

#7

**COMPLETE**

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Page 1: GRANT OBJECTIVE

**Q1**

Contact Info

Name	<b>Faith St John</b>
Library	<b>Argyle Free Library</b>
Email Address	<b>fstjohn@sals.edu</b>
Phone Number	<b>518-638-9018</b>

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**Q2**

What are the goals and objectives of your project?

The goal of our proposed project is to engage a skilled architect to assist our board in examining possibilities for expanding the Argyle Free Library's space for programming, public meetings, storage, and various other requirements.

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**Q3**

How will this project change the library building?

Our project will deliver comprehensive insights on how the library can increase its available space. The information will outline both the potential for expanding our current location and the opportunities for renovation or new construction within the village of Argyle.

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**Q4**

How will this project benefit your patrons?

Our project will ultimately benefit our patrons by creating space for private meetings, expanding program offerings, adding more space for technology, and addressing various specific needs.

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**Q5**

What is the timeline for the project?

We plan to complete our project by December 2025.

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Page 2: Project Assessment

**Q6**

EVALUATION: What tools will you use to evaluate the program quantitatively (i.e. statistics)? What tools will you use to measure the program's success qualitatively?

The success of this project will be assessed through the delivery of a detailed plan from a qualified architect, which our board and director can evaluate for potential future applications.

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Page 3: File Uploads

**Q7**

Respondent skipped this question

Upload WALK-THROUGH NARRATIVE

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**Q8**

Respondent skipped this question

Upload PROJECT BUDGET

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**Q9**

Respondent skipped this question

Upload PHOTO DOCUMENTATION

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**Q10**

Respondent skipped this question

Upload LONG RANGE PLAN OF SERVICE

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Site visited: \_\_\_\_\_

## Customer Service Walkabout

Instructions:

1. Working with a partner, use the attached Customer Service Checklists to record your observations about how well your library responds to public expectations and needs.
2. If you have trouble deciding on the answer to a particular question, skip it. Add a note to that item if you'd like to discuss it later.
3. Be sure to base your answers on what you can actually observe.
4. Please be an observer only. Do not interview or otherwise engage customers or staff at the site.
5. Complete this worksheet and use it to develop a Construction Challenge Grant application.

\_\_\_\_\_



A. Welcoming Service Checklist			
	Yes	No	If yes, how?
A1. Is the facility well marked/easy to identify?	✓		
A2. Can you see inside before entering?	✓		
A3. Is this site accessible for people in wheelchairs, scooters, or pushing baby strollers?	✓		Could be improved
A4. Do staff acknowledge/welcome customers on arrival?	✓		
A5. Do staff reflect the local community in terms of age, race, gender, language?	✓		
A6. Is this site inviting?	✓		
A7. Are returning customers recognized?	✓		
A8. Jot down your thoughts on how your library can be perceived as welcoming.			
<p style="text-align: center;"><i>Very friendly staff, good lighting and neat presentation.</i></p>			

B. Comfortable Service Checklist			
	Yes	No	If yes, how?
B1. Does the facility look clean?	✓		
B2. Is the lighting good?	✓		
B3. Are the aisles or other public spaces comfortably proportioned?	✓		
B4. Do customers have a choice of seating?	✓		Could be improved
B5. Are there pleasing views from inside the facility to the outdoors?	✓		
B6. Are quiet areas separated from livelier/ noisier zones?		✓	Space not adequate
B7. Are food and drink allowed?	✓		
B8. Jot down your thoughts about how your library can be perceived as being comfortable.			
<p>A separate quiet space would be awesome, for meetings and for reading.</p>			

C. Easy to Navigate Service Checklist			
	Yes	No	If yes, how?
C1. Is facility/service set up to be simple on the surface?			
C2. Is it easy for customers to figure out how or where to get started?			
C3. Is it easy to identify staff?	✓		
C4. Do staff seem to be knowledgeable about the products/services?	✓		
C5. Are the products/ services easy to see/get to?	✓		
C6. Does the site feel uncluttered?	✓		<i>But being able to spread out more would be an improvement.</i>
C7. Do the signs describe what customers can do, rather than what staff do? <i>E.g. "pay here" not "cashier"</i>	✓		
C8. Jot down your thoughts about how your library can be perceived as being easy to navigate.			

