

Theresa Free Library

Long - Range Plan

2020-2024

The Theresa Free Library serves a rural population of approximately 3,000 in the environs of Theresa, NY, under the auspices of the Library Board of Trustees, in coordination with the Theresa Town Board. The library provides general library services and access to up-to-date technology, as well as fields inquiries into genealogy and local history. The library board has adopted and adheres to the New York State Public Library Standards.

Mission Statement

The mission of the Theresa Free Library is to function as a gateway to the world of knowledge, by providing free access to information for all.

Multi-year Goals and Objectives:

Goal: The library maintains a facility to meet community needs, including adequate space, lighting, shelving, seating, and restroom.

Objectives: Repair and update exterior of building for structural soundness and aesthetic advantage.

Action steps:

- By the end of year 1,
 - the condition and paint of the front entry windows will be evaluated
 - the front entry windows will be hand cleaned and repaired as needed
- By the end of year 2,
 - both sets of front doors will be restained and repaired as needed
 - the back door will be weatherstripped and repaired as needed
- By the end of year 3,
 - gutters and downspout will be installed over rear door enclosure
 - the library board will evaluate ADA compliance issues and refer to the town and contractor as needed
- By the end of year 4,
 - the cracked windows will be replaced and frames and sills repaired as needed
 - windows will be cleaned
- By the end of year 5,
 - the library board will revisit and revise the long-range building and grounds plan

Objective: Reorganize library space to maximize patron access and library usage.

Action steps:

- By the end of year 2,
 - the book sale books will be cleared of all non-saleable materials
- By the end of year 3,
 - a complete inventory of the library contents will be done, with pictures, and sent off for appraisal if needed
- By the end of year 5,
 - the entire library collection will be weeded
 - the library board will decide upon a plan of action for redefining the upstairs loft space
 - the library board will revisit and revise the long-range building and grounds plan

Objective: Update library interior for safety and comfort.

Action steps:

- By the end of year 1,
 - the library interior will be professionally cleaned, including carpets
 - new entryway rug runners will be purchased and old runners removed
 - the lighting will be updated to LED fixtures
- By the end of year 2,
 - any interior paint needs will be identified and painted
 - any interior woodwork repairs will be conducted
- By the end of year 3,
 - the furnace will be updated if needed
- By the end of year 4,
 - an interior (and exterior?) security system will be installed
- By the end of year 5,
 - the library board will revisit and revise the long-range building and grounds plan

Objective: Create an attractive and user-friendly outdoor space.

Action steps:

- By the end of year 1,

- an outside trash bin will be purchased and installed, along with any related signage needs
- By the end of year 2,
 - a hard-copy landscaping plan will be made for the front and back of the library
- By the end of year 3,
 - the landscaping plan will be implemented
- By the end of year 4,
 - an updated sign that is easier to read will be purchased and installed
- By the end of year 5,
 - the library board will revisit and revise the long-range building and grounds plan

Goal: The library provides equipment and connections to meet community needs including, but not limited to telephone, photocopier, telefacsimile capability, and microcomputer or terminal with printer to provide access to other library catalogs and other electronic information.

Objective: Create an inventory tracking system and maintenance/replacement schedule for equipment.

Action steps:

- By the end of year 1,
 - an inventory of library equipment will be conducted and recorded for tracking
 - the library board will develop a community survey to address equipment needs
- By the end of year 2,
 - the library board will conduct a community survey
- By the end of year 3,
 - the library board will develop a maintenance and replacement schedule for current equipment
- By the end of year 4,
 - the library board will create a purchase schedule for new equipment
- By the end of year 5,
 - the library board will revisit and revise the long-range equipment plan

Objective: Purchase equipment for library and community needs.

Action steps:

- By the end of year 1,
 - the library board will develop a community survey to address equipment needs
- By the end of year 2,
 - the library board will conduct a community survey

- By the end of year 3,
 - the library board will investigate options for a system for tracking equipment and purchase if needed
- By the end of year 4,
 - the library will purchase new equipment based on survey, including options like e-readers, 3D printer and VR equipment, if warranted
- By the end of year 5,
 - the library board will revisit and revise the long-range equipment plan

Goal: The library periodically evaluates the effectiveness of the library's collection and services in meeting community needs.

Objective: Solicit input from community regarding needs, wants, and expectations to improve library programming.

Action steps:

- By the end of year 1,
 - stakeholders will be identified for information input and collaboration.
- By the end of year 2,
 - the library board will develop a survey addressing the collection and service needs
 - the board will send the survey to community stakeholders
- By the end of year 3,
 - the library board will review input from the community
 - the library board will create a programming schedule based on community input for year 4 and will create a feedback form for the events
 - the schedule of programs and feedback forms will be reviewed and the process repeated for year 5
- By the end of year 5,
 - the library board will revisit and revise the long-range programming plan

Objective: Advocate for library programs and resources

Action steps:

- By the end of year 1,
 - the development of a newsletter will be considered
- By the end of year 2,
 - plans for a newsletter will be implemented
 - begin development of a library card sign-up program in coordination with the primary school
 - this will continue for years 3-5
- By the end of year 3,
 - a library card sign-up program in coordination with the primary school will be fully rolled out
 - begin development of a volunteer sign-up/schedule/program
 - this will continue for years 4-5
- By the end of year 4,
 - a volunteer sign-up/schedule/program will be fully rolled out
 - this will continue for year 5
- By the end of year 5,
 - the library board will revisit and revise the long-range programming plan