

# 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 Scofeild. 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
<b>Goal #1: Lack of Progress, Forward Motion, and Accountability</b>	<b>Identify clear meaningful Goals (Consider the Mission and vision statements) do they need to be revised first?</b>			
	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	3/18/2015	Will provide a draft of a mission and vision statement taking into consideration the resolution and current By-laws from 2011
	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"> <li>• Defines the optimal desired future state - the mental picture - of what an organization wants to achieve over time;</li> <li>• Provides guidance and inspiration as to what an organization is focused on achieving in five, ten, or more years;</li> <li>• Functions as the "north star" - it is what all LAB members understand their work contributes towards</li> </ul>		3/18/2015	

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	accomplishing over the long term; and, <ul style="list-style-type: none"> <li>• Is written succinctly in an inspirational manner that makes it easy for all members to repeat it at any given time.</li> </ul>			
Identify clear action items for goals				
	A. Who will be in charge and do we need a committee or a single person	Ronda Hoffman (Chair)	TBD	
	B. When do we want to accomplish this action item	Penny Louton	TBD	
	C. Does the LAB want something in writing (decision for each goal/action item)	Ron Serrano	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.	Ronda Hoffman (Chair)  Penny Louton  Ron Serrano	TBD	
	B. If item is on-going, identify when it will be removed from the list.		TBD	

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	<b>Identify key leaders/ committee/ groups to pursue each goal and action item</b>				
	A. Who has the skills to lead a group in accomplishing this	Ronda Hoffman (Chair)	TBD		
	B. Which committee/ group should be included	Penny Louton Ron Serrano	TBD		
	<b>Report progress of goal at every LAB meeting</b>				
	A. Provide oral or written report on progress (decision per item).	Ronda Hoffman (Chair)	TBD		
	B. Written requests for decisions on next steps after a goal is completed and voted on by the LAB	Penny Louton Ron Serrano	TBD		
	<b>Goal # 2: Building Relationships = Results</b>	<b>Create an environment to get to know each LAB member on a personal level</b>			
		A. Dinner meeting as a group	Jeff Wanee (Chair) Patty Conlin Marylou Johnson	3/18/2015	Will meet and come up with some relationship building functions with some timeline to accomplish those. The first one is on 5/23/2015, details provided at March 18, 2015 LAB meeting.
B. Social time before or after LAB meetings					
C. Include socialization in the agenda					
D. Share humor					
E. Listen to stories					
F. At each meeting sit with someone you do not know					
G. Determine how to celebrate success					

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	H. Identify how to attend Library as a group			
	I. Attend Library events			
<b>Goal #3: Sustainable Funding</b>	<b>Investigate what's working:</b>			
	A. In the community	Ron Serrano (Chair)	TBD	
	B. In California or elsewhere	Ruthmarie Ferris  Ronda Hoffman	TBD	
	<b>Research other successful libraries funding sources</b>			
	A. Investigate Jackson County funding models	Ron Serrano (Chair)	3/18/2015	Investigate Sustainable Funding models and provide an update on what has been discovered at March 18, LAB meeting.
	B. Investigate Mendocino County funding Models	Ruthmarie Ferris  Ronda Hoffman		
	<b>Research other funding sources</b>			
	A. Foundations – identify and get applications	Ron Serrano (Chair)	TBD	
	B. Grant writing – identify what's available and get applications	Ruthmarie Ferris	TBD	
	C. Request help from trained BCL staff who has studied how to write grants	Ronda Hoffman	TBD	
	<b>Publicize the need for sustainable funding</b>			
	A. Create a funding survey or contract it out and ask about special service areas	Ron Serrano (Chair)	TBD	
	B. Report findings to BOS	Ruthmarie Ferris	TBD	
	C. Report finding to public		TBD	

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	D. Increase community involvement in solutions	Ronda Hoffman	TBD	
Expand Funding Committee				
	A. Identify what expanding the committee would entail.	Ron Serrano (Chair)	TBD	
	B. Identify committee leader(s) and include at least 3 members but no more than 4 otherwise a quorum will result.	Ruthmarie Ferris  Ronda Hoffman	TBD	
	C. The committee needs (per by-laws Article V, Section 4): <ul style="list-style-type: none"> <li>i. a statement of purpose</li> <li>ii. membership</li> <li>iii. term of each committee</li> </ul>		TBD	