



## WAUKESHA PUBLIC LIBRARY

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Bruce Gay, Library Director  
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### MEMORANDUM

**TO: Library Board of Trustees**

**FROM: Bruce Gay, Library Director**

**DATE: March 15, 2018**

**SUBJECT: Draft 2018 Library Director Goals**

The following goals are written in the SMART goal framework (Strategic, Measurable, Attainable, Realistic, and Time-driven).

- By November 30, 2018, I will have worked with a consultant, community groups, library staff, and the Board of Trustees to write a library strategic plan covering 2019-2021.
- By the end of 2018, I will have met with and spoken to at least four community groups about the library.
- By the end of 2018, I will understand completely how the library operates and be able to explain library policies, practices and procedures, both those directly serving the public and internally.
- By the end of 2018, I will have written a project plan that will address the steps and dates needed to form a library foundation.

