

# WNPL Strategic Plan Initiatives

## April 2019 Quarterly Progress Report



### Strategic Themes

1. WNPL must continuously innovate in order to thrive and to deliver to the community what it wants and needs.
2. WNPL is committed to providing the highest level of service to our constantly evolving and diverse community.
3. We will take WNPL out to the community.

Guide to highlights: **Green = Complete**, **Blue = Partially Complete**, **Yellow = In Progress and/or Not Started**

Project	Owner	Priority	Departments Impacted	Status / Timeline / Assessment	Strategic Theme	Complete?
Establish projects with amounts for fundraising priorities	Ryan Livergood	High	Admin	Target completion date: Annually in the 3 <sup>rd</sup> quarter Status: Two projects identified for 2018, front of library beautification and reimagining of computer lab. Will utilize annual appeal and fundraising projects surrounding our 45 <sup>th</sup> anniversary in 2018 to help fund both projects. For 2019, identified raising money for furniture replacement and other updates to adult spaces Assessment: Executive Director reviews with WNPLD Development Council and Management Team	(1) Fundraising/ revenue	Yes for 2018 and 2019
Benchmark the current giving and set realistic giving goals for the next three years	Ryan Livergood	High	Admin	Target completion date: 3rd quarter, 2019 Assessment: We have been holding off doing this, but now that we have a clear directive regarding the WNPL Library Legacy Society Initiative, this will be our next fundraising focus		No

Revamp the memorial and tribute giving program and include the dedication of books in the collection	Ryan Livergood	Medium	Admin	Target completion date: 2nd quarter, 2019 Status: Creation of brochure is a goal for 2019 in conjunction with starting a planned giving program Assessment: Procedures are established for these programs; brochure explaining these programs is available for the public		No
Create a planned giving program	Ryan Livergood	High	Admin	Target completion date: 2 <sup>nd</sup> quarter, 2019 (after Bingo in the Books 2019 is complete) Status: Highest fundraising priority for 2019, research complete, in development stage Assessment: Planning giving program is created and brochure explaining program is available for the public		No
Research alternative revenue options	Ryan Livergood	Medium	Admin	Target completion date: ongoing Status: Informal discussions with members of the Management Team have taken place. Formal discussion will be done at Management Team retreat on April 18 in FY 2017-2018 Assessment: Executive Director examines and discusses viability of alternative revenue options quarterly with Management Team		Ongoing and part of our workflow
Data-driven planning: make better use of data to plan programs and services; redesign program evaluation form	Noreen Reese	High	Admin, Adult Services, Youth Services	Target completion date: Ongoing Status: In progress Assessment: Annual review during budget process; We have updated program stats sheet to include resources used to develop and deliver program; plan to redesign program evaluation form after our review of outcome-based assessment is complete. This will be approved by the Deputy Director and Executive Director	(1) Organizational development	Ongoing and part of our workflow
Outcome-based assessment: conduct a trial of Project Outcome in Youth Services Department followed by an evaluation of its effectiveness and its	Diana Sills	High	Youth Services	Target Completion Date: 4th quarter 2018 Status: Complete. While the aims of this program are excellent, we found through our trials that it was extremely staff intensive to participate in Project Outcome and not something we can sustain either at an individual department or organization level. We		Complete and some elements incorporated into our workflow

applicability to the entire library				have implemented elements into our program assessment and use this information to help us with planning and assessing library programs		
Succession planning and staff retention: cultivate leaders from within by identifying potential leaders and giving those individuals an opportunity to grow and to develop skills; examine reasons for staff turnover and develop a strategy for retaining staff	Ryan Livergood	High	All	Target Completion: Ongoing, 4 <sup>th</sup> quarter 2018 Status: Implemented a process where Managers collaborate with Administration in identifying future organizational leaders; Staff engagement survey done by outside firm cost prohibitive. Will explore the possibility of doing this survey on our own in house. Assessment: Executive Director and Deputy Director will annually identify members of staff that have leadership potential and do what they can to provide these individuals opportunities to develop their leadership skills; completion and analysis of staff engagement survey		Ongoing
Staff development : invest in staff by encouraging and providing opportunities for staff development (e.g., training, conferences)	Ryan Livergood	High	All	Target Completion Date: ongoing Status: Ongoing, managers are focusing on how to provide these opportunities with staff while staying within the means of the budget Assessment: managers collect feedback from staff regarding staff development opportunities during annual review process; annually analyze the budget to ensure staff development is supported at adequate levels		Ongoing and part of our workflow
Long-range staffing plan: analyze the library's existing and future staffing needs to determine whether staffing is balanced across departments and if any changes or additions are needed	Ryan Livergood	High	All	Target Completion Date: ongoing Status: Discussions occur during the budget prep process and when vacancies occur Assessment: Management Team conducts annual planning session during budget preparation process		Ongoing and part of our workflow
Examining the communication of policy and security-related matters from both security to staff and staff to security.	Ryan Livergood, Eddie Kristan	High	All	Target completion date: ongoing Status: Since staff development day in 2017, the Security Team presents reports at every All Staff meeting; Security Supervisor sends regular e-mails to all staff; Security Monitor regularly liaisons with	(1) Safety and security	Ongoing and part of our workflow

