



Growing with Our Community

LEVITTOWN PUBLIC LIBRARY

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LONG-RANGE PLAN OF SERVICE **2022-2027**

The Long Range Plan of Service is a part of the standards for public libraries mandated by the New York State Library. This five-year plan for the development of the Levittown Public Library is subject to ongoing review and revision. The plan will be updated annually.

The Levittown Public Library was established in 1951. In 1963, it moved from rent-free storefronts provided by Abraham Levitt in the South Village Green to its present location. In 1968, it became the Central Library for the Nassau Library System. The library is chartered to provide service to the Levittown Union Free School District residents. The Levittown School District covers 5.9 square miles and includes most of Levittown and parts of Seaford and Wantagh.

Community

The Levittown Public Library serves a community with a relatively stable population, with virtually no space available for additional housing. Therefore, during this period, no increase or decrease in population of a size that would impact the community's library needs can be anticipated. During this period, it can be anticipated that the trend of older homeowners reaching a stage in life where relocation to another area or another type of living quarters will continue and that they will be replaced largely by younger families, many with children. The results of the 2020 Census will be used for a more detailed study of the makeup of our community. It is safe to say that there will continue to be a substantial number of older residents who are retired and who use the library heavily during this period. At the same time, the number of children will continue to increase. The demographics are changing, with a diverse ethnic population on the increase. We currently service a population of 46,540.

Building

The library is housed in a 35,000 square-foot building, opened in 1963. The building has been consistently well maintained and is presently in good condition. However, as the building continues to age, it can be expected that maintenance costs will increase.

A much-needed building repair and renovation project will conclude in 2022. The Mildred B. Cantor Community Room has been updated with technological improvements and improved space. The restrooms have been replaced with modern, gender, and family-inclusive facilities and are ADA-compliant. In addition, the Library Lane entrance has been refreshed with new and fully accessible ramps and a

reconfigured vestibule, and the Bluegrass Lane entrance received a new portico and vestibule. The Circulation Area and meeting rooms 1 and 2 will be renovated.

Plans for solar panels and a new roof are currently being investigated.

Overview of Service and Organization

Library Board of Trustees

The five (5) member unpaid Library Board sets policies concerning the operation of the library. The Board is elected by residents of the Levittown Union Free School District. The Board appoints the Director of the Library.

The Board meets formally once per month. All Board meeting notices are posted in the library, on social media outlets, on the library webpage, and sent to the local newspapers in accordance with New York's sunshine laws.

Organization

Library Director: The Library Director provides overall direction and coordination to all departments within the library, with the planning, organization, supervision, development and administration of all library services, personnel, operations, and programs.

Assistant Director: Responsible for assisting the Library Director in the planning, organization, supervision, development and administration of all library services, personnel, operations and programs. Assumes the duties of the Library Director in his/her absence.

Public Services: Public Services Departments include: Reference Services for Adult, Young Adult, Children, Circulation, Media, and Public Relations. Responsibilities include public service duties, community outreach, collection development, Levittown History Collection, administrative duties, and programming.

Technical Services: The Technical Services staff is responsible for the acquisition, cataloging, and processing of library materials.

Custodial Operations: The Custodial staff is responsible for cleaning and maintaining the building.

MISSION

The mission of the Levittown Public Library is to create a compelling learning environment by providing extensive instructional, cultural, recreational and educational resources for people of all ages.

ROLES

1. The library actively provides access to timely, accurate, and useful information, in various formats, for community residents of all ages in a safe and welcoming environment. Our knowledgeable staff prides itself on providing courtesy and efficient service.
2. Central Library for the Nassau Library System.
3. Bringing books and people together, the library promotes the value of informational and recreational reading for all.
4. The library offers a variety of technologies and equipment, which are meant to turn creativity into action, foster the sharing of ideas, and encourage learning by doing.
5. Foster community partnerships for library programs and services.
6. Host a diverse range of programs for all ages that encourage a deeper understanding and appreciation of the world while promoting social engagement with neighbors.

Goal I: Provide the highest level of customer service to all seeking assistance. The Library commits to providing a healthy, respectful environment that encourages diversity, leadership, and opportunities for growth and achievement.

Objective A:

Provide opportunities for staff to attend training, conferences, and workshops.

Objective B:

Determine staffing levels to meet the needs of library services.

Objective C:

Maintain a courteous, knowledgeable, and customer-oriented staff.

Objective D:

Update job descriptions as requirements change.

Objective E:

Provide training for all customer-facing staff on all library resources and equipment.

Objective F:

Provide access to professional library periodicals and other resources related to library trends.

Goal II: Provide material in print, electronic, and audiovisual materials to meet the community's information needs. Provide reference services using traditional and electronic resources.

Objective A:

Maintain current and relevant material collections, including print, audiovisual and electronic, through ongoing selection, continuous review, and weeding.

Objective B:

Evaluate and incorporate new material formats and electronic devices as they become available.

Objective C:

Promote the usage of online databases and electronic devices both in-house and remotely by providing training and assistance to the public.

