

Long Range Plan – July 2025

- Review/reaffirm Mission Statement
- By-Laws reviewed and re-approved by the Board of Trustees every five years
- Annual report to the community presented and highlights posted
- Policy Manual – review, update and ensure all relevant policies available to the public on a yearly schedule
- Provide an annual budget that meets the needs of goals of LRP / Mission
 - Explore grants to expand programming/services
 - Maintain financial records/databases/archive collections
 - Improve business office archives
- Maintain/evaluate materials collections that meet the needs of the community
 - Print/physical
 - Electronic/digital
 - Local History/Archives
 - Informational / Databases
 - Areas to focus on
 - Foreign Language collections – all ages
 - Digital Services
 - Library of Things – expanding collection to Station
- Provide programming to address community needs for all ages
 - Maintain/provide robust programming opportunities for all ages/varied interests
 - Continue to review, evaluate, and modify all aspects of programming as community needs develop on a regular basis
 - Address accessibility needs, including but not limited to sensory issues, dyslexia, and increase convenience to other programming via streaming
 - Other programming focus:
 - Continue/expand offerings for Children (preschool – school age), Tween, Teen
 - Develop more Teen programming including Teen led activities
 - Include new technologies in programming for all ages
 - Continue/expand offerings in business/careers, book clubs, computer/technology assistance, cooking, crafts, driving, educational lectures, exercise & fitness, gaming, live performances, local history, movies, presentations, Spanish language, discussions and other educational/recreational classes that promote social groups and outings, and skills workshops as community interest proposes for all ages
 - Continue to showcase Local Artists – both buildings

- Maintain Facilities
 - Continue ongoing renovation/updates to Station Branch Library building with goals to:
 - Better allocation of space for children, teens, adults
 - Improve access to points of service
 - Increase public space
 - Library of Things collection
 - Develop Makerspace Room
 - Outdoor seating
 - Programming spaces - kitchen
 - Quiet study space
 - Update HVAC/Electric to LED – Energy efficiency
 - Main Building
 - Renovate/update Youth & Parent Services area
 - Improve space for preschoolers with updated educational activities/workspace & playpen for parents/babies
 - Create space for School age children
 - Create space / increase services for Tweens/Teens
 - Develop Teen department
 - Keep Main building in prime shape – continue to replace equipment/refresh as needed
 - Plumbing is oldest part of building now – 25 years since installed
 - Restroom fixtures need replacement – replace as needed
 - Paint, carpet cleaning/replacement, windows, landscaping, regular maintenance of utilities/pumps/plumbing
 - Electric still in good condition – replace LED light bulbs/batteries as needed
 - Maintain HVAC
 - Explore alternative parking options in village
 - Both buildings - Maintain / update as needed security features (cameras, alarm systems, building access) to ensure safety of patrons and staff
 - Maintain FACP as needed
 - Burglar alarm systems aging in both buildings – replace at Station when renovated – Main at the same time, if necessary.
 - Continue to maintain
 - Complete all required inspections – elevator, fire systems, facilities
 - Carry out all recommendations
 - Continue to provide adequate space, lighting, shelving, seating, power and data infrastructure

- Maintain Makerspace area / services
 - Update/Maintain staff office spaces as needed
 - Create lactation areas as required by law
- Technology
 - Maintain ILS (Integrated Library System – library catalog) to facilitate access to local library collection and other library catalogs
 - Provide equipment, technology, and internet connectivity to address community needs and facilitate access to information including adequate supply of hotspots
 - Add laptops, devices to improve digital instruction
 - Makerspace equipment
 - Technology plan
 - Maintain all equipment (switches, servers, computers, access points, etc.) utilizing current warranty schedules, provide hi-speed internet/Wi-Fi access, maintain cyber-security features on all networks, provide email for staff
 - Keep up with / incorporate current technologies in all facets of library services – i.e Artificial Intelligence (AI)
 - Current phone system contract expires – 2/2026
 - Review/renew contract if acceptable
 - New phones will come with new contract
 - Copy Machine Agreement
 - Continue to review current agreements – renew/update as needed
 - Provide library staff with annual technology training, appropriate to their position, to address community needs
- Access of library information for patrons
 - Provide access to required policies and procedures online
 - Evaluate/improve library marketing strategies including social media
 - Assess digital marketing opportunities, including ongoing earned and paid media outreach
 - Continue to evaluate print newsletter, online distribution of library news, print publications used for advertising
- Staffing – both buildings
 - Continue to employ MLS professionals for Children, Teen, Adult services; IT professionals, Business Office and Administration level staffing as needed to meet the needs of the community
 - Provide Clerical and Support Staff (custodians, pages, guards) to meet the needs of the community
 - Hire Network & Systems Administrator

- Develop Newsletter/Community Outreach department
- Negotiate new CBA (current one expires June 2026) that meets the needs of the staff/library while keeping costs down for the taxpayer
- Staff Training
 - Technology training
 - Regular informational staff meetings
 - Staff committees
 - Wellness
 - Outreach
 - Safety
 - Sexual Harassment/Workplace Violence training required
 - Utilize Vector Training Solutions for training
 - Continue to provide annual Security Guard training – required
 - Encourage attendance at local/national meetings and conferences for continuing education
 - Mandatory continuing education credits to maintain professional licenses for all MLS certified public librarians enforced by NYS
- Community Partners/Collaboration/Outreach
 - Purchase Book Bike / continue to maintain Little Free Libraries
 - Continue / expand collaborations/partnerships with public/private schools, daycare centers, Chamber of Commerce, Business Improvement Districts, Town of Huntington, Arts Councils, and other local organizations that present an opportunity to improve library presence in the community
 - Maintain a presence at community fairs, festivals, events
 - Continue to support robust work of the Friends of the Library group
 - Evaluate/improve Huntington Library Foundation

Draft - February 17, 2025

Updated - July 8, 2025, following meeting with Long Range Planning committee 7/7/2025

Approved by Board of Trustees – July 15, 2025