Community Needs Response Planning Process in 12 Steps

1. Establish Planning Team and set Meeting/Work Schedule. [Worksheet 1: Plan to Plan, and How To Guide: The Planning Team]

2. Complete Community Profile using *American Fact Finder* and other sources.

3. Gather information from the community — focus groups, interviews, surveys, observation. [Worksheet 3: Community Needs, page 1]

4. Record community needs on frequency list. [Worksheet 3: Community Needs, page 2]

5. Determine Strengths and Weaknesses of the library. [Worksheet 4: Take Stock]

6. Determine Opportunities and Threats outside the library. [Worksheet 4: Take Stock]

7. Determine which community needs the library chooses to respond to.

8. Write goals and measurable objectives for the library under each community need it will address. [Worksheet 5: Goals, and How To Guide: Develop Goals and Objectives]

9. Determine how the library will follow through on these goals and measurable objectives.

10. Complete the summary sheet for the library’s Community Needs Response Plan. [Community Needs Response Plan Summary]

11. Evaluate how well the library did in meeting the goals, using the measures set out in the objectives. [Worksheet 6: Evaluation]

12. Revisit the library’s Community Needs Response Plan and revise as needed.