



# STRATEGIC PLAN

**2020-2025**

Approved October 21, 2020

## **Introduction**

The Nottoway County Public Library (NCPL) System is an essential part of the community, providing educational resources for learners of all ages. This plan was developed, in part, with feedback from the NCPL's 2019 resident survey, community forums, and Planning for Library Excellence (2019). The solicitation of input from community members and local organizations is an ongoing process that will continue; this information will inform future revisions to the plan.

The Library Board of Trustees is adopting this plan for 2020-2025 to set objectives for the library and the library staff. The plan ensures that the NCPL will strive to provide County residents and visitors with carefully curated materials that reflect our community and its needs, allowing community members the opportunity to further their personal growth and foster meaningful connections with one another.

Nottoway County residents are diverse, and their needs are ever changing. This plan will be reviewed and updated annually, so that the goals and objectives included remain relevant.

Questions and comments about the Five-Year Plan are encouraged and may be directed to Jacqueline Zataweski, Library Director, 414 Tyler Street, Crewe VA 23930, or [jzataweski@nottlib.org](mailto:jzataweski@nottlib.org).

## **Library Board of Trustees**

Shelia Harper, President  
Susan Nash, Vice President and Secretary  
Jane Hohn

Doris Fowlkes  
Carolyn Leslie  
Verna Rhoades

**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 enhance 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.

# **Nottoway County Public Library Goals 2020 - 2025**

## **GOAL NUMBER ONE: Community Relations and Public Services**

NCPL will promote access to all library resources and services using a variety of methods so that the entire community, including current non-users, will have the opportunity to learn about library materials, resources, and programs. The library system will continue to make lifelong learning a priority and will work with the Friends of the Library and other organizations to provide a variety of educational programming.

## **GOAL NUMBER TWO: Collections**

NCPL will meet the evolving needs of the library system's diverse users and will work to ensure that the collection reflects all segments of the community it serves. The library will continue to seek the input of school librarians and teacher in order to better determine student needs, and it will encourage staff and community members to help identify gaps in the collection or areas of the collection that are out of date.

## **GOAL NUMBER THREE: Technology**

The library system will provide high-quality technology resources and digital services to meet community needs for lifelong learning and personal growth. This is an ongoing process, subject to periodic evaluation, as both needs and technology frequently change.

## **GOAL NUMBER FOUR: HUMAN RESOURCES**

The library system will hire and retain an appropriate number of trained employees so that all library users will enjoy excellent customer service.

## **GOAL NUMBER ONE: Community Relations and Public Services**

NCPL will promote access to all library resources and services using a variety of methods so that the entire community, including current non-users, will have the opportunity to learn about library materials, resources, and programs. The library system will continue to make lifelong learning a priority and will work with the Friends of the Library and other organizations to provide a variety of educational programming.

### **Objective #1**

In FY21, NCPL Trustees and the Library Director will examine and update the Public Services Policy. It will be reviewed and updated every three years, at a minimum.

### **Objective #2**

In FY23, NCPL Trustees will work with the Library Director to research, craft, and adopt a media policy.

### **Objective #3**

The Library Director or appropriate staff will maintain a library presence at annual events.

### **Objective #4**

The Library Director will seek opportunities to bring the library into the community. The Library Director and appropriate staff will participate in or establish one new outreach opportunity per year.

### **Objective #5**

In FY24, NCPL Trustees and the Library Director will re-examine and revise the Public Services Policy.

## **GOAL NUMBER TWO: Collections**

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### **Objective #1**

In FY21, the Library Director and staff will examine the potential for circulating technology devices in addition to the hot spots currently available.

### **Objective #2**

In FY21, the Library Director and select staff will conduct a diversity audit of its Young Adult fiction collection, evaluating materials for representation in six categories (race/ethnicity, religion, mental health/illness, disability, socio-economic, GLBTQ)

### **Objective #3**

In FY22, the Library Director and select staff will begin a diversity audit of its juvenile and easy fiction collections, evaluating materials for representation in categories listed above.

### **Objective #4**

In FY23, the Library Director will create a Plan for Collection Development. This plan will include steps for reducing the age of the collection and will use the results of the diversity audit to help create a plan for a collection that reflects the community it serves.

### **Objective #4**

In FY24, NCPL Trustees will work with the Library Director to research, craft, and adopt a Preservation Policy for the Local History Collection.

### **Objective #4**

In FY25, NCPL Trustees and the Library Director will examine the Collection Development Plan to determine the progress that has been made.

### **GOAL NUMBER THREE: Technology**

The library system will provide high-quality technology resources and digital services to meet community needs for lifelong learning and personal growth. This is an ongoing process, subject to periodic evaluation, as both needs and technology frequently change.

#### **Objective #1**

In FY21, NCPL Library Director will work with the IT Tech and others, as appropriate, to research and draft a Technology Plan for Trustee approval.

#### **Objective #2**

In FY21, NCPL Library Director and appropriate staff will explore and evaluate the use of technology as it applies to providing programs.

#### **Objective #3**

In FY22, NCPL Library Director will work with the IT Tech to finish replacing outdated public use computers with current technology.

#### **Objective #4**

In FY22, NCPL Library Director will explore the possibility of offering pop-up digital libraries, such as those offered by Baker & Taylor.

#### **Objective #5**

In FY23, NCPL Library Director will work with the IT Tech and others, as appropriate, to update the Technology Plan for Trustee approval.

#### **Objective #6**

In FY24, NCPL Library Director will work with the IT Tech to replace the staff workstations with appropriate current technology.

## **GOAL NUMBER FOUR: HUMAN RESOURCES**

The library system will hire and retain an appropriate number of trained employees so that all library users will enjoy excellent customer service.

### **Objective #1**

In FY21, NCPL Board and Director will review and update the Administrative Operating Policy.

### **Objective #2**

The Nottoway County Public Library Board and Director will annually review and/or update written job descriptions and conduct performance evaluations of staff members.

### **Objective #3**

The Director will ensure that current staff members engage in appropriate learning opportunities, both formal and informal, annually; these may include instructional staff meetings and workshops as well as training provided via electronic resources.

### **Objective #4**

In FY22, the NCPL Board and Director will examine, update, and simplify the Personnel Policy Manual. It will be examined and updated every three years, at a minimum.

**Ongoing/Annual:**

- Maintain a library presence at annual community events
- Participate in or establish one new outreach opportunity per year
- Annually review and/or update written job descriptions and conduct performance evaluations of staff members.
- Engage in appropriate learning opportunities, both formal and informal

**FY21**

- Review and update the Administrative Operating Policy.
- Examine and revise the Public Services Policy
- Conduct a diversity audit of its Young Adult fiction collection, evaluating materials for representation in six categories
- Examine the potential for circulating additional technology devices
- Research and draft a Technology Plan
- Explore and evaluate the use of technology as it applies to providing programs.

**FY22**

- Begin a diversity audit of its juvenile and easy fiction collections
- Finish replacing outdated public use computers with current technology.
- Explore the possibility of offering digital pop-up libraries
- Examine and update the Personnel Policy Manual

**FY23**

- Create a Collection Development Plan
- Research, craft, and adopt a media policy
- Update the Technology Plan

**FY24**

- Examine and revise the Public Services Policy
- Research, craft, and adopt a Preservation Policy for the Local History Collection
- Replace the staff workstations with current technology

**FY25**

- Review the Collection Development Plan to determine progress
- Review and update the Personnel Policy Manual