

FRANKFORT PUBLIC LIBRARY DISTRICT
STRATEGIC PLANNING COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
February 18, 2026
4PM

I. Call to Order

The meeting was called to order at 4:03PM.

II. Roll Call

Present: Trustee Look, Trustee Evenhouse, Trustee Faris, Trustee Miner, Amanda Kowalcz, Melissa Rice, Jennifer Erbach, Rebecca Cerf, and Mary Ryan

Absent: Trustee Meszaros, Trustee Otway, and Trustee Stenoish

Also Present: None

Citizens Advisory Committee: None

III. Introduction of Visitors

None

IV. Minutes for Approval

Melissa Rice motioned and Trustee Evenhouse seconded to approve the Minutes from the Strategic Planning Committee Meeting on January 21,2026. Motion Passed.

V. Old Business

None

VI. New Business

A. Strategic Plan Surveys Discussion

The Committee reviewed draft versions of Trustee, Staff, and Community Surveys to support the development of the new Strategic Plan. The Committee agreed that the Trustee and Staff surveys should be distributed electronically, and that the Community Survey should have both an online and print version. Physical surveys that are returned will be entered into the online responses, so that the data is compiled in one place. The Committee discussed the importance of having the surveys reflect similar questions and language, so that the data can be compared with responses from all three sets of stakeholders.

Discussion around the Trustee Survey included a conversation about making sure that all the data serves the purpose of developing the new Strategic Plan and action plan. The draft survey had a five-step scale of agree to disagree, which the Committee agreed should be replaced with “Yes, No, Somewhat,” with space for expanding on answers. The Committee reviewed the specific language of some

of the questions, to make sure that they are inviting a wide range of answers, and not leading the respondent to one area (i.e.- focusing on only facilities, instead of also considering programs and services).

The Committee reviewed the Staff Survey, making adjustments to ensure that wherever relevant the survey questions mirrored the structure of the questions on the Trustee Survey. These changes included replacing the five-step scale with the same “Yes, No, and Somewhat,” scale.

The Committee turned their attention to the draft Community Survey. The draft incorporated feedback from the previous meeting, such as including definitions for the current Strategic Plan’s four areas of focus, and then structuring the questions in the survey around those areas. The Committee agreed it would be better to incorporate each area’s definition into those questions’ sections, instead of front-loading them at the beginning of the survey. The Committee discussed including language making it clear that multiple responses from the same household are welcome for the survey. Additional survey language was changed to better mirror the language used in the Trustee and Staff surveys.

B. Survey Distribution and Data Organization

The Committee discussed the next steps for the surveys. It was decided that Director Kowalcze would integrate all of the feedback from the Committee Meeting, and send out a final draft to the Committee. Barring any unexpected complications, the surveys would then be distributed for completion. The Trustee and Staff Surveys will be distributed electronically with a two-week window for responses. The responses from the Trustee and Staff surveys would then be reviewed by Board President Look and Director Kowalcze, respectively, before being turned over to volunteers from the Committee who would organize the data from the survey responses for the next Committee Meeting. Trustee Evenhouse, Trustee Minor, and Mary Ryan volunteered to help compile and organize the survey data. The Community Survey will be released on March 16th with a closing date of April 10th. This will allow the Library to capture those Library users who visit the Library on a 3-week or monthly basis, and will include the increased foot traffic the Library typically sees during Spring Break. Director Kowalcze will reach out to the Committee closer to the April 10th date, to call for volunteers to organize the data from the Community Survey.

C. Next Meeting Date

The Committee will meet next on Wednesday, April 29th at 4pm. The focus of this meeting will be reviewing the data from the three surveys. The Committee will also discuss if the next Strategic Plan should run for 3 or 5 years.

VII. Public Comment

Trustee Look stated that she would frequently raise an issue while discussing the surveys in order to solicit better discussion. She shared that this was a strategy which came out of her experience in designing assessments. She hoped that the technique had come across in the spirit with which it was intended and that no one had taken offense.

VIII. Adjournment

Meeting adjourned at 5:26PM.

Recorded By:
Amanda Kowalcze
Library Director