

## Middleburgh Library Long Range Plan

### 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 & 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 regards 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. (Continual Progress)
- Create programming that is targeted towards underserved populations such as tweens, 20-30 years 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. (Continual Progress)
- 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. (Continual Progress)

### 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. (Continual Progress)
  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.

- 3. Expand our teen volunteer program.
- 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:

- Find and fund appropriate, current training for the library staff (Continual Progress)
- Expand public awareness of community rooms usage

In an effort to expand relationships, with the ultimate 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, helping facilitate events, manages collection, etc. (Progress has begun)
- Identify and establish new relationships with potential community partners
  - Middleburgh Central School District, local politicians, etc...
- Create and maintain a means by which interns can be regularly found and work within the library

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:

- Establish and implement training for the use of eBooks and similar technologies offered within the library collection
- Evaluate the continuation of the eBooks and developing technologies used within the library collection
- Research and implement an affordable security system for the library collection
- Establish and implement nontraditional collections reflecting the needs of the community
- Develop means by which to keep the entire library collection “fresh”, continually meeting the needs of the community

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

- Seek funding for library programs from local, regional and national sources above and beyond the yearly programming budget.
- Create a part-time paid Library Assistant Director position
- Provide health coverage plan for the Library Director
- Develop a list of fund-raising goals for the “Friends of Middleburgh Library”

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 Trustee (BOT) responsibilities and by-laws
- Examine and evaluate clear protocols for BOT leadership roles, terms and responsibilities
- Establish continual re-orientation and appropriate development for BOT

In an effort to help provide and maintain a clean grounds, building and basic services at the Middleburgh Library, the Long Range Planning Committee proposes the following goals:

- Pave and maintain the auxiliary parking lot in the rear of the building
- Increase and maintain security in and outside of the library building (Continual)
- Create and implement a list of annual/seasonal maintenance for the library and surrounding grounds (Continual)
- Maintain an environment that is safe, welcoming, energy-efficient, and conducive to the best use of the library's materials and programs.
- The Building & 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.

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 (Continual)
- Evaluate and launch additional social media outlets, taking into consideration the technological awareness of the Middleburgh community
- Re-launch and maintain a Middleburgh Library 3/Newsletter (Continual)

Ideas:

- Create an employee handbook which includes code of conduct, job description, dress code, etc...
- Find funding and resources for renewable sources of energy
- Offer eReaders/Wifi Hotspots/other technology
- Create a "makers space"