

Ellicottville Memorial Library Long Range Plan 2025-2029

March 12, 2025
Ellicottville Memorial Library
Board of Trustees

Board of Trustees

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Ellicottville Memorial Library
6499 Maples Road
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Ellicottville, NY 14731

Mission Statement

Ellicottville Memorial Library’s mission is to promote life-long literacy, increase cultural and artistic awareness and to provide opportunities for education, personal growth and enrichment, free of cost and without bias, to all those we serve.

Goal: Collection Development and Maintenance – Develop and maintain a quality collection of materials in various formats that reflects the needs and use patterns of the community.

Objectives	Date	person	completed
Continue to maintain and update the current collection of materials. Survey library users as to their informational and recreational needs in order to develop a library collection that is relevant to the community.	On-going	Staff	
Update and monitor the usage of the DVD, audio, and Large Print collections. Expand the Digital collection.	On-going	Staff	
Continue to implement a system for weeding library materials based on the “Weeding Library Materials” policy adopted on 8/4/2010.	On-going	Director	
Continue to improve labeling of book spines and shelves to provide better access to materials for patrons, volunteers and staff.	On-going	Staff	
Continue to monitor overdue and replacement items.	Weekly	Staff	
Research the benefits of re-cataloging the children’s area easy books section by subject rather than author.	10/2025	Director	

Goal: Programming – Provide a wide variety of programming for all age groups in the community.

Objectives	Date	person	completed
Develop a programming schedule along with a yearly calendar of events for planning purposes.	Yearly – December	Staff/Board	
Provide opportunities for library patrons to initiate or suggest programming opportunities.	On-going	Staff	
Work cooperatively with other community agencies and organizations to meet our programming goals.	On-going	Staff/Board	
Continue to provide a Summer Reading Program for children, young adults and adults.	Yearly	Staff	
Develop a programming budget.	Yearly- November	Director/Board	

Goal: Financial Support – Ensure adequate private and public financial support to enable the library to fulfill its mission and attain both its long range and short-range goals.

Objectives	Date	person	completed
Continue to monitor and evaluate public funding sources to meet budget needs.	On-going	Director/Board	
Pursue grant opportunities and gifts over the next five years to accomplish the libraries mission and goals.	On-going	Director/Board/Fundraising Committee	
Support the Holiday Valley Pro Am	1 st Monday in August	Staff/Board/Pro Am Committee	
Work to obtain a major sponsor for the Pro Am.	Yearly	Director/Board/Pro Am Committee	
Investigate trusts and endowments as a supplemental funding source.	On-going	Director/Board	
Annually prepare and publish a board-approved, written budget, which enables the library to address the community's needs as outlined in the Long Range Plan.	Annually	Treasurer/Board	

Goal: **Staff** - Maintain and develop a well-trained professional staff and volunteer base to assist library users.

Objectives	Date	person	completed
Review job descriptions for staff and volunteers.	Yearly - November	Director/Board	
Update procedures manual to assist staff and volunteers with day-to-day operations.	On-going	Director	
Provide annual performance reviews.	Yearly -- December	Director/Board	
Provide opportunities for staff development, as identified in the annual performance review.	On-going	Director/Board	
Determine the need for additional staff to assist library users and meet community needs.	On-going	Director	
Maintain a continuous program to recruit capable volunteers.	On-going	Staff	

Goal: **Facility** – Present a well-maintained facility that is comfortable, aesthetically pleasing and accessible to all members of the community.

Objectives	Date	person	completed
Review and update the disaster plan/building manual.	Yearly in June	Director	
Ensure on-going maintenance schedules.	On-going	Director	
Touch up painting of interior walls	On-going	Staff	
Seal parking lot as needed.	Summer 2025?	Board	
Building Committee to meet annually to assess physical building structure and grounds.	Annually in Spring	Building Committee	
Continue to recruit volunteers for general maintenance of building and grounds.	On-going	Staff/Board	
Improve and maintain landscaping behind the building.	On-going	Staff	

Goal: **Technology and Equipment** – maintain and expand the equipment and technology which enables patrons to not only access the library’s holdings but access additional information and resources outside the library as well as enabling the staff to work effectively and efficiently.

Objectives	Date	person	completed
Continue to provide training to staff and volunteers regarding Koha, and OverDrive.	On-going	Director	
Provide materials to increase patron awareness of available resources and services.	On-going	Director/Staff	
Review demand for computers and other technology and budget accordingly.	Annually	Director/Board	
Continue to work cooperatively with CCLS staff to maintain on-line databases.	On-going	Director	
Expand access to and use of electronic resources offered by New York State and CCLS by establishing links on the library’s website.	On-going	Director/CCLS Staff	
Maintain anti-virus protection on all library computers	On-going	Director/Mike Jones	

Goal: **Governance** – Maintain a board structure, composed of committed people with diverse interests who will strive for the wise and efficient management of the resources and facilities used to fulfill the mission of the library.

Objectives	Date	person	completed
As the need arises, seek qualified Trustee candidates with expertise in areas such as finance, investment, technology, stewardship of the building, community outreach, etc. and retain a list of potential Trustee candidates for future consideration.	On-going	Board	
Review and re-approve the library by-laws and all policies every five years.	Develop schedule	Director/Board	
Develop a community-based, board approved, written long-range plan of service developed by the library board of trustees and staff for 2025-2029.	2025	Director/Board	

Review and revise committee structures of the Board of Trustees on an annual basis.	Yearly – March	Board	
Provide orientation materials (i.e. Long Range Plan, recent financial statement, previous 6 months of minutes, etc) for new trustees.	As needed	Director	

Goal: Public Relations and Marketing – Inform library users and non-users of the multitude of resources, programs and educational opportunities at the Ellicottville Memorial Library.

Objectives	Date	person	completed
Maintain and enhance a fully interactive library web site.	On-going	Director	
Maintain library happenings article in the local newspaper. Write additional articles as the need arises to publicize events	On-going	Director/Staff	
Provide a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan.	Annually	Director/Board	
Work with local schools to display their artwork, poems, etc. in our gallery area.	On-going	Director	
Develop and publish a brochure to publicize the Norman Rockwell prints	5/2025	Staff	
Create and publicize a monthly newsletter	Monthly	Staff	