



**“Libraries Change Lives”**  
Minerva Free library will enrich our community thru shared experiences and providing resources to enhance people’s lives.

## 2022-2025 Long Range and Short Term Plan

Minerva Free Library

Prepared by 2021 Board Members:

Beth Armes	Board President
Shellie Williams	Library Director
Elizabeth Meeder	VP Trustree
Darlene Barney	Trustee
Judy Warren	Trustee
Carol Chase	Trustee
Krista Rhebergen	Trustee
Lorraine?	Trustee
Cindy Sears	Asst Library Director

## Our Mission

The Sherman Minerva Free Library will serve all community members by providing educational enrichment programs for all ages and by making all types of books, knowledge, and resources available to help patrons achieve their goals and open their mind to new ideas.

## Our Vision

- Share books and stories so people can travel to new places, learn new things, and gain stimulating experiences that will enrich their lives
- We want the community to have a shared place to meet; form relationships; learn new things; and realize there are more options than you think to satisfy your thirst for knowledge
- We want event programming and classes, like computer classes for Senior Citizens, to learn new skills and get the most out of life long learning
- Provide virtual and in-person adult education classes without huge cost or travel burden
- We would like community clubs to feel at home and use the building as a resource
- Encourage a book club to create active discussion and engage minds that influence society and engage people to work together across different age categories.
- We would like to provide technology and STEM learnings to increase and stimulate knowledge and love of math and science
- We would like to support Sherman Central School with after school programming and parents looking to enrich their children's lives and education; support homeschooling curriculum, pre-schooling programs, and high school programming
- We would like to support the Amish community with access to both technical resources and books/learning materials.
- We want a safe place for kids to experience and learn in
- We want safe access to wifi for the community for both personal, educational and professional reasons

## Our Short Term and Long-Range Goals

Objective	Short & Long Term Goals	Strategy
<b>Help young children (2-6) get school ready</b>	<p>FY22: Influence 10 children's skill development to prepare for school</p> <p>3Yr Goal: Robust curriculum set up for school ready program.</p> <p>Measure: 10 children attend 5 events</p>	Develop gross motor skill play area to encourage young kids to develop school ready skills
<b>Inspire reading for pre-k thru 6<sup>th</sup> grade.</b>	<p>FY22: Have 10 children/week attend the program. Side benefit is parents and siblings take advantage of the library services.</p> <p>3Yr Goal: 2 reading programs for younger and middle school</p> <p>Measure: # of books checked out/month</p>	After School Reading Program from September to May.
<b>Inspire learning and knowledge for teenagers.</b>	<p>FY22: Create a safe space for teenagers to use technology services. Show teenagers that the library is more than just books.</p> <p>3Yr Goal: Sustainable programming including focus on Life Survival Skills (Home Ec.)</p> <p>Measure: 5 teenagers attend. 2 events/year</p>	<p>Install outdoor learning area to encourage teenagers to hang out in a safe, lighted spot.</p> <p>Game night with Garrett or social night Murder mystery event? Escape Room? March Madness Reading Tournament</p>
<b>Serve Adult Community Members with access to books, technology and resources to meet their personal, educational, and professional goals.</b>	<p>FY22: Provide Wifi services, Interloan and Library Services from CCLS. Provide computer/printer/copier/fax services</p> <p>3Yr Goal: Grow to 1000 materials circulated</p> <p>Measure: # of materials circulated or logons into computer. # of people utilizing services and ratio to # of library cards</p>	<p>Adult Book Club</p> <p>Administration &amp; Management Services</p>
<b>Provide support and enable outreach clubs and organizations to reach their objectives.</b>	<p>Support 2 clubs and help them access resources and building utilization.</p> <p>Long Range: 5 clubs</p> <p>Measure: # of clubs using the library</p>	<p>MOPS? Boy Scouts?</p>

# Renovation and Modernization of the Building & Equipment

## **Key Target**

Sherman will be celebrating the 200<sup>th</sup> Anniversary of the Town (Settled in 1823; Founded in 1924). We would like to have our modernization/renovations done in time for a Grand Re-Opening Ceremony to be held as part of this celebration in 2024.

## **Executive Summary**

Renovate and modernize the library by providing a new kitchenette, new outside patio area, new children's area, improved racking and circulation desk to house resource materials and facilitate library services.

