

Richmond Memorial Library Five Year Plan: 2019-2023

Mission

Richmond Memorial Library continually provides access to physical and virtual resources and services that meet the educational, informational, and recreational needs of its diverse community in a safe and comfortable environment.

Goals

1. Sustain our traditions of excellence and relevance in library services
2. Change to meet the changing needs of the community
3. Prepare for growth
4. Communicate

Objectives

Goal 1: Sustain the traditions of excellence and relevance in library services

- a. Develop the skills of librarians in their areas of assigned duties
- b. Cross-train library clerks in their duties, in preparation of personnel change or automation
- c. Roll out Books for Babies program and imaginative play spaces
- d. Fill the gap in the Daily News microfilm coverage
- e. Systematically review established library policies for continued relevance

Goal 2: Change to meet the changing needs of the community

- a. Add diversity of representation to library board by appointment
- b. Add diversity of skills to library board through appointment, election, and education
- c. Perform a full community needs assessment before the creation of the next Five Year plan
- d. Establish library policies addressing Collection Development, Cameras & Photography, Sexual Harassment, and The Use of Outside Adults in Youth Programs

Goal 3: Prepare for growth

- a. Increase the number of trustees toward 15 through election and appointment
- b. Enlarge service area, or contract with unserved areas
- c. Develop a library staffing plan
- d. Develop a library administrative growth plan
- e. Develop a facilities needs assessment which addresses 2c, 3b, and 3c

Goal 4: Communicate

- a. Develop, if needed, a new mission statement
- b. Update the library logo & print materials
- c. Develop Library Board, Library Foundation, and Library Friends web pages on website
- d. Integrate social media outreach and content streams with website
- e. Extend mailing list of workplaces that will post our monthly calendar
- f. Develop quarterly and annual mailing procedures, budgets, and mailing lists
- g. Draft Back to School letter to BCSD middle school parents