

FRANKFORT PUBLIC LIBRARY DISTRICT
STRATEGIC PLANNING COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
January 20, 2025
3PM

I. Call to Order

The meeting was called to order at 3:02PM.

II. Roll Call

Present: Trustee Look, Trustee Knutson, Trustee Stenoish, Amanda Kowalcze, Melissa Rice, Jessica Nawrocki, Rebecca Cerf, Jennifer Erbach.

Absent: Nicole Suarez

Also Present: None

Citizens Advisory Committee: None

III. Introduction of Visitors

None

IV. Minutes for Approval

Melissa Rice motioned, and Trustee Knutson seconded to approve the Minutes from the Strategic Planning Committee Meeting on October 7, 2024. Motion Passed.

V. Old Business

None

VI. New Business

A. Committee Membership

1. Staff member Jennifer Erbach has joined the Strategic Planning Committee.

B. Strategic Plan Quarterly Assessment

1. The Committee discussed highlighted items from October to December 2024.

2. First, the Committee discussed events and programs that promote community togetherness. These included programs with large scope and attendance, such as the puzzle swap and Get Informed! Service Fair, and programs with smaller attendance but equally important impact, such as a visit by the National Alliance on Mental Illness. Looking ahead, many of the programs were met with enthusiasm by the community and are planned to be repeated.

3. Another completed progress item was partnering with local organizations to enhance the Library's presence in the Community. The Committee discussed

several events in which the Library partnered with other groups, such as the Village of Frankfort, Frankfort Police Department, and Forest Preserve of Will County. The Committee also discussed the federal election in November, and how preparing for and executing early voting was a significant project on behalf of staff. The Committee agreed that the election should be broken out as it's own data point, since there was a significant focus on training, safety, and coordinating for Will County. Finally, the Committee discussed the presence of Library staff and trustees at community events as a third set of data for this category, demonstrating how the Library is reaching out to the Community.

4. The Library completed various building maintenance projects, including reorganizing both Youth Services and staff work areas to create new space. The Committee also discussed how staff created space for teens to study during finals season. Although this was not a permanent change, creating space changes for limited periods of time also support the Strategic Plan.

5. The Committee discussed collection organization changes that were made to make the collection more browsable. The Committee also discussed the new Memory Care Kits and their circulation, including ways to promote them in the future. The Committee decided to include these items in the report under experience and access.

6. For selected In Progress Items, the Committee discussed the data gathered from the Idea Box "Check Out Who Is Checking Out Books" display. Children were the overwhelming responders to this passive data collection, but it does provide a good starting point for discovering areas of the District where more promotion of Library services and resources could be used. Additionally, data was gathered from a noise audit, but that data still needs to be compiled into a more useable form for analysis. Finally, a call for volunteers for a Green Committee has been issued, and a new committee should be formed soon.

C. Strategic Plan: Next Steps

1. The Committee discussed that we are halfway through the Strategic Plan, which was designed to run from 2023-2026. Additionally, new Trustees will be joining the Board in May 2025. The Committee discussed putting together a 1–2-page summary of what has been accomplished at the halfway, as an onboarding item for the new Trustees, with a focus on how the Strategic Plan connects to Capital Priorities and the State Standards. Additionally, the Committee discussed inviting the elected candidates to the next Committee Meeting, to give them an overview of how the Committee operates as a joint staff-Trustee Committee.

D. Next Meeting

1. The Committee tentatively decided to hold the next Strategic Planning Committee Meeting on Monday, April 7th at 3pm.

VII. Public Comment
None.

VIII. Adjournment
Meeting adjourned at 4:09PM.

Recorded By:
Amanda Kowalcze
Library Director