GROTON PUBLIC LIBRARY

STRATEGIC PLANNING PROJECT FLOWCHART FOR 2023-24

STEP 1 - DEVELOP PROJECT PLAN
~September - 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 2026-2030

Plan Term = 5 Years

PROJECT PLAN GOALS

Inclusivity
Objectivity
Transparency

STEP 2 - ASSESS CURRENT STATUS AND ID COMMUNITY NEEDS
~October 2023 - January 2024~

ENGAGEMENT & ASSESSMENT ACTIVITIES

1. **1 COMMUNITY VISIONING EXERCISE** (w SPAC)
2. **3 FOCUS GROUPS** (34)
   - Focus Group #1 - Community Influencers (10)
   - Focus Group #2 - Community Influencers (7)
   - Focus Group #3 - Parents/Caregivers (8)
   - Focus Group #4 - Teens (9)
3. **2 SOAR EXERCISES** (35)
   - Board Session (Trustees and Endowment Trust Board) (9)
   - Staff Session (29)
4. **2 SURVEYS** (1,171)
   - Community Survey (913)
   - Youth-Grades 5-12 Survey (258)

NOTE: The # of participants or respondents are in parentheses.

5. **3 STRATEGIC PLANNING ADVISORY COMMITTEE (SPAC) MEETINGS** (15 Members)
   - November 15, 2023, January 17, 2024, and May 8, 2023

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 Profiles**
   (Presentation of hard data/statistics)

STRATEGIC PLAN COMPONENTS

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

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

1. **Mission Statement**
2. **Vision Statement**
3. **Values Statements**
4. **Goals and Objectives**

STEP 5 - DRAFT STRATEGIC PLAN
~June - August~

STEP 6 - APPROVE STRATEGIC PLAN (INTERNAL)
~August - September~

Board of Trustees Review

STEP 7 - SUBMIT STRATEGIC PLAN TO MBLC
~September~

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 Library **S**trengths, **O**pportunities, **A**spirations, and **R**esults (performance/progress metrics).