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| **Gloucester Lyceum and Sawyer Free Library, Gloucester**  **Jenny Benedict, Library Director, jbenedict@sawyerfreelibrary.org** | **FY2022**  **July 1, 2021-**  **June 30, 2022** |

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| Goal (from library’s current Long-Range Plan)   1. Align library assets to inspire learning, drive development, grow social capital and create opportunities. |

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| **Objectives (if included in current Long-Range Plan)** | **Actions** | **Timeframe for Activity** | **By Whom (optional)** |
| A. Support people to build attachments and feel welcome and included | ~~Host conversation circles for English Language Learners;~~  Facilitate Book Club discussions;  Connect teens to the Library through internships. | July 2021-June 2022 | Librarians & Library Assistants |
| B. Connect people with local culture | Work with the Gloucester Lyceum to offer program series on local history and talks by local authors. | July 2021-June 2022 | Community Librarian |
| C. Nurture a love of learning in children | Inspire children to read stories and develop essential language skills through weekly early literacy programs and an annual Summer Reading program.  Work with the schools to offer a reading enrichment program for middle school students during the school year. | July 2021-June 2022 | Children’s Librarian, Department Supervisor and Library Assistants |
| D. Empower workforce recovery | Work with partners to identify community workforce needs and job options.  Connect people seeking employment with resources and support services to develop skills and confidence. | July 2021-June 2022 | Community Librarian |
| E. Foster digital learning | Curate instructional programs and provide individualized technology advice for adults to develop foundational digital literacy skills.  Produce virtual STEM programs for children with hands on activities. | July 2021-June 2022 | Technology Librarian  Children’s staff |
| F. Inspire people to innovate with technology | Host a speaker series on emerging technologies. | July 2021-June 2022 | Assistant Director & Technology Librarian |

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| Goal (from library’s current Long-Range Plan)  2. Provide access to content. |

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| **Objectives (if included in current Long-Range Plan)** | **Actions** | **Timeframe for Activity** | **By Whom (optional)** |
| A. Plan for continuity of access to physical collections and materials during construction | Prepare physical collections and materials for moving;  Determine space needs for temporary storage and access. | January 2022-June 2022 | Assistant Director & Librarians |
| B. Facilitate access to the Library’s online collections | Provide equipment, applications, and guides for accessing online collections and promote them. | Ongoing | Assistant Director & Technology Librarian |
| C. Expand online collections | Develop a project plan to digitize Gloucester and Cape Ann newspapers.  Build online collection of recorded virtual programs.  Monitor trends in usage of online collections and adjust collection development accordingly. | July 2021-December 2021  Ongoing  Ongoing | Local History Librarian  Librarians  Collections Librarian |
| D. Expand Digital Devices for children and teens | Consult with the schools to align technology lending kits with school and after school activities. | July 2021-December 2021 | Children’s and Technology Librarians |
| E. Increase the visibility of the Library’s collections | Develop and distribute promotional materials about the Library Archives to the public and community partners.  Deliver presentations to neighborhood associations. | July 2021-December 2021  July 2021-December 2021 | Assistant Director & Local History Librarian  Director & Assistant Director |

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| Goal (from library’s current Long-Range Plan)  3. Ensure the long-term sustainability of the public library. |

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| **Objectives (if included in current Long-Range Plan)** | **Actions** | **Timeframe for Activity** | **By Whom (optional)** |
| A. Champion the Library Foundation’s Capital Campaign and other SFL fundraising activities | Support fundraising and donor stewardship activities. | July 2021-June 2022 | Director |
| B. Secure sustainable City funding for staffing and collections | Develop business cases to substantiate current and future year budget requests. | January 2021-June 2022 | Director |
| C. Support programming through government and community grant funding | Develop proposals and administer grant funding. | Ongoing | Assistant Director |
| D. Maintain building systems and appearance of grounds | Work with Building and Grounds Committee on preventative maintenance and repairs. | Ongoing | Assistant Director |
| E. Perform minor upgrades that improve the library experience | Work with Building and Grounds Committee to plan and implement projects. | Ongoing | Director |
| F. Support public and staff safety | Work with Building and Grounds Committee to assess safety risks and implement preventative measures. | Ongoing | Director |
| G. Evolve the Library’s technology strategy | Conduct annual research to identify key strategic themes. | Annually | Director and Technology Librarian |
| H. Ensure technology planning sustains current and anticipates future IT needs | Identify and implement annual goals for IT infrastructure, business systems and staffing. | Annually | Director and Technology Librarian |
| I. Capitalize on economies of scale in the networked world | Identify and realize collaborative funding and purchasing opportunities through Library networks. | Ongoing | Director |
| J. Foster a strong staff culture | Facilitate effective, clear and regular communications  Nurture continuous learning through coaching and training. | Ongoing | Director  Assistant Director |

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| Goal (from library’s current Long-Range Plan)  4. Cultivate leadership. |

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| **Objectives (if included in current Long-Range Plan)** | **Actions** | **Timeframe for Activity** | **By Whom (optional)** |
| A. Champion inclusivity and accessibility in the Library and develop collective capacity in the community | Develop a framework for guiding the planning and operational practices of the Library’s social and physical environments.  Share framework and initiatives with community partners. | July 2021-June 2022 | Director |
| B. Advance environmental sustainability in the Library and develop collective capacity in the community | Develop a framework for guiding the planning and operational practices of the Library’s physical environment.  Share framework and initiatives with community partners. | July 2021-June 2022 | Director |
| C. Provide a venue for the community to discuss critical topics that matter locally and globally | Present events in collaboration with community partners. | Ongoing | Assistant Director |
| D. Enhance the Library’s reputation as a community leader | Serve on the Planning Committee for the 400th celebration.  Work with the CCC Committee to partner on major community events. | July 2021-June 2022 | Assistant Director & Local History Librarian |
| E. Engage teens to design the future of their library | Host activities to identify teen space and service priorities. | January 2022-June 2022 | Community Librarian |