



SACHEM
PUBLIC
LIBRARY

**SUSTAINABILITY
SITE
MANAGEMENT
PLAN**

JUNE 2025



GENERAL INFORMATION

Overview

This plan is designed to aid the staff of the Sachem Public Library to uphold best practices identified through our Sustainable Library Certification effort.

When it comes to designing, operating, modernizing and expanding a building such as Sachem Public Library, sustainability boils down to what the library can do to minimize our adverse impact on the environment and operating in a highly-effective manner. It encompasses all our practices for both building and grounds.

Stay Sustainable,

On behalf of the
Library Administration & Board of Trustees



TABLE OF CONTENTS

Outdoor Spaces.....	Page 3-4
Transportation.....	Page 5
Indoor Spaces.....	Page 6
Energy Consumption.....	Page 7
Materials Management.....	Page 8
Applicable Policies.....	Pages 9-21

OUTDOOR SPACES

Light Pollution

Outdoor lighting will be limited to what is necessary for safety purposes with intent to increase night sky access, improve nighttime visibility, and reduce the consequences of development for wildlife and people. Any new lighting added will should respect local lighting ordinances and be within the context of the Dark Sky Assessment Guide to avoid unnecessary light pollution.

Litter-Free Outdoor Spaces

In 2023 the library purchased several new outdoor trash and recyclables cans for our outdoor spaces. We also partnered with One Earth Deposits, Inc to collect our recyclables on a weekly basis. It is our intent to keep our outdoor areas clean and safe for all.

Trees and Plantings

The library will remove any invasive species of plants found growing on the property. Any future plantings will involve native plants whenever possible to reduce the need for watering. Use of native plants is beneficial to our local ecosystem. Trees on the property will be inspected in the Spring and Fall.

Annual tree trimming will be budgeted and performed to keep trees healthy. It is our goal to preserve as much native plant species on the property and replace unhealthy ones when necessary.

The library will mulch annually around plantings to prevent weeds and reduce watering needs. Every effort will be made to preserve our porous areas for water to be absorbed back into the water table.

Chemical Pesticides & Herbicides

The library has limited the use of chemical pesticides as much as possible with our landscapers. We will use vendors that utilize organic pest control for flying insects, ticks and mosquitoes. In 2023 we opted to swap lawn fertilizer for organic lawn feed with our landscaper.



POLICIES:

- Vehicle Idle Policy 5/2023

OUTDOOR SPACES

Stormwater, Drains, and Runoff

We have written into our landscaping contract that all debris; leaves, lawn clippings, pollen pods, etc be removed and disposed of properly by the landscaper keeping the storm drains clear of debris.

The Clean Indoor Air Act (CIAA)

Enacted in 1989 and last amended in 2019, Public Health Law, Article 13-E, known as the Clean Indoor Air Act (CIAA,) prohibits the smoking of tobacco products and use of vapor products in nearly all indoor and certain outdoor public and workplaces in New York State.

Recent Amendments to the CIAA:

Library Grounds: Smoking is not permitted within 100 feet of any public or association library doorway.

Community Garden

The community garden was completed in May of 2021. Patrons learn gardening practices by working with our garden beds and get to reap the rewards. Fresh fruits and vegetables are made available.

The library also hosts annual seedling starting programs and a seed library for patrons. The purpose of our space is to promote garden stewardship; take what you learn here and apply it to your home garden.



Irrigation

In the summer of 2022 we installed a smart sprinkler system that is controllable by an app and utilizes weather in our area to adjust. We are also looking into reusing rainwater for irrigation

Open Spaces

The provision of outdoor spaces is an asset and inspires well-being. The library has several spaces available for patrons and staff. These spaces are accessible to all, and:

- have pavement and/or turf for access
- accommodate outdoor social activity
- encourage physical activity
- provide garden space for local vegetation
- house a community garden with access to food

TRANSPORTATION

Transportation Access

The library is not directly accessible by train or bus routes, although they are located somewhat nearby.

Parking

The library provides parking for vehicles, with 6 handicapped accessible spots.

