

#11

COMPLETE

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Page 1

Q1

Contact Info

Name	Sarah Murphy
Library	Greenwich Free Library
Email Address	smurphy@sals.edu
Phone Number	518-692-7157

Q2

What are the goals and objectives of your project?

We will engage the services of Thirdway Space to conduct a space audit for our building in anticipation of our upcoming state-funded construction project. The space audit will be primarily concerned with the library spaces outside of our Community Room, while the DLD construction grant is earmarked for the Community Room and adjacent storage spaces. As we finalize plans and before we commence construction, our objectives are to use the results of the space audit to make decisions about how best to capitalize on the planned improvements and to help us create low-cost flexible programming space that can be used while our Community Room is under construction and can continue to be used even after the construction concludes, in order to satisfy the growing programming needs of our community. Our goals are to maximize space for programming, increase collection usage, and ensure that all of our spaces, including our currently underused downstairs areas, are welcoming and easy to navigate.

Q3

How will this project change the library building?

We want to move some collections into our downstairs area in order to create additional flexible programming space upstairs. The space audit will help us identify which collections may be candidates for relocation, and will give us insight into better arrangement and presentation in our downstairs space, which is vastly underused.

Q4

How will this project benefit your patrons?

From 2022 to 2023 our programming and events numbers more than doubled, both in number of programs (175 in 2022; 402 in 2023) and in number of participants (2,895 in 2022; 7,775 in 2023). The first few months of 2024 indicate that our numbers are continuing to grow, with 1,474 people attending programs and events in January and February, compared to 716 the year before. It almost feels as if our programming potential is unlimited. Except that we are running out of space. Our circulation, on the other hand, has risen, but it was only up by 13% in 2023 (compared to a 227% increase in program attendance). We believe that by reconfiguring our space, moving some collections, and making room for more program areas, we can continue to sustain the growth we are experiencing in community participation and make sure that our collections can continue to grow and be used.

Q5

What is the timeline for the project?

Because we want to complete the space audit before we go to bid on our DLD construction project for the Community Room, we will need to move quickly. We also want to complete work on whatever projects we decide to undertake based on the space audit before construction begins. This will allow us to provide our patrons with satisfactory programming space even while our Community Room is under construction. The timeline is:

Spring/early summer 2024: Complete space audit and analyze results and recommendations.

Summer 2024: Identify any possible changes that need to be made to construction plans based on information gained and finalize construction plans.

Summer/Fall 2024: go to bid on Community Room construction

Summer/Fall/Winter 2024: Execute changes to collection location and create flexible programming space outside of the Community Room based on results of the space audit and finalized construction plans. This allows us to free up space outside of the community room for programs and events so that we can continue to offer these valuable opportunities to the public while our Community Room is under construction.

Winter/Spring 2025: Community Room construction begins

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?

We will continue to measure our patron circulation and programming statistics. We will consider this project successful if we see a rise in overall circulation and if we are able to maintain (or at least come close to) our current programming and event participation levels even while our main programming/event space is under construction.

To measure the success qualitatively, we will engage in conversation with patrons, staff, and community members about their satisfaction with our collection layout and programming spaces.

Page 3: File Uploads

Q7

Upload WALK-THROUGH NARRATIVE

SALS%20Challenge%20Grant%202024%20Walk%20Through%20Narrative.pdf (282.2KB)

Q8

Upload PROJECT BUDGET

GRN%20challenge%20grant%20budget%202024.pdf (98.9KB)

Q9

Upload PHOTO DOCUMENTATION

GRN%20Challenge%20Grant%20photos%202024.pdf (2.8MB)

Q10

Upload LONG RANGE PLAN OF SERVICE

GFL-Strategic-Plan%202023-2028.pdf (1.7MB)

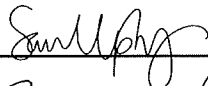
Southern Adirondack Library System 2024 Challenge Grant Application

Budget:

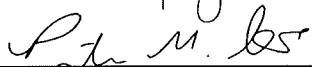
In the "details" column, provide information on the item being budgeted for in this category.

Category	Project Funds Requested	In-Kind/Matching	Total	Details
Purchased Services	\$5,000		5,000.00	Fee to ThirdWay Space for Space Audit - see attached quote
Equipment		\$2,860	2,860.00	From 2024 to the first quarter 2025, this is what we can spend on furniture/equipment specifically needed for this project. We also have extra shelving leftover from a previous renovation. Using that will enable us to save money on relocation of collections
Materials/Supplies			-	
Personnel			-	
CE Program Registration			-	
Travel			-	
Total	\$ 5,000.00	\$ 2,860.00	\$ 7,860.00	

Library Director Signature:



Board President Signature:



Date:

4/1/2024

Submit all documents as PDFs through our online application portal.

Hand-written applications will not be accepted.



