

Livingston Manor Free Library

Accepted by Board of Trustees on January 25, 2016

Mission Statement

Livingston Manor Free Library is a vital center for the community where materials and services are provided for personal enrichment, enjoyment and educational needs. Community needs drive our services which are delivered in a welcoming and responsive manner.

Vision Statement

Livingston Manor Free Library seeks to expand its role as an essential part of the lives of district residents and visitors, promoting an enriched and informed community.

Long Range Plan 2016-2018

Community Needs

The library is one of many local organizations that serve the public with the goal of enriching lives. Each has a specific focus: e.g. arts, business, charity, spiritual growth, beautification. Cumulatively they enrich the lives of those who live in and spend time in our community.

However, the library alone is chartered by the state of New York and bound to provide services to *all* residents according to state education law. In doing so, the library's particular focus is to provide access to resources for information; to increase individuals' abilities to access information; and to provide appropriate space in which to access information in many forms. Information is defined here in a broad sense and includes that which is basic, vocational and avocational. Of all the active groups in the Livingston Manor area, the library has the unique ability to provide resources for well-rounded personal growth for all segments of the population in the district. It is this need to which the library continually seeks to respond.

Service Priorities

The library serves the general population while giving priority to specific demographic groups as the need is perceived.

Service needs are considered in the following areas:

- I. Building**
- II. Collection**
- III. Programs and specific services**
- IV. Staffing**
- V. Technology**
- VI. Funding**
- VII. Board of Trustees**

I. Building

Goals

1. To maintain and improve our current space, emphasizing the 'community center' aspect of the library
2. To prepare for a time when we could gain more space by acquiring another building or land on which to build

Objectives

- A. Replace cast-iron sewer line within building with PVC pipe and repair or replace the outside line if necessary
- B. Conduct an energy audit
- C. Consider building a windowed vestibule to block heat loss

- D. Improve parking area to prevent mud and ice accumulation
- E. Commence a study to estimate our space needs in 2020, 2025, etc.
- F. Establish a capital reserve fund to meet long term needs
- G. Maintain an interest in the future of the Eastern Star Building next door or other buildings that might become available in the community

II. Collection

Goals

1. Allow patrons' interests to drive collection development while maintaining diverse collections for browsing appeal and research, using community survey results, circulation statistics and anecdotal evidence
2. Provide information that makes interlibrary borrowing available and accessible to any patrons wanting to use it
3. Consider digital access to paid content as a percentage of overall collection
4. Improve access to local history materials
5. Maintain non-barcoded materials in "Little Free Libraries" outside the library and freely accessible
6. Develop regular promotional tools for new materials

Objectives

1. Allow patrons' interests to drive collection development while maintaining diverse collections for browsing appeal and research, using community survey results, circulation statistics and anecdotal evidence
 - A. Dedicate 25% of DVD budget to recent movie releases

- B. Expand shelving for audiobooks; dedicate 20% of audiobook budget to new releases
 - C. Create display space for eye-catching book displays
 - D. Increase current magazine and newspaper collection and create appealing display area
 - E. Subscribe to New York Times
2. Promote independent interlibrary borrowing with user-friendly instruction
- A. Create improved handouts and signage with directions on placing holds using patron catalog
 - B. Promote availability of assistance in learning to use patron catalog
 - C. Advocate for software improvements on system level to improve usability of patron catalog
3. Consider digital access to paid content as a percentage of overall collection
- A. Purchase access to movie and music downloads
 - B. Provide databases based on interest, e.g. Ancestry.com
4. Improve access to local history materials
- A. Catalog all materials
 - B. Archive complete holdings of historical newspapers in acid-free boxes
 - C. Digitize Livingston Manor Times
5. Ascertain local interest in establishment of Little Free Libraries, particularly in apartment complexes and churches.
- A. Survey residents and congregations
 - B. Install and maintain free collections if interest is evident
6. Explore means for regularly promoting new materials
- A. List new children's resources (books, movies, software, etc.) in school newsletter

- B. Include list of new acquisitions in email newsletter
- C. Post list of new acquisitions in library
- D. Post NYT annotated bestsellers list

III. Programs and Specific Services

Goals

1. To increase overall youth literacy
2. To involve teens in creative endeavors
3. To provide leisure and cultural opportunities for all
4. To provide access to essential information for the general population

Objectives

1. To increase overall youth literacy
 - A. Build on the success of preschool storytime, offering an additional session in the evening or Saturday morning
 - B. Create a reading readiness summer program for parents of preschoolers
 - C. Work with LMCS to develop after-school and summer book clubs
 - D. Seek additional volunteer youth program leaders for after school and summer reading-enhancement programs
 - E. Include both print and digital content in youth programs
 - F. Offer literacy skill-based classes such as keyboarding
 - G. Involve teens in literacy programs for young children, to act as reading role models
 - H. Schedule reading-therapy-dog sessions for children
 - I. Offer a variety of 1-shot summer programs at various times, for various ages with a calendar of events promoted in spring.

