

Mendon Public Library

Operations Maintenance Manual

Introduction:

This manual is designed to aid the staff of the Mendon Public Library upholding best practices identified through the System's Sustainable Library Certification efforts. Adopted by the Mendon Public Library Board of Trustees on October 5, 2026.

Site Management Plan

Landscaping

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

Stormwater

- Facilities Staff are responsible for ensuring all 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 to avoid unnecessary light pollution.

Indoor Air Quality

- All Cleaning Staff will take the online courses through New York's Green Cleaning Program.
- Cleaning products will meet the Safer Choice Standard. Staff are advised to use the least toxic yet effective cleaners possible.
- When purchasing neutral cleaners, glass cleaners, bathroom cleaners and disinfectants, staff are advised to consider products that have high dilution rates, are designed to reduce waste and have lower end-use costs.
- Material safety data sheets (MSDS) should be on-site for all products used to clean the facilities.
- Vacuum cleaners used on site will feature a high efficiency particulate air (HEPA) filter.

Ventilation Standards

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

Thermal Comfort

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- 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, an office 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 control in the range of 20%-60%.
- Blinds will be provided on windows which receive the most direct sunlight.

Managing Excess Moisture

- Library administration will conduct routine moisture inspections.
- Indoor humidity levels will be maintained between 20 and 60 percent.
- Moisture problems will be addressed promptly. Dry wet areas within 24 to 48 hours.

Other

- MPL complies with the New York State Clean Indoor Air Act.
- MPL 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

- Business Office 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 rated equipment should be purchased whenever possible and economically feasible.
- Breakroom refrigerators should be set between 35°-38°F and freezers between 0-5°F.
- Personal refrigerators, heaters, and coffee makers are prohibited. Exceptions will be made for space heaters at the discretion of the Facilities Manager.
- Technology Operations Staff are asked to ensure all computers are using energy saving settings including eliminating the use of screen savers. Utilize sleep/standby mode for equipment, including computers and copiers after a specified time of non-use (example: 15 minutes).

Water Conservation

- Business Office 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 WaterSense13 labeled products whenever possible and economically feasible.

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Materials Management

- All purchasing will be centralized through the MPL Business Office.
- Business office staff responsible for ordering supplies and materials will:
 - Be familiar with The Zero Waste Hierarchy from the Zero Waste International Alliance
 - Source and purchase environmentally-friendly office supplies, for examples: FSC certified and high post-consumer recycled content copy paper and reusable 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 Bisphenol A (BPA)-free receipt paper is purchased
 - Ensure single-serving bottled water is not purchased
 - Ensure a receptacle for reusable single-sided office paper is maintained
 - Recycle toner cartridges.

Facility staff will:

- Provide clearly marked recycling bins near printers, copy machines, staff work areas and
- breakrooms 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.

Technology staff will:

- Printer and copy machine default settings are for two-sided printing
- Work with Facilities staff to recycle larger e-waste (i.e. computers, monitors, printers, microfiche readers) with a third-party certified company.

All 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.