



SAYVILLE LIBRARY LONG RANGE PLAN



Adopted March 10, 2014

SAYVILLE LIBRARY LONG RANGE PLAN

Sayville Library, located at 88 Greene Avenue in Sayville, New York, is chartered to serve the residents of the Sayville School District, which includes most of Sayville and West Sayville.

MISSION STATEMENT

The Sayville Library, as part of our community's educational system, is dedicated to providing, on equal terms, service to all individuals and groups of every age. The Library's primary function is to collect, classify and disseminate information. Our objective is to provide and service a collection of expertly selected books and other materials which aid the individual in the pursuit of education, information or research, and in the creative use of leisure time.

The Library will serve as a community center, providing information on town and local services, offering meeting space for local clubs, school-connected groups and local non-profit organizations.

GENERAL OBJECTIVES

To be aware of and respond to changing educational, recreational and informational needs of the community

To maintain a high level of quality library service

To provide easy, readily available access to the collection

To keep the library facility in optimum condition - attractive, clean and safe

To continuously update and weed the collection both in print and online with currently available materials and links

To make the community aware that the Library is the place to come for technology assistance

To partner with the school district, village and town organizations to provide information, services and programs of interest to the residents

To review this Long Range Plan every two years

AREAS OF EXCELLENCE

While the Sayville Library offers information and materials on all topics, through a selection and evaluation process using the *Planning for Results* model from the Public Library Association, the Board of Trustees and the full-time librarian staff have designated four Service Areas of Excellence for which goals will be set and resources will be committed.

The Service Areas of Excellence are:

- I. Stimulate Imagination: Reading, Viewing and Listening for Pleasure
 - a. Satisfy Curiosity: Lifelong Learning
- II. Make Informed Decisions: Health, Wealth and other Life Choices
 - a. Know Your Community: Community Resources and Services
- III. Connect to the Online World
 - a. Understand How to find, evaluate and use information: Information fluency
- IV. Create Young Readers: Early Literacy
 - a. Succeed in School: Homework Help

I. Stimulate Imagination/Satisfy Curiosity

Goal:

Sayville Library will be responsive to the community's changing needs by offering programs and services that will stimulate the imagination through reading, viewing, & listening for pleasure. Patrons will find avenues to further enrich their lives outside of the normal educational path through lifelong learning opportunities.

Objective:

More programs will be scheduled with a focus on reading for pleasure, education and learning opportunities.

Sample activities:

- Provide an online outlet for Readers' Advisory and book discussion
- Continue to offer and encourage participation in seasonal reading clubs
- Present more programs and discussion groups centered on books and topics of interest to patrons of all ages
- Extend more services to local senior centers
- Partner with local organizations on programs that showcase their available services
- Provide information on electronic Distance Learning for adults

Tracking results:

- ◇ Programs and discussion groups can be tracked by attendance.
- ◇ Online page visits can be tracked
- ◇ Services to groups by age can be tracked

II. Make Informed Decisions – Health, Wealth, and other Life Choices; Community Resources and Services

Goal: Sayville Library will make available current information on many subjects related to these topics that will cover all age groups.

Objectives: Furnish up-to-date information and easy access to life choice materials both in print and online for all ages.

Sample Activities:

- Website continuously updated with electronic links to direct residents of all ages to Life Choice information (ex. college information, volunteer opportunities, etc.)
- Provide current life choice information in print for easy accessibility for all age groups
- Purchase teen health/life choices pamphlets and display them in the teen room and on the teen web page
- Offer health links on our website for seniors, adults, and teens
- Keep offering and adding new programs on these topics for all age groups
- Increase displays on life choice topics in Children's, Young Adult, and Adult areas
- Create and host an events calendar for community organizations
- Create a "New Residents Brochure" introducing new residents to community resources
- Attend local community organization meetings and events to distribute library information

Tracking results:

- ◇ Track the number of visits to library website
- ◇ Count number of informational print copies taken
- ◇ Count program number and attendance
- ◇ Keep statistics on the number of organizations that post to the calendar in addition to the number of monthly visits
- ◇ Keep statistics on the number of brochures distributed to the real estate offices

III. Connect to the Online World/Public Internet Access

Goal: Sayville Library will continue to provide easy access to the Internet and Internet-related services. We will follow future technological trends and continue to be the community's educational center for these changing technologies.

Objectives: Offer the community on-going and up-to-date technology information and workshops to help them better navigate the online world.

Sample Activities:

- Offer classes and one-on-one appointments on new technology and equipment as they become available
- Continuously train staff on new technologies so they may teach patrons

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- Advertise the Library as the place to go for assistance with technology
- Offer classes on online services available on the Library's website, such as Live-brary.com, the Library's online catalog, historic newspapers and local history
- Offer training classes and demonstrations offsite, such as at senior centers, PTA meetings

Tracking results:

- ◇ Keep statistics on number of attendees per class or session
- ◇ Keep statistics on number of individual training sessions
- ◇ Count number of training sessions for staff

IV. Create Young Readers; Help Students Succeed in School

Goal: Resources will be utilized to better communicate with parents and the local school district and to enhance students' learning experiences.

Objective: Sayville Library will continue to offer a variety of programs and materials to support and educate parents and children about the importance of early literacy and maintain a relationship with the schools in the district to provide students with materials and resources needed for assignments.

Sample Activities:

- Train Youth Services staff on Every Child Ready to Read Initiatives and/or other Early Literacy Training so all staff have the same knowledge base
- Use skills learned from ECRR or Early Literacy Training to enhance story times by explaining how our programs and what we do in them build early literacy skills (use talking points).
- Create Early Literacy Pamphlets and Instructions on Reading
- Continuously display a variety of literacy materials
- Promote and maintain contact with teachers and school librarians about assignments
- Attend Open School Nights to hand out brochures/flyers on library services
- Offer homework help programs for students and parents to highlight our online resources
- Reach out to homeschooled students to be sure the Library has needed resources

Tracking results:

- ◇ Feedback from patrons about a more educational experience in story times
- ◇ Count the amount of assignments sent in by teachers/librarians before students come in with assignments
- ◇ Record attendance at homework help and study programs
- ◇ Measure increase in use of online websites
- ◇ Count interactions with homeschoolers that visit the library