



Inspiring Ideas, Strengthening Community, Enriching Lives

East Greenbush
COMMUNITY LIBRARY

518-477-7476 | www.eastgreenbushlibrary.org

Board of Trustees July 21, 2020 Doc. #1

AGENDA

Board of Trustees

July 21, 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 June 16, 2020 June Board Meeting June 27, 2020 COVID-19 Board Meeting	M. Poost	5.00	Doc. #2 Doc. #3
4.	Treasurer's Reports Off Warrant <ul style="list-style-type: none"> June 13-July 17, 2020 (\$96,027.13) Warrant <ul style="list-style-type: none"> July 16, 2020 (\$33,776.01) P&L/Balance Sheet(s) <ul style="list-style-type: none"> July 16, 2020 (54%) P&L July 16, 2020 Balance Sheet 2021 Draft Preliminary Budget	R. West	5.00	Doc. #4 Doc. #5 Doc. #6 Doc. #7 Doc. #8
5.	COVID-19 Reopening Safety Plan Revised (June 27, 2020) <i>Draft Motion: Retroactively, approve the revised COVID-19 Reopening Safety Plan dated June 27, 2019</i> https://eglibrary.org/wp-content/uploads/NYS-Safety-Plan-Draft-Revised-6-27-20.pdf	M. Poost	5.00	Doc. #9
6.	Committee Reports Admin (did not meet)	L. Oudekerk	0.00	

	Service (did not meet)	M. Harris	0.00	
7.	Director's Report	J. Dugas Hughes	10.00	Doc. #10
8.	Approve Public Hearing Date for 2021 Budget <i>Draft Motion: Approve the scheduling of a Virtual Public Hearing Date for the Preliminary 2021 Draft Budget, scheduled for Tuesday, August 4, 2020 at 7:00 PM, followed by the August Board of Trustees Meeting.</i>	M. Poost	5.00	
9.	Liaison Reports <ul style="list-style-type: none"> • 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 None	J. Dugas Hughes	0.00	
11.	New Business	M. Poost	5.00	

EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING
by videoconference

DRAFT

June 16, 2020

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
Tom Grant, Rensselaer County Legislature
Hollie Kennedy, Town of East Greenbush

CALL TO ORDER: The meeting was called to order at 7:04 pm.

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

MOTION: Mr. McCann made a motion to accept the minutes of the May 19, 2020 meeting as corrected. 2nd Ms. Harris. All in favor. None opposed. The motion carried.

MOTION: Mr. McCann made a motion to approve the East Greenbush Community Library's Reopening Plan and to authorize the library to move to Level 2 on May 26, 2020 and Level 3 on June 1, 2020. Board approval will be sought before moving to Levels 4 – 7. 2nd Ms. Giugno. All in favor. None opposed. The motion carried.

TREASURER'S REPORT: With the library just beginning to open, expenses continue to reflect the impact of the coronavirus pandemic. Fines/ fees and Interest income are below budget and will likely remain so this year. Programming/ planning and Facilities expenses are below budget while more has been spent on Downloadable material and COVID-19 cleaning supplies and personal protective equipment.

MOTION: Ms. Oudekerk made a motion to accept the Off Warrant dated June 12, 2020 in the amount of \$97,543.62. 2nd Mr. McCann. All in favor. None opposed. The motion carried.

MOTION: Ms. Harris made a motion to authorize the signing of the Warrant dated June 16, 2020 in the amount of \$10,985.47. 2nd Mr. McCann. All in favor. None opposed. The motion carried.

MOTION: Mr. McCann made a motion to accept the P & L and Balance Sheet as presented, based on 45% of the year completed. 2nd Ms. Harris. All in favor. None opposed. The motion carried.

COVID-19 SAFETY PLAN: New York State is mandating that every business or entity in the state “develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19”. (NY Forward Safety Plan Template, NYSDOH, 2020) While the plan does not need to be submitted to the state for approval, it must be maintained on site and be available to local state or health authorities on request. It is recommended that the plan be reviewed and updated periodically to reflect the stages of opening of the business entity.

Ms. Dugas Hughes presented a draft of the library’s Safety Plan to the Administrative Committee for review at their June 2nd meeting. Based on their comments, she presents a June 9, 2020 draft of the Safety Plan to the Board for approval. The plan will be revised and Board-approved weekly to reflect library operations. The most current approved Plan will be posted at the library.

MOTION: Mr. McCann made a motion to approve the East Greenbush Community Library Safety Plan (6/9/2020). 2nd Mr. Harrison. All in favor. None opposed. The motion carried.

COMMITTEE REPORTS

ADMINISTRATIVE COMMITTEE: The committee met via videoconference on June 2, 2020. Ms. Dugas Hughes has been in contact with the library’s accounting firm, Bryans & Carmuglia, to identify a date on which the firm will begin their audit of the library’s 2019 financial records. The committee also discussed the library’s Safety Plan (see above) and the 2021 budget (see below.)

SERVICE COMMITTEE: The committee did not meet in June.

BUDGET COMMITTEE: Mr. West discussed the status of the 2021 budget preparation. The goal, no tax increase for 2021, is possible in part because the library’s construction bond was paid off this year. The next budget meeting is scheduled on June 27. The committee’s proposal will be presented to the Board for consideration on July 21. It will be presented to the public at a hearing in August. Following that hearing, the Board will be asked to approve the 2021 budget. The budget vote is scheduled for September 15, 2020.

DIRECTOR’S REPORT: Ms. Dugas Hughes reported on the library’s Adult and Youth Summer Virtual Reading Programs. The programs kicked off on June 15 and, one day later, more than 200 youth and 100 adults have signed on. Library staff are to be commended for all of the effort they put into this successful launch.

Ms. Dugas Hughes reviewed the status of the library’s phased reopening. On May 26, the library began accepting book returns and on June 1, started to circulate books via our drive thru window. Since then, UHLS has begun book deliveries, the Farmer’s Market has opened, and museum passes and printing/ faxing/ and copying are being offered to residents on request. Staff have been flexible to the many changes in routines and patrons have been extremely

appreciative of the services available. Ms. Dugas Hughes presented the additional patron services and staff and patron safeguards that will be in place when the library moves to Level 4, the level which will allow a limited number of patrons to come into the library to browse for books.

