Inspiring Ideas, Strengthening Community, Enriching Lives

East Greenbush
COMMUNITY LIBRARY

518-477-7476 | www.eastgreenbushlibrary.org

AGENDA- Revised

Board of Trustees

December 15, 2020

7:30pm

1.	**Call to Order/Review of Agenda**	M. Poost	1:00	Doc. #1
2.	**Approval of Minutes** November 17, 2020	L. Oudekerk	5.00	Doc. #2
3.	**Treasurer's Reports** Off Warrant • November 14-December 11, 2020 ($100,462.12) Warrant • December 10, 2020 ($25,624.19) P&L • December 10, 2020 (95%) Balance Sheet • December 10, 2020 ($3,904,796.87) Audit Presentation • 2019	R. West R. Gramuglia	5.00 20.00	 Doc. #3 Doc. #4 Doc. #5 Doc. #6 Doc. #7
4.	**Committee Reports** Admin • Minutes 12/1/20 Service • Minutes 12/10/20 • Bylaws- First Reading	L. Oudekerk M. Harris	5.00 5.00	Doc. #8 Doc. #9 Doc. #10
5.	**Director's Report** • November Report	J. Dugas Hughes	10.00	Doc. #10

	• COVID Update, Safety Plan			Doc. #11
6.	**Liaison Reports** • Friends of the Library • Town of East Greenbush • Rensselaer County • UHLS	L. Reyner H. Kennedy T. Grant M. Poost	5.0 5.0 5.0 5.0	
7.	**Personnel Memo**- NONE	J. Dugas Hughes	5.0	
8.	**New Business**	M. Poost	5.0	
9.	**Executive Session**	M. Poost	5.0	

Upcoming Meetings:
Tuesday, January 19, 2021 at 7:30 pm- Library Board of Trustees Meetings

EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING
November 17, 2020

In attendance: Michael Poost - President
　　　　　　　Kevin McCann - Vice President
　　　　　　　Bob West - Treasurer
　　　　　　　Lynne Oudekerk - Secretary
　　　　　　　Mari Harris- Trustee
　　　　　　　Shay Harrison- Trustee
　　　　　　　Elizabeth Bellini- Trustee
　　　　　　　Camille Engel- Trustee Elect
　　　　　　　Lewis Dubuque- Trustee Elect
　　　　　　　Jill Dugas Hughes - Library Director
　　　　　　　Eileen Riley - Recording Secretary
　　　　　　　Liz Reyner - Friends of the East Greenbush Library
　　　　　　　Tom Grant - Rensselaer County
　　　　　　　Hollie Kennedy - Town of East Greenbush

CALL TO ORDER: Michael Poost called the meeting to order at 7:30 pm.

MOTION: Mr. West made a motion to accept the minutes from the October 20, 2020 meeting as presented 2nd Ms. Harris. None opposed. All in favor. The motion carried.

TREASURER'S REPORT:

MOTION: Mr. McCann made a motion to accept the Off-Warrant dated November 13, 2020 in the amount of $102,445.86. 2nd Ms. Harris. None opposed. All in favor. The motion carried.

MOTION: Ms. Oudekerk made a motion to authorize the signing of the November 17, 2020 Warrant in the amount of $35,230.51. 2nd Ms. Bellino. None opposed. All in favor. The motion carried.

MOTION: With 87% of the year completed and all tax revenues received, Mr. Harrison made a motion to accept the P & L and Balance sheets dated November 11 and 12 as presented. 2nd Mr. McCann. None opposed. All in favor. The motion carried.

MOTION: Ms. Oudekerk made a motion to accept the Balance Sheet dated October 15, 2020 as presented. Mr. West noted that after further review, the original Balance Sheet was correct. 2nd Ms. Harris. None opposed. All in favor. The motion carried.

ADMINISTRATIVE COMMITTEE:
Minutes from the 11/5/2020 committee meeting were distributed. The Admin Committee met.
- 2021 Schodack Contract
- 2019 Audit presentation postponed until December meeting
- Pandemic Contingency Plan for future potential pandemics in progress. Due to NYS by April 1.

- 2020 PTO options. Admin committee recommends that a one year-unused PTO carryover be granted for staff. No payouts for unused time.

MOTION: Ms. Harris made a motion that staff be allowed to carry unused PTO to 2021 for the current year only. No compensation will be paid if an employee leaves the employment of the Library and there will be no carryover to 2022. None opposed. Board approved. The motion carried.

SERVICE COMMITTEE:
Minutes from the 11/5/2020 meeting were distributed.
- The proposed revisions to the bylaws will be presented to the Board at the December board meeting
- Minimum standards for libraries were reviewed; requires bylaws to be reviewed every 5 years
- Discussion regarding redistribution of responsibilities between committees
- Strategic Plan will need review next year

DIRECTOR'S REPORT:
Written report distributed.
- Story-Walk installed
- Computer access available for 30 minutes, extensions available to 1 hour -178 uses
- Parking Lot WiFi project construction grant update
- Working on beset service model with pandemic & monitoring infection rates, keep drive-thru and facility open as long as safely possible
- A themed winter reading program will be held this year for adults and children

FRIEND'S OF THE EAST GREENBUSH COMMUNITY LIBRARY:
- Elections at the next meeting
  - Charlie Pensabene - President
  - Liz Reyner - Vice President
  - Eileen Riley – Secretary
  - Vice President and Database chair are needed
- FOEGL has paid for a 1-year membership to Keela.co, a cloud-based site for maintaining all records - membership, dues, fundraising, volunteering, etc.

TOWN OF EAST GREENBUSH
- 2021 budget will be voted on at tomorrow's meeting
- Working on plans in case a Town Hall closure becomes necessary again
- The Comprehensive Plan will be approved at the December meeting.

RENSSELAER COUNTY:
- A "shout out" to the Library staff for their excellent handling of the election.

UHLS:
- State funding reduced 22 ½ % for 2020 and 2021
- Cutting staff and salaries of remaining staff by 7 ½ %
- East Greenbush Community Library will continue to get deliveries 5 times per week. Smaller libraries will have fewer deliveries.
- 5% increase in UHLS service contract for next year which is approximately $1500.00 for East Greenbush

PERSONNEL: No report

NEW BUSINESS:
Nominating committee Mr. Harrison, Ms. Oudekerk, Ms. Harris

EXECUTIVE SESSION: 8:55 to discuss the 2021 Schodack funding proposal. Board developing a response. Executive Session ended 9:35 pm.

MOTION: Ms. Harris made a motion to reconvene Board Meeting and adjourn the meeting at 9:35. 2nd Ms. Harris. All in favor. The motion carried.

Respectfully submitted,
Eileen Riley, Recording Secretary

TO: EGCL Board of Trustees

FROM: Robert West, Treasurer

RE: Off Warrant Expenses

DATE: November 14 - December 11, 2020

Date	Amount		Vendor/Notes:
Payroll:			
11.27.20	$	134.03	Paychex
	$	39,890.27	Payroll and Employee Benefits
	$	2,936.87	Employer Tax Contribution
12.11.20	$	140.99	Paychex
	$	38,793.81	Payroll and Employee Benefits
	$	2,853.00	Employer Tax Contribution
11.17.20	$	789.59	Guardian
11.17.20	$	1,218.60	MVP
11.23.20	$	3,500.85	Blueshield
11.23.20	$	1,449.11	Nationalgrid
11.23.20	$	524.00	Time Warner (Fiber Optic)
11.23.20	$	226.15	Time Warner
11.23.20		945.36	NYS Deferred Comp
12.09.20	$	945.36	NYS Deferred Comp
12.09.20	$	6,069.13	CDPHP
12.10.20	$	45.00	SenSource
Total	$	100,462.12	

East Greenbush Community Library
Warrant 2020
For Trustee Review and Approval

Date	Num	Name	Memo	Account	Amount
Accu-NetWorks					
11/19/2020	1846	Accu-NetWorks	CONNECTWISE MONTLY (AUG-0CT)	IT Hard/So...	315.00
11/19/2020	1846	Accu-NetWorks	VEEAM LICENSE RENTAL/CLOUD ...	IT Hard/So...	255.00
11/19/2020	1845	Accu-NetWorks	STANDARD SUPPORT SERVICES ...	IT Maint/S...	540.00
Total Accu-NetWorks					1,110.00
Aflac					
11/27/2020	597378	Aflac	Acct.# NBY22 NOV 2020	Aflac Post-...	123.60
11/27/2020	597378	Aflac	Acct.# NBY22 NOV 2020	Aflac Pre-tax	274.46
Total Aflac					398.06
AMAZON.COM CREDIT SERVICES					
11/15/2020		A1 - J Video Ga...	Acct# 60457 8781 037018 5	AV Materials	90.23
11/15/2020		B2 -Adlt. Non-Fi...	Acct# 60457 8781 037018 5	Books	118.88
11/15/2020		B4 -Adult Fic, p...	Acct# 60457 8781 037018 5	Books	203.37
11/15/2020		ProgSupp - Chil...	CRAFT SUPPLIES	Programmi...	42.96
11/15/2020		ProgSupp - Tee...	BADGE-A-MINIT	Programmi...	88.95
11/15/2020		AMAZON.COM ...	CONS. GRANT - JACK ADAPTOR	Equipment	7.99
11/15/2020		AMAZON.COM ...	CONS. GRANT - LOGITECH GROU...	IT Hard/So...	1,349.00
11/15/2020		AMAZON.COM ...	5 YR. PROTECTION PLAN	Equipment	76.99
11/15/2020		AMAZON.COM ...	CREDIT MEMO FOR RETURNED F...	Phys Plant...	(75.00)
Total AMAZON.COM CREDIT SERVICES					1,903.37
ASSA ABLOY (formerly Besam)					
11/06/2020	SCI 61354	ASSA ABLOY (f...	AUTOMATIC DOOR	Contract M...	202.59
Total ASSA ABLOY (formerly Besam)					202.59
B & L CONTROL SERVICE, INC.					
11/29/2020	39707	B & L CONTRO...	4TH QTR BILLING FOR WATER TR...	Contract M...	875.00
Total B & L CONTROL SERVICE, INC.					875.00
BAKER & TAYLOR (ALL ACCTS)					
11/10/2020	5016554429	B5-JFic,readers...	CLAUDIA AND THE NEW GIRL	Books	4.68
11/10/2020	5016554429	Shipping & Proc...	CLAUDIA AND THE NEW GIRL	Shipping a...	0.05
11/11/2020	5016560564	B2 -Adlt. Non-Fi...	CHASES CALENDAR OF EVENTS	Books	98.00
11/11/2020	5016560564	Shipping & Proc...	CHASES CALENDAR OF EVENTS	Shipping a...	13.66
11/11/2020	5016539848	B2 -Adlt. Non-Fi...	APOCALYPSE	Books	28.47
11/11/2020	5016539848	Shipping & Proc...	APOCALYPSE	Shipping a...	3.62
11/16/2020	5016517848	B2 -Adlt. Non-Fi...	ENTITLED	Books	126.81
11/16/2020	5016517848	Shipping & Proc...	ENTITLED	Shipping a...	10.65
11/16/2020	5016518372	B6-J Non-Fic $6...	CATERFLIES AND ICE	Books	45.79
11/16/2020	5016518372	Shipping & Proc...	CATERFLIES AND ICE	Shipping a...	27.10
11/16/2020	5016518372	B5-JFic,readers...	CATERFLIES AND ICE	Books	498.58
11/17/2020	5016561475	B2 -Adlt. Non-Fi...	NO TIME LIKE THE FUTURE	Books	64.39
11/17/2020	5016561475	Shipping & Proc...	NO TIME LIKE THE FUTURE	Shipping a...	4.62
11/17/2020	5016522154	B9 -J Popular $...	ALL HE KNEW	Books	122.26
11/17/2020	5016522154	Shipping & Proc...	ALL HE KNEW	Shipping a...	41.10
11/17/2020	5016522154	B5-JFic,readers...	ALL HE KNEW	Books	460.17
11/24/2020	5016585126	B5-JFic,readers...	SONIC THE HEDGEHOG	Books	10.71
11/24/2020	5016585126	Shipping & Proc...	SONIC THE HEDGEHOG	Shipping a...	0.11
11/25/2020	5016534613	B6-J Non-Fic $6...	BAD GUYS	Books	22.21
11/25/2020	5016534613	Shipping & Proc...	BAD GUYS	Shipping a...	12.13
11/25/2020	5016534613	B5-JFic,readers...	BAD GUYS	Books	308.63
12/01/2020	5016585677	B2 -Adlt. Non-Fi...	LAST DAYS OF JOHN LENNON	Books	29.64
12/01/2020	5016585677	Shipping & Proc...	LAST DAYS OF JOHN LENNON	Shipping a...	1.55
12/03/2020	5016555844	B5-JFic,readers...	AMELIA EARHART	Books	158.95
12/03/2020	5016555844	Shipping & Proc...	AMELIA EARHART	Shipping a...	25.12
12/03/2020	5016555844	B6-J Non-Fic $6...	AMELIA EARHART	Books	600.97

