

**GENEVA PUBLIC LIBRARY DISTRICT  
FY 2015-16 Goals and Objectives Synopsis**

Initiative	Goal	Objective	Action Item	Status	Measurement	
F L E X I B L E  S P A C E	1. Efficiently used, engaging spaces	1A. Provide comfortable furnishings	Develop collaboration space	Near completion	Library visits increased; positive patron feedback regarding new furnishings and arrangements	
			Facilitate mobile computing	Complete		
			Provide quiet study/reading space	Complete		
			Dispose unused furniture and clutter	Ongoing		
		1B. Improve usability of limited use spaces	Multiple uses of YS Program Room	Complete		Room usage increased; circ desk staffing reduced by 4 hours per week; additional work needed on service desks and meeting room
			Rebrand Ref Desk	Ongoing		
			Reduce space for RA Desk	More work needed		
			Consolidate Circ Desks	Complete until further construction/action		
	2. Safety-conscious facility	2a. Ensure building and grounds are properly maintained	Budget for capital improvement	More work needed	Financial literacy regarding building systems continues	
			Schedule for preventative maintenance inspections	Complete		
			Schedule for building envelope inspections	Complete		
			Replace/Repair HVAC	Maintenance of rooftop units continues		
		2b. Emergency preparedness	Update Emergency Manual	Near completion	2 of 6 safety drills conducted	
			Safety drill schedule	Complete		
			Staff safety training	Ongoing		
			Person in Charge procedures	Near completion		
3. Modern library for meeting 21st century library needs	3A. Document future space needs	Needs Assessment	Complete	Trustees and staff are aware of space needs' community awareness is building		
		Community awareness campaign	Ongoing			
	3B. Plan for new facility	Secure land	Complete	Land was secured; full building program currently being developed; funding plan near completion		
		Hire architect and consultants	Complete			
		Develop building program	Ongoing			
		Funding plan for new facility	Ongoing			

COLOR KEY	Action complete	Positive results
	Ongoing with progress	Neutral/mixed/ongoing results
	Significant work necessary	Negative/no results

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<b>I N N O V A T I O N</b>	1. Provide experiential learning opportunities	1a. Up-to-date equipment and resources for connecting in digital world	Test and acquire new formats and platforms	Ongoing	Positive patron feedback; increased computer use; addition of 14 devices for staff use and 17 devices for circulation
			Acquire and lend electronic devices	Ongoing	
			Offer computing options for digital media creation	Ongoing	
		1b. Stimulate imagination	STEAM kits and programming	Complete	
	2. Patron-focused staff	2a. Effective patron assistance	Employee Handbook revision	Complete	Staff has tools and training for effective patron assistance
			Implement technology competencies	Complete	
			Develop new staff orientation program	Complete	
			Upgrade staff email and Office suite	Complete	
		2b. Consistent staffing throughout the Library	Update job descriptions	Complete	Improved staff efficiency; increased intra-departmental knowledge
			Combined shelving pool	Complete	
			Public service staff cross-training	Complete	
			Identify and consolidate selection responsibilities	Complete	

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<b>C O N V E N I E N C E</b>	1. Customer-friendly arrangement and layout	1a. Enhance access to materials and services	Develop service model for concierge model	More work needed	No significant progress made this year despite staff effort
			Streamline room reservation	More work needed	
			Research coffee options	More work needed	
			Improve self-service	More work needed	
			Evaluate Library hours	Complete	
		1b. Enhance user experience for discovery of collection materials	Leasing plan for added copies	Complete	Patron feedback very positive regarding reorganized collection areas; increased circulation in reorganized areas; AV arrangements and signage still need to be addressed
			CollectionHQ for weeding	Ongoing	
			Analyze database usage	Complete	
			Standing order plans	Complete	
			Picture book reorganization	Complete	
	2. Meet busy lifestyle needs	2a. Convenience oriented services	Auto renewal of library materials	Complete	Renewal of materials increased; home service remained steady
			Rebrand and expand home service	More work needed	
		2b. 24/7 access to virtual services	Add catalog search and update district information on website	Complete	Use of website decreased; use of downloadables increased
			Grow digital collections	Ongoing	
			Mobile app	Complete	

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<b>C O N N E C T I O N S</b>	1. All ages and Stage will enjoy the library	1a. Support underrepresented age groups	Support middle schoolers	Ongoing	Outreach and programming for targeted groups increased
			Support high schoolers	More work needed	
			Support 20s and 30s	Ongoing	
			Support nursing homes and senior centers	Ongoing	
		1b. Support targeted groups	Support parent teacher community	More work needed	Increased partnerships with local businesses; no significant progress with parent, teacher, school partnerships
			Partner with District 304	More work needed	
	2. Community awareness of library services	2a. Build brand recognition	Community outreach	Ongoing	Increased outreach and marketing; increased library visits, outreach encounters, and program attendance
			Marketing and communications plan	Ongoing	

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