

MARLBORO FREE LIBRARY
PLAN OF SERVICE
2019-2024

Approved by the Marlboro Free Library Board of Trustees on April 15, 2019

Marlboro Free Library
Board of Trustees
2019-2020

Terry Clouse, President

Denise Garofalo, Vice President

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MISSION STATEMENT

The Marlboro Free Library will serve all the people of the Town of Marlborough, and the Marlboro Central School District, which includes Milton, Marlboro, Middlehope, and part of the Town of Plattekill, as a community center for lifelong learning and access to information.

METHODOLOGY

This document is the result of work accomplished by the Marlboro Free Library Planning Committee, established by the Marlboro Free Library Board of Trustees with representatives from the Board, Library and Community. The committee used numerous techniques to develop this plan, and used existing library reports to determine current emphasis and direction. Written public surveys were conducted as well as informal surveys during outreach events. This, along with feedback and interviews with library staff, community members, Board members, educators, and Friends of the Library volunteers proved to be the most useful. The results coupled with committee discussions, provide the substance of this report.

INTRODUCTION

The long-range plan for the Marlboro Free Library (MFL) is an effort to define the goals of the Library and to develop strategies that will support these goals, which come from the all-encompassing mission statement. The roles of the Marlboro Free Library are varied, with an emphasis on service to the community. The Library serves all ages, with special programs for preschoolers, children, young adults, adults and senior citizens. It is an independent lifelong learning and community information center, featuring current materials in a variety of formats. Finally, the Library is a community center for cultural, historical, recreational and educational activities. This plan lists each of the aforementioned roles separately, accompanied by its related goals and supporting strategies.

ROLE-#1 INDEPENDENT LIFELONG LEARNING FACILITATOR AND POPULAR MATERIALS GATEWAY

- GOAL- The Marlboro Free Library will serve to:
1. Provide Library users with information and services needed for daily living and decision-making, and personal growth, enrichment, and development.
 2. Function as a physical and virtual information center for individuals of all ages who are pursuing self-determined study.
 3. Provide current, high-demand, high interest materials in a variety of formats for users of all ages.

STRATEGIES & ACTIONS-

Update materials in accordance with current library practice.

Purchase print and electronic materials regularly.

Regularly assess and be responsive to the changing needs of the community when determining the selection of materials by seeking feedback from users.

Continue to expand and enrich the collection of electronic information through the evaluation of available online resources and databases.

Provide access to the latest technologies for staff and users, while offering the opportunity for technological instruction at no cost to the user.

Maintain a local history archive inclusive for the Town of Marlborough and selective for the Hudson Valley Region.

Publicize via the Library's newsletter *THE INSIDE STORY*, the Library's website, social media platforms, and local newspapers, the availability of resources for the independent learner.

Develop topical, informational displays that acquaint Library users with available resources.

Schedule throughout the year Library programs on high-interest learning topics and educational and occupational counseling.

Provide and regularly update a user-friendly website designed to maximize user use and awareness of online resources.

Provide staff with tools and continuing educational opportunities to ensure a broad range of knowledge of Library services and resources.

Conduct periodic surveys to canvas community response to and requests for Library services, materials and programs.

Regularly weed and inspect collection to ensure users have access to the most up-to-date and relevant information on a wide range of viewpoints.

ROLE-#2 COMMUNITY INFORMATION & ACTIVITY CENTER

- GOAL-
1. The Marlboro Free Library will provide community spaces that are conducive to learning, that are inviting, comfortable, clean and safe.
 2. The Library will also serve as a center for community programming emphasizing cultural, historical and educational activities.

STRATEGIES & ACTIONS-

Maintain the integrity of the physical building.

Provide space for the community to assemble to participate in public discourse regarding vital issues.

Identify needs of the community and respond with a schedule of social, cultural and recreational programs, accessible to all.

Collaborate with community groups to provide information on support services.

Conduct outreach at community group and educational meetings.

Work with a certified architect and library planner to design an expanded library facility that would meet the needs of the Marlborough community for the 21st century, utilizing adjacent Library-owned properties to provide:

- * Space devoted to children's programs.
- * Space designated exclusively for community meetings.
- * Space that is accessible and safe.
- * Flexible space that provides for varied learning experiences, including a multi-media instructional area.
- * Space for the Friends of the Marlboro Library to establish a sales outlet for books and fundraising projects.
- * Additional staff workspace
- * Increased storage

ROLE-#3 PRE-SCHOOLER, CHILD AND YOUNG ADULT DOOR TO LEARNING

GOAL- The Marlboro Free Library will assist students of all ages in meeting educational objectives required as part of a formal course of study and will simultaneously encourage children of all ages to develop an interest in reading and learning, through programs for young people and for parents and children together.

STRATEGIES & ACTIONS-

Publicize the availability of study support materials.

Grow communication between school and Library personnel regarding schoolwork requirements and potential partnerships.

Meet annually with Marlboro Central School District library media specialists to collaborate on after-school, summer reading and Book Club programs to enhance the educational curriculum, school readiness, and to minimize the backslide of student skills during summer break.

Provide early literacy focused programs for infants, toddlers, and preschoolers. Provide STEAM-based hands-on learning, book discussion groups, and after school recreational and social activities for older children that support both print literacy and digital literacy initiatives.

Continue to plan opportunities for outreach by scheduling visits to community nursery schools. Arrange school visits to varied grade levels for book talks by the Library's Youth Services Librarian, and provide in-house visitation opportunities for local classes and civic groups.

Publicize early literacy programs, such as the 1000 Book Club, and the availability of board books and manipulative toys appropriate for babies and toddlers. Disseminate literature to caregivers espousing the importance of early literacy practices.

Offer inclusive programs for learners of all abilities.

EVALUATION AND CONTROL

Approved by the Board of Trustees of the Marlboro Free Library at a regularly scheduled meeting, this Plan of Service developed for a five-year period will be:

Subjected each year to review by the Library Director to determine if the goals are being met, strategies are being implemented or revised recommendations need to be forwarded to the Planning Committee and the Board of Trustees.

Annually reviewed by the Planning Committee chair appointed each July by the President of the Board of Trustees.

Annually readopted or amended by the Board of Trustees at its Annual Reorganization Meeting in July.

Terry Clouse
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Marlboro Free Library

Lindsay Jankovitz, Librarian
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