

~ Osgood Public Library ~

Long Range Plan

2017 - 2021

MISSION STATEMENT

Maintaining links to the past and avenues for the future in a welcoming, dynamic atmosphere providing opportunities for personal growth, lifelong learning, and community enrichment.

VISION STATEMENT

Preserving the past and providing avenues for the future

LIBRARY OVERVIEW

The Osgood Public Library has a service population of 10,307 and serves four rural townships in Ripley County, Indiana. These townships are Center, Delaware, Franklin and Washington. The town of Napoleon, population 234, is served with a contract. The Library System operates two library buildings: the main library in Osgood and a branch library in Milan. The Osgood Library was built in 1914 and was renovated and expanded in 2006. The Milan Branch was opened in 2000 after the library expanded its district into Franklin and Washington Townships. The original Milan Branch Library was replaced in 2011 with the construction of a modern, new building. The Osgood Public Library has grown from a small town library to a multi-township library serving a significant part of Ripley County.

Community Needs and Goals

The Osgood Public Library serves a rural population that is approximately 60 miles from a large city and, therefore, residents do not have convenient access to the many amenities and services that residents of larger communities take for granted. Community recreational activities are also limited due to the rural location. Access to adult continuing education is another challenge for residents of the Library district due to distance and finances. The towns and townships served by the Library System are not wealthy, which limits the ability of residents to attend and pay for continuing education.

Residents of the library service district have many of the same needs and goals as the general population, but they are more challenging to achieve due to the rural location. This creates a unique service opportunity for the Library System.

Community Goals and Needs are:

1. Lifelong learning for adults.
2. Technology literacy for the community.
3. Access to government, social and community information and services.
4. Community members should succeed, prosper, and enjoy a high quality life.
5. Community members need access to a dynamic community hub that provides safe spaces, educational and recreational activities.
6. Foster a love of learning in children in order to set them on a path to success in their adult lives

Library Service Responses and Objectives

1. The Library will offer a variety of programs for children, teens and adults to provide educational, recreational, social and continuing education opportunities
 - Storytimes and children's programs will be offered on a regular basis at both locations.
 - Teen programs will be offered a minimum of quarterly each year.
 - Adult programs will be offered a minimum of bimonthly at both locations.
 - Staff members will research diverse programming ideas by attending workshops, webinars, searching the Internet, monitoring listservs, and networking with other libraries.
2. The Library will offer technology services to provide the community with educational and recreational opportunities.
 - Technology literacy programs will be offered a minimum of bimonthly.
 - The Library will continue to provide computers and other technology devices for public use and maintain wireless Internet connectivity for the public.
 - Library staff will research grant opportunities in order to purchase and maintain computers as well as other technology advances.
 - Library staff will monitor and research emerging technologies for inclusion in public services by attending workshops and reading technology literature.

3. The Library will continue to offer a diverse and well-selected collection of Library materials in a variety of formats to meet the needs and interests of the community.
 - Adequate funding will be provided in the Operating Budget to enrich the collection.
 - Library staff will research grant opportunities to supplement library funds.
 - The Library will monitor and research emerging formats for inclusion in the collection.
 - The library will provide staff with review journals and databases to assist with collection development.
4. The Library will foster a love of reading and learning within the community.
 - Annual Summer Reading program
 - Programming for all ages
 - Book Discussion Clubs
 - Expand Outreach Programs
5. The library will seek suggestions from residents on ways to better meet community needs.
 - Suggestion box at both locations
 - Surveys
 - Website & Social Media

Supporting Goals and Objectives

1. Maintain Library Collections.
 - Follow a weeding schedule to maintain the vitality of the collection and prevent overcrowding.
 - Evaluate the collection on a regular basis to maintain its timeliness and search for coverage gaps.
 - Provide access to collections throughout the state by maintaining Evergreen and SRCS memberships.
 - Evaluate outdated formats and replace as funds allow.
 - Develop and implement a browseable non-fiction section similar to book stores.
2. Provide adequate funding for the Library to accomplish its mission and provide quality service to the community.
 - Annually build the LIRF and Rainy Day Funds to meet future needs and provide funds for emergencies.
 - Pursue grant opportunities
 - ❖ The Library will continue to apply to the local granting foundations on an annual basis.
 - ❖ Library staff will seek new grant opportunities from companies, local clubs and corporations if available

