



## Long Range Plan 2022-2025

### TABLE OF CONTENTS

Introduction	Page 2
Methodology	Page 2
Community Survey Results	Page 2
Library Board of Trustees	Page 2
Library History and Community Overview	Pages 2-4
Library Mission Statement	Page 4
Reference Services	Page 4
Collections	Page 5
Computers and Technology	Page 5
Circulation	Page 5
Facility	Page 5
Staff	Page 5
Programming	Page 6
Special Services	Page 6
Promotion of Library Services	Page 6
Fiscal Responsibility	Page 6
Responsiveness	Page 6
Cooperative Partnerships	Page 6
Library Plan of Service Review	Page 6
Goals and Objectives	Pages 7-8
Conclusion	Page 8

## **INTRODUCTION**

2020 and 2021 have been challenging years throughout the world. As a sustainable library, Longwood Public Library (LPL) must continue to adapt in response to the world around us and to the needs of its patrons and community. This Plan is intended to provide the library with direction and vision for the next five years while staying true to its traditional core values.

### **Methodology**

This three-year plan was prepared by the Longwood Public Library staff with review and approval by the Board of Trustees. The staff prepared a community survey, which was mailed to every household in the Longwood district. Copies of the survey were also available in the library and on the library website. Library employees were also asked for their perspective. The Board reviewed and discussed the results and a draft plan was prepared by the Library Director based on those discussions.

### **Community Survey Results**

<https://www.longwoodlibrary.org/sites/default/files/2021-11/LPL%20Survey%202021%20Results.pdf>

### **Library Board of Trustees 2021-2022**

Gretchen Cotton Rodney, President

Gail Lynch-Bailey, Vice President

Victor Massian, Jr., Secretary

Lauren O'Connell, Financial Chairperson

Theresa Germano, Building Chairperson

## **LIBRARY PLAN OF SERVICE**

### **Library History and Community Overview**

Longwood Public Library began in a one-room building that was formerly the Coram School. Mrs. Evelyn Holschuh Brown is credited as the library founder. A provisional charter to establish library services was granted in June 1953, and the library, then known as Coram Public Library, opened its doors in the little schoolhouse on November 24, 1953. During the first year, the library struggled to operate with a volunteer staff and a budget of \$1,000. Although the Library was open for only 8 hours per week and contained only 250 donated books, annual circulation exceeded 1,000 items.

By 1958, the Coram Public Library had increased its hours from 8 to 16 per week. The collection had grown to 2,069 books and the circulation was 2,591. In 1959, six local school districts were centralized and the library became known as the Middle Island Central Public Library. Consequently, the library's area of service was expanded to 54 square miles including the communities of Middle Island, Ridge, Yaphank, Lake Panamoka, Coram, Gordon Heights, North Medford, and North Shirley.

By 1966, the collection had grown to 9,058 volumes and the tiny one-room schoolhouse became impossibly crowded with books and furniture. Fortunately, the Middle Island School Board made available the use of an empty school building on Main Street in Yaphank. Although the new facility was larger, it was not conveniently located for all the communities it served. In order to have a better location, the library rented space in the former Billy Blake Shopping Center on Middle Country Road in Middle Island (now Walmart) and opened its new 3,800 square foot facility at the northeast corner of the store on December 2, 1971.

Use of the library increased dramatically with circulation nearly doubling from 31,995 to 57,274 in 1972. However, the poor condition of the Billy Blake building soon became apparent. Heating, plumbing problems and roof leaks were everyday occurrences. The Billy Blake Company declared bankruptcy on October 7, 1973, voiding the library's rental agreement. Anchor Properties, the successor to the bankrupt Billy Blake, continued to lease space to the library, but in 1976 Anchor informed the library that our space was to be a branch of the Anchor Savings Bank. As a result, the library had no choice but to make a lateral move within the same building. An architect was retained to design and supervise the renovation of the larger adjacent quarters. Renovations were completed by 1978 and library operations continued without interruption during this move. The complex was purchased from Anchor Properties by a new owner in April 1982 and the library continued leasing the same space.

In 1985, the Library Board of Trustees resolved to acquire a site for the district's first permanent library building and began searching for a suitable location. Working with an architect to meet both current and future building needs, on April 16, 1986, the Board of Trustees finalized its plan to purchase land and construct a new library at the southwest corner of Middle Country Road and Old Yaphank Road in Middle Island. This proposal was overwhelmingly approved by a community vote of 1360 to 200.

The Board of Trustees broke ground for the new facility on March 19, 1987, and the general contractor began construction immediately. As the new building progressed through 1987 and 1988, conditions in the Billy Blake building continued to deteriorate. People still talk about trying to find books under the plastic which served as protection from falling ceiling tiles.

On July 1, 1987, the library's name was changed to Longwood Public Library to reflect its role serving the entire school district population.

