

Action Plan FY06

Objective 1.1. Library staff will develop a public relations plan that is used to educate the public about the resources and services offered by the library.

Activity 1.1.1. Create information brochure (complete June 2006)

Objective 1.2. The Library Director, Assistant Director, Children's Librarian and Trustees will revise and update the Materials Selection Policy

Activity 1.2.1. Set up schedule of meetings for group to review policy (complete September 2005)

Activity 1.2.2. Complete draft of policy (complete February 2006)

Activity 1.2.3. Complete final draft for Trustee approval (complete June 2006)

Objective 1.4. By 2010, residents will have improved access to current and popular materials for reading, viewing, and listening.

Activity 1.4.1. Library Director, Assistant Director and Children's Librarian will develop a materials allocation plan. This plan will be updated by August of each subsequent fiscal year. (complete January 2006)

Activity 1.4.2. Using Long Range Planning Survey results and other data gathering tools, the Library staff will improve the following collections:

Activity 1.4.2.1 Reference

- Conduct survey of reference materials to determine what materials are being used. (complete - December 2005)
- Weed 10% of the Reference collection. (complete - February 2006)
- Add 5% more materials to update collection. (complete – June 2006)
- Complete cost benefit analysis of providing online versus print for two sources. (complete October 2005)
- Create 5 online and print guides to the reference materials we provide. (complete November 2005)

Activity 1.4.2.2 Fiction & Audio

- Conduct mini-survey of patrons to determine what formats (cassettes, CD, other, abridged, non-abridged) and types (fiction, non-fiction) of audio books are preferred. (complete November 2005)
- Participate in the next higher level of audio plans for one plan (complete August 2005)
- Weed 10% of fiction collection. (complete May 2006)

Activity 1.4.2.3. Non-fiction

- Weed 5% of collection (complete June 2006)

Activity 1.4.2.4. Entertainment (DVD's & Music)

- Increase budget for DVD's and music CD's by 20%. (complete January 2006)

Activity 1.4.2.5. Children's Non-fiction

- ???

Activity 1.4.2.6. Teen

- Increase collection by 3% (complete June 2006)

Objective 2.1. By 2006, the library staff will develop a multi-faceted approach to educate the public about the variety of professional level services that library staff members provide.

Activity 2.1.1. Conduct "Behind the Scenes" tours for town employees. (complete March 2006)

Activity 2.1.2. Update Services brochure. (complete April 2006)

Objective 2.2. By 2008, Trustees, Library staff, Union representatives and Town representatives will develop and implement a pay matrix that considers the unique level of education & skills required to provide competent library service.

Activity 2.2.1. Start a dialogue between Director, an appointed Trustee, the Town Administrator and the Union representative to discuss the library's staff position with the context of the town. (complete November 2006)

Objective 3.1. By 2010, the residents will recognize the library as the place to go for local information.

Activity 3.1.1. 90 % of Boxford's community organizations will be listed in the Community Information Database. (complete April 2006)

Activity 3.1.3. Library patrons will find easy access to local community information in the Library's foyers.(complete June 2006)

Objective 3.3. By 2010, the community will enjoy interesting educational and cultural enrichment programs for children, teens and adults at the library.

Activity 3.3.1. Two (2) unique programs for adults will be planned and executed. (complete June 2006)

Activity 3.3.2. Two (2) unique programs for teens will be planned and executed.(complete June 2006)

Activity 3.3. One cultural program for children aged 9-12 will be planned and executed. (complete June 2006)

Objective 4.1. By 2006, the library staff will create and the Board of Library Trustees will approve a technology plan to guide the growth and maintenance of the library's technological tools and services.

Activity 4.1.1. Develop technology plan for the libraries. (complete September 2005)

Activity 4.1.2. Submit technology plan to Trustees for approval (complete October 2005)

Objective 5.1. Between 2005 and 2010, grants, capital campaigns and voter approved local funds will be utilized to renovate and expand the 10 Elm Street facility, the Boxford Town Library.

Objective 5.3. Between 2005 and 2010, Trustees will continue to advocate adequate funding for the repair and maintenance of both existing library facilities.