

1. Launching ideas before they've been fully discussed or worked out:
 - a. My action: Provide staff with as much notice and information as possible. Gather all the information I can about any changes that are going to be made or ideas that will be implemented in order to answer any questions or address any concerns staff might have. My own understanding of the reasons why an idea is being launched, what purpose it serves, how it will benefit library members, and what is expected of staff in order to implement the changes/project will help me help other library members adjust.
 - b. Staff's action: Ask questions and provide feedback when presented with information about a new project or plan.
 - c. My supervisor/Library Administration's Actions: Keep managers, leads, and other staff informed as possible, passing along information sooner rather than later about how, when, why, etc. and wait until some discussion and feedback has been provided before launching a plan/idea.
2. Celebrating what works:
 - a. My Action: Acknowledging the successes of library staff by sending out kudos or making announcements during staff meetings. It's also important to take notice of the strengths of projects and plans even if they are not working out as well as hoped. Communicate with supervisors and offer feedback, make suggestions when I see something that has had positive impacts on library members.
 - b. Staff's action: Acknowledge when coworkers handle a situation well or do a good job completing a task and provide feedback including both strengths and weaknesses.
 - c. My supervisor/library administration's actions: Acknowledging the successes of library staff by sending out kudos or making announcements during staff meetings. It's also important to take notice of the strengths of projects and plans even if they are not working out as well as hoped, as well as to consider using the elements of an idea/project that have been successful while planning for the future. Communicate and listen to staff's suggestions.
3. Involve people most impacted by changes:
 - a. My action: In 1-on-1 meetings, ask team members for their feedback on new plans and projects. Make time to work with library aides and circulation clerks to get a sense of how a plan may or may not be beneficial to each respective position. Communicate responses to managers.

- b. Staff's action: Communicate with supervisors and managers. Provide constructive feedback and ideas that may help in the transition or provide a more efficient way to perform a task.

- c. My supervisory/library administration's actions: Keep the lines of communication open as possible and be open/responsive to feedback from staff. Ask for suggestions, take them into consideration, and use what may work when creating strategies to implement plans.