

# PATCHOGUE-MEDFORD LIBRARY

54-60 East Main Street, Patchogue, NY 11772 • Phone (631) 654-4700 fax: (631) 289-3999 • [www.pmlib.org](http://www.pmlib.org)

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## Sustainable Libraries Initiative Final Report

# Who We Are



We are a School District Public Library serving the residents of the Patchogue-Medford School District. We serve as the Central Library for Suffolk County.

Our service population is more than 50,000 people. In 2019, there were 318,714 library visits, and 49,680 people attended the 2,817 programs we offered for the public.

Currently we have two buildings: the Main Building, located in a storefront in Patchogue Village, and the Carnegie Library Teen Center. Construction of a third branch, located in the northern part of our district, will begin soon.

# Who We Are

## The Carnegie Library in 2012



## The Carnegie Library Today



# Why Join the Sustainability Initiative?

**As a community resource, we want a better, healthier environment for our community and its members.**

- Save energy
- Save water
- Produce less waste
- Save money

# Organizational Commitment

- Sustainability Policy approved by the Library Board, and available to all employees on the staff blog
- Sustainability Page on staff blog with informational links relevant to the Library and home.
- Updates at Staff meetings
- All employees encouraged to participate in sustainable activities and learning opportunities.



# Organizational Commitment

## SUSTAINABILITY POLICY

The Patchogue-Medford Library recognizes the important role libraries play in larger community conversations about resiliency and a sustainable future. The Library Board of Trustees, Administration, and staff are committed to reducing our environmental footprint and promoting environmental stewardship at all levels of our organization. Our goal is to minimize our organization's impact and maximize future generations' ability to live, work, and play in our shared natural environment, with equal access to clean air, clean water, and natural resources.

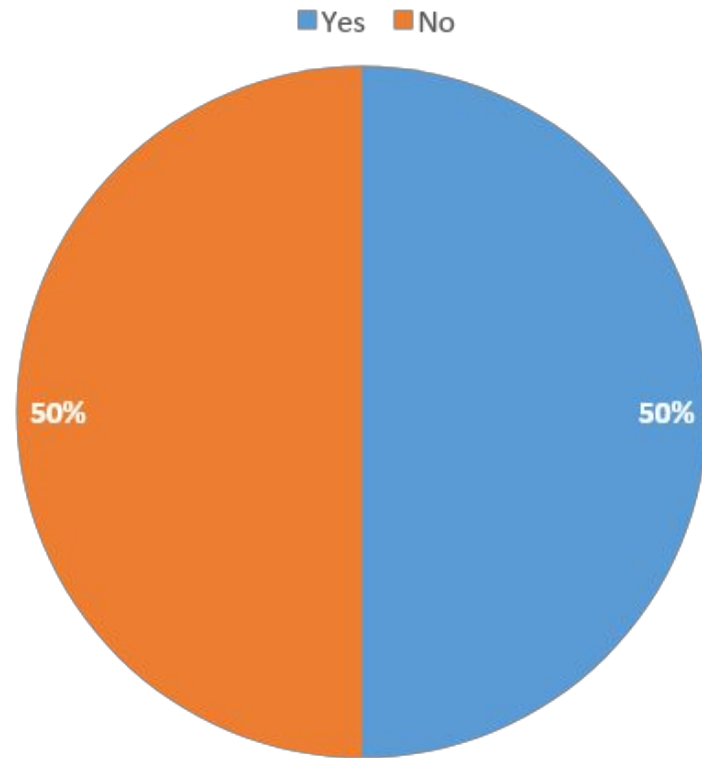
The Library supports sustainable principles that ensure a resilient, sustainable community and Library for all residents. We strive for economic efficiency, to conserve energy and water, support renewable energy resources, minimize pollution and waste, protect habitat, buy environmentally friendly products, and encourage environmentally preferable transportation. These efforts are extended to contractor and supplier relationships. We will encourage contractors and suppliers serving or otherwise acting on behalf of the organization to meet our standards of environmental performance.

Employee understanding and involvement are essential to the implementation of this environmental policy. Administration and the Board of Trustees encourage Library staff to be proactive and apply sustainable thinking in the areas of their facilities, operations, policy, technology, programming and partnerships. All employees will receive a copy of this policy and will be educated about and participate in the Library's efforts to strive towards the "triple bottom line" definition of sustainability: using practices that are environmentally sound, economically feasible, and socially equitable.

