



**Sustainable
Libraries
Initiative**

BRENTWOOD PUBLIC LIBRARY 2022

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ORGANIZATIONAL COMMITMENT

Brentwood Public Library embraces our stewardship to upholding the three pillars of sustainability. The library is committed to promote and maintain environmentally sound, economically feasible, and socially equitable practices in all aspects of our organization to better serve our community for generations to come.



SUSTAINABILITY AND ENVIRONMENTAL POLICY

The Brentwood Public Library recognizes the important role libraries play in larger community conversations about resiliency and a sustainable future. The Brentwood Public Library supports sustainable principles that ensure a resilient, sustainable community and library for all residents, a library committing to reduce 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. These efforts will extend to our contractor and supplier relationships. We will encourage contractors and suppliers serving or otherwise acting on behalf of the Brentwood Public Library to meet our standards of environmental performance. Furthermore, it is our belief that employee understanding and involvement are essential to the implementation of this environmental policy. Administration and the Board of Trustees encourage Library staff at all levels of the Library to be proactive and apply sustainable thinking in the areas of their facilities, operations, policy, technology, programming and partnerships. All employees will receive a copy of this policy and will be educated about and participate in the Library's efforts to strive towards the "triple bottom line" definition of sustainability: using practices that are environmentally sound, economically feasible, and socially equitable.

Adopted by the Board of Trustees 09/2022



Sustainable
Libraries
Initiative

SUSTAINABILITY

The Brentwood Public Library Sustainability and Environmental policy defines the organization's goals and our intent to minimize the library's footprint locally and globally.

To making this goal a reality, internal procedures were applied to use renewable energy resources, buy environmentally friendly products, use more green products, apply green cleaning methods, find more ways to recycle, conserve energy and water, and promote environmentally preferable transportation.



ENERGY



RENEWABLE RESOURCE

The library installed solar panels in November of 2013. It was a big step forward in our goal to cultivate resilience within the community by creating a source of renewable energy within the library.

The library's 450 solar panels have generated 808 MWh of energy during 2013 to 2022 and reduced CO₂ emissions by 485 TONS.

ENERGY



LIGHTING

- All the library's ceiling light fixtures were upgraded to LED. This renovation utilized the LIPA/PSEGLI rebate program.
- Turn off light stickers were added to conserve use of energy and the library's source of natural lighting from our glass ceiling and many windows.
- The library addition of new study rooms were designed with floor-to-ceiling glass walls to further utilizing the natural light to assist in brighten these spaces.

MATERIAL MANAGEMENT



Green Purchasing

- All staff were gifted their own individual mugs & reusable insulated stainless steel bottles to aid in eliminating the use of plastic and disposable cups by staff.
- The library discontinued the purchase of plastic products and made available alternative products such as reusable bags for patron and staff programs.



MATERIAL MANAGEMENT



Green Cleaning

- Cleaning products are ordered in bulk to minimize packaging waste.
- Rags are used to clean library stacks and desks in order to reduce the consumption of paper cleaning products.
- Custodial staff participated in green cleaning training.



MATERIAL MANAGEMENT



Reduce, Reuse and Recycling

- Additional recycling bins were added throughout the library to help sort and dispose of waste by material types.
- Copy machines were upgraded with the option to email or save to a USB drive to reduce paper use.
- All printer cartridges and toners are recycled via the Konica Minolta Clean Planet Program.



MATERIAL MANAGEMENT



Reduce, Reuse and Recycling

- Updated office workflow throughout the building to reduce paper consumption. One example is the use of Mobile Worklist to eliminate printing paging slips and inventory worklist.
- Discarded books are donated to Islip Book Fair, or sent to Better World Books and Baker & Taylor Sustainable Shelves for resale or recycling.
- New York State R2 recyclers are used to recycle Electronic products.



MATERIAL MANAGEMENT



Brentwood Public Library joined PrintReleaf in September 2019. PrintReleaf is a Certification System and Software Platform for Automated Global Reforestation.

From September 2019 to November 2022 the library has offset the equivalent of 427K letter pages of paper consumption by reforesting 51.22 trees.

GLOBAL FOREST IMPACT



| REFORESTATION PROJECT | TREES |
|--------------------------------------------------------------------------------------------------------------------|--------------|
|  United States - California | 48.95 |
|  United States - South Dakota | 2.27 |
| TOTAL IMPACT | 51.22 |

MATERIAL MANAGEMENT



Water

- The library converted to low-flow fixtures in the restrooms.
- The library replaced our water fountains in the main entrance area with Elkay contactless fountains which includes a bottle-filling station. We have saved 3000 plastic bottles since the date of installation in August 2022 to September 2022.