Payment Approved / /

Date	Num	Name	Memo	Account	Amount
12/03/2020	5016601632	B5-JFic,readers...	BIG GUY TOOK MY BALL	Books	7.49
12/03/2020	5016601632	Shipping & Proc...	BIG GUY TOOK MY BALL	Shipping a...	0.07
12/03/2020	H52357260	A5-Adult Music ...	2020	AV Materials	184.14
Total BAKER & TAYLOR (ALL ACCTS)					**2,911.67**
Bethlehem Public Library					
12/05/2020	28140000692...	Bethlehem Publ...	PATRON: LAURA H. FLYNN	Lost and P...	50.93
Total Bethlehem Public Library					**50.93**
BOA CARD SERVICES (JILL)					
12/09/2020		BOA CARD SE...	SPRINKLER WAREHOUSE - FITTI...	Phys Plant...	20.35
12/09/2020		BOA CARD SE...	ONSTRATEGY, LINKEDIN	Printing/M...	132.39
12/09/2020		ProgSupp - Tee...	AMERICAN BUTTON	Programmi...	327.40
Total BOA CARD SERVICES (JILL)					**480.14**
Brodart					
11/13/2020	B6011275	B2 -Adlt. Non-Fi...	CONFIRMATION BIAS	Books	169.83
11/13/2020	B6011275	Shipping & Proc...	CONFIRMATION BIAS	Shipping a...	7.87
11/13/2020	B6011277	B2 -Adlt. Non-Fi...	ART IN A BOX	Books	175.14
11/13/2020	B6011277	Shipping & Proc...	ART IN A BOX	Shipping a...	16.23
11/13/2020	B6011279	B2 -Adlt. Non-Fi...	PLANT PROTEIN REVOLUTION CO...	Books	23.97
11/13/2020	B6011279	Shipping & Proc...	PLANT PROTEIN REVOLUTION CO...	Shipping a...	2.43
11/13/2020	B6011274	B2 -Adlt. Non-Fi...	7 DAYS OF SIMPLICITY	Books	37.28
11/13/2020	B6011274	Shipping & Proc...	7 DAYS OF SIMPLICITY	Shipping a...	3.11
11/13/2020	B6011282	B2 -Adlt. Non-Fi...	DOESN'T HURT TO ASK	Books	16.04
11/13/2020	B6011282	Shipping & Proc...	DOESN'T HURT TO ASK	Shipping a...	0.68
11/13/2020	B6011280	B2 -Adlt. Non-Fi...	CAN'T EVEN	Books	86.71
11/13/2020	B6011280	Shipping & Proc...	CAN'T EVEN	Shipping a...	8.65
11/13/2020	B6011281	B2 -Adlt. Non-Fi...	82 DAYS ON OKINOWA	Books	91.87
11/13/2020	B6011281	Shipping & Proc...	82 DAYS ON OKINOWA	Shipping a...	7.58
11/13/2020	B6011285	B4 -Adult Fic, p...	DIRTY SOUTH	Books	32.08
11/13/2020	B6011285	Shipping & Proc...	DIRTY SOUTH	Shipping a...	1.36
11/13/2020	B6011287	B4 -Adult Fic, p...	IN THE LION'S DEN	Books	49.81
11/13/2020	B6011287	Shipping & Proc...	IN THE LION'S DEN	Shipping a...	2.04
11/13/2020	B6011288	B4 -Adult Fic, p...	ELSEWHERE	Books	64.73
11/13/2020	B6011288	Shipping & Proc...	ELSEWHERE	Shipping a...	2.72
11/13/2020	B6011289	B2 -Adlt. Non-Fi...	MODERN COMFORT FOOD	Books	20.06
11/13/2020	B6011289	Shipping & Proc...	MODERN COMFORT FOOD	Shipping a...	0.68
11/17/2020	B6013617	B3-E picture/bo...	COMET THE UNSTOPPABLE REIN...	Books	23.95
11/17/2020	B6013617	Shipping & Proc...	COMET THE UNSTOPPABLE REIN...	Shipping a...	1.40
11/17/2020	B6013946	B3-E picture/bo...	BLUE TABLE	Books	190.82
11/17/2020	B6013946	Shipping & Proc...	BLUE TABLE	Shipping a...	11.90
11/17/2020	B6014085	B7-Teen Fic,rea...	AGAIN AGAIN	Books	161.33
11/17/2020	B6014085	Shipping & Proc...	AGAIN AGAIN	Shipping a...	11.90
11/17/2020	B6014202	B9 -J Popular $...	PIG THE SLOB	Books	35.52
11/17/2020	B6014202	Shipping & Proc...	PIG THE SLOB	Shipping a...	2.10
11/18/2020	B6015264	B4 -Adult Fic, p...	ALL SCOT AND BOTHERED	Books	74.88
11/18/2020	B6015264	Shipping & Proc...	ALL SCOT AND BOTHERED	Shipping a...	34.02
11/20/2020	B6017223	B4 -Adult Fic, p...	AFTERLAND	Books	684.83
11/20/2020	B6017223	Shipping & Proc...	AFTERLAND	Shipping a...	43.53
11/20/2020	B6017229	B2 -Adlt. Non-Fi...	MADAM DJ WALKER'S GOSPEL O...	Books	126.50
11/20/2020	B6017229	Shipping & Proc...	MADAM DJ WALKER'S GOSPEL O...	Shipping a...	0.68
11/20/2020	B6017238	B4 -Adult Fic, p...	ALL THAT GLITTERS	Books	101.36
11/20/2020	B6017238	Shipping & Proc...	ALL THAT GLITTERS	Shipping a...	4.08
11/20/2020	B6017240	B2 -Adlt. Non-Fi...	INSTANT ITALIAN	Books	17.72
11/20/2020	B6017240	Shipping & Proc...	INSTANT ITALIAN	Shipping a...	2.43
11/20/2020	B6017243	B2 -Adlt. Non-Fi...	150 GLIMPSES OF THE BEATLES	Books	168.38
11/20/2020	B6017243	Shipping & Proc...	150 GLIMPSES OF THE BEATLES	Shipping a...	6.80
11/20/2020	B6017244	B2 -Adlt. Non-Fi...	KILLING CRAZY HORSE	Books	34.38
11/20/2020	B6017244	Shipping & Proc...	KILLING CRAZY HORSE	Shipping a...	1.36

Date	Num	Name	Memo	Account	Amount
11/20/2020	B6017253	B2 -Adlt. Non-Fi...	PAYING FOR COLLEGE	Books	14.25
11/20/2020	B6017253	Shipping & Proc...	PAYING FOR COLLEGE	Shipping a...	2.43
11/23/2020	B6018829	B3-E picture/bo...	BRENDA IS A SHEEP	Books	86.91
11/23/2020	B6018829	Shipping & Proc...	BRENDA IS A SHEEP	Shipping a...	6.30
11/23/2020	B6018842	B7-Teen Fic,rea...	MOONSTRUCK	Books	15.48
11/23/2020	B6018842	Shipping & Proc...	MOONSTRUCK	Shipping a...	1.40
11/23/2020	B6018843	B9 -J Popular $...	LLAMA LLAMA	Books	60.00
11/23/2020	B6018843	Shipping & Proc...	LLAMA LLAMA	Shipping a...	2.80
11/23/2020	B6018844	B3-E picture/bo...	BOWWOW POWWOW	Books	15.94
11/23/2020	B6018844	Shipping & Proc...	BOWWOW POWWOW	Shipping a...	0.70
11/23/2020	B6018845	B3-E picture/bo...	ATTACK OF THE UNDERWEAR DR...	Books	10.31
11/23/2020	B6018845	Shipping & Proc...	ATTACK OF THE UNDERWEAR DR...	Shipping a...	0.70
			Total Brodart		2,777.96

BRYANS & GRAMUGLIA

Date	Num	Name	Memo	Account	Amount
11/25/2020	3611	BRYANS & GR...	COMPLETION OF AUDIT OF FYE D...	Profession...	3,000.00
			Total BRYANS & GRAMUGLIA		3,000.00

Capital EAP

Date	Num	Name	Memo	Account	Amount
12/02/2020		Capital EAP	ANNUAL FEE	Human Re...	1,650.00
			Total Capital EAP		1,650.00

Capital Security

Date	Num	Name	Memo	Account	Amount
11/11/2020	182853	Capital Security	REPLACE MOTION DETECTOR IN ...	Phys Plant...	242.98
11/15/2020	182705	Capital Security	DEC	Contract M...	47.00
			Total Capital Security		289.98

Crystal Rock

Date	Num	Name	Memo	Account	Amount
11/10/2020	17735422111...	Crystal Rock	11.04.20 WATER DELIVERY	Library/Offi...	104.75
12/08/2020	17735422120...	Crystal Rock	12.08.20 WATER DELIVERY	Library/Offi...	102.03
			Total Crystal Rock		206.78

Discount School Supply

Date	Num	Name	Memo	Account	Amount
11/30/2020	W603451301...	ProgSupp - Chil...	CRAFT SUPPLIES & KITS	Programmi...	45.43
			Total Discount School Supply		45.43

Findaway World, LLC

Date	Num	Name	Memo	Account	Amount
12/04/2020	335811	A3-J adbk,read...	WINTER TURNING	AV Materials	843.58
			Total Findaway World, LLC		843.58

Gale/CENGAGE Learning

Date	Num	Name	Memo	Account	Amount
11/06/2020	72602839	BL4--Large Prin...	MONTAUK	Books	167.95
11/09/2020	72612344	BL4--Large Prin...	CHRISTMAS CARD MURDER	Books	27.99
11/10/2020	72616936	BL4--Large Prin...	TROUBLED BLOOD	Books	24.80
11/17/2020	72641254	BL4--Large Prin...	TOM CLANCY SHADOW OF THE D...	Books	30.39
11/18/2020	72648252	BL4--Large Prin...	MOONFLOWER MURDERS	Books	73.59
11/18/2020	72647720	BL4--Large Prin...	SENTINEL	Books	24.80
11/20/2020	72655444	BL4--Large Prin...	ALL THAT GLITTERS	Books	147.16
11/24/2020	72664340	BL4--Large Prin...	DAYLIGHT	Books	24.80
11/24/2020	72664593	BL4--Large Prin...	SEARCHER	Books	23.20
12/02/2020	72692381	BL4--Large Prin...	SQUEEZE ME	Books	24.80
			Total Gale/CENGAGE Learning		569.48

HOME DEPOT

Date	Num	Name	Memo	Account	Amount
11/13/2020		HOME DEPOT	CAULK, LIGHT SWITCH	Phys Plant...	9.21

Date	Num	Name	Memo	Account	Amount
Total HOME DEPOT					9.21
MicroMarketing LLC					
11/17/2020	830125	A4-Audbks,CD...	LOST AND FOUND BOOKSHOP	AV Materials	33.99
12/01/2020	831388	A4-Audbks,CD...	DEADLOCK	AV Materials	151.19
12/03/2020	831740	A4-Audbks,CD...	BOOK OF TWO WAYS	AV Materials	169.97
Total MicroMarketing LLC					355.15
Midwest Tape					
11/09/2020	99611179	A8 - J Music CD...	ABSOLUTE DISNEY	AV Materials	22.37
11/09/2020	99611179	A2-J DVDs 1,50...	ABSOLUTE DISNEY	AV Materials	12.74
11/09/2020	99611179	A7-Adlt Video/D...	ABSOLUTE DISNEY	AV Materials	236.64
11/16/2020	99644197	A2-J DVDs 1,50...	BELGRAVIA	AV Materials	17.24
11/16/2020	99644197	A7-Adlt Video/D...	BELGRAVIA	AV Materials	331.63
11/23/2020	99673825	A2-J DVDs 1,50...	LAST DANCE	AV Materials	73.71
11/23/2020	99673825	A7-Adlt Video/D...	LAST DANCE	AV Materials	301.26
12/01/2020	99709778	A2-J DVDs 1,50...	BARBIE	AV Materials	57.97
12/01/2020	99709778	A7-Adlt Video/D...	BARBIE	AV Materials	156.94
12/04/2020	99722893	A8 - J Music CD...	ACAPOP	AV Materials	51.55
12/04/2020	99722893	A2-J DVDs 1,50...	ACAPOP	AV Materials	14.99
12/04/2020	99722893	A7-Adlt Video/D...	ACAPOP	AV Materials	902.96
Total Midwest Tape					2,180.00
Nassau Free Library					
12/05/2020	28140000692...	Nassau Free Li...	PATRON: LAURA H. FLYNN	Lost and P...	5.95
Total Nassau Free Library					5.95
NATIONAL BUSINESS LEASING (PA)					
11/17/2020	70293552	NATIONAL BU...	JAN 1ST PMT	Equipment	269.12
Total NATIONAL BUSINESS LEASING (PA)					269.12
NATIONAL BUSINESS TECH. (ALBANY)					
11/25/2020	IN396389	NATIONAL BU...	CONTRACT BASE RATE 11/25/20-...	Equipment	125.40
11/25/2020	IN396389	NATIONAL BU...	CONTACT OVERAGE CHARGE 10/...	Equipment	12.05
Total NATIONAL BUSINESS TECH. (ALBANY)					137.45
New York Times					
11/08/2020		P1-Periodicals ...	11.05.20-02.03.21	Periodicals	107.30
Total New York Times					107.30
Nielsen Associates					
11/14/2020		Nielsen Associa...	DEPOSIT JANUARY NEWSLETTER	Printing/M...	950.00
Total Nielsen Associates					950.00
Northeast Toner, Inc.					
11/30/2020	111646	Northeast Toner...	TONERS	Equipment	307.00
Total Northeast Toner, Inc.					307.00
OVERDRIVE					
11/10/2020	01080DA204...	M3 -Overdrive $...	LEOPARD'S RAGE	Download...	76.98
11/17/2020	01080DA204...	M3 -Overdrive $...	ALL THAT GLITTERS	Download...	386.47
11/20/2020	01080CO204...	M3 -Overdrive $...	SNOW	Download...	53.98
11/23/2020	01080DA204...	M3 -Overdrive $...	DEADLY CROSS	Download...	65.95
11/23/2020	01080DA204...	M3 -Overdrive $...	DEADLY CROSS	Download...	110.50
11/24/2020	01080DA204...	M3 -Overdrive $...	READY PLAYER TWO	Download...	95.00
11/24/2020	01080DA204...	M3J - J e-books...	AVATAR	Download...	22.99

Date	Num	Name	Memo	Account	Amount
11/24/2020	01080DA204...	M3 -Overdrive $...	HOW TO RAISE AN ELEPHANT	Download...	131.49
Total OVERDRIVE					943.36
RESERVE ACCT. (POSTAGE METER)					
11/16/2020		RESERVE ACC...	REPLENISH POSTAGE METER	Postage/Tr...	300.00
Total RESERVE ACCT. (POSTAGE METER)					300.00
REYNOLDS, JACKIE					
12/04/2020	YS 12.29.20	Programs - Chil...	VENTRILOQUISM CLASS ZOOM	Programmi...	200.00
Total REYNOLDS, JACKIE					200.00
SOLUTIONS BY DESIGN					
11/10/2020	48862	SOLUTIONS B...	REVIEW PLAN TO INSTALL PARKI...	Profession...	130.00
Total SOLUTIONS BY DESIGN					130.00
STAPLES					
12/05/2020	8060543672	STAPLES	CALENDARS,MEDICAL SUPPLIES,...	Library/Offi...	103.42
12/05/2020	8060543672	STAPLES	PAPER TOWELS, DISH SOAP	Maintenan...	76.15
Total STAPLES					179.57
Steele, George					
12/04/2020	YS 12.30.20	Programs - Chil...	OWL ECOLOGY	Programmi...	270.00
Total Steele, George					270.00
Times Union					
11/30/2020		P1-Periodicals ...	12.22.20-02.16.21	Periodicals	104.00
Total Times Union					104.00
UHLS					
04/14/2020	20-257	M3H - HOOPLA	6 MO HOOPLA COMMITTMENT (B...	Download...	318.00
Total UHLS					318.00
Waste Management					
11/24/2020	7867813-044...	Waste Manage...	DEC	Contract M...	166.41
Total Waste Management					166.41
William K. Sanford Library					
12/05/2020	28140000692...	William K. Sanf...	PATRON: LAURA H. FLYNN	Lost and P...	12.95
Total William K. Sanford Library					12.95
World Book, Inc.					
11/19/2020	1617239	B6-J Non-Fic $6...	OUR SOLAR SYSTEM	Books	269.00
11/19/2020	1617222	B6-J Non-Fic $6...	BUILDING BLOCKS OF COMPUTE...	Books	249.00
Total World Book, Inc.					518.00
ZOOBEAN					
11/12/2020	17216	ZOOBEAN	BEANSTACK	Profession...	845.75
Total ZOOBEAN					845.75
TOTAL					**25,624.19**

