Galway Public Library
Strategic Long Range Plan
2019 through 2024
Notes and Comments - November 7, 2023

2023 LRP Committee: Kat McCleneghen - Chairperson, Arlene Rhodes, Patrick Flinton, Pam Hyde, Dawn Wheeler, Cate La Barre, Stephanie Payton, 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 Steps	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 online 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
	Outdoor pavilion may be outside the current 5-year plan - of which we have 1 remaining year; ad-hoc committee to determine the size, location, usage, etc. Schuylerville recently erected a new pavilion			
Develop a stronger connection with Galway Central School	Track bused students	O	Implement after-school drop-off at library could be used for events Mon/Thurs	Staff to act as liaison with Galway Central Schools (Julie P)
	Track class tours	O	Offer class tours (early in school year) pre-covid 7th grade; revisited in spring?	
	Track hours of student volunteers	X	Develop student volunteer program	
	Track tours/reception	O	Offer tour/reception for faculty, admin., School Board, PTSA	
		X	PTSA meets in the conf room, connection to book fairs	
		X	March 2023 GSC art student reception	
	Discussion on impacting new PreK/K students; teacher appreciation; collaboration of services with GCSD			

X = completed/ in progress   O = for consideration   A = attempted/may be revisited

Objective	Measurement/ Evaluation		Action Steps	Resources Needed
Diversify demographic	Partnership/permission from Lions Club and Food Pantry to offer service One time per month visit, hours TBD	A	Partner with Galway Food Pantry ▪ 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 Volunteers to provide activities for children
		O	▪ Encourage Pantry patrons to visit library	
		O	▪ Offer application for library card while at Pantry	Identify/prepare information to distribute—Director, Staff, Volunteer
	Program lists are sent there	X	▪ Post library programs on pantry bulletin board	
		X	▪ Develop flier available to take home	
		O	▪ Note: consider placing schedules/info in shopping bag	
	*Story hour was attempted in 2021-2022 - lack of participation/children; Covid set some barriers. **On hold for now - may make another attempt at collaboration in the future.***			

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Objective	Measurement/ Evaluation		Action Steps	Resources Needed
Expand number and tasks of volunteers	Track volunteer numbers and hours 12 month average is **48 hours per month** (range 29-96 hours)	X	Implement a volunteer program for maintenance/improvement of building and grounds In progress	Identify tasks and schedules overseen by B/G Chair, Committee, Director Director, Staff
		X	Book sort and clerical tasks	
		X	Develop (advocacy?) opportunities	Identify opportunities, venues, schedules— PR Committee, Director
		X	Teens volunteer hours - * Teen Advisory Board * teens who shelve * programs run by or assisted by teens	
Provide community information to patrons	Bulletin board maintained	X	Create/maintain community bulletin board	Develop guidelines for board—Board, Director
		X	Pamphlet corner	
Groups to join in community - GPS, Lions Club, Garden Club, EMA, fire, Women's club, Scouts	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, Staff, PR Committee
	Track events and attendance	O	Seasonal or twice-yearly reception for new residents with representatives from other community groups Perhaps annually?	PR Committee, Director Director, Staff, Volunteers
	Completion and distribution of Directory	X	Develop Business Directory within school district from GGT on-line resource	
	How do we identify new residents?			

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Objective	Measurement/ Evaluation		Action Steps	Resources Needed
Increase visibility of "Galway Get Together" (GGT)	Monitor on-line and printed distribution PRINT - continue: Available at library Dr no longer wants Vicki's is closed Add Galway Local	X	Continue to offer/expand free listing for businesses within library community (school district)	Contact person(s) responsible for preparation of publication via Director
		X	Include (calendar of) library programs	
	Monthly reports of Town Board meetings in GGT	O	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	X	Develop a home delivery program/schedule As needed Individuals request	Establish liaison with Saratoga County Office of the Aging, Food Pantry-- Director, Staff, Volunteers
	Track requests and services provided	O	Offer reading services to homebound library patrons Is this viable? No nursing home/senior center in the district	Director, Staff, Volunteers
	May reach out to Meals on Wheels again in the future			
Host events that promote community services	Track attendance	O	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
	Discussion on "vendor fair" during Memorial Day events Does this already happen? Book sale at library, these groups are in the parade.			
Continue/expand fine-forgiveness program	Fine forgiveness program is in place one month a year (early Spring suggested) All fines were eliminated July 1, 2023	X	Forgive fine when patron brings non-perishable food item to be donated to Galway Food Pantry	Director, Staff

