



# Concord Free Public Library

Sustainable Libraries Initiative  
Certification Journey Highlights



# About Concord



## Concord at a Glance: Annual Report 2022



- Settled: Incorporated 1635
- Population: 18,491
- Area: 26 square miles
- Elevation: 130 feet
- Form of Government: Open Town Meeting / Select Board / Town Manager

**Religious Institutions:** Catholic, Christian Science, United Church of Christ (2), Episcopal, Unitarian Universalist, Presbyterian, Society of Friends, Synagogue, Baha'i, Swedenborg, Non-denominational (3)

**Hospital:** Emerson Hospital

**Transportation:** MBTA Commuter Rail to Boston and Fitchburg; Commuter Bus to Boston; Council on Aging Van - weekday door-to-door transportation for seniors

**Utilities:** Concord Municipal Light Plant; Concord Public Works provides water to most of the Town and a portion of the Town has sewer; National Grid supplies natural gas to the Town



**Town of Concord**

2022 Annual Town Report

**Schools** - Preschools/Nursery several, Public - 3 elementary; 2 middle; 1 regional high school, 1 regional career & technical high school, Private - 2 elementary/middle; 2 high schools

**Public Safety:** Full time Police and Fire Departments; Emergency service ambulance provided by Concord Fire Department

**Recreation:** Municipal tennis courts, urethane track, fitness course, athletic fields; conservation land, trails for recreational use; municipal recreation center with year-round programs and outdoor teaching pool; municipal swim and fitness center, State swimming and picnicking facilities at Walden Pond; private health clubs, tennis, swimming and skating facilities.



**CONCORD COMES TOGETHER**

**FRONT COVER:** A collection of photos which highlight some of the ways the Concord community came back together in 2022 as the pandemic eased; from touring on the Concord trolley to enjoying a yoga class on White Pond.

**BACK COVER:** A vivid winter sunset reflects the energy and excitement of the crowd enjoying the annual Tree Lighting and Parade in historic Concord center. Photo Credit: Jim Barbere Photography

# About Concord Free Public Library



# Mission

Our mission is to inspire lifelong learning and to actively promote personal enrichment by connecting community members to information, ideas, culture, unique historical resources, and each other in a tradition of innovation and excellence.

## Values

Access

Community

Education

Innovation

Intellectual Freedom

Preservation

Inclusion

Stewardship

Sustainability



## By the numbers

- Annual visitors : 245,368
- Average weekly visits : 4,719
- Annual hours open : 5,206
- Staff hours worked per week : 1,206
- Total full and part time staff : 45
- Annual attendance all programs : 10,661
- Annual programs : 649
- Annual reference questions : 4,272
- Total circulation activity : 478,816
- Total print holdings : 224, 228
- Total holdings : 1,631,221





# Section A

## Getting Started



Library Staff Green Team  
The Third Generation Sustainability Team  
Completed the Sustainable Libraries Initiative Certification!



Top Row: Eve Bourbeau-Allard, Rachel D'Amore-Bonish, Danielle Gillette,  
Christiana Urbano, Gay Weiss, Dorrie Karlin, Khyati Kuvadia

Bottom Row: Laura Mills, Michelle John, Sang Hannah Park, Emily Smith, Reni  
Cunningham, Barbara Gugliuzza



The Library Staff Green Team is our third generation Sustainability Team!

The first two generations created a comprehensive Sustainability Plan, dug deep into GHG reduction planning, and joined the Sustainability Libraries Initiative.

The Library Staff Green Team, formed in February 2023, is made up of Library staff spanning multiple departments and job levels. Reviewing the SLI action items to identify things the Library had already done, completing the activities that fell into the action item sections, and integrating these with the goals in the Sustainability Plan has elevated awareness and increased collaboration activities.

The opportunity to step outside existing duties, work with different people, and experience new ideas heard and appreciated has generated a level of engagement that is new and exciting. We incorporate the sustainability work into our existing responsibilities with everyone contributing and sometimes even having fun!

