

THE CLYDE-SAVANNAH PUBLIC LIBRARY (CSPL)  
204 GLASGOW STREET  
Clyde, New York 14433  
**Five Year Plan of Service**  
2024 – 2028

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### Planning Summary:

Five Year Plan of Service committee members:

Jane Hubbs – Library Board President

Harley Roberson - Library Board Trustee

Elizabeth Bowlby - Library Director

### Mission Statement:

To encourage, engage and empower all members of our community in their individual and collective exploration of creative discovery and lifelong learning.

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### GOAL 1:

The library will empower community members of all ages by providing library **space and services** which:

- (A) encourages and stimulates early literacy,
- (B) promotes discovery in various areas of interest for community teens and adults
- (C) accommodates the different needs of those who are wish to participate in the services and programs offered by the library.

#### (A) *Actions for library director – early literacy*

1. Continue to provide outreach programs and collaborate with local community groups with a focus on early literacy. (Agencies included but not limited to: Women Infant and Children Program (WIC), HeadStart, preschool programs, Universal Pre-Kindergarten)
2. Promote the weekly preschool Story Time program. StoryTime was re-established March 2023 with a permanent volunteer. Hire a person to assist in children and summer reading programming.

#### (B) *Actions for library director – young adults/adults*

1. Provide a consistent space, time and activities for community teens
2. Encourage and facilitate a library teen group to help them explore their educational and creative interests (SAT study groups, creative arts, STEAM events, book clubs etc, )

#### (C) *Actions for library director - adults*

1. Identify individuals and agencies who will benefit from the Traveling Library outreach program
2. Encourage and solicit participation from members of the Friends of the Clyde-Savannah Public Library to participate in this outreach and to explore additional outreaches
3. Offer at least four (4) different adult programs throughout each year – both in person and virtual

### Measurements:

1. Maintain a growing list of active volunteers
2. Gather qualitative and quantitative data from all programs, projects and outreaches  
(# of projects and ,programs, # of participants, completed surveys from participants)

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**GOAL 2:**

The library will continue to have up-to-date and reliable access to current technology and education to increase digital inclusion within the community.

***Actions for library director:***

1. Continue to offer 1:1 technology tutoring sessions for individual patrons.  
(ie. teach an individual how to download an ebook onto an electronic device)
2. Schedule four (4) specific computer training classes every year for staff and patrons  
(ie. ancestry.com, Microsoft Office, OWWL/ OWWL2GO training etc.)
3. Offer technology training to staff members
4. Keep informed of changes and improvements in technology
5. Purchase current technology as needed.

***Measurements:***

1. Gather qualitative and quantitative data from all technology training classes  
(# of classes, # of participants, completed surveys from participants)
  2. Track staff attendance to all technology trainings & obtain a written summary of what was learned
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**GOAL 3:**

The library will continue to keep its physical property in good repair and in compliance with all codes to ensure a clean, safe and welcoming physical space.

***Actions for library director and building maintenance committee:***

1. Assess current building maintenance needs with the maintenance committee chair as needed.
  2. Explore with an architect and designer ways to renovate public library space, update flooring/shelving and library staff work space. ie: study rooms, discovery area for children, kitchen space.
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**GOAL 4:**

The library will continue to provide access to relevant and desired information in a variety of formats to community members.

***Actions for library director:***

1. Continue to purchase a variety of physical books in paperback, hardcover and large print formats, audio visual materials (music CD, BluRay and DVD), electronic databases.

***Measurements:***

1. Gather qualitative and quantitative data about library materials
2. Keep an ongoing list of requested materials, award winning and bestselling items

**The Clyde-Savannah Public Library Board of Trustees will review this plan every November and update as needed.**