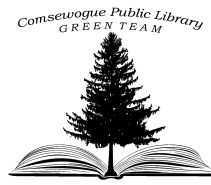


Comsewogue

Public

Library



Sustainable Libraries

Collective Impact

“Complex social issues – hunger, poverty, violence, education, health, public safety, the environment – involve many different factors and responses to these issues include many different community organizations..”

-Center for the Future of Libraries, American Library Association



Partnership Development

A partnership with another organization benefits all involved--the library, the organization, and our community.

From our **Long Range Plan of Service 2021 - 2024:**

PARTNERSHIPS DEVELOPMENT

The library will continue to establish, strengthen and maintain partnerships with educational, cultural, community, government, and business organizations which enable the library to address the community's needs.

Recent Not-For-Profit Partnerships

Long Island Cares distributes non-perishables in our parking lot monthly. Our community donates to their donation box in our Lobby.



Toys for Tots: currently collecting donated toys from October - December.



Recent Not-For-Profit Partnerships (cont.)



A BSA Eagle Scout Candidate restored a metal sculpture on library property.

Our community donated toiletries for local veterans and teen volunteers assembled care packages for **General Needs**.



Recent For-Profit Partnerships

E-waste Shredding: *KAD Electronics* collected & recycled patrons' personal electronics

Paper Shredding: *A Shred Away, Inc.* accept & shredded patrons' personal documents

Battery Recycling: patrons donate batteries to *The Big Green Box*



Social Cohesion

“Ensuring our neighbors have a high level of empathy and respect for one another, particularly for others who don’t look like them or come from a different culture than they do, should be one of the strongest parts of our legacy.”

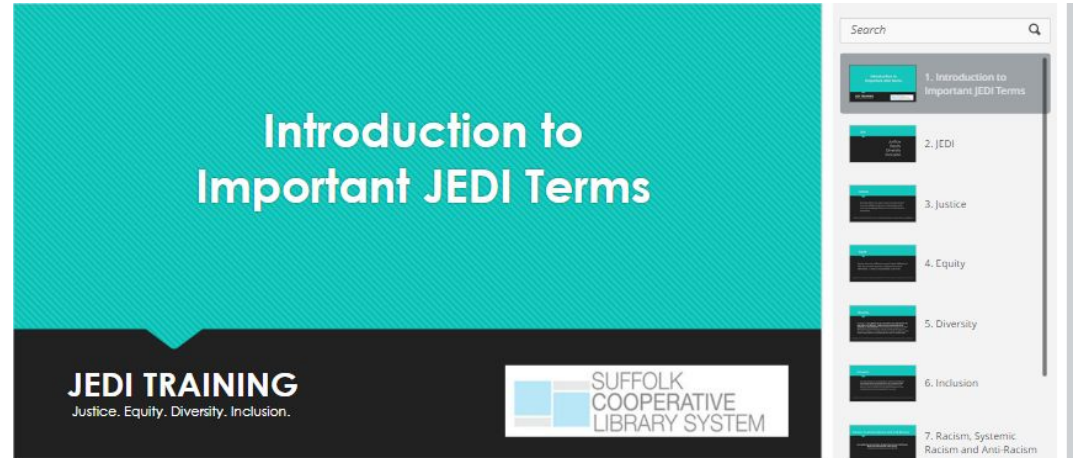
-Rebekkah Smith Aldrich, “Social Cohesion Means Survival,”
Library Journal, 2019



Cultural Competency Training

Staff were required to complete several JEDI (Justice, Equity, Diversity, Inclusion) Training modules.

Everyone completed the assigned training.



The screenshot displays a training interface. The main content area has a teal background with a white grid pattern and features the title "Introduction to Important JEDI Terms" in white text. Below this, a black banner contains the text "JEDI TRAINING" in white, with the tagline "Justice. Equity. Diversity. Inclusion." underneath. To the right of the banner is the logo for the "SUFFOLK COOPERATIVE LIBRARY SYSTEM". On the right side of the interface, there is a search bar at the top and a vertical list of seven training modules, each with a small thumbnail and a number:

- 1. Introduction to Important JEDI Terms
- 2. JEDI
- 3. Justice
- 4. Equity
- 5. Diversity
- 6. Inclusion
- 7. Racism, Systemic Racism and Anti-Racism



Programs That Celebrate Diversity

Art & Social Justice: using art as a springboard, artist Joyce Raimondo moderates an open discussion on how artists respond to social injustice.

Bilingual Storytime: stories are read in English and Spanish to young children and caregiver.

Programs That Celebrate Diversity (continued)

Folktale Fun: librarians share stories from a different country and children enjoy a related craft, song, and/or dance.



Standing Where They Stood - Slavery in Oyster Bay: experience the stories of actual slaves on Long Island in this program by Raynham Hall educator Claire Bellerjeau.

Recognizing Employees Who Volunteer

The Green Team asked staff to share if they volunteer for any programs outside of work.

Survey results indicate that staff volunteer their time in: religious organizations; Boy & Girl Scout Troops; PTAs; Homemakers Groups; Civic Associations; Families in Support of Treatment; Hope House Ministries; Peer Recovery Advocate for Families and Support Group; Willing Heart, Helping Hands.



Resiliency Planning

“At one time or another, most communities face the challenge of re-establishing stability after periods of disruption—whether human-created, natural, or some combination thereof. As civic anchors, libraries have played a critical role in meeting that challenge.”

