



AGENDA
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
ROOM 138
1107 SOUTH DUCK, STILLWATER, OK, 74074
MARCH 25, 2025, 12 P.M.
library.stillwater.org

1. CALL MEETING TO ORDER

2. CONSENT DOCKET

Items listed on the consent docket are routine administrative matters that may be approved by a single vote with or without discussion. The Library Board will take action at this meeting (including a vote or series of votes) on these items collectively as part of the Consent Docket.

- a) Minutes: Feb. 25, 2025, Regular Meeting
- b) Stillwater Public Library Feb. 2025 Financial Reports
- c) Stillwater Public Library Feb. 2025 Activity Report

3. PUBLIC COMMENT ON AGENDA ITEMS

Taxpayers or residents of the city, or their authorized legal representatives, may address the Library Board at a regularly scheduled meeting on any item of business listed on the meeting agenda provided they have submitted a written request prior to the meeting.

4. GENERAL ORDERS

The Library Board will discuss and take action at this meeting (including a vote or series of votes) on each item listed under General Orders unless the agenda entry specifically states that no action will be taken.

- a) Consider approval of 2025-28 Long Range Plan vision and mission statements, values, goals, objectives, and measurements for submittal to the Oklahoma Department of Libraries
- b) Appoint nominating committee for May election of Library Board officers

5. REPORTS FROM OFFICERS & BOARDS

Announcements and remarks about matters of general interest may be made by the Board Members or Director at this time. Items of Library business that may require discussion or action (including a vote or series of votes) are listed below.

- a) Miscellaneous items from the Library Director
- b) Miscellaneous items from the Library Board
 - i. Discussion about scheduling items for upcoming meetings
 - ii. Report from Staff Appreciation Committee and discussion about upcoming staff appreciation luncheon

6. ADJOURN

The City of Stillwater encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, please notify the Library Director at least 48 hours prior to the meeting by calling 405.372.3633 ext 8124.

On _____, a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street.



Minutes
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
ROOM 138
1107 SOUTH DUCK, STILLWATER, OK, 74074
FEBRUARY 25, 2025, 12 P.M.
library.stillwater.org

Board members present: Mike Woods, Martha McMillian, Donna Sinnes, Kathryn Ross, Robin Cornwell, Matt Upson, Sharon Edwards

Staff and visitors present: Stacy DeLano, Naomi Brown, Ashlyn Garis, Andrea Kane, Paula Long, Chris Peters

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1. CALL MEETING TO ORDER at 12 pm

2. CONSENT DOCKET

Items listed on the consent docket are routine administrative matters that may be approved by a single vote with or without discussion. The Library Board will take action at this meeting (including a vote or series of votes) on these items collectively as part of the Consent Docket.

- a) Minutes: Jan. 14, 2025, Special Meeting
- b) Stillwater Public Library Dec. 2024 and Jan. 2025 Financial Reports
- c) Stillwater Public Library Dec. 2024 and Jan. 2025 Activity Report

Woods/Sinnes moved to approve the consent docket. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

McMillian asked about the different budget totals in the packet documents regarding the operating budget. DeLano explained that \$215,000 is the budget for the current 24-25 fiscal year. For fiscal year 25-26, the library was allocated up to \$208,550. From that amount, DeLano has requested \$205,000 for the operating budget.

3. PUBLIC COMMENT ON AGENDA ITEMS

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4. GENERAL ORDERS

The Library Board will discuss and take action at this meeting (including a vote or series of votes) on each item listed under General Orders unless the agenda entry specifically states that no action will be taken.

- a) Consider approval of library director's request to change the three positions of Shelves to Library Aide

Edwards arrived at 12:06 p.m.

Cornwell asked if anything had changed since the last meeting. DeLano said the library received city approval for the position change. Upson asked if DeLano was confident that transitioning from WorldCat to using different catalog records would be successful. DeLano said she is confident because records can be purchased from the vendors that sell the books. The library has hired a highly skilled cataloger who can improve the records as needed and performed the same work at another library that made the same transition. Savings from this transition made it possible to change the three shelves positions to library aide positions, which will alleviate staffing gaps in the Circulation Department. A request to approve the new library aide position description will take place in a future meeting.

