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Marion Public Library Planning Project

Description: Marion Public Library is undergoing a planning project to satisfy NYS Minimum Standards and to support the community over the next 1-3 years. Due to COVID-19, this process will be primarily held remotely with virtual meetings, email discussions, and electronic and paper surveys.

Sponsor: Marion Public Library

Project Manager: Suzanne Macaulay, Assistant Director, Pioneer Library System

Project Team:

- Tracy Whitney, Library Director
- Priscilla Flack
- John Bovet
- Nancy Brown
- Irene Hansen
- Kerry Sargent

Scope: This project will produce a draft plan, compliant with Minimum Standards, that can be adopted at the October meeting of the Board of Trustees.

- Community Interview Questionnaire/Responses
- Staff Interview Questionnaire/Responses
- Board Interview Questionnaire/Responses
- Draft Plan for Board Approval

Schedule Estimate:

- Start Date: August 18, 2020
- End Date: October 20, 2020

Risks/Unknowns:

- COVID-19 will most likely hinder some aspects of this project.
- This plan will cover 2 years.
- This plan will consist of 3 priorities with supporting projects.

- Library will build this plan in regards to their projected budget and current mission statement.

Schedule Overview

<u>August</u>

- Project Plan (PLS)
- List of Potential Community Members to Interview (Library)
- Community Interviews (PLS)
- Staff Questionnaire (PLS)
- Board Questionnaire (PLS)
- Begin implementing Questionnaires (Library)

<u>September</u>

- Close Out Staff Questionnaire (PLS)
- Close Out Board Questionnaire (PLS)
- Close Out Community Interviews and submit to Project Manager (Library)
- Draft Plan Using Staff, Board, and Community data (PLS)
- Review Draft Plan (Library)

<u>October</u>

- Final Corrections to Draft Plan (Library/PLS)
- Submit Draft Plan to Full Board (Library)
- Close Out (Library/PLS)

Closeout Checklist

- All Outstanding Changes/Issues Resolved
- Deliverables Accomplished
- Final Review with Project Sponsor

Closeout Summary

Surveys were sent to the Board of the Trustees, the library staff, and community members. In total, twenty-five responses were collected and three priority areas were identified as the library's focus over the next two years: Facility, Community Partnerships, and Programming.

A draft of the Long-Range Plan was presented to the Board of Trustees at their September meeting. After discussion, no changes or edits were identified. The Marion Public Library Board of Trustees approved the draft of the Long-Range Plan (below) on Tuesday, October 20, 2020.

With all items now completed, this project was closed by Pioneer Library System on Thursday, October 22, 2020.

MARION PUBLIC LIBRARY

4036 Maple Avenue Marion, NY 14505 ● **315-926-4933** ● **www.marionlib.org**

LONG-RANGE PLAN 2021-2022

Planning Summary
The following Long-Range Plan was designed through a collaboration between the Board of Trustees, the library Director, and community members. Data was collected through online surveys, phone interviews, and library usage data.

Due to the ongoing concerns over COVID-19 and the unknown course of this public health crisis, this plan provides the framework to meet the identified needs of the library and its stakeholders over the next two years, January 2021 through December 2022.

Mission Statement
The Marion Public Library is chartered to serve the residents of the Town of Marion. We support the informational, recreational, cultural and educational needs of our community.

Goals
Through the Long-Range Planning process, three priorities were identified as essential to the growth of the library. These priorities include:
1. Creating and maintaining library spaces for all
2. Partnering with community organizations
3. Providing lifelong learning opportunities

These priorities align with the mission of the library and the NYS Minimum Standards for Public Libraries.

Priority One: Facility

Purpose: The library will assess the overall condition of the building, evaluate accessibility of the building to all community members, and analyze work spaces for efficiency.

Leader: Director and Facilities Committee

Project	Develop Facilities Plan to address community and staff needs

Action Step One	Form Facilities Committee comprised of Trustees and Staff.
Action Step Two	Facilities Committee will perform a facilities audit to assess the overall safety and accessibility of the library.
Action Step Three	Facilities Committee will chart the routine or scheduled maintenance needs of the library (examples: HVAC, fire extinguishers) to help with budget forecasting.
Measurement	By the end of Year Two, the Board of Trustees will adopt a Facilities Plan that addresses both short and long-term needs of the library.

Priority Area Two: Community Partnerships

Purpose: The library will discover new avenues for increasing its value to the community including its role in early literacy/school readiness and educational opportunities for adults.

Leader: Director and Youth Services Staff

Project	Establish a sustainable partnership with the Marion Elementary School.
Action Step One	Meet with the School Media Specialist and other building representatives to discuss possible partnership opportunities between the library and school, including ways the library can supporting hybrid and remote learning.
Action Step Two	Increase the library's collection of homeschool and remote learning resources including handbook, syllabus guides, and purchasing additional copies of required reading texts.
Action Step Three	The library will investigate the possibility of Hot Spot lending including grants as well as avenues for sustainable funding.

	The library will increase its resources, supplies, and equipment to better support homeschool, remote, and hybrid learning for students in the community.
Measurement	

Priority Area Three: Programming

Purpose: The library will host programs and classes for all ages that offer opportunities for education, skills development, and academic enrichment.

Leader: Director and Programming Staff

Project	Develop a plan for sustainable Online/Virtual Programming.
Action Step One	Investigate tools for presenting online/virtual programs to community members.
Action Step Two	Conduct a survey to gauge community interest in different classes and events conduct in a virtual format.
Measurement	Successful development of online/virtual programs for all age groups, birth through adult.