



## **Strategic Plan 2021-2026**

### **Mission**

Powhatan County Public Library is an innovative resource serving as a community center, providing access to technology, engaging activities, and excellent customer service.

### **Collection**

The library will continue to build a balanced, relevant, and responsive collection that reflects diversity and growth.

- ❖ Library materials will be purchased in a variety of formats, using professional review sources, library collection standards, and community input.
- ❖ Collection development will strive to enhance the physical and digital collections.
- ❖ Professional staff will continue to weed and systematically evaluate materials.
- ❖ Library policies will be periodically reviewed to ensure equitable access to the collection.

### **Programs and Services**

Services and programs will encourage reading and lifelong learning, with the library serving as a hub for information, education, and recreation for all ages and abilities.

- ❖ The library will strive to plan programs and offer services that are equitable and diverse to meet the needs of the community we serve. When appropriate, programs may be targeted to a specific age group or demographic.
- ❖ The Board of Trustees, Director, and staff will continue to promote existing services and outreach activities. Advice and recommendations from colleagues and citizens for continued development and improvement of the services will be solicited periodically.
- ❖ Library staff will provide technical support and research assistance to patrons by offering skills demonstrations and employing other appropriate training methods when applicable.
- ❖ The Library's partnership with Powhatan County Public Schools and the homeschool community will factor into planning educational programs and

- services for pre-K-12 patrons. STEAM programming, encouraging the development of a future skilled workforce, will continue to be offered.
- ❖ Library volunteers from the Friends of the Library and Teen Advisory groups may be recruited to assist with program activities.
  - ❖ The Director and the Library Board will measure outcomes and communicate important data to key partners and policymakers using information provided in the Library annual report.

## **Technology**

The Library will continue to provide platforms for learning and recreation in digital format. Equitable access to the internet is imperative and the Library will continue to participate in County efforts to improve access for all residents.

- ❖ The Director coordinates library services with the Library's IT Consultant and county IT staff as needed.
- ❖ Technology will be continuously monitored and adopted as deemed appropriate and cost effective. To maintain an updated network, equipment, and software, the Director will solicit IT planning and recommendations from the Library IT Consultant for inclusion in the annual department budget request.
- ❖ The Integrated Library System (catalog, circulation, reports) will be maintained and upgraded as needed.
- ❖ The Library webpage will be evaluated quarterly (at a minimum) for content, functionality, and user experience. Social media will be used to promote the Library, encourage patron engagement and feedback.
- ❖ An annual report will be produced at the end of each fiscal year. The annual report, along with Board of Trustees' meeting minutes and Library press releases, will be posted on the Library website.

## **Library Staff**

The library will provide qualified personnel with the skills and knowledge necessary to provide effective service to the community.

- ❖ Periodic reviews of Library business hours will be conducted to ensure that guidelines continue to be met for state funding and that the hours of operation factor in current community needs. The Library will strive to provide additional service hours when the budget allows for additional personnel.
- ❖ The Library will continue to partner with County HR to fill positions by hiring appropriately qualified and skilled staff.
- ❖ The Director will conduct yearly staff evaluations following County HR procedures, and make salary increase recommendations as permitted.
- ❖ The Director will conduct monthly staff meetings, to keep staff members informed and encourage open communication.

- ❖ The Library will encourage and financially support job-related training for staff members when possible. Training and team building opportunities will be offered via an annual Staff Day event.

### **Facility**

The Library will provide a clean, comfortable, secure, and inspiring facility for patrons. The Library environment will strive to foster creativity, innovation, and engagement.

- ❖ The current facility will be maintained. The Director will work with the County Public Works Department to develop and prioritize scheduled maintenance and repair plans. The Director will pursue opportunities to partner with community horticulture groups, local businesses, and the Friends of the Library to improve landscaping and library décor.
- ❖ The Director will periodically review and when necessary, collaborate with Public Works to update the library environment, ensuring maximization of its potential for patron use.
- ❖ The Director and Board of Trustees will continue to evaluate and advocate for future branch locations to offer service in other areas within the county, based on quantified community needs.

### **Funding**

The Library aspires to be funded according to state standards for annual operations and for the implementation of objectives addressed in the five year plan.

- ❖ The Director, Board of Trustees, and Friends of the Library will advocate before and during local and state budget meetings for funds to continue to provide quality library programs and services.
- ❖ The Director will continue to work with County staff to ensure equitable financial policies are applied.
- ❖ The Director will submit e-rate applications to receive reimbursement for qualified technology services.
- ❖ The Director will evaluate and apply for grants to acquire appropriate state, federal, or private foundation resources.
- ❖ In the event that revenues are reduced, the Library will attempt to deploy existing resources in new ways to accomplish identified priorities.