



# AGENDA

## July Board Meeting

**Multipurpose Room, East Greenbush Community Library**

**July 20, 2021 at 7:30 pm**

Notice is hereby given that the Library Board of Trustees will be holding their July monthly Board Meeting in person and via videoconference on Tuesday, July 20, 2021 at 7:30 pm.

Meetings of the Library Board are open to the public under provisions of the New York State Open Meeting Law.

<https://www.dos.ny.gov/coog/openmeetlaw.html>.

The public is invited to submit comments in advance of the meeting by sending an email with comments to Library Director, Jill Dugas Hughes at [director@eglibrary.org](mailto:director@eglibrary.org). All comments will be read aloud during the meeting.

Join the meeting online: <https://global.gotomeeting.com/join/604512253>

You can also dial in using your phone.

United States: [+1 \(669\) 224-3412](tel:+16692243412)

Access Code: 604-512-253

*Please contact the Director for additional information or to request accommodations.*

<b>1.</b>	<b>Call to Order/Review of Agenda</b>	Michael Poost p.1-3
<b>2.</b>	<b>Public Comment</b>	Michael Poost
<b>3.</b>	<b>Approval of Minutes</b>  ➤ <b>MOTION</b> to approve the minutes of the <b>June 15, 2021</b> Library Board Meeting.	Mari Harris p.4-10

<p><b>4.</b></p>	<p><b>Treasurer’s Reports</b></p> <p>Off Warrant (June 9, 2021 – July 14, 2021)</p> <p>➤ <b>MOTION</b> to accept the Off Warrant in the amount of <b>\$157,345.77</b></p> <p>Warrant (July 14, 2021)</p> <p>➤ <b>MOTION</b> to authorize the signing of the Warrant dated <b>07/14/2021</b> in the amount of <b>\$42,745.70.</b></p> <p>Financials (54% of the year over)</p> <ul style="list-style-type: none"> <li>• Profit &amp; Loss Budget vs. Actual 2021 (July 14, 2021)</li> <li>• Balance Sheet (July 16, 2021)</li> </ul> <p>➤ <b>MOTION</b> to approve the Financials with <b>54%</b> of the year completed as presented.</p>	<p>Lynne Oudekerk p.11-13</p> <p>p.14</p> <p>p.15-16</p> <p>p.17-19</p> <p>p.20-21</p>
<p><b>5.</b></p>	<p><b>Committee Reports</b></p> <p>Administrative Committee (Minutes attached)</p> <p>Service Committee (Minutes attached)</p> <p>➤ <b>MOTION</b> regarding board advocacy liaisons with community organizations</p> <p>Budget Committee (Minutes attached)</p> <p>➤ <b>MOTION</b> to put forth the proposed 2022 budget before the voters</p>	<p>Bob West p.22</p> <p>Shay Harrison p.23</p> <p>Lynne Oudekerk p.24</p>
<p><b>6.</b></p>	<p><b>Director’s Report</b></p>	<p>Jill Dugas Hughes p.25-34</p>
<p><b>7.</b></p>	<p><b>Personnel Memorandum</b></p> <p>➤ <b>MOTION</b> to approve the approve the Personnel Memorandum from the Director, dated July 20, 2021</p>	<p>Jill Dugas Hughes p.35</p>
<p><b>8.</b></p>	<p><b>Old Business</b></p> <p>➤ <b>MOTION</b> to approve amended COVID-19 Reopening Safety Plan with revisions, dated June 22, 2021</p>	<p>Jill Dugas Hughes p.36-46</p>

<p><b>9.</b></p>	<p><b>Liaison Reports</b></p> <p>Friends of the Library</p> <p>Town of East Greenbush</p> <p>Rensselaer County</p> <p>Upper Hudson Library System</p>	<p>Charlie Pensabene</p> <p>Hollie Kennedy</p> <p>Tom Grant</p> <p>Camie Engel</p>
<p><b>10.</b></p>	<p><b>New Business</b></p> <p>➤ <b>MOTION</b> to approve Fall Library Hours</p>	<p>Jill Dugas Hughes</p> <p>p.47</p>

**Upcoming Meetings:**

August 2021

- There will be NO August Committee or Board Meetings

Thursday, September 2, 2021 (tentative)

- Administrative Committee (6:00-7:00)
- Service Committee (7:30-8:30)

Tuesday, September 14, 2021

- Annual Election and Budget Vote (9 am – 9 pm)

Tuesday, September 21, 2021

- Library Board Meeting (7:30-9:30)



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## **Library Board of Trustees Meeting - DRAFT**

*June 15, 2021 via GoToMeetings and in Person*

### **ATTENDEES:**

#### *Presiding Officers*

Michael Poost, President  
Robert West, Vice President  
Lynne Oudekerk, Treasurer  
Mari Harris, Secretary  
Shay Harrison, Trustee  
Camille Engel, Trustee  
Amanda Miller, Trustee

#### *Library staff, Community Partners & Members of the Public*

Jill Dugas Hughes, Library Director  
Hollie Kennedy - Town of East Greenbush  
Tom Grant- Rensselaer County Legislature

A Library Board of Trustees meeting of the East Greenbush Community Library was held on June 15, 2021, at the East Greenbush Community Library and virtually, via GoToMeeting. It began at 7:35 pm and was presided over by Michael Poost, President, with Mari Harris as Secretary. Meeting was recorded.

**CALL TO ORDER:** Mr. Poost called the meeting to order at 7:35 pm. Meeting agenda was adjusted, addressing proposed COVID Protocol updates (Item #8) after Public Comment segment.

**PUBLIC COMMENT:** None



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**OLD BUSINESS:** Ms. Dugas Hughes provided memo to the Board “Amend COVID Services/Safety Protocols” dated June 11, 2021, relative to the library’s COVID Services/Safety Protocols-Masks, Programs, and Capacity Limits. Ms. Dugas Hughes shared overview of COVID infection rates, CDC recommendations regarding vaccinated vs. unvaccinated mask protocols, and the lifting of restrictions by NYS Governor as of 6/15/21. Discussion concerning masks for staffers and patrons, and the continued reopening plans for the library. Occupancy restrictions are removed, patron masking will follow CDC recommendations regarding vaccinated vs. non-vaccinated, outdoor masking will be discontinued and staff will continue with masks to gauge public and staff interaction comfort level. Signage and social media messaging will be updated to reflect changes.

**MOTION #2021-06-46:** Ms. Harris made a motion to engage recommendations as set forth in the June 11, 2021 memorandum, i.e., following CDC mask guidelines for library patrons, removing indoor capacity count limitation and time limit restrictions on visits, and allowing small scale indoor programming to begin. 2nd by Ms. Engel. None opposed. All in favor. The motion carries.

#### **APPROVAL OF MINUTES:**

**MOTION #2021-06-47:** Ms. Harris made a motion to approve the May 18, 2021 Library Board Meeting minutes, as presented. 2nd by Mr. West. None opposed. All in favor. The motion carries.

**TREASURER’S REPORT:** Ms. Oudekerk presented the library’s financial position for the period of May 14 - June 9, 2021, in the Treasurer’s Report.

**MOTION #2021-06-48:** Ms. Miller made a motion to accept the Off Warrant in the amount of \$104,427.78 for May 14-June 9, 2021 period, as presented. 2nd by Mr. West. None opposed. All in favor. The motion carries.



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**MOTION #2021-06-49:** Mr. West made a motion to authorize the signing of the Warrant dated 6/9/21 in the amount of \$30,691.97. 2nd by Ms. Engel. None opposed. All in favor. The motion carries.

As of June 10, 2021, the year is 44% over. Ms. Oudekerk noted that expenses are generally at or below budget. The return of library substitutes this month will reflect in budgeted line-item next month: substitutes were cancelled when pandemic shutdown began. Also clarified the constraints of funds in the Gift and Grant account, in that large portion of funds are restricted to specific programs and services. Monies have been transferred from the Public Finance and Fund Balance accounts to the Operating Contingency Reserves, in accordance with Board's position to build reserves in the event that we encounter unanticipated building expenses (aging building) or impediments in Schodack contract negotiations.

**MOTION #2021-06-50:** Mr. Harrison made a motion to approve the June 10, 2021 Financials with 44% of the year completed, as presented. 2nd by Ms. Harris. None opposed. All in favor. The motion carries.

## **COMMITTEE REPORTS:**

**Administrative:** Mr. West reported on the June 2021 meeting.

### Budget:

Ms. Dugas Hughes will revert to past budget preparation methodology for 2022 budget proposal. (QuickBooks methodology will be used for 2023 budget preparation, after QuickBooks conversion is completed.) Three budget options will be prepared for Budget Committee and Board consideration, each with different staffing proposals and associated expenses.

### Staffing:



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Resumés received for Business Operations Manager will be reviewed by the director and committee. Interviews for qualified candidates will be conducted with July 1 being hiring target date. (*Note: Interviews have been scheduled by Ms. Dugas Hughes.*)

### **Construction Grant:**

Estimated cost for moveable wall unit is \$30,000. **RFP for bids will be needed to move forward with wall, per Board policy.**

**Services:** Mr. Harrison reported on the June 2021 meeting.

### Staff Policies:

Reviewing PTO and sick leave benefits for part-time and full-time staff. Discussion about classifying positions relative to benefits package, e.g., full-time with benefits, part-time with benefits, and part-time without benefits. Further consideration needed, with broader scope of benefits to include compensation, health care benefits, and employee incentives.

