

CULPEPER TOWN AND COUNTY LIBRARY

105 EAST MASON STREET  
CULPEPER, VIRGINIA 22701

July 7, 1994

MEMO TO: Culpeper Town and County Library Board Members

FROM : Chris Jebson

We are still on track for the County to take over the Library and make it a County Agency. Bill Brown, Barbara Ecton and myself attended the Supervisors meeting Tuesday morning, July 5, 1994. we were called back at 4p.m. and left at 5:15 p.m.. We would have preferred that they had chosen to go public with the details that need to be worked out before they can go forward with the Bond Referendum. Everyone there was positive and want this to happen! Bill Chaise recommended we go for 3 million dollars with a cap on that amount. The game plan is to have everything ready by the next Supervisors meeting in August.

July 8, 1994

Mr. Steve Miner  
County Administrator  
Culpeper County  
135 W. Cameron Street  
Culpeper, VA 22701

Dear Mr. Miner:

The enclosed cost projection for a new library building is less than I had expected. This is primarily because the architect's estimate for construction is lower than my previous estimate from the Building Consultant at the Virginia State Library and Archives.

I have received estimates on an automation system, a security system, and a retrospective conversion of our library records. I believe that these estimates are fairly accurate, but I will be receiving additional information during the next few weeks.

In addition to the library building cost projection, I am enclosing information on state aid, recommended standards for library service in Virginia, and federal grants for library construction.

If you need additional information, please let me know. I will be on vacation next week. When I return, I plan to begin writing a new building program for a 20,520 sq. ft. library.

Yours truly,

Barbara Ecton  
Librarian

LIBRARY BUILDING  
Cost Projection

The population of Culpeper County should reach 34,200 by the year 2,000. To serve this population adequately requires a building of 20,520 sq. ft.

Site cost - Cost of Clore site	\$ 200,000
Construction Cost - L.B. Baughan, NCARB, AIA Baughan & Baukhages	\$1,588,476
Site Work - L.B. Baughan	\$ 65,000
Furnishings - (\$20/sq.ft.) Kevin A. Deck, AIA Architect/Designer Motley & Associates	\$ 410,400
Security System - John McBryant, Knogo Corp.	\$ 8,512
Automation - Robyn A. Dudley Gaylord Information Systems	\$ 76,000 (hardware & software)
Retrospective Conversion - Jeff Downing, AMIGOS Bibliographic Council, Inc. Robyn A. Dudley	\$ 34,335 retrospective conversion of 40,000 records, including barcodes and authority control
Moving - Based on advice from movers and other librarians	\$ 12,000
TOTAL	\$2,394,426

LIBRARY BUILDING  
Revised Cost Projection  
Based on Culpeper County Population Projections

Year 2000      Population = 35,550      21,330 sq. ft.

Site cost	\$ 200,000
Construction Cost	1,663,740
Site Work	65,000
Furnishings	426,600
Security System	8,512
Automation	83,600
Retrospective Conversion	34,335
Moving	12,000
TOTAL	<u>2,493,787</u>

Year 2010      Population = 44,875      26,925 sq. ft.

Site cost	\$ 200,000
Construction cost	2,100,150
Site work	65,000
Furnishings	538,500
Security System	8,512
Automation	83,600
Retrospective Conversion	34,335
Moving	12,000
TOTAL	<u>3,042,097</u>

Year 2020      Population = 46,413 (VEC)      27,848 sq. ft.

Site cost	\$ 200,000
Construction cost	2,172,144
Site work	65,000
Furnishings	556,960
Security System	8,512
Automation	83,600
Retrospective Conversion	34,335
Moving	12,000
TOTAL	<u>3,132,551</u>

Proposal for Public Law Library  
To Be Included in the New Public Library

The Law Library should be housed in a room that has an outside entrance as well as a door connecting it to the rest of the library. There should be a small office for a librarian, an alcove or small room for a copier and fax machine, and an alcove or small room for a computer for on-line searching.

Law Library

Major Equipment and Furniture

- 1,487 linear ft. of shelving (single & double faced)
- 2 tables to seat 4
- 8 chairs
- 2 leisure chairs
- 1 small table and lamp
- 3 station computer work desk with terminals
- 3 roller chairs
- 1 photocopier (in alcove)
- 1 fax machine (in alcove)
- 1 computer for on-line searching (in alcove)
- 1 table & chair for computer
- 1 microfiche/microfilm reader printer
- 1 table for microfilm reader
- 1 chair

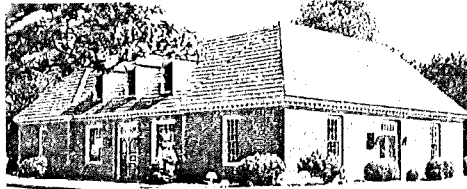
Law Library Office

Major Equipment and Furniture

- 1 large desk for librarian
- 1 chair for librarian
- 1 4 drawer filing cabinet
- 1 small work table
- 1 leisure chair

The Law Library has 267 linear ft. of books now and anticipates purchasing another 920 linear ft. of books. I have added 300 linear ft. for growth. I am uncertain how much space should be allocated for growth. I anticipate that some little used material might be eliminated or replaced with microfiche or microfilm to make space for unanticipated growth.

*If have attorney access by key - must have bathroom & phone available.*



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The current library is situated on land given to the community for the construction of a public library. In the early 1960's a library building was constructed on the present site and was paid for by private donations. The actual deed to the property is held by the town. The Library Board considers this to be held in trust for the library.

