[Library] Plan

[Dates of Plan]

**SECTION ONE: PLANNING SUMMARY**

[This section is a brief (one paragraph or less) summary of what this plan contains. The summary should explain where you collected your data, how long the plan will be in place, and who is the primary contact for issues regarding the plan.]

**SECTION TWO: MISSION STATEMENT**

[Insert your library’s mission statement.]

**SECTION THREE: GOALS**

[This section should include three to five goals that you have identified as essential areas of focus over the time period of this plan. These priorities should be broad and focused on achieving the mission of the library. Each goal will have accompanying action steps. Action steps are the specific actions that will you achieve your goals. They are best when they are specific and realistic.]

**1) GOAL/PROJECT/PRIORITY**

*Project Leader*: [Who is accountable for the success of this goal?]

*Purpose*: [Why is the library focused on this goal? What will this goal look like when it is complete?]

*Measurement*: [How will you know when this goal/project is complete?]

*Action steps*: [What actions or activities will accomplish this goal?]

* Action Step One-
	+ [Who is in charge of this activity?]
	+ [What is the deadline/timeline?]
* Action Step Two-
	+ [Who is in charge of this activity?]
	+ [What is the deadline/timeline?]
* Action Step Three-
	+ [Who is in charge of this activity?]
	+ [What is the deadline/timeline?]

**2) GOAL/PROJECT/PRIORITY**

*Project Leader*: [Who is accountable for the success of this goal?]

*Purpose*: [Why is the library focused on this goal? What will this goal look like when it is complete?]

*Measurement*: [How will you know when this goal/project is complete?]

*Action steps*: [What actions or activities will accomplish this goal?]

* Action Step One-
	+ [Who is in charge of this activity?]
	+ [What is the deadline/timeline?]
* Action Step Two-
	+ [Who is in charge of this activity?]
	+ [What is the deadline/timeline?]
* Action Step Three-
	+ [Who is in charge of this activity?]
	+ [What is the deadline/timeline?]

**3) GOAL/PROJECT/PRIORITY**

*Project Leader*: [Who is accountable for the success of this goal?]

*Purpose*: [Why is the library focused on this goal? What will this goal look like when it is complete?]

*Measurement*: [How will you know when this goal/project is complete?]

*Action steps*: [What actions or activities will accomplish this goal?]

* Action Step One-
	+ [Who is in charge of this activity?]
	+ [What is the deadline/timeline?]
* Action Step Two-
	+ [Who is in charge of this activity?]
	+ [What is the deadline/timeline?]
* Action Step Three-
	+ [Who is in charge of this activity?]
	+ [What is the deadline/timeline?]