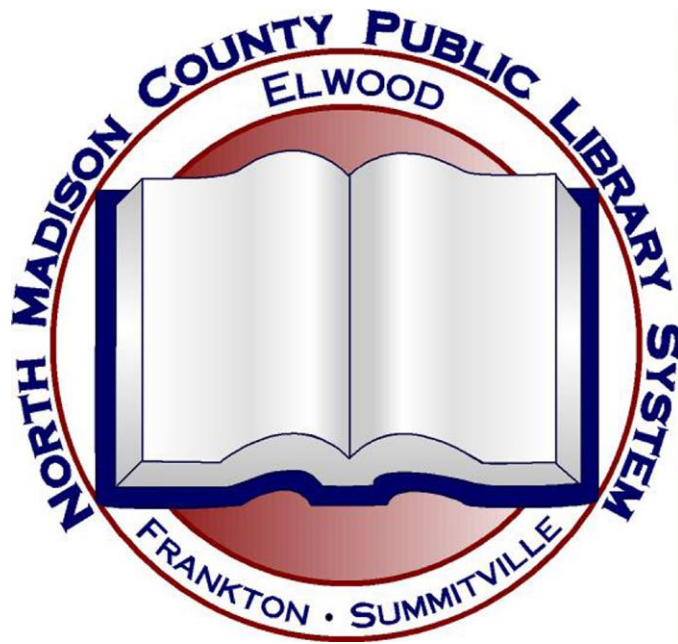


**LONG RANGE PLAN
2018-2020**

**NORTH MADISON COUNTY
PUBLIC LIBRARY SYSTEM**



**Adopted by the
NMCPLS Board of Trustees
February 15, 2018**

Our vision is to provide accessible services and programming that promotes a community of creativity, exploration, curiosity and cultivates lifelong learning

Our Mission get connected, stay connected to technology, your community and the world through your library

The North Madison County Public Library System is comprised of three facilities—each located in a separate community. The Elwood Public Library serves as the central facility and provides support to each of two branches—Frankton Community Library, and the Ralph E. Hazelbaker Library in Summitville.

While NMCPLS recognizes its primary responsibility to its own constituency, it is also committed to cooperative sharing of resources and services with other agencies for the mutual benefit of all. Residents of five townships are served by the system – Pipe Creek, Duck Creek, Boone, Van Buren, and Lafayette. In addition, NMCPLS supports the educational mission of the following public school districts: Elwood Community School Corporation, Frankton-Lapel Community Schools and Madison-Grant United School Corporation.

In June of 2017 the strategic planning committee was formed. The committee consisted of community members, From July 2017 to January 2018, the strategic planning committee met several times. The first task of this committee was to interview members of our communities. Twenty-five community members from our schools, city and town councils, attorneys, club members, chamber executive, church members, hospital, homeschool parent, business owners and YMCA returned a completed interview.

The results of these interviews emphasized our three communities' and library system's strengths, weaknesses, opportunities and threats (SWOT).

Community strengths:

- All three of our communities are small towns with public services and a sense of community.
- The distance from Indianapolis, Fishers, Noblesville is close enough to encourage families looking for the small town community to investigate moving to any of our three communities.
- Our proximity to major highways provides access to the larger cities for commuting to work.

Community Weakness:

- Our communities lack new housing to accommodate the families wanting move away from major cities. Each community has a minimal number of leaders.
- The prominent social issues are drug abuse, broken and low income homes, lack of parenting skills and teen pregnancy.
- Employment opportunities are lacking with mostly minimum wage service jobs.

Community Opportunities:

- Build youth programs that encourage leadership and life skills.
- Attract new businesses.
- Improve infrastructure and housing by applying for grants.

Community Threats:

- Decrease in funding, businesses, population.
- Increase in drug abuse and poverty.
- Lack of leadership and volunteerism.

Library Strengths:

- Children's programming with emphasis on summer reading programs
- Current resources, services and technology
- Friendly, welcoming and knowledgeable staff

Library Weakness:

- Marketing, interviewees were unaware of current services and programs
- Community Involvement and Partnerships

Library Opportunities:

- Partnerships
- Marketing

Library Threats:

- Electronics/Ebooks
- Lack of funding

Community Needs

- Life skills
 - Employability
 - Leadership
 - Presentation
 - Proper attire and language
 - Cover Letter and Resume
 - Interview techniques
 - Parenting
 - Problem solving
 - Communication
 - Budgeting
 - Stress management
- Drug and alcohol prevention
- Meeting or gathering spaces
 - Tutoring sessions
 - Supervised visitation
 - Social services agencies

Goal #1

Strengthen existing and develop new partnerships that will address community needs with mutually beneficial outcomes.

