Cedar County Library District

Strategic Plan

February 2021

The Cedar County Library Board of Trustees met on February 22, 2021 to revise their Strategic Plan. With consideration of the Cedar County Library District Mission and Goals, we have developed the following Strategic Plan which will be reviewed on an ongoing basis to measure accomplishments and to consider any new developments that would enhance efficiency and service.

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| **Goal** | **Short Term Plan (1-3 years)** | **Long Term Plan (3-5 years)** |
| Administration & Finance | * Investigate options for effective and efficient inventory tracking and management
* Develop a process for purchase order management
 | * Develop a system to collate payables for treasurer review and sign off
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| Personnel Management | * Train staff to promote digital and physical resources
* Work to reduce turnover
* Develop a staff orientation
* Develop and maintain a training manual
* Begin doing background checks on new staff
* Review library procedures and processes to streamline library services
* Continue review of library staff job descriptions to enhance efficiency/minimize redundancy
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| Collection Management | * Offer author events to connect the community to new materials and ideas.
* Use best practices for maintaining and expanding our collection
* Encourage life-long learning and pursuit of knowledge
* Strengthen and expand quality and availability of library services to meet the educational, cultural, intellectual, workforce, personal, and social development needs of patrons.
 | * Digitize genealogical records.
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| Public Services | * Will expand programming to teens and adults.
* Collaborate with schools and PTO’s to best benefits student’s curriculum needs and to introduce students to the offerings of the library.
* Work to promote and Friends of Library group in Stockton and continue to consider a FOL group in El Dorado or a combined Cedar County FOL group.
 | * Will partner with the Historical Society to display area artifacts and photographs of the history of the area.
* Will identify the needs of the community through patron surveys, discussions, town meetings, and other means.
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| TechnologySee attached detailed Technology Plan-Continue to follow recommendations as outlined in Technology Plan | * Automate Software Updates
* Utilize calendar on website to inform patrons of upcoming events.
* Replace network printers at Stockton and El Dorado as needed
* Redesign website to make more user friendly.
* Develop a detailed annual inventory process
* Replace all El Dorado Springs patron and circulation computers as needed.
* Replace Cassie/Smart shield Server
 | * Replace Stockton patron and circulation and sign computer.
* Replace copier at El Dorado Springs
* Replace Atriuum server
* Replace bookkeeper computer
* Replace card catalog computers at both branches
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| Facilities | * Initiate and complete new building project for the El Dorado Springs Branch.
* Replace roof at Stockton Branch
 | * Budget to include a $10,000 annual contribution to the El Dorado Springs Facility Maintenance Fund.
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| Public Relations | * Transparency through doc sharing and website posting of materials such as strategic plan, policy book, and other materials
* Create learning opportunities that teach 21st century workforce skills
* Support economic success by providing access to service training, resources, and community support
* Provide community with the technological resources and support to stay connected and informed
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| Other Areas | * Create a plan for succession of Board of Trustees, Library Director, and staffing.
* Develop a plan for library advocacy with state and county legislation.
 | * Develop Board of Trustees orientation.
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