



**CHAZY PUBLIC LIBRARY**  
**LONG RANGE PLAN**  
**2023-2028**



### **MISSION STATEMENT**

The Chazy Public Library exists to serve the informational, educational, cultural, and recreational needs of citizens in our the service area. The Library is responsible for providing access to a wide variety of materials through a variety of formats and technologies within budgetary limitations. The physical facility will be maintained to provide a safe, attractive and inviting environment. The Chazy Public Library will continue to increase the size and diversity of the collection, expand information technology, provide a diverse range of locally relevant and enjoyable programming, and facilitate community use of the library's resources. We are always striving to stay current with changing social needs, including those of our handicapped patrons and volunteers. We encourage increased use of our outdoor greenspace and gazebo area by various groups and community members.



## **I. FACILITY**

- A. Ensure that the library is a safe, secure, healthy, comfortable and inviting environment. **Ongoing**
- B. Increase use of community room for library sponsored programming and community events. **Ongoing**

## **II. COLLECTION DEVELOPMENT**

- A. Weeding of Collection. **Ongoing**
- B. Continue to store our inventory off site through the Horizon Program. **Ongoing**
- C. Carry out collection development based on circulation statistics, surveys, and with attention to professional literature. **Ongoing**
- D. The collection development committee will assist the Director with building the collection, after considering budget, timeline factors, specialties and trends and consulting with CEFLS. **Ongoing**
- E. Monitor the role of print vs. other formats for information and recreational use. **Ongoing**
- F. Give informational tours of the library (especially to new patrons). **Ongoing**

## **III. PROGRAMMING**

- A. Engage local residents and community groups in designing and running programs. **Ongoing**
- B. Use technology and media outlets to inform the community of programming with the goal of increasing library use. **Ongoing**
- C. Seek to expand adult and older adult activities with programming initiatives based on consultation with community members and partner institutions. **Ongoing**

## **IV. PARTNERSHIPS**

- A. Develop relationships and share services with Chazy Central Rural School (CCRS), local businesses, and parents of young children to facilitate early childhood programs. **Ongoing**

## **V. TECHNOLOGY**

- A. Follow System's guidelines and put aside \$500 per computer per year to maintain and update machines, and allocate 1 percent of budget to staff technology training. **Ongoing**
- B. Utilize available grant resources to periodically modernize library equipment. **Ongoing**



- C. Purchase of electronic databases. **Ongoing**
- D. Plan purchase of hardware/software at discounted prices. **Ongoing**
- E. Maintain the library's website, wireless access, and social media presence. **Ongoing**
- F. Monitor five patron computer stations. **Ongoing**
- G. Maintain two staff computer stations. **Ongoing**

#### **VI. FINANCE AND FINANCIAL SUPPORT**

- A. Schedule an audit of the library's accounting financial practices. **At time of officer change**
- B. Continue advocacy efforts with our State legislators to increase funding for local libraries and the Library System. **Ongoing**
- C. Update the Director's Job Description. **Review at time of staff change**
- D. Update Director's Salary Benefit Plan. **Review at time of staff change**

#### **VII. YOUTH SERVICES**

- A. Promote participation in statewide Summer Reading Program. **Ongoing**
- B. Develop an ongoing story hour program. **Ongoing**
- C. Promote national events pertaining to libraries and children. **Ongoing**
- D. Continuously update children's space with appealing books, educational computer software, and appealing physical games and toys. **Ongoing**

#### **VIII. TRAINING AND DEVELOPMENT OF LIBRARY STAFF**

- A. Encourage and support Director's attendance at CEF workshops. **Ongoing**
- B. Update and complete the Director's Handbook for daily, weekly, and monthly activities. **Review at time of staff change**
- C. Collect and store resumes and references for all library staff and volunteers. **Ongoing**
- D. Maintain a list of accessible support staff and volunteers. **Ongoing**

#### **IV. EVALUATION & FEEDBACK**



- A. Conduct a yearly evaluation of the Director. **January**
- B. Evaluate the state of the library board's effectiveness yearly. **October**
- C. Update and review policies and procedures yearly including the Disaster Plan.
- D. Update and review Board of Trustees handbook. **Ongoing**

*Updated 2-15-'23*