



# Final Presentation

For Certification through the Sustainable Library Certification Program



September 2023



## INTRODUCTION

### WHO WE ARE

The Suffolk Cooperative Library System is an association created by agreement of the Boards of Trustees of its member libraries, each of which remains autonomous under individual charters granted by the New York State Board of Regents. Local library Boards of Trustees elect the nine member board which governs SCLS.

The Mission Statement of SCLS reads as follows: The Suffolk Cooperative Library System exists to help local public libraries provide the best in traditional and innovative public library service to all the people of Suffolk County.

Founded in 1961, SCLS is one of twenty-three public library systems providing services to over 750 public libraries throughout New York State.

*The Public Libraries of  
Suffolk County, NY*



**Live**-brary.com



## SUSTAINABLE LIBRARIES INITIATIVE

The Sustainable Libraries Initiative (SLI) would like to give special thanks to SCLS and the SCLS Board of Trustees for allowing the SLI to be hosted by SCLS and for serving as the fiscal agent for the initiative. By approving employment of staff and creating a dedicated office space, you've allowed the SLI to continue its mission to empower library leaders to advance environmentally sound, socially equitable, and economically feasible practices to intentionally address climate change and co-create thriving communities.

Your support has allowed the SLI to continue to build and expand its membership across the United States and internationally, working with library professionals in other countries. In 2023 the SLI secured its first international member from Canada who is the first non-American member to enroll in the Sustainable Library Certification Program (SLCP).





# SCLS SUSTAINABILITY POLICY

## SUFFOLK COOPERATIVE LIBRARY SYSTEM SUSTAINABILITY POLICY

The Suffolk Cooperative Library System is committed to reducing our environmental footprint and promoting environmental stewardship at all levels of our organization. Our goal is to minimize our organization's impact and maximize future generations' ability to live, work, and play in our shared natural environment, with equal access to clean air, clean water, and natural resources.

We will strive to minimize pollution and waste, conserve energy and water, protect habitats, support renewable energy resources, buy environmentally friendly products, and encourage environmentally preferable transportation.

These efforts will extend to contractor and supplier relationships. We will encourage contractors and suppliers serving or otherwise acting on behalf of the organization to meet our standards of environmental performance.

Employee understanding and involvement are essential to the implementation of this policy. All employees will receive a copy of this policy upon hire, and be educated about SCLS's efforts to continue to strive towards the "triple bottom line" definition of sustainability: to be truly sustainable, an organization must embody practices that are environmentally sound, and economically feasible, and socially equitable. Employees at all levels of the company will be involved in supporting our goals.





# REFORESTATION & SEAFORESTATION



OFFICE TECHNOLOGY SOLUTIONS

In partnership with CCP Solutions, SCLS uses the Print Releaf platform to report all of our paper purchases towards global reforestation efforts. Since joining PrintReleaf in December 2016, SCLS has offset the equivalent of 434K pages of paper by reforesting 52.03 trees.



Echochit is a company SCLS has partnered with. Through this partnership, we've been able to offer coordinated orders to our member libraries supplying them with receipt paper that is BPA and BPS free & 100% recyclable at a discounted rate. By doing so, two trees are planted for every case purchased.

## LIFETIME STATS



**433,584**

STANDARD PAGES



**52.03**

STANDARD TREES REFORESTED





## OUTDOOR SPACES

- Commitment to Solar - 998 panels, 383,000 kWh:
  - 2011 - 80 panels installed, 18,000 kWh.
  - 2017 - 468 panels and 6 inverters installed, 186,000 kWh.
  - 2019 - 450 panels and 3 inverters installed, 179,000 kWh.
- Outdoor lighting is below soffits and carports or downward directional lighting.
- Smoking is prohibited within 100ft of the facility

2011



2017



2019





## INDOOR SPACES

- SCLS switched over to environmentally friendly cleaning products that when cleaning crew comes in, they use ours instead of their own.
- There are no longer any spray/aerosol cleaners used in the building. We have replaced them with battery operated deodorizing; eliminated spray cans altogether.
- Flexible work stations are used throughout the office. There are around 15-25 desks in the building, the workstation in the featured picture is one of the desks in the SLI office.
- Staff regularly combs the building turning off unused lights and night staff turns off lights prior to closing.





