

Custom Benchmarks for Public Libraries



Sustainability Plan 2018-2021

Partnerships & Community Involvement



Community /Partnerships

To expand our presence in the community by forming partnerships with local businesses, civic organizations, our school district, and government agencies:

- Form additional community partnerships with businesses and organizations
- Explore multi-library collaboration and sharing of resources
- Investigate providing additional services which will bring users into library (UPS pickup location, EZPass retailer, etc.)

Not for Profit Partnerships



Hendrick Hudson Free Library is longstanding and unique. The district and library routinely collaborate to develop and implement programs that benefit both students and community. There have been community-wide reads, collaborative preschool programs, and many cultural exchanges that have enriched both institutions. Read about it [here](https://www.henhudschools.org/site/default.aspx...)

<https://www.henhudschools.org/site/default.aspx...>



Brews and Bestsellers

June 25th



For Profit Partnerships

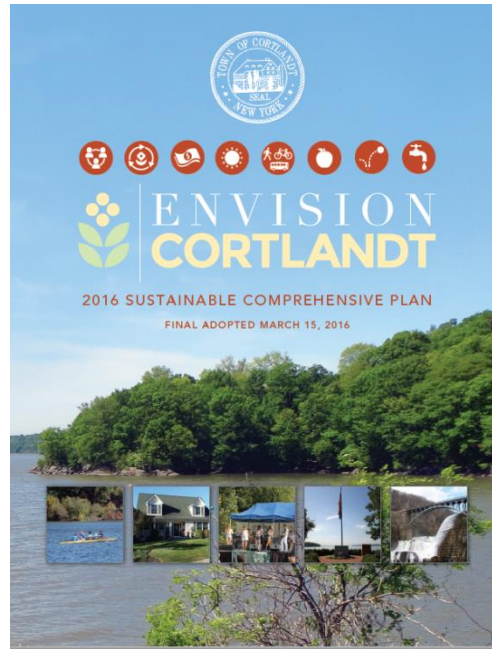
Policy 139

Continue to provide financial support to the libraries that provide library services to the Town's residents including considering the establishment of satellite locations.

Community

Indian Point Task Force Committee

Westchester Green Business Challenge & Westchester Green Business-Certified – The WGBC programs provide step-by-step guidance for Westchester-based organizations to move toward environmental sustainability while improving performance and saving money. There are over 280 organizations taking the Challenge, several of which are located in Cortlandt. At this time, two Cortlandt businesses have achieved certification (The Blue Pig Ice Cream and The Hendrick Hudson Free Library), and others are working toward certification as well.



**The Library is Now
an Official Passport
Application Processing
Facility**

**Additional Information can be
found here.**

Social Equity & Resiliency



The mission of the Hendrick Hudson Free Library is to provide access to information, educational, cultural and recreational materials and services in a variety of formats and technologies; to serve the library needs of the community; to be a gathering place for community members; to be responsive to the changing demographics of our community, and to uphold the public's right to free and uncensored access to information.

Earth Day 2017

ADULT AND TEEN PROGRAMS

Teen Writing Group

Thursdays, 4:00 pm
March 2, 9, 16, 23
April 6, 20, 27
May 4, 11, 18



Attention all aspiring authors! Join our teen writing workshop and hone your craft with inspiring prompts and insightful tips. Learn new techniques, expand your expressive horizons. We provide the materials, you bring your passion for writing, creativity and respect for your fellow writers.
For teens grade 6 - 12.
Register today at 739-5654.

TEEN BOOK CLUB

Snacks and beverages provided. FREE books available for the first 15 teens who register in person at the Circulation Desk. For teens grade 6-12.

Thursday, March 7, 6:30 pm

Sunrise Over Fallujah

by Walter Dean Myers

Robin "Birdy" Perry, a new army recruit from Harlem, isn't quite sure why he joined the army, but he's sure where he's headed: Iraq. Birdy and the others in the Civilian Affairs Battalion are supposed to help secure and stabilize the country and successfully interact with the Iraqi people. Officially, the code name for their maneuvers is Operation Iraqi Freedom. Here is a look at what it feels like to be a teenager going to war.

Thursday, April 20, 6:30 pm

Far Far Away by Tom McNeal

The strange and fateful tale of a boy, a girl, and a ghost. Ghostly Jacob Grimm, of the famous Brothers, narrates this tale of Jeremy and Ginger and their near-tragic encounter with town baker Sten Blix, whose long-held grudges figure in the disappearance of several village children. And as anyone familiar with the Brothers Grimm knows, not all fairy tales have happy endings.

