



**Richmond Free Library**

PO Box 997

201 Bridge St.

Richmond VT, US 05477

## Section A. Getting Started

Sometimes getting started is the hardest part of a project. This section is designed to be a step-by-step introduction into the Sustainable Library Certification Process. **It is intended to follow the steps in Required Actions of this section in the order in which they appear.** After completing the Required Action Items, you may move on to the Recommended Action Items and complete them in whatever order suites your team.

**Minimum Number of Recommended Actions: 5**

### A.1. First-generation Sustainability Team

#### A.1. First-generation Sustainability Team

Sustainability Champion forms first-generation Sustainability Team. This is a group of like-minded people who have self-identified to help with the certification process.

#### **Required**

**Direction:** Environmentally Sound

### A.2: Presentation to Library Administration

#### A.2: Presentation to Library Administration

Presentation to Library Administration on why sustainability and libraries are a natural fit and why your library should be a leader on this topic.

#### **Required**

**Direction:** Environmentally Sound

Examples & Inspiration:

- **John Jermain Memorial Library Presentation to Staff & Admin**

### A.3: Presentation to Library Board

#### A.3: Presentation to Library Board

Presentation to Library Board on why sustainability and libraries are a natural fit and why your library should be a leader on this topic.



## Required

**Direction:** Environmentally Sound

### A.4: Presentation to Library Staff

A.4: Presentation to Library Staff

Presentation to Library Staff on why sustainability and libraries are a natural fit and why your library should be a leader on this topic.

## Required

**Direction:** Environmentally Sound

Examples & Inspiration:

- [Story of Stuff Project](#)
- [Sea Level Rise Risk Zone Map](#)
- [United Nations: International Migration](#)
- [NASA Sea Level Data](#)
- [IPPC Sixth Assessment Report](#)
- [FEMA Flood Maps](#)
- [Cradle to Cradle](#)

### A.5: Sustainability Policy

A.5: Sustainability Policy

Board adoption of a sustainability policy that outlines the institutional commitment to addressing the Triple Bottom Line of Sustainability.

## Required

**Direction:** Environmentally Sound

Examples & Inspiration:

- [Lindenhurst Memorial Library Sustainability Policy](#)
- [Patchogue-Medford Library Sustainability Policy](#)

### A.6: Purchasing Policy

A.6: Purchasing Policy

Amendment of the library's purchasing policy to prioritize environmentally and socially responsible purchasing, including a preference for local businesses, while balancing fiscal responsibility.

## Required

**Direction:** Environmentally Sound

Examples & Inspiration:

- [Palos Verdes Library District Sustainable Purchasing Policy](#)
- [Illinois Library Guide to Green Libraries: Purchasing](#)
- [List of Co-operatives](#)
- [Earth Hero: Sustainable Shopping](#)
- [B Corp Search Engine](#)
- [Small Business Administration: Minority-Owned Businesses](#)
- [Ethical Consumer: Explore Ethical Ratings of Brands and Products](#)



- [Fairtrade Ethical Label](#)
- [Bound by Law? Comic Book Summary](#)
- [United Nations: Eco-labelling](#)
- [BPI Compostable Products and Packaging](#)
- [Green America](#)
- [10 Reasons Buying Local is Great for You and the Planet](#)
- [Ecology Center EcoDirectory](#)

## A.7: Staff Survey

### A.7: Staff Survey

The purpose of a staff survey is to gauge the current perceptions and behaviors related to sustainability in the workplace. Below are two survey options, one of which allows staff to answer anonymously. Please choose one to send out to staff. A timeframe or number of survey limit can be determined, at the close of which, the results report will be sent to the library's contacts.

**Please contact [sliaadmin@suffolknet.org](mailto:sliaadmin@suffolknet.org) when you are ready to send out the survey to your staff.**

*\*\* Please note: In order for us to collect and return accurate survey results to your library in a timely fashion please instruct all survey respondents to enter your library's full name/username as it appears on your SLI account when completing Question 1 of this survey.*

*For example: If you were an employee of the Suffolk County Public Library, when completing Question 1 of this survey you would enter "Suffolk County Public Library" into the answer field.*

*Failure to do so can lead to lost surveys and/or inaccurate results. Thank you for your cooperation and understanding\*\**

### Required

**Direction:** Environmentally Sound

Examples & Inspiration:

- [Staff Survey](#)
- [Staff Survey \(Anonymous\)](#)

## A.8: Second-generation Sustainability Team

### A.8: Second-generation Sustainability Team

Second-generation Sustainability Team is formed. Team leader for the Sustainability Team is named. This person will serve as the primary point of contact for the SLCP mentor and SLCP staff.

### Required

**Direction:** Environmentally Sound

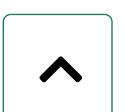
## A.9: Job Descriptions and Performance Reviews

### A.9: Job Descriptions and Performance Reviews

Incorporate a commitment to sustainable workplace and professional practices into all job descriptions and performance reviews.

### Required

**Direction:** Environmentally Sound



## A.10: Data Collection

### A.10: Data Collection

Collect energy, fuel, mileage and water usage data for the past two years, such as:

- Electricity (kWh)
- Fuel Oil (gallons)
- Natural Gas (therms)
- LP Gas (gallons)
- Fleet Gasoline (gallons)
- Fleet Diesel (gallons)
- Commuter Travel; vehicle, bus, train (miles)
- Business Travel; vehicle, bus, train, air (miles)
- Water (gallons).

Input this data into the Notes field. Tracking this information from here on out will be critical to the data storytelling that is necessary to motivate staff that what they are doing is making a difference.

Calculator for audit [Here](#).

Print calculations when done, calculator will not save your work.

#### **Required**

**Direction:** Environmentally Sound

## A.11: Energy Audit

### A.11: Energy Audit

Have an Energy Audit of the facility/facilities conducted by a neutral party (i.e. someone who will not financially benefit if you follow their recommendations after the audit). Many local energy providers offer a free energy assessment for businesses that they serve.

#### **Required**

**Direction:** Environmentally Sound

Examples & Inspiration:

- [Flexible Technical Assistance \(FlexTech\) Program](#)
- [Atlantic City Electric Energy Management Program \(New Jersey\)](#)

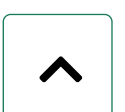
## A.12: Waste Audit

### A.12: Waste Audit

Conduct a waste audit to learn about the volume of items in the waste streams produced by your library to identify which waste reduction strategies need attention. Take a look at our [Library Waste Audit](#) page for more information and a short video of Harborfields Public Library's recent waste audit.

#### **Required**

**Direction:** Environmentally Sound



Examples & Inspiration:

- [SLI's Waste Audit Information](#)
- [S.C.R.A.P. Gallery: How Much Waste Do You Generate Worksheet](#)
- [University of Toronto Trash Team Home Waste Audit Webinar](#)
- [City of Newport News, VA - How to Conduct a Waste Audit](#)
- [Park City Library - A How-To Guide for Waste Audit Success](#)

## A.13: Eco-literacy training

A.13: Eco-literacy training

Provide Eco-Literacy training for team leaders. This could include attending webinars hosted by the Sustainable Libraries Initiative (see our **Events** calendar), sustainability related webinars produced by ALA, ALA SustainRT, PLA, Blue Marble Librarians, or other library organizations. Beyond library specific webinars, there are many additional options. New York State offers a GreenNY Lunchtime Learning series, for example.

### Required

**Direction:** Environmentally Sound

Examples & Inspiration:

- [The Center for Ecoliteracy](#)
- [New Economy Coalition](#)
- [Local Housing Solutions](#)
- [Open Budget, Open Process: A Short History of Participatory Budgeting in the US](#)
- [Bound by Law? Tales from the Public Domain: Book Summary](#)
- [Language Lizard: Bilingual Books in Over 60 Languages](#)
- [Creative Commons](#)
- [Life Cycle Analysis](#)
- [Maslow's Hierarchy of Needs](#)
- [National Labor Relations Board: Your Right to Form a Union](#)
- [Plastic Free July](#)
- [Wabanaki REACH](#)
- [Host an Oxfam Hunger Banquet](#)
- [NY Lunchtime Learning Series - NYS Office of General Services](#)
- [Surrey Libraries - Purchasing for the Planet: The Power of Sustainable Purchasing](#)

## A.14: Communication Strategy

A.14: Communication Strategy

Create a communication strategy to a) routinely (at least quarterly) report on sustainability initiatives to the staff and board; b) provide education on sustainability in the workplace and profession; and c) promote the library's commitment to sustainability to key stakeholders and the public-at-large.

### Required

**Direction:** Environmentally Sound

Examples & Inspiration:

- [Surrey Libraries - 2025 Sustainability Communications Plan](#)

## A.15: SLI Event Attendance

A.15: SLI Event Attendance



Attend at least one SLI webinar and one SLCP meet-up to facilitate progress in the certification program and to share what you are learning with your peers in other libraries.

### **Required**

**Direction:** Environmentally Sound

## A: Reflection Question 1

A: Reflection Question 1

Reflecting on Section A: Getting Started... How have these actions impacted the culture of your organization?

### **Required**

**Direction:** Environmentally Sound

## A.16: Programming Policy

A.16: Programming Policy

Amendment of library's programming policy to emphasize the importance of deliberately integrating outcomes related to the Triple Bottom Line to the library's program offerings.

### **Recommended**

**Direction:** Environmentally Sound

Examples & Inspiration:

- [\*\*Mamakating Library Programming Policy\*\*](#)
- [\*\*Copiague Memorial Public Library Programming Policy\*\*](#)

## A.17: Email Signatures

A.17: Email Signatures

All team members amend their email signatures to note affiliation with the library's sustainability team.

### **Recommended**

**Direction:** Environmentally Sound

Examples & Inspiration:

- [\*\*Sustainable Libraries Initiative Logos\*\*](#)

## A.18: Drawdown Ecochallenge

A.18: Drawdown Ecochallenge

Participation in [\*\*the Drawdown Ecochallenge\*\*](#) as a staff and board.

### **Recommended**

**Direction:** Environmentally Sound

## A.19: Sustainability Celebration

A.19: Sustainability Celebration

Designation of one day or one week a year to celebrate your library's commitment to sustainability among the



staff.

### **Recommended**

**Direction:** Environmentally Sound

## A.20: Library Web Site

A.20: Library Web Site

Add a page to the “About the Library” section of the library’s web site to outline the library’s commitment to sustainability and the facility/operational features, programs, services and partnerships that demonstrate this commitment.

Please share a link to your library's sustainability page in the notes field.

### **Recommended**

**Direction:** Environmentally Sound

## A.21: Building Ownership Participation

A.21: Building Ownership Participation

For libraries that do not own their own buildings: invite a representative from the building owner’s team to join your sustainability team.

### **Recommended**

**Direction:** Environmentally Sound

## A.22: Determining Your Carbon Footprint

A.22: Determining Your Carbon Footprint

Using the calculator options below, require your Sustainability Team to determine their personal or household GHG footprint. Encourage all staff to determine and devise a plan to lower their personal/household GHG footprint.

### **Recommended**

**Direction:** Environmentally Sound

Examples & Inspiration:

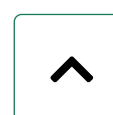
- [Footprint Calculator](#)
- [Household Carbon Footprint Calculator](#)
- [CoolClimate Network](#)

# Section B. Outdoor Spaces

Library outdoor spaces are a vibrant part of library activities. These spaces are designed and utilized for a wide array of library activities. Planning and managing outdoor library spaces in a Sustainable manner is often overlooked.

**IFLA Library Buildings & Equipment Section Blog**

**Minimum Number of Recommended Actions: 4**



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## B.1: Site Management Plan

### B.1: Site Management Plan

Create a sustainable site management plan. This plan could contain sections on landscaping design and practices, pest management, stormwater management, and habitat protection.

#### **Required**

**Direction:** Environmentally Sound

Examples & Inspiration:

- [Mid-Hudson Library System Operations and Maintenance Manual](#)
- [Montauk Library Sustainability Plan](#)
- [Concord Free Public Library Corporation Sustainability Plan](#)

## B.2: Assess for Light Pollution

### B.2: Assess for Light Pollution

Assess your site for light pollution.

