
SLI Certification Final Report

Highland Public Library



Highland
Public Library

Connect. Learn. Grow.

Organizational Commitment

Board of Trustees approved Environmental Policy May 2018.

Incorporated Sustainability in our POS



Environmental Policy

Commitment:

Highland Public Library 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 habitat, support renewable energy resources, buy environmentally friendly products, and encourage environmentally preferable transportation. To meet these objectives, the library commits to the following:

Energy:

In an effort to conserve energy Highland Public Library establishes the following policy:

1. Turn off lights when not in use. Use natural light whenever possible
2. Do not use screensaver on any library computer, instead all staff will utilize sleep/standby modes
3. All fluorescent bulbs will be energy efficient T5 or T8 bulbs
4. HVAC system will have regular scheduled maintenance every 6 months
5. All appliances and equipment purchased will have energy star ratings
6. Windows, doors etc. will be checked for leaks and sealed as needed

Water:

To reduce our water consumption, the Highland Public Library agrees to:

1. Have staff and/or cleaners check daily for running or leaks in toilets or faucets.
2. Remind staff to fully turn off water.
3. Use dry clean-up methods whenever possible
4. Dispose of soapy water in sanitary sewer.
5. Install water fountain with bottle fill station for patrons and community members

Land Use:

Highland Public Library commits to protect habitat and be good stewards of the land by committing to:

1. Not using any toxins or chemical in the care of gardens or lawn
2. Having mulch around plants
3. Keep storm drains free of debris
4. Train staff on spill cleanup procedure and kit.

Materials management-Green Purchasing:

1. Centralize purchasing to reduce duplicates

Approved: May 2018

2. Purchase copy/printer paper and all paper products which contain a minimum of 30% recycled content or renewable resource (bamboo) and is certified by FSC
3. Purchase cleaning products with Green Seal or similar endorsement

Materials Management- Waste and recycling:

1. Use clearly labeled recycling bins throughout the building
2. Train employees on proper waste disposal
3. Recycle toner cartridges
4. Recycle electronics at County E-Waste center or comparable
5. Properly dispose of hazardous and special waste
6. Reuse, recycle and/or donate old equipment and furniture whenever possible
7. Encourage all staff to utilize double-sided printing: Set as default on copier and printers
8. Encourage staff to bring water bottles, mugs etc. from home for reuse eliminate
9. Encourage patrons to sign up for our e-newsletter
10. Utilize e-mail or other electronic sharing system with staff, such as Google Drive
11. Reuse paper whenever possible before recycling

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 environmental policy. All employees will receive a copy of this policy and be educated about our company's efforts to improve our environmental performance. Employees at all levels of the company will be involved in supporting our goals.

Approved: May 2018

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

Evaluation Methods:

- Monthly tracking of electric, and water use.
- Assess the utilization of recycle receptacles



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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

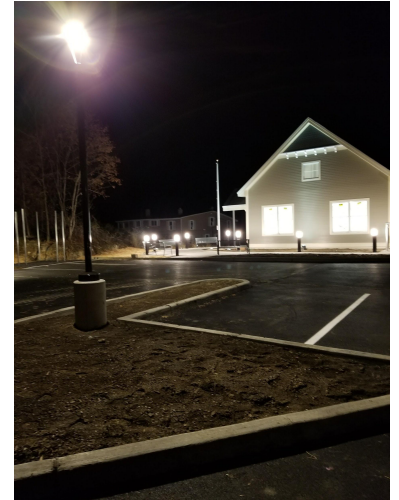
Plumbing- Low water consumption fixtures
Domestic hot water provided by high efficiency gas-fired boiler

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.



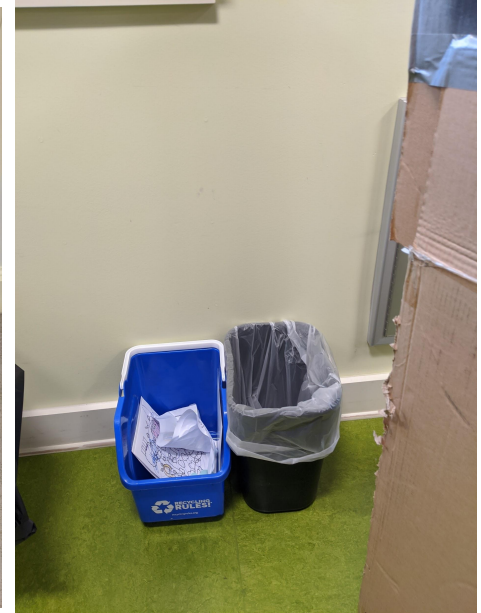
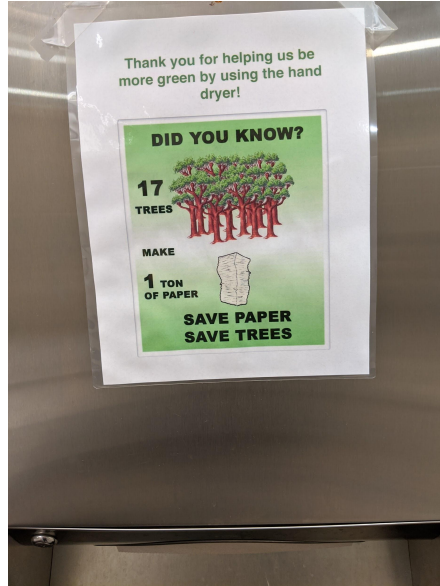
Staff Survey Results

- 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



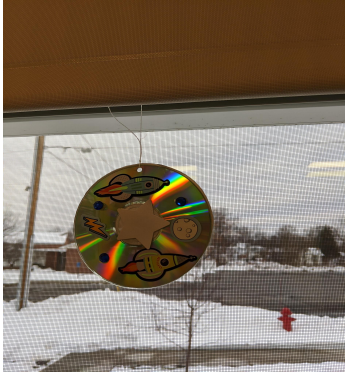
Encourage community members to do their part

- 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.



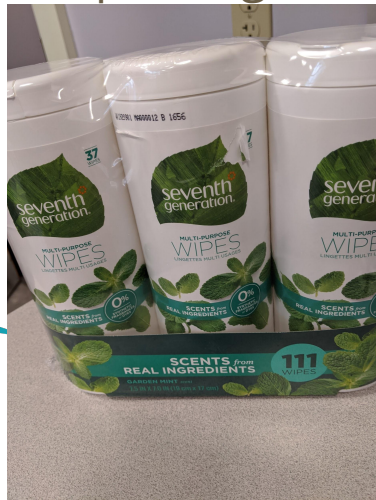
Break room changes

- 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.



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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.



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Resilience Planning

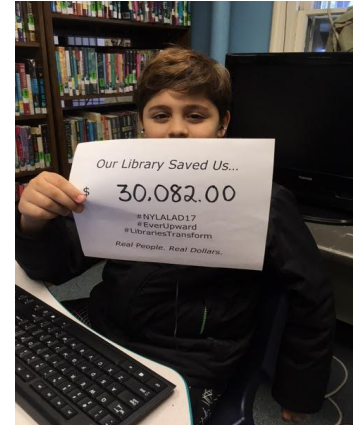
September is National Preparedness Month- In addition to a family program on how to be prepared we had displays with tips throughout the month.

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.