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	2,517.94	12,000.00	21.0%
Out of County	440.20	2,000.00	22.0%
General Fines	9,489.45	34,000.00	27.9%
Lost or Damaged	1,956.89	5,500.00	35.6%
Total Fines & Fees	14,404.48	53,500.00	26.9%
LLSA	3,388.00	4,800.00	70.6%
Other Income			
Friends Grants Income	15,000.00	15,000.00	100.0%
Interest	2,223.10	7,000.00	31.8%
Reserve	0.00	23,481.00	0.0%
Total Other Income	17,223.10	45,481.00	37.9%
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	2,067,782.58	2,136,548.00	96.8%
Gross Profit	2,067,782.58	2,136,548.00	96.8%
Expense			
Annual Bond Expense	287,000.00	287,000.00	100.0%
Operating Expenses			
Technology/Communications			
Equipment	11,006.25	9,500.00	115.9%
IT Hard/Software	20,943.51	16,000.00	130.9%
IT Maint/Service	5,467.00	9,000.00	60.7%
Telecommunications	9,867.46	8,800.00	112.1%
Total Technology/Communications	47,284.22	43,300.00	109.2%
Programming & Planning	7,108.82	11,000.00	64.6%
Bks & Mat'ls			
AV Materials	16,257.46	21,600.00	75.3%
Books	44,831.68	53,500.00	83.8%
Downloadable Materials	44,373.94	42,725.00	103.9%
Databases	2,405.25	5,250.00	45.8%
Periodicals	5,104.00	5,000.00	102.1%
Shipping and processing	2,518.52	2,000.00	125.9%
Lost and Paid	305.66	1,000.00	30.6%
Total Bks & Mat'ls	115,796.51	131,075.00	88.3%
Facilities Expenses			
Contract Maintenance	26,913.07	50,000.00	53.8%
Insurance	25,196.86	26,000.00	96.9%
Phys Plant Repair/Maint/Equip	15,113.07	28,000.00	54.0%
Maintenance Supplies	5,284.76	6,000.00	88.1%
Utilities	17,822.06	35,000.00	50.9%

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

	Jan - Dec 20	Budget	% of Budget
Water/Sewer/Tax	3,191.14	2,900.00	110.0%
Total Facilities Expenses	93,520.96	147,900.00	63.2%
Professional Services	41,232.43	50,000.00	82.5%
Operat'ns			
Election	652.93	1,200.00	54.4%
Printing/Marketing	13,130.63	16,500.00	79.6%
Postage/Travel	1,562.47	4,000.00	39.1%
Library/Office Supplies	8,230.40	12,000.00	68.6%
Total Operat'ns	23,576.43	33,700.00	70.0%
Personnel			
Aflac Post-tax	-61.80		
Aflac Pre-tax	-137.23		
Disability	987.00	3,000.00	32.9%
Health Insurance	113,816.58	125,700.00	90.5%
NYS Deferred Comp 457B	0.00		
NYSLRS			
NYSLRS Employer Contribution	135,056.00	124,377.00	108.6%
NYSLRS 414H Employee Cont.	-507.18		
NYSLRS 414H Loan Repayment	-411.00		
NYSLRS 414H Arrears	0.00		
Total NYSLRS	134,137.82	124,377.00	107.8%
Salaries			
PT Hourly	147,308.44	173,953.00	84.7%
Substitutes	5,395.51	26,316.00	20.5%
Salaries FT	839,857.34	879,616.00	95.5%
Total Salaries	992,561.29	1,079,885.00	91.9%
Social Security & Medicare	73,219.12	82,611.00	88.6%
Human Resources/Staff Dev./Trav	2,192.00	5,000.00	43.8%
Workers Compensation	13,263.00	12,000.00	110.5%
Total Personnel	1,329,977.78	1,432,573.00	92.8%
Total Operating Expenses	1,658,497.15	1,849,548.00	89.7%
Total Expense	1,945,497.15	2,136,548.00	91.1%
Net Ordinary Income	122,285.43	0.00	100.0%
Net Income	**122,285.43**	**0.00**	**100.0%**

East Greenbush Community Library

Balance Sheet   **December 10, 2020**

As of December 31, 2020

ASSETS	
Current Assets	
Checking/Savings	
Gift & Grant Cash	
Pioneer GIFT & GRANT XXXX0186	57,599.47
Petty Cash G&G	200.00
Total Gift & Grant Cash	57,799.47
Cash	
Pioneer OPERATING XXXX0178	68,343.31
Pioneer PUBLIC FINANCE XXXX0194	487,037.14
Pioneer FUND BALANCE XXX251	37,021.11
Petty Cash	200.00
Total Cash	592,601.56
Reserve	
Pioneer HURR ACCOUNT XXX244	98,397.84
Pioneer CAPITAL RESERVEXXXX0228	351,814.20
Pioneer OPER. CONT. RESXXXX0210	95,669.54
Total Reserve	545,881.58
Total Checking/Savings	1,196,282.61
Other Current Assets	
Register Cash	250.00
Total Other Current Assets	250.00
Total Current Assets	1,196,532.61
Fixed Assets	
Fixed Assets	
Building	3,953,382.09
Equipment	172,214.73
Furniture	557,074.52
Land Improvments	647,875.60
Software and Licenses	26,183.06
Total Fixed Assets	5,356,730.00
Fixed Assets - A/D	
A/D - Building	(1,650,135.49)
A/D - Equipment	(130,437.02)
A/D - Furniture	(536,803.14)
A/D - Land Improvements	(582,717.93)
A/D - Software and Licenses	(22,501.35)
Total Fixed Assets - A/D	(2,922,594.93)
Land	248,028.78
Total Fixed Assets	2,682,163.85
TOTAL ASSETS	**3,878,696.46**
LIABILITIES & EQUITY	
Equity	
Retained Earnings	3,357,446.35
Net Income	521,250.11
Total Equity	3,878,696.46
TOTAL LIABILITIES & EQUITY	**3,878,696.46**

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– ADMINISTRATIVE MEMO –

Date: December __, 2020

To: Jill Dugas Hughes, Director and
          Board of Trustees
         East Greenbush Community Library
         10 Community Way
         East Greenbush, New York 12061

From: Robert V. Gramuglia, CPA, Partner
        Bryans & Gramuglia, CPAs, LLC
        One Pine West Plaza, Suite 107
        Albany, New York 12205

Re: Audit of the financial statements of East Greenbush Community Library (the Library) as
        of and for the year ended December 31, 2019

Dear Jill and Board of Trustees:

We noted the following operational and internal control matter during our audit that is not a
significant deficiency or material weakness in internal control but is presented for your
consideration. Our recommendation, which has been discussed with you and the appropriate
members of management, is intended to improve internal control and operating efficiency and
result in better financial reporting and operational compliance.

Bank Reconciliations

Observation

Upon discussion with the Library Director, she reviews "the warrants" approved by the
Board of Directors to the cleared canceled checks when reviewing the monthly bank
reconciliation. However, during this process, there is no formal sign-off on the bank
reconciliation or bank statement evidencing that the review has been completed.

Recommendation

We recommend that the Library Director review the bank statements for any unusual items and investigate any items not approved by the Board of Directors within "the warrants". Documentation of the Library Director's review should be made on the face of the bank statement or bank reconciliation.

We believe that the implementation of the recommendation in this letter will provide East Greenbush Community Library with a stronger system of internal control while also making its operations more efficient and compliant. We will be pleased to discuss this observation in further detail at your convenience, perform an additional study of this matter, or assist you in implementing the recommendation. Please contact us if we can be of assistance.

This memo is designed to be critical of accounting processes or internal control features that do not provide adequate safeguards for an organization's assets, or they address areas that could be operationally more efficient. Please understand that there are many areas within East Greenbush Community Library that are operating effectively and efficiently.

We would like to thank you and all the other Library employees for the cooperation given to us during the audit. We appreciate the professionalism and respect shown to us during the audit process.

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East Greenbush Community Library

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Auditor Communications
December 31, 2019

December __, 2020

To the Board of Trustees of
East Greenbush Community Library
10 Community Way
East Greenbush, New York 12061

We have audited the financial statements of East Greenbush Community Library (the Library) for the year ended December 31, 2019, and have issued our report thereon dated December __, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 2, 2020. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Library are described in Note 2 to the financial statements. Financial Accounting Standards Board's Accounting Standards Update (ASU) 2014-09, *Revenue from Contracts with Customers*, ASU 2016-15, *Statement of Cash Flows: Classification of Certain Cash Receipts and Cash Payments*, ASU 2016-18, *Statement of Cash Flows: Restricted Cash*, ASU 2018-08, *Not for Profit Entities: Clarifying the Scope and Accounting Guidance for Contributions Received and Contributions Made* and ASU 2016-01, *Financial Instruments - Overall: Recognition and Measurement of Financial Assets and Financial Liabilities* were adopted and the application of all other existing policies was not changed during 2019. We noted no transactions entered into by the Library during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements is management's estimate of depreciation.

The estimate of depreciation is based on management's determination of the useful life of an asset. We evaluated the key factors and assumptions used to develop this estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December __, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Library's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Library's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Trustees and management of East Greenbush Community Library and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Bryans & Gramuglia CPAs, LLC

Albany, New York

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East Greenbush Community Library

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Financial Statements
Year Ended December 31, 2019

East Greenbush Community Library
December 31, 2019

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Independent Auditors' Report

To the Board of Trustees of
East Greenbush Community Library

We have audited the accompanying financial statements of East Greenbush Community Library (a nonprofit organization), which comprise the statement of assets, liabilities and net assets – modified cash basis as of December 31, 2019, the related statement of support, revenues, expenses, and other changes in net assets – modified cash basis and the statement of functional expenses – modified cash basis for the year then ended, and the related notes to the financial statements.

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Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting as described in Note 2; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriated to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the assets, liabilities, and net assets of East Greenbush Community Library as of December 31, 2019, and its support, revenues, expenses, and other changes in net assets for the year then ended in accordance with the modified cash basis of accounting as described in Note 2.

Basis of Accounting

We draw attention to Note 2 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our conclusion is not modified with respect to this matter.

Changes in Accounting Principles

As described in Note 2 to the financial statements, East Greenbush Community Library implemented Accounting Standards Update (ASU) 2014-09, *Revenue from Contracts with Customers*, ASU 2016-2015, *Statement of Cash Flows: Classification of Certain Cash Receipts and Cash Payments*, ASU 2016-18, *Statement of Cash Flows: Restricted Cash*, ASU 2018-08, *Not for Profit Entities: Clarifying the Scope and Accounting Guidance for Contributions Received and Contributions Made*, and ASU 2016-01, *Financial Instruments – Overall: Recognition and Measurement of Financial Assets and Financial Liabilities* and the effects have been included in these financial statements. Our opinion is not modified with respect to this matter.

Bryans & Gramuglia CPAs, LLC

Albany, New York
December __, 2020

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East Greenbush Community Library
Statement of Assets, Liabilities and Net Assets - Modified Cash Basis
December 31, 2019

	Without Donor Restrictions	With Donor Restrictions	Total
ASSETS			
Current Assets			
Cash and cash equivalents	$ 940,816	$ -	$ 940,816
Cash and cash equivalents - restricted	-	14,467	14,467
Total Current Assets	940,816	14,467	955,283
Property, Plant and Equipment			
Buildings	3,953,382		3,953,382
Land and improvements	895,905	-	895,905
Equipment, furniture and fixtures	755,473	-	755,473
Total	5,604,760	-	5,604,760
Less accumulated depreciation	3,053,045	-	3,053,045
Net Property, Plant and Equipment	2,551,715	-	2,551,715
TOTAL ASSETS	$ 3,492,531	$ 14,467	$ 3,506,998
LIABILITIES AND NET ASSETS			
Current Liabilities			
Credit card payable	$ 1,362	$ -	$ 1,362
Current portion of bonds payable	280,000	-	280,000
Total Current Liabilities	281,362	-	281,362
Net Assets			
Without donor restriction	3,211,169	-	3,211,169
With donor restrictions	-	14,467	14,467
Total Net Assets	3,211,169	14,467	3,225,636
TOTAL LIABILITIES AND NET ASSETS	$ 3,492,531	$ 14,467	$ 3,506,998

See accompanying notes to financial statements.

