

Library Name, Municipality Hamilton-Wenham Public Library	12/2013 Action Plan for FY 2015
Director's Name, Email Jan Dempsey jdempsey@mvlc.org	

Goal (from library's current Long-Range Plan) #1
The library will be funded at the best possible level to meet the needs of the communities

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
Library positions will be compensated fairly and remain competitive	Continue to work with Joint Finance Committees, and Boards of Selectmen to implement bridge increases and Compensation and Classification Table increases for staff.	FY15-17	Director/Trustees
The Library will seek support for increased staff positions	Add staff hours to Children's Room.	FY15-16	Director/Trustees Head of Children's
Increase hours due to patron demand if funding allows	Continue to explore adding extra open hours on winter Sundays	FY15-16	Director/Trustees
	Stay current with long-range planning and apply for appropriate LSTA grants	FY15-16	Director/Assistant Director

Goal (from library's current Long-Range Plan)#2**The Library will have up-to-date technology to meet the needs of patrons of all ages**

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
Continue to upgrade computers on a rotating basis	Upgrade Mac computer in Local History Room and add another Mac	FY15	Director/Friends Group
	Replace 6 Gateways from 2007 in the Reference area	FY14/15	Director/Friends
	Create a capital budget request to replace 3 patron PCs and two staff PCs	FY15	Director
Improve technology for patron and staff use	Expand Maker-Space with 3-D printer and add other applicable technology	FY14/FY15/FY16	Director/staff
	Purchase two tablets for staff use and for patron instruction	FY14/15	Director/staff
	Purchase laptop and portable projector to be used for library programs and for offsite library demonstrations and classes	FY15	Director/staff
	Replace upstairs wireless router	FY14	Technology Volunteer

Improve access to requested databases and Overdrive for Ebooks	Allocate more funding for Overdrive and continue updating ebook blog. Research other ebook platforms.	FY15	Director/Library staff
	Move library website to WordPress and find a new web site host	FY15	Head of Reference and Director
	Update Collection Development Policy	FY15/FY16	Trustees/ Library staff
	Continue to offer and promote Universal Class and consider purchase of other electronic resources such as Alexander Street Press Music, Zinio and IndieFlix	FY15/FY16	Director/Library staff
	Enable each public computer to print to the color photocopier	FY14/FY15	Technology Volunteer/Assistant Director
	Expand Digital Drop-ins started with the Customer Experience Grant	FY15	Assistant Director/Head of Reference
	Resume Computer classes for patrons	FY15	Head of Reference

Goal (from library's current Long-Range Plan)#3**The library will lead the community in collaborations and resource sharing**

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
Increase author visits to the library	Continue to partner with The Book Shop in Beverly Farms, MA to do more author/book signing events	FY15	Library staff
Increase joint programming with community liaisons	Continue to partner with Gordon College for an annual community read event	FY15/FY16	Library staff
	Pursue local grant opportunities and community partnerships	FY15	Library staff
	Pursue the possibility of working with the High School or Gordon College to have an intergenerational book group	FY15	Library staff
	Pursue a new Community Read idea/ read a play and then attend it either at Gordon College or Salem State University	FY15/FY16	Library staff

Goal (from library's current Long-Range Plan)# 4**The Library will be well-known and well-advertised to the community.**

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
The library will have a more streamlined and efficient procedure to advertising programs and services	Continue the library column in the Hamilton-Wenham Chronicle and explore having more library communication on Patch.com	FY15	Director/ Library staff
	Maximize the use of social media to expand from mainly advertising programs to also connecting with patrons. Write a social media policy.	FY15	Director/library staff
	Investigate adding online registration to our Plymouth Rocket software	FY15	Library staff
	Expand current library marketing Powerpoint presentation to introduce viewers to more library services and electronic resources. Use presentation for town boards and committees	FY15	Director, Trustees and staff
	More outreach at community events and gatherings	FY15	Friends/Trustees and staff
	Publicize a wish list of library needs on the website with a possible PayPal account for potential donors	FY15	Director/Trustees and Friends
	Create an area to showcase new DVDs and Blu-Ray	FY14/15	Circulation Staff

