

Dutton S. Peterson Memorial Library, Odessa, NY
2022-2027 5-yr Plan

Mission Statement

The Dutton S. Peterson Memorial Library is a community institution that provides inclusive, accessible services to support life-long learning and fulfillment. As a storehouse of knowledge, our library encourages informed citizenship and provides diverse educational, recreational, and cultural resources.

Goal #1: A Library with adequate space to serve the needs of our community

Persons responsible: Library Director
Library Board President
Committee Members: TBD

Objectives:

- Increase library footprint to accommodate ADA-compliant open space and bathroom facilities.
- Provide community meeting space.
- Remain in a location readily available to school children and local residents.
- Provide sufficient parking for library events.
- Provide sufficient exterior space for library events.
- Possibly keep the current building for use as a children's library, Odessa museum, or other community services.

Actions:

1. Establish working relationships with area Realtors and local property owners to determine up-to-date availability of properties sufficient to be a Library.
2. Contact local architects and construction contractors to assess feasibility of new facilities or additions to our present Library.
3. Work with the village of Odessa to ensure adequate streets, sidewalks, crosswalks, and potential traffic signals exist to provide safe Library access by vehicular and pedestrian traffic.
4. Get rational costs and timelines of actions #1 and #2.
5. Present options to the entire Board of Trustees, including experienced STLS staff to approve the selected plan.
6. Organize and implement community and grant funding to achieve the plan, including community education and formal requests for any school tax levy changes.
7. Board and staff will aggressively publicize the library expansion plan and status of such.
8. Implement the expansion plan.

Outcomes: An ADA-compliant Library that provides adequate space for patrons, houses a functional library collection, provides a dedicated children's area, and computer and other technology sufficient to meet the needs of a small, rural village.

Results:

Goal #2: Effective Library policies and procedures

Persons responsible: Library Director
Library Board President

Committee Members: TBD

Objectives:

- Provide accountability and guidance for proper library operation.

Actions:

1. Establish a policy review committee to identify needed changes.
2. Ensure policy compliance.

Outcomes: A Library Board that is responsive to evolving circumstances and that provides immediate public access to its policies and procedures.

Results:

Goal #3: Up-to-date computer technology that provides patrons and staff with electronic resources not otherwise available

Person responsible: Library Board President

Committee Members: TBD

Objectives:

- Keep technology current within 3 years.

Actions:

1. Secure funding for public and staff computers.
2. Remain compliant with STLS tech services.
3. Stay abreast of technological advances.

Outcomes: A Library that contains effective electronic resources to include computers, printer, copier, FAX machine, and Wi-Fi HotSpot.

Results:

Goal #4: Library hours that are sufficient to meet community needs

Person responsible Library Director
Committee Members: TBD

Objectives:

- Maximize the availability of Library services to the greatest extent possible.

Actions:

1. Maintain adequate paid staffing.
2. Recruit, train, organize and schedule adult circulation volunteers.

Outcomes: A Library that is available as advertised.

Results:

Goal #5: An annual financial self-audit

Person responsible: Board vice-president
Committee Members: TBD

Objective:

- To fulfill Library fiduciary responsibilities

Actions:

1. Review Library's financial records.
2. Ensure accuracy and determine discrepancies.
3. Report results of the review to the Board for corrections and approval.
4. Publish audit results to the community.

Outcomes:

1. A Library that transparently fulfills its fiduciary responsibility to the community.
2. Financial savings as a result of this self-audit.

Results: