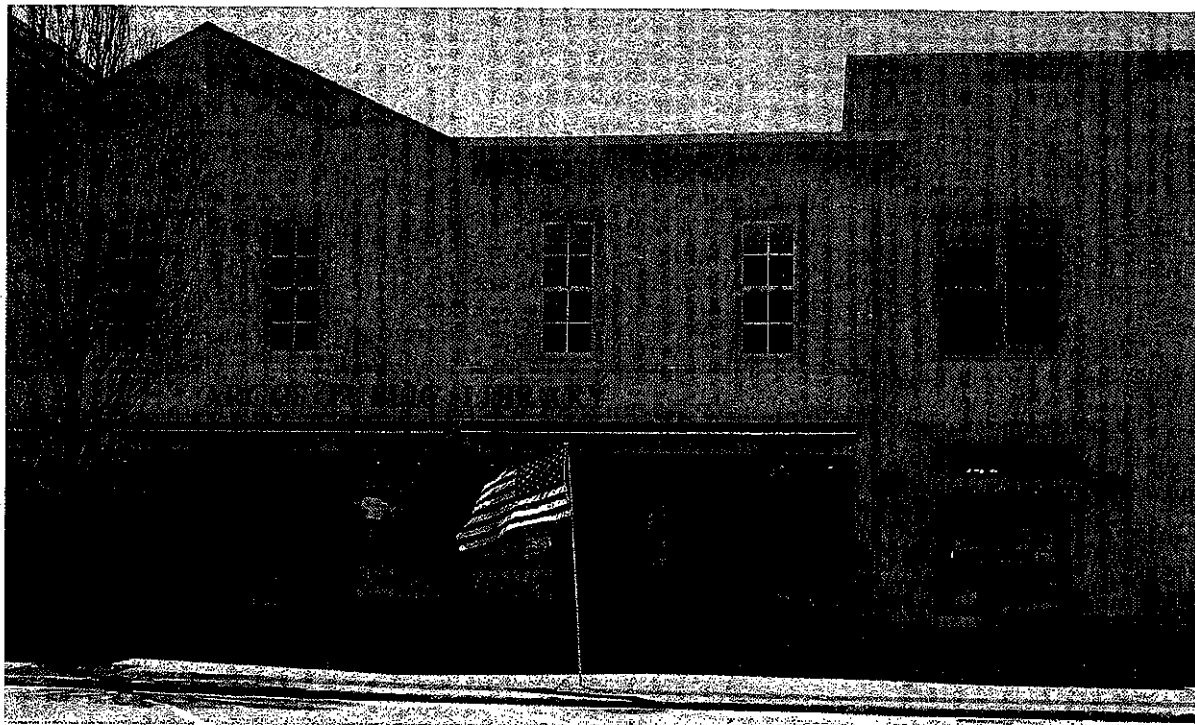


ARGOS PUBLIC LIBRARY
LONG RANGE PLAN
2023-2028



Established January 11, 1936

Service Population 3,920

Adopted by the
Argos Public Library Board of Trustees
December 18, 2023

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LONG RANGE PLAN JULY 2023-2028

ADOPTED BY THE BOARD OF TRUSTEES, DECEMBER 18, 2023

MISSION STATEMENT

Argos Public Library strives to be the chosen destination for patrons to obtain diverse and quality services, information, and materials, in order to fulfill the educational, informational, cultural, and recreational needs of the community in an atmosphere that is welcoming, respectful, and businesslike.

INTRODUCTION

The Argos Public Library's Long Range Plan (LRP) for 2023-2028 was created with the input of library staff and board members, as well as Green and Walnut Township community members. The objective of this plan was to identify and evaluate information provided on surveys about the community needs, services received from the library, and the overall direction expected for the library over the next five years.

