

**Decatur Public Library  
Long Range Plan  
Outline 2011**

**A. General**

- a. Philosophy
- b. Hours
- c. Services

**B. Building & Grounds**

- a. Building Layout
- b. Building Maintenance
  - i. Comprehensive schedule
  - ii. Physical Needs assessment
- c. Grounds
  - i. Parking Lot
  - ii. Landscaping
  - iii. Decatur Beautification Plan
- d. Capitol Improvements
  - i. Water Pipes
  - ii. HVAC
  - iii. Security System
- e. Lease Space
  - i. C
  - ii. Project Read
  - iii. Friends
- f. Library Annex
  - i. Library Use
  - ii. Outside Use
  - iii. Eliminate

**C. Programming**

- a. Adult
- b. Young Adult
- c. Seniors
- d. Children

**D. Technology**

- a. Automation System
  - i. Plan of computer replacement
- b. Internet
- c. Wireless
- d. Library Web Page

**E. Collection Development**

- a. Selection

- b. Maintenance
- c. Weeding
- e. ebooks versus books

**F. Departmental Development**

- a. Administration
- b. Adult Division
  - i. Local History
- c. Building Division
- d. Children's Division
- e. Circulation Division
- f. Extension Division
  - i. Bookmobiles
- g. Systems Administration
- h. Technical Division

**G. Staff Development**

- a. Hiring
- b. Orientation
- c. Training
- d. Continuing Education
- e. Staffing needs/costs – management of funds

**H. Community Interaction**

- a. Schools
- b. Higher Education
- c. Civic Groups
- d. Friends
- e. Government
- f. Non-Profits

**I. Library Interaction**

- a. Macon County
- b. Rolling Prairie
  - i. Illinois Heartland Library System
- c. Illinois Library Association
- d. American Library Association

**J. Trustee Development**

- a. Orientation
- b. Policy Review
  - i. Time line
- c. Funding Issues
  - i. Training for trustees
- d. Local/State Involvement
- e. Training

**K. Funding**

- a. Local
- b. State
- c. Foundation
- d. Grants
- e. Donations

**L. Planning & Evaluation**

- a. Community service
  - i. Patrons
  - ii. New Library Users

*iii. Survey of Heads of Community*

Revised 6/13/2011