

NEW CARLISLE - OLIVE TOWNSHIP PUBLIC LIBRARY
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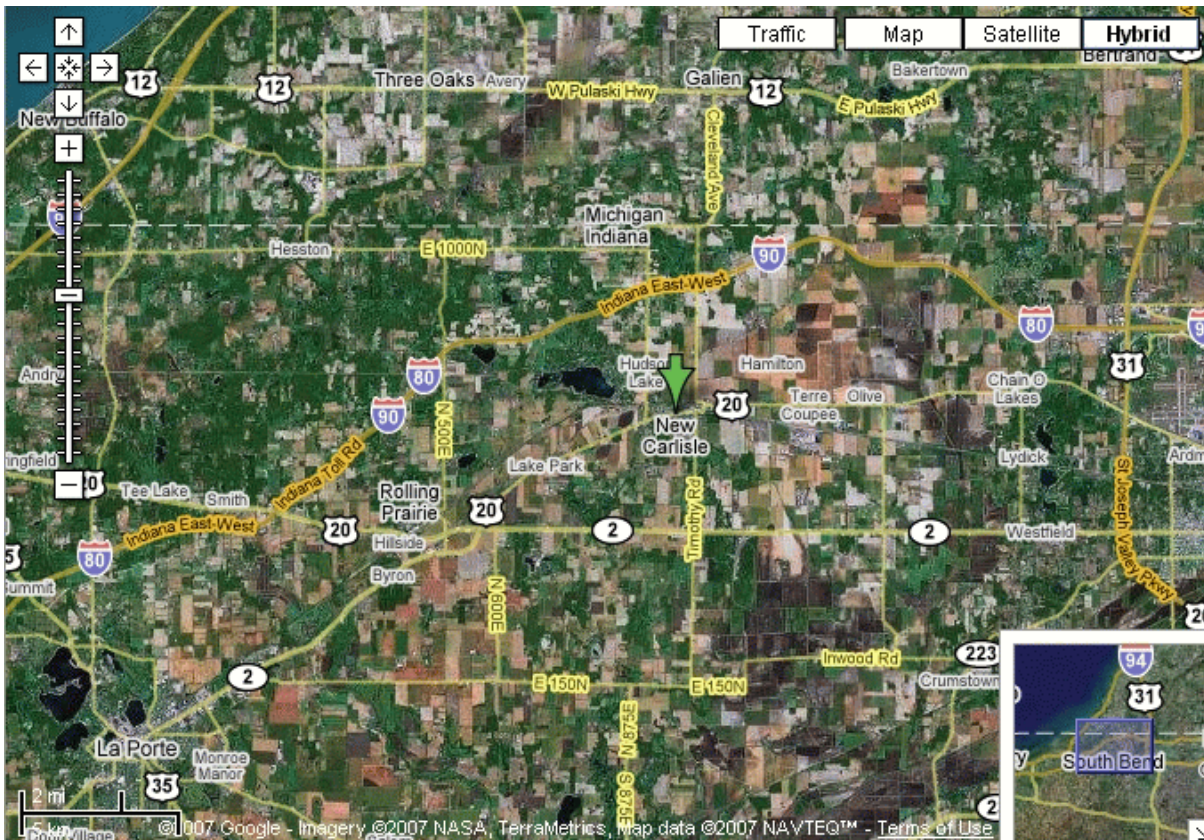


LONG RANGE PLAN

2013 - 2015

I. DESCRIPTION OF THE LIBRARY SERVICE AREA

- A. New Carlisle, Indiana is located in north central Indiana, 12 miles west of South Bend and 10 miles east of LaPorte. The New Carlisle - Olive Township Public Library serves residents in New Carlisle and Olive Township in St. Joseph County Indiana. Service is extended to LaPorte County residents via a reciprocal borrowing agreement maintained with the LaPorte County Public Library in 1968.
- B. The legal service boundaries are Warren Township to the East, Lincoln Township to the South, LaPorte County on the East and the State of Michigan to the North.
- C. New Carlisle is very fortunate to be served by a variety of roadways. Via U.S. Highway 20 which runs through the downtown section of New Carlisle, Highway 2 which runs to the south of the town, South Shore Railway (has a stop a Hudson Lake and at the Regional Transportation Center in South Bend),



Indiana 80/90 Tollway (use exit 49 at LaPorte or 72 at South Bend). Air, bus and train service is very easily reached at the Michiana Regional Transportation Center in South Bend.

Data pulled from the following site: <http://www.city-data.com/city/New-Carlisle-Indiana.html>

St. Joseph County

Population in 2010: 1,861. Population change since 2000: +23.7%

Males: 891 (47.9%)

Females: 970 (52.1%)

Median resident age: 36.1 years

Indiana median age: 39.9 years

Zip codes: 46552.

Estimated median household income in 2009: \$50,702 (it was \$36,542 in 2000)

New Carlisle: \$50,702

Indiana: \$45,424

Estimated per capita income in 2009: \$20,128

New Carlisle town income, earnings, and wages data

Estimated median house or condo value in 2009: \$142,126 (it was \$80,400 in 2000)

New Carlisle: \$142,126

Indiana: \$123,100

Mean prices in 2009: All housing units: \$142,578; Detached houses: \$144,144; Townhouses or other attached units: \$8,328; In 2-unit structures: \$141,578; Mobile homes: \$58,297

Median gross rent in 2009: \$681.

Read more: <http://www.city-data.com/city/New-Carlisle-Indiana.html#ixzz2EmjDmj6N>

LOCAL HISTORY

The Town of New Carlisle was settled by Richard Carlisle and platted in 1835. Currently the town is undergoing an organized and logical annexation plan and has recently sold bonds for infrastructure improvements. In 1999 the Town completed a project of replacing the outdated streetlamps with those that were more historically correct for the area and repaved a majority of the sidewalks in the downtown area.

The Town is governed by a 5 member elected board, but the library also serves all of Olive Township in St. Joseph County.

MISSION STATEMENT *(Taken from Long Range Plan dated 1980)*

The New Carlisle-Olive Township Public Library was founded in 1921 to be an integral part of the community. The Library is to serve as a focal point of educational, informational and recreational activities as well as being a center of the community.

VISION STATEMENT *(Taken from Long Range Plan dated 1980)*

The Town itself and local businesses have been upgrading the physical appearance of the downtown section as well as improving essential community services. Local groups have started programs to revitalize the community parks and to provide activities and services to draw the people of the community together.

This document is being prepared by the Library Board of Trustees, the Library Staff and community to assist in planning the direction the Library shall take over the next several years. It designed to provide guidelines for long range planning to enable the library to be a focal point of community growth rather than be a fringe element reacting to “what do we have to do now.”

The Library Board of Trustee, Staff (and now the Friends of the Library as well) are committed to providing quality services to the community. It is our intent to offer basic, well-supported programs while investigating and investing in new trends and programs that will enable the Library to meet the needs of the community. It is also intended to involve the community through solicitation of input to develop plans and guidelines for future activities and offerings.

PREVIOUS GOAL ATTAINMENT

1. Reshelving fiction (adult) section to genre. Still evaluating whether or not the change has been well received or not.
2. More aggressive marketing using additional face-outs and timely displays. Ongoing.
3. Better turnaround time between receipt of materials and when they are place for circulation.
4. More online marketing using html based e-mail and Facebook.
5. Began offering programs at Rolling Prairie Elementary including the traveling Almanac Training Program.
6. New and better orientation manual for Trustees and Appointing Authorities.
7. Purchase and placement of two AED units.

8. Began a very successful GED program.

COMMUNITY CENTRIC GOALS

I. TO CONSISTENTLY ENSURE THAT LIBRARY'S MISSION STATEMENT IS PERTINENT TO THE LIBRARY'S SERVICE AREA AND ITS SERVICES.

- A. Create a community focus group to gather community information for review of the Library's mission and its plan.
 - 1. Gather up-to-date information about the Library's service area through in-person meetings, online meetings and other effective avenues which enable community input.
 - a. Community focus group could consist of people from:
 - (1) Teachers at local schools
 - (2) Students from local schools especially the Middle School and High School.
 - (3) Community groups i.e.: Lions Club, Business Association, Discover New Carlisle et. al.
 - b. Output from this/these meeting/s:
 - (1) Broad scope of what is needed in community
 - (2) What is currently being done to meet needs referenced in (1) above.
 - (3) Identify areas where Library would be the logical organization responsible for these identified needs.
 - c. Timeline. Target meeting date Mid-March 2013.
 - 2. From these meetings will be developed a thorough list of community needs to ensure that the Library's services and resources reflect what is required by the community.
 - 3. Form a Planning Committee consisting of members from: the Library Board, Staff, Friends and volunteers of the community group.
 - a. Review and narrow items from above that pertain to the Library and that do not duplicate services from other agencies.
 - b. Formulate a list of objectives and actions that begin the process of meeting the needs.

