

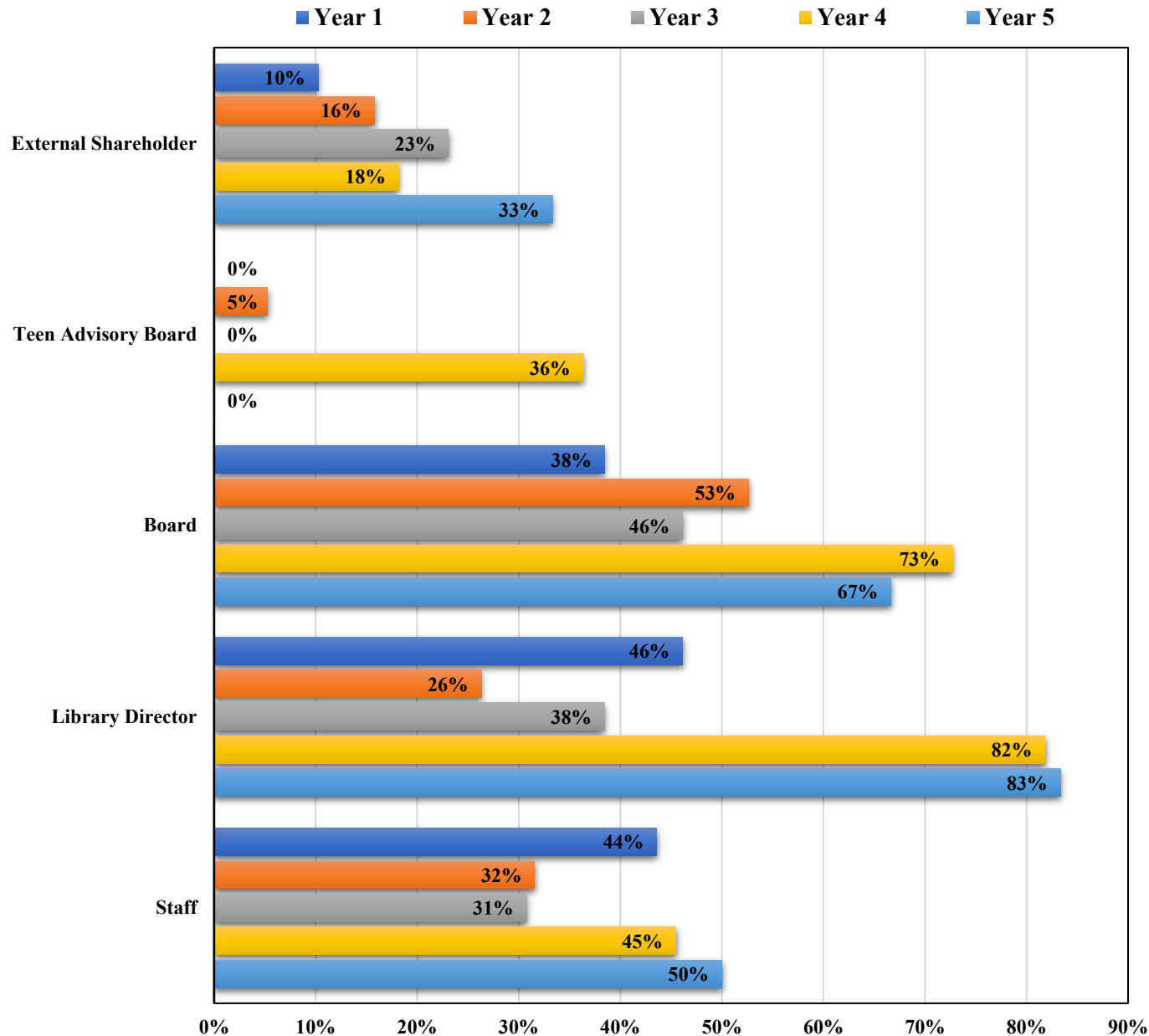
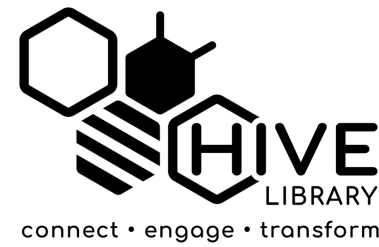
2024 Action Plan Summary

