

Action Plan

Goal 1

Part 1: Resources - Invest in a deeper, more varied print and electronic collection (Adult)

Action Plan - Staff

Objective	Action Item	Time Frame	By whom
Evaluate, review and weed existing collection	Evaluate and weed Adult Fiction	Spring 2025	Staff
Evaluate, review and weed existing collection	Evaluate and weed Adult Non-Fiction	Fall 2025	Staff
Identify new or existing areas to purchase material	Conduct mini surveys to identify interested areas	Winter 2025 (initial), then ongoing	Staff
Identify new or existing areas to purchase material	Conduct a data assessment of the ILS to determine what materials check out the most often	Spring 2025	Staff
Purchase new material	Use assigned budget to purchase new material	Winter 2025 (initial), then ongoing	Staff

Update: Staff has already started the weeding process. We've pulled several reports from our ILS to determine what materials have not checked out in the last 5 years. When that is complete,

we will determine what areas receive more attention and require us to purchase more material. (Q1 2025). While weeding of the adult fiction continues, an inventory of the adult nonfiction is underway. This will help us determine if items are missing, out of date, and which sections need more material. This will be followed by weeding of these sections on an individual basis with priority given to high priority collections (the collections most out of date or lacking in material), simultaneous to micro surveys which will also help determine where interests lie. (Q2 2025). The inventory of the adult non-fiction is finished and weeding has begun. Weeding will continue through the summer and most likely into the fall. Micro surveys are set to go out throughout the rest of the summer to help determine which areas will be focused on first. (Q3 2025)

Action Plan – Board

Objective	Action Item	Time Frame	By whom
Collection maintenance	Consider budgeted line items to insure maintenance of current collection	Spring 2025	Board
Collection expansion	Review line items to consider room for expansion	Spring 2025	Board
Identify deficits	Consider budget as a whole for ability to maintain and grow collection	Summer 2025	Board
Identify alternate funding opportunities	If deficit or concern, explore want or need to go for a Headlee Override or additional millage	Winter 2025	Board

Update: Director has begin preliminary work on budget 2025-2026. A goal date for a first draft is end of January 2025. It will then be reviewed with the bookkeeper and then the finance committee with a target date for the Finance Committee of February 2025. (January 2025). (Q1 2025) Budgetary initiatives have been identified to begin work on bulking up certain sections. Budget first reading was completed March 2025. Second reading will be April 2025, with the final approval set for June 2025. (Q2 2025). The final budget for 2025-2026 was approved in June 2025 with an additional \$4,000 allocated to support the creation and/or support to 4 specific collection areas. Surveys will go out through the rest of the summer to help determine which collections those will be. (Q3 2025)

Action Plan – Community

Objective	Action Item	Time Frame	By whom
Collection expansion	Participate in micro-surveys to help identify areas of interest	Ongoing, through Winter 2025	Community
Collection expansion	Express interest in new materials throughout the year	Ongoing, through Winter 2025	Community
Engage with rest of the community and with librarians	Participate in book discussions, collection and book reviews	Winter 2025	Community
Collection maintenance	Participate in post-addition surveys to let us know how you like new materials or collection changes	Winter 2025	Community

Update: Dependent on making headway in the areas above. No new update in this area yet. (January 2025). (Q1 2025). These initiatives are set to begin and coincide with adult nonfiction weeding in Fall 2025. (Q2 2025) Micro surveys should be coming out soon and then staff will be able to know where to focus attention. (Q3 2025)

Action Plan

Goal 2

Part 1: Programs - Expand programming to meet a diverse set of community needs

Action Plan - Staff

Objective	Action Item	Time Frame	By whom
Evaluate and review existing programming	Evaluate and review children's programming	Spring 2025	Staff
Evaluate and review existing programming	Evaluate and review adult's programming	Fall 2025	Staff
Create a staffing plan to accommodate additional programming	Create initial plan based on review of existing programming. Expand as more programming is introduced.	Winter 2025 (initial), then ongoing	Staff
Put new programs into practice	Begin new programs as time and staffing allows. Some programs may begin before Spring 2026.	Spring 2026, ongoing	Staff
Evaluate new programs.	Evaluate both new and existing programs to see how they are received and whether adjustments need to be made	Spring 2025 (initial), then ongoing	Staff

Update: Evaluating children's programming hasn't yet begun (January 2025), but the plan is to begin doing so in Spring, in anticipation of summer reading. While a formal staffing plan has not yet begun, the preliminary steps for one have been. Director and assistant director have evaluated current duties to determine what areas of regular staffing need support. A formal staffing plan will follow with an examination of areas requiring attending in regards to programming. (Q1 2025) Unexpected staffing changes have helped make the early decision to move our children's librarian to full-time which will eventually support more children's

programming. Due to a 12 week period of short-staffing, the director and staff have decided to postpone additional programming until Fall 2025 when another part-time circulation person can be hired. (Q2 2025) The library is in the midst of hiring a new part-time circulation clerk whose duties will encompass many adult programming. Expanded children's programming has been discussed and will be initiated in the Fall and Winter 2025. (Q3 2025)

Action Plan – Board



Objective	Action Item	Time Frame	By whom
Assess whether programs are accessible. (Accessible programming refers to programs that are designed to be usable by people with disabilities.)	Do a program assessment to determine accessibility. Sample a program in children, youth and adult areas.	Summer/Fall 2026	Board with help from Director
Determine funding to help maintain accessibilities or to create more accessibility options	Review 2025-26 budget line items as new budget to make initial room for potential changes if needed	Spring 2025	Board
Determine funding to help maintain accessibilities or to create more accessibility options	Review 2026-27 budget line items as new budget to make additional room for potential changes if needed	Spring 2025	Board
Budget for increased programming and staffing	Consider budget as a whole for ability to maintain and grow programs in the current fiscal year or next	Spring 2025	Board
Budget for increased programming and staffing	If deficit or concern, explore want or need to go for a Headlee Override or additional millage	Summer/Winter 2025	Board