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Objective	Measurement/ Evaluation		Action Steps	Resources Needed
Increase Public Relations	Yearly event to thank volunteers	X	Recognition of volunteers Annual Fall event?	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
	Volunteer recognition Fall 2022, 25th anniv Fall 2023			
Develop programs in cooperation with community groups—e.g. GPS, GVFC, GEMS, GGMCC	Programs Implemented	X	Contact local community groups to collaborate	Director, Staff, Volunteer
		x	Narcan - Greater Galway Milton Community Coalition - will have program to educate (Nov 2023)	
		x	Holocaust program with GPS (May 2024)	

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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
	
	Teen Advisory Board created Feb 2022
	Twice per month - one for planning, one of an event
	
	Track participation
	Stuffed Animal Sleepover
	Murder Mystery
	Art Night
	Movies
	Games/Trivia
	Crafts/Tie Dye
	Cookies and Cards
	Manhunt
		
		X
		
		X
		
		X
			Meet teens where they are by providing:
			  ▪ Tech support
			  ▪ Tutoring
			  ▪ Peer homework assistance
			  ▪ Create "Library Club"
			
			  ▪ Volunteer opportunities
			
			  ▪ Offer one to two regularly scheduled "Teen Nights" per month, for example:
			
			  ▪ Movies
			  ▪ Board games
			  ▪ Music
			  ▪ Open mic
				Staff or volunteer to provide services
				
				Staff, Volunteers, Donations for refreshments

	● *Groups of teens use the library after school* ● *Private tutoring in conference room/ and in library*			
Serve as a gathering place for arts and culture	Track events and attendance	X O O O X X	Art shows Variety Night Poetry Night Concerts Films for kids and teens Museum passes available	Advertise opportunities for participation with the assistance of PR Committee, Grants

Increase circulation of "non-reading" materials	Track		Expand materials to include the loan of such items as
			  ▪ Tools
			  ▪ Sports equipment
			  ▪ Cake pans
				Donations, Grants

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Objective	Measurement/ Evaluation			Action Steps	Resources Needed
			•	Lawn/garden equipment	
		X		Puzzles exchange	
		X		Games	
		X		Kits	
		X		Birding	
		X		Stay Sharp (memory)	
		X		Seeds	
		O		Snow shoes	
Provide __technical__ **assistance for all patrons**	Track individual tech support (& classes) Programs for …			Implement "how to" tech & classes help for:	Staff, Volunteers
		X	•	preschoolers,	
	…	X	•	elementary students	High school (techie)
	individual basis…	X	•	adults	student volunteers
	…	X	•	seniors	
Connect seniors with teens and children	Track attendance	O		Implement reading programs:	Director, Staff, Volunteers
			•	seniors to children/teens	
			•	children/teens to seniors	
	Track participation	O		Implement "Homework Helpers" opportunities Is this feasible for seniors? Perhaps (recently) retired teachers?	Director, Staff, Volunteers
		X		TAB held a book fair in collaboration with seniors from book sorting committee	
Offer Monthly General Interest Programs	Track attendance Lots :)	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
	Seeking new collaboration opportunities				

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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 HOLD	3D printer on-site	O	Identify available grants and/or other funding	Grant Committee, Director
Virtual Reality Headsets HOLD	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
	3D printer and VR sets have space, training, and maintenance considerations. 3D printer runs at very high heat and creates safety concerns.			

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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	Measurement/ 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
		X	Reminder in newsletter & website for memorial and "in honor of" gifts	Director, Webmaster
		X	Continue dedicated donation box	Director
	Materials obtained	X	Maintain donation "wish list" on website	Website updated, Webmaster
	Shared programs tracked Holocaust program will be in partnership with SALS and shared with GCSD	X	Partner with other libraries to bring in special programs, authors, etc.	Staff, Director
(Install) solar energy source	Monitor annual energy costs Signed Community Solar contract August 2023 to save/credit 10% annually	X	Pursue options for green energy, solar	Grant Committee, Director
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
	Established Foundation Sept 2022	X	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	X	(Fall only) brush hog meadow annually	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
		X	Trail maintained and expanded; Used for Story Walks and TAB programming	
	Green space and trail is unique to our library and has potential for more use; Potential collaboration with an Eagle Scout for a Spring 2024 project to build kiosk and map/label trails			

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