

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Agenda of the Board
Regular Monthly Meeting
March 23, 2021, 1:00 p.m.
Held Via GoToMeeting App

1. Comments from the audience
2. Minutes of the Meetings: February 23, 2021
3. Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: February 2021
4. Director's Report: February 2021
5. Reports of Interest
 - a. The Financial Section of the State Report is due to the System by 3/31/21, and has been submitted for review. The 2020 Report to the Community has also been completed
 - b. Director, Paula Klocek and Trustee, Martha Buyer virtually attended Library Advocacy Day on February 26, 2021.
 - c. ATPL reached out to local schools about Student Digital Library Cards, which lead to a collaboration with Parkdale's Library Media Specialist. ATPL will provide a temporary capsule collection of books by Jarrett Krosoczka, which we will be able to accommodate for the benefit of the elementary students, who are looking forward to this author visiting their school.
 - d. The Library's Discard Sale will take place Tuesday, June 1—Friday, June 25 in the Community Room during regular hours of operation. On the last day of the sale, it will end at 4:00 p.m.
 - e. The Friends of the Library will be accepting donations of gently-used purses, wallets, scarves, hats, jewelry and accessories during their book collections on April 10 at their storage site at 42 Riley St.
 - f. From October 14 through the 16, the Friends of the Library plan to have their Annual Used Book Sale.
 - g. Other
6. Personnel
 - a. Payroll Report: PP 4 (February 2021)
 - b. Board May Enter Executive Session
 - c. Other
7. Old Business
 - a. Public Health Emergency Operations Plan DRAFT
 - b. Minimum Standards
 - c. Other
8. New Business
 - a. Summer Reading Meeting (March 19, 2021)
 - b. Other

Next meetings, annual and regular: April 27, 2021 at 12:30 p.m. and 1:00 p.m.

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Board of Trustees Meeting
February 23, 2021, 1:00 p.m.
Held Via GoToMeeting App

Minutes

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 1:12 p.m.

1. There were no comments from the audience.
2. A motion (KSC, EC) to approve the minutes of the meeting of January 26, 2021, as amended, carried by a voice vote.
3. A motion (EC, KSC) to approve the Treasurer's Report, January 2021 Financial Statements, and the Internal Auditor Report carried by a voice vote.
4. Director's Report: January 2021
 - The Family Reading Scavenger Hunt was very successful with 87 attending.
 - The Friends Ongoing Book sale continues to be successful, making \$93 this month.
 - The Friends Annual book Sale remains uncertain because of safety and access to vaccines. Time and place are topics of discussion. It may be in October rather than the regular June timeframe.
 - The Library Discard Sale has the same issues.

A motion (RW, EC) to accept the Director's report carried in a voice vote.

5. Items of Interest
 - The Central Library has 50 patrons signed up for the new Library by Mail program. Several of our patrons have shown interest. Costs of the program are supported by an anonymous donor.
 - The main area of the ATPL is being repainted by the Caretaker and Town personnel. The paint tones are warmer. This allows for relocation some of the paintings for a greater impact.
 - A number of new additions are being made to the ATPLS website including information on the printers' marks (windows) and paintings.
 - Students in the local schools now have access to the Library's e-materials with Student Digital Cards.
6. Personnel
 - a. The Trustees reviewed the Payroll Report for Pay Period 26, the final one for 2020 (12/2020).
 - b. The Board did not enter into Executive Session
7. Old Business
 - a. The draft of the Public Health Emergency Operations Plan addressed the last meeting is currently under view by two of the unions representing employees. The Librarians Association seems satisfied. This will be an agenda item for March 2021.

8. New Business

- a. The Boards reviewed the final System Paid Budget Analysis for the year 2021. ATPL showed a surplus, as planned to contribute to the System's Library Fund Balance.
- b. The proposed NY State Executive FY 2021 Budget for B&ECPL was reviewed. There are reductions, nearly 10%, in place but all accounts are tentative until the Federal Budget is finalized.

A motion (RW, EC) to adjourn the meeting was carried by a voice vote. President Alice Askew adjourned the meeting at 1:51 p.m. The next regularly scheduled meeting: March 23, 2021 at 1:00 p.m.

