

Reed City Area District Library: A Three (3) Year Plan for 2025 to 2028

Category 1: GOVERNANCE AND ADMINISTRATION

1.1 Maintain Strong Relationships between RCADL and district partner boards

Actions	
	a. Trustees/liaisons attend township and city council meetings in Spring and Fall
	b. Provide townships and City Council with annual strategic Plan Updates
<i>Notes:</i> SP Meeting 9/24/2024 - Reach out to Lincoln Twp Email Sent about Representatives 12/10/2024	

1.2 Maintain RCADL's Policy Manual

Actions	
	a. Adopt updates, initial review completed in 2024
	b. Additional updates to be completed every two years (2026, 2028, 2030, etc.)
Time Line:	Annually
<i>Notes:</i> Reviewed September 2024	

1.3 Participate in relevant Library of Michigan and Mid Michigan Library League activities

Actions	
	a. Staff and trustees to attend relevant conferences and meetings throughout the year
	b. Funds to be set aside in budget for expenses
Time Line:	Ongoing
<i>Notes:</i>	

1.4 Maintain a balanced budget

Actions	
	a. Review budget status at Board meetings
Time Line:	Ongoing
<i>Notes:</i>	

1.5 Review and update Board By-Laws

Actions	
	a. Adopt updates, initial review completed in 2024
	b. Additional updates to be completed every two years (2026, 2028, 2030, etc.)
Time Line:	Annually
<i>Notes:</i> Board Evaluation completed Jan 2024	

1.6 Review and evaluate status of RCADL's three (3) year plan

Actions	
	a. Review strategic plan progress quarterly at board meetings
	b. Strategic Planning Committee to continue meeting twice a year
Time Line:	Biannually
Notes:	<i>Plan 2 meetings in 2025</i>

1.7 Update and maintain accounting practices

Actions	
	Currently Under Determination
Time Line:	Ongoing
Notes:	<i>Currently utilizing Quickbooks advance and bookkeeping services to create account for library. Would like to stop doing expense report and do quick report with monthly financials and the accrual information as well.</i>

Category 2: PERSONNEL AND HUMAN RESOURCES

2.1 Staff the library for maximum efficiency and continuity

Actions	
	a. Continue to assess needs for additional staffing
	b. Continue to research funding possibilities to support expanding staff
Time Line:	Ongoing
Notes:	<i>Get staff into Library Sciences and Services - provide additoinal education opportunities. Provide TIME for educational opportunities. 9/2024 Hired Gavin and Julia 12/2024 Julia Left via Michigan Works Program</i>

2.2 Provide ongoing professional development opportunities for paid staff

Actions	
	a. Virtual and in person workshops and conferences
	b. Develop a plan or schedule for regular/routine training
Time Line:	Ongoing
Notes:	<i>Cindy and Abby attended Free in-person MeL online resrouces training October 2024</i>

2.3 Recruit, train, and recognize library volunteers

Actions	
	a. Hold annual volunteer recognition event
	b. Develop volunteer orientation package
	c. Recruit and maintain new volunteers annually

Time Line:	Ongoing	Annually	
<i>Notes:</i> Cindy prepared Christmas gifts for volunteers this year Recognition and appreciate of and from Friends good idea			
2.4 Conduct annual service evaluations with staff			
Actions			
	a. Director to review staff members annually in May/June		
Time Line:	Annually		
<i>Notes:</i> Evaluations completed at end of FY to determine raise eligability. Constructive Criticisms given during year. Annual reviews completed June 2024.			
2.5 Conduct annual Board of self-evaluation			
Actions			
	a. Meet annually to evaluate Board via outside tools and resources		
Time Line:	Annually		
<i>Notes:</i> Annual Board Evaluation Completed Jan 2025 by Kristie Feguer using resources via ALA and United for Libraries Association of Library Trustees, Advocates, Friends, and Foundations. The Practical Guide to Board Self Evaluation was used.			
Category 3: SERVICES TO THE PUBLIC			
3.1 Continue to assess patron needs			
Actions			
	a. Patron suggestions box		
	b. Conduct community survey online and by hard copy at the library to be conducted every two years (last completed Spring 2024)		
Time Line:	Ongoing	Biannually	
<i>Notes:</i>			
3.2 Expand services and information for community members with special needs			
Actions			
	a. Information posters		
	b. Braille and talking book library		
Time Line:	Ongoing		
<i>Notes: Donation for \$1500 made my Sanda Sikkila whos husband utilized library resources for the blind - donation recieved December 2024 Use dono for more audiobooks/large prints/ and signage?</i>			
3.3 Expand community programming and special group activities			
Actions			
	a. Continue to expand the summer reading Program (SRP)		

