

# AGENDA

Henika District Library  
Planning Committee Meeting  
September 7th, 2022 at 10:30 am

## **I. Call to Order**

Members Present:

Members Absent:

Staff Present:

Guests:

## **II. Approval of Agenda**

## **III. V. Approval of Meeting Minutes**

- May 20th 2022 Regular Meeting Minutes

## **IV. Unfinished Business**

## **V. New Business**

- Draft Implementation Timeline

## **VI. Around the Table**

## **VII. Adjournment**

# Minutes

Henika District Library  
Planning Committee Meeting  
May 20th, 2022 at 9:15am

## I. Call to Order

Members Present: Sara Davidson-LeFevre, Danielle Simmons, Meghan Augustin, Tami Fryling

Members Absent:

Staff Present: Cierra Bavovka

Guests: None

## II. Approval of Agenda

Augustin moved to approve the agenda, Fryling seconded.

## III. Approval of Meeting Minutes

May 11th, 2022 Regular Meeting Minutes

LeFevre moved to approve the meeting minutes, Simmons seconded.

## IV. Unfinished Business

Draft Goals

The committee continued discussion and work on creating a strategic plan.

Discussed possible future funding opportunities to explore, including USDA loans and grants.

## V. New Business

Monday, May 23rd at 6:00pm is the millage informational meeting for the Yankee Springs millage vote on August 2nd.

Discussed possible opportunity for September 2022: "Show us your (library) card" event where Henika partners with local businesses.

## VI. Around the Table

The planning committee plans to discuss printer needs and the porch project/summer plans at the June 2022 regular board meeting. Committee discussed reviewing and adding completed tasks to Henika's strategic plan in review of work already completed towards meeting goals. The planning committee will present the strategic plan goals to the entire Board at the July 2022 regular meeting.

## VII. Adjournment

Meeting adjourned at 10:10am.



“A Place to Grow”

Strategic Plan 2023-2026

### **Library Profile:**

The Henika District Library (HDL) is a class III public library serving the residents of Wayland City and Wayland Township. Located in downtown Wayland, the library is supported by both local Wayland City and Wayland Township taxes, local penal fines, and state aid. The library is housed in the original building that was built in 1899 and had an addition added on in 1968. This location holds the library's 14,600+ item collection. The library's seven employees consist of three full-time staff and four part-time staff. Two of the full-time staff members hold an MLIS. The library is open 50 hours a week Monday through Saturday and is closed on Sundays.

### **Planning Committee:**

- Library Director, Cierra Bakovka
- Library Board President, Meghan Augustin (ex-officio)
- Library Board Trustee, Sara LeFevre (Committee Chair)
- Library Board Trustee, Tami Fryling
- Library Board Trustee, Danielle Simmons

### **Planning Process:**

Beginning at the start of 2022, the Planning Committee was formed with the above members, who met bi-monthly throughout the year. Other outside library models were consulted as viable options, along with guidance from the Lakeland Library Cooperative Director, Carol Dawe. Furthermore, Henika District Library's organizational culture and values were essential in determining ways to better serve the community. The culture and values of library staff were investigated through staff surveys. Additionally, a SWOT analysis was performed by the Planning Committee members to analyze the strengths, weaknesses, opportunities and threats to Henika District Library. All of the internal data generated from staff input and the SWOT analysis were actively integrated into the course of action outlined in the strategic plan. Community input was also at the center of the planning process. A community needs assessment survey was administered to members of the community and library patrons.

This information accumulated from the SWOT analysis, staff survey, and community input gave the library insight into Henika's needs and desires for the future. It was discovered that the community values the library's services and programming, particularly those revolving around collection diversity and technology. As a result, the Planning Committee formulated goals and objectives around these findings and submitted the plan to Henika District Library's Board of Trustees for approval.

### **Planning Outline:**

- Stick with the mission.
  - The Planning Committee reviewed the library's current mission statement which is "To encourage community and personal growth through diverse materials, services, and experiences" and believe that it should be the driving force behind our strategic planning process.

