



# EASTON LIBRARY

## PLAN OF SERVICE 2026-2030

### BOARD OF TRUSTEES:

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# Easton Library Plan of Service 2026–2030

## Executive Summary

The **Easton Library Plan of Service 2026–2030** outlines the library’s strategic direction for the next five years, grounded in community input, data-informed planning, and the library’s long-standing role as a central gathering place in the Town of Easton. Developed by the Library Board of Trustees and Library Director, this plan reflects feedback gathered through community conversations, surveys, outreach to local organizations, and staff insights, ensuring that library services respond to what matters most to residents.

Serving a rural community of approximately 2,300 residents, the Easton Library plays a vital role in providing access to information, technology, educational opportunities, and social connection. With a population that spans all ages and includes a significant number of older adults, the library is committed to supporting lifelong learning, strengthening community ties, improving accessibility, and preserving local history.

Guided by its mission, vision, and core values, the library has identified four strategic priorities for 2026–2030:

- 1. Strengthen Community and Financial Sustainability**
- 2. Empower Lifelong Learning**
- 3. Create a Welcoming, Inclusive, and Safe Environment**
- 4. Preserve and Celebrate Local History**

Each priority is supported by clearly defined goals, objectives, evaluation methods, and action steps designed to ensure accountability and measurable progress.

This Plan of Service affirms the Easton Library’s commitment to being a financially stable, trusted, and welcoming community hub. Through collaboration, thoughtful stewardship of resources, and ongoing evaluation, the library will continue to enrich the lives of Easton residents while honoring the town’s heritage and adapting to future needs.

## 1. Introduction

### 1.1 Mission Statement

The Easton Library strives to secure the informational, educational, cultural, and recreational materials to meet the needs of the residents of the area served. The Easton Library is an active, friendly, welcoming community hub where residents are enriched with new experiences and interact with their neighbors.

### 1.2 Vision Statement

Easton Library envisions a vibrant, inclusive, and connected community where residents of all ages are empowered to explore, learn, and engage with one another. The library aspires to be a trusted and financially stable gathering place that supports literacy, lifelong learning, emerging technologies, local history, and shared experiences in a safe and accessible environment.

## 1.3 Core Values

The Easton Library is guided by the following values:

- **Community & Financial Stability** – fostering connection, partnerships, and responsible stewardship of resources
- **Education & Lifelong Learning** – promoting literacy, curiosity, and skill development at all stages of life
- **Inclusion & Kindness** – ensuring equitable access to services in a welcoming and respectful environment
- **Stewardship of Local History** – preserving and sharing Easton’s heritage for the present and future generations

## 1.4 Planning Process

The Easton Library developed its 2026–2030 Plan of Service through a collaborative, community-focused planning process led by the Library Board of Trustees’ Planning Committee and the Library Director. The process included a review of the library’s previous Plan of Service, reflection on past successes and challenges, and identification of opportunities for growth.

A data-driven strategic planning approach guided the work, emphasizing listening and understanding what matters most to residents. Community input was gathered through multiple methods to reach a broad range of voices, including conversations with local clubs and other groups that regularly use the library, an online community survey, and outreach to outside organizations. Library staff also contributed insights based on their direct experience serving the community.

After reviewing all feedback, the Planning Committee identified common themes and shared values. Residents consistently highlighted the importance of social connection, lifelong learning, accessibility, and the preservation of local history. These themes informed the strategic priorities and goals outlined in this plan. The Board of Trustees reviewed and approved the five-year Plan of Service at the February 2026 Board meeting.

# 2. Community Profile

## 2.1 Background and History of the Easton Library

Easton Library has served the community for more than 140 years as a center for information, culture, and lifelong learning. Established in 1879 as part of the Friends’ Seminary, the library received its first charter from the University of the State of New York in 1895. After the Seminary closed, the library was housed in several local homes until 1902, when it moved into a single room in Burton Hall. The library moved into its current building in 1955, with a major expansion in 1995.

