

# PLAN OF SERVICE 2020-2025



## Perry Public Library Make It Part of Your Day

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## **INTRODUCTION**

In 2019 Perry Public Library began the process of developing a new Plan of Service. Long-range planning is a collaborative process that involves community leaders, library staff, and library Board members in identifying library service priorities. Reflecting the library's commitment to the community, this Plan of Service signifies the library's efforts to anticipate the changing needs of our community over the next five years and how to best meet those needs.

In the fall of 2019, the Library Director and the Board of Trustees invited eight people, representing a broad cross-section of the community, to serve as a Library Focus Group. Hope Decker, Pioneer Library System's Member Library Liaison, served as consultant and facilitator throughout the process. The Focus Group envisioned an "ideal" community, identified community needs, and which needs the library may be able to meet.

With this information, the Library Board of Trustees' Plan of Service Development Committee chose several primary library service responses as the foundation upon which goals and objectives were based. On September 13, 2021, the Perry Public Library Board of Trustees approved the following three service responses recommended by the Planning Committee:

- Become an integral part of the Perry community
- Provide a safe and accessible building
- Expand the collection and programming to serve the community

The Director and library staff, in coordination with the Board, developed a list of goals and objectives for library services. Specific activities to support each goal and its related objectives were written for this plan, which covers a five year period. The plan will be reviewed by the Director and the Board of Trustees annually to assure that progress is being made toward the accomplishment of the goals and objectives. Objectives and activities will be reviewed annually and modified as needed to keep the plan vibrant and responsive to changes that occur over the five year period of the plan.

## **MISSION STATEMENT**

The mission of Perry Public Library is to provide recreational and educational library service to the residents of the Perry Public School District. The Library strives to provide a friendly, courteous and approachable space for all.

In support of this, Perry Public Library is committed to:

- Become an integral part of the Perry community
- Provide a safe and accessible building
- Expand the collection and programming to serve the community

## COMMUNITY INTEGRATION

The Library will become a more central part of the larger Perry community by partnering with Perry organizations.

**Goal #1:** The Library will evaluate and expand current outreach efforts to the community.

**Objective 1:** The Library staff will provide outreach services to local educational and childcare centers.

**Activities:**

- Continue current outreach to local daycares and Pre-Ks with ongoing evaluation.
- Continue current outreach programs to the Perry Elementary School with ongoing evaluation, exploring avenues for expansion.
- Design an outreach program for the Perry High School.

**Objective 2:** Reevaluate current home delivery program.

**Activities:**

- Investigate insurance options and questions in the current program model.
- Maintain a stable list of volunteers.
- Increase promotion and advertisement for this program to increase community awareness.

**Goal #2:** The Library will increase focused communication and advertising efforts to reach more community members.

**Objective 1:** Have a stable and informational website that accurately communicates the library's information.

**Activities:**

- Add a "Services" page to the website. with a fine schedule and charges schedule
- Add a "Policies" page to the website with all of the library's external policies.
- Develop a plan and schedule for updating the website regularly.

**Objective 2:** The library will increase general publicity to current library users.

**Activities:**

- The library will continuously stock the magnets with contact information and hours of operation to hand out to patrons
- The library will develop and produce a "Library Pamphlet" to be placed in local community hubs.

**Objective 3:** The library will investigate and develop ways to advertise to non-library users.

**Activities:**

- The library will investigate new ways to advertise, specifically to non-library users.

- The library will investigate purchasing and posting a sign to be placed on the side of the Biblio-Tech Café.
- The library will investigate the possibility of radio advertisements, possibly partnering with other Wyoming County libraries.

**Goal #3:** The library will take a more active role in developing and maintaining community partnerships.

**Objective 1:** The library will partner more completely with educational institutions in Perry.

**Activities:**

- The library will investigate and execute feasible ways to assist with High School programs such as the Senior Thesis.

**Objective 2:** The library will become an informational hub for community events and information.

**Activities:**

- A section of the library will be dedicated to becoming the “Perry Hub,” and any non-profit organization can freely provide information to be displayed in this hub
- Other Perry organizations, such as Letchworth State Park, Perry Main Street Association, and Perry Rotary, will be approached with the offer to house informational materials at the library.
- A “Volunteer Book” will be developed with the names of people willing to volunteer and advertisement for volunteer opportunities.

## **AN ATTRACTIVE AND ACCESSIBLE LIBRARY BUILDING**

Library patrons will have safe and welcoming building with an accessible and safe front entrance. Areas of improvement for the facility will be investigated and addressed.

**Goal #1:** Alleviate water leakage in basement storage room.

**Objective 1:** Get a contractor’s quote for the project and investigate cost.

**Objective 2:** Secure funding for project.

**Objective 3:** Repair the leak.

**Objective 4:** Perform mold abatement and repair other effected areas in the storage room.

**Goal #2:** Investigate long-term building issues that may need to be addressed.

**Objective 1:** Investigate the current guttering system.

**Objective 3:** Investigate electric system and wiring.

Note: These objectives are marked 'investigate' because the status is suspected to need treatment, but this isn't confirmed. There is also no concept of how much alleviating these problems may cost, or how emergent they may be.

**Goal #2:** The library will begin looking into the project of replacing and streamlining the wheelchair ramp.

**Objective 1:** Begin exploring costs and fundraising for a wheelchair ramp replacement.

**Activities:**

- Contact several architects to provide ideas for a new wheelchair ramp.
- Streamline access via the wheelchair ramp from the parking lot.
- Begin a construction fund for this project.

**Goal #3:** Enhance the outside of the library building.

**Objective 1:** Address existing outdoor landscaping.

**Activities:**

- Evaluate current landscaping.
- Develop a dedicated plan for maintaining the landscaping.
- Hire a regular gardening service for weeding and maintenance.

**Objective 2:** Construct a visually appealing display facing the parking lot.

**Activities:**

- Investigate installing a fence against the building and painting a community mural on it.
- Investigate other visually attractive options.

## **COLLECTION & PROGRAM DEVELOPMENT**

**Goal #1:** Expand the library's collection to provide better services.

**Objective 1:** The library will expand the collection to include non-traditional library resources.

**Activities:**

- Research what items or resources would be most useful to the community.
- Begin a collection of items to be lend out.
- Dedicate a space for lending materials such as cake tins, snowshoes, and tools.

**Goal #2:** Increase Adult Programming throughout the year.

**Objective 1:** Expand the variety and frequency of speaker programs for adults at the library.

**Activities:**

- Develop a yearly speaker program.

- Aim to have quarterly speakers at library events each year.

**Objective 2:** Increase general Adult Program offerings.

**Activities:**

- Assess what kinds of programming is most appealing to the adult Perry community.
- Aim to have at least two adult programs a month at the library.

Perry Public Library

Plan of Service, 2020-2025

Adopted by Perry Public Library Board of Trustees on September 13, 2021