

Dates	Events and Activities
February and March 2002	Community Data Collection by Staff Community analysis Demographic information Driving around/looking around What staff already know Information gathered from neighborhood newspapers, business groups, organizations, associations, etc.: Social service organizations, churches, businesses, health care facilities, schools, etc.
March 2002	Circulation snapshots to generate branch use maps
March 15, 2002	City Manager Update
April 17-19, April 29- 30 & May 1, 2002	Staff fill out activities forms
April 19, 2002	City Manager Update
May 5-11, May 20-25, 2002	User survey
Early May 2002	Nonuser telephone survey
May 17, 2002	City Manager Update
May 29 and 30, 2002	Focus Groups-Maria Champlin and Estelle Black · Fair Oaks Apartments low income/disabled housing community · Eastern area Neighborhood Associations leaders - East Regional Branch · Fort Worth Public Library Teen Board - Central Library · Diamond Hill Community Center Seniors · 7th-9th graders - Northside Branch

	<ul style="list-style-type: none"> <li>· Western area Neighborhood Associations leaders - Southwest Regional Branch</li> </ul>
June 21, 2002	City Manager Update
June 27, 2002	<ul style="list-style-type: none"> <li>Advisory Committees Orientation - Sandra Nelson</li> <li>· Community Planning Advisory Committee</li> <li>· Staff Planning Advisory Committee</li> <li>· Steering Committee</li> </ul>
July 23 or 30, 2002	Mayor and Council briefing
August 21 & 22, 2002	Community Data Review - Ron Dubberly (additional service)
	Purpose: review results of user and non-user surveys, demographics, service area mapping data
August 21, 2002 a.m.	<b>Management Team</b>
August 21, 2002 p.m.	<b>Steering Committee</b>
August 22, 2002 a.m.	<b>Staff Planning Advisory Committee and Mid-Managers</b>
August 23, 2002	Review data w/CMO/Paniagua
September 3, 2002	Mayor and Council Briefing to review data highlights
September 3 - 13, 2002	9 General Public Input Meetings (ca. 1.25 hours)
September 24 and 25, 2002	VIP Focus Groups - Sandra Nelson (ca. 1.5 hours)
	Purpose: A combined orientation and input opportunity for the tasks in "Imagine: Identifying the Possibilities" -- Determine community vision and identify community needs.
	Advisory Board
	Foundation
	Friends

		City Manager's Office (CM, ACM, Staff)
		City Dept Heads (PACS, OCOC, T&PW, Police, Fire, Housing, Health, Neighborhood Svcs)
		Ethnic/Cultural groups

September 26, 2002	<p><b>Community Planning Advisory Committee Retreat 10:00 - 3:00</b>  <b>- Sandra Nelson</b></p>
	<p>Accomplish the tasks in "Imagine: Identifying the Possibilities" -- Determine community vision, identify community needs, review library services in view of community vision and needs, recommend needs library can best address. Discuss service responses and make preliminary selections. Summary of community data and various planning reports provided in advance to CPAC. Library provides overview of current services at the retreat.</p>
September 28, 2002	<p>Notes from CPAC retreat available for Steering Committee, Staff Advisory Committee, Staff</p>
October 2 - 4, 2002	<p>Stakeholder Focus Groups - Ron Dubberly and/or June Garcia.</p>
	<p>Purpose: Community vision and needs input sessions                  Business (Chambers of Commerce and other business organizations)                  Cultural organizations (museums, symphony, ballet)                  Education leaders (ISDs, Home School Associations, area colleges and universities)                  Service providers to the Disabled Community</p>
October 29, 2002	<p><b>Staff Planning Advisory Committee Retreat 8:30 - 4:30 - Sandra Nelson and Ron Dubberly. Lunch will be served.</b></p>
	<p>Outcomes:</p>
	<p>(1) Committee members present the results of the meetings they held with staff to discuss the library's strengths and weaknesses in relation to the proposed service responses, and opportunities and threats those responses would present for future services.</p>
	<p>(2) Committee members will reach consensus on strengths, weaknesses, opportunities, and threats.</p>

	(3) Committee members will determine how to present the information on strengths, weaknesses, opportunities, and threats to the Citizen Planning Advisory Committee.
October 30, 2002	<b>Community Planning Advisory Committee Retreat 10:00 - 3:00 - Sandra Nelson and Ron Dubberly. Southwest Regional Library. Lunch will be served.</b>
	Outcomes:
	(1) Committee members will review staff responses to the preliminary service responses.
	(2) Committee members will get any clarification needed about the implications of selecting specific service responses
	(3) Committee members will identify the service responses they recommend for the library and place those responses in priority order.
October 31, 2002	<b>Steering Committee Retreat 9 - 12 - Sandra Nelson and Ron Dubberly</b>
	Outcomes:
	(1) Review, discuss, and approve the library priorities identified by the Citizen Planning Advisory Committee.
	(2) Discuss target audiences for each priority.
	(3) Identify elements to include in the Fort Worth Public Library mission statement.
Early November	Notes from October 29-31 Sessions available for Committees and staff
Early November	City Manager Update: Mission Statement and Service Responses
Early November	Mayor and Council briefing: Mission Statement and Service Responses
November 6, 7, 8, 2002	Technology analysis visit---Diane Mayo