Green Vehicles

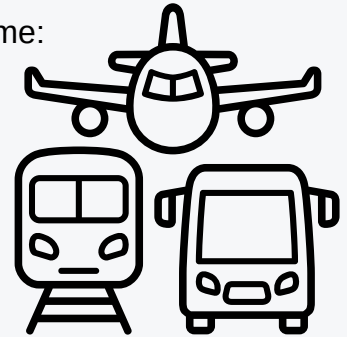
The library will look into purchasing green vehicles when purchasing or replacing existing ones.

The library will be adding several metered electric vehicle charging stations (EVCS) to promote the use of electric and plug-in hybrid vehicles for both staff and patrons. Either level 2 or 3 EVCS will be considered.

Virtual Access/ Video Conferencing

The library provides the following services that patrons can access from home:

- Many databases
- Downloadable E-books, Audiobooks, and E-magazines
- Streaming music and videos
- Programs on YouTube & Zoom, plus Virtual Author Talks
- Live Chat



Biking

The library provides a bike rack that accommodates 6 bikes. The library will provide bicycle and pedestrian safety events annually along with bike repair clinics and installed an outdoor bicycle repair station.

Travel

Staff will utilize library vehicles or carpool to events and outreach whenever possible.

POLICIES:

- Travel and Reimbursement Policy 11/2022

INDOOR SPACES

Indoor Water Use

The library already employs hands-free technology and low-flow fixtures; automatic flushing sensors on toilets and urinals, water sensors on bathroom faucets, and sensed hand dryers. As fixture age and wear, the library will look into updating with the newest technology and energy-saving, low-flow options.

Lighting

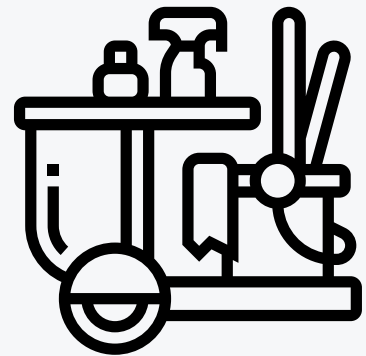
The library has updated many fixtures to LED fixtures and plans to continue until all fixtures are LED. We have many area that are well lit with natural light and we employ the use of motion and light cell sensors to help use overhead lighting only when necessary.

HVAC

Our HVAC systems are on a maintenance plan to have the vents cleaned and filters replaced. We upgraded to stronger MERV-13 filters in 2021.

Cleaning Supplies

The library purchases as much of its cleaning supplies from a local janitorial supply company and we use as many greenguard certified products as possible. Aerosol products are not used. Material Data Safety Sheets are available on-site for all cleaning products. Vacuum cleaners should have HEPA filters.



Natural Light

The library had many windows and skylights, utilizing as much natural light as possible. Blinds will be provided for all windows.

Construction

The library will look into using the least toxic, low VOC emitting construction materials fiscally feasible for each renovation and construction project. The library will consider recycling any materials during construction and reusing any materials whenever possible. Our intent is to reduce construction and demolition waste disposed of in landfills by reusing and recycling materials when possible.

POLICIES:

- Indoor Air Quality Policy 2024
- Smoke Free Workplace Policy 2022

ENERGY CONSUMPTION

Monitoring Usage

Administration routinely monitors electricity and fuel usage bills to ensure usage is maintained or declining unless we had extenuating circumstances.

Electricity

All staff are responsible for turning off lights in areas not in use and we have light sensors in some areas that will turn off lights when there is no activity or the lighting is sufficient via natural light. Outdoor lighting is set on timers.

All workstations and monitors should be shut down at the end of the day by staff, public-facing devices are mainly shut down electronically at set times.

Energy Efficiency

The Library will purchase ENERGY STAR rated equipment whenever possible and economical. The Library has invested in programmable thermostats to run the temperature according to our schedule taking into account our business hours.

Paper Reduction

Staff should use electronic forms instead of paper forms whenever possible.

Renewable Energy

The library has solar panels on the roof of our building to offset some of our electricity consumption.

