ACTON LIBRARIES STRATEGIC PLANNING PROJECT PROCESS FLOWCHART FOR 2023-24

STEP 1 - DEVELOP PROJECT PLAN
~October 2023~

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 2025-2029

Plan Term = 5 Years

PROJECT PLAN GOALS

Inclusivity
Objectivity
Transparency

STEP 2 - ASSESS CURRENT STATUS AND ID COMMUNITY NEEDS
~November 2023 - February 2024~

ASSESSMENT ACTIVITIES

1. **COMMUNITY VISIONING EXERCISE** (SPAC) (15)
2. **5 FOCUS GROUPS** (27)
   - Focus Group #1 - Community Members (5)
   - Focus Group #2 - Community Members (4)
   - Focus Group #3 - Community Members (5)
   - Focus Group #4 - Community Members (3)
   - Focus Group #5 - Teens (10)
3. **4 SOAR EXERCISES** (56)
   - 2 Board Sessions (Trustees, Foundation, and Friends Boards) (29)
   - 2 Staff Sessions (27)
4. **2 SURVEYS** (684)
   - Community Survey (537)
   - Teen Survey (147)

NOTE: The # of participants or respondents is in the parentheses.

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 3 - SYNTHESIZE & SUMMARIZE ALL DATA
~February - March~

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 (optional)
3. Assessment of User Needs
4. Multi-Year Strategic Goals
5. Multi-Year Supporting Objectives (optional)
6. Planning Methodology Description
7. Governing Board Approval (*Trustees*)
8. **PENDING;** Annual Action Plan/Tactics*(due by 12/1)*

STEP 4 - DEVELOP KEY PLAN COMPONENTS
~March - April~

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

STEP 5 - DRAFT STRATEGIC PLAN
~May - June~

STEP 6 - APPROVE STRATEGIC PLAN (INTERNAL)
~June~

Board of Trustees Review

STEP 7 - SUBMIT STRATEGIC PLAN TO MBLC
~July~