

# Cuba Circulating Library

## Long Range Plan 2019

### **Mission Statement**

The Cuba Circulating Library is dedicated to free and equal access to information, knowledge, learning, and the joys of reading for our diverse community.

### **Vision Statement**

The Cuba Circulating Library seeks to create lifelong learners through quality and current programs and materials for all. The staff and trustees of Cuba Circulating Library aim to maintain and grow the value of the library within this community.

### **Education and Outreach**

**Goal:** The collection of the Cuba Library is the core service upon which the library is built. The library will grow the collection and increase overall usage of the collection.

**Action:** Increase collection budget annually

Completion looks like/timeline: Strive to increase the collection budget/annually

**Action:** Seek supplemental funding

Completion looks like/timeline: Increase the collection budget through seeking supplemental funding from grants, local groups and memorials/honor donations/ongoing

**Goal:** Maintain level of programs while increasing programs to underserved populations

**Action:** Outreach at the Cultural Center, plan programs on adult literacy

Completion looks like/timeline: In the next year, the number of adult literacy programs will increase by 10% through partnership with Cultural Center and Literacy West/one year

**Action:** Identify underserved populations such as home schoolers.

Completion looks like/timeline: Maintain current children's programs including toddler and pre-school story times, after school story time, and tween programs. Increase services to tweens and other underserved populations/one year

**Goal:** Actively and effectively cooperate with other libraries, local institutions, businesses and organizations to provide broader service to the community.

**Action:** Attend events, festivals, services, businesses, etc. as a way to seek opportunities for local partnerships which will reach more community residents.

Completion looks like/timeline: Maintain and grow partnerships with a variety of organizations/ongoing

**Action:** Provide educational opportunities to local businesses and individuals, seek partnerships with organizations which may occur monthly.

Completion looks like: Provide robust educational programming for both individuals and businesses/ongoing

## **Community Space**

**Goal:** To maintain the physical integrity and historic value while incorporating a well-functioning and energy efficient building that is welcoming and accessible to all

**Action:** Update, increase electrical, and USB outlets on the main floor, secure funding, determine optimal locations

Completion looks like/timeline: Have in place an adequate number of electrical and USB outlets/18 months

**Action:** To change/update the children's section, making it more inviting and user-friendly. Secure funding, research and select new furniture, etc.

Completion looks like/timeline: Have an inspiring, inviting space where all may learn and enjoy/5 – 10 years

**Action:** Develop a building maintenance plan. Research other plans, work with building and grounds committee to develop a listing, gather information that will need to be included.

Completion looks like/timeline: Have in place a schedule for all necessary building maintenance/1 year

**Action:** Develop a tween/teen computer space. Promote laptop circulation and explore ideas for better use of space.

Completion looks like/timeline: Increase tween/teen use of library and computers/10 years

**Resources** The library will manage available and potential resources to maximize service to the community

**Goal (Staff):** Hire and maintain a staff that implements library procedures and services in the allotted scheduled time frame

**Action:** Develop an assessment for staff capacity

Completion looks like/timeline: Assessment tool for staff capacity/one year

**Action:** Assess staff capacity using developed tool

Completion looks like/timeline: Use staff capacity tool/annually

**Action:** Provide adequate training and education for staff to ensure that services are professionally delivered in a compassionate manner.

Completion looks like/timeline: Use staff evaluation tool as a means to measure adequate training and education/ongoing

**Goal (Funding):** Maintain current assets and increase funding streams

**Action:** Develop an annual budget that meets the needs of the community while considering financial impact on that community

Completion looks like/timeline: A balanced, realistic budget is created/annually

**Action:** Seek outside funding such as grants and awards

Completion looks like/timeline: Director and/youth coordinator include grant research and writing as part of duties/ annually

**Action:** Promote gift/endowment planning to the community

Completion looks like/timeline: One or two promotions (articles, ads, events) promoting the library as a worthy recipient of gifts/endowments/annually

**Action:** Host fundraising events based on opportunity and financial need in support of the Friends of the Cuba Circulating Library, Inc.

**Goal (Technology):** Maintain current technology devices and proactively implement upgrades and services.

**Action:** Develop assessment for devices/lifespan

Completion look like/timeline: An assessment tool for technology is available/  
one year

**Action:** Increase tech education time

Completion looks like/timeline: When compared to 2019 technology education  
time, an increase is seen/ one year, ongoing

**Action:** Explore new technology and continue to update current technology

Completion looks like/timeline: The level of technology available at the library is  
evaluated annually.