



Long-Range Plan 2016-2021

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## **Current Environment**

### **Budget**

- Beekman Library has an operating budget of \$453,200.
- The budget reflects a combination of funding: 414 budget referendum of \$380,000, a contract with the Town of Union Vale for \$26,000 and state aid of \$4,000. The remainder of the budget is derived from a combination of fees and fundraising efforts.

### **Staffing**

- The Beekman Library has one full-time Director and ten part-time employees
- Based on a 40 hour work week, the library has the equivalent of 6.1 full time employees
- The Library is open 50 hours per week including 6 days, 3 nights and Saturdays for 52 weeks a year. It is closed for 6 federal holidays.
- Programs for youth ages birth-high school are our most popular offering. Our current Youth Services programmer works 30 hours per week and conducts on average 15 programs a week

### **Administrative**

- Beekman Library has one full-time director who is responsible for the management of the library including budget controls, personnel, outreach, public relations, collection development, acquisitions, grant writing, technology, marketing, facilities and operations.
- Beekman Library has one twenty-five hour per week assistant director who is responsible for adult programs, technology training, and assisting the director with collection development, grant writing, marketing, outreach and public relations.

## **Technology**

- The library maintains a 4-5 year replacement cycle for its 8 staff computers, 9 public computers, 4 printers, main firewall/server and a shared staff server.
- The library has Wi-Fi service throughout the building and grounds.
- An IT consultant provides network/computer maintenance quarterly and support on an as needed basis.

## **Facility**

- The library building is ten years old and consists of 5,200 square feet of public space and a 5,200 square foot basement that is partially finished (ceiling, HVAC, lighting, and some sheetrock).
- The main public area of the building is a large open space, there is an office for the director, a separate children's room, community meeting room and a staff work/break room.
- The basement is currently used for storage, utilities and book sales.
- There is a deck on the back of the building that is used for staff meal periods but is underutilized by the public.
- The library grounds are owned and maintained by the town.
- The library has a garden/flowerbed area in the front of the building that has recently been improved by a new gardening club. The grounds have received more public use after these improvements.

## **Economic Factors**

- As of the last census, Beekman's unemployment rate is 4.2% vs. 5.9% in the U.S.
- 2.3% of town residents live below the poverty line versus 15.6% in the U.S.
- 60% of the homes in Beekman are valued between \$300,000 and \$499,999
- The median home value is \$347,500.
- 94% of the homes in Beekman are owner occupied.

- 41% of homeowners with a mortgage have household expenses over 35% \* of their income \*(rule of thumb is 28%)
  - The mean household income is \$120,769 and the median is \$94,761
- Source: 2010 Census

## Demographics

- According to the 2010 census the population of Beekman is 14,621
- 51% of the residents are female and 49% male
- 92% are Caucasian.
- The median age is 42.
- 43% list occupation as management, business, science or arts
- 22% list occupation as sales or office work
- The mean travel time to work is 40 minutes versus 26 minutes nationally
- 95% of residents have a high school diploma or G.E.D., 43% are college educated

Source: 2010 Census

## Political Factors

- The library board enjoys open communication with the current town board
- The library serves the residents of the neighboring town of Union Vale that does not have a town library.
- Relations with the Union Vale Town Board have been strained. A contract for services is in effect until December 2018 but future funding from the Town of Union Vale is not guaranteed.
- The library has requested 414 budget referendums since 1998.
- The requested increases and vote results are as follows: New Building\*\* 2% Tax Cap signed into law

DATE	FROM	TO	% Increase	RESULT	YES VOTES	NO VOTES
11-1998	\$82,460	\$156,020	89%	Pass	No Data	No Data
11-2004*	\$156,020	\$295,000	89%	Pass	1,833	1,150
11-2010**	\$295,000	\$407,000	38%	Fail	1,552	1,638
11-2011	\$295,000	\$349,883	19%	Pass	1,435	1,110
11-2013	\$349,883	\$362,129	4%	Pass	1,359	884
11-2015	\$362,129	\$380,000	5%	Pass	1,138	739

Tables of 2014 and 2015 Comparative Library Data

**Comparative Library Data 2014**

<b>GENERAL</b>	POPULATION	SQUARE FEET	HOURS OPEN	FT EQUIV	VISITS
BEEKMAN	14621	5200	50	6.14	44566
EAST FISHKILL	29029	11972	59	12.42	133430
FISHKILL	12608	8650	43	9.51	87510
HP	18183	3296	52	8.4	52902
KENT	13507	10300	49	8.1	84705
LAGRANGE	15730	5751	47	9.7	257934
PATTERSON	12023	7500	50	13.49	69168
PAWLING	8463	3148	50	6.22	67096
PLEASANT VALLEY	9672	4800	53	5.5	75796

