



Plan of Action FY19 – FY21

Project	Scope	Departments Impacted	Status	Strategic Priorities	Funding Source
<p>Improving Services & Spaces for Individuals with Disabilities and Special Needs</p> <p>(FY19-FY20)</p>	<p>With the help of community organizations such as the Lexington Commission on Disability and the Special Education Parent Advisory Committee, evaluate the Library's physical and online spaces, programming and services for accessibility. (FY19 - FY20)</p> <p>Plan and implement "Sensory Library Hours" designed for users on the autism spectrum or with other special needs. (FY20)</p>	<p>Administration All Departments & Community Partners</p>	<p>Meetings will begin in early 2019 with the intention of completing the building evaluation in early FY20.</p> <p>Facility: Develop list of needed improvements based on the recommendations received.</p> <p>Programming: The Library will begin offering "Sensory Friendly Hours" in FY20.</p>	<p>Diversity, Equity, Inclusion, & Access</p> <p>Human Connection</p> <p>Learning & Play</p>	<p><u>Partially Funded</u> The Friends of CML have established the Ballard Fund to support these services.</p> <p>Funding sources for other projects TBD.</p>
<p>Cary Memorial Library Website Redesign - including Room Booking, Digital Content, and Public Calendar Upgrades</p> <p>(FY19-FY20)</p>	<p>Conduct an evaluation of the library's current website and the modules (calendar, room booking, digital content, and museum passes) incorporated within the site.</p> <p>Develop recommendations for upgrades and begin documentation for RFQ process by the end of FY19 with full redesign in FY20.</p>	<p>Web/Technology Administration All Departments</p>	<p>Compile list of comparable sites, designers, hosting options.</p> <p>Evaluate current site and wish list of additional functionality.</p> <p>Create RFQ by Fall 2019.</p> <p>Redesign Project in late FY20.</p>	<p>Books & Info</p> <p>Diversity, Equity, Inclusion, & Access</p> <p>Stewardship</p>	<p><u>TBD</u> Costs will likely be paid for with State Aid or other non-municipal funds</p>

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<p>Children’s Room and Large Meeting Room Renovations (FY20 - FY22)</p>	<p>Fall 2019 the play area in the Children’s Room will be relocated to an area within sight of the Children’s Desk. This is a temporary, proof of concept to provide information for a larger room renovation.</p> <p>A complete renovation of the Children's Room will help align spaces with current educational practices and better serve children from birth through grade 5. It will improve safety and accessibility in the room by improving sight lines and creating better adjacencies. (FY22)</p> <p>The Large Meeting Room will receive a kitchen update and new flooring. (FY22)</p>	<p>Administration Youth Services Programming & Community Stakeholders</p>	<p>A capital request for funds to conduct a feasibility study was submitted to the Town as part of the of the FY20 budget development process.</p> <p>Proposed timeline (pending funding) is as follows:</p> <p>Feasibility Study (FY20) Full Design/Drawings (FY21) Renovation Project (FY22)</p>	<p>Learning & Play</p> <p>Diversity, Equity, Inclusion, & Access</p> <p>Books & Info.</p> <p>Stewardship</p>	<p>TBD</p> <p>Funding for the different stages of this project still needs to be determined.</p> <p>Sources may include municipal funding, a fundraising campaign through the CML Foundation, and/or funds from the library’s endowment.</p>
<p>Stewardship of Historical Collections (FY19-FY22)</p>	<p>Evaluate the current status of the preservation of historic materials, and the access to those materials. Evaluate historical collections spaces.</p> <p>Develop plans for digitizing additional materials (such as the Lexington Minuteman) and for continuous stewardship of digital archives.</p>	<p>Adult Services Administration Web/Technology</p>	<p>Review of spaces and collections completed by March 2019.</p> <p>Develop plan for digitizing Lexington Minuteman (in progress)</p> <p>Evaluate digital archive software and storage (Upgrades to take place in FY20 as part of Web Redesign) and explore participation in the Digital Commonwealth Project (for eligible items) FY20.</p>	<p>Stewardship</p> <p>Books & Info.</p> <p>Diversity, Equity, Inclusion, & Access</p>	<p>TBD</p> <p>Digital archive software updates will be funded through a named endowment fund (Worthen Fund).</p> <p>Seek additional funding for projects as needed.</p>

