

**THE SMITHTOWN LIBRARY LONG RANGE PLAN OF SERVICE
2020-2025**

WHEREAS, section 90.2 of the Regulations of the Commissioner of Education requires public libraries to have a board-approved, written long-range plan of service and maintain facilities to meet community needs, including adequate space; and

WHEREAS, the Constitution and statues of New York authorize and encourage local governments to cooperate in the interest of the public good; and

WHEREAS, the Long-Range Planning Committee has formulated a plan of service that it believes is fair and feasible;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of The Smithtown Library affirms and approves the plan of service, all as set forth in the terms stated hereinafter.

1. Library Mission Statement.

The mission of The Smithtown Library (“Library”) shall be a commitment to providing for the lifelong learning and information service needs of the community.

2. Motto.

Creating Lifelong Learners of All Ages.

3. Vision Statement.

The Smithtown Special Library District will be recognized in the community as a major contributor in the delivery of information resources, education, self-advancement, entertainment, recreation opportunities, intellectual growth, cultural vibrancy, and economic well-being.

4. Core Values – WE CARE.

Welcoming Environment

Exceptional Library Service

Committed to Intellectual Freedom

Access for All

Remain Inclusive

Empower

- **Welcoming Environment** – We are committed to being safe and welcoming. Our policies and practices ensure safety for the public and the staff, and provide a comfortable, inclusive and non-judgmental place to gather, interact and discover.
- **Exceptional Library Service** – We are committed to providing prompt, objective, confidential, and knowledgeable responses to requests for assistance.
- **Committed to Intellectual Freedom** – We are committed to intellectual freedom and the need for the library collection to represent many points of view. Individuals are responsible for making their own choices regarding appropriateness of material, and parents/guardians are responsible for the choices made for their children.
- **Access for All** – We serve all users fairly and equitably, and are committed to removing physical obstacles for all potential library users. We are committed to providing basic library services at no charge, though some optional services may carry a fee.
- **Remain Inclusive** – We honor diversity and inclusion. We seek to represent all people in our collections, programs, services, workforce and other areas.
- **Empower** – We are committed to assisting and supporting all users with all their goals and interests.

5. Library History.

The Smithtown Special Library District is an independent special library district chartered by the Board of Regents of the State of New York to serve the residents of the Town of Smithtown excluding areas served by the Sachem Public Library and the Emma S. Clark Memorial Library. The Library District is located in the Town of Smithtown, New York. The Library operates four full service library buildings located in Smithtown, Commack, Kings Park and Nesconset. The Library is a member of the Suffolk Cooperative Library System (“SCLS”), which was founded in 1961 and is one of 23 cooperative public library systems providing services to over 740 public libraries throughout New York State. The Library is Long Island’s largest library in terms of population and the second largest in terms of square miles served at 53.9.

The Library was chartered as an Association Library in 1911 and the Library’s first permanent building opened on August 12, 1912. That building was moved to its present location in 1950. In 1952, the Library was re-chartered as a municipal library. Chapter 193 of the Laws of 2001 authorized the independent establishment of a special public library district, subject to referendum. On November 6, 2001, Town residents voted in a town-wide referendum to establish The Smithtown Special Library District. Accordingly, the Library operates as an independent tax district. On April 30, 2002, the Library held its first Budget Vote and Trustee Election.

The Library offers Town residents a full program of public library services. In addition to traditional resources, the Library has integrated modern technologies into every aspect of its services. The Library is also noted for its wide range of Adult, Teen, and Children’s programming and an outstanding electronic media collection. The Library

serves approximately 115,000 Town residents including the hamlets of Commack, Fort Salonga, Hauppauge, Kings Park, Nesconset, Saint James, and Smithtown.

6. Goals and Objectives.

Goal #1: PATRON SERVICES – The Library commits to constantly supporting and assisting Children, Teens, and Adult users with all their Library needs.

- **Objective 1** – Developing lifelong readers and prepare children for school.
- **Objective 2** – Encouraging reading through innovative and exciting programs from birth to teens.
- **Objective 3** – Engaging adult readers through book discussions, age appropriate reading programs, and other interactive and instructional services.
- **Objective 4** – Staff happily assisting users with locating materials, using finding resources, and checking out materials.
- **Objective 5** – Create and support unique and innovative collections and services, such as the Patent and Trademark Resource Collection, Passport Acceptance Facility and Notary Services.
- **Objective 6** – Evaluate and create relevant, timely plans to assess and/or reassess hours of operations for our community in order to provide the highest level of patron access to services, while being fiscally responsible.
- **Objective 7** – Assist staff to offer the best possible service to our users by allowing staff opportunities for professional development.

Goal #2: PROGRAMS – Residents will have access to a variety of innovative programs for all age groups that will meet the needs and interests of all members of the Smithtown Community.

