

Livingston Manor Free Library

Accepted by Board of Trustees on November 22, 2021

Mission Statement

Livingston Manor Free Library is a vital center for the community where materials and services are provided for personal enrichment, enjoyment and educational needs. Community needs drive our services which are delivered in a welcoming and responsive manner.

Vision Statement

Livingston Manor Free Library seeks to expand its role as an essential part of the lives of district residents and visitors, promoting an enriched and informed community.

Long Range Plan 2021-2026

Community Needs

The library is one of many local organizations that serve the public with the goal of enriching lives. Each has a specific focus: e.g. arts, business, charity, spiritual growth, beautification, recreational activities such as fly fishing. Cumulatively they enrich the lives of those who live in and spend time in our community.

However, the library alone is chartered by the state of New York and bound to provide services to *all* residents according to state education law. In doing so, the library's particular focus is to provide access to resources for information; to increase individuals' abilities to access information; and to provide appropriate space in which to access information in many forms. Information is defined here in a broad sense and includes that which is basic, vocational and avocational. Of all the active groups in the Livingston Manor area, the library has the unique ability to provide resources for well-rounded personal growth for all segments of the population in the district. It is this need to which the library continually seeks to respond.

Service Priorities

The library serves the general population while giving priority to specific demographic groups as the need is perceived.

Service needs are considered in the following areas:

- I. Building**
- II. Collection**
- III. Programs and services**
- IV. Staffing**
- V. Technology**
- VI. Funding**
- VII. Board of Trustees**

I. Building

Goals

1. To maintain and improve our current space, emphasizing the 'community center' aspect of the library
2. To prepare for a time when we could gain more space by acquiring another building or land on which to build

Objectives

- A. Review viability of sewer lines and evaluate need for replacement, both inside and outside the library building.
- B. Improve parking area to prevent mud and ice accumulation

- C. Commence a study to estimate our space needs in 2025, 2030, etc.
- D. Maintain a capital reserve fund to meet long term needs
- E. Maintain adequate selection of chapter books for grades second through sixth.

II. Collection

Goals

1. Allow patrons' interests to drive collection development while maintaining diverse collections for browsing appeal and research, using community survey results, circulation statistics and anecdotal evidence
2. Promote information that makes inter-library borrowing available and accessible to any patron wanting to use it
3. Maintain and promote digital access such as e-books and electronic audiobooks as a percentage of overall collection
4. Improve access to local history materials by creating a digital collection
5. Ascertain interest in provision of non-barcoded materials in "Little Free Libraries" outside the library and freely accessible
6. Develop regular promotional tools for new materials

Objectives

1. Allow patrons' interests to drive collection development while maintaining diverse collections for browsing appeal and research, using community survey results, circulation statistics and anecdotal evidence
 - A. Dedicate 15% of DVD budget to recent movie releases

- B. Expand audiobook collection to include juvenile and youth materials; dedicate 20% of audiobook budget to materials for children
 - C. Refresh current magazine and newspaper collection and adjust collection to reflect current readership
 - D. Continue subscription to New York Times (Sunday only)
2. Promote independent interlibrary borrowing with user-friendly instruction
- A. Continue to supply handouts to patrons with directions on using the patron catalog to place holds on books, and successfully downloading e-books and electronic audiobooks.
 - B. Provide assistance in learning to use patron catalog on a one-on-one basis.
3. Maintain and promote access to digital resources such as e-books and electronic audiobooks as a percentage of overall collection.
- A. Continue to provide databases based on interest, e.g. Ancestry.com
4. Continue to improve access to local history materials.
5. Explore means for regularly promoting library materials and services
- A. Promote summer reading through brochures distributed to students at LMCS and at kindergarten registration.
 - B. Publish library programs and services in Manor Ink (quarterly), and on website and FaceBook

III. Programs and Specific Services

Goals

1. To increase overall youth literacy

2. To involve teens in creative endeavors
3. To provide leisure and cultural opportunities for the community
4. To provide access to essential information for the public

Objectives

1. To increase overall youth literacy
 - A. Build on the success of preschool storytime, and continue to offer the Saturday story hour.
 - B. Offer a summer reading program every year with family programs.
 - C. Work with LMCS to advertise summer reading programs.
 - D. Seek volunteer youth program leader for summer reading-enhancement programs
 - E. Continue to provide a diverse collection of books and digital content for youths of all ages.
 - F. Offer computer help to youths in the library.
 - G. Offer a variety of summer programs for various ages, advertised through LMCS and in Manor Ink.
2. To involve teens in creative endeavors
 - A. Provide outside opportunities for Manor Ink youth staff members to enhance their understanding of journalism and act as ambassadors for youth journalism and fill leadership positions
3. To provide leisure and cultural opportunities for our community;
 - A. Maintain a book discussion group(s) for adults.
 - B. Offer adult programs of local interest.

- C. Sponsor a good selection of history programs.
 - D. Sponsor a good selection of programs addressing hiking and related subjects.
 - E. Sponsor a good selection of adult craft programs.
4. To use technology and computers to improve library services to the public.
- A. Offer onsite one on one help related to the use of e-readers and other devices and borrowing digital materials.
 - B. Continue to offer regular computer tutoring opportunities
 - D. Provide information on alternative energy via programming and displays
 - E. Continue to emphasize availability of printing and faxing from the library.
 - F. Continue to promote one on one computer help through the library.

IV. Staffing

Goals

1. To review and revise job descriptions as needed to reflect job responsibilities and the desired communications skills along with the ability to interact with patrons and assist in their procurement of materials.
2. To provide a comprehensive orientation program for new library staff, and conduct on-going, continuing education and training sessions.
3. To ensure responsiveness to staff suggestions and contributions.
4. To maintain a list of volunteers for special projects.
5. To assess on a regular basis the aggregate number of hours for the library to be open.

Objectives

1. To maintain a list of our cadre of volunteers for outreach and special projects
2. To assess on a regular basis the appropriate number of hours for the library to be open.

V. Technology

Goals

1. To accommodate the technological needs of all library users

Objectives

- A. Provide enough space and technical support to accommodate newer technologies.
- B. Continue to provide additional digital content.
- C. Continue to offer one on one help to address individual questions.

V. Funding

Goal

1. Maintain adequate funding to support ongoing needs of library while recognizing public obligation to act prudently and remain under the NYS Tax Cap if possible.

Objectives

- A. Follow town's budget-making process, while continuing to advocate for increased funding at county and state levels.
- B. Continue to seek government and nongovernmental grants to accomplish goals set forth above.

- C. Continue to hold annual August fund-raising drive by mail.

VII. Board of Trustees

Goals

1. Endeavor to have a board membership that reflects the diversity of the community
2. Members will be involved with outreach to community organizations and governing boards

Advocacy and Collaboration

Advocacy is the means by which the library can begin to meet its long-term objectives. As the number of service recipients grows (measured in part by library membership), so will the library's funding base.

Therefore, service objectives must run concomitantly with the following objectives:

1. Develop an email newsletter, including a monthly calendar of events, and continue to post on website monthly
2. Train staff to post events on website and on FaceBook.
3. Continue annual appeal through postal service
4. Library Director and/or trustees should meet as needed with local organizations to raise awareness of library activities and seek ways in which the library can better serve their members.
5. Collaboration with other organizations should be considered with the goal of at least one collaboration per year.

- a. Develop a community-wide event calendar with administrative access for school, library, CAS, et.al. personnel to post programs with the purpose of avoiding conflicting dates