# TRANSPORTATION



- SCLS strives to minimize pollution and waste, conserve energy and water, protect habitats, support renewable energy resources, buy environmentally friendly products, and encourage environmentally preferable transportation.
- Employees are reminded about rideshare opportunities to conferences and local meetings in our eNewsletter.
- Purchase of new electric company car to be shared for travel to and from trainings and meetings.
- In 2021, SCLS began converting fleet to 100% electric vehicles. We currently have two Ford eTransit vehicles in our fleet.





## ENERGY

- Turn off lights in areas of the facility/facilities that are not in use.
- Use reminder decals/signage where applicable.
- Indoor light switches all have decals above them and all restrooms & our staff lounge switches have been retrofit to motion sensors.
- All office space contain windows to maximize natural lighting.
- The entire SCLS facility has been converted to LED lighting.





# WATER

## 6 CLEAN WATER AND SANITATION



After conducting a water assessment of our facility the following adjustments were made to cut back on our water usage:

- Replaced all toilets with high efficiency, low flow toilets throughout the whole building.
- Aerators were installed on all faucets in the building to reduce the amount of water that comes out of each faucet. By installing aerators we've been able to save both water and energy by reducing the flow of water from the faucet without reducing the water pressure.
- Shipping and Maintenance surveys the building regularly and reports any leaks in the building directly to the Assistant Director who addresses the issue.
- Irrigation maintenance company comes twice a year to check all the sprinkler heads on the property. Rain sensors were installed so sprinklers do not go on when they're not needed.
- Janitorial closet and restrooms have a floor drain to sanitary sewer.



## MATERIALS

- We have made a conscious decision to switch to the purchasing policy: best option environmentally, economically and quality.
- To avoid wasteful spending on supplies, we've designated and organized one central supply closet which a staff member inventories and monitors regularly to avoid double purchases. We did away with individual supply closets.
- The cleaning supply closet was retrofit to all green cleaning products for our cleaning company and staff to use.
- Switched over to WB Mason 30%+ plus, certified reforested print/copy paper.





## COLLECTIVE IMPACT



- Working at the Hamlet Organic Garden (H.O.G.) Farm as part of the Great Giveback gave us at SCLS a sense of community and increased our visibility in the community. Based on the success on this activity, we are looking into more volunteer opportunities at the H.O.G. Farm and in the area. Some other ideas are to plan a volunteer day at Branches Long Island or other organizations.
- With our mobile service vehicles we travel to an array of library events throughout the communities of Suffolk County, where we partner with local businesses and community organizations.
- Partnering with FRES (Fire, Rescue, and Emergency Services) and our member libraries, to pick up and deliver over 125,000 COVID testing kits to libraries, for them to distribute amongst their patrons.





# Social Cohesion

## DEI Analysis Tool from Collection HQ

### SCLS JEDI Learning Modules

These JEDI learning modules, created by SCLS's Diversity Committee, are self-guided trainings developed to help individual staff members explore issues of diversity, inclusion, equity, and social justice. They can be accessed through [SCLS's eCourse site](#) or a library's own learning management system.

#### Introduction to JEDI Terms

Course Description: This course is the first in an EDI and Social Justice series. The module covers specific terms that will be used through this series of workshops.

#### Implicit Bias

Course Description: This course is the second in an EDI Social Justice series. Learn what implicit bias is and how that effects diversity, equity and inclusion.

#### Diversity vs. Inclusion

Course Description: This course is the third in an EDI Social Justice series. Learn the differences between diversity and inclusion.

#### Microaggressions

Course Description: This course is the fourth in an EDI Social Justice series. Learn what a microaggression is and tools to help avoid them.

