

Cordelia A. Greene Library

Long-Range Plan 2024-2026

The mission of the Cordelia A. Greene Library is to provide a welcoming environment for life-long education and creativity of our community. As we consider this to be a high priority, the board of trustees and staff at Cordelia A. Greene Library have made a plan to ensure our continued relevance within the community and ability to continue work towards this mission.

We worked in partnership with OWWL library system staff and other libraries to prioritize the goals of this plan. We also participated in a multi-library survey and asked for ideas and opinions from individuals within our community.

Vision: With our mission in mind, we have divided our goals into 3 main categories to help the library move forward from now through 2026. These categories are: providing a family friendly atmosphere and programming, maintenance and sustainability.

Family Friendly Atmosphere and Programming

Goals: Prioritize programs that educate and entertain all age levels. Perform usability testing to determine which patrons need more resources from the library.

Continue to track success of our established programs and adjust accordingly. Start offering specific programming for teenagers. Make adjustments to our non-programming work flow based on findings of our usability testing.

Timeline:

2024

- Library staff will provide and evaluate the following programs:
 - Weekly Story Times
 - Monthly:
 - 1st Friday Family Fun Nights
 - Movie Nights
 - Adult Book Club
 - Summer Reading activities and challenges
- Library staff will start a book club for teenagers.
- Library director will work to strengthen our partnership with the school. Possible partnership opportunities include: teen book club, the eclipse and summer meals.
- In the first 6 months of the year, the director will build a usability tracking system so we can see where staff time is being spent with patrons and where deficiencies lie.
- In the last 6 months of the year staff will utilize the tracking system.

2025

- Staff will continue to utilize the tracking system for the first 6 months of the year, giving us a full year of data.
- The director will analyze the usability test data and present it to the board. Together they will determine if resources need to be distributed differently to provide services that are most needed.

2026

- Each board member will try to build a relationship between the library and 1 community partner. This will provide us with 7 new or stronger partnerships within our community.

Ensuring Continued Evaluation and Success: Each June the director will consult with all staff members and talk with patrons to identify the strengths and weaknesses of our regular programs. Throughout the summer months we will determine how to utilize this feedback and adjust programs starting in the fall.

Similarly, at the end of each summer the director will consult staff and community about the strengths and weaknesses of our summer offerings. The next year's offerings will be amended accordingly.

Maintenance

Goals: Maintain the historic library building (built in 1902) to preserve its beauty while also guaranteeing functionality for all patrons.

Identify projects which have previously been overlooked due to budget constraints, projects that need to continually be performed and upcoming projects to consider that could contribute to our community's enjoyment of our property.

Timeline:

2024

- The long range plan committee and the maintenance committee will coordinate with local professionals to find out what maintenance work needs to be done at the library and to get prices on such jobs.

2025

- The above 2 committees will compile all information gathered in 2024 to prioritize projects. They will make a 10 year facility maintenance plan that will include the resources needed to complete all projects, both in time and money.

2026

- The director and board will start considering projects that could be done to make more use out of our land. We will poll the community to figure out a project that would provide the most benefit to our citizens.

Ensuring Continued Evaluation and Success: At each board meeting there will be a progress report on maintenance issues and goals.

Sustainability

Goals: Ensure the library is able to provide services and materials to our community despite rising costs of doing business and increased demands on library functionality.

The costs that will be evaluated include: staff compensation, insurance coverage, payroll services, cleaning services and printer maintenance services. Should any other business practices or providers start to become burdensome on our ability to focus our time on the library's mission, they too will be analyzed.

Timeline:

2024

- Outsource cleaning to a local business to alleviate staff burden and support the local economy.
- Begin leasing a printer to provide better printing solutions for the community as well as minimize the burden of maintenance for library staff.
- Increase staff wages to be more competitive in the current economic climate.
- The director and board treasurer will request proposals for payroll services.

2025

- The long range plan committee and board treasurer will evaluate insurance coverage to make sure we are adequately protected and paying a fair price for this protection.
- Begin utilizing payroll services.
- The board will create a 5 year cost projection of business expenses. This will include the findings from our usability testing, discussed in the 1st category and the 10 year maintenance plan discussed in the 2nd category.

2026

- The board will develop a plan to secure funding for 2025's business expense projection.

Ensuring Continued Evaluation and Success: The director will create a spreadsheet in which library staff can report any patron comments that relate to how we operate so we can amend things when relevant.

In staff annual reviews, the director will ask all library staff members if there are any additional services that should be considered or services that should be changed to help keep the library relevant and sustainable.

Likewise, the Personnel Committee will ask the same of the director at the director's annual review.

Any issues brought up will be discussed at the following board meeting.