

PORT BYRON LIBRARY

LONG RANGE PLAN

2025 - 2030

The Port Byron Library's patron-driven 2025-2030 Long Range Plan is strategic, relevant, and in line with state, county, and local agencies' goals and plans. Based on current statistics, demographics, a community survey, staff experience and knowledge, and research, we have a clear understanding of how our patrons use the library and its services and what they would like to see in the future. As a staff and a board, we have established an understanding of how our community views our library and what they hope to achieve through its use. Collectively, as we work toward our goals, we will find motivation in the words of Neil Gaiman:

“Libraries are about Freedom. Freedom to read, freedom of ideas, freedom of communication. They are about education (which is not a process that finishes the day we leave school or university), about entertainment, about making safe spaces, and about access to information.”

Library Mission Statement

The mission of the Port Byron Library shall be to enrich lives and our community through universal access to knowledge, lifelong learning, and literacy.

Vision Statement

The Port Byron Library will provide a center for information and discovery through innovative programming, robust collections, and responsive services.

Core Values:

- **A Love of Reading & Life-long Learning**
- **Welcoming Environment**
- **IDEA (Inclusion, Diversity, Equity, and Access)**
- **Patron Focused Programming & Services**
- **Well-maintained Facility & Computer Equipment**
- **Community Partnerships**
- **Intellectual Freedom & Privacy**
- **Sustainability**

GOALS:

OPERATIONAL & MAINTENANCE

GOAL #1

Continue to seek out ways to acquire more space or expand current space to allow for more regular programming that promotes patrons' ability to explore and experience historical research, crafts, career skills, recreational hobbies, and gathering for clubs/meetings/requested events.

Actions:

- We will continue to look for opportunities to acquire a new, larger building and/or we will consistently look for ways to expand our current facility to allow for more space.
- We will regularly assess our use of building space to make it the most optimized space possible to allow for more interactive programming.
- We will continue to seek out new and unique ways to manage the size of our collection and arrange it in a way that will allow for the most space to be utilized by the community.
- We will cultivate a forward-thinking environment by implementing a maker space for teaching skills in creating for recreation, but also as an alternate means to earning income, in an effort to provide the community with social and educational experiences that address the unique interests and needs of our local demographic.
- We will maintain wheelchair compliance in our building, while also evaluating new and affordable options to become more ADA compliant.
- We will keep our facility free from hazards and safe for community.
- We will maintain cleanliness standards to ensure a healthy environment for the community.

GOAL #2

Maintain close interaction with Finger Lakes Library System and other member libraries in an effort to stay current on library happenings and state guidance, seek information and resources, and gain access to both intellectual and physical shared property and strategies.

Actions:

- We will continue to regularly attend meetings, trainings, and events provided by Finger Lakes Library System.

- We will continue to reach out to FLLS for guidance on state standards and open meeting laws, as well as all other required regulations.
- We will continue to build strong partnerships with the other member libraries in the system in an effort to share and gain strategies and resources.
- We will continue to educate our patrons on the library system and how it works, as well as how it benefits them.

GOAL #3

Consistently meet state and local laws and standards in providing a desirable and fair working environment for both staff and volunteers.

Actions:

- Provide a fair and competitive wage to maintain a competent staff.
- Maintain and update the Personnel Manual to provide regulation and guidance to staff and volunteers.
- Evaluate staff on an annual basis in accordance with policy, allowing for feedback and advancement.
- Support a working environment that promotes a work-life balance.
- Encourage employee input and idea sharing.
- Maintain a budget to recognize/celebrate staff and volunteer contributions and collaborations.
- Maintain a budget to allow for staff development and advancement.
- Seek opportunities for learning and recreation for staff and volunteers.

GOAL #4

Maintain and continually update a modern collection of varying media types according to the collection development policy.

Actions:

- Stay aware of new books and media available and purchase to add to the collection in a timely and effective manner.
- Consistently monitor the collection using data matrix to assess circulation, popularity, and system availability.
- Pay particular attention to non-fiction materials for modernization.
- Consider Inclusion, Diversity, Accessibility, and Equity when adding materials to collection in accordance with the collection development policy.
- Adhere to astute weeding measures in an effort to use funds frugally.

GOAL #5

Develop and maintain a close interactive relationship with the Port Byron School District.

Actions:

- Continue to facilitate school visits at the library.
- Initiate more interaction and staff visits at both the elementary and high schools.
- Inquire about creating a scholarship for students attending secondary schooling in the field of library science.
- Work with high school to start an internship program for students to volunteer hours at library.

GOAL #6

Maintain a responsible stand point when acting on behalf of the community in all manners of operation.

Actions:

- Focus on sustainability in all aspects of library operations, programming, and spending, in accordance with the American Library Association (ALA) core value of Sustainability.
- Be fiscally responsible and sound in creating and following a budget for the library.
- Work to preserve all library materials and repair instead of replace when possible.
- Consider reuse, recycle, and reduce when possible.

GOAL #7

Increase fundraising efforts in order to procure additional funds to support programming, services, and technology.

Actions:

- Maintain minimum of four book sales per year, while looking for opportunities to add additional sales when possible.
- Seek out opportunities to participate in community events that allow for fundraising.
- Develop a planned giving annual campaign.
- Increase signage and interactions to include the encouragement of donations from patrons.

SERVICES & PROGRAMMING

GOAL #8

Foster an environment that promotes inclusion, diversity and equity across perspectives and safeguards the freedom of intellect by ensuring patron privacy.

Actions:

- We will maintain a collection of materials, according to our collection development policy, which represents many varying viewpoints. (Individuals are responsible for determining appropriateness of materials, while guardians are responsible for their children.)
- We will provide individual access to information and materials in various formats, and to serve a wide variety of needs.
- We will provide access to information and the freedom to read will not be restricted.

GOAL #9

Consistently promote Inclusion, Diversity, Access, and Equity (IDEA) throughout our collection, services, and programming.

Actions:

- Maintain a welcoming and approachable environment where creativity, collaboration, a sense of community, and personal betterment are possible and embraced.
- Integrate diversity and equity within our collection, programming, marketing and community partnerships to make the library an EASILY accessible place for our whole community.
- Create and implement plans to grow new patron membership and support positive patron experiences by maintaining a safe and inclusive environment for community engagement.

GOAL #10

Use accessible and innovative marketing strategies to expand library awareness and specifically target groups that are in the greatest need of resources and services.

- Expand our reach by positioning our marketing about key services and programming within patrons' preferred and easily accessible locations, both physically and digitally.

- Develop a library ambassador program, particularly with teens, to generate genuine contact, awareness, and attendance among teen patrons.
- Encourage and support aging residents who want to remain patrons of our library by making resources (including social, technological, etc.) and services available to these residents as they age.
- Institute a pick-up/delivery service, policy, and budget for homebound patrons.

GOAL #11

Help preserve and enhance the rural characteristics of the Town of Mentz and the urban-village characteristics of the Village of Port Byron in a compatible manner.

Actions:

- Partner with local historical societies, community organizations, and Finger Lakes Library System to offer unique programs and resources that are geographically and historically relevant to our community.
- Collaborate with local groups in maintaining a celebration of our past and current achievements through regular use of our display cabinet.
- Support local groups in their efforts to promote community and historical awareness and appreciation.
- Provide local groups with access to the community use room in order to conduct business or in any way promote the community and its historical value to the region.
- Maintain a collection of historical materials at the library, that easily accessible to community members upon request.
- Collaborate with local groups and individuals to continually add historical and news-worthy items and materials to the library's historical collection.