

Winfield Library Long Range Plan – 2018

Goal 1 – Assess Library services, review circulation statistics, staff input and consequences of the following options to revise or improve services:

- a. Credit card payments, elimination of overdue fines, replacement of lost cards
- b. Self-checkout, self-serve holds pickup
- c. Automatic renewal of items or increased number of renewals
- d. Increase services at Youth Services desk, such as library card registration, hold pickup
- e. Coffee services, notary public service

Updates to the board will be provided quarterly

Goal 2 – Analyze technology and update 2010 technology plan with consideration of the following:

- a. Redesign and improvement of library website
 - i. Develop new layout and organization as necessary
 - ii. Determine feasibility of and if possible include video tutorials about using the library and library resources
 - iii. Consider adding photos of library staff
- b. Maintain currency and quality of technology to consider the following:
 - i. Upgrade public computers including OPACs and print release station
 - ii. Consider if patrons should be able to access e-books at OPACs
 - iii. Consider updating or replacing e-readers

Updates to the board as appropriate, with timelines where appropriate

Goal 3 – Identify and prioritize urgent needs for the library grounds, within budget restraints

Consideration should be given to the following:

- a. Outdoor seating/garden/picnic area
- b. Repair/replacement of outdoor steps
- c. More welcoming lower level entry with improved access from parking
- d. Outdoor program area
- e. New or expanded outside book drop
- f. Improved appearance to driveway entrance
- g. Improve parking lot issues including lack of handicap spaces, wheel stop problems, deteriorating pavement
- h. Improved lighting

Updates to the board quarterly and proposal for implementation to be created as soon as possible

Goal 4 – Identify and prioritize plan for interior of the building that considers the following:

- a. Assess possible reorganization of the layout:
 - i. Improved collection layout
 - ii. Quiet seating/study area
 - iii. Improved directional and collection signage
 - iv. Improved lighting
 - v. Patron access to outlets or other means of charging devices
 - vi. Patron art or other display area
 - vii. Youth Services play area
- b. Possible upgrades to furniture
- c. Improved restroom accessibility
- d. Improved functionality of upper level desk/staff area
- e. Consider revising or relocating staff break room space to accommodate the following:
 - i. Allowing more staff to take simultaneous breaks
 - ii. Bigger staff refrigerator to accommodate increased staff and program needs
 - iii. More comfortable space
- f. Address any issues remaining from the 2009 Facility Evaluation conducted by Newman Architecture

Updates provided to the board quarterly

Goal 5 – Publicity/Outreach

- a. Consider development of campaign/activities to promote the library as a community hub
- b. Work with community groups, public entities and businesses to increase engagement, provide programming and participation in ongoing and newly developed library activities
- c. Partner with the village and park district for promoting the library at their outlets and vice-versa
- d. Work with local businesses to provide better services to the business community

Goal 6 – Review and assess staff needs, keeping the following in consideration:

- a. Ensure job descriptions are current
- b. Ensure job coverage for absences, etc.
- c. Develop procedures for operating the library from one service desk, in case of emergency of necessity