East Greenbush Community Library
Statement of Support, Revenues, Expenses, and Other Changes in Net Assets – Modified Cash Basis
For the Year Ended December 31, 2019

	Without Donor Restrictions	With Donor Restrictions	Total
Support and Revenue			
Program services and fees	$ 56,339	$ -	$ 56,339
Tax revenue	1,983,929	-	1,983,929
Grants and contributions	4,446	92,545	96,991
Interest income	11,618	-	11,618
Miscellaneous income	3,499	-	3,499
Net assets released from restrictions	106,142	(106,142)	-
Total Support and Revenue	2,165,973	(13,597)	2,152,376
Expenses			
Library	1,754,187	-	1,754,187
Management and general	178,896	-	178,896
Fundraising	3,144	-	3,144
Total Expenses	1,936,227	-	1,936,227
Change in Net Assets	229,746	(13,597)	216,149
Net Assets, Beginning of Year, As Originally Reported	3,009,487	-	3,009,487
Prior Period Adjustment	(28,064)	28,064	-
Net Assets, Beginning of Year, As Restated	2,981,423	28,064	3,009,487
Net Assets, End of Year	$ 3,211,169	$ 14,467	$ 3,225,636

See accompanying notes to financial statements

East Greenbush Community Library
Statement of Functional Expenses – Modified Cash Basis
For the Year Ended December 31, 2019

Functional Expenses	Library	Management and General	Fundraising	Total
Salaries and related fringe benefits	$ 1,201,138	$ 138,232	$ 2,684	$ 1,342,054
Travel	5,221	601	12	5,834
Books and materials	157,522	-	-	157,522
Program and planning	22,178	-	-	22,178
Technology and communications	51,999	5,984	116	58,099
Interest	18,459	2,124	41	20,624
Facilities and maintenance	90,127	10,372	201	100,700
Insurance	22,402	2,578	50	25,030
Professional services	37,371	15,856	1	53,228
Elections	-	1,156	-	1,156
Printing and postage	17,319	1,993	39	19,351
Depreciation	130,451	-	-	130,451
Total Functional Expenses	$ 1,754,187	$ 178,896	$ 3,144	$ 1,936,227

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See accompanying notes to financial statements

1. **NATURE OF OPERATIONS**

   East Greenbush Community Library (the Library) was created by the enactment of a public library district by the laws of the State of New York. The Library is exempt from federal and state income tax filings. The Library was granted an absolute charter by the Regents of the State of New York on October 21, 1988 to provide public library and literacy services to the residents of the Town of East Greenbush and surrounding communities. The Library administration prepares a proposed budget for approval by the Board of Trustees and the voters of the Library approved the proposed appropriation budget for the year ended December 31, 2019.

2. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

   A summary of the significant accounting policies used to prepare the accompanying financial statements follows:

   Basis of Accounting

   The financial statements of the Library have been prepared on the modified cash basis of accounting. Accordingly, revenue is recorded when received rather than when earned and expenses are recorded when paid rather than when the obligation is incurred. That basis differs from generally accepted accounting principles primarily because the Library has not recognized receivables and payables (except in certain circumstances such as accrued excise tax payable, accrued federal income tax on unrelated/related business income, liabilities arising from the receipt of borrowed cash and employee payroll withholdings as allowed by accounting standards) and their related effects on the change in net assets. Accordingly, the financial statements are not intended to present the financial position and results of operations in accordance with generally accepted accounting principles.

   Changes in Accounting Principles

   In May 2104, the FASB issued ASU 2014-09, *Revenue from Contracts with Customers*, and has subsequently issued supplemental and/or clarifying ASUs (collectively "ASC 606"). ASC 606 outlines a five-step framework that supersedes the principles for recognizing revenue and eliminates industry-specific guidance.

   The core principle of the guidance in ASC 606 is that an entity should recognize revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. In addition, ASC 606 revises current disclosure requirements in an effort to help financial statement users better understand the nature, amount, timing, and uncertainty of revenue that is recognized. Policies related to revenue recognition for the Library are discussed in the recognition of revenue portion of this Note 2 to the financial statements. Adoption of this standard did not have an impact on the revenue recognized by the Library for the year ended December 31, 2019 due to the financial statements being prepared on the modified cash basis of accounting.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Changes in Accounting Principles

In August 2016, the FASB issued ASU 2016-15, *Statement of Cash Flows: Classification of Certain Cash Receipts and Cash Payments*. This update provided guidance on eight specific cash flow and the summary of amendments for each. Furthermore, in November 2016, the FASB issued ASU 2016-18, *Statement of Cash Flows: Restricted Cash*. This update requires that the statement of cash flows explain the change during the period in the total of cash, cash equivalents and amounts generally described as restricted cash or restricted cash equivalents. Adoption of these standards did not have an impact on the financial statements of the Library as of December 31, 2019 due to the financial statements being prepared on the modified cash basis of accounting.

In June 2018, the FASB issued ASU 2018-08, *Not for Profit Entities: Clarifying the Scope and Accounting Guidance for Contributions Received and Contribution Made*. The amendments in ASU 2018-08 provide guidance on determining whether a transaction should be accounted for as a contribution or as an exchange transaction. The primary aspect of this determination is whether the two parties receive and sacrifice commensurate value. Adoption of this standard did not have an impact on the revenue recognized by the Library for the year ended December 31, 2019 due to the financial statements being prepared on the modified cash basis of accounting.

In January 2016, the FASB issued ASU 2016-01, *Financial Instruments – Overall: Recognition and Measurement of Financial Assets and Financial Liabilities*. ASU 2016-01 requires entities to measure equity investments that do not result in consolidation and are not accounted for under the equity method at fair value and recognize any changes in fair value unless the investments qualify for a new practicality exception. The practicality exception is available for equity securities without a readily determinable fair value, for which measurement is based on cost less impairment and adjusted for observable price changes. Adoption of this standard did not have an impact on the statement of assets, liabilities and net assets – modified cash basis or statement of support, revenues, expenses and other changes in net assets – modified cash basis when recognized by the Library for the year ended December 31, 2019.

Cash and Cash Equivalents

For purposes of the statement of assets, liabilities, and net assets – modified cash basis, the Library considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

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2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Property, Plant and Equipment and Depreciation

The Library capitalizes individual property, plant and equipment items greater than $2,500. Lesser amounts are expensed. Property, plant and equipment purchased using the Library's funds are stated at acquisition cost less accumulated depreciation. Donated assets are recorded at fair market value at the date of donation less accumulated depreciation.

Depreciation is provided using the straight-line method over the estimated useful lives of the assets.

	Years
Land improvements	15
Buildings	39
Furniture, fixtures and equipment	3-7

Depreciation expense was $130,451 for the year ended December 31, 2019.

Maintenance and repairs are charged to operations when incurred; betterments and renewals are capitalized. When property, plant and equipment is sold or otherwise disposed of, the asset account and related accumulated depreciation account are relieved, and any gain or loss is included in operations.

Impairment of Long-Lived Assets

The Library reviews long-lived assets, including property, plant and equipment, for impairment whenever events or changes in business circumstances indicate that the carrying amount of an asset may not be fully recovered. An impairment loss would be recognized when the estimated future cash flows from the use of the asset are less than the carrying amount of the asset. The Library has determined that no impairment existed at December 31, 2019.

Net Assets Without Donor Restrictions

Net assets without donor restrictions represent resources over which the Board of Trustees has discretionary control. The resources can be used to carry out the operations of the Library in accordance with their by-laws.

Net Assets With Donor Restrictions

Net assets with donor restrictions are assets subject to donor-imposed stipulations that will be met by the fulfillment of the purpose restriction or the passage of time. All donor-restricted support is reported as increases in net assets with donor restrictions. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of support, revenues, expenses, and other changes in net assets – modified cash basis as net assets released from program restrictions.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Net Assets With Donor Restrictions

Net assets with donor restrictions may represent assets that have been donated to the Library with the donor stipulation that the principal remains intact and that only the income generated be used for the benefit of the Library.

Recognition of Revenue

Unconditional contributions and grants received are recorded as net assets without donor restrictions or net assets with donor restrictions depending on the existence and/or nature of any donor or grantor restrictions.

The Library reports donor restricted contributions as unrestricted support whenever the restrictions are met in the same year the contributions are received.

Revenue from fundraising activities is recorded when received.

Revenue from tax levy's are recognized as revenue when the payments are received from the Town.

Interest is recorded as earned and dividends are recognized when received.

Performance obligations for all of the Library activities are provided and consumed at a point in time, not over time, and therefore these types of revenues allocated to performance obligations are not left unsatisfied or partially unsatisfied at the end of the reporting period.

DRAFT

Contributions

The Library reports gifts of land, buildings, and equipment as without donor restrictions support unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as with donor restrictions. Absent explicit donor stipulations about how long those long-lived assets must be maintained, the Library reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

Donated Services

The Library receives a significant amount of donated services from unpaid volunteers who assist with services provided by the Library. These services are not accounted for in the financial statements.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Advertising

The Library expenses advertising costs in the year they are paid. There was no advertising expense for the year ended December 31, 2019.

Inexhaustible Collections and Books

Because the value of existing inexhaustible collections, including research books, and books used in the circulating library are not readily determinable, the Library's policy is not to capitalize them. Purchases of new collections and books are charged to expense when paid, and fees for lost or damaged items are recorded as book replacement revenue when received. The approximate collection and book expense for the year ended December 31, 2019 was $145,162 and is included in books and materials within the statement of functional expenses – modified cash basis.

Functional Allocation of Expenses

The financial statements report certain categories of expenses that are attributable to one or more program or supporting services. These expenses include salaries, fringe benefits, depreciation, and other occupancy related costs. Salaries, related fringe benefits are allocated based on estimated time spent in the various programs. Depreciation and occupancy related costs are either directly charged or allocated based on estimated square footage and/or time spent.

DRAFT

Estimates

The preparation of financial statements in conformity with the modified basis of accounting requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

3. LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The following reflects the Library's financial assets as of the statement of assets, liabilities and net assets – modified cash basis date, reduced by the amounts not available for general use because of contractual or donor-imposed restrictions within one year of the statement of assets, liabilities and net assets – modified cash basis date for the year ended December 31, 2019:

Financial assets at year-end	$	955,283
Less those unavailable for general expenditures within one year, due to:		
Contractual or donor-imposed restrictions		14,467
Financial assets available to meet cash needs for general expenditures within one year	$	940,816

3. LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The Library generally maintains and keeps available all financial assets to meet their operating expenses as they become due. The Library also has $4,000 of credit card financing available at December 31, 2019 to meet cash flow needs.

4. BONDS PAYABLE

The Town of East Greenbush issued long-term Series 2002A Bonds during 2002. The series 2002A Bonds are scheduled to mature in the year 2020. The bonds bear interest at variable rates that have ranged from 4.5% to 5% during the life of the bonds. The balance of the bonds as of December 31, 2019 is $280,000.

5. AVAILABLE CREDIT

The Library has $4,000 of credit card financing available with Bank of America to meet its operating needs as of December 31, 2019, respectively. The interest rate on the advances varies and these advances are unsecured. There was $1,362 of outstanding advances at December 31, 2019.

6. PENSION PLAN

Employees of the Library are eligible to participate in the New York State Employees' Retirement System (NYSERS), a defined contribution plan.

NYSERS provides retirement benefits as well as death and disability benefits. New York State Retirement and Social Security Law govern obligations of employers and employees to contribute, and benefits to employees. The system issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to NYSERS, Office of the State Comptroller, 110 State Street, and Albany, New York 12244.

The Systems are noncontributory for the employee who joined prior to July 27, 1976. For employees who joined the systems after July 27, 1976, and prior to January 1, 2010, employees contribute 3% to 3.5% of their salary. With the exception of ERS tier V and VI employees, employees in the system more then 10 years are no longer required to contribute. In addition, employee contribution rates under ERS tier VI vary based on a sliding salary scale. For NYSERS, the comptroller certifies the rates expressed as proportions of members' payroll annually, which are used in computing contributions required to be made by employers to the pension accumulation fund.

6.   **PENSION PLAN**

The pension expense of the Library is based upon contribution rates (determined by the plan) applied to salaries of participating employees. Pension expense for the year ended December 31, 2019 was $123,180.

Beginning in 2011 the Board of Trustees has elected to pay the Library's share of the NYSERS contributions upon the due date of the bill, instead of when the bill is received. Since the NYSER contribution rate is determined after the Library's budget has been approved, the Trustees believe that this change will provide them a better basis on which to budget revenues to match this expense.

7.   **COMMITMENTS AND CONTINGENCIES**

The Library has received grants that may be subject to audit by the grantors. Such audits may result in disallowances and a request for a return of funds, and changes, if any, are recognized in the year known. Based on prior history, the Library administration believes that disallowances, if any, would be immaterial.

8.   **CONCENTRATIONS**

The Library maintains its cash balances in one financial institution. Accounts at this institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to $250,000. At times during 2019, the Library had bank deposits in excess of amounts insured by the FDIC.

The Library received $1,983,929, a substantial portion of its revenue, from local government sources including the Town of East Greenbush and the Town of Schodack for the year ended December 31, 2019. These amounts are contractually determined and are generated via local government property tax levies.

9.   **NET ASSETS WITH DONOR RESTRICTIONS**

Net assets with donor restrictions of $14,467 as of December 31, 2019, respectively, represent restricted cash that become available for use after the expiration of donor restrictions.

10. **PRIOR PERIOD ADJUSTMENT**

Net assets as of December 31, 2018 have been reclassified between without donor restrictions and with donor restrictions net asset classifications to properly reflect restrictions imposed by the donors.

11. **SUBSEQUENT EVENT – COVID-19 PANDEMIC**

The spread of COVID-19 continues to severely impact many local economies around the world since December 31, 2019. Businesses have been forced to cease or limit operations for extended periods of time. Measures taken to limit the spread of the virus, including quarantines, social distancing and closures of non-essential services have resulted in significant disruptions to businesses and created economic uncertainty and volatility.

Although there has been government intervention to stabilize the economic conditions, the effectiveness of these responses and the duration and final impact of the pandemic remains unclear. It is therefore not possible to reliably estimate the overall impact on the financial operations of the Library for future periods.

The Library has determined that these events are non-adjusting subsequent events. Accordingly, the financial position and results of operations as of and for the year ended December 31, 2019 have not been adjusted to reflect the future financial impact of the COVID-19 pandemic.

12. **EVALUATION OF SUBSEQUENT EVENTS**

The Library has evaluated subsequent events through December __, 2020, the date which the financial statements were available to be issued.

DRAFT

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

In Attendance by videoconference:
Members: Lynne Oudekerk (chair), Bob West, Michael Poost, Jill Dugas Hughes

1. Schodack

The Town of Schodack board has reconsidered and will fund the library at the full amount requested for 2021, $311,313. In January, Mr. Poost will appoint an ad hoc Schodack committee to develop a funding formula that we can use to draft a contract between our library and the Town of Schodack. Our goal is to meet with the town by mid-March. Factors to consider in establishing the formula include town population, usage, and the Nassau and Castleton libraries.

2. 2019 Audit

Ms. Dugas Hughes will meet with the auditor on Dec 2 to discuss ways in which the library can track designated gift/ grant funding, the sole issue remaining before accepting the audit report. The auditor will present the final audit to the full board at our Dec 15 meeting.

