



## Annual Library Service Plans FY2018-19 Process & Template

**Date:** March 6, 2018  
**To:** Library Directors  
**From:** District Director – Erin

As we embark on this coming fiscal year's budgets and plans, I wanted to send out some guidelines for your creating of your ALSP. The ALSP is due to the UCSLD on April 1.

Planning is critical to guide how we spend our time and budgets. In the past, unless you had a strategic plan that you were using, your goals were typically for one year and had to be changed every year. My intention is that you are able to create an ALSP that has meaning for you and is something that you can use to plan activities that move you toward your vision for your community.

To that end, the attached template is for you to use to complete your plan for FY2018-19. It asks for the needs that you are creating goals to meet, the priority you are focusing on and what activities you are taking this year and future years to accomplish the goal. If the goal will be accomplished in one year, then just list activities for Year 1. If the goal will be accomplished in two years or more, then list the activities that you plan to take in successive years.

The priority areas are the same:

1. Early Childhood Program: Focused on early childhood literacy that gets children ready to learn.
2. K-12 Youth Programs: Focused on establishing/maintaining a lifelong relationship between the youth and the public library.
3. Adult Programs: Focused on continuing education programs, enhancement of economic viability, and lifelong learning. Includes outreach to seniors and the

homebound.

4. Training Program: Focused on identifying and providing specific training needed by staff, board and volunteers that will strengthen skills, services, and programs.

5. Technology: Focused on significantly increasing web presence and technology resources to provide rural community access to the Internet, jobs, and skill learning.

6. Welcoming/User Friendly Atmosphere: Focused on developing a library that is a friendly, active and welcoming center of rural community life.

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

8. 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.

9. Community Relations Program: Focused on establishing the library as a vital presence in the community.

Let me know if you have questions. Looking forward to hearing what you have in mind for the next year!

# Annual Library Service Plan - FY2018-19

## *Milton-Freewater Public Library*

### Library Vision for the Future:

#### 1. Goal:

Needs addressing: Early Literacy Program

Priority(ies): Programs that target young children and their parents.

**Year 1 activities:** Work to increase card Ready2Learn card holders through outreach and provide additional fun and educational programs and activities for young children.

Year 2 activities

Year 3 and beyond activities

#### 2. Goal:

Needs addressing: Adult Programs

Priority(ies): Programs that target adults in our community

**Year 1 activities:** Provide structured adult computer classes for community members. Increase number of art classes offered to adults at the library to 2x per month.

Year 2 activities

Year 3 and beyond activities

### **3. Goal:**

**Needs addressing: Friends / Volunteer Program**

**Priority(ies): Work to re-invigorate Friends group with project funded by LSTA grant**

#### **Year 1 activities**

If LSTA grant is approved, work with Friends group and Consultant to improve their marketing and recruiting strategy, and help them plan for the future.

#### **Year 2 activities**

Work with Friends to ensure things we learned in year one have are being followed, and that the group is still progressing on meeting their goals.

#### **Year 3 and beyond activities**

Continue to monitor progress, and work with Friends as needed.