- ❖ The Director will apply for LSTA and other state or federal funds distributed by the State Library.
 - Annually solicit donations for Summer Reading and other special programs.
 - Promote the Friends of the Library.
 - ❖ Library staff will encourage patrons to join Friends by discussing the group's activities.
 - ❖ Friends' fliers will be placed in the library and a section will be maintained on the library website for Friends' activities.
 - ❖ Library staff will attend Friends' meetings.
 - Promote memorial and estate giving.
 - ❖ Annually contact local attorneys, accountants, financial planners and funeral directors.
3. Provide the best customer service to the Library's patrons by hiring, retaining and training the best qualified staff.
- Provide training and continuing education opportunities for the library staff.
 - Hire a full-time Children's Librarian with an MLS or equivalent to develop quality services for the youth in our communities.
 - Provide staff in-services at least twice annually.
 - Annually review compensation and benefits in order to attract and retain superior personnel.
 - Promote an environment that results in positive morale.
 - ❖ Staff recognition
 - ❖ Encourage team work
 - ❖ Communication
4. Provide an attractive, functional facility and a welcoming environment to meet the community's library service needs.
- Customer service training
 - Develop the idea of our Libraries as a community hub or Third Place.
 - Continually assess ways to improve functionality at both locations.
 - Update and revitalize the meeting room at Osgood.
 - Obtain a space study of the Osgood Children's Room and take steps to implement the plan.
 - Obtain a space study at the Milan Branch and take steps to implement the plan.
 - Develop private meeting spaces for both locations.
5. Maintain existing facilities to a high standard.
- Fix exterior and interior walls of the Carnegie section.
 - Fix exterior walls of the new section of Osgood building.
 - Convert to LED lighting at both locations.

- Develop outdoor spaces for Osgood and Milan for library use and the community.
 - Director and maintenance staff will do a joint quarterly walk through to evaluate premises and note needed repairs or improvements.
 - Outside sign for Milan.
 - Outside sign for Osgood.
 - Evaluate heating and cooling system at Osgood.
6. Marketing Plan for the Osgood Public Library System.
- Maintain website and social network sites.
 - Develop and maintain relationships with organizations, businesses, and schools in our communities.
 - Implement event planning sheets which address strategies for marketing each event/program/service.
 - Attend conferences and workshops to learn new methods of marketing the library.

Service Area

Of the 11 Townships in Ripley County, 5 are currently not served by a library District. The Osgood Public Library System serves: Center; Delaware; Franklin; and Washington. The Library has a contract with the town of Napoleon. We provide student and teacher cards for those who live in the school district but outside the library district. Osgood, the location of the main Library, is in the Jac-Cen-Del school district. Jac-Den-Del serves Jackson, Center and Delaware Townships. It has been the desire of many people living in Jackson Township as well as the Board of the Osgood Public Library to expand the Library District into Jackson Township. The Library has also been approached in the past by the Sunman Town Board concerning the possible expansion of the Library District to include the part of Adams Township not currently served by the Batesville Memorial Public Library.

Service Area Goals:

1. Expand the Library District of the Osgood Public Library to encompass as many unserved areas in Ripley County as possible.
 - Discuss with local township officials the expansion of library services.
 - Encourage residents in the unserved areas to speak to their Township Trustees.

Assessment of Library Services and Operations

New Indiana Public Library Standards take effect Jan. 1, 2017, and the Osgood Public Library System will meet all minimum standards. The Library will continue to monitor the standards and will strive to exceed those set by the Indiana State Library.

The Osgood Public Library hours are: Monday & Thursday 10 am - 6 pm; Tuesday & Wednesday 10 am - 7 pm; Friday 10 am- 5 pm; Saturday 10 am - 2 pm. The Milan Branch Library hours are: Monday & Thursday 10 am - 7 pm; Tuesday & Wednesday 10 am - 6 pm; Friday 10 am -5 pm; Saturday 10 am - 2 pm. These hours seem to work well for community members.

