

**RUSSELL LIBRARY GOALS
2012-2013**

Collections

1. Complete revising existing adult stack shelving to avoid too high and too low heights.
2. Continue updating Community Information File in the Public Access Catalog.
3. Loan eReaders to public to learn about their use.
4. Update Collection Development Policies.
5. Update forms and book slips used in collection development.

Personnel

1. Complete posting written procedures to Circulation Department network.
2. Complete posting policies, procedures and forms on the staff network.
3. Continue revising Board general policies for easy reference by staff members
4. Evaluate and implement online staff scheduling software, such as "WhenToWork," for possible Library-wide use.
5. Provide continuing education for all staff through webinars, classes and workshops.

Patrons

1. Develop expanded Teen programming with Teen Advisory Council.
2. Establish Saturday Story Times for adults and children.
3. Implement project: "Russell Library: Strategic Planning for a Gateway to the Future."
4. Re-establish the Annual Preschool Information Fair.
5. Seek transportation for older adults to come to the Library, such as in vans.
6. Update an adaptive public PC workstation to serve those with special needs.

Outreach

1. Explore use of social media to reach more people.
2. Review public relations and communications needs of the Library in the digital age and adapt functions of Programs & Publicity to best meet those needs.
3. Target all publicity to specific age and interest groups.

Technology

1. Complete standardizing public computers in Children's Services.
2. Continue to expand Web Site into an innovative, dynamic representation of our services.
3. Continue to migrate staff computers to Windows 7.
4. Evaluate Microsoft Office 2010.
5. Evaluate staff and public network infrastructure, performance and stability.
6. Examine combined materials security system, self-checkout and self-service hold/reserve.
7. Increase speed of Internet connection and access to Web resources.
8. Investigate ways to provide Circulation with a workstation for peak-demand periods.
9. Replace individual printers with networked printers for offices where most essential.

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Community Cultural Center

1. Seek outside funding for programming on jobs and careers, small business information, and cultural programs that enrich public, celebrate diversity, and promote understanding.

Physical Plant

1. Clean ductwork in Information Services, Main Reading Room, and lobby.
2. Contract with planner for renovation/expansion to meet projected service needs.
3. Examine hybrid DVR for closed circuit security cameras.
4. Work on renovation/preservation of current buildings:
 - a. Contract for dust retardant painting in original church areas of building.
 - b. Enclose Broad Street entryway.
 - c. Form Lobby Team to plan changes in existing space.
 - d. Install digital LCD display in lobby to publicize programs and services.
 - e. Install energy efficient windows in Administrative building.
 - f. Purchase staff and public chairs for ergonomic needs.
 - g. Repair brownstone railings.
 - h. Repair/paint exterior of Library building.
 - i. Replace carpet in Main Reading Room and Meeting Rooms 2 and 3.
 - j. Replace ceiling tiles in Children's Activity Room and the Middletown Room.

Finances

1. Apply for City Council Bond Issue for renovation/preservation of Library building.
2. Complete revision of cash handling procedures.
3. Develop budget to implement recommendations of Board Strategic Planning Committee.
4. Examine "QuickBooks for Non-Profits" and programs for fixed assets and grants.