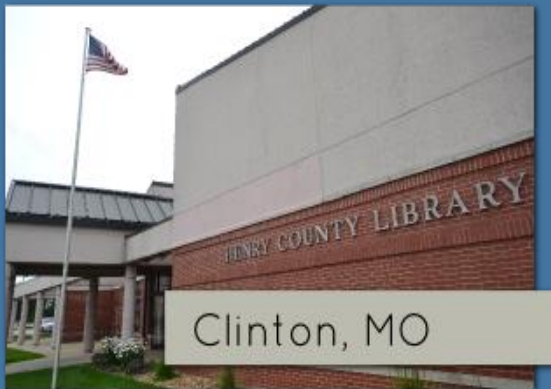


Henry County Library
123 East Green Street
Clinton, MO 64735



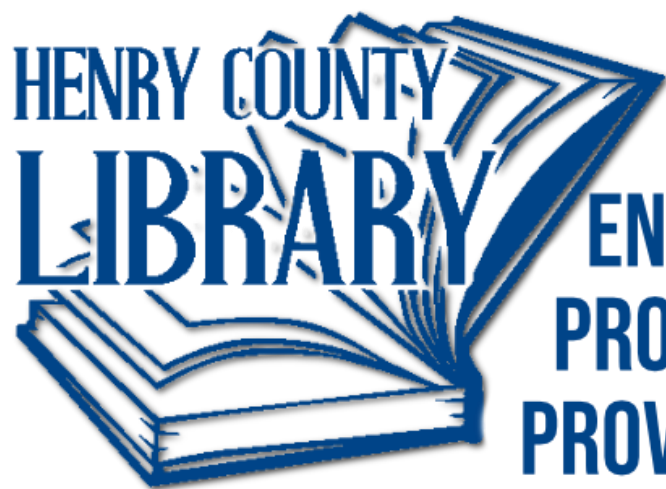
Lenora Blackmore Branch
105 West Benton Street
Windsor, MO 65360



HENRY COUNTY LIBRARY

STRATEGIC PLAN 2022 - 2027





**ENRICH LIVES,
PROMOTE KNOWLEDGE,
PROVIDE RECREATION**

Our Mission

The mission of the Henry County Library is to enrich lives, promote knowledge, and provide recreation. We wish to provide quality materials and services that allow and encourage access to information that meets the educational, cultural, and recreational needs of the community in an atmosphere that is both welcoming and professional.

Respect for Human Diversity

The Henry County Library maintains a policy for appreciation and respect for human diversity, which may characterize the people we serve and the people with whom we work. Library employees will respect differences in race, color, religion, gender, age, national origin, disability, veteran status, and any other characteristic of human diversity.

Objectives

1. To serve each library visitor in a professional and courteous manner.
2. To acquire and make available such books, periodicals, music, movies, internet access, and other services that will address the community's needs to a) become informed b) cultivate imagination and expression c) develop skills for career and vocational advancement d) enjoy leisure by means of reading and other forms of media services and programs.
3. To acquire the means to provide the most frequently requested materials locally and upon demand.
4. To maintain a program of services which locates information, guides reading, organizes and interprets materials for people of all backgrounds and abilities, and stimulates the thinking and intellectual development in individuals of any age.
5. To strive constantly to discover new methods and improvements for better services for the library's patrons.
6. To regularly review these goals and, if necessary, revise them in the light of new developments.

Organizational Goals

1. Maintain a pleasant and inviting facility.
2. Conduct an ongoing review of library policies and procedures.
3. Monitor library services with standard output measures.
4. Provide basic reference and readers advisory services.
5. Provide opportunities for education and training of staff and trustees.
6. Maintain a current wage and salary report to attract and retain qualified employees.
7. Provide educational, cultural, and recreational programs for adults and children closely related to books, reading, and writing.
8. Develop and maintain current, useful collections in print and other media for children, teens, and adults.
9. Weed outdated, unused, and excessively worn materials from all collections.

Whom We Serve

The library will serve all residents of Henry County, Out-of-District residents, and those belonging to the Missouri Evergreen Consortium member libraries. Service will not be denied or abridged because of religious, racial, social, economic, mental, emotional or physical condition, political status, age, or sexual orientation.

The use of the library may be denied for due cause. Such causes may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons/staff, or any other illegal, disruptive, or objectionable conduct on library premises.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or view of those contributing to their creation.

Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The Freedom to Read

It is in the public interest for publishers and librarians to make available the widest diverse views and expressions, including those which are unorthodox or unpopular with the majority.

Publishers, librarians, and book sellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.

It is contrary to the public interest for publishers or librarians to determine the acceptability of a book based on the personal history or political affiliations of the author.

