Rapides Parish Library
Long Range Plan
2011 Update

I. Facilities and infrastructure
   a. Improvements:
      i. Install additional outdoor lighting at King Branch by 10/2011.
      ii. Construct the back portion of the privacy fence at McDonald Branch using private donations by 1/2012.
      iii. Identify a donor for a flagpole and install this at the McDonald Branch by 1/2012.
      iv. Replace window blinds at Gunter Branch by 12/2011.
      v. Remodel the old kitchen area at Martin Branch to provide additional storage by adding shelving by 3/2012.
      vi. Seek out funding to replace Martin Branch's AC system in 2011.
   b. In the future:
      i. Replace the roof at King Branch.
      ii. Replace the tile in the public bathrooms at Hineston and McDonald branches.
      iii. Install automatic doors at Westside Regional Library and Main Library.
      iv. Replace carpet in the public area of Main Library.

II. Services and Collections
   a. Maintenance:
      i. Complete the 2006-2011 RPL inventory by 8/2011, and begin the 2011-2016 cycle in September.
      ii. Continue to seek out cost savings for materials and supplies.
      iii. Anticipate demand for materials.
      iv. Anticipate new media for circulation.
   b. Improvements:
      i. Create a self-service holds shelf in the public area at the Gunter Branch by 9/2011.
      ii. Study the possibility of extending library hours at the Johnson Branch with no increase of staff on Thursdays from the present 1-5PM to 9-5 by September, 2011.
      iii. Develop at least 12 more kits (one for each month) for adult senior programs for use and distribution through the Red Carpet service by December 2011.

iv. Implement regular review of juvenile collections at all branches. Review the collection at King by June 2011, Boyce by September 2011, and Gunter by December 2011.

c. In the future:

i. Obtain new microfilm/microfiche machine for Main Reference Department.

ii. Hire an additional bookmobile driver part-time to expand bookmobile to Saturday and possibly evening delivery schedules.

iii. Hire an adult programming position to provide the type of programming and outreach currently offered by the Youth Services Programming Manager.

III. Technology

a. Maintenance:

i. Market and support the use of Tutor.com as our new online tutoring system.

b. Improvements:

i. Install new self-check machines at McDonald and Robertson branches by 12/2011.

ii. Install new OPAC in Teens area of Westside by 12/2011.

iii. Complete the installation of Windows 7 on all PCs by 12/2011.

IV. Policies, Plans and Procedures

a. Improvements:

i. Begin to create the Circulation Employee Workload Report monthly in 6/2011.

V. Outreach Services (including public relations & programs)

a. Maintenance:

i. Continue to encourage the branch Friends groups at Boyce, Johnson, King, McDonald and Robertson branches.

ii. Continue to maintain our great relationship with the Southern Forest Heritage Museum, assisting them as needed with various programs throughout the year.

iii. Continue to work with the Homeless Section of the Rapides Parish School Board.

b. Improvements:
    i. Create a Speaker's Bureau using volunteers from the Friends, Board and staff, and gradually increase number of speeches given monthly by 12/2011.
    ii. Complete the first phase of the K-12 library card initiative by 11/2011.
    iii. Promote the Primetime Family Reading Time being held at Boyce Branch in the fall of 2011.

VI. Finance
a. Maintenance
    i. Continue to seek out methods for containing costs for personnel, supplies, insurance, etc.
b. Improvements:
    i. Plan for the tax renewal election in 2013.
    ii. Update the analysis of needs for expanded or replaced facilities in all locations in 2013.
    iii. Plan vehicle replacement needs in 2012 and 2013.
    iv. Seek to develop a cooperative endeavor agreement with the City of Alexandria for the long term use of the two parking lots between Lee and St. James streets in 2012.
    v. Develop in 2011 a rolling schedule for the inventory of furniture and other physical property, branch by branch.
    vi. Attempt to begin again to set aside funds for reserve accounts and the ongoing fund balance, starting with the 2012 budget planning process.
    vii. Continue to attempt to increase the number and size of grants.
c. In the future:
    i. Seek out funding to purchase the parking lot located between Main Library and the HDH property.

VII. Personnel:
a. Maintenance:
    i. Continue to review job descriptions and staffing needs whenever a turnover occurs.
    ii. Continue to monitor the training budget to derive the maximum benefit as training opportunities and needs change.
b. Improvements:
    i. Determine if a Safety Policy is needed for dealing with customers by May 2012.

ii. Create safety procedures for the staff by May 2012.
iii. Create an on-going training plan for the staff by May 2012.
iv. Create a rotation of on-going safety training (fire, lifting, etc.) to be presented at staff meetings.