

AURORA TOWN PUBLIC LIBRARY  
550 Main Street, East Aurora, New York 14052  
Agenda of the Board  
Regular Monthly Meeting  
December 13, 2022, 1:00 p.m.

1. Comments from the audience: Trustee Candidates
2. Minutes of the Meetings: November 15, 2022
3. Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: October 2022 & November 2022 - Table
4. Director's Report: November 2022
5. Reports of Interest
  - a. 247 ATPL patrons turned in letters to their legislators encouraging them to support libraries by voting in favor of the 2023 Proposed County Budget.
  - b. Pizza Del Aureo's donated 10% of proceeds from all orders from 11:00 a.m. – 7:00 p.m. on November, 21 to the Friends of the Library, which totaled to \$955.92.
  - c. The Baubles & Bling raised \$1,929.00 and the raffle made \$427.00 for a total of \$2,356.00
  - d. Other
6. Personnel
  - a. Payroll Report: Pay Period 22 & 24
  - b. Board May Enter Executive Session
  - c. Other
7. Old Business
  - a. Regular Meeting Dates & Times 2023 to Be Approved
  - b. Work Session Date for Long Range Plan
  - c. Recommendation Letter for New Trustee to Begin Term in January 2023
  - d. Meeting with Senator Gallivan Changed to December 9 @ 10:30 a.m.
  - a. Other
8. New Business
  - a. Department of Health Air Sampling Results
  - b. Review Schedule for Board Adopted Policies
  - c. Resolution for Contract Library Boards of Trustees Personnel Policies and Procedures
  - d. Other

The next regularly scheduled meeting will take place on January 24, 2023 at 1:00 p.m.

**AURORA TOWN PUBLIC LIBRARY**  
550 Main Street, East Aurora, New York 14052  
Minutes of the Board for November 15, 2022

Present: Alice Askew, Martha Buyer, Kara Spencer-Ching, Elaine Chow, Adam Zaremski,  
Aurora Town Public Library Director, Paula M. A. Klocek.

President Kara Spencer-Ching called the meeting to order at 1:02 p.m.

**1. Comments from the audience**

Donald Aubrecht attended the meeting to listen and submitted his resume, showing interest in becoming a trustee for ATPL. He said he is nearly a lifelong resident, watching the library change over the years, recalling when it was a house. Aubrecht said he's here to see if he's able to be helpful and useful going forward for the board.

**2. A motion (MB, EC) to approve the Minutes of the Meetings: October 25, 2022 was carried by a voice vote.**

**3. The Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: October 2022 were tabled until December. Bank statements were not available as the meeting was held earlier in the month than normal.**

**4. A motion (EC, AA) to approve the Director's Report: October 2022 was carried by a voice vote.**

Klocek noted that the annual Trick-or-Read did well, continuing to be popular among families. She also said collecting donations for the ongoing book sale is going well and is helping gain publicity for the ATPL Friends group. In recent months, new members have joined after meeting Friends volunteering at the library.

**5. Reports of Interest**

a. County Executive Mark Poloncarz has proposed a county funding increase of \$1,849,674 (7%) for B&ECPL in 2023. This was also discussed during the October ATPL board meeting.

b. Library users may thank their legislators for past support and encourage them to approve the County Executive's 2023 Proposed Budget by filling out a form letter and submitting to staff at the front desk. These letters will be delivered to the legislators. A virtual survey can be completed at <https://www.surveymonkey.com/r/CDDKNWY>.

c. B&ECPL is conducting a system-wide survey to plan services for the coming year. They may also access the survey online at [www.surveymonkey.com/r/Q5BNG56](http://www.surveymonkey.com/r/Q5BNG56).

**6. Personnel**

a. Payroll Report: Pay Period

Klocek said this will be discussed at the December 13 meeting.

b. Cleaner, PT

Klocek has hired someone - board members cheered the news. She said the plan is for the new person to start Dec. 5. The person learned of the job by the outdoor sandwich board in front of the library. The new cleaner lives out of Erie County, but Klocek said Central approved of the hire because of past difficulties in finding a cleaner.

c. There was no reason to enter Executive Session

d. Other

Full-time librarian Julia M. Gelsomino will retire in early January. Klocek said she was waiting to have that confirmed by New York State before officially moving forward with the process.

## 7. Old Business

### a. Library Storage

Klocek met with Paul Ernst to discuss expansion options for ATPL to help with storage and space constraints. These are all just initial discussions as Ernst said he would help the library figure out initial storage plans without any cost. She is awaiting digital copies of the plans to share with trustees. Additional meetings will take place between Klocek and Ernst at the library to review the proposals.

Klocek said she likes that there are potential plans for actual study rooms, where a group could go in and be separate from the main library activities. It could be used for tutoring or studying. Newer libraries have similar spaces. If an expansion were to take place, she said the goal is to keep the character of the building, if it comes to fruition. There is unutilized space with grass that could be potential space to add on to the building.

Spencer-Ching asked how costs would be covered for any potential expansion.

Klocek said it is a town owned building, the Aurora Town Board would have to be on board with at least helping fund a portion of the construction. There could be a New York State construction grant available if the town agrees to support an expansion. It was stated that these are all preliminary discussions.

Klocek noted that Aurora Town Supervisor James Bach said the ATPL Friends group could use the commercial building at 300 Gleed Ave. for storage of books used by the Friends group for sales. The town could also pay for a POD unit that would hold the materials. The actual cost of this is still under review.

Spencer-Ching asked if there are still plans to install a storage shed for materials, as was the original purpose of talking with Ernst. Klocek said that was how it started was with presentation to the town, but this option is looking at ways to connect that storage to the building to make it safer for the staff while adding other benefits to the library for the community.

Spencer-Ching asked that Central be contacted to see if someone there could offer insights into library expansions and suggestions for ATPL.

### b. Regular Meeting Dates & Times 2023 to Be Approved at December 2022 Meeting

Klocek said she would share proposed dates at the December meeting. Spencer-Ching said it might be best to keep the time the same for ATPL trustee meetings unless a new trustee cannot make the meetings.

### c. Work Session Date for Long Range Plan

Spencer-Ching said a date should be set once a new trustee is appointed.

### d. Other

Buyer reminded board members that all trustees need training now with the new education policy. The West Seneca Public Library on Jan. 21 at 8:30 a.m. is the next ACT meeting, and this would count for the education policy. Another will happen in April.

8. New Business

a. A motion (AA, AZ) was made to approve the Exhibits and Displays Policy as written and this was carried by voice vote.

b. A motion (MB, AA) was made to approve the Lost and Found Policy as written and this was carried by voice vote.

c. Meeting with Director of Education of Beaver Meadow Center / Buffalo Audubon Society

Klocek said this was rescheduled for next week. The goal is to create a partnership between ATPL and the Beaver Meadow Center / Buffalo Audubon Society for nature education opportunities.

d. Recommendation Letter for New Trustee to Begin Term in January 2023

The board has three people who submitted resumes for being a new ATPL trustee. The board will need to make a decision by the December meeting. The new person would start in January.

e. Other

Klocek said that on Wednesday, Nov. 30 at 10 a.m., the West Seneca Public Library will have State Senator Patrick Gallivan onsite. Directors and board members are encouraged to go discuss ways they would like the State Senator to support public libraries through the New York State Legislature.

The next regularly scheduled meeting will take place on December 13, 2022 at 1:00 p.m.

A motion (EC, MB) to adjourn the meeting at 1:51 p.m. was carried by a voice vote.