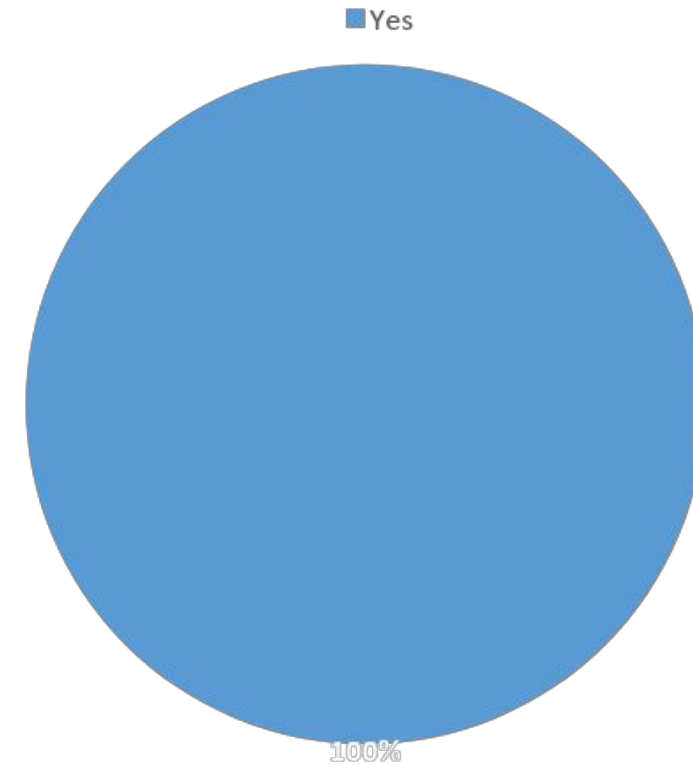
Adopted by the Board of Trustees, February 26, 2020

# Staff Survey

I Consider My Workplace to be  
Environmentally Friendly



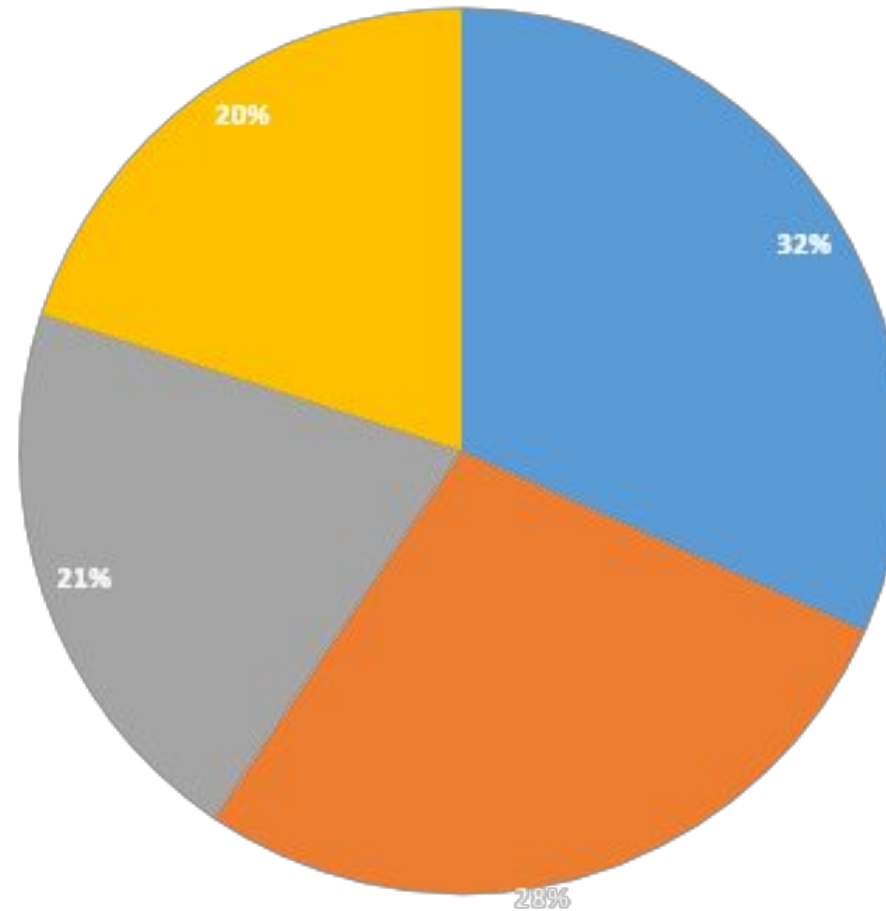
My Organization Should Investigate  
Ways to be More Environmentally  
Friendly



# Staff Survey

## Top 4 Areas to Focus Sustainability Efforts

■ Waste Recycling ■ Paper Use ■ Employee Awareness ■ Green Purchasing





# Our Green Team

- Representatives from all departments
- Meets regularly
- Learning opportunities at each meeting
- Representatives assist with sustainability and recycling questions/issues in the different departments
- Provide education and encourage recycling/reuse
- Ideas and suggestions
- Plan celebrations of accomplishments towards sustainability

# Staff Education

- Monthly webinars from GreenNY
- Webinars from Green Business Partnership, American Library Association, New York State, and other organizations as available
- Information about Sustainability and Resources on Staff Blog
- Updates at all-staff meetings

## PML Staff Portal

[Home](#) [Forms](#) [Links](#) [Staff Directory](#) [Work Remotely](#) [Communico](#)



### Sustainability

#### Citizen Science:

[Library & Community Guide](#)

[NASA](#)

[SciStarter](#)

