

FRANKFORT PUBLIC LIBRARY DISTRICT  
STRATEGIC PLANNING COMMITTEE MEETING  
FRANKFORT PUBLIC LIBRARY  
September 25, 2023  
2PM

- I. Call to Order  
The meeting was called to order at 2:05PM.
  
- II. Roll Call  
Present: Trustee Look, Amanda Kowalcze, Melissa Rice, Rebecca Cerf, and Jessica Nawrocki.  
Absent: Trustee Knutson, Nicole Suarez  
Also Present: None  
Citizens Advisory Committee: None
  
- III. Introduction of Visitors  
None
  
- IV. Minutes for Approval  
Minutes from the Strategic Planning Committee Meeting on May 3, 2023 were reviewed and approved the Committee members.
  
- V. Old Business  
None
  
- VI. New Business
  - A. Committee Members
    1. Following the finalization of the Strategic Plan, committee member Jill G. requested to step off the Strategic Planning Committee, to focus on other aspects of her work. Head of Circulation & Technical Services Jessica Nawrocki volunteered to fill the vacancy on the Committee. Now that the Committee is focused on quarterly evaluation, Jessica's Circulation and Technical Services position will bring a new perspective to the Committee.

B. Strategic Plan First Quarterly Assessment

1. The Committee discussed the structure of a quarterly strategic plan assessment. The Assessment will include highlighted items in three categories: Completed, Selected In Progress, and Selected Up Next. Trustee Look suggested that each completed item also contain a sentence or two outlining next steps for those items, as the Strategic Plan is a living document.
2. The Committee discussed the Summer Reading Plan, summer programing, and other events from the summer quarter that showed progress on strategic plan objectives. The Library made good progress on connecting with community organizations, and improving communication through the print newsletter, welcome documents for new cardholders, and Summer Reading yard signs. The Library also competed a professional assessment of existing space to develop a capital improvement plan. Programming continued to fit a broad range of interests, including art, history, health and wellness, craft, nature, and technology.
3. In Progress and Up Next items that were highlighted included developing a new Program assessment, to ensure we're continuing to meet community interest. We are also working on getting e-rate funding to improve the internet at the Library, which aligns with the objective of making meaningful changes to meet community need. We have also started work on a new website, which will be more secure and ADA accessible. The new website has an anticipated go live date of early 2024.

C. Next Steps

1. The Committee recommended that the Assessment go to the Board and then be included on the website for the public to view. A new webpage on the website was suggested for the Strategic Plan, to keep the assessments organized.
2. The Committee suggested that they next meet in January to complete the next assessment, looking back on Fall and early winter progress after the winter holidays.

VII. Public Comment

None.

VIII. Adjournment

Meeting adjourned at 3:23PM.

Recorded By:  
Amanda Kowalcze  
*Library Director*