

Fluvanna County Public Library

Five Year Plan

2011-2016

2014 Update

Mission Statement

The role of the Fluvanna County Public Library is to serve as a source of information, intellectual development, entertainment, and personal enrichment for the residents of Fluvanna County. The Library performs this role by offering a diversified collection of books, audio-visual materials, and access to a wide array of information available through electronic technologies as well as providing library programs and services. The Library strives to be a valuable resource that effectively enriches the community.

8/2007



LONG RANGE PLAN 2011 -2016

These goals and objectives are in no particular order and all, including the Library's expansion plans, are subject to budgetary constraints.

2014

Goals and Objectives

I. Library Materials Collection [2014]

GOAL: The Library will provide a well-rounded collection of materials that patrons will find useful and enjoyable.

OBJECTIVES

1. Maintain the collection using the techniques of inventory and weeding in order to provide books and materials that are in good repair and of current interest.
2. Monitor the collection's usage and purchase additional materials for heavily used areas.
3. Evaluate new formats of materials as they become available for addition to the collection.
4. Maintain Overdrive e-book collection and continue to explore additional options to provide of broader collection of e-books.
5. Explore utilizing e-readers (Kindles or Nooks) for subscriptions or to expand areas of the collection.
6. Evaluate the effectiveness of electronic databases purchased and made available by the Library.

II. Technology [2014]

GOAL: The Library will utilize new technologies in order to provide library service in the most effective and efficient manner.

OBJECTIVES:

1. Monitor the Library's operating system software in terms of effectiveness.
2. Monitor the trials at the State Library for use of open source integrated library systems for effectiveness and cost.
3. Monitor the Library's website in terms of effectiveness and make changes if necessary.
4. Install operating system software upgrades as available.
5. Develop the usage of social networking sites that would benefit the Library, working with the Friends of the Library when needed.
6. Explore technology advances in the marketplace in order to incorporate appropriate items into the Library.
7. Evaluate providing a wireless printer for laptop users, a scanner, a color printer, and a color copier for public use.

III. Library Services and Programs [2014]

GOAL: The Library will offer programs and services that encourage the love of reading and promote the Library as a community resource of information and recreation.

OBJECTIVES:

1. Work in collaboration with local agencies and organizations to expand the Library's role as a community resource of information and recreation.
2. Monitor the effectiveness of the children's storyhour and summer reading programs in order to determine if change is necessary.
3. Continue to offer community services such as distribution of information from local agencies, organizations and government agencies.
4. Evaluate the effectiveness of the existing book deposit location and consider additional locations and delivery options.
5. Collaborate with the Friends of the Library, or other groups, to offer programs of interest to adults such as speakers or a book discussion group.
6. Evaluate the library's hours of operation in terms of community needs
7. Evaluate the Library's publicity activities and determine if changes are necessary.
8. Explore working with the local school system to start a "library card-signup" campaign for new students.

IV. Facilities [2014]

GOAL: The Library will maintain clean, comfortable, and safe facilities for Library users and staff.

OBJECTIVES:

1. Work with the County to maintain the library facility.
2. Monitor the usage of the new facility in order to correct unforeseen problems such as slippery floors, glaring sunlight, or heating and cooling problems.

V. Staff [2014]

GOAL: The Library will encourage staff members to develop the skills and knowledge necessary to provide effective and efficient library service.

1. Encourage staff to develop additional skills and to attend appropriate training sessions.
2. Recruit and train volunteers as needed.
3. Hire and train additional staff as funding permits and as needed.
4. Compile a volunteer training manual

VI. Administration [2014]

GOAL: The Library Board and the Library Director will manage the resources of the Library effectively and efficiently.

OBJECTIVES:

1. Evaluate the potential for fundraising and possibilities.
2. Continue to monitor the availability of grants for library materials and apply for any that are appropriate.
3. Prepare budget documents as requested by Fluvanna County
4. Maintain statistical data on library operations and prepare an annual report of Library activities.
5. Adhere to requirements and instructions as set out by the Library of Virginia for a Grant-in-aid.
6. Reorganize and continue to update the Fluvanna County Pubic Library's Policy Manual.

2014-2016

Goals and Objectives

VII. Library Materials Collection [2014-2016]

GOAL: The Library will provide a well-rounded collection of materials that patrons will find useful and enjoyable.

OBJECTIVES

1. Continue to maintain the collection using the techniques of inventory and weeding in order to provide books and materials that are in good repair and of current interest.
2. Monitor the collection's usage and purchase additional materials for heavily used areas.
3. Evaluate new formats of materials as they become available for addition to the collection.
4. Maintain Overdrive e-book collection and continue to explore additional options to provide of broader collection of e-books.
5. Evaluate the effectiveness of electronic databases purchased and made available by the Library.

VIII. Technology [2014-2016]

GOAL: The Library will utilize new technologies in order to provide library service in the most effective and efficient manner.

