

# #11

COMPLETE

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Page 1

## Q1

Contact Info

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## Q2

What are the goals and objectives of your project?

Goal: Create a multi-purpose room that provides a dedicated Sensory Space for patrons that may find the library unpredictable, loud or visually overwhelming

Objectives:

- The Sensory Space will be designed for, but not limited to, users who are sensitive to typical sensory input.
  - Sensory rooms are effective in helping to manage stress, negative thoughts, and can de-escalate negative or aggressive behavior.
  - Paint the Sensory Space a light warm color; lights will be on dimmer switches; coverings will be placed over the LED lights.
  - The Sensory Space will have an interactive sensory wall featuring wall tiles.
  - Soft seating will be available.
  - The Sensory Space will be a calming, low stress environment that has stimuli and items supporting the learning need for all abilities.
  - Bins with age/ability appropriate activities will be available for children and adults.
  - When not in use as a designed sensory space, the room will be available for use as a study room, with a round table and chairs. The soft seating will also be available for patrons using the room as a study room.
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## Q3

How will this project change the library building?

The project will create a dedicated space for patrons of all ages and abilities, including those with special needs, allowing patrons to self-regulate and decompress by repurposing an office into the Sensory Space/study room.

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#### Q4

How will this project benefit your patrons?

The Sensory Space will be available to individuals, small groups, or families through scheduled program times. Individuals or groups (including families) will be able to reserve time to use the room and activities. A staff member will be available to assist them with the room's features.

When not in use as a Sensory Space, the room will be available on a walk-in basis for individuals and small groups.

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#### Q5

What is the timeline for the project?

April/May 2023 -Paint room

-Order sensory space items

-Update lighting controls

May/June 2023 -Install sensory items

-Create use policy for Sensory Space

-Advertise new space

June 2023 -Launch new Sensory Space

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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 grant will be measured quantitatively by the number of individuals and groups using the Sensory Space, as well as how often the space is booked.

What tools will you use to measure the program's success qualitatively?

After each use of the room, a staff member will provide a simple survey the individual or group to gather impressions and feedback about the room. The results of these surveys will be used to adjust the room's hours of availability and the items in the room.

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### Page 3: File Uploads

#### Q7

Upload WALK-THROUGH NARRATIVE

**Walkthrough%20narrative.pdf (71.9KB)**

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**Q8**

Upload PROJECT BUDGET

**Challenge%20Grant%20Application%20Budget\_2023.pdf (16.4KB)**

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**Q9**

Upload PHOTO DOCUMENTATION

**Sensory%20Room%20photos.pdf (511.4KB)**

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**Q10**

Upload LONG RANGE PLAN OF SERVICE

**Strategic-Plan-2020-FINAL-1.pdf (3.3MB)**

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# Southern Adirondack Library System

## 2023 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
<b>Purchased Services</b>	\$1,000		1,000.00	Electrical work to replace lighting controls with dimmer switches
<b>Equipment</b>	\$1,500		1,500.00	Six (6) 16"x16" wall tiles www.sensoryone.com
<b>Equipment</b>	\$200		200.00	4 gallons of paint
<b>Equipment</b>	\$171		170.65	Bubble wall mirror DF332-526
<b>Equipment</b>	\$146		145.98	2 bean bag chairs by Posh Creations
<b>Equipment</b>	\$339.98		339.98	2 soft floor rockers
<b>Equipment</b>	\$39.99		39.99	flourescent light covers
<b>Equipment</b>	\$719.96		719.96	4 liquid floor tiles SE401 www.lakeshorelearningstore.com
<b>Equipment</b>	\$59.99		59.99	Cuddly puppy weighted lap pad CA202 www.lakeshorelearningstore.com
<b>Equipment</b>	\$128.95		128.95	Children's Factory CF705-392 Cozy Woodland Set of 12 soft blocks

## Southern Adirondack Library System 2023 Challenge Grant Application

<b>Equipment</b>	\$59.99		59.99	Til and Turn Liquid Sensory Windows www.lakeshorelearningstore.com
<b>Equipment</b>	\$59.99		59.99	Cuddly puppy weighted lap pad CA202 www.lakeshorelearningstore.com
<b>Equipment</b>	\$39.99		39.99	Rosetta Star Projector
<b>Equipment</b>	\$35.00		35.00	Quarter dome security mirror
<b>Equipment</b>	\$250.00	250.00	500.00	Miscellaneous sensory toys for adults
<b>Equipment</b>	\$250.00	200.00	450.00	42" round table with dry erase top
<b>Equipment</b>	\$0.00	1,400.00	1,400.00	4 task chairs
<b>Total</b>	\$5,000	\$ 1,850.00	\$ 6,850	

