FRANKFORT PUBLIC LIBRARY DISTRICT
STRATEGIC PLANNING COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
April 29, 2026
4PM

I. Call to Order
The meeting was called to order at 4:05PM.

II. Roll Call
Present: Trustee Look, Trustee Evenhouse, Trustee Faris, Trustee Miner, Amanda Kowalcze, Trustee Otway, Melissa Rice, Jennifer Erbach, Rebecca Cerf, and Mary Ryan
Absent: Trustee Meszaros and Trustee Stenoish
Also Present: None
Citizens Advisory Committee: None

III. Introduction of Visitors
None

IV. Minutes for Approval
Melissa Rice motioned and Mary Ryan seconded to approve the Minutes from the Strategic Planning Committee Meeting on February 18, 2026. Motion Passed.

V. Old Business
None

VI. New Business
A. Strategic Plan Surveys Data Discussion

The Committee reviewed key takeaways from the Trustee, Staff, and Community Strategic Plan Surveys. These key takeaways were compiled and organized by groups of volunteers from the committee. The Committee reviewed the takeaways across all three surveys that fell under the following categories: Space, Access, Patron Experience (Materials, Programs, and Services), Marketing & Communication, Outreach, and Personnel.

The Committee noted that the surveys included a variety of specific and actionable data, but for the purposes of developing a strategic plan, the Committee needed to focus on broader trends and long-range ideas and planning. Specific suggestions and actionable data can be shared to the Library staff members whose job responsibilities it applies to, for example, program suggestions will be shared with staff who do program development.

Trustee Otway and Director Kowalcze maintained a list of the big picture ideas that emerged when the Committee worked through the survey data. They will compile this list and provide it to the Committee at the next Committee meeting.

1. Space

   Highlights related to Space included looking at the Library in zones related to sound or use, not just Department, and consider that use of the Library changes over the course of a day. The Committee discussed a space use assessment completed around 2007 that changed how library books were displayed to better capture attention from visitors. Other highlights included a call for small group spaces, updated spaces, comfortable seating, updating the Youth Services Department, and considering flexible use spaces. There was a discussion about Library opening hours, and an acknowledgement that changing opening hours requires consideration of how it would impact many things such as staffing and finances.

2. Access

   Highlights related to access included concerns about the Library's handicap parking and the entrance location or those with mobility issues. The Committee discussed universal design and the post-COVID increase in services such as curbside pick up. The Committee discussed that it is important to consider changes that allow the Library to fit into peoples' lives.

3. Patron Experience

   There was high support in all three surveys for the sustainability initiatives. There was a discussion about offering more virtual programming, and the space and technology changes that would need to be made to support virtual programs. There was discussion about the demand for more digital and print materials, as well as more programs for all age groups and at a variety of times. The Committee discussed the value of creating a set of standards or rubric for assessing program offerings and if they are meeting community demand.

4. Marketing & Communication

   The Committee discussed ways to better communicate all that the Library has to offer, including more information in the print or enewsletters and videos that can be made for patrons. All digital offerings will need to meet the new Web Accessibility standards.

5. Outreach

   The Committee discussed working with local businesses and organizations to reach new populations and enhance library offerings. The Library has done this in the past and continues to do so, but it is a good evergreen goal.

6. Personnel

   The Committee discussed finding new opportunities for staff development, developing a formal AI Policy for staff, and analyzing staff duties to ensure that there is an appropriate division of labor. They also talked about improving communication, potentially with an internal communication plan. Staff could also be invited to Board Meetings for more staff/Board interaction.

B. Next Steps

The next step for developing the new strategic plan will involve looking at the current strategic plan and what goals and objectives were and were not accomplished, the list of ideas from the survey data, and the Illinois Public Library Standards. Director Kowalcze will send out an email with the previous strategic plan for review and a copy of the MidPlan review document to the Committee for their review. The previous strategic plan structure can serve as a framework for the development of the new strategic plan, though changes can and will be made in light of the new data.

C. Next Meeting Date

The Committee will meet next on Tuesday, May 19th at 4pm.

VII. Public Comment

None

VIII. Adjournment

Meeting adjourned at 5:32PM.

Recorded By:
Amanda Kowalcze
Library Director