

CENTRAL LIBRARY PLAN
2017 – 2021 (status report: May 1, 2018)

The Central Library Plan describes the services funded by the state aid programs Central Library Development Aid (CLDA) and Central Book Aid (CBA).

The Poughkeepsie Public Library District's Adriance Memorial Library is the Central Library for the Mid-Hudson Library System. As such, the Library's staff provides a variety of supplemental reference and training services as well as circulating non-fiction collections to the member libraries and the correctional facilities.

Element 1 – Digital Collection Development

1. Goal Statement: The Central Library will assist in the provision of a system-wide digital collection will be developed in response to member library needs.
2. Intended Result(s):
 - Member libraries and their patrons will have access to non-fiction adult system-wide digital collections and content that are affordable and cost effective.
 - Member libraries will have coordinated training and promotional opportunities designed to increase usage of database collections and content 3% - 5%, on average, each year.
3. Evaluation Methods:
 - The Central Library in collaboration with the Central Library & Collection Development Advisory Committee will annually review and revise its recommendations for digital collections and content.
 - The Central Library will work with MHLS staff (and/or collections and content vendors) to develop accurate usage statistics.
 - To the extent practical, the Central Library will use PLA's Project Outcome tools to determine patron perspectives on digital collections and content provided with Central Library funds.
 - The average wait time for accessing digital collections and content shall not exceed that for print materials with the goal to be a shorter wait time. The number of maximum holds, determined by the holds ratio, will be reviewed and revised annually.
4. Observed Results to Date:
 - The Central Library meets regularly with the Central Library & Collection Development Advisory Committee. At its meeting on May 15, recommendations for 2019 digital collection development funding will be reviewed and approved for consideration by the Directors Association. The Committee and the Association are committed to at least a six month lead time for calendar year budgets.
 - Most, if not all, member libraries now have and use the OverDrive Advantage Plus purchasing plan which mirrors how local preference is handled in Sierra. With that, local e-purchases in OverDrive are first made available the patrons of the purchasing library. Once the local holds queue is satisfied, the content is then made available to the rest of the system. As with local preference, if a patron makes a request for content owned locally, that patron will be next in line for that specific item once it again becomes available.
 - The combined CLDA/CBA OverDrive content budget for 2018 is currently \$25,794. Of that amount, \$5,336.16 has been spent on 96 units for an average unit cost of \$56.

Element 2 – Public Service Staff Training and Education

1. Goal Statement: The Central Library will provide best practices training in targeted areas of collection development and reference services.
2. Intended Result(s):

- Through Central Library training and education, member library staff will have the skills and understanding to provide effective reference service to patrons.
 - Through Central Library training and education, member libraries will employ best practices in developing their collections.
3. Evaluation Methods:
- The Central Library will publish weekly Tuesday’s Tips (or similar reference tip sheets) for member library staff.
 - The Central Library, in collaboration with the Central Library & Collection Development Advisory Committee, will provide county-level training opportunities at least annually which relate to an element related to professional services focusing on reference and collection development.
4. Observed Results to Date:
- The Central Library has produced 17 Tuesdays Tips, a resource designed to assist member libraries with reference service to patrons on a variety of timely topics.

Element 3 – Collection Management and Use Analysis

1. Goal Statement: The Central Library will provide training and tools for collection analysis.
2. Intended Result(s):
- Member libraries will learn about managing library collections.
 - Member libraries will be provided with data-driven use analysis of collections.
3. Evaluation Methods:
- The Central Library, in collaboration with MHLS staff and the Central Library & Collection Development Advisory Committee, will create and outcomes-based survey which will be provided to every library engaged in either individual or group collection analysis. Feedback will provide guidance to the Central Library on areas of success, necessary improvements, and overall relevance of the service.

4. Observed Results to Date:
- The Central Library has provided each member library with a customized report of its collection in terms of years in the collection and last circulation date. Each library was asked to select one of the reports prepared for their library (see attached). The report options were:
 - i. Geac/10: items created in the Geac system (before 2003) and have not circulated in the past 10 years.
 - ii. 10/10: items created in Millennium/Sierra 10 years ago and have not circulated in the past 10 years
 - iii. 10/7: items created in Millennium/Sierra 10 years ago and have not circulated in the past 7 years
 - iv. 10/5: items created in Millennium/Sierra 10 years ago and have not circulated in the past 5 years
 - Each member library has been asked to at least commit to a thorough review of the their report of items with “Geac/10” status in order to rid the bibliographic database of older information that can occupy needed shelf space for new materials or, in fact, provide serious misinformation.
 - Each member library is asked to use this data as a part of the overall approach to weeding and to not use the data in and of itself.
 - The target is for each member library to complete the weeding project by the fall at which time the Central Library will run the reports again to see how much has been shed from the collective database.

Element 4 – Reference Services

1. Goal Statement: The Central Library will provide supplemental reference support through third-party OPAC enhancements.
2. Intended Result(s): Member libraries will have expanded resources and services to assist member library patrons in the use of the online catalog (OPAC).
3. Evaluation Methods:
 - The Central Library, in collaboration with the Central Library & Collection Development Advisory Committee, will provide supplemental content to the OPAC designed to improve the patron discovery experience.

Element 5 – Delivery

1. Goal Statement: The Central Library will assist in access to local and regional collections through coordinated delivery services.
2. Intended Result(s):
 - Member libraries patrons will received affordable access to materials outside of their libraries.
3. Evaluation Method:
 - Delivery of requested and available items will be, on average, within three (3) days of request.

Element 6 – Supplemental Adult Non-Fiction Collections

1. Goal Statement: The Central Library will provide adult non-fiction materials that supplement member library collections.
2. Intended Result(s):
 - Member libraries will have access to circulating non-fiction materials in high-demand and targeted subject areas not readily available at the local library. Areas of development will be based on a combination of aggregate age of collection area and popularity as determined by documented use.
3. Evaluation Method:
 - Central Library staff will annually prepare usage reports for CBA items purchased the prior year.
 - Central Library staff will annually recommend areas of the aggregate non-fiction collection that should be provided supplemental support by CBA funds.
 - The Central Library & Collection Development Advisory Committee will annually review areas of proposed collection development.

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| <ol style="list-style-type: none">4. Observed Results to Date:<ul style="list-style-type: none">• The Central Library has used CBA funds to purchase 494 items as of April 30, 2018. |
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