

# ARKPORT PUBLIC LIBRARY STRATEGIC PLAN 2025-2030

	GOALS	ACTIONS	MEASURES	TIMELINE
<b>STAFF AND VOLUNTEERS</b>				
<b>GOAL 1</b>	Develop and support library staff.	<p>Expand staff hours and/or job descriptions.</p> <p>Request Director attend STLS annual Continuing Education Day.</p> <p>Request Director attend annual NYLA conference.</p>	Maintain 75% staff retention rate.	Long-term Ongoing
<b>GOAL 2</b>	Develop a library volunteer program.	<p>Offer training for volunteers to work independently of library staff.</p> <p>Contact school for teens that are required to have volunteer hours.</p> <p>Establish a parent/child volunteer program where children age 10 and up can volunteer with a parent or guardian present.</p>	Schedule and maintain volunteer hours.	Long-term Ongoing
<b>GOAL 3</b>	Create a Friends of Arkport Library Group (FOAL)	<p>Promote FOAL using library resources.</p> <p>Director to be library representative at FOAL meetings.</p>	Was a FOAL group successfully created?	Short-term Ongoing

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<b>COLLECTIONS DEVELOPMENT</b>				
<b>GOAL 1</b>	Maintain and enhance well-developed collections that promote reading for enjoyment and personal growth.	<p>Collect recommendations from patrons and staff for consideration of monthly purchases.</p> <p>Involve student volunteers in juvenile and young adult purchasing.</p> <p>Create a Google form that patrons can make recommendations online.</p>	<p>Maintain or increase annual circulation statistics.</p> <p>Was the community informed that patrons can make collection recommendations?</p>	Ongoing
<b>GOAL 2</b>	Promote diversity, equity, inclusion and accessibility within all collections.	<p>Incorporate new diverse and inclusive titles into the children's collection.</p> <p>Incorporate new diverse and inclusive titles into the adult, young adult, and non-fiction collections.</p>	<p>Add ten (10) new DEIA titles into the children's collection per year.</p> <p>Add ten (10) new DEIA titles, into the adult, young adult, and non-fiction collections per year.</p>	Ongoing

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<b>GOAL 3</b>	Expand large print and non-fiction collections.	Increase the number of large print purchases monthly.  Expand non-fiction section.	Total amount of large print purchases annually compared to previous year.  Add ten (10) new non-fiction books per year.	Ongoing
<b>TECHNOLOGY</b>				
<b>GOAL 1</b>	Enhance available public-facing technologies.	Purchase or repair laptops for in-house use by patrons.	Increase annual computer statistics.	Short-term
<b>GOAL 2</b>	Promote the library's digital resources.	Host digital resource focused workshops (eg. STARCat, Libby)	Program attendance.  Host a minimum of two (2) digital resource-focused workshops per year.	Ongoing
<b>PHYSICAL SPACE</b>				
<b>GOAL 1</b>	Ensure that the function and appearance of the building and grounds are well maintained.	Create a Facility Assessment Checklist.  The Board of Trustees will complete an annual walk-through in September of each year to identify and address facility needs.	Was the checklist created and implemented?	Long-term Ongoing

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GOAL 2	Develop and share an Emergency Preparedness Plan.	Draft an Emergency Preparedness Plan by December 2025.  Review with the Board of Trustees and finalize by March 2026.  Present finalized plan to staff and volunteers.	Was the plan drafted by December 2025?  Did the Board finalize the plan by March 2026?  Was the plan presented to relevant parties?	Long term
GOAL 3	Expand physical and/or outdoor space if opportunities arise.			Long-term
<b>PROGRAMS AND SERVICES</b>				
GOAL 1	Increase facility accessibility for the community.	Expand hours of operation.	Increase open hours to a minimum of 40 hours per week.  Statistical count of patrons that use the library during added hours.	Long-term
GOAL 2	Continue providing excellent customer service.	Collect feedback on programs and events using evaluation forms or surveys with rating systems.	Survey feedback.  Online reviews.  Anecdotal feedback.	Ongoing
GOAL 3	Establish community partnerships with public schools, social services, local businesses, other non-profits etc. that could	Develop collaboration with school in follow-up to our meeting.  Contact other entities to meet and discuss ways we can collaborate.	Increased program attendance.  Feedback from other entities.	Short-term Ongoing

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	collaborate on programming.			
GOAL 4	Improve public access to local or regional museums and educational institutions.	Purchase Empire Pass access.  Consider adding other local or regional passes as they become known.	Circulation of passes.	Long-term
GOAL 5	Expand Senior services and programming.	Strengthen partnerships with local organizations serving seniors.  Invite organizations to host senior-focused programs at the library.	Program attendance.  Program co-sponsorship opportunities.	Long-term Ongoing
GOAL 6	Offer non-traditional library services.	Advertise Notary services throughout the community.  Create a library of things that patrons can borrow from, featuring unconventional items including but not limited to bakeware, sports equipment, technology, and more.	Are patrons using the Notary service?  Circulation statistics and anecdotal feedback for the library of things.	Long-term
GOAL 7	Increase use and support of the library among diverse populations, particularly populations not	In collaboration with the public school implement every student gets a library card project.  Support homeschooling	Monthly registration statistics provide quantitative data for new cardholders.  Were two (2) to four (4) home-school	Long-term Ongoing

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	currently using the library.	families in the community by offering educational programs throughout the year.  Increase visibility by attending community events.	programs held throughout the year?	
GOAL 8	Increase marketing opportunities to drive awareness and program attendance.	Increase Facebook followers and interaction with a Facebook marketing plan.  Continue quarterly articles in the village newsletter.  Send home a newsletter through school.  Takeover or shutdown and start a new Instagram account.  Utilize free events advertising in the Alfred Sun.	Increase in program attendance.  Increase in social media statistics.	Long-term Ongoing

ADOPTED BY THE ARKPORT PUBLIC LIBRARY BOARD OF TRUSTEES ON XX/XX/XXXX.