

PORT WASHINGTON PUBLIC LIBRARY – STRATEGIC PLAN ADDENDUM 2019

	Goal 1 : Facility	Started	Status	Date Completed
Facilities	Renovate Lobby and MakerSpace lavatories, including the addition of a single, ADA compliant, unisex restroom in the MakerSpace.			
Lobby	Resurface the front part of the Circulation Desk.			
Lobby	Install new digital monitors above Circulation Desk.			
Facilities	General improvements to the Lapham Meeting Room, Main Lobby, and various facility projects, as listed in our Five-Year Plan.			
Facilities	Install a new door counter that digitally tracks building traffic and can provide easily accessible data for reports.			
Facilities	Repaint and epoxy the Library parking lot and patch sidewalk areas that need attention.			
Facilities	Relocate seating in Local History Annex and install physical display cases along with digital monitor to showcase local history collections.			
ESOL	ESOL Meeting Rooms Construction Project	January 2019	Ongoing	
Facilities	Repainting and re-carpeting Phase 2, thus finishing up our remaining staff areas.	September 2018	Ongoing	
Facilities	While working on these two facility projects we will also begin work towards our Five-Year Facility Plan beginning with an evaluation of the replacement of the EPDM portion of the Library’s roof. John A. Grillo Architects have been chosen to assist the Library with a design and scope of work. SCC Construction has been retained as a project manager to assist with the planning and execution of the capital projects plans. <i>Working with JAG and facility consultant we will finalize a capital projects priority list for the next 3 years and present this information to the board, staff and public.</i>	January 2019	Ongoing	

PORT WASHINGTON PUBLIC LIBRARY – STRATEGIC PLAN ADDENDUM 2019

Space Planning	Pursue and choose an Architectural Interior Designer to create design standards and help us facilitate changes throughout the building.	2018	Ongoing	
Technology	Use the upcoming year to test out new technology and layout for the MakerSpace on the Lower Level. Temporary clear walls are being investigated as a possible solution for a sound recording area.	November 2018	Ongoing	
Children's Room	Children's Room renovation near completion. Tree to be fabricated, some millwork to be redone, decals to be applied and numerous punch list issues. Soft opening scheduled for Halloween.	2017	Completed	Spring 2018
General	H2M conducted an exhaustive review of the facility, and submitted a report outlining and prioritizing expected repairs/replacements over a five-year period.	2017	Completed	October 2017
Children's Room	The Hal and Jackie Spielman Children's Library has been completed and opened in November of 2017.	2016	Completed	November 2017 & Spring 2018
Children's Room	Children's Garden to re-open in Summer of 2018.	2018	Completed	September 2018
Children's Room	Some playful installations for the garden will be installed. Repair and or repaint the black steel gate that was badly worn at the top of the garden perimeter. Garden installer will return to replace plants that have not survived after installation.	May 2018	Completed	October 2018
ESOL	Retained Architect to create a plan for converting the Computer Services area into a series of small meeting rooms. The plan was submitted, discussed and agreed on. Because of alterations to existing HVAC, it is necessary to send the plans to NYS for approval.	2017	Completed	March 2018
Lobby	Plan to allow patrons to pick up hold materials themselves.	2019	Completed	January 2019

PORT WASHINGTON PUBLIC LIBRARY – STRATEGIC PLAN ADDENDUM 2019

Facilities	Re-imagine Media Services, Public Computing and South Wing spaces and assign new or revised program and service roles for each area.	June 2016	Completed	July 2018
Collection	Continue to weed media collection to reflect actual usage. Will revisit when construction project is completed, and materials are moved back on site.	2016 & 2018	Completed	July 2018
Collection	Repurpose the space that was once Media Services. The existing collections of CDs, DVDs, Blu-Rays and video games will be shelved on the main level along with the library's other adult collections.	2018	Completed	July 2018
Collection	The collection is being transferred to new cases that are much less space intensive than the ones currently in use. This means that the collection will take up considerably less shelf space than it did previously.	2018	Completed	September 2018
Collection	Media Services staff will be assigned to public service desks near the collection but will also take on new and different job assignments and office locations.	2016	Completed	August 2018
Technology	3D printer now available for public use with change of location to Public Computing area. After the completion of the Children's Room renovation, the 3D printer will move to the "old" Media space, where it will be part of a larger group of Labs for the public to use.	2016	Completed	November 2018
Space Planning	As part of the process, the library has retained the services of LRM to determine whether plans to move and/or consolidate the library's collections are practical and realistic.	2016	Completed	Fall 2018
Space Planning	Plans have been completed, and new carpeting will be installed before the moves/changes are made. Working with Shaw Carpet and a Designer to choose carpet tiles for North and South Wings, Reading Room, Mezzanine, Maker Space.	October 2017	Completed	Spring 2018

PORT WASHINGTON PUBLIC LIBRARY – STRATEGIC PLAN ADDENDUM 2019

Space Planning	Phase 1 (public portion some staff areas) of re-carpeting and painting have been completed.	September 2018	Completed	Winter 2018 / 2019
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	Goal 2: Staffing/Succession Planning	Started	Status	Date Completed
Staffing	Hire an Assistant Director who is responsible for the general supervision of the Library’s day-to-day operation, supervises agency heads and functions as a liaison between the staff and the Director.	2018	Ongoing	
Staffing	The addition of two full time Technology Librarians has made it possible to move forward with team-based initiatives at an accelerated pace, as well as providing a cohesiveness that was previously lacking. This includes better training of Computer Service Aides, more and better individualized help for members of the public, more group training sessions for both public and staff, brainstorming about new projects and services, and more visibility for same.	2016	Completed	January 2018
Staffing	Keith Klang has been hired as the new Director.	2018	Completed	July 2018
Staffing	A new Director of Finance has been hired to fill this position after a departure.	2017	Completed	September 2017
Staffing	A new Head Custodian has been hired to fill this position after a departure.	January 2018	Completed	January 2018
Staffing	A new Head of Community Relations has been hired to fill this position after a departure.	2018	Completed	September 2018
Staffing	A new Adult Program Coordinator has been hired to fill this position after a departure.	2018	Completed	November 2018

	Goal 3 : Evolving Services	Started	Status	Date Completed
Technology	Additional items such as telescopes, birding kits, GoPro Cameras and musical instruments have been added to this category which we now call Loanable Items. The Library will continue to add items to the collection.	September 2018	Ongoing	

PORT WASHINGTON PUBLIC LIBRARY – STRATEGIC PLAN ADDENDUM 2019

Technology	Self-Check usage from January to May of 2017 averaged just over 13% of total checkouts. As of March 2019, that number has increased to 20% of monthly circulation. Additional self-check machines are being pursued for the Lobby area and other locations in the building.	July 2016	Ongoing	
Technology	Increase MakerSpace technology including a ‘Memory Lab’ for digitization of material, recording/podcasting studio, and space for small-scale programs/workshops in robotics, metalwork, digital sewing and others.	March 2019	Ongoing	

	Goal 4 : Sustainability	Started	Status	Date Completed
Facilities	Investigate the New York Library Association’s (NYLA) Sustainable Library Certification Program.	March 2019	Ongoing	
Facilities	Installation of LED lighting library-wide. Last phase of this project (phase 4) has been scheduled to be completed in 2019 with assistance from a local Electrical Consultant.	June 2016	Ongoing	
Facilities	A new cleaning company, Jan Pro Commercial Cleaning, began servicing the building in July 2018 to ensure cleanliness meets our standards.	July 2018	Completed	July 2018

	Goal 5 : Strategic Planning and Visioning	Started	Status	Date Completed
Planning	Pursue and choose a consultant to assist with facilitating a 2020 visioning project / strategic plan.	March 2019	Ongoing	
Planning	Collaborate with local organizations and individuals to create an incubator of services within Port Washington Community.	January 2019	Ongoing	
Planning	Prepare staff and building for upcoming 2020 Census. Much of the data collection will be online for the first time and it is anticipated that the Library will have a large role to play in getting a full and accurate count for the community.	April 2019	Ongoing	