**How the Five-Year Plan was developed**

This plan outlines the vision, mission, and goals that the Roeliff Jansen Community Library will pursue in the five-year period from 2025 through 2029.

In 2019, the Roeliff Jansen Community Library facilitated a series of Community Conversations as part of an effort to learn more about the communities we serve. Those conversations have shaped our thinking about the role of the library in our community and provide the basis for our planning for the future. More can be learned about the findings of the conversation [HERE](https://www.roejanlibrary.org/turning-outward-community-conversations/).

In 2023, the library’s Outreach Committee conducted a community survey to elicit feedback on library programs and services. Respondents offered many suggestions about the role they thought the library ought to play in the community and the materials and programs we should offer.

The committee analyzed the findings and established goals that we believe are achievable in the context of the library’s resources and capabilities. We thank the community for their constructive engagement and for the many excellent ideas they contributed. We encourage everyone in the communities we serve to help achieve the goals of this plan.

**Five-Year Plan of Service**

*The world we envision*:

The Roeliff Jansen Community Library envisions a world in which every individual is inspired and empowered to achieve their full potential as informed citizens and caring individuals. In so doing, we will strive to help the people of our service area to enhance their knowledge, skills, and talents to the benefit of themselves, their families, their communities, and the world at large. We are committed to equal accessibility for diverse populations and intellectual freedom for all.

*The mission we undertake*:

The mission of the Roeliff Jansen Community Library is to serve every sector of the community by inspiring lifelong learning and curiosity, advancing knowledge and understanding, strengthening the vitality of the Roe Jan area, and securing the library’s stability for generations to come.

*The goals to which we commit*:

To advance our vision and mission, the Board of Trustees of the Roeliff Jansen Community Library commits to pursuing the following goals in the period 2025 through 2029.

I. Enhance programming and collections to reflect the interests and needs of the community.

1. Provide adult programs that foster lifelong learning and community connection.
* Design programs to provide opportunities for making community connections.
	+ Offer programs that are interactive, with multiple sessions and/or that allow discussion and socializing.
	+ Explore partnering with Columbia Greene Community College (CGCC) and the Osher Lifelong Learning Institute (OLLI).
	+ Hold multi-session art workshops, writing workshops, reading and discussion programs, or similar programs at least 3 times per year.
* Offer at least 6 technology workshops each year.
* Offer programs in music, literature, and the arts, with a focus on local writers, performers, and artists.
	+ Hold at least 6 concerts and 6 author talks each year, and 4 art exhibits each year.
* Provide programs that will inform and empower seniors.
	+ Continue to offer exercise programs for seniors.
	+ Offer at least 2 programs each year on topics of particular interest to seniors, such as on medical or legal issues; work with the Hillsdale Safe at Home Committee and other senior organizations to identify issues of concern.
* Host at least 2 programs each year on a topic of concern to the community and that encourage civic engagement.
	+ Partner with local organizations and towns to identify topics and develop programs.
* Offer programs and materials for Spanish-speaking community members.
	+ Expand Spanish language collections, e.g., books, films, etc.
	+ Continue to offer ENL/ESL classes.
* Provide programs that support local businesses and farmers.
	+ Partner with local businesses and business alliances, Cornell Cooperative Extension, and the Copake-Hillsdale Farmers Market.
1. Develop strong, ongoing programs for children, teens, and families.
* Foster a love of reading in children through ongoing and special programs throughout the year.
	+ Maintain weekly story times and regular monthly programs; hold special children’s programs at least 4 times/year.
	+ Encourage summer reading through work with town summer camps, Farm Market Kids, and weekly programs and summer reading challenges at the library.
	+ Provide regular programs for homeschool families.
* Support early literacy by offering programs and support for parents and young children.
	+ Work with the Columbia County Early Learning and Literacy Network (ELLN) as a member of its steering committee and by hosting programs sponsored by ELLN.
	+ Visit Head Start monthly to promote reading and awareness of the library through story time and distribution of free books.
	+ Provide parents with opportunities for connection with other parents and with resources to support their children’s learning.
* Develop programs to meet the needs of young adults.
	+ Pursue a teen advisory board to help plan programs and provide opportunities for young people to become involved in the library and develop new skills.
	+ Offer programs that both entertain and provide opportunities for learning, including skills-based workshops.
	+ Partner with local schools and organizations to develop programs to meet the needs of young adults, such as tutoring.
* Work with local organizations to provide programs for children and young adults about our local region.
1. Provide access to a wide range of collection materials to meet community needs.
* Assess collection usage monthly and use information to inform purchasing decisions.
* Build capacity to provide more digital and virtual services.
	+ Investigate new digital resources as they become available and reevaluate existing resources.
	+ Explore lending of devices to enable patrons to get started with digital resources.
* Provide off-site access to collection materials.
	+ Explore pop-up and off-site libraries at community events and community spaces, such as senior get-togethers, veteran’s groups, Camphill Village, the laundromat, etc.
	+ Provide and promote services to the homebound.

