

Long Range Plan 2019-2024

West Babylon Public Library



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Our History and Mission Statement

History

In 1981, a group of thirteen community members, “The Original Thirteen,” came together with a shared mission of creating a public library in West Babylon. Four prior attempts, in 1962, 1967, 1968 and 1973, had failed. “The Original Thirteen” established themselves as The Friends of the West Babylon Library, visiting neighboring libraries to observe how they operated and meeting with the Director of the Suffolk Cooperative Library System for guidance. The Friends solicited memberships in their new group for a fee of one dollar, asking for a commitment to vote “yes” on the proposed library and over one thousand residents joined. One of their popular promotional items was a T-shirt with a picture of Big Bird and the message, “Don’t follow me...I’m looking for the West Babylon Library!”

A vacant commercial building was located and purchased and, for the next six months, volunteers worked day and night, clearing, cleaning and preparing the building. Five of “The Original Thirteen” were installed as the new Library’s first Board of Trustees and a director was hired. On September 11, 1983, The West Babylon Public Library opened its doors, with a staff of eleven employees and a service area of less than six thousand patrons.



Mission Statement

The West Babylon Public Library provides resources to help persons of all ages in connecting with the information needed in order to achieve personal, educational and professional goals. The Library enhances the community with its collection of materials, technology, programs and staff expertise. The Library strives to advance literacy, celebrate ideas, guide learning and connect people in accessible, functional and attractive surroundings.

Philosophy of Service



“ *A library is not a luxury but one of the necessities of life .* ”
Henry Ward Beecher

The West Babylon Public Library is committed to providing quality library service. To best achieve this, the Library follows these philosophies:

- Commitment to intellectual freedom. Individuals are responsible for making their own choices regarding appropriateness of materials, and parents/guardians are responsible for the choices they make for their children within the limits of the law.
 - Representation and respect for diversity in its collections, programs and services.
 - Commitment to supporting formal and informal education and cultivating lifelong learning.
 - Commitment to providing library services cost effectively.
 - Use of technology to achieve greater accessibility to information and provide effective service. Commitment to offering training and educational opportunities in the use of new technologies.
 - Commitment to maintaining and developing cooperative relationships and partnerships with community organizations.
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EXISTING SERVICES

The Library currently offers, but is not limited to, the following services:

- Adaptive Technology
 - Adult Programs
 - Art Exhibits
 - Audio Books
 - Author Talks
 - Blind/handicapped Services
 - Blood Pressure Monitoring
 - Book Discussion Groups
 - Career Workshops
 - Children's Programs
 - Community Information
 - Computer Workshops
 - Concerts
 - Craft Workshops
 - Cultural Programs and Exhibits
 - Discounted Attraction Tickets
 - Exam Proctoring
 - Exercise Programs
 - Exhibit Space
 - Faxing Service
 - Family Place Library
 - Film Programs
 - Food Donation Drop-Off
 - Game Times
 - Genealogy
 - Homebound Book Delivery
 - International Language Learning
 - Lectures
 - Library Newsletters
 - Library of Things
 - Literacy Programs
 - Museum Passes
 - New Baby Packets
 - New Language Learner Tutoring
 - Outreach Programs
 - Parenting Collection
 - Preschool/Kindergarten Readiness
 - Public Scanner
 - Readers' Advisory
 - Reading Programs
 - School Visits
 - Senior Citizen Programs
 - Signing
 - Study Rooms
 - Tai Chi
 - Tech Tutor
 - Technology Workshops
 - Tween Services
 - VHS to DVD Conversion
 - Wifi Hotspots
 - Wireless Internet
 - Writer's group
 - Yoga
 - Young Adult Programs
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OUR GOALS

Access and Outreach

Community Involvement

The Library will continue to reach out to the community through activities such as:

- Collaboration with the West Babylon Public Schools on projects and initiatives.
- Attending Career Day and other school district events.
- Maintaining contact with local government officials.
- Continuing to host Suffolk County Police Department First Precinct monthly community meetings.
- Strengthening the Library's commitment to public relations and marketing efforts.
- Sending Library staff to community meetings and events wherever possible.
- Partnering with local institutions and organizations to provide programs and services to a diverse population.
- Offering community service opportunities to help fulfill requirements and Junior National Honor Society and National Honor Society membership.
- Scheduling librarians at the Circulation desk to promote Library resources and services.
- Creating a Junior Friends group to collaborate with and assist the Friends of the West Babylon Public Library and to help promote Library resources and services to a wider demographic.