### COVID Policy and Procedure/Reopening:

Discussed changes to mask policy and returning to normal library hours, programs and protocols. Ms. Dugas Hughes is monitoring community, UHLS partners, and CDC progress, with plans to address up-to-date findings at Board meeting.

**Budget:** Ms. Oudekerk prepared and provided a comprehensive report.

The report included committee's process, its reasoning and key elements involved in development of draft proposal being recommended to Board for its consideration for presentation to the public in July. Three draft options were considered for a 2022 Library Budget proposal, all requiring an increase for revenue to fund the library. Certain operational and personnel expenses must increase in 2022, to keep services and programs relevant, to provide staff with COLA increases (which were omitted in 2020-21) and to meet contractual obligations. Also noted was retention of library fines and fees in the next budget cycle, as that presently remains a significant source of income.



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The committee agreed that the proposal should be below the 2022 tax cap (estimated to be 3.31% for next year) and that the percentage increase for East Greenbush and Schodack taxpayers should be the same. As such, the committee recommends a budget proposal of \$2,137,375, or a 3.38% increase in revenue from 2021 budget. This proposal would involve a tax levy of \$1,770,525 for East Greenbush and a contract payment of \$320,000 from Schodack, or an increase of 2.79% for each town.

Discussion among board members regarding the reserves being maintained and why, recognizing the **aging building needs and the absence of a negotiated revenue formula for the Town of Schodack. This should be considered in budget proposal presentation to the public.**

**MOTION #2021-06-51:** Ms. Oudekerk made a motion for Board to put forth draft budget option 2A in the amount of \$2,137,375, to taxpayers at the public hearing in July 2021, said draft proposal involving a tax levy of \$1,770,525, or a 2.79% tax levy increase to East Greenbush taxpayers. 2nd by Ms. Harris. None opposed. All in favor. The motion carries.

#### **DIRECTOR'S REPORT:**

Ms. Dugas Hughes shared the following, in addition to the report:

An issue with UHLS mobile app not recognizing East Greenbush library card numbers will be resolved in July via a planned application upgrade.

Patrons can now renew library cards online via the library website.

Youth Services is bringing back summer VolunTeen program, which involves library staff mentoring teens, 8<sup>th</sup> graders and older. Mentoring activities will be developed based upon participants.





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UHLS is sponsoring a 21-day Greater Community Equity challenge, available to all. **Ms. Dugas Hughes will send invitation/link to Board for their participation.**

**PERSONNEL MATTERS:** None

**LIAISON REPORTS:**

**Friends of East Greenbush Community Library:** None

**Town of East Greenbush:** Ms. Kennedy reported the following:

- Two upcoming public hearings: one will discuss a sidewalk path along Gilligan Road and the second will address potential transformation of Lake Shore Drive (Hampton Manor) into a permanent one-way street.
- EG Rail Trail to have two police officers on bike patrol. Parking lot being created for access to trail, behind Town Hall
- East Greenbush and Rensselaer officials will publicly oppose the Dunn Landfill permit renewal tomorrow.

**Rensselaer County:** Mr. Grant reported the following:

- County is partnering with CDTA for mobile COVID vaccination program at predetermined locations
- Mr. Grant is negotiating with county budget director to secure \$10-\$12,000 from surplus reserves for assignment to libraries.
- County is looking at a substantial tax cut; specifics won't be known until September.

**Upper Hudson Library System:** Mr. Poost reported that Ms. Engel has been appointed as the new UHLS board representative for mid-sized libraries. Ms. Dugas Hughes remains involved with the UHLS board, representing library directors.



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Ms. Dugas Hughes reported that most of the UHLS libraries are reopening but EGCL remains ahead in terms of reopening progress.

#### **NEW BUSINESS:**

Mr. Poost advised that the library will not seek a construction grant for the upcoming cycle: will complete current grant then focus on updating strategic plan to determine future needs.

**Ms. Dugas Hughes will seek guidance on current NYS Open Meetings law to ensure Board meetings are compliant with respect to public meetings.** Virtual attendance to meetings for community members will be permissible, regardless of guideline update.

Mr. Poost reported that there will be two vacant Board seats to be filled at the upcoming election. Mr. West's term ends 12/31/21 and he will not seek re-election. Ms. Miller's appointment will end 12/31/21 and she will run to fill this seat. **Notification of impending board vacancies along with direction for those who may wish to run for these positions will be posted and publicized by Ms. Dugas Hughes, in accordance with bylaws and library protocol.**

#### **ADJOURN:**

**MOTION #2021-06-52:** Motion to adjourn the June 2021 Board meeting was made by Ms. Oudekerk at 10:05 pm. 2nd Ms. Engel. None opposed. All in favor. The motion carries.

Respectfully submitted,

Mari Harris, Secretary



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To: East Greenbush Community Library Trustees  
From: Lynne Oudekerk, Treasurer  
Re: Treasurer's Report  
Date: July 16, 2021

I have reviewed the library's financial records for the period of June 9 – July 14, 2021. Based on my review of these financial documents, I believe that the library remains in a financially secure position.

**1. Off Warrant Expenses (June 9 – July 14, 2021): \$157,345.77**

Off warrant expenses paid from the Operating account included three payrolls and three deferred compensation payments plus health insurance and utility payments. In addition, the library paid for painting and window coverings from its Capital Reserves account.

**2. Warrant Expenses (June 9 – July 14, 2021): \$42,745.70**

**Baker & Taylor:** \$1,703.00

The purchase of books, including shipping and processing fees.

**Brodart:** \$1,259.11

The purchase of books, including shipping and processing fees.

**Curtis Print and Design:** \$2,018.40

The final payment for printing the library's July/ August newsletter.

**EBSCO:** \$6,282.35

This vendor manages the library's periodical purchases and the Consumer Reports (CR) database. During this period, the library renewed most of its periodicals for the year, paid for the CR database annual subscription, and purchased library supplies.

**EnvisionWare Inc:** \$1,454.98

The annual renewal for the library's wireless printing and room reservation software.

**Library Market:** \$1,250

The annual renewal for the library's calendar software.

**Newsbank:** \$2,076.00

The purchase of the library's newspaper database.

**Overdrive:** \$1,672.27

The purchase of downloadable books and audiobooks for patron use.



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### Season's East: \$7,167

Lawn care and landscaping costs from March through June.

### UHLS: \$9,914.77

The payment of the library's 3<sup>rd</sup> quarter fee (\$7,859). This also includes 3<sup>rd</sup> quarter Hoopla spending (\$2,027.77) and library supplies (\$28).

### 3. Profit & Loss Statement

As of July 15, the year is 54% over.

#### Income:

**Total Income** is at 98.7% of budget. **General Fines** increased slightly in the past month with the reinstatement of late fees and fines on July 1<sup>st</sup>. (up from \$1,508.98 in June to \$1,749.95 in July). We expect **Interest Income** and **Fees and Fines** to remain low through the rest of 2021, but this will not significantly impact **Total Income** for the year.

#### Expenses

**Total Expenses** (49.5%) are running below budgeted levels for this point in the year.

#### Expenses (Other than Personnel):

**IT Hardware/ Software** (55.7%) and **Telecommunications** (59.6%) are running slightly over budget, a reflection of annual renewals of several software subscriptions and the transition to NSV cloud based phone lines. **Total Technology/ Communications** spending remains under budget at 49.4%.

**Books & Materials** are slightly over budget, at 56.7%, explained by the recent purchases of new databases, the annual renewal of most periodicals, and Hoopla's 3<sup>rd</sup> quarter expense.

Payment of the library's 3<sup>rd</sup> quarter UHLS fee accounts for the fact that the **Professional Services** line is above budget expectation, at 61%.

While **Operations** (48.4%) is running under budgeted levels, **Printing/ Marketing** (64.5%) is over budget, a reflection of the fact that the library has printed and mailed 4 of 6 newsletters for the year.

**Programming & Planning** (41.6%) and **Facilities** (31.2%) expenses continue to run under budgeted levels.

#### Expenses (Personnel):

**Salaries** are just under budget, at 52%, on track as 14 of 26 pay periods have been paid. The library is showing expenditures on the **Substitutes** line for the first time this year with the recent scheduling of substitute staff.

Total **Personnel** costs are slightly over budget, at 57.2%, reflecting the upfront payment of **Workers Compensation** (97.1%) and **HR/ Staff Development** (98.6%) costs.



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#### 4. Balance Sheet (July 14, 2021)

Assets:

As of July 14, our **Total Current Assets** are \$2,155,623.51, down \$151,204 from June. **Gifts and Grants** is down \$7,114.37 following purchases to support summer reading programs for youth and adults, STEM materials, the publication of the Pen to Pandemic book, the J Jakiela puzzle table, and Hot Off the Press purchases.

Funds in the amount of \$129,000 were transferred from the **Public Finance** account to the **Operating** account to support operating expenses discussed under Off Warrant and Warrant expenses.

**Fixed Assets** and **Depreciation** are unchanged.

The library's **Total Assets** as of July 14, 2021 are \$4,573,867.04.

