The Long Range Plan of the Kingston Library

FY2015- FY2018

Our Mission Statement:

“‘The mission of the Kingston Library is to be a vital center in our diverse community that inspires lifelong learning and empowers our citizens by providing free and equal access to information, ideas, books, and technology.”

Introduction:

During fiscal years 2015-2018, the Kingston Library will focus on four service goals to meet our community needs and interest. The four areas are:

- Library Value (formerly Community Enrichment)
- Programming and Collection (formerly Library Collection Development)
- The library physical plant
- Hours of Operation

For each goal, we have identified objectives and resources as needed.

Goal 1: Library Value

- Integrate new mission, values, and vision statement into all operations. Timeline: End of FY18
- Expand our community outreach such as “pop up” library with satellite “mini-library” boxes placed through out border areas of the City of Kingston. Timeline: End of FY18
- Publicize provided library electronic and remote services. Timeline: End of FY18
- Increase awareness and participation in annual budget vote and trustee election. Timeline: Ongoing
- Increase the positive perception of the library showcasing current initiatives. Timeline: End of FY18

Resources Needed:

- Dedicated and committed trustees, staff and Friends.
- Adequate budgeting to allow for staffing and materials.
- Adequate and trained staff to supervise coordinate and implement programs.
- Developing and enhancing established community partnerships.
- Utilization of traditional and social media.

Goal 2: Programming and Collection
• To make the community aware of programming and materials that Kingston Library has for circulation through media (standard and social), our website, personal contacts and any other collaborative method. Timeline: Ongoing for the life of the library.

• **Strengthen services to Young adults in the 13 to 19 age range.** Timeline: Ongoing for the life of the library.

• **Provide expanded programs for all ages and promote diversity.** Timeline: Ongoing for the life of the library.

• **Create a calendar of adult programs throughout the year.** Timeline: End of FY18

• **To allow the staff the time and resources to maintain the collection to meet and adapt to the changing needs of our patrons.** Timeline: Ongoing for the life of the library.

• **To expand Arts programming to include local community, artists, topics, events, and exhibitions.** Timeline: Ongoing for the life of the library.

**Resources Needed:**

- Continue to allocate adequate money in the budget to allow staff development and training.
- Continue to allocate adequate money in staffing to allow for the implementation of this goal.
- Continue to allocate adequate money for acquisition of new materials for the collection to meet the demand of the community.
- Partner with local community, civic, faith-based and other groups to promote and support library programs.

**Goal 3: Improve the Physical Structure of the Library**

• **Develop an ongoing Maintenance Plan for exterior grounds parking lot, garden/trees and all existing structures and embellishments within these areas.** Timeline: Ongoing for the life of the library.

• **Finalize a plan vote interior renovations with the assistance of the community, professionals, staff and the Board of Trustees.** Timeline: complete by the end of FY18

• **Implement short-term fundraising strategies to raise revenue to meet interior renovation efforts.** Timeline: throughout FY14-18

• **Finalize a decision of the library fence by the Board of Trustees in response to community concern.** Timeline: complete by the end of FY18

**Resource Needed:**

- Allocate budget funds for the implementation of these activities
- Develop and implement a strategic marketing plan and grant opportunities.
Recruit public partnerships to accomplish the efforts of this goal.
Empower and encourage staff, members of the Board of Trustees, volunteers and relevant professions in the efforts of this goal.

Goal 4: Hours of Operations

- **Evaluate adding Sunday hours to our operating week and evaluate the interest and use.** Timeline: complete by the end of FY18
- **Evaluate hours of operation for the Children’s Library programming in response to community concern to accommodate working families.** Timeline: complete by the end of FY18

Resources Needed:

- Adequate Budgeting for extra hours.
- Adequate staffing of the building.
- Survey effort and results.