Estate Planning & Elder Law

Tuesday, March 14, 10:00 am

Do you have questions about your current estate plan or need to review or update your current documents? Michael Martin of Martin Law, P.C., will discuss exposure to Medicaid, trusts, wills, probate expenses, power of attorney, living wills, and health care proxy. Registration begins February 28.



Chigiri-e Art Workshop

Tuesday, March 14, 6:30 pm

Chigiri-e is the Japanese art of tearing "Washi" (handmade & hand-dyed paper) and pasting it to board with rice-based glue to create images for making cards, bookmarks, and more. Join Kazuko Omori for this fun hands-on workshop. Registration begins February 28. \$3.00 materials fee due by March 10.

Author Visit

Tiffany Jackson

Book Signing

Wednesday, March 15

7:00 pm

Meet local author and Hendrick Hudson High School graduate Tiffany Jackson, who is currently on tour promoting her gritty new teen novel, *Allegedly*, which received starred reviews from Kirkus, Publishers Weekly and Booklist. Tiffany will read from her novel and discuss some of the research she did for it, particularly speaking to teens who have lived through youth detention centers and group homes. Registration begins March 1. Books will be available for purchase.



Babysitting: Learning the Basics of

Child Care

Saturday, March 25, 10:00 am to 2:00 pm

Babysitters have the responsibility of caring for children and making important decisions while they are in charge. Parents entrust their child with the babysitter, therefore it is crucial he or she knows the basics of child care. In this 4-hour introductory class, learn interviewing tips, communication skills, ages and stages of babies and toddlers, safety and first aid tips, feeding and diaper changing. A simple test will complete the class and certificates will be distributed. For youths age 10 and up. Registration begins Friday, March 10.



Create Your Own Masterpiece Painting

Sunday, March 26, 2:00 pm

Create a lovely spring floral - acrylic on canvas while enjoying the company of others. Everyone creates a painting and leaves at the end of class with something they can feel good about. No experience necessary. A photo of the landscape will be at the Circulation Desk. Registration begins March 13. \$10.00 materials fee due by March 23. Limited space.

AARP Defensive Driving

Tuesday, March 28 & Wednesday, March 29

10:00 am to 2:00 pm

Registration begins March 14 (by phone only) and a \$25.00 material fee (\$20.00 for current AARP members with member # written on check) is due by March 24. Checks or Money Order ONLY payable to AARP. Arrive early on class day and bring a snack, driver's license, AARP membership card, and pen. Limited space.



Defensive Driving

Saturday, April 1, 9:30 am to 4:00 pm

Instructor: Bharat Jani. Registration begins March 15 and a \$45.00 material fee is due by March 30. Cash or checks payable to Bharat Jani. You're welcome to bring lunch. Limited space.

The Read-Through:

A Play-Reading Group

Monday, April 3, 5:00 pm

Need a little drama in your life? Join the HHFL play-reading group in which participants read through scripts from plays, much like actors do when first preparing for a production. Our group will not culminate in a performance; our goal is to have fun. Inexperienced & experienced readers are welcome. The only criteria are the love of plays & the joy of reading. Our play is Tom Stoppard's "Arcadia." Registration begins and plays available beginning March 21.

SUPER SONICS!

Tuesday, April 11, 1:00 pm

Did you know that a whole world of sound can be found in your family's recycling bin? Discover the magic of tone, vibration and music while making some "crazy instruments" to be used in the wildest music jam you've ever heard! Along the way, we'll also uncover some of the scientific principles that make sound come alive - while having a load of fun in the process! Feel free to bring anything out of your recycling bin for use in the program! The instructor for this workshop, Matthew Cantello, is a former public school teacher, musician, and author of "Communing with Music: Practice the Art of Conscious Listening," and is the director of Impetus, A Forum for Artistic Spontaneity, a multidisciplinary artist collective. For youths grades 4 and up. Registration begins March 25.



Demystifying Medicare & Healthcare Coverage for Seniors

Thursday, April 13, 6:00 pm

Presented by Westchester Seniors Out Speaking, this interactive program outlines the parts of Medicare and lays out costs associated with medical and drug insurance provided by the government and private companies. Topics include Original Medicare, Medicare Advantage Plans, Prescription drug plans, Medigaps, and Cost-sharing programs. Call 914-231-3236 to register.

