

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Agenda of the Board
Regular Monthly Meeting
January 26, 2021, 1:00 p.m.
Held Via GoToMeeting App

1. Comments from the audience
2. Minutes of the Meetings: December 29, 2020 & January 15, 2021 (Special Meeting)
3. Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: December 2020
4. Director's Report: December 2020
5. Reports of Interest
 - a. Beginning, January 1, 2021, the *Read Down Your Fines* program for children age 16 and under is available year-round.
 - b. The Library received a note from a patron expressing appreciation for our children's to-go programs with photos of children enjoying free books, activities, and crafts.
 - c. Take-home programs without a virtual component will not be counted on the State Report; however, the numbers will be tracked internally by the Library System.
 - d. Other
6. Personnel
 - a. Board May Enter Executive Session
 - b. Other
7. Old Business
 - a. Air Purifiers
 - b. Other
8. New Business
 - a. 2020 Contract Extension & 2021 Budget Schedules
 - b. Public Health Emergency Operations Plan DRAFT
 - c. Other

Next regularly scheduled meeting: February 23, 2021 at 1:00 p.m.

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Minutes of the Board of Trustees
Regular Monthly Meeting

December 29, 2020, 1:00 p.m.

Held Via GoToMeeting App

Present: Alice Askew, Martha Buyer (excused at 2:15 p.m.), Elaine Chow, Kara Spencer-Ching, Richard Wiesen, Paula Klocek, Director

President Alice Askew called the meeting to order at 1:10 p.m.

1. There were no comments from the audience.
2. A motion (MB, EC) to approve the minutes of the meeting of November 17, 2020 carried by a voice vote.
3. A motion (RW, MB) to approve the Monthly Financial Statements & Internal Auditor Reports for November carried by a voice vote.
4. Director's Report
 - a. The B&ECPL System appreciates the support of Erie County Executive Mark Poloncarz and the Erie County Legislature for the funding increase of \$508,183 (2.0%) to libraries in the 2021 Adopted 2021 Budget through funds generated by growth in the equalized full value property tax base. The additional funding will help offset increased contractually obligated costs while limiting reliance on use of fund balance and higher turnover savings targets.
 - b. 900+ letters were sent to Erie County Legislators asking for their support. Over 100 were sent from ATPL!
 - c. ATPL programming during November has been limited because of constraints on operations during the pandemic. Those scheduled programs have been very well subscribed.
A motion (RW, EC) to accept the Director's report was carried by a voice vote.
5. Personnel
 - a. The Board reviewed the Payroll Reports 22 & 24.
 - b. The Board did not enter into Executive Session.
 - c. On 12/31/20, Pages will have their wages increased to \$12.50 an hour due to the NYS minimum wage schedule. Senior Page wages will be increased to \$13.00 an hour to maintain a \$0.50 differential in pay between the two positions.
 - d. The maintenance staff have undertaken cleaning and waxing the floors in the building—a task that had been outsourced in previous years. The floors look wonderful.
6. Old Business
 - a. No comments on the December ACT Meeting. The Director has created an Excel document to log the mandatory 2-hour technology training required for all staff who deal with the public, as required by the new NYS Minimum Standards.
 - b. There was extensive discussion about a new Circulation Desk Protective Barrier. What is the best protection for staff and patrons? Is there an opportunity to have the cost subsidized by the Town of Aurora? Is there an additional vendor locally? Can air circulation be improved by opening some windows? Is a room air purifier a viable option?

There is a heightened interest in having better protection for staff in light of increased levels of COVID-19 infections. The Director is looking into possibilities.

8. New Business

- a. A motion (RW, KSC) to approve the draft Open Meeting Policy for ATPL carried with a voice vote.
 - b. The Trustees acknowledged the Schedule created by the Director for the Board's review ATPL Policies during 2021.
 - c. A motion (RW, MB) to approve the 2021 Personnel Policies and Procedures Manual Revisions/Amendments as presented carried by a voice vote.
 - d. The Board reviewed the "System Paid" Budget Analysis, as of 9/30/2020. ATPL is on track not to owe the System.
 - e. A motion (RAW, MB) to approve the revision of the COVID-19 Micro-Cluster Plan was approved by a voice vote. The editorial revision pertained to the nomenclature used in describing the metric.
 - f. The Director recommended that ATPL reopen under the approved plan (Orange LEVEL 1 Operations Guidelines) on January 4, 2021. A motion (RW, KSC) to approve the Director's recommendation carried by a voice vote.
9. A motion (RW, KSC) to adjourn the meeting carried by a voice vote. President Alice Askew adjourned the meeting at 2:31 p.m. The next regularly scheduled meeting: January 26, 2020 at 1:00 p.m.

Respectively submitted,
Richard A. Wiesen, Secretary

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Board of Trustees Special Meeting
January 15, 2021, 3:30 p.m.
Held Via GoToMeeting App

Present: Alice Askew, Elaine Chow, Kara Spencer-Ching, Richard Wiesen, Paula Klocek, Director
Excused: Martha Buyer

President Alice Askew called the meeting to order at 3:40 p.m.

There were no comments from the audience.

Minutes of the last meeting, the monthly treasurer's report and the Director's report will be deferred to the next regular meeting.

The Board did not enter into Executive Session.

Old Business

The director made a presentation on Austin Air HealthMate Air Purifiers. The discussion included financing the initial, delivery, set up, and the costs of new filters followed.

A motion (RW, ED) to approve the recommendation of the Director to purchase four (4) Austin Air HealthMate Air Purifiers at \$530.000 per unit carried by voice vote.

A motion (RW, KSC) to adjourn the meeting was carried by a voice vote. President Alice Askew adjourned the meeting at 3:55 p.m.

The next regularly scheduled meeting: January 26, 2021 at 1:00 p.m.

Respectively Submitted,

Richard A. Wiesen, Secretary

LOCAL CHECKING ACCOUNT

Beginning Balance:	1-Dec-20		\$21,522.38
Plus Receipts/Deposits		Total:	\$720.00
Less Checks/Debits		Total:	\$110.29
Ending Balance:	31-Dec-20		\$22,132.09

Transaction Details

Receipts:

Alice Askew Donation		\$200.00
Friends Pom-Pom Craft Reimbursement		\$20.00
Constance L. Maloney I/H of Alice Askew		\$500.00
	Total:	\$720.00

DEBITS:

DEMCO(Processing Materials)		\$110.29
	Total:	\$110.29

Savings Account

Balance Forward	1-Dec-20	\$50,579.60
Interest Earned:		\$1.87
Balance	31-Dec-20	\$50,581.47

Volker Funds

Balance Forward	1-Dec-20	\$3,320.32
Receipts:	None	\$0.00
Disbursements:	None	\$0.00
Balance	31-Dec-20	\$3,320.32

Gallivan Funds

Balance Forward	1-Dec-20	\$931.93
Receipts:	None	\$0.00
Disbursements:	None	\$0.00
Balance	31-Dec-20	\$931.93

Internal Auditor's Report Richard Wiesen, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
2020L58	\$110.29	12/3/2020	1014	Dots and Classification Labels

Friends Ongoing Book Sale DEC \$105.00 YTD \$885.00

Contingency Funds Counted 12/15/20 Total \$480.54

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: DEC

SAP Acct.	Description	Adopted Budget	Budget Transfers	Year-to-Date Expenditures	Available Budget	Projected Utilization at 12/31	Projected Variance at 12/31	Comments
500000	Salaries - Full-time	0	0	0	0		0	
502000	Fringe Benefits	0	0	0	0		0	
Utility Charges:								
515000	Water	550	0	351	199	351	199	
515000	Sewer	850	(56)	794	0	794	0	
515000	Telephone - Maintenance	0	502	502	0	502	0	
510200	Dues and Fees	20	0	0	20	0	20	
545000	Rental Charges	0	0	0	0	0	0	
506200	Repairs & Maintenance Chgs.	2,100	(169)	1,797	1,881	1,797	84	
555050	Insurance Charges	0	0	0	0	0	0	
510000	Travel & Mileage Expenses	400	(277)	189	31	189	31	
530000	Other Expenses & Charges	600	0	540	60	540	60	
530000	Contingency (Bullet Aid)	0	0	0	0	0	0	
TOTAL EXPENSES		4,520	0	4,675	2,191	4,173	394	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	17,044	0	6,414	10,630	6,414	(10,630)	
Copy Machines	657	0	360	297	360	(297)	
Print Cost Recovery	2,296	0	1,140	1,156	1,140	(1,156)	
Other Income	304	0	0	304	0	(304)	
State Funding	0	0	0	0		0	
Municipal Support	0	0	0	0		0	
Donations (priv. persons/foundations)	0	0	0	0		0	
Fundraising (events/booksales)	0	0	0	0		0	
Interest Income	0	0	0	0		0	
Misc Income	0	0	0	0		0	
Use of Fund Balance	0	0	0	0		0	
TOTAL DIRECT INCOME	20,301	0	7,914	12,387	7,914	(12,387)	

COUNTY CHECKING ACCOUNT

Beginning Balance:	1-Dec-20		\$14,386.28
Plus Receipts/Deposits		Total:	\$82.05
Less Checks/Debits		Total:	\$1,927.07
Ending Balance:	31-Dec-20		\$12,541.26

Transaction Details

Receipts:

Fines		\$46.50
Fines		\$28.90
December Copier		\$6.65
	Total:	\$82.05

Disbursements:

ULINE(Rugs)		\$696.73
Dennis Desmond(Janitorial material& tool reimbursement)		\$1,007.73
Village of Aurora(Water Bill)		\$83.71
Dennis Desmond(Travel)		\$88.31
Dennis Desmond(Janitorial material& tool reimbursement)		\$42.65
Kathleen Brogan(Travel)		\$7.94
	Total:	\$1,927.07

Internal Auditor's Report Richard Wiesen, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
2020C56	\$696.73	12/15/2020	5814	ULINE-Rug replacement
2020C57	\$1,007.73	12/15/2020	5815	Dennis Desmond-Janitorial material reimbursement
2020C58	\$83.71	12/21/2020	5816	Village of Aurora-Water Bill
2020C59	\$88.31	12/31/2020	5817	Dennis Desmond-Travel
2020C60	\$42.65	12/31/2020	5818	Dennis Desmond-Janitorial material reimbursement
2020C61	\$7.94	12/31/2020	5819	Kathleen Brogan-Travel

**AURORA TOWN PUBLIC LIBRARY
550 MAIN STREET
EAST AURORA, NEW YORK 14052
716-652-4440/fax 716-655-5875**

**DIRECTOR'S REPORT
DECEMBER 2020**

CIRCULATION	Total-month	Average/day	Average/hr	YTD Total
2020	2,395*	114.0	15.4	71,353**
2019	9,512	396.3	47.0	141,463
2018	10,584	441.0	56.9	157,067
2017	10,425	417.0	58.6	163,969

2.0%* (50) via self-checkout

65.7%** (46,873) via self-checkout YTD

Note: Circulation for the contracting libraries is -69.0% this month (EAU was at -74.8%) and -45.1% YTD (EAU is at -49.6%).

Library of Things	2020
Monthly	0
Year-to-date	47

SYSTEM e-BRANCH	Month 2020	Month 2019	Change	YTD 2020	YTD 2019	Change
Online Renewals	6,913	103,145	-93.3%	688,686	1,259,480	-45.3%
Interlibrary Loans	814	1,089	-25.3%	8,056	12,167	-33.8%
D-Loadable Audio Books	35,303	29,621	19.2%	397,370	320,269	24.1%
D-loadable Streaming Videos	127	20	535.0%	609	317	92.1%
eBooks	79,191	56,754	39.5%	880,424	648,337	35.8%
Downloadable Music/Music Videos	31,440	30,393	3.4%	337,142	333,761	1.0%

	2020	2019	2018	2017	2016
DAYS/HOURS OPEN	21/156	24/203	24/186	25/178	25/180

CLOSED: All Saturdays, Walk-Up Service ONLY Implemented for Whole Month

COMPUTER USE	2020	2019	% Change
Monthly	13	646	-98.0%
Year-to-date	3,298	8,578	-61.6%

Note: Computer use for the contracting libraries is -92.6% this month and -59.4% YTD.

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**DIRECTOR'S REPORT
DECEMBER 2020**

WIFI USE	2020	2019	% Change
Monthly	771	1,432	-46.2%
Year-to-date	1,432	19,219	-47.7%

Note: Wifi use for the contracting libraries is -60.5% this month and -48.9% YTD.

NEW LIBRARY CARD MEMBERSHIP	Total-month	YTD
Adults	8	129
Children	0	90

Patron Counter	2020	2019	% Change
Monthly	1,223	5,887	-79.2%
Year-to-date	35,766	88,320	-59.5%

Note: Door counts for the contracting libraries were -75.4% this month and -54.9% YTD.

Programs and Number of Sessions	Age group	Attendance
"L" is for Library Give Away for Babies	Birth to 2 ½ years	12
Unwind and Design to Go Craft Wintery Repurposed Book Tree (Friends)	Adult	18
Create- a Card Club (Friends)	Adult	12
Reading Club to Go (Friends)	6-12 years	20
Read Down Your Fines	0-12	13 (4582 min)
Read Down Your Fines	13-16	7 (2386 min)

Friends Ongoing Book Sale	Month	YTD
Dollar Amount	\$105.00	\$885.00

Display Case: Rob Goller-Town Historian

Building condition: Main floor of building has been waxed, thanks to our maintenance crew. New rugs were put out as well.

Community Room: Quarantined book drop

Meeting Room Uses: 0

Professional Development/Meetings

1/8, System Meeting with EDOH (Paula, Alison, Kathy C.)

1/12, CML Director Meeting with Jeannine Doyle

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**DIRECTOR'S REPORT
DECEMBER 2020**

Programs: January 2021

Family Winter Reading Scavenger Hunt To-Go—Families with Children Ages Birth-12—
Tuesday, 1/19/2020—Participants will be called to pick-up their to-go craft kits the day of the
program.

Programs: February 2021


Create-a-Card Club—Adults, 17 and up—Weeks of 2/8, 3/8, 4/12, 5/10—Participants will be
called to pick-up their card making kit the week of the program.

Unwind and Design: Whimsical Pom-Pom Flowers—Adults, 17+, February 9, 2021—
Participants will be called to pick-up their to-go craft kits the day of the program.

"Home is Where the Heart Is" Coaster Set—Families of All Ages—2/9/2021—Participants will
be called to pick-up their to-go craft kits the day of the program. One kit per family, please.



MEMORANDUM

TO: Contract Library Managers
FROM: Kenneth H. Stone, Deputy Director - CFO 
SUBJECT: 2020 Contract Extension and 2021 Budget Schedules
DATE: December 23, 2020

Enclosed please find a copy of Buffalo & Erie County Public Library (B&ECPL) Board Resolution 2020-39, implementing the contract extension provision, and your 2021 budget schedules based upon this resolution. As you may recall, the 2020 contract contains an automatic extension provision that extends the current contract into 2021.

The extension will be in force until final 2021 contracts are adopted, although not to extend past July 31, 2021. Budget amounts are based upon the 2021 System budget as adopted on December 17, 2020. The Library's 2021 adopted budget may be viewed at: <https://www.buffalolib.org/content/library-system/budget-information>

Items to note:

1. 2021 Page wages are adjusted to reflect the 12/31/2020 New York State minimum wage \$0.70 per hour increase (to \$12.50 per hour), while Sr. Page wages are adjusted to \$13.00 per hour for 2021, also effective 12/31/2020, to maintain a \$0.50 per hour differential from Page rates.
2. Two system-wide policies have been enacted/updated in 2020, specifically:
 1. Circulation Policy - Amended 12/17/2020;
 2. Sexual Harassment Prevention Policy - Amended 8/12/2020

Current versions of the above policies may be viewed/downloaded at:
<https://www.buffalolib.org/content/policies>

Please call me 716-858-7170 if you have any questions.

/ma; Enclosures;
cc: K. Stone

**BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: December 17, 2020**

AGENDA ITEM NUMBER: E.2.a.

**RESOLUTION: 2020-38
Adoption of 2021 Budget**

BACKGROUND:

On December 3rd, the Erie County Legislature adopted a 2021 County Budget with amendments. The Legislature-approved amendments did not change the County Executive's 2021 Proposed Budget for the Library.

The 2021 Operating and Grants Budget sustains library operations and services. Further, it incorporates the impacts of contractually obligated costs related to current labor agreements as well as those approved for unrepresented and managerial/confidential employees via previous Board Resolutions. Current agreements provide for modest wage adjustments as well as employee contributions towards the cost of health care and provisions limiting the employer share of both active and retiree health care costs over the longer term. In adopting this budget, the Library Board changes the use of fund balance, increasing it by \$508,183, to partially offset the reduction in personnel services account, applying savings achieved in 2020 that fall to Library fund balance. With this change, the Library's overall operating budget, including State Aid and library revenue, increases 0.4% from 2020's \$29,230,087 to \$29,345,916 in 2021. Including grants, which are estimated to decrease by 12.3%, the combined total increase falls to 0.1% from 2020's \$29,921,887 to \$29,952,425 in 2021.

While not part of the Library's operating budget, the County's Capital Budget provides: \$1,000,000 in County funding towards a \$1.3 million project for Central Library Escalator Demolition Space Renovations and Asbestos Abatement and \$140,000 for a Flexible Use Bookmobile/Outreach Vehicle.

Resolution 2020-38, *2021 Budget in Brief Charts* and *2021 Budget Operating and Grants by Line Item* documents are included for your review and action.

ACTION REQUIRED:

Motion to approve Resolution 2020-38.

