



# Strategic Plan

## 2022 – 2025

---

### **Harborfields Public Library**

31 Broadway  
Greenlawn, NY 11740

### **Adopted by the Board of Trustees 2022**

### **Plan Facilitators:**

Ryan Athanas, Library Director  
Linda Meglio, Assistant Director  
Kevin Crowley, Head of Maintenance  
Sarah Schnepf, Head of Adult & Teen Services  
Susan Matthews, Head of Reference (Retired)  
Patricia Moisan, Head of Youth Services

---

### **Mission**

Harborfields Public Library is dedicated to providing equal access to information, ideas and knowledge through books, programs, technology and other resources. We welcome and support all the members of our community in their pursuit of education, culture and enrichment activities.

### **Executive Summary**

A Strategic Plan is intended as a method of setting a clear direction for the library over the course of the next three years. By setting priorities and goals, the Library Board, administration and staff are able to align their planning and resources to maximize the benefits to the community and at the same time maintain community engagement. It is the responsibility of the library to continue to evaluate its mission to ensure that its vision of the future remains relevant, accountable and matches the needs of the community.

### **Vision**

Ever evolving to meet the community's need for enrichment and growth through learning, innovation and opportunity in a safe and inclusive environment, the library will be the central place for community and civic engagement.

## History

**June 10, 1970:** The Harborfields Public Library was founded when residents of the district passed a proposition that provided the certificate of establishment for a new library, for a library budget appropriation of \$98,780, and for the selection of five library trustees. Each Thursday, a Bookmobile parked for a few hours in Greenlawn in the parking lot at the Taylor Avenue School (now the south wing of Harborfields High School), and in Centerport at the old site of Our Lady Queen of Martyrs Church.

**September 25th, 1970:** Harborfields Library received its provisional charter. The following week, Robert Trudell appointed as Director.

**November 1970:** Friends of the Harborfields Public Library formed

**January 10, 1971:** The Friends of the Library held a dedication ceremony. The following day the Harborfields Public Library opened to the public in a 10-by-50 foot trailer parked on the grass strip at the corner of Pulaski Road and Taylor Avenue.

**July of 1971:** The library moved into larger quarters – two portable classrooms set up adjacent to the Taylor Avenue School. One classroom was used for Adult Services, and the second classroom was divided into a Children’s Room and office space.

**November 1971:** When the T.J. Lahey School was completed, the library acquired temporary use of the south wing of the High School building that had been housing the Taylor Avenue School. At first the library used this annex for administrative offices, closed book stacks, technical services and a meeting room. Over Memorial Day weekend of 1974, some walls in the annex were torn down, rooms were painted, shelves were assembled, and the six original classrooms were transformed into a library facility. The Adult Services Department now had seating space for reading and studying and there was a Children’s Room, Director’s Office and storage room. The portable classrooms housed the Technical Services Department and a Meeting Room.

**March 1974:** Marvin Mounce appointed as Director

**Spring 1976:** When the Harborfields School Board voted to close the Broadway School due to declining enrollment, the Library Board of Trustees accepted the offer of the school for library use. Despite an awkward set-up for library service, the central location of the site, the additional space the building provided, and the potential it offered for creative use made the move an exciting event in the library’s short history. The building was conveyed to the library “for \$10 and other good and valuable considerations” effective July 1, 1976. The school district

retained the adjacent playground for community use. No extensive renovation or remodeling of the original 1924 five classroom school building and its later additions was undertaken at that time. Since all the space was not immediately needed for library use, the west wing was rented to the Country Gardens Preschool and the Huntington Township Art League, and a room in the east wing was leased to the Greenlawn-Centerport Historical Association that, in 1973, the Library Board of Trustees had been instrumental in establishing.

**October 1977:** Trudy Brown appointed as Director

**July 1980:** The library had a collection of 74,087 books plus periodicals, pamphlets, LP records, audiocassettes, filmstrips, microforms and the beginnings of a videocassette collection. The library loaned framed art and equipment such as cassette players, movie screens and slide projectors. Renovations to the library became necessary as a result of the library's phenomenal growth in collections and usage. Plans included the enlargement and reconfiguring of the Adult Services area located in the school's old gym, a new Director's Office overlooking it, the redesign of the Circulation desk, the expansion of the Children's area, ramps to make the library handicapped accessible and some smaller remodeling projects.