2. To involve teens in creative endeavors
 - A. Provide outside opportunities for Manor Ink youth staff members to enhance their understanding of journalism and act as ambassadors for youth journalism and fill leadership positions
 - B. Develop technology related programs for teens, particularly in animation, 3-D printing and Minecraft
 - C. Develop afterschool programs for teens in crafts and/or board games, particularly as related to books

3. To provide leisure and cultural opportunities for all
 - A. Encourage the establishment of book discussion group(s) for adults.
 - B. Offer programs on local history topics, foreign languages and crafts.
 - C. Arrange author and illustrator forums .

4. To provide access to essential information for the general population
 - A. Offer sessions twice/year related to the use of e-readers and other devices and borrowing digital materials.
 - B. Offer regular computer tutoring opportunities
 - C. Develop series of talks on health, legal and financial issues
 - D. Provide information on alternative energy via programming and displays

IV. Staffing

Goals

1. To consider slowly raising our minimum hourly wage to match that of NYS workers (\$15/hour by 2021)
2. To consider creating a full-time position for an assistant librarian
3. To increase our cadre of volunteers for special projects and circulation
4. To increase the number of hours open each week

Objectives

1. To consider slowly raising our minimum hourly wage to match that of NYS workers (\$15/hour by 2021)
2. To consider creating a full-time position for an assistant librarian
 - a. Open discussions with Roscoe Free Library about sharing staff by contract
3. To increase our cadre of volunteers for circulation and special projects
 - a. Seek volunteers through Sullivan County RSVP and press releases
 - b. Train volunteers for use as substitutes (tasks can include paper check in and out for a temporary basis)
4. To increase the number of hours open each week
 - a. Survey users and nonusers about preferences
 - b. Consider increased hours on a day by day basis or in summer only

V. Technology

Goals

1. To accommodate the technological needs of all library users

Objectives

- A. Create space for and obtain the equipment for a “digital creativity lab,” for patrons’ creative use of film and other graphic digital media.
- B. Provide additional digital content.
- C. Continue to provide tutorials to address individual’s questions
- D. Offer bimonthly classes at various times on Office products and various devices
- E. Create a Technology Q & A for Manor Ink and a digital newsletter
- F. Offer e-readers for homebound patrons

V. Funding

Goal

1. Maintain adequate funding to support ongoing needs of library while recognizing public obligation to act prudently and remain under the NYS Tax Cap if possible.

Objectives

- A. Engage in town’s budget-making process, while continuing to advocate for increased funding at county and state levels.
- B. Continue to seek government and nongovernmental grants to accomplish goals set forth above.
- C. Continue to hold three major fundraising initiatives per year.

VII. Board of Trustees

Goals

1. Endeavor to have a board membership that reflects the diversity of the community
2. Members will be involved with outreach to community organizations and governing boards

Advocacy and Collaboration

Advocacy is the means by which the library can begin to meet its long-term objectives. As the number of service recipients grows (measured in part by library membership), so will the library's funding base.

Therefore, service objectives must run concomitantly with the following objectives:

1. Develop an email newsletter, including a monthly calendar of events, using Library Aware and continue to build an email list
2. Train staff to use a variety of social media
3. Continue annual appeal through postal service
4. Library Director and/or trustees should meet as needed with LM Seniors, LM Chamber, LM Rotary Club, Eastern Star, Beaverkill Association, School Board, Town Board, Firefighters and Auxiliary, LMCS PTSO to raise awareness of library activities and seek ways in which we can better serve their members.
5. Collaboration with other organizations should be considered when seeking to meet this plan's objectives. Collaboration with Livingston Manor Central School, Morgan Outdoors, religious institutions and Catskill Art Society should be sought to expand outreach and find other venues for programs. Programs should be sought from personnel at BOCES, Sullivan County Community College, Bethel Woods Education and Outreach Department and Cornell Cooperative Extension.

- a. Develop a community-wide event calendar with administrative access for school, library, CAS, et.al. personnel to post programs with the purpose of avoiding conflicting dates