#### Systemic Racism & Inequality

Course Description: This course is the fifth in an EDI Social Justice series. Learn the definition and explore examples of systemic racism.

#### Putting it All Together: Anti-racism

Course Description: This is the sixth (and final) training in the EDI Social Justice series. Terms will be reviewed as well as how to continue your personal growth.

SCLS has adopted a Commitment to Diversity to ensure the development and implementation of model practices in the workplace that emphasize diversity, equity, and inclusion. Both Administration & staff strive to foster an environment where people feel they are respected and valued, and can achieve their full potential regardless of race, religion, nationality, national or ethnic origins, sexual orientation, gender, disability, or age.

SCLS believes that it is these environments which allow for multi-ethnic and diverse societies to make full use of the talents, skills, experience, and cultural perspectives available.

As a cooperative library system, we commit to working with our member libraries to create and make available spaces for discussion and self-reflection.

JEDI learning modules were created by SCLS's Diversity Committee and are self-guided trainings developed to help individual staff members explore and learn more about social justice. The EAP monthly newsletter contains information about financial literacy and is sent to staff on a monthly basis. This newsletter contains financial tips and tricks. Many employees reported that they have found these newsletters useful.



# Resilience Planning

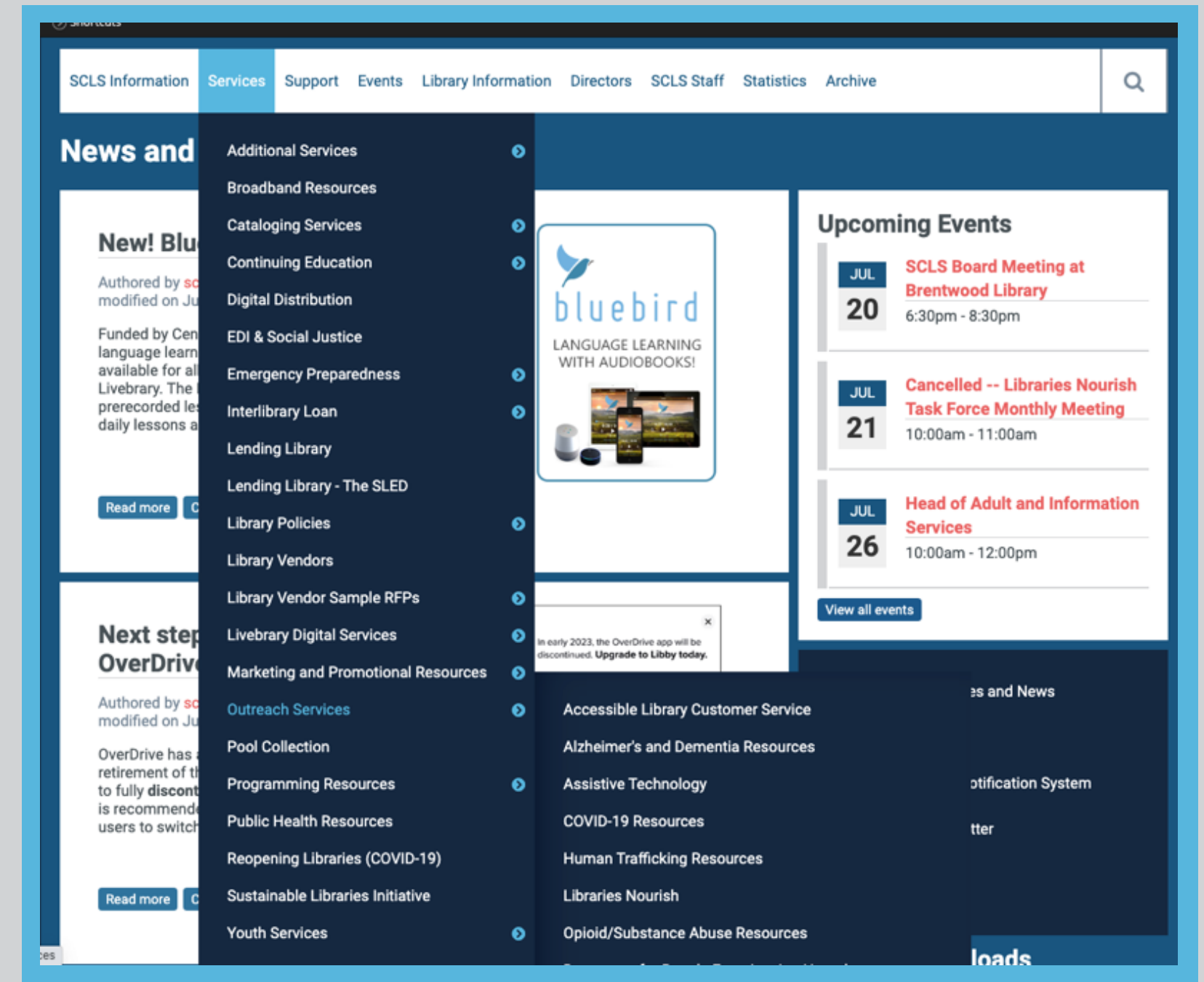
The Suffolk Cooperative Library System (SCLS) has believed in the importance of resiliency from its inception.