- Develop a model.
  - The Library Director researched other library's strategic plans with similar demographics and resources to Henika District Library in order to gain insight into possible models.
- Define the organizational culture and values.
  - The Library Director created a staff survey that was administered to all library staff by to define the culture and values of Henika District Library.
- Define community needs.
  - The Library Director worked with the Planning Committee to design a needs assessment survey for the Henika community. Both paper and digital copies were distributed, with staff members handing out surveys to patrons in the library and the Library Director adding the survey online to the library's website and social media channels.
  - The Library Director and Planning Committee analyzed internal data from circulation, website, technology, program, outreach and usage statistics and used it for additional consideration when assessing priorities.
- Develop goals and objectives.
  - The Planning Committee developed goals and objectives based on findings from the community needs assessment, library statistics, SWOT analysis research and the organizational culture and values staff survey.
- Submit the plan to the Board of Trustees for approval.
  - The Library Director submitted the finalized strategic plan to the Board of Trustees.

## Henika District Library Strategic Plan 2023-2026

### **Mission:**

*Henika District Library encourages community and personal growth through diverse materials, services, and experiences.*

### **Goal 1:**

Improve Henika District Library building accessibility and safety for all patrons and staff.

#### **Objective 1.1:**

Bring elevator into ADA compliance.

##### *Action 1:*

Contact LARA to explore replacement elevator ADA needs, pricing, and implementation.

##### *Action 2:*

Contact at least two contractors for bids and finalize the decision to present a proposal to the board.

### **Goal 2:**

Expand the current library building to meet community wants and needs.

#### **Objective 2.1:**

Establish a building expansion plan and blueprint.

##### *Action 1:*

Write a building needs v.s. Wants list

##### *Action 2:*

Contact at least 2 architects for plans meeting our needs.

##### *Action 3:*

Present building plan to the board.

#### **Objective 2.2:**

Get estimates for the project plan for budgeting purposes.

##### *Action 1:*

Open a bid room for contractors to bid on the building plan.

##### *Action 2:*

Decide on 2-3 contractor choices based on bids and proposals.

#### **Objective 2.3:**

Decide on how to fund the building project

*Action 1:*

Explore funding options through grants, loans, donations, millage, etc.

**Goal 3:**

Expand community connections and involvement with the Henika District Library.

Objective 2.1:

Establish connections with local groups.

*Action 1:*

Reach out to the Wayland Downtown District Association, schools, Wayland Chamber of Commerce, local Gun Lake tribe, and nearby businesses.

**Implementation Timeline:**

**January 2023**

**February 2023**

**March 2023**

**April 2023**

**May 2023**

**June 2023**

**July 2023**

**August 2023**

**September 2023**

**October 2023**

**November 2023**

**December 2023**

**January 2024**

**February 2024**

**March 2024**

**April 2024**

**May 2024**

**June 2024**

**July 2024**

**August 2024**

**September 2024**

**October 2024**

**November 2024**



**December 2024**

**January 2025**

**February 2025**

**March 2025**

**April 2025**

**May 2025**

**June 2025**

**July 2025**

**August 2025**

**September 2025**

**October 2025**

**November 2025**

**December 2025**



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Goal (from library's current strategic plan)

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<b>Objectives (if included in current strategic plan)</b>	<b>Actions</b>	<b>Timeframe for Activity</b>	<b>By Whom</b>

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Goal (from library's current strategic plan)

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<b>Objectives (if included in current strategic plan)</b>	<b>Actions</b>	<b>Timeframe for Activity</b>	<b>By Whom</b>

# Abington Public Library Strategic Plan July 2017 – June 2022



Board of Library Trustees: Henry DiCarlo, Chairman  
Library Director: Deborah Grimmett  
September 2016

Abington Public Library  
600 Gliniewicz Way  
Abington, MA 02351  
781-982-2139  
[www.abingtonpl.org](http://www.abingtonpl.org)  
[ablib@ocln.org](mailto:ablib@ocln.org)

## **Service Priority One**

### **Create Young Readers: Early Literacy**

“Children from birth to age five will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen.” (Nelson, p. 165).

**Goal:** Children age 5 and under and caregivers will find materials which enhance early literacy and which encourage reading as a positive and valuable activity.

#### **Objectives**

- Circulation of toddler books, picture books and beginning readers will increase by 2% each year.
- Circulation of non-print materials will increase by 2% each year.
- In-house use of technology, such as computers and tablets, and items such as table top games will increase by 3% each year.

#### **Action Plan for FY18**

- Continue rotating dynamic displays of new and featured preschool materials.
- Develop new signage for preschool and parent materials.
- Use tools such as website widgets and social media platforms such as Pinterest to develop and promote bibliographies.
- Offer 4 programs which will introduce in-house technology and games.

**Goal:** Children age 5 and under and caregivers will have programs designed to ensure that young readers enter school prepared to learn to read, write, and listen.

#### **Objectives**

- Participation in programs, such as Story Hour, for children age 5 and under that incorporate early childhood educational principles will increase by 3%.
- Participation in programs for children age 5 and under which feature STEM/STEAM activities will increase by 3%.
- Class visits to pre-K and Kindergarten classes will increase by 20% upon the hiring of an Outreach Children’s Librarian to supplement the Youth Services staff.
- Participation by children age 5 and under in the annual Summer Reading Program will increase by 3%.
- Use of the “Tumblebooks” eBook subscription will increase by 5% each year.

#### **Action Plan for FY18**

- Continue to offer age-appropriate Toddler and Preschool Story Times, which develop skills necessary for school preparedness.
- Continue to develop programs for children age 5 and under which incorporate STEM and STEAM concepts.
- Promote and evaluate Summer Reading Program participation of children age 5 and under.
- Promote “Tumblebooks” to parents and teachers.
- The Library Trustees will work toward obtaining funding for a part-time Children’s Librarian, specializing in Outreach to facilitate visiting and hosting additional school classes.

## **Service Priority Two**

### **Stimulate Imagination: Reading, Viewing and Listening for Pleasure**

“Residents who want materials to enhance their leisure time will find what they want when and where they want them and will have the help they need to make choices from among the options.” (Nelson, p. 199).

**Goal:** Adults and Senior Citizens will find materials which enhance leisure time activities and which encourage intellectual pursuits and imagination.

#### **Objectives**

- Circulation of new adult fiction in print and audio formats will increase by 3% each year.
- Circulation of adult eBooks will increase by 5% each year.
- Circulation of downloadable audio and video materials will increase by 5% each year.
- Participation in book discussion groups and at other programs featuring recreational materials will increase by 5% each year.
- Participation in “Abington Reads” will increase by 5% each year. “Abington Reads” titles alternate between fiction and non-fiction from year to year.
- Participation in programs such as Craft Nights will increase by 5% each year.

#### **Action Plan for FY18**

- Continue monthly physical displays of materials on disparate topics.
- Explore options for downloadable video content.
- Research additional ways to use website tools and social media to promote leisure time materials.
- Continue the Friends’ mystery and popular fiction book discussion groups.
- Continue promoting book discussion groups on social media, such as Facebook and Pinterest.
- Offer monthly programs featuring creativity such as Craft Nights.
- Plan and present a comprehensive “Abington Reads” community reads program featuring a fictional work.
- Explore resources to help residents share their creative works with others.

**Goal:** Children and teens will find materials which enhance leisure time activities and which encourage intellectual pursuits and imagination.

#### **Objectives**

- Circulation of children’s and teen fiction and picture books will increase by 2% each year.
- Circulation of children’s and teen eBooks will increase by 10% each year.
- Circulation of children’s and teen downloadable audio materials will increase by 5% each year.
- Circulation of children’s and teen downloadable visual materials will increase by 5% each year.
- Participation in the summer reading program, book discussion groups and at other programs featuring recreational materials will increase by 5% each year.
- Participation in TAB, the Teen Advisory Board will increase by 3% each year.

#### **Action Plan for FY18**

- Continue dynamic monthly displays of physical materials on disparate topics.

- Use social media and website tools to promote reading/listening/viewing for pleasure.
- Continue the three book discussion groups for children and teens.
- Continue the summer reading program for children and teens.
- Continue monthly TAB meetings and programs, including literature based after-hours programs.
- Offer six additional programs for children which encourage reading/viewing/listening for pleasure.
- Explore resources to help children and teens share their creative works with others.