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

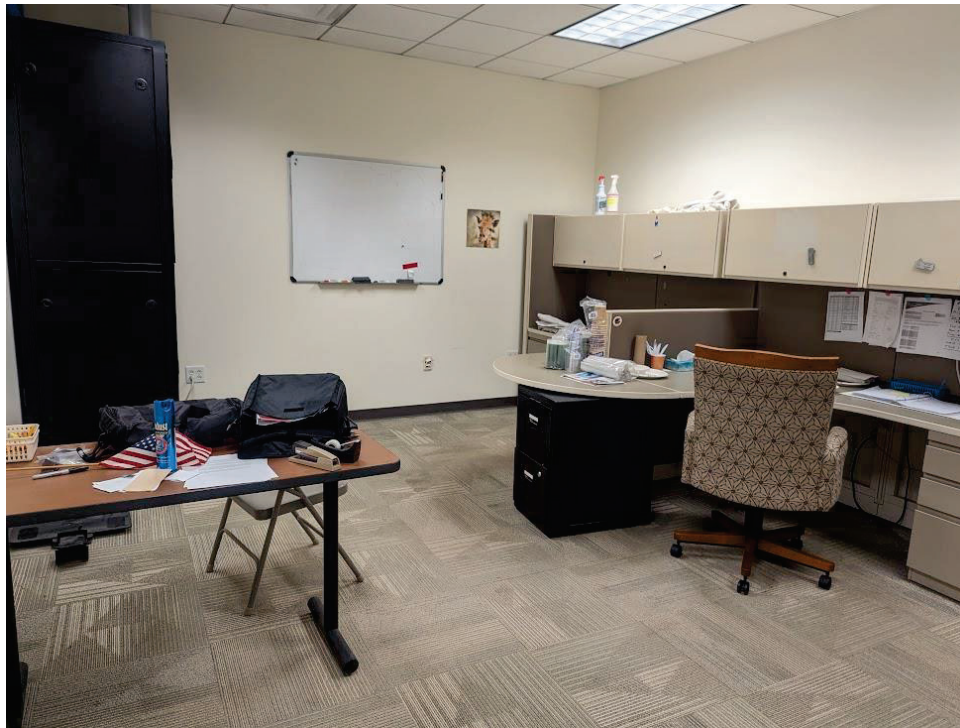
Board President Signature: \_\_\_\_\_

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

Submit all documents as PDFs through our online application portal.

Hand-written applications will not be accepted.

Sensory Room – before photos







# STRATEGIC PLAN 2020



Clifton Park-Halfmoon  
Public Library





# WELCOME

We are happy to share this update of the Clifton Park-Halfmoon Public Library's Strategic Plan. This updated document provides our patrons with insight into the Library's goals and priorities for the next three years. The plan is more streamlined, but still retains its focus on meeting the needs of our patrons and strengthening the Library's position as the heart of the community.

The Library has been busy the past three years implementing many of the projects identified in the last plan. More importantly, we received more than **1,200** patrons a day, answered almost **49,000** questions, circulated over **750,000** items and welcomed more than **30,000** people to **1,4000** programs. Despite all this activity, we are ready for more!

The Board of Trustees and staff take our stewardship of this wonderful library very seriously. We will:

- Provide a safe and welcoming space to all members of this community.
- Promote all forms of literacy, providing patrons with the tools they need to navigate our world.
- Continue to host and publicize events and amplify the diverse interests of those in our community.
- Nurture the innate curiosity of anyone who enters our doors by supporting all types of learning.

The Clifton Park-Halfmoon Public Library is the heart of our community. We hope you agree that the goals and projects identified in this plan will only strengthen the Library and we look forward to working with you to continue making such wonderful things happen.