Check out [the International Dark-Sky Association](#) for resources on this topic.

#### **Required**

**Direction:** Environmentally Sound

Examples & Inspiration:

- [Measuring Light in the Night - Citizen Science Kit Building Guide](#)

## B.3: Litter Free Outdoor Spaces

### B.3: Litter Free Outdoor Spaces

Keep outdoor areas free of litter. Provide receptacles for trash & recyclables.

#### **Required**

**Direction:** Environmentally Sound

## B.4: Invasive Plants

### B.4: Invasive Plants

Remove invasive plants from library property.

#### **Required**

**Direction:** Environmentally Sound

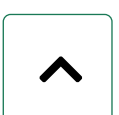
Examples & Inspiration:

- [Invasive Plant Atlas of the United States](#)
- [US Forest Service: Invasive Plants](#)

## B.5: Native Plants

### B.5: Native Plants

Incorporate native plants into landscaping on library property. Native plants should not require fertilizers, require



less water, help to reduce air pollution and promote biodiversity.

## Required

**Direction:** Environmentally Sound

Examples & Inspiration:

- [Audubon - Native Plants Database](#)
- [Homegrown National Park](#)
- [Seek by iNaturalist](#)
- [Plant Database](#)
- [Falling Fruit: Urban Harvest Map](#)
- [Gleaning](#)
- [NYS Department of Environmental Conservation - Native Flowers for Gardening and Landscaping](#)
- [National Wildlife Federation: Creating Native Plant Habitats](#)

Pro Tips:

**Program Idea - Split Oak Forest Nature Walk**

## B.6: Planting Areas

B.6: Planting Areas

Use mulch around plantings to prevent weeds and reduce watering.

## Required

**Direction:** Environmentally Sound

## B.7: Chemical Pesticides

B.7: Chemical Pesticides

Limit, if not eliminate, the use of chemical pesticides.

## Required

**Direction:** Environmentally Sound

Examples & Inspiration:

- [Maine Organic Farmers and Gardeners - Article: Local Pesticide Control: How Your Town Can Protect Health and the Environment](#)
- [Consumer Guides Database](#)

## B.8: Herbicides

B.8: Herbicides

Limit, if not eliminate, the use of herbicides.

## Required

**Direction:** Environmentally Sound

## B.9: Storm Drains and Runoff Water

B.9: Storm Drains and Runoff Water

Develop a program to prevent anything but rainwater from entering storm drains, for example, do not rake leaves



into the street or blow lawn clippings near storm drains.

### **Required**

**Direction:** Environmentally Sound

## B.10: Amend Facility Plan

### B.10: Amend Facility Plan

Amend the library's long-term, board-approved facility plan to prioritize sustainable design practices to guide land use choices during expansion and new construction projects.

### **Required**

**Direction:** Environmentally Sound

## B. Reflection Question 1

### B. Reflection Question 1

Reflecting on Section B: Outdoor Spaces...What were the benefits of the action items in this section to your library?

### **Required**

**Direction:** Environmentally Sound

## B.11: Reduce Light Pollution

### B.11: Reduce Light Pollution

If your site is over lit, consider using less lamps or different fixtures to reduce light pollution while maintaining safety. Check out [\*\*the International Dark-Sky Association\*\*](#) for resources on this topic.

### **Recommended**

**Direction:** Environmentally Sound

## B.12: Reduce Non-Porous Areas

### B.12: Reduce Non-Porous Areas

Reduce the amount of pavement on site and create more porous areas for rainwater to be absorbed into the water table.

### **Recommended**

**Direction:** Environmentally Sound

## B.13: Strategically Plant Trees

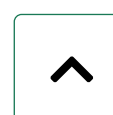
### B.13: Strategically Plant Trees

Plant trees for shade on the south and west walls of buildings and to provide shade in parking lots.

### **Recommended**

**Direction:** Environmentally Sound

## B.14: Create a Pollinator Garden



## B.14: Create a Pollinator Garden

Create a pollinator garden.

Learn more from the [US Department of Agriculture's Gardening for Pollinators](#).

### Recommended

**Direction:** Environmentally Sound

## B.15: Spill / Cleanup Program

B.15: Spill / Cleanup Program

Develop a spill cleanup program that includes a spill clean-up kit to catch/cleanup spills from leaking vehicles or liquid material spills.

### Recommended

**Direction:** Environmentally Sound

## B.16: Redirect Stormwater and Runoff

B.16: Redirect Stormwater and Runoff

Redirect stormwater into rain gardens, bioswales, etc.

### Recommended

**Direction:** Environmentally Sound

## B.17: Green Infrastructure to Manage Stormwater

B.17: Green Infrastructure to Manage Stormwater

Prioritize the use of green infrastructure over grey infrastructure to manage stormwater in future construction projects. Learn more from [the US Environmental Protection Agency's Green Infrastructure resources](#).

### Recommended

**Direction:** Environmentally Sound

# Section C. Indoor Spaces

Creating the best possible work and public spaces requires special attention to the indoor environment. Crafting an air quality plan, choosing building materials and cleaning products with the lowest VOCs, and adding plants are some examples of measures that will improve indoor spaces for your staff and community.

**Minimum Number of Recommended Actions: 6**

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## C.1: Indoor Air Quality Plan

C.1: Indoor Air Quality Plan

Adopt a Healthy Indoor Air Quality Plan that outlines cleaning protocols, ventilation standards, thermal comfort, and a checklist for managing excess moisture.

For more information see [the US Environmental Protection Agency's Creating Healthy Indoor Air Quality in Schools resource page](#).



## Required

**Direction:** Environmentally Sound

Examples & Inspiration:

- [EPA - Interactive Tour of the Indoor Air Quality Demo House](#)
- [EPA - Improving Indoor Air Quality](#)
- [Civic Facilities Preventative Maintenance Program for Surrey Libraries](#)

## C.2: Cleaning Product Protocols

C.2: Cleaning Product Protocols

Adopt cleaning protocols that use products that comply with the US Environmental Protection Agency's Safer Choice label.

[US Environmental Protection Agency's Safer Choice label](#)

[Green Seal](#)

[UL/EcoLogo product database](#)

[The Environmental Working Group's Guide to Healthy Cleaning](#)

## Required

**Direction:** Environmentally Sound

## C.3: Replace Aerosols

C.3: Replace Aerosols

Replace all aerosols with pump dispensers.

## Required

**Direction:** Environmentally Sound

Examples & Inspiration:

- [EPA - Progress Cleaning the Air and Improving People's Health](#)

## C.4: Prohibit Smoking Within Building

C.4: Prohibit Smoking Within Building

If your state does not already prohibit smoking within any buildings or enclosed spaces and within 25 feet of an entrance or air vent, adopt this as a library policy.

## Required

**Direction:** Environmentally Sound

## C. Reflection Question 1

C. Reflection Question 1

Reflecting on Section C: Indoor Spaces...What were the benefits of the action items in this section to your library?

## Required



**Direction:** Environmentally Sound

## C.5: Contractor's Cleaning Products

### C.5: Contractor's Cleaning Products

If your library contracts for cleaning services, ensure the company you work with uses non-toxic and environmentally friendly cleaning products and practices.

#### **Recommended**

**Direction:** Environmentally Sound

Examples & Inspiration:

- [Green Libraries: Green Cleaning - Illinois University Library](#)

## C.6: Workstations With Daylight View

### C.6: Workstations With Daylight View

Ensure at least 75% of all staff workstations have an outside view or daylight, where this is not possible even photographs of the outdoors have been shown to be beneficial. All staff should have the opportunity to move their workspace to an area of the building that has outside views for at least part of their shift.

#### **Recommended**

**Direction:** Environmentally Sound

Examples & Inspiration:

- [How Does Nature Impact Our Wellbeing? - Earl E. Bakken Center for Spirituality & Healing, University of Minnesota](#)

## C.7: Windows With Ventilation

### C.7: Windows With Ventilation

Allow for operable windows for natural ventilation.

#### **Recommended**

**Direction:** Environmentally Sound

## C.8: Air Circulation

### C.8: Air Circulation

Install ceiling fans for air circulation.

#### **Recommended**

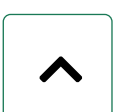
**Direction:** Environmentally Sound

## C.9: Indoor Plants

### C.9: Indoor Plants

Add indoor plants to workspaces.

#### **Recommended**



**Direction:** Environmentally Sound

## C.10: Access to Fresh Fruits and Vegetables

C.10: Access to Fresh Fruits and Vegetables

Create an access to fresh fruits and vegetables for staff and patrons either through a community garden or through a partnership with Community Supported Agriculture.

### **Recommended**

**Direction:** Environmentally Sound

Examples & Inspiration:

- [Southern Adirondack Library System - Farm-2-Library Program](#)
- [The Post Star Article - Farm-2-Library program offers free, fresh food](#)

## C.11: Flexible Workstations

C.11: Flexible Workstations

Offer flexible workstation options for staff who primarily work on a computer so staff can choose to sit or stand.

### **Recommended**

**Direction:** Environmentally Sound

Examples & Inspiration:

- [Example Workstation](#)
- [Time Magazine Article - Want a Standing Desk? Show This Study to Your Boss](#)

## C.12: Biophilic Design

C.12: Biophilic Design

Amend library's long-term, board approved facility plan to prioritize biophilic design for future renovation, expansion and new construction projects.

[More about biophilic design here.](#)

### **Recommended**

**Direction:** Environmentally Sound

## C.13: Sustainable Building Rating Systems

C.13: Sustainable Building Rating Systems

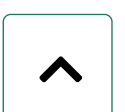
Prioritize the use of sustainable building rating systems, such as LEED and Living Building Challenge, to guide design in long-term facility expansion planning.

### **Recommended**

**Direction:** Environmentally Sound

Examples & Inspiration:

- <https://living-future.org/lbc/>



# Section D. Transportation

This section includes transportation management benchmarks to assist library staff in becoming both more eco-literate and stepping into a leadership role on this topic in their organization.

**Minimum Number of Recommended Actions: 4**

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## D.1: Commuter Travel Miles, Emissions & Equivalents

### D.1: Commuter Travel Miles, Emissions & Equivalents

Input the library's business and commuter travel miles using data collected in Section A. Calculate the CO2 emissions equivalent of the library's business-travel miles using the link below. If the library does not pay for business travel, enter N/A in Notes field.

#### **CO2 Emissions Calculator**

Can use information collected from A.10

#### **Required**

**Direction:** Environmentally Sound

Examples & Inspiration:

- **Emissions Calculator Source**

## D.2: Business Travel Miles, Emissions & Equivalents

### D.2: Business Travel Miles, Emissions & Equivalents

Investigate what the CO2 emissions equivalents from D1 mean in everyday terms.

Investigate equivalencies with **the EPA's Greenhouse Gas Equivalencies Calendar**.

#### **Required**

**Direction:** Environmentally Sound

## D.3: Library's Travel Policy

### D.3: Library's Travel Policy

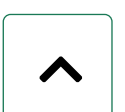
Amend/adopt the library's travel policy to encourage staff to choose public transportation options and accommodations that have demonstrated sustainable practices when traveling for work.

#### **Required**

**Direction:** Environmentally Sound

Examples & Inspiration:

- **Comsewogue Public Library - Environmental Sustainability Policy**
- **Tips for sustainable business travel**
- **University of Edinburgh Sustainable Travel Policy**
- **City of West Palm Beach - Motor Vehicle Policy**



- **Anne Arundel County Public Library - Library Vehicle Policies & Procedures**

## D.4: Promote Transportation Programs

### D.4: Promote Transportation Programs

Promote public transportation, rideshare, carpooling and car share programs to staff and patrons.

#### **Required**

**Direction:** Environmentally Sound

Examples & Inspiration:

- **Project Drawdown - Carpooling**

Pro Tips:

**Program Idea - Electric Bicycles: Find Your Fit**

## D.5: No-Idling Policy

### D.5: No-Idling Policy

Establish a no-idling policy for library-owned, vendor and personal vehicles on library property.

