# Perry Public Library Long Range Plan

### Mission Statement

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

### Vision

Flexible, Accessible, and Modern Resources in a Historic Building

### Core Values

Inclusive • Accessible • Sustainable

## 1. Facility and Accessibility

### Justification

The Perry Public Library is a historic building that functions as both a community resource and a heritage site. Preserving the building's integrity while ensuring accessibility and safety is crucial for ongoing service. By blending preservation efforts with modernization, the Library will develop a facility that is sustainable, adheres to accessibility standards, and is inviting to all visitors.

#### Goal 1.1: Preserve and Enhance the Historic Library Building

- **Year 1:** Begin applications for the New York State and National Historic Registers. Submit a status report to the Board by Q4 Year 1.
- **Year 1:** The Building Committee and Library Director will review and categorize findings from the building condition survey, prioritizing critical repairs. Submit a report with recommendations to the Board by the end of Q1 Year 1 to guide budget priorities.
- **Years 2–4:** Implement prioritized maintenance and preservation projects. Provide progress reports to the Board at least quarterly.
- **Year 5:** Update the long-term maintenance plan and present to the Board by Q2 Year 5.

#### Goal 1.2: Improve Building Accessibility

- **Year 1 Q2:** Form an Elevator Project Team composed of architects, engineers, library staff, and board members. Identify funding options and, if needed, establish a fundraising committee.

- **Years 2–4:** Complete elevator and stair construction according to the approved plan, with final inspection and operation by the end of Year 4.
- **Year 5 Q3:** After elevator completion, assess lower-level spaces for office, restroom, and programming use. Present findings and recommendations to the Board.

#### Goal 1.3: Improve Space Utilization and Access

- **Year 1:** Install a people counter to collect usage data, with costs shared between the Friends of the Library and the library budget. Analyze and share data with the Board annually.
- **Year 5 Q3:** Evaluate open hours using usage data and patron feedback. Present findings and recommendations to the Board.

## 2. Staffing

### Justification

Library staff are crucial for delivering quality service, maintaining smooth operations, and meeting the community's needs. Adequate staffing ensures safety, continuity, and effective programming. Supporting staff with fair wages and benefits encourages retention and enhances the Library's ability to provide dependable service.

#### Goal 2.1: Ensure Adequate Staffing for Daily Operations

- **Year 1 Q1:** Expand current staff hours or hire an additional staff member to maintain a minimum of two staff members on duty during all open hours. Funding is secured in the 2026 budget.
- **Year 1 Q3:** The Library Director and Development Committee will review staffing levels and responsibilities and present recommendations to the Board.
- **Years 2–5:** Incorporate staffing and benefits adjustments into the annual budget process to maintain adequate service levels.
- **Year 3 Q3:** Hire or expand staffing as needed to sustain the two-person coverage standard.

#### Goal 2.2: Support Staff Well-Being and Retention

- **Year 2 Q3:** The Development Committee will assess the feasibility of expanding health stipends or offering employer-sponsored health insurance for full-time staff, and partial benefits for part-time staff. Findings will be reported to the Board.

## 3. Programming and Communication

### Justification

Programming and communication are key to the Library's mission to educate, engage, and connect the community. Programs address patron needs, promote literacy and lifelong learning, and foster social connections. Improving communication ensures residents know about Library services, programs, and updates, thereby strengthening community relationships.

### Programming

#### Goal 3.1: Deliver Data-Driven, Community-Responsive Programs

- Use survey data from the Long-Range Plan process to prioritize programming. Review attendance and feedback quarterly.
- **By Year 3:** Establish agreements with at least two external partners to deliver four new programs annually.
- **Years 4–5:** As a result of goal 2.1: staff, expand adult programming to two in-person programs per month (one book discussion and one additional program, not to exceed 22 per year).
- **Years 4 Q3–Q4:** Repeat the community programming survey; use results to identify new opportunities and partnerships.

### Communication

#### Goal 3.2: Strengthen Communication and Public Awareness

- **Year 1 Q4:** Implement strategies to grow newsletter subscriptions, such as contests or opt-ins during card renewal.
- **Year 1 Q3:** Evaluate the current website's functionality and future needs. Consult with the OWWL Library System IT Department regarding available template options.
- **Year 2 Q4:** Redesign and launch the new website to improve engagement and accessibility before elevator construction begins.
- **Year 2:** Develop a plan to expand promotion through print and free community outlets, including *Livingston County News*, *Pennysaver/Shopper*, and CJ Country. Assign implementation responsibilities to staff.
- **Year 2–3:** Promote Summer Reading through these outlets and collect data on how participants learned about the events. Expand the monthly promotion to all programs by **Year 3**.
- **Year 4 Q4:** Evaluate newsletter platform performance and workflow. If beneficial, upgrade the platform for implementation in Year 5.

## 4. Technology

### Justification

Technology is essential for library functions, resource access, and community learning. Keeping equipment up to date and maintaining a reliable network ensures steady service. Enhancing technology training for patrons and staff improves digital skills and prepares the community for future changes.

**Goal 4.1: Maintain Reliable, Up-to-Date Technology**

- Follow the Board-approved Technology Plan, replacing all public and staff computers on a five-year cycle. Review annually in Q4 with the Budget and Building Committee.

**Goal 4.2: Promote Technology Literacy and Innovation**

- **Year 1:** Offer at least one community training session on emerging technology. Assess participant feedback to determine future offerings.

**Goal 4.3: Strengthen Technology Infrastructure**

- **Year 4 Q1–Q2:** Solicit quotes for internal network re-wiring to ensure capacity and reliability.
- Coordinate with the OWWL Library System to identify funding opportunities such as Construction Aid and E-Rate funding.
- **Year 5 Q1–Q2:** Complete network rewiring and present a completion report to the Board.

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