

Waltham Public Library Action Plan FY2008

STAFFING	FY07	FY08
To maintain adequate staffing levels to meet the growing needs of Waltham's increasingly diverse population.		
Objective 1 To restore Head of Circulation Department Head Position.	<input checked="" type="checkbox"/>	
Objective 2 To restore Technical Special/Reference Librarian Position.		
Objective 3 To expand and improve services in the Children's Department by hiring one full-time Assistant Children's Librarian.		
FUNDING	FY07	FY08
To work with the city to guarantee that the library budget meets all requirements for state library aid.	<input checked="" type="checkbox"/>	
BUILDING AND GROUNDS	FY07	FY08
To maintain and when necessary update, refurbish and expand the library interior and exterior and the library grounds and parking areas.		
Objective 1 To increase the size of the Library's Public Parking Lot from 32 spaces to at least 75 spaces.		
Activity 1 – Remains the top capital investment priority. Will resubmit request in FY08 budget.		
Objective 2 To replace worn carpeting throughout the library.		
Activity 1 – To replace carpeting on ground floor.	<input checked="" type="checkbox"/>	
Activity 2 – To replace carpeting on the main floor.		
Objective 3 To upgrade lighting, where necessary, throughout the library.		
Activity 1 – Add lighting to better illuminate North and South wall areas in the Children's Room.	<input checked="" type="checkbox"/>	
Activity 2 – Replace and relocate ballasts and switches in the Browsing Room, Local History Room and Fiction Room.		

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BUILDING AND GROUNDS	FY07	FY08
Objective 3 To upgrade lighting, where necessary, throughout the library.		
Activity 3 – To replace table lamps in the Browsing Room and the Local History Room.		
Objective 4 To continue to beautify and maintain the building exterior and grounds in cooperation with the Library Friends and the Waltham Garden Club.		
Activity 1 – To paint exterior windows.	<input checked="" type="checkbox"/>	
Activity 2 – To update and implement the ongoing plan for year round care of the grounds and gardens.	<input checked="" type="checkbox"/>	
Activity 3 - To create a walkway, patio and small garden in the space linking the staff and public parking lots.	<input checked="" type="checkbox"/>	
Activity 4 – To select and purchase appropriate furniture for the new patio.		
Objective 5 To establish a preventive maintenance program for the HVAC systems and to insure its inclusion annually in the appropriate city department's budget.		
Activity 1 – Present proposal to City Maintenance Head for his input and support.	<input checked="" type="checkbox"/>	
Activity 2 – Request that City Maintenance Head include funding for the program in his proposed FY08 budget.		
Objective 6 To begin discussion with the Mayor and other appropriate appointed and elected officials on a long range space plan for the library.		
ACCESSIBILITY To make the library more accessible to working individuals and families by being open 7 days and 5 nights year round. This would mean opening Sundays in the summer and Friday evenings year round.		

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OUTREACH	FY07	FY08
To maintain and expand the library's cooperative outreach efforts.		
Objective 1 To focus efforts on better serving youth and their families, recent immigrants and all for whom English is a second language.		
Activity 1 – Young Adults Librarian continues successful Book Discussion Groups at the High School and the McDevitt Middle School.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Activity 2 – Assistant Director and other staff continue to provide introductory orientation tours for all Power Program (ESL) students.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Activity 3 – Children's Librarian remains an active member of the Family Literacy Coalition and offers programs and tours for local grade school and day care students and teachers and also for families and teachers in the Evenstart Program.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Activity 4 – Designate a staff person to work with the Senior Center to develop outreach programs.		
Objective 2 To work with the local art community to schedule and publicize local art exhibits in the Library Lecture Hall.		
TECHNOLOGY To keep pace with the latest technology developments to make Waltham one of the leading libraries in providing its patrons with the best, most user friendly access to online information and resources.		
Objective 1 To provide free wireless access throughout our 45,000 SF building.	<input checked="" type="checkbox"/>	
Objective 2 To study the feasibility of adding a server to better manage the security and maintenance of our 56 Minuteman PCs		
Activity 1 – To solicit proposals from at least two vendors for a server configuration and service and maintenance plan that would allow us to move forward while the Technology Specialist position remains vacant and frozen.		
Activity 2 – To purchase the server and to enter into a one year trial contract with the successful vendor for maintenance and support.		

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