

Long Range Plan of Service

2017-2021

Town of Collins Public
Library
2341 Main Street
Collins, New York 14034

June 2017

Vision Statement

The Town of Collins Public Library celebrates its development into a major educational, technological, arts, and cultural institution within the greater Collins / Gowanda community. We strive to become ever more rooted within our community, and to serve that inclusive community with excellence.

Mission Statement

To provide an opportunity for learning, recreation, and personal growth for all the people of the Town of Collins through the resources of the Collins Public Library and the Buffalo and Erie County Public Library System.

To apply traditional expertise and technology for equal access to quality library services, materials, and facilities.

Roles

The following roles have been selected for the Long-Range Planning Period, 2017-2021:

- Popular Materials Library
The library features current, high-demand, high-interest materials in a variety of formats for persons of all ages.
- Young Persons' Door to Learning
The library encourages children to develop an interest in reading and learning through services for children, and for parents and children together. The library will continue to foster an interest in reading through the young adult years.
- Technology Learning Center
The library seeks to obtain and provide the most up-to-date computer learning tools and technologies for the community to use in the most comfortable settings possible.
- Community Center
The library provides a community meeting room, which will increase the opportunities for programming and community-specific meetings.
- Cultural Center
The library continues to explore various genres of music, drama, and other diverse cultural experiences that will transport local residents and library patrons beyond the boundaries of their community.

Goals and Objectives

Goal I. Secure funds for the implementation of the library's goals.

Objective A.

Support the Buffalo and Erie County Public Library (B&ECPL) Board of Trustees in their ongoing strategy to maintain pressure upon the County of Erie and State of New York to increase the annual budget.

Objective B.

Encourage donations of memorials and other gifts to the Library.

Objective C.

Support and encourage the Friends of the Collins Public Library in fund raising and other activities that support and strengthen the library's vision and mission.

Objective D.

Continue to seek grants and other outside funding to aid in the presentation of arts and cultural programming.

Goal II. Offer quality information service by providing library materials in a variety of formats, which adequately serve the informational, educational, cultural, and recreational needs, and demands of the community.

Objective A.

Maintain a quality book and materials collection.

Objective B.

Pursue technology that can enhance library service.

Objective C.

Obtain technological experiences for the benefit of the residents of our community.

Objective D.

Support the Central Library in its efforts to provide uniform technological services throughout the B&ECPL System.

Goal III. Advocate for our entire community within the B&ECPL System including, but is not limited to, the entire Gowanda Central School district.

Objective A.

Communicate to the B&ECPL System the necessity of serving the entire local school district, and to continue to work for recognition of the importance of this issue to the continued growth and success of the Collins Public Library.

Objective B.

Communicate with the entire local community and the Gowanda Central School district residents in particular, their inclusion in our vision and mission.

Goal IV. Encourage the professional development of the Library staff to meet the goals of the Library.

Objective A.

The Library Director will conduct a periodic review of job descriptions and annual performance appraisals of each employee.

Objective B.

The Board of Trustees will conduct an annual evaluation of the Director.

Objective C.

Maximize the opportunities for staff development through participation in workshops, meetings, and ongoing professional education.

Objective D.

Encourage staff input by periodic meeting for sharing opinions and observations, which would improve service or function.

Goal V. Maintain the library facility, parking areas, and access.

Objective A.

Maintain communication between the Library and the Town of Collins.

Objective B.

Cooperate in the performance of energy audits or any energy saving measures as requested by the Central Library or the Town of Collins.

Goal VI. Maintain open communication between the Collins Public Library and the B&ECPL System.

Objective A.

Director and members of the Board will participate in meetings with the Board members from all of the Contracting Libraries within the B&ECPL System.

- These meetings can be either formal or informal in nature to encourage participation by all trustees.
- These meetings shall include an exchange of information, current activities, and current concerns.

Objective B.

Support the revision and renegotiation of the contracts between the Contracting Libraries and the Board of Trustees of the B&ECPL. Review of the contract shall be an ongoing activity.

Objective C.

The Library Director shall attend system and managers meetings, and work to maintain a close and favorable working relationship with the B&ECPL administration.

Objective D.

The Director shall attend bimonthly meetings of the Contracting Library Directors.

Objective E.

The Director shall attend or review monthly Managers Meetings.

Objective F.

The Director shall write an annual report, which will be submitted to the Board of Trustees. Copies will be sent to the Central Library and Supervisor of the Town of Collins. A copy will be posted in the library.

Goal VII. Promote public awareness of the Library's services and needs.

Objective A.

Utilize the various media to inform the public of important and upcoming events at the library. In addition, printed information on library programs and events will be made available to the public at the library.

Objective B.

The library will also maintain various social media accounts and publish programs and other information for the community through these outlets.

Objective C.

The Director will actively work with local schools and other local agencies, both to encourage library use and to determine community needs. The Director will actively pursue materials specified by the schools, such as mandated summer reading.

Objective D.

Provide information on system-wide special collections and services.

Objective E.

The Director will regularly attend meetings of the Friends of the Library.

Objective F.

Develop an information brochure that could be made available to individual patrons, local organizations, Friends, etc.

Objective G.

Provide an appealing environment. Annually prioritize the refurbishment of the building interior.