

Forbush Memorial Library Action Plan FY26-27

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Approved by **5/12/26**

Completed Projects

Project title	Scope	By Whom	Strategic Priorities	Time Frame
Collection analysis	Explore a) new tools for collection analysis, and b) improvements to existing tools	Director Technical Services	1.1: Build physical and digital collections 5.3: Maintain and develop collections that reflect the diversity and interests of the community	FY25 - Summer
Cohesive signage	Create templates, guidelines, etc. for library signage	Director misc staff	1.2: Promote collections 2.2: Sustain, enhance, and promote access to collections, programs, and spaces 3.2: Improve the patron experience	FY25 - Spring
Juvenile Storytime Activity Kits	Prepare "grab and go" activities that can be used with no prep for storytimes. Ex. Sensory play, phonics games, dramatic play.	Children's	1.3: Offer library programs celebrating literature 1.4: Make the library a special occasion 2.1: Provide a diverse range of collections and programs 3.2: Improve the patron experience 5.1: Explore new resources, both physical and digital, to offer our community	Fall 2025
Juvenile Readers' Advisory Resources	Create lists on the catalog for common-but-tricky readers' advisory questions.	Children's	1.2: Promote collections 2.2: Sustain, enhance, and promote access to	Fall/Winter 2025

Project title	Scope	By Whom	Strategic Priorities	Time Frame
Update Patron Facing Technology Access	Seek out and pursue funding opportunities to enhance digital access in the building for patrons	Director Technical Services	<p>collections, programs, and spaces 3.2: Improve the patron experience 4.1: Expand existing outreach channels</p> <p>2.2: Sustain, enhance, and promote access to collections, programs, and spaces, 2.3: Ensure individuals with disabilities can enjoy all the library has to offer 3.1: Reconfigure space to create an environment that is both welcoming and functional 3.2: Improve the patron experience 3.3: Ensure access to the library for all 4.2: Target outreach to underserved populations\ nontraditional users 4.3: Work collaboratively with town departments 5.2: Evaluate community needs regarding indoor and outdoor spaces</p>	Spring 2026
Attic evaluation	a) Create and execute needs assessment specific to library space b) Clean out current attic holdings c) Explore funding opportunities to finish attic	Board Director	3.1: Reconfigure space to create an environment that is both welcoming and functional 5.2: Evaluate community needs	Ongoing

	d) Engage with professionals (e.g. MBLC) to evaluate space		regarding indoor and outdoor spaces	
Digital Collection Development	Find and evaluate new digital resources for community use	Director Adult Services Children's Services	<p>1.1: Build physical and digital collections</p> <p>2.1: Provide a diverse range of collections and programs</p> <p>2.2: Sustain, enhance, and promote access to collections, programs, and spaces</p> <p>2.3: Ensure individuals with disabilities can enjoy all the library has to offer</p> <p>3.2: Improve the patron experience</p> <p>3.3: Ensure access to the library for all</p> <p>4.1: Expand existing outreach channels</p> <p>4.2: Target outreach to underserved populations\ nontraditional users</p> <p>4.3: Work collaboratively with town departments</p> <p>5.1: Explore new resources, both physical and digital, to offer our community</p> <p>5.3: Maintain and develop collections that reflect the diversity and interests of the community</p>	Fall 2025-On-going
Juvenile Non Fiction Cataloging Update	Convert our Cataloging from Dewey to a BISAC/WILLOWS model.	Children's Services Technical Services	<p>1.2: Promote collections</p> <p>2.2: Sustain, enhance, and promote access to collections, programs, and spaces</p>	Fall 2026

			<p>2.3: Ensure individuals with disabilities can enjoy all the library has to offer</p> <p>3.3: Ensure access to the library for all</p> <p>5.3: Maintain and develop collections that reflect the diversity and interests of the community</p>	
Staff Training	Institute a staff training schedule to increase digital skills and streamline circulation procedures	Adult Services Director	<p>2.2: Sustain, enhance, and promote access to collections, programs, and spaces</p> <p>3.2: Improve the patron experience</p> <p>5.1: Explore new resources, both physical and digital, to offer our community</p>	Spring 2026 Ongoing
Adult Programing Analysis	Analyze adult program offerings with an eye towards increasing engagement digitally and in person	Adult Services	<p>1.3: Offer library programs celebrating literature</p> <p>1.4: Make the library a special occasion</p> <p>2.1: Provide a diverse range of collections and programs</p> <p>2.2: Sustain, enhance, and promote access to collections, programs, and spaces</p> <p>4.2: Target outreach to underserved populations\ nontraditional users</p> <p>4.3: Work collaboratively with town departments</p> <p>4.4: Cultivate and expand relationships within the community</p> <p>5.1: Explore new resources, both</p>	Ongoing

			physical and digital, to offer our community	
Replace the Phone System	Figure out what is happening with the existing phone system, the past development on the project and plan for a replacement phone system	Director Technology Committee	2.3: Ensure individuals with disabilities can enjoy all the library has to offer 3.2: Improve the patron experience 3.3: Ensure access to the library for all	Spring 2027
Library of Things	Complete the roll out for the public usage of the Library of things, including expanded technology resources	Director Technical Services	2.1: Provide a diverse range of collections and programs 4.2: Target outreach to underserved populations\ nontraditional users 5.1: Explore new resources, both physical and digital, to offer our community 5.3: Maintain and develop collections that reflect the diversity and interests of the community	Spring 2026
Re configure Adult Space	Analyze our existing space usage regarding the non fiction collection and put together a solution to better utilize our shelving and open space.	Director Adult Services Assistant Director	2.2: Sustain, enhance, and promote access to collections, programs, and spaces 2.3: Ensure individuals with disabilities can enjoy all the library has to offer 3.1: Reconfigure space to create an environment that is both welcoming and functional 3.2: Improve the patron experience 5.2: Evaluate community needs	Summer 2026

			regarding indoor and outdoor spaces	
Replace the Boiler	Update and replace our failing heating infrastructure with a new high efficiency system.	Director Maintenance	3.2: Improve the patron experience 3.3: Ensure access to the library for all 4.3: Work collaboratively with town departments 5.2: Evaluate community needs regarding indoor and outdoor spaces	Fall 2026
Create Technology Programming Series	Bring in a Digital Services Coordinator to provide public training sessions and outreach to increase access to library resources by way of training in the relevant technologies at various locations throughout the town.	Adult Services Digital Services Coordinator	1.2: Promote collections 2.1: Provide a diverse range of collections and programs 3.3: Ensure access to the library for all 4.1: Expand existing outreach channels 4.2: Target outreach to underserved populations\nontraditional users 4.3: Work collaboratively with town departments 4.4: Cultivate and expand relationships within the community 5.1: Explore new resources, both physical and digital, to offer our community	Fall 2026