

MANSFIELD PUBLIC LIBRARY

STRATEGIC PLANNING PROJECT FLOWCHART FOR 2022-23

STEP 1 - LAUNCH PROJECT& DEVELOP PROJECT PLAN

October 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

June 2023

STEP 6 - APPROVE STRATEGIC PLAN (INTERNAL) June 2023

Board of Trustees Review

STEP 2 - ASSESS CURRENT STATUS & IDENTIFY COMMUNITY NEEDS

November 2022 - February 2023

ASSESSMENT ACTIVITIES

1. 4 FOCUS GROUPS

- o Focus Group #1 Seniors (2)
- o Focus Group #2 Parents (6)
- Focus Group #3 Community Groups (10)
- Focus Group #4 Teen (1)Total Participants = 19

2. 2 SOAR EXERCISES

- Board of Trustees (5)
- Staff (17)

Total Participants = 22

3. COMMUNITY SURVEY (593 Respondents)

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 5 - DRAFT STRATEGIC PLAN

May 2023

STEP 3 - SYNTHESIZE & SUMMARIZE ALL DATA

January - March 2023

GENERATE REPORTS

- 1. Analyze Feedback Collected
- Identify, Summarize, and Prioritize Key Themes, Ideas, Trends, and Open Issues/Questions
- 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)

STEP 4 - DEVELOP KEY STRATEGIC PLAN COMPONENTS

March - April 2023

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