



Harborfields
PUBLIC LIBRARY

**SUPPORTING OUR COMMUNITY
ANNUAL REPORT 2020**

Our Mission

Harborfields Public Library is dedicated to providing access to information, ideas and knowledge through books, programs, technology and other resources.

We welcome and support our community in its pursuit of education, culture and enrichment activities.

A Most Challenging Year

A Brief Timeline of 2020:

- **March 16th:** Library closes under orders from the Governor
- **June 1st:** Library Staff fully returns to building
- **June 2nd:** Outside book and media returns open. All returned items are quarantined for 72 hours.
- **June 15th:** Curbside pick-up for books and media began.
- **July 6th:** Library re-opens to the community, with restrictions in place.



A Most Challenging Year

Beginning March 16th, we began the change to Virtual Services


- Laptops and iPads were issued to staff for remote programming
- Phone system was configured for staff to take calls at home
- Library eBlasts sent to 7500+ patrons with service updates
- Library purchased an online subscription to Kanopy Video Streaming and increased borrowing for Hoopla Video, Book and Music Streaming.
- Library purchased Zoom licenses.
- Children's, Adult and Teen Staff began to develop virtual programming and partner with outside vendors to provide Zoom programs.
- Children's and Reference Staff begin to produce YouTube programming.
- Special newsletter editions created and mailed updating the community on new virtual services.
- Staff scheduled to visit building to retrieve materials for homebound, retrieve materials to process and to make library accounts for patrons.
- Library offers our first ever online summer reading club for all adults, teens and children.

A Most Challenging Year

Meanwhile, behind the scenes:

- Administration and Maintenance Staff continue to visit the building regularly to conduct the business of the library and assure all major systems are operational.
- Virtual Staff Meetings and Departmental Meetings held Weekly.
- Online Safety and Service Training for all Library Staff sent weekly.
- Library purchases Personal Protective Equipment (PPE) when it is available in anticipation of staff returning.
- Library supplies two 3D printers to the Library System to assist in countywide effort to 3D print face shields for medical workers.
- Maintenance staff installs “Touchless” bathroom fixtures.
- Plastic “Sneeze Guards” are purchased and installed throughout the Library.
- MERV-13 filters are installed on all HVAC units. All HVAC Coils are sanitized.
- Furniture is removed throughout public spaces to assure proper social distancing when Library reopens.
- Maintenance staff paints Reference, Children’s, Media, staff hallways, Large Meeting Room and Meeting Room wing hallway.


Communication is Key!




Harborfields PUBLIC LIBRARY

IMPORTANT COVID-19 UPDATE | *What you need to know*


For the health and safety of our community and staff, the Library is closed until further notice.




At this time, all materials checked out will not be due until the library is open. You will **NOT** be fined for materials during this time.



You will be receiving your **April Newsletter** in the mail. However, at this time we request that you do not call to register for any programs until further notice.




With your library card, you can access many **free** online resources 24/7 including e-books, e-magazines, downloadable videos, music and audiobooks, databases, and more. Visit us at: www.harborfieldslibrary.org




We're here for you. Contact us 9AM - 5PM, weekdays at (631) 757-4200.
x120 for Computer and Technical Help
x118 for Reference Services
x151 for Children's / Teen Services
x124 for Adult Programming
x127 for Administration

or 24x7 at info@harborfieldslibrary.org



Remember to check out our homepage and our [Facebook page](#) for updates and resources.

For up-to-date information, including additional services that will




Harborfields PUBLIC LIBRARY


Curbside Holds Pickup

STARTING ON MONDAY, JUNE 15TH


Place items on hold with your library card and we will call you when they are ready to pickup!




STEP 1:
Place your holds online at harborfieldslibrary.org or call us at (631) 757-4200.
Need help selecting materials? Call us or email info@harborfieldslibrary.org for help.




STEP 2:
We will call you when your holds are ready to be picked up.



STEP 3:
When you arrive at the library, stay in your car and call (631) 757-4200. We'll bring your items out and place them in your car. Contactless!




STEP 4:
Enjoy your items! A receipt with return due dates and a bookmark with FAQs will be included with your items.




REMOTE PRINTING:
Starting Monday, June 15th. [Click here](#), or visit our homepage for more details.


