

Sustainable Libraries Initiative



South Huntington Public Library
Final Presentation, 2021



TABLE OF CONTENTS

01 Organizational
Commitment

02 Energy

03 Materials
Management

04 Transportation

05 Land Use

06 Collective
Impact

07 Social Cohesion

08 Resilience
Planning

09 Financial
Sustainability

10 Collections

11 Land Use

OUR SOUTH HUNTINGTON PUBLIC LIBRARY

The South Huntington Public Library is located in Huntington Station, NY and serves a population of 38,000. We have 65 staff members in both full-time and part-time positions. Our building is 17 years old and is 48,000 square feet.





01

**Organizational
Commitment**

Staff Surveys

We surveyed our staff prior to beginning our certification process. We were happy to learn that our staff is willing and ready to put in the work to help SHPL become environmentally sustainable.

Bulletin Board

Our staff made suggestions, and we are proud that we have considered each suggestion and implemented many of them.



EMPLOYEE SURVEY RESULTS

FIRST STEPS TOWARDS SUSTAINABILITY CERTIFICATION

WE ARE ENVIRONMENTALLY CONSCIOUS!



OUR STAFF CULTURE MAKES THIS EASY!

94% of survey respondents consider themselves to be environmentally conscious, and 40% feel that it is important to work for a company that is environmentally friendly. 93% agree that SHPL should consider ways to become more environmentally friendly.

OUR STAFF AGREES

FOUR MAIN AREAS TO FOCUS OUR EFFORTS

Survey respondents want to focus on waste management and recycling, paper use, energy use, and a greener environment. Benefits to the library include conservation of energy, reduction of waste, and creation of a healthier workplace.

REDUCE REUSE RECYCLE

WE ARE DOING A GREAT JOB IN OUR RECYCLING EFFORTS CURRENTLY.



At least 50% of respondents are working some type of recycling of waste materials at the library and doing so through recycling materials in an environmentally friendly fashion. Suggestions for our employees include adding more recycling containers, buying and back recycling programs, and adding the recycle bin to the work area.

TURN OUT THE LIGHTS

NOT USING IT? TURN IT OFF!



70% of survey respondents turn off lights in spaces not being used (e.g. offices overnight) and 33% use natural light whenever possible. Several commenters suggested that SHPL look into installing solar panels on the roof.

OUR COMMUTE

100% OF US COMMUTE TO WORK BY CAR



One suggestion to encourage bicycle riders is to have a better bike storage area. We also try to use videoconferencing and webinars instead of travel and share the library van if staff are going to the same meeting space.

STAFF INVOLVEMENT

IDEAS, SUGGESTIONS, COMMENTS

80% of respondents indicated that SHPL can use positive staff input in the future when it is an opportunity to make staff feel that their ideas are being heard. We are now looking for ways to increase staff involvement in this area including a Green Team. There are positive suggestions for energy and paper use that the staff is looking for when there are opportunities to make a difference.

THE GREEN TEAM

GREENTEAM@SHPL.EDU

Joan Behner
Amy Lind
Pat Gannon
Paul Gannon
Doreen King
Lisa Gannon
Thomas Gannon
Tom Gannon
Tom Gannon

The Green Team

Our Green Team is composed of staff members from several departments. We have worked together to create a quarterly e-newsletter for staff and an eye-catching Green Team bulletin board by the staff entrance. We have encouraged staff to participate in the Drawdown Eco Challenge, our staff Earth Day celebration, and a Recycling Bin scavenger hunt with eco-friendly prizes!



Programs & Events

We have hosted many programs with a sustainable focus—and are committed to doing more!

Adopt a Plant



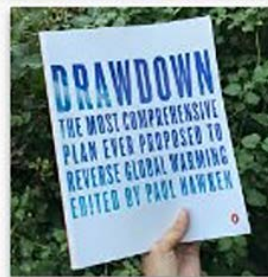
The YA Department helped kids decorate planters and then “adopted a plant” to take home. They also made bird feeders out of recycled materials.

Trashion Fashion



Children created wearable works of art with recyclable materials and then showed off their creations in a fun fashion show.

Project Drawdown Book Discussion



We participated in the NY Reads event for Project Drawdown and held a book discussion for interested patrons.

