

Sustainable Libraries Initiative Final Presentation

Hauppauge Public Library
May 25, 2022



- Hauppauge Public Library is located on Long Island, New York, about 40 miles east of NYC. It serves 10,936 people.
- Hauppauge is home to the second largest industrial park in the nation, with more than 1000 companies employing over 55,000 people.
- Hauppauge is also home to many state and county government agencies.
- The library employs 55 people, 8 of whom are full-time, with an operating budget of \$2.6 million.
- The library is unique in that it does not own the building it operates out of - the space is leased.



- The library moved to its current leased space in April 2018.
- The design concepts for the space build out and furnishings were developed by library staff with sustainability in mind.
- Flexible, multipurpose spaces, movable shelving, tables and chairs, open spaces that allow for natural lighting, led overhead lighting, energy efficient electronics and appliances were intentionally selected for the new space.
- The landlord controls and maintains the building, so some energy and environmental settings are out of the library's control, however, the library is committed to sustainability in all of its endeavors.

ORGANIZATIONAL COMMITMENT

Sustainability

The Hauppauge Public Library is committed to taking steps to ensure the long-term sustainability of the community we serve. The “triple bottom line” definition of sustainability is our overriding principle, ensuring that our practices are environmentally sound, economically feasible and socially equitable.

The Hauppauge Public Library will promote principles of sustainability in our policies and practices. These include practicing safe and responsible use of the environment; maintaining partnerships with area schools, organizations, agencies, and businesses to further the mission of all partners; promoting community resilience; and utilizing public funds in fiscally responsible ways, including:

- Incorporate environmentally-sound purchasing and consider energy efficiency in all aspects of library purchases, plans, and operations;
- Maintain responsible site management practices to minimize pollution and waste, conserve energy and water and protect habitat;
- Provide employees with training and education to recognize, plan, and incorporate “triple bottom-line” principles in all aspects of library services;
- Adhere to local solid waste management principles and the separation law to discard materials responsibly;
- Provide at least four public programs annually on sustainability issues, including but not limited to environmentalism, disaster and recovery planning, financial literacy, and equity and inclusion;
- Encourage environmentally-friendly modes of transportation, especially for business travel;
- Encourage and facilitate the Board of Trustees’ and key management personnel’s active participation in the community on behalf of the Library;
- Communicate this Policy and relevant procedures to employees, suppliers, contractors and other stakeholders.

Adopted: November 15, 2018

Amended: June 2021; November 2021

Sustainability Policy
adopted by the Board
November 2021

ORGANIZATIONAL COMMITMENT



- Green Team Established May 2019

ENERGY - LIGHTING



- All overhead lighting fixtures use LED bulbs

ENERGY - LIGHTING



- Blinds are kept up to allow for natural lighting in the reading area.

ENERGY - LIGHTING



- Signs reminding staff and the public to turn off lights are posted in all public meeting and study rooms

ENERGY - HEATING & COOLING



- Programmable thermostats are installed in several locations throughout the building.
- Thermostats in the public areas have locked covers.

ENERGY - APPLIANCES



- Energy star rated electronics have been purchased for staff and public use.
- Sleep mode is enabled on all staff computers; screensavers are turned off.