# First Generation Sustainability Team

## Developed the Concord Free Public Library Corporation Sustainability Plan



First Row: Reni Cunningham, Lisa Bjerke, Bridget Scott, Rick Johnson

Second Row: Lindsay Howard, Maggie Bowers, Jeff Adams, Alice Kaufman

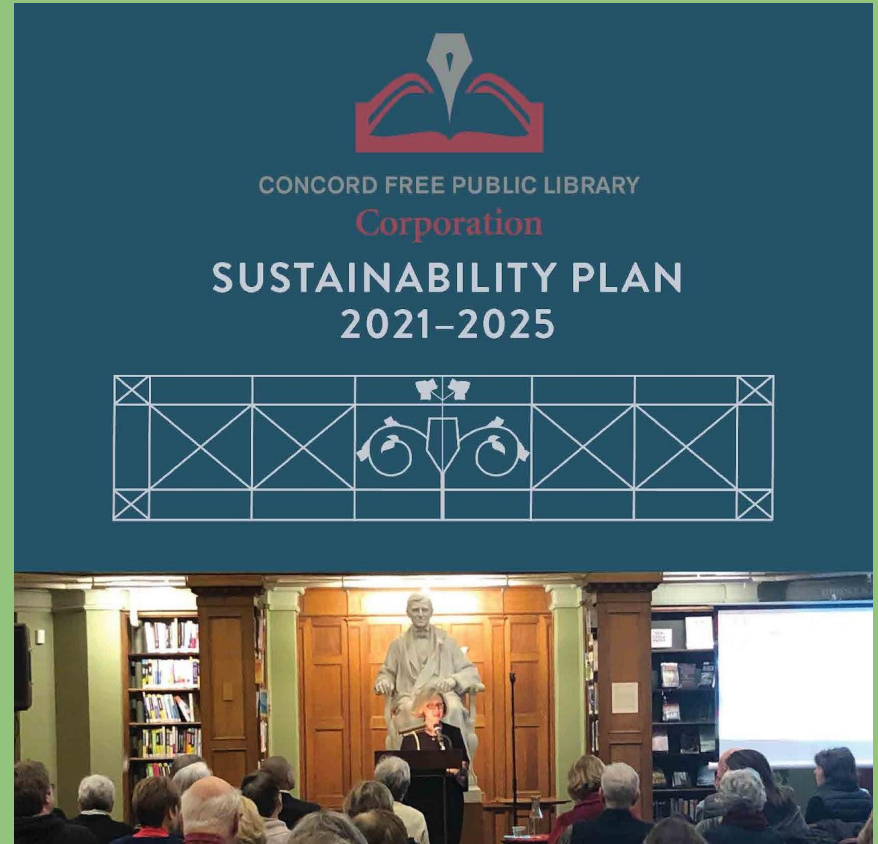
Third Row: Marcy Bouley Eckel, Elise Woodard and not pictured: Kate Hanley, Michael Bellefeuille

The Library Corporation's Sustainability Plan was launched to the public in June of 2021.

The Library, through the support of the Corporation, joined the Sustainable Libraries Initiative (SLI) in July 2022.

The Library Staff Green Team was formed in February 2023 and began working on the SLI Certification process.

The Library Staff Green Team submitted their completed action item form to the SLI in April 2024.



# Section B Outdoor Spaces





We love our outdoor spaces!

Viewing the Library grounds through a sustainability lens showed us how sustainable practices are both beautiful and beneficial to the planet.



Creating a Native Pollinator Garden!

Library was added to Doug Tallamy's Homegrown National Park's pollinator pathway!



# Section C

## Indoor Spaces





Library staff examined factors that impact the indoor air quality of the Library including cleaning products and practices, the Heating, Ventilation, and Air Conditioning (HVAC) system, workstations, window access, and indoor plants. Changes were made regarding the use of aerosols in the staff bathrooms, ensuring cleaning practices were being followed, and assuring staff members and patrons abide by no-smoking laws.



As part of the Indoor Air Quality Plan we launched a humidity project to assess the humidity and temperature conditions for the library book collections. A hygrometer with 2 sensors and a receiver was set up in a room with primarily art books. Using an app we monitored the humidity and temperature levels over a period of 7 months. The data collected revealed the humidity and temperature levels are within the appropriate range for library books. We will continue to monitor the data to see if changes occur during the warmer months of the year and make recommendations for the HVAC system accordingly.



## Access to Fresh Fruits and Vegetables

Seed Lending Library, located in the Fowler Branch, offers seeds, resources, and workshops on planting tips, seed saving, and more. The library plants a garden every year in 6 raised beds in the backyard at Fowler.

Library Corporation joined a local CSA to provide fresh fruit to the staff. The fruit is from a local orchard and varies week to week.

