

Stevens Memorial Community Library
Long Range Plan for Library Development
2024-2027

As Adopted

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Introduction

This plan is a formalized document for the Stevens Memorial Community Library which focuses on the major challenges facing the library in the next four years, it is intended to help improve library effectiveness, assist in the quality library services, and assist in programming and budget development. The plan was prepared by members of the Personnel Committee and will be reviewed by the Board of Trustees Annually and modified as needed.

Mission Statement

As adopted by the Board of Trustees on December 11th, 2023 the mission statement of the Stevens Memorial Community Library is to serve and support our community so that all may succeed. It is hereby recognized that the Board of Trustees and staff shall not knowingly violate any local, county, state, or federal regulations and it is acknowledged that rules established by law-making agencies may take precedence over policies developed by the Board.

Goals and Objectives

Outlined in the plan are the goals and objectives of the Stevens Memorial Community Library for the next four years. These goals and objectives relate only to the most critical elements of the library, such as library services, personnel, budget and finance, public relations, and buildings and grounds. Goals which have significant and/or funding implications are further analyzed in the tables found in this plan.

LIBRARY SERVICES

It is the goal of the Stevens Memorial Community Library to provide residents of the Attica Central School District and the surrounding community with the most effective and efficient library service possible. This goal will be achieved by:

1. Offering a wide array of services, materials and programs
 - a. Print materials for Children, Teens, and Adults
 - b. Large print books
 - c. Books on CD/Playaways
 - d. DVD's and Music CD's
 - e. Printing, copying, and faxing
 - f. Tax forms
 - g. Summer Reading Programming with CSLP
 - h. Weekly story hours for Babies, Toddlers, and Preschoolers
 - i. Access to online databases and other services
 - j. Readers Advisory brochures, displays, and verbal services
 - k. Computer and Wi-Fi usage
 - l. Technology programming
 - m. Teen Programming
 - n. Adult Programming
 - o. Free meeting rooms
 - p. Up-to-date website, social media, and email listings about programming and services
2. Advocating a strong level of participation in the OWWL system
 - a. Encouraging staff to regularly attend OWWL-sponsored workshops
 - b. Support and utilize interlibrary loan services
 - c. Encouraging the library director to participate in OWWL activities and committees
3. Developing and accommodating new technology services

- a. Providing and maintaining access to personal computers
- b. Providing internet access, especially for patrons who do not have such access at home, school, or work
- c. Offering a combination of computer, mobile phone, and tablet information technologies along with more traditional library materials
4. Maintaining or increasing the percentage of the annual budget spent on the library collection
5. Maintaining and improving an automated circulation control library, to decrease materials handling, expedite circulation operations, and make better use of staff resources
6. Maintaining the tradition of offering no-fee library services and electronic services
7. Abolishing late fees
8. Maintaining hours of operation in response to community needs
9. Creating and utilizing the results of a yearly community survey to ensure that needs are being met, and to incorporate new ideas
10. Developing and maintaining collaboration with the schools in our service area

PERSONNEL

It is the goal of the Stevens Memorial Community Library to provide employees with a pleasant, comfortable, and safe working environment to encourage personal growth and professional development, this goal will be achieved by:

1. Assuring a level of staffing that is adequate to meet current and future patron needs
2. Incorporating and encouraging volunteers into everyday operations
3. Continuing to conduct regular staff and management meetings
4. Providing encouraging continuing education opportunities
5. Attending conferences
6. Attending OWWL programs and workshops
7. Conducting audits to ensure a safe work environment
8. Providing an outlet for staff to express concerns regarding the library environment and operations.

BUDGET AND FINANCE

It is the goal of the Stevens Memorial Community Library to secure the necessary funding to carry out the mission of the library and to satisfactorily implement the library's array of services. This goal will be achieved by:

1. Continuing to justify the expenditures of public monies provided by the voters in the Attica Central School District
 - a. Encouraging the public to attend Board meetings, including the annual meeting in April
 - b. Preparing and submitting the annual report to OWWL and the NYS Department of Education
2. Pursuing alternate funds from private, local, state, and federal sources
 - a. NYS Division of Library Development Grant Programs
 - b. ALA Grant Funding
 - c. Soliciting funds from foundations and institutions that support literacy and the mission of the library
 - d. Working with the friends of the library to promote fundraising efforts to benefit the library
3. Expanding the source of donations
4. Communicating with state and local legislatures about funding needs
5. Submitting requests for funding from Legislative Member items
6. Maintaining prudent accounting methods and practices
 - a. Arranging for an independent audit of financial statements on an annual basis
 - b. Utilizing an accounting system that best serves library operations

7. Ensuring that money is being spent for the benefit of library users and the community
 - a. Removing items from the budget that are not relevant to services
 - b. Evaluating the needs of certain budget lines regularly
8. Communicating with the Board regularly regarding the monthly disbursements and revenue

PUBLIC RELATIONS

It is the goal of the Stevens Memorial Community Library to maintain or increase public relations efforts to inform the public of the materials and services available in the library and to encourage its use growth. This goal will be achieved by:

1. Increasing public awareness of the library's existence
 - a. Prepare newsletters, social media posts, and other updates to the library website.
 - b. Publicize library events as needed using area newspapers and other media
 - c. Attend local governmental meetings
2. Promoting outside involvement in the library's continued success
 - a. Promote the formation of a Friends of the Library group
 - b. Encouraging public attendance of Board meetings
 - c. Publicizing in the library, on Facebook and the library web page, and on the library bulletin board to display the services the library provides
3. Conduct community surveys as needed to evaluate library services and shape programming and collection purchases.

BUILDINGS AND GROUNDS

It is the goal of the Stevens Memorial Community Library to maintain and upgrade library facilities to provide the public with access to high-quality and modern library services, materials, and facilities. This goal will be achieved by:

1. Providing for necessary cleaning and maintenance of building interior and exterior by
 - a. Continuing janitorial services and annual budgeting
 - b. Continuing window cleaning and snow removal services and annual budgeting
 - c. Maintaining the library furnishings
 - d. Repairing or replacing furniture, equipment, carpeting, and tile as needed
 - e. Budgeting of capital funds
 - f. Allocating capital funds to meet goals and complete tasks
 - g. Providing direction and evaluation for building maintenance under the guidance of the annually appointed Building and Maintenance Committee
 - h. Retaining the physical integrity of the library building and grounds
 - i. Providing for energy efficiency
2. Promoting effective use of the space
3. Exploring grants to upgrade the energy efficiency of the facility

January- December 2024

Category	Objective	Action	Responsibility
Library Services	Evaluate the effectiveness of programming	-Create a feedback form and begin to collect program feedback - Counting all program attendees	-Director -Programming Staff
	Increase technology services	-Provide more in-service technology training for patrons -Explore technology grants	-Director - Children’s Services
	Evaluate library services	-Utilize data from previous years’ feedback surveys to aid in the development of the long-range plan	-Personnel Committee -Director
	Continue...	-Collaboration with ACS D regarding curriculum and author visits -Collaboration with the Homeschool community to provide appropriate services	- Children’s Services
		Explore community outreach regarding library services	-Director - Board of Trustees
		Explore rotating collections (art, photos, etc.)	-Director
Personnel	Provide a positive and safe working environment	-Raise salaries to meet minimum wage -A staff survey to address building needs	-Board of Trustees -Buildings and Grounds -Library Director
	Promote professional growth	-Encourage staff to participate in trainings and in-services through OWWL and NYLA	-Director
Budget and Finance	Obtain the necessary funding to carry out the mission of the library	-Explore grants for building and program needs -Explore grants for updating buildings for ADA compliance -Explore online wish list capabilities -Help create and distribute wish lists	-Director -Building and Grounds Committee
Public Relations	Maintain effective PR	Refresh the website and social media	-Director
		Evaluate the effectiveness of an email listserv with online analytics	
	Examine new outlets for outreach	Ask program attendees how they get their information	
Building and Grounds	Conduct needed repairs and monitor building safety	-Get estimates for a dumpster to remove old and potentially hazardous materials from the shed and the basement -Twice yearly walk-throughs	-Building and Grounds Committee -Director

