

NORTHFIELD PUBLIC LIBRARY**AGENDA****Kick-Off Planning****Friday, June 7**

- **Data Request**
 - Library Strategic Plan
 - City Comp Plan
 - Northfield City Sustainability Goals
 - Existing drawings, or any recent upgrades
 - Existing user data and demographics
 - City Stormwater Requirements
- **Engagement Planning**
 - Determine Planning Kick-Off Attendees
 - Identify Engagement Audiences and Levels of Engagement/Decision-Making for each group
 - Goals Discussion:
 - What do successful library events look like? Who comes? How many people participate?
 - How do you define your community?
 - How is the library currently serving the community? Who has the most access, who has the least access?
- **Schedule**
 - Review Draft Engagement Schedule
 - Existing library events
 - Existing community/city events and festivals
 - Day-to-day library engagement opportunities (exhibit or interactive kiosk)
 - Review Overall Project Schedule (concept, synthesis windows, city, friends, and library review, etc)
- **Next Steps**