

LONG RANGE PLANNING COMMITTEE
100 Tri State International Dr.
Lincolnshire, IL 60069

February 29, 2024

REMOTE PARTICIPATION

1. CALL TO ORDER

The meeting was called to order by Chair. J. Bertucci at 10:00 A.M.

2. ROLL CALL

J. Bertucci	Park Ridge	R. Livergood	Warren-Newport
B. Fyolek	Crystal Lake	R. Smith	Zion-Benton
S. Lempke	Lincolnwood		

Also present: R. Malinowski, CCS; B. Stoneburner, CCS; D. Wischmeyer, CCS

3. ADDITIONS TO THE AGENDA

None.

4. PUBLIC COMMENT

None.

5. APPROVE MINUTES OF THE SEPTEMBER 14, 2023 MEETING

Lempke MOVED; Smith SECONDED

**TO APPROVE THE MINUTES OF THE SEPTEMBER 14, 2023
MEETING.**

Ayes: Bertucci, Fyolek, Lempke, Smith

Nays: None

Abstain: Livergood

Absent: None

MOTION CARRIED BY ROLL CALL VOTE

6. CURRENT STRATEGIC PLAN PROGRESS – R. Malinowski reported that at the previous Long Range Planning Committee meeting in September, the current strategic plan was extended to the end of FY2025. Malinowski reviewed status of the existing FY 2023-2024 strategic directions and goals that was sent to the

committee for review prior to the meeting. CCS continues to make progress on goals, but some will carry over to the next fiscal year. A vacancy in the User Experience Specialist position has delayed specific goals that may also need to carry over to next fiscal year. There were no questions from the committee.

7. **STRATEGIC GOALS FOR 2024-2025** – R. Malinowski sent a draft of potential 2024-2025 Goals to the committee for review prior to the meeting. Goals were organized by strategic direction and potential size of project.
 - a. ILS Contract Renewal Strategy – The current ILS contract will expire at the end of April 2026 and CCS will need to plan for a year of contract negotiations. Clarivate will have a new contract structure. CCS will plan to survey directors on general satisfaction with Polaris, assess the marketplace and complete an ILS environmental. Estimated recommendation to Governing Board would come in February 2025 then will have a year to negotiate.
 - b. Strategic Data Needs – CCS summarized the brainstorming session from the February Governing Board meeting. Two ideas from the session that had nine votes each were mapping of users and ability for ILS data to interface with other tools. A proposed goal for 2024-2025 would be to evaluate an in-market data analytics tool. After a discussion, the committee agreed to leave Strategic Data Needs on the potential list of strategic goals and that the Governing Board would be pleased with the short-term and 6 months deliverables.
 - c. Find More Illinois – Find More Illinois will continue to roll out this fiscal year into the next fiscal year. CCS would work to develop the framework to assess the impact of Find More Illinois on CCS patrons, library staff and library budgets. The Governing Board previously agreed to a two-year initial participation in Find More Illinois.
 - d. BTCat Pilot – The idea to conduct a pilot project with BTCat focused on cost/benefit analysis came out of the last round of ideation for strategic goals. BTCat is a cataloging utility from Baker & Taylor. Evanston is already moving forward with BTCat to use in addition to OCLC and may be an opportunity for CCS to assess the workflow and gather data. R. Malinowski anticipates that by the May Governing Board meeting CCS will have a better idea if that would be sufficient or propose a deeper dive with 1-2 libraries as a pilot. Malinowski will follow up with Evanston on plans to continue with OCLC.
 - e. Develop July 2025+ strategic plan – R. Malinowski reported that the current strategic plan was previously extended an extra year to coincide with ILS contract renewal. Malinowski reported that there are fourteen new directors on the Governing Board since the last planning process. Malinowski stated it would be beneficial to do a robust planning process

due to the large number of new directors as well as to wait until July to do the bulk of planning to coincide with the new roster cycle, which will be an opportunity to fill some vacancies within the current Long Range Planning Committee roster.

- f. Possible carry over from 2023-2024 goals include:
 - i. Compare Vega Discover with PowerPAC in-market discovery layers.
 - ii. Phone Server – evaluate services for phone notifications. Replace server or move to cloud-based system.
 - iii. Decommission Colocation – There are only a few pieces of equipment left at the colocation site and have already reduced footprint and rent. CCS will continue to work with OSG with hopes of decommissioning this year.
 - iv. Expose Polaris Policies and Optimize Updates – Develop a more accessible format for library staff to view existing Polaris policy tables and adopt a standard workflow for submitting requests for value updates.

The Long Range Planning Committee will meet in mid-April to finalize goals to recommend to the Governing Board in May.

8. STRATEGIC PLANNING TIMELINE – R. Malinowski suggested waiting for the next fiscal year committee roster to do the strategic planning. Malinowski will draft the director satisfaction survey regarding Polaris for review at the next Long Range Planning Committee meeting then the survey will be sent to directors to complete. The committee agreed with this plan. J. Bertucci thanked Malinowski and CCS for the work and documentation prepared for the strategic plan review and commented that the committee may need to make some adjustments due to the size of the projects.

9. ADJOURNMENT

Fyolek moved and Livergood seconded to adjourn the meeting at 10:47 A.M.