MATERIALS MANAGEMENT WASTE & RECYCLING

Food 1,119.3 lbs



Eyeglasses 16.7 lbs



Clothing 395.7 lbs

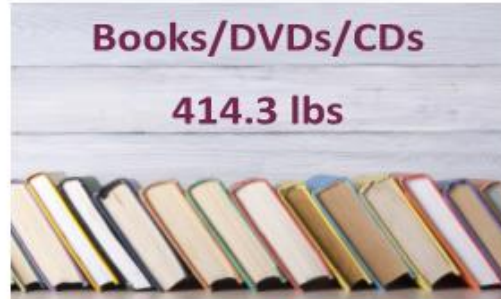


Batteries & E-Waste 248.6 lbs



Books/DVDs/CDs

414.3 lbs



Legos 17.5 lbs



Get Well Cards 1.7 lbs



Flags 63.9 lbs



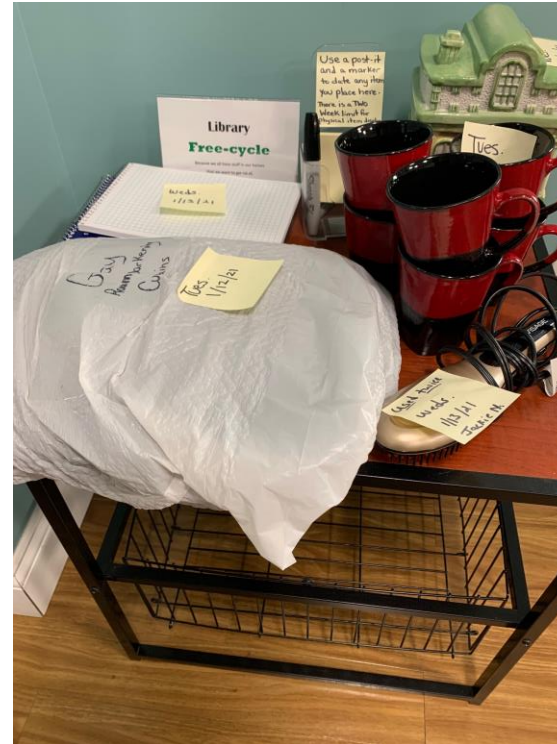
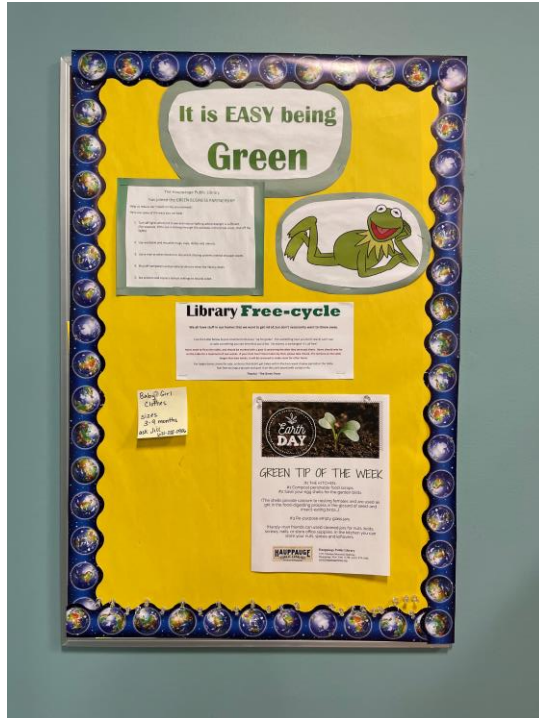
- The library collects donations from the community and redistributes them.
- 2,276 pounds of materials were collected in 2020.

MATERIALS MANAGEMENT WASTE & RECYCLING



- An example of one of our community recycling programs. We collect yarn donations and host crafting programs. Completed projects are donated to nonprofit organizations in the community.

MATERIALS MANAGEMENT WASTE & RECYCLING



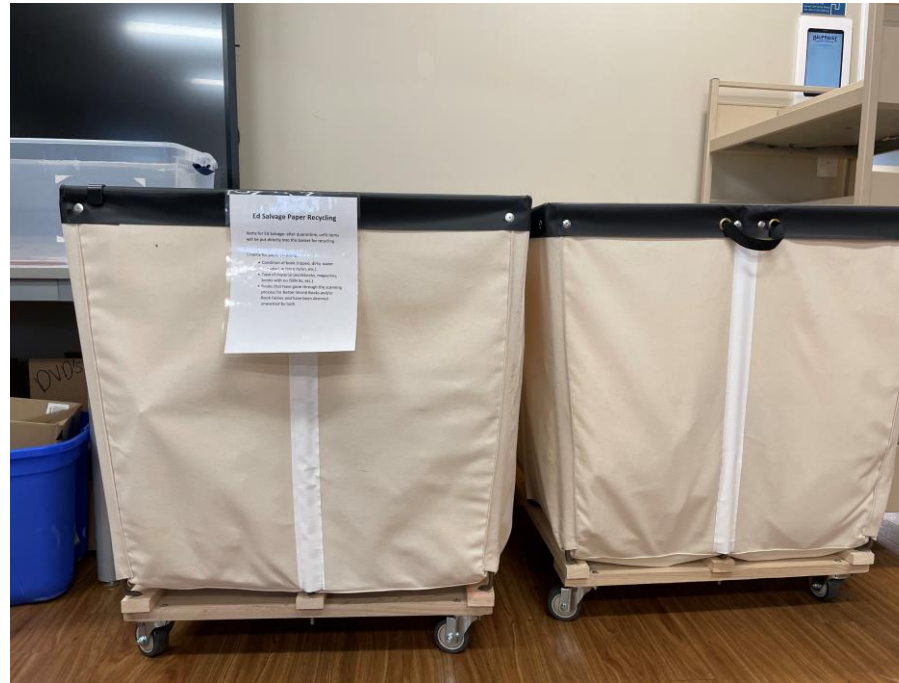
- Library staff use the board above to post free-cycling opportunities and the Green Team's "Green Tip of the Week."
- A table for available free-cycled materials is kept in the staff break room.

