

# Greening Your Library



CT State Library Association  
April 20, 2010

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# Presentation Outline



1. The big picture: why green your library?
2. The benefits of greening your Library
3. How to do it

# Why Should You Care about Greening Your Library?

## ***Global Reasons: You are Part of the Big Picture***

- **Limited amount of natural resources**
  - From 5 to 25 % of freshwater use exceeds supplies
  
- **Environmental threats endanger human health**
  - Air pollution impacts respiratory health, aggravates asthma

# Why Should You Care about Greening Your Library?

- **Global Reasons: Big Picture Continued...**
  
- **Climate change, aka “global warming”**
  - CO<sub>2</sub> released when we burn fossil fuel—coal, oil, natural gas
  - CO<sub>2</sub> is at highest level in 1,000,000 years—and rising quickly;
  - Hartford to experience almost **80 days of over 90 degree** weather by end of the century . (Currently, an average of **12 days/year** above 90 degrees)
  - Heat was leading weather-related killer in US, 6 of 10 recent years (between 1993 and 2003)

# Why Should You Care about Greening Your Library?

## Local Reasons: Benefits to your Library

- Healthier place for staff and patrons
- Opportunity to be Community Leader, Set the Example
- Good for town - adds to other Greening efforts town is doing
- Patrons may be wanting this
- Unique position - green your facility AND educate patrons
- Opportunity for savings – especially in times of budget restrictions
  - Reduced energy, water and waste disposal bills
- Greening is here to stay, not just a trend or fad

# What do we mean by a “Green Library”?

- Building Design and how it Operates
- Reduce Waste – “reduce, reuse, recycle”
- Conserving Energy / Efficiency
- Purchase Products that are More Environmentally Friendly
- Improve Air Quality
- Provide education to staff and patrons

# Steps to Becoming a Green Library

- Form a “green team”
  - Include staff from a variety of departments and job titles
  - Include building manager, cleaning staff
  - Meet regularly
  - Communicate activities and successes to everyone
  
- Develop a brief environmental mission statement
  - State general goals
  
- Do some research and make a plan

Find out:

  - what do you purchase?
  - what do you produce for others?
  - where are you generating solid waste?
  - what are your landscaping practices?
  - where can you conserve energy?

# Stating Broad Goals

- **Work toward Sustainability** - Maintaining a style of living and conducting business in a way that does not use up or degrade natural resources, allowing future generations to enjoy them.
- **Reduce GHG & Commit to Goals of CT Climate Change Action Plan** - Reducing Greenhouse Gases to 1990 levels by 2010, 10% below that by 2020, eventually 75 % cut



# What We Will Focus On Today



- Environmental Topics, e.g. recycling & energy
- Examples of what's worked at DEP
- Resources to Get You Started

# Solid Waste & Recycling: Just the facts

- Each CT resident generates over **5.5** pounds of trash each day
- Costs towns \$65 per ton of trash disposed at CT incinerators
  
- Paper is 3/4 of the waste stream that a typical office generates—so plenty of opportunity for waste reduction!
  
- Current state recycling rate is **25 %**
- State goal is to increase recycling to **58%**
  
- Recycling helps address climate change, reduce greenhouse gases
- Re-using or recycling a product uses less energy, can cut costs

# Recycling is the Law

1. Glass & metal food and beverage containers
2. Corrugated cardboard
3. Newspaper
4. White office paper (residences exempt)
5. Scrap Metal
6. Ni-Cd rechargeable batteries (from electronics)
7. Waste oil
8. Lead acid batteries (from vehicles)
9. Leaves
10. Grass Clippings

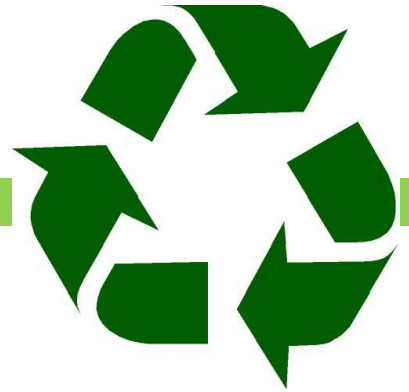
Remember to “close the loop”!

# Basics of Recycling ...

## Do you recycle the basics?

- White office paper
- Corrugated cardboard
- Bottles and Cans

# Got This?



# Beyond the Basics of Recycling



***What else can we recycle ...?***

# Other Paper - Newspaper, Magazines, Catalogues



# Tyvek and Disk Recycling





# Electronic Waste

- Use DAS state contract to properly recycle “e-waste”.



