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Member of the Illinois Heartland Library System
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Taylorville Public Library Long Range Plan, Fiscal Years 2020-2022

Vision Statement

The Taylorville Public Library fosters the joy of reading and the pursuit of knowledge for all ages and interests.

Mission Statement

To provide a collection of materials, programs and services designed to meet the cultural, informational and recreational needs of the community.

Planning Process

A draft prepared by the library director was submitted to Long Range Planning committee members on December 17, 2019. The Long Range Plan document, Fiscal Years 2020-2022, was then presented at a board meeting on January 20, 2020, and was approved at the following board meeting on February 18, 2020.

The goals and objectives put forward in the previous Long Range Plan document, Fiscal Years 2018-2020, were completed at a rate of nearly eighty percent. The data collected and the goals and objectives put forward in the previous plan, along with the vision of the library director, became the basis for the creation of the new Long Range Plan.

The Long Range Planning Committee has agreed to meet periodically to discuss the overall progress and completion of the goals and objectives outlined, and to conduct annual reviews through which new data will be collected and analyzed using assessment tools such as community focus groups, circulation statistics, surveys and more.

Service Responses

A Service Response is what the library does to meet a community need.

Current Topics and Titles
- The Taylorville Public Library provides current topics and titles to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences. The library will provide a current collection with sufficient copies of titles in high demand to ensure that patron requests are met quickly.

Formal Learning Support
- The Taylorville Public Library provides learning support to assist students who are enrolled in a formal program of education or who are pursuing their education through a program of home-schooling to attain their educational goals. The library will provide

informational resources, personal assistance, and educational tools that further the educational progress of students.

General Information

- The Taylorville Public Library provides general information to meet the information need for answers to questions on a broad array of topics related to work, school and personal life. The library will offer print and electronic resources that cover a broad variety of topics in order to meet the general information needs of the community.

Lifelong Learning

- The Taylorville Public Library provides lifelong learning resources and services to address the desire for personal growth and professional development. The library will provide and maintain an extensive collection of circulating materials on a wide variety of topics in which the general public has a sustained interest, and will offer free instruction courses aimed at helping patrons develop skills that can help them succeed in both their personal and professional lives.

Commons

- The Taylorville Public Library provides a commons environment that helps address the needs of people to meet and interact with others in their community and to participate in public meetings related to community issues.

Long Range Plan - Goals, Objectives and Actions

The following goals and objectives have been proactively determined to support daily library operations, long-term growth, and to fulfill the needs identified in the Service Responses:

Goal 1:	Maintain, expand, and present collections of materials that provide a source of information easily accessible to the community and appropriate to its needs.

Objective 1.1
Evaluate and identify areas of the collection needing weeding, development, and physical maintenance.

Action 1.1.1 Maintain an appropriate number of best sellers, fiction and non-fiction materials.
Action 1.1.2 Add new release DVDs, Blu-Rays, audio books, and eBook titles.
Action 1.1.3 Maintain a current variety of large print materials, both fiction and non-fiction.
Action 1.1.4 Periodically review the collection and complete weeding in stages.
Action 1.1.5 Create a Collection Development Policy that includes an option to challenge materials, and make it available to the public.
Action 1.1.6 Overhaul how DVDs and Blu-Rays are stored and checked out by purchasing a few thousand new cases. Rather than migrate discs from one case to another during

checkout, cases will be simply switched in the processing room. This will cut down on patron waiting times, improve staff efficiency, and prolong the life of the discs.

Objective 1.2
Review the current layout and method of presenting collections and determine if revisions are needed.

Action 1.2.1 Add library signage to enhance the presentation of collections utilizing the Mary Jo Shoemaker memorial funds.
Action 1.2.2 Add a section of shelving for oversized books to be better displayed and accessed.
Action 1.2.3 Update the shelving and layout of the teen and children areas.
Action 1.2.4 Organize, provide finding aides, relocate and better present genealogy materials. The current location is not ideal for access due to the room's current function.

Goal 2:	**Provide technology designed to enhance the community's ability to acquire, communicate, and use information.**

Objective 2.1
Supply a well-maintained IT network, including: Broadband internet, patron and staff computers, laptops, printers, copiers, scanners and projector systems for the staff and public.

Action 2.1.1 Add computers without internet access in the Children's section for gaming and word processing.
Action 2.1.2 Add a mounted smart tv near the front desk that will present information related to new materials, upcoming events, and library news.
Action 2.1.3 Add computers to maximize the effectiveness of staff and to aid in the completion of new projects.

Objective 2.2
Fully develop and maintain the Taylorville Public Library website.

Action 2.2.1 Promote the internet-based system for patrons to use PINs associated with their library card number to reserve materials online.
Action 2.2.2 Update the content of the website weekly with current photos, information and promotional announcements.
Action 2.2.3 Overhaul the library website to be more user friendly and to help patrons easily locate materials and information.
Action 2.2.4 Make sure that all necessary library policies are clearly and concisely defined on the library website.
Action 2.2.5 Research both free and paid for digital resources and databases for public use both in the library and at home using barcodes.

