**Lyons Regional Library District Strategic Plan 2018**

May 6, 2018

**Strategic Plan**

**Mission**

Provide members of the community with access to resources, people, education, and events that serves to meet their information, cultural, and entertainment based needs, goals, and interests.

**Vision**

The Lyons Regional Library District is dedicated to building a community that is better connected, more informed, and always improving.

**Values**

* **Welcoming:** The Library will be an open and friendly gathering place, providing its patrons with equal access to all of its offerings, and recognizes the importance of community, culture, and diversity.
* **Respectful:** The Library will provide excellent service to its patrons by staffing knowledgeable and highly-qualified individuals who are attentive, polite, helpful, and gracious. Additionally, the Library will provide excellent service regardless of an individual’s age, gender, race, sexual preference, faith, income level, or background.
* **Trustworthy:** The Library is dedicated to protecting patron privacy and confidentiality, providing accurate and relevant resources, and removing resources that are outdated, undesired, damaged, or degraded.
* **Resilient:** The Library recognizes that a democracy requires an informed citizenry. As such, the Library will resist all efforts to censor the library resources, and recognizes its patrons’ right to seek and receive information from all points of view.
* **Innovative:** The Library is dedicated to the importance of innovation in meeting customer needs and expectations.

**Tactical Plan**

**Goals and Focus** (for old and new building)

1. Technology
   1. Provide the community with access to quality computers and laptops
   2. Monitor and implement new technologies
      1. Educate and inform community about the library's e-book and e-audiobook offerings
      2. Participate in some form of continuing education on technology at least once a year
      3. Explore options for the library to acquire new technological devices to be used by the public
      4. Acquire technological devices and increase programming that encourages the development of STEAM skills
   3. Develop a replacement schedule for Hardware & Software
   4. Explore ILS migration possibilities, benefits/drawbacks of ILS migration (leaving AspenCat for new system such as Marmot)
   5. Explore possibilities of introducing dedicated PAC computer(s) and self-checkout machines
2. Facilities
   1. Continue to utilize current space as efficiently as possible
      1. Better organize staff areas
      2. Reduce clutter throughout library
   2. Continue to monitor security of materials and note any loss of library materials to help determine if we need a security system
3. Marketing & Outreach
   1. Develop, adopt, and implement a specific marketing plan
   2. Implement procedures to encourage public comment
      1. Conduct survey of some sort every two years
   3. Participate in statewide campaigns that focus on public awareness of libraries (such as Outside the Lines)
   4. Begin expanding outreach services and partnerships with the district’s publicly funded organizations (i.e. Chamber of Commerce, Town Hall, etc.)
   5. Explore partnerships with private businesses/organizations within the District
4. Collection Development
   1. Continue to refine the Collection Development policy
   2. Continue to improve signage within the library to facilitate browsing
   3. Increase spending on library materials
5. Fiscal Responsibility
   1. Determine and implement the proper amount of reserves
   2. Plan for times of flat revenue increases
   3. Budget for annual additions to the Building Fund
   4. Expand Financial Policy to include topics such as investments, reserves
   5. Continue to build partnership with the Friends and Foundation
   6. Explore grant writing opportunities and expand skills
6. Services
   1. Continue to increase communication and collaboration with Lyons’ schools
   2. Create a specific Programming plan with staff
      1. Define services to preschool age, including early literacy concepts
      2. Define types of adult programs to offer and when
      3. Define service to young adults
      4. Start exploring Teen Advisory Board possibilities
   3. Position the library as a focal point for providing the community with information
   4. Continue to promote learning and prevent summer slide through summer library programming
7. Sustainability
   1. Explore, define, and create internal (staff side) policies and procedures
      1. Provide opportunities for staff development as it pertains to sustainability
   2. Create external (patron side) policies and programming around sustainability
8. Staff Development
   1. Create and maintain a minimum of four quarterly staff development times focused on strengthening teamwork and maintaining/improving skills
   2. Provide opportunities for individual-based staff development (i.e. Attending conferences/classes, providing hours for skill development/improvement)