

Long Range Plan 2022–2025

Argyle Public Library

The information, educational, recreational, and technological needs of the service area of the Argyle Public Library are constantly evolving. As these needs become more sophisticated, patrons demand more from the library and the most accurate and up-to-date resources are expected. In order to provide the best service to the patrons, the Argyle Public Library Board of Directors has developed a Long Range Plan for the years 2022-2025. The plan offers the board and staff a structured direction to follow.

Our purpose for Long Range Planning is to:

- Create a common image of the direction the library is moving
- Identify, discuss and resolve key issues
- Set priorities for implementation
- Create a benchmark to measure future performance

Our Mission

We encourage the pursuit of lifelong learning by offering free access to print, audio and digital collections, programs, and internet.

Our Values

1. Welcoming Atmosphere
We enrich our community by providing a well maintained, comfortable, accessible, and safe multi-use facility. Our library is an inviting place where patrons can be educated, entertained and informed.
2. Service Oriented
We provide friendly, courteous, knowledgeable and prompt service. We respect and value our patrons. Our trained staff is willing to locate and provide materials for each patron.
3. Staff Support
We strive to provide staff members with a pleasant environment that encourages a rewarding experience for both employees and patrons.
4. Fiscally Prudent
We seek to be a cost-effective institution when using both public and private resources.

Our Long Range Goals

1. Provide a trained and courteous staff
2. Provide a library with space, hours and services that meet the needs of community
3. Implement new technologies as appropriate
4. Make the public aware of the services and programs the library has to offer

Our Long Range Plan

GOAL 1: Provide a trained and courteous staff

Objectives

- Maintain a staff that believes in the Library's mission and values.
- Conduct a staff evaluation annually
- Train staff members in the everyday workings of the library.
- Maintain Staff Training and Procedure Manual

Strategies

- Staff will participate in ongoing staff training opportunities in areas of customer service, library resources and/or computer skills.
- Evaluate staff performance with a report from the Director to the Board

GOAL 2: Operate and maintain a library based on the changing needs of the community

Objectives

- Manage the current library's resources and space in the best possible manner by reviewing annually
- Provide an inviting library setting that meets patron needs for convenient access the collections, appropriate technology and areas of quiet reflection.
- Work with community groups to identify segments of the community which may be underserved in regard to library services
- Analyze annually the open hours of the library and increase as fiscally possible needed to provide more access to the library's resources
- Maintain a varied collection of materials.
- Maintain programs and the attendance each year
- Maintain circulation each year
- Update library policies annually
- Periodically analyze annually the library's ability to provide services to people with disabilities

Strategies

- Survey the patrons to acquire information on their expectations of the library
- Partner with community groups in an effort to identify the underserved population and their needs
- Work with the Argyle Village Board to expand hours, space and staff time as needed
- Provide programs that address the needs of the community and support the library's mission
- Focus resources on sustainable materials, services and programs
- Use purchasing and weeding as tools to manage existing resources to achieve maximum benefit
- Use signage throughout the library for quick identification of materials
- Partner with the schools and community groups to provide programming that will benefit the service area
- Encourage staff participation in community organizations and activities

Goal 3: Implement new technology as appropriate

Objectives

- Continue to support the technological infrastructure needed to bring the latest technological and informational resources to the community.
- Replace circulation and patron computers as needed
- Review the Technology Plan every 3 years

Strategies

- Use appropriate technologies to give the community seamless access to library resources
- Add or update resources and services
- Confer with other system libraries and the SWLS headquarters when reviewing the Technology Plan
- Offer computer literacy trainings to patrons

Goal 4: Make the public aware of the services and programs the library has to offer

Objectives

- Increase the number of people who consider the library as a preferred source of informational and recreational materials.
- Annually increase the number of people coming to the library
- Educate the community on how the library procures funding
- Publicize programs in local newspapers, on website, sign and in schools
- Educate the public on methods of donating funds to the Library
- Promote the library with the use of posters, media, handouts, and contests
- Maintain an Argyle Public Library brochure

Strategies

- Continue to maintain the library's website by adding links to appropriate sites, current library information and library issues
- Encourage the use of the library's web site
- Encourage library staff to promote the library's programs

This plan was approved by the Argyle Public Library Board of Trustees on: October 20th, 2021