

**FY 2024 Library Work Plan**

Goal	Outcome	Responsibility	Timeline	Comments/Project
<b>Collection Analysis</b>				
Evaluate collections in terms of allocations of funds, usage, and physical space. Readjust allocations as necessary. Using DEI analysis at the county level, make sure the collection is meeting or exceeding standards for representation.	Increased inclusivity in the collections	Sarah, Jo, Greg	Summer 2023	
<b>Review Programs</b>				
Evaluate current programs including day/times offered, resources required, etc. Modify program offerings as needed to best meet the needs, interests, and desires of the community.	A programming calendar that meets the needs of the community	Sarah, Jo, Greg	Fall 2023	
<b>Evaluate Staffing</b>				
Review job descriptions and task assignments; adjust as needed. Begin to implement 5 year staffing plan.	Adequate staffing and re-balanced work loads	Leadership team	Spring 2023	
<b>Explore Offsite Book Drop and/or Lockers</b>				
Do a complete resource analysis for adding a book drop in Charbonneau or other location for FY25 budget add. Explore costs for book lockers. Include volunteer needs.	Deliverable of a polished proposal for potential FY25 add package and implementation plan.	Lizzie	Summer 2023	
<b>Create 5 Year Technology Plan</b>				
Work with IT to determine technology plan (using strategic planning focus group data) and possible new community survey.	5 year plan with timeline and cost estimates	Leadership team and Andy Stone (IT)	Summer 2023	
<b>Implement Book Bike</b>				
Create an implementation plan for the book bike. Include: safety training, scheduling, timeline, maintenance calendar, goals, etc.	Book Bike programming plan including safety, training, scheduling, timeline, maintenance schedule, and goals	Shasta, Sarah, Burton	Summer 2023	Timeline dependant on vendor
<b>Increase Parks and Rec Collaboration</b>				
Establish regular communication with parks and recreation department - possible quarterly meetings. Share calendars and create processes to regularly cross promote.	Cross-promotion of programs and collaboration on programs where appropriate	Leadership Team	Spring 2023	
<b>Add a Seed Library Collection</b>				
Introduce a new seed library collection to the WVPL, including budget, parameters, volunteers, etc.	A functioning seed library available to the community	Sarah	Spring 2023	