

Galway Public Library

Strategic Long Range Plan

2019 through 2024

Notes and Comments - November 15, 2022

2022 LRP Committee: Kat McCleneghen - Chairperson, Arlene Rhodes, Patrick Flinton, Pam Hyde, Dawn Wheeler, Cate La Barre,
Debra Richards-Flint - Library Director

III. **Vision Statement**

Our vision is to be deeply integrated into the community in the following ways:

- Serve as the first choice for information;
- Promote partnerships with the library;
- Foster freedom of information;
- Facilitate the development of a literate and informed community with free and equal access to our facility and varied resources.

IV. **Mission Statement**

Connect the community to ideas, resources, and information that will enrich, enlighten, and entertain.

V. **Values Statement**

Access – We value access to information resources regardless of format and believe they should be readily and equally accessible to all patrons.

Community – We value our community! We strive to engage with all of our community and welcome the opportunity to connect or assist community groups in any way we can.

Education and Lifelong Learning – We value education and the lifelong pursuit of learning and always strive to offer educational experiences and programs that are accessible to our patrons should they choose to take advantage.

Excellence – We value quality work, positive attitude, integrity, compassion and tolerance and strive to earn the trust and confidence of all our patrons and to exceed their expectations.

Service – We value an environment that supports creativity and diversity and strive to maintain a comfortable inviting place to take advantage of all our resources.

VI. Goals

A. *Expand collaboration with the community*

We will partner with community groups and district residents to develop and sustain opportunities and resources that will promote our mission.

Objective	Measurement/ Evaluation		Action Step	Resources Needed
Provide meeting and community gathering spaces	Track use of meeting spaces	X	Promote public awareness of availability of meeting and gathering space	Director/Webmaster
	Track use of on-line reservations	X	Develop and implement online reservation system library website	Director/Webmaster
	Board-approved Policy	X	Develop a policy for use of meeting spaces	Director, Board
	Outdoor Pavilion for programs and events	O	Develop a plan for construction of outdoor pavilion behind the library	Director, Board
<i>Outdoor pavilion may be outside the current 5-year plan - of which we have 2 remaining years</i>				
Develop a stronger connection with Galway Central School	Track bused students	O	Implement after-school drop-off at library	Staff to act as liaison with Galway Central Schools
	Track class tours	O	Offer class tours early in school year	
	Track hours of student volunteers	X	Develop student volunteer program	
	Track tours/reception	O	Offer tour/reception for faculty, admin., School Board, PTSA	
<ul style="list-style-type: none"> • <i>Post-Covid bussing may be revisited</i> • <i>Free book coupon for incoming K students at Kdg registration?</i> 				
Diversify demographic	Partnership/permission from Lions Club and Food Pantry to offer service	A A	Partner with Galway Food Pantry <ul style="list-style-type: none"> • Provide activities for or read to children at the Pantry while parents shop 	Post pantry children's activity time at the food pantry—Staff, Volunteer
	One time per month visit, hours TBD			

X = completed/ in progress

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Objective	Measurement/Evaluation		Activities	Responsible Party
		?	<ul style="list-style-type: none"> ▪ Encourage Pantry patrons to visit library 	Volunteers to provide activities for children
		?	<ul style="list-style-type: none"> ▪ Offer application for library card while at Pantry 	Identify/prepare information to distribute—Director, Staff, Volunteer
		X	<ul style="list-style-type: none"> ▪ Post library programs on pantry bulletin board 	
		X	<ul style="list-style-type: none"> ▪ Develop flier available to take home 	
		?	<ul style="list-style-type: none"> ▪ Note: consider placing schedules/info in shopping bag 	
Story hour was attempted - lack of children; Covid set some barriers				
Expand number and tasks of volunteers	Track volunteer numbers and hours	X	Implement a volunteer program for maintenance/improvement of building and grounds	Identify tasks and schedules overseen by B/G Chair, Committee, Director
		X	Book sort and clerical tasks	Director, Staff
		?	Develop advocacy opportunities	Identify opportunities, venues, schedules—PR Committee, Director
Provide community information to patrons	Bulletin board maintained	X	Create/maintain community bulletin board	Develop guidelines for board—Board, Director
	Track service events and attendance	O	Offer one-day community service events such as health care screenings, car seat inspection/installation, health fair	Contact agencies and individuals to offer services—Director

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Objective	Measuring Efficiency		Frequency	Responsible
	Track events and attendance	<input type="radio"/>	Seasonal or twice-yearly reception for new residents with representatives from other community groups	Director, Staff, PR Committee
	Completion and distribution of Directory	<input checked="" type="checkbox"/>	Develop Business Directory within school district from GGT on-line resource	Director, Staff, Volunteers
GGT serves as online directory				
Increase visibility of "Galway Get Together" (GGT)	Monitor on-line and printed distribution	<input checked="" type="checkbox"/>	Continue to offer/expand free listing for businesses within library community (school district)	Contact person(s) responsible for preparation of publication via Director
		<input checked="" type="checkbox"/>	Include calendar of library programs	
	Monthly reports of Town Board meetings in GGT	<input type="radio"/>	Seek volunteers to attend Town Board meetings and write reports.	Director, PR Committee
Opportunity available for town meeting liaison(s) in 3 townships				
Provide library resources/services to homebound library patrons.	Track delivery and circulation volume	<input type="radio"/>	Develop a home delivery program/schedule	Establish liaison with Saratoga County Office of the Aging, Food Pantry-- Director, Staff, Volunteers
	Track requests and services provided	<input type="radio"/>	Offer reading services to homebound library patrons	Director, Staff, Volunteers
Covid concerns ongoing?				
Host events that promote community services	Track attendance	<input type="radio"/>	Offer one-day recruitment or promotional event for fire/emergency services, Lions, Scouts, churches, library volunteers/Board members	Invite local non-profits and service organizations— PR Committee, Director

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Objective	Measurement/ Evaluation		Action Steps	Resources Needed
	<ul style="list-style-type: none"> • Discussion on "vendor fair" during Memorial Day events • How do we identify new residents? 			
Continue/expand fine-forgiveness program	Fine forgiveness program is in place one month a year (early Spring suggested)	X	Forgive fine when patron brings non-perishable food item to be donated to Galway Food Pantry	Director, Staff
Increase Public Relations	Yearly event to thank volunteers	X	Recognition of volunteers	PR Committee, Board
	Name tags visible	X	Name tags for staff and regular volunteers	Purchase by Director with Board approval
		X	Name tags for Trustees for library community events	
	Program brochures developed/distributed at local businesses	X	Create program brochures for community distribution	Director, Staff, Volunteers
Develop programs in cooperation with community groups—e.g. GPS, GVFC, GEMS	Programs Implemented	O	Contact local community groups to collaborate	Director, Staff, Volunteer

B. Increase usage of library by entire library community (expanded demographic)

We will monitor our facility and resources to ensure all community demographics are being adequately served and increase our efforts to respond to the needs of each demographic group.

Objective	Measurement/ Evaluation		Action Steps	Resources Needed
Increase teen use of library	Track attendance for teen programs	X	Meet teens where they are by providing: <ul style="list-style-type: none"> ▪ Tech support ▪ Tutoring ▪ Peer homework assistance 	Staff or volunteer to provide services

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Objective	Measurement/Evaluation	Priority	Activities	Resources Needed
	Track participation	X X	<ul style="list-style-type: none"> ▪ Create "Library Club" Offer one to two regularly scheduled "Teen Nights" per month, for example: <ul style="list-style-type: none"> ▪ Movies ▪ Board games ▪ Music ▪ Open mic 	Staff, Volunteers, Donations for refreshments
	<ul style="list-style-type: none"> • Groups of teens use the library after school • Private tutoring in conference room • Teen Advisory Board meets twice each month to plan and host activities. 			
Serve as a gathering place for arts and culture	Track events and attendance	X O O ? O	<ul style="list-style-type: none"> Art shows Variety Night Poetry Night Concerts Films 	Advertise opportunities for participation with the assistance of PR Committee, Grants
Increase circulation of "non-reading" materials	Track	O	<ul style="list-style-type: none"> Expand materials to include the loan of such items as <ul style="list-style-type: none"> ▪ Tools ▪ Sports equipment ▪ Cake pans ▪ Lawn/garden equipment ▪ Tech 	Donations, Grants
	<ul style="list-style-type: none"> • Current list (above) requires storage/maintenance • GPL has the unique feature of green space and nature trail - perhaps circulation of birding/butterfly identification/etc materials is more appropriate (New birding kit as of Dec 2022) • Circulate tech kits that we have been acquiring 			
Provide <u>technical</u> assistance for all patrons	Track individual tech support & classes	X	<ul style="list-style-type: none"> Implement "how to" tech & classes help for: <ul style="list-style-type: none"> ▪ preschoolers, ▪ elementary students ▪ adults ▪ seniors 	Staff, Volunteers High school (techie) student volunteers