# ACCOMPLISHMENTS SINCE 2016

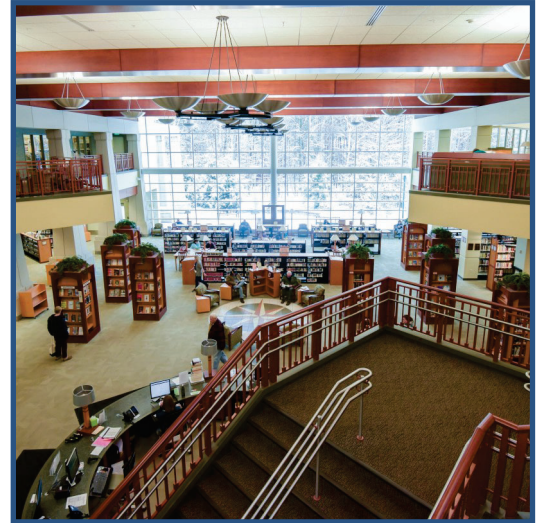
TASK	EFFORT	COMPLETE	ONGOING
Facilitating Community Conversations; Community Partnership Developments; Words of the World; Special Needs Resource Clearinghouse; Community Gardening	Real Talk Series, Active Shooter Drills, Saratoga Bridges, Cheryl's Lodge.	✓	
Café Feasibility Study; Reading Garden Access and Use	Café area with hot beverage machine installed; cold drink & snack vending machines added; increased access to Reading Garden.	✓	
Marketing and Rebranding; Digital Signage Management System; International Friends; Evaluation of Existing Programs & Services; Bikes & Books	New branding and website; new events calendar; programs and community; new bike racks.	✓	
Satellite Events; Digitize/Podcast Library Programs	Participation in community events; digitization of select programs.	✓	
Library on the Go	Three Little Free Libraries installed in community parks.		✓



# INTRODUCTION

In 2016, the Library embarked on creating a Strategic Plan to guide us into the future. The Library and community members engaged in a six-month process that included conversations and workshops designed to develop the Library's vision, mission, and goals. Goals were identified, along with strategies for realizing each goal and projects to implement the strategies. Since 2016, the Library—guided by our Strategic Plan—has taken great strides towards reaching the goals outlined by the Board, staff, and the community.

The intent of the Strategic Plan was to create a “living” plan—one that would provide a road map but also be adaptable as times changed. In 2020, the Library is taking the time to pause and consider what we've accomplished, what our community looks like now, and what our future direction should be. As we did in our initial strategic planning process, we have asked our staff and community to share their thoughts with us. Their ideas have been incorporated into this revised Strategic Plan that will help us not only reach new milestones, but continue to realize our vision for the communities of Clifton Park and Halfmoon.



## OUR VISION

The Clifton Park-Halfmoon Public Library is at the heart of our community; the go-to place to meet, learn, and do.

## OUR MISSION

The Clifton Park-Halfmoon Public Library fosters community connections by providing the space and resources for patrons to be educated, enriched, and entertained.

## PRINCIPLES

The principles are a guide and framework for determining the governance, policies, and services of the Clifton Park-Halfmoon Public Library.

- Practice Responsible Stewardship
- Provide Safe and Welcoming Spaces
- Promote All Forms of Literacy
- Amplify Community Interests
- Support Continuous Learning

# GOALS & STRATEGIES

## CONNECT AND COLLABORATE

- Work with post-secondary and vocational institutions, community organizations, patrons, and the Friends of the Library to explore, develop, and maintain strategic partnerships.
- Create opportunities for patrons to provide meaningful service to the Library and help develop programs and services that further address the interests and needs of the community.
- Cultivate creative ways for patrons and the community to engage with our resources.
- Leverage technology to facilitate connections within and between our community and others.

## MAXIMIZE LIBRARY ACCESS: INSIDE, OUTSIDE, AND VIRTUAL

- Expand the reach of the Library in the community by offering satellite events and embedded librarians at outside venues and exploring other creative extension opportunities.
- Use flexible physical and virtual spaces inside and outside the Library to support the concept of a “community commons” or “Third Space.”
- Incorporate environmentally sustainable “green” elements in the development of physical spaces, collections, and services.
- Use technology to foster inclusion and expand access to knowledge and opportunity for all.
- Refine and expand Library marketing and outreach activities to ensure community awareness of and participation in Library programs and services.





# GOALS & STRATEGIES

## CREATE AND DELIVER COLLECTIONS, PROGRAMS, AND SERVICES

- Support learners of all ages and backgrounds with innovative educational programming and resources.
- Facilitate the development of patron-run programs by enlisting, training, and engaging community volunteers to help expand the Library's capacity for program delivery.
- Make collections, programs, and services as easy to access as possible.
- Supplement existing collections to enhance accessibility, diversity, and inclusion.

## DEVELOP PEOPLE AND THE ORGANIZATION

- Create a culture of continuous learning that encourages thoughtful innovation and experimentation.
- Offer varied professional development opportunities for the Board of Trustees, leadership, and staff.
- Cultivate connections between Trustees and library staff.
- Continuously refine the Library's organizational structure to maintain alignment with strategic Vision, Mission, Principles, and Goals.
- Utilize current and best technologies and systems to achieve greater productivity, efficiency, and quality of service for the benefit of our community.