Cornwell/Sinnes moved to approve the library director's request to change the three shelves positions to Library Aide. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- b) Consider approval of FY 25-26 Personnel Budget

Sinnes/Cornwell moved to approve the FY 25-26 Personnel Budget. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- c) Consider approval of FY 25-26 General Operating Budget

The budget reduction to \$205,000 from \$215,000 reflects the funds moving to the personnel budget to pay for the new positions that would have been used to renew OCLC. As such, the overall library budget is not less this year. As some storefronts in Stillwater close, certain services demands are increasing at the library, including copying services; therefore, the Contract Services account budget has increased. DeLano also increased the janitorial budget this year as it was lowered too much last year. The reduction in software maintenance reflects the discontinuation of the OCLC subscription. The book budget was increased for purchasing catalog records. The telecommunications account is lower because the federal discount for internet service through eRate will be greater this year. Since the State discount on internet services is less certain, some funds are reserved in this account to cover internet services.

Woods/Cornwell moved to approve the FY 25-26 Personnel Budget. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- d) Consider acceptance of State Aid grant from the Oklahoma Department of Libraries in the amount of \$18,517

State Aid funds are provided when a library meets the state requirements for a professional library. Half of the grant funds will be used for subscriptions and services, and the other half for replacement items and items that will propel public services forward.

Edwards/Sinnes moved to accept the State Aid grant from the Oklahoma Department of Libraries in the amount of 18,517. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- e) Consider acceptance of digitization grant from the Oklahoma Historical Society in the amount of \$13,733.09

This grant will allow the library to purchase digitization equipment. Staff will digitize the Stillwater Fire Department's archival material. The library must match 10% of the grant, which it will do with donations.

Sinnes/Cornwell moved to accept the digitization grant from the Oklahoma Historical Society in the amount of \$13,733.09. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- f) Consider acceptance of OLA Conference grant from the Oklahoma Department of Libraries in the amount of \$1784.12

Funds from this grant pay for registration and lodging for two staff members to attend the Oklahoma Library Association Conference. They will attend classes and network with other library professionals.

McMillian/Sinnes moved to accept the OLA conference grant from the Oklahoma Department of Libraries in the amount of \$1,784.12. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- g) Consider approval of Library director's request to apply for eRate discount for internet service and for hotspot devices and service
DeLano is requesting approval from the board to apply for the annual discount since the discount exceeds \$10,000.

Sinnes/Woods moved to approve the Library Director's request to apply for an eRate discount for internet service and for hotspot devices and service. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- h) Consider approval of Library Director's request to close for up to two weeks for set-up of temporary library
The fire suppression project has two phases, first working in the north building, then in the south building. After completing work in the north building, the library will need to be closed for a time to set up a temporary library in the north building. Then, construction will begin in the south building. The library may be closed for up to two weeks, but the goal is to finish the process in a week. While the library is closed, there will be curbside delivery and reference service by phone. Wi-Fi will be accessible in the parking lot and laptop access may be made available through area partners.

Sinnes/Cornwell moved to approve the Library Director's request to close the library for up to two weeks to set up a temporary library. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

5. REPORTS FROM OFFICERS & BOARDS

Announcements and remarks about matters of general interest may be made by the Board Members or Director at this time. Items of Library business that may require discussion or action (including a vote or series of votes) are listed below.

- a) Miscellaneous items from the Library Director
Tax assistance at the Community Center has worked well. The Let's Talk About It series begins tonight with four more books to follow. The Readathon event was

very successful with \$1532 in donations received. DeLano thanked all who volunteered and attended. The Spring Friends of the Library Book Sale will be May 1-4 at the Community Center. The Community Center has been an excellent partner for holding events while the library is under construction.

b) Miscellaneous items from the Library Board

Woods thanked DeLano for speaking at the Stillwater Noon Lions Club recently. Cornwell proposed eliminating the 11:30 early lunch for Board meetings while meeting in the south building due to limited space.

i. Discussion about scheduling items for upcoming meetings

ii. Report from Staff Appreciation Committee

The Staff Appreciation Committee would like to set a date for a staff appreciation event at the next regular meeting and bring a sign-up sheet. Garis recommended setting it as a business item rather than a report.

6. ADJOURN

Cornwell/McMillain moved to adjourn. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved. The meeting adjourned at 1:02 p.m.