The Power of Vegetables, Reduced Food Waste and Sustainable Farms to Save the Planet

Friday, April 21, 12:00 Noon

Field Goods, a Hudson Valley-based local produce delivery service, will provide an overview of some of the factors in our food production contributing to greenhouse gas emissions. You will learn about sustainable farms, local agriculture, food waste and small changes that we can make to do right by our planet.

Beth Sanford is the Director of Business Development at Field Goods, a small business founded 6 years ago with the mission of supporting local agriculture and helping families eat healthier. Samples of Field Goods products will be served. All ages welcome. Registration by phone begins April 7.

2017 Battle of the Books Informational Meeting

Tuesday, May 2, 7:00 pm

Battle of the Books is a book-based trivia tournament for Westchester youth. The program's goals are to promote a love of reading, to expose students to titles and authors they might not encounter otherwise, to encourage them to think of their local library as a resource for entertainment, and inspire teamwork and good sportsmanship in an atmosphere of friendly competition. Team members will read five librarian-selected titles, attend practice sessions to answer trivia questions, and represent our library at the competition scheduled for October 2017. Open to those in grades 4 - 6 and grades 7 - 10 in September of the upcoming school year. Come hear what it's all about from our Children's and Teen Librarian and those who battled last year!



Book-Bottle Earth Day Craft

Tuesday, April 25, 6:00 pm

With Earth Day and sustainability in mind, we'll reuse empty bottles and discarded books to create a beautiful vase or centerpiece in this workshop for adults. Registration begins April 11.

Wire Crochet Necklace

Thursday, April 27, 5:00 pm

Learn how to chain stitch with wire and add beads to create a beautiful two-strand necklace or choker with instructor Stefani Madura. Registration begins April 12. \$10.00 materials fee due by April 24. Limited space.



"SUSTAINABLE" - A FILM EVENT with PANEL DISCUSSION

Friday, April 28, 7:00 pm

We are proud to present a new documentary hailed by The Hollywood Reporter as, "A persuasive and refreshingly positive eco-foodie doc." A vital investigation of the economic and environmental instability of America's food system, from the agricultural issues we face - soil loss, water depletion, climate change, pesticide use - to the community of leaders who are determined to fix it. Additional key interviews with noted chefs and cookbook authors Rick Bayless, Dan Barber, Mark Bittman, and Marion Nestle are included. "Sustainable" is a film about the land, the people who work it and what must be done to sustain it for future generations. A panel of local environmental advocates will help facilitate a discussion following the screening.

Open Mic Night

Tuesday, May 2, 6:30 pm

Bring your talents to the library and step into the spotlight! You can read poetry, sing, play live music, do a stand-up comedy act, perform a short skit or dramatic monologue, or demonstrate some other unique talent. Each performer will have up to ten minutes to perform. Registration for performers begins April 18. Audience members need not register.

May the Fourth Be With You: Star Wars Celebration

Thursday, May 4, 5:30 pm

Celebrate Star Wars Day with us by watching Star Wars: The Force Awakens (PG-13; runtime: 136 minutes) - costumes optional! For all ages: children, teens and parents welcome! No registration required.

Kentucky Derby

Saturday, May 6, 5:30 pm

They call it the most exciting two minutes in sports! Put on your best hat & derby attire and join us for traditional Southern fare, mint juleps, and a live viewing of the 143rd Running of the Roses. Festivities to include hat contest, red carpet photos, and prizes. Registration begins April 19.



iMentor Volunteer Program

Wednesday, May 10, 6:00 pm

iMentor (www.imentor.org) builds mentoring relationships that empower first-generation students from low-income communities to graduate high school, succeed in college, and achieve their ambitions. iMentor partners with high schools in low-income communities, where a majority of students will be first-generation college students and match every student in a school with a college-educated mentor, who commits a minimum of three years to a single student. Mentors commit to a weekly online communication and a monthly in-person meeting. If you are seeking a gratifying volunteer experience, attend this introduction to the iMentor program. For more information contact ehenster@imentor.org.

Ribbon Embroidery

Tuesday, May 16, 6:00 pm

If you like embroidery, this class is for you! With five basic embroidery stitches and using silk ribbon and embroidery threads, make a small, framed floral hanging for yourself or to give as a gift. Beginners and experienced embroiderers welcomed. Registration begins May 2. Limited seating. \$5 materials fee due by May 14.

Fake News

Wednesday, May 17

6:30 pm

Are you concerned about the trustworthiness of news you get from the internet? Do you know how to spot a fake news story? Learn from librarians how to avoid getting fooled and find reliable information on the web. Registration begins May 3.



