[LIBRARY LETTERHEAD]

**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**[Insert text]

**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 of Facilities Plan to address community and staff needs |
| Action Step One | [Insert text] |
| Action Step Two | [Insert text] |
| Measurement | [Insert Text] |

**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 | Form new community partnerships |
| Action Step One | [Insert text] |
| Action Step Two | [Insert text] |
| Measurement | [Insert Text] |

**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 ages groups |

**Notes on Plan Development during COVID-19**

* Due to constraints COVID-19 has placed on the planning process as well as the uncertainties going forward, this plan template serves as a bridge covering the next two years.
* Facility, community partnerships, and programming are all mentioned in the Minimum Standards as a part of a library’s plan and are the three priorities featured in this template. However, providing that your plan aligns with Minimum Standards, priority areas can be customized as the Board of Trustees sees fit.
* Items that are included in your plan should have a place in your budget as well.
* Once adopted by the Board of Trustees, the plans need to be available on your website by January 1, 2021.

The Pioneer Library System is available for Long-Range Planning consult.