MISSION STATEMENT The Southworth Library provides materials, services and programming to meet the diverse educational, informational, recreational and cultural needs of the Dryden community, supporting access to information, promoting the love of reading and furthering literacy and lifelong learning.

VISION & VALUES

Strategic direction

5 years: To stay current with technology needs, provide space and meet the needs of underserved and special needs audiences.

10 years: To continue to provide library services for our community as specified in the mission statement, explore stable funding and maintain and continually increase our circulation of materials and library usage.

LIBRARY COLLECTION: To provide access to library services and strengthen the library collections in various media to meet the evolving needs of the diverse communities served

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| GOALS & OBJECTIVES | WHO | WHEN | STATUS |
| Action: Audit collection for use & relevance on regular basis | SL, LD | Monthly | ongoing |
| Action: Audit collection for optimal use of physical space | SL, LD | As needed | ongoing |
| Action: Order relevant and up to date materials – physical and digital | LD,SL | Weekly/monthly | ongoing |
| Action: Define tasks for roles and jobs | LD, SL | Annual | ongoing |

PROGRAM DEVELOPMENT: To maintain current programming for all age groups and expand to future initiatives as needs are identified

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| GOALS & OBJECTIVES | WHO | WHEN | STATUS |
| Action: To maintain current programming for all age groups with appropriate staff to meet the need: | LD, library staff | monthly | ongoing |
| Action: Identify any age groups not adequately served with library programs and develop programming for them- teens and adults 25-40 | LD, SL | Quarterly | Ongoing |
| Action: Evaluate programs to ensure they meet the needs of individuals with disabilities as defined by ADA and adjust accordingly | LD & staff | Quarterly | ongoing |

TECHNOLOGY DEVELOPMENT: To provide state of the art technology and resources for library patrons and an up to date gateway for information

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| GOALS & OBJECTIVES | WHO | WHEN | STATUS |
| Action: Facilitate training for library users for resources and digital literacy- both in computer classes and in one on one training | staff | daily | ongoing |
| Action: Evaluate technology resources on annual basis, keeping computers, accessibility and other devices current | LD,SL | Annual | Ongoing |
| Action: maintain an interactive up to date website and social media presence | LD, SL, staff | Weekly | ongoing |

OUTREACH : To provide effective outreach both in person and digitally

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| GOALS & OBJECTIVES | WHO | WHEN | STATUS |
| Action: Maintain existing local outreach programs for older adults and investigate future opportunities and collaborations with other services and organizations serving older adults | LD | As needed | ongoing |
| Action: Provide outreach to local headstart facilities, day care centers and home day cares as needed and develop staff to implement | LD | Monthly | ongoing |
| Action: Investigate programs and outreach to homeschool groups and families | LD | Quarterly | ongoing |
| Action: Explore and establish community collaborations with service groups, schools, businesses and colleges   1. Dryden schools- classroom visits and presentations 2. Willow Glen School 3. Tompkins Cortland Community College 4. William George Agency | LD | annually | ongoing |
| Action: Establish branding and marketing strategies & procedures for library including social media | LD, delegated staff | monthly | ongoing |
| Action: Collaborate with other agencies and businesses for events and programs | LD | Monthly | Ongoing |
| Action: Define policies for the community use of library space | BOT,LD | TBD | TBD |

PERSONNEL: To employ and manage a well-trained and dedicated staff and administration who will meet the library needs of patrons

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| GOALS & OBJECTIVES | WHO | WHEN | STATUS |
| Action: Project personnel needs to adequately meet service goals and identify staff to assist with the following:   1. assist with various programming needs 2. technology and virtual platforms 3. cataloging and circulation needs 4. administrative functions 5. organization of materials and resources | LD, BOT | Annually | ongoing |
| Action: Conduct annual evaluations with staff to identify strengths, weaknesses and areas of training needs | LD | Annually | ongoing |

FINANCE & BUDGET : To maintain strong financial practices and investigate additional sources of funding

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| GOALS & OBJECTIVES | WHO | WHEN | STATUS |
| Action: Maintain a strong budget with annual and monthly review | BOT | Monthly | Ongoing |
| Action: Conduct Annual Fund Drive | LD, SL, FRC | Annually | ongoing |
| Action: Review the investment policy on an annual basis | BOT, FC | Annually | November |
| Action: establish bookkeeping procedures for a system of financial accountability & training as required | FC, BOT | Annually | ongoing |
| Action: Review the need for school ballot vote increase | FC, BOT | Annually | January |
| Action: Evaluate staff wages for budget | BOT | Annually | November |

LIBRARY MANAGEMENT: To maintain an effective Board of Trustees for governance of the library

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| GOALS & OBJECTIVES | WHO | WHEN | STATUS | |
| Action: Develop effective trustees and explore options for training requirements | BOT | annually |  |
| Action: Develop networking and collaborations in local area organizations | LD, BOT | annually |  |
| Action: Review, develop and update library policies as needed | LD,BOT | Annually | As needed |
| Action: Establish working committees for various aspects of library operations and management | BOT | Annually | January |

BUILDING & GROUNDS: Develop a plan for effective maintenance and development of the building and grounds

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| GOALS & OBJECTIVES | WHO | WHEN | STATUS |
| Action: Create a working document with vendors and schedules for building and grounds maintenance and repair | B&G | 2024 | draft |
| Action: Evaluate physical space for various needs | LD,B&G,staff | As needed | ongoing |
| Action: specific repairs, painting, driveway sealing, | B&G | Annually | ongoing |
| - Boiler replacement | B&G | Fall 2024 | Grant submitted |

VOLUNTEERS: Develop an effective volunteer organization with projected goals

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| GOALS & OBJECTIVES | WHO | WHEN | STATUS |
| Action Investigate formation of a volunteer organization with supervision and direction by the Board of Trustees | BOT | TBD | On hold |
| Action: Maintain a system for training and scheduling volunteers, including appreciation events and review of procedures | LD, SL, BOT | Annually | ongoing |

Plan approved on Wednesday, October 2, 2024

* LD-Library Director
* SL- Senior Librarian
* BOT- Board of Trustees
* OC- Operations Committee
* FC- Finance Committee
* B&G – Building & Grounds Committee
* FRC- FundRaising Committee
* V- volunteers