TRANSPORTATION

The library is located along the county bus route for ease of access.



A bike rack is located near the main entrance of the library for bikers to dock their bicycles.



COLLECTIVE IMPACT

PARTNERSHIPS

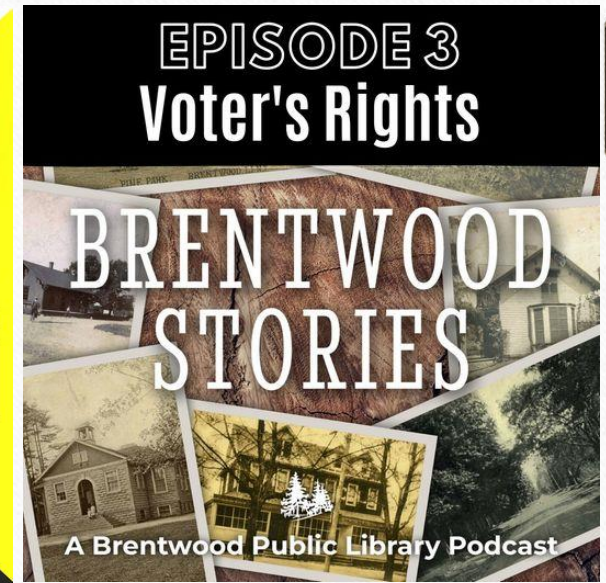
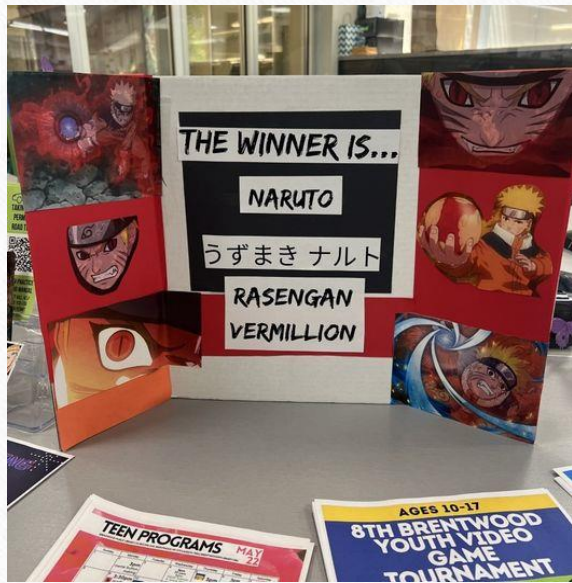
The Sustainability and Environmental Policy expresses the Library Board and Administration's commitment to a proactive and sustainable way of thinking in the areas of partnerships and programming. The library cultivates partnerships with both non-profit and for-profit entities such as LI Cares Food Distributions, Island Harvest Food Pantry, Family Place Libraries, Access to Justice, Library Nourish and many more.



COLLECTIVE IMPACT

CIVIC RESPONSIBILITY

During our annual budget vote and trustee election, the Youth Services Department holds a Children's and Teens favorite book character election. This creates an opportunity for the youths in our community to learn about the importance of each vote and how their counts.



DIVERSITY INCLUSION AND EQUALITY POLICY

The Brentwood Public Library is committed to reflecting the diversity of our community in our Board of Trustees and Library Personnel, and to promote inclusion and equity of minority populations and underserved residents within the community. In an effort to ensure this goal is attained, Board of Trustees positions are featured in the Library's bi-monthly newsletter and the Library's annual Budget and Trustee Vote are advertised in local newspapers well in advance, allowing our entire service area an equal opportunity to participate in the selection of Trustees that reflect this community. In addition, we welcome and actively seek employees from diverse backgrounds that can bring a unique perspective and experience to promote the health, education and financial stability of every person in the community.

The Brentwood Public Library recognizes the responsibility it has to the community it serves to form interactive partnerships with local organizations, agencies and businesses that are sustainable with the Library's mission. As such, it is imperative that the trustees, management and staff work to cultivate open communication and active participation in the community fostering interactive partnerships that effectively communicate with our entire service population.

The Brentwood Public Library welcomes patrons to utilize our resources for all their requirements. We proactively seek for new resources to offer our community access to innovative technology and services. All partnerships are subject to the approval from the Library Director and take into consideration such things as impact to the community, impact on Library resources such as staff time and expense, and compatibility with the Library's existing services and objectives.

Adopted by the Board of Trustees 09/2022

SOCIAL COHESION

PATRON PROGRAMS

The library offers a variety of programs to serve the diverse community of our town. Some of our programs include:

- ESL (English as a second language)
- Citizenship Classes
- Defensive Driving
- Bilingual Story Time
- And many more!