Pickups are available:
Monday - Thursday 10:00 AM - 8:00 PM
Friday - Saturday 10:00 AM - 4:00 PM




YouTube



facebook





Harborfields Public Library
31 Broadway, Greentown, NY 11740
(631) 757-4200 info@harborfieldslibrary.org
www.harborfieldslibrary.org




Harborfields PUBLIC LIBRARY

WE'VE MISSED YOU. A LOT.





We Reopen on Monday, July 6th!
Library Hours:
Monday - Thursday, 10:00 AM to 9:00 PM
Friday - Saturday, 10:00 AM to 5:00 PM
Closed on Sundays.





Please Follow Our New Procedures
The well-being of you and our staff is our top priority.


- While in the building, a mask must be worn over the nose and mouth at all times. The only exception is for children under 2 years of age.
- Everyone is asked to limit their time in the library to 90 minutes.
- No group activities.
- Maintain social distancing.
- Please leave furniture in place.
- Everyone is encouraged to wash their hands frequently, or as an alternative, to use the hand sanitizer stations located throughout the library.
- Computer use is limited to an initial session of 60 minutes. Additional time may be requested if there is no one waiting.
- There will be a limit of 12 teens allowed in Teen'Scape at one time.
- Please do not bring in toys or games.
- Please place all materials that you are not checking out on designated carts. Items will be quarantined before being shelved.
- Curbside pickup and remote printing will continue through the summer.
- For your safety, security will be monitoring the library.


Adopted by the Library Board of Trustees on 6-25-2020


Questions? Send us an email or call 631-757-4200.












IMAGINE YOUR STORY



Harborfields Public Library
31 Broadway, Greentown, NY 11740
(631) 757-4200 info@harborfieldslibrary.org
www.harborfieldslibrary.org

As soon as our doors were closed we immediately met to discuss **how best to communicate and update the community**. We posted to **FaceBook**, our **Webpage** and began work on a **special edition of our newsletter**. We decided we needed something immediate – so for the first time, the Library sent out an **eBlast** to all registered adult card holders. We sent a total of 4 eblasts, or 28,765 emails to the community. 15,393 were opened, or 54%.

New Services Added



While the library already had extensive digital services, including eBooks, Magazines, online databases, music and movie streaming, we added even more!

Kanopy for streaming classic, indie, foreign and documentary films. We added **Universal Class** for at-home learning. **LibraryH3lp** is the vendor that provides the Online Chat software on our homepage. We increased the amount of material you can borrow per month on **Hoopla** (movies, music, books, audio). More popular online magazines were added to **Flipster**.



New Services Added

We introduced our **YouTube** Channel, where staff members record story times, craft and tutorial videos. We introduced **Take, Make and Create Kits** (Grab and Go). **Book bundles** are available with our new **curbside** pickup. This was the first year we had an **Online Summer Reading Club** for all ages. Our **Preserve Your Memories** initiative has been very popular for patrons wishing to convert their VHS, Slides or 8mm films to digital!



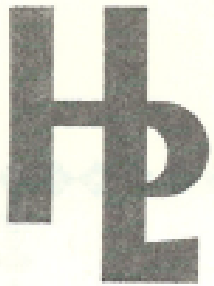
Virtual Programming

We quickly switched from our In-Person programming model to **Virtual Programming** for all ages. In 2020 we offered **603** virtual programs with **7627** people attending.



Our New Digital Home

What is old is new! We have **rebranded** our library. The new logo is a nod to the 1920s style when our building, the former Broadway School, was built. The HPL harkens back to our original HPL letter logo from the early 70s when the library was established. Our intention was to re-imagine our library (and website) to be more than a physical building, emphasize our digital presence while keeping a sense of history.