RESOLUTION 2020-38

WHEREAS, on December 3rd, the Erie County Legislature finalized the County's 2021 Budget allocation for the Library, and

WHEREAS, the County's enacted budget provides a 2.0% increase in County Library Tax funding from 2020's \$25,409,158 to \$25,917,341, and

WHEREAS, since this increase is less than the anticipated 9% growth in the tax base, the Library portion of the average County Property Tax rate per \$1,000 of equalized full market value will decrease, and

WHEREAS, this funding will allow the Buffalo & Erie County Public Library (B&ECPL) to sustain evolving operations as it continues to cope with the impacts of the COVID-19 pandemic, and

WHEREAS, it allows the B&ECPL to meet its obligations under settled bargaining unit agreements, which provide modest wage adjustments as well as employee contributions towards the cost of health care and provisions lowering the employer share of both active and retiree health care costs over the longer term, and

WHEREAS, the Board of Trustees expresses its appreciation to the County Executive for recommending the funding and to the County Legislature in approving the recommended funding, and

WHEREAS, strong public support for the B&ECPL reinforces both the continuing need for basic library services as well as the need to adjust services to increase virtual programming and content to be responsive during the pandemic, and

WHEREAS, the Board of Trustees of the Buffalo & Erie County Public Library wishes to gratefully acknowledge the support of the public, the Erie County Executive, and the Erie County Legislature, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library adopts the 2021 Budget, utilizing the following sources to provide library services in 2021:

\$25,917,341 - County Property Tax for Library Purposes

\$ 1,973,916 - New York State Aid - Operating Budget

\$ 881,500 - Use of Fund Balance

\$ 573,159 - Library Fines, Fees and Other Revenue

\$29,345,916 - Total Operating Budget

\$ 606,509 - Library Grants Budget

\$29,952,425 - Combined Operating and Grants Budget, further detailed in the 2021 Budget in Brief Charts and the accompanying 2021 Budget Operating and Grants by Line Item document, and be it finally

RESOLVED, that the budget documents and schedules be promptly posted on the Library's website and all needed forms and accounting entries to implement this budget be promptly completed and transmitted.

**Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on December 17, 2020.**

**BOARD OF TRUSTEES
BUFFALO & ERIE COUNTY PUBLIC LIBRARY
MEETING DATE: December 17, 2020**

AGENDA ITEM NUMBER: E.2.b.

**RESOLUTION: 2020-39
Implementing 2020 Contracting
Library Contract Extension Provision**

BACKGROUND:

On June 18, 2020, the Board adopted Resolution 2020-16 which authorized executing 2020 contracting member library contracts. That resolution and the resulting 2020 contracts incorporated items to simplify 2021 start-up. They include the ability to extend the 2020 contract into 2021 – avoiding the November-December rush to extend contracts.

The extension capability recognized many years' recurring pattern of final budget allocations, particularly from New York State, being in flux at the normal contract adoption time. The contract extension provides for allocations based upon the 2021 requested budget amount as may be amended by the Board (for example by adopting the 2021 System budget) until such time as a final 2021 contract is adopted, not to exceed July 31, 2021.

The option to implement the contract extension provision may be made by Board adopted resolution notifying contracting member libraries of said extension. This resolution would provide the needed notification.

ACTION REQUIRED:

Motion to approve Resolution 2020-39.

RESOLUTION 2020-39

WHEREAS, on June 18, 2020, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) adopted Resolution 2020-16 which authorized executing 2020 contracting member library contracts, and

WHEREAS, the resolution and the resulting 2020 contracts incorporated a provision to extend the 2020 contract into 2021, thus avoiding the November-December rush to extend contracts given many years' recurring pattern of final budget allocations, particularly from New York State, being in flux at the normal contract adoption time, and

WHEREAS, budgetary allocations from Erie County and New York State to the B&ECPL constitute over 90% of the financial resources supporting the contract with each contracting member library, and

WHEREAS, Erie County's 2021 budget allocation was not finalized until December 3, 2020 and New York State's allocation will not likely be finalized before April 2021, and

WHEREAS, this makes it difficult for the B&ECPL and the contracting member libraries to develop, consider and approve a full contract prior to the beginning of the 2021 fiscal year on January 1, 2021, and

WHEREAS, the contract extension provision provides for allocations based upon the 2021 requested budget except that, should the local funds for library services be modified from those projected in the budget request, the allocation shall be based upon the modified estimate, and

WHEREAS, the extension provision will remain in effect until such time as a final 2021 contract is adopted, not to exceed July 31, 2021, and

WHEREAS, implementing the contract extension provision may be made by Board adopted resolution notifying contracting member libraries of said extension, now therefore be it

RESOLVED, that the Board of Trustees of the Buffalo & Erie County Public Library authorizes implementing the 2020 contract extension as described above, with budgetary amounts based upon the 2021 Board adopted budget and any subsequent modifications thereof, and be it further

RESOLVED, that the Library Director is authorized to transmit this resolution to each contracting library.

**Approved unanimously at a meeting of the Board of Trustees
of the Buffalo & Erie County Public Library
on December 17, 2020.**

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: AURORA TOWN PUELIC LIBRARY

DESCRIPTION	As per Res 2020-16			As of Res 2020-38		
	2020	2020	2020	2021	2021	2021
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
MAINTENANCE CONTRACTS						
OTHER SUP & MTLs - CONTRACT	500	-	500	500	-	500
EQUIPMENT CONTRACTS	100	-	100	100	-	100
MAINT CONTRACTS - SYS	-	385	385	-	248	248
TOTAL MAINTENANCE CONTRACTS	600	385	985	600	248	848
OTHER EXPENSES & CHARGES						
LIBRARY MATERIALS PROCESSING SUPPLIES	-	597	597	-	685	685
CANVAS LIBRARY BAGS	-	384	384	-	288	288
LIBRARY CARDS	-	72	72	-	34	34
DVD REPAIR	-	80	80	-	53	53
MISC PROGRAM EXPENSES	500	-	500	500	-	500
NYS DISABILITY	-	-	-	-	-	-
POSTAGE	100	-	100	100	-	100
PRINTING	-	-	-	-	-	-
ADVERTISING	-	-	-	-	-	-
TRAINING	-	-	-	-	-	-
REFUSE PICKUP	-	-	-	-	-	-
BANK CHARGES	-	-	-	-	-	-
JANITORIAL SERVICES	-	-	-	-	-	-
OTHER EXPENSES	-	-	-	-	-	-
TOTAL OTHER EXPENSES & CHARGES	600	1,133	1,733	600	1,060	1,660
RENTAL CHARGES						
EQUIPMENT	-	-	-	-	-	-
OTHER	-	-	-	-	-	-
TOTAL RENTAL CHARGES	-	-	-	-	-	-
INSURANCE CHARGES						
INSURANCE	-	-	-	-	-	-
GENERAL LIABILITY INSURANCE - SYS	-	2,893	2,893	-	3,123	3,123
TOTAL INSURANCE CHARGES	-	2,893	2,893	-	3,123	3,123
LAB & TECHNICAL EQUIP.	-	947	947	-	1,138	1,138
LIBRARY BOOKS & MEDIA						
Serials (Magazines, Newspapers, Journals, Etc)	-	5,088	5,088	-	4,773	4,773
On-line Databases (News, Health, Literary, Homework, Business, Etc)	-	9,845	9,845	-	7,491	7,491
E-Content	-	-	-	-	28,946	28,946
Centrally Ordered Materials	-	66,697	66,697	-	38,084	38,084
Specialized Titles / Individual Orders	-	11,441	11,441	-	8,009	8,009
TOTAL LIBRARY BOOKS & MEDIA	-	93,071	93,071	-	87,303	87,303
INTERFUND UTILITY EXPENDITURES						
NATURAL GAS	-	3,952	3,952	-	4,546	4,546
ELECTRICITY	-	8,480	8,480	-	9,226	9,226
TOTAL INTERFUND UTILITY EXPENDITURES	-	12,432	12,432	-	13,772	13,772
TOTAL INTERFUND EXP - COUNTY	-	5,530	5,530	-	1,031	1,031

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: AURORA TOWN PUBLIC LIBRARY

DESCRIPTION	As per Res 2020-16			As of Res 2020-38		
	2020	2020	2020	2021	2021	2021
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
PERSONAL SERVICES						
SALARIES & WAGES, FULL TIME	-	149,432	149,432	-	152,696	152,696
WAGES, REGULAR PART-TIME			-			-
WAGES, PART TIME		144,361	144,361		149,667	149,667
OVERTIME (Sunday)			-			-
OTHER (Vacation Buyout)			-			-
TOTAL SALARIES & WAGES	-	293,793	293,793	-	302,363	302,363
REDUCTION FRM PERS. SVCS ACCT			-			-
CONTRACTUAL SALARY RESERVES			-		3,785	3,785
FRINGE BENEFITS						
EMPLOYER FICA		22,470	22,470		23,132	23,132
EMPLOYEE HEALTH INSURANCE		30,252	30,252		34,020	34,020
DENTAL PLAN		1,122	1,122		1,174	1,174
WORKERS COMPENSATION		1,234	1,234		1,421	1,421
UNEMPLOYMENT INSURANCE		118	118		717	717
HOSPITAL & MEDICAL - RETIREES		19,053	19,053		19,850	19,850
HEALTH INSURANCE WAIVER			-			-
RETIREMENT		24,310	24,310		24,901	24,901
TOTAL FRINGE BENEFITS	-	98,559	98,559	-	105,215	105,215
OFFICE SUPPLIES		2,782	2,782		3,068	3,068
REPAIRS & MAINTENANCE CHARGES						
OTHER SUPPLIES & MATERIALS	1,450	-	1,450	1,450	-	1,450
EQUIPMENT MAINTENANCE	50		50	50		50
REPAIRS & MAINT - MISC SYS	-	950	950	-	1,872	1,872
TOTAL REPAIRS & MAINTENANCE CHARGES	1,500	950	2,450	1,500	1,872	3,372
TRAVEL & MILEAGE EXPENSES	400		400	400		400
DUES & FEES						
MEMBERSHIP & DUES	20	-	20	20	-	20
TRAINING & EDUCATION (NYSALB, etc.)		1,194	1,194		1,088	1,088
TOTAL DUES & FEES	20	1,194	1,214	20	1,088	1,108
UTILITY CHARGES						
WATER	550		550	550		550
SEWER	850		850	850		850
TELECOMMUNICATIONS			-			-
- DATA LINES	-	994	994	-	336	336
- INTERNET - Internet access	-	49	49	-	47	47
- EQUIPMENT MAINT	-		-	-		-
- LOCAL AND LD PHONE SERVICE	-	900	900	-	895	895
TELEPHONE SUB-TOTAL	-	1,943	1,943	-	1,278	1,278
TOTAL UTILITY CHARGES	1,400	1,943	3,343	1,400	1,278	2,678
PROFESSIONAL SERVICE CONTRACT & FEES						
ADVERTISING & PROMOTION		1,590	1,590		1,770	1,770
MOVIE LICENSING AGREEMENT		232	232		232	232
OVERDRIVE DOWNLOADABLE LICENSE	-	324	324	-	324	324
SIRSI SOFTWARE MAINTENANCE	-	2,628	2,628	-	2,726	2,726
RFID EQUIPMENT MAINTENANCE		1,528	1,528		840	840
COLLECTIONS AGENCY FEES	-	1,795	1,795	-	1,004	1,004
EAP SERVICES	-	184	184	-	178	178
ONLINE CATALOG (OCLC)	-	2,544	2,544	-	2,596	2,596
VITEC SOLUTIONS/COMPUTER SUPPORT	-	2,039	2,039	-	2,026	2,026
LEGAL FEES	-	1,416	1,416	-	1,490	1,490
RFID/OCR LABELS		1,908	1,908		1,328	1,328
OTHER PRINTED SUPPLIES	-	34	34	-	34	34
CONTRACT PROFESSIONAL SERVICES (DIRECT)			-			-
TOTAL PROFESSIONAL SERVICE CONTRACTS	-	16,222	16,222	-	14,548	14,548

BUFFALO AND ERIE COUNTY PUBLIC LIBRARY

BUDGET: AURORA TOWN PUBLIC LIBRARY

DESCRIPTION	As per Res 2020-16			As of Res 2020-38		
	2020	2020	2020	2021	2021	2021
	BUDGET			BUDGET		
	Contract Library Direct	System Paid	Total	Contract Library Direct	System Paid	Total
TOTAL OPERATING EXPENSES	4,520	531,834	536,354	4,520	540,892	545,412
REVENUE SOURCES						
COUNTY SHARE		512,116	512,116		527,136	527,136
STATE AID (Member Aid)		-	-		-	-
STATE AID (Pass through System)		3,937	3,937		3,543	3,543
SUB-TOTAL: SYSTEM APPROPRIATION	-	516,053	516,053	-	530,679	530,679
DIRECT LOCAL INCOME						
	Contract Library Direct	Return to System (CHR Share)	TOTAL	Contract Library Direct	Return to System (CHR Share)	TOTAL
FINES, LOST BOOKS, ETC	3,795	13,249	17,044	3,525	7,965	11,490
COPY MACHINES	146	511	657	186	420	606
PRINT COST RECOVERY	511	1,785	2,296	716	1,617	2,333
OTHER REVENUES	68	236	304	93	211	304
MUNICIPAL SUPPORT	-	-	-	-	-	-
DONATIONS	-	-	-	-	-	-
FUNDRAISING	-	-	-	-	-	-
INTEREST INCOME	-	-	-	-	-	-
USE OF FUND BALANCE	-	-	-	-	-	-
OTHER INCOME	-	-	-	-	-	-
TOTAL DIRECT INCOME	4,520	15,781	20,301	4,520	10,213	14,733
TOTAL REVENUE SOURCES	4,520	531,834	536,354	4,520	540,892	545,412

COUNTY SHARE vs OTHER REVENUE						
COUNTY SHARE	-	512,117	512,117	-	527,136	527,136
STATE AID	-	3,936	3,936	-	3,543	3,543
DIRECT INCOME	4,520	15,781	20,301	4,520	10,213	14,733
SUBTOTAL OTHER REVENUE	4,520	19,717	24,237	4,520	13,756	18,276
TOTAL REVENUE	4,520	531,834	536,354	4,520	540,892	545,412

NOTE: Libraries participating in the Centralized Human Resources (CHR) program have their employees' salaries/wages and fringe benefits paid through the system, using Erie County's payroll system. Amounts paid by the contracting library directly are correspondingly reduced. This results in state aid and local revenues collected exceeding local expenses paid. The excess revenues over local expenses is returned to the system to help meet the contract library's payroll needs.

**BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
AURORA TOWN PUBLIC LIBRARY**

EEGroup	Current Count	Job Title	Hours	Hours per week	Salary	Total Fringes	Total Cost
FT	1	LIBRARY DIRECTOR I	2,088	40	54,042	25,439	79,481
		LIBRARY DIRECTOR I Total	2,088	40	54,042	25,439	79,481
	1	LIBRARIAN I Total	2,088	40	59,514	27,528	87,042
	1	SENIOR LIBRARY CLERK CL To	2,088	40	39,140	35,227	74,367
FT Total	3		6,264	120	152,696	88,194	240,890
	6	SENIOR PAGE PT Total	4,342	84	56,446	6,655	63,101
	4	PAGE (P.T.) Total	1,248	24	15,600	2,084	17,684
	2	LIBRARIAN I PT Total	1,248	24	26,880	4,040	30,920
	1	CARETAKER (PT) CL Total	832	16	13,476	1,126	14,602
	1	CLEANER (PT) CL Total	676	13	9,309	778	10,087
	2	CLERK-TYPIST (P.T.) CL Total	1,976	38	27,956	2,338	30,294
PT Total	16		10,322	199	149,667	17,021	166,688
Grand Total	19		16,586	319	302,363	105,215	407,578
		FTE and Average Cost per FTE	7.97				51,139
		Full Time Salaries			\$152,696		
		RPT Wages			\$0		
		Part Time Wages			\$149,667		
		Total Salaries & Wages			\$302,363		
		Grand Total			\$302,363	\$105,215	\$407,578

Report: ZTMR PAYSACLE REPORT
 System: PRD/100/2HR_PAYSACLES
 User: SCHLOSSK

Payscale Type: CMU White

Brie County
 Pay Scale Report
 Pay Area: 30: CMU

For: 01/01/2021

Page: 1
 Date: 06/19/2020
 Time: 09:01:59

	0	1	2	3	4	5	A	B	C	D	E
GRP 01	29428 1131.84 14.148	31127 1197.20 14.965	32180 1237.68 15.471	33255 1279.04 15.988	34320 1320.00 16.500	35375 1360.72 17.009	35907 1381.04 17.263	36444 1401.68 17.521	36966 1421.76 17.772	37504 1442.48 18.031	38027 1462.56 18.282
GRP 02	29948 1151.84 14.398	31672 1218.16 15.227	32791 1261.20 15.765	33887 1303.36 16.292	34996 1346.00 16.825	36094 1388.24 17.353	36645 1409.44 17.618	37213 1431.28 17.891	37752 1452.00 18.150	38301 1473.12 18.414	38852 1494.32 18.679
GRP 03	30955 1190.56 14.882	32743 1259.36 15.742	33906 1304.08 16.301	35069 1348.80 16.860	36223 1393.20 17.415	37409 1438.80 17.985	37987 1461.04 18.263	38586 1484.08 18.551	39160 1506.16 18.827	39747 1528.72 19.109	40325 1550.96 19.387
GRP 04	32159 1236.88 15.461	34035 1309.04 16.363	35258 1356.08 16.951	36492 1403.52 17.544	37744 1451.68 18.146	38990 1499.60 18.745	39616 1523.68 19.046	40217 1546.80 19.335	40845 1570.96 19.637	41463 1594.72 19.934	42076 1618.32 20.229
GRP 05	33854 1302.08 16.276	35832 1378.16 17.227	37205 1430.96 17.887	38544 1482.48 18.531	39917 1535.28 19.191	41278 1587.60 19.845	42016 1616.00 20.200	42756 1644.48 20.556	43503 1673.20 20.915	44244 1701.68 21.271	44986 1730.24 21.628
GRP 06	36155 1390.56 17.382	38276 1472.16 18.402	39896 1534.48 19.181	41502 1596.24 19.953	43104 1657.84 20.723	44732 1720.48 21.506	45679 1756.88 21.961	46619 1793.04 22.413	47540 1828.48 22.856	48483 1864.72 23.309	49421 1900.80 23.760
GRP 07	38590 1484.24 18.553	40872 1572.00 19.650	42844 1647.84 20.598	44822 1723.92 21.549	46798 1799.92 22.499	48761 1875.44 23.443	49835 1916.72 23.959	50904 1957.84 24.473	51979 1999.20 24.990	53044 2040.16 25.502	54124 2081.68 26.021
GRP 08	41228 1585.68 19.821	43676 1679.84 20.998	45987 1768.72 22.109	48298 1857.60 23.220	50594 1945.92 24.324	52886 2034.08 25.426	54076 2079.84 25.998	55251 2125.04 26.563	56432 2170.48 27.131	57620 2216.16 27.702	58808 2261.84 28.273