Objectives:

1. Develop partnership with Elwood John Hinds Career Center and Indiana Department of Workforce Development to assist with employability programs.
2. Continue to develop and support school partnerships
 - a. Present library programs at after school programs
 - b. Attend school programs to increase awareness of library services and programs and encourage library card sign-ups.
 - c. Encourage volunteering at the library through national honor societies and student councils.
3. Continue to develop current and new partnerships with social service agencies
 - a. Current Partnerships
 - i. Madison County Literacy Coalition – Adult Literacy Tutor Staff Member
 - ii. FSSA IMPACT Program
 - iii. Hamilton-Boone-Madison Special Services Cooperative
 - iv. Northern Madison County Drug Coalition
 - v. Intersect
 - b. New Partnerships
 - i. Aspire
 - ii. United Way – Thrive
 - iii. St. Vincent Mercy Hospital
4. Continue to participate in Chamber of Commerce and City/Town Activities

- a. Parades
- b. Festivals
- c. Home Health Fairs
- d. Family events with the city

Financial Resources and Sustainability

The Salary of Assistants and potential programming budgets of the Operating Budget will need to be increased to allow for increase in programs and partnerships.

Evaluation

Evaluation of each cooperative activity will be accomplished by meeting with the partner organization on a yearly basis to assess current relationship and determine future goals.

Goal #2

Provide programs for children, young adult and adult patrons that address community needs, improve partnerships and promote the library's vision and mission.

1. 2018 - Define current weaknesses and strengths of programming efforts in all facilities.
2. 2018- 2020 Develop and implement changes to ensure successful programming for all ages.
3. 2018 – 2020 Develop and implement a DIY Series.
4. 2018- 2020 Continue and/or implement programs for newborns to seniors
 - Elwood Public Library currently offers:
 - Toddler Time for 18 months up to 3 years
 - Story Time for 3 to 5 years
 - Twilight Tales for Kindergarten to 5th grade
 - Teen Time for 6th to 12th grade
 - Summer reading program for all ages
 - Reading and STEM projects at Edgewood Elementary's after school program
 - One-on-One Adult Literacy Classes
 - 2 Adult Book Clubs
 - Cookbook Club
 - Genealogy Class
 - Coloring, painting and crafting classes
 - Current events discussion
 - Frankton Community Library currently offers:
 - Giggles and Wiggles for 0 to 3 years
 - Let's Imagine for 3 to 6 years
 - Frankton After School Time (F.A.S.T.) for K to 5th grade
 - Teen Zone – 6th to 12th grade
 - Reading at the Frankton Elementary after school program
 - Adult Book club
 - Summer reading program for all ages
 - Cookbook club
 - Ralph E. Hazelbaker Library currently offers:
 - Mommy & Me for babies to 2 years

- Toddler Corral – 2 to 3 years
- Sprouts for 3 to 5 years
- Goosebumps for K to 6th grade
- Teen programming for 6th to 12th grade
- Page Turners book discussion group
- Color Me Happy – coloring program
- Senior Social for adults 54 years and older
- Summer reading program for all ages
- Computer classes and virtual reality field trips held at all three branches
- Ongoing - Staff member working at the Elwood facility will have 20 hours per week dedicated to outreach programming and marketing.
- Ongoing – Continue reading program at the Elwood ParkView Nursing Home and Summit Convalescent Center.
- Ongoing – Continue to support Homebound Delivery Service in Elwood.
- 2019 – Expand Homebound Delivery Service to outside Elwood City Limits
- Each facility will hold a certain number of programs per year according to different age groups.
 - Main branch will hold at least 150 children’s programs, 12 young adult programs and 24 adult programs which includes computer classes per year
 - Each branch will hold at least 50 children’s programs, 6 young adult programs and 12 adult programs which includes computer classes per year

Financial Resources and Sustainability

The Salary of Assistants section of the Operating Budget will need to be increased to allow for increase in programs and partnerships. The Traveling Expense line item will need to be increased to accommodate the travel expenses when expanding outreach programs. The Programming line items of the Operating Budget will be increased as needed.

Evaluation

Evaluation of new and current programs will take place at the end of every program cycle. The evaluations will be based on patron attendance and evaluation forms given at the end of every program cycle.

Goal #3

Create inviting spaces to encourage small spontaneous or planned learning activities and meetings

Objectives:

1. 2018 – Reduce the size of the Elwood Adult Services Circulation Desk and replace carpet with flooring in the same area.
2. 2018 – Replace flooring and carpeting at Summitville due to age and tripping hazards.
3. 2018 – Replace couch and love seat at Summitville to match new carpet.
4. 2018 – Replace Indiana Room chairs at Frankton
5. 2019 – Reduce the size of the Frankton Circulation Desk.
6. 2019 – Investigate different furniture options to create small meeting/learning areas.

7. 2019 - As furniture budget allows purchase furniture.
8. 2019 – Plan for additional furniture purchases or small construction projects in the 2020 budget.
9. 2020 – Finish implementing any unfinished changes to reach this goal.

