



Nathan Baum/Lib
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To Library Staff
cc
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Subject Strategic Planning

To Library Staff:

As you know, we are beginning to review our Strategic Plan (2003-2006) and develop a new two- or three- year plan. To facilitate the process, a Strategic Planning Task Force (SPTF) has been established consisting of me, Dana Antonucci, Aimee de Chambeau, Mary Ficuciello, and Lynn Toscano. One of our tasks is to involve as many members of the staff as possible in this process. While members of Director's Council and Library Team Leaders will be forming groups to develop plans and objectives in their areas and will be asking appropriate staff to help them, the SPTF also encourages all staff members to contact us with any comments and recommendations concerning plan goals and objectives, including recommending new goals and objectives, redefining existing goals, and any other proposals you may have concerning the plan and the process. All such communications will be considered by the SPTF and appropriate members of Director's Council. Library staff can send their comments to any of the task force members by email or regular mail (for anonymous submissions).

There are some key documents available on the "LIB_Staff" and "Dirs_Council" share drives, specifically the "Strategic Plan 04.06 November 2004 revised.doc" and the "Mission, Vision, Values, 2006.doc." Please let me know if you need any help finding and displaying these documents. In addition, a tentative schedule for the process was discussed at Director's Council and is reproduced below.

Proposed strategic planning schedule.

€Wednesday, May 3rd. Director's Council: accomplishment reports for 3/2005 to 3/2006 from departments and teams will be reviewed. Each goal from the Goal "spreadsheet" (rev'd 11/5/04) will be assigned to the appropriate staff member based on SPTF recommendations.

€Thursday, May 4th. Begin process of developing goals and objectives for June 30th due date.

€Tuesday, June 6th. Two all staff meetings: accomplishments presented at May 3rd Director's Council meeting and developed into a new presentation (probably ppt) by SPTF will be presented.

€Friday, June 30th. New goals and objectives statements due.

€Monday, August 7th or Wednesday Aug 9th. Two all staff meetings to review new goals and objectives.

€Wednesday, August 16th. Director's Council meets to finalize plan.

€Tuesday, September 8th. Any necessary revisions made; plan completed.

Thank you,

Nathan Baum, on behalf of the SPTF.