

**Approved: 11/06/2023**

**Reviewed and/or revised:**

**2024-2029**

The Robert W. Barlow Memorial Library Board of Trustees, Staff and Library set forth the following Long Range Plan for the next five years with annual reviews and updates. The Plan is based on data from the Iowa Public Library General Information Survey (FY 2023-present), current data provided by the Iowa Data Center, SRP patron surveys, and the needs and interests of the community as viewed by the patrons, Library Board and Director. The Library Director and Board analyzed data from our current city and county population demographics, noting our over fifty-five and Latinx community members. We also looked at the data provided by the SRP survey 2023, noting the importance of our programming and rewards.

### **MISSION STATEMENT:**

**The Mission of the Robert W. Barlow Memorial Library is to support lifelong learning by responding to the community's need for information, encouraging a desire to read, and enriching the quality of life.**

### **GOAL #1 COLLECTION**

*Based on the needs, interests and demands of the community, the RWB Library will continue to purchase, in various formats, materials that are relevant, diverse & entertaining.*

#### **Objective #1:**

The RWB Library will look to maintain at least five monthly subscriptions of Large Print books from our LP provider. The addition of more subscriptions will be considered each FY, as budget allows. (FY 2023/24 – ongoing)

#### **Objective #2:**

The RWB Library will subscribe annually to various online resources that are available both statewide (i.e.: Bridges and all databases provided by the State of Iowa Library) as well as databases independent of the State Library. As budget allows, RWB Library will continue to fund Hoopla, Transparent Language and any other relevant databases (FY2024 – ongoing)

#### **Objective #3:**

Based on the increase in the Latinx population of the Iowa Falls area, The RWB Library will evaluate the Spanish Language collection circulation numbers on a quarterly basis. Materials will be added to the Adult and Children's Spanish Language collections, as determined by the

Library Director and as budget allows. Grants will also be utilized for material purchases. (FY2024 – ongoing)

## **GOAL #2 SERVICES**

*The RWB Library will seek to promote the library as a community information center with services and programs for the entire community.*

### **Objective #1:**

The RWB Library will continue to work with teachers in the IFA School District as well as any homeschoolers or day care providers. We will provide book tubs to teachers that request this service. The Youth Services Director will prepare the tubs or assist the teacher in selecting materials. The book tubs will be rotated every six weeks throughout the school year. Classroom and library visits by students will also remain a priority. The Youth Services department will also look to assist the Iowa Falls RIF program. (FY 2024 - ongoing)

### **Objective #2:**

The RWB Library will continue to provide engaging programs for adult patrons. The Library Director will plan to host one adult one-time program every quarter, as funding and public health measures allow. (FY2024 – ongoing)

### **Objective #3:**

The Youth Services Director will request to host a SRP program in the Spring/Summer for each IFA elementary class from Preschool to 5<sup>th</sup> grade using in person and virtual programs as health measures allow. Social media and the local newspaper will be used to promote upcoming Summer Reading Programs. (FY2024 – ongoing)

### **Objective #4:**

The RWB Library will use social media, the IowaFallsLib.com website and the myLibro app to promote materials and services. Social media posts will be made daily. (FY2024 – ongoing)

## **GOAL #3 EQUIPMENT/TECHNOLOGY**

*The RWB Library will seek to provide relevant and up to date equipment for the public and will strive to provide the most up to date technology possible.*

### **Objective #1:**

The RWB Library will replace all staff and patron computers on a rotating basis of every five years, as budget allows. (FY 2024, 2028)

### **Objective #2:**

The Library Director will research adding hot spot equipment for public use. (FY 24)

**Objective #3:**

The RWB Library will continue to promote the use of our 3D printer. We will search for a volunteer to host at least one 3D printer program a year as public health measures allow. A grant will be sought to replace the 3D printer. (FY2024 – ongoing)

**Objective #4:**

The RWB Library will strive to provide fast, reliable internet speeds for the public computers and Wi-Fi usage. The Library Director will negotiate each year with the current provider or new provider for the fastest speed available, as budget allows. (FY2024 – ongoing)

**GOAL #4 BUILDING**

*The RWB Library staff and board will strive to maintain a clean, tidy, safe and comfortable building and property. As the building ages, all means necessary should be taken to keep fixtures up to date, mechanicals maintained and the property well-manicured.*

**Objective #1**

The RWB Library and Board of Trustees will budget an annual inspection of the HVAC boiler system. An inspection of the HVAC Controller and Air Handling Units will be added to the budget on an every other year schedule, as budget allows. (FY2026, FY2028)

**Objective #2**

The RWB Library and Board of Trustees will look to update the audio/visual components in the community room (FY 2024)

**Objective #3**

The RWB Library and Board of Trustees will look to update the bathroom facilities in FY 2025. This includes the replacement of the original toilets, new flooring, new paper towels dispensers and larger waste receptacles. (FY2025 - ongoing)

**Objective #4**

The RWB Library and Board of Trustees will look into adding solar panels to the roof when the roof replacement is complete (FY 24/25)

**GOAL #5 ADMINISTRATION/STAFF**

*The RWB Library will strive to maintain and further develop staff professional skills to sustain professional relationships between the staff, the Board of Trustees and the patrons we serve.*

**Objective #1:**

Through the State Library Services and other educational services, the RWB Library will support all staff in their pursuit of continuing education. Collaborating with other libraries and librarians is a priority. Online classes and meetings with other regional librarians will be available to all staff members. The Assistant and Circulation Librarians will maintain their certification through CE classes. The Library Director will achieve the required CE credits to maintain the Public Library Director certification from the Iowa Library Services. (FY2024-ongoing)

**Objective #2:**

The Library Director will do at least one staff development day per year. Staff meetings will be held when issues and events arise. Monthly emails will be sent to staff, updating on relevant issues. Weekly staff meeting will be held for full time and daytime employees. (FY 2024 – ongoing)

**Objective #3:**

The Library Director will advocate for adequate funding and support from the City of Iowa Falls and maintain open and accessible relationships with city officials. The Library Director will attend city council meetings at least once a quarter as health measures allow. (FY 2024 – ongoing)

**Objective #4:**

The Library Director will advocate for adequate funding and support from Hardin County and maintain open and accessible relationships with county officials. The Library Director, along with the Hardin County Library Association, will present annually to the Hardin County Supervisors requesting county funds for the RWB Library budget. (FY2024 – ongoing)

**Objective #5:**

The RWB Library Director and Board of Trustees will work towards seeking grants and alternative/additional means of funding for the collections and services. The Library Director will work with board and staff to apply for at least one grant each fiscal year. (FY2024 – ongoing)

**Objective #6:**

The RWB Library Director and Board of Trustees will continue to advocate creating a fourth full time librarian position. (FY2024 – ongoing)