PUBLIC/LEGAL NOTICE

An LLD Strategic Planning Committee Meeting will be held on August 15, 2018 at 7:00 pm in the Meeting Room of the Lisle Library District, 777 Front Street, Lisle, Illinois. The LLD records committee meetings. Any person who has a disability requiring accommodations to participate in this meeting should contact the Lisle Library during regular business hours within 48 hours before the meeting. Requests for a qualified interpreter require three working days advance notice.

LISLE LIBRARY DISTRICT
LLD Strategic Planning Committee Meeting
August 15, 2018 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak
3. Approve Minutes of the July 25, 2018 LLD Strategic Planning Committee Meeting
4. Review: Draft Facility objectives, approach and appendix
5. Discussion: Draft Technology and Innovation objectives and approach
6. Adjourn
LISLE LIBRARY DISTRICT
LLD STRATEGIC PLANNING COMMITTEE
July 25, 2018 - 7:00 p.m.

1. Roll call
   Present:
   Jay Fisher - President | Chair
   Thomas Hummel - Vice President
   Longry Wang - Treasurer
   Marjorie Bartelli - Secretary
   Liz Sullivan - Trustee
   Richard Flint - Trustee
   Emily Swistak - Trustee
   Elizabeth Hopkins - Director of Adult Services
   Will Savage - Director of Youth Services
   Tatiana Weinstein - Director/Ex-officio
   Beth McQuillan - Assistant Director/Ex-officio

2. Opportunity for visitors to speak
   One visitor addressed the Committee. The visitor mentioned that he appreciated the recorded meetings. He referenced the Geneva Public Library District and similarities between both libraries. He stated that he hoped the Trustees were willing to advocate for resources needed to bring Lisle Library District into the 21st century.

3. Approve Minutes of the June 20, 2018 LLD Strategic Planning Committee Meeting
   MOTION: Vice President Hummel moved to approve minutes of the June 20, 2018 LLD Strategic Planning Committee as amended. Treasurer Wang seconded. Roll Call Vote - All Aye. The motion passed.

4. Discussion: Draft Facility objectives and approach
   Director Weinstein began the meeting with a brief recap of previous meetings. Director Weinstein referenced a problem statements document. Committee members discussed the language used in the Facility draft as submitted by Director Weinstein. Treasurer Wang suggested a format change to simplify the document. There was a consensus among Committee members that the list referencing facility issues was important and that the format change suggested by Treasurer Wang was a good idea. Director Weinstein stated that she would produce a new Facility draft with an appendix. Members suggested the next meeting’s focus should be Technology. Future dates for the upcoming meetings were discussed.

5. Adjourn
   MOTION: Vice President Hummel moved to adjourn the meeting. Trustee Sullivan seconded.
   Voice Vote - All Aye
   The meeting adjourned at 8:31 p.m.
Recorded by

____________________________________

Chris Knight, Recording Secretary

Approved by the LLD Strategic Planning Committee on August 15, 2018.
Approved by

____________________________________

Jay Fisher, President/Committee Chair
FACILITY

Objective:

Provide a welcoming facility and campus that meets community needs, encourages utilization, and fosters an enriching environment.

Approach:

1. The LLD Strategic Planning Committee (SPC) appreciates and recognizes the concept of Universal Design (UD) as understood and employed by various business/educational institutions worldwide. The LLD shall utilize UD concepts in its projected facility projects.

2. **Update and enhance facility structure and Address interior and exterior areas as identified by SPC to improve user experience (see Appendix A).**
   a. **Interior**
      i. Provide adequate restroom facilities on all floors, including a family bathroom option
      ii. Equip facility with suitable group and individual study space
      iii. Create a hospitable foyer experience for first-time and regular users
      iv. Dedicate **Provide** space for media, maker, and STEAM activities
      v. Reconfigure and update HVAC components in building
      vi. Reconfigure and update IT infrastructure
      vii. Develop circulation processes that eliminate redundancies and enhance user experience
      viii. Provide adequate shelving/space to feature new and innovative formats while maintaining appropriate space for traditional formats
      ix. Provide safe, vehicular drop-off lane for patrons near entrance
      x. Equip Youth Services Department with adequate programming space and clear sightlines
      xi. Furnish electrical access to users in effective and appropriate locations
      xii. Increase **Optimize** RFID components within facility
      xiii. Provide adequate reading, study, meeting, collection, programming space for high-school aged patrons
      xiv. Offer patrons a food/drink option
   b. **Exterior**
      i. Effectively accentuate entrance to facility; highlight facility presence in community
      ii. Monitor and maintain storm-water drainage system on property
      iii. Offer patrons a selection of safe, welcoming, and inspirational outside areas to read, meet, and/or unwind

3. When appropriate, commission professional assistance to achieve SPC Facility objective.

4. LLD Physical Plant Committee to review expert advice and recommend steps to achieve SPC Facility objective.
Appendix A

Facility

1. Provide adequate restroom facilities on all floors, including a *family bathroom* option
2. Equip facility with suitable group and individual study space
3. Create a hospitable foyer experience for first-time and regular users
4. Provide space for media, maker, and STEAM activities
5. Reconfigure and update HVAC components in building
6. Reconfigure and update IT infrastructure
7. Develop circulation processes that eliminate redundancies and enhance user experience
8. Provide adequate shelving/space to feature new and innovative formats while maintaining appropriate space for traditional formats
9. Provide safe, vehicular drop-off
10. Equip Youth Services Department with adequate programming space and clear sightlines
11. Furnish electrical access to users in effective and appropriate locations
12. Optimize RFID components within facility
13. Provide adequate reading, study, meeting, collection, programming space for high-school aged patrons
14. Offer patrons a food/drink option
15. Effectively accentuate entrance to facility; highlight facility presence in community
16. Monitor and maintain storm-water drainage system on property
17. Offer patrons a selection of safe, welcoming, and inspirational outside areas to read, meet, and/or unwind
TECHNOLOGY AND INNOVATION

Objective:
Implement and administer effective, efficient, an innovative technology throughout the facility and on campus.

Approach:
1. Develop IT (Information Technology) Plan that includes:
   a. Technology replacement schedule
   b. Disaster recovery program
   c. Updated IT infrastructure
   d. Enhanced network and facility security
2. Adopt uniform IT hardware strategy; purchase and contract in accordance.
3. Reconfigure LLD server room; servers, switches, appliances, and cable management.
4. Optimize RFID components within facility.
   a. Explore innovations to enhance user experience, assist with inventory, and to provide additional security
   b. Examine ways to streamline tasks through automation
5. Improve access to technology resources
   a. Launch Library app
   b. Expand technology education opportunities via public programming
   c. Provide appropriate space for technology education opportunities