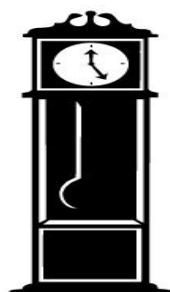


2018-2022 LONG RANGE
MONTICELLO-UNION TWP. PUBLIC LIBRARY
MONTICELLO, INDIANA



MONTICELLO-
UNION TOWNSHIP
PUBLIC
LIBRARY

2018-2022 Long Range

Mission Statement

The Monticello-Union Township Library seeks to inform, educate, and culturally enrich the community.

Create - Engage - Discover

Monticello United Technology Powered Learners

Two community meetings

Wiseman's Consulting led group on June 19th, 2017 and second group was led by Tina Emerick on November 20th, 2017.

Beyond on staff we had in attendance with the two meetings:

Art Morgan - resident

Sherry Morgan - resident

Kathy Henney - resident

Frank Walker - resident

Lily Bouwkamp - resident

Kathy Springer - Springer Voorhis Draper Funeral Home

Tracy Cochran - Purdue Extension

Marsha Oiler - Monticello Health Department

Laura Burchman - resident

Karen DuVall - Freelance Grant Writer

Cindy Isom - Monticello Parks Department

A statement of community needs and goals

Monticello is located in White County and serves a population of 10,561, according to the 2010 Census. The library district is composed of Monticello City, Union and Jackson Townships. The county seat has a population of 5,378 and over 10,000 in the summer months. There are many short term, lower income jobs available during the resort season, but during the fall and winter seasonal places close. After two community meetings the following community needs were identified:

1. Need: Lack of opportunities for higher paying jobs
 - a. Goal: career assistance
2. Need: More access to technology
 - a. Goal: strengthen tech skills: mobile devices, touch tech, hotspots
3. Need: overcoming language/cultural barriers
 - a. Goal: better communication, spanish language programs
 - b. Goal: embrace cultural diversity
4. Need: Decrease Intergenerational divide
 - a. Goal: stimulating lifelong learning

Resident Occupations, 2016

	Monticello city, Indiana	Pct. of Total	Indiana	Pct. of Total
Employed civilian pop. 16 years and over	2,236	100.0%	3,085,179	100.0%
Management, professional, and related	406	18.2%	1,003,818	32.5%
Service	253	11.3%	522,908	16.9%
Sales and office	584	26.1%	712,936	23.1%
Farming, fishing, and forestry	26	1.2%	13,891	0.5%
Construction, extraction, and maintenance	321	14.4%	259,045	8.4%
Production, transportation, and material moving	646	28.9%	572,581	18.6%

Source: U.S. Census Bureau, American Community Survey, latest 5-Year Estimates



Need: Lack of opportunities for higher paying jobs

Goal: Career Assistance

Objective - Provide opportunities twice a year for community to connect with businesses for job potential

Activities

Career Fair twice a year with an increase of 5% participation of Business contacts (2018-2022)

Work One - workshops at the library (2019-2022)

Partner with a local clothing store, such as Alex Apparel for a career fashion show and tips (2020-2022)

Objective - Provide quarterly programs that introduces skills and resources toward achieving a new career

Activities

Provide basic computer skills classes and one-on-one training, including but not limited to: resume' building and computers 101 (2018)

Keep up-to-date with GED study guides and partner with White

County Economic Development, WorkOne and White County Adult Education (2019)

Google and database classes - to show where to find jobs, how to apply, recruit retired teachers to volunteer to give application and interview tips (2018-2022)

Need: Improve library technology infrastructure, resources, and training

Goal: Increase technology literacy in the community through staff training and programs for patron education

Objective: Develop three new teen and adult programs to teach digital skills

Activities

Virtual Reality classes added in quarterly with new equipment (2018)

Add in littleBits collection and create advanced classes for the public (2018-2022)

Purchase five Rasberry PI computers and add three new coding classes (2019)

Objective : The library will enable patron use of new technologies to support lifelong learning and enjoyment, through access to touch technology and quarterly tablet classes

Activities

MUTPL staff will present considerations to the Board of Trustees for making tablets and laptops available for check-out for in-house use (2019).

MUTPL will provide four popular tablet applications classes yearly

Library staff will assess needs and the value of tablet classes with the use of post class evaluations for every class (2018-2022)

Library staff will provide at least 100 one-on-one technology sessions. (2018-2022)

Objective: The library will create and maintain a plan for equipment rotation and acquisition that will allow the library to be responsive to changing technology.

Activities

The library will implement a five year hardware replacement/upgrade plan for desktop hardware (2018).