Update: The director has begun preliminary budget considerations for all action plan items. While initial programming has been considered, large programming changes may need to be considered in the next fiscal year. The board will help determine this as the budget process for the 2025-26 FY continues. (Q1 2025) Budget initiatives are underway to support additional programming. This will begin with some fund balance dedication to items that will support additional programming, but implementation of those programs would be ongoing. This will begin Fall 2025. (Q2 2025) The library board approved a new budget in June 2025 which begins

July 2025. The new budget supports an increase to programming that is set to begin in the fall and winter of 2025. The library board will consider other concerns related to accessibility and programming in the coming months. (Q3 2025)

Action Plan – Community

Objective	Action Item	Time Frame	By whom
Participate in micro surveys to help determine exactly which programs hold the most interest	Participate in micro-surveys to help identify areas of interest	Ongoing, beginning in 2025 and going into the following years	Community
Suggest programs	Express interest in new programs throughout the year. Share interesting programs happening at other libraries.	Ongoing, beginning in 2025 and going into the following years	Community
Participate in programs	Participate in programs. If you can't, tell us why you can't.	Winter 2025, Spring 2026, Summer 2026, Fall 2026	Community
Complete follow up surveys to help us assess which programs should continue to expand	Participate in post-programs surveys to let us know how you liked programming, times, content, and accessibility.	Ongoing with new programming additions	Community

Update: Some initial, small programming has been expanded or introduced. The first micro-survey will go out post-summer reading 2025 to assess their success/failure. (Q1 2025) Due to staffing changes some small programming initiatives are on hold until Fall 2025. A post-summer reading survey is still planned. (Q2 2025) As summer reading is underway and community members are still in the midst of participation, no new action has yet been taken. (Q3 2025)

Action Plan

Goal 3

Part 1: Partnerships -Build and expand strong relationships and partnerships with city/township organizations, community groups, and the schools to create integrated library services and programs with the library

Action Plan - Staff

Objective	Action Item	Time Frame	By whom
Identify new and existing partnerships	Conduct an internal assessment to help determine existing partnerships and to identify possible new partnerships.	Winter 2025	Staff
Build new partnerships	Identify ways in which new partnerships can be built. Make connections. Build relationships.	Spring 2026	Staff
Create goodwill opportunities to identify unforeseen partnerships	Brainstorm on how to create opportunities where new or expanded partnerships may arise.	Summer 2026	Staff
Create goodwill opportunities to identify unforeseen partnerships	Put opportunities into practice.	Fall 2026	Staff

Update: A formal assessment hasn't yet been conducted. This is expected to begin in late 2025 and into 2026. (Q1 2025). Nothing has changed in this area yet. (Q2 2025) The director has begun participating in a community outreach initiative along with several other community groups, including the schools, churches, the Rotary club, and other groups. This group is currently conducting an assessment of community needs and wants in order to help determine how this

group can support and meet these needs and wants. Development of the group is in the early stages, but the hope is that the library will be able to meet some of the needs of the community in regards to access to information and will in turn have new access to information that we can share with the community. (Q3 2025)

Part 2: Partnerships -Build and expand strong relationships and partnerships with city/township organizations, community groups, and the schools to create integrated library services and programs with the library

Action Plan - Board



Objective	Action Item	Time Frame	By whom
Advocacy	Consider giving a presentation about the library/library resources at townships	Already begin, ongoing	Board
Advocacy	Consider giving a presentation about the library/library resources at other member groups	Spring 2026	Board
Advocacy	Respond to calls for action from MLA and other library advocacy groups when library-related action items are being considered on a legislative level.	Ongoing	Board

Update: Some board members have already begun approaching townships with annual presentations. Some may also be taking action when calls to action are put out by MLA in anticipation of legislative action. (Q1 2025) The same actions are continuing. (Q2 2025). The same actions are continuing and will renew with the presentation of the director's Year in Review report. (Q3 2025).

Part 3: Partnerships –Build and expand strong relationships and partnerships with city/township organizations, community groups, and the schools to create integrated library services and programs with the library

Action Plan - Community



Objective	Action Item	Time Frame	By whom
Facilitate new partnerships in our community.	Invite community leaders to accompany you to the library	Ongoing, through Winter 2027	Community
Facilitate new partnerships in our community.	Invite library staff or board members to community events where the library could make connections or share impact	Ongoing, through Winter 2027	Community
Create connections between library staff and board members and community leaders.	Suggest new connections inside and outside the community	Winter 2025	Community

Update: Informal introductions or partnerships have been self-introduced. They are currently under review by the director for plausibility and ways to expand connections. (Q1 2025). A new community resource group is in the process of forming. The library plans to attend in order to create/bolster connections and partnerships within the community. The first meeting is set to take place April 2025. (Q2 2025). As stated above, the director has begun participating in a community outreach initiative along with several other community groups, including the schools, churches, the Rotary club, and other groups. This group is currently conducting an assessment of community needs and wants in order to help determine how this group can support and meet these needs and wants. Development of the group is in the early stages, but the hope is that the library will be able to meet some of the needs of the community in regards to access to information and will in turn have new access to information that we can share with the community. (Q3 2025)