

2010-
2015

Five-Year Plan

PITTSYLVANIA COUNTY
PUBLIC LIBRARY
www.pcplib.org

Pittsylvania County Public Library System

Five year plan 2010-2015

The mission of the Pittsylvania County Public Library System is to provide equal opportunity access to materials and information in appropriate formats to meet the educational, cultural, and recreational needs of our diverse community.

Goal 1: Provide comfortable, customer-centered, welcoming spaces for the community, and access to library services and materials throughout the county.

Pittsylvania County Public Libraries will provide welcoming and inviting physical spaces for community members to gather.

Objective 1: Board of Trustees building committee and long-range planning committee will work with the Director to assess space needs for the future, and evaluate all library facilities as they currently exist. [Ongoing] ~~A comprehensive plan to meet space needs at each branch will be developed from the assessment of needs by July, 2014.~~The board will meet with an architect for a professional assessment in 2014.

~~Objective 2: Investigate the effectiveness of “panic buttons” in other libraries by December, 2012.~~

~~Objective 3: Continue collaboration with the Pittsylvania Historical Society with the goal of establishing a historical center in the Chatham Train Depot by January, 2013.~~

~~Objective 4: Buy and install a new sign for the Brosville branch by January, 2013.~~

Objective ~~25~~: Create a disaster plan for the library system by January, ~~2013~~2015.

Objective ~~36~~: ~~Plan for extension of hours beginning in July, 2013.~~Plan for an extension of hours at Mt. Hermon in July, 2015

~~Objective 7: Increase the circulation by at least three percent each year of the plan.~~~~Objective 4: Begin implementing the floor plan update at Chatham.~~

~~Objective 5: Continue the search for a place to relocate the Mt. Hermon Branch.~~

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Objective 6: Re-paint remaining areas of Chatham library that have not been painted in five years by January, 2015.

Objective 7: Re-paint the Gretna branch in 2014-2015.

Objective 8: Re-paint the Brosville branch in 2014-2015.

Goal 2: Support young readers and pre-readers and their families.

All county preschoolers will have access to a wide variety of early literacy resources and programs. School- aged children will have access to reading motivation programs and materials.

Objective 1: Hire a new youth services coordinator for the system by September, 2014.

~~Objective 2: Establish a unified, semester style preschool programming calendar in all libraries, implemented no later than fall, 2012. This schedule will include one region wide unified day and time for a storytime at each branch. Continue to offer youth services programming in a semester format; use storytime-in-a-box collections to supplement when on semester breaks.~~

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Objective 23: Continue library's participation in the Smart Beginnings program [ongoing]. This will include participation in Dolly Parton's Imagination Library as funding and leadership from Smart Beginnings permits.

~~Objective 43: Youth services staff establish a plan for regular contact with schools and teachers by October, 2012, so that each branch has an ongoing relationship with the schools nearest to them. Youth services providers will continue to make contacts with their assigned schools on a regular basis and look for opportunities to make presentations to teachers, librarians, and students. Contacts will be made before the start of each school year at minimum.~~

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Objective ~~54~~: Youth services staff and director will weed all youth collections, establishing a system for accomplishing this by ~~October, 2012~~August 2014, and completing the project by ~~December, 2013~~June, 2015.

Objective ~~56~~: ~~Establish a full schedule of tween/teen programming by December, 2012.~~Continue to offer a full schedule of tween/teen programs at each branch.

Objective ~~6~~: ~~Staff committee will investigate the need for bilingual youth services and collections and make a report to the director by January, 2013.~~

Objective 7: ~~Youth services staff will investigate ways to grow services to teens, including the establishment of a teen advisory group and the possibility of a path to a library card without a parent's signature. A report will be presented to the director by June, 2013.~~Staff will begin to implement a plan for a path to a library card without a parent's signature by December, 2014.

Objective 8: Staff Youth Services Coordinator will investigate ways of providing outreach to children in the service area who are not currently being reached. Plan will be presented to the director by ~~June~~June, 2015, 2013.

Objective 9: Expand "Mother Goose on the Loose" for very young children and their parents to all branches by ~~July~~January, 20132015.

~~Objective 10: Staff will investigate ways of soliciting and publishing book reviews written by young people by June, 2013.~~

Objective ~~11~~10: Youth services staff will work with Pittsylvania County Schools on ways to get each child a library card; a plan will be presented to the director by January, ~~2014~~2015.

Objective 11: All youth services staff will be trained and implementing Every Child Ready to Read 2 curriculum under the leadership of the Youth Services Coordinator by spring semester, 2015.

Goal 3: Develop a staff able and empowered to connect people with the information and resources they need.

Objective 1: ~~By July, 2012, have a fully developed and revised staff manual.~~The staff manual will be updated each year in June; additional policies will be developed and presented to the Board of Trustees for approval as needed.

