HEWLETT-WOODMERE PUBLIC LIBRARY
LONG RANGE PLAN
2010 – 2014

INTRODUCTION:

The Long-Range Planning Committee was formed in 2005 with a mandate to develop a systematic course of action for the Library so that it might better serve the community.

Through discussion, personal observation and staff reports, it has formulated a plan which recognizes several challenges:

• A changing community demographic
• A library building which was planned renovated and expanded between 1991 and 1996
• Rapidly advancing Library and Information technology
• Changing and expanding patterns of Library use

The committee recognizes that the actions outlined in its report will be prioritized based on necessity and available funding, with all actions being implemented in a fiscally prudent manner from 2010 through 2014. It considers the prioritization process a responsibility of the Library’s elected Board of Trustees and its administration. Furthermore, the committee recommends a semi-annual review of the plan.

Members of the Committee:

Ben Eilbott
Jonathan Kastoff
Philip Ritzenberg
Frank Zaret
Susan de Sciora

Approved, BOT, 3/8/2010
LONG-RANGE PLAN
2010-2014
HEWLETT-WOODMERE PUBLIC LIBRARY

Mission Statement
The Hewlett-Woodmere Public Library, a school district public library chartered by the Regents of the State of New York, is a dynamic force in the community, providing all residents with opportunities for educational, cultural and recreational enrichment through its collections, reference and information services, and cultural programs.

The Vision:

The Hewlett-Woodmere Public Library will continue to be recognized as an integral part of the cultural and educational life of the community, a trusted source for information that operates in a prudent and fiscally responsible manner, one that will be a central force in the development of an involved and informed public.

Values:

Excellence: The Library Board shall maintain excellence in its staff, collections and services

Integrity: The Library Board, staff and administration shall always act in the best interests of the library and community in a forthright and trustworthy manner

Fiscal responsibility: The Library Board and administration shall conduct their fiscal affairs prudently and transparently

Collaborative and cooperative attitude: The Library Board, administration and staff shall develop productive relationships with other community organizations without compromising the Library’s mission

Equity: The Library shall serve all of its patrons in a non-discriminatory manner
The Long Range Planning Committee has identified six Objectives in its deliberations:

**OBJECTIVE:**
A complete evaluation of the **Library Facility**, its building systems and space, leading to enhanced efficiency in the areas of building operations, maintenance, and safety

**ACTION:**
Engage a qualified professional to conduct an energy audit. Its conclusions will assist in reducing energy consumption

**ACTION:**
Engage a qualified professional to evaluate the condition of the roof, and to advise the administration and Board as to replacement alternatives and a timeline for initiating such alternatives

**ACTION:**
Review all audio-visual equipment needs in areas of public assembly (Gold Hall, Boehm Room, Story Hour Room, Trustees’ Room), and develop recommendations for consideration by the Library Board (*in process*)

**ACTION:**
Implement a system for tracking building maintenance projects
OBJECTIVE:
Identification of **SEGMENTS OF THE POPULATION** that may currently be underserved by, uninvolved in, or unaware of, the Library’s services

**ACTION:**
With the assistance of a marketing professional, select a method of evaluating the effectiveness of current services

**ACTION:**
With the purpose of identifying the needs of different segments of the population, expand partnerships with community groups on Board, administration and staff levels

**ACTION:**
Train staff in using tools and data related to the census

**OBJECTIVE:**
Improved **COMMUNICATIONS** with the community

**ACTION:**
Continue development of the Library’s website with the assistance of a professional website developer

**ACTION:**
Develop publications, in addition to OVERLEAF, that provide information about services other than cultural programs

**ACTION:**
Encourage staff participation in, and interaction with, community organizations
**OBJECTIVE:**
Continuing development of **COLLECTIONS** that reflect the needs of the community, and implementation of new and innovative **PUBLIC SERVICE** programs

**ACTION:**
Consider the expansion of Sunday service

**ACTION:**
Assess the multi-cultural areas of the collection, reinforcing those areas which prove to be lacking

**ACTION:**
Continue to organize and preserve the local history collection, and consider implementing an oral local history project

**ACTION:**
Work with the Friends of the Library in developing a strong, focused and sustainable volunteer program

**ACTION:**
Retain a graphics professional to develop a signage system that is functional and flexible

**ACTION:**
Explore all aspects of space utilization including:
- the allocation of space for teens
- the reconfiguration of the story hour room
- possible merging of Information Desk and Circulation Desk functions into a Library Service Center, thus permitting staff members to move about public areas of the building more freely

**ACTION:**
Upgrade the Library’s photocopying services
OBJECTIVE:
Ongoing evaluation of innovations in TECHNOLOGY and their impact on library service

ACTION:
Develop, continually evaluating and updating, a three-year Technology Plan

ACTION:
Develop programs which utilize the library’s technological resources; include an ongoing program of instruction in the use of online resources

ACTION:
Continue the library’s relationship with the ALIS Corporation in implementing library-specific technologies: e.g. Radio Frequency Identification (RFID)

ACTION:
Identify and implement new software for program registration, including the Library’s Museum Pass program

OBJECTIVE:
The maintenance of sound FISCAL AND PERSONNEL practices

ACTION:
Conduct an annual review of Library Board’s Financial Goals

ACTION:
Initiate a review of Library Policies

ACTION:
Identify alternative sources of funding