

Today's Date

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