



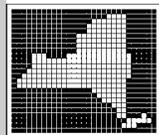
Yesterday's Reading Room, Today's Community Center: A Guide for the Rehabilitation of Historic Libraries

Lorraine E. Weiss and Marilyn Kaplan

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Note: Many of the website links noted in the text can be accessed from the Mid-Hudson Library System's webpage at <http://midhudson.org/historic.htm>

Introduction

Whether they are located in former houses, stand as early 20th-century “temples of learning,” or have given new life to vacant sites such as train stations, historic library buildings represent an important component of the New York State’s significant built heritage. The state leads the nation with more than 5000 listings on the National Register of Historic Places representing 89,000 properties. There are approximately 120 libraries listed on the State and National Register, and dozens more are eligible for listing. Along with other public buildings such as town halls, schools, churches and early stores, the establishment of a public library marked an important milestone in the growth of each local community. Today, historic library buildings are reminders of a community’s educational aspirations, and many continue to play an important role in defining the physical character of a neighborhood.

As stewards of their built heritage, communities must also consider the issues inherent in the structures themselves, while celebrating the historical value of the buildings. All owners of older commercial and public buildings, institutions and homes must contend with the result of normal wear and tear on historic materials. In some cases, the normal aging process is exacerbated by deferred maintenance or inappropriate modifications that have caused serious damage. In addition, changing lifestyles and growing populations bring other forces to bear on the continued use of historic buildings.

Public libraries are facing increased demands on their facilities due to greater expectations for library services, a heightened awareness of accessibility issues, vast changes in technology and the larger geographic areas and populations many libraries now serve. Many early libraries were buildings adapted or designed, literally, as “reading rooms” which supplied a stock of books, reference materials and periodicals in a clean, well-lit room. These same rooms today must also house audio-visual media and accommodate patrons who are lining up to use computer terminals or looking for a seat from which to access a wireless network. Other historic libraries were planned with an auditorium or meeting room to serve the general public. The founders of these quasi community centers would likely be astonished at the range of social services, classes, age-specific programs and special events taking place in their buildings today.



Lawn sign advocating for the Saugerties Public Library to remain in the Village.

After assessing how to resolve this two-part challenge of maintaining older structures while accommodating 21st-century needs, some libraries are opting to leave historic structures and build new facilities. Many others have, for a variety of reasons, decided to remain where they are. They have worked with design and preservation professionals to find ways to optimize their historic structures for continued use as libraries. In doing so, they found that there seem to be more readily available materials regarding strategic planning for space requirements and public programs for the construction of new libraries than those directing historic preservation efforts. This publication

has been developed to guide trustees and staff in their stewardship of historic properties, as they develop procedures for regular maintenance, correct structural issues or determine how to expand the facility.

Some of the information presented in this guide is applicable to the general maintenance and smaller projects required for all older library buildings. Other sections focus on specific considerations for work on buildings identified as historically significant, such as preserving the historic materials, form, and overall character of the building. Along with basic information about preservation, governmental review processes, and stages of assessment and design, case studies gleaned from library preservation projects will assist libraries that are grappling with similar projects.

Many historic preservationists have come to the field through a combined interest in history, architectural design and community service. The authors and sponsors of this guide have had the pleasure of working with community residents and preservationists on a number of library preservation projects, and hope this guide serves to inspire other communities.

The information in this guide is the result of many discussions with librarians, board members, staff members, designers and preservationists who generously shared their enthusiasm and knowledge. We are very grateful for the support of the Architecture, Planning and Design Program of the New York State Council on the Arts which enabled this project with a grant, and to the Mid-Hudson Library System for their sponsorship. There would be far fewer historic libraries to enjoy and case studies to present, were it not for the major role each organization has played in the successful preservation and rehabilitation of many historic libraries.

Lorraine E. Weiss
Historic Preservation Planning/Built Environment Education, Albany

Marilyn Kaplan
Preservation Architecture, Albany

On the cover, left to right: Morrisville Library (*courtesy, Crawford and Stearns, Architects*);
Moffat Library, Washingtonville (*author*); Jordanville Library (*author*) and Wadsworth Library, Geneso
(*courtesy, Wadsworth Library*)

Part One: *Optimizing Historic Buildings for Library Use*

Understanding the Historic Preservation Project

In many respects historic preservation projects are like other construction projects: they can be small or large, simple or complex, involve a single trade (i.e., exterior painting) or require the coordination of many trades (i.e., a major roof project that includes repairs to the wood cornice and chimney). What makes the preservation project different are the materials, techniques, and skills necessary to undertake the project properly, and the goal of retaining rather than replacing historic materials. The use of improper materials or techniques can adversely impact historic character or cause irreparable damage. For example, a hard Portland cement mortar used to replace an original soft lime mortar can damage brick during the freeze-thaw process that occurs during the winter.

Contractors with specific experience on historic buildings should be sought for projects, even if they are minor. While these firms may be more expensive than others with less experience, the pride they take in their work is associated with quality efforts, and their expertise often prevents costly errors. It may take a little more research to locate these firms, but this is a growing field and many will travel for projects. Preservation organizations, owners of other historic buildings and the internet are resources which can help identify contractors with appropriate experience and commitment.

The following terminology is often used to describe historic buildings and the work involved in their repair:

Building Envelope. This term distinguishes a building's interior and exterior environments, and refers to the outer shell that protects the indoor environment. It often is used to describe the movement of elements through the building's foundation, roof, walls, doors, and windows.

Building Footprint. The shape and orientation of the ground floor of a structure on its lot, as if the shape were defined from looking down on a structure. Thus, it is possible that a one-story and a six-story structure could have identical footprints, although their total square footages would be very different.

Historic Fabric. A term used to describe all of the materials within the historic building with architectural or historic value, including but not limited to interior finishes (wood, plaster), fixtures, concealed structure (roof rafters, floor joists), and exterior elements (windows, masonry).

Program. An architectural task involving the Architect and client that establishes specific functions to be incorporated into a building or rehabilitation project, their dimensional requirements, and the physical relationship between these functions. Programming must occur prior to the commencement of the design process, and is first illustrated in a project's first preliminary drawings that define and locate specific functions.

Many projects involve a combination of the four approaches listed below:

Preservation. This general term describes the process of applying measures that maintain the form, integrity and materials of the historic property with few or no alterations.

Rehabilitation. Repair or alterations to a building aimed at increasing its suitability for contemporary use while, at the same time, preserving those sections or features significant to its historical, architectural and cultural value. In addition to repairing historic rooms and details, a rehabilitation project may make changes to improve accessibility, upgrade mechanical systems, reconfigure existing spaces and expand the building.

Restoration. Work that returns a building or portion to a previous appearance through the removal of later modifications and the cleaning, repair or reconstruction of missing elements. Several libraries included in the case study section removed dropped ceilings or paneling installed in the 1960s and 1970s, restoring rooms to their original appearance.

Reconstruction. Using new construction to reproduce and replace the exact form and detail of a building, or a portion of a building.

The Importance of Maintenance

Building maintenance is by far the most cost effective approach to protecting the historic library. Most important is that the roof is intact, gutters are cleaned and functional, operational chimneys are cleaned on a regular schedule, and all wiring and electrical systems are in good condition. Depending on location and surrounding trees, gutters and roofs should be inspected and cleaned twice each year. Mechanical systems should be cleaned and inspected annually, and, where electrical systems are older, an electrician should inspect all conditions including wiring at approximately five-year intervals.

When selecting new materials, those with the longest life should be considered, even when the up front costs are higher. A slate or copper roof with an anticipated life span of 75 years may be the wisest investment from a life-cycle cost perspective. Taking the long-term approach will free future library boards and staff to focus their efforts on other items associated with improved library services. There are many building products which are marketed for older buildings but which may be completely unsuitable for the long-term protection of the building. Look beyond manufacturers' claims and research the product's track record.

Complying with Modern Building Codes

Whether it is providing internet access or upgrading the heating system, all libraries have had to address some aspect of modernization. The introduction of new technologies (for heating, cooling, electrical, fire protection, security, and telecommunications) and carefully planned installations will have minimal impact on the appearance and the condition of the building fabric, creating the least damaging effect on historic materials. Designers, contractors and installers should be informed of the library's preservation goals so they can undertake the work in the least intrusive manner. Designers should consider ways of hiding wiring in basements or attics or finding ways to conceal new systems so that, when removed for the next generation of technology, the work will leave the

least amount of physical traces. Wireless technology is quickly emerging as the next generation of equipment and promises to greatly reduce the impact of subsequent installations on historic fabric.

As public buildings, libraries must comply with building codes aimed at providing safe and accessible facilities to patrons. However, the objectives of these legal requirements can be at odds with preservation priorities. It is important to find design and construction professionals who are well-versed in interpreting the new laws as they apply to older buildings. Code requirements with the greatest cost and physical implication on libraries within historic buildings include the installation of sprinklers or a full fire detection and alarm system, and in some cases upgrades associated with providing handicapped accessible entrances and restroom facilities.

Historic buildings are regulated by Chapter 10 (Historic Buildings) of the 2007 *Existing Building Code of New York State* (EBCNYS). This code establishes requirements as a function of the extent of proposed rehabilitation work: the more work proposed by the owner, the more extensive the code requirements. The most stringent requirements arise when a Change of Occupancy occurs or the entire building is included in the rehabilitation project. This is generally not the case for the building long-used as a library, but does apply to the library being newly-installed in a building constructed for another purpose.

Projects not involving a Change of Occupancy are classified as Repair, or in increasing order of project size, Alteration Level 1, Alteration Level 2, or Alteration Level 3. (For the library where no work is proposed, in most cases existing conditions are grandfathered and permitted to remain.) For projects addressing limited areas of the building and classified as a Repair or Alteration Level 1 project, compliance with the code's requirements is generally not difficult. Code requirements become more extensive for projects classified as Alteration Level 2 or Level 3, or Change of Occupancy.

Chapter 10 of the EBCNYS is a great improvement over previous codes that were less sensitive to historic structures, but the task of meeting the established level of safety while respecting historic fabric remains challenging. Use of Chapter 10 requires that a building be designated historic: the code's definition is similar to that used for other state programs, and includes properties listed or determined eligible for listing. (See the section below on the National Register.) Enclosure of open stairways, requirements for sprinkler systems, increased bathroom fixture count, and provisions for the handicapped are a few examples of code requirements with significant physical impact. Local building inspectors, code officers and contractors may not be familiar with the new code, and confusion or conflicts can occur when the library's insurer uses another code to review existing conditions, most likely the *Life Safety Code* published by the National Fire Protection Association.

Historic buildings are now regulated by Chapter 10 (Historic Buildings) of the 2007 *Existing Building Code of New York State*. This document is an improvement over previous codes that were less sensitive to historic structures, but the task of meeting the established level of safety while respecting historic fabric remains challenging. Local building inspectors, code officers and contractors may not be familiar with the new code.

Requirements for accessibility exist within the state building code and in the federal legislation, the Americans with Disabilities Act (ADA), which requires a minimum level of access for public buildings even when a rehabilitation project is not occurring. All public libraries are now required to be accessible, although the mechanism for enforcement is not the local code enforcement officer. Instead, because the ADA is federal civil rights legislation, cases of non-compliance are brought to the federal Department of Justice by an individual unable to use the facility. The requirements and thresholds for accessibility within the state building code and the ADA guidelines are almost identical. Some latitude is given to historic buildings based on technical feasibility and impact on historic fabric, although use of the alternative approaches may require coordination with the SHPO.

Energy Matters

Energy conservation, sustainable construction and use practices are important for all ongoing buildings and rehabilitation projects. In general, energy conservation refers to minimizing a building's use of energy, while sustainability (so-called "green" building practice) adds the consideration of a broad range of environmental impacts including manufacturing and transport of building products, recyclability, and disposal. To the extent possible, rehabilitation projects should seek to be as efficient and sustainable as possible. However, because most principles of sustainability were developed for new construction, different techniques and considerations may be more appropriate for historic buildings. In recognition of the challenges, historic buildings have been exempted from the *Energy Conservation Code of New York State* (although alternate approaches that provide equivalent performance are recommended). Similarly, it can be difficult (and expensive) for historic properties to become LEED certified (The Leadership in Energy and Environmental Design Green Building Rating System of the U.S. Green Building Council), particularly those projects that are not complete building rehabilitations. While preservationists are working with the Green Building Council to revise the LEED assessment and raise the values assigned to preservation methods, the current system awards more points for the use of new, sustainable materials than it does for the retention of existing structures.

Architect Carl Elefante's quote, "The greenest building is the one already built" is worth repeating. Historic preservation, as recycling on a grand scale, is the original approach to "green" building. Not all approaches to energy conservation and sustainability are appropriate for historic buildings. For example, replacement of historic wood windows with aluminum double glazed windows, or insulating a wood frame building without taking full precautions to avoid potential moisture problems, are examples of improvements that could adversely affect historic character or building integrity. Insulation improperly installed (without vapor barriers on wood structures, for example) can cause wood framing to rot. More importantly, in many cases it is not the most cost effective means of reducing energy use.

There are other measures, such as designing zoned heating and cooling systems and more efficient lighting systems, which produce better results. Adding storm windows to existing wood windows will likely be more energy efficient and sustainable than wholesale replacement with aluminum or vinyl double-glazed windows. The replacement windows have shorter life spans, cannot be repaired, and provide only one layer of reducing air infiltration at the window perimeter. Historic windows were designed to be repaired—individual wood pieces can be mended, panes can be replaced, and sash cords and weights returned to use. When repaired properly, 100-year-old

wood windows constructed from old growth wood will last another 75 years. During the same 75-year period, replacement windows will have to be replaced several times, with each successive set adding to the local landfill. Marketed as a less expensive approach, this is only true in the short term and is neither a cost-effective nor sustainable practice in the long term.