Respectfully submitted,  
Adam Zaremski  
Secretary

**AURORA TOWN PUBLIC LIBRARY**  
**LOCAL CHECKING ACCOUNT**

**Treasurer's Report**

**31-Oct-22**

Beginning Balance:	1-Oct-22		\$28,036.92
Plus Receipts/Deposits		Total:	\$905.20
Less Checks/Debits		Total:	\$930.35
Ending Balance:	31-Oct-22		\$28,011.77

**Transaction Details**

**Receipts:**

Alice Askew Donation	\$200.00
Carol Skalski Donation I/M of Robert Olans	\$39.95
Friends of the Library (Reimbursement for VOX Books)	\$665.25
Total:	\$905.20

**DISBURSEMENTS:**

Buffalo & Erie Co. Public Library (Ingram Book Order)	\$930.35
Total:	\$930.35

**Volker Funds**

Balance Forward	1-Oct-22	\$2,132.25
Receipts:	None	\$0.00
Disbursements:	None	\$0.00
Balance	31-Oct-22	\$2,132.25

**Internal Auditor's Report Elaine Chow**

Voucher#	Amount	Approved	Check #	Reason
L88	\$930.35	10/17/2022	1045	B&ECPL (Ingram Book Order)

Friends Ongoing Book Sale OCT \$213.00 YTD \$1931.00 Oct Pop-Up Book Sale \$341.25

Contingency Funds Counted On 10/14/2022 \$166.81

**Savings Account**

Balance Forward	1-Oct-22	\$50,602.14
Interest Earned		\$0.83
Balance	31-Oct-22	\$50,602.97

## CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: AURORA TOWN PUBLIC LIBRARY

MONTH: OCT

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	
<b>Utility Charges:</b>								
515000	Water	500	(120)	281	99	380	0	
515000	Sewer	900	(174)	726	0	726	0	
515000	Telephone - Maintenance	250	324	594	(20)	594	(20)	Overage-Phone Training Bill
510200	Dues and Fees	20	0	20	0	20	0	
545000	Rental Charges	0	0	0	0		0	
506200	Repairs & Maintenance Chgs.	2,450	193	2,643	0	2,643	0	
555050	Insurance Charges	0	0	0	0		0	
510000	Travel & Mileage Expenses	200	(123)	57	20	77	0	
530000	Other Expenses & Charges	600	(100)	493	7	500	0	
530000	Contingency (Bullet Aid)	0	0	0	0		0	
	<b>TOTAL EXPENSES</b>	4,920	0	4,814	106	4,940	(20)	

	Adopted Budget	Budget Revisions	Y-T-D Revenues	To Be Realized	Projected Revenues	Projected Variance	Comments
<b>DIRECT LOCAL INCOME</b>							
Fines, Lost Books, etc.	3,500	(1,598)	2,305	(403)	2,766	864	
Copy Machines	380	0	410	(30)	492	112	
Print Cost Recovery	1,500	0	1,565	(65)	1,878	378	
Other Income	100	0	0	100	0	(100)	Recording Under Fines, Lost
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	
<b>TOTAL DIRECT INCOME</b>	5,480	(1,598)	4,280	(398)	5,136	1,254	

## AURORA TOWN PUBLIC LIBRARY

## COUNTY LEDGER

## COUNTY CHECKING ACCOUNT

31-Oct-22

Beginning Balance:	1-Oct-22		\$7,550.86
Plus Receipts/Deposits		Total:	\$279.79
Less Checks/Debits		Total:	\$113.51
Ending Balance:	31-Oct-22		\$7,713.14

## Transaction Details

## Receipts:

Fines	\$119.46
Fines	\$132.63
Copier	\$23.70
Total:	\$275.79

## Disbursements:

Scholastic (Book Order)	\$39.60
Fun Express (General Programming Materials)	\$73.91
Total:	\$113.51

## Internal Auditor's Report

## Elaine Chow, Internal Auditor

Voucher#	Amount	Approved	Check #	Reason
C118	\$39.60	10/17/2022	5876	Scholastic (Book Order)
C119	\$73.91	10/17/2022	5877	Fun Express (General Programming)

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

**DIRECTOR'S REPORT**  
**November 2022**

<b>CIRCULATION</b>	<b>Total-month</b>	<b>Average/day</b>	<b>Average/hour</b>	<b>YTD Total</b>
<b>2022</b>	12,970*	589.5	73.7	128,006**
<b>2021</b>	6,197	326.2	43.3	68,958
<b>2020</b>	10,423	453.2	52.9	131,951
<b>2019</b>	11,699	487.5	56.8	146,483

44.3\*% (5,751) via self-checkout

52.2%\*\* (66,870) via self-checkout YTD

Note: Circulation for the contracting libraries was 75.3% this month (EAU was 72.2%) and 57.7% YTD (EAU was 57.7%). Auto Renewals totaled 6,489 this month, 50.0% of EAU circulation.

<b>Library of Things</b>	<b>2022</b>
<b>Monthly</b>	8
<b>Year-to-date</b>	86

<b>Chromebook Kits</b>	1
<b>Hotspots</b>	6

<b>SYSTEM e-BRANCH</b>	<b>Month 2022</b>	<b>Month 2021</b>	<b>Change</b>	<b>YTD 2022</b>	<b>YTD 2021</b>	<b>Change</b>
Online Renewals	643	77,228	-99.2%	252,201	854,599	-70.5%
Interlibrary Loans	910	1,008	-9.7%	11,808	11,731	0.7%
eAudiobooks	48,123	39,474	21.9%	508,982	508,982	18.9%
eVideos	710	86	725.6%	4,969	4,969	350.9%
eBooks	77,091	70,070	10.0%	839,518	839,865	0.0%
eMusic	195	22,869	-99.1%	1,685	1,685	-99.4%
eMagazines	5,779	N / A	N / A	39,087	N/A	N/A

<b>YEAR</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>
<b>DAYS/HOURS OPEN</b>	22/176	24/190	19/143	23/197

**DAYS CLOSED:** Veterans Day (November 11), Snow (November 18 & 19), Thanksgiving (November 24)  
**Special HOURS:** Inclement Weather (November 17) 10:00 a.m. – 5:00 p.m.

<b>COMPUTER USE</b>	<b>2022</b>	<b>2021</b>	<b>% Change</b>
<b>Monthly</b>	313	328	-4.6%
<b>Year-to-date</b>	3,676	2,831	29.8%

Note: Computer use for the contracting libraries was -7.4% this month and 14.8% YTD.



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**DIRECTOR'S REPORT  
November 2022**

<b>WIFI USE</b>	<b>2022</b>	<b>2021</b>	<b>% Change</b>
<b>Monthly</b>	1,860	1,964	-5.3%
<b>Year-to-date</b>	22,813	17,897	27.5%

Note: Wifi use for the contracting libraries was -7.6% this month and 11.1% YTD.

<b>NEW LIBRARY CARD MEMBERSHIP</b>	<b>Total-month</b>	<b>YTD</b>
<b>Adults</b>	18	209
<b>Children</b>	10	161

<b>PATRON COUNTER</b>	<b>2022</b>	<b>2021</b>	<b>% Change</b>
<b>Monthly</b>	4,357	4,511	-3.4%
<b>Year-to-date</b>	51,754	41,088	26.0%

Note: Door counts for the contracting libraries were 0.1% this month and 16.6% YTD

<b>Programs and Number of Sessions</b>	<b>Age group</b>	<b>Attendance</b>
SPCA Read to a Dog (3)	All	5
Book a Tech Trainer (3)	19+	3
Family Story Time 6:30 p.m.	0-5 w/ caregiver	27
Family Story Time 11:30 a.m.	0-5 w/ caregiver	116
LEGO Club	6-11	10
Story Time To-Go (40) Friends	3-5	40
L is for Library (10) Friends	0-2.5	10
Reading Club Friends	6-11	7
Tutor (4)	Children	4
Tutor (3)	Teen	3
Tutor (4)	Adult	4

<b>Friends Ongoing Book Sale</b>	<b>Month</b>	<b>YTD</b>
<b>Dollar Amount (Pre-Tax)</b>	\$295.00	\$1,931.00

Display Case East Holland Tuesday Painters

Community Room Exhibits: Holland Tuesday Painters

Building condition: The Town Highway Department did a great job clearing the snow and keeping walkways safe for patrons and staff.

Meeting Room Uses: 10

**Professional Development/Meetings**

11/16/22—Getting Started with Libby, Overdrive (Rachel Shanahan)

12/9/22—Senator Patrick Gallivan, WSE

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**DIRECTOR'S REPORT  
November 2022**

**Programs: December 2022**

Family Story Time - Children, Ages Birth to 5 years of Age w / Caregivers - Thursdays @ 6:30 p.m. OR Fridays @ 11:30 a.m. - September 29 / 30 through December 1 / 2 **\*\*SORRY PROGRAM IS FULL\*\***

Story Time To Go - Children, Ages 3 to 5 years - Wednesdays - October 5 & 19, November 2 & 16, December 7 & 21. **\*\*SORRY PROGRAM IS FULL\*\***

LEGO Club - Children, 6-11 - Second Saturday of the Month: 10/8, 11/12, & 12/10 @ 11:00 a.m. **\*\*SORRY PROGRAM IS FULL\*\***

Reading Club - Children, Ages 6 to 12 years - Wednesdays - 10/12, 11/9, 12/14 @ 3:45 p.m.

Read to a Dog - Children and their Families, All Ages - December 3 @ 11:00 a.m., 11:20 a.m., 11:40 a.m.

Book a Technology Trainer - Adults, 19+ - December 5 @ 10:00 a.m., 11:00 a.m., & 1:00 p.m. -One-on-One Appointments are 45 minutes long

K-3 Story Time: Reindeer Games - Grades K-3 - December 8 @ 6:30 p.m.