# Section D Transportation





Highlighting our programs and resources that support sustainable transportation options, like our bike racks, electric vehicle charging stations, and video conferencing help us to see what we are already doing and how it matters.

We opened a dialog with the town regarding reworking the existing policies to more directly address sustainable transportation options, although not yet complete, initiating conversations is a big part of raising awareness.

We are excited to have approval to upgrade our delivery van to an electric vehicle in fiscal year 2025!

# Section E

## Energy



Visual  
Cues



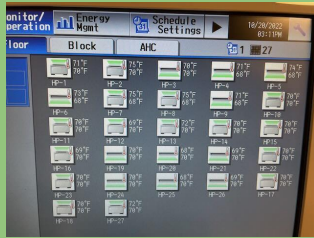
LED bulbs and clean fixtures



Light colored paint



Programmable  
Thermostats



Our Energy Commitment - large goals include many small steps!

"The Concord Free Public Library Corporation envisions the Library as a model of sustainability and climate action. This plan outlines the necessary steps for assessing, planning, and implementing a series of collaborative actions across operations and programming between 2021 and 2026 and establishes the aspirational goal of carbon neutrality by 2030. The plan builds on the commitment of the Library to meet the needs of today and future generations through stewardship and information sharing."

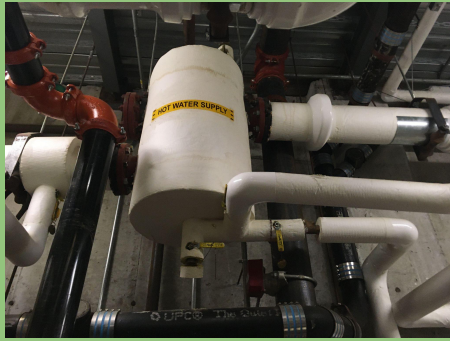
*The Concord Free Public Library Corporation Sustainability Plan, page 6.*



# Section F Water



Insulated pipes



Insulated pipes

Faucet motion sensor

Basement water sensor



Rain barrel site

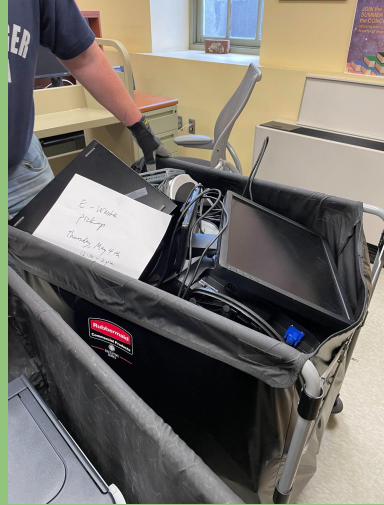
Water usage, inside and outside, and taking steps to conserve and reuse water had us in unfamiliar area of the buildings. We learned about insulated pipes, water efficient devices, the irrigation system, and reporting leaks. A rain barrel plan is in works!

# Section G Materials





The patrons see our efforts through our recyclable receipt paper, only producing receipts on demand, and providing reusable tote bags.



Staff and patrons alike sort and recycle!

# Section H

## Collective Impact



6th ArtScape  
collaboration  
art show



**LWV** LEAGUE OF WOMEN VOTERS<sup>®</sup>  
OF CONCORD-CARLISLE

## LWVCC First Friday

**"2229 Main Street, Concord: Take it or Leave it?"**

*With guest speakers:*  
**Paul Boehm**, Chair, 2229 Main Street Advisory Task Force  
**Terri Ackerman**, Concord Select Board

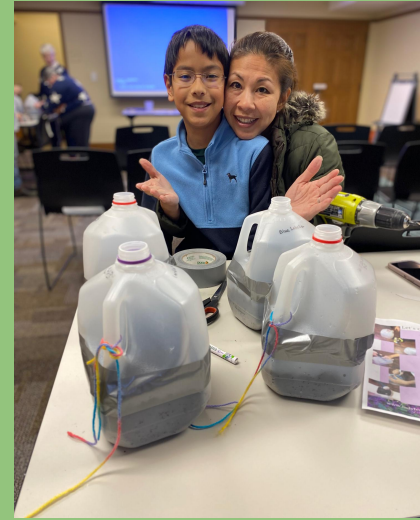
*Moderated by Diane Proctor, LWVCC*

October 6, 2023, 9:30 – 11:00 a.m.  
Concord Free Public Library, Goodwin Forum, 129 Main Street, Concord, MA

