



Strategic Planning for Libraries

SELCO offers 3 levels of support to libraries that want to write a New Strategic Plan.

For New Plans, Level 1 includes the least involvement by SELCO, with the library taking on most of the work. Levels 2 and 3 increase SELCO involvement. Read through the descriptions to decide your level of involvement.

In other words, those libraries that would like to progress through the planning process most quickly and with the most control over their process should select level 1 or 2, while those needing more guidance might consider level 3.

For more information, contact: Krista Ross, Executive Director, kross@selco.info

New strategic plans

Levels of Assistance offered:

Level 1: SELCO plays a minimal role in the process by providing guidance on starting the process, facilitating the stakeholder workshop, and providing feedback on the draft plan. The majority of the responsibility for creating the strategic plan lies with the library.

Process Activities & Responsibility

SELCO:

- Meet with the library director and board to discuss the planning process
- Meet with the library director to schedule a stakeholder workshop
- Facilitate stakeholder workshop using data gathered by the library
- Compile data from the stakeholder workshop and send it to the library director
- Review of draft plan(s) created by the library director and board
- Share templates for implementation plans, if desired

Library:

- Add SELCO and the strategic planning process to the board meeting agenda
- Work with the library board and staff to determine the criteria for data
- Gather data for stakeholder workshop and share with SELCO
- Make local arrangements for stakeholder workshop (invitees, location, etc)
- Use data from stakeholder workshop and other sources to craft a draft plan
- Share draft strategic plan with SELCO for review
- Get the final strategic plan approved by the library board

- Share with City for approval if library board is advisory, informational if governing
- Create an implementation plan
- Carry out the implementation plan

Level 2: SELCO's responsibilities in the process increase to include gathering data used in the process. The library no longer gathers the data but still retains the majority of the responsibility for the process.

Process Activities & Responsibility

SELCO:

- Meet with the library director and board to discuss the planning process
- Meet with the library director to discuss data collection for the planning process and to schedule the stakeholder workshop
- Create Community, Staff, and Stakeholder surveys and send them to the library director
- Compile responses from Community, Staff, and Stakeholder surveys
- Facilitate stakeholder workshop using survey data gathered
- Compile the results of the stakeholder workshop and send them to the library director
- Review draft plan(s) created by the library director, staff, and board
- Share templates for implementation plans, if desired

Library :

- Add SELCO and the strategic planning process to the board meeting agenda
- Distribute Community, Staff, and Stakeholder surveys
- Make local arrangements for stakeholder workshop (invitees, location, etc)
- Use results from the stakeholder workshop and other sources to craft a draft plan
- Share draft strategic plan with SELCO for review
- Get the final strategic plan approved by the library board
- Share with City for approval if library board is advisory, informational if governing
- Create an implementation plan
- Carry out the implementation plan

Level 3: SELCO's responsibilities increase to include creating the draft strategic plan. The library is responsible for logistics, plan review and approval, creation of the implementation plan, and its implementation.

Process Activities & Responsibility

SELCO:

- Meet with the library director and board to discuss the planning process

- Meet with the library director to discuss data collection for the planning process and to schedule the stakeholder workshop
- Create Community, Staff, and Stakeholder surveys and send them to the library director
- Compile responses from Community, Staff, and Stakeholder surveys
- Facilitate stakeholder workshop using survey data gathered
- Compile responses from the stakeholder workshop and write a draft plan
- Review the draft strategic plan with the library director
- Make any needed changes to the strategic plan
- Send the library director the final strategic plan
- Share templates for implementation plans, if desired

Library:

- Add SELCO and the strategic planning process to the board meeting agenda
- Distribute Community, Staff, and Stakeholder surveys
- Make local arrangements for stakeholder workshop (invitees, location, etc)
- Meet with SELCO to review the draft strategic plan
- Get the final strategic plan approved by the library board
- Share with City for approval if library board is advisory, informational if governing
- Create an implementation plan
- Carry out the implementation plan