Hiring a Design Professional

New York State licenses design professionals to practice architecture and engineering. Architectural firms typically serve as project managers that the library contracts with. Engineers of various disciplines (structural, mechanical, electrical, environmental, geo-technic, acoustical, fire protection, etc.) may be included in the project team established by the architect as required for a particular project. In some cases, such as where there are specific engineering issues to be addressed, a library may hire an engineer or other design professional directly.

Some architects specialize in historic or library buildings, and engineers may similarly have developed specific expertise in existing and historic structures. While not a licensed design professional, the historic preservation professional is another potential team member who, depending on that individual's expertise, may assist with evaluating historic features and fabric, participating in the design process, or other tasks associated with planning and implementing the rehabilitation process.

The Architect's Role

Not all projects need an architect. Many simple repair and maintenance efforts—painting, roof replacement, minor carpentry—can be done by volunteers or local tradespersons with historic building experience. Efforts indicating architectural services may include:

- Publicly funded projects for which plans and specifications are to be developed for public bidding.
- Projects for which more than one contractor's bid is solicited. (It is important that bids be comparable: this requires that all the potential contractors bid on the same scope of work, including specific materials to be used, quantity of work to be undertaken, etc. Some libraries have volunteers or board members who are able to prepare a scope of work. For simpler projects this may suffice.)
- As required by the code enforcement official when a building permit is required for a proposed project.
- When a systematic evaluation of a building is desired to identify necessary work and/or to prioritize upcoming projects.
- Developing architectural materials for project promotion and advocacy

Finding a Preservation Architect

The library should determine what services it will request from the architect and include these in a written Request for Proposals (RFP). The task and criteria established in the RFP will help the library compare proposals. If the RFP is not prepared at the time design professionals are invited to the site, the library may find itself confused by the various approaches presented (verbally or in writing), and unable to make a useful comparison.

A list of preservation architects may be available from the State Historic Preservation Office (SHPO), the Preservation League of New York State, or local or regional preservation organizations. Keep in mind that the lists are not intended as recommendations for specific consultants nor certification of their qualifications, but a starting point for your search. These organizations may also be able to provide a sample RFP that can be modified for the specific needs of the library. Proposals from these firms should be solicited: if interviews are to occur as part of the selection process, it is recommended that a short list of no more than four firms be developed. In advance of the interviews, the library should assemble a selection committee and should clarify for each firm the format, structure, and time allotted for the interview. If more than one interview is to occur on a given day, a minimum of one-hour cushion between anticipated end of first interview and start of next interview should be accommodated. The selection committee should summarize its initial observations following each interview, and meet as soon as possible after the last interview to choose a firm.

Selection of the architect should be based, in part, on the relevant experience of the project team with historic library structures, including the specific experience of the project manager. The firm should be able to demonstrate successful completion of projects on similar building types and with similar funding sources. References should be checked, and where possible, visits made to sites representative of the consultant's work. Library leadership should have confidence in and feel comfortable with the project manager or architect who will serve as the primary contact for the library. It is also important that members of the design team (architects, engineers, etc.) can demonstrate that they have successfully worked together on previous projects.

The process of selecting the design consultant should be documented, including the initial selection list and dates firms were contacted, copies of advertisements run in a local newspaper, and similar information related to documenting the entire process. This may be useful if public funds are to be used on the project, or if solicitation of public funds in the future is possible.

Anticipating the Cost of Architectural Services

Because the cost of architectural services reflects the amount of time, depth of inquiry, level of information and documentation (such as drawings and plans) already available or required, it may be difficult to estimate costs. Architectural fees for a restoration project, from the beginning stages through construction administration, can easily amount to 16 percent or more of the total construction costs of a project, excluding the fees of engineers or other consultants that may be required. Many projects may involve architects only for the initial architectural phases, or assistance on even more limited tasks, such as assisting with a preliminary evaluation of a roof or assessing the viability of adding to an existing structure. It is probably safe to assume that even the most limited evaluations will cost \$2,000 to \$3,000.

Architectural Assessment and Evaluation

An architectural assessment may be indicated in order to

- Determine eligibility for historic designation
- Prioritize needed work based on a cursory or a more comprehensive structure report
- Identify unseen problems

- Address specific, previously identified problems
- Assist in preparing a scope of work for grant applications
- Develop a baseline of existing conditions toward preparation of construction documents

Variations in the reports produced for architectural investigations reflect the level (and cost) of the assessment undertaken. These range from the most minimal, such as a letter which may be accompanied by photographs, to full historic structure reports, which would include extensive research on building history, previous repairs, proposed uses, etc.

Because drawings and photographs are used in the assessment process, the library should search for materials documenting the building history and previous work. This may include:

- Original construction drawings or drawings of building alterations
- Written specifications describing original construction or building alterations
- Historic photographs
- Archival materials: previously recorded building histories, historic designation report, newspaper articles, meeting minutes, bills-of-sale and contractors' invoices.

Types of Architectural Assessments

Depending on the purpose of the study and investigation, any or all of the following tasks may be proposed. Note that these are broad definitions that may vary by architect. Those prefaced by an asterisk are typical to all architectural projects.

Site Selection Study. Libraries considering various location options (i.e., remain in existing building, relocate to another existing or new structure) may undertake evaluation of various sites. Study will likely compare a wide range of building and site issues including: utilities, public access, parking, zoning restrictions, expansion opportunities, etc. This may be one of the first studies undertaken by a board and will establish the direction for any project.

Existing Condition Report. Report evaluating existing conditions including discussion of previous changes and building deterioration. May include: preparation of architectural drawings (floor plans and elevations) and photographs illustrating existing features; recommendations and estimated cost of work.

Feasibility Study. Exploration of feasibility of proposed changes within building to meet expansion of programs, code requirements (for example, accessibility) or adaptive use if the library is considering relocating to an existing historic structure. Will likely include architectural drawings (floor plans and elevations), recommendations, preliminary estimated cost of work. May include options for segmenting a project into phases. May involve project team more expansive than the architect, possibly including one or more of the engineering disciplines, preservation consultant, and cost estimator. A feasibility study is an excellent tool for considering and documenting program and rehabilitation options for evaluation by the library and for submission to potential funding sources.

Concept Design Study. A preliminary study to explore a particular project idea architecturally. Will illustrate proposed layout based on program and use changes, and possibly visual or spatial impact

of solution. When undertaken as part of a formal architectural process, this is similar to the exploration of various concepts included in the Schematic Design Phase (see below).

Historic Structure Report. A comprehensive investigation of a building's history and structural issues. Typically reserved for the most significant historic structures. Will typically include extensive historical research on building; in-depth investigations of existing historic fabric; recommendations for repair, replacement, stabilization, or replication as appropriate; and other architectural tasks appropriate to the project. By establishing a construction timeline for sections of the building and identifying those areas and features which are most historically significant, the report helps designers determine which areas are most important for preservation.

Stages of the Architectural Process: from beginning concept drawings to final construction documents

Although all architects work a little differently, the following is a general definition of the six distinct phases of a project. In smaller projects, Pre-design, Schematic Design and Design Development may be merged into a single design phase.

Pre-Design Phase

- Refinement of project scope based on owner's program, financial and time requirements
- Data gathering and confirmation of existing conditions, including review of site survey and deed restrictions
- Identification of applicable codes and reviews (i.e., state or local preservation reviews, code enforcement)
- Clarification of site-related limitations and requirements

Schematic Design Phase

- Programming to determine spatial needs and physical implications of uses
- General project scope, conceptual design, the scale and relationship of project components established
- Alternate design solutions evaluated and preferred solution selected
- Initial discussion of finishes and details
- May include preliminary construction cost estimate

Design Development Phase

- Project size and character refined and described, including materials and other elements as appropriate
- Involvement of architectural, structural, mechanical and electrical consultants, if this did not occur in the Schematic Design phase: engineering solutions developed and evaluated
- Owner reviews and approval of final design, including systems and finishes
- May include preliminary construction cost estimate

Construction Document Phase

- Preparation of detailed construction documents (drawings and specifications) for purposes of bidding and permits
- Intense coordination between all design professionals
- May include preliminary construction cost estimate

Bidding Phase

- Advertisement of the project (as required)
- Receipt and examination of contractors' bids
- Notice of project award
- Execution of owner/contractor agreement

Contract Administration Phase

- Plans submitted for building permits
- Coordination with contractors to answer design and construction queries
- Architect's periodic site visits to ensure proper execution of the contract and construction documents (plans and specifications) and to verify completion of stages of work; issuance of clarifications or change orders to address unforeseen conditions; review of contractor's payment requests
- At project end, preparation of punch lists for final completion of work
- General assistance to facilitate owner's use and occupancy

In addition, for purposes of public outreach before a referendum or other public relation efforts, the architect may be asked to provide a package of information. At a minimum, the public is interested in a project's cost, appearance, and why the project is necessary. Basic floor plans, as might be prepared as part of an architect's concept or schematic design work, are not as easy for many members of the public to comprehend as a rendering—a three dimensional drawing of the proposed design. Renderings are not typically part of an architect's services unless specifically requested.



Designers often do estimates on a square footage basis which is not an appropriate approach for older buildings. Estimating takes longer for the preservation project, because it needs to be done in detail so that you are analyzing the percentage of flooring or roof to be replaced, or the percentage of masonry repairs or repointing needed.

John Bero, Bero Associates, Rochester

For more information

Excellent materials on architect selection are available at the website of the American Institute of Architects: www.aia.org.

See National Park Service publication, *Preservation Brief 43: The Preparation and Use of Historic Structure Reports*, www.nps.gov.

The Process of Project Review

Any building project needs to consider not only the purpose and use of the individual site but the way in which the project contributes to and complies with neighborhood and community-wide planning goals. Your rehabilitation project may, therefore, require various reviews at the local level and, possibly, state level. While the thought of dealing with numerous boards and reviews may be daunting, it is best to approach the reviews as part of your overall public outreach effort. While some reviews may be required, other forms of project input, such as neighborhood meetings, may avoid future problems and build support for your library project.

Consultation with and outreach to entities reviewing your plans should begin as soon as possible, even before preliminary drawings are produced. Some local boards and commissions will not accept preliminary documents. Others may be willing to review a project with the applicant as soon as materials can be provided describing the intent of the project. Determine the board's procedures and preferences. It is best to identify any potential objections or concerns a review board may have early in the process when these can be most easily addressed by the design consultant. You will want to avoid discovering non-compliant design or construction plans when a project is so far developed that it is impossible or impractical to incorporate changes without incurring heavy additional fees.

In researching the types of local reviews needed, find out what information and materials will be required for the application submission. The requirements are usually described in application forms for building permits and in building and zoning codes, but you may also need to clarify requirements with staff or board chairpersons. Even for preliminary meetings, the list of these required materials should be used as a guide regarding the breadth of topics that will be discussed. Depending on the specific review, it may be appropriate for the preparations to be coordinated or led by library staff, a library board member, or the architect or other consultant.

Materials to be presented at various hearings may include:

- A site plan to show how the footprint of a building and the layout of features on the property correspond to adjacent properties
- Photographs of the existing building and site
- A succinct, easy to comprehend project description
- Proposed project drawings, even if these have only been developed to a concept level
- Specific information on items that are understood to be of greatest concern to that board, for example windows, paint colors, or roofing materials. Preservation staff at the municipality, the board chair, or others with experience with the board may be able to identify these hot-button topics.

Project Reviews at the Local Level

Regardless of the types of funding involved, certain projects will likely be reviewed by municipal staff and/or boards. The role of these boards is to review and approve or deny the library project based on criteria set forth in a master plan, zoning law or local preservation law. This is less significant for regular maintenance work than for rehabilitation projects. Contact municipal staff early in the process in order to determine which local boards or commissions will need to review the project. Find out how often the boards meet, and in what sequence presentations should be conducted. There are usually forms or applications required for these reviews and they may be available online.

- Check with your building department to determine whether the planned work will require a building permit.
- Investigate whether any changes in the footprint or height of the building or parking areas will require that you present your plans to the planning and/or zoning boards for prior approval.
- The municipal clerk should be consulted about any local preservation laws enacted to guide construction projects. If the library is in a local historic district or has been designated individually as a local landmark, contact the historic preservation commission chair to see whether there will be a local historic preservation review needed. Designation at the local level is related to but not the same as listing on the National Register. If the building is not listed on the National Register, do not assume that it is not listed at the local level. When approved, the commission will issue a "Certificate of Appropriateness" for the project.
- In some communities there may be zoning laws that establish an "overlay district" with preservation or neighborhood conservation goals and requirements. Projects in the overlay district must conform to design guidelines outlined in the zoning ordinance.
- In some communities, an architectural review board is charged with the responsibility of reviewing any new construction, including additions or other exterior changes, regardless of whether a building is considered historic.
- Research in advance how planning, zoning and preservation regulations are defined, whether by standards outlined in the zoning code itself or through a set of design guidelines created for the zoning overlay or historic district. The local preservation commission may be using the Secretary of the Interior's Standards as described below.

Working with these boards may differ from working with SHPO in that they are established to determine whether the project complies with local law and regulations. The deliberation process is required to adhere to the Open Meetings Law, which prohibits conversations outside of public meetings. A meeting with the library prior to a public meeting or hearing may only be allowed if the discussions taking place are reported as part of the public record at the next public meeting. They are not set up to negotiate changes to the proposal as SHPO is, but board members may articulate why the proposal is not in compliance with local regulations. The library will need to consider how to make the suggested changes or apply for a variance in the case of a zoning board. More information about these various municipal boards is described in the Appendix. The SHPO review process is described below.



Each case is unique, and each approach has to be different. It requires a great deal of patience and perseverance, not least to secure funding. But the bottom line is that you can do it and you can do it the right way – it just takes time. The end result is a strong sense of identity for the community and a positive impact on programs. It is well worth the effort.

Janet Null, Argus Architecture & Preservation, Troy

Funding for Historic Preservation Projects

There are some funding programs established specifically to aid historic preservation, and some of these are suitable for certain library projects. In order to plan fundraising efforts wisely, whether they are volunteer-based or involve a paid consultant, there are several basic steps to follow:

Most funding programs allow, encourage and sometimes require you to contact staff before you submit an application. Programs vary in the degree to which staff can provide preliminary guidance, so determine if assistance is available. Just as with the municipal review processes described above, communication with staff will make the process easier.

- Take advantage of any workshops offered
- Ask if there are comparable sample applications available
- Determine if there is assistance at architectural firm or municipality

Make certain that your particular library fits within the qualifications of the grant:

- If the building must be listed on the National Register, simply being identified as being eligible for the National Register is not adequate; you must complete the nomination process before or within a certain time after applying
- Consider objectively whether your building fits into the parameters of a funding program which may target significant interiors or nationally-significant buildings. Design and preservation professionals may be able to give some advice before you spend time on an application which has little chance of success
- Consider objectively whether the library's core activities are a good match for the priorities of funding programs aimed at specific groups such as arts or social service organizations

Find the funding opportunities that are most suitable for your project at a particular phase.

- There are grants that will support costs associated with planning and design phases, but that cannot be used for capital costs—and vice versa
- Read criteria carefully to ascertain that necessary planning or design phases are completed, and you are prepared to submit the types of information required for a particular grant
- Be aware of whether funds are awarded outright (and how long the actual process takes) or whether it is a reimbursement program and how the reimbursement is administered.

The resourceful fundraiser will look to the types of organizations whose goals are aligned with the library's. Here is a sample of grant programs which have supported library projects. Bear in mind that funding priorities may change over time, and grant programs may be suspended or discontinued, so verify that the following programs are still in operation.

Preservation Organizations

- The Preservation League of New York State maintains a list of grant programs appropriate for historic buildings. The League also has a narrowly-focused grant program aimed at historic structure reports (but not condition studies) and nominations to the State and National Registers. See the website at www.preservenys.org.
- Architecture, Planning and Design Program (APD) of the New York State Council on the Arts (NYSCA), has provided technical assistance (TA) grants to libraries in the past. The grants cover two thirds of the cost up to \$1,500, require a one-third match from the library, and can support projects such as condition reports or feasibility studies. Other APD grants have supported design phases for library projects. See www.nysca.org, and go to the Architecture, Planning and Design section.
- The New York State Historic Preservation Office has provided Environmental Protection Fund Grants (EPF) which primarily target capital costs. See www.nysparks.com/grants/programs/historic.asp.
- The National Trust for Historic Preservation offers several funding programs. These are described on the main website, www.preservationnation.org/resources/find-funding/. Contact the Northeast Regional Office based in Boston, see www.preservationnation.org/about-us/regional-offices/northeast/

Planning and Regional Organizations

Check with your local planning or economic development department to see whether your rehabilitation/expansion plans fall within larger community development goals and therefore qualify for special funding programs. Examples include:

- "Main Street" projects which may support façade design and or capital costs, although these are usually aimed at commercial properties.
- Projects targeting cultural resources or tourism programs. The Fort Plain Library serves as the local visitors center, and was able to take advantage of tourism-related capital funds provided by the Erie Canalway National Heritage Corridor.
- Special funds created to mitigate the effects of natural disasters or the impact of development. For example, the Wells Memorial Library in Upper Jay qualified for FEMA funding due to the fact that the basement was frequently flooded by the adjacent river; some Hudson Valley communities benefitted from the one-time mitigation funds resulting from the Athens Generating Plant development, and a portion of these funds were used for library projects.



This is the message to anyone who wants to use historic space for library purposes – preserve the past, serve the present.

Norm Parry, Director, New Woodstock Library

Part Two: *Retaining Historic Fabric and Character*

By establishing historic preservation as a project goal early in the planning process, including the building exterior and significant interior spaces, and by retaining design professionals with proven experience in historic preservation, the library rehabilitation project can balance accommodating modern needs with preservation of the past. It is helpful to understand what distinguishes an *historic* library from an *old* library building and how this impacts the decision-making processes.

The Historic Library: Age isn't the whole story

In general, community residents refer to certain sites as *historic* because of their age or association with well-known people or historic events. They may be known on an informal basis as community landmarks. For the purposes of historic preservation programs, a more formal process of identifying historic resources was established at the national level by the National Preservation Act of 1966. The legislation created the *National Register of Historic Places*, and set up a framework for the documentation and evaluation of the historical nature of structures and sites. The Act also established State Historic Preservation Offices (SHPO) which are responsible for carrying out the National Register program, administered at the federal level by the National Park Service. SHPO staff use the following criteria to assess a building's historical significance:

- With a few exceptions, buildings must first have reached the 50-year threshold in order to be considered
- The building is studied for its significance. The three main *criteria* for significant libraries are:
 - A. Whether the building is “associated with events that have made a significant contribution to the broad patterns of our history; or”
 - B. Whether the building is “associated with the lives of persons significant in our past; or”
 - C. Whether a building's design and construction
 - * reflect a distinct architectural style, period or method of construction;
 - * is an example of the work of a particular architect;

In many communities, libraries will fulfill (A) due to their association with 19th- and 20th-century educational and philanthropic goals which prompted their establishment. While the Carnegie libraries may be the best known for their philanthropic origins, it is safe to say that all libraries were founded as the result of an individual benefactor, a literary society or other civic organization seeking to improve educational resources. Some libraries will also fall under category (B) if they



Oswego Public Library

Courtesy, Mark Peckham, NYS SHPO

were founded by or are linked by historic events to individuals who played an important role in local, state or national history. Lastly, the architecture of many libraries will qualify them under category (C).

A very few, such as the Oswego Library, will satisfy all three criteria:

- A. Its founding was the work of a philanthropist in 1856;
- B. the founder was the abolitionist Gerrit Smith who established it as an integrated library open to the entire community; and
- C. the building is a example of the Italianate architectural style.

- Integrity is the third consideration, having to do with:

- A. The degree to which the original design features, historic building materials, workmanship and floor plan remain intact; and
- B. The changes to the building's physical setting over time.

Not all buildings will be rated equally strong under all of these criteria. However, SHPO staff (and other preservationists) evaluate the overall strength of a building's attributes when determining whether a building is National Register eligible. It is also important to understand that, in evaluating the integrity of buildings, preservationists are not looking for "freeze dried" examples. Rather, they look at how a structure has evolved over time and determine what might be the most important aspects of its history and its construction. Lastly, they evaluate whether there is still a substantial amount of authentic, historic material that relates to the period(s) of historical significance and reflect the architectural style. For libraries, we cannot resist explaining that preservationists "read" the entire building, consider the strength of each historical chapter and evaluate the overall historic character.

In the end, if a building does not meet enough of the qualifications of the National Register program, SHPO staff label it as *ineligible* for the National Register. If it does meet the qualifications, it is labeled as National Register-*Eligible*. It is important to note that a building is not actually *listed* on the National Register until the owner has worked with SHPO to document its history, go through the nomination process and receive final approval by the National Park Service. The nomination process is described in a separate section.

Why does all of this matter? Put simply, the physical elements that embody a building's connection with history and that are architecturally significant are the same elements that are worthy of preservation. Whether a library building is assessed as being National Register-Eligible or is actually listed on the National Register may affect several aspects of a library's plans.

For more information:

National Park Service, National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation, www.nps.gov/history/nr/publications/bulletins/nrb15/nrb15_8.htm

Whys and wherefores of the National Register of Historic Places

Forty years after the National Preservation Act of 1966 was enacted, there is still much confusion regarding the purpose and the impact of the National Register (NR) program. The National Register was created for two purposes:

1. To promote and to celebrate the historic resources that distinguish our communities.
Through honoring historic places by listing them in a national program, and by creating certain grant and tax incentive programs for National Register-listed properties, the federal and state governments acknowledge the value these resources have for the local community and the nation as a whole.
2. To provide a *measure* of protection (but not *absolute* protection) for these important resources when state or federal funds are to be used. If a planning or construction project is funded at the state or federal level, or requires a state or federal permit, SHPO staff will determine whether the proposed work will have any negative impact on any National Register-eligible or listed building. If the project will result in a loss of historic character, the parties are required to consider whether the goals can be achieved through alternative plans. (Note that the review is not required by the federal or state law when only private or local funds are to be used. Local review may be required when there is a local historic preservation law and a preservation commission.)

A property may be listed on the National Register individually, or it may be included in an historic district listed on the National Register. There are several types of benefits for libraries.

- It is an honor to be recognized as worthy of inclusion in a national program. Listing gives distinction to buildings in a community.
- There are some funding programs aimed specifically at the preservation of historic resources which are only open to applicants whose buildings are listed on the National Register.
- For a very few projects where, for example, a library shares a building with a commercial use such as retail, office or rental units, the benefits might include tax credits for the commercial portion of the overall preservation project.
- The project review by SHPO staff provides the library with access to professionals who have technical expertise and a statewide perspective on possible solutions to complex issues of historic structures.
- Aside from the library's own projects undergoing review, in the event of state- or federally-funded projects such as road-widening, the effect of the construction on the library and its site will be evaluated, and measures will be taken to lessen or avoid negative impacts.

Along with the benefits come responsibilities. In essence, if you are able to take advantage of government funding or grants for your project, you are obligated to abide by the priorities and objectives of the particular funding programs. The National Historic Preservation Act stipulates that state and federal funds are not to be used in way that will have a negative impact on an historic resource unless there are no feasible alternatives. Preservation of the integrity of those properties worthy of NR status is a government priority, and there is a review process which ensures due consideration of a building's significance.

For more information, see the National Register sections of the National Park Service website: www.nps.gov/history/preservation.htm or www.nps.gov/history/nr/about.htm. For information about nominating your library to the State and National Registers of Historic Places, see the section below.



I've found, in general, when you understand what the SHPO priorities are, you understand where they are coming from. You have to convey the priorities from the library's perspective. It's always a negotiation process. In the end, adaptive use and preservation are the winners.

Paul Mays, Butler Rowland Mays Architects, LLP, Mechanicville, New York

The Goals of SHPO Review

Many libraries are apprehensive about the review processes that are required if a library is listed or eligible for the National Register (NR). On the other hand, library board members experienced with the process have noted "preservationists' willingness to listen" when it came time to discuss the particulars of a project. The SHPO is charged with the responsibility of carrying out the provisions of the National Preservation Act. That, simply, is the focus of their work. However, preservationists want to see that these buildings remain a part of the community's daily life. The review is known as the "consultation" process because the review is a dialogue between the library and SHPO. There is room for negotiation as various alternatives are considered, if needed at all. There are many successful rehabilitation projects which speak to the fact that the review process can be a constructive phase of the building project. Several of the libraries represented in the case studies reported that changes made due to the SHPO review resulted in a better project.

Once again, keep in mind that the SHPO review process is triggered by state and federal funding or permits, is not required if only local bonds or private funding is involved, and that the review process is the same for NR-eligible and NR-listed properties. It is important to understand that the SHPO reviews required for library projects may differ from reviews required for other types of preservation projects. For instance, there are more stringent reviews conducted when commercial property owners are seeking tax credits for rehabilitation projects. These projects are reviewed by both SHPO and National Park Service staff, and more attention is paid to the degree of historic material being retained.

The overall goal of project review is to balance the rehabilitation and/or expansion objectives with preservation of the original fabric, details and spatial configuration of the historic building. Many board and staff members are uncertain what the SHPO staff will be reviewing and how they will assess any construction plans. The National Park Service developed a framework for National Register buildings known as the "Secretary of the Interior's Standards for Rehabilitation." The standards are described below along with some case studies to help provide concrete examples.

The Standards are applied to projects in a reasonable manner, taking into consideration economic and technical feasibility.

- 1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.*

The first portion is easy to understand; the second concept relates to the adaptive use of a structure such as the Clifton Springs Library, now located in a former train station. The

features of the station such as extended rooflines overhanging platform areas, distinct floor plan of waiting rooms, details such as ticket windows and wainscoting on walls have been retained. One can still see that the building was originally built as a train station.

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

Note that removal and alteration “shall be avoided” but are not “forbidden.”

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

In other words, the rehabilitation should preserve the genuine building and not add features that might be attractive but which are not authentic to the history of the specific building.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

Many libraries have additions that are historic in their own right and that need to be evaluated accordingly.

5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

The steep, red tile roof of the Tudor-style Aurora Free library is a key part of its historic design. Replacing the roof with any other material would completely change the overall character of the building.

6. a. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials.

