

CRAGSMOOR FREE LIBRARY

Mission

The mission of the Cragsmoor Free Library is encompassed in its dual purpose: to serve the community as a center for learning and information, for the pursuit of ideas, and for the pleasures of reading and the celebration of art; to serve as a community center, a place of encounter with neighbors, and a sponsor of educational programs and recreational events that foster civic engagement and personal growth.

Adopted: June 11, 2023

Plan of Service: 2023-2026

The Cragsmoor Free Library Plan of Service for the period 2023-2026 is divided into three sections: (1) Community Engagement and Programmatic Initiatives, (2) Facilities, (3) Finances and Administration. This plan will be reviewed and updated by the CFL Board of Trustees in October 2023 and each January, April, July and October thereafter.

Community Engagement and Programmatic Initiatives

Goal: Increase Library attendance

Actions:

- Communicate through meetings, person-to-person contact, email, social media, and the monthly newsletter that community members are integral to the development of the Library's collections and programs.
- Canvas Library Association members and library patrons for their suggestions and concerns.
- Sponsor the Cragsmoor Library Book Club to meet at the Library.
 - Recruit a minimum of 5 patrons to form a book club with membership to increase by two members per year during the term of the Plan.
 - Schedule an organizational Book Club meeting in early fall 2023. Subsequent meetings will be held once a month.
- Send personal invitations to the Bird Cage, the Library-sponsored annual community gathering, to recently arrived Cragsmoor neighbors.
- Encourage longer-standing members of the community to invite newer members to Library events.

Goal: Increase media exposure.

Actions:

- Review and revise website to ensure that it is current and user friendly.
- Track hits to website on a monthly basis with the goal of a 10 percent annual increase over the term of the Plan.
- Track visits to Facebook and Instagram on a monthly basis with a goal of a 5 percent annual increase over the term of the Plan.

Goal: Initiate new programs

Actions:

- In conjunction with the Library Director, develop a thematic series each year on subjects such as local history, conservation and climate change, American history, the arts, and the Library's special collections.
- Increase programs and activities (our baseline is the 2022 total of 30) with a target of a 5 percent annual increase over the term of the Plan.

Goal: Enhance collections for children and young adults.

Actions:

- Weed present holdings and increase current collections by 5 percent annually during the term of the Plan.
- Consult with an expert to assist in developing activities for children and young adults.
- Under the leadership of the Library Director, convene Cragmoor parents, educators, and other interested community members annually to review collections and recent children and young adult programs and to generate future plans.

Goal: Investigate the feasibility of launching a "Friends of the Cragmoor Library"

Actions:

- Consult RCLS and one or two of its member libraries about founding a "Friends of the Cragmoor Library."
- Determine the appropriate structure for an eventual "Friends of the Cragmoor Library."
- Convene a meeting of all interested members of the Cragmoor Library Association and the larger community to invite interest in joining the "Friends of the Cragmoor Library."
- Should the Library Board agree to establish an informal or legal entity called "Friends of the Cragmoor Library," introduce this initiative, together with its officers, its mission, and goals by the 2025 annual meeting.

Facilities

Goal: Library building maintenance and repair

Actions:

By the end of 2023

- Evaluate exterior for cleaning and moss removal.
- Determine the age and condition of current roofing.
- Evaluate windows for reglazing.
- Determine feasibility of replacing windows with double pane windows.

Goal: Shed maintenance and repair

Actions:

By the end of 2023

- Clean out shed.
- Apply insecticide.
- Apply moss removal spray on exterior and roof.
- Check stability of shed (after cleanup).
- Evaluate the possible need to raise shed higher above ground.
- Power wash shed and repaint as needed.

Goal: Improve safety and security of the grounds

Actions:

By the end of 2023

- Develop a design and install solar lighting around the perimeter of the parking lot.
- Select a contractor to provide lighting fixtures.
- Select a contractor to install fixtures.

Goal: Improve the parking lot

Actions:

- Determine appropriate improvements and methods.
- Obtain bids for improvements.
- Select a contractor or contractors.

Finances and Administration

Goal: Engage an assistant to the Library Director

Actions:

- Draft a job description for the position.
- Determine the level of compensation.
- Identify candidates.
- Select a candidate and make an offer of employment.

Goal: Engage a consultant to assist with tracking our finances.

Actions:

- Create a job description for the position.
- Determine the level of compensation.
- Identify candidates.
- Select a candidate and make an offer of employment.

Goal: Engage an independent auditor

Actions:

- Identify possible auditors or auditing firms.
- Determine the level of compensation.
- Engage auditor.
- Prepare accounting records for audit.

Goal: Promote Trustee education and professionalism.

Actions:

- Monitor Trustee education opportunities offered by RCLS and other organizations.
- Provide a schedule of education opportunities to Trustees.
- Encourage Trustees to attend continuing Trustee education.

Goal: Encourage Cragmoor residents to accept nominations for openings on the Board and train new Trustees.

Actions:

- Establish a committee to engage with residents of Cragmoor.
- Create information/education packets.
- Identify possible candidates for open Trustee positions.
- Create opportunities for group/community interaction.

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Goal: Plan centennial celebration of Library building (July 9, 2025).

Adopted: July 3, 2023