#### Climate Change:

[Borrowed Time Podcast](#)

[Climate Crew](#)

[Impact on Human Health \(CDC\)](#)

[NYS Climate News](#)

[Suffolk County Office of Emergency Management Natural Disasters & Extreme Weather](#)

#### Electric Vehicles (EV):

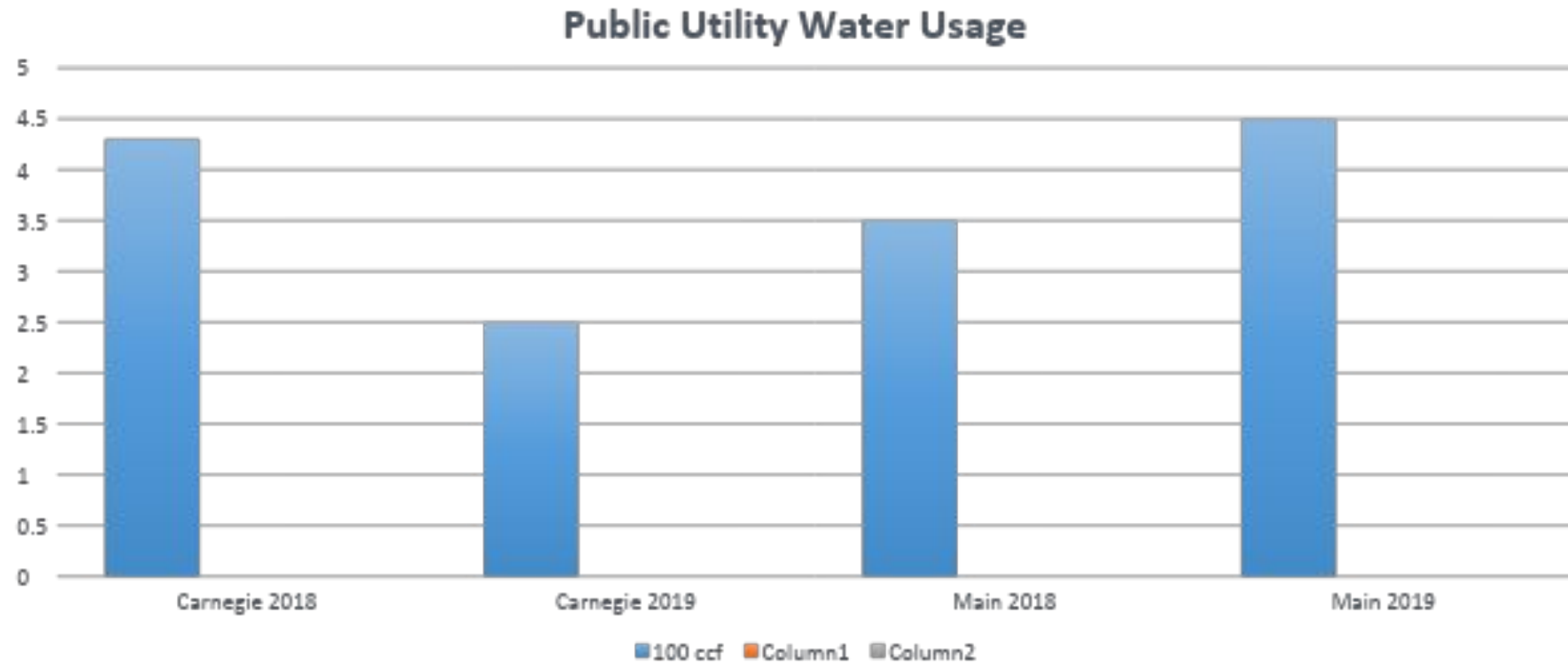
[EV Charging Statistics and Resources](#)

# Water Use

- Water audit performed by Suffolk County Water Authority
- Auto shut-off sinks in restrooms
- ‘Turn It Off’ signs
- Bottle filling stations: 4 in Main Building; 1 in Teen Center
- Low water use fixtures being phased in



# Water Use





# Energy Use

- LED lighting project replacing fluorescent bulbs in public areas and offices
- New Energy Star HVAC units
- New Energy Star efficient refrigerators for Summer Lunch Program and staff
- On-demand water heater in Teen Center



# Energy Use

- Energy audit completed in 2019
- 'Turn It Off' signs on light switches
- Computers/copiers enter sleep mode when unused
- Programmable thermostats throughout both buildings, with occupancy sensors where applicable
- Auto-off light switches where possible
- Lights left off when natural light is available
- No space heaters
- Virtual servers

