| Goal Area | Key Obj | **Objectives for Plan Period**<br>**Note: # sign indicates key objectives** | **2022** | | | | **2023** | | | | **2024** | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | ***Achieved?*** | **Y or N** | | | | **Y or N** | | | | **Y or N** | | | |
| | | ***Quarter*** | 1st | 2nd | 3rd | 4th | 1st | 2nd | 3rd | 4th | 1st | 2nd | 3rd | 4th |
| Administrative | | Follow the review cycle for the library long-range plan and policy manual. | Y | Y | Y | Y | Y | Y | | | | | | |
| Comments: | | 22-1 New long range plan in effect | | | | | | | | | | | | |
| Administrative | # | Annually calculate requirements for meeting county and state requirements and related costs. Work with city leaders to make sure that the annual budget meets both. | Y | Y | Y | Y | Y | Y | | | | | | |
| Comments: | | | | | | | | | | | | | | |
| Administrative | | Enhance relationships among all stakeholders | Y | Y | Y | Y | Y | Y | | | | | | |
| Comments: | | 23-1, 2 Attended monthly Friends and Department Head meetings. | | | | | | | | | | | | |
| Administrative | | Prepare plans and policies for Library services with the participation, review, and approval of the Library Board. Implement those plans and policies and assess effectiveness. Revise as necessary. | Y | Y | Y | Y | Y | Y | | | | | | |
| Comments: | | 22-1, 2, 3, 4; 23-1, 2 Policies reviewed and revised. Worked with Legal Department. | | | | | | | | | | | | |
| Administrative | | Work with the Friends group to enhance and supplement the provision of library materials and services, and create awareness and visibility. | Y | Y | Y | Y | Y | Y | | | | | | |
| Comments: | | 22-1, 2, 3,4 23-1, 2 Promoted events 22-3, 23-2Worked on book sale 23-1, 2 Attended monthly Friends meetings Friends agreed to sponsor Adult and Teen Summer Reading Program and Explore Passes. Continued support of Read it and Eat. | | | | | | | | | | | | |
| Administrative | # | Work in concert with Waukesha County Library Goals and Objectives and County Library Standards | Y | Y | Y | Y | Y | Y | | | | | | |
| Comments: | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| Building | | Maintain open hours between 65 and 67 hours per week (currently 67). This puts the Library at between Tier 2 and 3. | Y | Y | Y | Y | Y | Y | | | | | | |
| Comments: | | 22-1 Reported on State report 23-1 Reported on State report | | | | | | | | | | | | |
| Building | | Meet with City facilities manager to identify physical plant concerns and identify solutions. | Y | Y | Y | Y | Y | Y | | | | | | |
| Comments: | | 23-1, 2 Entrance opened up. Cubicles and shelf removed for more space. | | | | | | | | | | | | |
| Building | | Continue to promote and manage library meeting rooms for the general public. Add up to date technology that enhances the use of these rooms. | Y | Y | Y | Y | Y | Y | | | | | | |
| Comments: | | | | | | | | | | | | | | |
| Building | | Facility shows signs of aging and renovation and expansion should be considered. | | | Y | | | | | | | | | |
| Comments: | | 22-3 Added as 2023 Budget goal | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| Collection | | Work with other libraries in the Bridges System to develop collaborative initiatives such as public relations and marketing, and collection development. | Y | Y | Y | Y | Y | Y | | | | | | |
| Comments: | | 22-1, 2, 3, 4; 23-1, 2 Various committee meetings attended 22-3 Presented at Memory Project Symposium | | | | | | | | | | | | |
| Collection | # | Due to the high expectations of the Brookfield Community, we will aim for the Tier 2 or 3 level of Collection size including digital formats. | Y | Y | Y | Y | Y | Y | | | | | | |
| Comments: | | 22-1 Reported on state report 23-1 Reported on state report | | | | | | | | | | | | |
| Collection | # | Maintain the materials budget at the Tier 3 level. | Y | Y | Y | Y | Y | Y | | | | | | |
| Comments: | | 22-1 Reported on state report 22-3 Proposed in 2023 budget 23-1 Reported on the state report | | | | | | | | | | | | |
| Collection | | Plan to maintain the periodical collection including digital collections at the Tier 3 level. | Y | Y | Y | Y | Y | Y | | | | | | |
| Comments: | | 22-1 Reported on state report 23-1 Reported on the state report | | | | | | | | | | | | |

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| | | ***Quarter*** | 1st | 2nd | 3rd | 4th | 1st | 2nd | 3rd | 4th | 1st | 2nd | 3rd | 4th |
| Collection | | Conduct an annual in-house use survey. | | Y | | | | | | | | | | |
| Comments: | | 22-2 survey conducted Will be conducted 23-3 | | | | | | | | | | | | |
| Collection | | Evaluate collection quality and user satisfaction. | | | | | | | | | | | | |
| Comments: | | This evaluation will be done at least once during the 3 year plan period. | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| Marketing | | Perform a user needs survey within this plan period. Report on results and take appropriate action. | | | | | | | | | | | | |
| Comments: | | This survey will be done at least once during the 3 year plan period. | | | | | | | | | | | | |
| Marketing | # | Continue to maintain and promote a social media presence. | Y | Y | Y | Y | Y | Y | | | | | | |
| Comments: | | 23-2 Started including Events, videos and more personalized content. | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| Programs | # | Maintain adult and children's programs. Aim for at least 250 programs per year. | Y | Y | Y | Y | Y | Y | | | | | | |
