

FRANKFORT PUBLIC LIBRARY DISTRICT
STRATEGIC PLANNING COMMITTEE MEETING
FRANKFORT PUBLIC LIBRARY
October 29, 2025
4PM

I. Call to Order

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

II. Roll Call

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

Absent: Trustee Faris, 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 August 27, 2025. Motion Passed.

V. Old Business

None

VI. New Business

A. Strategic Plan Quarterly Review

1. The Committee reviewed Strategic Plan progress for August 2025-July September. The Committee discussed the way that this quarter's storywalk in Prairie Park, *A Love Letter to My Library*, was used to promote Library services and Library Card Sign Up Month. The Committee discussed possible ways of tracking engagement with the Storywalk, such as QR code survey on the last panel, or interactive votes or polls. The Committee reviewed new community partners that the Library was working with.

2. The Committee discussed progress in the area of Space, including the completion of the large HVAC project and the beginning of a regrading project that should be completed in the spring.

3. Further areas of growth related to experience included the Library of Things, and a planned marketing push to promote use of this collection, the Outreach Vehicle Fundraiser, a new Person in Charge Manual, and work on

developing a new Staff Culture Statement.

4. The Committee reviewed the creation of new and updated webpages for The Lab, the 3D Printer, the Glowforge, and the Library of Things to promote their use and make the website more accessible for the community.

5. The Committee talked about the new Senior Planet programs, and how they appear to be increasing access and technical knowledge for older community members, who have felt shut out of changing technology, such as digital coupon clipping.

6. The Committee continued its conversation about the Green Committee's work on developing a more native plant inspired landscape plan. Potential partners, such as any garden clubs in Frankfort, or through the schools were suggested.

7. The Committee discussed Up Next Items, which include increasing cross-department collaboration and planning the Library's 60th Birthday.

B. Strategic Plan: Next Steps

1. The Strategic Plan Quarterly Assessment will be brought to the Library Board at the November Board Meeting. Trustee Miner will present the highlights from this Committee Meeting during Committee Reports.

2. The next meeting will take place in January, and will cover October – December 2025. The Committee had many highlights of October progress for the next Quarterly report. That quarterly assessment is a natural stopping point to shift from focusing on looking backward on work for the current strategic plan into developing our next Strategic Plan, with a goal of having a new Strategic Plan report debuted in July 2026.

3. The Committee briefly discussed that an additional Committee Meeting in February may be a good time to kickoff work on the next plan. There was also discussion that the current Strategic Plan and Action Plan could serve as good framework for developing the next plan. Additionally, the Committee will need to review the community survey used in 2021/2022 to see which questions may be valuable to utilize again.

VII. Public Comment
None.

VIII. Adjournment
Meeting adjourned at 4:53PM.

Recorded By:
Amanda Kowalcze
Library Director