

Mt Lebanon Public Library

Our Vision

Mt. Lebanon Public Library, located in a community that aspires to be safe, welcoming, connected, and dynamic, offers **MORE: learning, laughter, exploration, and empowerment.**

Mission Statement:

Mt Lebanon Public Library (MLPL) will provide for all patrons an inclusive, welcoming environment of intellectual enrichment, creativity and enjoyment, and a forum to exchange ideas by providing top-tier programs, materials, services, and community support.

- **PROGRAMS:** To provide program participants of all ages with culturally rich, broadly representative and authentic programs by presenters that represent the diversity of our community and world.
- **MATERIALS:** To provide robust, dynamic collections of physical and electronic resources from diverse perspectives and voices that meet the needs of today's patrons, from young children to seniors. To provide access to up-to-date technology resources and to educate patrons in their use.
- **SERVICE:** To build a dedicated, informed team of library staff members who will create a welcoming and inclusive environment based on mutual respect, honesty, and accountability. To provide safe and accessible physical and virtual spaces that meets the needs of our patrons.
- **COMMUNITY:** To support our community through partnerships with civic groups and organizations and involvement in local events. To actively work with schools and learning institutions. To consciously promote inclusion and equitable treatment of all patrons, volunteers, and staff members. To work with community schools, partners, and other entities to encourage diversity within the community.

Strategic Actions

1. **PROGRAMS:** To provide program participants of all ages with culturally rich, broadly representative and authentic programs by presenters that represent the diversity of our community and world.

Over the next 12 months or by the date specified, the library will:

- Encourage STEAM exploration and technology literacy through the provision of a variety of learning experiences for all ages and skill levels.

- Increase the number of STEAM program offerings, specifically in the areas of coding and technology, to help meet patron demand.
- Offer open work time in the Learning Lab with access to knowledgeable staff members.
- Engage caregivers and children in innovative practices in child development and early literacy education through the leadership, mentorship and guidance of our professional librarians.
 - Maintain library "Family Place" official designation.
 - New children's librarians will undergo training in current Early Literacy research and techniques.
- Provide programs that support each arm of the PA Forward 5 literacies initiative for all ages: Basic Literacy, Civic literacy, Financial Literacy, Health Literacy, and Information Literacy.
- Adopt programming methods and tools that increase accessibility (such as Closed Captioning for virtual programs).
- Provide programs and resources that support a shared commitment to improving Diversity, Equality, and Inclusion (DEI) education in the community.
- Library staff will seek out and apply for 3-5 new grant opportunities to support programming initiatives by December 2022.

2. MATERIALS: To provide robust, dynamic collections of physical and electronic resources from diverse perspectives and voices that meet the needs of today's patrons, from young children to seniors. To provide access to up-to-date technology resources and to educate patrons in their use.

Over the next 12 months or by the date specified, the library will:

- Maintain comprehensive, unique, and curated collections by practicing responsible weeding and labeling of materials and use collection tools to identify gaps in the collection.
 - Complete comprehensive collection studies to identify gaps in collection using Edelweiss and other collection tools.
 - Review existing collection for biases or uneven representation and maintain collection accordingly by purchasing or weeding.
 - Review existing collection development policy and make recommendations to library Board of Trustees to update the policy to reflect an increased emphasis on the needs of today's audience.
 - Review collection maintenance criteria to ensure that the criteria include selection and maintenance practices that lead to a diverse and inclusive collection.
- Librarians and admin will provide training and tools to equip front line staff to assist in promoting digital resources, special displays, library initiatives like Summer Reading, and the physical collection.

3. SERVICE: To build a dedicated, informed team of library staff members who will create a welcoming and inclusive environment based on mutual respect, honesty, and accountability. To provide safe and accessible physical and virtual spaces that meets the needs of our patrons.

Over the next 12 months or by the date specified, the library will:

- Administration, Librarians, and Public Service Staff will earn a minimum of 6 CEU's every two years (per state requirements) by participating in continuing education classes on library issues, library services, and current and emerging technologies.
- Conduct a study of our physical space and consult with experts in the field, determine the needs of patrons and continue to provide a safe environment and promote established health practices.
- Redesign website to optimize ADA and mobile by end of 3Q/4Q 2021 and incorporate staff training.
- Integrate services that increase library accessibility and ease of use (such as the contact-free pickup service) into regular library services post-pandemic and investigate methods to make such services a permanent fixture.
- Establish an Information Security Policy for staff to sign off on to ensure honesty and accountability toward providing a safe and secure library environment for all by end of 2021/early 2022
- Establish Disaster Planning Document, to be on file for staff and municipal access, in an effort to protect materials and safeguard services through challenging times to be completed by end of 2021/early 2022.
- The Library Board of Trustees will establish a regular schedule to ensure policies and procedures are current, consistent, clearly communicated to the public and equitably enforced.
- The Library Board of Trustees will explore green initiatives and ways in which the library can improve and promote green practices, including the possibility of LEED certification for the library, by 1Q22.
- Library staff with the support of the board's Fundraising Committee will create a focused fundraising campaign to support the purchase of new furniture for the main library area to be completed by December 2022.
- The board's fundraising committee will work with library staff to formulate event budgets, including staff costs, for all fundraising events held at the library to be completed by December 2021 to gain a true understanding of the viability/ profit margin of events.

4. COMMUNITY: To support our community through partnerships with civic groups and organizations and involvement in local events. To actively work with schools and learning institutions. To consciously promote inclusion and equitable treatment of all patrons, volunteers, and staff members. To work with community schools, partners, and other entities to encourage diversity within the community.

Over the next 12 months or by the date specified, the library will:

- The Library Director will work with the Municipal Commissioners to ensure that the Library Board of Trustees consists of dedicated citizens that represent the entire community.
- The library will further broaden our reach through strengthening relationships with schools, community groups, civic organizations, and local government.
 - The library will seek to provide more outreach/ program services for adults to local retirement communities, churches, etc.
 - The library will host an event for school administration, teachers, and librarians to demonstrate the library's resources and exchange information about collections, programs, and resources.
 - The library will investigate creation of a committee of representatives from our library, the Recreation Center, Uptown and Beverly Road business districts, Mt. Lebanon School District, Outreach Teen and Family Services, and the Public Safety Center to meet

quarterly in order to discuss and share needs, resources, and concerns impacting the community.

- Engage with underrepresented pockets of the community through surveys, discussions, and educational/ promotional initiatives and provide services and resources to empower them and provide a platform.
 - The library will complete a patron survey by the end of 2021 using electronic means, paper surveys, and possibly in-person focus groups to help determine optimal use of the library's space and services.
 - The library will participate in outdoor popular cultural events, such as First Fridays, to both offer off-site programming experiences as well as promote the library.