**Ellington Farman Library**

**Goals and Objectives**

**Ellington Farman Library**

**Goals and Objectives Overview**

**INTERNAL ENVIRONMENT: We will improve the comfort, convenience, confidentiality, and safety for patrons and staff using library resources.**

**1. Update desks for computers**

**2. Get comfortable chairs for computer use**

**3. Provide shades for front windows in Main Room**

**4. Provide shades for Back Room windows**

**5. Eliminate second floor safety concerns**

**6. Revamp second floor storage areas**

**7. Improve appearance and function of the Back Room**

**EXTERNAL ENVIRONMENT: We will maintain and use our external property for the safety and enjoyment of our patrons.**

**1. Demolish the old garage**

**2. Improve the appearance and use of the lawn and garden space**

**(Hold for later consideration)**

**SUSTAINABLE REVENUE: We will find means of long term sustainable funding to meet the library’s financial needs.**

**1. Create a motivated team of Trustees, employees, and community members.**

**2. Develop a plan of revenue and fundraising opportunities to build the endowment fund.**

**3. Develop a plan of revenue and fundraising opportunities to provide immediate operating funds.**

1. **INTERNAL ENVIRONMENT: We will improve the comfort, convenience, confidentiality, and safety for patrons and staff using library resources.**

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| **Number** | **Objective** | **Responsibility** | **Target Date**  **For Completion** | **Status** |
| **1.1** | **Update desks for**  **computers** | **Building**  **Library Grants**  **Library Director** | **Nov 2019** | **Completed** |
| **1.1.1** | **Select new study carrels**  **for each computer** | **Building**  **Library Director** | **Oct 2019** | **Completed** |
| **1.1.2** | **Get a cost estimate** | **Building** | **Sep 2019** | **Completed** |
| **1.1.3** | **Obtain funding** | **Library Grants** | **June 2019** | **Completed** |
| **1.1.4** | **Install carrels** | **Building** | **Nov 2019** | **Completed** |
| **1.2** | **Get comfortable chairs**  **for computer use** | **Building**  **Library Grants**  **Library Director** | **Nov 2019** | **Completed** |
| **1.2.1** | **Select new chairs for**  **each computer** | **Building**  **Library Director** | **Oct 2019** | **Completed** |
| **1.2.2** | **Get a cost estimate** | **Building** | **Sep 2019** | **Completed.** |
| **1.2.3** | **Obtain funding** | **Library Grants** | **June 2019** | **Completed** |
| **1.2.4** | **Install chairs** | **Building** | **Nov 2019** | **Completed** |
| **1.3** | **Provide shade from sunlight through front windows in Main Room** | **Building**  **Library Grants**  **Library Director** | **June 2020** | **Completed** |
| **!.3.1** | **Select appropriate shades** | **Building**  **Library Director** | **July 2019** | **Completed** |
| **1.3.2** | **Get a cost estimate** | **Building**  **Library Director** | **July 2019** | **Completed** |
| **1.3.3** | **Obtain funding** | **Library Grants** | **Feb 2020** | **Completed** |
| **1.3.4** | **Install shades** | **Building** | **June 2020** | **Completed** |
| **1.4** | **Provide shade from sunlight through windows in**  **Back Room** | **Building**  **Library Grants**  **Library Director** | **June 2020** | **Completed** |
| **1.4.1** | **Select appropriate shades** | **Building**  **Library Director** | **July 2019** | **Completed** |
| **1.4.2** | **Get a cost estimate** | **Building**  **Library Director** | **July 2019** | **Completed** |
| **1.4.3** | **Obtain funding** | **Library Grants** | **Feb 2020** | **Completed** |
| **1.4.4** | **Install shades** | **Building** | **June 2020** | **Completed** |
| **1.5** | **Eliminate second floor**  **safety concerns** | **Building**  **Library Director Library Grants** | **Feb 2023** |  |
| **1.5.1** | **Find new storage areas for**  **all items in stairways** | **Building**  **Library Director** | **June 2020** | **Completed & Maintaining** |
| **1.5.2** | **Evaluate exits for all**  **2nd floor rooms** | **Building**  **Library Director** | **Feb 2021** |  |
| **1.5.2.1** | **Get cost estimates for additional exits** | **Building** | **Feb 2021** |  |
| **1.5.2.2** | **Obtain funding** | **Budget & Finance**  **Library Grants** | **Feb 2022** |  |
| **1.5.2.3** | **Hire a contractor to complete work needed** | **Building** | **Feb 2022** |  |
| **1.5.3** | **Evaluate 2nd floor electrical safety and lighting needs** | **Building**  **Library Director** | **June 2021** |  |
| **1.5.3.1** | **Get cost estimates for additional lighting/outlets** | **Building** | **June 2021** |  |
| **1.5.3.2** | **Obtain funding** | **Budget & Finance**  **Library Grants** | **June 2022** |  |
| **1.5.3.3** | **Hire an electrician to complete work needed** | **Building** | **June 2022** |  |
| **1.5.3.4** | **Buy and install phone handset for upstairs** | **Building**  **Budget & Finance** | **June 2021** |  |
| **1.6** | **Revamp second floor storage areas** | **Building**  **Library Board**  **Library Director** | **Oct 2022** |  |
| **1.6.1** | **Sort and de-clutter General Supply Room** | **Building**  **Library Director** | **July 2020**  **Extended to September 2021** |  |
| **1.6.2** | **Sort and de-clutter Craft Supply Room** | **Building**  **Library Director** | **Sep 2020** | **Completed** |
| **1.6.3** | **Sort and de-clutter Decorations Storage Room** | **Building**  **Library Director** | **Sep 2021** | **Completed** |
| **1.6.4** | **Sort and de-clutter items in large front room** | **Building**  **Library Board** | **Sep 2022** |  |
| **1.6.5** | **Relocate non historical items stored in Archives Room** | **Building**  **Library Board** | **Sep 2022** |  |
| **1.6.6** | **Eliminate unneeded items –**  **sell, discard, give away** | **Building**  **Library Board** | **Oct 2022** |  |
| **1.6.7** | **Install signage for stored supplies** | **Building**  **Library Director** | **Sep 2022** |  |
| **1.7** | **Improve appearance & function of the Back Room** | **Building**  **Library Director Library Grants** | **Nov 2023** |  |
| **1.7.1** | **Find storage area for items blocking coat rack** | **Building**  **Library Director** | **June 2019** | **Completed & Maintaining** |
| **1.7.2** | **Evaluate storage for folding tables & chairs when not in use** | **Building**  **Library Director** | **June 2022** |  |
| **1.7.3** | **Get cost estimates for new storage areas** | **Building** | **Sep 2022** |  |
| **1.7.4** | **Obtain funding** | **Budget & Finance**  **Library Grants** | **June 2023** |  |
| **1.7.5** | **Hire a contractor to complete work needed** | **Building** | **June 2023** |  |

