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# Long Range Plan 2019-2025

Prepared by the Planning  
Committee Approved/  
Adopted 12-2019



## Planning Committee

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## Introduction

This plan will help guide the development of the Fayette Community Library for the next five years. The plan was developed under the guidance of the planning committee by referencing city surveys and action plans. 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 to develop specific activities and make changes needed to carry out the intent of the plan.

## Community Needs Assessment as seen by the Planning Committee

- Need for additional appropriate housing
- Additional ways to support the diversity of the community
- Need for expanding community communication opportunities
- Continuing support for public safety
- Revitalizing business and employment opportunities
- Encouraging cultural growth to bridge the gap between the community and Upper Iowa University
- More structured activities/programs, including recreation, for all ages that encourage social interactions
- Better supported volunteer opportunities and programs

## Community Vision as Determined by the Planning Committee

In response to the community needs identified above, the planning committee has proposed continuing to follow this Vision Statement for the community:

"Our community will offer education, social, recreational and entertainment opportunities in a safe and flourishing environment. This vision will be sustained by a competitive and dedicated workforce in a community that embraces a diverse population".

## Library Mission

Keeping in mind the community needs, the planning committee has proposed to keep the following Mission Statement for the Library:

"Our mission is to make available materials, services, and programming to encourage the pursuit of knowledge, the excitement of learning, and the enjoyment of leisure time. Each patron will have access to information, materials, and technology in a variety of formats."

The people of Fayette will:

- Benefit from diverse resources that provide leisure activities and promote lifelong learning, resulting in an enhanced quality of life and a more informed citizenry
- Have equitable access to technology and training needed to participate in the global community
- Find resources, support and encouragement for formal and informal education resulting in a more productive and satisfying educational experience
- Discover that the Library is a safe, inviting and welcoming place that appreciates and celebrates the unique diverse cultural heritage of the community for all

## **Goals, Objectives and Activities:**

### **I. ADMINISTRATIVE AND FISCAL MATTERS:**

**Goal: Maintain State Accreditation and promote good relations with the city, county and state officials.**

#### **Objectives:**

**The Library will continue to meet standards for state accreditation.**

#### **Activities:**

1. The Board will review sections of the policy handbook each year.
2. The Library Director will take continuing education courses to keep her certification.
3. The Director and/or Assistant Librarian will attend as many conferences, workshops, and continuing education activities as funds allow.
4. The Long Range plan will be reviewed yearly and an updated action plan will be developed.

**The Library will continue communications with city, county, and state officials to align goals.**

#### **Activities:**

1. The Director's report and board minutes will be given to the city council each month.
2. A presentation to the Board of Supervisors will be made annually along with the Fayette County Library Association.
3. Director and board members will be encouraged to attend County and ILA Legislative meetings.

**The Library's Finance Committee and Director will work with the City's Finance Committee each year to provide funding for the library.**

#### **Activities:**

1. The Finance Committee will meet and provide recommendations to Board annually.
2. Meetings with the Finance Committee, Director and City Administrator will be held to make budget and budget management more of a priority.

**The Library will work with "The Friends of the Fayette Community Library" to promote the use of Library services, to supplement the annual Library budget, and to support fundraising efforts.**

#### **Activities:**

1. The Vice Chair will serve as liaison to the Friends group and will attend Friends meetings.
2. All board members are encouraged to join the Friends of the Fayette Community Library.
3. The Director and Vice Chair will work with the Friends to develop an annual budget.
4. Current fundraising and new capital project opportunities will be explored as a joint effort with the Library Board of Trustees and the Friends group.

### **II. COLLECTION DEVELOPMENT:**

**Goal: Make available material, services, programming and technology in a variety of formats to encourage the pursuit of knowledge and the joy of learning.**

#### **Objective:**

**The Library will continue to offer and promote quality collections that inform, enrich and entertain patrons of our diverse community.**

#### **Activities:**

1. The Library will continue to keep the collection weeded and updated.
2. New materials will be promoted through the library website, social media, text messages and posters.
3. A monthly article will be submitted to a public forum, newsletter or newspaper.

4. The Library will identify and add new materials offered on new technologies such as e-books, and databases offered through the library website.

### **III. PROGRAMS/ SERVICES and PUBLIC RELATIONS:**

**Goal: Offer high quality programs and services that reflect community interests and needs.**

#### **Objectives:**

**The Library will continue to offer high quality programming and services for all ages.**

#### **Activities:**

1. The library will continue to work cooperatively with schools and child care facilities to provide quality children's programming and supplement their personal collections.
2. The Library will continue to offer outreach to patrons not able to visit the library, including servicing adult care facilities and offering home deliveries.
3. The library will provide "lifelong learning" experiences through adult programming, working with other local entities to offer enrichment through volunteering and hosting book discussion.
4. The Library will work with the University library to promote cooperative programming and usages of both facilities to increase the impact libraries make on a community.

**The Library will provide an educated staff to anticipate and meet varied expectations of our patrons and help to create a satisfying work environment.**

#### **Activities:**

1. The Library will continue to work toward the hiring and retention of well qualified staff.
2. Procedures will continue to be reviewed and updated regularly.
3. Job position competencies will continue to be evaluated on a regular basis and positions will be rewritten to align with library needs on the basis of worker strengths and weaknesses.
4. The Director will regularly communicate to all staff and volunteers any operational changes approved by the Board.
5. The Library will provide training that enhances the staff's ability to deliver excellent service through trainings and conferences as funds allow.

**The library will offer a safe and flourishing environment by ensuring building, furnishings, and equipment are well maintained and accessible.**

#### **Activities:**

1. The Library will provide an environment that is clean, welcoming and safe by continuing to improve entrances and bathroom facilities for safety and accessibility.
2. The Library will continue to renovate the meeting room into a more usable space for library, civic and community functions as funds allow.
3. The Library will strive to offer more non-standard items and services to attract more use of materials and facilities.

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

#### **Activities:**

1. The Library will continually update and replace hardware and software to stay current with patron needs.
2. More currently owned devices will be put into the regular collection for patron use.
3. The Library will explore obtaining other technologies to assist staff and patrons gain access to and learn from emerging trends in the global community.