Painting on Glass

Wednesday, May 24, 2:00 pm

Painting is not just for canvas! In this fun workshop, participants will hand-paint their own glassware - transforming it into something beautiful and unique. Registration begins and materials list available May 10.

Literacy For All

Pre-School Program

The Hendrick Hudson Free Library is offering a program for you and your preschool child. **Step Up for Literacy** is a program for you and your 2 to 4 year old child to learn the best ways to work together to develop reading skills.

Step Up for Literacy hopes to give all children an equal opportunity in school by providing pre-school literacy experiences for English Language Learners and children who do not attend pre-school.

Step Up for Literacy is a free program with ten weekly, group sessions that can be scheduled at a time you and your child can come to the Library for an hour. You will work in a small group with a literacy partner to develop important beginning reading skills. You will also receive books and other materials to bring home so you and your child can continue to read together.

After-School Homework Help

The Hendrick Hudson Free Library will once again offer the **after school program to help your son/daughter with homework**. This program will be offered on **Mondays for grades K-2 and Wednesdays for 3-5**. Your son/daughter will be transported by the school to the library and you will be responsible for picking up your child at the library at **4:15 pm**.



Hendrick Hudson Free Library Free ESL Classes

Beginner, Intermediate and Conversational
Mondays from 6:00pm-7:30pm at the library
(we follow the Hendrick Hudson School District Schedule)

Disaster Recovery

To: Library Staff

Date: November 13, 2012

From: The Board of Trustees

The Board of Trustees thanks all of you for your outstanding work in keeping the library open after Hurricane Sandy. We appreciate your exemplary service to library patrons during this time of need. Your dedication helps to make the Hendrick Hudson Free Library a great asset to our community.

Best regards,



Karen Feher Rosen, President



Community Capital Assistance Grant-
Sponsor Assemblywoman Sandy Galef

Sustainable Staffing

Healthy Weekly Produce Delivery Option



Starting Salaries

With the increases in minimum wage beginning in 2017 and reaching \$15.00 an hour in 2021 the rate of pay for all staff will be increasing accordingly. Part-time will increase \$1.00 per hour a year and full-time will increase at 3% per year (requires yearly public vote)

Additional Benefits

- Tuition reimbursement
- Paid holidays and closings for FT & PT staff
- Professional development
- Health Insurance
- Medicare Eligible PT staff can join our health insurance policy-paying lower premiums in full
- Deferred Compensation
- NYS Retirement
- Paid Family Leave

Financial Sustainability

HENDRICK HUDSON FREE LIBRARY Fund Balance Policy

The general purpose of this policy is to improve Hendrick Hudson Free Library's financial stability by protecting itself against emergencies and economic downturns. The policy is designed to help the Library prepare for a financial emergency and ensure the continuity of financial operations, enable realistic long-term planning, assist with effective development of annual budgets, and to promote clear communications with the general public, staff, and administration. This policy recommends the allocation of fund balance into the reserve and capital accounts as suggested below.

Definitions

Operating Funds- Any expenditure necessary to meet the daily operations of the Library and any debt service payments.

Reserve Funds- Funds to support the operating budget in the case of unforeseen events or circumstances that require immediate action, including loss of income and non-budgeted items.

Capital Fund- Funds for the improvement of, and/or the addition to, the physical plant and for the purchase of furniture, fixtures, and equipment

Guidelines

A fund balance shall be determined by taking the unexpended portion of the fiscal year end operating budget less the designated tax equalization amount.

This fund balance amount will then be allocated as such:

70% to the reserve fund until it reaches a minimum of 3 months operating expenses;

30% to the capital fund;

Once the reserve fund reaches the minimum required amount, 100% will be allocated to the capital fund.

These funds shall be deposited in separate interest-bearing accounts that meet the requirements as set forth in the Investment Policy.

This policy is determined by the Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board.

Approved by the Library Board of Trustees May 19, 2014

HENDRICK HUDSON FREE LIBRARY INVESTMENT POLICY

1. SCOPE

The Board of Trustees of the Hendrick Hudson Free Library, an Association Library (hereinafter, "HHFL"), acts as custodian of public funds. As such, there are restrictions on eligible investments.

2. OBJECTIVES

The objectives of HHFL's investment activities are to (a) conform to all applicable federal, state and other legal requirements, (b) adequately safeguard principal, (c) provide sufficient liquidity to meet all operating requirements, and (d) obtain a reasonable rate of return.

