



# **Three Year STRATEGIC PLAN 2022-2024**

**Revised December 2021**

# **TAYLOR PUBLIC LIBRARY**

## **Three Year Strategic Plan**

### **2022 - 2024**

Taylor Public Library's Strategic Plan provides an opportunity to look into the future, to develop plans, and to revise, focus and improve library services. The Strategic Plan is based on four principal "Goals". Within each Goal there are objectives and strategies that indicate how each of the objectives is to be achieved.

The Strategic Plan is a living document that will be reviewed annually, before final budget submission, to re-evaluate priorities in order to make adjustments to goals, objectives and strategies as conditions change. The Plan is the foundation for growth and development of the library, and is intended to guide the Board, Librarian and staff through the choices that must be made in setting a course for the future.

## ***Our Mission***

The Taylor Public Library is the community's friendly gateway to the worlds of learning, imagination, and creative pursuits.

As an information hub, we are committed to encourage a culture of literacy and to provide access to popular and current materials.

## ***We Value***

### **✓ Excellence in service**

- knowledgeable, welcoming staff and volunteers
- providing collections, programs and services that meet community needs and desires
- providing sufficient space for reading, studying and computer access

### **✓ Respect**

- for all points of view
- for intellectual freedom
- for our staff and volunteers
- for our patrons

### **✓ Literacy**

- as life-long learning and information gathering
- via stimulation of creativity and imagination
- through all avenues, whether through books and magazines or technological
- for all ages, abilities and backgrounds

✓ **Accountability**

- financial responsibilities
- community needs
- the Library Act
- the strategic plan

✓ **Community Engagement and Support**

- a place that is central to the community in location and spirit
- welcoming, personal, and a service to people of all ages and abilities
- actively engaging in partnerships with other community groups and schools
- regularly publicizing library functions, programs, services and needs

## ***GOALS 2020-2022***

***Goal 1: Connecting with Community:  
Advancing Access to Information  
and Resources***

***Goal 2: Connecting with Current and  
Future Students through Supports  
for Education Growth.***

***Goal 3: Proving Value through Good  
Governance & Accountability***

***Goal 4: Building Partnerships***

## Acronyms / Explanations:

BC ILC – British Columbia Interlibrary Connect

BC Libraries Cooperative – membership of libraries and related organisations which provide services and support in the forms of: cost savings; web site building and hosting; technology; hosting an open source library system (SITKA); training; and online resources/databases.

ILL – Interlibrary Loan(s)

ILLUME – Interlibrary Loans for ‘U’ and ‘Me’

INVIGILATION – Supervision of candidates during an examination.

LDAG – Library Directors Advisory Group

NCLF – North Coast Library Federation -

NELF – North East Library Federation – Federation of seven libraries – Chetwynd, Fort Nelson, Fort St. John, Hudson’s Hope, Pouce Coupe, Taylor, and Tumbler Ridge.

NNELS – National Network for Equitable Library Services

SITKA – Service for Information Transfer, Knowledge and Access

# ***Goal 1: Connecting with Community: Advancing Access to Information and Resources***

Connecting and staying connected keeps our patrons, residents, non-residents, and travellers up-to-date on services and programs available at our Library and across BC.

## ***1.1 Promoting our Library Services:***

<b><i>Outcomes</i></b>	<b><i>Actions</i></b>	<b><i>Responsibility</i></b>
Increased Public awareness	<ul style="list-style-type: none"> <li>○ Create special project(s): <ul style="list-style-type: none"> <li>▪ ie. a video contest that involves all ages</li> </ul> </li> <li>○ Use tools available to the library: <ul style="list-style-type: none"> <li>▪ the District of Taylor's digital board</li> <li>▪ advertising in the local Taylor Times</li> </ul> </li> <li>○ Promote Library website and Links on Education and Training through: <ul style="list-style-type: none"> <li>▪ Social Media,</li> <li>▪ the District of Taylor's digital board</li> <li>▪ advertising in the local Taylor Times</li> <li>• promotion within the Library via posters, bookmarks, handouts, etc.</li> </ul> </li> </ul>	Board
More usage for the library and its services and/or programs	<ul style="list-style-type: none"> <li>○ Develop tools to show patrons and residents how to access information and resources offered by the library through: <ul style="list-style-type: none"> <li>▪ Handouts/pamphlets/posters</li> <li>▪ One-on-one training</li> </ul> </li> </ul>	Staff