Lifelong Learning

The Library will enhance existing services and develop new ways of supporting self-directed personal growth and development opportunities by:

- Continuing to update resources to meet the informational needs of the diverse populations within the community.
- Providing group and individual training in electronic services and basic computer skills.
- Supplementing and complementing print and non-print collections with electronic resources.
- Providing remote access to the Library's resources.
- Loaning wifi hotpots to patrons for remote Internet access.
- Continuing to expand the adult learner collection and services.
- Providing opportunities that encourage the development of life-long library users.
- Providing museum passes and discount attraction tickets.

Patron Awareness



The Library will continue to develop and implement outreach services designed to bring in new patrons and inform our current library patrons of programs and services by:

- Developing Library information in languages other than English to communicate with a diversified community.
- Creating a video tour of the Library with narration in Spanish and Polish, the dominant non-English languages in the community.
- Continuing to review our foreign language print and non-print collection.
- Conducting periodic surveys of changes in the community to determine patron needs.

The Library will develop services and programs for patrons with disabilities by:

- Providing access to resources with adaptive technology.
- Maintaining services for the homebound.
- Providing appropriate accommodations for all.

The Library will develop and market programs and services to remote users by:

- Periodically evaluating access and ease of use of the Library's website.
- Exploring the possibility of offering on-line library card sign-up.
- Utilizing social media and traditional outlets to maximize program attendance to a diverse community and increase awareness of resources and services.

The Library will continue to meet the needs of our senior population by:

- Providing programs for lifelong learning.
- Partnering with local and government organizations to provide senior services and informational programs.

Collection Development

The West Babylon Public Library collects materials, in a variety of popular formats, which support its function as an information hub and community center. The collection also serves the popular and recreational needs of the West Babylon community, and strives to reflect the racial, ethnic and cultural diversity of the community. The Library will continue developing the collection in accordance with the following criteria:

- Customer use is the most powerful influence on the Library's collection.
- Circulation, customer purchase requests and hold levels will be closely monitored, triggering the purchase of new items and additional copies of high demand items.
- In addition to customer demand, selections will be made to provide depth and diversity of viewpoints to the existing collection.
- Access to materials is improved through reorganization and weeding the collection as necessary.

The Library will also continue to develop a non-traditional *Library of Things* collection and explore other non-traditional collections such as seed libraries.



Customer Service and Staffing

Customer Service

The Library will strive to provide excellence in customer service to meet the needs of all community members by:

- Demonstrating a proactive approach to customer relations by engaging with people, anticipating needs and responding in an efficient, positive manner.
- Continuing to train staff to provide quality customer service.
- Conducting surveys to focus on the needs of the community.



Staffing

The Library will maintain the quality of service delivered to the community by:

- Recruiting qualified individuals who demonstrate enthusiasm, dedication, and strong communication and inter-personal skills.
- Facilitating communication among departments.
- Creating and enhancing a positive organizational culture that maximizes staff resources and builds on individual and collective strengths.
- Encouraging continuing professional education to expand and improve skills.
- Ensuring that staff cross training occurs on an ongoing basis in order to provide service continuity for programs, activities, and services at a highly proficient level.
- Fostering participation in professional organizations.
- Reviewing and updating Library policies.



