

## Long Island Library Resources Council

### Five-Year Plan of Service

July 1, 2001 – June 30, 2006

#### Section 1: BASIC INFORMATION

- a. **Name of System:** Long Island Library Resources Council
- b. **Address:** Melville Library Building, Suite E5310  
Stony Brook, NY 11794-3399
- c. **Phone Number:** (631) 632-6650
- d. **FAX Number:** (631) 632-6662
- e. **E-mail address:** [hbiblo@lilrc.org](mailto:hbiblo@lilrc.org)
- f. **URL:** <http://www.lilrc.org>
- g. **Date of Establishment:** 1967  
**Absolute Charter Date:** 6/25/71
- h. **Public library systems only:** N/A
- i. **System Service Area:** Square mileage: 1,198  
Population: 2,609,212
- j. **Type of System:** 3R's Council (multi-type library system)  
Reference and Research Library Resources System
- k. **Minimum staffing requirements:** (list all staff required by regulations)  
Executive Director (Commissioner's Regulations §90.5)
- l. **List of members:** Attachment 1 – List of System Members

#### Section 2. GOVERNANCE

- A. **Bylaws:** Attachment 2 – System Bylaws  
Attachment 3 – Fees/Dues Structure
- B. **Organizational chart:** Attachment 4 – System Organizational Chart

### **Section 3 Description of member input on policies**

LILRC's advisory committees play an active role in the Council's policies and programs. The committees are: Conservation and Preservation, Continuing Education, Documentary Heritage, Government Information, Interlibrary Loan, Legislative, Regional Automation, Resource Sharing, Serials, Services to Health Sciences Libraries, and the Annual Conference Committee. Senior members of LILRC staff serve as liaison to the committees. Committee minutes are distributed regularly to the Board of Trustees.

During the past two years, the Strategic Planning Committee (SPC) composed of several members of the Board of Trustees, prepared a Mission Statement and a statement of Goals and Objectives. As part of their work, the SPC met with the chairs of the committees. These meetings proved so fruitful, it was decided to make them an annual feature of LILRC's schedule. LILRC's Annual Meeting provides a forum for member input. The Regional Automation Committee held public hearings at the beginning and toward the end of preparing the five-year plan.

Council staff encounter members at various non-Council venues as well, such as meetings of public library system directors, school library systems councils, county library associations and their various divisions, Special Libraries Association, Association of Research Libraries, Medical Library Association. These informal encounters also result in members advising on policies.

*All committees are advisory in nature. However, all committees plan and execute continuing education programs within their areas of interest.*

*In addition to this role, the Regional Automation committee advises and recommends to the Board of Trustees the annual budget of the RBDB program. The committee reviews the applications for the special grant and recommends an award to the Board of Trustees. The committee develops the five-year plan and recommends adoption to the Board of Trustees.*

*The Hospital Library Service Program (HLSP) committee advises and recommends to the Board of Trustees the annual budget of the HLSP program. The committee determines the nature of the regional projects to be included in the budget. In their area of concern the committee advises the Board of Trustees in the development of the five year plan of service.*

### **Section 4. Description of planning, evaluation and revision process.**

#### **A. Plan development**

Preparation of this Plan of Service coincided and overlapped to a great extent with the work of the Strategic Planning Committee (see above section). Member libraries were apprised of the work of the SPC and invited to contribute their input. Early drafts of the Mission Statement and Goals and objectives documents were discussed in the committees; committee suggestions were brought back to the SPC and incorporated into the final documents as appropriate.

Because the SPC was in the process of concluding its work, system staff had access to the current information that served as the basis for the SPC documents. Each committee had reviewed and revised its charge and, in many cases, its own long-range plan of activities. Evaluations from workshops were also considered in developing the plan.

The five-year plan was constructed by system staff, in consultation with the Strategic Planning Committee, the Committee chairs, and the Board of Trustees.

## **B. Evaluation**

Each committee will be asked annually to assess its part in fulfilling the five-year plan.

A survey will be conducted at the halfway mark to determine whether the Council's customers are satisfied with LILRC's services; these responses will be used to reshape the second half of the cycle, as appropriate. A survey will be conducted toward the end of the period, and will serve as the basis for the next planning document.

*All committee chairs meet together annually. Prior to this meeting, members of each committee will be asked to assess prior activities. The responses will be brought by the committee chairs to the annual meeting.*

## **C. Amendment process**

The Plan of Service will be amended as appropriate if annual assessments reveal a need to modify goals and objectives or activities and programs.

