

CULPEPER TOWN & COUNTY LIBRARY

TASK FORCE MEETING MINUTES

February 6, 1992

Members Present: Fred Gordon, Pearl Griffin, Bill Hartman, Chris Jebson, Ron Mills and Daryl Nelson.

Also Present: Deb Donnelly and Glenn Young-Preston.

The meeting was called to order at 7:30 AM.

Site: Zeus and Winnie Clore have agreed to sell four acres of their farm land at about half of its market value to the library. They are asking \$200,000, and payment would be over five years (in annual installments), with an interest rate of one percent over prime (to be adjusted yearly). The land lies in a good location, behind the Health Care Center on Sunset Lane. The land already has sewer, electricity and water. The road leading into the property would need to be extended.

Bill discussed several other possible sites and the problems associated with each. The Clore property has plenty of room for parking and for possible expansion (such as a park). The nearby roads provide good access, and Town Council has approved a stop-light to be placed at the intersection. Barbara said that the architecture will be in keeping with the nice style of buildings in the area. Everyone agreed it is the best site, and thanked Bill for his efforts.

Operating Funds: The question was raised as to whether we should build in operating funds into the campaign goal. Fred mentioned the problem in Fairfax County, where a library was built, but is closed due to lack of funds to pay staff. Daryl thinks that Town Council is prepared to increase the library's budget for operating funds. Glenn mentioned that we can test for building in extra fundraising for endowment funds to operate the library in the Feasibility Study.

Slide Show: Bill is working on the script, and a photographer is going to take about ten pictures of the library in its present situation. Barbara has had a hard time finding old photos, although the photographer will be able to reproduce some newspaper clippings.

Awareness Meetings: Glenn reviewed an earlier handout referring to key questions such as where we will have them, who will be invited, and how will the invitations be made. Members were asked to turn in their prospect lists marked "A" for Awareness Meetings invitee and "F" for Feasibility Study interviewee as soon as possible, so we can firm up details. The hosts were



CULPEPER TOWN AND COUNTY LIBRARY

105 EAST MASON STREET
CULPEPER, VIRGINIA 22701

February 7, 1991

Mrs. Ruth B. Updike
1705 General Longstreet Avenue
Culpeper, Virginia 22701

Dear Mrs. Updike:

For a number of years now, the Library's Board of Directors has been acutely aware of the need for a much larger building. Enclosed is a summary of the reasons why and the objectives the Library would be able to achieve as a result.

During the past two years particularly, we have explored three alternatives.

The first has been to expand the present building on the present site, including acquisition of an adjoining property. After exhaustive study and with help from two excellent architectural firms, we concluded this was not an acceptable answer. Maximum land area would amount to barely one acre, a multi-story building would be required and no further expansion would be possible.

A second alternative has been to acquire an existing building and convert it to a library. We concluded that the few that could be available are not satisfactory for economic, structural or other reasons.

The remaining alternative and the one we believe to be most practical has been to acquire a site within the Town limits and to build a new Library. Last fall, we began an intensive search for a site of sufficient size (two to four acres) that would accommodate present needs and those coming about far into the future. There are not many such sites in the Town and those that would be most suitable are also expensive.

The best of these, however, has been made available for purchase by the Library at a price significantly lower than market value and on very favorable terms. It is a four acre

tract within the Town on Sunset Lane, across from Mulberry Green and directly behind the Health Care Center. The land is affordable for the Library because of the generosity of Mr. and Mrs. J. Carlton Clore, the property owners.

Our Board believes that obtaining this site is the basic first step in improving the Library's ability to serve our community. We are proceeding to make this acquisition.

Both Town Council and the Board of Supervisors have been and are the major supporters of the Library's operations. We want you to know about this important step and our reasoning. We want to continue to report progress to you concerning our building plans and we solicit your comments and advice as we move along.

