

# #3

**COMPLETE**

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Page 1

## Q1

### Contact Info

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Library	<b>Stillwater Public Library</b>
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Phone Number	<b>5118-664-6255</b>

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## Q2

What are the goals and objectives of your project?

Goal: Create a special place for teens in our new facility

Objective one: Maintain our comfortable, accepting, and unique teen space

Task #1: Increase accessibility by 100%

Task #2: Increase comfortable seating for this age bracket from 8 to 16

Task #3: Develop a theme for the room that will be vibrant, chosen by the kids, and achievable.

Objective two: Follow a 1950's diner theme

Task #1: include a vinyl-clad booth

Task #2: include diner stools at the homework help counter

Task #3: find accessories reminiscent of that era to promote learning, homework, and life choices/skills

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**Q3**

How will this project change the library building?

We have a very solid teen presence in the library and they deserve a space that is unique to them. One that is fun, creative, and different - just like they are. Teen spaces can be very generic and we want to create a destination each teen will want to visit.

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**Q4**

How will this project benefit your patrons?

A safe place for teens to relax is always a great idea. Our teens come in after school, kick their shoes off (not always a great idea), and then start their homework. If they are working on homework of any sort they get to have a snack (donated by local food vendors/grocers), and enter to win a monthly prize. This prize has more meaning for them than monetary value. Teens come to the library as a home away from home. Our Teen Services Librarian has been invited to every Prom Walk-Through and Graduation Ceremony since the pandemic and that says a lot to me.

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**Q5**

What is the timeline for the project?

We will begin the installation of furniture and shelving by the end of September 2023 if all goes well. We expect to be fully moved in by mid-November 2023.

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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?

We expect the participation count to increase for one-on-one homework help (daily) and teen programming (weekly).

We will evaluate teen impression of the room when we are in the building.

We will ask teens to tag our Instagram accounts when they use the room for selfies. (@TeenLoft12170 or @StillwaterNYLibrary)

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Page 3: File Uploads

**Q7**

Upload WALK-THROUGH NARRATIVE

**STI%20Walk%20Through%20Narrative.pdf (109.2KB)**

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**Q8**

Upload PROJECT BUDGET

**STI%20Challenge%20Budget.pdf (281.4KB)**

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**Q9**

Upload PHOTO DOCUMENTATION

**STI%20Concept.pdf (416.4KB)**

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**Q10**

Upload LONG RANGE PLAN OF SERVICE

**STI%20Plan%20of%20Service%202022\_2026.pdf (150.3KB)**

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**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
<b>Purchased Services</b>			-	
<b>Equipment</b>	5,000	2,000 Board President 3,000 donated time, memorabilia	-	upgraded seating, etc. - booth - counter/stools - accessories
<b>Materials/Supplies</b>			-	
<b>Personnel</b>			-	
<b>CE Program Registration</b>			-	
<b>Travel</b>			-	
<b>Total</b>	\$ -	\$ -	\$ -	

Library Director Signature: Sara L. Kips

Board President Signature: Heather Grand

Date: 2/28/2023

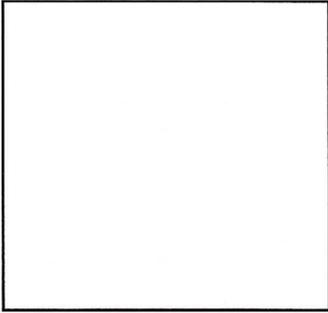
Submit all documents as PDFs through our online application portal.  
Hand-written applications will not be accepted.

# Teen

Theme

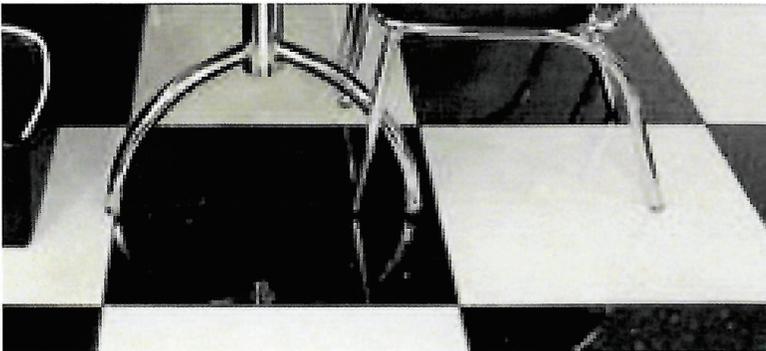
50s Diner in black and white motif

Main color



white walls - teens' tastes change so often, I want to leave the color neutral so can add/change wall decals and posters

