

# **GREENWOOD LAKE PUBLIC LIBRARY**

## **BY-LAWS**

### **INTRODUCTION**

The Greenwood Lake Public Library is a school district public library chartered to serve the residents of the Greenwood Lake Union Free School district. The library is a member of the Ramapo Catskill Library System, and as such, provides direct access borrowing of all its circulating materials to card holders in good standing from other Ramapo Catskill libraries.

### **MISSION STATEMENT**

The Greenwood Lake Public Library will provide the opportunity for life-long learning, personal enrichment and a connection to reading to all residents of the Greenwood Lake Union Free School District.

# PLANNING FOR RESULTS

## 2010-2015

**Goal 1:** The Library will facilitate ease of use for all library users.

- **All sections of the Library will be organized.**

***Selected Activities:***

- All shelves will be shelf read every 4 months and items re-shelved as needed.
- Shelves should be shifted on a continual, as needed, basis.
- The children's reference section will be reorganized by December 2010.
- New shelving will be provided in the Youth Study Center to accommodate collection needs by December 2010.

**Goal 2:** All library staff will possess the knowledge and customer service skills necessary to serve all library users.

- **Staff will attend meetings and classes that will enhance their ability to serve library users.**

***Selected Activities:***

- The Library will provide opportunities for staff training in the latest technological and electronic resources.
- Administrators and staff will attend training sessions at RCLS and at other libraries relevant to their library assignments and/or supervisory responsibilities.
- Administrators and supervisors will use the RCLS e-mail groups relevant to their supervisory responsibilities so as to keep abreast of what is happening pursuant to their areas of expertise.
- Administrators and supervisors will network with appropriate personnel in other libraries relative to their supervisory responsibilities as a means of gaining knowledge through sharing.
- Administrative personnel will hold at least one staff meeting annually for all staff to:
  - Announce any new library policies
  - Discuss established library policies

- Discuss any problems/concerns of both the staff and administrative personnel
  - Promote and develop a teamwork attitude
  - Review proper customer service skills
- Administrative personnel will hold at least one supervisor's meeting annually for all supervisors to:
  - Discuss any supervisory issues
  - Discuss established library policies that they should be enforcing
  - Discuss established policies regarding programs
  - Discuss established policies regarding the timely transmission of information to the Promotions Supervisor for program news releases and the quarterly newsletter
  - Discuss established policies regarding the timely posting of flyers and registration sheets for library programs
  - Promote and develop a teamwork attitude

**Goal 3: Library users of all ages will be aware of and have access to materials in a variety of formats.**

- **Students will be assured of access to materials necessary to research assigned schoolwork.**

**Selected Activities:**

- Purchase, on an annual basis, new non-fiction adult and young adult materials pertaining to social issues, using Tuxedo High School's list of accepted topics.
- Purchase, on an annual basis, materials relevant to elementary and middle school projects, using the Greenwood Lake Elementary and Middle Schools assigned projects as a guideline.
- Update the library recommended websites and printed Internet materials pertaining to school projects on an annual basis.
- Inventory and update Greenwood Lake School District's loaned elementary and middle school textbooks on an annual basis.
- Inventory and update Tuxedo High School's loaned textbooks on an annual basis.

- Work with all schools/school staff, particularly the school librarians, to receive advance notice of projects and assignments.
- Restrict circulating materials temporarily, when necessary, for specific subject matter required for projects and assignments.
- **All library users will be aware of materials in a variety of formats.**

**Selected Activities:**

- Announce new materials in print and/or other formats in our quarterly newsletter.
- Detail school resources in a variety of formats annually in our fall newsletter.
- Post publishers pre-printed advertisements in the Library that highlight materials in a variety of formats.
- Offer classes that detail the many materials that are available to all library users as well as the formats of the materials.
- **Library personnel will obtain materials acceptable to all library users 85% of the time.**

**Selected Activities:**

- Library personnel responsible for ordering materials will consider all users' requests towards the purchase of new materials.
- Material unavailable from the Library will be requested through interlibrary loan within and outside of the Ramapo Catskill Library System.
- Central Library resources including staff time will be utilized to the greatest advantage for locally irresolvable reference requests and unbound government documents.

