

Element 9: 2017 – 2021 Central Library Plan of Service to STLS Member Libraries

Goal Statement:

Assist STLS member libraries in enhancing community access to relevant services and collections through the support of the Central Library.

Intended Results:

STLS member libraries differ in their capacity to support and promote regional collection development. Central Book Aid and Central Library Development Aid are catalysts for enriching all member libraries' collections and services both at the local and regional levels. The Central Library in partnership with STLS can help member libraries improve their community's access to relevant collections in both print and digital formats and quality library services through collection development practices and effective training of member librarians.

Project Leaders:

Ron Shaw, director of Chemung County Library District, and Brian Hildreth, executive director Southern Tier Library System, with the support of the Central Library Planning Committee and library system and central library team members.

2017 – 2021 Central Library Planning Committee

Michelle LaVoie, David A. Howe Public Library, Allegany County
Nic Gunning, David A. Howe Public Library, Allegany County
Melanie Miller, Alfred Box of Books Library, Allegany County
Angela Gonzalez, Penn Yan Public Library, Yates County
Sarah Crevelling, Penn Yan Public Library, Yates County
Michelle Wells, Southeast Steuben County Library, Steuben County
Phil Trautman, Cohocton Public Library, Steuben County
Harriet Eisman, Watkins Glen Public Library, Schuyler County
Chris Corter, Chemung County Library District
Ron Shaw, Chemung County Library District
Connie Ogilvie, Chemung County Library District

YEAR ONE - 2017

Central Book Aid (CBA)

Budget: \$66,698

Objective #1: Invest 25% of CBA funds into Print Non-Fiction Materials (includes Reference) housed at the Central Library and made available to all member libraries and their communities through the library system's ILS.

Objective #2: Invest 25% of CBA funds into Electronic Databases and Online Magazine Subscriptions (JobNow and ZINIO) made available to all member libraries and their communities through the websites of the library system and the Central Library.

Objective #3: Invest 50% of CBA funds into eBooks and Downloadable Audio Books made available to all member libraries and their communities through websites of the library system and Central Library.

Central Library Development Aid (CLDA)

Budget: \$97,951

Objective #1: Develop and purchase marketing materials for distribution in all member libraries using CLDA funds that promote print and digital collections purchased with CBA funds as well as virtual reference services.

Objective #2: Provide 3 training sessions per year conducted by Central Library staff in partnership with library system staff to assist member librarians in the use of all electronic collections purchased with CBA funds.

Objective #3: Offer professional development training to all member librarians in partnership with the library system through an all-day learning workshop incorporating diverse presentations on public library best practices.

Objective #4: Provide virtual reference services to member libraries and their communities to supplement local reference resources through the website of the Central Library.

YEAR TWO - 2018

Central Book Aid (CBA)

Budget: \$68,031

Objective #1: Invest 25% of CBA funds into Print Non-Fiction Materials (includes Reference) housed at the Central Library and made available to all member libraries and their communities through the library system's ILS.

Objective #2: Invest 25% of CBA funds into Electronic Databases and Online Magazine Subscriptions (JobNow and ZINIO) made available to all member libraries and their communities through the websites of the library system and the Central Library.

Objective #3: Evaluate system-wide usage of Electronic Databases and Online Magazine Subscriptions (JobNow and ZINIO) to determine return on investment of both online resources. Use data to maintain or revise offerings in YEAR THREE.

Objective #4: Invest 50% of CBA funds into eBooks and Downloadable Audio Books made available to all member libraries and their communities through websites of the library system and Central Library.

Central Library Development Aid (CLDA)

Budget: \$99,910

Objective #1: Develop and purchase marketing materials for distribution in all member libraries using CLDA funds that promote print and digital collections purchased with CBA funds as well as virtual reference services.

Objective #2: Provide 3 training sessions per year conducted by Central Library staff in partnership with library system staff to assist member librarians in the use of all electronic collections purchased with CBA funds.

Objective #3: Offer professional development training to all member librarians in partnership with the library system through an all-day learning workshop that incorporates diverse presentations on public library best practices.

Objective #4: Provide online virtual reference services to member libraries and their communities to supplement local reference resources through the website of the Central Library.

YEAR THREE - 2019

Central Book Aid (CBA)

Budget: \$69,391

Objective #1: Invest 25% of CBA funds into Print Non-Fiction Materials (includes Reference) housed at the Central Library and made available to all member libraries and their communities through the library system's ILS.

Objective #2: Invest 25% of CBA funds into Electronic Databases and Online Magazine Subscriptions (JobNow and ZINIO) made available to all member libraries and their communities through the websites of the library system and the Central Library

Objective #3: Invest 50% of CBA funds into eBooks and Downloadable Audio Books made available to all member libraries and their communities through websites of the library system and Central Library.

Central Library Development Aid (CLDA)

Budget: \$101,918

Objective #1: Reconvene the Central Library Planning Committee of 2016 to evaluate the first two years of 2017 – 2021 Central Library Plan of Service. Committee can make recommendations to maintain or revise last two years of Plan of Service.

Objective #2: Develop and purchase marketing materials for distribution in all member libraries using CLDA funds that promote print and digital collections purchased with CBA funds as well as virtual reference services.

Objective #3: Provide 3 training sessions per year conducted by Central Library staff in partnership with library system staff to assist member librarians in the use of all electronic collections purchased with CBA funds.