Facility and Finances

Facility Planning

In order to meet the needs of our expanding and changing community and to provide library service as effectively as possible, the Library will:

- Continue to follow the recommendations for repairs/maintenance from the Library's 2016 Comprehensive Building Assessment.
- Ensure that the facilities are accessible, safe and well-maintained.
- Review and update Library policies.
- Regularly assess maintenance and cleaning practices.
- Plan and budget for furniture upgrades and improvements.
- Explore energy saving and environmentally friendly upgrades and practices.

Facility Goals

- Replace worn carpeting.
- LED lighting retrofit project.
- Explore upgrade of Café area.
- Replace single-paned windows with energy efficient windows.
- Explore creation of "pop-up" or portable Makerspace area with STEAM equipment.
- Maintain landscaping.



Finances

The Library will continue to provide high-quality resources and services in the most efficient and cost-effective manner possible. The Library will attempt to secure new sources of non-tax-based financial support by:

- Applying for grant funding.
- Working with the Friends of the West Babylon Public Library on fundraising projects.

Technology

The Library will continue to provide excellent technology resources by:

- Replacing/upgrading computer hardware/software as per the schedule outlined in our Technology Plan.
- Continuing to offer Technology Tutor services to provide equal opportunity for the development of basic computer and electronics skills.
- Continuing to provide a free Book Scan Station for conversion of print documents to electronic format.
- Providing staff technology training.

Youth Services

Early Literacy Development

The Library recognizes that the development of language and literacy skills begins at birth and is committed to helping children achieve their greatest potential by:

- Maintaining Family Place Library™ status by providing Family Place Library™ services, including two Parent-Child Workshops per year.
- Participating in the *1000 Books Before Kindergarten* program
- Offering a Parenting Collection, covering every aspect of child rearing and parenting, and Parenting workshops.
- Offering the "Card Your Baby" kit for newborns.
- Conducting a Preschool and Activity Fair to connect families to local representatives.

Formal Learning Support

The Library will support the educational goals of the West Babylon Public Schools by:

- Purchasing materials to support the school curriculum.
- Offering a live, real-time tutoring and homework help database.
- Maintaining and developing contact with school media specialists, literacy providers, and other educational professionals.
- Visiting area schools and hosting class visits to the Library.
- Continuing to provide school district with library card applications.
- Promoting resources at PTA meetings.
- Providing resources for educational professionals.



Fostering Creativity and Imagination

The Library will encourage creative expression by:

- offering a variety of art, crafts, drama, music and other programs.
- providing carts stocked with craft supplies in the Children's and Young Adult departments.
- providing an Art wall, Lego wall, interactive displays and Construction Clubs.
- providing a variety of engaging toys in the Children's room.

Information Literacy

Information Literacy - the ability to know when information is needed and to identify, locate, evaluate and effectively use it, is a critical 21st Century skill. The Library is committed to helping youth develop this skill by:

- offering high-quality databases and print resources with accurate and factual content.
- providing research and reference assistance.
- providing community and health information for Young Adults on our website and in print.

Lifelong Readers

The Library will strive to create lifelong readers by:

- continuing to offer a wide variety of storytime programs.
- continuing to offer Summer and Winter Reading Programs and attempting to increase participation.
- continuing to participate in the county-wide *Battle of the Books* program.
- creating engaging book displays.
- creating bibliographies and read-alike lists.
- offering book discussions and book-related programs.
- offering "book bundles" of high-interest topics.
- investigating the possibility of offering story times and book-related programs at community locations such as laundromats and parks.

STEAM Education

The Library will provide opportunities for STEAM (Science, Technology, Engineering, Art and Math) education by:

- providing "pop-up" Makerspace equipment.
 - expanding STEAM programming.
 - continuing to offer the *Science Buddies* program.
 - circulating themed bags or backpacks with STEAM-related content.
 - offering themed STEAM kits for in-library use.
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*West Babylon Public Library Board of Trustees, seated from left: Rachel Scelfo, Kathryn Abrusci
Standing from left: Thomas Weinschenk, Joyce Mangialino, Richard Harty*



West Babylon Public Library

211 Route 109
West Babylon, NY 11704
631-669-5445
<https://wbab.suffolk.lib.ny.us/>