D. Successful Service Checklist			
	Yes	No	If yes, how?
D1. Are there plenty of customers?	✓		
D2. Are the facilities in good repair?	✓		
D3. Do the customers appear to be satisfied with the products/services?	✓		
D4. Do staff appear to be committed to the success of the organization and its customers?	✓		
D5. Do staff behave as if this is a great place to work?	✓		
D6. Jot down your thoughts about how your library can be perceived as being successful.			

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E. Efficient Service Checklist			
	Yes	No	If yes, how?
E1. Are customers allowed to help themselves rather than "go through" staff to get to products and services?	✓		<i>Shelves are well-marked and accessible but check-out requires staff.</i>
E2. Does this site offer express service?			<i>N/A</i>
E3. Does the organization that operates this site also offer its products/services online?	✓		
E4. Is there minimal waiting for service?	✓		
E5. Do staff empower customers rather than regulate them?	✓		
E6. Jot down your thoughts about how your library can be perceived as being efficient.			

## F. Up-to-Date Service Checklist

	Yes	No	If yes, how?
F1. Does the exterior (or what you can see from outside) of this site change from time to time?	✓		<i>Friends tend flower beds Patrons do chalk drawings and other projects.</i>
F2. Do the computers or other technology used at this site look up-to-date?	✓		
F3. Do staff seem to be knowledgeable about the technology they use?	✓		
F4. If visitors also use technology here, do staff know how to assist them?	✓		
F5. Is the décor up to date?	✓		
F6. Does this organization project a consistent brand image?	✓		
F7. Jot down your thoughts about how your library can be perceived as being up-to-date.			

G. Convenient Service Checklist			
	Yes	No	If yes, how?
G1. Are the hours of operation reasonably consistent from day to day?	✓		
G2. Is this site located near other sites/services likely to interest its customers?	✓		
G3. Does this site take reservations or appointments?	✓		<i>As needed</i>
G4. Does this site offer "walk in" service?	✓		
G5. Does this site accommodate visitors who want to use their own equipment – computers, cell phones, etc.?	✓		
G6. Does this site accept credit and debit cards?		✓	
G7. Jot down your thoughts about how your library can be perceived as being convenient.			

## H. Fun Service Checklist

	Yes	No	If yes, how?
H1. Is this a pleasurable, even playful environment?	✓		
H2. Do staff exhibit an upbeat attitude?	✓		
H3. Does this site emphasize what visitors may do rather than what they may not do?	✓		
H4. Is spontaneity part of this environment?	✓		
H5. Is humor part of this environment?	✓		
H6. Does this site offer free treats or giveaways?	✓		<i>As appropriate</i>
H7. Jot down your thoughts about how your library can be perceived as being fun.			

## I. Conclusions

To help libraries meet these challenges, the SALS Board of Trustees has initiated a competitive grant program to help libraries perform repairs, renovations, or touch-ups to improve the library's physical space. Library staff and boards will be required to complete a walk-through of their building and use it to complete the grant application.

Based on your observations:

I1. How will the building project improve the library experience of the library user?

More and better space for more and better programming.

I2. How will this project improve the library's physical space?

More comfortable and usable space

I3. How will this project improve services to people living in your community?

Space for more programs, meetings, and quiet space.

I4. How will this project make the library more welcoming?

We need better quiet space, more space for teen and childrens' programming and activities without interfering with regular library patrons.

## Southern Adirondack Library System 2025 Challenge Grant Application

Budget:

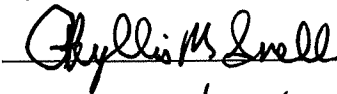
In the "details" column, provide information on the item being budgeted for in this category.

Category	Project Funds Requested	In-Kind/Matching	Total	Details
Purchased Services	5,000.00	1,200.00	6,200.00	Butler Rowland Mays Architects
Equipment			-	
Materials/Supplies			-	
Personnel			-	
CE Program Registration			-	
Travel			-	
<b>Total</b>	\$ 5,000.00	\$ 1,200.00	\$ 6,200.00	

Library Director Signature: \_\_\_\_\_



Board President Signature: \_\_\_\_\_



Date: \_\_\_\_\_

3/24/2025

Submit all documents as PDFs through our online application portal.

Hand-written applications will not be accepted.