On November 3, 1988, the first permanent library structure in the community's history was opened to the public. Since 1988, the library has continued to grow, adding new materials, programs, and services. The population of the Longwood community also continued to grow, until the library building was bursting at the seams.

In 2007, the library began holding community forums to discuss the future library needs. In 2011, the Board of Trustees retained Sandpebble to perform an existing conditions report on the library facility, and an exploratory building committee was formed. Over the next two years, the library held community charrettes and building committee members spoke with many community groups in order to determine the best course for the library facility. On October 9, 2012, the Longwood community approved a construction bond referendum with a vote of 698 to 394.

In September 2013, the library moved to temporary quarters in the nearby King Kullen shopping center while the construction project moved forward. Library programs were held at a variety of locations, including Longwood schools, Yaphank Presbyterian Church, Mott House,

St. Francis Cabrini and more. Once the building was empty, construction moved forward with an architectural design from Peter Gisolfi Associates. The 31,500 square foot building was gutted, and the interior was re-designed with many energy-saving features, such as spray foam insulation, triple-glazed windows, natural daylighting, and more. A new two-story addition was built on the west side of the existing building, bringing the final square footage to 45,360.

The renovated and expanded building was reopened to the public on October 9, 2015. On October 25, a formal grand opening and ribbon-cutting ceremony were held to commemorate the transformed library. In November 2016, the library received a Public Library Building Award from the New York Library Association/Public Libraries Section. In April 2017, the library achieved LEED (Leadership in Energy & Environmental Design) Platinum certification, the highest level of recognition in green building. In August 2021, the library was certified as a Sustainable Library, only the sixth library in the state to receive this recognition.

The library serves the residents of the Longwood Central School District, which has a growing population defined as 67,037 in 2019. The district covers 52.8 square miles, making it the second-largest library district in Suffolk County by geography. Each of the hamlets that make up Longwood has its own unique culture and history. District-wide, 18% of residents are 65 and older and 20% are under 18. 65% of the community identifies as White, 13% as Black, 17% as Hispanic. 82% of adults speak only English at home; about 10% speak Spanish and about 8% speak another language. Per capita income is slightly below the county average. 5.7% of Longwood's adult residents are veterans.

The library is governed by an elected five-member Board of Trustees, whose monthly meetings are open to the public. The library employs a qualified director who is responsible for the day-to-day operation of the library. The library employs librarians and support staff to assist with providing the services outlined in this document.

The library is funded primarily through local tax assessments and receives some supplemental income through grants, donations, fees and interest payments.

The library has a set of bylaws that govern the library's structure and an extensive set of policies that govern the library's operations. Public-facing policies are posted on the library's website. The library provides a full set of policies to all staff members and updates as issued by the Board of Trustees.

### **Library Mission Statement**

Longwood Public Library's mission is to provide the best library service in the most sustainable way to the Longwood community.

### **Reference Services**

The library is committed to providing patrons with a means to access informational, educational and recreational materials. A staff of professional librarians will be available and equipped with the resources necessary to assist patrons in accessing informational, educational and recreational materials and facilitating their research.

## **Collections**

The library will maintain a collection of popular general interest materials. The collection will be intended for the enrichment of all patrons. The collection will include books (regular and large print), magazines, DVDs, CDs, audiobooks, eBooks and other downloadable materials. The library will evaluate emerging technology and when appropriate, add materials in new formats to its collection. The addition of items to the collection will be governed by the library's material selection policy.

## **Computers and Technology**

The library will provide a broad array of computer and technology services. These services will include public access to:

- computers with Internet and various software programs
- Wi-Fi throughout the building
- scanning station
- color and black/white printers
- fax machine
- color and black/white photocopier
- document magnifier

## **Circulation**

The library will lend materials to patrons who live within the library's service area and those qualified for direct access and/or interlibrary loan. The library will follow the direct access and/or interlibrary loan rules set forth in the *SCLS Resource Sharing Code* and it will comply with all sections of New York State Department of Education NYCRR 90.3. The library will issue a library card to any resident within its service area who fills out an application and provides the necessary proof of residency. Patrons with library cards will be able to request, reserve and renew materials, access a list of library holdings (either from the library or online), borrow materials from other Suffolk County public libraries and access their library card account (either at the library or online).

## **Facility**

The library will maintain a comfortable, clean and safe facility that is fully accessible to all community members. The facility will include workspace for individuals, small groups and large groups as well as accessible restrooms. The library facility will be large and modern enough to support the items listed within this plan of service. Library signage will be clear, up-to-date and easy to understand.

## **Staff**

The library will employ a friendly and helpful customer-service oriented staff that will include professional librarians and support staff. Staff members will be well informed about the library's services, programs and policies. Staff development will be encouraged and facilitated through opportunities for professional growth and training.

**Programming**

The library will offer a wide variety of programming for patrons of all ages. In accordance with the library's policies, meeting spaces will be available for community-based, not-for-profit groups.

