Sustainability Planning for Libraries

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What is Sustainability?
Economically Viable

Socially Acceptable

Environmentally Friendly
Why Is It Important?
CLIMATE SUMMIT

WHAT IF IT'S A BIG HOAX AND WE CREATE A BETTER WORLD FOR NOTHING?

- ENERGY INDEPENDENCE
- PRESERVE RAINFORESTS
- SUSTAINABILITY
- GREEN JOBS
- LIVABLE CITIES
- RENEWABLES
- CLEAN WATER, AIR
- HEALTHY CHILDREN
- ETC. ETC.
“Pollution is nothing but the resources we are not harvesting. We allow them to disperse because we've been ignorant of their value.” – R. Buckminster Fuller
Gather Data & Develop a Plan
Sustainability planning at a glance

- Form a green team
- Calculate your current environmental footprint
  - Gather baseline information about your impact
  - Figure out what you’re already doing right
- Identify your long-term sustainability vision and goals and the data you need to measure progress
- Develop an action plan based on your long-term goals
- Track your progress, publicize your results, and keep improving
Form a Green Team

- Identify personnel in your library that are familiar with major operations and services
  - Operations/facilities
  - Purchasing
- Include people who are enthusiastic about promoting environmentally responsible practices in the workplace
- Be creative
  - Ask for volunteers
  - Look for people at all levels and responsibilities
- Correlate the number of people on the team to the size of your staff
- Choose a coordinator
- Team must have authority to set goals and implement actions to achieve those goals
What library operations impact the environment?
• Start with broad categories and identify specific processes within those categories
• Examples:
  • Building operations & maintenance
  • Office operations
  • Landscaping
  • Purchasing
  • Food service
  • Building renovations
• Don’t look for solutions, just identify impact
Create a Baseline

- Energy and water use
  - Where are you using energy and water?
  - How much are you using?
  - How much does it cost?
    - Use and cost data from utility bills
- Waste
  - What and how much are you throwing away?
    - Do a waste audit
      - Visual inspection of trash cans
      - Sample and weigh building’s wastes (dumpster diving)
  - What and how much are you recycling?
    - Are all recyclables making it into the recycling bins?
- Are you buying green products?
- What products are you buying that contain hazardous chemicals?
- Identify the environmental benefits of your current practices
- Discuss barriers to implementing current practices and ways you have overcome them
## Draw Yourself a Picture

<table>
<thead>
<tr>
<th>Operations</th>
<th>Activities</th>
<th>Resources used</th>
<th>Waste generated</th>
<th>Hazardous chemicals</th>
<th>Environmental impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building maintenance</td>
<td>Interior cleaning</td>
<td></td>
<td>x</td>
<td>x</td>
<td>-- Indoor air quality</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-- Worker exposure</td>
</tr>
<tr>
<td></td>
<td>Lighting</td>
<td>x</td>
<td>x</td>
<td></td>
<td>-- Electricity use</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>-- End of life disposal</td>
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<td></td>
<td></td>
<td>-- Air emissions</td>
</tr>
<tr>
<td></td>
<td>HVAC</td>
<td>x</td>
<td>x</td>
<td></td>
<td>-- Gas use</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-- Air emissions</td>
</tr>
<tr>
<td>Office operations</td>
<td>Printing/copying</td>
<td>x</td>
<td>x</td>
<td></td>
<td>-- Disposal of waste paper</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-- Paper use</td>
</tr>
<tr>
<td></td>
<td>Office equipment</td>
<td>x</td>
<td>x</td>
<td></td>
<td>-- Energy use</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-- Air emissions</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>-- End of life disposal</td>
</tr>
<tr>
<td></td>
<td>Weeding</td>
<td></td>
<td></td>
<td></td>
<td>-- End of life disposal</td>
</tr>
</tbody>
</table>
Set goals and indicators

- Establish both short and long term goals
- Rethink your practices and make yourself stretch
- Be realistic
- Ask yourself how you can do things in a more efficient way
  - Evaluate your activities by considering their environmental impact
- Make your goals specific and measurable
  - “We will reduce energy use by 30%”
Develop project ideas

- Compare what you’re already doing with your long-term goals
- Develop a list of potential projects
  - Include both large and small
    - If you do a major building remodel...
    - If you had to implement something tomorrow
- Research what other libraries are doing
- Look at best practices for government agencies
- Brainstorm & use your resources
  - Ask for suggestions from your staff, your board, and your patrons
Prioritize your list

- **Things to consider**
  - Will the project have environmental benefits?
  - Are the benefits significant?
  - Will the project result in cost savings over the life of the action/product? If yes, how much?
    - Calculate simple payback (Total cost of project/annual savings = number of years until payback)
  - Is the time frame and ease of implementation manageable?
  - Do you have control over the action?
  - Is the issue of significant concern to your staff and/or patrons?
  - Does the action have high visibility and/or educational value?
- **Finalize the list by giving highest priority to things that have the most yes answers**
Getting It Done

- Break each project down into discrete tasks with measurable goals, when practical
- Assign staff/team members that will be responsible for completing each task
- Assign a deadline for completing each task
- WRITE IT DOWN!
<table>
<thead>
<tr>
<th>Sustainability goal</th>
<th>Measure of success</th>
<th>Specific tasks</th>
<th>Assigned staff</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decrease building energy use by 30%</td>
<td>Lower energy bills</td>
<td>Solicit ideas from staff</td>
<td>Green team leader</td>
<td>July 2010</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Change to CFL light bulbs</td>
<td>Maintenance</td>
<td>August 2010</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shut down/sleep public access computers at night</td>
<td>IT</td>
<td>September 2010</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set thermostats to reduce energy use during hours library is closed</td>
<td>Maintenance</td>
<td>August 2010</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Encourage staff to turn off lights when leaving break room</td>
<td>Green team</td>
<td>July 2010</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Publicize cost savings to board &amp; public</td>
<td>Director</td>
<td>December 2010</td>
</tr>
</tbody>
</table>
Bring your staff and public on board

- Ongoing process in tandem with previous steps
- Educate staff
  - Free or low cost workshops
  - In-service training
- Post reminders (recycle paper, bring your lunch, ride your bike, turn off lights). Change them up to keep them fresh.
- Keep it fun. Reward people for good ideas and for modeling sustainable practices.
- Integrate sustainability into library programming
- Provide updates on the progress of your initiatives to your staff, your board, and your patrons
- Let your staff, board, and patrons review your draft sustainability plans
- Encourage new ideas
Keep It Going

- Make sustainability part of your routine decision making process
- Identify key decision points and investigate opportunities to consider sustainability
  - When products are purchased
  - When projects are approved in budget meetings
  - When planning for building renovation or construction
Next steps

• Tell your board, your staff, and your public
  • Include on your web site and your annual report
  • Translate dollars saved into metrics they understand (x number of DVDs added to the collection).

• Apply for an Illinois Governor’s Sustainability Award

• Don’t put your plan in a drawer and forget about it
  • Evaluate and revise based on what works and what doesn’t

• Ask for assistance
  • ISTC ➔ http://www.istc.illinois.edu
  • Smart Energy Design Assistance Center ➔ http://smartenergy.arch.uiuc.edu/
Look for Opportunities
Energy use

- **Lighting**
  - Replace incandescent bulbs with CFLs or LEDs
  - Replace T12 fluorescents with T8s
  - Turn off the lights
    - Install motion detectors in break room, meeting rooms, bathrooms
    - Adjust the backlighting on your vending machines
  - Upgrade your EXIT signs
- **Program your thermostats**
- **Shut down or program the power management settings on your staff workstations and public access computers**
- **Ask for technical assistance**
  - ISTC
  - Smart Energy Design Assistance Center
- **Apply for grants**
  - DCEO Public Sector Energy Efficiency Program
  - ComEd/Ameren incentives
  - Illinois Clean Energy Community Foundation
Water costs more than you think
WaterSense has a fan page! 
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Save water and protect the environment by choosing WaterSense labeled products in your home and business and taking simple steps to save water each day.
Learn more about WaterSense and what you can do to help make every drop count.
Beware of greenwashing
Be a Smart Consumer

- Environmental claims should be specific
  - Look for specific amounts (recycled content, a certain percentage less packaging, etc.)
- Some claims are too vague to be meaningful
  - “eco-friendly”, “environmentally friendly”
- Degradable products don't save landfill space
  - Anything degradable put into a landfill degrades very slowly
  - Composting turns degradable material into usable compost
- Symbols can be useful
  - Recycling symbol
  - Green certification symbols ➔ Energy Star, Green Seal, EPEAT, WaterSense
Cleaners, electric chillers, paint, floor care, paper, hand soaps, windows, doors

Toilets, showerheads, faucets, landscape irrigation services

Wood and paper products

Low emitting interior building materials, furnishings, and finish systems.

Electronics, lighting

Desktop and laptop computers, thin clients, workstations and computer monitors
Ecolabels can help you find green products. This site helps companies and consumers use them. You can browse, search or learn more about ecolabels below.

**SEARCH BY REGION**
- Global
- Africa
- Asia
- Europe
- Latin America
- North America
- Oceania

**SEARCH BY TYPE**
- Buildings: 45
- Carbon: 13
- Electronics: 35
- Energy: 28
- Food: 75
- Forest Products: 35
- Retail Goods: 72
- Textiles: 38
- Tourism: 27
- Other: 65

**RECENT BLOG POSTS**

**Smart Choices and why categories matter**

Defining what is good is really hard. Defining what is “better” slightly easier, but still tricky. And making that into a simple label that clearly says to people...

Read More

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**Ecolabelling.org helps you to**

**Build a Green Purchasing Strategy for Your Business.**
Find out how your company can use ecolabels.

**Buy Green Products.**
The companies advertising on this site use ecolabels to assure you their products are green.

**Sell Your Green Products on this Site.**
Use ecolabels to ensure consumers trust your green marketing.

There are so many certifications, accreditations and seals of approval out there it’s hard to tell what’s what. The idea is that the site lays out all the known labels in one place....

TShirt & Sons
Case Studies: Paper and Electronics
Some Paper Facts

- Purchase price is just the tip of the paper iceberg
  - For each sheet of paper purchased, companies must also pay for storage, copying, printing, postage, disposal, and recycling.
  - A recent Minnesota study estimates that associated paper costs could be as much as 31 times the purchasing costs (not including labor)
  - Ream of paper that you paid $5 for really could cost up to $155.
- Citigroup determined that if each employee used double-sided copying to conserve just one sheet of paper each week, the firm would save $700,000 each year.
- Bank of America cut its paper consumption by 25% in two years by increasing the use of on-line forms and reports, e-mail, double-sided copying, and lighter-weight paper.
- Paper’s environmental costs
  - It takes more than 1½ cups of water to make one sheet of paper
  - Over 40% of wood pulp goes toward the production of paper
  - Reducing paper use reduces greenhouse gases: 40 reams of paper is like 1.5 acres of pine forest absorbing carbon for a year.
Rethink Your Paper Use

• **Reduce/Reuse**
  • Print only when necessary
  • Go electronic
    • Route memos and newsletters that employees should see, but do not need to keep
  • Use revision features in word processing software
  • Send information electronically
  • Fit more words onto each page (e.g., smaller font, narrower margins).
    • Changing default margins from 1.25" to 1" can reduce the amount of paper you use by up to 8%
    • Use a space-efficient font like Times New Roman
  • Create an electronic filing system for quick, easy retrieval.
  • Use fax post-its rather than a cover sheet
  • Duplex instead of printing on one side
  • Use the back side of single sheets as scratch paper

• **Recycle**
  • Purchase paper with post-consumer recycled content of 30% or higher
  • Start an office paper recycling program if you don't already have one
Suggestions for Weeded Material

- Book sales
- Book giveaways to community organizations
- Partner with Better World Books or B-Logistics
- Sell on Amazon, Half.com, or E-Bay
- Sell, donate, or recycle CDs and DVDs
- Crafts with old hardcover books
Earth friendly electronics isn't an oxymoron
Buy Greener Electronics

- Buy with energy in mind → Energy Star
- Buy used
  - Fifty percent of computers being recycled are in good working order. They are discarded to make way for the latest technology (Silicon Valley Toxics Coalition, 2001).
  - Look on Freecyle, Ebay, Craigslist, or at your local computer dealer
- Look for EPEAT
- Buy less toxic
  - Greenpeace *Guide to Greener Electronics*
Think Before You Trash

- Electronic devices are a complex mixture of several hundred materials.
- Many of these contain toxic heavy metals such as lead, mercury, cadmium and beryllium and hazardous chemicals, such as brominated flame retardants.
- Don't throw your electronics away
  - Manufacturer and retailer take back programs
  - Donate to schools, community organizations, or vocational programs
  - TechSoup Refurbished Computer Initiative Program
Become a Community Leader
Local Initiatives

- Establish relationships with local environmental groups and partner with them for library projects
- Start a tool lending library, a local seed repository for heirloom plants, or be a local drop-off for batteries, electronics, or sneaker recycling
- Publicize the library’s sustainability projects
Programming Ideas

- Environmental film festival
- Sustainability book club
- Making art from found items
- Have an art show displaying art from recycled materials
- Series of green lifestyle or green business speakers
- Display your sustainability books and DVDs
- Other ideas?
Setting an example is not the main means of influencing others; it is the only means. -- Albert Einstein