



## The Middleburgh Library

& Dr. Best House and Medical Museum

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[www.middleburghlibrary.info](http://www.middleburghlibrary.info)

## Long Range Plan Middleburgh Library

### Mission Statement

• *The purpose of the Middleburgh Library Long Range Planning Committee is to conceive, develop and establish a revolving three-year plan of direction for the library which consists of a realistic, community-based set of goals for which the library, under the direction of the Board of Trustees and Library Director, should strive to achieve. In addition, the Long Range Planning Committee will monitor and assess the adopted plan on a regular basis.*

In accordance with the Middleburgh Library Associations goal of serving the population of the Middleburgh Central School District with quality and current library services, the Middleburgh Library Association Long Range Planning Committee approves this three-year plan to help better serve our valued patrons.

To better serve our patrons in regard to types of books, outreach programs, library hours and literacy, the Long Range Planning Committee proposes to:

- Provide programming that promotes the communication of ideas; enriches the cultural life of the community; informs, entertains and enlightens; and encourages literacy in the lives of its patrons.
- Create programming that is targeted towards underserved populations such as tweens, 20 to 30 year olds, men and seniors.

### Adult Programming

- Continue popular adult programming that is already in place such as book discussions, movies, and lectures on informative topics based on community interest.
- Develop and establish Career Readiness programs that suit the needs of the Middleburgh Community.
- Develop and establish a series of basic computer programs for adults/seniors.

### Youth Programming

- Early Literacy Goals: Young children (age five and under) will develop a love of reading and an appreciation for the spoken word.

- 1. Offer additional early literacy story times.
- 2. Continue early literacy program for preschoolers and kindergarten children and their caregivers.
- Elementary Age Goals: Children (Ages 6-12) will develop an appreciation for reading and the library by attending programs that engage their imaginations and provide fun educational opportunities.
- 1. Continue offering high quality programming during our Summer Reading Program.
- 2. Offer family programs during school breaks and after school.
- Teen Aged Goals: Teens (Age 13 and older) will attend programs that respond to their current interests and provide pleasurable library experiences.
- 1. Continue to expand the Teen Summer Reading Program.
- 2. Offer more programming during the year targeted towards teens.
- Develop and implement means by which to evaluate current programs and policies.

To help facilitate the daily routines and procedures used by library staff, in the area of Library Operation Goals the Long Range Planning Committee proposes to:

- The Personnel Committee will create an employee handbook which includes a code of conduct, job description, dress code, etc.
- Provide continuing education opportunities for staff.

To expand relationships, with the goal of understanding the needs of patrons through

Community Partnerships, the Long Range Planning Committee proposes to:

- Establish a “Friends of Middleburgh Library” Committee whose functions include fundraising and helping facilitate events. The goal date is the end of 2026.
- Identify, establish, and maintain relationships with potential community partners.

To help specify and deliver consistent library content to our library patrons, the Long Range Planning Committee recommends the following goals in the area of Collection:

- Continue training for the use of eBooks and similar technologies offered within the library collection.
- Establish and implement nontraditional collections reflecting the needs of the community.

To help further the programming at the Middleburgh library the Long Range Planning Committee proposes the following Budgeting Goals:

- Transition the Senior Clerk position to full-time status.

- Create a Financial Policy to guide the board. The Long Range Planning Committee recommends gaining financial advice from a neutral, qualified professional in developing this policy.
- Provide health insurance and retirement plan for the Library Director.
- Seek funding for library programs from local, regional and national sources above and beyond the yearly programming budget.

To reinforce and bolster the effectiveness of the Middleburgh Library Board of Trustees, the Long Range Planning Committee proposes the following goals:

- Examine and evaluate Board of Trustees responsibilities and by-laws annually.
- Examine and evaluate clear protocols for Board of Trustees leadership roles, terms and responsibilities.
- Establish continual re-orientation and appropriate development for Board of Trustees.

To provide and maintain clean grounds, building and basic services at the Middleburgh Library, the Long Range Planning Committee proposes the following goals:

- Main parking lot will be at least sealed, if not paved. The goal date is the end of 2026
- Maintain the auxiliary parking lot in the rear of the building.
- Create and implement a list of annual/seasonal maintenance for the library and surrounding grounds.
- The Building and Maintenance committee will create a manual for library staff detailing procedures pertinent to general maintenance of the building. This manual will also include names, addresses and phone numbers of service contractors.
- Find funding and resources for renewable sources of energy.

To help communicate effectively with the patrons of the Middleburgh Library System, the Long Range Planning Committee proposes the following Marketing goals:

- Maintain and regularly update the Middleburgh Library website and Facebook page.
- Create and disseminate a community survey to ascertain the needs and priorities of our patrons. This survey will be made available to the community in a variety of ways including,

but not limited to, Facebook, the library website, and in the library itself. It will also be given to homeschooling families, the schools, the Middleburgh Town and Village Boards, other local boards, business owners, and other stakeholders.

Adopted 6/16/2025