

**Frankfort Public Library District  
Strategic Plan Quarterly Assessment  
October 2024—December 2024**

## Highlight of Completed Progress this Quarter



**Experience: Implement events and programs that promote community togetherness.**

This quarter featured the Library’s first Puzzle Swap, where 74 participants donated and exchanged over 250 puzzles. It was great to give the community an opportunity to support each other in a shared hobby. The Library also hosted Get Informed! Your Community Services Fair, which featured many community service providers including the IL Tollway, iCash, IL Organ Donor, Frankfort Township Senior Services, a local bank to discuss fraud prevention, and the Will County Health Department to provide flu vaccines. The blood drive by Versiti saw 28 donors at the Library. We had 45 people attend our 3<sup>rd</sup> IL Secretary of State Mobile DMV event, with many new faces visiting the Library for the first time. A representative from the National Alliance on Mental Illness (NAMI) visited the Library to give a presentation on resources and services available for individuals experiencing mental illness and their families. Although attendance was lower at that event, the impact was equally important. Youth Services hosted a nature walk at the Story Walk this quarter, which was positively met. During the busy week of Finals, 552 students utilized the Library to study and work on assignments. Although some events and services had to be scaled back this quarter due to unanticipated temporary shortage of resources, programs that promote community togetherness have continued to be a priority. *Staff will continue to implement events and programs which promote community togetherness. Many of these programs, including the puzzle swap, Get Informed! Services Fair, and Mobile DMV are already under discussion to be repeated.* (E.1, E1.2, C.2, S.2)



**Communication: Create and deepen partnerships with local organizations to enhance the Library’s presence in the community.**

The Library was actively engaged with community partners this quarter including working with the Village of Frankfort for Ghost Stories on the Green, with the Frankfort Police Department at the Trunk or Treat event, and with the Forest Preserve of Will County’s Plum Creek Nature Center to bring presentations to the Library. Additionally, the Library invited a local artist to host a workshop at the Library, invited the Lincoln-Way East Madrigals to perform at the Library, and reached out to the new community children’s bookstore, the Jolly Giraffe, to coordinate some future efforts. In preparation for the Puzzle Challenge in January, staff reached out to local businesses to sponsor prizes for the event.

One of the most significant events of this quarter was the national election in November. The Library was an early voting site in October and a polling place in November. Leading up to early voting, the Library coordinated with Will County Clerk’s Office and Local Law Enforcement, and completed staff training to put procedures in place to allow for a smooth and safe election, in light of the significant increase in foot traffic. During early voting and on election day, staff

provided election support by answering community member questions about resources for finding their polling place, registering to vote, and finding an early voting location. Around 8000 votes were cast at the Library during early voting, including the final Saturday of early voting where around 1000 votes were cast in 5 hours. Staff utilized the increased traffic to promote Library services, and 138 new library cards were created throughout the election.

In addition to partnership events that helped bring the Library to the community, this quarter also saw Library Trustees and staff attending community events to create additional partnerships. Staff and a Library Trustee attended the Illinois Library Association conference. Staff and Trustees also attended the Annual Chamber of Commerce Dinner, the Will County Community Foundation Open House, and the ILA South Suburban Local Legislative Meetup.

Staff continue to seek out opportunities to both partner with other area organizations, and find outreach opportunities in the community, outside of traditional Library spaces. Staff and Trustees will also continue to attend community events to find new partnerships. (C.2)



**Space: Make intentional and meaningful changes that align with Library and community need.**

This quarter, Youth Services reorganized the Youth area with tables from another area organization, which freed up more space for young visitors and more tables for teens.

The staff work area was also reorganized to increase collaboration and available workspace. As part of the capital priorities, the Library's garage door from 1977 was replaced. The new door provides more insulation and is more energy efficient. Signage on the East End restrooms and staff only areas has been updated, and an additional planter was added to the circular drive for safety. During final exams season, furniture was rearranged, adding additional tables and dedicating space for teens to study to allow for better noise control and visitor distribution. These changes make for a smoother finals season. [The Board and Administration continues to utilize data from the budget, capital priorities, and facility assessment to address building maintenance projects as they fit the Library's needs and budget. Staff will continue to assess Library usage and reorganize space as needs require and allow. \(S.1\)](#)



**Access: Make material organization changes to make the collection more browsable.**

This quarter, Youth Biographies were relabeled to make the collection more browsable. Additionally, upon request from parents, a new labelling system was developed for youth Playaways to make material difficulty level clearer at a glance.



### **Experience/Access**

The Youth Services Department hosted Sensory Storytimes at Navarro Farm this quarter. The Adult Services Department moved titles from Health to a new “Memory Care” collection, which is shelved with the Memory Care Kits. Staff are also investigating ways to get more feedback on the Memory Care Kits and their contents, and to promote their use throughout the community. Additionally, the Library’s Sign Up Calendar contains language about requesting accommodations for any programs offered.



### **Communication: Utilize all communication tools to promote Library services and programs.**

New bookmarks were designed to handout at community events to promote current library events and services. New brochures are currently in development to explain how to access library accounts online and utilize optional features, such as checkout history. These brochures have an estimated rollout of February.

## Selected In Progress Items



### **Access: Identifying Unserved and Underserved Populations**

The Library utilized the Idea Box to passively gather data about who is currently utilizing the Library, in order to identify unserved and underserved populations. Although the data gathered from this idea box is limited to those who chose to respond, it does give a good starting point for discovering areas of the District where more promotion of Library services and resources could be used.



### **Space: Create a Welcoming Environment**

In order to evaluate existing space usage and how sound moves throughout the Library, staff completed noise audits throughout November and December. The data from these logs will be compiled to be assessed.



### **Space: Optimize Library procedures to foster environmental sustainability & stewardship.**

Staff have been invited to sit on a new Green Committee starting in the new year. Staff have responded with interest, and the new Committee will be asked to suggest changes to promote sustainability.

## Selected Up Next Items



**Communication: Create and deepen partnerships with local organizations to enhance the Library's presence in the community.**

The Library will investigate holding a community networking event for local governmental agencies to increase collaboration and share information.