

**Adams Public Library System
Long Range Planning
2016-2018**

Mission

The Adams Public Library System serves all people of the Decatur and Geneva communities by acquiring, organizing, and providing access and guidance to a variety of information and materials to help fulfill the intellectual, educational, social, and recreational needs of this community in an atmosphere that is welcoming, respectful, and businesslike.

Goals and Objectives

Goal 1: The library will serve as a community information center.	Responsibility	Time Line
Objective 1: To expand and improve library technology		
Action: Upgrade and replace computers on a rotating basis as per Technology Plan Measurement: whether one-quarter of all computers are replaced each year in a four year cycle	Board/Dir/Staff	Ongoing
Action: Keep abreast of new and innovative technologies	Staff	Ongoing
Action: Determine need to provide technology to the community Measurement: timing of community-wide survey	Director	2017
Action: Provide communication methods for general community Measurement: number of times Skype or similar method is used on public computers annually	Staff	ongoing
Action: Investigate costs of equipment for local history digitization services / projects and purchase with available funds	Board/Dir/Staff	2016-18
Action: Establish, equip and staff a Maker Space	Board / Director	2016
Objective 2: To facilitate e-government services		
Action: Continue to provide adequate broadband connectivity to exceed internet usage needs	Board/Dir	Ongoing
Action: Train public service staff members to provide e-government services Measurement: percent of public service staff members who participate in at least one training on e-government services	Dir/Staff	Annually
Objective 3: To offer programs/workshops for all ages		
Action: Provide general interest workshops	Staff	Ongoing
Action: Provide age appropriate early literacy classes	Staff	Ongoing
Action: Exceed state standards on required programs Measurement: Number of workshops / events annually Percent of programs that are early literacy classes Number of programs offered exceeding the state standard required.	Director	Annually
Action: Coordinate literacy tutoring for adults in collaboration with WorkOne	Staff, volunteers	ongoing
Objective 4: To develop and support outreach programs		
Action: Work with schools to provide additional supplemental educational materials Measurement: outreach circulation	Dir/Staff	Annually
Action: Provide story express for pre-schools and day cares Measurement: number of story express conducted at a	Staff	Ongoing

Action:	local pre-school or daycare Collaborate on programming with like organizations such as the Mothers of Preschoolers (MOPS) group and the Boys & Girls Club	Staff	Ongoing
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Goal 2: The library will develop and improve resources, services, and facilities to meet the needs of the community.

Objective 1: To develop collections in line with community needs

Action:	use the collections development policy as a guideline	Staff	Ongoing
Action:	Begin a community needs assessment	Director	2016

Objective 2: To improve access to the library's collections and resources

Action:	Outreach to Amish	Staff	Ongoing
	Measurement: number of visits to Amish schools circulation at the Amish schools		
Action:	Revise website to allow easy access to online materials either owned by the library, offered through the library, or made available in a ready-format for public use.	Dir/Staff	2016 revision ongoing
	Measurement: number of databases offered by the library number of uses of library online resources number of uses from the library's website to egovernment resources or other online resources tracked by the library		

Objective 3: To further develop the local history collections

Action:	Digitize local history collections	Dir/Staff	ongoing
	Measurement: number of files in digitized collections		
Action:	Invite donations of local history collections and local family information	Dir	ongoing
Action:	Collaborate with local history organizations to provide access to digitized local history collections or inventories of local history collections	Board/Dir/Staff	2016-18

Objective 4: To facilitate all townships merging into the district

Action:	Actively provide information to township elected officials on the method of joining the library district	Director	Annually
Action:	Encourage legislators to sponsor legislation that will result in county-wide service	Board/Dir	Ongoing

Objective 5: To work with other Adams County cities/towns to provide library service.

Action:	Work with school superintendents	Director	Ongoing
Action:	Continue reciprocal agreement with the Berne Public Library	Board / staff	ongoing
Action:	Highlight national movement to provide library cards to all students with the emphasis on expanding the library district to broaden access	Board / Dir	2016-17

Objective 6: To improve the furniture, equipment, and facility in general

Action:	Continue to update and implement the Long Range Maintenance Calendar	Director	Annually
Action:	Investigate tuckpointing costs for the west outside wall	Dir/Board	2017

	at Geneva		
Action:	Paint walls and/or wallpaper in areas that need attention	Director	2016-18

Goal 3: The library will strive to improve the financial strength of the library system.

