|  |
| --- |
|  |
| 2020 -2025 Long-range Plan |
| Vermillion County Public Library |
|  |
|  |
|  |

**Table of Contents**

|  |  |
| --- | --- |
| **Overview and Mission**  | **2** |
| **Library Board**  | **2** |
| **Library Staff** | **2** |
| **List of Present Facilities** | **2** |
| **Statement of Community Needs** | **2**  |
| **Goals** | **3** |
| **Assessment of Facilities, Services, Technology, and Operations** | **5** |
| **Strategic Action** | **8** |
| **Financial Sustainability and Facilities Management** | **8 - 9** |
|  |  |

**Overview and Mission**

Vermillion County Public Library serves approximately 7,100 residents through the main branch located in Newport, Indiana. The library services patrons located in Helt, Vermillion, Eugene, and Highland townships of Vermillion County, Indiana.

The VCPL mission statement is “providing individual patrons access to a wide range of applications, materials, services and programs to inform, educate, and entertain.” The mission statement aims to provide technology to all residents and give each user the opportunity to understand and use these resources free of charge.

**Library Board**

The Vermillion County Public Library is governed by a Library Board of Trustees. The Library Board is composed of seven (7) members. The Board members are appointed as follows: two (2) by the North Vermillion School Board; two (2) by the Vermillion County Commissioners; two (2) by the Vermillion County Council; and one (1) by the South Vermillion School Board.

**Library Staff**

The Vermillion County Public Library employs four (4) full-time employees and two (2) part-time employees. The staff includes one (1) library director with a Librarian Certificate 3, one (1) Children’s Librarian with a temporary Librarian Certificate working towards a Librarian Certificate 4, two (2) professional assistants with a Librarian Certificate 6, and two part-time employees including a housekeeper and a bookkeeper.

**List of Present Facilities**

* **Name:** Vermillion County Public Library
* **Founded:** 1923
* Moved to current building in 2003 which was constructed in 1923
* **Square Footage:** 20,000
* **Location:** Old Newport High School
* **Facility Offerings:** Gymnasium, Kitchen, 3 Meeting Rooms, Offices, Genealogy
* **Technology Available:** 6 patrons computers, 1 printer including copier/scanner, 1 fax machine
* **Resources Available:** Approximately 29,297 books, DVDs, audio books in addition to the involvement of the Evergreen Indiana Consortium. The library also offers: newspapers, magazines, and genealogical records. Along with these resources, the library also has a volunteer genealogist to obtain more information.

**Statement of Community Needs**

The Vermillion County Public Library strives to link the community to the information they seek in a variety of formats. The library will serve the community as a center of reliable information to support educational, recreational, and cultural activities. The opportunity and encouragement for the public to educate themselves will be actively supported. The Library will continually identify the community needs by providing programs of service and collaborating with additional organizations and agencies that provide service needs.

**Goals:**

1. **Develop new offering to patrons as their needs change.**

Objective 1: Identify needs and trends with surveys.

Activities:

* Create quick, simple Facebook polls to gather patron feedback.
* Document verbal and written feedback following programs and activities.
* Continue passive community engagement programming such as Aspiration Tree.

Objective 2: Explore nontraditional library collections.

Activities:

* Gather information from other libraries on their nontraditional collections.
* Develop a poll or survey on patron’s interests.
* Seek budgeting options to support new collections.

Objective 3: Go fines free.

Activities:

* Implement a pilot program in 2020.
* Assess at the end of 2020 the effectiveness of the program.

Objective 4: Provide patrons with a library that is a comfortable, safe, and relaxing place to meet and interact.

Activities:

* Provide more seating and table work spaces.
* Work to utilize library space more efficiently.
* Ensure that staff is helpful and friendly.

Objective 5: Provide book returns on off-site locations.

Activities:

* Investigate locations in Helt, Eugene, and Highland townships.
* Seek budgeting options to provide new dropbox locations.
1. **Improve outreach and marketing communication.**

Objective 1: Develop a marketing plan.

Activities:

* Assess current marketing strategies.
* Seek new avenues of advertising (newspaper, newsletters, social media)
* Expand outreach by attending community engagement events.

Objective 2: Create a welcome brochure of all services provided.

Activities:

* Assess current services provide.

Objective 3: New library sign

Activities:

* Continue fundraising efforts.
1. **Adapt as new technology advances and becomes available.**

Objective 1: Update current Technology Replacement Plan

Activities:

* Keep software and programs updated.
* Replace computers every 3 years.
* Continue conversation with AVC for security and technology maintenance.
* Stay in contact with ENA to make sure internet service provided meets the needs of our patrons.
* Keep printer/copier serviced and current.

Objective 2: Seek technology grants and funding

Activities:

* Continue applying for E-Rate services.
* Seek grant workshops and webinars.

Objective 3: Provide a better web presences.

Activities:

* Seek additional social media avenues
* Continue to increase Facebook presences.
* Research web design costs for an up-to-date webpage.
1. **Increase and expand the number and variety of programs that support lifelong learning.**

Objective 1: Actively work to provide programming that facilitates the development of hobbies, life skills, and recreational activities.

Activities:

* Develop more diverse and unique programming.
* Advertise on our website, in local newspapers, social media, and radio broadcasting.
* Partner with schools and other community agencies.
* Continue to build outreach programming.

Objective 2: Actively work to provide programs to the entire library service area with a mobile programming plan.

Activities:

* Research possible off site locations in Helt, Eugene, and Highland townships.
* Investigate grant opportunities to seek funding for a book mobile.