The library is governed by the volunteer Board of Trustees of the Easton Library Association and supported by the municipal funding of the Town of Easton, Greenwich Central School District proposition, community donations, grants and membership in the Southern Adirondack Library Association (SALS).

## 2.2 Demographics of the Town of Easton

The Town of Easton is a rural community in Washington County, New York, with approximately 2,300 residents spread across more than 62 square miles. The low population density and strong value placed

on a rural lifestyle, personal connection, and opportunities to gather reinforce the library's role as a vital community hub.

Easton's population has a median age of 47. Approximately 18 percent of residents are under the age of 18, and nearly one-quarter are age 65 or older. The average household size is approximately 2.3 to 2.5 persons. This age distribution highlights the need for services that support residents across the lifespan, with strong interest in lifelong learning, cultural enrichment, and programs that foster social connection.

Easton faces challenges related to geographic distance and access to services. The library plays a critical role in addressing these challenges by providing a local, accessible point for information, technology, and educational opportunities. With a significant number of older adults in the community, the library prioritizes improved building accessibility and equitable services for all residents.

The town includes just under 1,000 households comprising individuals and families of varying ages and backgrounds. Residents include long-time community members and newer residents drawn to the area's rural character and quality of life. Interest in shared history and cultural heritage directly support the library's focus to preserve and celebrate local history.

## 2.3. Strategic Priorities

Four Strategic Priorities are based on community core values, demographics, existing strengths, and community needs.

### 1. Strengthen Community & Financial Sustainability

Easton Library commits to strengthening its role as a central community hub while pursuing long-term financial sustainability. The library will foster partnerships, encourage community engagement and volunteerism, and actively seek diverse and reliable funding sources to ensure stable operations and the continued delivery of high-quality services for current and future generations.

### 2. Empower Lifelong Learning

Easton Library commits to expanding and sustaining lifelong learning opportunities that support residents at every stage of life—from early literacy through older adulthood. The library will provide accessible educational programs, collections, and technology resources that encourage curiosity, strengthen literacy, and build technology skills.

### 3. Create a Welcoming, Inclusive, and Safe Environment

Easton Library commits to maintaining a welcoming, inclusive, and safe environment where all residents feel respected, supported, and able to access services equitably. The library will prioritize accessibility, responsive customer service, and inclusive programming that reduces barriers, supports older adults and ensures the library is an easily accessible and comfortable space for everyone.

### 4. Preserve and Celebrate Local History

Easton Library commits to preserving, sharing, and celebrating the town's local history and cultural heritage by actively assessing, collecting, protecting, and making historical materials accessible, and offering programs that connect residents to Easton's past and strengthen a shared sense of identity and place.

### 3. Goals, Objectives, and Action Plans

#### Priority 1: Strengthen Community & Financial Sustainability

##### Goal 1.1: Provide Library Programming for the Community

**Project Lead:** Library Director, Program Committee, Trustees

**Objective:** Increase programming and provide social experiences for all patrons.

**Evaluation:** Program attendance, patron feedback, surveys

**Action Steps:** Plan programs based on patron survey results, strengthen the Program Committee, encourage small groups to meet at the library, promote programs through multiple channels

**Resources Needed:** Staff, trustee time, funding, grants

##### Goal 1.2: Provide Library Volunteering Opportunities for Patrons

**Project Lead:** Library Director

**Objective:** Foster volunteerism and community relationships.

**Evaluation:** Increase number of volunteers

**Action Steps:** Identify volunteer roles, promote opportunities, provide training

**Resources Needed:** Library Director and staff time

##### Goal 1.3: Secure Financial Sustainability

**Project Lead:** Trustees, Fundraising Committee

**Objective:** Improve the library's financial position and fund the next stage of the building project.

**Evaluation:** Increased funds for operations and capital projects

**Action Steps:** Explore avenues of long-term sustainable funding, form fundraising committee, set goals, promote initiatives for short-term funding to complete stage two of the building project, and fund emerging needs.

**Resources Needed:** Trustee time, volunteers, funding

##### Goal 1.4: Maintain a Comprehensive Communication Strategy

**Project Lead:** Library Director, Trustees

**Objective:** Improve public promotion and remind the public of who we are and what we do

**Evaluation:** Annual report, record success measures

**Action Steps:** Investigate and review additional avenues to communicate with residents, create an action plan to include, at a minimum, more press coverage, signage, online sharing and engagement on social media, and record success measures.

**Resources Needed:** Trustees, staff and volunteer time, funding

#### Priority 2: Empower Lifelong Learning

##### Goal 2.1: Maintain a Viable Library Collection

**Project Lead:** Library Director

**Objective:** Increase and update the library collection.

**Evaluation:** Annual report, circulation data, patron feedback

**Action Steps:** Review literature, weed collection, purchase new materials, investigate grants

**Resources Needed:** Staff time, funding, volunteers

## Goal 2.2: Provide Emerging Technology for Staff and Patrons

**Project Lead:** Library Director

**Objective:** Provide relevant technology services and training for the staff and community.

**Evaluation:** Annual report, patron feedback

**Action Steps:** Monitor trends, estimate costs, seek grants

**Resources Needed:** Trustee and staff time, SALS, Joint Automation, funding

## Priority 3: Create a Welcoming, Inclusive, and Safe Environment

### Goal 3.1: Complete the “Additions to the Easton Library” project and Open to the Public

**Project Lead:** Library Director, Building Committee, Trustees

**Objective:** Complete “Addition to Easton Library” building project and improve accessibility.

**Evaluation:** Building Committee, Trustee evaluation, patron satisfaction surveys

**Action Steps:** Complete construction, open children’s room, open the local history-study room, fulfill grant requirements

**Resources Needed:** Library Director and trustee time, architect, contractor, building committee, volunteers

### Goal 3.2: Plan for Building Needs

**Project Lead:** Library Director, Building Committee, Trustees

**Objective:** Improve the interior and exterior of the building to facilitate community interaction in a safe space that is inviting, accessible and well designed

**Evaluation:** Building Committee and Trustee evaluation, patron satisfaction surveys

**Action Steps:** Obtain professional evaluation of building and library space, develop a plan for remodeling, expansion/renovations as determined by the Board of Trustees, secure funds to implement the planned action

**Resources Needed:** Library Director and trustee time, building committee, funding

## Priority 4: Preserve and Celebrate Local History

### Goal 4.1: Open the New Local History-Study Room to the Public

**Project Lead:** Library Director, Trustees

**Objective:** Open and operate the Local History-Study Room.

**Evaluation:** Annual usage reports and patron feedback

**Action Steps:** Write archival policy, investigate and develop a process to assess the current historical materials, investigate collaborations, pursue grants, train staff, promote opening program, follow the policies to increase the collection

**Resources Needed:** Staff and trustee time, volunteers, funding

### Goal 4.2: Celebrate Local History Through Programming

**Project Lead:** Library Director, Trustees

**Objective:** Provide programs that specifically relate to local history

**Evaluation:** Annual report, attendance reports, patron feedback

**Action Steps:** Investigate and develop plan to provide local history programming, contact local historical organizations, secure guest speakers

**Resources Needed:** Director, staff and trustee time, volunteers, SALS, funding

## 4. Sustainability

The library's budget aligns with the priorities outlined in this five-year plan. The Trustees will pursue grants to enhance collections and services, lead fundraising initiatives, review insurance coverage, and support building update projects. The library will also work to reduce energy usage and environmental impact during the construction period and beyond. The Board of Trustees will create a plan to ensure long-term financial stability.

## 5. Evaluation and Monitoring

Progress toward each strategic priority will be monitored through reports, surveys, and usage data and community feedback. The Board of Trustees will review the Plan of Service annually. The plan will be adjusted as needed to reflect accomplishments, emerging community needs, and changing conditions.