The alternating light and dark floor boards of the main room in Geneseo's Wadsworth Library are a distinctive aspect of the room's design. Instead of replacing the worn floor, the library found a contractor capable of refinishing the boards.

b. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

The Morrisville Library rehabilitation project included the reconstruction and replacement of the front porch and bargeboard (highly decorative carved border) in the front gable. These features were part of the original Gothic Revival architectural style of the building and had been removed by previous owners. An historic photograph substantiated the authenticity of the restoration.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

In the rare instance that new construction will disturb archeological resources, project partners will consider whether changing the footprint of an addition will avoid sensitive areas.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

The addition to the Wells Memorial Library in Upper Jay is placed to the side and set back in a manner that identifies the original library as the main focus. The Oswego library addition is marked as a new section by being built of red brick and by its connection to the old library with a “hyphen,” or a small glass link.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

The only change made to the original portion of the Wells library was the enlargement of a window opening into a doorway that leads to the addition. The work did not require any non-reversible changes to the main structure or removal of irreplaceable fabric or features.

In summary, the standards are goals for preservation, and are the starting point for the consultation with SHPO staff. These may seem frustratingly abstract, but the fact is that each building must be assessed individually as a product of its individual evolution and each project evaluated according to the needs of the particular community. Some of the case studies offer additional examples of the outcomes of SHPO project reviews.

For more information, visit the National Park Service at www.nps.gov/history/hps/tps/tax/rehabstandards.htm.

The SHPO Review Process

Working in partnership with SHPO staff and other state agencies will help your project review go more smoothly. By law, SHPO staff have 30 days to complete the two-step review process that involves determining the NR status and the impact of the project on the building. Given the possibility of delays if the submitted information is not complete and more information is required, or staff is out of the office for field visits (especially during construction season), full reviews may occasionally take longer than 30 days. Therefore, it is best if you plan ahead in order to complete the SHPO review for any grant application. Information about the process is available in the Historic Preservation section of the New York State Office of Parks, Recreation and Historic Preservation website: www.nysparks.com/shop. Look under the “Environmental Review” section or see below.

- In order to initiate formal review with SHPO, you will need to submit a form entitled “Projects Review Submission Cover form” available at www.nysparks.com/shpo/environ/forms/PRCoverForm.pdf.

Your submission may pass through as many as three of the Field Services Bureau units: the National Register, Archeology, and Technical Units. All staff in all units are responsible for multiple counties, and they collaborate on project reviews. You can call 518-237-8643 and ask who works with communities in your county. You can also go online to find your contact information at www.nysparks.com/shpo/state/map.htm, or go to www.nysparks.com/shpo/ and select the “Territory Maps” link. (Assignments do occasionally change, but staff tries to keep this listing up to date.)

The library's National Register status will need to be determined. The first step is to determine whether the property is already listed on the National Register (as an individual site or as a contributing building in an historic district), or has already been identified as eligible for listing. To expedite your review, check online to see whether it is listed, declared eligible for listing or declared ineligible. The SHPO online resources include the "Sphinx" database, which lists the NR status of properties and can be found online at www.nysparks.com/shpo/resources/index.htm. There is a link to the guide for using the Sphinx database on the same page. Note that these resources may not be up-to-date, and your research may not end here.

- If there is no prior identification of your library regarding its NR status, the NR staff will assess the building and either decide that it is not eligible and issue a "no impact" letter, or they will assess the library as eligible for the National Register and will forward the project to the appropriate Technical Unit staff who will review the potential impact of the project on the building as described below.
- If your property is not eligible for the National Register, and there is no construction involved that would result in ground disturbance which would require an archeological review, the review process is shorter. NR staff will provide a letter stating that there is "no impact" for state-funded projects or "no effect" for federally-funded projects.
- If the building is not historic, or NR-eligible, but a construction project may result in ground disturbance, the project is sent to the Archeology Unit to determine whether archeological resources might be at risk and what steps should be taken. This is usually only in the case of an addition which will cause major ground disturbance.
- Note that if Sphinx indicates that your property is not eligible for the National Register, and you are interested in grant programs which require the property to be listed, you can contact the NR staff person and discuss a possible re-evaluation. It may be that the building was evaluated when it was under fifty years old or that there are disqualifying features, such as siding, which can be removed.

As described above, the project review examines the proposed changes to a building and assess whether the project will undermine the historic value of the building.

- If Technical staff determine that the proposed project will have a benign impact on the building, they will issue a letter stating that the work will do no harm.
- If staff believes that the project may have a negative impact on the building, they will begin a discussion with the library to find out more about the plans and the reasons for any proposed changes to the building. They will ask you to demonstrate that you have explored alternatives and that these alternatives are not prudent or feasible.
- For a small number of projects that SHPO has determined would be destructive to the building but have come to an agreement with the library about the approach, SHPO will produce a "letter of resolution." Authorized library representatives are required to sign the letter to signify that they are agreeing to the provisions SHPO has specified in order to use any grants or funding if awarded.

Best steps to take

Read the project review submission form carefully, and send in no less and no more than required.

- If the library has submitted a previous project, note the file numbers for the project.
- Forms should identify the project building's street address including the number. Do not use the address of the organization's administrative office if it is a different location or a P.O. box.
- Because archeology is part of the review process, it is important to provide a good map that indicates the exact footprint of any planned addition. Maps should show where the building is located in the community.
- Photographs should give SHPO staff a good look at the full building exterior and any significant interior spaces, especially those which may be affected by the project. If you are submitting a detail shot, be sure to include an image which shows the room in which the detail is located.
- Keep track of the materials you have already submitted so that if additional information is being requested, you can make certain that you are not submitting the same information or photos twice.
- Have the design consultant briefly articulate how the construction plans and project will be carried out. You may also briefly describe the purpose.
- It is best to submit your project 50 to 60 days before any grant application deadline. As noted above, the review may take longer if more information is required or you are asked to submit alternative plans. Staff handle multiple counties, and are often required to be away from the office for meetings and site visits.
- Realize that, unless you are pursuing grants which require a building to be *listed* on the National Register, it is sufficient for the library to be only National Register-*eligible* for other funding programs such as the New York State Library Construction Fund.
- For NYS Environmental Protection Fund applications, contact SHPO staff early in the process in order to alert them to your plans, even before you are preparing an application. They may be able to include your site in their next field work session and provide valuable guidance for your project.



For more information, see the National Park Service's website section on the National Register: www.nps.gov/nr/publications/bulletins.htm. Bulletins such as the following are available for download or can be ordered from NPS. In some cases, these materials may also be requested from SHPO staff:

How to Apply the National Register Criteria for Evaluation, #15

How to Complete the National Register Registration Form, #16A

Researching a Historic Property, #39

Placing a Building on the State and National Register of Historic Places

Nominations to the State and National Registers are initiated by members of the community. SHPO staff respond to requests for nominations, but do not work independently to survey, document or nominate sites to the National Register. Similar to the project review process, it is wise to contact your National Register Unit staff representative at the very beginning of your plans to nominate your library to the National Register. The listing process requires multiple steps which can take several months. You can call 518-237-8643 and ask who works with communities in your county. You can also go online to find your contact information at www.nysparks.com/shpo/state/map.htm, or go to www.nysparks.com/shpo/ and select the "Territory Maps" link. (Assignments do occasionally change, but staff tries to keep this listing up to date.)

- They will first need to determine whether the building is eligible for listing. SHPO staff alone have the responsibility of determining whether the building is NR-eligible. If, due to major changes to the architectural integrity of the building, your building is no longer eligible, they will advise you not to pursue listing. In some cases, buildings previously declared ineligible may warrant a second look. They may have been reviewed before they were 50 years old and have now crossed that threshold. Or, the alterations that seriously diluted the character of the building may be reversible and the library's interest in rehabilitating the structure may prove to be the means to this end.
- NR staff will work with you on the nomination process. There is a particular approach taken to the documentation and nomination for the purposes of the National Register program. SHPO staff are very experienced and will offer guidance regarding the types of information that must be included and the ways in which the information should be presented. Property owners may prepare their own nominations or, in some cases, may hire a consultant to do so. There are circumstances when a consultant's assistance may expedite the process.
- The nomination is reviewed at the state and national levels. The State Review Board meets up to four times a year in order to consider nominations to the State and National Registers. Comprised of professionals in the fields of preservation, architecture, and history, the board considers the merits of each nomination. Once approved and listed on the State Register, the nomination is submitted to staff at the National Park Service for final approval and listing on the National Register.

Best steps to take for the nomination process

- Consult with NR staff at the very beginning. They may be able to include your site in their next planned field visit. Do not begin by sending in a completed nomination form or "blue form," but consult the staff before doing any research.
- SHPO staff may know of some consultants who work on National Register nominations, but they are not able to recommend consultants. The Preservation League of New York State and your local or regional historic preservation organization may be able to provide you with a list of names. It is always a good idea to speak with others in the community who have worked with a consultant.
- Keep in mind that your nomination will have to be approved by the State Review Board which only meets 3 to 4 times a year, so your submission of the completed nomination form will have to be aligned with the meeting schedule.

Part Three: Case studies



1. *Architects cannot necessarily design to a fee.*
2. *What counts most is the qualified low bidder.*
3. *Usually there is no contractor who is “hungry” and willing to cut a fee and still deliver the same quality of work.*
4. *Do thorough research—the neighboring town might have liked architect and contractor, but it doesn’t mean that they are good or right for your situation.*

Randy Crawford, Crawford and Stearns Architects, Syracuse

The following case studies are projects that are completed or that have major phases completed. They represent only a portion of the story of the preservation and continued use of New York State’s historic library buildings. There are a number of shared experiences that are instructive for those beginning the process, even though each situation is unique due to the particulars of the building and the community. Most veterans of library rehabilitation are glad to provide information, however, one library director was very reluctant to share her experiences because she felt that her library’s good fortune could not be duplicated elsewhere. On one hand, her caution is valid—just because a fundraiser or a design approach works for one community and for one library, it does not mean that it will work in all cases. Upon further thought, however, she stated that the lesson her library could offer is that each library has to find its own good fortune. Each board and staff have to carefully consider their own potential, the amount of community participation and the resources that are available at a certain point in time.

There are several recurring points:

1. Projects grew from an initial service need or a building problem that required attention but which was addressed most effectively as a part of a larger plan.
2. The first step was the preparation of a conditions report which mapped out the overall needs of the building and helped to establish priorities. This is very helpful in turning what can seem to be an overwhelming project into manageable steps. The conditions report was often undertaken in tandem with a library needs assessment.
3. Most projects have been undertaken in stages, and this is often due to the fundraising process and/or the need to continue library operations in place.
4. Board and staff members did their research, attended workshops and took field trips to other libraries.
5. Additional space was often “reclaimed” within the building envelop itself. Space was reconfigured and functions extended to underused basements or attics.
6. When possible, many libraries placed an emphasis on using local contractors and suppliers.
7. Several libraries had established capital construction funds years ago which provided important support for the projects.
8. Financial constraints required certain components of plans to be scaled back or eliminated.
9. Updates via a blog on the library’s website engaged the community in the evolving projects.
10. Volunteer contributions made the budget stretch even farther. It is important to keep in mind that volunteers work within the design of the overall project, and that, when needed, they have skills required to deal with historic fabric.

Finally, after talking with the individuals involved, it is clear to see that there is another common thread among all of these projects. The personal dedication, philanthropy, volunteerism and community aspirations which established these libraries in the first place are the same factors that bring successful rehabilitation projects to fruition.



Stone Ridge Library (Mid-Hudson) Historic Structure Report

The library was established in 1909 in a stone house dating from 1798, and later expanded to incorporate the adjacent house constructed in the early 1800s.

Challenges: The library and consultants are determining how to address the improvements and expansion of an historic building, constructed under at least four separate construction phases, that has incurred significant structural damage. Board and staff members were initially concerned about failing masonry and the stability of chimneys. As they investigated the project, it was apparent that there

was a series of related structural failures which needed evaluation and repair.

Special approach: Due to the historic nature and complicated history of the buildings, the library secured funding for an historic structure report (HSR). In addition to the building analysis covered by a condition report, the HSR involved thorough archival research, documentation of the social history behind the structures, and physical assessment of building materials to determine the construction chronology of each house. The report determined which building features and spaces are most significant, and, therefore, are priorities for preservation and restoration. The conditions assessment portion of the HSR described the special nature of the historic materials, and recommends restoration treatments needed for various spaces and materials. The HSR has guided some of the earliest strategies for approaching the project, and will provide guidance throughout the design phases.

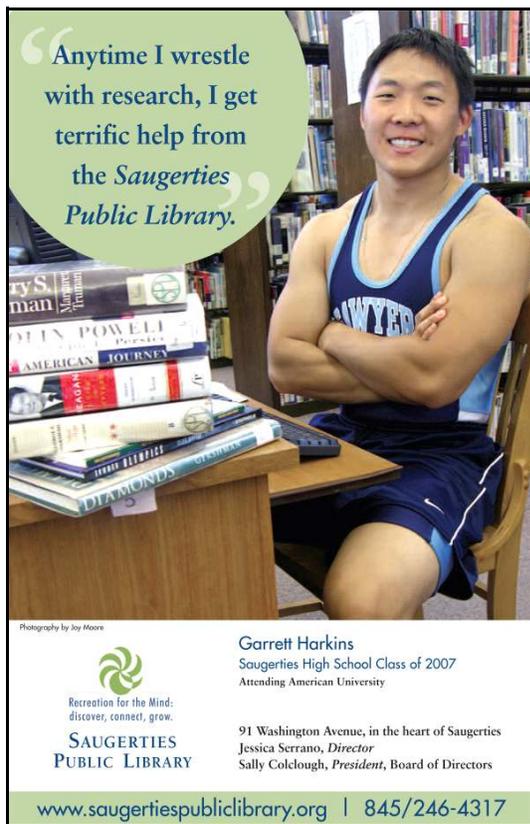
The deteriorated structural conditions have influenced the construction sequence and planning for the building's expansion. The earliest phases of work must begin with efforts related to the structural stability and the protection of the building and occupants.