Prepared by: Naomi Brown, Recording Secretary

**Approved by: _____
Chair, Stillwater Public Library Trust Board**

Budget to Actuals with Encumbrances by Key and Object

Report Date: 02/28/2025

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Pct. Rem.
		Actual	Actual	Actual	Actual			
Key: 1015510 - Library administration								
Revenue								
43000 - Grant Revenue	1,500.00	1,500.00	1,500.00	1,500.00	0.00	0.00	0.00%	
43100 - Federal Grant Revenue	102,609.00	0.00	100,824.68	100,824.68	0.00	1,784.32	1.73%	
43200 - State Grant Revenue	32,250.00	0.00	18,517.00	18,517.00	0.00	13,733.00	42.58%	
45000 - Fines & Forfeitures	20,000.00	1,402.76	11,055.21	10,539.40	0.00	8,944.79	44.72%	
47012 - Misc Fees	9,000.00	1,355.35	120.00	9,915.25	0.00	-1,539.40	-17.10%	
47501 - Room Rental	11,000.00	120.00	0.00	0.00	0.00	1,084.75	9.86%	
48700 - Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
48701 - Donations	26,256.00	1,007.66	27,263.12	27,263.12	0.00	-1,007.12	-3.83%	
48702 - Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Revenue Total:	202,615.00	5,385.77	179,614.66	179,614.66	0.00	23,000.34	11.35%	
Expenditure								
51001 - Full Time	699,471.00	52,859.09	445,084.92	445,084.92	0.00	254,386.08	36.36%	
51002 - Part Time	294,720.00	19,453.26	170,220.94	170,220.94	0.00	124,499.06	42.24%	
51003 - Overtime	500.00	0.00	135.87	135.87	0.00	364.13	72.82%	
51004 - Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
51005 - On-Call	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
51021 - Social Security	76,093.00	5,291.43	45,357.24	45,357.24	0.00	30,735.76	40.39%	
51022 - Retirement	41,998.00	3,171.51	26,299.76	26,299.76	0.00	15,698.24	37.37%	
52012 - Vehicle Repair Parts	500.00	33.24	249.84	249.84	0.00	250.16	50.03%	
52031 - Office Supplies	1,700.00	0.00	607.10	607.10	0.00	1,020.60	60.03%	
52034 - Postage	200.00	0.00	58.40	58.40	0.00	0.00	0.00%	
52036 - Janitorial Supplies	5,100.00	254.58	2,769.50	2,769.50	1,218.76	1,111.74	21.79%	
52040 - Books & Publications	88,300.00	8,568.94	58,833.25	58,833.25	27,943.54	1,523.21	1.72%	
52041 - Clothing & Uniforms	600.00	0.00	600.00	600.00	0.00	0.00	0.00%	
52043 - Vehicle Fuel & Oil	450.00	0.00	77.39	77.39	0.00	372.61	82.80%	
52046 - Supplies	10,000.00	154.18	3,755.49	3,755.49	1,564.80	4,679.71	46.79%	
53001 - Natural Gas	6,000.00	1,127.38	2,528.68	2,528.68	0.00	3,471.32	57.85%	
53004 - Telecommunications	7,640.00	52.15	417.20	417.20	0.00	7,222.80	94.53%	
53011 - Equipment Rental	6,000.00	508.92	3,637.69	3,637.69	2,249.26	113.05	1.88%	
53020 - Repair-Structures	14,743.00	225.00	5,184.42	5,184.42	3,978.00	5,580.58	37.85%	
53023 - Repair-HVAC	23,250.00	0.00	15,260.40	15,260.40	2,252.00	5,737.60	24.67%	
53041 - Donations	50,700.00	1,562.36	12,435.40	12,435.40	1,945.93	36,318.67	71.63%	
53045 - Grant Expenditure	176,747.00	15,272.22	67,900.43	67,900.43	71,676.53	37,170.04	21.03%	
53049 - Cash Short	0.00	-0.60	-5.51	-5.51	0.00	5.51	0.00%	

City of Stillwater, OK

Budget to Actuals with Encumbrances by Key and Object

Report Date: 02/28/2025

Object - Description	Budget	Month to date		Year to date		Encumbrance	Balance	Rem. Pct.
		Actual		Actual				
53054 - Professional Dues	737.00	0.00		247.00		0.00	490.00	66.48%
53055 - Training	1,300.00	730.00		1,108.73		0.00	191.27	14.71%
53062 - Refunds	200.00	15.24		15.24		0.00	184.76	92.38%
53064 - Contract for Services	9,985.00	619.75		5,243.00		4,728.00	14.00	0.14%
53066 - Miscellaneous Services	250.00	0.00		35.00		97.50	117.50	47.00%
53068 - Travel Expense	750.00	0.00		2.05		439.95	308.00	41.06%
53071 - Software Maintenance	51,295.00	0.00		46,021.75		330.00	4,943.25	9.63%
53076 - Bad Debt Expense	0.00	0.00		51.80		0.00	-51.80	0.00%
53083 - Employee Discounts	0.00	0.00		-1,777.50		0.00	1,777.50	0.00%
56000 - Direct Costs	413.00	34.00		272.00		0.00	141.00	34.14%
56001 - Indirect Costs	422.00	35.00		280.00		0.00	142.00	33.64%
Expenditure Total:	1,570,064.00	109,967.65		912,907.48		118,638.17	538,518.35	34.29%
Key Total:	(1,367,449.00)	(104,581.88)		(733,292.82)		(118,638.17)	(515,518.01)	37.69%

**STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT
FEBRUARY 2025**

ADULT SERVICES

<u>4,603</u>	<u>Reference Questions</u>	<u>2</u>	Outreach <u>250</u> Participants
	<u>3,280</u> in person	<u>8</u>	Number of Adult Programs
	<u>823</u> by phone	<u>448</u>	Attendance at Adult Programs
	<u>500</u> directional	<u>3</u>	Number of Young Adult Programs
		<u>30</u>	Attendance at Young Adult Programs
<u>9</u>	Meeting Room Usage	<u>26</u>	Number of Volunteers
		<u>140.00</u>	Total Volunteer Hours
		<u>19</u>	Displays

CHILDREN'S SERVICES

<u>274</u>	<u>Reference Questions</u>		
	<u>232</u> in person		
	<u>9</u> by phone		
	<u>33</u> directional		
<u>7</u>	Number of pre-school programs		(daycare & Headstart)
<u>250</u>	Attendance at pre-school programs		
<u>26</u>	Number of storyhours		
<u>399</u>	Attendance at storyhours		
<u>10</u>	Number of programs/school visits for school age children		(here or away)
<u>93</u>	Attendance at programs for school age children		
<u>0</u>	Number of programs for Summer Reading Program		
<u>0</u>	Attendance at Summer Reading Program		
<u>0</u>	Displays		
<u>1</u>	Number of volunteers		
<u>1.00</u>	Total volunteer hours		

REGISTRATION

<u>237</u>	<u>Total new borrowers</u>		
	<u>207</u> Adults		
	<u>30</u> Juveniles		

STILLWATER PUBLIC LIBRARY ACTIVITIES REPORT FEBRUARY 2025

ADULT

Total Book & Non-Book Material Checkouts

2023	2024	2025	
3,404	4,864	4,669	Fiction
1,521	1,900	1,934	Nonfiction
1,171	1,368	1,326	New books
19	21	35	Multi-language items
6,115	8,153	7,964	Total Book Checkouts
15	26	15	Devices
102	149	95	CD books
36	5	29	Music cds
206	140	216	DVDs & Blu-rays
100	90	140	Book Club Bks
23	21	118	Kits
482	431	613	Total Checkouts
256	369	98	In-library use
41	35	25	ILL
5,822	5,832	5,572	Ebooks
4,529	5,502	5,516	Downloadable audios
0	0	0	Emagazines
0	0	0	Streaming videos
10,648	11,738	11,211	Total Checkouts
26,813	34,804	32,245	GRAND TOTAL CIRCULATION

CHILDREN'S

Total Book & Non-Book Material Checkouts

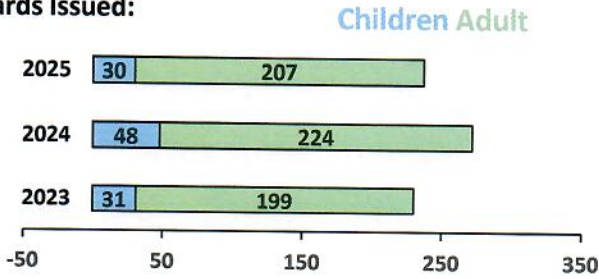
2023	2024	2025	
7,002	10,704	9,372	Fiction
695	1,257	1,055	Nonfiction
671	715	718	New books
67	131	98	Multi-language items
8,435	12,807	11,243	Total Book Checkouts
532	826	604	CD books
3	3	13	Music cds
286	336	280	DVDs & Blu-rays
23	68	24	Kits
844	1,233	921	Total Checkouts
289	442	293	In-library use

OUTREACH

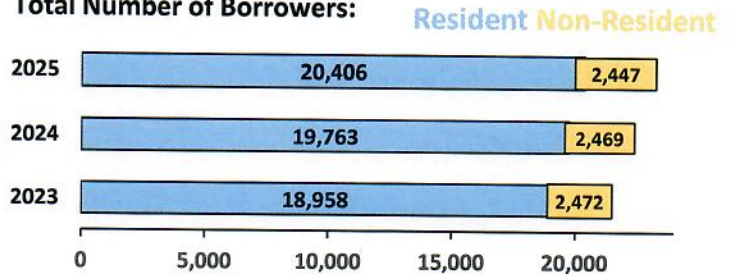
1	Homebound patron deliveries	9	Facility deliveries
5	Homebound items/materials	13	Deposit collections
		260	Total number of books

