



Hernando County Public Library System

Long Range Plan

October 2026 – September 2031

Mission and Vision Statement

Mission: To provide spaces where all are welcome to discover, create, and learn through innovative technology and library resources.

Vision: Hernando County Public Library System is an essential part of a just and fair community, where all can thrive and grow.

Long Range Planning Committee

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Goals and Objectives:

1. Administration
2. Technology
3. Collections
4. Programs
5. Marketing
6. Services

1. Administration

a) Implement Board of County Commissioners (BOCC) Policies

- *Ensure the library meets all service requirements and policies established by the BOCC.*
- *Communicate relevant policy or procedural changes from the BOCC to all Library Services staff.*
- *Carry out BOCC directives regarding service expectations and policy implementation.*

b) Budget Development

- *Prepare and submit the annual budget and performance measures according to Office of Management and Budget guidelines.*
- *Develop a fiscally responsible budget that reflects prudent spending and benefits Hernando County residents.*
- *Follow all Purchasing Department guidelines when acquiring materials and services.*

- *Comply with State Library requirements to qualify for State Aid to Libraries Grant funding and other applicable grants.*

c) Stay Informed on Service Needs and Library Trends

- *Conduct an annual review of library services, incorporating feedback from staff and patrons.*
- *Seek community input through surveys or questionnaires to identify service needs.*
- *Encourage staff participation in workshops and conferences to stay current in key service areas.*

d) Maintained Effective, Clean, and Accessible Library Facilities

- *Regularly assess the size, use, and layout of each library facility; include needed expansions in the Capital Improvement Plan.*
- *Ensure interior and exterior signage is sufficient for easy navigation.*
- *Support diverse and evolving operational and user facility needs.*
- *Continuously review the maintenance schedule and collaborate with Facilities Maintenance to determine in-house versus outsourced needs.*
- *Maintain timeless and functional décor and furnishings, updating as funding allows.*

e) Build and Support a Knowledgeable, Unified Staff

- *Develop and implement a comprehensive training program focusing on teamwork and service knowledge.*
- *Promote continuing education to support staff recruitment, retention, and professional growth.*
- *Reinforce standards of professionalism, responsibility, and job duties.*

f) Maintain Open Communication Across All Staff Levels

- *Hold regular administrative and departmental staff meetings.*
- *Keep staff informed about local and statewide library issues and events.*
- *Show trust and respect by empowering staff to work independently while ensuring strong communication with administration.*

g) Foster a Positive, Motivational Work Environment

- *Encourage proactive management through coaching, counseling, team-building and strong interpersonal skills.*
- *Offer ongoing training and professional development opportunities.*
- *Establish annual employee goals and conduct performance evaluations with meaningful recognition.*
- *Support creative problem-solving and innovation in library service delivery.*

h) Provide Adequate Staffing to Achieve the Library's Mission

- *Hire and train qualified employees to meet expected service expectations.*
- *Regularly guide, monitor and evaluate staff performance based on job descriptions and individual goals.*
- *Review workloads and streamline internal processes to improve productivity.*

2. Technology

a) Utilize Relevant Technologies to enrich Information Resources and Strengthen Library Services

- *Expand digital resources based on patron demand (e.g., eBooks, streaming media, learning tools).*

- *Collect and analyze core metrics, including Wi-Fi use, digital borrowing, and program participation to enhance resources and adapt to evolving needs.*
- *Enhance digital tools that support user discovery and self-serve.*

b) Maintain Reliable, Secure, and Sustainable Digital Infrastructure

- *Ensure public computers remain current through a scheduled five-year replacement cycle.*
- *Implement ongoing, structured staff training in: ILS functionality, Cybersecurity, emerging technologies, and digital literacy instruction.*
- *Provide reliable high-speed internet access, both in-library and remotely.*
- *Maintain the library's website for accessibility, useability, and mobile readiness.*

c) Use Technology to Streamline Operations and Enhance User Experience

- *Evaluate Koha enhancements or integration with third-party discovery layers.*
- *Update internal documentation, workflows, and troubleshooting guides.*
- *Enhance online account features (renewals, fine payments, program registration).*

d) Community and User Needs

- *Technology that supports workforce development, education, and creativity (e.g., makerspace tools, software, databases).*
- *Instruction in basic and intermediate digital skills by offering digital literacy classes and tech help sessions.*
- *Ensure ADA-compliant workstations and assistive technology tools.*
- *Regularly collect patron and community feedback to guide service improvements.*