Flooring



with option to add rugs if there are sound issues

secondary colors



**Stillwater Public Library**  
**Narrative of Walk Through with Susan Petronis**  
**2/22/2023**

Susan is a very involved patron. She attends many different groups, clubs, and is a member of Friends of the Library Group.

I chose Susan because she wants the world for our teenagers. Each year she quietly buys the prom gown/tux for a senior at our school district. She is an active grandmother with six grandchildren in our district.

I also feel she is an important choice because in 2019 when we first began the process of looking for a new home, she was against it. Many in our town are emotionally attached to our current building. I am as well, but it is not fit to be a library. Susan, like many others, is very excited about our new space.

In looking at the new space Susan concluded:

- The building will be welcoming because it will be well lit, have lots of glass windows, and patrons will be greeted at the main door.
- She is very excited about the outstanding view of the river and feels all the space will make everything comfortable.
- She felt everything was well designed and made sense for navigation.
- She feels we are very successful as a library and as a helpful public service.
- Susan felt we are very efficient, but was unsure what express service we could offer.
- Although she felt we are fairly dated and cluttered now, our new space will be contemporary yet old, cutting edge yet personable, and looks forward to a new home.
- She finds everything we do to be convenient but wishes people could pay with a credit card or Venmo at the desk.
- In terms of fun she said, "We have a ball! Cookbook Club, the Comic Con, Ladies Night Fundraiser, Museum passes – just everything!"
- Her conclusion is that we really need space for all of the programs to happen in our own building, everyone should be able to attend everything, and can't wait to bring in Blockhouse Park visitors to see our new library. She feels the elevator is really important and can't believe we found a space that was perfect for us and just down the street. She feels this new building will stand out and save a beautiful public space near the Hudson River. Her favorite part is that you will staff right away, and all of the parking, windows, and seating areas will make us the most welcoming library around. Better than we already are!

## Stillwater Public Library

### 2021 Planning Committee: Linda Tracy, Tom Boucher, Mary Herit

#### Process:

This plan has taken two years to complete due to meeting restrictions caused by the pandemic. The library worked with Paul Mays of Butler, Rowland, and Mays Architects, LLC to survey the public in May of 2019.

#### Mission:

The Stillwater Public Library's Mission is to provide educational, informational, and recreational resources to patrons of all ages, cultural, and economic backgrounds. The library is committed to protecting intellectual freedom, promoting lifelong learning, and providing materials and resources that accomplish these objectives.

#### Vision:

The Stillwater Public Library will play an essential role in the intellectual, recreational, and creative lives of our community. We will excel in providing access to entertaining and educational resources; providing high quality, innovative services; playing a key role in introducing young families to the world of libraries; being a guide through the world of technology; and creating a welcoming and comfortable physical environment. We will do all of this through continued growth, expanding our space, and by finding ways to continuously improve.

#### Values:

Stillwater Public Library's will bring a high level of courteous customer service to every person who needs it with resourcefulness, discretion, and efficiency. We develop relationships by providing needed information and access to materials, putting the patron first at all times.