**1985:** The library had become so crowded it was often necessary to set up folding tables and chairs to accommodate users. It was decided to incorporate the former boys' locker room off the old gym and to remove some classroom walls to expand the fiction area and make space for a Young Adult area.

**1990-1991:** Renovation of the meeting room wing began in September 1990, and was completed in early spring 1991.

**September 1991:** Paul Elsener appointed as Director

**April 15th, 1994:** The paper card catalog was officially closed and the Galaxy Online Public Access Catalog (OPAC) was turned on. The paper card catalog was no longer maintained but remained in place for a while, giving patrons time to make the transition to searching for materials on the OPAC.

**January 2003:** Carol Albano appointed as Assistant Director

**2002-2005:** A major expansion and renovation was to be accomplished in phases so the library could continue to serve the community throughout the duration of the project. To allow for needed additional on-site parking, the library acquired 65 feet of space from the playground adjacent to the library on the west. Phase one began in the fall of 2002. It involved the relocation and reconfiguration of the playground and the demolition of the west wing. The area under the wing was excavated and a lower level constructed to house the technical services

department, staff and storage rooms. Above it, the new Children's area was constructed. New additions were wrapped around the existing Adult Services area. During the second phase, a new main entrance on Wyckoff Street, a new lobby and circulation area, a media room, and the new Adult Services area were constructed. The third phase of construction renovated the south side of the building, adding new administrative and business offices, an art gallery, a quiet study area, a librarians' office, the College & Career Center, and YA Central, the new Teen area.

**June 2005:** Carol Albano appointed as Director

**September 18th, 2005:** A ribbon-cutting and dedication ceremony celebrated the completion of the Library's expansion and renovation project.

**June 2007:** Ryan Athanas appointed as Assistant Director

**November 2012:** Superstorm Sandy caused major damage and power outages in the community. Through its many resources, programs, and the provision of additional recharging stations for electronics and wireless access, the Library and its staff offered a sense of normalcy to residents who lost power or who needed help in locating emergency assistance.

**December 2016:** YA Central was expanded and transformed into a modern space for teens, and renamed Teen'Scape.

**March 2020:** During the worldwide COVID-19 pandemic, the library transitioned all of its in-person programming to online platforms and greatly expanded its collections of electronic books, audiobooks, magazines and movies. The space inside the building was also altered by the installation of Plexiglas partitions, a reduction in seating capacity, and the requirement for everyone to wear facemasks. Meeting rooms became quarantine spaces for returned items and storage areas for excess furniture to reduce building capacity.

**September 2020:** Ryan Athanas appointed as Director

**September 2021:** Since September 2021 we have been working towards a certification with the Sustainable Libraries Initiative, which was created in response to resolutions by the New York and American Library Associations' on the importance of sustainable libraries.

**December 2021:** Linda Meglio appointed as Assistant Director

## **Library Overview**

The library serves the 19,483 residents (2020 United States Census) of the Greenlawn/Centerport communities of the Harborfields Union Free School District. 58 % of the residents have a Bachelor's degree or higher. The median

household income is \$137,374. Median age is 45 years. 18 % of the population is over 65 years. 80 % of the population is White, 10 % Hispanic, 7% African American and 4 % Asian. As of 2022, the library has 11,844 cardholders. The library is governed by a Library Board consisting of 5 elected trustees. Each trustee serves a five-year term with one trustee position coming up for election each year. Trustees serve without compensation and are the official policy-making body of the library. The library staff is made up of 42 part time employees and 23 full time employees. The library is funded primarily through local tax assessments and receives some supplemental income through grants, private donations and Friends of the Harborfields Library. The Friends of the Library is a non-profit organization that has been supporting the library since 1970. They are a group of dedicated volunteers who work in cooperation with the library to provide financial support for programs, special projects, and items that further enhance library services to the community.

