Wollaston Public Library Work Plan to Action the Strategic Plan 2024 – 2026 (Reviewed March 20, 2024; September 18, 2024 May 8, 2025)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Our Collections, Services and Programs These comprise the core library work which helps us accomplish our mission and support our vision. | | | | |
| 1. Ensure the library collects and provides access to core resources as identified and confirmed by both the Library and its Community. | | | | |
| Action | Who / Lead | Tasks | Timeframe | Progress |
| By reviewing the information collected from the Spring 2025 community survey and assessing the library collection and core resources, making changes as required. | Board / CEO  Carol | Develop Questions  Survey Monkey | Spring 2025 |  |
| Goal 2. Ensure the library maintains its collection and continues to collect local historical information and promotes itself as a primary source for accessing local historical information. | | | | |
| Action | Who / Lead | Tasks | Timeframe | Progress |
| By inventorying the current collection to create an accurate listing of materials by the end of December 2024. | Roxanne | Prepare an inventory for CEO to utilize  Organize collection of Newspaper Articles | Dec 2024  Dec 2025 | Completed |
| By purchasing or acquiring at least two new items each year. | CEO | Add new Material into Collection | 2024  2025  2026 | Completed |
| By highlighting the historical collection during an open house event to be held by the end of 2024. | CEO  Carol | Go through Old Fire Hall photo’s to create a timeline | Dec 2024 |  |
| Goal 3. Promote literacy, lifelong learning and the joy of reading | | | | |
| Action | Who / Lead | Tasks | Timeframe | Progress |
| By reading stories to children, either indoors or outdoors, at least twice a month | CEO | Select appropriate materials geared to children’s educational needs | ongoing |  |
| By hosting or planning an activity or program for adults, such as Blind Date with a Book, at least twice a year. | CEO | Talk to Patrons to determine interests.  Identify 2 programs | Mar 2025 | In progress |
| By participating in the TD Summer Reading Program, every other year, as available, encouraging and assisting families with children to participate. | CEO | Order the kits one year ahead  Create promotional packages  Track & Record | April  May  Summer | Completed |
| By setting up a Story Walk, on an annual basis, as available. | CEO | Watch for Order Date | Summer 28 days | Unable to get in 2024- will apply again in 2025 |
| Goal 4. Improve the content and usability of our in-house and electronic services. | | | | |
| Action | Who / Lead | Tasks | Timeframe | Progress |
| By culling the collection at least once per year to remove materials that haven’t been accessed during the previous two years. | CEO  Carol  Traci | Select books, check usage, remove from catalogue. Box up 2 months prior to Book Sale | Mar 2024  2025  2026 | Completed |
| By ensuring all new materials added to the collection, are coded with multiple search words beginning in January 2025 to add 5 subcategories. | CEO | Code new books as they are catalogued.  Keep records of books needing updated | Ongoing |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Our Community - Communication and Engagement Continue the objective from 2018-2021 to develop stronger ties with the community so the library is recognized as a “go-to” place. | | | | |
| 1. Increase communication and availability of library information to our community: | | | | |
| Action | Who / Lead | Tasks | Timeframe | Progress |
| By sharing the Wollaston Public Library Annual Report to Wollaston Council; and posting it on the Website and Facebook page, by the end of April each year | CEO | Submit report to Council  Post on Website & Facebook page | April 2024  April 2025  April 2026 | Completed |
| By updating the Wollaston Public Library flyer (paper and electronic formats), in the Spring and Fall and circulating it to local businesses within the community asking them to share it on their Facebook pages; and posting it at the Post Office. | CEO  Roxanne | Seek topical information to include | Sept 2024 | Completed |
| By creating and circulating a community survey in the Spring 2025. | CEO / Board | Determine the Questions | May 2025 | In progress |
| 1. Emphasize / Highlight special collections, services, and programs: | | | | |
| Action | Who / Lead | Tasks | Timeframe | Progress |
| By creating a listing of special monthly activities/events that also align with special library collections and then posting monthly notices on Facebook, that align with specific events or designated recognition dates, i.e. Black History Month, along with information about books in our collection | CEO | Activities/Event chart created  Monthly post on FB highlighting books/materials in our collection  Analyze community response to FB posts to determine if this should continue | April 2024  May 2024  June 2024  July 2024  Aug 2024  Sept 2024  Oct 2024  Nov 2024  Dec 2024 | In progress |
| 1. Engage our community by participating with other stakeholders in fulfilling our Mission. | | | | |
| Action | Who / Lead | Tasks | Timeframe | Progress |
| By hosting an Open House event at the library to showcase our services, in conjunction with another community event, if appropriate by the end of 2025. | CEO / Board | Select a date  Outline a plan for the day (activities, refreshments, etc) | 2025 |  |
| By creating a Library Float and participating in a community parade, by the end of 2024 | CEO and Board | Christmas Parade  Outline a plan (decorations, vehicle, costumes, treats) | Dec 2024 | Completed |
| 1. Engage our community by bringing library collections and/or programs to them; be where our users are. | | | | |
| Action | Who / Lead | Tasks | Timeframe | Progress |
| By setting up space to sell Books/DVD’s at the two seasonal campgrounds, and any local businesses that wish to assist. | Roxanne  Kelly | Confirm space  Fill with books for May opening; replenish books as needed  Create a poster | May 2024  May 2025  May 2026  April 2024 | Completed |
| By distributing “take and make” craft kits within in the community – Food Bank, on a quarterly basis, beginning Spring 2024. | CEO  Roxanne | Prepare Easter craft kits  Deliver to foodbank  Assist to put kits together | Mar 2024 | Completed |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Our Space We need both a new space and want to improve our existing space. Space includes indoor and outdoor areas. The library board understands that Council as our primary funder will be an instrumental partner in obtaining new library space when it is financially viable to do so. | | | | |
| Goal 1 : Make the existing indoor space usable and inviting, and ensure it meets accessibility requirements. | | | | |
| Action | Who / Lead | Tasks | Timeframe | Progress |
| By creating a listing of current furnishings and equipment, ensuring accessibility, along with a proposed replacement schedule and estimated costs, to align with the annual budget cycle. | CEO  Roxanne | Prepare list of current indoor assets, determine replacement schedule and costs.  Identify new or wish list items as well | Oct / Nov  2024  Oct / Nov 2025  Oct / Nov 2026 | Completed |
| Goal 2: Create outdoor library space. | | | | |
| Action | Who / Lead | Tasks | Timeframe | Progress |
| By developing a multi-year plan and budget by the end of December 2024 to purchase outdoor furnishings to expand the library space. | CEO  Assisted by Roxanne | Prepare list of current outdoor assets, determine replacement schedule and costs.  Identify new or wish list items as well | Dec 2024 | In progress |
| Goal 3: Improve internet connectivity for our community. | | | | |
| Action | Who / Lead | Tasks | Timeframe | Progress |
| By seeking advice on internet connectivity from Bell Canada staff on an annual basis and preparing a budget and proposal to purchase improvements | CEO  Pete | Contact Bell to discuss options.  Remove Sit and Surf sign from bench | Sept 2024  Sept 2025  Sept 2026 | Completed  Completed |
| Goal 4: Determine space requirements for a new library, both indoor and outdoors. | | | | |
| Action | Who / Lead | Tasks | Timeframe | Progress |
| By preparing a detailed written description and proposed indoor floor plan and outdoor space requirements for a new library, by December 2024, and annually reviewing this information with the Board to keep it current. | CEO | CEO prepares written plans  Library Board reviews and updates annually as required | By December 2024 |  |
|  |  |  |  |  |