



# Auburn Public Library District

Long-Range Plan

2019-2023

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## *Mission Statement*

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The Auburn Public Library's mission is to provide access to materials, services, programs, and technology that meets the educational, cultural, and recreational needs of our patrons. Our goal is to promote life-long learning, literacy, and community enrichment.

**2019-2023**

**Goals**

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**Objectives**

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## *Programs & Services*

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Goal: The Auburn Public Library District will provide services and programs that meet the educational, cultural, and recreational needs of our patrons.

Objective: The APLD will provide experienced and up-to-date reference and readers' advisory services.

- APLD staff will attend yearly training in reference and readers' advisory services.
- The APLD will maintain an up-to-date account on Goodreads that is linked on our website and social media, as well as displayed visually in the library.

Objective: The APLD will expand programs for children (birth through age 10).

- Continue to foster a relationship with Auburn School District #10.
  - Research inter-governmental contract that would allow all students in Auburn School District #10 to have a library card.
  - Promote use of private study room for tutoring.
    - Install a dry erase board.
  - Partner with art teachers to display student art in the library.
- Create partnerships with local daycares and preschools.
- Continue to expand our relationship with the homeschool community so that we can create programming that meets their unique needs.
- Establish evening programming.

Objective: APLD will expand programs and services for tweens, teens, and young adults.

- Expand and organize our teen volunteer program.
- Continue to establish Teen Advisory Group.
- Partner with schools to develop useful programs.
  - Research possibly extending hours during finals.
  - Research usefulness of classes on research and citations.
  - Research proof-reading services.
- Promote the active use of our private study room as well as the use of the Will Wietfeldt Meeting Room for group study.
- Research the benefits/costs of offering test proctoring.

Objective: APLD will expand adult services and programs.

- Establish career building programs.
- Establish history-based programs.
- Establish craft-based programs.
- Establish local author events

Objective: APLD will provide up-to-date technology services.

- Replace outdated staff and patron computers.
- Research creating an adult research area.
- Research community need for technology classes.
- Research ability to accept credit and debit transactions.
- Research having a staff member become a notary.

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## *Marketing and Outreach*

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Goal: The Auburn Public Library District will be an active participant in the Auburn community.

Objective: The APLD will provide programming and resources outside of the library's walls.

- Research attending PTO Events.
- Research attending Wimmer Cemetery Association events.
- Research attending Foreign Legion meetings.
- Continue to participate in the Auburn Carnival and Auburn Activities Committee events.

Objective: The APLD will foster participation in local government.

- A library representative will attend city council meetings to remain current in local governmental issues as well as inform the city officials of library topics.
- The library will provide space for candidate forums during elections.
- The library will offer voter registration events.
- Research offering Outreach Passport and Vital Records visits to the library.
- Research offering space for a health clinic/vaccination clinic.
- APLD staff will be knowledgeable about and promote the talking book/braille service through the Illinois State Library.

Goal: The Auburn Public Library District will increase awareness of the library's collection, services and programs, as well as the needs of the library.

Objective: The APLD will create a monthly newsletter that includes programming, upcoming releases, staff recommendations, library board of trustee information, and other library news.

Objective: The APLD will increase its marketing reach.

- Event flyers will be distributed to schools and local businesses.
- Library news, new releases, and events will be published in the Auburn Citizen.

Goal: The Auburn Public Library District will provide service to currently unserved populations.

Objective: The APLD will continue to offer library cards to individuals not currently served by any other library per Illinois Heartland Library System requirements.

Objective: The APLD will expand their current district boundaries to provide materials and services to individuals currently without library service.

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## *Community Access*

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Goal: The Auburn Public Library District will provide an environment that meets the educational, cultural, and recreational needs of its patrons.

Objective: The APLD building and grounds will be well-kept and inviting.

- Partner with the city of Auburn to have more signs directing patrons to the library and clarify the location of the parking lot.
- Library parking lot will be refreshed with new painting and signs.
- Building exterior will be clean and (when appropriate and feasible) decorated seasonally.
- The entrance to the library will be open, inviting, well-maintained, and informative.
- Reorganize the Young Adult and Adult Non-Fiction sections to create a dedicated Young Adult area that flows smoothly from the Juvenile section.

Objective: The APLD will move towards becoming more accessible to patrons who are differently abled.

- Research construction grants for accessible doors.
- Obtain magnifying glasses, sheets, and computer screens.
- Acquire new study carrels that meet ADA specifications.
- Research delivery to home-bound patrons.

Objective: The APLD will promote and encourage use of the library building.

- Promote the use of the Will Wietfeldt Meeting Room – for both scheduled events as well as spontaneous use

Goal: The Auburn Public Library will provide an online environment that meets the educational, cultural, and recreational needs of its patrons.

Objective: The APLD will maintain a website that is informative, useful, and updated frequently.

- Create new website that provides quick access to patron accounts and library catalog, informs patrons of upcoming library events, meets all FOIA and OMA requirements, and provides Library Board of Trustees information.

Objective: The APLD will maintain a social media presence that informs and engages patrons.

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## *Collection Development*

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Goal: The Auburn Public Library District will provide materials that meet the educational, cultural, and recreational needs of its patrons.

Objective: The APLD will provide access to new materials in a timely manner.

- New library materials will be ordered monthly and ahead of publication dates, allowing all processing to be completed and items ready to be checked out on their release dates when possible.
- Unexpected “hot items” will be ordered as soon as staff is made aware of them.
- The APLD will begin publishing a monthly newsletter that will include a listing of new and upcoming titles. The newsletter will be emailed to patrons. A link will also be provided on the library website and through social media. Print copies will be available in the library.

Objective: The APLD will expand access to its Local History Collection.

- A general collection assessment will be conducted to determine cataloging and storage needs.
- Explore grant funding to meet storage and access needs.
- Research an archives.com account to allow web access to digitized materials.



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## *Library Personnel and Library Board of Trustees*

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Goal: The Auburn Public Library District will provide a professional environment that provides frequent opportunities for professional development and highlights individual strengths and interests.

Objective: The APLD will provide professional development opportunities through workshop and conference attendance.

Objective: The APLD will provide professional development through monthly staff meetings.

Goal: The Auburn Public Library District will maintain an open and productive relationship with the Library Board of Trustees.

Objective: Provide at least one trustee training opportunity each year

- On years that the ILA Annual Conference is held in Springfield, the library will send at least one trustee to Trustee Day.

Objective: The Library Board of Trustees will update and revise policies in accordance with an annual schedule posted on the library website.

Objective: Continue to adhere to the Open Meetings Act (OMA) and Freedom of Information Act (FOIA).

Objective: Provide an annual report that highlights the events and statistics that have occurred throughout the year.