- c. Timeline. Target date. April 2013
 - 4. Planning Committee to evaluate the Library's current Mission Statement for relevancy in our 21st century community and begin revisions/updates.
 - a. Submit to Library Trustees for review and adoption.
 - b. Timeline. Target date: May 2013
- B. Planning Committee formulate objectives in response to needs assessment and revise the existing Long Range Plan and Technology Plan.
 - 1. Outstanding items from the existing plan will be evaluated for inclusion in the updated plan.
 - 2. Planning Committee to create action plans that will provide avenues to successfully achieve objectives listed previously.
 - 3. Timeline. Target date: July 2013.
 - 4. Budget. Staff time
 - 5. Evaluation:
 - a. Ability to convene an adequate number of community members to form committee.
 - b. Were meetings held near the target date?
 - c. Was scheduling of target dates realistic?
- C. Note: As information is compiled from the community focus group, considerable changes could potentially be required to this plan.

II. TO CREATE AND MAINTAIN AN ENHANCED AWARENESS OF LIBRARY SERVICES FOR EXISTING AND FUTURE USERS.

A. Creation of marketing objectives.

1. Create a list of practical and effective marketing schemes that support information from the focus groups.
 - a. Assign sections of this list to appropriate staff members who can then create action plans that can help market the Library's resources and offerings.
 - b. Timeline. Target date: Begin March 2014.
 - c. Budget. Staff Time
 - d. Evaluation:
 - (1) A determination will need to be made on how to best analyze the success of the marketing schemes derived from the objectives.
 - (2) Statistics entered into the Indiana State Library annual report will be helpful.

B. Create user guides/maps for new Library patrons.

1. Guides (print and non-print) to be created for patrons that assist in utilizing services/resources that are offered.
 - a. Online Public Access Catalog (OPAC), (using basic and advanced features).
 - (1) Printed guides.
 - (2) Short video tutorial.
 - b. Online resources
 - (1) Note that most are available from home
 - (2) Print and non-print guides
 - c. Map/plan of building with locations marked.
 - (1) Internal signage (both standard and electronic)
 - (2) General signs

- (3) Shelf "talkers."
 - d. Timeline. Target start date April 2014
 - e. Budget: @\$600.00 for screen recording software and \$100 for video editing software.
 - f. Evaluation:
 - (1) Through personal conversations with users, determine effectiveness of final guides.
 - (2) Request information from staff members about questions they receive regarding the information covered in the guides:
 - (a) Were patrons able to understand information contained in the guides?
 - (b) Were guides available (adequate numbers created).
- C. Study ways in which the Library can be more visible and better represented in the community.
1. Investigate cost/installation of banners at the corner of Michigan and Bray Streets and/ in the Library's parking lot on the light poles.
 2. Participate in local Community Calendar hosted by local newspaper.
 3. Look to non-standard (meaning what hasn't been tried at NCPL yet):
 - a. inserts in church bulletins,
 - b. participatory advertising with local stores (mention in their weekly ads etc.).
 4. Timeline. In place by festival weekend at the end of July 2014.
 5. Budget. Potentially \$3,000 for banners and printing costs for flyers and insterts.
 6. Evaluation:
 - a. Were the objectives achievable?
 - b. Was there adequate staff to proceed with the objective?

III. TO OFFER PROGRAMS THAT ARE OF CONSEQUENCE AND INTEREST TO THE COMMUNITY.

- A. Create programming that supports the Library’s mission statement using the needs assessment information derived from the community focus group as an initial guide.
1. Bringing new audiences to the library.
 - a. Example: Potentially coordinate a program with the local historical society, Town Council and Township Trustee and area businesses that showcases where New Carlisle and Olive Township has been and where it could be potentially headed.
 2. Program planning must meet the current needs of the public and be offered at times convenient for the target audience.
 3. Partnership for program offerings will be of great importance. The area has a great number of colleges and universities from which to secure presenters for a vast array of programs.
 4. Timeline. Target date to begin programming plan: end of February 2015 after submission of annual report to the Indiana State Library.
 - a. Will utilize statistics from annual report to assist in determining previous programs that were well attended and to evaluate why some other programs were not so well attended.
 - b. Budget. Staff Time
 - c. Evaluation:
 - (1) Did the previous programs offered deliver to the attendees the information they were expecting?
 - (2) Are Library sponsored program offerings centered too much to a select group?
 - (a) Review listing of programs offered in the previous 12 months.
 - d. Are too many private groups using the areas available and impeding the number of library sponsored events?

