**Apalachin Library Long Range Plan of Service – 2018-2022**

**Apalachin Library Background Information**

The Apalachin Library is an association library located in the Town of Owego. The Library’s service area is the Apalachin CDP (Census Designated Place) with a population of approximately 1,131. It was granted a provisional charter by the New York State Board of Regents on May 20, 2008 and a Charter in 2014.

The Apalachin Library began providing library services to the Apalachin community and residents of the Town of Owego in 1957. For over 50 years it was governed by the Friends of the Apalachin Library. In 1968 the library became affiliated with the Finger Lakes Library System, operating as a Reading Center.

The Apalachin Library is now governed by a seven member Board of Trustees of the Apalachin Library Association which meets monthly in open public meetings. The library employs a qualified director who is responsible for the day-to-day operation of the library. The library employs support staff to assist with providing the services outlined in this document.

**Apalachin Library Mission Statement**

The mission of the Apalachin Library is to provide resources and services to meet the recreational, informational, educational, and cultural needs of the residents of Apalachin and the surrounding area. The library informs the community of these services through a program of public information.

**Service Roles of the Apalachin Library**

The Board of Trustees has selected the following primary and secondary service roles as most needed by the Apalachin community:

**Popular Materials Library** **(primary)** -- provides current high demand, high-interest materials in a variety of formats for all ages for reading enjoyment and for the pursuit of recreational activities and hobbies.

**Preschoolers Door to Learning** **(primary)** -- promotes reading readiness from infancy, providing programs, services, and materials to develop a lifelong interest in reading and learning.

**Internet and Computer Resources (primary)** – provides community access to the internet and other on-line resources that have become engrained in every-day life; promote computer literacy.

**Community Activities Center** **(secondary)** -- serves as a meeting place for people and groups in the community.

***The Apalachin Library***

**Informal Learning Support Center** **(secondary)** -- provides information from the Library’s reference and circulating collections or through interlibrary loan for individuals of all ages who are involved in either formal education or independent study.

**In 2017, The Apalachin Library has built a new room. The purpose of this room is to house collections, provide a teen/ young adult area for reading, study and gathering, and be an open space for programs, workshops, and meeting; both library sponsored meetings and community meetings.**

***Goal #1: Use of the new room:***

1. Advertise to the public that we have meeting space available to groups who meet the criteria of our Meeting Room Policy.
2. Encourage teens and young adults to use our space for reading and studying. Encourage tutors to use our space with students.
3. To purchase a computer to be used for gaming. To purchase games for people to use in the library or to borrow.
4. Increase the number and types of programs that we offer

***Goal #2: Ensure that the physical facility is well maintained in order to provide an accessible, safe, comfortable, and attractive environment for patrons and staff.***

Objectives and Activities:

1. Reseal the driveway
2. Make minor repairs to the library & apartment
3. Investigate replacement of room air conditioners

***Goal #3: Provide for and implement the information technologies and infrastructure that are appropriate for the library.***

Objectives and Activities:

1. Maintain the existing infrastructure to support high speed connectivity and internal library operations

2. Keep updating the computers and programs that we have available for public use as they
 become available.

***Goal #4: Provide access to a collection of current and popular library materials:***

Objectives and Activities:

1. Regularly weed outdated, damaged, and long uncirculated materials
2. Expand the library’s collection to include more DVDs, audio books, and other emerging formats
3. Increase e-book use and collection

***Goal #5: Provide children and teens with an array of materials and a variety of programs and services that promote reading readiness and a lifelong interest in reading, learning, and intellectual inquiry.***

Objectives and Activities:

1. Maintain and improve the currency of the children’s fiction and non-fiction materials, e.g. Easy, YA, graphic novels collections
2. Regularly weed outdated, damaged, and long uncirculated materials
3. Maintain the schedule of pre-school and toddler story hours to promote reading and meet the demands of the community
4. Continue offering the library’s Summer Reading Program for pre-school and school aged children and the Reading Buddies program for school aged children
5. Maintain a senior-friendly library
6. Continue offering programming activities for special needs children
7. Support community outreach programming efforts with appropriate local educational centers and enterprises (e.g. Broome Community College, Binghamton University, FLLS, etc)
8. Maintain and expand the liaison with the local school districts and school media centers
9. Apply for grant funds to support special children’s programs

***Goal #6: Ensure that library staff has the skills to provide quality library services to the community.***

Objectives and Activities:

1. Develop a Personnel Manual
2. Review and revise the training and orientation procedures for new employees and volunteers as appropriate
3. Conduct Director’s evaluation on an annual basis
4. Encourage staff to attend FLLS training sessions and meetings as appropriate
5. Recruit and train volunteers to assist with library operations as appropriate

***Goal #7: Secure sufficient funding to enable the library to carry out its mission and support improvements in library services and programs.***

Objectives and Activities:

1. Proactive submission of annual budget requests to Tioga County to maintain or increase the current level of funding
2. Apply annually to local and regional foundations and organizations for operating and capital improvement grants
3. Partner with the FLLS to promote library advocacy
4. Continue to seek funds from the local community via annual Bulk mailing Fund Raising Letter
5. Collaborate with the Friends of the Apalachin Library to secure additional funds for library programming and materials
6. Develop a common funding request package that includes attractive but accurate statistical data depicting library success and community benefits
7. Place a request for an increase of tax dollars on the OA School ballot as appropriate

***Goal #8: Ensure that the community is aware of library services and programs***

Objectives and Activities:

1. Continue publishing monthly library newsletter
2. Develop distribution list for Patrons and utilize for targeted communications
3. Continue to post and update upcoming events and services on the library website:www.apalachinlibrary.org, Facebook, and other appropriate social media
4. Continue to maintain and update the library’s general information packet given to new adult patrons
5. Continue to notify local media of regular programs and special events
6. Continue to alert teachers in the community to the services, resources, and programming the library provides for children and families
7. Promote specific segments of the collection, such as large print books or downloadable audio-books, so that borrowers with specific needs are aware of the Library’s offerings

***Goal #9: Engage in continuous planning in order to set appropriate priorities for maintaining and improving the library’s services and programs.***

Objectives and Activities:

1. Annually evaluate progress and update objectives at the board and staff level
2. Organize the Board to improve its responsiveness to library goals and objectives
3. Seek community feedback into the long range and strategic planning process via focus groups or other public forums
4. Seek community feedback via period patron surveys of library services

***Goal #10: Board Operations & Governance: Ensure the Library Board of Directors is operating optimally and effectively in support of the library’s daily operations and long term success.***

Objectives and Activities:

1. Develop annual calendar as a guide for monthly meetings, milestones, and events

1. Ensure timely submission of tax and other required governance documents
2. Continue to improve fiscal processes and procedures
3. Review for implementation the roles and responsibilities of Director’s and
committees
4. Conduct efficient and effective board and committee meetings as necessary