MATERIALS MANAGEMENT WASTE & RECYCLING



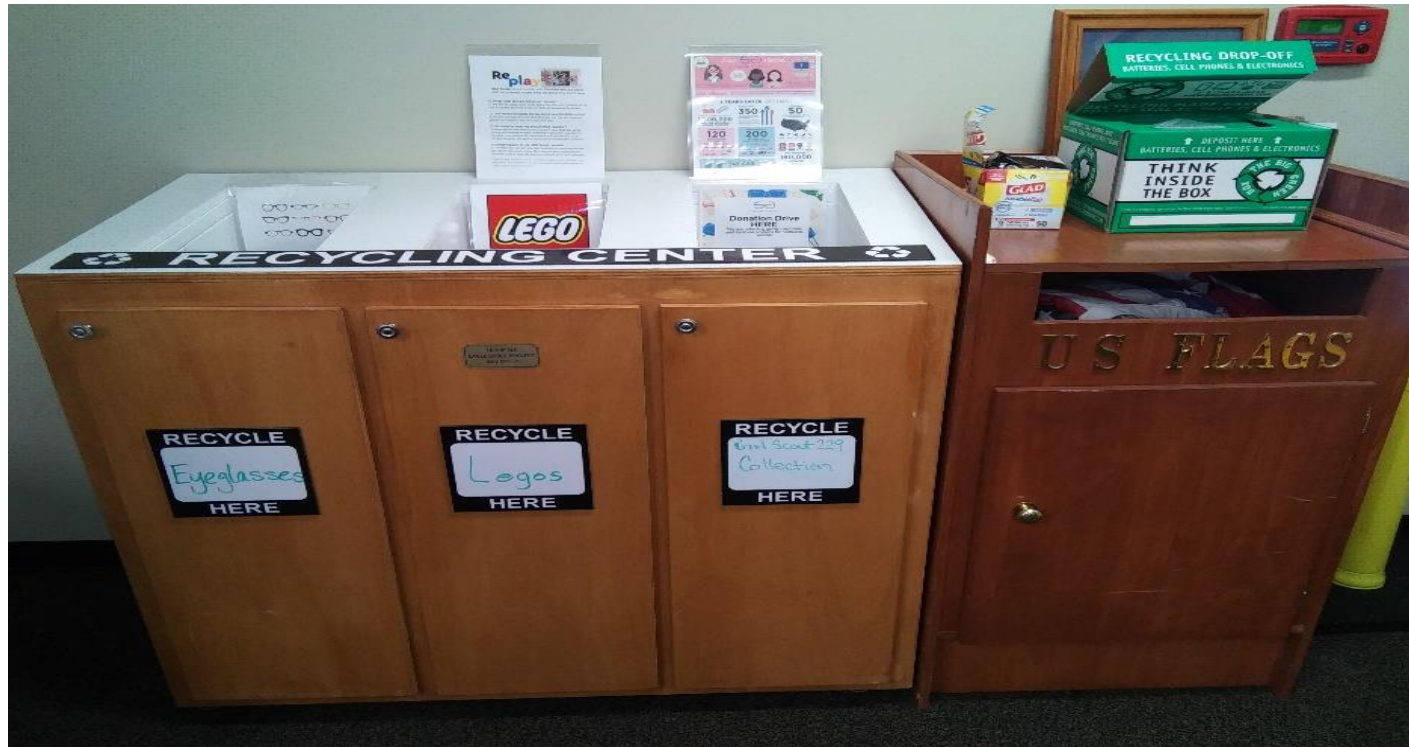
- The “Grab and Go” collection contains popular books which are rented instead of being purchased. Books are returned to the vendor when they are no longer in demand.