	Continue library Facebook page and Pinterest page featuring new materials.	FY15	Head of Circulation
	Schedule annual Meet and Greet with the Library Trustees	FY15/FY16	Library Director/ Trustees
	Plan a Volunteer appreciation event and update Volunteer Handbook	FY15/16	Library Staff and Trustees

Goal (from library's current Long-Range Plan) #5**All youth in Hamilton-Wenham will understand how to use the catalog, electronic resources and have a library card before they reach middle school**

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
Provide an opportunity for fifth grade classes to tour the library and learn how to use their library card online.	Make the information literacy field trip and scavenger hunt an annual autumn 3 morning event	FY15/16	Young Adult Librarian and staff
	Continue to send the YA Librarian, Children's Librarian, and Children's Assistant to the schools to introduce materials, the summer reading program and promote literacy	FY15/16	Youth staff

Goal (from library's current Long-Range Plan)#6**The library building and grounds will be clean, well-maintained and treated with pride and respect**

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
The rugs will be cleaned on a regular basis	Resume cleaning schedule, starting with large meeting room.	FY14/15	JS Cleaning and Mark Gates
	Maintain a cleaning schedule for staff room and refrigerator	FY15	Staff
	Weed and add mulch annually to library grounds	FY15	DPW
	Purchase 12 more cushions for patron chairs	FY14	

Goal (from library's current Long-Range Plan) #7**All Youth in Hamilton and Wenham are inspired by the library and want to read and learn**

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
Increase circulation of children's library materials	Use State Aid funds or find a sponsor to help purchase an extra \$1,000 of Audio Books every six months.	FY15	Children's Librarian and Assistant
	Continue weeding cycle by weeding Reference books in the Children's room and adding electronic resources when appropriate	FY15/FY16	Children's Librarian and Assistant
	Work on outreach to Childcare Centers potentially offering boxes of curriculum themed collections for checkout	FY15	Children's Librarian and Assistant
	Explore creating an early learning station utilizing Google Play for Education	FY15/16	Children's Librarian and Assistant

Goal (from library's current Long-Range Plan)# 8**The Hamilton-Wenham Public Library will lead the two towns in being a creative, pleasant work environment for patrons and staff**

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
The staff will be well-informed about library policies and procedures	Update 2010 edition of the staff handbook and have it available both electronically on the staff Intranet and in print	FY14/FY15	Director/Assistant Director
	Continue current staff meeting schedule of meeting at least every three weeks	FY15	Library Staff
	Continue to work with the Wenham Town Administrator and the Wenham Board of Selectmen to update the Wenham Employee Handbook	FY15	Director and Trustees
The staff will have increased opportunity to share tasks, learn new skills to grow in the profession and maintain job enthusiasm	Continue to cross-train staff, offer opportunities for professional development in accordance with the Professional Development Policy	FY15	All staff
	Hold another staff genre study that meets physically and virtually via the staff Intranet	FY15 or FY16	Head of Reference/ Library Assistant
	Hold a special training session for library pages	FY15	Director/Assistant Director
	Work with the Hamilton Police to have an Emergency Plan/Lock-Down Plan and train staff for emergency situations	FY14/15	

Goal (from library's current Long-Range Plan)#9**The Library will have a current up-to-date collection of materials to meet all needs of a diverse population**

Objectives (if included in current Long-Range Plan)	Actions	Timeframe for Activity	By Whom (optional)
The Library will allocate more resources to patron requested materials	Create a more extensive Blu-Ray collection, Wii game collection and eliminate most of the VHS collection	FY14/15	All staff
	Continue to weed and update adult nonfiction books	FY15/16	Reference staff/Director/Assistant Director
	Continue to weed and update reference and analyze reference purchases to determine which should be digital	FY15	Head of Reference/Director
	Purchase a Blu-Ray Player and a Blu-Ray cleaner so collection can be expanded	FY15	Director/ Library Generalist
	If funding allows, add additional money for children's and YA materials	FY15	
	Weed adult collection of Books on Tape	FY15	Assistant Director/ Library Assistant