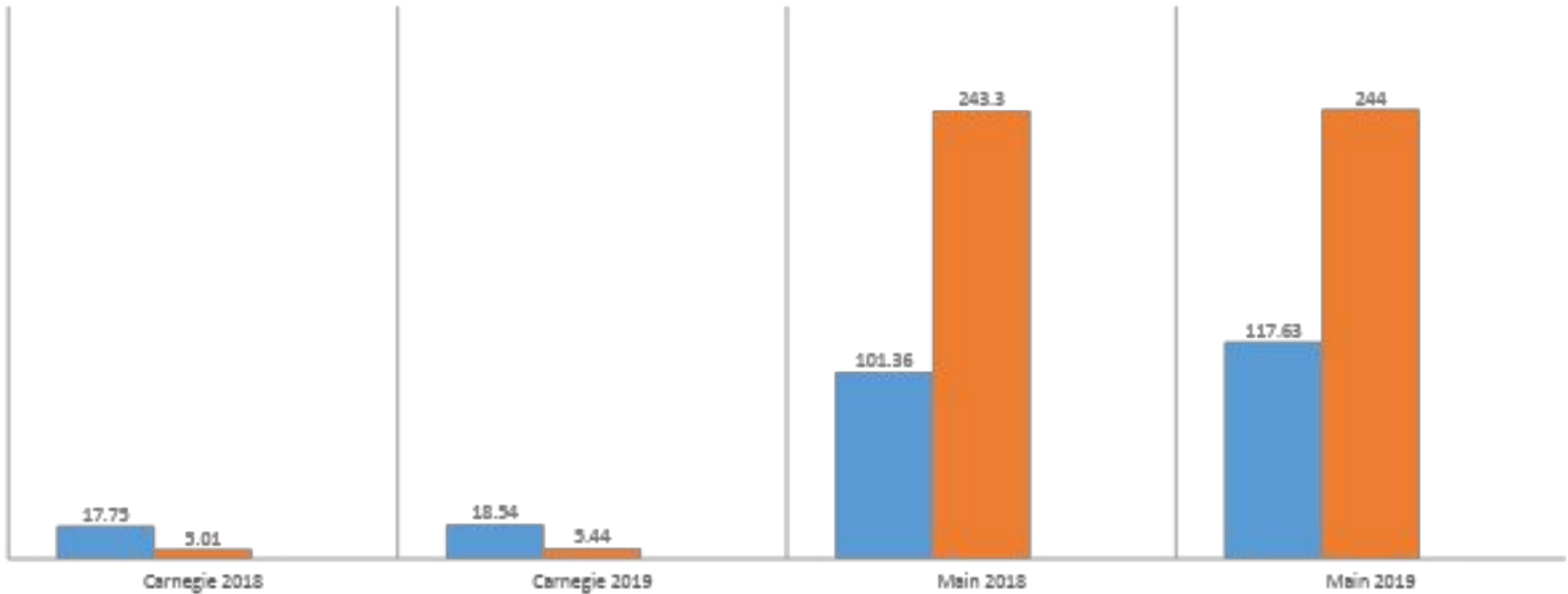




# Energy Use

## Energy Emissions

■ Gas ■ Electric ■ Column1



# Land Use

- Plantings at the Main Building are maintained by custodial staff. Lawn and gardens at the Carnegie Library are maintained by staff and landscaping company
- Plantings at both buildings are mulched
- Only environmentally-safe products are used on the lawn/gardens
- Grass clippings are left on the lawn
- Native and drought resistant plants are used

