference in order to explore space allocation.

The following Balloon Flow Diagram demonstrates the desired result in the process of creating spatial relationships.



BALLOON FLOW DIAGRAM

No SCALE

July 2, 2001

July 5, 2001

In the course of space allocation planning, concerns about building materials, energy, sound management, privacy, aesthetics, and handicapped accessibility were raised. The following concerns were specifically noted:

1. Planning should envision future expansion for at least 20 years.
2. The structure should look important, but not impose upon the neighboring buildings.
3. Interior and exterior spaces should be inviting, and adequate to accommodate various groups and activities.
4. Access to Children's reading room and Adult reading room should be direct, both with their own circulation desks.
5. Consider sound and privacy in copier, computer, literacy, children's, and meeting rooms.
6. The building should be convenient to schools, social and commercial areas, therefore serving as a common life center for the community.
7. Consider energy conservation and low maintenance.
8. On-site parking desirable for convenience and safety.
9. Search for a site.

Property Summary for

Valatie Library

June 12, 2001

The Board of Trustees identified several building sites that may be available in the future. Since cost and availability were not known at the time, it was decided to visit the sites for cursory inspection. The sites were judged according to the following Site Selection Survey:

- a) Acreage
- b) Utilities
- c) Room for expansion
- d) Parking
- e) Visibility and Accessibility
- f) Frontage
- g) General setting

Members of the Board and the Architect conducted field trips to potential building sites. The Architect reviewed eight sites based on conformity to the items of the Site Selection Survey. Of the eight, four sites were chosen for limited site analysis, and they are summarized below. The observations were cursory, and meant to be a starting point in conversations about site selection.

Limited Site Analysis

Site No. 1

Centrally located near churches and schools, this site has easy access and excellent visibility. Less than two acres, there would be room for parking and interesting outdoor areas, but no future building expansion. Frontage is excellent and all utilities are on the property.

Site No. 2

This site has been cleared of overgrowth and debris, but its surroundings are rustic, quiet, and well off any thoroughfare. It is compelling with adequate acreage, excellent frontage, and room for expansion and parking. Water, electric, and sewage are on the site. A drawback is its distance from the center of community activity.

Site No.3

Located on a busy street in the Village of Valatie, this site has excellent potential. It has adequate acreage for parking and expansion, while still maintaining pleasing and useful outdoor spaces. It has been cleared and shows excellent frontage. Central to schools and social and commercial activities, the site is highly visible and accessible. Water, electric, and sewage are on-site.

Site No. 4

This site is in a central location with no possibility of parking on-site. It is however, near public parking. The Architect cautions that while accessibility and visibility are excellent, the surrounding area is not enhancing aesthetically. There is no room for expansion and outdoor activity areas.

It should be noted that site acquisition is a lengthy and complex process. After giving cursory review to what seemed immediately possible in the Village of Valatie, the Board of Trustees decided it would be in the best interest of the project to defer site decisions. Therefore, it was agreed that instead of developing a site-specific proposal, the Architect would prepare a prototype floor plan and elevation that would be adaptable to any site.