IV. MATERIALS SELECTION AND COLLECTION DEVELOPMENT.

- A. From the focus group, ensure Library patrons are aware of their ability to request materials via inter-library loan or library purchase.
1. Investigate additional avenues or strengthen the avenues by which patrons request materials both for purchase and inter-library loan?
 - a. Are we using our available technology to provide more patron input into the Library's collection?
 - (1) Text messaging for material requests
 - (2) Fill-in forms from the Library's website that can be submitted.
 - (3) E-mail, Facebook etc.
 - b. Be sure forms used for patron requests adequate for the task?
 2. Minimize the turn-around time from when the materials are received to when the patrons are contacted to pick up their materials.
 3. Timeline. Target date to begin February 2014
 4. Budget. Funds for Library owned cell phone (Library use only), potential outsourcing costs, additional staffing costs.
 5. Evaluation. Using various means, determine patron satisfaction with the materials they received:
 - (1) Online survey, casual questions while materials are being returned, questionnaire as bookmark and placed in each book that patron checks out.
 - (2) Evaluate time material waits for cataloging/processing.
 - (3) Is outsourcing an option?
 - (4) Additional staffing?
- B. Return of Library materials.
1. Securing the return overdue materials is becoming an extreme burden on available staff.

2. Consider non-standard measures to lessen the amount of staff time needed for management of overdue materials.
 - a. Investigate ability of current circulation system to:
 - (1) generate e-mail reminders to patrons regarding the return of materials.
 - (2) send text messages to patrons who have overdue materials.
 - b. Potentially lengthen the loan time of materials.
 - c. Utilize collection agency. (Tried once and was not successful, but that was quite a few years ago).
 - d. Forward relevant information to Library Attorney for action.
 - e. Submit information to Credit Bureau.
 - f. Additional Staff to contact patrons and remind them of overdue materials.
 3. Timeline. Target date for beginning plan June 2014
 4. Budget. Collection agency fees, Attorney, Credit Bureau fees costs for new staff position determined by needs analysis.
 5. Evaluation.
 - a. For various systems employed, was there an increase in the number of items returned?
 - b. Was the current circulation able to accommodate additional means of item retrieval?
 - c. Was it finally necessary to increase staffing?
- C. Determine minimum amount of materials budget that should be allocated in the annual budget. State standards require a minimum expenditure of 7.5% of the Library's budget.
1. 7.5% may not be adequate to satisfy the community's needs.
 2. Funding may not be available to exceed the 7.5% minimum
 - a. Investigate current contract amounts with existing book jobbers.
 - b. Would using non-traditional book vendor (Amazon, Ebay, Buy.com) increase the Library's buying power.
 - c. Could Indiana State Library and/or MCLS (Library consortia) create additional opportunities for strengthening the Library's buying power?
- D. Timeline. Target date to begin analysis January 2015.

E. Budget. Much will depend on stability of local tax base and future legislation.

F. Evaluation.

1. Is 7.5% of expenditures for materials adequate?
 - a. Too much?
 - b. Too little?
2. Was eventual funding for materials adequate for the budget year?
3. Are other avenues available for collection development that are not dependent upon the Library's annual operating budget?

