

**Palisades Free Library**  
**Long Range Plan of Service 2019-2025**  
**Update February 2024**

- ✓ **Completed**
- **In Progress**
- **Not started**

Goal: Maintain Palisades Identity

- ✓ Created a google sheet to track the positive things people say about the library and staff
- ✓ Published Pots & Pans in Palisades 4<sup>th</sup> edition cookbook
- ✓ Held biannual open houses for the community

Goal: Further our Mission through Partnerships

- ✓ Continued to collaborate with Mighty Five libraries through our summer reading program and other events throughout the year
- ✓ Continued to collaborate with Pick a Reading Partner at the school
- ✓ Emily Nevill, adult librarian, has monthly visits to the Esplanade
- ✓ Partnered with the Palisades Presbyterian Church on Community Conversations
- ✓ Youth Librarian, Jennifer Rolenz, visits Bright Horizons once a month for storytime
- ✓ Developed the South Orangetown Library Coordinated Calendar

Goal: Operate a sustainable, clean, comfortable, and safe facility

- ✓ Upgraded the HVAC system
- ✓ Received Certification in the Green Business Partnership
- ✓ Enrolled in the Sustainable Libraries Initiative
- ✓ Installed outdoor spigot near rain garden
- ✓ Replaced rotting windows in the study area and rotting boards throughout the exterior of the library
- ✓ Installed a handrail at staff entrance
- ✓ Replaced dying arborvitae in parking lot with a fence
- Working with architect to expand children's room and stop basement flooding
- Working with architect to update bathroom for current ADA standards
- Interior and exterior painting
- Replace aging carpeting
- Reorganize staff break room

Goal: Maximize Space

- ✓ Held more outdoor programs such as Winterfest and Springfest
- ✓ Held outdoor movies in the summer
- ✓ Put central bookshelves in the reading room on wheels for more space flexibility
- Working with architect to add more space for local history storage

Goal: Promote Local History

- ✓ Presented local history lectures
- ✓ Local History Committee meets weekly at the library

- ✓ Diana Green recounted her youth in Palisades in a program
- Historic Committee is preparing a finding aid to be published online

Goal: Celebrate Palisades Literary History

- ✓ Local author Cristina Biaggi held a program based on her new autobiography
- ✓ Local author Laura Zaino presented a poetry reading
- ✓ Local doctor Chul Hyun in conversation with Kathryn Shattuck on his memoir
- ✓ Max Ludington presented his latest novel
- ✓ Book displays for local authors
- Shelf talkers for local authors

Goal: Expand digital offerings

- ✓ Purchased Kanopy and Hoopla digital collections
- ✓ Created an online library card application
- ✓ Promoted digital magazines through Libby App
- ✓ Using pay per read model of ebooks to maximize funds
- ✓ Added digital access to Wall Street Journal
- ✓ Purchased Museum Key which will allow patrons to electronically borrow museum passes from all 5 libraries

Goal: Engage Teens

- ✓ Created a Teen Advisory Board that meets monthly
- ✓ Created Teen Subscription Boxes – since discontinued
- ✓ Hosted volunteer activities like Keep Rockland Beautiful clean ups
- ✓ Teens help plan and run events like Winterfest, Springfest, Farm Day, Open House

Goal: Reduce Points of Friction Using the Library

- ✓ Eliminated fines for all materials
- ✓ Implemented automatic renewals
- ✓ Expanded ebook access with Hoopla and more funding for ebooks

Goal: Staff development

- Holding weekly staff meetings for full time staff
- Hold bi-annual full staff meetings
- ✓ Take more advantage of online learning

Goal: Trustee Orientation

- ✓ Created a handout of trustee duties and expectations
- ✓ Director and Board president meet with new trustees for an orientation
- ✓ Review policies every 5 years
- ✓ Trustees participated in 2 hours of training with other South Orangetown library trustees