

Katonah Village Library Strategic Plan 2015-2020

Mission Statement

The Katonah Village Library is a community resource that provides equal access to information, and facilitates the joy of reading, the exploration of ideas and engagement with the arts, sciences, and humanities for children and adults. To ensure that we meet our users' educational, informational, and recreational needs, the Katonah Village Library provides a comprehensive collection of books and media, professional service, and a safe, attractive environment for cultural programs, exhibitions, and events that is facilitated and overseen by a skilled and enthusiastic staff and visionary leaders.

Strategic Plan 2015-2020

Starting in May 2015 the KVL Strategic Planning committee met three times to discuss a strategic plan for KVL to cover five years, 2015-2020.

Members of the Strategic Planning Committee included Sarah Becker and Rud Niles, representing the community; Doug McLaughlin, President Board of Trustees, Andy Kuhn and Jack Freudenheim, Board of Trustees; Stephanie Mandella, Head of Children's Room; and Van Kozelka, KVL Director.

At our first meeting we agreed to direct our strategic planning efforts to five separate but related themes: Finance, Infrastructure, Staff, Connecting to the Community and Technology.

Finance

The KVL Finance committee has started a strategic capital planning effort to help the Board assess whether KVL's existing capital reserves and capital-related fundraising plans will be sufficient to meet the Library's foreseeable capital outlays through 2020 and beyond.

A review of the Library's historic infrastructure and improvement spending back to 1990 is being undertaken to identify the major capital components of the Library's physical infrastructure (roofs, ceilings, rugs, bathrooms, walkways, entranceways and windows) and mechanical heating/hot water/and A/C systems.

An estimate of the remaining useful lives and replacement cost of KVL's the major capital assets will be made.

A 5-year capital outlay projection will be developed (with some best case/worst case risk modeling) and compared to KVL's current capital reserve account to identify any foreseeable capital shortfalls, fundraising needs or over-reserving for capital.

Infrastructure

The KVL building is located at the "heart" of Katonah and over recent years has evolved into a community center. We want to continue this trend so more community members will use the library.

While the library is "built out" about as far as could be for the immediate future, there are things we discussed regarding maintaining and improving what we have.

Encourage use of McDuffie Room

Recommendations:

1. More advertising
2. Writing class held in McDuffie Room
3. Consider uses other than writing

Planning for building maintenance

Recommendations:

1. Committee to go over spreadsheet for five-year plan of replacements
2. Consult with Finance Committee on Capital expenditures

ADA accessibility improvements

Recommendations :

1. Automatic doors for front entrance and lower entrance

Changes to first floor

Recommendations :

1. Possibility of walling in the Art room to allow for readings and other gatherings.

Staff

It is very important to continue to provide staff with opportunities to develop their professional skills, emphasizing customer-focused services. Stephanie has completed the Advanced Certificate in Public Library Administration. There are multiple opportunities for training through the Westchester Library System.

Recommendations:

1. Make sure staff knows about training opportunities.
2. Discuss training and goals as a part of the annual review process.
3. Provide paid time freed up to pursue training opportunities and goals.
4. Invite staff members to address the Board meeting regarding their work and special programs.
5. Be mindful of those areas that improve employee morale

Connecting to the community

Despite the library's central and highly visible presence in the middle of town, there was consensus that ongoing outreach efforts are necessary to keep the library top of mind for potential patrons and to bring some of the library's services and programs off site. Programming is a key element of this.

Recommendations:

1. Explore more programming opportunities for all ages.
2. Family museum passes- Do we want more of these?
3. Online Book discussions

Mother Goose and other story times continue to draw well. Once the story is over, moms and kids tend to stay for a while, which is what we want to see.

Recently started: Saturday family story times, 4th Saturday of each month.

Not all programming efforts are hits, which is okay. A group for expectant moms did not take off.

Continue to expand partnerships with community organizations. Stephanie has partnered with the Bedford Recreation Department, doing story times for various age groups during town-sponsored day camps, Katonah swimming pool and (coming up) Katonah Memorial Park campout.

Other community readings include KMA, KES, John Jay farmers' markets, preschools

We will solicit feedback and ideas, through the Katonah Parents Facebook group and other social media in the Katonah community.

Technology-

It was agreed that keeping abreast of technology and how to integrate it with the library's mission will continue to be a key goal.

Recommendations:

1. Expand the Library's access to a variety of content and media with the assistance of the Westchester Library System
2. Work to make sure the public is aware of new digital media and courseware available to them
3. Develop new more user-friendly website
4. Continue to offer classes for the 3D printer and have a staff aide who does programs with 3D printer
5. Offer an array of new technologies

July, 2015

Approved by the KVL Board of Trustees Nov. 23, 2015