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Brazil PUBLIC
LIBRARY

Long-Range Plan of Service

January 1, 2026 - December 31, 2030

Adopted by the Brazil Public Library Board of Trustees
on the March 18, 2026

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HISTORY

A TOWN ON THE NATIONAL ROAD

The Village of Brazil, Indiana, was founded in 1866, along the historic National Road. Soon after, rich coal and iron ore deposits drew miners and industry to the area. The town grew quickly, earning a reputation for toughness with its infamous row of saloons known as “Bloody Row.” Yet even in those rough early years, Brazil had a nucleus of citizens devoted to education, culture, and community building. Churches were organized, schools debated, and in time, a public Library began to take shape.

EARLY EFFORTS TO BUILD A LIBRARY

In the 1870s, when libraries were still rare even in large cities, a group of determined women in Brazil dared to create one. In 1878, Mary B. Schultz donated sixteen books and Mary B. Richardson added fourteen more. To raise funds, strawberry festivals and ice cream socials were held. In 1879, a fundraiser at Turner’s Hall brought in \$107 for new books, and the first Library Board was established. That same year, Agnes McCrea was appointed as the first librarian. For years, the books moved from office to office, but the effort never faded. Many of the early supporters were miners and working families who gave what they could to support a Library for the whole community.

THE CARNEGIE GRANT

By the early 1900s, the Library had grown but still lacked a permanent home. In 1901, Florence Crawford traveled to New York to petition Andrew Carnegie for funding. Carnegie was abroad at the time, but on February 8, 1902, his secretary confirmed a pledge of \$20,000, provided the city furnished a site and guaranteed at least \$2,000 annually for maintenance. The Brazil City Council quickly accepted, and a site was purchased from Mrs. Carter for \$2,400.

Construction began soon after, with the building designed in Bedford limestone. It is said to be the only Carnegie Library in the nation marked with a carved inscription stating that it was donated by Andrew Carnegie.

DEDICATION IN 1904

The new Library was formally dedicated on the evening of October 18, 1904. The program included music, prayers, speeches from civic leaders and the

State Librarian, and a rousing conclusion with the singing of *America*. Newspapers urged the people of Brazil—especially the youth—to take pride in the gift and make full use of it.

GROWTH AND ADAPTATION

- 1989 – The Library acquired a portion of the Maurer Wood Building to serve as an accessible annex, with support from Dr. Robert Maurer and the Clay Civic Memorial Foundation.
- 2005–2007 – A major renovation doubled the Library’s size. The project added a large meeting room (divisible into two), a warming kitchen, restrooms, offices, and a smaller meeting space on the ground floor. The upper level gained a computer lab, a large fiction room, and laptop space. A ground-level entrance and elevator were also installed, making the building fully accessible.
- 2005 – Brazil became a pilot member of Evergreen Indiana, joining a statewide Library consortium.
- 2008 – The Maurer Wood Annex was demolished to provide expanded parking.

TODAY

From its earliest days—when a handful of donated books were circulated out of private offices, supported by miners’ wages and strawberry socials—to the construction of a Carnegie building in 1904 and the renovations of the 21st century, the Brazil Public Library has been a story of resilience and community spirit. More than 120 years after its dedication, the Library continues to serve as a cornerstone of learning and culture in Clay County, just as its founders hoped.

ABOUT US

BRAZIL PUBLIC LIBRARY MISSION

The Brazil Public Library is dedicated to enriching our community by providing access to diverse resources that support lifelong learning and inspire creativity. We aim to contribute to the cultural, intellectual, and social well-being of our community by offering inclusive, welcoming spaces where individuals of all ages can explore new ideas, develop skills, and connect with one another.

BRAZIL PUBLIC LIBRARY VISION

Our vision is to inspire lifelong learning and strengthen our community through accessible resources, creative programs, and inclusive spaces.

BRAZIL PUBLIC LIBRARY CORE VALUES

Teamwork: We strive to work together in a spirit of cooperation to achieve organizational excellence and quality service to all.

Quality Service: We strive to anticipate needs and exceed expectations in delivering service.

Integrity: We strive to act with honesty and fairness as we conduct Library business with customers and each other; we believe in accountability and responsibility by accomplishing the goals of our Library.

Communication: We believe in the open exchange of information as a critical process for creating a dynamic environment within Brazil Public Library and with our community.

Intellectual Freedom: We are committed to providing access to resources that inform, interest, and enlighten all people in our community.

Diversity: We believe in the concept of inclusion; we recognize the dignity of all people from all backgrounds and we value contributions and ideas from all members of our diverse community.

Future-Oriented: We strive to respond to emerging Library practices and technologies and attempt to anticipate changes in our community's needs.

DESCRIPTION OF LIBRARY

The Brazil Public Library (BPL) has over 7,000 square feet and houses all of the Library's materials. BPL serves the residents of Brazil City and Brazil Township. The Library is supported by tax levies in these two units. Residents of other townships may be permitted to check out the Library materials by paying the Non-Resident fee.

DEFINITION OF PURPOSE

The purpose of the Brazil Public Library is to provide a safe, accessible facility for all and to meet the educational, informational, and recreational needs of individuals, groups, and organizations that we serve. The BPL is dedicated to acquiring, caring for, and disseminating a wide range of Library materials. We are dedicated to providing services, programming, technology access through programs and services designed to promote the maximum use of resources.

WHO WE ARE

The BPL has a staff of eleven, six of which are full time. The Board of Trustees is made up of seven appointment members.

2025 BRAZIL PUBLIC LIBRARY STAFF:

Library Director: Sarah Trover

Business Manager: Jason Hayes

Facility Manager: Kevin Heidel

Librarian: Melissa Hicks Giles

Librarian: Tammy Robison

Adult Services Support: Seth Whittle

Clerks:

Nan Algie

Rebekah Dillman

Sarah Duenez

Katy Nelson

James Newman

2025 BRAZIL PUBLIC LIBRARY BOARD OF TRUSTEES:

President: Traci Orman

Appointed by Brazil Common Council 7/30/23 to 7/30/27

Vice President: Dr. Richard Frankville

Appointed by Clay County Council 10/17/24 to 10/17/28

Secretary: Shelly Watson

Appointed by Clay Community Schools 7/31/22 to 7/31/26

Treasurer: Brian Deakins

Appointed by Clay Community Schools 10/17/24 to 10/17/28

Board Member: Michael Hagemeyer

Appointed by Clay Community Schools 10/17/24 to 10/17/28

Board Member: William (Trey) Adams

Appointed by the Clay County Commissioners 1/1/26 to 12/31/29

Board Member: Catherine Baker

Appointed by the Brazil Township Trustees 1/6/2026-to 1/6/30

COMMUNITY NEEDS

The Brazil Public Library, located in Brazil, Indiana (the county seat of Clay County), has a service population of approximately 8,604 Brazil residents. Clay County has eleven townships and a total population of 26,466, according to the 2020 census.

The Brazil Public Library is funded by taxpayer dollars from the city of Brazil and Brazil Township exclusively. The remainder of the county is unserved. Those residents living in the unserved areas of Clay County may purchase a non-resident Library card. Without a Library card, residents cannot check out materials from the Library or use digital services. They can however reserve meeting rooms, use the computer lab, attend Library programs, and more. We seek to meet the needs of all Clay County residents within our budget limitations.

METHODOLOGY

The needs of the community were determined through various methods. Surveys, informal conversation, community meetings, and more were used to gain insight from a variety of perspectives. Library patrons, community stakeholders, and government leaders were engaged in both formal and informal discussions.

Three formal surveys were utilized in 2025 to evaluate the previous long-range plan and to contribute to this newly developed plan. The Summer Reading Program, Cemetery Walk, and Customer Needs Survey provided valuable insight into the needs of our customers. Surveys were offered digitally through the Library's website and social media channels. Paper surveys were also available in-house. Two informal comment boxes have been available at the Brazil Public Library on both floors since 2023.

