

NOTTOWAY COUNTY
PUBLIC LIBRARY

FIVE-YEAR
STRATEGIC PLAN

2018-2023

Approved May 16, 2018

Vision: The Nottoway County Public Library System will be the vital agency for residents seeking to improve their lives by acquiring the needed skills and elements to realize personal goals and the enhancement of their lives.

Mission: The Nottoway County Public Library System provides all residents, at no cost, the resources for accessing accurate information and the means for continual personal growth and prosperity.

SERVICE NEEDS:

The Nottoway County Public Library Board and the Library Director have identified several community needs that can be addressed with appropriate library services. The needs that will be targeted during the next 5 years are:

- Opportunities for lifelong learning
- Activities for community members of all ages
- Leisure materials in a variety of formats
- Computer and technology skills
- Electronic and print resources for those seeking to explore genealogy and local history

SERVICE RESPONSES:

The Nottoway County Public Library Board and the Library Director will address these needs with the following service responses:

Lifelong learning – The library will offer a variety of materials and instruction to encourage learning for people of all ages.

Activities – The library will offer a variety of recreational programs for a wide range of ages to encourage the public to see the library as a community center.

Leisure materials - The library will provide a collection that is responsive to the needs of its patrons in regard to both the desired content and format.

Technology skills – The library will offer instruction and resources to help enable community members to better understand and use technology so that they may more fully participate in our digital society.

Genealogy and local history – The library will continue to maintain a local history collection and will enable better access to these items. These resources may be supplemented with electronic materials for genealogical and historical research.

STANDARDS:

The Library of Virginia describes categories of library service in *Planning for Library Excellence, 2009*. These categories are:

- Governance
- Access
- Library services
- Collections
- Facilities
- Technology
- Personnel
- Community and public relations

Each category has standards and guidelines and may be rated according to the level of service provided. These are level A (essential), AA (aspiring), and AAA (exceeding).

The Nottoway County Public Library Board and Director will strive to meet the level A guidelines for all categories and will seek level AA and level AAA guidelines in all areas.

GOALS:

PUBLIC SERVICE GOALS

GOAL NUMBER ONE: The library system will continue to make lifelong learning a priority.

Needs addressed:

- Opportunities for lifelong learning
- Activities for community members of all ages
- Computer and technology skills

Service responses:

- Lifelong learning
- Activities
- Technology skills

Objective #1

The library will continue to identify segments of the population that are not currently library users.

Objective #2

By January 2019, the library will survey community members to determine their needs and interests.

Objective #3

By January 2019, the library will have solicited the input of several local organizations regarding perceived community members' needs.

Objective #4

By June 2019, the library will have in place a modified Summer Reading Program that is accessible to those students who are not able to attend programming at branch locations.

Objective #5

By June 2020, the library will replace outdated public use PCs with current technology.

Objective #6

The library will continue to work with the Friends of the Library and other organizations to provide a variety of educational programming.

GOAL NUMBER TWO: The library system will continue to identify and address collection needs.

Needs addressed:

- Opportunities for lifelong learning
- Leisure materials in a variety of formats
- Electronic and print resources for those seeking to explore genealogy and local history

Service responses:

- Lifelong learning
- Leisure materials
- Genealogy and local history

Objective #1

By June 2018, the library will create an online form that members of the public can use to suggest purchases. This form will be linked to the library's website.

Objective #2

By September 2018, the library will begin an inventory of the juvenile non-fiction collection at the Burkeville branch. Materials will be evaluated and appropriate, current materials will be ordered.

Objective #3

By March 2019, the library will begin an inventory of the adult non-fiction collection at the Burkeville branch. Materials will be evaluated and appropriate, current materials will be ordered.

Objective #4

By September 2019, the library will begin an inventory of the juvenile non-fiction collection at the Blackstone branch. Materials will be evaluated and appropriate, current materials will be ordered.

Objective #5

By March 2020, the library will begin an inventory of the adult non-fiction collection at the Blackstone branch. Materials will be evaluated and appropriate, current materials will be ordered.

Objective #6

By September 2020, the library will begin an inventory of the juvenile non-fiction collection at the Crewe branch. Materials will be evaluated and appropriate, current materials will be ordered.

Objective #7

By March 2021, the library will begin an inventory of the adult non-fiction collection at the Crewe branch. Materials will be evaluated and appropriate, current materials will be ordered.

Objective #8

The library will continue to seek the input of school librarians and teachers in order to better determine student needs.

Objective #9

The library will continue to preserve and provide access to materials relating to Nottoway County history.

Objective #10

The library will continue to promote the use of relevant, electronic information that is historical or genealogical in nature.

ADMINISTRATIVE GOALS

GOAL NUMBER ONE: The library system will achieve and maintain the level A governing standards described in *Planning for Library Excellence, 2009*.

Objective #1

By July 2018, the Strategic Plan for 2018-23 will be available on the library website.

Objective #2

The Director will report to the Board on progress toward achieving the plan's goals each March. The Director will report to the appropriate committee changes to community needs that should be addressed by updating the plan.

Objective #3

At each June meeting, the Library Board will adopt the updated Strategic Plan.

Objective #4

By June 2020, the library board will review its bylaws, rules and regulations and will continue to do so every three years, at a minimum.

GOAL NUMBER TWO: The library system will achieve and maintain the level AA public relations standards described in *Planning for Library Excellence, 2009*.

Objective #1

The library will establish and maintain a library presence at community events.

Objective #2

The Director will continue to promote the library using a variety of appropriate methods.

GOAL NUMBER THREE: The library system will achieve and maintain the level A staffing standards described in *Planning for Library Excellence, 2009*.

Objective #1

The Nottoway County Public Library Board and Director will review and/or update written job descriptions annually.

Objective #2

The Director will conduct annual performance evaluations of staff members.

Objective #3

The Director will ensure that current staff members engage in appropriate continuing education opportunities annually.

Objective #4

The Nottoway County Public Library Board and Director will regularly examine and update the Personnel Policy Manual.