Key Initiatives:

- *Summer Reading Program*
- *Establish Early Literacy Program*
- *Foundational Assessment of Business Skill courses, Coding Club, Computer Courses,*
- *Plan and Conduct a Career Fair*
- *Add Environmental Print to Library*
- *Enhance Library Hours*
- *CPR/First Aid Courses*
- *Provide Courier Book Service*
- *Sponsor Book Club at USD 344*
- *Increase Accessibility to Facility*
- *Enhance or Develop Key Partnerships with community groups*
 - *USD344*
 - *Chamber of Commerce*
 - *CHCSEK/Linn County Health Dept*
 - *Mine Creek Battlefield*
 - *K-State Extension*
 - *S.T.A.R.S*
 - *Homeschool Foundation*
 - *Boy Scouts*



Percent Involvement (2024 - 2028)

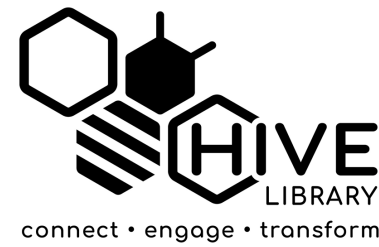


Labor Distribution remains equally weighted across the key functioning groups:

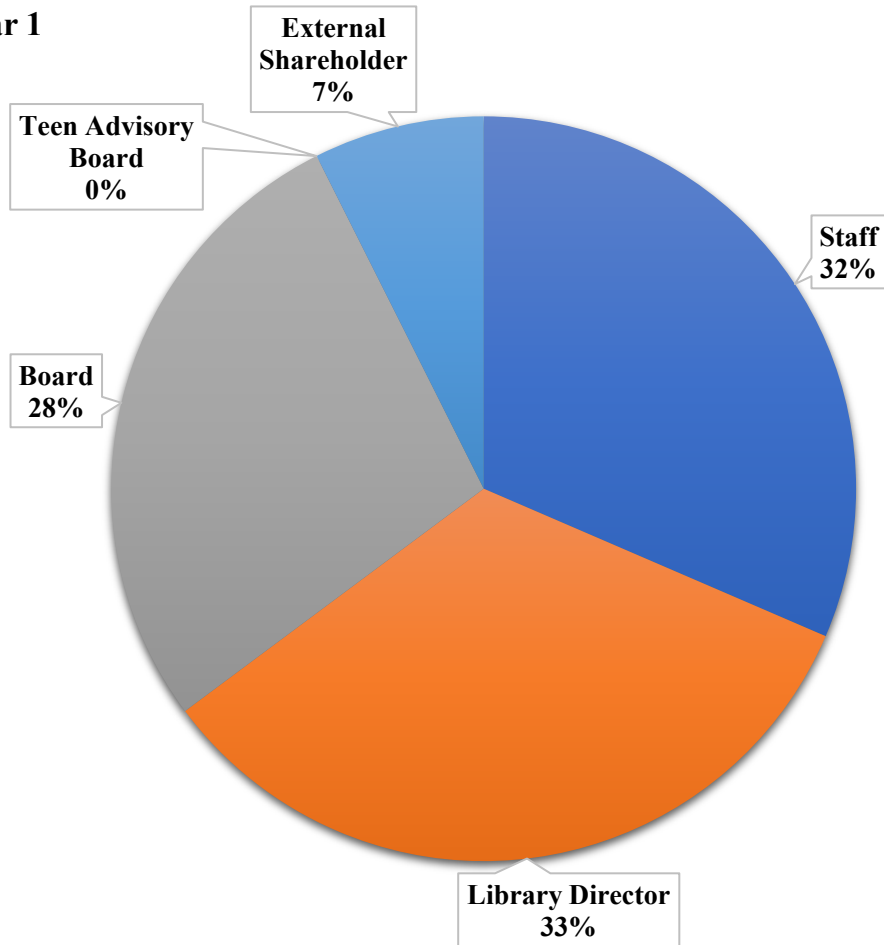
1. Library Staff
2. Library Director
3. Board of Trustees

External shareholder contributions (i.e., community involvement) to overall strategic initiative implementation increases with each year