## **D. Approval process**

*The Council's Plan of Service was distributed to all member libraries with a request for comment. The window of opportunity was four weeks. The Board of Trustees then approved the Plan of Service for submission to Library Development.*

## Long Island Library Resources Council Plan of Service

Reference and Research Library Resources System Plan of Service  
*Section 5 – Mission Statement, Goal Statements, Activities and Intended Results*  
Five-Year Library System Plan of Service, July 1, 2001 – June 30, 2006

Mission Statement (Complete text enclosed)	<p><b>The Long Island Library Resources Council (LILRC) is a multi-type library membership organization that fosters and enhances resource sharing and other cooperative activities among diverse libraries in Nassau and Suffolk counties. An organization chartered and funded by the State, LILRC is also committed to working with library systems and associations in the region and throughout New York, and with the Division of Library Development of the New York State Education Department, to further its goals.</b></p> <p><b>The Council informs members about technological, legislative, political, social, cultural and other developments as they affect libraries. It provides continuing education opportunities and enables member libraries to take advantage of cost-effective means of accessing information resources to better serve their constituencies.</b></p> <p><b>Active committees, composed of library and Council staff members, assure wide participation in LILRC activities and development of programs pertinent to the needs of the membership. LILRC assumes an advocacy role in representing to the Legislature, the business community, and the public at large the value and services of all types of libraries.</b></p>
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NOTES: Entries *in italics* refer to elements of the Five-Year Automation Plan

	Elements	Goal Statement(s)	Activities	Intended results
		Provide year by year goal(s)	Provide year by year description	Provide year by year description
I	<b>✓Resource sharing</b> <ul style="list-style-type: none"> <li>Cooperative collection development</li> <li>Delivery</li> <li>Interlibrary loan</li> <li>Other</li> </ul>	<b>2001-2</b> Improve cost effective access to information, including interlibrary loan and other forms of resource sharing.  Establish regional standards for interlibrary loan activities.	Investigate methods of electronic interlibrary loan processing and delivery. <i>(Also AP 1.3)</i>  <u>Explore online real-time web-based products. (AP 1.1)</u>  Revise ILL manual	<b>Options for improved cost effective access to information.</b>  <i>Develop real-time products for online implementation.</i>  ILL manual revised to reflect new protocols.
		<b>2002-3</b> Continue to provide cost	Analyze and test results of Year 1 investigation.	Decision on how to implement

		effective access to information.	<i>Continue to negotiate cooperative or discounted purchasing arrangements for electronic resources for member libraries. (AP 3.1)</i>	electronic interlibrary loan. Access to greater number of electronic resources.  <i>Member libraries will continue to benefit from cost effective access to information resources.</i>
		<b>2003-4</b> Continue to provide cost effective access to information	Implement procedures for electronic interlibrary loan.	Greater number of electronic resources provided to more LILRC member libraries
		<b>2004-5</b> Provide comprehensive cost effective access to electronic resources	Develop further cooperative purchasing of electronic resources.	Improved and expanded access to electronic materials available to libraries in the region.
		<b>2005-6</b> Enhance resource sharing through use of enhanced virtual union catalog and library.	Expand digital document delivery in the region via virtual union catalog.	Improved resource sharing and greater availability of materials to libraries.
II	<b>✓Technology services for member libraries and library systems (e.g. Regional/Virtual/ Union Catalog)</b>	<p><b>2001-2</b> Enhance and upgrade means of access to three essential tools</p> <p><u>Focus on standards compliance in technology (AP 1.2)</u></p> <p><i>Enhance Long Island's Virtual Union Catalog based on Z39.50 protocols. (AP1.5)</i></p>	<p>Expand libraries' participation in virtual union catalog. Analyze and develop plans for upgrading LILRC's web site and for making the online union list more responsive to the needs of the users. <i>(Also AP 1.4, 1.5, )</i></p> <p><u>Support purchase of ISO 10160/10161-compliant services and features.( AP 1.2.1, 1.2.2)</u></p> <p><i>Increase number of academic libraries participating. Introduce public library systems and school library systems.</i></p>	<p>Improved access to virtual union catalog, LILRC's web pages, and the <u>Long Island Union List of Serials.</u></p> <p><i>Online operations will be compliant with accepted standards</i></p> <p><i>Expanded virtual union catalog will be available.</i></p>

