

**UMATILLA PUBLIC LIBRARY
ANNUAL PLAN OF SERVICE
FISCAL YEAR 2023-2024**

The Annual Plan of Service provides a framework to focus the library's actions during the year. The intention of an Annual Plan of Service is outline how the library will enact the goals and objectives of a 5-Year Strategic Plan.

The Umatilla Public Library is a member of the Lake County Library System Cooperative. As a member the library follows the Lake County Library System's strategic plan. This Annual Plan of Service provides additional guidance specific to the Umatilla Public Library's goals and objectives.

LIBRARY VISION

While the library vision statement is under development the library will follow the vision of the Lake County Library System.

MISSION STATEMENT

While the library mission statement is under development the library will follow the mission of the Lake County Library System.

SERVICE PHILOSOPHY

While the library service philosophy is under development the library will follow the service philosophy of the Lake County Library System.

CORE UNITS

During Fiscal Year 2023 (October 1, 2023 to September 30, 2024) the plan will focus on six core units:

- 1) Library Building
- 2) Staff Development
- 3) Collection Management
- 4) Finances
- 5) Programming
- 6) Strategic Plan

LIBRARY BUILDING

The Umatilla Public Library will provide a clean, safe and comfortable space for patrons.

Major Areas of Focus:

- 1) Raise funds to restore the caboose.
- 2) Work with the Friends of the Library to upgrade the meeting room.
- 3) Create a plan to redecorate the children's library with a focus on practical shelving, comfortable seating and a relaxing environment.

STAFF DEVELOPMENT

The Umatilla Public Library will provide staff with the training needed to promote excellence in customer service.

Major Areas of Focus:

- 1) Provide continuing education opportunities for all member staff.
- 2) Revamp the library organizational chart, bringing job titles into standardization with the majority of local and state public libraries, as well as creating a potential career ladder for paraprofessionals.

COLLECTION MANAGEMENT

The Umatilla Public Library provides materials in print, digital and audiovisual formats, following the LCLS selection criteria.

Major Areas of Focus:

- 1) Primary focus on recreational reading for all ages.
- 2) Supplement youth curricular reading.
- 3) Collect large print titles for adults.
- 4) Collect DVDs and Blu-Rays to satisfy a wide variety of interests, genres and ratings.
- 5) Subscribe to the local newspaper.
- 6) Keep county leased titles current.
- 7) Contribute to county plan to access e-books through content credit or similar.

Additional Goals:

- 1) Create a plan to digitize historical material for preservation and to share online.
- 2) Conduct a needs assessment for consideration of separate large print section.
- 3) Research Umatilla specific lease program for youth materials.
- 4) Research Umatilla participation in statewide interlibrary loan service, FLIN.

FINANCES

The Umatilla Public Library is primarily funded by the City of Umatilla. Additional funding is provided through appropriations and services of the Lake County Library System. The Friends of the Library provide support. Fundraisers and grants provide additional funding.

Major Areas of Focus:

- 1) Keep the Friends of the Library informed as to library funding needs.
- 2) Implement use of new city budgeting software from Tyler Tech.

Additional Goals:

- 1) Apply for grant funding, if available, for creating quiet meeting space.
- 2) Encourage local support through Friends partnership.

PROGRAMMING

The Umatilla Public Library provides programming for all age ranges to promote literacy and encourage library use.

Major Areas of Focus:

- 1) Provide a Summer Reading Program for all ages.
- 2) Provide school-year programming for early childhood and families.

Additional Goals:

- 3) Provide teen programming that encourages cooperation from teen patrons.
- 4) Provide technology training for seniors.
- 5) Assess viability of continuing after-school and tween programming.

STRATEGIC PLAN

The Umatilla Public Library is a member of the Lake County Library System (LCLS) and therefore is included under the umbrella of the LCLS Strategic Plan. Even so, the Umatilla Public Library needs its own strategic plan to focus on aspects unique to Umatilla.

Major Areas of Focus:

- 1) Conduct individual interviews with stakeholders to provide input on the plan.
- 2) Create a Mission Statement.
- 3) Create a Vision Statement.
- 4) Create a Service Philosophy.
- 5) Create a 5-Year Strategic Plan for the Umatilla Public Library.