With respect to building programming and layout, the team and library have decided that concentrating the library stacks in the proposed addition will reduce the stress on the historic building materials and permit structural repairs that have the least physical impact on historic materials.

Variety of skills needed. The design team, led by an architect with extensive library experience, has included an historic architect and structural engineer with preservation expertise. All have been involved since the earliest project discussions. Thus, all discussions regarding optimization of library operations and costs have considered the project's final impact on the most important

historic materials and the overall historic character of the building.

P.O. Box 188; 3700 Main Street; Stone Ridge, NY 12484; 845-687-7023; stoneridgelibrary@hvc.rr.com
Butler Rowland Mays Architects, LLP, Mechanicville; Marilyn Kaplan, Preservation Architecture, Albany;
Ryan Biggs Associates, PC (Engineers), Troy;



Posters and banners featured local residents.

Courtesy, Communication Services, Albany

series of posters. By choosing a variety of local residents, including young athletes, and highlighting how the library served their needs, the banners and posters demonstrated the relevance of the library in the age of Google. Post explains that the pre-referendum campaign “gave the community a tremendous sense of ownership,” and established an emotional link to the library.

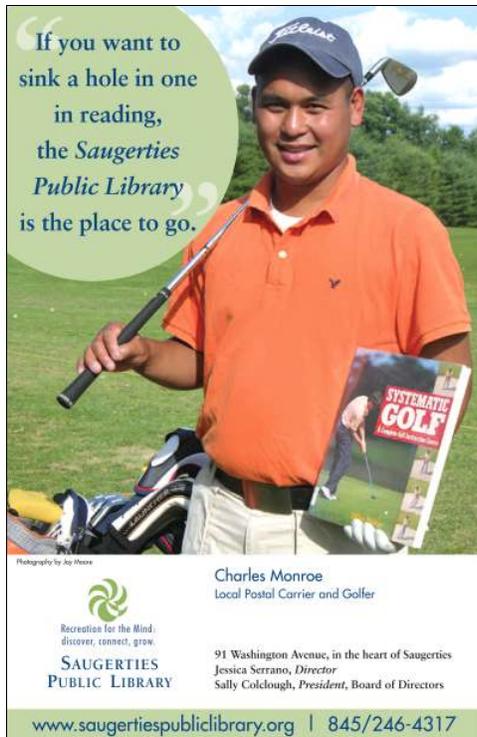
Outreach: Her additional advice was that the board has to be fully behind and fully engaged in the project, and that “libraries must reach out to other community groups they may not have partnered with before.” In that vein, the library co-sponsored an “Andrew Carnegie Day” with the local historical society. The event featured official proclamations by county, town and village officials, a

Saugerties Public Library (Mid-Hudson) Public Outreach

The library’s construction was partially funded by a 1915 grant from the Carnegie Corporation. Ninety years later, the board hired an architect to explore solutions to the needs for more space and greater accessibility. His proposals included the rehabilitation and expansion of the existing structure, or building on two potential properties outside the village.

Community support: Hand-lettered signs in merchants’ windows and on lawns reflected residents’ belief that the library was an important component of a healthy business district. There were strong feelings on both sides of the issue, but the board voted to stay in place, and began to plan for the required referendum.

Special approach: After attending workshops sponsored by the Mid-Hudson Library System, the board hired Libby Post of Communication Services, Albany. She instructed them to step back from their plans to advocate for passage of the referendum and advised, “Before you even go to the public with a building referendum campaign, you have to position the library as an essential service to the community.” The board and other community supporters worked with Post to create several huge banners that were hung outside the library and a



Courtesy, Communication Services, Albany

presentation by Carnegie biographer David Nasaw, a review of the special character of the historic library by preservation architect Marilyn Kaplan, and an exhibit using the archival materials from the original library construction—including correspondence with the Carnegie Corporation. In turn, the Saugerties Historical Society mounted a local history exhibit featuring the year 1915.

The efforts contributed to the success of the public referendum. The library and design team continue to engage the public with events such as a charette day, when the public was invited to day long discussion sessions about the needs to be addressed by the renewed library.

**Saugerties Public Library | 91 Washington Avenue | Saugerties, NY 12477
| Phone 845.246.4317 | jserrano@saugertiespubliclibrary.org**

Butler Rowland Mays Architects, LLP, Mechanicville, Marilyn Kaplan, Preservation Architecture, Albany; Communication Services, Albany



Courtesy, Warner Library

Warner Library, Tarrytown (Westchester) Restoration

The Warner Library serves the villages of Tarrytown and Sleepy Hollow and was dedicated in 1929. Modifications over the years had hidden the original historic character of the classical revival building.

Design team: Preservation architect Stephen Tilly brought in other partners with skills needed to address the restoration goals—analysis of historic paint colors, restoration of light fixtures and design of new lighting.

Important lesson: The restoration work was greatly aided by the fact that historic light fixtures had been

carefully stored and not merely discarded. Libraries should consider taking this same approach if removal of historic fixtures or materials is unavoidable.

Challenge: “The design challenge for lighting was to recreate the original look and feel of the space while providing quality illumination at a lower level of energy usage.”

Solution: In the rotunda, special care was needed to restore the Zodiac light fixture and repair the skylight. The skylight’s lay light had been stored in the basement, and was restored and re-glazed with tempered patterned glass that matched the original and met the current building code.



The Audubon Room,, Warner Library, before and after restoration.

Left: Courtesy, Stephen Tilly, Architect Right: "©Frederick Charles, fcharles.com

Recessed lighting around the skylight, and the incorporation of task lighting in the new circulation desk replaced the florescent lighting which had hung over the circulation. Custom designed fluorescent fixtures with light baffles every 2" replaced former fluorescent lights on stacks. This reduced the glare seen from the Rotunda.

For the Audubon Room, by cleaning and restoring the historic fixtures and rewiring them for new clear dimmable cold cathode bulbs, the energy use was reduced from the original 800 watts to only 152 watts. Up lighting was installed at the top of bookshelves to increase the overall light and to highlight the collection of Audubon prints. The removal of the dropped ceiling not only restores the appearance of the grand space with its 20-foot height, but also allows the curved shape of the original ceiling to reflect the new lighting towards the center of the room.

Exterior lighting fixtures were relocated and changed in type, so that they no longer interfere with the set up of the semi-annual book fair and they now provide more effective lighting for the architectural features of the facade.

Spectrographic paint analysis guided the selection of more historically appropriate paint colors.



Foyer, Warner Library, before and after restoration

Left: Courtesy, Stephen Tilly, Architect

Right: "©Frederick Charles, fcharles.com



Project planning: The work had to be mapped out in order to separate the sequence of construction zones from continuing library operations as the project progressed. There was enough room elsewhere to relocate the circulation desk and some book collections.

121 N Broadway; Tarrytown, NY 10591; (914) 631-7734; kweltzheimer@wlsmail.org

Stephen Tilly, Architect, Dobbs Ferry; William Armstrong Lighting Design, Inc, New York City; Aurora Lampworks, Brooklyn; Jablonski Building Conservation, Inc., New York City



Waterloo Library
Courtesy, Bero Associates



Slate roof before and after replacement
Courtesy, Bero Associates

Waterloo Library and Historical Society, (Finger Lakes) Restoration and repair

The High Victorian Gothic style library dates from 1883, and its distinguishing features include a slate roof with iron cresting and impressive stained glass windows. A second floor assembly space was part of the original design, and the historical society section is a modern addition.

Sequence of studies: One of the first investigations of the library was Conservation Assessment. The assessment differed from a conditions report in that it listed and prioritized the work needed for the buildings, but did not provide cost estimates. The architect returned to do more in depth studies of particular problem areas identified in the first report. One study was a condition report just of the roof that included a work list with estimates. Subsequent reports focused on a survey of the building's masonry and the stained glass windows.

Resources: The library was able to take advantage of funding from the Institute of Museum and Library Services (IMLS) for the Conservation Assessment Program. Each of the later, focused reports was used to apply for funding specifically for historic preservation projects. Because it is listed on the State and National Registers of Historic Places, the library was qualified to apply for a New York State Environmental Protection Fund grant (EPF). They were successful in getting funding for the roof project, and have applied a second time in order to fund the restoration of the stained glass windows.

Paired projects: Structural repairs were made to the heavy timber roof trusses as part of the project that replaced the slate roofing. Terra cotta ridge covers and original metal cresting on the roof were carefully restored at the same time. As part of the planned masonry work, the firm also prepared a schematic design for an accessible ramp. This is an efficient way of packaging rehabilitation projects.

Specialists: For projects such as the roof and stained glass windows, the architect is qualified to do a preliminary study, but must rely on the expertise of specialized contractors who deal with masonry and stained glass.

31 E. Williams St; Waterloo, NY 13165; (315) 539-3313; ywaterlo@rochester.rr.com

Bero Associates, Rochester



Morrisville Public Library (Mid York) Accessibility and restoration

Built in 1854, the former home was donated to the community for library use in 1903. A technical assistance report, funded by the New York State Council on the Arts, was prepared by Crawford & Stearns in 1985. This report provided the library with an assessment of both interior and exterior items in need of restoration/rehabilitation, and also included budget figures, and proposed color schemes.

Phased project: In 1986 masonry restoration and painting specifications were prepared, and work was undertaken in 1987.

Restoration of features: The original porch and decorative elements had been removed from the building, but their configuration could be documented by physical evidence on the building itself and through historic photographs. Reconstruction of the missing front porch and the restoration of verge board and finial trim at the front gable restored the building to its authentic, former Gothic Revival style appearance. Adding similar elements without proof of their previous existence would not have been appropriate.



Morrisville Public
Library

Detail showing ramp
incorporated into porch

Courtesy, Crawford and Stearns

Non-intrusive insertion of accessibility: The reconstruction of the front porch provided an opportunity to incorporate an accessible ramp into one side of the porch. The design retains the historic character of the building since the porch railing masks the ramp from the street view. The location also satisfies the architect's goal to place ramps in a sheltered location when possible.

87 East Main Street; Morrisville, New York 13408; (315) 684-9130; mforward@midyork.org

Crawford and Stearns, Architects and Preservation Planners, Syracuse



Wadsworth Library, Geneseo (Pioneer) Restoration and upgrade

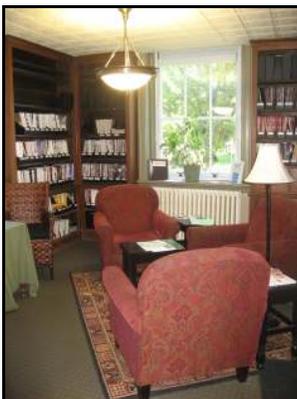
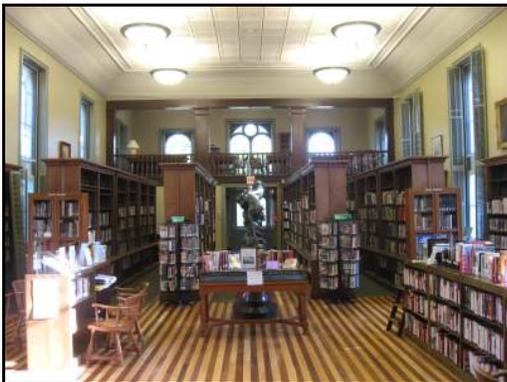
A 1995 addition to the historic library provided a larger children's area, a large staff area; a meeting room and accessible bathrooms. The balcony in the historic section was original to the library, and was converted to a reading area with wireless access. A new entrance in the addition reduced some of the wear and tear of traffic in the historic main room and the additional space allowed a less crowded arrangement of furniture and stack. It was finally time to restore the historic space to its former appearance.

Objectives: The library needed to refinish the worn flooring, upgrade lighting and paint the room. They sought the help of an interior designer who specializes in historic buildings. She worked for the same firm that designed the addition, so there was a degree of continuity.

Solution: During the 1995 expansion project, new light fixtures were installed in the historic area which were energy efficient but did not match the character of the space. Fortunately, there are now fixtures available that are suitable for historic settings and also more energy efficient, and these were installed in the space. Original wood floor has alternating boards of dark walnut and ash. When necessary, some of the boards were replaced and the floor refinished.

Instead of a wax finish the contractor recommended a water-based finish which does not leave a dull film. In order to protect high traffic areas, carpet runners were installed between the stacks. Finally, the walls, previously white with dark brown trim, were painted a dark cream color with light olive green trim. The overall effect of the paint, floor and lighting is of a rich and inviting space, and a return to the original character of the 1867 building.

SHPO review: A contractor told the library that the floor could not be sanded again, and they were looking at replacing the entire floor. SHPO did not agree with the approach, was not in favor of approving the funding, and asked the library to try and locate another contractor. After consulting with a few



Wadsworth Library
Historic main room before
and after project

Left: Reading area in
balcony

*Courtesy, Wadsworth
Library*

more floor experts, they found one who said that the floor could be finished one more time, and the work would last another twenty years. Director Anna Grace commented that not only did the alternative plan reduce the cost from \$40,000 to \$5000, but that "it is nice to be able to tell people that that's the original floor from 1867." In some ways, having to change the original plans was a relief, since they hadn't really wanted to replace the floor but did not know what to do. The designer specializes in historic buildings and was able to help with the SHPO review.

