LONG-RANGE PLAN OF SERVICE
~~2022-2027~~ 2027-2032

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~~ a different 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 continue to be used ~~for a more detailed~~ to 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.~~ ~~We currently~~ Our current service area has a population of ~~46,540~~ 46,344. The demographics are changing, with a diverse ethnic population on the increase. According to the 2020 Census, Levittown's racial and ethnic makeup is as follows: approximately 63.40% White (non-Hispanic), 11.1% Asian, 19.20% Hispanic, 2.50% Black, and 10.40% multiracial residents.

Building

The library is housed in a 35,000-square-foot building that 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.~~ However, as the building ages, maintenance costs are expected to 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.~~
The roof replacement was completed in 2026 and has a 20-year warranty. Building-wide carpet replacement will take place in 2027. The library is planning to install study pods in 2027.

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~~Open Meetings Law.

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~~ Teens, Children, Circulation, ~~Media~~ Homebound Services,

Technology Center, 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 2027-2032.

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/caregivers.

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

Objective B:
Present a variety of quality programs and toys for children birth to 5 years of age with their parent/caregiver to enrich their creativity, curiosity, and expression through stories, rhymes, music, ~~and~~ movement and play. Continue to evaluate the quality and condition of the toys, and research new manipulatives to add to the space.

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's 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.~~
Provide a welcoming place for children with disabilities through sensory-friendly and other specially tailored programs, along with a sensory station filled with toys and manipulatives specifically designed for sensory needs.

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.~~
Curate an easily browsable collection of children's materials using an in-house leveling and labeling system, and continue to weed the collection to keep all information up to date and relevant. Provide print, audio-visual, and electronic material that reflects the changing needs and interests of the community.

Objective B:
Maintain and keep ~~current~~ the Parenting Collection current, 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.~~
Provide book-related and varied reading programs throughout the year to engage children in reading. Participate in the 1,000 Books Before Kindergarten initiative and implement an Advanced Reader program for elementary-age students to complete before entering middle school.

Objective D:
Focus on family engagement programs for elementary-age children to encourage family bonding, cooperation, and community. Provide programs that facilitate movement, exercise, and/or outdoor activities. Add age-appropriate games and activities for children in grades kindergarten through 5.

Goal VI: Engage the ~~Young Adult (YA)~~ Teen 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 and advocate for a welcoming environment for ~~Young Adults~~ teens in grades 6-12 throughout the library.

Objective B:
Promote the many resources within the Teen ~~Lounge~~ space designed to help teens succeed in school and thrive as individuals. Provide reference services to teens using traditional and electronic resources. Expand the Teen materials

collection to include more Large Print, hi-lo (high interest - low readability), and other formats to better serve the diverse population.

Objective C:
~~Continue to~~ Encourage participation in the Teen Advisory Board (TAB) and the Junior Teen Advisory Board (JTAB), the library's volunteer organizations. TABs allow 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~~ Encourage use of the Baum Study Room, offering a quiet, separate space ~~place~~ for teens to work or congregate.

Objective E:
~~Continue to~~ Offer workshops and presentations that reflect teen interest and demand. Topics may include, but are not limited to the following: technology skills, gaming, cooking/baking, crafts, STEAM (Science, Technology, Engineering, Art, Mathematics), and meaningful community service opportunities. Promote 100 Books Before Graduation program to continue fostering a love and appreciation for reading. ~~relevant new technology to improve computer skills via instructional workshops and presentations.~~

Objective F:
~~Expand our relationship~~. Collaborate with the middle schools and high schools by providing outreach visits to the classrooms and welcoming students and teachers to the Library for on-site visits. ~~for a greater presence in the schools to advocate library service for young adults.~~

Objective G:
Ensure the Teen space, including the decor, seating, recreational activities, and passive programming, reflects the teen community and current interests, trends, and demands, as appropriate.

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: Provide engaging Homebound Delivery Service to the community.

Objective A:
Promote the Homebound Delivery Service to community members and the Wantagh Senior Center in the library's service area.

Objective B:
Expand interaction with Homebound residents through library initiatives, including social media, online resources, and technical assistance with digital services.

Objective C:
Engage program members with at-home activities, such as craft kits, sunshine bags, and the Seed Library.

Goal X: ~~Continue to~~ Advance ~~library Media Services~~ the technological literacy of the public and adapt services as new technology becomes available.

Objective A:
Support and expand the technology and services of the Innovation Station in order to provide patrons with opportunities to design projects, collaborate with others, and gain practical experience with new forms of technology.
~~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:
Update our Library of Things collection to include a wide variety of tools, technologies, and educational resources.
~~Enhance our Homebound Delivery Service.~~

Objective C:
Update computer systems for both patrons and staff to implement proper cybersecurity measures and accommodate the community's information needs.
~~Increase the interlibrary loan of Levittown Public Library materials.~~

Objective D:
Expand our assistive technology devices and software for ~~the physically and visual impairments.~~ people with disabilities.

Objective E:
Identify emerging trends in technology that could further the library's mission.
~~Continue to support the program and services of the library's Innovation Station.~~

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

Objective A:
Market the library's services and programs ~~via~~ through press releases, the library newsletter, the website, and social media.

Objective B:
~~Continue to~~ Expand the library's ~~offering of~~ adult ~~programs~~ programming to meet community needs.

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~~ to display ~~of~~ their work in the library Exhibit Area.

Goal XII: Annually ~~asset~~ 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 XIII: ~~Explore ways to maintain an ecologically friendly footprint~~
Expand the library's ecologically friendly footprint.

Objective A:
~~Explore the Sustainable Libraries Initiative.~~
Increase the library's commitment to sustainable solutions, eco-conscious procedures, and economic purchasing.

Objective B:
Increase the use of organic lawn and garden treatments and maintenance.

Approved
Board of Trustees

~~May 4, 2022~~ October 7, 2026