## Values

- **Service** – We provide helpful, reliable, and consistent service in a positive and welcoming environment that is not confined just to our building, but extends out beyond our physical space.
- **Respect** – Every person we serve receives equal access to information and materials provided professionally and promptly.
- **Trust** – All library staff members serve with honesty, transparency, and accountability for their actions.
- **Compassion** – We strive to understand the needs of those we serve, to appreciate their challenges, and to respond with kindness.
- **Innovation** – We investigate, explore and experiment to provide the best and timeliest services that our members need and request.
- **Curiosity** – We encourage our staff and those we serve to learn and to grow as individuals and as citizens.
- **Sustainable** – We will contribute to the sustainability and resiliency of our community by instituting and maintaining practices that are economically sound, socially just and environmentally responsible.
- **Equitable** – We champion equity, diversity, and inclusion and model how to incorporate it by having collections, staffing, programming and leadership that reflects our community.

## Library Plan of Service

**Adult Services:** Will maintain a knowledgeable staff of professional librarians with strong customer service skills making them available and equipped with the resources necessary to assist members of the community in accessing informational, educational, and recreational materials in addition to facilitating research pursuits. Every librarian will continue to treat each request, no matter how small with diligence and respect.

**Children's Services:** Will continue its dedication to providing children of all abilities, from birth through 5<sup>th</sup>/6<sup>th</sup> grades, access to the most current information, ideas, and activities through an extensive collection of books, ebooks, virtual and in-person programs, databases and technologies. The Children's librarians will make it a priority to create an environment that fosters life-long readers and pursuers of knowledge all in a safe, friendly place.

**Teen Services:** Will continue to combine the best of traditional library resources with the latest technology in an inclusive, vibrant space known as Teen'Scape. It will strive to be the go-to place for Harborfields teens in grades 6 through 12, to not only read and study but also to learn, create and explore their many interests with friends. The staff of librarians will be especially understanding and sensitive of the needs and interests of teens.

**Collections:** The library's collections are built to meet the needs and interests of the community. The objective of the library's selection is to collect books and other library materials that will inform, entertain and contribute to the enrichment of mind and spirit. Each librarian seeks to provide a balanced collection, and selections are based on critical review sources; the current usefulness, relevance or permanent value of the material; and the material's relation to the existing collection. No one factor, however, will be determinative of whether a material meets the library's selection criteria, but rather, the material will be judged as a whole and in its relevant context.

**Computers and Technology:** The library will provide public access to a broad array of computer and technology services. These services include:

- Computers with internet and various software programs

- Laptops for in-library use
- Wi-Fi throughout the building
- Providing Internet hot spots for loan
- Digital scanning station
- Black & white and color printers
- Fax machine
- Photo copier machines
- 3D printers
- Streaming video and music collections
- Downloadable audiobook, eBook and magazine collections
- Research Databases, online study help and online learning courses
- Hand-held and digital means of magnifying documents

**Circulation:** The library will lend materials to residents who live within the library's service area or those qualified non-residents for direct access and/or interlibrary loan. The library will follow the direct access and/or interlibrary loan rules set forth in the Suffolk Cooperative Library System (SCLS) Resource Sharing Code and will comply with all sections of New York State Department of Education NYCRR 90.3. The library will issue a library card to any resident within its service area who fills out an application and provides proof of residency. Residents with library cards will be able to request, reserve and renew materials, borrow materials from other libraries, and access their library card account either from within the library or remotely.

**Staff:** The library will employ a helpful customer-service oriented staff that will include professional librarians and support staff. Staff members will be well informed about the library's services, programs and policies. Staff development will be encouraged and facilitated through opportunities for professional growth and training.

**Facility:** The library will maintain a comfortable, clean and safe facility that is fully accessible to all community members. The facility will include workspace for individuals, small groups and large groups as well as accessible restrooms. The library facility will be kept up to date enough to support the items listed within this plan of service.

**Promotion:** The library will inform the community about its services and programs through regularly published newsletters, its website, social media, electronic newsletters and additional methods that include direct outreach.