<b>FINANCIAL</b>	TOTAL BUDGET	PUBLIC FUNDS	FUNDRAISING	BUILDING \$	MATERIALS \$
BEEKMAN	423572	362129	13102	32014	44397
EAST FISHKILL	927624	854060	0	177606	93954
FISHKILL	512023	507919	0	36237	54469
HP	445160	410524	4648	49675	28855
KENT	599896	574776	13525	56905	70309
LAGRANGE	662286	596521	18523	141833	82777
PATTERSON	837125	783069	4607	77447	65205
PAWLING	433165	390000	11024	34668	24894
PLEASANT VALLEY	401850	360000	11117	43121	74870

<b>MATERIALS/SERVICES</b>	CIRCULATION	HOLDINGS	E-CIRC	COMP USE	PROGRAM ATT
BEEKMAN	81965	36965	4589	7867	10905
EAST FISHKILL	200656	82797		11226	9279
FISHKILL	102145	66843	2558	9866	7977
HP	61734	57081	3303	6570	3988
KENT	99190	63018	3219	10103	9728
LAGRANGE	150086	72577	4746	7889	6595
PATTERSON	68950	37704	3117	23179	10182
PAWLING	56078	41894		8210	8033
PLEASANT VALLEY	123760	68214	1978	8527	5435

## Comparative Library Data 2014 continued

<b>PERSONNEL</b>	<b>DIRECTOR'S \$</b>	<b>START CLERK</b>	<b>START LIB ASST</b>	<b>PERSONNEL \$</b>	<b>DIR % TOTAL BUD</b>	<b>STAFF % TOTAL BUD</b>
BEEKMAN	58504	\$9.25	\$12.00	211303	13.8	49.9
EAST FISHKILL	80801			518658	8.7	55.9
FISHKILL	60000			354451	11.7	69.2
HP	70851			316688	15.9	71.1
KENT	71400	\$10.20	\$14.00	339646	11.9	56.6
LAGRANGE	75000	\$10.00		391507	11.3	59.1
PATTERSON	75931			490077	9.1	58.5
PAWLING	56000			282286	12.9	65.2
PLEASANT VALLEY	70000	\$10.50	\$14.00	243013	17.4	60.5

## Comparative Library Data 2015

<b>GENERAL DATA</b>	POPULATION	SQUARE FEET	HOURS OPEN	FT Equiv	VISITS
BEEKMAN	14621	5200	50	6	43363
EAST FISHKILL	29029	11972	59	12	128644
FISHKILL	12608	8650	43	9	83696
HP	18183	3296	52	9	47267
KENT	13507	10300	49	9	87835
LAGRANGE	15730	5751	47	9	269002
PATTERSON	12023	7500	50	13	74912
PAWLING	8463	3148	50	6	70313
PLEASANT VALLEY	9672	4800	53	5	52469

<b>FINANCIAL</b>	TOTAL BUDGET	PUBLIC FUNDS	FUNDRAISING	BUILDING \$	MATERIALS \$
BEEKMAN	446957	362129	15596	30389	44658
EAST FISHKILL	945578	806124	0	60080	93954
FISHKILL	563601	555036	0	45365	54469
HP	473548	417081	5092	45922	28855
KENT	606184	577017	0	57390	70309
LAGRANGE	679306	607701	0	149568	82777
PATTERSON	814778	783795	901	82178	65205
PAWLING	445639	390000	11172	35174	24894
PLEASANT VALLEY	408111	360000	16434	31004	74870

<b>MATERIALS/SERVICES</b>	CIRCULATION	HOLDINGS	E- CIRC	COMP USE	PROGRAM ATT
BEEKMAN	79383	42957	5851	8406	9337
EAST FISHKILL	200656	87243	10452	10241	12204
FISHKILL	102145	65480	3824	10747	7703
HP	61734	61302	4809	6299	3061
KENT	99190	69372	4666	9550	9926
LAGRANGE	150086	76851	6962	4923	5647
PATTERSON	68950	42121	3604	24251	9314
PAWLING	56078	45250	2268	8281	9855
PLEASANT VALLEY	123760	74029	3511	7929	5106



## Comparative Library Data 2015 continued

<b>PERSONNEL</b>	<b>DIRECTOR'S \$*</b>	<b>PERSONNEL \$</b>	<b>START CLERK</b>	<b>START LIB ASST</b>
BEEKMAN	58,504	222410	\$10.00	\$12.00
EAST FISHKILL	80,000	526776		
FISHKILL	60,000	366911		
HP	72,000	343310		
KENT	72,000	360630	\$10.20	\$14.00
LAGRANGE	75,000	370375	\$10.00	
PATTERSON	77,000	500877		
PAWLING	56,000	299727		
PLEASANT VALLEY	70,000	247184	\$10.50	\$14.00

\*2014 numbers, 2015 not available as of 8/2016

## Community Values and Needs

The following was compiled based on staff and trustee questionnaires, focus group feedback and a community survey.