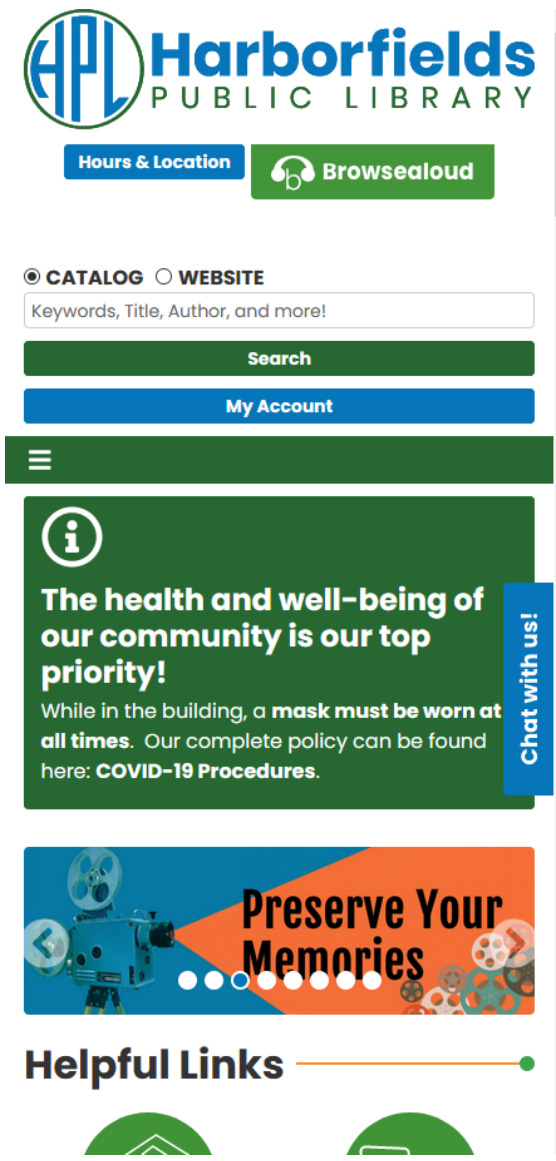
HARBORFIELDS PUBLIC LIBRARY

Editor: Randy Peyser

DECEMBER 1973



Our New Digital Home



The **new webpage** and online program calendar has neatly organized content, interactive forms, online chat and accessibility features. Perhaps most importantly, it is MOBILE friendly. Over 50% of our traffic comes via mobile devices.



When the Power Goes Out



In what has become a more regular occurrence, the library is a **refuge during weather related events** for power and Wi-Fi. We have recently greatly increased our bandwidth and thanks to some previous grants, we have added many new electrical outlets for powering and charging!

"The only thing that you absolutely have to know is the location of the library." – Albert Einstein

62,423

eBooks &
Audiobooks
borrowed - a 41%
increase

603

Virtual Programs
Offered

424

New library cards created



7,627

Virtual Program
Attendance

79,752

Visits to our
Website

13,185

Reference Questions
Answered

64% increase in
LIVE tutoring sessions
Countywide



380 new
accounts
created for
Overdrive

Return on Investment

Value of Your Library Use

Input Your Use	Library Materials & Services	Value of Your Use
<input type="text" value="3"/>	Adult Books Borrowed	<input type="text" value="\$60.00"/>
<input type="text" value="3"/>	YA Books Borrowed	<input type="text" value="\$51.00"/>
<input type="text" value="5"/>	Childrens Books Borrowed	<input type="text" value="\$60.00"/>
<input type="text" value="2"/>	Audiobooks Borrowed	<input type="text" value="\$30.00"/>
<input type="text" value="1"/>	Interlibrary Loan Requests	<input type="text" value="\$24.00"/>
<input type="text" value="15"/>	eBooks Downloaded	<input type="text" value="\$150.00"/>
<input type="text" value="3"/>	Magazines Read	<input type="text" value="\$21.00"/>
<input type="text" value="2"/>	Newspapers Read	<input type="text" value="\$6.00"/>
<input type="text" value="12"/>	Movies Borrowed	<input type="text" value="\$108.00"/>
<input type="text" value="5"/>	CDs Borrowed	<input type="text" value="\$49.75"/>
<input type="text" value="3"/>	Music Downloaded	<input type="text" value="\$3.87"/>
<input type="text" value="0"/>	Meeting Room Use (per hour)	<input type="text" value="\$0.00"/>
<input type="text" value="3"/>	Adult Program Attended	<input type="text" value="\$45.00"/>
<input type="text" value="5"/>	Young Adult Program Attended	<input type="text" value="\$60.00"/>
<input type="text" value="6"/>	Childrens Program Attended	<input type="text" value="\$42.00"/>
<input type="text" value="5"/>	Museum Passes Borrowed	<input type="text" value="\$150.00"/>
<input type="text" value="4"/>	Computer Use (per hour)	<input type="text" value="\$84.00"/>
<input type="text" value="3"/>	Database Searches	<input type="text" value="\$59.85"/>
<input type="text" value="5"/>	Reference Assistance	<input type="text" value="\$85.00"/>

