SLI Certification
Final Report
Highland Public Library
Organizational Commitment

Board of Trustees approved Environmental Policy May 2018.

Incorporated Sustainability in our POS

Sustainability

Goal Statement: HPL commits to becoming more environmentally sound and economically feasible. To minimize our organization’s impact on shared natural resources.

Objectives:

1. Be a leader in the community in sustainability

2. Ensure taxpayers are receiving consistent returns on their investment in the library.

Activities:

- Strive to minimize pollution and waste, conserve energy and water; purchase environmentally friendly products.

- Provide the resources, training and tools needed for staff to be more environmentally aware.

- Continuously evaluate the cost of each service and its value.

Evaluation Methods:

- Monthly tracking of electric and water use.

- Assess the utilization of recycle receptacles.
Sustainable building commitment

Our commitment to sustainability began well before the approval of the new Environmental Policy. Working with our architect, Paul Mays, the building was designed to meet and exceed NYS Energy Code for new construction.
Sustainable Design and Elements in New Building

- Building features a continuously insulated and comprehensive building envelope to maintain conditioned air in the building and prevent migration of unconditioned air from the exterior, helping the HVAC system to run more efficiently and ventilate properly.
- Radiant heating system in lobby and children’s area improves indoor air quality and allows for quick heat-up time.
Sustainable Elements throughout

**Plumbing-**
- Low water consumption fixtures
- Domestic hot water provided by high efficiency gas-fired boiler

**Lighting-**
- High efficiency interior lighting fixtures with low glare lenses
- Occupancy sensors in some areas
- Exterior high efficiency LED fixtures
- Exterior lights on timers
Exterior Sustainable Elements

- Landscape design using native plants and natural materials to screen and buffer.
- Site lighting uses downlighting to minimize light migration and glare.
- Retention of significant large caliper trees to provide shade and moderate thermal footprint of site.
Sustainable elements in Building Construction

- Materials manufactured with recycled products—Carpets, steel structure, fiber cement siding, flooring, etc.
- Materials and products with low volatile organic compounds (VOCs) and low off-gassing—Adhesives, paints, floor finishes, etc.
- Dormer windows to provide natural light.
Green Team- Staff involvement

- All staff committed to doing their part to following the Environmental Policy.
- The following statement has been added to all job descriptions:
  - Review and adhere to Library environmental policy.
  - Look for ways to incorporate sustainability into tasks.
- Four members volunteered to head up the Team-
  - Sara Ottaviano, Head of Circ and Green Team Leader
  - Lisa Gill, Admin assistant and treasurer
  - Caitlyn Stever, YA Librarian
  - Julie Kelsall-Dempsey, Library Director

Surveys were sent out and completed Nov 1, 2017.
Staff Survey Results

- All staff felt they were environmentally conscious
- All think it is worthwhile to investigate additional ways to be environmentally responsible
- The 3 top reasons for the library to be environmentally responsible are:
  - Create a healthier workplace
  - Conserve energy and reduce waste
  - Increase operations efficiency and reduce costs
Encourage community members to do their part

- Signs were placed in restrooms to encourage hand dryer use.
- Receptacles are placed throughout building to encourage recycling.
Recycled Crafts

Staff makes crafts out of old DVDs, CDs, books and boxes.
Bottle filling station

- Water bottle filling station installed with water fountain has helped to eliminate waste from 1048 plastic bottles so far.
- Bike repair station encourages more cycling.
Break room changes

- Staff can still use the Keurig but with reusable pods.
- The library joined Clynk bottle and can redemption center to recycle soda cans and bottles.
- Staff are encouraged to utilize reusable cups, plates and flatware.
Green Purchasing

- Purchased items are made from recycled materials or are environmentally preferred products (EPP).
- Cleaning supplies are plant based and non-toxic.
- Mailers and packing materials are reused.
Collective Impact

● Participate in local events held by the Highland Business Association by manning bounce house or providing games and crafts for kids.
● We provide our meeting room for local politicians to hold remote office hours.
● We Participate Annually in Voter Registration Day.
Social Cohesion

- Library for All program is held monthly for people with developmental disabilities in our community. Participants take part in crafts, games and use AWE laptops.
- We offer monthly crafts celebrating different cultures like our Korean lantern
- Staff is provided with EAP which was invaluable during the past couple of years.
Resilience Planning

September is National Preparedness Month- In addition to a family program on how to be prepared we had displays with tips throughout the month.

Firemen Steve brought his truck to story time and was thanked with drawings, cookies and a Certificate of Appreciation.
Financial Sustainability

- Our library reviews every 2-3 years all of our financial policies.
- The Board realizes the importance of offering wages comparable to school district employees.
- All employees working 30 or more hours per week are eligible for Health, Vision and Dental benefits.
- The library offers 2 retirement plans that employees may elect to participate in.
- Real people real dollars demonstrates how the library’ ROI.
Collections Actions

Comfortable seating next to newspapers and magazines provide a perfect place for people to relax.

New book section with shelves for books to face out.
Goals

- Work with Town Government and businesses to make community more sustainable.
- Bring programs to the community on recycling and reducing trash.
- Continue to look for ways to promote sustainability in the library and community.
- Strive to minimize pollution and waste; conserve energy and water; purchase environmentally friendly products.
- Provide the resources, training and tools needed for staff to be more environmentally aware.