Report: ZTMR_PAYSCALE_REPORT
 System: PRD/100/ZHR_PAYSCALES
 User: SCHLOSSK

Payscale Type: CMU Blue

Erie County
 Pay Scale Report
 Pay Area: 33: AFSCME CMU

For: 01/01/2021

Page: 1
 Date: 06/19/2020
 Time: 09:00:54

	0	1	2	3	4	5	A	B	C	D	E
GRP 01	28644	30449	31805	33159	34066	34969	35533	36092	36654	37215	37777
	1101.68	1171.12	1223.28	1275.36	1310.24	1344.96	1366.64	1388.16	1409.76	1431.36	1452.96
	13.771	14.639	15.291	15.942	16.378	16.812	17.083	17.352	17.622	17.892	18.162
GRP 02	29195	31056	32454	33852	34784	35718	36306	36905	37484	38074	38663
	1122.88	1194.48	1248.24	1302.00	1337.84	1373.76	1396.40	1419.44	1441.68	1464.40	1487.04
	14.036	14.931	15.603	16.275	16.723	17.172	17.455	17.743	18.021	18.305	18.588
GRP 03	30258	32219	33690	35158	36138	37118	37735	38376	38985	39605	40225
	1163.76	1239.20	1295.76	1352.24	1389.92	1427.60	1451.36	1476.00	1499.44	1523.28	1547.12
	14.547	15.490	16.197	16.903	17.374	17.845	18.142	18.450	18.743	19.041	19.339
GRP 04	31160	33234	34794	36352	37390	38426	39081	39728	40396	41051	41704
	1198.48	1278.24	1338.24	1398.16	1438.08	1477.92	1503.12	1528.00	1553.68	1578.88	1604.00
	14.981	15.978	16.728	17.477	17.976	18.474	18.789	19.100	19.421	19.736	20.050
GRP 05	32964	35216	36910	38601	39728	40855	41644	42432	43222	44011	44793
	1267.84	1354.48	1419.60	1484.64	1528.00	1571.36	1601.68	1632.00	1662.40	1692.72	1722.80
	15.848	16.931	17.745	18.558	19.100	19.642	20.021	20.400	20.780	21.159	21.535
GRP 06	35410	38012	39967	41918	43222	44527	45533	46536	47520	48512	49508
	1361.92	1462.00	1537.20	1612.24	1662.40	1712.56	1751.28	1789.84	1827.68	1865.84	1904.16
	17.024	18.275	19.215	20.153	20.780	21.407	21.891	22.373	22.846	23.323	23.802
GRP 07	38000	41090	43410	45731	47276	48822	49966	51101	52235	53379	54525
	1461.52	1580.40	1669.60	1758.88	1818.32	1877.76	1921.76	1965.44	2009.04	2053.04	2097.12
	18.269	19.755	20.870	21.986	22.729	23.472	24.022	24.568	25.113	25.663	26.214
GRP 08	40810	44348	47000	49656	51426	53196	54461	55717	56977	58232	59503
	1569.60	1705.68	1807.68	1909.84	1977.92	2046.00	2094.64	2142.96	2191.44	2239.68	2288.56
	19.620	21.321	22.596	23.873	24.724	25.575	26.183	26.787	27.393	27.996	28.607

BUFFALO & ERIE COUNTY PUBLIC LIBRARY

PAGE & SR. PAGE HOURLY WAGE RATES

EFFECTIVE DATE: DECEMBER 31, 2020

PAGE and SENIOR PAGE WAGE SCALES December 31, 2020 - December 30, 2021

PAGE

Step 1

\$12.50

SENIOR PAGE

Step 1

\$13.00

NOTES:

Wage scales reflect rates approved as part of the 2021 Adopted Budget:

Page rates are consistent with mandated increases in the New York State Minimum Wage Law and Sr.

Page rates are budgeted at \$0.50 above the minimum wage.



Circulation Policy

This policy is a system-wide policy for application to all libraries within the Buffalo & Erie County Public Library System.

I. INTRODUCTION

This is the official Circulation Policy of the Buffalo & Erie County Public Library System (B&ECPL). All B&ECPL Libraries, including any Contract Member, Buffalo Branch, Library Outlet and the Central Library, are required to follow the policies delineated herein.

A. Definitions

Terms that are used in the document are defined below:

1. **Circulation** - Checking out material on a borrower's card for a prescribed loan period or downloading electronic content. Any item listed in the B&ECPL Catalog is subject to all terms of B&ECPL Circulation Policy.
2. **Traditional Library Card** - Cardholder can check out books, music, videos and use a library computer to access the internet. Cardholder can also borrow eBooks and Audiobooks, download music, and research online newspaper and magazine articles.
3. **eCard** - Cardholder limited to use of electronic resources such as eBooks and Audiobooks, downloadable music, and online newspaper and magazine articles.
4. **Blocked** - Library card cannot be used to borrow physical materials.
5. **Barred** - Library cardholder is unable to visit library. All in-library services suspended and cannot borrow physical materials.
6. **Board of Trustees** - The Board of Trustees of the Buffalo & Erie County Public Library.
7. **Administration** - The Director, Deputy Directors, Assistant Deputy Directors and other members of the Administrative Team of the Buffalo & Erie County Public Library.

II. REGISTRATION

A. Eligible Borrowers

Erie County residents and specified non-residents are eligible for borrowing privileges, provided they meet identification requirements as established by the Administration. Some restrictions may apply.

1. All persons who live, work, own property or attend school in Erie County are eligible for borrowing privileges at no charge, except as noted herein.
2. Other residents of New York State are eligible for borrowing privileges at a charge (effective April 18, 2005). "Other" New York State borrower privileges will expire every 12 months.

B. Types of Library Cards

1. **Traditional - in-library and online privileges**
 - a. **Youth - 16 and under; parent/guardian permission required**
 - b. **Adult - persons age 17 and older**
2. **eCard - online use only**
 - a. **Student Digital Card - children through grade 12 enrolled in Erie County schools**
 - b. **Adult - persons age 17 and older**

Library cards are further defined by borrower profiles, which identify the quantities and types of material that a borrower may check out or other privileges a library patron may enjoy:

C. Application

Eligible borrowers must complete the appropriate application.

1. **Erie County Residents:**
 - a. To obtain a traditional library card, the applicant may apply online or appear in person or qualify for a Proxy Application.
 - b. A valid Erie County address and an email address are required to complete the online application.
 - c. Youth must have the consent of parent/legal guardian to obtain a traditional card. Absent consent, an eCard may be issued.
2. **Non-Residents:**
 - a. To obtain a traditional library card, the applicant must appear in person or qualify for a Proxy Application and provide required identification and documentation.
 - b. To obtain a Student Digital Card, the applicant may apply online and provide a valid address and email address. Proof of enrollment in Erie County school may be requested.

D. Registration Term

Unless otherwise specified, B&ECPL library cards do not expire. Library card holders are subject to periodic verification of their contact information.

III. BORROWER PRIVILEGES AND RESPONSIBILITIES

A. General

1. A valid B&ECPL library card will be honored at all B&ECPL locations. A valid library card includes photocopies of the card as well as barcodes on smart devices and mobile apps. Possession of a valid card implies authorized use.
2. The borrower is responsible for all use of the library card and assumes liability for fines and/or fees incurred for overdue, lost, stolen or damaged items. The borrower is responsible for returning all borrowed items in clean condition, free from insects, pests or other contaminants.
3. Borrowers must immediately report lost or stolen cards to any B&ECPL location. Failure to do so will result in the borrower being held financially responsible for any fines or fees incurred due to damaged, lost or stolen items.
4. Borrowers are responsible for notifying the B&ECPL of any change of contact information including mailing address, email address or telephone number.

B. Circulation

1. Borrowers may check out material from any B&ECPL location. Unless otherwise specified, the material may be returned to any B&ECPL location.
2. Items may be renewed in accordance with B&ECPL policy provided the borrower's account is in good standing, the items are not overdue and/or are not on a request list.
3. Circulating material is shared on a system-wide basis. The B&ECPL will provide access to any circulating item listed in the B&ECPL Catalog.
4. Most circulating material may be requested (for a fee) from and delivered to the borrower's preferred B&ECPL location.
5. The length of the loan period, number of renewals, special regulations on returns and types and quantities of materials that can be checked out will be determined by B&ECPL Administration.

C. Youth Accounts

1. The borrower or the parent/legal guardian who has authorized the issuance of a library card by co-signing or consenting online to an application for a

youth (16 and under) is responsible for compliance with all B&ECPL rules, all use made of the card and all charges incurred on it.

2. As with all library materials, programs and services, parents/legal guardians have the sole right and responsibility to decide what is appropriate for their child, except as otherwise prohibited by law.

