

# **Poudre River Public Library District Strategic Planning Process DRAFT 1-14-2019**

## **Strategic Planning Criteria**

- Clearly communicate impact on process as result of participation
- Do not bite off more than we can chew
- Do not need to include everyone in all aspects of the process
- Build on successes
- Be considerate of limited time
- Avoid duplication
- Define the kind of communication we want and the best processes for accomplishment
- Acquire staff and stakeholder ownership and commitment

## **Phase I—Master Plan and Leadership Team cohesion**

Executive Director will speak with as many staff as possible, through departmental meetings, on the Master Plan contents and share the process on how the Library is moving forward with a new strategic plan.

With new Finance Officer, Leadership team will participate in a team building program, via the City of Fort Collins.

## **Phase II—Mission and Values**

The Library will anchor the strategic plan to the guiding principles of the Library's mission statement, our values and the approved 2019 Master Plan document. Revisiting our values is important for the following:

- The values of the organization as an entity are aligned, understood, and respected across departments and teams.
- The values of the people within the organization are also aligned, understood, and respected.

The development of our revised values from focus groups, board members and other key stakeholders—board retreat along with LLT? Review and identify key themes from the Master Plan report

## **Phase III—Identify Goals and Priorities**

A draft plan building on contributions from board and library staff, with additional input community stakeholders....and an agreed upon high-level goals and priorities. A Project Management Team (PMT) will be created to manage and coordinate this effort.

- Analyze master plan key themes, work with small in-house library groups for additional contributions and develop broad themes
- PMT will develop goals and priorities with special library teams (to be determined) and request additional input, as needed
- Share draft goals with library staff and stakeholders—work with teams to make revisions

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## **Phase IV—Develop and Disseminate Plan**

The PMT will develop a draft plan building on all the contributions from library staff, board, and community stakeholders. The draft will be shared with everyone within the Library, stakeholders, and finalized after considering comments received. This strategic plan will guide the work of the library for the next three years after adoption and will be made widely available.

## **Phase V—Identify Activities, Tasks, To Do List**

Share agreed upon top priorities with Library Board:

- Identify and prioritize activities
- Create tasks aligned with key themes and identify who is responsible for implementation
- Create budget and secure resources for implementation of the plan
- Share plan throughout the library district