January- December 2025

Category	Objective	Action	Responsibility
Library Services	Evaluate the effectiveness of programming	-Continue to collect feedback and compare it with previous feedback -Develop a yearly community survey with an incentive for filling the	-Director -Programming Staff

		survey out -Counting all program attendees	
	Increase technology services	-Provide more in-service technology training for patrons -Explore technology grants -Utilize technology purchasing plan from OWWL to replace outdated technology	-Director -Children's Services
	Evaluate library services	-Utilize data from previous years' feedback surveys to aid in the development of the long-range plan -Randomly assign certain programs to have feedback forms to measure the effectiveness of a wide variety of programming. -Collaborate with other library systems to invite secret shoppers to give feedback on the library and its collections	-Personnel Committee -Director - Children's Services
	Continue...	-Collaboration with ACSD regarding curriculum and author visits -Collaboration with the Homeschool community to provide appropriate services -Promoting library services and the availability of such services online -More Technology integration within the physical building through interactive QR Codes -Create QR Codes to help identify reading level equivalents. -Expanding collections other than print collections	-Library Director -Children's Services
		-Exploring community outreach regarding library services through a visiting books program -Expanding a call for volunteers	-Director - Board of Trustees
		Explore rotating collections (art, photos, etc.)	-Director
Personnel	Provide a positive and safe working environment	Raise salaries to meet minimum wage	-Board of Trustees
	Promote professional growth	-Encourage staff to participate in trainings and in-services through OWWL and NYLA -Require the following amount of training hours per position <ul style="list-style-type: none"> • Director- 30 hours per year • Children's Services- 20 hours per year • Clerks- 10 hours per year 	-Director
Budget and Finance	Obtain the necessary funding to carry out the mission of the library	-Explore grants for building and program needs -Explore grants for updating furniture and refreshing interior flooring and painting -Promote Donations to the Library	-Director -Building and Grounds Committee
	Collaborate with the Friends of the Library	-Promote Membership Drives -Promote Donations to the Friends	
Public Relations	Maintain effective PR	Maintain website and social media	-Director -Children's Services
		Evaluate the effectiveness of an email listserv through built-in online analytics	
	Examine new outlets for outreach	-Ask program attendees how they get their information -Incorporate videos into social media	

		-Utilize the TV in the library to promote upcoming activities	
Building and Grounds	Conduct needed repairs	Explore potential grants for adding a ramp to the stairs on the roadside	-Building and Grounds Committee -Director

January- December 2026

Category	Objective	Action	Responsibility	
Library Services	Evaluate the effectiveness of programming	-Continue to collect feedback and compare it with previous feedback -Create a survey committee -Count all program participants	-Director -Programming Staff -Personnel Committee	
	Increase technology services	-Provide more in-service technology training for patrons -Explore technology grants -Utilize technology purchasing plan from OWWL to replace outdated technology -Establish an annual technology committee meeting to assess current needs and bring the report to the Finance Committee for purchasing new technology.	-Director -Children’s Services -Board of Trustees	
	Evaluate library services	-Utilize data from previous years’ feedback surveys to aid in the development of the long-range plan -Randomly assign certain programs to have feedback forms to measure the effectiveness of a wide variety of programming. -Collaborate with other library systems to invite secret shoppers to give feedback on the library and its collections	-Personnel Committee -Director - Children’s Services	
	Continue...		-Collaboration with ACSD regarding curriculum and author visits -Collaboration with the Homeschool community to provide appropriate services -Promoting library services and the availability of such services online -More Technology integration within the physical building through interactive QR Codes -Create QR Codes to help identify reading level equivalents. -Expanding collections other than print collections	-Library Director -Children’s Services
			-Exploring community outreach regarding library services through a visiting books program -Expanding a call for volunteers -Send library staff to other libraries for tours and conversations	-Director - Board of Trustees
			Explore rotating collections (art, photos, etc.)	-Director
Personnel	Provide a positive and safe working environment	-Raise salaries to meet minimum wage -Provide additional optional staff bonding activities	-Board of Trustees	