POLICIES:

- Sustainability Policy 2022

MATERIALS MANAGEMENT

Purchasing

All purchasing will be centralized to the admin office where 1-2 business office staff will manage ordering of supplies. They will:

- Be familiar with the Zero Waste Hierarchy
- Maintain a list of local vendors for supplies
- Source and purchase the most environmentally friendly products in the fewest orders as possible
- Shop for the best prices in the fewest orders

Staff will consider when purchasing items for supplies:

- The amount needed
- The number of vendors they use and their proximity
- The use and reuse of the items

Staff will consider for reading club incentives:

- Local experiences over items
- Local vendors
- The amount needed
- The use and reuse of the items

*Thank You
For Your
Purchase!*

Recycling

- The library provides recycle bins both inside and out next to our trash bins for plastics
- The library will make every effort to donate our electronic devices when they have reached end of use for us or recycle them
- The library recycles our K cups from the staff lounge
- The library recycles the filament from our 3D printers
- The library will continue to look for and evaluated other materials to recycle

Donations

Sachem Library has always participated in collecting food, clothing, and other items for donation to local agencies and will continue to be a donation location.

The library also accepts donations of library books.

POLICIES:

- Purchasing Policy 2022



Indoor Air Quality Management Policy

The health, comfort, and working/learning environment of patrons and staff are important aspects of Sachem Public Library's mission. Working with EPA and their IAQ Tools for Schools Program, we developed an IAQ Management Plan that will help monitor and improve the quality of air in the library. The objectives of this IAQ Management Plan are:

- Reduce the levels of indoor air pollutants through preventive measures such as routine maintenance activities, periodic building evaluations and inspections, and policies.
- Provide and maintain adequate airflow by repairing and maintaining ventilation equipment, which will promote a comfortable and healthy learning and working environment.
- Respond to IAQ-related concerns and problems in a prompt and thorough manner, and effectively communicate the progress of investigations and their resolution to all interested parties.

Cleaning Procedures -Thorough cleaning is an important means for the removal of air pollutant sources. However, the use of cleaning products may also contribute to indoor air pollution. To ensure that cleaning practices remove pollutant sources while using cleaning products appropriately, guidelines have been created.

- Custodial staff shall only use cleaning agents approved by the Library for use. All products must be clearly labeled and stored in a secure area. Bottles of cleaning agents must be tightly closed when stored.
- All material safety data sheets should be stored in an area available to all staff, and the location of this information is discussed in the Employee Safety Manual.
- Ammonia-based cleaning agents and chlorine-containing cleaners (such as bleach) must never be mixed because this generates toxic gases.
- During routine operations, pollutant-releasing activities are restricted by time of day.
- Areas of frequent use should be cleaned more often than areas of infrequent use.
- Staff are not permitted to bring any cleaning products, pesticides, air fresheners, or other chemicals into the library.

Preventive Maintenance and Operations Preventive maintenance- Involves routine inspection, adjustment, and repair of building structures and systems, including the heating, ventilating, and air conditioning system (HVAC); unit ventilators; local exhaust; fresh air intakes; and flooring. Preventive maintenance plays a major role in maintaining the quality of air by assuring that the building systems are operating effectively and efficiently.

- The library has upgraded and will continue to use the most effective filters for each HVAC unit.
- The HVAC systems are on a maintenance cleaning and filter replacement schedule.
- The HVAC systems are on a maintenance replacement schedule.

- All records of preventive maintenance are kept in administration for the relevant operating system for easy evaluation.

Construction and Renovation- If renovation projects must be performed during library hours, the return air from any area being renovated should be isolated from the main ventilation system. Engineering controls should be used to contain and minimize the distribution of dust and other contaminants produced by construction activities. Cleaning operations should be more frequent during and after renovation.