D. Fines and Fees

1. The borrower is responsible for all library material checked out on their library card. Failure to return material will be construed as a violation of New York State Education Law Section 265.
2. Overdue fines are imposed to deter borrowers from retaining materials beyond a specified due date, thus depriving others of their use.
3. Fines will be assessed for:
 - a. Material returned after the prescribed due date, including days when the library is closed;
 - b. Lost materials; and
 - c. Any material damaged beyond normal wear and tear.
4. Overdue fine structure is based upon library material item type (children's, young adult or adult), not the borrower profile.
5. Other fines may include, but are not limited to, charges for replacement of library cards or barcode labels, RFID tags, missing media cases, and returned checks.
6. Fees are charges assessed for specified library services, including but not limited to, printing, holds placed for certain library materials and interlibrary loan use.
7. The B&ECPL will take appropriate action to collect fines, including possible referral to a third party debt recovery service, which will result in the assessment of an additional fee.
8. The B&ECPL partners with an third party debt recovery service to assist with the recovery of outstanding overdue materials, fines and fees. After a prescribed time period with excessive outstanding balances, borrower account information will be transmitted to a third party debt recovery service.
9. Account notifications are available but not a legal requirement. Non-receipt of a notice does not eliminate borrower liability for outstanding materials, fines or fees.

E. Borrower Account Status

It is the borrower's responsibility to ensure their account remains in good standing. Reasons a borrower's account and/or other library privileges may be blocked or barred include, but are not limited to:

1. Failure to return library materials by their due date;

2. Accumulating fines and fees that exceed prescribed limits in accordance with B&ECPL procedure;
3. Other abuses of library privileges, including but not limited to inappropriate conduct on library premises or infractions against or attempts to circumvent any B&ECPL policy; or
4. Returning items in damaged or unclean condition, including but not limited to infestation or contamination.

IV. CONFIDENTIALITY

Pursuant to New York Civil Practice Laws and Rules Section 4509, library records that contain names or other personally identifying details of users, including but not limited to the circulation of library materials, computer use, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the in-house use of library materials, shall be confidential and shall not be disclosed except that such records may be disclosed for the proper operation of the library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

Access to borrower information is restricted to authorized staff, and with appropriate identification the borrower, custodial parent or legal guardian.

V. AUTHORIZATION

By adopting this policy, the Board of Trustees authorizes the Administration to develop rules and regulations to implement and enforce it.

Adopted January 18, 2001.

Amended March 17, 2005.

Amended July 21, 2005.

Amended September 16, 2010 per Resolution 2010-33.

Amended December 20, 2012 per Resolution 2012-46. (Administration Revised January 2, 2014: Registration Term - Library cards valid 3 years.)

Amended March 17, 2016 per Resolution 2016-7. (Administration Revised June 2018: Registration Term - Library cards do not expire. Library card holders are subject to periodic verification of the borrower record.)

Amended October 18, 2018 per Resolution 2018-28.

Amended December 17, 2020 per Resolution 2020-43.

Sexual Harassment Prevention Policy

This policy is a system-wide policy for application to all libraries within the Buffalo & Erie County Public Library System.

This policy is also part of the *Buffalo & Erie County Public Library Personnel Policies and Procedures Manual*.

I. Statement of Policy

The Buffalo & Erie County Public Library (B&ECPL) is committed to maintaining an environment free from sexual harassment. Sexual harassment is a form of workplace discrimination and it is against the law. This policy is one component of B&ECPL's commitment to a discrimination-free environment. Everyone has a legal right to a workplace free from sexual harassment. All employees working in B&ECPL locations are required to work in a manner that prevents sexual harassment and are urged to report sexual harassment by filing a complaint internally with the B&ECPL. Complaints may also be filed with a government agency or in court under federal, state or local antidiscrimination laws.

A. Applicability

1. This policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with B&ECPL, without regard to immigration status.
2. All employees, paid or unpaid interns, and non-employees are expected to follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable and be provided to employees upon hiring.
3. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
4. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. Sexual harassment may subject B&ECPL to liability for harm to targets of sexual harassment; and harassers may also be individually subject to liability.

B. What Is "Sexual Harassment"?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

1. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:
 - a. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
 - b. Such conduct is made either explicitly or implicitly a term or condition of employment; or
 - c. Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.
2. A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, or cause the recipient discomfort or humiliation, or interfere with the recipient's job performance.
3. Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Anyone covered by this policy who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy, regardless of whether such harassment would be considered severe or pervasive under precedent applied to harassment claims.

C. Examples of Sexual Harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

1. **Physical acts of a sexual nature, such as:**
 - a. **Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;**
 - b. **Rape, sexual battery, molestation or attempts to commit these assaults.**
2. **Unwanted sexual advances or propositions, such as:**
 - a. **Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;**
 - b. **Subtle or obvious pressure for unwelcome sexual activities.**
3. **Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.**
4. **Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.**
5. **Sexual or discriminatory displays or publications anywhere in the workplace, such as:**
 - a. **Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.**
6. **Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:**
 - a. **Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;**
 - b. **Sabotaging an individual's work;**
 - c. **Bullying, yelling, name-calling.**

D. Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

E. Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

II. Prohibition Against Retaliation

No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. B&ECPL will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of B&ECPL who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager or the Human Resources Manager. All employees, paid or unpaid interns, or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained under Section 5 Legal Protections.

A. What is retaliation?

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

1. Made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
2. Testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
3. Opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
4. Reported that another employee has been sexually harassed; or
5. Encouraged a fellow employee to report harassment.

B. Good faith claims

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful; however, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

III. Reporting Sexual Harassment

A. Who Should Report

Preventing sexual harassment is everyone's responsibility. B&ECPL cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern, or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Human Resources Manager. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Human Resources Manager.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of another person should use the complaint form and note that it is on another person's behalf.

B. Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the Human Resources Manager.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

IV. Complaint and Investigation of Sexual Harassment

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be

accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

A. Complaint

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form.

B. Witnesses

All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment. B&ECPL will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this Policy.

C. Investigation Process

While the process may vary from case to case, the following steps of the investigation process will ensure a thorough and complete investigation:

1. Upon receipt of complaint, the Human Resources Manager will conduct an immediate review of the allegations, and take any interim actions, as appropriate.
2. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If they refuse, the Human Resources Manager will prepare a Complaint Form based on the verbal complaint.
3. If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
4. Request and review all relevant documents, including all electronic communications.
5. Interview all parties involved, including any relevant witnesses.
6. Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - a. A list of all documents reviewed, along with a detailed summary of relevant documents;
 - b. A list of names of those interviewed, along with a detailed summary of their statements;
 - c. A timeline of events;
 - d. A summary of prior relevant incidents, reported or unreported; and
 - e. The basis for the decision and final resolution of the complaint, together with any corrective action(s).
7. Keep the written documentation and associated documents in a secure and confidential location.

8. Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
9. Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

V. Legal Protections and External Remedies

Sexual harassment is not only prohibited by B&ECPL but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at B&ECPL, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

A. State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, Art. 15, § 290, et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns, and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Effective August 12, 2020, complaints may be filed with the DHR any time within 3 years of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to B&ECPL does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, 65 Court Street #506, Buffalo, New York 14202. You may call (716) 847-7632 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

B. Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

C. Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

D. Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Adopted December 20, 2018 per Resolution 2018-41.
Amended November 21, 2019 per Resolution 2019-44.
Amended August 12, 2020 per Resolution 2019-44.



Buffalo & Erie County Public

LIBRARY

COMPLAINT OF HARASSMENT, DISCRIMINATION, OR RETALIATION

The Buffalo & Erie County Public Library prohibits harassment or discrimination because of gender, race, color, national origin, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, known relationship or association with member of a protected class, or any other basis protected by federal, state or local law. The B&ECPL acknowledges its legal and ethical obligation to protect the right of all persons to an environment free from discrimination, harassment, and retaliation. If you believe you have been harassed, discriminated against, or retaliated against in violation of B&ECPL policy, please complete this complaint form.

General Information:

Date:		
Name:		
Address:		
City:	State:	Zip:
Home Phone No.:	Work Phone No.:	
Department:		
Supervisor's Name:		
Supervisor's Phone No.:		

Specific Information about Your Complaint:

1. WHO IS HARASSING YOU, DISCRIMINATING AGAINST YOU, AND/OR RETALIATING AGAINST YOU? (Include name(s) and job title(s))

2. WHAT HAPPENED TO YOU TO PROMPT THIS COMPLAINT? (Be as specific as possible in describing the harassment/discrimination/retaliation. Include names, dates, and locations. Try to describe the "who, what, where, when, why, and how" of the incident(s).)

3. DID ANYONE WITNESS THE INCIDENT(S) DESCRIBED ABOVE? IF SO, STATE THE NAME OF THE INDIVIDUAL WHO WITNESSED EACH INCIDENT.

4. WITH WHOM (if anyone) HAVE YOU DISCUSSED THE INCIDENT(S)?

5. HAVE YOU PREVIOUSLY BEEN SUBJECTED TO HARASSMENT, DISCRIMINATION, OR RETALIATION BY THE INDIVIDUALS IDENTIFIED IN YOUR RESPONSE TO QUESTION 1? IF SO, PLEASE DESCRIBE EACH PRIOR INCIDENT IN DETAIL. (Include names, dates, and locations. Try to describe the "who, what, where, when, why, and how" of the incident(s).)

