

Green Business Partnership

Final Report of the Mid-Hudson Library System | April 2019



Our Mission:

The Mid-Hudson Library System (MHLS) is a **cooperative** library system chartered by the New York Board of Regents dedicated to strengthening local library service while saving local tax dollars.

Since 1959 MHLS has worked with its [member libraries](#) to insure:

- the public's right to free access
- economical resource sharing
- professional library services



MHLS At-a-Glance:

- Our service area includes **5 counties:** Columbia, Dutchess, Greene, Putnam & Ulster Counties
- We have **66 member libraries, 18 FTE and a board of 15 citizens**
- We help serve over **660,000 residents of the Hudson Valley**
- We are **primarily funded by the State of New York** with assistance from an investment by our member libraries.
- We have **two facilities**, an office building and an auditorium



Sustainability Initiative Team Members



We did our
homework!



To learn more about this program members of the MHLS Sustainability Initiative Team visited with certified GBP organizations.

Shown above: Chris Herron, MHLS Facilities Manager; Joan Kay, MHLS Financial Assistant, Rebekkah Smith Aldrich, MHLS Executive Director; Jill Davis, HHFL Director; Linda Vittone, MHLS Financial Manager & Personnel Officer; and Ric Swierat, MHLS Trustee and retired director of The ARC in Westchester.

Green Business Certification Assessment by MHL Staff | October 2017

Summary of rankings:

- Challenging: 9 (11%)
- Doable: 58 (74%)
- Done: 11 (14%)

Section A: Organizational Commitment

- Challenging: 1
- Doable: 6
- Done: 1

Item	Required / Recommended	Challenging	Doable	Done	N/A	Staff Lead	Notes
A1. Environmental Policy	Required		✓			TS/RSA	Environmental Policy may be expanded to include the other required policy elements: <ul style="list-style-type: none"> • Environmental policy • Energy Management policy • Materials Management policy • Green Purchasing policy • Sustainable Transportation policy • No idling policy • Land use policy/sustainable site management plan • Water Reduction/conservation policy
A2. Greenhouse gas emissions inventory and goal setting	Required	✓				Joan/Chris /RSA	There are 5 components throughout the program that are entered into the GHG inventory tool: <ul style="list-style-type: none"> • B: Energy data • C: Waste and recycling data • D: Purchasing inventory data • E: Transportation data

Item	Required / Recommended	Challenging	Doable	Done	N/A	Staff Lead	Notes
B8. Replace incandescent bulbs with CFLs or LEDs	Required		✓			Chris	Phase-in already a practice; need to assess completeness and codification
B9. Replace T12 with T8 or T5 lamps	Required		✓			Chris	Close to being done; need to assess completeness and codification
B10. Use task lighting	Required		✓			Chris	§: Need a light monitor to assess
B15. Regular maintenance for HVAC	Required			✓		Chris	
B16. Insulate accessible hot water piping	Required		✓			Chris	
B17. Programmable thermostats	Required			✓			
B18. Upgrade or verify AC is Energy Star rated	Required				✓	Chris	We use three-phase HVAC which are not rated by Energy Star
B19. Seal air leaks; add insulation; use non-toxic materials to do so	Required		✓			Chris	
B24. Inventory all equipment for Energy Star rating. Establish policy for future equipment	Required		✓			Chris	Will need education regarding what "equipment" is rated by Energy Star
B25. Sleep/standby mode on all computers and copiers	Required		✓			Laurie	There will be exceptions (e.g. SAM server, Teleforms)
B26. Discontinue use of screen savers	Required		✓			Laurie	May be computers there is an exception made for
B27. Educate staff about shutting off computers at end of day	Required		✓			Laurie	

Item	Required / Recommended	Challenging	Doable	Done	N/A	Staff Lead	Notes
							• G: Water usage data
A4. Staff Survey	Required		✓			Rebekkah	
A5. Designate a coordinator	Required			✓		Rebekkah	
A6. Attend training sessions	Required		✓			Rebekkah	
A7. Incorporation into employee education, orientations and HR resources (i.e. employee handbook)	Required		✓			Tom/RSA/ Linda	
A8. Communication strategy	Required		✓			RSA	
A9. Celebration events	Required		✓			RSA	
Section B: Energy							
<ul style="list-style-type: none"> • Challenging: 3 • Doable: 14 • Done: 2 							
B1. Energy management policy	Required		✓			Tom/RSA	
B2. Energy assessment	Required		✓			Chris	§
B6. Turn off lights when not in use. Post signage	Required		✓			RSA/Chris	New signage, embed in orientation
B7. Reduce lighting where daylight is sufficient	Required		✓				We need to do an assessment/accounting of where daylight reaches and which areas of the building are "zoned" with their own light switch

