PUBLIC/LEGAL NOTICE

An LLD Strategic Planning Committee Meeting will be held on September 18, 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
September 18, 2018 - 7:00 p.m.

1. Roll call
2. Opportunity for visitors to speak
3. Approve Minutes of the August 15, 2018 LLD Strategic Planning Committee Meeting
4. Review: Draft Facility objectives and approach
5. Review: Draft Technology and Innovation objectives and approach
6. Discussion: Draft Organizational Culture objectives and approach
7. Discussion: Draft Advocacy, Outreach, and Awareness objectives and approach
8. Adjourn
1. Roll call  
   Present:  
   Jay Fisher - President | Chair  
   Thomas Hummel - Vice President  
   Longry Wang - Treasurer  
   Marjorie Bartelli - Secretary  
   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  

   Absent:  
   Liz Sullivan - Trustee  

2. Opportunity for visitors to speak - None  

3. Approve Minutes of the July 25, 2018 LLD Strategic Planning Committee Meeting  
   **MOTION:** Trustee Flint moved to approve minutes of the July 25, 2018 LLD Strategic Planning Committee Meeting. Treasurer Wang seconded.  
   Roll Call Vote - All Aye. The motion passed.  

4. Review: Draft Facility objectives, approach and appendix  
   
   Director Weinstein provided an overview of the new draft document regarding *Facility*. The Committee discussed using standard terminology, formatting, and professional advice opportunities. Director Weinstein will create a new draft with suggested modifications.  

5. Discussion: Draft Technology and Innovation objectives and approach  
   
   Director Weinstein introduced the LLD IT Manager, Sandy Hayes, to the Committee. Director Weinstein provided an overview of the draft document regarding *Technology and Innovation*. IT Manager Hayes provided clarification regarding IT terminology. The Committee discussed RFID. Staff gave examples of technology and talked about the space needs for providing technology services and instruction.  

   Treasurer Wang asked which committee would be best to oversee an IT plan. Trustee Flint commented that the LLD used to have a Technology Committee. President Fisher advised that the Board could discuss creating additional committees.  

   Director Weinstein reminded the Committee that the next meeting date is Tuesday, September 18th at 7:00 pm. Future meeting dates include; October 19th and November 1st. She asked the Committee if they would
like to go over the next two focus areas together or separately. The consensus of the Committee was to do them together. Director Weinstein stated that she would have updated drafts of the first two focus areas and provide new drafts for the next two areas for the September 18th meeting.

6. Adjourn

**MOTION:** Trustee Swistak moved to adjourn the meeting. Trustee Flint seconded.
Voice Vote - All Aye
The meeting adjourned at 7:44 p.m.

Recorded by

____________________________________
Chris Knight, Recording Secretary

Approved by the LLD Strategic Planning Committee on September 18, 2018.
Approved by

____________________________________
Jay Fisher, President/Committee Chair
The goal for the May 2nd meeting was to define the variety of terms the Committee found important/key to drafting the next Plan for the LLD. These terms came from the March 21st meeting. An additional term was added at the May 2nd meeting. Below are the words that were used to define the terms (headings). After much discussion, the Committee chose four key terms that will serve as the main focus areas. The last box lists those areas of focus, with the understanding that the other terms will become components/objectives/attributes of the focus areas.

<table>
<thead>
<tr>
<th>Diversity</th>
<th>Facility</th>
<th>Organizational Culture</th>
<th>Data Driven Decisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demographics</td>
<td>Building</td>
<td>Training/Cross-training</td>
<td>Authenticated Research</td>
</tr>
<tr>
<td>Participation</td>
<td>Campus/Properties</td>
<td>Policies/Code of Conduct</td>
<td>Fact Based/Reputable Statistics</td>
</tr>
<tr>
<td>Materials</td>
<td>Inside/Outside</td>
<td>Values/Teamwork/Attitude</td>
<td>Statistics</td>
</tr>
<tr>
<td>Services/Programs</td>
<td>Infrastructure</td>
<td>Professional Staff</td>
<td>Benchmarking</td>
</tr>
<tr>
<td>Welcoming</td>
<td></td>
<td>Grant Writing</td>
<td>Analysis</td>
</tr>
<tr>
<td>Recruiting/Training</td>
<td></td>
<td>Process Optimization</td>
<td></td>
</tr>
<tr>
<td>Accessibility</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partnerships</th>
<th>Efficiencies</th>
<th>Technology/Innovation</th>
<th>Advocacy Outreach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intergovernmental</td>
<td>Process</td>
<td>Automation</td>
<td>Proactive</td>
</tr>
<tr>
<td>Non-profit/Corporation</td>
<td>Reengineering/Mapping</td>
<td>Hardware/Software</td>
<td>Promotion</td>
</tr>
<tr>
<td>Collaboration</td>
<td>Operational</td>
<td>Electronic/Digital</td>
<td>Intergovernmental Engagement</td>
</tr>
<tr>
<td>Sharing Services*</td>
<td>Effective</td>
<td>IT Infrastructure/Plan</td>
<td>Communication</td>
</tr>
<tr>
<td>Cost Sharing</td>
<td>Productive</td>
<td>RFID</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Benchmarking</td>
<td>Access</td>
<td></td>
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<tr>
<td></td>
<td>Practical</td>
<td>Cloud/Updated</td>
<td></td>
</tr>
</tbody>
</table>

| Awareness                     | Sharing Services*            | Training                        | Grant Writing                  |
|-------------------------------|------------------------------|---------------------------------|Alternative Funding             |
| Marketing                     | Committee decision is to     | Employees                       | Revenue Sources                |
| Principles/Documents          | add this term under “Partnerships” | Trustees | Foundation                    |
| Communications/Two-way       |                              | Mentoring                       | Donations/Soliciting           |
| Community Engagement          |                              | Volunteers                      | Giving                         |
| Signage                       |                              | Public                          | Philanthropy                   |
| Social Media                  |                              | Calendar/Plan/Regularity        |                                |
| Location/Inside-Outside       |                              | Cross-training                  |                                |
| Word of Mouth                 |                              | Professional Development        |                                |
| Surveys                       |                              | Conferences/Webinars/Meetings   |                                |

<table>
<thead>
<tr>
<th>Lifelong Learning</th>
<th>Fiscal Responsibility</th>
<th>Focus Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public/Staff/Volunteers/Trustees</td>
<td>Taxpayers</td>
<td>Organizational Culture</td>
</tr>
<tr>
<td>All Ages/Demographics</td>
<td>Decision/Cost Benefit</td>
<td>Advocacy</td>
</tr>
<tr>
<td>Programs/Materials/Staff</td>
<td>Benchmarking</td>
<td>Technology</td>
</tr>
<tr>
<td>Instruction/Displays</td>
<td>Stewardship</td>
<td></td>
</tr>
<tr>
<td>Diverse Ways of Learning</td>
<td>Data Driven</td>
<td>Focus Areas</td>
</tr>
<tr>
<td></td>
<td>Decisions/Efficiencies/Shared</td>
<td></td>
</tr>
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<td></td>
<td>Services</td>
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</tbody>
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|                  |                              |                                |
| Lifelong Learning | Fiscal Responsibility         | Focus Areas                     |
|                  | Taxpayers                    | Organizational Culture         |
|                  | Decision/Cost Benefit        | Advocacy | Outreach | Awareness |
|                  | Benchmarking                 | Technology                      |
|                  | Stewardship                  |                                |
|                  | Data Driven                  | Focus Areas                     |
|                  | Decisions/Efficiencies/Shared|                       |
|                  | Services                     |                                |
FACILITY

Objective:

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

Approach:

1. Update and enhance facility structure and exterior areas as identified by Strategic Planning Committee (SPC) to improve user experience (see Appendix A).

2. 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.

   Utilize Universal Design (UD) concepts in projected LLD facility projects.

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

4. Charge 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 inclusive/family bathroom options.
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, and 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; providing ease of access to servers, switches, appliances, and cable management and cabling.

4. Optimize RFID components within facility.
   a. Explore innovations to enhance user experience via automated check-out
   b. Improve assist with inventory operations and to
   c. Provide additional security
   d. Examine ways to streamline tasks through automation

5. Improve access to technology resources
   a. Launch Library app; providing access to LLD databases, digital content platforms, and program registration
   b. Expand technology education opportunities via public programming
   c. Provide appropriate space for technology education opportunities
ORGANIZATIONAL CULTURE

Objective:
Develop and maintain a strong, diverse, and professional organizational culture that reflects the vision, mission and values of the LLD.

Approach:

1. Review and affirm LLD vision, mission and values
2. Review/update/draft LLD policies on a quarterly schedule; develop ethics policy for Trustees/Staff
3. Foster professional environment via providing on-going training that applies to LLD ethics policy
4. Utilize authenticated research, analysis, and professional standards when developing policies, procedures, presentations, and projects
5. Seek alternative funding
   a. Pursue grant opportunities annually
   b. Regenerate LLD Foundation relationship
   c. Continue cultivating Friends (FLPLD) relationship
6. Increase community engagement via organized collaboration with local non-profits and businesses
7. Provide employees appropriate training and cross training opportunities to enhance and improve patron services
8. Maintain qualified professional staff
To: LLD Strategic Planning Committee
From: Tatiana Weinstein | LLD Director
Date: September 18, 2018

ADVOCA CY | OUTREACH | AWARENESS

Objective:
Proactively promote LLD services, resources, and programs via community engagement, intergovernmental efforts, and communications media.

Approach:

1. Develop marketing plan for services, resources, and programs
   a. Establish demographic profiles
   b. Evaluate territory; District map and online platforms
   c. Determine specific promotion activities and effective promotional tools
   d. Effectively utilize LLD brand

2. Engage intergovernmental entities to partner in community awareness campaigns

3. Explore and enhance social/digital and mass media Library advocacy opportunities

4. Continue and improve staff outreach efforts to underserved and unexplored District areas

5. Optimize and increase signage on campus and in community

6. Provide effective staff training regarding new advocacy initiatives