

FRANKFORT PUBLIC LIBRARY DISTRICT
STRATEGIC PLANNING COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
February 7, 2024
1PM

- I. Call to Order
The meeting was called to order at 1:06PM.
- II. Roll Call
Present: Trustee Look, Trustee Knutson, Amanda Kowalcze, Melissa Rice, Rebecca Cerf, and Nicole Suarez.
Absent: Jessica Nawrocki
Also Present: None
Citizens Advisory Committee: None
- III. Introduction of Visitors
None
- IV. Minutes for Approval
Minutes from the Strategic Planning Committee Meeting on September 25, 2023 were reviewed and approved the Committee members.
- V. Old Business
None
- VI. New Business
 - A. Strategic Plan First Quarterly Assessment
 1. The Committee discussed highlighted items from September to December 2023 to encapsulate strategic plan progress in three categories: Completed, Selected In Progress, and Selected Up Next. When applicable, each item also contains Next Steps for future evaluation.
 2. Many of the completed progress highlights are associated with new programs that were developed are implemented in this quarter, including programming designed for community members with memory degeneration, a new sensory hour for children, and unique programs for adults, children, and community members of all ages. The Committee also decided to highlight the successful application for an IL Humanities Road Scholars Speaker grant, since the application was written specifically noting how the program aligns with the Library’s strategic plan. For the program highlights, next steps include assessing

continued popularity and making adjustments based on patron feedback and statistics.

3. Additional highlighted completed progress includes goals associated with Communication, such as deepening community partnerships. Projects with the Police Department, Park District, local home owner’s associations, and the schools were highlighted. Trustee Look suggested that in addition to the current focus on connecting with elementary schools, that the Education Specialist reach out to the high schools to highlight the databases and other available resources that students can utilize through the Library. This has been added to Next Steps. The Committee also highlighted the Library’s creation of a TikTok as progress on utilizing all available communication tools.

4. Finally, the Committee highlighted completed progress on Space goals, including the creation of a maintenance checklist, the development of a building funding working proposal, and the completion of several building maintenance projects. Additionally, the Committee highlighted changes to the study room procedures, to meet community demand for prereserved spaces where they could take standardized tests under new virtual testing protocols.

5. In Progress items that were highlighted included updates to the e-rate funding for better internet and work on the Library’s new website. A new In Progress Item highlighted was cyclical assessment of the Library’s resources and services. This includes creating a new program assessment for patron feedback, looking at material circulation data to maximize having more of the collection available for more people, and working on continuing to add to the Library’s database and ebook collections to meet community demand.

6. For selected Up Next items, the Committee suggested adding evaluating the placement of the current Adult Services Desk to ensure that the space is meeting patron and staff need. Additionally, the Committee wanted to push a focus on sustainability for the Library, including looking at procedures, ordered swag, and other offerings that could be redesigned to be more eco-friendly.

B. Next Steps

1. The Committee recommended that the Assessment go to the Board and then be included on the website for the public to view.

2. The Committee suggested that they next meet in April or May to complete the next assessment, looking back on January through March of 2024.

VII. Public Comment
None.

VIII. Adjournment
Meeting adjourned at 1:55PM.

Recorded By:
Amanda Kowalcz
Library Director