Board of Trustees June 16, 2020 Doc. #1

AGENDA

Board of Trustees
June 16, 2020
7:00pm

1.	**Call to Order/Review of Agenda**	M. Poost	1:00	Doc. #1
2.	**Public Comment**	M. Poost	5.00	
3.	**Approval of Minutes** May 19, 2020 May Board Meeting May 23, 2020 Special Board Meeting, Approval of Reopening Plan	M. Poost	5.00	Doc. #2 Doc. #3
4.	**Treasurer's Reports** Off Warrant • May 16-June 12, 2020 ($97.543.62) Warrant • June 16, 2020 ($10,985.47) P&L/Balance Sheet(s) • June 12, 2020 (45%) P&L • June 10, 2020 Balance Sheet	R. West	5.00	Doc. #4 Doc. #5 Doc. #6 Doc. #7
5.	**COVID-19 Reopening Safety Plan (June 9, 2020)** *Draft Motion: Adopt the COVID-19 Reopening Safety Plan as Required by NYS, dated June 9, 2020*			Doc. #8
6.	**Committee Reports** Admin Service (did not meet) Budget	L. Oudekerk M. Harris Bob West	5.00 0.00 5.00	

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7.	**Director's Report**	J. Dugas Hughes	10.00	Doc. #9
8.	**Service Level Transition (Reopening Plan)** *Draft Motion: Approve the transition to Service Level 4: Limited Opening to the Public for Transactional Services Only with Strict Headcounts, on June 29, 2020.*	M. Poost	5.00	
9.	**Liaison Reports** • Friends of The Library • Town of East Greenbush • Rensselaer County • UHLS Board	L. Reyner H. Kennedy T. Grant M. Poost	5.00 5.00 5.00 5.00	
10.	**Personnel** *Draft Motion: Approve the Personnel Memo dated June 16, 2020.*	J. Dugas Hughes	1.00	Doc. #10
11.	**New Business**	M. Poost	5. 00	

EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING   DRAFT
by videoconference

May 19, 2020

In attendance: Michael Poost, President
       Bob West, Treasurer
       Lynne Oudekerk, Secretary
       Jill Dugas Hughes, Library Director
       Elizabeth Giugno
       Mari Harris
       Shay Harrison
       Tom Grant, Rensselaer County Legislature
       Hollie Kennedy, Town of East Greenbush

CALL TO ORDER: The meeting was called to order at 7:02 pm.

PUBLIC COMMENT: Elizabeth Putnam, library staff member, thanked the Board for their support of library staff during the coronavirus pandemic.

APPROVAL OF MINUTES:
  MOTION: Ms. Harris made a motion to accept the minutes of the April 21, 2020 meeting as presented. 2nd Mr. Harrison. All in favor. None opposed. The motion carried.

TREASURER'S REPORT: With the COVID-19 closure of the library, Mr. West provided an overview of spending compared to the same period last year. Our Off Warrant spending for the past month was $4,572.51 less than the same period in 2019; our Warrant spending was $13,240.83 less than the same period last year. Jill agreed to track COVID-19-related spending while the library is closed, as staff prepare for reopening, and once the library reopens.
  MOTION: Ms. Giugno made a motion to accept the Off Warrant dated May 15, 2020 in the amount of $96,825.96. 2nd Ms. Oudekerk. All in favor. None opposed. The motion carried.

  MOTION: Ms. Oudekerk made a motion to authorize the signing of the Warrant dated May 19, 2020 in the amount of $15,685.50. 2nd Ms. Giugno. All in favor. None opposed. The motion carried.

  MOTION: Ms. Harris made a motion to accept the
  P & L and Balance Sheet based on 38% of the year completed, as presented. 2nd Mr. Harrison. All in favor. None opposed. The motion carried.

DIRECTOR'S REPORT: Ms. Dugas Hughes reported on activities and projects that staff have been involved in during the closure and the work that is underway to prepare for the library's

reopening. The library has enhanced virtual services including phone/ email/ chat reference services, virtual programs on social media, a weekly e-newsletter, a bi-weekly adult services e-newsletter, and a Community Resources Guide. The guide, which was developed by the library in collaboration with the Town of East Greenbush, Police Department, School District, and Greenbush YMCA was well received by community residents. The library also introduced the new Youth Services mascot, and elephant named "Charlie."

Ms. Dugas Hughes reviewed key aspects of UHLS's Coordinated Reopening Committee Recommendations with the Board, discussing ways in which this document's plan aligns with the Governor's phased reopening plan. At this point, library staff is translating the UHLS plan into a timeline and procedures that will direct the East Greenbush library's reopening. She also discussed the ways in which she will communicate the phased reopening plan to the community. The library hopes to begin deep cleaning, set up, and staff training the week of May 26 with book returns and curbside delivery on or about June 1. The reopening plan must be approved by the Board before it is implemented.

> **MOTION:** Ms. Oudekerk made a motion to authorize the trustees in attendance at a Board meeting scheduled at 9:30 am on Saturday, May 23 to approve the library's reopening plan so long as a quorum is present. 2nd Ms. Harris. All in favor. None opposed. The motion carried.

COMMITTEE REPORTS

ADMINISTRATIVE COMMITTEE: The committee met via videoconference on May 5, 2020. The committee retained Bryans & Gramuglia to conduct an audit of the library's 2019 financial records. We discussed the Governor's Executive Order 202.26, which directed special library districts (such as ours) to conduct their election and/or budget vote on September 15, 2020. It further suspends the collection of signatures on nominating petitions until further notice.

> **MOTION**: Mr. Harrison made a motion to move the 2020 library trustee and budget vote to Tuesday, September 15, 2020 consistent with Executive Order 202.26. 2nd Mr. West. All in favor. None opposed. The motion carried.

SERVICE COMMITTEE: The committee met virtually on May 7, 2020. They discussed the newly prepared State of Emergency Procedures Authorization Policy, which would give the library director authority to restrict services and/or take necessary steps to ensure the safety of library staff, patrons, and property.

> **MOTION:** The Service Committee made a motion to approve the State of Emergency Procedures Authorization Policy (5/16/2020) as presented and modified. The modification is to add the words "and property" after "Patrons" in the first sentence of the policy. 2nd Ms. Oudekerk. All in favor. None opposed. The motion carried.

LIAISON REPORTS

FRIENDS OF THE LIBRARY: Ms. Dugas Hughes presented a report based on a telephone conversation with Ms. Reyner, Friends President. The Friends are donating books to the community through a school-based food donation program. Staff are handling the packaging of books from the shed as volunteers are not allowed on the premises at this time. The Friends are looking at other fundraising options for the year, as the Spring 2020 Book Sale was cancelled

and the fall Children's Festival and Book Sale are in doubt. Ms. Reyner is organizing a virtual Friends meeting in the near future.

TOWN OF EAST GREENBUSH: Ms. Kennedy reported that the Town of East Greenbush is preparing for a virtual Memorial Day celebration and recently held a virtual public hearing on establishing a Conservation Advisory Council for the town. Hiking trails in the Town Park are now open, although the playground and dog park remain closed.

