



# Lewiston **PUBLIC LIBRARY**

## 2022 Objectives

### Internal Objectives

1. Develop a strategy to improve staffing library-wide, reduce turnover in part-time positions, and allow for more effective staff training. Possible strategies to include requesting an additional full-time Library Technician position in the FY23 budget or a conversion of some temporary part-time staff hours into at least one full-time position.
2. Standardize onboarding orientation for library new hires across all divisions. This will include the development of a new hire manual, including but not limited to library policies and procedures, current-year objectives, floor maps, and emergency procedures.
3. Develop various Adult & Teen Services Department staff trainings and services, to include: providing a new hire orientation and ongoing support/training specific to serving teen patrons; developing a system for better managing patron inquiries that require intensive one-on-one assistance lasting more than 15 minutes; and strengthening staff ability to make referrals to the full range of services and resources available across the community.
4. Complete RFID conversion of the library collection, including all item tagging and cataloging work.
5. Develop a plan and parameters to conduct a diversity audit of the library collection and draft processes to ensure that future purchases reflect the diversity and needs of the Lewiston community.
6. Purchase and install additional shelving to finalize the movement of paperbacks onto shelves from spinners on the first floor to create a better browsing experience and longer shelf-life for the books and to create more shelving storage in the 2nd floor Idea Lab.
7. Focus on improving access to all materials, including reorganization and reclassification of various subcollections.

## **Collaborative Objectives: Capital Projects**

1. Work with City Buildings Division to complete various infrastructure repairs and upgrades, primarily: freight elevator microprocessor, carpeting replacements, Adult & Teen Office ceiling, and upgrading HVAC controls.
2. Work with MIS to budget for and complete technology changes, including: AV system upgrades in Callahan Hall; configuring public computers to include separate workstations for internet and productivity needs; exploring alternatives to EnvisionWare, the time and print management software for public computers; and developing a plan for furnishing the Computer Classroom with 6-8 computers suitable for hosting basic computing classes for the public.
3. Implement physical changes to the Children's space to include new paint, carpet, furniture, and shelving.
4. Work with City Buildings Division to develop plans and budgets for future capital projects on the 2nd floor. These include converting the Adult & Teen Office into a split space to add a third study room and house the microfilm reader and magnifier, and re-furnishing the Teen Lounge space to maximize flexibility, comfort, safety, and teen appeal, as well as considering options for sound dampening in order to reduce echo and enhance visual appeal.

## **Collaborative Objectives: Community Partnerships**

1. Continue to strengthen relationship with Lewiston elementary and middle schools to support literacy education. Develop plans to collaborate with schools on programming and share information about services for students.
2. Partner with Auburn Public Library for the Lewiston Read in May 2022. Increase participation of local businesses and elementary schools in both cities. Create and implement a marketing plan.
3. Update and increase LPL Outreach program, to include cultivating better relationships with local nursing homes and assisted living centers, promoting the program, and increasing our volunteer numbers.
4. Increase collaboration with other City departments in programming, information sharing, and better addressing the need for safe community spaces for residents to gather for education and recreation.