

FRANKFORT PUBLIC LIBRARY DISTRICT
STRATEGIC PLANNING COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
January 21, 2026
4PM

I. Call to Order

The meeting was called to order at 4:04PM.

II. Roll Call

Present: Trustee Look, Trustee Evenhouse, Trustee Faris, Trustee Miner, Trustee Otway, Amanda Kowalcze, 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

Mary Ryan motioned, and Melissa Rice seconded to approve the Minutes from the Strategic Planning Committee Meeting on October 29, 2025. Motion Passed.

V. Old Business

None

VI. New Business

A. Strategic Plan Quarterly Review

1. The Committee reviewed Strategic Plan progress for October 2025-December 2025. The Committee program and event highlights, including the development of several new reading programs for youth and adults, a two month community food pantry, and events held with new and continued community partners. The Library was also out and about in the community this quarter, hosting outreach events, attending the events of other organizations, presenting at conferences, and representing Library interests at the Chamber of Commerce annual dinner and the Illinois Library Association's South Suburban Local Legislative Meetup.

2. The Committee discussed progress in the area of Space, including the continuation of the Reading Room project, addition of rolling white boards and a bleeding control station, and completed and planned landscaping work.

3. Further areas of growth related to experience included the Library of Things, staff training at the annual Staff Inservice Day, additional fundraising for the Outreach Vehicle, and steps towards increased environmental sustainability.
 4. The Committee discussed Up Next Items, which include developing programming to support the Semiquincentennial this year.
- B. Assessing MidPlan Review & Action Items
1. The Committee reviewed the Midplan Review and Action Items, and discussed progress made since that document was developed. Some items were marked off as completed, others as in progress, and still others as items that will likely be integrated into the next Strategic Plan.
- C. 2026 Strategic Plan Timeline
1. The Committee reviewed an outline of work to be done in order to develop a new Strategic Plan. The work will require additional Strategic Plan Committee Meetings, beyond the current quarterly meetings. The various parts of the work will be completed by the Committee, by the Board, and by Staff.
- D. Survey Review
1. The Committee reviewed surveys from the previous strategic plan development and discussed how they could be changed to produce more useful data for the Committee. A suggestion was made to structure the survey in the same format as the current Strategic Plan and to utilize the same graphics. The Committee discussed utilizing more open ended questions, and using the phrase “Did you know about...” instead of simply asking about use of products and services, since those statistics are available elsewhere.
 2. The Committee discussed different ways to market the community survey and to try to get broad responses. The surveys are often not completed by current non-Library users, so the Committee discussed if a raffle or incentive could get more engagement. Offering students volunteer hours for completing the survey was also suggested.
 3. The Committee discussed the four pillars of the current Strategic Plan: Space, Access, Experience, and Communication. It was discussed if those should continue to be the pillars moving forward. A suggestion was made that the pillars need to be better defined to be useful.
 4. The Committee discussed if a sustainability question could be added to the survey, to get community feedback on what the Library’s sustainability goals should be.
 5. The Committee reviewed the previous versions of Staff and Trustee Surveys. The Committee agreed that these surveys were too general and they should be more purpose built for the groups taking the survey. Examples of other Board of Trustee Surveys could be reviewed and used as inspiration.

6. Director Kowalcze will work on mocking up some draft versions of the surveys for discussion at the next Strategic Plan Committee Meeting.

E. Next Steps

1. Director Kowalcze will take in the Committee's changes and finalize the Strategic Plan Quarterly Report, which will be presented at the February Board Meeting. The next Strategic Plan Meeting will be held on Wednesday, February 18th at 4pm, and the focus of that meeting will be on the surveys for the new strategic plan.

VII. Public Comment

None.

VIII. Adjournment

Meeting adjourned at 5:24PM.

Recorded By:
Amanda Kowalcze
Library Director