Painted Snowflake Ornaments - All Ages - Thursday, December 15 @ 6:30 p.m.

**Programs: January 2022**

Aurora Book Club - Adults, 19+ - January 5 @ 6:30 p.m.

Oasis Senior Advisors - Seniors & Their Families / Caregivers - January 18 @ 11:00 a.m.

Unwind & Design: Mindful Doodling Take-Home Kit - Adults, 19+ - January 5 - Participants will be called to pick-up their take-home kit the week of the program.

Afterschool Reading Club - Children, 6-11 - 1/18, 2/15, 3/15, 4/19, 5/17

Preschool Story Time - Children, 3 ½ - 5 - January 26 through April 28 @ 1:00 p.m.

Family Story Time - Children, Ages Birth to 5 years of Age with Their Caregiver - Thursdays @ 6:30 p.m. or Fridays @ 10:30 a.m. - January 26 / 27 through April 27 / 28

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**DIRECTOR'S REPORT  
November 2022**

**ATPL Months at a Glance: 2022**

<b>Month of 2022</b>	<b>Circulation</b>	<b>Patron Count</b>	<b>Computer Use</b>	<b>Wi-Fi</b>
January	6,638	4,289	280	1,703
February	6,895	4,018	268	1,571
March	7,435	4,539	330	2,028
April	11,004	5,110	296	2,010
May	11,895	4,532	351	2,185
June	12,533	4,702	338	2,508
July	15,093	5,402	336	2,312
August	16,608	5,182	428	2,178
September	13,379	4,678	412	2,175
October	13,556	4,945	324	2,283
November	12,970	4,357	313	1,860
December				
<b>YEAR TOTAL</b>				

**Out of all B&ECPL locations, ATPL ranks YTD:**

**11 out of 37 in circulation of materials (12<sup>th</sup> for November); +24.4% over November 2019 & 2.9 % under YTD 2019**

**12 out of 37 in patron visits (12<sup>th</sup> for November); -35.2% under November 2019 & -37.2% under YTD 2019**

**3 out of 37 in WI-FI (3<sup>rd</sup> for November); 28.3% over November 2019 & +10.8% over YTD 2019**

**19 out of 37 in computer use (20<sup>th</sup> for November); -53.8% under November 2019 & 29.8% under YTD 2019**

<b>Month of 2019</b>	<b>Circulation</b>	<b>Patron Count</b>	<b>Computer Use</b>	<b>Wi-Fi</b>
January	11,994	6,410	648	1,455
February	12,674	7,028	646	1,162
March	12,663	8,011	762	1,662
April	12,114	7,707	766	1,515
May	11,332	7,658	703	1,866
June	11,042	7,195	676	1,727
July	14,402	8,477	702	1,561
August	13,167	8,245	819	1,641
September	10,642	7,043	707	1,742
October	11,498	7,940	826	1,777
November	10,423	6,719	677	1,679
December	9,512	5,887	646	1,432
<b>YEAR TOTAL</b>	<b>141,463</b>	<b>88,320</b>	<b>8,578</b>	<b>19,219</b>

# 2022 Aurora Payroll Report\_PP22



As of Pay Period 22

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian I	54,646.61	63,361.00	8,714.39
Library Director I	51,032.13	59,280.00	8,247.87
Senior Library Clerk	33,779.12	39,965.00	6,185.88
<b>FT Totals</b>	<b>139,457.86</b>	<b>162,606.00</b>	<b>23,148.14</b>

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Caretaker PT	10,930.31	14,068.00	3,137.69
Cleaner PT	3,114.08	9,495.00	6,380.92
Clerk Typist PT	22,309.59	28,656.00	6,346.41
Librarian I PT	23,205.03	28,104.00	4,898.97
Page PT	10,259.29	19,220.00	8,960.71
Senior Page	39,418.40	57,227.00	17,808.60
<b>PT Totals</b>	<b>109,236.70</b>	<b>156,770.00</b>	<b>47,533.30</b>

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretaker PT	10,930.31	14,068.00	3,137.69
Cleaner	3,114.08	9,495.00	6,380.92
Clerk Typists	22,309.59	28,656.00	6,346.41
Librarian I'S	77,851.64	91,465.00	13,613.36
Library Director I	51,032.13	59,280.00	8,247.87
Senior Library Clerk	33,779.12	39,965.00	6,185.88
Pages	10,259.29	19,220.00	8,960.71
Senior Pages	39,418.40	57,227.00	17,808.60
Savings Goal		(7,484.00)	(7,484.00)
<b>Combined Totals</b>	<b>248,694.56</b>	<b>311,892.00</b>	<b>63,197.44</b>

ANNUAL BUDGET	\$ 311,892.00
PROJECTED ANNUAL BUDGET SPENT	\$ 280,815.92
<b>PROJECTED ENDING BALANCE</b>	<b>\$ 31,076.08</b>

# 2022 Aurora Payroll Report\_PP24



As of Pay Period 24

FT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Librarian I	59,520.55	63,361.00	3,840.45
Library Director I	55,592.13	59,280.00	3,687.87
Senior Library Clerk	36,853.36	39,965.00	3,111.64
<b>FT Totals</b>	<b>151,966.04</b>	<b>162,606.00</b>	<b>10,639.96</b>

PT PERSONNEL			
Title	YTD Expensed	Budgeted	Remaining
Caretaker PT	12,178.91	14,068.00	1,889.09
Cleaner PT	3,114.08	9,495.00	6,380.92
Clerk Typist PT	24,017.20	28,656.00	4,638.80
Librarian I PT	25,368.25	28,104.00	2,735.75
Page PT	11,162.43	19,220.00	8,057.57
Senior Page	42,411.05	57,227.00	14,815.95
<b>PT Totals</b>	<b>118,251.92</b>	<b>156,770.00</b>	<b>38,518.08</b>

TOTAL COMBINED			
	YTD Expensed	Budgeted	Remaining
Caretaker PT	12,178.91	14,068.00	1,889.09
Cleaner	3,114.08	9,495.00	6,380.92
Clerk Typists	24,017.20	28,656.00	4,638.80
Librarian I'S	84,888.80	91,465.00	6,576.20
Library Director I	55,592.13	59,280.00	3,687.87
Senior Library Clerk	36,853.36	39,965.00	3,111.64
Pages	11,162.43	19,220.00	8,057.57
Senior Pages	42,411.05	57,227.00	14,815.95
Savings Goal		(7,484.00)	(7,484.00)
<b>Combined Totals</b>	<b>270,217.96</b>	<b>311,892.00</b>	<b>41,674.04</b>

ANNUAL BUDGET	\$ 311,892.00
PROJECTED ANNUAL BUDGET SPENT	\$ 279,640.29
<b>PROJECTED ENDING BALANCE</b>	<b>\$ 32,251.71</b>



**Aurora Town Public Library**  
**550 Main Street**  
**East Aurora, NY 14052**  
**(716) 652-4440 FAX (716) 655-5875**

## **SCHEDULE OF MEETINGS OF THE LIBRARY BOARD**

**2023**

**All dates are Tuesdays, unless otherwise noted:**

January 24

February 21

March 28

April 25 (Includes annual meeting) @ 12:30pm

May 23

June 27

September 26

October 24

November 28

December 19

All meetings (unless otherwise noted) are scheduled for 1pm at the Library at 550 Main Street.

Meeting schedule is subject to change should emergencies arise, or if quorum will not be present.  
Please call the Library to verify meeting dates.

The *East Aurora Advertiser* is the newspaper of record and will receive notice of all meetings.



## Department of Health

KATHY HOCHUL  
Governor

MARY T. BASSETT, M.D., M.P.H.  
Commissioner

KRISTIN M. PROUD  
Acting Executive Deputy Commissioner

November 9, 2022

East Aurora Library  
c/o Paula Klocek  
550 Main Street  
East Aurora, NY 14052

Re: **Air Sampling Results**  
550 Main Street  
Lab ID #: 200-62975-8  
Site #915157  
East Aurora, Erie County

Dear Paula Klocek,

On April 7, 2022, the New York State Departments of Environmental Conservation and Health (referred to as "the State") collected air samples from your building as part of the State's on-going environmental investigation of the Mr. C's Dry Cleaners site. The sampling was done to determine whether actions are needed to address exposures related to soil vapor intrusion (see enclosed fact sheet for additional information). Environmental samples previously collected in the area indicate that volatile organic compounds related to the site, including trichloroethene (TCE) and tetrachloroethene (PCE), are present in the environment near your building.