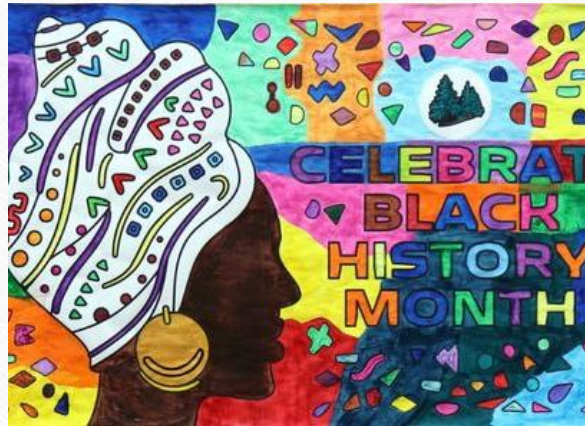


SOCIAL COHESION

PATRON PROGRAMS

The library offers a variety of programs and events that celebrates the cultural of diversity in our community. Some of our programs include:

- Snack Around The World; a monthly Teen program to explore different cultures and taste test some of their traditional treats.
- Monthly historical programs such as the Women's History Month Mural, Black Poets, and Earth Day Celebration.
- And many more!



SOCIAL COHESION

STAFF RESOURCES

A variety of organization committees, trainings, and group volunteer events to bring us closer.

- Wellness Committee with staff activities such as Chair Yoga, Walking Club, and Crochet Club
- Staff appreciation and recognition meeting.
- Diversity, cultural, safety, and economic development training and courses with the option to earn CEU credits.
- Tuition Reimbursement Program.
- Educational Sustainability Newsletter to staff with tips and progress.
- EAP (Employee Assistance Program) committee.
- Community volunteer activities as a group such as Clean Streets and Annual Jeans Day for the Breast Cancer Walk.



RESILIENCE PLANNING



PREPAREDNESS

Our library provides many opportunities to our community members to learn more about our local emergency procedures and gain knowledge directly from local personnel from the SCPD and Red Cross. Programs that include these resources are:

- Citizen Preparedness Course
- First Aid Classes with and without Certification
- Local First Responders Movie Night
- Touch A Truck
- SCPD Night Out
- And many more!

RESILIENCE PLANNING



Wireless Internet

The library offers the community access to free Wi-Fi on the library grounds. In addition, over 460 Wi-Fi hotspots are available for circulation to local patrons. Access to Wi-Fi is an essential resource for a resilient community.

RESILIENCE PLANNING



**WHERE TO GO:
SPRING BIRDING
SITES ON LONG
ISLAND**

Tuesday, May 17,
3:00-4:00 pm
Virtual

Registration is required.



**American
Canopy:
Trees, Forest,
and the
Making of a
Nation**

Friday, April 29,
3:30 - 4:30pm


Online program.
No Registration is required.



**HOMETOWN
HABITAT, STORIES
OF BRINGING
NATURE HOME**

Saturday, May 7,
2:30-3:30 pm
Virtual

Registration is required.



**EXAMINE OUR
ENDANGERED
EARTH:
H IS FOR HAWK BY
HELEN MACDONALD**

Monday, May 16,
6:30-8:00 pm,
Virtual

Registration is required.

ENVIRONMENTAL PROGRAMMING

The library works with local organizations such as Long Island Pine Barrens, Long Island Regional Seed Consortium, Long Island Invasive Species Management Area, and the Long Island Native Plant Gardening Group to offer environmental programs and resources that are related to our local area. Programs revolve around native landscape and plant life, native animals, nature walks, educational lectures, and many more.

RESILIENCE PLANNING



ENVIRONMENTAL PROGRAMMING

The library began a Seed Library in 2019 where members can “borrow” seeds and join the Brentwood Gardening club. Programs for the collection includes Garden Exchange, Nature Reads, Seeds Saturdays, and many more.

FINANCIAL SUSTAINABILITY

The Brentwood Public Library presents a financial operating budget for each upcoming year to the community to vote on. The budget revolves around sound economic feasibility, taking into account the impact any budget increase will have on the community. Our budget has never exceeded the NYS school tax cap as a result of our diligence and transparency with our community.

The library supports employees' economic stability by offering the New York State Health Insurance Program and the New York State and Local Retirement System in addition to keeping salaries competitive.

