PUBLIC/LEGAL NOTICE

An LLD Strategic Planning Committee Meeting will be held on October 19, 2018 at 6:00 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
October 19, 2018 - 6:00 p.m.

1. Roll call
2. Opportunity for visitors to speak
3. Approve Minutes of the September 18, 2018 LLD Strategic Planning Committee Meeting
4. Review: Draft Facility objectives and approach
5. Review: Draft Technology and Innovation objectives and approach
6. Review: Draft Organizational Culture objectives and approach
7. Review: Draft Advocacy, Outreach, and Awareness objectives and approach
8. Review: Draft Executive Summary
9. Adjourn
1. Roll call
   Present:
   Jay Fisher - President | Chair
   Thomas Hummel - Vice President
   Longry Wang - Treasurer
   Marjorie Bartelli - Secretary
   Richard Flint - Trustee
   Liz Sullivan - 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 - None

3. Approve Minutes of the August 15, 2018 LLD Strategic Planning Committee Meeting
   MOTION: Vice President Hummel moved to approve minutes of the August 15, 2018 LLD Strategic Planning Committee Meeting. Will Savage seconded.

4. Review: Draft Facility objectives and approach

   Director Weinstein provided a review of the revised Facility draft. Committee members suggested additional word and format changes throughout. The new vending machine was also discussed in regards to Appendix A, item 14: Offer patrons a food/drink option. President Fisher asked the Committee to revisit the food/drink topic after a one month trial.

5. Review: Draft Technology and Innovation objectives and approach

   Director Weinstein provided a review of the revised Technology and Innovation draft. Committee members suggested additional word and format changes throughout. RFID and the Library app were discussed.

6. Discussion: Draft Organizational Culture objectives and approach

   Director Weinstein provided an overview of the Organizational Culture draft. Committee members suggested word and format changes throughout. Grant writing/funding, policy review, and professional/ethical training were discussed.
7. Discussion: Draft *Advocacy, Outreach, and Awareness* objectives and approach

Director Weinstein provided an overview of the *Advocacy, Outreach, and Awareness* draft. Committee members suggested word and format changes throughout. Staff/trustee training and fundraising were discussed.

Director Weinstein stated that the next step would involve developing an executive summary. Trustee Flint added that strategic plans generally include an introduction from the President. The next meeting is scheduled for Friday, October 19th at 6:00 pm.

8. Adjourn

**MOTION:** Trustee Flint moved to adjourn the meeting. Trustee Sullivan seconded.

Voice Vote - All Aye

The meeting adjourned at 7:54 p.m.

Recorded by

____________________________________
Chris Knight, Recording Secretary

Approved by the LLD Strategic Planning Committee on October 19, 2018.

Approved by

____________________________________
Jay Fisher, President/Committee Chair
To: LLD Strategic Planning Committee  
From: Tatiana Weinstein | LLD Director  
Date: October 19, 2018

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. Utilize Universal Design (UD) concepts in projected LLD facility projects.
3. Commission professional assistance, when appropriate, to achieve SPC Facility objective.
4. Charge Refer capital projects to 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 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.
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 vending 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 cabling.

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

5. Improve access to technology resources.
   a. Launch Enhance 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 at least quarterly in accordance with ILA standard guidelines; develop ethics policy for Trustees/Staff.

3. Foster professional environment.
   a. via providing on-going Provide training, at least annually, that applies to LLD ethics policy
   b. Provide employees appropriate training and Advance cross training opportunities to enhance and improve patron services

4. Utilize authenticated research, analysis, and professional standards when developing policies, procedures, presentations, and projects.

5. Seek Diversify alternative funding.
   a. Pursue grant opportunities annually as available
   b. Regenerate LLD Foundation relationship
   c. Continue cultivating Friends (FLPLD) relationship

6. Increase community engagement via organized collaboration with local non-profits, units of government, and businesses.

7. Provide employees appropriate training and cross training opportunities to enhance and improve patron services moved to #3b

8. (7.) Maintain qualified professional staff.
To: LLD Strategic Planning Committee  
From: Tatiana Weinstein | LLD Director  
Date: October 19, 2018

ADVOCACY | 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 for staff and Trustees.
A strategic plan helps an organization plan its future. In January of 2018, the Lisle Library District (LLD) Board President appointed the LLD Strategic Planning Committee (SPC). The Committee included all LLD Trustees and key staff. The SPC has produced a plan that is focused on equity, improved Library experiences, and fiscal responsibility. The SPC envisions this Plan to advance the LLD forward for the next ___ years. The SPC utilized community input, key research, and innovative ideas to direct development. The LLD Strategic Plan was adopted by the LLD Board of Trustees on ________________, 201__.

