



Plum Creek Library System

STRATEGIC PLAN

Plan Name
2023-2026 Plan

Overall Plan Champion
Elizabeth Hoffman

Section 1: Compass

Mission Statement

The mission of Plum Creek Library System is to support and collaborate with its member libraries to provide excellence in library services.

Vision Statement

Our vision is that the Plum Creek Library System will be a catalyst for improvement and growth by providing leadership and facilitating access to resources, advocacy, professional development, technology, and support services.

Plum Creek Library System Values

- Intellectual Freedom
- Equitability and Accessibility
- Member Library Autonomy
- Literacy and Education
- Collaboration

Section 2: Actions

Focus Area I: Operations

Focus Area Champion: Director

Focus Area Vision:

We will evaluate the current workflow processes and job duty assignments and then work to document and streamline our operations.

Goal A FINANCE PROCEDURE: To develop a plan to transition finance processes with the upcoming retirement of our Fiscal Administrator.

Not Started	Due Date: None	Goal Champion: Finance Administrator	Goal Key Team Members: IT Admin
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Goal B AUTOMATION: We will create online procedural manuals for cataloging and standard PCLS circulation and make them available to the member libraries.

Not Started	Due Date: None	Goal Champions: IT Admin and Cataloger	Goal Key Team Members: None
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Focus Area II: Continuing Education

Focus Area Champion: Director

Focus Area Vision:

Staff and board members at PCLS and at member libraries will have the opportunity to grow skills that will enable them to better support library users.

Goal A ADVOCACY: Provide member library staff and board members with support and training to build advocacy skills for public library service in their communities. With discussion and networking opportunities offered a minimum of twice annually.

Not Started	Due Date: None	Goal Champion: Director	Goal Key Team Members: None
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Goal B MARKETING MATERIALS: Increase awareness and usage of the materials resources and databases available through PCLS to the public library users in the region. Annual survey of patrons with results reviewed in November. Provide graphic marketing materials to member libraries. Support member libraries in their advocacy to political stakeholders in their communities. Provide news releases and communication with the press. Update our regular contact lists.

Not Started	Due Date: None	Goal Champions: ILL Coordinator and Program Coordinator	Goal Key Team Members: None
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Goal C MEMBER LIBRARY SUPPORT: Facilitate regular roundtable discussions between member libraries to discuss policies, programming, and library services. Add virtual meet-ups to the calendar.

Not Started	Due Date: None	Goal Champions: Director and Program Coordinator	Goal Key Team Members: None
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Goal D BOARD DEVELOPMENT: Incorporate educational resources into the regular board meeting. Annually review new board member onboarding process. Survey board members for topics.

Not Started	Due Date: None	Goal Champion: None	Goal Key Team Members: None
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Focus Area III: Diversity, Equity, and Inclusion

Focus Area Champion: Director

Focus Area Vision:

We will have a documented, well-implemented, and tracked diversity, equity, and inclusion plan for our collections and programming. Provide resources to help member libraries discover diverse programming and collections.

Goal A ACCESS TO RESOURCES: Increase access to the works of authors from diverse backgrounds, including materials in multiple languages in our Overdrive collections.

Not Started	Due Date: None	Goal Champion: ILL Coordinator	Goal Key Team Members: None
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Goal B SUPPORT SERVICES: Update Arts and Cultural Heritage reporting to include ways that PCLS and its member libraries promotes the work of Minnesota authors, including authors from diverse backgrounds. Seek out more diverse authors and programming ideas to share with the libraries.

Not Started	Due Date: None	Goal Champion: Program Coordinator	Goal Key Team Members: IT Admin
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Goal C CONTINUING EDUCATION: Provide training on resources and support to member libraries to evaluate their community needs to understand how to build diversity into their collections.

Not Started	Due Date: None	Goal Champion: None	Goal Key Team Members: None
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Focus Area IV: Technology

Focus Area Champion: Director

Focus Area Vision:

PCLS will establish a comprehensive technology plan that advance access to technology in libraries and through our web based systems.

Goal A WEBSITES AND ONLINE CATALOG: Research and seek accessible options for updates to PCLS supported library catalog and websites. Review of records in the online catalog to ensure that information is displaying correctly. Clean up older records.

Not Started	Due Date: None	Goal Champions: Program Coordinator and ILL Coordinator	Goal Key Team Members: None
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Goal B E-RATE: Increase use of Category 2 Federal E-Rate program to provide funding for internet access in the libraries and educate member libraries on the use of E-Rate Category 2. The E-rate program provides discounts to assist libraries in the United States to obtain affordable high-speed Internet and telecommunication services. Category 2 provides funding for internal connections needed for broadband access. Provide information to member libraries on E-Rate.

Not Started	Due Date: None	Goal Champion: None	Goal Key Team Members: IT Admin and Finance Administrator
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Goal C NEW TECHNOLOGY: Research and assess technology for public use that best meets the needs of our communities that could be funded with Regional Library Telecom Aid from the state. Survey member libraries and patrons.

Not Started	Due Date: None	Goal Champions: ILL Coordinator and IT Admin	Goal Key Team Members: None
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