

**PLANNING COMMITTEE MINUTES  
FOR  
SCPL MEETING ON 3/28/2024**

Planning Committee held on 3/15/2024 at 2:15 pm; Swanker Room, Karen B. Johnson Library

Attendees: Planning Committee Members - Cheryl Cufari, Brenda Schworm  
Library Staff - Charity Thorne, Beth DeMidio, Devon Hedges

Agenda Item: Next Steps in Planning Process  
a. Process for Selecting a Strategic Planning Consultant

Highlights:

- Attendees discussed the need for a strategic planning consultant for calendar year 2024.
  - o Strategic Plan is useful for directing 80% of the library's focus on resources, mission, vision, and goals.
  - o A strategic planning consultant would cost approximately \$20k with a timeline of 6 months. Primary actions are community survey, focus groups and working with stakeholders.
  
- Planning Committee discussed the library's on-going four major initiatives for this year:
  - 1) Hours Expansion
  - 2) Withdrawal From Joint Automation
  - 3) Programming initiatives
  - 4) New SCPL Website
  
- Meeting outcome:

Since four major initiatives are in varying stages of progress/transition for this year, the Planning Committee recommended that the use of a strategic planning consultant be delayed by one year. Instead for this year, the library should look at the following with respect to the four major initiatives:

  - a) Actions being taken this year,
  - b) Planned expectations of these actions,
  - c) Were the expectations met for each initiative.