FEBRUARY 2025 - ACCOUNT HOLDER INFORMATION

New Cards Issued:

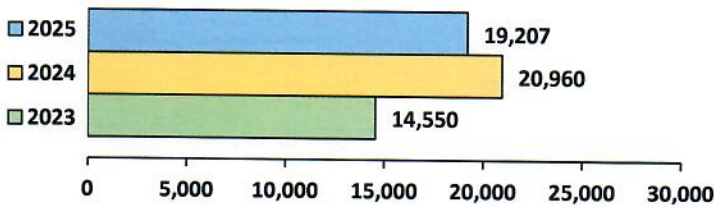


Total Number of Borrowers:

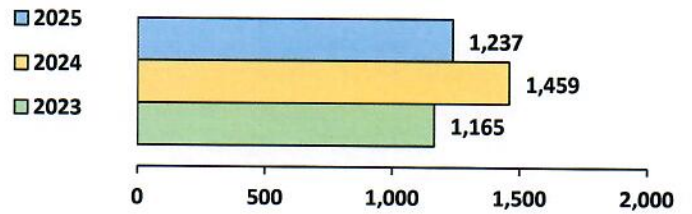


FEBRUARY 2025 - MONTHLY CIRCULATION:

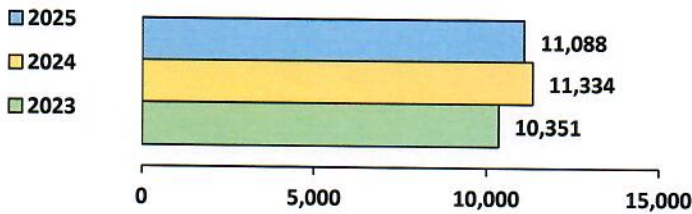
Books:



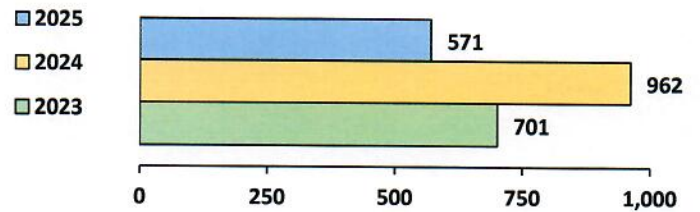
Audio Visual:



Digital:

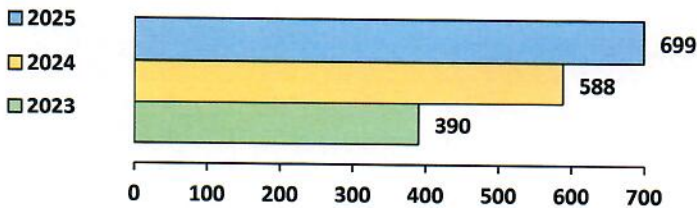


Other Items:

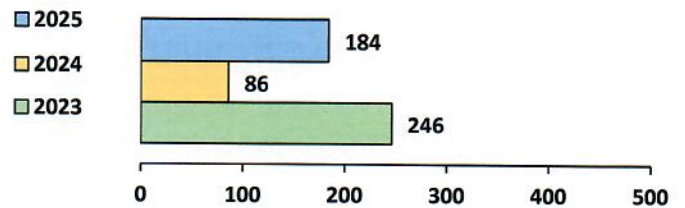


FEBRUARY 2025 - ITEMS:

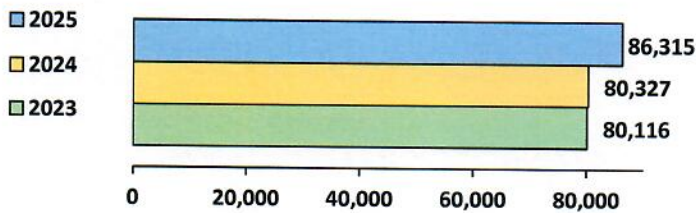
Added This Month:



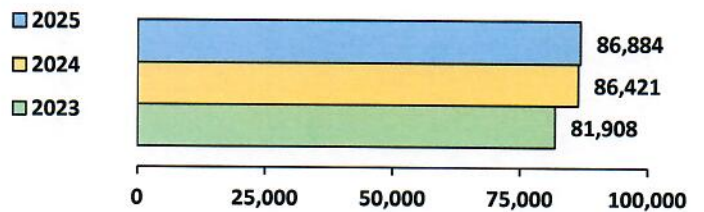
Removed This Month:



Total Physical Items:



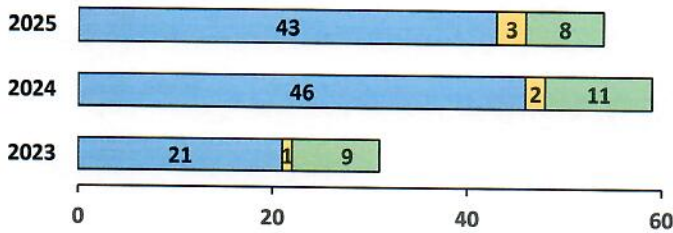
Total Digital Items:



FEBRUARY 2025 - PROGRAMMING:

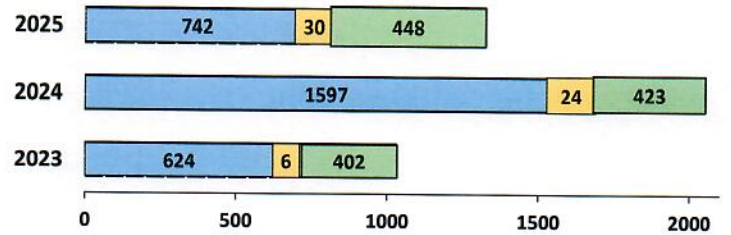
Number of Programs:

Children Teen Adult

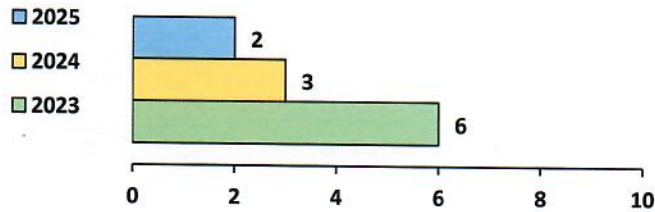


Number of Attendees:

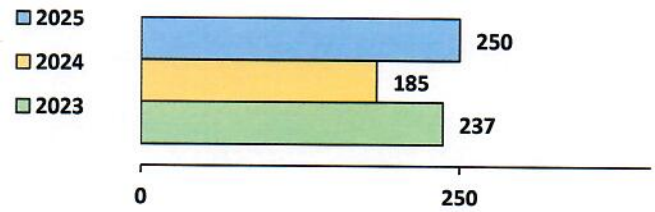
Children Teen Adult



Outreach Number of Events Attended:

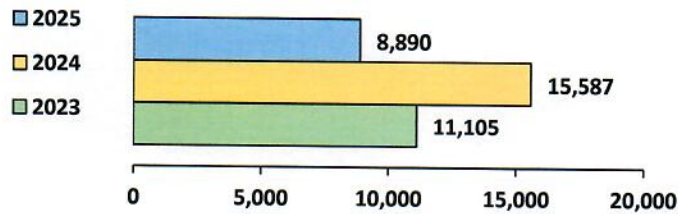


Outreach Number of People Reached:

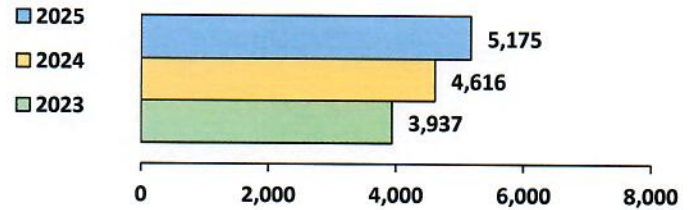


FEBRUARY 2025 - LIBRARY USE:

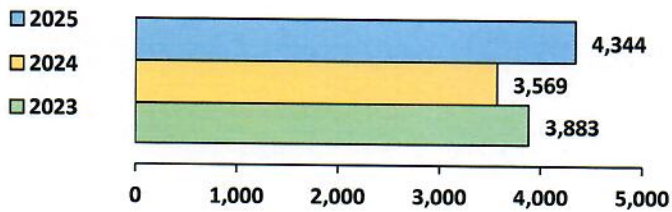
Number of Visitors:



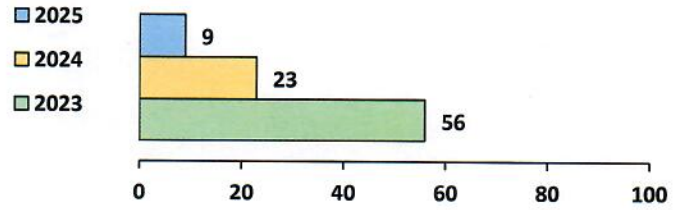
Computer & Wireless Users:



Reference Questions Asked:



Meeting Rooms Use:

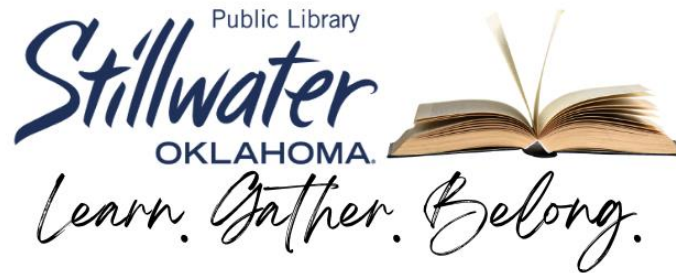


ANALYSIS:

Blank area for analysis.



Stillwater Public Library | Long-Range Plan



Stillwater Public Library | Long-Range Plan Vision, Mission, and Values

Vision: (desired future state)

Navigating the complex journey of lifelong learning. Together.

Mission: (current purpose)

Stillwater Public Library uses exceptional customer service to provide every community member with access to quality information, literature, and technology.

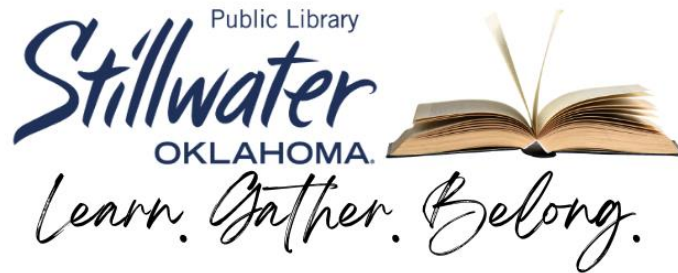
Values: (guided by)

Knowledge: *Empowering individuals through lifelong learning, access to information, and educational opportunities.*

Equity: *Ensuring fair access to resources, opportunities, and services for all.*

Integrity: *Upholding honesty, transparency, and reliability in every interaction.*

Well Being: *Providing enriching experiences, programs, spaces and services that inspire joy, creativity, and connection.*



Stillwater Public Library | Long-Range Plan Areas of Focus and Goals

1. Community Engagement and Outreach

Goal 1.1: Pave the path to school readiness for every child in the community.

Goal 1.2: Expand outreach efforts to underserved groups, including teens, tweens, and diverse populations across Stillwater.

Goal 1.3: Develop and expand partnerships with local schools, community organizations, and businesses to enhance programming and resources.

Goal 1.4: Develop a unified marketing and communication strategy to increase community awareness of library programs, services and resources.

2. Technology and Innovation

Goal 2.1: Build and maintain current technology to serve patrons, including opportunities for learning and hands-on use.

Goal 2.2: Implement a comprehensive technology evaluation and planning process to address current and future needs.

Goal 2.3: Engage the maker community through assessment of the community needs and focused partnerships

Goal 2.4: Enhance staff knowledge and training to support innovative technology use and teaching.

3. Space Utilization and Accessibility

Goal 3.1: Reimagine library spaces to balance quiet study areas with collaborative and community-driven spaces.

Goal 3.2: Optimize the use of the North building, reducing inefficiencies and expanding programming potential.

Goal 3.3: Improve the physical and digital accessibility of library services for all patrons, including investigating transportation barriers.

Goal 3.4: Explore creative options like food or coffee trucks to enhance the library as a community destination.

4. Financial Sustainability and Staffing

Goal 4.1: Secure stable and creative funding streams, targeting a \$1.25 million trust fund goal.

Goal 4.2: Advocate for equitable staff salaries that align with city department benchmarks to improve retention.

Goal 4.3: Strengthen board involvement in fundraising and advocacy efforts to champion the library's mission.

Goal 4.4: Provide comprehensive staff training and professional development to support a happy, challenged, and fulfilled workforce.

5. Collections and Resources

Goal 5.1: Increase access to digital resources.

Goal 5.2: Create a procedure for regular analysis of collection use beginning with legacy collections and funding splits.

Goal 5.3: Increase community engagement in collection development.

Goal 5.4: Improve age and condition of collection.

