



# LONGWOOD PUBLIC LIBRARY

## SUSTAINABLE LIBRARIES INITIATIVE REPORT 2021



Green Business  
Partnership



**Sustainable  
Libraries  
Initiative**



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# ORGANIZATIONAL COMMITMENT

Longwood Public Library is committed to reducing the library's environmental footprint and promoting environmental stewardship, as evidenced by the library's decision to pursue LEED Platinum Certification (achieved in March 2017) and to join the New York Library Association's (NYLA) Sustainable Library Certification Program.



**LEED PLATINUM CEREMONY 2017**







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# ENVIRONMENTAL POLICY

## SUSTAINABILITY & THE ENVIRONMENT

The library will strive to improve its environmental performance over time, participating in projects, activities, and practices that will further reduce environmental impacts. The library's commitment to environmental sustainability extends to its patrons, administration, employees and the general community.

The library will:

- Observe all applicable environmental regulations
- Prevent pollution whenever possible
- Train all staff on the library's environmental sustainability program, empowering employees to participate
- Communicate the library's environmental commitment to patrons, administration, staff and the general community
- Continually improve by striving to measure the library's environmental impacts and setting goals to reduce them when possible

Policy 600-60, Adopted by the Board of Trustees 11/2020



# GREENHOUSE GAS EMISSIONS OVERVIEW

## Greenhouse Gas Emissions Inventory (Metric Tons of CO2e)

	2018	2019	2020
Natural Gas	119.27	96.67	97.55
Refrigeration & Air Conditioning	85.19	0.00	0.00
<b>Total Scope 1</b>	<b>204.46</b>	<b>96.67</b>	<b>97.55</b>
Purchased Electricity	329.44	312.40	246.60
<b>Total Scope 2</b>	<b>329.44</b>	<b>312.40</b>	<b>246.60</b>
Business Travel	2.51	1.74	0.10
Employee Commuting	134.12	132.31	92.75
<b>Total Scope 3</b>	<b>136.62</b>	<b>134.05</b>	<b>92.85</b>

## Avoided Greenhouse Gas Emissions (Metric Tons of CO2e)

	2018	2019	2020
GHG Emissions Avoided Due to 100% Renewable Energy (generated on-site)	8.40	8.16	7.97
GHG Emissions Reductions from Alternative Waste Disposal	139.00	145.53	97.90
<b>Total Avoided Emissions</b>	<b>147.40</b>	<b>153.69</b>	<b>105.87</b>

Scope 1 emissions dropped considerably in 2019 and 2020, primarily due to better refrigerant maintenance. In addition, natural gas use declined, due to both fluctuations in weather patterns and to increased expertise in building management system settings. Scope 2 emissions have continued to decline as the library is always looking for ways to minimize electricity use where possible. Scope 3 emissions have continued to decline as more virtual options become available in lieu of staff travel.

Renewable energy is produced onsite by a solar array installed in 2010. Minor fluctuations occur from year to year due to weather. Alternative waste disposal was on the rise in 2019 as staff found additional ways to recycle or reuse items instead of discarding them.

All metrics were thrown off in 2020 due to the COVID-19 pandemic. The building was closed to public and most staff for approximately 10 weeks, and operated with reduced levels of staff and patrons thereafter. This resulted in a sharp decrease in Scope 2 and 3 emissions, as well as emissions reductions due to alternative waste disposal.



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# GREENHOUSE GAS EMISSIONS

## THE BACKSTORY

The library's transition to sustainability started more than a decade ago. When library administration spoke with the community about the need to expand and renovate the outdated and undersized facility, it became clear that utilizing sustainable building practices was important. The library conducted a series of charrettes to gain community input and to sketch out a rough design of the transformed building.

Community members had the opportunity to rank important elements of the new building, as shown to the right. While not all of these features were achievable, the great majority of them were incorporated into the transformed building design.

On the next slide, check out the large decrease in electricity use from the last year prior to renovation to the first year after renovation. The building footprint increased by 50%, yet overall electricity use declined by 8.4%. This resulted in a savings to local taxpayers of more than \$9500.

