![CCS logo]

AGENDA
LONG RANGE PLANNING COMMITTEE
3355-J N ARLINGTON HEIGHTS RD
ARLINGTON HEIGHTS, IL 60004

REMOTE PARTICIPATION
Friday, December 11, 2020
10:00 A.M.

The Long Range Planning Committee meeting will be held remotely, without a physical quorum present due to the COVID-19 public health emergency.

To submit public comment, either join the meeting using the link below, or send an email with your comments to Executive Director Rebecca Malinowski at rmalinowski@ccslib.org at any time before or during the meeting. All comments will be read aloud during the meeting.

Join Zoom Meeting
https://us02web.zoom.us/j/82196603028

Dial by your location
    +1 312 626 6799 US (Chicago)
Meeting ID: 821 9660 3028

1. CALL TO ORDER

2. ROLL CALL

3. ADDITIONS TO THE AGENDA

4. PUBLIC COMMENT

5. APPROVE MINUTES OF NOVEMBER 2, 2020 MEETING (ACTION)

6. STRATEGIC PLANNING PROCESS
    a. Review draft strategic plan
    b. Next steps
    c. Recommendation to Governing Board

7. NEXT MEETING

8. ADJOURNMENT

All matters on the agenda may be discussed, amended and acted upon

LONG RANGE PLANNING COMMITTEE
CCS Office
3355-J N. Arlington Heights Rd, Arlington Heights IL 60004

November 2, 2020

REMOTE PARTICIPATION

The Long Range Planning Committee met remotely, without a physical quorum present due to the COVID-19 public health emergency.

1. CALL TO ORDER
The meeting was called to order at 1:36 P.M. by Chair P. Leffler.

2. ROLL CALL

S. Brown	Grayslake	S. Lempke	Niles-Maine
K. Danczak Lyons	Evanston	D. McNulty (joined 1:57)	Cary
P. Leffler	Morton Grove	J. Tucci	Lincolnwood
C. Lemmer	Lake Forest		

Also present: R. Malinowski, CCS; B. Stoneburner, CCS
Absent: K. I. Martens, Crystal Lake; B. Shepard, Indian Trails

3. ADDITIONS TO THE AGENDA
None.

4. PUBLIC COMMENT
None.

5. APPROVE MINUTES OF THE OCTOBER 5, 2020 MEETING

Danczak Lyons MOVED; Brown SECONDED to

APPROVE THE MINUTES OF THE OCTOBER 5, 2020 MEETING

Ayes: Brown, Danczak Lyons, Leffler, Lemmer, Tucci
Nays: None
Abstain: Lempke
Absent: Martens, McNulty, Shepard

MOTION CARRIED BY ROLL CALL VOTE

6. STRATEGIC PLANNING PROCESS

a. Review needs analysis data – The committee reviewed the key points from the October Governing Board strategic planning discussion as summarized by R. Malinowski.

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b. Draft mission and vision – The committee reviewed and provided feedback on the drafted mission statement. After a lengthy discussion there was agreement to include language both around effective and equity in the next draft of the mission statement for Governing Board to review.

D. McNulty joined the meeting at 1:57 P.M.

The committee reviewed the drafted vision statement and agreed it should be shortened for Governing Board consideration. Proposed language included "CCS is on the forefront of library technology and adapts to changing needs and environments."

c. Draft strategic directions – R. Malinowski reviewed the drafted suggested themes and requested feedback from the committee. S. Brown shared with the committee a link to the Jefferson County Library Cooperative strategic plan as an example for review. There was a lengthy discussion as to whether a separate Guiding Principles component should be added to the strategic plan and whether fiscal accountability should be included as a strategic goal or leave with the fiscal accountability policy. There was agreement that for the time being fiscal accountability would be listed in both Guiding Principles and the strategic plan to be discussed further.

7. NEXT MEETING

The committee will meet next on November 30. For this meeting, R. Malinowski will update the drafted mission and vision statements as well as draft objectives and add guiding principles for review. The committee will also discuss long term planning based on feedback received at the October Governing Board meeting.

8. ADJOURNMENT

Chair Leffler adjourned the meeting at 3:02 P.M.

LONG RANGE PLANNING 3

CCS Strategic Plan

July 2021-July 2024

Strategic Directions and objectives should be evaluated annually by the Long Range Planning Committee to ensure CCS goals are responsive to changing environments.

Mission

Provide effective, high-quality and future-focused library technology to members to promote resource sharing, facilitate knowledge sharing, and improve the patron experience.

Vision

CCS is on the forefront of library technology and adapts to changing needs and environments.

Guiding Principles

The guiding principles underlie all of the work CCS does and are the driving forces in CCS decision-making.

We support resource sharing.

We foster a culture of collaboration and community.

We provide professional development, training and networking opportunities.

We adopt those technologies and services which enhance the user experience.

We practice fiscally responsible stewardship of member library resources.

We engage all member libraries and respect their diversity.

Strategic Directions

Develop flexible, responsive services that will continue to improve the patron and staff experience.

- Regularly evaluate synchronous and asynchronous training offerings to meet the changing needs of member library staff.
- Ensure that all CCS staff are cross-trained to provide maximum support to members.
- Incorporate universal design practices into CCS services and products.
- *For the committee: Guiding principles include Professional Development. How do we define professional development versus training? I recommend that CCS focus on providing training related to the ILS.*
  - *Training examples: How to use Simply Reports, Introduction to Leap*
  - *Professional development examples: Using MARCedit for record maintenance, Linked Data uses, Understanding SQL*

o *Should CCS teach "core skills" like cataloging basics/principles? I recommend against this direction.*

Strategically build membership to further promote resource sharing in Illinois.

- Provide high quality services to retain existing members.
- Develop relationships in the Illinois library community.
- Develop a system to monitor interest from potential new members to allow for medium- and long-term project planning.
- *For the committee: Develop a strategy for membership growth that centers diversity, equity, and inclusion.*

Identify and pursue new opportunities for enhancements of core ILS services to improve patron and staff experiences.

- Actively participate in product development with vendors, such as the Development Partner Program with Innovative Interfaces
- Stay current on emerging bibliographic technologies and utilities
- Support library efforts to streamline workflows using automated processes where beneficial
- *For the committee: About ½ of CCS libraries provide patrons with a mobile app (Communico, Boopsie, Capeira, or others). Pursuing a system-wide app could introduce cost-savings, but would require libraries with current services to pay twice or discontinue their selected service. A CCS coordinated group purchase on an opt-in basis would not provide the same level of savings as 100% participation. Is there interest in including app adoption as an objective?*

Help libraries use ILS data effectively for internal decision-making and communication with stakeholders.

- Build internal staff skill and knowledge regarding data interpretation and analysis.
- Educate member library staff on existing data sources and reporting tools.
- Develop resources for data analytics to support libraries, such as a comparison of in-market products, additional documentation CCS-provided reports, a custom analytics dashboard for CCS, best practices for board reports.

Continue to focus on providing value to CCS members through fiscally responsible stewardship of member library resources.

- Investigate new and expanded partnerships to reduce member costs.
- Continue to evaluate cloud-based v. locally hosted solutions with a focus on long-term sustainability.
- Plan for the expiration of the current CCS office lease: complete a thorough needs analysis and investigate options to build flexibility into future agreements.

Looking Towards the Future

Consider big questions on the future of libraries and resource sharing:

- What does resource sharing look like in 10 years?
- How will changing collections impact CCS and member needs?
- What do we know about user habits, and how will they change over time?