

Sample Strategic Plan Timeline

Get out your calendars and start to commit specific dates for these steps in the planning process.

Build your planning team

5 minutes to 1 week

- For small libraries, the team may be just the director and board.
- For larger libraries, look for representation from a Friends or Foundation group or significant community partner.

The director will be responsible for inviting the team and communicating about team meetings.

Gather data and community input

1 week to 2 months

- Gather what data is already available, such as your library's budget, statistics, and community Census data from recent years.
- Decide what additional data or input the committee needs to collect.
 - Create the data collection methods
 - Schedule interviews or focus group sessions

The director will coordinate the data collection and communicate about scheduled data collections or events.

Create your strategic plan

2 weeks to 6 months

- Identify the individual on the planning committee to write the plan draft (most likely the director if you're not working with an external facilitator).
- Set a date for presentation of the plan as an information item at a regular board meeting.
- Plan for approval of the plan after adequate time for the public to comment has been provided.

The director and board chair will determine when the plan will be scheduled for approval.

Create your work plan

1 week to 1 month

- Director should create a draft work plan.
- Schedule time for staff to review the plan.

The director and staff will use the approved strategic plan to create a work plan based on the goals.