

## Part A. Background

### I. Type of Library and Charter

The New York Mills Public Library is a municipal library and functions as a department of the Village of New York Mills. It is governed by a board of 5 library trustees appointed by the Village trustees.

The Board of Regents granted a provisional charter in 1940. The Regents extended the charter in 1946, 1951, 1956, and 1961, and granted an absolute charter in 1966.

### II. Mission

The New York Mills Public Library provides the community with a variety of popular fiction and nonfiction materials, in an environment that encourages browsing, relaxation, and self-development. These materials include books, newspapers, magazines, audio books, video tapes, and DVDs. There are collections of mysteries, westerns, and science fiction. Some books are available in large-type editions.

The library offers programs for all children to foster curiosity and enjoyment of reading. The library cooperates with local schools to provide materials that will be useful in completing class projects.

The electronic catalog provides a window to identify materials that are available from Mid York libraries. These materials can generally be obtained within a few days, and there is no charge for the service. In addition, there are many internet stations for patrons to utilize for both work and entertainment.

### III. Roles of the Library

Primary role: (1) Popular Materials Library. The library features current, high-interest materials in a variety of formats for persons of all ages.

Secondary roles: (2) Formal Education Support Center. The library assists elementary, middle, and high school students in meeting educational objectives. (3) Community Activities Center. The library is a focal point for community activities and meetings.

Limited roles: (4) Independent Learning Center. The library provides basic information on a variety of topics for the independent learner; including, but not limited to, information on popular self-help topics, health issues, investment planning, home repair, and crafts. (5) Community Information Center. The library provides current information on community organizations, issues, and services. (6) Reference Library. The library provides basic reference materials such as encyclopedias, specialized dictionaries, indexes, atlases, and almanacs. (7) Research Center. Although local college libraries may be more appropriate for most research, the library is a source of information on local history through both books and photographs.

### IV. Public relations

The objective is to make sure the library meets the needs of the community, and that both the community at large and the village board are aware of the resources and services that the library provides.

## **V. Staff**

The library is staffed by the following Oneida County Civil Service positions:

- 1 Library Technician (Director) 20 hours a week
- 4 Library Aides, each 5-15 hours a week, typical week total 65.5 hours
- 1-3 Library pages, each 2-6 hours a week, typical week total 6 hours

## **VI. Process**

This long term plan is based on input from staff, library trustees, library users and community partners.

### **Part B. Recommendations**

#### **I. Building**

- a) Upgrade the HVAC. Currently the HVAC in the meeting room, kitchenette, and offices is not functioning. It has been repaired several times.
- b) Apply for a library construction grant in 2022 to help fund this upgrade. The village has agreed to work on this with us.

#### **II. Technology**

- a) Maintain and replace public access and staff computers and printers on a regular basis. With the upcoming Windows upgrade to Windows 11, all computers will need to be replaced before fall 2025.
- b) Maintain photocopy capability. Currently we have black and white with the leasing service used by the Village.
- c) Maintain FAX capability. Reevaluate methodology on a regular basis. Currently we have a separate phone line that uses the photocopy machine.
- d) Implement the grant to put more public access computers into service while retaining social distancing.
- e) Implement the grant to set up a telemedicine computer and webcam in the kitchen.

#### **IV. Collections**

- a) Continue to weed the collection on a regular basis.
- b) Reevaluate formats on a regular basis. Note: DVDs still get circulation; however, books on CD circulation has plummeted since new cars do not have CD players and we no longer purchase except by request.
- c) Promote use of the Mid-York electronic resources.

#### **V. Staff and Resources**

The staffing of the library has decreased in the last 20 years from a full time director at 40 hours a week, to a part time director at 25 hours a week and again to 20 hours a week. The duties and tasks of the director have increased, from the addition of technology to library services and from the village, from changing Mid-York services and from New York State regulations and requirements.

- a) It is necessary to increase resources in order to continue to fulfill on the stated mission and roles of the library.
- b) Possible solutions could include starting a Friends group to help with programming, processing donations, book sales and organizational tasks. This could be either an informal group or a formally incorporated group.

## **VI. Programming**

Prior to the beginning of the COVID -19 pandemic in 2020, the Library hosted a monthly history program, contributed summer reading programming to the Village parks program, and participated in a find Waldo program organized by the Treehouse Reading and Art Center. The Library also hosted visits by New York Mills School classes, kindergarten and first grade to get library cards and become familiar with the library. In 2021, the Library resumed contributing to the Village program. The meeting room is not available due to the lack of HVAC and small space that does not allow for proper social distancing.

- a) Continue to contribute summer reading programming to the Village Parks Program, which is done in collaboration with the Village of Yorkville and the New York Mills Union Free School District.
- b) Develop programming utilizing spaces other than the meeting room, including Zoom and the outdoors, or takeaway kits.
- c) Reestablish and strengthen community partnerships with the School District, and The Treehouse Reading & Art Center.
- d) Establish partnerships with other community entities

## **VII. Public relations**

- a) Continue to write articles for the Village newsletter.
- b) Continue to maintain a website and FB page.
- c) Identify and participate in Village activities such as the summer sidewalk sale.

## **VIII. Going forward**

- a) Assess the Long Term Plan recommendations on an annual basis.
- b) Solicit input from library users and the general public, the Library Trustees, the Village and community partners.