

**Clinton Community Library  
Long Range Plan 2016-2018  
Second Annual Review  
Presented by Long Term Planning Committee 5/1/18**

<b>1) <u>LIBRARY COMMUNITY GOALS</u></b>	<b><u>ACTION 4/2016 – 3/2018</u></b>
<p>Promote unity and connections in a community that is geographically and economically diverse.</p>	<p>Community building activities: Summer Concerts on the Library Lawn series; Open Mic Nights every month; Educational Wine Tasting workshops; host to NED counselor weekly; collection site for eye glasses for Lions Club and food staples for Pleasant Plains Presbyterian Church; Community Puzzle; Bird Watching Walks.</p>
<p>Provide an informative and entertaining range of programs for community residents of all ages with emphasis on those who are pre-school and seniors, both for their intrinsic value and with a view to building a stronger sense of community in the Town of Clinton.</p>	<p>Children: Weekly Story Hour; Holiday Celebrations; Teen Programs; Babysitter Training Class; Family Programs. Seniors: <i>Optimistic Aging</i> Program: Lunch and Learn, Chair Yoga, Tai Chi, Awareness Through Movement, and Drumming, Nutrition, Aromatherapy and Memory Enhancement workshops. All Ages: All Level Yoga; Women’s Self Defense Class; Energy Savings Workshop; <i>Farm to Table</i> programs; Chess classes; Coloring and Calligraphy workshops; Citizen Preparedness Training.</p>
<p>Publish and distribute informative newsletters and brochures to promote public awareness of how the library’s resources can connect them with tools for lifelong learning and workforce development.</p>	<p>5 Newsletters to all Clinton households; 7 Quarterly Reports to Town of Clinton; frequent verbal updates at televised Town Board Meetings. Annual report to community.</p>
<p>Build positive and mutually beneficial relationships with community organizations working in the consumer, health, financial, education and social services fields.</p>	<p>Collaborated with Clinton Historical Society, Franklin D. Roosevelt Presidential Library and Museum, Ramapo, Girl Scouts, Astor, SSIP Taconic, East and West Clinton Fire Companies, HPTA, Nine Partners Lions Club, 4H Club. Set up a liaison with Town Board.</p>
<p>Provide a meeting space for community organizations.</p>	<p>Hosted meetings of 4-H Club, Apple Arts, Clinton Business Association, Book Club, Battle of the Books.</p>
<p>Advertise community events through the use of an in-house and online community bulletin board.</p>	<p>Began weekly e-newsletter; maintain Library website and Facebook page. Continue to post events in library, and use signs throughout community to advertise events.</p>
<p>Solicit community input through the use of surveys, focus groups and open houses.</p>	<p>Held Community Reception and Library Annual Meeting. Met with town groups to discuss public vote. Distributed feedback surveys after workshops. Regularly scheduled Trustee-In-Library events.</p>
<p>Conduct library operations and governance to the highest standard of openness and transparency.</p>	<p>Community members are encouraged to join Library committees as non voting members. Meeting dates and agendas are posted on the Library bulletin board and on line. Minutes of BOT and committee meetings are archived in the library and on line. The Community has the opportunity to speak at the beginning and end of each BOT meeting.</p>

