



LIBRARY ACTION ITEMS: STAFFING/ADMIN/GOVERNANCE

Goal: The library will utilize professional standards to provide efficient library management and work towards the Exemplary Level of Service accepted by TLA and TSLAC.

Action Items

1. Review and revise library mission, vision, and values statements to be in line with City plans.
2. Hire a Certified Librarian (must have degree within year of hire) to manage library programming of the main branch.
3. Maintain a minimum of one bilingual Spanish speaking staff member.
4. Designate, train, and bond one employee as a notary, and evaluate the need for additional staff to become notaries.
5. Enhance partnerships with Friends of the Library organizations through training and memorandum of understanding for each branch.
6. Explore ways to improve efficiency of staff through the review of procedures, annual division goal setting, and addition of software.
7. Develop a marketing plan for collections, programs/services, and implement More Than Books campaign.

LIBRARY ACTION ITEMS: FACILITIES

Goal: The library will have adequate spaces that develop a “community living room” and allow for future growth.

Action Items

1. Hire architect to evaluate the current facility, provide a facility improvement plan, create an updated space plan to maximize available space, provide possible expansions for future growth, and provide a timeline for implementation.
2. Add digital signage to the exterior and additional interior signage to increase advertising reach.
3. Share community feedback and recommendations for the Sargent Branch with the County.



LIBRARY ACTION ITEMS: PROGRAMS/SERVICES/TECHNOLOGY

Goal: The library will be a major contributor of quality-of-life initiatives and strive to meet community needs through superior programs, services, and technology.

Action Items

1. Maintain a 3-5 year technology plan with IT.
2. Explore partnerships and develop a plan with other organizations to maximize efforts and the impact in the community.
3. Develop a plan to embrace the library's role in the City's Arts & Culture landscape.
4. Evaluate and add programs and services based off of community input and annually review their success.

LIBRARY ACTION ITEMS: COLLECTIONS

Goal: Library collections will reflect the diverse population of the community, be easy to access in both physical and digital formats, and provide opportunities to support lifelong learning, education, and workforce development.

Action Items

1. Explore collection improvements to increase usage of the collection.
2. Review needs for additional branches (bookmobile and/or automated kiosks) to extend access to the library.
3. Increase collection expenditures to 15% of library budget by FY2029.
4. Add RFID technology to improve efficiency of circulation processes and inventory.
5. Track usage of electronic resources and databases and annually review the return on investment of these products.