

**PLAN OF ACTION
FOR THE
BELLINGHAM PUBLIC LIBRARY
FY07**

December 1, 2005
Bellingham Public Library
Bellingham, Massachusetts

**Bellingham Public Library Long-Range Plan FY06-FY10
Bellingham, Massachusetts**

ACTION PLAN FY07

Goal 1: Technology

<p>Objective: To provide wireless access for patrons in library common areas and the library's community room. Time Frame: June - October FY07</p>	<p>Method: The Director will research means of wireless access in keeping with the Network's restrictions and will purchase and have installed equipment and software using FY2006 State Aid funding. The staff will be trained so that patrons find the wireless access readily available within the library.</p>
<p>Objective: To continue to replace and update all equipment. Time Frame: July – June FY07</p>	<p>Method: The Director will oversee the Technology Consultant who will continually monitor all equipment. Print Management and Time Management systems have been or will be installed.</p>
<p>Objective: To fully utilize library's new Media Center. Time Frame: July – June FY07</p>	<p>Method: The Media Center current software (Dreamweaver, Microsoft Word, Publisher, Access, Excel and Powerpoint, Adobe Acrobat Professional) will be continually updated and licensed. Adobe Photoshop will be purchased and installed. *Also see FACILITIES</p>
<p>Objective: To continue to utilize all capabilities of the automated network to optimize our functionality. Time Frame: July FY07</p>	<p>Method: The Director will acquire the C/WMARS Millennium Acquisitions module, will be trained to fully utilize it and will train the collection development staff to utilize it.</p>
<p>Objective: To continue to train the library staff and encourage advancement of new technologies Time Frame: July – June FY07</p>	<p>Method: The professional, paraprofessional and part-time staff will be encouraged to attend State, Regional and Network continuing education workshops, meetings and conferences. The professional and paraprofessional staff will be trained in order to take full advantage of the Millennium Acquisitions Module; to fully utilize the digital cameras, photo and publishing software on the library server; and to assist patrons in the use of all Microsoft Office Professional products currently available on all Internet and word processing terminals,</p>

Goal 2: Communications

<p>Objective: To promote community unity and identity Time Frame: October FY07</p>	<p>Method: A quarterly library newsletter will be published. The newsletter will be sent to all town departments, administrations and committees, including the school department. The newsletter will be posted in PDF version on the website.</p>
<p>Objective: To motivate civic pride and participation. Time Frame: October FY07</p>	<p>Method: The Director will apply for a grant in FY06 with possible FY07 funding to market the library as a source of pride in Bellingham. The Reference Librarian will post a town trivia question on the website each week with assistance from town departments.</p>
<p>Objective: To enhance participation in social and cultural events and to encourage community-wide discourse and interaction by cooperation with other Town-wide information services (Bellingham Bulletin, local Cable Access television and the Town website) and by cooperation with educational, resources, the Historical Commission, the Senior Center and with Town officials. Time Frame: July – June FY07</p>	<p>Method: The Director and Reference Librarian will plan library programming around cultural groups (Polish Conversation Group) and other groups of interest. Library staff will promote the library and our services through regular appearances Local Cable Access television.</p>

**Bellingham Public Library Long-Range Plan FY06-FY10
Bellingham, Massachusetts**

Goal 3: Facilities

<p>Objective: To search for ways in which to increase library parking. Time Frame: October FY07</p> <p>January FY07</p>	<p>Method: The Director and Board of Library Trustees will actively devise a plan to purchase or share town land to increase library parking.</p>
<p>Objective: To reorganize the space within the library, specifically technical services, in order to better utilize staff, space and equipment. Time Frame: July – December FY07</p>	<p>Method: PROJECT HAS BEEN DESIGNED. A Work/Media Center will be constructed and installed by the town carpenter at one end of the technical services room and will include a work counter to hold all publishing, printing and project materials and equipment; the supplies closet will be organized to hold only library supplies and materials that are NOT used on a daily basis. PROJECT HAS BEEN DESIGNED. A Technical Services Work Center will be constructed and installed by the town carpenter with two technical stations and will replace the current tables. A secure cabinet will be installed to house and protect the C/W MARS server. The bookshelves at the rear of Technical Services will be reorganized and rearranged to hold book processing materials.</p>
<p>Objective: To educate the town and town officials in order to obtain the financial resources for capital improvements to library facilities. Time Frame: July – June FY07</p>	<p>Method: The Board of Library Trustees will hold several meetings with the Finance Committee, Board of Selectmen and Town Administrator within the fiscal year. The Library Director will obtain quotes for those capital improvements needed within ten years.</p>

Goal 4: School Library Cooperation

<p>Objective: To provide after school assistance by adding a young adult professional librarian to answer student reference questions and show the students how the library can meet their educational and recreational pursuits. Time Frame: July – June FY07</p>	<p>Method: The Director will keep a Young Adult Librarian on the staff and at the Reference Desk fifteen hours per week. Note: When this goal was written the library had not yet hired a part-time Young Adult Librarian. A Young Adult Librarian will be on staff for at least fifteen hours per week in the summer for at least six weeks of summer programming.</p>
<p>Objective: To become more visible in the schools by giving school book talks and participating in community reading programs. Attend a fall staff meeting to inform the teacher how the library can be of help to them. Time Frame: September – June FY07</p>	<p>Method: Library Staff will take part in the school system's community read day, Read Across America in March of each year; in May of each year we will promote our Summer Reading Program by visiting all of the elementary schools; each summer the library staff will promote summer reading lists and books and have several copies of all the books available.</p>
<p>Objective: Inform monthly the school PTOs about current children, young adult and adult programs for their web sites and news letters. Time Frame: September – June FY07</p>	<p>Method: The library's quarterly newsletter will be sent to all teachers and administrative professionals.</p>
<p>Objective: To meet with the school librarians to cooperatively insure that the students are receiving good library services. Time Frame: September – December FY07</p>	<p>Method: The Young Adult Librarian will regularly visit the Middle School and will make a connection with the Middle School Librarian each fall. The YA Librarian will spend some time in the Middle School library each day for a week in order for the Middle School children to get to know her.</p>

Bellingham Public Library Long-Range Plan FY06-FY10
Bellingham, Massachusetts

Goal 2: Historical Archives

Objective: To sort through all materials within the local History Room. Time Frame: July – June FY07	Method: The Director hopes to obtain a grant in FY07 or FY08 to hire a professional archivist to work on this project.
Objective: To assess the need for material preservation. Time Frame: July – June FY07	Method: The Director hopes to obtain a grant in FY07 or FY08 to hire a professional archivist to work on this project.
Objective: To inventory materials within the room. Time Frame: FY08	Method: The Director hopes to obtain a grant in FY07 or FY08 to hire a professional archivist to work on this project.
Objective: To catalog materials within the room. Time Frame: FY08	Method: The Director hopes to obtain a grant in FY07 or FY08 to hire a professional archivist to work on this project.