

**Clinton Community Library**  
**5 Year Long Range Plan: 1/1/19 - 12/31/23**

**Approved**

**Presented by Long Term Planning Committee 9/17/18**

**Library Mission Statement:** The Clinton Community Library is the heart of the Town of Clinton Community.

It serves as a community center, a sponsor of a variety of programs for all members of the community, a vehicle for accessing library materials and resources through the Mid-Hudson Library System (MHLS), and a learning center for children and adults.

**Library Vision Statement:** CCL will constantly/continually evolve to meet the dynamic needs of the community.

The Library will be the first place community members turn to for resources, technical support, information and programs.

The library will provide a sustainable, convenient, inviting and up-to-date, accessible facility.

<p><b>Goal 1) <u>Programs and Services</u></b></p> <p>Determine what additional programs and services the Library should be offering.</p>	<p style="text-align: center;"><b><u>Objectives</u></b></p> <ul style="list-style-type: none"> <li>- Determine community demand through mechanisms defined in Goal 6.</li> <li>- Determine space requirements, including downstairs and potential addition.</li> <li>- Determine resource requirements</li> <li>- Determine staff requirements</li> <li>- Determine cost</li> </ul>	<p style="text-align: center;"><b><u>Progress Indicators/Status</u></b></p>
<p><b>Goal 2) <u>Facilities</u></b></p> <p>Maintain and improve existing facility</p> <p>Improve access to services for patrons with disabilities.</p>	<p style="text-align: center;"><b><u>Objectives</u></b></p> <ul style="list-style-type: none"> <li>- Identify and implement repairs and enhancements.</li> <li>- Access to circulation desk</li> <li>- Entrance ramp in front of building</li> <li>- Access to downstairs</li> <li>- Adaptive equipment for hearing and sight</li> <li>- Book drop</li> </ul>	<p style="text-align: center;"><b><u>Progress Indicators/Status</u></b></p>

<p>In cooperation with Town of Clinton, establish space as an emergency shelter</p> <p>Amend existing lease to ensure a long term, secure lease that covers all current space.</p> <p>Develop the case and a plan to seek expansion of the Library space downstairs, to include Kitchen and Van Vliet Room.</p> <p>Assess if we need to expand library space beyond existing building.</p>	<ul style="list-style-type: none"> <li>- Connect to town complex generator</li> <li>- Identify library role in the town’s emergency shelter plan</li>   <li>- Secure a long term lease at a nominal rent.</li> <li>- Delete early termination clause</li>   <li>- Develop the case <ul style="list-style-type: none"> <li>o Identify current usage</li> <li>o ID potential new usage for more programming</li> </ul> </li> <li>- Get Town Board approval</li> <li>- Amend lease</li>   <li>- Do the space assessment</li> <li>- Estimate costs and timeframe for completion</li> </ul>	
<p><b>Goal 3) <u>Operations</u></b></p> <p>Continue to build a healthy organizational culture, that enables staff to thrive, and maximizes our effectiveness.</p>	<p style="text-align: center;"><b><u>Objectives</u></b></p> <ul style="list-style-type: none"> <li>- Review overall staffing levels and hours.</li> <li>- Review job description and hours for Director</li> <li>- Implement a professional development plan for the staff</li> <li>- Develop succession plan for senior staff</li> <li>- Review compensation and benefits program</li> </ul>	<p style="text-align: center;"><b><u>Progress Indicators/Status</u></b></p>
<p><b>Goal 4) <u>Governance</u></b></p> <p>Ensure Board of Trustees (BOT) continues to provide effective leadership for the Library.</p>	<p style="text-align: center;"><b><u>Objectives</u></b></p> <ul style="list-style-type: none"> <li>- Populate and maintain a BOT that provides an effective mix of skills and experience.</li> <li>- Recruit new trustees so that the overall composition of BOT meets stated goal.</li> <li>- Continue to educate trustees through MHLS offerings.</li> <li>- Continue to review and update the By-Laws and Policies, through Committee Meetings and BOT meetings.</li> </ul>	<p style="text-align: center;"><b><u>Progress Indicators/Status</u></b></p>

<b>Goal 5) <u>Finance</u></b>	<b><u>Objectives</u></b>	<b><u>Progress Indicators/Status</u></b>
<p>Establish a true capital fund if Facilities Goals lead to a major project investment.</p> <p>Create an Elite, organized Donor Group / Leaders</p> <p>Develop a 414 Calendar to evaluate need for funding increase every 2-3 years</p>	<ul style="list-style-type: none"> <li>- Determine amount needed and develop a fund raising plan</li> <li>- Availability of public funding, grants, targeted appeal, individual donors</li>   <li>- Determine the fundraising vision/focus of this group.</li> <li>- Conducts its own events.</li>   <li>- Develop a long-term budget to help determine when a funding increase is needed.</li> <li>- Maintain reliable financial support from taxpayers in the Town of Clinton to maintain and enhance library programs and services pursuant to this plan</li> </ul>	
<p><b>Goal 6) <u>Community Building</u></b></p> <p>Involve Community and gather input to identify the Library's role in the Community.</p> <p>Establish volunteer group or groups to assist with programs and facility improvements.</p>	<ul style="list-style-type: none"> <li>- Conduct a patron survey</li> <li>- Hold focus groups</li> <li>- Invite feedback via newsletters</li> <li>- Consult with other community organizations</li>   <li>- Determine the mission</li> <li>- Recruit the members</li> </ul>	