

Spooner Memorial Library
Long Range Planning Document 2016 – 2020 amended 8/28/2018

Mission Statement: We are a haven, a place that invites and offers opportunity, celebrates community, and promotes literacy.

Goal A: Build, maintain and make accessible a materials collection which is well rounded, reliable in terms of accuracy of information and availability and of sufficient size according to the WI Public Library Standards.

Collection Development	Responsibility	Target Date	Status
Continue to adjust collection budget to meet increasing cost of materials	Trustees, & Director	2016 - 2020	
Monitor weeding schedule to best suit needs of the public and the library collection.	Director and Staff	2016 - 2020	
Continue to build Print & AV collection	Director and Staff	2016 - 2020	
Continue to support e-collection via NWLS & our membership Overdrive & Overdrive Advantage	Director and Staff	2016 - 2020	

Goal B: To maintain current number of Internet and computer stations in good working order and monitor (adjusting as necessary) the best method of Internet access for the library. To maintain the current automation software and to adjust as necessary to suit the best needs of the library.

Technology	Responsibility	Target Date	Status
Maintain library computers and software. Replace and update as needed.	Director and Staff	2016 - 2020	
Maintain library equipment. Replace and update as needed.	Director and Staff	2016 - 2020	
Continue participation in Merlin; instituting changes which present the best service for the library & patrons	Director and Staff & Trustees	2016 – 2020	
Maintain and update website, facebook and other social media as needed	Director and Staff	2016 - 2020	

Goal C: Maintain an attractive and functional library facility; updating building interior, exterior and grounds as needed.

Building Needs	Responsibility	Target Date	Status
Monitor building interior for paint, carpet & furniture	Trustees & Director	2016 - 2020	

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Repair and/or replacement

Monitor ceiling and wall cracks (in children’s wing and exterior) Measure crack twice a year (April and October) and report to City	Trustees & Director	2016 - 2020
Maintain fountain, patio garden & exterior landscaping	Director & Staff	2016 - 2020
Monitor building exterior for staining & or repair	Trustees & Director	2016 - 2020
Monitor roof for repair/ replacement (Children& Adult wings done in 2007, Sitting room 2014)	Trustees & Director	2016 - 2020

Goal D: To continue to extend library services to patrons who require special service in order to promote reading for all ages and abilities in our community.

Outreach & Programs	Responsibility	Target Date	Status
Continue to support and fund existing programs: Summer Reading (Kids, Teens & Adult) Preschool Story Hour Elementary Book Drop Children & Adult Evening programs	Trustees & Director & Staff	2016 - 2020	

Goal E: Establish and maintain current policies and plans.

Policies	Responsibility	Target Date	Status
Establish a bi-annual review schedule for all library policies	Trustees & Director	2016 - 2020	
Review & update Employee Handbook bi-annually	Trustees & Director	2016 - 2020	
Conduct Employee Evaluations annually	Director	2016 - 2020	
Conduct Director Evaluation annually	Trustees	2016 - 2020	
Review & update job descriptions annually	Trustees & Director	2016 - 2020	
Review & update procedure manual annually	Director & Staff	2016 - 2020	

Goal F: To ensure that staff and trustees are current with new library technology, trends and training.

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Continuing Education	Responsibility	Target Date	Status
Continue to support and fund workshop attendance for Director, Trustee and staff members.	Trustees & Director	2016 - 2020	
Encourage attendance at local and state level conferences	Trustees & Director	2016 - 2020	
Encourage staff to attend workshop and/or take classes pertaining to their particular library duties	Trustees & Director	2016 – 2020	

Goal G: To promote the public library materials and services within the City of Spooner and the surrounding area of Washburn County in order to ensure its continued financial support of the facility.

Public Relation Activities	Responsibility	Target Date	Status
Continue to support and fund: Rodeo Parade Float Family Fun Fest, County Fair, Jack O’ Lantern etc.	Trustees, Director & Staff	2016 - 2020	
Continue to support and expand marketing of the library	Trustees & Director & Staff	2016 - 2020	