

<b>Erving Public Library, Erving, MA</b>	<b>BEGINNING 2018 THROUGH FY19</b>
<b>Barbara Friedman, library.barbara.friedman@erving-ma.org</b>	

---

**Based on Goals submitted in the Erving Public Library Long Range Plan 2016-2020**

---

<b>Objectives</b>	<b>Actions</b>	<b>Timeframe for Activity</b>	<b>By Whom (optional)</b>
I:A Seek strong local, state and federal support for all Library functions	FY19 budget requests: More staffing Capital for IT (hardware: One Public Computer) and “Set-aside” money for future building	FY19 Annual or Special Town Meeting	Trustees and Library Director
I:B Make the community aware of the benefits of the library and future library improvements by writing	Write articles for the Erving newsletter Around Town and write press releases for local newspapers..	Monthly	Library Director and select Bldg. Comm. members
I:C. Adhere to all requirements for State Aid to Libraries.	Make Trustees and Finance Committee aware of requirements during budget review cycle and fulfill all requirements.	January – May 2018	Library Director
II:A. Researching technology	Research thin client systems that would be compatible with new library. Present results to Building Committee	Future Planning	Library Director; Building Committee Member
II:B Improve computer security	Research PCs security	Ongoing	Library Director; MLS Advisory Services
II:C Optimize use of other devices	Review the use of iPads, Kindles and other possible devices. Purchase and circulate hotspots.	Make decision based on information gathered.	Library Director, Library Staff

<b>Objectives</b>	<b>Actions</b>	<b>Timeframe for Activity</b>	<b>By Whom (optional)</b>
III:A Explore any possible additional funding for library construction.	Prepare information and/or grant application	December 2017-January 2018	OPM, architects, Library Director, Bldg. Comm.
III:B Continue to Develop Construction plan based on Building Program Statement and recommendations from MBLC	Work with stakeholders to fashion the best plan	Work in progress until the building is built.	Director, Project Manager, Architect, Building Committee
III:C Inform the public	Keep the public apprised of progress through newsletter, newspaper, public forum, etc.	Ongoing	Director, Trustees, Friends of the Library
IV:A Begin the Construction Documents phase	Dependent on MBLC funding cycle and agreement of the Board of Selectmen to proceed with project.	ASAP	Director, Trustees, Building Committee
IV: B Architects presents final construction documents and another cost estimate.	Meetings held at the Library	ASAP	Director, Project Manager, Architect, Building Committee
IV: C Contract documents completed	Architect finishes and presents to Bldg. Committee	ASAP	Director, Project Manager, Architect, Building Committee
IV:D Public bid	Dependent on ranking from MBLC	ASAP	Director, Project Manager, Architect, Building Committee
IV:E Sub bids & general bids	Dependent on ranking from MBLC	ASAP	Director, Project Manager, Architect, Building Committee

<b>Objectives</b>	<b>Actions</b>	<b>Timeframe for Activity</b>	<b>By Whom (optional)</b>
V:A Participate in cooperative development and resources with other libraries	Meet on a regular basis with librarians from Leverett, New Salem, Shutesbury and Wendell and coordinate efforts	Programming begins Winter 17	Library Director and Directors of 5 Libraries in District #28
V:B Offer programs that help the Erving and surrounding communities cope with health issues	Provide space, advertising, participation, reporting and enthusiasm for the programs offered through the IMLS grant	Programming continues in FY19	Library Director and Directors of 5 Libraries in District #28
VI:A Offer assistance to the Friends of the Library	Offer support for programs, fundraising efforts and advocacy for the library	Ongoing	Trustees, Consultant and the Library Director
VII:A.Offer assistance to the Trustees to seek additional funding	Explore additional funding sources through the North Central Massachusetts Community Fdn. and the Western Massachusetts Community Fund, etc.	Ongoing	Trustees
VIII:A General Services: Administration	Maintain services and document everything for smooth transition to new administration after the new building is completed.	Ongoing	Director, Trustees, Friends of the Library
VIII: General Services: Collection Development	<ol style="list-style-type: none"> <li>1. The staff will continue to intensely weed little used items to keep the collection at or less than 11,000</li> <li>2. Focus on historical items that need to be part of the collection.</li> <li>3. Continue advertising and offering instruction for digital resources:Freegal, Axis 360, Biblioboard, and Overdrive (Libby) and databases. Add links to new website.</li> </ol>		Director, Staff, and input from library users

