



Connecting Public Libraries in
Cayuga, Cortland, Seneca, Tioga,
and Tompkins Counties



Finger Lakes Library System & Tompkins County Public Library Central Library Plan of Service January 1, 2022 - December 31, 2026

INTRODUCTION

The Central Library Plan of Service outlines the services the Central Library supplies to the members of its Public Library System. These services are funded by Central Library Development Aid (CLDA) and Central Library Services Aid (CLSA) which are New York State aid programs.

Tompkins County Public Library (TCPL) is the Central Library for the Finger Lakes Library System (FLLS), serving libraries and users in Tompkins, Tioga, Cortland, Seneca and Cayuga counties. It is located in Ithaca, NY and serves the 101,000 residents of Tompkins County. In its role as Central Library it provides collections and services to all of the 33 member libraries within this five-county service area.

STANDARDS FOR CENTRAL LIBRARIES

Central Library Services are mandated as per *8 CRR-NY 90.4 Standards for Central Libraries*:

- The local expenditure for the support of the Central Library is more than 3 dollars per capita.
- The Central Library is open to the public at least 55 hours per week.
- The Central Library employs at least two full-time professional librarians.
- Library materials acquired with State aid are located in the Central Library.
- The Central Library collection of adult nonfiction is physically assembled to provide maximum use of the collection by residents of the area served by the system.*
- The Central Library provides information service and bibliographical assistance to residents of the system service area.
- The materials acquired are adult nonfiction or foreign language materials.*

*As the Central Library, TCPL receives Central Book Aid (CBA) funds every year to purchase materials on behalf of the member libraries. As of this writing, CBA will be replaced by Central Library Services Aid (CLSA) which expands the types of materials that can be purchased. This adjustment has passed the New York State Legislature, but has not been signed into law by the new Governor.

ELEMENTS OF THE PLAN

Element 1 - Collection Development

Goal Statement:

The Central Library will provide a collection of resources for a variety of age groups in a variety of formats for use by all residents of the Finger Lakes Library System.

Intended Results:

Library users will have their informational needs met through access to the Central Library materials collection.

The Central Library staff, Finger Lakes Library System, staff, and the FLLS Directors Advisory Council will continually and jointly:

- Evaluate the usefulness of the CLSA and funded resources.
- Monitor and continually improve ways for member library input concerning CLSA collection needs.
- Improve the visibility and encourage greater use of the Central Library collection by member library staff and patrons.

Evaluation Methods:

The Central Library and FLLS staff will meet on a regular basis at joint department head meetings to analyze circulation and intralibrary loan (loaning amongst the members) statistics. A survey will be conducted of member libraries about their usage of CLSA resources and will be examined jointly by the Central Library staff and FLLS staff.

Element 2 – Professional Development for Member Libraries’ Staff

Goal Statement:

Educate member library staff concerning reference resources and techniques, new library trends, new services, and opportunities for community collaborations. The Central Library strives to be the leaders in developing and helping the member libraries with these services and opportunities.

Intended Results:

The member library staff will be better prepared to assist library users and their communities with their informational needs.

The Central Library will help with the identification, sharing and implementing of policies to help member libraries remove barriers for access, resulting in stronger member libraries and increased library usage.

The Central Library will support and advise members to help them increase library visibility and develop community partnerships.

Evaluation Methods:

The Central Library and Finger Lakes staff will create and conduct a survey to analyze member libraries needs for new library services and trends. The Central Library will update members and present new trends during the Finger Lakes Library System Directors meetings. Central Library and Finger Lakes staff will work together to provide continuing education opportunities to member libraries on these topics.

Element 3 – Communication with Member Libraries**Goal Statement:**

The Central Library will inform member libraries about their services and functions on an on-going basis.

Intended Results:

Member library staff will be knowledgeable about, and prepared to use, the Central Library Services available to them and their community.

The Central Library will have a portion of their web site identifying Central Library Services, resulting in increased knowledge of their services to the member libraries. This information will also be shared via print materials.

The Central Library and Finger Lakes will schedule a system meeting every other year on the topic of Central Library Services to bring increased awareness of their services to the member libraries.

The Central Library will schedule a brief overview at regular Finger Lakes Library System Directors meetings.

Evaluation Method:

The Central Library and Finger Lakes staff will analyze responses on the Central Library meeting evaluation forms from participants. Central Library staff and Finger Lakes staff will meet on a regular basis during joint department head meetings to evaluate and improve services.

Approved by the Tompkins County Public Library Board of Trustees September 28, 2021

Approved by the Finger Lakes Board of Trustees September 29, 2021