

Town of Schroon
Schroon Lake Public Library

Long-Range Plan
January 1, 2022 to December 31, 2027

Mission Statement

To promote and enrich the lives of our patrons, the Schroon Lake Public Library works, through its presence in the community, to be a conduit of educational, recreational and informational material for children and adults.

I. Ongoing Goal

Maintain the Schroon Lake Public Library charter registration by meeting the eleven minimum standards for a public library as adopted by the Board of Regents as Section 90.2 of the regulations of the Commissioner of Education and as cited below.

A public library shall be registered if it meets the following standards satisfactory to the commissioner. The library:

- a. is governed by written bylaws which outline the responsibilities and procedures of the Library Board of Trustees;
- b. has a board-approved, written long-range plan of service;
- c. presents an annual report to the community on the library's progress in meeting goals and objectives;
- d. has board-approved, written policies for the operation of the library;
- e. presents annually to appropriate funding agencies a written budget that will enable the library to meet or exceed these standards and to carry out its long-range plan of service;

- f. periodically evaluates the effectiveness of the library's collection and services in meeting community needs;
- g. is open the minimum weekly hours based on population served;
- h. maintains a facility to meet community needs, including adequate space, lighting, shelving, seating and restroom;
- i. provides equipment and connections to meet community needs including, but not limited to, telephone, photocopier, facsimile capability and computer with printer to provide access to other library catalogs and other electronic information;
- j. distributes printed information listing the library's hours open, borrowing rules, services, location and phone number;
- k. appoints a paid manager in accordance with provisions of Section 90.8 of this Part.

To support this goal the following Objectives will be undertaken by the Trustees:

Objective 1

The mission statement and bylaws will be reviewed when needed.

Objective 2

The long-range plan of service will be reviewed and revised as deemed necessary.

Objective 3

Library policies will be reviewed and revised as deemed necessary.

Objective 4

An annual report will be presented to the town and community.

Objective 5

The NYS Education Department annual report will be completed and filed.

Objective 6

A written budget will be presented annually to appropriate funding sources to enable the library to meet or exceed these standards and carry out its long-range plan of services.

Objective 7

Library staff and services will be evaluated annually.

Objective 8

Current scheduled hours will be reviewed to determine if they are sufficient to meet the needs of patrons.

Objective 9

Library space will continue to be used efficiently to meet the needs of patrons and to provide all library services as they are developed, especially digital literacy services.

Objective 10

The current printed information on library services will be reviewed annually.

Objective 11

The hours of the library manager will be maintained at 37 hours per week to meet workload demand.

II. 2022 – 2027

The Schroon Lake Public Library will provide a lifelong learning environment for all residents and will have the ability to meet the informational, educational, digital literacy and entertainment needs of the community. The library will serve the community in the following roles:

- a. recreational reading and education center for adults and children;
- b. interlibrary access center;
- c. current technological activities that encourage community involvement.

To support this vision the following goals and objectives will be pursued:

Goal 1

To make creative use of the library space.

Objective 1.1

To work with the staff to develop a plan to meet the needs of the library.

Objective 1.2

To continue to be a member in good standing with the Clinton, Essex, Franklin County Library system.

Goal 2

The trustees will work to ensure the financial security of the library.

Objective 2.1

To continue to provide the town with a written budget and financial needs information. This information will include statistical data on services provided to patrons and on volunteer activity to assist in the delivery of services.

Objective 2.2

A brochure will be developed that will explain how a patron could remember the library in estate planning.

Objective 2.3

The trustees will take a minimum of 2.5 hours of trustee education annually.

Goal 3

To ensure that library staff is appropriately trained.

Objective 3.1

The library manager and staff will participate in training offered through webinars, the CEF system, the NYS Education Department and professional library organizations.

Objective 3.2

Library staff and volunteers will be trained by the library manager.

Objective 3.3

The library manager must complete a minimum of 10 hours of professional development training every 5 years.

Goal 4

To continue to improve access to information by digital technology.

Objective 4.1

Equipment and connectivity will be maintained and upgraded as needed.

Objective 4.2

The library manager will ensure the staff's ability to train patrons in the use of digital equipment.

Objective 4.3

The library staff will stay current with technology changes that will affect the library.

Goal 5

To continue to develop collection holdings based on the collection development policy.

Objective 5.1

The library manages financial support in the form of donations, community contributions and grants to improve the collection and programming.

Goal 6

To maintain and create early-education programs:

1. Pre-K story hour
2. Summer Reading Program
3. Craft Programs
4. Other

Objective 6.1

The library manager will manage funding in the form of donations, community contributions and grants for these programs.

Objective 6.2

To periodically evaluate the effectiveness of the library's programs, services and collection in meeting community needs in the context of the library's plan of service.

Goal 7

To maintain and/or create teen, young adult and adult programs:

1. Book clubs
2. Summer Reading Program
3. Crafts
4. Technology training
5. To support education through enjoyable educational projects and programming

Goal 8

To promote awareness of what books, services and activities are available at the library or online from another location.

Objective 8.1

Continue to publish and distribute two newsletters each year.

Objective 8.2

Continue to provide press releases with pictures of programs and activities.

Objective 8.3

Maintain a presence on social media.

Objective 8.4

Continue to coordinate with local organizations to introduce library services to their membership.

Objective 8.5

Continue to coordinate with school personnel to determine how the library may collaborate with services and programs for all age groups.

Objective 8.6

Continue to provide information on the E-book program and provide training to access the program.

Objective 8.7

Continue to provide information on the availability of high-speed internet service and computers in the library and provide training to access the service.

Goal 9

To continue to review the research being conducted and published on the changing role of libraries and the changing needs and expectations of patrons.

Objective 9.1

To provide patrons and staff with a safe environment as stipulated in our policies.

Objective 9.2

Maintain features in the library for notifications in case of danger or emergency.

Objective 9.3

Train staff to provide information to people in need of assistance.

1. Homelessness
2. Hunger
3. Health issues
4. Mental Health issues

Goal 10

Maintain a working relationship with the Friends of the Library.

Objective 10.1

Continue to send representation to Friends of the Library meetings.

Objective 10.2

To hear reports at the meeting of the Board of Trustees from the representation of the Friends.

Goal 11

The Board of Trustees will continue in its efforts to promote fiscal stability and financial accountability.

Objective 11.1

The Board of Trustees will have a policy on reviewing invoices or bills prior to payment.

Objective 11.2

The Board of Trustees will continue to review its financial procedures.

Objective 11.3

The board will have a procedure on auditing practices in terms of the use of a reconciling treasurer.

Objective 11.4

The board will have a purchasing policy.

Goal 12

The library Board of Trustees will continue collaborating and forming partnerships with educational, cultural and community organizations.