		<u>Upgrade LILRC web site.</u> <u>(AP 1.4)</u>	<i>Work with staff and with representatives from standing committees to develop full-featured web site.</i>	<i>LILRC will be represented by web site with search engine, active server pages, links to resources, committee reports, and other relevant information</i>
		<b>2002-3</b> Continue to enhance and upgrade access to the three essential tools.	<p>Continue to add libraries to the virtual union catalog. Maintain and improve LILRC's web site and the union list of serials.</p> <p><u>Continue to maintain technological standards and to increase access to a wide range of electronic resources and to maintain active web site.</u></p> <p><i>Seek to fund staff position to provide consultation and support for Z39.50, Circulation Interface Protocol (CIP), and ISO 10160/10161 services.</i> (AP 1.2)</p>	<p>Improved access to the virtual union catalog, LILRC's enhanced web site, and the union list of serials.</p> <p><i>Online operations will expand, and will be in compliance with accepted standards.</i></p> <p><i>Technical expertise will be available to implement and maintain standards.</i></p>
		<b>2003-4</b> Expand access to local specialized collections.	<p>Assess potential contents of digitization project.</p> <p><u>Continue to maintain technological standards and to increase access to a wide range of electronic resources and to maintain active web site.</u></p>	<p>Access provided to local specialized materials.</p> <p><i>Online operations will expand, and will be in compliance with accepted standards.</i></p>
		<b>2004-5</b> Enhance and expand virtual union catalog, web site, digitization of special collections.	<p>Add libraries to virtual union catalog, upgrade web site, digitize additional special collections.</p> <p><u>Continue to maintain technological standards and to increase access to a wide range of electronic resources and to maintain active web site.</u></p>	<p>Improved access to library materials and services.</p> <p><i>Online operations will expand, and will be in compliance with accepted standards.</i></p>

III	<p>✓ <b>Identify special client group needs and the means for meeting them.</b></p> <ul style="list-style-type: none"> <li>• <b>Hospital Library Services (HLSP)</b></li> </ul>	<p><b>2001-2</b> Enable libraries to provide cost effective access to current authoritative medical resources.</p> <p>Increase competencies of staff of HLSP members by providing programs and resources that enhance skills and knowledge.</p> <p>Develop a more informed and active membership and promote active participation in committees.</p> <p><b>Awareness and advocacy:</b> Monitor and respond to legislative and regulatory matters that affect health sciences libraries; encourage support of health sciences libraries within their home institutions; promote awareness of HLSP among the library community; promote involvement of health sciences librarians in professional associations at all levels.</p>	<p>Arrange consortial subscription to MD Consult for HLSP member libraries.</p> <p>Promote activities that support AHIP accreditation of HLSP members such as annual MLA accredited CE program, and journal club participation.</p> <p>Develop a web site for the HLSP to include membership directory, online tutorials, help/contact directory, online forms, etc.</p> <p>Develop packet of information for all committee members, outlining committee's mission, goals and objectives, ongoing projects, and the committee's role within the LILRC organizational structure.</p> <p>Coordinate with regional groups on lobbying activities focused on health sciences libraries.</p> <p>Develop web links to MLA chapter and national advocacy sites; link with state and federal legislators representing Long Island; maintain contact with representatives on committees relevant to the health sciences.</p> <p>Help libraries develop skills and materials to</p>	<p>Hospital libraries will have improved access to authoritative medical information.</p> <p>Increased participation in AHIP and improved competencies.</p> <p>Well-developed and utilized web site.</p> <p>Annual distribution of information packet to committee members.</p> <p>Effective body of library advocates and supporters mobilized to act on legislative, regulatory, and public relations matters.</p>
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			<p>improve visibility within their home institutions.</p> <p>Promote awareness of the HLSP and its members through continued publication of the LILRC Healthline.</p>	
		<p>2002-3 Enable libraries to provide cost effective access to current authoritative medical resources.</p> <p>Increase number of HLSP libraries that have OPACs and develop virtual union catalog connecting all OPACs.</p> <p>Develop circuit rider program to assist HLSP member institutions to meet NY State standards for qualified medical staffing.</p> <p>Increase competencies of staff of HLSP members by providing programs and resources that enhance skills and knowledge.</p> <p>Develop a more informed and active membership and promote active participation in committees.</p> <p>Awareness and advocacy goals, activities and intended results continue.</p>	<p>Explore additional consortial subscriptions to digital resources for HLSP member libraries.</p> <p>Increase number of libraries using DOCLINE.</p> <p>Investigate grants and other alternative funding sources and examine model OPACs.</p> <p>Develop a written plan.</p> <p>Continue to provide and promote regional availability of MLS teleconferences.</p> <p>Develop electronic discussion list for HLSP concerns.</p>	<p>HLSP libraries will have access to greater quantity of digital resources.</p> <p>Greater number of document delivery requests sent and filled via DOCLINE.</p> <p>List of potential funding sources and written comparison of model OPACs.</p> <p>Written planning document.</p> <p>Offer MLA teleconferences regularly with progressively increasing attendance.</p> <p>Active electronic discussion list facilitating improved communication among LILRC and HLSP members.</p>



		<p><b>2003-4</b> Enable libraries to provide cost effective access to current authoritative medical resources.</p> <p>Increase number of HLSP libraries that have OPACs and develop virtual union catalog connecting all OPACs.</p> <p>Continue to develop circuit rider program.</p> <p>Increase competencies of staff of HLSP members by providing programs and resources that enhance skills and knowledge.</p> <p>Develop a more informed and active membership and promote active participation in committees.</p> <p>Awareness and advocacy goals, activities and intended results continue.</p>	<p>Prepare online tutorials and web page content about document delivery, consortia, and interlibrary loan procedures in the region.</p> <p>Secure funding and select a vendor.</p> <p>Develop and market a proposal to potential HLSP participating institutions.</p> <p>Create directory of program participants willing to provide assistance in their area of expertise to program colleagues.</p> <p>Increase familiarity with and awareness of members' libraries through site visits and tours, web page features on member libraries, and rotating meetings of the HLSP committee.</p>	<p>Information and instructional material available on HLSP web page.</p> <p>Submission of grant proposals and written vendor agreements.</p> <p>Revised plan incorporating input and commitments of support from potential participants and other appropriate institutions and organizations.</p> <p>A help/contact directory will be compiled, distributed, and updated periodically.</p> <p>Improved awareness of the various library settings, problems, issues and strengths, resulting in a more effective committee and membership.</p>
		<p><b>2004-5</b> Enable libraries to provide cost effective access to current authoritative medical resources.</p> <p>Increase number of HLSP libraries that have OPACs and develop virtual union catalog connecting all OPACs.</p>	<p>Explore and implement additional consortial subscriptions to electronic resources.</p> <p>Purchase and install requisite hardware and software and initiate implementation of OPACs.</p>	<p>Hospital libraries will have improved access to authoritative medical information.</p> <p>Several installed OPACs.</p>

		<p>Develop circuit rider program to assist HLSP member institutions to meet NY State standards for qualified medical staffing.</p> <p>Increase competencies of staff of HLSP members by providing programs and resources that enhance skills and knowledge.</p> <p>Develop a more informed and active membership and promote active participation in committees.</p> <p>Awareness and advocacy goals, activities and intended results continue.</p>	<p>Implement pilot project.</p> <p>Enhance HLSP web page to include online tutorials or links to existing tutorials.</p> <p>Continue frequent communication with staff of HLSP member libraries.</p>	<p>Pilot project document and a working program.</p> <p>Online tutorials or links to them will be incorporated into the HLSP web site.</p> <p>Informed, committed and supportive membership.</p>
		<p><b>2005-6</b> Enable libraries to provide cost effective access to current authoritative medical resources.</p> <p>Increase number of HLSP libraries that have OPACs and develop virtual union catalog connecting all OPACs.</p> <p>Evaluate circuit rider project.</p> <p>Develop a more informed and active membership and promote active participation in committees.</p> <p>Awareness and advocacy goals, activities and intended results</p>	<p>Explore and implement additional consortial subscriptions to electronic resources.</p> <p>Continue implementation of OPACs and participation in virtual union catalog and evaluate the project.</p> <p>Evaluate pilot project and make recommendations for the future of the project.</p> <p>Continue frequent communication with staff of HLSP member libraries.</p>	<p>Hospital libraries will have improved access to authoritative medical information.</p> <p>More installed OPACs and established virtual union catalog. Written evaluation of the project.</p> <p>Written evaluation of pilot project and recommendations.</p> <p>Informed, committed and supportive membership</p>