Respectfully submitted

Richard Wiesen,
Secretary

LOCAL CHECKING ACCOUNT

Beginning Balance:	1-Feb-21		\$22,382.09
Plus Receipts/Deposits		Total:	\$305.45
Less Checks/Debits		Total:	\$0.00
Ending Balance:	28-Feb-21		\$22,687.54

Transaction Details

Receipts:

Martha Buyer Donation			\$100.00
Alice Askew Donation			\$200.00
Amazon Smile Donation			\$5.45
		Total:	\$305.45

DISBURSEMENTS:	NONE	Total:	\$0.00
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Savings Account

Balance Forward	1-Feb-21		\$50,583.25
Interest Earned:			\$1.24
Balance	28-Feb-21		\$50,584.49

Volker Funds

Balance Forward	1-Feb-21		\$2,132.25
Receipts:	None		\$0.00
Disbursements:	None		\$0.00
Balance	28-Feb-21		\$2,132.25

Gallivan Funds

Balance Forward	1-Feb-21		\$0.00
Receipts:	None		\$0.00
Disbursements:	None		\$0.00
Balance	28-Feb-21		\$0.00

Internal Auditor's Report Richard Wiesen, Internal Auditor

Voucher# Amount Approved Check # Reason

NONE

Friends Ongoing Book Sale FEB \$116.00 YTD \$209.00

Contingency Funds Counted 2/16/2021 Total \$475.07

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: FEB

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	0	550	550	0	
515000	Sewer	850	0	888	(38)	888	(38)	
515000	Telephone - Maintenance	0	0	0	0		0	
510200	Dues and Fees	20	0	20	0	20	0	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	2,100	0	68	2,032	2,100	0	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	400	0	0	400	400	0	
530000	Other Expenses & Charges	600	0	0	600	600	0	
530000	Contingency (Bullet Aid)	0	2,120	2,120	0	0	2,120	
TOTAL EXPENSES		4,520	2,120	3,096	3,544	4,558	2,082	

DIRECT LOCAL INCOME	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
Fines, Lost Books, etc.	11,490	0	439	11,051	2,634	(8,856)	
Copy Machines	606	0	49	557	294	(312)	
Print Cost Recovery	2,333	0	166	2,167	996	(1,337)	
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	2,120	0	2,120		(2,120)	
Use of Fund Balance	0	0	0	0		0	
TOTAL DIRECT INCOME	14,733	2,120	654	16,199	3,924	(12,929)	

AURORA TOWN PUBLIC LIBRARY

COUNTY LEDGER

COUNTY CHECKING ACCOUNT

28-Feb-21

Beginning Balance:	1-Feb-21		\$9,711.10
Plus Receipts/Deposits		Total:	\$387.42
Less Checks/Debits		Total:	\$3,316.01
Ending Balance:	28-Feb-21		\$6,782.51

Transaction Details

Receipts:

Fines		\$224.93
Fines		\$144.94
February Copier		\$17.55
	Total:	\$387.42

Disbursements:

Buffalo & Erie County Public Library (2020 Return To System)		\$3,316.01
	Total:	\$3,316.01

Internal Auditor's Report Richard Wiesen, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
20201 C66	\$3,316.01	2/17/2021	5824	2020 Return To System

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

**DIRECTOR'S REPORT
February 2021**

CIRCULATION	Total-month	Average/day	Average/hour	YTD Total
2021	6,481*	341.1	45.0	11,169**
2020	10,622	462.0	56.2	22,063
2019	12,674	551.0	65.3	24,668
2018	12,659	550.4	65.3	26,053

*61.0% (3,956) via self-checkout

**58.2% (6,505) via self-checkout YTD

Note: Circulation for the contracting libraries was -31.1% this month (EAU was -39.0%) and -42.2% YTD (EAU was -49.4%).

