

East Williston Public Library

Long Term Plan, As of April 2020

Library's Mission Statement

To be the focal point of our community; providing our residents with opportunities for growth and lifelong learning while retaining the personal contact with which we have become identified.

Special emphasis is placed on supporting learning at all levels and ages, and on stimulating children's interest in and appreciation for reading.

Long Term Plan Categories and Related Action Items:

A. Connectedness to the Community

- Understand what the community needs/ expects from the library and how well we are doing to serve those needs
 - Query the community via a formal survey, preferably every other year but no less than every three years
 - Continually perform informal check-ins with patrons on satisfaction with library services
 - Incorporate survey/ community feedback into library operations and planning
- Review circulation continually and update the collection based on popular materials and in line with available funds, given that, per the Oct 2019 library effectiveness survey, borrowing materials are of highest importance to our patrons. Note that collection should be updated while not intentionally favoring the opinions of any group or individual.
- Continue to make the space inviting and comfortable for our patrons
 - Perform periodic updates to displays, layout, and toddler toys
- Communicate the value we bring by publishing an annual report to the community

B. Excellence in Programming and Community Partnerships

Our community places significant value on library programming (Oct 2019 library effectiveness survey).

- Continue story time programs – they go hand in hand with our mission.
- Partner with local organizations/ institutions on community service-type programs.
- Ensure that programs appeal to a variety of our patrons, by age, gender, background, ethnicity, etc.
- Secure program funding annually while maintaining sufficient moneys to staff the library appropriately.
- Request funds in 2020/21 budget for a dedicated Program Coordinator position.
- Raise funds / seek grants on top of village budget allotment to support programming.

C. Maintain Quality Service and Meet and/or Exceed Minimum NYS Library Standards

- Create a “bench” for current Library Directors so that the library has people who are ready and willing to step up in the future, and are familiar with processes and technology required for the library to run smoothly.
- Educate current and future board members on NYS library standards to ensure continued compliance.
- Improve filing/ document retention, for public viewing (incl. online) and posterity.

D. Staffing

- Understand and work within civil service staffing requirements and constraints.
- Prepare a Best Demonstrated Practice (“BDP”) document on hiring staff, sourcing temporary help, handling absences, and staff training (including cross training).
- Create a substitute pool and prepare job aides to ensure substitutes are productive while on the clock.
- Allow the Library Director to be a director, most of the time. We are a small library and everyone is likely to “wear multiple hats”.

E. Facility and Technology

- Stay abreast of latest technology needs for a library.
- Explore an update to more efficient/ LED lighting in the library: obtain proposal, review cost and benefit, discuss with Village.
- Ensure that our budget includes funding to make incremental improvements in facility and technology. Note that improvements may be limited by library size and that our patrons currently view our facilities to be very good and do not place as significant value on technology as they do on borrowing materials and programming (Oct 2019 library effectiveness survey).