

NAME OF LIBRARY

ORGANIZING LEADERSHIP INTERVIEWS

- Solicit input from Library administrators and managers and Trustees to create list of approximately 25 leaders in your service area who will be invited to participate. The goal is to complete interviews with approximately 15 people;

People we would like to interview:

- Educational leaders
 - Librarians in other institutions, if appropriate
 - Elected officials
 - Social service providers (healthcare, youth and family services)
 - Business leaders
 - Representatives of civic organizations
 - Newspaper editors and media contacts
 - Religious leaders
 - Economic development and urban planning specialists
 - Leaders of youth organizations
 - Other individuals who influence public opinion in the City and counties
- Identify individuals on the list who should, because of political considerations, be interviewed by specific members of the Board of Trustees or the Library Director, and then assign the rest of the leaders to other Trustees and library administrators;
 - Establish target date for completion of interviews;
 - Review and revise/approve proposed discussion guide;
 - Send letter from the Director of (Name of Library) and/or the Head of the Board of Trustees to leaders who are on the list explaining the project and indicating that someone working on the Strategic Planning project will be in touch with them to set up a time for the interview;
 - Prepare an information packet about public library services provided by library to be distributed to all leaders at the time they are interviewed;
 - Conduct and record the results of the interviews using the form provided by The Ivy Group;
 - Send thank you notes to all individuals who participate in the interviewing process from appropriate library personnel; and
 - If individuals do not have a library card, consider issuing one to them following the interview and inviting them for a tour of one of the library facilities.

Recommendations for Leaders to be Interviewed

Name:

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Organizational Affiliation:

Address:

Telephone Number:

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