				Department Managers Assessment: Executive Director will review quarterly with both the Security Monitor and Department Managers the effectiveness of this communication		
Exploring the addition of a device or software for staff that work in public areas that can be used to alert security of problem issues or situations.	Ryan Livergood, Eddie Kristan	High	All	Target completion date: 2 <sup>nd</sup> quarter, 2019 Status: Security Monitor has researched and proposed hardware/software solutions to accomplish this action item. Executive Director presented to the Board as part of the FY 2018-19 budget prep process. While this item was approved in the budget by the Board, implementation timeline has shifted back due to losing personnel in the IT department. Now that the IT department is back to full strength, our goal is to have this system implemented by the end of the fiscal year after staff and public PC replacements are complete. Hardware has arrived and software has been purchased Assessment: Successful implementation of device/software that can be used to alert security of problem issues or situations		In progress
Taking steps to ensure bookmobile safety, such as adding a GPS device to the bookmobile and a sign for the outside that indicates no cash is on board.	Kevin Getty, Angela Clarke	High	Outreach	Target completion date: 3 <sup>rd</sup> quarter, 2018 Status: Complete Assessment: Additional of a device that can be used to track bookmobile along with a sign addition		Complete
Retraining staff to make sure everyone is consistently enforcing policy and following the same safety procedures (i.e., unattended child policy, closing procedures)	Ryan Livergood	High	All	Target completion date: Ongoing Status: Informing staff about important policies and/or policy changes/additions at All Staff meetings; Roleplaying how policies apply in different situations with staff; Person-In-Charge (PIC) retraining; identifying key policies for staff or specific departments to review on a regular schedule which will be monitored via Paylocity Assessment: annual acknowledgement from staff that they have reviewed and understand policies relevant		Ongoing and part of our workflow

				to their position		
Explore creating new volunteer opportunities or programs at WNPL	Noreen Reese	High	All	Target Completion Date: ongoing Status: In progress Assessment: Executive Director will consult with Volunteer Coordinator and Management Team annually to discuss new volunteer opportunities; the Volunteer Coordinator will work with library departments to implement new volunteer opportunities and coordinate with the Head of Communications to promote these opportunities to the public	(1) Volunteer development	Ongoing and part of our workflow
Increase awareness of volunteer opportunities at WNPL	Noreen Reese	High	Admin	Target Completion Date: ongoing Status: We have started actively attending volunteer fairs to promote volunteer opportunities, in addition to promoting them on social media and in the <i>Inside Angle</i> when relevant Assessment: review number of applications quarterly		Ongoing and part of our workflow
Use community partnerships to reach out to Latinos, African-Americans, and residents with limited or no English	Ryan Livergood / Noreen Reese	Medium	Admin	Target Completion Date: ongoing Status: In the process of documenting the relationships that individual staff have with community partners in one place so we can clearly see the breadth and depth of our relationships. Also, Executive Director is actively meeting leaders that represent these groups to establish new relationships Assessment: Healthy relationships are established that allow a facilitation of focus groups (see below)	(2) Engage under-represented and underserved groups	Ongoing
Conduct focus groups with Latinos, African-Americans, and residents with limited or no English	Ryan Livergood / Noreen Reese	Medium	Admin	Target Completion Date: 4 <sup>th</sup> quarter, 2018 Status: In process of reaching out to community leaders that represent these groups. We have identified the need to establish these relationships first and plan to discuss doing focus groups as part of the next strategic planning process Assessment: review information collected at focus groups with Management Team and create		Will revisit as part of the next strategic planning process

				recommendation in response to needs		
Conduct periodic walking tours for new residents	Diana Sills / Meg Schmaus	Medium	Youth Services, Circulation	Project Completion Date: 2nd quarter, 2017 Status: Complete, began offering over the summer Assessment: Begin offering walking tours at the start of the next fiscal year; explore use of volunteers in this role	(2) Create new patron orientation experience	Yes
Explore production of a virtual tour of the library	Sandy Beda	Medium	Admin	Target Completion Date: 2nd quarter, 2019 Status: Full virtual tour in production, scheduled to be complete May 2019 Assessment: Virtual tour complete and available for the public		In progress
Update our new resident kit, which includes a list of services we offer, a floorplan of the library, and a current newsletter, and distribute one every new cardholder	Jan Marsh / Meg Schmaus	Medium	Admin, Circulation	Target Completion Date: 3 <sup>rd</sup> quarter, 2018 Status: New short version including updates with fine-free information complete. Current welcome brochure updated with current board members Assessment: New resident kits will be available for distribution to every new cardholder		Yes
Provide users with more access to charging stations for electronic devices, starting with a portable charger pilot project	TBD	Medium	Circulation, IT & Facilities	Target Completion Date: 2018 (if funded) Status/Assessment: Upon examination of providing portable charger pilot project, realized that this wouldn't adequately meet patrons needs. There are several solutions we could explore to address but currently no funding. We plan to request a change to the capital plan to move up funding for this project so we can implement sooner	(2) Reimagine space, create innovative learning experiences	Yes
Computer lab re-imagination: for a multi-use room, investigate adaptation of computer lab into more flexible user space, including addition of technologies/training space	Ryan Livergood	High	Adult Services, Youth Services, IT & Facilities	Target Completion Date: 3rd quarter, 2019 Status: Final plans complete to be presented to the Board at the May CoW. Project completion target is Summer of 2019 Assessment: Implement change to the computer lab to optimize its use		In progress
Explore the possibility of adding interactive displays, experiences, and space	Ryan Livergood / Diana	Medium	Admin, Adult Services, Circulation, IT	Target Completion Date: ongoing, 2018 (for Coco's Cove) Status: Installation was done in January 2018 to	(2) Reimagine library space	Complete

	Sills		& Facilities, Youth Services	create new interactive space in Coco's Cove Assessment: Executive Director will consult with Management Team twice a year to discuss the feasibility of additional interactive displays and spaces	and create innovative learning experiences	
Complete an audit of signage across building and property to ensure that service area labeling is also user friendly (e.g., Despite the new mural, staff continues to be asked, "Where is the Youth Services department?")	Jan Marsh	Medium	Admin	Target Completion Date: 2nd quarter, 2019 Status: Audit complete with exception of bookmobile. Substantive changes as a result of this audit will take some time and likely be a part of our next strategic plan Assessment: Conduct an internal study of our signage; use the study to develop user-friendly signage/labeling and test the new signage with the public; create visual cues using paint, carpet, signage, etc. (completion ties into the style guide discussed below)	(2) Increase brand awareness	In progress
Establish user-friendly terminology that can be clearly communicated (e.g., Is it the circulation desk or checkout desk?)	Jan Marsh	Medium	All	Target Completion Date: 2nd quarter, 2019 Assessment: Conduct an internal study of the terminology commonly used by WNPL; use the study to develop user-friendly terminology and test the new terminology with the public (ties into style guide discussed below, as this will be incorporated into the style guide)		In progress
Develop branding guidelines and communicate to staff	Jan Marsh	Medium	Admin	Target Completion Date: 2 <sup>nd</sup> quarter, 2018 Status: Samples from other libraries in hand Assessment: create a style guide including graphics guidelines (style guide near completion, final adaptations in the process of being made)		In progress
Add remote book drop in the densely populated western part of the district	Noreen Reese	High	Admin, IT & Facilities, Circulation	Project Completion Date: 3rd quarter, 2016 Status: Complete	(3) Increase awareness and engagement	Yes
Analyze the cost and staffing needs of establishing a	TDB	Medium	TDB	Project Completion Date: 3rd quarter, 2017 Status: Complete, not moving forward with project.		Yes