#### **Required**

**Direction:** Environmentally Sound

Examples & Inspiration:

- **Clean Air Partnership: No Idle Initiative**
- **University of Maine's Vehicle Idling Policy**
- **Haverstraw King's Daughters Public Library No Idling Zone Slide Example**

## D.6: Videoconferencing Solutions

### D.6: Videoconferencing Solutions

Provide videoconferencing solutions for both staff and patrons to lessen the need for travel.

#### **Required**

**Direction:** Environmentally Sound

## D.7: Fleet Fuel Consumption & Emissions

### D.7: Fleet Fuel Consumption & Emissions

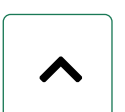
Input the library's vehicle-fuel consumption using data collected in Section A. Calculate the CO2 emissions equivalent of the library's vehicle-fuel consumption using the link below. If the library does not own fleet vehicle(s), enter N/A in Notes field.

#### **CO2 Emissions Calculator**

Can use the information collected from A.10

#### **Required**

**Direction:** Environmentally Sound



Examples & Inspiration:

- [U.S. Energy Information Administration: Carbon Dioxide Emissions Coefficients](#)

## D.8: Fleet Fuel Emission Equivalents

D.8: Fleet Fuel Emission Equivalents

Investigate what the CO2 emissions equivalents from the library's vehicle-fuel consumption means in everyday terms. If the library does not own fleet vehicle(s), enter N/A in Notes field.

Investigate equivalencies using the resource below: U.S. Environmental Protection Agency: Greenhouse Gas Equivalencies Calculator

### Required

**Direction:** Environmentally Sound

Examples & Inspiration:

- [U.S. Environmental Protection Agency: Greenhouse Gas Equivalencies Calculator](#)

## D.9: Fleet Fuel Reduction Strategy

D.9: Fleet Fuel Reduction Strategy

Develop a fleet-fuel consumption reduction strategy. If the library does not own fleet vehicle(s), enter N/A in Notes field.

### Required

**Direction:** Environmentally Sound

## D.10: Fleet Vehicles

D.10: Fleet Vehicles

When sourcing library fleet, commit to purchasing or replacing existing fleet vehicles with hybrid or electric vehicles.

### Required

**Direction:** Environmentally Sound

Examples & Inspiration:

- [What is a Hybrid Car and How Do They Work?](#)
- [Green Vehicle Guide](#)

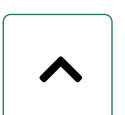
## D. Reflection Question 1

D. Reflection Question 1

Reflecting on Section D: Transportation...What were the benefits of the action items in this section to your library?

### Required

**Direction:** Environmentally Sound



## D.11: Provide Bike Rack

### D.11: Provide Bike Rack

Provide a bike rack on site for staff and patron use.

#### **Recommended**

**Direction:** Environmentally Sound

Examples & Inspiration:

- [CycleSafe - Employee Perks: How to Convince Your Employer to Install Secure Bike Parking](#)
- [Article from Forbes.com - New Research Indicates Cycling To Work Has Extraordinary Health Benefits](#)

## D.12: Bus Route

### D.12: Bus Route

Work with your municipality or County to ensure the library is a stop on bus routes.

#### **Recommended**

**Direction:** Environmentally Sound

## D.13: Commuting Carbon Footprint

### D.13: Commuting Carbon Footprint

Host a staff event to challenge staff to reduce their commuting carbon footprint.

#### **Recommended**

**Direction:** Environmentally Sound

Examples & Inspiration:

- [Ecochallenge.org](#)

## D.14: Bike Repair Station

### D.14: Bike Repair Station

Install a bike fix-it station on library property.

#### **Recommended**

**Direction:** Environmentally Sound

Examples & Inspiration:

- [Bike Repair Stations](#)
- [Pioneer Library System - Bike Repair Station YouTube video](#)
- [At Brooklyn Public Library, NYC DOT Announces Distribution of New Free Vision Zero Bicycle Helmet and Releases its 'Cycling in the City' Brief](#)
- [Bike to Work: Dates and Events](#)

## D.15: Host Bike Safety Program

### D.15: Host Bike Safety Program

Host a bike safety program for staff and the public annually.



## Recommended

**Direction:** Environmentally Sound

Examples & Inspiration:

- [League of American Bicyclists - Bike Month Dates & Events](#)
- [NYC Department of Transportation \(DOT\) Press Release - Helmet giveaway & Bike the Branches event](#)

## D.16: Telecommuting

D.16: Telecommuting

Offer telecommuting or partial telecommuting options for staff.

## Recommended

**Direction:** Environmentally Sound

Examples & Inspiration:

- [SHRM Article - How to Create an Effective Teleworking Program](#)

## D.17: Carbon Offsets for Air Travel

D.17: Carbon Offsets for Air Travel

Budget for the purchase of carbon offsets for air travel.

## Recommended

**Direction:** Environmentally Sound

## D.18: Fleet Wrap or Decal

D.18: Fleet Wrap or Decal

If a fleet vehicle is hybrid, electric or runs on biodiesel, add a wrap or decal to indicate this.

## Recommended

**Direction:** Environmentally Sound

Examples & Inspiration:

- [Sustainable Energy Authority of Ireland - Positive Brand Image](#)

## D.19: Electric Vehicle Charging Stations

D.19: Electric Vehicle Charging Stations

Provide at least two public electric vehicle (EV) charging stations or one per thirty spaces, whichever is greater.

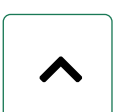
## Recommended

**Direction:** Environmentally Sound

Examples & Inspiration:

- [Article: The Saratogian: City's first EV charging station installed at Mechanicville Public Library](#)

# Section E. Energy



A close look at your building's energy use can reveal a great potential for making substantive changes. This section includes Action Items requiring you to collect energy use data and consider ways to reduce energy use in your building's lighting, HVAC, technology, and appliances.

**Minimum Number of Recommended Actions: 7**

---

## E.1: Electricity Consumption & Emissions

### E.1: Electricity Consumption & Emissions

Input the library's electricity consumption using data collected in Section A. Calculate the CO2 emissions equivalent of the library's electricity consumption using the link below.

#### **CO2 Equivalencies Calculator**

Can use information collected from A.10

#### **Required**

**Direction:** Environmentally Sound

Examples & Inspiration:

- **Emissions Calculator Source**

## E.2: Electricity Emission Equivalents

### E.2: Electricity Emission Equivalents

Investigate what the CO2 emissions equivalents from the library's electricity consumption means in everyday terms.

Investigate equivalencies **here**.

#### **Required**

**Direction:** Environmentally Sound

## E.3: Building-Fuel Consumption & Emissions

### E.3: Building-Fuel Consumption & Emissions

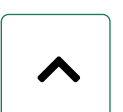
Input the library's building-fuel consumption using data collected in Section A. Calculate the CO2 emissions equivalent of the libraries building-fuel consumption using the link below.

#### **CO2 Equivalencies Calculator**

Can use information collected from A.10

#### **Required**

**Direction:** Environmentally Sound



Examples & Inspiration:

- [US Energy Information Administration - Carbon Dioxide Emissions Coefficients](#)

## E.4: Building-Fuel Emission Equivalents

E.4: Building-Fuel Emission Equivalents

Investigate what the CO2 emissions equivalents from the library's building-fuel consumption means in everyday terms.

Investigate equivalencies [here](#).

### Required

**Direction:** Environmentally Sound

## E.5: Appropriate Light Levels

E.5: Appropriate Light Levels

Learn about the types of lighting in libraries and workspaces and appropriate light levels for different spaces in your library.

### Required

**Direction:** Environmentally Sound

Pro Tips:

### [Recommended Light Levels](#)

### [Recommended Lighting Levels in Buildings](#)

## E.6: Turn Off Lights

E.6: Turn Off Lights

Turn off lights in areas of the library that are not in use. Use reminder decals/signage where applicable.

### Required

**Direction:** Environmentally Sound

## E.7: Task Lighting

E.7: Task Lighting

Provide task lighting at staff work stations to reduce the need for overhead lights to be on.

### Required

**Direction:** Environmentally Sound

## E.8: Upgrade Lighting

E.8: Upgrade Lighting

Develop a plan to convert T12 fluorescent lamps with energy efficient T8 or T5 lamps with electronic ballasts with equivalent performance or convert all lighting to LED bulbs/fixtures where possible. Research incentive programs through your local utility.



## Required

**Direction:** Environmentally Sound

### E.9: HVAC Maintenance Program

E.9: HVAC Maintenance Program

Establish a preventative maintenance plan with regular (annual or per equipment specifications) maintenance for HVAC equipment and routine staff attention to components of the equipment. This can include changing/cleaning air filters, cleaning heat exchange surfaces, water and refrigerant coils, condensers and evaporators; repair leaks in pipes, air ducts, coils, and fittings; and replacement of defective equipment insulation, duct work and pipes.

## Required

**Direction:** Environmentally Sound

### E.10: Building Envelope Assessment

E.10: Building Envelope Assessment

Assess the building envelope (doors, windows, walls and the roof) for air leaks and seal them to avoid air exchanges that compromise the HVAC system. Use non-toxic sealants whenever possible.

## Required

**Direction:** Environmentally Sound

### E.11: Programmable Thermostats

E.11: Programmable Thermostats

Install programmable thermostats to allow for a heating and cooling schedule that using less energy when spaces are not being utilized and to adjust for seasonal heating and cooling demands. For larger facilities, building management systems (BMS) should be optimized for energy efficiency purposes.

## Required

**Direction:** Environmentally Sound

### E.12: Refrigerants Management

E.12: Refrigerants Management

Assess your facility's use of refrigerants and ensure a management plan for refrigerants is in place.

## Required

**Direction:** Environmentally Sound

Examples & Inspiration:

- **[Project Drawdown: Refrigerant Management](#)**

Pro Tips:

To learn more: **[Project Drawdown – Refrigerant Management](#)**

### E.13: ENERGY STAR Rated Equipment

E.13: ENERGY STAR Rated Equipment



Amend your library's facility or operations plan to require the purchase of ENERGY STAR rated equipment whenever possible.

### **Required**

**Direction:** Environmentally Sound

Examples & Inspiration:

- **For more information**

## E.14: Refrigerator/Freezer Temperatures

E.14: Refrigerator/Freezer Temperatures

Set breakroom refrigerators between 35°-38°F and freezers between 0-5°F.

### **Required**

**Direction:** Environmentally Sound

Examples & Inspiration:

- **For more energy efficiency tips about refrigerators visit the US Department of Energy's web page on Kitchen Appliances.**

Pro Tips:

For more energy efficiency tips about refrigerators visit the **US Department of Energy's web page on Kitchen Appliances.**

## E.15: Personal Appliances

E.15: Personal Appliances

Prohibit personal refrigerators, heaters, and coffee makers where possible.

### **Required**

**Direction:** Environmentally Sound

## E.16: Public Use Equipment Shut Down

E.16: Public Use Equipment Shut Down

Institute a procedure to ensure all public access computers, monitors, printers, and wall mounted electronic display monitors are turned off at the end of the day.

### **Required**

**Direction:** Environmentally Sound

## E.17: Staff Equipment Shut Down

E.17: Staff Equipment Shut Down

Educate staff to shut down their workstation and peripheral devices daily.

### **Required**

**Direction:** Environmentally Sound



## E.18: Energy-Saving Device Settings

### E.18: Energy-Saving Device Settings

Ensure that all computers are using energy-saving settings including eliminating the use of screen savers. Utilize sleep/standby mode for equipment, including computers and copiers after a specified time of non-use (example: 15 minutes)

#### **Required**

**Direction:** Environmentally Sound

## E. Reflection Question 1

### E. Reflection Question 1

Reflecting on Section E: Energy...What were the benefits of the action items in this section to your library?

#### **Required**

**Direction:** Environmentally Sound

## E.19: "Exit" Signage

### E.19: "Exit" Signage

Upgrade "EXIT" signs with LED signs.

#### **Recommended**

**Direction:** Environmentally Sound

## E.20: Install Occupancy Sensors

### E.20: Install Occupancy Sensors

Install occupancy sensors in designated areas of the library that automatically turn lights off, depending on occupancy. This works well in conference rooms, local history rooms, break rooms, and individual offices that are not occupied continuously.

#### **Recommended**

**Direction:** Environmentally Sound

## E.21: Clean Lighting Fixtures

### E.21: Clean Lighting Fixtures

Schedule cleaning of lighting fixtures so they are lighting as effectively as possible.

