

Weston Public Library

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Annual Library Service Plan

Fiscal Year 2015-2016

Weston Public Library Vision:

Weston Public Library's staff and board support our mission to serve the greater Weston community through:

- Outstanding patron service
- Library collections that meet the needs of our community and encompass a wide range of thought and expression
- Incorporation of current information technology
- An inviting and user friendly facility
- Active involvement in the community
- A wide range of youth and adult programming
- Training of staff, board and volunteers

Weston Public Library Mission:

The Weston Public Library's mission is to serve the people of Weston and the surrounding area by providing relevant library materials, quality programming for children and adults, and technology resources in a user friendly atmosphere, thereby strengthening our community through individual, family, economic, and community development.

Introductory Comments:

For Annual Library Service Plan purposes in fiscal year 2015-2016, Weston Public Library will focus on the following three priorities. They are (1) Training, (2) Technology, and (3) Community Relations. These three priorities are specifically listed in the Weston Public Library vision statement.

Direct costs for these programs will not use all of the funds the City of Weston receives from UCSLD. However, personnel costs alone needed to provide library service to the community consume more than our total UCSLD funds. This can be determined by examining the Weston City budget or audited financial report.

1. Training

Focused on identifying and providing specific training needed by staff, board and volunteers that will strengthen skills, services, and programs.

Objective 1: Director attends at least one significant library conference

Activities

- Library budgets for all or some cost of conference attendance
- Library budgets for all or some cost of substitute library clerk
- Director makes arrangements and attends conference

Objective 2: Director completes at least one live or online training per month

Activities

- Director identifies and completes available training monthly

Objective 3: Library Board members attend governance training

Activities

- Staff and board identifies training as it becomes available
- Board participates in training

2. Technology

Focused on significantly increasing web presence and technology resources to provide rural community access to the Internet, jobs, and skill learning.

Objective 1: Computer printing for patrons and staff is improved

Activities

- Purchase laser printer for patron and staff use
- Accommodate printing from patron's laptops

Objective 2: Computer training for adults in the library is expanded

Activities

- Promote and offer individual and small group basic computer training
- Train adults in the use of Sage library catalog to manage their accounts
- Research available resume templates and assist patrons in their use

Objective 3: Communication with patrons via social media is increased

Activities

- Post new library acquisitions to Facebook
- Respond to Facebook comments asap
- Post to Facebook schedule changes, programs, and items of interest daily
- Keep current with updates to Library website

3. Community Relations

Focused on establishing the library as a vital presence in the community.

Objective 1: Library hosts rotating art displays

Activities

- Library Director creates an Art Exhibit Policy and submits to Library Board for approval
- Library Board appoints an Art Exhibit Coordinator (AEC)
- Staff and AEC oversee the installation and dismantling of art exhibits
- Staff promotes Art Exhibits in monthly newsletter

Objective 2: New baby packets are delivered to families

Activities

- Purchase board books suitable for babies
- Compile board books into packets which include library information
- Seek out families with new babies and deliver packets to their homes

Objective 3: Host "One Book, One Community" reading event

Activities

- Staff selects a book with input from Library Board
- Program is advertised and promoted
- Copies of chosen title are purchased
- Copies are distributed
- Book discussion/program is scheduled and conducted

Objective 4: Library staff participates in City of Weston functions

Activities

- Library Director will attend all City Council meetings
- Library Director will participate in City budget proceedings
- Library Director will attend City employee meetings
- Library Staff, volunteers, and Board members will participate in City events, such as Pioneer Picnic and Potato Show
- Library Staff will help with special city projects, as needed

Objective 5: Monthly Library Newsletter, *Library Page*, is published

Activities

- Library Director will create monthly newsletter
- Newsletter will be published in the City newsletter
- Newsletter will be posted to the Library website
- Newsletter will be electronically distributed to readers
- Newsletter will be available in paper copy at the library