

Annual Library Service Plan – FY2018-19  
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*Helix Public Library*  
*FY 2018-19*

Library Vision for the Future:

The vision of the Helix 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: Making a more user friendly library for the patrons by visibly seeing where the items are that may be of interest to them. This will be done through signage and better developed areas in the library space provided.

Priority(ies):

- Relocating the Junior Non-Fiction books to make them more visible and promoting it as the “STEAM” area to increase interest.
- Making the front desk area more welcoming for patrons and easier to use for staff
- Maintaining a clean environment for the public
- Adding items to our Audio Collection and promoting them in a new area

Year 1 activities: Goals that were met with the previous ALSP in this priority category are as follows.

- A regional interest collection was developed which focuses on Oregon books including many that are received from the Umatilla County Historical Society –C.S. Jackson Trust/Oregon Community Foundation grant. This was done by moving all these books to a shelf in the front of the library. Books have been checked out more frequently since this area was created.
- A Graphic Novel area has been developed showcasing the collection we have. This area is located in our Junior section and will continue to grow.
- All Videos have been moved to one area in a new book shelf made by a wood shop student. Signage has been made to label each area of movies according to ratings.
- The Library Facebook page is used frequently providing pictures and updates of what's going on at the library. Information is crossposted on the Helix Community page to reach the largest number of patrons.
- A large amount of items (600+) were discarded from the library and the process will continue. This allows us to provide fresh, new materials and makes space for displaying items of interest.
- The Adult Fiction, Non-Fiction and Large Print collections have been moved and signage has been updated.

Year 2 activities: Goals for the 2018-19 year are as follows.

- The Junior Non-Fiction books will be housed in a new area and promoted as the “STEAM” section showcasing the interesting books in our collection relating to science, technology, engineering, art and math. Our after school programs are focused on “STEAM” and having this area will increase check out of these types of books hopefully.

- Rearrange the front desk area to make it easier for patrons to check out their items and also to give staff better use of the space we have.
- Finding volunteers to dust, vacuum and clean the library on a regular basis. Work with the school to find these volunteers as students need community service hours to graduate.
- Purchase a new shelving unit for our Audio selection and display in an area where patrons will see and check out these items. Most audios we had were dated and in turn were discarded so gaining new items for this area will also be a goal.
- Develop a Play and Stay area for the children with items selected from the recent grant received from Ready2Learn. This will encourage parents to stay with their children in the library longer and also provide a fun environment for children in the community.

### Year 3 and beyond activities

#### 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 and how to conduct productive meetings.

Priority(ies): Update a Policy and Procedure manual for our library.

Year 1 activities: Goals that were met in the previous ALSP in this priority area are as follows.

- We consistently met every other month on the date agreed upon at each meeting.
- A Directors library report was sent monthly to the City Council

and Library Board to give updates on that months activities at the library.

- A member of the City Council now attends the Library Board meetings to keep city updated and informed.

#### Year 2 activities:

- Bylaws and Policy and Procedure Manual need to be updated to fit our current library needs for the general management of the library.
- Find out how other libraries use their community rooms. Establish guidelines for our Community Room.
- Fill open board positions in a timely manner with public advertisement to reach all potential candidates willing to serve.

#### Year 3 and beyond activities

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: What time our library can provide Adult Programs for our community that will benefit the most patrons.

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

#### Year 1 activities

- Board members have input and provide contacts for Adult Programs that they can help start. These may be one time programs or continueing programs like a Book Club.
- Look into having Adult Library Programs off site, such as the Helix Pub for a Books and Brew event or the Helix Church kitchen for a cooking class.

- Developing possible weekend Adult Programs on days that the library is closed. Work with the Director and the City Manager to find areas in the budget for these programs.
- See if there is a need for a Homebound Outreach Program in our community.
- Ask UCSLD if they can provide a class on interlibrary loans and Library2Go and promote other benefits of the library system to our community.

Year 2 activities

Year 3 and beyond activities