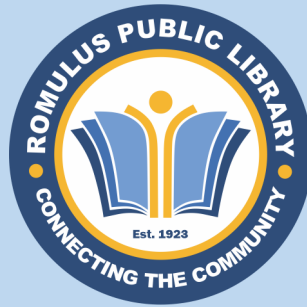


# Romulus Public Library

## Strategic Plan 2024 – 2027



*Serving Romulus and Huron Township*



**Library Board:** Jennifer Johnson, President and Huron Township Representative– Kathy Abdo, Vice President and Romulus City Council Liaison – Debbie Hoffman, Treasurer – Candace Lewkowicz, Secretary — Emery Long, Trustee

**Library Director:** Patty Braden

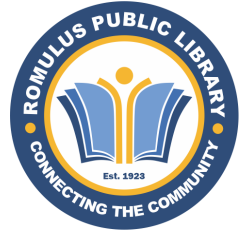
*11121 Wayne Road*

*Romulus, MI 48174*

*734-942-7589*

*[www.romuluslibrary.org](http://www.romuluslibrary.org)*

*Approved by the Library Board March 17, 2025*



**MISSION:** The Romulus Public Library provides resources and services to inform, educate, enlighten and entertain the members of its community and serves as a place for all to discover the joy of reading.

*Adopted by the Romulus Public Library Board Nov. 3, 2014*

**TAG LINE:** Serving Romulus and Huron Township

## **VALUES:**

- ◆ **Lifelong Discovery:** We provide programs and services that facilitate the exploration of personal interests and encourage lifelong discovery for people of all ages.
- ◆ **Access:** We provide free and open access to library resources, programs and services which interest, inform and enlighten.
- ◆ **Community Engagement:** We serve the community as a resource for information and a place to gather. Our involvement and leadership in the community are extended through partnerships with city departments, businesses, institutions and local organizations.
- ◆ **Teamwork:** We value our staff and work together as a team, treating each other with respect, integrity and fairness.
- ◆ **Customer Service:** We are committed to meeting the needs of our patrons and providing the highest quality library service to all.

*Adopted by the Romulus Public Library Board Apr. 4, 2015*

# Planning Timeline April 2024-March 2025

Task	Approval Point	Action	Date
Task 1		Create and distribute Feedback Survey to Staff Compile staff survey results	April - July 2024
Task 2		Create and distribute Community Feedback Survey	July -Sept 2024
Task 3		Compile community survey results and merge with staff survey results Present results to Library Leadership Team Select preliminary library services responses Meet with Leadership Team to identify current library strengths and weaknesses in relation to the draft priorities and to identify threats and opportunities if drafts become the library priorities	October 2024
Task 4	<b>Approval Point</b>	BOARD MEETING – October 21, 2024 Present preliminary library service responses and draft priorities to Library Board for review and approval or recommended changes Prepare/present draft Executive Summary of the Plan (narrative)	October 2024
Task 5		Adjust Top Five Library Service Responses as needed  Before Presenting the Plan to the Board Work with Leadership Team to develop goals and objectives based on the service responses and target audiences identified Work with Leadership Team to develop a preliminary list of action items for each goal Based on goals and action items, determine what resources will be required Develop preliminary plan to obtain those resources Revise the plan as needed Send it to the Board Members prior to their meeting	November 2024
Task 6	<b>Approval Point</b>	BOARD MEETING – March 17, 2025 Create a Library Financial Plan and receive Board approval Present preliminary plan (goals/action items) to the library board and ask for approval Present Executive Summary to the library board and ask for approval Present timeline for implementing the plan for Years 1, 2, and 3	March 2025
Task 7		Communicate the Plan Distribute the final plan to the Leadership Team and staff Communicate the plan to the public Continue to implement the marketing strategy for the plan	March 2025
Task 8		Implement the Plan Begin implementing Year One action items that do not require additional resources Monitor implementation of the Plan Allocate resources as they are available for 2026-27 goals as part of budget planning	March 2025  February 2026

**1. Continue and Expand Programming for all Ages** — Offer quality programming to children, teens, and adults that encourages reading and lifelong learning.

**Goal #1: Investigate offering additional classes and events on topics of interest to adults/seniors.**

<b>Action</b>	<b>Timeline</b>	<b>Responsibility</b>
Investigate offering additional music programs for adults	2024/25	Adult Services
Investigate hosting speakers on local history, gardening, and the environment	2024/25	Adult Services
Investigate offering more how-to programs with instructors	2024/25	Adult Services
Consider offering programs for autistic adults with caregivers	2025/26	Adult Services
Investigate offering adult programming on other weekday evenings	2026/27	Adult Services
Investigate offering multicultural “get to know you” programs	2026/27	Adult Services
Investigate offering classes/instruction on topics of interest such as minor auto repairs	2026/27	Adult Services
Investigate offering tours and day trips to local places of interest such as Detroit churches, new Kroger facility, etc.	2026/27	Adult Services
Investigate ways to increase circulation with programming	2026/27	Support Services
Investigate offering a Graphic Novel Club or program for adults	2026/27	Adult Services