Objective 3: Explore new avenues to keep patrons informed of activities and events.

Activities:

* Explore quarterly or bi-monthly newsletters or programming guide
* Begin planning all activities, events, and programs on a quarterly basis.

Objective 4: Investigate avenues and partnerships to develop new technology programming.

Activities:

* Utilize free resources from other agencies and the Indiana State Library to help develop programming.
* Investigate grant opportunities to seek additional funding.

**Assessment of Facilities, Services, Technologies, and Operations**

An assessment of facilities, services, technologies, and operations is completed annually by the library director in accordance with Public Library Standards set by the Indiana Library and Historical Board. Public libraries are required to meet the standards in order to received any state or federal funds disbursed by the Indiana State Library in the form of grants or monetary awards. The current standards are found in the Indiana Administrative Code 590 IAC 6.

Facilities

The Vermillion County Public Library, constructed in 1922, is located in the city of Newport, Indiana. The facility was originally a township high school. In 2002, the current building was purchased by the library and a renovation project was completed to improve the buildings condition. In 2014, the facility was waterproofed, new carpet was laid, and the main library was repainted. VCPL meets all local, state, and federal building, and health and safety code. The building also complies with the Americans with Disabilities Act.

Recent upgrades: In December 2019, the library’s main floor, gymnasium, SWCD office, balcony meeting room, and outdoor lighting and fixtures were converted to LED. The heating and cooling is constantly being updated to ensure the most energy efficient system is in place. Also in 2019 the library installed new: 2 water heaters, 4 sump pumps, a water softener system, 2 upstairs toilets, and a cooling tower fan.

Current issues that are priority of the administration during 2020-2025 are:

1. Back up boiler system and new HVAC control panel
2. See the Arsee Engineers: Building Envelope Assessment.
3. New digital library signage.

Services

The library is a member of the Evergreen Indiana consortium and has a local collection of over 29,000 items (7 million consortium wide). The library meets and exceeds the Indiana Public Library Standards for notary service, faxing, copy service, printing, resource sharing and outstanding access to print and electronic collection through Evergreen Indiana. The library is also a leader in youth, teen, adult, and community programming that focuses on education, literacy, reading, and arts and culture. Opportunities are being explored for makerspaces, robotics, and mobile programming.

Technology

The library meets or exceeds Indiana Public Library Standards for technology and public access. VCPL provides many opportunities for public access service (e.g. Internet, wireless). As new technologies, formats, and special equipment are available they will be investigated and provided as appropriate.

Current issues that are priority of the administration to have assessed and repaired during 2020-2025:

1. Security Cameras and system
2. Network Server

Operations

The library meets and exceeds Indiana Public Library Standards in relation to operating, personnel, and administrative policies to ensure smooth operations. The policies are reviewed by the administrations annually and adjusted as needed.

**Ongoing Annual Evaluation**

Library staff, administrations, 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**

To ensure that the library continues to use our communities funding wisely, our service goals help us to decide proper money allocation during budget preparation. Our Operating Fund budget will be based on available sources of public funds and will not exceed the assessed valuation growth quotient for that budget year. The library budget may be supplemented with grants and community contributions to help fund special events and projects as well as summer reading programs. In addition, we may collaborate with other area libraries to share the costs to bring in outside presenters for programming and staff training. Our Rainy Day fund has adequate funds to help assist with larger capital projects.

**Equipment Replacement Schedule**

As the library facility is an old high school building, we attempt to plan a service schedule but much of our facilities management is done on an as needed basis. All decisions regarding replacement are made with consideration to library budget matters, efficiency, service goals, and need.

|  |
| --- |
| **Current Equipment** |
| **Year** | **Technology** | **Facilities** |
| 2015 | 2 – Wifi Access Points | Staff Seating, Patron Seating |
| 2016 | 1 – Ricoh Color Printer, Copier1 – Blu-Ray DVD player |  |
| 2017 | 1 – Director Printer, Scanner, Copier1 – Fiber Egress Internet Connection: 500Mbps | 1 – Cooling Tower Pump |
| 2018 | 2 – Patron Computers1 – Director Computer1 – Children’s Lib. Laptop1 – Genealogy Computer1 – Digital Microfilm Reader1 – Genealogy Printer, Scanner, Copier4 – Mini iPads | 1 – Cooling/Heating Unit in SWCD office. 5 – Display Shelving Units |
| 2019 | 1 – 65’ flat screen TV2 – Circulation Computers8 – Access Computers2 – LAN Switches1 – Printer, Copier, Scanner, Fax machineeFaxing capabilities | 1 – Cooling Tower Fan1 – Orange Mobile ShelvingTransition to LED lighting |
| 2020 |  | 1 – Digital Watchfire Library Sign |

Regularly scheduled preventative maintenance is not listed below which includes air conditioning cleaning and testing, monthly elevator inspections, and annual fire extinguishers/alarm system safety and functionality.

**Professional Development Strategy**

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. The following objectives need to continue or be implemented:

* Encourage staff to attend workshops and webinars as often as time and budget allows
* Attend Indiana Library Federation annual and regional conferences every other year
* Have regular trainings in all aspects of librarianship and technology to ensure that staff is knowledgeable

**Public Library Collaboration**

Vermillion County Public Library currently participates in Evergreen Indiana consortium, eIndiana Digital Overdrive Consortium, and the Statewide Remote Cirulation Service (SRCS). Partner with other libraries to hold staff development days or to split programming expenses.