

## **Harlan Community Library**

### **Plan – 2020 to 2023**

Purpose – This plan is a tool to help the Harlan Community Library to continue the path of following our mission which is “to provide a welcoming place to promote the love of reading and the joy of learning to the community.” After studying the social and economic data of our community, completing a patron survey and seeking the feedback from staff, this plan was developed. The plan includes goals and objectives for the next three years along with who is responsible for the various objectives in order to ensure success.

Accepted by the Board of Trustees on February 10, 2020.

**Goal: Provide an attractive and comfortable library that is welcoming to patrons.**

Objectives	Target Date	Steps	Person Responsible	Completed Date	Progress Notes
1. Add a teen area with leisure seating.	June 2020	1. Determine design.	Youth Services Librarian & Library Director		
		2. Seek out prices.	Library Director		
		3. Determine funding.	Library Director		
		4. Order materials.	Library Director		
		5. Set up Teen Area	Library Staff and Street Department		
		6. Advertise Teen Area on social media.	Youth Services Librarian		
2. Update leisure seating in the adult spaces of the library.	December 2021	1. Identify new design and furniture needed.	Library Director		
		2. Seek bids/pricing for furniture.	Library Director		
		3. Apply for funding using a grant from the Shelby County Community Foundation – Spring Cycle 2020.	Library Director		
		4. Apply for funding using a grant from the HCL Foundation.	Library Director		
		5. Install new furniture	Library Staff & Street Department		
		6. Find a new home/dispose of old furniture.	Library Staff & Street Department		
		7. Share success with community through social media.	Adult Services Librarian.		
3. Redesign the youth area with a “Farm” theme including new play area for children, better flow for patrons and new seating.	December 2023	1. Determine the vision of the youth area.	Youth Services Librarian, library staff and Library Director.		
		2. Meet with a contractor/artist/painter to develop and plan and obtain bids.	Library Director		
		3. Apply for funding using a grant from the Monogram Loves Kids Foundation.	Library Director.		
		4. Seek additional funds through other funding streams as needed.	Library Director		

		5. Install/Build/Paint	Contractor/Artist/ Painter		
		6. Remove furniture that is no longer needed.	Library Staff & Street Department		
		7. Share success on social media.	Youth Services Librarian		

**Goal: Provide passive activities for patrons in the library.**

Objectives	Target Date	Steps	Person Responsible	Completed Date	Progress Notes
1. Add a “Word of the Week” activity.	July 2020	1. Rearrange the “Atlas” area to include a dictionary on the top shelf.	1. Youth Services Clerk		
		2. Create a sign weekly with a new word.	2. Youth Services Clerk		
		3. Spread the word on social media.	3. Youth Services Clerk		
2. Add games/activities for adults throughout the library for in library use.	July 2020	1. Purchase a dual chess/checker set and have it set up in the library daily.	1. Library Director		
		2. Spread the word on social media.	2. Youth Services Clerk		

**Goal: Increase collaboration with the Harlan School District.**

Objectives	Target Date	Steps	Person Responsible	Completed Date	Progress Notes
1. Partner with the Intermediate and Primary School to offer in library educational opportunities.	July 2021	1. Reach out to the school principals to discuss partnering.	1. Youth Services Librarian.		
		2. Schedule activities.	2. Youth Services Librarian.		

Goal: Create an ergonomic work environment.					
Objectives	Target Date	Steps	Person Responsible	Completed Date	Progress Notes
1. Improve personal workspace so that it is more ergonomic for staff.	July 2021	1. Staff will identify opportunities in their workspace that could be altered to improve overall ergonomics.	Library Staff		
		2. Potential solutions will be identified.	Library Staff		
		3. Expense data will be collected to determine what is the most cost-effective way to improve the workspace.	Library Director		
		4. Work will be scheduled to be completed.	Library Director		
1. Improve ergonomics in shared workspaces.	December 2022	1. Staff will identify opportunities in shared workspace that could be altered to improve overall ergonomics.	Library Staff		
		2. Potential solutions will be identified.	Library Staff		
		3. Expense data will be collected to determine what is the most cost-effective way to improve the workspace.	Library Director		
		4. Work will be scheduled to be completed.	Library Director		

