

Strategic Plan 2008-2010

Atchison Library Atchison, Kansas

Observations:

In developing its strategic plan for 2008-2010, the Atchison Library identified the following issues:

1. Limited growth in available tax funds will challenge the Library's ability to provide services.
2. The Library's physical facilities are at a critical point for structural damage. Some sections of the Library are not available for use due to deterioration.
3. The Library's physical facilities and current layout limit further collection and service expansion.
4. We must continue to commit resources to technology development, and to making technology accessible to our patrons.
5. In order to retain quality employees and to improve library services, salaries of library personnel should be comparable to other positions in the community requiring similar skills and responsibilities.

Vision:

Vision is a description of the Library's preferred future. The vision statement paints a picture of where the Library wants to go and what it wants to be. It describes what the library could be like when it reaches its highest potential.

The Atchison Library is seen by the citizens of Atchison as a friendly, accessible, and resourceful organization that utilizes modern technology to provide personal service.

We draw our community into dynamic environments that encourage a love of reading and lifelong learning.

We are good stewards of the resources our citizens have entrusted to us.

Mission:

Mission states what the Library's business is, or why it should be doing what it does. Mission defines the organization and its focus, and what distinguishes it from other organizations.

It is the goal of the Atchison Library to provide all patrons the needed services of research, technology, reading, and other resources as they fit the needs of the community as a whole.

Values:

Values are the principles, beliefs and code of behavior that define what the Library strives for in its culture, and in its dealings with staff, governing bodies, and the public.

1. Our focus is always on the patron.
2. The Atchison Library Board of Trustees, Director, Staff, and Volunteers will strive for equity and fairness in serving individuals and organizations throughout the community.
3. Information services will be conducted with all possible consideration of confidentiality for the researcher and the contents of research.
4. The Atchison Library is dedicated to the highest standards of ethics and public service, and will strive for the maximum of effectiveness and economy in library operations.
5. Our goal is continuous improvement.

Goals and Objectives:

Goal 1. We will fully explore all possible sources of funding.

- A. Re-evaluate our sources of funding from taxes.
- B. Encourage each department head to seek out and pursue at least one grant per year. Director will assist managers with learning to write grants.
- C. Explore any other sources of income, such as bequeaths, events, and community organizations.

Goal 2. We will repair and renovate the Library facilities as necessary to maintain its structural integrity.

- A. Continue working with city employees to utilize current building fund to best effect.
- B. Include a library architect in all upkeep and repairs of facility.
- C. Develop strategic plan for continuing facility maintenance.

Goal 3. We will fully maximize the use of our current space and identify future space needs and possible solutions.

- A. Reduce outdated and underused nonfiction and swap fiction and nonfiction areas to better use current space.
 - a. Remove and replace damage wall shelving with new and adjustable shelving that accomadates our needs.
 - b. Purchase additional floor shelving for new nonfiction area.
 - c. Heavily weed nonfiction and reorder new materials as needed.
 - d. Rotate positions of collection.
- B. Increase available areas for patron workspace.
 - a. Improve staff areas to make them more efficient.
 - b. Replace back portion of circulation desk.
 - c. Purchase worktables that can accommodate laptops.
- C. Study and evaluate future space needs
 - a. Staffing spaces
 - b. Public meeting spaces

- c. Public reading/work areas
- d. Re-evaluate teen space in particular

Goal 4. We will continue to maximize economy and effectiveness in library operations by implementing new technologies and providing appropriate computer instruction to the public.

- A. Increase bandwidth accessible to staff and patrons to support the great increase in usage.
 - a. July 2008 we will try to add an additional T1 line. We will dedicate one line to staff and one to public access.
 - b. We will move one laptop table to the nonfiction area and replace it with another bank of computers.
- B. Educate and train staff on current and upcoming technology.
 - a. Provide in-service instruction days for staff.
 - b. Add one hour instruction as needed before library hours.
 - c. Encourage staff to sign up as patrons for our regular computer classes.
 - d. Continue to outsource staff training as required to remain current.
- C. Continue to develop our website as a virtual branch which serves patrons 24/7.
- D. Strive to raise the technology comfort level of our patrons so they can make better use of new technology.
 - a. Continue to provide free classes for patrons, allowing them to understand and use future technology changes.
 - b. Focus on educating patrons from surrounding area, allowing them to use the library more efficiently from a distance.

Goal 5. Require that cost-of-living needs are included in all future budgets.

- A. Continue to work with City Commissioners to provide adequate funding to provide a minimum of cost-of-living raises to all library employees annually.
- B. Use independent consultants to evaluate current staff positions and wages.
 - a. Cooperate with city to have a combined staff evaluation.

Goal 6. Develop a true long-range plan that addresses the long-term stability and direction of the library and how to best serve our patron base.

- A. Community assessment of patron needs and concerns using interaction with the community will be conducted.
- B. Continue to evaluate both our collection and our services to make sure we are meeting the needs of our patron groups.
- C. Explore governance issues to assure our entire user base has a service plan and representation on the library board.
- D. Explore future building needs and financial requirements.