TO: EGCL Board of Trustees  
 FROM: Lynne Oudekerk, Treasurer  
 RE: Off Warrant Expenses  
 DATE: June 9 - July 14, 2021

Date	Amount	Vendor/Notes:	
<b>Payroll:</b>			
06.11.21	\$ 171.37	Paychex	#12
	\$ 40,815.10	Payroll and Employee Benefits	
	\$ 3,007.62	Employer Tax Contribution	
06.25.21	\$ 176.37	Paychex	#13
	\$ 40,914.97	Payroll and Employee Benefits	
	\$ 3,015.27	Employer Tax Contribution	
07.09.21	\$ 202.01	Paychex (payroll and quarterly reports)	#14
	\$ 40,548.28	Payroll and Employee Benefits	
	\$ 3,007.34	Employer Tax Contribution	
06.14.21	\$ 945.36	NYS Deferred Compensation	#12
06.23.21	\$ 2,228.39	Blueshield	
06.23.21	\$ 6,349.83	CDPHP	
06.23.21	\$ 880.68	Guardian	
06.23.21	\$ 1,275.82	MVP	
06.23.21	\$ 2,071.06	Nationalgrid	
06.23.21	\$ 144.00	Pitney Bowes Global Financial Services	
06.23.21	\$ 945.36	NYS Deferred Compensation	#13
06.23.21	\$ 231.58	Time Warner	
06.23.21	\$ 524.00	Time Warner (fiber optic)	
07.08.21	\$ 945.36	NYS Deferred Compensation	#14
	<b>\$ 148,399.77</b>		
<b>Reserve Account</b>			
06.10.21	\$ 4,946.00	East Greenbush Window Coverings (Window shades 100% complete under Construction Grant)	
06.23.21	\$ 4,000.00	Judson Eaton (JJC Finishings) (Painting 100% complete under Construction Grant)	
<b>Total</b>	<b>\$ 157,345.77</b>		

## East Greenbush Community Library Warrant

July 14, 2021

### For Trustee Review and Approval

	<u>Amount</u>
<b>Aflac</b>	
Total Aflac	398.06
<b>Albany Public Library</b>	
Total Albany Public Library	35.00
<b>AMAZON.COM CREDIT SERVICES</b>	
Total AMAZON.COM CREDIT SERVICES	631.60
<b>BAKER &amp; TAYLOR (ALL ACCTS)</b>	
Total BAKER & TAYLOR (ALL ACCTS)	1,703.00
<b>BOA CARD SERVICES (JILL)</b>	
Total BOA CARD SERVICES (JILL)	635.63
<b>Brodart</b>	
Total Brodart	1,259.11
<b>Capital Security</b>	
Total Capital Security	47.00
<b>CASELLA RECYCLING</b>	
Total CASELLA RECYCLING	84.00
<b>CENGAGE Learning/GALE</b>	
Total CENGAGE Learning/GALE	419.89
<b>Crystal Rock</b>	
Total Crystal Rock	65.45
<b>CURTIS PRINT &amp; DESIGN LLC</b>	
Total CURTIS PRINT & DESIGN LLC	2,018.40
<b>DEMCO</b>	
Total DEMCO	82.88
<b>EBSCO</b>	
Total EBSCO	6,282.35
<b>EGCL - Petty Cash</b>	
Total EGCL - Petty Cash	86.62
<b>EnvisionWare, Inc.</b>	
Total EnvisionWare, Inc.	1,454.98
<b>ERIN JENKINS</b>	
Total ERIN JENKINS	14.99
<b>Guilderland Public Library</b>	
Total Guilderland Public Library	35.92
<b>HOME DEPOT</b>	
Total HOME DEPOT	126.57
<b>LIBRARY MARKET</b>	
Total LIBRARY MARKET	1,250.00
<b>Midwest Tape</b>	
Total Midwest Tape	736.90
<b>NATIONAL BUSINESS LEASING (PA)</b>	

	<b>Amount</b>
Total NATIONAL BUSINESS LEASING (PA)	269.12
<b>NATIONAL BUSINESS TECH. (ALBANY)</b>	
Total NATIONAL BUSINESS TECH. (ALBANY)	188.24
<b>NATIONAL BUSINESS TECHNOLOGIES (PA-NEW)</b>	
Total NATIONAL BUSINESS TECHNOLOGIES (PA-NEW)	255.00
<b>NEWSBANK</b>	
Total NEWSBANK	2,076.00
<b>Nielsen Associates</b>	
Total Nielsen Associates	919.66
<b>Northeast Toner, Inc.</b>	
Total Northeast Toner, Inc.	209.00
<b>OVERDRIVE</b>	
Total OVERDRIVE	1,672.27
<b>PALAZEKE, STEPHANIE</b>	
Total PALAZEKE, STEPHANIE	400.00
<b>Penworthy Co.</b>	
Total Penworthy Co.	705.81
<b>RESERVE ACCT. (POSTAGE METER)</b>	
Total RESERVE ACCT. (POSTAGE METER)	250.00
<b>Seasons East Lawn Care</b>	
Total Seasons East Lawn Care	7,167.00
<b>STAPLES</b>	
Total STAPLES	611.31
<b>SWANK MOVIE LICENSING</b>	
Total SWANK MOVIE LICENSING	205.00
<b>UHLS</b>	
Total UHLS	9,914.77
<b>UL3 INCORPORATED</b>	
Total UL3 INCORPORATED	347.00
<b>Waste Management</b>	
Total Waste Management	187.17
<b>TOTAL</b>	<b>42,745.70</b>



10:51 AM

07/15/21

Accrual Basis

East Greenbush Community Library

**Profit & Loss Budget vs. Actual 2021 Amended**

Amended Budget as of February 16, 2021

	Jan - Dec 21	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>4000 · Fines &amp; Fees</b>			
4001.00 · Printing/Fax/Fees	1,555.27	9,650.00	16.1% <b>1</b>
4002.00 · General Fines	1,749.95	15,000.00	11.7%
4003.00 · Lost or Damaged	2,050.33	4,400.00	46.6%
<b>Total 4000 · Fines &amp; Fees</b>	<b>5,355.55</b>	<b>29,050.00</b>	<b>18.4%</b>
<b>4100 · Other Income</b>			
4102.00 · Friends Income- Operating	0.00	0.00	0.0%
4101.00 · Interest	106.49	1,000.00	10.6%
<b>Total 4100 · Other Income</b>	<b>106.49</b>	<b>1,000.00</b>	<b>10.6%</b>
<b>4200 · Public Funds</b>			
4202.00 · LLSA	1,318.00	3,764.00	35.0% <b>2</b>
4203.00 · East Greenbush	1,722,454.00	1,722,454.00	100.0% <b>3</b>
4204.00 · Rensselaer County	250.00		
4205.00 · Schodack	311,313.00	311,313.00	100.0% <b>4</b>
<b>Total 4200 · Public Funds</b>	<b>2,035,335.00</b>	<b>2,037,531.00</b>	<b>99.9%</b>
<b>Total Income</b>	<b>2,040,797.04</b>	<b>2,067,581.00</b>	<b>98.7%</b>
<b>Gross Profit</b>	<b>2,040,797.04</b>	<b>2,067,581.00</b>	<b>98.7%</b>
<b>Expense</b>			
<b>Operating Expenses</b>			
<b>5000 · Technology/Communications</b>			
5001.00 · Equipment	6,015.90	12,000.00	50.1%
5002.00 · IT Hard/Software	12,814.56	22,998.00	55.7% <b>5</b>
5003.00 · IT Maint/Service	2,431.50	10,235.00	23.8%
5004.00 · Telecommunications	6,343.09	10,636.00	59.6% <b>6</b>
<b>Total 5000 · Technology/Communications</b>	<b>27,605.05</b>	<b>55,869.00</b>	<b>49.4%</b>
<b>5010 · Programming &amp; Planning</b>	<b>2,914.30</b>	<b>7,000.00</b>	<b>41.6%</b>
<b>5020 · Bks &amp; Mat'ls</b>			
5022.00 · AV Materials	5,629.84	15,900.00	35.4%
5023.00 · Books	25,553.48	49,350.00	51.8%
5024.00 · Downloadable Materials	25,104.41	42,750.00	58.7% <b>7</b>
5025.00 · Databases	7,790.81	8,000.00	97.4% <b>8</b>
5026.00 · Periodicals	3,793.71	4,000.00	94.8% <b>9</b>
5027.00 · Shipping & Processing	1,335.11	2,500.00	53.4%
5028.00 · Lost and Paid	291.19	0.00	100.0%
<b>Total 5020 · Bks &amp; Mat'ls</b>	<b>69,498.55</b>	<b>122,500.00</b>	<b>56.7%</b>
<b>5030 · Facilities Expenses</b>			
5031.00 · Contract Maintenance	19,738.94	37,000.00	53.3% <b>10</b>