3. COVID & NYS Pandemic Plan

The committee discussed the recent rise in COVID cases locally and the impact that could have on library services at our library. Ms. Dugas Hughes will reinstate Saturday morning virtual board meetings re COVID to address this fast-changing situation. In the meantime, she continues to work on the East Greenbush library-specific Pandemic Plan and will present a draft to the Administrative Committee when ready. The plan is due to the state in April, 2021.

The meeting ended at 6:58 pm.

EAST GREENBUSH COMMUNITY LIBRARY
BOARD OF TRUSTEES
Services Committee Meeting
December 10, 2020 via videoconference
Start time: 7:04 pm
In attendance: Jill Dugas Hughes, Michael Poost, Betty Bellino, Shay Harrison, Mari Harris, Bob West

<u>Agenda:</u>
1. COVID Plan Update*
2. Bylaws revision
3. Strategic Planning 2021

***All board members were invited to attend this portion of the Services Committee meeting**

1.   COVID Plan Update
Library needs to plan based upon the latest numbers. There has been a recent and rapid increase in Covid numbers in Rensselaer County. Additional metrics being followed are indicative of the need to adjust some services to keep staff and community members safe.
There was discussion of what is happening in our community, surrounding communities and other libraries, and the needs of our library community when so much else is unavailable to them. It was preferred that a full rollback to Phase 4 of Reopening Plan be held off at this time. Instead, the following was proposed for immediate implementation:
•   Encourage 15 minute in-house visits with maximum of 30 minutes, per patron
•   Discontinue seating in library
•   Discontinue self-service for complicated copier functions: library staff will perform copier services for patrons
•   Quarantine period for materials will be 72 hours
•   Reduce in-house computer terminal availability
(Bob and Shay left meeting after this portion)

2. Bylaws revision
Committee approved final draft to be circulated to the full Board at December's meeting.

3. Strategic Planning 2021
Given where the state, county and community will be in 2021, i.e., still fighting a pandemic, we discussed whether we could develop a meaningful 3-year Strategic Plan update. The library has become a very different organization during the pandemic and may continue to be such for the foreseeable future. We developed a few options for full Board consideration:
A. Extend the current plan for another year and address update in 2021

B. Identify key target areas of current plan that can be addressed without community involvement or extra funding, and tackle those in 2020 for the plan update

C. Develop an ad hoc committee to evaluate plan with the director then identify goals and/or objectives that are not relevant or addressable, add goals and objectives that have been identified since the last strategic plan was enacted (e.g., study area for students, needs of the new demographics, new funding sources) and hire consultant to facilitate a revision.

A few things worth considering when deciding the above:

- Strategic planning process begins in February 2021 and requires extensive attention, which may not be possible for library director, staff, or Services Committee
- The mission, vision and values will remain the same
- Cannot rely upon, and perhaps not be able to elicit, community input at this time
- Is this something that can be done virtually?
- Is it possible to establish objectives when we don't know what the world will look like a year from now?
- Possible shutdowns during virus surge
- Will it be damaging to library or community to extend the current plan for 1 year?

Meeting concluded at 9:10 pm

BY-LAWS of EAST GREENBUSH COMMUNITY LIBRARY

Chapter 409, Laws 1988 of the State of New York established in the County of Rensselaer a public library district which shall include all the town of East Greenbush.

ARTICLE I: NAME

The name of the library shall be known as the East Greenbush Community Library (Ch. 409, NYS Laws 1988) to distinguish it from the former East Greenbush Community Library (Association Library).

ARTICLE II: PURPOSE

The purpose for which East Greenbush Community Library (Ch. 409, NYS Laws 1988) was granted an absolute charter by the Regents of the State of New York on October 21, 1988, was to provide public library services to the residents of the town of East Greenbush.

ARTICLE III: BOARD OF TRUSTEES

1. The library shall be administered by a Board of seven (7) trustees elected by the voters of the East Greenbush library district to serve for a five-year term.
2. Only qualified voters of the district shall be eligible for election to this Board.
3. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board.
4. No Board member by virtue of their office, shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.
5. Each Trustee shall have one vote irrespective of office held. A Trustee must be present at a meeting to have their vote counted. "Present" may include attendance through videoconferencing, provided that the videoconferencing site(s) is available to the public and that the videoconferencing location is noted in the public meeting announcement. Alternate voting methods will be permissible only when in alignment with the NYS Open Meetings Law.
6. The Board shall:
   - Hire and/or appoint a qualified Director who shall be the executive and administrative officer of the Library
   - Regularly evaluate the Director's performance and library's conformance with Board-approved policies
   - Secure adequate funding for the library's service program
   - Evaluate and approve proposed annual budgets provided by the Director for presentation to the voters
   - Adopt and monitor library policies and rules regarding library governance and use
   - Adopt and monitor the library's Strategic Plan
   - Promote the library in the local community, county and state
   - Authorize an annual fiscal review by an accredited and independent accounting firm
   - As appropriate, authorize a comprehensive audit in compliance with Government Accounting Standards Board (GASB)
   - Ensure compliance with minimum standards for library services as set by the NYS Education Department and related library governing bodies.

ARTICLE IV: ELECTION, REMOVAL AND SPECIAL APPOINTMENT OF TRUSTEES

1. There shall be one annual election, as needed, conducted by the Board. At this election, candidates for vacant trustee positions along with a proposed budget shall be submitted to the voters.

2. Candidates for the office of member of the Board of Trustees shall be nominated by petition. A separate petition shall be required to nominate each candidate for a vacancy on the Board. Each nominating petition shall:
    - Be directed to the clerk/secretary of the district
    - Be signed by at least 25 qualified voters of the district or 2% of the voters who voted in the previous annual election of members of the Board of Trustees, whichever is greater (such number to be determined by the number of persons recorded on the poll list as having voted at such election)
    - State the residence of each signer and
    - State the name and residence of the candidate.
3. Each nominating petition shall be filed in the office of the clerk/secretary of the district between the hours of 9 A.M. and 5 P.M., no later than the thirtieth day preceding the election at which the candidates nominated are to be elected.
4. Trustees elected at the annual election as provided for herein shall serve a five-year term, said term to commence on the first day of January next following the election.
5. Should a vacancy occur prior to a trustee's term completion, the Board may designate, by majority vote, a replacement to serve **until the next scheduled election**, at which time the remainder of the vacant term shall be filled through the Trustee election process as outlined above.
6. A trustee who fails to attend three consecutive Board meetings may be deemed to have resigned, unless excused by a majority vote of the Board. The President will inform the absent Board member in writing if they are no longer a member of the Board. If the deemed resignation is deferred by Board action, the President shall inform the absent Board Member in writing.
7. A trustee may be removed from office through due process for: gross misconduct; incapacity; or refusal to carry out their trustee responsibilities. Such removal requires a majority vote of the entire Board and must be conducted in accordance with NYS Education Law Section 226.

ARTICLE V: FISCAL
1. The fiscal year of the library shall be the calendar year.
2. Upon adoption of a proposed budget by the Board, if the annual proposed budget increases or decreases the appropriation of the last approved budget, the budget shall be voted on by the public at the annual election, pursuant to Ch. 409, NYS Laws of 1988.

ARTICLE VII: BOARD OF TRUSTEE OFFICERS
1. At its first meeting each year, the Board shall elect or appoint a president and vice president who shall be members of the Board, a clerk/secretary, treasurer and any other officers as they deem necessary.
2. If the Board so determines, the offices of clerk/secretary and treasurer may be held by individuals who are not members of the Board. In that event, if the Board so determines, those officers may receive compensation as fixed by resolution of the Board.
3. The duties of such officers shall be as follows:
    The **President** shall:
    - Preside at all meetings of the Board
    - Authorize calls for any special meetings
    - Appoint all committees
    - Upon midterm vacancy of Board trustee or Board leadership position, appoint Board-approved replacement, as established through majority vote of the Board
    - Execute all documents authorized by the Board
    - Serve as ex-officio voting member of all committees
    - Perform duties as are generally associated with that office

- Act as signatory for all official documents.

The **Vice-President** shall:
- Assume and perform the duties and functions of the President in the event of absence, disability, or mid-term vacancy of office of the President
- Perform duties as are generally associated with that office
- Act as signatory for all official documents, in the absence of the President.

The (Clerk/)**Secretary** shall:
- Keep a true and accurate record of all meetings of the Board
- Issue notice of all regular and special meetings of the Board
- Perform duties as are generally associated with that office
- Act as signatory for official documents, if they are a Board member.

The **Treasurer** shall:
- Act as the disbursing officer of the Board, obtaining prior Board approval before disbursing funds
- Oversee financial transactions of the Library
- Act as custodian of all funds of the library district, including gifts and trust funds paid over to the trustees
- Present a written financial report at each Board meeting
- Present the financial report at the Annual meeting in July
- Perform such duties that are generally associated with that office, and/or as delegated by the Board
- Act as Chair of Budget Development Committee
- Act as a signatory in all official financial documents, if they are a Board member

ARTICLE VIII: MEETINGS

1. Meetings of the Board shall be held each month, except the month of August.
2. Date and time of Board meetings shall be set by the Board, with meetings generally held the third Tuesday of the month.
3. Board members shall receive notification and Board packets a few days prior to meetings.
4. Special meetings may be called by the president or any three (3) trustees. Only designated business may be transacted at such meetings.
5. Every meeting of the Board shall be open to the general public.
6. Public notice of the time and place of scheduled meetings shall be given to the public at least two weeks prior thereto. Notice of scheduled meetings shall be given to the news media at least one week before such meetings.
7. A majority of the Board shall constitute a quorum.
8. Robert's Rules of Order shall govern the proceedings.
9. The order of business for regular meetings shall include, but not be limited to, the following Items:
   - Call to Order/Review of Agenda
   - Public Comment
   - Approval of Prior Meeting Minutes
   - Treasurer's Reports
   - Committee Reports
   - Director's Report
   - Liaison Reports
   - Personnel Matters
   - Old Business
   - New Business

ARTICLE IX: COMMITTEES
1. There will be two (2) standing committees, i.e. the Administrative Committee and Services Committee and two special committees, i.e., the Nominating Committee and Budget Development Committee.
2. The president of the Board shall appoint all committee members.
3. All committees shall consist of at least three members of the Board.
4. Members of the standing committees will be appointed at the first meeting of each calendar year.
5. The **Administrative Committee** shall serve in an advisory capacity in matters to include, but not be limited to, Finance, Personnel, Facilities Management, Risk Management, and Technology Planning.
6. The **Services Committee** shall serve in an advisory capacity in matters to include, but not be limited to, Public Relations, Advocacy, Community Liaisons, Library Policy, Evaluation of Services, and Strategic Planning.
7. The **Nominating Committee** shall be appointed by the President two months prior to the organizational meeting held in January. This committee shall present a slate of qualified candidates for officers of the Board at theJanuary organizational meeting. Nomination proceedings shall be governed by Roberts Rules of Order.
8. The **Budget Development Committee** shall be appointed by the President five months prior to the budget vote in September. This committee shall collaboratively develop a draft budget with the library director for presentation to the full Board.
9. Ad Hoc committees for specific purposes may be appointed by the President as needed.
10. Committees shall make a progress report on active matters to the full Board.

ARTICLE X: LIBRARY DIRECTOR
1. The Board shall appoint a qualified library director who shall be the executive and administrative officer of the library.
2. The Director:
   - Attends meetings of the Board, including budget and public meetings
   - Speaks on all matters under discussion at Board meetings but shall not have the right to vote thereon
   - Oversees the operation of the library and ensures operation is in compliance with the annual budget, library policies, and Strategic Plan as approved by the Board
   - Demonstrates sound management practices
3. The Director shall have charge of:
   - Employment and direction of library staff
   - All library services to the public
   - Recommendations and reports to the Board on policies to improve efficiency and quality of service to the library community
   - Oversight of library property, building and equipment
   - All duties set forth under their job description as established by the Board
4. The director shall develop a preliminary budget for presentation to the Budget Development Committee.

ARTICLE XI: AMENDMENTS
1. These by-laws may be repealed, amended, or added to by a majority vote of the whole Board at a regular meeting. Such action may be taken, however, only after the substance of the proposed repeal, amendment, or addition has been presented in writing at a prior regular or special meeting, and notice thereof has been given of the meeting at which it is to be voted upon.

2. These by-laws shall be reviewed every 5 years and/or in accordance with rules and regulations as set forth under the NYS Board of Regents and NYS Education laws and regulations governing public libraries and standards assigned therein.

Director's Report

Submitted by Jill Dugas Hughes, November 17, 2020

COVID-19 Update

We are firmly committed to protect the health and safety of our employees and patrons, and to serve our community. We continue to monitor the rapidly changing COVID-19 situation and will continue to comply with Public Health Guidance. COVID-19 cases, hospitalizations, and deaths across the United States and Capital Region are rising. As cold weather moves in, people spend more time indoors, and the holidays approach, we are taking steps to slow the spread of COVID-19.

Staff and visitors are reminded to wear a mask, stay at least 6 feet apart, avoid crowds, and wash your hands often; both at work and outside of the library. The more steps you take, the more you are protected against COVID-19. Staff have been provided with additional training on de-escalation techniques and protocols for implementing the library's policy on wearing masks and maintain social distancing. Our motto is: Set the Expectation: Safety First!

To help limit personal contact and create more space for social distancing, we reduced the following library services on December 11, 2020:
1. Remove all seating except for computer seating
2. Reduce the number of desktop public computers available to (2)
3. Post signage above the copier/scanner/fax machine "Self-Service Only: Due to increasing positive COVID-19 cases in our community, staff are now directed to maintain 6 feet of distance at all times." If a patron asks a staff member for assistance, and the service can be safely provided while the patron is 6+ feet away, staff should offer to provide the copy/scan/fax for them.
4. Visit time limits continue to be 30 minutes, but library communication to the public about the length of visits will now change to read 15-30 minutes
5. Quarantine period for materials has changed to 72 hours

Current COVID metrics indicate that we will be facing continued growth in positive cases throughout the winter. We will continue to reduce/roll back services based on public health guidance recommendations. Staff and members of the public are encouraged to provide suggestions or ask questions anytime.

