



# Cumberland County Public Library

*Good books, great folks!*

## **FIVE YEAR PLAN (2008-2013)** **FY2010-2011 Update**

This review of the current five year plan (2008-2013) will list each of the goal statements from the original plan followed by a brief discussion of activity/progress towards achieving each goal.

### **GOVERNANCE**

**GOAL I**                      The governing board should encourage and budget for board member's participation in appropriate state organizations.

**ACTIVITY/PROGRESS:**    The Director continues to advise Trustees of opportunities for involvement and reimbursement of expenses comes from the general travel budget, membership dues lines, or the miscellaneous line item. Joint membership in FOLUSA with the local Friends organization has been maintained and several trustees attended the trustee workshop offered by the Library of Virginia.

**GOAL II:**                      The governing library board shall discuss library services and how they are to be funded with funding officials formally and informally throughout the year.

**ACTIVITY/PROGRESS:**    Several trustees have been accompanying the library director to the annual budget workshops; the chairman of the board of trustees has contacted members of the board of supervisors and the planning commission informally through incidental community contacts and formally in writing. The director has met both formally and informally with various county administrators and discussed the library's needs.

### **ACCESS**

**GOAL I**                      The library should provide public training in the use of its resources to ensure that all citizens have the necessary skills to take advantage of print and electronic resources.

ACTIVITY/PROGRESS: Library staff continue to assist patrons one-on-one as they attempt to use various resources. The library director is in communication with public school personnel to schedule co-sponsored workshops for the general public.

GOAL II The library evaluates library hours of operation for library users and nonusers and adjusts hours accordingly.

ACTIVITY/PROGRESS: Tight budgets and the loss (through retirement) of one staff member have forced a slight reduction in the number of hours, from 53/week to 49/week. Based on usage records and patron feedback, the following seasonal schedule has been adopted:

Summer Hours: Monday: noon-8pm	Regular Hours: Monday: noon-8pm
Tuesday: 9am-6pm	Tuesday: 9am-6pm
Wednesday: 9am-6pm	Wednesday: 9am-6pm
Thursday: 9am-8:30pm	Thursday: 9am-8:30pm
Friday: 9am-5pm	Friday: 9am-5pm
Saturday: 10am-2pm	Saturday: 10am-2pm

## **LIBRARY SERVICES**

GOAL I The library provides children's programming including story hours.

ACTIVITY/PROGRESS: The preschool story hour continues to feature Murphy the Reading dog, and attendance has remained steady. Despite delays due to inclement weather, the Winter Reading Program was successfully offered both at the library and at the public school to all Pre-K classes. Plans are being made to repeat both parts of the program in February 2011. Summer Reading Program 2010 had 37 children attend at least 2 sessions.

GOAL II The library collaborates with other educational institutions on programs, such as support of distance learning.

ACTIVITY/PROGRESS: Collaborative projects with the public school have been increasing and include public library orientation for 6<sup>th</sup> grade, the aforementioned Winter Reading Program with the Pre-K, and plans for an after-school hours Poetry Month program with the High School librarian. The library's computers are heavily used by

patrons enrolled in college programs offered by institutions throughout the United States.

## **FACILITIES**

**GOAL I** The Library provides comfort and efficiency in heating, air conditioning, and rate of air exchange.

**ACTIVITY:** Funding has been secured through the County’s Capital Improvement Plan – careful monitoring and timely response to any equipment failure will provide the best opportunity to ensure little or no inconvenience and/or discomfort to staff and patrons. At this writing, no equipment replacement has been necessary.

**GOAL II** The Library building meets minimum “Guidelines for Determining Space Needs.”

**ACTIVITY/PROGRESS:** Current financial conditions make highly unlikely that the County will be able to provide the funding for a new facility, although the need is understood. After several meetings, it has been determined that a joint-use facility with the public schools is not feasible at this time. . The Friends continue a low-key fundraising effort and the Trustees have established a building fund which is slowly growing.

## **COLLECTIONS**

**GOAL:** The collection exceeds median guidelines for collection-related parameters for its planning profile.

**ACTIVITY/PROGRESS:** The Library collection continues a gradual growth while a careful weeding plan is ongoing. Collection development plan includes a gradual elimination of VHS format and the purchase of Playaways. Acquisition of additional electronic resources is limited by finances and the very limited use of currently purchased subscriptions (due in large part to the equally limited availability of high-speed internet access throughout the county).

## **TECHNOLOGY**

**GOAL** The library should provide an upgraded automated circulation system and an automated catalog in MARC format.

**GOAL MET:** The library migrated to Follett's Destiny system and upgrades are installed as available by the director.

**GOAL EXCEEDED:** The library has also

1. joined the public school's Cisco VoIP telephone network, allowing us to better serve the community having more than one telephone line.
2. purchased a new server for running the Destiny program and providing network authentication.

**NEW GOAL:** The library should provide patrons access to computers with reasonable current capabilities and software.

**NEW OBJECTIVE 1:** Rebuild the "old" server as a Linux server running OpenOffice and other open-source free software, and refurbish 5 older desktop PCS (which cannot be upgraded with sufficient RAM to run Windows7) as thin clients.

**ACTIVITY/PROGRESS:** The public school's IT department, which provides our technical support, hopes to complete this project during the fall of 2010.

**NEW OBJECTIVE 2:** Upgrade memory in 6 public-use and staff PCs to allow installation of Windows7.

**ACTIVITY/PROGRESS::** Memory upgrades for the public-use computers has been completed. Upgrades to staff computers will take place in FY2010-2011.

## **PERSONNEL**

**GOAL I** The library should have a written personnel classification plan with salary ranges reflective of community and professional standards for each position and written job descriptions listing the duties of each position, including any ADA, educational, and experience requirements.

**ACTIVITY/PROGRESS:** Revision of the Policies & Procedures Manual has proceeded slower than anticipated. The adjusted expected date of completion is October 2010.

GOAL II                    The library supports continuing education and staff development for professional and support staff to maintain and upgrade job skills by allocating funds for travel expenses fees and time.

ACTIVITY/PROGRESS:    Funds for staff development continue to be appropriated, although budgeting issues have resulted in a decrease of that line item. Staff attended the “Doing the Dewey” Workshop offered July 1, 2010.

GOAL III                    The library exceeds the median guidelines for appropriate Full Time Equivalent (FTE) parameters for its Planning Profile.

ACTIVITY/PROGRESS:    The current financial situation makes increasing the number of staff impossible.

### **COMMUNITY AND PUBLIC RELATIONS**

GOAL I                    The Library encourages the Friends of the Library to conduct fund-raising projects in conjunction with the library administration.

ACTIVITY: Friends memberships of new library patrons have increased, although most of these new members are not able to be very active. The director and staff continue increase community awareness of the Friends primarily through informal conversations.

Reviewed and Approved 7/25/2011