SERVICE LEVEL TRANSITION (Reopening Plan): Level 4 offers a limited opening to the public for transactional services only with strict head counts. Ms. Dugas Hughes would like to transition to Level 4 on Monday, June 29. Up to ten patrons will be allowed entrance into the library at one time in Level 4. A greeter at the door will manage entry, asking patrons to wear a mask and sanitize their hands (provided) before entry. Patrons will be asked to stay no longer than 15-30 minutes. Computers will not be available to patrons during this Level.

MOTION: Ms. Oudekerk made a motion to approve the library's transition to Level 4 on June 29, 2020. This Level allows limited opening to the public for transactional services only with strict headcounts. 2nd: Ms. Harris. All in favor. None opposed. The motion carried.

LIAISON REPORTS

FRIENDS OF THE LIBRARY: No report.

TOWN OF EAST GREENBUSH: Ms. Kennedy reported that the Town of East Greenbush offices will reopen to staff on June 16th. The building will be open to the public only by appointment. A public hearing on traffic flow at the intersection of route 4 and 1-90 will be held on July 8. Music at the Park will resume on August 4.

RENSELAER COUNTY: Mr. Grant reported that zero new cases of COVID-19 were reported in the county today. The county will enter Phase 3 on June 17 and the county legislature will begin meeting in person on July 1.

UHLS: UHLS staff have begun working on site again. They cancelled their annual meeting due to COVID-19 concerns, asking current board members to continue on for another year.

PERSONNEL:

MOTION: Mr. McCann made a motion to approve the Personnel Memo dated June 16, 2020. 2nd Mr. West. All in favor. None opposed. The motion carried.

NEW BUSINESS: During COVID-19, UHLS coordinated Hoopla digital services to all member libraries, including the East Greenbush library. Our cost was about what it would have been had we continued our contract for this service on our own. It is not clear how long UHLS will continue this service, but our library is prepared to resume a direct contract when UHLS steps down from this role.

Board of Trustees, July 21, 2020 Doc. #2

The library will be an election site for the New York Primary on June 23. Ms. Dugas Hughes will meet with county election officials next week to review procedures in light of the library not being open to the public and enhanced safety protocols.

MOTION: Mr. McCann made a motion to adjourn the meeting at 8:44 pm. 2nd Ms. Harris. All approved and the meeting was adjourned.

Respectfully Submitted,
Lynne Oudekerk, Secretary

June 27, 2020

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

COVID-19 Update/ Reopening and Safety Plans:

Ms. Dugas Hughes provided an update on the library's re-opening, which will enter level 4 on Tuesday, June 30th. During level 4, the library will allow a small number of patrons to select and check out materials. All staff has been trained in preparation for level 4 and necessary modifications to the physical space are complete. The library's Safety Plan has been updated to reflect this new level of service. Specific level 4 changes include:

- the library will be open for reduced hours from Tuesday – Saturday. The library will continue to be closed on Sunday and Monday.
- Starting on June 30, ten patrons will be allowed to enter the building for “grab and go” browsing service. Over time, and based on staff input, this number will increase to a maximum of 25 patrons in the library at one time. A newly installed occupancy sensor will track the number of patrons in the building at any one time.
- A staffed welcome desk will offer library use guidelines to patrons as they enter the building. Patrons will be required to wear a face covering at all times while in the library. They will be asked to sanitize their hands when entering the library and will be asked to limit their visit to 15-30 minutes.
- Signage will remind patrons of guidelines regarding face coverings, social distancing, use of library facilities, and circulation procedures.
- The library's drive up window and drop off service will continue.

MOTION: Board members in attendance unanimously approved proceeding with the library's Safety Plan as updated on 6/27/2020. This approval will be affirmed at the Board's July meeting.

2021 Budget – Draft #3: Ms. Dugas Hughes presented an updated draft of the library's 2021 Budget for board review. Those board members in attendance discussed income, which will be significantly less in 2021 than it was in 2020, and expenses. It was acknowledged that the impact of COVID-19 on 2021 expenses and income are not fully known at this time.

Board of Trustees, July 21, 2020, Doc. #3

As drafted, the 2021 budget will be lower than the current library budget. When that occurs, the library is not required to seek voter approval for the budget. Mr. Poost asked those present to consider whether or not the library should seek voter approval of the 2021 budget even if it is not required. Voters would still need to vote on Board Trustees, as there are two (2) vacancies for terms starting in 2021. This will be further discussed at the July Board meeting.

We discussed vote-related deadlines (e.g., trustee applications, trustee nominating petitions, voter notification, etc.) that must be met considering that the budget vote will be held on September 15. It is still not known if trustee candidates will be required to submit nominating petitions, as this requirement was suspended by Governor Cuomo on May 1st.

The meeting was adjourned at 10:36 am.

Respectfully Submitted,
Lynne Oudekerk, Secretary

Board of Trustees July 21, 2020 Doc. #4

TO: EGCL Board of Trustees

FROM: Robert West, Treasurer

RE: Off Warrant Expenses

DATE: June 13-July 17, 2020

Date	Amount	Vendor/Notes:
Payroll:		
06.26.20	\$ 132.99	Paychex
	\$ 39,522.89	Payroll and Employee Benefits
	\$ 2,920.62	Employer Tax Contribution
07.10.20	\$ 141.44	Paychex (includes quarterly reports)
	\$ 39,820.90	Payroll and Employee Benefits
	\$ 2,933.85	Employer Tax Contribution
06.16.20	\$ 945.36	NYS Deferred Comp.
07.01.20	\$ 3,500.85	BlueShield
07.01.20	\$ 789.59	Guardian
07.01.20	\$ 1,218.60	MVP
07.01.20	\$ 1,322.78	Nationalgrid
07.01.20	\$ 524.00	Time Warner (Fiber Optic)
07.01.20	\$ 218.54	Time Warner
07.01.20	\$ 945.36	NYS Deferred Comp.
07.01.20	\$ 144.00	Pitney Bowes
07.10.20	\$ 945.36	NYS Deferred Comp.
Total	<u>\$ 96,027.13</u>	

