

**RUSSELL LIBRARY  
2010-2011 Goals**

**Collections**

1. Complete updating collection development policies.
2. Continue to adjust selection to meet information needs and reflect changing format interests.
3. Highlight changing displays of materials and make collections more attractive and accessible.
4. Develop long-range plan for exhibiting and accessing materials and information in the lobby with short-range action steps for immediate improvements.

**Personnel**

1. Provide training for Librarians and Department Heads on Foundation Center database.
2. Seek Library Greeters from Russell Library Company members to assist new users.
3. Recognize Volunteers at annual meeting of Russell Library Company.
4. Arrange continuing education workshop for Library Board.
5. Provide continuing education opportunities for staff, both within the Library and through Education Assistance Program of the Friends of the Library for outside workshops.
6. Complete and distribute Employee Handbook.
7. Review and revise Board personnel policies and issue them as a separate section for easy reference by staff members.
8. Request additional part-time hours in budget to respond to needs identified:
  - a. 10-hour Homework Helper position to assist children with school assignments and become wise Internet users in lieu of elementary school librarians.
  - b. Circulation Assistants from 70 to 85 hours to respond to increased use. Borrowing of materials has increased from 605,000 items to 636,000, a 5% increase.
  - c. Older Adults Specialist from 15 to 18 hours to serve additional older adults in facilities.
  - d. Library Computer Technician from 15 to 18 hours to respond to heavy use of computers.

**Patrons**

1. Lead Early Literacy Collaborative in response to needs identified in *Middletown Early Childhood Plan* (2009).
2. Link up with Middlesex County Chamber of Commerce to respond to needs of job seekers.
3. Continue to incorporate a variety of events into the Lunch and Learn programs for adults, appealing to educational and recreational needs.

## **Outreach**

1. Begin electronic mailing of Library events.
2. Continue book talks in classrooms and visits to the Library.
3. Identify ways in which the Library can respond to information needs of small businesses through linkages with Chamber of Commerce and Middlesex Community College.
4. Communicate with Middletown clergy about library services.
5. Strengthen communication with community service organizations by updating and publicizing database.

## **Technology**

1. Complete installation of wireless access in Hubbard Room, AV and Teen areas, and lobby.
2. Install public computer reservation system to manage heavy use.
3. Adjust computer class offerings to reflect the changing needs of the public in a setting that is more conducive to active learning and makes the best use of space and resources.
4. Examine additional services that could be made available through the Library web site.
5. Update Library Technology Plan, including evaluation of Windows 7 and updating computers.

## **Community Cultural Center**

1. Continue to collaborate with community agencies and organizations on programs.
2. Arrange 2<sup>nd</sup> Middletown International Film Festival.
3. Incorporate multicultural and environmental awareness into programs, services and displays.
4. Introduce additional bi-lingual story times.

## **Physical Plant**

1. Arrange public computers and reference books in Information Services for better service, taking into consideration existing building limitations.
2. Implement building changes recommended in forthcoming energy audit through City funds.
3. Contract with a planner to assist in the development of a plan for renovation/expansion to meet current and projected service needs. (A City Bond Issue will likely not be available.)
4. Renovate Library building and furnishings with non-City funds in the following priorities:
  - a. Enclose Broad Street entryway.
  - b. Paint/re-carpet/redecorate throughout the Library.
  - c. Repair/paint exterior of building and repair brownstone railings.
  - d. Redesign lobby for greater efficiency, accessibility, attractiveness and replacement of materials security system with self-checkout and self-service hold/reserve system.
  - e. Replace HVAC equipment with an integrated system.

## **Finances**

1. Shift Friends of the Library accounting to QuickBooks
2. Seek outside funds for programs, materials, supplies, computers, renovation, and furnishings through grants, donations, bequests and tax credits.
3. Work with Friends of the Library to increase their visibility and support in the community.