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Q1

Contact Info

Name	Tim McDonough
Library	Waterford Public Library
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Phone Number	518-237-0891

Q2

What are the goals and objectives of your project?

As part of the larger goal of replacing the roof on the library, we request funding to help offset costs associated with project management by our Architect Daniel Wilson of Thaler, Wilson & Reilly.

Q3

How will this project change the library building?

Ultimately the replacement of the roof will help extend the lifespan of the library building for many years to come. This project will help move the larger project forward.

Q4

How will this project benefit your patrons?

By improving the building infrastructure, the library will be able to continue serving our patrons for decades to come. Our historic building is a point of community pride.

Q5

What is the timeline for the project?

We anticipate starting in mid to late 2023 with completion by April 2024.

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 the project will be evaluated on the basis of successfully securing bids for the roof replacement project.

Page 3: File Uploads

Q7

Upload WALK-THROUGH NARRATIVE

Walkabout%20Description%202023.pdf (58.5KB)

Q8

Upload PROJECT BUDGET

WATSALChallenge23Budget.pdf (220.2KB)

Q9

Upload PHOTO DOCUMENTATION

Waterford%20Library%20Roof%20Replacement-combined.pdf (7.3MB)

Q10

Respondent skipped this question

Upload LONG RANGE PLAN OF SERVICE

Waterford Public Library Plan of Service

2021 - 2023

Approved by the Board of Trustees August 9, 2021

LIBRARY STAFF

Library Director: Timothy McDonough
Youth Services Librarian: Liz Albanetti
Circulation Services: Lana Lightfoot

LIBRARY BOARD

President: Christine Connell
Vice President: Barry Walsh
Secretary: Elizabeth Callaghan
Financial Liaison: James Formosa
Trustee: Francis Hogan



WATERFORD
PUBLIC LIBRARY

Know and Grow, for the Journey Ahead

SUMMARY

This 2021-2023 Strategic Plan provides a roadmap for the Waterford Public Library for the next three years. The plan outlines how we might improve our approach to providing services to our chartered service area and surrounding communities.

HISTORY and DEMOGRAPHICS

The Waterford Public Library is a “SchoolDistrict” Library chartered by the State of New York in 1895 to serve the residents of the Waterford-Halfmoon School District. We provide free services all Waterford residents, regardless of school district. Residents in the Southern Adirondack Library System (SALS), partner libraries in the Mohawk Valley Library System (MVLS) have free direct access to most materials. We also offer cards for a fee to patrons who live in neighboring communities (i.e. Troy and Cohoes)

To identify baseline demographic context about the population of the Library’s chartered service area, the Waterford-Halfmoon Union Free School District (WHUFSD), we looked at data obtained from the National Center for Education Statistics (nces.ed.gov). The Demographic statistics of the Library’s chartered service area (2014-2018) are:

- Total Population 5,561 Total Households 2,483
- Median Household Income \$56,317
- Households with Broadband Internet 77.5%
- Housing status 44.3% renter-occupied and 55.7% owner-occupied
- 11.7% of families have income below the poverty line
- 16.5% of families receive SNAP (Food Stamp) benefits
- 58% of households are single-parent

PROCESS SUMMARY

Throughout 2019, with the assistance of Erica Freudenberger, Outreach and Marketing Consultant for the Southern Adirondack Library System (SALS), we gathered information from people in the Waterford community. The Library team collected community feedback through paper and online (SurveyMonkey) surveys using the Harwood Institute’s Aspirations model. We also met with high school, church and civic groups and hosted a community conversation at the library and collected feedback from our neighbors at Waterford’s annual Canal Fest.

Frequently repeated aspirations for the community were for a safe, healthy and hopeful community – our goals include action items to improve community health and safety. Certain themes emerged from these conversations, suggesting that strategic priorities for the library would focus in the near term in emphasizing the library's role as a community hub and facilitator of community events. We met with Erica to begin to pull together results to formulate our strategic plan in February 2020. A few weeks later, all libraries across NY state closed as the Covid-19 pandemic hit and all meetings became virtual. Some initial thoughts about more community gathering type events have been set aside at least for the near future.