6. DO YOU HAVE WRITTEN DOCUMENTATION (e.g. cards, letters, text messages, or journals) RELEVANT TO YOUR COMPLAINT? IF SO, DESCRIBE THE DOCUMENT(S).

7. ARE YOU AWARE OF OTHER PERSONS WHO HAVE EXPERIENCED HARASSMENT, DISCRIMINATION, OR RETALIATION BY THE PERSON HARASSING, DISCRIMINATING, OR RETALIATING AGAINST YOU? IF SO, STATE THE NAME AND THE DETAILS OF THEIR EXPERIENCES, IF KNOWN TO YOU.

8. HOW DO YOU SUGGEST OR PREFER THAT YOUR COMPLAINT BE RESOLVED?

Public Health Emergency Operations Plan

January 26, 2021

I. Purpose and Scope of Plan

1. This Public Health operations Emergency Plan ("Plan") has been developed by the Aurora Town Public Library (ATPL) in order to comply with New York legislation (S8617B, A10832) signed into law by Governor Cuomo on September 7, 2020 (the "Health Emergency Operations Plan Law" or simply the "Law"). The Law requires public employers, including the ATPL, to adopt a plan for the continuation of operations in the event of a Declared Health Emergency involving a communicable disease (a "Declared Health Emergency"). It is recognized that the ATPL is an independent organization governed by its own Board of Trustees. It is further recognized the ATPL is a member of the Buffalo & Erie County Public Library System (B&ECPL System)

2. The Plan includes provisions for the identification of essential positions by job title, the facilitation of remote work for non-essential positions, the provision of personal protective equipment (PPE), and protocols for contact tracing.

3. The Plan has been developed with the input of the following unions that represent employees of ATPL:

- (a) The Clerical & Maintenance Union of the Buffalo & Erie County Public Library- Contracting Libraries, NYSUT/AFT, AFL/CIO (CMU);
- (b) The Librarians' Association of the Buffalo & Erie County Public Library (LA).

4. The Plan is applicable to the ATPL and to B&ECPL system services.

5. The Plan stated herein will apply in the event of a Declared Health Emergency in the State of New York which impacts, or may impact, B&ECPL operations.

II. Essential and Non-Essential Positions and Titles

1. Under the Law (1) an "essential employee" is defined as a public employee or contractor who is required to be physically present at a work site to perform their job; and (2) a "non-essential employee" is defined as a public employee or contractor who is not required to be physically present at a work site to perform their job.

2. The ATPL has identified positions as either essential or non-essential in accordance to The Law, depending on whether or not the library is open to the public for in-

house services during a Declared Health Emergency. The essential and non-essential positions of ATPL are listed in Attachment 1.

III. Telecommuting Protocols

ATPL will attempt to implement the following protocols in order to enable non-essential employees and contractors to telecommute:

1. Positions requiring remote VPN access will be designated on the Essential/Non-Essential designation list (Attachment 1).

2. ATPL, in cooperation with the B&ECPL System will use its reasonable best efforts to provide appropriate equipment, software and/or internet access to employees with non-essential designations who require remote VPN access, as determined by ATPL's Director with approval from B&ECPL System Administration. Employees designated as essential and those non-essential employees who do not require VPN access (and do not have access to a home computer), who require specialized software or internet access may request such by contacting their respective Department Head or Administrator. The determination whether or not to provide requested equipment, software and/or internet access will be made by B&ECPL Administration in their sole discretion.

IV. Scheduling of Essential Employees

A. In the event of a Declared Health Emergency:

1. The ATPL will abide by all Federal, State and Local laws pertaining to the Declared Health Emergency in the State of New York which impacts, or may impact, B&ECPL operations.

2. In addition, the ATPL will abide by all contractual obligations regarding notification of schedule changes, as required by applicable laws.

3. The ATPL may stagger the work shifts of some essential employees and contractors to reduce overcrowding at worksites and on public transportation systems. The following positions or job titles may have scheduled work shifts altered accordingly. Employees shall be provided with their typical or contracted minimum work hours:

- (a) Director, Full-time
- (b) Librarian I, Full-time
- (c) Senior Library Clerk, Full-time
- (d) Librarian I, Part-time
- (e) Librarian I, Part-time

B. Families First Coronavirus Response Act Requirements

1. While the Families First Coronavirus Response Act is in effect, ATPL will comply with its requirements, which includes the following:

(a) Employees will not be charged with leave time for coronavirus testing.

(b) Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

(c) ATPL will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the Declared Health Emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

(d) ATPL will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by name of public employer, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to the Declared Health Emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

2. Contractors, either independent or affiliated with a staffing agency or other contracted firm, are not classified as employees of ATPL, and as such are not provided with paid leave time, unless required by law.

C. Other Protocols

During a Declared Health Emergency, the ATPL will observe some or all of the following additional protocols in order to reduce overcrowding of essential employees at ATPL worksites and on public transportation systems:

1. **Social Distancing.**

(a) ATPL will mandate 6 feet (6') distance (or another minimum distance that B&ECPL Administrator deems appropriate) between personnel and patrons, unless safety or core functions of the work activities requires a shorter distance.

(b) Social distancing signage will be placed throughout the library, and floors will be marked with increment markers in areas such as the circulation desk and reference desk. One-way traffic flow will be mandated where practicable.

(c) Seating will be spaced so as to encourage social distancing, or seating may be removed if the ATPL Director deems this appropriate.

(d) Computers will be spaced so as to encourage social distancing, and in computer labs, some or all computers will be made "unavailable for use."

(e) Patrons will not be allowed to socially gather.

(f) Teleconferencing or videoconferencing will be used for meetings to the extent practicable.

(g) In situations that may not allow for 6 feet (or other prescribed minimum distance) of separation, such as in connection with deliveries and pick-ups, ATPL will attempt to implement appropriate measures, which may include facial coverings.

2. Facial Coverings.

(a) Facial coverings or other appropriate protections mandated or recommended by New York State or another governmental authority may be required if personnel must work more closely together than the prescribed minimum distance. The ATPL in cooperation with the B&ECPL System will attempt to furnish appropriate facial coverings to all staff and to require that they be worn whenever staff are in public areas or in workrooms and offices when 6 feet (or the prescribed minimum distance) of separation is not available.

(b) Patrons over the age of 2 entering and remaining in the building may be required to wear facial coverings. Signage will be placed at library entrances and throughout the building notifying patrons and visitors of the facial covering requirement.

3. Walk-Up and Curbside Service. As determined by the ATPL Director and Board of Trustees, the ATPL may provide walk-up or curbside pick-up service in addition to, or in lieu of, in-house library services. Facial coverings and gloves will be required of staff at all times when providing walk-up and curbside pickup, and appropriate protocols will be followed.

V. Protocols for Acquiring and Storing Personal Protective Equipment

The ATPL will observe the following protocols with respect to the acquisition and storage of personal protective equipment (PPE) for essential employees and contractors:

A. PPE

1. The ATPL, in cooperation with the B&ECPL System will attempt to provide PPE – which may include facial coverings (masks, face shields or goggles) and disposable gloves – to all essential employees working during a Declared Health Emergency.

2. The B&ECPL System Business Office will maintain a minimum six (6) month supply (quantity of 2 per essential employee) of facial coverings masks (disposable) and reusable, face shields or goggles and polypropylene disposable gloves.

3. The PPE will be kept in the Shipping and Receiving storage room located at the Central Library.

(a) The Storage Room has been determined to be conducive (clean and dry) for storage of such materials.

(b) Supplies will be labeled with expiration dates.

(c) Shipping and Receiving will communicate inventory needs to the Business Office.

4. The B&ECPL System Business Office shall attempt to ensure there is a minimum of a six (6) month supply of facial coverings and polypropylene disposable gloves onsite.

5. The B&ECPL System Business Office will purchase materials pursuant to the B&ECPL Procurement Policy.

(a) The ATPL may place orders for PPE using the B&ECPL Staff Intranet: <http://intranet.buffalolib.org/supplies>

(b) The following are current vendors whom B&ECPL System has purchased the identified PPE:

(i) Masks: Erie County Emergency Services – Homeland Security Preparedness (716) 858-7109, (716) 858-2944, (716) 858-4909

(ii) Masks: www.amazon.com

(iii) Face Shields: www.amazon.com; Also made internally in the Central Library's Launch Pad

(iv) Goggles: www.amazon.com, CORR Distributors, Inc. (716) 873-8323

(v) Polypropylene Gloves: Home Depot Pro (800) 466-3337

6. Additional PPE will be purchased as needed.

7. For emergency supplies, in addition to the Business Office and the Shipping and Receiving Department, Library Administration or designee(s) will have access to and may distribute PPE.

B. Cleaning and Sanitizing Supplies

1. The ATPL in cooperation with the B&ECPL System will attempt to provide cleaning and sanitizing supplies to all essential employees during a Declared Health Emergency. The B&ECPL System Business Office shall ensure there is a minimum of a six (6) month supply of cleaning and sanitizing products onsite.

2. Cleaning and sanitizing products will be kept in the Shipping and Receiving storage room located at the Central Library. The Storage Room has been determined to be conducive (clean and dry) for storage of such materials.

