

LCL Long Range Plan for the Lansing Community Library 2022-2026

Lansing Community Library Mission Statement: The mission of the Lansing Community Library is to maintain and improve the quality of life for the citizens of the Lansing community by providing access to information, cultural resources and opportunities for personal enrichment. The Lansing Community Library will provide informational, educational and recreational reading for users for all ages. The Lansing Community Library will provide expertise and current technology for equal access to high quality library services, materials, personnel and facilities. The Lansing Community Library will always seek to have a dynamic dialogue with the residents of this area to ensure that it is addressing community needs.

SMART goals S- Specific, M- Measurable, A- Actionable, R- Relevant, T- Time based

A. MANAGEMENT

GOALS AND ACTIONS	WHO	WHEN	STATUS
<p>1. Goal: Develop effective trustees Action: Seek continuing educational opportunities for Trustees</p> <p>Action: Consistently review and assess progress on long-range plan goals</p> <p>Action: Create better goals</p>	LD/ Trustees/Personnel Committee Committee Chairs LD and Trustees	4-6 times /year each comm. mtg. reviewed annually	Trustee continuing training (2 hours min. annually) to comply w/ state regulations NLT Jan. 2023
<p>2. Goal: Continue Oversight of Library Director Action: Review LD annual goals & self-evaluation form for currency & relevance</p> <p>Action: Evaluation of LD efficiency based on job description & goals progress</p>	Trustees/ Personnel Committee Trustees/ Personnel Committee	Annually Evaluate LD goals mid year & end of year	
<p>3. Goal: Continue cooperation with Lansing Youth Services with emphasis on including more diverse teens Action: Increase operational budget for teen workers by 10 hours/week over the next 4 years.</p>	LD	End of 2024	Currently (2021), we budget for 4 hours/week to be paid by LCL and 20 hours/week provided by Lansing Youth Services.
<p>4. Goal: Convert all policies to a consistent layout/format. Action: Decide on a format and determine the process for converting policies to this format.</p>	Policy Committee and LD	Complete formatting all policies by the end of 2023	Format/process agreed upon Nov. 2020
<p>5. Goal: Develop officer succession plan Action: All Trustees will identify a future position of interest (officer or committee chair) on annual self-evaluation. Officer/committee chair will reach out and start a conversation</p>	Vice President	Fall 2021	

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B. COLLECTION & TECHNOLOGY

GOALS AND ACTIONS	WHO	WHEN	STATUS
1. Goal: Create materials to portray LCL library history Action: Support actions of the Library History Committee to gather materials to display in the library that tell the story of the library's history.	LD and Library History Committee	Library display by the end of 2022	
2. Goal: Increase opportunities for patron input in collection Action: Create a form on website for patron material request Action: Use quarterly surveys to engage patrons in collection development	LD LD	2022 2022	
3. Goal: Make use of available library system technologies Action: Investigate emerging technologies and determine appropriateness for LCL, report to Board of Trustees on an annual basis	LD and Staff	2022	
4. Goal: Position LCL as a leader in the Lansing community in the provision of technology to the community. Action: LD to serve on Town of Lansing Broadband Committee Action: Investigate opportunities to partner with other organizations to serve the community with library's technology assets	LD LD and Trustees	Through 2026 Through 2026	

C. PROGRAM DEVELOPMENT

GOALS AND ACTIONS	WHO	WHEN	STATUS
1. Goal: Provide educational programs for all ages and demographics. Action: Design at least one program that is accessible in person for individuals with disabilities	LD and Program Committee	2023	Schedule programming during a time convenient to patrons, consider possible in-library aide
2. Goal: Provide programs with community-building and outreach as a primary purpose Action: Partner with local businesses and organizations to provide social programs Action: Cosponsor events with other local causes and organizations Action: Develop organizational traditions (i.e. Fall Farmers' Market, Spring Logo Contest, Winter Movie Nights)	Outreach/ Trustees/ LD/ FOLCL Outreach/ Trustees/ LD/ FOLCL Outreach/ Trustees/ LD/ FOLCL	Through 2026 Through 2026 Through 2026	LD is working with Lansing Youth Services and Lansing Rec to provide more effective summer reading program in 2022

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D. OUTREACH

GOALS AND ACTIONS	WHO	WHEN	STATUS
<p>1. Goal: Increase awareness of LCL's current and potential role in the community</p> <p>Action: Expand welcome packets/binders for new families in Lansing, check periodically with local realtors for usage.</p> <p>Action: Collaborate with Friends of LCL for an in person fundraiser event in 2023</p>	<p>LD/ Staff/ Outreach</p> <p>LD/ Trustees/ FOLCL</p>	<p>2022</p> <p>2023</p>	
<p>3. Goal: Increase knowledge of social issues within the community</p> <p>Action: Review most current census data and use it to inform library services</p>	LD/ Staff/ Trustees	2022	

E. BUILDINGS & GROUNDS

GOALS AND ACTIONS	WHO	WHEN	STATUS
<p>1. Goal: Provide regular maintenance of building and grounds</p> <p>Action: Provide an annual review and summary of systems and structure of the library building and property, address and document long-and short needs (binder behind the front desk contains information about systems, suppliers, and status). Present this review to the Board.</p> <p>Action: Develop a capital improvement plan for long range building expenses and include expenses in annual budget.</p> <p>Action: Work with Friends to request funding for specific, necessary building/property related items not covered in budget.</p>	<p>LD/ Buildings & Grounds (B&G)</p> <p>LD/ B&G/ Trustees</p> <p>LD/ B&G/ Trustees/ FOLCL</p>	<p>Annual through 2026</p> <p>2022</p> <p>Annual through 2026</p>	
<p>2. Goal: Evaluate opportunities for growth of library space</p> <p>Action: Assess patron usage; survey patrons and community members for additional needs regarding library space and use.</p> <p>Action: Evaluate results of feasibility study; consider future needs and goals of the library (all levels of programming and community needs), public perception, and determine what direction of growth to pursue (new build, expansion/renovation).</p> <p>Action: Formulate a 10 year plan for library infrastructure.</p>	<p>LD/ B&G/ Trustees</p> <p>LD/ B&G/ Trustees</p> <p>Board of Trustees</p>	<p>End of 2022</p> <p>End of 2022</p> <p>2023</p>	

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F. FINANCE & BUDGET

GOALS AND ACTIONS	WHO	WHEN	STATUS
<p>1. Goal: Provide strong stewardship and solid, thoughtful financial planning for the library</p> <p>Action: Plan for modest budget increases that keep pace with current tax rate and municipal growth. Ensure clear messaging during budget vote process to community that conveys whether taxes per household will increase.</p> <p>Action: Increase contributions to the budget through Friends efforts, the Town Board, grants, and other contracts. Continue to explore funding sources</p> <p>Action: Create a Finance FAQ for new Trustees</p> <p>Action: Modify budget reporting to make more understandable to the Board</p>	<p>Finance Committee/Trustees</p> <p>LD/Trustees</p> <p>Finance Committee</p> <p>Finance Committee</p>	<p>Annual</p> <p>Ongoing</p> <p>Version 1 Fall 2022</p> <p>Summer 2023</p>	