

Harlan Community Library

Plan: 2023 -2026

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, seeking the feedback from staff and patrons, 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 Monday, February 13, 2023

Goal: Provide an attractive and comfortable library that is welcoming to patrons.					
Objectives	Target Date	Steps	Person Responsible	Completed Date	Progress Notes
1. Update the exterior of the library.	2026	A. Secure 2 bids for architectural services.	Buildings Committee	August 2023	
		B. Hire an architect.	Buildings Committee	August 2023	
		C. Complete design process.	Buildings Committee		
		D. Secure funding for the project.	Buildings Committee		
		E. Start construction.	Buildings Committee		
		F. Finalize construction and hold a ribbon cutting.	Buildings Committee		

Goal: Expand programming for patrons.					
Objectives	Target Date	Steps	Person Responsible	Completed Date	Progress Notes
1. Expand Summer Camps	2026	A. Identify programs and who will lead the programs.	Youth Services Librarian		
		B. Secure funding for programs.	Youth Services Librarian		
		C. Add the Summer Camps to the annual summer schedule.	Youth Services Librarian		
2. Increase the number of books in youth home libraries of low income residences in Shelby County	2023	A. Identify areas/events in the community where opportunities exist to connect with low-income families.	Youth Services Librarian		
		B. Put together programs around these opportunities.	Youth Services Librarian		
		C. Implement programs and events.	Youth Services Librarian		
3. Expand ColorLove Project	2023	A. Identify additional opportunities with Elm Crest and Hanson House to expand ColorLove project.	Youth Services Librarian		
		B. Prepare programming.	Youth Services Librarian		
		C. Implement programs	Youth Services Librarian		

4. Introduce Book Bike to library services. Including securing a designated hotspot and a laptop.	2024	A. Secure funding	Library Director	Sept 2023	
		B. Purchase book bike	Library Director	Sept 2023	
		C. Create an outline for programming.	Youth Services & Adult Services Librarian.		
		D. Implement programming.	Youth Services & Adult Services Librarian.		
		E. Utilize bike to increase physical presence at community events.	Library Staff		
Goal: Rebrand the library.					
Objectives	Target Date	Steps	Person Responsible	Completed Date	Progress Notes
1. Update internal materials with new logo.	2023	1. Identify areas/items that need the logo updated.	Committee		
		2. Make necessary changes and share with library team.	Committee		
2. Add logo and hours to the South Entrance and install a Vinyl Image in the window in the back storage room.	2024	1. Get estimates for work and secure funding.	Library Director	10/2023	
		2. Have vinyl installed.	Contractor		
3. Identify ways to share the logo with patrons to help create awareness of the library.	2025	1. Have a committee brainstorm ways to help share the library’s logo and mission with community members. 2. Secure funding and implement committee’s plan.	Committee Library Director & Committee		

Goal: Expand and increase circulation.					
Objectives	Target Date	Steps	Person Responsible	Completed Date	Progress Notes
1. Continue to expand the Jr Graphic Novel and Manga sections.	2025	A. Identify books that would benefit our library patrons.	Youth Services Librarian		
		B. Order books.	Circulation Librarian		
		C. Add books to collection.	Circulation Librarian		
2. Continue to expand the Adult Mango/Graphic Novels.	2025	A. Identify books that would benefit our library patrons.	Circulation Librarian	2023/2024	
		B. Order books.	Circulation Librarian	2023/2024	
		C. Add books to collection.	Circulation Librarian	2023/2024	
3. Analyze Collection with focus on growing popular collections and scaling down unused collections.	2024	A. Use ILS system to analyze circulation.	Circulation Librarian & Library Director		
		B. Develop purchasing plan to match the needs of the patrons using the library.	Circulation Librarian & Library Director & Youth Services Librarian		
		C. Implement purchasing plan.	Circulation Librarian & Library Director & Youth Services Librarian		
4. Successfully onboard the new Collection Librarian.	2023	A. Train new Collection Librarian	Current Catalogue Clerk & Library Director	07/2023	

Goal: Create a more user-friendly circulation desk area.					
Objectives	Target Date	Steps	Person Responsible	Completed Date	Progress Notes
1. Move library materials on hold and book club titles to a self-service model.	2023	A. Establish procedures for self-service model.	Library Staff		
		D. Determine location of shelving/cart for the self-service area.	Library Staff.		

2. Create more storage space in the circulation desk area.	2024	A. Identify where storage can be added.	Library Staff		
		B. Purchase storage/repurpose storage for new additional storage.	Library Staff		
3. Create a space on the patron side of the library for a “Library of Things”	2024	A. Identify location.	Library Staff		
		E. Identify what will be used for storing the “Library of Things”	Library Staff		
		F. Create updated procedures for staff.	Library Director		
4. Analyze library equipment that is available for checkout to determine need.	2025	1. Look at circulation statistics. 2. Look at the condition of the equipment. 3. Weed outdated or unused equipment. 4. Purchase updated equipment for Patron use.	Library Staff		