

Villa Park Public Library

2010 Sustainability Plan

Agency Name: Villa Park Public Library
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The Villa Park Public Library Board of Trustees believes the Library has the responsibility to initiate and maintain sound environmental sustainability practices. Therefore, the Library shall strive to protect and enhance the environment; maintain efficient use of resources; and to raise employee and public awareness of environmental issues.

Sustainability Staff Committee Members:

Sean Birmingham, Mona Polanek, Matt Vivona, Karen Marnell, Dave Pugl

The mission of this agency is:

The Villa Park Public Library provides equal access to materials and resources to meet the cultural, educational, informational and recreational needs of the community. The Library actively focuses on serving as a community information and activities center and supports the lifelong learning and leisure needs of residents of all ages.

The agency employs 52 people. We occupy approximately 24,500 square feet of space.

Current/Ongoing Environmental Sustainability Practices

- Biodegradable beverage cups and plates are used at library programs
- Public and staff restrooms have faucets which turn off automatically
- Conscientious effort is made by staff to reduce paper usage including the use of double-sided documents, electronic memos to personnel, and making scratch paper from leftover copies
- Non-disposable dishes and flatware are provided for staff use in break room
- Withdrawn books are placed in used book sales
- Recycling containers for paper, glass, and plastic are located in the building
- Ink jet cartridges are recycled
- Recycling containers for batteries, eyeglasses, and keys are located in the Library lobby (eyeglasses and keys in support of Lions Clubs International)
- A Library Board member is active in the Villa Park Environmental Concerns Commission

Sustainability Goals and Objectives:

Area of operations: Office operations

Objective: Decrease amount of paper used by 10% by May 1, 2011 and 20% by May 1, 2012 when compared to paper consumption in FY 2010.

Strategies:

- Reduce mailings by 10% by 2010 by promoting email notifications
- Monitor paper consumption by quantity and type
- Work with Board to analyze what sections of the board packet could be delivered electronically.

Measure: Reams of paper purchased. Postage used.



Objective: Decrease electricity consumption by 10% by May 1, 2011 from a 2009 baseline.

Strategies:

- Establish equipment turn-off procedures.
- Encourage employees to eliminate use of space heaters
- Install motion sensor light switches in several washrooms and staff break room
- Discontinue use of exterior, upgrade lighting fixtures
- Purchase and install additional LED fixtures for Library building
- Explore performing an energy audit

Measure: Energy use tracked and reported to Library Board



Area of Operations: Purchasing of Goods and Services

Objective: Reduce patron and employee exposure to indoor air pollutants

Strategies:

- Explore changing air filters for HVAC systems to monthly instead of quarterly.
- Work with maintenance in piloting use of green cleaning supplies.
- Avoid purchase of products with fragrances.

Measure: Number of indoor air quality improvements implemented.



Objective: Establish green purchasing criteria and review all major purchases for compliance.

Strategies:

- For copy/printing paper, explore changing to 30% post-consumer content.
- Purchase solar calculators, pens that use refills; and recycled office supplies as needed.
- Use regular dishes, glasses, and mugs whenever possible. Decrease the amount of paper cups and plates the Library purchases.

Measure: Annual inventory of all purchased materials.



Area of Operations: Patron and Employee Education and Communication

Objective: Maintain (and increase) and the number of employee sustainability projects by 2011.

Strategies:

- Regularly communicate with and educate employees about sustainable practices.
- Educate all employees about the sustainability plan by the end of 2010; provide an electronic copy to all new employees.
- Involve more staff members in the recycling initiatives currently underway.
- Post sustainability reminders in strategic locations; change frequently to keep message fresh; post articles and tips on the Intranet; post general information in the staff room.
- Use e-mail to distribute information and solicit ideas from employees.
- Actively promote and plan programming for Earth Week. Explore joint program with Environmental Concerns Commission.
- Work with Friends of the Villa Park Library in sponsoring a “seed” giveaway during Earth Week.
- Actively promote Bike to Work Week.

Measure: Number of active employee sustainability projects.
Number of programs and initiatives for patrons.



Reduce, Recycle, Reuse