

**ROYALTON HARTLAND COMMUNITY
LIBRARY**

**LONG RANGE PLAN
OF SERVICE**

Update

2012 - 2017

June 2012

INTRODUCTION

This long-range plan for the Royalton Hartland Community Library (formerly known as the Middleport Free Library) was developed in 1997 has subsequently been updated on September 12, 2001, September 11, 2007 and most recently on March 5, 2012 by the following sub-committee: Carolyn Wagner, President, Board of Trustees and Herb Koenig, Melane Shuttleworth, Ken Belfield, Library Trustees and Rose Bernard, Library Director.

This document has been reviewed and approved by the Board of Trustees for the Royalton Hartland Community Library on June 18, 2012.

The purpose of this long-range plan is to provide direction for the Royalton Hartland Community Library regarding patron services. This plan will be reviewed periodically and modified as needed.

Comments on the plan are welcome by the Library Director and Board of Trustees.

BOARD OF TRUSTEES*

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***as of 6/18/12**

MISSION STATEMENT

The mission of the Royalton Hartland Community Library is to provide an opportunity for learning, recreation and personal growth for the residents of the community through the resources and personnel of the library.

VISION STATEMENT

To achieve our mission statement, the Royalton Hartland Community Library will:

- * Service the broad-based needs of the community by providing those materials and services most wanted and needed for education, recreation and personal growth.**
- * Place special emphasis on stimulating young children's interests and appreciation for reading and learning.**
- * Combine traditional expertise with changing technology for equal and easy access to library services, materials and facilities.**

LIBRARY SERVICES

The Royalton Hartland Community Library has identified the following library services as critical roles in the fulfillment of our Mission and Vision Statements.

Children's Door to Learning:

The library will encourage children to develop an interest in reading and learning through services for children.

Popular Materials Library:

The Royalton Hartland Community Library will feature current, high-demand interest materials in a variety of formats for our patrons.

Reference Library:

The library will actively provide timely, accurate and useful information for our patrons through print and electronic media.

GOALS AND OBJECTIVES

Goal:

Collection development will be based on the needs and interests of our patrons as determined by formal and informal surveys.

Action Plan:

The library will conduct on a periodic basis, a formal patron survey to determine the needs and interests of our clients.

Goal:

The library will strive to provide access to the most up-to-date materials from a variety of sources.

Action Plan:

The library will actively participate in the NIOGA system, New York State Library, and other on-line telecommunications.

Goal:

The library will provide activities to encourage children and young adults to actively participate in the library.

Action Plan:

The library will offer the following:

- * Weekly pre-school story hour**
- * Summer reading and other youth-oriented programs**
- * School class visits to the library**
- * Provide appropriate level reading materials for recreational and educational purposes**
- * Encourage parents to be active “partners” in library events**

Goal:

The library will provide patron services utilizing recent technological advances. We will strive to provide these services using the available space in the most efficient manner.

Action Plan:

This will be accomplished by introducing and/or continuing to provide the following services:

- * bar coding of materials**
- * updating the computer workstations**
- * Internet/ Wi-Fi access**
- * public and internal library access to the library's data base**
- * fax machine**
- * copy machine**
- * tax forms**
- * handicap accessibility**
- * meeting room for community groups**
- * buildings and grounds modifications as needed**

Goal:

The Friends of the Library will provide support to the resources, services and programs of the Library and will promote the Library's presence in the community.

Action Plan:

The Friends of the Library will offer the following:

- * support and be a source of volunteers for Library programs and projects**
- * periodic used book sales**
- * public relations and advocacy**