

Rapides Parish Library
Long Range Plan
2019

1. Facilities and Infrastructure

a. Maintenance:

- i. Maintain signage, bulletin boards and flyers for neatness and currency.

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 July, 2019.
- ii. Boyce Branch - 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 during 2019, including the option of replacing the building.
- iii. Johnson Branch – Before the lease expires on 4/1/2020, begin one year ahead to consider how we can improve the facility that is currently leased, or if we intend to purchase land and build a new facility in the new tax cycle.
- iv. Libuse Branch - Purchase a bicycle rack for patron to park bicycle who ride to library by January, 2019.
- v. McDonald Branch - Install automatic door openers for the handicapped at the Library entrance by March 20, 2019.
- vi. Main Library - Study the cost of extending the Reference Desk to combine the working area of the Circulation Desk and the Reference Department by February, 2019.
- vii. Main Library - Study the cost of creating three fabricated study rooms in the area of the Circulation Desk by February, 2019.
- viii. The Technical Services Manager will purchase folding wheelchairs for all locations for emergency use by June, 2019.

2. Personnel

a. Maintenance:

- i. Continue to monitor employee workloads by branch to assess staffing needs.
- ii. Continue to evaluate if staff positions are needed as positions are vacated.
- iii. Continue to revise job descriptions as staff members are evaluated as a part of that process.
- iv. Continue to find and build volunteers at all locations.

b. Improvements:

- i. By July, 2019, 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 January 31, 2019.
- 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 promote library card registration, especially in September, during Library Card Sign-Up Month.
 - vii. Continue to seek out improved arrangements of collections and furnishings within existing facilities to maximize their usefulness.
 - b. Improvements:
 - i. Over the course of the next five years, digitize microfilmed newspapers in our collection (2016-2020).
 - ii. During 2019, consult the CLTCC current catalog of courses and evaluate Main and RPL collection for up-to-date information.
- 4. Technology
 - a. Maintenance:
 - i. Continue to offer free computer classes for the public across the parish.
 - ii. Continue to contract annually with vendor for a complete revision of our patron database to find changed addresses, and then update them automatically in the Sierra patron database, by July, 2019.
 - b. Improvements:
 - i. Upgrade to Windows 10 on HN, BC and RB public computers by February, 2019.
 - ii. Upgrade to Office 2016 on HN, BC, and RB public computers by February, 2019.
 - iii. Replace the Sierra Database Server by April, 2019.
 - iv. McDonald – As an experiment, provide two laptops for check out to customers by June 2019.
 - v. For the public website, move to Word Press and train Public Relations Officer to update website by June, 2019.
- 5. Outreach (public relations and programs)
 - a. Maintenance:

- i. Continue to seek out new stops for Preschool Outreach Plus (POP) and the Bookmobile as the schedule permits.
- ii. Continue to seek out new stops at senior facilities or for individual shut-ins.
- iii. Continue to reach out to facilities that serve at-risk teens to offer programs including the partnership with the City of Alexandria.
- iv. Continue to reach out to increase our services to special needs children.
- v. Work with community partners to promote adult education and how the library can help customers get their HiSet.
- vi. Continue to seek out partners to create community-wide programming.
- vii. 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.
- viii. The Public Relations Officer will continue to create publicity for the Library as a whole, and the various library locations and the Outreach Department.
- ix. Direct Services will continue to plan two system-wide events annually, where all locations have the same program at the same time.
- x. All library locations will offer, at a minimum, two children, one teen and one adult activity or program monthly and storytimes weekly.
- xi. 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.
- xii. The Public Relations Officer will continue to oversee the Cards4Kids program annually from the start of school until October 31st.
 - 1. Ensure all kindergarten, fourth grade and eighth grade students in the Rapides Parish Public school system receive applications for the 2019-20 school year.
 - 2. Reach out to private schools in Rapides Parish for the 2019-20 school year.

b. Improvements:

- i. The Outreach Services Coordinator will study the cost to have a YA author present a workshop for librarians and library staff from across the state by December, 2019.
- ii. During 2019, the Outreach Department will focus on programs that would target veterans and their families to encourage them to use library services.

6. Administration

a. Maintenance:

- i. The Director will work with the Administrative Assistant to 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 and the Library Board so that our Long Range Plan can be adopted at the December Board meeting annually.
 - iv. 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.
 - v. Continue to work with the staff to present the annual report to the Library Board and Police Jury at their March meetings.
 - b. Improvements:
 - i. Study the possibility of creating a Library Foundation to help provide funding for various library projects during 2019.
- 7. Policies, Plans and Procedures
 - a. Maintenance
 - i. Annually, the Administrative Assistant will ensure that we revise the Emergency Plan in April, in advance of the hurricane season.
 - ii. As each policy comes due for revision, the Director will bring it before appropriate staff and the Library Board for review and/or revision.
 - iii. As needed, the Director create new policies to address changing situations.
 - iv. Continue to keep current with written procedures and desk manuals.
- 8. Continuing Education / Training
 - a. Maintenance:
 - i. Continue to provide continuing education opportunities for all staff.
 - ii. Continue to require all staff to attend mandatory Rapides Parish Library meetings.
 - iii. Continue to provide an all-day Staff Development Day annually on Veteran's Day.
 - b. Improvements:
 - i. By January 31, 2019, the Director and Human Resources Manager will establish regular Fire Drills system-wide.
 - ii. Annually, the Human Resources Manager will provide two (2) annual managerial training on Leadership and Personal Development, the first by April 30th and the second by November 30th
 - iii. The Outreach Services Coordinator will host a storytime workshop, led by a professional, for staff members who do storytime programs by April, 2019.

- iv. By 12/31/2019, the Director and the Human Resource Manager will develop an overall plan for training RPL staff, with dates and training intervals.

Approved by the Rapides Parish Library Board

December 11, 2018