

Annual Library Service Plan – FY2019-20

Helix Public Library

Library Vision for the Future:

The vision of the Helix Public Library is to provide a welcoming and friendly environment for the community dedicated to assisting patrons of all ages with their literary and informational needs. We also strive to provide a place to learn together through various programs and services offered including access to computers and internet, adult and children’s programs, inter-library loan assistance and outreach to the school and homebound.

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

Needs addressing: Make a more user friendly library for patrons by seeing where the items are located that may be of interest to them. This will be done with signage and better developed areas in the library.

Priority(ies): Create a library that is visibly exciting, easy to use and clean. Make specific areas for patrons to feel comfortable in and add new items to each area of the library.

Year 1 activities:

A Regional Interest collection was developed which showcases many of the books received from the Umatilla Co. Historical Society-C.S. Jackson Trust/OR Community grant. A Graphic Novel section was created in a visible area. All videos were moved to one area and signage was made to direct patrons to movies based on rating. The Library Facebook page is used frequently to provide photos of programs and updates on the library. Information is also cross posted on the Helix Community page to reach more patrons. A large amount of items (600+) were removed from the library and used for credit at

the Pendleton Book Co., added to our Book Sale or used for prizes. The Adult Fiction, Non-Fiction and Large Print collections were moved and signage updated.

Year 2 activities:

A book shelf was emptied and removed to make more space in the library. This is a step closer to developing a coffee station in the adult area and also moving Junior Non-Fiction books to create the STEAM area. Since the 2018-19 ALSP goals were established, we became aware that the library expansion project may begin soon. With this new plan, areas of the library will again be moved to make the library work more efficiently. A Stay and Play area has already been developed but when new cabinets are installed the items can be housed better. A new Audio Book section has been created with a stand that was used for the Graphic Novels. The Graphic Novels were then moved again and added to the Junior book shelf. Humor books were combined with stickers indicating the difference. More books were weeded out to make space. The copy machine has been placed in the front desk area and two small desks were placed to the side of the main desk to add more work space.

Year 3 and beyond activities:

The Helix Advancement Partnership Network (HAPN) has made steady progress with grant work for a library expansion project. Once renovation is done, the Children's room and main Library will be connected with a new layout to accommodate programs for youth and adults. The walls and ceiling will be replaced, cabinet storage and a sink will be installed and technology will be upgraded including a media system with speakers. This project is anticipated to begin Spring or Summer of 2019. With the update, many changes will take place to improve the atmosphere and make the library much more user friendly. I will continue to follow through with the goals of creating new areas during the renovation.

2. Goal: Effective Library Board: Focused on committed and effective Board, actively engaged in the governance and planning of the library.

Needs addressing: What the role of a library board member is, how to conduct productive meetings and how to get new board members.

Priority(ies): Update a Policy and Procedure manual for our library and look at library board terms and policies.

Year 1 activities:

We consistently meet every other month for Library Board meetings. A Director's Library Report is sent monthly to the City Council and Library Board to update everyone on the months activities at the library. A member of the City Council now attends each Library Board meeting to keep City updated and informed.

Year 2 activities:

Information has been gathered from other libraries regarding their policies and procedures manual. This will help in the process of updating a new manual for Helix. The City Recorder supplied a Director evaluation for the Board and they completed it. Advertising will be done by Director to find new Board members who's terms expire June 30th, 2019.

Year 3 and beyond activities:

A new Policy and Procedures manual will be made for the Helix Public Library. Rules for the Library Board officers and terms will be reviewed. Guidelines for the library Community Room need to be established.

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

Needs addressing: What is the best time to provide Adult Programs for our community that will benefit the most patrons.

Priority(ies): Develop new and interesting programs for the Adult population.

Year 1 activities:

Started an Adult Book Club. Attendance was good in the summer, minimal in the Fall and Winter. We will join book clubs from other towns to add interest, some coming to our library or us traveling to another location. We had a very successful Instant Pot class taught by one of our board members. There were 23 in attendance and a drawing for a free Instant Pot donated by a patron. This class was held on a Sunday.

Year 2 activities:

A Books and Brew class is being planned for the summer by one of our board members. There is interest in a knitting/craft class and our Assistant is willing to help with it. A Farmer's Market is planned for the summer reading program and we hope to have adults involved, either teaching a class or having a booth. Other possible class ideas for other times of the year are a chocolate tasting workshop around Valentines Day, Triple P Parenting Classes for Preschool parents, 911 class, Interlibrary Loan/Library2Go class, BINGO/Ice Cream social, paint/art classes and exercise classes in the winter.

Year 3 and beyond activities: