

Apalachin Library Association Long Range Plan of Service, 2021-2025

"The only thing that you absolutely have to know, is the location of the library." Albert Einstein

The Mission of the Apalachin Library is to strive to provide resources and services to meet the recreational, informational, educational, and cultural needs of the residents of Apalachin and the surrounding area.

This long-range plan is being written to be a guide for the future of the Apalachin Library. Our vision is to provide services for the enrichment of our community in an ever-changing environment. We are using input from the public, staff, director and board members to make goals for the next five years. In July and August 2021, we conducted a survey of our community members and patrons. The survey was available on the Apalachin Library website, as well as in hard copy at the library. 54 individuals completed the survey and the information collected was used in planning.

This document will show our goals in these areas:

- Personnel
- Finance
- Facility
- Partnerships
- Library Operations and Information dissemination.

1. Personnel

The Apalachin Library needs to be able to employ adequate staff members to provide services in which our community has expressed interest. We also use volunteers to help with many tasks such as gardening, book sorting, and being member of our Friends group.

Currently our staff is comprised of a Director, 2 library assistants, 3 clerks, a cleaning person and a maintenance person.

They survey indicated that patrons are interested in the library being open for additional hours. There were also requests for additional programming for all ages. These areas of expansion would require additional personnel and more funding. The Library Board would oversee these new changes, including the funding.

2. Finance

The need for continued funding is ongoing. Our library Board requests yearly referendums on the Owego Apalachin school budget ballot to be able to provide programs, services, and staff to support community service needs.

The Board strategically develops a budget every year considering the expanding needs of the library. They look at the cost of adding staff, purchasing materials to support programming, collection development, technology and computer needs, facilities and maintenance, and other unforeseen costs associated with increasing services as needed by our community. The Board and Director pursue grant opportunities, when appropriate, to offset some costs.

Responsibility for this area falls to the Board of Trustees and the Director.

3. Facility

Although the Board and Director have been working diligently to keep our building and space in good order, maintaining and updating our facilities requires ongoing attention and planning. In addition to regular building maintenance, the following projects are needing attention.

Porch/Entry Way Project: The cement of our front porch is starting to crumble and will need to be replaced. To make the outside space completely usable, we would like to extend the cement porch all the way across to the Cruty Garden. The deck in front of the second door would be removed. An area between the two doors could have an enclosure for garbage and recycling cans. The porch roof needs to be extended to the small roof over the current deck.

Parking Lot: Our parking lot needs to be re-paved for the both safety of those parking and walking in the lot, as well as the aesthetic of our building.

Storage Needed: We will need a storage shed for tables and chairs that will be used in the pavilion.

4. Partnerships

The Apalachin Library strives to work with other agencies in our area to provide enhanced services to our community. Working collaboratively opens up possibilities and enables libraries to share and conserve resources, reach new audiences, and expand services and programs. Collaboration allows libraries to provide more than they could alone. Some agencies that will be approached in the next couple of years will be:

Kali's Clubhouse

Apalachin Elementary, TJ Watson, and Tioga Hills Elementary schools.

Waterman Center

Other possible agencies were identified by survey results.

5. Library Operation and Information Dissemination

Based on the results of our recent community survey, we affirm that 91% of patrons feel that the current operating hours meet their needs. Some suggestions were made for expanding hours to later in the evening or on days with less hours.

60% of responses to our survey indicated that people are using our website 1-30- times per month. The comments were overwhelmingly positive, including: "very simple to use and navigate" and "very informative". We will continue to be diligent about updating and maintaining our website. Since many people access the website through their phones, we will look into ways to make the website more mobile friendly. We learned that many community members use Facebook and the library website to get information about what is happening at the library.

Over the next five years we plan to offer the following opportunities to community members:

- Provide classes in basic computer use annually.
- Increase services to special needs individuals.
- In partnership with local organizations who are focused on workforce needs, provide classes in resume writing, job searching, filling out applications on line job applications.

- Provide training to library staff on library practices, technology, and other topics as needed.
- Provide training for trustees as required by NY State.
- Provide programming in the maker space. Program ideas provided by staff and also by patrons.
- Utilize the library pavilion for programming as needed including entertainment programs for summer reading.
- Increase membership in our Friends group. Increase the number of volunteers willing to work in our Book Barn.
- Expand our collections as much as possible. This includes weeding items that are worn or outdated and purchasing materials that patrons are requesting.
- Conduct a needs assessment to explore increasing open service hours.

The Board of Trustees approved this plan on September 21, 2021.