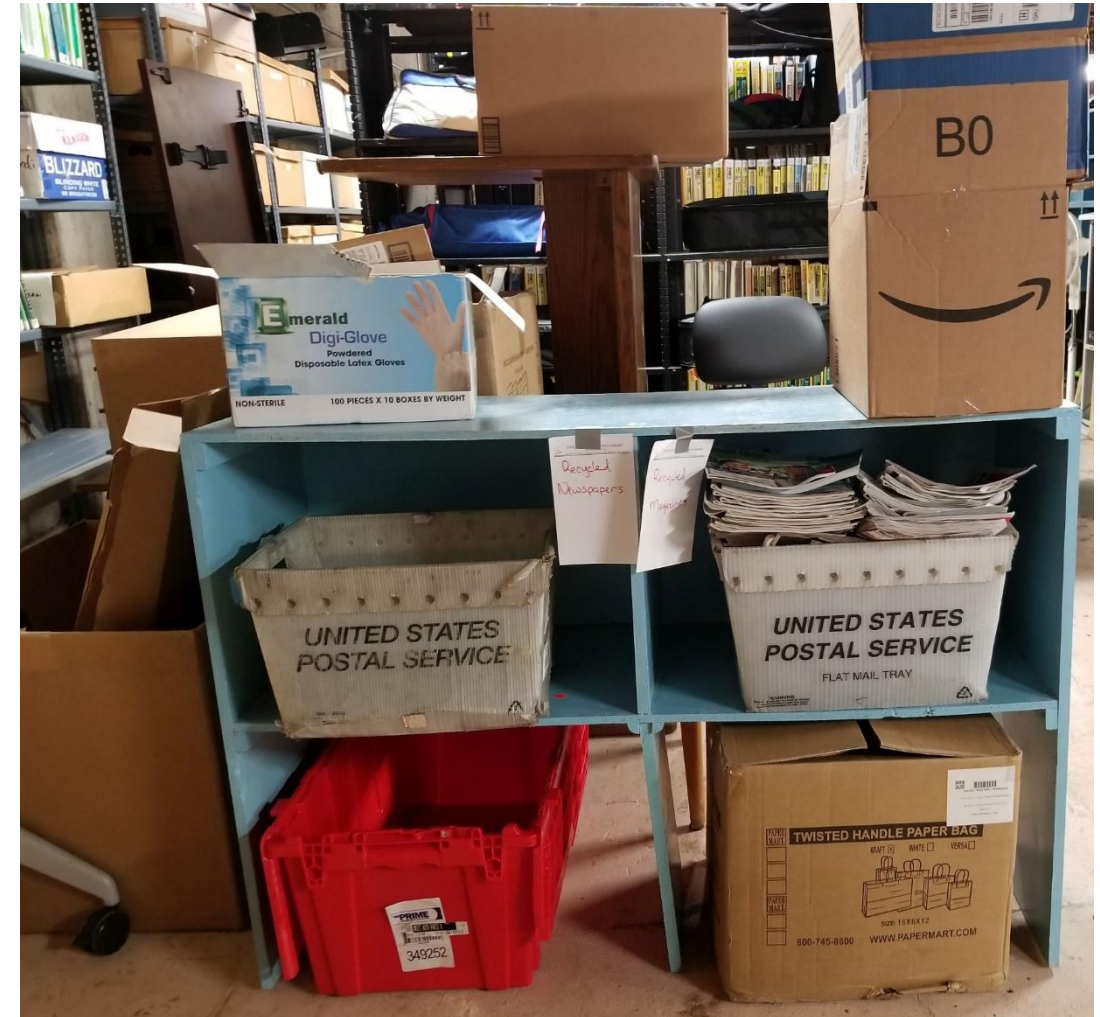


# Materials Management: Waste & Recycling

- Waste audit: Our custodians tracked how much trash they took out over two weeks before we started recycling. We generated about 13 cubic yards of trash each week.
- Toner cartridges are recycled.
- Electronics and furniture are repurposed/recycled.
- Moving to reusable/compostable dishes and utensils. No disposables are provided for staff.
- Moving away from plastic water bottles at meetings and small events.
- Electronic ordering; google docs and email used instead of printing.

# Materials Management: Waste & Recycling

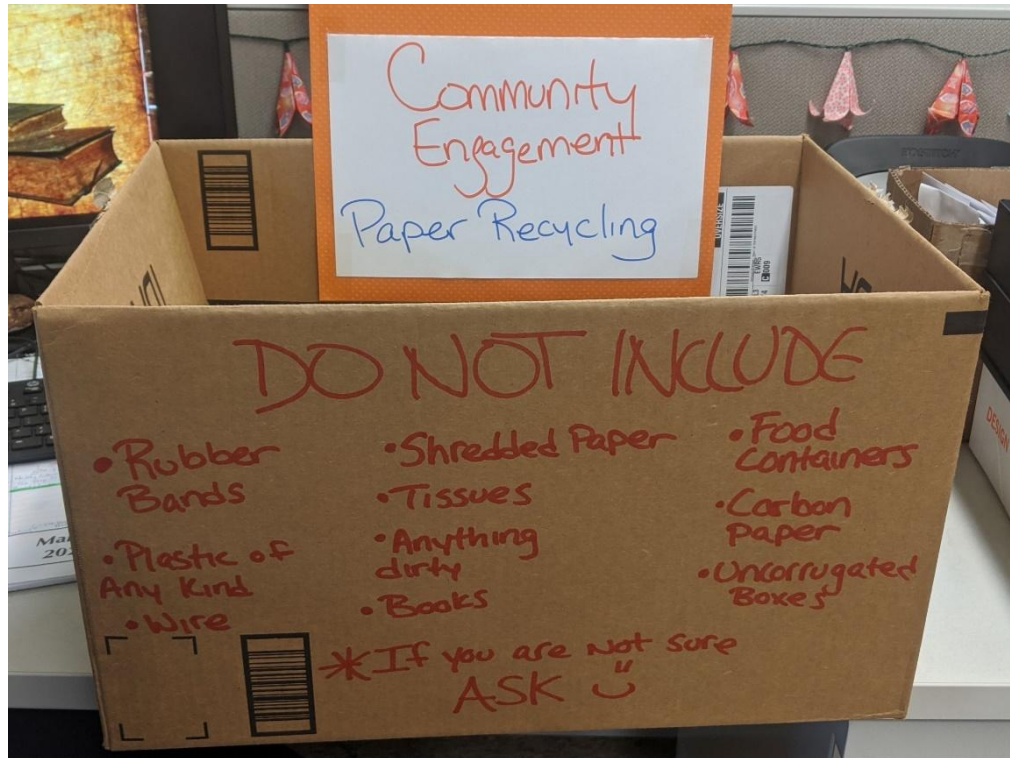
- There is no commercial recycling collection in the Village of Patchogue where our buildings are located.
- We started to recycle on our own. Paper, plastics, and glass collected are driven to the recycling center by an employee.
- We use repurposed/reusable containers to store the recycling.





# Recycling – Paper & Plastics

Recycling Box in Each Department



Recycling Bins in Kitchens & Meeting Rooms



# Recycling – Batteries & Stationery

## Battery Recycling



## Stationery Recycling





# Recycling Library Materials

Sending de-selected library materials to Better World Books



In 2020:

Items Reused	707
Items Recycled	607
Trees Saved	20
Water Saved	12,209 gal
Greenhouse Gases Saved	2,801 lbs
Landfill Space Saved	2 cu yd
Electricity Saved	4,328 kwh

# Materials Management: Green Purchasing

- Centralized Purchasing: In-house purchasing agent orders supplies for both our buildings
- Stationery & Office Supplies: Central Storage and Distribution
- Green Cleaning: Change to greener cleaning products
- Paper: 30% post-consumer content or higher; FSC certified

# Transportation

- Business travel – Staff is encouraged to use eco-friendly modes of transportation when travelling for business, taking the train or carpooling when possible.
- Our suburban location means most employees drive to work.
- Some employees bike to work. Others use public transportation.
- Bicycle racks are available at both buildings.

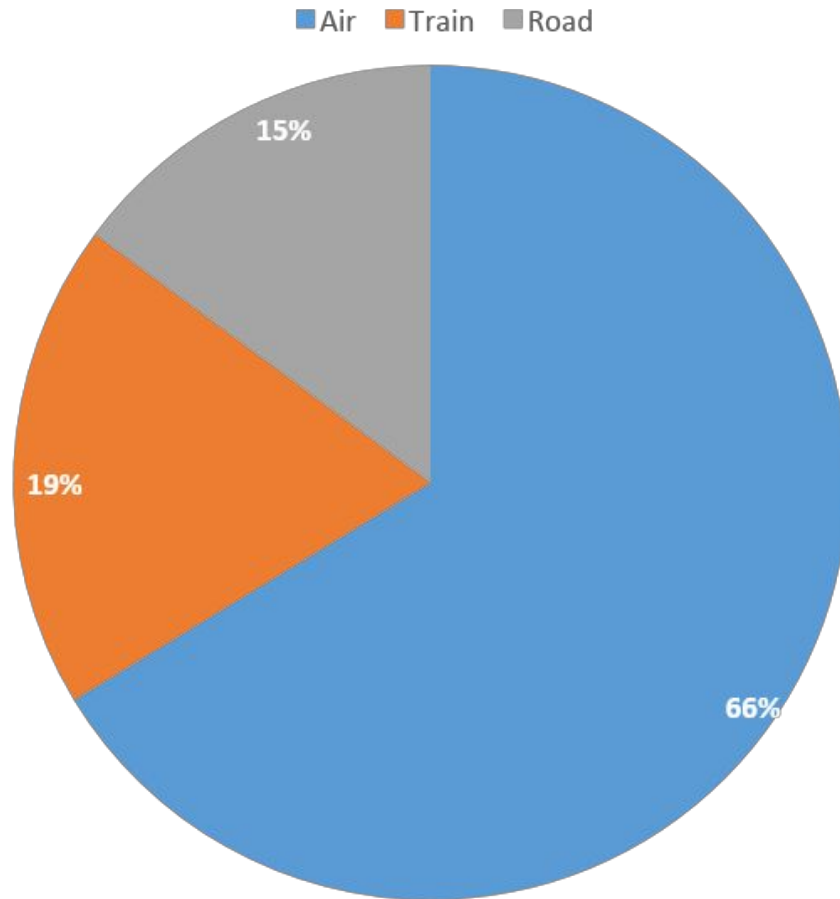


