• 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.
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
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.
• Signs reminding staff and the public to turn off lights are posted in all public meeting and study rooms
• 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.
- The library collects donations from the community and redistributes them.
- 2,276 pounds of materials were collected in 2020.
• 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.
• 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.
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.
• 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.
• Community recycling center located in the library vestibule.
The Patron Point platform is used for electronic marketing and communication.
Reusable dishes, cups, and utensils were purchased for use by the staff and public.
• We eliminated the purchase of bottled water by installing two bottle filling stations and giving staff reusable bottles.
• 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.
Two multifunction machines are used for copying, printing, and scanning, replacing single use machines.
• 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.
A bike rack was installed by the front of the library.
• 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.
Mulch is installed to prevent erosion and conserve water in the landscaped areas.
• Perennial gardens were planted by the Girl Scouts in the library courtyard.
Plants in the library courtyard are watered with rainwater collected from a cistern.
• 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

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/

National Voter Registration Day is here! Recently moved? Turned 18? Changed your name? Stop by the library today and register to vote! #HauppaugeLibrary #NationalVoterRegistrationDay
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 2015 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 Bolleman, 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

Career Corner: Local Job Opportunities and Career-Related Events

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 Remote Services (Sponsored by Suffolk County Department of Labor)
  Date: Thursday, December 9, 2021
  Time: 10:00 AM
  More information and registration: [Link]

- Franchise: Making the Right Choice (Sponsored by Suffolk County Department of Labor)
  Date: Wednesday, December 8, 2021
  Time: 1:00 PM
  More information and registration: [Link]

Weekly Job Fair (Sponsored by Suffolk County Department of Labor)
Date: Thursday, December 9, 2021
Time: 9:00 AM - 3:00 PM
Location: Suffolk County Labor Department, 726 Veterans Memorial Highway, Setauket

HAUPPAUGE PUBLIC LIBRARY

The Heart of Hauppauge
173 Veterans Memorial Highway, Hauppauge, NY 11788
(631) 848-2800

Tax Help

Starting Monday, February 13, Hauppauge Public Library will offer help in individual 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 documents. The service will be provided by appointment. Call us or visit our website: HauppaugePublicLibrary.com under online services: Calendar to sign up.

In addition to our online appointments, individuals are welcome to use our 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 the free online tax preparation services below:

Free Tax Preparation Services

Health & Wellness 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 project website and will be contacted via phone and mail to complete and finalize their return.

Wise & Well

ONE-ONE MEDICARE COUNSELING AND ASSISTANCE

Health Insurance Counseling, Assistance Program (HICAP) for people with disabilities, seniors, and people with limited income. HICAP help with Medicare, Medicaid, and other health insurance.

Medicare enrollment form

Experience with Cathy
Hauppauge Public Library, 173 Veterans Memorial Highway, Hauppauge, NY 11788.

Healthy Heart Initiative

Suffolk County Department of Health

Hauppauge Public Library

Library Services

My Account
Search & Download
Research & Homework
Book Trade
How Do It
Events
About Us
The Buzz
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.