

Strategic Planning Meeting Outline

Meeting One: Orientation & S.O.A.R. Exercise

Timeframe: 2 hour meeting

- Facilitator leads orientation to the Strategic Planning Process and goes over vocabulary and definitions
- 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 S.O.A.R. (Strengths, Opportunities, Aspirations, Results) Exercise

After Meeting One the Library Board and Staff review and respond to the S.O.A.R. exercise.

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 is responsible for developing a community survey. 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: The Strategic Planning Committee should include Board members, library staff, community members, & members from town departments/town officials.

The Massachusetts Library System can help libraries with facilitation of one of the about meetings. MLS Advisors are also available by phone and e-mail any time to answer questions.