



# STS

Southern Tier Library System

*Connecting Community Libraries*

*The Southern Tier Library System*  
9424 Scott Road      Painted Post, NY



**BUTLER  
ROWLAND  
MAYS**  
ARCHITECTS, LLP

March 29, 2017

RIVERTON  
FREE LIBRARY

Riverton  
Free Library

A Branch of the  
Burlington County Library System

c.1855



# Master Plan Process:

- Determine Institutional Priorities and Strategic Plan(s)
  - Existing Conditions Inventory
  - Program Analysis
- Public Charettes, Focus Groups, Workshops to Validate Goals and Engage Community
- Reconcile Site Against Priorities and Goals
  - Conceptual Strategies and Cost Comparisons
  - Examine Site Comparisons
  - Show Possibilities
- Library Board Identifies Best Options to Achieve Strategic Plan(s), including **Phasing**
  - Commence Idea Sharing with Stakeholders
  - (Municipalities, Downtown Merchants, Friends, Historic Society, Arts Groups)
  - Branding
  - Project Triangle
- Analyze Funding Options
  - Including Grants, Member Items, NYSERDA Rebates, Foundations, Tax Credits, etc.
- Public Campaign Commences with Real Ideas and Real Goals
  - Re-emphasize Strategic Plan(s) and Blueprint for Achievement
  - Highlight Application of Public Feedback

## The three part charette process:

1. In the first set of meetings, present a short Library Design Primer, discuss the community history and pride and importance in Library Services, and talk about what the Library currently does well, and what it cannot do well or at all. Show comparisons to other library sizes and services. Invite public feedback on what priorities the Library should have going forward, typically through 3-4 facilitated “discussion topics.” This is the “Listening Phase.”
2. Second set of meetings is the “We Heard You Phase.” Show them what the Library staff, board, and design experts have determined as priorities (based on the “Listening Phase” and objective analysis), show the public that they’ve been heard, and summarize priorities for development.
3. The third set of meetings comprise the “Show Them Phase.” This is where potential solutions are vetted to the public, through graphics (plans, sketches, etc.) and statistics. This is the first time cost can enter the conversation, because it is the first time potential implementation projects have been shown. The project(s) should relate directly to the priorities established above. Show funding offsets at the outset, and update as required.

1. Understand the Context (existing conditions, community, etc.).
2. Identify the Program ISSUES, not the solutions.
3. Invite constituency feedback (sincerely) – eg.: charette process.
4. Confirm feedback – important to legitimize.
5. Develop multiple solutions to the issues, ranging in intervention and cost. Give the Board the most information possible to make the right decision for YOUR community.
6. Identify budgets with funding offsets (referendum/bond, fundraising, capital account, grants, foundations, member items, incentives). Prioritize most appropriate solutions and phasing to reflect realistic goals.
7. Present selected scheme(s), with strategies for capitalization. Show how solutions benefit each patron group, now or in future.
8. Control the rollout of information, identifying milestones. No lags!
9. Look for opportunities to shout from the rooftops, every chance you get during the development of the project.





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