### Service Priority Three

#### Satisfy Curiosity: Promote Lifelong Learning

“Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.” (Nelson, p. 195).

**Goal:** Adult and Senior residents will have access to information to meet their need to explore topics of personal interest and to facilitate lifelong learning.

#### Objectives

- Circulation of new adult non-fiction print and audio materials will increase by 3% each year.
- Circulation of downloadable non-fiction eBooks will increase by 5% each year.
- Circulation of downloadable non-fiction audio materials will increase by 5% each year.
- Attendance at library-sponsored informational programs for adults will increase by 5 % each year.
- Participation in “Abington Reads” will increase by 5% each year. “Abington Reads” titles alternate between fiction and non-fiction from year to year.
- Participation in the Non Fiction Book Discussion Group will increase by 10% over five years.
- Use of library sponsored and statewide databases will increase by 3% each year.
- Resources for job seekers will increase 2% each year.

#### Action Plan for FY18

- Continue the comprehensive weeding plan for the adult non-fiction print collection.
- Study acquisitions of downloadable materials in all formats and increase spending by 5% on Non-Fiction materials.
- Assess adding a tablet/tablets in the Non-Fiction stack area for use as a quick online catalog.
- Offer four programs to assist users with library technology.
- Continue assisting users with library technology on an individual basis.
- Present six informational programs for adults/seniors.
- Continue the monthly Non-Fiction Book Discussion Group for adults and seniors.
- Promote and monitor database usage.
- Reference/Adult Services staff will evaluate print and non-print career resources.

**Goal:** Teens and children will have access to resources which fulfill their need to investigate topics of personal interest.

#### Objectives

- Circulation of children’s and young adult non-fiction physical materials in all formats will increase by 2% each year.
- Circulation of children’s and teen non-fiction eBooks will increase by 5% each year.
- Circulation of children’s and teen downloadable audio and visual materials will increase by 5% each year.
- Attendance at library sponsored informational programs, including programs featuring STEM/STEAM activities for children and teens will increase by 5% each year.

- Use of library sponsored children's and teen databases will increase by 3% each year.

**Action Plan for FY18**

- Develop a comprehensive weeding plan for young adult and children's non-fiction collections.
- Continue dynamic monthly displays of physical materials on disparate topics.
- Use social media and website tools to promote informational materials in all formats.
- Continue to offer programs which incorporate STEM/STEAM principles for children and teens, building off the recent Science is Everywhere grant.
- Present two non-STEM/STEAM informational programs for teens
- Present two non-STEM/STEAM informational programs for children.
- Promote and monitor children's and teen database usage.

## Service Priority Four

### Visit a comfortable place: Physical and virtual spaces

“Residents will have safe and welcoming physical spaces to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support networking.” (Nelson, p. 210).

**Goal:** Residents of all ages will enjoy a welcoming physical space, conducive to using library materials or meeting with others.

#### Objectives

- Copeland Meeting Room use will increase by 3% each year.
- Copeland Room exhibits will be recruited and promoted to the community.
- Study Room use will increase by 3% each year.
- Space for people will increase by 2022 as the need for space for physical reference materials decreases.
- Funding building maintenance and repairs will be a budgetary priority; the municipal appropriation for building maintenance and repair will increase by at least 3% each year.
- Participation in community building activities for adults will increase by 3% each year.

#### Action Plan for FY18

- Evaluate on-line Meeting Room Use application.
- Recruit Copeland Room exhibits for nine of the twelve months.
- Evaluate the study rooms and consider other spaces for small groups.
- Evaluate using the Copeland Room for tutoring one day per week after school.
- Evaluate Reference area with ideas for repurposing space.
- Create and advocate for minimum 3% increase in the municipal appropriation for building repair and maintenance in the FY19 budget.
- Celebrate the 20<sup>th</sup> anniversary of the library building.
- Actively market current community building activities such as the ongoing jigsaw puzzle.
- Implement an additional ongoing group activity for adults.

**Goal:** Residents of all ages will find an accessible virtual space which supports their needs.

#### Objectives

- “Hits” on the library website will increase by 5 % each year.
- Content on the library website will increase by 5 % each year.
- Use of Reader’s Advisory materials on the website will increase by 3% each year.

