Helix Public Library
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Annual Library Service Plan Outline
Fiscal Year July 1, 2015 – June 30, 2016

Helix Public Library Vision: The Helix Public Library seeks to provide a helpful and friendly environment dedicated to assisting patrons of all ages with their literary and informational needs.

Helix Public Library Mission: The goal of the Helix Public Library is to provide materials and services that meet the recreational, informational, and educational needs of our patrons. The library accomplishes this by providing material in a variety of formats as well as providing numerous services that meet these needs while also supporting independent learning and formal educational needs. Services include reference support, children and adult programs, reader advisory services, inter-library loans, access to computer and internet services, and outreach services.

Targeted Areas of Focus: The three areas that the Helix Public Library has targeted as their priorities for 2015-2016 are Early Childhood Program, Ages 0-3; K-12 Youth Programs; Technology; and Welcoming/User Friendly Atmosphere.

Since almost all of our funding comes from District funds, any funds not used on these projects will be used to support our Library Programs.

1. **Early Childhood Program, Ages 0-3:** Focused on early childhood literacy that gets children ready to learn.
   Long Term Goals & Objectives:
   - Create programs that introduce patrons 0-3 to the library and books by providing an inviting, friendly environment while promoting language development through age-appropriate story time, music, and activities.
   Short Term Goals & Objectives:
   - The Helix Public Library has had a Pre-School Program in the past, but we do not currently have children that age in our area. However, we do have infants and toddlers, and we are hoping to be able to offer a program for our very young (0 to 3) and involve them and their parents or caregivers in the library program and the Ready to Learn program.
   - Our first step will be to determine exactly who we have available in this age bracket.
   - Our next step will be to determine what type of program will best fit their families' needs. One obstacle in Helix is that we do not have any formal method of communication. We will use email, our website, and our Facebook site to try to identify and contact these parents.

Outcomes:
- These very young children will become familiar and comfortable with their library and with books while practicing the skills necessary for language development. Feedback will come from observations throughout the program and from parents or caregivers.

2. **Kindergarten-12th Grade Youth Programs:** Focused on establishing and maintaining a lifelong habit of reading and fostering a continuous relationship with libraries.
   Long Term Goals & Objectives:
   - Promote both recreational and educational reading.
   Short Term Goals & Objectives:
   Ages 5 through 12
   - Provide age-appropriate weekly after-school programs that focus on learning through reading and accompanying activities.
   - Maintain our partnership with the Helix School by keeping the library open during a time that is compatible with class schedules and providing information and access to programs that are accessible through their participation with the library.
   - Participate in the Collaborative Summer Library Program with weekly summer reading programs.
   - Our first step will be to evaluate last year's program and determine if it met our goals and outcomes. These evaluations will help us plan the upcoming year's program.
   - Our next step will be to plan the program.

   Teens
   - Our Teen program was very successful last summer, and they have continued to be very involved whenever we have offered special programs, especially those involving technology (movies, computers, video game programs), for them.
   - Provide programs and activities that are designed at the teens' interest level and that encourage reading and participation with the library.
   - Maintain our partnership with the Helix School by keeping the library open during a time that is compatible with class schedules and providing information and access to programs that are accessible through their participation with the library.
   - Participate in the Collaborative Summer Library Program with weekly summer reading programs. Use all modes of reading and viewing books and stories.
   - Since last year's program format has continued to be very popular, our first step will be to develop their program using that format.
   - The format includes letting them select the movie, book, etc. Each meeting will start with an evening meal, program, then discussion.

   - **Outcomes:**
   - Youths will become more involved in the activities and programs at the Library and will encourage their friends to come with them. They will continue to develop their reading skills and reading habits. Feedback will be provided through participation of patrons and feedback on surveys distributed to the participants and their parents.
3. **Adult Programs:** Focused on continuing education programs, enhancement of economic viability, lifelong learning, recreational reading, and encouraging community involvement. Includes outreach to seniors and the homebound.

Long Term Goals & Objectives:
- Increase adult usage of the library by providing reading materials, programs, and services pertinent to the interest and needs of this group.

Short Term Goals & Objectives:
- Continue to show foreign movies and add a Classic Movie Night once a month.
- Continue the Adult Book Club.
- Offer classes of interest to adults.
- Establish better methods of informing adults what the library offers and what special programs and events the library is offering.
- Continue to provide delivery and pick up of books and materials to seniors and homebound.