RENSSELAER COUNTY: Mr. Grant reported on the work that the county is doing to prepare for reopening while keeping COVID-19 cases down. He noted that the UHLS reopening report was used to establish libraries as essential community services, allowing them to begin phased opening.

UHLS: There is concern that future year budgets could be cut as a result of the COVID-19 pandemic. Much is still not known.

PERSONNEL: There was no report.

NEW BUSINESS: Work has begun on the library's 2021 operating budget. The first committee meeting was held on May 12. Budget Committee meetings will be held on June 15 and June 23.

MOTION: Ms. Harris made a motion to adjourn the meeting at 8:26 pm.

Respectfully Submitted,
Lynne Oudekerk, Secretary

Board of Trustees June 16, 2020 Doc. #3

EAST GREENBUSH COMMUNITY LIBRARY SPECIAL BOARD MEETING ON THE REOPENING PLAN

by videoconference   DRAFT

May 23, 2020 @ 9:30 am

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

CALL TO ORDER: The meeting was called to order at 9:32 am. A quorum was present.

REOPENING REPORT:
Ms. Dugas Hughes reviewed the East Greenbush Community Library Reopening Plan dated 5/22/2020. The plan offers a phased approach with seven (7) levels, which parallel in a general manner the state's reopening plan
Level 1: The library is closed to the public with online/ virtual services only
Level 2: Limited staff return to the library to prepare for public services
Level 3: Reintroduce library circulation of materials as the library remains closed to the public
Level 4: The library opens to the public for transactional services only
Level 5: The library is open to the public with limited seating
Level 6: Library services expand in response to changing physical distancing guidelines
Level 7: The library resumes services with no restrictions

The goal of this phased plan is to reopen in a safe and responsible manner while considering the safety of library staff and patrons. It is understood that changes in public health could result in the library moving back or ahead a level throughout the phased-in process. Movement ahead from one level to the next will occur only with approval from the library's Board of Trustees. In all cases, the public will be notified by email, social media, website, and community signage.

The library has been operating at Level 1 since March 15, 2020. Based on the recent phased in opening of the Capital District of the state, and the determination that public libraries in Rensselaer County are essential services, Ms. Dugas Hughes proposes that the library move to Level 2 on Tuesday, May 26 and Level 3 on Monday, June 1.

> **MOTION:** Mr. West made a motion to approve the East Greenbush Community Library's 5/22/2020 Reopening Plan with the modifications discussed at the 5/23/2020 Board Meeting. We authorize the library to move to Levels 2 & 3, starting on Tuesday, 5/26/2020 with the understanding that the Board will vote again before the library moves to levels 4 – 7. 2nd Ms. Giugno. All in favor. None opposed. The motion carried.

Ms. Harris made a motion to adjourn the meeting at 10:36 am.

                                Respectfully Submitted,

Lynne Oudekerk, Secretary

TO: EGCL Board of Trustees

FROM: Robert West, Treasurer

RE: Off Warrant Expenses

DATE: May 16 - June 12, 2020

Date	Amount	Vendor/Notes:
Payroll:		
05.29.20	$ 132.99	Paychex
	$ 38,395.52	Payroll and Employee Benefits
	$ 2,834.36	Employer Tax Contribution
06.12.20	$ 126.44	Paychex
	$ 39,167.72	Payroll and Employee Benefits
	$ 2,893.45	Employer Tax Contribution
05.26.20	$ 3,331.68	BlueShield
05.26.20	$ 6,725.98	CDPHP
05.26.20	$ 1,159.78	MVP
05.26.20	$ 1,087.80	Nationalgrid
05.26.20	$ 524.00	Time Warner (Fiber Optic)
05.26.20	$ 218.54	Time Warner
05.26.20	$ 945.36	NYS Deferred Comp.
Total	$ 97,543.62	

East Greenbush Community Library
Warrant 2020   June 16, 2020
For Trustee Review and Approval

Date	Num	Name	Memo	Account	Amount
Aflac					
########		Aflac	Acct.# NBY22 MAY 2020	Aflac Post-tax	185.40
########		Aflac	Acct.# NBY22 MAY 2020	Aflac Pre-tax	411.69
Total Aflac					597.09
Albany Fire Extinguisher					
########	153705	Albany Fire Extinguisher	ANNUAL SERVICE	Contract Maintenance	102.85
Total Albany Fire Extinguisher					102.85
AMAZON.COM CREDIT SERVICES					
########		AMAZON.COM CREDIT S	MASKS	Library/Office Supplies	155.96
Total AMAZON.COM CREDIT SERVICES					155.96
ASSA ABLOY (formerly Besam)					
########	SCI/00059108	ASSA ABLOY (formerly B	AUTOMATIC DOOR	Contract Maintenance	202.60
Total ASSA ABLOY (formerly Besam)					202.60
BOA CARD SERVICES (JILL)					
########		BOA CARD SERVICES (J	WETKEYS (WASHABLE KEYBOARDS	IT Hard/Software	483.00
########		BOA CARD SERVICES (J	VIDSMEDICAL (STAFF FACE SHIELD	Library/Office Supplies	109.35
########		Programs - Adults $2,500	ZOOM, TECHSOUP	Programming & Planning	139.95
########		BOA CARD SERVICES (J	UPWORK (HELP WITH COMMUNITY	Professional Services	114.15
########		BOA CARD SERVICES (J	ONSTRATEGY, ROBLY	Printing/Marketing	284.93
########		ProgSupp - Childrens $1,7	KASTAPP*TRIAL	Programming & Planning	49.99
########		BOA CARD SERVICES (J	(FILTECH) AIR FILTERS	Maintenance Supplies	563.35
########		BOA CARD SERVICES (J	COUNTRY TRUE VALUE (PLEXIGLAS	Phys Plant Repair/Maint/Equip	138.00
########		BOA CARD SERVICES (J	CAPITAL DISTRICT LIBRARY (REFUN	Human Resources/Staff Dev./Trav	(30.00)
Total BOA CARD SERVICES (JILL)					1,852.72
Capital Security					
########	181606	Capital Security	JUNE	Contract Maintenance	47.00
########	181606	Capital Security	MONITORING, ANNUAL ALARM INSP	Contract Maintenance	360.00
Total Capital Security					407.00
Crystal Rock					
########	17735422 0526	Crystal Rock	RENTAL OF WATER COOLER	Library/Office Supplies	12.00
Total Crystal Rock					12.00
HOME DEPOT					
########		HOME DEPOT	PAINT, PAINT SUPPLIES, WOOD FOF	Maintenance Supplies	154.90
########		HOME DEPOT	FAUCET	Phys Plant Repair/Maint/Equip	32.98
Total HOME DEPOT					187.88
MicroMarketing LLC					
########	809479	A4-Audbks,CD&playaway	MITFORD SCANDAL	AV Materials	29.89
Total MicroMarketing LLC					29.89
NATIONAL BUSINESS EQUIP. (CHICAGO)					
########		NATIONAL BUSINESS E(	JULY 1ST PAYMENT	Equipment	108.00
Total NATIONAL BUSINESS EQUIP. (CHICAGO)					108.00
NATIONAL BUSINESS LEASING (PA)					
########	68067924	NATIONAL BUSINESS LE	JULY 1ST PAYMENT	Equipment	269.12
Total NATIONAL BUSINESS LEASING (PA)					269.12
NATIONAL BUSINESS TECH. (ALBANY)					
########	IN369448	NATIONAL BUSINESS TE	CONTRACT OVERAGE CHARGE 04.1	Equipment	1.45
########	IN369636	NATIONAL BUSINESS TE	CONTRACT OVERAGE CHARGE 04.2	Equipment	230.28
########	IN369636	NATIONAL BUSINESS TE	CONTRACT BASE CHARGE 05.25-06	Equipment	114.00
Total NATIONAL BUSINESS TECH. (ALBANY)					345.73

