

MONTAGUE PUBLIC LIBRARIES TRUSTEES

Strategic Planning Subcommittee

Wednesday, August 16, 2023 at 5:00PM

Montague Center Library

17 Center St.

Montague, MA 01351

Agenda

1. Call to order
2. Review what the committee does and what we'll be working on in the near future, including the FY25 action plan and potential publicity campaign for library services
3. Introduction to and discussion of the town wide library plan for the MPLCP application
4. Next meeting date
5. Items not anticipated within 48 hours of meeting. Votes may be taken

Comprehensive Plan for Library Service

Municipality:

How many certified library locations are there?

List information about each location in this format:

- Name of library
- Address
- Phone number
- Type of library:
 - Main
 - Branch
 - Independent
- Geographic service area (may overlap)
- Service population (approx.)
- Building size (from ARIS)
- Attendance for previous year (from ARIS)
- Number of programs & attendance for previous year for each age group (from ARIS)
- Service model
 - Administration
 - Staffing
 - FTEs & roles
 - Location-specific or multi-branch/floating
 - Collections
 - If collections are location-specific, what is the makeup/emphasis?
 - If collections or subsets float, provide details
 - Programming focus(es)
 - Unique services or characteristics, if any

What cooperative initiatives or programs exist between locations?

Are any changes anticipated in municipal development or population distribution that would impact library services by location?

Montague Public Libraries, Montague	
Caitlin Kelley, librarydirector@montague-ma.gov	2023

Goal: Provide services and programming that serve community interests and needs.

Objectives	Actions	Timeframe for Activity	By Whom
Collaborate with local service providers, non-profit institutions, and town departments to provide relevant and responsive programming to residents of all ages, interests, and backgrounds	Participate on committee for Turners Falls Smithsonian Crossroads exhibition, helping to design and facilitate programs	Ongoing thru March 2023	Director
Seek new connections for outreach and partnership opportunities	Proactively identify new organizations and institutions with which to collaborate	Ongoing	Director, childrens librarian, branch librarians
Provide consistent and convenient hours of operation	Advocate for new schedule at the Carnegie library, so that the library will be open 10-7 Mon thru Wed and 10-5 Thur thru Sat.	Starting Jan. 2023	Director, library trustees
Offer library programming and library experiences outside of library spaces			

Goal: Support technology access and technology literacy.

Objectives	Actions	Timeframe for Activity	By Whom
Provide access to up-to-date and relevant technology for the public	Create technology plan in collaboration with town IT consultants to ensure that library technology is regularly updated	Spring 2023	Director
Offer guidance for public use of library technology			

Goal: Provide the Montague Communities with library spaces that support resident needs.

Objectives	Actions	Timeframe for Activity	By Whom
Reconfigure public spaces for patron enjoyment and accessibility	Re-configure Carnegie Reading Room per MBLC consultant recommendations: remove dated computer station furniture and magazine rack, change table set-up, purchase ADA compliant table, and purchase comfortable, aesthetically compatible soft-seating.	Winter/spring 2023	Director
Promote patron use of library grounds	Better support outdoor programming and enjoyment of Carnegie outdoor space. Install a shed to be used for storing programming furniture and materials. Purchase chairs and tables that can be used during outdoor programming but also configured for regular warm-weather use.	Starting spring 2023	Director, childrens librarian, DPW
Consider the construction of a new main branch to better meet the community's needs	Allocate funding for and carry out feasibility study MPL's main library, identifying options for a Carnegie addition and review sites for a new building. Study and solicit feedback on residents' library space needs and interests.	Starting winter 2023	Director
Ensure good stewardship of library buildings	Pursue capital improvement funding for storm windows and window re-glazing at the Montague Center and Millers Falls Branch Libraries	Starting winter 2023	Director
Explore the library space needs of a changing, vibrant community			

Goal: Effectively communicate with the public.

Objectives	Actions	Timeframe for Activity	By Whom
Provide multi-point access to information about library programming, services, materials, and facilities updates	Create protocol for program promotion	Ongoing, to be completed by winter 2023	Director, childrens librarian, programming assistant
Promote a clear and consistent organizational identity for the Montague Public Libraries	Review policies and create new policies as needed	Start spring 2023	Director, library trustees
Develop staff support for library communication to the public	Re-define duties of programming assistant position, potentially adding hours	Start fall 2022	Director, childrens librarian, library trustees
Increase community engagement with and knowledge of the library	Develop and distribute monthly newsletter electronically and in print	Start fall 2022	Director, childrens librarian, programming assistant

Goal: Support the preservation of and facilitate public access to the libraries' local history collection.

Objectives	Actions	Timeframe for Activity	By Whom
Properly store and preserve local history materials	Finish organization of materials into archival quality boxes and folders	Ongoing	Archivist
Ensure accessibility and findability of local history materials to the public	Develop finding aid for materials	Ongoing	Archivist
Build relationships with local history stakeholders to promote cultural heritage of Montague to the community			

Goal: Provide an enriching work environment for library staff, supporting growth and interests.

Objectives (if included in current strategic plan)	Actions	Timeframe for Activity	By Whom
Develop and support regular staff training opportunities	Advocate for better wages and more full-time and/or benefitted positions for staff during 2023 wage review	TBD	Director
	Develop annual budget for state aid funds, including for staff attendance of trainings and conferences	Spring 2023	Director
Establish staff supervision protocols	Regularly solicit feedback on staff tasks and assignments. Cull unnecessary tasks and streamline as possible in order to allow staff to work efficiently and provide them with more time to work on projects that will support the public.	Spring 2023	Director
	Develop and implement schedule for staff review and check-ins	Spring 2023	Director

Goal: Provide the Montague communities with diverse, up-to-date, and relevant collections.

Objectives	Actions	Timeframe for Activity	By Whom
Collect and respond to data and patron feedback regarding the use of the libraries' collections	Perform circulation audit of all three libraries to ensure that current purchasing practices reflect the needs and interests of patrons at each location.	Begin winter 2023	Director, tech services librarian, library assistant
	Streamline circulation data collection	Begin winter 2023	Director, library assistant
Provide patrons with collections that inform and delight in a variety of formats	Perform circulation audit of e-content including e-books, e-audiobooks, streaming services, and databases and add more resources where they are needed or desired	Begin winter 2023	Director, tech services librarian, library assistant
Think outside the boundaries of traditional collections to provide patrons with inspiring experiences			