



Arlington Public Library

**Trustees:**  
**Barb Schoenjahn, Chair**  
**Jane Thompson, Vice Chair**  
**Janet Swanson, Secretary**  
**Carolyn Streicher and Josh Hansen**

**Staff: Sherri Seedorff, Director**  
**Sammy Hansel, Library Clerk I**  
**Susie Tjaden, Library Clerk II**

## Long Range Plan FY 2021-2025

**Introduction:** *This plan will guide the development of the Arlington Public Library for the next five years. The plan was developed under the guidance of the board of trustees and the Library Director, Linda K. Adams. The plans, goals and objectives complement the Library's mission and service responses to serve the needs of the community. The plan will be a living document to be reviewed by the Library Board of Trustees and staff on an annual basis to develop specific activities and make changes or modifications needed to carry out the intent of the plan.*

**Mission Statement:** The Arlington Public Library will serve as the community's information center and gathering place. We will strive to provide a welcoming environment and to support the development of informed and enlightened citizens through lifelong learning.

**Community Needs Identified:** from Community Scan and survey 2020.

- Slow Job Growth
- Dwindling Population
- Declining business area – no local post office
- School not in community (located in rural area)
- Preschool moved to area school
- Aging community

### Library Vision

- Committed to serving our citizens
- Staff dedicated to quality service
- Information center for community
- Open to change in a changing world of technology.
- Provide a place where people gather, learn, share and grow.

## I. Administrative and personnel---

1. Goal is to maintain and further develop staff professional skills and to sustain professional relationship between staff, board members, the city and State Library.

**Objective:** is to provide a well-educated staff to anticipate and meet the varied expectations of our users and to create a satisfying work environment.

**Activities: 1.** Procedures notebook will continue to be reviewed and updated regular.

**Outcome:** Staff and Director will be more aware of proper procedures making them available for the library staff.

**Activities: 2.** The library president and director will development a yearly calendar to provide for trustees to meet requirements for accreditation and meet other administrative duties.

**Outcome:** This will allow for the board to meet policy review deadlines and other duties of the board.

**Activities: 3.** A staff notebook will be introduced to provide communications between the Director and staff members.

**Outcome:** The Staff and Director will be able to work together in meeting the library's objectives, Improve productivity and reach goals set forth by the board.

**Activities: 4.** The Library Director will begin work on a succession notebook to outline duties and information that pertains to the duties of the Director.

**Outcome:** To make for a smooth and knowledgeable transition.

**Activities: 5.** The Director will do regular Facebook post of new materials and events during the during the year as well as the libraries webpage.

**Outcome:** Patrons and friends of the library will be more aware of events and materials at the library.

**Objective:** Maintain State Accreditation and promote good relations with city and state.

**Activities 6.** The President of the Board and the library Director will do a yearly trustee calendar for outlining dates and library policy review for the state library and the city.

**Outcome:** the library will be meeting standards for library service through State Library Accreditation program.

## II. Programs, Services and Publicity ---

1. Goal: to make available materials, services, programming and technology in a variety of formats to encourage the pursuit of knowledge and the joy of reading.

**Objective:** provide high quality programs and services that reflect community interest and needs and to raise awareness of the library by providing a variety of programs for library users of all ages and abilities.

**Activity: 1.** The library will provide at least 9 NO School events during the school year.

**Outcome:** The library will offer programming for children preschool thru 5<sup>th</sup> grade.

**Activity: 2.** The library will offer a summer reading program for elementary children and other age groups as funds are available.

**Outcome:** School children will be encouraged to maintain reading skills over the summer and increase usage

**Activity: 3.** A monthly book discussion group for adults will held.

**Outcomes:** Patrons will be offered a wide variety of materials for reading leisure and lifelong

**Activities: 4.** The library will provide at least two adult programs or activities for the adults of the community. Adults will have a gathering place available for activities and socializing. It will provide as an introduction for other services at the library. Hopefully circulation and visitation will increase by 10 % due to the programming.

## 2. Goal: to publicize information and services to our patrons in a timely manner.

**Objective:** provide several formats for publicizing library materials and services to promote.

**Activity: 1.** The director will write a weekly news column listing new materials and services and staff will update new materials on our website as they are processed.

**Outcome:** to make patrons aware of new materials and resources at the library in a timely matter.

**Activity: 2.** The will do regular Facebook post of new materials and events during the year as well as keeping their webpage updated regularly.

**Outcome:** Patrons and friends of the library will be more aware of events and materials at the library.

**Activity: 3.** The library will maintain their library webpage weekly with new materials and information.

**Outcome:** Information and services about the library will have an online presence in a timely manner.

## III. Collection Development

### 1. Goal: to provide materials in a variety of formats which reflect the interests of patrons in the community?

**Objective:** To increase usage of materials by 10% and provide a variety of materials for patrons in different formats.

**Activity 1.** The library will do a community survey to evaluate services, programs and library hours.

**Activity 2.** The collection will be expanded annually to meet the demand for new fiction and non-fiction books for both adults and children. By adding at least 3% to the collection and increasing the materials budget by 15% to attend goal.

**Activity: 3.** The library will work to offer eBooks' and downloadable audios through Bridges and to publicize those materials on our website.

**Activity: 4.** The library will continually evaluate the physical collections to ensure that the space and budget allocated for each category matches user demand.

**Outcome:** Area residents will be able to obtain materials in variety of formats for lifelong learning and for pleasure and save money by not having to purchase.

#### IV. Facility and Technology-----

1. **Goal: to maintain the facility in good repair, with consideration given to necessary improvements, safety, accessibility for the physically challenged, and to provide a comfort and inviting place to visit.**

**Objective: Ensure library public spaces are accessible, well maintained, appealing, and reflect current priorities for space allocation.**

**Activity: 1.** An annual building inspection will be conducted each year of the facility to maintain good repair.

**Outcome:** This will help to keep the library in good repair and allow for budgeting for need repairs.

**Activity: 2.** The Library will continue phase II of the library renovation project by writing a grant to provide new flooring for the upstairs of the library.

**Activity: 3.** The library with the help of the city clerk write a grant to the Fayette County Community Foundation to help with funding.

**Outcome:** The Library will be continue to be a welcoming place to hold gatherings and provide space for programming for the community.

2. **Goal: to support and improve public access technology services.**

**Objective: the library will provide technical infrastructure needed to support library operations.**

**Activity: 1.** The library will do a yearly technology inventory for all patron and staff computers within each year.

**Outcome:** Information will aid in replacement and maintenance of all computers.

**Activity: 2.** The library tracks key measures about public technology services for planning purposes. The library will track Wi-Fi users and website visits by using software available through the State Library.

**Outcome:** Information will be used for State Library Annual Survey and help the library obtain funding for the service.

**Activity: 3.** The library will update internet speed through fiber optics provided free by Hawkeye Telephone Company.

**Outcome:** *Patrons will receive information at a more timely manner.*

**Objective: the library will have curricula for and provides regularly scheduled digital literacy training and staff trained to assist patrons.**

**Activity: 1.** The library will provide at least 2 programs on computer basics.

**Outcome:** patrons will learn technology skills to help them succeed in today's increasing digital world.

**Activity: 2.** Train all staff on devices available at the library and those owned by patrons.

**Outcome:** Staff will be better able to assist patrons on device use.

**Activity: 3.** The library will do the Edge Assessment provided through the State Library.

**Outcome:** The Assessment will aid in providing information for setting goals and activities for our long range plan in technology.