II. Maximize the usability of the building and surrounding property and provide a safe and welcoming space for all.

1. Serve as a gathering place for the Roe Jan Community.
* Promote the Rolieff Jansen Community Library as a welcoming space for convening, organizing, and hosting discussions related to community interests.
* Annually evaluate how existing space is used, both inside and out, and make changes to better reflect how patrons use the library and to provide adequate space for staff.
	+ Consider reconfiguring furniture to create both quiet spaces and more space for group activities and investigate sound deadening solutions.
* Develop outdoor spaces for patron enjoyment, programming, and accessibility of the library.
	+ Build a pavilion in 2025.
	+ Work with the Harlem Valley Rail Trail Association, the New York State Office of Parks, Recreation and Historic Preservation, and the town of Hillsdale to develop plans and funding for a spur of the rail trail that would cross Roeliff Jansen Park land and provide access to the library and the Roe Jan Park.
1. Ensure the longevity of the building through proper maintenance and repair, incorporating “green” products and processes where possible.
2. Provide ongoing library services and a safe space for area residents during community emergencies.
* Secure funding for and install a generator by 2027.

III. Build greater awareness of library resources, programs, and services by communicating in a regular manner with the community and other interest groups.

1. Provide easy access to information about the Roe Jan Library.
* Use multiple social media platforms to reach larger audiences.
* Distribute an e-newsletter that showcases the library’s programming and happenings.
* Distribute an e- newsletter quarterly that publicizes library news, accomplishments, new materials, club information, library resources, etc.
* Publicize the availability of the library’s facilities, meeting rooms, and public spaces for use by local organizations.
* Issue regular reports to the community and local governments.
	+ Continue posting board meeting minutes, financial information, annual reports, and policies on the library website.
	+ Report annually to town boards.
	+ Report regularly to the community with an annual report sent to all households.
* Build and maintain a local resources page on the library website that provides access to and information on area service organizations, social service agencies, local governments, churches, and interest groups.

IV. Seek regular input from the community in assessing the relevance and effectiveness of the library’s Five-year Plan of Service, its policies, practices, and operations.

1. Conduct community surveys every two years to determine residents’ opinions about community needs, interests, the library, and the library’s services.
* Include questions that ask for input on past programs and suggestions for future programs.
1. Partner with area educational, civic, and social service organizations to understand their needs and facilitate their use of library resources.
* Convene discussions at least one time per year with Roe Jan Community organizations such as local schools, fire departments, the Copake Grange, local historical societies, etc.
	+ The Library Director will respond to input from the community conversations and suggest applicable programming.
* Serve as a resource for community and business groups by identifying and publicizing relevant services, programs, and collections.

V. Secure the library's stability and sustainability.

1. Maintain stable, consistent revenue streams that include diverse public and private funding.
* Work to reduce the library’s reliance on donations and fundraising events, with the goal of at least maintaining and preferably increasing the share of the library’s operating budget covered by taxes.
	+ Pass new 414s in all three towns and put the library on a regular schedule of 414 votes at least every two years.
* Maintain robust volunteer-driven private fundraising efforts, consisting of both appeals for individual donations and fundraising events.
	+ Regularly evaluate results and costs of fundraising efforts to ensure effectiveness.
* Work with Berkshire Taconic Community Foundation to revitalize the library’s Planned Giving program and develop it into an ongoing effort.
* Solicit grants from both foundations and government sources to provide funds for programming, technology, building improvements, and additional initiatives that may not be covered by operating funds.
* Continue conservative fiscal management, reflecting the board’s fiduciary responsibility for public and donated funds.
	+ Start each year with a reserve fund of $50,000 for building repairs and improvements.
	+ Maintain the Roeliff Jansen Community Library Fund at Berkshire Taconic Community Foundation (BTCF). Once funds are used for building a pavilion behind the library, follow the recommendations of BTCF for how much can be withdrawn annually and used for operating expenses while still growing the principal. Withdraw additional funds for emergencies or projects/expenses deemed by the board to be of great importance for the library. Annually, transfer any surplus from the operating accounts to the BCTF fund to take advantage of the growth opportunities provided by the fund.
1. Adopt policies and procedures that strengthen library operations.
* Set annual staff goals.
* Develop a succession plan for the staff.
* Provide ongoing training of staff to develop new skills, improve existing ones, and take better advantage of technology.
* Recognize the importance of staff to library operations by providing commensurate compensation and benefits.
* Consider new methods of recruiting and retaining volunteers to serve on committees.
* Ensure proper training of committee volunteers and recognition of their contributions to the library.
* Make customer service a focus for all staff, committee volunteers, and board trustees.
1. Maintain a board that is actively involved in oversight and governance.
* Strive to make the Board of Trustees and committees representative of the chartered communities we serve.
* Ensure board members receive required mandatory training each calendar year.
* Advocate for the library in the local community and at the county and state level.
* In 2025, develop a succession plan for Board of Trustee officers and committee chairs and reassess it annually.
* Maintain an ongoing evaluation process for the Library Director.

VI. Strengthen the sustainability and resiliency of the many communities that we serve.

1. Complete the Sustainable Libraries Initiative (SLI) certification program by 2029.
* Use the action steps in the SLI program to make the library more environmentally sound, socially equitable, and economically feasible.
* Publicize and share our progress toward sustainability to inspire and encourage others to engage in similar work.
1. Work with local Climate Smart Committees (CSC) and other organizations to improve the resiliency of the communities we serve.
* Collaborate on programs that educate community members on and involve community members in developing personal and community resiliency.
* Provide meeting and program space for local organizations engaged in work to further community sustainability and resiliency.

Adopted by the Board of Trustees, December 17, 2024