

## Salisbury Free Public Library Operations and Maintenance Policy

*The mission of Salisbury Free Public Library is to promote community through information, education, dialog and celebration.*

The Salisbury Free Public Library strives to be a responsible steward of its resources, including decreasing its impact on the environment. This manual is designed to aid SFPL staff in upholding best practices identified through our SustainableLibrary Certification efforts.

### Site Management Plan

#### *Landscaping*

- Native Plants and water-smart landscapes<sup>1</sup> should be implemented on site.
- Mulch is to be used around plantings to prevent weeds and to reduce the need for watering
- Invasive Plants<sup>2</sup> are to be removed regularly.
- Herbicides: Limit, if not eliminate, the use of herbicides.
- Pesticides: Limit, if not eliminate, the use of chemical pesticides.
- Facilities staff should ensure the site is litter free on a weekly basis.

#### *Stormwater*

Staff are responsible for ensuring any stormwater drains are unobstructed.

A spill kit to catch/cleanup spills from leaking vehicles or liquid material spills is on hand. Facilities staff should review how to use a spill kit annually.

#### *Outdoor Lighting*

Outdoor lighting should be limited to what is necessary for safety purposes. Should new lighting be added it should respect local lighting ordinances and be within the context of the Dark Sky Assessment Guide<sup>3</sup> to avoid unnecessary light pollution.

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<sup>1</sup> <https://www.epa.gov/sites/default/files/2017-01/documents/ws-outdoor-water-efficient-landscaping.pdf>

<sup>2</sup> <https://www.fs.fed.us/wildflowers/invasives/>

<sup>3</sup> <https://www.darksky.org/wp-content/uploads/bsk-pdf-manager/2019/06/Dark-Sky-Assessment-Guide-Update-6-11-19.pdf>

## Indoor Air Quality

### *Cleaning Protocols*

- All Facilities Staff will take the online course through New York's Green Cleaning Program.<sup>4</sup>
- Cleaning products will meet the Safer Choice Standard.<sup>5</sup> Staff are advised to use the least toxic yet effective cleaners possible, and to avoid products with heavy artificial scent. The preference is for locally available (and if possible, locally produced) products.
- When purchasing neutral cleaners, glass cleaners, bathroom cleaners and disinfectants, staff are advised to consider products that have high dilution rates, and which are designed to reduce waste and have lower end-use costs. Preferred brands are: ECOS, 7th generation and Bona, because they are locally available and offer refill options.
- Material safety data sheets (MSDS) should be on-site for all products used to clean the facilities.
- Vacuum cleaners used in the Library will feature a high efficiency particulate air (HEPA) filter.<sup>6</sup>

### *Ventilation Standards*

- The HVAC system will have an annual inspection<sup>7</sup> and a preventative maintenance schedule.
- Air filters will meet at least a MERV 13 rating.
- All windows will remain operable.

### *Thermal Comfort*

To have "thermal comfort" means that a person wearing a normal amount of clothing for the season feels neither too cold nor too warm. Thermal comfort is important both for one's well-being and for productivity.

Temperature preferences vary greatly among individuals and there is no one temperature that can satisfy everyone. Nevertheless, a Library which is too warm makes its occupants feel tired; on the other hand, one that is too cold causes the occupants' attention to drift, making them restless and easily distracted.

The Occupational Safety and Health Administration (OSHA) of the US Department of Labor recommends temperature control in the range of 68-76° F and humidity

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<sup>4</sup> <https://greencleaning.ny.gov/training/login.aspx>

<sup>5</sup> <https://www.epa.gov/saferchoice/products>

<sup>6</sup> <https://www.epa.gov/indoor-air-quality-iaq/what-hepa-filter>

<sup>7</sup> <https://www.epa.gov/sites/default/files/2014-08/documents/ventchk1st.pdf>

control in the range of 20%-60%.<sup>8</sup>. The Library will be equipped with a heat pump system for heating and cooling, which should automatically maintain comfortable temperatures and humidity.

### ***Other***

SFPL complies with the Vermont's Clean Indoor Air Act 108, which includes a ban on smoking and vaping in all indoor workplaces and public areas.

SFPL has a no idling rule for vendor and personal vehicles on system property.

All aerosols should be replaced with pump dispensers whenever feasible.

Staff are advised to use low-toxicity and low-emitting paint.

Staff are advised to use formaldehyde-free materials.

## **Energy Consumption**

Staff will routinely monitor electricity and fuel usage to ensure consumption is stable or declining. All staff are responsible for turning off lights in office and meeting spaces that are not being used. ENERGY STAR<sup>9</sup> rated equipment should be purchased whenever possible and economically feasible. Break room refrigerators should be set between 35°-38°F and freezers between 0-5°F. Exceptions will be made for space heaters at the discretion of the Library Board. All workstations, including monitors, should be put in sleep/standby mode at the end of the workday. Librarians will ensure all computers are using energy saving settings including eliminating the use of screen savers.

## **Water Conservation**

Library Staff will routinely monitor water usage to ensure consumption is stable or declining. Staff are asked to ensure leaks are detected regularly and fixed immediately. Staff are advised to purchase WaterSense<sup>10</sup> labeled products whenever possible and economically feasible.

## **Materials Management**

Library staff responsible for ordering supplies and materials will:

- Be familiar with [The Zero Waste Hierarchy](#) from the Zero Waste International Alliance
- Maintain an inventory of existing office, cleaning, program and technical service supplies
- Source and purchase environmentally-friendly office supplies, for examples: FSC certified and high post-consumer recycled content copy paper and reusable

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<sup>8</sup> <https://www.osha.gov/laws-regs/standardinterpretations/2003-02-24>

<sup>9</sup> <https://www.energystar.gov/>

<sup>10</sup> <https://www.epa.gov/watersense/watersense-products>

rather than disposable office supplies such as refillable pens, erasable wall calendars and reusable notebooks.

- Source commonly used products with recycled content (i.e. envelopes, business cards, paper towels, tissues, toilet paper, boxes).
- Ensure single-serving bottled water is not purchased
- Ensure a receptacle for reusable single-sided office paper is maintained
- Recycle toner cartridges

Library staff will:

- Provide clearly marked recycling bins near printers, copy machines, staff work areas and break rooms along with signage that clarifies what is recyclable as per carting company rules.
- Provide e-waste containers for smaller items such as batteries and cell phones which are available from recyclers. Provide clear signage as to what may be placed in these containers.
- Ensure hazardous and special waste items, such as Compact Fluorescent Lightbulbs (CLFs) which contain mercury, are appropriately disposed of or turned over to a specialty recycler rather than being put into landfills.
- Provide training for all staff on proper practices for solid waste disposal, recycling and composting.

Library staff will:

- Ensure that printer and copy machine default settings are for two-sided printing
- Recycle larger e-waste (i.e. computers, monitors, printers, microfiche readers) with a third-party certified company.

Library staff will, when feasible:

- Scan rather than copy items.
- Convert paper forms to electronic forms.
- Reduce the number of copies necessary for member workshops via electronic transmission of materials.

Approved by SPFL Board April 20, 2026