Sincerely yours,

William R. Hartman
President

kdt



CULPEPER TOWN AND COUNTY LIBRARY

105 EAST MASON STREET
CULPEPER, VIRGINIA 22701

Notes on Library Expansion

Need for a New Library

The present library opened in May, 1964. It was and is a 4,000 square foot building with a collection capacity of 20,000 volumes. It is located on about two-thirds of an acre of land (also the site of the Burgandine House).

Twenty-seven years after the present library facility opened its doors, only the building remains the same. Demand for library services has increased enormously -- stretching and stressing every library resource.

Population of the town and county has grown from 15,100 in 1960 to 27,800, an increase of 84%. It is forecast to grow another 50%, to 40,000, over the next twenty years.

Adults, particularly older adults, represent a growing percentage of the total community. They now account for nearly three-fourths of potential users of the library. Operating hours have been steadily extended to accommodate these patrons, many of whom work. The library is now open six days -- seven during the school year -- a total of 55 hours per week. The once-large adult reading area no longer exists, ~~despite extended hours~~, because of the ever-increasing need for additional space.

The total collection now amounts to about 37,000 volumes, 17,000 above the design capacity of the building, yet 20,000 volumes short of the ideal amount related to present population.

There are 12,000 registered borrowers, four times as many as in 1964, and circulation growth reflects the demand by library patrons and the library's attempt to meet it. Circulation in 1990 totaled 125,000, five times that of 1965. Ironically, it is only this high level of circulation that has prevented a scene reminiscent of the earlier years in the Municipal Building when books were stacked on every table and chair.

The meeting room is gone, eliminated to provide adequate facilities for children's activities and programs basic to the library's mission and purpose. Gone also, however, are the opportunities for programs ranging from support for literacy tutoring to sponsorship of adult-oriented projects and interests. The Local History room now serves many purposes other than those originally planned. The Reference area has little or no reading room or table space for study.

The library has had a professional librarian since 1983. She and other key staff meet the highest standards of experience and ability. They carry

out their work, however, in a physical environment that is increasingly inefficient and frustrating. The tasks of cataloging and processing the library's collection are performed on the staff's desks; there is no other space available. Collection maintenance is further hampered by the total lack of computer capabilities -- an archaic situation by today's professional and technological standards.

Clearly, Culpeper Town and County Library is at a pivotal point in its history, just as it was thirty years ago. Because of the rapidly growing area population and increasing user demands, the library is not able to adequately serve the current needs of the Culpeper community. Continuing as it is, the library will be even less able to serve the community of the future. Action must be taken to meet these present and future needs.

Objectives

1. Meet present demand and encourage increased use of the library by adults of all ages, who represent more than 75% of the community's total population. Establish an exclusive and adequate Adult Reading Area of the library. Upgrade and enlarge the collection of books, periodicals and non-print materials for adult use, including large print books and books-on-tape. Extend the weekly operation of the library to seven days and a total of sixty-two hours to accommodate the work schedules of an increasing number of potential adult users.
2. Serve as the community's central source for reference material. Develop and maintain a current and extensive General Reference Collection and provide an exclusive area of the library for its use.
3. Continue and strengthen library programs and services devoted to preschool and young children as well as young adults in our community. Add a full-time Children's Librarian, provide lists of recommended books, and maintain a strong collection of books and materials for this audience.
4. Emphasize and promote the unique History and related aspects of the Town and County. Establish an exclusive and secure area of the library devoted to this subject. Add to the present collections of genealogy, local history, and the Civil War. Establish a repository for books, documents and related historically significant materials. Actively encourage individuals and families in the community to contribute such resources.
5. Provide assistance and library resources to augment the activities and efforts of the Culpeper Literacy Council. Establish and maintain a specific collection of New Reader books and materials and make library facilities available for tutorial and related Literacy purposes.
6. Improve and enlarge user access to the library's collection and to the use of other libraries throughout Virginia. With assistance from the Virginia State Library and Archives, plan, prepare for and implement Computer-Aided Programs for cataloging, circulation and interlibrary-loan functions.