Brazil Public Library staff contributed to the development of the long-range plan for 2026-2030. Staff evaluated the previous long-range plan and gave feedback about what goals needed to extend into the next five years, during two monthly staff meetings in 2025.

A community listening session was planned for December 2025, and feedback was also gained through social media channels during December 2025.

COMMUNITY PLANS

When creating the Brazil Public Library's plan, we looked to other community plans developed by local organizations, government entities, and non-profit organizations. The following plans greatly impacted the direction of this long-range plan:

[Clay County Community Plan](#)

Developed by the City of Brazil, Clay County Chamber of Commerce, Clay County Commissioners and the Wabash Valley Community Foundation.



[Wabash River Regional Arts and Culture Plan](#)

Established in 2015, the Wabash River Regional Development Authority (RDA) highlights projects in the region and works to receive state funding and investment in the region.

[2025 Indiana KIDS COUNT® Data Book](#)

The Indiana Youth Institute creates an annual data book with statistics about children ages 0-18 in every county in Indiana. We work closely with the IYI representative for the region.



[City of Brazil 5-Year Park Plan Update](#)

This plan was developed by the City of Brazil



THE NEEDS OF THE COMMUNITY ARE:

- Equitable access to the internet and Library services.
 - According to the Indiana Youth Institute Data Book, 15.9% of children do not have access to the internet at home and 3.3% do not have a vehicle.
- Community identity and a sense of community pride
 - Part of the Clay County Plan is focused on “cultivating a strong sense of belonging and pride among residents while actively involving them in the decision making processes that shape the community.”

THESE NEEDS WILL BE MET BY:

- Continuing to meet the educational, informational, cultural and recreational needs of the entire community by offering our traditional services as well as expanding our services.

ASSESSMENT

FACILITY

The Brazil Public Library has not seen a large renovation since 2005-2007. Small updates were made between 2021-2025 to increase the safety, accessibility, and beautify the facility.

- HVAC units were replaced in 2022 by Hoosier heating and air.
- Fire routes were updated and posted after a tour was conducted with Fire Chief Jake Bennett in April 2024.
- In 2024, First aid kits were purchased for both floors of the Library along with an emergency radio and a blood spill kit.
- Two study rooms were created in 2024. These rooms do not need to be reserved in advance and are available to all customers, regardless of their card holding status.
- In 2023-2024, cabinets were installed in the meeting rooms, and a sound bar, television screen, and laptop were added to these spaces. In 2025, the meeting rooms were painted and acoustic panels were added.
- In August 2024 we moved shelving from the adult department into the Youth Service's department to replace the metal spinner racks that housed chapter books. With this change, we were able to move all children's chapters books to one wall to make it easier to browse.
- Shelving was moved to create more space in the Youth Service's department in 2025.
- The adult DVD collection was re-cataloged in 2024 so that it was shelved alphabetically. We have now organized the DVDs in alphabetical order, rather than in the order in which we purchased them.

SERVICES

Since 2024, the expansion of services for both cardholders and those outside of the service area has been our focus. Removing barriers to service has increased positive customer interactions for staff and improved the reputation of the Brazil Public Library.

- In 2024, the requirements for obtaining a Library card were made less restrictive. Customers no longer have to show more than one document to prove residency.