# BUTLER ROWLAND MAYS

## ARCHITECTS, LLP

57 West High Street  
Ballston Spa, NY  
12020

PH: 518 885 1255  
FAX: 518 885 1266

[www.brmaarchitects.com](http://www.brmaarchitects.com)

## ARCHITECTURE

## INTERIORS

## PLANNING

Steven G. Rowland, RA  
Paul K. Mays, RA  
Licensed NY/CT

# SERVICES AUTHORIZATION

Re: Site Analysis Project  
Argyle Free Library

March 19, 2025

Between the Owner: Argyle Free Library  
21 Sheridan Street  
Argyle, New York 12809

and the Architect: Butler Rowland Mays Architects, LLP  
57 West High Street  
Ballston Spa, NY 12020

### PROJECT NAME AND SERVICES DESCRIPTION: Argyle Free Library – Site Analysis Project

Services include 12 – 18 hours of architectural usage programming and analysis specific to library design and standards, enumeration of conceptual requirements for a new or renovated facility at the existing or a new location, and review of options regarding the potential of the existing Library site (21 Sheridan Street) versus the property known as the former Argyle Foodliner IGA (90 Main Street) as follows:

#### Site Visit (anticipated Summer 2025)

- Visit to the existing Argyle Free Library (AFL) facility, located at 21 Sheridan Street, to conduct a visual assessment of the capacity, usage patterns, and function as a public library, including walk-through discussion with Library Director;
- Establishment of a general fixture inventory, quantifying existing shelving (roughly by genre), public seating areas, staff furnishings, and patron/staff interaction points (circ desk, help desk, etc.);
- Review of any drawings, layout plans, site surveys, or other information describing the current function and programming at the AFL, as well as a history of same to establish trends for this community;
- Review of the Library's Annual Report, public information campaigns, patron surveys, or other information regarding the library services in this community;
- On the same day, a visit to the 90 Main Street property, to conceptually review existing conditions, existing building layout, and capacity for renovation or demo with new construction;
- Review of any drawings, layout plans, site surveys, or other information describing the 90 Main Street property;
- Create a line sketch, not-to-scale, of the existing 90 Main Street layout (or utilize existing drawings of 90 Main Street, if available) for use in developing a conceptual layout graphic for renovation into a library facility, should the AFL decide to relocate to that property and building;
- Create a line sketch, not-to-scale, of the potential for new construction and parking on the 90 Main Street property as a conceptual layout graphic for a new AFL library facility on that site;

#### Analysis and Overview (anticipated within two-four weeks of site visit)

- Development of an architectural program, derived from the assessment made during the site visit and in conversation with the Director, delineating the minimum and desired spaces and features in a renovated or relocated AFL, from a Library Design perspective;
- Development of recommendations for capital improvements (from the not-to-scale line sketch, or from existing floor plans, if any) and conceptual layout for potential renovations to the existing 21 Sheridan Street AFL building to improve program, accessibility, patron and staff usage and safety;
- Development of a conceptual layout (from the not-to-scale line sketch, or from existing floor plans, if any) for overall capacity of the 90 Main Street property to accommodate the Library's architectural program, featuring options for adaptive reuse and renovation of the

existing grocery building, and a second option for new construction on that site after demolition of the existing grocery building;

- Development of a narrative to explain how completely or partially the 3 conceptual layouts above accommodate patron and staff accessibility, intuitive public usage, technology integration, work stations, storage, and electrical/data modifications;
- Submission of a summary narrative and layout description that delineates the constraints and opportunities to be considered in pursuing the Main Street property as the new location for the AFL (either in the renovated grocery building, or with new construction), including all of the developed analyses above, versus renovations in place at the Sheridan Street site, including budgets for each option;
- Submission of a narrative recommendation regarding pursuit of the Main Street site versus remaining in situ and renovating the AFL building at Sheridan Street, with separate substantiation of the appropriateness for short-term (one – five years) or long term (over five years) usage;

