

## 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**