

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

Updated by Long Term Planning Committee December 15, 2020

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, and up-to-date, accessible facility.

Goal 1) <u>Programs and Services</u>	<u>Objectives</u>	<u>Progress Indicators/Status</u>
Determine what additional programs and services the Library should be offering.	<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>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. Presently using Town space and outdoor space to supplement.</p> <p>Staff hours added to cover programs when needed.</p> <p>In response to pandemic, Library pivoted to add more online and outdoor programming and services.</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>Amend existing lease to ensure a long term, secure lease that covers all current space.</p> <p>Assess if we need to expand library space.</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 and determination of other capital project needs, e.g., bathroom - Adaptive equipment for hearing and sight - Book drop - Secure a long-term lease at a nominal rent. - Delete early termination clause. - Do the space assessment. - Estimate costs and timeframe for completion. - Access to downstairs. 	<p style="text-align: center;"><u>Progress Indicators/Status</u></p> <p>-New paint / carpet completed & rearrangement of furniture: May 2019.</p> <p>-Funds for circulation desk included in 2021 budget.</p> <p>-Town approved for Ramp Grant via NYS (Didi Barrett's office). Waiting since September 2020 for Town Supervisor to complete paperwork.</p> <p>-Waiting for lease renewal in order to pursue plans and construction grants.</p> <p>-Increased purchase of large print and audio books is addressing need.</p> <p>-Book drop acquired December 2019 - Complete.</p> <p>Refer to Facility Plan for these items:</p> <p>In process 4Q 2020.</p> <p>Established a capital fund account in 4Q 2020.</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 job description and hours for director. - Develop succession plan for senior staff in conjunction with library director. - Review compensation and benefits program. 	<p style="text-align: center;"><u>Progress Indicators/Status</u></p> <p>Ongoing process as part of Operations Committee.</p> <p>Staff now paid for holidays.</p> <p>Employees working >20 hours receive vacation time.</p> <p>December 2020: Employees received an end of year bonus.</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>Vacancies filled and full BOT in place during 2020 and into 2021.</p> <p>New trustees completed initial MHLS training. Trustees regularly take advantage of MHLS training opportunities.</p> <p>Bylaws were revised in October 2020.</p> <p>Policy reviews continue quarterly, and policies are written and/or updated as needed to address Best Practices and to meet NYS Minimum Standards.</p>

	<u>Objectives</u>	<u>Progress Indicators/Status</u>
<p>Goal 5) Finance</p> <p>Establish a capital fund.</p> <p>Create an organized Donor Group / Leaders.</p> <p>Develop a 414 Calendar to evaluate need for funding increase on a regular schedule.</p>	<ul style="list-style-type: none"> - Determine amount needed and develop a fundraising plan - Availability of public funding, grants, targeted appeal, individual donors - Determine the fundraising vision / focus of this group. - 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>In process, starting in 4Q 2020.</p> <p>Ongoing via continued reaching out.</p> <p>In January 2021 will establish a 414 Committee, with the intention of going for a vote in November 2022.</p>
<p>Goal 6) Community Building</p> <p>Involve community and gather input to identify the Library's role in the community.</p> <p>Establish a Friends Group to assist with programs and fundraising.</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>Ongoing.</p> <p>4Q 2020: In progress. We have identified approximately 20 community members who have expressed interest.</p>

Approved 9/17/18; Updated August 2019 and December 2020

