

LCL Long Range Plan for the Lansing Community Library 2023-2027

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 materials 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.

Lansing Community Projections:

The Town of Lansing population in 2022 is 11,398 with expected population growth over the next five years.

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

A. MANAGEMENT

GOALS AND ACTIONS	WHO	WHEN	STATUS
1. Goal: Develop effective trustees Action: Find new ways to develop the trustees.	LD/ Trustees/Personnel Committee	4-6 times /year	Trustee continuing training two hours min. annual requirement beginning Jan. 2023
2. Goal: Assess and plan for staffing needs Action: In the next 3 years, assess the staffing needs for an expanded building.	LD/Personnel/Finance Committees	2023 - 2025	consider civil service system constraints, allow for training newly hired personnel
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.	Policy Committee and LD	Complete formatting all policies by the end of 2023	Format/process agreed upon Nov. 2020 On schedule
5. Goal: Develop officer succession plan Action: Be intentional when seeking out trustee candidates with specific skill sets to facilitate accomplishing library goals.	LD/Trustees	ongoing	

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B. COLLECTION & TECHNOLOGY

GOALS AND ACTIONS	WHO	WHEN	STATUS
<p>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 and incorporate online history webpage.</p>	LD and Library History Committee	End of 2023	
<p>2. Goal: Expand current collection for equitable representation. Action: Audit all areas of the collection for IDEA (inclusion, diversity, equity, and access).</p> <p>Action: Purchase materials to address IDEA and promote new materials throughout the community.</p>	LD/ Staff LD/Staff	2023 2024	
<p>3. Goal: Increase patron access to online streaming of materials. Action: Audit A/V collection for patron use and interest.</p> <p>Action: Provide education for online streaming platforms available through the Finger Lakes Library System.</p> <p>Action: Consider funding sources for material streaming and identify content area needs.</p> <p>Action: Remove collection material types which do not circulate.</p>	LD and Staff Library Staff LD/Staff/ and Finance Committee LD/ Staff	2023 2023 By end of 2024 2023	
<p>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</p> <p>Action: Investigate opportunities to partner with other organizations to serve the community with library's technology assets</p>	LD LD and Trustees	Through 2026 Through 2026	

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C. PROGRAM DEVELOPMENT

GOALS AND ACTIONS	WHO	WHEN	STATUS
<p>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</p>	LD and Program Committee	2023 On going and being addressed	Schedule programming during a time convenient to patrons, consider possible in-library aide.
<p>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)</p>	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

D. OUTREACH

GOALS AND ACTIONS	WHO	WHEN	STATUS
<p>1. Goal: Increase awareness of LCL's current and potential role in the community Action: Expand welcome packets/binders for new families in Lansing, check periodically with local realtors for usage. Action: Collaborate with Friends of LCL for an in person fundraiser event in 2023 Action: Consider ways to gather input from local legislators, school district members, patrons, volunteers, and other community groups to formulate goals and needs for the Long Range plan. Action: Produce promotional video for the community to outline the needs of the library to meet the growing needs of the community</p>	LD/ Staff/ Outreach LD/ Trustees/ FOLCL LD/ Trustees/ Committee members LD/ Trustees/ Committee members	2023 2023 2023 2023	

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<p>2. Goal: More effectively address social issues and create stronger partnerships to alleviate those issues.</p> <p>Action: Research solutions for access to feminine products. For example, possibly installing a free vending machine for these products.</p> <p>Action: Partner with local groups addressing food insecurity and access to healthy food.</p>	<p>LD/ Staff/ Trustees/ Committee Members</p> <p>LD/ Staff/ Trustees/ Committee Members</p>	<p>2024</p> <p>2024</p> <p>2025</p>	
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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. Present this review to the Board.</p> <p>Action: Develop a capital improvement plan for long range building expenses and include expenses in the 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 2027</p> <p>2023</p> <p>Annual through 2027</p>	<p>Binder located behind the front desk contains information about systems, suppliers, and status</p>
<p>2. Goal: Begin the expansion process starting with fundraising, follow through completion of the LCL building expansion</p> <p>Action: Create a fundraising team to begin the fundraising process for the library expansion. Begin expansion fundraising</p> <p>Action: Prepare for FLLS Board review of expansion plan</p> <p>Action: Create expansion team to oversee and complete steps necessary for the expansion to be successful</p> <p>Action: Hire Capital Project Manager/Consultant, Sara Hayes, and a Capital Campaign / Fundraising Consultant</p> <p>Action: Submit Request for Proposals (RFPs) to architects for building expansion</p>	<p>LD/ B&G/ Trustees</p> <p>LD/ B&G/ Trustees</p> <p>LD/ B&G Chair</p> <p>Board of Trustees</p> <p>LD/ B&G/ Trustees</p> <p>LD/ B&G/ Trustees</p>	<p>2023 - 2024</p> <p>Early 2023</p> <p>Early 2023</p> <p>Early 2023</p> <p>Feb - March 2023</p> <p>Feb. - March 2023</p>	

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Action: Begin grant submission process and submit grants for library expansion	LD/ B&G/ Trustees	April 2023	
Action: Choose offsite location to transfer and continue library services during the expansion build	LD/ B&G/ Trustees	Spring 2024	
Action: Break Ground on Library expansion	LD/ B&G/ Trustees	Summer 2024	
Action: Grand re-opening of newly expanded LCL	LD/ B&G/ Trustees	March 2025	

F. FINANCE & BUDGET

GOALS AND ACTIONS	WHO	WHEN	STATUS
1. Goal: Review Finance processes Action: Review security of financial documents Action: Continue to develop Finance FAQ and calendar for Trustees Action: Explore accounting process for library expansion, how to set up accounts	Finance Committee/ Trustees Finance Committee Finance Committee/ Trustees	Annual on going Early 2023	
2. Goal: Develop more detailed financial framework for library expansion, growth, and uncertainty Action: Explore options to deploy greater resources for strategic priorities Action: Plan for modest budget increases that keep pace with current tax rate and municipal growth. Ensure clear messaging during the budget vote process to the community that conveys whether taxes per household will increase.	LD/Trustees Finance Committee Finance Committee	Ongoing By June 2023 Annual	