

NORTH SCITUATE PUBLIC LIBRARY
LONG RANGE PLAN
January 1, 2018 – December 31, 2021

MISSION STATEMENT:

The mission of the North Scituate Public Library is to act as a focal point in the community providing informational, educational, recreational, and cultural services and materials to all age groups.

GOALS & STRATEGIES:

Goal 1: To provide library services which meet the needs of the residents of Scituate.

Strategies:

- A. Ensure that all staff members are properly trained to provide high-level customer service.

Responsibility: Circulation Head, Director

- B. Perform an in-house or community-wide survey to determine awareness and use of available library services. Identify an online option, such as Survey Monkey, to ensure full availability of the survey.

Responsibility: Director

- C. Encourage the use of the meeting room and multi-media equipment by community groups.

Responsibility: Reference Librarian, Director, Board of Trustees

- D. Develop and maintain collections of books, e-books, media, and other materials to meet the interests of the community

Responsibility: Youth Services Librarian, Reference Librarian, Director

- E. Develop and preserve materials in the Local Archives and Rhode Island Collection to increase the awareness and encourage research of materials by the community.

Responsibility: Reference Librarians

- F. Provide programming to educate, inform, entertain, and add to the culture of the community.

Responsibility: Youth Services Librarian, Reference Librarian, Director

Goal 2: To stay current with, understand and teach technology tools and trends to patrons.

Strategies:

- A. Ensure staff is trained in current technologies.
Responsibility: Reference Librarians, Circulation Head, Director
- B. Maintain small inventory of relevant technology equipment for lending to patrons.
Responsibility: Director
- C. Provide individual and group training sessions to all interested patrons.
Responsibility: Reference Librarian
- D. Maintain updated and fully functional computers, printers, media, fax, and copier for public use.
Responsibility: Director

Goal 3: Maintain safe, functional and comfortable facility for staff and public use.

Strategies:

- A. Maintain and adhere to regular preventive maintenance schedule for facility.
Responsibility: Director
- B. Improve signage within Library to assist patrons in finding materials.
Responsibility: Director
- C. Keep all areas clean and free of general hazards.
Responsibility: Contracted maintenance company, All Staff
- D. Continue to maintain landscaping around library.
Responsibility: Contracted landscape company, Gardening Volunteers, Director
- E. Provide ongoing repairs as necessary.
Responsibility: Various trade contractors, Director
- F. Maintain internal furniture, flooring, fixtures, etc.
Responsibility: Contracted maintenance company, All Staff

Goal 4: Create and maintain a positive public image of the library.

Strategies:

- A. Cooperate with the larger library community, specifically Ocean State Libraries (OSL), the Library of Rhode Island (LORI), and the state Office of Library and Information Services (OLIS).

Responsibility: Director

- B. Utilize social media outlets to publicize events and inform community of library offerings.

Responsibility: Reference Librarians, Director

- C. Work congenially with local and state officials to ensure smooth administrative operations.

Responsibility: Director, Board of Trustees

- D. Collaborate with Scituate Public Schools to enhance student learning and share resources.

Responsibility: Youth Services Librarian

- E. Foster an active Friends of the Library group to promote programming and provide fundraising events.

Responsibility: Director, Board of Trustees

- F. Continue to promote and publicize library programs and events through the use of local newspapers.

Responsibility: Reference Librarian, Director

- G. Continue to inform Library membership and general patrons of library programs through the mailing and in-house availability of our newsletter.

Responsibility: Director, Reference Librarian

- H. Encourage library community to become Library members.

Responsibility: Director, Board of Trustees

- I. Develop and maintain an up-to-date Library website.

Responsibility: Reference Librarian, Director, Contracted Web Designer

- J. Serve as a Disaster Recovery Center for FEMA in the event of a localized state of emergency.

Responsibility: FEMA Representatives, Director