



Commack Public Library Long Range Plan 2021-2023

Mission Statement

The Commack Public Library is dedicated to providing the community with quality library service to fulfill the informational, educational, cultural, professional and recreational needs of our patrons of all ages, by providing traditional, current and popular materials, knowledgeable reference service, and innovative programs in an open and friendly environment.

I. Materials Objectives:

The Commack Public Library will provide traditional, current and popular materials for community residents of all ages and will add materials and new formats to meet the needs of our community.

Actions:

1. All departments will continue to explore ways to streamline ordering and processing in order to get the materials to the patrons as quickly as possible
2. All departments responsible for purchasing will analyze circulations statistics as a tool in collection development
3. Continue to develop attractive displays to merchandize current materials
4. Continue to participate in networking with other libraries and systems to expand patron access to materials through interlibrary loan and direct access
5. Develop programs to increase public awareness about the variety of materials the Commack Public Library has available
6. Recommendations from library users and staff for purchases will be encouraged through the suggestion box and via email
7. Continue to improve and enhance collections through donations and grants
8. Display items around library with dynamic signage
9. Each department will continue to weed collections on a regular basis



10. Departments will evaluate signage on a regular basis and make suggestions for improvements
11. Continue to integrate electronic materials into the collection
12. Continue to evaluate print versus electronic resources to provide the most current and appropriate sources
13. Continue to provide materials to support speakers of English as a second language
14. Increase materials for those with disabilities

II. Program/Service Objectives:

The Commack Public Library will maintain the extensive array of cultural, recreational, informational and entertainment programs/services that we currently offer and continue to evaluate present programs and services while offering new and innovative programs and services to our patrons.

Actions:

1. Develop innovative programs to bring new audiences to the library
2. Tailor existing programs to better meet the needs of patrons
3. Continue to survey patrons regarding the amount and types of programs and their satisfaction with the programs
4. Continue to offer a wider variety of programs during hours when the library is traditionally closed to accommodate more patrons on the main floor
5. Continue to offer a wider variety of family programs
6. Continue to offer superior reference services to meet reference and research needs of the community
7. Collaborate with other non-profit organizations and local Town of Huntington public libraries to offer additional programs and services to the community
8. Additional evening programs to accommodate working parents
9. Continue to provide quality programming for patrons of all abilities

III. Outreach Objectives:

The Commack Public Library will identify special audiences and continue to develop special services and resources for these populations.

Actions:

1. Reach out to patrons who do not use library on a regular basis
2. Maintain and increase liaisons with the Commack School District



3. Plan and implement programs for groups of non-user patrons to encourage the increased use of library resources
4. Expand the homebound program to library patrons through marketing
5. Continue Commack Public Library outreach to Gurwin nursing home and assisted living clients through the book in a box program
6. Offer limited discarded items to Gurwin's on site collection
7. Continue to form relationships with Fountaingate Gardens staff and residents
8. Continue to provide training to staff to increase their awareness about different segments of the population
9. Continue to develop attractive displays to merchandize current material

IV. Technology Objectives:

The Commack Public Library will continue to implement technology for the purpose of creating a viable technological working environment for both our library patrons and staff.

Actions:

1. Through consistent monitoring of current and upcoming technological trends as listed in various publications, media sources, hands-on product demonstrations, and peer discussions, we will be able to shape the technological structure of the library
2. Through careful consideration and research into new technological products and trends, we will be able to establish a solid technological environment
3. Continue to provide introductory sessions for patrons on how to use the library technology with focus on the online circulation systems, book renewals, reserves, web page, etc.
4. Continue to update the online services that we offer, such as newsletters, announcement lists and blogs
5. Internet stations will be upgraded for faster connectivity and ease of use
6. Continue to upgrade the software we are currently utilizing and adding new software products in order to meet the growing demands of our library patrons and staff
7. Implement a Network Attached Storage System to maintain a high level of storage capacity
8. Introduce more technologies for the patron that is disabled
9. Through continuing education, the professional staff will develop the knowledge and proficiency to stay current with technologies and become familiar as new technologies emerge



V. Policy/Practice Objectives:

The Commack Public Library will maintain policies practices and procedures that address the current and future needs of the library.

Actions:

1. Policies and procedures will be periodically reviewed and modified as needed
2. Continue to improve communications within the library between administration, staff and departments
3. Assure that staff has comprehensive training to learn new procedures and technologies
4. Review and revise training and orientation procedures for new employees
5. Encourage departments to meet on a regular basis and to meet with other departments besides their own

VI. Expansion/Renovation Objectives:

The Commack Public will provide library facilities that are clean, comfortable, safe, accessible and user-friendly.

Actions:

1. Continue to improve the utilization of the existing space within the Library
2. Evaluate collections and equipment on a regular basis
3. Evaluate security procedures and safety issues and make improvements wherever possible
4. Prioritize needed improvements and modifications in order to complete them in a timely manner

Adopted by the Board of Trustees on 3/23/2021