# Commuting Survey

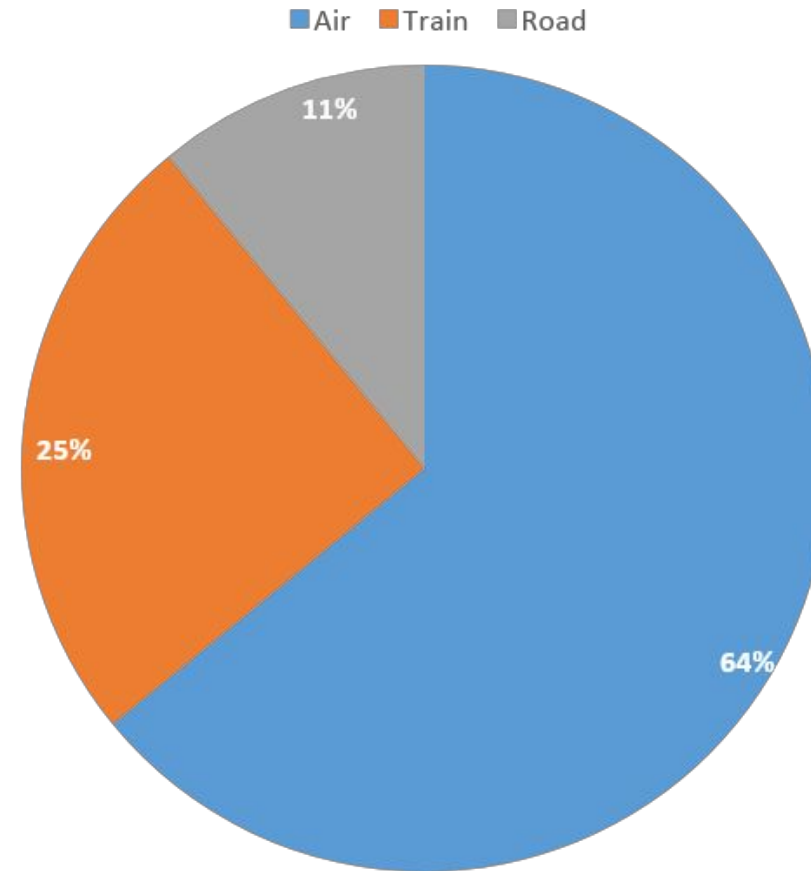
Walk/Bike	20.83%
Passenger Car	95.83%
Light-duty Truck (e.g. pick-up truck)	18.75%
Motorcycle	14.58%
Bus	16.67%
Intercity Rail (e.g., Amtrak)	14.58%
Commuter Rail	18.75%
Transit Rail (e.g., Trams and Subways)	16.67%

# Business Travel

## 2019 GHG Emissions



## 2018 GHG Emissions





# Public Participation: Community Garden



- Located at the Carnegie Library Teen Center
- Maintained by Teen Volunteers
- Vegetables and flowers
- Raised beds and plants donated by HomeGrown Change



# Public Participation: Seed Library



Seeds donated by the Long Island Regional Seed Consortium ([www.lirsc.org](http://www.lirsc.org)),  
or purchased from Seed Savers Exchange ([www.seedsavers.org](http://www.seedsavers.org))

# Public Participation

- Shredding events
- Repair cafes
- Recycled craft programs for all ages
- Stationery Recycling program



**Free!**

**community  
shred  
EVENT**

**Sunday, April 14 • 1:00-4:00 pm**

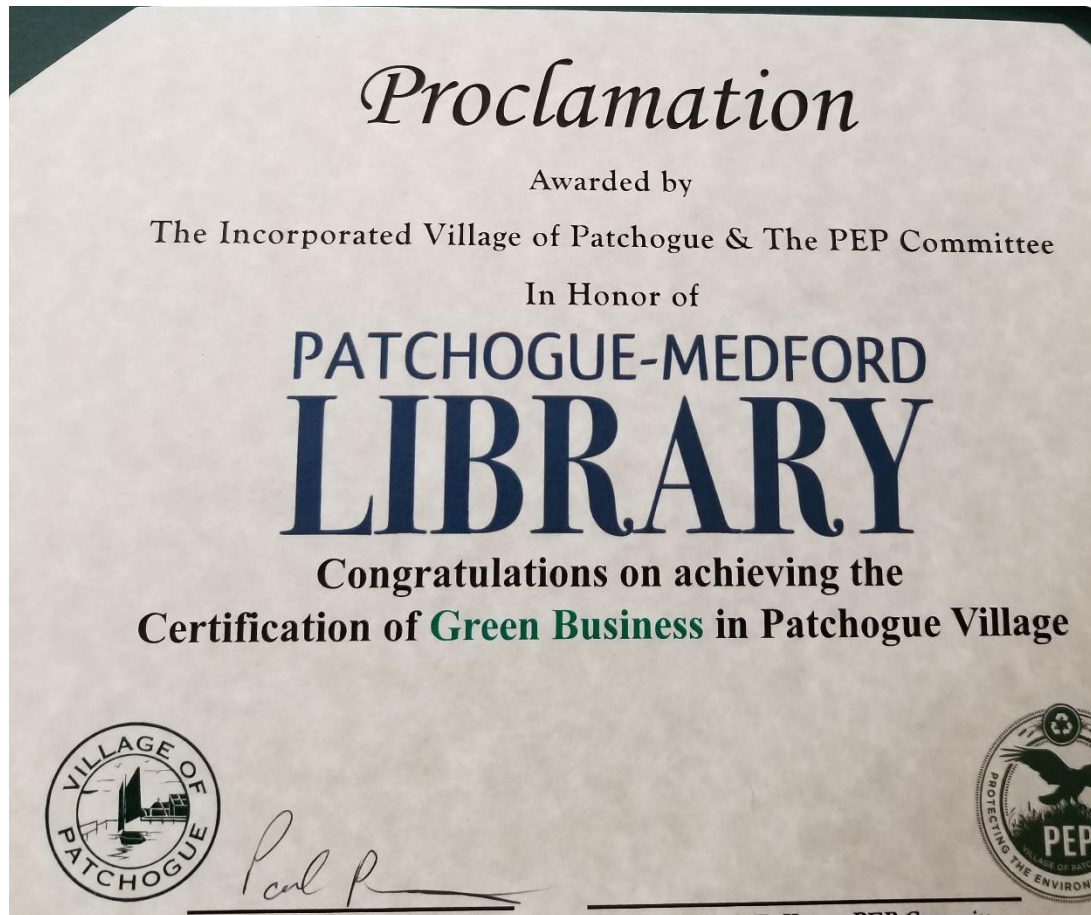
**PATCHOGUE-MEDFORD  
LIBRARY**  
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(631) 654-4700 • www.pmlib.org

Shred your  
sensitive papers  
and documents.

