

Westport Timberland Library

2013 Action Plan

Services, Programs & Outreach:

- Seek ways to increase awareness of library, the collection and services in the community.
- Build a relationship with the Senior House staff
- Continue to offer story times to Head Start, inviting others in the community to attend.
- Continue to offer individualized computer and eReader assistance.
- Continue to highlight books and materials with displays, including the local history and vertical files collection and the Spanish language materials.
- Develop a plan to organize and enhance volunteer opportunities.
- Educate the Westport Board and Friends in library advocacy.
- Continue staff training and improving customer service.

Partnerships:

- Collaborate with the Friends of the Library in their support of the library.
- Collaborate with the school librarian and teachers when classes are assigned research projects.

Accomplishments: January – June 2013:

Services, Programs & Outreach:

- Attempted additional Storytimes with Head Start teacher with no success. Will try again in the fall.
- Individualized computer and eReader assistance is ongoing with 11 lessons given in first half year.
- Staff continues to plan simple book displays with an increase in the number of display spaces.
- Tried a new location for Spanish language materials for easier access.



- Shelving adult fiction westerns, sci-fi and graphic novels separate from rest of fiction.
- Devoted most of the staff in-service day for additional customer service training.

Partnerships:

- Met with the Friends for their yearly goals and program planning.
- Library Board.
- School library can handle the students' research needs including the TRL databases and fewer students use the public library.

Accomplishments: July - December 2013:

Services, Programs & Outreach

- Shelved the adult mysteries separate from the rest of fiction.
- Highlighted non-fiction collections with displays.
- Features seldom checked out adult fiction books near circulation desk.
- Presented story time to Head Start class.

