



Wead Library Long Range Plan

2023-2027

INTRODUCTION

The purpose of the Wead Library Long-Range Plan is to outline the library's mission, goals, and actions to guide the next period of library advancement, sustainability, and impact. The plan has also been written to satisfy the Long-Range Plan requirement set forth in the NYSED Minimum Standards for Public Libraries. This plan will be reviewed by the board of trustees every year to assess the improvements and achievements. The plan will be reviewed, revised, and updated every five years by a Long-Range Planning Committee comprised of Trustees, library staff, and members of the community.

BACKGROUND

The New York State Board of Regents granted the Wead Library, the Malone Central School District Library, an absolute charter on May 23rd, 1975. On May 3rd, 2010, the absolute charter was amended to grant the name change from "Wead Library, the Malone Central School District Library," to the common name "the Wead Library."

The Wead Library located in Malone NY is a school district public library which serves a population of 17,633,¹ a decline of approximately 11.6% from 19,958.² Roughly 24% of our patrons come from outside of the Malone Central School District (MCSD). These patrons come from surrounding areas of Brushton-Moira, Chateaugay, Dickinson, Ft. Covington, St. Regis Falls, and a small portion from Canada. The remainder comes from within our service area of MCSD.

Currently, the Wead Library has over 6,000 registered patrons. Approximately 70% of our patrons are adults, 23% are juvenile borrowers, and the remainder are split into categories of interlibrary loan accounts and the mixed age group of delinquent borrowers.

Construction on the building was completed in 1932, with the doors first opening to the public in 1933. In 1980, with funding from a federal economic development grant, a brick addition was built. In 2019, after an extended period of renovations, the third floor was made accessible with a lift. The renovations also included the removal of asbestos, creation of two additional restrooms on the main floor, and the relocation and updating of accessible restrooms on the children's floor.

In March 2020, the Wead Library was forced to close due to the Covid -19 pandemic. The global pandemic resulted in New York State requirements for temporary safety practices and a pandemic response plan. During this time the Board of Trustees and Wead Library staff members worked to meet patron needs in a time of uncertainty. Much of the Library's traditional programming had to be put on hold. Beginning in June 2020, NYS began gradually lifting various Covid-19 restrictions. The Wead Library followed CDC guidance and New York State Public Health as the Library shifted between phases of the reopening plan. In March 2022, two years after the Wead Library closed its doors, all restrictions were lifted. The Board of Trustees encouraged library staff to gradually bring back programming. In September 2022, the Wead Library reported that the library has resumed equivalent levels of pre-pandemic programming.

The Wead Library continues to expand services to patrons beyond the lending and acquisition of books. In the summer of 2022, with the generous donation of computers from Salmon River Central School District, the Wead Library invested

¹ 2020 Decennial Census (<https://data.census.gov/cedsci/all?q=Malone%20Central%20School%20District&y=2010>)

² 2010 Decennial Census

(<https://data.census.gov/cedsci/table?q=Malone%20Central%20School%20District&y=2010&tid=DECENNIALSF12010.P1>)

heavily in the upgrading of Library technology. With this upgrade, email accounts associated with the Wead Library were no longer using the domain name owned by Northern New York Library Network. This was an important change that allows for the library to have a cohesive, credible, and recognizable presence on the internet.

MISSION

The Wead Library provides access to resources that improve and enrich the lives of all members of the Malone community, regardless of origin, age, background, or views. The library building is safe and welcoming, information is organized and up-to-date, and the staff is well trained to provide professional and caring service to all patrons.

CORE PRINCIPLES

- To foster literacy and a love for learning through exceptional collections, programming, and services.
- To ensure safety and ease of access to library services for all people.
- To empower and guide patrons to reliable, up-to-date information resources.
- To connect community members to social, educational, and economic opportunities.
- To strengthen relations between community members and promote civic engagement.
- To create an inclusive and equitable environment for all people.