# Inkjet Cartridges



# Battery Recycling



# Beyond the Basics of Recycling

## Do you **ALSO** recycle ...?

- ❑ Other Paper - Newspapers, Magazines & Catalogues
- ❑ Toner cartridges from printers, photocopiers, faxes
- ❑ Tyvek envelopes
- ❑ Batteries
- ❑ Techno-trash, E-Waste - computers, CDs, cables, diskettes
- ❑ **Wood pallets, scrap metal**

# Reduce What Gets Thrown Away as Trash



- **Re-use office supplies** and purchase reusable
- **Reduce paper use through e-communication & double-siding**
- **Increase recycling through signage**
- **Provide reusables in staff break rooms**
- **Eliminate oversized individual trash cans** and replace with mini-trash bins and community ones

# Create a Re-Supply Center



# Use e-mail and intranet/internet rather than Printed Handouts



The screenshot displays the Connecticut Climate Change website. The header features a banner with the text "Taking Responsibility for our future" and a navigation menu with items: Home, Climate Change, Publications, CT Actions, Awards, News & Events, About Us, and Search. The main content area is titled "Public Stakeholder Input" and includes the following text:

The Governor's Steering Committee on Climate Change invites your participation in implementing the CT Climate Change Action Plan and developing additional actions to reduce greenhouse gas emissions. We are holding a year long series of bi-monthly meetings to enable ongoing dialogue on current initiatives and emerging solutions. Please join us. We are eager to listen to your ideas and comments.

**Give Us Your Input on New Ideas to Address Climate Change**

We welcome your ideas. You can provide them in the following ways:

1. At one of the public stakeholder meetings listed below
2. In writing through our [New Ideas Form](#) - now available online.
3. View [submitted New Ideas](#) (MS excel file).

**Public Stakeholder Meeting Schedule**

If you would like your name placed on the distribution list to be notified of public stakeholder meetings, please [contact us](#).

**Fall 2008 - NOTE DATE CHANGE**, new date TBD. CHECK BACK FOR UPDATES

Concluding stakeholder meeting , summary of input and new actions to reduce greenhouse gas emissions.

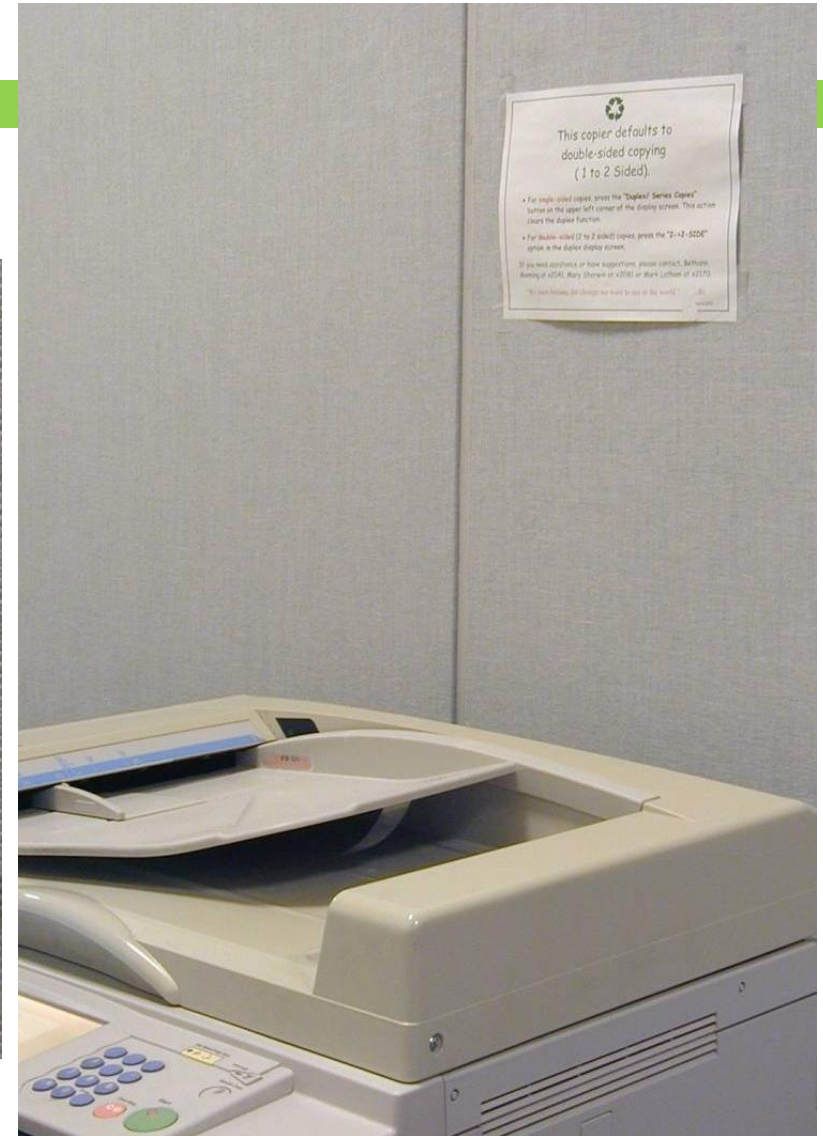
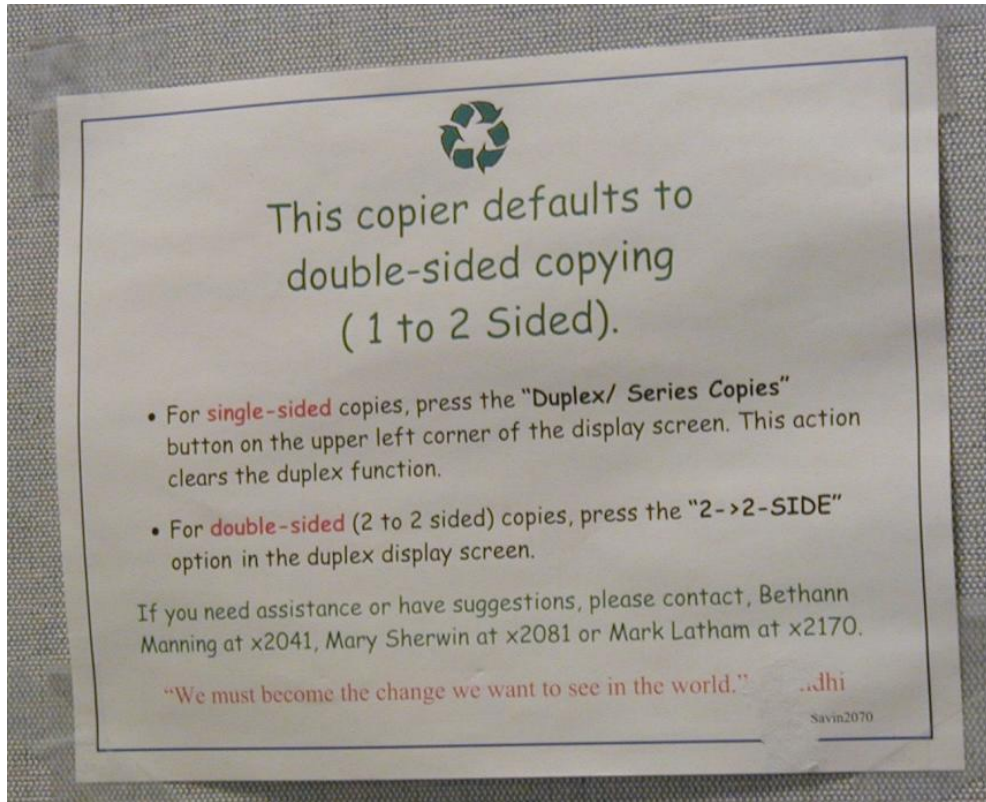
**Previous Stakeholder Meetings**

