

Gowanda Free Library Long Range Plan

Background:

The Gowanda Free Library is an association library which received its provisional charter in 1900, and its permanent charter in 1905. It serves a population of 3,214 (per 2010 census) in the larger Gowanda area, but offers equitable access to those outside of its chartered footprint. The library is an active member of the Chautauqua-Cattaraugus Library System.

Gowanda Free Library Values:

Our Library seeks to:

- Serve the public in any capacity available
- Contribute to our patron's lifelong learning
- Provide patrons with an equitable access to library resources and opportunities
- Promote a respectful environment for our patrons, and their intellectual freedom and privacy
- Continue to grow with our community's needs

Gowanda Free Library Mission:

The mission of the Gowanda Free Library is to provide a welcoming and enriching environment in which the library community can learn, engage, and grow.

Long Range Plan Goals and Objectives:

Facilities

Goal #1: A comprehensive 'Facilities Plan' is maintained, reviewed, and ready to be utilized to manage the library building.

Objective 1: A facility plan for reoccurring maintenance will be filed and updated as needed

Timeline: 1 year and ongoing

Action: The director with assistance from the board will create a digital facility plan and will update with all occurrences of service

Staff, Volunteers, and Board

Goal #1: Attract and retain a diverse, talented, and dedicated board and staff.

Objective 1: Library staff and board will continue to represent a diversity of backgrounds and life experiences. *Timeline: present to ongoing*

Action: Continue to consider candidates from a broad variety of backgrounds and life experiences.

Action: Advertise openings in a wider variety of platforms.

Goal #2: Provide opportunities for staff to learn new skills that benefit both their personal development and the library.

Objective 1: Staff will receive training opportunities for internal technologies. *Timeline: 1 year to ongoing*

Action: Seek KOHA fast catalog training, Libby app training and other trainings of interest to staff.

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Goal #3: The members of the Board of Trustees continue their education on board practices and procedures

Objective 1: Each member of the Board of Trustees will attend trustee training during their time of the board *Timeline: present to ongoing*

Action: CCLS will be contacted to inquire the timings of the trustee training sessions

Goal #4: Young adults in the community are given ample opportunity to receive volunteer hours in the library in order to enhance their own personal development as well as that of the library.

Objective 1: Start a volunteer program for young adults (ages 12-18) called the ‘Teen Readers Advisory’ in which young adults may submit comprehensive book reviews in exchange for volunteer hours. *Timeline: 1 year to ongoing*

Action: The director will seek the best ways in which to attract a group who is in need of volunteer hours and is interested in the program.

Action: The director will endeavor to set this program up through a digital platform such as READsquared

Policies

Goal #1: Policies will be reviewed and approved at least every 5 years in compliance with the New York State Library Minimum Standards.

Objective 1: Develop a routine at bi-monthly board meeting whereby policies are on the agenda for review periodically. *Timeline: 2-5 years.*

Action: The Board of Trustees will create a document that addresses the dates of board meetings in which policies are reviewed and updated.

Objective 2: Develop a routine at bi-monthly board meeting whereby the bi-laws of the library are on the agenda for review periodically. *Timeline: 2-5 years.*

Action: The Board of Trustees will create a document that addresses the dates of board meetings in which the by-laws are reviewed and updated.

Community Relationships

Goal #1: Continue to develop relationships with local community organizations, schools, and groups for the benefit of both the group, the library, and the community.

Objective 1: The Gowanda Free Library and the Gowanda Central School Library continue to cross promote their reading resources and programming. *Timeline: 1 years to ongoing*

Action: The library staff at both locations will work together on the grant awarded from the ALA to the Gowanda School library which the Gowanda Free Library is partnered to promote literacy to their community through a podcast and physical devices used to access the podcast and other literacy endeavors.

Objective 2: The Library will continue to work with the Gowanda Summer Recreation program to bring library programming to their participants *Timeline: 1 years to ongoing*

Action: The library will provide story time, craft programming and other resources to the summer rec program.