#### Action Plan for FY18

- Maintain library policies and trustees minutes on the website.
- Continue using social media, such as Pinterest, and professional tools, such as Booksite, to develop reader’s advisory tools.
- Develop more robust content for book discussion groups.
- Work with the network, and electronic materials vendors to make electronic content easier for readers to access.



# Georgetown Peabody Library

Long Range Plan  
FY2018-FY2022

**Submitted by:**  
**Sarah Cognata, Library Director**  
scognata@georgetownpl.org  
(978) 352-5728

Collection – We aim for what people want, we're responsive, materials clean and attractive

## Goals and Objectives FY 2018 – FY 2022

Goal	Objective	Action steps	Time frame	Responsibilities
1. Residents view the Georgetown Peabody Library as a community hub and a primary source of local information	1.1. Connect with more clubs & groups to use the variety of indoor and outdoor spaces as a place to connect as a community.	1.1.1. Identify organizations in town.	Before FY 2018 and continuing	Director Staff
		1.1.2. Revisit and modify the meeting room policy.	FY 2018	Director Trustees
	1.2. Library develops a brochure of current businesses, service groups, organizations, and library services for new residents who recently moved to Georgetown.	1.2.1. Collaborate with town offices, churches, businesses to develop master list.	FY 2019	Director Staff
		1.2.2. Develop template that can be easily updated.	FY 2019 and ongoing	Reference Librarian
		1.2.3. Research places to distribute brochure.	FY 2019	Director Staff
		1.2.4. Make available electronically and distribute to the public.	FY 2019 and ongoing	Director Staff Trustees Friends
	1.3. Library preserves the history of Georgetown and surrounding area through its historical collections.	1.3.1. Continue to digitize Georgetown newspapers and other collections.	FY 2018 and ongoing	Director
		1.3.2. Research other Local History collections at surrounding public libraries.	FY 2018, FY2019	Director Staff
		1.3.3. Collaborate with the Georgetown Historical Society.	FY 2018 and ongoing	Director Staff
		1.3.4. Hire an intern to catalog and document what sources and collections are in the Local History Room.	FY 2019	Director Reference Librarian
Goal	Objective	Action steps	Time frame	Responsibilities
2. The Georgetown Peabody Library is a	2.1. Library connects educators and	2.1.1. Discuss with patrons what	FY 2018 and ongoing	Director Children's Librarian

center of collaborative education in the community.	lecturers with public for enrichment of all ages.	workshops are suited for their needs. 2.1.2. Set up workshops based on patron feedback.	FY 2018 and ongoing	Teen Librarian Director Children's Librarian Teen Librarian
	2.2. Library continues to build relationships with schools to work together to help students "learn to learn".	2.2.1. Set up meetings with school administration and staff to facilitate communication regarding school assignments between the schools and the library. 2.2.2 Continue to present database/research class to high schools students. 2.2.3. Continue to have a presence at the public schools with school visits and library field trips.	FY 2018 and ongoing  FY 2018 and ongoing  FY 2018 and ongoing	Children's Librarian Teen Librarian  Teen Librarian  Children's Librarian Teen Librarian
	2.3. Library builds relationship with Senior Center for benefit of older adult education	2.3.1. Collaborate with Council on Aging Director on formal services for elderly, home bound needs.	FY 2018 and ongoing	Director Staff
	2.4. Increase sense of community service by inter-generational connections.	2.4.1. Collaborate with Georgetown Middle/High School and the Community Service Coordinator for mentoring and tech assistance by teens to seniors at the library. 2.4.2. Research opportunities for oral history interviews.	FY 2018 and FY 2019  FY 2019, FY 2020	Teen Librarian  Staff
<b>Goal</b>	<b>Objective</b>	<b>Action steps</b>	<b>Time frame</b>	<b>Responsibilities</b>
3. The Georgetown Peabody Library is funded at a level that reflects the needs and expectations of the community.	3.1. Town approves and supports increased staff salaries.	3.1.1. Meet with Trustees to discuss how to accomplish this. 3.1.2. Library develops rationale and advocates at	FY 2018  FY 2018	Director Trustees  Director