Microbial Management- Microbials, such as mold, bacteria, and viruses, are a significant cause of illness, health symptoms, and discomfort. The easiest way to control microbial growth is to control moisture. Signs of water intrusion and microbial growth should be investigated during the walkthrough inspections, building system evaluations, and other efforts. The maintenance staff should be informed about damaged buildings systems and components that cause water leaks and water condensation. Materials damaged by water should be replaced when possible. Damp or wet materials must be dried within 48 hours (preferably within 24 hours). Materials contaminated with microbials should be promptly cleaned or replaced. Mold growth should be removed from non-porous surfaces with a strong brush and non-ammonia containing detergent and thorough drying. Remediation projects that cannot be handled by custodial staff will be contracted to a professional.

Pest Management- When a pesticide must be used to meet important management goals, the least hazardous material adequate to control the pest should be chosen and label directions should be followed exactly. The application of pesticides may be subject to library policies and procedures, the Federal Insecticide, Fungicide, and Rodenticide Act (7 United States Code 136 et seq.), EPA regulations in 40 Code of Federal Regulations, OSHA regulations, and state and local regulations. Strategies for managing pest populations will be influenced by the pest species and whether that species poses a threat to people, property, or the environment.

- Prevent loss of or damage to school structures or property.
- Reduce any potential human health hazard or to protect against a significant threat to public safety.
- Prevent pests from spreading into the community or to plant and animal populations beyond the site.
- Procedures will be used to determine when to control pests and whether to use mechanical, physical, chemical, or biological means.
- The decision to use a pesticide will be based on a review of all other available options and a determination that these options are not acceptable or are not feasible. Cost or staffing considerations alone will not be adequate justification for use of chemical control agents, and selected non-chemical pest management methods will be implemented whenever possible to provide the desired control.
- Pesticide storage will be limited to the amount for use during the year.
- Pesticides will be stored and disposed of in accordance with the EPA-registered label directions and state regulations.

- Pesticides must be stored in an area inaccessible to patrons or unauthorized personnel.
- For pest management issues that cannot be handled by custodial staff will be contracted to a professional.

Staff Responsibility- All staff members are responsible for improving and maintaining good IAQ.

- Refrain from interfering with airflow from ventilators (e.g., do not stack books or other items on ventilators, cover vents with posters, or turn off the fan due to noise).
- Report any AIQ issues immediately to administration and custodial teams.
- If a hazard poses an immediate health threat to the patrons and staff, the affected building areas must be evacuated. All avenues of communication need to be utilized to warn and inform affected or interested parties in a prompt manner. *See Safety Manual for evacuations routes.*

Sachem Library encourages the reporting of IAQ concerns, regardless of how trivial the issue may seem. The prompt reporting and resolution of IAQ issues has the potential to prevent serious problems from developing, which will help to prevent potential health effects, discomfort, and unnecessary costs.

Adopted 6/2024

See also:

Smoke Free Workplace Policy

Vehicle Idling Policy

Safety Manual

Disaster Response Plan



Purchasing Policy

The Library is committed to purchasing materials, supplies, equipment, and services in a cost-efficient manner. Quality of the product and/or service must be balanced with careful evaluation of price quotations, competitive bids and environmental impacts. The Library complies with the New York State Competitive Bidding Law, and conforms to all applicable federal, state, and other legal requirements. Once an expenditure is determined to be a purchase or public works contract, a good faith effort will be made to determine whether it is known or can reasonably be expected, taking into account past purchases and the aggregate amount to be spent in a year that the aggregate amount spent will rise to the level of required competitive bidding.

The following items are exempt from competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000.00 and public works contracts under \$35,000.00; goods purchased from agencies for the blind or severely handicapped; from correctional institutions; from disabled veterans; purchases under state, county or Town of Brookhaven contracts or Suffolk Cooperative Library System coordinated contracts.

In addition, alternative proposals or quotations will not be required under the following circumstances:

1. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. Among the factors to be taken into consideration are:

- Whether the services are subject to state licensing or testing.
- Whether substantial formal education or training is necessary to perform the service.
- Whether the service requires a personal relationship between the individual or company and library administration.

Professional and technical services will include, but are not limited to the services of: attorneys, physicians, engineers and/or architects preparing plans, maps and estimates; insurance agents and/or brokers; printing that involves extensive writing, editing, or art work; and computer software designers or programmers of customized programs or services.

2. Emergency purchases where seeking alternate proposals may threaten life, health, safety or welfare of the staff or visitors. This does not preclude alternate proposals if time permits.
3. Purchases of surplus and/or secondhand goods. If alternate proposals are required, the Library is precluded from purchasing surplus and/or secondhand goods at auction or through specific advertised sources where the best prices are usually contained, since surplus and/or secondhand goods may indicate an older product.
4. Goods under \$1,000.00 and public works contracts under \$2,000.00.
5. Sole source suppliers, such as patented goods or services or public utility services. The unique benefits of the item to be purchased or service to be rendered should be documented, together with an assurance that there is no substantial equivalent.

Use of purchase orders below \$250, is optional for circumstances where deemed advisable.

Although not required, competitive bidding of purchase contracts under \$20,000.00 or public works projects under \$35,000.00 may be solicited if so desired.

The decision that a purchase is not subject to competitive bidding will be documented in writing. This document may include written or verbal quotes from vendors, a memo indicating how this decision was made, a copy of the contract indicating the source that makes the item or service exempt, a memo detailing the circumstances which led to an emergency purchase, or any other written documentation that is deemed appropriate.

For purchasing and public works contracts that fall below or outside of legal competitive bidding thresholds, the Library has in place a fair and equitable purchasing system, as outlined below, that serves to safeguard Library interests and funds.

- 1) Written requests for proposals (RFP), written quotations, and/or verbal quotations will be executed as purchase orders and/or contracts to exercise control over expenditures, secure the lowest price, and assure that favoritism will be avoided.

The following procedure will be used as required by this policy in order to achieve the best purchase price:

<u>Frequency</u>	<u>Spending Range</u>	<u>Requirements</u>
One-time	\$1,000. - \$4,999.	One additional quote
One-time	\$5,000. - \$20,000.	Two additional quotes, at least one in writing
Annual aggregate	\$5,000. - \$9,999	One additional quote
Annual aggregate	\$10,000.- \$20,000.	Two additional quotes

Under ordinary circumstances, contracts shall be awarded to the lowest responsible bidder. The library reserves the right to determine whether or not a bidder is deemed “responsible.” This decision must be documented and filed with the records supporting the purchase. Circumstances where a contract may not be awarded to the lowest responsible bidder may include, but are not limited to, the following:

- The vendor cannot guarantee delivery of goods or services within the time period or under the conditions prescribed.
- The vendor’s terms of payment are disadvantageous or unacceptable.
- The vendor’s warranty for materials and services is deemed inadequate.
- The vendor’s after-purchase support services are deemed inadequate.
- Any other circumstance in which the vendor will not or cannot fully comply with all specifications as set forth.

- 2) No purchase of goods or services will be made from a vendor in which a Trustee, Administrator, Staff Member, or immediate family member of a Trustee, Administrator or Staff Member holds a full or partial interest.
- 3) The Director may approve purchases and/or written contracts up to \$10,000.00. A purchase or contract that exceeds \$10,000.00 must be presented to the Library Board of Trustees for their approval at an open meeting.

- 4) Even if it is to the Library's benefit to add to or upgrade an existing system or equipment by using the same vendor who supplied the original or existing system or equipment, the Director must receive prior Board approval if the purchase will exceed the competitive bidding threshold.
- 5) In the case of a serious emergency that threatens safety or the ability of the Library to stay open to the public, and calling an emergency meeting of the Library Board of Trustees is not practical, the Director is authorized to take necessary action, the cost of which shall not exceed \$50,000.00. This emergency authorization must be reported at the next regular meeting of the Library Board of Trustees.

The Library Director shall establish procedures for approval of purchases consistent with this policy. The Library Director, or appointed designee, is responsible for the signing and maintenance of purchase orders and contracts.

All Library checks of \$2,500.00 or more, with the exception of payroll, must bear the actual or facsimile signature of at least two authorized signers. Any of the following persons may be one of the two authorized signers: Library Treasurer, Library Director, up to 2 named members of the Library Board of Trustees. The named Trustees will be identified and approved each year at the July organizational meeting of the Library Board of Trustees.