Our Grow to Give Garden

The Grow to Give Garden was installed by our maintenance staff in the spring of 2019 and provides children with the opportunity to get their hands dirty while caring for a variety of **organically-grown** herbs and vegetables. Children released ladybugs, created hand-painted garden labels, built small butterfly feeders, and **harvested produce** that was **donated** to a local food pantry.





02

Energy

Energy



Lighting

We have completed an LED conversion of all lighting.

We encourage staff to keep lights off in rooms not in use.

We practice **daylighting** by keeping lights off on sunny days.



Heating/Cooling

Our HVAC system receives regular maintenance checks & will be upgraded in the future to an **energy efficient** system.

Thermostats in the building are programmable and **continually monitored**.

Personal space heaters are **prohibited**.



Renewable Energy

We hope to install solar panels on the library's roof.

We are engaging in a **solar energy feasibility study** for our library facility.

Appliances & Equipment

- Almost all of our computer equipment is **Energy Star** rated.
- Our policy requires that we make any future purchases with our **environmental goals** in mind.
- Our printers, scanners, and staff computers utilize **sleep mode** when not in use.
- We do not use screensavers on staff & Technology Center computers.





03

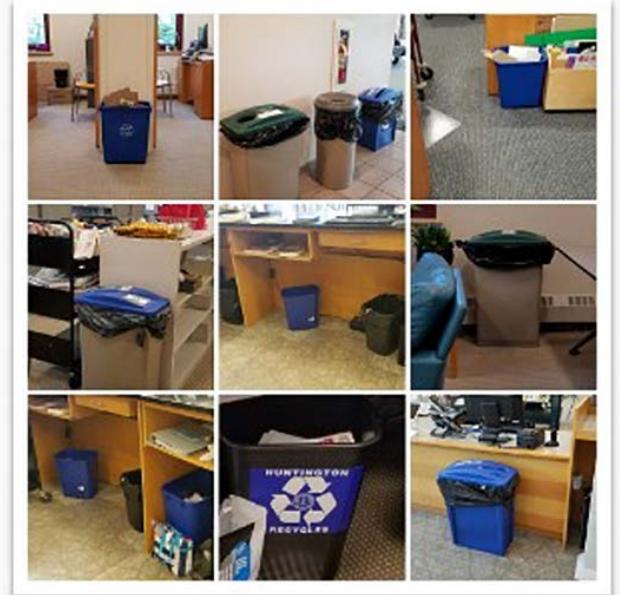
**Materials
Management**

Waste & Recycling

Our electronic equipment is sent to a **certified e-waste recycling organization** and used toner cartridges are sent back to the vendor for recycling. We began hosting e-waste recycling events for the public.

We drastically increased the number of recycling bins available throughout the library for both staff and the public, **resulting in a 50% decrease in dumpster volume.** We have added recycling bins for bottles and cans in our staff room, downstairs gallery area, and main lobby.

Staff are encouraged to **limit printing** and to default to **double-sided printing** when possible. We also turn as much used paper as possible into scrap for staff and patron use.



Extending the Life of Supplies & Materials

We now make extensive use of **upcycled** books and other materials for use in craft programs, events, and library displays



Green Purchasing

Library and office supply purchasing is centralized in order to **eliminate duplication and waste.**

We now purchase **PEFC certified** recycled copy paper made out of 30% post consumer waste & **ECOLOGO certified** toilet tissue made with **100% recycled fiber.**

Hand dryers in restrooms have been replaced with **LEED certified** units that eliminate the need for paper hand towels.

We do not purchase drinking cups and encourage staff to use their own mugs. We purchase **compostable** utensils & plates.

We now purchase **ECOLOGO** or **Green Seal certified** cleaning products and hand soap.





04

Transportation

Business Travel

- We travel together to conferences and meetings in our library van as much as possible.
- We utilize conference calls and webinars whenever feasible to avoid traveling by car.
- Staff are encouraged to carpool when possible and our staff bulletin board is used to facilitate carpooling.