Outcomes:
More adults will participate in the programs offered, and there will be more book check-outs by adults. Feedback will be provided through participation and online surveys

4. **Training Programs:** Focused on identifying and providing specific training needed by staff that will strengthen skills, services, and programs.
   Long Term Goals & Objectives:
   - Watch for changes in the Evergreen Library System and offer training as needed.

   Short Term Goals & Objectives:
   - Attend in-services, district meetings, and director meetings.
   - Network with other libraries in our district, especially those in our area.
   - Participate in online trainings for staff as needed.

   Outcomes: Staff will have increased skills and awareness of services and programs.

5. **Technology:** Focused on significantly increasing web presence and technology resources to provide rural community access to the Internet, jobs and skill learning.
   Long Term Goals & Objectives:
   - Continuously update and maintain both the administrative technology and patron technology.
   - Offer technological training and assistance to our patrons as necessary.

   Short Term Goals & Objectives:
   - Our targeted goal this year is to develop a helpful, user-friendly website that meets our patrons needs.
   - Our first step has been taken, and that was to select a replacement website for Plinkit. We are going with Weebly.
   - Our next step will be to design the website.
   - Our last step will be to test the site with our patrons and make changes whenever they are appropriate. This will take most of the year.

   Outcomes: The Helix Library will be able to better serve their patrons. Feedback will be provided by more use of the library and its services.

6. **Welcoming/User Friendly Atmosphere:** Focused on developing a library that is a friendly, active and welcoming center of rural community life.
   Long Term Goals & Objectives:
   - Provide a clean, welcoming, user-friendly environment in both the physical Library site and in the technological sites, such as the Library's website, Facebook site, etc. for patrons of all ages.

Short Term Goals & Objectives:
- Our first step will be to re-asses both the physical library site and the technological sites to see if they are designed in the most user-friendly manner. As we develop the website, we need to make sure information is consistent with our Facebook site.
- Our next step will be to make whatever changes are necessary.
- Continue to set a weeding and maintenance schedule and expand the new book selection to freshen our collection.
- Create a wishlist on the website for patrons' suggestions of new books.

Outcomes: Patrons will find the Library a warm, comfortable place, and will come to the Library whenever the Library's services are needed.

7. **Effective Library Board:** Focused on a committed and effective Board, actively engaged in the governance and planning of the library.
   Long Term Goals & Objectives:
   - Continue to maintain a full and productive Library Board that meets monthly to assist in recommending, planning, and aiding in the accomplishment of the goals of the Helix Public Library.

   Short Term Goals & Objectives:
   - Continue to work with the City of Helix on the policies and responsibilities between the City and the Library
   - Continue to meet monthly as a Board.
   - Invite a member of the Helix City Council to serve as an Ex-Officio on the Library Board.
   - Focus on at least one ALSP objective at every Library Board Meeting.

   Outcomes:
   - The Board will be more active and involved in the activities of the library.
   - The Library Board will become more knowledgeable of the policies, procedures, and by-laws.
   - A productive relationship between the Library Board and the City of Helix will be established.

8. **Friends/Volunteer Program:** Focused on utilizing Friends and volunteers as active and effective resources to assist with access, services, program delivery, fundraising efforts, publicity and community relations.
   Long Term Goals & Objectives:
   - Continue to communicate to the Friends Program our goals and the level of support needed to accomplish those goals.
   - Promote a volunteer program that incorporates youths, library board members, and "Friends."

   Short Term Goals & Objectives:
   - Continue to identify at least one major project that the library would like to accomplish for the year and request financial and volunteer support to assist in that project.
   - Continue to recruit volunteers to help the library accomplish its goals.

   Outcomes:
   - The library will be able to offer more services and programs to its patrons.

9. **Community Relations Program:** Focused on establishing the library as a vital presence in the community.
   Long Term Goals & Objectives:
   - Build community awareness of the Library and its many services through programs, an online support system, social media, and email
   Short Term Goals & Objectives:
   - Develop a policy for the use of the library and its technology, such as computers, projector, screen, etc., to the community for special events.
   - Continue to partner with the Helix Park & Recreation District to offer special events, such as family night movies, to involve families with the library.
   - Develop a Distribution List of Patron's email addresses so that regular informative emails can be sent to Patrons.
   - Recognizing the popularity of Facebook and its success for getting information out, use the above Distribution List, to make patrons aware of the Library's Facebook site.
   - Continue to work at placing a community bulletin board at the City Hall and Library for the use of the community.
   - Offer classes, educational presentations, and hands-on activities, often presented by experts.
   Outcomes:
   - As awareness of library services increases, there will be an increase in library attendance and usage.
   - Building awareness of the library and its services will aid in support of the library.