- In June 2024, five Launchpad devices were added to our collection. These devices can be used in the Library only, and they check out for one hour at a time. They are available in the Youth Service's department.
- Xbox, Nintendo Switch, and Playstation games were added to the collection in July of 2024 and this collection continues to grow.
- On July 1, we released a new digital service- Kanopy. This platform provides free access to a diverse collection of over 30,000 films to digitally stream. It is available for free to Library card holders. Kanopy Kids provides unlimited watching and 15 tickets are offered for each card user.
- May 2024 was the first month we were able to offer free faxing for all Library customers.
- Starting in 2024, we have two trained notaries. This service can be booked through the Library website in advance.
- In July 2025, we started offering Gale Courses. Brazil Public Library card holders have access to free 6-week long online courses on topics to improve their professional and personal lives. At the conclusion of these classes, participants earn a Certificate of Completion.
- A new website went live in June 2025. Steamline helped to ensure that our website was compliant with the State and ADA.
- The meeting room policy was updated in 2024, to make the rooms free to reserve as long as materials were not sold or an attendance fee was charged.
- In November 2024, we started partnering with the United Way to help children ages 0-5 to participate in Dolly Parton's Imagination Library. Children that enroll will get a free book every month until their fifth birthday. We promote this program throughout the year at the Library and online.
- In June 2025, we repurposed a card catalog to store materials that customers might need, but don't want to ask for, such as deodorant, toothbrushes, tissues, etc. Each drawer is labeled, and ten items will be placed in each drawer monthly for distribution.
- Summer Reading participation increased dramatically from 2021 with 46 participants to 106 in 2025 tracking their reading. Attendance at Summer Reading Programming increased even more from 272 attendees in 2021 and 809 in 2025.

TECHNOLOGY

AVC Technology has improved the technology at the Brazil Public Library since they were hired in the summer of 2024.

- In October 2024, emails were updated, access to Microsoft teams, and the ability to share Outlook calendars with all staff was established thanks to AVC Technology.
- Security cameras were installed in 2025.
- In December of 2024, Princh was installed to allow customers to easily print from their digital devices and to pay using a credit card.
- Computers for both staff and customers were replaced and upgraded to be compatible with Windows 11 in 2025.
- All staff completed cybersecurity and phishing courses which helped to keep our information and our patron's information safe in 2024.
- Wowbrary is a service used to promote the new materials that are added to the collection weekly. These titles are shared on the Library's website and social media. This service was added in May 2024.
- Digitization of the Library's microfilm collection was added to the website in 2025. This collection can be searched and is accessible inside and outside of the building.
- Hoopla was added as a service for Library patrons in October 2024.
- The meeting room reservation process was moved online to provide better customer service in 2024. The schedule is available on the Library website, along with the procedure for reserving a room.

OPERATIONS

The Brazil Public Library has many long tenured staff that are comfortable in their positions. They have managed the changes that have come with the implementation of a new director after 26 years incredibly well.

- Communication with staff has improved with the implementation of weekly updates for staff that can be accessed both in print and digitally.
- Staff now have access to a shared drive and a website that provides quick answers to many questions that arise. The website went live in July of 2025 .
- In 2025, the Friends of the Clay County Library transitioned from an independent non-profit to a volunteer program. Volunteers now pass a background check to participate and are held to behaviour guidelines.
- A teen volunteer program was reestablished in 2024, and a Teen Advisory Board (TAB) was created. TAB, under the leadership of Nan

Algie, has participated in the Christmas in the Park, created bags of supplies for the homeless, decorated the Library for the holidays and advocated for feminine hygiene supplies to be provided in our public restrooms.

- The Behavior Policy was updated in November 2024 to address the behaviors that will not be accepted while at the Library. It also laid out the process for banning individuals. This policy was written to keep both customers and staff safe while at the Brazil Public Library.
- Staff received blood borne pathogens training in November 2024.
- September 2024, staff took the Bloodborne Pathogens course online presented by the American AED/CPR Association.
- StatFlight offered a 4-hour training session on CPR and First Aid for staff in June 2024 that included videos and hands-on procedures. This certification was by the American Heart Association CPR verification.
- Outreach has increased since 2024 with attendance at community events such as Fourth Fridays, National Night Out, Christmas in the Park, and participation in Book to Barn programming at the Clay County Fairgrounds with Purdue Extension.
- Out of building programming has increased. An annual program “An Evening at the Cemetery” was established in October of 2024 with much success.
- Programming for adults has increased and diversified. Bingo Night was hosted in August 2024 and a Jigsaw Puzzle Competition was offered in 2025.
- An Instagram account for both the Brazil Public Library and Teen Advisory Board was created in 2025.
- The Teen Advisory Board has newly created accounts on TikTok, Instagram, and Snapchat that will be used to advertise teen programming.