	Note: Analysis will assist refinement of objectives and help identify needed activities.
November 14, 2002	<b>Staff Training Day. 8:30 - 4:30 Sandra Nelson and Ron Dubberly. Staff Planning Advisory Committee, M-Team, Mid-Managers</b>
	Outcomes:
	(1) Participants wil understand the service responses (priorities) selected by the Community Plannining Advisory Committee and approved by the Steering Committee
	(2) Participants will know how to write goals that reflect the library's priorities
	(3) Participants will know how to write objectives that incorporate appropriate measures
	(4) Participants will develop draft goals and objectives for the Fort Worth Public Library
	(5) Participants will review the elements the Steering Committee suggested be included in the library's mission and suggest additions. (Note: DAI will draft a mission statement based on this input)
Mid-November - December 21, 2002	Staff review and revisions of draft goals and objectives for implementing Service Responses
	<b>Staff Planning Advisory Committee, Managers, additional staff to be identified by FWPL</b>
	Outcome: Final goals and objectives will be developed by 12/21/02
December 10 - 13, 2002	Facilities analysis visit - Charlie Robinson
	Note: Analysis will assist refinement of objectives and help identify
December 13 (tentative)	Staff meeting re: collections/merchandising w/Charlie Robinson. Staff Planning Advisory Committee, other staff
November 2002 - January	Collection analysis by staff in terms of Service Responses

<p>January 14-15, 2003</p>	<p><b>Staff Training Days 8:30 - 4:30 both days - Sandra Nelson, Jeanne Goodrich, and Ron Dubberly. Staff Planning Advisory Committee, Steering Committee, members of cross-functional teams identified by FWPL to develop activities for each goal.</b></p>
	<p>Outcomes January 14:</p> <p>(1) Participants will understand the difference between efficiency and</p> <p>(2) Participants will be familiar with the resource allocation concepts and tools in <i>Managing for Results</i></p> <p>Outcomes January 15:</p> <p>(1) Participants will know how to write activities that will accomplish the outcomes described in the library's goals and objectives.</p> <p>(2) Participants will have the tools and know-how to determine the resources required for the selected activities</p> <p>(3) Participants will develop a preliminary list of activities for each goal</p> <p>(4) Participants will review data on technology, facilities, and collections developed by DAI and staff, and begin to make a list of activities to be redesigned, de-emphasized, or eliminated.</p>
<p>January 16, 2003</p>	<p><b>Staff Planning Advisory Committee Retreat. 8:30 - 4:30. Sandra Nelson, Jeanne Goodrich, and Ron Dubberly. Lunch will be served.</b></p>
	<p>Outcomes:</p> <p>(1) Participants will have the skills needed to write and evaluate activities and be prepared to help others learn those skills</p> <p>(2) participants will understand how to determine the resource requirements for an activity and be prepared to explain the process to others</p> <p>(3) Participants will review and expand upon the preliminary activity</p>

	(4) Participants will continue to develop lists of current activities that can be redesigned, de-emphasized, or eliminated.
January 17 - 31, 2003	<b>Staff Planning Advisory Committee and members of cross-functional teams complete identification of possible activities.</b>
	Outcomes:
	(1) A list of proposed activities will be developed for each goal
	(2) A final list of activities that should be re-designed, de-emphasized, or eliminated will be developed
Jan 24-29	ALA Midwinter
February 5, 2003	<b>Staff Planning Advisory Committee Retreat 8:30 - 4:30 Sandra Nelson, Jeanne Goodrich and Ron Dubberly. Gap analysis training. Lunch will be served.</b>
	Outcomes:
	(1) Participants will review the activities for each goal and determine the type and level of resources required for each
	(2) Participants will select final activities they recommend for the first
	(3) Participants will select the activities they recommend be
	(4) Participants will prepare implementation recommendations for both new and changing activities.
February 6, 2003	<b>Steering Committee Retreat 9:00 - 12:00 Sandra Nelson, Jeanne Goodrich and Ron Dubberly.</b>
	Outcomes: <b>Chairs of each cross-functional team</b> present their recommendations to the members of the Steering Committee for review, discussion, and approval

February 7, 2003	Staff Development Day. Sandra Nelson
	Purpose: Planning update for staff.
February 7 - 15, 2003	Staff completes gap analysis with DAI off-site coaching - Sandra Nelson, June Garcia and Ron Dubberly
February 10, 2003	City Manager Update: Preliminary recommendations and service implications
(tentative)	
February 18, 2003 (proposed)	Mayor and Council briefing: Preliminary recommendations and service implications
Mid-March - April 30, 2003	DAI prepares draft Plan in public and executive summary versions.
Early May - May 24, 2003	Library reviews draft Plan documents. Draft available for public review and comment.
Early May 2003	City Manager Update: Highlights of Draft Plan
Early May 2003	
May 13, 2003 (proposed)	Mayor and Council briefing: Highlights of Draft Plan
Late May-Mid-June 2003	DAI revises draft documents
	Note: "DAI will prepare the final documents by revising the draft documents to correct errors of fact, major omissions, and inappropriate emphases."
June 20, 2003 (tentative)	City Manager Update
June 27, 2003	Plan presented to City Council
July 8, 2003	Final Plan adopted by City Council