#### **Recommended**

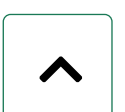
**Direction:** Environmentally Sound

## E.22: CFC HVAC Chiller

### E.22: CFC HVAC Chiller

If your library's facility has a chlorofluorocarbons (CFCs) air conditioning chiller, replace it with a new energy-efficient chiller.

#### **Recommended**



**Direction:** Environmentally Sound

## E.23: Solar Water Heater

E.23: Solar Water Heater

Install a solar water heater or preheater.

### **Recommended**

**Direction:** Environmentally Sound

## E.24: Decrease Solar Heat Gain

E.24: Decrease Solar Heat Gain

Decrease solar heat gain through south and west windows with natural shade, window film or coverings or install low-e glass.

### **Recommended**

**Direction:** Environmentally Sound

## E.25: Adjust Economizers

E.25: Adjust Economizers

Use outside air and water side-economizers for “free cooling” when outside air temperatures and conditions permit.

### **Recommended**

**Direction:** Environmentally Sound

## E.26: Convert to Heat Pumps

E.26: Convert to Heat Pumps

If your library’s facility uses oil, propane, or electric to heat and cool the building converts to air source heat pumps or ground-source (geothermal) heat pumps.

### **Recommended**

**Direction:** Environmentally Sound

## E.27: Convert to Laptops

E.27: Convert to Laptops

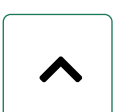
Replace staff workstations with laptops as they consume less energy.

### **Recommended**

**Direction:** Environmentally Sound

Examples & Inspiration:

- [Find and Compare Energy Star Certified Computers](#)
- [PC Outlet: How Much Electricity Does a PC Consume: Energy Usage Guide](#)
- [Efficiency Vermont: Computers & Monitors](#)
- [Energysage: How many watts does a computer use?](#)



- [Circular Computing: What Is The Carbon Footprint Of A Laptop?](#)
- [8BillionTrees.com: Carbon Footprint of a Laptop vs MacBook vs Desktop Computer vs iPhone](#)
- [Getac: What is a Docking Station and Why You Need One](#)
- [Kensington: Five Reasons Why Desktop Docking Stations Amplify Your Work Experience](#)
- [CDW: Laptops vs. Desktops: Pros and Cons](#)
- [The Restart Project: The environmental impact of our devices: revealing what many companies hide](#)
- [University of Oxford - IT Services: Environmental impact of IT: desktops, laptops and screens](#)

## E.28: Transition to Cloud-Based Servers

E.28: Transition to Cloud-Based Servers

Transition from on-site servers to cloud-based server services.

### Recommended

**Direction:** Environmentally Sound

## E.29: Move to Online Faxing

E.29: Move to Online Faxing

Eliminate the staff and patron fax machine and move to online faxing.

### Recommended

**Direction:** Environmentally Sound

## E.30: Multi-Staff Use Equipment

E.30: Multi-Staff Use Equipment

Eliminate single workstation printers, scanners, copiers and centrally locate equipment for multi-staff use.

### Recommended

**Direction:** Environmentally Sound

## E.31: Purchase Green Power

E.31: Purchase Green Power

Purchase Green Power, power supplied by renewable resources.

### Recommended

**Direction:** Environmentally Sound

Examples & Inspiration:

- [For more information check out the US Environmental Protection Agency's Guide to Purchasing Green Power](#)

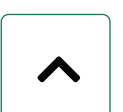
Pro Tips:

For more information check out the [US Environmental Protection Agency's Guide to Purchasing Green Power](#)

## E.32: Exterior Color Choice

E.32: Exterior Color Choice

When painting the exterior of the facility choose light colors to reflect more sunlight.



## **Recommended**

**Direction:** Environmentally Sound

### E.33: On-Site Renewable Energy Sources

E.33: On-Site Renewable Energy Sources

Install on-site renewable energy sources, for example: solar, geothermal, or wind turbines. Be sure to provide educational signage on-site to help the public understand why you made the choice you did and how it impacts the Earth.

## **Recommended**

**Direction:** Environmentally Sound

### E.34: Roof Options

E.34: Roof Options

Amend your library's long-term, board-approved facility plan to consider sustainable roofing options when the end of the useful life of the current roof arrives. From choosing a white roof to cut down on solar gain, to a rooftop garden, to more sustainable shingles or outfitting the roof deck for future solar installation, a roof project may present new opportunities to think sustainably.

## **Recommended**

**Direction:** Environmentally Sound

Pro Tips:

**Green Roof Alternatives**

### E.35: Net-Zero Energy

E.35: Net-Zero Energy

Amend your library's long-term, board-approved facility plan to set net-zero energy as a goal which would mean producing, from renewable resources, as much energy on-site as is used over the course of a year. Or, set an even higher goal to become net positive energy, and produce, from renewable resources, more energy on-site than is used over the course of a year.

## **Recommended**

**Direction:** Environmentally Sound

### E.36: Vending Machines

E.36: Vending Machines

Eliminate use of vending machines or negotiate for ENERGY STAR rated vending machines

## **Recommended**

**Direction:** Environmentally Sound

### E.37: Local Microgrid Initiatives

E.37: Local Microgrid Initiatives

Be an advocate for or participant in local microgrid initiatives.



## Recommended

**Direction:** Environmentally Sound

Examples & Inspiration:

- [Microgrid Overview](#)

# Section F. Water

This section includes conducting a water assessment to see how your water use compares with the US average per person water use. Looking for ways to decrease water use through faucets, toilets, and irrigation systems can have a big impact in conserving water.

**Minimum Number of Recommended Actions: 5**

---

## F.1: Conduct a Water Assessment

F.1: Conduct a Water Assessment

Conduct a water assessment to understand how water is used in your library facility and how much is currently used.

### Required

**Direction:** Environmentally Sound

Examples & Inspiration:

- [Saving Water in Office Buildings](#)

## F.2: Monitor Water Bills

F.2: Monitor Water Bills

Assign a staff person to monitor water bills to watch for sudden spikes in usage. Contact the water company if such a spike is unexplainable by maintenance staff.

### Required

**Direction:** Environmentally Sound

## F.3: Install Water-Efficient Devices

F.3: Install Water-Efficient Devices

Install water-efficient taps with an aerator or flow restrictor in bathrooms and breakrooms to use less water.

### Required

**Direction:** Environmentally Sound

## F.4: Leak Detection Plan

F.4: Leak Detection Plan

Institute a procedure to ensure leaks are detected regularly and fixed immediately.



## Required

**Direction:** Environmentally Sound

Examples & Inspiration:

- 

## F.5: Avoid Evaporation

F.5: Avoid Evaporation

Water landscaping in the early morning hours (pre-dawn if possible) to reduce water loss from evaporation.

## Required

**Direction:** Environmentally Sound

## F.6: Irrigation Equipment

F.6: Irrigation Equipment

Install Irrigation timer and maintain landscape irrigation equipment. Check Sprinkler heads regularly.

## Required

**Direction:** Environmentally Sound

## F.7: Prioritize WaterSense Labeled Products

F.7: Prioritize WaterSense Labeled Products

Amend purchasing policy or facility maintenance plans to prioritize the purchase of **WaterSense labeled products**.

## Required

**Direction:** Environmentally Sound

## F.8: Proper Water Disposal

F.8: Proper Water Disposal

Dispose of used mop water into the sanitary sewer, not into the storm drain.

## Required

**Direction:** Environmentally Sound

## F. Reflection Question1

F. Reflection Question1

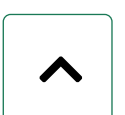
Reflecting on Section F: Water...What were the benefits of the action items in this section to your library?

## Required

**Direction:** Environmentally Sound

## F.9: Educate Staff

F.9: Educate Staff



Educate staff, and provide signage, to encourage staff to report leaks to facilities staff.

### **Recommended**

**Direction:** Environmentally Sound

## F.10: Monitor Irrigation System

F.10: Monitor Irrigation System

Monitor irrigation schedules or install rain sensors to avoid over-watering

### **Recommended**

**Direction:** Environmentally Sound

## F.11: Adjust Irrigation System

F.11: Adjust Irrigation System

Install a low-flow irrigation system and adjust sprinklers to avoid runoff.

### **Recommended**

**Direction:** Environmentally Sound

## F.12: Re-Use Water for Irrigation

F.12: Re-Use Water for Irrigation

Use captured rainwater or recycled greywater for non-potable uses for irrigation.

### **Recommended**

**Direction:** Environmentally Sound

## F.13: Design a Water-Smart Landscape

F.13: Design a Water-Smart Landscape

Work to design a water-smart landscape.

### **Recommended**

**Direction:** Environmentally Sound

## F.14: Amend Facility Plan I

F.14: Amend Facility Plan I

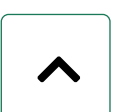
Amend the library's long-term, board-approved facility plan to explore on-site treatment of stormwater through natural or mechanical means and without chemicals when designing expansion and new construction projects.

### **Recommended**

**Direction:** Environmentally Sound

Examples & Inspiration:

- [Check out The US Environmental Protection Agency's Water-Smart Landscapes.](#)



## F.15: Amend Facility Plan II

### F.15: Amend Facility Plan II

For library facilities that rely on local rather than municipal water sources, amend long-term facility plan to set net-zero water as a goal which would mean limiting the consumption of water resources and returning it back to the same watershed so as to not to deplete resources.

#### **Recommended**

**Direction:** Environmentally Sound

## F.16: Replace Toilets

### F.16: Replace Toilets

Replace standard single-flush toilets with high-efficiency or dual-flush toilets.

#### **Recommended**

**Direction:** Environmentally Sound

## F.17: Insulate Pipes

### F.17: Insulate Pipes

Insulate hot water pipes and hot water heaters.

#### **Recommended**

**Direction:** Environmentally Sound

## F.18: Water Heater Thermostats

### F.18: Water Heater Thermostats

Adjust hot water heater thermostats to 120° F.

#### **Recommended**

**Direction:** Environmentally Sound

# Section G. Materials

How and what we purchase for our libraries should factor in the whole lifespan of the product and the environmental costs involved in manufacturing, storage, and disposal. This section provides an opportunity to inventory current purchases and assess the availability of more environmental alternatives, the possibility of reducing consumption, and planning for the best environmental practices in disposal.

**Minimum Number of Recommended Actions: 8**

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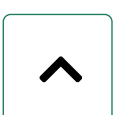
## G.1: Centralize Purchasing

### G.1: Centralize Purchasing

Centralize purchasing to eliminate wasteful spending and to maintain environmental standards.

#### **Required**

**Direction:** Environmentally Sound



## G.2: Incorporate the Zero Waste Hierarchy

### G.2: Incorporate the Zero Waste Hierarchy

Purchasing officer to review and incorporate The Zero Waste Hierarchy from the Zero Waste International Alliance into selection and purchasing activities.

#### **The Zero Waste Hierarchy from the Zero Waste**

#### **Required**

**Direction:** Environmentally Sound

Pro Tips:

**Program idea: Scrap Crafts**

## G.3: Inventory Supplies

### G.3: Inventory Supplies

Inventory existing office, cleaning, program and technical service supplies.

#### **Required**

**Direction:** Environmentally Sound

## G.4: Environmental-Friendly Supplies I

### G.4: Environmental-Friendly Supplies I

Source and purchase environmentally-friendly alternatives for future office supply purchase, for example: FSC certified and high post-consumer recycled content copy paper and reusable rather than disposable office supplies such as refillable pens, erasable wall calendars and reusable notebooks.

#### **Required**

**Direction:** Environmentally Sound

Pro Tips:

**Program Idea - Refill to reduce! How we can fight plastic pollution**

## G.5: Environmental-Friendly Supplies II

### G.5: Environmental-Friendly Supplies II

Source commonly used products with recycled content (i.e. envelopes, business cards, paper towels, tissues, toilet paper, boxes).

#### **Required**

**Direction:** Environmentally Sound

Pro Tips:

**Program Idea - Refill to reduce! How we can fight plastic pollution**

## G.6: BPA-Free Receipt Paper

### G.6: BPA-Free Receipt Paper

Purchase Bisphenol A (BPA)-free receipt paper.