10:51 AM

East Greenbush Community Library

**Profit & Loss Budget vs. Actual 2021 Amended**

07/15/21

Accrual Basis

Amended Budget as of February 16, 2021

	Jan - Dec 21	Budget	% of Budget
5032.00 · Insurance	-2,919.01	29,500.00	-9.9% <sup>11</sup>
5033.00 · Phys Plant Repair/Maint/Equip	7,921.04	30,000.00	26.4%
5034.00 · Maintenance Supplies	2,895.92	12,000.00	24.1%
5035.00 · Utilities	13,775.13	26,000.00	53.0%
5036.00 · Water/Sewer/Tax	1,565.78	3,300.00	47.4%
<b>Total 5030 · Facilities Expenses</b>	<b>42,977.80</b>	<b>137,800.00</b>	<b>31.2%</b>
5040 · Professional Services	29,264.85	48,000.00	61.0%
5050 · Operat'ns			
5051.00 · Election	125.00	1,200.00	10.4%
5052.00 · Printing/Marketing	12,253.64	19,000.00	64.5% <sup>12</sup>
5053.00 · Postage/Travel	1,066.50	5,000.00	21.3%
5054.00 · Library/Office Supplies	3,589.36	10,000.00	35.9%
<b>Total 5050 · Operat'ns</b>	<b>17,034.50</b>	<b>35,200.00</b>	<b>48.4%</b>
5100 · Personnel			
5102.01 · Aflac Post-tax	-61.80	0.00	100.0%
5102.00 · Aflac Pre-tax	-109.57	0.00	100.0%
5103.00 · Disability	888.30	2,000.00	44.4%
5104.00 · Health Insurance	65,888.01	125,700.00	52.4% <sup>13</sup>
5107.00 · NYS Deferred Comp 457B	0.00	0.00	0.0%
5108.00 · NYSLRS			
5108.1 · NYSLRS Employer Contribution	146,960.00	146,960.00	100.0% <sup>14</sup>
5108.2 · NYSLRS 414H Employee Cont.	-552.06	0.00	100.0%
5108.3 · NYSLRS 414H Loan Repayment	-297.00	0.00	100.0%
5108.4 · NYSLRS 414H Arrears	0.00	0.00	0.0%
<b>Total 5108.00 · NYSLRS</b>	<b>146,110.94</b>	<b>146,960.00</b>	<b>99.4%</b>
5109.00 · Salaries			
5109.1 · PT Hourly	85,492.15	174,679.00	48.9%
5109.2 · Substitutes	555.75	21,471.00	2.6%
5109.3 · Salaries FT	477,835.60	887,827.00	53.8%
<b>Total 5109.00 · Salaries</b>	<b>563,883.50</b>	<b>1,083,977.00</b>	<b>52.0% <sup>15</sup></b>
5106.00 · Social Security & Medicare	41,558.33	82,924.00	50.1%
5101.00 · Human Resources/Staff Dev./Tr...	2,070.99	2,100.00	98.6% <sup>16</sup>
5105.00 · Workers Compensation	13,108.00	13,500.00	97.1% <sup>17</sup>
<b>Total 5100 · Personnel</b>	<b>833,336.70</b>	<b>1,457,161.00</b>	<b>57.2%</b>
6100.00 · Unallocated (Capital Reserve)	0.00	204,051.00	0.0%
<b>Total Operating Expenses</b>	<b>1,022,631.75</b>	<b>2,067,581.00</b>	<b>49.5%</b>
<b>Total Expense</b>	<b>1,022,631.75</b>	<b>2,067,581.00</b>	<b>49.5%</b>
<b>Net Ordinary Income</b>	<b>1,018,165.29</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>1,018,165.29</b>	<b>0.00</b>	<b>100.0%</b>

10:51 AM

East Greenbush Community Library

07/15/21

**Profit & Loss Budget vs. Actual 2021 Amended**

Accrual Basis

Amended Budget as of February 16, 2021

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1. Fines suspended in Mar. 2020 for COVID; Reinstated July 1, 2021
2. 2020 final 28%, 2021 payment not received
3. Final
4. Final
5. Annual mobile printing service subscription, annual PC Reservation and One Print Mgt. subscription, OnStrategy monthly charge, annual Library Calendar subscription, annual movie licensing subscription.
6. NSV cloud phone-line (projected savings approximately \$75 per month) Cancelled 3 analog phone lines while keeping 2 analog lines for fax and security systems, 10 Hot Spots renewals and parking lot wifi (Grant).
7. Hoopla Q1 - 3 and Overdrive (partially paid in advance)
8. Yearly subscriptions paid in advance: Ancestry, Novelist, Library Aware, Consumer Reports, Newsbank (inc. Times Union), Tech Talk.
9. EBSCO annual magazines subscription.
10. Seasons East - Spring clean-up, mulch & mowing Mar - Jun.
11. 15% Dividend payment for 2019 term.
12. Balance of Postage & Printing of July/August newsletter (4 of 6).
13. January - July payments. Renewals July 1, 2021.
14. Final.
15. 14 of 26 payrolls.
16. EAP training sessions paid in bulk.
17. January 1 renewal and past payroll audit adjustment.

# East Greenbush Community Library

## Balance Sheet

As of July 14, 2021

July 16, 2021

	<u>Jul 14, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
Gift & Grant Cash	
1001.00 · Pioneer GIFT & GRANT XXXX0186	41,811.81
1002.00 · Petty Cash G&G	200.00
	<hr/>
Total Gift & Grant Cash	42,011.81
Cash	
1003.00 · Pioneer OPERATING XXXX0178	156,564.57
1004.00 · Pioneer PUBLIC FINANCE XXXX0...	1,315,943.34
1005.00 · Pioneer FUND BALANCE XXX251	39,877.48
1006.00 · Petty Cash	200.00
	<hr/>
Total Cash	1,512,585.39
Reserve	
1007.00 · Pioneer HURR ACCOUNT XXX244	98,409.27
1008.00 · Pioneer CAPITAL RESERVEXXXX...	338,622.18
1009.00 · Pioneer OPER. CONT. RESXXXX02...	163,744.86
	<hr/>
Total Reserve	600,776.31
Total Checking/Savings	2,155,373.51
Other Current Assets	
1010.00 · Register Cash	250.00
	<hr/>
Total Other Current Assets	250.00
Total Current Assets	2,155,623.51
Fixed Assets	
Fixed Assets	
1500.00 · Building	3,953,382.09
1520.00 · Equipment	172,214.73
1530.00 · Furniture/Fixtures/Equip (FFE)	557,074.52
1540.00 · Land Improvements	647,875.60
1550.00 · Software and Licenses	26,183.06
	<hr/>
Total Fixed Assets	5,356,730.00
Fixed Assets - A/D	
1560.00 · A/D - Building	(1,858,612.37)
1570.00 · A/D - Equipment	(157,410.02)
15780.0 · A/D - Furniture	(548,078.75)
1590.00 · A/D - Land Improvements	(596,654.22)
1595.00 · A/D - Software and Licenses	(25,759.89)
	<hr/>
Total Fixed Assets - A/D	(3,186,515.25)
1597.00 · Land	248,028.78
	<hr/>
Total Fixed Assets	2,418,243.53

**East Greenbush Community Library****Balance Sheet**

As of July 14, 2021

**July 16, 2021**

	<u>Jul 14, 21</u>
<b>TOTAL ASSETS</b>	<b><u>4,573,867.04</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2200.00 · Accounts Payable	43,213.07
Total Accounts Payable	<u>43,213.07</u>
Total Current Liabilities	<u>43,213.07</u>
Total Liabilities	43,213.07
Equity	
Retained Earnings	3,540,482.34
Net Income	<u>990,171.63</u>
Total Equity	<u>4,530,653.97</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>4,573,867.04</u></b>



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July 14, 2021

**To:** East Greenbush Community Library Board of Trustees  
**From:** Robert West - Administration Committee Chairman

**Re:** July Administration Committee Meeting

The July Administration Committee Meeting was held on Thursday, July 1, 2021. In attendance were Jill Dugas Hughes, Michael Poost, Robert West, Lynne Oudekerk and Amanda Miller. Topics discussed included the following:

1.) Personnel Update – Part Time Librarian & Business Manager hires

- Business Manager - We had 24 applicants for the Business Manager position to replace our outgoing Bookkeeper Vicki Bucciantini. The position has been upgraded to include more high-level duties. Six telephone interviews and three in person interviews were held. A decision was made to hire Elizabeth Rooney who came very highly recommended. Jill had been previously given authorization to offer a salary within a range of \$52650 - \$64350. Because of Ms. Rooney's qualifications for the position, the hire was made at the higher end of the range. Starting date was 7/6/21.
- Part Time Librarian - A new part time Youth Services Librarian was added. Donna Riley, formerly a librarian at the North Greenbush Library was hired and started on 7/12/21.

2.) Construction Grant Update - Dividing Door Procurement Process - Part of the current Construction Grant includes the purchase and installation of a new automatic dividing door. Our policy requires that any purchase over \$10,000 must be put out to bid while NY State policy requires discretionary purchases over \$50,000 to be subject to the bid process. This part of the project is expected to cost \$30,000 - \$40,000. Jill will write up bid specs and publish an RFP in the NYS Contract Reporter. Any party that wants to offer a bid will be required to perform a site visit.

3.) Annual Financial Update Report (AUD) - The Annual Financial Update Report is due to be sent to the NYS Comptroller within 90 days of the close of the year. Our report has not been completed at this point as our audit has not been finished and there are items in the audit that are needed to be included in the AUD report. Jill is working with our auditors to expedite this and has been in communication with the comptroller's office about the delay, they understand and are okay with allowing an expanded timeline to complete the report.

