

**Palatine Public Library District
Long Range Plan, FY 2017 through 2021
Approved January 11, 2017**

**Year-end Status
Complete Deferred Ongoing**

Fiscal Year 2017/2018

I. Finance/Budget - Implement efficient and effective use of funding while working within a balanced budget

- A. Study and plan for TIF retirement or declaration of surplus
- B. Seek additional funding sources and partnerships
- C. Educate patrons about Library funding
- D. Communicate and collaborate with other governmental entities
- E. Analyze opportunities to extend service to eligible unserved areas
- F. Study and define plans for appropriate ballot initiatives to address financial needs

II. Facilities - Maintain viable facilities for the delivery of Library services

- A. Complete initiatives in the Special Reserve Fund Plan
- B. Consider alternate approaches to providing service to the southwest and northeast portions of the District
- C. Maintain a written Facilities Plan
- D. Promote and achieve energy savings and other green initiatives
- E. Implement replacement of worn furnishings for the current year per plan
- F. Finalize plans for renewal of North Hoffman Branch lease (lease expires September 2017)
- G. Finalize plans for renewal of Rand Road Branch lease (lease expires February 2018)
- H. Conduct space needs study
- I. Identify and prioritize capital needs for next 3 to 8 years as defined by 2016 engineering study

III. Human Resources - Support and strengthen human resources initiatives in order to forward the mission of the Library

- A. Provide qualified and contributing staff members to carry out library services
- B. Strive to maintain an appropriate compensation package
- C. Continue staff and Board development within an established budget
- D. Continuously evaluate organizational structure and system-wide staff needs
- E. Continue succession plan training and staff cross-training
- F. Continue appropriate use of volunteers
- G. Review of Policy 9: Human Resources
- H. Review and implement strategies in support of 2016-2017 market study

Palatine Public Library District
Long Range Plan, FY 2017 through 2021
Approved January 11, 2017

Fiscal Year 2017/2018 (continued)

Complete Deferred Ongoing

IV. Technology - Sustain, grow, and develop technology initiatives that connect patrons with information and resources

- A. Complete all initiatives as detailed in the current Technology Plan
- B. Update the current plan as required
- C. Continue study of available Integrated Library Systems (ILS)

V. External and Internal Communications - Enhance and improve current communications methods

- A. Review all Library publications annually and revise format or content as needed
- B. Review the Library's digital content frequently to ensure current information and accessibility
- C. Implement methods to obtain comments, input, and feedback from patrons, and methods to respond
- D. Update marketing plan as needed

VI. Programs and Services - Continue to provide relevant, cost-effective services and programs to the public

- A. Continue to evaluate programs (including classes) and events offered to the public
- B. Review library services annually and revise as needed
- C. Create and maintain flexible, interactive spaces to support programs and services

VII. Collections - Maintain and develop highly relevant material collections

- A. Maximize availability of and accessibility to digital resources within parameters of the materials budget
- B. Continue to ensure relevant, current materials within collections
- C. Study alternate methods of providing print and nonprint materials, and implement methods as appropriate
- D. Update and follow provisions of the Collection Development Plan

VIII. Connect With the Community - Engage patrons where they are in person and online

- A. Continue staff participation in community organizations, events, and initiatives
- B. Maximize potential of the Library's social media channels
- C. Explore opportunities to schedule programs or events in other community venues as feasible
- D. Create opportunities to celebrate the diverse cultural heritage of our community
- E. Review community survey and begin alignment of results with self-study findings
- F. Develop and implement plan to connect with and grow community advocacy in support of Library initiatives

Palatine Public Library District
Long Range Plan, FY 2017 through 2021
Approved January 11, 2017

Year-end Status
Complete Deferred Ongoing

Fiscal Year 2018/2019

I. Finance/Budget - Implement efficient and effective use of funding while working within a balanced budget

- A. Study and plan for TIF retirement or declaration of surplus
- B. Seek additional funding sources and partnerships
- C. Educate patrons about Library funding
- D. Communicate and collaborate with other governmental entities
- E. Analyze opportunities to extend service to eligible unserved areas
- F. Continue study and implement plans for appropriate ballot initiatives to address financial needs
- G. Review of Policy 5: Financial Management

II. Facilities - Maintain viable facilities for the delivery of Library services

- A. Complete initiatives in the Special Reserve Fund Plan
- B. Consider alternate approaches to providing service to the southwest and northeast portions of the District
- C. Maintain a written Facilities Plan
- D. Promote and achieve energy savings and other green initiatives
- E. Implement replacement of worn furnishings for the current year per plan
- F. Finalize plans for renewal of Rand Road Branch lease (lease expires February 2019)
- G. Conduct appraisal of all Library properties for insurance purposes (last appraisal done in 2013)
- H. Address priority capital needs for next 3 to 8 years as defined by 2016 engineering study

III. Human Resources - Support and strengthen human resources initiatives in order to forward the mission of the Library

- A. Provide qualified and contributing staff members to carry out library services
- B. Strive to maintain an appropriate compensation package
- C. Continue staff and Board development within an established budget
- D. Continuously evaluate organizational structure and system-wide staff needs
- E. Continue succession plan training and staff cross-training
- F. Continue appropriate use of volunteers

IV. Technology - Sustain, grow, and develop technology initiatives that connect patrons with information and resources

- A. Complete all initiatives as detailed in the current Technology Plan
- B. Update the current plan as required
- C. Plan for/implement upgrade to Integrated Library Systems (ILS)

**Palatine Public Library District
Long Range Plan, FY 2017 through 2021
Approved January 11, 2017**

Fiscal Year 2018/2019 (continued)

Complete Deferred Ongoing

V. External and Internal Communications - Enhance and improve current communications methods

- A. Review all Library publications annually and revise format or content as needed
- B. Review the Library's digital content frequently to ensure current information and accessibility
- C. Implement methods to obtain comments, input, and feedback from patrons, and methods to respond
- D. Update marketing plan as needed

VI. Programs and Services - Continue to provide relevant, cost-effective services and programs to the public

- A. Continue to evaluate programs (including classes) and events offered to the public
- B. Review library services annually and revise as needed
- C. Create and maintain flexible, interactive spaces to support programs and services

VII. Collections - Maintain and develop highly relevant material collections

- A. Maximize availability of and accessibility to digital resources within parameters of the materials budget
- B. Continue to ensure relevant, current materials within collections
- C. Study alternate methods of providing print and nonprint materials, and implement methods as appropriate
- D. Follow provisions of the Collection Development Plan

VIII. Connect With the Community - Engage patrons where they are in person and online

- A. Continue staff participation in community organizations, events, and initiatives
- B. Maximize potential of the Library's social media presence
- C. Explore opportunities to schedule programs or events in other community venues as feasible
- D. Create opportunities to celebrate the diverse cultural heritage of our community
- E. Continue plan to connect with and grow community advocacy in support of Library initiatives

**Palatine Public Library District
Long Range Plan, FY 2017 through 2021
Approved January 11, 2017**

Fiscal Year 2019/2020

Finalize plans for renewal of Rand Road Branch lease (projected lease expiration, February 2020)
Finalize plans for renewal of North Hoffman Branch lease (projected lease expiration, September 2020)
Conduct employee opinion survey (last completed 2015)

Fiscal Year 2020/2021

Finalize plans for renewal of Rand Road Branch lease (lease expires February 2021)
Review Financial Management Policy (last review in fall 2018)
Prepare for TIF retirement