

Crook County Public Library System Strategic Plan

Prepared and Submitted by

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Mission Statement

The Crook County Public Library System enables the residents of Crook County to cherish their history and expand their personal horizons, through free and easily accessible information and services.

Goals:

Programming

Completion Date: Ongoing

Continue to offer historical and children's programs in the three libraries.

Add community education classes:

Teens – life preparation courses (cooking, financial, securing future, insurance, credit, basic vehicle maintenance, how to do laundry, drivers license, electronics, video/photo editing)

Adults – cooking, canning, retirement/estate planning, social security, home repairs, vehicle repairs, travel, hunting, fishing, how to apply for licenses, tax preparation, investing, quilting, painting, Sip 'n' Paint.

Makerspaces/programs – 3D printers, Little Bits, robots, etc.

In addition to the programs previously mentioned, create additional programs that would be of interest to men.

Customer Service

Our patrons are not an interruption of our work; they are our work.

Update Technology

Completion Date: Ongoing as funds are available

Continue to replace computers, laptops, electronic reading devices, tablets, and software in the three library branches.

Work with the State Library or other libraries to receive training for staff and board members on using online books.

Host webinars for the public to attend.

Continue to encourage staff to utilize a variety of free and paid programming.

Board meeting minutes will be scanned for permanent storage.

Salary Increase for Library Staff

Completion Date: Spring 2015

Continue to follow up and advocate to the County Commissioners for an increase in library staff member's salaries.

Members of the Library Board presented the following method to use when calculating Library Staff's salary: $\text{base pay} + \text{time} + \text{position} = \text{salary}$.

Marketing

Website

Completion Date: Ongoing

Continue to utilize and update the Crook County Library's website. Each branch has access and the ability to manage their specific page.

E-mail Campaign

Completion Date: Ongoing

At each library branch create an e-mail sign up sheet for individuals who would like to receive information about programs, books and events via e-mail.

A staff member(s) will be assigned to manage the e-mail list serve as well as distribute the information when appropriate.

Facebook Page

Completion Date: Ongoing

Continue to utilize the Library Facebook pages to advertise programs, books, and events.

Print Media: Newspapers and Flyers

Completion Date: Ongoing

Continue to submit articles, program, and activity descriptions to the local newspaper for publicity.

Continue to create and distribute flyers to promote programs and activities

Develop New Partnerships with Different Entities

Completion Date: Ongoing

Initiate contact with a variety of entities and individuals located in Crook County in pursuit to generate opportunities for collaboration and partnerships.

Staff members working in the Crook County Library system will remain aware and receptive to developing relationships between the library and various entities. Suggested partners were: Game Warden, Game and Fish (Hunter Safety program), Crook County Museum District, Daycares and Preschools, Schools, and Churches).

For groups who are interested in using a meeting room, staff will display available resources within the library and/or offer their assistance in finding additional resources in hopes individuals will use the library more frequently.

Buildings and Grounds

Hulett:

Completion Date: 2015

Continue to rearrange the layout of the library to create a space that is more accessible and user friendly for patrons and staff.
New blinds, new book drop, and air conditioner needed.

Sundance:

Completion Date: Ongoing

The building needs to be brought up to code making the library ADA compatible.

It has been suggested that on the North side of the building the side walk and curb needs to be redone creating diagonal parking spaces for patrons and staff, the City and County are working together on this project.

Completion Date: 1-5 Years

Additional repairs that need to be made to the building include: new windows (grants available to apply for to cover costs), new blinds, new carpeting, shelving/seating in teen section, and replace chairs.

Expanding the physical library building.

Moorcroft:

Fix the drainpipes, a leak has occurred.

Completion Date: Ongoing

Awaiting recommendations from the architect regarding the proposed space.

Completion Date: 2-5 Years

If new community center project fails to proceed, either find new building or need to make major repairs to current building.