

GOALS	ACTION STEP	STATUS
<b>GOAL 1 - TO ACTIVELY FUNDRAISE</b>	1a-To discuss options for expansion with town officials by 4/15/2020	1a-Public building commission is aware of the library's need for more space due to the fact that the LBOT sent a letter written by Gaffney Feskoe. The letter indicated the need for expansion among other things, was submitted and entered into the BOS minutes March 17th, 2021. LBOT, BOS, BOF and PBC met on 5/22/2021 to discuss expansion. Click below to see minutes and letter. <b>Exhibit 1-Scroll to end to view letter and minutes</b>
	1b-To have the Library Board of Trustees outline a definitive fundraising plan with specific goals by 5/31/2020.	1b-The library expansion sub-committee which was created in March 2021 includes a sub-committee on fundraising. Fundraising sub-committee decided to postpone activities considering the continuing effects of the pandemic and its consequent impact on the economy. Fundraising sub-committee plans to have its first annual fundraising event on September 30th, 2022.
<b>GOAL 2 - CONTINUE TO BE HEART OF COMMUNITY</b>	2a-To compile a complete listing of current community groups and services, to be updated annually	2a-This listing is updated by the town and on the town website. The library linked it to library website 2/19/2021
	2b-To support community organizations in all their endeavors by offering opportunities for exposure and awareness of each group's purpose. Letters or emails will be sent to every community group on town website promoting a listing on the library website. Goal is 100% contact with the community groups listed on the town's website with at least 50% participation.	2b- Letters or emails will be sent to every community group promoting a listing on the library website. 100% contact of the groups approached will be reached by 9/1/2022. 50% participation will be reached by 12/1/2022.
	2c-To continue to highlight the arts by showcasing area artists in our newly renovated Gallery monthly.	2c-The gallery has been providing cultural enrichment to the community by displaying the works of local artists even throughout the pandemic. Several artists were showcased online during the pandemic. The library has showcased at least one artist a 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-This was attained. Four businesses, four non-profits, and three groups from The Chamber of Commerce were featured in the community case, on a monthly basis, during the past year. Feedback was extremely positive from the non-profits as they often don't have a place/space where they can bring about community awareness. Click on the link to view Community Case Participants: <b>Exhibit 2-Scroll to end to view Community Case involvement</b>
	2e-To increase homebound delivery service/programming by 50% and highlight this service in the senior community center promotional materials at least once a year.	2e-Flyers were placed in the meals provided by the senior center. Curbside pickup of library materials at the library addresses this by allowing family and friends of homebound patrons to pick up and deliver their library materials. Sue Piel contacted the Senior Center to send a message out to more homebound Woodbury residents. Since the response was minimal further exploration including marketing, volunteer recruitment and homebound needs will occur by 12/1/2022.
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-The library meets this goal on a continuing basis. Library personnel meet with Park and Rec and Senior Center (What's On in Woodbury) on a monthly basis to develop and offer programs. Summer concert series.	
2g-To showcase at least 3 local authors throughout the year.	2g-The first "Meet the Author" are being planned for April 3rd through April 9th.	

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**3a. To increase our website usage statistics on the town's historical archives by 10%**

3a-As of March 2022, 14,150 total uploaded to the CT Digital Archive website (prior to 2018). Approximately 1200 additional documents have been scanned. Documents will be uploaded to the Connecticut Digital Archive by November 1, 2022.

**3b. To create a comprehensive list of 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-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.) This year the library offered several historical themed programs that were well attended. These include Murder Most Foul, Weird Woodbury Names, Trace Your Connecticut Revolutionary Roots and Christmas in the Colonies. Weird Woodbury Names was so successful that it was offered twice. A new program will be instituted this year featuring podcast interviews about local historical subjects. Susan Mutschler will collaborate with Historical Society personnel and other groups and individuals to promote the local history collection stored at the library. Ms. Mutschler is currently working with the DAR in order to create historically themed collaborative programs. Email notification will be sent out to notify residents of the local history collection by 10/1/2022. As of March 2022, 14,150 total uploaded to the CT Digital Archive website. Since the document scanning has restarted, we have so far scanned 1,211, and will be live by November 1, 2022.

**3c. To increase the digital collection of materials available to the public by 10%**

3c-The digital collection is increased monthly. Hoopla, Universal Class, JobNow, Reference Solutions, Learning Express and Newsbank were added to the digital collection.

**3d. To update the welcome packet by July 2022. To continue to offer this welcome packet explaining our diverse services to 100% of new patrons.**

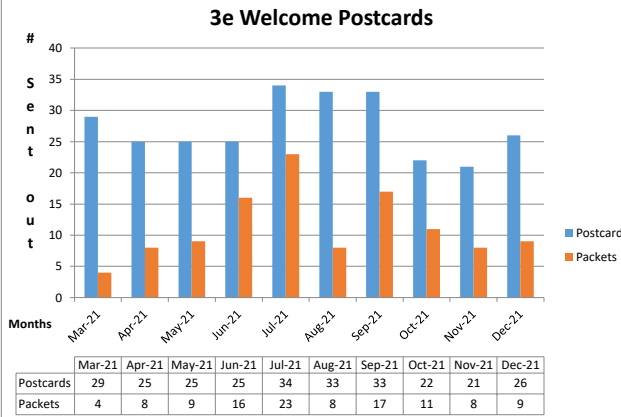
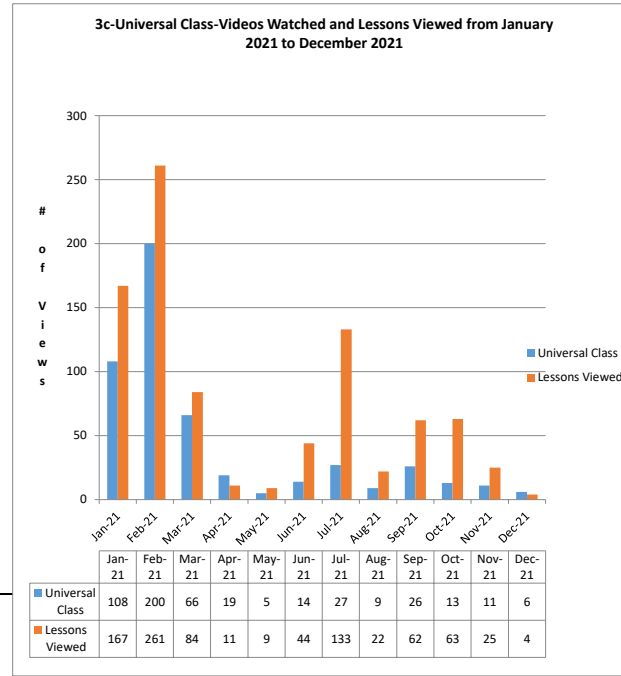
3d - Welcome packets are offered to all new patrons who come in for library cards. This will be revisited in July 2022.

**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-This is accomplished by getting information from the tax collector and assessor's office. Postcards are sent to all new residents. Library does not need information from Registrar of Voters.



**GOAL 3 - TO PRESERVE PAST/PREPARE FOR FUTURE**



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4a. Create public awareness of the library's resources through mailings, press releases, newsletters, website posts and social media.

4a. Mailing was sent out 9/10/2021. The library will promote email participation by creating a plan to collect email addresses by 6/30/2022. Post press releases 6 time a year in Voices and add verbiage on library website to say, "Please enter your email so that we can keep you up to date on library events and offerings".

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. This action step has been met. We have maintained high speed fiber Internet connections.

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. Computers 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. We will research opportunities to donate old computers to non-profit organizations. This action step is met on a regular basis.

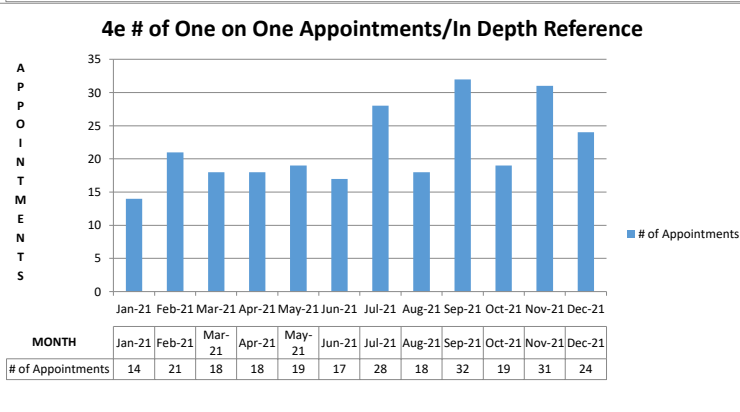
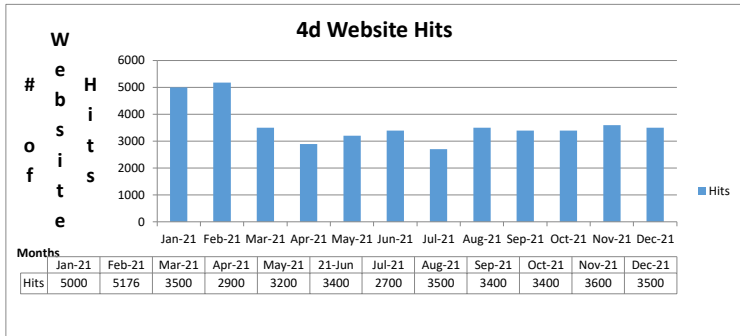
4d. To log 20% more "hits" per year on the new WPL website when it is introduced in 2020

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**



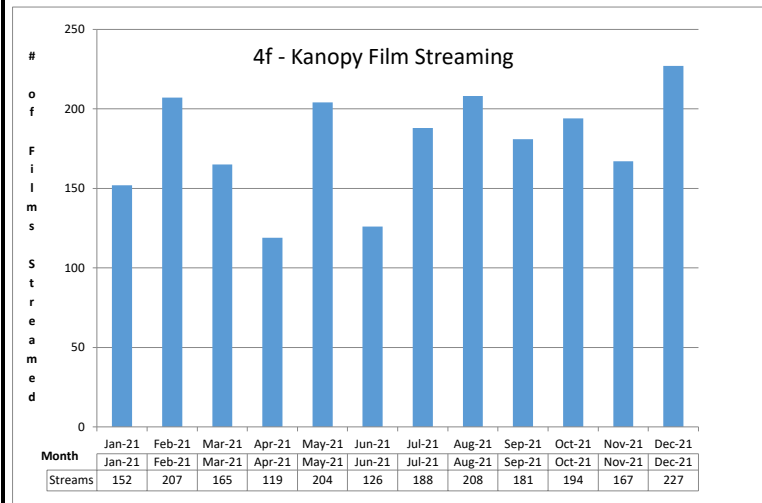
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4f. To increase monthly statistics for streaming movies by 10%

4f.



GOALS	ACTION STEP	STATUS
<b>GOAL 5 - PROMOTE LITERACY FOR ALL AGES</b>	<b>5a. Children's Librarians will evaluate their space usage annually to ensure that the allocation of resources promotes literacy:</b>	On a monthly basis children's librarian review monthly circulation reports, patron's requests, age of collection. The librarians also take into account the school district's curriculum. Graphic novels are physically replacing some of the weeded DVDs as there is an increased interest in graphic novels. Children's Librarians have been reorganizing and relabeling the Parent Collection for easier patron access.
	<b>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:</b>	5b. The library continually evaluates, removes outdated materials, and adds updated materials, as needed. New special collections were created and updated such as College guides, Career exams, Citizenship, legal materials, adult graphic novels, and adult literacy materials, to name a few.
	<b>5c. Evaluate changeable "Makerspace" stations monthly and update as needed.</b>	5c. Cricut machine in the process of being set up. Purchased 3D printer. 3 flatbed carts purchased in order to have mobile makerspaces. The 4 makerspaces will include 3D printer, Cricut, sewing machine and die cut machine.
	<b>5d. Promote 1000 Books Before Kindergarten program with 100% of pre-K children.</b>	5d. Children's librarian is promoting "1000 books before Kindergarten" to 100% of pre-K children at both Mitchell Elementary School and Bethlehem Elementary School. Librarian collaborates with elementary schools teachers and read to students via Zoom. Participation is also being encouraged at Creative Art Studio early learning center. This program is promoted virtually, and through the library's website and events calendar. These programs occur several times a month.
	<b>5e. Increase attendance at afterschool programs by 10 %</b>	5e. In-person after school programs began up again in Fall 2021, after a break due to COVID. Since then, attendance has increased, for children and teens, often with a waitlist. Programs such as Read to Lola, Doodling 101, Crafternoons, Homeschool Connect, Graphic Novel Book Club, Creating Musical Readers, and Gingerbread House Decorating have been popular. Children's librarian has been conducting after school programming two times per month at the elementary school through an EdAdvance partnership, which includes read-alouds and book checkouts.
	<b>5f. Develop parameters for a new service called "Library in a Bag" by Summer 2020.</b>	5f. There are twenty themed bags available for check-out. Children's librarian has been collaborating with educators in receiving requests to gather themed materials for their classrooms through the Fred the Cat email. This just-in-time model helps with storage space and allows the materials to be accessed at all times.
	<b>5g. Teen Librarian will increase collaboration with Region 14:</b>	5g. Teen Librarian collaborated with Leeza Desjardins and held the annual High School Art Show "Senior Showcase" in The Gallery, complete with closing reception in February 2022. She has been working with Woodbury's Poet Laureate Sandy Carlson and Region 14's music teacher Todd Gorski on a "Poetry in the Park" program scheduled for June 2022, where they hope to include young people in this community event.

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5h. Increase Teen program attendance by 20% annually:	5h. Goals were met with in-person attendance increases after COVID. STEAM, Science/Technology/Engineering/Arts/Math Programs such as 3-D Designing Dimensional Pens have been popular and have created interest with the teens. For programs in the future the library has purchased Nintendo Switch game system with 5 games and is investigating Teen Gaming Events and more gaming systems. The library has also purchase gaming themed board games. Teen Read Week is being planned for this year.	
5i. Increase awareness of available resources & programming through quarterly sharing with Region 14 educators/students	5i. The library staff collaborates and communicates with Region 14 educators through meetings, phone calls and emails. The library staff communicates awareness of available resources and programming with students through direct communication. The library shares information by uploading available programs through the students' digital backpack.	
5J. Promote literacy for adults	2f-The library meets this goal on a continuing basis. Library personnel meet with Park and Rec and Senior Center (What's On in Woodbury) on a monthly basis to develop and offer programs. Summer concert series-Susan will get info by 4-25-2022. Dates and accomplishments-Need Dates and collaborative programs--see Marja?	

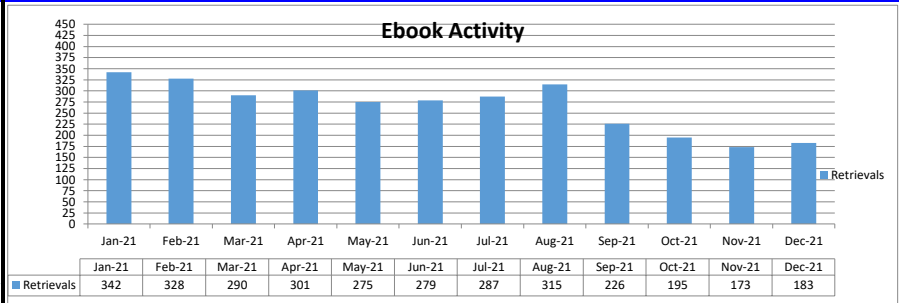
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6a. Evaluate community needs monthly for entertainment and programming ideas:

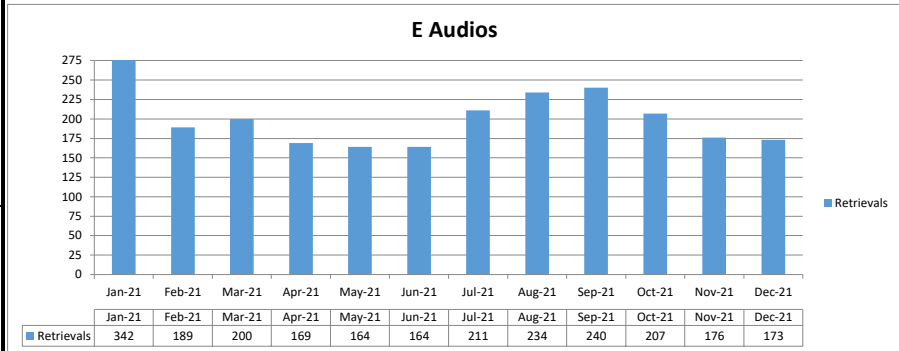
National Library Week will be celebrated on a larger scale this year in April 2022 with multiple local author tables, presentations, and book-inspired crafts. The library is considering holding Friday afternoon movies for adults, possibly two times per month. The library is investigating Teen Gaming Events some of which have started. Money Smart Week programming is being planned for this year.



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

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

6b. The Library collaborates with Park and Recreation, Senior Center, Arts Alliance of Woodbury, Waterbury Symphony, Woodbury Police Department. Director has had a few discussions with the Daughters of the American Revolution and partnerships are underway for genealogy presentations, and Flag Day and Constitution Week events.



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

6c. Art has been displayed on a monthly basis this year. Exhibitors have included Melody & Susan Asbury, a mother and daughter show, oils and pastels by Carol Moore, and photography by Michael Gallagher, to name a few.

Exhibit 3-Scroll to end to view monthly art exhibits

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

6d. This action step has been met. Most recently Ron Fairchild presented a program on smart TVs. Girls who Code is a bi-monthly program for girls in grades 5 through 12. We purchased VIDCODE a program for learning how to code for children, teens and adults. The library has added links on its website to Google's CSFirst coding program, Code.org and Scratch programming tools.