

LONG-RANGE PLAN 2024-2028

Goals with Measurable Action Steps	Deadline	Responsible Parties
GOVERNANCE AND LEADERSHIP		
1. Update membership agreements	December 2026	System Administrator, LCLS Board
2. Create automation agreements	December 2026	System Administrator, LCLS Board
3. Revise and update LCLS Bylaws for approval	August 2026	System Administrator, Advisory Board, System Member Directors
4. Create unified library card application verbiage	September 2025	System Administrator, Bibliographic Services, Member Library Directors
5. Create an advocacy board committee and coordinate a yearly campaign for County funding support	August 2027	System Administrator, Advisory Board, System Member Directors
6. Create a System Administrator job duties calendar	September 2028	System Administrator
TECHNOLOGY DEVELOPMENT		
1. Create a cycle sheet to help libraries advocate and write grants to obtain new technologies	December 2027	IT Services, System Administrator
2. Investigate new Integrated Library System (ILS) and plan for migration of new ILS, if necessary	December 2026	IT, Systems Administrator, System Administrator, System Library Staff, Member Library Directors
3. ILS permissions review - Create a series of permission profiles and identify staff levels of access within the ILS.	December 2025	System Administrator, Systems Administrator, IT staff

4. Create processing profiles for all material types in ILS	December 2024	IT, Systems Administrator, Administrator, System Library Staff, Member Library Directors
5. Create an LCLS System intranet for all system services for ease of member library use	December 2028	IT Services, Systems Administrator
6. Evaluate online resources and make yearly recommendations to the LCLS board based on statistics and community needs	September 2024	System Administrator, Systems Administrator, IT staff, Member Library Directors
COMMUNICATIONS & MARKETING		
1. Revise Summer Learning Shared Marketing	June 2026	Marketing
2. Create quarterly system-wide shared initiatives to support cooperative opportunities	September 2024	System Administrator, Marketing, Youth Services, Member Library Directors
3. Provide member library staff with training opportunities to improve professional writing skills	December 2026	Marketing
4. Explore and establish new digital content engagement opportunities	Ongoing	Marketing, Member Library Directors
5. Rebrand the LCLS website to include more relevant information for the public and community stakeholders. Evaluate the LCLS website for content, appearance, ease of use, accessibility, etc.	December 2027	Marketing, IT, and Contracted Services
6. Market and communicate the value of the LCLS in the community	August 2025	System Administrator, Marketing, Member Library Directors
COMMUNITY PARTNERSHIPS		
1. Create and coordinate a Parks and Recreation partnership to offer events for youth in coordination with summer events	June 2027	Outreach & Youth Services, Member Library Directors

2. Create new partnerships with local TV, newspapers, and radio stations to expand library services' reach	June 2026	Outreach Services, LCLS Board, Member Library Directors
3. Coordinate outreach stops at rural locations in Lycoming County to expand library service reach	December 2027	Outreach Services, System Administrator, LCLS Board
STAFF DEVELOPMENT		
1. Review System staffing levels to ensure member library needs are being met and, if appropriate, budget for additional positions or support	September 2026	System Administrator, LCLS Board, Member Library Directors
2. Create a facilities study of each member library location to assess potential facilities support needs	September 2025	System Administrator, LCLS Board, Member Library Directors
3. Coordinate and host Staff Development Day for all libraries' staff that meets state requirements for continuing education	Annually each Spring	System Administrator, Marketing, Member Library Directors