

FRANKFORT PUBLIC LIBRARY DISTRICT
STRATEGIC PLANNING COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
October 7, 2024
3PM

I. Call to Order

The meeting was called to order at 3:03PM.

II. Roll Call

Present: Trustee Look, Trustee Stenoish, Amanda Kowalcze, Melissa Rice, Jessica Nawrocki, and Nicole Suarez. Trustee Knutson joined the meeting at 3:20pm.

Absent: Rebecca Cerf

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 September 6, 2024. Motion Passed.

V. Old Business

None

VI. New Business

A. Strategic Plan Quarterly Assessment

1. The Committee discussed highlighted items from July to September 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. First, the Committee discussed events and programs that promote community togetherness. These included programs with local artists, intergenerational programs, and the storywalk. Future programs staff are working on that promote community togetherness include the Trunk or Treat and Ghost Stories in the Park with the Police and Village in October, and the Get Informed Community Resource Fair.

3. Another completed progress item was partnering with local organizations to enhance the Library's presence in the Community. The Committee highlighted the Library's presence at the Bluegrass Festival and the Fall Fest Parade, as well

as the formalization of the intergovernmental agreement with School District 161. The Library also created new partnerships this quarter, such as a collaboration with a local fitness group. The Committee suggested that a future objective to support this goal is to promote Library resources through the local Chamber of Commerce, as many local businesses may benefit from the resources the Library has to offer. The Library promoted the availability of free ACT resources. The Committee discussed running reports on the usage of these resources, in order to see how the promotion effected usage.

4. The Library completed a building maintenance project of updating the parking lot lighting from halogen to LED, which supports the Library’s mission on multiple fronts, including being good fiscal and environmental stewards, and maintaining a safe and welcoming environment. The Library has also made internal improvements, such as reorganizing space for middle grade Library users, and modernizing study room furniture.

5. The Library discussed including a section on adapting programs to any limitations, physical or otherwise, of community members in the report. The Committee discussed adding a notice about accessibility accommodations for programs to the Library’s website or events calendar. The Committee also discussed that the memory care kits are being put out for circulation.

6. For selected In Progress Items, the Committee discussed collection organization projects currently under discussion by Library staff in both Youth and Teen. Staff are also continuing to learn more about the new web accessibility standards and how the Library can meet them. Finally, the Library is working on identifying unserved and underserved populations, in part through an Idea Box display in November.

7. Decided to have an item regarding the Adult Services Desk drop off the report until there is future progress, potentially in the spring.

8. The Committee discussed which select Up Next items should be included in the quarterly report. An item on making the Library a welcoming environment will stay. The Committee discussed having staff members gather data about noise and disruption in the Library during the busy fall months. Another item on Up Next is a plan to propose a networking opportunity for all the community agencies in early 2025 to touch base on what they are seeing in the community. Finally, in an effort to improve Library environmental sustainability, the Director Kowalcze is going to see if staff are interested in joining a Green Committee.

9. The Committee discussed the overall structure of the report, and if it would be better for the Committee to see progress broken out by Strategic Plan focus, instead of by Completed, In Progress, and Up Next. Director Kowalcze will structure the next quarterly draft this way to see how it benefits the Committee. The Report for the Board and Community may continue to be structured as it

currently is, as it may be easier to read.

10. Trustee Look shared that she is attending a session on Strategic Planning at the Illinois Library Association conference. It is possible that this session will inspire some change in the Committee’s approach to the Strategic Plan assessment.

B. Next Meeting

1. The Committee decided to hold the next Strategic Planning Committee Meeting on Monday, January 20th at 3pm.

VII. Public Comment

None.

VIII. Adjournment

Meeting adjourned at 3:57PM.

Recorded By:
Amanda Kowalcze
Library Director