Our pre-existing plan of service filed with the NYS Library outlines our commitment to preparing our member libraries to be beacons in their communities in both good and bad times.

This includes resource sharing at both the member library and patron levels; consultation services for our member libraries in the areas of outreach, literacy, and reference services; providing continuing education opportunities in the areas of social justice, diversity, equity, and inclusion; and providing information relating to policies, best practices and vendors to prepare their libraries to withstand a multitude of disaster scenarios.

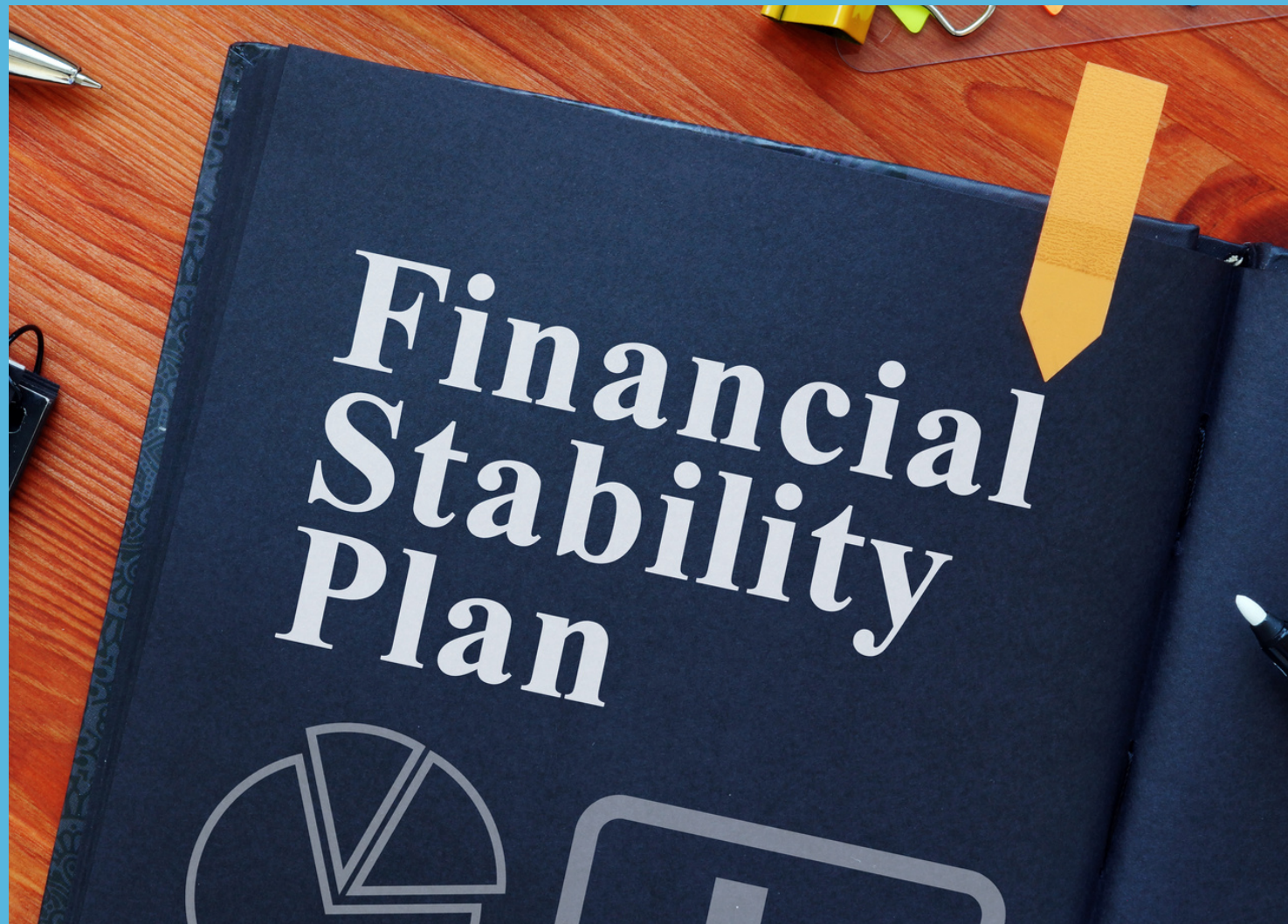
SCLS makes available the Rave Mobile Panic Button App to every member library in Suffolk County. This service alerts staff on their mobile devices about emergencies, building issues, and closures.