Staff members who are at a higher risk for COVID-19 have been encouraged to submit any requests for personal accommodations. I am committed to working individually with members of the public and staff to ensure people feel as safe as possible and individual needs are met as much as possible. Important Reminder! Please stay home if you are sick! If you have COVID symptoms or have been exposed to someone else who has tested positive for COVID-19, please obtain a COVID test let us know if you have visited the library recently so we can implement contact tracing. Reminder that an infected

person can spread COVID-19 starting 48 hours (or 2 days) before the person has any symptoms or tests positive. By letting your close contacts know they have may have been exposed to COVID-19, you are helping to protect everyone. If a staff member or member of the public reports a positive test, I will immediately contact the Rensselaer County Health Department and work with them to institute follow up steps.

At this point, we know that risk levels increase in crowded situations, with close/physical contact, enclosed spaces, and with increased durations of exposure. No matter how conscientiously we stick to the safety protocols, we will most likely continue to need to roll back services as positive cases in our community rise, employees fall ill or test positive, or patrons refuse to comply with social distancing and face mask requirements. Each scenario will require thoughtful planning and steps to reduce services will be based on reducing known risk levels as the outbreak grows.

At the most recent Service Committee meeting on December 10, we decided that we will not be following a strict "phased" roll back plan but will base decisions on the most up to date information and health expert guidance. Decisions to roll-back services will most likely be incremental and decisions will be made on a weekly basis with input from staff and the board.

Sometimes the action will need to be quick and decisive (such as if we receive a report of a positive COVID-19 test from a staff member which will require a closure of the building for cleaning). The board will most likely need to begin meeting weekly again, and if necessary, daily, to discuss and carefully consider the types of dial back services and the ever-changing state/county protocols.

If a confirmed COVID exposure occurs at the library, I will immediately notify all staff via the emergency text messaging software, TEAMS, and Email. We will also notify the health department, post a notification on our website, and other media channels (following the same process as our emergency weather procedure). Vicki and I will work with impacted staff to explore the need for quarantine or other isolation. Dawn will coordinate with Paul to clean all locations where the employee worked over the previous 7 days. Anybody who tests positive is not eligible to return to work until they receive a written notice from a medical professional indicating it is safe to do so.

I would like to thank library staff, board, and community members for your continued flexibility, and dedication to our community as we face unprecedented times. The library plays an important role in the health and well-being of our community, both physical and mental health well-being. I have never been more scared or proud to be a library professional. Thank you for your continued grace and input as we navigate impossible decisions and seek to be the safest and best library!

Coronavirus in the Capital Region

New COVID-19 cases

Capital Region — 7-day avg
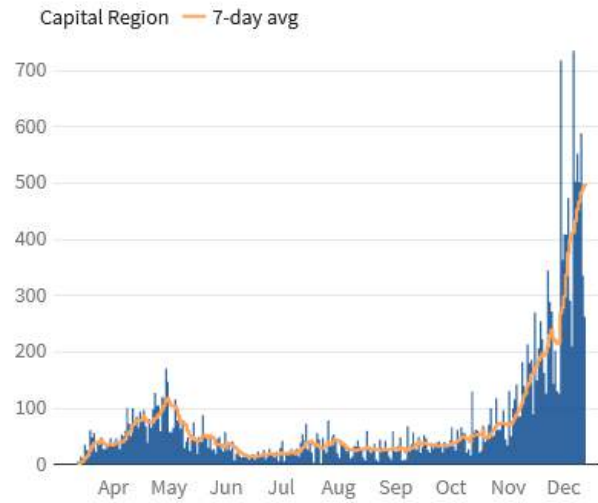
COVID-19 hospitalizations

— Total patients — ICU patients
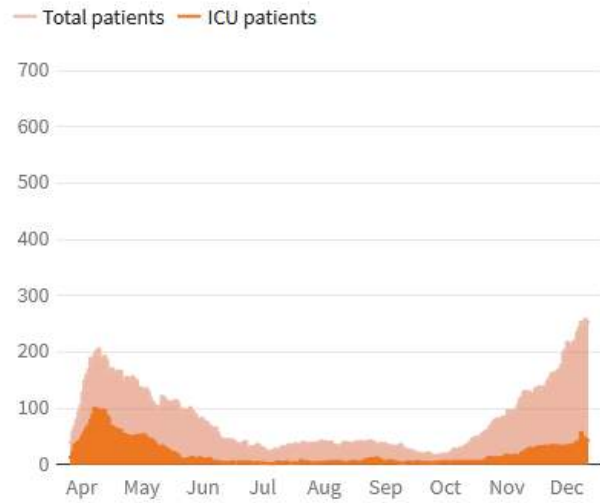
Trends in eight Capital Region counties by Cathleen F. Crowley and Bethany Bump/Times Union *(About the data)*

Reference Department Report – November 2020
Submitted by Elizabeth Putnam

Highlights

This month, we debuted an upgrade to our Overdrive digital collections offerings by subscribing to Overdrive's Advantage Plus program. Titles that we purchase through Advantage Plus will fill holds placed by East Greenbush/Schodack patrons first, before becoming available to all UHLS users.

Our virtual programs continue to draw strong attendance, with 22 participants in the grab-and-go craft, 20 attendees in Hot Topics in Astronomy with MiSci, and 11 participants in the Hands-On Pre-Thanksgiving Cooking Class with Cornell Cooperative Extension, in which participants join from their kitchens and follow along with the instructor in preparing healthy, seasonal dishes.

November's grab-and-go craft was *Jars of Optimism*. We received some lovely responses from our patrons, showing us their completed craft:

We have hit the sweet spot with our in-person computer services. We currently have 4 terminals available for half-hour walk-in sessions. We often have several computer users in at any time, but so far the terminals are never full, so supply and demand are nicely balanced.

Reference Service

After a peak in October, reference service use decreased in November, back to the same level of use we saw in September. Total adult reference transactions decreased 27% from October (796 queries) to November (581 queries).

See full reference stats in the chart on the following page.

November 2020 Programs
(10 programs, 114 attendees, 11.4 average attendance per session)

See full program stats in the chart on the following page.

Date	Program	Category	Attendance
11/2/2020	Monday Night Book Chat on Facebook	Live Virtual Program	15
11/9/2020	Monday Night Book Chat on Facebook	Live Virtual Program	4
11/12/2020	Hot Topics in Astronomy with MiSci	Live Virtual Program	20
11/14/2020	Adult Craft Grab & Go: Mug of Optimism; Joy & Light	On-Demand Program	22
11/16/2020	Morning Book Discussion Group: Such a Fun Age by Kiley Reid	Live In-Person Program	7
11/16/2020	Evening Book Discussion Group: Island of Sea Women by Lisa See	Live Virtual Program	7
11/16/2020	Monday Night Book Chat on Facebook	Live Virtual Program	10
11/18/2020	Hands-On Pre-Thanksgiving Cooking Class with Cornell Cooperative Extension	Live Virtual Program	11
11/23/2020	Monday Night Book Chat on Facebook	Live Virtual Program	7
11/30/2020	Monday Night Book Chat on Facebook	Live Virtual Program	11

Professional Development

Date	Librarian	Type	Title/Event	Org/Sponsor	Time
11/5/2020	Catherine	Webinar/Training	Automatic Weeding Plan & Smart List overview	Overdrive	.5 hr
11/5/2020	Catherine	Webinar/Training	Automating Carts: Create Smart Lists	Overdrive	.5 hrs
11/4/2020	Jody	Conference session	Managing a Thriving Writers Program for Adults	NYLA	1 hr
11/5/2020	Jody	Conference session	Holistic Librarianship	NYLA	1 hr
11/5/2020	Jody	Conference session	Creating and Sharing Meaningful Messages	NYLA	1 hr
11/6/2020	Jody	Conference session	Women's Leadership Panel	NYLA	1 hr
11/6/2020	Jody	Conference session	Shake Up That Staff Meeting!	NYLA	1 hr
11/6/2020	Jody	Conference session	Skilled-Up: Librarians Repurposing Their Careers	NYLA	1 hr
11/12/2020	Jody	Meeting	Virtual Program Swap	UHLS	1 hr
11/20/2020	Jody	Meeting	ALA Membership Committee Meeting	ALA	1 hr

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AS 2020 (Summer/Fall/Wtr)	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Reference								
Basic Reference								
In-person		234	194	288	367	245		**1328**
Phone		210	89	188	198	177		**862**
Involved Reference/Over 5 min								
In-person		37	20	37	23	30		**147**
Phone				9	11	17		**37**
Computer/Print/O'drive/Tech								
In-person		13	3	25	155	78		**274**
Phone				9	8	6		**23**
Non-Reference (directional, copier, etc.)								
In-person		2	1	21	30	13		**67**
Phone				2	4	15		**21**
Monthly Totals								
In-person		286	218	371	575	366		**1816**
Phone		210	89	208	221	215		**943**
Grand total		**496**	**307**	**579**	**796**	**581**		**2759**
Programs								
Live, in-person								
No of Programs	0	1	1	2	1	1		**6**
No of Attendees		4	7	20	8	7		**46**
Live, online								
No of Programs	10	16	7	5	7	8		**53**
No of Attendees	92	140	78	68	81	85		**544**
On-demand or recorded								
No of Programs	2	0	0	1	1	1		**5**
No of Attendees, or,	0			22	23	22		**67**
No of Views	22			N/A	N/A	N/A		**22**
Special (SRC, WRC)								
No of Programs	0	0	1	0	0	0		**1**
No of Attendees			224					**224**
Monthly Totals								
Total no of programs	12	17	9	8	9			**65**
Total attendees	92	144	309	110	112	10		**881**
Avg attendees per program	7.7	8.5	34.3	13.8	12.4	114		**14.7**
Adult eNewsletter *(started May, 2020)*								
No of Issues Sent	1	1	1	1	1	1		**6**
No of Subscribers	25	37	46	55	66	73		**302**

Open Rate Percentage	88.9	77.8	68.6	80.7	69.2	60.3		**74**

Social Media

Facebook

No of Posts	11	12	10	8	10	12		**63**
No of Engagements	950	614	459	376	473	435		**3307**
No of Comments	168	204	177	124	180	149		**1002**

Instagram

No of Posts	12	17	4	10	20	14		**77**
No of Likes/Comments	54	75	16	46	77	69		**337**

Services

Reader's Advisory Form Service (started June, 2020)

No Completed	10	12	5	4	5	0		**36**

Books with Wheels (resumed July, 2020)

No Individuals		0	0	0	0	0		**0**
No Items for Individuals		0	0	0	0	0		**0**
No Group Residences		1	1	0	1	1		**4**
No Items for Groups		25	30	0	30	30		**125**

Collections

Physical items ordered (book, DVD, etc)				180	401	110		**691**
Digital items ordered (Overdrive)				94	76	77		**247**
Monthly Totals				**274**	**477**	**187**		**938**

Professional Development & Library Service

No of sessions/meetings		4	7	5	4	10		**30**
No of staff hours		4	6	4.5	3.25	9		**26.75**

Resource Sharing & Access Report – November 2020

Submitted by Dawn Geurds

Highlights

- Standard time resume on Sunday November 1 at 2am.
- Attended a Departments Heads Meetings on November 5,12 and 19.
- Library was closed to the public on November 3, for Election Day. Drive-thru was open 11am-6pm and returns were accepted.
- Attended the Library Board Meeting on Tuesday November 17, through Go to Meetings.

Statistics

- Answered 17 reference questions by e-mail.
- Requested 11 ILLS
- Received 16 ILLS
- Sent out 3 ILLS
- 704 items requested within UHLS.
- 4,650 items were placed on the Hold Shelf.
- 376 expired holds were not picked up by the patrons that requested them.
- 2 items were found on the library's shelves that were marked lost in transit.
- 31 items were found on the shelves from the Unfilled But Available Item-Level Requests Report
- Drive-thru patron assistance was needed 1,512 times.
- On Going Booksale made NA for the month of November
- Library was open 18 days / 116 hours for Public
- Returns were accepted 24 days / 138 hours
- Drive-thru was open 19 days / 123 hours

Youth Services Report – November 2020
Submitted by Molly Chatt

It was a quiet month in Youth Services as we continue to provide our core pandemic-era services. Our weekly Zoom storytimes are increasing in attendance, with new families joining each week.   We handed out 317 take and make crafts this month, with projects celebrating Thanksgiving, dinosaurs, and autumn. Youth services librarians also selected and prepared 27 Book Bundles for children this November. The excitement of the month occurred when the world welcomed 6-pound Milo Arthur a few weeks early on November 6th! Congratulations to our teen librarian Jenna and her family, all are doing well.

1000 Books Before Kindergarten:
4 children checked in for another one hundred books read this month, and one child graduated from the program. We are almost ready to roll out our new online tracking system for the 1000 Book program in January!

Happy Patron of the Month!

Thea playing Food Bingo with Miss Molly and Miss Jen

 *Thea's mom sent us this photo and wrote "*We had a great time! Thank you so much for putting this together and for everything you do for us! We would be lost without our library and without the two of you!"

Meetings & Continuing Education:
11/2 -- Joelle attended the webinar "Using Books to Engage Young Children in Talk about Race & Justice"

11/7 -- Diana attended the webinar "Voter Education in a Post-Truth Era"

11/8 -- Joelle attended the webinar "Outreach Outside the Box"

11/10 -- Molly is a member of the Family and Consumer Science Advisory Committee of the Rensselaer County Cornell Cooperative Extension and attended the organizations's Annual Meeting.

11/19 -- Jen attended the monthly Youth Services Advisory Committee of UHLS.

Children's Programs

Live Children's Programs				
11/11- 1 session	MiSci Fun With Physics	Live Program	21 children, 13 adults	
11/17 - 1 session	Food Bingo	Live Program	23 children, 20 adults	
Tuesdays 10am – 4 sessions	Zoom Storytime	Live Programs	77 children, 63 adults	
Total Live Children's Programs: 6			**Total Participants: 121 children, 96 adults**	
On-Demand Programs				
Date Posted	**Title**		**YouTube Views**	**Facebook Engagements**
11/4	Collage Crafts	Youtube video	16	6
Total On-Demand Programs: 1			**16**	**6**

Youth Services Provided

Type of Service	Quantity
Reference questions (includes programming & directional) – Children's Desk	421

Technical Services Report – November 2020

Submitted by Susan Dague

I attended OCLC's Ask QC (Ask Quality Control) webinar on the 12th, "OMG, there are so many 5xx fields, what do I do?"