Based on our review of your results, actions are not needed to address exposures related to soil vapor intrusion in your building. TCE and PCE are the primary chemicals associated with this site. TCE was not detected in the indoor air of the first floor of your building. PCE was detected at 1.4 micrograms per cubic meter ( $\text{ug}/\text{m}^3$ ) and  $0.20 \text{ ug}/\text{m}^3$  in the first-floor duplicate sample. TCE was not detected air beneath your building (sub-slab soil vapor) and was  $0.23 \text{ ug}/\text{m}^3$  in the duplicate sample. PCE was detected in the sub-slab soil vapor at  $4.1 \text{ ug}/\text{m}^3$  and  $3.7 \text{ ug}/\text{m}^3$  in the duplicate sample. Neither compound was detected in the outdoor air sample.

As expected, other volatile organic compounds were detected in the indoor air because they are a part of our everyday lives. They are present in the products we store and use indoors and in the outdoor air that enters buildings. The concentrations of the other compounds detected in the indoor air are generally consistent with those commonly found in buildings and do not represent a health concern.

Thank you for allowing us to collect samples from your building. If you wish to discuss your results further or if you have any site-specific health related questions you may contact me at (518) 402-0450 or [Stephen.Lawrence@health.ny.gov](mailto:Stephen.Lawrence@health.ny.gov). If you have any questions regarding the environmental investigation please contact the New York State Department of Environmental Conservation Project Manager, Payson Long, at (518) 402-9813 or [Payson.Long@dec.ny.gov](mailto:Payson.Long@dec.ny.gov).

Sincerely,



Stephen Lawrence  
Public Health Specialist  
Bureau of Environmental Exposure Investigation

**Enclosures:**

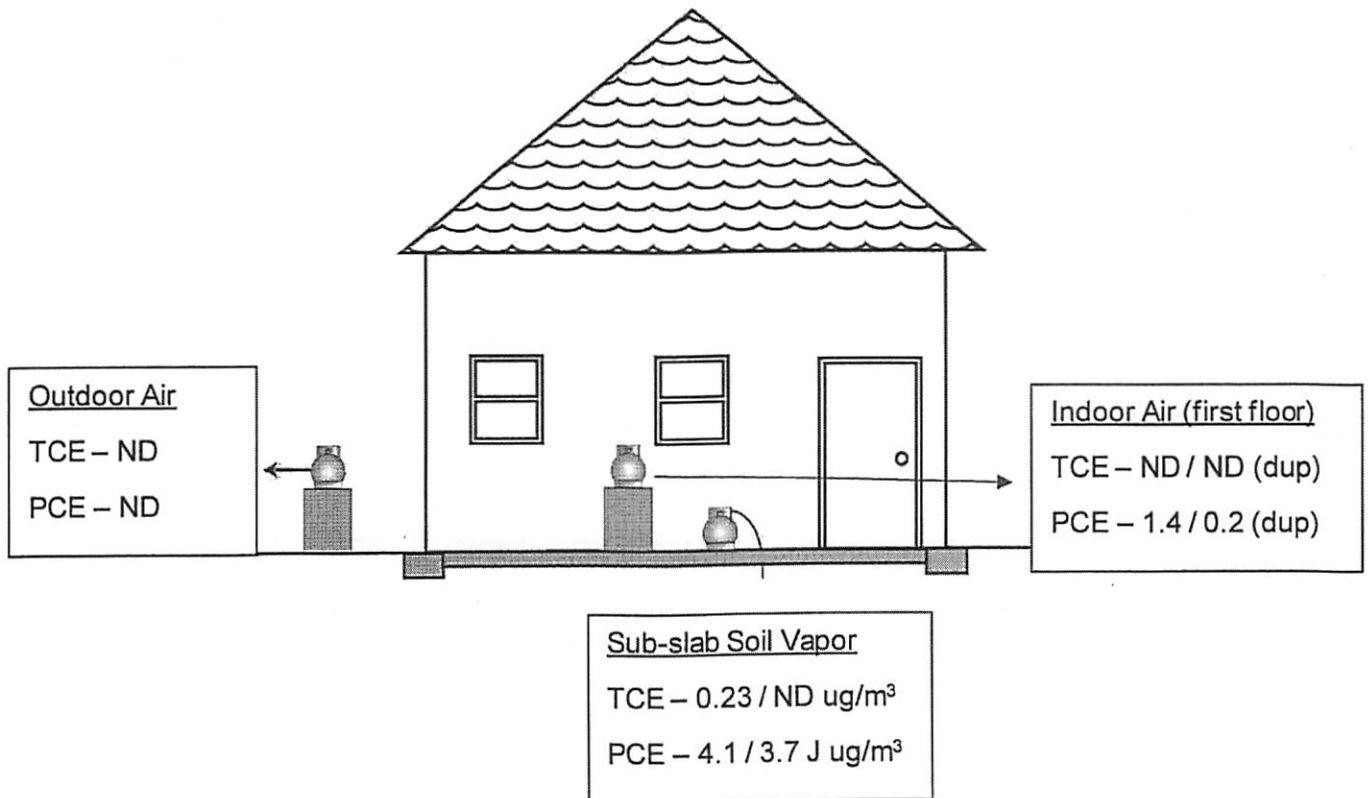
- A copy of the laboratory data sheets (200-62975-8)
- *What is Exposure?* - an information sheet describing how a person may come in contact with chemicals in the environment.
- *Soil Vapor Intrusion: Frequently Asked Questions* - an information sheet describing the process referred to as "soil vapor intrusion."
- New York State Department of Health – *Volatile Organic Compounds (VOCs) in Commonly Used Products* Fact Sheet.

**Ec:**

C. Bethoney / A. Martin / e-File  
A. Bonamici / C. Nicastro – NYSDOH WRO  
M. Desiderio / J. Delaney – ECDOH  
M. Cruden / J. Dyber / P. Long – NYSDEC Central Office  
A. Caprio – NYSDEC Region 9



Figure 1  
Air Sampling Results  
April 7, 2022



**Notes:**

- This diagram is intended to provide a quick reference to illustrate the testing results for PCE and TCE in air samples collected from your facilities.
- ug/m<sup>3</sup> = micrograms per cubic meter
- PCE = tetrachloroethene
- TCE = trichloroethene
- ND = Not detected
- 'J' = Estimated



**Structure Sampling Questionnaire and Building Inventory**  
New York State Department of Environmental Conservation

Site Name: Mr. C's Dry Cleaners Site Code: 915157 Operable Unit: OU1  
Building Code: \_\_\_\_\_ Building Name: Aurora Town Public Library  
Address: 550 Main Street Apt/Suite No: \_\_\_\_\_  
City: East Aurora State: NY Zip: 14052 County: Erie

**Contact Information**

Preparer's Name: Molly Dreyer, Lawrence Roedl Phone No: (716) 249 - 3754  
Preparer's Affiliation: WSP USA Company Code: WSP  
Purpose of Investigation: Properties surrounding Mr. C's Date of Inspection: Apr 6, 2022  
Contact Name: Paula Kloczek Affiliation: MANAGER  
Phone No: (716) 652 - 4440 Alt. Phone No: \_\_\_\_\_ Email: eau@buffalolib.org  
Number of Occupants (total): \_\_\_\_\_ Number of Children: \_\_\_\_\_  
☐ Occupant Interviewed? ☐ Owner Occupied? ☐ Owner Interviewed?  
Owner Name (if different): \_\_\_\_\_ Owner Phone: \_\_\_\_\_  
Owner Mailing Address: \_\_\_\_\_

**Building Details**

Bldg Type (Res/Com/Ind/Mixed): COMMERCIAL/MIXED Bldg Size (S/M/L): LARGE  
If Commercial or Industrial Facility, Select Operations: OTHER If Residential Select Structure Type: \_\_\_\_\_  
Number of Floors: 1 Approx. Year Construction: \_\_\_\_\_ ☐ Building Insulated? ☐ Attached Garage?

Describe Overall Building 'Tightness' and Airflows (e.g., results of smoke tests):  
\_\_\_\_\_  
\_\_\_\_\_

**Foundation Description**

Foundation Type: ABOVE GRADE Foundation Depth (bgs): \_\_\_\_\_ Unit: FEET  
Foundation Floor Material: POURED CONCRETE Foundation Floor Thickness: \_\_\_\_\_ Unit: INCHES  
Foundation Wall Material: CONCRETE BLOCK Foundation Wall Thickness: \_\_\_\_\_  
☒ Floor penetrations? Describe Floor Penetrations: none observed  
☒ Wall penetrations? Describe Wall Penetrations: none observed  
Basement is: \_\_\_\_\_ Basement is: \_\_\_\_\_ ☒ Sumps/Drains? Water In Sump?: \_\_\_\_\_  
Describe Foundation Condition (cracks, seepage, etc.): none observed  
☐ Radon Mitigation System Installed? ☐ VOC Mitigation System Installed? ☐ Mitigation System On?