LIBRARY INFORMATION

LIBRARY DESCRIPTION:

The Argos Public Library is located in the town of Argos, Indiana and serves the residents of Green and Walnut Townships of Marshall County. According to the 2020 Census the total estimated population served is 3,920. The address of the library is 142 N. Michigan Street, Argos, IN, 46501. The facility is 4,800 square feet which houses a collection of 20,026 materials, along with a collection of digitally accessible books and media through the library's main website at www.argospubliclibrary.com. The library has 1,210 registered users.

LIBRARY BOARD:

The Argos Public Library is governed by a 7 member appointed Library Board of Trustees. The Board members are appointed as follows: three (3) by the Argos Community School Board; two (2) by the Marshall County Council; and two (2) by the Marshall County Commissioners.

LIBRARY STAFF:

The Argos Public Library employs one full time certified Library Director and 7 part-time employees.

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PRESENT FACILITIES:

- Name: Argos Public Library (Class C public library)
- Constructed: 1870- South Building; 1880- North Building; Remodeled for library use and open to public by January 5, 2009. Historical buildings recognized by the Wythougan Valley Preservation Council and awarded the Daniel McDonald Award for historic preservation.
- Technology Available: 10 Internet connected adult patron computers, 3 AWE educational children's computers, 1 child's educational play table, 3 printers, 1 scanner, and 1 fax machine with service to the public. We offer free Wi-Fi connection.

COMMUNITY NEEDS PROVIDED BY THE LIBRARY:

- Basic Literacy: The library will offer basic literacy through various programs for patrons of all ages that will strengthen the need to read in order to perform essential daily tasks and learning.
- Learning Support: The library offers support designed to strengthen academic programs for all patrons who are enrolled in local preschool through grade 12, home schooling, or post-secondary education.
- Lifelong Learning: Patrons seeking self-directed personal growth and development will be given tools to help them achieve their goals.
- Business and Career Information: Information and opportunity related to business, careers, technology, and personal finances will be available.
- Connectivity Availability: Through the free use of computers and Wi-Fi, the public is able to meet their personal, business and educational needs.
- Entertainment: Reading materials both digital and physical will be available for patrons to enjoy. Other digital formats and media will also be available.
- Expanded Collection: The library will maintain and expand the ability to borrow materials from libraries throughout Indiana and the country to meet the needs of the community.
- Acquisitions: Library acquisitions will reflect the goals of the library's mission statement, as well as patron's recommendations.
- Programs: The library will offer a variety of programs for all ages, utilizing suggestions from patrons and as budgeting allows.

PLANNING COMMITTEE AND SURVEY RESULTS

In order to evaluate the services, facilities, technology, operations of the Argos Public Library, the LRP was created with input from the Library Director, Board of Trustees, patron feedback, and a 2023 library survey and planning committee.

The Core committee consisted of eight individuals who took the time to analyze the strengths and needs of both the town and library of Argos.

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Core Committee Members:

- Lucas Carter- Library Director
- Cheri Hoffer- library Board of Trustees member
- Karrie McCay- library Board of Trustees member
- Amber Horsman- active community and Friends of the Library member
- Jon VanDerWeele- active community member
- Jane Mechling- active community member and library user
- Meghan Watson- staff member
- Judith Justus- staff member

LIBRARY SURVEYS:

PART ONE: PLANNING COMMITTEE RESULTS

To determine the needs of the community so library objectives could be developed, the planning committee answered their own surveys where they examined basic community needs such as safety, economic health, education, environment, and overall community reputation. Then they compared the community needs with the strengths of the library.

- Safety: The town of Argos has a strong police presence. People feel safe in this community. The library provides another safe space for patrons to come to but needs physical space improvement.
- Economic Health: There are many small businesses that need public support. The library needs stronger community outreach programs and more of a presence at community events.
- Education: Argos has a strong school that needs to offer more reading programs and after school activities. The library needs to offer programs for all ages. The library can offer more after school programs for kids of all ages.
- Environment: Argos has many wonderful parks and outdoor spaces for people. The library can take programs and services to the parks.
- Reputation: Argos continues to grow and find new ways for community members to interact with one another through town gatherings such as TGIF. The town is looking to embrace more modern structures such as the new Nickel Plate Square, but more work is needed. The library adds to the history of the Town of Argos. Interest of the library should be to preserve local history while figuring out how to adapt to a digital world.

