

**Clear Creek County Library District
2016-2019 and Beyond**

Mission Statement

The Clear Creek County Library District will be a centerpiece of our community, providing public library services that enhance our community through shared collections, cultural events and activities, the preservation and sharing of our county's rich historical past, access to current and emerging technologies, and service to our democracy through the free flow of information.

Overview of the Planning Process from the Library Director

Because libraries are changing so quickly, the Library District has chosen to utilize a four-year plan that is revisited annually as a more effective and useful tool in designing Library Services for the Clear Creek County community.

It is important, however, to at least give written acknowledgement of the things that are likely to impact us in the coming decade. Those items can be revisited annually to help us steer a course to take advantage of new technology while avoiding costly bumps and wrong turns.

While it is unlikely that books will ever go away completely, it is likely that the printed book will no longer be the most common format readers will use. As a result, the library as a physical repository of books will become less important. However, that does not mean that the role of the library in supporting our democracy, giving people the chance to improve their own futures, and connecting people with good information will change. As a society, we will always need information professionals to protect our access to information and to help our citizens find and analyze the resources they need to educate themselves and to succeed. Library services are likely to expand as the format of books and information changes, not contract. We will continue to serve the public and promote a literate society by getting the public to use the library, acquiring resources, and ultimately encouraging a lifelong love of reading and learning.

This planning document, and the ones that follow, should address how we use our limited space, and how we can adjust it to meet the changing needs of our community. It should be used to help formulate budgets and policies that will help us meet our goals and objectives.

The Library of the Future in Clear Creek County

In Clear Creek County, our libraries have always been more than just a place to store a shared collection of books. Our libraries are one of the few places the members of our communities have to meet and share ideas and problems. It is unlikely that this need for a community space will change any time in the future. It is also one of the few places the public can have free

access to computers and other technology necessary to perform in today's economy. What is certain is that our patrons' needs are expanding, and that our libraries can help fulfill those needs.

Specifically,

- 1. We will continue to adhere to our mission statement** – We believe that libraries are and will continue to be a critical component of American democracy. Our people have a right to resources that allow them to grow and develop and learn, no matter what their economic status or position in life. Public libraries are the one shared resource that, if used, allows all citizens the ability to expand their minds, their abilities, their horizons, and their futures.
 - We will continue to support literacy in our community
 - We will preserve the historical record of our community and make it accessible to the public.
 - We will provide cultural activities and events that bring us together
 - We will provide the tools that are often too expensive for the public to access for themselves.

- 2. We will provide a Community Space** – Clear Creek Library District offers one of the few spaces in our county where its residents can come together to meet, to discuss anything from public safety to the weather, to share experiences, to enhance their sense of community.
 - We will be a library where community members are comfortable engaging one another in everything from civic discourse to exchanging recipes.
 - We will welcome after-school use of the library by children.
 - We will create spaces for community use.
 - We will provide a safe environment for people to discuss differing opinions.

- 3. We will embrace technological change** – We won't jump on every bandwagon, but we will help our community understand how to access and use library and information-related technology.
 - We will give our patrons access to technology.
 - We will help people make choices about technology by providing, where feasible, samples and demonstrations.

- We will make staff available to answer questions on how to use technology, inside the library and outside.
 - We will develop spaces that encourage people to use our technological resources.
- 4. We will develop partnerships within the community** – Because our tax base is small, we all need to use our resources wisely. To avoid duplication or gaps in service provision, it is critical that we work with others in the community.
- We will work with the Schools to save taxpayer dollars by investing together – fewer duplicate resources to serve the same needs of the same people.
 - We will work with Local Governments to provide the resources workers need that will also benefit the rest of the county’s residents.
 - We will work with Seniors to provide accessible spaces and we will assist seniors in using new equipment and resources.
 - We will work with Business to provide access to technology, while providing expertise for helping entrepreneurs overcome technology issues.
 - We will work with Parents to provide a safe place for teens and kids to gather and have fun and learn.
 - We will work with other community organizations and private community members to help them meet the needs of our community.
- 5. We will prepare for an Evolving Community** – We know that our current era of prosperity is likely to end within the next decade, so it is critical that we get the infrastructure in place to continue offering services and resources, and to show our value to the community.
- We will be careful that we spend our dollars wisely; evaluating and re-evaluating the programs and services we offer.
 - We will be careful to grow our reserves so we have money to maintain our resources during economic recessions. We will maintain and upgrade our infrastructure so that our maintenance costs are low and continue to be low. We will work to ensure that every person in Clear Creek County has the opportunity to see the value of our public libraries.

How we will work toward this future in 2016-2019

PART I. BUILDING NEEDS

Goal #1 John Tomay Memorial Library Renovation

Goal Statement: The John Tomay Memorial Library renovation will be further evaluated and implemented within budgetary constraints.

Objective 1: The building renovation will accommodate the growth of attendance at the library and library events while trying to retain the current ambiance patrons love and also meeting the functional needs of the library building and staff, completion date TBD.

Objective 2: The JTML BAC and staff will work with the public, consultants and designers to ensure that library needs, both current and future, are considered, completion date TBD.

Objective 3: Architect and Library Designers will work with the Library Director to ensure cost-effective feasibility of plans, completion date TBD.

Goal #2 Opening the Archival Library

Goal Statement: Open to the public a small branch to house and/or process documents, photos and items that are historically relevant to our county.

Objective 1: Continue to process documents, including putting them online, so they will be available to the public, ongoing.

Objective 2: Seek and train volunteers to help process the archival collection.

Objective 3: Seek grant sources that will allow us to retain and enhance the Archival Library through economic recessions, ongoing.

