

**CIPLS Strategic Directions 2012-2017
Implementation Plan**

2012-13	2013-14	2014-15	2015-16
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Library Service Stabilisation	Expanding Sustainable Library Service	Building an Information Literate Community	Encouraging Community Voices
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Strategic Direction One	Initiatives	2012-13 Implementation	2013-14 Implementation	2014-15 Implementation	2015-16 Implementation
Creating Community Connections <i>National Pride</i> <i>Community Awareness</i> <i>Global Perspective</i> <i>Finding Personal Voice</i> <i>Preserving Family History</i>	Community/ Consumer Information	Develop proposal for a business membership including benefits package.	Work with CS to develop an online database for community/consumer organisations to enter their information and connect to their websites. Develop PR plan for initial campaign and for maintenance.	Roll out public relations plan for business membership and community/consumer organisations database.	On-going Public Relations and Database Maintenance
	Community Interest Programmes	Develop sustainable structure for a Community Issues Lecture Series; Identify Key Partnerships in the Community and in the Cayman Islands Government	Implement Phase One of the Community Issues Lecture Series; Develop a Public Library Display and begin participating in Heritage Day events across country.	Expand Community Issues Lecture Series offerings to include all six libraries; Expand Library representation in Heritage Day events across country by creating additional Library Displays.	Maintain expanded Community Issues Lecture Series in all six libraries; Update Library Display Materials on an annual basis; Number of different displays expands so each Branch can represent the library at community events.
	Family History/Cultural programmes	Meet with CINA to structure a partnership for gathering/providing access to Genealogical Information and Historical Images; Identify potential opportunity to help residents preserve their personal histories.	Develop a plan for establishing a Caymanian Genealogical Collection; Allocate resources to fund collection; Include a mechanism for obtaining family genealogies for inclusion in collection.	Establish Genealogy Collection, begin offering Genealogical Classes to the public; Develop structure for organising, cataloging and providing access to Historical Images; Allocate resources for developing Historical Images Collection.	Maintain and expand Genealogy Collection; Continue offering classes to the public; Implement Historical Images Database.
	Global Village	Develop a sustainable structure for the implementation of an International Cultures in Cayman event to highlight the many cultures of Cayman.	Develop a "The Many Cultures of Cayman" webpage within the library webpage with resources on information for the different cultures; Allocate resources & recruit sponsors for event.	Implement 1st "The Many Cultures of Cayman" event.	Maintain and expand "The Many Cultures of Cayman" event.
	Writing/Sharing Stories	Develop a sustainable structure for building a comprehensive writing/sharing stories programme; Identify potential programme partners.	Develop a webpage on the library website for collecting community narratives; Promote public narratives for events and issues throughout the year; Explore formal publication opportunities for "Caymanian Voices".	Maintain "Caymanian Voices" project; Start a Caymanian Voices monthly meeting to encourage writing and publishing; Identify and recruit sponsors for publishing.	Maintain "Caymanian Voices" project; Maintain Caymanian Voices monthly meeting; Continue to provide structure and support for publication of local writers.