The Library Board reviewed the feedback we received from the community, brainstormed and updated the library's vision and mission statements:

Our Vision:

The Waterford Public Library will offer a world of ideas and information within reach of everyone in our community.

Our Mission:

The Waterford Library is a welcoming and trusted community resource. We offer open access to ideas, knowledge, technology and opportunities for all ages.

Our Goals:

In support of our mission – providing open access to knowledge and opportunities for our community – the Board established the following four goals:

Goal #1: Raise community awareness of the Waterford Library

Goal #2: Serve all Ages & Abilities

Goal #3: Identify and provide community-needed resources

Goal#4: Focus on long-term sustainability

Goal #1: Raise community awareness of the Library

The following objectives will help us achieve this goal:

- Identify local businesses and community based organizations and foster active partnerships, including coordination of outreach. Share our plan with local government, local churches, the Waterford Museum and local Lions Club
- Create a consistent Library presence (post-Covid) at future community events such as Canal Fest, Tugboat Roundup and the Waterford Farmer's Market by partnering with the Friends of the Library
- Maintain / increase activity on social media. Develop a coordinated social media/PR strategy including sustainable financial resources. May require outsourcing to a professional or as we can hire in the next year, look to finding new staff familiar with social media.
- Create and share an annual report to the community – on library Website and FaceBook as well as a print report

Goal #2: Serve all Ages & Abilities

The following objectives will help us achieve this goal:

Bring library services outside the walls of the library to connect with and serve community members who cannot access the library.

- To do this, we will partner with the Waterford Seniors, Senior Grocery Bus and Meals-on-wheels. A new partnership with Capital Roots is bringing Farm2Library fresh produce weekly
- Foster a relationship with the WHUFSD to provide services to school-age children. Expand our role in bridging the digital divide in Waterford - Investigate STEM programming and partnership with Girls Who Code to attract Middle-school and High-School interest
- When programing allows (post COVID-19) ensure that the library continues to offer programs for all ages

Goal#3: Identify and provide community-needed resources

The following objectives will help us achieve this goal:

- Continue to assess the needs of both current library users and non-users by using varying forms of engagement.
- Coordinate with other community based organizations and Saratoga County Social Services to help community members access needed service. Offer non-traditional services building on our library's reputation as a "trusted information" source. One project we will pilot is to partner with the College of St Rose Department of Social Work Internship program to help connect underserved patrons with resources.
- Strengthen relationships with local government leaders so as to position library as a first call resource. Board members will continue presence at Town and Village meetings.
- Promote and expand access to services of which the community may not be aware (e.g. computers, copying, faxing, mobile hotspots) by frequent updates to social media used by members of the Waterford community.
- Provide opportunities and connections to acquire share life skills through a partnership with Cooperative Extension or developing a human "tool library"..

Goal#4: Focus on long-term sustainability

The following objectives will help us achieve this goal:

- Ensure the community's investment is maximized through fiscally responsibly decisions made by the Library Director and Trustees, and including staff development. Investigate methods to assist in funding library services that do not rely on property taxes.
- Budget to create reserves for long-term contingencies such as environmentally sound building updates and anticipated tax

certiorari cases. Strengthen relationship with the local school system to be sure we get advance warning of cases similar to recent settlement.

- Actively recruit new Board members, particularly of younger generations, to more accurately mirror community demographics. We are planning a session with a (volunteer) community member who has extensive PR background.
- Develop a dynamic staffing model that emphasizes knowledge of and a desire to meet current and emerging trends in public libraries. We anticipate filling a FT and a PT staff position opening due to retirements and we'll be looking for skill sets that include familiarity with social media.
- Develop a competitive pay and benefits package designed to recruit and retain outstanding staff.
- Start outsourcing tasks related to Accounts Payable and HR, so that professional staff can focus on developing and delivering programming both inside and outside the library that appeals to different community interests. We will accomplish this by using our bookkeeping service to take on tasks formerly done by part-time staff. Costs for this are included in our current budget.