Parking: In order to help with parking needs in this college town, the library has shared parking arrangements with churches on the block. A formal arrangement with one church requires them to make parking permits for library patrons. The church does not require any additional insurance coverage.

Communication bonus: After years of placing the annual report online, the library sent out a printed version as part of the fundraising campaign. This was the first time previous donors and all library card holders had received the report. The outreach increased the public's awareness about the library's services, and the response has been an increase in the number of patrons taking advantage of the services. In addition, one month after the floor project was completed, the library served as a polling place for the referendum to approve the change from an association to a public district library. Residents were more aware of the library's financial state due to the previous fundraising outreach. Getting them inside the newly restored space for the vote may very well have helped bring about the approved budget increase.

24 Center Street, Geneseo, NY 14454; 585-243-0440; wadsworth@pls-net.org

Bergmann Associates, Rochester



Fort Plain Free Library
Courtesy, Architecture Plus

Fort Plain Free Library (Southern Adirondack) Renovation, restoration and repair

The library was in desperate need of space as well as repair. Pale grey paneling and other past modifications had hidden historic features.

Planning: The long range plans include the preservation of the historic library, a Greek Revival-style house dating from 1836, and replacement of a modern addition at the rear. Beginning with a program study and a conditions report, the architects educated the library board and staff, helped them understand the process, consider options and, finally, make a lot of decisions. The overall goal was to make the project effective, yet affordable. Director Laura Flynn

commented that the reports also served as a fundraising tool and were invaluable when it came to grant applications.

Decisions: Emphasis was placed on the repair and restoration of significant historic areas such as the front porch and the original parlors, one of which serves as the visitors center. Other areas, such as the modern addition, will be replaced according to the long term plans. Therefore, the work to repair and alter these areas took a more short-term approach in selection of materials and construction.

Resources: The architects were able to assist with information on funding sources and to help with



Fort the preparation of grant applications. The scope of work included assistance with the “maze of fundraising.” Fort Plain is located in the Erie Canalway National Heritage Corridor, and the library serves as the visitors center. However, the space dedicated to tourism information was inadequate to serve the growing number of visitors. Funding from a new grant program of the NYS Canal Corporation provided half of the support for the rehabilitation which included the installation of secure display case. The case has increased the amount of archival materials which can be used in educational exhibits.



Plain Free Library before and during restoration. Grey paneling and fluorescent lighting are being removed

Bottom: Courtesy, Architecture Plus

Challenges and hazardous materials: The two-story columns on the porch are the main identifying feature of the building but were seriously deteriorated due to carpenter ants. These were replaced.

Lead paint was detected on areas of the multiple layers of exterior siding, and asbestos caulking had to be removed from the historic windows which were re-glazed with double paned glass. Part of the architect's scope of work is the responsibility to determine whether there is lead or asbestos in historic fabric, and to provide the client with contacts who are qualified to evaluate the areas and recommend either encapsulation or removal. The issue has been elevated to a scary scenario by the media when, in fact, the Department of Labor standards make the process a scientific and predictable one. The library hired a certified contractor, and the lead-painted siding and the

caulking were removed by appropriately suited workers and disposed of according to law. Houses and other old buildings have often evolved over time, and alterations were not always made with the best techniques. Great care must be used in reversing some of these changes so that there are no unintended consequences. The old stair to the attic was not longer needed, but its removal would have jeopardized the support of the second floor. The solution was a new beam inserted into the attic so that second floor was supported from above instead of from below. Hidden treasure: A former window was hidden under the old siding and closed off on the interior. After reviewing the design of the interior spaces, the architects were able to reconfigure the plans to allow for the window to be replaced. Not only is there more light on the interior, but the window arrangement is once again balanced.

19 Willett Street; Fort Plain, NY 13339; (518) 993-4646; fpl@sals.edu

Architecture Plus, Troy



Keene Valley Library, before and after rehabilitation of historic section and insertion of accessible ramp

Top: Courtesy, Argus Architecture and Preservation

Bottom: Paula Dennis

Keene Valley Library (Clinton-Essex-Franklin) Structural roof repair, restoration and upgrade

The Shingle-style library is distinguished by a “lantern” which rises from the center of the hipped roof, and is surrounded by windows designed to admit light into the main area. While the library was expanded several times, the main room remained largely unaltered except for the lantern.

Challenges: At some point in the past, the lantern area was covered so that the windows were not visible from inside, nor was any light admitted to the room. This left an exhibition of paintings in the dark. The lighting in general needed to be upgraded. Even more serious was the fact that the hipped roof was separating, and that its structural failure was threatening the entire original building.

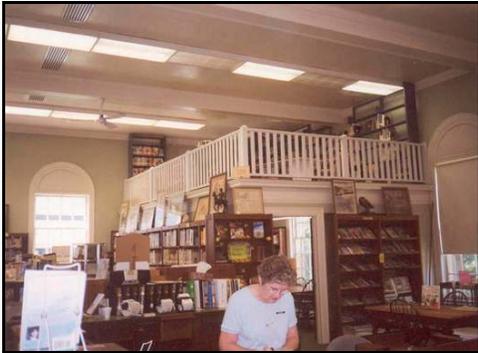
Solutions: A conditions assessment mapped out the priorities for work on the building, and the first project was to repair the roof. After removing the cover from the lantern, the team also took down the original ceiling, a bead board cove that curved up to the lantern. In order to reverse the structural failure of the roof, the engineers rebuilt and reinforced the roof under lantern with a tension ring. The bead board ceiling was then reinstalled

and the lantern opened with operable, venting windows.

Restoration of the lantern improved the light in the room, but the library desired a brighter area. Some of the pendant lights were replaced for ambiance, and they were supplemented with small track lighting for walls and new stack lighting.

Box 86; Keene Valley, NY 12943; 518-576-4335; library@kvvi.net

Argus Architecture and Preservation, Troy; Ryan Biggs Associates, PC (Engineers), Troy;



Avon Free Library interior before and after rehabilitation
Courtesy, Bero Associates

The Avon Free Library (Pioneer) Phased repair and rehabilitation; space reconfiguration

The Avon Free Library officially opened its doors on April 12, 1928, and is housed in a Georgian Revival Style building.

Phased projects: Like other libraries, Avon has developed an effective and comfortable partnership with an architectural firm, and has been working with them on a series of projects for 10 years. Bero Associates has undertaken number of studies for accessibility, conditions and feasibility. The library has proceeded to make incremental improvements over time to address significant issues identified in the reports. Director Jeanna Ruter explains “We started with the children’s room in the basement and worked upstairs as money became available.”

Water infiltration: Failing plaster and mildew in the basement children’s area were symptoms of moisture problems. Cracks and gaps in the masonry and on the interior were signs that the damage had spread and caused the structural failure of one corner of the building’s façade. One window was badly out of plumb.

Solution: The architects exposed the area of damage, rebuilt portions of the wall from the basement all the way up, and restored both the window and plaster. In order to prevent a reoccurrence of the leak, they installed a moisture barrier and improved gutters and downspouts.

Space re-planning: The building is a large rectangle with few nooks and crannies. The library was cramped and was considering the options of moving—a survey indicated they should stay in place; or building an addition—until economic realities got in the way. Instead, they reconfigured the entire first floor. They purchased new shelving and kept old shelves around perimeter of the room, rearranged the computes in the center of the floor and moved the circulation desk from the center of the room. Not only is the new desk location a better use of space, but it makes the library a less intimidating space. Two loft areas provide space for an archives area and a young adult section. In the basement, they revamped one restroom into a unisex bathroom, and converted the second bathroom and the hallway into a kitchenette and a meeting room for 25–30 people.

Accessibility: Bathrooms on the two levels are both accessible. They had to scale back initial plans for a new entrance with elevator, but the basement is accessible from the side and rear, and a new ramp leading from the sidewalk to the first floor was incorporated in the façade repair described above.

143 Genesee Street; Avon, New York 14414; (585) 226-8461

Bero Associates, Rochester



Top: The library was built in 1900.

Center: SHPO review resulted in the relocation of the planned elevator away from the prominent portion of this room. Notice fireplace at the left behind circulation desk.

Bottom: Construction of the new reading room underway

All courtesy of the Reading Room Association of Gouverneur

Reading Room Association of Gouverneur (North Country) Expansion within envelope

After talking about the project for years, the board was finally pushed into action by the receipt of four additional computers in 2000. The only available location was a table on the main floor, and this had several negative effects: the computers displaced reading and study space, created more traffic and noise so that it was no longer a quiet area to work with a tutor, and made the room far less flexible so that it could not be used for large public programs. Holding offsite programs at a church or recreation center meant that attendees did not associate the program with the library's sponsorship, and they also lost the opportunity to check out books before or after the program.

Options: Due to its location, expanding the current building is not possible. The thought of moving never came up since the board values the fact that so many patrons, including children, are currently able to walk to the library. Instead, they took stock of how the building was used, and decided to expand into the vacant attic.

SHPO review: Initial plans located the new elevator and stairs to the attic in front of an historic fireplace, and SHPO staff asked the architects to consider another location. Director Charlotte Garofalo notes that the final site chosen is more appropriate, and that SHPO's suggestions benefitted the final design.

New technology: Most of wiring for the elevator, wireless access and other electrical upgrades was done through the basement which is not open to the public. Wiring was hidden conventionally in the public rooms, and the contractor was careful to match woodwork.

The attic was transformed with insulation and wallboard, heating and air conditioning ducts; and new couches and comfortable chairs. While there are no computers and only periodicals located in the space, and security is therefore not a problem, the library is exploring the possibility of installing a security camera system. Not

only are patrons impressed with the new space, it can be rearranged to serve as the new program space for large groups.

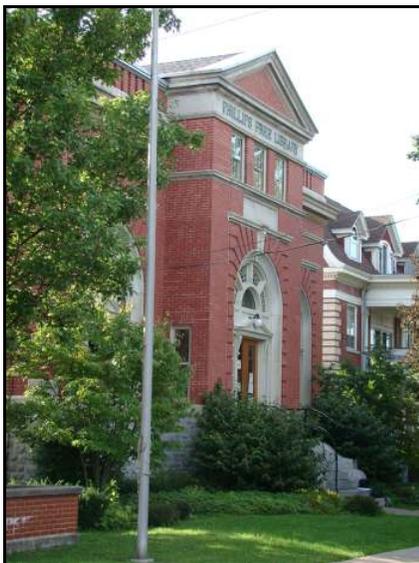
Professional skills: The board was apprehensive about having to raise a large amount of money. After hearing a fundraiser speak at the library system's annual meeting, they invited him to talk to

the board about what a professional fundraiser does. The library hired him after results of the feasibility study came back favorable, and he presented a fundraising plan that included the formation of a steering committee. It took almost a year to raise half of the money needed, and at that point they put the project out to bid.

Building capacity: After completing the successful project, the board is more confident about their fundraising skills. They have begun to think about new ways to raise money, and have planned wine tasting, jazz/blues program, and a trivia contest during annual Winter Blast when contestants pay to participate in teams. The increased fundraising is necessary due to the higher operating budget required to pay for additional electric and heating bill, but the increased income has also allowed them to make some changes in the library's endowment.

60 Church St; Gouverneur NY 13642; 315-287-0191

The Barrows Group, Cortland (fundraising); Aubertine and Currier, Watertown



Phillips Free Library, Homer (Finger Lakes) Rehabilitation and expansion within envelope

The 1902 Renaissance Revival style library was designed by Syracuse architect Archimedes Russell, and was expanded in 1939. Both sections of the library were overcrowded, and the 1939 addition had been cut up with so many partitions that there was no sense of the original space. The project began with a conditions report funded by TA grant from NYSCA.

Additions can be historic too. Secretary's Standard #4 states: *Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.* The 1939 addition is now historic in its own right. Inappropriate modifications such as the dropped ceiling grid, partitions and stacks were removed in order to restore the former character of the space.

New technology: In order to accommodate technological upgrades in the 1939 addition, the architect added a valence in the center of the ceiling for the installation of additional wiring and a new light track. The change has made the room "very dramatic."

Challenges: Installation of an elevator by a new side entrance awoke a "sleeping giant" in the form of ground water which had been undetected until the elevator pit was dug. The solution was a new drainage system with a sump pump.

Building code: The new building code requires stairways to be enclosed. However, when applied to the historic building, the revised code allowed the historic stairway to remain open since it only connects two floors.



Phillips Free Library

Bottom: The new valence accommodates new wiring and HVAC components



Phillips Free Library

The new mezzanine and supports are visible behind the circulation desk

Courtesy, Crawford and Stearns

Reconfigured spaces: Architect Carl Stearns notes that “these libraries never have enough room on the main floor for reading and computers, and periodicals are not going to go away, so you still need display areas.” The original section of the library has very high ceilings, and he proposed adding a mezzanine to create additional room. SHPO was concerned about the impact this would have on the grand, open space. In this particular setting, mezzanine design is limited in size, subtle and inserted in a way that preserved most of the original character. It ended up being a very good compromise to building another addition.

Stack loading was a serious issue, as the project could have impacted 100-year old oak book shelves. A new steel support system was carefully designed to extend from the basement up through the old stacks. The

mezzanine had to be bolted through a major brick bearing wall for support and lateral stability.

The basement itself was converted into areas for a museum and storage. Exposed brick arches in the bearing walls became doorways.