<b>Objectives</b>	<b>Actions</b>	<b>Timeframe for Activity</b>	<b>By Whom (optional)</b>
VIII:B Basic Literacy and Computer Literacy	<ol style="list-style-type: none"> <li>1. Educate staff, Senior/Community Center personnel, and others about available services.</li> <li>2. The library webpage will implement some of the suggested sites shared with the Town Admin Coordinator in 2016.</li> </ol>	Ongoing	Director Town Coordinator or Web Designer
VIII:C Business & Career Center	<ol style="list-style-type: none"> <li>1. Keep computers up-to-date</li> <li>2. Arrange current space in fresh and inviting ways.</li> <li>3. Make patrons aware that help is available.</li> </ol>	Ongoing	Director
VIII:D Commons	<ol style="list-style-type: none"> <li>1. The Library Director will work with the Maintenance crew to improve cleanliness and low cost repairs and updates to make the building inviting.</li> <li>2. The Library Director will seek alternate venues for programs and activities when the Library does not provide optimum space.</li> <li>3. The Director and the Trustees will work review hours to make sure that the new schedule S-Th, 1-7 PM is the best schedule.</li> </ol>	Ongoing	Director, Trustees, Maintenance Crew
VIII: E Community Referral	<ol style="list-style-type: none"> <li>1. Share copies of the Around Town with area residents that do not receive the newsletter.</li> <li>2. Write articles for the Around Town to keep residents aware of EPL services.</li> <li>3. Post Town Committee Meetings.</li> <li>4. Provide “take away” information on key issues.</li> </ol>	Ongoing	Director

Objectives	Actions	Timeframe for Activity	By Whom (optional)
VIII: F Consumer Information	The Library Director will review the present selection of periodicals and databases to match demand and publicize any changes	Ongoing	Director
VIII: G. Lifelong Learning	<ol style="list-style-type: none"> <li>1. The staff and Friends of the Library will implement programming using the budgeted amount and fundraising and any successful grant applications received.</li> <li>2. During the next months, the STEM focus will continue to be on Astronomy.</li> <li>3. The programming for <i>Libraries Rock</i>, the Summer 2018 theme will include music and more! ECC grants, state and local support will again be sought to supplement limited budgeted support.</li> <li>4. More attention will be given to the monthly science manipulatives for young library users.</li> <li>5. To strengthen cooperation, the Director will participate in programs offered in cooperation with the Erving Elementary School, the Erving Senior Center and the Erving Recreation Department, etc.</li> </ol>	Ongoing	Director, Library Assistant, Friends of the Library, etc.

Objectives	Actions	Timeframe for Activity	By Whom (optional)
IX:A General Information	<ol style="list-style-type: none"> <li>1. The Library Director will share her experience in reference. Working with Intern/Library School Student to provide a valuable experience toward professionalism.</li> <li>2. The director and or staff will attend at least 8 meetings, conferences, webcasts and/or workshops of Library organizations, of the Massachusetts Library System, the Central/Western Massachusetts Automated Resource Sharing network (C/W MARS) to be sure that information delivery is maximized.</li> </ol>	Ongoing	Director, Staff
IX:B General Information Provided through the the website	The Library Director will work with other Town Departments through the Town administrator to improve the information provided digitally.		Director Town Adminster Webmaster
X:A. Customer Service	<p>The Library Director will find ways to determine whether the staff is adequately</p> <ol style="list-style-type: none"> <li>1. Responding to patron requests</li> <li>2. Actively listening to patrons</li> <li>3. Participation of staff in community events.</li> </ol>	Ongoing	Director
XI:A. Information Literacy	<ol style="list-style-type: none"> <li>3. The Library Director will share her experience in teaching tech to a wider audience.</li> </ol>	Ongoing	Director, Library Assistant
XII:A Local History	<ol style="list-style-type: none"> <li>1. Plan will be drafted for which items will be moved to new library.</li> </ol>	Ongoing	Director, Friends of the Library, Historical Commission, Researchers, etc.

Signed by

Barbara Friedman

Library Director: \_\_\_\_\_

Mackensey Bailey

Trustee Chair: \_\_\_\_\_

Rupert Roy-Clark

Trustee Secretary: \_\_\_\_\_

Holly Fitzpatrick

Trustee: \_\_\_\_\_

Date submitted: December \_\_ 2017