Calculate The Value of Your Library Use

Clear Form

Source: ALA.org



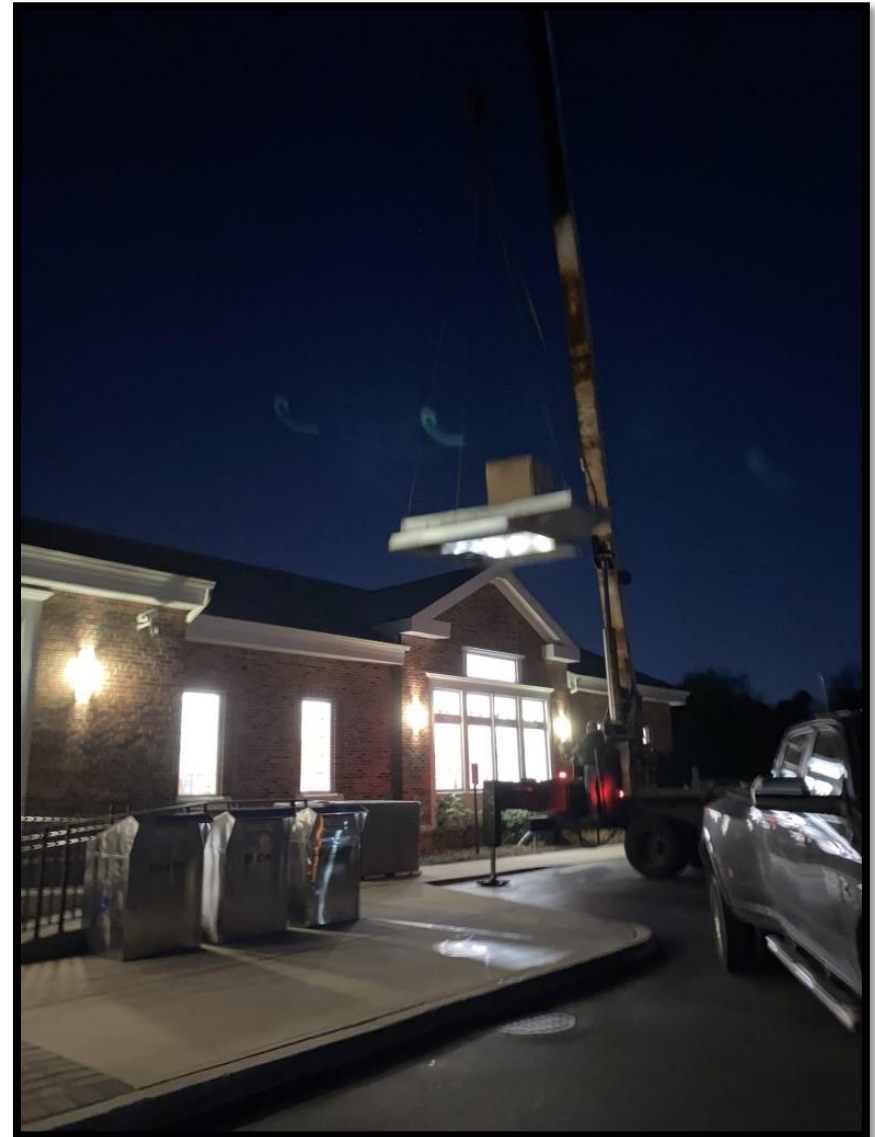
NYS Construction Aide 2020



The Library applied for and received \$21,381 from the **New York State Library Construction Aid Program**. This project, completed in June 2020, consisted of three parts: Heating/Ventilation/AC Replacement (pictured), a Public water fountain upgrade and a Meeting Room Wing door accessibility upgrade.

