

Summary of projects for 2020

Initiative #1 (Facilities & Spaces)

- 10 Year CIP Plan includes funds for Schematic Design in 2021, Complete Design in 2023 and Construction in 2024
- Finalized concept for Teen Space. Due to closure, we have delayed the delivery of furniture and equipment but the project has moved forward and contracts for service delivery are signed and in place
- 10 Year CIP Plan includes funds for automated sorter replacement in 2021
- Immediate roof repairs are complete and preventive maintenance contract is in place
- Restroom renovations are awaiting final punch list
- Sanitization & disinfection best practices implemented by janitorial service – based on CDC, City EMS and Public Health recommendations
- Safe & measured reopening utilizing DPI's Guidelines for Reopening Wisconsin Public Libraries. Consider curbside pickup and express/lobby service as first steps to reopening

Initiative #2 (Funding & Staffing)

- \$2,500 was added to the Youth Services Programming budget
- Funds to support additional LA I and Page I hours to support year-round Sunday Services
- Elevated Assistant Youth Services Librarian to Youth Services Librarian. This is an entry-level professional position similar in scope to the current Adult Services Librarian
- Fundraising Feasibility study for Capital Campaign **-pending recommendation from consultant.**
- SPPL Foundation funds – will assess after the summer as to our greatest need
 - \$7,500 received for conference attendance. An additional \$20,088 is left in the distribution for additional projects to be determined
 - Kind Fund - \$13,500 may be used for resources and building/equipment needs with an additional \$6,950 in the Kind Fund cash reserve
- Friends of the Library Funds
 - Wishlist includes funds for programming, art, Spanish language materials and Library of Things Collection. Some of these efforts may be scaled back due to closure and due to revenue loss for the Friends
- Ripple Project with DCL – Development of Equity Team, staff training opportunities
- Explore grant opportunities
- Elevate funds for digital and contact-less resources and services
- Guidance and training on pandemic and emergency policies and procedures
- Provide more opportunities for staff to work from home to prevent spread of illness and for flexibility, beyond the crisis

Initiative #3 (Access)

- DCLS Partnership – Dream Bus is in place to make stops in Sun Prairie.
- Year-round Sunday Service – in place for 2020.
- ADA compliant restrooms in place. Family restroom is gender neutral.
- Improved teen space – **contract is in place, delivery and installation in early June**
- Welcome space plans – **on hold**
- Homebound/Senior Service – service to senior residence – **on hold**

- Digitization – Continue digitizing library documents and photographs
- Explore online/digital library card application – in place.
- Continuing pop-up library visits – *suspended*
- Explore access when services begin to reopen. A community survey to assess needs and desirable services will be developed. Some of our new virtual services may continue after the crisis due to demand and popularity. Possibilities include:
 - Curbside pick up
 - Telephone & online chat reference service
 - Binge bundles
 - Programs to go
 - Express lobby service
 - Online chat reference chat to Community Schools and Sunshine Supper
 - Online tutorials
 - Digital and online programs
 - Increased social media – add Twitter and Instagram
 - Internet Hot spots
- Inclusive Services Toolkit
 - Continue to receive staff feedback and reflection to assess next action steps
- Meet higher anticipated demand for those most impacted by crisis
- Offer more digital, online, remote and/or outreach if on-site programs and services, particularly if on-site services need to be reduced
- Increase physical collection of high demand items to meet community needs, particularly with current situation of reduced holds/delivery from other SCLS libraries
- Enhance access to Hoopla Digital Collection
- Offer curbside pick up
- Offer express service

Initiative #4 (Partnerships)

- Museum – Museum is using new exhibit case and will be hosting programs at the library – *on hold*
- BTP Grants: Collaborative grant and EZ grant funds
- Strengthen partnerships with
 - Sunshine Place
 - Colonial Club
 - YMCA
 - SPASD & Community Schools
 - Boys & Girls Club
 - DCLS Dream Bus Service
 - Local business community

Initiative #5 (Marketing & Communications)

- Continue active presence on Facebook, STAR, KSUN/SPMC, Clocktower and Rec Connection
- Establish Instagram and Twitter accounts
- Actively update website for timely, simple and clear information and navigation

- Marketing campaign for 2021
 - Work with a marketing consultant
 - Establish a message and implement a plan to deliver messaging and communication
 - Coordinate efforts with Foundation & Friends
 - Communicate value to the community