

**Adams Public Library System  
Long Range Planning  
2023-2026**

**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**

<b>Goal 1: The library will serve as a community information center.</b>	<b>Responsibility</b>	<b>Timeline</b>
Objective 1: To provide programs and workshops for all ages		
Action: Provide general interest workshops for people of all ages	Staff	Ongoing
Measurement: number of general interest workshops for adult, young adult, children, and family		
Measurement: number of participants of general interest workshops for adult, young adult, children, and family		
Action: Provide age appropriate early literacy classes	Staff	Ongoing
Action: Exceed state standards on required programs	Staff	Ongoing
Measurement: Number of workshops/events annually		
Objective 2: To facilitate e-government services		
Action: Continue to provide adequate broadband connectivity to exceed Internet usage needs	Board / Staff	Ongoing
Measurement: Internet usage statistics		
Measurement: Internet connection		
Action: Train public service staff members to provide e-government services	Director	Annually
Action: Offer housing and legal information kiosk in Decatur	Staff	Ongoing
Objective 3: To expand and improve library technology		
Action: Upgrade and replace computers on a rotating basis	Board / Staff	Annually
Measurement: 25% of all public computers will be replaced each year.		
Measurement: 25% of all staff computers will be replaced each year.		
Measurement: Servers will be replaced every four years		
Action: Determine technology needs	Staff	<del>2020</del> 2024
Measurement: Survey of public		
Action: Keep abreast of new and innovative technologies	Staff / Board	Ongoing
Action: Monitor and upgrade network security	Staff	Ongoing
Objective 4: To develop and support outreach programs		
Action: Work with schools to provide additional supplemental educational materials	Director / Staff	Ongoing
Measurement: number of schools participating		
Action: Provide Storytime Express for pre-schools and day care facilities	Staff	Ongoing
Measurement: number of Storytime Express visits per year		
Action: Collaborate on programming with like organizations such as the Boys & Girls Club	Staff	Ongoing
Action: Continue outreach to Amish schools	Staff	Ongoing
Action: Continue outreach to Woodcrest Retirement Community	Staff	Ongoing

**Goal 2: The library will develop and improve resources, services, and facilities to meet the needs of the community.**

Objective 1: To develop collections and services in line with community needs			
Action:	Further develop the local history collection & digital resources	Staff	Ongoing
Action:	Use collections development policy as a guideline	Director / Staff	Ongoing
Action:	Digitize local history collections	Staff	Ongoing
	Measurement: number of files in digitized collections		
Action:	Collaborate with local history organizations to provide access to inventories – digitized and in print – of local history collections	Director / Staff	Ongoing
Action:	Continue reciprocal agreement with the Berne Public Library	Board / Staff	Ongoing
Objective 2: To facilitate all Adams County unserved areas merging into the district			
Action:	Approach the commissioners for discussions about extending the library district	Board	2024
Action:	Bring awareness to township trustees that they have the authority to join the library district	Board	
Action:	Garner support from schools, City/Town, and other organizations	Board / Director	
Action:	Message cardholders annually about district and cardholdership eligibility	Board / Director	Annually
Objective 3: To continually update facilities.			
Action:	Continue to update and implement the Long Range Maintenance Calendar	Board	Annually
Action:	Investigate options to increase space in Decatur through a space consultant and/or storing collections offsite	Board / Director	2024
Action:	Replace Children’s Services furniture and as needed throughout the buildings	Director / Staff	2024-2026
Action:	Replace window barrier heaters in Decatur	Director	2024
Action:	Assess and improve facility security and add camera use where recommended	Director / Staff	2024-2026

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

Objective 1: To anticipate funds needed for operations, and future repair and remodel projects			
Action:	Maintain a balance in the Operating Fund of at least 20% of Operating	Board / Director	Ongoing
Action:	Use the Long Range Maintenance Calendar as a guide to develop and fund repair and remodel projects	Board / Director	
Action:	Budget annually to transfer to LIRF	Board / Director	Annually
Action:	Track funds for technology equipment and software updates	Director	Annually
Action:	Track income and expenditures monthly, annually, and in comparison to the last five years	Board / Director	Ongoing
Action:	Transfer funds to the Rainy Day Fund when December 31 cash balances are equal to or greater than sixty percent of the ensuing operating budget.	Board / Director	Annually
Objective 2: To encourage and maintain a Friends program			
Action:	Provide meeting room space and space for book donation storage	Director / Staff	Ongoing
Action:	Recognize contributions and encourage membership of the Friends to the Library	Board / Director	Annually
Objective 3: To look at alternative sources of revenue			
Action:	Encourage legislators to address public library revenue sources with special emphasis on alternative sources	Board / Director	
Action:	Encourage the Decatur and Geneva Redevelopment Commissions to direct funds to the library	Board / Director	

Action:	Pursue grant opportunities to enhance services, equipment and facilities	Director / Staff	Ongoing
	Measurement: Number and amount of grant awards		
Action:	Seek business or organization sponsorships for special events or special projects	Staff	Annually
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	Director	
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 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	Ongoing
Action:	Participate in <del>Spotlight</del> , Callithumpian Parade, 4-H Fair and other community events	Board / Director / Staff	Annually
Action:	Continue membership in Chambers of Commerce and Decatur Main Street	Board	Annually
Action:	Seek out speaking engagements with local organizations	Director / Staff	Ongoing
Objective 2: To encourage use of library by local clubs, organizations & businesses			
Action:	Encourage use of meeting rooms	Director	Ongoing
	Measurement: number of uses and hours of usage		
Action:	Collaborate on programming	Director / Staff	Ongoing
Objective 3: To publish library news			
Action:	Publish a monthly newsletter in print and via email	Director	Ongoing
Action:	Instigate text service for library updates	Director / Staff	2024
Action:	Use social media to distribute library events and service information to the public	Director / Staff	Ongoing
	Measurement: number of posts and number of views		
Objective 4: To provide library information to local media			
Action:	Provide news releases to local media	Director	Ongoing
	Measurement: number of articles submitted and number of articles appearing in local media monthly		
Action:	Send newsletters monthly to local media	Director	Monthly
Objective 5: To educate public on the library district and eligibility of services			
Action:	Publish contact information of township trustees and county officials	Director / Staff	Annually
Action:	Host informational sessions about the library district and eligibility	Director	Annually
Action:	Provide library guides about cards and vouchers	Director / Staff	Annually
Action:	Provide periodic information canvassing neighborhoods and distributing door hangers	Staff	Annually

**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 / Director	Annually
Action:	Feature staff periodically in library news	Director	Ongoing
Action:	Encourage staff communication between staff and supervisors by quarterly all staff meetings	Director / Staff	Ongoing
Objective 2: To budget for adequate staffing			

	Action: Continue to analyze staff needs and budget	Board / 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	Ongoing
	Action: Track LEUs for staff to ensure that the library meets state library standards	Director	Ongoing
	Action: Provide a one-day event – in-house or outside – on a closed day for all staff to participate in training	Board / Director	Annually
	Measurement: number of staff in attendance		
	Action: Continue to track staff's general computer / technology competencies and provide training for staff to increase knowledge	Staff	Ongoing

Approved by the Library Board  
August 28, 2023