

MONITORING PROGRESS



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Agenda

Monitoring Progress: Keeping Track of All of the Data

- Case Study
- Management Report
- Board Report

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1. IDENTIFY THE DATA NEEDED TO MONITOR PROGRESS TOWARD REACHING OBJECTIVES

What Needs to Be Done	Who Will Do It	By When

2. DEVELOP A PLAN TO COLLECT AND RECORD THE NEEDED DATA

What Needs to Be Done	Who Will Do It	By When

3. REVIEW THE DATA MONTHLY AND REPORT TO THE STAFF AND BOARD ON PROGRESS AT LEAST QUARTERLY

What Needs to Be Done	Who Will Do It	By When

4. REVISE ACTIVITIES AS NEEDED TO ACCOMPLISH OBJECTIVES

What Needs to Be Done	Who Will Do It	By When

MONITORING PROGRESS CASE STUDY

During case studies earlier this week, you learned that Rosa is the director of the Anytown Public Library. The library completed a new strategic plan in April, 2006 and started implementing the plan on July 1, 2006, the beginning of the Anytown fiscal year. One of the goals in that plan was "Preschool children will develop a love of books and reading."

It is the first week in January, 2007 and Rosa has been reviewing the progress that has been made toward achieving the objectives in the plan during the first six months of the fiscal year. She has scheduled a meeting with Nancy and Letisha, the two staff members who work in the children's area, to discuss their progress toward reaching the preschool goal above. To prepare for the meeting, Rosa asked Nancy and Letisha to send her a copy of their Management Report for that goal with data for the first six months. A copy of their report can be found on the next page. Rosa has reviewed the report.

If you were Rosa:

1. What other data would you want from Nancy and Letisha prior to your meeting with them?

2. During the meeting, what questions would you have for Nancy and Letisha?

3. How would you expect Nancy and Letisha to respond to your questions?

4. What would you expect Nancy and Letisha to do now, and how would you monitor that?

5. How could you avoid the surprises you discovered in your first six month review of the progress toward reaching the objectives in the future?

MONITORING PROGRESS MANAGEMENT REPORT

Goal: Preschool Children will develop a love of books and reading.

OBJECTIVES:

1. Each year, at least 1,200 individual children under the age of six will participate in one or more library-sponsored programs.

	FY 07/08		FY 08/09		FY 09/10	
	Month	YTD	Month	Year	Month	YTD
July	45	45				
August	65	110				
September	68	178				
October	81	259				
November	78	337				
December	55	392				
January						
February						
March						
April						
May						
June						
TOTAL						
TARGET	1,200		1,200		1,200	

2. By the end of 2009/10, the circulation of easy books and picture books will increase by 15% (from 50,000 to 57,500)

	FY 07/08		FY 08/09		FY 09/10	
	Month	YTD	Month	Year	Month	YTD
July	4,500	4,500				
August	4,300	8,800				
September	4,000	12,800				
October	3,900	16,700				
November	4,400	21,100				
December	4,100	25,200				
January						
February						
March						
April						
May						
June						
TOTAL						
TARGET	52,500		55,000		57,500	

3. By the end of 2009/10, 65% of preschool caregivers will indicate that the library played an important role in introducing children to the love of books and reading.

	FY 07/08	FY 08/09	FY 09/10
October Survey	48%		
TARGET	50%	55%	65%

MONITORING PROGRESS BOARD REPORT

Monthly Update for _____

Goal: Preschool Children will develop a love of books and reading.

OBJECTIVES:

1. Each year, at least 1,200 individual children under the age of six will participate in one or more library-sponsored programs.

Program Attendance	This Month	Total YTD	On Target Yes/No

Comments:

2. By the end of 2009/10, the circulation of easy books and picture books will increase by 15%.

Circulation of Easy and Picture Books	This Month	Total YTD	On Target Yes/No

Comments:

3. By the end of 2009/10, 65% of preschool caregivers will indicate that the library played an important role in introducing children to the love of books and reading.

Caregiver Response	This Month	Total YTD	On Target Yes/No

Comments: