



THE PHELPS LIBRARY  
8 BANTA STREET, SUITE 200, PHELPS, NY 14532  
(315) 548-3120 ♦ WWW.PHELPSLIBRARY.ORG

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## **LONG-RANGE PLAN 2021-2022**

### **Planning Summary**

It is the intention of the Phelps Library to best serve their community in all of the services, programs, and materials that they offer. The Library strives to be as Community-driven as possible by listening attentively to the needs and desires of Library patrons and the community-at-large, actively seeking information from Library users and non-Library users, and fulfilling the needs and wishes of the Community to the very best of their abilities.

This document contains the goals and aspirations of the Phelps Library for the two-year period of January 1, 2021 through December 31, 2022. These goals are based on prior conversations and information gathered from the Community through written and online surveys as well as Community Focus groups.

The Phelps Library Board of Trustees began the strategic planning process at the monthly Board meeting in September 2020. This process started with a conversation about the best way to handle the creation of a new Strategic Plan given the difficulties resulting from Covid-19 and the various restrictions and difficulties resulting therefrom. In light of these difficulties, the Board elected to form a Strategic Planning Committee for the purpose of creating a “short-term” Strategic Plan of 2021-2022 to usher the Phelps Library through the expected tumultuous period occasioned by the Covid-19 pandemic with the intention of creating a more comprehensive and long-term Strategic Plan in 2022 once a sense of “normalcy” has returned. The Board of Trustees created a Strategic Planning Committee comprised of three Board members and the Library Director.

The Strategic Planning Committee reviewed the existing data previously accumulated through surveys, focus groups, and interviews. A rough draft of the Strategic Plan was written by the Library Director, and this document was revised by the Board of Trustees.

The document below contains the final approved version of the Phelps Library’s Strategic Plan, 2021-2022, approved by the Board of Trustees on December 14, 2020.

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.



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**Mission Statement**

The Phelps Library enriches lives, fostering lifelong learning and empowering every member of the community with a vast array of ideas and information.

**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, analyze work spaces for efficiency, and create spaces for virtual programming.

**Leader:** Director and Facilities Committee

<b>Project</b>	Develop of Facilities Plan to address community and staff needs
<b>Action Step One</b>	Identify and implement changes to public spaces to improve patron experience
<b>Action Step Two</b>	Establish dedicated spaces to create online/virtual content
<b>Measurement</b>	Success will be noted by how well library space is able to be used for both public and staff programming



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**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

<b>Project</b>	Form new community partnerships
<b>Action Step One</b>	Identify interest and arrange meetings with local organizations and individuals
<b>Action Step Two</b>	Collaborate on programs while maintaining safety standards during the current Covid-19 outbreak
<b>Measurement</b>	Minimum of three successful collaborations per year with community organizations, businesses, educational facilities, or individuals

**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

<b>Project</b>	Develop a plan for sustainable Online/Virtual Programming
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<b>Action Step One</b>	Investigate and expand upon tools for presenting online/virtual programs to community members
<b>Action Step Two</b>	Conduct a virtual survey to gauge community interest in different classes and events conduct in a virtual format
<b>Measurement</b>	Successful development of online/virtual programs for all ages groups