

For Council Meeting:
Agenda Item: _____

December 10, 2007
4.3 (i)

TO: MAYOR AND CITY COUNCIL
THRU:  ROBERT G. WELLS, CITY MANAGER

For FROM: GAIL WARNER, LIBRARY DIRECTOR 

SUBJECT: LIBRARY STRATEGIC PLANNING PROCESS

ISSUE:

To provide an update on the library strategic planning process.

RECOMMENDATION:

For information only.

BACKGROUND:

On February 27, 2006 Council passed a motion directing staff "to prepare a long-term plan for future library budgets to bring library services up to a level to meet the City's needs."

At its budget hearing in April 2006, library staff related the need to hire a consultant to help put together a library strategic plan. This plan would incorporate a lot of community input on what library services are most valuable to Salem residents, where the library could enhance services, and what services are lacking in need within the community. The budget committee, and then council, approved funding for such a consultant in the 2006-07 library budget. The appropriation was carried over into the 2007-08 library budget to complete the project.

The project consultant was selected, and contracted to assist library staff in developing the strategic plan for the library. A preliminary planning session was held with library management in October 2007.

FACTS AND FINDINGS:

To assist in the development of the library's strategic plan, a committee of Salem community representatives will be put together. These individuals will be from all facets of the Salem community: business, education, the arts, publication, civic organizations, high school students, the faith community, library support organizations, and many others.

The committee, which will consist of 20-30 people, will provide input on library services they see as important, and/or not important, to the community. The committee will also help brainstorm ideas for future library services not currently offered. Finally, they will also help select three to four principal roles that the library should perform to fulfill the needs of the Salem community. These roles (the American Library Association identifies up to 17 principal roles), in addition to all other committee input, will then help library staff, with the aid of a consultant, develop a strategic plan which will establish library service goals for the next five years.

When complete, the strategic plan will provide a clear indication of what the community needs from its library. It will establish goals by which the library management can plan for current and future services, develop budgets, and establish priorities upon which services to focus library resources.

Library staff will submit the report to the Library Advisory Board for review, and then to Council for approval in the late Spring of 2008.