LIBRARY CENTRIC SECTION

V. TO BETTER ASSESS THE FACILITY FOR CONTINUED SERVICE TO THE COMMUNITY

- A. Determine if building is still in compliance with current A.D.A. rules (Library built in 2002).
 - 1. Hire firm with qualified experience in the A.D.A. and provide recommendations not only pertaining to the physical structure, but machinery (power chairs etc.) that can help a person physically maneuver around the library.
 - 2. Timeline. Target date to begin: March 2015
 - 3. Budget. \$5,000 (potential consultant fees)
 - 4. Evaluation. If consultant hired, was this person able to consider library's funding ability while making recommendations?
- B. Offer NCPL as host site during evacuation/disaster.
 - 1. The Library is already designated as the evacuation site for Olive Elementary. Much thought was put into the location of the building to provide minimal transit time and maximum safety for the kids.
 - a. Trial of this evacuation has not been performed.
 - 2. The Library cannot be a full evacuation site due to a natural disaster since shower facilities are not available. The Library can, though, be a host site which can enable people protection from the elements, contact loved ones, and contact insurance carriers etc.
 - 3. Installing a backup generator would be an asset if the Library were called upon to be a host site during a disaster/emergency when electric service is not available for a few days.
 - a. Even if Library were not being used as a host site, a generator could enable basic power to maintain minimal heat to guard against frozen and eventually broken pipes (simple care of taxpayer property) in the event of a power outage during a severe winter storm.
 - b. Hire a qualified company with experience in commercial level generators to investigate the viability of such an investment.

- (1) Generator should make as little noise as possible.
- 4. Participate with local agencies in disaster planning to see where the Library can best contribute.
- 5. Timeline. Target Date/s:
 - a. September 2012 for participation with other local agencies on disaster plan.
 - b. September 2012 to begin receiving pricing information on generator.
 - c. Potential installation first half of 2013 depending on funding.
- 6. Budget.
 - a. Cost associated with purchase and installation of generator approximately \$25,000.
 - b. Yearly maintenance costs/fees: unknown
- 7. Evaluation.
 - a. Are there other buildings in the area that are equipped with a generator to assist with people in need during a power outage resulting from a disaster/emergency?
 - b. What is the life expectancy of such units?
- C. Building structure and mechanicals maintenance/repair/replacement
 - a. Perform annual inspection of roof and other exterior parts of the building that would benefit from maintenance and inspection.
 - (1) Roof inspection is \$1,000 per year.
 - (a) Per estimate cost for roof replacement (shingles only, \$95,000).
 - b. Building equipment (primarily HVAC)
 - (1) Maintain service contracts for all hvac and plumbing equipment.
 - (2) Current maintenance plan cost is \$12,000 per year.
 - (a) Replacement costs:
 - i) boilers (2 on site) /each cost \$10,000
 - ii) chiller replacement (2 on site) /each cost \$40,000
 - iii) air handler/each cost (27 on site) \$5,000
 - c. Lighting, including emergency lights, to be changed and maintained to keep electric costs as low as possible and maintain top level safety.

- (1) Consider retrofitting public area lighting with sensors that would detect levels of natural light and turn off unnecessary lighting fixtures when possible.
 - (2) Re-wire public areas to enable more control over lighting fixtures (turn off perimeter lighting near windows etc.)
 - (3) Consider installing motion detection units to turn off lights in public washrooms when possible.
 - (4) Investigate installation of more ceiling fans in public areas that could assist in air movement to cut down heating and cooling costs.
- d. Maintain to as high a level of maintenance as possible for all flooring and floor covering for both looks and safety.
- (1) Currently only vacuuming (daily) and steam cleaning (2x per year).
 - (2) Listing of carpet/flooring repair professionals is currently needed.
- e. Annually inspect furniture such as sofas, chairs etc. for wear and tear and adequately budget for maintenance/replacement.
- f. Budget annually, as possible, funds for large maintenance/repair items, remodeling and/or future expansion.

D. Timeline.

- 1. Ongoing for maintenance.
- 2. Major maintenance/remodeling/expansion to be evaluated in April 2015 for future budgeting.

E. Budget.

- 1. Maintenance approximate cost is \$25,000 per year including exterior/interior and mechanicals.
- 2. Remodeling and/or future expansion up to \$3,500,000.00 using \$200.00/sq. ft as a regional average for commercial structures (public buildings i.e. schools tend to be more expensive on a square footage basis).

F. Evaluation.

- 1. Is the facility and its equipment still meeting the needs for which it was designed/built in 2002?

2. Has the useful life of some of the equipment/furnishings been met to where the return on investment costs are more than what would be the replacement cost for the item/s?