GOALS & OBJECTIVES

GOAL 1: COLLECTION

Provide a collection that is current with high demand materials, fiction and nonfiction, in a variety of formats, for all age levels.

OBJECTIVES

- We will continue to evaluate and expand the print and non-print collection to meet patron needs.

- Customer recommendations will be accepted online via the Library's website.
- Xbox, Nintendo Switch, and Playstation games will continue to be added to the collection to meet customer needs and new videogame collections will be explored.
- DVDs and Blurays will continue to be added to the collection.
- Digital services such as Kanopy and Hoopla will provide digital film access to customers. New platforms will be explored as the budget allows.
- An emphasis will be put on the local history and genealogy sections of the non-fiction collection to bolster this collection while also making it easier to browse and find pertinent materials.
- Continue regular withdrawal of outdated, damaged, and long uncirculated materials. All staff members will be expected to recommend the withdrawal of items, but only certified librarians will complete the process.

GOAL 2: TECHNOLOGY

Access to technology is a core value of the Brazil Public Library. Digital collections can be accessed anywhere with a Brazil Public Library card, so proximity to the physical Library is not a detriment to the quality of service offered. Access to Library materials will be increased through a focus on digital collections, courses, and services.

OBJECTIVES

- Technology is maintained and enhanced as needed inside of the Library with the assistance of [AVC Technology](#).
- Children will have access to technology in the youth services department.
 - Computers will be added to the children's department along with additional Launchpads. Other technologies will be explored with children in mind.
- Increase internet access for those in the community through the circulation of devices. Circulation of hotspots will continue, and new devices will be added as deemed necessary.
- Continue to offer fax, copying, and printing services to the public.

- Explore better options for customers to print from their cell phone and pay with a credit card. Princh has limitations and isn't necessarily user friendly.
- Moving away from the use of a Google email address due to customer privacy is a goal during this long-range plan.
- Provide training for all staff when new technology is implemented.
 - Library staff will be trained to assist customers with basic technology.
- Streamline the meeting room booking process using the Microsoft suite and the Library's website. Simplify the process for both customers and staff.
- Digital collections through Libby, Kanopy, Hoopla, and more will be assessed regularly to assure we will meet customer needs.
 - Holds will be filled as possible with our economic stability in mind.
 - Library staff will continue training to answer customer questions about these digital collections.
 - Current digital services will be evaluated. New services will be explored and added as the budget allows.
 - Access to computer classes will be available through digital courses, staff implementation or through partnerships.

GOAL 3: SUPERVISED VISITS

Nearly 150 supervised visits are conducted at the Brazil Public Library annually and these customers spend more time in the facility than the average visitor. Creating a space for children to engage with their caregivers and each other at the Library would benefit all customers, but would be especially impactful for those experiencing foster care.

OBJECTIVES

- Staff training will be conducted to better understand the need for supervised visits, how they can be more successful and how to mitigate behavior issues that may arise during them.
- We will create more space in the Library for supervised visits to be conducted. Spaces will be created to allow for families to play and engage, meals to be consumed, and private conversations to be held.
- Toys and furniture will be purchased to be utilized during visits and enjoyed by all Library customers.

GOAL 4: ADVERTISING

Promote increased awareness of the Library and its services through increased media exposure, flyers, events and community presentations.