<b>Goal: Provide exemplary service to the community of Stillwater, NY.</b>		
2022	2023-2024	2025-2026
Objective 1: Maintain an operating schedule to meet the needs of the community members.	Adjust schedule as needed with any changes beginning in September of the given year.	Re-evaluate operating schedule every five years with a public survey, both online and in-house.
Develop, distribute, and review surveys of the public. Present surveys both online and in house, ensuring a question regarding the library schedule is included.		
<i>Planning Committee and Director</i>	<i>Planning Committee, Director, Board Action</i>	<i>Planning Committee, Director, Board Action</i>
<b>Objective 2: Develop and maintain a collection of materials to meet the needs of our community</b>		
2022	2023-2024	2025-2026
Expand access to ebooks, gather information on adding music and magazines to download options for Stillwater; continue to monitor trends in circulation.	Budget request and grant search for adult and children non-fiction collection update in 2023-2024.	Annual review of all materials checked out by our patrons versus ILL, identify any trends in requests from other libraries, monitor satisfaction through verbal conversations with patrons and statistical analysis.
<i>Director</i>	<i>Director, Assistant, Board Action</i>	<i>Director, all staff</i>
<b>Objective 3: Meet and exceed the programming needs of our community</b>		
2022	2023-2024	2025-2026
Assess current offerings and match to demographic, outline effective programming for children aged 8-12, research parenting workshops.	Develop a plan of programming to meet the desires of the community, request appropriate funds, institute programming humanities, at least one more adult program in the morning, podcast for book reviews.	Evaluate anticipated goals of each program, assess patron satisfaction with mini surveys, partner with 3 local organizations, at least 3 times a year.
<i>Director, Assistant</i>	<i>Director, Assistant</i>	<i>Director</i>
<b>Goal: Increase awareness of library services and programs.</b>		

Objective 1: Introduce neighbors to library services through promotions both online and in print		2023-2024	2025-2026
2022	Maintain schedule for current practices to include press releases to the local newspaper, social media, bulletin boards, and circulars.	Research and try new forms of communication with school district residents; maintain creative bulletin board at the local community center.	Track trends in social media on an on-going basis, adjust accordingly, seek new avenues for information distribution.
	Director	Director	
Objective 2: Introduce neighbors to library services through outreach and participation in local events		2023-2024	2025-2026
2022	Continued presence at SCSD Open Houses; continue organizing and promoting the Stillwater Fall Festival; public meeting updates regarding building project on a bi-monthly basis	Plan for a consistent library plan of action for participation in these events to minimize preparatory work required. Find 2-3 groups to use new community room for meetings on a regular basis.	Evaluate effectiveness of all library participation through mini surveys, usefulness of materials distributed using circulation statistics, discover new paths and materials if applicable.
	Director and/or staff	Director and/or staff	Director and staff
<b>Goal: Foster and maintain a close relationship with organizations servicing the community as we do.</b>			
Objective 1: Increase collaboration opportunities with the people and organizations in the community.		2023-2024	2025-2026
2022	Maintain coordination of the Stillwater Fall Festival, increase participation, dedicate \$500 of programming budget to program of choice.	Develop a clear means of promoting all Stillwater related events online and in print.	Find at least one additional local event per year for library participation with a focus of supporting the other organization.
	Director and/or staff	Director, Board Action if needed	Director
Objective 2: Develop a plan of mutual support with local libraries and friends groups.		2023-2024	2025-2026
2022	Assistant the Friends of the Library with recruitment, participation, and marketing to facilitate volunteerism.	Survey neighboring libraries for their perceived strengths and weaknesses in terms of programming and services.	Develop an arrangement with neighboring libraries to share strengths and support weaknesses.
	Director and staff	Director	Director
Objective 3: Develop and maintain rapport with the SCSD to support the required summer reading for the school aged children.		2023-2024	2025-2026
2022	Reach out to School Media Specialist at Stillwater Central School for reading lists and assistance library can provide.	Evaluation of efforts, include the Elementary School as well to ensure cohesiveness with their goals.	Evaluation of efforts, adjust as needed.
	Director and/or staff	Director and/or staff	Director and/or staff
<b>Goal: Develop working plans for the Library Board committees to accent library services through procedure and policy</b>			
Objective 1: Personnel/Policy committee will review and maintain the needed staffing for library goals.		2023-2024	2025-2026
2022	Ask Director for current staffing needs/wants within parameters of survey results and Plan of Service suggestions.	Coordinate any large changes in service with change in personnel as needed. Discussions to be held in January each year.	Conduct annual reviews of Director using the Plan of Service as an evaluation tool, review Director's staffing reviews.
	Personnel/Policy Committee and Director	Personnel/Policy Committee and Director	Personnel/Policy Committee and Director
Objective 2: Personnel/Policy Committee will review and process all policies, procedures, and forms are up to date and relevant			

2022		2023-2024		2025-2026	
Review all policies as recommended by the attorney and recommend any changes and/or acceptance to the Board.	Develop procedures from each policy to ensure best practices and uniformity. Annually review current policies in February for effectiveness.			Develop forms to track issues and items related to the policies and procedures in place.	
<i>Personnel/Policy Committee and Director, Board Action</i>	<i>Personnel/Policy Committee and Director, Board Action</i>			<i>Personnel/Policy Committee and Director, Board Action</i>	
<b>Objective 3: Planning committee will consistently review and process the Plan of Service for the entire library</b>					
2022		2023-2024		2025-2026	
Develop, distribute, and review surveys of the public. Present surveys both online and in house, ensuring a question regarding the library schedule is included. Collect public input on building progress to include any solutions needed in the coming Plan of Service.	Hold public Focus Groups every five years to maintain transparency, to collect needed information, and to evaluate/develop long range plans of the library. April - Focus Groups, May - evaluation of results, June - Plan of Service approval.			Evaluate surveys, compile results, create a five-year Plan of Service module to guide the Board of Trustees and Library Director.	
<i>Committee with Director</i>	<i>Committee with Director, Board Action</i>			<i>Planning Committee, Director, Board Action</i>	
<b>Objective 4: Financial Committee will maintain a transparent and effective fiscal environment for the library</b>					
2022		2023-2024		2025-2026	
Annually maintain transparency through proper reporting, audits, and budget creation.	Create timeline to develop coming year's budget, improve accounting software for these purposes.			Evaluation of efforts, adjust as needed.	
<i>Finance Committee, Treasurer, and Director</i>	<i>Finance Committee, Treasurer, and Director</i>			<i>Finance Committee, Treasurer, and Director</i>	
<b>Objective 5: Building and Grounds committee will work with the construction crew to ensure all library needs are met during and after renovation.</b>					
2022		2023-2024		2025-2026	
Meetings to be held once a month with architect and construction manager to ensure efficient use of tax dollars during the renovation of the fiber mill.	Continue public meetings as renovation of the new space occurs. Meet monthly for updates and discussion of progress through Director's weekly construction meetings.			Investigate green options for possible upgrades in the coming plan of service.	
	<i>Building and Grounds Committee and Director</i>			<i>Building and Grounds Committee and Director</i>	
<b>Objective 6: Building and Grounds committee will maintain adequate safety and access for our building</b>					
2022		2023-2024		2025-2026	
Review and maintenance of safety standards in current building.	Contract with companies providing required services for the new facility to ensure compliance with NYS standards.			Develop list of any safety concerns to address in the coming plan of service through a safety standard audit.	
	<i>Building and Grounds Committee, Director</i>			<i>Building and Grounds Committee and Director</i>	
<b>Objective 7: Trustees will train on annual basis as per NYS regulations</b>					
2022		2023-2024		2025-2026	
Find quickest path to hitting the minimum trustee education mandate by the end of the year.	Develop a more interesting and useful means of trustee continuing education that appeals to all or most. Develop a tracking system with annual reports for State Report. Develop a steady form of introduction for all new or returning trustees.			Maintenance of schedule and continued search for new ideas in educational training.	
	<i>Trustee Education Committee, Board Action</i>			<i>Trustee Education Committee</i>	
<b>Goal: Provide technological devices and expertise for the community.</b>					
<b>Objective 1: Maintain timeline of product replacement inline with the technologies available through SALS Joint Automation.</b>					

2022	2023-2024	2025-2026
Request acceptable timeframe for current units to be replaced.	Purchase Chrome books, or suitable replacement as used by the school, for use in the Teen section.	Establish a quiet area for all computer use, maintain replacement schedule, investigate new technologies on a continuing basis.
Director, SALS	Director, Board Action	Director
Objective 2: Maintain high level of staff continuing education opportunities as new technologies emerge		
2022	2023-2024	2025-2026
Develop list of current technologies where skills are lacking, investigate emerging technologies where we should be prepared.	Require all staff to participate in continuing education opportunities and track completion.	Require a given amount of computer skills and social media awareness moving forward, and provide training during probationary period with expected level of expertise to move forward with permanent employment.
Director	Personnel Committee, Director	Personnel Committee, Director

*Reviews will be performed on annual basis in December for adjustment prior to January of the incoming year.*