Community conversations



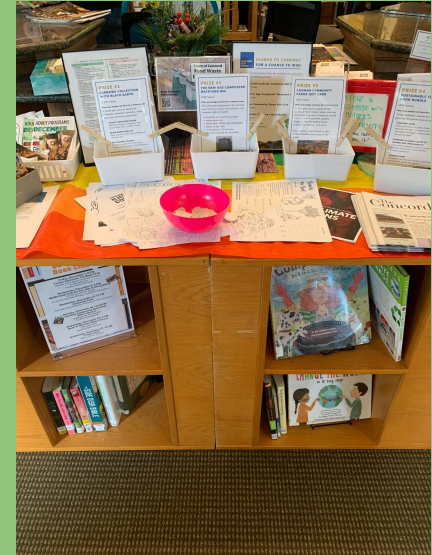
Author Festival and  
local bookshops



Native seed workshops in partnership with a high school club, town departments, and a private farm.



The Library's priorities and values align with other town departments, nonprofits, and private entities. Acting together on our common goals allows us to be more productive and reach more community members.



Native tree seedling giveaways, holiday wreath de-wiring for composting, and interactive composting display all in collaboration with multiple community partners!



# Section I

## Social Cohesion

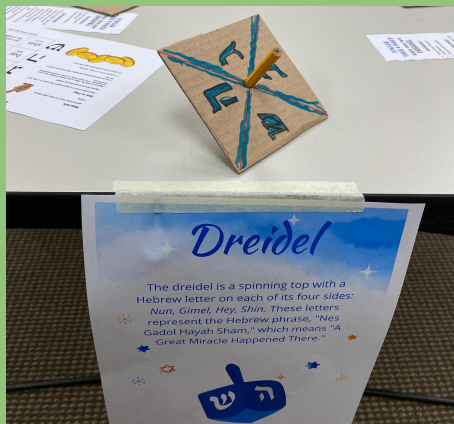




The Library can identify and weave together separate, yet related entities in the community to create cohesion between groups and individuals. Using the Library as a central location, providing physical space and resources allows for the development of new ideas and solutions.



The Festival led to a community inspired a project collecting native pollinator seeds from Town lands to include in our Seed Lending Library. This successful project is now in its second year, and Library is on the Homegrown National Park Pollinator Pathway!

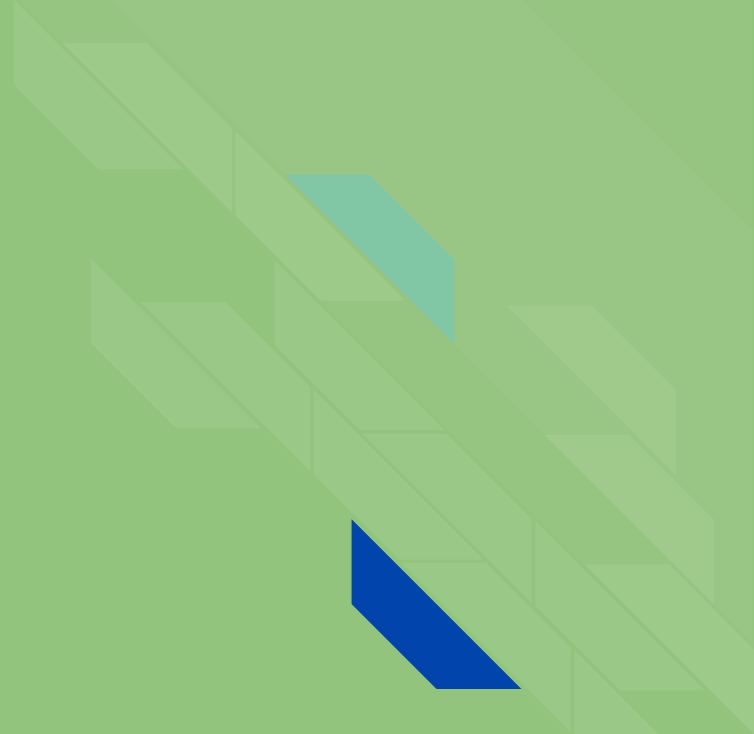


Programs celebrating diversity!



