



Plan of Service

2019

128 Canal Street, P.O. Box 1167

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Goal 1: The Library will provide a diverse collection of materials.

OBJECTIVE 1: MAINTAIN A BALANCED COLLECTION TO MEET STANDARDS ESTABLISHED BY PUBLIC AND ASSOCIATION LIBRARY STATISTICS.

Strategies Library Staff will use to meet objective:

- 1) Assess the needs of patrons and compare to existing levels (i.e. questionnaires, web page)
- 2) Prepare quarterly and annual usage reports on which to base collection budget lines
- 3) Create and develop a collection development and criteria plan
- 4) Determine, by circulation, inter-library loan demand, and patron input what the approximate mix of formats should be
- 5) Collection expenditures will increase to 5% for new materials, and donated materials will be tracked in order to add an additional 5% to the collection
- 6) Weed out the collection regularly to remove outdated or worn materials

OBJECTIVE 2: REDUCE PRINT REFERENCE COLLECTION AND INCREASE ELECTRONIC REFERENCE TOOLS.

Strategies Library Staff will use to meet objective:

- 1) Utilize Mid-Hudson Library System tools and expertise to regularly evaluate reference collection
- 2) Weed out the collection annually
- 3) Move appropriate print titles to non-fiction and allow to circulate

OBJECTIVE 3: RETRIEVE OVERDUE MATERIALS, COLLECT OVERDUE FEES, AND REPLACE LOST ITEMS, IF STILL CURRENT

Strategies Library Staff will use to meet objective:

- 1) Annually measure and analyze the extent of overdue and unaccounted for materials
- 2) Periodically review policy for dealing with overdue and lost materials
- 3) Evaluate the need to replace lost items

Goal 2: The Library will encourage community involvement through outreach programs and increase public use. The Library should be seen as an integral part of community life, strengthening the social infrastructure of the community. The Library will review and measure community needs.

OBJECTIVE 1: THE TOWN OF ESOPUS LIBRARY BOARD OF TRUSTEES WILL SUPPORT QUALITY LIBRARY SERVICES FOR EVERY RESIDENT, EVALUATED THROUGH COMMUNICATION AND ADVOCACY EFFORTS, INCLUDING ATTENDANCE AT VARIOUS COMMUNITY MEETINGS.

Strategies Library Board will use to meet objective:

- 1) Review all library policies at least once every three years
- 2) Maintain a marketing plan and current programming calendar
- 3) Circulate comprehensive publicity materials

Strategies Library Staff will use to meet objective:

- 1) Organize annual membership drive (every September--library card month) to increase membership by 3% annually
- 2) Continue annual Amnesty Program ("Food for Fines") that benefits local food pantries, one or two times a year.
- 3) Promote education and shared awareness by working cooperatively with other organizations for additional services when feasible and appropriate (i.e. Office of the Aging, League of Women Voters)
- 4) Continue assessment of community needs by polling the public for input
- 5) Establish plans for collaboration with local schools and organizations
- 6) Maintain an active public relations profile by keeping the public informed, by sending periodic press releases of library activities, maintaining updated online and print calendars, website, and monthly eNewsletter
- 7) Utilize a structured volunteer program including a handbook and uniform training module
- 8) Disseminate to the community information on Library services and programs, upcoming events, list of library needs, and volunteer opportunities

Strategies Friends will use to meet objective:

- 1) Develop volunteer opportunities for all age groups
- 2) Maintain volunteer database including names and contact information
- 3) Provide volunteer forms at town distribution points
- 4) Organize several fundraising opportunities

**Goal 3: Library will provide diverse programs and activities
in the community, both on-site and off.**

OBJECTIVE 1: LIBRARY WILL HOLD DIVERSE PROGRAMS FOR ALL AGES IN THE LIBRARY'S FACILITY.

Strategies Library Board will use to meet objective:

- 1) Research and Development Board Committee will apply for grants to support plentiful and diverse programming.

Strategies Library Staff will use to meet objective:

- 1) Provide early childhood literacy programs
- 2) Provide a story time program for all preschool ages
- 3) Offer a summer reading program for patrons of all ages
- 4) Offer school age programs to include after school, evening, and weekend activities
- 5) Develop programs of interest for teens such as mentoring or community volunteer programs
- 6) Develop programs for tweens
- 7) Provide space for tutoring when feasible
- 8) Provide programs and support for home school families
- 9) Provide programming for senior citizens
- 10) Hold cultural activities for families, teens, and adult patrons
- 11) Hold nature programs to support and publicize the Burroughs Collection
- 12) Provide plentiful and diverse programs for adults
- 13) Support ongoing adult programming

OBJECTIVE 2: THE LIBRARY STAFF WILL WORK WITH OTHER COMMUNITY GROUPS AND LOCAL SCHOOLS TO MEET PATRONS' NEEDS AND DEVELOP PROGRAMS TO BE HELD OFF-SITE.

Strategies Library Staff will use to meet objective:

- 1) Coordinate with the school district and BOCES at all levels to provide program support for the current curriculum. Plan two to four school visits annually at different levels
- 2) Work with local youth groups to promote library programs: scouts, local churches, PTA/PTO
- 3) Do outreach in collaboration with other local community organizations, utilizing their expertise and materials
- 4) Combine programming with other community organizations and other local libraries to offer programs in off-site facilities
- 5) Coordinate programs with other organizations and the Town Recreation Department to avoid duplication and scheduling conflicts

OBJECTIVE 3: THE LIBRARY DIRECTOR WILL REPORT ANNUAL PROGRAM STATISTICS TO THE BOARD OF TRUSTEES.