		Board of Finance Committee meeting.		
	3.2. Town approves and supports additional staff hours for increased hours open.	3.2.1. Create budget for Thursday hours. 3.2.2. Estimate staffing needs for increased hours. 3.2.3. Present to Trustees and Finance Committee.	FY 2018 and ongoing FY 2018 and ongoing FY 2018 and ongoing	Director Director Director
	3.3. Town approves and supports additional staff hours and new Outreach position.	3.3.1. Increase hours of Library Technician position from 11 hours per week to 16 hours per week. 3.3.2. Create a Community Outreach position that will be funded by the town. 3.3.3. Hire a Community Outreach Librarian.	FY 2018 FY 2019 FY 2019	Director Director Trustees Director
	3.4. Town approves and supports our library materials budget.	3.4.1. Continue to grow our collections through purchasing. 3.4.2. Weed out reference section or incorporate into circulating collection. 3.4.3. Increase our audiobook collection. 3.4.4. Maintain a current collection by weeding twice a year.	FY 2018 and ongoing FY 2018 FY 2019 and ongoing FY 2018 and ongoing	Staff Reference Librarian Reference Librarian Circulation Librarian
<b>Goal</b>	<b>Objective</b>	<b>Action steps</b>	<b>Time frame</b>	<b>Responsibilities</b>
4. Georgetown Peabody Library users have access to the most current information technology.	4.1. Town approves and supports funding for library technology upgrades and improvements.	4.1.1. Update and increase public computer system 4.1.2. Research phone system update in Town 4.1.3. Increase public access to software programs	FY 2018 and ongoing FY 2018 FY 2018 and ongoing	Director Staff Director Staff

	4.2. Library has a technology plan for managing hardware and software needs.	4.2.1. Create technology plan and update as needed.	FY 2019 and ongoing	Reference Librarian
<b>Goal</b>	<b>Objective</b>	<b>Action steps</b>	<b>Time frame</b>	<b>Responsibilities</b>
5. Staff members are empowered to continue their library education and professional development for the benefit of the users in the Georgetown community.	5.1. Fund is established to support library staff education and professional development.	5.1.1. Operating expenses have line item for staff education and professional development.	FY 2018 and ongoing	Director
	5.2. Fund is established to support staff coverage for training and meetings.	5.2.1. Research substitute needs 5.2.1. Increase hours in temporary staff position.	FY 2018 FY 2018	Director Director
	5.3. Library increases staff education and workshop opportunities.	5.3.1. Review all available workshops through MLS, MBLC, and MVLC yearly. 5.3.2. Identify list of needs for staff education. 5.3.3. Provide staff development days twice a year.	FY 2018 and ongoing FY 2018 and ongoing FY 2018 and ongoing	Staff Director Staff Director Staff
<b>Goal</b>	<b>Objective</b>	<b>Action steps</b>	<b>Time frame</b>	<b>Responsibilities</b>
6. Residents are aware of the variety of collections, services, and programs that are offered by the Georgetown Peabody Library.	6.1. Utilize community services to communicate Library programs and services.	6.1.1. Determine local community boards for posting Library events. 6.1.2. Contact Electric Company to include insert in monthly bill.	FY 2018 FY 2018 and ongoing	Staff Director Staff Friends
	6.2. Continue to increase visibility of library, its collections, programs, and services through website and social media.	6.2.1 Continue to post on our social media pages and update website regularly. 6.2.2. Increase subscribers to our e-newsletter.	FY 2018 and ongoing FY 2018	Staff Director
	6.3. Develop a library presence in Georgetown at all town events through	6.3.1 Put together a list of town events and prioritize which should have a library presence.	FY 2018 and ongoing	Director