Payment Approved   /   /   Page 1 of 2

	Date	Num	Name	Memo	Account	Amount
OVERDRIVE						
	########	01080CO20144	M3J - J e-books/e-audio $	ENTIRELY TRU STORY OF THE UNBI	Downloadable Materials	103.87
	########	01080DA20148	M3 -Overdrive $36,725 C$	BEACH READ	Downloadable Materials	204.99
	########	01080CO20147	M3 -Overdrive $36,725 C$	WILD ROSE	Downloadable Materials	1,645.10
	########	01080CO20147	M3 -Overdrive $36,725 C$	CASE HISTORIES	Downloadable Materials	769.74
	########	01080DA20155	M3 -Overdrive $36,725 C$	HIDEAWAY	Downloadable Materials	259.99
	########	01080DA20155	M3 -Overdrive $36,725 C$	HIDEAWAY	Downloadable Materials	60.00
	########	01080DA20161	M3 -Overdrive $36,725 C$	TRUMPOCALYPSE	Downloadable Materials	52.48
	########	01080DA20166	M3 -Overdrive $36,725 C$	HUSH	Downloadable Materials	244.99
	########	01080DA20169	M3 -Overdrive $36,725 C$	GUEST LIST	Downloadable Materials	27.99
	########	01080CO20171	M3J - J e-books/e-audio $	DACHSHUNDS ARE THE BEST	Downloadable Materials	360.62
	########	01080DA20173	M3 -Overdrive $36,725 C$	SUMMER HOUSE	Downloadable Materials	130.00
Total OVERDRIVE						3,859.77
Pierson, Marion						
	########		Pierson, Marion	5 GAL HAND SANITIZER	Library/Office Supplies	216.00
Total Pierson, Marion						216.00
RESERVE ACCT. (POSTAGE METER)						
	########		RESERVE ACCT. (POST,	REPLENISH POSTAGE METER	Postage/Travel	300.00
Total RESERVE ACCT. (POSTAGE METER)						300.00
SWANK MOVIE LICENSING						
	########	2867089	Programs - Adults $2,500	COPYRIGHT COMPLIANCE SITE LIC	Programming & Planning	205.00
Total SWANK MOVIE LICENSING						205.00
Uline						
	########	120104043	Uline	BASKET TRUCKS, SPRING LIFTS, C(	Phys Plant Repair/Maint/Equip	1,692.66
Total Uline						1,692.66
YMCA						
	########		YMCA	03/13/20-04/14/20	Utilities	84.95
Total YMCA						84.95
YOUR CAREER FIT MATTERS						
	########	AS 06.25.20	Programs - Adults $2,500	VIRTUAL RESUME WORKSHOP	Programming & Planning	156.25
	########	AS JUNE 29 &	Programs - Adults $2,500	ONE-ON-ONE SESSIONS	Programming & Planning	200.00
Total YOUR CAREER FIT MATTERS						356.25
TOTAL						**10,985.47**

Payment Approved   /   /

East Greenbush Community Library
Profit & Loss Budget vs. Actual 2020
06/12/2020
Ammended Budget as of April 24, 2020

	Jan - Dec 20	Budget	% of Budget
Ordinary Income/Expense			
Income			
Fines & Fees			
Printing/Fax/Fees	2,353.64	12,000.00	19.61%
Out of County	244.30	2,000.00	12.22%
General Fines	8,183.14	34,000.00	24.07%
Lost or Damaged	1,192.52	5,500.00	21.68%
Total Fines & Fees	11,973.60	53,500.00	22.38%
LLSA	0.00	4,800.00	0.0%
Other Income			
Friends Grants Income	15,000.00	15,000.00	100.0%
Interest	2,039.96	7,000.00	29.14%
Reserve	0.00	23,481.00	0.0%
Total Other Income	17,039.96	45,481.00	37.47%
Public Funds			
East Greenbush	1,721,454.00	1,721,454.00	100.0%
Schodack	311,313.00	311,313.00	100.0%
Total Public Funds	2,032,767.00	2,032,767.00	100.0%
Total Income	2,061,780.56	2,136,548.00	96.5%
Gross Profit	2,061,780.56	2,136,548.00	96.5%
Expense			
Annual Bond Expense	287,000.00	287,000.00	100.0%
Operating Expenses			
Technology/Communications			
Equipment	4,018.98	9,500.00	42.31%
IT Hard/Software	6,628.81	16,000.00	41.43%
IT Maint/Service	620.00	9,000.00	6.89%
Telecommunications	5,376.56	8,800.00	61.1%
Total Technology/Communications	16,644.35	43,300.00	38.44%
Programming & Planning	2,993.66	11,000.00	27.22%
Bks & Mat'ls			
AV Materials	5,533.68	21,600.00	25.62%
Books	12,596.52	53,500.00	23.55%
Downloadable Materials	22,867.10	42,725.00	53.52%
Databases	2,145.00	5,250.00	40.86%
Periodicals	4,788.70	5,000.00	95.77%
Shipping and processing	616.16	2,000.00	30.81%
Lost and Paid	54.88	1,000.00	5.49%
Total Bks & Mat'ls	48,602.04	131,075.00	37.08%