**Goal #2: Investigate offering additional classes and events on topics of interest to children and teens.**

<b>Action</b>	<b>Timeline</b>	<b>Responsibility</b>
Investigate offering more kids activities during the day	2024/25	Youth Services
Investigate mid-day play hours	2024/25	Youth Services
Restructure LEGO Club	2024/25	Youth Services
Restructure Family Makerspace	2024/25	Youth Services
Investigate hosting NHS students as reading tutors in summer	2025/26	Youth Services
Implement Music & Movement Story Time	2025/26	Youth Services
Implement Sensory Story Time	2025/26	Youth Services
Investigate Drama Club for Teens	2025/26	Youth Services
Investigate adding weekly or monthly Yoga classes	2025/26	Youth Services
Investigate Life Skills classes for Teens	2025/26	Youth Services
Investigate "silent" book club for each school-age level	2026/27	Youth Services
Investigate offering more tween and family events	2026/27	Youth Services
Investigate offering more afterschool programs	2026/27	Youth Services
Investigate reimplementing regular Take & Makes	2026/27	Youth Services
Investigate vision, hearing, and dental screenings 2x/yr	2026/27	Youth and Adult Services
Investigate educational programs for elementary age	2026/27	Youth Services
Investigate educational programs for middle school age	2026/27	Youth Services

**Goal #3: Ensure funding for current and future programming.**

<b>Action</b>	<b>Timeline</b>	<b>Responsibility</b>
Ensure that programming is adequately funded to meet community needs	2024/25	Administration
Continue to communicate funding needs for programming to the Friends of the Library and garner their continued support	2024/25	Administration
Continue to seek grant opportunities for programming	2025/26	Administration, Adult Services, Youth Services
Continue and expand partnerships with area businesses and organizations for programming sponsorships	2025/26	Administration, Adult Services, Youth Services

**2. Create a Comfortable Place: Physical and Virtual Spaces**

<b>Action</b>	<b>Timeline</b>	<b>Responsibility</b>
Increase community, City Council, and Huron Township representatives' awareness of building needs and funding gaps	2024/25	Administration
Investigate short term options for upgrading and modernizing the youth area	2024/25	Administration
Continue to seek funding opportunities to upgrade and modernize the youth/teen area, public restrooms, and staff area to satisfy community needs and meet ADA requirements	2026/27	Administration

**3. Expand Outreach to the Communities/Market the Library:**

<b>Action</b>	<b>Timeline</b>	<b>Responsibility</b>
Investigate additional funding from Huron Township to continue and increase access to library services in the township	2024/25	Administration
Implement marketing strategies suggested by Library Marketing Makeover Participation	2024/25	Administration
Submit monthly submissions for City's electronic sign	2024/25	Outreach
Ensure adequate staffing to continue and expand participation in community events, school events, and festivals to promote library services	2024/25	Administration
Continue outreach to area schools to continue work toward goal for all students to have a library card and access to library services	2024/25	Youth Services and Outreach
Investigate creating low-vision accessible newsletter	2025/26	Outreach
Establish connections with church youth groups	2025/26	Outreach
Offer New Book highlights on social media	2025/26	Outreach
Investigate increased staffing for marketing the library to improve informational reach to the community	2026/27	Administration
Investigate increased staffing for outreach to improve the library's presence in the community	2026/27	Administration
Investigate additional open hours	2026/27	Administration
Investigate improving/standardizing reading level information in catalog	2026/27	Youth Services
Investigate book locker	2026/27	Adult Services and Outreach

**3. Expand Outreach to the Communities/Market the Library:**

<b>Action</b>	<b>Timeline</b>	<b>Responsibility</b>
Investigate yearly celebration ideas for displays	2024/25	Support Services
Ensure program postings on city hall monitors/cable are up-to-date	2024/25	Adult Services
Review Homebound Delivery Service	2024/25	Adult Services
Create a resource guide for local tutoring	2025/26	Youth Services
Investigate pilot program for school hold drop-off/pick-up	2026/27	Youth Services

**4. Enhance Library Collections**— Offer quality, robust collections to meet patron’s informational, entertainment and educational needs.

<b>Action</b>	<b>Timeline</b>	<b>Responsibility</b>
Increase adult book purchasing, including adding second copies of popular adult fiction, as the budget allows	2024/25	Adult Services
Increase user awareness of access to digital downloads from other area consortia	2024/25	Adult Services
Purchase new ACT/SAT books each year	2024/25	Youth Services
Investigate new shelving for paperback picture books	2024/25	Youth Services
Ensure adequate funding to implement collection enhancements based on community feedback including increasing book purchasing, digital offerings, and kits to meet the needs of the community	2026/27	Administration
Investigate increasing the number of weekly interlibrary loan delivery days	2026/27	Administration
Investigate offering access to library materials in Huron Twp	2026/27	Administration
Investigate grants to fund a Bookmobile	2026/27	Administration, Youth Services and Outreach
Expand toy options in Children's Area/update old toys	2026/27	Youth Services
In-House checkouts of Dramatic Play kits	2026/27	Youth Services
Investigate developing the Library of Things	2026/27	Adult Services
Investigate collections in other languages	2026/27	Adult Services
Review adult non-fiction collection and investigate additional BISAC topics	2026/27	Adult Services
Conduct Adult Collections records cleanup	2026/27	Adult Services

**5. Support and Retain Staff**— Prioritize staff development, support a positive team approach, and provide a strong organizational structure that nurtures a healthy working environment to meet the current and future needs of the community.

Action	Timeline	Responsibility
Offer additional staff development opportunities	2024/25	Administration
Provide annual staff feedback survey to determine goals for the year	2025/26	Administration
Improve the utilization of support staff to improve workflow efficiency	2025/26	Administration, Adult Services, Youth Services
Improve internal communication through enhanced training and clear communication	2025/26	Administration
Continue conducting annual wage survey to align wages with industry standards and cost of living	2026/27*	Administration
Continue to review staffing needs and seek to provide additional promotional opportunities to enhance job satisfaction and retain staff	2026/27	Administration
Investigate updating staff training procedure	2026/27	Adult and Support Services
Review circulation policies/procedures	2026/27	Support Services

\*Due to a loss in penal fine revenue, a wage freeze is in place for FY 2025/26.