

Dedham Public School Libraries Five-Year Ad Hoc Planning Committee

Purpose

The purpose of the Library Long-Range Planning Committee is to complete a five year long-range plan for the Dedham Public Schools Libraries. Completing and submitting a Long-Range Plan to the Massachusetts Board of Library Commissioners makes the district eligible to apply for any Direct Grants from the Massachusetts Board of Library Commissioners under the federal Library Services and Technology Act (LSTA) program or any state funded grants. The libraries hope to benefit from this experience by working with educational stakeholders from the schools and community to:

- Explain the library program
- Identify priorities, strengths and weaknesses
- Provide an anchor for the development of a budget
- Articulate connections with the larger organization
- Provide a blueprint for future development
- Create a clear sense of purpose
- Provide the basis for ongoing evaluation

Long-Range Plan Requirements

Although several formal planning approaches are available to libraries, no specific method is required. The Dedham School Librarians and Technology Director consulted with a Massachusetts Library System member on February 1, 2012 to gain guidance and support for the implementation of the planning process. As outlined by the Massachusetts Board of Library Commissioners at minimum, the plan must include:

- a mission statement;
- an assessment of user needs;
- multiyear goals and objectives;
- an action plan for at least the first year of the multi-year goals and objectives that includes activities, with specific timeframes and/or other means for measuring progress, for achieving objectives;
- a brief description of the planning methodology;
- approval of the governing board;
- Annually, by December 1 of each year, an update of the action plan for the following state fiscal year (July to June).