The annual operating budget of the library is derived from three basic sources: the town, the county, and the state government, along with small contributions from private citizens.

SCENARIO FOR RELOCATION AND OPERATION OF A NEW LIBRARY

Basic Premise: The new library should be an agency of the county government, as it provides services for all of the citizens of Culpeper County.

Relocation Process:

Funding:

- a) The town would dedicate the physical assets of the current library or its equivalent, toward the construction of the new library facility.
- b) ~~The current monetary savings~~ <sup>All</sup> assets of the library held in ~~savings~~ would also be dedicated to the construction of the new facility.
- b) The county would hold a bond referendum in November for the remaining funds needed for construction.

Site:

- a) The Library Board currently has an option on a four acre site belonging to Zeus Clore.
- b) Another site that proves more beneficial would also be acceptable.
- c) All assets (land, building, etc.) would be county owned.

Operation of new library:

County Agency:

- a) The county would accept the resignation of the current private Library Board of Directors and establish a new board under government control.
- b) The employees of the library would become county employees.
- c) The annual operating budget would be derived from county funds and state library funds.
- d) A private foundation would be established to accept gifts, memorials, and private donations to the library. This would insure these monies being used for library projects.
- e) County control could take place at any time prior to or during the relocation process, depending upon agreement by the town and county governments as to transfer of funding responsibilities and assets.



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The current Building Program of the Culpeper Town and County Library proposes a building of approximately 12,000 square feet. Future expansions will be required to bring the building up to optimal size of .6 sq. ft. per person living in the jurisdiction served.

Construction &	
Partial Furnishings =	\$1,162,742
Close Site =	200,000
Initial Automation =	70,000
Security System =	5,600
Total cost =	\$1,438,342 (based on estimate from architect)

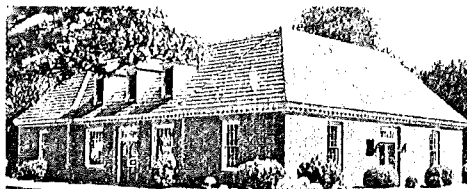
The current population of Culpeper County is 27,800. To adequately serve the current population a library of 16,680 sq. ft. is required.

Construction &	
Furnishings =	\$1,668,000
Close site =	200,000
Initial Automation =	70,000
Security System =	5,600
Total cost =	1,943,600 (based on \$100/sq. ft. suggested by VSLA)

The population of Culpeper County should reach 34,200 by the year 2,000. To serve this population would require a building of 20,520 sq. ft.

Construction &	
Furnishings =	\$2,052,000
Close site =	200,000
Initial Automation =	70,000
Security system =	5,600
Total cost =	2,327,600 (based on \$100/sq. ft. suggested by VSLA)





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Site Selection Factors

Essential

- a) Site easily accessible to automobiles, public transportation, bicycle riders, and pedestrians from all parts of the community
- b) Sufficient land can be made available for building, parking, public and service entrances, and future expansion *Minimum of 3 acres*
- c) Space available for adequate off-street parking

Important

- a) In or at edge of major retail shopping area
- b) Provides easy, safe ingress and egress of cars and other vehicles to facilitate drop-off and pick-up of library users
- c) Topography and soil conditions are suitable for construction
- d) Site is generally free from adjoining nuisances such as a factory or business which might produce noxious odors, emit distracting noise, or create an unpleasant visual environment

Desirable

- a) Site is easily visible with potential for self identification
- b) Supplementary off-street parking is available nearby for overflow parking
- c) Site is relatively free of obstacles and barriers including underground obstructions, adjacent railroad tracks, etc.

Park/School Sites

The park or school site is not a good library site. Libraries in well-traveled locations such as shopping centers achieve a greater attendance and turnover of books per tax dollar expended.

The Board of Directors of the Culpeper Town and County Library met in the library on June 13, 1994 with President Chris Jebson presiding.

Minutes of the last meeting were approved. The Treasurer was absent.

- Librarian's Report:
1. Ready with the summer reading program--Reading is a Magic Trip.
  2. AAUW summer storytime will run for 6wks. with storytime for ages 3 through 8 on Wednesday mornings.
  3. Has talked with Butch Davies who is on the sub-committee to study the Reorganization of the State Library and Archives . Also talked about local situation.
  4. New State Librarian will be appointed.
  5. Have donation of \$100 from Host Lions Club.
  6. Will need to put together more packets for the hospital project.

Committee Reports:

Building Committee- Coleman- Boxwood has been sprayed.  
Have not heard from roofer.  
Fence needs repair.

President Jebson: Back to square one as far as town is concerned.

AdHoc Committee meeting tomorrow-June 14- at 4:15 P.M.  
Interaction Committee +Jane Walker+Chris Jebson

Regular Town Council Meeting tomorrow night at 7 P.M.

Election of Officers and Directors:

Bill Gravely made a motion that the officers and the Directors whose terms expire be re-elected. Motion was seconded by Rawley Coleman and carried.

On a motion by Bill Brown, seconded by Bill Gravely, the meeting was adjourned at 8:30 P.M.

Respectfully submitted,  
*Esther P. White*  
Esther P. White, secretary

Members present:

Jebson	Gravely
Garrett	Seiter
Ecton	White
Brown	Coleman
Hartman	duFrane
Mullins	