MLS Three Meeting Model

**Meeting One: Orientation & SOAR Exercise**
Timeframe: 2 hour meeting
- Facilitator leads orientation to the Strategic Planning Process
- Library Director reports on the Community as well as the Library’s programs & library trends
- Facilitator defines and reviews rules for the brainstorming session
- Facilitator leads the SOAR (Strengths, Opportunities, Aspirations, Results) Exercise

After Meeting One the Library Board and Staff review and respond to the SOAR exercise themselves (in-person or on paper). Needs Assessment begins with determining how information will be collected (survey, community forums, interviews, etc.) and drafts questions.

**Meeting Two: Visioning & Draft Goals**
Timeframe: 2 hour meeting
- Facilitator leads a Community Vision Statement Exercise
- Ideas are posted and reviewed. Facilitator consolidates similar vision statements and the Committee prioritizes and votes on what is most important to them
- Facilitator begins to help committee develop draft goal statements based on the statements that reflect the highest priority.

After Meeting Two the Library Needs Assessment can be continued or finished. Responses are tabulated and distributed to the committee before Meeting Three. Also Library Director and staff members further define the goals based on the Committee’s SOAR exercise, vision statements and draft goals.

**Meeting Three: Survey Results & Wrap-Up (Optional)**
Timeframe: 90 minutes
- Director reports on the final results of the survey, and the direction of the strategic plan with draft goals.
- Facilitator discusses the final plan, what should be included and specific language that yields the best results.

After Meeting Three, the Director will develop goals and objectives for strategic plan with action items. After completion, the Board approves the plan.

Note: This model is only one way that the strategic planning process can be implemented for your library. It is not a required process.