East Greenbush Community Library
Warrant 2020
For Trustee Review and Approval

July 16, 2020

	Amount
Aflac	
Total Aflac	398.06
AMAZON.COM CREDIT SERVICES	
Total AMAZON.COM CREDIT SERVICES	807.34
B & L CONTROL SERVICE, INC.	
Total B & L CONTROL SERVICE, INC.	875.00
BAKER & TAYLOR (ALL ACCTS)	
Total BAKER & TAYLOR (ALL ACCTS)	1,139.84
BOA CARD SERVICES (JILL)	
Total BOA CARD SERVICES (JILL)	415.37
BPI	
Total BPI	1,668.64
Brodart	
Total Brodart	879.58
Capital Security	
Total Capital Security	284.73
CDPHP	
Total CDPHP	6,725.98
Center Point Publishing	
Total Center Point Publishing	93.48
Country True Value	
Total Country True Value	402.34
Crystal Rock	
Total Crystal Rock	12.00
EGCL - Petty Cash	
Total EGCL - Petty Cash	30.00
Gale/CENGAGE Learning	
Total Gale/CENGAGE Learning	132.78
GREENBUSH GARDEN CLUB	
Total GREENBUSH GARDEN CLUB	152.63
HILL & MARKES, INC.	
Total HILL & MARKES, INC.	725.99
HOME DEPOT	
Total HOME DEPOT	151.77
LIBRARY MARKET	
Total LIBRARY MARKET	1,250.00
MicroMarketing LLC	
Total MicroMarketing LLC	6.00
Midwest Tape	
Total Midwest Tape	207.19
NATIONAL BUSINESS EQUIP. (CHICAGO)	
Total NATIONAL BUSINESS EQUIP. (CHICAGO)	108.00

	<u>Amount</u>
NATIONAL BUSINESS LEASING (PA)	
Total NATIONAL BUSINESS LEASING (PA)	269.12
NATIONAL BUSINESS TECH. (ALBANY)	
Total NATIONAL BUSINESS TECH. (ALBANY)	122.18
OVERDRIVE	
Total OVERDRIVE	5,794.91
Seasons East Lawn Care	
Total Seasons East Lawn Care	3,256.00
UHLS	
Total UHLS	7,576.26
Waste Management	
Total Waste Management	226.78
YMCA	
Total YMCA	64.04
TOTAL	<u><u>33,776.01</u></u>

07/16/20

East Greenbush Community Library
Profit & Loss Budget vs. Actual 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	19.6%
Out of County	244.30	2,000.00	12.2%
General Fines	8,183.14	34,000.00	24.1%
Lost or Damaged	1,203.12	5,500.00	21.9%
Total Fines & Fees	11,984.20	53,500.00	22.4%
LLSA	0.00	4,800.00	0.0%
Other Income			
Friends Grants Income	15,000.00	15,000.00	100.0%
Interest	2,093.79	7,000.00	29.9%
Reserve	0.00	23,481.00	0.0%
Total Other Income	17,093.79	45,481.00	37.6%
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	2,061,844.99	2,136,548.00	96.5%
Gross Profit	2,061,844.99	2,136,548.00	96.5%
Expense			
Annual Bond Expense	287,000.00	287,000.00	100.0%
Operating Expenses			
Technology/Communications			
Equipment	4,518.28	9,500.00	47.6%
IT Hard/Software	8,170.88	16,000.00	51.1%
IT Maint/Service	620.00	9,000.00	6.9%
Telecommunications	6,119.10	8,800.00	69.5%
Total Technology/Communications	19,428.26	43,300.00	44.9%
Programming & Planning	3,003.65	11,000.00	27.3%
Bks & Mat'ls			
Special Collections/Equipment	159.92		
AV Materials	5,746.87	21,600.00	26.6%
Books	14,795.26	53,500.00	27.7%
Downloadable Materials	28,662.01	42,725.00	67.1%
Databases	2,145.00	5,250.00	40.9%
Periodicals	4,788.70	5,000.00	95.8%
Shipping and processing	843.46	2,000.00	42.2%
Lost and Paid	54.88	1,000.00	5.5%
Total Bks & Mat'ls	57,196.10	131,075.00	43.6%

On this date, the year is 54% over.

07/16/20

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

	Jan - Dec 20	Budget	% of Budget
Facilities Expenses			
Contract Maintenance	17,851.30	50,000.00	35.7%
Insurance	-2,842.36	26,000.00	-10.9%
Phys Plant Repair/Maint/Equip	4,508.84	28,000.00	16.1%
Maintenance Supplies	3,785.16	6,000.00	63.1%
Utilities	9,474.40	35,000.00	27.1%
Water/Sewer/Tax	1,986.91	2,900.00	68.5%
Total Facilities Expenses	34,764.25	147,900.00	23.5%
Professional Services	24,755.01	50,000.00	49.5%
Operat'ns			
Election	0.00	1,200.00	0.0%
Printing/Marketing	5,631.37	16,500.00	34.1%
Postage/Travel	1,087.86	4,000.00	27.2%
Library/Office Supplies	4,282.37	12,000.00	35.7%
Total Operat'ns	11,001.60	33,700.00	32.6%
Personnel			
Aflac Post-tax	-61.80		
Aflac Pre-tax	-137.23		
Disability	987.00	3,000.00	32.9%
Health Insurance	67,997.28	125,700.00	54.1%
NYS Deferred Comp 457B	0.00		
NYSLRS			
NYSLRS Employer Contribution	135,056.00	124,377.00	108.6%
NYSLRS 414H Employee Cont.	-522.28		
NYSLRS 414H Loan Repayment	-411.00		
NYSLRS 414H Arrears	0.00		
Total NYSLRS	134,122.72	124,377.00	107.8%
Salaries			
PT Hourly	81,242.28	173,953.00	46.7%
Substitutes	4,615.51	26,316.00	17.5%
Salaries FT	467,623.07	879,616.00	53.2%
Total Salaries	553,480.86	1,079,885.00	51.3%
Social Security & Medicare	40,891.56	82,611.00	49.5%
Human Resources/Staff Dev./Trav	255.00	5,000.00	5.1%
Workers Compensation	13,263.00	12,000.00	110.5%
Total Personnel	810,798.39	1,432,573.00	56.6%
Total Operating Expenses	960,947.26	1,849,548.00	52.0%
Total Expense	1,247,947.26	2,136,548.00	58.4%
Net Ordinary Income	813,897.73	0.00	100.0%
Net Income	813,897.73	0.00	100.0%

On this date, the year is 54% over.

