

**RUSSELL LIBRARY GOALS
2011-2012**

Collections

- Add Graphics Novels adult collection in response to growing popularity of genre.
- Arrange Children's audio-visual collection to better meet expanding needs.
- Circulate eReaders.
- Convene Hitchcock Room Committee to eliminate unneeded materials.
- Implement changes recommended by Middletown Room De-accessions Committee.
- Improve application of computer-generated usage reports for materials selection.
- Keep Community Information File in the Public Access Catalog current and relevant.
- Revise existing adult stack shelving to avoid too high and too low heights.
- Update Collection Development Policies.
- Update forms and book slips used in collection development.
- Weed adult fiction and genre collections.

Personnel

- Add all Circulation staff to internal Library network.
- Compile written procedures for Circulation Department and post to department network.
- Post all policies, procedures and forms on the staff network.
- Provide continuing education for all staff through webinars, classes and workshops.
- Provide training so all Circulation staff have the skills needed for department tasks.
- Review/revise Board personnel policies for easy reference by staff members.

Patrons

- Develop expanded Teen programming with Teen Advisory Council.
- Encourage transportation for older adults to come to the Library, such as in vans.
- Establish Saturday Story Times for adults and children.

Outreach

- Collaborate with institutions and organizations on programming and displays.
- Customize "Constant Contact" mailing list to target specific age and interest groups.
- Develop innovative programming at senior facilities.
- Explore use of social media to reach more people.
- Target publicity and program announcements to people who most need the information.

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Technology

- Add additional computer at Front Desk for backup when check-out queues are extra long.
- Complete wireless access for remaining areas of Library building and Annex.
- Evaluate staff and public network infrastructure, performance and stability.
- Evaluate wireless devices for mobile reference and laptops.
- Examine automated checkout/reservation system for museum passes.
- Examine combined materials security system, self-checkout and self-service hold/reserve.
- Expand our web site into an innovative, dynamic representation of our services.
- Explore an online scheduling program for Library-wide use.
- Replace individual printers with networked printers for offices where most essential.
- Standardize public computers and printers in Children's Services.
- Upgrade security camera system, connected to the staff computer network.

Community Cultural Center

- Arrange cultural programs that enrich the community.
- Expand "Lunch and Learn" programming to wider range of interest areas for adults.
- Expand programming on jobs and careers and small business information.
- Provide programs that celebrate community diversity and promote understanding.

Physical Plant

- Add flexible furniture for computer training area.
- Clean ductwork in Information Services, Main Reading Room, and lobby.
- Contract with planner for renovation/expansion to meet projected service needs.
- Establish central storage area for display items.
- Identify improvements needed in existing buildings:
 - Contract for dust retardant painting in original church areas.
 - Enclose Broad Street entryway.
 - Form Lobby Team to plan changes in existing space.
 - Install digital LCD display in lobby to publicize programs and services.
 - Purchase staff and public chairs for ergonomic needs.
 - Repair brownstone railings.
 - Repair/paint exterior of building.
 - Replace carpet in Main Reading Room and Meeting Rooms 2 and 3.
 - Replace ceiling tiles in Children's Activity Room and the Middletown Room.
 - Replace HVAC equipment with an integrated system.

Finances

- Add part-time Children's Public Computer Assistant to assist children on computers
- Add part-time Job & Career Specialist to assist in carrying out programs.
- Develop budget to implement recommendations of Board Strategic Planning Committee.
- Examine QuickBooks for Non-Profits and programs for fixed assets and grants.