	Promote professional growth	-Encourage staff to participate in trainings and in-services through OWWL and NYLA -Require the following amount of training hours per position <ul style="list-style-type: none"> • Director- 30 hours per year • Children’s Services- 20 hours per year • Clerks- 10 hours per year 	-Director
Budget and Finance	Obtain the necessary funding to carry out the mission of the library	-Explore grants for building and program needs -Explore grants for updating furniture and refreshing interior flooring and painting -Promote Donations to the Library -Utilize donations promptly and efficiently -Continuously reach out to the Town of Darien and the Village of Alexander for additional funding -Yearly meeting of the Building and Grounds Committee and the Finance Committee to appropriately spend funding.	-Director -Building and Grounds Committee -Finance Committee
	Collaborate with the Friends of the Library	-Promote Membership Drives -Promote Donations to the Friends	
Public Relations	Maintain effective PR	-Maintain website and social media	-Director -Children’s Services
		Evaluate the effectiveness of an email listserv through built-in online analytics	
		Create a PR committee	-Board of Trustees
	Examine new outlets for outreach	-Ask program attendees how they get their information -Incorporate videos into social media -Utilize the TV in the library to promote upcoming activities	-Director -Children’s Services
	Board of Trustees	-Promote monthly meetings with community participation -Amend bylaws to increase the number of trustees -Increase Board attendance at library programs	-Board of Trustees
Building and Grounds	Conduct needed repairs	Quarterly Walkthroughs to update the library to-do list	-Building and Grounds Committee -Director

January- December 2027

Category	Objective	Action	Responsibility
Library Services	Evaluate the effectiveness of programming	-Continue to collect feedback and compare it with previous feedback -Survey Committee to revamp community survey and different avenues for promotion of the survey -Count all program participants	-Director -Programming Staff -Personnel Committee -Survey Committee
	Increase technology services	-Provide more in-service technology training for patrons -Explore technology grants -Utilize technology purchasing plan from OWWL to replace outdated technology -Establish an annual technology committee meeting to assess current needs and bring the report to the Finance Committee for purchasing new technology. -Establish a technology committee -Add an electronic sign under the existing sign on the roadside of the building to promote library programming -Purchase a second television to use for program promotion within the library.	-Director -Children's Services -Board of Trustees
	Evaluate library services	-Utilize data from previous years' feedback surveys to aid in the development of the long-range plan -Randomly assign certain programs to have feedback forms to measure the effectiveness of a wide variety of programming. -Collaborate with other library systems to invite secret shoppers to give feedback on the library and its collections	-Personnel Committee -Director - Children's Services
	Continue...	-Collaboration with ACSD regarding curriculum and author visits -Collaboration with the Homeschool community to provide appropriate services -Promoting library services and the availability of such services online -More Technology integration within the physical building through interactive QR Codes -Create QR Codes to help identify reading level equivalents. -Expanding collections other than print collections	-Library Director -Children's Services
		-Exploring community outreach regarding library services through a visiting books program -Expanding a call for volunteers -Send library staff to other libraries for tours and conversations	-Director - Board of Trustees
		Explore rotating collections (art, photos, etc.)	-Director

Personnel	Provide a positive and safe working environment	-Raise salaries to meet minimum wage -Provide additional optional staff bonding activities	-Board of Trustees -Director
	Promote professional growth	-Encourage staff to participate in trainings and in-services through OWWL and NYLA -Require the following amount of training hours per position <ul style="list-style-type: none"> • Director- 30 hours per year • Children’s Services- 20 hours per year • Clerks- 10 hours per year 	-Director
Budget and Finance	Obtain the necessary funding to carry out the mission of the library	-Explore grants for building and program needs -Explore grants for updating furniture and refreshing interior flooring and painting -Promote Donations to the Library -Utilize donations promptly and efficiently -Continuously reach out to the Town of Darien and the Village of Alexander for additional funding -Yearly meeting of the Building and Grounds Committee and the Finance Committee to appropriately spend funding.	-Director -Building and Grounds Committee -Finance Committee
	Collaborate with the Friends of the Library	-Promote Membership Drives -Promote Donations to the Friends	
Public Relations	Maintain effective PR	-Maintain website and social media	-Director -Children’s Services
		Evaluate the effectiveness of an email listserv through built-in online analytics	
		PR committee will meet yearly to develop new ideas for library promotion.	-PR Committee
	Examine new outlets for outreach	-Ask program attendees how they get their information -Incorporate videos into social media -Utilize the TV in the library to promote upcoming activities	-Director -Children’s Services
	Board of Trustees	-Promote monthly meetings with community participation -Amend bylaws to increase the number of trustees -Increase Board attendance at library programs	-Board of Trustees
Building and Grounds	Conduct needed repairs	Quarterly Walkthroughs to update the library to-do list	-Building and Grounds Committee -Director

