**Strategic Planning Process FY11**

The goal of the strategic planning is to develop a statement of the desired future state of the library and a short-term (3-year) plan to attain that state. We will develop specific time-bound statements of intended future results that are translatable into action items.

1. **Methodology:** Draw—See—Think—Plan:
   - **Draw:** What’s the desired end state or future state (vision and goals)?
   - **See:** What is today’s situation and what is the gap between today and the desired future state (gap analysis)?
   - **Think:** What are the ways we could reach the desire future state (objectives)?
   - **Plan:** What budget and staffing is needed to reach these goals and objectives?

2. **Participants:**
   - **LMC:** Draw, See, Think phases
   - **EC:** Plan phase
   - **Faculty Library Committee** is also asked about the desired future state—what would they like to see us doing that we are not doing now? (November)
   - **All staff forums** will be held at the end of the first 3 phases to gather feedback. A comment box will also be available for staff to submit anonymous comments. Managers will be responsible for gathering staff feedback on all phases of the process.

3. **Timeline:**
   - Two to three 2-hour meetings each for phases 1-3. This would happen between now and March.
   - Phase 4 would be done by the EC in April and early May.
   - Plan to be finished by mid-May.

4. **Communication:** Establish an all staff wiki
   - Minutes will be kept and shared on the wiki
   - Drafts of each phase will be shared on the wiki
   - Drafts will be discussed at special all-staff forums
   - Comment box (see above)
   - Director decides what to share with the EAD and ULC and when to share it
   - Director leads all-staff meeting where she shares the final plan