	advertisement and physical means.	6.3.2. Recruit staff to attend these events on the library's behalf.  6.3.3. Add signage to streets outside of our location to aid in directions to library location.  6.3.4. Have a weekly section in the Georgetown Record and other local papers on what the library offers.	FY 2019 and ongoing  Before FY 2018  FY 2018 and ongoing	Staff  Director Trustees  Circulation Librarian
<b>Goal</b>	<b>Objective</b>	<b>Action steps</b>	<b>Time frame</b>	<b>Responsibilities</b>
7. The Georgetown Peabody Library's physical space is reconfigured to better accommodate the future needs of its users.	7.1. Work with the boundaries of the present building to create the best space for library programs, services, and collections.	7.1.1. Identify areas that can be modified for alternate uses.  7.1.2. Investigate security measures in the library.  7.1.3. Investigate the possibility of adding closed off study rooms on second floor.	FY 2018 and ongoing  FY 2018  FY 2021, FY 2022	Director Staff Trustees  Director Trustees  Director Trustees
	7.2. Create a welcoming entry lobby for the users that will be an introduction to the library as a whole.	7.2.1. Update book display case every 2 weeks.  7.2.2. Research variety of book displays and signage to replace current display case.  7.2.3. Move bulletin boards in hallway to entrance way and in front of Children's Room to increase visibility.  7.2.4. Create signage for above the Circulation Desk and Children's Room doors.	FY 2018 and ongoing  FY 2019  FY 2019, FY 2020  FY 2020	Staff  Director Reference Librarian  Director Reference Librarian  Director
	7.3. Investigate eco-friendly possibilities	7.3.1. Research opportunities to add	FY 2018, FY 2019	Director Trustees

	to reduce our carbon footprint and be a leader in green libraries.	<p>solar panels to library's roof top.</p> <p>7.3.2. Add solar panels to library's roof top.</p> <p>7.3.3. Present educational workshops on solar panels and the environment.</p>	<p>FY 2021, FY 2022</p> <p>FY2021, FY 2022</p>	<p>Director Trustees</p> <p>Staff</p>
	7.4. Continue to work on new Community Room to allow small groups an area to meet.	<p>7.4.1. Complete Community Room.</p> <p>7.4.2. Train staff on how to use cable equipment to teach patrons who are interested in filming and video editing.</p>	<p>FY 2018</p> <p>FY 2018</p>	<p>Teen Librarian</p> <p>Staff</p>

## FY 2018 Action Plan

**Goal 1: Residents view the Georgetown Peabody Library as a community hub and a primary source of local information**

Objective	Action steps	Time frame	Responsibilities
Connect with more clubs & groups to use the variety of indoor and outdoor spaces as a place to connect as a community.	Identify organizations in town.	Before FY 2018 and continuing	Director Staff
	Revisit and modify the meeting room policy.	FY 2018	Director Trustees
Library preserves the history of Georgetown and surrounding area through its historical collections.	Continue to digitize Georgetown newspapers and other collections.	FY 2018 and ongoing	Director
	Research other Local History collections at surrounding public libraries.	FY 2018	Director Staff
	Collaborate with the Georgetown Historical Society.	FY 2018 and ongoing	Director Staff

**Goal 2: The Georgetown Peabody Library is a center of collaborative education in the community.**

Objective	Action steps	Time frame	Responsibilities
Library connects educators and lecturers with public for enrichment of all ages.	Discuss with patrons on what workshops are suited for their needs.	FY 2018 and ongoing	Director Children's Librarian Teen Librarian
	Set up workshops based on patron feedback.	FY 2018 and ongoing	Director Children's Librarian Teen Librarian
Library continues to build relationships with schools to work together to help students "learn to learn".	Set up meetings with school administration and staff to facilitate communication regarding school assignments between the schools and the library.	FY 2018 and ongoing	Children's Librarian Teen Librarian
	Continue to present database/research class to high schools students	FY 2018 and ongoing	Teen Librarian

	Continue to have a presence at the public schools with school visits and library field trips.	FY 2018 and ongoing	Children's Librarian Teen Librarian
Library builds relationship with Senior Center for benefit of older adult education	Collaborate with Council on Aging Director on formal services for elderly, home bound needs.	FY 2018 and ongoing	Director Staff
Increase sense of community service by inter-generational connections.	Collaborate with Georgetown Middle/High School and the Community Service Coordinator for mentoring and tech assistance by teens to seniors at the library.	FY 2018	Teen Librarian

**Goal 3: The Georgetown Peabody Library is funded at a level that reflects the needs and expectations of the community.**

