

# Kinderhook Memorial Library

## Long Range Plan 2020-2023

*Approved May 12, 2014*

*Revised and Approved January 9, 2017*

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### **Library Vision Statement:**

Kinderhook Memorial Library envisions a future where all individuals and families in our service area are eager and engaged life-long learners.

### **Library Mission Statement:**

The Kinderhook Memorial Library serves to enrich the quality of life for a diverse and growing constituency of all ages by providing resources and services which contribute to individual literacy, education and entertainment. The Library is dedicated to providing an environment for ongoing learning, and opportunities for creativity, self-fulfillment, and community engagement. Resources and services are provided free or at a nominal cost.

### **Background:**

Over the past ten years, the Kinderhook Memorial Library has undertaken, and completed, a transformation of its physical space to better meet the demands of a 21<sup>st</sup> century library. The Board of Trustees, Staff and Friends of the Library raised more than two million dollars to double the size of the original building to allow for increased space for collections and technology; areas for a variety of simultaneous patron uses, such as lectures for adults and children's story times; separation of the environment for adults, children, and young adults; a dedicated program room for activities, performances, and meetings; more accommodating office space for staff that is private and secure; expanded and better located restroom facilities; and a building that is accessible to all patrons.

This expansion project has been at the heart of the library's strategic planning for the past decade, and with the completion of the building expansion, the time has come to begin the formulation of a new strategic plan. In early 2019, the decision was made by the Board of Trustees to engage in the American Library Association's Libraries Transforming Communities (LTC) initiative. Libraries are important cornerstones of a healthy community, and the purpose of this initiative is to encourage "libraries to become more reflective of and connected to their communities and build stronger partnerships with local civic agencies, nonprofits, funders and corporations."

[http://www.ala.org/tools/sites/ala.org.tools/files/content/LTC\\_ConvoGuide\\_final\\_062414.pdf](http://www.ala.org/tools/sites/ala.org.tools/files/content/LTC_ConvoGuide_final_062414.pdf)

At the heart of the LTC initiative is the "Community Conversation." During the summer and fall of 2019, the Library held five Community Conversations in Kinderhook and Stuyvesant. The purpose of these meetings was to learn what kind of community our residents desire, and how the Library can build community partnerships to help implement some of the common goals raised through these conversations. The common themes that arose included economic development, affordable

housing, aging in place, transportation and walkability, youth services, communication, and neighborliness.

In keeping with the Library's Vision and Mission Statements, the overarching goal of this strategic plan is to focus on improving the Library's response to the needs and interests of our community. It will accomplish this through the goals set forth below.

## **Services**

### **1. To increase and expand library usage by the community.**

- Have a presence at large community events such as Back-to-School night, and offer immediate library cards
- Continue to explore new ways to reach and deliver information and services to underserved populations, including non-English speakers, senior citizens, homebound citizens, and home-schooling families

### **2. To provide members of the public with reference and directional services that fulfill informational, educational, civic and entertainment needs.**

- Maintain library collections that are robust, in myriad formats, and encompass the range of human thought and expression, and meet the needs and expectations of an increasingly diverse clientele
- Maintain current resources for high-demand subject areas and interests
- Provide access to local, state, and national resources and materials
- Provide easy, convenient, confidential referral to important community information, organizations and agencies, such as adult literacy, GED programs, ESL classes, social services, Legal Aid, senior resources and activities, recreation classes, local fire departments, and service clubs

### **3. To enhance library staff's ability to better serve our patrons by providing staff with the means and opportunities that support their professional and personal development in order to increase service excellence, and strengthen technology skills.**

- Develop and provide effective, comprehensive orientation for all library staff
- Encourage and support attendance at trainings and professional conferences, and membership in professional organizations
- Conduct on-going continuing education and training sessions to provide opportunities for staff to learn about new developments in relevant areas
- Encourage and implement innovative service plans and ideas
- Value staff contributions. Recognize and reward efforts that enrich the library as a community resource, the staff, and the lives of library patrons
- As vacancies occur, continue to search for candidates with professional training and experience

- 4. To develop and maintain technology resources for the public and for library operations, including Internet and database access.**
  - Continue to maintain and upgrade public-access computers and portable wireless devices for usability
  - Provide technical assistance on new applications, devices and/or technologies as needed, and offer opportunities to learn new applications
  - Provide space and equipment for the technology needs of children and young adults
- 5. To offer early literacy services for children, and education programs and services that promote and support increased literacy for all members of the community.**
  - Conduct early literacy programs that educate parents and caregivers in literacy skills and provide experience that helps them prepare children to enter school ready to learn
  - Strengthen and maintain community literacy partnerships, and enhance outreach efforts to schools and other organizations including the Early Literacy and Learning Network of Columbia County, the county Department of Social Services, and the Elks
- 6. To provide career information in support of people who are seeking employment or exploring career changes.**
  - Update print and e-book collections with current editions of high-demand resume, career and test taking guides
  - Serve as a distribution location for career information and job listings
  - Provide public-access computers to aid in applying for jobs and submitting resumes online

## **Programming**

- 1. Offer a broad array of programs that address the informational, cultural, and recreational needs of the community.**
  - Provide age-appropriate experiences for children from birth to age 18 that support literacy, encourage creativity, and strengthen readiness for learning at all stages
  - Collaborate with the Friends of the Library and with individuals (i.e. writers, artists, scientists, historians) and local community organizations to enhance and extend the library's programming
  - Explore programming at other libraries which might be replicated or adapted to the needs of our own community
  - Continue and extend programming and special events in the Town of Stuyvesant by utilizing the facilities there including the Town Hall, train station and park
  - Sponsor or facilitate workshops to address the needs raised through the Library's Community Conversations, specifically in the areas of economic development, affordable housing, transportation, aging in place, youth services, communication, and neighborliness

## Communications

- 1. Maximize public awareness of the Library's resources, services, needs and future plans using a full range of communication strategies and media.**
  - Identify and engage all stakeholders and funders in the community to become library patrons and supporters
  - Survey all residents to determine the most effective way to communicate Library services
  - Maintain regular communication between the library and: residents of Kinderhook and Stuyvesant; village, town, county, state, and federal government officials; Ichabod Crane Central School District; Mid-Hudson Library System and its member libraries; Columbia County Historical Society; and other cultural organizations
  - Publicize events through local media, the library's quarterly newsletter, website and other social media outlets, and signage in public spaces
  - Promote and educate the public on the use, value and convenience of library-provided materials, services, databases, and other digital content
  - Promote the Museum Pass program with the community at large, with emphasis on school and youth audiences
  - Promote downloadable audio and e-books

## Resources

- 1. Enhance the Library's financial strength to ensure that it is capable of providing programs, services, and staffing to respond to the needs of the community.**
  - Collaborate closely with the Friends of the Kinderhook Memorial Library in support of the Library's mission, goals and objectives
  - Continue the current strategy of approaching voters in the towns of Kinderhook and Stuyvesant regularly for their support through referenda to increase the towns' contributions to the library
  - Monitor and advocate for legislation at the state and county level that affects the level of funding for public library programs
  - In collaboration with the Fundraising Committee, identify and apply for government, foundation, and corporate grants as appropriate; and initiate and/or cooperate with local businesses and individuals on fundraising events
  - Recruit, retain and reward professional library staff and volunteers, and provide appropriate salaries, benefits and training to all employees
- 2. Maintain the physical facility and efficient library operations through the use of a building maintenance plan.**
  - Conduct an annual review of the building maintenance plan through the Library's Building and Grounds Committee
  - Conduct a regular review of the Library's operational policies through the Library's Operations Committee