Mechanical systems and sustainability: The difference in height between the original library and the addition presented a challenge for the HVAC system even before additional building spaces were opened for use. A “one size fits all” approach was not effective, and the mechanical engineer created a complex system to serve separate areas of the building:

The HVAC system consists of three independent heating/cooling systems. The Main Reading room and west basement is served by twinned furnaces and a dehumidifier/ventilator. This system provides two stages of heating and one stage of cooling. The east basement is served by a small furnace. The children’s reading room is served by a rooftop unit. The systems are zoned for individual space control. Air conditioning condensing units are high efficiency. The east basement and children’s reading room units use Puron non-ozone depleting refrigerant. The control system is programmable for day and time.

The attention to detail and the particular climate needs of the spaces result in a more energy-efficient system.

37 S. Main Street; Homer, NY 13077; (607) 749-4616; phillip1@twcny.rr.com

Crawford and Stearns, Syracuse



Cutchogue-New Suffolk Free Library

Top: New basement area being evacuated under the historic church

Bottom: The Main room under construction

Courtesy, Cutchogue-New Suffolk Free Library

Cutchogue-New Suffolk Free Library (Suffolk) Rehabilitation and addition

In 1915, the library moved into the former Congregational Society Church. A 1987 expansion program added a large, barn-like wing at the back and altered the church into the children's section.

Needs: Twenty years later, computers were taking over floor space and, while there was enough room for books, the space for other media was in short supply. The library also needed a larger meeting room than the area which could only seat 30 people.

Challenges: A zoning variance allowed the library to build beyond the original footprint for the 1987 addition, but a second expansion into the surrounding landscape was not permitted.

Solution: A new basement level was dug under the church, which was carefully stabilized to prevent any damage, and the new space was connected to the basement of the addition. A new elevator allows full accessibility for the whole library.

Project review: SHPO staff were mainly concerned with the exterior of the original church building, and the project left this untouched with the exception of the foundation. The local preservation commission required the alteration of the design of a dormer.

Results: The new meeting room now holds up to 100 people. A mezzanine added to the church extends to the form choir loft (which still houses the

local history collection), and is connected by a bridge to the new mezzanine in the adult section. There is now room for a gallery space, more storage, a new YA area complete with computers and a pg/pg-13 dvd collection and reading areas with comfortable seating. Staff offices were also added in the basement and in the mezzanine level of the 1987 wing.

The project also included the addition of a new parking area and handicap ramp. The reconstruction of landscape and gardens has benefitted from donations.

Relocation: The library had to move one mile away, and hired professional library movers. After 13 months of construction, moving back into the space would have been easier if they had mapped existing locations of furnishings before vacating the building. Other challenges arose when the final construction differed slightly from the plan, and spaces an inch too narrow or a new pole required for structural support prevented the re-insertion of stacks as they had been designed.

Compromises: Financial constraints led to the decisions to choose a smaller and slower elevator, cut plans for a book sale room, reduce mechanical systems, and reduce the "light package" for the spaces. However, they still get compliments on the final lighting result.

Professional assistance: The library worked with a space planner to help with furniture and stack arrangements. A volunteer with project manager experience initially helped advise the library and explained issues of technology and construction “lingo.” The library ended up hiring him to work on a more formal basis and this decision was “the best money spent” on the project. Director Elizabeth Burns reported, “As with any construction job, this one has not been without its bumps and hiccups but all were dealt with in a timely and reasonable manner. The budget is in good shape and timewise we were two or three weeks past the scheduled completion date. I believe in the world of construction, it doesn't get better than this.”

27550 Main Road, P.O. Box 935, Cutchogue, NY 11935-0935; (631) 734-6360; cutclib@suffolk.lib.ny.us

Nemschick and Silverman, Architects, PC, Cutchogue



Top: The addition is just visible behind the historic building of the Lamont Memorial Free Library

Bottom: The library expansions from the rear

Courtesy, Crawford and Stearns

Lamont Memorial Free Library, McGraw (Finger Lakes) Rehabilitation and expansion

Similar to the Fort Plain Free Library, McGraw's library was also a c. 1836, Greek-Revival style, single-family residence. The Library has been in the building since 1906, and is an integral component of the McGraw Main Street National Register Historic District. Preservation of the building's architectural integrity is a high priority for the community as a whole. The library uses most of the 1.5-story building, and shares the second floor with a small local history museum.

Evolution of a design: In 2000, the library received a planning grant (from a program no longer in existence). Working closely with the Library Board and the Librarian, Crawford & Stearns began by undertaking a conditions assessment study, taking documentary photographs, and preparing accurate existing condition floor plans. Based on this study, a space needs program was developed to identify the functions the Library wished to accommodate within the building. The next step was the creation of a design plan which attempted to address the space needs program while considering issues including the structure's physical limitations, building code compliance, historic preservation objectives, appropriate energy conservation measures, and handicapped accessibility. Finally, during a series of meetings, the design plan was “filtered” by

various circumstances including a re-evaluation of needs and the reality of funding opportunities. The multi-step process, which often required the library to re-think their needs and priorities, produced a plan for new handicapped accessibility, a rehabilitated children's room and a new public meeting space.

Building capacity: The architects have worked with the library and a local contractor for many years. The result is that the contractor is proficient in carrying out the projects as designed, and the librarian is able to work with architectural drawings and serve as field manager. The architects

are confident that preservation objectives will be carried out, and do not have to spend as much time supervising projects. This has helped to make the multiple phases of expansion and rehabilitation more affordable.

Multiple purposes of the conditions report: In addition to serving as a basis for design, a conditions assessment report can also guide ongoing maintenance and small repair projects. The report for the library identified numerous building issues which could be addressed outside the expansion and rehabilitation project. The information has been incorporated into the Village's maintenance and stewardship plan.

5 Main Street; PO Box 559; McGraw, NY 13101; (607) 836-6767; Imemoria@twcny.rr.com
Crawford & Stearns, Syracuse



Powers Library, Moravia (Finger Lakes) Rehabilitation and expansion

Long term goals. In 1993, the architects prepared a Conditions Assessment and a Rehabilitation Feasibility Report for the National Register-listed library building. Ten years later, after a fund-raising campaign that raised more than \$660,000, the new addition was completed.

Benefits to historic structure: The design objective throughout had been to respect the historic building, and to construct an addition compatible with the character of the old library which would serve the contemporary needs of a small community. The addition relieved the cramped conditions of the historic building which was returned to a more attractive appearance by the rearrangement of furnishings.

The addition is distinguished from the historic section through the use of different materials and its placement behind the historic library.

29 Church Street, Moravia, NY 13118; 315-497-1955;
powerslibrary@hotmail.com

Crawford and Stearns, Syracuse



Top: Powers Library, c.1882 historic building with addition visible at the rear

Middle: Historic interior before Rehabilitation

Bottom left: Old and new sections

Bottom Right: Historic interior after rehabilitation

Courtesy, Crawford and Stearns

Top: Wells Memorial Library before expansion
Courtesy, Adirondack Architectural Heritage

Bottom: The library after expansion



Wells Memorial Library (Clinton-Essex-Franklin) Expansion

As one of only a handful of buildings in the Adirondack hamlet of Upper Jay, the 1905 library structure is a central community gathering place. The need for additional space was compounded by the fact that the adjacent Bouquet River flooded the basement almost annually. While the water did not cause foundation damage, it certainly endangered collections and prevented regular use of the basement space.

Solution: A new addition created a children's area and a new space for programs, and housed mechanical systems. The addition had to be 50 feet from the flood plain, and also located in a way that would leave no doubt as to which portion was the original, historic building. It was designed to be complementary in massing, scale and materials to the original building, and was connected in such a way so that a single librarian could have oversight over the whole building. Where the library previously only had a front entrance, the addition allowed for the introduction of an accessible entrance which otherwise would have destroyed the appearance of the front.

Resources: The project was made possible through the support of the now former County Planner, Bill

Johnston, and the local historic preservation organization, Adirondack Architectural Heritage. The two offices collaborated to help find resources and prepare grant applications. Johnson linked the project to a regional planning initiative by Lake Champlain Basin Program which funded a needs assessment. He then discovered that FEMA offered hazard mitigation which applied to the flooding. The needs assessment provided information for the grant application. FEMA funding supported 75% of the cost of the addition. A grant from NYSCA's Architecture, Planning and Design program provided partial support of the architect's fee.

Phased project: Ellen Metcalf, president at the time of the project, said that the needs assessment was well worth the cost. "It pointed out things we should be doing, and things we subsequently were able to do like removing industrial fluorescent lights and traverse curtain rods. [The report gave us] confidence in the old building; it was structurally sound so that investing in it made good sense." The report guided the library through a continual process of undertaking discrete, achievable projects, often working on one project a year so that they moved slowly towards improving the entire historic library. A series of grants paid for some of these projects including a new roof and an accessible bathroom.

Technology: The old building was rewired, and more outlets put in to serve computers. The contractor took great pains to protect the wood finishing, and ran wiring through the attic so that it does not show.

SHPO consultation: Staff wanted more distinction between old and new sections, but the

community advocated for similar color scheme. The physical arrangement leaves no doubt as to which is the historic building. The only impact on the historic space was the opening of an existing window into a doorway.

Community center: The addition has proved to be a comfortable meeting place for many organizations. It is an adaptable space with moveable furniture that can accommodate a quilters' meeting or a children's theater event. The handicapped ramp has brought new groups to the library including the Mountain Lake Services (former ARC).

Volunteers: The library managed to stay within a very tight budget due to extraordinary volunteer labor. But there are other benefits. Metcalf noted the ripple effect of the library projects. "If you get your community involved, they will be much more supportive after having been involved in the process. Get them engaged even if they do not use the library. We went after people who had skills we needed." The result of this outreach is that volunteers continue to offer services for small projects.

12230 NYS Rte 9N; Upper Jay, NY, 12987; (518) 946-2644

Argus Architecture and Preservation, Troy

Elting Memorial Library, New Paltz (Mid-Hudson) Expansion

During the thirty years since the library's second expansion project in 1978, the town's population has increased 30 percent. The latest expansion tripled the useable space of the library.



Outreach: The library's website presented background information on the project, including how the construction would address the inadequacies of the library and help meet objectives for service; The website also featured an image of the new floor plan which revealed the use of each space as the computer mouse passed over the area.

Expansion options: Director John Giralico explained "We did not want to give up the old building, but wanted to keep our presence in the village and remain an important unit of downtown. A new building would have encouraged sprawl. Our downtown is doing well, and the library has contributed to its success by serving as an anchor during previous times of decline." The decision to stay in the village was reinforced when property behind the library became available for a new parking area. The architect's first design had been a modern steel and glass building, and the library went through many other designs



Top: The historic library building

Bottom: The addition is set behind the historic building and two other additions which wrap around a central street corner in the Village.

before agreeing on an addition that blended with the earlier sections.

Budget impacts: Construction costs increased due to higher prices for wood; however, the general contractor worked closely with the architect to substitute steel for wood and make other cost reductions while retaining design quality. The project managed to stay on budget, and this was enabled by the contractor and a talented project manager who donated his services. Like most other projects, the library had to reduce costs by reducing plans, and this meant the elimination of an entrance off the parking lot that would be served by an elevator. Instead, for now, a ramp extends to the new entrance

The building's expansion moved it up into a commercial-scale classification for the HVAC units required and other mechanical systems. The consequence of this is that the library must now rely on larger, commercial firms to service systems. These companies are often out of town and their fees are higher.

New configuration: Today the original, historic section houses the mystery collection, and a room with a large fireplace is set aside as a "period" room. This approach solved the problem of too much weight in the old section. The upstairs rooms are no longer used for stacks or public areas. With several additions along a hilly site, sight lines are challenging. Highly used areas have more staff presence, and staff members walk through the entire complex at least once an hour, checking on meeting and tutoring spaces. Partial glass walls in offices also allow staff to supervise areas.

93 Main Street; New Paltz, New York 12561; 845.255.5030; newpaltzeltinglibrary@yahoo.com

Schoenhardt Architecture + Interior Design, Tariffville, Connecticut



Clifton Springs Library
Courtesy, Bero Associates

Adaptive Use: Former train stations Clifton Springs Library (Pioneer) Altamont Free Library (Upper Hudson)

Both of these projects benefitted from NYSCA funding which supported fees for the designs that turned train stations into public libraries.

The Clifton Springs station had been vacant for over 20 years when a local family bought the property and donated it to the library. The donors were already very involved as library supporters, and their initial plan was that the facility would serve as a library and a community center.

Adaptive use: The project was completed in 1991. Many of the original features of the train station remain evident throughout the library. While the extended, linear design is not great for a library, the facility is certainly accessible.



Many of the original features of the train station remain evident throughout the library. While the extended, linear design is not great for a library, the facility is certainly accessible. The original station is centered between additions on either side whose design picks up themes, and lines and massing. The new wings are connected with links that identify them as new building components. links.

Partnership: The architects have continued to work with the library over time to address maintenance issues and upgrade technology.

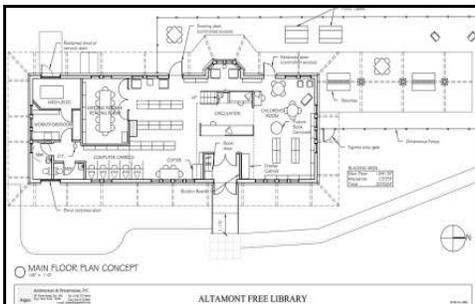
4 Railroad Avenue; Clifton Springs, New York 14432; cliftonsprings@pls-net.org
Bero Associates, Rochester



In Altamont, relocation of the library to the former train station will serve two purposes: the new facility will be larger and accessible for patron, and is also a more prominent location on the main village street. For over 30 years, the library has been located in the basement of a nearby bank and only accessible by steep stairs. Unlike Clifton Springs, the Altamont train station had served as a variety of offices after being closed as a train station. Most modifications had only covered over historic fabric, and preliminary investigations revealed original beadboard wainscoting, most of the historic ceiling and wooden floors that are in relatively good shape.



