

# **Mohawk Valley Library System**

## **Central Library Plan of Service CLDA Grant Application for 2020 January 1, 2020 – December 31, 2020**

As the Central Library of the Mohawk Valley Library System, the Hon. Karen B. Johnson Central Library (hereafter, Central Library) of the Schenectady County Public Library System will provide the following services to its member libraries. The plan has been developed by the MVLS Central Library Advisory Committee in compliance with Commissioner's Regulation 90.4 and with Division of Library Development reporting requirements for public library systems. The plan must be approved by the Schenectady County Public Library Board of Trustees and then by the Mohawk Valley Library System Board of Trustees.

As the Central Library for the Mohawk Valley Library System, the Central Library will provide the following services to its member libraries:

	<b>% of Grant</b>
1. The Central Library will provide continuous professional support for the development and maintenance of the Central Library collection of print, non-print and digital non-fiction and foreign language materials, including the selection, expenditure, maintenance and deselection of CBA materials. Member libraries' collection needs will be considered through surveying of subject areas, format, and access characteristics (lending periods, copy quantity, request satisfaction rate, etc.) to address demand.	<b>40%</b>
2. The Central Library will provide access to all adult non-fiction and foreign language collections in print, non-print and digital formats through resource sharing to all MVLS member libraries. Quantity and access characteristics will be considered to address demand.	<b>15%</b>
3. The Central Library will provide professional guidance to member libraries on the development and maintenance of their library collections through an annual workshop, and professional consultation on an as needed basis. The Central Library professional staff will provide or arrange two annual professional development opportunities for Mohawk Valley Library System member libraries based on an annual survey of the needs of member libraries, including, but not limited to digital literacy, reader's advisory, programming, collection development, customer service, and safety. Member libraries' professional development needs will be considered through surveying. In addition, the Central Library staff will identify and share new and emerging trends in our profession with member library Directors.	<b>10%</b>
4. The Central Library will provide information services to benefit member libraries seven days a week, for a total	<b>20%</b>

number of sixty-four hours per week. Sunday hours of operation will ensure that library users throughout the Mohawk Valley Library System will have seven day a week access to library services, resources and programs.

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| 5. The Central Library will provide a wide variety of educational, informational, and cultural programming that is free and open to all MVLS member library patrons. Information about upcoming programs will be shared in a number of formats, including a digital pdf to MVLS library directors. | <b>5%</b>           |
| 6. The Central Library professional communication staff will provide training and assistance for the promotion of member libraries information services, resources, and programs via the member libraries website, print content, and social media.  | <b>10%</b>          |
| 7. The Central Library Services Committee will design and conduct an annual library survey or feedback session for member libraries in order to gauge member library staff's knowledge of and satisfaction with the services and resources which the Central Library provides.                     | <b>N/A</b><br>_____ |

<b>2020 Grant Amount: \$99,322</b>	<b>100%</b>
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2020 Activities

- SCPL & MVLS will work with the members and public to develop a new plan for system-wide e-resources to be finished by spring 2020.
- SCPL will provide the Central Library Services outlined in 1,2,4 and 5 above
- SCPL will provide two workshops for MVLS member library staff and/or trustees.
- SCPL will provide MVLS libraries with access to marketing and customer assistance expertise and will share information and new professional development ideas.

**Date Grant Submission Approved by SCPL Board of Trustees: 1/23/2020**

**Date Grant Approved by MVLS Board of Trustees: 1/16/2020**