Item	Required / Recommended	Challenging	Doable	Done	N/A	Staff Lead	Notes
B28. Set refrigerators/freezers	Required		✓			Chris	
B29. Prohibit personal space heaters	Required	✓				Tom/Chris	
B30. Eliminate bottled water coolers; filter tap water	Required	✓				Chris	§: Start by conducting a water test
B40. Energy data into GHG tool	Required	✓				Joan	
Section C: Materials Management – Waste & Recycling							
<ul style="list-style-type: none"> • Challenging: 1 • Doable: 14 • Done: 3 							
C1. Materials Management policy	Required		✓			Tom/RSA	
C3. Waste audit	Required		✓			Chris/RSA	
C4. Recycling bins and signs	Required		✓			Chris/RSA/ Meribeth	Need new signage throughout; Auditorium needs special consideration
C5. Waste disposal and recycling training for staff	Required		✓			Chris/RSA	
C6. E-waste containers and signage	Required		✓			Chris/RSA	Containers exist; needed = communication for staff
C7. Recycle toner cartridges	Required			✓			
C8. Recycle larger electronics with a certified e-waste collection co.	Required			✓			

Our initial assessment in October 2017 indicated we had quite a bit of work to do...

Our Staff Survey showed us we were ready!

- **100%** of the staff consider themselves environmentally conscious
- **95%** consider our workplace to be environmentally friendly
- **100%** think it is worthwhile for MHLS to investigate ways to be more environmentally responsible

GBP Training



Casey Conlin, MHLS Library Sustainability Coordinator; Rebekkah Smith Aldrich, MHLS Executive Director; and Kerstin Cruger, MHLS Library Sustainability Associate & Communications Specialist attended the GBP Intern Training in Westchester County.

Staff Engagement

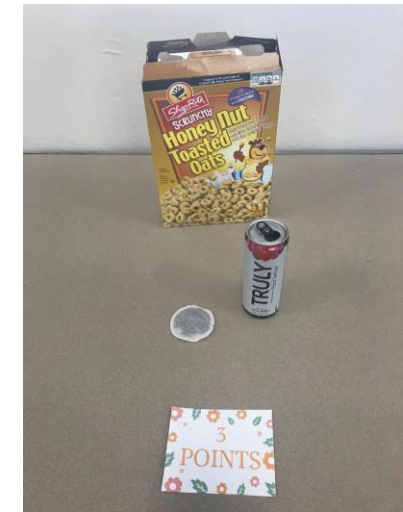
We felt it was critical to our success to have early staff buy-in and a strong communication strategy

- **Orientation for All Staff**
 - Why we are pursuing this certification:
 - To demonstrate leadership on a topic of critical importance to our member libraries;
 - Collaborative project of MHLS staff and trustees;
 - Potential to reduce long-term operating costs; and
 - Help make the world a better place!
- **Staff Survey**
- **Staff Events**
 - Lunch & Learn
 - Earth Day Events
 - Fall Clean Up Day
- **Sustainability Section on the Staff web page**
- **Sustainability Initiative Bulletin Board in the Break Room**
- **Monthly eCommunication with Staff**
- **Regular reports at Supervisor meetings, staff meetings and board meetings**

Top Areas of Focus *as identified by Staff*

- Energy Use
- Green Purchasing
- Waste/Recycling
- Employee Awareness

Earth Day Events



♻️ Upcycled Earth Day Event Trophy designed by Joan Kay, member of the MHLS Sustainability Initiative Team!



Lunch & Learns

At the May 2018 Lunch & Learn with MHLS Technology Operations Manager Laurie Shedrick we learned that:



- **MHLS saves over \$1,600 a year** through energy usage reduction just by purchasing ENERGY STAR rated computers and monitors
- **MHLS Tech Staff** adjusted all desktop computer energy settings in the building to minimize energy consumption
- **MHLS Facilities Staff** goes the extra mile when disposing of e-waste and ensure that (1) recycling facilities are on file with the NYS Department of Environmental Conservation and (2) companies that haul away our e-waste are third-party certified.

Fall Clean Up

60 years of stuff!

Reusable?

Recyclable?