# Section J

## Resilience Planning





## Disaster Planning & Response

Library Director (in purple) attends the Massachusetts Maritime Academy's Tabletop Exercise to practice responding to a large-scale disaster, March 2024

# CLIMATE PREP WEEK

at the CFPL

## "Wildfires in Massachusetts: A Hot Topic"

Thursday, 9/22 from 6:30pm - 8pm

In-Person and on Zoom

Register at: [concordlibrary.org](http://concordlibrary.org)

presented by:



Fire Chief  
Thomas Judge

Assistant Chief  
Walter Latta Jr.



Visit these  
Concord  
pollinator  
gardens!



Harrington Park



Barrett's Mill  
Conservation Land



Barrett's Mill Farm



Haywood  
Meadow



Concord-Carlisle  
High School



Baker Avenue Boat  
Launch



Fowler Branch  
Library

Learn more!  
Visit [pollinator.org](http://pollinator.org).

Questions?  
Call Fowler Branch Library 978-338-  
3350 or email  
[fowler@concordlibrary.org](mailto:fowler@concordlibrary.org).

Interested in volunteering to  
help maintain these gardens?  
Call the Natural Resources Division  
978-338-3050 or email  
[nr@concordma.gov](mailto:nr@concordma.gov)



## Celebrate National Pollinator Week June 19-25



Take a self-guided tour  
of community  
pollinator gardens



Climate Release Project 2023

The Climate Release Project is a fun, low-cost activity where we use our library's books to create a ribbon garden. We'll attach what you love about our books to our garden or ribbon.

You can take 2-foot ribbons or strips of fabric from books or pick one up from the Book Library's Bookstore or what's available in our book bins!

Thank to your library with the other ribbons in the book!

[Facebook](https://www.facebook.com/concordlibrary) [Instagram](https://www.instagram.com/concordlibrary) [LinkedIn](https://www.linkedin.com/company/concordlibrary) [YouTube](https://www.youtube.com/channel/UC...)



The Library has been able to build on the Town's resilience planning efforts. We hold programs, partner with many community organizations.

# CONCORD FREE PUBLIC LIBRARY CLIMATE CORNER

FALL 2023

The Library Green Team, formed in January 2023, welcomed the launch of the CFPL Sustainability Newsletter!

In June 2021, the CFPL Corporation published the CFPL Sustainability Plan, backed by broad community support. The Plan was among the first formed for a public library, identifying Concord and the CFPL as leaders. The Green Team supports the Plan and The Sustainable Libraries Initiative (SLI). The SLI provides library leaders with a proven path forward, to create libraries and communities that will thrive in the coming years and become more environmentally sound, socially equitable, and economically feasible.

Recent highlights of our efforts: the CFPL Corporation contracting with GreenerU to identify options for decarbonization; the Library Green Team being well on path to certification with the Sustainable Libraries Initiative; and creating new partnerships and programs for our upcoming fifth annual **CFPL Climate Preparedness Week!**



Patrons/Staff enjoying the garden at the Fowler Library.

**T**he Workshop, the CFPL's new makerspace, launched June 10 and holds workshops including a sustainability-focused program once a month. A Library of Things has been added to include knitting, weaving, and tech-focused items.

## ZERO WASTE UPDATES

**Refuse** – The Main Library added a new bottle-filling water fountain on the main floor for use by the public, and inline water filtering systems in both staff break rooms to replace use of bottled water and water coolers.

**Reduce** – The Library is no longer offering paper receipts (unless requested), and now uses recyclable paper for receipts. The CFPL has offset the equivalent of 83,333 pages of paper consumption to date.

**Reuse** – The Library offers other Town departments, libraries, and local nonprofits any unneeded office furniture.

**Recycle** – The Library streamlined containers and signage on trash and recycling bins. The Library also contracts to recycle surplus technology and media twice a year.

**Rot** – The Library recently started a staff composting pilot project to compost food waste in staff break rooms at both locations.

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# CONCORD FREE PUBLIC LIBRARY CLIMATE CORNER

WINTER 2024

In December, the Friends of the Library held their annual Holiday Book Sale and this year they made a record-breaking \$18,058! This would not be possible without the high quality donated items they receive from the community so they are thankful for everyone who has donated. The annual book sales are truly community reusing and recycling at its finest!