East Greenbush Community Library**Balance Sheet****July 16, 2020****As of December 31, 2020**

ASSETS

Current Assets

Checking/Savings

Gift & Grant Cash

Pioneer GIFT & GRANT XXXX0186 62,624.73

Petty Cash G&G 200.00

Total Gift & Grant Cash 62,824.73

Cash

Pioneer OPERATING XXXX0178 76,749.20

Pioneer PUBLIC FINANCE XXXX0194 1,175,907.83

Pioneer FUND BALANCE XXX251 31,352.49

Petty Cash 200.00

Total Cash 1,284,209.52

Reserve

Pioneer HURR ACCOUNT XXX244 98,384.57

Pioneer CAPITAL RESERVE XXXX0228 256,114.13

Pioneer OPER. CONT. RES XXXX0210 95,719.01

Total Reserve 450,217.71Total Checking/Savings 1,797,251.96

Other Current Assets

Register Cash 250.00Total Other Current Assets 250.00Total Current Assets 1,797,501.96

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 248,028.78Total Fixed Assets 2,682,163.85**TOTAL ASSETS 4,479,665.81**

LIABILITIES & EQUITY

Equity

Retained Earnings

3,357,446.35

Net Income

1,122,219.46

Total Equity

4,479,665.81

TOTAL LIABILITIES & EQUITY

4,479,665.81

East Greenbush Community Library				-3.2% decrease	
2021 Draft Preliminary Budget	\$68,967 total income loss from 2020				
	2020 Adopted (9/5/19) 1.5% increase	2021 Preliminary Proposed (7/21/20)	% change	Notes	
Income					
Fines & Fees					
Printing/Fax/Fees	\$ 12,000	\$ 9,650	-20%		
Out of County	\$ 2,000	\$ -	-100%		
General Fines	\$ 34,000	\$ 15,000	-56%		
Lost or Damaged	\$ 5,500	\$ 4,400	-20%		
Total Fines & Fees	\$ 53,500	\$ 29,050	-46%		COVID in addition to already declining fines
TOTAL LLSA	\$ 4,800	\$ 3,764	-22%		State Budget Cuts
Other Income					
Friends Grants Income	\$ 15,000	\$ -	-100%		
Interest	\$ 7,000	\$ 1,000	-86%		
Reserve/Carryover	\$ 23,481	\$ -	-100%		
Total Other Income	\$ 45,481	\$ 1,000	-98%		
Public Funds					
East Greenbush	\$ 1,721,454	\$ 1,722,454	0%		
Schodack	\$ 311,313	\$ 311,313	0%		
Total Public Funds	\$ 2,032,767	\$ 2,033,767	0%		
Total Income	\$ 2,136,548	\$ 2,067,581	-3%		
Expense					
Annual Bond Expense	\$ 287,000	\$ -	-100%		Bond paid
Operating Expenses					
Tech/Communications					
Equipment	\$ 9,500	\$ 9,500	0%		
IT Hard/Software	\$ 16,000	\$ 22,998	44%		Meeting Room AV upgrades, (includes library portion of construction grant 35.87%), Replace 4 computers, people counter upgrade
IT Maint/Service	\$ 9,000	\$ 10,235	14%		website updates
Telecommunications	\$ 8,800	\$ 9,311	6%		fiber internet, phone, parking lot wifi*, mobile hotspots*, includes library portion of construction grant contribution 35.87%)
Total Technology/Communications	\$ 43,300	\$ 52,044	20%		
Programming & Planning	\$ 11,000	\$ 7,000	-36%		
Bks & Mat'ls					
AV/Special Collections/Equip	\$ 27,575	\$ 19,000	-31%		
Books	\$ 63,500	\$ 44,500	-30%		
Downloadable Materials	\$ 29,500	\$ 50,000	69%		increased digital demand
Databases	\$ 2,500	\$ 3,000	20%		increased digital demand

East Greenbush Community Library			-3.2% decrease	
2021 Draft Preliminary Budget	\$68,967 total income loss from 2020			
	2020 Adopted (9/5/19) 1.5% increase	2021 Preliminary Proposed (7/21/20)	% change	Notes
Periodicals	\$ 5,000	\$ 4,000	-20%	
Shipping and processing	\$ 2,000	\$ 2,000	0%	
Lost and Paid	\$ 1,000	\$ -	-100%	
Total Bks & Mat'ls	\$ 131,075	\$ 122,500	-7%	
Facilities Expenses				
Contract Maintenance	\$ 50,000	\$ 43,000	-14%	
Insurance	\$ 26,000	\$ 29,500	13%	
Phys Plant Repair/Maint/Equip	\$ 28,000	\$ 30,000	7%	Replace Meeting Room Dividing Door* (includes library portion of construction grant 35.87%)
Maintenance Supplies	\$ 6,000	\$ 12,000	100%	COVID-19
Utilities	\$ 35,000	\$ 29,000	-17%	
Water/sewer tax	\$ 2,900	\$ 2,900	0%	
Total Facilities Expenses	\$ 147,900	\$ 146,400	-1%	
Professional Services	\$ 50,000	\$ 48,000	-4%	
Operat'ns				
Election	\$ 1,200	\$ 1,200	0%	
Printing/Marketing	\$ 16,500	\$ 19,000	15%	newsletter update
Postage	\$ 4,000	\$ 5,000	25%	increasing newsletter Schodack routes
Library/Office Supplies	\$ 12,000	\$ 10,000	-17%	
Total Operat'ns	\$ 33,700	\$ 35,200	4%	
Personnel				
Disability	\$ 3,000	\$ 3,500	17%	increased rates
Health Insurance	\$ 125,700	\$ 125,700	0%	
NYSLRS	\$ 124,377	\$ 144,000	16%	estimate by NYSLRS- \$139,936
Salaries	\$ 1,079,885	\$ 1,083,977	0%	0% salary increase, cut sub hours, mandatory steps
Social Security & Medicare	\$ 82,611	\$ 82,924	0%	
Human Resources/Staff Dev.	\$ 5,000	\$ 2,100	-58%	Increased safety training, no travel conferences
Workers Compensation	\$ 12,000	\$ 13,500	13%	increased rates
Total Personnel	\$ 1,432,573	\$ 1,455,701	2%	
Total Operating Expenses	\$ 1,849,548	\$ 1,866,845	1%	
Reserves	\$ -	\$ 200,736		
Total Expense	\$ 2,136,548	\$ 2,067,581	-3%	

Updated June 9, 2020

Approved June 16, 2020, Revised June 27, 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
- 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

- All library visitors will maintain 6 ft apart while in the library building 6/25/20

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- 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. 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 or Phone: 518.477.7476

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 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?).
 - 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
- 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

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- 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
- 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

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.
- 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.
- 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

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- 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
- Signage Posted: 6/25/20
 - “Grab-and-Go Orientation Checklist” 6/25/20
 - 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-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.”