There is no place in our society for efforts to coerce the taste of others, to confine adults to have reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

It is not in the public interest to force a reader to accept, with any book, the prejudgment of a label characterizing the book or author as subversive or dangerous.

It is the responsibility of publishers and librarians, as guardians of the people's freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one; the answer to a bad idea is a good one.

Why Implement Strategic Planning?

It is important to have a clear plan to help guide and ensure that library activities support the mission. Setting priorities in keeping with the Strategic Plan based on the needs of the community helps to make an effective use of library resources and services. The plan's priorities can also help library staff, administration, and the library board make recommendations and develop innovative ideas.

Summary

The Henry County Library Strategic Plan provides vision and direction for the library over the next five years. This proposal outlines the plans for updating and maintaining the library's facilities and reinforces the organization's commitment to serving the area through programming, community outreach, and upholding its standard of high-achieving public service.

The Five Areas of Strategic Focus

1. Support education and learning opportunities.
2. Provide relevant and accessible spaces, collections, and programming to facilitate active engagement.
3. Develop a culture of ongoing purposeful library evaluation and improvement.
4. Increase public awareness of the library's various resources and services.
5. Improve organizational health.

ONE: Support Educational and Learning Opportunities

1. Strengthen the library's role in supporting early literacy education to promote school readiness by developing standards for programming that better serve children, parents, and care providers.
2. Contribute to educational achievement by supporting and collaborating with local area schools and care providers with outreach.
3. Incorporate the creative use of innovative technology to foster emerging literacies and skills; lifelong learning; exploration and expression through literacy.

TWO: Provide Relevant and Accessible Spaces, Collections, and Programming to Facilitate Active Engagement

1. Update the Community Room to offer a quality meeting space for the public. Renovations are scheduled to begin in 2023.
2. Outdoor seating for reading, recreation, and programming.

THREE: Develop a Culture of Ongoing Purposeful Library Evaluation and Improvement

The following areas are suggested for improvement after thorough evaluation:

1. **Total Roof Replacement** – Due to prolonged existing roof life and numerous repairs due to multiple leakage sites within the facility, the Clinton facility will undergo a total roof replacement in 2023 as approved by the Board of Trustees.
2. **LED Lights Outdoors for Clinton Facility** – The replacement of all indoor lighting at the Clinton and Lenora Blackmore Branch locations has provided improved energy efficiency as well as saved Henry County tax dollars. Converting to LED outdoor lighting at the Clinton facility will provide further efficiency and savings as well as produce a safer environment for the library's patrons and staff.
3. **Concrete Repair** – There is a pressing need for concrete repairs near the northeast end of the drive thru off Second Street and at the southwest end of the library's driveway exit onto Green Street. The concrete is broken up and sunken which creates a hazard for motorists and for anyone walking through that area. There is no handicap accessible ramp at the south entrance of the Friends Room (6" drop), and the sidewalk immediately in front of the entrance is broken up creating a trip hazard.
4. **Insurance Carrier Recommendations** – Christian Delozier with Mike Keith Insurance recommended that the down spouts on the west and north sides of the building be replaced due to damage that could increase the chances of water pooling and freezing creating a fall hazard. It was also recommended that the guttering on the building be sealed due to water leakage that could again create a hazardous condition.
5. **Renovate Skylights** – The skylights have been determined to be a liability. For example, if hail were to reach the old fiberglass panels over the library gallery, they could shatter and cause damage or injury. Due to the danger that this creates, it is recommended to update the acrylic to tinted glass. This will also add to the efficiency of lighting at the Clinton location.
6. **Window Replacement** – The existing windows at the Clinton location were installed when the building was constructed in 1994. The recommended timeframe for replacement of commercial windows is 15-20 years. The windows have begun to develop air leakage, are scratched, and have become extremely difficult to clean due to buildup. Window replacement would increase energy efficiency and improve the appearance of the structure.
7. **Intercom Phone System** – An intercom system allows library staff to make announcements for normal closing, immediate and/or emergency closings, and other important announcements. It would also streamline communication between the library's branches.
8. **Electricity in Garage** – The garage does not currently have any electricity. This can be dangerous for parking the company vehicle or working in inclement weather. Adding

electricity to the garage will allow the option of lighting and a garage door opener which may provide more security for the company vehicle and various library supplies.