These objectives reflect the fundamental mission of a public library, that is to provide, at a central location, a collection of books and related materials to serve the diverse needs and interests of the entire community -- from pre-schoolers to older adults and all those in between.

Library finds site for its new home

By Tom Huestis
STAFF WRITER

Mason Street. "I'll be ready to dance when they start laying the foundation. It is probably the best of all the sites we could have gotten."

In a letter sent to each member of the Board of Supervisors, town council, the county administrator, town manager and town planning director, Hartman outlined the various alternatives examined during the past two years. Possibilities of expanding at the present location or converting existing structures in the town were weighed and rejected in favor of finding a suitable site within the town limits and which would allow for future expansion.

"Our board believes that obtaining this site is the basic first step in improving the Library's ability to serve our community. We are proceeding to make this acquisition," says the letter.

"Both town council and the Board of Supervisors have been and are the major supporters of the library's operations. We want you to know about this important step and our reasoning. We want to continue to report progress to you concerning our building plans and we solicit your comments and advice as we move along."

"I hope it works out," said Barbara Ecton, head librarian at the present facility, located on East

After years of searching, an indoor site has been found for a new and expanded Culpeper Town and County Library, according to William Hartman, president of the board of directors.

"We've examined downtown locations and all around the area. There were only six or seven sites that would have been suitable in the town and this may be the best of them all," said Hartman Wednesday. The property is being made available by Mr. and Mrs. J. Carlton Clore.

The four-acre site is located on Sunset Lane, across from the Mulberry Green residential area and directly behind the Culpeper Health Care Center, off James Madison Highway.

"We owe a debt of gratitude to the Clores. They talked to their children (about the proposed price of the property). We will pay about one-half of what anybody else would have let us have it for," said Hartman. "They — over the years — have done a lot of good things in our building plans and we solicit your comments and advice as we move along."

"I hope it works out," said Barbara Ecton, head librarian at the present facility, located on East

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★Library

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Phase one of the building timetable calls for a library of 12,000 square feet with a collection of 45,000 books. Presently the library has 4,000 square feet and 20,000 volumes, and is located on about two-thirds of an acre of land. Some of the books must be stored in an empty building located blocks away from the library.

Plans call for expansion to 16,000 and then 20,000 square feet as demands for services increase, with the number of books increasing to about 55,000.

Cost for the land and a 12,000 square foot building should run about \$1.3 million to \$1.4 million, said Hartman. Reaction by town and county officials was mixed.

"The library board has been searching for some time," said G.W. Griffin, town manager. "I now they've looked at various sites around the town, trying to find sufficient parking area and building area. They have excellent services

now. They'll be able to increase services with a larger facility," he said.

"The library board spent a long time studying the options," said Norma Dunwoody, county administrator, "and I'm sure they made the best possible decision."

Mayor Walter Jones said, "I hope they will continue the (present location as a) branch so it will be convenient to the downtown area. It's a good site where it's going to go — accessible." He raised the question of what would happen with the land at the present site, since it was donated to the town for use as a library.

Culpeper planning director Jerry Davenport said, "It's a tough one. I know they looked at a number of sites." He bemoaned the fact that the move did not fit in with his plans for holding institutional facilities like libraries in the downtown area. But he said he could understand that they might shy away from the \$70,000 to \$100,000 price

tag for an elevator in a two- or three-story existing downtown structure.

Town planner Margaret Barden was adamant in condemning the move. She wants to see the library remain within walking distance of the downtown area. The town's comprehensive plan calls for the library's proposed site to be used for expansion of a medical support community for the hospital, she said. It throws the balance of residential and institutional areas throughout all areas of the town out of whack.

"We have about \$200,000 in our treasury now," said Hartman, "and we plan to launch fund-raising efforts very soon."

He hopes to pay off the land cost over a five-year period and expects to get a lot of bids to build the library. "Costs should be a lot more reasonable than they were three to four years ago," he said.