**Heating/Cooling/Ventilation Systems**

Heating System: \_\_\_\_\_ Heat Fuel Type: \_\_\_\_\_ ☐ Central A/C Present?

**Vented Appliances**

Water Heater Fuel Type: \_\_\_\_\_ Clothes Dryer Fuel Type: \_\_\_\_\_  
Water Htr Vent Location: \_\_\_\_\_ Dryer Vent Location: \_\_\_\_\_



**Structure Sampling Questionnaire and Building Inventory**  
New York State Department of Environmental Conservation

**PRODUCT INVENTORY**

Building Name: Aurora Town Public Library Bldg Code: \_\_\_\_\_ Date: \_\_\_\_\_

Bldg Address: 550 Main Street Apt/Suite No: \_\_\_\_\_

Bldg City/State/Zip: East Aurora NY, 14052

Make and Model of PID: ppbRAE 3000 Date of Calibration: \_\_\_\_\_

Location	Product Name/Description	Size (oz)	Condition *	Chemical Ingredients	PID Reading	COC Y/N?
Boiler Room	CORR #1127 Strip & Go	128	U	ethylene glycol butyl ether, monoethanolamine, potassium hydroxide, fragrance, dye	0	<input type="checkbox"/>
	Gorilla Wood Glue	8	U	vinyl acetate polymer, aluminum chloride, hexahydrate, 2-Propanol, 1-phenoxy	0	<input type="checkbox"/>
	WD-40	8	U	petroleum base oil, aliphatic hydrocarbon, carbon dioxide	0	<input type="checkbox"/>
	Old English Wood Conditioner	12	UN	d-Limonene	0	<input type="checkbox"/>
	Goof Off Paint Remover Carpet	12	U	benzyl alcohol and glycol ethers	0	<input type="checkbox"/>
	Bissell Spot and Stain	32	U	not listed (see photo)	0	<input type="checkbox"/>
	MPC Lemon 1 Step Cleaner (2)	128	U	dimethyl benzyl ammonium chloride, dimethyl ethylbenzyl ammonium chloride	0	<input type="checkbox"/>
	NYS Clean Hand Sanitizer (2)	128	U	isopropyl alcohol	0	<input type="checkbox"/>
	AOK Metal Polish		U		0	<input type="checkbox"/>
	Pro Series Disinfectant Spray	17	U	dimethyl benzyl ammonium chloride, dimethyl ethylbenzyl ammonium chloride	0	<input type="checkbox"/>
	Comet Cleaning Powder	21	U	sodium hypochlorite, sodium hydroxide	0	<input type="checkbox"/>
	Murphy oil soap (3)	32	2UN, 1U	fragrance, sodium tallate, trisodium MGDA, lauramidopropyl dimethylamine	0	<input type="checkbox"/>
	Glance HC Glass Cleaner	128	U	diethylene glycol butyl ether, 2-butoxethanol, sodium lauryl sulfate, ammonium hydroxide, sodium xylene sulfonate	0	<input type="checkbox"/>
	Betco Rest Stop Gemicide (2)	32	U	dimethyl benzyl ammonium chloride, dimethyl ethylbenzyl ammonium chloride	0	<input type="checkbox"/>
	MPC Fresh Breeze Disinfectant	32	U	dimethyl benzyl ammonium chloride	0	<input type="checkbox"/>
	Majestic Carpet Cleaner	128	U	octyl decyl dimethyl ammonium chloride, dioctyl dimethyl ammonium chloride, didecyl dimethyl ammonium chloride, dimethyl benzyl ammonium	0	<input type="checkbox"/>

\* Describe the condition of the product containers as **Unopened (UO)**, **Used (U)**, or **Deteriorated (D)**

\*\* Photographs of the **front and back** of product containers can replace the handwritten list of chemical ingredients. However, the photographs must be of good quality and ingredient labels must be legible.

Product Inventory Complete? ☐ Yes ☐ No Were there any elevated PID readings taken on site? ☐ Yes ☐ No ☒ Products with COC?



**Structure Sampling Questionnaire and Building Inventory**  
New York State Department of Environmental Conservation

**PRODUCT INVENTORY**

Building Name: Library Bldg Code: \_\_\_\_\_ Date: Apr 6, 2022  
Bldg Address: 550 Main Street Apt/Suite No: \_\_\_\_\_  
Bldg City/State/Zip: East Aurora NY, 14052  
Make and Model of PID: ppbRAE Date of Calibration: \_\_\_\_\_

Location	Product Name/Description	Size (oz)	Condition *	Chemical Ingredients	PID Reading	COC Y/N?
Boiler Room	Austin's Ammonia (2)	128	U	ammonium hydroxide CAS 1336-21-6	0	<input type="checkbox"/>
	Majestic bleach	128	U	unlisted	0	<input type="checkbox"/>
	MEX All-purpose cleanser	32	U	sodium metasilicate, sodium sesquicarbonate, sodium carbonate	0	<input type="checkbox"/>
	Rustoleum enamel	32	U	polyurethanes, latex, epoxies, alkyds	0	<input type="checkbox"/>
	Sherwin Williams Latex Paint	32	U	titanium dioxide, acrylic polymer, nepheline syenite, polypropylene	0	<input type="checkbox"/>
	SW Latex Paint (2)	128	U	titanium dioxide, acrylic polymer, nepheline syenite, polypropylene	0	<input type="checkbox"/>
	DoltBest adhesive	32	U	Ethylene glycol, stoddard solvent	0	<input type="checkbox"/>
	DryDex Spackling	128	U	Crystalline silica	0	<input type="checkbox"/>
	Triple S Glass Cleaner	19	U	butane/propane blend, propylene glycol n-propyl ether, ethanol	0	<input type="checkbox"/>
	unmarked cleaning spray bottl	32	U			<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

\* Describe the condition of the product containers as **Unopened (UO)**, **Used (U)**, or **Deteriorated (D)**

\*\* Photographs of the **front and back** of product containers can replace the handwritten list of chemical ingredients. However, the photographs must be of good quality and ingredient labels must be legible.

Product Inventory Complete? ☐ Were there any elevated PID readings taken on site? ☐ ☐ Products with COC?



Structure Sampling Questionnaire and Building Inventory  
New York State Department of Environmental Conservation

Building Code: \_\_\_\_\_ Address: 550 Main Street East Aurora, NY 14052

**Sampling Information**

Sampler Name(s): Molly Dreyer & Lawrence Roedl Sampler Company Code: WSP  
Sample Collection Date: Apr 6, 2022 Date Samples Sent To Lab: Apr 11, 2022  
Sample Chain of Custody Number: \_\_\_\_\_ Outdoor Air Sample Location ID: \_\_\_\_\_

**SUMMA Canister Information**

**\*\*Void\*\***

Sample ID:	SS01-550	FF02-550	OA03-550	FF04-550	SS05-550
Location Code:					
Location Type:	SUBSLAB	FIRST FLOOR	OUTDOOR	FIRST FLOOR	SUBSLAB
Canister ID:	7814	2597	4780	3485	4452
Regulator ID:	4867	5834	3058	3375	4768
Matrix:	Subslab Soil Vap	Indoor Air	Ambient Outd	Indoor Air	Subslab Soil
Sampling Method:	SUMMA AIR SAMPLI	SUMMA AIR SA	SUMMA AIR SA	SUMMA AIR SA	SUMMA AIR SA

**Sampling Area Info**

Slab Thickness (inches):	12				12
Sub-Slab Material:	CRUSHED STONE				CRUSHED STON
Sub-Slab Moisture:	DRY				DRY
Seal Type:	CLAY				CLAY
Seal Adequate?:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Sample Times and Vacuum Readings**

Sample Start Date/Time:	04/06/2022 14:50	04/06/2022 14:49	04/06/2022 14:50	04/07/2022 15:44	04/07/2022 15:48
Vacuum Gauge Start:	-29	-29	-29	-29	-29
Sample End Date/Time:	04/07/2022 15:19	04/07/2022 15:19	04/08/2022 15:50	04/08/2022 15:49	04/08/2022 15:49
Vacuum Gauge End:	-11	-29	-10	-7	-5
Sample Duration (hrs):	24	24	24	24	24
Vacuum Gauge Unit:	in (hg)	in (hg)	in (hg)	in (hg)	in (hg)

**Sample QA/QC Readings**

Vapor Port Purge:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purge PID Reading:	3344				
Purge PID Unit:	ppb				
Tracer Test Pass:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sample start and end times should be entered using the following format: MM/DD/YYYY HH:MM



**Structure Sampling Questionnaire and Building Inventory**  
New York State Department of Environmental Conservation

Site Name: Mr. C's Dry Cleaners Site Code: 915157 Operable Unit: OU1  
Building Code: \_\_\_\_\_ Building Name: Aurora Town Public Library  
Address: 550 Main Street Apt/Suite No: \_\_\_\_\_  
City: East Aurora State: NY Zip: 14052 County: Erie

**Factors Affecting Indoor Air Quality**

Frequency Basement/Lowest Level is Occupied?: FULL TIME Floor Material: CEMENT

☐ Inhabited? ☐ HVAC System On? ☐ Bathroom Exhaust Fan? ☐ Kitchen Exhaust Fan?