	Jan - Dec 20	Budget	% of Budget
Facilities Expenses			
Contract Maintenance	12,516.52	50,000.00	25.03%
Insurance	-2,842.36	26,000.00	-10.93%
Phys Plant Repair/Maint/Equip	3,414.71	28,000.00	12.2%
Maintenance Supplies	2,714.87	6,000.00	45.25%
Utilities	8,087.58	35,000.00	23.11%
Water/Sewer/Tax	1,986.91	2,900.00	68.51%
Total Facilities Expenses	25,878.23	147,900.00	17.5%
Professional Services	16,843.19	50,000.00	33.69%
Operat'ns			
Election	0.00	1,200.00	0.0%
Printing/Marketing	5,531.37	16,500.00	33.52%
Postage/Travel	923.85	4,000.00	23.1%
Library/Office Supplies	3,596.46	12,000.00	29.97%
Total Operat'ns	10,051.68	33,700.00	29.83%
Personnel			
Aflac Post-tax	-61.80		
Aflac Pre-tax	-137.23		
Disability	987.00	3,000.00	32.9%
Health Insurance	57,622.88	125,700.00	45.84%
NYS Deferred Comp 457B	-945.36		
NYSLRS			
NYSLRS Employer Contribution	135,056.00	124,377.00	108.59%
NYSLRS 414H Employee Cont.	-528.42		
NYSLRS 414H Loan Repayment	-411.00		
NYSLRS 414H Arrears	0.00		
Total NYSLRS	134,116.58	124,377.00	107.83%
Salaries			
PT Hourly	70,000.01	173,953.00	40.24%
Substitutes	4,355.51	26,316.00	16.55%
Salaries FT	399,781.55	879,616.00	45.45%
Total Salaries	474,137.07	1,079,885.00	43.91%
Social Security & Medicare	35,037.09	82,611.00	42.41%
Human Resources/Staff Dev./Trav	255.00	5,000.00	5.1%
Workers Compensation	13,263.00	12,000.00	110.53%
Total Personnel	714,274.23	1,432,573.00	49.86%
Total Operating Expenses	835,287.38	1,849,548.00	45.16%
Total Expense	1,122,287.38	2,136,548.00	52.53%
Net Ordinary Income	939,493.18	0.00	100.0%
Net Income	**939,493.18**	**0.00**	**100.0%**

On this date, the year is 45% over.

Balance Sheet   June 10, 2020
As of December 31, 2020

ASSETS	
Current Assets	
Checking/Savings	
Gift & Grant Cash	
Pioneer GIFT & GRANT XXXX0186	66,872.26
Petty Cash G&G	200.00
Total Gift & Grant Cash	67,072.26
Cash	
Pioneer OPERATING XXXX0178	67,463.72
Pioneer PUBLIC FINANCE XXXX0194	1,309,854.00
Pioneer FUND BALANCE XXX251	31,340.66
Petty Cash	200.00
Total Cash	1,408,858.38
Reserve	
Pioneer HURR ACCOUNT XXX244	98,380.53
Pioneer CAPITAL RESERVEXXXX0228	256,103.60
Pioneer OPER. CONT. RESXXXX0210	95,715.08
Total Reserve	450,199.21
Total Checking/Savings	1,926,129.85
Other Current Assets	
Register Cash	250.00
Total Other Current Assets	250.00
Total Current Assets	1,926,379.85
Fixed Assets	
Fixed Assets	
Building	3,953,382.09
Equipment	172,214.73
Furniture	557,074.52
Land Improvments	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	**4,608,543.70**

LIABILITIES & EQUITY
Equity

Retained Earnings	3,357,446.35
Net Income	1,251,097.35
Total Equity	4,608,543.70
TOTAL LIABILITIES & EQUITY	**4,608,543.70**

Updated June 9, 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 is currently closed to the public.
- The designated area for patron drop-off is the front door.
- Patrons may pick up materials at the drive thru window.
- 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 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.

Updated June 9, 2020

- Signage reminders (attached) are posted throughout the building (need to note exact areas).
- 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:

Face Covering Requirements for Staff
- All staff and visitors are required to wear face coverings while on library property.
- Training(s): Documentation of staff training will be located (need to note exact area) and will be retained for a period of (how long required?).
    o Video: "How to Wear a Medical Mask" by the World Health Organization
      https://youtu.be/adB8RW4I3o4
    o 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
- 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 Staff
- Employees will enter the building through the staff entrance located in the drive-thru window area using their individual key fob.
    o Shifts will not begin during active drive-thru window service hours.
    o 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.
- 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"

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)"

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.

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- Location: Meeting Room A
  - Work Assignment(s):
    - Checking in books after 72-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.
  - Workspace Set-Up:
    - Table
    - Computer
    - Monitor
    - Chair
    - Barcode Scanner
    - Receipt Printer
    - Inter-Library Book Delivery Boxes
    - 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"
- Location: Circulation Desk/Library Stacks
  - Work Assignment(s):
    - Pull Hold List
    - Shelve Books
  - 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
  - Signage Posted:

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- "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 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
    - Plexi-glass divider/sneeze guard is installed at the drive-thru window to separate staff from the public.
  - 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"
  - "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
  - 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 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

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> removing the gloves. Step 6: Lock it up; Keep lids tightly closed and store out of reach of children."

- Location: Front Hallway
  - o Work Assignment(s):
    - Storing Quarantined Materials
    - Unloading materials from quarantine bins onto carts
  - o 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
  - o Signage Posted:
    - "Please remember to disinfect before and after your shift. Every workstation, every service area, every doorknob, every light switch"

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.
- 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:
  - o Plexiglass sneeze guard has been installed on the drive thru window.
  - o Face masks are required for everyone
  - o Staff will place materials on a cart (located outside the window) and patrons will pick them up off the cart (ensuring touchless delivery).
  - o Signage directing patrons to wear masks is posted.

Material Returns:
  - o Bins are in the front vestibule.
  - o 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.
  - o Only one patron allowed in vestibule at a time
  - o 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.

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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?

o Current Supplies:
  ▪ Gloves (800)- Staples.
  ▪ Non-Medical Grade Face Coverings (950)- Hill & Markes and Amazon
  ▪ 20 Face Shields (need to add the supplier)
  ▪ Hand Sanitizer (small spray bottle for each staff member, 2 Purell Stations, sanitizer pumps on each workstation). More has been ordered. (need to add types of sanitizer, supplier(s), and quantities.
o 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%.
o 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.

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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 a period (note time period) by XX. ▪ 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. ▪ 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.

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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.

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.

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- ❑ 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:
  - o Document name with entry and exit time (daily sign-in sheets are located on an easel outside the Business and Operations Manager's office.
  - o Staff are required to fill out a daily checklist w BUILIDNG 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.
- ▪ 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.

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.
- 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 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:

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- 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
- 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

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<tr><td>If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?</td></tr>
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- 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.

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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:

Updated June 9, 2020

❑ 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
 ▪ 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 <u>List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)</u>, as suggested by the CDC.
     o Manufacturer's recommended contact times will be used.
     o 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 BUILIDNG 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 contract tracing will be Using the BUILIDNG 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

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Director's Report – Submitted June 16, 2020
May 2020
Submitted by Jill Dugas Hughes

Reopening (Current Service Level 3)

We began accepting returns on May 26, Tuesday-Friday, 2-6pm, and Saturday, 9am-1pm. On June 1, we increased hours for returns to Monday-Friday 10am-6pm and Saturday, 9am-1pm. The drive-thru window on June 1 for lending. We have set up our safe staffing structure to have 3 Teams, with each team spending 3 days in the library; Monday-Saturday. We will transition to 2 teams sometime in July. All staff (except maintenance) have been assigned a team (including me- although I did spend the first week in the library with everyone to train, I just tried to stay 6 feet apart). Staff who are not assigned a specific job in the library can come in to weed or do other projects on the days that their Team is assigned to be working at the library. We have tech services staff assigned to the circ teams which is working right now because we are just beginning to receive new orders again. They will process new materials during down time; and as we move to the 2 Team structure in July; they will transition back into Technical Services duties.

