

MINUTES
STRATEGIC PLANNING COMMITTEE
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
July 11, 2024

CALL TO ORDER

The meeting of the Strategic Planning Committee of the Board of Trustees of Peoria Public Library was called to order at 5:30 p.m. by Committee Chair Melissa Sanchez in the Community Room, Main Library, 107 NE Monroe Street, Peoria, Illinois.

ROLL CALL

Committee Members Present: Steve Marx, Roberta Parks, Melissa Sanchez

Committee Members Absent: Barbara Van Auken

Staff Members Present: Randall Yelverton, Executive Director

ORDER OF BUSINESS

- A. Approval of Minutes of the Meeting of May 28, 2024
Marx motioned that the minutes be approved. Parks seconded. All committee members approved the motion, and the minutes were approved.

- B. Short term Strategic Planning through the remainder of the year
Yelverton presented several goals for the remainder, including the following:
 - Install mobile printing for patrons at all locations
 - Move staff to Microsoft 360 to improve work efficiency
 - Increase circulation each month over the previous year's totals
 - Hire a children and teen collection librarian to focus specifically on materials for those groups
 - Hire additional tech services staff to help with increased workload
 - Start the process of rewriting job descriptions
 - Hire a technology instruction specialist to utilize the library's new computer labs with a focus on adult learners in order to aid workforce development in the Peoria area
 - Investigate strategic plan options
 - With the Strategic Planning Committee, select an option to present to the board for approval

The board offered feedback on these goals. Parks asked that Yelverton add approximate dates for the completion of each goal in order to stay on track and aid in reporting back to the committee and board.

The board approved these goals contingent on the suggested modifications. Yelverton stated that he would modify the goals for presentation at the upcoming July board meeting.

C. Strategic Plan

Yelverton shared that there was an opportunity for the library to continue to receive funds for general operating in 2027 that the city had been levying for in order to pay off construction bonds. Successfully retaining these dollars, or at least a portion of them, would require a presentation to the city, including the City Manager, Finance Manager and ultimately the Council.

Yelverton believes that working with an established firm that helps libraries formulate strategic plans would give us the best opportunity to make a compelling case to the city on retaining these dollars. Included in the strategic planning process would be a gathering of the opinions of library users and non-users about how they use the library and what they would like to see from the library. The evidence gathering from the strategic planning process would strengthen the library's presentation to the city.

The committee asked Yelverton to meet with them again and present options for strategic planning for 2024 and beyond that can be reviewed by the committee and presented to the board. The committee also discussed with Yelverton potential issues with strategic planning and questions to consider moving forward.

OTHER BUSINESS

None

ADJOURNMENT

The meeting was adjourned at 6:38 p.m.

Melissa Sanchez, Chair
Strategic Planning Committee
Board of Library Trustees
Peoria Public Library