

Alfred Box of Books Library
Five Year Strategic Plan: 2017-2021
Adopted By the Board of Trustees: May 8, 2017

MISSION STATEMENT:

Alfred's Public Library is dedicated to the principle that free access to the individual pursuit of knowledge is essential to the support and preservation of democracy. The library will continue to enhance the quality of life in this small rural area by serving as a center of community interaction and by providing an open and non-judgmental environment, in which all people have access to cultural, educational, and recreational materials, programming and services.

COLLECTIONS

The core service for the Alfred Box of Books Library is maintaining a collection of print and non-print materials to fulfill the informational, recreational, social, and educational needs of the community.

Goal 1: Expand and promote the library's role as a community resource for all people by focusing on collection development and services to reflect community needs.

Objective 1: Continue to make collection development a priority, increasing the collection development budget annually, to provide materials in all formats to meet individual patron's and families' needs.

Objective 2: Utilize Director's Station to better understand collection needs, weaknesses and strengths.

Objective 3: Work with homeschool cooperatives to provide support for educational needs.

Objective 4: Work with Alfred State College and Alfred University to promote the library as a community resource to students.

Objective 5: Conduct Ask Survey with community members to obtain an accurate picture of community needs.

a.) Work with STLS Member Services to conduct a comprehensive community survey.

Objective 6: Seek ways of promoting library collections and services through creative marketing.

PROGRAMMING

Programming is an integral part of the services the library offers to the community. The Alfred Box of Books seeks to offer programs that enhance community life and satisfy the curiosity and interests of its residents.

Goal 2: Enhance the quality of life for community residents by offering educational, recreational, and cultural programs to patrons of all ages.

Objective 1: Maintain and strive to increase the overall programming budget each fiscal year.

Objective 2: Secure grant funding from available sources and seek public and private sources of support.

Objective 3: Request funding support from the Friends of the Library for special projects as needed.

Objective 4: Continue to develop strategies for promoting library programming in order to reach a larger audience.

Objective 5: Expand on services for all patrons, but especially for teens.

Objective 6: Continue to work closely with the Almond 20th Century Club library to create cohesive programming for the Alfred-Almond Community.

Objective 7: Continue to collaborate with Alfred State and Alfred University to provide program services, resources, and support.

Objective 8: Continue the summer reading program for children and families and allocate dedicated funding to this initiative

Objective 9: Increase science, technology, engineering, and math (STEM) learning opportunities, recognizing that this is a vital 21st century library service to rural communities.

STAFF

Library employees are the greatest asset to the Alfred Box of Books Library. They provide, develop, sustain, and enhance the services the library offers. It is important that the Library Board of Trustees supports and invests in these individuals in order to continue our quality service.

Goal 3: Support a knowledgeable and dedicated staff in order to offer the highest quality service to the residents of Alfred and the surrounding area.

Objective 1: Provide staff with training opportunities and encourage professional development opportunities.

- a.) Maintain memberships in the New York Library Association and/or American Library Association in order to allow for professional development and grant funding opportunities.

Objective 2: Create a uniform training model for work study students to ensure excellent customer service and knowledgeable staff.

Objective 3: Enlist and retain volunteers who are capable of maintaining library service, making it possible for staff to seek professional development opportunities, and work away from the circulation desk in order to complete projects and develop services.

Objective 4: Encourage staff and board members to stay knowledgeable about library requirements and issues by attending Southern Tier Library System (STLS) and other professional workshops.

Objective 5: Establish clear lines of communication so that all employees, work study students, and volunteers are aware of programs and services in a timely manner.

Objective 6: Develop and establish policies and procedures in accordance with New York State and STLS guidelines and ensure that all staff are familiar with them.

TECHNOLOGY

Maintaining staff knowledge of emergent technologies, and offering information and services to community residents on a variety of technologies is an integral part of the services of the Alfred Box of Books Library.

Goal 4: Provide public access to 21st century technologies for patrons and staff, and enable development of the skills needed to use them.

Objective 1: Secure funding to maintain adequate levels of support for technology upgrades and purchase new relevant technologies.

Objective 2: Seek grant funding and other private or public funding sources to support the technology budget or specific needs.

Objective 3: Develop a technology replacement plan and follow a schedule of upgrades for computers, software, and other devices.

Objective 4: Promote one-to-one instruction by appointment for technology needs, offer classes as new technologies are developed and need arises, and make access to technologies available to patrons.

Objective 5: Utilize social media and the library website to communicate with patrons.

Objective 6: Allow for staff to participate in training opportunities to learn about emerging technologies.

Objective 7: Continue to digitally archive Box of Books Library documents,

FUNDING

In order to fulfill the mission of the library and ensure lasting sustainable community service, securing and growing our funding opportunities is imperative.

Goal 5: Secure sustainable funding in order to support services, programs, and resources to the community.

Objective 1: Sustain transparency for taxpayers through annual reports and newsletters in order to create a relationship of trust and integrity with our tax base.

Objective 2: Develop an annual budget based on annual goals and objectives to meet the needs of the community and to provide area taxpayers the highest return on investment.

Objective 3: Research and develop alternative funding sources through grant writing for specific projects, collection development and programming.

Objective 4: Support the Friends of the Library in conducting fundraising initiatives based on opportunity and financial need.

Objective 5: Establish reserves for necessary repairs and building maintenance.

FACILITIES

The small size and age of the library is one of the library's greatest challenges. The Alfred Box of Books uses available space of the building creatively in order to maximize patron access and to cultivate a wide collection of materials. The Board of Trustees and Library Director will strive to align the operational functions of the library with the best use of space.

Goal 6: Provide a facility which is inviting, efficient, safe and accessible for all patrons, staff and volunteers.

Objective 1: Continue negotiations with Alfred University to obtain a lease. With Construction Aid funding, improvements to our current site could be made.

Objective 2: Explore ways to increase the size of the Alfred Box of Books Library to support an expansion of collections, program offerings, and community availability.

Objective 3: Explore energy efficiency options for the current site in order to lower utility costs and become more environmentally friendly.

Objective 4: Update bathroom with new toilet, flooring and diaper changing station to meet the needs of children and families.

Objective 5: Create a welcoming environment for all patrons through the use of displays, shelf markers, and arrangement of furniture, making collections accessible and inviting.

Objective 6: Create and implement a plan for the maintenance of the library grounds, thereby improving building aesthetics.

Objective 7: Create and implement a schedule of building repairs as needed and as funds allow for.

Objective 8: Seek creative ways to establish a dedicated and inviting space for teens in order to increase teen attendance and library usage.

OUTREACH & COLLABORATION

Collaboration with local organizations, businesses, and individuals is an important part of 21st century library services. Not only does this increase library visibility, but it also provides greater resources to the community.

Goal #7: Actively and effectively cooperate with other libraries, local institutions and organizations to provide broader service to the community.

Objective 1: Continue to partner with local institutions and organizations to present programs of interest.

Objective 2: Seek new opportunities for local partnerships to reach more community residents.

Objective 3: Participate in STLS sponsored events and committees.

Objective 4: Seek opportunities to promote the library and its services within the community outside of the walls of the library.

Objective 5: Seek opportunities to participate in local events as a way of maintaining community visibility.

Objective 6: Continue to develop contacts in the local school district to build partnerships and market relevant programs.

Objective 7: Continue to seek resource and information sharing with Alfred Almond Central School, Almond 20th Century Club Library and other community organizations.