

Strategic Planning Grant Timeline – 2022

Task	Planning Activity	Month
Task 1	Grant is awarded	July
Task 2	Library Director to meet with consultants to review process (Virtual)	July
Task 3	Start the planning process (gather usage trends and demographics; design community survey; establish Planning Committee)	August
Task 4	Orientation and kick-off meeting with Planning Committee facilitated by consultants (Map stakeholders; identify community members to interview and invite to Focus Inquiries and/or Exploration Summit)	August
Task 5	Engage stakeholders (Planning Committee conducts interviews, consultants lead Focus Inquiries)	Aug./Sept.
Task 6	Trends exploration with staff committee and consultants	September
Task 7	Make survey available to community	September
Task 8	Consultants create Exploration Book from interviews/inquiries Deliverables: Exploration Book, Usage Trends Report, Survey Results, Demographics Report, Trends Report	October
Task 9	Exploration Summit with all staff and other stakeholders facilitated by consultants Deliverable: Compiled Summit Notes	October
Task 10	Post-Summit meeting with Planning Committee and consultants (Review Summit meeting notes; refine and prioritize values, vision, and key strategic directions; and develop goals) Deliverable: Compiled Meeting Notes	October

Strategic Planning Grant Timeline – 2022 (continued)

Task	Planning Activity	Month
Task 11	Operational Retreat with staff and consultants Deliverable: Draft Plan	November
Task 12	Write strategic plan Deliverable: Final Plan	December
Task 13	Provide Feedback/Testimonials on Services - Library Director	December
Task 14	Implementation of coaching support - Virtual (2023)	Jan.-March
Task 15	End of year one valuation retreat with staff and consultants (2023) Deliverable: Meeting Notes	December