3. Collection

a) Develop and Maintain a Diverse and Dynamic Collection in a Variety of Formats

- *Assess the existing collection to identify areas for enhancement and improvement.*
- *Continue developing youth non-fiction collections to compliment school curricula and inspire curiosity.*
- *Ensure the collection represents diverse cultural, social, and political viewpoints.*
- *Evaluate emerging formats for possible purchase and inclusion.*
- *Create a distinct Adult Literacy and ESL (English as a Second Language) collection in all library branches.*
- *Maintain current STEM (Science, Technology, Engineering, and Mathematics) kits and create additional kits for Early Literacy and Elementary-age users.*

b) Maintain Collection Standards and Benchmarks

- *Assess shelving needs to improve access awareness of the collection.*
- *Initiate capital improvements as needed.*
- *Review and update the Collection Management Policy annually.*
- *Evaluate and assess the collection based on usage statistics, relevancy, accuracy, and physical condition.*
- *Make purchases with the goal of providing the most accurate and up to date information available.*
- *Apply current cataloging standards to all bibliographic records to ensure accuracy and discoverability.*

c) Conduct Regular Collection Maintenance Activities

- *Conduct regular inventory of the collection.*
- *Form a weeding schedule and establish a recurring timeline for weeding activities.*

- *Remove 5% of the collection annually in accordance with State of Florida Library Standards.*
- *Perform periodic maintenance on bibliographic records in the Library's Integrated Library System (ILS).*

d) Purchase New Materials and Information Resources

- *Make purchases in accordance with the Collection Management Policy.*
- *Place orders at regular intervals throughout the year.*
- *Increase the Materials Budget to meet community needs and to support emerging formats as budget allows.*
- *Reach and maintain two items per capita in the library collection, in accordance with the State of Florida Library Standards.*

e) Effectively Promote the Collection

- *Maintain OPAC (online public access computer) lists highlighting new and unique collections.*
- *Implement merchandising techniques in library branches to improve collection visibility.*
- *Promote the collection in local media, community groups, and social media, establishing a schedule for electronic resources promotion across multiple platforms.*
- *Conduct targeted and purposeful promotional campaigns for the collection.*
- *Educate and train staff on available resources and the benefits of the collection.*

4. Programs

a) Provide Programs that Support the Library's Mission and Promote Use of the Collection

- *Create and administer patron surveys to evaluate community interests and needs.*
- *Review survey results and implement recommended changes.*

- *Offer high quality programs of appeal to a diverse population and meet their recreational and popular-interest needs.*
- *Explore additional methods of distributing library digital and print information to promote programs and increase community awareness.*

b) Provide Relevant Programs for Children that Stimulate Their Interests and Develop an Appreciation for Reading and Learning

- *Develop and deliver Storytime programs for children 18 months to 5-year-olds, instilling a joy of reading and introducing early literacy skills that prepare children to learn to read.*
- *Offer literacy and craft programs throughout the school year during after school hours to engage school aged children with the library and with reading.*
- *Provide a Summer Reading program for children throughout Hernando County that offers a fun, free, safe, and educational experience during the months they are out of school.*

c) Provide Relevant Programs for Young Adults Based on Customer Demand

- *Develop and provide programs of interest to the Tweens (8-12 years old), based on participant feedback and current trends, such as computer coding and LEGO Club programs.*
- *Develop and provide programs of interest to the Teens (13-18 years old), based on feedback current trends, including video game events, craft activities, and cooking programs.*
- *Provide a Summer Reading program for teens and tweens across Hernando County, offering a fun, free, safe, and educational experience during the summer break.*

d) Provide Relevant Programs for Adults Based on Customer Demand

- *Deliver programs that address community interests, continuing education, job-related skills and quality of life needs.*

- *Continue to partner with the County Extension and Parks & Recreation Departments to offer high-quality adult programs.*
- *Partner with community agencies to bring educational, cultural, and engaging programs to adults.*
- *Provide computer classes tailored to current patron needs and interests.*

5. Marketing

a) Actively Market Library Services, Materials, and Programs Throughout the Year

- *Utilize the library's social media platforms, including Facebook and Instagram, on a regular basis to promote library programs, classes, services, and resources.*
- *Attend local civic group meetings each month to share updates about library offerings and raise awareness of available resources and programs.*
- *Collaborate with the United Way of Hernando County and other community agencies to promote educational resources that extend beyond what can be solely provided through outreach.*

6. Information Services

a) Promote Life-long Learning Through Virtual Access to the Library

- *Provide online programs that give community members the flexibility to learn on their own time and at their own pace.*
- *Increase inclusivity and reduce learning-related anxiety by offering virtual programming in accessible formats.*
- *Improve the community's technical skills through computer-based learning opportunities.*
- *Reduce costs by delivering classes and programs through digital platforms.*
- *Create opportunities for community members to build relationships with others who share similar interests.*

b) Assist Citizens of all Ages with Educational Goals by Providing Help, Resources, and Information They Need for Self-Directed Personal Growth that Enriches Their Lives

- *Continue to offer computer classes specifically designed for novice users.*
- *Invite professional speakers to lead programs focused on personal growth and life skills development.*
- *Collaborate with community groups and organizations that promote personal development strategies.*
- *Support and promote local organizations, such as United Way, that offer resources related to housing, education, and personal development.*

c) Be Responsive to the Information Needs of the Community

- *Continuously improve the library's website to ensure it provides clear, useful, and up to date information about services and programs.*
- *Provide access to current, accurate and authoritative online resources, including high quality links through the library's website.*
- *Gather ongoing feedback from front-line staff to understand public needs and ensure the community receives the most relevant and updated information.*