As of June 1, the following services are provided at the library, in addition to our numerous virtual services which were added over the past several months.

- **Returns**
  - Monday-Friday, 10am-6pm and Saturdays 9am-1pm
- **Drive-Thru Window Lending**
  - Monday-Friday, 2pm-6pm and Saturdays, 9am-1pm
  - We are not lending any library of things, technology, or kits.
- **Resident Only Lending**
  - We just started lending museum passes (for the places that are open), and will be lending hotspots and laptops (for residents) in the coming weeks
- **Printing/Copy/Fax**
  - We have not received requests for printing/copy/fax- so we have decided not to market the service. However, if it is requested; we will assist.
- **Farmers' Market**
  - Wednesdays, 4-7pm (no bathrooms provided)

Current In-Library Staffing:

Station 1: Checking in Returns after 72-hour quarantine; Checking in Delivery; Routing items to 3 locations: Holds, Delivery, Shelving; Keeping an eye on Returns area and replacing bins as needed. We learned it was important to quarantine bins daily so that the workflow keeps moving.

Station 2: Pulling items from the hold shelf, and shelving materials. Phones are still being answered out of the building, but we are transferring them in ASAP and this person will also answer the phones.

Station 3: Fulfilling holds and managing hold shelf area near drive-thru window, also serves as a back-up person for drive-thru window in case of emergency.

Station 4: Drive-thru window- checking out items. Originally, we checked out items at Station 3, but we received so many calls asking why items were checked out on accounts that we switched to checking out at the window. We were worried about too many people coming to the window, but it has been very manageable. In the morning, before the drive-thru window opens, the person assigned to this Station is emptying the quarantined materials bins and putting them on carts located in Station 1.

Transitioning to Service Level 4

We plan to train all library staff the week of June 22 for the next service level (Level 4: Limited Opening to the Public for Transactional Services Only with Strict Headcounts, on June 29, 2020)

Our tentative plan is to open the building June 29 for transactional services with strict headcounts.
Services will include the following:

- **Returns**
  - Monday-Friday, 10am-6pm and Saturdays 9am-1pm.
- **Drive-Thru Window Lending**
  - Monday-Friday, 2pm-6pm and Saturdays, 9am-1pm.
  - We are not lending any library of things, technology, or kits.
  - We will provide fax, scan, print, copy via window if requested.
- **Resident Only Lending**
  - Museum passes (for the places that are open)
  - Hotspots
  - Laptops
- **Grab and Go Service (spend 15-30 minutes in the library, limited occupancies).**
  - Tuesday-Friday, 11am-2pm and Saturday, 9am-1pm
  - We are still trying to decide if we will make it by appointment. At this point we are leaning towards no appointment, to keep the workflow and planning easier for staffing.
  - No computers, print/copy/fax/scan available in-person.
  - We will have the adult services, teen services, and children's services areas open; each room will have maximum occupancies.
  - Meeting rooms will remain closed.
  - Bathrooms will be key access only.

Planned Staffing In-Library

Station 1: Checking in Returns after 72-hour quarantine; Checking in Delivery; Routing items to 3 locations: Holds, Delivery, Shelving; Keeping an eye on Returns area and replacing bins as needed. We learned it was important to quarantine bins daily so that the workflow keeps moving.

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Station 2: Pulling items from the hold shelf, and shelving materials. Phones are still being answered out of the building, but we are transferring them in ASAP and this person will also answer the phones.

Station 3: Fulfilling holds and managing hold shelf area near drive-thru window, also serves as a back-up person for drive thru window in case of emergency.

Station 4: Drive-thru window- checking out items. Originally, we checked out items at Station 3, but we received so many calls asking why items were checked out on accounts that we switched to checking out at the window. We were worried about too many people coming to the window, but it has been very manageable. In the morning, before the drive-thru window opens, the person assigned to this Station is emptying the quarantined materials bins and putting them on carts located in Station 1.

Station 5: Circulation Desk- Checking out items/ answering phone calls

Station 6: Children's Room Desk- Reference/Readers Advisory

Station 7: Adult Reference Desk- Reference/Readers Advisory

Once new materials start arriving in greater numbers, we will need to transition to a 2 Team Schedule to allow for more people in the building to cover the increased workflows.

Facilities

- Paul washed and sealed the patio and continued painting the interior of the library.

- Heat Pump # 5 (children's room staff office) has a failed expansion valve and needs to be repaired.

- Plexiglass sneeze guards have been installed in the drive-thru window, and public service desks.

- Cooling Tower was cleaned, opened for the season. Legionella Testing was clear.

Outreach

- Partnered with the East Greenbush Central School District and the Friends of the Library to provide free books for kids through the District Lunch Program.

Summer Reading

- Our Summer Reading Program "Imagine Your Story" begins on June 15! We have reading goals and prizes for adults and youth. Patrons can log their reading onto a new virtual reading log through Beanstack.

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- Be sure to watch the fun summer reading video the youth services department created: https://youtu.be/ma4okK_aFaQ.

- Kids and teens will log each day they read and complete other fun activities to receive tickets for our end-of-summer raffles! Prizes include gift cards to 16 Handles, Funplex, and Barnes & Noble.

- For adults who do not wish to participate online, the traditional print summer reading bingo card is available to download (beginning June 15) and at the drive-thru window. Our end-of-summer raffles will feature prizes in four categories: Dinner Out, Fun & Pampering, Grown-up Practicalities, and Shop Local. Two winners will be selected for each category and will receive a $25 gift certificate to a local business of their choice within that category.

	% of Total Card Holders	May-20	May-19	% Change	YTD 2020	YTD 2019	% Change
VISITS, VOLUNTEERS, AND BORROWERS							
Borrowers: Valid library card holders	100%	10,747	8,248	30%	48,663	41,308	18%
Active Schodack Cardholders	4%	428	761	-44%	3,145	3,819	-18%
Active EG Cardholders	9%	974	1,917	-49%	7,604	9,724	-22%
Active MyCard Holders	0%	0	Not Applicable		9	Not Applicable	
Registered Schodack Cardholders	26%	2,759	2,166	27%	12,532	10,852	15%
Registered EG Cardholders	74%	7,925	6,082	30%	35,860	30,287	18%
E-Cardholders (EG & Schodack)	17%	73	Not Applicable		73	Not Applicable	
Visits		0	16,354	-100%	34,805	74,990	-54%
Hours Open		0	289	-100%	711	1,424	-50%
Virtual Reference Hours		135	Not Applicable		373	Not Applicable	
Modified Service Hours (curbside & returns)		12	Not Applicable		12	Not Applicable	
Volunteer Hours		0	62	-100%	259	479	-46%
Number of Volunteers		0	20	575%	83	145	-43%
	% of Total Holdings	May-20	May-19	% Change	YTD 2020	YTD 2019	% Change
OUR COLLECTION AND HOW IT'S USED							
Checkouts	8%	7,229	32,302	-78%	97,141	168,893	-42%
Physical Holdings	100%	92,585	94,792	-2%	Not Applicable		

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	% of Total Checkouts	May-20	May-19	% Change	YTD 2020	YTD 2019	% Change
Physical Items Added	0%	0	802	-100%	1,921	4,000	-52%
Physical Items Withdrawn	0%	0	644	-100%	2,917	3,115	-6%
Checkouts By Audience							
Adults	5%	333	19,215	-98%	59,069	99,137	-40%
Teens	0%	11	1,002	-99%	3,381	5,139	-34%
Children	3%	201	12,085	-98%	34,670	64,617	-46%
Checkouts By Format							
A/V (Physical & Digital)	29%	2,125	10,430	-80%	30,550	56,055	-45%
Books (Physical & Digital)	59%	4,264	20,320	-79%	64,084	103,441	-38%
Print	5%	338	18,604	-98%	49,949	97,649	-49%
Digital	84%	6,090	3,550	72%	24,579	17,418	41%
Physical	8%	545	27,844	-98%	72,106	145,192	-50%
Database	14%	1,031	908	14%	8,341	6,283	33%

	% of Total Physical Items Checked Out	May-20	May-19	% Change	YTD 2020	YTD 2019	% Change
Physical Items Checked Out and Renewed at EGRN by Bstat (Pcode4)							
East Greenbush	42%	229	11,328	-98%	28,736	59,500	-52%
Schodack	23%	128	4,988	-97%	13,491	25,391	-47%
Castleton	0%	0	375	-100%	692	1,422	-51%
Nassau	1%	3	614	-100%	1,720	3,972	-57%
N. Greenbush	7%	37	3,106	-99%	9,053	16,569	-45%
Sand Lake	11%	61	1,822	-97%	4,457	9,503	-53%
Rensselaer	3%	15	1,159	-99%	3,081	6,299	-51%
Troy	4%	24	1,400	-98%	3,179	6,441	-51%
Other Rensselaer County	3%	18	760	-98%	2,143	4,014	-47%
Out of System	0%	0	158	-100%	206	878	-77%
Albany County	3%	19	2,108	-99%	5,215	11,094	-53%
Online	2%	11	26	-58%	53	109	-51%

TOTAL	**100%**	**545**	27,844	**-98%**	**72,026**	145,192	**-50%**
% of Total Meeting Room Use by Public and Library		**May-20**	May-19	**% Change**	**YTD 2020**	YTD 2019	**% Change**
EVENTS Library Sponsored							
Total Events	#DIV/0!	**0**	70	-100%	**162**	349	-54%
Total Attendance	#DIV/0!	**0**	1,311	-100%	**4,945**	8,598	-42%
MEETING ROOMS							
People who utilized the Library's Meeting Rooms	#DIV/0!	**0**	1,028	-100%	**2,688**	5,562	-52%
Number of Events Held	#DIV/0!	**0**	95	-100%	**197**	438	-55%
Number of Literacy Volunteer Tutoring Sessions	#DIV/0!	**0**	7	-100%	**21**	35	-40%
Number of English as a New Language Classes	#DIV/0!	**0**	7	-100%	**17**	34	-50%
LIVE VIRTUAL & ON-DEMAND EVENTS/PROGRAMS							
Total Live Virtual Events		**10**	Not Applicable		Not Applicable		
Total Attendance (Live Virtual Events)		**87**	Not Applicable		Not Applicable		
Total On-Demand Events		**17**	Not Applicable		Not Applicable		
Total Attendance (On-Demand Events)		**630**	Not Applicable		Not Applicable		
REFERENCE							
Number of Questions		**0**	2,556	-100%	**6,911**	14,701	-53%
Number of Virtual Reference Questions		**152**	Not Applicable		Not Applicable		
Notary Services Provided		**0**	11	1282%	**26**	73	-64%
ILL Received		**0**	17	-100%	**50**	101	-50%
ILL Provided		**0**	25	-100%	**34**	70	-51%
Drive-Thru Patron Assistance		**0**	Not Applicable		Not Applicable		
		May-20	May-19	**% Change**	**YTD 2020**	YTD 2019	**% Change**
Borrowed from other UHLS Libraries		**0**	4,794	-100%	**12,102**	23,625	-49%
Loaned to other UHLS Libraries		**0**	3,616	-100%	**9,267**	18,797	-51%
% of Total Computer Use		**May-20**	May-19	**% Change**	**YTD 2020**	YTD 2019	**% Change**
COMPUTER USE & WIFI							

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Number of Sessions	0%	0	2,116	100%	5,043	11,054	-54%
Average Unique Users Monthly Wireless	100%	248	2,449	-90%	6,682	11,990	-44%
Hot Spot Wi-Fi		0	Not Applicable		Not Applicable		
SOCIAL MEDIA/WEB ENGAGEMENT & E-NEWSLETTER SUBSCRIBERS							
Facebook Followers		2,729	2,249	21%	10,885	10,571	3%
Facebook User Reach		41,775	11,072	277%	92,934	87,056	7%
Tweets		154	37	316%	217	154	41%
Twitter User Reach		10,200	7,981	28%	29,096	38,520	-24%
Web Page Sessions		4,792	7,429	-35%	29,462	39,165	-25%
Weekly E-Newsletter Subscribers		8,607	Not Applicable		Not Applicable		
Bi-Weekly E-Newsletter (for Adults) Subscribers		25	Not Applicable		Not Applicable		

Reference Department Report – May 2020

Submitted by Elizabeth Putnam

Highlights

Virtual Trivia Was a Blast!

Jody Squadere and Selena Piro organized our first virtual trivia event on May 27th. During the event, they were assisted by Marcia Rossetti. Jody and Selena's summary of the event follows.

> We had 30 participants, with a range of ages: kids with their families, older adults. There were families and friends competing from the same household, and separate participants in different locations competing as a team. This type of program also appeals to parents who can't normally go out and do bar/pub trivia because they have small children at home and would need a sitter.
>
> Participants had a great time, sharing various stories during the event. The winning team was Lance the Lonewolf, and East Greenbush resident who was competing on his own. Lance had several fun stories he shared with the group. He is an active virtual community participant.
>
> At the conclusion of the program, there were many positive comments.
> - The team the Groundhog Grandparents said, "This was super! Great job!"
> - Team Criss and Shawn said, "Thank you to the Library and the staff for organizing this!"
> - Team Matt M said, "Great job, Selena, Marcia, and Jody!"
> - The Red Hot Trivia Peppers said, "Thanks. Lots of fun."
> - Mary N. said, "Thank you everyone! This was fun."

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People really enjoyed the interaction with other teams, mixed with the fun of answering trivia questions. When asked if people would like more trivia nights, there was a resounding yes from the participants. People were asking when the next one would be, and even writing down the date on their calendar. The program was a great success!

Overdrive Ordering Going Strong

During our closure, providing our patrons with ebooks and downloadable books became more important than ever. To support increased use, Catherine ordered 70 ebooks and 20 audiobooks in Overdrive.

