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COMPLETE

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Page 1

**Q1**

## Contact Info

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Library	<b>Bolton Free Library</b>
Email Address	<b>sjordan@sals.edu</b>
Phone Number	<b>518-644-2233</b>

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**Q2**

What are the goals and objectives of your project?

We have just completed a major renovation of our Circulation Desk, and this has led to the relocation of cold air returns and heat ducts. We are also replacing all carpeting and installing new duct grates, as the old ones are rusted and dirty. Once all this work is finished, we plan to have the Library's air duct system thoroughly cleaned to significantly improve indoor air quality.

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**Q3**

How will this project change the library building?

This project will not significantly change the library building. It will change some of the ductwork, to enable the largest grate to be relocated from the front of the circulation desk to a side hallway.

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**Q4**

How will this project benefit your patrons?

Patrons and staff will breathe cleaner air while in the Library. Our air duct system is over 70+ years old, and has never been cleaned. Several construction projects over the last several years have certainly contributed to a buildup of dust and debris in the ducts, impacting air quality.

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**Q5**

What is the timeline for the project?

The air duct cleaning and grate relocation will take 5-7 days.

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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 amount of dirt and debris removed from the ducts as reported by the cleaning crew.

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Page 3: File Uploads

**Q7**

Upload WALK-THROUGH NARRATIVE

**BOLTON%20FREE%20LIBRARY%20SALS%202023%20Challenge%20Grant%20Application%20Narrative.pdf (94.7KB)**

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**Q8**

Upload PROJECT BUDGET

**SALS%202023%20Challenge%20Grant%20Budget%20for%20BFL.pdf (403.7KB)**

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**Q9**

Upload PHOTO DOCUMENTATION

**SALS%202023%20Challenge%20Grant%20Application%20Photos.pdf (1.8MB)**

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**Q10**

Respondent skipped this question

Upload LONG RANGE PLAN OF SERVICE

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## **Bolton Free Library Long Range Plan**

**Drafted 11/20/20**

### **Mission Statement**

The mission of the Bolton Free Library is to provide the resources, services and programs deemed necessary to meet the informational, educational, cultural and entertainment needs of the public. It is our hope that these resources will enhance individual and community life. The Bolton Free Library intends to provide the community with free access to the world of ideas and information in varied formats. It also intends to provide a creative experience in an open and nonjudgmental environment. **Goals**

- Meet community needs/wants
- Expand programming
- Increase community participation
- Increase fundraising
- Maintain building and grounds

### **Objectives**

Community survey to go out with Appeal

Letter ○ What is working?

○ What isn't working?

○ What additional programs/services would the community want? ○ Who in the community has a talent that they would be willing to share?

○ Who would be interested in getting more involved?

▪ Friends of the Library

▪ Board of Trustees Positions

Expand programming/Increase community participation ○ Develop a list of possible partner organizations and contact information

▪ Hudson Headwaters Health Network

▪ Bolton Historical Society

- Lake George Association

Contact possible partners to discuss programming ideas ○ Get a list of local authors/guest speakers and contact information ○ Create a local talent catalog

## Survey

- Email blast ○  
LG Mirror

Create programming to attract young adults ○

Career programs

- Ask them to teach technology classes ○  
Snapchat contests

Create fun/community building programs

- Trivia night ○ Book club ○ Craft classes  
○ Holiday activities

Create more children's programming ○ Partner with Bolton Central School ○ Partner with Bolton Afterschool Program ○ Partner with UpYonda Farm

## Create a 'Welcome Wagon' program for new residents

Create content and schedule of outreach to the community ○  
Website ○ Facebook ○ LG Mirror ○ Mass emails ○ Restart 'Friends of Library'

- Develop a financial plan regarding implementation of services/programs

Develop a Fundraising Program ○

Remote programs ○ In-person  
(whenever possible)

Maintain a facility to meet community needs ○

Preventative maintenance schedules

- Replacement of shingles on front and north side of building: 5 years
- Repainting of exterior: 5 years
- Stonework and parging of foundation: 5 years
- Painting of interior wall and ceilings: 2 years
- Replacement of circulation desk: 2 years
- Replacement of carpet: 2 years

#### Action Steps

- Send out survey to community ○ Tabulate responses
- Develop specific service/program goals based on community feedback and objectives above
- Assign committees to develop services/programs and present to Board ○ Implement new services and programs

#### Evaluation

- Track participation and other data to be added to Director's report
- Continue annual survey process ○ Evaluate financial impact of programs
  - Circulation
  - Attendance of Programs
  - Feedback from Participants
  - Ask for feedback from community after programs/services have been implemented



## **BOLTON FREE LIBRARY**

### **SALS 2023 Challenge Grant Application Photos**

Grate Cover in front of Circulation Desk





Duct Entrance in front of Circ Desk



Duct Entrance on South Wall in DVD Area





Duct Entrance in Children's Area



Duct Entrance on North Wall by Circ Desk





Typical Duct Cover



**Southern Adirondack Library System  
2022 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	4,820.00		4,820.00	
Equipment			-	
Materials/Supplies			-	
Personnel			-	
CE Program Registration			-	
Travel			-	
Total	\$ 4,820.00	\$ -	\$ 4,820.00	

Library Director Signature:

Megan W. Baker

Board President Signature:

Jane Breen

Date:

03/23/23

Submit all documents as PDFs through our online application portal.

Hand-written applications will not be accepted.



**BOLTON FREE LIBRARY**  
**SALS 2023 CHALLENGE GRANT Walk-Through Narrative**

Community Member Conducting Walk-Through: Charles Cumming

The Walk-Through at the Bolton Free Library was held on Saturday, March 18, 2023. The participants included Library Assistant Director Sarah Jordan, Trustee Carla Cumming, and Patron Charles Cumming.

Positive feedback was noted throughout the Walk-Through, particularly the new Circulation Desk and the brightness of the recently repainted walls of the interior.

However, it did highlight the shabbiness of the old, rusted duct covers and cold air returns. Upgrading these duct covers and cleaning of the ducts will visually improve the library's appearance. It will also physically enhance the indoor air quality for patrons and staff.