Insertion of a new program into an old space. For the most part, the existing floor plan will serve the needs of the library. Plans call for the restoration of remaining interior and exterior features and the insertion of new mechanical, electrical and plumbing systems. The former waiting room will become the main reading room and stack area; the high ceilings will allow the insertion of a mezzanine over the entrance. Unlike the current library, the new facility will have a space for community programs. In addition, the former platform area will be paved for use as outdoor program space.



Historic fabric: On the interior, the work will remove, salvage and reuse bead board once new duct work is

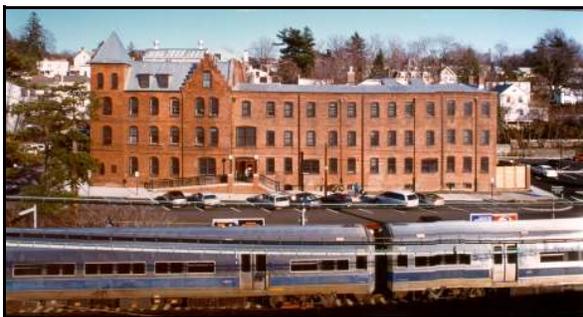
Top: Historic view of train station *Courtesy, Village of Altamont archives*
Middle: Removal of the dropped ceiling revealed the original scale of the room
Bottom: Plan showing how the station will be adapted for the library's architectural program
Courtesy, Argus Architecture and Preservation

inserted.

Unfortunately, the historic slate roof is too badly deteriorated to be recycled, and a new slate roof will be applied over new insulation. The slate is too important to the historic character of the building not to be replaced in kind. The orientation of the building will allow for a few solar panels to be placed on the small, southern part of the room.

Altamont: 105 Park Street, Altamont, NY 12009; 518-861-7239; winesj@uhls.lib.ny.us

Argus Architecture and Preservation, Troy



Irvington Public Library, Irvington-on-Hudson (Westchester) Adaptive Use

The library was originally located in the town had was designed as a reading room with Tiffany furniture and light fixtures. The room was not all at adequate for the level of service needed for the community and the only option was to find a new location.



Adaptive use: The library was incorporated as part of a larger adaptive use project in the Burnham Building, a vacant, historical industrial building. The library was inserted on the first floor and residential units were introduced on upper floors. The design reused historic elements such as doors, and exposed old columns and some brick surfaces on the interior. Original windows were restored and interior storms installed. Skylights and dormers were added. Project Review: The rehabilitation for mixed use allowed the developer to take advantage of historic rehabilitation tax credits for the residential portion of the building. The tax credit program requires that SHPO and National Park Service review all exterior and interior plans, and this is a more stringent level of review than other SHPO reviews.



12 South Astor Street; Irvington-on-Hudson, NY 10533; (914) 591-7840; irvref@wlsmail.org

Stephen Tilly, Architect

Top: The former Lord and Burnham greenhouse factory was adapted as a mixed use project for the Irvington Public Library and residential units

Middle: The circulation desk

Bottom: The few remaining architectural elements were incorporated into the design.

All courtesy, ©Frederick Charles, fcharles.com



New Woodstock (Mid York)

Adaptive use and expansion

The library migrated from one building to another for the first 47 years of its existence, and was preparing to construct a new building when the 167-year-old Methodist Church became available.

Adaptive use: The library moved to the church in 1996 after a rehabilitation project which altered the kitchen and a meeting room into the children's area. The adult stacks area took advantage of the 18-foot ceilings and stained glass windows of the main sanctuary, and electronics and the online public access catalog were inserted in the former choir loft. Remaining areas of the 3990-square foot space was used for a meeting room and accessible bathrooms.

Addition: Only five years later, it was clear that the library needed additional room. The purchase and demolition of an adjacent house allowed for the construction of a 1500 square foot addition for a children's area and a program room. With SHPO recommendations, the addition reflects

the same look and feel of the original structure.

Innovations: In the children's addition at the rear of the building, flexibility is achieved via a "barn dance management program" which placed most furnishings on wheels so that the space can be easily reorganized to accommodate programs. A "non-invasive" framing system designed to support lighting and artwork turned the new spaces into the main gallery area without the necessity of hanging art directly on the walls. The new sound system is controlled at the circulation desk.

Volunteers: The stained glass window in the building's façade had been removed and the space closed. Among many contributions was the design and construction of a new stained glass window that was re-inserted in the space.

Director Norm Parry summarized, "We've renovated an historic and 'traditional' space to serve modern needs, without altering the historic, classic ambiance of this beautiful space. That is the message to anyone who wants to use historic space for library purposes - preserve the past, serve the present."

2106 Main Street; New Woodstock, NY 13122; 315-662-3134;

NewWoodstock@mail.midYork.org

Teitsch, Kent, Fay, Architects PC, Cazenovia.



Top: The library adapted the former Methodist Church for its new facility

Middle: Delicate plaster details remain on the former sanctuary walls

Bottom: The former window area had been boarded up, and it was reopened for the insertion of a modern stained glass window

All courtesy, New Woodstock Library

Part Four: Resources

Organizations

The National Park Service is the main source of detailed information on historic preservation.

The National Register program: www.nps.gov/nr/publications/bulletins.htm

The "Illustrated" Standards for Rehabilitation: www.nps.gov/history/hps/tps/tax/rhb/

The link to the National Park Service's Preservation Briefs, with advice and technical information on many different preservation issues, including the treatment of specific materials such as masonry; approaches to design; accommodating ADA requirements in historic structures; etc.: www.nps.gov/history/hps/tps/briefs/presbhom.htm

Helpful site with information on local districts, ordinances: www.cr.nps.gov/hps/workingonthepast/index.htm

National Trust For Historic Preservation www.preservationnation.org/

The National Trust is a private, nonprofit membership organization that provides advocacy, technical assistance, and maintains regional offices and historic sites. There are various website sections on fundraising, topical issues and public policy.

Preservation League of New York State www.preservenys.org

The League is dedicated to the protection of New York State's heritage of historic buildings, districts, and landscapes. It actively encourages historic preservation by public and private organizations, agencies, and individuals in local communities throughout New York State and provides the united voice for historic preservation. Technical assistance, legal assistance, advocacy, grants, etc.

New York State Historic Preservation Office (SHPO) www.nysparks.state.ny.us/shpo

The SHPO is charged with overseeing all state and federal preservation programs in New York State, including the National Register of Historic Places, federal and state project review, Certified Local Governments, Federal Rehabilitation Tax Credits, State preservation grants, etc.

New York State Department of State's *Local Government Handbook* outlines the various agencies and boards established by local, state and federal government and describes the regulatory responsibilities of each. A downloadable version is online at www.dos.state.ny.us/lgss/handbookpage.htm.

Some local or regional historic preservation organizations may provide information and services which will aid your project. For example, the Landmark Society of Western New York, located in Rochester, developed an extensive guide, *Rehab Rochester*. The publication is aimed at homeowners, but the information presented is relevant for other types of buildings. See www.landmarksociety.org, or landmarksociety.org/section.html?id=1&uid=1. Historic Albany Foundation operates the Parts Warehouse which may be a source of hard-to-find building elements for a preservation project. See www.historic-albany.org/.

American Institute of Architects has a number of resources including guidance on how to select and work with architects. See www.aia.org

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Building Watcher Series pocket guides from the National Trust for Historic Preservation, Washington, D. C.:

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Appendix

Preservation Partners

There are a number of organizations who work with historic and cultural community resources. It is helpful to understand how they may serve as resources and whether they may play a role in a rehabilitation project. There are two main types of groups, those who offer various services, including technical assistance, but who do not have any authority to review and approve or deny projects, and those who have the authority and responsibility to review and approve projects.

Not-for-Profit Organizations

These private organizations are involved in educating the public about the value of historic resources and community planning efforts but do not have the power to approve or deny a project. That is not to say that they do not play a role in community development. They often become involved in projects as advocates for particular outcomes or goals and may also provide technical services.

Local and regional historical societies are not-for-profit membership organizations that collect and preserve materials related to the history of a community. These may be all-volunteer groups or they may employ professional staff. Volunteers or staff may assist with the research on the history of a library building or library organization, and may become involved in advocacy for the preservation of a library building due to its historical importance. They may therefore participate in meetings or public hearings, but will not have authority to make any determinations about the scope or design of your project.

Local and regional historic preservation organizations are also membership-based, not-for-profit organizations whose mission is to preserve the built resources of a community through public education and advocacy. Many preservation organizations are staffed while others are run by volunteers. They may employ staff who can provide technical and design services or can refer the library to appropriate designers and contractors, and a few of these groups may have some type of funding program. (Note that, while these organizations' objectives are most often focused on built resources, their efforts may also be directed at preserving landscapes and viewsheds. In this way, their efforts are complementary to conservation organizations.) While preservation organization staff are involved in meetings and hearings regarding issues, and undertake projects to preserve resources on behalf of their constituents, they do not have any regulatory authority.

The Preservation League of New York State, based in Albany, is the *statewide*, membership, not-for-profit historic preservation organization. Staff provides assistance with preservation issues, technical questions and preservation law issues. The League offers some funding for certain types of projects, and they have several information briefs regarding other funding sources. Staff can also help with information about local and regional preservation organizations and consultants. As an advocacy organization, the League has no regulatory authority. For more information, visit the website at www.preservenys.org.

The National Trust for Historic Preservation is the *national*, membership, not-for-profit historic preservation organization. Based in Washington, D.C., the Trust has several regional offices, and

the Northeast Regional office in Boston serves New York State. There are several grants administered by the Trust which may be suitable for certain library projects. A number of publications on various preservation planning and technical topics are available for download on the Trust's website, and others are available for sale. For more information, visit the main website for "Preservation Nation" at www.preservationnation.org and see publications available at www.preservationbooks.org. As an advocacy and education organization, the Trust has no regulatory authority.

Government Boards and Agencies

Municipal boards and commissions on the local level will play a role in reviewing a library project. A comprehensive plan or master plan defines a community's vision of the future by outlining goals for aspects of the community such as economic development, transportation, housing, education and cultural resources. Your community may have preservation goals specifically spelled out in a comprehensive or preservation plan. A plan will define the measurable objectives to be achieved in order to reach those goals. Implementation of the objectives takes place through the regulatory and advisory processes established by the local laws of a community which set up a framework of commissions and boards to review projects and regulate development.

An historic preservation commission or board is created by passing an historic preservation ordinance. Commission members are appointed by the local governing body, and are usually required to demonstrate extensive interest and skills relevant to historic preservation. The commission is charged with the responsibility to inventory and document community resources, designate historic districts and individual landmarks at the local level, and review projects that will have an impact on any designated site. Note that this local designation is separate from a listing on the State and National Registers, although the process is usually linked to the national program. If a library building is located in a local historic district or designated as an individual local landmark, the project will most likely be reviewed by the commission. The commission has the power to approve a project and issue a "Certificate of Appropriateness" (COA). Contact the municipal clerk to find out whether your community has a local preservation law and commission. Many commissions in the state are represented on their municipality's website.

The New York State Historic Preservation Office or SHPO (*SHIP-o*) is part of the state's Office of Parks, Recreation and Historic Preservation within the Executive Branch of state government. The SHPO is authorized to document resources, determine whether a property is eligible to be listed on the National Register, and nominate sites and historic districts to the State and National Registers of Historic Places. The State Review Board meets quarterly to approve State and National Register nominations and forward them for final approval by the National Park Service. There are several units within the SHPO Field Services Bureau which have distinct review responsibilities:

- 1) Architectural historians and historians in the National Register Unit evaluate the building to determine whether the building meets the criteria for listing on the National Register;
- 2) Archeologists in Archeology Unit analyze whether the ground disturbance that results from a construction project will have an impact on archeological resources.
- 3) Architects, engineers and other preservationists in the Technical Services Unit review how the proposed work will impact the historic character and fabric of the building, and work with the library to find solutions for the design issues.

Staff in each of these units has an assigned territory consisting of a set of counties. The listing can be found at: www.nysparks.com/shpo/state/map.htm, but keep in mind that staff assignments can change.

The National Park Service (NPS), located in the Department of the Interior, administers the federal historic preservation programs. In addition to working with the SHPO on the National Register program, NPS also oversees the Investment Tax Credit program for income-producing properties. The "Secretary of the Interior's Standards for Rehabilitation" articulates the preservation field's core approach to historic resources. Most important among the NPS resources are the website sections and extensive list of publications that provide very useful information on many aspects of preservation work. These include:

- Illustrated Guidelines for Rehabilitating Historic Buildings: www.nps.gov/history/hps/tps/tax/rhb/
- Technical Preservation Services: www.nps.gov/history/hps/tps/, will lead you to the 44 Technical Briefs available online.
- Tech Notes are case studies on specific topics: www.nps.gov/history/hps/tps/technotes/tntime.htm

We are interested in your corrections or comments. Please send them to:

Lorraine E. Weiss
Historic Preservation Planning / Built Environment Education
P. O. Box 666
Albany, NY 12201
weiss.bee@mindspring.com