| Comments: | | 22-1 53 adult and 83 children's programs. 22-2 70 adult and 68 children's programs. 22-3 61 adult and 50 children's programs. 22-4 61 adult and 31 children's programs 2022: 245 adult and 291 children's programs 23-1 51 adult and 110 children's programs 23-2 77 adult and 90 children's programs | | | | | | | | | | | | |
| Programs | | Partner with schools to identify the needs and interests of teens. Encourage participation in special programs that reflect the diversity of interests of the young adult population. Maintain and expand the Teen Scene programs and services for this age group. | Y | Y | Y | Y | Y | Y | | | | | | |
| Comments: | | 22-1 Hosted two High School art shows in the Periodical Area. 22-2 Sent video to Middle school promoting Summer Reading Program. Held teen led art class. Added Dungeons and Dragons program. 22-3, 4 Hosted Saint John Vianney Classes for tours (6th, 7th and 8th grade) 22-4 Prepared cards for use in schools 23-1,2 hosted Saint John Vianney Classes (6th, 7th, and 8th grade) 23-2 Visited Middle School to promote Summer Reading 23-3 Hosted two High School art shows in the Periodical Area, Held teen led art class, Added section session of Dungeons and Dragons | | | | | | | | | | | | |
| Programs | | Provide instructional programs in the areas of technology and online resources. | Y | Y | Y | Y | Y | Y | | | | | | |
| Comments: | | 22-1, 2, 3, 4; 23-1, 2 Internet Resources, Digital Downloads | | | | | | | | | | | | |
| Programs | | In conjunction with Bridges and system libraries, develop specialized training on the use of shared resources. | Y | Y | Y | Y | Y | Y | | | | | | |
| Comments: | | 23-1 Udemy added 23-1, 2 Worked on new café app | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| Services | | At least one program each quarter will be offered in cooperation/collaboration with schools or other agencies in the area. | Y | Y | Y | Y | Y | Y | | | | | | |
| Comments: | | 22-1 Memory Café, DAR Genealogy, MSOE 22-2 Memory Café, Greater Wisconsin Agency on Aging Resources, Waukesha County Historical Society, Milwaukee War Memorial Center, Fairest of the Fair 22-3 Greater Wisconsin Agency on Aging Resources, UW-Badger Talks 22-4 Memory Cafe, Greater Wisconsin Agency on Aging Resources, Compassus, Consumer Protection Agency, Loose Bead Society, Divine Savior, Marquette High School 23-1 DAR Genealogy, Aging and Disability Resource Center, UWM, Sunset Playhouse 23-2 Memory Café, Greater Wisconsin Agency on Aging Resources, Milwaukee War Memorial Center, Fairest of the Fair, Compassus, Consumer Protection Agency | | | | | | | | | | | | |
| Services | | Conduct school visits to publicize summer reading program and other library activities. | | Y | Y | | | Y | | | | | | |
| Comments: | | 22-2 Visited one school in person. Sent presentation and video to other schools 22-3 Attended school librarian meeting to promote programs 23-2 Visited three elementary and one middle school to promote Summer Reading Program 23-2 Attended elementary school High Interest Day program | | | | | | | | | | | | |

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| | | | | | | | | | | | | | | |
| Staffing | | Participate in city training for staff development. | Y | Y | Y | Y | Y | Y | | | | | | |
| Comments: | | 22-1 Wellness challenges 22-2 WOW on Wednesdays in May. 22-3, 4 Wellness challenges 22-4 Harassment Prevention 23-1, 2 Wellness challenges | | | | | | | | | | | | |
| Staffing | | Maintain money for staff training in the library budget. | Y | Y | Y | Y | Y | Y | | | | | | |
| Comments: | | | | | | | | | | | | | | |
| Staffing | | Implement in-house training for staff members as needed, including one day staff in-service. | Y | Y | Y | Y | Y | Y | | | | | | |
| Comments: | | 22-3 Staff in-service day 23-2 Staff in-service day | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| Technology | | Meet or exceed County standards for public access workstations. | Y | Y | Y | Y | Y | Y | | | | | | |
| | | | | | | | | | | | | | | |
| Technology | | Provide public-access workstations for word processing, spreadsheet, database, and Internet access functions; Wi-Fi, and other emerging technologies. | Y | Y | Y | Y | Y | Y | | | | | | |
| Comments: | | 23-2 New computers installed | | | | | | | | | | | | |
| Technology | # | Periodically review the technological infrastructure as needs develop and usage patterns change. | Y | Y | Y | Y | Y | Y | | | | | | |
| Comments: | | 22-1 Friends donated OWL for hybrid meetings 22-2, 3 Update wiring for RFID 23-2 Discussed need for current number of OPACs with IT and update schedule | | | | | | | | | | | | |
| Technology | | Maintain an effective website presence. | Y | Y | Y | Y | Y | Y | | | | | | |
| Comments: | | | | | | | | | | | | | | |
| Technology | | Work with Bridges and CAFE to enhance user experience with the Polaris automation system. | Y | Y | Y | Y | Y | Y | | | | | | |
| Comments: | | 23-1,2 Cafe app updates coming. Polaris upgraded. | | | | | | | | | | | | |
| Technology | # | Plan, prepare and implement RFID (Radio-Frequency Identification) | Y | Y | Y | Y | Y | Y | | | | | | |
| Comments: | | 22-1 Chose vendor, ordered equipment 22-2 Trained staff and began tagging 22-3 Tagging and preparation for new equipment and software 22-4 System implemented 23-1, 2 Reviewing DVD tagging issues with Envisionware | | | | | | | | | | | | |
| Technology | | Regularly review library technology needs as they relate to the facility and provision of services. | Y | Y | Y | Y | Y | Y | | | | | | |
| Comments: | | 22-4 Friends donated 3-D printer | | | | | | | | | | | | |