2024 Action Plan Labor Distribution



Year 1



Initiative Breakdown: 2024 (Year 1)

Total Initiatives: 39

Breakdown of Group Contribution to Achieve 100% of Planned Activities for Year 1

Staff:	32%
Library Director:	33%
Board of Trustees:	28%
Teen Advisory Board:	0%
External Shareholders:	7%

Focal Points:

Research and Planning:	21%
Relationship Development:	49%
Activity Implementation:	30%

PRIORITY 1: CONNECT

Promote literacy and enrich peoples lives through lifelong learning

Objective:	Initiative	Responsible Stakeholders	Initiative Start	Estimated Budget	Key Outcomes	Initiative Title and Additional Notes
A) Promote the enjoyment and the skill of reading for all ages	Continue with Summer Reading Program	Library Director Staff	Year 1	\$500 (state) \$750 (donation dependent)	Completed summer reading program with established analytics at the conclusion of the meeting	Title: Collaborative Summer Library Program www.Cslpreads.org
	Establish an early literacy program for ages 0-5	Library Director Staff	Year 1 (Q1-Q2)	\$150.00	Conduct “pilot” early literacy program and establish baseline attendance.	Potential Initiative Title: “Read to Me” Use Summer Reading Program as a basis Budget for printing of materials
B) Help parents and caregivers prepare their children to be successful readers and lifelong learners	Research what the Homeschooling community needs	Staff	Year 1	\$0	Written or documented listing of identified needs	Susan heavily involved with homeschooling community – has provided a webinar called Library Programs for Homeschoolers
	Develop programming in partnership with homeschooling co-op families to help enhance areas of their curriculum.	Staff	Year 2	\$100.00	Approval by homeschooling leadership of perceived needs	Once initiative is established. Next step would be to extend those learning opportunities to all families in our community.
C) Offer programs and materials that pique curiosity, encourage exploration, and engage all learners	Objective Merged with 1E.					
D) Provide hands-on opportunities for all ages to develop their creativity, build problem-solving skills, and gain greater comfort with current and emerging technologies.	Research and identify opportunistic programs focusing on business skills to help youth transition from highschool to business	Staff	Year 1 (Q1-Q2)	\$0.00	Written or documented listing of identified needs	Plan to implement 1 program per 6 months starting in the 2 nd half of Year 1 Staff member to reach out to Business Education teachers
	Plan Program 1-2	TBD	Year 1 (Q2)	\$0.00	Program Plan x 2	Program Plan to include supportive documentation for each course
	Implement Program 1	TBD	Year 1 (Q3-Q4)	\$250.00	Successful completion of program	Funds used for honorarium
	Implement Program 2	TBD	Year 2 (Q1-Q2)	\$250.00	Successful completion of program	Funds used for honorarium
	Plan Program 3-4	TBD	Year 2 (Q1-Q2)	\$0.00	Program Plan x 2	Program Plan to include supportive documentation for each course
	Implement Program 3	TBD	Year 2 (Q3-Q4)	\$250.00	Successful completion of program	Funds used for honorarium

