



Red Jacket Community Library



ABOUT THE LIBRARY

Long Range Plan 2007-2009

Adopted 12/5/2006
 Last progress update: 5/4/2008

Service Response #1 Commons (School/Community Library common goals)

Provide a Commons environment that helps address the need of people to meet and interact with others and to participate in public discourse about community issues.

Goal A

The community library will create an environment to work collaboratively with school library staff to meet the needs and interests of the entire community.

Objective 1 - Establish a team of school and community library representatives to improve cooperation.

Activity	Cost	Assigned to	Date	Comments & progress updates	Measure
a) Prepare a presentation for School Board/Superintendent Leiby and other interested parties to propose cooperative benefits.	\$0	Director, Board Members	2/07	Coffee bar, media area, puppet area. Discuss physical areas, ie north east conference room used as storage. Ongoing	Discussed conf. room usage 5/07
b) Schedule meetings of community and school library staff to meet quarterly to assess areas and activities that need attention.	\$0	Director, Board Members	6/07	School and library staff members, School and library board members, 2 community members. Andrea works early on Mon./Makes time for school librarians as needed	Formal and informal mtgs since 12/06 Formal mtgs since 3/08
c) Establish a Cooperative Collection Development policy to make the best use of funds and shared space.	\$0	Director	1/08	School purchases books 2x a yr. Share lists with Andrea so she can purchase other titles. This is a first step toward establishing a cooperative collection development policy.	Establish preliminary policy with HS librarian 10/07

Objective 2 - To obtain absolute charter by 2011

Activity	Cost	Assigned to	Date	Comments & progress updates	Measure
a) Prepare a contract to replace Memo of understanding with the school for long term cooperation.	\$0	Board Member	6/07		Done by board president 2007
b) Create a Capital fund for future enhancements to the library.	\$0	Finance committee	3/07	We have a "capital" fund for joining OWWL.	Done by board 8/21/07

Goal B

The library will investigate all possibilities of joining OWWL, the Pioneer Library System's 4 county online catalog system.

Objective - Encourage BOCES, PLS and the Manchester-Shortsville School District to meet and discuss a possible scenario for the library to join the OWWL system.

Activity	Cost	Assigned to	Date	Comments & progress updates	Measure
a) Meet with school, BOCES and PLS to review requirements.	\$0	Director, Technology Chair	3/07	Identify and confirm the nature of existing obstacles to the automation problem.	Prelim. Mtg held 10/22/07 Purchased separate circ desk 04/08
b) Discuss with PLS the possibility of	\$0	Director,	6/07		Completed by treasurer

BOCES taking over and administering the OWWL system.		Technology Chair		2006
c) Arrange meeting with PLS and BOCES to discuss BOCES taking over and administering the OWWL system.	\$0	Director, Technology Chair	Problem solve to find resolution or creative solutions to identified problems.	Impossible

Service Response #2 General Information

Help meet the community's need for information and answers to questions on a broad array of topics related to work, school and personnel life.

Goal A

The library will reach out to the community to determine the services it should provide to all residents of its service area.

Objective 1 - The library will survey as many stakeholders as possible to get a sampling of the types of services and programs that stakeholders feel the library should provide and which it is not currently providing.

Activity	Cost	Assigned to	Date	Comments & progress updates	Measure
a) Prepare a presentation to show what the library has to offer.	\$100	Director	12/08	Identify scope of current/existing services, propose possible future services (with director), survey community for needed or desired services.	When completed
b) Attend meetings of local organizations to establish needs.	\$0	Director, Board Member	12/08	in progress	25%
c) Attend meetings at local businesses to establish needs.	\$0	Director, Board Member	12/08	Director attended chamber 4x	25%
d) Allocate library resources to offer a service plan consistent with community needs or desires.	\$0	Board	3/09	Need to do a formal survey of the committee for the next long range plan	Recv'd LR Planning Grant 03/08

Objective 2 - The library will promote the use of its meeting rooms to stakeholders and community organizations and encourage them to use the library for meetings.

Activity	Cost	Assigned to	Date	Comments & progress updates	Measure
a) Offer meeting rooms to local organizations.	\$100	Director	12/08	Good progress so far. Lots of requests	ongoing
b) Offer meeting rooms to local businesses.	\$0	Director,	12/08		25%
c) Offer programs and classes to local organizations and businesses.	\$0	Director	12/08	Roberts Rules	1/year
d) Provide display space for businesses and organizations.	\$200	Director	3/09	\$100/year from budget, balance from Friends, etc. Need to identify businesses most likely to use the library and contact them.	2 new display cases

Goal B

School age users will use the library to help build research skills in preparation for higher education, jobs, or leisure activities.

Objective - Create a student-friendly environment in the library.

Activity	Cost	Assigned to	Date	Comments & progress updates	Measure
a) Meet with young adults to establish needs.	\$100	Director	1/07	Refreshments, etc	monthly since 2/07
b) Establish a young adult "area" with seating, bulletin board, etc.	\$200	Director	12/07		Done summer 2007
c) Establish a young adult collection of books and magazines.	Up to \$500/yr	Director	12/07		Done summer 2007
d) Designate physical area for career, college resources.	\$0	Committee	12/07	May have to combine d,e & f. A work in progress that needs Brett's approval. Space limitations.	When completed
e) Create a clearinghouse for professional opportunities, job postings, career development, and financial aid.	\$0	Director	12/07		When completed
f) Provide location for testing and training – such as civil service, workforce development.	\$0	Director	12/07	Look into establishing a "job information center".	When completed
g) Provide internet safety training	\$0	Director	12/07		When completed
h) Provide cell phone etiquette and safety training.	\$0	Director	12/07	May do internet safety program for parents and children	When completed

Goal C

The library will serve as a resource in the implementation of the Village of Manchester Strategic Plan adopted in the spring, 2006.

Objective - Assist the Village of Manchester in meeting the goals of its Strategic Plan which will enhance the entire community.

Activity	Cost	Assigned to	Date	Comments & progress updates	Measure
a) Meet with Village of Manchester Strategic Plan committee to establish needs.	\$0	Director, Board Member	1/07	Dir. working on a grant for summer concerts in the bandstand.	Rcv'd grant 02/08
b) Serve as a meeting place for small business seminars as per the Plan.	\$0	Director, Board Member	12/07	Is there a need for conference/presentation equipment?	When completed
c) Provide programming on marketing, website development, business plans, etc. as per the Plan.	\$0	Director, Board Member	12/07	Additional funding from Friends. Ask Lisa Schaertl for advice & assistance	When completed

Goal D

Entice more community residents to use the library to help them access information for all aspects of their lives.

Objective - Make library welcoming and more accessible.

Activity	Cost	Assigned to	Date	Comments & progress updates	Measure
a) Improve and simplify signage to and at the entrance.	\$200/yr	Director, Board Member	12/07	Change completion date to '08 when new entrance complete. Sal working on sign in front of HS	When completed
b) Improve handicap accessibility (consistent with ADA).	\$0	Director, Board Member	12/07	School capital project	When completed

Service Response #3 Local History and Genealogy

Offer local history and genealogy services that address the desire of community residents to know and better understand personal or community heritage.

Goal A

The library will provide the leadership and research assistance needed to assemble local history information for use by the community.

Objective 1 - To serve as a resource to the Village of Manchester and others in pursuing the possibility of establishing a "Heritage Trail" within the community.

Activity	Cost	Assigned to	Date	Comments & progress updates	Measure
a) Write a letter to the Village of Manchester inviting their use of the library as a resource.	\$0	Director, Board Member	1/07	Follow up by a visit to a Village board meeting by the library director and board member.	Done 04/02/07
b) Assist the Village of Manchester with resources to identify historical areas.	\$0	Director	6/09	Dir spoke at village board meeting but no response other than bandstand grant cooperation Mtg of Local Historians 04/08	Mtg of Local Historians 04/08

Objective 2 - The library will provide space to display information and artifacts of historical significance to the community.

Activity	Cost	Assigned to	Date	Comments & progress updates	Measure
a) Provide space for the Towns of Manchester, Farmington and Hopewell to display historical artifacts.	\$50/yr	Director, Staff	6/08	Construct/purchase display areas. Create permanent, temporary, or rotating displays (windows into history) within library building.	Mtg of Local Historians 04/08 - made offer
b) Provide space for the Villages of Manchester and Shortsville to display historical artifacts.	\$50/yr	Director, Staff	6/08	Construct/purchase display areas (pedestals, tables, niches, cases). Create permanent, temporary, or rotating displays (windows into history) within library building.	Mtg of Local Historians 04/08 - made offer
c) Establish guideline/time line and application forms to encourage local businesses, service organizations, and churches to create exhibits.	\$50/yr	Director, Staff	6/08	Framing of pictures. First need to identify & approach businesses in the community through a survey. Set up a subcommittee to do this.	When completed
d) Generate acceptable criteria and applications for displays, shows, exhibits by service providers or trade organizations, businesses, non-profits.	\$0	Director	12/07	Need to write a specific policy. Should see what other libraries are doing and use as template for our policy.	Prelim work done Policy 100 - ALA Standards Exhibit Spaces, need specific policy

Objective 3 - The library will provide historical information about our area

Activity	Cost	Assigned to	Date	Comments & progress updates	Measure
a) Catalog existing information in our possession	\$0	Director, Staff	6/09		Done 2006 New items to be cataloged Summer 2008
b) Enhance materials, books, etc in the display case	\$0	Director, Staff	6/09		ongoing purchasing
c) Publicize our collection	\$0	Director	6/09	How? To whom? Our collection not much different from other libraries'. Need to collect materials unique to our community. Need to establish a committee to seek out & filter materials as in f below	4 times / yr
d) Offer programs and classes on local history and genealogy.	\$100	Director	6/09	Additional funding from Friends	Program 02/07 05/07 11/07 11/07 3/08
e) Research opportunities for genealogical information from LDS Church.	\$0	Director	6/09		when completed
f) Enlarge local history collection.	\$0	Director	6/09	Add local maps, cemetery records, census records, birth, marriage, death certificates, military records, copies of local official projects/proposals, i.e. water districts, underpass construction, zoning maps, school capital project, etc.	Mtg of Local Historians 04/08 - made offer