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- “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
 - Shelf Books
 - Checking out Items
 - Answering Phones
 - 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)
 - 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 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

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- 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.
 - 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.

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- 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 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: 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
 - Cart(s) 6/25/20
 - Supplies 6/25/20

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- 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
- 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
- Signage directing patrons to wear masks is posted.

Material Returns:

- Bins are in the front vestibule.

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- 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)
 - 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

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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.
- 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.

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- 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.

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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 checklist w 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.
- 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.

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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:
 - 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

Updated June 9, 2020

Approved June 16, 2020, Revised June 27, 2020

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>
- 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.

Updated June 9, 2020

Approved June 16, 2020, Revised June 27, 2020

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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.



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Director's Report – June 2020

Submitted, July 21, 2020

Jill Dugas Hughes, Director

Throughout these challenging times, we have not skipped a beat in our effort to provide programs and services to the community. We ramped up our technology to deliver virtual programs and reference services, expanded our digital collection, and increased access to our resources (temporarily relaxing restrictions and waiving fines). In collaboration with our community partners, the library board, and staff, we prepared the building for a safe reopening. On May 28th we began accepting returns. Lending resumed through our drive-thru window on June 1st. We partially reopened to the public on July 1st adding limited Grab and Go services (browsing, lending and in-person reference). We look forward to expanding our services and to greeting more of you in person as the mandates allow.

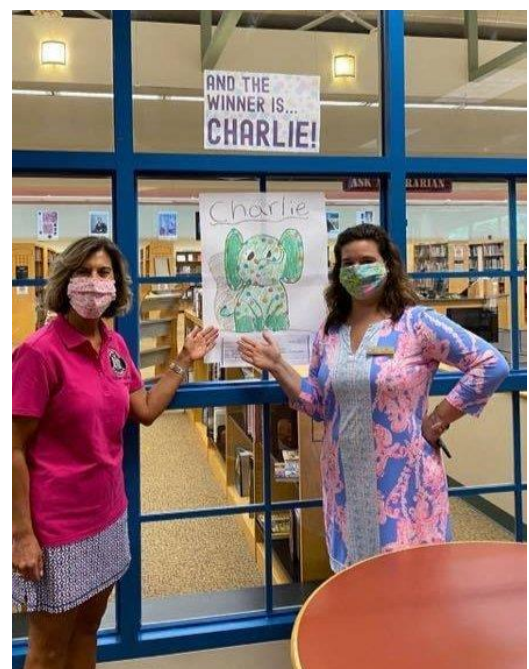
Since closing on March 18th, it has been nonstop, all hands-on deck for our team of librarians, support staff and administrators. They continue to ramp up their creativity and technology skills to deliver our most popular programs virtually – storytime, summer reading challenge (469 participants as of 6/30!), cookbook club, book clubs, trivia night, crafts, and teen meetups. Staff are creating videos, curating booklists, hosting virtual events via Zoom, and engaging patrons on social media with book chats, activities, library news and funny memes. For light-hearted fun, Sully, our beloved (and now retired) mascot, entertained his fans with his mischief and assured us that the library was safe while we were closed. Charlie, our new mascot, arrived in early May for training and cannot wait to meet new friends in the children's room! We added an online readers' advisory service for adults and book bundles for kids – based on your preferences our librarians will make selections and place your items on hold for pick up at our drive-thru window.

Staying connected with our patrons is our priority. For patrons who are not online, we reconnected with them by phone and personal letters. Reference services have remained available throughout – virtually, then transitioning to in-person service in July. Subscribers of our e-newsletters, the Greenbush Bookmark and Greenbush Bookmark for Adults, receive updates about services, programs, events, and library news.

Summer Reading Challenge

Our **Summer Reading Challenge** kicked off on June 15th and 400+ people are already participating. It's not too late to join! Go to <https://eglibrary.org/summer-reading/> for details.

On Friday, Senator Daphne Jordan visited the library to deliver hand sanitizer and share information about her summer reading program. Children who participate in the **NYS Senate Summer Reading Program** by reading three books this summer will receive an official New York State Senate Certificate of Achievement. Visit <https://www.nysenate.gov/nyread> to learn



Senator Jordan, Jill, and Charlie!



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more. In place of our annual search for Sully around town this year, we have been putting up pictures of our new Children’s Room mascot Charlie around town in East Greenbush and Schodack.

UHLS Statement Condemning Racism and Pledge to Help Make a Difference


The Upper Hudson Library System (UHLS) unequivocally denounces racism and endorses the statements made by the New York Library Association (NYLA) and the New York Black Librarians Caucus (NYBLC), the Black Caucus of the American Library Association (BCALA), the American Library Association (ALA), and all other library allies in their condemnation of violence and racism towards Black people and all people of color. Acts of racism, violence, and injustice toward one another, particularly toward our communities of color, are a stark reminder that we must all do our personal best to make our own Upper Hudson Library System community fair, inclusive, and just. UHLS’ fundamental mission is and has always been to help our member libraries reach their full potential in providing the most equitable and positively impactful library service to their communities. A thriving and equitable public library community benefits us all. To that end, we pledge our resources, creativity, and our sustained effort to help build true racial and social justice throughout our community.

UHLS Board of Trustees and Executive Director July 8, 2020

Milton McPherson Virtual Art Exhibit

Our July exhibit was Milton McPherson. If you haven’t been able to visit the library to see the artwork of Milton McPherson, I invite you to enjoy an at home virtual art exhibit.

