MEMORIAL HALL LIBRARY STRATEGIC PLANNING PROJECT PROCESS FLOWCHART FOR 2021-22

STEP 1 - PLAN AND LAUNCH PROJECT

~September - October 2021~

PLANNING ACTIVITIES

- 1. Establish Project Goals
- 2. Create Timeline of Activities
- 3. Identify What We Want to Learn
- 4. Identify Key Stakeholders

STRATEGIC PLAN FOR FISCAL YEARS 2024-2028

Plan Term = 5 Years

PLAN GOALS

Inclusivity
Objectivity
Transparency

STEP 8 - SUBMIT STRATEGIC PLAN TO MBLC

~October 1, 2022~

STEP 7 - APPROVE STRATEGIC PLAN (INTERNAL)

~September 2022~

Board of Trustees Review

STEP 2 - ASSESS CURRENT STATUS AND ID COMMUNITY NEEDS

~November 2021 - February 2022~

ASSESSMENT ACTIVITIES

- I. 3 FOCUS GROUPS (27)
- **II. 3 SOAR EXERCISES**
 - 1. 2 Staff (36)
 - 2. Trustees and Friends of the Library Boards (22) Total Participants = 58
- III. SURVEYS
 - 1 Community (1,089)
 - 2. Youth Survey (360) Total Respondents = 1,449
- IV. COMMUNITY & LIBRARY PROFILE (Presentation of hard data/statistics)
- V. COMMUNITY VISIONING EXERCISE (12)

WHAT IS A SOAR EXERCISE?

A **SOAR** exercise is used to analyze current and future conditions that affect the Library and its ability to provide services it deems necessary. It identifies key <u>S</u>trengths, Opportunities, Aspirations, and Results.

STEP 6 - DRAFT STRATEGIC PLAN DOCUMENT

~July - August 2022~

STEP 5 - DEVELOP IMPLEMENTATION PLAN

~June 2022~

- 1. Tactics/Annual Action Plan
- 2. Performance Metrics

STEP 3 - SYNTHESIZE & SUMMARIZE ALL DATA

~March 2022~

GENERATE REPORTS

- 1. Analyze Feedback Collected
- 2. Identify, Summarize, and Prioritize Key Themes, Ideas, Trends, and Open Issues/Questions

STRATEGIC PLAN COMPONENTS

- 1. Vision Statement
- 2. Mission Statement
- 3. Values Statements
- 4. Assessment of User Needs
- 5. Multi-Year Strategic Goals
- 6. Multi-Year Supporting Objectives
- 7. Brief Description of the Planning Methodology Used
- 8. Governing Board Approval (Trustees)
- 9. Tactics for Next Fiscal Year (Action Plan)

STEP 4 - DEVELOP KEY PLAN COMPONENTS

~April - May 2022~

- 1. Vision Statement
- 2. Mission Statement
- 3. Values Statements
- 4. Goals
- 5. Objectives