



REPORT TO THE LIBRARY BOARD

MEETING DATE: FEBRUARY 20, 2014

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| Session: | Public Session |
| Subject: | LPL Strategic Plan 2014-2016: Progress Report # 6 |
| Prepared By: | Strategic Plan Steering Committee (Josh Morgan, Scott Courtice, Gloria Leckie, Anne Baker, Ellen Hobin, Susanna Hubbard Krimmer, Barb Jessop, Margaret Wilkinson) |
| Presented By: | Susanna Hubbard Krimmer |
| Purpose of Report: | For Receipt <input checked="" type="checkbox"/> |

RECOMMENDATION:

It is recommended that the Library Board receive this report.

ISSUE/OPPORTUNITY

The purpose of this report is to provide the sixth progress report on the strategic planning process to-date.

STAFF ENGAGEMENT INITIATIVES

With the conclusion of the Community Engagement Phase of the LPL Strategic planning process, Administration began the Staff Engagement Phase of the process. Staff involvement in the public engagement, research findings, and service area mapping has meant that many staff have been part of the planning process over the last six months. As well, all staff are now having an opportunity to give direct input into the potential themes and actions for the new plan.

Staff Development Day

As reported to the Board in December 2013, a Staff Development Day was held on November 1, 2013, and focused on strategic planning. The goals were to provide staff with

information on the progress of the 2014-2016 Strategic Plan to date and to begin to obtain staff input. All of the staff ideas from the day were collected and have now been collated to identify themes and potential actions. There is significant alignment between the themes that emerged from the research, community engagement and staff development day event.

Staff Input Sessions

Susanna Hubbard Krimmer, Anne Baker and Beth Kinchlea are holding staff input meetings with staff from across the organization. Staff are considering the themes that emerged from the research, community engagement and staff development day and are considering a series of questions about the future of library services and space.

Eighteen sessions were booked for the month of February, with up to 15 people attending each meeting. Given the weather, sessions have had to be rebooked so there will be some meetings in early March also.

NEXT STEPS

With the close of the Staff Engagement Phase of the planning process, the next steps will be to bring a consolidated list of potential “Strategic Themes” and “Strategic Initiatives” to the Board.

The planning agenda had shown that Administration would bring the proposed Strategic Themes to the Board in February and Strategic Initiatives in March. Due to the comprehensive undertaking of the Community Engagement Phase and now additional time required for the Staff Engagement Phase, both the themes and actions will be brought to the Board in March.

There will be a facilitated discussion at the March meeting of the Board to support the deliberation and selection of the Strategic Themes and Strategic Initiatives so that we can launch the LPL Strategic Plan in April as planned.

| Milestone | March-May | June | July | August | September | October | November | December | January | February-March | April-May | June |
|---|-----------|------|------|------------------|---------------|----------|----------|----------|---------|----------------|-----------|------|
| analysis of External Environment | | | | | | | | | | | | |
| Update community mapping profiles for library locations | | | | | | | | | | | | |
| Create user and non-user profiles | | | | | | | | | | | | |
| Identify LPL Strategic Alliances and service partners | | | | | | | | | | | | |
| Research and analysis of Internal Readiness | | | | | | | | | | | | |
| Report Findings to Steering Committee | | | | Steering Meeting | | | | | | | | |
| Report Findings to Board | | | | | Board Meeting | | | | | | | |
| Establish Engagement Teams | | | | | | | | | | | | |
| Design engagement tools, e.g. digital town hall, survey, etc. | | | | | | | | | | | | |
| Schedule and book engagement opportunities, e.g. meetings, focus groups, outreach, etc. | | | | | | | | | | | | |
| Engagement - Input Phase | | | | | | | | | | | | |
| Report findings to | | | | | Steering | Steering | | | | | | |

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|--|-----------|------|------|--------|-----------|---------------|------------------------------------|------------------|---------|---|-----------|------|
| Steering Committee | | | | | Meeting | Meeting | | | | | | |
| Report findings to Board | | | | | | Board Meeting | | | | | | |
| Employee Strategic Planning Sessions | | | | | | | November 1 st Staff Day | | | | | |
| Board Strategic Planning Session | | | | | | | | | | | | |
| Validation process with stakeholders | | | | | | | | | | | | |
| Review by Steering Committee | | | | | | | | Steering Meeting | | | | |
| Approval by Board | | | | | | | | Board Meeting | | | | |
| Employee Strategic Planning Sessions | | | | | | | Staff Day | | | System Staff Meetings – Feb 3-26 | | |
| Strategic Plan Themes Recommendations to Board /? Board Strategic Planning Session | | | | | | | | | | Board Meeting – February 20 <i>power point presentation</i> | | |
| | | | | | | | | | | Debrief from System Staff Meetings (SHK, BK, AB) – Feb 28 @ 9am | | |
| | | | | | | | | | | ST Planning Day – | | |