Library of Things	2021
Monthly	2
Year-to-date	2

SYSTEM e-BRANCH	Month 2021	Month 2020	Change	YTD 2021	YTD 2020	Change
Online Renewals	88,781	98,306	-9.7%	117,795	194,287	-39.4%
Interlibrary Loans	951	1,182	-19.5%	1,877	2,407	-22.0%
D-Loadable Audio Books	34,393	32,171	6.9%	71,898	65,638	9.5%
D-loadable Streaming Videos	110	26	323.1%	286	56	410.7%
eBooks	74,780	59,044	26.7%	158,005	121,967	29.5%
Downloadable Music/Music Videos	27,621	26,765	3.2%	55,709	55,739	-0.1%

YEAR	2021	2020	2019	2018	2017
DAYS/HOURS OPEN	19/144	23/189	23/194	23/194	23/165

DAYS CLOSED: Feb. 15 – Presidents Day, All Saturdays

COMPUTER USE	2021	2020	% Change
Monthly	184	685	-73.1%
Year-to-date	304	1,442	-78.9%

Note: Computer use for the contracting libraries was -59.4% this month and -68.3% YTD.

WIFI USE	2021	2020	% Change
Monthly	1,231	1,378	-10.7%
Year-to-date	2,418	2,955	-18.2%

Note: Wifi use for the contracting libraries was -32.1% this month and -40.1% YTD.

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**DIRECTOR'S REPORT
February 2021**

NEW LIBRARY CARD MEMBERSHIP	Total-month	YTD
Adults	15	23
Children	4	9

PATRON COUNTER	2021	2020	% Change
Monthly	2,670	6,686	65.6%
Year-to-date	4,679	13,612	60.1%

Note: Door counts for the contracting libraries were -50.2% this month and -57.7% YTD.

Programs and Number of Sessions	Age group	Attendance
Create-A-Card Club (Friends) (12)	Adult	12
Home is where the heart is (Friends) (28)	All	28
Whimsical Pom-Pom flowers (Friends) (20)	Adult	20
Read Down Your Fines	0-12 years	0
Read Down Your Fines	13-16 years	2 (1397 min)
Tutor	0-12 years	0
Tutor	13-16 years	3

Friends Ongoing Book Sale	Month	YTD
Dollar Amount	\$116.00	\$209.00

Display Case: Rob Goller-Town Historian

Building condition: Requested the concrete be repaired at top step and for help painting the main public area of the Library.

Community Room: Quarantined book drop

Meeting Room Uses: 0

Professional Development/Meetings

2/26—Library Advocacy Day with Senator Gallivan (Paula & Martha) & Assemblymember DiPietro (Paula)

3/9—Using Google Drive (Paula, Julia, Kathy B.), TechKnowLab

3/10—Directors Meeting @ CEN

3/19—Summer Reading Meeting, ATPL (Paula, Julia, Alison, Jan)

3/23—Intro to eBooks (Kathy B.), TechKnowLab

Programs: March 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: Floral Chalkboard Plaque—Adults, 17+, March 9, 2021—Participants will be called to pick-up their card making kit the week of the program.

"L" IS FOR LIBRARY - Birth - 2 1/2 - Weeks of March 16 & April 20, 2021 - Participants will be called to pick-up their card making kit the week of the program.

STORY TIME - TO GO - Ages 3 -5 - Weeks of March 16, 23, 30, & April 13, 20, 27, 2021 - Participants will be called to pick-up their card making kit the week of the program.

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DIRECTOR'S REPORT

February 2021

READING CLUB - Ages - 6 - 12 - Weeks of March 16 & April 20 & May 18, 2021 - Participants will be called to pick-up their card making kit the week of the program.

Programs: April 2021

Unwind and Design: Papel Picado Banner— April 13, 2021—Adults, 17 and up are invited to pick up program kits to make decorative perforated paper in the style of Mexican folk art.

"L" IS FOR LIBRARY - Birth - 2 1/2 - Weeks of March 16 & April 20, 2021 - Participants will be called to pick-up their card making kit the week of the program.

STORY TIME - TO GO - Ages 3 -5 - Weeks of March 16, 23, 30, & April 13, 20, 27, 2021 - Participants will be called to pick-up their card making kit the week of the program.

READING CLUB - Ages - 6 - 12 - Weeks of March 16 & April 20 & May 18, 2021 - Participants will be called to pick-up their card making kit the week of the program.