The library will execute the hardware replacement plan for desktop hardware (2019-2022).

The library will execute a plan for updating ports and more accessible furniture (2018-2022)

Need: Overcoming the language/cultural barriers

Goal: Improved communication and embracing cultural diversity

Objective: Provide patrons with quarterly programs to explore and learn about the different cultures within the community.

Activities

Host meet your neighbors programs.

Create displays to celebrate cultural events.

Coordinate with the Twin Lakes High School culinary class to feature cultural cuisines.

Objective: Increase the number of users accessing the library's resources by 5% to engage and communicate effectively and confidently with community members.

Activites

Promote and market a language learning database, such as Pronunciator.
Create a program for cross communication between Spanish and English speakers.
Host a program on using a language learning database, such as Pronunciator,
during seasons of traveling.

Need: To Decrease the Intergenerational Divide**Goal: Stimulate Lifelong Learning throughout the ages**

Objective: To offer younger generation six programs throughout the year with knowledge and show worth within our more mature community members.

Activities

Have a sing along of older, traditional songs with families.
Engage retirees and ask them to share their skills at the Library with youth and teens.
Examples are sewing, art, woodwork, ect.
Have folks from the community come and help with story hour or have a “remember when” time and create a human library.

Objective: To give opportunity for intergenerational friendships to blossom and increase attendance in programming by 10% for the year.

Activities

Have a “pay it forward” project, such as a rocks program, where an older and younger partner work toward the same goal.
Adopt a senior (age or year in school) become pen pals or adopt a “grandparent”/”grandchild.”
Trivia night, game night or some other competition where people are matched with two generations within the team - teen involvement.

Communication plan

Marketing: The library utilizes social media such as: Twitter, Instagram, Pinterest and other Facebook pages related to the city and White County as a whole. Radio spots, newspapers - Herald Journal and News and Review, also area newspapers in the surrounding counties to promote programs locally. The library sends information to promote programs locally to newsletters in the schools, WIC office, flyers throughout the community - businesses, preschools and daycares, Boys and Girls Club.

The library: keeps up-to-date on our website, Facebook page and responds to questions on our page in a timely fashion. The library encourages patrons to sign up for wowbrary and check out the library's online calendar for information and program registration. Staff will respond to emails and phone calls in a timely fashion concerning programs and other information.

Staff: The library staff attends mandatory monthly staff meetings, daily nine o'clock meetings to go over events for the day. Staff has access to Evanced calendar of events at all times.

Community network partnerships: Chamber - The library has formed partnerships to share information with the Monticello Chamber of Commerce, Health Coalition, Parks Department, Boys and Girls Club, LEEDS and Social Services Network.

Assessment of Facilities, Services, Technology and Operations

2013-2018	Assessment of facilities, services, technology, and operations			Indiana Compliance			
	Currently Have	Required by Standards	Identified by Community Needs	Meet		Improve	
Facilities							
Main Building	Handicap accessible doors Director - full time, certified	compliance with Americans with Disabilities Act			x		
Services							
Circulation Services	1 full-time circulation services librarian, certified						
Adult Services	1 full-time adult services librarian, certified	Programs/Reference Services offered by a qualified individual			x		

	<p>Programs and Summer Reading - six weeks</p>	<p>holding the appropriate librarian certificate</p> <p>Knowledge of an access to reference materials, including INSPIRE</p> <p>A collection of materials for adults</p> <p>Space designated in the library for adult services</p>				
<p>Young Adult Services</p>	<p>1 full-time youth services manager, certified</p> <p>Programs, collections and Summer Reading - six weeks</p>	<p>Programs and reference services offered by a qualified individual</p>				<p>x</p>
<p>Children's Services</p>	<p>1 full-time youth services manager, certified</p>	<p>Annual Summer Reading Program for a minimum of six weeks</p>				<p>x</p>

	Programs, collections Summer Reading - six weeks					
Library Sponsored Programming	625 programs (2017)	Minimum of 12 library programs per year			x	
Collections	Expending 9% of operating expenditures for library collections	8% of the library's operating fund expenditures for library collections			x	
	MUTPL has a Large Print and audiobooks, both hard copies and eformats Magnifying glasses available Patrons needing Braille books are connected through the ISL	Provide access directly or through the Indiana State Library to large print books, Braille books, audio books, and enhanced media to patrons who are unable to read regular print			x	
ILL/SRCS	Evergreen Indiana 3 Days/week delivery	ILL and SRCS is free of charge within IN Class B Library: Two days/week delivery			x	

