



Library Planning Checklist

To effectively compete for a grant, review the library's organizational attributes periodically by considering the following:

- Is there a well-defined mission statement guiding decision-making?
- Do the library's goals align with its mission and are they achievable?
- Are objectives clear, measurable, and linked to goal achievement?
- Is there a strategy for collecting community and library data?
- Are statistics organized for easy retrieval of essential information?
- Is participant attendance and feedback tracked for programs and projects?
- Are collected statistics actively used for decision-making?
- Are library staff and community members engaged in the planning process?
- Has the strategic plan been shared with staff, leadership, and community members?
- Are the objectives periodically evaluated to be certain progress is being made?
- Is there a realistic timetable for plan implementation and progress assessment?
- Are community needs regularly assessed to serve the library's population effectively?
- Are library programs, services, and projects aligned with current community needs?
- Are resources regularly reviewed for optimization?
- Are grant reports and donor requests completed promptly and honestly?
- Are public relations and marketing used to communicate successes and gratitude to the community?
- Do library stakeholders share reasons to support the library with friends, colleagues, and family?