	b. Further explore partnership with RCAPS
	c. Continue to offer new, relevant community programs annually
	d. Explore mobile delivery to senior center and/or home delivery for homebound patrons by 2024

Time Line: Ongoing

Notes:

3.4 Increase services offered to District and Contracted service areas

Actions	
	a. Bring on contract libraries as full partners if possible by 2028
	b. Add additional township members as possible by 2028
	d. Reinstate Hersey as a District partner

Time Line: Ongoing

Notes:

3.5 Assessment of Collection

Actions	
	a. Inventory collection
	b. Assess collection for circulation use, wear and tear, relevency, and diversity
	c. Weed the collection as necessary (see also: Goal 5.1).
	d. Add to collection focussing on updated information, trends, and diversity and inclusivity

Time Line: Ongoing

Notes: Continued by Cindy and I. Staff will run inventory of sections during winter 2024/2025. Weeding will be done as necessary. Additions to collections focus on updated non-fiction materials especially for children. Purchase requests will be fulfilled as they arise from patrons.

Category 4: PUBLIC RELATIONS

4.1 RCADL Outdoor Sign

Actions	
	Till 2025

Time Line: Ongoing

Notes:
Quotes will be obtained after parking lot project is completed

4.2 Continue to maintain communications with the public

Actions	
	a. Advertise library workshops and events via media and the website
	b. Create and maintain patron email list to distribute monthly program calendar
	c. Display signs in partner townships and around Reed City

Time Line: Ongoing

Notes:

The library works to provide warm and welcoming service. Megan and I make point to work alongside community and not against them. We send thank you cards to everyone after every event, etc... The library shows gratitude and contacts the press. We try to be a positive and prominent part of the community! We post very regularly on the facebook and instagram and on our website. I end out emails and we post the calendar. More phsyical signage around town may benefit us

Category 5: FACILITIES AND EQUIPMENT

5.1 Continue to assess interior layout of library to better accommodate growing collection and patron needs

Actions	
	a. Continue collection weeding process by staff
	b. Walk through to evaluate layout of collection

Time Line: **Annually**

Notes:
 Inventory and weeding planned for slow months this winter
 Layout changes as determined by growing collection

5.2 Conduct annual review of physical grounds and landscape

Actions	
	a. Walk grounds and assess every Spring
	b. Walk ground and assess every Fall

Time Line: **Biannually**

Notes:
 Building meeting completed Fall 2024 by Megan, Lyndsey, and Shay at the beginning of October. Gutters/power washing wall/and parking lot were discussed.

5.3 Conduct annual maintenance of exterior, interior, and outdoor areas

Actions	
	a. Develop back yard into an engaging learning space
	b. Develop side yard
	c. Remove pinetrees and stumps

Time Line: **Ongoing**

Notes:
 Tree removed by Steve back side of building. Parking Lot in Progress. Would like back area to be park of sorts in the future - will be determined by board and staff at later date

5.4 Continue to assess library square footage and possibility of expansion needs in future

Actions	
	a. Consider expansions after loan is satisfied within ten years - approx. by 2034

Time Line: **Ongoing**

Notes: Loan Paid December 2024

Category 6: TECHNOLOGY

6.1 Update and maintain website design and functionality

Actions	
	a. Work with peer libraries to stay current on website development and trends

Time Line: **Quarterly** **Ongoing**

Notes: Website Updated September 2024

Staff e-resources training completed October 2024
Ongoing

6.2 Write a Library Technology Plan that addresses upgrading service and replacement of equipment on a regular basis

Actions	
	a. Staff will develop and maintain a Technology Plan and present to Board Annually
Time Line:	Annually

Notes: Hot spots, e-rate
Need to determine if I have time to put this together - Board needs to make assessments as well based on what we discuss