

# **Huntington Public Library Plan of Service**

## **Library General Information**

The Huntington Public Library was first established in 1875 as the Huntington Library Association. The Library Association was created by a Board of Directors and was granted a Certificate of Incorporation by New York State in 1875. It was granted its permanent charter by the New York State Board of Regents making it a school district public library in 1929. The Huntington Public Library Station Branch was also established in 1929 to serve the population in the southern part of the district and granted its permanent charter by the New York State Board of Regents in 1930.

The Huntington Public Library's service area incorporates Huntington Union Free School District #3.

The Huntington Public Library is governed by a publicly elected five-member Board of Trustees who meets in open public meetings the third Tuesday of every month, unless otherwise announced. The library employs a qualified director who is responsible for the day-to-day operation of the library. The library employs professional librarians and support staff to assist with providing the services outlined in this document.

The Huntington Public Library is funded primarily through local tax assessments and receives some supplemental income through grants, contributions, fees and interest payments.

The Huntington Public Library has a set of bylaws that govern the library's structure and an extensive set of policies that govern the library's operations.

The Huntington Public Library – Main building is located in approximately 40,000 square feet of owned space by the HUFSD #3 at 338 Main Street, Huntington, NY 11743. The library's main phone number is 631-427-5165, its reference fax number is 631-427-7131, its administrative fax number is 631-421-7128, its email address is [info@huntlib.org](mailto:info@huntlib.org) and its homepage is at <http://www.myhpl.org>.

The Huntington Public Library – Station Branch is located in approximately 14,000 square feet of rented space at 1335 New York Avenue, Huntington Station, NY 11746. The Station Branch phone number is 631-421-5053, its reference fax number is 631-427-5375, its administrative fax number is 631-421-3488, its email address is [station@huntlib.org](mailto:station@huntlib.org)

The Library meets or exceeds all New York State Department of Education Minimum Standards for a Public Library (NYCRR 90.2.)

## **Library Mission Statement**

It is the mission of the Huntington Public Library to collect, preserve, promote, and make available materials and technologies to serve the changing informational, educational,

professional, cultural, and recreational needs and interests of the community. *Approved by the Board of Trustees, February 2010.*

## **Library Service Standard**

The library has adopted the following service standard to define its public service priorities;

- 1) Safety First – our guests must be and feel safe and secure (both as individuals and for their families) when they visit and use the library’s services.
- 2) Privacy and Respect – our guests must feel confident that their privacy will be maintained and that their concerns and beliefs will be respected.
- 3) Courtesy – each of our guests should be treated like a VIP, a very important and very individual person.
- 4) Accuracy – the library will always strive to provide patrons with the most accurate answer to their inquiry. This does not insure an immediate response but it does help insure one as thorough as possible.

## **Reference Services**

The Huntington Public Library is committed to providing our community residents with a means to access informational, educational and recreational materials. We provide a staff of professional librarians in both buildings equipped with the resources necessary for them to assist community residents in their research and quests for materials, information and education.

## **Materials Collections**

The Huntington Public Library will maintain a collection of popular general interest materials for use by our community in both buildings. The collections will be intended for the informational, educational, enrichment and recreation of community residents of all ages and interests and will include books, serials, videos, digital-video-discs, compact discs, audio books, download/streaming digital, computer software and kits (books and tapes or software). The library’s professional staff will evaluate new technological advances and when appropriate it will add materials in new formats to its collection.

## **Computers and Technology**

The Huntington Public Library will provide a broad array of computer and technology services in both buildings. These services will include public access computers, wifi, and internet workstations where visitors can search the internet and use various computer software programs and devices. Technical support will be available to all cardholders as well as access to the Suffolk Cooperative Library System (SCLS) online collections and other online databases and reference products. Computer and internet training and computer printing services will also be made

available in both buildings. The library's professional staff will evaluate new technological advances and when appropriate provide access to new devices and technologies.

## **Circulation**

The Huntington Public Library will lend materials to residents who live within our service area or those qualified for direct access and/or inter library loan. The library will follow the direct access and/or inter library loan rules set forth in the SCLS Resource Sharing Code and it will comply with all sections of New York State Department of Education NYCRR 90.3. The library will issue a library card account to any resident of our service area who fills out a registration form and provides the necessary proof of residency. Library cardholders will be able to request, reserve and renew materials, access a list of our holdings (either from the library or online), use the library card to borrow materials from other Suffolk County public libraries and access their library card account (either from the library or online.)

## **Facilities**

The Huntington Public Library will maintain two comfortable, clean and safe facilities that are fully accessible to all community members. The facilities will include workspace for individuals, small and large groups as well as a community Art Gallery. The library facilities will be large and modern enough to support the items listed within this plan of service. Library signage will be clear and easy to understand.

## **Staff**

The Huntington Public Library will employ a friendly and helpful customer service oriented staff that will include professional, New York State Certified librarians and support staff in both buildings. Staff members will be well informed about the library's services, programs and policies. Staff development will be encouraged and facilitated through opportunities for professional growth and training.

## **Volunteers**

The Huntington Public Library will utilize the assistance of volunteers, of various ages, whenever appropriate. This will be done both to assist the library and in order to provide a local opportunity for those community residents needing volunteer credits. The library will work with a Friends of the Library group and the Huntington Library Foundation.

## **Programming**

The Huntington Public Library will offer a wide variety of programming for community residents of all ages in both buildings. The Library will make space available, when possible, for community based not- for-profit groups to use as a meeting place in both buildings.

## **Special Services**

The Huntington Public Library will offer a number of special services to the community. These will include, but are not limited to, reader's advisory, inter-library loans, community outreach, nursing home visits, homebound delivery, Literacy Volunteers of America training, homework help, notary services, Citizenship and English Language Learning classes/databases, and photocopy machines. The library is part of the Foundation Center's Funding Information Network.

### **Library Advocacy**

The Huntington Public Library will inform the community about our services and programs through regularly published newsletters, a world-wide-web homepage, social media sites, tours of the library and additional methods as appropriate.

### **Fiscal Responsibility**

The Huntington Public Library recognizes and acknowledges its important responsibility to our taxpayers to be prudent and accountable with the community's investment in the library. The library will develop and utilize an array of financial procedures, internal and external audit controls that should insure that all library funds are well managed and well spent. Those procedures will be periodically reviewed and, when appropriate, modified to reinforce their purpose.

### **Responsiveness to Community Needs and Requests**

The Huntington Public Library will always strive to be responsive to all community needs and requests. Budgetary, facility and staffing constraints may prevent the library from being able to fulfill all community wishes but they should not prevent the library from studying and responding to all requests.

### **Cooperative Partnering**

The Huntington Public Library will attempt to maximize the community's investment in it by cooperatively sharing services, where appropriate and cost effective, with neighboring libraries and other public service institutions. The library will maintain a membership in the Suffolk Cooperative Library System and take full advantage of the many services that they provide to member libraries.

### **Library Plan of Service**

The Huntington Public Library Board of Trustees will review and reaffirm the plan of service on a regular basis, at least once every five years. The review process will include a community needs assessment, an evaluation of current services, a financial review, a policy review and input from the library staff. Other needs assessments and surveys will be conducted throughout the term.

Board Approved, July 16, 2019

Updated, July 15, 2025