- PAPER ONLY -  
staples, clips ok but newspapers,  
magazines, and plastic  
will not be accepted.



# Patchogue Green Business Certification



# Green Lawn Certification

The Carnegie Library has been certified by Save the Great South Bay as a Bay Friendly Lawn for our sustainable gardening practices.



# Collective Impact

- Harwood Trained Staff Members conduct community conversations
- Partnerships with Patchogue Village and Brookhaven Town
- Partnerships and programming with local police precinct
- Annual Voter Registration with the League of Women Voters



# Collective Impact: Not-for-Profit Partnerships

Patchogue Village

Greater Patchogue COAD

Sepa Mujer

Local legislators

Patchogue-Medford School District

Lighthouse Mission, Suffolk Cooperative Library System

Medford Hamlet Foundation

Patchogue Arts Council



# Collective Impact: For-Profit Partnerships

Members of the Great Patchogue Chamber of Commerce and Rotary.

Programming partnerships with local businesses:

- Novel Brews book discussions at different locations in the Village
- Story Walk with displays in windows of 12 Main Street businesses
- Olive Oil Tasting at the Amazing Olive
- Alive After 5 outdoor street fairs - provide family-friendly programming
- International Women's Day Scavenger Hunt



# Social Cohesion: Staff

- Cultural competency training for staff, through Suffolk Cooperative Library System, ALA and other organizations
- Walk to Wellness Program allows staff to earn time off if they document walks taken during break/lunch times
- Annual Wellness Day featuring guest speakers

## Walking for Wellness

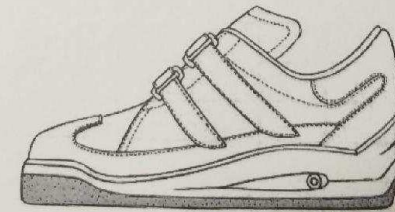
Regular exercise is good for everyone. Getting up and moving a half hour every day not only makes you feel better but cuts your risk of heart disease, diabetes and helps lower cholesterol. We care about the wellness of our staff and encourage employees to get away from their desk and take short walks throughout the day. As a reward, you can earn up to a ½ hour of wellness time each week.

### Wellness time can be earned by:

1. Walking during breaks 3 days a week for 15 minutes.
2. Walking or biking to and from work 3 days a week.
3. Parking behind the theater, in the Bravo lot, or in the lot at the corner of Terry and Rider and walking to and from your car 3 days a week.

### Rules:

- Wellness time can be used to leave early, come in late or extend lunch, but must be pre-approved by your supervisor.
- Wellness time should be used during the current pay period but may be moved to the following pay period at the discretion of the supervisor.
- Employees cannot accrue, combine or sell back wellness time.
- Employees must keep track of time as specified in their department.
- Admin holds the right to revoke/adjust this privilege at any time.



# Social Cohesion: Community Engagement

- Programming for all ages reflecting our community's diversity
- Small business and digital marketing programming to meet the needs of local minority-owned businesses
- Career Online High School enables adults to earn high school diplomas and career certifications
- English and citizenship programs
- Public Engagement at locations throughout the community, including planning outdoor events and having a library float in local parades

# Resilience Planning

- Communities Responding to Extreme Weather (CREW) Certified Hub
- Climate Resilience Programming Stipend from ALA
- Participate in Greater Patchogue COAD
- Annual Preparathon hosted at the Library
- Annual Repair Cafe
- Resilience and Sustainability programming held throughout the year
- Resilience and weather information available at the Library



# Financial Sustainability

The Library strives to be fiscally responsible and financially sustainable, and to communicate this with the public.

- maintain a 4-5 month reserve fund
- Annual audits in accordance with accepted financial procedures
- Provide employee benefits, including a living wage and access to health insurance and state retirement system
- Library Value Calculator printed on checkout receipts



# Collections

- Community-driven collection policies to create an up-to-date, inclusive, and varied collection of materials
- eCommerce is used to select and order materials for all departments
- We have moved collections and staff offices to reallocate space to provide additional meeting room space needed by the community, and to create a Makerspace



# Future Goals

- Update job descriptions to include sustainability
- Reduce waste by at least 5% and greenhouse gases by 3-5% next year
- Inform vendors of green policies
- Research placing solar panels on new roof
- Continue to reduce hospitality waste
- Work with Village to install E/V charging stations in parking lot