		continue.		
	<p>✓ <b>Identify special client needs &amp; the means for meeting them, cont.</b></p> <ul style="list-style-type: none"> <li>• <b>Documentary Heritage Program</b></li> </ul> <p><b>These goals are in accordance with the DHP Committee's Five-Year Plan, which follows the New York State mandates for the DHP.</b></p>	<p><b>2001-2</b> Advise and assist in reporting information concerning historic records to statewide and national databases.</p> <p>Provide advice and assistance in developing and strengthening historical records programs.</p> <p>Promote coordinated documentation planning.</p> <p>Continuing education: emphasize training in historic record management techniques.</p> <p>Increase public awareness of the value and uses of historic materials.</p>	<p>Update Historic Documents Inventory database for LILRC and New York State Archives databases.</p> <p>Create template to digitize finding aids for Long Island historic records and other special collections.</p> <p>Provide advisory services and assistance as needed for general questions and requests for assistance. Regional Archivist will make site visits to historical repositories and libraries to assess archival project needs.</p> <p>Continue efforts to identify underdocumented groups and topics as regional priorities.</p> <p>Offer workshops to provide training in historical records program functions. Workshops will follow DHP guidelines.</p> <p>Provide training for historical repository members, librarians working with local history collections, and special collections librarians and archivists.</p>	<p>Complete and current listing for historical repositories holdings on Long Island.</p> <p>L.I. finding aids online.</p> <p>Historic records repositories and libraries will continue to be developed and strengthened.</p> <p>Increased identification of underdocumented groups and topics. Initial efforts at organizing records of these groups and topics.</p> <p>Greater number of people trained in various aspects of working with historic materials.</p> <p>Increased awareness of and support for the Documentary Heritage Program and archival programs among the library community and the public at</p>

		Promote cooperation.	<p>Publicize and encourage support for the State Documentary Heritage Program and archival programs through media releases, web site, and Annual Archives Week Leadership Conference. Support for local history librarians in making primary source materials available for use in the classroom in accordance with State Education guidelines.</p> <p>Work to provide the necessary cooperation between non-government and government historical materials repositories.</p>	<p>large.</p> <p>Documentation of all forms of historical materials housed in various locations.</p>
		<p><b>2002-3</b> Continue to improve reporting of historic records to statewide and national databases.</p> <p>Provide advice and assistance in developing and strengthening historical records programs.</p> <p>Promote coordinated documentation planning.</p> <p>Continuing education: emphasize training in historic records management techniques.</p>	<p>Add the information gathered by historical societies from the finding aids project to OCLC and RLIN databases.</p> <p>Provide advisory services and assistance as needed for general questions and requests for assistance. Regional Archivist will make site visits to historical repositories and libraries to assess archival project needs.</p> <p>Continue efforts to identify underdocumented groups and topics as regional priorities.</p>	<p>Presence of L.I. finding aids on OCLC and RLIN.</p> <p>Historic records repositories and libraries will continue to be developed and strengthened.</p> <p>Increased identification of underdocumented groups and topics. Initial efforts at organizing records of these groups and topics.</p> <p>Greater number of people trained in various aspects of working with historic materials.</p>

		<p>Increase public awareness of the value and uses of historic materials.</p> <p>Promote cooperation.</p>	<p>Offer workshops to provide training in historical records program functions. Workshops will follow DHP guidelines.</p> <p>Provide training for historical repository members, librarians working with local history collections, and special collections librarians and archivists.</p> <p>Publicize and encourage support for the State Documentary Heritage Program and archival programs through media releases, web site, and Annual Archives Week Leadership Conference. Support for local history librarians in making primary source materials available for use in the classroom in accordance with State Education guidelines.</p> <p>Work to provide the necessary cooperation between non-government and government historical materials repositories.</p>	<p>Increased awareness of and support for the Documentary Heritage Program and archival programs among the library community and the public at large.</p> <p>Documentation of all forms of historical materials housed in various locations.</p>
		<p><b>2003-4</b> Continue to improve reporting of historic records and highlight their availability.</p> <p>Provide advice and assistance in developing and strengthening historical records programs.</p>	<p>Provide a web presence for historical societies that do not have the resources to create a web page.</p> <p>Provide advisory services and assistance as needed for general</p>	<p>A template that can be filled in and kept current by historical repositories. A link to LILRC DHP home page.</p> <p>Historic records repositories and libraries will continue to be developed and strengthened.</p>