#### **Development Follow-up (if warranted)**

- Based on the conclusions reached by the Board of Trustees from the information above, and whether the the Main Street site is appropriate for further consideration or the Sheridan Street site is more amenable to long-term usage, the following steps (and a fee for same) may be proposed for assisting the Argyle Free Library with preparing for acquisition and occupancy of Main Street by the Library, or pursuit of renovations to the existing Library:
  1. On-site visit to measure and prepare a detailed scaled and dimensioned drawing of the grocery building for purposes of further development of the conceptual design (if adaptive reuse option is selected);
  2. Design of a scaled and dimensioned drawing of a new Library building on the Main Street site for purposes of further development of the conceptual design (if adaptive demolition and new construction option is selected);
  3. Design of a scaled and dimensioned drawing of renovations to the existing Sheridan Street building for purposes of further development of the conceptual design (if in situ renovation option is selected);
  4. Development of conceptual ideas for location, height, mobility options, and genre layout of the stacks/collection, as well as public circulation and display areas;
  5. Development of conceptual ideas for location and amenities in Public Access Computer and OPAC offerings for supervision, staff assistance, and efficient usage;
  6. Development of conceptual ideas for location and amenities of soft seating, quiet reading, study, and meeting spaces;
  7. Development of conceptual ideas for location and amenities of public desk(s) and back-of-house staff areas, including work and break spaces, storage, etc.;
  8. Public presentation of design ideas and discussion of options and budgets, per the above criteria;
  9. Production of Construction Documents (Drawings and technical specifications, front end bidding information) necessary to bid the construction of the above improvements;
  10. Administration of the bidding period, including responses to bidder Requests for Information, and facilitation of a Pre-Bid walk-through;
  11. Construction Administration, including site visits during construction, review of shop drawings, processing and certification of contractor applications for payment, and final project closeout paperwork;

#### **ARCHITECT'S FEE:**

The fee structure is broken down as follows. These fees are given as lump sums, based on a breakdown of the estimated time for our tasks for these parts of the project.

Site Visit, Analysis and Overview	Lump sum fee of:	\$6,200.00 + reimbursables
Development Follow-up:	To be Determined – based on scope of project	

The fees above do not include standard reimbursables (mileage, copies, printing, faxes, etc.) as defined by the AIA Standard Form of Agreement Between Owner and Architect.

#### **TERMS AND CONDITIONS:**

Services provided will be subject to the following assumptions:

1. If no drawings of the building are available for use in creating base drawings for this project, then the graphics will be limited to a not-to-scale line sketch for the purposes of

- the conceptual analysis and overview. More detailed dimensioned drawings will be required for development and follow-up, if either option is pursued.
2. Engineering services (structural, civil, plumbing, mechanical, electrical) are not anticipated at this time for the purposes of the conceptual overview.
  3. The following items are not included in the basic scope of services described above. If deemed necessary, BRMA will assist the Owner with the selection of qualified professionals to provide these additional services.
    - a. Traffic studies
    - b. Environmental impact statements, wetlands identification, and storm water drainage studies
    - c. Other special studies (archaeological, etc.) or special agency requirements
    - d. Topographic and boundary surveys
    - e. Geotechnical surveys (soil borings, etc.) to determine subsurface conditions and water levels
    - f. Emergency services related to existing conditions uncovered during the course of this planning work (eg.: structural deficiencies which might lead to imminent failure, etc.)
  4. No building permits or municipal/jurisdictional review processes (Planning, Zoning, Architectural Review, etc.) are anticipated for the purposes of the conceptual overview.
  5. Professional services relating to discovery, design and/or remediation of any hazardous or otherwise unsuitable materials, such as asbestos (frequently found in roofing and insulation systems, sealants, fire-proofing, plasters and other finishes, or pre-fabricated panels), lead (frequently found in paints and roofs), or PCB's (frequently found in window glazing compounds and sealants, or certain fixture ballasts), or contaminated soils (from underground fuel tanks, previous industrial uses, etc.) are not included in this proposal. If deemed necessary, BRMA will assist the Library with the selection of qualified professionals to provide these additional services.
  6. Services related to any specialized testing, such as insect inspection, geotechnical borings, destructive or non-destructive material testing, or thermal or nuclear moisture surveying, that may be deemed necessary following initial investigations, are not included at this time. We will review any recommendation for the implementation of these services with the Board of Trustees for approval prior to commencement.
  7. This proposal does not at this time include analysis of other properties or sites. Such analysis of alternate sites for a new Library, either for occupancy of an existing building, or for new construction, may be provided at a mutually agreed fee, as an additional service.
  8. It is understood that if the scope of the Project in whole or in part is materially changed, fees will be adjusted accordingly as mutually agreed upon, prior to commencement of the work.
  9. It is understood that funding for professional services is available and accessible for our work. The services will be billed monthly as a percentage of completion. Invoices are due 30 days from receipt.

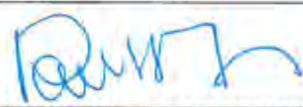
I/We authorize Butler Rowland Mays Architects, LLP to perform the listed services.

Owner:

\_\_\_\_\_  
Faith St John, Director Argyle Free Library

Date:

Architect:

  
\_\_\_\_\_  
Paul K Mays, RA, Principal Butler Rowland Mays Architects, LLP

Date:

03.19.2025  
\_\_\_\_\_