Alternate Heat Source: \_\_\_\_\_ ☐ Is there smoking in the building?

☐ Air Fresheners? Description/Location of Air Freshener: \_\_\_\_\_

☐ Cleaning Products Used Recently?: Description of Cleaning Products: \_\_\_\_\_

☐ Cosmetic Products Used Recently?: Description of Cosmetic Products: \_\_\_\_\_

☐ New Carpet or Furniture? Location of New Carpet/Furniture: \_\_\_\_\_

☐ Recent Dry Cleaning? Location of Recently Dry Cleaned Fabrics: \_\_\_\_\_

☐ Recent Painting/Staining? Location of New Painting: \_\_\_\_\_

☐ Solvent or Chemical Odors? Describe Odors (if any): \_\_\_\_\_

☐ Do Any Occupants Use Solvents At Work? If So, List Solvents Used: \_\_\_\_\_

☐ Recent Pesticide/Rodenticide? Description of Last Use: \_\_\_\_\_

Describe Any Household Activities (chemical use, storage, unvented appliances, hobbies, etc.) That May Affect Indoor Air Quality:  
Routine cleaning of the library area.

☐ Any Prior Testing For Radon? If So, When?: \_\_\_\_\_

☐ Any Prior Testing For VOCs? If So, When?: \_\_\_\_\_

**Sampling Conditions**

Weather Conditions: SUNNY Outdoor Temperature: 55 °F

Current Building Use: OTHER Barometric Pressure: 30 in(hg)

Product Inventory Complete? ☒ Yes ☐ Building Questionnaire Completed?



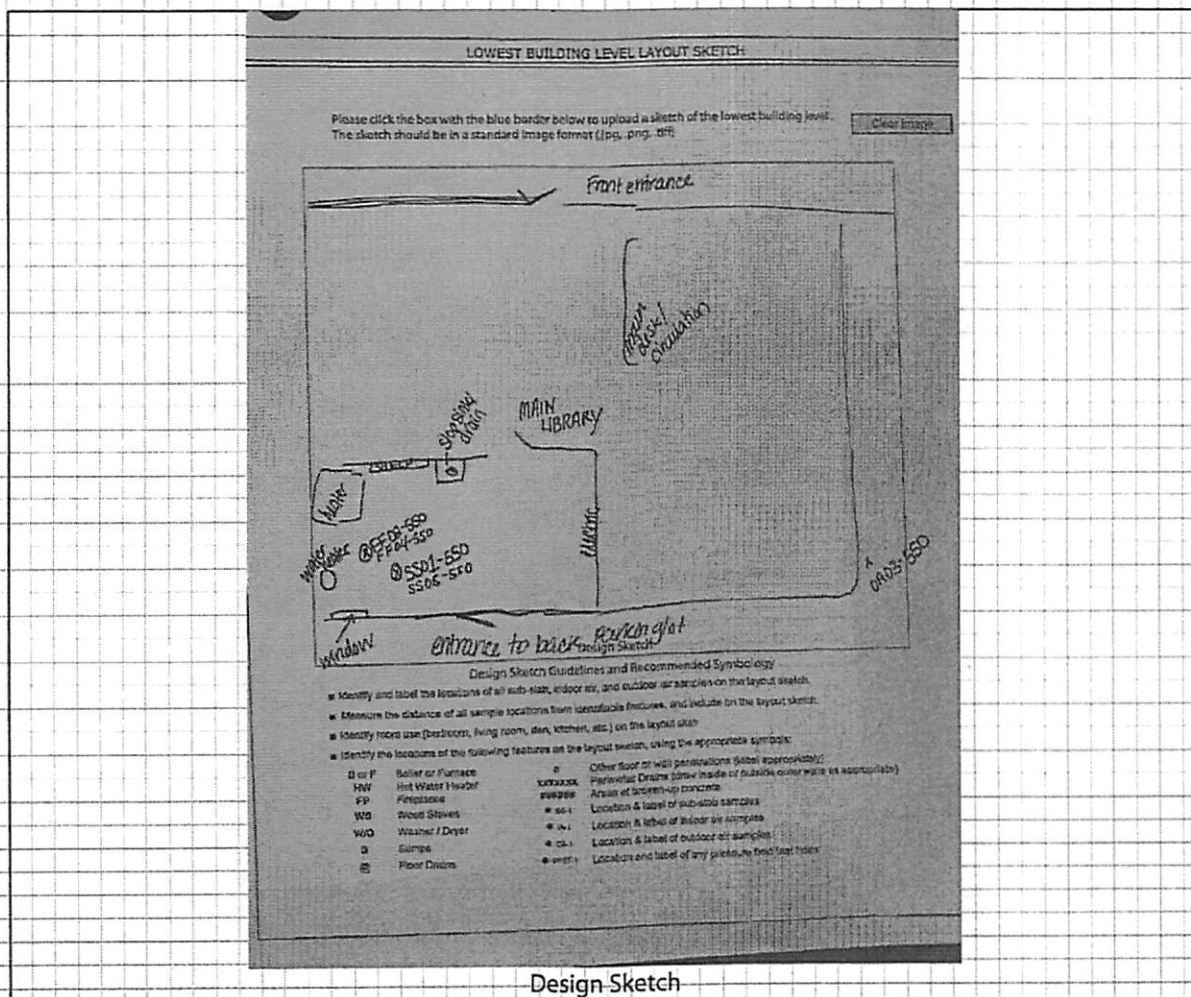
# Structure Sampling Questionnaire and Building Inventory

New York State Department of Environmental Conservation

## LOWEST BUILDING LEVEL LAYOUT SKETCH

Please click the box with the blue border below to upload a sketch of the lowest building level. The sketch should be in a standard image format (.jpg, .png, .tiff)

Clear Image



### Design Sketch Guidelines and Recommended Symbology

- Identify and label the locations of all sub-slab, indoor air, and outdoor air samples on the layout sketch.
  - Measure the distance of all sample locations from identifiable features, and include on the layout sketch.
  - Identify room use (bedroom, living room, den, kitchen, etc.) on the layout sketch.
  - Identify the locations of the following features on the layout sketch, using the appropriate symbols:
- |        |                   |          |  |
|--------|-------------------|----------|--|
| B or F | Boiler or Furnace | o        | Other floor or wall penetrations (label appropriately)               |
| HW     | Hot Water Heater  | xxxxxxx  | Perimeter Drains (draw inside or outside outer walls as appropriate) |
| FP     | Fireplaces        | #####    | Areas of broken-up concrete  |
| WS     | Wood Stoves       | ● SS-1   | Location & label of sub-slab samples                                 |
| W/D    | Washer / Dryer    | ● IA-1   | Location & label of indoor air samples                               |
| S      | Sumps             | ● OA-1   | Location & label of outdoor air samples                              |
| @      | Floor Drains      | ● PFET-1 | Location and label of any pressure field test holes                  |