**SPC Members**

Jay Fisher | President  
Thomas Hummel | Vice President  
Longry Wang | Treasurer  
Marjorie Bartelli | Secretary  
Richard Flint | Trustee  
Liz Sullivan | Trustee  
Emily Swistak | Trustee  

Tatiana Weinstein | Director (ex-officio)  
Beth McQuillan | Assistant Director (ex-officio)  
Will Savage | Youth Services Director  
Elizabeth Hopkins | Adult Services Director

**LLD Mission | Vision**

Vision: Our vision is to enrich, educate, and empower the residents of the Lisle Library District. 
Mission: The Lisle Library District is committed to enhancing the cultural, social, and lifelong educational development of the community.

**SPC Process**

**2011-2016**

The last LLD Strategic Plan was a five year plan that spanned 2011-2016. During this time, the LLD acknowledged that the Library’s facility had some deficiencies and needs, so a Facilities Steering Committee (FSC) was formed in 2012 to address upcoming facility projects (retired in 2016). The FSC used the 2011-2016 LLD Strategic Plan as its foundational document to guide discussions. Though technically expired, the LLD continued to recognize the Plan’s important concepts and goals until a new plan was in place.

**2017**

In 2017, the LLD experienced a membership shift on the Board as well as a leadership shift with a new Director. These changes fostered discussions regarding a new strategic plan for the Library. Also in 2017, the LLD completed a comprehensive Community Engagement Project where the LLD hired a consultant to facilitate focus groups, community forums, and a District-wide community survey concentrating on service, collection, and facility needs. There were four focus groups with a total of 29 stakeholders, two community forums with a total of 70 participants, and 737 completed surveys. The results of this project are available on the LLD’s website: lislelibrary.org.
2018
February 21, 2018 marked the first of eight SPC meetings. The first meeting served as an introduction and review of the 2011-2016 LLD Strategic Plan, 2012-2016 LLD Facilities Steering Committee Report, 2016 Strategic Facility Plan (Engberg Anderson), and 2017 Community Engagement Project (Millennia Consulting).

Succeeding SPC meetings included reviewing other institutional plans, discussing areas of focus for a future plan, and sharing ideas about potential facility improvements and/or areas in the building or around the campus that need attention.

The SPC eventually narrowed the main areas of focus to four:

<table>
<thead>
<tr>
<th>Organizational Culture</th>
<th>Advocacy/Outreach Awareness</th>
<th>Technology &amp; Innovation</th>
<th>Facility</th>
</tr>
</thead>
</table>

While the SPC agreed upon four main areas for the year Plan, the Committee has also identified additional attributes that inspire and guide this Plan:

- Diversity
- Data Driven Decisions
- Partnerships
- Efficiencies
- Training
- Grant Writing
- Alternative Funding
- Lifelong Learning
- Fiscal Responsibility

The above attributes serve as drivers and/or motivators and shall contribute to the discussions, decisions, and implementation of all focus area initiatives and projects.

Implementation
Strategically addressing the objectives outlined in this Plan will be a continual effort between the Library’s Administration and the Board of Trustees. During the course of the 2018 -201 LLD Strategic Plan, the Director will apprise the Board of Plan initiatives and coordinate committee-related projects with the appropriate bodies.

Service Area
The Lisle Library District includes most of Lisle, including unincorporated areas of Lisle and Naperville.

- 2010 District population = 28,504
- 2017 Village of Lisle Special Census, District population = 29,535

All District residents are eligible for a Library card regardless of age. The Library facility and campus are open to the public during operating hours.

RED OUTLINE = Lisle Library District boundary
BLUE SHAPE = Village of Lisle
WHITE SHAPES = Unincorporated areas

Map provided by GIS Consultant via the Village of Lisle
Contact

- Board and Staff contact information on the LLD website: lislelibrary.org > about us > contact us
- Email the Board + Director: directboard@lislelibrary.org
- Email the Board: llboard@lislelibrary.org
- Email the Director: tatiana@lislelibrary.org

Lisle Library District
777 Front Street, Lisle, IL 60532
630-971-1675
lislelibrary.org