

J. V. Fletcher Library Annual Action Plan FY25

GOALS, OBJECTIVES, AND ACTIVITIES	FY25	WHO
GOAL I: Library patrons enjoy a modern, expansive facility, designed to afford: collection growth; study, activity and meeting space; leisure reading; technological access; safe communal areas, and; parking during service hours which reflect their needs.		
OBJECTIVE 1.1: Upon approved, finalized Design Development, the Library will engage in bidding and awarding of a construction contract and sub-contractor contracts.		LWG
a. Activity: Formal bidding and procurement will occur to secure a Library Project contractor, sub-contractors and construction Costs.		BOT, LWG, PTBC
b. Activity: Formal bidding and procurement will occur to secure a Clerk of the Works.		BOT, LWG, PTBC
c. Activity: Work will continue with the MBLC, MASS Save and utilities to ensure a sustainable or sustainable-ready new library.		BOT, LWG, PTBC
OBJECTIVE 1.2: The Board of Library Trustees, Permanent Town Building Committee and Library Administration will oversee the move to an off-site library facility during the duration of the Library Building Project, from ground-breaking until occupancy, and prepare for moving, storage services and off-site library services to the Westford public.		BOT, DIR
a. Activity: Prior to a signed contract with the Construction Contractor, Library Administration, Friends, Foundation and Trustees will plan/coordinate the Ground breaking ceremony.		BOT, DIR
b. Activity: The Board of Library Trustees and Library Administration will research, identify and -- through formal bidding and procurement -- procure storage, moving and relocation services for current building contents, and arrange transport and set up at a temporary site.		DIR
c. Activity: The Board of Library Trustees and Library Administration will research, identify and -- through formal bidding and procurement -- procure fine arts and archival, museum-quality storage for germane library historical and art collections and holdings.		DIR, IS
OBJECTIVE 1.3: The Board of Library Trustees, Library Foundation and Library Friends will engage in informational and fund-raising efforts and community events to educate the Westford public on the Library Building Project.		BOT, DIR, FOL
GOAL II: Library patrons of all ages, abilities, socio-economic circumstances and diverse cultural backgrounds, have access to collections, meaningful activities, programs and events which foster personal growth, self-development, exposure to ideas, art, local and world cultures, and current issues and discourse.		

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OBJECTIVE 2.1: Library Personnel will select collections, formats and resources which reflect and celebrate local and world cultures, and the unique demographics of the Westford community.		MGMT
a. Activity: Throughout the year, Adult, Young Adult and Youth Services' programs will be offered that reflect global cultural and ethnic groups representing the Westford demographic.		IS, YS
OBJECTIVE 2.2: Library Personnel will research and proffer programs, activities and events which celebrate local and world cultures, and the unique demographics of the Westford community.		MGMT
a. Activity: Throughout the year, Adult, Young Adult and Youth Services' programs will be offered that reflect local cultural and ethnic groups comprising the Westford demographic.		IS, YS
OBJECTIVE 2.3: Library Personnel will provide resources, databases, collections and programs which support the initiatives of the Town of Westford Diversity, Equity and Inclusion Committee.		MGMT
a. Activity: At least twice annually, Adult and Young Adult programs will be offered which focus on racial justice, ethnic diversity, equity and inclusiveness of all types.		IS, YS
OBJECTIVE 2.4: Library Personnel will provide resources, collections and live and remote programs accessible to the disabled, homebound, etc. and explore Pop-Up venues while off-site.		MGMT
a. Activity: During FY25 and going forward, library personnel will continue to build collaborations with the Cameron Senior Center, Roudenbush Community Center, school librarians and appropriate partners on programs and collections, during the library's off-site tenure.		C
GOAL III: Library patrons avail themselves of a global array of services, programs, resources, technologies and collections reflecting their life-long needs, interests, careers, diverse demographics, and "New Normal" environment supported by an ample, trained, customer-oriented staff.		
OBJECTIVE 3.1: Library Personnel will pursue virtual and outdoor programs, Curbside Delivery, co-funding and hosting with sister libraries on events, Zoom/Virtual meetings and Pop-Up Library events while off-site.		MGMT
a. Activity: Attendance and participation in Adult Programs will increase via partnering with sister libraries, simultaneously broadcasting over Zoom, and posting recordings on Youtube.		IS

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OBJECTIVE 3.2: Westford high schoolers receive academic, research and social support via programs on College Aid, appropriate databases and the scheduling of EXAM WEEK two times per year.		IS, YS
OBJECTIVE 3.3: Westford and area residents receive expertise, support, collegiality and networking via the Mass Libraries 50+ Job Seekers Networking Group free programming.		SYST
OBJECTIVE 3.4: Westford patrons enjoy materials in various languages, and/or their native languages, via increased Collection Development and specified Foreign Collection deposit loans from the Boston Public Library.		IS
a. Activity: Information Services will borrow a greater number of foreign language deposits from the Boston Public Library (e.g. Arabic, Chinese, Japanese, Korean, and Spanish).		IS
OBJECTIVE 3.5: Westford patrons enjoy the attention and service of an engaged, dedicated staff resulting from professional development, adequate staffing and training, Succession Planning, and infilling of vacancies.		DIR
GOAL IV: Library patrons enjoy increased awareness of, and access to, Library collections, formats, programs, technologies, services, community partnerships and outreach because of an expanded marketing program and the support of the Friends of the J. V. Fletcher Library.		
OBJECTIVE 4.1: Library Personnel promote and market library services, events and collections via traditional publicity outlets, the weekly Friends eNewsletter, Website enhancement, and current and evolving Social Media.		MGMT
OBJECTIVE 4.2: Library patrons utilize a robust WiFi connection [hardwired or mobile] both within, and beyond the library walls, and via circulating HotSpots.		SYST
OBJECTIVE 4.3: Library personnel maximize marketing, community engagement, outreach and visibility via strong Community Partnerships, cooperation with sister libraries, WestfordCAT, the Public School/Public Library Collaborative, and other partnering entities.		MGMT
KEY: BOT = BOARD OF LIBRARY TRUSTEES; C = CIRCULATION; DIR = LIBRARY DIRECTOR; FOL = FRIENDS OF THE LIBRARY, INC.; IS = INFORMATION SERVICES; LWG = LIBRARY WORKING GROUP; MGMT = ALL MANAGEMENT; PTBC = PERMANENT TOWN BUILDING COMMITTEE; SYST = SYSTEMS; TS = TECHNICAL SERVICES; YS = YOUTH SERVICES.		