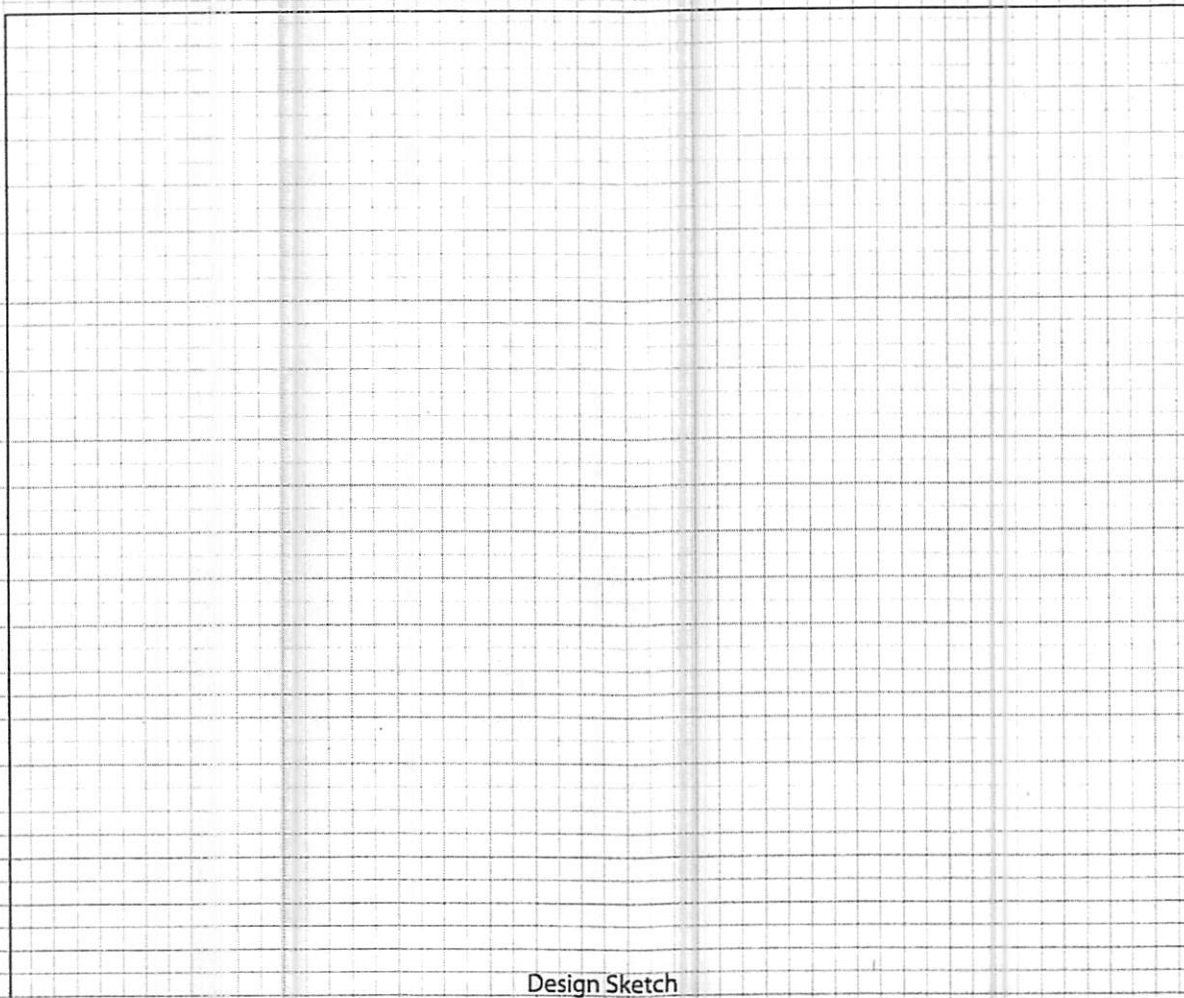


**Structure Sampling Questionnaire and Building Inventory**  
New York State Department of Environmental Conservation

**FIRST FLOOR BUILDING LAYOUT SKETCH**

Please click the box with the blue border below to upload a sketch of the first floor of the building.  
The sketch should be in a standard image format (.jpg, .png, .tiff)

Clear Image



Design Sketch

**Design Sketch Guidelines and Recommended Symbolology**

- Identify and label the locations of all sub-slab, indoor air, and outdoor air samples on the layout sketch.
- Measure the distance of all sample locations from identifiable features, and include on the layout sketch.
- Identify room use (bedroom, living room, den, kitchen, etc.) on the layout sketch.
- Identify the locations of the following features on the layout sketch, using the appropriate symbols:

B or F	Boiler or Furnace	o	Other floor or wall penetrations (label appropriately)
HW	Hot Water Heater	xxxxxxx	Perimeter Drains (draw inside or outside outer walls as appropriate)
FP	Fireplaces	#####	Areas of broken-up concrete
WS	Wood Stoves	● SS-1	Location & label of sub-slab samples
W/D	Washer / Dryer	● IA-1	Location & label of indoor air samples
S	Sumps	● OA-1	Location & label of outdoor air samples
@	Floor Drains	● PFET-1	Location and label of any pressure field test holes.





# Structure Sampling Questionnaire and Building Inventory

New York State Department of Environmental Conservation

## OUTDOOR PLOT LAYOUT SKETCH

Please click the box with the blue border below to upload a sketch of the outdoor plot of the building as well as the surrounding area. The sketch should be in a standard image format (.jpg, .png, .tiff)

Clear Image

**OUTDOOR PLOT LAYOUT SKETCH**

Please click the box with the blue border below to upload a sketch of the outdoor plot of the building as well as the surrounding area. The sketch should be in a standard image format (.jpg, .png, .tiff)

Clear Image

**Design Sketch**

**Design Sketch Guidelines and Recommended Symbolology**

- Identify and label the locations of all sub-slab, indoor air, and outdoor air samples on the layout sketch.
- Measure the distance of all sample locations from identifiable features, and include on the layout sketch.
- Identify room use (bedroom, living room, den, kitchen, etc.) on the layout sketch.
- Identify the locations of the following features on the layout sketch, using the appropriate symbols:

B or F	Boiler or Furnace	o	Other floor or wall penetrations (label appropriately)
HW	Hot Water Heater	xxxxxxx	Perimeter Drains (draw inside or outside outer walls as appropriate)
FP	Fireplaces	#####	Areas of broken-up concrete
WS	Wood Stoves	● SS-1	Location & label of sub-slab samples
W/D	Washer / Dryer	● IA-1	Location & label of indoor air samples
S	Sumps	● OA-1	Location & label of outdoor air samples
@	Floor Drains	● PFET-1	Location and label of any pressure field test holes.

### Design Sketch Guidelines and Recommended Symbolology

- Identify and label the locations of all sub-slab, indoor air, and outdoor air samples on the layout sketch.
  - Measure the distance of all sample locations from identifiable features, and include on the layout sketch.
  - Identify room use (bedroom, living room, den, kitchen, etc.) on the layout sketch.
  - Identify the locations of the following features on the layout sketch, using the appropriate symbols:
- |        |                   |          |  |
|--------|-------------------|----------|--|
| B or F | Boiler or Furnace | o        | Other floor or wall penetrations (label appropriately)               |
| HW     | Hot Water Heater  | xxxxxxx  | Perimeter Drains (draw inside or outside outer walls as appropriate) |
| FP     | Fireplaces        | #####    | Areas of broken-up concrete  |
| WS     | Wood Stoves       | ● SS-1   | Location & label of sub-slab samples                                 |
| W/D    | Washer / Dryer    | ● IA-1   | Location & label of indoor air samples                               |
| S      | Sumps             | ● OA-1   | Location & label of outdoor air samples                              |
| @      | Floor Drains      | ● PFET-1 | Location and label of any pressure field test holes.                 |