## **Phase I: New Kitchenette**

The current kitchen is located in the back corner of the building and not conducive to use by either staff or patrons. The current kitchenette location is taking up prime space that could be utilized for media/book presentation. The kitchenette sink does not work properly and the cabinets have deteriorated and not designed well to



support event programming. A new kitchenette will be designed to support staff, patrons, and both fundraising and learning programming events. It will be re-located at the same time the main floor is re-configured to support a new children's area and better flow pattern for patron use. This will support after-school reading programs and teen/children events that are planned to draw the community into the library to better use the resources available.

This kitchenette will be composed of a new sink, new cabinets, microwave, mini-refrigerator, and coffee/tea machine. It will be approximately It will be located closer to the bathroom which will take advantage of the

plumbing infrastructure and will be closer to the new children's area to support patron/staff use.

This new coffee/tea bar will encourage patrons to use this as a meeting space and encourage more visits to the library. It will make it easier for children, teens, adults to use for a variety of purposes. This kitchenette will be 5' x 25" and be custom built into the side wall to maximize floor space.



This picture shows location of the new kitchenette. The bookcase and cabinet will be removed and new sink placed under the window with the counter to the left. The bookcase to the right will be relocated as part of the new children's area where we are re-configuring the bookcases to accommodate this new design.

This will help us attract more children and teens to the library with a modern area with modern conveniences.

The door is in the back which will let us take advantage of the plumbing infrastructure and be closer to the bathroom for sanitary reasons.

**KITCHENETTE BUDGET**

Items	Cost	Contractor or Supplier
New cabinets, laminate counter top	\$2,000	Johnson & Johnson Contractor (bid) Will also bid: Pete Leslien/Fairview Wood Working
Plumbing, sink	\$2,000	Johnson & Johnson Contractor (bid) Will also bid: Ron Plumbing Contractor
Microwave/Mini Fridge/Coffee-Tea Machine	\$ 500	Amazon or Home Depot after looking for economical appliances
<b>Total</b>	<b>\$4,500</b>	

## **Phase II: Improve Drainage and New Patio Area**

Roof eaves troughs are draining right next to the foundation allowing water to migrate into the basement floor. This is causing extensive deterioration and affects the life of the building. As we were looking to solve this problem, community requests came in to create a better outdoor space for patrons. This will allow them to use the wifi and encourage outdoor reading programs. This is especially important in a COVID-19 environment for those patrons that prefer outdoor spaces. By building a new patio area, we can solve both drainage issues and provide a valuable meeting space for the community into one project. The patio will be right behind the sign and installed as we install the new drainage system.

Project scope includes removal of the bushes and extending drainage for eavestrough out 8' away from the building to eliminate water from migrating through the basement walls. Drainage will be buried underground and will be properly prepared with 2-3" of washed stone to ensure longevity. At the same time, we will excavate 5" down to install a 4", 20' x 20' stamped concrete patio area for outdoor learning space. This stamped patio will be sloped slightly away from the building and ensure proper ground preparation to facilitate water drainage away from the building. This will require the deteriorated wooden sign to be replaced and moved further away from the building. This sign will be replaced with a weather proof (marble or granite) sign that blends well with the historic building façade.



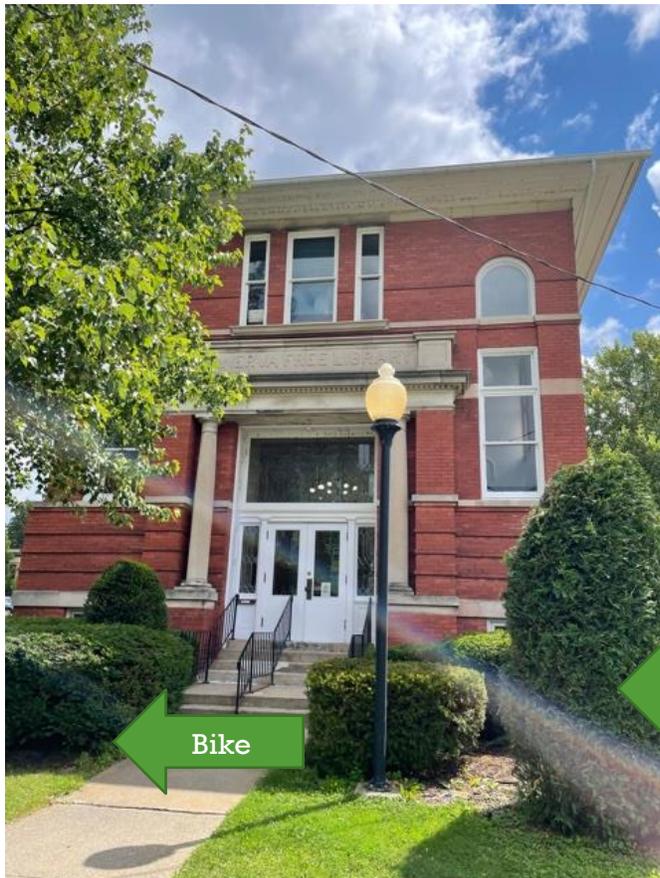
Bad Location to drain water from the roof top



