

Genoa Public Library District Strategic Plan

July 2021 – December 2022



Approved June 21, 2021

Mission

The Genoa Public Library provides access to ideas, information, experiences and materials that support and enrich the lives of those in our community.

Vision

The Genoa Public Library creates an environment for people to learn, to explore, to enjoy, to create, to connect.

Service standards throughout this strategic plan:

1. The library will return to its fundamental services and principles.
 - a. Print material for all ages of patrons covering a wide array of topics and genres.
 - b. Structured and welcoming atmosphere.
 - c. Attention to the physical safety of all employees and library users.
 - d. Willingness to explore new strategies and ideas with pilot projects to test opportunities.
 - e. Service orientation and commitment to supporting community needs'
2. The library will step away from peripheral services as they are reevaluated given our collective new understanding of unanticipated health risks and our commitment to being good stewards of the financial resources our community provides through the tax dollars we receive.
 - a. The risk/reward of the following services will be evaluated during this strategic plan and, while the evaluation is underway, these peripheral services will not be available.
 - i. Communal toys available for use in the library.
 - ii. Communal coffee pot.
3. The library will continue to welcome collaborative relationships with other local agencies.

Trustee Acquisition and Support

PRIORITY 1 Provide a secure Trustee Portal using Streamline to provide secure, convenient access to GPLD policies, documents, and recorded trainings via our existing website for on-demand access.

RECOMMENDED TIMEFRAME July 2021 – November 2021

Actions:

- 1) In consultation with the existing vendor, enable the Trustee Portal which is a newly available feature of this software.
- 2) Customize the portal to meet our needs.
- 3) Populate the portal with materials listed above.

PRIORITY 2 Seat a full board

RECOMMENDED TIMEFRAME July 2021 – November 2021

Actions:

- 1) Ask each current library trustee to provide the names of one individual they would recommend for invitation to serve on the Library Board. Target mailing date for letter of invitation: September 1, 2021
- 2) Library Director will invite five registered library patrons to serve on the Library Board. Target mailing date for letter of invitation: September 1, 2021
- 3) Accept letters of interest through one week prior to the October regularly scheduled meeting. Select from among the applicants to appoint the number of individuals necessary to complete the Board at that meeting.

PRIORITY 3 Trustee training

RECOMMENDED TIMEFRAME December 2021 – December 2022

Actions:

- 1) Provide (1) instructional session at each Board meeting based on the following subjects:
 - a. Governance
 - b. Finance
 - c. Policy
 - d. Technology
 - e. Facilities
 - f. Personnel
 - g. Serving our Public 4.0: Standards for Illinois Public Libraries

Administration

PRIORITY 1 Evaluate existing electronic resources, traditional programming, COVID inspired programming, traditional services, and COVID inspired services to develop a comprehensive Plan of Service to be maintained for the period of time January 1, 2023 – June 30, 2025.

RECOMMENDED TIMEFRAME *July 2021 – December 2022*

Actions:

- 1) Create a full list of resources, programming and services to be evaluated. At the minimum this list will include:
 - a. Paid subscription databases
 - b. Story hour
 - c. Programming
 - d. Curbside pickup
 - e. Charging overdue fines
 - f. Copies fees
 - g. Library hours
 - h. Online programming
 - i. Social media
- 2) Create an objective quantifiable system for evaluating each of the above and all others that are ultimately selected for evaluation.
- 3) Conduct the review.
- 4) Recommend action to the Board.

PRIORITY 2 Create a succession plan

RECOMMENDED TIMEFRAME *July 2021 – December 2021*

Actions:

- 1) Create a succession plan for Board approval.
- 2) Review and update all Director and Staff position descriptions with an awareness of the additional components required in order to implement a succession plan.

Personnel

PRIORITY 1 Provide staff training on diversity, inclusion, accessibility, and cultural sensitivity.

RECOMMENDED TIMEFRAME July 2021 – June 2022

Actions:

- 1) Seek Board approval for up to 16-hours of in-service training during which the library would be closed and staff would be on-site receiving training.
- 2) Consult with neighboring Library Directors to determine interest in sharing both planning and financial responsibilities to create a training series on the above listed topics.
- 3) Identify and engage experts in the field for relevant training.
- 4) To the degree possible, schedule all training when all full-time staff are able to attend.
- 5) Record the training series for inclusion in both the Board and Staff portals (if possible).