FY18 Action Plan / Major Projects & Activities

Approved by the Public Library of Brookline Board of Trustees: 02/14/2017

Status	Scope	Depts. Impacted	Status	Strategic Principle	Funding Source
Brookline Village Collection Shifting Project	The hardcover fiction collections will be moved to the main floor of the building; the nonfiction collections will be shifted on the main floor to accommodate the fiction collections; and the reference collection will move downstairs. In the process, shelving and seating will be moved to incorporate the new placement of the fiction collections.	Reference Circulation Custodians Administration Children's Technical Services	Start: July 2017 Completion Target: Sept 1, 2017 Completed:	Collections	Trust Funds

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Onboarding New Employees: Full & Part Time	Create a print-on-demand welcome packet for new full-time and part-time employees, and standardize the onboarding process for all department heads.	All	Start: 7/1/17 Completion Target: 9/1/17 Completed:	User Experience	Town Supply Budget

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Coolidge Corner Branch Library Renovations	Improve appearance and accessibility of branch library through the addition of an elevator, robust collection development efforts, new paint, carpet, and furniture. Repointing, new roof, new skylights, repaired windows	Coolidge Corner Custodial Childrens Collection Development Referenc Tech Svcs	Start: 1/1/17 Completion Target: 6/30/18 Completed:	User Experience Community Connections Collections	Funded? Who? How? Not Funded? When? Who?

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Coolidge Corner Technology Innovations	Coolidge Corner is will offer a laptop vending machine, doubling our public access computers. CC will be partnering with Brookline Innovations Group to offer broadcasting capabilities and a virtual reality lab	Library IT Town IT Coolidge Corner	Start: 3/18 Completion Target: 6/30/18 Completed:	Innovation & Technology	Brookline Library Foundation Brookline Innovation Group

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Multigenerational programs centered on food and nutrition	A series of programs including a Family cooking challenge (provide family recipes to post on website and make into booklet); National Health Week April 2018; japanese tea ceremony; modifying recipes for weekly community meals; chocolate tasting; cupcake wars, etc	Childrens Adult Teen	First in series will begin Feb 2018 Series will run through May 2018	Learning and Culture	Partner with Brookline Health Dept. Funding provided via Staff Programming, Teen, and children (Foundation)

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Bolstering core technology services for both staff and patrons	Replacing outdated staff workstations and PCs running the library's circulation and tech services departments. Improving speed, reliability, and usability of self-checkout stations. Improving public computing stations, Wi-Fi, and broadband speeds. Enhancing infrastructure in partnership with Town IT and Minuteman Library Network to speed up staff workflow and circulation transactions.	All staff Library IT Town IT	Started in December 2016. Completion date: 06/30/18.	User Experience Innovation & Technology	Town budget Investigating - Network and/or federal E-Rate grants

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Enhancing branding, signage, and communications	Begin working towards institution-wide rebranding. Utilize digital signage to advertise library events, collections, and services. Initiate a weekly email newsletter. Establish a strategy for communicating consistently across all media (website, social media, signage, print collateral, etc.)	Library IT Admin Reference Children's	Signage and newsletter projects underway as of 02/2017; target completion date: 06/30/18	User Experience Innovation & Technology Community Connections Collections	Funded? Who? How? Not Funded? When? Who?