

Mamakating Library Long-Range Plan 2022-2026

Brief History of the Mamakating Library

On February 27, 1906, the Bloomingburg “Y” Free Library was opened by the Young Women’s Christian Temperance Union in Dr. Bull’s Hall.

In 1912 the Y was dropped and the name became Bloomingburg Free Library. In 1913 a provisional charter was issued by New York State. (It was renewed seven times before an absolute charter was finally obtained in 1976.) In 1922, the library moved to the DuBois Chapel of the Dutch Reformed Church. In 1951, a second room was added within the Church, becoming the upstairs reading room and children’s section. Building upgrades allowed the library to qualify for the 1976 absolute charter.

The first year the Town of Mamakating budgeted money for the library was 1967, which, along with many types of fundraisers, and support from both villages, kept the library in operation.

In 1977, due to residents’ interests, a Wurtsboro Branch Library was established on Sullivan Street. In 1983 it moved to the building on the corner of Pine and 4th Streets (owned at the time by the Dutch Reformed Church).

In 1995 the Bloomingburg Branch moved from the now former Dutch Reformed Church to the Bloomingburg Village Hall. A year later, the Wurtsboro Branch moved from the Pine Street location to the Orange & Rockland Building at 73 Sullivan Street.

A proposition was passed by voters in 2003 for the creation of a library district, in effect dissolving the Bloomingburg Free Library.

Subsequently, the Wurtsboro Branch closed (in 2007), leaving only one branch. A year later the Board, faced with a large rent increase, again needed a new home. Trustees considered an offer for space in the Bloomingburg Business Center building, but selected 154 Sullivan Street in Wurtsboro as it was more suitable for a library. Thus, the Bloomingburg site was closed and the library moved again to Wurtsboro. The Board chose 154 Sullivan Street as a temporary home while starting to find a site for a building project.

In 2010, the State issued the library an absolute charter, resulting in a name change, as requested by the Trustees, from the Town of Mamakating District Library to the Mamakating Library.

In 2015, a new library was built at 128 Sullivan Street, on the site of a once grand residence, now abandoned. One hundred nine years after its birth, the library had its own building.

Vision Statement

The Mamakating Library aspires to be the learning center of our community and the place to which people turn for the joy of reading, the discovery of ideas and the power of information.

Mission Statement

The Mamakating Library provides quality materials, services and programs which fulfill educational, informational, cultural and recreational needs of the community we serve in an atmosphere that is welcoming and respectful.

Future Planning

This plan will be reviewed annually by the Board of Trustees and progress toward the objectives will be assessed. The plan will be revised five years from adoption, or sooner if the Board determines the need for earlier revision.

The Long-Range Plan Committee recommends:

1. In the summer of 2024, the library should undertake focus group meetings or selective interviews of constituent group representatives to assess the progress of the plan's objectives and inform the 2026 revision.
2. The Board appoint a committee to look at how libraries are addressing societal changes and develop suggestions for amending this long-range plan.

Introduction

This 2022-2026 plan has been informed by interviews with selected community members conducted in 2019-2020 and a written survey of the community conducted over the month of November, 2021.

Interviews were conducted based on a template provided by Grace Riario. The following people generously agreed to be interviewed by one, two or three-person teams of trustees and the library director: Dr. Stuart Tashman, Pediatrician; Jay Thompson, Mayor of Wurtsboro; Nick Salomone, Mamakating Councilperson; Patrick Kelly, Mamakating Councilperson,; Paula Medley, BCAA President; Frank Sisco and Louise Traver, Mamakating Ambulance; and officers of the Wurtsboro Board of Trade.

The 2021 Community Survey yielded 262 responses, both online and by paper. Alma Buckley and Fran Staats, Friends of the Library volunteers, generously gave their time to man survey tables at the Arts Alliance, the Post Office and GMart. Many people completed the survey when visiting the library.

The structure of this new plan has been designed to align with the principles of the Sustainable Libraries Initiative. The plan also takes into account the priorities of the NYS Division of Library Development, as indicated in the 2021 Annual Report of Public and Association Libraries. Demographic data for the library's service area, available at data.census.gov for 2019 and 2020, also informed the plan.

The Long Range Plan Committee included: Patti Andersen, President of the Board of Trustees; Mark Tourtellott, Trustee; Eileen Kolaitis, Friends of the Library; Maryallison Farley, Substitute Library Clerk.

The plan is organized in two parts, *increasing the Library's Capacity for Resilience* and *Increasing the Community's Capacity for Resilience* with the recognition that each is inextricably intertwined.

The criteria provided by the Sustainable Library Initiative (for environmental, economic, and social sustainability) will guide library planning. Goals will be achieved through partnerships with individuals, businesses, educational institutions and non-profit organizations.

Increasing the Library's Capacity for Resilience

Economic Soundness

I. Goal

The Finance Committee will prepare goals and strategic objectives for achieving an adequate fund balance, capital reserve, equipment reserve and operational budget, to be approved by the Board of Trustees.