Objective #4: Offer professional development training to all member librarians in partnership with the library system through an all-day learning workshop that incorporates diverse presentations on public library best practices.

Objective #5: Provide online virtual reference services to member libraries and their communities to supplement local reference resources through the website of the Central Library.

YEAR FOUR - 2020

Central Book Aid (CBA)

Budget: \$70,779

Objective #1: Invest 25% of CBA funds into Print Non-Fiction Materials (includes Reference) housed at the Central Library and made available to all member libraries and their communities through the library system's ILS.

Objective #2: Invest 25% of CBA funds into Electronic Databases and Online Magazine Subscriptions as recommended in Year Three and made available to all member libraries and their communities through the websites of the library system and the Central Library.

Objective #3: Invest 50% of CBA funds into eBooks and Downloadable Audio Books made available to all member libraries and their communities through websites of the library system and Central Library.

Central Library Development Aid (CLDA)

Budget: \$103,956

Objective #1: Develop and purchase marketing materials for distribution in all member libraries using CLDA funds that promote print and digital collections purchased with CBA funds as well as virtual reference services.

Objective #2: Provide 3 training sessions per year conducted by Central Library staff in partnership with library system staff to assist member librarians in the use of all electronic collections purchased with CBA funds.

Objective #3: Offer professional development training to all member librarians in partnership with the library system through an all-day learning workshop that incorporates diverse presentations on public library best practices.

Objective #4: Provide online virtual reference services to member libraries and their communities to supplement local reference resources through the website of the Central Library.

YEAR FIVE - 2021

Central Book Aid (CBA)

Budget = \$72,194

Objective #1: Invest 25% of CBA funds into Print Non-Fiction Materials (includes Reference) housed at the Central Library and made available to all member libraries and their communities through the library system's ILS.

Objective #2: Invest 25% of CBA funds into Electronic Databases and Online Magazine Subscriptions as recommended in Year Three and made available to all member libraries and their communities through the websites of the library system and the Central Library.

Objective #3: Invest 50% of CBA funds into eBooks and Downloadable Audio Books made available to all member libraries and their communities through websites of the library system and Central Library.

Central Library Development Aid (CLDA)

Budget: \$106,035

Objective #1: Convene an Adhoc Central Library Planning Committee to develop the 2022 – 2026 Central Library Plan of Service. Committee can make recommendations to maintain or revise the 2017 – 2021 Central Library Plan of Service.

Objective #2: Develop and purchase marketing materials for distribution in all member libraries using CLDA funds that promote print and digital collections purchased with CBA funds as well as virtual reference services.

Objective #3: Provide 3 training sessions per year conducted by Central Library staff in partnership with library system staff to assist member librarians in the use of all electronic collections purchased with CBA funds.

Objective #4: Offer professional development training to all member librarians in partnership with the library system through an all-day learning workshop that incorporates diverse presentations on public library best practices.

Objective #5: Provide online virtual reference services to member libraries and their communities to supplement local reference resources through the website of the Central Library.

Evaluation Methods: The *Annual Report for Public and Association Libraries* of New York State will be used to measure the amount of investment in Non-Fiction Print Materials, Electronic Databases, Online Magazine Subscriptions, eBooks and Downloadable Audio Books. Investment levels will align with CBA Objectives for YEARS ONE through FIVE of the Central Library Plan of Service. Moreover, various automated reports from the library system’s ILS and eContent vendors will be used to determine the usage of collections developed through Central Book Aid funds.

The same annual report will be used to determine if CLDA Objectives for YEARS ONE through FIVE were met. This annual report will specifically indicate the proposed training sessions and professional development workshop were offered. It will also highlight the level of financial investment in virtual reference services, and marketing materials that promote print and digital collections purchased with CBA funds. Lastly, library system-wide surveys will be used to determine the effectiveness of training session and professional development workshops.

Budget Notes:

1. Proposed 2018 – 2021 budgets for Central Book Aid and Central Library Development Aid are dependent upon 2% annual increases in New York State Library Aid as approved by the New York State Legislature. 2017 budgets are based on a 4% increase over 2015-2016 funding levels.

Planning Timeline:

1. The 2017 – 2021 Central Library Plan of Service to STLS Member Libraries was developed by participants of the 2016 Central Library Planning Committee. The committee convened on March 10, 2016 to identify local community needs, intended library services and Central Library services to help supplement member library services.
2. An initial draft of this plan was presented to the Central Library Planning Committee and the Directors Advisory Council the week of March 28, 2016 for review and comment. A deadline of Friday, April 29th was set for recommended revisions.
3. Upon comment, a second draft copy incorporating recent revisions was sent to the STLS membership the week of May 23, 2016. Member libraries were afforded the opportunity to review and provide comment by June 24, 2016.
4. The final draft of the Central Library Plan of Service to STLS Member Libraries was created taking into account input from all STLS member libraries. The plan was submitted to the CCLD Board of Trustees and the STLS Board of Trustees in July 2016 for consideration.
5. Both the CCLD Board of Trustees and STLS Board of Trustees approved the plan at an official meeting in September 2016.

Adopted by the Southern Tier Library System Board of Trustees: 10/18/2016
Adopted by the Chemung County Library District Board of Trustees: 09/17/2016