NYS Construction Aide 2021

The Library applied for and received \$11,594 from the **New York State Library Construction Aid** Program for the installation of a 8.5 ton HVAC unit (pictured). This unit was the sixth and final rooftop package (combination air-handler and condenser) HVAC unit that was part of the Library's planned replacement schedule. The five previous replacements took place using funding from Construction Program Fiscal Years 2016 – 2020. Thank you to then **Assemblyman Andrew Raia and Senator James Gaughran** for always fighting on our behalf to restore money for Library Construction Aid.

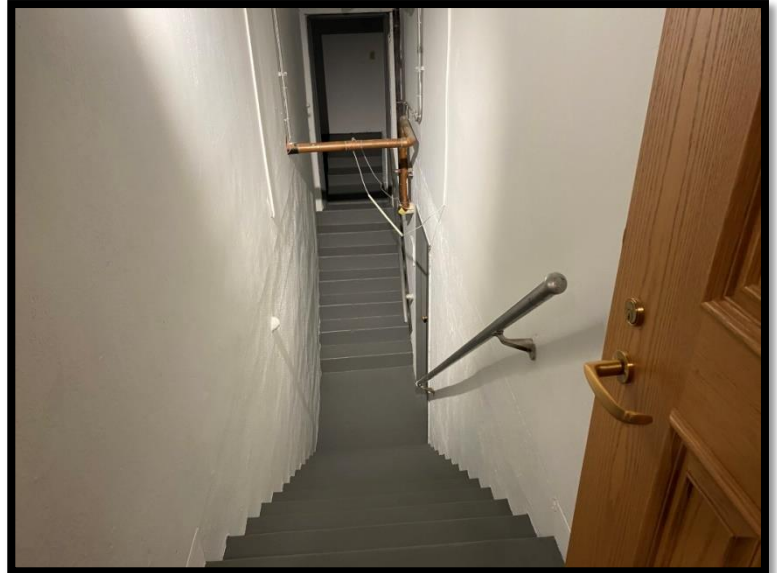
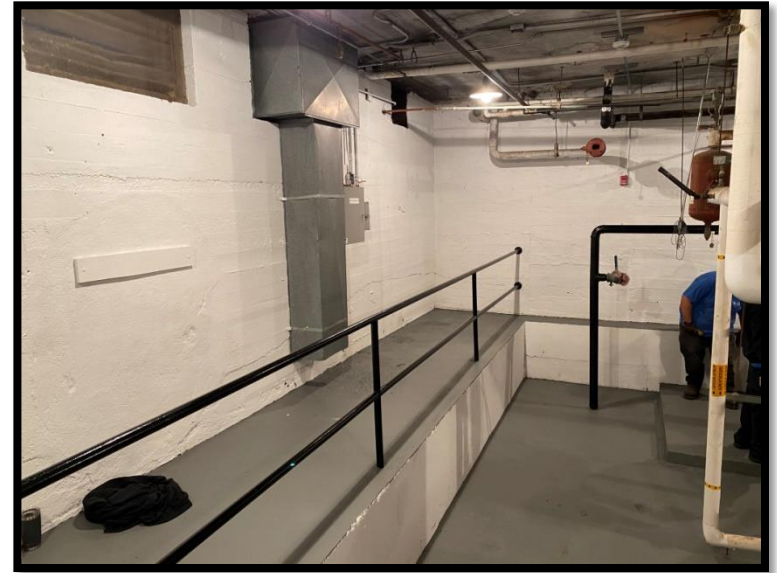


Building Improvements – New Boiler

The Library took on another large project in 2020. We **replaced the original Steam Boiler**, which was converted to gas during our 2005 renovation. Sections of the Boiler (as seen top right) began to fail and were costly to replace. The Library purchased the new environmentally friendly, Energy-Star compliant Condensing Gas Boiler on State Contract (\$22k). The new unit will benefit the library for years to come.



Building Improvements – Painting the Boiler Room



Building Improvements – Community Room Floor



With no scheduled programs in the Community Room, the library was able to take advantage and replace deteriorated boards and screen / polyurethane the original 1920s floor and stage.

Coming Soon!



All **new soft seating in Reference!** Library purchased eco-friendly low emission, cleanable, textured vinyl chairs for the Adult Reference Room. This spring the library has hired a company to **repair and repaint the cupola**. As the State Budget becomes more clear, we will begin examining the application process for applying for the 2022 NYS Construction Aid Program.

