Part Two
Strategic Planning
Creating a Path for the Future
Five Step Planning

1. Develop a Board Vision
2. Assessment
3. Gather Community Input
4. Analyze What You Have Learned
5. Assess the Library’s Capacity to Move Forward
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Identify long-range goals based on community needs.
Gather Community Input
STAFF FOCUS GROUP
1. What is one thing your library did extraordinarily well in the past 12 months?
   a. What circumstance(s) allowed this to happen?
2. What is one thing your library did poorly in the past 12 months?
   a. What circumstance(s) would need to change to allow success?
3. If tomorrow was your first day as the new director, what would be your first priority in preparing the library for the next 2-3 years?
BOARD RETREAT
Board Activity

“What needs to happen to ensure the library is a long-term success?”

1. Post-its and Sharpies.
2. One response per Post-it.
3. Randomly stick Post-its to the wall.
4. Silently, the group categorizes similar responses.
5. Facilitator works with the group to title each category of responses.
Analyze What You Have Learned
1. What are our greatest strengths?
2. What are our best opportunities?
3. What is our preferred future?
4. What are the measurable results that will tell us we’ve achieved that vision of the future?
Assess Library’s Capacity to Move Forward
How can the library move forward in these areas?

- Personnel
- Finance
- Facility
- Policy
- Partnerships
- Governance
- Marketing & Public Relations
- Measurement & Evaluation
Final Plan
Plan Template
Five Step Planning

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Handbook for Library Trustees of New York State
Questions?

Contact your public library system
http://tiny.cc/PULISDO