PART TWO: PATRON RESULTS

From here, a 20 question survey was created for all of the patrons of the Green and Walnut Townships. This survey was handed out in the Argos Public Library and posted through various social media channels. Engagements with the survey included a total around 1,636 people.

- Most participants held an APL card.
- Several of the respondents claimed to not use the online website
- Social media and in person continues to be the main way people learn of library programs and events.
- There was a desire for a wide range of age appropriate programs.

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- An easier online catalog was requested.
- Respondents seem to be happier about the new direction of the library including the expansion of the collection
- People seemed to want more romance, science fiction, fantasy, and young adult added to the collection, perhaps unaware that these genres have seen significant growth this year.
- The need to expand, renovate, or fix the library space was stressed several times in the surveys.
- Children's department was the main focus of most surveys with people wanting more digital technology for upstairs.
- Adult learning classes were requested by some.

ARGOS PUBLIC LIBRARY142 N MICHIGAN ST, ARGOS, IN, 46501 | TELEPHONE/FAX: 574-892-5818 | <https://argospubliclibrary.com/>**Service Priority #1: Develop Young Readers**

Programs and services for youth from birth to grade 12 will be designed to ensure that they will have the opportunity to improve on literacy and social emotional skills before, during, and after school.

- a. **Goal 1:** Children entering local Pre-K and Kindergarten will have developed the skills to be prepared to read, write, and listen.
 - i. **Strategies:**
 1. Promote the 1,000 Books before Kindergarten program.
 2. Reward children copies of books as prizes for doing library programs.
 3. Invite elementary school classes to visit the library at least once annually and send library promotional materials home with them.
 4. Promote and develop outreach opportunities for home schooled children.
 - ii. **Objectives**
 1. The library will experience newly enrolled preschool children each year in the 1,000 Books before Kindergarten program.
 2. Increase Summer Reading Adventures program enrollment annually.
 3. Increase circulation of Easy and Juvenile books annually.

- b. **Goal 2:** Children of all ages will continue to develop their literacy skills through their education.
 - i. **Strategies:**
 1. Create and promote library programs for youth of all ages.
 2. Provide program and learning space opportunities for home school children.
 3. Develop the Youth Services collection to include kids of all ages.
 - ii. **Objectives:**
 1. Increase program enrollment for children and teens.
 2. Increase the Summer Reading program enrollment.
 3. Expansion of collection to include more circulations in YA and Juvenile books annually.

- c. **Goal 3:** The library will promote social and emotional learning skills through the use of STEM related activities.
 - i. **Strategies:**
 1. Provide toys that are designed to increase basic STEM knowledge use such as robotics.
 2. Provide new educational board and card games that will help develop literacy skills.
 3. Create new spaces in the library that promote the creation of projects.
 - ii. **Objectives:**
 1. Increase enrollment in youth service programs.
 2. Annual increase in community visitors to the library before, during, and after school.

ARGOS PUBLIC LIBRARY142 N MICHIGAN ST, ARGOS, IN, 46501 | TELEPHONE/FAX: 574-892-5818 | <https://argospubliclibrary.com/>**Service Priority #2: Develop Life Long Learning and Skills**

Residents of all ages will have the resources they need to explore topics of personal interest as well as to become enthusiastic learners throughout their lives.

- a. **Goal 1:** The library will engage young adults to encourage use of the library.
 - i. **Strategies:**
 - 1. Offer students the opportunity to complete required community service hours so that they can learn valuable and transferable skills to a future place of employment.
 - 2. Explore cross generational programs and implement during Summer Adventures programs.
 - 3. Create programs, clubs, and groups with an emphasis on teen interests.
 - ii. **Objectives:**
 - 1. Increase circulation of YA materials
 - 2. Increase number of Young Adults participating in Summer Adventures.
 - 3. Increase number of Young Adults attending YA-themed library programs annually.

