

PORT WASHINGTON PUBLIC LIBRARY – STRATEGIC PLAN ADDENDUM 2020

	Goal 1 : Facility	Started	Target Date	Date Completed
Facilities	Renovate Lobby and MakerSpace lavatories, including the addition of a single, ADA compliant, unisex restroom in the MakerSpace. Blueprints are complete and have been approved by the State. Bid process to being soon.	February 2020 (tentative)	Late Fall 2020	
Lobby	Resurface the front part of the Circulation Desk.	October 2019		October 2019
Lobby	Install new digital monitors above Circulation Desk.	Early 2020 (tentative)	Early 2020	
Facilities	General improvements to the Lapham Meeting Room, Main Lobby, and various facility projects, as listed in our Five-Year Plan.	2016	December 2021	
Facilities	Install a new door counter that digitally tracks building traffic and can provide easily accessible data for reports.	June 2019		June 2019
Facilities	Repaint and epoxy the Library parking lot and patch sidewalk areas that need attention.	Summer 2019		Summer 2019
Facilities	Relocate seating in Local History Annex and install physical display cases along with digital monitor to showcase local history collections.	Fall 2019	Summer 2020	
ESOL / Adult Learning Center	Adult Learning Center Meeting Rooms Construction Project	January 2019		August 2019
Facilities	Repainting and re-carpeting Phase 2, thus finishing up our remaining staff areas.	September 2018	Summer 2020	
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.	January 2019	Late Fall 2020	

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Facilities	Curtain Wall health needs to be evaluated to determine if repairs are required.	November 2019	Summer 2020	
Space Planning	Pursue and choose an Architectural Interior Designer to create design standards and help us facilitate changes throughout the building. Me and General has been selected as our Interior Designer.	2018		Summer 2019
Technology	Use the upcoming year to test out new technology and layout for the MakerSpace on the Lower Level. Sound Recording space has been created, with equipment on order.	November 2018	January 2020	
Children's Room	Children's Room completed. Tree has been fabricated, millwork completed, decals applied.	2017		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		October 2017
Children's Room	The Hal and Jackie Spielman Children's Library has been completed and opened in November of 2017.	2016		November 2017 & Spring 2018
Children's Room	Children's Garden to re-open in Summer of 2018.	2018		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		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		March 2018
Lobby	Plan to allow patrons to pick up hold materials themselves.	2019		January 2019

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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		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		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		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		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		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		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		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		Spring 2018

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Space Planning	Phase 1 (public portion some staff areas) of re-carpeting and painting have been completed.	September 2018		Winter 2018 / 2019
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	Goal 2 : Staffing/Succession Planning	Started	Target Date	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	Evaluate staffing needs in the Computer Services Department to determine if additional staff are needed to properly execute MakerSpace, Technology, and Public Seminar initiatives.	2019	(Ongoing)	

	Goal 3 : Evolving Services	Started	Target Date	Date Completed
Technology	Additional items such as telescopes, birding kits, GoPro Cameras, Nintendo Switch 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)	
Technology	To continue boosting our Self-Check usage, additional machines are being added throughout the building. There are now two in the lobby. Additional Self-Check is planned for North Wing.	July 2016	Winter 2020	
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	Target Date	Date Completed
Facilities	Investigate the New York Library Association’s (NYLA) Sustainable Library Certification Program.	November 2019	April 2020	

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Facilities	Installation of LED lighting library-wide. Last phase of this project (phase 4) has been scheduled to be completed in 2020 with assistance from Steve Kaplan, lighting consultant.	June 2016	Winter 2020	
Facilities	Conduct an energy audit of the entire building. Determine if our energy systems are operating as efficiently as possible. Equipment that needs replacement or upgrade will be identified.	November 2019	(Ongoing)	
Facilities	“Solar Panel Energy Creation and Savings” digital display for the Lobby. We wish to showcase our solar panel installation to the community. TMBA will be installing a hardware component on our panels and we will build the display.	November 2019	January 2020	
Facilities	A new cleaning company, Jan Pro Commercial Cleaning, began servicing the building in July 2018 to ensure cleanliness meets our standards. Jan Pro is tasked with using eco-friendly cleaning materials and chemicals.	July 2018		July 2018

	Goal 5 : Strategic Planning and Visioning	Started	Target Date	Date Completed
Planning	The Library will be working with Nicole Scherer (Assistant Director, NLS) to undergo a 2020 Visioning Project / New Strategic Plan.	March 2019	Spring 2020	
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	March 2020	