

*Township of
Leeds and the Thousand Islands Public Library
Strategic Priority - Actions and Timelines*

Popular Resources...responding to what you want to see in your library

Strategic Action	2008	2009	2010	2011	2012	Implications
* Create a new 5 year collection development plan with special attention given to audiovisual, large print, junior and young adult; strive for an average collection age of 10 years yet balance the survey requests for more books etc	✓					CEO to prepare Board approval
* Increase the collection budget 10% per year to augment best selling titles, audio-books, music, movies, language learning kits, large print, young adult resources	✓	✓	✓	✓	✓	Annual budget
* Add 50 new large print titles per year to the collection; use the McNaughton lease to improve this collection		✓	✓	✓	✓	Annual budget
* Add 3 new magazine and/or newspaper selections per year; priority given to Lyndhurst, Seeley's Bay and Escott		✓	✓	✓	✓	Annual budget
* Increase the number of public computers as space allows; Lansdowne as a priority due to heavier usage; additional stations for Lyndhurst for lifelong learning workshops		✓	✓	✓	✓	Annual budget & possible grant funding 2009
* Showcase and expand the local history collections as resources become available	✓	✓	✓	✓	✓	Allocate existing collection dollars
* Develop reader's advisory aids for patrons	✓		✓		✓	Empower staff
* Enhance staff reader's advisory skills through available workshops	✓		✓		✓	Earmark current training dollars

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Library Spaces & Accessibility...striving for welcoming, safe living and learning places

Strategic Action	2008	2009	2010	2011	2012	Implications
* Assess and address all library accessibility issues in coordination with Township; include accessibility factors in the 10 year capital plan	✓	✓	✓	✓	✓	Board, CEO, Township to plan and budget
* Examine existing spaces; reorganize collections and furnishings to improve accessibility and ergonomics at Escott, Seeley's Bay and Lyndhurst	✓	✓			✓	CEO and branch staff to coordinate and implement
* Add interior and exterior signage at all branches for improved marketing and accessibility	✓		✓		✓	CEO and branch staff to plan and budget
* Increase advocacy for new Lansdowne facilities as submitted to Township Council, December 2007 in our "Daring to Dream of New Doors to Open" planning document	✓	✓	✓			Board and CEO; Facility planning budget
* In the event that the Lansdowne Branch occupies the current municipal offices, advocate for an addition to ensure the facility complies with Ontario Public Library Standards for library space as established by ARUPLO				✓	✓	Board and CEO; Facility planning budget
* Examine the requirements for future space additions and/or new facilities for Lyndhurst and Seeley's Bay; reflect needs in the 10 year capital plan	✓	✓				Board, CEO, staff; budget as needs/ plans require

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Service Hours & Staffing...open doors to open access!

Strategic Action	2008	2009	2010	2011	2012	Implications
* Create and circulate a service hours survey that examines the current distribution of hours and the addition of new blocks of open public hours	✓					CEO to prepare Board approval
* Increase and redistribute service hours as survey results suggest and as budget allows; priority to be given to Seeley's Bay and Lyndhurst as per 2007 general survey	✓	✓	✓	✓	✓	Board, CEO and annual budget
* Adjust staff hours and/or hire staff as increased open service hours are gradually introduced throughout the system	✓	✓	✓	✓	✓	CEO and annual budget

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Public Relations & Marketing...making sure you know everything about your Library

Strategic Action	2008	2009	2010	2011	2012	Implications
* Create new, improved in-house flyers, pamphlets, book-marks etc to promote all of our resources and services; in particular, focus on our on-line catalogue and information databases	✓	✓	✓	✓	✓	CEO and staff
* Broaden our newspaper and other external media advertising options	✓		✓		✓	CEO, program and project coordinators; annual budget
* Initiate contact, participate, reach out to as many community groups and events as budget and staffing time allow	✓	✓	✓	✓	✓	Board, CEO, staff, annual budget
* Concentrate promotion to our summer residents especially to increase awareness of our internet/wireless services	✓	✓	✓	✓	✓	Board, CEO, staff
* Attract and convert the “never use, don’t need”; for example, encourage a “bring a friend day” or plan an “open doors” event	✓		✓		✓	Board, CEO, staff
* Evaluate our website (new 2008) and refresh design and marketing value if required		✓		✓		Board, CEO, staff, annual budget

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**Lakes and Islands Lifelong Learning Project...
partnering with community and professional colleagues
to empower rural outreach through library programmes and services**

Strategic Action	2008	2009	2010	2011	2012	Implications
* Proceed with the action plans and timelines as outlined in the Lakes and Islands Lifelong Learning Strategic Plan as Board approval and budgets allow	✓	✓	✓			Joint Library Boards and CEOs
* In the event the OLES grant is approved, adjust the Lakes and Islands Lifelong Learning action plan and timelines to conform with the grant requirements	✓	✓	✓			HRSDC administrative grant framework to be followed
* Evaluate the successes and challenges of the project; pending the completion of the grant funding determine if the project's programmes and required staffing resources will be sustained and incorporated into the library's operating budget		✓	✓	✓	✓	Board and CEO; annual budget

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Library Board Planning...we're always planning to make your Library the best it can be!

Strategic Action	2008	2009	2010	2011	2012	Implications
* Accreditation: renew the Lansdowne Branch Accreditation (2004); achieve accreditation for Lyndhurst and Seeley's Bay Branches	✓	✓				Board, CEO, staff, annual budget
* Create new and renew reciprocal borrowing agreements with neighbouring Townships and their libraries	✓					Board, CEO
* Create a 10 year Asset Management Plan in coordination with Township: capital implications for buildings, furnishings, equipment and technology; review annually	✓	✓	✓	✓	✓	Board, CEO, annual budgets
* Evaluate performance measurements and ethical service issues around the future of the Escott Branch	✓	✓	✓	✓	✓	Board, CEO, budget
* Investigate introducing a Bookmobile service; address the 2007 general survey responses identifying under-served, transportation- challenged areas of the Township				✓	✓	Board, CEO; budgets
* Initiate, plan and implement a local history digitization project with partnerships and the pursuit of grant funding		✓	✓	✓		Board, CEO
* Accountability and evaluation: monitor, review, adjust and report progress annually or as required	✓	✓	✓	✓	✓	Board, CEO

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