WHITINSVILLE SOCIAL LIBRARY

STRATEGIC PLANNING PROJECT PROCESS FLOWCHART FOR 2021-22

STEP 1 - PLAN AND LAUNCH PROJECT

~December 2021 - January 2022~

PLANNING ACTIVITIES

- 1. Establish Project Goals
- 2. Create Timeline of Activities
- 3. Identify What We Want to Learn
- 4. Identify Key Stakeholders

STRATEGIC PLAN FOR FISCAL YEARS 2023-2027

Plan Term = 5 Years

PLAN GOALS

Inclusivity
Objectivity
Transparency

STEP 8 - SUBMIT STRATEGIC PLAN TO MBLC

~October 1, 2022~

STEP 7 - APPROVE STRATEGIC PLAN (INTERNAL)

~September 2022~

Board of Trustees Review

STEP 2 - ASSESS CURRENT STATUS AND ID COMMUNITY NEEDS

~February - April 2022~

ASSESSMENT ACTIVITIES

- 1. **COMMUNITY SURVEY** (254)
- 2. **COMMUNITY VISIONING EXERCISE** (10)
- 3. 3 FOCUS GROUPS
 - o Focus Group #1 (4)
 - Focus Group #2 (2)Total Participants = 6
- 4. SOAR EXERCISES
 - o Board of Trustees (6)
 - Staff (10)
 - Strategic Planning Advisory Committee (10)
 Total Participants = 26

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 3 - SYNTHESIZE & SUMMARIZE ALL DATA

~April - May 2022~

GENERATE REPORTS

- 1. Analyze Feedback Collected
- 2. Identify, Summarize, and Prioritize Key Themes, Ideas, Trends, and Open Issues/Questions
- 3. Draft Community and Library Profile (Presentation of hard data/statistics)

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 for Next Fiscal Year (Action Plan)

STEP 6 - DRAFT STRATEGIC PLAN DOCUMENT

~July - August 2022~

STEP 5 - DEVELOP IMPLEMENTATION PLAN

~July 2022~

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

STEP 4 - DEVELOP KEY PLAN COMPONENTS

~May - June 2022~

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