

ACTION PLAN 2015
BUTTE COUNTY LIBRARY ADVISORY BOARD

DRAFT

This document is a draft document to be used as a way to address the proposed actions moving forward as identified at the retreat with Carol Scoefield. Additionally this is an organized list to help identify clear meaningful goals; identify clear action items for goals; create realistic timelines for getting goals accomplished; identify key leader/committees/groups to pursue each goal and action item; and to report the progress of the goal at every LAB meeting. This document will need to be revised as items are accomplished and new goals or action items are identified and added.

Goals Prioritized by #	Action Plan Items	Members	Update Due	Comments
Goal #1: Progress, Forward Motion, and Accountability	Identify clear meaningful Goals (Consider the Mission and vision statements) do they need to be revised first?			
	A. LAB Mission statement: to advocate for the library and encourage County Supervisors and community partners to preserve and grow library services for the citizens of Butte County	Ronda Hoffman (Chair) Penny Louton Ron Serrano	Complete 10/13/2015	The Mission and Vision Statements were presented before the Board of Supervisors on October 13, 2015 and were approved as written below: MISSION STATEMENT: To encourage County Supervisors and community partners to develop sustainable funding in order to preserve and expand library services for all citizens of Butte County.
	B. LAB vision statements: NONE at this time. Need to be written. consider this to write A Vision Statement: <ul style="list-style-type: none"> • Defines the optimal desired future state - the mental picture - of what an organization wants to achieve over time; • Provides guidance and inspiration as to what an organization is focused on achieving in five, ten, or more years; • Functions as the "north star" - it is what all LAB members understand their work contributes towards 		Complete 10/13/2015	VISION STATEMENT: To partner with government, communities, and businesses to strengthen and sustain our library system and to promote the local library as a unique and invaluable resource.

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	accomplishing over the long term; and, <ul style="list-style-type: none"> • Is written succinctly in an inspirational manner that makes it easy for all members to repeat it at any given time. 			
Identify clear action items for goals				
	A. Who will be in charge and do we need a committee or a single person		TBD	
	B. When do we want to accomplish this action item		TBD	
	C. Does the LAB want something in writing (decision for each goal/action item)		TBD	
Create realistic timelines for getting goals accomplished				
	A. Review a calendar to identify Due dates. If the action is ongoing then it will be identified as such. For example under Goal #2 Building relationships action Item number 6 suggests sitting with someone you do not know at each meeting. This would be considered on-going and encouraged at each meeting.		TBD	
	B. If item is on-going, identify when it will be removed from the list.		TBD	

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	Identify key leaders/ committee/ groups to pursue each goal and action item			
	A. Who has the skills to lead a group in accomplishing this		TBD	
	B. Which committee/ group should be included		TBD	
	Report progress of goal at every LAB meeting			
	A. Provide oral or written report on progress (decision per item).		TBD	
	B. Written requests for decisions on next steps after a goal is completed and voted on by the LAB		TBD	
Goal # 2: Building Relationships = Results	Create an environment to get to know each LAB member on a personal level			
	A. Annual Dinner Social	Jeff Wanee (Chair) Patty Conlin	No Due Date	Had an excellent turn out at the November 2015 gathering. Looking forward to planning the next event.
	B. Social time before or after LAB meetings	Marylou Johnson	No Due Date	
	C. Include socialization in the agenda		No Due Date	
	D. Share humor		No Due Date	
	E. Listen to stories		No Due Date	
	F. At each meeting sit with someone you do not know		No Due Date	
	G. Determine how to celebrate success		No Due Date	
	H. Identify how to attend Library as a group		No Due Date	
	I. Attend Library events		No Due Date	
Goal #3: Sustainable Funding	Investigate what's working:			
	A. In the community		TBD	

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	B. In California or elsewhere		TBD	
	Research other successful libraries funding sources			
	A. Investigate Jackson County funding models	Ron Serrano (Chair)	3/16/2016	Investigate Sustainable Funding models and provide an update on what has been discovered at March 16th LAB meeting.
	B. Investigate Mendocino County funding Models	Ruthmarie Ferris Ronda Hoffman		
	Research other funding sources			
	A. Foundations – identify and get applications		TBD	
	B. Grant writing – identify what's available and get applications		TBD	
	C. Request help from trained BCL staff who has studied how to write grants		TBD	
	Publicize the need for sustainable funding			
	A. Create a funding survey or contract it out and ask about special service areas		TBD	
	B. Report findings to BOS		TBD	
	C. Report finding to public		TBD	
	D. Increase community involvement in solutions		TBD	
	Expand Funding Committee			
	A. Identify what expanding the committee would entail.		TBD	
	B. Identify committee leader(s) and include at least 3 members but no more than 4 otherwise a quorum will result.		TBD	

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	C. The committee needs (per by-laws Article V, Section 4): <ul style="list-style-type: none"> i. a statement of purpose ii. membership iii. term of each committee 		TBD	
	D. The Legacy fund for the Butte County Library	N/A		Mr. Falconor will provide an update to the Sustainable funding committee prior to bringing back to the board for approval.

Organizing meeting:

1. The following must be accepted before the meeting is over:
 - a. Leading meeting – Marylou
 - b. Confirm Chair for each Goal
 - c. Identify action that is allowed by LAB and how to legally accomplish
 - d. Establish Due dates for each goal and objective
 - i. In the meetings when a motion is made to authorize someone to do something, there must also be a due by date as part of the motion.
 - ii. Identify target dates – Dates BOS is going to address annual budget, etc.
 - e. Next Steps for Goals
 - i. Orally present a written report to the LAB on progress including a recommendation for next steps.
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Clarification of Existing Goals:

Mission and Vision Statement completed – 10/13/2015

Building Relationships

Annual Dinner Social – On-going no due date

Social time at LAB meetings - Include socialization in the agenda (humor, stories, make an effort to get to know someone you don't already know) – In progress – Begun at March 2016 meeting – On-going no due date

Plan to attend Library or library events as a group – Have branch event schedule/calendar for upcoming months at LAB meetings for sign ups.

Sustainable funding

Research local and regional library funding models – complete 3/16/2016

Identify other funding sources - foundations – discover their criteria for consideration

Submit required first contact - work with BCL staff [clear with BOS? (Ask Mel)]

Expand Funding committee

NA Already have 4 members – Ron/Ruth/Ronda/Marylou

Legacy Fund – Ceased activity