

## 2022 – 2026 Long-Range Plan for Nanuet Public Library

### *Goal 1: Advance literacy and lifelong learning among all ages.*

#### Objectives

- Encourage literacy by promoting awareness of the collection for all ages.
- Increase percentage of the population of our service area that are cardholders.
- Offer programming that encourages digital and/or computer literacy.

#### Strategies

- Run a Library Card Signup campaign, aiming to get more cards to underserved age groups.
- Continue to offer Tech Topics workshops and one-on-one technical support through Book-a-Librarian service. *Specific Tech Topics of interest listed in 2021 Community Survey include:*  
*Online safety, coding, computer basics, Photoshop, MSOffice, Excel, WordPress)*
- Add Tech Topics sessions and staffing as needed to support community interest.
- Create/update flyers and promote/teach how to access and use digital services.
- Run patron challenges to help promote digital services like LinkedIn Learning.
- Utilize ipad or other library-owned tablet to facilitate demonstrating Libby and other digital materials apps.
- Continue to develop and support specialized book clubs. *Examples include nonfiction book club, special topics book clubs such as social justice, binge & book chat, book & pub club*
- Continue to distribute new patron packets summarizing library services, policies, and community information when patrons pick up their library card.
- Children's library cards: continue distribution of child-focused/themed library materials upon registration for a Children's library card.
- Continue to develop cross generational programming. *Example: Parent-T(w)een book and craft club*
- Public Information Specialist tasked with developing an overall Marketing Plan for the library to help reach new patrons and get the word out about programs and services.

### *Goal 2: Promote programming that is educational, creative, and culturally oriented.*

#### Objectives

- Create an overall Programming Plan. Include digital and/or computer literacy and development of the Tech Topics program. *(see Goal 1)*
- Increase programming that is unique and oriented to the community's stated interests.
- Increase learning-focused and instructive programming.
- Conduct an annual assessment of programs.
- Create connection between program topics and the library's collection.
- Develop a marketing plan to communicate the programs and services to the public.

#### Strategies

- Program Evaluation: Provide program evaluation forms which include an area for patrons to identify new interests and distribute at programs to receive feedback.

Consider placing form at each seat and/or sending an online survey to participants after each program.

- Programming Committee: Programming staff will meet to discuss findings from the program evaluations, peer library knowledge transfer, and evaluation of new program opportunities.
- Programming should follow a level advancement process and should terminate at some point and begin again with new patrons.
- Hold quarterly programming meetings 1 - 2 months ahead of newsletter deadline to foster collaboration.
- Offer at least two (2) new programs per department (Adult/Teen/Children's) per year. *See 2021 Community Survey as a starting point.*
- Offer at least two (2) new educational programs per department (Adult/Teen/Children's) per year.
  - *Sample stated program topics of interest for Adults: language courses, how to be safe on digital platforms, LGBTQ+ community, local history, international history and geography, volunteer fair, job fair, photography, dancing/belly dancing classes and performances, cooking, health benefits of plant-based eating*
  - *Sample stated program topics of interest for Children's: STEM, digital safety for parents, mental health issues, Autism, early literacy, kindergarten readiness, child health issues, behavior and setting boundaries, yoga for kids*
  - *Sample stated program topics of interest for Teens: how to be safe on digital platforms, résumé writing, LGBTQ+ community, reading club for boys*
- Establish a limit for the number of times the same programmer can be used per year.
- Create displays or lists of library materials which relate to program topics to promote ongoing learning and collection usage. *Example: watercolor, card games, cooking*
- Improve program publicity in print using brochures, newsletters, flyers, signage, bookmarks, and electronically using weekly e-newsletter, monthly e-blasts and social media. Run paid social media ads when appropriate.
- Host at least one Community Resource Sharing event per year. *Ideas include a Halloween costume swap, a prom attire thrift shop, craft supply swap, Children's clothing swap or thrift shop, fix-it fair*

*Goal 3: Create a library environment that is modern, accessible, and welcoming.*

### Objectives

- Improve the physical functionality of the library to meet current and future community needs.

### Strategies

- Create a more specific daily cleaning and disinfecting schedule for custodial staff.
- Finalize Master Plan for capital improvements to the building.
- Create public campaign to communicate Master Plan and its benefits to the community. *Put out marketing materials, hold public meetings, etc.*
- Secure funding for Master Plan.
- If funding is secured, implement Master Plan.
- Assess, evaluate, and prioritize capital improvements annually.

- Develop an annual maintenance schedule for the building and grounds.
- Ensure that Master Plan addresses concerns such as:
  - adequate lighting
  - quiet study space and meeting space for the public
  - teen-focused space
  - improved internet connectivity throughout the building
  - electrical issues throughout building
  - adequate electrical outlets and ethernet ports for public use
  - roof issues
  - sliding doors for entrance
  - digital signage
  - new carpeting
  - new shelving and furniture
  - new Circulation, Reference, and Children's desks
  - sound proofing/dampening of the community room floor
  - hard surface flooring for Community Room to allow for classes and performances that require a hard floor (*dance, Zumba, yoga, etc.*)
  - updated security camera system
- Ensure that Master Plan takes into consideration community needs and requests, including those mentioned in the 2021 Community Survey responses.
- Research custodial training opportunities.
- Increase custodial staff to address the following concerns:
  - More help on Saturdays when there is programming
  - Overseeing facilities management of daily, monthly, and annual maintenance needs.
- Hire engineering firm to evaluate parking lot reconstruction.
- Hire a professional cleaning service to perform an annual "deep cleaning" of the library.
- Implement use of credit cards for patrons.