MATERIALS MANAGEMENT WASTE & RECYCLING



- Books donated or no longer needed by the library in good condition are sent to Better World Books for redistribution.
- Wheeled bins are used to collect paper and books awaiting pick up for recycling.

MATERIALS MANAGEMENT WASTE & RECYCLING



- Community recycling center located in the library vestibule.

MATERIALS MANAGEMENT WASTE & RECYCLING

Can't see this email? [Click here](#) to view this message in browser window.



What's Happening at the Library?

There is something for everybody...

Events for Adults

[Exercise with Cathy](#) [Zoom]



When: Tuesday, January 12, 2021 10:00 AM
Ends on: Tuesday, January 12, 2021 11:00 AM
Where: Hauppauge Public Library at Virtual

Stay fit working out at home with Cathy. Make sure you have water, weights, and a mat for class.
[Register here.](#)

[Walking Club:](#) [Blydenburgh Park](#)



When: Tuesday, January 12, 2021 2:00 PM
Ends on: Tuesday, January 12, 2021 3:30 PM
Where: Hauppauge Public Library

Join us for a 2 mile hike at Blydenburgh Park.

Meet at the North Entrance parking lot off of New Mill Road. Directions can be found [here](#).

Wear comfortable walking shoes and bring water. Masks and an exercise waiver required. Inclement weather cancels. Please call the library in the morning to confirm.

[Book Discussion: The Turn of the Key by Ruth](#)

When: Tuesday, January 12, 2021 7:00 PM
Ends on: Tuesday, January 12, 2021 8:00 PM
Where: Hauppauge Public Library at Virtual

- The Patron Point platform is used for electronic marketing and communication.

MATERIALS MANAGEMENT WASTE & RECYCLING



- Reusable dishes, cups, and utensils were purchased for use by the staff and public.

MATERIALS MANAGEMENT

GREEN PURCHASING



- We eliminated the purchase of bottled water by installing two bottle filling stations and giving staff reusable bottles.

MATERIALS MANAGEMENT GREEN PURCHASING



- This smartboard was installed on a cart so that it can be moved wherever it is needed.
- The whiteboard and electronic sharing functions eliminate the use of paper, pens, and markers.

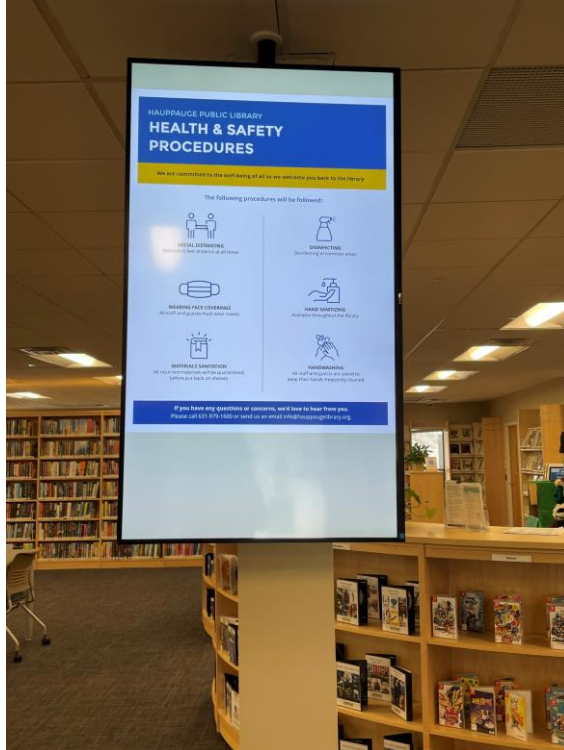
MATERIALS MANAGEMENT

GREEN PURCHASING



- Two multifunction machines are used for copying, printing, and scanning, replacing single use machines.