## **Required**

**Direction:** Environmentally Sound

### G.7: Program Materials

G.7: Program Materials

Staff developing craft programs for all ages will work to use upcycled and recycled materials whenever possible.

## **Required**

**Direction:** Environmentally Sound

### G.8: Program Incentives

G.8: Program Incentives

Purchase or design summer reading program incentives that reflect the values of The Triple Bottom Line.

## **Required**

**Direction:** Environmentally Sound

### G.9: Eliminate Bottled Water Purchases

G.9: Eliminate Bottled Water Purchases

Eliminate the purchase of bottled water.

## **Required**

**Direction:** Environmentally Sound

Examples & Inspiration:

- 
- 

### G.10: Printer / Copier Settings

G.10: Printer / Copier Settings

Change default settings on printers and copiers to two-sided printing.

## **Required**

**Direction:** Environmentally Sound

### G.11: Scan...Not Print

G.11: Scan...Not Print

Encourage staff and patrons to scan materials rather than use printers and copiers.

## **Required**

**Direction:** Environmentally Sound

### G.12: Reduce Mailings

G.12: Reduce Mailings



Reduce all unwanted mailings by actively unsubscribing.

### **Required**

**Direction:** Environmentally Sound

## G.13: Reuse Office Paper

G.13: Reuse Office Paper

Reuse single-sided office paper as scrap paper.

### **Required**

**Direction:** Environmentally Sound

## G.14: Provide Recycling Bins

G.14: Provide Recycling Bins

Provide clearly marked recycling bins are positioned near printers, copy machines, staff work areas and breakrooms. Signage near the bins should clarify what is recyclable as per your carting company or municipalities rules.

### **Required**

**Direction:** Environmentally Sound

## G.15: Recycle E-Waste I

G.15: Recycle E-Waste I

Recycle larger e-waste (i.e. computers, monitors, printers, microfiche readers) with a third-party certified company.

Two accredited certification standards to look for: Responsible Recycling ("R2") for Electronics Recyclers Exit and the e-Stewards Standard for Responsible Recycling and Reuse of Electronic Equipment.

### **Required**

**Direction:** Environmentally Sound

## G.16: Recycle E-Waste II

G.16: Recycle E-Waste II

Provide e-waste containers for smaller items such as batteries and cell phones which are available from recyclers. Provide clear signage as to what may be placed in these containers.

### **Required**

**Direction:** Environmentally Sound

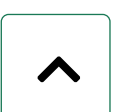
Examples & Inspiration:

- 

## G.17: Recycle Toner Cartridges

G.17: Recycle Toner Cartridges

Recycle toner cartridges and investigate Managed Print Services (MPS).



## Required

**Direction:** Environmentally Sound

### G.18: Solid Waste Disposal Training

#### G.18: Solid Waste Disposal Training

Provide training for all staff on proper practices for solid waste disposal, recycling and composting, if offered, at your facility/facilities and explain why “reduce, reuse, recycle” can help the environment.

## Required

**Direction:** Environmentally Sound

Examples & Inspiration:

- [Surrey Libraries - Recycling & Disposal Procedures](#)
- [Surrey Libraries - All About Waste Management](#)

### G.19: Special Waste Item Disposal

Ensure hazardous and special waste items, such as Compact Fluorescent Lightbulbs (CLFs) which contain mercury, are appropriately disposed of or turned over to a specialty recycler rather than being put into landfills.

## Required

**Direction:** Environmentally Sound

Examples & Inspiration:

- 
- 

### G. Reflection Question 1

#### G. Reflection Question 1

Reflecting on Section G: Materials...What were the benefits of the action items in this section to your library?

## Required

**Direction:** Environmentally Sound

### G.20: Host a Clean-Out Day

#### G.20: Host a Clean-Out Day

Host a clean-out day and provide an office supply “swap” location to help staff divest themselves of office supplies they do not need.

## Recommended

**Direction:** Environmentally Sound

### G.21: Bulk Mailing

#### G.21: Bulk Mailing

For items mailed to the whole community (i.e. annual report, newsletter), ensure the paper these items are printed on is recycled paper and are designed in such a way that they do not require an envelope.



## **Recommended**

**Direction:** Environmentally Sound

### G.22: ILS Email Receipts

G.22: ILS Email Receipts

Set your ILS default setting to emailing receipts to patrons.

## **Recommended**

**Direction:** Environmentally Sound

### G.23: Use Water Dispensers

G.23: Use Water Dispensers

Serve beverages in large dispensers rather than individual bottles and cans.

## **Recommended**

**Direction:** Environmentally Sound

Examples & Inspiration:

- 

### G.24: Green Vendors

G.24: Green Vendors

Seek out vendors who are “green” certified and provide sustainability statements. Provide details in the Notes section so that we can add to our resources.

## **Recommended**

**Direction:** Environmentally Sound

### G.25: Vendor Proximity

G.25: Vendor Proximity

Seek out vendors that are geographically close to your library to cut down on the carbon footprint of deliveries.

## **Recommended**

**Direction:** Environmentally Sound

### G.26: Reduced Vendor Packaging

G.26: Reduced Vendor Packaging

Purchase the bulk or concentrated form of products to reduce packaging.

## **Recommended**

**Direction:** Environmentally Sound

### G.27: Provide Reusable Kitchen Supplies

G.27: Provide Reusable Kitchen Supplies



Eliminate the purchase of disposable dishes, cups, and utensils and provide reusable items in their place.

**Recommended**

**Direction:** Environmentally Sound

## G.28: Eliminate or Recycle Pods

G.28: Eliminate or Recycle Pods

Eliminate the use of coffee/tea disposable pods or develop a recycling program for the pods.

**Recommended**

**Direction:** Environmentally Sound

Examples & Inspiration:

- 

## G.29: Coffee & Tea Purchases

G.29: Coffee & Tea Purchases

Purchase coffee and tea that is USDA Certified Organic and Fair Trade Certified.

**Recommended**

**Direction:** Environmentally Sound

## G.30: Purchase Low-VOC Materials

G.30: Purchase Low-VOC Materials

Purchase low-VOC materials for building supplies, furniture, carpets, paint, etc.

**Recommended**

**Direction:** Environmentally Sound

## G.32: Reusable Library Bags

G.32: Reusable Library Bags

Provide reusable library bags for patrons.

**Recommended**

**Direction:** Environmentally Sound

## G.31: Donate Unserved Food

G.31: Donate Unserved Food

Work with a local shelter or food pantry to donate unserved food after large events.

**Recommended**

**Direction:** Environmentally Sound

## G.33: Print Options I



### G.33: Print Options I

Remind staff annually of margin, font and spacing settings and printing options to minimize paper usage.

#### **Recommended**

**Direction:** Environmentally Sound

### G.34: Print Options II

#### G.34: Print Options II

Participate in a reforestation program to offset printed pages.

#### **Recommended**

**Direction:** Environmentally Sound

Examples & Inspiration:

- 

### G.35: Convert to Electronic Forms

#### G.35: Convert to Electronic Forms

Develop a plan to convert paper forms to electronic forms wherever possible.

#### **Recommended**

**Direction:** Environmentally Sound

### G.36: Convert to Electronic Files

#### G.36: Convert to Electronic Files

Develop a plan to convert paper files to electronic files.

#### **Recommended**

**Direction:** Environmentally Sound

Examples & Inspiration:

- [Surrey Libraries - Decision Tree: Born Digital](#)
- [Surrey Libraries - Tips & Tricks for Reducing Paper](#)

### G.37: Reduce Copies

#### G.37: Reduce Copies

Develop a plan to reduce paper flyers, handouts, and other frequently copied items.

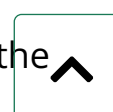
#### **Recommended**

**Direction:** Environmentally Sound

### G.38: Disposition of Surplus Goods

#### G.38: Disposition of Surplus Goods

Develop or amend disposition of surplus goods policy to ensure old furniture and fixtures are diverted from the landfill.



## **Recommended**

**Direction:** Environmentally Sound

### G.39: Excess Construction Materials Disposal

G.39: Excess Construction Materials Disposal

Include a clause in contracts with contractors and construction firms that all excess building/construction materials or supplies will be reused, recycled or donated.

## **Recommended**

**Direction:** Environmentally Sound

### G.40: Start a Composting Program

G.40: Start a Composting Program

Start a composting program at the library, either for staff or for the public.

## **Recommended**

**Direction:** Environmentally Sound

Pro Tips:

**Program Idea - Worm Composting and Harvesting**

### G.41: Net Zero Waste

G.41: Net Zero Waste

Set a goal for the library staff to achieve net-zero waste, reducing, reusing, and recycling waste streams to convert them to valuable resources with zero solid waste sent to landfills over the course of the year.

## **Recommended**

**Direction:** Environmentally Sound

Examples & Inspiration:

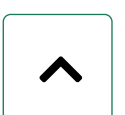
- **Zero Waste Principles**

Pro Tips:

**Program Idea: Scrap Crafts**

## Section H. Collective Impact

"Complex social issues – hunger, poverty, violence, education, health, public safety, the environment – involve many different factors and responses to these issues include many different community organizations. Organizations working in isolation and/or individual projects have not significantly addressed or changed many of these issues...Participation in collective impact projects may require more time and commitment, developing shared interests and strategies, managing across staffs and priorities, convincing stakeholders and boards, evaluating a diverse range of activities, resolving disputes, and sharing successes and failures. The collaborative relationship will need to be managed in addition to the organization's regular duties, mission, and priorities and within the organization's regular budget."



See Also:

- **Community Centered: 23 Reasons Why Your Library Is the Most Important Place in Town**, *Public Libraries Magazine*
- **Nonprofits Integrating Community Engagement Guide**, The Building Movement Project and the Alliance for Nonprofit Management
- **Top Innovators**, Urban Libraries Council
- **ALA Excellence in Library Programming Award**, American Library Association
- **"Libraries Leverage Community Relationships - Case Study,"** Dialogue on Public Libraries Resources, The Aspen Institute
- **"Ten Examples of Successful Library Collaborative Projects,"** Techsoup for Libraries
- **Community Partnerships**, Youth Services Librarianship
- **Community Partnership Guidebook for libraries**, Consumer Financial Protection Bureau
- **Libraries Build Sustainable Communities**, American Library Association

**Minimum Number of Recommended Actions: 6**

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## H.1: Mission Statement / Policy

### H.1: Mission Statement / Policy

Demonstrate, either through mission statement or library policy, a commitment to enter into partnerships that will advance both the library's and the partner's causes.

#### **Required**

**Direction:** Socially Conscious

Examples & Inspiration:

- **Community Involvement and Partnership Policy, Stickney-Forest View Public Library District**
- **Partnership and Sponsorship Policy, Topsham Public Library**
- **Strategic Priorities, West Vancouver Memorial Library**
- **"Community engagement is not about being nice; it's the fourth pillar of CSR," The Guardian, September 8, 2014**

Pro Tips:

Sections I1 and J1 also require reviewing the library mission statement and/or policy. Work with your Board of Trustees to come up with a cohesive statement to address all of these requirements at once.

## H.2: Create a program that supports local Master Plans

### H.2: Create a program that supports local Master Plans

Create a library program or service that directly supports articulated goals in the local municipal or school district master plan. Ensure that this program's impact is measurable.

#### **Recommended**

**Direction:** Socially Conscious

Examples & Inspiration:

- **Libraries Transform Case Studies, American Library Association**
- **Albany Public Library Partners with Transportation Authority, Library Journal, August 3, 2017**
- **In Plain Sight: Supporting Students Who Are Homeless, by Kara Yorio, School Library Journal**

Pro Tips:



## **Program Idea - Job Skills Program**

### H.3: Hold or participate in voter registration program

H.3: Hold or participate in voter registration program

Hold or participate in a program that encourages voter registration with a specific goal to engage with underrepresented or disenfranchised residents in your community.

#### **Recommended**

**Direction:** Socially Conscious

Examples & Inspiration:

- **National Voter Registration Day**
- **Nonprofit VOTE**
- **Increasing Voter Registration, League of Women Voters**
- **Code for America Brigade**

Pro Tips:

**Program Idea - Voter Registration Day Event**

## **Program Idea - Voter Information Table**

### H.4: Conduct Community Conversations

H.4: Conduct Community Conversations

Conduct five (5) Community Conversations (using the ALA Turning Outward resources or similar methods) to identify community aspirations.

#### **Recommended**

**Direction:** Socially Conscious

Examples & Inspiration:

- **Libraries Transform Communities Case Studies, ALA**
- **Turning Outward Resources for Libraries, ALA**
- **Community Conversations and Theming, ALA**

Pro Tips:

**Program Idea - Community Conversations**

### H.5: Interview community opinion leaders

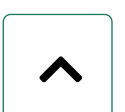
H.5: Interview community opinion leaders

Conduct twenty (20) Ask Exercises (using the ALA Turning Outward resources or similar method) with community opinion leaders that are not currently part of the library organization (i.e. municipal officials, Chamber of Commerce/business owners, first responders, teachers, key social service agencies, nonprofit and religious leaders, parents, teens) to identify community aspirations.

#### **Recommended**

**Direction:** Socially Conscious

Examples & Inspiration:



- [Libraries Transform Communities Case Studies, ALA](#)
- [Turning Outward Resources for Libraries Ask Exercise, ALA](#)

Pro Tips:

**Program Idea - Q&A: Hear From Candidates for School Board & Town Council**

**Program Idea - Progress on Climate: An Evening of Celebration, Hope, & Action**

## H.6: Not-for-profit partnership

H.6: Not-for-profit partnership

Establish a new partnership with a not-for-profit organization within your community that will expand the library's positive impact in the community and address patron needs.

### **Recommended**

**Direction:** Socially Conscious

Examples & Inspiration:

- ["Libraries Leverage Community Relationships - Case Study," Dialogue on Public Libraries Resources, The Aspen Institute](#)
- [Partners for the Future: Public Libraries and Local Governments Creating Sustainable Communities, Urban Libraries Council](#)
- [Libraries Transform Case Studies](#)
- [Partners in Success, School Library Journal, January 1, 2013](#)
- ["Effectively Collaborating with Other Libraries and Partners," TechSoup for Libraries](#)

Pro Tips:

Attending community forums, networking mixers or other community events are a great opportunity to meet people and establish relationships. Being visible in the community is key.

**Program Idea - Partner with community partners to host a film discussion program**

## H.7: For-profit partnership

H.7: For-profit partnership

Establish a new partnership with at least one for-profit organization within your community that will expand the library's positive impact in the community and address patron needs.

### **Recommended**

**Direction:** Socially Conscious

Examples & Inspiration:

- ["Libraries Leverage Community Relationships - Case Study," Dialogue on Public Libraries Resources, The Aspen Institute](#)
- ["10 Benefits Only Nonprofits Can Offer For-Profits in a Partnership," Third Sector Today](#)
- ["Engaging Community Partners in Program Planning," ProgrammingLibrarian.org](#)
- [Libraries Transforming Communities Case Studies, American Library Association](#)

Pro Tips:

Attending Chamber of Commerce mixers, Rotary meetings or other community events are a great opportunity to meet people and establish relationships. Being visible in the business community is key.



## **Program Idea - Partner with community partners to host a film discussion program**

### **Program Idea - For-profit Partnerships**

#### H.8: Engage in events supporting local business

H.8: Engage in events supporting local business

Engage in events specifically targeted toward supporting the local business community.

#### **Recommended**

**Direction:** Socially Conscious

Examples & Inspiration:

- **“The Story of the Shop Small® Movement,” American Express**
- **“Get Ready for Small Business Saturday,” ProgrammingLibrarian.org**
- **“Local Supports Local,” by Rebekkah Smith Aldrich, Library Journal**

#### H.9: Partnering with local government to expand residents' access

H.9: Partnering with local government to expand residents' access

Participate with a local government or another local government department or agency to expand residents' access to services.

#### **Recommended**

**Direction:** Socially Conscious

Examples & Inspiration:

- **“Libraries Leverage Community Relationships - Case Study,” Dialogue on Public Libraries Resources, The Aspen Institute**
- **Partners for the Future: Public Libraries and Local Governments Creating Sustainable Communities, Urban Libraries Council**
- **Libraries Transform Case Studies Partners in Success, School Library Journal, January 1, 2013**

#### H.10: Produce civic-minded, interactive display

H.10: Produce civic-minded, interactive display

Produce a civic-minded, interactive display in the library to engage residents on a topic important in your community.

#### **Recommended**

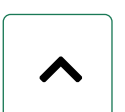
**Direction:** Socially Conscious

Examples & Inspiration:

- **Civic Lab, Skokie Public Library**
- **“Civic Engagement: Democracy Thrives at the Library,” Public Libraries**
- **“Community Reference: Making Libraries Indispensable in a New Way,” American Libraries, June 13, 2012**
- **Innovations Initiative, Urban Libraries Council**

Pro Tips:

**Program Idea - Census Information Table**



## H. Reflection Question 1

### H. Reflection Question 1

Reflecting on Section H: Collective Impact... How have these actions changed your perception of the ways in which your library can participate in collective impact efforts in your community?

#### **Required**

**Direction:** Socially Conscious

## H. Reflection Question 2

### H. Reflection Question 2

Reflecting on Section H: Collective Impact... What was the benefit to your library?

#### **Required**

**Direction:** Socially Conscious

## Section I. Social Cohesion

“Social cohesion is an ingredient that libraries can cultivate by actively fostering connection and activating our commitment to equity, diversity, and inclusion (EDI) in new ways, as each piece connects to the next. Libraries have, for many years, focused on economic development—helping residents find jobs or start small businesses, and supporting the creation of a trained workforce to attract employers to an area. As much of our focus, if not more, needs to be put on social cohesion. I often describe social cohesion as the “fabric” of a community. Fabric that is more tightly knit together is stronger, whereas loosely woven fabric often leaves gaps that people can fall through. It is a matter of life and death. Ensuring our neighbors have a high level of empathy and respect for one another, particularly for others who don’t look like them or come from a different culture than they do, should be one of the strongest parts of our legacy.”

-Rebekkah Smith Aldrich, “Social Cohesion Means Survival,” Library Journal, 2019

“Social equity and community contribute to resilience.”

-Resilient Design Institute

“Core values are the DNA of your company's culture--and they're there whether you put them on the wall or not.”

-Robert Glazer, “5 Ways to Make Sure Your Employees Take Your Company's Values Seriously”

**Minimum Number of Recommended Actions: 6**

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## I.1: Mission Statement / Policy / Board Resolution

### I.1: Mission Statement / Policy / Board Resolution

Demonstrate a commitment to diversity through the library's mission statement, policies and/or board resolution that results in a library workforce that reflects the community served and promotes the inclusion of minority populations/underserved residents in the library's service strategy.



## Required

**Direction:** Socially Conscious

Examples & Inspiration:

- [Equity, Diversity, and Inclusion, American Library Association](#)
- [Recruiting for Diversity, American Library Association](#)
- [How to Lead the Push for Diversity in the Workplace, Forbes.com, June 9, 2017](#)
- [Library Journal Article - Restorative Libraries: Restorative Justice Practices and How to Implement Them](#)
- [Homeless Training](#)
- [Trauma Informed Housing](#)

## 1.2: Board of Trustees diversity

1.2: Board of Trustees diversity

Create a plan and/or policy to recruit a diverse Board of Trustees that reflect the community served and supports diversity.

## Required

**Direction:** Socially Conscious

Examples & Inspiration:

- [Diversity, Inclusion, and Equity, BoardSource](#)
- [Diversity on Nonprofit Boards, National Council of Nonprofits](#)

## 1.3: Cultural Competency training for staff

1.3: Cultural Competency training for staff

Provide cultural competency education for all staff.

## Recommended

**Direction:** Socially Conscious

Examples & Inspiration:

- ["What does it mean to be culturally competent?," Centre for Research & Education on Violence Against Women & Children](#)
- [American Psychological Association - "In Search of Cultural Competence"](#)
- [PennState Extension - "What is Cultural Competence and How to Develop It?"](#)

## 1.4: Programs celebrating diversity

1.4: Programs celebrating diversity

Annually provide four or more educational programs that celebrate the diversity of your community. (Respond for either previous or current year's programs.)

## Recommended

**Direction:** Socially Conscious

Examples & Inspiration:

- [Turning Outwards Resources for Libraries, American Library Association](#)
- [Desmond-Fish Library Martin Luther King Jr. Day](#)



- ["Cinco de Mayo Celebrated at Ellenville Public Library," Spectrum News, May 5, 2016](#)
- [Drag Queen Story Hour, Hudson Area Association Library](#)

Pro Tips:

**Program Idea - Global Games: Local Stories**

**Program Idea - A Path to Community**

**Program Idea - Many Voices: Who Gets to Tell the Story? How does our community understand itself in terms of its Indigenous past and present?**

## I.5: Economic Development education for staff

I.5: Economic Development education for staff

Provide economic development education for all staff who design services and programs.

### **Recommended**

**Direction:** Fiscally Responsible

Examples & Inspiration:

- ["Partners for the Future: Public Libraries & Local Government Creating Sustainable Futures," Urban Libraries Council](#)
- ["Promote inclusive and sustainable economic growth, employment and decent work for all," United Nations Sustainable Development Goals](#)
- ["Prosperity that Lasts: Building Economically Sustainable Communities," Institute for Local Government](#)
- [Case Stores and Examples, Institute for Local Government](#)
- [Santa Monica Wellbeing Index](#)
- ["Strengthening Libraries as Entrepreneurial Hubs," Urban Libraries Council](#)

## I.6: Program development based on community aspirations

I.6: Program development based on community aspirations

Use an analysis of community needs/demographics or aspirations identified through your work in *Section H: Collective Impact* to develop a series of programs to help address at least one of the needs or aspirations of your community.

### **Recommended**

**Direction:** Socially Conscious

Examples & Inspiration:

- [The Why, Editorial, Rebecca T. Miller, Library Journal](#)
- [Eric Klinenberg: Libraries and Social Infrastructure, by Lisa Peet, Library Journal](#)
- [Turning Outwards Resources for Libraries, American Library Association](#)
- [In Plain Sight: Supporting Students Who Are Homeless, by Kara Yorio, School Library Journal](#)
- [LA County Library is Library of the Year 2019, John N. Berry III, Library Journal](#)
- [Engaging Conversations | Field Reports, Library Journal](#)
- [Book Angels Alight in Rochester, Rochester Public Library](#)
- [Food Literacy Programs Teach More Than Cooking and Nutrition, School Library Journal](#)
- [Mental Wellness, by Lisa Peet, Library Journal](#)
- [Literacy for All: Adult Literacy @your library, American Library Association](#)
- [NYC Veterans Oral History Project, New York Public Library](#)



- [Immigration & Citizenship, Hartford Public Library \(CT\)](#)

Pro Tips:

**Program Idea - Many Voices: Who Gets to Tell the Story? How does our community understand itself in terms of its Indigenous past and present?**

**Program Idea - Split Oak Forest Nature Walk**

## I.7: Inclusive Services Assessment and Guide

I.7: Inclusive Services Assessment and Guide

Complete at least two checklists in [The Inclusive Services Assessment and Guide](#)

### **Recommended**

**Direction:** Socially Conscious

Examples & Inspiration:

- [Inclusive Services, Wisconsin Department of Public Instruction](#)

## I.8: Community Feedback

I.8: Community Feedback

Conduct at least one focus group or community survey per year to gather community feedback on the outcome of library programs as related to community needs/aspirations.

### **Recommended**

**Direction:** Socially Conscious

Examples & Inspiration:

- [Project Outcome, Public Library Association](#)
- [Turning Outwards Resources for Libraries, American Library Association](#)
- [Reaching the Elusive Library Non-Users, Donna Fletcher, Marketing Library Services, November/December 2016](#)

## I.9: Innovating community engagement

I.9: Innovating community engagement

Demonstrate an innovative method, idea, or service that will provide an opportunity for members of your community who would normally not interact to engage with each other.