# ENVISIONING THE FUTURE

## “Telling Our Story”

Today’s Library is the heart of our community--a gathering place and multi-purpose public resource with collections and patrons young and old that combine to make it a unique and vital part of our *two-towns* community. We are excited to begin the next 50 years with a vision and commitment to be even more responsive to the needs of our patrons and communities, as we all adapt to our rapidly changing world.

Our envisioned future includes the continued expansion of the Library’s role *beyond books*, as it emerges as a central hub for community action. We will:

- Be a point of trusted information, supporting the learning and civic needs of the community.
- Strengthen and expand the Library’s role as a place of discovery where people have the freedom to explore and connect with each other, books, new ideas, and experiences.
- Be a trusted space--a welcoming, safe, and neutral gathering place for a broad range of purposes with the ability to facilitate people operating individually and in groups.
- Foster engagement and connection with all members of our diverse community.
- Continue to support the wide array of activities, meetings, lectures, performances, and programs patrons have come to expect, and that are open to all who wish to participate.

The Clifton Park-Halfmoon Public Library will continue to be the heart of the community, the go-to place to meet, learn, and do.



# CLIFTON PARK-HALFMOON PUBLIC LIBRARY AT A GLANCE



# YOUR LIBRARY BY THE NUMBERS

Total Budget:  
\$4,576,944



2,050 items borrowed  
per day



85,526 ebooks,  
audiobooks, and other  
digital downloads

- Nearly 2,500 new library cards issued in 2019
- 43,513 active library card holders



160 tech tutoring sessions  
36,770 public computer uses  
55,340 wireless sessions



48,714  
reference  
questions  
answered

Through outreach  
services provided by  
the Library, more than  
**1,568** items were  
delivered to those who  
cannot leave their  
homes.



1,200+  
VISITORS  
EACH DAY



1,400 programs  
for children,  
teens, and adults  
attended by 30,000+ people

163 English Language  
Learning Classes



Nearly 500 community  
organizations booked  
rooms 1,200 times

Visits from  
*New York Times*  
bestselling authors:

Louise Penny  
Lisa Wingate  
Gordon Korman



25 online  
databases;  
10,600 logins

53 Outreach events for more  
than 5,000 people

Total collection  
(including print & media):  
164,356 items



Museum passes  
borrowed 1,017 times

*Data as of 2019*



### Walkthrough Participants:

Barbara Reese, CPH staff person

Sandy Rivenburg, Patron and Program Coordinator at Helping Hands /Academy Nursery School

Sandy Rivenburg was chosen because she is a long term patron of the Library, and is also the Program Coordinator at Helping Hands Nursery school, which provides education classes for children of all abilities. Special education and regular education programming is provided in fully integrated and special class settings.

### A. Welcoming Service Checklist

- Sandy found that the library is well marked from both road and parking lot and is easy to identify.
- Staff welcome patrons as they enter the library. “The Library staff are welcoming with their greetings and in the lobby are welcoming decorations and exhibits”.

### B. Comfortable Service Checklist

- Sandy noted that the facility is clean, lighting is good and aisles are comfortable proportioned. There are window views of gardens and in general, the library is very comfortable.

### C. Easy to Navigate Service Checklist

- Navigation at the library is easy and there are always staff members available to assist.

### D. Successful Service Checklist

- At this library, visitors in general seem very happy to be there. Successful service!

### E. Efficient Service Checklist

- Noted there was minimal waiting for service.

### F. Up-to-Date Service Checklist

- Noted that the décor is up to date.

### G. Convenient Service Checklist

- Noted that the hours are consistent; library is located near other sites/services to interest customers; accommodates visitors who want to use their own equipment.

### H. Fun Service Checklist

- The library provides a great variety of options for both education and fun, for people of all ages.

### I. Conclusions

- This building project, the creation of a sensory room, will improve the library experience for so many people who struggle with sensory issues. A sensory room option will make the library increasingly welcoming for people of all ages who may struggle with self-regulation in large, public spaces. It will make visiting the library a positive experience for these people.



- This project will create a space which accommodates people with special needs and will be much appreciated by them and their families. It will show that the library is conscientious about making their facility welcoming to all.
- The creation of a sensory room will definitely improve services for many in our community by providing a room with accommodations for those who may otherwise not feel welcome or valued.
- A sensory room, with its accommodations, will make the library more welcoming by providing a space for those who struggle with self-regulation and may not visit the library because of this. Adults and children, along with families and friends, will appreciate this option at the library.