**Cooperative Partnering:** The library will attempt to maximize the community's investment by cooperatively sharing services where appropriate and utilizing cost-effective initiatives with neighboring libraries and other public service institutions. The library will maintain a membership in the Suffolk Cooperative Library System (SCLS) and take full advantage of the many services that SCLS provides to member libraries.

**Fiscal Responsibility:** The library will recognize and acknowledge the important responsibility to taxpayers to be prudent and accountable with the community's investment in the library, and ensure that tax dollars are properly spent and well invested. The library will be responsible for the preparation and fair presentation of its financial statements in accordance with accounting principles generally accepted in the United States; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Special Services:** The library will offer a number of special services to the community. These will include, but are not limited to: reader's advisory, interlibrary loans, community outreach to schools and community events, homebound delivery, basic English classes, and materials (braille and talking books) for people with disabilities through the National Library Service.

**Programming:** The library will offer a wide variety of programming for patrons of all ages. In accordance with the library's policies, meeting spaces will be available for community-based, not-for-profit groups.



## Goals and Objectives

### Goal 1: Increase use and expand Library Services

- Promote literacy and education
  - Support early literacy initiatives
  - Expand STEAM based programming (Science, Technology, Engineering, Arts and Math)
  - Ensure that local educators are aware of the library's ability to provide students with homework assistance, access to technology and collections
  - Maintain relationships with Harborfields Central School District's library media specialists by planning school visits, author events and shared book discussions
  - Recognize the community's need for additional services such as color copiers with more paper size options, and charging stations throughout the building
  - Expand on private meeting room access
  
- Promote access of library services
  - Continue to enhance the library's website with updates and incorporate technology enhancements as needed
  - Establish a marketing team that meets regularly with a focus on promoting library services to the various social media platforms
  - Install electronic display monitors for signage that is visible and eye catching
  - Communicate programs and services with regularly scheduled e-blasts
  - Attend local events including annual fairs, PTA and town events and offer presentations to community groups
  - Create a niche specialty that is unique among our neighboring libraries, for example, Smithtown offers in-depth information on patents; Huntington specializes in grants, Northport in art and Cold Spring Harbor the environment. Harborfields could be finance, gardening, career/small business, or something else.

- Ensure that our residents can connect to the Internet, are comfortable using technology in their everyday lives, and understand how to evaluate and contribute content.
  - Remove barriers for community members to access the library's services, collections, and programs as it is essential to provide equal access to all.
  - Establish a public presence in areas throughout the community where it may be more difficult to come to the library by utilizing technology, mobile services, pop-up programs, delivery, or other tools.
- Provide education in changing trends in Library Services to staff and community
  - Encourage staff and trustee attendance at educational workshops and conferences
  - Offer training sessions that are conducted by staff
  - Create project focused inter-department teams
  - Expand on Family Place – Workshops and Training for parents/caregivers and staff
  - Offer one-on-one technology assistance to patrons
  - Offer workforce development services to those who are unemployed, or returning to the workforce
  - Maintain the library's organizational memberships in EAP, LILRC, NYLA and SCLA
  - Consider offering an annual staff development day
- Increase circulation of library materials
  - Analyze circulation statistics and consider the data for future material purchases
  - Continue to grow the library's Library of Things including museum passes
  - Review and update the library's loan policies
  - Promote intellectual freedom by curating diverse collections
- Increase attendance at library programs
  - Encourage local artists and professionals to share their knowledge and expertise in a library program

- Collaborate with neighboring libraries to bring creative programs to the library
- Seek grant funding for unique programming and services
- Make personal reminder phone calls to patrons who are registered for programs

## **Goal 2: Maintain a safe and welcoming environment**

- Invest in infrastructure as needed
  - Remodel Kitchen Meeting Room to a state of the art meeting room for cooking and craft programs
  - Remodel and upkeep public restrooms
  - Create a designated space for Tweens within the Children's Room including age appropriate furniture and technology
  - Consider the increase of patrons working from home and provide an equipped workspace that can be reserved online
  - Pursue solar energy that would include sustainable roofing options to cut down on solar gain
  - Maintain clear signage throughout the building
  - Offer electronic charging stations in and outside the building
  - Maintain data backups
  - Protect the privacy and digital security of our community members, by providing secure networks and devices for public use within the library
- Offer emergency preparedness training to staff annually
  - Form a team of staff members that will serve as a Hazard Reduction Team to address risk factors in the workplace and comply with the library's Workplace Violence Prevention Policy
  - Maintain scheduled security guards during key hours of operations
  - Maintain sufficient surveillance camera coverage
- Continue to address the maintenance needs of the building and grounds
  - Establish gardens with native plantings and create rain gardens
  - Maintain and enhance outdoor seating areas