Location of new patio area as the shrubs get pulled out and new 20'x20' patio fixing drains at

**DRAINAGE & PATIO BUDGET**

Items	Cost	Contractor or Supplier
Drainage & Excavation Work and 20' x 20' concrete patio	\$4,500	Johnson and Johnson Contracting (bid) Get quotes from Eire Contractor and 1 other
New Sign	\$3,000	Not included in grant request
Landscaping and shrubbery	\$ 500	Not included in grant request
Bicycle parking rack	\$ 500	Not included in grant request
Bench	\$ 500	Not included in grant request
<b>Total</b>	<b>\$9,000</b>	<b>Total</b>
<b>Original Grant Request</b>	<b>\$4,500</b>	



Imagine a new concrete patio to the right of the door with landscaping that is easier to maintain. Drains coming off the building will be underground to prevent tripping hazards.

To the left, imagine bike rack to the left with a bench under the tree. This also will have minimal, low maintenance landscaping.

Bike

New Patio

### **Phase III: Children's Area**

#### ***Scope of Work:***

Construct a semi-circle area against the North Wall to take advantage of the windows/and natural ability to build seating nooks to construct a children's area that is conducive to children programming. This includes new carpet for sanitary reasons.

<b>Items</b>	<b>Cost</b>	<b>Contractor or Supplier</b>
Built in Bookcase		
2 – Semi circular bookcases on wheels	\$6,000	
Carpet		Need to get info
Built in bookcases	\$2,000	
Cushions and 4 bean bags	\$ 400	

### **Phase IV: Circulation Desk**

#### ***Scope of Work:***

New circulation desk designed for both administrative work and library duties. Includes a computer station for checking books in/out. ....

<b>Items</b>	<b>Cost</b>	<b>Contractor or Supplier</b>
Curved circulation desk	\$5,000	Pete Leslien/Fairview Wood Working

### **Phase V: Magazine Rack and DVD Media Racks**

#### ***Scope of Work:***

Purchase 1 DVD/Media Rack and 1 Magazine rack for holding resources in a better space saving design. Build 1 small table to be used in children's area.

<b>Items</b>	<b>Cost</b>	<b>Contractor or Supplier</b>
1 DVD/Media Rack	\$1,500	The Library Store
1 Table	\$1,500	
1 Magazine Rack	\$ 500	

**Phase VI: Book Case Configuration Change**

***Scope of Work:***

How many do we keep? Do we buy any new or is this just reconfigure?  
Do we keep the oak bookcases or sell them to buy furniture that will fit better?  
How do we downsize some of the materials, like resource books that are slow moving.  
What do we put upstairs?

Items	Cost	Contractor or Supplier

**Phase VII: New Windows**

***Scope of Work:***

Current windows are hard to open and need replaced with modern windows, window treatments and ....what about solar energy panels on roof of building? Use of tinted windows to prevent solar into building??

Items	Cost	Contractor or Supplier

**Short Range Maintenance List:**

**Outside:**

1. North water gutter end piece that is bent
2. Sills need white painted on upper exterior windows
3. Screen repair on South side window
4. Brick eventually needs cleaned and re-grouted (FY23/24)

Inside:

5. Window Sills need polyurethane to protect from heat/sun exposure
6. Carpet needs replaced on ground floor
7. Electrical conduit in furnace room needs removed from floor level
8. Pipe basement dehumidifier into drain
9. Handrail needs secured going into basement
10. Need to scrape and paint basement area
11. Bathroom sink and kitchen faucet does not work properly.
12. ADA Accessible 2<sup>nd</sup> Floor: Install chair lift to allow ADA access to 2<sup>nd</sup> floor.  
Install security/monitoring cameras inside and outside.