



Email: info@emmetsburg.lib.ia.us
www.emmetsburg.lib.ia.us

707 North Superior Street
Emmetsburg, Iowa 50536
Phone (712) 852-4009

Long Range Plan

Outline of Goals and Objectives

2022-2027

Mission Statement: "The Emmetsburg Public Library will provide space, materials, technology, and programs for all ages to use for their intellectual and cultural enrichment."

In October 2022, the library trustees and director engaged Jamie Neff from Palo Alto County Extension and Outreach to present about community visioning activities that she and her agency helped facilitate in the Summer of 2021. Emmetsburg was one of ten communities statewide that participated in the 2021 Iowa's Living Roadways Community Visioning Program.

Neff highlighted several of the project concepts that were generated. She also distributed copies of the Final Report and Feasibility Study. The study data and community vision concepts helped to inform this Long Range Plan.

Genealogical Services

GOAL #1: To maintain and further develop the genealogical collection and services of the Emmetsburg Public Library.

Objective #1: The library staff shall assume full management of the Genealogy Room from the Genealogy Society and shall undertake actions to better manage the collection housed there and to make it more accessible.

Activity #1: The library staff shall weed the entire genealogy collection with the goal of reducing the collection size. Particular preference will be given to items of local interest (or produced locally) over items readily available elsewhere.

Activity #2: The library staff shall complete the reclassification of the genealogy collection from a locally derived, accession-based system to Dewey Decimal Classification. Materials

shall be created to highlight the location of commonly consulted materials to help train staff.

Activity #3: The library staff shall inventory the genealogy collection and verify that its holdings are accurately reflected in the SILO Locator and in WorldCat.

Activity #4: Locally produced items in the Genealogy Collection that are in 3-ring binders shall be evaluated for replacement based on their proper size, appearance, and suitability of their bindings. Where practical, other binding options may be explored.

Activity #5: The library shall maintain an apparatus for the viewing of microfilm in the room with the capability to make prints of the images. All staff shall be trained in the operation of this apparatus.

Objective #2: The library shall work toward the creation of a genealogically significant database using original local records.

Activity #1: The library staff and/or trained volunteers shall begin digitally photographing volumes of the original tax records. The images will be evaluated for quality before original volumes are discarded. Also, backups (onsite and on a cloud service) will be made prior to the discard of the originals.

Activity #2: The library staff and/or a hired person or firm shall create an online digital collection using software such as Omeka for the images to be displayed.

Activity #3: Trained volunteers and, as time will allow, the library staff shall transcribe and index names found on the records to facilitate their location in the digital collection.

Activity #4: The library staff shall evaluate other unique local documents in the library's possession for inclusion in the digital collection.

Reader's Advisory Services

GOAL #2: To improve browsing the Fiction section of the library and Reader's Advisory service.

Objective #1: The library staff shall reorganize the Fiction section of the library to facilitate more efficient browsing.

Activity #1: The library staff shall weed the Fiction section with the intention of reducing the collection size.

Activity #2: The library staff shall consolidate the Fiction section with the separate genre sections Mystery and Sci-Fi/Fantasy.

Activity #3: The library staff shall conduct a thorough relabeling program:

- a. Apply redesigned spine labels to the entire Fiction collection that provide far more information than the current paradigm.

b. Apply genre labeling using a scheme that includes over a dozen different genres in tandem with the new spine labels.

Activity #4: The library staff will devise a way to centrally trace series holdings, possibly utilizing an instance of Koha to host series authority records.

Objective #2: The library staff shall place a renewed emphasis on providing quality reader's advisory services.

Activity #1: The library staff shall receive education in identifying and recommending various genres, including all the genres in the new labeling paradigm. An interpretive aide shall be created to assist browsing patrons.

Activity #2: The library shall maintain a subscription to NoveList, and all library staff members shall be trained in its use.

Activity #3: At least once per year, each staff member shall create a display bringing together items relating to a theme.

Activity #4: The library shall establish a GoodReads account, and each staff member shall, at least once annually, post a review of a book for patrons.

Youth Services

Goal #3: To encourage academic and literacy success among children through collection development, services, and partnerships with other agencies.

Objective #1: The library shall partner with community organizations to provide programs that fulfill community needs.

Activity #1: The library shall offer summer reading programs for young children, tweens, teens, and adults. These programs shall include no fewer than two presentations from community/outside organizations.

Activity #2: The library shall offer monthly (as an average of the yearly total) tween/teen programs with involvement from an outside organization.

Activity #3: The library shall maintain an active presence in local organizations to promote/seek programming and outreach.

Activity #4: The library shall encourage academic success by providing after-school homework help and online tutoring resources.

Activity #5: One afterschool program per week shall include a life-skill lesson such as food preparation.

Objective #2: The library shall increase partnerships with the local school system to remain engaged and knowledgeable with the local education system and curricula.

Activity #1: The library staff shall make weekly elementary school visits throughout the school year.

Activity #2: The library staff shall make monthly visits to the Middle School and High School to highlight a section of the collection as applicable to their respective curricula.

Activity #3: A library staff member will attend a school board meeting, both public and non-public, at least once per year to gain knowledge and investment in the literacy outcomes of the community.

Activity #4: A library staff member will seek to be on the Preschool Parent Advisory Committee.

Activity #5: The library will undertake a level labeling program employing a scheme commonly used in local schools.

Objective #3: The library shall undertake a focused acquisition and weeding project to refresh the children's picture book collection and to provide new materials aimed at academic and literacy success.

Activity #1: The Youth Services Director shall monthly select five books for replacement based on their popularity and the wear of the copies in the collection.

Activity #2: The Youth Services Director shall, yearly, conduct a thorough weeding of the children's formats with particular attention to the condition of the items.

Activity #3: Library staff responsible for selecting materials shall remain up-to-date with current reading trends. Staff shall complete at least one continuing education course related to collection development per calendar year. This includes, but is not limited to: author talks, book talks, and upcoming release webinars.

Activity #4: The library shall purchase materials quarterly to meet the academic needs of school-age children. Library staff shall form a relationship with the local school system to identify academic needs and provide support materials.

Activity #5: The library shall continue to develop materials for checkout (such as kits). STEM materials will be developed for all ages to encourage academic success in areas other than literacy.

Goal #4: To incorporate at least one of the five skills taught in the Every Child Ready to Read (ECRR) program in all youth programming.

Objective #1: Librarians shall make a point to produce youth programming that includes at least one of the following skills: talking, reading, writing, playing, and singing.

Activity #1: The library shall offer a year-round infant and toddler storytime that includes parental involvement in literacy. These storytimes shall include all five skills taught through ECRR, and parents shall receive no fewer than two literacy tips per session.

Activity #2: The library shall offer twice yearly workshops for parents and caregivers utilizing the ECRR curriculum.

Activity #3: The library shall provide and maintain literacy kits that encourage patrons under 5 to learn letters, letter sounds, sight words, and phonics. These kits will range in level from pre-writing skills to national second grade reading standards.