



## **Bristol Library Five-Year Plan.....2018-2022**

### **Vision**

***Bristol Library – The Heart of the Community***

### **Mission**

The rural Bristol Library brings people, information and ideas together to enrich lives and build community.

### **History – Background**

The Bristol Library is a small rural library chartered to serve the 2,315 (2010 census data) residents of the Town of Bristol. The Bristol Library was awarded its absolute charter from the State of New York on June 15, 1915 and has been at the present location on County Road #32 since 1993. The Bristol Library is a member of the Pioneer Library System, which includes 42 libraries from Ontario, Wayne, Wyoming and Livingston counties, which allows for free collection sharing among these member libraries. The Bristol Library's onsite collection contains over 12,000 items, circulates an average of 13,800 items per year with approximately 5,550 patron visits per year, and also offers a variety of programs for all age groups hosting over 80 annually. Its location, services, and accommodating staff have helped the Library to evolve into a central focus for many community interests and activities for patrons of all ages.

# **Bristol Library Values**

## **Support intellectual freedom**

The Bristol Library enables all individuals in our community to exercise their right to access information.

## **Promote literacy and a love of reading**

Recognizing the vital importance of reading to open doors and expand horizons, the Library strives to support every patron in becoming a lifelong reader.

## **Protect confidentiality of patron records**

The Library respects the confidentiality of our patrons' requests for information, the online sites they access, and their borrowing history.

## **Respect and embrace the entire community**

We celebrate our town's diversity and strive to ensure that all people feel welcome in the Library. We strive to meet the needs and expectations of every Library patron. The Bristol Library actively supports efforts that combat prejudice, stereotyping and discrimination.

## **Foster a healthy democracy**

The Library is committed to building an informed community and providing neutral ground where participation in civic life is open to all.

## **Support children and youth**

We strive to join parents, educators and young people in helping to raise thoughtful readers and citizens. We recognize the priority of efforts to close educational achievement gaps.

## **Form strong partnerships**

The Library extends its reach and impact in the community through partnerships with individuals, public and nonprofit agencies, local community groups, educators and businesses.

## **Adapt and innovate**

To stay relevant to patrons' changing needs and interests, we continuously adapt what we do and how we do it. We are a learning organization and invest in our staff, technology, and infrastructure to improve service.

## Summary of Goals

### 1. **Community Connection**

- A. Establish the Library as a civic focal point and resource hub for our community.
  - Continue to promote the library as a gathering place for patrons and community groups
- B. Increase library usage
  - assess patrons' needs and expectations frequently
  - seek opportunities to extend library resources and programs to be more convenient for patrons/groups.
- C. Continue to enhance library's presence in the community
  - communicate and celebrate progress on many platforms.
  - expand utilization of website, social media, town meetings and local newspapers
  - continue participation in annual Bristol Fun Day and other town activities.
  - promote the school - library connection and maintain library facility for use as a tutorial site.
  - continue and improve community outreach programs.
- D. Increase community support of the library.
  - explore options for expanded financial support from donors, seek out grants and funding.
  
  - pursue opportunities for expanded use of facility and services.
  
  - encourage and manage increased volunteer involvement through the Library Volunteer Committee and Volunteer Recognition programs.
  
  - maintain contact with elected officials to promote library's goals, interests, and sources of funding.
  
  - create joint ventures and partnerships with other community organizations including but not limited to Historical Societies, Vol. Fire Dept., Church groups, Harmony Circle.

### 2. **Information Access**

- A. Maintain Library's contribution to the education of our youth.
  - Collaborate with local teachers and school media specialists to purchase materials that support school curriculum.
  - Continue to expand our Summer Reading Program.
  
- B. Continue to offer high-quality instruction and programs to support personal growth of library users.
  
- C. Maintain/Manage growth of a balanced collection to meet the needs and demands of patrons.
  - analyze usage and requests, emphasizing a data driven approach.
  - continue to review, cull and re-display each area of the library on a regular basis to keep all sections relevant to patron needs.
  - provide access to digital materials and continue commitment to the acquisition of electronic materials.
  