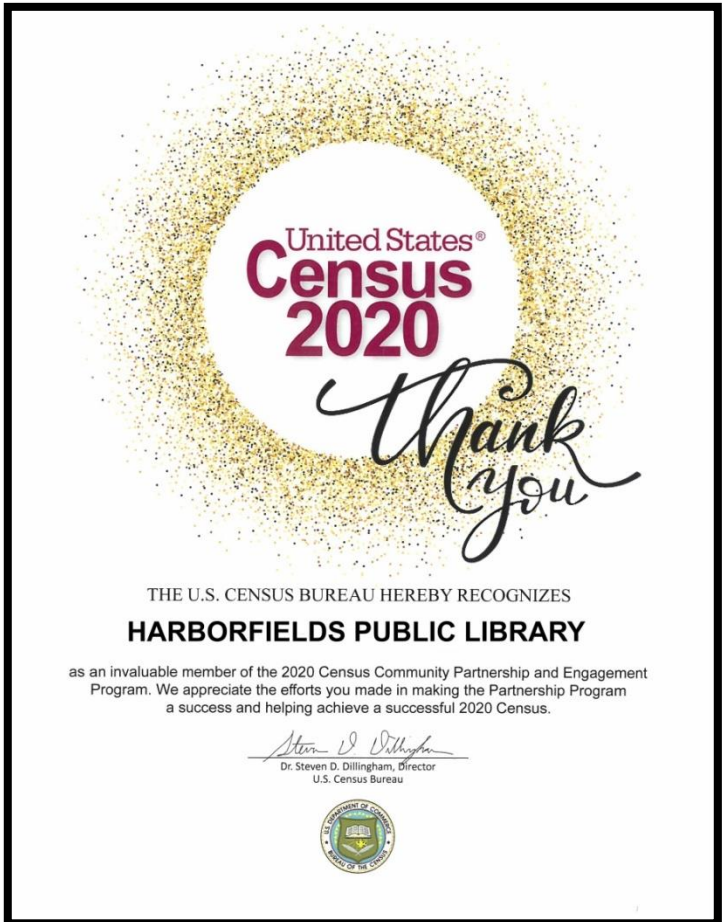
Award Winners

As a community, we contributed 133 donations in 2019 affecting the lives of more than 399 patients. Thank you for your efforts and dedication towards saving lives. We couldn't have done it without you!

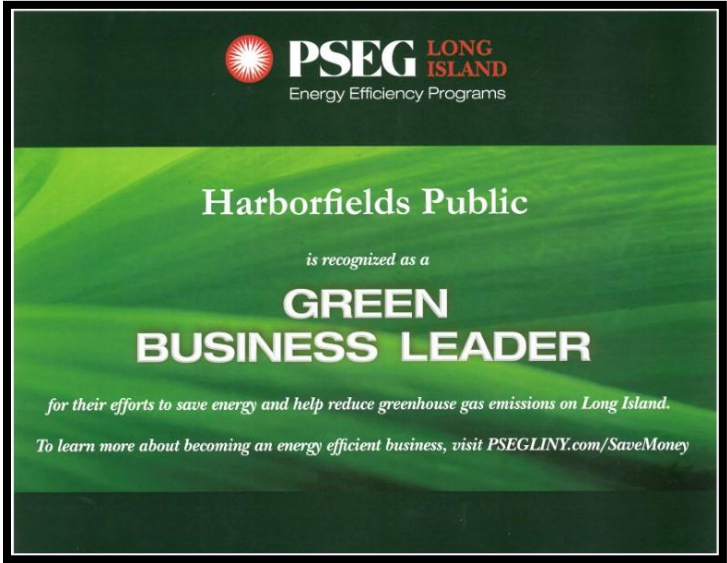


Our Library was able to accommodate the **US Census** to train Census workers in 2020.

There was a shortage of **blood donations** during the pandemic lockdown and we were able to hold much needed blood donations as well.



Award Winners



We were recognized by PSEG as a **Green Business Leader** after our multiple initiatives including replacing our old, inefficient HVAC units, Gas Boiler and changing to LED lighting.

We received a proclamation from the Town recognizing our **50th year** serving the residents of our community.



A Fond Farewell to Library Director Carol Albano



After 36 years working for our library, **Carol Albano retired** in 2020. She was the Library Director for the past 15 years. Under her leadership the library went through a complete **building renovation in 2005.**



Our Friends



Museum Passes, Concert Series, Summer Reading Programs, Annual Craft Fair, Outdoor Flea Market, Co-Sponsoring the **Longest Table Event**, and of course the Little Book Shop. Just **SOME** of the work done by our **AMAZING** Friends

NYS Tax Cap Formula

Last Year's Tax Levy = \$5,064,502

Multiply by:
Tax Base Growth Factor (Per NYS Schedule for Harborfields Library District)
1.0046 = \$5,087,799

Multiply by:
Allowable Levy Growth Factor (aka 2021-2022 Tax Cap Supplied by NYS)
1.23% = \$5,150,379

Add:
Carryover (Determined by not reaching last year's Allowable Levy Limit)
\$79,256 = \$5,229,635

3.21% Allowable Increase (Amount we can increase without piercing the cap)

This Year's Allowable Levy Limit:	\$5,229,635
Last Year Actual Budget:	\$5,064,502
Total We Can Increase:	\$165,133
Allowable Tax Increase:	3.21%

Proposed Budget:	\$5,064,502
Last Year Actual Budget:	\$5,064,502
Proposed Increase:	\$0
Proposed Tax Increase:	0%

Budget

ITEMS	2020-2021 FINAL	2021-2022 PROPOSED
Salaries	\$2,240,865	\$2,212,396
Library Equipment	\$13,000	\$10,000
Computers	\$20,000	\$35,000
Furniture	\$30,000	\$20,000
Books and eBooks	\$200,050	\$230,000
Online Reference Databases	\$35,000	\$35,000
Audio Books and Music CDs	\$18,500	\$18,500
DVDs	\$36,500	\$36,500
Periodicals	\$18,500	\$18,500
Contingency	\$10,000	\$1,000
Other Library Materials	\$1,000	\$0
Computer Software and Licensing	\$8,500	\$18,500
Office and Library Supplies	\$41,000	\$45,000
Telecommunications	\$26,000	\$32,000
Computer Equipment	\$12,000	\$9,000
Postage and Freight	\$12,000	\$12,000
Public Relations	\$74,750	\$50,000
Programs	\$58,450	\$70,000
Conference and Travel	\$14,000	\$14,000
SCLS Member Library Support	\$37,500	\$37,500
Professional Fees: Legal	\$6,500	\$6,500
Professional Fees: Accounting	\$19,000	\$17,000
Membership Dues	\$3,200	\$3,200
Equipment Service	\$16,000	\$13,000
Copiers	\$20,000	\$20,000
Partnership of Automated Libraries	\$21,000	\$21,000
Fuel and Utilities	\$162,000	\$150,000

Custodial Supplies	\$16,000	\$20,000
Building Maintenance	\$36,650	\$37,406
Insurance	\$56,250	\$56,250
Building Improvements	\$28,987	\$64,350
Building Services	\$54,000	\$54,700
Election Expenses	\$2,600	\$3,500
Payroll Fees	\$4,500	\$4,500
Retirement	\$293,000	\$345,000
Social Security	\$170,000	\$170,000
Workers Compensation	\$21,000	\$21,000
Unemployment	\$4,000	\$2,000
Disability	\$7,200	\$7,200
Health Insurance	\$790,000	\$720,000
Transfer for Debt Service	\$470,000	\$468,000
BUDGET GRAND TOTAL:	\$5,109,502	\$5,109,502
	FINAL	PROPOSED
Copiers:	\$4,000	\$5,000
Interest:	\$10,000	\$12,000
NY State Incentive Aid:	\$6,000	\$5,000
Rental Fees:	\$3,000	\$1,000
Miscellaneous:	\$22,000	\$22,000
TOTAL INCOME:	\$45,000	\$45,000
BUDGET TOTALS	FINAL	PROPOSED
Amount Raised by Taxes:	\$5,064,502	\$5,064,502
% Tax Increase:	0.00%	0.00%



Harborfields

PUBLIC LIBRARY

Questions? info@harborfieldslibrary.org

Ryan Athanas
Library Director

Katherine Rath
Accounting & Finance

Budget Vote and Trustee Election, Tuesday, April 6th
3:00PM – 9:00PM