SUMMARY and EVALUATION:

The impact of Covid-19 has forced us to step back and adjust our strategic priorities. What, in the indefinite future, can realistically be accomplished where social distancing is still necessary to maintain community safety?

We anticipate that recent and planned staff retirements, as well as the outsourcing of tasks formerly done by a clerk, will open for us new staff skill sets to accomplish our goals. In addition, we have already begun to identify no-cost partnerships as noted in Goal#3 and Goal#4

We remain optimistic that our vision of community collaboration and service can be achieved in the coming years, whatever the "New Normal" turns out to be.

Waterford Library 2023 SALS Challenge Grant Application-Walkabout Description

This Challenge Grant application pertains to securing the assistance of Daniel Wilson from Thaler, Wilson & Reilly for the purposes of acting as project manager. The project in question is the replacement of the library's roof, for which the library submitted a NYS Construction Grant application. Once that grant application has completed reviews, Daniel will assist us in creating bid contracts that can be sent to interested roofing contractors. He will oversee the return and processing of these bid contracts and help choose the winning bidder. He will then continue to serve in the role of project manager, acting as a liaison between the library and the contractors and sub-contractors. That role is likely beyond the scope of this particular Challenge Grant application. Daniel has visited the library on several occasions in the past and has submitted his written opinions on how best to move the project forward. He has proven to be a trusted and reliable resource and we value his input.