1. Adequate functions/space
2. Daylighting
3. Within budget
4. Aesthetics
5. Traffic flow/alternative delivery
6. Efficient functions
7. Green roof
8. Energy efficient
9. Renewable energy
10. Incorporate outdoor space and access to it
11. Expandability/flexibility
12. Safety/security
13. Welcoming environment
14. High levels of Indoor Air Quality
15. Durability
16. Acoustics
17. Thermal comfort
18. Rain water harvesting
19. Lighting control
20. LEED Platinum
21. Healthy habitat with xeriscaping
22. Regional/recycled materials
23. Stormwater management
24. Moisture control/building envelope
25. Feng shui
26. Innovative wastewater treatment
27. Reduce heat islands





**2012-2013**  
**31,350 SQUARE FEET**  
**533,392 KWH**  
**\$92,512**

**2015-2016**  
**45,360 SQUARE FEET**  
**488,800 KWH**  
**\$83,010**







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## ENERGY

### TEMPERATURE CONTROL & HVAC

- The library building has a “tight building envelope” which means that it is very well insulated and air quality is strictly measured and maintained.
- Exterior walls have multiple layers of insulation including both rigid foam and spray foam. Project managers reported that the walls are R-60 and the roof is R-30. Windows are triple glazed, providing both tight insulation as well as reduced glare and heat effect.
- Heating and air conditioning are controlled by a smart building management system that monitors not just temperature but also carbon dioxide levels on a room-by-room basis.
- The system uses double filtration including MERV-13 filters.





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## ENERGY LIGHTING

- Nearly all the lighting in the library is on the Lutron management system to minimize electricity use.
- Lights are controlled by a variety of methods (daylight, occupancy, vacancy, switch) depending upon the primary use of the room. For example, restrooms are lit at a dim 10% but brighten up to 80% once occupied. In most other spaces, lights dim down or brighten up based on the amount of natural light in the area. Most light fixtures are set to max out at 80% to use less energy.
- Because the building has so much natural light, employees are encouraged to work with just natural light whenever possible to conserve electricity.
- Shades are located in some of the south- and west-facing offices and public spaces in order to help control both light and heat effect.





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## ENERGY

### EXTERIOR LIGHTING

- All exterior lighting is Dark Skies compliant in order to reduce light pollution.
- Parking lot fixtures were converted to energy-efficient LED lighting, which reduces both energy consumption and frequency of maintenance.
- All exterior lighting operates on a light meter.





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## ENERGY

### SOLAR PANELS

The library has an 11KW solar power system on the roof of the building, which was installed in 2010. In 2020, the solar panels produced 14,042 KWh.





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## MATERIALS MANAGEMENT

### GREEN CLEANING

- The library facility is cleaned by our custodial staff who have all taken “green cleaning” training offered by the NYS Office of General Services.
- They use environmentally-friendly cleaning products and procedures. There are many products available which can clean and disinfect without introducing toxic chemicals into our environment.
- Cleaning products are purchased in concentrate and diluted to the correct strength to reduce wasteful packaging.
- Cloth towels are used for most everyday cleaning, then washed and air-dried.
- We expect all library employees to comply with these practices throughout the building.





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## MATERIALS MANAGEMENT

### WASTE AND RECYCLING

- Recycling bins for paper, plastic and cans are located throughout the building for both staff and patrons.
- Books that are removed from the collection and donations in good condition are distributed in community Little Free Libraries, sold in the booksale held by the Friends of the Library, or sent to Better World Books for resale. Books in poor condition are recycled.
- Computers and other electronic items that are excessed are donated to other organizations or sent to certified eWaste recyclers.





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## MATERIALS MANAGEMENT

### PURCHASING

- The staff lounge is stocked with dishes and flatware that can be washed and reused. Employees keep their own mugs and cups on the handmade mug rack.
- The library now purchases copy paper that is made from at least 30% recycled content. Library newsletters are also printed on paper with recycled content.