Objective D:

Continue to emphasize efficient, accurate on-site, telephone, and online reference services using new technology, the library website, and social media/networks.

Goal III: Continue the Mission of Central Library Services by following the attached Plan for Central Library Services 2022-2026.

Goal IV: Provide a family-centered library with a wide array of services, new technology, materials, and programs for newborns through fifth grade and their parents or caregivers.

Objective A:

Maintain a welcoming space for families to interact, discover, learn and share in the library's resources.

Objective B:

Present a variety of quality programs for children 3 to 24 months of age with their parent/caregiver to enrich their creativity, curiosity, and expression through stories, rhymes, music, and movement.

Objective C:

Continue to engage the Family Place Parent/Child Workshop attendees (1 to 3-year-olds and parents/caregivers) to extend their involvement with the library through other

programs and materials offered by the library for the children and parents/caregivers enjoyment and education.

Objective D:

Remain a welcoming place for children with special needs through Our Place Special Needs Storytime and other programs tailored for children in an understanding environment.

Objective E:

Continue to expand outreach to child care providers to educate them on the resources available through the Children Services Department and to encourage group visits to the library and participation in library programs.

Objective F:

Pursue new strategies to reach out to new and underserved audiences through community partnerships.

Goal V: Assist children in discovering the joys of reading and educate children, young adults, and parents/caregivers through the library's resources.

Objective A:

Provide a youth services material collection (print, audio-visual, electronic) that reflects the changing needs and interests of the community.

Objective B:

Maintain and keep current the Parenting Collection with a variety of formats focusing on information about child development, parenting, schooling, and family issues.

Objective C:

Provide book talks, pack a book, and other programs to engage children and young adults in reading.

Goal VI: Engage the Young Adult (YA) population of the community while highlighting the positive activities and uses of the library and its resources through formal and informal programming.

Objective A:

Maintain a welcoming environment for Young Adults throughout the library.

Objective B:

Promote the many resources within the Teen Lounge designed to help teens succeed in school. Provide reference services to teens using traditional and electronic resources.

Objective C:

Continue to encourage participation in the Teen Advisory Board (TAB), the library's volunteer organization. TAB allows teens to give input regarding the library YA

collections, help lead/create programming, volunteer at events, organize community service projects, and influence how the library serves our teen population.

Objective D:

Continue to maintain the Study Room offering a quiet place for teens to work.

Objective E:

Continue to offer teens, relevant new technology to improve computer skills via instructional workshops and presentations.

Objective F:

Expand our relationship with the middle schools and high schools for a greater presence in the schools to advocate library service for young adults.

Goal VII: Effectively use the Computer Lab to provide more computer classes, workshops, and training for the community.

Objective A:

Continue to offer relevant computer classes for adults, teens, and children to improve computer skills via instructional workshops and presentations.

Objective B:

Investigate collaborating with LILRC, BOCES, and other technology training groups to provide training/classes in the Computer Lab.

Goal VIII: Promote adult literacy by providing additional resources and more training opportunities for adult learners.

Objective A:

Increase basic literacy and ESOL learning materials in print and electronic formats to meet the demands of new Americans and others with basic literacy needs.

Objective B:

Examine opportunities to collaborate with Literacy Nassau and BOCES to offer GED preparation classes and tutoring services.

Objective C:

Provide audiovisual materials and computer software for teaching English.

Objective D:

Strengthen resources, services, and programs for adult job seekers.

Objective E:

Expand outreach to local community organizations and civic groups representing the non-English speaking communities to publicize programs and to co-sponsor library programs.

Goal IX: Continue to advance library Media Services to the public and adapt services as new technology becomes available.

Objective A:

Maintain an updated technology and equipment replacement plan that correlates to current equipment inventory. Identify emerging trends in technology that further the library's mission.

Objective B:

Enhance our Homebound Delivery Service.

Objective C:

Increase the interlibrary loan of Levittown Public Library materials.

Objective D:

Expand our assistive technology devices and software for the physically and visually impaired.

Objective E:

Continue to support the program and services of the library's Innovation Station.

Goal X: Continue to advocate library services and programs to increase the public relations presence in the community.

Objective A:

Market the library services and programs via press releases, the library newsletter, website, and social media.

Objective B:

Continue to expand the library's offering of adult programs.

Objective C:

Communicate with local community organizations and civic groups to publicize programs and co-sponsor library programs.

Objective D:

Coordinate and schedule the use of library meeting rooms for community events and library-sponsored programs.

Objective E:

Attract local artists for the display of their work in the library Exhibit Area.

Goal XI: Annually assess the need for future development

Objective A:

Explore using a community-based planning process to create a new Long-Range Plan.

Objective B:

Develop and carry out the appropriate procedures and committees to prepare the Long-Range Plan.

Goal XII: Explore ways to maintain an ecological friendly footprint

Objective A:

Explore the Sustainable Libraries Initiative.

Approved by the Board of Trustees May 4, 2022