OBJECTIVES

- We will continue to work with Wowbrary to promote the new materials that are added to the collection weekly. These titles are shared on the Library's website and social media.
- Continue to promote the Library's programs through Social Media.
 - Instagram will be utilized as a platform to promote programming and Library services.
- The Teen Advisory Board has newly created accounts on TikTok, Instagram, and Snapchat that will be used to advertise teen programming.
 - Safeguards are being developed to manage those accounts and keep our Teen Advisory Board safe.
- Gale Courses will be advertised quarterly and computer courses offered through this service will be highlighted in the computer lab continuously, as an alternative to in-person technology classes.
- A monthly newsletter will be created to promote Library programming and services. This newsletter will be distributed both digitally and in print.
- A campaign to promote Library cards to those in the township served will be conducted.
- Communication with our local news organizations Brazil Times, WTHI, WTWO, and more will be used to promote the offerings of the Library.
- An exterior sign will be installed outside of the Library that can be seen from 40. We will also work with INDOT to install an official Library sign directing customers to our building. This will increase our visibility in the community.
- Outreach efforts and attendance at community events will continue to be a focus. We will attend at least three events a year.

GOAL 5: PROGRAMMING

Provide programming for all ages which cover a variety of educational, recreational, and cultural needs of our community.

OBJECTIVES

- A budget for Library programming will be evaluated on a yearly basis with each age group having a specified dollar amount to use. This budget will be created using Library operating funds, the gift fund, grant and sponsorships.
 - Early Literacy (ages 0-5)
 - Story Hour will continue to be offered throughout the year and the need for a Library card to participate will be eliminated to increase accessibility.
 - Offering a [1,000 Book by Kindergarten](#) program for ages 0-5.
 - Kids (ages 6-11)
 - At least one children's program will be offered every month.
 - Teens (ages 12-19)
 - At least one teen program will be offered every month.
 - The Teen Advisory Board will continue to meet monthly and they will be consulted to see what programs would be beneficial to this age group.
 - We will host a 100 Books Before Graduation program for ages 12-19.
 - Adult programs:
 - At least two adult programs will be offered every month.
 - Adult programs will be offered at a variety of times to meet the diverse schedules of adults.
 - Local history and genealogy programming will be offered for adults at least twice a year as budget allows.
 - Partnerships and hired speakers will diversify the programming offered for adults.
- Summer Reading Programs
 - All ages and those without a Library card will be able to participate in the Summer Reading Program reading component and earn prizes.
 - Early Literacy (ages 0-5) will have options for participating in the program beyond tracking reading. Activities will be encouraged that promote early literacy skills.
 - A family component will be added to this program to encourage parents reading to their children. Both age groups will be able to earn prizes for their participation.

- The Adult Summer Reading Program will be advertised broadly and all staff will be trained on how to sign up customers and distribute prizes.
- Programming for adults and teens will increase during the summer and be diversified.

GOAL 6: INCREASE ACCESSIBILITY

Increase accessibility through modification of the physical space, digital services, programming and more.

OBJECTIVES

- Change the placement of the main circulation desk to the first floor to greet customers as soon as they enter the facility.
- Create a procedure for LibraryCard holders that are homebound to designate an authorized person to access materials for them since they cannot come into the facility themselves.
- Move holds, the large print collection, faxing, printing and computers to the lower level.
- Repair the sidewalk that extends from the meeting room door to make it handicapped-accessible.
- Handicapped door openers will be installed on the lower level Library restrooms and hall to the meeting rooms to make our public restrooms accessible.
- Move the Librarybook drop box to a location that matches the flow of traffic. It will be placed within reach of the driver.
- When possible, programming will be offered out of the building to make events accessible to different audiences.
- Digitization of the Library's microfilm will continue and be added to the website, so it can be accessed anywhere and easily searched.

GOAL 7: SAFETY

Safety is paramount for both staff and customers. The Indiana public Library standards (590 IAC 6) require compliance with laws including ADA accessibility, building codes, and fire safety.

OBJECTIVES

- Emergency procedures will be reviewed annually and will be available to staff at all service points.

- Staff will receive training in first aid, CPR, AED use, bloodborne pathogens and Narcan for the safety of our staff and customers annually.
- Purchase AEDs for each floor of the facility.
- Added security measures such as panic buttons will be installed in the case of an active shooter. Deescalation training will be mandatory for staff.
- Explore heightened security measures on the second floor of the facility by creating another emergency exit and/or enhancing our current exits.
- Staff will be trained in the use of fire extinguishers annually and fire drills will be initiated at least every six months.
- Tornado drills will be done twice a year.

