



# LAKE GENEVA PUBLIC LIBRARY

## MINUTES

Lake Geneva Public Library Ad-Hoc Strategic Planning Committee Meeting

Monday, August 7, 2017

8:00 a.m.

Director's Office, Lake Geneva Public Library

### Call to order

Gelzer called the meeting to order at 8:00 a.m.

### Roll Call

**Members present:** Brookes, Gelzer, Halverson, Kersten, Lafrenz, Lyon, Oppenlander

Also Present: Library Director Kornak

### Minutes

Lyon/Halverson motion to approve the minutes of the July 13, 2017 meeting. Motion carried unanimously.

### New Business

Committee members contributed various goals for strategic planning:

- To get better acquainted with each other, learn more about the library
- To participate in an on-going process that responds to clients, provides resources, and fully includes staff
  - Annual review
  - Community needs
- To gain new perspectives
- To create a timeline
- To provide direction for Director and staff
- To create or amend current mission, vision, values statements and action steps for future
- To consider the changing the role/definition of the library

Planning activities, types of information, key stakeholders:

- Collect and summarize historical information in a resource file
- Perform a library assessment
  - Consider other library models



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- Include market analysis: collect data on competition and collaboration, revenue, users
- Utilize Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis
- Conduct a planning retreat/meeting facilitated by an outside facilitator
- Include key stakeholders: Friends, Foundation, City Council, staff, patrons

## Committee members' experiences:

- Using SWOT analysis
- Participating in retreat
- Lake Geneva Schools model

## Comments:

- Redefine role of the library as a stimulator, beyond simply being a deliverer
- Become an agent to broaden people's perspectives

## Budget:

- Outside facilitator
- Library assessment and/or space needs study
- Other items, perhaps known after training session on August 23<sup>rd</sup>.

A theme throughout the meeting was to create a document-plan that was visionary and useful. Like our collection, we do not want our plan to simply sit on a shelf.

## Adjournment

Lyon/Kersten motion to adjourn. Motion carried unanimously.

The meeting was adjourned at 9:04 a.m.

Respectfully submitted,

Chris Brookes

Secretary

**Next meeting: Trustee Training August 23, 2017, 11:45 a.m. Smith Meeting Room members should be prepared to schedule the next 1-2 meetings. Lunch will be provided.**