WNPL "Pop-up library"				Assessment indicated that it would be difficult to establish a formal "Pop-up library" with current resources. Demand does not seem to exist. Better project for a library in a more urban setting Assessment: Completed analysis of "Pop-up library" and recommendation for action		
Work with our community partners to explore the possibility of community wi-fi spots	TDB	Medium	TDB	Project Completion Date: 3rd quarter, 2017 Status: Complete. Not a priority among community partners to explore this project at this time Assessment: Complete analysis of this project and a recommendation for action		Yes
Conduct non-user surveys at community locations (e.g., Jewel-Osco, FitNation, Hunt Club Community Center)	Ryan Livergood, Jan Marsh	High	Admin	Target Completion Date: ongoing Status: First 2019 non-user surveys event was scheduled for January but got cancelled due to snow, in the process of rescheduling and planning second event Assessment: Engage non-users twice a year at locations throughout the community and implement their feedback to attract new users in a cost-effective manner	(3) Engage nonusers	Ongoing and part of our workflow
Explore the possibility of adding new signage or other promotional opportunities throughout the library district	Ryan Livergood	Medium	Admin	Target Completion Date: ongoing Status: Several ideas identified (e.g. yard signs, window clings), ultimately decided initiative was cost-prohibitive but will be considered in future years Solicited ideas from staff using our "Thinking Outside of the Box" Idea Board in Staff Lounge Assessment: Executive Director will consult with Management Team twice a year to discuss the new signage and other promotional opportunities throughout the library district		Ongoing
Explore the feasibility of hosting intergovernmental roundtables to discuss community issues and foster	Ryan Livergood	Medium	Admin	Project Completion Date: 1st quarter, 2017 Status: Complete, consensus is that our existing quarterly dinner meetings foster intergovernmental sharing	(3) Enhance Partnerships	Yes



intergovernmental sharing				Assessment: Contact intergovernmental partners to gauge their interest in this project; if interest is adequate, annually host intergovernmental roundtable events		
Explore the feasibility of collaborating with schools to launch an experimental trial hotspot lending program	Ryan Livergood	High	Admin, IT & Facilities	Project Completion Date: 3rd quarter, 2017 Status: Complete. After meeting with representatives from District 56 over the summer regarding their hotspot lending program, the takeaway is that while their program is a success, there is not an insatiable demand for these hotspots. I recommend re-examining the feasibility of this project in the future, but due to the cost involved and the fact that this doesn't appear to be as large a need as we initially anticipated, we should not proceed any further on our own at this time Assessment: Complete analysis of this project and a recommendation for action		Yes
Partner with local schools to ensure every student has a library card through efforts such as library card sign-up during school registration and library cards being included on school supply lists	Amy Meyer/ Meg Schmaus	High	Admin, IT & Facilities	Target Completion Date: Complete Status: Launched the trial library card sign-up program with District 56 in May; District 50 was very eager to work with us on this after our trial with District 56. 891 sent in the first year of the initiative; we implemented this program with District 50 for their 2018 Kindergarten registration process on March 10. We are continuing to contact District 56 & 50 for the 2018 lists Assessment: Annually review percentage of students in each school district we serve to assess how well we are doing getting students registered with library cards; annually review the percentage of active student library card users		First phase: Yes Second phase: Yes
Conduct public awareness campaign to position WNPL in the minds of residents as the destination for transformation (align with	Jan Marsh	Medium	Admin	Target Completion Date: Ongoing Status: Word of Mouth marketing team has focused on themes to maximize exposure. Several successful completed advocacy efforts, including "Dill Pickle for President" and "Treasure Your Library", among others	(3) Coordinate Advocacy efforts	Ongoing and part of our workflow

themes such as Libraries Transform and #MTJB – more than just books)				Assessment: During quarterly engagement of non-users, ask both self-identified library users and non-users if they had heard or were aware of our public awareness campaign		
Recruit, train, and deploy patron ambassadors to spread library messages (through word of mouth, social media, etc.)	Jan Marsh	Medium	Admin	Target Completion Date: Complete Status: Used local celebrities to promote the Sapphire Cards Assessment: Review the effectiveness of patron ambassadors and evaluate whether or not to try this for other initiatives		Yes
Collaborate with existing partners and local businesses to mount a major library card sign-up drive and increase users	TDB	High	All	Target Completion Date: 2 <sup>nd</sup> quarter, 2019 Status: Modified action item to turn this into a program promoting the library, specifically Lynda.com, to small businesses and their employees versus a major coordinated advocacy campaign. Actively working with Gurnee’s Economic Development Coordinator to develop this program Assessment: Analyze the number of new users versus the number of current users when the campaign started		In Progress

shared/management team/strategic planning process/2019/strategic plan initiatives progress report April 2019 Final