

FRANKFORT PUBLIC LIBRARY DISTRICT  
STRATEGIC PLANNING COMMITTEE MEETING  
FRANKFORT PUBLIC LIBRARY  
April 22, 2022  
12:30PM

- I. Call to Order  
The meeting was called to order at 12:35PM.
  
- II. Roll Call  
Present: Trustee Look, Trustee Skibinski, Amanda Kowalcze, Melissa Rice, Jill Ganeshan  
Absent: Trustee Knutson  
Also Present: None  
Citizens Advisory Committee: None
  
- III. Introduction of Visitors  
None
  
- IV. Minutes for Approval  
Minutes from the Strategic Planning Committee Meeting on March 24, 2022 were reviewed and approved the Committee members.
  
- V. Old Business  
None
  
- VI. New Business
  - A. Community Survey Questions
    1. The Committee reviewed the draft of potential Community Survey Questions. Additional demographic questions were suggested, including Average Household Income, and Number of Library Cards in Household. Questions regarding the Library's services and offerings were reviewed, with clarifications and additions suggested.

- B. Community Survey Distribution Plans
  - 1. Methods for distributing the Community Surveys were discussed. It was decided to distribute both physically and digitally. If possible, it would be best to make the survey fit on one sheet of paper for ease of distribution and to conserve paper. Methods of distribution include physical distribution at the Library and community events, distribution by members of the Friends and TAB, advertisement of the survey in the 157c Virtual Backpack, and advertisement in the Summer Reading Flyer. A potential Word on the Street shorter survey was discussed, but the committee decided not to add additional complications to the survey. Instead, we can consider a Word on the Street survey as a check-in potentially 1 year after the Strategic Plan is implemented.
  - 2. A deadline for the survey was set for July 4, 2022. This will give the Committee time to review responses before Community Focus Groups. It was suggested that Focus Groups be pushed to one in August and one in September. Director Kowalcze will continue looking for outside consultants to run this focus group.
- C. Next Strategic Plan Steps
  - 1. Director Kowalcze will complete the new draft of questions and mock up marketing for the survey by the next meeting on May 5, 2022. At that meeting, the Committee will finalize distribution plans and start disseminating the survey.

VII. Public Comment  
**None.**

VIII. Adjournment  
**Meeting adjourned at 2:10PM.**

Recorded By:  
Amanda Kowalcze  
*Library Director*