

FRANKFORT PUBLIC LIBRARY DISTRICT  
STRATEGIC PLANNING COMMITTEE MEETING  
FRANKFORT PUBLIC LIBRARY  
May 29, 2024  
2PM

I. Call to Order

The meeting was called to order at 2:01PM.

II. Roll Call

Present: Trustee Look, Trustee Knutson, Amanda Kowalcze, Melissa Rice, Rebecca Cerf, Jessica Nawrocki, and Nicole Suarez.

Absent: None

Also Present: None

Citizens Advisory Committee: None

III. Introduction of Visitors

None

IV. Minutes for Approval

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

V. Old Business

None

VI. New Business

A. Strategic Plan Quarterly Assessment

1. The Committee discussed highlighted items from January to March 2024 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. Trustee Look inquired as to the status of two items from the previous Quarterly assessment which were listed as Selected Up Next Items: sustainability efforts and replacing the Adult Services desk. Director Kowalcze explained that as staff investigated the replacement of the desk, to facilitate better traffic flow and because the desk is showing evidence of needing replacement, it became clear that the project would be more expensive and complicated than anticipated, in part due to power and data placement in the area around the desk. Based on funding and time considerations, the desk replacement could not be planned in time for the finalization of the FY2024-2025 Working Budget. Staff will continue to investigate options and the Desk will be revisited in the next fiscal year. The Committee discussed various sustainability efforts which occurred in the previous quarter, and which were planned for the coming quarter, such as the replacement of halogen parking lot lights for LEDs and the Earth Awareness Fair.

Both sustainability and the Adult Services Desk will be included in the quarterly assessment as In Progress Items, in order to provide continuity with the previous quarter's assessment.

3. Two of the completed progress highlights for this quarter are the finalization of in progress items from the previous quarter's report. First, the Library's new modernized and ADA-compliant website went live this quarter after months of working with a website development company. Feedback is being gathered from staff and patrons, so that adjustments and refinements can continue to be made. As part of the new website, a new survey to assess program interest and efficacy was developed. Staff discussed that although the new survey is available, there has been little engagement with it. The Committee discussed developing better signage for the program rooms, to guide those engaged in programming to the survey for their opinions. Director Kowalcze will reach out to the Head of Graphics for this signage, which could feature a QR code for the survey.

4. Additional highlighted completed progress includes the Food for Fines program in February, which supports the goal to eliminate barriers for access for community members. The Committee discussed what other barriers that community members might encounter, beyond financial. Potential barriers discussed were hours of operation, language barriers, and a lack of knowledge of what the Library offered. The Library's digital offerings and Wi-Fi access points in the parking lot do help serve community members who may not be able to physically visit the Library during operating hours.

5. The Committee also discussed maintenance projects which were completed in the first quarter of 2024. Maintenance projects are addressed continuously as they fit into the Library's needs and budget.

6. Finally, the Committee discussed Library programs and events that were held over the quarter. Highlights included the Puzzle Speed Challenge and the Wits Workout. The Committee agreed that the selected events were too focused on adults, so Youth Services highlights should also be included in the report. Additionally, this quarter included the Library's Earth Awareness Fair and the creation of a community blanket, which had an overwhelming response from crafters and on social media. The Committee agreed that the latter two events went beyond the Library's goal to create library experiences which align with community interest, and are more focused on using library events to create community connection. The Committee decided to break these out into a separate goal, which aligns with the Library's vision as the Library serving as the heart of its communities.

7. For selected In Progress Items, the Committee discussed changes to staff training and onboarding procedures to promote better experience for both staff and the public. The Committee discussed the importance of supportive and welcoming onboarding procedures in retaining good staff members. The Library has little turnover, which makes onboarding procedures that welcome new staff members into the Library culture even more important. The question of what the Library's culture is and what keeps staff working here for decades was discussed.

8. An additional In Progress item discussed was the development of the Library's new Library of Things. This collection will align with the Library's goal to provide resources that engage and retain users through all stages of life. The Committee discussed how offering "One Time Tools" is both a great resource for the community, and may cater to a whole new group of community members. The starting collection is being processed and cataloged and will be rolled out to the public shortly. Based on feedback from staff and patrons, circulation procedures for this collection will be refined and the collection will be expanded.

9. The Committee discussed which select Up Next items should be included in the quarterly report. Since the summer has a focus on the Summer Reading Program and outreach events, the Committee agreed a focus on Community Connection was a good fit for the quarter. The Committee also discussed a few in progress projects which we hope to complete this quarter, including the creation of Memory Care Kits by a local Girl Scout as her capstone service project in connection with the Library. Additionally, staff are evaluating ways to reorganize selections of the collection, such as carving out specific collections, like for Memory Care support or recategorizing existing collections, like sorting the Youth Biographies by profession, in order to make the collection more browsable. The final Up Next item added to the report was to assess our current database collection, in light of the new proposed statewide databases.

B. Next Steps

1. The Committee recommended that the Assessment go to the Board at the June Board Meeting.

VII. Public Comment

None.

VIII. Adjournment

Meeting adjourned at 3:14PM.

Recorded By:  
Amanda Kowalcze  
*Library Director*