

Weston Public Library

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Annual Library Service Plan

Fiscal Year 2016-2017

Weston Public Library Vision:

Weston Public Library's staff and board support our mission to serve the greater Weston community through:

- Outstanding patron service
- Library collections that meet the needs of our community and encompass a wide range of thought and expression
- Incorporation of current information technology
- An inviting and user friendly facility
- Active involvement in the community
- A wide range of youth and adult programming
- Training of staff, board and volunteers

Weston Public Library Mission:

The Weston Public Library's mission is to serve the people of Weston and the surrounding area by providing relevant library materials, quality programming for children and adults, and technology resources in a user friendly atmosphere, thereby strengthening our community through individual, family, economic, and community development.

Introductory Comments:

The past two years, Weston Public Library has focused on a total of six of the nine UCSLD Annual Library Service Plan priorities. There are three priorities remaining, which will be the focus of this year's ALSP. They are 1) Welcoming/User Friendly Atmosphere, 2) Effective Library Board and 3) Friends/Volunteer Program. Some activities of these three priorities overlap. For example, the Library Board and Friends Board may share the board training activities.

Of all the nine priorities, these three have perhaps the least cost associated with their delivery. The UCSLD tax distribution received by the City of Weston for library operation only partially covers personnel costs. All remaining library operation expenses are funded by the City budget.

1.) Welcoming/User Friendly Atmosphere

Focused on developing a library that is a friendly, active and welcoming center of rural community life.

Objective 1: Patrons will be able to locate materials in the library with less assistance

Activities

- Improved signage will be purchased and installed
- An informal usability study will be conducted where volunteers are asked to find particular items in the library, then interviewed regarding their experiences

Objective 2: Library website will be redesigned to offer more intuitive usage

Activities

- Website will be revised to make the the library catalog more readily identifiable
- Web designer will be tasked with restyling website
- A help link will be added to each page of the library website

Objective 3: Public input regarding library services will be solicited

Activities

- Facebook will be used to solicit ideas for library programs, open hours, and other library service elements
- Onsite surveys and suggestion box will be used to gain insight to public needs

Objective 4: Public access computing will be upgraded

Activities

- New computer will be purchased for patron use

2.) Effective Library Board

Focused on committed and effective Board, actively engaged in the governance and planning of the library.

Objective 1: Library Board members will receive training to be optimally effective in their roles

Activities

- A Library Board retreat will be scheduled and implemented

Objective 2: Library Board meetings will be conducted according to proper protocol

Activities

- Board members will receive board packets prior to meeting date
- Board meetings will follow Roberts' Rules of Order
- Agenda will be revised to include a consent agenda
- Librarian will be secretary of the Board, as outlined in ORS

3.) Friends/Volunteer Program

Focused on utilizing Friends and Volunteers as active and effective resources to assist with access, services, program delivery, fundraising efforts, publicity, and community relations.

Objective 1: Friends of Weston Library (FOWL) Board members will receive training to be optimally effective in their roles

Activities

- A FOWL Board retreat will be scheduled and implemented

Objective 2: FOWL will continue to be an effective fund raising resource for the library

Activities

- FOWL used book sale will be held in October
- FOWL annual membership meeting will be held in April
- FOWL board will explore options for fund raising activities

Objective 3: FOWL will assist with program delivery

Activities

- FOWL members will help with weekly Summer Reading activities
- FOWL members will help with youth events in the library
- FOWL Board will fund upgrades to the library facility and special projects