3. PRUDENCE

The Board shall act responsibly as custodians of the public interest and seek to avoid any transaction that might impair public confidence in the ability of HHFL to effectively serve the public. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence would exercise in the management of their own affairs. The Board shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair its ability to make impartial investment decisions.

4. DIVERSIFICATION

HHFL shall seek, when possible, to diversify its deposits and investments by financial institution, by investment instrument, and by maturity.

5. DEPOSIT OF PUBLIC FUNDS

Public funds shall be deposited in bank(s) authorized to do business in the State of New York. All deposits will be insured up to the current FDIC amount; to the extent deposits are not covered by the FDIC, the funds shall be collateralized or secured by the financial institution holding such investments.

Adopted by the Board of Trustees February 24, 2014

Yearly Audit by Outside Agency

ROI



Creative Forms of Income

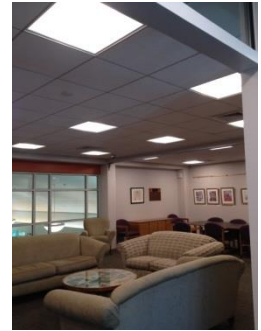


The Library is Now
an Official Passport
Application Processing
Facility
Additional Information can be
found here.

Connections made through WGP



289 Solar Panels
Offset of Electric 80%



Increased Fundraising



2012	↓	182,000 KWh
2017		93,520 KWh

Electric Costs Decrease
from 2012 to 2017
22% Electric ONLY (\$-2,600)
32% Factoring in Delivery
(\$-11,300)

Collections

Online Ordering

Responsible Recycling of Books



HENDRICK HUDSON FREE LIBRARY SELECTION POLICY

As a community source of information, culture, and recreation to the residents of the Hendrick Hudson School District, the Hendrick Hudson Free Library acquires and maintains a collection of print and non-print materials which educate, enrich, entertain, and inform its patrons. The authority and responsibility for the selection of library materials is delegated to the Library director and under his/her supervision, to the professional staff who are qualified by reason of education, training, and experience, within the framework of policies, goals, and objectives determined by the Library Board of Trustees.

In selecting material for the collection, the staff is guided by the American Library Association's Library Bill of Rights and Freedom to Read statement as well as the following general principles:

- The Library will endeavor, within the constraints of financial ability and space, to build a comprehensive collection covering a wide field of interests and ideas. Attempts are made to provide materials on all sides of controversial issues.
- Material will be selected based on such criteria as reviews, timeliness of subject matter, author's reputation, price, format, popular demand, and inclusion in lists of standard works. Recommendations from the public are welcomed.
- The Library acknowledges a particular interest in local history and in the works of local authors. The Library will, however, apply the same standards of selection to the works of local authors as it does to other materials.
- Responsibility for materials read by children rests with their parents or legal guardians. Selection shall not be inhibited by the possibility that books may inadvertently come into the possession of children.
- Since the Hendrick Hudson Free Library has available to it the resources of many other libraries through the Westchester Library System, it does not acquire highly specialized and/or technical materials which can be obtained through interlibrary loan. Neither does it collect in depth in those fields where there is a special collection, nearby.

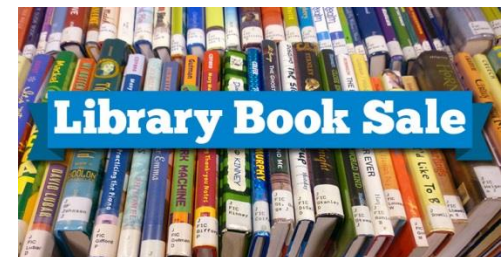
The same criteria will be used in withdrawing materials from the collection as are used in their acquisition. In order to maintain the collection in its most attractive and useful condition, the staff will use their judgment in removing items which are no longer useful, or are not in a condition suitable for circulation. Materials no longer useful to the Library may be given to other libraries, sold for the benefit of the Library, or discarded.

The Library will review decisions regarding specific materials upon written request. A form for this purpose is available at the reference desk.

Adopted by the Library Board of Trustees 02.09.98
Revised 10.01.09
Reviewed 12.10.12/10.26.15



let the stories **LIVE** on



Collections-Use of Space

We have two areas in the library one is the children's program room and the other is our patron lounge, where we can close a wall (one is manual and the other electric) to split the rooms into two. This allows us to have double the programming or patron use. Space is a very hot commodity here and having this ability allows us to double our real estate making library patrons even happier. Think knitters on one side book group on the other!

