



Inspiring Ideas, Strengthening Community, Enriching Lives

**East Greenbush**  
COMMUNITY LIBRARY

518-477-7476 | www.eastgreenbushlibrary.org

Board of Trustees **September 22, 2020** Doc. #1 **Revised (highlighted)**

## AGENDA

### Board of Trustees

**September 22, 2020**

**7:30pm**

1.	<b>Call to Order/Review of Agenda</b>	M. Poost	1:00	Doc. #1
2.	<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>August 4, 2020</li> </ul>	M. Poost	5.00	Doc. #2
3.	<b>Treasurer's Reports</b>  Off Warrant <ul style="list-style-type: none"> <li>August 12-September 9 (\$106,267.67)</li> <li><b>July 18-August 13 (\$102,286.73)</b></li> <li><b>August 13 (\$15,533.03)</b></li> </ul> Warrant <ul style="list-style-type: none"> <li>September 8, 2020 (\$20,054.29)</li> </ul> P&L and Balance Sheets <ul style="list-style-type: none"> <li>September 9, 2020 (69%)</li> <li>September 8, 2020</li> </ul>	R. West	10.00	Doc. #3 <b>Doc. #3a</b> <b>Doc. #3b</b>  Doc. #4  Doc. #5 Doc. #6
4.	<b>Committee Reports</b>  Admin <ul style="list-style-type: none"> <li>Minutes, September 1, 2020</li> </ul> Service <ul style="list-style-type: none"> <li>No meeting</li> </ul>	L. Oudekerk  M. Harris	5.00  5.00	Doc. #7
5.	<b>Director's Report</b>	J. Dugas Hughes	10.00	Doc. #8
6.	<b>COVID-19: Move to Library Service Level 5</b> <ul style="list-style-type: none"> <li>Overview of Service Level 5 (services &amp; hours)</li> </ul>	J. Dugas Hughes	10.00	Doc. #9 Doc. #10

	<ul style="list-style-type: none"> <li>• Computer Use Plan and Safety Protocols</li> <li>• NYS Safety Plan Revised (9/22/20)</li> </ul>			Doc. #11
7.	<b>Liaison Reports</b> <ul style="list-style-type: none"> <li>• Friends of the Library</li> <li>• Town of East Greenbush</li> <li>• Rensselaer County</li> <li>• UHLS</li> </ul>	L. Reyner H. Kennedy T. Grant M. Poost	5.0 5.0 5.0 5.0	
8.	<b>Personnel Memo</b>	J. Dugas Hughes	5.0	Doc. #12
9.	<b>New Business</b>	M. Poost	5.0	

EAST GREENBUSH COMMUNITY LIBRARY ANNUAL MEETING AND PUBLIC HEARING  
by videoconference

August 4, 2020

DRAFT

In attendance: Michael Poost, President  
Kevin McCann, Vice President  
Bob West, Treasurer  
Lynne Oudekerk, Secretary  
Jill Dugas Hughes, Library Director  
Elizabeth Giugno  
Mari Harris  
Shay Harrison

**CALL TO ORDER:** The meeting was called to order at 7:07 pm.

**PUBLIC HEARING – 2021 PRELIMINARY BUDGET:** Mr. West made a PowerPoint presentation on the library's 2021 preliminary budget, detailing anticipated income, expenses, and the overall budget/ tax levy. The goal of the budget committee was to propose a 2021 preliminary budget that maintained the tax levy at the same level as the current year. This was accomplished in the draft budget. Unknowns regarding the continuing impact of COVID-19 on the library's income and expenses were acknowledged. No members of the public attended the Public Hearing and it was closed at 7:22 pm.

**2021 DRAFT PRELIMINARY BUDGET:** The board considered the draft preliminary budget prepared by the budget committee.

**MOTION:** Mr. McCann made a motion to put forth the 2021 draft preliminary budget to the voters at the budget vote on September 15, 2020. 2<sup>nd</sup> Ms. Harris. All in favor. None opposed. The motion carried.

**APPROVAL OF MINUTES:**

**MOTION:** Mr. Harrison made a motion to approve the minutes of the July 21, 2020 board meeting as corrected. 2<sup>nd</sup> Mr. West. All in favor. None opposed. The motion carried.

**COVID-19 REOPENING:** Ms. Dugas Hughes presented a proposal to expand Grab & Go hours at the library starting on August 11, 2020. Starting on that date, the library will be open for transactional services from 11 am – 6:00 pm (Tues – Fri) and 9:00 am – 1:00 pm (Saturday). The drive through service will be open the same hours as the Grab & Go.

**MOTION:** Ms. Harris made a motion to authorize a change in Grab & Go hours effective August 11, 2020 and directed an update to the library's Safety Plan to reflect this change. 2<sup>nd</sup> Ms. Guigno. All in favor. None opposed. The motion carried.

**NEW BUSINESS:** Mr. Poost thanked Mr. West, Ms. Dugas Hughes and the budget committee for the work they did preparing the 2021 draft preliminary budget.

The Administration Committee, at their August 11, 2020 virtual meeting, will review the current construction grant as they seek to identify projects that can be completed during the pandemic. All board members are invited to attend.

**MOTION:** Ms. Oudekerk made a motion to adjourn the meeting at 7:44 pm. 2<sup>nd</sup> Mr. West. All approved and the meeting was adjourned.

Respectfully Submitted,  
Lynne Oudekerk, Secretary

TO: EGCL Board of Trustees  
 FROM: Robert West, Treasurer  
 RE: Off Warrant Expenses  
 DATE: August 12 - September 9, 2020

---

Date	Amount	Vendor/Notes:
<b>Payroll:</b>		
08.21.20	\$ 126.44	Paychex
	\$ 39,324.52	Payroll and Employee Benefits
	\$ 2,893.59	Employer Tax Contribution
09.04.20	\$ 133.43	Paychex
	\$ 39,913.65	Payroll and Employee Benefits
	\$ 2,938.67	Employer Tax Contribution
08.21.20	\$ 5,412.28	CDPHP
08.21.20	\$ 789.59	Guardian
08.21.20	\$ 5,524.40	Judson Eaton
08.21.20	\$ 1,218.60	MVP
08.21.20	\$ 1,851.72	Nationalgrid
08.21.20	\$ 945.36	NYS Deferred Comp
08.21.20	\$ 524.00	Time Warner (Fiber Optic)
08.24.20	\$ 225.21	Time Warner
08.24.20	\$ 3,500.85	Blueshield
09.09.20	\$ 945.36	NYS Deferred Comp
<b>Total</b>	<b>\$ 106,267.67</b>	

TO: EGCL Board of Trustees  
 FROM: Robert West, Treasurer  
 RE: Off Warrant Expenses  
 DATE: July 18-August 13, 2020

---

Date	Amount	Vendor/Notes:
<b>Payroll:</b>		
07.24.20	\$ 132.99	Paychex
	\$ 40,182.90	Payroll and Employee Benefits
	\$ 2,959.24	Employer Tax Contribution
08.07.20	\$ 126.44	Paychex
	\$ 39,877.40	Payroll and Employee Benefits
	\$ 2,935.87	Employer Tax Contribution
07.21.20	\$ 6,069.13	CDPHP
07.21.20	\$ 789.59	Guardian
07.21.20	\$ 1,218.60	MVP
07.21.20	\$ 945.36	NYS Deferred Comp
07.21.20	\$ 524.00	Time Warner (Fiber Optic)
07.21.20	\$ 225.21	Time Warner
07.28.20	\$ 1,853.79	Nationalgrid
07.28.20	\$ 3,500.85	Blueshield
08.12.20	\$ 945.36	NYS Deferred Comp
Total	<u>\$ 102,286.73</u>	

East Greenbush Community Library

Off-Warrant 2020

For Trustee Review and Approval

August 13, 2020

Date	Num	Name	Memo	Account	Amount
<b>Aflac</b>					
07/28/2020	511533	Aflac	Acct.# NBY22 JULY 2020	Aflac Post-tax	123.60
07/28/2020	511533	Aflac	Acct.# NBY22 JULY 2020	Aflac Pre-tax	274.46
Total Aflac					398.06
<b>BAKER &amp; TAYLOR (ALL ACCTS)</b>					
07/06/2020	5016250425	B2 -Adlt. Non-Fi...	ART OF HER DEAL	Books	226.84
07/06/2020	5016250425	Shipping & Proc...	ART OF HER DEAL	Shipping and pr...	17.13
07/07/2020	5016253219	B2 -Adlt. Non-Fi...	FORTITUDE	Books	55.09
07/07/2020	5016253219	Shipping & Proc...	FORTITUDE	Shipping and pr...	3.10
07/07/2020	5016255109	B5-JFic,readers...	STEPPING STONES	Books	11.96
07/07/2020	5016255109	Shipping & Proc...	STEPPING STONES	Shipping and pr...	0.83
07/14/2020	5016271271	B2 -Adlt. Non-Fi...	ME & WHITE SUPREMACY	Books	29.63
07/14/2020	5016271271	Shipping & Proc...	ME & WHITE SUPREMACY	Shipping and pr...	2.00
07/15/2020	5016264239	B5-JFic,readers...	AMELIA BEDELIA	Books	297.12
07/15/2020	5016264239	Shipping & Proc...	AMELIA BEDELIA	Shipping and pr...	14.56
07/22/2020	5016282466	B5-JFic,readers...	BABY SITTERS CLUB	Books	67.11
07/22/2020	5016282466	Shipping & Proc...	BABY SITTERS CLUB	Shipping and pr...	2.08
07/22/2020	5016300583	B5-JFic,readers...	AWESOME FRIENDLY A...	Books	17.08
07/22/2020	5016300583	Shipping & Proc...	AWESOME FRIENDLY A...	Shipping and pr...	0.17
07/27/2020	H49005890	A5-Adult Music ...	FEAR INOCULUM	AV Materials	35.26
07/27/2020	5016306730	B5-JFic,readers...	WHAT ABOUT WORMS	Books	57.48
07/27/2020	5016306730	Shipping & Proc...	WHAT ABOUT WORMS	Shipping and pr...	0.57
07/30/2020	5016296737	B2 -Adlt. Non-Fi...	BREATH	Books	80.94
07/30/2020	5016296737	Shipping & Proc...	BREATH	Shipping and pr...	7.59
08/04/2020	5016325922	B5-JFic,readers...	ATTACK ON PEARL HAR...	Books	4.01
08/04/2020	5016325922	Shipping & Proc...	ATTACK ON PEARL HAR...	Shipping and pr...	0.04
08/04/2020	5016305173	B2 -Adlt. Non-Fi...	ASPERGERS AND ADUL...	Books	123.38
08/04/2020	5016305173	Shipping & Proc...	ASPERGERS AND ADUL...	Shipping and pr...	15.59
08/05/2020	5016301653	B9 -J Popular \$...	ACT	Books	42.70
08/05/2020	5016301653	Shipping & Proc...	ACT	Shipping and pr...	3.08
08/05/2020	5016301653	B5-JFic,readers...	ACT	Books	39.33
Total BAKER & TAYLOR (ALL ACCTS)					1,154.67
<b>BOA CARD SERVICES (JILL)</b>					
08/05/2020		Programs - Tee...	JACKBOX GAMES	Programming &...	69.99
08/05/2020		BOA CARD SE...	EAR BUDS FOR PUBLIC ...	Library/Office S...	24.00
08/05/2020		BOA CARD SE...	ONSTRATEGY	Printing/Marketi...	100.00
Total BOA CARD SERVICES (JILL)					193.99
<b>Brodart</b>					
07/17/2020	B5939161	B4 -Adult Fic, p...	20TH VICTIM	Books	595.40
07/17/2020	B5939161	Shipping & Proc...	20TH VICTIM	Shipping and pr...	31.09
07/17/2020	B5939167	B2 -Adlt. Non-Fi...	10,001 WAYS TO LIVE LA...	Books	248.67
07/17/2020	B5939167	Shipping & Proc...	10,001 WAYS TO LIVE LA...	Shipping and pr...	15.45
07/17/2020	B5939168	B4 -Adult Fic, p...	1ST CASE	Books	330.74
07/17/2020	B5939168	Shipping & Proc...	1ST CASE	Shipping and pr...	16.03
07/17/2020	B5939163	B2 -Adlt. Non-Fi...	EMPTY	Books	46.96
07/17/2020	B5939163	Shipping & Proc...	EMPTY	Shipping and pr...	2.04
07/17/2020	B5939172	B2 -Adlt. Non-Fi...	ALL ALONG YOU WERE ...	Books	51.57
07/17/2020	B5939172	Shipping & Proc...	ALL ALONG YOU WERE ...	Shipping and pr...	2.04
07/17/2020	B5939146	B4 -Adult Fic, p...	28 SUMMERS	Books	593.85
07/17/2020	B5939146	Shipping & Proc...	28 SUMMERS	Shipping and pr...	33.52
07/17/2020	B5939170	B2 -Adlt. Non-Fi...	THE ROOM WHERE IT H...	Books	18.62
07/17/2020	B5939170	Shipping & Proc...	THE ROOM WHERE IT H...	Shipping and pr...	0.68
07/27/2020	B5945080	B3-E picture/bo...	BIRTHDAY BOOK	Books	239.44
07/27/2020	B5945080	Shipping & Proc...	BIRTHDAY BOOK	Shipping and pr...	14.70
07/27/2020	B5945082	B3-E picture/bo...	ALL ABOARD THE MOON...	Books	290.29
07/27/2020	B5945082	Shipping & Proc...	ALL ABOARD THE MOON...	Shipping and pr...	18.20
07/27/2020	B5945083	B9 -J Popular \$...	BIG BIRD'S BIG BAD DAY	Books	48.12

**East Greenbush Community Library**

**Off-Warrant 2020**

**For Trustee Review and Approval**

August 13, 2020

Date	Num	Name	Memo	Account	Amount
07/27/2020	B5945083	Shipping & Proc...	BIG BIRD'S BIG BAD DAY	Shipping and pr...	4.20
07/27/2020	B5945084	B7-Teen Fic,rea...	10 THINGS I HATE ABOU...	Books	378.57
07/27/2020	B5945084	Shipping & Proc...	10 THINGS I HATE ABOU...	Shipping and pr...	24.50
07/27/2020	B5945087	B8-Teen Non-fi...	FIRE NEVER GOES OUT	Books	22.90
07/27/2020	B5945087	Shipping & Proc...	FIRE NEVER GOES OUT	Shipping and pr...	1.40
08/10/2020	B5952549	B7-Teen Fic,rea...	ACCIDENTAL	Books	425.34
08/10/2020	B5952549	Shipping & Proc...	ACCIDENTAL	Shipping and pr...	28.00
08/10/2020	B5952548	B3-E picture/bo...	AFTER SQUIDNIGHT	Books	469.15
08/10/2020	B5952548	Shipping & Proc...	AFTER SQUIDNIGHT	Shipping and pr...	29.40
08/10/2020	B5952559	B8-Teen Non-fi...	INTO THE STREETS	Books	17.75
08/10/2020	B5952559	Shipping & Proc...	INTO THE STREETS	Shipping and pr...	0.70
Total Brodart					3,999.32
<b>Capital Security</b>					
07/15/2020	181904	Capital Security	AUGUST	Contract Mainte...	47.00
Total Capital Security					47.00
<b>Crystal Rock</b>					
07/21/2020	17735422072...	Crystal Rock	RENTAL OF WATER CO...	Library/Office S...	12.00
Total Crystal Rock					12.00
<b>EGCL - Petty Cash</b>					
07/18/2020	4936	ProgSupp - Chil...	M. CHATT - ZIPLOC BAGS	Programming &...	5.00
Total EGCL - Petty Cash					5.00
<b>EnvisionWare, Inc.</b>					
07/23/2020	INV-US-48906	EnvisionWare, I...	MOBILE PRINTING SERV...	IT Hard/Software	725.00
Total EnvisionWare, Inc.					725.00
<b>Gale/CENGAGE Learning</b>					
07/13/2020		BL4--Large Prin...	ALL ADULTS HERE	Books	23.20
07/20/2020	70979575	BL4--Large Prin...	SPLENDID AND THE VILE	Books	76.80
07/30/2020	71038026	BL4--Large Prin...	DADDY'S GIRLS	Books	24.80
Total Gale/CENGAGE Learning					124.80
<b>HOME DEPOT</b>					
07/13/2020		HOME DEPOT	SNEEZE GUARD MATERI...	Library/Office S...	108.01
07/13/2020		HOME DEPOT	GARDEN HOSES, NOZZLE	Phys Plant Rep...	89.94
07/13/2020		HOME DEPOT	SPRAY BOTTLES, KEY T...	Maintenance S...	9.57
Total HOME DEPOT					207.52
<b>LAZARUS, MARSHA</b>					
07/31/2020	AS JULY	Programs - Adul...	YOUR CAREER FIT MATT...	Programming &...	606.25
Total LAZARUS, MARSHA					606.25
<b>LJL3 INCORPORATED</b>					
07/30/2020	66158	M1-Databases ...	ANNUAL SUBSCRIPTION...	Databases	260.25
Total LJL3 INCORPORATED					260.25
<b>Midwest Tape</b>					
07/28/2020	99190749	A7-Adlt Video/D...	ARCTIC DOGS	AV Materials	143.94
07/28/2020	99190749	A2-J DVDs 1,50...	ARCTIC DOGS	AV Materials	174.90
Total Midwest Tape					318.84