9. **Company Vehicle** – Purchase an updated company vehicle. Our current vehicle is costing the library in repair funds consistently. Its mileage reading is slightly over 100,000. It requires weekly oil maintenance (resulting in the purchase of two quarts of oil per month) among many other repairs and issues that have occurred over the last couple of years.
10. **Clinton Facility Paint Scheme** – In order to maintain the aesthetics in the Clinton facility, the paint scheme needs to be updated in the Young Adult and Children's sections. Paint touchup needs to be done in various areas throughout the building. Additionally, the entire ceiling needs to be painted due to being stained from previous water damage and repairs.
11. **Windsor Restroom Update** – The linoleum floor and wall paneling in the Windsor facility restroom need to be replaced. The restroom is very outdated compared to the main area of the facility.
12. **Staff Break Room** – The cabinetry needs replacement as there are cabinet doors missing and pieces of the veneer are peeling off. The flooring is stripped and rusted. The sink has had several leaking issues and lacks a needed garbage disposal. The purchase of a new, less bulky dining set would create additional floor space for storage needs and would provide a more comfortable space for employees to de-stress at break or mealtimes.

FOUR: Increase Public Awareness of the Library's Resources and Services

1. Focus on creating more community partnerships. Throughout the strategic planning period, the library will focus on reaching out to community groups in the area to create strong and lasting partnerships. This will involve coordinating programming, sharing services, and connecting interested community groups with the library's resources. The goal of these efforts will be to increase the library's presence in the community via outreach.

FIVE: Improve Organizational Health

1. Throughout the year 2023 the Henry County Library will create a detailed training plan for new employees. This plan will ensure that all newly hired staff members get training in important areas such as customer service, safety and security, and anti-harassment. The Henry County Library will also create a specific training plan for each position within the library system detailing the skills and abilities each new staff member needs to learn for their position. This training plan will ensure that all staff are knowledgeable about their positions and are able to confidently carry out all the tasks associated with their job. Current staff members will also use the training plan to refresh skills on a yearly basis.

Call to Action and Accountability

The Strategic Plan outlines what is to come in the next chapter of the Henry County Library. While all strategic priorities are important, increased accountability should be held apart from and above all other recommendations as an objective that guides the library system into the future.

The Board of Trustees bears the ultimate decision-making responsibility, ensuring successful implementation of the Strategic Plan. To ensure the balance of private and public monies, the Board members must speak to the library's mission and its vision for the future.

Senior management, as library leaders, must create an environment that supports change. They must work as a collaborative team, provide forward-thinking leadership, communicate progress, and welcome innovation.

Next Steps

The above recommended initiatives will be integrated into the library's business plan and shaped by the annual budget process. Library administrative staff will have the responsibility of overseeing implementation and the overall consultation and recommendations with the Library Board or Library Friends Group when handling new issues, challenges, and ideas.

As each Strategic Plan develops, an action plan must be created as part of the overall business plan and budget review. Administrative staff will provide the Board of Trustees with progress reports and identify areas that may require further action during this process. This ensures the plan is constantly reviewed, evaluated, and updated as necessary.

Project Estimated Cost Sheet

Project	Estimated Cost
Clinton Facility: Community Room	\$15 - \$18k
Clinton Facility: Total Roof Replacement	\$150 - \$200k
Clinton Facility: Outdoor LED Lighting	\$15 - \$20k
Clinton Facility: Concrete Repair	\$13 - \$15k
Clinton Facility: Insurance Carrier Recommendations	\$18-\$22k
Clinton Facility: Sky Light Windows in Gallery	\$50 - \$70k
Clinton Facility: Window Replacement	\$15 - \$20k
Intercom Phone System	\$5 - \$8k
Clinton Facility: Electricity in Garage	\$3 - \$5k
Company Vehicle	\$20 - \$25k
Clinton Facility: Paint Scheme	\$15 - \$20k
Windsor Facility: Restroom Renovation	\$3 - \$8k
Clinton Facility: Staff Break Room	\$15 - \$18k
Estimated Total:	\$449k over 5 years

Acknowledgements

Board of Trustees

Tim Komer – President

Patricia Dump – Vice President

Darla Hamilton – Secretary

Luke Edwards – Treasurer

Shelly Acosta – Trustee

Friends of the Henry County Library

Roger Wombwell – President

Susie Wetzel – Vice President

Mike Good – Secretary

Kathy Collins – Treasurer

Beth Walker – Member at Large

Administration

Debbie Jones – Director

Stephanie Nichols – Administrative Assistant

Henry County Library Staff

Karen Fields – Interlibrary Loan & Collections Specialist / Cataloger

Amavi Tayaotao – Circulation Clerk II

Kim Schweitzer – Youth Services Librarian

Ryan Muller – Youth Services Assistant / Circulation Clerk II / Passport Agent

Shelby Mehan – Circulation Manager / Social Media Coordinator / Passport Agent

Samantha Long – Circulation Clerk I

Savanna Schietzelt – Circulation Clerk I

Sam Corken – Circulation Clerk I

Rita Glascock – Circulation Clerk I