Objective 1: To grow the Library Improvement Reserve and Rainy Day Funds.

Action:	Budget annually to transfer to LIRF	Board/Dir	Annually
Action:	Transfer funds to the Rainy Day Fund when December 31 cash balances are equal to or greater than fifty-percent of the ensuing operating budget	Board	Annually
Action:	Track income and expenditures monthly, annually, and in comparison to the last five years	Director	
Action:	Track funds for technology equipment and software updates	Board/Director	ongoing

Objective 2: To look at alternative sources of revenue

Action:	Encourage legislators to address public library revenue sources with special emphasis on alternative sources	Board/Dir	Ongoing
Action:	Encourage Decatur Redevelopment Commission to direct funds to the library and/or Carnegie buildings	Board/Dir	ongoing
Action:	Pursue grant opportunities to enhance services, equipment and facilities	Staff	Ongoing
	Measurement: Number of grants awarded Amount of grant awards		
Action:	Seek business or organization sponsorships for special events or specific projects such as digitization of particular collections	Dir/Staff	ongoing

Objective 3: To encourage and maintain a Friends program

Action:	Provide meeting room space and space for book donation storage	Director	ongoing
Action:	Recognize contributions of the Friends to the Library	Director	Annually
Action:	Encourage membership	Director	Ongoing
	Measurement: friends membership		

Objective 4: To increase board knowledge of the budgeting process

Action:	Encourage board members to attend annual budget workshops	Director	Annually
Action:	Encourage Board Members to attend a budget workshop / webinar	Board	annually
Action:	Continue to provide monthly financial reports to the board	Director	Monthly

Goal 4: The library will provide awareness of library services within the community.

Objective 1: To provide library information to the local media

Action:	Provide news releases to local media	Director	Ongoing
	Measurement: number of articles appearing in local media monthly		
Action:	Send newsletters monthly to local media	Director	Monthly

Objective 2: To publish library news

Action:	Publish a monthly newsletter	Director	Monthly
Action:	Use social media to distribute library event and service	Dir/Staff	Ongoing

information to the public
 Measurement: number of posts
 Number of views

Objective 3: To promote public relations through community involvement			
Action:	Encourage staff to participate in community-related Committees	Director	Ongoing
Action:	Allow staff time for community-related Committees	Director/Staff	Ongoing
Action:	Participate in Spotlight, Callithumpian Parade, 4-H Fair, and other Community events	Board/Dir/Staff	Annually
Action:	Continue membership in local Chambers of Commerce	Board/Dir	Annually
Action:	Seek out speaking engagements with local organizations	Dir/Staff	Ongoing
Objective 4: To encourage use of library by local clubs, organizations & businesses			
Action:	Encourage use of meeting room Measurement: number of room uses	Dir/Staff	Ongoing
Action:	Collaborate on programming	Dir/Staff	Ongoing
Objective 5: To provide information about library services through library guides			
Action:	Provide general guides in English and Spanish for distribution at local fairs	Director	Ongoing
Action:	Provide guides on subjects often requested such as Business information and post-secondary education guides	Staff	ongoing

Goal 5: The library will develop staff and staff skills to meet the needs of the community.

Objective 1: To keep staff morale high			
Action:	Continue recognition of staff service years through annual event	Board/Dir	Annually
Action:	Feature staff periodically in the library's newsletter	Director	Quarterly
Objective 2: To budget for adequate staffing			
Action:	Continue to analyze staff needs and budget	Director	Ongoing
Action:	Actively seek volunteers	Staff	Ongoing
Objective 3: To offer opportunities to develop needed skills			
Action:	Provide paid staff time to attend workshops / training	Board/Dir	Ongoing
Action:	Track LEUs for staff to ensure that the library meets state library standards Measurement: staff readiness for certification renewal	Director	Ongoing
Action:	Provide a one-day event – in-house or outside – on a closed day for all staff to participate in training Measurement: number of staff in attendance	Director	Annually
Action:	Continue to track staff's general computer / technology knowledge and provide training for staff to increase knowledge	Dir/Staff	Ongoing
Action:	Provide training at monthly staff meetings	Dir /Staff	Monthly

Approved by the Board of Trustees
 February 29, 2016