In order to avoid late payment penalties, a list of vendors who may be paid in advance of the monthly Library Board meeting will be presented to the Library Board for their approval at the July organizational meeting.

A member of the Library Board will review and approve all invoices prior to the Library Board meeting.

Green Purchasing

As part of the Sustainable Libraries Initiative, the library will also consider environmental factors to our price and performance criteria when making purchasing decisions. Green purchasing attempts to identify and reduce environmental impact and maximize resource efficiency, keeping the triple bottom line of environmental soundness, economic feasibility and social equitability in mind.

GUIDING PRINCIPLES

- Purchase supplies only as needed, try to combine orders whenever possible.
- Purchase sustainably-produced, recyclable and biodegradable products whenever possible.
- Consider the toxicity of products and purchase the least toxic products that will work.
- Consider products that are sourced locally and use local businesses whenever possible.



Smoke-Free Workplace Policy

In accordance with the 2017 New York State expanded Article 13-E of the Public Health Law, also known as the Clean Indoor Air Act, the library is a smoke-free workplace. Smoking, including the use of electronic cigarettes, is prohibited in the Library and in Library vehicles. Smoking and vaping are also prohibited within 100 feet of entrances, exits and other outdoor program spaces.

Staff wishing to smoke must do so in designated areas outside the Library building during break or lunch time.

Policy Adopted 4/2001
Revised 1/2011, 9/2013
Submitted to Board unrevised 12/2017
Revised 12/2022



Sustainability Policy

Sachem Public Library is committed to being a good neighbor in an environmentally conscious, socially beneficial and economically responsible way. As we strive to reduce our environmental footprint and promote environmental stewardship at all levels of the organization we will continually evaluate our processes and measure our results.

Our goals:

- Observe all applicable environmental regulations.
- Reduce our energy and water consumption by using the most energy efficient items and practices that support renewable energy sources whenever practical.
- Minimize pollutants by choosing the most environmentally-friendly products that are able to perform a comparable job at a competitive price.
- Increase our recycling efforts and minimize our waste.
- Provide resources for our patrons to learn about sustainability through our collections and programming.
- Encourage environmentally preferable transportation.
- Donate equipment no longer useful to the library to not-for-profit organizations whenever practical.
- Encourage our contractors, suppliers and anyone acting on the library's behalf to also meet our standards of environmental performance.

Employee understanding and involvement are essential to the implementation of our sustainability policy. Every employee will receive a copy of this policy, be educated on the library's environmental efforts and be involved in supporting our goals.



Vehicle Idling Policy

The purpose of this policy is to eliminate unnecessary idling of all vehicles on Library property. Vehicle idling wastes fuel, degrades air quality, and causes unnecessary emission of pollutants and greenhouse gases that enhance the natural greenhouse effect. This policy is in accordance with New York State's Climate Act which requires New York to reduce economy-wide greenhouse gas emissions 40 percent by 2030.

Sachem Public Library seeks to continually improve the efficient use of vehicle fuels in an effort to reduce emissions and operating costs. To reduce overall emission and improve air quality, all vehicles on library property are prohibited to idle unnecessarily. Vehicle operators will adhere to the following standards:

1. Idling is prohibited (with the limited exceptions listed below) when the ambient temperature is above 32°F.
2. 5-minute maximum idle time limit when ambient temperature is 32°F and below.
3. Vehicles will not be left idling when the operator is away from the vehicle (with the limited exceptions listed below).
4. Idling is prohibited in 'No Idle Zones'. Signs indicate the location of these zones.

The following exceptions apply to the above policy:

- Emergency response vehicles when responding to an emergency.
 - Vehicles that must remain a specific temperature for onboard materials.
 - Health or safety reasons (e.g., severe weather conditions, use of vehicle safety features).
 - Below 0°F for diesel vehicles.
- Traffic conditions – Supervisors may approve exemptions for specific vehicles if necessary.