**May 28, 2008**, 8:30 a.m. - 12:30 p.m., Bowers Auditorium, Yale University, New Haven, CT  
Meeting focus: Greenhouse gas reductions through effective Education and Consumer Actions.

- [Agenda](#)
- Presentations:
  - [Climate Change and the American Mind](#), Anthony Leiserowitz
  - [Update on Climate Change Action Plan Education Actions](#), Lynn Stoddard, Don Casella, Beth Byron
- [Breakout session notes](#)
- [Participants](#)

The left sidebar contains several links: [2008 CT Climate Change Leadership Awards Announced](#), [2008 Cool it winners](#), [PUBLIC INPUT and public stakeholder meetings](#), [Host a Climate Action Event](#), [What Can You Do about Climate Change?](#), [Success Stories on CT Actions](#), and [Speakers List](#).

# Default to double-sided!





# Beef up Recycling

- Display recycling information for employees and visitors
- Put info on your website

## 79 ELM STREET RECYCLING GUIDE



Material	Recycling Location
Glass, Plastic (only #1 and #2) and Metal (e.g., cans and foil)	Blue Containers in the Break Room Labeled with the Recycling Symbol
All Food Scraps (including coffee filters, tea bags, brown paper towels from break room, plants, etc.)	Stainless Steel Compost Containers in Break Room
Corrugated Cardboard	Floor Mailroom & Central Mailroom on 1 <sup>st</sup> Floor
Packing Material	Leave it in Mailroom for Support Services
Printer and Copier Cartridges (save original boxes and labels)	Central Mailroom
Batteries	Floor Mailroom & Central Mailroom on 1 <sup>st</sup> Floor
Tyvek Envelopes	Floor Mailroom & Central Mailroom on 1 <sup>st</sup> Floor
Electronic Trash (e.g., VHS tapes, cell phones, CDs, DVDs and cases)	Central Mailroom on 1 <sup>st</sup> Floor
White Paper	Bins Located on Each Floor
Other Paper (e.g., colored, post-its, newspapers, magazines)	Bins Located by the Elevators on Each Floor
Office Supplies (e.g., folders, staplers)	The Re-Supply Store in the Basement

Questions? See Recycling at Quick Links at Inside DEP



# “Say Goodbye to Your Oversized Trash Can and Hello to the New”



The Evolution of the waste can



# Join the State Electronics Challenge

- Consider joining the [State Electronics Challenge](#) - a program for state and local governments and agencies to
  - purchase greener electronic products,
  - reduce the impacts of electronic products during use
  - manage obsolete electronics in an environmentally safe and healthy way.

