STEVENS MEMORIAL LIBRARY

STRATEGIC PLANNING PROJECT PROCESS FLOWCHART FOR 2020-22

STEP 1 - PLAN AND LAUNCH PROJECT

~ October 2020 ~

PLANNING ACTIVITIES

- 1. Establish Project Goals
- 2. Create Timeline of Activities
- 3. Allocate Project Resources
- 4. Identify Key Stakeholders

STRATEGIC PLAN FOR FISCAL YEARS 2023-2025

Plan Term = 3 Years

PROJECT GOALS

Inclusivity
Objectivity
Transparency

STEP 9 - SUBMIT STRATEGIC PLAN TO MBLC

~ July 1, 2022 ~

STEP 8 - APPROVE

STRATEGIC PLAN (Internal)

~ June 2022 ~

Board of Trustees Review

STEP 7 - DRAFT STRATEGIC PLAN DOCUMENT

~ April - May 2022 ~

STEP 2 - ASSESS CURRENT STATUS AND ID COMMUNITY NEEDS

~ Nov 2020 - May 2021 ~

ASSESSMENT ACTIVITIES

- 1. Community Visioning Exercise (10)
- 2. 2 SOAR Exercises
 - Staff (5)
 - Trustees & Friends of the Library Boards (11)

Total Participants = 16

- 3. 3 Focus Groups
 - o Focus Group #1 Teens (6)
 - o Focus Group #2 Facility & Technology (5)
 - o Focus Group #3 Programs (5)

Total Participants = 16

- 4. Surveys
 - o Community Survey (322)
 - Youth Surveys (31)

Total Respondents = 353

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 Strengths, Opportunities, Aspirations, and Results.

STEP 6 - DRAFT IMPLEMENTATION PLAN

~ March 2022 ~

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

STEP 3 - SYNTHESIZE & SUMMARIZE ALL DATA

~ May 2021 ~

- 1. Summarize Feedback Trends
- 2. ID/Prioritize Community Ideas

STRATEGIC PLAN COMPONENTS

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

TEMPORARY PROJECT HIATUS

~ May - October 2021 ~

STEP 4 - PROJECT RE-LAUNCH

~ November - December 2021 ~

STEP 5 - DEVELOP KEY PLAN COMPONENTS

~ January - March 2022 ~

- 1. Vision Statement
- 2. Mission Statement
- 3. Goals
- 4. Objectives