"We hope to open the new facility by mid-1993," said Hartman.

CULPEPER STAR-EXPANENT
THURSDAY, FEB. 27, 1992

Sunset Lane Chosen for Library

By KATHLEEN HOFFMAN
C/N Staff

At long last, a site has been found for a new building for the Culpeper Town & County Library.

A four-acre tract on Sunset Lane, across from Mulberry Green and behind the Culpeper Health Care Center, "has been made available for purchase by the library at a price significantly lower than market value," according to William R. Hartman, president of the library board. He said the land is being offered by the owners, Mr. and Mrs. J. Carlton "Zeus" Clores, on very generous terms because the Clores believe the use for a library is a perfect one for the location.

Plans are to go ahead with some architectural drawings for the pro-

posed 12,000 square foot building, and then in a few months to begin a fund-raising campaign, Hartman said.

THE PRESENT library on Mason Street is only 4,000 square feet. Opened in May, 1964, it has about 37,000 volumes, 17,000 more than the planned capacity of the building, and library boards for years have worried about its inadequacy. Debate has gone on over whether to expand on the current site, or seek a new one.

In a recent letter to members of the board of supervisors and town council, Hagman wrote that "After exhaustive study and with help from two excellent architectural firms, we concluded (expansion) was not an acceptable answer." During the past year, he

said this week, the board has worked very intensively over the problem, and has concluded that the less than one acre on Mason is inadequate space. Future expansion would be impossible, he said, and the expense of a multi-story building was also a barrier.

THE SUNSET Lane site, on the other hand, is comfortably large, he said. Plans would include a look toward future expansion to 16,000 square feet, and then later to 20,000, as needs require. The board has looked at a number of sites, and Hartman believes the one made available by the Clores to be the best. It is inside the town limits, a prime consideration, and is readily accessible from Rt. 29 but safely removed from it. In-

town sites are few and expensive, the board president said.

The board will be taking its ideas for the new building to civic groups and others once drawings are available. The cost, including the land, is projected to be about \$1.3-1.4 million for the proposed 12,000 square foot building. The Mason Street library was built by a fund-raising effort, on land donated specifically for a library. Its future, on property deemed for library use only, is unclear.

THE BOARD considered not only expansion on the present site but use of an existing building for conversion to a library, Hartman said, but concluded that a new site is the best course for the future. He said the

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New Library Site Selected

(Continued from Page 1)

earmarked land is potentially, by its location, very expensive, and that only the generosity of the Clores is allowing the library to afford it.

Aside from the new location, Hartman said hopes are to enlarge the collection to 45,000 volumes, and to 55,000 within the next several years.

TWENTY-SEVEN years after the Mason Street structure was built, he said, the space remains the same but demand for library services has increased enormously. With the grow-

ing percentage of older adults in the community, a real lack has been a reading room. There is no longer a meeting room, since it has gone to hold books, and the collection itself is far short of that considered appropriate for the population.

Lacking, the library board feels, is space for programs including support for literacy tutoring, more adult-oriented projects and better use and display of local history works. There is very little space in the reference room or the local history room.

As it was 30 years ago, Hartman wrote, the library "is at a pivotal point in its history." Without the building program, it will not be able to meet needs, either current or future.

COMMENTARY

Culpeper Star-Exponent

Ours / Editorial

FRIDAY, MARCH 6, 1992

Library has found a good home

A new chapter is about to begin in the story on the Culpeper Town and County Library's quest for a new facility.

Thanks to a tremendous deal offered by J. Carlton and Wynnies Clore, the library has found a location upon which to build a facility that can address desperate space needs immediately and at the same time properly plan for future growth.

The recent announcement that a four-acre site behind Mulberry Green on Sunset Lane had been chosen for the new library culminated years of evaluation and sometimes heated discussions.

