**Our Mission**The mission of the Montpelier Harrison Township Public Library is to provide access to ideas and information. Materials in a variety of formats and various services will be made available in a suitable, accessible environment for the residents of the library district and for others as may be appropriate for their information, recreation and education as well as other acceptable uses. This will be done by trained personnel under the direction of a qualified librarian according to the policies and plans adopted by the Library Board of Trustees.

**Introduction** The Montpelier Harrison Township Library was built in 1907 and 1908 on Main Street in the City of Montpelier, Indiana. The building was made possible by a $10,000 donation by Andrew Carnegie. The library is one of three buildings in Blackford County, Indiana on the National Historic Register of Historic Places and was added to the list in 2007. An addition was added to the library in 1991 which made the library ADA compliant and added more space for collections and technology.

**Community and Population**

The City of Montpelier and Harrison Township are located in a rural agricultural area. The city also has some manufacturing establishments, and its major businesses provide employment for over 400 people. The city has an elementary school located South of the library.

The Montpelier Harrison Township Public Library serves the City of Montpelier along with rural Harrison Township. As of the 2010 census the population of the city was 1,805 and in a 2018 survey the population dropped to 1,674. The population in Harrison Township was 2,640 in the 2010 census and in a survey in 2018 the population had grown to 2,771.

The 2020 census shows there were 1,929 people, 802 households and 539 families residing in the city. The racial makeup was 97.46% white, 0.10% African American, 0.31% Native American, 0.16% from other races, and 1.97% from two or more races. The average household size was 2.21 and the average family size was 2.95.

The median household income was $30,175 and the median family income was $38,804. The per capita income was $15, 076. About 6.6% of families and 9.5% of the population were below the poverty line, including 9.0% of those under the age of 18.

**Community Needs and Goals**

Due to technology challenges in rural areas and the city along with the cost of high speed internet many in our community do not have internet.

**Objectives:**

1. Continue to offer reliable internet service on our public computers.
2. Continue to provide free high speed internet and wifi.
3. Due to a large senior population-offer help to those with no technological skills.
4. Continue to ask for community feedback on services they would like to see the library provide and train staff to meet those needs.

**Community Collaboration**

Montpelier Historical Society

Brianna’s Hope (Drug Support Group)

Imagination Library

Blackford County Schools

Friends of the Library

**Building**

The library is an essential part of the community we serve and we offer a safe and welcoming environment to patrons and staff and strive to meet the community needs.

In 2015 the library obtained a $150,000.00 bond which was used along with grants, gifts and the yearly budget to repair the building. The monies were used to repair the outside basement walls and drains, brick structure repair, new roof, new furnace, new sump pump with battery backup, new basement flooring and walls in the building. The carpet and windows were replaced in 2014-2015.

The library basement has been updated making space for after school kids programs and free meeting rooms for community and service organizations to use.

We have 2 dedicated children’s computers, 2 laptops, and 2 ipad’s for them to use. The furniture is geared for children of all ages. There are board games, dvd players and 2 smart television’s the children can play virtual games on.

The basement has a dedicated meeting room with added electrical outlets and a smart television for power point presentations along with other uses.

**Outside Facilities**

The library sits on a corner lot with very little space to expand. In 2020 we added a pergola in front of the building and two benches for the community to use as well as for future library programs. High speed connection to the library’s Wifi is available for the patrons to use in the pergola and the surrounding area.

**Objectives and Goals:**

1. Maintain current facilities by continual inspection of the grounds and building and make needed repairs when needed.
2. Know the needs of the building and maintain a budget for maintenance and repair in the yearly budget.
3. Be aware of grants and apply for grants that would supplement the budget to help maintain the building.
4. Add adult and teen programs or book clubs.
5. The pergola will have wifi capability with electrical outlets and will be beneficial to hold programs outside of the building in the future.
6. Promote programs geared toward preschool and school age children while keeping current on technology.

**Financial Resources and Sustainability**

1. Our Operating Budget will be based on available sources of public funding and will not exceed the assessed valuation growth quotient for that budget year.
2. We may augment the budget by grants.
3. We depend on community contributions and Friends of the Library to help fund the extra projects the library has throughout the year that are not funded in the budget.
4. We budget each year to add to and maintain our LIRF and Rainy Day Fund.

**Services**

1. The library offers a six week summer reading program each summer.
2. The library offers scanning of documents, sending and receiving faxes, making copies for the public, Evergreen, Overdrive, Ancestry and Inspire to our patrons. We added and will continue to offer curbside service for the future.
3. Weekly story times, weekly children’s programs, 1000 Books Before Kindergarten, and once a month take home crafts.
4. Free to use meeting rooms for tutors, students, business people and local organizations.
5. Free fiber optic internet access inside and outside of the building.

**Objectives and Goals:**

1. Maintain our relationship with Evergreen Indiana and all it has to offer.
2. Out of the box thinking for programming outside of the building.
3. Encourage the summer reading program and 1000 Books Before Kindergarten along with the afterschool programming here at the library by advertising on social media, community newspaper and keeping the school up to date with our activities.
4. Find ways to get free books into children’s hands.

We support and assist those who foster a love of life-long learning through library resources and programming.

**Staff**

**Objectives:**

1. Provide the community with a trained and highly motivated staff.
2. Maintain a staff that believes in the Library’s mission and values, consistently delivering excellent service to the community.