Strategic Plan Goals and Objectives 2010-2015--Revisions, June ~~2012~~2014 --approved by board 7/14

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~~Objective 2: Update the staff compensation study by September, 2012; present findings to the Board of Supervisors in December, 2012; meet goal for implementation of re-grading by July, 2013.~~

~~Objective 3: A staff committee will study the feasibility of having one staff member "on the floor" rather than behind a desk during each shift at the Chatham library; a report on findings will be ready by March, 2013.~~

~~Objective 4: Beginning in FY2013, each staff member will take part in at least one continuing education program approved by the director.~~

~~Objective 52: Establish a staff committee to produce an orientation curriculum for new hires; have orientation program in place by July, 2013. evaluation instrument ready by January, 2015, inviting feedback from new hires.~~

~~Objective 63: Establish a committee to devise a full volunteer program for the library; begin recruitment and training of volunteers by July, 2014. March, 2015.~~

~~Objective 74: Form a committee to establish a set of basic library informational competencies and devise a training program to deliver these. Program should be ready by September, 2013. Expand the 23 Things informational competency program with staff during FY 2015.~~

~~Objective 85: Provide diversity training to staff as part of a staff training day event before June, 2015.~~

~~Objective 96: The Director will set individual performance goals with each member of the staff at their performance review and continue to evaluate progress each year. [ongoing]~~

Goal 4: Develop collections and programs to support lifelong learning, stimulate imagination, and provide recreation.

Citizens will have the resources they need to explore topics of interest so they can continue to learn throughout all of life's ages and stages.

Strategic Plan Goals and Objectives 2010-2015--Revisions, June ~~2012~~2014 --approved by board 7/14

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Objective 1: ~~Friends groups will be approached by July, 2012, about starting an annual author event which will highlight works by local authors. A book and author event established in October, 2013 featuring local authors will be continued in November, 2014.~~

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~~Objective 2 Establish a "First Reads" program to help offset costs of popular materials to begin by December, 2012.~~

Objective ~~23~~: ~~Staff will investigate the needs of the homeschooling community in Pittsylvania County and provide a written report to the Director by December, 2012. Staff will continue to work with Smart Beginnings on ways to reach out to the homeschooling community to promote early literacy.~~

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Objective ~~43~~: ~~Evaluate the Health Information and Advocacy @ Your Library program and make recommendations for any needed changes by December, 2012. The new Read.Play.Life health program at Brosville will be expanded to another branch in FY 2015.~~

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Objective ~~45~~: Collection development staff and youth services coordinator will work to build a special collection of resources for parents of very young children at each branch; core collection should be in place by ~~July, 2013~~June, 2015.

Objective ~~56~~: Staff will ~~investigate the possibility~~continue of digitization workshops at History Center and work with the Library of Virginia to digitize items of local interest. ~~of local history and genealogy collections and materials through an ongoing program with the Library of Virginia. Goals for implementation will be set by December, 2013. [ongoing]~~

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Goal 5: Lead in providing information technology to the Pittsylvania County community.

Residents of all ages and backgrounds will have high-speed access to the digital world. They will have the tools and skills to find, evaluate, and use information resources that best meet their needs.

Objective 1: ~~Lab training instructional staff will meet to investigate new approaches to the provision of computer classes at the main library's computer lab and have a plan in place by September, 2012. One-on-one classes will continue throughout fiscal year 2015 and be evaluated by staff in June, 2015 for efficacy in meeting goals.~~

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Objective 2: ~~Establish a program of staff core competency training in basic computer functions and programs by December, 2012.~~

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Objective 23: ~~Investigate the use of an online product such as Constant Contact to distribute the library's newsletter by January, 2013. Constant Contact email newsletter tool will continue to be used through FY 2015 with re-evaluation of product efficacy in June, 2015.~~

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Objective 34: ~~Establish appropriate technology systems in each library meeting room [including projectors and screens] by January, 2014. Continue to assess status of screens and other technology, making sure equipment is functional and up-to-date [ongoing].~~

Objective 5: Provide wireless printing for laptop users by September, 2014.

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Goal 6: Secure adequate funding.

Citizens of Pittsylvania County will have a public library system supported by funding adequate to meet the goals of the strategic plan.

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~~Objective~~Objective 1: Each library board member will meet with their appointing member of the Board of Supervisors to share the library's annual report and help them understand the accomplishments and needs of the library. [ongoing]

Objective 2: Board members will be encouraged to attend Board/Director training events provided by the Library of Virginia, especially those with a focus on effective advocacy for the library.

~~Objective 3: The board and director will investigate reliable sources of additional revenue to supplement the library's materials budget, beginning in fall, 2012.~~

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Objective ~~3~~4: Continue to work with the Friends and the PPL Foundation to support library programs; devise a giving program to build on the library's Foundation support.

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This five year plan is the result of a year of staff meetings which culminated in a staff training day to which the Board was invited in fall, 2009. Staff meetings focused on a SWOT analysis of the community and the library's services. The training day event was led by David Dickerson, principal of Business Results Training in Martinsville. Groups formed around each goal of the plan and worked on appropriate objectives to reach each goal.