Greenwich Public Library Space Audit Contract

Summary – ThirdWay will evaluate space usage at the Greenwich Free Library at 148 Main Street, Greenwich NY, 12834, and offer suggestions to improve circulation, space utilization, and overall patron satisfaction for the library. ThirdWay will present these findings in a 50 – 80-page written report with pictures of your space, a zone layout recommendation and best practices drawn from libraries throughout the United States. Please see www.thirdwayspace.com for recent clients and sample pages from a space audit.

Goals:

1. Help the Greenwich Free Library use space effectively to meet its goals.
2. Make specific recommendations for changes that can be made immediately.
3. Propose a zone layout for space usage.
4. Make suggestions for optimal space configuration in a renovation.

Library Visit Date – tbd

Space Audit Methodology –

1. Preliminary conversation to discuss audit.
2. Walkthrough space without guidance and take photographs.
3. Supplemental guided tour by library director.
4. Library to provide floorplans and (optionally) heat maps of space.
5. Interview Director and other staff on history, opportunities, goals and plans.
6. Produce written report with observations and recommendations.
7. Call with Library Director, etc. to discuss final report.
8. Presentation of final report to library board/staff/public at director's option.

Final Report – Board-ready report with photos and specific recommendations that can be implemented immediately. Report includes pictures of your library space and pictures/descriptions of best practices

Licensed Services Disclaimer – ThirdWay's space audit does not provide guidance requiring license in the State of New York. ThirdWay's space audit provides furniture, zone and pathway configuration and other recommendations based on space utilization and retail best practices. Should the Greenwich Public Library choose to engage ThirdWay for services requiring license in the State of New York, such as architectural, engineering, or interior design services, ThirdWay will work with professionals licensed by the State of New York and engaged by ThirdWay or the Greenwich Public Library Board of Trustees to perform these services.

Audit Fee: \$5,000

Payment Terms: \$2,500 due on date of walk-through – TBD
\$2,500 due upon delivery of written final report to library director - TBD
Checks should be made out to THIRDWAY, INC.



Agreed for ThirdWay, Inc.

A handwritten signature in black ink, appearing to read 'D. Vinjamuri', written over a horizontal line.

David Vinjamuri
President
ThirdWay, Inc.

Agreed for the Greenwich Free Library

Sarah Murphy
Director
Greenwich Free Library

Katherine Rogers participated in the Customer Service Walkabout for this application. Katherine does some volunteering at the library, and generally visits the library at least once a week. She is an avid book and DVD borrower, and she enjoys recommending materials to other patrons. In addition to using the library for herself, she has also accompanied her grandson to many of our early learning programs and activities. I knew that Katherine would be a great person from whom to get feedback because she has used the library in many different ways, and has observed an even greater diversity of usage during volunteer shifts.

Katherine responded very positively to each section of the Walkabout document, answering Yes to everything, except for a few items that she marked N/A. These were primarily the items that seemed more geared toward “customers” than patrons and involved monetary transactions.

I have included the final page, Conclusions, below, as that is the most relevant to our current project. Katherine believes that the space audit and subsequent changes could lead to a rearrangement of some facilities for greater ease of use and “will allow more materials to be easily accessible,” provide “easier access to services,” and be “more user friendly.”

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:	
11. How will the building project improve the library experience of the library user?	<i>It will allow rearranging facilities for greater ease of use.</i>
12. How will this project improve the library's physical space?	<i>It will allow more materials to be easily accessible,</i>
13. How will this project improve services to people living in your community?	<i>There will be easier access to the services provided,</i>
14. How will this project make the library more welcoming?	<i>more user friendly.</i>

This material has been created by Joan Frye Williams (joan@jwilliams.com) under the provisions of the Library Services and Technology Act, administered in California by the State Librarian. Any use of this material should credit the author and funding source.

Photos 1, 2, and 3 show our upstairs collections, some of which may be candidates for relocation to create more flexible programming areas upstairs. Photos 4, 5, and 6 show our currently underused lower level.



1. Fiction & Display area



2. Nonfiction & audiobooks



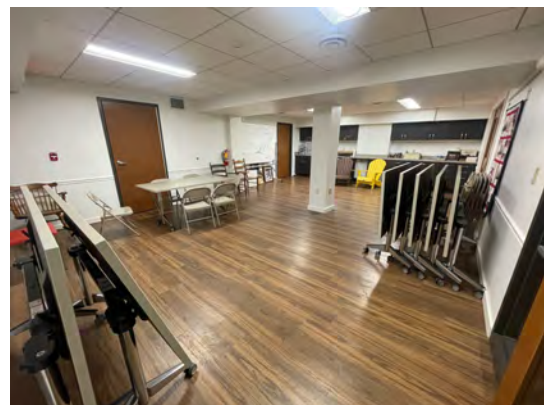
3. Nonfiction, seating



4. Lower Level, lobby



5. Lower Level, hallway



6. Lower Level, Large Meeting Room