Goal 3:	**Provide programs and services designed to broaden the community's recreational, informational and educational opportunities.**

Objective 3.1
Evaluate existing programs and services and identify areas for expansion.

Action 3.1.1   Attempt to partner with Taylorville schools through the creation of an intergovernmental agreement, which would allow students to get a library card regardless of residency, and would offer something of value back to the library.

Action 3.1.2   Partner with Taylorville schools to integrate the library into educational programming and events.

Action 3.1.3   Develop and offer computer and educational based instructional training on a variety of topics for both adult and young adult patrons.

Action 3.1.4   Utilize the library's annual license to show movies in the community room on a monthly basis.

Action 3.1.5   Increase budget spending for library programming to accommodate for a massive expansion in events (children, teen and adult).

Goal 4:	**Maintain the library building and grounds to protect the value of the asset and to support the needs of the community and staff.**

Objective 4.1
Provide appropriate resources for upkeep and improvements related to the library building and the library grounds.

Action 4.1.1   Conduct monthly walkthroughs to monitor the condition of systems, furnishings, and architectural components of both the library and the grounds.

Action 4.1.2   Replace residential downspouts on building to allow for proper water runoff.

Action 4.1.3   Update and/or add electrical outlets and lighting, as necessary.

Objective 4.2
Ensure compliance with the Americans with Disabilities Act (ADA).

Action 4.2.1   Attend a workshop or seminar on compliance in public libraries.

Action 4.2.2   Resurface and stripe the parking lot to better identify handicap parking areas.

Action 4.2.3   Update the library's procedures and train staff on safeguards in working with members of the public who have disabilities.

Action 4.2.4   Evaluate automatic doors, which have been problematic and only offer proper entry into one side of the building.

Objective 4.3
Evaluate and replace furnishings and update space and systems, as appropriate.

Action 4.3.1   Update furnishings and the layout of the children and teen areas of the library.
Action 4.3.2   Create a space for functional offices so that all managers can work quietly and conduct private meetings.
Action 4.3.3   Turn the current director's office and the genealogy room into functional meeting rooms to provide more collaborative work spaces for the public.
Action 4.3.4   Expand the front office to allow for more storage space for media and for better processing of both new materials and items sent to and from other libraries daily.

Goal 5:	**Ensure staffing levels, patterns, and training opportunities are adequate to serve the needs of the community.**

Objective 5.1
Conduct a review of staffing levels and patterns to adequately manage administrative and community service requirements.

Action 5.1.1.   Complete annual evaluations and update staff job descriptions.

Objective 5.2
Implement a staff-training program to assist library staff in their personal and professional development.

Action 5.2.1   Meet the State Library System recommendations for continuing education (based on system guidelines).
Action 5.2.2   Accommodate a minimum of one in-service program(s) for staff annually.
Action 5.2.3   Create an instructional based training program to ensure that new staff members are better prepared to use library technology to assist patrons.

Goal 6:	**Manage available resources efficiently to ensure the community receives the maximum benefit for its investment.**

Objective 6.1
Develop and implement a Capital Fund Investment Strategy.

Action 6.1.1   Monitor rate and invest funds to maximize interest income.

Objective 6.2
Investigate alternative sources of funding.

Action 6.2.1   Seek out public-sector grant funding for special projects through the State Library or Federal programs.

Action 6.2.2   Develop "Gifts and Memorials" and "Donations" marketing materials.

Objective 6.3
Development of a Trustee Education Program regarding budgeting, library law, and other pertinent issues impacting Public Library oversight.

Action 6.3.1   Attend system-sponsored seminars for new trustee orientation, budgeting workshops, long range planning, etc., as available.

Action 6.3.2   Each board member will take the online training for the Open Meetings Act available at the Illinois Attorney General's portal. A printed copy of the certificate of completion should be maintained at the library.

Action 6.3.3   The board will review the policy manual annually.

Goal 7:	**Operate a community outreach and public relations program to improve communications with the community and build community support.**

Objective 7.1
Develop and implement a communications plan to inform the community about programs, services, resources, and accomplishments at the library.

Action 7.1.1   Consistently prepare and submit press releases and photos to the local media.

Action 7.1.2   Serve as a guest speaker at local organizations to promote library resources, services, and upcoming events.

Action 7.1.3   Write a "History of the Taylorville Public Library" and offer on demand copies to the public.

Action 7.1.4   Volunteer time and resources to give back to the community and to increase visibility of the library.

Action 7.1.5   Bolster social media use to better reach the community using a free resource.

Action 7.1.6   Create a library newsletter that would circulate digitally, highlighting resources, services, and upcoming events.

Action 7.1.7   Implement a new library branding and marketing strategy, including a TPL logo.

Action 7.1.8   Increase budget spending for community outreach and public relations.