Kathy attended a CALA (Capital Area Library Assistants) lunch and learn webinar, "Diversity Adds Value: A Safe Space for Everyone" on the 17th.

I attended a CATS (Cataloging and Technical Services) interest group meeting on the 18th sponsored by CDLC on the topic of troublesome cataloging records.

Number of items processed: 249 (total – unknown)

Audio (adult + YA + juvenile)	8
Juvenile Fiction	75
Juvenile Nonfiction	32
Electronic (adult + YA + juvenile)	2
Fiction (adult + YA)	16
Miscellaneous	0
Unknown (on order records)	459
Nonfiction (adult + YA)	24
Print Subscriptions (adult + YA + juvenile)	80
Video (adult + juvenile)	12
Total	**708**

Number of items withdrawn: 224

Added for the year to date: 5,194
Withdrawn for the year to date: 4,874
Total items: 93,557

Digital Services Report – November 2020
Submitted by Karrie McLellan

Online Presence:

- Updated home page layout to include a spot to feature events and services, as well as brought back the "Upcoming Events" feed.
- Worked with Jody to create webpage and webform registration for the Pen to Pandemic contest. Also created and tested an email to associate with the project.
- Working with Library Market to see if we can get virtual public reservations in place for groups that used to meet in the library.
- Deleted the Staff Picks IFTTT account. We were no longer using the associated automated tasks, and IFTTT kept sending emails advising us to reconnect our Facebook account.

UHLS:

- UHLS Mobile app is offline and the vendor is unresponsive to requests for support from UHLS.
- Contacted UHLS about the possibility of adding the drive thru as a second pickup location.
- Contacted UHLS about access to the Sierra app from home. A static IP is needed, which is not standard with a home internet connection.

Library Computers/Hardware:

- Updated our hybrid phone system for a smoother patron experience and to restore some staff functions.
- Updated holiday phone greetings to streamline their scheduling.
- Started the long process of streamlining the chaos on the back end of our Microsoft 365 installation that was caused by changes in how 365 treats email groups as well as our introduction of Teams and Planner in a hurried fashion.
- Continuing issues with PaperCut software for accepting copy/fax payment. It disconnects from the server randomly, making it impossible for staff to access. I created an alternate account that could provide staff access to patron accounts without the server connection in case it becomes disconnected again. Payments and debits are still unpredictably slow to register with the server, making management of an anonymous guest account difficult.
- Logitech Group teleconferencing hardware for the large meeting room arrived and is being configured. First draft of documentation for staff and patrons is completed, pending possible changes due to additional new meeting room technology coming in.
- Meeting Owl Pro teleconferencing hardware for small groups was ordered, but there is a backorder of several weeks. Documentation for staff and patrons is in completed, pending possible changes due to additional new Hurr Room technology coming in.
- Met with vendors to finalize costs for the parking lot wireless project. The project was scaled back from two access points to one. If a second is needed, it can be added later.
- Started a slow rollout of new Square hardware to the circulation and adult services desks. The new hardware will free us from the need for a current, updated iPad to process transactions, increasing the lifetime of the hardware significantly. It will also allow us to take payment at additional service points

and during outreach events. Met with Jill and Vicki about adding a connected cash drawer to replace the cash register at the circulation desk and route all payments through Square.

- Configured a backup computer for the drive-thru in case moisture/temperature causes the current computer to fail. If it does fail, we will consider investing in a rugged laptop designed for outdoor use for that workstation.
- Attempted connect Shifts to Outlook, but the only software that can do it requires a $500/month site license. This is something Microsoft plans to implement in the future, but they are currently the owners of the software that requires the expensive license and would seem to have no motivation to include this feature for free.
- Added a link to Tech Talk on the public computer browsers. Will add to circulating laptops as available.
- Investigating two public youth computers that keep "disappearing" from the network, despite being on and connected.
- Youth services printer required a service call to correct issues with streaking on printouts.
- The monitor on the maintenance computer needed replacement.

Meetings/Workshops:

11/4: Creating Fillable forms (Tech-Talk webinar)
11/24: Smartphone and Browser Privacy Tips
11/24: Surviving a Ransomware Attack

Statistical Notes:

- Every email reference question I received was an OverDrive patron who was blocked from borrowing because of an expired card. Previously, I had forwarded these to circulation and did not count them in my statistics, but in every case this month the patron's contact info had not changed, and the card could be renewed without additional intervention.
- Discovered the Ancestry stats we were receiving from UHLS contained cumulative numbers, not monthly. The spreadsheet has been edited to reflect this.

What's Next

- Parking lot wi-fi
- Tech-Talk training for staff
- Credit card payment at the reference desk and new point-of-sale hardware at the circulation desk.

Circulation Report – November 2020
Submitted by Marion Pierson

Highlights

Circulation staff helped 1,500 patrons and answered 22 questions at the drive thru window. We also distributed Grab and Go crafts for children and adults, as well as MiSci activity sheets and game cards for virtual bingo. Circulation staff on the Welcome Desk continued to assemble craft kits for kids and adults, and assisted Jill with the Friends database by cross checking the names in Sierra to ensure we have the most up to date information.

Statistics

Patrons: 000 new patrons registered at the library in November

East Greenbush Residents 6	Online 7 EGRN, 2 Schodack
Schodack Residents 3	(UHLS MyCard)
Other 4	(UHLS MyCard)

Checkouts:
November 2020   **18,620**
November 2019   **28,532**

Volunteers: 00 volunteers worked 00 hours
Outreach
Adult

Notary Services: 3

Updated June 9, 2020
Approved June 16, 2020, Revised June 27, 2020, Revised 8/4/2020, Revised 9/22/2020, Revised 12/11/20

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 12/9/20
- Beginning 9/29/20 the library will provide limited seating and public computers. 9/22/20 12/9/20
- 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

- All library visitors will maintain 6 ft apart while in the library building
- Staff will remind visitors to maintain 6 ft. distance while in the library building
- Signage reminders about Face Mask/Covering Requirements and Social Distancing Requirements are posted throughout the building. ~~"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)~~ noting 6 feet are strategically located throughout the library.
- Tables are placed in front of services desks wherever space permits, encouraging extra distancing between staff and public.
- Floors have been marked with arrows to encourage directional traffic.
- Stacks have been marked with occupancy levels.
- A sign has been posted in the teen room with occupancy "Stay Safe, Maximum Physical Distancing Occupancy: (2).
- Cones have been placed outdoors (6 feet distance), indicating where visitors should wait in line.
- Face Coverings are required for all visitors while inside the library. When outside, on library property, face coverings are ~~encouraged~~ required when in groups or when social distancing (6 feet distance) is not possible. 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.

Face Covering Requirements for Staff

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

Staff Schedules

- Staff schedules are staggered to eliminate the need for more than one person occupying each work area.

Updated June 9, 2020
Approved June 16, 2020, Revised June 27, 2020, Revised 8/4/2020, Revised 9/22/2020, Revised 12/11/20

- ~~Maintenance staff will be assigned duties which are in separate locations and/or times from other employee assignments to limit contact. 12/9/20~~

Entering/Exiting the Building for Visitors
- Visitors will line up outside according to signage and cones
- The exterior door will remain open in nice weather and will be placed on "auto sensor" during inclement weather for touchless entry
- Bins for item returns will be located in the front vestibule and other designated locations. ~~Bins will be located in designated spots for returns 12/9/20~~
- As visitors enter the building, they will be directed by signage to visit the Welcome Desk "Please Stop Here."
- The greeter will welcome visitors and go through a brief orientation "No entry if experiencing COVID symptoms/exposed to others who have tested positive for COVID, Face Coverings Required, Hand Sanitizer Upon Entry, Physical Distancing Required, ~~Limited Services "Grab and Go" (no seating or computers, 30 minute visits,~~ Time Limits, Occupancy Limits, Service Limits, and Children 13 and under must be directly supervised by adult."
- 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.~~ Occupancy levels will be determined based on Government Capacity Mandates, Virus Spread in Community, and Staffing Capacity.
- Visitors are not allowed to enter if sick or if they are required to be quarantined based on the most up to date CDC/Department of Health Guidelines. ~~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."~~ Signage is posted with the COVID symptoms and quarantine requirements. ~~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."~~

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

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.
- Plexiglass Sneeze Guards have been installed on public service desks.
- Staff are required to wipe down surfaces before and after shift with disinfectant.
- ~~Location: Welcome Desk~~
  - ~~Work Assignment(s):~~
    - ~~Welcoming visitors~~
    - ~~Provide verbal and written safety protocols to visitors~~
    - ~~Manage Safe Occupancy Levels at the Library~~
    - ~~Answer Questions~~
  - ~~Workspace Set-Up:~~
    - ~~2 Tables (to ensure physical distancing)~~
    - ~~2 Chairs~~
    - ~~Portable Phone~~
    - ~~Safe Space Occupancy Tablet~~
    - ~~Staff can bring their own laptops~~
    - ~~Extra masks, gloves, cleaning supplies, and hand sanitizer~~
    - ~~Cart~~
    - ~~Walker (for patrons with mobility issues)~~
    - ~~Plexiglass Sneeze Guard~~
    - ~~Bins/Bags, and Black Quarantine Forms to collect Hotspots and Laptops for Quarantine~~
  - ~~Signage Posted:~~
    - ~~"Grab-and-Go Orientation Checklist"~~
    - ~~Scanners and phones will be shared and must be disinfected at the beginning and end of each shift.~~
    - ~~Please follow proper disinfection protocols for technology: Use a damp Lysol Disinfectant wipe (try not to use a very wet one) to gently clean. Too much liquid will damage the technology. However, if it becomes damaged following these procedures, do not worry! We will assign you a replacement."~~
    - ~~"Please remember to disinfect before and after your shift. Every workstation, every service area, every doorknob, every light switch"~~

  - ~~Location: Meeting Room A~~
    - ~~Work Assignment(s):~~
      - ~~Checking in books after 72-96 hour quarantine period.~~
      - ~~Checking in items from UHLS delivery.~~

- Routing books to carts for shelving.
- Routing books to carts for holds.
- Routing books to bins for delivery.
- Routing books to "problem bin" for follow-up.
- Placing patron calls to resolve problems as necessary.
- Cataloging and processing library materials (accession and weeding)
- Workspace Set-Up:
  - Tables
  - Computers
  - Monitors
  - Chairs
  - Barcode Scanners
  - Receipt Printers
  - Inter-Library Book Delivery Boxes
  - Carts
  - Shelving
  - Supplies
- Signage Posted:
  - "All staff will be assigned their own keyboard and mouse. There are two USB ports on the left and right side of the computers where the keyboard and mouse can be plugged in.
  - You will be responsible for removing your hardware after your shift and storing it in your locker.
  - Scanners and phones will be shared and must be disinfected at the beginning and end of each shift.
  - Please follow proper disinfection protocols for technology: Use a damp Lysol Disinfectant wipe (try not to use a very wet one) to gently clean. Too much liquid will damage the technology. However, if it becomes damaged following these procedures, do not worry! We will assign you a replacement."
  - "Please remember to disinfect before and after your shift. Every workstation, every service area, every doorknob, every light switch"
- Location: Circulation Desk/Library Stacks
  - Work Assignment(s):
    - Pull Hold List
    - Shelve Books
    - Checking out Items
    - Answering Phones
    - Checking in books after 96 hour quarantine period.
    - Checking in items from UHLS delivery.
    - Routing books to carts for shelving.
    - Routing books to carts for holds.
    - Routing books to bins for delivery.
    - Routing books to "problem bin" for follow-up.
    - Accepting payment for fines/fees
    - Placing patron calls to resolve problems as necessary.
  - Workspace Set-Up:
    - Circulation Desk

- Plexiglass Sneeze Guards at 2 computer stations
- 2 Computer stations (6+ feet apart)
  - Monitor
  - Chair
  - Barcode Scanner
  - Receipt Printer
  - Cart(s)
  - Supplies
  - Phone(s)
  - Cash Register and Credit Card Terminal(s)
  - Shelving- Bins and Bags with Quarantined Hotspots and Laptops are kept in the Circulation Office on Shelving for 96-hour quarantine period. They will follow all quarantine protocols.
  ○ 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
    - 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.
  - 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
    - Checking in books after 96-hour quarantine period.
    - Checking in items from UHLS delivery.
    - Routing books to carts for shelving.
    - Routing books to carts for holds.
    - Routing books to bins for delivery.
    - Routing books to "problem bin" for follow-up.
    - Placing patron calls to resolve problems as necessary.
  - Workspace Set-Up:
    - Shelf/Desk
    - Computer
    - Monitor
    - Chair
    - Barcode Scanner
    - Receipt Printer
    - Cart(s)
    - Supplies

- o Signage Posted:
  - "All staff will be assigned their own keyboard and mouse. There are two USB ports on the left and right side of the computers where the keyboard and mouse can be plugged in.
  - You will be responsible for removing your hardware after your shift and storing it in your locker.
  - Scanners and phones will be shared and must be disinfected at the beginning and end of each shift.
  - Please follow proper disinfection protocols for technology: Use a damp Lysol Disinfectant wipe (try not to use a very wet one) to gently clean. Too much liquid will damage the technology. However, if it becomes damaged following these procedures, do not worry! We will assign you a replacement."
  - "Please remember to disinfect before and after your shift. Every workstation, every service area, every doorknob, every light switch"
  - "Six Steps for Safe & Effective Disinfectant Use. Step 1: Check that your product is EPA approved; Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at epa.gov/listn Step 2: Read the directions; Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the precautionary statements. Step 3. Pre-clean the surface; Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty. Step 4. Follow the contact time; You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective. Step 5: Wear gloves and wash your hands; For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to COVID-19. Wash your hands after removing the gloves. Step 6: Lock it up; Keep lids tightly closed and store out of reach of children."
- Location: Front Hallway
  - o Work Assignment(s):
    - Storing Quarantined Materials
    - Unloading materials from quarantine bins onto carts
  - o Workspace Set-Up:
    - Quarantine Bins, Covers
    - Quarantine Notice for each bin (note time, date put into quarantine and time/date with end of the quarantine.
    - Cart(s)
    - Supplies
  - o Signage Posted:
    - "Please remember to disinfect before and after your shift. Every workstation, every service area, every doorknob, every light switch"
- Location: Multipurpose Room
  - o Work Assignment(s):
    - Storing Quarantined Materials
    - Unloading materials from quarantine bins onto carts
  - o Workspace Set-Up:
    - Quarantine Bins, Covers

- Quarantine Notice for each bin (note time, date put into quarantine and time/date with end of the quarantine.
- Cart(s)
- Supplies
- Signage Posted:
  - "Please remember to disinfect before and after your shift. Every workstation, every service area, every doorknob, every light switch"

- Location: Reference Desk
  - Work Assignment(s):
    - Readers' Advisory
    - Reference
    - Answering Phones
  - Workspace Set-Up:
    - Plexiglass Sneeze Guards
    - Computer Station
      - 2 Monitors (1 for staff use and 1 facing public)
      - Chair
      - Barcode Scanner
      - Receipt Printer
      - Cart(s)
      - Supplies
      - Phone
  - Signage Posted:
    - "Please remember to disinfect before and after your shift. Every workstation, every service area, every doorknob, every light switch"

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

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- 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. In August, staff transitioned into one team.