<https://www.youtube.com/watch?v=Jan1jqg60lk>. Visit Mr. McPherson’s website to learn more about the artist.
<http://www.miltonmcperson.com/>

		% of Total Card Holders	Jun-20	Jun-19	% Change
VISITS, VOLUNTEERS, AND BORROWERS					
Borrowers: Valid library card holders	100%	10,733	8,271	30%	
Active Schodack Cardholders	6%	611	801	-24%	
Active EG Cardholders	18%	1,892	2,143	-12%	
Active MyCard Holders	0%	0	Not Applicable		
Registered Schodack Cardholders	26%	2,768	2,176	27%	
Registered EG Cardholders	74%	7,942	6,095	30%	
E-Cardholders (EG & Schodack)	5%	29	Not Applicable		
Visits		60	14,871	-100%	
Hours Open		0	283	-79%	
Virtual Reference Hours		146	Not Applicable		
Modified Service Hours (curbside & returns)		183	Not Applicable		



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Volunteer Hours		0	135	-100%
Number of Volunteers		0	50	192%
	% of Total Holdings	Jun-20	Jun-19	% Change
OUR PHYSICAL COLLECTION AND HOW IT'S USED				
Checkouts	13%	12,264	33,472	-63%
Physical Holdings	100%	92,845	94,837	-2%
Physical Items Added	0%	261	846	-69%
Physical Items Withdrawn	0%	179	568	-68%
	% of Total Checkouts	Jun-20	Jun-19	% Change
Checkouts By Audience				
Adults	72%	8,779	18,860	-53%
Teens	5%	621	1,112	-44%
Children	24%	3,001	13,500	-78%
Checkouts By Format				
A/V (Physical & Digital)	22%	2,647	10,395	-75%
Books (Physical & Digital)	58%	7,092	21,505	-67%
Print	26%	3,239	19,909	-84%
Digital	47%	5,757	3,400	69%
Physical	33%	4,102	29,212	-86%
Database	9%	1,107	860	29%
	% of Total Physical Items Checked Out	Jun-20	Jun-19	% Change
Physical Items Checked Out and Renewed at EGRN by Bstat (Pcode4)				
East Greenbush	48%	1,959	11,923	-84%
Schodack	22%	898	4,914	-82%
Castleton	1%	46	235	-80%
Nassau	3%	134	897	-85%
N. Greenbush	9%	366	3,401	-89%
Sand Lake	6%	243	1,984	-88%
Rensselaer	3%	104	1,345	-92%
Troy	2%	99	1,239	-92%
Other Rensselaer County	4%	148	820	-82%
Out of System	0%	12	149	-92%
Albany County	4%	181	2,297	-92%
Online	0%	11	8	38%
TOTAL	102%	4,201	29,212	-86%
	% of Total Meeting Room Use by Public and Library	Jun-20	Jun-19	% Change





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EVENTS Library Sponsored				
Total Events		0	48	-100%
Total Attendance		0	2,005	-100%
MEETING ROOMS				
People who utilized the Library's Meeting Rooms		0	1,003	-100%
Number of Events Held		0	76	-100%
Number of Literacy Volunteer Tutoring Sessions		0	9	-100%
Number of English as a New Language Classes		0	5	-100%
LIVE VIRTUAL & ON-DEMAND EVENTS/PROGRAMS				
Total Live Virtual Events		16	Not Applicable	
Total Attendance (Live Virtual Events)		373	Not Applicable	
Total On-Demand Events		14	Not Applicable	
Total Attendance (On-Demand Events)		407	Not Applicable	
REFERENCE				
Number of Questions		0	2,932	-100%
Number of Virtual Reference Questions		590	Not Applicable	
Notary Services Provided		0	11	5264%
ILL Received		5	18	-72%
ILL Provided		0	19	-100%
Drive-Thru Patron Assistance		1,125	Not Applicable	
		Jun-20	Jun-19	% Change
Borrowed from other UHLS Libraries		1,890	4,177	-55%
Loaned to other UHLS Libraries		1,196	3,208	-63%
	% of Total Computer Use	Jun-20	Jun-19	% Change
COMPUTER USE & WIFI				
Number of Sessions	0%	0	2,250	-100%
Average Unique Users Monthly Wireless	100%	510	2,190	-77%
Hot Spot Wi-Fi		N/A	Not Applicable	
SOCIAL MEDIA/WEB ENGAGEMENT & E-NEWSLETTER SUBSCRIBERS				
Facebook Followers		2,797	2,303	21%
Facebook User Reach		35,172	16,802	109%
Tweets		48	40	20%
Twitter User Reach		6,741	5,534	22%
Web Page Sessions		9,357	7,638	23%
Weekly E-Newsletter Subscribers		8,522	Not Applicable	
Bi-Weekly E-Newsletter (for Adults) Subscribers		34	Not Applicable	





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Reference Department Report – June 2020

Submitted by Elizabeth Putnam

In June, Adult Services focused on unveiling our Summer Reading Challenge and a new Reader's Advisory Form Service, offering a small slate of high-quality programming based on patron feedback and requests, and preparing the library for in-person service.

Highlights

Summer Reading

- The Adult Summer Reading Challenge began on June 15. As of June 30, 184 adults had registered for the online version of the program via Beanstack. In addition, approximately 95 print copies of the game card have been distributed at our drive-thru window.

Reader's Advisory Form Service

- On June 17th, we unveiled a new reader's advisory service. Patrons fill out a form on our website indicating their reading preferences, favorite books and genres, and what they tend to dislike. Reference librarians use their preferences to compile a least of at least 5 hand-selected, recommended books. We put several of the books on hold for the patron and email them their full list of recommendations. A sample personalized list is shown at right.
- Patrons without computer access may call us and we will collect their preferences by phone and, once their list is compiled, respond to them by phone.
- In our first two weeks of service, we received 10 submissions. As I write this in July, new submissions are coming in daily.



Programs

- Trivia continues to be our most popular live program, with 24 participants in the June session.
- The morning book discussion group had experimented with asynchronous discussion via Goodreads, but that platform did not meet participants' preference for face-to-face interaction. In June, we tried our first book discussion meeting over Zoom, with 11 participants. The next Zoom book discussion is scheduled for July 20.
- Participation in the weekly Monday Night Book Chat (Facebook) is increasing. We've received some great feedback during our Monday chats, including the post pictured below:



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Books to East Greenbush Students

- Librarian Catherine Snow is a parent in the EG school district, and as such, she was aware of the district’s school lunch pick-up program, active during the pandemic closure. She recognized that the lunch program was a great opportunity to get books into the hands of students during the library’s closure. In early June, she worked with Jen Lubbers in Youth Services to begin a program to donate children’s books to students.
- After securing permission from the Friends of the Library, Jen went through the storage shed, picked out appropriate books, and prepared them for donation. Catherine designed a bookmark that stated the book was a gift made available through the generosity of the FOEGCL. One bookmark was placed in each book.
- The program was very successful, with 130 families receiving 150 books. The district touted the event on their website, and the program received a lot of attention on both the school’s and the library’s Facebook pages.

Reference Service

In June, library staff responded to **562 reference questions** from patrons over phone, email, or chat. (This does not include outgoing calls made to patrons by Circulation Department staff)

- 37 email
- 509 phone
- 9 chat

On June 30th, our first day of in-person service, Adult Services fielded an additional 9 reference questions.