### **Recommended**

**Direction:** Socially Conscious

Examples & Inspiration:

- [Block Party, Anythink](#)
- [Building Bridges: Whitehall Public Library | Best Small Library in America, Library Journal](#)
- [Meet Your Neighbors, Redwood City Public Library](#)
- [Library Takeover, Madison Public Library](#)
- [The Future of Libraries, Smithsonian Magazine, July 27, 2016](#)

Pro Tips:



**Program Idea - Giving Thanks: Explore the many treasures of our community**

**Program Idea - Many Voices: Who Gets to Tell the Story? How does our community understand itself in terms of its Indigenous past and present?**

**Program Idea - Big Tiny Art Show**

I.10: Employee recognition for service outside of the library

I.10: Employee recognition for service outside of the library

Develop a program to recognize employees who participate in volunteer service programs outside of their library work.

**Recommended**

**Direction:** Socially Conscious

I.11: Health and wellness program for staff

I.11: Health and wellness program for staff

Create or participate in a health and wellness program for library staff.

**Recommended**

**Direction:** Socially Conscious

Examples & Inspiration:

- **"Our Librarian Bodies. Our Librarian Selves," In the Library with the Lead Pipe**
- **Working at NYPL, New York Public Library**
- **Library Worklife, ALA APA**
- **Workplace Wellness, Mental Health America**
- **Employee Assistance Program, Wikipedia**

Pro Tips:

**Program Idea - Now We're Walkin'! Staff Walking Challenge**

I. Reflection Question 1

I. Reflection Question 1

Reflecting on Section I: Social Cohesion... How have these actions changed your perception of the ways in which your library contributes to social cohesion in your community?

**Required**

**Direction:** Socially Conscious

I. Reflection Question 2

I. Reflection Question 2

Reflecting on Section I: Social Cohesion... What was the benefit to your library?

**Required**

**Direction:** Socially Conscious



# Section J. Resilience Planning

“At one time or another, most communities face the challenge of reestablishing stability after periods of disruption—whether human-created, natural, or some combination thereof. As civic anchors, libraries have played a critical role in meeting that challenge. The images of libraries in Ferguson and Baltimore as neighborhood beacons during the aftermath of the deaths of two young black men at the hands of police are particularly poignant. Yet those images belie the groundwork that was laid long in advance by committed librarians who listened, engaged, and prepared to respond to the needs of the communities they serve.”

-“Libraries Cultivate Community Resilience,” Center for the Future of Libraries

**Minimum Number of Recommended Actions: 4**

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## J.1: Mission Statement / Policy / Board Resolution

J.1: Mission Statement / Policy / Board Resolution

Demonstrate, through a mission statement, policy, board resolution or long-range plan, commitment to addressing community resiliency.

### Required

**Direction:** Fiscally Responsible

Examples & Inspiration:

- [Community Resilience Challenge](#)
- [Community Resilience, RAND Corporation](#)
- [Strategic Plan \(2013-2017\), Bellingham Public Library \(page 7\)](#)
- [Values Statement, West Vancouver Memorial Library](#)
- [Community Resilience and Public Libraries: Post Crisis Information and Connectivity, Shari R. Veil, MBA, Ph.D. & Bradley Wade Bishop, Ph.D., University of Kentucky](#)
- [FEMA National Risk Index - Community resilience](#)
- [Ready.gov](#)

## J.2: Disaster preparedness and response plan

J.2: Disaster preparedness and response plan

Create or update your library’s disaster preparedness and response plan.

### Required

**Direction:** Environmentally Sound

Examples & Inspiration:

- [Michele Stricker, Movers & Shakers 2019, Library Journal](#)
- [Librarian’s Disaster Planning and Community Resiliency Guidebook and Workbook, New Jersey State Library](#)
- [Ports in a Storm: The Role of the Public Library in Times of Crisis, Collaborative Librarianship](#)
- [Disaster Planning and Community Resiliency at Your Library, Michele Stricker \[webinar\]](#)
- [Ready Rating Program, American Red Cross](#)
- [Emergency Action Plan, Occupational Safety and Health Administration \(OSHA\)](#)
- [Library Disaster Preparedness & Response, ALA](#)
- [Pocket Response Plan PReP Templates, Council of State Archivists](#)
- [Shelter-in-Place Plan Template, Massachusetts Institute of Technology](#)
- [Plan: The Online Disaster-Planning Tool for Cultural and Civic Institutions, Northeast Document](#)



### Conservation Center (NEDCC)

- Los Angeles Public Library Stepped Up During Teachers' Strike, by Kara Yorio, Library Journal
- Midwestern Libraries Grapple with Polar Vortex, by Lisa Peet, Library Journal
- Library Employees Emergency Response Procedures Template, Massachusetts Library System
- Example: Rock Island Public Library

## J.3: Resiliency Planning reflected in a collection

### J.3: Resiliency Planning reflected in a collection

Maintain a current selection of patron materials and/or information relative to sustainability, disaster preparedness, social equity and related local issues.

#### **Required**

**Direction:** Environmentally Sound

Examples & Inspiration:

- "Measuring Diversity in the Collection," Library Journal
- Go Green Collection, Seymour Library
- Sustainable Living Collection, Madison Public Library (WI)
- The Houston ToolBank
- Project Drawdown
- Find Your Local Tool Lending Library
- Resources for Organizing & Social Change: Action Items Library
- Toward Sustainable Communities, Fifth Edition
- Chelsea Green Publishing: New Releases
- Permaculture and Homesteading Goofballs
- Diverse Book Finder
- Diversebooks.org
- Social Justice Books
- The Commons Social Change Library
- Appropedia: Sustainability Wiki
- Engineering For Change: Solutions Library
- En-ROADS Climate Solutions Simulator

## J.4: Prioritize and showcase sustainable design and operation

### J.4: Prioritize and showcase sustainable design and operation

Prioritize locally available, renewable or reclaimed resources in your library's board-approved facility plan and work to showcase sustainable design and facility operation practices to your community.

#### **Recommended**

**Direction:** Environmentally Sound

Examples & Inspiration:

- The Resilient Design Principles, Resilient Design Institute
- Be Inspired by the West Vancouver Memorial Library!, SustainableLibraries.org
- Austin Central Library Project Attains LEED Platinum Certification, Hensel Phelps
- Net-Zero Energy within Budget: The First Net-Zero Energy Public Library in Indiana, Purdue University
- Berkeley Public Library's West Branch is First Zero Net Energy Library in CA
- The International Living Future Institute

## J.5: Provide region-specific environmental programming



## J.5: Provide region-specific environmental programming

Provide at least four programs annually on environmental sustainability issues specific to your geographic region. (Respond for either previous or current year's programming.)

### Recommended

**Direction:** Environmentally Sound

Examples & Inspiration:

- [\*\*ProgrammingLibrarian.org\*\*](#)
- [\*\*Sustainable Rhinecliff Series, Morton Memorial Library & Community House\*\*](#)
- [\*\*Exploring Environmental Science with Children and Teens, Eileen G. Harrington, ALA Editions\*\*](#)
- [\*\*Sustainable Living Collection, Madison Public Library \(WI\)\*\*](#)
- [\*\*IFLA Library Map of the World - Sustainable Development Goals & Libraries\*\*](#)
- [\*\*Project Drawdown\*\*](#)
- [\*\*The Top 100 Documentaries We Can Use to Change the World\*\*](#)
- [\*\*Local Futures: Films for change\*\*](#)

## J.6: Establish community disaster recovery support system

### J.6: Establish community disaster recovery support system

Establish at least one facet of a community disaster recovery support system through your library. (This could encompass whatever is appropriate for your community, e.g., being a cooling center, sponsoring a Community Emergency Response Team (CERT), being designated a local distribution point.)

### Recommended

**Direction:** Socially Conscious

Examples & Inspiration:

- [\*\*Connecting Public Libraries with Community Emergency Responders, Public Libraries Online\*\*](#)
- [\*\*California Libraries Reopen, Respond to Wildfires, Library Journal\*\*](#)
- [\*\*Emergency Planning Exercises, Federal Emergency Management Agency \(FEMA\)\*\*](#)
- [\*\*Get Involved, Ready.gov\*\*](#)
- [\*\*Emergency Assistance Links, State Library of Louisiana\*\*](#)
- [\*\*Welcome Home: Library as Safe Space and Refuge, ALA\*\*](#)
- [\*\*The Resilient Design Principles, Resilient Design Institute\*\*](#)
- [\*\*Community Resilience and the Role of the Public Library, Dan Grace & Barbara Sen, Library Trends, 2013\*\*](#)
- [\*\*Public Libraries and Resilient Cities, Michael Dudley, editor, ALA Editions\*\*](#)
- [\*\*New York State Citizen Preparedness Corps\*\*](#)
- [\*\*Resiliency Project, Scarborough Public Library \(ME\)\*\*](#)
- [\*\*"Despite Ruin, Libraries Offer Books and Community," Vivian Yee, New York Times, November 25, 2012\*\*](#)

## J.7: Host a "Repair Café"

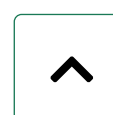
### J.7: Host a "Repair Café"

Host a Repair Café event for your community.

### Recommended

**Direction:** Socially Conscious

Examples & Inspiration:



- [Start your own, Repair Café](#)
- [Don't Throw It Out! Fix it at a Repair Café, ProgrammingLibrarian.org](#)
- [Blue Marble Librarians - Hosting Repair Events in Libraries](#)

## J.8: National Preparedness Month programming

J.8: National Preparedness Month programming

Produce a series of programs for National Preparedness Month.

### Recommended

**Direction:** Environmentally Sound

Examples & Inspiration:

- [2021 National Preparedness Month](#)
- [You Are the Help Until Help Arrives, Federal Emergency Management Agency \(FEMA\)](#)
- [Ready Kids, Ready.gov](#)
- [Student Tools for Emergency Planning \(STEP\) & Teen Community Emergency Response Team \(Teen CERT\), Ready.gov](#)

## J.9: First responders engagement event

J.9: First responders engagement event

Create an appreciation event for your community's first responders or another type of event that increases engagement between first responders and the public at the library.

### Recommended

**Direction:** Socially Conscious

Examples & Inspiration:

- [Community BBQ in honor of Philipstown's First Responders, Desmond-Fish Library](#)
- [First Responders Appreciation Day!, Utica Public Library](#)
- [First Responders Thank You Program at Sachem Public Library](#)
- [Public Libraries and First Responders Partner in Emergency Response, National Network of Libraries of Medicine \(NNLM\)](#)

## J.10: Innovative approach to community resilience

J.10: Innovative approach to community resilience

Share an innovative approach to supporting community resilience you have demonstrated at your library.

### Recommended

**Direction:** Socially Conscious

Examples & Inspiration:

- [Janelle Richards, Toronto Public Library's First Environmentalist in Residence, Library Journal](#)
- [Microgrids Keep These Cities Running When the Power Goes Out, InsideClimate News](#)
- [Five Lessons for Libraries Looking to Innovate in the 21st Century, Knight Foundation](#)
- [Public Library Innovation Exchange \(PLIX\), MIT Media Lab](#)

## J. Reflection Question 1

J. Reflection Question 1



Reflecting on Section J: Resilience Planning... How have these actions changed your perception of the ways in which your library contributes to your community's resilience?

### Required

**Direction:** Socially Conscious

## J. Reflection Question 2

J. Reflection Question 2

Reflecting on Section J: Resilience Planning... What was the benefit to your library?

### Required

**Direction:** Socially Conscious

## Section K. Financial Sustainability

"...a nonprofit organization's ability to pursue its mission (i.e., providing consistent and quality programming and services) and its financial sustainability are inextricably linked."

**-Financial Sustainability for Nonprofit Organizations: A Review of the Literature**, Lisa M. Sontag-Padilla, Lynette Staplefoote, and Kristy Gonzalez Morganti, Health and Rand Education/YMCA of Greater Pittsburgh

**Minimum Number of Recommended Actions:** 4

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### K.1: Analyze the financial position

K.1: Analyze the financial position

Analyze the financial position of your library and project the level of income needed for the library to adequately serve its community.