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Services

Goal #1: To bring literature and other resources to those who are unable, or less able, to come to the physical building of the library

Objective 1: The Library will provide books to the Gowanda Nursing Home *Timeline: 1-3 years.*

Action: The director will work with CCLS to develop a deposit collection that can be facilitated by our transfer system to the nursing home in Gowanda.

Objective 2: The library will provide digital literacy training to those who are less able to come to the library building so that they may utilize our digital collection more easily. *Timeline: 1-3 years.*

Action: Provide training on Overdrive and Libby to those who can use a smart phone or tablet to access our digital collection.

Goal #2: Provided digital resources to patrons under the age of 12

Objective 1: The Library will have two computers accessible and appropriate for that age group in the children's areas *Timeline: 1 year.*

Action: The director and Board of Trustees will execute the plan for running the appropriate electrical and internet connections in order to install two computers in the children's area of the library

Collection

Goal #1: The library will have a diverse collection of literature.

Objective 1: The library's collection will contain books from diverse authorship and will contain stories of a diverse viewpoints. *Timeline: present and ongoing.*

Action: The library director will participate in the CCLS Social Responsibility Task Force, whose mission is to be a resource to all CCLS libraries and staff in maintaining a collection which represents a wide variety of people and experiences, and use the tools they offer to maintain a diverse and inclusive collection.

Action: The library director will continue to utilize reputable resources for recommendations on literature that represents a diverse viewpoint and authorship.

Goal #2: The library will have book collections that are representative of current knowledge and of interest to their patronage.

Objective 1: The Library will have a current and well-rounded non-fiction collection that compliments the offering from their fellow CCLS libraries. *Timeline: 2 years to ongoing.*

Action: The library director will utilize the CCLS administration in weeding the current non-fiction collection and use their knowledge of the larger CCLS system as to the best use of their budget for future purchasing for that collection.

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Programming

Goal #1: Have a robust programming schedule that is well attended by our patrons.

Objective 1: The Library will have engaging programs that meet a wide variety of needs and desires of our community patrons that are well loved and attended. *Timeline: present and ongoing.*

Action: The library director and staff will continue to find new ways to advertise to our patrons in order to engage more of the community with our programs.

Action: The library director and staff will continually use patron suggestions and feedback for creating programming that our patrons are engaged in.

Goal #2: An engaging and informed catalog of digital literacy program is offered by the library.

Objective 1: The Library will provide digital literacy programming that aids our patrons in accessing and utilizing both the technology that the library provides, as well as their own *Timeline: 1 year and ongoing.*

Action: The director and staff will use community feedback and current practices to start and maintain frequent digital literacy courses such as the use of Overdrive/Libby, Microsoft Products, Email Access, Smart Phone and Tablet use and more.

Budget

Goal #1: Sustainable funding that will allow the library to continue to offer literature, programming and technology to our patrons as well as grow in ways our patrons need.

Objective 1: Establish an ongoing fundraising program that is consistent in its presence to the community and ability to raise money for the library. *Timeline: 2-5 years.*

Action: The director and staff will continue to develop fundraisers that are appealing the public and that are able to generate income for the library.

Objective 2: Evaluate and pursue increased or new avenues for local public funding for the library. *Timeline: 3 years to ongoing.*

Action: The board of trustees will petition for increases or new sources of public funding if available.

Goal #2: The library provides a greater selection of digital materials to its patrons,

Objective 1: Analyze the digital and physical collection use and evaluate shifting funding from print materials and into digital materials. *Timeline: 1-3 years.*

Action: The director will use the reports provided of digital overdrive use to make recommendations to the board via the yearly budget for contributions to the digital catalog.

Conclusion

The Gowanda Free Library Staff and Board of Trustees would like to thank all the members who utilize and love our library and welcome any feedback for how we can better serve our community.

This Plan is to be revised every 5 years. We welcome feedback on its content and implementation. Input and suggestions from community residents are always welcome.