4.) Schodack - Discussed upcoming changes in the Schodack town administration. The current Schodack Town Supervisor, David Harris, is not running for re-election and will leave office after his term ends at the end of this year. A current Rensselaer County legislator is one of the candidates running to replace Mr. Harris. It is difficult to tell at this point how the change in administration at Schodack will affect our relationship with them. We will still be dealing with the current administration in terms of negotiating our 2022 budget. Jill will send a letter to Mr. Harris with our request for library funding from Schodack.



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## **EGCL Service Committee**

**July 1, 2021**

**7:30pm**

In Attendance: Jill Dugas Hughes, Michael Poost, Marianne Harris, Camille Engel, Shay Harrison

### Agenda:

1. Benefits for Part Time Staff (PFL & Sick time)
2. Little Free Library on Rail Trail
3. Board Outreach/Advocacy

#### Staff Benefits:

The committee discussed with JDH a range of considerations about sick time and the Family Medical Leave Act (FMLA). The idea of different categories for staff, such as part-time, part-time with benefits, and full-time, was reviewed again with hours worked thresholds for salary and compensation levels. In addition, PTO compensation levels were discussed. JDH will provide an assessment to the committee via email next month of how many staff members would fall into each category and what these possible designations would translate into financially.

#### Little Free Library:

JDH has checked with our insurance provider and adding the free library stops on the Albany-Hudson trail will not lead to an increase in the Library's premium. The committee agreed that the Library should make a request to the East Greenbush community for a donation of the two book storage structures, as well as asking the Friends to support the stops with book donations. The Library will maintain oversight and management of the Little Free Library program.

#### Advocacy: Motion for full Board to consider.

The Service Committee proposes to establish informal advocacy positions on the EGCL Board to act as point people for interactions and communications with organizations that the Board feels are important to have direct links. These organizations can be rotated annually, if desired, after discussion at the first meeting of the new calendar year when new Board members are officially seated.

For the remainder of 2021 and the full 2022 year, the Service Committee recommends advocacy positions with the following entities:

Town of Schodack  
East Greenbush Central School District  
Rensselaer County Legislature

Account #	Revenue Accounts	FY21 Revised YTD 2021				FY22				
		FY19 Actual	FY20 Actual	FY 21 Budget	Actual	FY21 Forecast	Proposed Budget (option 2a)	% Change	\$ Change	Notes
TOTAL	FINES & FEES	\$ 51,509	\$ 15,444	\$ 29,050	\$ 4,236	\$ 12,213	\$ 41,500	42.86%	\$ 12,450	Note 1
TOTAL	OTHER INCOME	\$ 24,374	\$ 17,231	\$ 1,000	\$ 106	\$ 223	\$ 400	-60.00%	\$ (600)	Note 2
TOTAL	PUBLIC FUNDS	\$ 1,992,006	\$ 2,036,155	\$ 2,037,531	\$ 2,035,335	\$ 2,038,723	\$ 2,095,475	2.84%	\$ 57,944	Note 3
<b>TOTAL LIBRARY REVENUE</b>		<b>\$ 2,067,889</b>	<b>\$ 2,068,830</b>	<b>\$ 2,067,581</b>	<b>\$ 2,039,678</b>	<b>\$ 2,051,159</b>	<b>\$ 2,137,375</b>	<b>3.38%</b>	<b>\$ 69,794</b>	
TOTAL	TECH/COMMUNICATION	\$ 60,380	\$ 53,042	\$ 52,044	\$ 22,473	\$ 54,003	\$ 47,985	-14.11%	\$ (7,884)	Note 4
TOTAL	PROGRAMMING & PLANNING	\$ 10,723	\$ 9,007	\$ 7,000	\$ 2,057	\$ 7,000	\$ 11,000	57.14%	\$ 4,000	
TOTAL	BOOKS & MATERIALS	\$ 129,529	\$ 127,838	\$ 122,500	\$ 53,010	\$ 122,500	\$ 144,500	17.96%	\$ 22,000	Notes 5, 6
TOTAL	FACILITIES	\$ 124,584	\$ 106,187	\$ 146,400	\$ 32,940	\$ 124,484	\$ 136,800	-0.73%	\$ (1,000)	Note 7
TOTAL	PROFESSIONAL SERVICES	\$ 41,685	\$ 41,087	\$ 48,000	\$ 20,856	\$ 48,000	\$ 50,000	4.17%	\$ 2,000	
TOTAL	LIBRARY OPERATIONS	\$ 30,268	\$ 22,692	\$ 35,200	\$ 12,091	\$ 33,700	\$ 35,200	0.00%	\$ -	
TOTAL	HUMAN RESOURCES/STAFF DEV'T	\$ 6,138	\$ 380	\$ 2,100	\$ 2,071	\$ 2,100	\$ 5,000	138.10%	\$ 2,900	
TOTAL	SALARIES & BENEFITS	\$ 1,340,104	\$ 1,371,306	\$ 1,453,601	\$ 693,144	\$ 1,407,780	\$ 1,537,640	5.68%	\$ 82,579	Notes 8, 9, 10
<b>TOTAL LIBRARY OPERATING EXPENDITURES</b>		<b>\$ 1,743,411</b>	<b>\$ 1,731,539</b>	<b>\$ 1,866,845</b>	<b>\$ 838,642</b>	<b>\$ 1,799,567</b>	<b>\$ 1,968,125</b>	<b>5.61%</b>	<b>\$ 104,595</b>	
TOTAL	DEBT SERVICE ON BOND	\$ 285,625	\$ 287,000	\$ -	\$ -	\$ -	\$ -		\$ -	
TOTAL	TRANSFER TO RESERVES	\$ -	\$ -	\$ 200,736	\$ -	\$ 204,051	\$ 169,250	-17.06%	\$ (34,801)	
<b>TOTAL</b>	<b>CAPITAL EXPENDITURES/SAVINGS</b>	<b>\$ 285,625</b>	<b>\$ 287,000</b>	<b>\$ 200,736</b>	<b>\$ -</b>	<b>\$ 204,051</b>	<b>\$ 169,250</b>	<b>-17.06%</b>	<b>\$ (34,801)</b>	
<b>TOTAL LIBRARY EXPENDITURES</b>		<b>\$ 2,029,036</b>	<b>\$ 2,018,539</b>	<b>\$ 2,067,581</b>	<b>\$ 838,642</b>	<b>\$ 2,003,618</b>	<b>\$ 2,137,375</b>	<b>3.38%</b>	<b>\$ 69,794</b>	
<b>TOTAL NET</b>		<b>\$ 38,853</b>	<b>\$ 50,291</b>	<b>\$ -</b>	<b>\$ 1,201,036</b>	<b>\$ 47,541</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	

- Note 1 Fines waived 3/20/20-7/1/21
- Note 2 Anticipated continuing low interest rates
- Note 3 Tax cap max. estimated 3.31%
- Note 4 2020 Budget included 1 time NYS Construction Grant expenses (parking lot wifi & server room switch replacement)
- Note 5 Programming & Planning- pre-pandemic levels (addition of virtual programming to in-person programming)
- Note 6 Restoration of underfunded books & materials line (downloadable demand increasing, challenging to keep up with breadth of collection development with current budget)
- Note 7 Based on previous year(s) actuals. Any additional unanticipated repairs/expenses facilities may need to come from Operational Contingency Reserve
- Note 8 Includes 2% COLA increase for staff (0% in 2021), mandated Steps, enhanced Business/Operations Manager Position, increase PT clerk to FT clerk position
- Note 9 Increased estimates
- Note 10 Other salary options considered by budget committee but not recommended: PT Asst. Director, and no staffing changes





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## Library Director's Report

July 20, 2021

Submitted by Jill Dugas Hughes

### JUNE HOURS/SERVICES

- Library was open 26 days /201 hours for the public and drive-thru window
- 5,999 Visitors in the Building (1,766 more than last month)
- 4,416 visited the Children's Room (1,602 more than last month)
- 8 Public Computers available for patrons, spaced roughly six feet apart
- Tutors welcomed back into the building 6/17/21
- Primary Election Day was hosted in the Multipurpose Room on 6/22/21
- COVID Services Overview:
  - 6/14/2021- Length of library visits increased to (1) hour
  - 6/13/2021- Added seating; capacity and length of visit restrictions removed
  - 6/16/2021- Fully vaccinated patrons no longer required to wear masks (some programs will continue to require masks)
  - 6/22/2021- Fully vaccinated staff no longer required to wear masks after attestation
  - 6/28/2021- Greeting desk station removed from front hallway

### TOP INITIATIVES (June)

- New Databases! Consumer Reports, Times Union, America's News, Heritage Hub, Black Life in America
- COVID-19 response and planning
- 2021 QuickBooks update project: to include detailed program budgets, account numbers, and grant/donor information
- JoAnn Jakiela Memorial Celebration
- Farmers' Market
- Pen to Pandemic Reception
- Online Library Card Renewal Form
- Creation of relaxing gathering/browsing space in Adult Services area
- 2022 Budget
- Summer Reading Program for Youth and Adults
- Staff Manual Update Project
- Spring Outdoor clean-up/refresh
- Interviews for Business Operations Manager and PT YS Librarians
- PR for Fines Reinstatement (beginning 7/1/21)

