



**Plan of Service
2026**

128 Canal Street, P.O. Box 1167

Port Ewen, NY 12466

845-338-5580

The publicly elected Board of Trustees (Board) are volunteers sworn to the operation of the Library as stated in the By-laws under the Library Charter. The Board will employ a Library Director to execute the operation of the Library pursuant to the Library Policies: External, Internal and Personnel, and the Resolutions as enacted by the Board. Library Staff consists of the Director and all employees in the pay of the Library.

Goal 1: The Library will provide a diverse collection of materials

OBJECTIVE 1: MAINTAIN A BALANCED COLLECTION TO MEET STANDARDS ESTABLISHED BY PUBLIC LIBRARY STATISTICS.

Strategies Library Staff will use to meet objective:

- 1) Assess the needs of patrons and compare to existing levels (i.e. questionnaires, web page).
- 2) Prepare quarterly and annual usage reports on which to base collection budget lines.
- 3) Create and develop a collection development plan.
- 4) Determine, by circulation, inter-library loan demand, and patron input what the approximate mix of formats should be.
- 5) Weed out the collection regularly to remove outdated or worn materials

OBJECTIVE 2: RETRIEVE OVERDUE MATERIALS, AND REPLACE LOST ITEMS, IF STILL CURRENT

Strategies Library Staff will use to meet objective:

- 1) Annually measure and analyze the extent of overdue and unaccounted for materials
- 2) Periodically review policy for dealing with overdue and lost materials
- 3) Evaluate the need to replace lost items

Goal 2: The Library will encourage community involvement through outreach programs and increase public use. The Library will review and measure community needs.

OBJECTIVE 1: THE TOWN OF ESOPUS LIBRARY WILL SUPPORT LIBRARY SERVICES FOR EVERY RESIDENT, THROUGH COMMUNICATION AND ADVOCACY EFFORTS AND ATTENDANCE AT VARIOUS COMMUNITY MEETINGS.

Strategies Library Board will use to meet objective:

- 1) Review all library policies at least once every three years
- 2) Through communication and advocacy efforts and attendance at various community meetings.

Strategies Library Staff will use to meet objective:

- 1) Organize annual membership drive every September (library card month) to increase membership
- 2) Maintain a marketing plan and current programming calendar.
- 3) Promote education and shared awareness by working cooperatively with other organizations for additional services when feasible and appropriate (i.e. Office of the Aging, League of Women Voters)
- 4) Continue assessment of community needs by polling the public for input.
- 5) Establish plans for collaboration with local schools and organizations.
- 6) Maintain an active public relations profile by keeping the public informed, by sending periodic press releases of library activities, maintaining updated online and print calendars, website, and monthly eNewsletter.
- 7) Utilize a structured volunteer program including a handbook and uniform training module.

Goal 3: Library will provide diverse programs and activities in the community, both on-site and off.

OBJECTIVE 1: LIBRARY WILL HOLD DIVERSE PROGRAMS FOR ALL AGES IN THE LIBRARY'S FACILITY.

Strategies Library Board will use to meet objective:

- 1) Sustainability, Research and Development Committee will apply for grants for programming in cooperation with Director and Programming Staff.

Strategies Library Staff will use to meet objective:

- 1) Provide early childhood literacy programs
- 2) Provide a story time program for all preschool ages
- 3) Offer a summer reading program for patrons of all ages
- 4) Offer school age programs to include after school, evening, and weekend activities
- 5) Develop programs of interest for teens such as mentoring or community volunteer programs
- 6) Develop programs for tweens
- 7) Provide space for tutoring when feasible
- 8) Provide programs and support for home school families
- 9) Provide programming for senior citizens
- 10) Hold cultural activities for families, teens, and adult patrons
- 11) Hold nature programs to support and publicize the Burroughs Collection
- 12) Provide plentiful and diverse programs for adults
- 13) Support ongoing adult programming
- 14) Provide workspaces with power and internet connections.