(a) Supplies will be labeled with expiration dates.

3. Shipping and Receiving will communicate inventory needs to the Business Office. The Business Office will purchase cleaning and sanitizing products pursuant to the B&ECPL Procurement Policy.

(a) The ATPL may place orders for cleaning and sanitizing products using the B&ECPL Staff Intranet: <http://intranet.buffalolib.org/supplies>.

(b) The following are current vendors from whom Buffalo & Erie County Public Library System has purchased the identified cleaning and sanitizing products:

- (i) NY Clean Liquid Hand Sanitizer: Erie County Emergency Services – Homeland Security Preparedness (716) 858-7109, (716) 858-2944, (716) 858-4909
- (ii) Hand Sanitizer (Gel): CORR Distributors, Inc. (716) 873-8323
- (iii) Kaivac Kaibosh Disinfectant Cleaner: CORR Distributors, Inc. (716) 873-8323
- (iv) PFG04 Neutral Disinfectant Cleaner: CORR Distributors, Inc. (716) 873-8323
- (v) Brutab 65: CORR Distributors, Inc. (716) 873-8323
- (vi) MPC Fresh Breeze: CORR Distributors, Inc. (716) 873-8323
- (vii) MPC Lemon One Step: CORR Distributors, Inc. (716) 873-8323
- (viii) Symmetry Foam Hand Sanitizer: CORR Distributors, Inc. (716) 873-8323

- (ix) Toilet Paper: CORR Distributors, Inc. (716) 873-8323
- (x) Bleach: W.B. Mason (888) 926-2766
- (xi) C-Fold Paper Towels: Chudy Paper Company (716) 825-1935
- (xii) Jumbo Brown Roll Paper Towels: New York State Industries for the Disabled (800) 221-5994
- (xiii) Round Roll Paper Towels: Regional Distributors, Inc. (585) 458-3300
- (xiv) Facial Tissues: Regional Distributors, Inc. (585) 458-3300
- (xv) Napkins: Regional Distributors, Inc. (585) 458-3300

4. Additional cleaning and sanitizing products will be purchased as needed.

5. For emergency supplies, in addition to the B&ECPL System Business Office and the Shipping and Receiving Department, B&ECPL Administration and their designees will have access to and may distribute PPE.

VI. Protocols in the Event of Exposure, Symptomatic Employees or Positive Test

ATPL will observe appropriate protocols in the event an employee or contractor (1) is exposed to a known case of the communicable disease that is the subject of the Declared Health Emergency, (2) exhibits symptoms of such disease, or (3) tests positive for such disease, in order to prevent the spread or contraction of such disease in the workplace.

Such processes and protocols will be based on the processes and protocols which were implemented in connection with the COVID-19 Declared Health Emergency, **but will be modified as required or appropriate in connection with any new Declared Health Emergency.**

A. Screening.

The ATPL has agreed to follow the B&ECPL's Personnel Policies and Procedures and will therefor:

Follow the B&ECPL's "Personnel Policies and Procedures: Protective Measures to Reduce Risk of Exposure to COVID-19";

1. Implement daily mandatory health screening for all employees prior to the beginning of the respective employees' workday that includes:

- (a) Temperature check;

- (i) The Temperature will be taken with a touchless thermometer;
 - (ii) Temperature will be noted as either below 100.4 or above 100.4;
 - (iii) Person/persons conducting the temperature checks and distributing and collecting questionnaires shall be supplied with facial coverings and gloves.
- (b) Completion of B&ECPL's "Pre-entry Questionnaire – COVID-19 Assessment";
- (c) Temperature logs and questionnaires shall be reviewed daily by the Human Resources Department;
- (i) All information will be kept confidential and secure pursuant to state and federal laws and regulations;

B. Staff Exposures

The B&ECPL has established the following protocols, following current CDC guidelines. The ATPL has agreed to follow these protocols:

If employees or contractors are exposed to a known case of communicable disease that is the subject of the Declared Health Emergency (defined as a "close contact" with someone who is confirmed infected, which is a prolonged presence within six feet with that person):

1. Exposures. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question. The B&ECPL Human Resources Manager or designee must be informed in these circumstances and will be responsible for ensuring the following protocols are followed:

- (a) As possible, these employees will be permitted to work remotely during this period of time if they are not ill;
- (b) Identify who, by title/position, in the organization must be notified and who is responsible for ensuring these protocols are followed;
- (c) See Section C, below for additional information on contact tracing.

2. Symptomatic Employees. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the Declared Health Emergency, the B&ECPL Human Resources Manager or designee must be informed in these circumstances and will be responsible for ensuring the following protocols are followed:

(a) Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.

(b) Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.

(c) Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.

(d) ATPL will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.

(e) CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.

3. Positive Tests. If an employee or contractor has tested positive for the communicable disease that is the subject of the Declared Health Emergency, the B&ECPL Human Resources Manager or designee must be informed in these circumstances and will be responsible for ensuring the following protocols are followed:

(a) Apply the steps identified in Section B.2 above, as applicable.

(b) Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.

(i) CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.

(ii) Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately, in accordance with Section V (B) Cleaning and Disinfection.

(c) Identification of potential employee and contractor exposures will be conducted.

(i) If an employee or contractor is confirmed to have the disease in question, appropriate position or title or their designee should inform all contacts of their

possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).

(ii) Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.

C. Contact Tracing

1. The B&ECPL Human Resources Manager or designee will confidentially interview the staff member identified as testing positive for the communicable disease seeking the following:

- (a) Work place location;
- (b) Where the staff member traveled in the work location;
- (c) With whom the staff member came in contact;

All information will be kept confidential pursuant to state and federal laws and regulations;

2. The B&ECPL Human Resources Department will work with the Erie County Department of Health to notify staff and visitors that they may have been exposed to COVID-19 from the staff member identified as testing positive.

VII. Protocol for Documenting Precise Hours and Work Locations for Essential Employees

1. In the event of a positive test by a ATPL employee, the B&ECPL Human Resources Department will confidentially interview the staff member identified as testing positive for the communicable disease seeking the following:

- (a) Workplace location;
- (b) Where the staff member traveled in the work location; and
- (c) With whom the staff member came in contact.

2. All information will be kept confidential pursuant to state and federal laws and regulations;

3. The B&ECPL Human Resources Department will work with the Erie County Department of Health to notify staff and visitors that they may have been exposed to COVID-19 from the staff member identified as testing positive.

VIII. Protocols for Identifying Emergency Housing

In a Declared Health Emergency there may be unusual circumstances when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease.

If such an unusual need arises, the ATPL Director/Board of Trustees in cooperation with B&ECPL System Administration will determine whether hotel rooms must be made available and, if required, will arrange for such lodging at no cost to the employee.

IX. Other

1. The ATPL shall not take any retaliatory action or otherwise discriminate against any employee for making suggestions or recommendations regarding the content of the Plan.

2. Nothing in the Plan shall be deemed to impede, infringe, diminish or impair the rights of the ATPL, B&ECPL System or an ATPL employee under any law, rule, regulation or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

Adopted by the Aurora Town Public Library Board XX/XX/2021.

Aurora Town Public Library Essential/NON-Essential Designation by Title

1/26/2021

Non-Essential: an employee or contractor who is NOT required to be physically present at the work-site in order to perform their job.

Essential: an employee or contractor who IS required to be physically present at a work site to perform their job.

NON-ESSENTIAL - LIBRARY CLOSED	Reason	ESSENTIAL - LIBRARY CLOSED	Reason	NON-ESSENTIAL - Library OPEN	Reason	ESSENTIAL - LIBRARY OPEN	Reason	LIBRARY	POSITION	PAY TYPE
		✓	Duties/tasks can only be conducted on site			✓	Operations support, duties/tasks can only be conducted on site	ATPL	Caretaker	FT
		✓	Duties/tasks can only be conducted on site			✓	Operations support, duties/tasks can only be conducted on site	ATPL	Cleaner	PT
		✓	Duties/tasks can only be conducted on site			✓	Operations support, duties/tasks can only be conducted on site	ATPL	Clerk Typist	PT
✓	Oversee virtual operations, maintain response to emergency - update accordingly, communication write reports, email, etc.	✓	Oversee virtual operations, maintain response to emergency - update accordingly, communication write reports, email, etc.	✓	Oversee virtual operations, maintain response to emergency - update accordingly, communication write reports, email, etc.	✓	Oversee operations, maintain response to emergency-update accordingly, communicate with staff, etc.	ATPL	Director	FT
✓	Virtual programming, correspondence, training, etc.	✓	Telephone reference, on site duties and responsibilities			✓	Public services - operations	ATPL	Librarian I	FT
✓	Virtual programming, correspondence, training, etc.	✓	Telephone reference, on site duties and responsibilities			✓	Public services - operations	ATPL	Librarian I	PT
		✓	Duties/tasks can only be conducted on site			✓	Operations support, duties/tasks can only be conducted on site	ATPL	Page	PT
✓	Library card registration, financials, reports, communication	✓	Telephone reference, on site duties and responsibilities			✓	Public services operations	ATPL	Senior Library Clerk	FT
		✓	Duties/tasks can only be conducted on site			✓	Operations support, duties/tasks can only be conducted on site	ATPL	Senior Page	PT