

Erving Public Library, Erving, MA Director: Natane Halasz library@erving-ma.gov	FY22
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Our mission:

The mission of the Erving Public Library is to help make Erving *a great place to live*. The Library is a community gathering space that provides open and free access to educational, informational, recreational, historical, and cultural resources for area residents through its collections and programs.

Objectives	Actions	Timeframe for Activity	By Whom (optional)
I: Maintain and promote services through action, advocacy and listening to users needs			
Market the library	Continue and expand efforts to promote the library: write articles for the Around Town, write press releases for the local newspapers and radio, promote and sign up more users to Wowbrary e-newsletter, use Facebook and other social media opportunities. Work with other town departments to share news and programs.	Ongoing	Trustees, Library Director, staff
I:D. Seek additional private funding when available with the objective to establish endowment (trust fund)	Erving Public Library has never had an endowment or any trust funds. Explore additional funding sources through foundations and individuals.	Ongoing	Trustees Library Director
II: Provide computer/internet access, training and programming opportunities for all while providing up-to-date equipment in a safe and secure environment with excellent connectivity for staff and patrons throughout the building and beyond during open and closed hours.			
II:B.Evaluate technology needs in the new library	Listen to patrons and staff comments to evaluate current Internet access with emphasis on cost and accessibility. In a new library, the needs of patrons may change and provide the need for new devices and programs.	Ongoing	Library Director; Staff Trustees

II:E Educate the public on digital resources	<p>All residents, even tech savvy ones are not always aware of the many digital resources provided by the Library. Staff training and outreach to the community to make residents aware of the resources provided online to them. C/W MARS online Catalog, Commonwealth Catalog, Digital Commonwealth, Statewide Databases, Hoopla, Newsbank, BPL resources, Overdrive (Libby), Freegal, Wowbrary, Facebook, Twitter, Google, Word, Excel, Powerpoint are still misunderstood by many library users. Others are not aware of these resources.</p>	Ongoing	<p>Library Staff, Use resources provided by MBLC, MLS, C/W MARS and companies that provide free publicity handouts.</p>
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III: Provide programming in cooperation with the Friends of the Library and other Town departments to provide opportunities to learn, explore and be entertained.			
III:C General Programming for adults and children	The onset of the pandemic nationally in FY20 and its continuing impacts means that libraries need to reconsider traditional programs. With the goal of previous years of still offering at least one program each month, research and plan virtual and/or “contact-less” programming opportunities for all ages.	Ongoing	Library Director and Library Staff and Friends of the Erving Library
IV: Provide opportunities for continuing education for the staff			
IV:A Establish guidelines for professional development and compensation	In FY21, a professional development line was established. Trustees will establish policy to align with Town’s personnel policy.	By mid FY22	Trustees
IV:B Attend library agency and required town meetings	The director and/or staff will attend meetings, conferences, webcasts and/or workshops sponsored by the Massachusetts Library System, the Massachusetts Board of Library Commissioners and the Central/Western Massachusetts Automated Resource Sharing network (C/W MARS) and the Director will attend Department Head Meetings.	Ongoing	Staff Library Director
Objective V: Cooperate with other libraries, town departments, residents to maximize resources and programming possibilities			
V:A Participate in cooperative development and resources with other libraries	Meet on a regular basis with librarians from 25 small towns, who meet to share resources, grants, etc. as a group known as <i>Libraries in the Woods (LITW)</i> .	Ongoing	Library Director
V:B Offer cooperative programming	Provide space, advertising, participation and enthusiasm for the programs offered with LITW.	Programming continues in FY22	Library Director

V:C Offer assistance to the Friends of the Library	Continue to offer support for programs, fundraising efforts and advocacy for the library by being informed and working in cooperation.	Ongoing	Trustees, Library Director, Friends President
V:D Work in cooperation with other departments, local agencies, etc.	Extend invitations to department heads, local agencies, professional groups, etc. to use the new library and promote cooperation within the region.	Ongoing	Trustees, Library Director, Friends President

VI: Maintain traditional library services

VI: B General Services: Collection Development	The staff will continue to order, weed and maintain a collection that reflects patron needs and build a balanced collection. Ongoing weeding is an important element of keeping the collection relevant, accurate, and appealing. We will continue to expand our "Library of Things" to diversify the collection and reach more user interests and information needs.	Ongoing	Director, Staff, and input from library users
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VII: Planning, Policy and Procedure Discussions for Long Range Plan

VII: A Strategic Planning	Undertake Strategic Planning Process (due to pandemic, 1-year extension to complete in 2021 was automatically granted to all libraries with expiring plans). New Strategic Plan must be written and approved by Trustees by December 1, 2021.	Start May 2021 (initial preparation) and continue through November 2020 Submit by December 1, 2021	Library users Trustees Director Consultant if necessary
VII:B Business, Collaboration (Study)Room and Meeting Room Policy Review	The Trustees will review the current policy after six months of operation to make sure that it is working well.	To commence once meeting rooms re-open to the public	Trustees Director Staff
VII: C Maintenance	The Library Director will work with the maintenance	Ongoing	Director, Trustees, Staff,

	crew to keep the new building looking new and suggest low cost repairs when necessary and recommend any major policy or procedure changes to the Trustees.		Maintenance Crew
VII: D Hours	A review of open hours in the new building to determine if Sunday through Thursday 1-7 provides optimal service.	Ongoing	Director Staff Trustees Review User input
X:A Local History	Evaluate the Traversari Collection for content, preservation, public use and possible future digitization to add to Erving's presence on the Digital Commonwealth. Promote collection in new location through groups interested in history and genealogy.	As time permits	Director, Friends of the Library, Historical Commission, Researchers, etc.