

Annual Library Service Plan – FY 2023-2024

Weston Public Library

Library Vision for the Future:

Weston Public Library's staff and board support our mission to serve the greater Weston community through:

- Outstanding patron service
- Library collections that meet the needs of our community and encompass a wide range of thought and expression
- Incorporation of current information technology
- An inviting and user friendly facility
- Active involvement in the community
- A wide range of youth and adult programming
- Training of staff, board and volunteers

FY 2023-2024 represents year three of a 3-year plan outlining goals for our library. This fiscal year we will continue to rebuild library programs and services, as we recover from the global pandemic. The last couple of years, we have worked to reestablish basic programs and services that were discontinued during the pandemic shutdown. We will also continue to offer services that proved valuable during the pandemic, including curbside delivery, home delivery, and outdoor activities. The librarian's plan to retire in FY 2022-2023 did not come to fruition, but is scheduled to occur in 2023-2024. Thus the first half of the new fiscal year will be a time of transition for our library. A new director may work with the Library Board toward a new vision in the second half of the fiscal year.

1. Goal: To increase Library use and promote literacy in our youth

What community needs are you addressing: The need to nurture and grow library users in the community. To enhance literacy in our community, starting with youth.

Priority(ies): Early Childhood Programs, K-12 Youth Programs

FY 2021-2022 - Year 1 activities

- Offer at least 25 Preschool Storytime sessions
- Offer 6 weeks of Summer Reading Program activities
- Deliver library materials to homebound residents
- Provide readers' advisory services
- Manage the library collection, including acquisition, weeding and materials preservation
- Offer special library events for kids, i.e. Santa visits, Trick or Treating, art kit handouts, book bag handouts

FY 2022-2023 - Year 2 activities

- Continue all successful activities from Year 1
- Offer at least 3 after school Library activities for youth
- Partner with Athena-Weston Early Learning to bring weekly preschool storytime to the Weston Middle School site

FY 2023-2024 – Year 3 and beyond activities

- Continue to offer all successful Year 2 activities
- Initiate a plan for student Library volunteers

2.Goal: To promote the Library as a friendly, active center of rural community life

What community needs are you addressing: The need for members of the community to get back into the habit of using the library for recreation, research, and public computer use after two years of limited access to the facility due to the pandemic.

Priority(ies): Welcoming/User Friendly Atmosphere

FY 2021-2022 - Year 1 activities

- Offer 12 monthly adult book group sessions
- Host Friends of Weston Library annual meeting, featuring a guest speaker
- Host Friends of Weston Library annual used book sale
- Host at least 2 continuing education opportunities for adults, i.e. photography, author visit or genealogy
- Publish and distribute monthly “Library Page,” the newsletter of Weston Public Library
- Continue book delivery and curbside delivery of materials
- Restore public computer use
- Restore open access to the building, observing safety protocols
- Hold regular monthly meetings in the library building

FY 2022-2023 - Year 2 activities

- Continue to offer all successful Year 1 activities
- Increase special programming
- Upgrade computers for public use
- Replace Library carpeting
- Create an updated library website

FY 2023-2024 – Year 3 and beyond activities

- Continue to offer all successful Year 2 activities
- Increase special programming
- Upgrade computers for public use

3. Goal: To plan for succession of the Library Director position

What community needs are you addressing: The need to ensure success for the future of library service in our community upon retirement of the current Library Director.

Priority(ies): Training (staff and board)

FY 2021-2022 - Year 1 activities

- Compile in-depth operations manual, including day-to-day, monthly and annual duties
- Complete maintenance of files and archives
- Keep up to date on maintenance of collection (weeding)

FY 2022-2023 - Year 2 activities

- Update Library Director job description
- Continue maintenance of files and archives, observing retention schedule
- Provide resources for Library Board to recruit and hire new director
- Assist with hiring of new Library Director
- Assist with training of new personnel

FY 2023-2024 – Year 3 and beyond activities

- Update job description for Library Director
- Review compensation for position and revise as necessary
- Develop a recruitment process
- Develop a timeframe and schedule for hiring
- Assist with forming interview board
- Assist with training of new personnel