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*"Thank you for being here"*

*- patron upon leaving library with two daughters*

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### CIRCULATION and RESOURCE SHARING DEPARTMENT HIGHLIGHTS (June)

- Last June, the drive-thru window opened to the public on June 1. The building was closed to the public because of COVID and the Summer Reading Program was 100% virtual.
- This June, Seating, Capacity, Time Limits, and Mask Requirements were removed which resulted in an immediate increase in foot traffic inside the library as well as increased borrowing of physical items at the checkout desk
- The Welcome Desk workstation was removed
- 60 new patrons registered at the library in June (43 East Greenbush, 8 Schodack, 8 Other, 1 Out of System) (31 more than same period last year)
- 21,726 items circulated in-person (17,624 more than same period last year)
- 6,159 digital checkouts/usage (5,528 fewer than same period last year)
- 5 Notary Services (5 more than same period last year)
- 20 ILL's Requested; 19 Received; 0 Sent
- 4,313 Items on the Hold Shelf

#### Farmers' Market:

- Circulation department staff have been staffing a tent at the Farmers' Market. Staff have checked out 30+ books, registered 5 new library patrons for cards, and answered numerous questions about the Library and Summer Reading program



Marianne Mullen, Circulation at Farmers' Market

#### Library Card Renewals

- We have implemented an online library card renewal form which streamlines the renewal procedure for patrons and staff. Combining this along with changing our courtesy renewal reminder language to include the link to the renewal form has been very popular with patrons

#### Staff Development:

- Marion Pierson (Head of Circulation) attended a webinar, Eliminating Library Fines, and several staff reviewed a Sierra training in anticipation of the new server upgrade on June 29

#### Concern:

- We received concern from a patron about how few new Large Print books are available. The print collection was cut significantly in 2021 and staff/patrons alike are looking forward to restored funding for collections, especially print.



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Checkouts	June 2021	June 2020	June 2019
<b>Circulation Desk</b>	<b>17,982</b> <i>83% of in-person checkouts</i> <i>65% total checkouts</i>	<b>n/a</b> <i>(building only open to staff)</i>	<b>29,212</b> <i>100% in-person checkouts</i> <i>87% total checkouts</i>
<b>Drive-thru window</b>	<b>3,744</b> <i>17% of in-person checkouts</i> <i>13% total checkouts</i>	<b>4,102</b> <i>100% in-person checkouts</i> <i>26% total checkouts</i>	<b>n/a</b>
<b>Circulation of Electronic Material (Hoopla &amp; Overdrive)</b>	<b>4,852</b> <i>79% digital checkouts</i> <i>17% total checkouts</i>	<b>6,802</b> <i>58% digital checkouts</i> <i>43% total checkouts</i>	<b>3,400</b> <i>80% digital checkout</i> <i>10% total checkouts</i>
<b>Successful Retrievals of Electronic Information (Database usage)</b>	<b>1,307</b> <i>21% digital checkouts</i> <i>5% total checkouts</i>	<b>4,885</b> <i>42% digital checkouts</i> <i>31% total checkouts</i>	<b>860</b> <i>20% digital checkouts</i> <i>3% total checkouts</i>
<b>TOTALS</b>	<b>27,885</b>	<b>15,789</b>	<b>33,472</b>

### YOUTH SERVICES DEPARTMENT HIGHLIGHTS (June)

#### Children’s Room Displays

- Pride Month
- Honoring Eric Carle & Lois Ehlert
- Graphic Novels

#### Teen Room Display

- Pride Month

#### Book Bundles

- 19 Book Bundles for Kids and 2 Book Bundle for Teens
- Distributed 162 books



**Nova**  
★★★★★ 49 mins ago

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### 1000 Books Before Kindergarten

- Summer Reading Club registration in Beanstack boosted 1000 Books Registrations this month
- 37 new participants in June (32 more than last month)
- 3 graduates
- 2,465 books read!

### Professional Development

- Joelle Adler, PT Youth Services Librarian, attended an Upper Hudson Library System Youth Services Advisory Council Meeting on 6/22/21

### Outreach

- Molly Chatt, Head of Youth Services, reached out to all the elementary school librarians in the district as well as Goff Middle School to promote summer reading. She was on the video announcements to tell students about the summer reading program during the third week of June at the following schools: Green Meadow, Red Mill, and Bell Top. Genet was not allowing visitors, so an electronic flier was sent to those students instead.

### Program Highlights

Program Name	Target Audience	Location	# Participants
Pop up Outdoor Storytime (6/2/21)	Ages 0-5	Outdoor	22
Pop up Outdoor Storytime (6/11/21)	Ages 0-5	Outdoor	29
Pop up Outdoor Storytime (6/16/21)	Ages 0-5	Outdoor	48
Farmers' Market Crafts (6/23/21)	Kids	Outdoor	24
Farmers' Market Crafts (6/30/21)	Kids	Outdoor	21
Storytime (6/30/21)	Ages 0-5	Virtual	27
Pinwheel Crafts	Kids	Virtual	79
Scratch Art	Kids	Virtual	116
Octopus Craft	Kids	Virtual	89
Lizard Craft	Kids	Virtual	70
Patriotic Poster Craft	Kids	Virtual	240
Teen Takeout Craft	Teens	Virtual	54
<b>TOTALS</b>	<b>12 Programs (4 Early Literacy, 7 Elementary, 1 Teen)</b>	<b>7 Virtual, 5 Outdoor</b>	<b>819 Participants</b>



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## ADULT SERVICES HIGHLIGHTS (June)

### Events

- Over 30 people gathered to enjoy the Pen to Pandemic Reception and Story Reading Event on the library lawn. Short story contributors, their friends and family, and other attendees were joined by library staff, Trustees, and Town officials for this celebration of our community's spirit and endurance over a difficult year. A Pen to Pandemic book, featuring the work of all contributors, is currently in production at the Troy Book Makers and should be available by late August or early September. Funding for the book was made possible by Senate Bullet Aid funds and Rensselaer County funds, previously received, and saved for a special project.
- The Farmers' Market resumed, as did our volunteer drop-in tech help program which is stationed at the market on Wednesdays from 5-7pm. Three volunteers provide tech assistance on a rotating basis, with back-up provided by Selena Piro, PT Library Clerk.
- Literary programs are going strong. Monday Night Book Chat remains popular, and attendees of our morning and evening book discussion groups are pleased to be meeting in person again out on the lawn. The Summer Concert on 6/30 with the Joe Gorman Duo was cancelled due to rain.

### Summer Reading

- The Adult Summer Reading Challenge began on June 28. We spent the month of May preparing an online Beanstack version and a traditional paper card version of the game. As of July 7, 137 patrons and 12 staff have signed up for the challenge!

### Space and Seating

- Soft seating has been moved to the former reference collections area to create a relaxing gathering/browsing space. Visitors can browse the local history, local authors, graphic novels, and the Library of Things collections that have been reshelved in the space.

## Gratitude

*Hello Jill,*

*Thank you and all the staff of the library for the extraordinary service and effort put forth during the past 15 months. You are the best (and appreciated)!*

*Monica Seeber*

*Devoted library patron and "Friend"*

## Trustee Hosted Program a Success!

"I had a patron call and say she really enjoyed the yoga class with Camie Engel on Sunday"



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NYS Talking Book and Braille Library Services

- The National Library Service for the Blind and Print Disabled (NLS) has implemented changes to the application certification process, making it easier for individuals with reading disabilities to apply for Talking Book and Braille Library service.
- Now, librarians, social workers, school psychologists, counselors, reading specialists, speech pathologists, and educators may certify the eligibility of applicants with reading disabilities.



Pen to Pandemic Reception

Program Name	Target Audience	Location	# Participants
Virtual Armchair Traveler-Fenimore Museum of Cooperstown (6/4/21)	Adult	Virtual	9
Grab & Go Craft- Mini Artisan Basket	Adult	Virtual	22
Pen to Pandemic Reception (6/5/21)	Adult	Outside	32
Monday Night Book Chat (6/7/21)	Adult	Virtual	8
Monday Night Book Chat (6/14/21)	Adult	Virtual	4
Monday Night Book Chat (6/21/21)	Adult	Virtual	10
Monday Night Book Chat (6/28/21)	Adult	Virtual	10
<i>Farmers' Market (6/9/21; 6/16; 6/23; 6/30)</i>	<i>All Ages</i>	<i>Outside</i>	<i>Statistic Not Kept- Partnership with YMCA</i>
<i>Friends Mini Book Sale at the Market (6/9; 6/16; 6/23; 6/30)</i>	<i>All Ages</i>	<i>Outside</i>	<i>Statistic Not Kept- Hosted by the Friends of the Library</i>