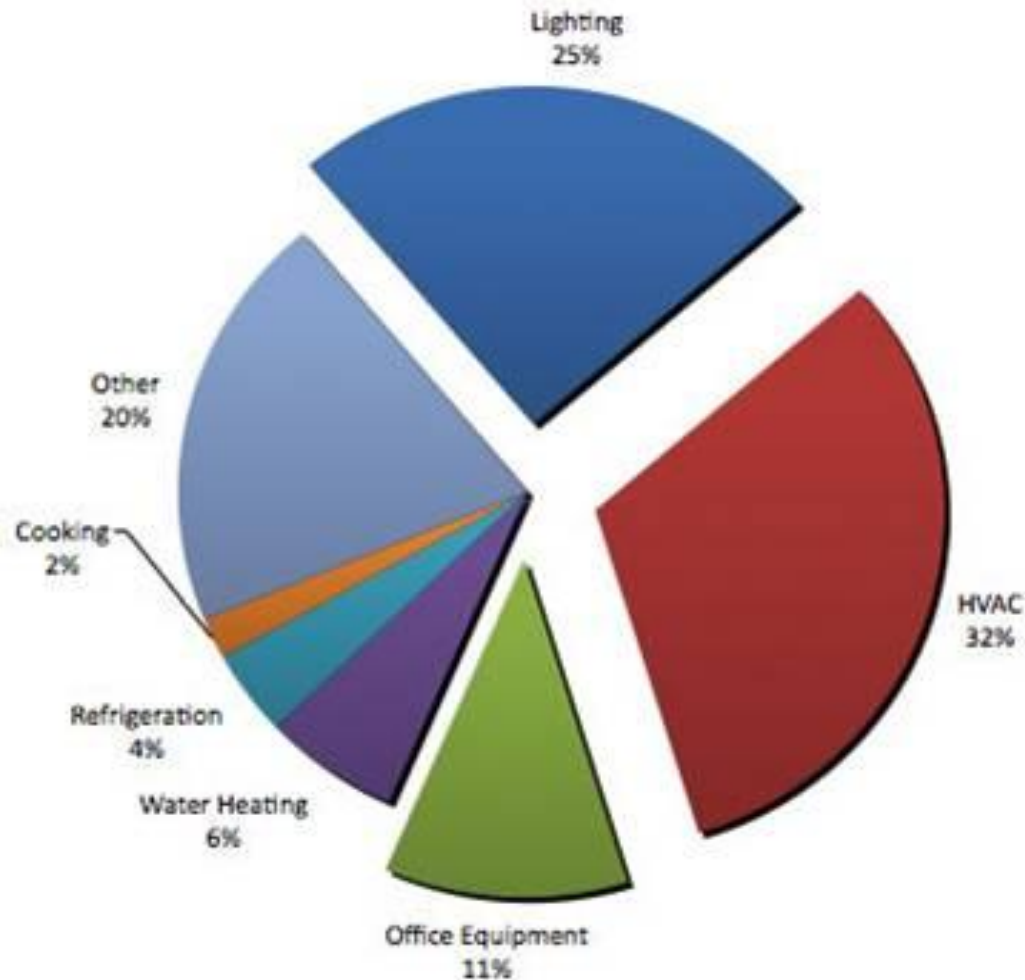
# State Electronics Challenge

- **In 2008, DEP purchased almost 2, 000 ENERGY STAR computer products, resulting in:**
  - Energy savings = to powering 71 homes annually.
  - Greenhouse gas emissions reductions = to removing 89 cars off the road.
- **Proper Disposal of old computers resulted in:**
  - 15 metric tons diverted from the trash = to waste from 8 households.
  - 142 pounds of toxic materials, like lead and mercury, prevented from entering the environment.

# Energy Use: Just the Facts

- **The energy to run buildings in the US:**
  - Costs about \$70 billion a year !
  - Contributes to climate change, smog, and acid rain from electric power generation
  - **Lighting alone accounts for almost 30% in US offices and commercial buildings**

