

Village of Shorewood – 2018 -2019 Annual Report

VILLAGE OF SHOREWOOD DEPARTMENT / COMMITTEE ANNUAL REPORT

Instructions: To help inform the Village Board on the annual operations, services and activities being performed by all areas of the Village, the Village Manager is asking each department and citizen committee to complete the following report. All reports must be completed by May 14. Please contact the Village Manager’s Office if you have any questions about the report.

Name of Department / Committee: Library/Library Board

Name of Department Head / Committee Chair: Rachel Collins/Alex Handelsman

Other Department Managers / Committee Members:

Emily Vieyra, Alex Dimitroff, Megan O’Brien, Leslie Cooley, Elvira Craig de Silva, Bryan Davis, Donna Whittle

Identify your most significant department / committee services and activities performed in the past year.

1. Engaged in strategic planning process including a community assessment (survey and community conversations), development of organizational values, revamping of the library mission resulting in an eleven page Library Strategic Plan 2019-2024.
2. Co-hosted third Shorewood Reads community read program with the Friends of the Shorewood Public Library which reached 800 people and culminated with author Emily St John Mandel visiting the library to facilitate three programs.
3. Replaced cash register with Square point of sale system accommodating credit card, debit card, and contactless transactions, in addition to cash and checks. The system enhances patron convenience and increased net sales 34%.
4. Initiated multiple new programs, some in partnership with other organizations including: 1000 Books before Kindergarten, teen writing contest, Reading Race Community Conversations, and a new adult lecture series.
5. Conducted Request for Proposal process for copy/print services and successfully contracted with new vendor.
6. Designed employee recognition pay program combining successful job performance and tenure to an employee compensation program and shared with other village departments.

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Identify your department / committee proposed initiatives that you hope to perform or implement in future years. Initiatives are significant subjects such as service delivery changes, capital items, programs, or studies that require Village resources and time to execute. Each initiative listed should link to one of the six vision statements in [Vision 2025](#) on pages 6-8. Include the vision number(s) in the “Relationship to Vision 2025” column corresponding with the vision statement(s) that best relates to the initiative along with a brief explanation. For each initiative, please complete the “Request Execution of New Village Initiative” form to complete this section. For citizen committees, please utilize your staff liaison to complete this form.

Department / Committee Initiative(s)	Relationship to Vision 2025
1. Create a library diversity and inclusion statement/policy/commitment. (Library Strategic Plan, Goal 3, Serving the full community)	Vision 1 – attract diverse people of all ages and stages of life and easy access to world class centers of culture and higher learning and Vision 2 – a welcoming community embracing new people, innovative ideas and engaging others to continuously improve...
2. Participate in conversations about outdoor enhancement opportunities that extend the community connections fostered inside the library and village center. (Library Strategic Plan, Goal 2, Customer service)	Vision 1 – attract diverse people of all ages and stages of life , Vision 2 – a welcoming community embracing new people, innovative ideas and engaging others to continuously improve...
3. Create a renovation masterplan with an architect that will enhance building efficiencies and customer service. (Library Strategic Plan, Goal 2, Customer service)	Vision 5 - financially responsible community with well-maintained public buildings ... and public service excellence
4. Enhance the library experience and patron comfort by implementing small scale amenities. (Library Strategic Plan, Goal 2, Customer service)	Vision 5 - financially responsible community with well-maintained public buildings ... and public service excellence and Vision 6 – maintain a long range, disciplined view of the future
5.	
6.	
7.	

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FOR VILLAGE DEPARTMENTS: Please review and evaluate the Village fee schedule. For fees that should be modified or require additional review from the Village Board, please list out those fees in the chart below. In addition, please indicate your department’s recommendation to amend the fee. If the fee impacts additional departments, please list the following departments you’ve contacted and gained their approval involving your recommendation.

Village Fee – include Fee amount	Recommended Modification	Departments Approving Recommendation
1.N/A		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		