### Required

**Direction:** Fiscally Responsible

Examples & Inspiration:

- **["Planning to Thrive: Sustainable Public Libraries, Lyn Hopper, Public Libraries Online, June 20, 2013"](#)**
- **[Developing the Budget, Wisconsin Department of Public Instruction](#)**
- **[Resources for Nonprofit Financial Management, The Wallace Foundation](#)**

### K.2: Determine adequate fund balance

K.2: Determine adequate fund balance

Analyze library cash flow needs to determine the amount of fund balance needed to adequately serve the public and ensure the business continuity of the library during financial disruption.

### Required

**Direction:** Fiscally Responsible

Examples & Inspiration:

- **[Fund Balance Policy, North Shore Public Library](#)**
- **[Operating Reserve Policy Toolkit for Nonprofit Organizations, National Center for Charitable Statistics,](#)**



**Center on Nonprofits and Philanthropy at the Urban Institute, and United Way Worldwide**

- **Multiyear Financial Planning, Office of the State Comptroller (New York State)**
- **Multiyear Capital Planning, Office of the State Comptroller (New York State)**
- **Reserve Funds, Office of the State Comptroller (New York State)**

## K.3: Create a strategic financial plan

K.3: Create a strategic financial plan

Create a strategic plan including steps towards reaching the income level, identified in K1 above, and build up an adequate fund balance, as determined in K2 above, to meet community needs.

### **Recommended**

**Direction:** Fiscally Responsible

Examples & Inspiration:

- **Creating Public Library Districts in New York State, New York State Library**
- **Public Library Vote Toolbox, Mid-Hudson Library System**
- **Does Your Library's Fundraising or Friends Program Need a Reboot?, Kathleen Hughes, Public Libraries Online, January 14, 2014**

## K.4: Return on Investment (ROI)

K.4: Return on Investment (ROI)

Demonstrate at least one quantifiable measure of library value and return on investment (ROI) to the community. (Work to increase this number each year.)

### **Recommended**

**Direction:** Fiscally Responsible

Examples & Inspiration:

- **What's Your Library Worth, ilovelibraries.org**
- **"Real People. Real Dollars. Campaign 2018" - Central New York Library Resources Council**
- **Syracuse University iSchool, Library Value Calculator**
- **Maine State Library - Customization of the Library Use Value Calculator**
- **Ecosystem Service**
- **Metrics for Healthy Communities**
- **i-Tree: Tree Benefits Estimation Science**
- **Sustainability Metrics and Indices**
- **Permaculture Design Principles**
- **Transition Network**

## K.5: Internal Financial Controls

K.5: Internal Financial Controls

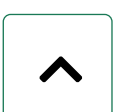
Have a system of internal financial controls according to generally accepted accounting principles.

### **Recommended**

**Direction:** Fiscally Responsible

Examples & Inspiration:

- **Budgets and Finance, Handbook for Library Trustees of New York State**
- **The Practice of Internal Controls, Local Government Management Guides, Office of the State**



### **Comptroller (New York State)**

- **Management’s Responsibility for Internal Controls, Local Government Management Guides, Office of the State Comptroller (New York State)**
- **Fiscal Oversight Responsibilities of the Governing Board, Local Government Management Guides, Office of the State Comptroller (New York State)**
- **Improving the Effectiveness of Your Claims Auditing Process, Local Government Management Guides, Office of the State Comptroller (New York State)**
- **Internal Controls for Nonprofits, National Council of Nonprofits**

Pro Tips:

This may be marked complete if the organization has regular audits and follows recommendations of such or by having generally accepted financial control policies and procedures as found in the **Handbook for Library Trustees of New York State**.

## K.6: Provide a living wage

K.6: Provide a living wage

Provide a **living wage** to all full-time employees and eliminate “almost full time” jobs with no benefits. (In order to fulfill the requirements to meet this benchmark, the minimum salary shall be the amount for one adult shown in the first column of each county found in the **MIT Living Wage Calculator**.)

### **Recommended**

**Direction:** Fiscally Responsible

Examples & Inspiration:

- **Living Wage Calculator, MIT**
- **Living Wage Employer Certification Program, Just Economics of Western North Carolina**

## K.7: Equality in pay for librarians

K.7: Equality in pay for librarians

Provide an entry-level salary for librarians that is equal to the entry-level salary for a teacher in your local school district.

### **Recommended**

**Direction:** Fiscally Responsible

Examples & Inspiration:

- **Libraries = Education: A Game-Changing Vision, Valerie Gross, Institute for Museum and Library Services**
- **A Tipping Point: Education, Learning and Libraries, OCLC**

## K.8: Provide health insurance

K.8: Provide health insurance

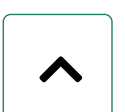
Provide some form of health insurance for full-time employees.

### **Recommended**

**Direction:** Fiscally Responsible

Examples & Inspiration:

- **Health Insurance, New York Council of Nonprofits**



- **Chamber of Commerce negotiated health insurance**

## K.9: Provide access to pension or retirement plan

K.9: Provide access to pension or retirement plan

Provide access to a pension system or retirement plan for full-time employees.

### **Recommended**

**Direction:** Fiscally Responsible

Examples & Inspiration:

- **Retirement Plan Information for Tax-Exempt Organizations, IRS**
- **New York State Local & State Retirement System, Office of the State Comptroller**

## K. Reflection Question 1

K. Reflection Question 1

Reflecting on Section K: Financial Sustainability... How have these actions changed your perception of the financial sustainability of your library?

### **Required**

**Direction:** Fiscally Responsible

## K. Reflection Question 2

K. Reflection Question 2

Reflecting on Section K: Financial Sustainability... What was the benefit to your library?

### **Required**

**Direction:** Fiscally Responsible

# Section L. Collections

A significant portion of library resources are involved in obtaining, managing, and disposing of library materials, both print and electronic. Analysis of all aspects of collections for inclusion, sustainability and resilience is a potential source of savings of energy, materials, waste, and staff time, as well as an opportunity to ensure allocation of resources are best deployed for maximum community benefit.

**<http://www.ifla.org/past-wlic/2010/135-urness-en.pdf>**

**<http://library.ifla.org/114/1/115b-karioja-en.pdf>**

**Minimum Number of Recommended Actions: 3**

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## L.1: Collection Development Policy

L.1: Collection Development Policy

The library collection development policy should incorporate Triple Bottom Line considerations such as: community driven collection development; diversity, equity and inclusion; and a goal to limit wasted energy and natural resources in the library's collection development policy. Every effort should be taken to be as inclusive as possible when designing and managing the collection.



## Required

**Direction:** Environmentally Sound

Examples & Inspiration:

- ["Measuring Diversity in the Collection," Library Journal](#)
- ["Greening the Library: Collection Development Decisions," by Virginia Connell, The Journal of the New Members Round Table, May 2010](#)
- ["Sustainability in Collection Development: Seeing the Forest and the Trees," Karen Christensen, Against the Grain, Vol. 22: Iss. 6, Article 7](#)
- [Diversity in Collection Development: An Interpretation of the Library Bill of Rights, American Library Association](#)
- [Collection Development Policy, Santa Monica Public Library](#)
- [Collection Development Diversity Statement, University of Maryland](#)
- [Diverse BookFinder](#)
- [Wikipedia: Library of Things](#)

## L.2: Collection weeding parameters

L.2: Collection weeding parameters

Library collection development policy includes parameters for weeding library materials and provides for outdated items to be recycled and reusable items to be redistributed equitably. Care should be taken to eliminate or reduce items that are not recyclable.

## Required

**Direction:** Environmentally Sound

Examples & Inspiration:

- [Collection Development Policy, Red Hook Public Library](#)
- [Weeding Library Collections, American Library Association](#)
- [CREW: A Weeding Manual for Modern Libraries, Texas State Library & Archives Commission](#)
- [The Art of Weeding, Ian Chant, Library Journal, June 23, 2015](#)
- [Book Donation Programs, American Library Association](#)
- [Dealing with Discards, Mid-Hudson Library System](#)
- [Better World Books: Discards & Donations](#)
- [American Library Association: International Donation and Shipment of Books](#)

## L.3: Records management policy

L.3: Records management policy

The library board has an adopted records management policy that includes appropriate electronic records backup to ensure business continuity during times of disruption. A copy of records should be maintained outside the library building to help organizational resiliency.

## Recommended

**Direction:** Environmentally Sound

Examples & Inspiration:

- [Retention and disposition schedules for local governments, NYS Archives](#)
- [Additional Document Retention Resource](#)
- [Best green web hosting of 2023, Techradar.com](#)



## L.4: Use of eCommerce

### L.4: Use of eCommerce

Use electronic selection journals and online ordering during the selection process. Use electronic ordering standards when possible (e.g. EDIFACT)

#### **Recommended**

**Direction:** Environmentally Sound

Examples & Inspiration:

- **Collection Development**

## L.5: Inclusive Services Assessment and Guide

### L.5: Inclusive Services Assessment and Guide

Complete the Collections checklist (page 10-11) in:

#### **Recommended**

**Direction:** Socially Conscious

Examples & Inspiration:

- **Equity, Diversity, Inclusion: An Interpretation of the Library Bill of Rights, American Library Association**
- **Diverse Collections: An Interpretation of the Library Bill of Rights, American Library Association**
- **Building Inclusive Libraries**
- **Racial Equity in the Library, Part Two: Diverse Collections, Programming, Resources, WebJunction.org**
- **Project READY: Reimagining Equity & Access for Diverse Youth**

## L.6: Optimal collection size based on use

### L.6: Optimal collection size based on use

Include in the library's collection development policy guidance on the use of metrics to determine optimal collection size based on use. (Repurposing unneeded collection space and limiting construction for increased collection space decreases energy consumption and saves money.)

#### **Recommended**

**Direction:** Environmentally Sound

Examples & Inspiration:

- **Page 27, Quantitative Standards by Service Population, Wisconsin Public Library Standards**
- **Materials Selection Policy, Elwood Public Library**
- **Materials Selection Policy, South Country Library**

## L.7: Demonstrate better use of collections or space

### L.7: Demonstrate better use of collections or space

Demonstrate better use of collections or space in a way not described within the above benchmarks.

#### **Recommended**

**Direction:** Environmentally Sound



Examples & Inspiration:

- **Library Space Planning**
- **Internet Resources: Library Space Planning, Repurposing library spaces**
- **5 Space Planning Trends**

## L. Reflection Question 1

L. Reflection Question 1

How have these actions changed your perception of collection and space utilization at your library?

### **Required**

**Direction:** Environmentally Sound

## L. Reflection Question 2

L. Reflection Question 2

What was the benefit to your library?

### **Required**

**Direction:** Environmentally Sound

# Section M. Final Presentation

The final presentation showcases the work done in pursuit of the Sustainable Libraries Initiative Certification. This presentation should tell the story of what you accomplished, how your policies, building, programming, and collections have changed and how it benefitted your staff and community. Don't forget to add detail about how you plan to continue to work towards Triple Bottom Line sustainability in the future.

**Minimum Number of Recommended Actions: 1**

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## M.1: Final Presentation

M.1: Final Presentation

Create and present your final presentation. Final presentations should tell the story of what you accomplished, how your policies, building, programming, and collections have changed and how it benefitted your staff and community. Choose an item or two to highlight from each of the categories that you have completed and create a slideshow presentation to showcase the efforts that you made. Have some fun with this presentation, it is a great way to share the work you have done with your community and the SLI community of practice! This live or pre-recorded presentation will be made to the SLI Advisory Board.

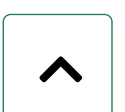
**Please email [sliadmin@suffolknet.org](mailto:sliadmin@suffolknet.org) to schedule your final presentation. Be sure to include your mentor on the email so they are aware you are ready to present.**

**Presentations should be 15-20 minutes. Members are welcome to invite library administrators, board members, supervisors, board of education members, etc. Your mentor will also be invited to join the presentation.**

***Please note: The scheduling of the presentation will not interfere with your certification.***

### **Required**

**Direction:** Socially Conscious



Examples & Inspiration:

- [SLI Resources Page](#)
- [Patchogue Medford Library's Final Presentation](#)
- [Lindenhurst Memorial Library's Final Presentation](#)
- [Longwood Public Library's Final Presentation](#)

Pro Tips:

Take a look at the Presentations made by other libraries in the [Certification Presentations](#) section of the website.

