

Long-Range Planning Cohort Meeting

May 8, 2023

Last Month's Action Items:

March/April Action Items

- Have your board appoint a Planning Committee. This committee will be able to help you with activities later on in the process.
 - Have your committee review the items below and collect all the information in one document for review.
- Review your current long-range plan(s).
 - Determine what goals **have been accomplished**;
 - Determine what goals **have NOT been accomplished**;
 - Determine if there are **goals that should carry over** to your new plan; and
 - Add these items to a separate Word or Google Doc that you can use in the future.
- Review the Library's **Mission Statement** and what aspects need to be considered while developing this year's plan.
 - **All goals should fit within the library's Mission Statement.** If your Mission Statement does not support goals, it should be rewritten or amended.
- **Review the Library's Budget** for projects you may want to include in your 2023 plan (remember that goals should be tied to your budget).
- Review [DLD's Long-Range Plan section of Helpful Information for Meeting Minimum Public Library Standards.](#)
- Determine the initial length of time you would like your plan to cover (one-year, three years, or five years are typical timeframes).

May Action Items (Complete Before May Meeting)

- Think about what **activities you would like to participate in** this year for planning.
 - Ron Suggests: System-wide Community Survey, interviewing community members/leaders, and local conversations with stakeholders.
 - Are there other activities your library would like to take on?
- **Review Library Specific Data**
 - Talk to your director about circulation data, programming attendance, technology use, and requests from patrons. Compare these to the last couple of years (you can skip figures from COVID years if you would like since they're a bit skewed).
- **Review External Data**
 - Review 2020 Census Data for your community. Determine what has changed since the last Census.
 - You may not be able to load your exact service area, but you can parse a few areas together if you need to.
 - What data jumps out at you?
 - What has changed?

- Here is [Newark's Census Data](#) as an example of what it should look like.
 - Look up the Town's Master Plans, the School District's Plans, and other significant groups in your community.
 - What are they looking to accomplish over the next two to three years?
 - Do you see any natural partnerships for the library to leverage or be involved with?
- **Library Board Visioning Exercise**
 - Add a discussion item to your next Board Meeting agenda for all Trustees to read and comment on the Library's Mission and Vision (if you do not have a vision statement, you can draft one to include in the final plan or use your mission).
 - Take notes on the conversation: Are your Trustees on the same page regarding the direction of the library? Where are there issues? Were topics discussed or suggested that the library is not currently doing?
- **System-Wide Community Survey**
 - I'd like to run a planning survey for all the cohort libraries to gather as much library user data as possible. We can then share the data that comes out of that survey.
 - Write down what topics you would like asked. Remember, we want this to be short and generic, so consider the areas your library is most interested in.

May Discussion Items:

1. **Discuss March and April Action Items**
 - a. What was found in the library's current long-range plan?
 - b. Will there be adjustments to the library's mission, vision, and values?
 - c. What was included in the library's budget that reflected planned activities?
 - d. Is there an ideal length of time your Planning Committee would like this plan to cover?
2. **Discuss May Action Items**
 - a. Are there local activities you plan to take on to collect information for the Long-Range Planning process?
 - b. What sources of information did you review for the internal and external data review?
 - i. What information did you find interesting during your review of library-specific data?
 - ii. What information did you find interesting during your review of the external community data?
3. **Discuss Community Survey**
 - a. Would your library like to participate in the System-wide community survey?
 - i. Libraries are welcome to run a more specific survey in their local community if they would like.
 - b. What questions would you like included in the survey?
 - c. Are there questions you would like avoided in the survey?
 - d. What is the ideal timeline of a community survey?