



Tuesday, December 16, 2025
Strategic Planning Committee Meeting
6:00 PM
Board Room/Third Floor
4 Friendship Plaza
Addison, IL 60101

1. **Call to Order**
2. **Roll Call/Establishment of a Quorum**
3. **Approval of Agenda**
4. **Public Comment**
5. **Strategic Planning**

The Committee will discuss options for developing the library's next strategic plan. The "Strategic Plan Recommendation 2024 with updates" document is a recap of the current strategic plan along with the expected timeline for developing the next plan.

The "Strategic Plan options Dec 2025" document lays out 3 options for developing the next plan.

6. **Additional Discussion**
7. **Adjournment**



Tuesday, December 16, 2025
Strategic Planning Committee Meeting
6:00 PM
Board Room/Third Floor
4 Friendship Plaza
Addison, IL 60101

1. **Call to Order**
2. **Roll Call/Establishment of a Quorum**
3. **Approval of Agenda**
4. **Public Comment**
5. **Strategic Planning**
6. **Additional Discussion**
7. **Adjournment**

Background information

Typically, when one strategic plan ends, you start planning for the next strategic plan. Strategic plans provide guidance to staff making day-to-day decisions. When evaluating programs, services, collections, or spaces, we refer to the strategic plan, so we know our priorities align with the vision for the library.

A solid, strategic plan will follow these basic steps:

1. Design process and timeline
2. Create planning team.
3. Gather information from staff, patrons, stakeholders (surveys, focus groups, etc.)
4. Consolidate the gathered information.
5. Work as a group to process the information and identify themes. Often these are done at “retreats” with the Board (with key personnel) and staff participating separately.
6. Put the plan together and identify activities, evaluation methods, and reporting structure.

Our current strategic plan was completed (except for the building project activities which continue) in April 2024. When looking through the steps of creating a new strategic plan, we recommend not seeking formal input from the community (survey, focus group) until we have completed the building project, and patrons have had an opportunity to use the new space and services.

Recommended plan

We recommend revising our current plan with a continued focus on our four strategic priorities (patron experience, literacy, access + equity, and sharing our story), so staff can continue to use those to make day-to-day decisions. This revised plan would cover September 2024-April 2026. And we have identified a few significant projects that we would like to focus on until the time to begin a formal strategic plan process.

The projects are:

- Work with a consultant to evaluate staffing levels and responsibilities.
- Provide exceptional patron experiences during the building project.
- Review internal processes with a focus on streamlining and reducing paper.

UPDATE

The Board approved extending the basic structure of our strategic plan with the addition of the following 3 goals in September 2024:

- Work with a consultant to evaluate staffing levels and responsibilities.
- Provide exceptional patron experiences during the building project.
- Review internal processes with a focus on streamlining and reducing paper.

The Board agreed on the timeline below, but construction was postponed by 6 months, so we are 6 months behind the initial timeline. The timeline is accurate starting in January 2026, but patrons will not have used the building post-renovation yet. The timeline below assumes a large, robust strategic plan.

We want to ensure we have sufficient funds budgeted for however the Board would like to proceed and can gather pricing estimates for the budgeting process.

Proposed Timeline

Sept. 2024	<ul style="list-style-type: none">• Board review and consider adopting an updated strategic plan document that identifies the four current strategic priorities along with the new key projects. The Board provides direction on how they would like to be informed of progress.
Jan. - Dec. 2025	<ul style="list-style-type: none">• Construction!
Jan. 2026	<ul style="list-style-type: none">• Board provides direction on what approach to take with developing next strategic plan. We'll need to identify the levels of consulting work and data gathering for budgeting purposes.
April 2026	<ul style="list-style-type: none">• Approve budget that includes any consulting and data gathering fees.
May 2026	<ul style="list-style-type: none">• Begin drafting RFP(s) for consulting work as needed.
Summer - Fall 2026	<ul style="list-style-type: none">• Plan and gather information.
Winter 2026-27	<ul style="list-style-type: none">• Process information.• Conduct Board and staff retreats.
Spring 2027	<ul style="list-style-type: none">• Board approves strategic plan and budgets for any activities that require funding.
May 2027	<ul style="list-style-type: none">• New strategic plan goes into effect.

Below are options for your consideration on ways we can develop the next strategic plan. We can mix and match whichever parts you think would be best.

Option 1

Use our existing strategic plan structure and develop new activities. We currently have 4 priorities/focuses:

- Literacy
- Patron Experience
- Access + Equity
- Sharing Our Story

To generate new activities under these priorities we can:

- gather input from staff
- conduct a focus group with trustees
- survey, focus group, or intentional conversations with community leaders

Cost: staff time, facilitator for focus groups

Option 2

Staff develop 2-4 goals to focus on in FY27-28 while the community gets familiar with programs and services that have changed since the building project.

The goals are brought to the Board for approval in April or May 2026. We then plan to do a large survey of the community in FY28 to develop a more robust plan. The staff are already focusing efforts on increasing cardholders, circulation by APL cardholders, and program attendance in FY27.

Cost: staff time

Option 3

We create a robust plan with new focuses/priorities. We would need to gather input from the community through a survey. The last time we did a significant survey, we used NIU Center for Governmental Studies which did a great job of getting users and non-users. Non-users are challenging for library staff to reach. To gather input:

- gather input from staff
- conduct a focus group with trustees
- survey, focus group, or intentional conversations with community leaders
- survey a statistically significant portion of Addison residents
- survey or intentional conversations with business owners

Cost: staff time, facilitator for focus groups, surveys (\$30k+)