Reducible in the future?



Benchmarking

- Greenhouse Gas Emissions Inventory
- Waste Audits
- Energy Audit
- Technology Audit

Energy



L&S ENERGY
SERVICES



NYSERDA

Partnered with L&S Energy Services from Clifton Park, NY to create a **pilot program to access NYSERDA's Flexible Technical Assistance (FlexTech) program** funding for energy audits for MHLS' two facilities and our 66 member libraries' 70 facilities.

Staff education and protocols about lighting and tech use were our biggest advances in this area once the lighting was upgraded to more energy efficient fixtures.

Next up: Exploring **solar** for the roof of our office building!

Energy Research & Analysis

LFL: T8 4' Phillips 32 watt used for this comparison.

Fluorescent T8 tube life: 30,000 hours

Fluorescent tube cost: \$2.80

Bulb wattage: 32

MHLS lighting hours: 10 hrs/day

1000 watts = 1 kWh

MHLS cost for 1 kWh from CH is \$.15 (based on 2017 avg.)

$32 \text{ watts} \times 10 \text{ hrs/day} = 320 \text{ watt divided by } 1000 \text{ watts} = .32 \text{ kWh}$

$.32 \text{ kWh} \times \$.15/\text{kWh} = \$.05/\text{day}$

$\$.05/\text{day} \times 250 \text{ MHLS operating days} = \$12.5/\text{year to run one } 32 \text{ watt LFL}$

The cost to run one T8 LFL for its' expected life would be \$152.80 (12 years)

LED: HyperSelect T8 LED Light Tube 18 watt (40 watt equivalent) used for this comparison.

LED T8 tube life: 45,000 hours

LED tube cost: \$6.66

Bulb wattage: 18 (40 equivalent)

MHLS lighting hours: 10 hrs/day

1000 watts = 1 kWh

MHLS cost for 1 kWh from CH is \$.15 (based on 2017 avg.)

$18 \text{ watts} \times 10 \text{ hrs/day} = 180 \text{ watt divided by } 1000 \text{ watts} = .18 \text{ kWh}$

$.18 \text{ kWh} \times \$.15/\text{kWh} = \$.03/\text{day}$

$\$.03/\text{day} \times 250 \text{ MHLS operating days} = \$7.50/\text{year to run one } 18 \text{ watt LED}$

The cost to run one T8 LED for its' expected life would be \$141.66 (18 years)

Policymaking & Procedures

- Environmental Policy
- Job Descriptions & Job Performance Appraisals
- Centralized Purchasing
- Recycling Rules Posted
- Event Planning & Hospitality Procedures
- Signage
- Green Cleaning Improvements
- “No idling” clause in our new delivery service contract

MHLS Environmental Sustainability Policy

The Mid-Hudson Library System 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.

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 organization's efforts to improve our environmental performance. Employees at all levels of the organization will be involved in supporting our goals.



Signage

- Consistent look
- Branded
- Humor helps!



Local Food, Local Businesses



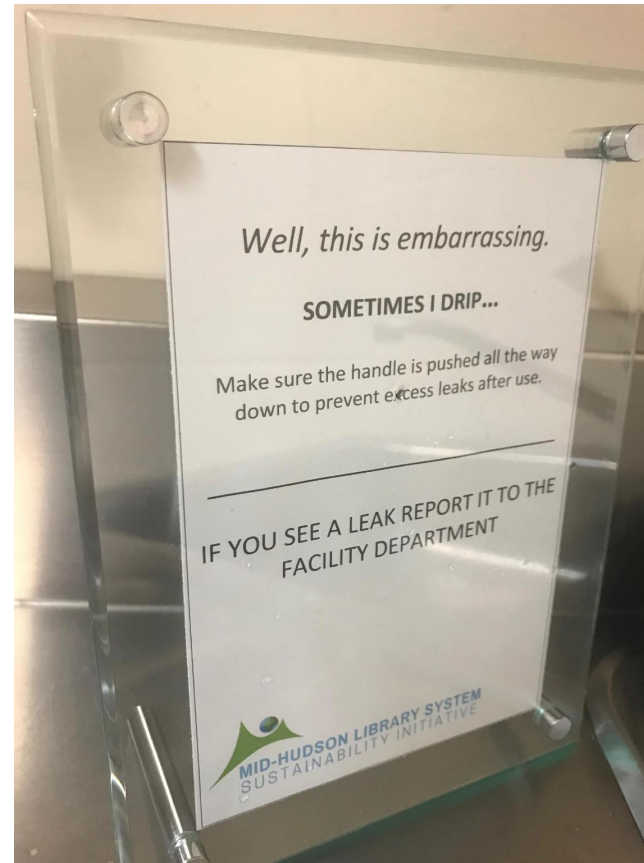
Our Earth Day Events have featured foods **sourced locally** and a cost-benefit analysis of catering choices indicated that using a **local business** was an affordable choice for future MHLS Events!