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## TRANSPORTATION

- In 2017, the library, along with a local civic association and a neighboring housing development, was awarded the Vision Long Island Smart Growth Award, which recognized the library's role as a community center in a "walkable downtown" area.
- The library is located at the crossroads of the community along the county bus route, with sidewalks in all directions.
- Bike racks are installed in front of the entry and are regularly used by library patrons.
- Seven parking spots located close to the building entry are reserved for hybrid and low emission vehicles.
- Employees are encouraged to use virtual meetings when possible instead of traveling offsite.





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## WATER AND LAND USE

The library is located in the Compatible Growth Zone of the Central Pine Barrens Region.

In coordination with the library's 2015 expansion and renovation, large areas of the property were replanted with native and adaptive plantings that thrive without pesticides or fertilizers, utilizing the principles of Integrated Pest Management. Lawn areas were reduced with native meadows, attracting native species.

Plants were grouped according to water needs allowing for the sole use of temporary drip irrigation which is maintained regularly.

Stormwater is directed into a sump and from there to the headwaters of the Carmans River.





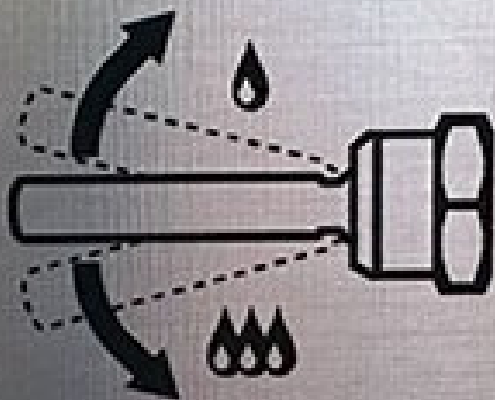
## WATER AND LAND USE

### WATER REDUCTION/CONSERVATION

- In the 2015 renovation, the library was designed with efficient WaterSense certified low-flow fixtures on sink faucets, toilets, and urinals. Faucets are hands-free.
- Toilets are dual-flush to reduce water use.
- Two water fountains are also equipped with bottle-filling stations to reduce the need for plastic one-time-use water bottles.

#### Water-Saving Dual-Function Handle

UP for #1 (liquid waste)



DOWN for #2 (solid waste)

By installing this water-saving handle with dual-function flush, this facility has demonstrated its commitment to protect and preserve the environment. For the system to work, we need your help. Please take a look at the diagram above and push the handle in the direction which best suits your needs. With your assistance, we can do our part to conserve this precious resource.

**SLOAN.**

WES13 - REV 4





## STAFF INVOLVEMENT

- Employees can use our staff SharePoint to swap supplies, share tips and more.
- Take the Green Pledge: all employees are invited during onboarding to follow this honor-system pledge to make better environmental decisions.

### Take the Green Pledge!

We encourage all LPL staff to take the pledge to **go green**. As you know, our building is green, and we encourage sustainable practices. Some goals describe work behavior, some personal (home) behavior, and some both. Please check off any topics you believe you can achieve. Everyone who takes the pledge will receive a free gift.

**Recycle**

- ☐ I will recycle all recyclable materials, especially copy paper, but also cardboard, post-it notes, envelopes, junk mail, newspapers, plastics, cans, glass and electronic equipment.
- ☐ I will avoid buying or using Styrofoam when possible, since it is not recyclable.

**Reuse**

- ☐ I will bring my own reusable bags when I shop, to help eliminate the use of plastic bags.
- ☐ I will carry a re-usable coffee mug or water bottle instead of using disposable cups or buying bottled water. Don't forget the bottle fillers at the library water fountains!
- ☐ I will donate my used clothes, furniture, and other housewares instead of throwing them away.

**Reduce**

- ☐ I will reduce my paper use and avoid printing unnecessarily.
- ☐ I will print or photocopy on both sides of the paper whenever possible.
- ☐ I will use paperless means (email, social media) to promote events when I can.

**Water**

- ☐ I will reduce my showering time by five minutes.
- ☐ I will turn off the tap while brushing my teeth or washing my hands.
- ☐ I will purchase low-flow faucets, shower heads, toilets, and dish and clothes washers.
- ☐ I will check my faucets, showerheads and toilets for leaks, and arrange for any leaks to be fixed.
- ☐ I will protect our shared drinking water resource by using biodegradable soaps, cleaning products and personal care products.