1. Residents enjoy the small town feel of Beekman. They need places to meet and interact with neighbors through education, recreation and shopping.
2. Residents want their local library to have a larger collection of physical materials.
3. Residents value and need more science, technology, engineering, math and arts programming.
4. Residents value and believe it is essential for their children in particular to participate in hands-on programming.
5. Residents value the rural beauty of Beekman and the access to natural resources the local area provides. They want their children to experience and learn to appreciate nature and the outdoors.
6. Residents are concerned they miss out on some programs and events in town and value multiple forms of communication from both the Town and the Library.
7. Residents believe that the library needs more space for materials, programs and quiet study.
8. Residents recognize the importance of technology in their lives and believe the library is a place for residents to access and learn about technology.

## Mission Statement

The Beekman Library strives to be relevant to all residents and to contribute to the sense of community in the town of Beekman. The mission of the Beekman Library is to provide town residents the library materials and services that meet their needs for lifelong learning, literacy, enrichment, and pleasure.

## Plan of Service

### Community Commons

**Goal:** The Beekman Library will be a place for residents to gather for information, entertainment, education, and a sense of community.

**Objective:** Provide adequate space for large and small meetings, quiet study areas, as well as community space for socialization and discourse.

**Activities:**

1. Work with MHLS to repurpose existing space. 2017
2. Hire architect to draw plans for basement renovation. 2017
3. Start Capital Campaign for expansion project. 2017
4. Install state of the art media center in existing community room. 2016-2017
5. Hire part-time maintenance person to manage building maintenance. 2018
6. Work with BOT to increase funding to support maintenance person 2017
7. Purchase furniture and awning to allow patrons to utilize the deck 2016-2017

**Objective:** Provide programming that meets patron's needs for socialization with their neighbors.

**Activities:**

1. Plan parenting programs, family programs and festivals that foster interaction 2016

**Objective:** Provide residents with the local information they need for themselves and their families.

**Activities:**

1. Collaborate with community organizations, schools and town officials to insure

we are able to respond to needs as they occur and provide residents with the information they need. 2016

2. Bring the library to the places that the community gathers such as sports fields, recreation center, school events, and popular local businesses 2016

## Lifelong Learning & Current Topics & Titles

**Goal:** Beekman residents will have access to materials and programs which stimulate curiosity, expand perceptions, reflect contemporary society and promote independent personal learning throughout their lives.

**Objective:** Materials will be available in sufficient quantities to meet demand and in sufficient formats to address an increasingly technology based marketplace.

### **Activities:**

1. Increase materials budget and shelving space to insure optimal mix of literary and bestselling books, music, and movies that includes a browsing copy 2016-2017
2. Maintain existing holds per title ratio as per MHLS resource sharing standards
3. Maintain three day turn around on new materials
4. Continually weed collections to allow for new and high demand items

**Objective:** Plan programs that meet the needs of the community particularly in the following areas: hobbies, DIY, arts, science, technology, engineering, math and outdoor pursuits.

### **Activities:**

1. Science, technology, engineering, math and arts programs that include hands-on experiences for children of all ages 2016
2. Outdoor programming that encourages an appreciation of nature and encourages community engagement 2017
3. Purchase moveable storage for S.T.E.A.M. materials 2017
4. Add program staff to support S.T.E.A.M. and additional adult programs 2016-2017
5. Work with BOT to increase funding to support additional program staff 2017

## Basic Literacy

**Goal:** The materials, programs and services offered by the Beekman Library will promote early literacy to insure reading readiness for our youngest patrons and digital literacy for patrons of all ages.

**Objective:** Maintain quality of early literacy programs while expanding the number of programs as needed.

### Activities

1. Continue to keep wait list on programs to five or less
2. Hire support staff as needed to assist with early literacy programs 2017
3. Ensure that staff is continually trained on latest developments in early literacy programming
4. Continue to reach out to local daycares, preschools and parents to promote the library's mission of reading readiness

**Objective:** Support residents needs for technology training that allows them to locate the information they need in their everyday lives.

### Activities:

1. Partner with community organizations to insure reach of programs to underserved populations
2. Continue to use various marketing vehicles to insure reach to all residents including non-users
3. Continually expand Maker Space experiences to include up-to-date materials and trends
4. New hires and existing staff must possess or be trained in up-to-date technology skills to assist patrons with their information needs

Activities that do not indicate a target date for completion are activities that have been implemented and need to continue.

