

Long Range Plan

Garrett Public Library
2016-2018
Garrett, Indiana

Approved by the Garrett Public Library Board of Trustees on December 8th, 2015

Introduction

During 2015, library staff, board of trustees and community members provided feedback via a survey and in person interviews on library services and resources. The survey was placed in a variety of locations. Staff and members of the board received the aggregated results of all the completed surveys. The Board of Trustees reviewed the drafts of our plan and to ensure we meet state standards concerning long-range planning.

Statement of Community Needs and Goals

Community needs and goals are based on feedback from staff, board members and the community and from our ongoing cooperative ventures with DeKalb County public libraries and our partnerships and collaboration with other community organizations including our local schools and recreational center.

Building

Our recent expansion has offered increased opportunities for service and has alleviated many of the needs put forth in the last long range plan. However, we need to increase the utilization of the new resources as well as face the challenges of policing a larger space. Community surveys showed that more patrons needed to be made aware of the new resources offered. We will accomplish this by instituting the following objectives:

- Market the community room and local history center so more of the community knows it exists and can enjoy them.
- Create a mission statement and collection development plan for the local history center and organize the materials so patrons can use them more effectively.

Technology

Ongoing changes in technology require additional training and education for our staff and public as well as consideration of how we use our physical space for technological resources and equipment.

Goal: Provide complete Wi-Fi coverage inside the library.

- We will expand the library's network of wireless access points to provide complete coverage throughout the entire building.

Goal: Provide for the growing demand for wireless internet in the community for those without the means to obtain it, including students.

- We will expand our Sprint wireless hotspot pilot program by adding enough devices to meet public need and increase bandwidth within the library.

Goal: Ensure that patrons are confident in using technology like hotspots or digital books.

- We will continue to provide one-on-one instruction for patrons with questions regarding the technology we offer.

Goal: Provide a better web presence for the library.

- Continue our social networking efforts while updating to a modern user-friendly homepage.

Materials

Community members frequently pointed to a having a bigger print and e-book collection as a need of this library. Our interlibrary loan numbers are very high and take quite a bit of staff time. We will attempt to address this in two ways.

- Investigate joining the Evergreen Indiana consortium so as to have access to more print materials. This will also reduce staff time on requesting ILL's.
- Continue our recent collaboration with the Northeast Indiana Digital Library to provide more ebooks for patrons than we could offer alone.

Youth

Large numbers of young people come to the library directly after school and frequently stay until the library closes. They have little or no adult supervision. This community need will be addressed several ways:

- We will continue to provide afterschool activities for our young people that include homework help, gaming, and social activities.
- We will continue to collaborate with our local schools and recreational center in providing outreach services and in planning for the needs of our community's youth.
- We need to start programs for previously unrepresented groups such as middle schoolers and new adults (18-21).

Personnel

Library Staff need to be continuously trained in order to meet the demands of the modern user. Computer skills, reader's advisory, and general reference knowledge are the basis of an effective library staff and we need to implement the following objectives:

- Increase the budgeted amount for staff training.
- Encourage staff to attend workshops and webinars as often as time and budget allows.
- Have regular trainings in all aspects of librarianship and technology to ensure that staff is knowledgeable.
- Determine whether more front line staff is needed.

Assessment of Facilities, Services, Technology, and Operations

Garrett Public Library meets and in some cases, exceeds basic state standards for our facilities, service, programs, collections, technology, and hours of operations. Our recent expansion has allowed us to address the facilities needs of the previous Long Range Plan.

Community needs include the following:

Facilities

1. Market newly created spaces
2. Create a mission statement and collection development plan for new Local History Center

Programs

1. Create programs targeted at middle school youth
2. Create programs targeted at new adults (18-25)
3. Expand our computer instruction classes

Collections

1. Continue investing in the Northeast Indiana Digital Library to provide e-books to patrons
2. Explore ways to gain access to more print materials, such as through joining Evergreen Indiana

Technology

1. Assess our Wi-Fi capability and purchase more access points
2. Continue to assess our Mobile Hotspot program and acquire more devices if needed
3. Update our website
4. Increase our use of social media

Ongoing Evaluation Process

Library staff, administration, and board of trustees will formally review this plan annually. Changes to the plan will be documented in board minutes and sent to the Indiana State Library.

Financial Resources and Sustainability

1. Our Operating Fund budget will be based on available sources of public funding and will not exceed the assessed valuation growth quotient for that budget year.
2. The budget may be augmented by grants and by the available distribution from our Garrett Public Library Foundation Fund.
3. We depend on community contributions to help us fund our special events and summer reading programs.
4. We collaborate with other area libraries for some programming and staff development training. We may share the costs to bring in outside presenters or utilize staff from area libraries as presenters.
5. Our LIRF has adequate funds to assist with certain capital projects.

Public Library Collaboration

Garrett Public Library participates in an inter-library loan consortium with other Library Corporation (TLC) libraries. We are a member of Northeast Indiana Libraries Serving Communities (LSC) and of Northern Indiana Computer Consortium for Libraries (NICCL). We collaborate frequently with the other DeKalb County public libraries. We have recently joined the Northeast Indiana Digital Library (NIDL) to share e-resources, and will be considering joining Evergreen Indiana.