	Implement Program 4	TBD	Year 3 (Q1-Q2)	\$250	Successful completion of program	Funds used for honorarium
	Plan Program 5-6	TBD	Year 3 (Q1-Q2)	\$0.00	Program Plan x 2	Program Plan to include supportive documentation for each course
	Implement Program 5	TBD	Year 3 (Q3-Q4)	\$250.00	Successful completion of program	Funds used for honorarium
	Implement Program 6	TBD	Year 4 (Q1-Q2)	\$250.00	Successful completion of program	Funds used for honorarium
	Research and Plan Coding Club Process Initiation	Staff (Cynthia)	Year 1	\$0.00	Program plan for Coding Club	
	Develop and implement a coding club for young students (elementary and/or junior high)	TBD	Year 2-Year 3	TBD Based on Research Plan	Successful initiation of first program with established baseline metrics	
E) Support community members with practical information by providing consistent high-quality instruction, programs, and resources that help them work through the challenges and opportunities of daily life.	Leverage connections to plan listing of personnel for a career fair	BoT Library Director	Year 1 (Q1-Q2)	\$0.00	Developed listing for career fair booths	
	Host a career fair for high school students to help them identify potential future career pathways.	BoT Library Director	Year 1 (Q3-Q4) Year 2 (Q3-Q4) Year 3 (Q3-Q4) Year 4 (Q3-Q4) Year 5 (Q3-Q4)	\$100.00 (Advertising) \$450.00 (Prize) \$100 (Printing)	Successful completion of career fair with established baseline for future years	Leverage community support: Invite local and county business owners, trades people, etc. to take part in the career fair to share their expertise with our community's youth. Leverage chamber of commerce
	Leverage relationship with SEK Mental Health to generate a program plan for mental health courses	BoT (Kym)	Year 2	\$0.00	Outlined program listing for advertising purposes	Plan Program – Year 2 Implement Program – Year 2 Leverage community support: Partner with SEKMHC for programming and PHS Counselor, Mr. Nolan. Discuss with Kym Hargrove
	Offer mental health classes at the youth and adult levels	BoT (Kym)	Year 3	\$100.00 (Advertising Support)	Successful advertising campaign to support conduct of mental health classes	
	Develop a program to bring drug awareness education to the forefront in our community. Support families, caregivers, and individuals by providing programming and resources that offer help in this effort	BoT Police Force EMT	Year 3	\$100.00 (Advertising Support)	TBD (based on discussion with stakeholders)	Leverage community support: Partner with SEKMHC, Linn County Health Dept., Pleasanton Police Dept. and other groups
	Research community needs for basic computer courses	Staff	Year 1	\$0.00	Written or documented listing of identified needs	Proposed to start with basic computer operations and basic cybersecurity

	Provide basic computer classes for community members to help them navigate online services (health, financial, etc.)	TBD	Starting in Year 2	TBD	TBD (based on research needs)	
	Offer additional programming to promote nutrition and farm-to-table importance for all age groups	BoT <i>K-State Linn County Health</i>	Year 2	\$100.00 (Advertising Support)	Successful advertising campaign to support intended programming	Leverage current partners with K-State Extension (Franny Eastwood, et.al.) and with Linn County Health Dept.
	Promote the Library's personal business room for nontraditional students to use for online classes (JUCO, professional certification courses, etc.), online job interviews, etc.	Library Director Staff	Year 1-5 Consistent Activity with rotational marketing	\$20.00 (Basic Printing)	Minimum of three advertisements per year in any format	
	Bring CPR/First Aid classes to the community	Library Director BoT (Kym)	Year 1-5 (Once Yearly)	\$100.00 (Advertising Support)	Successful completion of intended program	Leverage community support: Partner with Linn County Health Department and EMTs Key personnel to ask: Randy Hegwald

For any initiative with a budget listed as "TBD" a budget will be defined by August of the previous year

PRIORITY 2: ENGAGE

Provide community access to greater physical and digital spaces.

Objective:	Initiative	Responsible Stakeholders	Initiative Start	Estimated Budget	Key Outcomes	Initiative Title and Additional Notes
A) Extend library hours to include weekday evenings and Saturday mornings and/or afternoons	Increase staff positions by considering more half-time employees for flexibility of hours	BoT Library Director	Year 1	1.5 FTE Staff Position	Hire a minimum of 2 part time employees	
	Consider overlapping shifts for library staff to accommodate extended hours for greater community access.	BoT Library Director	Year 1	TBD (Dependent on # of Staff Hired)	TBD (Dependent on # of staff hired)	
	Explore and develop more diversity of evening programming for junior high, high schoolers and families	Teen Advisory Board BoT Library Director	Year 2 (Based on completion of 1 st 2 Initiatives)	\$250.00	Survey results for evening programming options	Suggestions: - Consider a community jigsaw puzzle night, chess night for youth and/or families and social events for different age groups. - Consider tournaments with prizes for chess night, etc.
B) Develop an interactive early literacy space for young children (0-5) where they can explore, create, imagine and discover along with parents or caregivers and participate in activities that foster the six skills of early literacy and experience environmental print	Set aside time during the week for a “ <i>Time for Kids</i> ” where young parents and/or caregivers can explore an interactive, creative space with their children.	Library Director Staff BoT (Stephanie)	Plan – Year 1 Implement – Year 2	\$5,000.00 split between kids and teens	Grant obtained to support program	Discovery time + story time= Time for Kids. This time could be integrated into “Read To Me”, the library’s developing early literacy program. (See Priority 1B.)
	Incorporate environmental print in the children’s section of the library	Staff	Year 1	\$50.00	Environmental Print added to the library	
C) Improve physical handicapped access to the library’s facility through	Research requirements for handicapped parking spaces.	Library Director	Year 1	\$0.00	Listing of requirements for handicapped parking	
	Add one handicapped parking space with	Boy Scouts BoT	Year 1 (Q3-Q4)	TBD	TBD (Based on conversation with Joey Morrisey)	Leverage Boy Scouts to add spaces – note that we may only need one space

