

Sharon Springs Free Library Long Range Plan – 2020 -2025

A. Purpose of the Plan

This long range plan will provide overall guidance to the Sharon Springs Free Library Board of Trustees, Director and staff in meeting the overall objective of maintaining a circulation library and reading room for the public use to the residents of the Town of Sharon.

B. Planning Assumptions

1. The Sharon Springs Free Library will continue to serve the residents of the Town of Sharon.
2. Changes in population in the library service area can be expected due to normal demographic changes.
3. New and different library services will be required to meet the needs of a changing technological society.
4. Funding for library maintenance and services will continue to be a major focus.
5. The library will continue to be a member of the Mohawk Valley Library System and utilize the services offered by that association.
6. The library will continue to be a part-time facility operated with part-time staff.
7. The library shall continue to meet the Board of Regents Minimum Standards (section 90.2 of Regulations of Commissioner of Education).

C. Goals, Objectives, and Implementation

Goal #1: Improve library services to the residents of the Town of Sharon

Objective: Continue to maintain and expand collections of materials suitable for all age groups

Implementation:

1. Update book selection to address needs of all age groups.
2. Expand selected collections as appropriate.
3. Set priorities for collection expansion, reduction or elimination based on space availability.
4. Review the Library Journal.

Objective: Maintain up-to-date technological services and equipment

Implementation:

1. Replace computers as needed; keeping a minimum of three for public use.
2. Provide classes on the use of computers and internet access.
3. Provide wireless internet access.
4. Provide equipment for community use.

Objective: Enhance the cultural life of our patrons

Implementation:

1. Hold story time on a regular basis.
2. Hold adult book discussions.
3. Provide creative activities such as such as arts and crafts classes for both adults and children.
4. Encourage young adults in library activities.
5. Provide informational and entertaining programs for all age groups.

Objective: Provide knowledgeable assistance to patrons

Implementation:

1. Provide opportunities for employees to acquire necessary skill for the operation of the library.
2. Provide the use of the Inter-Library Loan System.
3. Continue the policy of direct free access to the library services and materials.
4. Develop volunteer participation.
5. Develop and maintain a procedure manual for the administration of the library.
6. Encourage the use of the Public Access Catalogue.

Goal # 2: Pursue Multiple Sources of Funding

Objective: Raise funds through drives and activities

Implementation:

1. Sponsor Annual Great Book Giveaway.
2. Sell library themed swag.

Objective: Mail solicitation

Implementation: Prepare and update mailing lists.

Objective: Seek new tax revenues as needed

Implementation: Plan and implement procedures for tax referendum

Goal # 3: Preserve the Library's Long Term Existence

Objective: Continue to achieve annual balanced operating budgets

Implementation: Attend to expenses and revenues (see goal #2)

Objective: Cooperate with MVLS and other library systems.

Implementation: Identify opportunities to network.

Objective: Maintain viability of facility (see goal #5)

Goal #4: Facilitate Effective Public Relations

Objective: Increase public awareness of the library

Implementation: Continue to develop and implement a publicity program involving the Director and program facilitators

Objective: Promote special events at the library

Implementation: Invite the general public and local officials and organizations to library activities

Objective: Promote Community Cooperation

Implementation:

1. Actively seek cooperation of Sharon Springs Central School
2. Actively seek cooperation of the Town and Village Boards
3. Provide the Library's Long Range Plan, budgets and Annual Report to Town and Village Boards.

Goal #5: Maintain and Upgrade the Library Facility

Objective: Ensure the long-term viability of the facility.

Implementation: Maintenance committee appointed by the Board of Trustees to oversee the physical condition of the facility.

Objective: Monitor and address the day-to-day needs of the facility.

Implementation: Hire and train custodial staff as needed.