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# LONG RANGE PLAN

2025 – 2028

## MISSION STATEMENT

The Dansville Public Library provides free access to resources and opportunities to educate, enrich, and inspire people of all ages, in a diverse and inclusive environment.

## VISION STATEMENT

Dansville Public Library empowers people to pursue education, exploration, creativity, connections, and recreation.

## PRIORITIES

### 1. Library Facility

- a. Purpose: Provide a well-maintained, structurally sound facility that is comfortable, aesthetically pleasing, and accessible to all members of the community.
- b. Project Leaders: Library Director, Building & Grounds Committee, and Building Maintenance Person
- c. Action Items:
  - i. Lighting Project
    1. Year 1: Contract with an electrician to convert Saunders Building recessed lighting to energy efficient LEDs.
  - ii. Shepard Floor Reinforcement Project
    1. Year 1:
      - a. Develop a detailed plan for the work necessary to reinforce the flooring of the original Shepard Homestead.
      - b. Establish a Capital Reserve Fund.
    2. Year 2:
      - a. Complete the formal bid process to acquire the services of a contractor for reinforcing the Shepard flooring and begin the first phase of the project.
  - iii. Building Maintenance Continuity
    1. Year 1:
      - a. Log and schedule anticipated utility and facility repair and/or replacement
      - b. Log regular facility maintenance duties and repair actions
    2. Year 2:
      - a. Develop a building manual with information regarding the general operation of the building and its systems, including regular maintenance schedules.
  - iv. Technology
    1. Year1: Assess WiFi coverage within the Library



## 2. Communication

- a. Purpose: To pursue improved communications with and among community, staff, and trustees.
- b. Project Leads: Library Director, staff, and Board
- c. Action items:
  - i. Library Image
    1. Year 1:
      - a. Establish a marketing and branding plan to produce immediately recognizable marketing materials and aid in the library's visibility and public awareness.
    2. Year 2:
      - a. Develop and implement consistent brand standards across all public-facing library communication.
      - b. Update Library website
    3. Year 3:
      - a. Evaluate the effectiveness of the marketing and branding plan through public questionnaires.
  - ii. Staff Development
    1. Hold regular monthly staff meetings and provide a minimum of two annual team-building activities for staff members per year
    2. Develop a systemized process for onboarding and training new hires.
    3. Document and create written procedures for the duties within the specialized areas of responsibility of individual staff members.
    4. Cross train staff members within the same position title in the specialized duties.

## 3. Collection & Programming

- a. Purpose: Provide free access to a wide range of high-quality materials and programs for all ages that address informational, educational, and entertainment needs and interests of our community.
- b. Project Leads: Library Director and Staff
  - i. Action Items:
    1. Complete an inventory of each collection location within the library, to provide an accurate picture of the library's holdings.
    2. Evaluate collection layouts to identify accessibility issues.
    3. Develop and distribute a community needs questionnaire, with a focus on identifying perceived format and/or subject matter gaps in the library's collection.
    4. Inventory the library's local history collection, including the library's collection of fine art and collected artifacts.