

Southeast Steuben County Plan

September 2016 - June 2018

Planning Summary

The Board of Trustees for the Southeast Steuben County Library wanted a community focused action plan to help steer the direction of the library for the next two years. The Board engaged the public in the ASK exercise, interviewing over 100 people. This exercise gave us information on our community member's aspirations, and what is needed to move forward to attain some of those aspirations. In addition, we reviewed the library's strengths by completing a SOAR analysis. (SOAR = Strengths, Opportunities, Aspirations, Results. This process helped us focus on our current strengths and how those fit into our vision for the future) We reviewed historical library data such as program attendance, collection performance, program offering numbers and number of program sessions offered. From there we named service priorities that aligned with our community's aspirations and library strengths. Action plans and measurable were written for each priority.

Mission Statement

The Southeast Steuben County Library provides free and open access to collections, electronic resources and innovative services which anticipate, support and respond to the ever-changing informational, cultural and leisure needs of all people within our community.

Priorities, Goals, & Actions

Mobility

Goal: Serve all 7 municipalities by monthly targeting outlying areas

Project Leader: Pauline Emery

Purpose: SSCL seeks to be more relevant to communities outside Corning

Measurement: Increased circulation and positive voter turn out in targeted communities

Action Step 1 - **Complete a needs analysis for locations, programs, & partners**

- SSCL Staff (to be named)
- December 1, 2016 deadline

Action Step 2 - **Build program kits for audiences & venues identified in Step 1 utilizing existing resources and noting missing, but ideal resources for future action**

- SSCL Staff (to be named)
- March 1, 2017 deadline

Action Step 3 - **Partnership / program locations scheduled over the remaining year and publicized**

- SSCL Staff (to be named) - partnership/program schedule
- SSCL Staff (to be named) - publicity/marketing of programs
- May 1, 2017 deadline

Community Wide Events

Goal: Increase the perception of diversity and an active culture of inclusion

Project Leader: Pauline Emery

Purpose: SSCL will be an active community partner in improving inclusion and visible cultural exchange

Measurement: An actionable plan with initial implementation with community wide events

Action Step 1 - Build partnerships with regional cultural associations for community wide parties/forums/events using volunteers as knowledge base and expanding on existing network of agencies

- SSCL Staff (to be named)
- December 1, 2016 deadline

Action Step 2 - Produce a Diversity and Inclusion Plan based on information from partners to be the foundation for programming in 2017/2018

- SSCL Staff (to be named)
- February 1, 2017 deadline

Action Step 3 - Host and Co-host community wide cultural events

- SSCL Staff (to be named) - partnership/program schedule
- SSCL Staff (to be named) - publicity/marketing of programs
- March 1, 2017 deadline

Funding

Goal: Viable funding goals that are supported by the community and sustain a robust library program

Project Leader: Nancy / SSCL Finance Committee

Purpose: SSCL needs a reliable revenue stream that adequately funds library services

Measurement: Actionable funding plan is written and implemented by the SSCL Board of Trustees

Project Deadline: In time to submit vote language to the C-PP School District

Action Step 1 - SSCL Board Votes to Override the Tax Cap

- Sarah Collins
- November 2016 Board meeting deadline

Action Step 2 - Complete analysis for key current and future library services

- Pauline Emery / SSCL Staff
- December 1, 2016 deadline

Action Step 3 - Draft Service Based Budget for FY 2018

- Nancy / SSCL Finance Committee w/ Pauline Emery
- February 15, 2017 deadline

Facility

Goal: Accessible facility that supports SSCL programmatic goals

Project Leader: Sarah Collins

Purpose: SSCL wants to better leverage the facility as a resource for service

Measurement: An actionable short, medium, and long range facility plan that includes contingencies for location, funding, and engineer/architect recommendations

Project Deadline: March 2017

Action Step 1 - **Form Facilities Planning Committee**

- Sarah Collins
- July 21, 2016 deadline

Action Step 2 - **Identify 18 - 24 month timeline, assessment of success, and point person**

- Committee Chair (to be named)
- September 2016 deadline

Action Step 3 - **Submit initial FY 2018 budget requests to support plan**

- Committee Chair (to be named)
- February 1, 2017 deadline