

## Wollaston Public Library Board Review of Strategic Plan Accomplishments Items for 2021 Onward

### Guidelines and Workplan for Finding a New Home

<b>Goals</b>	<b>Tasks/Steps</b>	<b>Timeline</b>	<b>Progress / Status Updated Nov 2020</b>
<p><i>Exploring and pursuing grant and funding options for capital Build.</i></p> <p><i>Exploring and pursuing grant funding for operations / programming</i></p>	<p><i>Seeking partnerships with community stakeholders</i></p>	<p><i>August 2018 onward</i></p>	<p><i>To discuss and work on</i></p>

### Collections, Programs and Services

<b>Goals</b>	<b>Tasks/steps</b>	<b>Timeline</b>	<b>Progress / Status</b>
<p><i>Improved administration of collection</i></p>	<p><i>Clear, user-friendly signage</i></p>	<p><i>July 2018</i></p>	
<p><i>Knowing our users</i></p>	<p><i>Up to date user database</i></p> <p><i>Regular contact/information updates</i></p>	<p><i>August 2018 onward</i></p>	<p><i>Remove members inactive for 2 years</i></p> <p><i>Pursue metrics on current membership</i></p>
<p><i>Continuing to Develop our Collection and Services</i></p>	<p><i>Deliver programs and initiatives that are of value to the community.</i></p>	<p><i>Fall 2020 onward</i></p>	<p><i>July 2021 CEO identified need to increase Children's materials &amp; Indigenous resources</i></p> <p><i>Home delivery service implemented</i></p>

<b>Goals</b>	<b>Tasks/steps</b>	<b>Timeline</b>	<b>Progress / Status</b>
<i>Provide On-Line Services for the Community</i>	<i>Provide public access to Library Board meetings online via ZOOM</i>	<i>2020 / 2021</i>	<i>All open library board meetings notices are posted and public able to request log in to view meeting</i>
<i>NEW COVID 19 Service</i>	<p><i>Provided Library Service through the various stages of the pandemic to include:</i></p> <ul style="list-style-type: none"> <li><i>Promoting electronic resources</i></li> <li><i>Provider user guides to support electronic services</i></li> <li><i>Opened to public through stage 2 and 3</i></li> <li><i>Implemented Staff Screening</i></li> <li><i>Implemented Patron Tracing</i></li> <li><i>Implemented and adjusting Safety Plans as per Public Health orders, and Provincial orders</i></li> <li><i>Approved Home Delivery Service policy &amp; procedure and Volunteer Program and Policy</i></li> </ul> <p><i>Created and approved Mandatory COVID vaccination for Staff, Board Volunteers</i></p>	<i>2020 - 2021</i>	<p><i>Ongoing</i></p> <p><i>Completed August 2021</i></p> <p><i>Completed Sept 2021</i></p>
<i>NEW Expand Library Service Hours</i>	<i>Open every 3 hours on Saturday</i>	<i>October 2020</i>	<p><i>Hired a part time Library Clerk</i></p> <p><i>October 2021, decision to discontinue Saturday service during winter months, limited uptake and Staff have to shovel snow on Saturdays as School closed.</i></p>

<b>Goals</b>	<b>Tasks/steps</b>	<b>Timeline</b>	<b>Progress / Status</b>

Public and Media Outreach

<b>Goals</b>	<b>Task/Steps</b>	<b>Timeline</b>	<b>Progress / Status</b>
<i>Broaden library's visibility.</i>	<i>Advertise Monthly in Wollaston Township Community News &amp; Events</i>	<i>Ongoing</i>	<i>Township using a new monthly flyer, opportunity to add library content WPL has had information in the Township monthly flyer</i>
	<i>Media Plans surrounding each of the library's events</i>	<i>August 2018 onward</i>	
	<i>NEW Publish a Library Newsletter</i>	<i>Fall 2020</i>	
<i>Strengthen existing relationships with current members.</i>	<i>Develop programs to support the School</i>	<i>September 2021</i>	<i>. CEO assisting School Staff to access books through CEO providing outdoor story time for children CEO assisting children to access books in partnership with Teaching staff</i>
<i>Increase membership numbers.</i>	<i>Membership Drive</i>  <i>NEW 2020 Recognize and Celebrate Library Week</i>  <i>Attendance/Talks at Group Gatherings</i>	<i>October</i>	<i>No formalized plan</i>  <i>Recognized 2020 and 2021 on Facebook posts</i>

			.
<i>Maintain and nurture current stakeholder relationships and partnerships.</i>	<i>NEW: Service Agreement with Wollaston Council</i>	2020	<i>Completed, Council approved til April 2021 New agreement signed with addition of IT supports</i>
	<i>Explore new ways to partner in programming and fundraising</i>	2020 & 2021	<i>Need to establish a programming plan &amp; capital fundraising strategy</i>
	<i>Request annual funding from FOWL for programming and capital build</i>	2020 & 2021	<i>FOWL provided funding for 2020 and additional funding for Computers In 2021, FOWL provided \$1250; additional request made however nothing further</i>
	<i>NEW: Library Board agreed to host Book Sale</i>	Fall 2020 / 2021	<i>During 2020 small pop up book sales held. In 2021, again small pop up book sales and one sale at the Pavilion (October) Books and DVD's continue to sold at the Library  Books collected and stored at Board Member's house, in 2020, In July 2021 books moved to Township seacontainer, shared with Recreation</i>
<i>Maintain and nurture current stakeholder relationships and partnerships.</i>	<i>Explore book drops at Bear Ridge and Red Eagle.</i>	April 2020	<i>Board to write to Recreation Committee to discuss this opportunity, incomplete.</i>
<i>Strategic Plan Review</i>	<i>Update the Status of our Strategic Plan &amp; Create updated Workplan</i>	Fall 2020	<i>Updating this report Completed November 25, 2020. To Report back to Council 2021</i>

	<i>Discuss / Prepare for new Strategic planning document for 2022 – 2025</i>	<i>Fall 2021</i>	<i>Board to establish timing and framework.</i>
--	--	------------------	---

NEW Board Governance 2021

<b>Goals</b>	<b>Task/Steps</b>	<b>Timeline</b>	<b>Progress / Status</b>
<i>Establish a process to review and update library policies &amp; procedures</i>	<i>Create a list of all policies Establish a common format for policies Create a policy manual hardcopy and online Create a listing of policies and next review date (CEO to bring forward policies needing review)</i>	<i>2020 / 2021</i>	<i>Completed July 2021 CEO established binder and online, updating as new policies created</i>
<i>Complete the Pay Equity process &amp; establish policies</i>	<i>Approve Pay Equity Plan Create Pay Equity monitoring process Establish policies related to Pay Equity</i>	<i>2021</i>	<i>Plan finalized and approved 2021 Pay Equity monitoring process approved Sept 2021 Created and approved 3 policies</i> <ul style="list-style-type: none"> <li>• <b>HR-14</b> Job Evaluation &amp; Compensation Policy</li> <li>• <b>HR-15</b> Educational Training Assistance Policy Motioned by Lawrence, seconded by Jenn</li> <li>• <b>HR-16</b> Performance Development and Appraisal Policy</li> </ul>