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<p>Experiential Learning Opportunities and an Expanded Library of Things (LoT)</p> <p>(FY19-FY20)</p>	<p>Evaluate and expand the library’s experiential learning opportunities including current Library of Things.</p> <p>Expand the number and types of hands-on activities offered to patrons of all ages. Improve/supplement library spaces to make them more adaptable to participatory programming.</p> <p>Partner with community organizations (such as Kids Cooking Green or the Munroe Center for the Arts) with experience in this type of programming.</p>	<p>Programming Adult Services Youth Services Bibliographic Services & Community Partners and Stakeholders</p>	<p>Assess current Library of Things offerings and recommend additions to that collection. (FY19)</p> <p>Improve the library’s ability to host making programs by exploring mobile solutions such as a kitchen cooking demonstration cart and/or mobile maker station. (FY19-FY20)</p>	<p>Learning & Play</p> <p>Human Connection</p> <p>Diversity, Equity, Inclusion, & Access</p>	<p><u>Partially Funded</u></p> <p>The Library of Things is funded through the materials budget as well as from named funds.</p> <p>Seek additional funding for new projects as needed.</p>
<p>Technology Infrastructure Engineering Study</p> <p>(FY20 - FY21)</p>	<p>Evaluate the library’s technology infrastructure to determine what upgrades are needed.</p> <p>Consider ways to consolidate resources with the Town’s IT Department and transfer oversight of the building’s network, server, security, and wireless internet infrastructure.</p>	<p>Technology Administration & Town IT Department</p>	<p>Conduct an engineering study of the library’s existing technology and infrastructure in FY20.</p> <p>Evaluate results of study with colleagues from Town IT and develop a timeline for improvements. (FY21 budget process)</p>	<p>Stewardship</p>	<p><u>TBD</u></p> <p>Depending on RFQ results, the library or the Town IT Department may submit a capital request during the FY21 budget process.</p>

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<p>Continue to Develop and Strengthen World Language Collections</p> <p>THIS PROJECT IS ONGOING</p>	<p>Continue to build community partnerships and selection teams to develop world language collections that reflect the linguistic diversity of Lexington. Add new languages as needed.</p> <p>Current collections include the following languages: Bengali, Chinese, French, German, Hindi, Italian, Korean, Marathi, Sanskrit, Tamil, and Telugu.</p>	<p>Bibliographic Services</p> <p>Adult Services Youth Services & Community Stakeholders</p>	<p>Add Turkish, Portuguese, and Hebrew language titles in FY19.</p> <p>Create process to gather bibliographic information from individuals donating materials. (FY19-FY20)</p> <p>Add Japanese language titles in FY20.</p>	<p>Books & Info</p> <p>Diversity, Equity, Inclusion, & Access</p> <p>Human Connection</p>	<p>Funded</p> <p>World Language materials are funded through the operating budget as well as through named funds.</p>
<p>Showcasing Local Talents/Interests through Programs, Drop-ins, and Conversations</p> <p>THIS PROJECT IS ONGOING</p>	<p>Create opportunities for Lexington groups and individuals to share their cultures, histories, ideas, research, art, music, and other experiences.</p> <p>Utilize the library as a trusted space for community conversations on important and sometimes difficult issues.</p> <p>Develop casual, sustainable programs that allow neighbors to meet and learn with and about one another.</p>	<p>Programming</p> <p>Adult Services Youth Services Administration & Community Partners</p>	<p>Launch Social Justice Book Group – Winter 2019.</p> <p>Add casual programming for seniors that take place during daylight hours and encourage social engagement during the winter months – Winter 2019.</p> <p>Explore possibility of creating an International Story Festival. (FY20)</p>	<p>Human Connection</p> <p>Learning & Play</p> <p>Diversity, Equity, Inclusion, & Access</p>	<p>Funded</p> <p>These activities are funded through the library’s programming budget.</p> <p>Seek additional funding for new projects as needed.</p>
<p>“Idea Wall” Active/Passive art Space on Main Level</p> <p>THIS PROJECT IS ONGOING</p>	<p>Create a large-scale piece of semi-permanent public art on the retractable section of the library’s Idea Wall.</p> <p>Continue to create interactive displays on various topics, and expand the community’s involvement in the space.</p>	<p>Programming</p> <p>Technology Administration Interested staff & Community Partners</p>	<p>Develop mural project proposal and timeline over the Winter of FY19.</p> <p>Solicit mural proposals from artists in Greater Boston area (Spring 2019).</p> <p>Mural Project – FY20.</p>	<p>Learning & Play</p> <p>Human Connection</p>	<p>Funded</p> <p>The Library’s Idea Wall is currently funded through a corporate donor.</p>
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		Impacted			
Expand Readers' Advisory Services THIS PROJECT IS ONGOING	Conduct an evaluation of the library's current readers' advisory offerings, and explore additional means to promote our collection and expertise. Consider resuming library's podcast Bibliophiles or other digital Readers' Advisory tool.	Adult Services Youth Services Web/Technology	Establish one-on-one and small group RA consultations on a variety of subject areas (FY19) Explore digital RA services (podcast, BookTube, web, etc.) to determine the best fit for our community (FY20) Explore sustainable ways to capture staff expertise via bookmarks, book lists, and displays (ongoing)	Books & Info Human Connection Diversity, Equity, Inclusion, & Access	<u>Partially Funded</u> Most costs are minimal and will be covered by the operating budget. Seek additional funding for new projects as needed.

NOTES:

- Projects listed in yellow are expected to be completed within a 1-3 year timeframe.
- Projects listed in blue are ongoing in nature. Their presence on our Major Projects List acknowledges our intent to devote staff time and resources to these particular areas of library work.

APPROVED: Executive Board of the Cary Memorial Library Board of Trustees – November 7, 2018.