June 2020 Programs

12 virtual programs (10 live, 2 on-demand), 114 participants

Date	Item	Category	Attendance	Other stats
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Live Programs				
6/1	Monday Night Book Chat on Facebook	Live Program	9 participants	(FB) 72 engagements, 26 comments
6/3	What's Cooking? Good Booking! Cookbook chat on Facebook	Live Program	3 participants	(FB) 70 engagements, 20 comments
6/8	Monday Night Book Chat on Facebook	Live Program	9 participants	(FB) 88 engagements, 28 comments
6/15	Monday Night Book Chat on Facebook	Live Program	8 participants	(FB) 56 engagements, 21 comments
6/17	What's Cooking? Good Booking! Cookbook chat on Facebook	Live Program	5 participants	(FB) 93 engagements, 30 comments
6/19	Virtual Book Discussion Social Hour on Zoom	Live Program	11 participants	
6/22	Monday Night Book Chat on Facebook	Live Program	8 participants	(FB) 66 engagements, 35 comments
6/24	Virtual Trivia on Zoom	Live Program	24 participants	
6/25	Virtual Resume Workshop: "Creating a Resume that Builds Confidence in Yourself & the Employer," with Marsha Lazarus of <i>Your Career Fit Matters</i>	Live Program	3 participants	
6/29	Monday Night Book Chat on Facebook	Live Program	12 participants	(FB) 135 engagements, 54 comments
On-Demand Programs				
Posted 6/2	Relaxation with Holly: Qigong (YouTube)	On-Demand Program		22 views
Posted 6/4	Book Discussion: <i>The Keeper of Lost Things</i> (Goodreads)	On-Demand Program	0 participants	

Professional Development

Date	Librarian Name	Type	Title/Event	Organization or Sponsor	Length of training
6/3/20	Jody	Webinar	Summertime DIY Crafts & Gardening Titles and Tips	Booklist	1 hr.



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Resource Sharing & Access Report – June 2020

Submitted by Dawn Geurds

Highlights

- Been back working in the library as team leader for Team B. 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 72 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

- Answered 28 reference questions by e-mail.
- Requested 0 ILLS
- Received 5 ILLS
- Sent out 0 ILLS
- 698 items requested within UHLS.
- 3,970 items that were placed on the Hold Shelf.
- 2,262 items were pulled from our shelves and sent to other libraries within the UHLS, to fill requests for their patrons.
- 154 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.
- 64 items were found on the shelves from the Unfilled But Available Item-Level Requests Report
- Drive-thru patron assistance was needed 1,125 times.
- Ongoing Booksale made \$ 0 for the month.
- Library was open 25 days / 183 hours.



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Youth Services Report – June 2020

Submitted by Molly Chatt

During the month of June, the YS staff continued to create virtual storytime and craft programs, as well as conducting virtual Tween/Teen programs. Summer Reading has begun, and we have received positive feedback from patrons. Our new Book Bundle service launched and has been immensely popular. We continue to provide curated reading lists on Facebook and in our e-newsletter through Boredom Busters and Library Aware. The end of June was spent in the library training and preparing the spaces for the public.

Summer Reading Update:

Our virtual Summer Reading Challenge kicked off on June 15th, and by the end of the month we had 190 children (toddler/preschool, grade K-5) and 97 tween/teens (grades 6-12) registered for the program. The majority of them have been active participants and have logged a collective 1,383 days of reading for at least 15 minutes. In place of our annual search for Sully around town this year, we have been putting up pictures of our new Children’s Room mascot Charlie around town in East Greenbush and Schodack. Many thanks to Marianne Mullin in Circulation for distributing pictures to spread Charlie’s Cheer!

Patrons also sent us photos of their children through Facebook to show them completing some of the activity challenges! Two of the challenges were to read a book outside, and to read upside down.



Facebook photo -- *“Logging her summer Reading and completing her outdoor activity!”*



Facebook photo - *“Reading upside down!”*

Book Bundles:

Youth Services launched a new service this month, Book Bundles! Patrons can go to our website and fill out a form requesting librarians to select materials for their children based on their age, reading levels, and interests.



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Youth services librarians then pull their items and place them on hold for pickup at the drive-thru window. This has proved to be very popular and has definitely filled a need for youth that have been missing having access to physical books. In June we supplied Book Bundles for 32 children and 11 tweens/teens, for a total of 43.

We have received several positive comments about the new service:

Facebook comment -- *"I just picked up our first "Book Bundle" for my 8-yr. old daughter and I'm blown away by the selections. The reading level is right on target, and the books we got match her current interests perfectly. Thanks for offering this service!"*

Email comment -- *"Thank you Jen!!!! These book bundles are genius!!!! She loved ALL the books you guys pick!! She loves having someone pick books for her! She is a voracious reader. Reading like 3-4 chapter books a day!!!! I love to read but am not a speed reader. She is!!!!"*

Meetings & Continuing Education:

The Youth Services staff had 3 meetings in June to keep everyone up to date and communicating. Here are other specific meetings and webinars that YS staff participated in this month.

6/1- Jen took part in the region-wide collaboration of the public and school librarians, "Public/School Librarian Connections", hosted by UHLS and Capital Region BOCES.

6/9 - Jen & Jenna attended the Youth Services Advisory Committee hosted by UHLS.

6/11 - Jenna attended the webinar "A Novel Afternoon: Middle Grade and YA Authors Share Their Stories" hosted by School Library Journal.

6/16 - Molly & Jenna attended the monthly library board meeting.

6/27 - Diana attended the webinar "Institutional Barriers and Access" hosted by PCI Webinars.

6/30 - Jen & Joelle attended the Youth Services Advisory Committee hosted by UHLS.

