

**Mattituck-Laurel Library**  
**Long-Range Plan 2022 – 2025**

**Mission Statement**

To enrich the quality of life in our community.

**Vision Statement**

The Mattituck-Laurel Library enhances the quality of life for residents in the communities of Mattituck and Laurel. The Library is the center for information, educational enrichment, and recreation for all ages, providing materials, programs and services that reflect the changing needs of the community. Additionally, the Library provides community groups and organizations a convenient, safe and accessible meeting space.

The Library is committed to serving families with young children by providing developmentally appropriate programs, welcoming public spaces, and materials for very young children and their parents or caregivers. The Library is also committed to nurturing children to become lifelong library users.

The Mattituck-Laurel Library is a dynamic community center which keeps pace with the changing needs of the communities it serves. The Library is committed to pursuing building and grounds procedures and programs that conserve energy and are environmentally friendly.

**Goals**

1. Respond to the needs and interests of the communities of Mattituck and Laurel.
2. Provide a variety of cultural, educational, and recreational programs.
3. Provide materials in a variety of formats, based on the changing needs of the communities of Mattituck and Laurel.
4. Provide well maintained, barrier free, easy to use facilities.
5. Promote the Library's services and collections.
6. Maintain and develop ties with community organizations and institutions.
7. Ensure the effectiveness of the Board as a cohesive unit that reflects the communities it serves and responsibly governs the Library.
8. Periodically review business and fiscal policies and provide adequate and stable funding.
9. Periodically review personnel practices and procedures and ensure continuous staff development.

**Goal:** Respond to the needs and interests of the communities of Mattituck and Laurel.

**Objectives:**

- Periodically survey the public regarding library services and programs.
- Respond to suggestions made by patrons in a timely manner.
- Encourage Board members to solicit input from public.
- Encourage Director and Staff to solicit input from public.

**Goal:** Provide a variety of cultural, educational, and recreational programs.

**Objectives:**

- Identify programming needs and desires of adults and children.
- Expand programming in areas that have proved to be successful and/or where there is an expressed desire such as adult classes and programs for older children.
- Continue to meet the criteria for “Family Place Library” designation.
- Expand programs for teens.
- Provide support and space to literacy volunteers.

**Goal:** Provide materials in a variety of formats, based on the changing needs of the communities of Mattituck and Laurel.

**Objectives:**

- Maintain and update all collections.
- Regularly weed collections.
- Act as clearinghouse for community information.
- Respond in a timely manner to requests for purchase in all formats by patrons.
- Expand reserve/purchase ratio of popular materials and bestsellers.
- Be informed and aware of new and innovative formats for materials and information.
- Be informed and familiar with eresources made available through SCLS and subscriptions unique to Mattituck-Laurel Library (Kanopy, Hoopla).
- Continue to train staff to report deficiencies in collections and correct accordingly.

**Goal:** Provide well maintained, environmentally friendly, energy efficient, barrier free, easy to use facilities.

**Objective:**

- Investigate the Sustainable Libraries Initiative

**Goal:** Promote the Library's services and collections.

**Objectives:**

- Continue personal visits to students in schools to promote library programs.
- Promote library's business collection to business community.
- Create engaging displays of items in the collection.
- Continue Library news in the local newspapers.

**Goal:** Maintain and develop ties with community organizations and institutions.

**Objectives:**

- Work with Friends of the Library, supporting the development of a sound, supportive library organization (on-going).
- Increase cooperative programs with schools (on-going).
- Nurture and expand ties with all community organizations (on-going).
- Meet regularly with school librarians and other school personnel.
- Meet with elected officials and invite them to tour the Library and learn a bit about our institution.
- Encourage program partnering with local community organizations.
- Commitment to facilitating public's access to elected officials/candidates through debates and public meetings held at the Library.

**Goal:** Ensure the effectiveness of the Board as a cohesive unit that reflects the communities it serves and responsibly governs the Library.

**Objectives:**

- Review bylaws and make any necessary revisions and additions.
- Enhance trustee knowledge about the Library staff and operations through department presentations and reports.
- Regularly review Library policies.
- Encourage attendance at trustee conferences and workshops.
- Invite SCLS Trustee and/or SCLS Director to Board meetings when appropriate.
- Develop ties with neighboring Library Boards.
- Develop ties with community organizations.

- Support Friends-sponsored activities.
- Attend Library and Staff programs and functions.
- Promote the Library in the community.
- Plan the Library's future service program.
- Offer in-house formal orientation for new Trustees.
- Encourage all current trustees to keep trustee notebook up to date.
- Encourage all trustees to be on the lookout for potential new board members who can help keep the Library and the Board strong and move it confidently into the future.

**Goal:** Periodically review business and fiscal policies and provide adequate and stable funding.

**Objectives:**

- Explore grant opportunities.
- Review all Library insurance policies.
- Continue to explore fund raising opportunities.
- Insure that financial, Board and personnel records are kept for the proper period of time.
- Annually review and update Library's financial procedures.
- Annual review Library's investment options.
- Continue annual audit by a Certified Public Accountant.
- Continue annual update of Capital Asset Depreciation Report.

**Goal:** Periodically review personnel practices and procedures and ensure continuous staff development.

**Objectives:**

- Continue annual staff reviews.
- Continue to schedule bimonthly staff meetings, department head meetings and departmental meetings.
- Encourage conference attendance and continuing education activities.
- Provide staff training in supervision, leadership and customer service.
- Develop formalized orientation procedures for new employees.
- Review staff benefits and salaries.
- Encourage staff to consider career in librarianship.
- Encourage staff to join and participate in professional organizations and interact and exchange ideas with neighboring library staffs.
- Update and expand on-line staff web page.