VI. TO ATTAIN AND MAINTAIN THE HIGHEST POSSIBLE STANDARD FOR STAFF COMPETENCY AND ABILITY.

- A. Full staff input regarding Library services is essential to begin determining what the competencies and abilities should be.
 - 1. Through any practical and practicable means, what are the thoughts/cares/considerations of the Library staff.
 - a. How do the staff feel in regard to how they are perceived by the Administration/Trustees.
 - b. Perform a detailed audit of the job description per position compared to what duties are actually performed.
 - (1) Revise the job descriptions to adequately reflect the requirements of the position.
 - (2) Revise duties as necessary and/or redistribute the workload/tasks/responsibilities.
 - 2. Timeline. Target date to begin section: November 2013
 - 3. Budget. Staff time with consideration of additional/less staffing as determined by audit.
- B. Provide additional staff training that supports the Library's mission in a changing and challenging environment.
 - 1. Annually budget for and encourage staff to attend continuing education seminars and professional conferences and webinars.
 - 2. Secure outside authorities for in-house training/workshops.
 - 3. Consider Library hours and the potential necessity of having a day when the Library will open late to enable the training/workshops.
 - 4. Establish a training plan to potentially precede/follow staff meetings and maintain a consistent training calendar.
 - 5. Determine staff who would benefit most and adjust staffing accordingly depending on the training topic to ensure adequate staffing levels during training.

- C. The Library has been extremely fortunate to be able to retain staff and have very minimal turnover. In the event of transitions, a general staff manual and a department specific training manual needs to be created.
- D. Have staff members create listings of duties/responsibilities
- E. Utilizing the information in “D” create an up-to-date listing of job descriptions for each staff position.
- F. Create an up-to-date staff manual that better describes rules, regulations and staff rights.
- G. Critical to this section will be communication between the staff/administration and Trustees.
- H. Could a consultant be more efficient and effective at assisting in the creation of the job descriptions and manuals?
- I. Timeline.
 - 1. Target date for training plan/calendar: January 2013.
 - 2. June 2013 attempt to adequately budget for training in the subsequent years funding request.
- J. Budget. Anticipate \$5,000 annually to cover workshop fees, travel, hotel, meals and outside speakers/consultants.
- K. Evaluation.
 - 1. Attempt to determine the staff’s thoughts in regard to the additional training.
 - 2. Did staff feel the time spent was worthwhile?
 - 3. Was adequate time devoted to the training session or did the participants feel rushed?

VII. TO ENHANCE VOLUNTEERISM IN THE LIBRARY

- A. Volunteer opportunities for teenagers.
 - 1. During the school year, develop volunteer opportunities for members of the Teen Advisory Group (TAG)
 - a. Volunteers could assist elementary and middle school students with reading/math/science homework and projects.
 - 2. Timeline. Target date for plan development no later than July 2013 for the 2013 - 2014 school term.
 - 3. Budget. Staff time.
 - 4. Evaluation.
 - a. Will need to consult with parents to determine whether or not the program had the hoped for results.
 - b. What was the feeling of the participants from TAG? What was their impression of helping younger children with homework and projects.
- B. Volunteer opportunities for other age groups including the Friends of the Library group.
 - 1. For volunteers who will have direct interaction with children a background check will be required.
 - 2. Due to privacy of patron information, volunteers are restricted from utilizing the full circulation system, but they can use the "remote" function of the system to assist in checking-out materials for example during staff meetings and/or staff in-house workshops.
 - 3. Volunteers would be extremely beneficial in Children's Department during programs where there is a large number of attendees; same for adult oriented programs.
 - 4. Recognition of volunteers on an annual basis is of considerable importance.
 - 5. Timeline. Target date to begin section: February 2013 due to planning for Summer Reading program etc.
 - 6. Budget. Staff time.
 - 7. Evaluation.

- a. Was the utilization of volunteers, including training time etc., worth the investment of staff time?
- b. Were other volunteer opportunities discovered during the process?

VIII. TO CREATE AND/OR STRENGTHEN EXISTING AND FUTURE PARTNERSHIPS AND PROMOTE NEW COLLABORATIVE EVENTS WITH SCHOOLS, CHURCHES, BUSINESSES AND COMMUNITY ORGANIZATIONS