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Strategic Direction Two	Initiatives	2012-13 Implementation	2013-14 Implementation	2014-15 Implementation	2015-16 Implementation
Capacity Building <i>Public Library Advocacy Functional Facilities Staff Learning Expand Library Service</i>	Community Counsel	Establish the structure for a Library Professionals Association; Establish the structure for the creation of a private sector Public Library Advisory Board to provide community input for library services and to advocate for the library.	Recruit Advisory Board and establish quarterly meetings; allocate resources for meetings; Invite a core group of Library Professionals to develop by-laws and organisational structure for a Library Professionals Association; Begin LPA meetings.	Maintain Advisory Board quarterly meetings; Maintain Library Professionals Association;	Maintain Advisory Board quarterly meetings; Maintain Library Professionals Association;
	Facilities	Develop long range plan for facilities & identify priorities; Set up facilities maintenance schedule; Tender building janitorial contracts; Allocate resources 2013-14; rearrange GT Library; Expand Internet access speed at GT Library; Implement LibData software for public access computer/print management.	Implement Maintenance Schedule for six library facilities; Carry out priorities for this fiscal year as identified in long range plan; Allocate resources for 2014-15;	Implement Maintenance Schedule for six library facilities; Carry out priorities for this fiscal year as identified in long range plan; Allocate resources for 2015-16;	Implement Maintenance Schedule for six library facilities; Carry out priorities for this fiscal year as identified in long range plan; Allocate resources for 2016-17;
	Staff Development Plan	Develop a policy for individualized staff development; Outline a curriculum for training library assistants; Identify training opportunities for staff.	Work with Library Professionals Association to establish a training programme for library assistants/staff in Cayman. Talk with UCCI about establishing a library para-professional Associate Degree; Library Staff begin setting individual learning plans on an annual basis.	Continue working on Associate Degree implementation. Continue providing training programmes for library assistants/staff through Library Professionals Association; Continue individual learning plans.	Continue working on Associate Degree implementation. Continue providing training programmes for library assistants/staff through Library Professionals Association; Continue individual learning plans.
	Organizational Structure	Develop Library Staff Organisational Plan; Develop new job descriptions; Set Organizational Plan expansion priorities as they align with Strategic Directions; Allocate resources.	Expand Staff based on Organisational Plan and priorities as resources allow.	Expand Staff based on Organisational Plan and priorities as resources allow.	Expand Staff based on Organisational Plan and priorities as resources allow.
	Public Library Law, Policies and Procedures	Complete law revision, prepare drafting documents, submit; Develop Library Policies and Procedures Outline; Write drafts for all library policies; Develop Public Library Service File Plan & Disposal Schedule; Update Continuity of Operations Plan; Develop a naming convention for filing library records; Implement CS Leave Tracking Database; Develop a procedure for turning in employee documents to METE.	Review and edit library policy drafts; Submit policy drafts to METE for approval; Develop implementation plans for policies; begin implementation process as policies are approved; Update Continuity of Operations plan; Update Policy and Procedure Manuals in each of the buildings; Keep up with progress of Library Law...implement when passed.	Review and edit library policy as needed; Submit policy edits to METE for approval; Implement approved policy changes; Update Continuity of Operations plan; Update Policy and Procedure Manuals in each of the buildings; Develop a webpage on the library website for library policy, procedures and library forms.	Review and edit library policy as needed; Submit policy edits to METE for approval; Implement approved policy changes; Update Continuity of Operations plan; Update Policy and Procedure Manuals in each of the buildings; Update the library policy and procedures website as needed.

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Strategic Direction Three	Initiatives	2012-13 Implementation	2013-14 Implementation	2014-15 Implementation	2015-16 Implementation
Service Transformation Define Core Library Services Develop The Online Library Branch Define the Public Library Collection Library Partnerships Provide Access to Community Information	Core Services Improvement	Develop a plan for improvement of core library services: customer service; collection development; information access; building management; community support; library advocacy; access for special needs library users.	Develop and conduct a community-wide survey to determine existing perception of Public libraries in Cayman; Review survey results and compare to Improvement of Core Services Plan; Set priorities for improving Core Services; Allocate resources; Implement quarterly staff meetings that include social time.	Develop an In-house staff education programme encompassing staff meetings, team building and peer led instruction units; Develop a formal employee orientation programme and an employee manual.	Expand In-house education programme and employee orientation programme as needed developing online courses when possible; Post employee manual on library website.
	Online Services/ Branch	Develop a proposal for a full-service public library website including recommended online information databases; Develop a policy and procedures for Library Facebook page; Launch Facebook page to public; Implement free room scheduling software;	Begin editing Library Website based on priorities identified in proposal; Promote the use of MyLibrary and the OPAC services available online through Atrium; Promote and provide training on the use services provided through the Online Branch.	Continue expanding Library Website based on priorities identified in proposal; Promote the use of online resources available through the library website; Continue to promote and provide training on the use services provided through the Online Branch.	Continue expanding Library Website based on priorities identified in proposal; Promote the use of online resources available through the library website; Continue to promote and provide training on the use services provided through the Online Branch.
	Core Collection Development	Develop draft policy for collection development including a resource allocation plan, a collection development schedule and an website/online resources inclusion guide; Develop a sustainable book donations programme; Develop a digital collections framework; Prepare a report on the state of overdue collection materials and make recommendations for addressing this issue; Allocate resources;	Develop a resource allocation structure for library branches; Provide Building Manager training on developing community collections; establish process for purchasing, inventory and weeding collections; Begin cataloging online resources in Atrium; Allocate resources for 2014-15.	Review and maintain collection development procedures; Allocate resources for 2015-16.	Review and maintain collection development procedures; Allocate resources for 2015-16.
	Expanded Resource Sharing	Develop an Expanded Resource Sharing Plan with resource allocation and implementation timeline. (Include Remote Access Databases)	Establish interlibrary loan programme with schools via courier; Establish a consortium for purchasing online resources (private businesses, schools, other community organizations); Framework for an instructional programme to support information literacy at the primary and secondary levels (see SD Four).	Build interlibrary loan programme by examining possibilities of including corporate/law libraries; Implement information literacy curriculum in coordination with METE.	Maintain interlibrary loan programme; Promote and expand implementation of information literacy curriculum in coordination with METE.
	Community Research	Develop a collection development plan for community information including Government Documents, community calendar, local authors, community organizational publications etc...	Catalog and process special collection materials based on priorities established in the community information collection development plan.	Catalog and process special collection materials based on priorities established in the community information collection development plan.	Catalog and process special collection materials based on priorities established in the community information collection development plan.