### ***1.2 Extended Library services to all British Columbians:***

<b><i>Outcomes</i></b>	<b><i>Actions</i></b>	<b><i>Responsibility</i></b>
Local and Provincial resource/collection sharing	<ul style="list-style-type: none"> <li>○ Continue to share resources and collections with all Libraries across BC through: <ul style="list-style-type: none"> <li>▪ Interlibrary Loans</li> <li>▪ Interlibrary Connect</li> </ul> </li> <li>○ Continue partnerships with: <ul style="list-style-type: none"> <li>▪ BC Libraries Cooperative</li> <li>▪ NNELS (National Network for Equitable Library Services)</li> <li>▪ NELF (North East Library Federation)</li> </ul> </li> <li>○ Continue initiatives with: <ul style="list-style-type: none"> <li>▪ BC OneCard</li> </ul> </li> <li>○ Support and/or stock the Little Free Libraries</li> <li>○ Offer services to temporary or non-resident workers and travellers</li> </ul>	Board/Staff

### ***1.3 Continuous Free Internet Connection***

<b><i>Outcomes</i></b>	<b><i>Actions</i></b>	<b><i>Responsibility</i></b>
Patrons, residents, non-residents, & travellers stay connected with family, work, & friends.	<ul style="list-style-type: none"> <li>○ Update / upgrade system, software, wireless + wifi, public computers and/or lendable laptops, as necessary.</li> </ul>	IT Services / Staff
Ability to access education or work-related programs or services	<ul style="list-style-type: none"> <li>○ Update / upgrade system, software, wireless + wifi, public computers and/or lendable laptops, as necessary.</li> <li>○ Programs and/or services made available for research, job searches, resume writing, training, and testing.</li> </ul>	IT Services / Staff

## ***Goal 2: Connecting with Current and Future Students Through Supports for Educational Growth***

Supporting literacy and life-long learning through educational opportunities and programs.

### ***2.1 Supporting Literacy***

<b><i>Outcomes</i></b>	<b><i>Actions</i></b>	<b><i>Responsibility</i></b>
Learning is enhanced through in-person and/or one-on-one training	<ul style="list-style-type: none"> <li>○ Provide In-house workshops               <ul style="list-style-type: none"> <li>▪ Basic Computer skills, social media for Seniors, taxes, budget, Financial Planning, etc</li> <li>▪ Mobile workshops**</li> <li>▪ Homework Help</li> </ul> </li> </ul>	Staff / hired personnel
Literacy is established as young as possible	<ul style="list-style-type: none"> <li>○ Access to Early Literacy Station</li> <li>○ Access to Leap Pads, tablets, computers, and laptops</li> <li>○ Books for Babies</li> </ul>	Staff
Accessibility to educational and work-related sites, databases, and resources.	<ul style="list-style-type: none"> <li>○ Provide up-to-date free internet, wireless, and wifi</li> <li>○ Maintain all network systems, as needed</li> <li>○ Provide no-fee printing for students</li> <li>○ Laptop Loans</li> <li>○ Access to educational websites, resources, and databases</li> </ul>	IT Services / Staff

\*\* Mobile workshops – a van or mobile project space which allows “teachers” to travel and instruct students on science, technology, engineering, arts, and math.

## 2.2 Educational Programs

<i>Outcomes</i>	<i>Actions</i>	<i>Responsibility</i>
Literacy is family oriented and supported by learning together	<ul style="list-style-type: none"> <li>○ Promote family learning through: <ul style="list-style-type: none"> <li>▪ Lego Night</li> <li>▪ Board game Afternoon</li> <li>▪ Teen programs</li> <li>▪ Young Adult programs</li> <li>▪ STEM boxes / kits</li> <li>▪ Take home crafts</li> <li>▪ Summer Reading</li> <li>▪ Story time</li> </ul> </li> </ul>	Staff
Promotes higher education and expands educational and/ or work opportunities	<ul style="list-style-type: none"> <li>○ Free Invigilation services**</li> </ul>	Staff
Authors of all ages are fostered	<ul style="list-style-type: none"> <li>○ Provide a space where authors can highlight their work</li> <li>○ Author tour program</li> <li>○ Showcase Taylor Elementary published works</li> </ul>	Staff

\*\*INVIGILATION – Supervision of candidates during an examination



## ***Goal 3: Proving Value through Good Governance & Accountability***

We are financially responsible and accountable to our community, the Library Act, and our Strategic Plan by continually canvassing for feedback and reporting our activities to our supporters.