**Special Services**

The library will offer a number of special services to the community. These will include, but are not limited to: reader's advisory, interlibrary loans, community outreach, homebound delivery, basic English classes, and materials (braille and talking books) for people with disabilities through the National Library Service.

**Promotion of Library Services**

The library will inform the community about its services and programs through regularly published newsletters, a website, social media, electronic newsletters and additional methods.

**Fiscal Responsibility**

The library recognizes and acknowledges the important responsibility to taxpayers to be prudent and accountable with the community's investment in the library. The library will develop and utilize an array of financial procedures and internal controls to ensure that all library funds are well managed and well spent. Those procedures will be periodically reviewed and, when appropriate, modified to reinforce their purpose.

**Responsiveness**

The library will always strive to be responsive to all community needs and requests. Budgetary, facility and staffing constraints may prevent the library from being able to fulfill all community wishes but they will not prevent the library from studying and responding to all requests.

**Cooperative Partnerships**

The library will attempt to maximize the community's investment by cooperatively sharing services where appropriate and cost-effective with neighboring libraries and other public service institutions. The library will maintain a membership in the Suffolk Cooperative Library System (SCLS) and take full advantage of the many services that SCLS provides to member libraries.

**Library Plan of Service Review**

The Library Board of Trustees will review and reaffirm the Plan of Service on a regular basis, at least once every three years. The review process will include a community needs assessment, an evaluation of current services, and input from the library staff.

<b>GOAL 1: EXPAND LIBRARY SERVICES</b>	
<b>Objectives</b>	<b>Strategies</b>
<i>Improve patron experience</i>	<ul style="list-style-type: none"> <li>- Provide patrons with opportunities to comment on library services, make suggestions for changes, and report other service issues</li> <li>- Launch and promote library app</li> </ul>
<i>Respond to changes in patron use of electronic resources</i>	<ul style="list-style-type: none"> <li>- Track the circulation and usage of the library's digital collection</li> <li>- Shift funding priorities as needed</li> </ul>
<i>Educate patrons on current and emerging technologies</i>	<ul style="list-style-type: none"> <li>- Launch new makerspace area, the makerLAB</li> <li>- Continue to offer educational programming traditionally, online and in the makerLAB</li> </ul>
<i>Increase accessibility for all patrons</i>	<ul style="list-style-type: none"> <li>- Take outreach to various parts of the Longwood community</li> <li>- Continue to offer library programming through remote (digital) means</li> </ul>
<i>Increase attendance at library programs</i>	<ul style="list-style-type: none"> <li>- Market programs using print newsletter, social media and eNewsletter</li> <li>- Work collaboratively with other libraries and local organizations in bringing creative programming to the library</li> <li>- Partner with other organizations in programming to foster cross-promotion</li> </ul>
<i>Promote awareness of library services</i>	<ul style="list-style-type: none"> <li>- Market library services using library website, social media, and eNewsletter</li> <li>- Participate in outreach opportunities with other organizations, such as Longwood schools, Brookhaven Town or other governmental or nonprofit organizations</li> </ul>
<i>Increase circulation of library materials</i>	<ul style="list-style-type: none"> <li>- Analyze circulation statistics and consider the data for future material purchases</li> <li>- Review and update loan policies</li> <li>- Review and update library collections</li> <li>- Continue face-out marketing of library materials in the building</li> <li>- Investigate new formats or non-traditional items for library collections</li> </ul>

<b>GOAL 2: SUPPORT STAFF EDUCATION</b>	
Objectives	Strategies
<i>Train all employees on library services</i>	- Offer in-house staff-led training sessions
<i>Increase staff awareness of emerging trends in libraries</i>	- Maintain library organizational membership in EAP, LILRC and NYLA - Send staff representatives to educational workshops - Continue to offer EAP workshops onsite - Investigate offering an annual staff development day

<b>GOAL 3: MAINTAIN A SAFE, WELCOMING AND SUSTAINABLE LIBRARY</b>	
Objectives	Strategies
<i>Increase emergency preparedness</i>	- Update and maintain Emergency Action Plan - Provide ongoing staff training regarding the building and safety measures - Monitor data backups
<i>Continue to address the maintenance needs of the library building and grounds</i>	- Develop a plan to maintain the native plantings - Develop plan for space adjacent to the Learn and Play garden - Investigate options for the Lafayette Street property
<i>Prioritize resiliency and sustainability</i>	- Offer ongoing staff training on sustainability - Continue to promote the library's commitment to sustainability to the community through social media, print newsletter, library programs, etc. - Continue to maintain fiscally responsible policies and procedures - Seek out additional partnerships and maintain existing partnerships with local organizations, such as Brookhaven Town, Longwood schools, Suffolk County, and other governmental or nonprofit organizations - Continue to look for ways to reduce the library's environmental footprint

## **CONCLUSION**

Thank you to the community members who participated in the patron survey and the library staff whose input helped us create this Plan. We look forward to working towards the goals set forth here as well as continuing to highlight the role of the library as the center of the community.