

## IRAL: ACTION PLAN 2025

What	Who	Date Complete	Notes/Follow Up?
<b>COMMUNICATION &amp; MARKETING</b>			
Create & implement annual services survey to identify relevant services & opportunities to improve	KR	12/17/2025	Created a variety of different surveys using templates provided by Project Outcome via the ALA website for both immediately after a program and following up a program 4-6 weeks later. Will begin implementation in 2026.
Update signage for JE holidays	KR/LE	12/9/2025	Ordered and replaced holiday signage for 6 holidays with plastic signs from Demco. Will replace other holiday signage as more signs become available from Demco.
Investigate other methods to share Library news & events without local newspaper	KA/LE	12/17/2025	Staff brainstormed and created list of places where we can share Library programming in the local area - will reach out to organizations that can help share IRAL info in 2026. Some items on the list include senior centers, GLOW Community Center, NEMSCA, among others.
<b>LITERACY</b>			
Investigate community usage of Reference section and decide if necessary in collection	KR/SL	11/6/2025	No circulation on any items; all books were outdated with publication dates between 1985-2008. Decided to weed outdated collection to make more space for current books. Will be keeping two books as Reference for patrons- both about local Indian River history.
Review circulation usage of CD collection and decide if necessary to keep collection active	LE/MC	11/12/2025	Circulation averaging between 1-3 times within eight years, many items with no circulation at all or only circulation in ILL (Mel). Decided to weed collection to make more space for children's area items.
Establish year-long weeding process for Library collection	KR	11/5/2025	Created Weeding Schedule for Library collection; to be implemented beginning Dec. 2025
Increase STEM & STEAM collection & programming	LE/KA	12/9/2025	6 new STEM/STEAM kits have been added to the Library of Things collection.
Reorganize Graphic Novel section	KA	Not completed	Will be addressing this project in 2026 after installing new YA shelf dedicated to Graphic Novel section. Shelf dividers and labels have been ordered via Demco to separate section by type of graphic novel (i.e., graphic novels, manga, and comics).
Research options and order new shelf for YA area to allow space for increasing YA graphic novel and fiction collections	LE/KR	12/17/2025	After cost comparisons, put in formal order request for shelving from Demco. Furniture should arrive sometime early 2026.
Revise workflow for Summer Reading Programs to increase participation and completion of program	LE/KR	7/19/2025	Total statistics: 140 people registered for the program; 51 completed and returned their sheets. Last year, only 21 finished so we have more than doubled our stats. A survey was sent out to patrons signed up for our e-newsletter, including those who did not participate in SRP, and there was very positive feedback regarding our format, simplicity of tasks to complete, and optional crafting prompts.

Relocate J DVDs collection	LE/KR	11/10/2025	Relocated section to shelving across from general DVD section to allow for easier browsing. The opened space allowed staff to move entire Board Book collection under Children's Area window in one place. Top of shelf under Children's Area window will now be a rotating display of monthly titles, featuring regular books that do not receive as high circulation.
Finish inputing Lexile Levels for JE, J	LE/MC	11/7/2025	The staff plans to weed these areas first, then lexile the remaining items in the collection in 2026.
<b>PARTNERSHIPS</b>			
Work with COP-ESD to provide programming for early literacy caregivers - ideas incl. family planning, pregnancy, adoption, child health	KR/LE	11/6/2025	These programs were funded via Great Start Collaborative, which had its funding cut completely by MI on Oct. 7th. Will need to re-evaluate who to partner with to host these kinds of programs with the Library.
Work with local clubs to establish programming and services for all ages (especially support for people with disabilities)	KR/KA/SL	11/11/2025	Kiwanis Club partnership provided Summer Movie Night at Cooperation Park for children in July; donated popcorn holders shaped like cars to fit theme. Women's Club and BLPA both donated towards Reading Garden project. Lions Club planning to donate amount of money towards purchasing memory kits for patrons with memory loss in 2026.
Establish a regular Library presence at local schools	KA	11/11/2025	Due to construction at the Inland Lakes Middle/High School, will be postponing this effort until fall 2026.
Work with Friends group to create a Seed Library in Book Sale room	KR	4/15/2025	Seed Library established and organized in Book Sale Room; collecting seeds during Spring and Fall Plant Swap programs & through One State, One Seed state-wide program
<b>RESOURCES</b>			
Investigate resources for blind patrons- Braille books as an idea	Staff	5/23/2025	National Braille Books Library as resource for blind patrons to access materials
Increase computer station area with one more desktop computer	KR	9/3/2025	Patron donation covered purchase; computer set up and installed in main computer configuration station
Establish a separate section for children's Library of Things collection	KR/LE	12/17/2025	With additional space created in Children's Area after relocating J DVD section, will use shelf under the feature window as the children's LoT collection. Next year, after weeding some audiobooks, will be relocating the children's LoT collection to the end of the Audiobooks section.
Organize Makerspace Room	KR/LE/KA	12/8/2025	Ongoing process- supplies are being organized regularly on Wednesdays
Continue increasing Library of Things collection	KR/Staff	6/1/2025	Added 15 desk bell sets, Starry Skies Backpack, and Mushroom Hunting Kit
Complete updated catalog labels for JE Holiday collection	KA	12/5/2025	Labels now have "Holiday" and the appropriate holiday for each book in the section. This will help with staff shelving and when locating holiday books. Will continue to use this format for future holiday books.
<b>SERVICES</b>			
Upgrade technology hardware with Cat2 funding via E-Rate	KR	2/27/2025	Cat2 hardware upgrade installed and software working well; Wi-Fi strength increased throughout entire Library

Provide technology classes for adults on a variety of topics	MC	Not completed	Will be implementing in 2026. Did not complete this year due to staff training needs.
Complete placing "Is Something Wrong with Your Item?" forms inside all media cases (DVDs, Audiobooks)	Staff	12/2/2025	Ongoing process- caught up but continuing to add and replace as slips go missing
Create system to allow patrons to pay by credit/debit card	KR	11/6/2025	Due to Township availability, will be revisiting this effort in 2026.
Research options and order new Children's Area table to replace current broken table.	LE/KR	12/18/2025	After reviewing a variety of options, chose to purchase octagon activity table from The Library Store. Furniture will arrive sometime in early 2026.
Implement wireless printing for patrons	KR	11/5/2025	Investigated with Van's Business Machines. Two options: 1) Move printer to open Wi-Fi network (not recommended) or 2) Pay an estimate of \$500/year for Ricoh Cloud Services. Second option needs more investigation and may be implemented in a future fiscal year.