AGENDA

WORKSESSION
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

Monday, May 23, 2005
2:00 P.M.
Library Conference Room

The Purpose of the Placentia Library District is to provide library services and materials that are responsive to the informational, recreational, educational, and cultural needs of all members of the community.

To accomplish this goal the Library:

📖 Acquires, organizes and maintains a collection of print and non-print materials to meet the informational, recreational, educational, and cultural reading, listening and viewing needs of the residents of the District and other eligible users.

📖 Provides qualified staff to assist the public with the use of the collection and the information contained therein.

📖 Provides and operates a library facility, that is free of physical barriers, to house the collection and services, to provide reading and study space for users, and to provide space for Library and community programs.

📖 Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside or have resided in Placentia.

AGENDA DESCRIPTIONS: The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Board may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.

REPORTS AND DOCUMENTATION: Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.

1.   Roll Call   Administrative Assistant

2. Adoption of Agenda

This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).

> Presentation: Library Director
> Recommendation: Adopt by Motion

3. Oral Communications

At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.

In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.

In accordance with California Government Code Section 54954.3, members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board.

Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized by Government Code Section 54954.2(b).

4. Planning the Planning Retreat -- Strategic Planning Session with Susan Berk

ADJOURNMENT

5. Agenda Preparation for the May Regular Meeting, which will be held on Monday, May 23, 2005 at 4:00 P.M.

6. Review of Action Items.

No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

7. Adjourn

****************CERTIFICATION OF POSTING*********************

I, Elizabeth D. Minter, Library Director for Placentia Library District, hereby certify that the Agenda for the May 23, 2005 Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, May 19, 2005 at 1:30 P.M.

PLANNING THE PLANNING RETREAT

Placentia Library District

May 23, 2005

Susan Berk, Management and Staff Development

Phone 818•990•7459   susanberk@pobox.com

STRATEGIC INTENT

Strategic Intent captures the essence of how the library's leadership envisions the library in years to come, provides a common direction, expectations, and a frame of reference, and serves as a target that will direct the effort and commitment of the staff.

In setting direction for the future, strategic intent guides operational planning and decisions and allow for the identification of the skills, capabilities, and resources needed to internalize and realistically achieve future goals.

Why Plan?

- Causes leaders to examine past thinking in light of current and future realities within the Library and in the community.

- Provides a common direction, common expectations and a common frame of reference, thus increasing the probability of success.

- Sets priorities for time, resources, activities and meetings by focusing on the big picture and the practical steps needed to achieve longer term goals.

- Establishes the foundation for budget priorities and operational activities.

- Avoids individuals working on those things which are important to them or their function rather than what is most important to the Library's strategic goals, and prevents crisis responses when events or changes occur that might have been anticipated and planned for.

- Facilitates coordination and communication between all functions and levels within the Library and with the Library Board, Foundation Board, and Friends.

- Provides a critical tool for effectively leading the Library through turbulent times, and establishes a process for flexibility and change of direction when circumstances dictate.

- Sets goals that can be monitored and evaluated to determine growth, progress, success.

METANOIC ORGANIZATIONS ANTICIPATE AND CREATE THE FUTURE

"Metanoic organizations are those where members are continually learning how to expand their capacity to create their future. It is a shift from the point of view in which people see themselves constrained by current circumstances to one that empowers them to create the circumstances and results they choose. Metanoic organizations are infused with the commitment and energy necessary for inspired performance and the achievement of greatness. Their visions become reality."

(Peter Senge, *The Fifth Discipline*)

Characteristics of a Metanoic Department

Deeply purposeful

There is a sense of vision, a feeling that the organization stands for something important. There is clear direction for the future. Expectations and roles are clarified. Everyone feels informed and involved in actualizing the mission and goals.

Alignment

People work towards the goals as a team. There is a high level of trust. Conflict is accepted and used to stimulate new ways of thinking about and solving problems. There is synergy, and team performance exceeds the collection of individual efforts. Individuals are aligned with each other and with the public. Decisions, actions and resource allocations are aligned with and visible demonstrate the values and mission.

Personal talent and mastery

Individuals work to create the results they want. They "make it happen". They have or get the skills to make it happen. They identify areas for personal and professional improvement. People learn from one another. Continuous learning is valued. People try new approaches. Benchmarking is important. There is a mindset and structure for empowerment at all levels.

Systemic thinking

Faces current reality in order to make decisions for the future. No historitis. Works to enhance the positive forces and decrease the negative forces which affect movement towards organizational goals and mission. Looks beyond events and symptoms and crisis to underlying causes of problems. There is continuous improvement of the processes and systems not just tasks. There is openness to continuous examining and improving of "how we do things". No "sacred truths". Knows how today's actions will create tomorrow's reality.

**IT'S ALWAYS GOOD TO KNOW WHERE YOU WANT TO GO
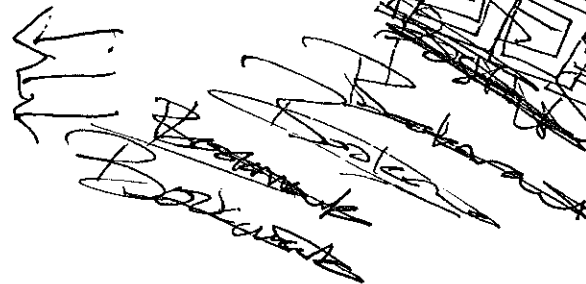BEFORE YOU SET OUT ON THE ROAD.**

1. **Defining a clearly stated purpose for the retreat:**

2. **Articulating the desired outcomes or products of the retreat:**

3. **Being realistic and smart! Anticipating the forces and issues
   that will drive or hinder planning success:**

STRATEGIC PLANNING STEPS

1. All planning flows from the Library Mission.

Review the Mission and confirm that your Mission continues to articulates the purpose of the Placentia Library now and in the future. The Mission forms the foundation of the strategic plan.

2. Assess the realities, risks, needs, challenges and opportunities propelling the Library into the future.

Use a **SWOT** analysis to assess your **Present Position**. Ask the question: *What happens if we stay the same while the internal and external environment changes?*

Strength internally
Weakness internally
Opportunity externally
Threats externally

3. Identify areas of strategic intent.

Identify the key areas in which you intend to move forward. Generate initial ideas for future goals based on the SWOT and Present Position Analysis. *What are the key issues the Board should consider in future planning?* Put these issues in question form.

4. Select goal priorities and write strategic goal statements

Develop and specific criteria (examples: mission consistent, feasibility, long term benefits, risks, etc.) to identify which key areas will become strategic goals.

Translate these priority areas of strategic intent into understandable and measurable strategic goal statements.

5. Implementation planning

Create the operation road map needed to implement your selected strategic goals. Include:

- Objectives, action steps, and timelines.
- Resources needed to achieve the goal: budget, people, expertise, space, etc.
- Who will be accountable for the goal, who will have responsibility for implementation activities, and who else need to approve or be involved, informed?
- Improvement of Internal business processes to implement the goal
      customer flow
      information flow fewer errors
      knowledge flow
      workforce flow

- Strategic learning and professional development
- Communication and alignment issues

6. Monitoring and evaluation Plan

Set a timetable and a process for monitoring the strategic goals.

- How often will the Board, or others, come together to assess progress?
- What happens if there is a major barrier that prevents movement toward the goal?
- What are the lines of communication back to the staff, community?

7. Marketing Plan

Once the plan is finalized and in place, how will it be "marketed" and communicated out to all staff, volunteers, community?