2020-2021 BUDGET INFORMATION

VOTER REGISTRATION
Tuesday, March 24, 2020, 2:00-8:00 PM

PUBLIC HEARING
Tuesday, March 31, 2020, 6:30 PM

BUDGET VOTE
Tuesday, April 7, 2020, 9:00AM-9:00 PM

2020-2021 INFORMACIÓN PRESUPUESTARIA

INSCRIPCIÓN DE VOTANTES
Martes, 24 de marzo, 2:00 a 8:00 PM

AUDIENCIA PÚBLICA
Martes, 31 de marzo, 2020, 6:30 PM

VOTO
Martes, 7 de abril, 2020, 9:00 AM a 9:00 PM

PROPOSED BUDGET

| EXPENSES | 2019-2020 BUDGET | 2020-2021 PROPOSED BUDGET | GASTOS | 2019-2020 PRESUPUESTARIO | 2020-2021 PROPROSUESTARIO |
|---------------------------------|--------------------|---------------------------|-----------------------------------------|--------------------------|---------------------------|
| Salaries & Wages | \$4,213,522 | \$4,423,149 | Salarios & Sueldos | \$4,213,522 | \$4,423,149 |
| Fees | 1,807,574 | 1,892,817 | Cargos Fijos & Beneficios | 1,807,574 | 1,892,817 |
| Patron Materials & Programs | 348,000 | 350,000 | Gastos Profesionales | 364,000 | 364,000 |
| Chair | 97,500 | 122,000 | Materiales y programas para usuarios | 148,000 | 150,000 |
| Young Adult | 121,600 | 122,000 | Niños | 121,600 | 122,000 |
| Adult & General | 384,000 | 384,000 | Adultos & en General | 384,000 | 384,000 |
| Total Books & Allied Materials | 543,500 | 544,000 | Yeast Bins & Materiales Relacionados | 121,600 | 122,000 |
| Other Operating Expenses | 80,000 | 75,000 | Otros Gastos Operacionales | 364,000 | 364,000 |
| Furniture & Equipment | 50,000 | 100,000 | Materiales Operacionales | 364,000 | 364,000 |
| Office Supplies | 15,000 | 44,200 | Suministros de Oficinas | 50,000 | 50,000 |
| Publicity & Printing | 20,000 | 17,200 | Publicidad & Imprenta | 50,000 | 50,000 |
| Equipment Maintenance | 20,000 | 25,000 | Servicios de correo | 50,000 | 50,000 |
| Facility Maintenance | 15,000 | 25,000 | Gastos de Mantenimiento de edificios | 44,200 | 44,200 |
| Utilities | 254,500 | 145,000 | Servicios de mantenimiento de edificios | 20,000 | 17,500 |
| Insurance | 62,000 | 250,000 | Mantenimiento de las instalaciones | 155,000 | 20,000 |
| Electric Expense | 10,000 | 60,000 | Utilidades | 254,500 | 145,000 |
| Automation | 40,000 | 10,000 | Seguro | 62,000 | 250,000 |
| Contingency | 5,000 | 35,000 | Gastos Electorales | 10,000 | 10,000 |
| SCLS Services | 101,968 | 102,000 | Administración | 40,000 | 10,000 |
| Total Other Operating Expenses | 263,498 | 263,700 | Contingencia | 5,000 | 35,000 |
| TOTAL OPERATING EXPENSES | \$7,715,664 | \$7,879,284 | Servicios de SCLS | 101,968 | 102,000 |
| REVENUE | | | TOTAL DE GASTOS OPERACIONALES | \$7,715,664 | \$7,879,284 |
| Patron Fees | \$39,900 | \$20,000 | INGRESOS | | |
| E-Rate | 6,500 | 6,500 | Recargos a usuarios | \$39,900 | \$20,000 |
| Interest | 8,000 | 15,000 | E-Rate | 6,500 | 6,500 |
| Grants & Commissions | 44,700 | 40,000 | Intereses | 8,000 | 15,000 |
| State Aid | 35,000 | 30,000 | Subvenciones & Comisiones | 44,700 | 40,000 |
| PILOT Town & County | 443,495 | 400,000 | Ayuda | 35,000 | 30,000 |
| TOTAL REVENUE | | | | | |



COLLECTION



The Brentwood Public Library provides a Collection Development Policy to guide staff and the community on the selection, recycling, and donation of materials added and weeded from the collection.

The selection process of library materials is fully endorsed by the Brentwood Public Library Board of Trustees and adopted by the American Library Association's intellectual freedom rights.

Collection Development Policy Brentwood Public Library in its entirety can be viewed online <https://brentwoodnylibrary.Org/sites/default/files/2021-12/collection%20development%20policy.Pdf>

FUTURE SUSTAINABILITY GOALS

- Continue to apply sustainability policies in building operations
- Continue to educate staff and patrons about sustainability
- Create new community partnership in line with our sustainability goals
- Bring new services to uphold the three pillars of sustainability: to be environmentally sound, economically feasible, and socially equitable.