**East Greenbush Community Library**

**Off-Warrant 2020**

**For Trustee Review and Approval**

August 13, 2020

Date	Num	Name	Memo	Account	Amount
<b>NATIONAL BUSINESS EQUIP. (CHICAGO)</b>					
08/07/2020	36037620	NATIONAL BU...	SEPT 1ST PAYMENT	Equipment	108.00
Total NATIONAL BUSINESS EQUIP. (CHICAGO)					108.00
<b>NATIONAL BUSINESS LEASING (PA)</b>					
07/18/2020	68791829	NATIONAL BU...	SEPT 1ST PMT	Equipment	269.12
Total NATIONAL BUSINESS LEASING (PA)					269.12
<b>NATIONAL BUSINESS TECH. (ALBANY)</b>					
07/27/2020	IN377781	NATIONAL BU...	CONTRACT OVERAGE C...	Equipment	16.37
07/27/2020	IN377781	NATIONAL BU...	CONTRACT BASE CHAR...	Equipment	114.00
Total NATIONAL BUSINESS TECH. (ALBANY)					130.37
<b>Nielsen Associates</b>					
04/21/2020	948219	Nielsen Associa...	2020 NEWSLETTER	Printing/Marketi...	1,438.53
Total Nielsen Associates					1,438.53
<b>Oriental Trading</b>					
07/31/2020	704434796-01	Oriental Trading	PENS FOR STAFF	Library/Office S...	19.99
Total Oriental Trading					19.99
<b>OVERDRIVE</b>					
07/15/2020	01080CO202...	M3T-TEEN e-bo...	THE ODYSSEY	Downloadable ...	640.64
07/21/2020	01080DA202...	M3 -Overdrive \$...	HAMNET	Downloadable ...	202.49
07/28/2020	01080DA202...	M3 -Overdrive \$...	PLAYING NICE	Downloadable ...	82.50
07/31/2020	01080CO202...	M3 -Overdrive \$...	SIN UNDONE	Downloadable ...	530.66
07/31/2020	01080CO202...	M3 -Overdrive \$...	RAINBOW SIX	Downloadable ...	1,394.55
08/04/2020	01080DA202...	M3T-TEEN e-bo...	MIDNIGHT SUN	Downloadable ...	130.00
08/04/2020	01080DA202...	M3 -Overdrive \$...	NIGHT SWIM	Downloadable ...	157.45
08/05/2020	01080DA202...	M3 -Overdrive \$...	CASTE	Downloadable ...	47.50
Total OVERDRIVE					3,185.79
<b>SENSOURCE</b>					
08/10/2020	45319	SENSOURCE	REAL-TIME OCCUPANCY...	IT Hard/Software	45.00
Total SENSOURCE					45.00
<b>STAPLES</b>					
08/05/2020	8059231631	STAPLES	INK CARTRIDGE (VICKI'S...	Equipment	48.71
08/05/2020	8059231631	STAPLES	CARDSTOCK, LAMINATI...	Library/Office S...	145.74
08/05/2020	8059231631	STAPLES	PAPER TOWELS	Maintenance S...	48.64
Total STAPLES					243.09
<b>Town of East Greenbush</b>					
08/03/2020	475094	Town of East Gr...	WATER/SEWER USAGE ...	Water/Sewer/Tax	287.44
Total Town of East Greenbush					287.44
<b>Uline</b>					
07/14/2020	122007172	Uline	PALLET SIGN HOLDER, ...	Phys Plant Rep...	396.70
07/23/2020	122375804	Uline	4 12 BUSHEL POLY BOX ...	Phys Plant Rep...	1,143.96
Total Uline					1,540.66

East Greenbush Community Library

Off-Warrant 2020

For Trustee Review and Approval

August 13, 2020

---

Date	Num	Name	Memo	Account	Amount
<b>UNCHARTED WILD</b>					
08/06/2020	YS 08.06.20	ProgSupp - Chil...	ONLINE ANIMAL PRESE...	Programming &...	150.00
Total UNCHARTED WILD					150.00
<b>YMCA</b>					
07/22/2020		YMCA	05/13/20-06/12/20	Utilities	62.34
Total YMCA					62.34
<b>TOTAL</b>					<b>15,533.03</b>

---

---



	<u>Amount</u>
Total HOME DEPOT	200.60
<b>JanWay Co. USA, Inc.</b>	
Total JanWay Co. USA, Inc.	1,233.76
<b>MicroMarketing LLC</b>	
Total MicroMarketing LLC	320.40
<b>Midwest Tape</b>	
Total Midwest Tape	2,082.24
<b>NATIONAL BUSINESS EQUIP. (CHICAGO)</b>	
Total NATIONAL BUSINESS	108.00
<b>NATIONAL BUSINESS LEASING (PA)</b>	
Total NATIONAL BUSINESS	269.12
<b>NATIONAL BUSINESS TECH. (ALBANY)</b>	
Total NATIONAL BUSINESS	291.95
<b>Northeast Toner, Inc.</b>	
Total Northeast Toner, Inc.	480.00
<b>OVERDRIVE</b>	
Total OVERDRIVE	3,394.34
<b>Peterson's</b>	
Total Peterson's	99.72
<b>PIONEER BANK</b>	
Total PIONEER BANK	70.20
<b>STAPLES</b>	
Total STAPLES	672.78
<b>Waste Management</b>	
Total Waste Management	161.49
<b>YMCA</b>	
Total YMCA	64.93
<b>TOTAL</b>	<u><u>20,054.29</u></u>

09/09/20

**East Greenbush Community Library**  
**Profit & Loss Budget vs. Actual 2020**  
 Ammended Budget as of April 24, 2020

	Jan - Dec 20	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Fines &amp; Fees</b>			
Printing/Fax/Fees	2,472.64	12,000.00	20.6%
Out of County	244.30	2,000.00	12.2%
General Fines	8,585.22	34,000.00	25.3%
Lost or Damaged	1,452.94	5,500.00	26.4%
<b>Total Fines &amp; Fees</b>	12,755.10	53,500.00	23.8%
<b>LLSA</b>	0.00	4,800.00	0.0%
<b>Other Income</b>			
Friends Grants Income	15,000.00	15,000.00	100.0%
Interest	2,144.29	7,000.00	30.6%
Reserve	0.00	23,481.00	0.0%
<b>Total Other Income</b>	17,144.29	45,481.00	37.7%
<b>Public Funds</b>			
East Greenbush	1,721,454.00	1,721,454.00	100.0%
Schodack	311,313.00	311,313.00	100.0%
<b>Total Public Funds</b>	2,032,767.00	2,032,767.00	100.0%
<b>Total Income</b>	2,062,666.39	2,136,548.00	96.5%
<b>Gross Profit</b>	2,062,666.39	2,136,548.00	96.5%
<b>Expense</b>			
Annual Bond Expense	287,000.00	287,000.00	100.0%
<b>Operating Expenses</b>			
<b>Technology/Communications</b>			
Equipment	6,223.55	9,500.00	65.5%
IT Hard/Software	11,993.15	16,000.00	75.0%
IT Maint/Service	3,334.00	9,000.00	37.0%
Telecommunications	7,617.52	8,800.00	86.6%
<b>Total Technology/Communications</b>	29,168.22	43,300.00	67.4%
<b>Programming &amp; Planning</b>	3,919.46	11,000.00	35.6%
<b>Bks &amp; Mat'ls</b>			
AV Materials	8,632.02	21,600.00	40.0%
Books	22,106.89	53,500.00	41.3%
Downloadable Materials	35,242.14	42,725.00	82.5%
Databases	2,405.25	5,250.00	45.8%
Periodicals	4,788.70	5,000.00	95.8%
Shipping and processing	1,285.15	2,000.00	64.3%
Lost and Paid	198.88	1,000.00	19.9%
<b>Total Bks &amp; Mat'ls</b>	74,659.03	131,075.00	57.0%
<b>Facilities Expenses</b>			
Contract Maintenance	19,254.59	50,000.00	38.5%
Insurance	-2,842.36	26,000.00	-10.9%
Phys Plant Repair/Maint/Equip	13,285.33	28,000.00	47.4%
Maintenance Supplies	4,360.53	6,000.00	72.7%
Utilities	13,307.18	35,000.00	38.0%

On this date, the year is 69% over.

09/09/20

**East Greenbush Community Library**  
**Profit & Loss Budget vs. Actual 2020**  
Ammended Budget as of April 24, 2020

	Jan - Dec 20	Budget	% of Budget
Water/Sewer/Tax	2,274.35	2,900.00	78.4%
<b>Total Facilities Expenses</b>	49,639.62	147,900.00	33.6%
<b>Professional Services</b>	25,274.31	50,000.00	50.5%
<b>Operat'ns</b>			
Election	43.50	1,200.00	3.6%
Printing/Marketing	7,269.90	16,500.00	44.1%
Postage/Travel	1,100.62	4,000.00	27.5%
Library/Office Supplies	5,163.56	12,000.00	43.0%
<b>Total Operat'ns</b>	13,577.58	33,700.00	40.3%
<b>Personnel</b>			
Aflac Post-tax	-61.80		
Aflac Pre-tax	-137.23		
Disability	987.00	3,000.00	32.9%
Health Insurance	86,345.97	125,700.00	68.7%
NYS Deferred Comp 457B	0.00		
<b>NYSLRS</b>			
NYSLRS Employer Contribution	135,056.00	124,377.00	108.6%
NYSLRS 414H Employee Cont.	-527.07		
NYSLRS 414H Loan Repayment	-394.07		
NYSLRS 414H Arrears	0.00		
<b>Total NYSLRS</b>	134,134.86	124,377.00	107.8%
<b>Salaries</b>			
PT Hourly	104,233.71	173,953.00	59.9%
Substitutes	5,239.51	26,316.00	19.9%
Salaries FT	603,306.11	879,616.00	68.6%
<b>Total Salaries</b>	712,779.33	1,079,885.00	66.0%
<b>Social Security &amp; Medicare</b>	52,618.93	82,611.00	63.7%
<b>Human Resources/Staff Dev./Trav</b>	255.00	5,000.00	5.1%
<b>Workers Compensation</b>	13,263.00	12,000.00	110.5%
<b>Total Personnel</b>	1,000,185.06	1,432,573.00	69.8%
<b>Total Operating Expenses</b>	1,196,423.28	1,849,548.00	64.7%
<b>Total Expense</b>	1,483,423.28	2,136,548.00	69.4%
<b>Net Ordinary Income</b>	579,243.11	0.00	100.0%
<b>Net Income</b>	<b>579,243.11</b>	<b>0.00</b>	<b>100.0%</b>

On this date, the year is 69% over.

**East Greenbush Community Library****Balance Sheet****September 8, 2020****As of December 31, 2020****ASSETS**

## Current Assets

## Checking/Savings

## Gift &amp; Grant Cash

Pioneer GIFT &amp; GRANT XXXX0186 58,290.66

Petty Cash G&amp;G 200.00

Total Gift &amp; Grant Cash 58,490.66

## Cash

Pioneer OPERATING XXXX0178 106,417.27

Pioneer PUBLIC FINANCE XXXX0194 910,958.33

Pioneer FUND BALANCE XXX251 31,980.73

Petty Cash 200.00

Total Cash 1,049,556.33

## Reserve

Pioneer HURR ACCOUNT XXX244 98,388.75

Pioneer CAPITAL RESERVEXXXX0228 256,125.01

Pioneer OPER. CONT. RESXXX0210 95,723.07

Total Reserve 450,236.83

Total Checking/Savings 1,558,283.82

## Other Current Assets

Register Cash 250.00

Total Other Current Assets 250.00

Total Current Assets 1,558,533.82

## Fixed Assets

## Fixed Assets

Building 3,953,382.09

Equipment 172,214.73

Furniture 557,074.52

Land Improvements 647,875.60

Software and Licenses 26,183.06

Total Fixed Assets 5,356,730.00

## Fixed Assets - A/D

A/D - Building (1,650,135.49)

A/D - Equipment (130,437.02)

A/D - Furniture (536,803.14)

A/D - Land Improvements (582,717.93)

A/D - Software and Licenses (22,501.35)

Total Fixed Assets - A/D (2,922,594.93)

Land 248,028.78

Total Fixed Assets 2,682,163.85

**TOTAL ASSETS 4,240,697.67**

LIABILITIES & EQUITY	
Equity	
Retained Earnings	3,357,446.35
Net Income	883,251.32
Total Equity	<u>4,240,697.67</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>4,240,697.67</u></u></b>



Board of Trustees, September 22, 2020, Doc. #7

East Greenbush Community Library  
Board of Trustees - Administrative Committee Minutes  
September 1, 2020,  
6:00 pm

In Attendance by videoconference:

Lynne Oudekerk (chair), Bob West, Michael Poost, Mari Harris, Jill Dugas Hughes

### **1. Library Budget/ Trustee Election – September 15, 2020**

The library's Budget/ Trustee election is scheduled from 9 am – 9 pm on September 15. There will be in-person voting at the library as well as absentee voting on request. This year, requests for absentee ballots are running higher than in previous years.

There are two vacancies for next year's Board of Trustees. Four candidates are running for these open spots: Camille Engel, Lewis Dubuque, Charlie Pensabene, and Michael Thoma. All of the candidates will participate in a virtual Candidates' Night that will be hosted by the library on Thursday, September 3. Ms. Dugas Hughes will serve as moderator, Mr. Poost will introduce the candidates, and Ms. Harris will serve as timekeeper. During our meeting, we discussed the Candidates' Night and reviewed the technology that will be used.

### **2. Library Reopening Plan**

Ms. Dugas Hughes provided an update on the library's reopening. The library remains in level 4, meaning that up to 15 patrons are allowed "grab and go" access to the library at any time the library is open. Hours were recently expanded and the library is now offering laptop and hot spot checkouts and limited photocopy services. The staff is now working as one team (rather than the two distinct teams that staffed the library in early days of opening). No changes are anticipated before late September/ early October as the library assesses the impact of school reopening on the library.

At the September board meeting, the board will consider (1) approving that the library move to level 5 of the reopening plan and (2) eliminating the requirement for patrons and staff to wear masks when they are outside the library building but on library grounds, so long as physical distancing requirements are met. Level 5 will introduce limited public seating and public computer use. Extending the hours of operation will also be considered.

### **3. 2019 Audit**

The accountant expects to complete the library's 2019 audit in early September. Ms. Dugas Hughes will invite him to present his draft findings to the Board at their October meeting.

### **4. Bylaws**

Ms. Oudekerk and Ms. Harris met to review the board bylaws and recommend changes. The Service Committee will take on the bylaws revision.

### **5. Other**

The library's insurance policy was renewed. While the rate increased, it is less than the amount budgeted for 2021.

The meeting ended at 7:30 pm.



## Director’s Report- July and August

*Submitted by Jill Dugas Hughes, September 22, 2020*

### 2021 Library Budget Vote & Election

#### Election Results

- The Annual Budget Vote and Trustee Election was held on Tuesday, September 15, 2020, 9am-9pm.
- 336 votes were counted, and the 2021 budget (\$2,067,581) was passed 6-1, 85% (286 Yes, 50 No). Although low in number (336 votes), the turn-out was 33% higher than last year.
- Two new Trustees were elected to five-year terms which begin on January 1, 2021: Camille Engel (199 votes), and Lewis Dubuque (154 votes). Very strong showings were made by the other two candidates: Michael Thoma (126 votes) and Charlie Pensabene (112 votes).
- Special thanks to the League of Women Voters, who successfully ran our election, Susan Bell who ably undertook and coordinated all public relations, and to Ellen Pangburn, East Greenbush Town Clerk who certified election results.

Election Results over Time	Ratio Yes: No Votes	# YES Votes	# NO Votes	# Total Votes	% Tax Levy change	\$ Tax Levy	Tax Rate per \$1,000 assessed value	\$ Budget	% Budget Change	# Candidate s/ # open Trustee Positions
2021	6:1	286	50	336	0.06%	\$1,722,454	\$0.90	\$2,067,581	(3.23%)	4/2
2020	3:1	188	64	252	2.45%	\$1,721,454	\$0.91	\$2,136,548	1.50%	2/1
2019	5:1	241	50	291	2.01%	\$1,680,206	\$0.91	\$2,104,899	4.27%	2/1
2018	4:1	160	45	205	2.91%	\$1,647,049	\$0.93	\$2,018,714	5.10%	2/2
2017	4:1	179	49	228	2.50%	\$1,600,517	\$0.90	\$1,920,741	0.78%	0/1
2016	3:1	261	102	363	0.94%	\$1,561,480	\$0.89	\$1,905,845	0.71%	3/3
2015	3:1	216	74	290	1.56%	\$1,546,939	\$0.88	\$1,892,489	3.00%	2/1
2014	2:1	229	120	349	2.50%	\$1,523,177	\$0.88	\$1,837,361	2.50%	1/1
2013	2:1	330	140	471	2.54%	\$1,486,026	\$0.86	\$1,792,595	2.39%	3/2
2012	2:1	287	153	440	2.85%	\$1,449,265	\$0.84	\$1,750,776	2.04%	2/1

#### In the News:

- 7/30/2020, The Advertiser, [https://issuu.com/crwnewspapers/docs/the\\_advertiser\\_073020pdf](https://issuu.com/crwnewspapers/docs/the_advertiser_073020pdf)
- 9/2/2020, The Times Union, <https://www.timesunion.com/news/article/East-Greenbush-library-budget-cuts-tax-rate-15532804.php>
- 9/3/2020, The Advertiser, <https://advertisercrw.com/at-your-library-09-03-20/>
- 9/10/2020, The Advertiser, <https://advertisercrw.com/at-your-library-09-10-20/>
- 9/15/20, WAMC Northeast Public Radio, <https://www.wamc.org/post/voters-deciding-east-greenbush-library-budget-trustees-today>
- 9/16/20, WAMC Northeast Public Radio, <https://www.wamc.org/post/east-greenbush-library-budget-passes>

#### East Greenbush Library Trustee Candidate Forum Recording of Live Stream:

- 9/3/30 <https://www.youtube.com/watch?v=wLIGaIFHEeY> (188 views)

#### Budget Information

- 2021 Budget <https://eglibrary.org/wp-content/uploads/Doc.-3-Preliminary-Budget-August-2020.pdf>  
(Approved by Board for Presentation to Voters and Voter Approved 9/15/20)
- 2021 Budget Presentation <https://eglibrary.org/wp-content/uploads/EG-Budget-Presentation-2021.pdf>

#### Schodack Presentation

- 9/10/2020 Joint Presentation for 2021 Funding to Schodack Town Board with Castleton Public Library and Nassau Free Library [https://townhallstreams.com/stream.php?location\\_id=104&id=32055](https://townhallstreams.com/stream.php?location_id=104&id=32055)

## Building and Grounds

#### Library Patrons Generously Donate Time and Plantings to Beautify Library Gardens

- Under the leadership of Susan Sagarin and Irene Samuels (longtime AARP TaxAide program coordinator), the Greenbush Garden Club has been busy planting and dressing up the library flower beds. Irene has generously donated some of her favorite plants from her own private garden to the library for all to enjoy! Greenbush Garden Club members transplanted Irene's selections, transforming the front patio garden as well as the garden





beds that line the interior curb and exit area of the drive-thru window. We look forward to enjoying the gardens in full bloom next spring!

- Additionally, library patron, Diane DiGiorgio, has partnered with the library to transplant a butterfly garden, that is currently located at a local children's museum in an out of the way place, where few people can appreciate it, to the library front patio gardens. Included in the donation is a Butterfly Bush, Butterfly Weed, Galardia, Coneflowers, and Black-eyed Susans. Her hope is to eventually expand the Butterfly Garden into a learning project for teens (possibly a mural) or semi-permanent educational signage about butterflies. Diane will be coordinating the Butterfly Garden with the Greenbush Garden Club.

#### Interior Facilities Updates

- Local resident, Judson Eaton, JJC Finishings Inc., has begun work repainting the main library interior walls. Painting is part of a larger interior renovation project funded primarily through a New York State Construction Grant. Formerly salmon pink, the upper interior walls are being transformed to a beautiful blue, which harmoniously works with the other calm blues, cream, and greens we have been slowly painting the rest of the library. Once complete, I will be sure to share pictures. Stay tuned! It looks beautiful already!
- New Art Exhibit: Stop in the library to view Janet Shaughnessy's artwork (pastel and oil) of landscapes, pets and sports.

#### Programs & Services Highlights

##### Farmers' Market

- Special thanks to Shannon Romanowski and the YMCA for their partnership and coordinating the Farmers' Market this year which has been held weekly on Wednesdays. The last day is Wednesday, September 30 (4-6:30 pm.). If you haven't had a chance to attend, I encourage you to stop by this week or next. As usual, the vendors are wonderful!

##### Upcoming Virtual Programs

- Virtual Financial Literacy: Investment Basics will be held on Tuesday, September 29 at 6:00 pm. This program will cover the basic fundamentals of investing such as the power of compounding, tax deferral, dollar cost averaging, setting realistic goals, the relationship between risk and return, various types of financial instruments, asset allocation strategies and other related content. Additional commentary will provide an overview of current economic conditions including the impact of COVID-19 as well as historical market data surrounding previous Presidential elections.  
<http://bit.ly/VFLIVeglib>



Inspiring Ideas, Strengthening Community, Enriching Lives

East Greenbush  
COMMUNITY LIBRARY

518-477-7476 | www.eastgreenbushlibrary.org



**We're Here for You**  
Tue-Fri, 11-6p, Sat 9-1p  
518.477.7476 | [eglibrary.org](http://eglibrary.org)

Since reopening:



**460** hrs. **68** days



**9.9k** visitors **51%** window



**61.4k** items borrowed



**615** summer reading participants



**104** programs provided



**1,795** reference QA's



**132** new cards issued



**NEW** lending laptops & hotspots

events listing @ <https://events.eglibrary.org>

- Dark and Stormy Trivia is scheduled for Wednesday, October 14 at 7:00 pm. We hope our loyal followers will bone up on all things that go bump in the night! We are offering prizes for the winning team. <http://bit.ly/DSTriviaEGLib>

#### Now Lending Hotspots and Laptops

- We are providing mobile hotspots and laptops for checkout to East Greenbush/Schodack cardholders. A mobile hotspot is a small, portable device you can use to connect a wireless enabled device, such as a laptop, smartphone, or tablet to the Internet. Learn more about the hotspot lending program: <https://eglibrary.org/about/services/mobile-hotspots/> or the laptop lending program: <https://eglibrary.org/about/services/#laptop>

#### Personalized Reading Recommendations

- Wondering what to read next? Our librarians are ready to help by suggesting books or authors to read next. Adult Personalized Reader's Advisory Service: <https://eglibrary.org/adults/recommendations/> Youth Book Bundle Service: <https://eglibrary.org/children/book-bundles/>



## Reference Department Report – August & July 2020

*Submitted by Elizabeth Putnam*

### Highlights August

#### Adult Summer Reading 2020

Two hundred and twenty-four adults (210 patrons, 14 staff) actively participated in the summer reading challenge this year, most online through Beanstack. Feedback was overwhelmingly positive. Here are a few patron comments:

*"It stretched my reading to genres/selections I might not have chosen."*

*"Thank You for everything you provide for us! The reading programs are always something I look forward to along with the new copies of the Book Page magazine each month."*

*"Loved reading the books! Also nice to have some other activities scattered in, too (example: you loved the book, now watch the movie...and you loved the movie now read the book-this was a great twist on the theme!)"*

*"I love the East Greenbush Library for all the great activities they offer to the community. The people who work there recognize me and my daughter, and know us by name. It really makes me feel welcome."*

We design the summer reading challenge to have something that will appeal to everyone. Books and reading are at its core, and reading-related tasks engage our dedicated readers. We also build in other activities for those who like to take a break from their books to mix it up a bit. The Beanstack platform allowed us, for the first time, to easily gather participant responses to these various tasks. For the task "Celebrate the beginning of summer and share with us a special thing you did this year," responses included:

*"On the first day of summer vacation I took the family out for ice cream and picked up our library holds for the first time in 3 months!"*

*"Homemade funnel cakes for the kids on the first day of summer...it's our tradition!"*

*"Survived distance learning."*

*"Went strawberry picking for the first time with my husband. Best berries we ever had! Then made strawberry shortcake for the first time with my sister after reviewing dozens of recipes together. Yum! New annual traditions have been born."*

*"Created a space in the front yard to hang out with family and see neighbors as they walk by."*

*"I planted my first ever garden! Tomatoes, onions, carrots, zucchini, squash, cucumbers, herbs, and a TON of flowers!"*



We have a renewed appreciation for the warm, witty, crafty, creative, fun-loving community we serve!

While Beanstack proved to be enjoyable and convenient for many participants, we also heard from several who prefer the traditional paper game card. Going forward, we will continue to offer both digital and print options whenever possible.



**Summer Reading 2020: Thank You, Participants!**

**ADULT SUMMER READING 2020**  
Imagine Your Story

Adult Summer Reading concluded on Friday, August 14th. Thank you to the nearly 230 people who participated online via Beanstack or using a paper game card!

Please join us in congratulating our raffle prize winners:

 <b>Dinner Out</b>	<p><b>Nicole and Haley</b> each won a \$25 gift card to a local restaurant!</p>	 <b>oh what FUN</b> Pampering & Fun	<p><b>Florence and Micky</b> each won a \$25 gift card towards fun &amp; pampering!</p>
 <b>Local Shopping</b>	<p><b>Maria and Ann</b> each won a \$25 gift card for local shopping!</p>	 <b>Practicalities</b>	<p><b>Lance and Naomi</b> each won a \$25 gift card towards practical necessities!</p>

## Highlights July

### Creating Community, Post by Post

We are a community that values the connections made and nurtured at our library. Before the pandemic, the library building was a natural community hub, with neighbors, schoolmates, and library "regulars" running into each other, chatting, meeting, attending programs, and even making new acquaintances. Upon the library's COVID-19 closure, we pondered ways to continue offering our community these opportunities for connection. Was there any way to engineer casual community gatherings and opportunities for serendipitous connection without the physical location that had previously allowed them to happen so effortlessly?



Inspiring Ideas, Strengthening Community, Enriching Lives

518-477-7476 | [www.eastgreenbushlibrary.org](http://www.eastgreenbushlibrary.org)

Catherine had an idea. In considering one of the core reasons that members of our community visited the library building--selecting and checking out reading material--she decided to experiment with a casual community book chat, conducted on a drop-in basis on the library's Facebook page. Catherine led the library's first weekly Monday Night Book Chat on April 13th from 7-9 p.m., kicking off the discussion with a simple invitation:

*What have you been reading lately? Join our Monday night Facebook book chat. While our library is closed it's even more important for us to stay connected, so we will be here every Monday night 7-9 PM! Comment on this post to let us know what you recommend...or what you recommend staying away from.*

Several library staffers helped get the conversation rolling by commenting on our current reads. But the staff support was ultimately unnecessary. By 9 p.m., a total of 19 people had made 52 comments on Catherine's original post, a lively, if virtual, discussion had occurred, and the Monday Night Book Chat proved itself a success.

In the months that have followed, Monday Night Book Chat has indeed become a conduit for community connection. The event now has its own regulars, who drop in weekly to share their current reading. We also have newcomers each week who are joining the discussion for the first time. Friends have passed the word on to other friends, and our Monday community is growing. Many participants are patrons we recognize as library users, but quite a few are new to us. Participants discuss the books they are reading and comment on each other's posts, offering encouragement to continue on with a tough read, agreeing with a shared favorite, or commiserating over a disappointing book. Catherine is a skilled host, drawing out further conversation and offering each participant thoughtful comments and reading recommendations. The book chat has even served as a pathway towards further library involvement. Book chat participants have shared their reading recommendations for a library flyer, participated in the Summer Reading Challenge, and have gone on to join our monthly book discussion groups.

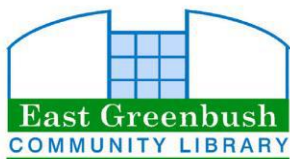
Marcia from the Circulation Department, co-leader of the library's in-person Cookbook Club program, was looking for a way to continue the group virtually after our shut-down. Catherine's book chat offered a template that was easily adapted to a cookbook discussion. Marcia hosted her first What's Cooking? Good Booking cookbook discussion on the library's Facebook page on Wednesday, April 22 from 7-9 p.m. The bi-weekly discussion offers our patrons another opportunity to chat, share, and connect virtually while discussing a topic of particular comfort during a time of crisis: food and cooking.

Our library may be open once again, but interest and participation in our Facebook chats continues on. We are glad to support community connections both virtually and physically, and we will continue to do so no matter what lies ahead.

## Reference Service August & July

Adult Services responded to a total of approximately 307 reference questions in August. The majority of our reference interactions occurred during the library's open Grab-and-Go service (Tu-Fri, 11-6, Sat, 9-1).





Adult Services responded to a total of 482 reference questions in July. The majority of our reference interactions occurred during the library's open Grab-and-Go service (Tu-Fri, 11-2, Sat, 9-1), with some additional phone interactions between the hours of 2-6 (Tu-Fri).

Reference Statistics	August 2020	July 2020
General ref	287	*see details below
In person	*see general ref	235
By phone	*see general ref.	210
Over 5 min.	20	37
<b>TOTAL</b>	<b>307</b>	<b>482</b>

August 2020 Programs  
(8 programs, 85 attendees)

Date	Item	Category	Attendance	Other stats
<b>Live Virtual Programs</b>				
8/3	Monday Night Book Chat on Facebook	Live Program	14 participants	(FB) 133 engagements, 46 comments
8/10	Monday Night Book Chat on Facebook	Live Program	10 participants	(FB) 71 engagements, 26 comments
8/12	Virtual Trivia on Zoom	Live Program	27 participants	
8/17	Monday Night Book Chat on Facebook	Live Program	9 participants	(FB) 35 engagements, 24 comments
8/19	What's Cooking? Good Booking! Cookbook chat on Facebook	Live Program	2 participants	(FB) 55 engagements, 19 comments
8/24	Monday Night Book Chat on Facebook	Live Program	6 participants	(FB) 43 engagements, 18 comments
8/31	Monday Night Book Chat on Facebook	Live Program	10 participants	(FB) 88 engagements, 42 comments
<b>Live in-Person Program</b>				
8/18	Monday Evening Book Discussion, outside on library lawn	Live Program	7 participants	
<b>TOTALS</b>	<b>8 programs</b>	<b>10.6 attendees per program</b>	<b>85 participants</b>	<b>(FB) 425 engagements, 175 comments</b>



Inspiring Ideas, Strengthening Community, Enriching Lives

**East Greenbush**  
COMMUNITY LIBRARY

518-477-7476 | www.eastgreenbushlibrary.org

July 2020 Programs  
(17 programs, 144 attendees)

Date	Item	Category	Attendance	Other stats
<b>Live Virtual Programs</b>				
7/1	What's Cooking? Good Booking! Cookbook chat on Facebook	Live Program	3 participants	(FB) 52 engagements, 16 comments
7/6	Monday Night Book Chat on Facebook	Live Program	10 participants	(FB) 101 engagements, 42 comments
7/8	One on One Job Search Assistance (2 appointment slots)	Live Program	0 participants	
7/8	Virtual Trivia on Zoom	Live Program	20 participants	
7/13	Monday Night Book Chat on Facebook	Live Program	11 participants	(FB) 92 engagements, 38 comments
7/14	One on One Job Search Assistance (2 appointment slots)	Live Program	2 participants	
7/15	Virtual Legal Clinic for Rensselaer County Residents, conducted by The Legal Project on Zoom	Live Program	10 participants	
7/20	Monday Morning Book Discussion on Zoom	Live Program	6 participants	
7/20	One on One Job Search Assistance (3 appointment slots)	Live Program	3 participants	
7/20	Monday Night Book Chat on Facebook	Live Program	13 participants	(FB) 154 engagements, 58 comments
7/20	What's Cooking? Good Booking! Cookbook chat on Facebook	Live Program	5 participants	(FB) 93 engagements, 30 comments
7/22	Virtual Trivia on Zoom	Live Program	17 participants	
7/23	Virtual Job Search Workshop	Live Program	19 participants	
7/27	One on One Job Search Assistance (3 appointment slots)	Live Program	2 participants	
7/27	Monday Night Book Chat on Facebook	Live Program	16 participants	(FB) 139 engagements, 49 comments
7/28	One on One Job Search Assistance (3 appointment slots)	Live Program	3 participants	
<b>Live in-Person Program</b>				
7/20	Monday Evening Book Discussion, Outside on Library Lawn	Live Program	4 participants	
<b>TOTALS</b>	<b>17 programs</b>	<b>8 attendees per program</b>	<b>144 participants</b>	<b>(FB) 631 engagements, 233 comments</b>

Organizations we partnered with this July to deliver programming:



- The Legal Project

### Professional Development August & July

8/3/2020	Jody	ASLS Briefinars - Frick Art Reference Library	CDLC	.5 hr
8/10/2020	Elizabeth	Book Clubs: One Way to Connect in Times of Social Distancing	CLRC webinar	1 hr
8/11/2020	Elizabeth	The Public Library's Role in Elections: Voter Education in a Post-Truth Era	InfoPeople webinar	1 hr
8/18/20	Catherine	Help Your Community Get Back to Work	Library Aware webinar/training	.5 hr
8/24/20	Jody	Appalling Archives: Working with Offensive Collection Materials	LILRC webinar	1.5 hr
8/28/20	Jody	ASLS Briefinars -Albany Institute of History & Art	CDLC	.5 hr
7/1/20	Catherine	Providing Library Senior Services in a Covid19 world	MLA webinar	1 hr
7/16/20	Jody	12 Ways to Effective Marketing	Web Junction webinar	1 hr
7/16/20	Jody	Sure Fire Bets-Matching Readers with Your Best Reads	ALA webinar	1 hr
7/23/20	Jody	Program Swap	CDLC virtual meeting	1 hr

### Resource Sharing & Access Report – August & July 2020

*Submitted by Dawn Geurds*

#### Highlights August

- Back working in the library full-time.

#### Highlights July

- Been back working in the library as team leader for Team A. Accepting returns at the main entrance of the library. Pick up service for library materials at the drive-thru window. Checking in items that have been quarantined for 96 hours. Checking in items from the totes being delivered from UHLS. Pulling items off our shelves from the Pull List to fill requests. Pulling the expired holds from the Hold Shelf. Unpacking boxes from deliveries and other assorted library duties.
- When working from home I have been communicating and collaborating with co-workers via Teams; attending staff, department heads, and staff manual review committee meetings; viewing webinars; reading appropriate articles; research other library systems re-opening and safety plans and keeping up with the governor’s briefings.



## Statistics August

- Answered 12 reference questions by e-mail.
- Requested 0 ILLS
- Received 0 ILLS
- Sent out 0 ILLS
- 1,362 items requested within UHLS.
- 5,602 items that were placed on the Hold Shelf.
- 985 items were pulled from our shelves and sent to other libraries within the UHLS, to fill requests for their patrons.
- 415 expired holds were not picked up by the patrons that requested them.
- 4 items were found on the library's shelves that were marked lost in transit.
- 7 items were found on the shelves from the Unfilled But Available Item-Level Requests Report
- Drive-thru patron assistance was needed 1,841 times.
- Library was open 21 days / 132 hours.

## Statistics July

- Answered 18 reference questions by e-mail.
- Requested 0 ILLS
- Received 0 ILLS
- Sent out 0 ILLS
- 1,195 items requested within UHLS.
- 6,685 items were placed on the Hold Shelf.
- 1,644 items were pulled from our shelves and sent to other libraries within the UHLS, to fill requests for their patrons.
- 686 expired holds were not picked up by the patrons that requested them.
- 0 items were found on the library's shelves that were marked lost in transit.
- 18 items were found on the shelves from the Unfilled But Available Item-Level Requests Report
- Drive-thru patron assistance was needed 2,152 times.
- Library was open 22 days / 145 hours.

## Youth Services Report – August 2020

*Submitted by Molly Chatt*

## Highlights- August

It was a relatively quiet month in Youth Services as we wrapped up the Summer Reading Challenge, took some much needed vacation-time, and concentrated on expanding in-person reference services to the families that come into the library and through the drive-thru. Demand for the Book Bundle service continues to grow, with librarians filling **96 personalized Book Bundle requests** in August. We also distributed 393 Take & Make Craft kits to families using our drive-thru window. This month's

crafts included sock puppets, animal magnets, and scratch art. Many thanks to the circulation staff who hand these out at the window!

## Highlights- July

Storytime went “live” this month, with Jen and Molly introducing weekly registered, live, virtual storytimes through Zoom. Patrons sign up in advance for the program, and then are emailed a secure link to join the storytime the morning of the program. Children are able to interact in real time with the librarians and participate in the storytime experience, making it much more enjoyable for all involved. While we still will produce an occasional storytime and craft videos to share on the library’s youtube channel, we will be focusing more of our energy on this new live format for our programming.

Another popular addition to our at-home programming efforts this month are our weekly Take & Make Craft kits. These are simple crafts that caregivers can request at our drive-thru window to take home and complete with children. Some of our first crafts have been sand art pictures, paper robot kits, and unicorn crafts. We have distributed 202 of these kits in July, and the popularity and demand for them continues to grow!

Our Book Bundle service continues to be the highlight of the summer, with **79 book bundles** being made for children and teens in July. Each bundle requires a YS librarian to personally select 5-10 books based on the child’s age, reading level, and genre/subject preferences. We then place the books on hold for the patron, and they are ready to be checked out at the drive-thru! The popularity of this new service is gratifying, as it fulfills one of our core missions of getting books into the hands of young readers.

## Summer Reading Challenge August & July



August saw the end of our first (and hopefully last!) entirely virtual Summer Reading Challenge! Our new online tracking program, Beanstack, was well-received and enabled us to provide an engaging reading program to patrons of all ages. Our main goal this summer for children and teens was to reward them for practicing the healthy daily habit of **READING**. During the SRC we were thrilled to have almost 400 kids and teens log more than 7,780 days of reading! Kids and teens who completed the SRC earned free books, Stewarts Ice Cream coupons and a Super EG Reader lawn sign to display at their home.



Update from July- Summer Reading is going well with our new online software Beanstack. There are 241 children registered in the program, with 174 actively participating. 108 tweens/teens are registered, with 76 actively participating. So far patron feedback has been positive – the following is a

**Facebook comment from a patron:** “Lindsey: With the libraries closed this summer, I tried to create my own reading challenge for my daughter. It was not a hit. Then I found yours. She loves the different places to read challenge. Thank you!”

#### 1000 Books Before Kindergarten:

9 children checked in for another 100 books read, and one child completed the program, just in time for her start in kindergarten!



#### Meetings & Continuing Education August & July:

8/4 -- Jen attended the webinar “Comics during Clampdown: Creativity in the time of COVID”

8/6 -- Diana attended the webinar “How to Run an Agile Project”

8/7 -- Diana attended the webinar “The Public Libraries Role in Elections” by InfoPeople

8/10 -- Jen attended the webinar “Booklist Graphic Novel Panel Part 1”



- 8/11 -- Jen attended the webinar "IDW: Imagination and Fun for Kids"
- 8/12 -- Jen attended the Capital EAP Sexual Harrassment Training
- 8/13 -- Diana attended the Overdrive webinar "Supporting Your Digital Users"
- 8/17 -- Jen attended the Staff Manual Committee Meeting
- 8/17 -- Diana attended the InfoPeople webinar "Anti-Racist Collection Development"
- 8/21 -- Diana attended the webinar "Public Libraries Respond to COVID: Digital Equity"
- 8/27 -- Jen attended "Supporting Students & Teachers Using LibraryAware" Microtraining
- 8/29 -- Jen attended "Canva Design School: Graphic Design Basics and Social Media Marketing"
- 7/3 - Diana attended the webinar "Accompanying the Young Reader" by Webjunction
- 7/6 - Jen attended a Staff Manual Committee Meeting
- 7/9 - Molly attended the Large Library Concerns meeting by UHLS
- 7/10 - Diana attended "Social Media Listening & COVID-19" webinar by PLA
- 7/13 - Jen attended the NIH webinar: Virtual Programs for Preschoolers: How to Encourage Wellness, Movement & Creativity
- 7/14 - Jen attended the ALSC webinar: Telling Our Authentic Story: Connecting, Sharing and Bridging Divides Through Children's Literature.
- 7/14 - Ariana attended "Getting Started with Virtual Storytime" webinar
- 7/20 - Diana attended an ALSC webinar about the Strong Museum of Play
- 7/22 - Molly attended the monthly board meeting of the Cornell Cooperative Extension of Rensselaer County
- 7/27 - Molly attended a meeting of the Family and Consumer Sciences Program Development Committee of the Cornell Cooperative Extension of Rensselaer County
- 7/30 - Molly and Jen attended the Youth Services Advisory Council meeting by UHLS
- 7/30 & 7/31 - Jen attended the virtual programs "Make Programming Your Superpower", "New Comics from Eisner Award Publishers" & "Scholastic Graphix: Get Drawn In" at the ComicCon@ Home event. Jenna attended "Books for All: It's Time to Redefine How We Share Books With Kids" and "Body Talk" at the same virtual event.



Live Tween/Teen Programs- AUGUST				
Date	Item	Category	Attendance	Other stats
8/6 & 8/20 - 2 sessions	Teen Trivia	Live Program	13 participants	
8/13 - 1 session	Teen Games	Live Program	4 participants	
<b>Total Live Teen Programs: 3</b>			<b>Total Participants: 17</b>	
<b>Live Children's Programs</b>				
8/6- 1 session	Uncharted Wild Virtual Animal Show	Live Program	30 children, 22 adults	
8/5, 8/12, 8/19, 8/26 - 4 sessions	Virtual Storytime	Live Program	46 children, 31 adults	
<b>Total Live Children's Programs: 5</b>			<b>Total Participants: 76 children, 53 adults</b>	
<b>On-Demand Programs</b>				
Date Posted	Title		YouTube Views	Facebook Engagements
8/5	Sock Puppet Craft Video	Youtube video	18	9
<b>Total On-Demand Programs: 1</b>			<b>18</b>	<b>9</b>

Reference questions – Children's & Teen desks	379
---	-----

Live Tween/Teen Programs				
Date	Item	Category	Attendance	Other stats
7/9	Teen Trivia	Live Program	9 participants	
7/16	Teen Games	Live Program	3 participants	
7/23	Teen Trivia	Live Program	6 participants	
7/30	Teen Games	Live Program	2 participants	
<b>Total Live Teen Programs: 4</b>			<b>Total Participants: 20</b>	
<b>Live Children's Programs</b>				
7/16 - 2 sessions	Price Chopper Cooking Club	Live Program	13 children, 7 adults	





7/8, 7/15, 7/22, 7/29 - 4 sessions	Virtual Storytime	Live Program	51 children, 33 adults	
<b>Total Live Children's Programs: 6</b>			<b>Total Participants: 64 children, 40 adults</b>	
<b>On-Demand Programs</b>				
<b>Date Posted</b>	<b>Title</b>		<b>YouTube Views</b>	<b>Facebook Engagements</b>
7/7	"Book w/ No Pictures" Storytime	Youtube video	37	6
7/14	"Salsa Lullaby" Storytime	Youtube video	24	21
7/19	Pipercleaner Animal Crafts	Youtube video	17	4
7/21	Robot Storytime	Youtube video	38	14
7/22	Robot Craft	Youtube video	28	10
<b>Total On-Demand Programs: 5</b>			<b>144</b>	<b>55</b>

Type of Service	Quantity
Reference questions – Children's Desk AUGUST	<b>379 questions answered</b>
Reference questions – Children's Desk JULY	<b>241 questions answered</b>

## Technical Services Report – August & July 2020

*Submitted by Susan Dague*

### August Overview

The technical services department successfully moved operations to meeting rooms A and B. We have four workstations separated by a new shared worktable built by Paul -- thank you Paul! With our new separate work area, the technical services department has transitioned to working our staff hours in the library as we continue to help out on the public service desks as needed.

### July Overview

With the library operating under a two-team structure and opening our doors to the public for limited access this month, the technical services staff continued to support circulation staff in providing direct patron services while also processing materials for circulation. With help from a member of the circulation staff, we began a project to label our fiction audiobook collection with genre labels to match our print copies of the same titles. Patrons have requested this labeling to help them identify titles in some of their favorite listening genres.



### Number of Items Processed

	August	July
Audio (adult + YA + juvenile)	6	0
Juvenile Fiction	72	111
Juvenile Nonfiction	1	0
Electronic (adult + YA + juvenile)	0	0
Fiction (adult + YA)	41	177
Miscellaneous	0	9
Unknown (on order records)	454	117
Nonfiction (adult + YA)	25	30
Print Subscriptions (adult + YA + juvenile)	88	151
Video (adult + juvenile)	25	1
<b>Total</b>	<b>712</b>	<b>596</b>

August Number of items withdrawn: 369

Added for the year to date: 2,899

Withdrawn for the year to date: 3,616

Total items: 93,157

July Number of items withdrawn: 151

Added for the year to date: 2,512

Withdrawn for the year to date: 3,247

Total items: 92,920

### Digital Services Report – August 2020

*Submitted by Karrie McLellan*

#### Online Presence August:

- Updated all locations with new hours.
- Library Market Calendar:
  - Changed slider behavior to show slides in event date order
  - Fixed issue with slider layout
- Databases:

- Purchased a subscription to Tech-Talk database/app/newsletter service. This is a technology and communication education service for both quick reference and detailed learning.
- Websites:
  - Went page-by-page through the website to take an inventory of which pages had modifications that would need updating/reversing as we move through levels of service.
  - Coordinated with Web Instinct to rebuild the email function on our website to fix lingering issues related to the migration from eastgreenbushlibrary.org to eglibrary.org.
  - Added a “meet the candidates” page and created an “ask the candidates” form for patrons to submit questions in advance of candidate night.
- Social Media: Set up and tested live streaming a Zoom meeting to YouTube in preparation for candidate night.

#### Online Presence July:

- Library Market Calendar:
  - Started using the new featured event slider at the top of the catalog. The next update will display events in event date order instead of date added order.
- Websites:
  - Retired the e-newsletter graphic in favor of putting the virtual events graphic back on the front page.
  - There is an email issue with our website, related to the transition from eastgreenbushlibrary.org to eglibrary.org, that is causing some instability with delivery of our contact forms to staff members. The email system was initially set up by our previous web developer, so I will likely need the assistance of a web developer to fix it.
  - Created a feedback form for the new personalized recommendation service for adults.
  - Updated themes and plugins and tweaked some settings to improve website performance
  - Found a way to stop Google from sending information emails about our website performance to the main library email account.
- Google My Business:
  - The “COVID Update” feature of Google My Business allowed us to post temporary hours due to the pandemic. In practice, however, those updates were positioned far below our standard hours. This was confusing to patrons, so I updated the main hours for the library to the current hours and continue to update them manually as the situation changes.
  - To boost awareness that the library building is open, I added a post to our Google directory listing that is getting noticed. It leads patrons to our website.

#### UHLS August:

- Experienced system-wide issues with Sierra app on 8/13.
- Reported an issue where some patrons get multiple single-ring notification calls that do not connect when picked up. Teleform log indicates no answer, despite the availability of voicemail. UHLS opened a support ticket with III and the final answer is that robocalling is glitchy and there is nothing to be done except to sign up for text message or email alerts. Given the reliability of email notice delivery, text notification is suggested.



- The UHLS Mobile app is exhibiting several issues with catalog search and requests. Some issues appear to be library-specific, including an example where a patron could only request pickup at one library or the request failed. UHLS has contacted DEMCO for support, but this app has been fraught with issues since the beginning and support has been lacking. Recommend patrons use <https://catalog.uhls.org> for mobile library business instead of the app.
- Internet browsers are now giving security warnings when Decision Center website is accessed because it uses a deprecated communication protocol (TLS 1.0). Current standard is TLS 1.2 and the vendor assures UHLS that they are working on the upgrade and it will be available before browsers completely remove support. If they do not, we will be unable to access Decision Center securely.

#### UHLS July:

Due to the number of email notices being sent out, our Sierra server was flagged as a spammer and patrons did not receive notices for a few days. UHLS states the issue is resolved.

#### Library Computers/Hardware August:

- Set up EnvisionWare's new CloudConnect software to manage settings for EnvisionWare apps on public computers and release stations. Functionality will soon include creating templates and backups for easy configuration of new machines.
- Using CloudConnect, set up a new print release terminal with the new version of Launch Command. This interface was designed for self-check but can be used without a self-check license to manage printing and computer reservations. The interface is a major step up from the previous version of Launch Command.
- The building capacity display in front of the circulation desk had been going blank after reboots. Traced this to lingering software that previously showed our slides on this monitor and fixed it.
- Ordered Meraki switches (networking hardware) to replace our current switches as part of the building grant. The switches will expand our capacity to allow more devices to plug into the network via ethernet, as well as tie into our Meraki management software we use for our current router/security appliance and wireless access points.
- Ordered additional immersible keyboards for public computers, as well as ordering immersible mice. We now have enough sets for all public computers (excluding catalog computers).
- Ordered an inexpensive, basic Android tablet for use with SafeSpace. The app with admin functionality is only available on Android/Kindle, and it was determined this would be very useful for the greeter in lieu of having an admin account for the people counter.
- Cancelled our subscription to Schedule3W, the staff scheduling software. We are moving to Shifts, a free Teams app, as an alternative to the spreadsheet we are currently using.
- Given the expense of a vending machine upgraded that would be needed for an upgrade to the public copier, we opted instead to implement software that would allow staff to take payment and put escrow on the patron's library card number. The escrow would only work at our copier. If the patron does not have a library card number, a random account number will be generated and given to the patron.
- Putting plans for self-check on hold due to the high initial and annual costs. Will revisit if demand for it increases.
- Launched hotspot and laptop lending for resident borrowers on August 18<sup>th</sup>. Fine-tuning laptop/hotspot circulation procedures as unforeseen issues come up. Had to turn off data to a hotspot loaned to a

library virtual program presenter who failed to return the hotspot. The process was quick and straightforward.

- Configuring the Shifts app in Teams as a replacement for the current schedule spreadsheet. While it has limited functionality, it will be enough for our current needs.
- Re-evaluating hardware options for additional Square units.
- Met with Jacob from Groff Networks to discuss a project that would update and clean up our intranet and Teams presence. Provided additional information to the same firm to explore other possible projects.
- DCA, the software that connects our copiers to the vendor to report copier counts, malfunctioned and needed to be reinstalled. This revealed related additional updates needed by the server.
- Planning to return the Fax24 hardware in preparation for future fax use on the new copier.

### Library Computers/Hardware July:

- Hotspots are ready to circulate to resident patrons pending final procedure. Laptops need minimal processing and final procedure.
- Investigated remote operation options for our public copier. The model we have is too old to include this feature. Because the copier we have is out of support, we are looking at an upgrade that will include only features we need with a more simplified patron interface. An upgraded vending machine is needed to work with a new copier. The quote to add credit card acceptance more than doubled the cost of the vending machine itself. The upgrade to credit can be added to an existing vending machine at any time.
- Public computers were not getting their patch updates in a timely fashion. Investigated with Faronics, the makers of the patching software. We had a similar issue before lockdown that was resolved with a longer maintenance window. Manually updated the public computers and found some needed additional maintenance. Afterward, extending the maintenance window again seems to have taken care of the issue.
- Updated IT and Admin Manuals to include the new software, hardware, and procedures that have been introduced since March.
- A potential security issue was discovered with the network domain administrator account and the password was changed. A new account was created for installing software that does not have the ability to take down the whole network.
- Ordered additional \$1 headphones for patrons to purchase for use with the public computers.
- The new public keyboards are extremely easy to clean. The library may benefit from purchasing more, as well as purchasing mice that are cleaned similarly.
- Considering whether to renew Schedule3W. Staff schedule is currently tracked via spreadsheet. If we choose to move away from this, we may consider the free Shifts app for Teams.
- Created Office 365 groups for website editors and event calendar editors to share information, deadlines, and upcoming events.
- Fixed an issue that preventing four of the public computers from checking in with the network.

### Meetings/Workshops August:

- 8/3: What is and what shall never be: Observational website UX testing (SEFLIN annual conference recording)
- 8/13: Microtraining: Supporting Students and Teachers Using LibraryAware



- 8/26: Microtraining: Creating and Editing Templates as a Publisher in LibraryAware

#### Meetings/Workshops July:

- Series of LibraryAware Trainings: Creating and Using Folders in LibraryAware, Using Widgets in LibraryAware, Promoting Your Books Online with LibraryAware, For LibraryAware Account Administrators, Posting to Social Media in LibraryAware, 8 Ways to Supercharge Your LibraryAware Search
- Tech-Talk: 15 Internet Search Techniques 96% of People Don't Know About
- Google Tools to Empower Your Nonprofit Organization - Part 1
- ADA Audio Conference: "Face Coverings and the ADA- Application under Title III."

#### Statistical Notes August:

- Facebook traffic is decreasing, which could be a result of fewer posts and the fact that the physical library is open more.
- Digital lending appears to be leveling off.

#### Statistical Notes July:

People counter number is up now that we have been open a full month.

#### Current/Upcoming Projects

- Shifts for scheduling
- Microsoft SharePoint/Teams upgrade
- Meraki network switch upgrade
- Copier upgrade
- Parking lot wireless
- Public computer reintroduction
- Self-check consideration

### Circulation Report – August & July 2020

*Submitted by Marion Pierson*

#### Highlights- August

Circulation staff are back in the library full time. Patrons continue to be grateful that we are open and have been happy to comply with COVID protocols.

On August 19<sup>th</sup> several circulation staff members took the Capital EAP Sexual Harassment training. Also, on the 12<sup>th</sup> Selena assisted with the online Zoom Trivia Night. On August 19<sup>th</sup> Marcia hosted *What's Cooking? Good Booking!* Facebook cookbook discussion.



The ongoing book sale continues to be popular, with many patrons purchasing books by putting cash into the suggested donation jar.

The drive-thru window continues to be a great option for patrons to pick up their requested items, with 1,753 total visits in August, and 88 questions answered. Wow!

### Highlights- July

In July circulation staff continued to work in the library on an alternating team schedule. In addition to serving our patrons, staff assisted Technical Services and Adult Services with various projects, including shifting periodicals, relabeling audio books, and changing the “New” status of items in the Adult and Teen collections.

When not in the library staff did various trainings, some of which were: *Doing the Work: Race, Ethnicity, Diversity and Inclusion; Coming Back After COVID-19; Food Insecurity and Libraries; Challenges of Reopening Libraries; Going Fully Mobile; Transforming How Your Library Works with Your Community; REALM Project updates*. Leeann continued to assist Susan Bell with a mailing list database and making face coverings for staff, Marcia hosted the monthly Facebook cookbook club, Marcia and Mary Ann began work on the Staff Health and Wellness Project, Selena continued to support staff in Digital Services, Roseann volunteered at the Regional Food Bank, and Roseann and Marianne distributed “Charlie” posters at various spots around town for summer reading participants to find.

### Statistics July & August

	JULY	AUGUST	
Patrons	9 new patrons registered at the library in July	21 new patrons registered at the library in August	
East Greenbush Residents	4	7	
Schodack Residents	2	3	
Out of System	1	0	
Other	2	9	
MyCard		2	
<b>Physical Checkouts (at the library)</b>			
July 2020	14,322 (-62%)	August 2020	17,883 (-45%)
July 2019	37,260	August 2019	32,694
<b>Volunteers:</b> 00 volunteers worked 00 hours for July & August			
Outreach N/A			
Adult N/A			
<b>Notary Services:</b> N/A for July & August			



## Service Level 5 OPEN TO THE PUBLIC WITH LIMITED SEATING

### Overview

### Move to Service Level 5: Tentatively Planned for September 29, 2020.

Service Level 5		
Service Overview	Current	Proposal
		Level 5 Service hours and details might change as demand and capacity shifts occur.
Facilities	<p>Cleaning: Enhanced</p> <p>Hours: 5 days, 32 hours</p> <p>Public Computers:</p> <ul style="list-style-type: none"> <li>No in-person computer use</li> <li>Laptop and Hotpots available for check-out (EG and Schodack patrons)</li> </ul> <p>Print/Copy/Scan/Fax:</p> <ul style="list-style-type: none"> <li>Limited copy, print, fax, scan service available.</li> <li>5 copies free daily</li> </ul> <p>Public Seating: None</p>	<p>Cleaning: Enhanced</p> <p>Hours: <b>Gradually expand hours, beginning with 6 days, 37 hours (minimum) (hours will increase on October 5, 2020 and will be reevaluated monthly)</b></p> <p>Public Computers:</p> <ul style="list-style-type: none"> <li><b>In-Person Public Computer Use Added; (4) 30-min. terminals available for walk-in use; (2) 1-hour terminals available for appointments reserved for educational, employment, social services, medical, civic, legal, and research use. No residency limits. Enhanced cleaning protocols in place. <i>Terminal time limits and breakdown of number of 30 min vs. 1 hour terminals, and/or the limits on appointments will be reevaluated monthly.</i></b></li> <li>Laptop and Hotpots available for check-out (EG and Schodack patrons)</li> </ul> <p>Print/Copy/Scan/Fax:</p>



		<ul style="list-style-type: none"> <li>Limited copy, print, fax, scan service available.</li> <li><del>5 copies free daily</del></li> <li><b>Begin accepting payment for print/copy/scan/fax services (first 5 copies still free)</b></li> </ul> <p>Public Seating: Limited</p> <ul style="list-style-type: none"> <li><b>Gradually reintroduce seating, one seat per table</b></li> </ul>
<p>Meetings</p>	<p>Meeting Rooms</p> <ul style="list-style-type: none"> <li>No public use of Meeting Rooms except as required by law or intended to assist with public health emergency (ex: elections, blood drives)</li> <li>Meeting Rooms A&amp;B and Hurr Education Center have been temporarily repurposed to internal staffing areas to allow for increased physical distancing</li> <li>Library Board meetings are held virtually</li> </ul> <p>Outdoor Gatherings</p> <ul style="list-style-type: none"> <li>Public Is allowed to gather at the library outside as long as they observe social distancing and wear a mask.</li> <li>Limited outdoor programming for adults</li> <li>No gathering at the library of any kind without physical distancing (no group visits inside the library)</li> </ul>	<p>Meeting Rooms:</p> <ul style="list-style-type: none"> <li>No public use of Meeting Rooms except as required by law or intended to assist with public health emergency (ex: elections, blood drives)</li> <li>Meeting Rooms A&amp;B and Hurr Education Center have been temporarily repurposed to internal staffing areas to allow for increased physical distancing</li> <li><b>Library Board Meetings may be held in person (as well as virtually)</b></li> </ul> <p>Outdoor Gatherings</p> <ul style="list-style-type: none"> <li>Public Is allowed to gather at the library outside as long as they observe social distancing. <b>Mask use is encouraged required when in groups or when social distancing is not possible.</b></li> <li>Limited outdoor programming for adults</li> <li>No gathering at the library of any kind without physical distancing (no group visits inside the library)</li> <li><b>The library will begin working with community partners to determine how and in what capacity in-person outreach programs will resume during service level 6</b></li> </ul>

<p>Staffing</p>	<p>Staffing Capacity:</p> <ul style="list-style-type: none"> <li>Limited staff in building. PPE required and health check process implemented.</li> <li>Some departments will shift to full in-person staffing (circulation, technical services, maintenance) Other departments (adult services, youth services, digital services, admin will work in-person as required. All work which is not necessary to be completed in-person should continue to be completed remotely. (ex: virtual programming, enhanced digital lending, increased web, and social media presence, reporting, etc.)</li> <li>Staff hours may be reduced/altered based on library needs</li> <li>Staff will be trained on procedures for service level 5.</li> </ul>	<p>Staffing Capacity:</p> <ul style="list-style-type: none"> <li>Limited staff in building. PPE required and health check process implemented.</li> <li>Some departments will shift to full in-person staffing (circulation, technical services, maintenance) Other departments (adult services, youth services, digital services, admin will work in-person as required. All work which is not necessary to be completed in-person should continue to be completed remotely. (ex: virtual programming, enhanced digital lending, increased web, and social media presence, reporting, etc.)</li> <li>Staff hours may be reduced/altered based on library needs</li> <li>Staff will be trained on procedures for <b>service level 6.</b></li> </ul>
<p>Services/Collections</p>	<p>In-Person Capacity for Public:</p> <ul style="list-style-type: none"> <li>Number of people (public) permitted to be in the building at once is reduced (capacity 15) to allow for physical distancing</li> <li>The children’s room and teen room have limited capacities to allow for physical distancing. Children’s Room (capacity 10), Teen Room (capacity 2)</li> </ul> <p>Fines/Fees:</p> <ul style="list-style-type: none"> <li>Overdue fines waived for items checked out during COVID-19 (exception: specialty items)</li> <li>No fees for services collected (except for purchase of specialty items- library merchandise)</li> <li>Staff will accept credit card payment for old fines, fines/fees for</li> </ul>	<p>In-Person Capacity for Public:</p> <ul style="list-style-type: none"> <li>Number of people (public) permitted to be in the building at once is reduced (<b>capacity 15 plus computer appointments: maximum 20</b>) to allow for physical distancing. <b>Capacity counts will be re-evaluated monthly.</b></li> <li>The children’s room and teen room have limited capacities to allow for physical distancing. Children’s Room (capacity 10), Teen Room (capacity 2)</li> </ul> <p>Fines/Fees:</p> <ul style="list-style-type: none"> <li>Overdue fines waived for items checked out during COVID-19 (exception: specialty items)</li> <li><b>Collection of fees will begin.</b></li> </ul>

	<p>specialty items, or replacement items.</p> <p>Materials Returned:</p> <ul style="list-style-type: none"> <li>Quarantined for 96 hours</li> </ul> <p>WiFi:</p> <ul style="list-style-type: none"> <li>24/7 Parking Lot</li> <li>While library is open in the building</li> </ul> <p>Virtual Events</p> <ul style="list-style-type: none"> <li>Facebook, YouTube, Zoom</li> </ul> <p>Drive-Thru Window Service:</p> <ul style="list-style-type: none"> <li>Holds Pickup</li> </ul> <p>Library Visits:</p> <ul style="list-style-type: none"> <li>Limited to Grab &amp; Go Service (15-30 minutes, no computers, no seating or computers)</li> </ul> <p>Copy/Fax/Scan/Print:</p> <ul style="list-style-type: none"> <li>First five copies/prints available- no cost; Scanning Free; Additional printing/copying is referred to an alternative business.</li> </ul> <p>Notary Service:</p> <ul style="list-style-type: none"> <li>Not available</li> </ul> <p>Public Seating</p> <ul style="list-style-type: none"> <li>Not available</li> </ul> <p>Children’s Play Area:</p> <ul style="list-style-type: none"> <li>Not available</li> </ul> <p>Indoor Events:</p> <ul style="list-style-type: none"> <li>Not available</li> </ul> <p>Outdoor Events:</p> <ul style="list-style-type: none"> <li>Limited</li> </ul> <p>Bathrooms:</p> <ul style="list-style-type: none"> <li>Limited</li> </ul> <p>Water Fountain:</p> <ul style="list-style-type: none"> <li>Not available</li> </ul>	<ul style="list-style-type: none"> <li><b>Staff will accept all types of payment (only accepted at circulation desk) for old fines, fines/fees for specialty items, replacement items.</b></li> </ul> <p>Materials Returned:</p> <ul style="list-style-type: none"> <li>Quarantined for 96 hours</li> </ul> <p>WiFi:</p> <ul style="list-style-type: none"> <li>24/7 Parking Lot</li> <li>While library is open in the building</li> </ul> <p>Virtual Events</p> <ul style="list-style-type: none"> <li>Facebook, YouTube, Zoom</li> </ul> <p>Drive-Thru Window Service:</p> <ul style="list-style-type: none"> <li>Holds Pickup</li> </ul> <p>Library Visits:</p> <ul style="list-style-type: none"> <li><b>Limited to 30 minutes (one hour with computer reservations), limited seating and computers</b></li> </ul> <p>Copy/Fax/Scan/Print:</p> <ul style="list-style-type: none"> <li><del>First five copies/prints available- no cost; Scanning Free;</del> <b>Additional printing/copying is Available for purchase</b></li> </ul> <p>Notary Service:</p> <ul style="list-style-type: none"> <li><b>Available by appointment</b></li> </ul> <p>Public Seating:</p> <ul style="list-style-type: none"> <li><b>Limited (one seat per table)</b></li> </ul> <p>Children’s Play Area:</p> <ul style="list-style-type: none"> <li>Not available</li> </ul> <p>Indoor Events:</p> <ul style="list-style-type: none"> <li>Not available</li> </ul> <p>Outdoor Events:</p> <ul style="list-style-type: none"> <li>Limited</li> </ul> <p>Bathrooms:</p> <ul style="list-style-type: none"> <li>Limited</li> </ul>
--	--	--

	<p>Ongoing Booksale:</p> <ul style="list-style-type: none"><li>• Suggested Donation. No change provided on donations.</li></ul> <p>Book Drop:</p> <ul style="list-style-type: none"><li>• Book drop is closed for returns. All returns must be made in the front vestibule.</li></ul> <p>Book Sale Donations:</p> <ul style="list-style-type: none"><li>• No donations of books accepted</li></ul>	<p>Water Fountain:</p> <ul style="list-style-type: none"><li>• Not available</li></ul> <p>Ongoing Booksale</p> <ul style="list-style-type: none"><li>• Suggested Donation. No change provided on donations.</li></ul> <p>Book Drop:</p> <ul style="list-style-type: none"><li>• Book drop is closed for returns. All returns must be made in the front vestibule.</li></ul> <p>Book Sale Donations:</p> <ul style="list-style-type: none"><li>• No donations of books accepted</li></ul>
--	--	--

Increased Hours: Tentatively Planned October 5, 2020

Increased Hours Proposal

**Step 1:** Tentatively Planned October 5, 2020

**Draft Step 2:** (subject to change based on demand, safety, and capacity)

- October 19- Add Drive-Thru Window Service 11am-6pm
- November 2- Open the building to the Public 11am-6pm

Day of the Week	Current Hours <i>Effective: August 11, 2020</i>	Proposed Hours <b>Step 1</b>
Monday	Building Closed to Public	Building Closed to Public  Returns Accepted 10:00 am-2:00 pm
Tuesday	11:00 am-6:00 pm	11:00 am-6:00 pm
Wednesday	11:00 am-6:00 pm	11:00 am- <b>7:00 pm</b>
Thursday	11:00 am-6:00 pm	11:00 am-6:00 pm
Friday	11:00 am-6:00 pm	11:00 am-6:00 pm
Saturday	9:00 am-1:00 pm	<b>10:00 am-2:00 pm</b>
Sunday	Closed to Public	Closed to Public

Board of Trustees, September 22, 2020, Doc. #10- Revised 9/22/20 (highlighted)

## Computer Use Plan and Safety Protocols- Service Level 5

### Computer Safety Overview

- Computer terminals will be reduced to follow physical distancing protocols
- Computer use will be available for a limited session
- Chairs, mice, keyboard are removed from computers not in use to assist with physical distancing protocols
- Allow for cleaning in between uses and/or alternate workstations
- Headphones are removed from the workstations. Patrons BYO or sold by the library. Patrons must bring their own or they can purchase earbuds from the circulation desk for \$1.00.
- Replace and sanitize keyboards and mouse after each use
- One on one computer assistance will be limited by physical distancing protocols. Floor will be marked with tape for 6' distance for staff to stand.
- Staff can use a laser pointer or dual monitors to help assist
- One OPAC will be available for public use. Keyboard and mouse will be disinfected regularly.
- Staff will release print jobs. The coin machines will not be operational.
- 4 Computer Terminals will be available for 30 minute, "walk-in" use. *Subject to revision.*
- 2 Computer Terminals will be available for 1 hour "appointments." *Subject to revision.*

### Public Use Procedures for Walk-In Use Computers

- Patrons who wish to use a computer will check in at the welcome desk first to determine availability. They will be directed to the Reference Desk, where they will request a keyboard and mouse to use a computer. When they return keyboard/mouse, librarian will remind them to check out at greeter desk. *Subject to revision*
- Terminals 1, 8, 9, and 10 will be walk-in use terminals, no appointment necessary, first come first served. *Subject to revision*
- These terminals will be available at library opening time and will automatically shut down 20 minutes before closing time.
- Patrons using the walk-in terminals will be counted in the building capacity limit.
- Computer sessions will be 30 minutes with no self-extension. At their discretion, reference staff may extend for 5-10 minutes to allow user to finish or save their work. Staff will not extend beyond 5-10 minutes. *Subject to revision*
- One session per person per day.

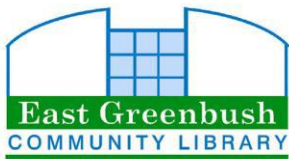
Board of Trustees, September 22, 2020, Doc. #10- Revised 9/22/20 (highlighted)

## Public Use Procedures for 1 Hour Computer Terminals by Appointment

- Appointments may be made up to two days in advance by UHLS cardholders, and are reserved for educational, employment, social services, medical, civic, legal, and research uses that require longer than a half hour session. Recreational users should be directed to the walk-in terminals or encouraged to borrow a laptop (if they are EG or Schodack cardholders). *Subject to revision*
- If there are no pre-existing appointments, same day reservations may be made at the Welcome Desk. *Subject to revision*
- Patrons who have made an appointment in advance will check in at the Welcome Desk. They will be directed to the Reference Desk, where they will request a keyboard and mouse to use with the computer they previously reserved. When they return keyboard/mouse, librarian will remind them to check out at Welcome Desk. *Subject to revision*
- Terminals 11 and 12 will be made available, by appointment, for hour-long sessions. *Subject to revision*
- These users do not count towards the building capacity limit. Upon entering library, user should tell greeter that they have an appointment for a one-hour computer session. ~~Greeter will subtract user from current door count.~~
- Login will allow a one-hour session with no self-extension. At their discretion, reference staff may extend for 5-10 minutes to allow user to finish or save their work. Staff will not extend beyond 5-10 minutes. Patrons who need more time are encouraged to borrow a laptop (EG & Schodack cardholders only).
- One session per person per day.
- Appointment times will be as follows
  - First appointment will be at opening time. Subsequent appointments will be scheduled at one-and-a-half hour intervals. Final appointment of the day must not be scheduled later than one-and-a-half hours prior to closing time.
  - Ex: If library is open 11 am – 6 pm, appointment slots will be:
    - 11:00
    - 12:30
    - 2:00
    - 3:30
  - A half-hour will be reserved in between each appointment to allow for cleaning.
  - Computers will shut down 20 minutes before closing.

## Equipment

- Computer station will have CPU, monitor, and chair.
- Patrons will need to request keyboard and mouse from the reference desk.
- Headphones will not be available at the computers. Patrons must bring their own or they can purchase earbuds from the circulation desk for \$1.00. *Subject to availability*



Board of Trustees, September 22, 2020, Doc. #10- Revised 9/22/20 (highlighted)

## Enhanced Cleaning Protocols for Public Computer Use during COVID-19

- All keyboards and mice will be cleaned between uses by library staff. We have purchased keyboards and mice which are designed to be immersed in a disinfecting solution between uses.
- Reference staff will use proper glove protocols to handle returned items and perform cleaning or will use hand sanitizer immediately before touching anything else.

<https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf>

### Keyboards and Mice

- There will be two buckets at the ref desk, one with cleaning solution, one empty.
- Maintenance will mix cleaning solution each morning for reference desk and will dispose of used solution each evening.
- Completely immerse the full keyboard and the mouse (up to cord) into solution in bucket. Leave cord out of water.
- Do not get the USB end of the cord wet.
- Gently agitate keyboard and mouse around so that the liquid reaches every recess on all surfaces. The process of agitated immersion requires at least 5 seconds to be effective.
- DO NOT "SOAK" units for several minutes or longer. Soaking is unnecessary and may void your product warranty.
- Place keyboard in the other bucket (with cord dangling outside of bucket) to dry. Allow the disinfectant to remain on the product for at least 5 seconds to continue killing remaining pathogens.
- Allow to drip dry or shake gently to drain excess liquid and wipe dry with a clean cloth.
- Once the keyboard and mouse are completely dry, they can be used by the next patron.

### Vacated computer desk

- Staff will clean vacant computer stations periodically, and by patron request.
- Spray desk-top with cleaning solution and wipe down with paper towel. Spray chair with cleaning solution and wipe, making sure to get arm rests.

### Staff Assistance

- Staff may assist computer users at the user's terminal from a six-foot distance.
- Staff can use a laser pointer to assist patron.
- Staff may assist with computer use, searches, etc. at the reference desk with the librarian demonstrating and the user watching from the mirrored display monitor on the other side of the acrylic divider.



Board of Trustees, September 22, 2020, Doc. #10- Revised 9/22/20 (highlighted)

- Intensive assistance may always not be able to be provided depending on staffing capacity and/or safety.

## Printing

- All printing will be released by the librarian at the reference desk. The self-serve print release is unavailable until further notice.
- ~~We will print up to 5 pages (black and white or color) per patron per day free of charge.~~
- ~~Larger print jobs will require use of credit card at the circ desk, or patron may be referred to Staples or another print service.~~
- There is no minimum charge for credit cards.
- Patrons will pay for all copies at the circulation desk.
- ~~Cash will be accepted at an acrylic cash drop box located on the reference desk. No change will be provided.~~
- Same procedures apply for remote printing (~~5 free copies, credit card/cash to pay for overage, release at ref desk~~).

## OPAC Terminals

- One OPAC search terminal will be available for patron self-serve use.
- Terminal will be equipped with a Wetkey keyboard and mouse.
- Staff will spray sanitize keyboard and mouse periodically throughout day. Signage will alert patrons to this and let them know they can ask us to clean before they use.
- Spray cleaning instructions:
  - Before you wash a CORDED product, be sure that the USB Plug (connector) is kept safely away from the sink and remains dry. DO NOT place the USB or PS/2 connector into liquid.
  - Clean the surface of the item by wiping, gently brushing, dipping it or by following the “spraywipespray” protocol outlined below.
  - Spray the product and cord heavily with disinfecting spray, wipe away dirt and organic solids with a cloth then spray the product completely again with disinfecting spray allowing the disinfectant to remain on the product for at least 5 seconds.
  - Either wipe with dry cloth or shake gently and allow to air dry. Never hang a keyboard or mouse by its cord or damage to the cable and watertight seal can occur.
  - Once the product and USB connector are completely dry, reconnect to computer or tablet.
  - Turn ON the computer
- Keyboard and mouse will be dip sanitized before closing for use the following day. (See instructions in Cleaning section above.)

Updated June 9, 2020

Approved June 16, 2020, Revised June 27, 2020, Revised 8/4/2020, Revised 9/22/2020



## COVID-19 Reopening Safety Plan as Required by NYS

### *Location*

East Greenbush Community Library  
10 Community Way  
East Greenbush NY 12061

### *Contact:*

Jill Dugas Hughes, Director [director@eglibrary.org] [518-477-7476]  
Michael Poost, President, Library Board of Trustees

## I. People

Physical Distancing. To ensure employees comply with physical distancing requirements; we agree to do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel will wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.
- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site.
- Limit in-person gatherings as much as possible and use tele- or videoconferencing when possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

Common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

- The library building will remain closed to the public until June 30, 2020.
- The designated area for patron drop-off is the front door.
- Patrons may pick up materials which they have placed on hold at the drive thru window.
- Beginning Tuesday, June 30, patrons may enter the building for "Grab and Go" browsing service. 6/25/20
- Beginning 9/29/20 the library will provide limited seating and public computers. 9/22/20
- A cart by the staff door is available for deliveries in good weather, with instructions for an alternate entrance in inclement weather.
- Patrons and Staff should always maintain social distance and wear a face covering, as recommended by the CDC.
- During drop-off of materials, social distancing markers will work to minimize the spread of COVID-19

General Physical Distancing Requirements for Public 6/25/2020

Updated June 9, 2020

Approved June 16, 2020, Revised June 27, 2020, Revised 8/4/2020, Revised 9/22/2020

- All library visitors will maintain 6 ft apart while in the library building 6/25/20
- Staff will remind visitors to maintain 6 ft. distance while in the library building 6/25/20
- Signage reminders are posted throughout the building 6/25/20 "Protect Yourself and Others- Masks are Required upon Entry" "Attention Face Mask or Covering is Required Upon Entry" "Please Follow Guidelines for Safety- Mask Covering Mouth and Nose Required and Maintain a Distance of at Least 6 Feet from Others- Thank You For Your Cooperation" 6/25/20
- Floor Markers "Please Keep Your Distance- 6 ft- Wait Here" are located on the floor in front of each service desk (Welcome Desk, Circulation Desk, Reference Desk, Youth Services Desk) 6/25/20
- Tables are placed in front of services desks wherever space permits, encouraging extra distancing between staff and public. 6/25/20
- Floors have been marked with arrows to encourage directional traffic 6/25/20
- Stacks have been marked with occupancy levels 6/25/20
- A sign has been posted in the teen room with occupancy "Stay Safe, Maximum Physical Distancing Occupancy: (2)" 6/25/20
- Cones have been placed outdoors (6 feet distance), indicating where visitors should wait in line 6/25/20
- Face Coverings are required for all visitors while inside the library. When outside, on library property, face coverings are encouraged required when in groups or when social distancing (6 feet distance) is not possible. 9/22/20 Age 2 and under are exempt. Anyone who wishes to make an ADA accommodation request are directed to make a verbal or written request in advance to the director. Email: [eglibraryinfo@eglibrary.org](mailto:eglibraryinfo@eglibrary.org) or Phone: 518.477.7476 6/25/20

#### General Physical Distancing Requirements for Staff

- Staff will maintain 6 ft apart during while in the library building.
- Staff will remind outside contractors to maintain 6 ft. distance while in the library building.
- Signage reminders are posted throughout the building.
- Staff and Department Head meetings are being held via video conferencing (GoTo Meeting, Zoom, and Teams). This technology is also being used for library programming
- Training: Staff have been trained in-person regarding all safety protocols or directed to watch a training video which was filmed in the library. 6/25/20

#### Face Covering Requirements for Staff

- All staff and visitors are required to wear face coverings while on inside the library property. Use of library grounds is permissible without a face covering as long as proper physical distancing is followed (6 feet distance). Face coverings are highly encouraged required for any group activity. 9/22/20
- Training(s): Documentation of staff training will be located in the Human Resources office and will be retained for a minimum of one year, or as required by law.
  - Video: "How to Wear a Medical Mask" by the World Health Organization <https://youtu.be/adB8RW4I3o4>
  - Video: "How to Wear a Fabric Mask" by the World Health Organization <https://youtu.be/ciUniZGD4tY>.

#### Staff Schedules

- Staff schedules are staggered to eliminate the need for more than one person occupying each work area.
- Staff (except maintenance) are assigned to cohorts (Team A, Team B, or Team C) to allow for greater contact tracing 8/4/20
- Maintenance staff will be assigned duties which are in separate locations and/or times from other employee assignments to limit contact.

#### Entering/Exiting the Building for Visitors 6/25/20

- Visitors will line up outside according to signage and cones 6/25/20
- The exterior door will remain open in nice weather and will be placed on "auto sensor" during inclement weather for touchless entry 6/25/20
- The interior door will remain open 6/25/20
- The bin for item returns will be located in the front vestibule 6/25/20
- As visitors enter the building they will be directed by signage to visit the Welcome Desk "Please Stop Here" 6/25/20
- The greeter will welcome visitors and go through a brief orientation "Face Coverings Required, Hand Sanitizer Upon Entry, Limited Services "Grab and Go" (no seating or computers), 15-30 minute visits, Children 13 and under must be directly supervised by adult" 6/25/20 9/22/20
- An occupancy sensor has been installed which will indicate how many people are in the building (in addition to staff). At first, 10 people will be allowed to enter. If staffing capacity allows, we will increase the number (up to 25) during service level 4. 6/25/20
- Signage is posted "Please Don't Visit if You Are Sick. In the interest of your safety and others, please stay home if you have any symptoms, that include fever, cough, or shortness of breath. Quarantine for 14 days until symptoms are gone." 6/25/20
- Staff will ask all patrons if they have traveled out of state in the last 14 days. If yes, they will check to see if the location is on the Governor's list of quarantine states, they will be asked to come back after 14 days have passed. 8/4/20

#### Entering/Exiting the Building for Staff

- Employees will enter the building through the staff entrance located in the drive-thru window area using their individual key fob.
  - ~~Shifts will not begin during active drive thru window service hours. 6/25/20~~
  - If someone comes to the door while someone else is in the drive-thru window workspace, the person working will move into the technical services work area until the room is empty.
- Employees will exit the building through meeting room A, which has an emergency push bar door, or the staff entrance/drive-thru window area. 8/4/20
  - If someone comes to the door while someone else is in the drive-thru window workspace, the person working will move into the technical services work area until the room is empty. 8/4/20
- One person will be assigned daily to alarm the building (usually maintenance staff) and they will exit the building through the staff entrance located in the drive-thru window area.
- Signage Posted: "Feeling Sick? STOP. Stay Home when you are sick. If you feel unwell or have the following symptoms, please leave the building and contact your healthcare provider. Then follow up with your supervisor. DO NOT ENTER if you have fever, cough, shortness of breath"
- Staff are required to fill out a daily health screening form (online) which includes answering a checklist of questions and a temperature check prior to beginning their shift. 9/22/20

#### Drive-Thru Window Physical Distancing

- Only one person is allowed in the drive-thru window workspace at a time.
- If someone comes to the door, the person working will move into the technical services work area until the room is empty.
- Signage Posted in Space: "Stay Safe, Maximum Physical Distancing Occupancy: (1)"

Updated June 9, 2020

Approved June 16, 2020, Revised June 27, 2020, Revised 8/4/2020, Revised 9/22/2020

Staff Workspaces which are shared (one person assigned per shift to each location)

- Staff have been assigned individual keyboards and mice. They will be stored between shifts in personal lockers.
- Staff have the option to wear a face shield, in addition to a cloth face covering, provided by the library.
- Shift supervisors will assign individual/rotating assignments and workspaces, a minimum of 6 feet apart.
- Location: Welcome Desk 6/25/20
  - Work Assignment(s): 6/25/20
    - Welcoming visitors 6/25/20
    - Provide verbal and written safety protocols to visitors 6/25/20
    - Manage Safe Occupancy Levels at the Library 6/25/20
    - Answer Questions 6/25/20
  - Workspace Set-Up: 6/25/20
    - 2 Tables (to ensure physical distancing) 6/25/20
    - 2 Chairs 6/25/20
    - Portable Phone 6/25/20
    - Safe Space Occupancy Tablet 6/25/20
    - Staff can bring their own laptops 6/25/20
    - Extra masks, gloves, cleaning supplies, and hand sanitizer 6/25/20
    - Cart 6/25/20
    - Walker (for patrons with mobility issues) 6/25/20
    - Plexiglass Sneeze Guard 6/25/20
    - Bins/Bags, and Black Quarantine Forms to collect Hotspots and Laptops for Quarantine 9/22/20
  - Signage Posted: 6/25/20
    - “Grab and Go Orientation Checklist” 6/25/20 9/22/20
    - Scanners and phones will be shared and must be disinfected at the beginning and end of each shift. 6/25/20
    - Please follow proper disinfection protocols for technology: Use a damp Lysol Disinfectant wipe (try not to use a very wet one) to gently clean. Too much liquid will damage the technology. However, if it becomes damaged following these procedures, do not worry! We will assign you a replacement.” 6/25/20
    - “Please remember to disinfect before and after your shift. Every workstation, every service area, every doorknob, every light switch” 6/25/20
- Location: Meeting Room A
  - Work Assignment(s):
    - Checking in books after 72-96 hour quarantine period. 9/22/20
    - Checking in items from UHLS delivery.
    - Routing books to carts for shelving.
    - Routing books to carts for holds.
    - Routing books to bins for delivery.
    - Routing books to “problem bin” for follow-up.
    - Placing patron calls to resolve problems as necessary.
    - Cataloging and processing library materials (accession and weeding) 9/22/20
  - Workspace Set-Up:
    - Tables
    - Computers
    - Monitors
    - Chairs

Updated June 9, 2020

Approved June 16, 2020, Revised June 27, 2020, Revised 8/4/2020, Revised 9/22/2020

- Barcode Scanners
- Receipt Printers
- Inter-Library Book Delivery Boxes
- Carts
- Shelving
- Supplies
- Signage Posted:
  - “All staff will be assigned their own keyboard and mouse. There are two USB ports on the left and right side of the computers where the keyboard and mouse can be plugged in.
  - You will be responsible for removing your hardware after your shift and storing it in your locker.
  - Scanners and phones will be shared and must be disinfected at the beginning and end of each shift.
  - Please follow proper disinfection protocols for technology: Use a damp Lysol Disinfectant wipe (try not to use a very wet one) to gently clean. Too much liquid will damage the technology. However, if it becomes damaged following these procedures, do not worry! We will assign you a replacement.”
  - “Please remember to disinfect before and after your shift. Every workstation, every service area, every doorknob, every light switch”
- Location: Circulation Desk/Library Stacks
  - Work Assignment(s):
    - Pull Hold List
    - Shelve Books
    - Checking out Items
    - Answering Phones
    - Checking in books after 96 hour quarantine period.
    - Checking in items from UHLS delivery.
    - Routing books to carts for shelving.
    - Routing books to carts for holds.
    - Routing books to bins for delivery.
    - Routing books to “problem bin” for follow-up.
    - Accepting payment for fines/fees
    - Placing patron calls to resolve problems as necessary. 9/22/20
  - Workspace Set-Up:
    - Circulation Desk
    - Plexiglass Sneeze Guards at 2 computer stations
    - 2 Computer stations (6+ feet apart)
      - Monitor
      - Chair
      - Barcode Scanner
      - Receipt Printer
      - Cart(s)
      - Supplies
      - Phone(s)
      - Cash Register and Credit Card Terminal(s) 9/22/20
      - Shelving- Bins and Bags with Quarantined Hotspots and Laptops are kept in the Circulation Office on Shelving for 96-hour quarantine period. They will follow all quarantine protocols. 9/22/20

Updated June 9, 2020

Approved June 16, 2020, Revised June 27, 2020, Revised 8/4/2020, Revised 9/22/2020

- Signage Posted:
  - “All staff will be assigned their own keyboard and mouse. There are two USB ports on the left and right side of the computers where the keyboard and mouse can be plugged in.
  - You will be responsible for removing your hardware after your shift and storing it in your locker.
  - Scanners and phones will be shared and must be disinfected at the beginning and end of each shift.
  - Please follow proper disinfection protocols for technology: Use a damp Lysol Disinfectant wipe (try not to use a very wet one) to gently clean. Too much liquid will damage the technology. However, if it becomes damaged following these procedures, do not worry! We will assign you a replacement.”
  - “Please remember to disinfect before and after your shift. Every workstation, every service area, every doorknob, every light switch”
  - “Six Steps for Safe & Effective Disinfectant Use. Step 1: Check that your product is EPA approved; Find the EPA registration number on the product. Then, check to see if it is on EPA’s list of approved disinfectants at [epa.gov/list](http://epa.gov/list) N Step 2: Read the directions; Follow the product’s directions. Check “use sites” and “surface types” to see where you can use the product. Read the precautionary statements. Step 3. Pre-clean the surface; Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty. Step 4. Follow the contact time; You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective. Step 5: Wear gloves and wash your hands; For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to COVID-19. Wash your hands after removing the gloves. Step 6: Lock it up; Keep lids tightly closed and store out of reach of children.”
- Location: Drive-Thru Window
  - Work Assignment(s):
    - Lending items to patrons
    - Check patron ID and provide hand items through the window
    - Items will be placed on a cart located outside, just under the window to make ensure touchless delivery. Patrons will pick up the items from the cart.
    - Monitoring patron questions via staff email/chat on TEAMS platform
  - Workspace Set-Up:
    - Shelf/Desk
    - Computer
    - Monitor
    - Chair
    - Barcode Scanner
    - Cart(s)
    - Supplies
    - A removable Plexi-glass divider/sneeze guard is installed at the drive-thru window to separate staff from the public. Staff are encouraged to use plexiglass divider/sneeze guards or face shields, but as long as face coverings are worn, the plexiglass can be removed. There is a cart placed outside the drive-thru window which provides physical distancing. 6/25/20
  - Signage Posted:
    - “All staff will be assigned their own keyboard and mouse. There are two USB ports on the left and right side of the computers where the keyboard and mouse can be plugged in.



Updated June 9, 2020

Approved June 16, 2020, Revised June 27, 2020, Revised 8/4/2020, Revised 9/22/2020

- You will be responsible for removing your hardware after your shift and storing it in your locker.
- Scanners and phones will be shared and must be disinfected at the beginning and end of each shift.
- Please follow proper disinfection protocols for technology: Use a damp Lysol Disinfectant wipe (try not to use a very wet one) to gently clean. Too much liquid will damage the technology. However, if it becomes damaged following these procedures, do not worry! We will assign you a replacement.”
- “Please remember to disinfect before and after your shift. Every workstation, every service area, every doorknob, every light switch”
- “Stay Safe, Maximum Physical Distancing Occupancy: (1)”
- Location: Technical Services Desk Closest to Drive-Thru Window
  - Work Assignment(s):
    - Filling Holds
    - Checking out items to patron accounts
    - Shelving holds
    - Serving as staff assistance for drive-thru window staff
    - Checking in books after 96-hour quarantine period.
    - Checking in items from UHLS delivery.
    - Routing books to carts for shelving.
    - Routing books to carts for holds.
    - Routing books to bins for delivery.
    - Routing books to “problem bin” for follow-up.
    - Placing patron calls to resolve problems as necessary. 9/22/20
  - Workspace Set-Up:
    - Shelf/Desk
    - Computer
    - Monitor
    - Chair
    - Barcode Scanner
    - Receipt Printer
    - Cart(s)
    - Supplies
  - Signage Posted:
    - “All staff will be assigned their own keyboard and mouse. There are two USB ports on the left and right side of the computers where the keyboard and mouse can be plugged in.
    - You will be responsible for removing your hardware after your shift and storing it in your locker.
    - Scanners and phones will be shared and must be disinfected at the beginning and end of each shift.
    - Please follow proper disinfection protocols for technology: Use a damp Lysol Disinfectant wipe (try not to use a very wet one) to gently clean. Too much liquid will damage the technology. However, if it becomes damaged following these procedures, do not worry! We will assign you a replacement.”
    - “Please remember to disinfect before and after your shift. Every workstation, every service area, every doorknob, every light switch”
    - “Six Steps for Safe & Effective Disinfectant Use. Step 1: Check that your product is EPA approved; Find the EPA registration number on the product. Then, check to see if it is on EPA’s list of approved disinfectants at



Updated June 9, 2020

Approved June 16, 2020, Revised June 27, 2020, Revised 8/4/2020, Revised 9/22/2020

epa.gov/listn Step 2: Read the directions; Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the precautionary statements. Step 3. Pre-clean the surface; Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty. Step 4. Follow the contact time; You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective. Step 5: Wear gloves and wash your hands; For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to COVID-19. Wash your hands after removing the gloves. Step 6: Lock it up; Keep lids tightly closed and store out of reach of children."

- Location: Front Hallway
  - Work Assignment(s):
    - Storing Quarantined Materials
    - Unloading materials from quarantine bins onto carts
  - Workspace Set-Up:
    - Quarantine Bins, Covers
    - Quarantine Notice for each bin (note time, date put into quarantine and time/date with end of the quarantine.
    - Cart(s)
    - Supplies
  - Signage Posted:
    - "Please remember to disinfect before and after your shift. Every workstation, every service area, every doorknob, every light switch"
- Location: Multipurpose Room
  - Work Assignment(s):
    - Storing Quarantined Materials
    - Unloading materials from quarantine bins onto carts
  - Workspace Set-Up:
    - Quarantine Bins, Covers
    - Quarantine Notice for each bin (note time, date put into quarantine and time/date with end of the quarantine.
    - Cart(s)
    - Supplies
  - Signage Posted:
    - "Please remember to disinfect before and after your shift. Every workstation, every service area, every doorknob, every light switch" 9/22/20
- Location: Reference Desk 6/25/20
  - Work Assignment(s): 6/25/20
    - Readers' Advisory 6/25/20
    - Reference 6/25/20
    - Answering Phones 6/25/20
  - Workspace Set-Up: 6/25/20
    - Plexiglass Sneeze Guards 6/25/20
    - Computer Station 6/25/20
      - 2 Monitors (1 for staff use and 1 facing public) 6/25/20
      - Chair 6/25/20
      - Barcode Scanner 6/25/20
      - Receipt Printer 6/25/20

Updated June 9, 2020

Approved June 16, 2020, Revised June 27, 2020, Revised 8/4/2020, Revised 9/22/2020

- Cart(s) 6/25/20
  - Supplies 6/25/20
  - Phone 6/25/20
- Signage Posted: 6/25/20
  - “Please remember to disinfect before and after your shift. Every workstation, every service area, every doorknob, every light switch” 6/25/20
- Location: Youth Services Desk 6/25/20
  - Work Assignment(s): 6/25/20
    - Readers’ Advisory 6/25/20
    - Reference 6/25/20
    - Answering Phones 6/25/20
  - Workspace Set-Up:
    - Plexiglass Sneeze Guards 6/25/20
    - Computer Station 6/25/20
      - Monitors 6/25/20
      - Chair 6/25/20
      - Barcode Scanner 6/25/20
      - Receipt Printer 6/25/20
      - Cart(s) 6/25/20
      - Supplies 6/25/20
      - Phone 6/25/20
  - Signage Posted: 6/25/20
    - “Please remember to disinfect before and after your shift. Every workstation, every service area, every doorknob, every light switch” 6/25/20
- Public Restrooms: 6/25/20
  - Restrooms will be locked; keys will be available at the circulation and children’s room. Limited stalls will be available. 6/25/20

How will you manage engagement with customers and visitors on these requirements (as applicable)?

- The library staff is divided into three teams. The teams work a rotating schedule so that they do not physically meet. On 7/7 library staff will transition into two teams 6/25/20. In August, staff transitioned into one team. 9/22/20
- Lunch breaks may be taken in a designated room inside the building; outside on the staff lunch table; in the staff members personal vehicle.

Material Lending:

- Plexiglass sneeze guard has been installed on the drive thru window and public service desks 6/25/20
- Wayfinding signage with physical distancing requirements and indicating where to stand in line are located at each public service desk 6/25/20
- Face masks are required for everyone
- Staff will place materials on a cart (located outside the window) or on a table (in front of the circulation desk and patrons will pick them up off the cart/table (ensuring touchless delivery). 6/25/20

Updated June 9, 2020

Approved June 16, 2020, Revised June 27, 2020, Revised 8/4/2020, Revised 9/22/2020

- Signage directing patrons to wear masks is posted.

**Material Returns:**

- Bins are in the front vestibule.
- Physical distancing markers are used to keep the public six feet apart when returning items to the bin at the entrance door. Cones, chalk lines, and traffic patterns contribute to keeping the public six feet apart. Signage is posted (sandwich board signs) reminding patrons to properly wear face coverings.
- Only one patron allowed in vestibule at a time
- When the bin is 2/3 full, a staff member will bring it into the library quarantine area (process if for quarantine- add cover and quarantine notice with date/time) and replace the full bin with an empty bin for returns.

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

**Meal Breaks for Staff**

- Shift supervisors will assign meal break times and locations at the beginning of each shift.
- Assigned interior break locations will have a maximum occupancy of one (1).
- An exterior break location is provided as an alternative option. Outdoor tables and chairs (one chair per table) are placed 6-feet apart on the side of the building closest to the shed.
- Employees will be responsible for cleaning the table before and after eating with sanitizing wipes (located in maintenance office, or disinfectant spray and paper towels (located in maintenance office and staff break room).
- Food consumed on-site will be at designated break table(s), at scheduled time(s).
- Eating is not permitted at any public workstation.
- Signage Posted in Staff Breakroom: "Please remember to disinfect before and after using me" (refrigerator, microwave(s), toaster, toaster oven, water cooler)
- Signage Posted in Staff Bathroom(s): "Slow the Spread of Germs. Cover your coughs and sneezes, stay home when you're sick, wash your hands often"

## II. PLACES

**A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:**

Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?

- Current Supplies:
  - Gloves (800)- Staples.
  - Non-Medical Grade Face Coverings ~~(950)~~ (800) Hill & Markes and Amazon 6/25/20
  - 20 Face Shields (Vanguard Splash Shield)

Updated June 9, 2020

Approved June 16, 2020, Revised June 27, 2020, Revised 8/4/2020, Revised 9/22/2020

- Hand Sanitizer (small spray bottle for each staff member, 2 Purell Stations, sanitizer pumps on each workstation). Santec Colors of Clean Cranberry Gel Alcohol Hand Sanitizer (2 Gallons), CK Products Antiseptic Hand Rub (2 Gallons), Clean All Mild Scent Hand Sanitizer (2 gallons), Mountain Falls Original Scent Advanced Hand Sanitizer (67.6 Fl Oz). We have ordered more supplies. 6/25/20
- Wipes (Diversey Oxivir Tb Wipes- 160 per container)
- Business and Operations Manager is responsible for monitoring supply and procurement. Extended lead time is expected for procurement and bulk purchasing will be implemented when supplies get to 50%.
- Visitors are required to properly wear their own PPE. Patrons will be offered a non-medical grade face covering if they do not have one.

- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

- Non-medical grade face coverings are available for staff and stored in the maintenance room in original packaging (one per shift). Employees may take a new mask home to wear for their next shift.
- Staff Training: (include link from TEAMS). Documentation will be maintained for one year by the Business and Operations Manager.
- Trash cans are located by exit(s) for disposal of soiled masks and gloves.
- Staff who wear reusable masks are required to clean them between shifts.
- Gloves are available and stored in maintenance room

- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

- Computer/monitors are shared resources. Each employee has been issued a keyboard and mouse that they will attach and remove at the beginning/end of their computer use.
- Scanners, phones, workstation surfaces will be wiped down by the employee whenever they exit the work area.
- Instructions for cleaning technology is posted at each workstation. Staff are instructed to sanitize using disinfectant wipes at the beginning and end of each shift.
- Disinfectant and towels are available in each work area.
- Maintenance staff will clean, disinfect and sanitize each work area at end of workday. Maintenance checklists are posted in each work area for am/pm cleaning/sanitization schedule. Maintenance staff will initial and date each task completed.
- Hand sanitizer is issued to staff members for personal, in-library use. Automated hand sanitizers are located by the front door and in the main library.
- Automated soap dispensers and automated paper towel dispensers are located next to every sink. Employees are trained to wash their hands frequently.

Updated June 9, 2020

Approved June 16, 2020, Revised June 27, 2020, Revised 8/4/2020, Revised 9/22/2020

- Staff bathrooms are shared. Employees are strongly advised to wipe down commode and sink (and other touchpoints such as door handles and light switches), prior to and after use, with disinfectant and paper towels. Instructions and supplies are in each staff restroom.
- Staff kitchen is shared. Employees are strongly advised to wipe down appliances (refrigerator, microwave, water bubbler, toaster, toaster oven) prior to and after use, with disinfectant and paper towels. Instructions and supplies are in the kitchen.

**B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:**

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.

Who will be responsible for maintaining a cleaning log? Where will the log be kept?

- Hygiene and sanitization protocols follow requirements from the Centers for Disease Control (CDC) and Department of Health (DOH). All disinfectants used are EPA-registered and noted in List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19). We follow the manufacturer's directions for contact time and mixing for all disinfectants.
- Cleaning checklists are kept in the following areas: Youth Services, Library – Main, Offices/Technical services, Public Restrooms, Youth Service Restroom, and Staff Restrooms.
  - Maintenance staff will clean these areas at least once per day and will mark the tasks as complete by initialing the form and adding the time completed.
  - Completed sheets will be reviewed by Senior Maintenance and filed with the Head of Maintenance.

- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

- Staff are trained to frequently wash hands with soap and water for at least 20 seconds, in any of the available bathrooms/kitchen areas. Reminder signage is posted in various locations around the library.
- If soap and water are unavailable, staff are trained to use an alcohol-based hand sanitizer with at least 60% alcohol. Sanitizer is available at every workstation and at entrance/exit doors. Every employee is issued a bottle of sanitizer, which can be refilled by maintenance staff. Automatic hand dispensers are in the main library. Reminder signage is posted in various locations around the library.
- Handwashing posters are located next to each sink.

- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

Updated June 9, 2020

Approved June 16, 2020, Revised June 27, 2020, Revised 8/4/2020, Revised 9/22/2020

What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using products identified as effective against COVID-19?

Maintenance Staff:

- Daily cleaning checklists will be documented and kept indefinitely. Staff are trained/required to complete the cleaning checklist (name/date/time cleaned) at least 1x per shift. High contact areas will be cleaned more frequently, including the end of each business day.
- Cleaning protocols comply with CDC and DOH recommendations. EPA registered disinfectants as according to CDC List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19), are used.

**C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:**

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

- All staff and vendors must follow the posted building entry protocol as listed below:
  - Document name with entry and exit time (daily sign-in sheets are located on an easel outside the Business and Operations Manager's office.
  - Staff are required to fill out a daily **health** checklist (**located on staff intranet**) BUILDING ENTRY DAILY sign in sheets are located on an easel outside of the bookkeeper's office. Shift leaders are responsible for checking sign-in sheets to ensure adherence to attendance protocols. Sheets will be collected and sent to the Business and Operations Manager for entry into the BUILDING ENTRY WEEKLY spreadsheet located on the intranet (Teams site) under Re-Opening of Library channel. **9/22/20**
- Physical distancing, face coverings, and hand washing signs are posted throughout the building.
- CDC cleaning recommendations are posted in the maintenance areas (6 Steps for Safe & Effective Disinfectant Use).
- The safety plan and subsequent updates will be posted on the staff intranet/collaborative software (TEAMS) and to the general public via the library website. Hard copy is in the staff room.

- If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

Updated June 9, 2020

Approved June 16, 2020, Revised June 27, 2020, Revised 8/4/2020, Revised 9/22/2020

If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

Jill Dugas Hughes, Director [director@eglibrary.org] [518-477-7476] or Michael Poost, President, Library Board of Trustees are responsible for notifying state and local health departments.

### III. PROCESS

#### A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- ❑ Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?

- Before entry, staff will conduct daily self-checks and a self-screening:
  - No sign of a fever, chills, or body aches (for the purposes of this guidance, fever is defined as subjective fever (feeling feverish) or a measured temperature of 100.3 degrees within the past 24 hours. (Touchless thermometers will be available for employees that need to check their temperature. Proper sanitizing of the device will be performed by the employee that handles it.).
  - No shortness of breath within the past 24 hours.
  - No sore throat or loss of taste or smell within the past 24 hours.
  - No nausea, vomiting, or diarrhea within the past 24 hours.
  - No travel to a state on the Governor's list of states which require a mandatory quarantine in the past 14 days 8/4/20
- Employees will fill out a daily health assessment form, confirming that they are not displaying any of the above symptoms. Forms will be filed and retained with the Business and Operations Manager.
- Shift leaders will be responsible for monitoring employees while at the library.
  - Scenario: Employee calls into work with one symptom, which is consistent with COVID-19.
    - Worker is told to stay home and instructed to seek medical attention/testing for COVID-19
    - Director will be notified
    - Worker should make Director aware of diagnosis and follow direction of health care provider. If worker IS diagnosed/confirmed with COVID-19, they should stay home, self-isolate, seek medical attention, and remain out of work until at least 10 days have passed since symptoms first appeared AND at least 3 days (72 hours) have passed since recovery defined as resolution of fever-reducing medications, AND other symptoms have improved. Clearance from a healthcare provider is required to return to work.
    - If the worker who exhibited symptoms tested NEGATIVE, they can return back to work.



- If the worker tested POSITIVE, the Director will immediately contact the Board President and Staff. The Director/Board President will work with the Department of Health to follow protocols in addition to the following:
  - Director will notify library board, staff, and community
  - Director will investigate, contact trace, and establish if any other employees were in close contact with sick person and may need to self-quarantine for 14 days
  - Maintenance staff will clean and disinfect areas(s)
  - Director and board will identify corrective actions, if any, that can be taken for the future 8/4/20.
- Scenario: Employee is exhibiting symptoms consistent with COVID-19
  - Worker is sent home and instructed to seek medical attention/testing for COVID-19 if possible.
  - Director and board president will be notified.
  - Director will notify library staff and board of potential exposure to COVID-19
  - Worker should make Director aware of diagnosis and follow direction of health care provider. If worker IS diagnosed/confirmed with COVID-19, they should stay home, self-isolate, seek medical attention, and remain out of work until at least 10 days have passed since symptoms first appeared AND at least 3 days (72 hours) have passed since recovery defined as resolution of fever-reducing medications, AND other symptoms have improved. Clearance from a healthcare provider is required to return to work.
  - Shift leader will immediately close the library for 24 hours. After 24 hours, maintenance staff will clean previously occupied areas.
  - Director will immediately remove Staffing Team from Rotation. If the worker who exhibited symptoms tested NEGATIVE, their Staffing Team can be added back into the rotation. If the worker tested POSITIVE, the Director/Board President will work with the Department of Health to follow protocols in addition to the following:
    - Director will notify library board, staff, and community
    - Director will investigate, contact trace, and establish if any other employees were in close contact with sick person and may need to self-quarantine for 14 days
    - Maintenance staff will clean and disinfect areas(s)
    - Director and board will identify corrective actions, if any, that can be taken for the future
- Scenario: Worker had contact with a confirmed case of COVID-19
  - NO CLOSE CONTACT and the worker is asymptomatic:
    - No further action is necessary
  - CLOSE CONTACT (within 6 feet more than 10 minutes). For example: If a spouse, caregiver, or coworker on same Shift Team is confirmed:
    - Worker is sent home. Shift leader and Director should be notified. Anyone asked to leave should NOT return to work until:
      - At least 10 days have passed since symptoms first appeared AND
      - At least 3 days (72 hours) have passed since recovery defines as a resolution of fever without the use of fever-reducing medications, AND
      - Other symptoms have improved



Updated June 9, 2020

Approved June 16, 2020, Revised June 27, 2020, Revised 8/4/2020, Revised 9/22/2020

- If worker develops no symptoms, they stay out of work for 10 days, the last 3 of which they must be symptom free
  - Worker may return after 14 days of self-quarantine, if they are symptom free for 72 hours before return, with no medications.
  - If diagnosed/confirmed positive by a health care provider, worker should follow CDC guidelines for self-isolation and return to work when directed to do so by their healthcare provider.
- If worker develops symptoms, worker should seek medical attention and should remain away from work for 14 days.
  - Worker may return after 14 days of self-quarantine, if they are symptom free for 72 hours before return, with no medications.
  - If diagnosed/confirmed positive by a health care provider, worker should follow CDC guidelines for self-isolation and return to work when directed to do so by their healthcare provider.
- If the worker tested POSITIVE, the Director/Board President will work with the Department of Health to follow protocols in addition to the following:
  - Director will notify library board, staff, and community
  - Director will investigate, contact trace, and establish if any other employees were in close contact with sick person and may need to self-quarantine for 14 days
  - Maintenance staff will clean and disinfect areas(s)
  - Director and board will identify corrective actions, if any, that can be taken for the future

If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

- Workers conducting daily self-checks are required to wear masks, supplied by the library
- Workers may bring home one PPE at the end of a shift, so that they can put it on before entering the library at their next shift.

**B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:**

- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?

- We follow cleaning guidelines found on the Cleaning and Disinfection for Community Facilities of the CDC website. <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Updated June 9, 2020

Approved June 16, 2020, Revised June 27, 2020, Revised 8/4/2020, Revised 9/22/2020

- Any area(s) used or visited by the ill person should be closed for 24 hours to the staff and public.
- We use EPA registered disinfectants listed in List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19), as suggested by the CDC.
  - Manufacturer's recommended contact times will be used.
  - A list of the disinfectants we use is available for public review at <https://eglibrary.org/about/clean/>

In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

Using the BUILDING ENTRY MONTHLY Excel sheet. We can see who was in the building on that day and a time range.

Those who have had close contact with a person diagnosed with COVID-19 will be notified and directed to stay home and self-monitor for symptoms, and to follow CDC guidelines if symptoms develop, following appropriate CDC guidelines for home isolation.

Notification will be by phone, email and/or registered mail.

- Staff/Volunteer/Contractor contact tracing will be Using the BUILDING ENTRY WEEKLY Excel sheet. The sheet will indicate everyone who was in the building on a day and a time range.
- Those who have had close contact with a person diagnosed with COVID-19 will be notified and directed to stay home and self-monitor for symptoms, and to follow CDC guidelines if symptoms develop, following appropriate CDC guidelines for home isolation.
- Staff, Board, and Community will be notified as quickly as possible. Staff will be notified by phone/text, email, and a posted notification on the staff intranet/TEAMS. The board will be notified by email and/or phone. The community will be notified on the library website and through social media outlets to disseminate the non-personally identifiable information as quickly as possible.

#### IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

The East Greenbush Community Library belongs to the Upper Hudson Library System (UHLS). An UHLS ad hoc committee was formed to collect and disseminate COVID-19 information among member libraries, including recommendations for safe-reopening plans. Jill Dugas Hughes, Director, East Greenbush Community Library is a member of this committee.



*Inspiring Ideas, Strengthening Community, Enriching Lives*

518-477-7476 | [www.eastgreenbushlibrary.org](http://www.eastgreenbushlibrary.org)

Personnel Memo

September 22, 2020

*Submitted by Jill Dugas Hughes*

**Resignation:** Claudia Moore Part-Time, Library Clerk (effective August 7, 2020)

**Termination:** Alexander Morris, Part-Time, Building Maintenance Worker (effective August 6, 2020)

**Classification Change:** Kyle Smith, Substitute Building Maintenance Worker, to Part-Time Building Maintenance Worker (effective August 7, 2020)

**Provisional Appointment:** N/A