

# Annual Library Service Plan – FY2020-2021

## *Helix Public Library*

### **Library Vision for the Future:**

The vision of the Helix Public Library is to provide a welcoming 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 programs and services offered including access to computers, wifi and internet, adult and children's programs, inter-library loan assistance and outreach to the school and homebound.

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

### **What community needs are you addressing:**

Accepting a Library Board position allows members of a small community an opportunity to learn management skills as well as cooperation and leadership skills. Working together to help create an innovative and useful library for the community requires teamwork and dialogue. With cooperation and inspiration from the Library Board and City Council, it allows the Library Director to pursue new projects for the community. As representatives of the community, members of the Library Board can promote library programs and highlights and in turn create more interest for library use.

### **FY2018-2019 - Year 1 activities**

We consistently met 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 library activities. A member of the City Council now attends each Library Board meeting to keep City updated and informed.

## FY2019-2020- Year 2 activities

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

## FY2020-2021 - Year 3 and beyond activities

A new Policies and Procedures manual will be completed for the Helix Library. Guidelines for the Community Room in the library need to be established. A Library Board position will be posted to be filled for a member who's term expires June 30, 2020. Libray Board will meet via Zoom or through email during the CoVid restrictions and safety regulations.

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

### **What community needs are you addressing:**

Current computers for patron use are old and do not always function properly. Newer technology in a remote community is needed to give patrons quick access to the internet and also for online studies in the wake of CoVid regulations.

## FY2020-21 - Year 1 activities

Find funds for computers by writing a Wildhorse grant for four new computers,monitors and headphones. Research Hot Spots to see if this is an option for Helix and if there is a need in our community.

- 3. Goal: Community relations: Focused on establishing the library as a vital presence in the community.**

### **What community needs are you addressing:**

In small communities, places to meet are of vital importance. The library provides a community gathering place, a place for information and helps fulfill the needs of a rural population by offering programs, events

and free services. A “Library of Things” will meet the needs of our community by providing items that can be checked out instead of traveling to purchase. In a remote community we borrow from each other. This will be another way to have access to things we can borrow but from the library. A “Little Free Library” will also be established to provide free books for our community. With limited library hours, free books can fill the need for access to books outside of the library when it is closed.

### **FY2020-21 - Year 1 activities**

Receive permission from the City Council to place a “Little Free Library” in our community. Ask a Senior to create a “Little Free Library” as their community service project. Start collecting items for the “Library of Things, establish an area to display them or signage indicating what we have. If there are bigger items, ask City Council if some items can be stored in the basement of City Hall.