

Date of Meeting: March 23, 2023

Report Number: A50-23

Report Subject: 2023 – 2026 Strategic Planning Process

Recommendation:

1. THAT the Clarington Public Library Board receive Administrative Report No. A50-23: and launch the strategic planning process as outlined in the report.

Report Overview:

To provide the Board with information regarding the development of a new strategic plan.

Summary:

The Clarington Public Library Board developed a Strategic Plan in 2010, which was re-affirmed in 2014 (Appendix A). The 2023 – 2026 Strategic Plan will be the first strategic document for the Library, Museum and Archives and as such, is an exceptionally exciting and vital step in charting the vision, priorities, and goals for the next 3–4 years.

Strategic Plan Process:

A strategic planning processes is a months-long engagement program that results in clear direction, values, and objectives for an organization. A strategic plan will communicate to staff and the community our:

Vision: “The why” A concise aspirational statement that summarizes our objectives

Mission: “The who” The formal summary of the organization and our goals

Strategic Pillars: “The what” High level directions to focus the organization’s goals

Strategic Objectives: “The how and when” Specific, actionable, aspirational, and achievable objectives that will fulfil our Strategic Plan

Library Board, community, staff, and stakeholder engagement are essential in the planning process. A survey with board approved questions will be released to the

community in early Q3. Best practice for strategic plan surveys is to be broad in nature to conceptualize from a high level.

The Library Board will be provided with relevant planning documents from the Municipality and other libraries for review.

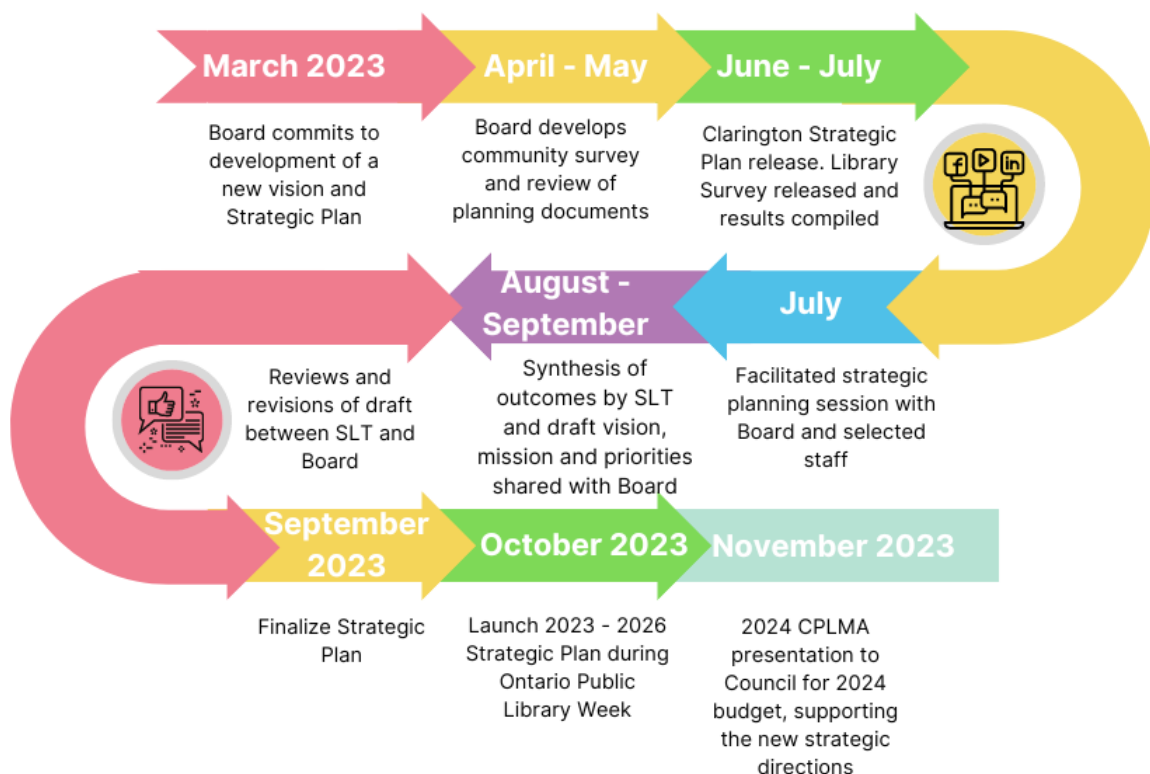
Facilitation:

The Library Board and a staff team can participate in an Ontario Library Service (OLS) guided, facilitation session to shape the Strategic Plan. A facilitation, rather than a consultant, is recommended due to the significant cost for a consultant, and there is internal expertise that can guide and produce the strategic plan. Facilitation costs will not exceed \$3,000. Strategic plan consultants are currently trending at \$60,000.

OLS will attend the May 18 Board Meeting to provide an overview of material, orientation for strategic planning and to prepare for the July facilitation. The facilitation date will be determined by consensus at the March 23 board meeting.

Road Map:

Road Map to a New Strategic Plan



Financial Implications:

The total cost for developing the Strategic Plan will not exceed \$5,000.

Report Submitted By:

Monika Machacek, Chief Executive Officer