GOAL 8: FACILITIES

We will maintain our existing facilities to a high standard and continuously improve our utilization of space. We will focus on creating flexible spacing that can be used in a variety of ways to adapt to the changing needs in our community.

OBJECTIVES

- Install new flooring throughout the facility.
- Adding additional study rooms will be explored.
- The need for a conference room that would house a group of at least four will be a focus during this long-range planning period.
- Study rooms and the meeting rooms will be soundproofed to the best of our abilities.
- Purchase new furniture for all ages and in all departments.

ONGOING EVALUATION PROCESS

An evaluation is constantly ongoing at the Library. It is absolutely necessary to keep an excellent facility in good standing with the community.

This long-range plan will be evaluated in its entirety on an annual basis. Any objective that requires more frequent evaluation will be evaluated accordingly. Evaluation results and any updates to the plan based on those results will be presented to the Brazil Public Library Board of Trustees at their monthly meetings. Updates will also be presented to the Indiana State Library following Board approval.

FINANCIAL RESOURCES & SUSTAINABILITY

Brazil Public Library's operating fund budget will be based on available sources of public funding. It will not exceed the assessed valuation growth quotient for that budget year. In order to maintain financial stability, the Brazil Public Library will:

BE GOOD STEWARDS OF TAXPAYER DOLLARS

Analyze the current budget, including income sources (taxes, grants, donations) and expenditures to be sure they are being used to the benefit of the Library patrons.

- Demonstrate transparency with the community about the Library budget.
- Follow internal controls procedures.

COLLABORATE

Work with local nonprofits and community organizations to share resources.

- Resource share through Evergreen Indiana and the Indiana State Library.
- Host large-scale programming with other organizations to share the cost of events.

SEEK ADDITIONAL FUNDING

Write grants, seek sponsorships and solicit donations.

- Research local, state and federal grants for libraries, such as LSTA grants.
- Accept and encourage donations earmarked to cover the cost of Carnegie the Library Cat and whatever feline might come in the future.
- Continue to accept donations through the book shoppe on the monthly basis and at the Library through the small collection available on the second floor.

DEMONSTRATE THE VALUE OF THE Library

Communicate what services we offer to encourage community support for funding.

- Advertise the cost savings provided by the Brazil Public Library to the community for example:

- The cost of internet access.
- The amount of money saved by checking out books rather than buying them.
- Cost savings by utilizing a notary at the Library.
- Access to free meeting spaces versus the cost of a rental.
- Create relationships with the local government to increase support for the Brazil Public Library and potentially increase funding.
- Create annual reports that highlight achievements and the influence of the BPL on the community.

EQUIPMENT REPLACEMENT SCHEDULE

Maintaining a facility that was constructed in 1904 is no simple feat and is a priority over the next five years.

We plan to hire contractors to repair our facility, when the breath of work is outside the range of our singular facility manager. The facility manager will continue to make simple repairs, seek bids for larger projects, and upkeep the cleanliness of the Library both inside and out. The facility manager oversees the physical building, grounds, and systems to ensure a safe, functional, welcoming environment.

FROM 2026 TO 2030, WE PLAN TO:

PROVIDE LONG-TERM ASSET CARE FOR OUR FACILITY

- Continue or explore contracts for exterior window cleaning, pest control, carpet cleaning and limestone washing.
- Assess and likely replace the roof of the Library and Book Shoppe.
- Continue to work with [AVC Technology](#) to assess, repair and replace our security cameras, computers, network and more as needs arise.

ENHANCE AND MAINTAIN THE EXTERIOR

- Continue our lawn maintenance with a focus on planting foliage that is easy to maintain.
- Repair the stone wall in front of the Library.
- Add landscaping to the hill in front of the original building that would manage erosion.

- Add planters to the exterior of the Book Shoppe and plan for seasonal displays in the patio flowerbeds.