OBJECTIVE 2: THE LIBRARY STAFF WILL WORK WITH OTHER COMMUNITY GROUPS AND LOCAL SCHOOLS TO MEET PATRONS' NEEDS AND DEVELOP PROGRAMS TO BE HELD OFF-SITE.

Strategies Library Staff will use to meet objective:

- 1) Coordinate with the school district and BOCES at all levels to provide program support for the current curriculum. Plan two to four school visits annually at different levels
- 2) Work with local youth groups to promote library programs
- 3) Do outreach in collaboration with other local community organizations, utilizing their expertise and materials; for example- strengthen ties with the Burrough's Association.

- 4) Combine programming with other community organizations and other local libraries to offer programs in off-site facilities
- 5) Coordinate programs with other organizations and the Town Recreation Department to avoid duplication and scheduling conflicts
- 6) Schedule various outdoor reading events, sponsor visits to Slabsides, Klyne Esopus Museum, etc.

OBJECTIVE 3: THE LIBRARY DIRECTOR WILL REPORT ANNUAL PROGRAM STATISTICS TO THE LIBRARY BOARD OF TRUSTEES.

Strategies Library Staff will use to meet objective:

- 1) Programming staff will record attendance at programs and submit a report to the Director at the end of every month

Goal 4: To provide community members with sufficient up-to-date technology, both in the Library and through remote access.

OBJECTIVE 1: THE LIBRARY WILL PROVIDE SELF-EDUCATION OPPORTUNITIES FOR PATRONS THROUGH HOME AND LIBRARY ACCESS.

Strategies Library Staff will use to meet objective:

- 1) The Library will maintain technology to support current and continuing informational technology advances
- 2) Provide electronic access and databases to meet the informational needs of the community
- 3) Staff and/or volunteers to offer basic technology usage educational opportunities such as classes, programs or training workshops.
- 4) Develop a technology plan to include present Library needs with consideration for the needs of the future
- 5) Maintain a library website and e-mail list

Goal 5: The Library Board will assure suitable space and services with which to carry out the Library's stated mission within the constraints of budgetary guidelines.

OBJECTIVE 1: MAINTAIN AND IMPROVE THE PRESENT FACILITY

Strategies Library Board will use to meet objective:

- 1) Assess the condition of the Library building and grounds to ensure that the Library is maintained in a manner appropriate to the Library's mission
- 2) Develop cost analysis and specifications for continuous upkeep
- 3) Plan for future expansion of library space
- 4) Develop and maintain a Facilities Manual

OBJECTIVE 2: MAINTAIN AND IMPROVE ACCESS.

Strategies Library Staff will use to meet objective:

- 1) Maintain or exceed ADA requirements
- 2) Participate in periodic sensitivity training programs
- 3) Periodically review the need for updated interpretive tools for serving patrons

Goal 6: The Library Board will ensure that there is sufficient availability of funds for the continuation and expansion of library services.

OBJECTIVE 1: CREATE A COMPREHENSIVE FINANCIAL PLAN.

Strategies Library Board will use to meet objective:

- 1) The Library Board will insure that funds are available, as required by New York State Law
- 2) The Finance Committee will develop a comprehensive financial plan in conjunction with the Library Director, which will be submitted to the full Board for final approval
- 3) The Finance Committee will oversee of the financial plan and all fund allocations
- 4) The Board of Trustees will vote on all financial recommendations presented by the Finance Committee
- 5) The Board along with the Sustainability, Research & Development Committee will perform tasks in relation to maintaining and funding including, but not limited to, ensuring that all monies are well-invested and protected, and establishing an endowment plan that will provide a range of donation categories
- 6) The Town of Esopus Library Foundation will manage the investment fund and annually contribute to the general Library budget.

Strategies Friends Group will use to meet objective:

- 1) The Friends Group will be included in the long-term planning process insuring it is aware of the goals and direction of the Library. As a 501(c)(3) organization it will raise money and public awareness and support of Library services and programs

OBJECTIVE 2: PROVIDE FOR EXPANSION TO ACCOMMODATE PLAN OF SERVICE

Strategies Library Board will use to meet objective:

- 1) The Sustainability, Research and Development Committee will explore funding.
- 2) The Finance Committee will determine the allocation of funds for any expansion
- 3) Consider future expansion plans as needed to support the Plan of Service

Goal 7: Maintain a diverse representation of the community to effectively enhance the Library.

OBJECTIVE 1: COMPLY WITH ALL REGULATIONS FOR RECRUITING AND/OR HIRING STAFF, VOLUNTEERS, AND TRUSTEES

Strategies Library Board will use to meet objective:

- 1) Recruit and select a Director with library training and experience, taking diversity into consideration

Strategies Library Staff will use to meet objective:

- 1) Recruit and select Staff with library training and experience, taking diversity into consideration
- 2) Plan for the provision of sensitivity and diversity training
- 3) Recruit volunteers with an interest in the library and advocacy abilities

OBJECTIVE 2: PROVIDE STAFF COMPENSATION

Strategies Library Board will use to meet objective:

- 1) Participate in the New York State and Local Retirement System
- 2) Provide appropriate financial compensation for staff
- 3) The Finance Committee shall meet with the Director in June to review the next year's proposed budget, including the new compensation plans
- 4) Director shall maintain and review Health Plan(s) annually for budget planning recommendations
- 5) Develop a plan to provide funds for attending National and State conferences and conventions as part of staff development

OBJECTIVE 3: TO ESTABLISH AND MAINTAIN A COHESIVE, POSITIVE, AND STRONG INTERDEPENDENT RELATIONSHIP WITH MEMBERS OF THE LIBRARY COMMUNITY.

Strategies Library Board, Staff, and Friends will use to meet objective:

- 1) Each board committee will have a representative from the Library Staff
- 2) A staff member and a Friends liaison will attend and report at each Board meeting

OBJECTIVE 4: TO ALWAYS PRESENT AND MAINTAIN A UNITED AND POSITIVE IMAGE OF THE LIBRARY

Strategies Library Board, Staff, and Friends will use to meet objective:

- 1) Ensure that all members of Library community are kept informed of all Library related issues, except confidential issues
- 2) All associated with the library will be friendly and respectful when in the library or on library grounds

Goal 8: The Library will model and promote environmental sustainability through responsible operations, resource conservation, and community leadership.

OBJECTIVE 1: REDUCE THE LIBRARY'S ENVIRONMENTAL IMPACT THROUGH ENERGY EFFICIENCY AND SUSTAINABLE INFRASTRUCTURE.

Strategies Library Board and Staff will use to meet objective:

- 1) Maintain and expand the use of renewable energy systems, including solar and geothermal, to reduce reliance on non-renewable energy sources.
- 2) Incorporate energy-efficient systems and appliances in all facility upgrades, maintenance, and future expansion projects.
- 3) Evaluate and implement operational practices that reduce overall energy consumption.
- 4) Plan for long-term resilience by aligning infrastructure improvements with environmental sustainability and emergency preparedness goals.

OBJECTIVE 2: CONSERVE NATURAL RESOURCES THROUGH RESPONSIBLE DAILY OPERATIONS.

Strategies Library Staff will use to meet objective:

- 1) Reduce paper consumption through increased use of digital communication, recordkeeping, and promotional materials.
- 2) Implement environmentally responsible purchasing practices, prioritizing sustainable and reusable products.
- 3) Encourage recycling and waste reduction practices among staff and patrons.
- 4) Regularly assess library operations to identify opportunities for improved efficiency and reduced resource use.

OBJECTIVE 3: SERVE AS A COMMUNITY MODEL FOR SUSTAINABLE PRACTICES AND ENVIRONMENTAL STEWARDSHIP.

Strategies Library Board, Staff, and Friends will use to meet objective:

- 1) Maintain library grounds using native plantings with an emphasis on native pollinator-friendly species.
- 2) Reduce or eliminate the use of chemical treatments in landscaping and grounds keeping where feasible.
- 3) Provide educational programming and resources related to sustainability, conservation, and environmental awareness.
- 4) Demonstrate sustainable practices in visible and practical ways to encourage community adoption.

Adopted by the Board of Trustees: August 3, 2005

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