# Breakdown of energy usage, commercial buildings



# Reducing Energy Use - Lighting

- **Energy Efficient Lighting (T8s, CFLs, LEDs)**
- **Room Occupancy Sensors**



# Reducing Energy Use – EnergySTAR

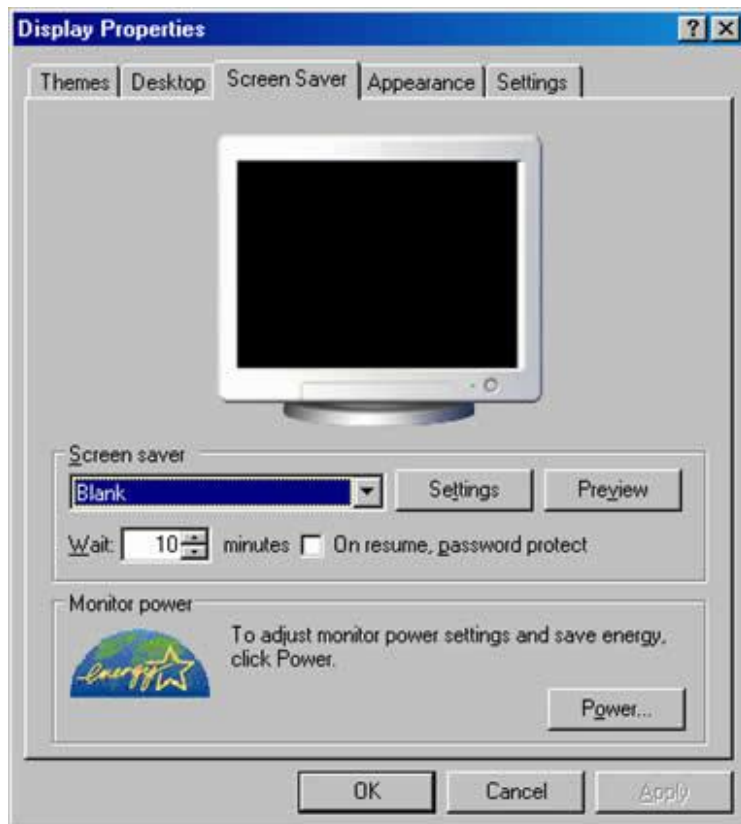
- Buy EnergySTAR equipment such as copiers, printers, fax, refrigerators, microwaves and EPEAT rated computers





# Reducing Energy Use - Equipment

- ❑ Turn off equipment at the end of the day
- ❑ Use Energy Saving Features (sleep)
- ❑ Develop a policy on shutting down computers and copiers when Library is closed.

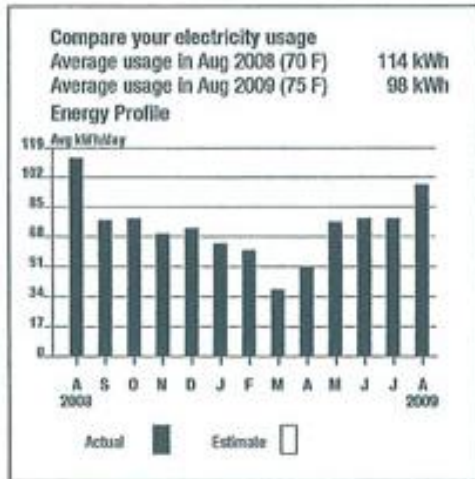


# Reducing Energy Use - Equipment

- Energy efficient lighting , occupancy sensors
- Buy EnergySTAR equipment (copiers, printers, fax, refrigerators, microwaves ), EPEAT rated computers
- Turn off equipment at the end of the day
- Develop a policy on shutting down computers and copiers when Library is closed.
- **Thermostat settings – 68 degrees in winter / 78 degrees in summer; night time settings**
- **Hold a CFL Lighting Fair at Work!**
  - **Contact TechniArt, Adam Tardif 860.693.2450, [adam.techniart@snet.net](mailto:adam.techniart@snet.net)**
- **Building Mechanical Upgrades - Facility Manager**

# Measuring Matters

Sign up to Support Clean Energy. Visit [www.ctcleanenergyoptions.com](http://www.ctcleanenergyoptions.com).



late payment charge.

**For service at:**

123 VALLEY RD, NEW HAVEN CT 06519-1764

Service reference: 246813579

Billing cycle: 12

Your meter reading for meter # 987654321

For billing period: Jul 20 - Aug 18 (29 days)

Next read date on or about: Sep 17, 2009

Actual reading on Aug 18, 2009 36458

Actual reading on Jul 20, 2009 - 33623

Actual usage 2,835

Supplier Services Detail	STANDARD SERVICE	
Generation Svc Chrg***	2835.00KWH x \$0.124120	\$351.88
<b>Total Supplier Services</b>		<b>\$351.88</b>

(continued on next page)

Please detach this stub and return it with your check made payable to CL&P. Save a stamp by paying online at [www.ct-p.com](http://www.ct-p.com). Please consider adding a \$1 for Operation Fuel to your payment.



