

GOALS	ACTION STEP	STATUS
GOAL 1 - TO ACTIVELY FUNDRAISE	1a-To discuss options for expansion with town officials by 4/15/2020	1a-A letter will be written to the BOS in March followed by a meeting to discuss options.
	1b-To have the Library Board of Trustees outline a definitive fundraising plan with specific goals by 5/31/2020.	1b-Fundraising plan will be revisited by Sept. 30, 2021. The Notice of Intent form will be filed with the State Library by June 30, 2022.
GOAL 2 - CONTINUE TO BE HEART OF COMMUNITY	2a-To compile a complete listing of current community groups and services, to be updated annually	2a-Link was established to town website's community groups
	2b-To support community organizations in all their endeavors by offering opportunities for exposure and awareness of each group's purpose. Letters will be sent to every community group in town promoting a listing on the library website. Goal is 100% participation.	2b-Town of Woodbury handles
	2c-To continue to highlight the arts by showcasing area artists in our newly renovated Gallery monthly.	2c-Art shows continue every month
	2d-To explore additional ways to promote Woodbury businesses by featuring their goods and services in our Community Case. The goal will be to increase the number of businesses featured by 50% by contacting the Chamber of Commerce and the Woodbury Business Association.	2d-Local organizations/businesses are continually solicited. New businesses have been featured.
	2e-To increase homebound delivery service to aging and disabled patrons by 50% and highlight this service in the senior community center promotional materials at least once a year.	2e-Working on obtaining a homebound list/flyers added to Sr. Centers meals and materials & food bank/Sent press release
2f-To collaborate at least twice a year with the Parks and Recreation and Senior Center departments to plan large scale, diverse, quality programming for the whole community.	2f-WOW programming has been offered with COVID restrictions.	

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3a. To increase our website usage statistics on the town's historical archives by 10%
3a-Website Usage statistics on historical archives have not been measured yet. We will begin a system of tracking usage soon.

3b. To promote the local history collection stored at the library and, working with the Old Woodbury Historical Society, send a town-wide mailing to increase its usage by 10% (see Action Step 4a.)
3b-Local history collection has been publicized through programming (Weird Woodbury Names, Copper Mine video and Genealogy programs) and an 8th grade class project. As of 3/1/2021 14,150 items have been scanned.

3c. To increase the digital collection of materials available to the public by 10%
3c-4 new databases were added after the pandemic began. Statistics for the most popular are shown here.
The digital collection is increased monthly.

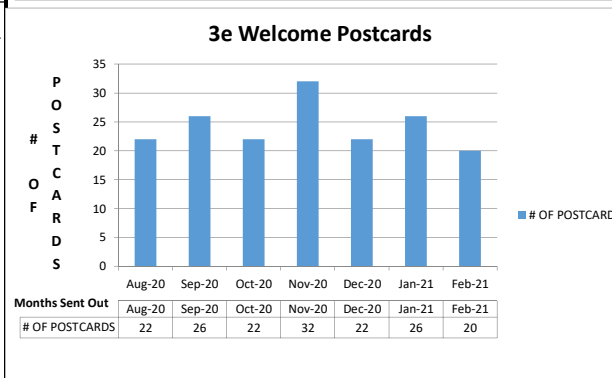
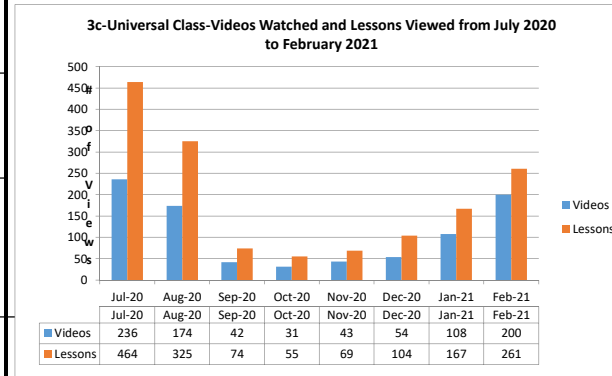


3d. To continue to offer a welcome packet explaining our diverse services to 100% of new patrons
3d - Welcome packets are offered to all new patrons who come in for library cards. This Action Step goal is met monthly.

