

**Heermance Memorial Library  
Mission Statement and Three Year Plan**

**Mission Statement**

The mission of the Heermance Memorial Library is to inspire lifelong learning and to support and enhance the cultural and recreational needs of our community.

**Three-Year Plan (2013, 2014, 2015)**

**Community Cultural and Educational Activities**

**2012, 2013, 2014, 2015**

- Evaluate progress of current programming
- Continue successful programs:
  - Mother Goose
  - Preschool Story Time
  - Homework mentor
  - Summer Reading Program
  - Early Literacy sessions
  - 2<sup>nd</sup> Grade Friends of the Library
  - Trailblazers (working with 2<sup>nd</sup> graders and their teachers.
  - Joint programs with the YMCA and the Coxsackie Recreational Program
  - Saturday knitting group
  - Book clubs
  - Author visits
  - Rotating Artists
- Expand program offerings for adults
  - Work with other community groups

**Technology**

**2013**

- Complete a Technology plan/ inventory.

**2013, 2014 and 2015**

- Keep abreast of new technologies
- Look to the community to see what new technologies would be useful
- Budget monies for cycling computer and technology purchases

## **Library Operations**

### **2013**

- Complete the personnel policy
- Establish director and staff evaluations

### **2013, 2014, 2015**

- Continue to evaluate:
  - Circulation Statistics
  - Program attendance
  - Staffing needs
  - Hours of operation
  - Written policies-update and create new ones as needed

## **Collection Development**

### **2013, 2014, 2015**

- Continue:
  - Weeding and adding to the existing library collection in accordance with the collection development policy, MHLS Resource Sharing Standards, space and community needs
  - Monitoring and promoting circulation of library materials and online and digital resources

## **Community Awareness**

### **2013**

- Continue:
  - Mailing of Annual Report to the Community
  - Monthly e-newsletter
  - Facebook presence
  - To update the MHLS managed web page
- Promote twice during the year: A good idea box
- Publicize library programs in the local paper
- Present to the Town Board prior to our vote, as required by our legislation and at least one other time during the year
- Develop a publicity plan to raise awareness of current services and raise good will
- Develop a library logo
- Redo the library brochure
- Share the results of the 2012 Focus Groups and the important part they played in our plans for the future or Use results of focus groups for planning

### **2014**

- Conduct a community survey

### **2015**

- Formulate new focus groups

## Outreach

### 2013

- Continue:
  - Outreach with the Lulu Seaburg fund
  - New resident packets
  - Providing baby bundles to new parents courtesy of the Friends
  - Support from various community groups
  - Support for the Friends group
- Investigate community groups to target for outreach

## Facility Plan

### 2013

- Finalize plan to update existing public space with the ability to integrate items into future expansion of facility
  - **Stack and Program Area:** Ceiling insulation, energy efficient lighting, new movable shelving, movable study tables, new seating and storage, paint and carpet, new ceiling tiles
  - **Children's Area:** Energy efficient lighting, movable shelving, tables and seating, paint and carpet.
  - **Adult Area:** Energy efficient lighting, movable tables and chairs, paint and carpet
- Educate Board on referendum procedures for future building expansion
- Apply for New York State construction grant
- Apply for other appropriate building grants
- Work with the Friends on fundraising for matching funds

### 2014

- Continue working with the Friends on fundraising for matching funds
- Continue to apply for other appropriate building grants
- Begin work on the 2013 plan to update the existing public space (the extent of the work will depend on the amount of grant money and matching funds)
- Decide whether or not to proceed with a referendum for expansion

### 2015

- Depending on outcome of referendum, proceed with expansion or major structural work on 1950s addition

### 2013, 2014, 2015

- Continue maintenance and upkeep of building interior and exterior

Adopted by the Board of Trustees of the Heermance Memorial Library June 26, 2003  
Revised by the Board of Trustees of the Heermance Memorial Library November, 2004  
Revised by the Board of Trustees of the Heermance Memorial Library December 2005  
Revised by the Board of Trustees of the Heermance Memorial Library July 17, 2008  
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