05

Land Use

Land & Water Use

- We **mulch** around plants and bring additional grass clippings to a **recycling center**.
- We take care to **maintain our irrigation system**, block storm drain openings with chicken wire, and monitor our property for **invasive plant species**.
- We installed gardening beds and **donate our harvests** to a local food pantry. Our young patrons have enjoyed being part of the SHPL Gardening Club!





06

**Collective
Impact**

OUR MISSION STATEMENT

The South Huntington Public Library strengthens our community by fostering connections, satisfying curiosity and inspiring creativity. We accomplish this by providing equal access to knowledge, literacy, technology and culture to all members of our community.

OUR VISION STATEMENT

Empower-Engage-Energize

OUR VALUES

At the South Huntington Public Library we CARE about our community and each other.

C - Connection A - Awareness R - Respect E - Empathy



Programs & Partnerships

The library is a Passport Acceptance Facility, processing more than **700 passport applications** since we were certified in mid-2018. Additionally, we maintain a number of collaborations, including:

- A job skills program for special needs students.
- Professional development for teachers.
- Huntington Youth Bureau programs for teens.
- Outreach to Sunrise Assisted Living residents.
- Service Core of Retired Engineer (SCORE) workshops for small businesses.



Community Engagement

Our staff is committed to engaging with our community. We strive to become an active and responsive participant in our community.



Seed Library





07

**Social
Cohesion**

The South Huntington Public Library is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. **We embrace our employees' and community members' differences** in age, color, disability, ethnicity, family and marital status, gender identity or expression, language, national origin, physical and mental ability, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make the **South Huntington Public Library unique.**

It is the South Huntington's Public Library's policy to provide a work environment that is **free from all forms of discrimination.** The library views all forms of discrimination as destructive to the library's mission, vision, values and goals.

We strive to reflect the community we serve by representing and fostering the various cultures, genders and ethnicities among our staff and board of trustees. Therefore, we affirm our commitment to the American Library Association's Diversity Policy, which states in Section B.3.7: "In order to **ensure that libraries are both reflective of and relevant to the communities they serve,** the American Library Association encourages and supports recruitment and continuing education initiatives that facilitate the hiring and promotion of a diverse workforce in libraries of all types and all organizational levels."

The Library's dedication to equity, diversity and inclusion is **an active process that requires continuous commitment** to promote and enhance the well-being of our staff and community.

—South Huntington Public Library's Equity, Diversity and Inclusion Policy

Programs That Bring Us Closer Together



For Our Staff

- Staff book club
- Diversity Training
- Ugly Sweater Day and Halloween Dress up
- Staff Appreciation Breakfast
- Creation of a Staff Wellness Committee

For Our Community

- Bilingual Storytimes and ENL classes
- Virtual Programming
- Community Survey
- Annual Art and Craft Fair
- Assisted Living Outreach
- And many more!



08

**Resilience
Planning**

Long-Range Planning

Our newly-adopted Long Range Plan has six priorities that we believe are intertwined with our mission of being a sustainable presence in our community. These six priorities include: **Enhancing Programming, Pursuing Outreach Opportunities, Raising Awareness, Improving Library Spaces, Providing Access to Technology, and Encouraging a Culture of Diversity.**

Our plan and its goals and initiatives ensure that we are well-prepared to provide necessary services and materials to our community with **minimal disruption** to library services **during emergencies** and other unpredictable events.



Pictured above: Installation of the library's backup generator

Preparedness Programs & First Responder Appreciation

Wacky Weather: Are You Prepared?



This program on preparedness taught children how to stay safe and prepare for power outages, hurricanes, & fires. They receive a pillowcase "go-bag" to customize, as well as a digital workbook from the Red Cross.

Meet Your Community Helpers



Families were invited to meet local first responders and check out their vehicles, including a fire truck, police car and ambulance.