modification of existing space and/or construction	required signage and physical space needed.					
	Add an automatic front door opener for greater universal access to all members of the community	BoT Library Director	Year 2	TBD	TBD	Potentially looking for Grant for work
D) Enhance the teen area to include quiet spaces for study, a designated gaming space for online, chess and other board games, a charging station, and a way to designate their areas a separate but visible area	Create a designated board game area for teens.	Teen Advisory Board	Year 4	TBD	TBD	
	Provide a quiet study area for teens.	Library Director BoT	Year 4	\$0.00	TBD	Suggestions: - Consider the conference room as an option during after school hours until a more permanent solution is found
E) Plan, establish and equip a MakerSpace where community members can imagine, design, and create	Research requirements needed for a MakerSpace	BoT	Year 2	\$0.00	Listing of requirements needed for the intended space	
	Develop a plan for a MakerSpace	Library Director	Year 3	TBD	Fully laid out development plan with costing	Plan to include physical size and location in library, technologies, equipment, cost, etc.
	Establish a MakerSpace	Staff	Year 4	TBD	TBD	
	Equip a MakerSpace		Year 4-5	TBD	TBD	
F) Consider the future feasibility to develop mobile library services for the community. Possibilities include a courier book service for the Senior Center and providing book talks and guest readers for junior	Restart a courier book service for the Residencies	Staff	Year 1	\$0.00	Minimum of 6 book courier runs to residencies in Year 1	
	Extend the partnership with USD344 by adding guest readers and/or book talks for junior high student English classes on a regular basis	BoT Library Director <i>English/History Teachers</i>	Year 1	\$500.00	Listing of potential books for book club provided by Junior High/High School English teachers Successful sponsorship of book club	Suggestions: - Consider monthly or quarterly - Under consideration – more research is currently needed - Suggested that within Year 1, we plan a book club with students at the Jr. High level

and senior high English classes. In the next five years, consider the community's need for mobile services and meeting that need by establishing a bookmobile to provide such services	Assess the community needs/desire for a mobile book service	Staff	Year 3 (Q1-Q2)	\$0.00	Survey results from individual focus groups within the community (e.g., seniors, rural families, etc.)	
	Establish some type of mobile book service to community based on results of community input	BoT Library Director Staff	Year 4	TBD (grant funding and donations to contribute)	Analytics to be key outcome including number of participants, number of books distributed, items distributed etc.	Try to align with Friends and Foundation establishment to support funding of mobile book service
G) Conduct an annual accessibility review of digital and physical space to ensure ongoing inclusivity and accessibility ^a . Move towards universal design for the Library ^b . Add a budget line to address accessibility needs to help with regular updates.	Conduct annual accessibility review of digital and physical space for 2024.	Staff SEK Consultant IT Consultant	Year 1 (Q4) Year 2 (Q4) Year 3 (Q4) Year 4 (Q4) Year 5 (Q4)	TBD	Complete review of physical and digital space	
	Based on findings, adjust accordingly to incorporate needed changes into the next year's Action Plan (2025).	Library Director BoT	Year 2-5	TBD	TBD based on previous initiative. To be established at end of Year 1	Budget line has already been added for ADA compliance needs (July 2024).

^a Resources to evaluate both are available at <https://www.ala.org/advocacy/diversity/accessibility>

^b See <https://www.section508.gov/blog/Universal-Design-What-is-it/>

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PRIORITY 3: TRANSFORM

Increase community awareness and support of the library.