A seven member Library Board oversees the Library and governs in accordance with Indiana and Federal law.

Customer service is a priority for the library, and staff attends training and workshops in order to keep up to date with their knowledge and skills.

We have a diverse collection of materials in a variety of formats for patrons of all ages and abilities. We are a member of the Evergreen Indiana Library System, the eIndiana Digital Consortium and SRCS (Statewide Remote Circulation System), which gives us greater access to materials throughout the state of Indiana. We participate in Info Express, a statewide delivery service, and utilize this to facilitate interlibrary loan service.

We offer a variety of services to our community.

- High-speed internet access through our public computers and Wi-Fi.
- Programs for all ages
- Genealogy resources
- Meeting rooms for public use
- Printing and copying services
- Sending and receiving faxes
- CD/DVD Repair
- Laminating

We currently have access to three online reference databases.

-INSPIRE - A service of the Indiana State Library and can be accessed within the state of Indiana.

-Ancestry.com - must be accessed at the library

-World Book Online - provided in partnership with Jac Cen Del Schools which can be accessed anywhere.

These databases, along with many other resources, can be accessed through our recently updated website. We will continue to look for online resources that will be of use to our community.

For further assessment of our technology, please review our Technology Plan.

We are continually working to improve our visibility in our community. We use a number of resources including local media outlets and social media. We will continue to build relationships with organizations and businesses within our community.

Assessment of Facilities

The main library in Osgood was an original Carnegie building and construction was finished in 1914. In 2006 the Carnegie section was renovated and an addition was added to the building. At that time the heating, air conditioning and electrical was updated. Since 2006, one boiler has been replaced at Osgood. The Osgood building is in good condition with the exception of a moisture problem in the original Carnegie building due to some deterioration of mortar and caulking and exterior issues with the new addition. The library is now working to correct these issues and will develop a maintenance schedule.

The Milan Branch Library is housed in a new building – construction was completed in 2011. The building is in excellent condition and other than minor, everyday issues should not need repair for some time to come.

Collaboration

The Osgood Public Library collaborates with other libraries, schools, and local organizations and will continue to do so in the future.

Libraries

We collaborate with other libraries around the state through Evergreen, eIndiana Digital Consortium, and SRCS. We often meet with other librarians at roundtables, workshops and conferences to share ideas and to support one another. Locally the Osgood Public Library System has worked with both Batesville and Tyson Libraries to better our community and offer support to each other.

Schools

We partner with the Jac-Cen-Del School and Milan School Corporations to promote the library, Summer Reading and literacy. We partner with Jac Cen Del to provide World Book Online to our community, teachers, and students. They also allow us to host one of their scholastic book fairs in the winter. During the summer, Jac Cen Del's afterschool program students are bused to the library so that they may participate in the programs that we are offering.

Community Organizations and Businesses

We have tremendous support from our community organizations and businesses for our Summer Reading Program. We provide meeting space, help promote community events, and look for ways to participate. We look forward to strengthening our relationship with the community.

Financial Resources

In today's tough economic conditions and in the face of rising costs, funding Library services can be challenging. The Operating Fund provides the bulk of funding for our Library services, and it is the main funding source to achieve plan goals. This will be supplemented by LIRF and Rainy Day funds. We also transfers unused Operating Fund monies into LIRF and Rainy Day to keep the library prepared for emergencies or unexpected expenses.

Grants are an important way the library can supplement our existing funds. We are fortunate to have many grant opportunities available locally, and the library is diligent in applying for them. Library staff also actively solicits donations for Summer Reading and special projects.

In the area of purchasing, we actively comparison shop and look for the best deals in order to save money. We buy locally whenever possible to support our businesses. We attempt to stretch our funds in order to provide the best services within our funding limits.

Funding goals and objectives were presented in a previous section.

Evaluation

The Library Director will monitor progress towards goals/service responses on an ongoing basis and will present an official report to the Library Board at least once annually.