

LME LONG RANGE PLAN FY2023

LME Library Mission: The mission of the Lillie M. Evans Library District is to provide materials and services to help residents meet their personal, educational, cultural, and professional needs. The Lillie M. Evans Library District supports an environment for life-long learning and is dedicated to making the Princeville community an attractive place in which to live, visit, and work.

Category	Goals Brief, clear measurable statements that describe the desired and observable improvement	Activities/Tasks What tasks /activities will be conducted in order to accomplish the objective? Who is responsible for the activity? Start and end dates.	Assessment Plan What will the Library measure? How will you measure it? How will you know you are successful? How will the data be collected and be analyzed? <u>Benchmark:</u> What comparison data will you have to compare? <u>Tools:</u> What tools are available?	Impact on Budget To accomplish this goal is the Library requesting new funds?
Collection, Access, & Usage	<p>Goal 1: Increase the quality, quantity, and accessibility of the library collections</p> <p>Implications outside of the Library: Other</p> <p>Explain: Will work with the staff, school and from focus group/survey results</p> <ul style="list-style-type: none"> • Adult fiction & non-fiction • Books that Talk • Children's • E-resources • Mysteries 	<p>1.1 Focus on collection areas identified in focus group, survey, & identified by staff (Director/Staff)</p> <p>1.2 Promote access to RSAcat (Director/Staff)</p> <p>1.3 Work with RSA and member libraries to enhance RSAcat (Director)</p> <p>1.4 Promote online resources through website and social media (Staff)</p> <p>1.5 Enhance finding aids such as shelf signage (Director/Staff)</p> <p>1.6 Increase usage of online resources through instruction & promotion (Director/Staff)</p> <p>1.7 Complete catalog cleanup projects like LP relabel (Director)</p>	<p><u>Benchmarks:</u></p> <ul style="list-style-type: none"> • Survey responses question 6 • Collection data FY19-FY21 • Webpage usage FY19-FY21 • Circulation FY19-FY21 • Peer Groups from IPLARs <p><u>Tools:</u></p> <ul style="list-style-type: none"> • Serving our Public standards 	<ul style="list-style-type: none"> • Library materials budget • Earmark Per Capita funds • Processing supplies

<p>Marketing</p>	<p>Goal 2: Promote library programs in the community and increase participation</p> <p>Implications outside of the Library: None</p> <p>Explain:</p>	<p>2.1 Electronic programmable sign for outside (Director/Staff/Board)</p> <p>2.2 Schedule programs for the entire year at the beginning of the fiscal year (Director/Staff)</p> <p>2.3 Draft a schedule for marketing events focusing on social media and library/community posters (Staff)</p> <p>2.4 Coordinate with Princeville Schools to market programs in the school (Staff)</p>	<p><u>Benchmark:</u></p> <ul style="list-style-type: none"> • Program stats FY19-FY21 • Focus group responses <p><u>Tools:</u></p> <ul style="list-style-type: none"> • RAILS Marketing group • WebJunction 	<ul style="list-style-type: none"> • Building & maintenance budget • Marketing budget • Special reserve fund
<p>Building</p>	<p>Goal 3: Enhance outdoor spaces for public use</p> <p>Implications outside of the Library: Village/School/Museum</p> <p>Explain:</p>	<p>3.1 Work with a landscaper to maintain and enhance pollinator gardens (Director/Staff)</p> <p>3.2 Divide plants (Director/Staff/Landscaper)</p> <p>3.3 Develop sensory gardens by adding touch and smell pollinator plant areas (Director/Staff/Landscaper)</p> <p>3.4 Install a concrete path in the hosta garden to increase accessibility (Director)</p> <p>3.5 Expand use of green spaces for library programming (Director)</p>	<p><u>Benchmark:</u></p> <ul style="list-style-type: none"> • Public comments <p><u>Tools:</u></p> <ul style="list-style-type: none"> • Serving our Public standards • WebJunction 	<ul style="list-style-type: none"> • Building & maintenance budget • Special reserve fund • Friends

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<p>Programming /Technology</p>	<p>Goal 2: Develop complementary STEAM programming for youth and adults</p> <p>Implications outside of the Library: HS, Village, Museum</p> <p>Explain:</p>	<p>2.5 Develop programs & resources on tech safety (Director/Staff)</p> <p>2.6 Research community art projects (Director/Staff)</p> <p>2.7 Research grants (Director)</p> <p>2.8 Initiate a library garden club and continue Young Naturalist programming (Director/Staff)</p> <p>2.9 Organize and coordinate a community produce garden (Director)</p> <p>2.10 Coordinate with the Village, Museum and School to promote Princeville’s peony heritage (Director)</p>	<p><u>Benchmark:</u></p> <ul style="list-style-type: none"> • Focus group responses • Program stats FY19-FY22 <p><u>Tools:</u></p> <ul style="list-style-type: none"> • Kidsgardening.org • IL Humanities • WebJunction 	<ul style="list-style-type: none"> • Programming budget • Building maintenance budget • Friends
<p>Building</p>	<p>Goal 3: Enhance indoor space with an emphasis on meeting rooms</p> <p>Implications outside of the Library: Village</p> <p>Explain:</p>	<p>3.6 Repaint/protect walls in MR2 and storage (Director/Staff)</p> <p>3.7 Identify ways to increase accessibility (Director/Staff)</p> <p>3.8 Add spotlight for display case (Director)</p> <p>3.9 Contract with HVAC vendor for humidity & ventilation issues (Director)</p> <p>3.10 Replace chairs in MR1 and any damaged ones in MR2 (Director)</p> <p>3.11 Upgrade sound/media in both meeting rooms (Director)</p> <p>3.12 Explore energy reduction/clean energy to reduce costs (Director/Board)</p> <p>3.13 Shade for MR1 door (Director)</p>	<p><u>Benchmark:</u></p> <ul style="list-style-type: none"> • Public comments <p><u>Tools:</u></p> <ul style="list-style-type: none"> • Serving our Public standards • WebJunction 	<ul style="list-style-type: none"> • Building maintenance budget

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<p>Personnel</p>	<p>Goal 3: Plan for succession of Head of Youth Services</p> <p>Implications outside of the Library: None</p> <p>Explain:</p>	<p>3.14 Review job description and qualifications (Director/Board)</p> <p>3.15 Review salary range and set target dates/deadlines (Director)</p> <p>3.16 Recruit & advertise (Director)</p> <p>3.17 Interview & hire (Director)</p> <p>3.18 Orient & train (Director/YS)</p>	<p><u>Benchmark:</u></p> <ul style="list-style-type: none"> • Peer Groups from IPLARs <p><u>Tools:</u></p> <ul style="list-style-type: none"> • Serving Our Public standards • WebJunction 	<ul style="list-style-type: none"> • Salaries & Benefits budget