<b>Objective</b>	<b>Action steps</b>	<b>Time frame</b>	<b>Responsibilities</b>
Town approves and supports increased staff salaries.	Meet with Trustees to discuss how to accomplish this.	FY 2018	Director Trustees
	Library develops rationale and advocates at Board of Finance Committee meeting.	FY 2018	Director
Town approves and supports additional staff hours for increased hours open.	Create budget for Thursday hours.	FY 2018 and ongoing	Director
	Estimate staffing needs for increased hours.	FY 2018 and ongoing	Director
	Present to Trustees and Finance Committee.	FY 2018 and ongoing	Director
Town approves and supports additional staff hours and new Outreach position.	Increase hours of Library Technician position from 11 hours per week to 16 hours per week.	FY 2018	Director
Town approves and supports our library materials budget.	Continue to grow our collections through purchasing.	FY 2018 and ongoing	Staff
	Weed out reference section or incorporate into circulating collection.	FY 2018	Reference Librarian
	Maintain a current collection by weeding twice a year.	FY 2018 and ongoing	Circulation Librarian

**Goal 4: Georgetown Peabody Library users have access to the most current information technology.**

<b>Objective</b>	<b>Action steps</b>	<b>Time frame</b>	<b>Responsibilities</b>
Town approves and supports funding for library technology upgrades and improvements.	Update and increase public computer system	FY 2018 and ongoing	Director Staff
	Research phone system update in Town	FY 2018	Director
	Increase public access to software programs	FY 2018 and ongoing	Staff

**Goal 5: Staff members are empowered to continue their library education and professional development for the benefit of the users in the Georgetown community.**

<b>Objective</b>	<b>Action steps</b>	<b>Time frame</b>	<b>Responsibilities</b>
Fund is established to support library staff education and professional development.	Operating expenses have line item for staff education and professional development.	FY 2018 and ongoing	Director
Fund is established to support staff coverage for training and meetings.	Research substitute needs	FY 2018	Director
	Increase hours in temporary staff position.	FY 2018	Director
Library increases staff education and workshop opportunities.	Review all available workshops through MLS, MBLC, and MVLC yearly.	FY 2018 and ongoing	Staff
	Identify list of needs for staff education.	FY 2018 and ongoing	Director Staff
	Provide staff development days twice a year.	FY 2018 and ongoing	Director Staff

**Goal 6: Residents are aware of the variety of collections, services, and programs that are offered by the Georgetown Peabody Library.**

<b>Objective</b>	<b>Action steps</b>	<b>Time frame</b>	<b>Responsibilities</b>
Utilize community services to communicate Library programs and services.	Determine local community boards for posting Library events.	FY 2018	Staff
	Contact Electric Company to include insert in monthly bill.	FY 2018 and ongoing	Director Staff Friends
Continue to increase visibility of library, its collections, programs, and services through website and social media.	Continue to post on our social media pages and update website regularly.	FY 2018 and ongoing	Staff
	Increase subscribers to our e-newsletter.	FY 2018	Director

Develop a library presence in Georgetown at all town events through advertisement and physical means.	Put together a list of town events and prioritize which should have a library presence.	FY 2018 and ongoing	Director
	Add signage to streets outside of our location to aid in directions to library location.	Before FY 2018	Director Trustees
	Have a weekly section in the Georgetown Record and other local papers on what the library offers.	FY 2018 and ongoing	Circulation Librarian

**Goal 7: The Georgetown Peabody Library's physical space is reconfigured to better accommodate the future needs of its users.**

Objective	Action steps	Time frame	Responsibilities
Work with the boundaries of the present building to create the best space for library programs, services, and collections.	Identify areas that can be modified for alternate uses.	FY 2018 and ongoing	Director Staff Trustees
	Investigate security measures in the library.	FY 2018	Director Trustees
Create a welcoming entry lobby for the users that will be an introduction to the library as a whole.	Update book display case every 2 weeks.	FY 2018 and ongoing	Staff
Investigate eco-friendly possibilities to reduce our carbon footprint and be a leader in green libraries.	Research opportunities to add solar panels to library's roof top.	FY 2018	Director Trustees
Continue to work on new Community Room to allow small groups an area to meet.	Complete Community Room.	FY 2018	Teen Librarian
	Train staff on how to use cable equipment to teach patrons who are interested in filming and video editing.	FY 2018	Staff