|  |  |
| --- | --- |
| **Gloucester Lyceum and Sawyer Free Library, Gloucester**  **Jenny Benedict, Library Director, jbenedict@sawyerfreelibrary.org** | **FY2023**  **July 1, 2022-**  **June 30, 2023** |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | Facilitate Book Club discussions;  Connect teens to the Library through internships.  Develop welcome to the Library orientation for newcomers | July -November 2022; March -June 2023 | Community Librarian |
| B. Connect people with local culture | Work with the Gloucester Lyceum to offer program series on local history and talks by local authors. | July -November 2022; March -June 2023 | 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.  Offer programs by professional presenters on performing arts and the natural world  Deliver 8 STEM hands-on, inquiry based experiential programs | July -November 2022; March -June 2023  October 2022-June 2023 | Children’s Librarians, Department Supervisor and Library Assistants |
| D. Empower workforce recovery | Support job seekers with resources and support services to develop skills and confidence, and identify employment opportunities. | July -November 2022; March -June 2023 | Community Librarian |
| E. Foster digital learning | Curate instructional programs and provide individualized technology advice for adults to develop foundational digital literacy skills. | July -November 2022; March -June 2023 | Technology Librarian & Public Technology Assistant |
| F. Inspire people to innovate with technology | Curate instructional programs and provide individualized technology advice for adults to develop media creation skills | July -November 2022; March -June 2023 | Assistant Director & Technology Librarian |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | Discard materials that will not be moved to the temporary location or into the 2025 Sawyer Free Library.  Secure lease for temporary location.  Prepare and move physical collections and materials to temporary location and/or storage.  Assess Local History materials and plan for access and storage during temporary relocation | July 2022-January 2023 | Assistant Director & Librarians |
| B. Facilitate access to the Library’s online collections | Update equipment, applications, and guides for accessing online collections. | Ongoing | Assistant Director & Technology Librarian |
| C. Expand online collections | Monitor trends in usage of online collections and adjust collection development accordingly. | Ongoing | Librarians |
| D. Expand Digital Devices for children and teens | Consult with the schools to align technology lending kits with school and after school activities. | July 2022—May 2023 | Assistant Director & Children’s Librarians |
| E. Increase the visibility of the Library’s collections | Develop and distribute promotional materials to the public and community partners. | July 2022-June 2023 | Assistant Director |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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 2022-June 2023 | Director |
| B. Support the transition of the capital project from the design phase into construction | Serve as an advisor to the Capital Projects Committee and primary contact to the MBLC | July 2022-June 2023 | Director |
| C. Ensure technology planning sustains current and anticipates future IT needs | Assess options for technology infrastructure in the temporary location and plan transfer of equipment | July 2022-January 2023 | Director and Technology Librarian |
| D. Support the preservation and restoration of the Saunders House | Assist the Stewardship Committee in the development and execution of projects and funding proposals | July 2022-June 2023 | Director |
| E. Support public and staff safety | Work with Building and Grounds Committee to assess safety risks and implement preventative measures. | Ongoing | Director |
| F. Support programming through government and community grant funding | Secure LSTA grant funding and administer program. | Oct 2022-June 2023 | Assistant Director |
| G. Foster a strong staff culture | Facilitate effective, clear and regular communications  Nurture continuous learning through coaching and training. | Ongoing | Director  Assistant Director |
| H. Ensure a smooth staff transition into the temporary location | Prepare and plan for staff move | July 2022-January 2023 | Director  Assistant Director |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Objectives (if included in current Long-Range Plan)** | **Actions** | **Timeframe for Activity** | **By Whom (optional)** |
| A. Provide a venue for the community to discuss critical topics that matter locally and globally | Present events in collaboration with community partners. | July -November 2022; March -June 2023 | Assistant Director |
| B. 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 2022-June 2023 | Assistant Director & Local History Librarian |