- Develop an annual preventative maintenance schedule that is environmentally sound
  - Continue to prioritize sustainable design practices to guide land use choices during construction projects such as the repair of the circular driveway, sidewalks and waste collection area
  - Install a secondary heater in the garage as a backup if the one heating unit fails during freezing temps potentially causing the pipes to burst
  - Broadway entrance column and step repair
  - Expand public grounds area whenever possible
  - Develop a convenient and safe access to the library from the adjoining town park
  - Seek to replace gas powered tools with battery operated ones
- Collect information to make decisions about the future building needs to be reviewed annually
    - Document use of meeting room and common use spaces
    - Reconfigure shelving and seating areas to accommodate additional patrons
    - Envision underutilized areas as possible options for a self-service vending area, music/podcast room and or makerspace

**Goal 3: Support and maintain sustainable practices those that are environmentally sound, socially equitable and economically feasible**

- Keep current and update staff on sustainable practices
  - Continue to update library policies
  - Promote the library's commitment to sustainability through social media, print newsletter, library programs etc.
  - Maintain a fair wage and offer salaries that are competitive
  - Continue to seek benefits for the staff that are cost effective
- Continue to look for ways to reduce the library's environmental footprint
  - Work with PSEG and Suffolk County to install EV Charging Stations
  - Seek a carting service that will pick up recyclable materials
  - Continue to provide residents with an opportunity to recycle

**Goal 4: Pursue collaborations and outreach projects to strengthen the library's awareness of community's needs.**

- Promote awareness of library services to hard-to-reach groups
  - Offer outreach services to families that are unable to attend library programs through local civic events, fairs and virtual programs
  - Recognize that our district includes NNORC (Neighborhood Naturally Occurring Retirement Community) and continue to outreach through book discussions and one-on-one tech appointments
  - Collaborate with the school media specialists and teachers to provide appropriate print and electronic materials
  - Seek places such as laundromats, train stations, beaches where community gathers to promote library services
  - Embrace respectful, collaborative partnerships with organizations that have the same shared outcomes, such as the YDA, and Project Excel
  
- Support sense of place in the community
  - Engage the public in conversation at community events
  - Support people-to-people connections
  - Continue to partner with the Civic Associations and look for ways to engage the community by hosting events and taking part in events such as Greenlawn Nights.
  - Encourage membership to the Friends of the Library and support their functions

**Goal 5: Foster and preserve a culture of diversity, equity and inclusion for our community and staff**

- Provide training to staff on the importance of identifying the needs of a growing diverse community and develop programs that meet those needs
  - Encourage diversity in the library's hiring practices
  - Offer programs that are inclusive
  - Offer ESL programs and English conversation groups at convenient times for patrons to attend
  - Create displays that reflect the special interests and celebrate the diversity of the community
  - Preserve historic and cultural resources

- Expand and grow the library's Literacy and Foreign Language collections
- Offer social services from a trained professional for patrons that are in need, possibly in conjunction with our neighboring libraries
- Look to recruit a Board of Trustees that reflect the community served and supports diversity

### **Strategic Plan Review**

The Library Board of Trustees will review and reaffirm the Strategic Plan on a regular basis, at least once every three years. The review process will include a community needs assessment based on program enrollment and circulation statistics. It would also include providing patrons with an opportunity to comment on library services, make suggestions for changes, and report other service issues. Staff will also evaluate current services, and provide input to ensure that the library's mission, vision and goals are in alignment.

### **Conclusion**

The library looks forward to implementing the goals and objectives outlined in this plan and will continue to maintain its role as the anchor of the community.