		<p>Promote coordinated documentation planning.</p> <p>Continuing education: emphasize training in historic records management techniques.</p> <p>Increase public awareness of the value and uses of historic materials.</p> <p>Promote cooperation.</p>	<p>questions and requests for assistance. Regional Archivist will make site visits to historical repositories and libraries to assess archival project needs.</p> <p>Continue efforts to identify underdocumented groups and topics as regional priorities.</p> <p>Offer workshops to provide training in historical records program functions. Workshops will follow DHP guidelines.</p> <p>Provide training for historical repository members, librarians working with local history collections, and special collections librarians and archivists.</p> <p>Publicize and encourage support for the State Documentary Heritage Program and archival programs through media releases, web site, and Annual Archives Week Leadership Conference. Support for local history librarians in making primary source materials available for use in the classroom in accordance with State Education guidelines.</p> <p>Work to provide the necessary cooperation between non-government and government historical materials repositories.</p>	<p>Increased identification of underdocumented groups and topics. Initial efforts at organizing records of these groups and topics.</p> <p>Greater number of people trained in various aspects of working with historic materials.</p> <p>Increased awareness of and support for the Documentary Heritage Program and archival programs among the library community and the public at large.</p> <p>Documentation of all forms of historical materials housed in various locations.</p>
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		<p><b>2004-5</b> Continue to improve reporting of historic records and indicate their availability.</p> <p>Provide advice and assistance in developing and strengthening historical records programs.</p> <p>Promote coordinated documentation planning</p> <p>Continuing education: emphasize training in historic records management techniques.</p> <p>Increase public awareness of the value and uses of historic materials.</p>	<p>Continue to provide technical assistance to historic materials repositories that will make their materials available to researchers.</p> <p>Provide advisory services and assistance as needed for general questions and requests for assistance. Regional Archivist will make site visits to historical repositories and libraries to assess archival project needs.</p> <p>Continue efforts to identify underdocumented groups and topics as regional priorities.</p> <p>Offer workshops to provide training in historical records program functions. Workshops will follow DHP guidelines.</p> <p>Provide training for historical repository members, librarians working with local history collections, and special collections librarians and archivists.</p> <p>Publicize and encourage support for the State Documentary Heritage Program and archival programs through media releases, web site, and Annual Archives</p>	<p>Long Island historical records available in digitized format for inclusion in the virtual library.</p> <p>Historic records repositories and libraries will continue to be developed and strengthened.</p> <p>Increased identification of underdocumented groups and topics. Substantial achievements in organizing records of these groups and topics.</p> <p>Greater number of people trained in various aspects of working with historic materials.</p> <p>Increased awareness of and support for the Documentary Heritage Program and archival programs among the library community and the public at large.</p>

		Promote cooperation.	<p>Week Leadership Conference. Support for local history librarians in making primary source materials available for use in the classroom in accordance with State Education guidelines.</p> <p>Work to provide the necessary cooperation between non-government and government historical materials repositories.</p>	Documentation of all forms of historical materials housed in various locations.
		<p><b>2005-6</b> Continue to improve reporting of historic records and indicate their availability.</p> <p>Provide advice and assistance in developing and strengthening historical records programs.</p> <p>Promote coordinated documentation planning.</p> <p>Continuing education: emphasize training in historic records management techniques.</p>	<p>Update and keep current the Historic Documents Inventory in whatever format is the current technical standard, to provide access for researchers.</p> <p>Provide advisory services and assistance as needed for general questions and requests for assistance. Regional Archivist will make site visits to historical repositories and libraries to assess archival project needs.</p> <p>Continue efforts to identify underdocumented groups and topics as regional priorities.</p> <p>Offer workshops to provide training in historical records program functions. Workshops will follow DHP guidelines.</p> <p>Provide training for historical repository</p>	<p>A current inventory of L.I. historic documents for researchers of Long Island history.</p> <p>Historic records repositories and libraries will continue to be developed and strengthened.</p> <p>Increased identification of underdocumented groups and topics. Substantial achievements in organizing records of these groups and topics.</p> <p>Greater number of people trained in various aspects of working with historic materials.</p>



