



Lyons Public Library

STRATEGIC PLAN 2022-2027

SECTION ONE: PLANNING SUMMARY

The Lyons Public Library faced many challenges beginning with the COVID-19 pandemic in 2020 and the death of the longtime library director in 2021. The board of trustees helped the library successfully overcome these hurdles. The hiring of a new director allowed the library to have a fresh perspective to reevaluate priorities in the strategic plan. Comments from the Lyons community on issues pertaining to the library coupled with the board's own goals and aspirations, the Lyons Public Library Board of Trustees identify the following three major goals that the library will focus on for the next five years (2022-2027):

- **Priority One:** Optimize the Patron Experience
- **Priority Two:** Develop a Sustainable and Controlled Operating Environment
- **Priority Three:** Continue to Improve the Library Facility

SECTION TWO: IMPLEMENTATION RESPONSIBILITY

Board of Trustees: Responsible for reviewing prior to adopting plan. Once it is adopted, the board will review the plan annually to check progress and make needed adjustments.

Library Director: Coordinate and oversee the development and execution of the strategic plan.

Library Staff: Complete tasks assigned by library director to help fulfill action items.

SECTION THREE: MISSION STATEMENT

Lyons Public Library strives to inform, educate, entertain, and provide resources to the local community to understand the global experience.

SECTION FOUR: GOALS

Priority One: Optimize the Patron Experience

The library will place the patron first in its decision-making process. The library will provide a variety of programs for all age groups that will meet the needs and interests of the Lyons community. The library will be an active and visible participant in community events.

- **Action Item One:** Provide ongoing customer service and technology training to staff beginning in 2023.
- **Action Item Two:** Evaluate existing programs to identify successes and failures by June 2023.
- **Action Item Three:** Survey community members on program wants and needs in the final quarter of each year to help set a focus for developing future programs.
- **Action Item Four:** Establish partnerships with other community groups to offer programming jointly or on the Library's behalf by 2024.
- **Action Item Five:** Determine appropriate staffing requirements in order to manage library events and community outreach, and budget accordingly for fiscal year 2023-2024.

Priority Two: Develop a Sustainable and Controlled Operating Environment

The library will develop a sustainable and controlled operating environment to manage services, collections, programs, and staffing in an effective manner. The library will also evaluate and streamline administrative processes to make daily operations more efficient and to make compliance with state regulations easier.

- **Action Item One:** Review all policies and resolve any issues of noncompliance by December 2022.
- **Action Item Two:** Begin work on a procedure manual for administrative tasks in 2023.

- **Action Item Three:** Focus on human resources by developing staff with training opportunities to help them feel more comfortable in their abilities to perform their duties. Support employees through staff appreciation, fair wages, and benefits such as paid vacations and holidays.
- **Action Item Four:** Enhance collection development by providing a thoughtful, curated, and varied assortment of materials in all formats for the community, keeping abreast of new technologies and offerings.

Priority Three: Continue to Improve the Library Facility

The library facility, which opened for the Lyons community in April 2008, can be improved to enhance services, programs, collections, and the overall patron experience.

- **Action Item One:** Determine the best use of the existing space and make changes that do not require structural work beginning in 2023. This may include rearranging shelving to develop comfortable seating nooks and designated areas for children and teens or repurposing rooms to better accommodate patron and staff needs.
- **Action Item Two:** Develop effective and updated signage for collections and rooms within the library. Create a floor plan of the library for patron use by December 2023.
- **Action Item Three:** Finalize a master plan for the facility by 2023. Determine priorities and develop a phased approach for structural changes by 2024.
- **Action Item Four:** Research, locate, and apply for funding such as grants and fundraising initiatives.

Approved October 18, 2022, by the Lyons Public Library Board of Trustees