Copies, Scanner & Fax Machine, other services	Copier, Scanner, & faxing service Notary	Means to provide copies to the public for a fee not to exceed a fee est. by IN law Technology available to transmit documents electronically or through phone lines		x		
Technology						
Telecommunications	Telephone listed in library's name An answering machine providing operating hours of the library Email address for contact on library's website FACEBOOK TWITTER	Public Library Standards		x		

Website	<p>Library website</p> <p>INSPIRE</p> <p>NoveList</p> <p>Language database such as : PRONUNCIATOR</p> <p>OVERDRIVE</p> <p>HOOPLA</p>	<p>Must include: hours of operation, physical address, map, phone number and email address</p> <p>Electronic resources provided free of charge</p> <p>Public Service policies</p> <p>Online Public Access Catalog</p> <p>Calendar of events</p>		x		
OPAC (Online Public Access Catalog)	<p>Evergreen Indiana</p> <p>5 OPAC Devices</p>	<p>Integrated Library system with an online public access catalog available on the library's website</p>		x		
Public Access Computers	<p>MUTPL has 50 Mbps of Fiber, with 15 public computers</p>	<p>Minimum Internet connection speed of 1.5 Mbps</p> <p>Computers shall be provided for the free use of all persons</p>		x		

	Guest passes are granted to patrons who have no library card	regardless of residency				
Staff Computers	MUTPL has 14 staff computers equipped with Microsoft Office and Windows 7, 8 or 10	Library shall have a base level of at least 1 staff computer w/ office software and OS.		x		
Operations						
Hours	MUTPL is open 60 hrs/wk, four evening hours, and one weekend day	40 hrs./wk. including four evening hours and one weekend day		x		

Financial Resources

	Assessed Resource or Service	Funds					
		Operating	LIRF	LCPF	Rainy Day	Fund	Grants
Facilities							
Main Building	Computer tables for public computers	\$2,000					
Services							
Community Need	Support unemployed and underemployed population through programs and career related print and resources	\$1200					
Library Services	Maintain marketing of events and services	\$450					

Adult Services	Collection Development : Careers, cultural and language collections and databases	\$3000					
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Adult Services	Programs for adult audiences and concerts	\$1500					
Teen Services	Teen Programs and collections	\$2000					
Children's Services	Early literacy and interactive games, puzzles and toys. Little bits	\$500 \$600					

Children's Services	Programs: Including intergenerational, 1,000 Books Before Kindergarten, an early literacy reading club and Summer Reading Program	\$2000						
Technology								
Adult and Youth Services	5 Rasberry Pi Computers Floor outlets VR Oculus Lift 5 Tablets	\$750 \$400 \$1100 \$1000						

Professional Staff Development Strategy

- Ensure that each professional position has the correct and updated license needed for the position
- Keep staff updated on webinars, workshop and conference opportunities to obtain LEU and TLEU credits
- Friends of the Library - continues to pay for ILF memberships for any professional position
- Any legal memos, legislative updates , and job related articles to help in the better running of the library and better equipping their position will be forwarded on to keep everyone current
- Quarterly checks with staff to ensure they are keeping up with their training during each five year period
- Encourage staff to seek out and participate in webinars, workshops and conferences on an ongoing basis
- Have yearly and possibly more in-service days for all staff to provide training and staff enrichment, quarterly in-house technology training, semi-monthly clerical meetings by our Circulations Services Manager to keep up on resources, techniques and guidelines, monthly staff meetings to be updated on board meetings and other items and issues needed to be discussed for daily transactions and smooth running of the library
- Join listservs and read journals on latest trends and issues
- Encourage all staff to keep up on how to use website and databases, procedures and ask questions
- Recognize those who are working toward this goal including kudos to any staff for a job well done

An ongoing annual evaluation process

Through the use of quarterly surveys by Project Outcome, yearly program and service evaluations from the participants and community as a whole.

The Director will also keep up with management and staff in monthly meetings to ensure the library is working toward each goal.

Goals and activities will be reviewed quarterly and at the end of each year to see what has been accomplished and what needs to be completed by each deadline.

Collaboration with other libraries and community partners

We have partnerships with many within the community and throughout the state:

Workone, White County Economic Development, CDC, Community Foundation of White County.

Twin Lakes School Corporation, Boys and Girls Club, Monticello Parks Department, Monticello Chamber of Commerce.

Health 4 All - Health Coalition of White County, United Way, Social Services Network, LEEDS, Retired teachers of White County, Literacy of White County, White County Food Pantry and other local officials.

Board approved on 2/12/18