

**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	Person In charge	Due Date	On- going
<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>			
	1. 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			
	2. 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 accomplishing over the long term; and,</li> <li>• Is written succinctly in an inspirational manner that makes it easy for all members to repeat it at any given time.</li> </ul>			
	<b>Identify clear action items for goals</b>			
	1. Who will be in charge and do we need a committee or a single person			
	2. When do we want to accomplish this action item			

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	3. Does the LAB want something in writing (decision for each goal/action item)			
	Create realistic timelines for getting goals accomplished			
	1. 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.			
	2. If item is on-going, identify when it will be removed from the list.			
	Identify key leaders/ committee/ groups to pursue each goal and action item			
	1. Who has the skills to lead a group in accomplishing this			
	2. Which committee/ group should be included			
	Report progress of goal at every LAB meeting			
	1. Provide oral or written report on progress (decision per item).			
	2. Written requests for decisions on next steps after a goal is completed and voted on by the LAB			
<b>Goal # 2: Building Relationships = Results</b>	Create an environment to get to know each LAB member on a personal level			
	1. Dinner meeting as a group			X
	2. Social time before or after LAB meetings			X
	3. Include socialization in the agenda			X
	4. Share humor			X
	5. Listen to stories			X
	6. At each meeting sit with someone you do not know			X
	7. Determine how to celebrate success			X
	8. Identify how to attend Library as a group			X
	9. Attend Library events			X
<b>Goal #3: Sustainable Funding</b>	Investigate what's working:			
	1. In the community			
	2. In California or elsewhere			

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	<b>Research other successful libraries funding sources</b>			
	1. Investigate Jackson County funding models			
	2. Investigate Mendocino County funding Models			
	<b>Research other funding sources</b>			
	1. Foundations – identify and get applications			
	2. Grant writing – identify what’s available and get applications			
	3. Request help from trained BCL staff who has studied how to write grants			
	<b>Publicize the need for sustainable funding</b>			
	1. Create a funding survey or contract it out and ask about special service areas			
	2. Report findings to BOS			
	3. Report finding to public			
	4. Increase community involvement in solutions			
	<b>Expand Funding Committee</b>			
	1. Identify what expanding the committee would entail.			
	2. Identify committee leader(s) and include at least 3 members but no more than 4 otherwise a quorum will result.			
	3. The committee needs (per by-laws Article V, Section 4): a. a statement of purpose b. membership c. term of each committee			