On the SCLS gateway, we provide and update information for our member libraries to check and use.





## Financial Sustainability



SCLS maintains reserve funds equal to 30%-40% of our annual budget (100% of operational budget). Many of our programs and services (coordinated orders) are funded directly by the member libraries and therefore do not impact the financial position of SCLS.

This fund balance level insures SCLS can provide our base-level services on an annual basis regardless of timing of receipt of State Aid.

SCLS also maintains a credit line equal to 50% of our operational budget to ensure services to member libraries are not disrupted (Credit line has not been used in over 15 years).

SCLS procures various goods and services (venue tickets, software, Internet services, etc.) at a discounted rate for the member libraries which are classified as Coordinated Orders and are reimbursed to SCLS by the member libraries.

SCLS strives to add to these services on an annual basis. In fiscal year 2009 Coordinated Orders were slightly over \$600,000...In fiscal year 2022 Coordinated Orders have surpassed \$1.5 million and are estimated to close at \$1.75 million, a savings of over \$260,000 to the member libraries.



## Continuing Education & Consulting

SCLS offers 18 EV charging stations that are free to use for employees. This does incentivize them to switch to Electronic Vehicles.

The Sustainable Libraries Initiative website is linked on SCLS's website. Every member library has access to the SLI and its resources.

SCLS offers consultation to member library boards to teach them about sustainable building operations practices and how to embed sustainable design principles into future facility plans.

ILS staff are designing training for the member libraries to use Sierra functions to make more sustainable choices. On Monday, December 5th, 2022, ILS staff held a presentation for member libraries. During this training they discussed various ways to reduce paper usage while using various functions of Sierra, such as notices, paging slips, and other workflows. There were 51 people in attendance for that program.



**Sustainable  
Libraries  
Initiative**







# THANK YOU!

We'd like to show our gratitude and give special thanks to the following groups, organizations, businesses and staff. Without your support none of this would be possible:

The SCLS Board of Trustees

SCLS Member Libraries

The SCLS Sustainable Action Team

The SCLS Staff

The Sustainable Libraries Initiative (SLI)

The SLI Advisory Board

All of our business and organizational partners