Reference Service

In May, library staff responded to 127 reference questions from patrons over phone, email, or chat. (This does not include outgoing calls made to patrons by Circulation Department staff)

- 11 email
- 110 phone
- 6 chat

May 2020 Programs

(8 programs, 67+ participants)

Date	Item	Category	Attendance	Other stats
Live Programs				
5/4	Monday Night Book Chat on Facebook	Live Program	7 participants	(FB) 109 engagements, 40 comments
5/6	What's Cooking? Good Booking! Cookbook chat on Facebook	Live Program	7 participants	(FB) 99 engagements, 51 comments
5/11	Monday Night Book Chat on Facebook	Live Program	9 participants	(FB) 87 engagements, 37 comments
5/18	Monday Night Book Chat on Facebook	Live Program	11 participants	(FB) 85 engagements, 31 comments
5/20	What's Cooking? Good Booking! Cookbook chat on Facebook	Live Program	3 participants	(FB) 72 engagements, 23 comments
5/27	Virtual Trivia on Zoom	Live Program	30 participants	
On-Demand Programs				
Posted 5/1	Book Discussion: *The Book Woman of Troublesome Creek* (Goodreads)	On-Demand Program	0 participants	
Posted 5/1	Relaxation with Holly: Six-Minute Relaxation (YouTube)	On-Demand Program		31 views

Professional Development

Date	Librarian Name	Type	Title/Event	Organization or Sponsor	Length of training
5/5/20	Jody	Webinar/Training	Form Based Readers Advisory	Library Aware	1 hr
5/12/20	Elizabeth	Webinar	Libraries and the Employment Crisis	METRO NY Lib Council	1 hr
5/11/20	Catherine	Meeting	Collaborate with YS (Jen) to arrange book donation to EGCSD	EGCL	2.5 hrs
5/13/20	Elizabeth	Webinar	How to Review a Book	PatternResearch.com & Mammen PL	1 hr
5/13/20	Barbara	Web	Capital EAP Sexual Harassment Webinar	EAP	1 hr
5/13/20	Catherine	Meeting	Staff Manual Update meeting	EGCL	1 hr
5/14/20	Catherine	Webinar/Training	Form Based Readers Advisory	Library Aware	1 hr
5/15/20	Jody	Webinar/Training	Ask us anything: How use GoToMeeting for remote work	LogMeIn	1 hr
5/18/20	Jody	Webinar/Training	Webinar: Librarian Life Story - Developing Your Professional Narrative	Central NY Council	1.5 hrs
5/19/20	Jody	Webinar/Training	Getting Started on Zoom	LinkedIn Learning	1 hr
5/19/20	Elizabeth	Webinar	Preparing Job Seekers for a Post Pandemic Economy	Ebsco	45 min
5/19/20	Elizabeth, Barbara, Lauren	Meeting	Trustee meeting	EGCL	1.25 hrs
5/20/20	Jody	Webinar	Webinar: Sharing Memories: Oral History Projects During Covid-19	METRO events	1 hr
5/21/20	Jody	Webinar	Harper Collins Adult Faves		1 hr
5/21/20	Jody	Webinar	Booklist: Library Love for Library Reads	Booklist	1 hr
5/21/20	Elizabeth	Training	Programming for Adults with Developmental Disabilities: Why & How	Infopeople	1 hr
5/26/20	Barbara	Webinar/Training	Novelist Readers Advisory Webinar	Novelist	1 hour
5/27/20	Elizabeth	Webinar	Supporting Your Community's Economic Development in Our COVID-19 World	Ebsco	30 min

Resource Sharing & Access Report – May 2020

Submitted by Dawn Geurds

Highlights

- Created safety data sheets of all the cleaning products of the library.
- Posted training videos for proper wearing of PPE and Social Distancing.
- Worked at library on reopening preparations.
- Maintenance Staffing:
  - Al started back on May 11, working 12 hours a week.
  - Rich started working 12 hours a week on May 18.
- Paul painted behind the circulation desk.
- Paul also made sneeze guards for the public service desks and the drive-thru window to start curbside service.
- The company that deals with the HVAC unit was there on May 14 to get the cooling tower up and running. They also cleaned and serviced the outside condenser.
- 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; staffing the live chat service; keeping up with the governor's daily briefings.

Statistics

- 20 hours of Chat (5/1-5/31)
- Drive-thru window open: 0 hours
- Returns: Open 12 hours
- Answered 25 reference questions by e-mail.
- Requested 0 ILLS
- Received 0 ILLS
- Sent out 0 ILLS
- 0 items requested within UHLS.
- 0 items that were placed on the Hold Shelf.
- 0 items were pulled from our shelves and sent to other libraries within the UHLS, to fill requests for their patrons.
- 0 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.
- 0 items were found on the shelves from the Unfilled but Available Item-Level Requests Report
- Drive-thru patron assistance was needed 0 times.
- Ongoing Booksale made $ 0 for the month.
- Library was open 0 days / 0 hours.

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Youth Services Report – May 2020

Submitted by Molly Chatt

Programming:

Youth Services staff kept up our virtual program content creation this May, producing 9 Storytime videos and 4 craft videos for YouTube. Our most popular video this month was for Miss Ariana's May the Fourth Star Wars craft, she dressed up as Princess Leia! Jenna also jumped into the world of "live" virtual programming, hosting 3 Teen Hangouts and our first virtual Anime Club in May. Teens have been getting together for weekly hangouts using the GoToMeeting platform. We are also hosting Anime Club viewing parties using a service called Kast, which allows the teens to chat with each other while they watch anime.

Here are stats from our story time and craft videos that are hosted on the library's YouTube channel and shared on Facebook, as well as numbers for our Teen programs.

Date	Item	Category	Attendance	Other stats
Live Tween/Teen Programs				
5/8	Teen Hang-Out	Live Program	4 participants	
5/15	Teen Hang-Out	Live Program	7 participants	
5/22	Teen Hang-Out	Live Program	7 participants	
5/27	Anime Club	Live Program	5 participants	
	Total Live Teen Programs:	**4**	**Total Participants:**	**23**
On-Demand Programs				
Date Posted	**Title**		**YouTube Views**	**Facebook Engagements**
5/1	Teen Fan Art Friday Mash-up			4
5/1	Cow Storytime		23	11
5/4	Star Wars Crafts		154	60
5/5	Letter P Storytime		81	30
5/8	Bird Storytime		37	5
5/12	Letter F Storytime		58	35
5/14	Tissue Paper Flower Craft		31	12
5/15	Spider Storytime		29	11
5/19	Letter D Storytime		43	21
5/21	Name Craft		19	4
5/26	Letter B Storytime		47	58
5/27	Pigeon Storytime		18	3
5/28	Glitter Jar Craft		43	46
5/29	Hippo Storytime		16	13
	15		**599**	**313**

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Summer Reading Update:

After much deliberation, we decided to completely restructure our plans for our online Summer Reading Program. This year we are using Beanstack, an online software/mobile app that participants can use to virtually track their reading and enter raffle drawings. We have been planning our program since this winter, and had created a unique and interactive program that involved children and teens sampling the many different activities, genres, and formats that the library offers, while heavily relying on a large volunteen presence to make and distribute individual buttons as prizes. As it became more apparent that in-person services were going to be limited this summer, we greatly simplified the program so that the goal was focused simply on getting youth to form a daily habit of reading. Participants will earn tickets for our end-of-summer prize raffles by reading whatever books they have on hand, and by doing fun activities that can be done around the house. Changing our entire program this late in the season involved much work by the YS team, especially Jen and Jenna, but we felt it was important to make the program as easy as possible for both kids and parents. Our previous hard work will not be wasted, however. We are hoping to implement our original program next summer!