*Goal 4: Maintain and enhance a modern collection that meets the community's needs of today and tomorrow.*

Objectives

- Review digital collection annually to maintain a digital collection that is diverse and valuable to the community.
- Develop electronic collections in the formats preferred by patrons. (*2021 community survey mentions iphones, ipads, and Kindles as the most used devices currently.*)
- Continually develop a collection of materials that best suits the community's current needs and interests.
- Equip public computers with the software that best fulfills patron needs.

Strategies

- Consider creating access to "maker" software and/or hardware to fulfill community needs. *Examples: Photoshop, Video Editing software, Library of Things, Cricut, 3D printer.*
- When selecting materials for the library collection, consider the topics of interest stated in the 2021 community survey, and any additional ongoing feedback from patrons.

- *Examples for Adult collection: gardening, documentary films, tai chi, mental health, travel, language, mystery, ASL, native plants, history*
- *Examples for Children's Collection: STEM, coding, ASL, graphic novels, animals, Spanish books, social/emotional topics*
- *Examples for Teen collection: bullying, self-confidence, college readiness, financial aid, ASL, leadership, fantasy, anti-drug info, sci-fi, coding*
- Weed the collection according to the guidelines set forth in the Collection Development Policy to achieve optimal use of shelf space. Maintain a shelf utilization of 80% when possible; without sacrificing quality materials.
- Create an outline of weeding assignments and schedule.
- Perform a through library-wide weeding project in preparation for the renovation project.
- Annually review the usage of print and digital materials and resources to determine which materials and services best meet the needs of the community.
- Reallocate funds as needed to support increased usage of digital materials and resources.
- Diversify digital collections by purchasing and/or renewing digital products and services that are of value to the community and support long-range plan goals.
- Provide mechanism for ongoing public input on Collection Development. *Example: Put a suggestion box near OPACs with signage saying, "Not seeing what you want? Let us know."*
- Create a targeted postcard marketing campaign for digital materials.
- Perform an annual review of the Museum Pass collection.

*Goal 5: Foster a friendly service environment that promotes creativity and resourcefulness, while encouraging continuous growth for library staff.*

**Objectives**

- Continually collect and respond to feedback from patrons.
- Develop community partnerships to enhance the library environment and services.
- Continually provide and promote training and professional development for staff.
- Periodically provide wellness opportunities for staff.
- Promote ongoing training and professional development for Trustees to help them meet the NYSED Minimum Standards.

**Strategies**

- Collect information on customer satisfaction annually.
- Explore the possibility of partnering with community group(s) to provide office space for an in-house social worker to help connect community members with valuable resources.
- Explore the possibility of a "Meals on Wheels Book Club" in the form of a partnership with Meals on Wheels to provide books to their customers.
- Continue to foster community partnerships with the Chamber of Commerce, NUFSD school librarians, and Literacy Solutions.

- Provide technology training for staff annually in accordance with the new NYSED Minimum Standards for Public Libraries.
- Ensure technology training for staff includes an assessment of abilities component.
- Board of Trustees members will attend 2 hours of library-related training per year effective January 2023 according to new legislation.
- Hold regular staff meetings and trainings either in person or online, goal of every 1 – 2 months. *(6 – 12 meetings per year)*
- Include staff wellness in the annual rotation of training and professional development.  
*Ideas include: Chair yoga at a staff meeting*  
*10-minute meditation & mindfulness at a staff meeting*  
*Under-desk elliptical machines*  
*Brief peer presentations where staff share their wellness practices & tips Example: sound bowl*

*Goal 6: Ensure the current and future operation of the library is conducted in a fiscally responsible and sustainable manner.*

#### Objectives

- Maintain the highest quality services and programming while being fiducially prudent and cognizant of tax-payer investments.

#### Strategies

- Develop an annual operating budget that, if possible, does not exceed statutory limits and is supportive of long-range planning goals.
- Conduct an annual capital needs assessment and re-prioritize capital improvement program as needed.
- Review the annual budget balance to identify appropriate amount of funds available to transfer to capital reserve fund.
- Address recommendations from annual institutional audit for the following fiscal year. Library Audit Committee will work with Library Director, Accountant and Senior Account Clerk to review recommendations and establish plan of action within 2 months of receipt of audit results.
- Library staff and the Board of Trustees should evaluate the cost and value of vendors and/or services and ensure the expenditure is in support of established library goals.
- For services in excess of \$30,000.00 in value, the Board of Trustees should conduct a cost-benefit analysis and/or an independent cost estimate to determine the value of the proposal. As the determination dictates, a counter cost proposal or request to reduce costs should be inquired.

Approved and Adopted by the Nanuet Public Library Board of Trustees December 27, 2021