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

- Lunch breaks may be taken in designated rooms inside the building; outside on the staff lunch table; in the staff members personal vehicle. Anytime a staff member takes off their face covering, it must be inside a designated break room. Only one person in a designated break room at a time. Allow for 30 minutes in between room use for air to properly recirculate.

Material Lending:
  o Plexiglass sneeze guards have been installed on the drive thru window and public service desks.
  o Wayfinding signage with physical distancing requirements and indicating where to stand in line are located at each public service desk.
  o Face masks are required for everyone (including at the drive-thru window).
  o Signage directing patrons to wear masks is posted.

Material Returns:
  o Bins are in the front vestibule. Return bins are located in designated area(s).
  o Physical distancing markers are used to keep the public six feet apart when returning items to the bin at the entrance door. Cones, chalk lines, and traffic patterns contribute to keeping the public six feet apart. Signage is posted (sandwich board signs) reminding patrons to properly wear face coverings.
  o Only one patron allowed in vestibule at a time
  o When the bin is 2/3 full, a staff member will bring it into the library quarantine area (process if for quarantine- add cover and quarantine notice with date/time) and replace the full bin with an empty bin for returns.
  o Quarantine timelines are based on the most up to date guidance recommended by the Upper Hudson Library System.

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."
- Allow for 30 minutes in between room use for air to properly recirculate.

II. PLACES

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

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

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

- o Supplies
    - ▪ Gloves (800) (Staples)
    - ▪ Non-Medical Grade Face Coverings (800) (Hill & Markes and Amazon)
    - ▪ 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 Sanitizer (2 Gallons), Clean All Mild Scent Hand Sanitizer Sanitizer (2 Gallons), Mountain Falls Original Scent Advanced Hand Sanitizer (67.6 Fl Oz.) We have ordered more supplies.
    - ▪ Wipes (Diversey Oxivir Tb Wipes) (160 per container)
- o Business and Operations Manager is responsible for monitoring supply and procurement. Extended lead time is expected for procurement and bulk purchasing will be implemented when supplies get to 50%.
- o Visitors are required to properly wear their own PPE. Patrons will be offered a non-medical grade face covering if they do not have one.

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

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: (posted on 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

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> - <mark>Visitors who are wearing a visibly soiled face covering are provided a clean mask to wear.</mark>

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

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

- Computer/monitors are shared resources. Each employee has been issued a keyboard and mouse that they will attach and remove at the beginning/end of their computer use.
- Scanners, phones, workstation surfaces will be wiped down by the employee whenever they exit the work area.
- Instructions for cleaning technology is posted at each workstation. Staff are instructed to sanitize using disinfectant wipes at the beginning and end of each shift.
- Disinfectant and towels are available in each work area.
- Maintenance staff will clean, disinfect and sanitize each work area at end of workday. Maintenance checklists are posted in each work area for am/pm cleaning/sanitization schedule. Maintenance staff will initial and date each task completed.
- Hand sanitizer is issued to staff members for personal, in-library use. Automated hand sanitizers are located by the front door and in the main library.
- Automated soap dispensers and automated paper towel dispensers are located next to every sink. Employees are trained to wash their hands frequently.
- Staff bathrooms are shared. Employees are strongly advised to wipe down commode and sink (and other touchpoints such as door handles and light switches), prior to and after use, with disinfectant and paper towels. Instructions and supplies are in each staff restroom.
- Staff kitchen is shared. Employees are strongly advised to wipe down appliances (refrigerator, microwave, water bubbler, toaster, toaster oven) prior to and after use, with disinfectant and paper towels. Instructions and supplies are in the kitchen.

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

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

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.

> o Completed sheets will be reviewed by Senior Maintenance and filed with the Head of Maintenance.

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

Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?
▪ Staff are trained to frequently wash hands with soap and water for at least 20 seconds, in any of the available bathrooms/kitchen areas. Reminder signage is posted in various locations around the library. ▪ If soap and water are unavailable, staff are trained to use an alcohol-based hand sanitizer with at least 60% alcohol. Sanitizer is available at every workstation and at entrance/exit doors. Every employee is issued a bottle of sanitizer, which can be refilled by maintenance staff. Automatic hand dispensers are in the main library. Reminder signage is posted in various locations around the library. ▪ Handwashing posters are located next to each sink.

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

What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using products identified as effective against COVID-19?
Maintenance Staff: ▪ Daily cleaning checklists will be documented and kept indefinitely. Staff are trained/required to complete the cleaning checklist (name/date/time cleaned) at least 1x per shift. High contact areas will be cleaned more frequently, including the end of each business day. ▪ Cleaning protocols comply with CDC and DOH recommendations. EPA registered disinfectants as according to CDC List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19), are used. ▪ Filters MERV 11 or higher will be used. ▪ HVAC units will be set to maximum fresh air intake levels.

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.

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

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

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

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

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

Employees must follow the steps below if:
1. The employee is experiencing symptoms of Covid-19 (as explained by the CDC https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html or as determined by the CDC Self-Check app https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html#) OR
2. The employee (or someone in the employee's household) has received a positive diagnosis of Covid-19 as a result of a Covid-19 test.
3. Employee should contact supervisor as soon as possible.
4. If at home, employee must stay home.
5. If Diagnosed or ill with symptoms, employee must remain home and isolated for the time recommended by the CDC guidelines https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html

6. If the employee is caring for, or has been exposed to the virus by someone who has been diagnosed, they must remain quarantined following the CDC guidelines (14 days) https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html
7. If the employee is in the workplace (or fails health screening), employee is to go home.
8. Employee must follow CDC Recommended Steps https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html and contact their physician for advice and/or testing.
9. Employer will, as soon as possible after notification by employee, notify remaining employees of possible Covid-19 infection.
10. Employer may not disclose name of ill employee unless the employee gives permission.
11. Employees will be reminded of importance of following PPE and social distancing and hygiene requirements.
12. Director and Business and Operations Manager will review Sign-In records and determine which employees may have experienced contact with the possible Covid-19 infected employee for a period of 2 days prior to first symptom onset. Note: This is irrespective of whether the person with COVID-19 or the contact was wearing a mask or whether the contact was wearing respiratory personal protective equipment (PPE). https://www.cdc.gov/coronavirus/2019-ncov/community/contact-tracing-nonhealthcare-workplaces.htm
13. Once a list of potentially exposed staff/visitors have been identified, the Supervisor or Business and Operations Manager will notify particular staff and/or visitors of possible exposure.
14. Those staff will be evaluated for symptoms, and sent home in accordance with CDC guidance https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html, and https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html
15. If exposed employees are asymptomatic employer may choose to follow alternate CDC guidance https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.htm
16. Employees who are required to quarantine are required to work from home as long as they are able. Any time off which is related to a quarantine requirement (as designated according to NYS law) will not need to use PTO (guidelines determined by NYS law).
17. Employer (Director, Board President, Business and Operations Manager, Supervisor, or Covid-19 contact) will immediately, if possible, and no later than 24 hours from notice, notify local Health Department of possible/confirmed illness (it is likely that health care insurer will also do this).
18. The library will assess areas for possible hazard in accordance with CDC guidance https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html, and possibly close or restrict access to parts of the library. Deep cleaning will occur 24 hours after notification from employee. https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fdisinfecting-building-facility.html.
19. Staff will be notified via text or e-mail of applicable benefits for the time off due to cleaning, if applicable (if staff will not be in the building or are not part of cleaning protocol).
20. Business and Operations Manager will document workplace diagnosis.
21. If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic.

22. If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms.

23. The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated.

24. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.

25. If an employee has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee may return to work upon completing 14 days of self-quarantine.

26. If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while at the workplace, absent close or proximate contact with a person with COVID-19, the employee must be separated and sent home immediately and may return to work upon completing at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.

27. If an employee is symptomatic while not at work, absent close or proximate contact with a person with COVID-19, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms OR upon receipt of a negative COVID-19 test result.

28. Employees must follow all COVID-19 travel restrictions and quarantine requirements as determined by New York State. If an employee chooses to travel against recommendations as determined by New York State, the employee include the quarantine requirements as part of the PTO request. https://coronavirus.health.ny.gov/covid-19-travel-advisory

29. **Cleaning Protocols for a suspected or confirmed COVID-19 infection:**
    - In most cases, we do not need to shut down the building. If it has been less than 7 days since the sick employee has been in the building, close off any areas used for prolonged periods of time by the sick person.
    - Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets.
    - During this waiting period, open outside doors (if possible) to increase air circulation in these areas.
    - If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary.
    - Continue routinely cleaning and disinfecting all high-touch surfaces in the facility according to the CDC cleaning and disinfection recommendations:
        - Clean dirty surfaces with soap and water before disinfecting them.
        - To disinfect surfaces, use products that meet EPA criteria for use against SARS-Cov-2external icon, the virus that causes COVID-19, and are appropriate for the surface.
        - Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
        - You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer's instructions for use.

30. If the library receives notification of a Visitor or Staff member who have tested positive, the Director will notify the Staff, Board, and Community utilizing all emergency communication protocols (text, email, website, school closing network, social media, press release).

31. The Director and Board will review each case and identify corrective actions, if any, that can be taken in the future.

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

least 3 days (72 hours) have passed since recovery defined as resolution of fever-reducing medications, AND other symptoms have improved. Clearance from a healthcare provider is required to return to work.
- If the worker who exhibited symptoms tested NEGATIVE, they can return back to work.
- If the worker tested POSITIVE, the Director will immediately contact the Board President and Staff. The Director/Board President will work with the Department of Health to follow protocols in addition to the following:
  - Director will notify library board, staff, and community
  - Director will investigate, contact trace, and establish if any other employees were in close contact with sick person and may need to self-quarantine for 14 days
  - Maintenance staff will clean and disinfect areas(s)
  - Director and board will identify corrective actions, if any, that can be taken for the future.
- Scenario: Employee is exhibiting symptoms consistent with COVID-19
  - Worker is sent home and instructed to seek medical attention/testing for COVID-19 if possible.
  - Director and board president will be notified.
  - Director will notify library staff and board of potential exposure to COVID-19
  - Worker should make Director aware of diagnosis and follow direction of health care provider. If worker IS diagnosed/confirmed with COVID-19, they should stay home, self-isolate, seek medical attention, and remain out of work until at least 10 days have passed since symptoms first appeared AND at least 3 days (72 hours) have passed since recovery defined as resolution of fever-reducing medications, AND other symptoms have improved. Clearance from a healthcare provider is required to return to work.
  - Shift leader will immediately close the library for 24 hours. After 24 hours, maintenance staff will clean previously occupied areas.
  - Director will immediately remove Staffing Team from Rotation. If the worker who exhibited symptoms tested NEGATIVE, their Staffing Team can be added back into the rotation. If the worker tested POSITIVE, the Director/Board President will work with the Department of Health to follow protocols in addition to the following:
    - Director will notify library board, staff, and community
    - Director will investigate, contact trace, and establish if any other employees were in close contact with sick person and may need to self-quarantine for 14 days
    - Maintenance staff will clean and disinfect areas(s)
    - Director and board will identify corrective actions, if any, that can be taken for the future
- Scenario: Worker had contact with a confirmed case of COVID-19
  - NO CLOSE CONTACT and the worker is asymptomatic:
    - No further action is necessary
  - CLOSE CONTACT (within 6 feet more than 10 minutes). For example: If a spouse, caregiver, or coworker on same Shift Team is confirmed:

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- ~~Worker is sent home. Shift leader and Director should be notified. Anyone asked to leave should NOT return to work until:~~
  - ~~At least 10 days have passed since symptoms first appeared AND~~
  - ~~At least 3 days (72 hours) have passed since recovery defines as a resolution of fever without the use of fever-reducing medications, AND~~
  - ~~Other symptoms have improved~~
- ~~If worker develops no symptoms, they stay out of work for 10 days, the last 3 of which they must be symptom free~~
  - ~~Worker may return after 14 days of self-quarantine, if they are symptom free for 72 hours before return, with no medications.~~
  - ~~If diagnosed/confirmed positive by a health care provider, worker should follow CDC guidelines for self-isolation and return to work when directed to do so by their healthcare provider.~~
- ~~If worker develops symptoms, worker should seek medical attention and should remain away from work for 14 days.~~
  - ~~Worker may return after 14 days of self-quarantine, if they are symptom free for 72 hours before return, with no medications.~~
  - ~~If diagnosed/confirmed positive by a health care provider, worker should follow CDC guidelines for self-isolation and return to work when directed to do so by their healthcare provider.~~
- ~~If the worker tested POSITIVE, the Director/Board President will work with the Department of Health to follow protocols in addition to the following:~~
  - ~~Director will notify library board, staff, and community~~
  - ~~Director will investigate, contact trace, and establish if any other employees were in close contact with sick person and may need to self-quarantine for 14 days~~
  - ~~Maintenance staff will clean and disinfect areas(s)~~
  - ~~Director and board will identify corrective actions, if any, that can be taken for the future~~

  ▪

> 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:

Updated June 9, 2020
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❑ 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 BUILIDNG ENTRY MONTHLY Excel sheet. We can see who was in the building on that day and a time range.
Those who have had close contact with a person diagnosed with COVID-19 will be notified and directed to stay home and self-monitor for symptoms, and to follow CDC guidelines if symptoms develop, following appropriate CDC guidelines for home isolation.
Notification will be by phone, email and/or registered mail.

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

IV. OTHER

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

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