Jen has also been working closely with Adult Services to create an online Summer Reading Challenge for adults on Beanstack.

Other Special Projects:

- Children's Website – Jenna gave our Children's Webpage a much-needed overhaul by focusing on our digital collections and programs.
- Books in School Lunches Program – Catherine in Adult Services and Jen are working together to provide books to the children of the East Greenbush School District free lunch program. Books to be given are donations from the Friends of the EG Library! This program should be ready to launch in June!
- Welcome Charlie! – We rolled out Charlie the elephant as our official Children's Room Mascot this month, with a special article in our e-newsletter and on our website. Charlie even has his own video now, thanks to Selena for editing together the images and creating it!

Continuing Services:

- Youth Services staff provides 18 hours a week of phone reference service.
- Jenna posts Youth Services content to the library's Facebook page and to the Teen Instagram page.
- Diana continues to create a weekly online activity kit called Boredom Busters, which includes links to books, videos, crafts, and other activities centered around a theme. May's themes covered a wide range of topics and ages – Mother's Day, Shooting Stars, Eating Your Veggies, and Dragon's Fire.
- Diana and Jen created several digital booklists using Library Aware that highlighted online collections for Comic Book Day, Star Wars for May the Fourth, and other popular materials.
- Molly and Jenna have been adding to the digital materials available in Overdrive by purchasing youth materials.

Meetings & Webinars: YS has had weekly meetings to touch base and discuss our summer reading and other projects. Here are other specific meetings that YS staff participated in during the month of April:

- Molly is the library representative for the Kiwanis Club of East Greenbush and attended a meeting on 5/12.
- Molly attended a meeting of the Family and Consumer Sciences Program Development Committee of the Cornell Cooperative Extension of Rensselaer County on 5/11, and the monthly board meeting of the Co-op on 5/27.
- Jen attended a meeting of the Staff Manual Committee on 5/13.
- Molly, Jenna, and Joelle attended the staff training on sexual harassment provided through Capital EAP on 5/13.
- Molly, Jen and Jenna took part in the first ever region-wide collaboration of the public and school librarians on 5/18: "Public/School Librarian Connections", hosted by UHLS and Capital Region BOCES. This meeting allowed us to brainstorm and work with our area school librarians to come up with ways to promote literacy to students. Our EG school district librarians will be helping to digitally promote our online Summer Reading Challenge this year.

The following are webinars or online events that staff participated in:

- Author talk Q & A: Jennifer Weiner – Jen 5/7
- Going the Distance: Library Programs for Teens and Tweens – Jenna 5/8
- School Library Journal Day of Dialog – Jenna 5/27
- Storytime Scarf Songs & Activities – Joelle 5/14
- Partners in Learning: Inclusive Zero-Budget Sensory Learning Activities in Libraries for Young Children and Their Caregivers – Joelle 5/22
- Mindfulness Practices for Young Children – Joelle 5/26

Digital Services Report – May 2020
Submitted by Karrie McLellan

Online Presence:
- Library Market Calendar: Published a workflow for curbside pickup that may be useful in other applications.
- Databases: Wrote short articles highlighting each of our digital resources that link to instructions and help for patrons to be used in the adult newsletter.
- Websites:
  - Fixed issues with notifications from our websites.
  - Website edits and link updates as the reopening plan emerged.
  - Added a cleaning materials information page.
  - Fixed an issue the virtual events page.
- Social Media:
  - Worked with Adult Services to coordinate social media posting.
  - Our Twitter account was hacked, but quickly secured again. A deprecated app that had permissions to post was the culprit. Revoked all permissions except Hootsuite, LibraryAware, and Robly.

Deleted spammy posts and changed passwords on Twitter and some services with a similar password.

- o Researched and proposed methods of tracking social media statistics which would be helpful to determine ROI on posts.
- o Worked with HootSuite support to figure out why YouTube link previews are not being generated for scheduled posts. This is a known issue and we have been added to the group support ticket. In the meantime, Selena is scheduling YouTube link posts through Facebook Creator and Twitter Ads instead of Hootsuite.

UHLS:
- Tech Advisory meeting revealed that my counterparts in other libraries are not currently involved in their re-opening plans. Very little guidance came from the meeting.
- Assisted Marion with a Sierra pull list formatting issue.

Library Computers/Hardware:
- Worked on possible re-opening ideas procedures regarding tech usage and lending. Generated hardware sanitization recommendations for staff/public re-entry plan.
- Ordered immersible keyboards for public use and set aside keyboards and mice to be issued to individual staff members.
- Investigated SafeSpace people counter add-on for limiting and alerting building capacity. Developed a draft plan for implementation.
- Investigated self-check options and pricing. More research needed.
- Troubleshot distribution lists on Outlook with Microsoft support.
- Troubleshot email leak issue extensively with Microsoft support, and they were unable to find the cause.
- Working with Meraki and resellers, as well as mobile providers, to extend Wi-Fi service into the parking lot.
- Troubleshot issues with staff accessing our Google account or using our Google account to login to other services from new devices.
- Investigated remote locker systems to place in Schodack. Vendors have been slow to respond with quotes.
- Returned to the library to reboot tech for updates in anticipation of staff arrival.
- Investigated the Teams app "Shifts" as a possible replacement for our staff calendar.
- Worked with Jenna to ensure anime streaming events for teens had adequate IT to run the software.
- Set up circulation computers at the book drop for curbside service and in meeting room A for item check-in.
- Wi-Fi hotspots have arrived! Configuration to begin ASAP.

Meetings/Workshops:
- 5/5: UHLS Tech Advisory Council meeting
- 5/11: Continuity of Operation Planning (Dell)
- 5/13: Sexual Harassment Prevention Training
- 5/19: EnvisionWare OneStop webinar
- 5/29: Adult Services meeting

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Statistical Notes:

- LibraryAware subscribers jumped from 59 to 82!

What's Next:

- Wi-Fi hotspots
- Parking lot wireless
- Plan and configuration for tech lending/in-house use
- Self-check
- People counter upgrade

Circulation Report – May 2020

Submitted by Marion Pierson

Highlights

Statistics

Patrons: 73 new patrons registered online at the library in May	
East Greenbush Residents	55 (e-cards)
Schodack Residents	18 (e-cards)
Other	(UHLS MyCard)

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East Greenbush COMMUNITY LIBRARY

Personnel Memo
June 16, 2020

Submitted by Jill Dugas Hughes

Resignation: Christine Bugbee, Part-Time, Senior Library Clerk (effective May 26, 2020)

Classification Change: N/A

Provisional Appointment: N/A