

FRANKFORT PUBLIC LIBRARY DISTRICT
STRATEGIC PLANNING COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY

July 15, 2022

10:00AM

I. Call to Order

The meeting was called to order at 10:03AM.

II. Roll Call

Present: Trustee Look, Amanda Kowalcze, Melissa Rice, Jill Ganeshan, and Nicole Suarez
Trustee Skibinski joined the meeting at 10:10AM.

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 April 22, 2022 were reviewed and approved the Committee members.

V. Old Business

None

VI. New Business

A. Community Focus Groups

1. Director Kowalcze updated the Committee on the Community Focus Groups, which are planned for July 21 and August 24, 2022. The sessions are being facilitated by JK Consulting, experienced library consultants. They will be leading the groups in a brainstorm session based on the four D's: Discovery, Dream, Design, and Destiny. This will help build an idea of what the community would like to see from the Library in the future. Space in the focus groups are limited and attendees were invited from the pool of patrons who listed they were interested in the Community Survey. On the advice of the consultant, we also issued invitations to other community institutions, including the Chamber of Commerce, schools, and park districts. Trustee Look suggested that we reach out to the high school to invite someone to the August meeting date. Trustee Skibiniski suggested that we make up information cards for attendees to review before the brainstorming session. Director Kowalcze will work on putting something together.

B. Community Survey Data Review

1. We received 672 Community Survey responses. The responses were distributed to the Committee Members for review and full discussion at the next meeting. Committee Members should review to look for recurring trends and priorities. Some first impressions included comments about the building layout in terms of noise levels, the staff parking lot, and online and eresources. The data indicates that traditional services such as material checkout and quiet reading are in continued high demand while digital resources are also highly valued. One recurring message in what the community values is “Access.” Committee members will need to continue to fully read and parse the data to identify the community priorities. We will discuss further in August.

C. Staff Survey

1. The Committee discussed developing a staff-facing strategic plan survey based on many of the same questions used for the community. A focus on what changes, support, or resources are needed to meet community priorities was discussed. Director Kowalcze will put together a draft for our next meeting.

D. Strategic Planning Resources

1. Director Kowalcze reviewed some resources on strategic planning that she obtained from a recent training. The purpose and difference between Vision and Mission Statements was discussed, and the Committee felt that the current Library Vision and Mission Statements might be refined to be more memorable and effective. The Committee also discussed the “What—So What—Now What” method of turning data into goals, and the difference between SMART goals and Evergreen Goals, which can be more appropriate outside of the business world.

VII. Public Comment

None.

VIII. Adjournment

Meeting adjourned at 11:05AM.

Recorded By:
Amanda Kowalcze
Library Director