

# AGENDA

Henika District Library  
Planning Committee Meeting  
February 16th, 2022 at 10 am

## **I. Call to Order**

Members Present:

Members Absent:

Staff Present:

Guests:

## **II. Approval of Agenda**

## **III. Intro to Strategic Planning with Carol Dawe**

## **IV. New Business**

- A. Written Description of Committee
- B. Parts of a Strategic Plan
- C. Establish Strategic Plan Goals
- D. Annual Calendar of Decisions and Meetings

## **V. Around the Table**

## **VI. Adjournment**

## MLS Three Meeting Model

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### **Meeting One: Orientation & SOAR Exercise**

Timeframe: 2 hour meeting

- Facilitator leads orientation to the Strategic Planning Process
- Library Director reports on the Community as well as the Library's programs & library trends
- Facilitator defines and reviews rules for the brainstorming session
- Facilitator leads the SOAR (Strengths, Opportunities, Aspirations, Results) Exercise

After Meeting One the Library Board and Staff review and respond to the SOAR exercise themselves (in-person or on paper). Needs Assessment begins with determining how information will be collected (survey, community forums, interviews, etc.) and drafts questions.

### **Meeting Two: Visioning & Draft Goals**

Timeframe: 2 hour meeting

- Facilitator leads a Community Vision Statement Exercise
- Ideas are posted and reviewed. Facilitator consolidates similar vision statements and the Committee prioritizes and votes on what is most important to them
- Facilitator begins to help committee develop draft goal statements based on the statements that reflect the highest priority.

After Meeting Two the Library Needs Assessment can be continued or finished. Responses are tabulated and distributed to the committee before Meeting Three. Also Library Director and staff members further define the goals based on the Committee's SOAR exercise, vision statements and draft goals.

### **Meeting Three: Survey Results & Wrap-Up (Optional)**

Timeframe: 90 minutes

- Director reports on the final results of the survey, and the direction of the strategic plan with draft goals.
- Facilitator discusses the final plan, what should be included and specific language that yields the best results.

After Meeting Three, the Director will develop goals and objectives for strategic plan with action items. After completion, the Board approves the plan.

Note: This model is only one way that the strategic planning process can be implemented for your library. It is not a required process.

# S.O.A.R. Exercise Chart

To be used with staff or other members of a strategic planning group which are unable to meet in person and brainstorm ideas. It is always recommended to do this exercise in a group setting where people can build their ideas from each other.

Please write a list of up to 10 words or phrases for each category. Use the question(s) to help you think about your organization and its **Strengths**, **Opportunities**, **Aspirations** and **Results**.

## **Strengths**

What are your greatest strengths? What is working really well? What do you value most in the organization? What are you most proud of?

## **Opportunities**

What are the best opportunities for your organization? How can you meet the needs of the stakeholders? Where can you add value and benefit to others?

## **Aspirations**

What are your hopes for the organization? What would you like the future to look like? What are you deeply passionate about? What projects, programs and services would support these dreams?

## **Results**

How do you know you are reaching your goals for the organization? What are 3-5 indicators or measures that will let you know you are achieving the preferred future? What will be different for the stakeholders? Who is going to be responsible for making things happen?

**Your Organization's Info HERE**

**Section 3: Please tell us about yourself so that we may better serve you. Please check one answer for each of the following.**

9. How old are you?

- 12 or under
- 13-18
- 19-24
- 25-64
- 65 or older

10. What gender best describes you?

- Male
- Female

11. What is the highest level of education you have completed?

- Some high school
- High school graduate or GED
- Some college
- College degree or higher

12. What is your preferred language?

- English
- Spanish
- Vietnamese
- Other—please specify: \_\_\_\_\_

13. What is your employment status?

- Employed or self-employed
- Homemaker
- Retired
- Unemployed

Thank you for your time! If you have questions about this survey or about the library, please contact us at [yourcontactinfo@yourlibrary.com](mailto:yourcontactinfo@yourlibrary.com).

**Your Organization's Info HERE**

5. How do you typically find out about library programs? Check all that apply.

- Library website
- Social media (Facebook or Twitter)
- Newspaper
- Library newsletter
- Signs or flyers in the library
- Word of mouth
- Library staff
- Don't know/Not applicable
- Other: \_\_\_\_\_

**Section 2: We value your opinions. Please answer the following questions:**

6. What do you value most about the library?

7. How could the library or its services be improved, if at all?

8. How does the library benefit you or the community?