Connecticut  
Light & Power

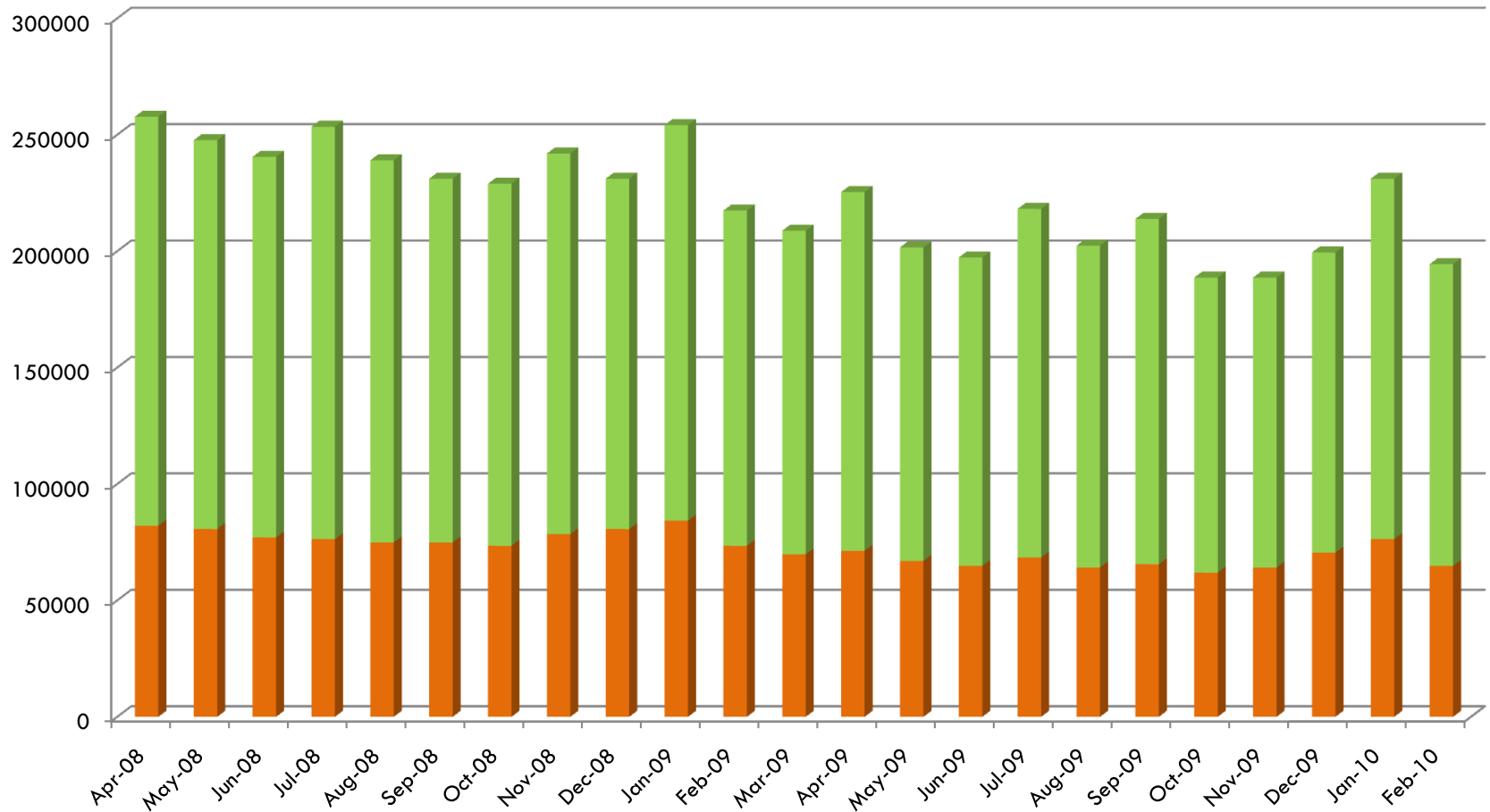
Account Number  
12345678910

Statement date  
Aug 18, 2009

Total amount now due  
\$522.50

Amount Enclosed

# Measure electricity usage and plot data



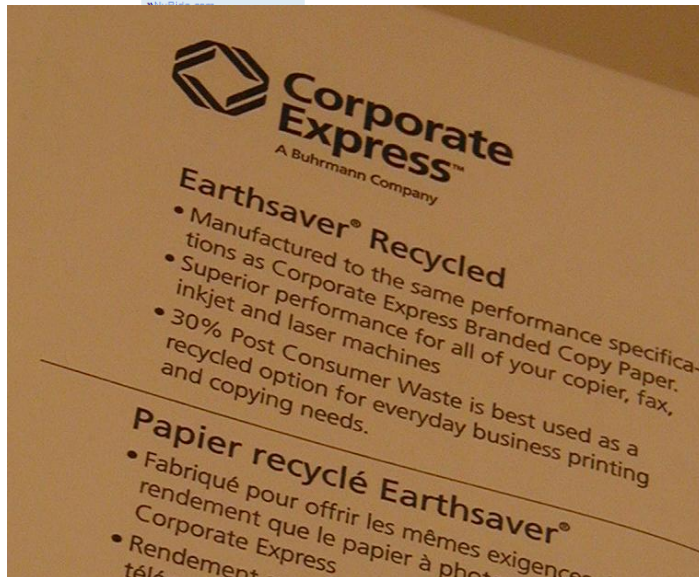
# Buying Green: Environmentally Preferable Products

Many everyday products contain toxic substances or are made of non-renewable resources.

- Choose products which contain less harmful components
- Choose products and office supplies made from recycled materials
- Use DAS Webpage to find state contracts with EPPs

# Environmental Purchasing: Quick and Easy Ways to Start

The screenshot shows the Connecticut EPP website homepage. At the top left is the "Connecticut epp" logo with a tree icon. In the center is the "State of Connecticut Department of Administrative Services" logo. On the right is the "DAS" logo. Below the logos is a navigation bar with links for "About DAS", "FAQ's", "Press Room", "Site Map", "Contact us", and "Home". A search bar is located on the left side. The main content area features a blue header for "Environmentally Preferable Purchasing" and a welcome message. Below this is a paragraph of text and a link to the "EPP Cleaning Products Policy". A sidebar on the left contains a "DAS SEARCH" section and a "DAS CONTENT" menu with various categories like "PROCUREMENT", "CONTRACTING PORTAL", and "BUSINESS SERVICES". A "QUICK LINKS" sidebar on the right includes "EPP Home", "General Information", "EPP Contracts", "Regulations & Policies", "Links", "EPP Language", "FAQs", and "FAQ's Index".



# Environmental Purchasing: Green (EPP) Cleaning Products

- Including offices, desks, restrooms
  - CT Law requires them for schools and state agencies
  - GreenSeal and Ecologo



# Environmental Purchasing: Bigger Items

- Carpets and floor tiles - low VOC emissions from carpet, adhesives and cushion
  - Modular carpet for business
  - Return & Recycle™ Program
  - Recycled content, sustainable materials (bamboo, cork, linoleum...)
  
- Furniture - refurbished office furniture
  
- Building renovations and new buildings - LEED



# Air Quality: Just the Facts

- **In Connecticut, ground level ozone is our worst air quality problem**
  
- **Major sources:**
  - automobiles, trucks, buses
  
- **Other sources:**
  - gasoline stations, lawn maintenance equipment

# Greening Transportation & Improving Air Quality

- How are library materials transported? Is there a “greener” way?
- Encourage staff to:
  - **Carpool, take public transportation, bike or walk when possible.** In addition to environmental benefits can also Earn rewards by signing up with **NuRide** ([www.nuride.com](http://www.nuride.com))



# Greening Transportation & Improving Air Quality

- **Encourage Patrons to:**
  - **Bike - Provide secure bike racks**



# Greening Transportation & Improving Air Quality

- Encourage Patrons to:
  - Take Public Transportation – Provide bus schedules and map of local bus routes

Bus Schedule Effective July 6, 2008



## BLUE HILLS AVENUE

- 52 Rockwell Corner
- 52W Wedgewood
- 54 Blue Hills Ext.
- 54X Blue Hills Ext. Express



Customer Service Center:  
(860) 525-9181  
www.cttransit.com

### 52 BLUE HILLS AVENUE

52 Rockwell Corner  
52W Wedgewood

#### SATURDAY SERVICE (No Service Sunday)

Hartford → Blue Hills Ave → Bloomfield

Stops: 1 2 3 4

Route	1	2	3	4
52W	6:00	6:30	6:50	7:00
52	7:00	7:30	7:50	8:00
52W	8:00	8:30	8:50	9:00
52	9:00	9:30	9:50	10:00
52W	10:00	10:30	10:50	11:00
52	11:00	11:30	11:50	12:00
52W	12:00	12:30	12:50	1:00
52	1:00	1:30	1:50	2:00
52W	2:00	2:30	2:50	3:00
52	3:00	3:30	3:50	4:00
52W	4:00	4:30	4:50	5:00
52	5:00	5:30	5:50	6:00

KEY  
52 BLUE HILLS Ave Rockwell Corner  
52W BLUE HILLS Ave Wedgewood

#### NOTES

- Transients are placed the bus is scheduled to reach at a specific time.
- The times shown are the only places the bus will stop along the route.
- No service is provided on that day.
- Bus stops on Blue Hills Avenue.
- SPECIAL SERVICE: These stops will operate the day after Thanksgiving through December 31 only.

An additional service to Blue Hills Avenue, please refer to the combined schedule for Route 52, 52W and 54.

Bloomfield → Blue Hills Ave → Hartford

Stops: 1 2 3 4

Route	1	2	3	4
52	6:00	6:30	6:50	7:00
52	7:00	7:30	7:50	8:00
52	8:00	8:30	8:50	9:00
52	9:00	9:30	9:50	10:00
52	10:00	10:30	10:50	11:00
52	11:00	11:30	11:50	12:00
52	12:00	12:30	12:50	1:00
52	1:00	1:30	1:50	2:00
52	2:00	2:30	2:50	3:00
52	3:00	3:30	3:50	4:00
52	4:00	4:30	4:50	5:00
52	5:00	5:30	5:50	6:00

KEY  
52 BLUE HILLS Ave Downtown Hartford



# Promote Anti-Idling

- An idling vehicle emits 20 times more pollution than one traveling at 30 miles per hour
- CT idling laws—Post a sign at your library



# Greening Your Meetings and Events

- Minimize printed materials - go electronic, double-side
- Make recycling bins easily accessible and clearly marked
- Serve coffee, meals in reusable mugs, plates and avoid plastic when using disposables
- Use large dispensers for drinks--avoid individual bottles, cans
- Encourage the use of public transportation, carpools, biking or walking to the event

