

Bancroft Public Library Board Operating as North Hastings Public Library Strategic Plan 2018-2020

Goal #1 Bancroft Public Library – Re-imagined

As accessibility and space limitations bring new challenges to library services, the board and staff will seek new opportunities to review library services with an eye to better facilitating our patrons needs.

Action 1 – New Library Space

- Work with professional fund-raisers and partners towards obtaining a new library space.

Action 2 – Library Service Outreach

- Explore affordable options to provide service outside of the current library location.

Action 3 – Branding/Marketing

- Refresh the library's mission, vision and logo.
- Expand the library's brand

Goal #2 Sustainable Staffing and Administration

Recognizing that the staffing and administration of the library are the main components to successful library service, an effort will be made to address the past shortfalls and future needs, of the library's service providers.

Action 1 – Professional Development

- Create a staff orientation.
- Create an achievable growth plan and ensure that mandatory training is provided to Board, administration and staff.
- Complete regular Board and staff evaluations to ensure targets are being met.

Action 2 – Sustainable Funding

- Revisit current operations and determine if efficiencies can be developed.
- Seek sustainable funding that will support operations with an eye to staff professional development and retention.

Action 3 – Bridging Municipal and Library Divides

- Engage with Municipalities promoting the awareness of the value of the library, within our community
- Seek shared efficiencies with regional libraries

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Goal #3 Operational Plan for Board and Staff

Due to numerous changes in the past and with an election looming in the near future, Administration will develop an operational plan to provide continuity in the library's

Action 1 – Board Orientation and Training

- Seek potential candidates with an interest in serving on the library board
- Prepare for new board member's orientation with pending election.

Action 2 – Community Engagement

- Create a communication process that surveys community input on library services.
- Develop sustainable opportunities to collaborate with community partners.

Action 3 – Desk Manual Development

- Create a living record of daily tasks including timelines where required
- Create a record of passwords and contacts.
- Provide cross training where feasible.

Action 4 – Succession Planning for Administration and Staff

- Create an inventory of staff skills and assets.
- Review Job Descriptions.