



2010 Action Plan

DATE: December 10, 2009

Organizing Statement

Worthington Libraries has and will continue to meet the growing demand for library service through careful stewardship of public funds, ongoing exploration of technology, further integration of volunteers and community collaboration.

Focus Areas

- **Stewardship:** *financial, facilities, environmental, advocacy*
- **Services:** *collection, collaboration*
- **Innovation and Learning:** *public technology initiatives, building a learning community, early childhood literacy, sustainability/ "green" programs*
- **Staff Development:** *staff technology experimentation, leadership training*

Stewardship

- Complete the 2010-2012 Strategic Plan and share the final document with the public, then update the 2010 Action Plan as needed
- Keep the public informed about library-related legislative issues and advocate for continued state funding for libraries
- Expand the use of volunteers in the Library
- Determine fundraising goals for the Library and identify programs, services and other initiatives that could be enhanced or expanded through a targeted fundraising campaign
- Seek grant funding for digitization of yearbooks and newspapers
- Continue resource-sharing cooperation with the Columbus Metropolitan Library and Southwest Public Libraries
- Continue to investigate possibilities to expand local and statewide resource sharing
- Conduct an initial Certification Assessment to investigate the feasibility and cost of pursuing *LEED for Existing Buildings: Operations and Maintenance* certification for the purpose of using a methodical, thorough process to make our buildings and grounds as energy-efficient and environmentally-friendly as possible; proceed to achieve LEED certification if deemed viable
- Investigate conversion of the existing financial software to CMI's Authority Finance or other finance accounting software to allow more functionality and possible integration with an integrated library system (online catalog and circulation system)

- Maximize efficiencies and standardize procedures in the circulation department to meet increasing demand for materials
- Complete and implement a comprehensive facilities maintenance plan
- Develop a disaster preparedness and recovery plan
- Review and revise all public service guidelines and board policies
- Renegotiate the Northwest Library operating and management agreement with the Columbus Metropolitan Library
- Identify a comprehensive solution for library security, surveillance, and access control to be implemented in early 2011
- Organize the library's archives, including documents and photographs; scan or otherwise preserve the library board meeting minutes and other records; write an addendum to the library history

Services

- Pursue possible projects for community collaboration using feedback gathered during the strategic planning process
- Implement acceptance of credit card payment of patron fines and fees
- Enable federated searching, which is the simultaneous search of multiple online resources, between the library's catalog and research databases
- Implement online registration for library events
- Provide an online application process to apply for library jobs and volunteer opportunities
- Design and install permanent signage in all three libraries
- Implement organizational graphic standards for all print and electronic communications
- Continue implementation of the "Find **yourself** here." branding initiative to promote the library's collection, services and programs

Innovation and Learning

- Evaluate new and emerging technologies to determine their impact on the library's collection, services and programs
- Provide opportunities for the public to try new technologies and devices in a supportive environment

- Help preschool and daycare center teachers prepare children to read by providing them with early childhood literacy resources and information through outreach
- Work with area schools and educators and the wider community to help prepare children for kindergarten
- Provide resources and programs to educate the community about issues and ideas related to sustainability and “green” initiatives
- Align organizational outreach with target audiences and initiatives identified and outlined in the strategic plan
- Further adjust programming types and levels to reflect data gathered during the strategic planning process

Staff Development

- Prepare staff for leadership and administrative roles through skills assessment, training and practice
- Redesign the staff Intranet
- Complete and implement a comprehensive training and development plan
- Provide staff with the ability to easily add content and updates to the library’s Web site
- Provide opportunities and training for staff to learn about new technologies
- Evaluate the use and effective implementation of online training tools for staff development