[Library] Plan

[Dates of Plan]

**SECTION ONE: PLANNING SUMMARY**

[This section is a brief (one paragraph or less) summary of what this plan contains. The summary should explain where you collected your data, how long the plan will be in place, and who is the primary contact for issues regarding the plan.]

**SECTION TWO: MISSION STATEMENT**

[Insert your library’s mission statement.]

**SECTION THREE: GOALS**

[This section should include three to five goals that you have identified as essential areas of focus over the time period of this plan. These priorities should be broad and focused on achieving the mission of the library. Each goal will have accompanying objectives. Objectives are the specific actions that will help you achieve your goals. They are best when they are specific and realistic, and measurable.

**1) Goal/Objectives/Evaluation**

*Purpose*: [Why is the library focused on this goal? What will success look like?]

*Measurement*: [How will you know when this goal/project is complete?]

*Objectives*: [What actions or activities will accomplish this goal?]

* Objective One-
	1. [Who is in charge of this activity?]
	2. [What is the deadline/timeline?]
* Objective Two-
	1. [Who is in charge of this activity?]
	2. [What is the deadline/timeline?]
* Objective Three-
	1. [Who is in charge of this activity?]
	2. [What is the deadline/timeline?]

Repeat for each goal, adding objectives, timelines, and measurement.