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<i>Plant Sale at the Market 6/9/21)</i>	<i>All Ages</i>	<i>Outside</i>	<i>Statistic Not Kept; Hosted by the Greenbush Garden Club</i>
Wireless Wednesdays Tech Help at the Farmers Market (6/9/21)	Adult	Outside	2
Wireless Wednesdays Tech Help at the Farmers Market (6/16/21)	Adult	Outside	2
Wireless Wednesdays Tech Help at the Farmers Market (6/23/21)	Adult	Outside	2
Wireless Wednesdays Tech Help at the Farmers Market (6/30/21)	Adult	Indoor	1
Armchair Traveler-National Museum of Racing and Hall of Fame (6/18/21)	Adult	Virtual	5
Summer Solstice Yoga with Camie (6/20/21)	Adult	Outdoor	6
Monday Morning Book Discussion (6/21/21)	Adult	Outdoor	10
Monday Evening Book Discussion (6/21/21)	Adult	Virtual	5
<i>Primary Election Day (6/22/21)</i>	<i>Adult</i>	<i>Indoor</i>	<i>Statistic Not Kept; Board of Elections</i>
<b>TOTALS</b>	<b>15 Programs</b>	<b>8 Virtual, 6 Outdoor, 1 Indoor</b>	<b>128 participants</b>



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## DIGITAL SERVICES INITIATIVES (June)

- 870 Wireless Network Usage Sessions (33 more than previous month).
- 8 Laptop Checkouts (2 more than last month).
- 19 Hotspot Checkouts (2 more than last month).
- 285 Public Computer Sessions (84 more than last month).
- 47 Public Faxes (5 more than last month).
- 9,073 Website Sessions (1,746 more than last month).
- 17,677 Facebook Daily Total Reach- Main Library Page (9,616 more than last month).
- Embedded research database page hosted by Gale on our website allowing us to retain our site traffic instead of sending them away from our page for resources.
- Karrie McLellan, Head of Digital Services, is working with UHLS to obtain East Greenbush only statistics for remote use of Ancestry, since they took over the umbrella account and have, we no longer have direct access to the statistics function.
- Sierra upgrade on 6/29/21 disrupted online services and prevented access to catalog/patron software and most online services.
- Downloaded an evaluation copy of the new UHLS app to beta-test. Discovered some bugs and logged them for Capira (vendor) staff to correct.
- Deployed 4 new staff laptops and reconfigured desktop computers for different locations, replacing the oldest staff computers.
- Removed capacity display kiosk from Youth Services and changed main library capacity to 100.
- Training on new cloud phone system with vendor (Key Communications). We now have additional features, such as power outage failover (cloud will take a message if phone system is down) and phone teleconferencing.
- Capital Security needs two phone lines, so the phone system was reconfigured to maintain this redundancy while still removing three phone lines from Spectrum.



John Walsh



Excellent library, staff is always helpful and friendly .

*One of Five- 5 Star Reviews on Google in June*

### Professional Development:

- Selena Piro, PT Library Clerk, attended a Hootsuite Webinar: 4 Steps to Double Your Facebook Audience + Engagement (6/29/21).

### New Databases:

- East Greenbush and Schodack cardholders (defined by 28116 and 28114) now have remote access (all users have in-building access) to the Times Union online (3 versions - image edition is what people expect to see), America's News (includes the Troy Record), Heritage Hub, and Black Life in America. In-building access doesn't just mean our computers - it can be personal devices connected to our Wi-Fi network, as well.





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### America's News:

Direct Link: <https://infoweb.newsbank.com/signin/EastGreenbushCL/NEWSBANK>

- Description: Explore and stay informed on local and national topics, people, and events in areas such as business, health, education, jobs and careers, political and social issues and more. Features a wide variety of credible, vetted news sources spanning the U.S., including Palm Beach Post. Also available remotely 24/7 on any device. **3K+ Newspapers** include New York Post (NY), Post Standard (Syracuse), Times Union (Albany), Troy Record (Troy), and Observer-Dispatch (Utica) collections as well as more than 3,000 other publications; 138 of which are in New York State.
- **48 News Magazines** including Education Week, Field and Stream, The New Yorker, Popular Science, Harvard Special Health Reports and more.
- **On-Demand Webinars and How-to Videos**; learn how to use Newsbank resources! [https://www.newsbank.com/videos?qt-video\\_gallery\\_tabs=1#qt-video\\_gallery\\_tabs](https://www.newsbank.com/videos?qt-video_gallery_tabs=1#qt-video_gallery_tabs)
- The top section of the **Quick Links** area contains links to content, curated by NewsBank's experienced editorial staff, focusing on topics of current interest.
  - **Special Reports** are updated daily and included articles, images, and other useful content organized by topics and themes.
  - Updated monthly, **Hot Topics** cover issues and events relative to social studies, science, health, sports, the arts, and people from throughout the world. They are intended to alert you to important and useful topics found within NewsBank databases.
  - Daily Headlines and Lesson Plans feature major domestic and international news headlines that are gathered and featured daily. Each day features a lesson/activity plan that aligns with the focus of one of the headline articles.

### HeritageHub:

Direct Link: <https://infoweb.newsbank.com/signin/EastGreenbushCL/HHUB>

- Description: HeritageHub provides access to hundreds of years of obituaries and death notices from thousands of newspapers across the United States, 1704-today; includes manually indexed obituaries to enhance search accuracy; coverage from all 50 U.S. states and territories

### Black Life in America:

Direct Link: <https://infoweb.newsbank.com/signin/EastGreenbushCL/AAHX>

- Description: The experience and impact of African Americans as recorded by the news media, 1704 to today.



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#### Times-Union Collection:

Direct Link:

<https://infoweb.newsbank.com/apps/news/user/librarycard/EastGreenbushCL?destination=browse-multi%3Fp%3DNewsBank%26t%3Dfavorite%253ATUWEAATU%2521Times%2520Union%2520%2528NY%2529%2520Collection>

- Description: Explore Albany history through local news, events, and people with the Times-Union Collection. Search current and archived issues with full-color newspaper pages, full-text articles and content only published online.

#### CONSUMER REPORTS

- Description: Consumer Reports is a trusted source because our rigorous, independent testing and research still creates a marketplace built on credible information, greater transparency, and fairness. Our investigative journalism, advocacy, and digital testing empower consumers, inform people's purchasing decisions, influence businesses to improve the products and services they deliver, and strengthen norms, laws, and regulations through science, evidence, and data.

#### FACILITIES (June)

- Cooling Tower checked; legionella testing (June 7, 10)
- Main library painting was finished on June 9
- Evergreens were fertilized (protect against deer) (June 24)
- Replaced Heat Pump Filters (June 25)
- Greenbush Garden Club and Season's East continued landscaping and flower bed maintenance



Turtle laid eggs outside library; Paul helped protect the eggs which take 75-90 days to hatch

Respectfully Submitted,  
Jill Dugas Hughes  
Director



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## Personnel Memo

July 20, 2021

*Submitted by Jill Dugas Hughes*

### Resignation:

Vicki Bucciantini, Library Business and Operations Manager, Full-Time, Effective August 1, 2021 (retirement)

### Termination:

N/A

### Classification Change:

Elizabeth Rooney, Library Business Operations Manager (Provisional), Full-Time, Effective August 9, 2021

### Provisional Appointment:

Donna Riley, Librarian I, Youth Services, Part-Time, Effective July 12, 2021

Elizabeth Rooney, Library Business and Operations Manager (Training), Part-Time, Effective July 6, 2021

### Current Open/Unfilled Positions:

Senior Library Clerk, Part-Time (5/26/2020)

Library Clerk, Part-Time (8/7/2020)

Librarian I, Part-Time (5/17/2021)

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### 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?

- Patrons may pick up materials which they have placed on hold at the drive thru window or circulation desk.
- A cart by the staff door is available for deliveries in good weather, with instructions for an alternate entrance in inclement weather.
- Unvaccinated library visitors responsible for continuing to wear a mask and practice social distancing, per CDC guidance. <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>
- Staff will wear masks indoors, during their shift, when in contact with library visitors or within 6 feet of other staff; unless they have provided written attestation to the Business/Operations Manager that they are fully vaccinated.
- Desk shields will remain in place at public service desks.
- Patrons and Staff should always maintain social distance and wear a face covering, as recommended by the CDC.

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- During drop-off of materials, social distancing markers will work to minimize the spread of COVID-19
- Signage will be posted with CDC guidelines regarding masks and social distancing for vaccinated/non-vaccinated individuals. <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/pdfs/choosingSaferAct.pdf?v=1>
- Library will continue the long-standing library practice of protecting individual privacy and will not request proof of vaccination from members of the public. Staff who wish to discontinue wearing masks indoors must provide written attestation of their full vaccination status to the Business/Operations Manager.
- All visitors and staff are always welcome to wear a mask, regardless of vaccination status.
- Staff will not be required to police or intervene when vaccination status is unknown.
- Anyone who wishes to make an ADA accommodation request are directed to make a verbal or written request in advance to the director. Email: [eglibraryinfo@eglibrary.org](mailto:eglibraryinfo@eglibrary.org) or Phone: 518.477.7476.

#### General Physical Distancing Requirements for Public

- Visitors are encouraged (via signage) to practice social distancing (6 feet).
- Signage reminders about safety protocols are posted throughout the building and physical distancing markers are posted in high traffic areas.
- Tables and Seating will be spread out to provide socially distanced optional space for visitors.
- Tutoring is considered a private relationship between a student's family and tutor. Tutoring is allowed and meeting rooms may be used for to encourage greater spacing between tables as available.

#### General Physical Distancing Requirements for Staff

- Staff will maintain 6 ft apart during while in the library building, whenever possible.
- Signage reminders are posted throughout the building.
- Large meetings will have an optional remote participation option.
- Training: Staff have been trained in-person regarding all safety protocols.