OBJECTIVES:

1. Evaluate the Library's operating system software in terms of effectiveness.
2. Monitor the trials at the State Library for use of open source integrated library systems for effectiveness and cost.
3. Evaluate the Library's website in terms of effectiveness and make changes if necessary.
4. Install operating system software upgrades as available.
5. Monitor technology advances in the marketplace in order to incorporate appropriate items into the Library.

IX. Library Services and Programs [2014-2016]

GOAL: The Library will offer programs and services that encourage the love of reading and promote the Library as a community resource of information and recreation.

OBJECTIVES:

1. Work in collaboration with local agencies and organizations to expand the Library's role as a community resource of information and recreation.
2. Monitor the effectiveness of the children's storyhour and summer reading programs in order to determine if change is necessary.
3. Continue to offer community services such as distribution of information from local agencies, organizations and government agencies.
4. Evaluate the effectiveness of the existing book deposit location and consider additional locations and delivery options.

5. Collaborate with the Friends of the Library, or other groups, to offer programs of interest to adults such as speakers or a book discussion group.
6. Evaluate the library's hours of operation in terms of community needs
7. Evaluate the Library's publicity activities and determine if changes are necessary.
8. Explore working with the local school system to start a "library card-signup" campaign for new students.

X. Facilities [2014-2016]

GOAL: The Library will maintain clean, comfortable, and safe facilities for Library users and staff.

OBJECTIVES:

1. Work with the County to maintain the library facility.
2. Monitor the usage of the new facility in order to correct unforeseen problems such as slippery floors, glaring sunlight, or heating and cooling problems.

XI. Staff [2014-2016]

GOAL: The Library will encourage staff members to develop the skills and knowledge necessary to provide effective and efficient library service.

1. Recruit and train volunteers as needed.
2. Hire and train additional staff as funding permits and as needed.
3. Work to increase staff wages to a level commensurate with experience and in line with the salary study commissioned by County Board of Supervisors

XII. Administration [2014-2016]

GOAL: The Library Board and the Library Director will manage the resources of the Library effectively and efficiently.

OBJECTIVES:

1. Continue to monitor the availability of grants for library materials and apply for any that may appropriate.
2. Maintain statistical data on library operations and prepare an annual report of Library activities.
3. Adhere to requirements and instructions as set out by the Library of Virginia for a Grant-in-aid.
4. Continue to work on the concept of neighborhood branch libraries.
5. Evaluate the potential for fundraising possibilities.

Library Long Range Expansion Plans 2016 - 2021

The Library Board of Trustees has discussed expansion plans several times in the past. The consensus of the Board of Trustees was that the new library building was the first priority. Now that this has been accomplished, the Board of Trustees is hopeful that the Library will continue to grow in order to keep pace with a growing population's demands for library service.

In order to satisfy the growing demand for library service, the Library Board of Trustees is proposing that the Library create small neighborhood libraries in order to offer convenient library services in all sections of the County. The creation of branch libraries would be contingent upon available funding and space. The Library envisions Library branches in Fork Union, Kent's Store, Troy, Lake Monticello, and Cunningham or wherever the population density would make it cost-effective. The branches would be at least 1,000 sq. ft. and manned by 1 full-time staff member (estimated salary \$25,000) and 1 part-time staff member (estimated salary \$12,000) plus volunteer workers. Each branch would be linked by the Library's computer system as well as a daily book delivery service. Neighborhood branch libraries would operate approximately 20 to 30 hours per week including evenings and Saturdays. Each branch would have approximately 3,000 books. The Library would like to provide at least 2 books per capita for the County as a whole.

The Library's central building at Pleasant Grove will operate at least 55 hours per week and include evening and Saturday hours. The central building will be manned by at least 4 full-time workers and 4 part-time workers as well as volunteers. Some of the staff at this building would be specialists such as book catalogers or children's librarians and would provide service for the entire system.

The Fluvanna County Public Library's operations are funded by the County government (75%) and by an annual grant from the Library of Virginia (25%). The grant from the State Library comes with some requirements; one of which is to provide a second service outlet when the County's population exceeds 25,000. A library service outlet is defined as a branch library, a bookmobile, or a deposit collection of books in a public space such as a community center. The Library Board of Trustees is mindful of this requirement. Although the Library does provide a deposit collection at the Lake Monticello clubhouse in order to satisfy the State Aid grant requirement, the Library Board would like to provide a higher level of library service to our residents and for this reason our long-range plan envisions a network of neighborhood libraries.

The State Aid grant increases as local government support and population increases. At the present time, the State Aid grant formula (*Code of Virginia* § 42.1-46) provides \$.40 per dollar of local support plus \$.30 per capita along with \$10.00 per square mile. At times budgetary constraints at the State level cause the State Aid formula to be pro-rated.