

FY2007 Action Plan

Goal 1. By 2010, the residents of Boxford understand and utilize the complete spectrum of informational resources and services offered by the Boxford Town Library system.

Objective 1.2. By end of FY2007, the Library Director, Assistant Director, Children's Librarian and Trustees will revise and update the Materials Selection Policy.

Activity 1.2.1. By January 2006:

- *research into the age and use of the library's collections will be complete;*
- *a format for the Policy will be determined;*

Activity 1.2.2. By June 2006 a draft of the Policy will be completed and distributed to the Staff and Trustees for comment.

Activity 1.2.3. By December 2006 the Policy will be approved by the Board of Library Trustees.

Objective 1.3. By end of FY2010, residents will have improved access to current and popular materials for research, reading, viewing, and listening.

Activity 1.3.1. By end of August 2006, the materials allocation plan will be evaluated and updated for the 2007 budget year.

Activity 1.3.2. By November 2006, complete two (2) additional online and print guides to reference materials provided by the library, thereby contributing to a 10% increase in website hits and usage of reference materials.

Activity 1.3.3. By July 2006, evaluate success of increased audio book purchases by comparing circulation and results of a short listener survey, and further improve the collection based on the survey results.

Activity 1.3.4. By September 2006, weed and replace as needed the adult and juvenile science materials.

Activity 1.3.5. By February 2007, weed and replace as needed the adult and juvenile technology materials.

Activity 1.3.6. By December 2006, purchase \$1000 of children's materials in multiple copies of standard non-fiction titles meeting the MA Dept. of Education Curriculum Frameworks in science and technology.

Activity 1.3.7. By June 2007, increase materials for teens by 3% over the previous year's collection and promote such materials resulting in an additional 3% increase over the previous year's circulation.

Objective 1.4. By end of FY2010, 75% of Library patrons will indicate a high level of satisfaction with the following services: books & materials; helpfulness, knowledge and courtesy of the staff; facility safety, lighting and cleanliness, and access to library resources.

Activity 1.4.1. By June 2007, conduct a town-wide survey of satisfaction with library services in order to gauge progress toward a 75% satisfaction level with materials, staff, facilities and access to library resources.

Goal 2. By 2010, the residents of Boxford recognize and utilize the unique skills and professionalism of the staff members of the Boxford Town Library system.

Objective 2.2 By the end of FY2007, Library staff members will plan and participate in an annual Library-sponsored Staff Development Day designed to improve their knowledge and skill levels.

Activity 2.2.1. By September 2006, the Library staff will have planned and participated in their first annual staff development day. Staff evaluations of the event will show a high level of satisfaction with the event.

Activity 2.2.2. The June 2007 town wide survey will show that 75% of Library patrons rate the staff level of knowledge, courtesy and skill is "very good" to "excellent".

Objective 2.3. By end of FY2008, Trustees, Library staff, Union representatives and Town representatives will develop and implement a pay matrix, in cooperation with the Town's overall budgetary goals, that considers the level of education and skills required to provide competent library service.

Activity 2.3.1. For FY2007, the pay rate of library employees will increase by 3% over the FY06 budget.

Activity 2.3.2. By July 2006, the Library staff and/or the Town Hall union staff members will have completed an analysis of skills, education and training needed for each position in town government. This analysis will lead to a pay matrix that compensates employees fairly for the education and skill level required for town positions.

Goal 3. By 2010, the residents of Boxford experience a common ground in the Boxford Town Library system for a variety of educational, cultural, and civic activities.

Objective 3.1. By end of FY2010, 75% of the residents will recognize the Library as the place to go for local information.

Activity 3.1.2. By September 2006, the Library staff will present educational information about the MVLC's Community Information Database at the New Families Open House at the Cole Elementary School.

Activity 3.1.1. By December 2006, the Library will purchase two new information kiosks to be placed in the lobbies of the libraries, thereby making it easier for residents to find local information.

Activity 3.1.3. By March 2007, the Library will have produced 3 television spots about library services (Community Information Resources, Children's Services, Tour of the Library) to be aired on Boxford's local cable television station.

Objective 3.2. By end of FY2008, partnerships with the Boxford Historical Society and the Boxford Trails Association/Boxford Open Lands Trust (BTA/BOLT) will each result in one Library program or event per year, and attended by 80 people per year, designed to educate the community about Boxford's history, natural resources and/or current affairs.

Activity 3.2.1. By November 2006, the Library will have co-sponsored with the Boxford Historical Society a one-person show portraying an historic character of interest to the community.

Activity 3.2.2. By June 2006, the Library will have co-sponsored with BTA/BOLT a program on edible wild plants.

Objective 3.3. By end of FY2010, the Library will provide, and at least 3500 people per year will attend, interesting educational and cultural enrichment programs for children, teens and adults at the library.

Activity 3.3.1. By June 2007, the following programs will have been planned and executed:

3.3.1.1. Two (2) unique programs attracting at least 50 adult participants; Two (2) unique programs attracting at least 20 teen participants;

3.3.1.2. One (1) series of cultural programs that will attract 15 children aged 9-12 per program.

Goal 4. By 2010, the residents of Boxford find leading edge technology incorporated into the programs and services of the Boxford Town Library system.

Objective 4.2. By end of FY2007, a program of Library database trainings provided by Library staff and trained volunteers will serve at least 60 residents per year and increase usage of online databases by 5% per year.

Activity 4.2.1. By June 2007, trained library staff and/or volunteers will have provided hands-on trainings on the following subjects: How to Use the Internet; How to Get an Email Address; Smart Searching for Kids and Teens (for children, teens and adults working with children and teens); Using the computer for Genealogical Information; Entrepreneurs and the Library's Resources.

Objective 4.3. By end of FY2008, the Boxford Town Library system will provide access to digital books, music and information.

Activity 4.3.1. By June 2007, the Library will either a) participate in the MVLC's acquisition of digital media or b) purchase its own subscription to Recorded Books Digital Audio Books Program.

Activity 4.3.2. By June 2008, the Library will have promoted its new service resulting in 400 circulations of digital media in FY07.

Goal 5. By 2010, the residents enjoy a well-maintained Boxford Town Library system with enough space for Library services, collections and events to be effectively used by all ages in the community.

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.

Activity 5.1.1. By August 2007, the Friends of the Boxford Town Libraries will have begun to pursue capital fundraising for the planned renovation/expansion of the Boxford Town Library.

Objective 5.2. By end of FY2007, the Library will use a Library Services and Technology Grant to perform a preservation survey of the Library system's historic documents and papers, thereby setting a baseline for future preservation of and access to the system's historic documents.

Activity 5.2.1. In FY07, the Library will conduct an LSTA-Grant funded Preservation Survey.

Objective 5.3. By end of FY2008, the West Boxford Library Branch facility will be preserved for use by all library patrons.

Activity 5.3.1. By December 2006, the repair and reconstruction work needed to bring the West Boxford Branch Library into full access and availability will be complete.

Approved by the Board of Library Trustees: November 10, 2005