EXAMPLE OF TASK MANAGEMENT MATRIX
FOR SUMMER READING PROGRAM

Task	When to occur	Responsible Person	Update on task
Ascertain WSL summer reading theme	Fall 06	YA/Children's Librarian @ public library	Done
Meet to coordinate theme use & plan implementation	November 06	PL and School librarians	PL inviting School personnel to meeting on this
Announce next summer's theme for reading	December 06	PL and School library: director of each	
Prepare packages for all libraries participating in summer reading program	February 07	PL staff – supervised by YA/Children's librarian – need to contain X elements	These will need to go to all types of libraries, summer camps, daycares, youth clubs
Distribute all packages, do marketing for summer reading	Spring 07	PL and school librarians contact all sites and all media contact points	A list of possible media sites will be generated by staff for this action.
Sign-up summer reading participants	May 07	All staff at both public and school sites	Contacts remade at all sites, schools and clubs especially focused upon.
Kick off Summer Reading program	June 07	Public librarians	
Report summer reading actions	September 07	Public library staff	These reports go again to schools for their recognition of students in program
Report of summer reading activities to media	September 07	Public library staff	A media announcement can be done and sent to multiple locations for their use.