

ELMA PUBLIC LIBRARY

THREE YEAR PLAN

(2022-2024)

- 1. Secure funds to maintain state minimum standards and certification.**
 - a. Advocate for support from taxpayers, public officials, businesses, community organizations and individuals.
Action: Trustees will meet with the County Legislator at least once a year. Throughout the year the Library director will keep the County Legislator informed of programs and activities and extend invitations to Library events. Contacts will be maintained during the budget process.
Action: Contact State Legislators at least once a year. Invite them to at least one Library event.
Action: Encourage the Town of Elma to continue to provide funds to keep the building and grounds in excellent condition. The Library will keep town officials informed of activities and needs through Library board minutes, personal and official communication, and joint meetings.
 - b. Pursue private funding to supplement public funding.
Action: Conduct fund raising activities, including, but not limited to, the sale of Library discards and book donations.
Action: Revive the Shelf Sponsor program.
- 2. Provide quality Library materials for all ages in a variety of formats, which are current, attractive, appropriate to the community and readily accessible.**
 - a. Ensure a collection that is relevant to the local community
Action: Survey the public on collection needs.
Action: Promote the “Suggest a Purchase” function of library website.
 - b. Increase the number of new materials purchased.
Action: In addition to the traditional collection, offer non-traditional items for borrowing through our Library of Things.
- 3. Offer high quality Library programs and services to the community.**
 - a. Increase Library sponsored programming for all ages to increase Library usage and further Library roles.
Action: Offer outreach services to the EMW Boys & Girls Club, the Elma Senior Center and local schools, preschools and daycare centers.
Action: Offer special interest programs to adults at least once a month (i.e. Cookbook Club, Book Club, University Express).
Action: Offer system sponsored computer classes as often as possible.
Action: Offer seasonal and special interest programs to teens and tweens.
Action: Offer programming tailored to special needs patrons.
Action: Offer unwanted book sale items to local organizations.
Action: Survey the public on programming interests.

Action: Coordinate and facilitate displays that highlight local community interests.

Action: Return programming attendance to pre-pandemic levels.

4. Promote public awareness of the Library and its services.

Action: Represent the Library in the Town of Elma's annual Memorial Day Parade.

Action: Submit feature-type articles (more than program announcements) to the local press at least quarterly.

Action: Continue to promote library services and activities through social media.

Action: Partner with various community organizations.

Action: Develop protocol and space to encourage community members and organizations to display items of interest.

5. Encourage, welcome, and appreciate volunteers for their valuable contributions.

a. Revitalize and grow the Friends of the Elma Library.

Action: Assist the group to develop a plan to include continuous membership recruitment, fundraising, volunteer activities and advocacy work.

b. Develop a program of volunteer recognition and appreciation.

Action: Volunteer and Friends luncheon.

6. Maintain and develop the existing facility to adequately meet the current and future needs of Library services in our community.

a. Provide a welcoming facility and safe and healthy environment for both staff and patrons.

Action: Replace carpet squares in the meeting room.

Action: Maintain exterior landscaping with professional services.

Action: Study the need for electrical upgrades throughout the building.

Action: Continue to work with town officials to design & approve a plan for outdoor signage.

b. Enhance utilization of staff and storage space to increase efficiency.

Action: Evaluate the use of existing storage space and change as necessary.

Action: Redesign and remodel the workroom.