Goal 5.5: Execute the special collections strategic plan.



Stillwater Public Library | Long-Range Plan

Measures of Success and Timelines

1. Community Engagement and Outreach

Goal 1.1: Pave the path to school readiness for every child in the community.

Measures of Success:

- Annual school readiness program has been implemented.
- 15% increase in child cards

Action	Team Responsible	Timeline

Goal 1.2: Expand outreach efforts to underserved groups, including teens, tweens, and diverse populations across Stillwater.

Measures of Success:

- 75% of identified underserved groups have been reached

Action	Team Responsible	Timeline

Goal 1.3: Develop and expand partnerships with local schools, community organizations, and businesses to enhance programming and resources.

Measures of Success:

- MOU's in place with 5 biggest partners

Action	Team Responsible	Timeline

Goal 1.4: Develop a unified marketing and communication strategy to increase community awareness of library programs, services and resources.

Measures of Success:

- All departments have been assigned an identified responsibility
- Receiving positive feedback from marketing professionals

Action	Team Responsible	Timeline

2. Technology and Innovation

Goal 2.1: Build and maintain current technology to serve patrons, including opportunities for learning and hands-on use.

Measures of Success:

- Annual community survey of technology needs
- 75% of respondents will say they have technology needs met

Action	Team Responsible	Timeline

Goal 2.2: Implement a comprehensive technology evaluation and planning process to address current and future needs.

Measures of Success:

- Technology Plan has been completed

Action	Team Responsible	Timeline

Goal 2.3: Engage the maker community through assessment of the community needs and focused partnerships.

Measures of Success:

- Community assessment has been completed
- Two maker community partnerships have been formed or expanded

Action	Team Responsible	Timeline

Goal 2.4: Enhance staff knowledge and training to support innovative technology use and teaching.

Measures of Success:

- Staff response on annual survey shows they are confident and comfortable

Action	Team Responsible	Timeline

3. Space Utilization and Accessibility

Goal 3.1: Reimagine library spaces to balance quiet study areas with collaborative and community-driven spaces.

Measures of Success:

- Cohesive plan for changes in library space is completed

Action	Team Responsible	Timeline

Goal 3.2: Optimize the use of the North building, reducing inefficiencies and expanding programming potential.

Measures of Success:

- Cohesive plan for refurbishment is completed
- Funding has been identified

Action	Team Responsible	Timeline

Goal 3.3: Improve the physical and digital accessibility of library services for all patrons, including investigating transportation barriers.

Measures of Success:

- Investigated five opportunities
- Piloted one project

Action	Team Responsible	Timeline

Goal 3.4: Explore creative options like food or coffee trucks to enhance the library as a community destination.

Measures of Success:

- Beverage option in place

Action	Team Responsible	Timeline

4. Financial Stability and Staffing

Goal 4.1: Secure stable and creative funding streams, targeting a \$1.25 million trust fund goal.

Measures of Success:

- The Trust corpus is at least \$1.25M
- Gained five new large annual donors (\$1000 +)

Action	Team Responsible	Timeline

Goal 4.2: Advocate for equitable staff salaries that align with city department benchmarks to improve retention.

Measures of Success:

- Achieved second review of salaries with increases

Action	Team Responsible	Timeline

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Goal 4.3: Strengthen board involvement in fundraising and advocacy efforts to champion the library’s mission.

Measures of Success:

- 50% (or more) participation in time, talent and/or resource

Action	Team Responsible	Timeline

Goal 4.4: Provide comprehensive staff training and professional development to support a happy, challenged, and fulfilled workforce.

Measures of Success:

- Comprehensive list of training opportunities
- Responses indicate at least 80% satisfaction on annual staff survey

Action	Team Responsible	Timeline

5. Collections and Resources

Goal 5.1: Increase access to digital resources.

Measures of Success:

- Hold time has decreased by 5%

Action	Team Responsible	Timeline

Goal 5.2: Create a procedure for regular analysis of collection use

beginning with legacy collections and funding splits.

Measures of Success:

- Procedure created and in place

Action	Team Responsible	Timeline

Goal 5.3: Increase community engagement in collection development.

Measures of Success:

- Two new tools for community input are developed and implemented

Action	Team Responsible	Timeline

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Goal 5.4: Improve age and condition of collection.

Measures of Success:

- Average age of physical collection is lowered by two years

Action	Team Responsible	Timeline

Goal 5.5: Execute the special collections strategic plan.

Measures of Success:

- Have assigned timelines to all goals
- All goals in three-year window complete

Action	Team Responsible	Timeline