- D. Use the library's website and other forms of social media to inform patrons and community of Library's management, operation and programming.
  - maintain website posting monthly notices, calendar, minutes, policies, newsletter and link to library system.
  - continue to send out a monthly newsletter via a mail server.
  
- E. Expand technology options to stay current, relevant, and secure.
  - continue technological training for staff and patrons.
  - maintain the secure back-up system (cloud computing) options.
  - establish ongoing schedule for equipment replacement.
  - explore acquisition of new technology and software.

### 3. **Facility and Staff**

- A. Continue to provide a comfortable atmosphere at the library.
  - ensure that patrons feel respect and attention to their library needs.
  - maintain a planned housekeeping regimen.
  
- B. Maintain safe and secure environment.
  - physical facility
    - > interior – maintain and enhance as needed.
    - > exterior – explore options for repairs of driveway/lot, replace library sign, increase roadside signage, explore message sign options. Look into funding options for roof

replacement by 2020.

- maintain secure back-up system (cloud computing) with updates.
- establish ongoing schedule for equipment replacement.
- maintain and repair the building grounds, sheds as needed.

- C. Utilize spaces and services to support patrons' needs.
  - continue high level of staff training.
  - continue to creatively display and use display spaces, and make finding materials convenient for patrons.
  - continue to collaborate with PLS and seek their guidance on library procedure.
  - Utilize NYLA for guidance with NY State library statutes.
  
- D. Explore alternatives for enhancement of physical plant for expanded use of the facility including energy saving improvements.

#### 4. **Annual Review of the Status of the Five-Year Plan, Policies, and Procedures**

A. October/November of each year

#### **Addendum: Suggested Action Items**

##### **1. Community Connection**

- a. Provide suitable environment and resources for home schooling.
- b. Provide assistance for Ancestry/Genealogy searches.
- c. Develop lecture series of speakers, authors, historical re-enactors (working in collaboration with local Historical Societies and other community groups)
- d. Offer monthly local topic discussions.
- e. Check with local schools about curriculum, and special courses offered and if the library can provide enhancement.
- f. Develop informative flier about library services to distribute.
- g. Continue to expand the monthly newsletter mailing list to help enhance patron engagement.

- h. Solicit patron input by utilizing topic focus groups and other research such as patron surveys.
- i. Explore interest in additional evening and weekend programs (e.g. Evening Book Club) for adult patrons.
- j. Continue to offer group opportunities for 50+ age patrons.
- k. Offer training in the use of e-readers and OWWL2Go and other new library technology.
- l. Plan a minimum of two educational programs per month.
- m. Maintain call-in request service and delivery service for patrons who cannot get to the library.
- n. Explore development of an annual adult community reading program, using focus groups to specify interests and goals.

## **2. Information Access**

- a. Explore options to electronically alert patrons about book returns/renewal deadlines and interlibrary loan arrivals.
- b. Work with PLS to investigate improving the internet upload and download speeds at the Bristol Library.
- c. Pursue funding or donation opportunities for obtaining patron use laptops/tablets.
- d. Continue to participate in Pioneer Library Systems digital collection development.
- e. Promote digital collection databases available to the library community.
- f. Provide one-on-one technology instruction to patrons.

## **3. Facility and Staff**

- a. Trim or remove evergreen trees blocking the Library Sign in front of the library to improve sightline.
- b. Improve or replace Library signage at the library, add signs in Levi Corser Park, Town Hall, Rt. 64 & Rt. 32 intersection.
- c. Seek funding opportunities by 2020 to replace building roof.
- d. Establish a guideline and schedule for periodic Performance Reviews of all staff.
- e. Maintain a staggered schedule of Trustee terms of office, to insure that some Trustees on the board have prior experience.
- f. Provide opportunities for regular, in-house staff development.
- g. Provide opportunities for staff to attend workshops and conferences.