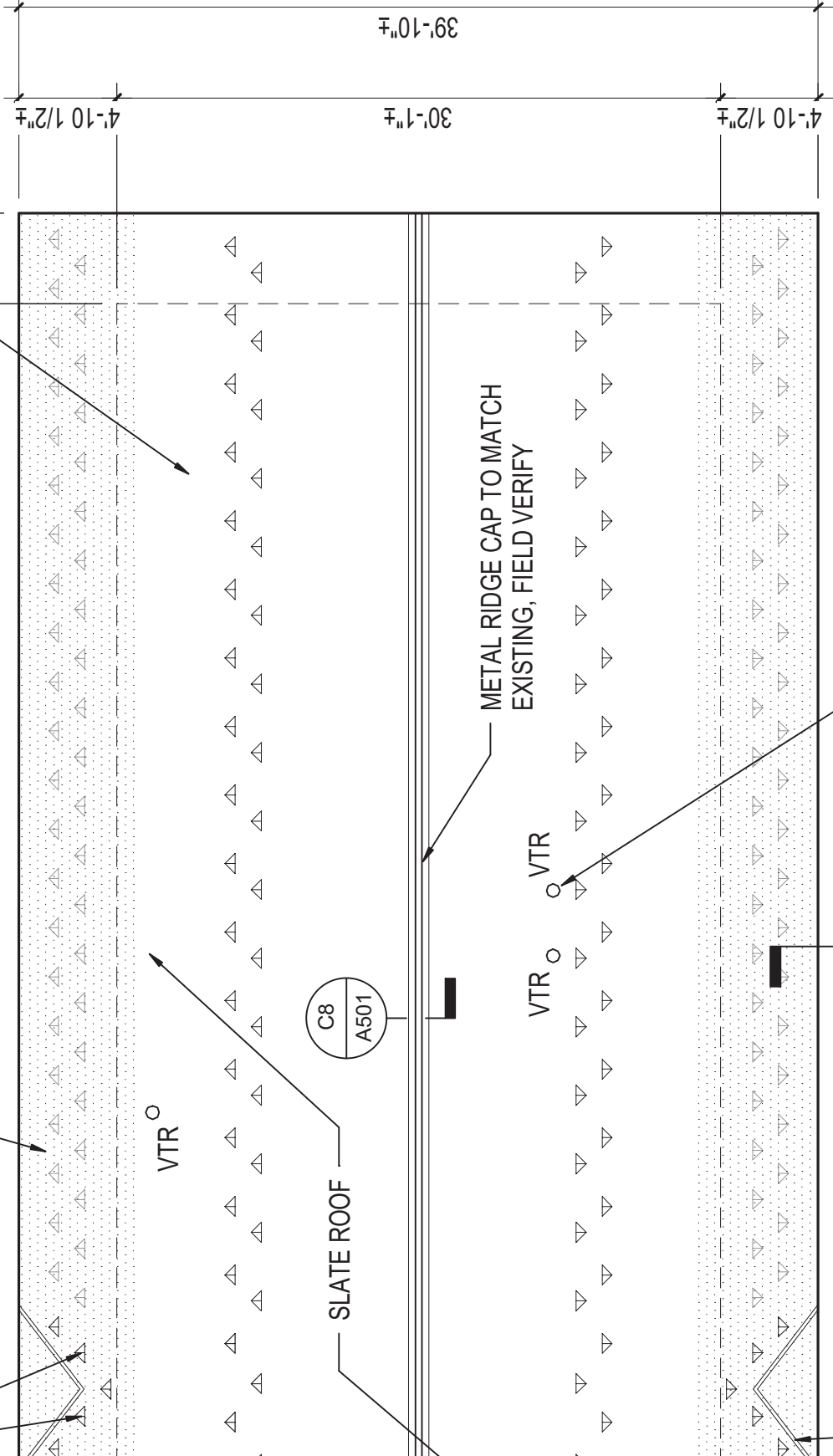
117'-1 1/2"±

109'-1 1/2"±

4'-0"±

NOTE: APPROXIMATE SLATE SIZE 18" X 10"
THICKNESS WITH 3" HEADLAP AND 7 1/2" E
TYPE TO BE SEMI-WEATHERING GRAY GRE
ANTICIPATED COLOR CHANGE TO TAN, BR
COLORS MATCHING EXISTING, FIELD VERIF

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ADHERING SHEET WATERPROOFING
6'-0" UP RAKE OF ROOF, TYP.



METAL RIDGE CAP TO MATCH
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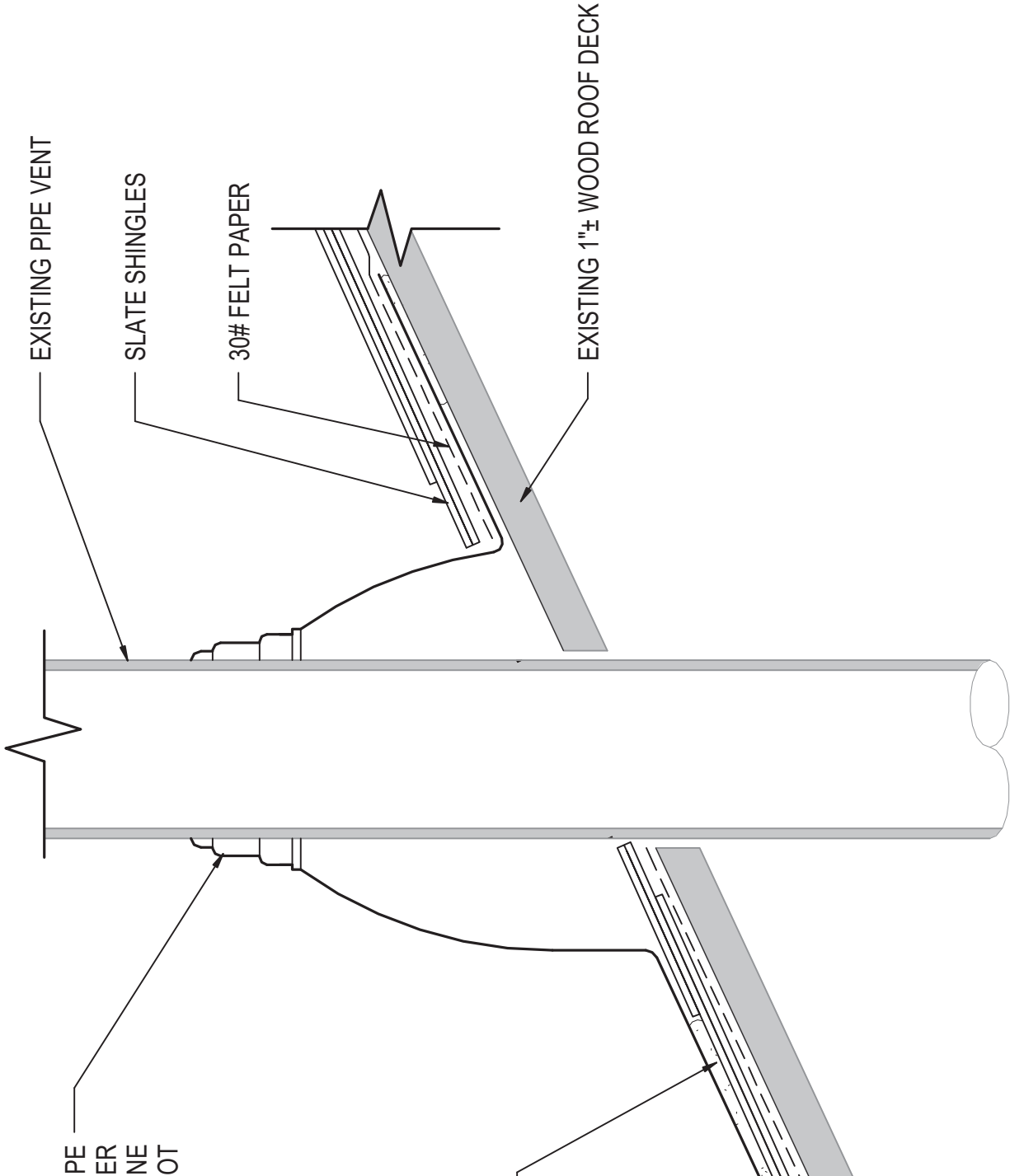
SLATE ROOF

