

The Urbana Free Library Planning Process Timeline

April 30, 2019

<u>What</u>	<u>Who</u>	<u>When</u>
PHASE I: LEARN		
Call for Community Involvement: Community Member Conduit (Process Team Member) and Community Ambassadors <i>*online application/nomination on website, social media posts, application at service desk</i>	Celeste/Amanda develop application	Application in January, invited in February
Initial Board Meeting (1 hour) <i>*Environmental scan</i>	Board	February 12, 2019
Staff Day Session (1 hour) <i>*initial staff input including environmental scan</i>	Amanda facilitates	February 18, 2019
Community Survey Development <i>*review drafts of the community survey</i>	Process Team and Community Ambassadors	March (3 weeks)
Process Team Kick-Off Meeting (1 hour) <i>*process plan finalized, brief environmental scan, initial survey design discussion, determine Library and community information to gather</i>	Process Team	March 7, 2019
Board Meeting (1 hour) <i>*SOAR analysis</i>	Board	March 12, 2019
Board Meeting (1 hour) <i>*Vision and Mission discussion</i>	Board	April 9, 2019
Community Survey <i>*survey open for 4 weeks</i> <i>**reports and cross tabs added to shared folder along with Library and community data gathered</i>	Amanda will monitor and generate reports	April 29 – May 27
Process Team Meeting (1 hour) <i>*Input regarding community survey distribution and focus group/community leader breakfast/interview participants</i>	Process Team	May 1, 2019
Board Meeting (1 hour) <i>*Review of Library sector readings/information</i>	Board	May 14, 2019
Process Team Email Input <i>*Review focus group agenda, review interview questions</i>	Process Team	Week of May 20
Focus Groups and Community Leaders Breakfast <i>*6 focus groups plus Community Leaders Breakfast. Focus group volunteers solicited through community survey. At least one open focus group and one youth/teen focus group</i>	Consultant Facilitator with Process Team assistance	May 28 and 29

Interviews <i>*12-15 interviews with identified community members and/or volunteers solicited through community survey</i>	Consultant Facilitator with Process Team assistance	Late-May
Process Team Meeting (1 hour) <i>*discuss and analyze raw data gathered</i>	Process Team	June
Draft Learning Report Delivered	Process Team	June
Community Ambassador Learning Report Review <i>*Report emailed for review by Community Ambassadors</i>	Community Ambassadors	June-July
PHASE II: DREAM		
Process Team Meeting <i>*Review Learning Report feedback and finalize report</i> <i>**Review retreat agendas</i>	Process Team	July
Board Meeting (1 hour) <i>*Review Learning Report</i>	Board	July 9, 2019
Board Retreat (3 hours – 6:00-9:00 p.m. including Board meeting) <i>*Finalize Vision and Mission statements</i> <i>*Develop draft goals</i>	Board	August 13, 2019
Department-level Staff Meetings (1 hour each) <i>*Review process, strategic directions, and goals; brainstorm activities; discuss timeline and metrics; review values</i>	Department Directors with facilitation assistance from Amanda	August after Board retreat
PHASE III: DO		
Process Team Meeting <i>*Review draft documents</i>	Process Team	August - September
Community Ambassador Draft Document Review <i>*Draft documents emailed for review by Community Ambassadors</i>	Community Ambassadors	September
Joint Meeting: Library Board, Friends Board, & Foundation Board <i>*Review draft plan documents</i>	Board	September 10, 2019
Presentation of Draft Documents for Board Review (1-2 hours) <i>*At Board meeting</i>	Process Team presents at Board Meeting	October 8, 2019
Revise and finalize drafts	Process Team	October
Board Approves Plan Documents	Board	October or November