# Green Meetings and Events



# Landscaping

- Towns are eliminating pesticides on pre K-8 school grounds
- Other towns are promoting organic land care and freedom laws
- DEP promotes native species and avoidance of invasive species in landscaping



# Some Things to Remember About Greening Your Library

- **One Step at a Time**
- **There's a whole lot of truth to the familiar saying, "What gets measured gets managed."**
- Carrots work better than sticks
- Find champions for recycling, energy, etc.
- Collaborate with peers in other libraries
- Make each project fun; celebrate your successes

# How We Are Greening The DEP

- ❑ **Formed a green team**
- ❑ **Set-up Composting**
- ❑ **Reduced Paper Use**
- ❑ **Piloted “Other Paper” Recycling**
- ❑ **Commuting by bus, van, carpool, biking**
- ❑ **Native Plant Garden**
- ❑ **ReSupply Center**
- ❑ **State Electronics Challenge**
- ❑ **Energy Conservation**
- ❑ **Green Cleaners**
- ❑ **Greening our Meetings, Events, Parties**
- ❑ **Communication & education**

# How Do You Get Started?

## □ Resources available:

### ■ CT DEP

■ **Pollution Prevention Office: 860-424-3297**

■ [mary.sherwin@ct.gov](mailto:mary.sherwin@ct.gov)

■ [connie.mendolia@ct.gov](mailto:connie.mendolia@ct.gov)

■ **Recycling & Source Reduction: 860-424-3022**

■ **Environmental Purchasing at DAS: 860-713-5181**

# Resources

- **Alliance Library System's Green Blog!**

<http://thegreenlibraryblog.blogspot.com/>



- This blog is designed to help libraries of all sizes and types become more environmentally friendly. Green is gaining in popularity and it is here to stay!

- **Book: *How Green is My Library?***

by Sam McBane Mulford, Ned A. Himmel

- [Join The Green Library Facebook Group](#)





# Website: How To "Green" Your CT State Agency

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- [http://www.ct.gov/dep/cwp/view.asp?a=2708&q=431352&depNav\\_GID=1763](http://www.ct.gov/dep/cwp/view.asp?a=2708&q=431352&depNav_GID=1763)
- Your one-stop guide to finding all the resources you'll need to make your Agency a model for protecting the environment and creating a healthier workplace.

# Check out the DEP website for more ideas



The screenshot shows a Windows Internet Explorer browser window displaying the DEP website. The address bar shows the URL: [http://www.ct.gov/dep/cwp/view.asp?a=2708&q=431352&depNav\\_GID=1763](http://www.ct.gov/dep/cwp/view.asp?a=2708&q=431352&depNav_GID=1763). The page title is "DEP: How To Green Your CT State Agency".

The website header includes the "CT.gov" logo, the text "STATE OF CONNECTICUT", and the "DEPARTMENT OF ENVIRONMENTAL PROTECTION" logo. A navigation menu contains links for "ABOUT US", "PROGRAMS AND SERVICES", "PUBLICATIONS", "FORMS", "CONTACT US", and "HOME".

A search bar is located on the left side of the page. Below it is a "POLLUTION PREVENTION" section with a list of links: "GETTING STARTED WITH P2", "INDIVIDUALS/FAMILIES", "HOME AND GARDEN", "BUSINESS/INDUSTRY/HOSPITALS", "SCHOOLS/UNIVERSITIES", "STATE/LOCAL GOVERNMENTS", "POLLUTION PREVENTION MAIN PAGE", and "DEP MAIN MENU".

The main content area features the title "How To 'Green' Your CT State Agency" and a sub-header "Welcome! This is your guide to green your CT State Agency." Below the title is a globe icon with the "CT.gov" logo. The text reads: "From purchasing environmentally preferable products, like non-toxic cleaners to recycling, this is your one-stop guide to finding all the resources you'll need to make your Agency a model for protecting the environment and creating a healthier workplace." Below this text is a link to "Kim Trella" for more information.

A green banner contains the text: "Going green " at your Agency is easier than you think. Let's get started!"

A numbered list of 10 items is displayed in green boxes:

1. Learn about [what DEP is doing](#) to save energy, reduce waste and more.
2. [Purchase Environmentally Preferable Products](#)
3. [Reduce, Reuse and Recycle at Work](#)
4. [Start a Composting Program](#)
5. [Choose Organic Land Care](#)
6. [Take Action on Climate Change](#)
7. [Manage Electronics And E-Waste](#)
8. [Make Events and Training Green](#)
9. [Encourage "Clean Commuting"](#)
10. [Maintain State Vehicles](#)

The footer of the page includes the "Department of Environmental Protection" contact information: "79 Elm Street, Hartford, CT 06106-5127", "Phone: (860) 424-3000", and "Voice/TTY". A "Directions" link is also present.

The taskbar at the bottom shows the Start button, several open applications (Inbox - Micros..., Microsoft Pow..., DEP: How T..., Document1 - ...), and the system clock showing 3:29 PM on 10/26/2009.