**2. EXTERNAL ENVIRONMENT: We will maintain and use our external property for the safety and enjoyment of our patrons and staff.**

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| **Number** | **Objective** | **Responsibility** | **Target Date**  **For Completion** | **Status** |
| **2.1** | **Demolish the old**  **garage** | **Building** | **June 2020**  **Extended to**  **June 2021** |  |
| **2.1.1** | **Get a cost estimate** | **Building** | **June 2019** | **Completed** |
| **2.1.2** | **Obtain funding** | **Budget & Finance**  **Library Grants** | **June 2020**  **Extended to**  **June 2021** |  |
| **2.1.3** | **Hire a contractor to complete work needed** | **Building** | **June 2019** | **Completed** |

1. **SUSTAINABLE REVENUE: We will find means of long-term sustainable funding to meet the library’s financial needs.**

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| **Number** | **Objective** | **Responsibility** | **Target Date**  **For Completion** | **Status** |
| **3.1** | **Create a motivated team**  **(Steering Committee) of**  **Trustees, employees, and**  **community members** | **Library Board**  **Budget & Finance** | **June 2020**  **Extended to**  **June 2021** |  |
| **3.1.1** | **Develop a plan of revenue and fundraising opportunities to build the endowment fund.** | **Steering Committee** | **June 2022** |  |
| **3.1.2** | **Develop a plan of revenue and fundraising opportunities to provide immediate operating funds.** | **Steering Committee** | **June 2022** |  |