Programming:

Here are stats from our storytime 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				
6/5	Teen Hang-Out	Live Program	8 participants	
6/10	Anime Club	Live Program	6 participants	
6/12	Teen Hang-Out	Live Program	5 participants	
6/19	Teen Hang-Out	Live Program	5 participants	
6/24	Anime Club	Live Program	4 participants	
6/26	Teen Hang-Out	Live Program	4 participants	
	Total Live Teen Programs:	6	Total Participants: 32	



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On-Demand Programs				
Date Posted	Title		YouTube Views	Facebook Engagements
6/2	Letter T Storytime		63	37
6/4	Sponge Craft		51	5
6/5	Hat Storytime		22	9
6/9	Letter F Storytime		30	28
6/12	Snakes Storytime		29	14
6/16	Letter A Storytime		49	31
6/18	Father's Day Craft		26	34
6/19	Duck Storytime		15	0
6/23	Letter O Storytime		29	21
6/25	Bird feeder Craft		27	16
6/26	Pet Storytime		23	4
6/30	Wild Boar Storytime		21	28
	12		385	227

Youth Services Provided

Type of Service	Quantity
Reference questions – Children's & Teen desks -- for one day! 6/30/2020	13 reference questions, 19 phone calls



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Technical Services Report – June 2020

Submitted by Susan Dague

As library staff transitioned back to working in the library under a three-team structure, the technical services department has been an integral part of the teams providing in-library services to our patrons. As we learned to be flexible and willing to undertake new tasks, the technical services department worked along-side circulation staff to carry out traditional circulation tasks of checking in materials, checking out materials, shelving materials, and pulling requested items from our shelves.

After notifying our vendors to resume shipments, some materials were shipped and processing of materials for circulation was resumed as our limited time in the library allowed.

Technical services staff also continued to work from home communicating and collaborating with co-workers via Teams; attending staff, department heads, and department meetings; viewing webinars; staffing the live phone reference service; responding to emails and chats sent to the library's general email address; and correcting errors in item and bibliographic records in the catalog.

Number of items processed: 231 (total – unknown)

Audio (adult + YA + juvenile)	0
Juvenile Fiction	10
Juvenile Nonfiction	0
Electronic (adult + YA + juvenile)	0
Fiction (adult + YA)	1
Miscellaneous	1
Unknown (on order records)	30
Nonfiction (adult + YA)	0
Print Subscriptions (adult + YA + juvenile)	209
Video (adult + juvenile)	10
Total	261

Number of items withdrawn: 179

Added for the year to date: 2,176

Withdrawn for the year to date: 3,096

Total items: 92,845



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Digital Services Report – June 2020

Submitted by Karrie McLellan

Online Presence:

Library Market Calendar:

- Events were not showing in month view after the latest update. It was resolved very quickly after it was reported.
- There is a new featured events slider available for our calendar page. Investigating it for use.
- An email sent to patrons who had registered for an event appeared to take a long time to send. Troubleshooting and Library Market support could not reproduce this issue and it has not happened again.

Databases: Remote access to Ancestry was extended through July.

Websites:

- Updated the front page for easier editing as service levels and hours change.
- Added a form and page for the personalized reading recommendations service for adults.
- Added a form and page for the book bundles service for children and teens.
- Added a form and page for the community quarantine memory archive project.
- Changed virtual events page layout.
- Discovered an issue with our email system that is left over from the migration from eastgreenbushlibrary.org to eglibrary.org. There is a workaround for now, so I will pursue this with our host as time permits.
- Retired chat schedule, but the “leave a message” box remains on our website.
- Updated “Library Hours” widget in footer to “Lobby Hours” to indicate when we are open to the public.

Social Media:

- Selena has been posting library content as well as popular library memes that our patrons seem to enjoy engaging with.

UHLS:

- Worked with Joe Thornton and our Innovative sales rep to get pricing for SIP2 licenses. These would allow self-check hardware/software to communicate with Sierra.

Library Computers/Hardware:

- A security issue caused all of the emails in the eglibraryinfo@eglibrary.org mailbox to disappear suddenly. The emails were recovered, and the root cause was traced and mitigated. The mailbox now has an indefinite litigation hold. This means users can delete emails, but they will remain recoverable by the Microsoft admin for the life of the mailbox. Ordinarily, deleted emails would be permanently removed from the server after several months.
- Discovered Holly was not receiving emails address to All Staff. Troubleshooting included deleting Holly’s account and recreating it.



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- SafeSpace capacity monitor is in place and displayed in real time around the library. The greeter station also contains a tablet that has been configured to display capacity info.
- Policy and procedure drafts for lending mobile hotspots and laptops outside the building are awaiting final approval. Processing is being finalized. Created patron guides for both. Laptops now have anti-theft software installed that will allow us to lock them remotely and use GPS to help locate them if stolen.
- Planned for placement of a limited number of computers in the library (for service level 5). Mice and immersible keyboards (easy to sanitize) will be given to patrons to use during limited sessions. Keyboards and mice will be sanitized between uses.
- Submitted final self-check recommendations.
- Managed the virtual reference call forwarding schedule in Grasshopper. On 6/27, Grasshopper was set to forward all incoming calls to one of the secondary phone lines at the library. If someone leaves a message on Grasshopper, an email will be sent to eglibraryinfo@eglibrary.org. All other messages will be left in the circulation mailbox at the library.
- Service was called for the staff copier after it displayed an error.

Statistical Notes:

What's Next:

- Parking lot wireless
- Self-check
- Library Market featured events
- Allow public computer access in the building.
- Archive old email accounts with access for selected current employees



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Circulation Report – June 2020

Submitted by Marion Pierson

Highlights

Starting on June 1st the library began drive thru service. Circulation staff served over 1,100 patrons picking up materials at the window. The response from patrons was overwhelmingly positive, with many expressing happiness and gratitude. On June 30th, the library began Grab and Go service, with patrons allowed back in the building on a limited basis. So far, so good!

Circulation staff completed many webinars, read several articles, and did several trainings, a few of which were: *From Facilities to Trauma: Disaster Planning for Libraries; Libraries and the Opioid Crises; The Future of Library Science; Storytimes During COVID-19; Beyond Book Groups: Fun Programs for Adult Readers; Responding to Challenges-Make Sure Your Library is Prepared; Fine Free Libraries; Navigating Web Accessibility to Support All Library Users; Being Customer Focused; Tech-Talks-Organizing Files.*

Circulation staff members Marcia, Holly and Selena supported the Virtual Adult Programming effort by hosting the Facebook group *What’s Cooking, Good Booking!*, posting *Relaxing with Holly: Qigong* and facilitating and hosting the Virtual Trivia Night.

It was discovered that many requested items were not showing up on the pull list, due to the extended closure, the different schedules on which libraries were reopening, and the idiosyncrasies of the Sierra ILS. Joe created ad hoc reports to capture these items so holds can be filled.

Statistics

Patrons: 29 new patrons registered online in June

East Greenbush 20

Schodack 9

Checkouts:

June 2020 4,102

June 2019 29,212

Volunteers: 00 volunteers worked 00 hours

Outreach

Adult

Notary Services: