

FORT PLAIN FREE LIBRARY LONG-RANGE PLAN 2023 - 2028



Mission

The Fort Plain Free Library is a community-focused institution dedicated to providing free and equitable access to information, technology, and cultural resources.



Vision

The Fort Plain Free Library seeks to cultivate both a space and a culture that inspires creativity, curiosity, and empathy, while preserving knowledge of the past and providing tools to build a more informed future.



Core Values

Ease of
Access

Continuous
Learning

Creativity

Equity

Integrity

Intellectual
Freedom

Standards
of
Excellence


Sustainability

Teamwork


User
Experience

CORE VALUES


Ease of Access

 We work to make library materials and services available to all members of the community, including children, the elderly, and those with limited mobility or limited access to transportation.


Creativity & Innovation

 We encourage organizational and staff innovation that adapts to emerging needs. We embrace a culture of exploration, experimentation and reflection to improve services, anticipate needs and manage change. *

Integrity


 We will work to ensure that patrons have absolute trust in our commitment to honesty and empathy in all interactions. Our dedication to helping patrons is always to the best of our ability.

Standards of Excellence


 We will strive to meet the highest standards in all library activities, and to continuously update our standards to ensure excellence over time.

We will reliably meet the needs of the library while also striving to go above and beyond.

Teamwork


 We will work collectively among staff, board members and members of the community to maximize the potential of our individual strengths and ensure that all voices are heard. We are mindful of the abilities and strengths of our co-workers. We bolster the strengths of each other and teach each other in the areas we seek growth.

Continuous Learning


 We frequently evaluate our knowledge and skills to assess whether we are meeting the needs of our patrons.

We strive to expand our own knowledge base and familiarity with new and established technologies, and in turn provide opportunities for patrons to do so as well.


Equity

 We aspire to be inclusive and equitable and to meet people where they are to assist them in reaching their goals. Library services and programs are available to all, regardless of background or means.


Intellectual Freedom

 We aspire to build a diverse and expanding library of materials reflecting a broad range of information and viewpoints that mirror the diversity of our world. Patrons can feel confident in their freedom to access desired information regardless of political, religious, or ideological beliefs.


Sustainability

 We will work to ensure that both our physical space and our relationship with the community are built for long-term success.


User Experience

 We will strive to create a library experience that anticipates and meets the needs of users as pleasantly and effectively as possible.


I. Physical Space

GOAL	TASKS	VALUES
<p>Maintain our interior and exterior physical space so it is clean, safe, welcoming and accommodating for programs and services.</p>	<p>I. Maintain Interior Spaces</p> <ul style="list-style-type: none"> • Provide on-going maintenance and repairs including routine cleaning, interior repairs and repainting as necessary. • Maintain building systems (HVAC, security, electrical and computers). • Schedule and maintain inspections of fire extinguishers, HVAC and security system. • Curate interior space to be safe, clean, welcoming, informative, imaginative and inspiring. <p>II. Maintain Exterior Space</p> <ul style="list-style-type: none"> • Quarterly review/inspection of exterior of building and grounds to determine maintenance and repair needs. • Identify and implement maintenance and repair solutions as promptly as possible. • Cultivate exterior to be safe, clean, welcoming and intriguing. 	


II. Collection

GOAL	TASKS	VALUES
<p>Develop a collection that is reflective of the needs and wants of our community.</p>	<ul style="list-style-type: none"> • Provide access to materials in current and emerging formats. • Provide patrons with unrestricted access to constitutionally protected information. • Support patrons in their journey to be lifelong readers and learners. • Select a broad variety of high quality materials for the library collection. • Improve access to materials through reorganization and weeding the collection as necessary. • Monitor monthly and annually those services which lend themselves to statistical analysis: circulation, discards, and patron requests. 	


III. Collaboration

GOAL	TASKS	VALUES
<p>Continue to develop the library as a vital resource for the community by forming strong partnerships with community groups, local government agencies, schools, businesses, and individuals.</p>	<ul style="list-style-type: none"> • Elicit community feedback on issues or potential services. • Continue developing connections with preschools, the Fort Plain Central School District, the town of Minden, other surrounding communities and various special interest groups in the community to promote programs and services. • Prepare periodic newsletters in addition to the annual reports to update patrons on events, activities, and promotions at the library. • Create and implement shared calendar of events with neighboring libraries and the Fort Plain Central School District. 	


IV. Services & Programs

GOAL	TASKS	VALUES
<p>Provide services and programs that are useful, instructive, and culturally enriching.</p>	<ul style="list-style-type: none"> • Provide paid printing, faxing, and scanning services. • Provide free Internet access to library patrons through wi-fi and public computer stations. • Offer wide variety of high quality programs and materials to meet the needs and interests of all age levels. • Encourage participation and input from the community through surveys, social media, email, and open communication concerning program ideas. • Explore new avenues to keep patrons and residents informed of programs and events. • Continue to work with young adults to create a collection and programming that reflects their needs. 	

V. Staff & Trustees

GOAL	TASKS	VALUES
<p>Provide staff with the tools and feedback they need to serve patrons and maintain library operations in a productive and efficient manner.</p>	<ul style="list-style-type: none"> • Provide excellent customer service with friendly, helpful, knowledgeable staff. • Review and update policies as needed. • Review Personnel Manual annually and revise as needed. • Hold formal staff meetings as necessary. • Promote frequent communication between staff members to keep everyone well informed of each others' efforts and projects. • Provide immediate feedback to staff members to provide support, redirection and growth. • Utilize professional development resources made available within and beyond the Mohawk Valley Library System. • Create and implement an orientation program for Trustees. • Annually review and update security procedures. 	

VI. Technology

GOAL	TASKS	VALUES
<p>Provide access to and assistance with technologies that meet the information and educational needs of the community.</p>	<ul style="list-style-type: none"> • Support staff by keeping information technology up to date and in working order. • Maintain public information technology. The public should have every expectation that the library’s equipment is working and compatible with technology encountered at school, work or home. • Provide staff with technology training and promote skill trading among staff. • Develop technology replacement schedule. Replace technology according to schedule as reasonably possible. • Analyze use and content of Library’s website and social media platforms and update as necessary to meet the community’s needs. • Explore grants and other financial resources to support technology needs. 	

VII. Finance

GOAL	TASKS	VALUES
<p>Ensure the library’s financial sustainability through responsible budgeting, community outreach, and maximizing the strategic use of all available funding options.</p>	<ul style="list-style-type: none"> • Provide education and information to the community regarding budget needs utilizing community newsletter and other publications. • Request sufficient municipal funding for the annual operating budget to allow the library to provide a collection, resources, and programs to meet the community’s needs. • Research and evaluate options for additional funding. 	