#### Face Covering Requirements for Public

- The Department of Health strongly recommends masks in indoor settings where vaccination status of individuals is unknown. Masks are optional for visitors who are fully vaccinated.

#### Face Covering Requirements for Staff

- After providing written attestation to Business Operations Manager, fully vaccinated staff are eligible to choose to stop wearing a mask indoors.
- Mask use outdoors is NOT required
- Training(s): Documentation of staff training will be in the Human Resources office and will be retained for a minimum of one year, or as required by law.

#### Entering/Exiting the Building for Visitors

- The exterior door will remain open in nice weather and will be placed on "auto sensor" during inclement weather for touchless entry.
- The interior door will remain open during mild weather.
- Upon entering the building, visitors will be reminded by signage and/or staff to use hand sanitizer upon entry.
- Signage regarding mask use will be posted on the front doors and throughout the building.

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- Occupancy sensors have been installed which will indicate how many people are in the building, and in the children’s room (in addition to staff). Any occupancy limits will be determined based on Government Capacity Mandates, Virus Spread in Community, and Staffing Capacity.
- 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.
- Employees will sign in/out daily on designated daily sheet located on an easel outside the Business and Operations Manager’s office.
- One person will be assigned daily to alarm the building (usually maintenance staff) and they will exit the building through the staff entrance located in the drive-thru window area.
- Signage Posted: “Feeling Sick? STOP. Stay Home when you are sick. If you feel unwell or have the following symptoms, please leave the building, and contact your healthcare provider. Then follow up with your supervisor. DO NOT ENTER if you have fever, cough, shortness of breath”

**Drive-Thru Window Physical Distancing**

- Only one person can work in the drive-thru window workspace at a time.

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

- Employees will wipe down surfaces whenever they exit the work area.
- 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.

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

**Material Lending & Returns**

- Plexiglass sneeze guards have been installed on the public service desks.
- Wayfinding signage with physical distancing requirements and indicating where to stand in line are located at each public service desk.
- Signage regarding mask guidance is clearly posted in digital and physical spaces.
- Returns are accepted at the drive-thru window and circulation desk.

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

**Meal Breaks for Staff**

- Lunch breaks may be taken in any “staff only” area as long as 6 feet is maintained between individuals.
- There will be at least one single occupancy space designated for staff who wish to eat/take a break in solitude (currently the Hurr Room).

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- An exterior break location is provided as an alternative option. An outdoor table and chair s are provided on the side of the building closest to the shed.
- Employees will be responsible for cleaning surface(s)/table(s) 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).
- Eating is not permitted at any public workstation.
- Signage Posted in Staff Breakroom: “Please remember to disinfect before and after using me” (refrigerator, microwave(s), toaster, toaster oven, water cooler).
- Signage Posted in Staff Bathroom(s): “Slow the Spread of Germs. Cover your coughs and sneezes, stay home when you’re sick, wash your hands often.”

**II. PLACES**

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

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

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

- Supplies
  - Gloves (Staples)
  - Non-Medical Grade Face Coverings (Hill & Markes and Amazon)
  - 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, CK Products Antiseptic Hand Rub Sanitizer, Clean All Mild Scent Hand Sanitizer Sanitizer, Mountain Falls Original Scent Advanced Hand Sanitizer
  - Wipes (Diversey Oxivir Tb Wipes)
- Business and Operations Manager is responsible for monitoring supply and procurement. Extended lead time is expected for procurement and bulk purchasing will be implemented when supplies get to 50%.
- Visitors will be provided a non-medical grade face covering upon request.
- 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.

- 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 stored in the maintenance room in original packaging.
- Staff Training- 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.



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- Staff who wear reusable masks are required to clean them between shifts.
- Gloves are available and stored in maintenance room
- Visitors who are wearing a visibly soiled face covering are provided a clean mask to wear.

- 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 and peripherals are shared resources. Employees will wipe down surfaces whenever they exit the work area.
- If requested, employees will be provided individual use keyboards and mice.
- 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) <https://www.cdc.gov/coronavirus/2019-ncov/index.html> and Department of Health (DOH) <https://coronavirus.health.ny.gov/home>. All disinfectants used are EPA-registered. 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.



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- 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 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?

- By entering the facility, all staff, vendors, and members of the public are certifying that they have not been exposed to COVID or are not showing any COVID symptoms (based on the most up to date CDC guidelines). CDC guidelines will be posted at building entries and on the daily sign-in sheet. 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).
- 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 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:
  - 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
  - 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.
- Employee should contact supervisor as soon as possible.
- If at home, employee must stay home.
- 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>
- 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>
- If the employee is in the workplace (or fails health screening), employee is to go home.
- 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.

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- Employer will, as soon as possible after notification by employee, notify remaining employees of possible Covid-19 infection.
- Employer may not disclose name of ill employee unless the employee gives permission.
- Employees will be reminded of importance of following PPE and social distancing and hygiene requirements.
- 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.html>
- 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.
- 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>
- 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.html>
- 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).
- 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).
- 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](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).
- 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).
- Business and Operations Manager will document workplace diagnosis.
- 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.
- 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.
- 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.

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- 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.
- Individuals who have been exposed to someone with confirmed or suspected COVID-19, who are not fully vaccinated or have not recovered from COVID-19 in the previous 3 months, are required to quarantine for 10 days after exposure. Testing is not required to end quarantine if no symptoms have been reported during the quarantine period. However, a test should be sought immediately if any symptoms develop during the 14 days after exposure.
- 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.
- 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.
- 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>
- **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-2](#)[external 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.
- 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).
- The Director and Board will review each case and identify corrective actions, if any, that can be taken in the future.

### III. PROCESS

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

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?

- All staff must be health screened for COVID-19 symptoms, recent close contacts, and recent positive COVID-19 test result, prior to, or immediately upon, arrival to the library. 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. Screening guidelines are posted in a designated location on the staff intranet as well as physical signage upon entry to the building. Staff are only required to share results of self-screening if results indicate symptoms consistent with COVID. They are required to notify their supervisor and Director as soon as possible.
- 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.

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 may bring home one PPE at the end of a shift, so that they can put it on before entering the library at their next shift.

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

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

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

- We follow cleaning guidelines found on the Cleaning and Disinfection for Community Facilities of the CDC website. <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- Any area(s) used or visited by the ill person should be closed for 24 hours to the staff and public.
- We use EPA registered disinfectants listed in List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19), as suggested by the CDC.
  - Manufacturer’s recommended contact times will be used.
  - A list of the disinfectants we use is available for public review at <https://eglibrary.org/about/clean/>

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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?

The Business and Operations Manager keeps a log of who was in the building each day with time ranges. 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 conducted by the Business and Operations Manager by using the daily sign-in sheets and by interviewing staff. The sheet will indicate 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.



# Memorandum

**Memo Date:** July 19, 2021 (revised)  
**From:** Jill Dugas Hughes, Director  
**Meeting Type:** Library Board of Trustees  
**Meeting Date:** **Tuesday, July 20, 2021**  
**Action Requested:** **Approve Fall Library Open Days/Hours**

## Current Library Hours/Days Open (as of Tuesday, 7/6/21)

Currently the library is open 46 hours per week, 6 days per week

**Monday:** 10am-6pm  
**Tuesday:** 10am-6pm  
**Wednesday:** 10am-8pm  
**Thursday:** 10am-6pm  
**Friday:** 10am-4pm  
**Saturday:** 10am-4pm  
**Sunday:** Closed

## Current Holiday Closures remainder 2021

Labor Day- Closed (Sunday, 9/5/21 and Monday, 9/6/21)  
 Thanksgiving Eve- Close at 5pm (Wednesday, 11/24/21)  
 Thanksgiving- Closed (Thursday, 11/25/21)  
 Christmas Eve (Friday, 12/24/21)  
 Christmas- Closed (Saturday, 12/25/21)  
 New Year's Eve- Close at 5pm (Friday, 12/31/21)

## Proposed Library Hours/Days Open (new hours beginning, Tuesday, 9/7/21)

Open 61 hours per week, 7 days per week (15 additional hours, 1 additional day weekly)

**Monday:** 10am-**8pm** (+2 hours)  
**Tuesday:** 10am-**8pm** (+2 hours)  
**Wednesday:** 10am-8pm  
**Thursday:** 10am-**8pm** (+2 hours)  
**Friday:** 10am-**8pm** (+4 hours)  
**Saturday:** 10am-**5pm** (+1 hour)  
**Sunday:** **1pm-5pm** (+4 hours)

## Proposed Holiday Closures remainder 2021

Labor Day- Closed (**Saturday 9/4/21**, Sunday, 9/5/21, and Monday, 9/6/21)  
 Thanksgiving Eve- Close at 5pm (Wednesday, 11/24/21)  
 Thanksgiving- Closed (Thursday, 11/25/21)  
 Christmas Eve- Closed (Friday, 12/24/21)  
 Christmas- Closed (Saturday, 12/25/21 and **Sunday, 12/26/21**)  
 New Year's Eve- Close at 5pm (Friday, 12/31/21)

## Recommendation:

- Adopt the proposed Library Open Days/Hours detailed above.