**Lights**

- ☐ I will replace one or more regular light bulbs with LED or compact fluorescent bulbs.
- ☐ I will utilize natural light instead of artificial light whenever possible.
- ☐ I will shut off lights when leaving a room.

☐ I will use outdoor nighttime lighting only when necessary.

**Technology**

- ☐ I will turn off my PC and monitor at the end of the day. If I am unable to switch off the entire computer, I will turn off the monitor.
- ☐ I will enable efficient settings on smartphones and devices.
- ☐ I will purchase energy star rated electronics, such as refrigerators, air conditioners and pool equipment.

**Transportation**

- ☐ I will walk, bike or take public transit whenever I can, to minimize driving.
- ☐ When attending meetings out of the building, I will carpool if possible.
- ☐ I will take the stairs instead of the elevator whenever possible.

**Land**

- ☐ I will not use pesticides, herbicides or insecticides that can harm the environment.
- ☐ I will not use unnecessary fertilizers that can pollute our waterways.
- ☐ I will choose native plants over invasive plants for my property.

**Food**

- ☐ I will eat meatless meals since meat production has a high carbon footprint.
- ☐ I will eat organically produced food.
- ☐ I will grow my own food and/or shop for locally-produced (or grown) food.
- ☐ I will compost food scraps.

**Other**

- ☐ I will use recycled-content materials (copy paper, paper cups/plates, etc.) if available.
- ☐ I will use a laptop or tablet to take meeting minutes instead of paper.
- ☐ I will no longer buy helium balloons, since helium is a finite resource and should not be wasted.

**My Suggestions (optional)**

- ☐ I will \_\_\_\_\_
- ☐ I will \_\_\_\_\_
- ☐ I will \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Public education: Librarians plan programs for our community on recycling, climate change, native plants, seed diversity, composting, upcycling and more. Each year we have an Earth Day celebration for patrons of all ages.





## COLLECTIVE IMPACT PARTNERSHIPS

- The library board approved a policy on Partnerships & Community Involvement, strengthening our commitment to both.
- Partnerships with Town of Brookhaven Parks & Recreation Department have led to Little Free Libraries in parks around the district
- We also have partnerships with both non-profit and for-profit entities to address food insecurity (LI Cares food distributions, Little Free Pantry at the library)







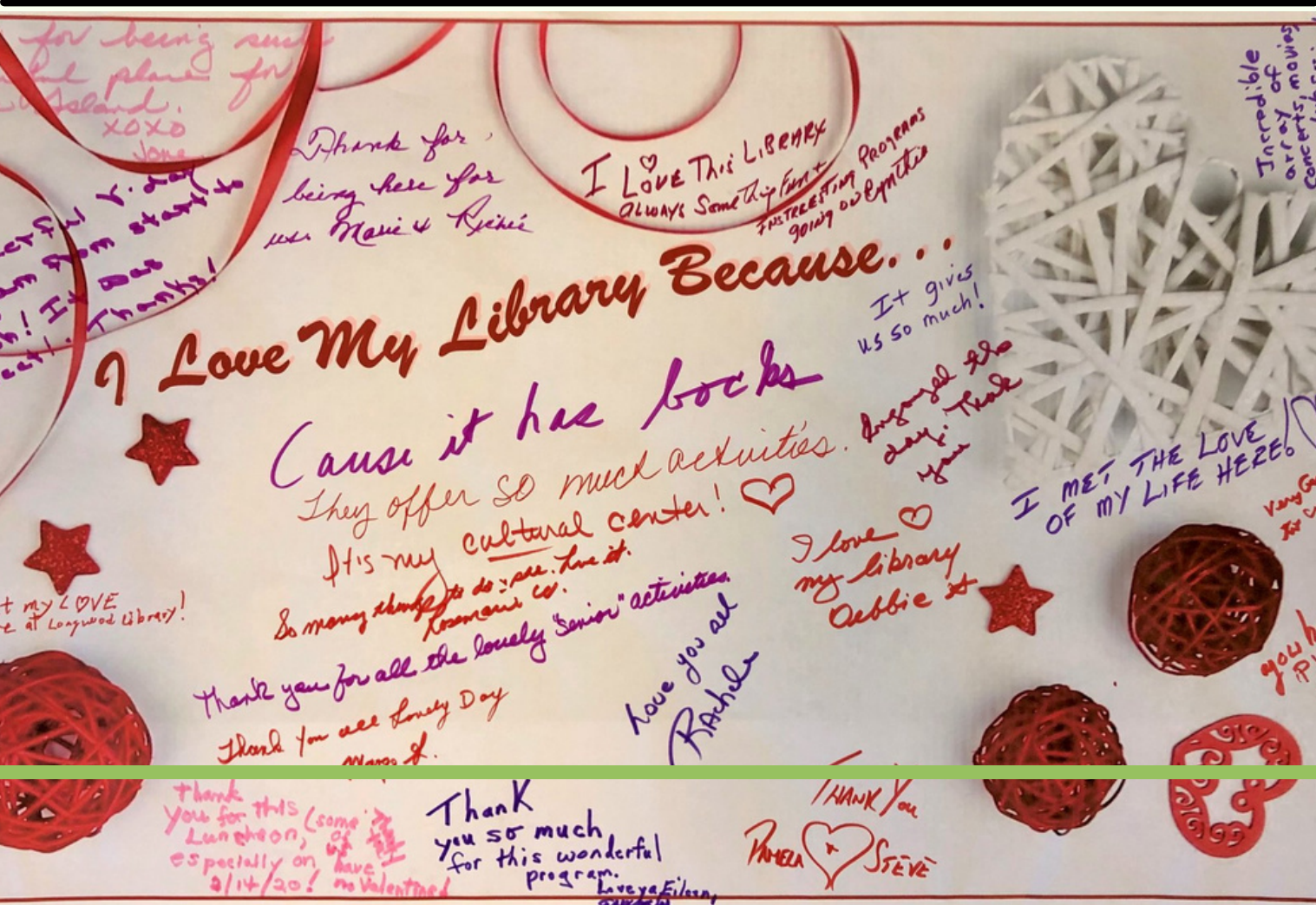
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## COLLECTIVE IMPACT

### CIVIC RESPONSIBILITY

- National Voter Registration Day: each year the local chapter of League of Women Voters sets up a registration table at the library to facilitate voter registration
- Kids Vote Too! Each year, when the library is holding its annual budget vote and trustee election, we also have an interactive display in the Children's Department called Kids Vote Too. Children learn about the importance of making their voice heard through the voting process, and that every vote counts, while they vote on their favorite books, book characters, movies and more.

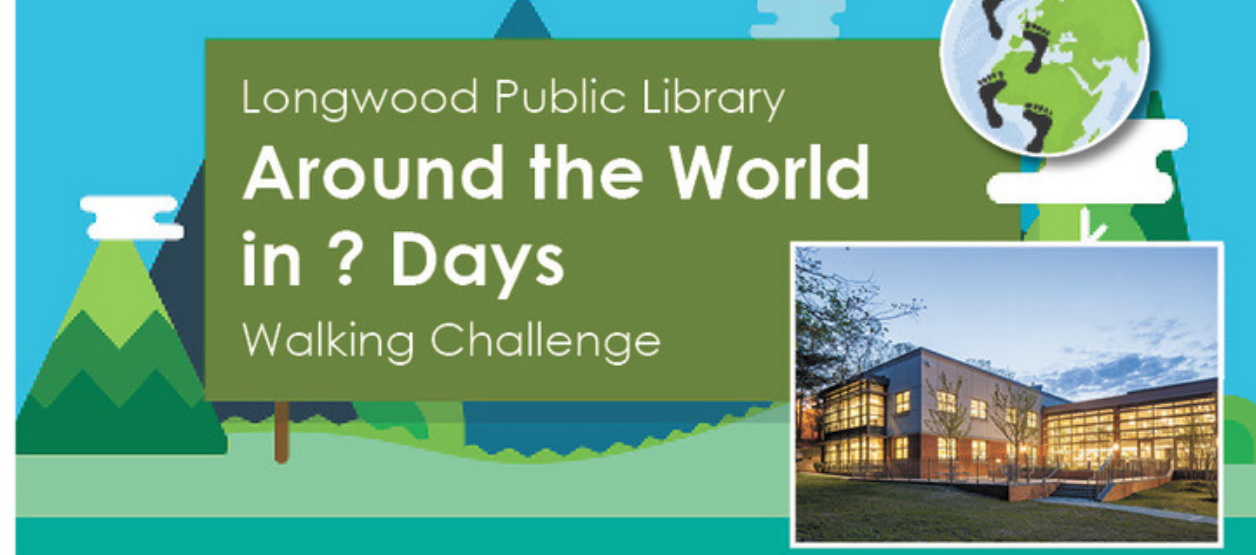




## SOCIAL COHESION PATRON PROGRAMS

- The library regularly offers programs that showcase and reflect the very diverse community we serve. Some recent examples: Ikebana: Japanese Art of Flower Arrangement, Black Citizenship in the Age of Jim Crow, Separate Even in Death: Black Funerals and Cemeteries, Creole Cooking, Be Inspired: Asian Pacific American Heritage Month, Dances of India Performance and Workshop.
- Pre-COVID, the library started a new program called A Valentine's Date with Your Library. The idea was simple--to give library users something to do and somewhere to go on Valentine's Day. We showed a movie, served lunch, and had a nice social mixer with patrons of various ages and interests. Before leaving, attendees were invited to sign their names and write a note on a banner saying "I love my library because...." The banner was later hung in the library so all could enjoy it.





## Steps

Eastside of  
Parking Lot & Back



400 Steps

1 Library Lap



400 Steps

Post Office  
& Back



800 Steps

## Walking Tips



### Get More Steps!

- Take the stairs
- Get up! Walk 250 steps every hour
- Take the long way
- Talk face-to-face instead of on the phone



### Walk at Lunch

- Bartlett Pond Loop
- Cathedral Pines
- Pet cemetery
- Prosser Pines
- Walcott



### Count it!

- Count how many minutes you move
- Use the paper log & enter weekly progress online
- Get bonus steps by completing missions

# SOCIAL COHESION

## STAFF RESOURCES & TRAINING

- All library employees have taken a six-part JEDI (Justice, Equity, Diversity and Inclusion) Training program, which covers implicit bias, microaggressions, systemic racism and more.
- Library staff are encouraged to take part in wellness activities. We have a staff Safety & Wellness committee that meets regularly. One project the committee planned was a staff walking challenge. Using a dashboard through Long Island Health Collaborative, employees joined teams and competed to see which team could walk the farthest. Team steps were combined to see how long it would take to walk across the world. Even after the challenge was completed, many LPL staff still walk laps around the parking lot or the building on their meal breaks!





## RESILIENCE PLANNING

- The library offers frequent programs on environmental issues that relate to our local area. Here are a few examples: Race to Reduce Waste; Long Island's Power Grid: Storms, Challenges and the Future; Future of Garbage on Long Island; Sustainable Gardening; Summer Nature Walk at Downs Farm Preserve (pictured)
- The library has a strong wireless network that reaches beyond the building as well as 30 hotspots that patrons can borrow. These are important services for a resilient community.





	Current 2020-2021	Proposed 2021-2022
<b>MATERIALS &amp; SUPPLIES</b>		
Books & eBooks	\$310,000	\$320,000
Audiovisual Materials	\$160,000	\$160,000
Information Software	\$72,000	\$72,000
Other Library Materials	\$20,000	\$19,000
Library Programs	\$196,000	\$201,000
Museum Passes	\$16,000	\$16,000
Library & Custodial Supplies	\$105,500	\$114,000
<b>PROFESSIONAL &amp; CONSULTING SERVICES</b>		
Legal, SCLS, Treasurer, Auditor	\$113,500	\$115,000
<b>LIBRARY OPERATIONS</b>		
Circulation System	\$46,000	\$42,000
Printing, Postage & Publicity	\$95,000	\$98,000
Election Expenses	\$8,000	\$8,000
Training	\$28,000	\$25,000
Office Equipment	\$55,000	\$55,000
Service Contracts	\$53,000	\$58,000
<b>BUILDING OPERATIONS</b>		
Utilities	\$108,000	\$108,000
Telephone & Internet	\$31,000	\$29,000
Insurance	\$60,000	\$60,000
Campus Maintenance	\$27,000	\$31,000
Building Repairs & Maintenance	\$50,000	\$52,000
Miscellaneous Building Costs	\$19,950	\$20,950
Transfer to Building Fund	\$50,000	\$50,000
<b>EQUIPMENT</b>		
Computer Hardware	\$60,000	\$60,000
Furniture & Equipment	\$15,000	\$15,000
<b>FIXED EMPLOYEE BENEFITS</b>		
Retirement, Social Security	\$734,052	\$809,850
Health & Supplemental Insurance	\$634,997	\$623,869
Workers Compensation	\$28,000	\$28,000
Unemployment & Disability	\$10,200	\$10,200
<b>SALARIES</b>		
Professional	\$1,995,020	\$2,052,265
Clerical, Maintenance, IT	\$1,463,430	\$1,443,984
Pages	\$178,000	\$178,000
Sundays/Holidays	\$142,000	\$180,000
<b>BOND PAYMENT</b>	\$1,159,906	\$1,162,244
<b>SUBTOTAL</b>	<b>\$8,044,555</b>	<b>\$8,217,362</b>
<b>ANTICIPATED REVENUES</b>		
State Aid, Interest, Fines & Fees	\$72,500	\$67,000
PILOTS	\$65,000	\$65,000
Fund Balance	\$150,000	\$200,000
<b>AMOUNT TO BE RAISED BY TAXATION</b>	<b>\$7,767,055</b>	<b>\$7,885,362</b>

2020: A Year Like No Other!

Annual Message to the Community

At all times our talented and dedicated staff strives to provide the best service to the Longwood community. This past year started out like so many others: we had goals and plans for expanding and improving services, and we jumped right in.

Starting in January 2020, the Board of Trustees decided to eliminate overdue fines from most library items. Many libraries across the country had made this change and found that it brought back lots of patrons who had stopped using the library because of fines owed or the fear of incurring fines. Two months later, we rolled out our new Carteen Micromarket, a coffee/snack area near the library entrance, meant for patrons to enjoy while they used the library. We joined the Sustainable Libraries Initiative. We continued to expand our popular Equipment & Gadgets collection and started planning more STEAM/Maker programs to make use of our brand-new 3D printer. What a great start we had for our year's goals.

And then in mid-March, everything changed. On March 16, in order to flatten the curve, the library building was closed and library staff was sent home to work remotely. In the weeks following, our staff re-conceptualized as many services as possible. We took programs online, created digital library cards, answered questions online and via chat, expanded online services including homework help, added to electronic collections (eBooks, streaming video and more), and worked hard to promote our content and connect with patrons online. We even sent our 3D printer to a "print farm" to help make PPE for local frontline workers!

In June we returned to the building and rolled out Curbside Service. This again required rethinking our service model, from figuring out how to quarantine returned library items to creating new ways for staff to safely work in the building. In July, our plans evolved again as we reopened the building in the current Limited Services model: we offer Browse & Borrow, one-hour computer use, faxing, scanning, photocopying, and of course we are here to answer your questions. We continue

A Few Statistics from 2020

- Despite the pandemic, almost 263,000 physical items were checked out or renewed; almost 170,000 eBooks, movies, music and audiobooks were streamed or downloaded (a 29% increase!)
- Librarians answered more than 29,000 reference questions, in person, over the phone, via email or through chat
- Library staff filled 2,658 curbside orders
- Enhancements to our accessible and mobile-friendly website include the new Children's Kit gallery, Borrow flashcards, Leapfrogs, Hot Dot sets and many other educational kits for children!
- Library staff planned and produced 806 virtual programs with a whopping 57,971 attendees or viewers! Check out our YouTube channel to see many of these programs on demand.

What are we planning for the coming year?

- Completing the necessary steps to achieve Sustainable Library Certification
- Continuing to expand our useful and popular Equipment & Gadgets collection
- Partnering with the Longwood Central School District to be sure every student in the district has a library card
- Adding new backyard features for children and families, thanks to a 2020 grant from Assemblyman DeStefano
- Transforming our computer lab into a Makerspace
- Developing a strategic plan for 2021-2025

Please Vote

We will hold our **Annual Budget Vote and Trustee Election** on **Tuesday, April 6**, from 8:00 am to 9:00 pm at the library. The Library Board of Trustees is committed to continuing to offer excellent library service while keeping the budget below the state-mandated tax cap. We thank you for your support throughout the year, and ask you to come in and vote on April 6.

Impact of Proposed Increase

Assessed Value of Home	Annual Additional Cost
\$2,000	\$4.97 per year
\$2,438 (district coverage)	\$6.06 per year
\$3,000	\$7.45 per year

It is estimated that adoption of the Proposed Budget would increase your property taxes as follows:

ESTA INFORMACIÓN TAMBIÉN ESTÁ DISPONIBLE EN ESPAÑOL.

# FINANCIAL SUSTAINABILITY BEHIND THE SCENES

- The library is in a good financial position and holds an annual budget vote so the community can approve library tax increases.
- In the opinion of the library auditor, the library maintains adequate fund balance to cover cash flow and provide for emergencies.
- The library offers employees the New York State Health Insurance Program (NYSHIP) and the New York State and Local Retirement System (NYSLRS)





## FINANCIAL SUSTAINABILITY

### RETURN ON INVESTMENT

- The Museum Pass program is a great success. The library loans out free passes to 35 museums on Long Island and in the NYC area. In FY 18-19 (the last full year before COVID), passes were used 1,812 times, resulting in a savings of \$72,971.73 to patrons. The passes cost the library \$17,920, resulting in a return on investment (ROI) of 4.07. This excellent ROI is emphasized in our annual report to the community each year.



#### Patrons' Savings Provided by Museum Pass Circulation

Reporting Period: July 1, 2018 Through June 30, 2019

Number of Museums: 42

Museum	# of Uses	Minimum Savings \$	Average Savings \$	Maximum Savings \$
AKC Museum of the Dog	0	0.00	0.00	0.00
American Airpower Museum	21	210.00	420.00	630.00
American Folk Art Museum	0	0.00	0.00	0.00
Brooklyn Botanic Garden	45	675.00	1,012.50	1,350.00
Children's Museum of Manhattan	28	392.00	980.00	1,568.00
Children's Museum of the East End	219	2,628.00	6,570.00	10,512.00
Cold Spring Harbor Fish Hatchery & Aquarium	48	288.00	816.00	1,344.00
Cold Spring Harbor Whaling Museum	0	0.00	0.00	0.00
Collector Car Showcase	0	0.00	0.00	0.00
Cooper Hewitt Museum	4	72.00	108.00	144.00
Cradle of Aviation Museum	84	1,260.00	2,982.00	4,704.00







## COLLECTIONS

- The Materials Selection policy guides staff in finding reuse, recycle, and donation options for items that are weeded from the collections.
- Library collections are on interchangeable shelving, so parts can be reused as collection needs change. Some shelving is on wheels which makes it easy to move shelving units around and use the space flexibly. Pictured is the new materials area by the main entrance; this space is reconfigured occasionally.



# FUTURE SUSTAINABILITY GOALS

- Continue to operate the building as sustainably as possible.
- Continue to educate our staff and patrons about green buildings and sustainability.
- Reduce waste by 5% each year.
- Decrease business travel by 15% by 2025.
- Increase green purchasing by 5% each year.
- Seek out additional community partnerships.
- Find new ways to bring library services out to the Longwood community.