**Goal 4: All library users will have access to a variety of programs for educational and enrichment purposes.**

**Selected Activities:**

- Adult, Children and Young Adult programming personnel will book three new-to-the-library programs per year.
- Adult, Children and Young Adult programming personnel will periodically have attendees evaluate the library programs offered, as well as be provided the opportunity to suggest programs.

- Adult, Children and Young Adult programming personnel will evaluate programs.
- Adult, Children and Young Adult programming personnel will re-book programs/presenters based on evaluations.

**Goal 5: Library users will have access to and instruction in the use of updated technology for education and enrichment purposes.**

- **The Library will update its technology on a scheduled basis.**

**Selected Activities:**

- Technology personnel will evaluate and order software annually.
- Administrative and technical services personnel will weed software annually.
- Administrative and technology personnel will investigate new technology as it becomes available.
- Administrative and technology personnel will update computer hardware every three to five years.
- Administrative personnel will actively seek out technology grants.
- The Library will use new technologies to improve library services.

- **The Library will provide all library users the opportunity for instruction in the latest technological and electronic resources.**

**Selected Activities:**

- By December 2010, technology personnel will have offered instruction in beginner computer skills, Windows 7 and any other new Windows operating systems, Microsoft Word, Microsoft Excel, Microsoft Publisher, Microsoft PowerPoint, the Internet and E-Mail.
- Computer training for all library users will be ongoing via a continuous registration and will be based on the requests and needs of the community.
- All library personnel will be trained in basic computer skills in order to assist library users with their technological needs.

**Goal 6: All library users will have the opportunity for further enrichment during their library visits.**

- **The “Local History” collection will be available to all library users.**

**Selected Activities:**

- The local history collection will continue to be digitized as our budget permits.
- Additional storage will be purchased to accommodate the growing local history collection.
- Administrative personnel will actively seek grants in the areas of document and archival preservation.
- The Reference Librarian will purchase local history materials on an annual basis in order to continually enlarge and expand the collection.

- **Community members will be provided the opportunity to share their personal collections and artistic talents with the residents of the community.**

**Selected Activities:**

- The Library will maintain a Promotional/Special Programs Supervisor staff member position.
- An annual budget line item will be allocated each fiscal year for the purpose of supporting local artists’ monthly displays, collection displays and special events.
- Appropriate space will be maintained for the display of the communities’ collections and artistic expressions.

- **The Library will be a destination of choice for community residents.**

**Selected Activities:**

- A Building Supervisor will be on staff to repair, maintain and direct custodial personnel, insuring a clean and comfortable facility.
- A “Morning Coffee Bar” will be available, free of charge, to adult library visitors on a daily morning basis throughout the year, other programs permitting.
- The Library will provide meeting space and light refreshments for clubs that are promoted by the library, such as the Book Club, Scrabble Club and Independent Film Club.
- The Library will provide meeting space for community groups such as the Lions, Leos, scout groups, Moms &

Tots, local community theatre and other non-profit groups in need, provided the library program scheduling permits.

- **The Library will promote events and programs that involve the three libraries within the Town of Warwick and Orange County.**

**Selected Activities:**

- The Library will continue to participate in the “One Town, One Book” program that is periodically and cooperatively planned and executed by the three Town of Warwick libraries.
- The Library will continue to participate in the “The Big Read” program that is periodically and cooperatively planned and executed by all Orange County libraries.
- The Library will pay annual dues for membership to the Orange County Library Association for all full-time employees and the Board of Trustee President.
- Library employees will network with their counterparts in Orange County to share ideas and jointly promote libraries in Orange County.