

Brewster Ladies' Library

Strategic Plan

2022-2026

The Brewster Ladies' Library Association approved this Plan on June 17, 2021.

Community, Civic Engagement and Access

The library should respond to the evolving needs of the community

Goal1. Design and re-purpose the building to meet the needs of the community

Objective 1.1 Secure local funding to support construction project

Action items

Collaborate with Town Manager on capital funding plan for town's share of project-
Meeting was held with Peter Lombardi, Town Administrator and Select Board member

Cindy Bingham and BLLA President Joan Pernice and the Library Director

Submit Community Preservation Committee grant for 50% of final design costs

Fall 2021-Director attended the CPC meeting and updated the status of MBLC building
grant possible submission to be postponed until FY23

Plan fundraising campaign with TBD consultants and BLLA

BLLA board meeting will be discussing to hold a day long discussion for renovations
and possible construction alternative plans.

Objective 1.2 Provide a building that is physically accessible to all with improved access to
Library materials

Action items

Work with Project Manager and Architect in design development of schematics

2022 –To be determined what type of plans will be necessary.

Library moves to temporary facility 2023

Construction period 2023-2024

Goal 2. Provide a comfortable space during the pre-renovation time period

Objective 2.1 Re-configure spaces for staff workflow and for patron safety 2021-2022

Action items

Purchase any necessary furniture and equipment for both staff and patron work spaces

Purchased study carrels and removed shelving in Reference Area 2021

Repurposed YA/Teen Room for all ages study space

Introduced a Library of Things 2021

Modify staff and patron spaces to accommodate public health guidelines

Modifications were made to Children's Room staff desks

Director's Office PC workstation added

Computer Room will become Reference Librarians Office space.

Objective 2.2 Manage collection size and display

Action items

Ongoing weeding program. Target goal 10% of collection 2021-2024

Current collection is @80,000 items. In 2021 5,280 items were withdrawn.

Digitize local history material and join the digital Commonwealth 2021

Pending new Reference & IT Librarian will coordinate to begin working on a digital project..
Purchase any necessary equipment for archival materials 2022

Goal 3. Implement the building plan

Objective 3.1 Establish Committees, comprised of Board, Staff and Town Representatives
Spring 2022-Winter 2023

Board & Director will determine what Action Items will be planned during building symposium.

Action Items

Develop Library Building Committee (oversees the final design, maintains relationships with Project Manager and Architect, manages oversight of the capital budget, required grant and local reports)

Develop Library Capital Campaign Committee (works with Development Consultant on public media, fundraising, publications)

Objective 3.2 Search for temporary facility for library operations during the renovation. Library Building Committee will lead this search

Fall 2022 – Winter 2023

Board & Director will determine what Action Items will be planned during building symposium & subsequent actions for spaces.

Action Items

Speak with area librarians who have recently secured temporary quarters
Seek programming space if not available in temporary quarters
Work with Town, Schools and Churches to provide meeting space for community groups

Select temporary facility and coordinate move
Secure necessary funding for working with Town, selecting facility and coordinating move

Objective 3.3 Research moving companies and storage for materials. Library Building Committee will lead this search. Spring 2022

Board & Director will determine what Action Items will be planned during building symposium & subsequent actions for spaces.

Action items -

Review moving and storage companies
Develop criteria to determine what materials will be put in storage

Information Fluency
Understand How to Find, Evaluate and Use Information

Patrons will have the skills to search, locate and evaluate information to meet their needs.

Goal 4. Provide patrons with the means and skills to find the information they need, including through digital and remote access

Objective 4.1 Replace, on a three-year rotation, PC's for staff and public use

Preparations to include IT budget with Town Budget FY23 planning to begin January 2022.

Action items

Prepare mini tutorial for introduction to Windows 365. Ongoing

Objective 4.2 Examine printing solutions. Ongoing

Action items

Research programs of other libraries that provide wireless printing technology 2022

Work with IT Consultant to implement

Wireless Print Station with wireless printing capacities have been successfully implemented in Fall 2021 Reference Desk.

Objective 4.3 Create Information Technology Plan, considering a range of devices for learning, loaning, and teaching

Action items

Appropriate technology funding from Town Capital improvement Project budget to

Library's Town Operating Budget 2022

Preparations to include IT budget with Town Budget FY23 planning to begin January 2022. Plans & department budget will be primary responsibilities of IT Manager position in coordination with Director.

Objective 4.4 Implement new website that is content rich and easy to navigate

Action items

Establish monthly review with web site developer 2021-2022

New revised web page has been implemented in Fall 2021.

Quarterly review of web service maintenance has been approved by board.

Objective 4.5 Review, secure, monitor and upgrade infrastructure: hardware, software, data, applications Annually

Action items

Assess current environment

Planning for future IT upgrades

Request for IT Manager position as a library department head, Grade 5. When this position is upgraded from an existing Grade 3 to Grade 5 the person will be responsible for development of an IT plan annually.

Objective 4.6 Maintain active presence and continued engagement on social media platforms

Action items

Continuation of library's Facebook, Twitter, and Instagram accounts.

Continue monthly BLL electronic newsletter

Statistical data provided included with our monthly reports. Newsletter growth continues each month we exceed the previous month's new subscribers and increase the growth using social media.

Objective 4.7. Promote public knowledge of reliable, credible information

Action items

Provide professional information assistance and educational programming to patrons

Multiple guides to climate resources and Climate Resistant Hub literature was created.

Provide access to relevant and reliable data and evaluation of source materials.

Library guides to Children's collection and services have been created.

Goal 5. Provide training and professional development to ensure staff has the expertise and ability to instruct patrons on technical matters.

Objective 5.1 Identify continuing educational opportunities for staff.

Action items

Staff participates in professional conferences and skill-based workshops

G.Griffis has asked to be a speaker at ALA LibLearnX virtual program for Repair Events. She has a chapter in ALA's forthcoming book *Libraries and Sustainability: Programs and Practices for Community Impact.*

G.Griffis has been accepted into a Masters of Library Science Program for 2022. Educational reimbursement for course credits is included in Union contract.

Satisfy Curiosity: Lifelong Learning

Community will have the resources necessary to explore topics of personal interest and continue to learn throughout their lives

Goal 6. Provide the community with a wide variety of programs through creative modalities that promote accessibility for all patrons

Objective 6.1 Provide a minimum of four adult programs per month including book discussions, author talks, lecture, and concerts

Action items FY 2022-2026

Collaborate with community organizations

Collaboration with Brewster Historical Society Oral Histories Project shared on BLL You Tube channel, completed Fall 2021. <https://www.youtube.com/channel/UCCW6dC7ToQvk965m5a-TiqA>

Many future plans will begin with new Reference Librarian. Devon Evans has much experience with Programming and poetry is her specialty.

Objective 6.2 Provide a minimum of six programs a month for youth services

Action items

Provide story times; play groups; STEAM programs. Annually

Maintain coding programming for older children. Ongoing

Children's Programming has continued a strong presence online & outside for 2021. A weekly story time was held outside weather permitting and now is online. Recorded sessions can be accessed on the website.

Objective 6.3 Set up a Library of Things/Makerspace/Technology Lab

Action items

Establish a dedicated space for learning new technologies, materials and crafts for all ages

Library of Things has been established 2021. The items can be located on the website and online catalog. New items are frequently being added. Requests are accepted from patrons and staff.

Objective 6.4 Develop programs that address and respond to changing educational needs of patrons

Action items

Utilize, maintain, and expand remote programming reach with digital programming

Staff will use a variety of designs and technical resources to ensure programs are broadly accessible.

Nori has been innovative in offering online craft programs and recording her story hours. Programs have been recorded and shared with local cable channel and Lower Cape Access. The Sally Gunning book launch was a successful event hosted in collaboration with Brewster Book Store, Town of Brewster and BLLA.

Guidelines for Hot Spot Borrowing created Fall 2021.

Objective 6.5 Provide patron driven programming

Action items

Survey community to determine interests Bi-annually

Provide opportunities for ongoing patron feedback through library and social media formats

BLLA survey has taken place Fall 2021. Survey Monkey was the software used and results are being compiled. Future programs offered by the board will be based on results.

Objective 6.6 Explore the development and implementation of a Lifelong Learning Series

Action items

Conduct needs assessment for Lifelong Learning Series

Determine feasibility of such a program.