

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

ACTION PLAN FY08

Goal 1: Technology:

<p>Objective: To provide wireless access for patrons in library common areas and the library's community room.</p> <p>Time Frame: July – June FY08</p>	<p>Update: The FY07 goal of Wireless (Wi-Fi) technology was achieved in the library in October 2006 with full compliance with the CWMARS network security needs. Wi-Fi is accessible at the Bellingham Public Library within the entire facility. Training sessions in the community room are now possible utilizing the one library laptop and laptops owned by presenters and patrons.</p> <p>FY08 Action/Method: The library will expand its Wi-Fi technology by obtaining used and new laptops for patron use. The library professional staff will continually train the paraprofessional and part time staff using this Wi-Fi technology in the library. The library will offer various workshops for patrons using the convenience of the Wi-Fi technology.</p>
<p>Objective: To continue to replace and update all equipment.</p> <p>Time Frame: July – June FY08</p>	<p>Update: The FY07 goal of continued improvement in technology was successful. Consultancy costs were kept below budget while technological proficiency was achieved. Internet computer for public use increased from seven to ten stations. Patrons are asked to pay for all copies (5 cents per page) utilizing a LAN laser printer. Staffing changes allowed for additional Reference/Information desk hours and therefore Time/Print Management software was deemed unnecessary during FY07.</p> <p>FY08 Action/Method: The Director will continue to oversee the Technology Consultant who will continually monitor all equipment. Should Print and Time Management modules be necessary, they will be funded and installed.</p>
<p>Objective: To fully utilize library's new Media Center.</p> <p>Time Frame: July – June FY08</p>	<p>Update: The Media Center current software (Dreamweaver, Microsoft Word, Publisher, Access, Excel and Powerpoint, Adobe Acrobat Professional) was continually updated and licensed. Adobe Photoshop was purchased and installed. Compatible software was installed throughout the LAN and all department heads are sharing documents.</p> <p>FY08Action/Method: Technical and part time staff will be trained to use all library software, will be taught to access all documents on the LAN and will assist the department heads in creating, printing and distributing documents and public relations materials.</p>
<p>Objective: To continue to utilize all capabilities of the automated network to optimize our functionality.</p> <p>July – Dec FY08</p>	<p>Update: As of December 2006 the Acquisitions Module had not been purchased and implemented.</p> <p>FY08 Action/Method: If the Acquisitions Module had not been purchased and implemented by Jun FY07, this will be achieved in FY08. Department heads and technical services staff will continue to attend training sessions offered by CWMARS and will utilize Millennium Create Lists to achieve continual inventory and collection management.</p>
<p>Objective: To continue to train the library staff and encourage advancement of new technologies</p> <p>Time Frame: July – June FY08</p>	<p>Update: The professional, paraprofessional and part-time staff will have attended over 120 workshops, conferences and committee meetings in FY07. It is hoped that he professional and paraprofessional staff will be trained in FY07 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> <p>FY08 Action/Method: Members of the professional, paraprofessional and youth services team will continue to attend many training sessions and conferences to develop professionally and to assist patrons in a variety of ways.</p>

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Goal 2: Communications

<p>Objective: To promote community unity and identity</p> <p>Time Frame: December FY08</p>	<p>FY07 Update: A quarterly library newsletter began publication in October 2006. The newsletter was sent to all town departments, administrations and committees, including the school department. The newsletter was posted in PDF version on the website.</p> <p>FY08 Action/Method: The library will continue to publish a quarterly newsletter and will acquire email addresses of all interested parties who will then receive the newsletter quarterly and library updates, news and new booklists electronically on a bi-weekly basis. A listserv will be formed and maintained by the Director.</p>
<p>Objective: To motivate civic pride and participation.</p> <p>Time Frame: December FY08</p>	<p>Update: The library participated in events organized by other community groups.</p> <p>FY08 Action/Method: The Director will seek ways for the library to coordinate a town employee art show and other community events to motivate pride and participation. The Director will begin to research a branding project for marketing the library that will have Bellingham pride as its focus.</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.</p> <p>Time Frame: July – June FY08</p>	<p>Update: The Reference Librarian applied for and received an LSTA Reader's Advisory Grant for FY07. Staff members and members of the community were invited to attend workshops and meetings. Programming increased significantly at the library during FY07 along with continual increases in participation, website hits and circulation. The Bellingham Library became a community destination during FY07.</p> <p>FY08 Action/Method: The Director, Reference Librarian and Head of Youth Services will continue to offer creative programming to the community. They will continue to motivate the library staff and engage the community in exciting new events at the library. The staff will continue to work with civic groups and increase cooperation with all departments, commissions and officials.</p>

