

# Town of Chester Public Library

## Long Range Plan

January 1, 2025 – December 31, 2029

**Mission:** The Town of Chester Public Library will assemble, provide and preserve multi-media materials, technologies and programs that meet the day-to-day educational, informational, cultural, professional, recreational and social interests and needs of the community, in compliance with local, state and federal laws.

**Vision:** The Town of Chester Public Library will serve as a hub in the community, enriching the lives of all of the Town of Chester's citizens.

### GOALS

#### **Goal #1: To promote the Library and its services.**

*This goal ensures that the Library actively promotes its ongoing, innovative programming and services, and ensures that the community is aware of and has easy access to information about the library, its governance and all of its services.*

*The Publicity/Promotion Committee will focus on this goal and its objectives and provide a status report to the board at least twice a year.*

**Objective #1:** Ensure that current information about the Library, its governance and its services is available to the public in both print and online formats. Develop a multi-pronged, synchronized approach to publicity, including online, social media and print media.

**Objective #2:** Align programming and publicity with the things that draw people to our area, to local events that bring an influx of people to our community, and to special interests of residents.

#### **Goal #2: To regularly evaluate and improve the Library facility.**

*This goal recognizes that the facility is key to effective delivery of services, and ensures that the facility is continually updated and responsive to the needs of the community.*

*The Facility Committee will focus on this goal and its objectives and provide a status report to the board at least twice a year.*

**Objective #1:** Assess each area of the library to ensure that it is welcoming, easily accessible, comfortable, attractive, clean, safe, and useful.

**Objective #2:** Assess whether the layout of the library serves patrons' evolving and various needs with clearly defined areas, access to multi-media holdings, access to technology, adequate space, lighting, shelving, seating, power and data infrastructure, and a public restroom.

**Objective #3:** Identify ways in which the entrance to the Library can be improved, e.g. appearance, ease of access.

**Objective #4:** Identify ways in which the gallery area can be improved, e.g. lighting and systems for hanging and display.

**Goal #3: To promote and increase the financial stewardship of the Library.**

*This goal maintains a focus on the current financial health of the Library, attention and outreach to donors, and investments which promise a healthy fiscal future.*

*The Financial Stewardship Committee will focus on this goal and its objectives and provide a status report to the board at least twice a year.*

**Objective #1:** Develop a yearly financial plan which includes the annual budget and periodic replacement of computers, equipment and furnishings.

**Objective #2:** Maintain the Endowment Fund, and continue annual fundraising for the fund with special events and/or letter campaign.

**Objective #3:** Maintain an updated a list of active and potential donors, implement new ways to recognize and thank donors, and offer donors additional ways to provide financial support to the library, e.g. wills, charitable planned giving, etc.

**Objective #4:** Seek and secure grants for special projects.

**Goal #5: To ensure that the Library maintains its charter and continues to meet all current local, state and federal guidelines and requirements.**

*This goal ensures that we are in compliance with all relevant regulations, that the Library is vigilant in implementing the goals of the Long Range Plan, and that we are in compliance with all NY State minimum standards.*

*The Governance Committee will focus on this goal and its objectives and provide a status report to the board at least twice a year.*

**Objective #1:** Maintain required documents and provide public access to these documents in print and online:

- a. Written bylaws
- b. Long Range plan
- c. Annual Report
- d. Written policies
- e. Annual Budget

**Objective #2:** Implement required procedures: a. Employ a paid library director b. Library is open according to set scheduled hours c. Meet requirements set forth in New York State's Public Library Minimum Standards

Approved December 2, 2020

Revised 2/19/2025: Section on Developmental Committee removed  
Policy approved by Library Board of Trustees 2/19/2025