



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

Strategic Planning Committee

West Chicago Public Library Board

January 25, 2022

12:00 P.M.

Conference Room

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

D. RECOGNITION OF PUBLIC

E. PUBLIC COMMENTS

F. AGENDA- ADDITIONS / DELETIONS

G. COMMITTEE CHAIR REPORT:

Pat Weninger

H. NEW BUSINESS

None

I. OLD BUSINESS

a. Report on community representative interviews

Diane Kelsey/ Pat Weninger

b. Report on new survey questions and format

Omar Nunez

c. Forming focus groups

d. Committee assignments for leading focus groups

e. Timeline for completion of Strategic Plan

J. ADJOURNMENT



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

## STRATEGIC PLANNING COMMITTEE TUESDAY, NOVEMBER 30, 2021 PROGRAM ROOM MEETING MINUTES

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### **A. Call to Order**

The meeting was called to order at 2:10 by Pat Weninger, Chair

### **B. Roll Call**

Members present: Diane Kelsey, Omar Nunes, Ben Weseloh  
(Joined at 2:15 electronically), and Pat Weninger

### **C. Approval of the Minutes**

A motion to approve the minutes of September 23, 2021, by Diane Kelsey, seconded by Omar Nunes. Motion passed unanimously.

### **D. Recognition of the Public**

None

### **E. Public Comments**

None

### **F. Agenda – Additions/Deletions**

None

### **G. COMMITTEE CHAIR REPORT**

An explanation was provided for needing two members of the board to be present in our Strategic Planning committee meetings in order to satisfy a quorum. This was the recommendation of our attorney and the reason our October meeting was rescheduled.

### **H. OLD BUSINESS**

#### Review of Carol Stream and Geneva strategic plans

1. The committee feels that there were several things that were positive in both strategic plans. Both plans were clear, concise, and had objectives listed. The accountability piece was something that would allow for clear reporting and would provide a way to report upon and evaluate progress. The committee plans to list goals and objectives in a similar format to the Carol Stream Strategic Plan.
2. The committee looked at a sample of the Auburn Public Library Strategic Plan. It was colorful and creative. The committee would like to plan for a similar look to our finished product. A document that is attractive and user friendly. Auburn Library carried out telephone surveys. The committee feels that is an effective



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way to reach a wide range of community members and we will add that to our data collection.

## Review of the strategic planning webinar

1. It is important to get as much feedback as possible from community members and strive to find ways to solicit information from those community members that do not use the library.
2. The webinar recommended a six-month timeline. Given the pandemic we have had significant delays but feel that we should strive to complete the plan by June. Realizing this will require dedicated efforts but that it is a manageable goal.

## Discussion of survey results

1. The committee feels that while the original surveying information is helpful, we need to gather more information and consider how attitudes and outlooks have changed since the pandemic.

## Developing additional survey questions

1. The committee looked at the survey results and considered how new questions should be designed. It will be a checklist / numbered format that involves rating library services. There will be an area for extended responses as needed. The board members on the committee will reach out to targeted representatives in the community to garner their perspectives.

## Adding members to the committee

1. The committee recognizes the vital importance of community input. However, it feels that it would be exceedingly difficult to add members at this point and would cause a significant delay in the process. The committee will seek out input in a variety of ways through phone surveys, focus groups, and meetings representatives of community organizations.

## Forming focus groups

1. The committee feels that it is crucial that we spend time with focus groups and also in reaching out to representative groups within the community. We will inform each group of the strategic planning process and their responses will be an essential piece of the final product.

**Adjournment at 4:00**

Submitted by: Pat Weninger, Chair