Goal 3: Facilities

<p>Objective: To search for ways in which to increase library parking.</p> <p>Time Frame: Jan - June FY08</p>	<p>Update: The Director and Board of Library Trustees needed to focus on replacing a \$100,000 library roof during FY07. The library received town administrative and community support during this phase.</p> <p>FY08 Action/Method: The Director and the 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.</p> <p>Time Frame: July – December FY08</p>	<p>Update: We did not anticipate that the town carpenter would not be available at all during FY07 to construct and install the Technical Services Work Center and Media Center.</p> <p>FY08 Action/Method: PROJECT HAS BEEN DESIGNED. A Technical Services Work Center and Media 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.</p> <p>Time Frame: July – June FY08</p>	<p>Update: The Board of Library Trustees held several meetings with the Finance Committee, Board of Selectmen and Town Administrator within the fiscal year. The library roof necessitated much cooperation between town departments and officials</p> <p>FY08 Action/Method: The Director and the Board of Library Trustees will continue to hold meetings with town boards and officials.</p>

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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.</p> <p>Time Frame: July – June FY08</p>	<p>Update: The Director kept Young Adult Librarian on the staff and at the Reference Desk nineteen hours per week. In addition, staffing needs were rearranged so that the reference desk was staffed for assistance to Internet users and after school students.</p> <p>FY08 Action/Method: The Director will keep a Young Adult Librarian on staff who will continue to serve the needs of the young adult population. The Youth Services team will be encouraged to utilize online forums to connect with teens in the community.</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.</p> <p>Time Frame: July – June FY08</p>	<p>Update: Library Staff took part in the school system's community read day, 'Read Across America,' in March of each year; in May of 2006 the Director visited every elementary classroom in Bellingham; during the summer the library staff promoted summer reading lists and books and have multiple copies of all the books available. A youth services team was formed in October 2006 with three staff members devoted to youth services with a commitment to school/library cooperation. An online Homework Alert was created in the fall of 2006.</p> <p>FY08 Action/Method: The Youth Services staff will continue to build school/library cooperation with combined events, will pursue cooperative grant writing opportunities with school administrators and librarians, and will maintain and increase school visits. The library staff will continue to assist teachers and administrators by creating online forms and meeting with them regularly.</p>
<p>Objective: Inform monthly the school PTOs about current children, young adult and adult programs for their web sites and news letters.</p> <p>Time Frame: September – June FY08</p>	<p>Update: The library's quarterly newsletter was sent to all teachers and administrative professionals in October 2006 and this will continue through FY07.</p> <p>FY08 Action/Method: Email addresses for all interested parties in school committees and activities will be gathered into a listserv maintained by the Head of Youth Services.</p>
<p>Objective: To meet with the school librarians to cooperatively insure that the students are receiving good library services.</p> <p>Time Frame: September – December FY08</p>	<p>Update: The Young Adult Librarian has connected minimally with the Middle School Librarian during Sep-Dec FY07. Connections will increase during the winter and spring months.</p> <p>FY08 Action/Method: The Head of Youth Services and Young Adult Librarian will continue to meet with school librarians with the goal of strengthening ties and insuring that students receive excellent library services at both institutions.</p>

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Goal 2: Historical Archives

<p>Objective: To sort through all materials within the local History Room.</p> <p>Time Frame: July – June FY09</p>	<p>Update: A Bellingham community member volunteered to organize the local history room in the summer of FY07. This was accomplished and a computer was added to the room.</p> <p>FY08 Action/Method: The Director hopes to obtain a grant in FY09 to hire a professional archivist to work on this project.</p>
<p>Objective: To assess the need for material preservation.</p> <p>Time Frame: July – June FY09</p>	<p>FY08 Action/Method: The Director hopes to obtain a grant in FY09 to hire a professional archivist to work on this project.</p>
<p>Objective: To inventory materials within the room.</p> <p>Time Frame: FY09</p>	<p>Update: A Bellingham community member has volunteered to inventory materials within the room in FY07.</p> <p>FY08 Action/Method: The Director hopes to obtain a grant in FY09 to hire a professional archivist to work on this project.</p>
<p>Objective: To catalog materials within the room.</p> <p>Time Frame: FY09</p>	<p>Update: A Bellingham community member has volunteered to catalog many materials within the room in FY07.</p> <p>Method: The Director hopes to obtain a grant in FY09 to hire a professional archivist to work on this project.</p>