Water

Did you know? A leaky faucet that drips at the rate of one drip per second can waste more than 3,000 gallons per year!

- Source-Environmental Protection Agency (EPA)



Land Use

- All plantings assessed. 100% native plants are on our site!
- Invasive species publication from Cornell Cooperative Extension now part of our facilities team's documentation.
- Spill kit and procedures developed.
- Irrigation system checks and storm drain cleaning now part of our exterior maintenance checklist.

Transportation

- Upgraded language in our latest RFP for **delivery services** to include language prioritizing companies that demonstrate a commitment to sustainability and the reduction of greenhouse emissions.
- **Video Conferencing equipment** installed in our auditorium.
- Participated in the new **carbon offset program** offered through the American Library Association for their national conference.

Sustainable Choices on the Road



No more plastic water bottles on the bus to Albany for 2019 Library Advocacy Day!

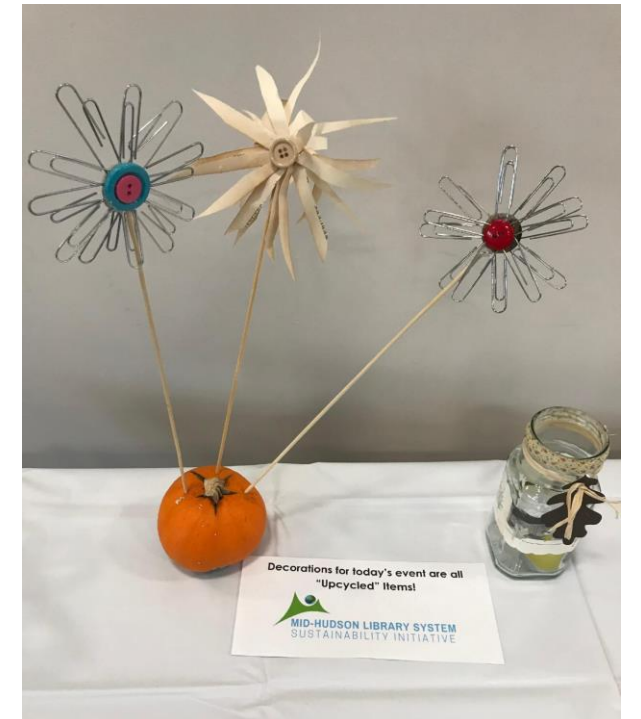
We purchased a product which comes in a **paper-based bottle** with a **cap made from sugarcane**. The water is **responsibly sourced** and bottled in Glens Falls, NY.

Spreading the Word



In August 2018 we partnered with **Sustainable Hudson Valley** and the **Green Business Partnership** to introduce the certification program in Dutchess County. Attendees included: **Assistant County Executive** for Economic Development, **Dutchess County legislators**, the CEO of **Think Dutchess**, representatives from **Dutchess Tourism**, **Dutchess County Planning & Development**, **Dutchess County IDA/LDC**, **Cornell Cooperative Extension**, **Dutchess County Community College** and the **Council of Industry!**

Upcycled Decorations @Annual Luncheon with Member Library Directors



Regional Impact

- **Eight of our member libraries are now also pursuing certification!**

- Desmond-Fish Library (Garrison)
- Town of Esopus Library
- Highland Public Library
- Mahopac Library
- Millbrook Library
- Phoenicia Library
- Saugerties Public Library
- Town of Ulster Public Library



NEXT

- Composting Comes to MHLS in June 2019!
- Solar installation research
- Continue on with recommended items
- Continued tracking of our GHG emissions
- Moving on to the next two areas of the NYLA Sustainable Library Certification:
 - Social Equity
 - Financial Stewardship

Key Takeaways:

- Many **MHLS employees** had already been making good choices on behalf of our organization, thanks to this process **our organization** is now purposefully making better choices and has a new culture of **deliberate evaluation** of our choices.
- **Sustainability is a journey**, not a destination.
- **We are a stronger team** thanks to this experience.