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**Waupaca Area Public Library
Planning Committee Meeting
Library Conference Room
Wednesday, December 19, 2018, 5:30 pm
(or immediately following the Library Board Meeting)**

1. Call meeting to order
2. Approval of the agenda
3. Open Meeting Law:

This meeting and all other meetings of the Waupaca Area Public Library Board are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place and agenda of this meeting.

4. Review 2019 Working Plan
5. Adjournment

PLEASE ADVISE THE CITY CLERK'S OFFICE IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS.

Please call the library by 12:00 pm on meeting date if you are unable to attend.

2019 Working Plan Goals and Activities Based on Strategic Plan

Administrative:

Goal: Library Staff and Board will manage resources and make decisions based on the mission, vision, and values.

1. Library staff will evaluate existing programs based on mission, vision and values
2. (By December 31, 2019)
3. Offer continuing education that will allow staff to stay true to mission, vision, and values (ongoing)
4. Provide and maintain resources that help meet mission, vision, and values – (ongoing)

Goal: Hire, train, and maintain staff who can help meet mission, vision and values

1. Management Team will develop competency checklists (By March 30, 2019)
2. Staff will update training manuals
3. Managers, with input from staff, will work to set goals for each department.
4. Management Team will develop an assessment calendar to ensure each staff member is evaluated annually with annual goals for development. (January 2019)
5. All full time staff will be trained to work in other departments to build a cohesive team and to be able to fill in for teammates. (By March 1, 2019)
6. Management Team will provide leadership opportunities for existing staff

Goal: Pursue funding from Portage County

1. Have a meeting for residents identified on the 2018 Portage County Resident Survey to discuss options for approaching local governments for funding.
2. Gain audience with Portage County governing bodies to discuss possible library funding

Goal: Use the new [DPI State Standards](#) to assess library services and programs

Marketing:

Goal: Marketing Committee will utilize all available tools to market library services.

1. Continue utilizing social media to market library services and programs (ongoing)
2. Utilize video to promote the library
3. Update and explore new marketing tools

Literacy

Goal: To provide individuals and families with the tools they need to be successful

1. Provide basic technology support and informal device training for patrons
2. Provide programs that help patrons learn about and better utilize technology
2. Compile a list of technology competencies for staff at all levels
3. Provide training for staff in technologies utilized by library patrons
4. Host an annual Community Read

5. Recruit library champions to create public service announcements
6. Create marketing materials for elections - Infographic based on annual report
7. Host author visits

Services

Goal: Increase access for Library Patrons by utilizing the [DPI Inclusive Services Assessment](#)

1. Examine, change and/or add policies and procedures to create better access (ongoing)
2. Maximize hours of service with minimal impact to Library Budget.
3. Engage patrons in community conversation to assess needs and use resources for the greatest impact
4. Hold a community engagement Exhibit
5. Hold Community Conversations with teens to determine and address needs

Partners

Goal: Utilize community partners to provide services and programs

1. Utilize community partners in program development
2. Connect with retail groups to work on special events and promotions
3. Make and maintain connections with area schools
4. Create a list of volunteer opportunities and use it to recruit, train, and honor volunteers to assist with library programs and services.

Facilities

Goal: Assess ADA Compliance of organization using new DPI Inclusive Services Assessment

1. Provide ADA accessible book drop for Library patrons Create indoor, accessible book drop for returned library materials
2. Look for solution for restroom doors

Goal: Update facilities

1. Carpet meeting rooms and children's offices
2. LED lighting for library spaces
3. Work with City Hall on plan to update library outdoor space. (2018-2020)
4. Plan for digital outdoor sign (2018-2020)

Goal: Finance library projects

1. Update capital plan annually
2. Create a wish list for donations based on facility plans
3. Explore fundraising opportunities

Planning

Goal: Create new strategic plan for library services and programs

1. Assess Community Needs using the Harwood approach
2. Create a five year plan based on input from community