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**Terms of Reference and Schedule**  
**Madison Library Strategic Planning Committee**  
**Madison, New Hampshire**

**Terms of Reference**

1. Purpose: The purpose of the Strategic Planning Committee (SPC) is to develop a strategic plan that will guide the management and activities of the Madison Library during the years 2015 – 2017.
2. Formation and membership: The SPC is formed under the aegis and guidance of the Trustees of the Madison Library. Members of the SPC shall be appointed by the Trustees. The membership of the SPC shall consist of residents representing a wide range of civic, cultural, educational, environmental, professional, technical, and business backgrounds and interests within the Madison community.
3. Working procedures: The SPC shall attempt to work on a consensus basis in addressing issues relevant to its functions. These issues shall include but not be limited to: choosing a chairperson, scheduling meetings, establishing sub-groups if needed, conducting fact and opinion finding activities, defining the outline and substance of the strategic plan, making writing assignments, and composing and adopting a final draft of the plan. If a consensus cannot be reached on a specific issue, it shall be referred to the Trustees. The SPC shall make use of relevant planning materials and examples for guidance in its work.
4. Support: The Staff of the Madison Library and designated members of the Trustees shall provide support to the SPC throughout their period of work.
5. Budget: The Trustees have established a sum of \$350.00 for strategic planning activities including those of the SPC.
6. Schedule: The SPC shall form a schedule for its activities consistent with a general schedule set by the Trustees (attached).
7. Closure: The SPC shall forward a draft strategic plan to the trustees by the end of August 2014 for review and revision (if necessary). The Trustees may decide to circulate the draft for comment by town officials or other parties or post the draft for public comment or both. After the review and comment period the SPC shall prepare a final document for publication and circulation. Upon completion of the final document the SPC shall be disbanded with the gratitude of the Trustees and the Town of Madison.

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**Proposed Schedule – 2014**

Early March: Committee formation

Develop a list of potential members of the Strategic Planning Committee (SPC). Begin to assemble strategic planning materials and examples.

Mid-March: Committee formation

Approach potential SPC members to determine their willingness to serve.

Early April: Committee formation

Establish the membership of the SPC.

Mid-April: SPC orientation

First meeting of the SPC. Orientation for the SPC. Discuss terms of reference, schedule, budget, planning materials etc.

Early May: SPC planning community engagement

Second meeting of the SPC. Discuss community engagement and establish timeline for community engagement activities. Plan engagement of specific community interests – schools, selectmen, various town committees, and others. Discuss and plan public listening session(s). Develop questionnaire. Establish method for analysis of questionnaire results. Discuss means of documenting and analyzing results of other community engagement activities. Discuss and plan web-based engagement activities.

Late May: Strategic Plan development

Third meeting of the SPC. Discuss general content and structure of the Strategic Plan to include vision, mission goals, and objectives. Develop a draft table of contents and make tentative writing assignments. Distribute questionnaire through a town mailing.

June – July: Community engagement activities.

Meetings scheduled by the SPC as needed. Complete analysis of questionnaire. Engage specific interest groups. Conduct a community listening session. Assemble the results of various engagement activities.

August: writing the plan

Collect written materials from SPC writers. Assemble first draft of the plan. SPC meets to review and revise the first draft. Submit to Trustees for comment.

September: Completing the Strategic Plan

Revise draft plan to accommodate Trustee's comments. Complete final version of the Strategic Plan. Publish and publicize the plan. Critique planning process.