The Library is currently preparing for our Winter Seed Sow programs. The gallon jugs (pictured below) will become mini greenhouses on 1/7 at Verrill Farm and on 1/20 at the Fowler Branch with Lady Fern Farm (see page two for more event details). Thanks to generous donations from Concord Teacakes and Saltbox Kitchen we are well on our way, but we will happily accept your donations of clear gallon jugs at Fowler! This is a great way to grow native plants from seed which promotes biodiversity and helps out local pollinators once the plants are in the ground.



**N**ot sure what to do with your post-holiday waste? Make sure to check the MA Recyclopedias for tips. Did you know that wreaths, garlands, and any cards or gift bags with glitter should go in the trash and not the recycling/compost?

## ZERO WASTE UPDATES

**Refuse** – for the Main Library's 150th anniversary celebration and for staff day, the Library refused plasticware when serving food and chose compostable options instead.

**Reduce** – The Library has offset the equivalent of 83,333 total standard pages of paper consumption since joining the Print/Releaf Exchange in August.

**Reuse** – the Reference Department is collecting used bubble mailers to reuse when sending items out on interlibrary loan.

**Recycle** – the Children's Library has partnered with the CCHS Sunrise Club to collect #6 plastics for the Sunrise Club to use in activities. First up is making shrinky dinks!

**Rot** – in our time composting with Black Earth, the Library has diverted 132 pounds of trash from landfills.

1

We launched quarterly sustainability electronic newsletter Fall 2023 and maintain our Climate Hub.



# Section K

## Financial Sustainability



# FY2024

## Town Manager's Proposed Budget

For the Fiscal Year  
July 1, 2023 - June 30, 2024

Town of Concord, Massachusetts

22 Monument Square  
P.O. Box 535  
Concord, MA 01742  
978-318-3100

[publicinfo@concordma.gov](mailto:publicinfo@concordma.gov)

[f](#) [i](#) [t](#) @TownofConcordMA



- ✓ Town conducts annual financial audits (including the Library's budget)
- ✓ Library Corporation conducts annual financial audit
- ✓ Certified annual by Massachusetts Board of Library Commissioners (MBLC)
- ✓ Submit annual Financial Report to MBLC
- ✓ Submit Annual Report Information Survey (ARIS) to MBLC
- ✓ Library follows all appropriate procurement policies and procedures
- ✓ Town's Budget Book is award winning!

# Section L Collections





Library Outdoor Spaces



Library Indoor Spaces



Library Indoor Spaces

# Concord Free Public Library Collection Development Policy

*excerpts below, full policy linked on last slide*

## Scope of Collection

The Library seeks to develop an outstanding collection for a diverse population within the constraints of budget allocations and shelf space and taking into consideration the availability of network transfer, interlibrary loan or online sources. It strives to provide materials in a variety of formats for a variety of audiences, reflecting multiple perspectives. The collection contains a wide range of popular and classic fiction for children, young adults, and adults, as well as non-fiction materials, covering a wide range of subjects. There are smaller collections in world languages, in both print and audiovisual. The collection is designed to meet the interests and information needs of the community.

## Collection Maintenance/Replacements/Deselection/Weeding/Discarding

Treatment and repair decisions will reflect an item's frequency of use, structural soundness, and importance or uniqueness to both the Concord Free Public Library and the Minuteman Library Network.

In the interest of sustainability, whenever it is possible, items withdrawn from the collection will be donated, recycled, reused, or repurposed.

Future plans







# Sustainable Libraries Initiative

The Library Staff Green Team and Library staff have been actively engaged throughout the Sustainable Libraries Initiative certification process and look forward to continued learning and sharing with the community. Ideas for our continuing work towards Triple Bottom Line sustainability in the future include:

- Annual Tree Seedling giveaway
- Biannual Climate Festival
- Climate Corner newsletter expansion to be sustainability information hub for Concord
- Continue toward meeting GHG reduction targets and goal of net zero emissions
- Continue with programs and events that focus on sustainability
- Continue integrating zero waste into our organization
- Continue learning and raising awareness in our community



# Resource Links

[Concord Free Public Library Collection Development Policy](#)

[Concord Free Public Library Corporation Sustainability Plan](#)

[Homegrown National Park](#)

[Homegrown National Park Pollinator Map](#)

[Seed Lending Library at the Fowler Branch](#)

[Sustainability Libraries Initiative](#)

[Sustainability Libraries Certification](#)

[Town Report Concord Massachusetts 2022](#)