- b. **Goal 2:** The library will expand the availability of resources to our patrons.
 - i. **Strategies:**
 - 1. Be a member of the IN State Reciprocal List
 - 2. Make materials requests through SRCS- ILL
 - 3. Offer special types of library cards to include more individuals such as PLAC, school student cards, school employee cards, employee cards and non-resident cards.
 - 4. Continue to market library resources in library and online.
 - ii. **Objectives:**
 - 1. Increase usage of library resources.
 - 2. Increase the amount of followers to website and social media channels.
 - 3. Increase circulation of all types of materials

- c. **Goal 3:** The library will offer learning programs and resources for patrons of all ages.
 - i. **Strategies:**
 - 1. Partner with local schools and Purdue extension networks to provide learning programs for children to adults.
 - 2. The library will be a center for information related to education and career opportunities.
 - ii. **Objectives:**
 - 1. Collaboration with local educators will increase.
 - 2. Outside resources will use the library to drop off information to help patrons with basic needs regarding education and careers.
 - 3. Increase the amount of people coming to the library.

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Service Priority #3: Create a Functional and Welcoming Physical Space

Residents will have a safe and welcoming physical environment to meet and interact with others or to enjoy a quiet space to read and study.

a. Goal 1: The library will focus on preserving historical aspects of the current building while incorporating modern 21st century library trends.

i. Strategies:

1. The library will inspect, evaluate and replace or repair broken or outdated equipment.
2. Replace seating and other necessary furniture to make more functional, comfortable seating/work areas on both floors.
3. Focus on expanding or creating more space through the possibility of purchasing partitions, more building, and/or furniture needs such as smaller, practical shelving.
4. Create designated spaces to preserve local history in Meeting Room or small corners of the library.
5. Renovate parts of building as deemed necessary by the public, directors, and Board of Trustees to encourage more of a welcoming environment.

ii. Objectives

1. Patrons will express satisfaction at the ability to have places to sit down for interaction and/or reading/studying.
2. Increased statistics of people using the library for more than just checking out books.
3. Create a positive, comfortable library atmosphere, making it a first choice for patrons of all ages.

b. Goal 2: The library will seek to add outside seating and options for patrons to access library resources.

i. Strategies:

1. Seek out grant resources or collaborate with local groups to create a functional outdoor seating space for patrons.
2. The library will expand their available seating for studying, reading, and interaction to outside.

ii. Objectives

1. Patrons will access library resources such as Wi-Fi outside.
2. Programs will be able to have more options for where they take place.

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Service Priority #4: Increase Community Outreach and Focus

The library will provide access to tools, educational materials, and human resources to link, cross-promote, and collaborate with local non-profit organizations, schools, and businesses.

- a. **Goal 1:** The library will actively work and collaborate with local organizations to promote their services to the community.
 - i. **Strategies:**
 1. Invite the Fire Department, Police Dept and EMS to present programs.
 2. Market services to the community at large and also to specific targeted populations (schools, senior living communities, real meals)
 3. Collaborate with local schools to handout library promotional materials during various school registration events.
 4. Set up and promote the library at local festivals and events.
 - ii. **Objectives**
 1. Increase the number of programs with local service organizations of a collaborative nature annually.
 2. A stronger community presence should increase traffic in the library as well as increase circulation.
- b. **Goal 2:** Exceptional customer service will be a top priority for all library staff.
 - i. **Strategies:**
 1. Encourage and provide opportunity for staff to attend workshops and webinars that are relevant to their job classification as time and budget allow.
 2. Allow for staff in-service days once per year or more.
 3. Review library policies in monthly staff meetings.
 - ii. **Objectives**
 1. Evaluate current staffing to determine best use of personnel or if more hours are needed in any area (ongoing).
 2. Hold one-on-one evaluations for feedback between director and employees at least one time per year.
 3. Develop employee checklist to ensure at least minimum training has been met in all areas (ongoing).