GOALS

- I. To provide a welcoming and safe atmosphere for the community.
- II. To foster literacy and a love for learning through exceptional collections, programming, and services.
- III. Enhance community outreach and engagement.
- IV. Improve public access to the library's unique materials.
- V. Maintain and improve the exterior and interior of the building and grounds.

- VI. Maintain and develop a well-trained professional staff and volunteers.
- VII. Maintain a board structure, composed of committed people with diverse interests who will strive for the wise and efficient management of the resources and facilities used to fulfill the mission of the library.

❖ *Goal I: To provide a welcoming, inclusive, and safe atmosphere for the community.*

What We Heard

“Accessibility services- screen readers/ magnifying devices for print. Braille books. Diversity in book section- on disability, race, LGBTQ at all reading levels” – Survey Response

“Larger/more space for a more impressive/comprehensive collection. High end computers with creative software. Mini theater room that patrons can sign up for specified time slots to view film or shows from the libraries own vast collection. Craft/hobby/art studio room to provide space or even supplies for classes and groups. Sound proof music room featuring instruments and sound equipment, where patrons could learn/experiment with music, or musicians could perform or practice. Apart from a massive collection of books in various formats the library could also keep a large collection of films, TV, visual media, video games, music (vinyl, tapes, and CD’s) New and vintage.” – Survey Response

Objective 1: Collection Development and Maintenance.

Action: Evaluate and diversify the Library’s existing collection.

Example: Remove outdated and inaccurate materials and replace them with new, equitable, and accurate selections.

Action: Continue purchasing award winning and expert recommended materials.

Example: Purchase winners of the Newbery Medal and Randolph Caldecott Medal. Honor books should be considered as well.

Objective 2: Expand art collection to include diverse and underrepresented groups.

Action: Purchase art prints for the children's room that depict people from underrepresented groups.

Objective 3: Prioritize accessibility to library materials.

Action: Expand and update the Large Print and Audio collections.

Action: Purchase Large Print materials in the children's collection when possible.

Action: Research assistive technologies for improving accessibility of library materials and services.

❖ *Goal II: To foster literacy and a love for learning through exceptional collections, programming, and services.*

What We Heard

"Programs that get kids and teens into the library in a meaningful way." – Survey Response

"Possibly a young reader program, where teens/preteens can gather for a group discussion on a book each month. Maybe make and take arts and crafts or some easy kid friendly classes on recipes, pottery, basket weaving, gardening, maybe a spot at library where kids can plant veggies that could later be given to local pantry" – Survey Response

"I wish we could add programs like the Massena library does. Like basket making, sewing for teens, more young adult programs and adult programs." – Survey Response

“More community programs not just for toddlers.” – Survey Response

“An expanded manga selection and more programs for tweens/teens” – Survey Response

Objective 1: Strengthen relationships with local schools.

Action: Invite individual classrooms for library visits.

Example: Expand the pre-school and kindergarten visits to additional elementary schools.

Example: Schedule in person or virtual visits to local schools.

Objective 2: Create welcoming and relevant programming to attract and retain teenage patrons.

Action: Empower and assist teens in creating the programs they want to attend.

❖ ***Goal III: Enhance community outreach and engagement.***

What We Heard

“More Volunteer opportunities” – Survey Response

“Promote the library services- things folks may not know they can do at their location” - Survey Response

“More discount passes for area places like maybe Titus ski/snowboard pass discounts, Wilder farm. Maybe local bowling alley would do discount pass? Maybe add a few craft shows for local artists? Or add bake sale to book sales? An outdoor tent book sale would be nice if it coordinated with events in the park.” – Survey Response

Objective 1: The Wead Library will cultivate a sense of belonging for community members.

Action: Provide opportunities for community members to have input in changes at the library.

Example: Create volunteer led advisory boards.

Action: Align programs and services with patron interests and needs.

Objective 2: Establish and maintain thoughtful relationships with local businesses and organizations.

Action: The Librarian and other staff members are encouraged to participate in events in the community that can help establish connections between non-patrons and the library and its staff.

Example: Co-Sponsoring events related to the library's goals that will draw patrons in.

