

Appendix D: Sample Action Plan

Public Library Action Plan

Date: _____

| Item of Interest | Goal | Action | Responsibility | Timeline | Budget | Result |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Increase in homelessness in city | Library will expand programs and services for homeless people by improving staff training and providing more outreach programming. | <p>Empower staff to give out library cards to those patrons who have no fixed address</p> <p>Promote library services at halfway houses and shelters</p> <p>Train library staff on how to recognize and serve people with a mental illness</p> <p>Conduct programming on financial education, budgeting and counselling</p> | Assign responsibility to appropriate staff and/or board members | Start in 2013, ongoing | <p>\$300 for printing pamphlets</p> <p>\$2,000 for 2 day staff training course</p> <p>Contact Credit Union to request free guest speaker</p> | Increased services available to the homeless and those at risk of becoming homeless |
| Large rodeo community in the city | Library will promote community involvement with rodeo culture by providing western themed programs. | <p>Put western themed artwork on display in the library</p> <p>Host lasso and tack construction operation and maintenance programs</p> <p>Hold a regular Western movie night and Western book club</p> <p>Chuck wagon cook off event at the library on Canada Day</p> <p>"Ride your horse to the library" day with a vet on site to talk about proper care of animals</p> | Assign responsibility to appropriate staff and/or board members | Start in 2014 on a one year trial basis | <p>\$600 for material, \$300 for tack expert</p> <p>Contact local veterinarian</p> | Incorporate the rodeo community more into the life of the library |