Crafts For A Cause

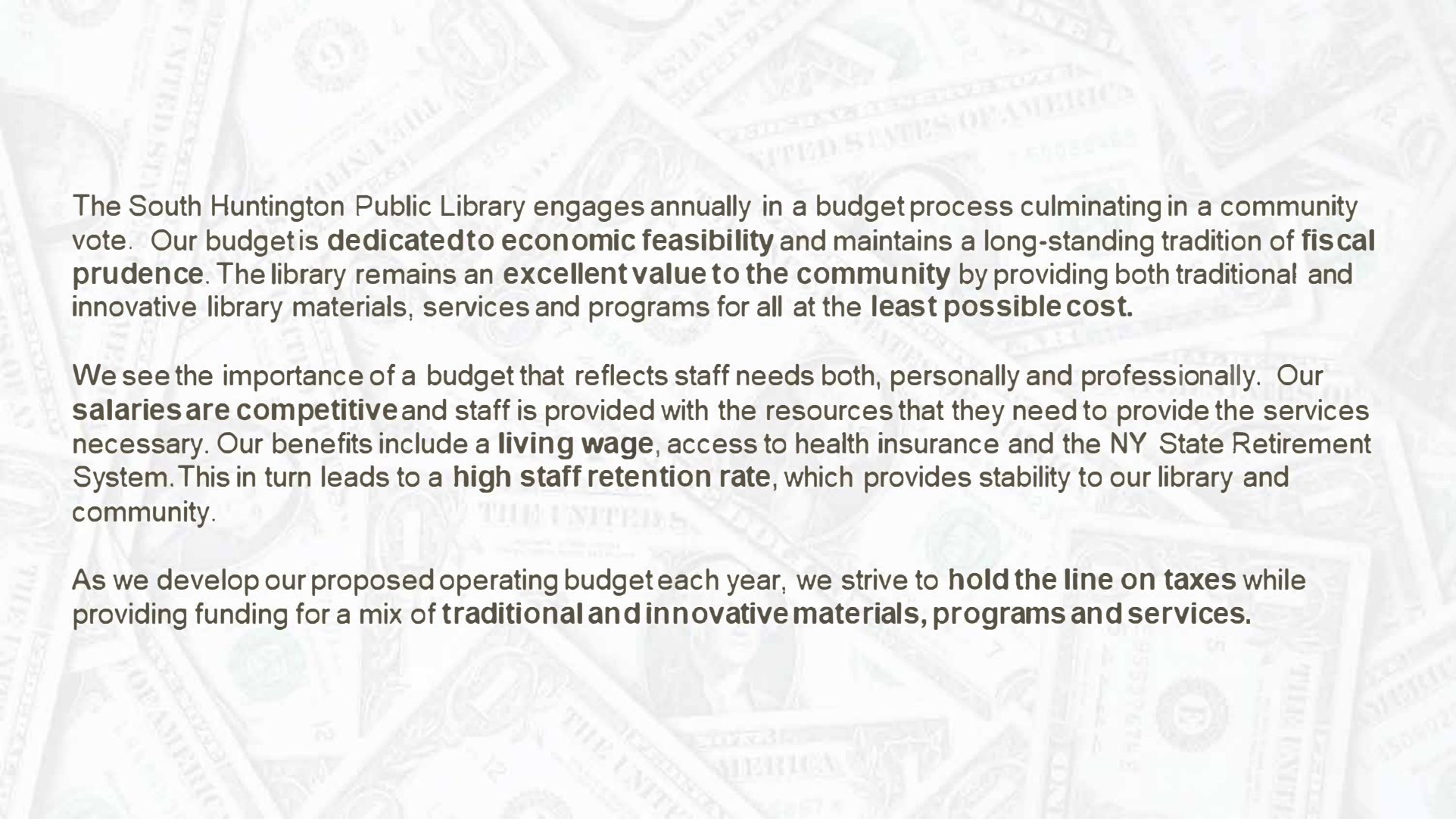


This take & make program gave patrons the opportunity to create thank you cards for our police officers, firefighters and first aid squad members. We then donated them along with goodie bags made by our teens in a monthly community service program.



09

**Financial
Sustainability**

The background of the entire page is a collage of various US dollar bills, including \$1, \$5, and \$100 denominations, arranged in a pattern that creates a sense of depth and texture. The bills are slightly faded and overlapping, with some text like 'THE UNITED STATES OF AMERICA' and 'FEDERAL RESERVE NOTE' visible.

The South Huntington Public Library engages annually in a budget process culminating in a community vote. Our budget is **dedicated to economic feasibility** and maintains a long-standing tradition of **fiscal prudence**. The library remains an **excellent value to the community** by providing both traditional and innovative library materials, services and programs for all at the **least possible cost**.

We see the importance of a budget that reflects staff needs both, personally and professionally. Our **salaries are competitive** and staff is provided with the resources that they need to provide the services necessary. Our benefits include a **living wage**, access to health insurance and the NY State Retirement System. This in turn leads to a **high staff retention rate**, which provides stability to our library and community.

As we develop our proposed operating budget each year, we strive to **hold the line on taxes** while providing funding for a mix of **traditional and innovative materials, programs and services**.

A History of Fiscal Responsibility

We have held the line on our budgets, remaining within New York State's 2% tax cap.

We have removed fines as a barrier to access, utilizing new revenue streams, such as passport acceptance fees, to offset lost income.

BUDGET SUMMARY/RESUMEN DEL PRESUPUESTO		
	2020-21	2021-22
Salaries/Salarios	2,848,563	2,711,145
Equipment/Equipo	60,000	60,000
Library Materials/Materiales de la Biblioteca	680,000	724,500
Programs-Newsletter/ Programas-Boletín de Noticias	435,750	473,250
Utilities-Building/Utilidades-Edificio	309,000	313,000
Benefits/Beneficios	1,144,439	1,231,178
Total expenditures/total de gastos	5,477,752	5,713,373
Building Bond/Bono de Construcción	667,000	633,950
Revenue/Ingresos	69,000	254,000*
To be raised by taxes/ Para ser recaudado por los impuestos	6,070,752	6,070,752
Estimated tax rate/Tasa de impuestos estimada (per \$100 of assessed valuation)(por cada 100 dólares de valoración)	14.21	14.22
*Appraised fund balance For the owner of property assessed at \$3,300 the library tax bill is estimated to be \$469.26. Para el propietario de una propiedad valorada en \$3,300 dólares, la factura del impuesto de la biblioteca se estima en \$469.26.		





10

Collections

Sustainable Shelves

Since March 2021, we began using Baker & Taylor's Sustainable Shelves Program to **resell** or **recycle** discarded books. Money earned from resold books is donated to the Friends of the Library. To date, the Friends have received **over \$2,000 for resold books.**



Policy Updates

Materials Selection Policy has been updated to include **Triple Bottom Line considerations**, including a newly added diversity section.

DIVERSITY

We value a range of coverage in perspectives, authorship, audience, and subject matter. We recognize that the diverse communities the library serves include collections which are a foundation for learning and a basis for the creation of new knowledge.

We affirm that considering the needs of under-served groups is integral to collection development and management. We recognize the linguistic and cultural diversity of the communities we serve. As we purchase more resources, we strive to provide technological solutions that make possible inclusive community-wide services to ensure equitable access for all.

We commit to regularly assessing the adequacy of existing collections to ensure they are reflective of the diversity of the library's constituent populations. We respond to emerging trends in our community to inform our work.

We commit to a continued review and revision of an equity centered collection strategy which responds to the emergent context of new policies and practices established by the library profession.

Reassessing Collections, Repurposing Space

After determining that our print reference collection was underutilized, shelving was removed and the space repurposed as a digital media lab.

The Technology Center features laptops, Macs and PCs loaded with creative software. Hardware includes 3D printers, scanners, and other technologies, all within a space **purpose-built for patron instruction and collaboration!**





11

Future Goals

Future Goals

The background image shows an outdoor courtyard. On the left, there is a stone retaining wall with a paved stone path leading up a slight incline. A wooden bench is positioned on the path. To the right, a large, modern building with a curved facade and extensive glass windows is visible. The courtyard is filled with green grass, and there are various plants and trees, including a large tree in the center. The sky is clear and blue.

We will continue to shrink our carbon footprint, such as reducing emissions, and expand sustainability programming, particularly within our Grow and Give Garden.

We will explore the feasibility of solar power for our facility and install an upgraded HVAC system.

We will look to add electric vehicle charging stations.

We will form new partnerships in the community and share our sustainable values.

We will work to be a more diverse and equitable organization.

We will emphasize the physical and mental well-being of our staff.

We will look to initiate a wild pollinators initiative.