3e. To share information about library resources and services with residents new to town by sending welcome letters. Goal is 100% participation, which will be accomplished every quarter with the help of the Assessor's office, the Tax Collector, and Registrar of Voters.
3e- Information about Library resources and services has been shared with new residents as indicated by this chart and statistics. This is accomplished by getting information from the tax collector and assessor's office. Postcards are sent to all new residents.



GOAL 3 - TO PRESERVE PAST/PREPARE FOR FUTURE



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4a. To send a mailing to 100% of Woodbury households to spread the word about the public library's resources
We need to put a date on the goal but cannot now because of pandemic. LBOT needs to meet October 2021 to decide what goes into this mailing. Projected mailing is 12/2021 dependent upon pandemic status.

4a - We will send a mailing to Woodbury residents by December 2021, content to include library resources available, etc.

4b. To maintain our fiber connection by partnering with Connecticut's trusted Internet partner, CEN (Connecticut Education Network). CEN is our state premier provider of high performance internet services, and the library goal is to consistently offer internet speeds that keep up with heavy patron use and demands.

4b - CEN continues to provide high performance and consistent Internet speeds that keep up with heavy patron use and demands.

4c. To purchase new hardware/software as it becomes available, so newer sites/technology will remain compatible

4c - We purchase new hardware annually (PC towers, monitors, etc) on a regular basis within the limits of our allotted technology budget. We strive to have the newest hardware we can. Our public access PCs are equipped with "reboot to restore" software that ensures patron confidentiality by erasing all traces of their activity upon logging out. Early last year all public and staff PCs received the update to Windows 10. Additionally, they received contemporary software upgrades to handle staff and patron needs for conducting their business. Browsers and other software are regularly maintained and updated to ensure they work correctly. New PCs are purchased annually on a rotating schedule as they age. (7 will be purchased in 2021.) We will research opportunities to donate old computers to non-profit organizations.

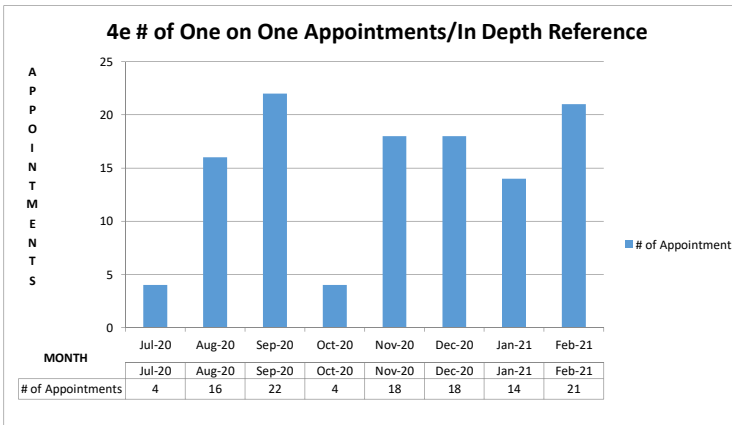
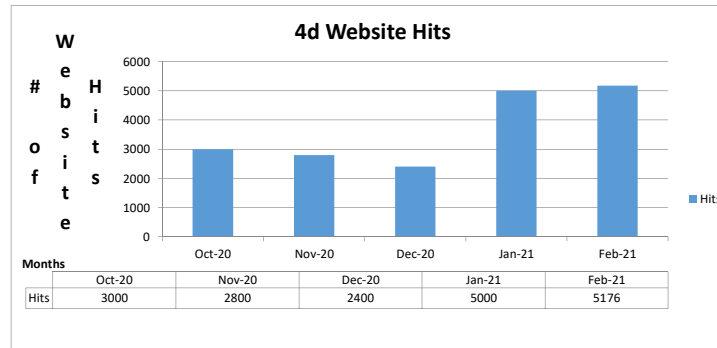
4d. To log 20% more "hits" per year on the new WPL website when it is introduced in 2020

4d - This action step has been met as indicated by this graph and statistics.

4e. To increase our "one-on-one" appointments, to assist patrons with technology support, by 50%

4e - This is occurring as much as possible and is dependent on the library's open schedule

GOAL 4-GRANT ACCESS/LEAD IN TECHNOLOGY

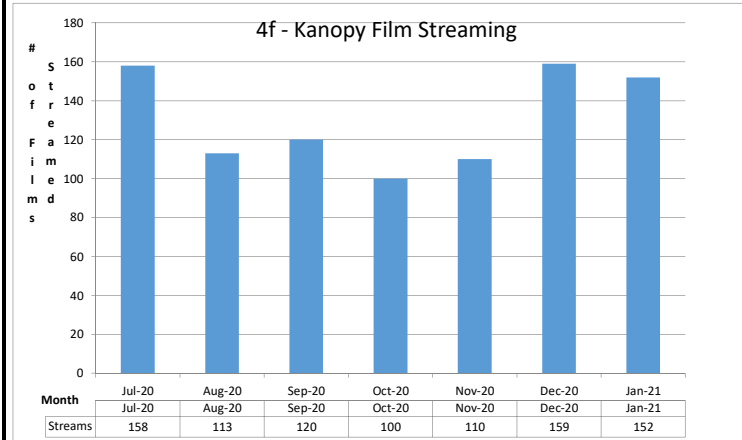
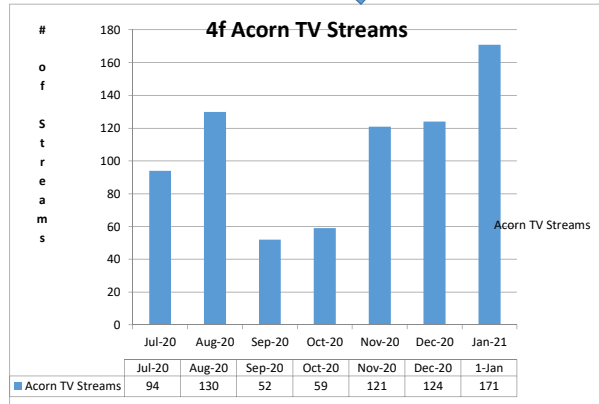


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4f. To increase monthly statistics for streaming movies by 10%



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GOAL 5 - PROMOTE LITERACY FOR ALL AGES	5a. Children's Librarians will evaluate their space usage annually to ensure proper allocation of resources:	Due to the Covid crisis we removed seating, computers, Makerspace, toys and crafts. In place of that we utilized surfaces for additional book display and socially distant staff workspace.
	5b. Assess the size of the collection annually. Monthly reports are computer generated to gauge the size of the collection and determine growth or how much material to delete from shelves:	Over the last year, weeding and reductions in Fiction, DVDs and CDs were made to move the Graphic Novel collection to a space where it could expand. Fiction was therefore given room to shift and expand as well. DVDs and CDs have seen and overall reduction in circulation for two straight years which led to the weeding of those collections. Graphic novel on the other hand has consistently gained circulation which is why it was moved and added to.
	5c. Evaluate changeable "Makerspace" stations monthly and update as needed.	Children's Makerspaces were removed in 2020 due to Covid. In place of that we have added crafts to go. From June 2020-January 2021 a total of 665 crafts to go were given out. In February 2021 we added Flannel kits to go. We are considering processing some of our Maker kits for circulation. A Makerspace area was added that will be utilized post COVID. a Cricut was purchased and a 3D Printer will be purchased soon.
	5d. Promote 1000 Books Before Kindergarten program with 100% of pre-K children.	During Covid participation in this program has dropped. To increase participation we have added it monthly to our Events calendar and advertised on Facebook and Instagram. Press to Voices and Rep-Am has been sent.
	5e. Increase attendance at afterschool programs by 10 %	Unfortunately with the pandemic this goal for now has not been achieved, but we have tried new virtual programs with some success. Drawing, bingo, Yoga, and Story/Craft programs have proved to be popular on virtual platforms. In person attendance will most likely bolster the programming numbers.
	5f. Develop parameters for a new service called "Library in a Bag" by Summer 2020.	"Library in a Bag" became "Curbside pickup" by default. The concept was to place a selection of books of a certain theme in a bag for check out. Little did we know that patrons would be requesting themes by email and then we would be placing them in a bag for "Curbside Pick Up". For now, we will continue curbside pick up. Library in a bag most likely will consist of 10 picture books of a central theme, i.e. diversity placed in one heavy duty tote bag for check out. The books will be appropriate for ages 4-8. Many times teachers and homeschoolers are looking for themes for their curriculum.
	5g. Teen Librarian will increase collaboration with Region 14:	Due to the Covid crisis, student interaction with the library has been minimal. Teen programs and outreach have been posted in the Region 14 students' Digital Backpacks on a regular basis. Teen outreach has been through the creation of virtual programming and craft kits to go. A total of 278 kits were created, including Boredom Buster bags, and were picked up outside of the library during the closed period.

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	5h. Increase Teen program attendance by 20% annually:	<p>Due to COVID, in person visits to the library have changed dramatically. Virtual programming, craft kits and new materials have been continually offered to engage teen patrons during lockdown as well as current open hours. While there has not been a substantial increase in new teen patrons this year, there has not been a substantial loss in teen patronage either. Over the last year, weeding and reductions in Fiction, DVDs and CDs were made to move the Book on CD collection to another space allowing for expansion of the graphic novel/manga section of the Teen Department. DVDs and CDs have seen an overall reduction in circulation for two straight years which led to the weeding of those collections. The graphic novel section has consistently gained circulation. A monthly eblast highlighting teen programs, books and authors is emailed on a monthly basis.</p>
	5i. Increase awareness of available resources & programming through quarterly sharing with Region 14 educators/students	<p>An all ages Makerspace was added to the library in 2020 but has yet to be open to the public due to COVID. Materials for the Makerspace, including a 3D Printer will be purchased soon and information regarding resources will be made available to Region 14 educators and students. The Senior Showcase, a Region 14 student art show, has been hung in collaboration with the art teacher. Prior to COVID, plans for fall outreach had been initiated; programs fell through due to the move to remote learning.</p>
	5J. Promote literacy for adults	<p>Material has been purchased as available. Literacy Volunteer Workshop was on COVID hold</p>

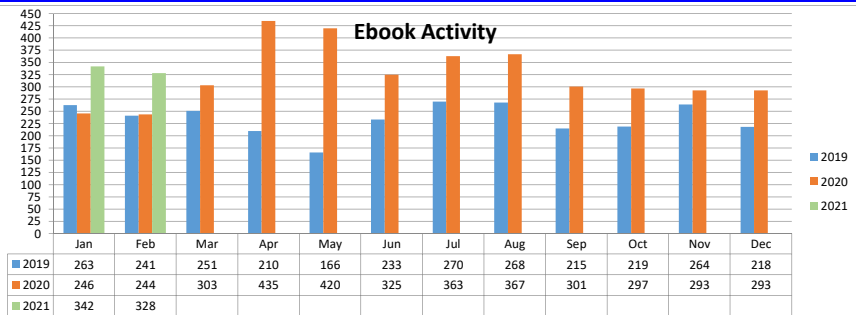
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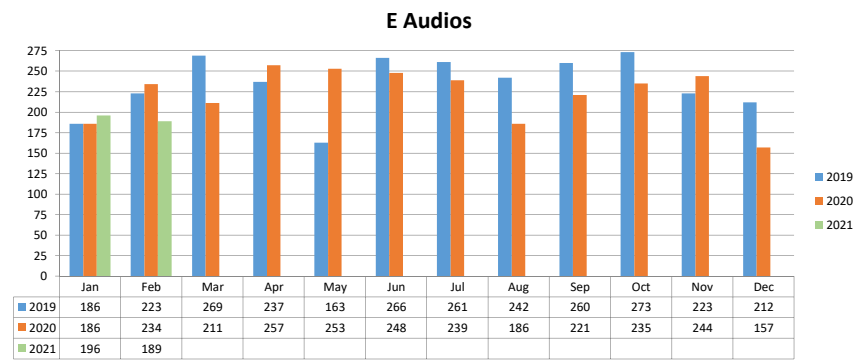
6a. Evaluate community needs monthly for entertainment and programming ideas:

During COVID, the library moved to virtual programming via Zoom. We have watched participation grow from groups as small as 10 attendees to 100 per program as patrons became more familiar with the technology. Virtual programming has been offered to cover all interested, from the arts to local history, book chats and current events. Virtual programs are offered on a weekly basis. A daily "boredom buster" email was sent from March 2020, becoming a weekly email in September of 2020 that currently continues in 2021. An additional biweekly eblast highlights books in our collection. Adults responded well to curbside crafts, coloring pages and puzzles, picking up more than 500 of them. E-book and E-audio circulation comparisons are shown below. The pandemic year of 2020 definitely shows growth in circulation.



6b. Increase awareness of the ability to collaborate on programs with other community organizations by 20%:

Community collaborations have increased; collaborations with the Pomperaug Valley Watershed Coalition, the Woodbury Historical Society, the Glebe House Museum and CTAW (Community Theatre at Woodbury) have been established through virtual programming. Continuing programs with Flanders Nature Center, AAW (Arts Alliance of Woodbury) and The Pomperaug Garden Club continue. Outreach was made to local businesses & nonprofits to display in our community cabinet; several new connections were made.

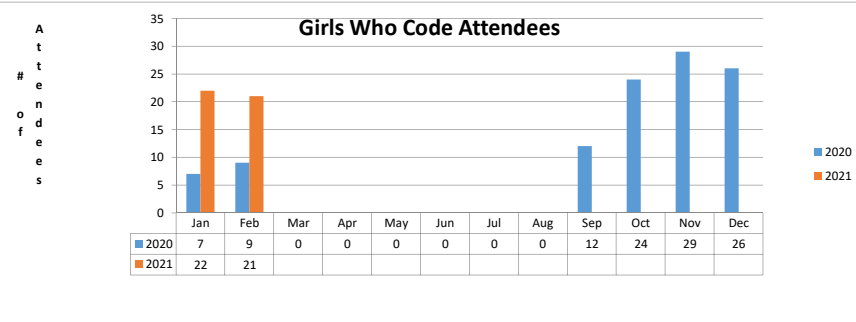


6c. Continue to display high quality art exhibits for community inspiration in the Gallery, which will be chosen at monthly

The Art Exhibition committee is an active group that curates and assists artists in hanging shows. Due to COVID, several art shows have been either cancelled or postponed until 2022. The committee continues to meet on a monthly basis and is planning a vibrant return as the library hours allow.

6d. Continue to provide adult, teen and children's computers and app coding class opportunities, and to expand them by 50%:

Girls who Code is an ongoing biweekly coding program for girls in grades 5-12. Enrollment has increased significantly during COVID. Adult programs have been offered on computer safety along with other computer learning opportunities. A designated Makerspace has been established in the library and will offer many new technology learning opportunities to the community once open to the public. We are also purchasing a program for learning how to code for all ages, as well as providing a link to a free program.



Goal 6 - CONTINUE LIFELONG LEARNING/ENTERTAINMENT*
*COVID pandemic prohibited classes from March through August 2020