

Annual Library Service Plan – FY2019-20

Library Name Echo Public Library

Library Vision for the Future: The Echo Public Library’s community is at a minimum the town of Echo and surrounding school district or Echo address area. As such we work to serve the needs now and in the future of this population. In 2014 we celebrated our Centennial year and in the sign we hung in recognition, it reads that the sign is being placed to acknowledge the *“importance of and the pride we have in this institution.”* As such we strive to improve the effectiveness and welcoming atmosphere of our library.

It shall be part of our goal to assemble, preserve and make available book and non-book materials and services which will assist individuals to educate themselves, keep pace with progress in all fields of knowledge, become better political and social citizens and be more capable in their daily occupations, and develop their cultural, creative and spiritual capabilities and satisfy such needs and provide sources of entertainment and intellectual stimulation.

The Echo Public Library must consider not only the present needs of the community, but must try to anticipate future needs in order to give timely service. We also strive to listen to our patrons, young and old. Though the library attempts to give the best service possible to its regular users, it also has an obligation to collect materials and search for methods of service that will satisfy the needs of those in the community who have not traditionally been library users. It is vitally important that every citizen today have ready and free access to the world of ideas, information and creative experience.

Goal: K-12 Youth Programs: Focused on establishing/maintaining a lifelong relationship between the youth and the public library and fostering a love of learning and reading to create better educated and rounded citizens.

Current & Continuing

Encourage participation: The librarian will work with the school and teachers to provide information and flyers for the annual summer reading program and other programs.

Library Exposure: As Echo schools do not have a library/librarian other than a shelf or two in each classroom and to meet state educational guidelines, the library works with the school to provide exposure to libraries, information on the collection, information on how to use the library and find items, library etiquette and much more. Students from K-5th grade visit the library about 5-6 times each year and through activities the library helps provide this core learning experience for youth (each class

comes at a separate time). The teachers are given library card applications to hand out to those children who do not have cards already and the librarian explain how they caan get a card. Those with cards are given an opportunity to check out materials before returning to class. They are also provided information on the Summer Reading Program in the spring.

The city hosts a Tree Fair each April for Arbor Day. Elementry students switch between 5-7 stations at city hall and the VFW and one is a story time. The librarian reads tree-themed books to the kids during that period.

Summer Reading: We will continue to offer a summer reading program that uses the national Collaborative Library Theme each year and design activities, programs and selects materials that support that theme.

Such a program not only exposes participating children to professional entertainers that living in a small rural community they might not otherwise be exposed to, but helps stimulate their imagination.

Using the experience and creativity of our staff we will design crafts that are fun and educational for youth.

Collection: The theme will be used to select library materials that are from suggested materials and which expand our collection.

Other: We will purchase craft supplies and snacks for use at each weeks' story time and at the end we have a closing prize where we provide reading related prizes for participating children and a cake or other refreshments, play games, etc. Library and Ready to Learn Funds are used for this.

Story/Craft Time: The library will continue to operate a weekly Story/Craft Time and encourage participation by area children in the program which features crafts and the librarian reading to the children. The librarian selects various themes each week which may be related to holidays and observances. We purchase craft supplies and snacks to provide at the weekly program.

vi. Feedback: During the year, after special programs, etc. the librarian will gather brief surveys from parents and/or children to find out what they like most.

vii. Facilities. The city received the donation of the old VFW Hall a couple of years ago and moved the children's programs to this building, which provides more room for the librarian to run programs and crafts without the fear of a "mess". The city received grants last year to remodel the building so that it can serve as a library annex and council chambers. Summer reading activities and the weekly story/craft time are held there. Some of the items we received as part of the Stay and Play program have been added to the annex to make it more inviting to children.

Periodically information of Summer Reading and Story time is provided in the city newsletter and on Facebook.

Needs addressing:

Continuing publicity of Summer Reading, Story Time, Library entertainers through newsletter and Facebook page

Priority(ies): Summer Reading Program, continuing coordination with the school. Remind school of library's willingness to provide materials in areas dealing with classes and special programs.

Year 1 activities: Continue all program and activities outlined above.

Year 2 activities: Add Battle of Books reading materials if the school decides to participate next year.

2. Goal: . Welcoming/User Friendly Atmosphere: Focused on developing a library that is a friendly, active and welcoming center of rural community life.

Year 1 & Continuing activities

The City and Library consider this a primary goal for the library every year at all times to make it a successful library and part of the community.

The city received the donation of the old VFW Hall a couple of years ago and moved the children's programs to this building as well as using it for meetings and for our Amazon book store. This provides us with more room for the librarian to run programs and crafts without the fear of a "mess" for children and an area where we can access the books we sell on Amazon, which provides a small pool of funding for the library each year. In mid 2018, we added some of the Stay and Play components such as a game rug and puppets to the remodelled VFW/Library annex to make it more attractive and inviting.

Echo Library staff works to keep the library a warm and inviting place for patrons of all ages, walks of life and social and economic status by being warm, welcoming and friendly. Renovation of the city hall building and library spaces which increased the library from a little over 800 s.f. to about 3000 on the ground floor and the auditorium/ball room on the second floor which is used for large programs. We posted photos recently on Facebook showing the building and saying how we have strived to keep the building looking clean, attractive and well maintained even after nearly 20

years. Comments: Chris Meinicke: "*This is one of the cutest libraries I've ever visited. So inviting.*" Betta Spencer: "*Sweet! Very Clean and well preserved.*"

Priorities: The library will be well maintained clean and attractive. The decorations and historical ambience of our library are all welcomed and embraced by visitors and regulars alike. Newcomers and visitors often comment on how beautiful and homey the library is and that they love visiting. Our goal shall remain to keep fostering this feeling for our patrons and visitors. We will work to maintain a library that enhances Echo's livability; Provide regular information on the library and its services in the city newsletter and local media to keep the community .

Year 2 activities: Address any maintenance issues that may arise.
Continue Weeding to provide space and reduce crowding.

3. Goal: Adult Programs: Focused on continuing education programs, enhancement of economic viability, and lifelong learning. Includes outreach to seniors and the homebound.

Needs addressing: Strive to increase the library's presence in the community through adding adult programs that attract a wide spectrum of community members to the library to expose them to what the library has to offer. Work to try to attract those who have not been to the library.

Priority(ies).

Year 1 activities Develop a list of potential programs and presenters. Outreach through the newsletter, Facebook and a newsrelease to get input on community interests for programs. Develop a schedule to provide at least 2-3 programs the first year. A brief posting on Facebook a few months ago indicated that there was a high interest in art/craft hands on type activities.

Schedule a Christmas Open House with refreshments. Try to attract volunteers to make cookies and publicize event.

Year 2 activities): Continue to add to list of potential program and presenters. Try to schedule at least one program per quarter. Fundraise to help sustain program. Publicize events.

Year 3 and beyond activities: Continue to add to list of potential program and presenters. Try to schedule at least one program every other month. Fundraise to help sustain program. Publicize events.