

Silver Lake Library – Strategic Plan 2019-2021

Silver Lake Library – A People Place

Values Statements

- Open Access: the Library values free, open, unrestricted access to its collection and services.
- People Focus: the Library values all library users and recognizes that they have human concerns that go beyond their need for access to information or reading materials.
- Excellence: the Library values excellence by expecting integrity and competence, positive attitudes, respect for the diversity of people and perspectives in order to earn the trust and confidence of all library users.
- Lifelong Learning: the Library values the stimulation of ideas and the advancement of knowledge in the pursuit of excellence.
- Responsible Stewardship: the Library values the proper use of public funds and the efficient use of staff time and talent, maximizing all our resources in order to deliver quality library service.

Vision Statement

Our Vision is to be a destination, The Place which creates community and elevates the quality and spirit of life for the people we serve.

Mission Statement

Our Mission is to provide excellent library services to the people of the community through a professional staff, a quality facility and first-class materials and programs.



Focus Area – Facility

Advance planned improvements to the Silver Lake Library physical plant by:

- Organizing fundraising campaigns
- Seeking grant opportunities
- Collaborating with the Library Foundation

Rationale: Everyone who completed the fall 2018 survey said the Library should continue with the Expansion and Renovation Project

Focus Area – Library Resources

Enhance services and programs to meet the needs of the community by:

- Developing a series of enrichment programs for adults
- Providing year-long online reading program activities for all ages
- Increasing the number of family-oriented programs throughout the year

Rationale: Participants in the fall 2018 survey and focus groups indicated a need for more adult informational and educational programs, especially those of interest to men of the community. Also of importance was the need to continue and increase the number of family programs.

Focus Area – Communication

Improve methods for promotion and publicity by:

- Utilizing options for email newsletter and program alerts
- Using multiple social media platforms
- Establishing community partnerships

Rationale: Lack of communication was the underlying issue when discussing needed improvements

Focus Area – Evaluation

Assure consistent monitoring of Library Services 2019 through 2021

- Provide sufficient continuing education opportunities for board and staff
- Expect regular staff performance evaluations
- Begin process of planning for years 2022-2024 by May 2021

Silver Lake Public Library – Technology Plan 2019-2021

Technology Inventory

Item Name	Make/Model	Year Purchased	Replacement Scheduled	Estimated replacement cost
Computer #1	Dell Optiplex 7040	2017	2020	\$1,000
Computer #2	Dell Optiplex 7040	2017	2020	\$1,000
Computer #3	Dell Optiplex 7040	2016	2019	\$1,000
Computer #4	iMac	2015	2021	\$1,500
Computer #5	iMac	2016	Not scheduled	
Computer #6	Dell Optiplex 3010	2013	2019	\$1,000
Director PC	Dell Optiplex 3030 AIO	2015	2021	\$1,200
Asst Director PC	Dell Optiplex 7050	2018	Not scheduled	
Youth Services Laptop	Dell Latitude E5540	2014	2020	\$1,300
Circ Desk PC	Dell Optiplex 7050	2018	Not scheduled	
OPAC PC	Lenova ThinkCentre	2018	Not scheduled	
EnvisionWare Management PC	Dell Optiplex 3020?	??	Not scheduled	
AWE #1	Early Literacy	2011	Not scheduled	
AWE #2	Early Literacy	2013	Not scheduled	
Digital Imaging, Fax	Savin [leased]	2017	2022	Leased; Equipment line item
iPad iPad	Apple	2012 & 2016	Not scheduled	
Telephone Line + FAX Internet 25M X 5M	Cox Communications	2015	NA	
Meraki wireless network	Enterprise License	2017	2020 3 year license renewal	
4 Bar code scanners & 2 receipt printers			Not scheduled – replace as needed	
OPTOMA GT 1080DARBEE 3D DLP HOME THEATER PRO	SERIAL # Q79C724AAAAACO157	August 2017	Not scheduled	
EPSON DUET PORTABLE PROJECTOR SCREEN	4:3 & 16:9 65 & 80 DIAGONAL	August 2017	Not scheduled	

Assessment Goals

Internet Connectivity – The Library will continuously assess the effectiveness and reliability of the current ISP and will plan for upgrades when suitable enhancement or replacement is identified.

Public Access – The Library provides six public access computers and a WiFi hot spot. Patrons initiate their computer sessions by logging on with their library account. Visitors are given a guest pass. The Library will frequently review options for computer management solutions to ensure the most efficient and cost effective service

Social Media – Library staff will keep the Library website, Face Book, Twitter and Pinterest accounts updated with regularly postings at least weekly. Staff will also actively seek other outlets for Library online presence.

Tech Support – The Library will use the Northeast Kansas Library System [NEKLS] Tech Team as the primary tech support as long as that benefit is available.

Replacement Goals

2019 – 2 PCs (#3 & #6)

2020 – 2 PCs (#1 & #2) 1 laptop

2021 – 1 iMac, 1 PC (Director)

Enhancement Goals

2019 – Subscribe to Beanstack Premium Service through Zoobean 3 years @\$995 per year

2020 – Explore options for additional public access computer for children's area

2021 – Explore options for new telephone system including extra phone line

Professional Development Goals

The Silver Lake Library budget includes a line item for Continuing Education. Library staff are encouraged to attend annual tech training events such as NEKLS Innovation Day. In addition, the annual staff in-service day will include tech training. Staff will complete a Technology Proficiencies Checklist annually. Training events will be geared toward filling the knowledge gaps. A Basic Technology Proficiency requirement will be determined and each staff will be expected to meet that requirement.

Library staff are required to become familiar with the databases offered through the State Library of Kansas. <http://kslib.info/221/Online-Databases>. Additionally, library staff are required to explore the Online Educational Resources on the Library's website in order to assist patrons as well as improve their own technology proficiencies. <http://www.silverlakelibrary.org/adults/online-education-resources/>

Annual Evaluation

The Technology Plan will be evaluated annually along with the Library's Strategic Plan. Appropriate adjustments will be made to meet the changing needs of the community as well as the Library's budget considerations.

Budget Commitments

ITEM	2019	2020	2021
Basic	\$1,000.00	\$1,000.00	\$1,000.00
PCs	\$2,000.00	\$2,000.00	\$1,200.00
Laptop		\$1,200.00	
MAC			\$1,500.00
Beanstack	\$995.00	\$995.00	\$995.00
Contingency	\$605.00	\$205.00	\$805.00
TOTAL	\$4,600.00	\$5,400.00	\$5,500.00