



FY2019 Objectives

Primary

1. Add a full time Library Technician to work between Collection Services and Adult and Teen Services. Restore current Adult & Teen/Children's split position to Children's only to allow full staffing of all departments.
2. Develop a plan to systematically inventory and weed materials in the adult and children's collections with a goal of doing all sub-collections on a 5-year cycle.
3. Reach out to schools to bring field trips of sixth grade classes to the Library for the purpose of providing a bridge from elementary school reading to middle school and adult reading.
4. Obtain funding to replace the aging Library book theft security gates/door counter in order to protect Library assets, plan ahead for future technology upgrades, and keep an accurate count of daily foot traffic.
5. Evaluate public service desks for potential changes to better match public service needs to appropriate staff members by adjusting staff schedules, instituting set hours for specific technology or research help, and working with staff to improve morale.
6. Upgrade Library freight elevator to include the new microprocessors recommended by our elevator service technicians.

Secondary

1. In conjunction with the City MIS Department, pursue city funding to fully upgrade Callahan Hall audio-visual capabilities up to modern standards.
2. Increase program attendance in the Children's Room by 10% in 2019, to be accomplished through increased literacy and STEAM (Science, Technology, Engineering, Arts, and Math) programming designed to draw new users into the Library.
3. Create, brand and publicize an organized space for adults and teens to pursue STEAM programming with regularly staffed hours. This will include creating and implementing a public policy for 3D printer use.

4. Assess Library service points and prepare a plan for improvement of the physical spaces, including potential changes to furniture, placement of materials, and directional signs in order to improve customer service.
5. Expand our Friends of the Library membership and enhance its relationship with staff and patrons alike to support the mission and goals of the Library through fundraising, programs, and volunteers.
6. Purchase and mount an additional digital monitor in one of the Lisbon St. windows on the library's first floor. Use this monitor to advertise upcoming library programming and services as a marketing strategy to interest new library users.
7. Develop procedures for regularly implementing the Library records retention plan to better maintain the patron database in line with Minerva consortium best practices.