



Strategic Plan 2024-2026



FLOSSMOOR
PUBLIC LIBRARY

Mission Statement

Flossmoor Public Library offers traditional and non-traditional resources and services for culture, intellectual, and social development and helps patrons to effectively obtain and evaluate information.

Vision Statement

Flossmoor Public Library aspires to be the welcoming center of our community committed to providing services, resources, and space that enrich our patrons' lives.

Strategic Planning Team

Library Board of Trustees

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Leadership Team

Janet DiCastro – Programming and PR Coordinator
Leann Fischer – Operations Manager
Jenny Lucas – Youth Services Manager
David Martin – Adult Services Manager
Jamie Paicely – Library Director
Laura Sonnek – Patron Services Manager

Shaping Our Future

With a shared understanding of both the current state and the challenges facing the library, we have identified four key categories that the strategic plan will focus on. The image below is further explained in the following pages, but we feel that by keeping these categories in mind, the library's decisions can be reflected in one or more of them. We feel these categories are timeless, and while the goals under each may change, the overall focus categories will remain the same.





Awareness

This focus category can be broken down into three subsections, with more direct focus on each goal identified. The subsections are:

Awareness by Patrons

This subsection will focus on the library's presence in the community and at community events. This will focus on ways to bring awareness to the community about the library and what we offer.

Objectives:

- 1A.1 Centennial Celebration – in 2024, Flossmoor will celebrate its Centennial. The library would like to celebrate this historic event by launching a local author collection that will be kicked off by holding a Local Author Fair in 2024.**
- 1A.2 The Library will look into hosting regular community / after hours events for our residents. These will focus on adults, youth, and family on a rotating basis.**
- 1A.3 We are going to re-evaluate our programming and look at bringing in outside presenters and performers to help enrich our patrons' knowledge with more hands-on programming and classes.**
- 1A.4 The Library would like to investigate hosting rotating art displays by local residents. This would include where in the library to host them, as well as a manner in which to display the art.**

Awareness for Patrons

This subsection will focus on the library's commitment to green initiatives and ways to reduce, reuse, and recycle among the library and our patrons through internal practices and community programs and events.

Objectives:

- 1B.1** The Library understands we have limited natural resources, and we want to help keep and sustain the ones we have. Therefore, we are going to re-evaluate our current practices and update and practice the ones we have. This includes reducing our paper usage as a building.
- 1B.2** We are going to relocate our Green Station to a more visible location and ensure that we keep it updated and add additional recycling options for our patrons to utilize.
- 1B.3** We will host more programs that allow patrons to swap items instead of getting rid and buying new. This include puzzle swaps, craft swaps, and other free, trade or borrow events.
- 1B.4** LED or motion sensor lighting shall be looked into for use throughout the library. The benefits of such lighting will need to be considered beside the cost to such improvements.

Awareness of Patrons

This subsection will focus on the library's collections and services that we can offer to our patrons. This is what our patrons are looking for and what we can do to help them meet their needs and wants.

Objectives:

1C.1 The library will look into adding new collections, or aspects to already existing collections, including, but not limited to:

- Local Author Collection (Spring 2024)
- Circulating Laptops
- Blu-ray DVDs
- Large Print for Youth Services
- Library of Things
- Age Options development and Senior items and resources
- Tween collection development

1C.2 In addition to items being added to the collection, the Library will also look into ways that we can better serve our patrons. This will include, but again not be limited to:

- Patron Perks (what your card can do for you inside and outside the library)
- Smartboards and/or white boards for study room usage
- Welcoming Bags for new patrons
- Ways to serve the public, even when the building is closed



Buildings & Facilities

As our building ages, we recognize the need to maintain our beautiful building, grounds, and infrastructure. Making sure that we maintain these, preventing larger costs when necessary, is a focus for the library.

Objectives:

- 2.1 Upkeep of our building is instrumental to ensuring we can provide our services to the public. Therefore, general upkeep, such as repairs to the woodwork, building, book drops, staff entrance, and upgrading the handicap buttons, is a focus to ensure the longevity of the building.**
- 2.2 To ensure that the library is properly prepared and budgeting for major replacements and renovations, a Facilities Plan should be put together and maintained.**
- 2.3 As the library expands its Library of Things, proper storage shall be purchased and maintained to ensure all items are safely stored until use.**
- 2.4 Additional security cameras shall be investigated, and purchased if determined they are needed.**
- 2.5 In an effort to ensure that our materials are easy to find and browse, outward facing shelving shall be looked at, in order to highlight and easily access certain parts of the library's collection.**
- 2.6 A new layout in Youth Services will be investigated, to ensure that sightlines and the safety of staff and patrons is being practiced.**



Organizational Health

Our staff is a lifeline for the library and the services that we offer. Making sure that they are trained, informed, and reflective of our community is a focus for the library.

Objectives:

- 3.1 In order to have a staff that reflects our community, the Library will establish EDI policies and practices, that include posting jobs in a variety of areas as well as revisiting and updating our job descriptions.**
- 3.2 The Library recognizes the importance of internal communications and will work towards ensuring that our staff are aware of important information they need to do their jobs, as well as advocate for the library's programs and services. We will do this by holding regular department meetings, quarterly all-staff meetings and establishing a monthly staff newsletter.**
- 3.3 Staff should feel well trained and safe at the Library. We will help to encourage this feeling by streamlining onboarding and departmental training. The Library will also review and update the emergency / disaster plan and the succession plan. We will also look at holding safety trainings throughout the year at our quarterly all-staff meetings.**



Technology

We understand technology is a fast changing, yet highly used and desired service that the library offers. Making sure that our equipment is up to date and reliable is a focus for the library.

Objectives:

- 4.1 All computers shall be replaced by October 2025 to ensure that we have the latest upgrades to software. When the computers are replaced, issues with patron printing shall also be addressed.**
- 4.2 To ease the financial burden, the fax number will be transferred to a cloud based service. The leases for printers will also be looked into in order to weigh the cost of purchasing them versus the cost of leasing them.**
- 4.3 Cyber security, as well as computer wiping software, will be evaluated to ensure the security of our staff and patrons, both with the public computers as well as with the staff computers.**
- 4.4 As technology advances, several components will be looked at to ensure our patrons have the technology they need at the library. Some of these components include:**
 - Smart strips for patron computers**
 - Upgrades to the Self-Checkout machines**
 - USB and USB-C plug adaptors**
 - Additional scanners for staff and/or patron use**

Awareness by Patrons – discussed at the May 9, 2023 Board Meeting

Awareness for Patrons – discussed at the June 13, 2023 Board Meeting

Awareness of Patrons – discussed at the July 11, 2023 Board Meeting

Building & Facilities – discussed at the September 12, 2023 Board Meeting

Organizational Health – discussed at the October 10, 2023 Board Meeting

Technology – discussed at the November 14, 2023 Board Meeting

Plan voted on in its entirety – approved at the December 12, 2023 Board Meeting