MATERIALS MANAGEMENT GREEN PURCHASING



- Electronic signs are installed at the entrance to the library, above the guest services desk, and outside study rooms and classrooms, replacing paper printouts, flyers, and signs previously used.

TRANSPORTATION



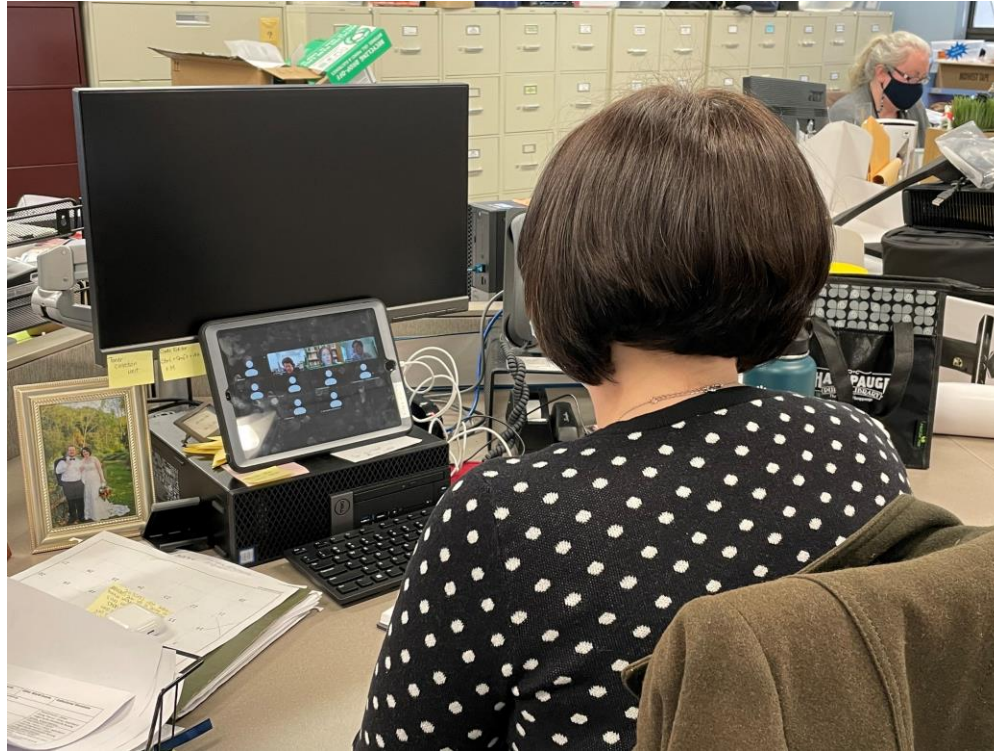
- 24 of our 59 staff members drive less than 5 miles to work.
- 6 staff members who live more than 10 miles from work drive plug-in hybrid vehicles.
- Staff carpool to local conferences and events whenever possible.
- Staff are encouraged to attend workshops virtually when possible to reduce energy consumption.

TRANSPORTATION



- A bike rack was installed by the front of the library.

TRANSPORTATION



- The library offers virtual programming and staff meetings through Zoom
- Some staff telecommute, using Zoom, email, and the phone system to communicate with others. Staff computers can be accessed remotely.

LAND USE



- Mulch is installed to prevent erosion and conserve water in the landscaped areas.

LAND USE



- Perennial gardens were planted by the Girl Scouts in the library courtyard.

WATER



- Plants in the library courtyard are watered with rainwater collected from a cistern.

WATER



- Dishwashers are run only with full loads.
- Signs have been posted to remind staff of this rule.

Partnership and Sponsorship Policy

Partnership and Sponsorship

The purpose of this policy is to define under what circumstances the Hauppauge Public Library may enter into partnerships or sponsorship and to provide guidance in the development of those relationships as a means of pooling resources between partners or sponsors that will enhance or improve library services, programs, collections and/or facilities.

The following provisions apply to all Hauppauge Public Library partnerships and sponsorships with institutions, organizations, businesses and/or individuals.

A. Partner: An institution, organization, business or individual that collaborates with the Library to provide programs and/or services to the public in ways that are mutually beneficial to and in support of the missions of both the Library and the partner and without the exchange of money.

B. Partnership: Institutions, organizations, businesses or individuals, working together in an effort to accomplish a common goal with a shared sense of purpose and responsibility for the outcome.

C. Sponsor: An institution, organization, business or individual who financially contributes to the Library in support of a collection, service or program.

D. Sponsorship: A mutually beneficial exchange, whereby the sponsor receives a benefit in return for providing a financial contribution to the Library. Sponsorships do not imply Library endorsement of the sponsor's product or service.

Institutions, organizations, businesses or individuals compatible with the policies, vision and goals of the Hauppauge Public Library will be considered for potential Partnership or Sponsorship.

The Hauppauge Public Library will only enter into Partnerships and Sponsorships determined to be in the best interest of the Library. Partnerships and Sponsorships will be subject to the approval of the Chief Executive Officer and Board of Trustees.

The Hauppauge Public Library, its Partners and Sponsors, will agree to act in ways that are mutually beneficial as described in a written agreement.

While it is important to remain aware of any tax provisions relating to contributions, the Library will not represent itself as representing the Partner or Sponsor in any Partnership or Sponsorship, and shall stipulate that the Partner/Sponsor is responsible for their own determination of valuation or deductibility.

Adopted: November 29, 2021

Voter Registration



Hauppauge Public Library

September 24 · 🌐

🏠 Each year, an estimated 30+ million Americans move. Whether you have moved across the country or down the street, be sure to update your voter registration TODAY! <https://nationalvoterregistrationday.org/register-to-vote/>



Hauppauge Public Library

September 28 · 🌐

National Voter Registration Day is here! Recently moved? Turned 18? Changed your name? Stop by the library today and register to vote! #HauppaugeLibrary #NationalVoterRegistrationDay

HAVE YOU RECENTLY MOVED?

CHECKLIST

- UNPACK ESSENTIALS
- ORGANIZE HOUSEWARMING
- MEET WITH NEIGHBORS
- UPDATE VOTER REGISTRATION

Register to vote: nationalvoterregistrationday.org/register

Like Comment Share

SEPTEMBER 28

2021

★ ★ ★ ★ ★

JOIN US

#NationalVoterRegistrationDay
Nationalvoterregistrationday.org

2 1 Share

Like Comment Share

Fidget Blankets

The Library partnered with the school and a local senior care facility to create fidget blankets for residents.



Community Conversations

June 20, 2017

Mr. Robert S. Wind
Chief of Department
Hauppauge Fire Department
855 Wheeler Road
Hauppauge, NY 11788

Dear Mr. Wind,

I wanted to thank you for attending one of our conversations or for having considered attending one of our conversations. We held nine community conversations from December 2016 to May 2017 with people who live, work and serve the Hauppauge/Islip area. What we learned is shared by people regardless of age or sex. The results are below.

People want a strong sense of "place". Their community should be affordable, safe and welcoming, where neighbors know one another and know what is happening. But they're concerned that isolation, a lack of community engagement and no main street are in the way of achieving those aspirations. As people talk about those concerns, they talk specifically about limited volunteers, no free time, and an absence of local news sources. They believe we need to focus on forming a chamber of commerce, holding more community events and creating a community website to share information.

If you have any questions about these findings please contact me, matthew@hauppaugelibrary.org or 631-979-1600. And please visit the Library at any time at www.hauppaugelibrary.org

The Library plans on helping the community achieve its aspirations. We are currently developing a strategy to do so. Be on the look out for more information from us as we begin.

Sincerely,

Matthew Bollerman, Library Director

Be Present, Outside the Library



Ghost Hunt

October 24th
through October 31st

Drop in (or pick up curbside), CLUES to find the GHOSTS located throughout our community. Once you have identified and written down at least 10 businesses displaying the Hauppauge Library Ghost, bring your clue sheet back to the library. You will receive a treat bag for your efforts.

If you identify ALL locations (17), your name will be added to a raffle for a special prize.

