



# Discussion Guide: Planning and Development

The following discussion guide lists recommendations for delivering content from *A Guide to Saskatchewan Public Library Governance*, Module 3 – *Planning and Development*.

Document	Delivery methods	Time required	Additional resources
<b>Planning and Development</b>	<p>This handout can be used to begin a conversation about planning in the library. A Community Needs Assessment is an essential step in developing an Action Plan for the library.</p> <p>Planning demonstrates how the library is working towards meeting the needs of the community it serves by providing unique programming, collections and services.</p> <p>When developing a community profile, consider income, interests, composition, and geography. Information can be found on local, provincial and federal government pages, tourism websites, town websites, etc.</p>	15 minutes	<p>Planning for Small Libraries: Alberta Public Library Services Branch  <a href="http://www.municipalaffairs.alberta.ca/planning-for-small-libraries.cfm">http://www.municipalaffairs.alberta.ca/planning-for-small-libraries.cfm</a></p> <p>Trustee Trouble: The Misadventures of a new Library Board Member # 7: Planning:  <a href="http://www.wyominglibraries.org/trusteetrouble.html">http://www.wyominglibraries.org/trusteetrouble.html</a></p> <p>Edmonton Public Library's Community-led Service Philosophy  <a href="http://www.epl.ca/community-led-philosophy">http://www.epl.ca/community-led-philosophy</a></p> <p>Community-Led Libraries Toolkit  <a href="http://www.librariesincommunities.ca/resources/Community-Led_Libraries_Toolkit.pdf">http://www.librariesincommunities.ca/resources/Community-Led_Libraries_Toolkit.pdf</a></p>
<b>Appendix A: Community Needs Assessment</b>	<p>This PowerPoint presentation introduces the concept of a Community Needs Assessment. It can be presented to the local board and used as an introduction when meeting with community leaders.</p>	20 minutes	
<b>Appendix B: Interview Questions for Community Leaders</b>	<p>Once the local library board has identified the appropriate community leaders, as listed on the back of this handout, these eight questions can be asked. Community leaders may be gathered as a group, answer questions during a phone call, or provide written response to the questions.</p>	<p>5 minutes to review.</p> <p>Allow 20-30 minutes with each community leader to respond to questions.</p>	

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<p><b>Appendix C: Tips for Writing your Action Plan</b></p>	<p>Use this tip sheet as a general guide to help boards follow a process to develop an action plan based on analysis of the library and the community.</p>	<p>10 minutes to review tips</p>	<p>Alberta Public Library Services Branch: Plan of Service  <a href="http://www.municipalaffairs.alberta.ca/plsb_plan_of_service.cfm">http://www.municipalaffairs.alberta.ca/plsb_plan_of_service.cfm</a></p> <p>Nelson, Sandra. Strategic Planning for Results. Chicago: American Library Association, 2008.  <a href="https://encore.sasklibraries.ca/iii/encore/record/C_Rb1264376?lang=eng">https://encore.sasklibraries.ca/iii/encore/record/C_Rb1264376?lang=eng</a></p>
<p><b>Appendix D: Sample Action Plan</b></p>	<p>The sample action plan describes an item or area of interest, indicates actions that will be taken to fulfil the goal, assigns responsibility, timeline and budget. The final column indicates the desired result of the action.</p> <p>Boards should generally keep their goals between two and five items of interest.</p>	<p>10 minutes to review sample action plan.</p>	<p>Edburg Municipal Library Plan of Service:  <a href="http://www.municipalaffairs.alberta.ca/documents/libraries/edbergplanofservice272102.pdf">http://www.municipalaffairs.alberta.ca/documents/libraries/edbergplanofservice272102.pdf</a></p>
<p><b>Appendix E: Prairie Lily Community Needs Assessment example</b></p>	<p>This section includes three documents:          Prairie Lily Community Needs Assessment          Prairie Lily Compiled Answers          Prairie Lily Action Plan</p> <p>Prairie Lily Public Library is a fictional town in the fictional library region called Central Saskatchewan Library Region.</p> <p>Together, these documents illustrate the needs assessment process for a community of 365 residents. Use these documents as a guide for formatting, information sources, sample actions and potential results.</p>	<p>30 minutes to review all three documents.</p>	<p>Information on the Community Needs Assessment report can be found at the following sources:</p> <p>Census Profile 2011:  <a href="http://www12.statcan.gc.ca/census-recensement/2011/dp-pd/prof/index.cfm?Lang=E">http://www12.statcan.gc.ca/census-recensement/2011/dp-pd/prof/index.cfm?Lang=E</a></p> <p>Community Information Database:  <a href="http://www.cid-bdc.ca/home">http://www.cid-bdc.ca/home</a></p> <p>Composite Learning Index:  <a href="http://www.cli-ica.ca/en.aspx">http://www.cli-ica.ca/en.aspx</a></p> <p>Connect with literacy and early years organizations in your community to access additional data that may be gathered by these agencies.</p>