In December 1901, Mrs. Ida Matthews was appointed as Tipton's city librarian. She held a book shower that same month at which 237 books were donated along with $472 to purchase additional books. With books costing between $.30 and $6.00, the donations brought the total number of books to 777. They were stored in a glass case in the county superintendent's office on the third floor of the courthouse. Tipton's library officially opened on March 11, 1902. Forty years later in 1942, it became a countywide library.

Since its beginnings, the library has been a center of community life. This strategic plan continues that tradition by positioning the library as a valuable resource for Tipton County residents. Offering bold new programs and services, the library's board of trustees hopes that you will enjoy using your community's library through 2025 and beyond.

Library Vision and Mission

It is the vision of Tipton County Public Library (TCPL) to be a center of information, innovation, and community life in Tipton County. TCPL's mission is to provide resources for lifelong learning, to enrich lives and build community, and to be a welcoming place for all Tipton County residents.

Community Needs

In March 2022, the TCPL Board of Trustees agreed to survey the community for their thoughts on the priorities for library services over the next few years. Throughout the month of April 2022, surveys were distributed to community members and groups via social media and paper versions.

In May 2022, the board reviewed the results of the 106 surveys returned, and based on the feedback received, selected the following public library service responses developed by the Public Library Association.

> **Create Young Readers: Early literacy** - Children from birth to five will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen.

> **Know Your Community: Community Resources and Services** - Residents will have a central source for information about the wide variety of programs, services, and activities provided by community agencies and organizations.

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Make Career Choices: Job and Career Development - Adults and teens will have the skills and resources they need to identify career opportunities that suit their individual strengths and interests.

Visit a Comfortable Place: Physical and Virtual Spaces - Residents will have safe and welcoming physical places to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support networking.

Plan Goals and Objectives

The following goals and objectives align with the service responses listed above. These goals relate to library services and will guide staff when making decisions about public programming, collections, and services. Objectives relate to activities the library will use to reach its goals.

Create Young Readers: Early Literacy:
- Young children will learn to use library services appropriate to their age with encouragement and instruction from library staff.
  - Each library tour given to young children will include activities that promote use of library resources and services, such as self checkout or finding items in the library.
  - Each child signing up for their first library card will receive a "welcome pack" that promotes the use of library resources and services appropriate for their age.
  - Eighty percent of parents and caregivers surveyed annually will indicate their child feels comfortable using the library.
- Caregivers of young children will have access to resources that encourage reading at home.
  - Children's resource kits will be checked out at least 40 times per year.
  - Outreach programs for young children will happen in smaller communities throughout the county at least once per quarter.
  - Usage statistics of digital resources focused on early literacy, such as Tumble Books, will increase by 10% each year.

Know Your Community: Community Resources and Services:
- Local nonprofits, schools, and other service organizations will have opportunities to participate in library programs and events in order to promote their services to the public.
  - At least four programs per year will have a community sponsor.

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- At least one storytime per cycle will involve a community member or local organization.
- Annually, 80% of community organizations participating in library programs will indicate it was a positive experience.
- Eighty percent of patrons surveyed annually will indicate they were able to find a local resource they were looking for by using library services or resources.
- Library stakeholders will understand the cultural and economic value that the library provides to the community.
  - Up to twice per year, library staff will have opportunities to volunteer their time to community organizations.
  - At least once per quarter, library staff will provide outreach activities to stakeholder groups throughout the community.
  - Annually, at least 80% of stakeholders surveyed will indicate the library is a valuable community resource.

Make Career Choices: Job and Career Development
- Job seekers will have online and in-person access to a variety of career resources.
  - At least once per quarter, a library webpage featuring career resources will be maintained and/or updated.
  - At least 30% of visitors to the library's career resources page will click on at least one resource.
  - Eighty percent of patrons surveyed annually will indicate they know about the library's career-related resources.
- Teens and adults will be able to learn job-seeking skills via library resources and programs.
  - For any career-related library program, at least 80% of attendees surveyed will indicate that the information received was beneficial.
  - At least two library programs per year will focus on career skills such as resume writing, interviewing, filling out job applications, etc.

Visit a Comfortable Place: Physical and Virtual Spaces
- Library visitors will have convenient access to the Internet, power outlets, and charging stations.
  - At least 80% of meeting room users surveyed annually will indicate they had access to the equipment they needed.
  - By the end of 2023, 80% of the seating areas throughout the library will have nearby access to power outlets and charging stations.

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- <u>Tipton County residents will have access to library collections via a mobile library.</u>
    - In 2023, the library will purchase a new vehicle to accommodate transporting more library materials and to be able to deliver materials to apartment communities, senior residential facilities, and towns around the county.
    - By the end of 2025, drop boxes will be placed around the county in convenient locations.

Organizational Priorities

The following priorities relate to the overall goals of the library's administration. These priorities will guide administrative decisions related to library resources, supplies, and equipment throughout the duration of this long-range plan.

Data Analysis

Library staff will clearly define procedures for data collection and reporting, including ways to report the outcomes of this strategic plan to the board. These procedures will be shared with staff so that a better understanding of what information is important to the library is broadly understood.

External Partnerships

Library staff will create a set of guidelines for establishing partnerships with community organizations. These guidelines will outline procedures staff should follow when working with third-party groups, from the beginning of the relationship to its end. Additionally, the guidelines will include procedures for evaluating the effectiveness of any partnership with external organizations.

Facilities and Technology

The TCPL Board of Trustees will designate an appropriate budget for the maintenance of technology used by the public and library staff, creating a schedule of planned "refreshes" over time. Projects to include renovation of key public or staff areas will utilize existing library funds whenever possible, such as the Library Improvement Reserve Fund (LIRF).

A suggested replacement schedule for library equipment appears below.

Equipment Category	Useful Life	Initial Expense	Next Replacement	Suggested Annual Budget
Staff Computers	5 years	2023	2028	$10000
Public Computers	5 years	2021	2026	$10000
Server(s)	8 years	2023	2029	$5000
Infrastructure	10 years	2023	2033	$5000

Furniture and other library equipment will be evaluated annually to assess its usefulness, cost to maintain, and other factors relating to its effectiveness in serving the public.

Fundraising

The TCPL Board of Trustees and the library director will develop a plan for fundraising that includes a clear definition of responsibilities for fundraising, how funds will be acquired, fundraising goals, and how donated funds will be expended.

Professional Development
TCPL is committed to the development of its employees. A priority to develop a robust in-house staff training program as well as a wealth of opportunities available to Indiana public library employees provide an environment in which TCPL staff can meet their continuing education goals. The TCPL Board of Trustees has also approved an educational assistance policy and supports budgets for travel to and attendance at professional meetings and workshops.

Community Partners
TCPL relies on several community partners to promote library programs and services. Similarly, this plan prioritizes working with local stakeholders whenever possible for programs and services

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for the public. Regular communication with area public libraries and other local organizations is supported and encouraged.

Plan Evaluation

It is the goal of the TCPL Board of Trustees to evaluate progress toward the objectives and priorities outlined in this long-range plan at least twice per year, throughout the plan's duration.

Acknowledgements

Tipton County Public Library
Board of Trustees

Terri Newcom, President
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Shelly Powell, Events and Marketing Manager
Wendi West, Technical Services Manager

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