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COMPLETE

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Page 1: GRANT OBJECTIVE

Q1

Contact Info

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Q2

What are the goals and objectives of your project?

The goal of the Stony Creek Free Library's Generator project is to prepare the library for loss of power. The objectives accompanying this goal are to: protect the library's property, provide a space for patrons within the community to access computers, WiFi, and other library materials, provide space for temporary shelter, and to provide a space for patrons to interact with others during loss of power at their homes.

Q3

How will this project change the library building?

This project will change the library building by adding a generator, with the required hook ups and necessary propane tank. This will, in turn, protect the physical space during loss of power. The generator will allow the heat to continue running in the winter, which will prevent frozen and burst pipes. It will allow the sump pumps in the basement to continue working during times of heavy rain and melt off, which will prevent damage from severe flooding within the library's basement. Before the sumps pumps were installed in the basement, there was a back-up of a few feet of water during a storm. The generator will allow the building to have lights, heat and access to circulation during the hours of operation, even when the power is off in the community. This will allow for sustainability for the library property in the years to come, no matter if there are adverse weather conditions.

Q4

How will this project benefit your patrons?

This project will benefit the patrons by providing a space within the community for them to access amenities they may not be able to access within their homes due to a loss of power within the community. Although the town hall and firehouse are equipped as local emergency shelters, this project will allow the library to provide another temporary shelter. Also, by providing a space for patrons to access computers, and WiFi, our patrons will be more likely to be able to place phone calls that they may not otherwise be able to place due to a lack of cell service in the area. This is a matter of safety and connection to services that might be needed. In the past, even National Grid has turned to the library as a resource center during times of power outages in the greater area. This connectivity also allows for patrons to meet needs they have for work or medical reasons. Historically, the library had a community member come to the library to try and get help with arranging a wellness check on an individual when the patron could not access phone services at their home due to a loss of power there. Fortunately, in this situation, the library still had power. However, due to our rural location and densely forested terrain, the entire community often loses power at once. Having a generator would allow the library to be a resource center, even when the power is out there too. Additionally, patrons will have access to material to keep their minds engaged and for enjoyment while power is lacking. With the generator, the library will be able to provide a space for interaction with others for networking with others to meet needs they may have regarding their homes, as well as providing a social connectivity.

Q5

What is the timeline for the project?

The timeline for the generator project is:

February 2025 application to Generous Funds Act from the Adirondack Foundation,
March 2025 SALS application submitted and Book and Bake Sale Fundraiser with generator notated as an objective of fundraising,
April 2025 hear back from Generous Funds Act,
May 2025 SALS decision announcements and Signing of Contracts with Service Providers,
June & July 2025 Purchase of Generator and Installation,
August 2025 Generator Project is complete.

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?

Once the generator project is complete, as a part of daily tallying of statistics, the Stony Creek Free Library will include a log of the number of times the powers goes out at the library and the generator starts. The number of patron visits during these times will be studied. This log will be kept for one year. This will provide data analysis of the number of times the property was protected from damage and that patrons were accessing the space during power loss.

This project will be evaluated qualitatively by completing exit interviews from patrons regarding the generator project and their thoughts about its efficacy and benefit. It will also be clear if there are no burst pipes or flood damage that the project was qualitatively successful.

Page 3: File Uploads

Q7

Upload WALK-THROUGH NARRATIVE

SCFL%20walkabout.pdf (259.3KB)

Q8

Upload PROJECT BUDGET

SCFL%20budget.pdf (23.3KB)

Q9

Respondent skipped this question

Upload PHOTO DOCUMENTATION

Q10

Upload LONG RANGE PLAN OF SERVICE

SCFL%20planofservice.pdf (65.3KB)

Site visited: Stony Creek Free Library

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.
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A. Welcoming Service Checklist

	Yes	No	If yes, how?
A1. Is the facility well marked/easy to identify?	✓		Signs outside make it easy to spot from the road.
A2. Can you see inside before entering?		✓	Would have
A3. Is this site accessible for people in wheelchairs, scooters, or pushing baby strollers?	✓		Ramp entrance into library. One floor open space. with
A4. Do staff acknowledge/welcome customers on arrival?	✓		<u>Always</u> greeted by a friendly staff member.
A5. Do staff reflect the local community in terms of age, race, gender, language?	✓		Staff is made up of community members.
A6. Is this site inviting?	✓		Nice environment. Hosts community events Friendly staff.
A7. Are returning customers recognized?	✓		My daughter and I often come and always greeted kindly by name and staff members often just have us ready at check-out.
<p>A8. Jot down your thoughts on how your library can be perceived as welcoming.</p> <p style="text-align: center;">Greeted at entry by a friendly staff member. Well lit open space. Light snacks/water available.</p>			

B. Comfortable Service Checklist

	Yes	No	If yes, how?
B1. Does the facility look clean?	✓		Well organized. Floors and tables tidy and clean.
B2. Is the lighting good?	✓		Overhead lighting throughout is very good.
B3. Are the aisles or other public spaces comfortably proportioned?	✓		Few aisles but wide. Lots of open space comfortable seating and set up.
B4. Do customers have a choice of seating?	✓		2 Tables with several chairs around and a few comfortable chairs scattered about.
B5. Are there pleasing views from inside the facility to the outdoors?	✓		Nice view of Stony Creek out back window.
B6. Are quiet areas separated from livelier/ noisier zones?		✓	
B7. Are food and drink allowed?	✓		Small snacks and drinks are provided.
B8. Jot down your thoughts about how your library can be perceived as being comfortable. <p style="text-align: center;">Small cozy indoor space. Well lit with comfortable seating.</p>			

