

Rapides Parish Library  
Long Range Plan  
2018

1. Facilities and Infrastructure

a. Maintenance:

- i. Maintain signage, bulletin boards and flyers for neatness and currency.
- ii. Continue to seek out improved arrangements of collections and furnishings within existing facilities to maximize their usefulness.

b. Improvements:

- i. The Business Manager will take the lead to enter into a long-term Cooperative Endeavor Agreement with the City of Alexandria on the use of the two parking lots that are located between St. James Street and Lee Street by June, 2018.
- ii. With the help of the Administrative Staff and the Library Board Properties Committee, consider if it is possible to improve services at the Boyce Branch before the next tax cycle by May, 2018.
- iii. The Director and Human Resource Manager will establish regular Fire Drills system-wide by December 31, 2018.
- iv. Explore the possibility of using the portable building from the former Gunter Branch to create a meeting room at the Boyce Library by March, 2018.

c. In the Future:

- i. Continue to explore options for expanding or replacing the Boyce Branch Library.

2. Personnel

a. Maintenance:

- i. Continue to provide continuing education opportunities for all staff.
- ii. Continue to monitor employee workloads by branch to assess the staffing needs.
- iii. Continue to evaluate if staff positions are needed as positions are vacated.
- iv. Continue to revise job descriptions as staff members are evaluated as a part of that process.
- v. Continue to require all staff to attend mandatory Rapides Parish Library meetings.
- vi. Continue to provide an all-day Staff Development Day annually on Veteran's Day.
- vii. Continue to find and build volunteers at all locations.

b. Improvements:

- i. By July, 2018, with help from the IT Department, complete PaySuite software changeover so that the staff can make changes to their information, print paycheck stubs, create online W-4s, etc.
      - ii. The Human Resource Manager will work with the Director to establish and maintain an equitable salary structure to be submitted to the Personnel Committee by May 31, 2018.
- 3. Services and Collections
  - a. Maintenance:
    - i. Continue to keep current with trends in digital delivery for libraries.
    - ii. Continue the weeding 20% of the collection annually.
    - iii. Continue shelf-reading the collection twice annually.
    - iv. Continue to promote the use of the self-checkout machines at 20% or more of total circulation at each location where there is one.
    - v. Continue to inform our customers of the many e-resources our system offers.
    - vi. Continue to require that staff members become more familiar with our e-resources at to better help them in suggesting our services to the patrons.
    - vii. Continue to promote library card registration
  - b. Improvements:
    - i. Over the course of the next five years, digitize microfilmed newspapers in our collection (2016-2020).
    - ii. If the additional hours during the school year at Westside Regional Library and Robertson Branch prove to be successful, then consider adding additional branches to extend their hours during the school year in order to assist students with their studies by July 31, 2018.
- 4. Technology
  - a. Maintenance:
    - i. Continue and expand free computer classes for the public across the parish.
    - ii. Periodically review the number of public computers available for Internet access.
  - b. Improvements:
    - i. Upgrade to Windows 10 on all public computers by April, 2018.
    - ii. Upgrade to Office 2016 on all public computers by April, 2018.
    - iii. Replace the Sierra Database Server by April, 2018.
- 5. Outreach (public relations and programs)
  - a. Maintenance:
    - i. Continue to seek out new stops for Preschool Outreach Plus (POP) as the schedule permits.
    - ii. Continue to seek out new stops at senior facilities or for individual shut-ins.

- iii. Continue to seek out partners to create community-wide programming.
- iv. Continue to encourage locations with Friends groups to support them in their endeavors, and continue to work with the RPL Friends group to the advantage of all.
- v. The Public Relations Officer will continue to oversee the program plans and publicity coming from the various library locations and the Outreach Department.
- vi. Continue to promote the TAG and TAB programming.
- vii. Direct Services will continue to plan two system-wide events annually, where all locations have the same program at the same time.
- viii. Each April, the Boyce Branch will stage a Library Fair, in conjunction with the Friends of the Boyce Library Book Sale, to include local authors.
- ix. The Director will continue to oversee the Library Ambassadors program, which will target local schools near libraries with a goal of visiting once per month during the school year to highlight the Library, its resources and programs.

## 6. Administration

### a. Maintenance:

- i. Continue the project of rearranging our archives, creating an index as we go forward.
- ii. The Administrative Assistant will continue to serve as the Records Retention Officer to keep Rapides Parish Library in compliance with the law with regard to our archives.
- iii. Continue to work with the staff to create our annual reports so that all are completed by February annually.
- iv. Continue to work with the staff and the Library Board so that our Long Range Plan can be adopted at the December Board meeting annually.
- v. Continue to work with the staff and the Library Board so that our budget can be adopted by the Library Board at the December Library Board meeting annually.
- vi. Continue to look at payroll hours as against tasks to see if hours need to be added or cut.

### b. Improvements:

- i. Be more proactive in going after grant income. Establish and achieve goals annually that would reflect growth in grant income. Make annual reports to the Board concerning this, beginning in June, 2018.
- ii. The Human Resources Manager will work with the Director to hold a half-day workshop for all managers on supervisory skills during April, and will continue to do this annually.

## 7. Policies, Plans and Procedures

a. Maintenance

- i. Annually, revise the Emergency Plan in April, in advance of the hurricane season.
- ii. As each policy comes due for revision, bring before appropriate staff and Library Board for review and/or revision.
- iii. Keep current with written procedures and desk manuals.

Approved by the Rapides Parish Library Board

December 12, 2017