



**Helix Public Library**  
**PO Box 324**  
**Helix, OR 97835**  
**Telephone: 541-457-6130**  
**Library Email:** [helixlibrary@helixtel.com](mailto:helixlibrary@helixtel.com)  
**Library Website:** <http://helixlibrary.weebly.com>

## **Annual Library Service Plan Outline** **Fiscal Year July 1, 2016 – June 30, 2017**

**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; training with both classes and individual assistance, 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 Programs, Ages 0-3 and 3-5; Technology; and Community Relations.

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

### **1. Early Childhood Program**

**Ages 0-3:** Focused on early childhood literacy and development 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 and coordination through age-appropriate participation using short story time, music, and other activities.

#### **Short Term Goals & Objectives:**

- Develop a program for our very young (0 to 3) and involve them and their parents or caregivers in our library program.
- We will use many of the resources of the Ready 2 Learn program, including the skills, topics, and suggestions given in their monthly newsletter. We will work through the Pendleton Public Library and have participants receive Ready 2 Learn Library Cards issued by them.

- Our first step will be to determine exactly what families we have available in this age bracket. One obstacle in Helix is that we do not have any formal method of communication. We will use personal communication, email, our website, and our Facebook site to try to identify and contact these parents.
- Our next step will be to communicate with those families and determine what type of program will best fit their families' needs.
- Our final step will be to develop and offer a 0-3 age program designed to fit the needs of the Helix Public Library community.

**Outcomes:**

- These very young children will become familiar and comfortable with their library and with books while practicing the skills necessary for language and coordination development.
- Measurement will come from personal observations on how the children respond to the program and comments and surveys from parents/caregivers.

**Ages 3-5:** Continue to foster early childhood literacy and development.

**Long Term Goals & Objectives:**

- Continue to provide an inviting, friendly environment for patrons 3-5 and continue to promote early literacy, language, learning, and social development through age appropriate story time and other activities.

**Short Term Goals & Objectives:**

- Continue to use the resources of the Ready 2 Learn program, especially age appropriate skills, topics, and suggestions given in their monthly newsletter. We will encourage those parents whose children do not have a Ready 2 Learn Library Card to get one from the Pendleton Public Library or another participating library.

**Outcomes:**

- These young children will continue to be familiar and comfortable with their library and with books. Through activities and play time, they will begin to demonstrate social development in readiness to attend pre-school or kindergarten.
- Measurement will come from personal observations on how the children respond throughout the program, comments from the children, and comments and surveys from parents/caregivers.

**2. Technology:** Focused on significantly increasing web presence and technology resources to provide rural community access to the Internet, jobs, and skill learning and building.

**Long Term Goals & Objectives:**

- Continuously update and maintain both the administrative technology and patron technology.
- Offer technological training (both individual and classes) and assistance to our patrons as necessary.

**Short Term Goals & Objectives:**

- Using the results from the Edge Assessment taken earlier, analyze the recommendations and determine which recommendations are attainable and feasible.
- Prioritize the list of attainable, feasible recommendations and formulate a plan to implement them.
- Enlarge the number of patron computers and upgrade them so that we can offer more services and training.
- Upgrade and maintain the Administrative technology.

**Outcomes:**

- The Helix Public Library will be better able to provide their patrons with current technology and services.
- Measurement will come from number of patrons using technology at the library, personal observation, conversations with patrons, and surveys completed by patrons.

**3. 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 and programs through posters and notices, social media, and email.

**Short Term Goals & Objectives:**

- Create Outlook Contact Groups for patrons who have email addresses. Since we do not have a formal method of communication in Helix, we will use these Contact Groups to notify patrons of library news, events, special happenings, services, etc.
- Encourage the community to look on our website and Facebook site regularly. This will be another use for our Contact Groups.
- Promote the use of the Library Community Room by the community so that they will become familiar and comfortable with the library and what it has to offer.

**Outcomes:**

- As awareness of library services increases, library attendance and usage by all ages will increase. As attendance and usage increases, support of the library will increase.
- Measurement will come from number of persons attending the library, number of programs and activities held in the library and Library Community Room, personal observations, conversations with patrons, and surveys completed by patrons.