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Strategic Direction Four	Initiatives	2012-13 Implementation	2013-14 Implementation	2014-15 Implementation	2015-16 Implementation
Learning Enrichment Become a Learning Partner Become an Amplifier Institution Point-of-Need Learning Encourage Entrepreneurship	METE Partnerships	Write a Policy Brief identifying the potential partnership opportunities that exist between METE and the Public Library; Share approved Strategic Directions Plan with key individuals and discuss how the Public Library can support other department programmes;	Establish METE partnerships as determined by the implementation schedule for Information Literacy Curriculum, Literacy Programmes, Workforce Development and Small Business Support.	Establish METE partnerships as determined by the implementation schedule for Information Literacy Curriculum, Literacy Programmes, Workforce Development and Small Business Support.	Establish METE partnerships as determined by the implementation schedule for Information Literacy Curriculum, Literacy Programmes, Workforce Development and Small Business Support.
	Information Literacy Curriculum	Develop framework for a Primary and Secondary Information Literacy Programme; Submit framework to METE for review and approval.	Begin developing instructional modules for both face-to-face and online instruction for the Information Literacy Framework; Develop an implementation schedule with input from METE.	Train Building Managers and interested Classroom Teachers on the curriculum modules; Promote curriculum to schools; Begin implementation.	Train Building Managers and interested Classroom Teachers on the curriculum modules; Promote curriculum to schools; Begin implementation.
	Literacy Programmes	Established sustainable programmes include Cayman Reads, PlayReadLearn!, and the Summer Reading Challenge; Develop programme implementation for 2013 for Summer Reading Challenge and Cayman Reads (add teachers section); Develop a plan for expanded literacy programmes; Identify community partners for literacy programmes.	Identify interested child care businesses and Reception classes to develop an outreach programme to expand the reach of the PlayReadLearn! programme; Establish a library sponsored book club for adults; Purchase several BiFokal Kits to expand programmes for nursing homes; Develop a plan for after-school programmes for teens; Develop programme implementation for 2014 for Summer Reading Challenge and Cayman Reads - add an adult section;	Continue supporting PlayReadLearn!, Summer Reading Challenge and Cayman Reads; Add more BiFokal Kits and implement a monthly or bi-monthly nursing home programme; Implement a five-day after-school programme at George Town; Continue Adult Book Club.	Continue supporting PlayReadLearn!, Summer Reading Challenge and Cayman Reads; Add more BiFokal Kits and implement a monthly or bi-monthly nursing home programme; Implement a five-day after-school programme at George Town; Continue Adult Book Club.
	Workforce Development	Develop a framework for supporting workforce development through the public library; Meet with METE HCD staff for input on framework; Allocate resources.	Establish community training centres (computer labs) in WB, BT, GT, NS, EE and CB; Begin developing training modules and offering them in the community training centres; Train key library staff and other interested volunteers to teach the training modules.	Expand offerings in community training centres by establishing community partnerships to provide additional training services.	Expand offerings in community training centres by establishing community partnerships to provide additional training services.
	Small Business Support	Research the existing Small Business demographics in Cayman to determine what types of library services would best support small businesses; develop a plan for small business support; identify partners.	Implement small business support based on priorities outlined in the Small Business Support Plan.	Implement small business support based on priorities outlined in the Small Business Support Plan.	Implement small business support based on priorities outlined in the Small Business Support Plan.