

SUMMIT FREE PUBLIC LIBRARY



Inform - Enrich - Inspire

2024 STRATEGIC PLAN

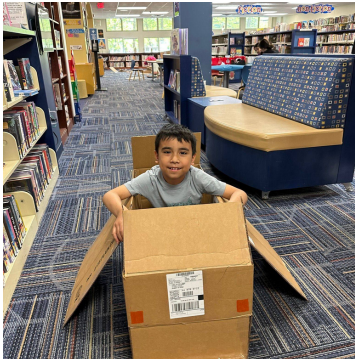


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OVERVIEW & PROCESS

In 2022, the Summit Free Public Library saw a change in leadership. Susan Permahos, Director since 2016, retired in April of 2022 and Amy Behr-Shields took on the role. Because of this major transition, the Board of Trustees and staff of the Summit Free Public Library concluded that it was in the best interest of the Library and the community to use information gathered in 2022 and 2023, and during the previous Long Range Plan, to develop a 1-year strategic plan for 2024. While staff work to implement the goals in this 1-year plan, the Library will simultaneously be commencing the process for a multi-year plan.

During the previous Long Range Plan, community data and demographics were gathered and analyzed. Staff, trustees, and members of the community formed a Long Range Planning Committee to develop strategies, with specific goals to help the Library thrive over three years (2021-2023).

In the latter part of 2022, Library staff analyzed the Long Range Plan for progress. While the majority of items were completed, the existing plan took place during the Covid-19 pandemic, which put a hold on the implementation of many solutions pertaining to space. As a result, a few action items are ongoing or need further analysis. Those items are carried over into this plan.

In early 2023, the Library underwent a space audit led by Thirdway Space. The audit analyzed the spaces in the Library and the way in which users engaged with those spaces. The space auditor led discussions with staff department heads and the Board of Trustees. The final product provided suggestions for how to adapt spaces and marketing techniques to improve usage. The information from the space audit is incorporated into this plan.

With the goal of achieving all of the outlined objectives and action items in the next year, SFPL staff will regularly evaluate their progress and achievements. The Library's staff are committed to upholding the mission of the Library - to inform, enrich, and inspire. By implementing this 1-year plan, SFPL will focus on efforts in space, resources and technology, connections and awareness, and internal processes to continue to fulfil that mission.

Mission

The Summit Free Public Library informs, enriches, and inspires the community.

Vision

The Summit Free Public Library will be a resource vital to the fabric of the community. The Library will be the focal point for knowledge, entertainment, social gathering, and the exchange of ideas.



Strategic Focus

Goal 1: Optimize Space

SFPL will continue to address spatial needs, with a focus on creating a welcoming, user-friendly environment suited for variety of needs.

Goal 2: Enhance Resources & Technology

SFPL will continue to adapt and evolve, ensuring that resources, programs, services, and technology meet the community's needs.

Goal 3: Increase Connections & Awareness

SFPL will continue to explore partnerships and opportunities to increase the Library's reach and expand awareness.

Goal 4: Address Internal Processes

SFPL will continue to review internal processes to identify best practices to provide quality services as efficiently as possible.

Goal 1: Optimize Space

SFPL will continue to address spatial needs, with a focus on creating a welcoming, user-friendly environment suited for variety of needs.

Action Steps:

- Market collections to follow the "rule of 3," in order to increase findability and usage.
- Fine-tune collections by adhering to the materials weeding schedule and ensuring collections fit in their allotted space.
- Begin to relocate collections within the building based on the results from the space audit. Provide additional storage and shelving where necessary.
- Assess signage for brand, purpose, language, and graphics. Create new signage where necessary.
- Begin to identify location for and type of additional seating to accommodate various user types.

Goal 2: Enhance Resources and Technology

SFPL will continue to adapt and evolve, ensuring that resources, programs, services, and technology meet the community's needs.

Action Steps:

- Continue to upgrade and replace technology for staff and public use.
- Develop a multi-year strategic plan.
- Continue to digitize and preserve historical materials as the budget allows. Seek out funds for digitization.
- Re-assess the advantages / disadvantages of joining a consortium, as consortiums are undergoing big changes in 2024.
- Assess the need for homebound services in a post-Covid world. Depending on the results, research the different ways in which other libraries offer this service.

Goal 3: Increase Connections & Awareness

SFPL will continue to explore partnerships and opportunities to increase the Library's reach and expand awareness.

Action Steps:

- Increase awareness of existing resources and services.
 - Increase collaboration with community organizations to enhance programming and services.
 - Research and implement possible new outreach opportunities, including implementing the work of the staff "New Resident Committee."
 - Explore alternative media and venues for dissemination of information services.
 - Explore additional ways to inform patrons that librarians are professionally trained to curate and validate information.
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Goal 4: Address Internal Processes

SFPL will continue to review internal processes to identify best practices to provide quality services as efficiently as possible.

Action Steps:

- Focus on additional ways to promote sustainability.
- Identify additional ways to reduce waste in Library operations.
- Review and update staff job descriptions to be uniform across positions and reflect current job duties.
- Review, update, and improve current performance evaluation documents.
- Continue to review and evaluate existing service contracts.

Acknowledgements

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2023 Library Leadership Team

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