2021 Aurora Payroll Report_PP4



As of Pay Period 4

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian I	9,120.96	59,514.00	50,393.04
Library Director I	8,282.24	54,042.00	45,759.76
Senior Library Clerk	5,965.49	39,140.00	33,174.51
FT Totals	23,368.69	152,696.00	129,327.31

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Caretaker PT	2,063.03	13,476.00	11,412.97
Cleaner PT	1,425.31	9,309.00	7,883.69
Clerk Typist PT	1,602.87	27,956.00	26,353.13
Librarian I PT	2,314.40	26,880.00	24,565.60
Page PT	972.57	15,600.00	14,627.43
Senior Page	2,854.50	56,446.00	53,591.50
PT Totals	11,232.68	149,667.00	138,434.32

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretaker PT	2,063.03	13,476.00	11,412.97
Cleaner	1,425.31	9,309.00	7,883.69
Clerk Typists	1,602.87	27,956.00	26,353.13
Librarian I'S	11,435.36	86,394.00	74,958.64
Library Director I	8,282.24	54,042.00	45,759.76
Senior Library Clerk	5,965.49	39,140.00	33,174.51
Pages	972.57	15,600.00	14,627.43
Senior Pages	2,854.50	56,446.00	53,591.50
		3,785.00	3,785.00
Combined Totals	34,601.37	306,148.00	271,546.63

ANNUAL BUDGET	\$ 306,148.00
PROJECTED ANNUAL BUDGET SPENT	\$ 225,030.56
PROJECTED ENDING BALANCE	\$ 81,117.44

 Buffalo & Erie County Public
LIBRARY
Aurora Town Public Library
550 Main Street
East Aurora, NY 14052
(716) 652-4440

Public Health Emergency Operations Plan DRAFT
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



New Minimum Standards for New York's Public and Association Libraries (Effective January 1, 2021)

All public and association libraries in New York State must meet minimum standards of service according to Section 90.2 of the Regulations of the Commissioner of Education. These standards support improved public library services for the people of New York and are intended to:

- ◆ promote quality local public library service in all communities of New York State,
- ◆ empower libraries to strengthen community relations and promote public support for quality library services, and
- ◆ support a culture of transparency, accountability, and continuous improvement

When Must a Library Meet the Minimum Standards?

All the minimum standards for public and association libraries must be met at the time of application for a library charter or registration. Education Law requires that a library be chartered and registered in order to legally receive local and State funds.

Any public or association library that was registered (licensed) by the department on or before December 31, 2020, shall meet the new minimum standards by January 1, 2021 to continue to be registered by the department. A public or association library seeking to register with the department on or after January 1, 2021 shall be registered with the department if it meets the new minimum standards.

What if a Library Cannot Meet Minimum Standards?

If a library cannot meet one or more of the minimum standards, the director or board president should contact the library system to discuss available options. Education Law and Commissioner's Regulations provide a process for libraries that cannot meet a standard because of circumstances beyond the library board's control.

How do Public Library Systems and the State Library Help Libraries Meet the Minimum Standards?

The Public Library System Directors Organization (PULISDO) and the New York State Library work together in a strong partnership to help public and association libraries meet the minimum standards.

See online:

Helpful Information for Meeting Minimum Public Library Standards for further information.

<http://www.nysl.nysed.gov/libdev/helpful/index.html>

For more information on Minimum Standards for New York's public libraries, contact your public library system, visit the New York State Library web site or contact the Division of Library Development.

New York's 14 Minimum Standards for Public and Association Libraries (as of January 1, 2021)

- (1) is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law;
- (2) has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff;
- (3) provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service;
- (4) has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law;
- (5) annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service;
- (6) periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service;
- (7) is open the following scheduled hours:

Population	Minimum weekly hours open
Up to 500	12
500 - 2,499	20
2,500 - 4,999	25
5,000 - 14,999	35
15,000 - 24,999	40
25,000 - 99,999	55
100,000 and above	60

- (8) maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate space, lighting, shelving, seating, power and data infrastructure, and a public restroom;
- (9) provides programming to address community needs, as outlined in the library's long-range plan of service;
- (10) provides a circulation system that facilitates access to the local library collection and other library catalogs; and provides equipment, technology, and internet connectivity to address community needs and facilitate access to information;
- (11) provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in paragraphs (1) through (5) of this subdivision;
- (12) employs a paid director in accordance with the provisions of section 90.8 of the *Regulations of the Commissioner of Education*;
- (13) provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service; and
- (14) establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.