



Gleason Public Library

FY25 Action Plan

Background

The current Gleason Public Library Strategic Plan was written in the summer of 2019, covering activities from FY21 through FY25. Out of 112 action items in this plan, as of October 2023:

- 87 have been completed
- 10 are underway or in the current action plan
- 8 are incorporated into the Library's renovation plans or the Town's capital planning, but not yet funded
- 7 are no longer planned or have been delayed indefinitely

The Mass. Board of Library Commissioners recommends creating a Strategic Plan every three to five years and filing an updated Action Plan each year; these filings are required in order for a library to be eligible to apply for certain grants. Our FY25 Action Plan must be submitted by December 1, 2023, and our next strategic plan (for FY26 and following) is due October 1, 2024, unless we request an extension.

Mission Statement

The Gleason Public Library facilitates life-long learning and growth for all community members through free access to materials and services; collaborative partnerships; and opportunities to engage and learn from one another.

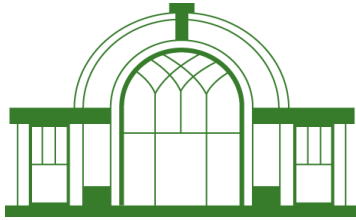
Vision Statement

The Gleason Public Library will be a vibrant and vital community center where people across the generations can explore passions, interests, and learning experiences.

FY25 GOALS, OBJECTIVES, AND ACTIONS

1. GOAL: Library users find a welcoming physical space that meets their needs for quiet focus, community gathering, work, and learning.





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a. OBJECTIVE: Identify and implement renovation options to increase community use of the library for all ages and provide improved spaces for all ages and staff

- Hire Owner's Project Manager for renovation
- Finalize designs and construction documents with architects
- Renovate Library interior to provide new and improved spaces for meetings and programs, teens and children, quiet work and community gatherings.

b. OBJECTIVE: Work with Municipal Facilities Committee and Town Facilities Manager to fund and implement solutions to building needs

- Repaint historic window frames
- Repave library parking lot (after interior renovation)

c. OBJECTIVE: Maintain building security and safety for staff and users

- Review and update building maintenance handbook and annual checklists annually
- Incorporate security considerations, including sight lines and exit paths, into library renovation plans.

2. GOAL: The library is a center of collaborative education in the community

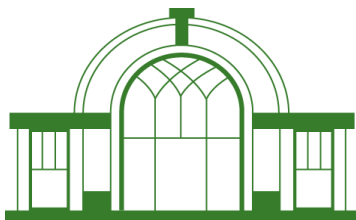
a. OBJECTIVE: Develop strategic partnerships with Carlisle School and Concord Carlisle High School to support student learning

- Collaborate with CPS to develop decodable book collection to support literacy curriculum and up-to-date best practices for literacy acquisition.

b. OBJECTIVE: Engage with community expertise

- Engage local experts to provide educational lectures or lead skillshares at least 1x per year
- Identify area colleges, universities, and businesses with Carlisle connections and investigate partnership opportunities





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c. OBJECTIVE: Provide lifelong learning opportunities with educational, cultural, and recreational programs for all ages

- Offer all-ages programs at least four times annually to support intergenerational connections.
- Collaborate on programs with Carlisle Recreation Department, Carlisle Council on Aging and Human Services, and other local organizations to serve our shared missions.
- Offer story times tailored to multiple age groups based on community interest.

d. OBJECTIVE: Meet community needs for tools and technology with an expanded “Library of Things”

- Continue expanding and publicizing Library of Things collection
- Offer hands-on training on circulating objects and other emerging technologies
- Offer at least one program on how to use the Library telescope

e. OBJECTIVE: Connect the community with history through the Gettysburg collection and other town-owned artifacts and resources

- Partner with local schools for educational visits centered around historic collections
- Display selected historical artifacts at the library and other appropriate local venues

f. OBJECTIVE: Develop programs and services to encourage a culture of diversity and community cohesion

- Offer at least two programs that accurately and authentically reflect the cultural perspectives of diverse communities, in collaboration with area organizations including members of those communities.
- Use SirsiDynix collection analysis tool to review progress since previous collection diversity audit

3. GOAL: The library’s programs and resources are available when and where people need them. Information on library services is easily accessible to all users.

a. OBJECTIVE: Update the library’s digital presence to make information on the library and its resources easy to find 24/7

- Annually review effectiveness of and best practices for social media accounts





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b. OBJECTIVE: Hold library programs at a variety of times and places to meet the needs of all users

- Regularly offer programs for children, tweens, teens, and adults during evening or weekend hours
- Host at least 2 “after-hours” events per year outside of the library’s operating hours

c. OBJECTIVE: Evaluate effectiveness of current library hours and consider possibilities for expanding services outside of those hours

- Use “Patrons served by hour” report, door count samples, and meeting room reservations to compare trends in library usage over time.

d. OBJECTIVE: Get the word out – make sure people are aware about all the library has to offer!

- Review branding materials and update guidelines for staff, including logo and marketing templates
- Incorporate up-to-date directional signage in renovation plans
- Conduct annual review and update of marketing plan/schedule

4. GOAL: The library fosters environmental sustainability in Carlisle.

a. OBJECTIVE: Support low-emission transportation methods for visitors and staff

- Provide bike repair tools
- Host a bike repair info event or general-interest “fix-it” event

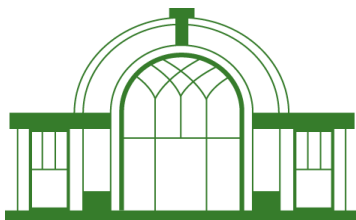
b. OBJECTIVE: Reduce the library’s carbon footprint

- Work with Environmental Sustainability Committee to identify opportunities to reduce the library’s carbon emissions

c. OBJECTIVE: The library will support efforts by local residents and organizations to respond to and prepare for climate change and other environmental concerns

- Create displays highlighting collections related to current environmental issues at least twice per year
- Host lectures or documentary showings on topical issues at least once annually





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5. GOAL: Celebrate reading!

a. OBJECTIVE: Provide physical and digital collections that meet demand and stimulate interests

- Evaluate museum pass usage annually and consider addition of new passes to meet user interests
- Identify locations for displays and/or browsing collections for easy access to relevant titles, e.g., a shelf of adult materials near the children's room

b. OBJECTIVE: Make the public aware of all of the resources that the library has to offer

- Offer classes and drop-in help sessions on accessing digital materials at least 2x/year
- Work with local departments and organizations to publicize relevant resources to their constituencies

c. OBJECTIVE: Offer high-quality, personalized reader's advisory services for all ages.

- Create monthly displays on a variety of themes, including materials in all formats and for all ages

d. OBJECTIVE: Library programs celebrate literature

- Offer at least three author talks per year
- Offer at least two book-themed passive programs per year (e.g., book bingo, book-themed March Madness)

e. OBJECTIVE: Make the library a special occasion

- Hold community events honoring the library's history for renovation kick-off and other milestones

