1. **Strategic Plan**
   Develop a strategic plan for the WCPL System to include a vision statement, a mission statement, and specific goals to carry out the plan. The strategic plan will be developed by a committee consisting of the director, staff, and board members, following the ALA guidelines (see link below). *(April 2021)*
   - Collaborate with staff committee and board committee to develop and write a Strategic Plan, report on status of plan at each monthly board meeting
   - Include long and short-term goals reflecting community needs
   - Survey community, patrons, and staff to gather input (needs and suggestions)

2. **Technology Plan** -- **Review and Update**
   Collaborate with County IT quarterly to review status of technology needs, goals, and update plan. Provide quarterly updates to the board. *(November 2020, February 2021, May 2021)*
   - Written evaluation of status, funding of pc replacement
   - Include procedures for assessing technology needs
   - Plan and communicate technology services to public
   - KACE and Envisionware -- Update status

3. **Staff/ Organization** – Meet with an appointed committee of board members to review the staff and organizational structure of the main library and all of the branches. Review staff assignments, job descriptions.
   - Organizational Review -- board /staff committee-- *(date to be determined)*
   - Branches – Review staff, hours, circulation, program info, and present report to board
     Include needs, changes *(November 2020)*
   - Develop an evaluation plan for staff, and a written grievance procedure for employees.
     Communicate plan and procedures to staff *(January 15, 2021)*

4. **Policy/Procedures Manual** *(May 2021)* update complete
   - Review, determine sections to be updated, and present to board for approval *(February, 2021)*

5. **KOHA** *(January 2021)*
   - Assess current status of ILS
   - Determine pros and cons of KOHA
   - Formulate written plan for future ILS (with KOHA, new ILS system) as funding is available
   - Monthly updates at board meeting
6. **Mayor's Challenge** – Increase number of card holders (December 2020—May 2021)
   - Issue and present a library card / introductory packet to commissioners, town and county leaders (December 31, 2020)
   - Evaluate and expand PR events/activities to promote the library
   - Develop outreach to community groups (Rotary, Franklin Tomorrow, County Officials, etc.) to promote the library/cards
   - Explore steps to work with Parks and Rec to tie library availabilities (book kiosks?) to P&R facilities
   - Develop survey to gather input from non-library community as to needs, etc.
   - **Develop and implement an outreach plan to schools**

   **Note:**
   - Raising cardholders by 1% -- would be met
   - Raising cardholders by 2% -- would be exceeded
   - Raising cardholders by 3%-- outstanding

7. **Patron Self-Checkout Station** (November 2020)
   - Assess current patron usage as a baseline - determine what % of main library items are self-checked (Holds2Go and digital circulation excluded)
   - Evaluate need for additional station
   - Recommendation