

Planning: Trailblazing with Results

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March 24, 2011

For the National Network of Libraries of Medicine



Everything Flows From the Plan

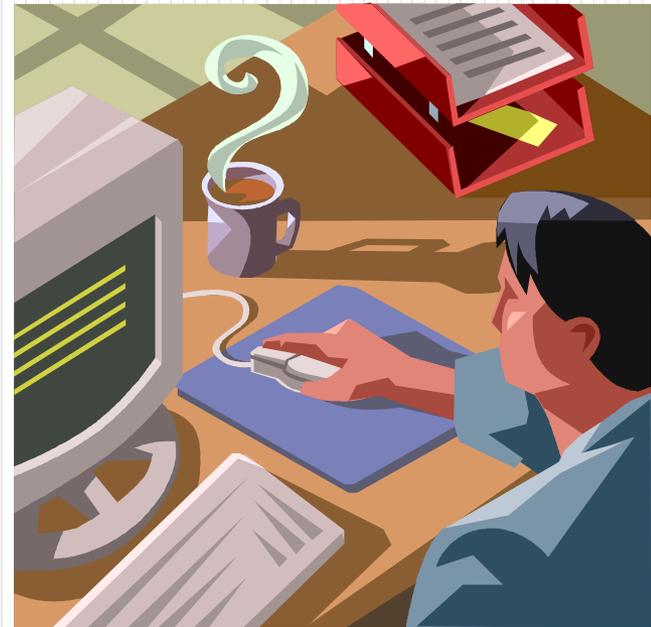
- Budget
- Staffing
- Collection Development
- Services
- Programs
- Outreach
- Philosophical Evolution



Do Your Homework

Planning Resources Include:

- Circulation and Use Statistics;
- Income and Expense Reports;
- Staff Expertise and Availability;
- Program History;
- Outreach History;
- User Suggestions and Surveys;
- Community Demographics; and
- Organizational Directives and Initiatives.



Group Work

Meaningful planning is led from the top. Versus: Plan alone if it is your only option.

Planning in coordination with others is planning for success. Versus: Group work is tough.

Team leaders work together for the good of the whole. Versus: Communication and cooperation is challenging.



Who, What, Where, When, and Outcomes

Using the resources discussed earlier, create attainable goals for the desired period – one year, five years, etc.

Whittle goals list down to a manageable number – don't overload your staff or overextend yourself. Be mindful of your physical space, your budget, and your resources.

Spend as much time brainstorming outcomes as you did developing goals.



The Planning Cycle: Wash, Rinse, and Repeat

Wash=Working Your Plan

Rinse=Collecting and
Considering Outcomes

Repeat=Tweaking Your Plan and
Planning Anew



Tweaking the Plan

- Don't be afraid to alter a plan element that is not providing the desired results.
- Don't carry on with a program or service that is producing results contrary to your mission and goals.
- Do be prepared to justify plan alterations.



The Way of the World

Is “failing to plan” really “planning to fail”?

Good leaders care about the overall plan and understand how each element/department works in coordination to support the mission and goals.