ENERGY EFFICIENCY

- Change the lighting in the facility to LED.
- Explore the purchase of a solar powered charging station on the patio.
- Install window vinyl to reduce fading of book spines on the upper level of the building and keep heat in.
- Research other methods for energy efficiency with budget in mind.

RESTORE THE ORIGINAL BUILDING

- Focusing on the original part of the building, we will change the light fixtures to match the style of the facility.
- New paint will be added throughout the building.
- Change the fireplace surround.
- Repair damage on walls and ceilings from previous water damage.
- Explore lighting the stained glass on the second floor and added stained glass to other parts of the facility.
- Replace the large panes of glass on the second floor with safety glass or an alternative.
- Move the doors on the second floor forward to where they were originally, replace them, and refinish the wood on the interior.
- Install new carpeting throughout.

ON-GOING EVALUATION

The Building and Grounds committee, made up of the Library Director, two staff members and two board members will perform an informal building and grounds assessment each quarter, to verify the building and grounds feel welcoming, safe and accessible to all Library customers. The staff members who participate shall rotate each quarter. The group will also make note of any changes that need to be addressed and a timeline for completion of said changes and present those to the board for approval.

PROFESSIONAL DEVELOPMENT

Professional development is important for every staff member, regardless of their role in the organization. Training opportunities are offered to staff via

email and highlighted in staff memos. Completion of training done by staff is documented in the monthly Director's Reports and in the staff's professional development file. Staff are expected to complete at least six professional development opportunities per year. Webinars, in-person training, Gale courses, college courses, and Indiana State Library opportunities are considered professional development. Advanced Director approval is needed for training that does not fit into the categories above.

Monthly staff meetings are hosted to offer training opportunities. The Indiana State Library, partners and Library staff will host these trainings.

Professional staff hold certificates from the Indiana State Library and they attend training, webinars, and conferences to maintain their status by obtaining Library Education Units (LEUs). LEUs are used to establish librarian eligibility for certificate renewal. Directors must complete 100 LEUs during each 5-year education cycle. Department Heads must complete 75 LEUs during each 5-year education cycle. Staff are responsible for recording and retaining records of their LEUs.

All three professional staff will maintain membership with the Indiana Library Federation and will attend the annual conference as budget allows.

COLLABORATION WITH OTHERS

Collaboration is essential for the BPL to be a leader in the community. Serving on boards and committees, hosting community meetings, offering volunteer programs for adults and teenagers and planning large-scale programming with community partners is what makes the BPL a pillar of the community.

COMMUNITY ORGANIZATIONS

Brazil Public Library staff currently serve on community boards and committees including Kiwanis, Clay County Historical Society, the Council on Domestic Abuse, and the United Way of the Wabash Valley's Success by Six committee.

VOLUNTEERS

There are two volunteer programs currently at the Brazil Public Library. Adult volunteers assist with Book Shoppe open hours and other Library initiatives. Teen Volunteers provide basic assistance with Library tasks and can participate as a member of our Teen Advisory Board (TAB). The TAB group meets monthly and plans programming for both teens and children.

From 2026 to 2030, we plan to expand our volunteer program through collaboration with the local National Honor Society at Northview High School and [C.A.R.S., a 501 \(c\) 3 nonprofit agency](#). By-laws will be established for the Teen Advisory Board and volunteer opportunities will be expanded for adults and teens.

COLLABORATION WITH OTHER LIBRARIES

We collaborate to meet the needs of Library customers by participating in the interLibrary loan program and reciprocal borrowing program with other libraries within the state of Indiana. BPL is a member of the Evergreen Library Consortium, which allows customers to access materials from other libraries around the state. Library card holders have access to thousands of materials from libraries around the state through Evergreen. A local reciprocal borrowing agreement is in place with the Vigo County Public Library, which allows BPL cardholders to receive a card at VCPL.

A regional Library group is under development with Vigo, Parke, Vermillion and Sullivan county Library directors. We plan to meet at least three times a year to collaborate on policies, budgets, and the annual report.