Financial Resources and Sustainability

Furniture and Equipment and Professional Services line items of the Operating Budget will be impacted by this goal and may need to be increased in 2020.

Evaluation

As we develop these new small meeting/learning areas we will survey patrons and partners that are using them. The surveys will help guide our next purchase.

Goal #4

Promote the mission of “Get Connected Stay Connected” through the strategic use of technology

Objectives:

1. Ongoing: Ensure continued patron and staff access to the website and catalog online at www.elwood.lib.in.us.
2. Ongoing: Ensure the library’s website is accessible to patrons with disabilities by using the tools available through W3C (The World Wide Web Consortium) at <http://validator.w3.org/>.
3. 2018: Investigate purchasing Wi-fi hotspots.
4. If feasible purchase Wi-fi hotspots for each library for patron check out.
5. Ongoing: Increase bandwidth usage as needed for all facilities.
6. 2018-2020: Investigate Learning Spaces (<https://www.slideshare.net/HeyWayne/learning-spaces-1635348>) for all three branches.
7. 2018-2020: Investigate purchasing Mac Operating System Devices such as IMac and iPad.
8. 2018-2020: If feasible purchase one iMac and one iPad per library.
9. 2019-2020: Expand our 3D printer programs at all branches with a focus on patron instruction on the creation of STL files for 3D prints
10. 2018-2020: Expand our VR programs at all branches with a STEM related program focus for our younger patrons including robotics building and code creation.
11. 2018-2020: Add a Virtual Network for cloud backup through collaboration with Vaughn’s Computer House Calls.
12. Ongoing: Evaluate once a year in May all library owned routers and switches for potential replacement.
13. Ongoing: Stay current with Evergreen updates.
14. Ongoing: Continue to meet all of the requirements necessary to maintain membership in the Indiana Public Library Internet Consortium.
15. Ongoing: Continue to update the Cassie software to be compliant with our hardware and user needs.
16. 2018-2020: Continually evaluate the status of our network and upgrade when necessary.
17. 2018-2020: Investigate Category 2 E-rate funding to purchase additional managed Wi-fi routers and any additional covered items.

Goal #5

Ensure that each of our facilities continues to meet the needs of our communities.

- HVAC
 - Continue Maintenance Agreement with Vasey for all three facilities.
 - 2018-2019 -Follow Vasey's plan to optimize performance of Elwood HVAC.
 - 2020 – Ensure funding to potential chiller replacement approximately \$30 to 50, 000.
- Exterior Maintenance
 - 2018-2019 – Reseal parking lots at each facility.
 - 2020 – Reseal all mortar and caulked joints at the Summitville facility.
 - 2020 – Investigate adding additional parking spaces at the Summitville facility.
- Interior Maintenance
 - May 2018 – Implement solution for the foundation moving significantly away from the wall in the older section of the Summitville facility.
 - Ongoing – Repair drywall and paint interior walls at each facility.
- Accessibility
 - Ongoing – Ensure that all buildings are continually ADA Compliant.
 - 2019 -Investigate need to open the Elwood Facility at 9 am every weekday and open on Sundays.
 - 2020 – If there is a need, budget for and hire necessary staff.

Equipment Replacement Schedule

HVAC replacements below \$5 to 7,000 are supported by the professional services budget. Any equipment replacements above \$10,000 will be supported by the Rainy Day or LIRF Funds. The technology equipment budget supports any computer, wi-fi access points, barcode scanners and router replacements. The furniture and equipment budget and professional services supports copier leases, fax machines and other miscellaneous equipment. All equipment will be evaluated at the first of every year for potential replacement. Public access and staff computers and servers will be evaluated after 5 years of service for potential replacement. Computers to be replaced are chosen according to date of purchase. The oldest date of purchase is replaced first. Replaced computers will be repurposed or placed in a computer sale. Some computers may be saved to use for replacement parts.

Professional Development Strategy

When hiring any staff member the sections of the personnel policy which address equal employment opportunity, disability accommodations and position vacancies will be followed. To attract applicants the library offers several benefits. Personal, sick and vacation time is offered to both part-time and full-time employees. Aflac is offered at a reduced rate for all employees. Health insurance premiums are paid at 90% by the library for full-time employee only. INPRS is mandatory retirement benefit for full-time employees. Employees are encouraged to participate in workshops and webinars given by Indiana Library Federation, the Indiana State Library, or other approved source which are supported by the professional development budget.

Existing staff are encouraged to apply for management positions. Even though the professional development budget does not support tuition reimbursement, flexible schedules and the 3-year certification process is readily accepted by library management. Certified staff are required to gain 15 to 20 LEUs per year to ensure having the required 75 to 100 LEUs at the end of the 5 year certification period. This requirement also ensures the cost of the workshops or webinars will be covered by the budget.