

Clinton Community Library
5 Year Long Range Plan: 1/1/19 - 12/31/23
Approved 9/17/18

Updated Status by Long Term Planning Committee August 2019

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>Goal 1) <u>Programs and Services</u></p> <p>Determine what additional programs and services the Library should be offering.</p>	<p style="text-align: center;"><u>Objectives</u></p> <ul style="list-style-type: none"> - Determine community demand through mechanisms defined in Goal 6. - Determine space requirements, including downstairs and potential addition. - Determine resource requirements - Determine staff requirements - Determine cost 	<p style="text-align: center;"><u>Progress Indicators/Status</u></p> <p>Patrons report satisfaction with current programs. Seem to be meeting community needs based on current attendance which continues to rise.</p> <p>Turnout for current programs is greater than space that we have, Examples are book sales and mahjong. Space requirements continue to exist.</p> <p>Staff hours added to cover programs when needed.</p>
<p>Goal 2) <u>Facilities</u></p> <p>Maintain and improve existing facility</p> <p>Improve access to services for patrons with disabilities.</p>	<p style="text-align: center;"><u>Objectives</u></p> <ul style="list-style-type: none"> - Identify and implement repairs and enhancements. - Access to circulation desk - Entrance ramp in front of building - Access to downstairs - Adaptive equipment for hearing and sight - Book drop 	<p style="text-align: center;"><u>Progress Indicators/Status</u></p> <p>New paint and carpet completed & rearrangement of furniture</p> <p>Access to desk planned for review in 2020</p> <p>Ramp awaiting approval of grant thru Didi Barrett</p> <p>Increased purchase of large print and audio books is addressing need</p> <p>Book drop planned for review in 2020.</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"> - Connect to town complex generator - Identify library role in the town’s emergency shelter plan - Secure a long term lease at a nominal rent. - Delete early termination clause - Develop the case <ul style="list-style-type: none"> o Identify current usage o ID potential new usage for more programming - Get Town Board approval - Amend lease - Do the space assessment - Estimate costs and timeframe for completion 	<p>Refer to Facility Plan for these items.</p>
<p>Goal 3) <u>Operations</u></p> <p>Continue to build a healthy organizational culture, that enables staff to thrive, and maximizes our effectiveness.</p>	<p style="text-align: center;"><u>Objectives</u></p> <ul style="list-style-type: none"> - Review overall staffing levels and hours. - Review job description and hours for Director - Implement a professional development plan for the staff - Develop succession plan for senior staff - Review compensation and benefits program 	<p style="text-align: center;"><u>Progress Indicators/Status</u></p> <p>On-going process as part of Operations Committee. Staff now paid for Holidays. Employees working >20 hours receive vacation time. Using Webinars & MHLS for staff training.</p>
<p>Goal 4) <u>Governance</u></p> <p>Ensure Board of Trustees (BOT) continues to provide effective leadership for the Library.</p>	<p style="text-align: center;"><u>Objectives</u></p> <ul style="list-style-type: none"> - Maintain a BOT that provides an effective mix of skills and experience. - Recruit new trustees so that the overall composition of BOT meets stated goal. - Continue to educate trustees through MHLS offerings. - Continue to review and update the By-Laws and Policies, through Committee Meetings and BOT meetings. 	<p style="text-align: center;"><u>Progress Indicators/Status</u></p> <p>Continue to have a vacancy on BOT.</p> <p>New trustees completed initial MHLS training. Tim attended Finance and Johanna Finance and Legal.</p> <p>Bylaws approved June 2019. Policy reviews continue quarterly.</p>

	<u>Objectives</u>	<u>Progress Indicators/Status</u>
<p>Goal 5) <u>Finance</u></p> <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"> - Determine amount needed and develop a fund raising plan - Availability of public funding, grants, targeted appeal, individual donors - Determine the fundraising vision/focus of this group. - Conducts its own events. - Develop a long-term budget to help determine when a funding increase is needed. - Maintain reliable financial support from taxpayers in the Town of Clinton to maintain and enhance library programs and services pursuant to this plan 	<p>Continued discussion as needed.</p> <p>New carpet and paint were funded via 2018 Annual Appeal.</p> <p>On-going via continued reaching out. Example is June 2019 car show.</p> <p>August 2019 – Sent to Finance Committee .</p>
<p>Goal 6) <u>Community Building</u></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"> - Conduct a patron survey - Hold focus groups - Invite feedback via newsletters - Consult with other community organizations - Determine the mission - Recruit the members 	<p>On-going.</p> <p>Director held 2 meetings and got 2 volunteers; need more.</p> <p>A few individuals volunteer on certain events, but an organized group has not been formed. Will try again during September 2019 Book Sale event.</p> <p style="text-align: right;"><u>Approved 9/17/18; Updated August 2019</u></p>