

# **Long Range Plan – Eagle Free Library 2024 – 2029**

**Mission Statement:** The mission of the Eagle Free Library is to encourage lifelong learning, self improvement and an appreciation of the Arts by providing its patrons with a clean, inviting, well-organized and up-to-date collections, access to technology, and fun and informative programs through the year.

Director: Jody Glaser

Board of Trustees:

Donna Barber

Louise Herrick

Ray Kraft

Eleanor Ann Smith

Madonna Barber

Linda Barber

Grant writer/Program Director : Cassandra Roberts

## **Financial Stability for the present and the future:**

- Prepare a proposed and balanced budget for the coming year to provide both materials and programs for our patrons, including services provided by the Pioneer Library System.
- Continue the growth of the Capital Fund for upkeep and future major repairs to the library building, driveway and lawn areas.
- Continue yearly discussions with the other three libraries within the Letchworth School District (Town of Gainesville Public Library in Silver Springs, Cordelia A. Greene Library in Castile, and the Pike Library) to submit a proposal for increased funding on the school ballot.
- Continue grant writing and solicitation of donations to support family programs throughout the year.
- Continue fundraising efforts as needed to supplement and balance the budget.

**Building Upkeep:** The original library was constructed in the summer of 1998, and the addition was built in the fall of 2004. Keep an ongoing “diary” of evaluations and repairs.

Keeping these dates in mind, ongoing assessment, upkeep, and repairs for the facility will include:

- Evaluate the condition of the roof, on the original building and the addition to determine repairs or replacement before major problems occur.
- Evaluate gutters and downspouts after each winter since in the past something has needed to be repaired each spring.
- Evaluate the HVAC equipment for efficiency and needed repairs, including insulation and roof venting to provide energy efficiency, reduced heat loss and less ice build-up, as well as air conditioning needs making timely repairs as needed before major problems occur. Furnace and AC was replaced in 2019.
- Keep septic tank pumping on schedule to prevent problems, every 4-5 years. (last pumping was in 2014)
- Evaluate the condition of the driveway/parking lot each July to determine if it needs to be resealed to preserve the driveway/parking lot and prevent costly repairs. (The driveway was resealed with new lines in the summer of 2023.)
- Evaluate the painting and general appearance of the interior as an ongoing consideration. Consider replacing the carpeting as needed. Carpeting was replaced in 2019. Interior was repainted in 2019.
- Evaluate the outside painting as an ongoing consideration.
- Lawn areas- Yearly assess for needs to preserve the lawn and enhance the library’s “curb appeal”.
- A complete remodel of the office, a new desk and custom built cabinets will be done in 2024.

**Collection Development and Service to Patrons:** It is the responsibility of the Director:

- To continually weed and update the collection to meet the needs of the community, as well as patrons of the 42 libraries in the Pioneer Library System for interlibrary loan through OWNL.
- Continue to contribute to owl.2go purchases for the Pioneer Library System.

**Computer and Equipment Needs:** At the end of 2016, the library has six computers for the public. All six computers as well as the Director's computer have Micro Soft Office and Publisher installed. A new table for the computers was designed and built. As a result of these new computer improvements:

- Keep computers updated and current as technology develops. Plan to purchase new computers in 2024.
- Continue to offer computer classes for the public.
- An answering machine and a new FAX were purchased in 2017 to improve customer service.
- A color printer was purchased in 2017 to enhance customer service.
- Plan to upgrade the copier and printer.
- Consider upgrades as technology develops.

**Program Offerings:** As per our Mission Statement, quality Arts programming and other family or informational programs continue to be a major priority for the Eagle Free Library.

- Continue grant writing endeavors and requests for donations to continue our well established programs including, but not limited to:
- *March into the Library*, Saturday mornings in March
- *Summer Arts Programs for Children and Adults*, Thursday afternoon in July along with the Summer Reading Program
- *Party with Santa*, the first Friday in December
- *Gingerbread House Decorating* workshop, in December
- Adult Craft Club (18 and over)
- Family Movie Night
- Preschool Story Hour 2nd and 4<sup>th</sup> Thursday as interest dictates
- Other programs as they can be organized.

**Public Relations and Publicity:** Utilize social media such as Facebook and our Eagle Free Library page to keep public and patrons informed of schedules and programs offered.

Adopted by the Eagle Free Library Trustees on February 7, 2024