**Goals:**

**-**Identify staff training needs on an annual basis.

**-**Continue to provide training to appropriate library staff in areas such as customer service, time management, publicity and marketing library resources and computer skills.

**-** Seek out a variety of formats and various venues for training and networking opportunities.

**-**Encourage staff to seek at least one non-mandated training activity annually.

-Conduct personnel reviews yearly to include yearly goals and objectives.

**Collections:**

**Objectives:**

1. Patrons will have ready access to a wide variety of programs and materials to meet their general information, basic literacy and formal learning needs.
2. Collect materials that supplement and complement school collections.
3. Develop collections and programs that encourage reading and learning for children, young adults, and families.
4. Provide access to collections throughout the state by remaining a member of Evergreen Indiana.
5. Continue to provide E-Book formats through Overdrive Consortium.
6. Utilize and promote Evergreen Indiana Resource Sharing.
7. Provide low cost entertainment for the community.

**Goals:**

**-**Continually evaluate the entire collection of materials to ensure the needs of the community are being met.

**-** Develop outreach programs to ensure that members of the community are aware of library resources and services to assist them with their research, educational, recreational needs.Identify segments of the population which may be underserved in regard to library services and determine whether they have needs that the library could meet.

**Technology**

The purpose of the technology plan is to guide the librarian and trustees in the maintaining of the library’s technological services and its automated system. The purpose of this plan is to outline the objectives of the Montpelier Harrison Township Public Library regarding the technological advances for the future.

**Current Technology**

The library offers fiber optic internet, wifi inside and outside of the building. Wifi connectivity has been updated throughout the building and reaches outside of the building. The library recently updated staff and office computers. Computers dedicated to Ancestry and children’s computers were updated. In 2020 we added three new patron computers.

1. The library maintains a webpage and continues to offer internet access to the staff and the public.
2. The library has 1 office computer, 1 front desk computer, 5 public computers, 2 children’s computers, 3 laptops and 2 ipads.
3. The library is wired with fiber optics for quicker connect times and increased access.
4. The library has a copy machine with scanner and faxing capabilities. Patron computers have access to the copy machine.

**Objectives:**

We fully support the technological infrastructure needed to bring the latest technological and informational resources to the community.

1. Use appropriate technologies to give the community access to library resources inside the building as well as outside of the building.
2. Provide and maintain high speed internet and provide wireless access to patrons.
3. Maintain an up-to-date library website and provide current information through social networking.
4. We will continue to provide instruction for patrons with questions regarding the technology we offer.
5. Continue to provide public access to our catalog and services through Evergreen Indiana.
6. We will maintain and or upgrade current hardware and software as needed.
7. We fully backup our computers weekly and all computers are maintained and checked quarterly by a certified technician.

**Goals:**

**-**Monitor changing technology and add or upgrade resources and services when needed.

**-**Increase our use of social media.

**-**Add and update computer programs as needed.

**Policy and Procedures**

The Director will be responsible for keeping policy and procedures current. The director will present them to the board of trustees for approval. Current policy and procedures will provide consistent guides for the staff for implementation in the library.

**Goal:**

1. Review the policies and procedures on a routine yearly basis.
2. Keep policies and procedures up to date and file them where they can be easily accessed.
3. Keep the board of trustees on any new policy and procedures that may need to be implemented.

**Timeline: 2021-2022**

Hardware: Updated hardware and purchased 3 new computers in 2020. Determine if wifi hotspots are needed in the community.

Software: Review new programs for the computers.

Inventory: Review and update technology inventory along with collections in the library.

Grants: Gather information on grants to support technology updates.

Staff: Offer and encourage staff to review online technology courses and find ways they can improve on their technology skills to help our patrons with online searches.

**Timeline: 2022-2023**

Hardware: Review the need for adding more computers for the public.

Software: Review the possibility of purchasing a scanner for archival material.

Inventory: Review and update technology inventory.

Grants: Gather information on grants to support technology updates.

Staff: Offer and encourage staff to take online technology courses and encourage them to learn the new online government services that are offered to help patrons. Encourage staff to update their computer skills.

**Timeline: 2023-2024**

Hardware: Review replacing 3 computers.

Software: Review the options to digitize archival material and scanning of local newspapers in our collections.

Inventory: Review and update technology inventory and assess the community need for more online programs.

Grants: Gather information on grants to support technology updates.

Staff: Offer and encourage staff online technology courses and keep them updated on computer programs in the library. Encourage staff to find new ways to connect with the public with new programs we may want to offer.

**Ongoing Evaluation Process**

Library staff, administration, and board of trustees will formally review this plan annually. Changes to the plan will be documented in board minutes and sent to the State Library.

**Statement of Community Needs and Goals**

Community needs and goals will be based on feedback from staff, board members, the community and ongoing cooperative ventures with Evergreen Indiana. Collaboration and partnership with other community organizations and local schools will help with accessing the needs of the community and that will help us achieve our goal of meeting those needs.

**Assessment of Facilities, Services, Technology, and Operations**

Montpelier Harrison Township Public Library meets and in some cases, exceeds basic state standards for our facility, hours of operation, programs, technology and collections.

**Objectives and Goals:**

1. Collaborate with and provide meeting areas for local organizations.
2. Improve signage throughout the facility.
3. Provide the community with a trained and highly motivated staff.
4. Continue to meet community needs with high speed reliable easy to access internet.

**Reviewed and Adopted: December 8th, 2020**