

Oregon City Public Library Strategic Plan Timeline

September 2017

- 15 – Initial planning meeting with Darci
- 16 – Updated current Strategic Plan with accomplishments
- 20 – Mo informed Tony (City Manager) of the process

October

- 11 – Library Board agrees in principle to initiate the planning process
- 18 – Phone call with Darci to review timeline (3:30-5)
- 19 - Meeting with Full Time Staff to describe and explain strategic planning/retreat on 11/28; ask Gina to make signage

November

- 15 – All staff survey asking 'what would make Oregon City a better community?' (a version of the community response question)
- 15, 3:00 p.m. – Phone call with Darci to develop/review agenda, activities, etc
- 28 – Full Time staff retreat to orientate staff and on the process and discuss the current vision and mission statements; bring services responses to help inform discussion

December

- 1 – Inform public of start of strategic planning process (talk to Gina re: signs)
- 1 – First community response question: What one thing would make your life easier? (in library and on social media)
- 1 – Start gathering data, demographics, etc
- 12, 3:00 p.m. – Phone call with Darci to review
- 15 – Second community response question: Why do you live in Oregon City?

January 2018

- 2 – Third community response question: What one thing would make our community better?
- 15 – Mo and Denise start looking at community responses
- 17 – Phone call with Darci to review
- 30 – Take all community questions down

February

- 1 – Mo and Denise compile community responses
- 7 – Staff review and recommend preliminary service responses to planning committee using SWOT (strengths, weaknesses, opportunities and threats) (9-12:30)
- 14 – Board reviews preliminary service responses and makes recommendations to planning committee
- 14 – Board recommends names of people to invite to be in the planning committee
- 15 – Staff recommends names of people to invite to be in the planning committee, including 1 staff member
- Start developing planning meeting agenda

March

- 1 -- Finalize packet contents and schedule completion

- 15 – Board reviews and accepts participants of the planning committee, timeline and use of outside facilitator
- 16 – Invite potential planning committee members
- ? – Prepare staff for change – staff readiness assessment
- ? – Send planning committee members informational packets
- Late – Stakeholders' meeting (planning committee) – 1 to 2 days to set stage, give key data points that we want them to know, give service responses, set goals
- ? – Consider vision and mission statements and get staff input
- 22 – Staff review draft vision and mission statements and suggest revisions

April

- 11 – Board reviews and accepts changes to vision and mission
- ? – Identify goals
- 26 – Staff review draft goals and sets objectives

May

- 9 – Board reviews and accepts goals and objectives
- 10 – Mo and Denise start writing Strategic Plan

June

- 13 – Board approves Strategic Plan

Red – Management

Blue – Board

Green – Staff

Purple – Public

Orange – Planning Committee

Commented [1]: Add an entry for when the Strategic Plan document will be completed