Emery County Library System 2022 - 2025 Strategic Plan

Mission Statement

The mission of the Emery County Libraries is to provide people of all ages and backgrounds free and open access to a broad range of resources and services for lifelong learning, spaces and opportunities to gather and connect, and to foster a love of reading.

Vision Statement

We strive to enrich the communities of Emery County by empowering all residents with impartial and inclusive access to a wide range of resources, services, and programs to support lifelong learning. We are the welcoming heart of each of the communities in Emery County where anyone may come to think, learn, discover, create, share, and connect. We bring people together to find, share, and create information and knowledge and connect with others in a safe space.

Values

- **Service** - Emery County Libraries are community hubs that are an essential part of each community.

- **Connection** - Emery County Libraries are partners in community enrichment.

- **Inclusion** - Emery County Libraries are safe spaces where differences are celebrated and supported.

- **Lifelong Learning** - Emery County Libraries encourage and promote personal growth at all ages.

- **Sustainability** - Emery County Libraries are committed to maintaining our eight branch libraries and preparing our facilities for the future.

Value-Aligned Goals and Projects

1. **Service - Emery County Libraries are community hubs that are an essential part of each community.**

   Goal 1.1: Increase accessibility of services at Emery County Libraries

   Projects:

   1. Return to extended hours (including 11 evening/weekend hours)

   2. Operate iHubs with 24 hours per day access

   3. Create new website that is easy for the public to navigate and use

   4. Catalog cleaning project to populate ghost records, remove duplicate records, associate images with all records, and overall improve the quality of the library catalog

   5. Clean the card catalog (including filling out ghost records, removing duplicates, tying records to images, etc.)

   6. Green River Library (including DMV) open 5 days per week

   Goal 1.2: Increase public awareness of all services at Emery County Libraries

   Projects:

   1. Promote programming through publicizing newsletters on public bulletin boards and utilizing multiple social media platforms

   2. Increase volunteer opportunities in libraries

   3. Expand website to highlight new programs, services, and resources

   4. Participate in Emery County Fair to highlight resources, services, and programs at the libraries

   5. Participate in community celebrations as community libraries

Value-Aligned Goals and Projects

2.   Connection - Emery County Libraries are partners in community enrichment.

Goal 2.1: Create ongoing partnerships between Emery County Libraries and government, local organizations, and community partners

Projects:

1.   Partnerships with Emery County Departments (i.e., Aquatic Center, Archives, Courts, DMV, EMS, San Rafael Health and Rehabilitation, Senior Centers, Sheriff's Office, Travel Department, etc.)

2.   Partnerships with local organizations (i.e., 4H, Family History Center, Emery County Business Chamber, etc.)

3.   Partnerships with community partners (i.e., Emery County School District, Rural Utah Child Development, Early Intervention, etc.)

4.   Partnerships with State organizations (i.e., Utah State Library Division (USL), Utah State University (USU), Utah Education and Telehealth Network (UETN), etc.)

Goal 2.2: Create opportunities in arts, culture, education, and connection for the enhancement and well-being of the community at Emery County Libraries

Projects:

1.   Develop experiential learning opportunities through active and passive programming that facilitates enrichment of the community

2.   Create system-wide initiatives to connect communities in Emery County through the libraries

Emery County
LIBRARIES

Value-Aligned Goals and Projects

3. **Inclusion - Emery County Libraries are safe spaces where differences are celebrated and supported.**

   Goal 3.1: Continue making Emery County Libraries safe spaces for everyone

   Projects:

   1. Install cameras on the exterior of libraries where ballot boxes are located and interior of libraries to assist library staff in monitoring the libraries

   2. Include safety topics in staff development including monthly safety minutes to increase awareness of safety sensitive issues and facilitating an annual conversation with Emery County Sheriff's Office regarding safety issues

   3. Install AED machines in libraries and continually train staff on use and additional life saving techniques

   Goal 3.2: Adapt Emery County Library facilities to make them accessible to all

   Projects:

   1. Removed uneven concrete at Huntington Branch Library and create an entrance to the library that is compliant with Americans with Disabilities Act (ADA) standards

   2. Update signage outside and within the libraries to comply with ADA standards

   3. Evaluate floor plans, furniture, equipment, and fixtures within libraries to maximize accessibility for all people, and create plans for reorganization

   Goal 3.3: Create safe digital spaces within Emery County Libraries as well beyond the libraries' walls

   Projects:

   1. Maintain dynamic filtering within the libraries with an option to disable the filter when requested by adults, and install filtering software on all circulating laptops and iPads

   Goal 3.4: Create programming that celebrates and supports differences

   Projects:

   1. Include depictions of varied people, cultures, experiences, etc. in story times and programming to include as many as possible

   2. Develop active and passive programming that celebrates differences

Value-Aligned Goals and Projects

4. **Lifelong Learning - Emery County Libraries encourage and promote personal growth at all ages.**

   Goal 4.1: Provide access to varied resources promoting equity, diversity, and inclusion at and through Emery County Libraries

   Projects:

   1. Incorporate resources into each libraries' collections for people and groups not previously included in the collections

   2. Encourage use of interlibrary loan services to facilitate access to a larger pool of resources

   Goal 4.2: Create opportunities for people to think, learn, discover, create, share, and connect freely at Emery County Libraries

   Projects:

   1. Increase active programming for all ages at all locations by setting minimum active programming requirements based on intended audiences

   2. Increase passive programming for all ages at all locations by setting minimum passive programming requirements based on intended audiences

   3. Develop and maintain maker carts/spaces at libraries

   4. Create and maintain a Library of Things collection (including varied mobile devices)

   Goal 4.3: Encourage Emery County Libraries staff to develop professional networks and actively engage in continued education on an ongoing basis

   Projects:

   1. Provide staff opportunities to meet, share knowledge, and collaborate in-person and in digital spaces

   2. Create mentorship opportunities for new staff to learn from experienced staff

   3. Provide staff opportunities to attend professional conferences and workshops

   4. Encourage staff to participate in online training opportunities

Value-Aligned Goals and Projects

5. **Sustainability - Emery County Libraries are committed to maintaining our eight branch libraries and preparing our facilities for the future.**

Goal 5.1: Maintain Emery County Libraries facilities through scheduled maintenance and schedule replacement of fixtures, equipment, furniture, and grounds

Projects:

1. Annually inspect all facilities and evaluate the status of all equipment, furniture, fixtures, etc. for upcoming year

2. Create and implement fixture and equipment replacement schedule

3. Evaluate all library grounds (including landscaping and sprinkler systems) and develop a plan for sustainability

4. Identify and resolve issues regarding property boundaries

Goal 5.2: Implement long-term cost saving strategies to increase long term viability of Emery County Libraries

Projects:

1. Explore opportunities to reduce recurring monthly costs such as Voice Over Internet Protocol (VoIP) for phone service, UETN circuits for internet services, replacing propane with natural gas, solar panels, etc. and implement strategies

2. Explore opportunities for cost-saving measures such as programmable thermostats, replacing windows, adding insulation to buildings, removing fixtures no longer in use, etc. and implement measures

Goal 5.3: Maintain up-to-date technology and online resources for Emery County Libraries' patrons and staff

Projects:

1. Replace staff computers with laptops with docking stations and monitors

2. Create and implement replacement schedules for patron desktop computers, mobile devices, and staff computers

3. Evaluate library management system and explore options for better usability for patrons and staff

4. Test website links monthly and fix issues with website as they are identified

Emery County
LIBRARIES

This Emery County Library System 2022 - 2025 Strategic Plan (including Emery County Library System 2022 - 2025 Strategic Plan Table) is hereby adopted on the 8th day of June, 2023 by the Emery County Library Board.
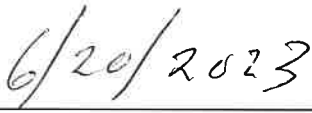
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Library Director

06/08/2023
_____
Date

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Library Board Chair

06/15/2023
_____
Date

_____
Commissioner

6/20/2023
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Date

Approved by Emery County Commision on the 20th day of June, 2023.

EMERY COUNTY LIBRARY SYSTEM STRATEGIC PLAN 2022 - 2025

FOCUS AREA	2022	2023	2024	2025

SERVICE Emery County Libraries are community hubs that are an essential part of each community.	• return to extended hours at four locations
	• soft open iHubs
	• **PUBLIC AWARENESS**
	  ○ new website
	  ○ promote programming by publicizing newsletters on public bulletin boards in communities, posting on social media, and using town newsletters
		• iHubs open with policy
		• libraries participate in Emery County Fair
		• **PUBLIC AWARENESS**
		  ○ expand website
		  ○ begin using Canva to assist with social media
			• Green River Library/DMV open 5 days per week
			• expand volunteer opportunities at libraries
			• libraries participate in Emery County Fair and 4 libraries participate in community celebration
			• return to extended hours at all locations
			• **PUBLIC AWARENESS**
			  ○ expand website
			  ○ libraries expand social media presence to one new platform
				• libraries participate in Emery County Fair and each library participates in community celebration
				• **PUBLIC AWARENESS**
				  ○ expand website
				  ○ libraries find additional platform/service to increase access to information regarding resources, programming, and events

CONNECTION Emery County Libraries are partners in community enrichment.	• **PARTNERSHIPS**
	  ○ RUCD: parenting classes
	  ○ Aquatic Center: Summer Reading Pool Party
	  ○ Family History Center: Family History Hour at Castle Dale Branch Library and Orangeville Branch Library
	• **COMMUNITY ENRICHMENT**
	  ○ increased adult programming focused on community interests
		• **PARTNERSHIPS**
		  ○ Early Intervention: Music and Movement Classes
		  ○ RUCD: Early Head Start story time and information
		  ○ Emery County EMS: CPR and First Aid courses
		  ○ 4H: hosting meetings at libraries
		  ○ Travel Department: resources regarding local attractions at libraries
		• **COMMUNITY ENRICHMENT**
		  ○ art passport project in all libraries
			• **PARTNERSHIPS**
			  ○ Each library develops and maintains partnership with government, local organizations, and community partners
			  ○ Archives: Tell Our Story program
			  ○ UETN: internet circuits
			  ○ Senior Centers: programs + book delivery
			  ○ USU Extension Office: landscaping classes
			  ○ Emery County School District: meet quarterly with administrative team
			• **COMMUNITY ENRICHMENT**
			  ○ increased children/young adult programming based on interests, culture, and art
				• **PARTNERSHIPS**
				  ○ Each library develops and maintains partnership with government, local organizations, and community partners
				  ○ San Rafael Health and Rehabilitation: programming and resource sharing
				  ○ Courts: Self-Help Training for staff
				  ○ Emery County Business Chamber:
				  ○ USL: in-person training for staff
				• **COMMUNITY ENRICHMENT**
				  ○ increased general audience/multigenerational programming based on interests, culture, and art

INCLUSION Emery County Libraries are safe spaces where differences are celebrated and supported.	• annual meeting with Emery County Sheriff's Office to discuss safety at all libraries • install exterior video cameras • monthly safety minutes • update filtering on library network	• Huntington Branch Library ADA entrance • install interior video cameras • implement filtering on circulating mobile devices • AED Machines at Elmo Branch Library and Emery Branch Library • incorporate depictions of varied people, cultures, experiences, etc. in story times	• exterior signage (comply with ADA standards) • Castle Dale Branch Library ADA entrance • evaluate floor plans, furniture, equipment, and fixtures within libraries to maximize accessibility for all people, and create new plans for reorganization/replacements • incorporate depictions of varied people, cultures, experiences, etc. in programming	• interior signage (comply with ADA standards) • implement reorganization plans and phase one of replacements • develop active and passive programming that celebrates differences