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Objective	Measurement/ Evaluation		Action Steps	Resources Needed
Connect seniors with teens and children	Track attendance	O	Implement reading programs: <ul style="list-style-type: none"> ▪ seniors to children/teens ▪ children/teens to seniors 	Director, Staff, Volunteers
	Track participation	O	Implement "Homework Helpers" opportunities	Director, Staff, Volunteers
Offer Monthly General Interest Programs	Track attendance	X	Offer at least one program per month—e.g. history, travel, natural science, gardening	Director, Volunteer Presenters
Collaborate with other libraries	Track shared programs	X	Partner with other libraries to bring in special programs, authors, etc.	Director, Staff
<i>Current connection with Stillwater for esports; looking for additional opportunities</i>				

C. Stay current with technology

We will ensure our technology resources serve the ongoing needs of the community

Objective	Measurement/ Evaluation		Action Steps	Resources Needed
Obtain 3D printer	3D printer on-site	O	Identify available grants and/or other funding	Grant Committee, Director
Virtual Reality Headsets	Headsets obtained	O	Identify available grants and/or other funding	Grant Committee, Director
Remain aware of need and availability of other equipment to offer most current technology	New technology equipment on site	X	Director and staff stay current	Grant Committee, Director
<i>3D printer on hold</i>				

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D. Maintain adequate financial resources for library

We will pursue opportunities to protect the financial stability of the library as well as supplement the current revenue streams.

Objective	Measure(s)/Evaluation		Action Steps	Resources Needed
Library revenue supplementation	Additional annual revenue	X	Develop/pursue funding resources	Grant Committee, Director
	Additional revenue	X	Develop a budget for funds the library needs and advocate for support.	Director, Advice from Finance Committee
	Materials obtained	X	Reminder in newsletter & website for memorial and "in honor of" gifts	Director, Webmaster
		X	Continue dedicated donation box	Director
	Shared programs tracked	X	Maintain donation "wish list" on website	Website updated, Webmaster
		?	Partner with other libraries to bring in special programs, authors, etc.	Staff, Director
<i>Discussion on "wish list" ideas - create method to encourage specific items on an ongoing or seasonal basis (giving tree)</i>				
Install solar energy source	Monitor annual energy costs	O	Pursue options for green energy, solar	Grant Committee, Director
<i>Expect to hear from Solar consultant - spring 2023</i>				
Establish Library Endowment during the term of this 5-year plan	Endowment in place, (interest received from investment)	X	Establish Endowment Committee with board member & volunteers.	Board approval
		O	Designated donations for endowment fund Info & donation link on website	Director, Webmaster

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E. Develop library's role as an environmental steward of its building and property.

We will pursue opportunities to develop/maintain the responsible use and protection of the natural environment through conservation and sustainable practices.

Objective	Measurement/Evaluation		Action Steps	Resources Needed
Environmental stewardship	Note patrons taking time to enjoy outdoor space(s)	X	Green space around library to include trail system	Neighbor mows trail
	Maintain meadow	O	Fall only, brush hog meadow	Director, Building and Grounds Committee
	Cost savings and "green" maintenance	X	Monitor need for mowing	Director, Building and Grounds Committee
	Note success	X	Ongoing recycling and reuse	Director, Staff, Volunteers
	Track programs	X	Informational programs for community	Director
	Trail in place, community members using it	X	Plan and develop a trail at west end of first field behind the library	B&G Committee, Volunteers
	<ul style="list-style-type: none"> • <i>Trail has been used for Story Walks, additional "walks" in development</i> • <i>Green space and trail is unique to our library and has potential for more use; trailhead could be more permanent - looking into Eagle Scout project</i> • <i>We discussed brush hogging in spring rather than fall as a more environmentally friendly practice; birds and insects feed from plants in seed, fallen seeds will grow a more vibrant meadow.</i> 			

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