January- December 2028

Category	Objective	Action	Responsibility
Library Services	Evaluate the effectiveness of programming	-Continue to collect feedback and compare it with previous feedback -Survey Committee to revamp community survey and different avenues for promotion of the survey -Count all program participants	-Director -Programming Staff -Personnel Committee -Survey Committee

	Increase technology services	<ul style="list-style-type: none"> -Provide more in-service technology training for patrons -Explore technology grants -Utilize technology purchasing plan from OWWL to replace outdated technology -Establish an annual technology committee meeting to assess current needs and bring the report to the Finance Committee for purchasing new technology. -Establish a technology committee -Add an electronic sign under the existing sign on the roadside of the building to promote library programming -Purchase a second television to use for program promotion within the library. 	<ul style="list-style-type: none"> -Director -Children's Services -Board of Trustees
	Evaluate library services	<ul style="list-style-type: none"> -Utilize data from previous years' feedback surveys to aid in the development of the long-range plan -Randomly assign certain programs to have feedback forms to measure the effectiveness of a wide variety of programming. -Collaborate with other library systems to invite secret shoppers to give feedback on the library and its collections 	<ul style="list-style-type: none"> -Personnel Committee -Director - Children's Services
	Continue...	<ul style="list-style-type: none"> -Collaboration with ACS D regarding curriculum and author visits -Collaboration with the Homeschool community to provide appropriate services -Promoting library services and the availability of such services online -More Technology integration within the physical building through interactive QR Codes -Create QR Codes to help identify reading level equivalents. -Expanding collections other than print collections 	<ul style="list-style-type: none"> -Library Director -Children's Services
		<ul style="list-style-type: none"> -Exploring community outreach regarding library services through a visiting books program -Expanding a call for volunteers -Send library staff to other libraries for tours and conversations 	<ul style="list-style-type: none"> -Director - Board of Trustees
		Explore rotating collections (art, photos, etc.)	-Director
Personnel	Provide a positive and safe working environment	<ul style="list-style-type: none"> -Raise salaries to meet minimum wage -Provide additional optional staff bonding activities 	<ul style="list-style-type: none"> -Board of Trustees -Director
	Promote professional growth	<ul style="list-style-type: none"> -Encourage staff to participate in trainings and in-services through OWWL and NYLA -Require the following amount of training hours per position <ul style="list-style-type: none"> • Director- 30 hours per year • Children's Services- 20 hours per year • Clerks- 10 hours per year 	-Director
Budget and Finance	Obtain the necessary funding to carry out the mission of the library	<ul style="list-style-type: none"> -Explore grants for building and program needs -Explore grants for updating furniture and refreshing interior flooring and painting -Promote Donations to the Library -Utilize donations promptly and efficiently -Continuously reach out to the Town of Darien and the Village of Alexander for additional funding -Yearly meeting of the Building and Grounds Committee and the Finance Committee to appropriately spend funding. 	<ul style="list-style-type: none"> -Director -Building and Grounds Committee -Finance Committee

	Collaborate with the Friends of the Library	-Promote Membership Drives -Promote Donations to the Friends	
Public Relations	Maintain effective PR	-Maintain website and social media	-Director -Children's Services
		Evaluate the effectiveness of an email listserv through built-in online analytics	
		PR committee will meet yearly to develop new ideas for library promotion.	-PR Committee
	Examine new outlets for outreach	-Ask program attendees how they get their information -Incorporate videos into social media -Utilize the TV in the library to promote upcoming activities	-Director -Children's Services
	Board of Trustees	-Promote monthly meetings with community participation -Amend bylaws to increase the number of trustees -Increase Board attendance at library programs	-Board of Trustees
Building and Grounds	Conduct needed repairs	Quarterly Walkthroughs to update the library to-do list	-Building and Grounds Committee -Director