

Written Plans: A Tool for Getting Things Done

Register in ASPeN to attend!

Location	Missoula	Miles City	Livingston
Date	Wednesday, October 2	Friday, October 4	Tuesday, October 22
Time	1-5pm	1-4:30pm	1-5pm
Venue	Missoula Public Library	Miles Community College	Livingston-Park County Library
Facilitator	Cara Orban	Tracy Cook	Corey Sloan
Registration Link	<u>Missoula Workshop Registration</u>	<u>Miles City Workshop Registration</u>	<u>Livingston Workshop Registration</u>

Attendees will be able to claim 4 continuing education credits in Library Administration.

Summary of the session:

Planning seems to generate a variety of responses from excitement over the possibilities to boredom about the process. Sometimes, it can generate a feeling of “we never can win.”

A planning process that is the right size for your library can help you accomplish items that are on your wish list. This session will cover:

- Why plan – the value of planning
- Elements of a good planning process
- Resources to help libraries plan
- Practical exercises to apply what you learned

Outline:

1. Introductions – attendees, presenter, and outline for the session
2. What do we mean when we say plan? Why bother? What could we get out of a planning process? Why do we avoid planning?
3. Experience with planning – good and the bad – discussion about the experience of attendees. What was helpful about the process? What was NOT so helpful?
4. Moment to dream – working towards a vision can be inspiring. It can also be difficult to imagine something different from the status quo.
5. Elements of a good planning process
 - a. Consider community needs
 - b. Consider the library’s strengths, weaknesses, and what resources it has
 - c. Aligns the two items to identify a few priorities for library board, director, and staff to accomplish
 - d. Ends with a document that clearly describes our goal(s), what we are going to do to accomplish that goal, and how we will know it is successful.
 - i. SMART goals

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- ii. Action items
 - iii. Success measures
6. Practical Application – using what we learned to start the planning process at your library
 - a. Community information – worksheet and discussion to review Census data and community themes
 - b. Library information – worksheet and discussion to identify library needs and review library trends
 - c. Gap analysis – where are we missing information? What do we want to know? Who can help us find out? What’s the best way to get the information we need?
 - d. Next steps – identify concrete action items to get to the next phase
7. Conclusion – support provided by presenter, next steps, and commitment to create a short, written plan

Resources to learn more:

- Montana State Library. [Public Library Strategic Planning Handbook](#)
- Montana State Library. [Strategic Planning: an overview for public library trustees](#) (Video, 9:03)
- U.S. Census Bureau. [Community Profiles](#).
 - Search for your town or county and click on “view profile”
- Montana State Library. [Public Libraries Survey](#).
 - Click on “Montana Data” to view your library’s information and compare your statistics with others in the state.