Objective 4: Identify and purchase tech required for archives, completion date TBD.

Objective 5: Open the Archives to the public.

Objective 6: Conduct outreach efforts to collect additional donations.

Objective 7: Establish a reciprocal relationship with other historical entities, including but not limited to Clear Creek County historical societies.

Goal #3 Finish Landscaping at ISPL

Goal Statement: Landscape the yard at Idaho Springs so that it is useful, aesthetic and maintains the integrity of the building.

Objective 1: Negotiate plans with the State Historic Fund, regarding the covenant, Winter 2015.

Objective 2: Get approval from the City, Spring 2016.

Objective 3: Pursue grant funding.

Objective 4: Break ground by the Summer 2016 and complete by the end of 2017.

PART II. GENERAL LIBRARY SERVICES

Goal #1 Staff Development

Goal Statement: Staff will be trained in uses of new technologies and information resources so that they can assist patrons with basic needs. Ongoing.

Objective 1: The Library Director and Branch Librarians will develop a basic training program for staff on equipment, digital devices and productivity software.

Objective 2: The Library Director and Branch Librarians will develop a basic training manual by Spring 2016.

Objective 3: All staff members will be given development opportunities deemed necessary and appropriate. Ongoing.

Objective 4: New devices will be purchased for each library, as appropriate, so staff can familiarize themselves with how to download and use digital books and audiobooks. Ongoing.

Objective 5: The staff will be trained in new technologies as they are purchased for the library.

Goal #2 Community Library Development

Goal Statement: We will develop services, resources, and materials to meet the needs of our patrons. Ongoing.

Objective 1: We will continue to evaluate patron needs via surveys, personal contact, and observation.

Objective 2: The library will provide a meeting room at each library where members of the community can conduct private meetings that fall within the District's policy guidelines.

Objective 3: Librarians will continue to seek out new partnerships with organizations within the community. Ongoing.

Objective 4: Marketing of library programs, including outreach and lesser known programs such as book delivery to seniors, will be ongoing through our newsletter, web page, advertising, community survey and other methods.

Goal #3 Evaluate Outreach Programs

Goal Statement: The Outreach Program will be continuously promoted, evaluated and enhanced where necessary.

Objective 1: We will assess how we are using the staff time devoted to Outreach and make recommendations, if any, to the board, annually.

Objective 2: We will continue to develop Little Free Libraries and book shelves in local businesses.

Objective 3: We will continue to evaluate, adjust, and promote the Technology for Seniors program.

Goal #4 Collaborating with the School District

Goal Statement: The Library District will be proactive in connecting and collaborating with the school district.

Objective 1: Branch Librarians and the Library Director will make regular contact with schools in their community to help provide services, and may serve, if appropriate, on school committees and boards as part of their compensated duties with the Library District. Ongoing.

Objective 2: District library staff will meet with library staff at the school at least once a year to discuss school needs and services. Ongoing.

Objective 3: The Library will provide at least one library program per school during the course of the school year, budget permitting. Ongoing.

Objective 4: The Library will be a regular presence at the high school, hopefully during registration but possibly at other times, to sign students up for library cards and promote library programs. Ongoing.

Objective 5: Staff will attempt to develop a closer partnership with the School District and its teachers so we can better provide them with services and promote joint opportunities.

Objective 6: We will work with the school librarians to ensure that we are not duplicating purchases or providing databases that excessively overlap in content, reviewing this yearly.

Goal #5 Engaging Teens

Goal Statement: The Library District must provide services to teenagers so they will understand the value of libraries.

Objective 1: Programs will be held to attract teenagers. Ongoing.

Objective 2: Teenager-only events will be promoted, even if they must be held elsewhere.

Objective 3: Volunteer opportunities for teens will be developed and promoted. Ongoing.

Objective 4: The Library will collaborate with the High School, the Recreation District, and other entities to engage as many teens as possible in library-related programs.

PART III. TECHNOLOGY GOALS

Goal #1: Connecting Patrons

Goal Statement: We will use technology to help our patrons connect to library services and information.

Objective 1: We will pursue a fiber optic connection to the Internet to provide faster, more reliable services to our patrons, 2016.

Objective 2: We will continue to develop our website to make sure it is easy for patrons to understand and to use to access information, annual review.

Objective 3: We will maintain a community calendar to help our community remain aware of all there is to offer from the various entities and organizations within our community.

Goal #2: Improving Digital Resources and Patron Access

Goal Statement: We will improve patron access to, and continue to develop, digital collections. Ongoing.

Objective 1: We will increase our circulation of digital materials by increasing accessibility and marketing them effectively.

Objective 2: We annually will evaluate our collection of databases, considering their cost effectiveness and uniqueness.

Objective 3: We will continuously educate patrons about what databases are available and help them find the databases that are most appropriate to their needs.

Goal #3: Improving Library Systems

Objective 1: Continue to pursue, with the State Library, a database or platform that will allow us to own, rather than lease, our own digital content.

Objective 2: Evaluate our Integrated Library System (ILS) software to make sure it continues to meet the needs of our library.

PART IV. ADMINISTRATIVE GOALS

Goal #1: Review Policies

Objective 1: Send the Employee Handbook for review and recommendations, by the end of 2015.

Objective 2: Send the bylaws and policy and procedure manual for review by outside source(s), by the end of March 2016.

Objective 3: Following reviews by outside sources, set up a schedule for the board to review all policies and recommended changes. Post the review schedule on website.

Objective 4: Create the ability for public comment about the strategic plan and on the website.

Approved at a regular meeting of the District Library Board on