



Lyme Free Library

Strategic Plan

2020 – 2025

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This strategic plan was created under the direction of the Lyme Free Library's Board of Trustees and Director, and as such, gives the community insight into their vision for how the Lyme Free Library can best serve the residents of The Town of Lyme.

The Lyme Free Library is proud of its success. By looking forward and anticipating future needs, it expects to remain successful, useful, and relevant.

The goal of the Lyme Free Library for the next five years is to maintain the high levels of offerings to which its patrons have become accustomed, as well as ensure that the offerings and facilities evolve to keep pace with changing needs and expectations. This strategic plan is intended to provide the guidance to ensure that decisions about future directions for the Lyme Free Library are made thoughtfully, with patron needs in mind.

The Lyme Free Library's Strategic Plan sets the stage for what the library hopes to achieve during this five year planning cycle. The goals and objectives provide an outline to the specific strategies that the Library Board and staff will employ to achieve the vision.

KEY GOALS AND ACTION PLANS

- **GOAL 1**

Prepare the library for the future amid new challenges due to Coronavirus (COVID-19) and similar viruses. In order to protect both the staff and patrons of the library, we must begin to prepare for the future health and safety of all who enter the library premises.

- **ACTION PLAN**

This plan includes installing hand sanitizing stations, offering disinfecting wipes at all computers, the disinfecting of all returned and Inter-library loan materials, planning for daily cleaning of the library and posting signage to alert patrons to the changes. In addition, we should strive to create a no touch bathroom by installing wall soap dispensers, an automatic paper towel dispenser and install motion sensor water faucets and an automatic toilet in the bathroom. This plan will be amended as we learn of new procedures, developments, and regulations concerning Coronavirus (COVID-19).

- **GOAL 2**

Increasing accessibility to the library. Our current ramp and parking lot do not meet local building codes and are not ADA compliant. This creates public barriers to our facility.

- **ACTION PLAN**

Adapting our building design and entrance to address accessibility and meet local building codes and meet ADA regulations. Build a compliant ramp that meets all local building codes. Rebuild asphalt parking lot to ensure a level surface with an ADA compliant parking spot. Post signage notifying patrons of location of the accessible entrance.

- **GOAL 3**

Continue to provide exceptional library services in an uncertain funding environment. For many years, the Lyme Free Library has operated successfully under stagnant financial conditions. There is no indication that tax funded budgets will increase substantially in the foreseeable future. Uncertainties at both the state and federal level suggest a continued period of fiscal restraint.

- **ACTION PLAN**

We will strive to provide opportunities to encourage donors to make a contribution the Library's endowment and operating funds. We will encourage both annual donations and memorial donations. We will continue to increase the funding amount asked for via a school ballot referendum vote on a yearly basis. This will ensure that we receive at least the prior year's funding each year. This referendum allows the library to request funds directly from The Town of Lyme taxpayers, as set forth in New York State Education Law 259.

The purpose of this strategic plan is to continue building on our strengths while addressing areas and opportunities for growth, expansion, and improvement.

The library board, director, and staff will work to implement the action steps of this long range plan over the next five years. While some goals may be more easily achieved, others will require significant time, planning, and resources. The library board will work with the library director to prioritize goals and action steps based on community need and resources available.

The strategic plan is meant to provide direction; it is not a path “written in stone.” If an unanticipated opportunity presents itself, the critical question is not, “Does it fit into our strategic plan?” but rather, “Does it fit with our mission, vision, and values?”

Adopted: