Your Library Planning Project

1 | Project Details

**Project Name:** Your Public Library Planning Project

**Project Manager:** The person who is going to make this plan happen

**Library Contacts:** Library Director, Planning Committee Member One, Planning Committee Member Two, Planning Committee Member Three

**Start Date:** Initial Meeting Date  
**End Date:** Board Approval Date

**Project Goal:** Draft a plan that defines the purpose of the library by focusing on 3-5 initiatives determined by input from the community, director, and board. This plan will establish realistic goals that can be communicated to the library’s constituents and reviewed on a regular basis. Input will be collected using the activities listed below.

2 | Activities

**Planning Survey:** A simple, 5-10 question survey that addresses a specific scope or research question determined by the library’s Planning Committee. The library will be responsible for distributing the survey and the project manager will run a report of the final results.

**Focus Groups:** The library will host community focus groups that will include 8-12 community members and run for 60-90 minutes. The library will be responsible for recruiting participants. The project manager will develop questions and facilitate each focus group. One staff focus group should also be scheduled.

**Interviewing Community Leaders:** The library director and/or board members will hold interviews with community leaders that ask questions pertaining to the aspirations, challenges, and big decisions of the community.

**Board Retreat:** The project manager will facilitate a conversation among the library’s trustees about the future/vision of the library.

**Data Analysis:** Final analysis of all of the collected data to help influence the final plan.
3 | Planning Committee Meetings

**Initial Kick-Off:** The project manager and the Board of Trustees will meet to discuss the planning process.

**Planning Committee:** The project manager and the library’s Planning Committee will meet to discuss and set the planning activities and timeline.

**Data/Priority Discussion:** The project manager will develop reports on surveys and focus groups that they facilitate. During this meeting, the Planning Committee will develop 3-5 strategic initiatives and action items to support the priorities that will be included in the draft plan.

**Draft Plan:** Planning Committee members will draft goals/objectives for the 3-5 priorities that will be used in the final plan.

4 | Action Items

**Week One**

- Committee Meeting to Discuss Planning Process
- Schedule Three Community Focus Groups
- Review/Approve Draft Timeline
- Select Planning Activities - Survey, Focus Groups, Board Retreat, Interview Community Leaders
- Schedule Board Retreat

**Week Two**

- Generate List of Potential Focus Group Attendees
- Set Date for Inviting Focus Group Attendees
- Plan Survey Focus
- Review Sample Survey
- Plan Survey Distribution and Launch
- Schedule Friends Focus Group

**Week Three**

- Community Leader Conversation Discussion with Library Director
- Library Director generates a list of Community Leaders
- Develop an Online Survey Form
- Staff Focus Group - DATE/TIME

**Week Four**

- Survey Launch
**Week of Five**

- Community Focus Group - Wednesday, May 30, 2018
  - Times pending

**Week Six**

- Board Retreat on DATE/TIME
- Community Interview Report

**Week Seven**

- Priority Planning Meeting DATE/TIME
- Write Focus Group Final Report

**Week Eight**

- Close Survey
- Survey Report
- Board Retreat Date

**Week Nine**

- Priority Planning Meeting
- Draft Final Plan (Planning Committee)
- Final Plan Ready for Approval

**Project Closeout**

- Completed Reports
- Plan Delivered
- Board Approved Plan
- Board Approved Evaluation Process