One segment thought the library should be located in the downtown area. Existing facilities were evaluated, but space or cost considerations mixed these scenarios. Other locations outside the incorporated limits were also examined, but convenience concerns made these less desirable options.

Sunset Lane should prove a perfect location; it is convenient and plenty large enough.

The library is expected to be built in several phases. The first project would triple the existing space and double the number of volumes available at a cost of about \$1.3 million.

Once the new facility is operational, we encourage the library board to keep the current library building at Main and Mason streets as a branch. We think that it could easily be remodeled into a community meeting room and research center.

There is absolutely no question in anybody's mind that a new library is needed. We urge town and county officials to give their blessing to the library board's decision and assist in any way possible to make the construction process swift and trouble-free.

Culpeper News

THURSDAY, MARCH 5, 1992 ✓

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This Paper Is Locally Owned and Locally Managed

Library Time

In this time of tight budgeting, everyone believes his or her cause is the one which is really most deserving of funds.

Forgive us, since as a newspaper we predictably favor the nurturing of reading, for opting for the Culpeper Town and County Library. After many years of discussing, planning and false starts, the library board has announced that it has found a site for a new library and is ready to start a fund-raising campaign.

There is no question that the current building, while it is very attractive and stands as a monument to those who worked so hard to get it built, has long been inadequate. A community the size of Culpeper needs and deserves more space not only for more books, but for library-based activities and new services.

In a way it is too bad that some of the earlier efforts to construct a new building didn't get off the ground, so to speak, in more prosperous times. Fund-raising is going to be a hard battle, but the stakes are high. A community with a substandard library falls short of meeting some very important needs, needs which it seems to us are top priority. Needs like reading.

CULPEPERTOWN & COUN FY 1992												OVER		
BUDGET	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL	BUDGET
	ACTUAL EXPENSES													
REVENUES:														
County	\$6,488	\$15,122			\$15,122		\$15,123						45,367	
Town	60,488	10,081	5,041	5,041	5,040	5,041	5,041	5,040					40,325	
Fines & misc. & gifts	7,000	1,672	980	439	648	1,502	2,002	1,105					9,483	\$2,483
State aid	38,352	10,183		10,182			10,183						30,548	
TOTAL REVENUES	\$166,328	\$167,255	\$5,480	\$16,358	\$20,810	\$6,543	\$17,226	\$21,268	\$0	\$0	\$0	\$0	\$125,723	\$2,483
EXPENSES:														
Salaries	\$93,275	\$7,715	\$7,398	\$7,554	\$7,772	\$7,453	\$7,785	\$7,305					60,772	
Retirement	4,400						4,622						4,622	\$222
Payroll taxes	7,135	611	577	601	571	569	606	559					4,684	
Books -- state	28,764	22	3,208	3,317	3,780		2,362	1,765					22,074	
Books -- local	4,200	288	213	11	106	1,774	608	298					4,233	\$33
Library supplies	2,400	240	199	128	267	487	207	138					1,666	
Contract costs	800	280	183	59	26	120							759	
Maint. -- bldg & grounds	2,400	30	295	275	91	363	103	294					1,534	
Electricity	4,500	395	846	573	246		268						2,328	
Water/Sewer	300	117	36	43	25		30						251	
Telephone	1,300	165	107	125	113	115	142	120					887	
Heat	2,000					43	270	241					554	
Insurance -- general	2,400	63	228		435								726	
Insurance -- health	3,000	233	233	233	243	243	243	243					1,671	
Equipment	0		4,037			51							4,088	\$4,088
Postage	600	29	46	29	109			101					314	
Travel	900				448	17	107						572	
Books by mail	7,155												0	
Audit / Misc	800	11,992 *	1,936			80	699	3,600 *					18,307	\$17,507
TOTAL EXPENSES	\$166,329	\$9,829	\$18,937	\$12,796	\$14,224	\$11,315	\$18,052	\$14,664	\$0	\$0	\$0	\$0	\$130,042	\$21,850

* Bldg fund raising expense