BURKEVILLE * CREWE * BLACKSTONE

**NOTTOWAY COUNTY
PUBLIC LIBRARY SYSTEM**

STRATEGIC PLAN

2020-2025

Approved October 21, 2020

Updated June 16, 2021

Updated May 18, 2022

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.

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 teachers 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 FIVE: ENVIRONMENTAL SUSTAINABILITY

NCPL will lead by example, modeling environmentally friendly practices and providing curated resources and educational opportunities.

GOAL NUMBER ONE: Community Relations and Public Services

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The Library Director will seek opportunities to bring the library into the community. The Library Director or appropriate staff will maintain a library presence at annual events, participating in or establishing one new outreach opportunity per year.

Objective #1
In FY22, the nottlib.org website will be made available in Spanish and/or include a widget for translation. **completed 11/2021**

Objective #2
In FY23, NCPL Trustees will work with the Library Director to research, craft, and adopt a media policy.

GOAL NUMBER TWO: GOVERNANCE AND ADMINISTRATION

The Library Board of Trustees employs a qualified director who will be responsible for all day-to-day management issues, including personnel. The director establishes procedures for implementing the policies adopted by the board and provides leadership to both the staff and the board. The board conducts annual performance reviews of the director.

Objective #1
In FY 23, the director will confirm that policies relevant to the public are readily available on the library's website. Any that are lacking will be added and the director will ensure that the website offers the current version of each policy.

Objective #2
Beginning in FY 23, NCPL Board and Director will review and update existing policies and other documents according to the below listed schedule.
- Technology Plan: FY 23 and every three years thereafter
- Health Emergency and Volunteer policies: FY 23 and every three years thereafter
- Personnel and Telecommuting Policies: FY 23 and every three years thereafter
- Administrative/Operating: FY 24 and every three years thereafter
- Collection Development and Public Services: FY 24 and every three years thereafter
- Document Retention and Disposal: FY 24 and every three years thereafter
- By Laws and Constitution: FY 25 and every three years thereafter

GOAL NUMBER THREE: Collections

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The NCPL Board and Library Director recognize that library collections must evolve to meet the changing needs of the community. The Library Director and staff will examine, on an ongoing basis, the potential for circulating materials beyond the traditional scope.

Objective #1
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) **completed 3/2021**

Objective #2
In FY22, the Library Director and select staff will begin a diversity audit of its juvenile fiction collection, evaluating materials for representation in categories listed above. - **in progress**

Objective #3a
In FY21, the Library Director and select staff will conduct a diversity audit of its easy fiction collection using the diversebookfinder.org Collection Analysis Tool, providing a baseline figure. – **completed 8/20/2020**

Objective #3b
By 12/31/2021, 16% of the easy fiction collection will feature BIPOC characters (as determined by the diversebookfinder.org Collection Analysis Tool). **12.2% as of 4/2022**

Objective #4
In FY23, the Library Director will establish a baseline age for each area of the collection and then 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 #5
In FY24, NCPL Trustees will work with the Library Director to research, craft, and adopt a Preservation Policy for the Local History Collection.

Objective #6
In FY25, NCPL Trustees and the Library Director will examine the Plan for Collection Development to determine the progress that has been made.

GOAL NUMBER FOUR: 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.

NCPL Library Director and appropriate staff will explore and evaluate the use of technology as it applies to providing programs. The Director and appropriate staff will explore the use of technology as a method of providing reading material in the community.

Objective #1
In FY 21, NCPL Library Director will work with the IT Tech and others, as appropriate, to research and draft a Technology Plan for Trustee approval. **completed 8/2021**

Objective #2
In FY 22, NCPL Library Director will work with the IT Tech to finish replacing outdated public use computers with current technology. **completed 10/2021**

Objective #3
In FY 23, NCPL Library Director will work with the IT Tech and others, as appropriate, to update the Technology Plan for Trustee approval.

Objective #4
In FY 23, NCPL will select and install patron authentication and printer release software at each location.

Objective #5
In FY 24, NCPL Library Director will work with the IT Tech to replace the staff workstations with appropriate current technology.

GOAL NUMBER FIVE: ENVIRONMENTAL SUSTAINABILITY

As a cornerstone of the community, the library will lead by example, seeking to safeguard the health of the environment by increasing energy efficiency, reducing waste, and increasing the use of environmentally preferable materials. Through these practices, we seek to establish environmentally sustainable thinking as part of our processes, becoming a library that operates efficiently and effectively, using fewer resources, creating less waste, and saving money.

The library has already taken steps on the road to sustainability. These successes include reducing waste sent to the landfill by:
- recycling all HP printer cartridges
- distributing deaccessioned library books to other agencies such as the juvenile detention center, regional jail, and facilities serving the aged
- delivering cardboard, newspaper, and plastics to local collection points
- donating surplus eWaste (computers, monitors, etc) to Tech for Troops
- opting not to purchase trinkets for incentives to read, instead offering school supplies and other necessary items and experiences such as park or zoo admission.

Objective #1
Beginning FY 23, at least 25% of the library's orders of paper products (including, but not limited to copy paper, tissues, paper towels, and toilet tissue) will be purchases of products which are certified Climate Pledge Friendly.

Objective #2
Beginning in FY 23, the library will host events on climate change and sustainability and will curate and share diverse and accessible information about these topics.

Objective #3
In FY 23, the library will explore the idea of establishing a Library of Things, a collection of tools and other objects that can be borrowed and used when needed rather than purchased by users. This collection reinforces the role of the library in supporting creativity and limiting consumption and waste.

Objective #4
In FY 24, the library will explore the feasibility of adding recycling bins to branch locations.

Objective #5
In FY 24, the library will begin the process of having an energy audit conducted at each branch location.

Objective #6
In FY 25, the library will develop a plan for energy savings, based on the energy audit findings.