EMERY COUNTY LIBRARY SYSTEM STRATEGIC PLAN 2022 - 2025

FOCUS AREA	2022	2023	2024	2025
LIFELONG LEARNING Emery County Libraries encourage and promote personal growth at all ages.	- incorporate diverse books + books written in non-English languages in collections - promote interlibrary loan services to meet the needs of patrons - maker carts at Castle Dale Branch Library and Emery Branch Library **PROGRAMMING** - ACTIVE: all libraries offer at least 1 unique children's programs and 1 adult program per month - PASSIVE: all libraries offer at least 1 unique passive program per month **DEVICES** - Kindles, Fire tablets, business iPads, hotspots, chromebooks $1,000.00 added for device replacement - Fund 33% of hotspot costs **STAFF** - create mentorship opportunities - encourage staff to participate in online trainings	- incorporate books from diverse books list into collections - maker carts at Huntington Branch Library and Orangeville Branch Library - create Library of Things **PROGRAMMING** - ACTIVE: all libraries offer at least 2 unique children's programs and 1 adult program per month - PASSIVE: all libraries offer at least 2 unique passive programs per month **DEVICES** - Kindles, Fire tablets, iPads, hotspots, chromebooks, laptops $2,000.00 added for device replacement - Fund 67% of hotspot costs **STAFF** - provide all staff an opportunity to meet, and collaborate at least once per year - create ULA conference attendance schedule - provide staff opportunities to attend professional conferences and workshops	- designate a set amount of each libraries' collection development funds for use to purchase diverse books - maker carts at Elmo Branch Library and Green River Branch Library - add 10 items to Library of Things **PROGRAMMING** - ACTIVE: all libraries offer at least 3 unique children's programs, 1 teen program, and 2 unique adult programs per month - PASSIVE: all libraries offer at least 3 unique passive programs per month - Digital ME! **DEVICES** - Kindles, Fire tablets, iPads, hotspots, chromebooks, laptops $2,000.00 added for device replacement - Fund 100% of hotspot costs **STAFF** - provide all staff opportunities to meet and collaborate at least twice per year - provide staff opportunities to attend professional conferences and workshops	- audit collections for diversity - provide all staff opportunities to meet, share knowledge, and collaborate at least twice per year - maker carts at Cleveland Branch Library and Ferron Branch Library - add 10 items to Library of Things **PROGRAMMING** - ACTIVE: all libraries offer at least 3 unique children's programs, 1 teen program, and 2 unique adult programs per month - PASSIVE: all libraries offer at least 4 unique passive programs per month **DEVICES** - Kindles, Fire tablets, iPads, hotspots, chromebooks, laptops $2,000.00 added for device replacement - Fund 100% of hotspot costs **STAFF** - provide librarians and assistants a work day to meet and collaborate once per year - provide staff opportunities to attend professional conferences and workshops
SUSTAINABILITY Emery County Libraries are committed to maintaining our eight branch libraries and preparing our facilities for the future. TOPICS Facilities management Sustainable Landscaping Windows Convert GR to natural gas	- annually inspect all facilities and replace/repair/maintain as needed - AC: Castle Dale Branch Library - carpet: Elmo Branch LIbrary - exterior lights: Huntington Branch Library - fountain: Cleveland Branch Library - sprinkler systems: all - trees: Cleveland Branch Library and Ferron Branch Library - water heaters: Green River Branch Library and Orangeville Branch Library - identify property boundaries under dispute - replace librarians computers with laptops with docking stations with monitor	- annually inspect all facilities and evaluate status of all equipment and fixtures - Emery Branch Library roof - Huntington Branch Library concrete - create and implement fixture and equipment replacement schedule - resolve boundaries for Castle Dale Branch Library and address landscaping - reduce recurring monthly costs - VoIP phones - Green River Branch Library to natural gas - cost-saving measures - programmable thermostats - ceiling fans - test website links monthly and fix issues - create and implement replacement schedule for patron desktop computers	- annually inspect all facilities and evaluate status of all equipment, fixtures, and furniture - evaluate grounds & develop sustainability plan - Ferron Branch Library landscaping - implement fixture and equipment replacement schedule - Castle Dale Branch Library: carpet, fountain, water heater - Green River Branch Library: AC - resolve boundaries for Elmo Branch Library - reduce recurring monthly costs - Green River Branch Library solar panels - UETN Internet - cost-saving measures - removing fixtures no longer in use - add insulation to Castle Dale Branch Library	- annually inspect all facilities and evaluate status of all equipment, fixtures, and furniture - implement grounds sustainability plan - Elmo Library landscaping - implement fixture and equipment replacement schedule - Orangeville Branch Library: HVAC - Emery Branch Library: carpet, fountain, water heater - cost-saving measures - window replacement schedule - add insulation to Emery Branch Library - create and implement replacement schedule for staff computers - create and implement replacement schedule for staff computers - evaluate library management system software