



Wollaston Public Library – Team Workplan 2023 – 2026

This draft multi-year workplan is based on the draft strategic plan 2023 - 2026 and, other identified goals, objectives and tasks, including regular work being done and to be done by the Library team. It is a guide and, naturally, will need further work.

From our draft strategic plan :

Priority 1 – Our space

Priority 2 – Our community

Priority 3 – Our collections, services and programmes

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Goal	Tasks and Actions	Who	2023	2024	2025	2026	Status
Priority 1 : Library Space							
1. Confirm our requirements for space in the community hub, both indoor and outdoor.	Review presentations by Peggy Malcolm + – OLS resources – Ontario Public Library Guidelines, 2022 edition ¹ www.ontariopubliclibraryguidelines.ca	Space Ctte.					
	Take the OLS course : “Space Planning in the Public Library” - \$90	Space Ctte.					
	Lighting ...						
	Patron space ...						
	Shelf / Display space ...						
	Storage space ...						
	Electrical outlets, Outlets for devices, ...						
	PCs and printer requirements ...						
	More ...						
2. Make the existing indoor space more usable and inviting, and ensure it meets accessibility requirements ...	Consult the community and stakeholders about their needs						

¹ © Ontario Public Library Guidelines Monitoring and Accreditation Council 2022.



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	Usable and Inviting. ...						
	Accessibility ... review relevant regulations and legislation.e.g. improve signage, to reduce barriers to access.						
3. Ensure existing outdoor spaces meet accessibility requirements						
4. Improve existing internet connectivity for our community ...	Action #3 - Review process for accessing wi-fi in all buildings? both indoor and outdoor and inform all patrons and community about how to access it.						
	including Wi-Fi boosters and access.						
	Create signage to assist patrons ...						
Priority 2 : Our Community: Communication and Engagement							
1. Improve the communication and availability of library information to our community.	Confirm a Communication <i>process</i> to include Facebook, our websites, email and print						
	Conduct Public Awareness sessions ...						
	Publish a newsletter / Bulletin						
	Make our information publicly available						
	Synchronize our Plans-Budget-Statistics						



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2. Emphasize / Highlight special collections, services and programmes	Marketing. Action #1 – Continue the objective from 2018-2021 to increase the impact of awareness and impact of marketing. With new focus on services (collections, programs and technology)						
	Create clickable links to core subjects and special collections and use them on our webpages ...						
	...						
3. Engage our community by participating with other stakeholders in fulfilling our Mission.	Literacy. Consult with the local school about what role our library might have in promoting literacy in the community						
	Learning (1). Consult with the local school about what role our library might have in serving the community's learning needs						
[Beware that many of the results of these action items could then lead to new ones]	Learning (2). Consult with the local school about what role our library might have in complementing home schooling						
	Informational and recreational needs (1). Contact the School, Museum, Township, Council et al. about developing a Local History collection and information toolkit.						
	Informational and recreational needs (2). – Collect metrics on usage etc..	CEO		Month?			



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Goal	Tasks and Actions	Who	2023	2024	2025	2026	Status
	<ul style="list-style-type: none"> - Conduct a survey of the communtiy - Conduct focus groups ... 						
	Create and maintain a Community Profile .						
	Create and maintain a Library Profile .						
	Compare the two, identify priorities and, plan next steps ... [= <i>new</i> Tasks]						
	<i>New Tasks ...</i> [e.g. P3 G1 Collection Development ...]						
4. Engage our community by bringing library collections, services and programmes to them – be where our users are. Outreach.	Visit seniors and church groups ... e.g. Measure number of seniors, church (religious), students et al. could be the outcome measure						
	Other groups ?? (campgrounds, Legion, ...)						
	Participate in community Facebook groups ?						
Priority 3 : Our Collections, Services and Programs (Our Mission)							
1. Ensure the library collects and provides access to core resources as identified and confirmed by both the Library and its Community.	Create a <i>first</i> draft of a written collection development policy		Nov				



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Goal	Tasks and Actions	Who	2023	2024	2025	2026	Status
	Create a <i>second</i> draft of our collection development policy based on our Community Engagement .. [Priority 2]			x			
	Action #1–This plan must include a review all the data and comments, noting specific weaknesses and strengths and reports from the ILS on usage.						
2. Ensure the library collects and provides access to information on local history / is the primary source for ...	SEE: Informational and recreational needs (P2.3.4 above)						
3. IF we identify a role (Priority 2 Goal 3.1) then, ensure the library collects and provides access to information and materials that support literacy.	Literacy ...						
4. Improve the content and usability of our in-house and electronic services	Catalogue ² . Create or use existing User Guides						
	Catalogue. Provide orientation sessions for patrons ...						
	Catalogue. Fix Errors. E.g. “Detective and Mystery”						

² See LW file : catalogue-questions-issues-v4



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Goal	Tasks and Actions	Who	2023	2024	2025	2026	Status
	Catalogue. Synchronize Catalogue & Overdrive subjects...	LW + JASI	Feb 2022				
	Catalogue. Create a custom list of WPL subjects.	Systems Ctte					
	Website. Redesign its structure ³	Systems Ctte					
	Website. Create a page with clickable links to our catalogue based on the WPL subjects	Systems Ctte		x			
	Website. Request UpNorthWebs to update our site to WCAG and AODA standards	CEO	x				
	Consult JASI Advisory Group (P. Malcolm)	LW	2022				
5. Create a written program plan for one year.	Define what “Programming” is (why do public libraries do this?)	Team					
	Action #2 - This plan must include a review all the survey data (LW which survey data?) and comments, noting specific weaknesses and strengths. This plan should include community-based programs for a minimum of 1/3 of the planned programs. (LW : what might non-community based programmes be?) This plan must include programs at each location (LW : how many?) and have responsibility assigned to a library position for each program.						

³ This is outlined in the final report (Website-Report-no.2-FINAL-lw.docx) from Board member, Lawrence Wardroper, as approved at the meeting of 2021-10-20.



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Goal	Tasks and Actions	Who	2023	2024	2025	2026	Status
Library Operations							
Collections	Additions and Weeding – By Format, Subject, ...		#	#	#	#	
Loans	By Format, Subject ... ?		#	#	#	#	
Services							
Programmes			#	#	#	#	
???							
Finances							
Reporting	Monthly reports and statistics	CEO					
	Annual Report		Jan	Jan	Jan	Jan	
Library Board							
1. Complete the Board Orientation	Meet and review our Orientation doc't	Team	Jan				
	Attend OLS Orientation sessions ??	Team	Feb-Jun				
2. Confirm the ongoing procedures	How will we conduct business...?	Board	Mar?				
3. Organise the 'cabinet'	Confirm who will lead in each portfolio	Board	Jun?				



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Goal	Tasks and Actions	Who	2023	2024	2025	2026	Status
4. Review Board policies	Confirm the schedule for review	Policy ctte.	Feb	Feb	Feb	Feb	
	Review the policies on schedule	Board	x	x	x	x	
5. Staff Evaluation(s)			Dec	Dec	Dec	Dec	
6. Board Evaluation			Nov	Nov	Nov	Nov	
7. Legacy preparation						Summer	