Action: Invite community organizations to provide and/or promote their free community services or events within the library.

Example: Provide tabling opportunities for local non-profits during high traffic library events.

Action: Partner with local organizations to offer discount passes to patrons.

Objective 3: Expand awareness about programming.

Action: Staff will look for ways to improve the marketing of library services to increase visibility of what the library has to offer the entire community.

❖ ***Goal IV: Improve public access to the library's unique materials.***

Objective 1: Prioritize digitization of the library's unique collection of yearbooks and microfilm.

Action: Set goals for yearly digitization.

Action: Develop a plan for funding for digitization projects.

Objective 2: Increase public awareness of library research resources.

Action: Develop program or tutorial to educate patrons about both in-person and online library research resources.

❖ ***Goal V: Maintain and improve the exterior and interior of the building and grounds.***

What We Heard

"More space between shelving. Cool and comfortable seating. The Lake Placid Library has some fun, creative seating in the kids section." - Survey Response

Objective 1: Prioritize building upgrades and renovations based on preservation of the building and patron/staff safety.

Action: Create and rank projects based on priority.

Example: New roof, installation of additional cameras, accessible entry ways, and more.

Objective 2: Annually assess physical building structure and grounds.

Action: Monitor and evaluate potential safety hazards.

Example: Note uneven grounds or sidewalks.

Objective 3: Continue to improve interior space layouts for programs, displays, and work areas.

Action: Replace worn and unappealing furniture to create safe and accessible layouts.

❖ ***Goal VI: Maintain and develop a well-trained professional staff and volunteers.***

Objective 1: Develop and implement a system of annual performance reviews.

Action: The Board of Trustees will assist the Director Designee in determining the best format.

Objective 2: Provide opportunities for staff development.

Action: Encourage staff to attend both in person and virtual workshops and webinars.

Action: Attend virtually or in person regional conferences such as NYLA (New York Library Association) and NNYLN (Northern New York Library Network).

Objective 3: Update procedures manual to assist staff with day-to-day operations.

Objective 4: Build and maintain a reliable group of volunteers.

Action: Organize volunteer opportunities.

❖ ***Goal VII: Maintain a board structure, composed of committed people with diverse interests who will strive for the wise and efficient management of the resources and facilities used to fulfill the mission of the library.***

Objective 1: Seek Trustees candidates of varying age ranges, ethnicities, race, and gender identities with expertise in areas such as finance, education, technology, community outreach, advocacy, etc.

Action: Maintain a list of potential Trustee candidates for future consideration.

Action: Advertise trustee vacancies in innovative ways.

Action: Research the possibility of adding a junior (non-voting) board member.

Objective 2: When necessary, the Board of Trustees will develop an applicant information packet.

EVALUATION

To track and assess the progress in pursuance of the goals and values described in the long-term plan, the director or designee and librarian will include any progress updates in monthly reports to the Board of Trustees. The Board of Trustees will establish a progress-tracking instrument, such as a check list to observe and recognize areas of progress and stagnation as the plan continues. Information such as completion date, staff members involved, completed activities, and outcome should be included. Obstacles to reaching goals should be noted. This evaluation tool should be created and presented at the June 2023 annual meeting. The evaluation can be drafted throughout the calendar year as progress is made on the plan.

The Board of Trustees should prepare a formal evaluation document to be presented at the following board meetings:

- January 2024
- January 2025
- January 2026
- January 2027

In August 2027, a Long-Range Planning Committee should be created comprising at least one trustee, two library staff members, and 2 to 4 members of the community. The committee should consist of 5 to 7 members. The Long-Range

Planning Committee should schedule regular meetings separate from the Board of Trustees meetings. The members of the committee should review and consider the past yearly evaluations, community survey results, and focus group feedback. The plan should be reviewed, revised, and updated for board approval at the January 2028 Board of Trustees meeting.

Year 1	Approval Date - December 2023
Year 2	January 2024 - December 2024
Year 3	January 2025 - December 2025
Year 4	January 2026 - December 2026
Year 5	January 2027 - December 2027