- A. Continue to provide existing programs with Olive Township Elementary, but consider extending similar programs to other elementary schools.
 - 1. Programs currently offered and cooperative ventures:
 - a. School / Library joint participation during enhanced training sessions for crafting, research and future job skills.
 - b. Participation in Junior Achievement program with Olive Elementary Parent Teacher Organization. Frequently simultaneous participation in two or more grades.
 - c. Almanac training program area elementary schools.
 - d. Assistance with cataloging at Olive Elementary due to identical circulation systems at New Prairie Schools and New Carlisle Public Library.
 - e. Two monthly programs for three 2nd grade classes and three 5th grade classes.
 - f. Booktalks to elementary schools and middle school.
 - 2. Communicate with educators in as practical manner as possible to coordinate library displays and reserve shelves that support the current curriculum.
 - 3. Timeline. Ongoing, but frequently coordinating dates begins a few weeks after school starts.
 - 4. Budget.
 - a. Staffing costs
 - 5. Evaluation.
 - a. What was the opinion of educators in regard to the Library's programming offerings to schools?
 - b. What was the response from students in regard to how the program was presented?
- B. Investigate the viability of collaborative historical programs in partnership with the local historical society that would compliment history fair programs at local elementary schools.
 - 1. Timeline. Target to begin planning in January 2013 for the 2013 - 2014 school year.
 - 2. Budget. Staffing and publicity materials.
 - 3. Evaluation. Was coordination and communication between Library, Historical Society and educators able to successfully bring program to school?
- C. Potential of collaborative programs with local senior care facilities.

1. The Library is extremely fortunate to have purchased “Bi-Folkal Remotivation Kits” that contain packaged programs that are designed for programming opportunities at senior centers and senior care facilities.
 - a. Assign a staff member to begin to build upon these packaged programs and take these programs “on the road” along with current multi-media holdings that would compliment the packaged programs.
2. Timeline. Target date to begin planning in January 2013 eventual offering of program later in 2013.
3. Budget. Staffing and publicity materials <\$100.00.
4. Evaluation.
 - a. Was coordination and communication between Library and senior centers able to successfully bring a successful program?
 - b. Responses from staff and attendees.
 - c. Could such a program be offered to multi-generational audiences?

IX. FUNDING

- A. A plan needs to be created by which funds are deposited into the Library Improvement Reserve Fund (L.I.R.F) to defray costs in the long term. LIRF funds can be used toward building maintenance, equipment maintenance and purchase of replacement and new equipment. Expenditures must be budgeted just as for the general fund.
1. Timeline. Target date to begin with the creation of the 2014 budget year depending on funding.
 2. Budget. Dependent upon receipt of funds and cashflow.
 3. Evaluation.
 - a. Funding is always an issue, but better than average maintenance will have a considerable return on monies invested.
 - b. Are there (or could there be) collaborative opportunities between area Libraries where group purchasing for service contracts and/or maintenance fees could be sought?

X. TRUSTEES

- A. At this time there are the following standing committees (as currently listed in the by-laws):
1. Finance Committee: It shall consist of two (2) board members and the treasurer. It shall prepare, in cooperation with the Director and the Bookkeeper, the annual budget of expenditures, and recommend to the Board at it's July meeting the rate of taxation that will be necessary to maintain the library.
 2. Building and Maintenance Committee: It shall consist of two (2) board members. It shall have general supervision of all matters pertaining to the care of the building and grounds.
 3. Review Committee: It shall consist of three (3) board members. It shall have the duty of hearing complaints regarding the selection and withdrawal of library materials and shall make a recommendation to the board.
 4. In lieu of having the entire Board review policies etc. during regular meetings creating a Policy Committee has potential to be a more effective avenue for the review and update of these items while maintaining efficient use of available time during regular monthly business meetings.
 - a. The Policy Committee could:
 - b. Create a review calendar and create a date by when particular policies etc. should be reviewed and report their findings to the Board for review/action.
 - c. Review and be aware of Library laws, standards and legislation and update Trustees as to changes that will affect the Library.
- B. Bi-annual retreats/workshops have been found to extremely helpful to explain various Library issues that require more in-depth discussion.
1. Previous retreat/workshops have been held with the assistance of staff from the Indiana State Library traveling here to lead discussions etc.
 2. While securing a time that will work for everyone, dates/times should be scheduled many months in advance to ensure full participation.
- C. Timeline. Target date to begin discussion on forming a Policy Committee and scheduling the

next retreat – October 2013.

D. Budget. Presentation materials, travel etc. for State Library staff or other presenter.
<\$1,000.00.

E. Evaluation.

1. Did Trustees find using the Policy Committee and/or retreat was a beneficial use of their time.
2. Were topics covered that were of benefit to Trustees (retreat)?
3. Were discussions during retreat reveal other areas where Trustees felt they were in need of additional information?