

Strategic Area: Organizational Structure

Goals

Develop and implement an organization structure to meet the needs of IGS, by identifying volunteer's passions and skills to promote IGS mission.

Initiatives –

1. Create a specific job description and responsibilities of all IGS workers (includes paid staff and volunteers)
2. Identify the skills within our membership.
3. Review and modify existing membership application to include volunteer skills

Targets & Measures –

	Responsibility	Met/not met
Have a Board of Director's approved organizational structure by 1 st quarter 2022	President	
Identify and recruit members to fill various rolls identified in the organizational structure July 2022- for 2023 office	Volunteer coordinator/president	
Create job description and responsibilities before annual meeting	Executive committee	

Strategic Area: Facility Maintenance and Improvement

Goals

1. Identify and plan for maintenance work in order to preserve the building that we have
2. Evaluate current structural opportunities to support new or future facility use, including collections, storage, improved meeting place, technology center.

Initiatives –

1. Prioritize existing known maintenance items/issues and schedule work to be done.
2. Research and review existing facility and digital use and collection of ideas for future use.
3. Identify communities and groups we can support with our facilities.
4. Improve the esthetics of our current space to provide a more welcoming environment.

Targets & Measures –

	Responsibility	Met/Not Met
Complete assessment of current facility by 6/1/2022	Facility & grounds	
Develop a maintenance schedule based on prioritize needs by 7/1/2022	Facility & grounds	
Identify the look and feel of proposed environment by 9/30/2022	Facility & grounds	
Develop a facility use rules for community groups/organizations 3 rd quarter 2023	Executive/library committees	
Develop a community groups/organization list that might benefit from using our facility 3 rd quarter 2023	Marketing	

Strategic Area: Collection Preservation and Management

Goals

1. All items in collection have been properly cataloged in Koha.
2. Provide improved member access to library collection

Initiatives –

1. Complete Koha cataloging
2. Process existing donations collections
3. Establish donation processing policy
4. Conduct collection analysis by outside party.
5. Analyze collection to determine which parts of collection will best promote Society.
6. Identify projects digitization scope resources and finances.

Targets & Measures –

	Responsibility	Met/Not Met
Complete collection analysis with 1 st quarter 2022	Tony Cupp	Met
Present updated donation policy process to board for approval 1 st quarter 2022	Tony Cupp	
Library Committee and others as impacted by report Review and identify priority needs based on the collection analysis 3 rd quarter 2022	Library Committee	
Ensure that the obituary collection is included in the digitization and website plans 4 th quarter 2022	Library & tech	
Create a report prioritized digitization plan (library access only vs member payer wall). 4 th quarter 2022	Library committee	
Catalog Complete of existing shelves and donations 4 th quarter 2022	Cataloging project	
Establish donation curation process 1 st quarter 2023	Library committee	

Strategic Area: Membership Growth

Goals

1. Membership retention
2. New member growth

Initiatives –

1. Develop a report regarding the analysis of membership retention
2. Identify offerings for online only vs in person library users.
3. Coordinate marketing materials with membership offerings.
4. Expand and grow the numbers of volunteers at IGS.
5. Create a way of tracking when became member

Targets & Measures –

	Responsibility	Met/Not Met
Evaluate what services do members want (SIG, Classes, online access, library access, socialization, other)? 3 rd quarter 2022	2 nd VP	
5% new growth of members by 4 th quarter 2022	2 nd VP	
80%-member retention for calendar year 2022 4 th quarter 2022	2 nd VP	
Review membership classes/groups and identify potential changes 4 th quarter 2022	2 nd VP	
Recognize significant membership anniversaries. 5, 10, 15, 25, et. Al. 2 nd quarter 2023	2 nd VP and Tony	

Strategic Area: Education

Goals

1. Continue to meet the educational needs of members.
2. Establish annual educational themes and support with speakers and content
3. Help members grow their research abilities via online and in-person classes and conferences.

Initiatives –

1. Provide support to special interest groups on the category of interest.
2. Provide affordable educational opportunities through classes and conferences.
3. To encourage use of library resources and staff.
4. Classes on how regional reps can present class to regional societies.

Targets & Measures –

	Responsibility	Met/Not Met
Establish success reporting of both numbers present for class and class evaluation 1 st quarter	Education committee	
Annual survey to members regarding educational interests and needs. 4 th quarter 2022	Education committee	
Create programs that are accessible to all members and nonmembers regardless of physical location. ?% offered via zoom/hybrid 4 th quarter 2022	Education/tech committee	
Evaluate the success of study group methodology – intermediate/advanced member 4 th quarter 2022	Education/tech committee	
Develop genealogy curriculum: 101 series, lunch offerings/alternate times, workshops -implement 2023	Education/tech committee	

Strategic Area: Website/Social Media

Goals

1. Members only section behind pay wall on website.
2. Streamline social media presence.

Initiatives –

1. Modern website, easy to maintain and update
2. Members only content
3. Analyze website content

Targets & Measures –

	Responsibility	Met/Not Met
Go live with new website 2 nd quarter 2022		
Establish a retention policy for website content 3 rd quarter 2022	Tech/marketing committee	
Establish social media guidelines use & presence 3 rd quarter 2022	Marketing committee + Tony	
Membership database integration with members-only component of the website 4 th quarter 2022	Tech committee	
Establish maintenance and update process for website, including update/release notes 1 st quarter 2023	Tech committee	

Strategic Area: Technology

Goals

1. Ensure that technology resources are current.
2. Identity the viability of establishing public access scanning stations.

Initiatives –

1. Analyze and obtain computers that can handle operating system.
2. Determine equipment and space needs to establish a scanning station.
3. Analysis of web-based platform for society business (committees, SIG's)

Targets & Measures –

	Responsibility	Met/Not Met
Establish a technology maintenance plan (hardware and software) 2 nd quarter 2022	Tech committee	
Establish a regular security and inventory report to the executive committee quarterly 2 nd quarter 2022	Tech committee	
Review and establish a structured naming and filing convention for society documentation on the internal network; including the establishment of security guidelines and how frequently credentialing and passwords are changed. – 2 nd quarter 2022	Tech committee—Kevin Spire-organizational structure	
Analysis of google vs Microsoft for web-based platform 3 rd quarter	Executive committee	
Analyze existing equipment in preparation for Windows 11 operating system. 4 th quarter 2022	Tech committee	
Cost/benefits analysis for establishing a scanning station 4 th quarter 2022	Tech committee	
Migrate the existing documents to the new structure 4 th quarter 2023	Tech/Tony/committee chair	