

**LIBRARY PLANNING PROCESS
MEETING NOTES**
August 26, 1991

Present: Kate Copenhaver; Doreen Turpen

Objectives

Draft Purpose of Planning Process Notes from the discussion at the August 15 Library Board meeting were reviewed and the following purpose statement was drafted from the record of comments:

"The purpose of the Library's long range planning is to determine a program that meets community needs and to define and secure the financial level of support to implement that program. The purpose will be met by

- * Building communication links between the library, the community, and local government
- * Education local government and the community to the value of the library
- * Identifying trends that will affect library usage
- * Exploring funding options"

Set Dates for Planning Meetings Dates for the planning meeting were established. It was decided to utilize regular board meetings for the planning process.

- *September 19
- *September 26
- *October 17
- *October 24
- *November 14
- *November 21
- *December 17 -- Council presentation

Other Notes

Levels of effort for planning process: Discussion was held on the possibility of conducting surveys and taking input from community groups. The Library Director suggested that surveying and extensive community input be held for future planning processes. The following observations were noted:

- *Surveying takes time, expertise, and money that is not available at this time
- *The Board identified a need for educating the public before they could provide good ideas and prioritization for library roles and activities. To be effective, the education process will also take time; more than is available in order for the Board to meet other deadlines.

The Library Director recommended that surveying and educating the public as to current and potential library services both be activities or objectives to be considered in the action plan that is developed through this planning effort. In this way funding can be established for those activities in the next cycle of the planning process.