		<p>Increase public awareness of the value and uses of historic materials.</p> <p>Promote cooperation.</p>	<p>members, librarians working with local history collections, and special collections librarians and archivists.</p> <p>Publicize and encourage support for the State Documentary Heritage Program and archival programs through media releases, web site, and Annual Archives Week Leadership Conference.</p> <p>Support for local history librarians in making primary source materials available for use in the classroom in accordance with State Education guidelines.</p> <p>Work to provide the necessary cooperation between non-government and government historical materials repositories.</p>	<p>Increased awareness of and support for the Documentary Heritage Program and archival programs among the library community and the public at large.</p> <p>Documentation of all forms of historical materials housed in various locations.</p>
IV	✓Continuing education/training	<p><b>2001-2</b> Increase proficiency of library staff members in various areas of library and computer competencies by providing skills and knowledge programs and resources.</p>	<p>Offer workshops on latest standards, protocols, and developments in library and information technology.</p> <p>Maintain and expand full program of workshops, institutes, conferences, and teleconferences sponsored by LILRC and LILRC committees.</p> <p>Continue and expand monthly "Pizza Monday night" information programs on</p>	<p>Highly trained and knowledgeable staff members in Long Island libraries to deal with increasingly complex demands of the profession.</p>

			technical and general subjects.  <i>Investigate commercial training courses and course materials such as training videos. (AP 4.1)</i>	
		<b>2002-3</b> Continue to increase training of library staff members in various areas of library and computer competencies.	In addition to the above, explore and implement as appropriate web based training, video conferences, streaming video over the Internet, and other distance learning capabilities.  <i>Develop and deliver web-based workshops that operate using streaming video over the Internet, to extend workshop attendance to virtual participants. (AP 4.1)</i>  <i>Develop partnerships with institutions that can provide qualified CE credit training (AP 4.5)</i>	Highly trained and knowledgeable staff members in Long Island libraries to deal with increasingly complex demands of the profession.
		<b>2003-4</b> Continue to increase training of library staff members in various areas of library and computer competencies.	Continue to enact plan devised in Year I and to develop and deliver electronic instruction.	Highly trained and knowledgeable staff members in Long Island libraries to deal with increasingly complex demands of the profession.
		<b>2004-5</b> Continue to increase training of library staff members in various areas of library and computer competencies	Continue and expand activities above.  <i>Investigate use of videoconferencing as a component in training courses, to reduce travel times and expand audience for continuing education. (AP 4.1)</i>	Highly trained and knowledgeable staff members in Long Island libraries to deal with increasingly complex demands of the profession.
		<b>2005-6</b> Continue to increase training of library staff members in various areas of library and computer competencies	Continue and expand activities above.	Highly trained and knowledgeable staff members in Long Island libraries to deal with increasingly complex demands of the profession.

			<i>Record live workshops and transmit over the Web using streaming video, both live and on-demand. (AP 4.1)</i>	
<b>V</b>	<b>✓Awareness and advocacy</b>	<b>2001-2</b> Enhance awareness of and support for libraries of all types in legislative bodies on all levels, the library community, the public arena, and the general society.	<p>Continue to keep membership informed of legislative issues through various means (electronic listservs, web sites, e-mail, newsletter, direct mail).</p> <p>Continue to participate in NYLA Legislation Day; encourage library staff members to participate. Participate and encourage library staff members to participate in ALA Legislation day.</p> <p>Create links to NYLA and ALA legislative web sites.</p> <p>Continue to offer professional development opportunities for effective lobbying.</p> <p>Continue to establish and maintain personal associations with legislators on all levels, partly through efforts of the Legislative Committee and the Committee on Government Information.</p>	<p>Create and expand cadre of staff members capable of advancing library causes in all areas.</p> <p>Expanded recognition of LILRC as a prime advocate of and source of information on library legislation and causes.</p>
		<b>2002-3</b> Continue to enhance awareness of and support for libraries of all types in legislative bodies on all levels, the library community, the public arena, and the general society.	Maintain and expand above activities as appropriate.	Expanded recognition of LILRC as a prime advocate of and source of information on library legislation and causes.
		<b>2003-4</b> Continue to enhance awareness of and support for libraries of all types in legislative bodies on all levels, the library community, the public arena, and the general society.	Maintain and expand above activities as appropriate.	Expanded recognition of LILRC as a prime advocate of and source of information on library legislation and causes.