Strategies Library Staff will use to meet objective:

- 1) Programming staff will record attendance at programs and submit a report to the Director at the end of every month

**Goal 4: To provide community members with sufficient
up-to-date technology, both in the Library and through remote access.**

OBJECTIVE 1: THE LIBRARY WILL PROVIDE SELF-EDUCATION OPPORTUNITIES FOR PATRONS THROUGH HOME AND LIBRARY ACCESS.

Strategies Library Staff will use to meet objective:

- 1) The Library will maintain technology to support current and continuing technological advances
- 2) Provide electronic access and databases to meet the informational needs of the community
- 3) Offer basic computer use education by scheduling time with Library staff or volunteers and offering classes

OBJECTIVE 2: ALL RESIDENTS WILL HAVE RELIABLE AND EQUITABLE ELECTRONIC ACCESS TO INFORMATION RESOURCES THROUGH PARTICIPATION IN THE ULSTER COUNTY LIBRARY ASSOCIATION CONSORTIUM, MID-HUDSON LIBRARY SYSTEM, AND THROUGH ENHANCEMENT AND EXPANSION OF THE LIBRARY'S TECHNOLOGICAL CAPABILITIES.

Strategies Library Staff will use to meet objective:

- 1) Hire a computer technologist as consultant to maintain system
- 2) Develop a technology plan to include present Library needs with consideration for the needs of the future
- 3) Maintain and develop high quality and cost effective telecommunications
- 4) Maintain a library website and e-mail list

**Goal 5: The Library Board of Trustees will assure suitable space
in which to carry out the Library's stated mission within the
constraints of budgetary guidelines.**

OBJECTIVE 1: MAINTAIN AND IMPROVE THE PRESENT FACILITY

Strategies Library Trustees will use to meet objective:

- 1) Assess the condition of the library building and grounds to ensure that the Library is maintained in a manner appropriate to the Library's mission
- 2) Develop cost analysis and specifications for continuous upkeep
- 3) Plan for future expansion of library space

OBJECTIVE 2: MAINTAIN AND IMPROVE ACCESS FOR CITIZENS WITH LIMITED ACCESSIBILITY

Strategies Library Staff will use to meet objective:

- 1) Maintain or exceed ADA requirements
- 2) Develop annual sensitivity training program
- 3) Periodically review the need for updated interpretive tools for serving patrons

Goal 6: The Library Board of Trustees will ensure that there is sufficient availability of funds for the continuation and expansion of library services.

OBJECTIVE 1: CREATE A COMPREHENSIVE FINANCIAL PLAN.

Strategies Library Trustees will use to meet objective:

- 1) The Library Board of Trustees will insure that funds are available, as required by New York State Law
- 2) The Finance Committee of the Board of Trustees will develop a comprehensive financial plan in conjunction with the Library Director, which will be submitted to the full Board for final approval
- 3) The Board of Trustees will review the management of all funds
- 4) The Board of Trustees will vote on all financial recommendations presented by the Finance Committee
- 5) The Board will direct the Town of Esopus Library Foundation, along with the Research & Development Committee, to perform tasks in relation to fundraising including, but not limited to, ensuring that all monies are well-invested and protected, and establishing an endowment plan that will provide a range of donation categories
- 6) The Finance Committee of the Board will oversee of the financial plan and all fund allocations

OBJECTIVE 2: PROVIDE FOR EXPANSION TO ACCOMMODATE PLAN OF SERVICE

Strategies Library Trustees will use to meet objective:

- 1) The Finance Committee will determine the allocation of funds for any expansion
- 2) Consider future expansion plans as needed to support the Plan of Service

**Goal 7: Maintain a diverse representation of the community
to effectively enhance the Library.**

OBJECTIVE 1: COMPLY WITH ALL REGULATIONS FOR RECRUITING AND/OR HIRING STAFF, VOLUNTEERS, AND TRUSTEES

Strategies Library Trustees will use to meet objective:

- 1) Recruit and select a Director with library training and experience, taking diversity into consideration

Strategies Library Staff will use to meet objective:

- 1) Recruit and select Staff with library training and experience, taking diversity into consideration
- 2) Plan for the provision of sensitivity and diversity training
- 3) Recruit Volunteers with an interest in the library and advocacy abilities

OBJECTIVE 2: PROVIDE STAFF COMPENSATION

Strategies Library Trustees will use to meet objective:

- 1) Participate in the New York State and Local Retirement System
- 2) Provide appropriate financial compensation for staff
- 3) The Finance Committee shall meet with the Director in April to review the next year's proposed budget, including the new compensation plans
- 4) Director shall maintain and review Health Plan(s) annually for budget planning recommendations
- 5) Develop a plan to provide funds for attending National and State conferences and conventions as part of staff development

OBJECTIVE 3: TO ESTABLISH AND MAINTAIN A COHESIVE, POSITIVE, AND STRONG INTERDEPENDENT RELATIONSHIP WITH MEMBERS OF THE LIBRARY COMMUNITY.

Strategies Library Trustees, Staff, and Friends will use to meet objective:

- 1) Each board committee will have a representative from the Library Staff
- 2) A staff member and a Friends liaison will attend and report at each Board meeting

OBJECTIVE 4: TO ALWAYS PRESENT AND MAINTAIN A UNITED AND POSITIVE IMAGE OF THE LIBRARY

Strategies Library Trustees, Staff, and Friends will use to meet objective:

- 1) Ensure that all members of Library community are kept informed of all Library related issues, except confidential issues
- 2) All associated with the library will be friendly and respectful when in the library or on library grounds

Draft- 11/27/18

Approved by the Board of Trustees on November 28, 2018 for 2019 start.