

# **TOWN OF CHESTER PUBLIC LIBRARY LONG RANGE PLAN**

January 1, 2017 to December 31, 2021

The purpose of the Town of Chester Public Library is to assemble, provide, and preserve multi-media materials and programs that will meet the day to day educational, informational, cultural, professional, recreational and social interests and needs of the community.

## **I. Ongoing Objectives**

A. Maintain current charter. Evaluate and update all of the following necessary New York State criteria for this charter by:

1. Maintaining written by-laws
2. Annually preparing an updated Long Range Plan
3. Reporting to the community (through expanded email, a published Annual Report, use of local newsletters and social media)
4. Maintaining written policies
5. Formulating a budget
6. Implementing an effective evaluation process which relies upon the annual report and the director's reports to evaluate the functioning of the library
7. Maintaining set hours
8. Maintaining a facility to meet community needs (e.g., computer use and Americans with Disabilities Act accessibility).
9. Maintaining and updating equipment
10. Providing printed information on the operation of the Library
11. Employing a paid Director
12. Reporting annually to the State Education Department

B. Annually evaluate the physical facility and consider necessary changes

## **II. Ongoing Activities**

A. Continue to explore innovative methods to improve and promote service to the community.

B. Popular Materials Center. The Library will continue to provide current high demand, high interest materials in a variety of formats for all ages. These will be quality materials of contemporary and classic significance.

1. Maintain the collection at a size appropriate for the space.
2. Augment, as needed, all aspects of the Library collection.
3. Conduct a periodic review of the Library's present collection of materials and, based on circulation and use, eliminate materials as necessary.

### C. Reference Library

1. The Library will be a conduit for timely, accurate and useful information for community residents.
2. Reference sources will be kept current by:
  - a. Maintaining a relevant print collection
  - b. Providing appropriate technology such as computers, software, databases, etc.
  - c. Using the Central Library reference services through Crandall Library in Glens Falls, NY.

### D. Technology

1. Annually evaluate the Library's technology program with a systematic update of equipment, hardware, software and virus protection.
2. Keep abreast of emerging technologies and their Library applications
3. Present on-going relevant technology education programs for staff and public

### E. Door to Learning — The Library will encourage children, teens and adults to develop an interest in reading, learning, computer literacy, culture and the arts through library programs.

1. Pre-School programs such as story hours for neighborhood children will continue to be provided.
2. Programs for children and young adults will continue to be provided.
3. Adult programs of general interest will continue to be provided.
4. The Library will provide a venue for adult literacy education. Literacy volunteers will provide classes for citizenship preparation, English as a second language and TASC examination preparation.
5. The Library will foster endeavors that capture the unique characteristics of the community (e.g., maintaining a local history section).
6. The Library will continue to sponsor creative arts events including the Ruplin Gallery and other displays, the Watercolor Society, North Warren School and Head Start showings.

## III. Financial Plan

- A. Identify both short and long term funding needs.
- B. Identify both public and private funding sources including the Friends of the Library and the Library Endowment Fund.
- C. Prepare an annual financial plan which includes:
  1. A timely and realistic yearly budget
  2. Periodic replacement of costly items such as computers and other necessary equipment
- D. Expand the Endowment Fund:

1. Sponsor an annual fundraiser event and/or appeal campaign
2. Identify and maintain a list of individuals and groups who are likely to contribute to this fund
3. Explore new possibilities to secure funding
4. Expand avenues to properly invest and grow endowment funds

Adopted by the Chestertown Library Board of Trustees on 11/21/2017.