<p><b>2) <u>LIBRARY TECHNOLOGY GOALS</u></b></p> <p>Maintain a website to provide public access to the catalog, databases, public announcements and ready reference information.</p> <p>Maintain and improve the Library’s internet connectivity and computer workstations.</p> <p>Incorporate new technologies into the provision of Library services wherever possible.</p> <p>Offer training to the public to increase digital literacy of Clinton residents and minimize the digital divide.</p>	<p style="text-align: center;"><b><u>ACTION 4/2016 – 3/2018</u></b></p> <p><a href="http://www.clinton.lib.ny.us">www.clinton.lib.ny.us</a> and links to MHLS resources.</p> <p>Added three new computers. Provide free WiFi. Added a staff member with technical skills.</p> <p>Provided access to on line e-books and e-magazines and downloadable audio books.</p> <p>Provided a series of instructional classes; provided individualized tech help weekly.</p>
<p><b>3) <u>LIBRARY COLLECTION GOALS</u></b></p> <p>Provide access to a wide variety of popular authors, titles and subject areas using the Library’s resources and those available through the Mid-Hudson Library System.</p> <p>Build a collection of materials that will stimulate thinking, expand knowledge and is representative of contemporary culture and society.</p>	<p style="text-align: center;"><b><u>ACTION 4/2016 – 3/2018</u></b></p> <p>Maintained circulation in an environment marked by decline. Increased inter-library loan circulation.</p> <p>Continuously add to contemporary fiction and non-fiction titles. Maintain subscriptions to New York Times, Wall Street Journal, Poughkeepsie Journal.</p>
<p><b>4) <u>LIBRARY BUDGET GOALS</u></b></p> <p>Secure and allocate available funding resources to ensure the provision of effective Library services in an uncertain economic environment.</p>	<p style="text-align: center;"><b><u>ACTION 4/2016 – 3/2018</u></b></p> <p>Won the November 2017 public vote, securing \$115,000 per year in taxpayer funding. Secured grants from Agnes Varis Charitable Trust (\$25,000), Community Foundations of the Hudson Valley (\$25,000), New York State bullet aid (\$6,000), Berkshire Taconic Community Foundation (\$1,600 + \$2,000), Mid-Hudson Library System (\$3,147), Elizabeth C. Davis Memorial Foundation (\$1,500 + \$1,500), Local Libraries System Aid (\$1,264), Summer Reading Program Aid from New York State (\$965), Stewart’s Holiday Match (\$750). Teahan Memorial Fund (\$500). Grew the Annual Appeal by \$4,000 and increased the number of donors. Secured partial underwriting for the newsletters.</p>
<p><b>5) <u>LIBRARY BUILDING GOALS</u></b></p> <p>Evaluate the structure and systems of the Library and explore opportunities to make improvements, utilizing “green” technologies wherever possible.</p> <p>Complete the renovation of the downstairs space and make it available to expand Library services and programs.</p> <p>Improve access to services for patrons with disabilities.</p>	<p style="text-align: center;"><b><u>ACTION 4/2016 – 3/2018</u></b></p> <p>Identified areas where improvement is needed. Moving forward on priorities. Began inviting Town Board liaison to Facilities Committee Meetings.</p> <p>Downstairs space was cleaned, painted, decorated and refurbished. It is used for children’s programs and as a community office space. Downstairs back area including children’s space, office, and storage room added to library lease.</p> <p>Expanded audio books collection.</p>

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**Second Annual Review**  
**Progress on Recommendations from first annual review**

- 1) Continue public vote campaign to successful conclusion. **Collected double the amount of petition signatures required. Went door to door and spoke to residents about library vote. Proposition passed on Nov. 7, 2017 with 873 Yes Votes, and 492 No Votes.**
- 2) Explore further expansion of library space downstairs. Completed a partial renovation to the children's area, office area, back door entry space, and storage room. Lease to be amended in 2018. **Continued work in process with Facilities Committee in 2018.**
- 3) Continue to seek a solution to making the downstairs space better accessible to disabled persons and seniors. **Continued accessibility issues are work in process with Facilities Committee in 2018.**
- 4) Replace outdated patron computer. **Not replaced, but chose to update and maintain by adding a staff member with technical skills.**
- 5) Improve electronic document delivery. **Using Google Drive and Google Docs in BOT. Using weekly email, social media, and library website with patrons.**
- 6) Increase community awareness of available digital services, including MHLS services, e-books, e-periodicals. **Continues as we purchase more digital resources and utilization by patrons has increased. Provide weekly technical services help to residents.**
- 7) Expand Large Print collection. **Minor expansion and will continue to update in 2018.**

**Clinton Community Library**  
**Long Range Plan April 2018 – April 2019**  
**Second Annual Review**  
**Recommendations for Third Year**

- 1) Obtain an Absolute Charter from New York State.
- 2) Amend existing lease to ensure a long term, secure lease that covers all current space and possible additional space.
  - 2a. Develop the case and a plan to seek expansion of Library space downstairs, to include Kitchen and Van Vliet Room.
- 3) Recruit and bring on-board, new trustees. Goal is to maintain a membership of at least seven trustees, allowing for attrition.
- 4) Create and maintain a list of volunteers available to assist with programs and events, and other library needs.
- 5) Prioritize library needs/projects and obtain funding through grants and a Targeted Annual Appeal.
- 6) Investigate and purchase items to be used by patrons with disabilities.
- 7) Develop a new Long Range 5-Year Plan.