

BIGELOW FREE PUBLIC LIBRARY

STRATEGIC PLANNING PROJECT FLOWCHART FOR 2022-23

STEP 1 - LAUNCH PROJECT & DEVELOP PROJECT PLAN

August - September 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 2024-2028

Plan Term = 5 Years

PROJECT PLAN GOALS

Inclusivity Objectivity Transparency

STEP 7 - SUBMIT STRATEGIC PLAN TO MBLC

May 2023

STEP 6 - APPROVE STRATEGIC PLAN (INTERNAL)

April 2023

Board of Trustees Review

STEP 2 - ASSESS CURRENT STATUS & IDENTIFY COMMUNITY NEEDS

September 2022 - January 2023

ASSESSMENT ACTIVITIES

- 1. COMMUNITY VISIONING EXERCISE (13)
- 2. 3 FOCUS GROUPS
 - Focus Group #1 (8)
 - o Focus Group #2 (6)
 - Focus Group #3 (8)
 - Total Participants = 22
- 3. 2 SOAR EXERCISES
 - o Board of Trustees and Friends of the BFPL Board (6)
 - Staff (8)
 - Total Participants = 14
- 4. COMMUNITY SURVEY (190)

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 **S**trengths, **O**pportunities, **A**spirations, and **R**esults.

STEP 5 - DRAFT STRATEGIC PLAN

March 2023

STEP 3 - SYNTHESIZE & SUMMARIZE ALL DATA

December 2022 - January 2023

GENERATE REPORTS

- 1. Analyze Feedback Collected
- Identify, Summarize, and Prioritize Key Themes, Ideas, Trends, and Open Issues/Questions
- 3. Compile Community and Library 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. Planning Methodology Description
- 7. Governing Board Approval (Trustees)
- 8. Tactics for Next Fiscal Year (Action Plan)

STEP 4 - DEVELOP KEY STRATEGIC PLAN COMPONENTS

January - March 2023

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