1.Objective

The Capital Reserve will grow while being available for unexpected and larger planned facility and property expenditures.

Actions

1. Keep enough for repairs in a short tem CD.
2. Keep the balance in a high-yield savings account, to be transferred to the checking account as needed.
3. Increase the contribution to the capital reserve fund by at least the inflation rate each year.

2.Objective

The library will maintain an equitable salary structure in accordance with the changing cost of living, the need for living wages and the raise in the minimum wage.

Actions

1. The Board of Trustees will approve annual rate increases based on the cost-of-living.
2. The Finance Committee will examine possible steps for pay raises based on longevity.
3. The library will access Workforce Development funds for new staff training and internships when possible, in accordance with individual eligibility.

3.Objective

The Board of Trustees will consider how best to meet the changing needs of the community when developing a long-term financial strategy.

Actions

1. The Finance Committee will survey libraries of similar size in New York for budget, district population, medium income, tax levy and other factors.
2. The Finance Committee will develop strategic financial plans for 5 and 10 years.
3. The Finance Committee will meet bimonthly to review finances.

Environmental Sustainability

I.Goal

The facility will contain sufficient workspace for the public at any one time, while being able to comfortably accommodate collections and staff needs. Building maintenance will take into account energy efficiency and carbon emissions.

Objectives/Actions

1. The Building Committee along with the Sustainability Initiative Team will develop a plan to accommodate the spatial needs of library users, including an analysis of current use.
2. The Board of Trustees will adopt a policy concerning priorities in decision making for building repair and maintenance, providing guidance for situations when cost must be weighed against environmental sustainability.

II.Goal

The installation and maintenance of landscaping features will take into account sustainability and varied property uses.

Objectives/Actions

1. The Sustainability Initiative Team will develop a site plan to address sustainability priorities, such as reduced water consumption and diversity of native plants and pollinators. The site plan will accommodate regular uses of the property such as for programs, recreation and quiet-area seating.

Governance, Staffing, Membership, Communication

I.Goal

Board and library operations will be guided by reasonable, up-to-date and clearly-written policies. Trustees will keep abreast of laws and best practices for good library governance.

Objectives/Actions

1. The library director will present new policies as needed to the Board for review.
2. The Board will reconsider all policies that have reached five years of age.
3. Trustees will meet at least the minimum standards required by law for continuing education (3 hours plus anti-harassment training per year).

II.Goal

The library will maintain a level of staffing that allows for excellent service to the community and can be supported by the annual budget. Staff training will be ongoing for continual improvement of skills and understandings.

Objectives/Actions

1. The library will maintain at least present levels of staffing through 2026.
 - a. one full-time director
 - b. one full-time principal clerk
 - c. one part-time library assistant
 - d. two part-time clerks
 - e. one substitute clerk
 - f. two part-time library pages
2. The Board will pass a budget by 2024 that allows the library assistant position to grow from part time to full time.
3. Library staff will participate in annual trainings, appropriate to their position, to address community needs. Trainings will include technology, as required by the Department of Library Development. Library director will assign and review continuing education on an ongoing basis.

III.Goal

The library's operations and governance will be transparent and available for public viewing in accordance with the public library standards of the Department of Library Development.

Objectives/Actions

1. Board meeting documents will be posted to the library's website prior to regularly scheduled meetings.

2. The library will present an annual report to the community that aligns with this long range plan.
3. The library's website will include the annual budget, current policies, the long-range plan, and the annual report to the community.

IV.Goal

The library will seek to grow its membership by 10% each year between 2022 and 2025.

Objectives/Actions

1. A mascot and tagline will be selected to help "brand" the library.
2. Marketing and advocacy will be inherent in job descriptions for staff and trustees.
3. Growth and promotion of off-site and online programs and services will attract new members.
4. The library will partner with the Town and the Wurtsboro Board of Trade to be part of comprehensive efforts to draw visitors to the area.

Increasing the Community's Capacity for Resilience

Social Equity

I.Goal

The library will provide programs that reflect its mission, the principles of library sustainability, the Library Bill of Rights, and the diverse needs of our community.

1.Objective

The library will plan programs and services in response to community needs and interests as reflected in the 2021 community survey, other surveys, suggestion forms, and program evaluations and as suggested in Goal #1.

Actions

1. The library will offer at least two classes a year in the areas of science, technology, engineering and art for children, teens and adults.
2. The library will offer at least two history programs a year, at least one on local history in conjunction with other local organizations.
3. The library will offer monthly programs about community services and life skills (formerly called the "Get It Done Series") addressing financial management, career development, health and wellness, repairing things and more (see Objectives 2 and 3).

4. A Children’s Program Advisory Committee will be formed to support the staff in planning and promoting children’s programs. The Committee will consist of at least one board member along with other interested members of the local community.
 - a. Monthly programs will be offered to address early childhood/family literacy. These may be carried out in partnership with EPIC (Every Person Influences Children) and other local organizations and experts and will take place both on- and off-site.
 - b. The library will offer at least one program per year specifically designed for special-needs children and/or their parents.
 - c. Free children’s books will be distributed to businesses and offices throughout the district, regularly or for special events or “pop-ups”.
5. The library assistant will develop opportunities for teens to socialize and learn through programs in crafts, writing, science, hiking and leadership building.
6. The library will provide opportunities for language learning.
 - a. Offer workshops in use of free language-learning applications.
 - b. Develop language learning discussion groups.
 - c. Offer ESOL learning as a partner with Literacy Volunteers of Sullivan County.
7. The library will provide recreational/educational opportunities for all ages that take advantage of the trail system in Mamakating, the Town’s Environmental Education Center, and the indoor/outdoor library space for a variety of fitness classes.

Means of Evaluation

1. Anecdotal and written feedback will be solicited verbally and via forms available in the library and on the website and maintained in a record for each program.
2. Suggestion boxes for programs, book and movie acquisitions and other comments will be available in the adult room and in the children’s room.
3. For 2 weeks each year, a white board will be set up near the entrance to solicit in-the-moment suggestions and feedback.

2.Objective

The library will partner with local efforts and organizations to address food insecurity and nutrition.

Actions

1. Partner with Cornell Cooperative Extension to offer programs on backyard food production.
2. Continue distribution of locally grown food with Catskill Food Hub partnership.
3. Continue distribution of free children’s snack food from Food Bank of the Hudson Valley.
4. Support the efforts of the Mamakating Farmers Market and the CCE Sullivan Fresh mobile farmers market.

3.Objective

The library will offer services and resources to address economic insecurity.

Actions

Employment-related

1. Maintain bulletin board dedicated to employment-related announcements
2. Offer career skills training (resume writing, interviewing), as interest is indicated
3. Promote free access to databases with career and job-search skill building.

Managing money

1. Offer workshops on money-saving tips e.g. couponing, alternative phone plans, benefit programs, energy providers
2. Continue to host Repair Café
3. Offer cybersecurity classes at least annually

6.Objective

The library will provide services that contribute to community resilience.

Actions

1. The library will promote voter registration and voting by sharing BOE and election information inside and outside of the library.
2. Library programs and projects will provide opportunities for neighbors to meet each other in social and non-threatening situations.
3. The library will celebrate ethnic diversity with speakers on travel and non-US topics/experiences. Heritage countries noted in the library survey and census data for the service area will be highlighted (Ukraine, Russia, Poland, Hungary, Italy, Germany, Latin-American, Caribbean).
4. The Emergency and Disaster Plan will be amended to include procedure for keeping the library open, with use of generator if needed, during community-wide emergency and/or loss of power.

II.Goal

Library users will have equitable access to online resources and services via the library's digital network.

Objectives

- 1 The library will be equipped with technology (PCs and mobile devices) to satisfy the needs of library users.
- 2 The library will offer sufficient network capacity to provide high speed access to the Internet via both wired and wireless devices for all users.

Actions

1. *The library will replace the five teaching laptops by the end of 2024, for greater processing speed and capacity.*
2. *The library will purchase VR goggle set with educational software for public use.*
3. *The library will consider Spectrum's fiber optic at 100 mbps download speed to replace current Frontier service.*

III.Goal

The library will offer technology-related educational opportunities based on demonstrated need and observed trends.

Objectives/Actions

1. Increase the number of technology classes offered to a minimum of one every other month on topics that include device use, 3D design, photo editing/organization, intermediate-level computer use, security/privacy, coding, library apps and information literacy in accordance with the 2021 survey results.
2. A volunteer or paid staff member will be available to assist patrons with their technology devices.

Means of Evaluation

A biannual technology survey will be used to assess the need for additional technology classes.

IV.Goal

The library's programs and services will be accessible for all with a diversity of programming and service modes.

Objectives/Actions

1. Provide in-person on-site programs, indoors and outdoors to accommodate health concerns of indoor programs and weather vagaries of outdoor programs
2. Provide asynchronous online programs that allow individuals to access content 24/7
3. Provide in person off-site programs to reach interested individuals who may not attend programs scheduled at the library

4. Provide live in-person programs that utilize synchronous social media platforms for online viewing
5. Continue to offer Library-By-Mail for those who are not able to come to the library and do not use ebooks.

Environmental Sustainability

1.Goal

Library operations will take into consideration community environmental interests and concerns.

1.Objective

In-house and off-site programming and services will address interests and issues related to natural resources and climate.

Actions

1. The library will address topics related to climate and energy with workshops and presentations.
2. The library will provide opportunities for outdoor recreation and education for all age groups.
3. The library will promote and model sustainability practices, as addressed in the Library Sustainability certification benchmarks.
4. The library will develop and support a cadre of garden volunteers.
5. The library will offer recycling opportunities not available by the county.

2.Objective

Collections, collaborations, communications will address interests and issues related to natural resources and climate.

Actions

1. The library's collections will address current community environmental concerns.
2. Exhibits/displays will address current community environmental concerns.
3. The library will partner with MEEC and BKAA for environmental education programs.