### ***3.1 Enhancing Governance***

<b><i>Outcomes</i></b>	<b><i>Actions</i></b>	<b><i>Responsibility</i></b>
Monthly reports provide transparent governance and accountability	<ul style="list-style-type: none"> <li>○ Monthly reports to Library Board <ul style="list-style-type: none"> <li>▪ Show statistics and budget changes</li> <li>▪ Show statistic comparison to previous year(s)</li> </ul> </li> <li>○ Monthly statistic and cash report - delivered to District of Taylor</li> </ul>	Board / Staff
Annual action items provide transparent governance and accountability	<ul style="list-style-type: none"> <li>○ Yearly Statement of Financial Information (SOFI) <ul style="list-style-type: none"> <li>▪ Submitted to Province of BC</li> <li>▪ Submitted to District of Taylor</li> </ul> </li> <li>○ Yearly Grant Report <ul style="list-style-type: none"> <li>▪ Submitted to Province of BC</li> <li>▪ Submitted to District of Taylor</li> </ul> </li> <li>○ Annual review of policies</li> <li>○ Library board to host annual dialogue with Mayor and Council</li> </ul>	Board / Staff
Provide consistent leadership	<ul style="list-style-type: none"> <li>○ Succession planning for staff through: <ul style="list-style-type: none"> <li>▪ Workshops / online seminars</li> <li>▪ Conferences</li> <li>▪ Mentoring programs</li> <li>▪ Cross training of staff</li> <li>▪ Staff manuals updated and reviewed at least yearly</li> <li>▪ Staff mentoring other staff</li> </ul> </li> <li>○ Succession planning for Board <ul style="list-style-type: none"> <li>▪ BCLTA and local training for Board member</li> <li>▪ Develop potential trustee list for Mayor and Council</li> <li>▪ Orientation to new and current members by Chair and Library Director</li> </ul> </li> </ul>	Board / Staff

### 3.2 Proving Value

<i>Outcomes</i>	<i>Actions</i>	<i>Responsibility</i>
Prove current and future value to community and local and provincial government on an annual basis.	<ul style="list-style-type: none"><li>○ Conduct surveys within our community<ul style="list-style-type: none"><li>▪ Annually</li><li>▪ After workshops and programs</li></ul></li><li>○ Year-end review<ul style="list-style-type: none"><li>▪ Versions posted in the District of Taylor's Year End Report + Taylor Times</li></ul></li><li>○ Annual Statistics Report<ul style="list-style-type: none"><li>▪ Submitted to Province of BC</li><li>▪ Submitted to District of Taylor</li></ul></li></ul>	Board / Staff

## Goal 4: Building Partnerships

Actively engaging in a variety of partnerships is the cornerstone of any thriving library and its community.

### 4.1 Discovering, fostering, and maintaining partnerships

<i>Outcomes</i>	<i>Actions</i>	<i>Responsibility</i>
Partnerships become foundations for growing a library, its services, and its programs.	<ul style="list-style-type: none"> <li>○ Continue to foster shared services:               <ul style="list-style-type: none"> <li>▪ BC Interlibrary Connect</li> <li>▪ Interlibrary Loans (ILLUME – Search, discover and share BC library resources. “Interlibrary Loans for U and ME”.)</li> <li>▪ NELF (North East Library Federation)</li> <li>▪ NNELS (National Network for Equitable Library Services)                   <ul style="list-style-type: none"> <li>➤ Providing access to materials for people with print disabilities</li> </ul> </li> <li>▪ Library Consortiums</li> <li>▪ BC Libraries Cooperative</li> <li>▪ Other Libraries</li> </ul> </li> </ul>	Board / Staff
	<ul style="list-style-type: none"> <li>○ Continue to foster shared programs / initiatives:               <ul style="list-style-type: none"> <li>▪ Kids Kamp &amp; KidZone</li> <li>▪ BC OneCard</li> <li>▪ Books for BC Babies</li> <li>▪ Summer Reading Club</li> </ul> </li> </ul>	Board / Staff
	<ul style="list-style-type: none"> <li>○ Continue to look for new partnership opportunities with:               <ul style="list-style-type: none"> <li>▪ Taylor Elementary School</li> <li>▪ Industries</li> <li>▪ Fort St. John Literacy Society</li> <li>▪ Local businesses</li> <li>▪ Hospital Foundation</li> </ul> </li> </ul>	Board / Staff
	<ul style="list-style-type: none"> <li>○ Develop 5 ‘shelf ready’ projects for short notice grant opportunities</li> </ul>	Board / Staff
	<ul style="list-style-type: none"> <li>○ Develop promotional campaign that focuses on current and potential partnerships</li> </ul>	Board / Staff