Objective:	Initiative	Responsible Stakeholders	Initiative Start	Estimated Budget	Key Outcomes	Additional Notes
A) Develop a comprehensive marketing plan to inform people about library services, programs, and other opportunities.	Develop, write, and implement comprehensive marketing plan.	BoT Library Director Staff	Year 1	\$500.00-\$700.00	Completed Marketing Plan	Much of the data needed to write such a plan is in the PLL Strategic Plan (2024-2028): community demographics, mission, vision, core values, needs and aspirations of stakeholders collected during the community outreach phase of strategic planning, strategic priorities and accompanying goals.
B) Enhance existing partnerships* and develop new ones with the community. Together initiate programs and events to be held at the Library and out in the community for the benefit of all	Enhance existing partnership with USD344	Library Director	Year 1	\$0.00	Successful engagement of partner or partner representative in at least one (1) library function	
	Enhance existing partnership with Chamber of Commerce	Library Director Staff	Year 1	\$0.00	Successful engagement of partner or partner representative in at least one (1) library function	
	Enhance existing partnership with Marais des Cygnes National Wildlife Refuge	Staff	Year 1	\$0.00	Successful engagement of partner or partner representative in at least one (1) library function	
	Enhance existing partnership with City of Pleasanton	BoT	Year 1	\$0.00	Successful engagement of partner or partner representative in at least one (1) library function	
	Enhance existing partnership with CHC-SEK, Linn Co. Health Dept., and W.I.C	BoT	Year 1	\$0.00	Successful engagement of partner or partner representative in at least one (1) library function	
	Enhance existing partnership with SEKMHC	BoT	Year 1	\$0.00	Successful engagement of partner or partner representative in at least one (1) library function	
	Enhance existing partnership with Mine Creek Battlefield	Library Director	Year 1	\$0.00	Successful engagement of partner or partner representative in at least one (1) library function	
	Enhance existing partnership with K-State Extension	Library Director	Year 1	\$0.00	Successful engagement of partner or partner	

					representative in at least one (1) library function	
	Re-establish partnership with Head Start	BoT	Year 1	\$0.00	Successful engagement of partner or partner representative in at least one (1) library function	
	Develop partnership with S.T.A.R.S	BoT (Sarah)	Year 1	\$0.00	Successful engagement of partner or partner representative in at least one (1) library function	
	Develop partnership with Home School Co-op	Staff (Susan)	Year 1	\$0.00	Successful engagement of partner or partner representative in at least one (1) library function	
	Develop partnership with Foster Care Families	Staff	Year 1	\$0.00	Successful engagement of partner or partner representative in at least one (1) library function	Staff to reach out to Angie Randall
	Develop partnership with Linn County History Museum	Library Director	Year 1	\$0.00	Successful engagement of partner or partner representative in at least one (1) library function	
	Develop partnership with Linn County Children's Coalition	BoT	Year 1	\$0.00	Successful engagement of partner or partner representative in at least one (1) library function	
	Develop partnership with PHA	Staff	Year 1	\$0.00	Successful engagement of partner or partner representative in at least one (1) library function	
	Develop partnership with Boyscouts	Library Director	Year 1	\$0.00	Successful engagement of partner or partner representative in at least one (1) library function	
C)	Explore, develop and implement ways to involve teens in the Library through volunteer opportunities; e.g. teen advisory board, teen tech, teen tutoring, etc	BoT Library Director Staff	Year 2	\$100.00	Establishment of a teen advisory board with adequate representation across homeschool and public school students. Target of at least 2 participants.	Overall goal is to ensure that the homeschool group is included in this

D) Establish a non-profit 501(c)(3) Friends & Foundation group to support the library's mission and vision by supplementing and strengthening the public's investment in the Library	Research the requirements for establishing a 501(c)(3) Friends & Foundation Group: process, cost, development and implementation.	Library Director BoT	Year 1	\$0.00		Wendy will be communicating with the person in charge of the book sale and the Friends and Foundation Group in Lawrence, KS.
	Begin application process.	Library Director BoT	Year 2	\$1,000.00		
	Organize according to federal guidelines.	TBD	TBD	TBD		
	Establish Board of Directors	TBD	TBD	TBD		
	Develop foundational documents for group (by-laws, policies, procedures)	TBD	TBD	TBD		

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