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Service Priority #5: Adapt To a Digital World

The library will focus on keeping up with 21st century library trends in digital technology.

- a. **Goal 1:** IT personnel will be on-site on a regular basis to assist staff in updating digital technology.
 - i. **Strategies:**
 1. Add 4-6 hotspots for circulation.
 2. Add 2-4 Chrome Books for in-house use in the library.
 3. Be vigilant and constantly evaluate the library's hardware and software by IT personnel and staff for consideration of future purchases and optimal functioning of digital equipment.
 - ii. **Objectives:**
 1. Increase digital circulation
 2. Create an environment that promotes easy, open access to digital technology and resources.

- b. **Goal 2:** Staff will find and provide the appropriate digital technology for patrons to increase awareness about library services.
 - i. **Strategies:**
 1. Aggressively market digital collections to patrons of all ages.
 2. Redesign the library website so it is user-friendly and serves all patrons with varying needs
 3. Offer one-on-one instruction on library digital services such as Hoopla and Overdrive, as well as other library databases.
 4. Promote and market the library's online resources aggressively through social media and outreach opportunities.
 - ii. **Objectives:**
 1. Increase the number of users reached by social media platforms annually.
 2. Increase digital circulation.
 3. More databases will be added to the library's website, providing more digital options for patrons.

Argos Public Library - Long Range Plan 2023-2028

FINANCIAL RESOURCES AND SUSTAINABILITY

In order to meet the goals and objectives as outlined in the Long Range Plan, the library's budget will dictate the scope and depth of projects that can be completed annually. Unexpected repairs can also affect planned expenses. Our library budgets both our LIRF and Rainy Day Funds in anticipation of addressing unexpected maintenance issues. Our planned expenses would be budgeted through our Operating Fund.

YEAR	Technology	Amount Budgeted	Facilities	Amount budgeted
2023	Digital audiobooks and Playaway Tablets for Children's Department	\$2000.00	Teen space tables, chairs, and couch	\$1000.00
2024	Add 4-6 Hotspots 2-4 Patron Chromebooks and/or Tablets Use outside company to redesign website	\$1000.00 \$1000.00 \$5000.00	Comfortable seating-loveseats, chairs	\$2000.00
2025	Invest in purchasing new databases for patrons such as Ancestry, Newspapers.com, and others.	\$5000.00	Add small study room; buy partitions	Estimated cost \$20,000.00
2026	Purchase video game console and add video games to the collection	\$5000.00	New shelving and create more open space	Estimated cost 20,000.00
2027	Replace patron computers	\$2000.00	Flower bed turned into seating area	Estimated cost \$10,000.00
2028	Purchase VR equipment for Children's department and STEM activities to create makerspaces	estimated cost \$5,000.00	Roof inspection	\$1000.00

LIBRARY COLLABORATION

Marshall County is home to five (5) independent libraries, one in each community that houses a local public school, grades Pre-K through 12th grade. Several years ago, the five local public library directors started meeting bi-monthly on an informal basis. We meet for lunch and rotate locations. We greatly value the ability to meet in person, share ideas, and share how we are accomplishing our goals. Our boards have supported and value these meetings also.

The Marshall County public libraries have collaborated on projects in the past and strive to continue to find ways to provide educational and entertaining programs for all of our communities to enjoy. We actively seek ways to engage all ages and all libraries who wish to participate. The events we have collaborated on were very well received and attended.

Argos Public Library has collaborated with the local public school library to provide inter-local book loans from the public library which we deliver and pick up to the school.

EVALUATION

The Library Director shall prepare a written evaluation of the Long Range Plan to be presented to the board at the regular January Board of Trustees meeting.

COMMUNICATION PLAN

Once the Long Range Plan has been adopted by the APL Board of Trustees and the Indiana State Library, we will post the complete, approved plan on the library website and announce that it is approved on our Facebook page. We will also announce the approval in the local Argos/Bourbon News Mirror newspaper as well as place some hard copies available in the library.