

CHERRY VALLEY MEMORIAL LIBRARY LONG RANGE PLAN (2021)

Mission: The mission of Cherry Valley Memorial Library is to provide a safe space for children and adults in the communities we serve so they may enjoy lifelong learning with access to popular materials in many formats, current information, and resources.

Goals and Objectives: Offer and maintain an inviting space for the public to come and avail themselves of the services offered and to keep those services free of charge where possible.

I. Maintain/improve the building

A. Maintain and improve the interior

1. Upgrade the left front outlet (adult fiction side when facing the interior door from the inside) and add 5 others where needed
2. Replace lighting fixtures when needed (main room & office lights last replaced 2/2010), update back closet light to match the one in the “storage area” next to the Main Desk
3. Upgrade furniture when needed (consider preschool, teen & adult appropriate choices) Ideas are:
 - a. purchase 2 computer desks with privacy dividers to replace corner desk
 - b. purchase 3 moveable A-frame stacks to replace the 3 freestanding stacks in the Adult Fiction area (to make floor space available for programming)
 - c. remove the black table because of overcrowding and the need to keep people socially distant due to Covid-19
 - d. Add a large bulletin board to the back hall and eliminate posting notices in the front entryway
4. Replace vacuum cleaner when needed (last replaced 6/2002)
5. Replace trash can with a wheeled 32 gallon one
6. Replace carpeting when needed (last replaced 11/2006) – consider replacing in 2022 before the building’s 100th anniversary in 2023
7. Replace furnace when needed (last replaced 12/2005, furnace registers replaced 12/2006)
8. Replace cellar stairs – consider aluminum ones
9. Repair plaster and repaint walls & stacks when needed (last painted 1996, main desk painted 11/2006). Consider applying for a NYS Construction Grant if state funds are available
10. Purchase a dehumidifier and install it in the “storage area” to help with our interior dampness, also consider dehumidifiers in the basement
11. Repair the leak where the water pipe enters the building inside the cellar. The leak is past the meter, so it is the library’s responsibility
12. Purchase metal shelving units for the “storage area” which won’t require painting
13. Wash windows, shelves & baseboards yearly
14. Consider replacing interior wall shelving units with ones that have backs so the books aren’t directly next to the outside walls

15. Replace the window seat cushions to make reading spaces that are socially distant during the pandemic
- B. Maintain and improve the **exterior**
 1. Continue to hire outside help for lawn mowing, snow removal, gutter cleaning, tree pruning and window washing
 2. Repair or replace roof when necessary (last replaced in 2006 with 30 year shingles)
 3. Repair/replace the outside storm windows – consider applying for a NYS construction Grant if state funding is available.
 4. Paint the exterior trim, shutters, front door and decorative railing (last painted 2009). The new ramp handrails will require routine repainting for maintenance
 5. Ask the Village to consider installing steps from the road to the sidewalk just opposite the library walk. (The library would be responsible for winter maintenance? The steps would require handrails.)
 6. Ask Department of Transportation for a handicap accessible parking space on the Church St. side of the library next to the sidewalk in front of the “no parking here to corner” sign. This would require a variance from DOT.
 7. Find a convenient place for a hitching post to be donated by Lou & JoAnn Guido for Amish and other horse traffic use
 8. Install Tobacco Free Zone signs by the 3 exterior doors.
 9. Consider using memorial money to purchase a handicapped accessible picnic table for the front lawn

II. Improve library service to the public so that Cherry Valley Memorial Library will be more visible to the next generation of library users

- A. Continue updating library policies. Review and revise existing ones, develop and adopt needed new ones and make them available to the public on our web page and in paper format at the Main Desk
- B. Cultivate a social media presence via the library’s web site. or other free social media open and/or closed platforms
- C. Keep staff abreast of current library practices by attending 4CLS Governing Council meetings for ONLINE libraries, 4CLS bimonthly System-wide meetings, and 4CLS training sessions & Youth Services meetings whenever possible
- D. Periodically survey the public online with Survey Monkey and/or paper forms to help evaluate the effectiveness of the programs, collections and services we offer to the community
- E. Establish and/or maintain partnerships with educational, cultural and community organizations which enable the library to address the community’s needs: Cherry Valley-Springfield School, Art Works, Rebirth Cherry Valley, Daily Bread Food Pantry, scouts, churches and other community organizations

III. Programs and service to the public

1. Establish a logo design contest for CVML
2. Continue to promote community literacy with materials and programs

3. Continue Story Hour programming from September to June (currently on hiatus due to Covid-19)
4. Continue the annual Summer Reading Program (6-8 weeks beginning the week after the end of the school year. The 2021 program will be take & make for social distancing due to Covid-19.)
5. Develop programs of interest to the community. Consider taking advantage of organizations that can do small, limited attendance, programs for free or a nominal fee
6. Upgrade or replace computers, printers, fax machine, copier, telephone and wireless connection, as needed, to maintain an adequate level of service to the public. Consider asking 4CLS for a second Wi-Fi router. Have long distance service added back to our phone because of the necessity of making long distance calls to myriad cell phone numbers/consider alternatives (such as VOIP or a library cell phone)
7. Ask 4CLS to be included in the program to acquire a tablet with handheld barcode reader for weeding purposes and to have the capability to issue library cards remotely
8. Eliminate the Spectrum Wi-Fi routers if they are NOT free for the public. Ask 4CLS to include CVML in E-rate funding for outside Wi-Fi access points
9. Continue participating in the 4CLS circuit collections and Download Zone
 - a. Audio Circuit
 - b. Large Print Circuit
 - c. Video Circuit (a second packet was added in 2019)
 - d. Downloadable audio & e-books
 - e. Research Center
 - f. Flipster (online magazine service)
 - g. Participate (as long as it is affordabl) in streaming service for videos, TV, E-books & audiobooks(Hoopla started in January 2020)
10. Continue updating books and resources in the fiction and nonfiction collections (Adult, Young Adult and Juvenile)
 - a. Purchase new fiction and nonfiction books and other resources.
 - b. Periodically go through the existing collection and weed items that are no longer circulating or are outdated with the goal of having the bulk of the collection turn over within 20 years to keep it fresh and inviting.
 - c. Replace classic materials as needed with an eye on what is available for free access on the internet
 - d. Consider increasing the number of hours open to the public when the budget contains enough funding (The current hours as of 10/1/2020 are Monday & Thursday 9-12, 2-7 and Saturday 9-1)

- IV. Maintain and improve our funding base to accomplish the above goals:**
- A. Broaden individual. and community support. Apply to different funders for monetary or in-kind support to accomplish our **mission**.
 - B. Send an annual library status in our fundraising letter to community members requesting continued support for our programs and projects
 - C. Investigate applying to the Pilcrow Foundation, Jack Ezra Keats Foundation, or the Lois Lenski Foundation for new juvenile books (matching funds required)
 - D. Apply to the Community Foundation when one of their grant opportunities fits our needs
 - E. Work to improve our tax-based support
 - 1. Go to the voters on the school ballot as a means of secure funding (consider applying April 2022 along with the Springfield Library since we serve the same school district)
 - 2. Annually provide a written budget to appropriate funding agencies and the public
 - a. Town of Cherry Valley
 - b. Village of Cherry Valley
 - c. Post on our web site and in the library
 - F. Review our fundraising efforts
 - G. Post our budget, long range plan, policies and board-approved annual report to the public on our web site
- V. Review the LONG RANGE PLAN of service ANNUALLY**

Adopted: April 21, 2021
Cherry Valley Memorial Library Board of Trustees