Goal: Expand programming for patrons.					
Objectives	Target Date	Steps	Person Responsible	Completed Date	Progress Notes
1. Add STEAM to library programming.	July 2020	1. Purchase a STEAM Cart and Supplies	Youth Services Librarian and Library Director		
		2. Develop an outline for future STEAM youth programs in the library.	Youth Services Librarian and Youth Services Clerk		
		3. Offer an annual science fair with dollars allocated through the libraries budget.	Youth Services Librarian and Youth Services Clerk		

2. Enhance outreach programs for youth.	July 2021	1. Analyze youth outreach programs that are needed- i.e. babies and books and etc..	Youth Services Librarian & Youth Services Clerk		
		2. Contact local organizations to partner with.	Youth Services Librarian		
		3. Identify who will be doing the programs.	Youth Services Librarian & Youth Services Clerk		
		4. Develop a budget for programs.	Youth Services Librarian & Youth Services Clerk		
3. Create a Summer Cooking Camp	June 2020	1. Create a plan for the program.	Youth Services Librarian		
		2. Create budget for the program.	Youth Services Librarian		
		3. Create marketing materials	Youth Services Librarian		
		4. Host the program.	Youth Services Librarian and Youth Services Clerk		
4. Increase author visits & book signings	July 2021	1. Identify and contact area authors who have recently published.	Adult Services Librarian & Youth Services Librarian		
		2. Create a budget.	Adult Services Librarian & Youth Services Librarian		
		3. Schedule program.	Adult Services Librarian & Youth Services Librarian		
		4. Create marketing materials.	Adult Services Librarian & Youth Services Librarian		
		5. Host programs.	Adult Services Librarian & Youth Services Librarian		
5. Add new programs for kids and adults, i.e. breakout rooms, Yard Games, Board Games for Adults & etc.	January 2021	1. Identify programs to have.	Adult Services Librarian & Youth Services Librarian		
		2. Create a budget.	Adult Services Librarian & Youth Services Librarian		

		3. Schedule programs.	Adult Services Librarian & Youth Services Librarian		
		4. Create marketing materials.	Adult Services Librarian & Youth Services Librarian		
		5. Host the programs.	Adult Services Librarian & Youth Services Librarian		
6. Purchase roasters & crockpots.	July 2020	1. Identify and purchase roasters and crockpots.	Library Director		

Goal: Create and implement a new “brand” for the library.					
Objectives	Target Date	Steps	Person Responsible	Completed Date	Progress Notes
1. Create a new logo for the library.	July 2022	1. Seek out bids for new design of library logo including colors and fonts.	Library Director		
		2. Establish funding for new logo.	Library Director		
		3. Board of Trustees will approve a new logo.	Board of Trustees		
2. Implement the new brand.	December 2022	1. Add new logo into all the marketing materials and social media pages.	Library Staff		
		2. Determine areas of the library that the colors and fonts from the logo can be incorporated.	Library Staff		

Goal: Expand and increase circulation.					
Objectives	Target Date	Steps	Person Responsible	Completed Date	Progress Notes
1. Develop a “home bound” program for Harlan residents.	December 2021	1. Identify the key components of the program, i.e. who is the target audience, maximum capacity, frequency & responsible staff.	Library Director		

		2. Develop a policy for the program with approval from Board of Trustees.	Library Director & Board of Trustees		
		3. Advertise for the program.	Library Director		
		4. Enroll patrons in the program.	Library Staff		
		5. Start the program.	Library Staff		
2. Increase circulation of the J-Nonfiction collection.	December 2020	1. Create a timeline for analyzing the J-Nonfiction collection.	Youth Services Librarian & Youth Services Clerk		
		2. Complete a thorough weeding of the J-Nonfiction section.	Youth Services Librarian, Youth Services Clerk, Cataloging Clerk, Library Director		
		3. Replace books as needed.	Youth Services Librarian & Cataloging Clerk		
3. Increase circulation of the adult fiction collection.	December 2020	1. Create a timeline for analyzing the adult fiction collection.	Adult Services Librarian & Library Director		
		2. Complete a thorough weeding of the adult fiction section	Adult Services Librarian, Library Director, Library Technician, Cataloging Clerk		
		3. Replace books as needed.	Adult Services Librarian & Cataloging Clerk		
4. Reorganize the graphic novel section.	December 2020	1. Evaluate organization of the graphic novel section to ensure the most user-friendly format.	Youth Services Librarian & Adult Services Librarian		
		2. Create a plan for reorganization.	Youth Services Librarian & Adult Services Librarian		
		3. Implement plan including communication to other staff.	Youth Services Librarian & Adult Services Librarian		