–“Libraries Cultivate Community Resilience,” Center for the Future of Libraries



Disaster Preparedness and Response Plans

DISASTER PLAN

Involves the following policies and procedures relating to disaster recovery:

- Catastrophic Leave
- Disaster Plan for Computer and Data Recovery
- Data Backup
- Emergency Bill Pay
- Information Security Breach Notification
- Telecommuting

PUBLIC EMPLOYER HEALTH EMERGENCY PLAN

Developed in accordance with NYS Legislation which requires public employers adopt a plan of operation in the event of a declared public health emergency.

Repair Café

We hosted our 4th Repair Café with *Repair Café Long Island* in September, 2021.



(Photos are from Newsday, 2019).

Sept: National Preparedness Month Programs

Disaster Master: teens test their know-how in a wide range of emergencies and build an emergency kit.



Emergency Preparedness Training - Prepare, Respond, Recover: Learn what to do when disaster strikes in this training from the Red Cross.

Sept: National Preparedness Month Programs (continued)

Pillowcase Project: children learn about personal and family preparedness and safety skills, local hazards, and coping skills. Students receive a pillowcase in which to build a personal emergency supplies kit.



Financial Stability

“...a nonprofit organization’s ability to pursue its mission (i.e., providing consistent and quality programming and services) and its financial sustainability are inextricably linked.”

-Financial Sustainability for Nonprofit Organizations: A Review of the Literature



Return on Investment

Newly updated due date receipts include an estimated total value of savings so that patrons can see how much money they're saving by using their library.

Comsewogue Public Library
www.cplib.org (631) 928-1212

Date Due Receipt
(208) Tue, Oct 12, 2021 - 12:00 PM

Items checked out to:
p22083534 PÓLZ2743

TITLE: **The angry birds movie. 2**
[videorecording Blu-ray] / Sony
Picture Animation presents ; in
BARCODE: **30620005530885**
DUE: **10-19-21**

TITLE: **Annie [videorecording DVD] /**
Columbia Pictures presents ; in
association with Village
BARCODE: **30620004947692**
DUE: **10-19-21**

Total items checked out: 2

You just saved an estimated \$44.11
by using the library today.

Thank you for visiting!



Staff Pension & Retirement Plan

Full-time employees are offered participation in:

- New York State and Local Retirement System (NYSLRS)
- Equitable 403(b)





Library Financial Control System

- separation of duties between Administration, Trustees, Treasurer, and general library staff
- annual audits
- financial policies and procedures which govern use of: capital assets; credit cards; gift cards; petty cash; cash disbursement
- other policies and procedures address: emergency bill pay; payment of claims in advance of audit; investing; procurement; purchasing; risk management; payroll; fund balance



Library Financial Control System (continued)

- confidentiality, data backup, and security breaches are addressed through policy
- computer and data recovery are accounted for in the Library's Disaster Plan
- a Network User Accounts Policy provides for additional security

Involved parties discuss and review each element regularly.

Collections

“Analysis of all aspects of collections for inclusion, sustainability and resilience is a potential source of savings of energy, materials, waste, and staff time, as well as an opportunity to ensure allocation of resources are best deployed for maximum community benefit.”

-Sustainable Libraries Initiative



Collection Development and Deselection

The Library's **Collection Development Policy** addresses the selection, acquisition, and providing access to materials that help the Library meet its collection objectives. Some objectives include: promoting literacy; promoting inclusivity; encouraging freedom of expression; and supporting the community's interests.

As per this policy, and our **Environmental Sustainability Policy**, deselected materials, old equipment, supplies are donated or recycled when possible.

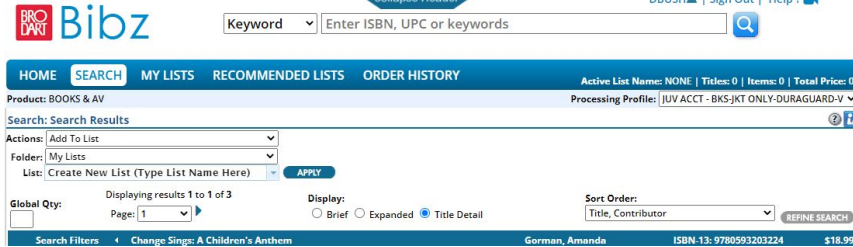
Better Use of Space

Our staff hallway, once bare, now contains useful information, announcements from staff committees, and fun collaboration. It's a visual delight to walk down to the time clock.



Electronic Ordering

When possible, staff access selection journals digitally and order materials online. Print journals are shared interdepartmentally.



The screenshot shows the Bibz library catalog interface. At the top left is the Bibz logo. A search bar contains the text "Keyword" and "Enter ISBN, UPC or keywords". Below the search bar is a navigation menu with "HOME", "SEARCH", "MY LISTS", "RECOMMENDED LISTS", and "ORDER HISTORY". The search results section shows "Search: Search Results" and "Product: BOOKS & AV". The search results table displays the following information:

Global Qty:	Displaying results 1 to 1 of 3	Display:	Sort Order:
	Page: 1	<input type="radio"/> Brief <input type="radio"/> Expanded <input checked="" type="radio"/> Title Detail	Title, Contributor

At the bottom of the interface, there are search filters, a "Change Signs: A Children's Anthem" link, the name "Gorman, Amanda", the ISBN "13: 9780593203224", and the price "\$18.99".



Green Team

Thank you to everyone who has made this Sustainable Library Initiative possible.

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