- **Objective 1** – Create and offer literacy based programs that support reading fundamentals.
- **Objective 2** – Contract with specialists to provide cultural and educational programs that members of the community may not otherwise have an opportunity to experience.
- **Objective 3** – Offer relevant technology-based programs to assist patrons with training and instruction of devices, software, websites, programs, etc.
- **Objective 4** – Offer entertainment and craft programs for people’s recreational interests.
- **Objective 5** – Volunteer programs and activities to give back and support our community.

Goal #3: COLLECTIONS – Maintain and enhance our collections, resources and information with an emphasis on reading materials and research services.

- **Objective 1** – Maintain the integrity of our collections by providing a quality collection of materials in current and emerging formats that reflect borrowing trends, interests, changing habits and the use patterns of the community.
- **Objective 2** – Evaluate allocations of funds for all resource formats.
- **Objective 3** – Acquire new formats as appropriate.
- **Objective 4** – Continually evaluate print, audio-visual, and digital collections to determine usefulness, timeliness, accuracy and other criteria for keeping, adding to or withdrawing from the collection.
- **Objective 5** – Provide access to resources that support genealogy and local history research, specifically with our Long Island Room Local History Collection.
- **Objective 6** – Maintain integrity of catalog database.
- **Objective 7** – Promote the use of interlibrary loan services as needed to enhance the collections.
- **Objective 8** – Create and support literacy and authorship by creating space and cataloging items for a Local Author Collection.

Goal #4: TECHNOLOGY – Library patrons will have access to a broad range of technology. Ensure Smithtown residents have access to established and emerging information technologies as well as opportunities to achieve technological literacy.

- **Objective 1** – Maintain a network of public computers that meets the essential technology needs of our patrons, including but not limited to software, online catalog, databases and the Internet.
- **Objective 2** – Provide the necessary peripheral equipment such as printers and scanners for public use to meet the needs and desires of patrons.
- **Objective 3** – Provide wireless access to the Internet both within our physical buildings and by loaning out mobile WiFi hotspots to Library cardholders.
- **Objective 4** – Update the Library's website to offer the latest information about services, and links to Library resources and catalog.
- **Objective 5** – Provide relevant technology training opportunities that meet patron needs.
- **Objective 6** – Continually assess the condition of computers, printers, and related equipment and replace/update as necessary.
- **Objective 7** – Spark creativity and discovery by designating space for new technologies such as 3-D printers.

Goal #5: PUBLIC RELATIONS AND MARKETING – The Library will develop a comprehensive public relations strategy to increase visibility in the community and raise the public’s awareness of the many services that the Library has to offer.

- **Objective 1** – Create flyers, newsletters, seasonal mailings (Spotlight) to highlight Library programs and services.
- **Objective 2** – Attend PTA meetings, offer class visits and other related activities to support educational goals and objectives.
- **Objective 3** – Attend local fairs, Town days, parades and other community-based events to connect with our community.
- **Objective 4** – Provide delivery of library materials and services to homebound patrons and residents of nursing homes.
- **Objective 5** – Create content for social media and the Library’s website to engage the community in a non-traditional method of publicity.
- **Objective 6** – Issue timely press releases of Library activities, special events and programs.

Goal #6: FACILITES MANAGEMENT – The Library strives to create and maintain safe physical locations for all staff and Library users.

- **Objective 1** – Offer relevant, appropriate in-person and digital trainings on topics that relate to health, safety, wellness and a healthy work environment.
- **Objective 2** – Review regularly all policies and procedures related to patron behavior, order, safety and security.
- **Objective 3** – Work with local police department to develop active shooter and workplace violence plans and training sessions.
- **Objective 4** – Coordinate necessary inspections, maintenance services and testing for equipment in a timely manner.
- **Objective 5** – Partner with others, such as local government agencies via inter-municipal agreements, submitting for grant monies from the State and local businesses, and utilizing cooperative programs coordinated by entities such as SCLS and Suffolk County Government (SuffolkShare) to take advantage of cooperative and competitive pricing opportunities that save our community significant tax dollars on their purchases.
- **Objective 6** – Maintain interior spaces by providing ongoing maintenance and repairs such as cleaning, painting, upgrading and replacing as needed.
- **Objective 7** – Maintain exterior grounds with appropriate staff and/or outside vendors to address lawns, parking lots, roofs, snow removal, and repairs of sidewalks and asphalt.
- **Objective 8** – Periodically review space and function allocations to reflect community needs and demands.

7. Amendments.

This resolution may be amended at any regular business meeting of the Board of Trustees by a two-thirds vote of the entire membership, provided the amendment has been submitted in writing at the previous regular business meeting.

Policy 200-20
Adopted: 11/17/2020