

Strategic Plan

Friends of the Pamlico County Public Library

June 21, 2021

MISSION

The mission of the Friends of the Pamlico Public Library (FOL) is to maintain an association of persons interested in libraries, to focus public attention on the library, to stimulate the use of library resources and services, to receive and encourage gifts to the library, to support and cooperate with the library in developing library services and facilities for the community, to serve the needs of the library, thus reducing expenses for which the library would otherwise have to pay, and to support the freedom to read as expressed in the American Library Association Bill of Rights, Article 1-4.

VISION

In addition to the day-to-day activity of the FOL in the mission stated above, the organization has a 5-year plan to establish a stand-alone public library. The current library needs to embrace the innovation and advancements available to meet the challenges of the 21st Century in order to help prepare and serve the library's varied county clients. The present location is rented space within the county high school; their space and security requirements limit, and in some cases, prevent proper space and upgrade possibilities within the library. A stand-alone library would address the attendant space and security concerns, serve as a community center, favorably position the library for grant opportunities, and make it more likely to attain national library standards.

GOALS

Core Support Areas. Funding for these perennial activities is derived from membership dues, donations, gifts, physical book sales, and internet sales. Volunteers are used to plan, organize, and execute the event or produce a product. The volunteers are drawn from the general membership at large. FOL supports the following programs and activities:

1. Summer Reading Program for all ages
2. FOL supported programs include safety classes, senior citizen level classes, book reviews with visiting authors, computer learning help, various club activities
3. Support contract services (WiFi) within the library premises
4. Advertise in local papers, radio, flyers for activities
5. Manage community book donations (sort, evaluate, list on internet, sell, mail, store)
6. Purchase book credits through internet books sales and credits
7. Conduct book sales
8. Purchase audio visual material
9. Purchase E-books
10. Award a one year \$1,000 scholarship

New Library. The initial funding for this major project was provided from a North Carolina State grant in 2018 of \$250,000. An abandoned commercial building and property were purchased in 2019.

Since the property was purchased in 2019, the roof was replaced, vacant building insurance obtained, and the property maintained appropriately. There is still \$60,000 remaining of the grants and this residual will fund appropriate items in the long-range plan. Additionally, donations by FOL members and other interested citizens support the new stand-alone library project. Based on survey data from community working group sessions, the new library will have:

1. Energy efficient features
2. A spacious children's room and a program/crafts activity area
3. Additional space for the library's collection of books, movies, music, magazines and technology
4. An auditorium for public use
5. Small meeting/study rooms for tutoring, adult literacy, and community club meetings
6. Improved electronic infrastructure to accommodate evolving technology
7. Improved access to existing historical documents
8. Areas for technical instruction, experimental learning, and training

OBJECTIVES. The library continues to serve the public as the general community returns to a post pandemic environment. Additionally, the pace of efforts focused on the establishment of the new library will increase dramatically in order to meet our goal by 2024 or earlier.

Core Activities. Continue best available core support efforts as the community recovers from Covid-19. Resume support functions that waned during the lockdown such as physical and internet book sales, public learning, displays, entertainment efforts, and in-person meetings

New Library.

1. Establish Grant Writing Committee and Building Planning Committee (Dec 2019)
2. Repair roof on new library structure (Jan 2020)
3. Capacity Grant Analysis (May 2020)
4. Target specific grants: Howard F. Bate Foundation (Jun 2020)
5. Develop a schematic design layout of functional space and relationships. (Feb 2021)
6. Engage Professional Fund-Raising Consultant (May 2021)
7. Sell old kitchen equipment in Hardee's (May – Jul 2021)
8. Develop a cost estimate with options. The initial estimate was \$1.5M in Feb 2019 which was later revised to \$1.75M in March 2020. A cost consultant will provide a detailed cost estimate once the design documents are complete and materials are known. (May 2022)
9. Form Capital Campaign Planning Committee (Jun 2021)
10. Install HVAC system at new library location (Aug 2021)
11. Select and install signage at new library location (Sep 2021)
12. Determine optimum fund-raising limits (Sep 2021)
13. Reevaluate scope of the project (Nov 2021)
14. Complete final design development to include building materials and systems (Feb 2022)
15. Conduct first major fund raiser (Feb 2022)

16. Prepare construction documents with details of electrical and mechanical systems, building details, and systems layouts. Also included are materials, workmanship, coordination, etc. (Apr 2022)
17. Develop professional cost estimate (May 2022)
18. Prepare documents for FOL and local government agents to approve (May 2022)
19. Prepare and release the Request for Proposals (RFP) (Jun 2022)
20. Evaluate and award the contract (Aug 2022)
21. Start construction; completion is expected within 6-10 months (Feb 2023 to Jun 2023)
22. Complete “punch list” and prepare for Building Occupancy Date (Aug 2023)
23. Move old library inventory, infrastructure, and personnel to new location (Sep 2023)
24. Ribbon cutting ceremony (Oct 2023)
25. Turn over new library to Pamlico County officials (Jan 2024)

HOW TO EXECUTE. The FOL management and operations are performed by the officers and board of directors. The officers of the FOL are:

Bonnie Cap	President
Peggy Vick	Vice President
Carolyn Bartz	Treasurer
Richard Bartz	Assistant Treasurer
Dr. Joshua Rose	Chairman, Board of Directors (BOD)
Lynn Lewis	Member, BOD
Barry Monk	Member, BOD

Special committees are established to focus on significant aspects of the mission in order to achieve its goals. The significant committees and membership include:

Building Planning Committee. Oversees the development and execution of the new library planning and construction. Members include Dr. Joshua Rose, Rich Bartz, Walter Vick (chief architect), Bonnie Cap, Ben Bowditch, Jennie DeStafano, Caitlin Kuhn, Katherine Clowers.

Capital Campaign Planning Committee. Responsible for the planning and execution of fund-raising activities necessary for the ultimate creation of the new library. Members include Bonnie Cap, Ben Bowditch, Peggy Vick, Rich and Carolyn Bartz, Carol McAdoo, Caitlin Kuhn, and Katherine Clowers.

Grant Writing Committee. Oversees the search for appropriate grant opportunities and the preparation of the grant submission and follow-on requirements associated with winning a grant. Members include: Peggy Vick, Bonnie Cap, Jennie DeStafano, Rich Bartz, Marilyn Arnone.

Marybelle S. Hollowell Scholarship Committee. The \$1,000 scholarship is awarded to a high school senior who has demonstrated active involvement with the library and meets other requirements. The selection process includes a written submission of data and a personal appearance before a review panel of at least three FOL members. The Scholarship Chairperson is Jennie DeStafano and is supported by two other FOL members.

Book Sales Committee. Responsible for the planning, organizing, and conducting of physical book sales at the library. Members include Bonnie Cap, Peggy Vick, Rich and Carolyn Bartz, Carol McAdoo, Caitlin Kuhn, available library staff (sales at the circulation desk).

Internet Book Sale Committee. Responsible for the collection, evaluation, research, packaging, listing, and appropriate mailing of donated books to various internet buyers. Members include Rich and Carolyn Bartz, available library staff.

WEAKNESSES. The recognized shortfalls in the Friends of the Pamlico County Public Library organization are:

1. Relatively small membership roster relative to the size of community and usage factor of library resources and services.
2. Insufficient volunteers for critical areas.
3. Insufficient storage space and work areas to process and store literary donations.