Elmont Public Library Five-Year Plan
January 1, 2021 – December 31, 2025

EXECUTIVE SUMMARY
The following pages describe in detail the Elmont Public Library Five-year Plan for the period January 1, 2021 through December 31, 2025. The Five-year Plan consists of seven major goals: Patron Use, Technology, Public Relations, Budget and Finance, Personnel, Resources and Facilities.

MISSION STATEMENT
To serve the needs of our changing community by providing the opportunity for learning, recreation and personal growth in a fiscally sound and responsible manner. This is to be accomplished by maximizing the traditional expertise of professional librarians with advances in technology such as those encompassed by the concept of the “Electronic Doorway Library.”

SECTION 1 - GENERAL INFORMATION
Name of System: Elmont Memorial Library
Street Address: 700 Hempstead Turnpike
City/Town: Elmont/ Hempstead
Zip Code: 11003

Telephone: (516) 354-5280
Fax: (516) 354-3276
Director: Jean Simpson
E-mail: jsimpson@elmontlibrary.org
System Home Page: www.elmontlibrary.org
Date of Establishment: December 2020
Square Mileage of System Service Area: 4.9
Name of Library System: Nassau County Library System

SECTION 2 - SYSTEM GOVERNANCE
BY-LAWS OF THE BOARD OF TRUSTEES Preamble
The Elmont Public Library is a school district public library established pursuant to the Education Law of the State of New York. The Board of Trustees of the Elmont Public Library operates by authority of, in accordance with, and pursuant to Charter No. 5891 granted to the Elmont Union Free School District by the Board of Regents of the State of New York, all and any subsequent Charter Amendments, and the Laws and the Rules and Regulations of the State of New York.
SECTION 3 - GOALS/INTENDED RESULTS

This Five-year Plan consists of seven major goals:

**Goal 1: Patron Use**
Encourage increased use of Library resources through marketing, including flyers, newsletter, website, social media, and through staff interaction, including patron training. Specifically, we plan to increase the use of databases, increase circulation of materials (books, DVDs, BCDs, etc.), increase the number of library cardholders, and increase the number of patrons utilizing text message notification service.

**Intended Result(s):**
Increase circulation, program attendance, database use and museum pass use.

**Goal 2: Technology**
Keep the Library on the cutting edge of new library technologies by continuously improving existing technology and infrastructure. Specifically, we plan to replace or upgrade staff computers as needed, improve the website for easier staff and patron use, investigate options for children’s “fish room” and enhance existing areas.

**Intended Result(s):**
Upgraded website, upgraded public and staff computers.

**Goal 3: Public Relations**
Maintain and improve communication with local community organizations, including school districts, Chamber of Commerce, Civic Associations, press, and with professional library associations (ALA, PLA, NLS, and LILRC).

**Intended Result(s):**
Improved connections with local organizations, high school and elementary school districts, library associations, and continued positive coverage of the Library in local press.

**Goal 4: Budget and Finance**
Consistently create budgets that provide a high level of service without putting an undue burden on taxpayers. We plan to adjust the budget annually as needed to maximize impact of revenue, providing top quality programming, materials, technology and customer service with minimal tax burden.

**Intended Result(s):**
Improved service (collection, programming, adequate staffing, etc.) maintained without undue tax burden on residents.
Goal 5: Personnel
Improve customer service and staff efficiency. Specifically, we plan to hire, reassign and/or downsize staff as needed, provide staff training to improve customer service, and utilize staff evaluations to improve performance.

Intended Result(s):
Improved efficiency and customer service.

Goal 6: Resources
Develop collections (books, DVDs, BCDs, CDs, eBooks etc.) based on circulation data, and constantly improve programs to respond to patron needs (education, entertainment, exercise, career training, etc. as appropriate for all age groups). We plan to consistently improve the collection through weeding and development, continue to provide programs that respond to community interest, and provide programs & materials that complement the school district curriculum.

Intended Result(s):
Improved collection that reflects community interest.

Goal 7: Facilities
Maintain and improve the facility, creating new features as needed to continually modernize the library. We plan to make adjustments to the interior space to maximize usage, keep both the interior and exterior in excellent condition, and provide a welcoming, highly usable, safe environment for patrons and staff. Continue the ongoing preventative maintenance program and the long-range plans included in the Building Maintenance Reserve Funds. -Continually review and revise (if needed) the Library’s “self-protection plan”.

Intended Result(s):
Improved facility through upgrades, renovation and modifications of existing space.