C. Easy to Navigate Service Checklist			
	Yes	No	If yes, how?
C1. Is facility/service set up to be simple on the surface?	✓		Easy to browse and ask for help if needed.
C2. Is it easy for customers to figure out how or where to get started?	✓		Small space, with well labeled sections
C3. Is it easy to identify staff?	✓		Usually sitting at their desk or helping a customer.
C4. Do staff seem to be knowledgeable about the products/services?	✓		Very helpful. Able to answer questions and often tell about community events.
C5. Are the products/services easy to see/get to?	✓		Everything is out in the open. Sections are well labeled.
C6. Does the site feel uncluttered?	✓		Spacious and organized well.
C7. Do the signs describe what customers can do, rather than what staff do? E.g. "pay here" not "cashier"			N/A
C8. Jot down your thoughts about how your library can be perceived as being easy to navigate. This is a small open space where each section is well labeled.			

D. Successful Service Checklist

	Yes	No	If yes, how?
D1. Are there plenty of customers?	✓		This library services a small community, and still has a ^a good customer base and hosts events ^{events} w/ good turnouts.
D2. Are the facilities in good repair?	✓		Items and buildings are well maintained.
D3. Do the customers appear to be satisfied with the products/services?	✓		Yes a lot of programs are community driven.
D4. Do staff appear to be committed to the success of the organization and its customers?	✓		Often interested in customer feedback.
D5. Do staff behave as if this is a great place to work?	✓		Happy to help, positive attitudes.
D6. Jot down your thoughts about how your library can be perceived as being successful. <p style="text-align: center; margin-left: 100px;"> Staff puts on events for the community with good turn-out. </p>			

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?	✓	✓	
E2. Does this site offer express service?		✓	
E3. Does the organization that operates this site also offer its products/services online?	✓		Stony Creek library is part of the Southern Adirondack online system. They have a Facebook page for updates.
E4. Is there minimal waiting for service?	✓		Staff is quick to help.
E5. Do staff empower customers rather than regulate them?	✓		Staff will offer help but is considerate of customers needs wants.
E6. Jot down your thoughts about how your library can be perceived as being efficient. <div style="text-align: center; padding: 10px;"> <p>Easy layout to find what you need. Staff is quick to check-out customers or look up/order items.</p> </div>			

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?		✓	
F2. Do the computers or other technology used at this site look up-to-date?	✓		2 HP computers and printer/scanners in good shape, are work well.
F3. Do staff seem to be knowledgeable about the technology they use?	✓		No issues ever noted.
F4. If visitors also use technology here, do staff know how to assist them?			N/A
F5. Is the décor up to date?	✓		New carpeting, freshly painted walls.
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.

~~Good~~ Good computers and carpeting.

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G. Convenient Service Checklist

	Yes	No	If yes, how?
G1. Are the hours of operation reasonably consistent from day to day?	✓		Typically afterschool hours and Saturdays
G2. Is this site located near other sites/services likely to interest its customers?	✓		local park near by. Post Office, restaurant.
G3. Does this site take reservations or appointments?		✓	
G4. Does this site offer "walk in" service?	✓		Anyone is welcome.
G5. Does this site accommodate visitors who want to use their own equipment – computers, cell phones, etc.?	✓		Tables available to set up your own equipment.
G6. Does this site accept credit and debit cards?			N/A
G7. Jot down your thoughts about how your library can be perceived as being convenient. <p style="text-align: center;">In the heart of a small town, easy access and open 6 days.</p>			

H. Fun Service Checklist			
	Yes	No	If yes, how?
H1. Is this a pleasurable, even playful environment?	✓		Kid friendly area w/ games/toys.
H2. Do staff exhibit an upbeat attitude?	✓		Happy to help.
H3. Does this site emphasize what visitors may do rather than what they may not do?	✓		Yes, very welcoming to customer needs.
H4. Is spontaneity part of this environment?		✓	
H5. Is humor part of this environment?	✓		lighthearted staff.
H6. Does this site offer free treats or giveaways?	✓		Snack. Summer reading prizes for kids Free events.
H7. Jot down your thoughts about how your library can be perceived as being fun. Friendly welcoming atmosphere for all go ages.			

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?

Help the small town have an available library stay open during bad weather or other emergencies by having a generator.

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

~~We~~ Shouldn't change the physical space too much.

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

We are located in small mountain town. Having a community building available with heat and electric ~~for~~ during a power outage would be very beneficial.

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

Allowing the community to know the library is a safe place.

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	8,300.00	13,300.00	Propane connectivity & tank
Equipment			-	14 RCA generator, masonry foundation, battery, weatherization kit
Materials/Supplies			-	
Personnel			-	
CE Program Registration			-	
Travel			-	
Total	\$ 5,000.00	\$ 8,300.00	\$ 13,300.00	InKind/matching: Fundraising & Generous Acts grant application

Library Director Signature: _____

Board President Signature: _____

Date: _____

Submit all documents as PDFs through our online application portal.

Hand-written applications will not be accepted.



We honor and thank Norma Hastings, who acted as the Stony Creek Free Library director for 40 years. The library would not be the same without all that she did to keep it going.

we have love big