Ghosts will be displayed from October 24th through October 31st. Treat bags may be picked up until November 2nd, while supplies last.



Bringing Government Help to Our Guests

«The Buzz» »

News, events and information for the Hauppauge community. Brought to you by the Hauppauge Public Library.



Career Corner: Local Job Opportunities and Career-Related Events

PUBLISHED DECEMBER 2, 2021

Looking for a job or considering a change in career? Here is a list of local job opportunities and upcoming career-related events:

Upcoming Career-Related Events

Virtual Career Counseling with Betty Velez (sponsored by Patchogue-Medford Library)
Date: Monday, December 6, 2021
Time: 30 minute appointments between 5:30pm and 8:30pm
For more information and to register, click [HERE](#)
*To view other dates for this event, visit <https://qmlib.org/>

Franchising Career Exploration (sponsored by Suffolk County Department of Labor)
Date: Tuesday, December 7, 2021
Time: 9:30am - 10:30am
Location: Suffolk County Labor Department, 725 Veterans Memorial Highway, Smithtown

RECENT POSTS

This Week in Hauppauge

Career Corner: Local Job Opportunities and Career-Related Events

This Week in Hauppauge

Career Corner: Local Job Opportunities and Career-Related Events

This Week in Hauppauge

Week of December 5



9:00 am

December 7 @ 9:30 am - 10:30 am

Franchising: Making the Right Choice with Suffolk County One-Stop Employment Center

Suffolk County One-Stop Employment Center, 725 Veterans Memorial Hwy, Hauppauge

10:00 am



December 7 @ 10:00 am - 11:00 am

Exercise with Cathy

Hauppauge Public Library 1373 Veterans Memorial Hwy, Hauppauge

Free

Tax Help

Starting Monday, February 15, Hauppauge Public Library will offer help to individuals seeking free online tax preparation services. We will assist you with locating and applying for free online tax preparation and will provide help with scanning, uploading, and printing tax documents. The service will be provided by appointment. Call us or visit <https://hauppaugelibrary.evanced.info/signup> Calendar to sign up.

In addition to one-on-one appointments, individuals are welcome to use the library's computers, scanners, and printers on their own during normal business hours to prepare their tax returns online.

The library's health and safety guidelines will be followed at all times (masks, social distancing, and a one-hour time limit in the library building).

Printed tax forms and instructions are always available at the library. Please ask us for help if you need assistance.

Learn more about free online tax preparation services below:

Free Tax Preparation Services

Health & Welfare Council of Long Island VITA Program

Free online tax preparation for taxpayers with a household income of less than \$66,000 in 2020.

Requires an online application to get started. Taxpayers will upload their documents to the program website and will be contacted via phone and email to complete and finalize their return.

Our Latest Video

Simply Creative with Chef Rob Scott: Pasta and Pound Cake

Chef Rob shows how to make orecchiette pasta with a turkey bolognese and warmed marbled pound cake with apricot preserves, mascarpone, and toasted almonds. View the recipes here: <https://bit.ly/31fe1WH>
Subscribe to our Youtube Channel

WISE & WELL

ONE-ON-ONE MEDICARE COUNSELING AND ASSISTANCE

HPS5054
Mondays, December 13, January 10, February 14, or March 14, 10:00am-1:00pm
Register for a 30-minute phone appointment to speak with a Suffolk County RSVP (Retired Senior Volunteer Program) representative from HIICAP (Health Insurance Information, Counseling & Assistance Program) to answer questions and provide information specific to your own needs regarding Medicare health insurance and benefits, Medicare Savings Programs and EPIC. ***Registration required.**



Economically Feasible

- Strong Financial Position - Annual Budget Vote Passes by Minimum of 3 to 1
- Fund Balance of Three Months on Hand
- Private Audit Every Year with a clean bill of health and statement of strong internal financial controls
- Health Insurance through NYSHIP for all full-time employees; Dental and Vision through MetLife
- Retirement Plan offered through NYSLRS

Next Steps

- The Library strives to achieve the triple-bottom line in all its decisions.
- We recently completed a new strategic plan and action plan for the coming year.
- The Board of Trustees, Green Team and staff know this achievement is a historical marker on our journey. A journey that does not end at any destination.