		<b>2004-5</b> Continue to enhance awareness of and support for libraries of all types in legislative bodies on all levels, the library community, the public arena, and the general society.	Maintain and expand above activities as appropriate.	Expanded recognition of LILRC as a prime advocate of and source of information on library legislation and causes.
		<b>2005-6</b> Continue to enhance awareness of and support for libraries of all types in legislative bodies on all levels, the library community, the public arena, and the general society.	Maintain and expand above activities as appropriate.	Expanded recognition of LILRC as a prime advocate of and source of information on library legislation and causes.
<b>VI</b>	<b>✓Communication among member libraries</b>	<b>2001-2</b> Keep membership informed on activities, programs and services relating to libraries in the region and relevant events elsewhere.	<p>Maintain and expand coverage of LILRC Newsletter. Distributes Newsletter electronically and in print.</p> <p>Participate fully in professional associations in the region (e.g., Nassau County Library Association, Suffolk County Library Association, Long Island Chapter of Special Libraries Association, Long Island Chapter of ACRL/NY, MEDLI, etc.).</p> <p>Continue to hold annual meeting of Board members and Chairs of LILRC committees to plan joint sponsorship of workshops, review annual goals and achievements, and discuss matters of mutual concern.</p> <p>Continue to exercise leadership in informing members of new standards, technical innovations, and other developments in the profession.</p> <p><i>Continue to use LILRC web pages as primary sources of participant and LILRC information</i></p>	Create confident, knowledgeable body of professional and support staff.

			<i>about programs, services, training and continuing education. (AP 4.2)</i>	
		<b>2002-3</b> Continue to keep membership informed of activities, programs, and services relating to libraries in the region and relevant events elsewhere.	Maintain and expand above activities as appropriate.  <i>Develop and utilize automatic delivery technology to move information toward participants without their having to register to receive such information. (AP 4.2)</i>	Continue to expand confident, knowledgeable body of professional and support staff.
		<b>2004-5</b> Continue to keep membership informed of activities, programs, and services relating to libraries in the region and relevant events elsewhere.	Maintain and expand above activities as appropriate.	Continue to expand confident, knowledgeable body of professional and support staff.
		<b>2005-6</b> Continue to keep membership informed of activities, programs, and services relating to libraries in the region and relevant events elsewhere.	Maintain and expand above activities as appropriate.	Continue to expand confident, knowledgeable body of professional and support staff.
<b>VII</b>	<b>✓Cooperative efforts with other library systems</b>	<b>2001-2</b> Facilitate communication and relationships with all types of libraries.	Continue and expand joint meetings of the directors of all library systems in the region.  Continue and expand production of Regional Calendar in electronic format.  Continue and expand working on virtual union catalog and virtual union library, particularly as they relate to NOVEL.  Maintain and expand Resource Loan Program (RLP), which facilitates patron borrowing between libraries, types of libraries, and systems.	Create and maintain atmosphere of cooperation with other library systems in the region to ensure maximum productivity and to minimize duplication of services.

		<b>2002-3</b> Continue to facilitate communication and relationships with all types of libraries.	Expand above activities as appropriate.	Continue to maintain atmosphere of cooperation with other library systems in the region to ensure maximum productivity and to minimize duplication of services.
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<b>VII I</b>	<b>✓Other goal(s)  Governance</b>	<b>2001-2</b> Ensure financial stability of LILRC.  Develop additional funding mechanisms to pay for hardware, software, network and services components of LILRC program.	Continue to apply sound governance, administrative and fiscal principles and practices.	Dynamic, financially sound organization, which demonstrate initiative, exercises leadership, and is responsive to member needs.
		<b>2002-3</b> Ensure financial stability of LILRC.	Seek to establish development officer as a funded staff position at LILRC.	Dynamic, financially sound organization, which demonstrate

		Develop additional funding mechanisms to pay for hardware, software, network and services components of LILRC program.		initiative, exercises leadership, and is responsive to member needs.
		<p><b>2003-4</b> Ensure financial stability of LILRC.</p> <p>Develop additional funding mechanisms to pay for hardware, software, network and services components of LILRC program.</p>	Partner with local business community; identify potential funding sources; submit funding proposals and apply for grants as appropriate.	Dynamic, financially sound organization, which demonstrate initiative, exercises leadership, and is responsive to member needs.
		<p><b>2004-5</b> Ensure financial stability of LILRC.</p> <p>Develop additional funding mechanisms to pay for hardware, software, network and services components of LILRC program.</p>	Continue and expand above activities as appropriate.	Dynamic, financially sound organization, which demonstrate initiative, exercises leadership, and is responsive to member needs.
		<p><b>2005-6</b> Ensure financial stability of LILRC.</p> <p>Develop additional funding mechanisms to pay for hardware, software, network and services components of LILRC program.</p>	Continue and expand above activities as appropriate.	Dynamic, financially sound organization, which demonstrate initiative, exercises leadership, and is responsive to member needs.