DANIEL PIERCE LIBRARY
Plan of Service
2023 – 2027

MISSION STATEMENT

The mission of the Daniel Pierce Library is to provide outstanding library services to everyone in the Tri-Valley Central School District.

GOALS AND OBJECTIVES

GOAL #1   **The Daniel Pierce Library will continue to meet the needs of our patrons and our community.**

OBJECTIVES:

1.1   Encourage reading, literacy, and love of books.

Implementation activities:
- Continue to provide excellent early literacy programs, such as: Story Hour, Toddler Time, UPK Story Hour on the Road, and Mother Goose Time.
- Continue to provide a desirable library collection.
- Continue to improve upon the much needed summer reading program offered to help combat summer learning loss.
- Provide group opportunities to for reading, such as Book Clubs, children's programs, teen programs, and author nights on a regular basis.
- Enhance the work that we do with the homeschooling community to offer additional programs and other opportunities that meet their educational needs.

1.2   Continue to provide a variety of programs for children, teen, and adults that stimulates reading and library use.

Implementation activities:
- Continue to provide our excellent children's programs and continue our commitment to constantly re-evaluate those programs and make changes where necessary.
- Identify new opportunities for programming and collaborations to provide learning-to-read opportunities.
- Continue to provide a full calendar, year round, with programs for children, teens, and adults, including new programs each year while supporting programs that already exist (i.e. First

Friday Book Discussion Group, Studio Monday Artists, DPL Painters, and any other new groups that may form.)

1.3   Continue to enhance our online services.

Implementation activities:
- Enhance our website to make it more user friendly and to create a platform that is a resource to our users.
- Utilize Social Media to promote programs and events as well as share important information with our community.
- Identify a staff member to commit to updating our website and utilizing social media as a way to advertise and share information for our patrons.
- Promote online services available through the Ramapo Catskill Library System.
- Expand communication with library patrons concerning library events by collecting patrons email addresses to send e-mail blasts to patrons alerting them to library events.

1.4   Continue to provide exceptional service to our patrons through enhancements to the current staff development plan.

Implementation activities:
- Encourage staff members to attend trainings and webinars offered through the Ramapo Catskill Library System or other organizations that we partner with.
- Develop a budget in which Professional Development has funding on an annual basis so as to be able to provide staff members with the opportunity to attend trainings or webinars.
- Invest in continuous staff development to support a well-trained and high-achieving staff.

1.5   Continue our collaboration with the Tri-Valley Central School District

Implementation activities:
- Continue to provide Story Hour on the Road program to all of the Universal Pre-Kindergarten classes at TVCS and to continue to provide access to and circulate books to all students in the UPK classes.
- Continue to distribute library cards to all UPK students.
- Continue to collaborate with the Elementary School Media Specialist for Read Across America week and/or any other important dates.
- Identify new ways to coordinate with the school and support the current school curriculum by providing resources at the Daniel Pierce Library.

1.6   Provide resources and programming to support learning and literacy through all stages of life.

Implementation activities:
- Continue to develop relationships with community partners and local experts that will allow us to offer ongoing literacy programming to the members of our community.
- Continue to support lifelong education for adults with programs and classes that entertain, educate, and supplement the Library's book collections.

GOAL #2:   The Daniel Pierce Library will strive to provide updated technology to our patrons, enabling them to keep up with changes in accessing information.

OBJECTIVES:

1.1 Create a technology plan that includes updating current technology but also identifies new technology trends that the library will explore and invest in.

Implementation activities:
- Designate appropriate funding on an annual basis to help update patron terminals and purchase new technology for the library (i.e. kindles, tablets and iPads)
- Identify purchase dates of all computers and create a schedule of replacement based on purchase dates and state of each individual machine.
- Identify a staff person to help the Director and I.T. Consultant develop and implement the plan once established.

1.2 Provide Technology support and programming to our patrons.

Implementation activities:
- Provide trainings and/or identify trainings for staff to better assist our patrons in computer assistance at the library.
- Continue to provide computer training programs for adults at the library throughout the year.
- Work with patrons to identify what their technology needs are so we are better supporting them and addressing their needs by offering programs based on their feedback.
- Offer one-on-one assistance to library patrons to assist them with the library patron computers or their own personal computers.

GOAL #3: **Continue to keep the library building complex in exceptional condition.**

OBJECTIVES:

1.1 Enhance the current library building complex maintenance schedule.

Implementation activities:
- Review current maintenance schedule and assess if changes need to be made.
- Outline a more formal maintenance schedule that is kept in the Director's office and easily accessible at all times.

1.2 Create a long range facility maintenance/replacement calendar.

Implementation activities:
- Create a spreadsheet with purchase dates, warranty dates and information, expected life span of major items (i.e. boiler, roof, flooring), and possible replacement dates for budgeting purposes.
- Identify a staff member to be responsible for the upkeep of this document and to include it with the maintenance schedule kept in the Director's office.

GOAL #4: **Conduct a community program survey to determine the needs of the community to more effectively and efficiently determine the staff's focus in the area of programming.**

OBJECTIVES:

1.1 Create and Execute a Community Program Survey that identifies the current needs and wants of the community and our patrons.

Implementation activities:
- Create a program survey committee comprised of staff members, Library Director, and members of the Board of Trustees to assist in the program survey process.
- Identify a staff member to work in conjunction with the Director and committee to create and distribute the community program survey.
- Create and distribute a program survey for the Daniel Pierce Library.
- Compile results and analyze information from survey responses.
- Create a plan for future programming and programming needs to be presented to Library Director and Board of Trustees who will then determine an implementation plan.

GOAL #5: **Establish an Endowment Fund to benefit the Daniel Pierce Library addition.**

OBJECTIVES:

1.1 Establish and Endowment Committee to help develop goals for endowment fund.

Implementation activities:
- Identify prospective members for the endowment committee to be comprised of active Board members, previous board members and volunteers.
- Create a case for support and any print material needed for solicitation of donors.
- Identify a donor prospect list with the Board of Directors and Library Director for major gift asks.
- Develop a timeline and action plan for the endowment campaign, to include major gift solicitations to happen in the first phase of the campaign.

1.2 Raise money for the newly established Daniel Pierce Library Endowment Fund.

Implementation activities:
- Solicit donors to contribute to the campaign.
- Identify a person to develop and maintain an accurate list of donors to the endowment campaign.
- Plan a donor recognition event at the library to thank donors for their contributions to the campaign.

GOAL #6: **Create an Emergency Situation Procedure Manual and a Disaster Plan.**

OBJECTIVES:

1.1 Create an Emergency Situation Procedure Manual and a Disaster Plan that is available to all staff and volunteers in all staff offices.

Implementation activities:
- Create a committee of members of the Board of Trustees, the Library Director and any staff members that are interested in participating in the process.
- Create a list of concerns and/or situations to be addressed in the plan.
- Research other Emergency Situation Procedure Manuals and Disaster Plans to help facilitate discussion for the library's plan.
- Create a timeline to follow in developing the manual and plan.