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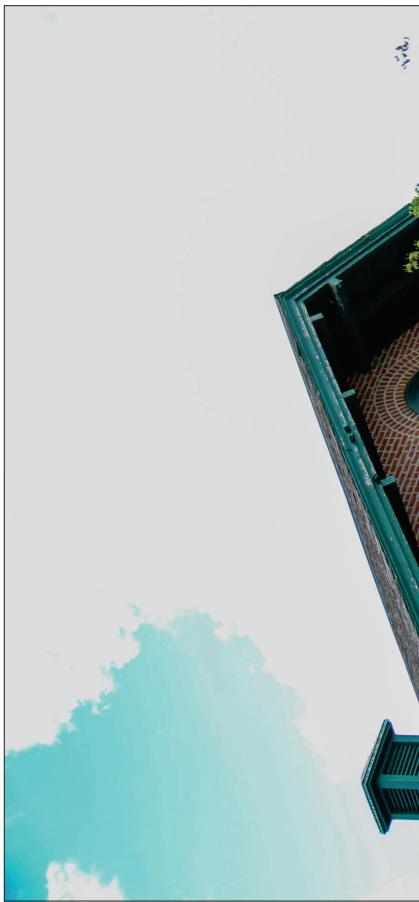
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A8
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WOOD CUPOLA AND STACK

NO SCALE



Southern Adirondack Library System 2022 Challenge Grant Application

Budget:

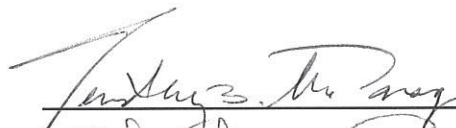

In the "details" column, provide information on the item being budgeted for in this category.

Category	Project Funds Requested	In-Kind/Matching	Total	Details
Purchased Services	\$5,000		5,000.00	Project Management costs
Equipment			-	
Materials/Supplies			-	
Personnel			-	
CE Program Registration			-	
Travel			-	
Total	\$ 5,000.00	\$ -	\$ 5,000.00	

Library Director Signature:

Board President Signature:

Date:



3/28/23

Submit all documents as PDFs through our online application portal.

Hand-written applications will not be accepted.