

IRAL: Action Plan 2024

What	Who	Date Complete	Notes/Follow Up?
COMMUNICATION & MARKETING			
Create & implement after-program surveys	KR/SL	Ongoing	Still need to create after-program surveys for regular programming; SRP surveys were created and sent out to participants after SRP 2024
Continue mailing quarterly newsletters, updating mailing for current addresses & P.O. boxes	KR	11/18/2024	February, May, Aug, & Nov newsletters submitted & mailed to local zip codes
LITERACY			
Create & implement 1000 Books Before Kindergarten program	KR/LE	9/1/2024	Program launched September 2024; reading logs, "brag tags", pamphlets, free books, & prize bags ready to go- KR & LE
Weed cataloging shelves in office	Staff	10/1/2024	Books are completed and only those left are planned for cataloging with sticky notes identifying vendor, physical location, and other relevant info on each title
Finish inputing Lexiles for YA section	TS	4/6/2024	Will continue Lexiling all new titles
Evaluate Reference Section	KR/TS/SL	Ongoing	Began evaluation; will continue in 2025
Investigate programs & LoT Kits for people with memory loss	KR/LE	Ongoing	Currently evaluating Memory Kits - requesting funding from Lions Club
PARTNERSHIPS			
Explore opportunities for new partnerships with community organizations	KR	12/31/2024	Cheboygan County Humane Society "Cat Yoga" in June & July, LTTB and Sturgeon River conservancy efforts (Aug), Burt Lake Band of Indians July presentation, Headwaters Conservancy outdoor program in Sept
Build partnership with McLaren to offer health programs: ideas- Alzheimer's support, heart health, hospice care, etc.	KR/SL	8/30/2024	Hosting "Navigating Healthcare/Entering Retirement" Presentation in October; Health Fair scheduled for May 2025
Create masterlist of all current partnerships	KR	10/31/2024	Will be updated as needed on a regular basis by Kelsey
Continue working with volunteers to provide wider variety of programming	Staff	Ongoing	Began new program with volunteers- Music & Movement for Wigglers near beginning of June; hosted events with nonprofit organizations free of charge
Strengthen relationship with Inland Lakes High School - tours and/or programs (in-house or at the school)	TS	10/7/2024	Met with Beth Fairbanks & Director in August to set up regular programming that will include visits to ILS high school; Tours for 6th grade & kindergarten in October 2024
RESOURCES			

Build initial Library of Things Collection	KR/LE	5/5/2024	LoT Collection launched officially in May with Birding Backpack, VR Reading Kit, and hotspots currently available- working on moving puppets back into circulation in Children's Area - KR
Investigate useage & relevance of current digital resources to the community	KR/SL	8/1/2024	After investigation, Ancestry Library Edition is the least-utilized digital resource and subscription ended 8/1/2024
Weed YA Fiction, Nonfiction, & Graphic Novel Sections	TS	4/6/2024	YA Fiction weeding completed, Nonfiction and GN sections will be weeded in the fall/winter
Build awareness & increase useage of digital resources offered	Staff	Ongoing	A digital resource highlight blurb now in mailed newsletters (one resource focus per quarter); Sept-April with a class to highlight a digital resource each month - Mango Languages in March (3/8), ASLDeafined in April (4/5), Creativebug in October
SERVICES			
Re-organize & update signage for JE Holiday Section	LE	12/14/2024	Loretta organized JE Holiday Section and re-labeled all holiday books for consistency & clarity
Begin providing public notary services	KR	7/16/2024	Policy, notary supplies, and surety bond completed; Active notary as of 7/16/24
Replace current computer configuration station to fit more devices & increase privacy for patrons	KR/LE	Ongoing	Plan to review in FY 24-25 after July 1; due to funding, will revisit in 2025; did add the Mac desktop computer in the current computer configuration 11/28/2024
Increase teen programming: ideas - Creative Writing Club or event, Art Club, Journalism Club, Public Speaking	TS	8/1/2024	Launched Teen/Tween Clubs every Wednesday from 2:30-4 PM with four rotating clubs: 1st week is Pokemon/Anime Club; 2nd week is Art Club; 3rd week is Video Game/Board Game Club; 4th week is "Wild Card"- changes monthly
Reseal or replace Emergency Exit Door	KR	Ongoing	Will be included as a project in Building Grant
Staff training on defibrillator, First Aid, & CPR	KR	4/11/2024	Trained for CPR (adults and babies), First aid (bleeding, lightning, seizures, broken bones, etc.), Narcan, and allergic reactions (Epipen)- staff in attendance incl. KR, SL, TS, and GM - need certification every 2 years
Implement at least one staff in-service day to provide training to staff - ideas incl. IRAL devices, customer service, emergency prep, etc.	KR	8/30/2024	Dedicating one hour per staff meeting to review new policies; SL & KR attended Book Repair Workshop hosted by NLC & Demco on 5/7/24; Book Repair training in the works for rest of circulation staff; staff in-service planned for February 2025