

Brookfield Public Library
3609 Grand Boulevard
Brookfield, Illinois 60513
www.brookfield.lib.il.us

Long-Range Strategic Plan 2006-2010

Adopted by the Board of Library Trustees, June 28, 2006

Statement of Purpose

The Brookfield Public Library is an institution for the general education and recreation of the citizens of the Village of Brookfield, of the citizens of Illinois, and of any user who requests library services.

Vision

The Brookfield Public Library aspires to serve as a catalyst that anticipates and responds to the lifelong needs of the residents of Brookfield, with service of unsurpassed quality.

The Brookfield Public Library:

- reaches out and serves users whenever and wherever they are by offering the best in remote access services and by being highly visible in the community;
- offers programs, services, and collections designed to help users of all ages develop and enhance literacy;
- provides superior information service and cultural and educational programming to its users;
- embraces progressive and innovative technologies and empowers the user community by instructing in their use;
- inspires the community to embrace and advocate for the open and free exchange of ideas;
- supports a knowledgeable, skilled, and user-oriented staff.

Mission

The Board of Library Trustees, representing the residents of the Village of Brookfield, articulates the mission of the Brookfield Public Library. The mission of the Brookfield Public Library is to create a cultural, educational, and informational center for the community by providing readily accessible and organized materials, programs and services that enrich the lives of residents of all ages.

Governance

The Board of Library Trustees is responsible for the provision of library services in the Village of Brookfield and shall author, implement and publish governing policies. It is the duty of the Board to determine the goals and objectives of the Library and the methods of meeting them, to review the goals and objectives annually, and to evaluate progress.

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Financial Management

The Board of Library Trustees shall keep aware of the financial status of the Library. The Library Director shall provide a report of budget status and expenditure at each Board meeting. The Library Director shall supply facts and figures to the Board to aid in interpreting the Library's financial need.

The Library Director shall prepare the annual budget in consultation with staff and Board. The Board shall work with the Library Director to formulate this budget, adequate to carry out the Library's goals and objectives, within any limitations of the state law.

Staff and Resources

- A. The Library Director is responsible for the internal operations of the Brookfield Public Library and accountable for administration of Board policies and patron services.
- B. The Library Director is responsible for recruiting the staff required to provide excellent patron services.
- C. The Brookfield Public Library facility and technology must be appropriate to implement the services necessary to its patrons.

Goals and Objectives

Goal 1: The library seeks input from the community.

Objective A: Survey the community about usage of the library once every three years starting in 2004.

Responsibility: Marketing Committee

Objective B: Conduct at least one focus group every year.

Responsibility: Marketing Committee

Goal 2: The library uses plural funding to support its services and programs.

Objective A: Work with the long-term fundraising arm of the Friends of the Library to create a development plan outlining fundraising initiatives for the Brookfield Public Library Fund.

Responsibility: Friends of the Library, Finance Committee

Objective B: Pursue at least one major grant offering per year in addition to the Illinois Public Library Per Capita Grant.

Responsibility: Administration

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Goal 3: The library arranges its physical facility to be useful and pleasant for staff and public.

Objective A: Engage the services of a professional library space consultant and undertake the remodeling of the Library building using the input of the Brookfield community, Library staff, and Board of Trustees.

Responsibility: Building and Grounds Committee, Administration, Staff and User Committees

Objective B: Address the issue of handicapped-accessible entrances and doors by applying for a Live and Learn Construction grant through the Illinois State Library in fiscal year 2007 and / or by budgeting Library funds for the project.

Responsibility: Building Committee, Administration

Objective C: Develop a long-range facility plan that considers cooperative ventures with other agencies and/or computer technologies / kiosks as a means to deliver library service.

Responsibility: Building Committee, Administration

Goal 4: The library develops its staff.

Objective A: Reorganize the staff as necessary in May 2007.

Responsibility: Personnel Committee, Administration

Objective B: Give at least one in-service day for the staff annually throughout the period of this plan.

Responsibility: Administration

Objective C: Develop an ongoing technology-training plan for staff at all levels.

Responsibility: Administration, Development Committee, Technology Committee

Goal 5: The library cultivates partnerships.

Objective A: Partner on at least one program or initiative per year with the Brookfield Zoo.

Responsibility: Zoo Committee, Administration

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Objective B: Give at least one program per year jointly with the Brookfield Recreation Department.

Responsibility: Administration

Objective C: Work with the Brookfield Historical Society and local historian Chris Stach in archiving and promoting the history of the village.

Responsibility: Administration

Objective D: Tap into local resources, including citizens and businesses, for programming and special interest opportunities.

Responsibility: Administration

Goal 6: The library implements user-friendly technology that supports public service.

Objective A: Employ automated solutions and new technologies that increase our ability to serve the public.

Responsibility: Administration, Technology Committee

Objective B: Form a Citizen Technology Committee that meets at least twice a year to assist in evaluating core library technologies and to ensure user-friendliness and an effective electronic presentation.

Responsibility: Administration, Technology Committee, Citizen Technology Committee

Objective C: Implement standards regarding staff knowledge and the ability to use technology, and include them in job descriptions, hiring criteria, evaluations, and promotions.

Responsibility: Administration, Technology Committee, Personnel Committee

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| Evaluation |
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- A. The Library Director will highlight progress of this plan at the regular monthly meetings of the Board of Library Trustees.
- B. In conjunction with the library's annual report in May, the Library Director will prepare an annual review and outcomes report on the meeting of the goals and objectives of this plan during the preceding fiscal year.
- C. The Board of Library Trustees will use the annual review and outcomes report as the basis for reviewing and updating the Long-Range Strategic Plan at its annual planning meeting.