

Gutekunst Public Library



Long Range Plan

Adopted January 2017

Mission Statement

The heart of the community, satisfying lifelong curiosity

Trustees

Michelle Wubben Wilkinson, president

Todd Meyer, vice-president

Donald Goodman, treasurer

Jackie Barnes, secretary

Pat Kifer

Buffi Honeck

Mardy Cagwin

Mara Edler, library director

Selected service responses from community surveys

*Know your community: community resources and services

*Visit a comfortable place: physical and virtual spaces

*Create young readers: early literacy

*Satisfy curiosity: lifelong learning

Goal #1

State Center residents will have a central source for information about the wide variety of programs, services, and activities provided by community agencies and organizations.

A. Maintain an updated website

- a. The director will update the library website calendar monthly with library programs.
- b. The director will attend one website work session sponsored by the State Library of Iowa annually in order to learn new techniques in website design.
- c. The director will contact the city to link the library website to the city website by February, 2017.

B. Serve as a contact point for community and civic resources

- a. The board will allocate funds for the purchase of a large physical bulletin board to be installed in the library for the advertising of school, civic organization, and city activities by January, 2018.
- b. The board will allocate funds for the installation of a wall-sized chalkboard calendar for the advertising of library programs and activities by January, 2018.
- c. The librarians will maintain the bulletin and calendar advertising on a weekly basis.
- d. The director will contact city hall and compile information on various city services and civic organizations by January, 2019.
- e. The librarians will prepare welcome packets of compiled information for new residents to be distributed at city hall by March, 2019.
- f. By July, 2017, the director will contact city hall to offer to maintain the electronic city information sign, updating it weekly with school, library, and city information.

C. Provide a forum for an informed electorate

- a. The director will organize a public meet and greet for citizens running in local school board elections in election years, beginning in the fall of 2017.
- b. The director will organize a public meet and greet for citizens running in local city elections in election years, beginning in the fall of 2017.

D. Provide an historical archive of State Center residents

- a. The director will create a Youtube channel, linked to the library website, for the archiving of interviews with local residents by January, 2017.
- b. Community members will conduct interviews with a dozen various citizens by June, 2017.
- c. The director will upload the interviews to the Youtube channel by July, 2017.
- d. The director will present recommendations for subscription to Ancestry.com to the board by March, 2018.

Goal #2

Area residents will have a safe and welcoming physical place to meet and interact with others, or to sit quietly and work independently. They will have open and accessible virtual spaces that support networking.

A. Construct ADA compliant building expansion

- a. The board will work with the architect to direct the bid-letting process in January, 2017.
- b. The board and director will oversee the construction process, to include an elevator, to to completion by December, 2017.
- c. The director will oversee the fundraising campaign to completion by December, 2017.
- d. The board will authorize the expenditure of funds to complete the process by December, 2017.

B. Provide public space for meetings, programming, and quiet study

- a. The board will work with the architect to develop design to incorporate designated spaces by January, 2017.
- b. The board and director will oversee the construction process to completion by December, 2017.
- c. The board will authorize the expenditure of funds to complete the process by December, 2017.

- C. Provide and maintain an environment that is comfortable and welcoming
 - a. The director will present recommendations by April, 2017 for new lounge furnishings to be installed in the new construction.
 - b. The board will allocate funds for the purchase of new furnishings by October, 2017.
 - c. The director will purchase a coffee station for installation in the new construction by October, 2017.
 - d. The staff will maintain and supply the coffee station in an ongoing manner.

Goal #3

Children from birth to five will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen.

- A. Provide a storytime targeting pre-school children
 - a. Library staff will employ the Very Ready Reading program to develop a weekly half-hour program during the school year.
 - b. Library staff will conduct an annual survey each August to determine the best times to offer weekly sessions.
 - c. Director will compile information on 1000 Books Before Kindergarten initiative by September, 2017.
 - d. Library board will allocate funds for purchase of 10 new titles each month for the Children's collection beginning in January, 2018.
 - e. Director will advertise new initiative through local pre-schools and daycares.

- B. Provide an infant storytime program
 - a. Library staff will employ the Very Ready Reading program to develop a monthly 15-minute program for babies during the school year.
 - b. Library staff will conduct an annual survey each August to determine the best times to offer monthly sessions.

- C. Provide outreach services to community daycare providers and families
 - a. The director will obtain approval from the board to purchase bags and materials for circulation by June, 2018.
 - b. Library staff will contact local daycare providers in writing by August, 2018.
 - c. Library staff will develop programs and create book collections for circulation by September, 2018.

- D. Provide age-appropriate opportunities for digital learning
 - a. The director will present recommendations for AWE Digital Learning Station purchase to the board for approval by June, 2018.
 - b. The board will authorize purchase and installation of station in August, 2018.

Goal #4

Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.

- A. Offer adult programming options
 - a. The director and library staff will evaluate current library and social trends in an ongoing manner.
 - b. According to current trends, the library staff will offer at least one adult program each week, beginning in August 2018.

- B. Raise awareness in the community of digital resources
 - a. The director and staff will produce flyers that advertise e-library resources, including Zinio, Bridges, EBSCO databases, and Learning Express offerings by September, 2017.
 - b. The director will reference e-library offerings in weekly newspaper columns.
 - c. The director and staff will offer programs to civic organizations about e-library offerings beginning January, 2017.

C. Maintain a current collection of materials for reading, viewing, and listening

- a. The staff will continue to consider patron requests for materials.
- b. The staff will weed and add to the collection at a rate of 3% annually.
- c. The staff will eliminate outdated formats in the collection, as evaluated annually.

D. Develop a lending closet for circulation

- a. The staff will consider patron requests to determine items of interest.
- b. The director will present recommendations for purchase of items such as tools, folding tables, canning equipment, etc. to the board for approval beginning in January, 2019.
- c. The library board will allocate funds for purchase of closet materials in the spring of 2019.
- d. The director and library staff will develop circulation procedures for closet materials in the spring of 2019.