

Melrose Public Library, Melrose	FY2019
Linda C.W. Gardener, lcwgardener@noblenet.org	

Goal I: *Programming*: The library will offer quality programs that reach out to all demographics of the community.

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
Provide additional programs for adults with a range of topics or activities.	Utilize the library lawn for adult programs to allow for programs with higher attendance and/or musical themes.	Summer 2018	Adult Services Librarian
Continue strong offerings for children, adapting to the need of the current demographics.	Add additional programs during the week and Saturdays, based on evaluation of current pre-school literacy programming to accommodate growing number of children ages 0 – 5, as staffing and programming budgets allow.	Autumn 2018	Head of Youth Services
Continue strong offerings for children, adapting to the need of the current demographics.	Create after school programming for school-age children, using the maker cart materials.	2018	Head of Youth Services
Explore opportunities for increased teen programming.	Create a rotating nonfiction display in the teen area; assess activity and use to determine possible areas for increased programming and collection development opportunities.	Initiate Autumn 2018	Teen Librarian

Goal II: *Technology*: The library will strive to offer professional assistance and cutting-edge resources to the community through staff knowledge, appropriate physical resources, and patron education.

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
Offer targeted education through one-on-one interactions and group sessions to assist patrons with using library and other technological resources.	Schedule Q & A program with NOBLE expert for public to receive information about downloadable books available through Overdrive.	Spring 2019	Technology Librarian
Upgrade electrical access throughout the building to meet demand; maintain updated wireless capability throughout the building.	Work with NOBLE staff to coordinate and implement better wireless coverage in the building.	Autumn 2018	Technology Librarian
Offer targeted education through one-on-one interactions and group sessions to assist patrons with using library and other technological resources.	Continue to automate public computer updates/security. Communicate with regular patrons proactively through high visibility signage and individual conversations regarding security practices for personal information.	Summer 2018 and ongoing	Technology Librarian, Reference Librarians.

Goal III: *History of Melrose*: Melrose Public Library is the hub in educating people about Melrose; its history, resources and opportunities.

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
Improve physical storage of resources to ensure preservation based on results of FY2014 grant assessment.	Assess collections. Determine what to retain and what to weed prior to renovation.	Spring 2019	Local History Librarian
Improve physical storage of resources to ensure preservation based on results of FY2014 grant assessment.	Complete feasibility study for digitization of newspapers, both from print and microfilm sources.	Autumn 2018	Local History Librarian

Goal IV: *Community Involvement:* The library will be a gathering place for residents; outreach with local businesses and organizations will enhance the library's role as a hub for the entire community.

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
Collaborate with other city departments and local businesses in providing services for all ages.	Seasonal and topical community art shows will be held, bringing a wider variety of residents into the library, and showcasing local talent.	Throughout the year.	Art Librarian
Update facility to create an environment that is welcoming, comfortable, functional and safe.	Connect with community via informational forums and feedback opportunities.	Spring 2019	Library Director
Collaborate with other City departments and local businesses in providing services for all ages.	Explore viability of annual community read program with varying community groups.	Fall 2018	Adult Services Librarian
Collaborate with other City departments and local businesses in providing services for all ages.	Partner with local businesses and Melrose Public Schools to increase visibility of new “1,000 Books Before Kindergarten” initiative.	Autumn 2018/Spring 2019	Head of Youth Services
Update facility to create an environment that is welcoming, comfortable, functional and safe.	Use new placement of staff desk within the teen area to improve connection with teens and better meet their interests and needs.	Summer 2018 and ongoing	Teen Librarian
Update facility to create an environment that is welcoming, comfortable, functional and safe.	Rearrange the space and furniture in the main lobby to provide a welcoming entrance to adults, and the adult services. Reconfigure existing space to create one service desk. Assess results as we move forward with long-term renovation design.	Summer 2018	Director, Assistant Director, Circulation and Reference Librarians

Goal V: Resource Awareness: Staff will be aware of all resources and events in the library, and will inform the public via a variety of means.

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
All possible means of communication will be used to promote library resources and events to new and existing residents.	Assess current collections in all formats; use social media to send “did you know” messages to community about variety of topics and formats at the library.	Begin August 2018	Library Director; Assistant Director; Department Heads; Social Media Library Assistant
All possible means of communication will be used to promote library resources and events to new and existing residents.	Create a teen newsletter to reach out to teens/parents.	Quarterly throughout year	Teen Librarian