# Client Sample Results

Client: WSP USA Inc.  
Project/Site: Mr. C's Dry Cleaning Site

Job ID: 200-62975-1  
SDG: 200-62975-1

Client Sample ID: SS01-550

Lab Sample ID: 200-62975-8

Date Collected: 04/07/22 15:18

Matrix: Air

Date Received: 04/13/22 11:00

Sample Container: Summa Canister 6L

Method: EPA TO-15 - Volatile Organic Compounds in Ambient Air									
Analyte	Result	Qualifier	LOQ	LOD	Unit	D	Prepared	Analyzed	Dil Fac
Dichlorodifluoromethane	1.5	J	2.5	0.54	ug/m3			04/15/22 04:54	1
Chlorodifluoromethane	28		1.8	0.39	ug/m3			04/15/22 04:54	1
1,2-Dichlorotetrafluoroethane	<0.38		1.4	0.38	ug/m3			04/15/22 04:54	1
Chloromethane	<0.25		1.0	0.25	ug/m3			04/15/22 04:54	1
n-Butane	110	E	1.2	0.45	ug/m3			04/15/22 04:54	1
Vinyl chloride	<0.072		0.20	0.072	ug/m3			04/15/22 04:54	1
1,3-Butadiene	1.7		0.44	0.084	ug/m3			04/15/22 04:54	1
Bromomethane	<0.20		0.78	0.20	ug/m3			04/15/22 04:54	1
Chloroethane	<0.66		1.3	0.66	ug/m3			04/15/22 04:54	1
Bromoethene(Vinyl Bromide)	<0.37		0.87	0.37	ug/m3			04/15/22 04:54	1
Trichlorofluoromethane	1.1		1.1	0.29	ug/m3			04/15/22 04:54	1
1,1,2-Trichlorotrifluoroethane	<0.42		1.5	0.42	ug/m3			04/15/22 04:54	1
1,1-Dichloroethene	<0.11		0.20	0.11	ug/m3			04/15/22 04:54	1
Acetone	230	E	12	4.8	ug/m3			04/15/22 04:54	1
Isopropyl alcohol	89		12	2.4	ug/m3			04/15/22 04:54	1
Carbon disulfide	12		1.6	0.40	ug/m3			04/15/22 04:54	1
3-Chloropropene	<0.34		1.6	0.34	ug/m3			04/15/22 04:54	1
Methylene Chloride	0.68	J	1.7	0.59	ug/m3			04/15/22 04:54	1
tert-Butyl alcohol	4.3	J	15	3.6	ug/m3			04/15/22 04:54	1
Methyl tert-butyl ether	<0.29		0.72	0.29	ug/m3			04/15/22 04:54	1
trans-1,2-Dichloroethene	<0.35		0.79	0.35	ug/m3			04/15/22 04:54	1
n-Hexane	67		1.8	0.81	ug/m3			04/15/22 04:54	1
1,1-Dichloroethane	<0.12		0.81	0.12	ug/m3			04/15/22 04:54	1
Methyl Ethyl Ketone (2-Butanone)	20		1.5	0.50	ug/m3			04/15/22 04:54	1
cis-1,2-Dichloroethene	<0.13		0.20	0.13	ug/m3			04/15/22 04:54	1
Chloroform	<0.22		0.98	0.22	ug/m3			04/15/22 04:54	1
Tetrahydrofuran	3.6	J	15	3.5	ug/m3			04/15/22 04:54	1
1,1,1-Trichloroethane	<0.21		1.1	0.21	ug/m3			04/15/22 04:54	1
Cyclohexane	26		0.69	0.12	ug/m3			04/15/22 04:54	1
Carbon tetrachloride	0.39		0.22	0.20	ug/m3			04/15/22 04:54	1
2,2,4-Trimethylpentane	1.3		0.93	0.16	ug/m3			04/15/22 04:54	1
Benzene	13		0.64	0.24	ug/m3			04/15/22 04:54	1
1,2-Dichloroethane	<0.61		0.81	0.61	ug/m3			04/15/22 04:54	1
n-Heptane	56		0.82	0.24	ug/m3			04/15/22 04:54	1
Trichloroethene	0.23		0.20	0.13	ug/m3			04/15/22 04:54	1
Methyl methacrylate	<0.66		2.0	0.66	ug/m3			04/15/22 04:54	1
1,2-Dichloropropane	<0.40		0.92	0.40	ug/m3			04/15/22 04:54	1
1,4-Dioxane	7.3	J	18	6.1	ug/m3			04/15/22 04:54	1
Bromodichloromethane	<0.27		1.3	0.27	ug/m3			04/15/22 04:54	1
cis-1,3-Dichloropropene	<0.091		0.91	0.091	ug/m3			04/15/22 04:54	1
4-Methyl-2-pentanone (Methyl isobutyl ketone)	12		2.0	0.78	ug/m3			04/15/22 04:54	1
Toluene	80		0.75	0.35	ug/m3			04/15/22 04:54	1
trans-1,3-Dichloropropene	<0.40		0.91	0.40	ug/m3			04/15/22 04:54	1
1,1,2-Trichloroethane	<0.19		1.1	0.19	ug/m3			04/15/22 04:54	1
Tetrachloroethene	4.1		1.4	0.18	ug/m3			04/15/22 04:54	1
Methyl Butyl Ketone (2-Hexanone)	<0.82		2.0	0.82	ug/m3			04/15/22 04:54	1
Dibromochloromethane	<0.26		1.7	0.26	ug/m3			04/15/22 04:54	1
1,2-Dibromoethane	<0.35		1.5	0.35	ug/m3			04/15/22 04:54	1

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# Client Sample Results

Client: WSP USA Inc.  
Project/Site: Mr. C's Dry Cleaning Site

Job ID: 200-62975-1  
SDG: 200-62975-1

Client Sample ID: SS01-550

Lab Sample ID: 200-62975-8

Date Collected: 04/07/22 15:18

Matrix: Air

Date Received: 04/13/22 11:00

Sample Container: Summa Canister 6L

## Method: EPA TO-15 - Volatile Organic Compounds in Ambient Air (Continued)

Analyte	Result	Qualifier	LOQ	LOD	Unit	D	Prepared	Analyzed	Dil Fac
Chlorobenzene	<0.20		0.92	0.20	ug/m3			04/15/22 04:54	1
Ethylbenzene	25		0.87	0.43	ug/m3			04/15/22 04:54	1
m,p-Xylene	100		2.2	0.74	ug/m3			04/15/22 04:54	1
o-Xylene	20		0.87	0.41	ug/m3			04/15/22 04:54	1
Styrene	<0.14		0.85	0.14	ug/m3			04/15/22 04:54	1
Bromoform	<0.60		2.1	0.60	ug/m3			04/15/22 04:54	1
Cumene	<0.18		0.98	0.18	ug/m3			04/15/22 04:54	1
1,1,2,2-Tetrachloroethane	<0.30		1.4	0.30	ug/m3			04/15/22 04:54	1
n-Propylbenzene	<0.23		0.98	0.23	ug/m3			04/15/22 04:54	1
4-Ethyltoluene	0.51	J	0.98	0.25	ug/m3			04/15/22 04:54	1
1,3,5-Trimethylbenzene	0.53	J	0.98	0.22	ug/m3			04/15/22 04:54	1
2-Chlorotoluene	<0.25		1.0	0.25	ug/m3			04/15/22 04:54	1
tert-Butylbenzene	<0.20		1.1	0.20	ug/m3			04/15/22 04:54	1
1,2,4-Trimethylbenzene	1.9		0.98	0.23	ug/m3			04/15/22 04:54	1
sec-Butylbenzene	<0.21		1.1	0.21	ug/m3			04/15/22 04:54	1
4-Isopropyltoluene	0.53	J	1.1	0.21	ug/m3			04/15/22 04:54	1
1,3-Dichlorobenzene	<0.54		1.2	0.54	ug/m3			04/15/22 04:54	1
1,4-Dichlorobenzene	<0.57		1.2	0.57	ug/m3			04/15/22 04:54	1
Benzyl chloride	<0.38		1.0	0.38	ug/m3			04/15/22 04:54	1
n-Butylbenzene	<0.30		1.1	0.30	ug/m3			04/15/22 04:54	1
1,2-Dichlorobenzene	<0.42		1.2	0.42	ug/m3			04/15/22 04:54	1
1,2,4-Trichlorobenzene	<1.4		3.7	1.4	ug/m3			04/15/22 04:54	1
Hexachlorobutadiene	<0.33		2.1	0.33	ug/m3			04/15/22 04:54	1
Naphthalene	<0.89		2.6	0.89	ug/m3			04/15/22 04:54	1
Analyte	Result	Qualifier	LOQ	LOD	Unit	D	Prepared	Analyzed	Dil Fac
Dichlorodifluoromethane	0.31	J	0.50	0.11	ppb v/v			04/15/22 04:54	1
Chlorodifluoromethane	8.0		0.50	0.11	ppb v/v			04/15/22 04:54	1
1,2-Dichlorotetrafluoroethane	<0.055		0.20	0.055	ppb v/v			04/15/22 04:54	1
Chloromethane	<0.12		0.50	0.12	ppb v/v			04/15/22 04:54	1
n-Butane	45	E	0.50	0.19	ppb v/v			04/15/22 04:54	1
Vinyl chloride	<0.028		0.078	0.028	ppb v/v			04/15/22 04:54	1
1,3-Butadiene	0.75		0.20	0.038	ppb v/v			04/15/22 04:54	1
Bromomethane	<0.052		0.20	0.052	ppb v/v			04/15/22 04:54	1
Chloroethane	<0.25		0.50	0.25	ppb v/v			04/15/22 04:54	1
Bromoethene(Vinyl Bromide)	<0.085		0.20	0.085	ppb v/v			04/15/22 04:54	1
Trichlorofluoromethane	0.20		0.20	0.052	ppb v/v			04/15/22 04:54	1
1,1,2-Trichlorotrifluoroethane	<0.055		0.20	0.055	ppb v/v			04/15/22 04:54	1
1,1-Dichloroethene	<0.029		0.050	0.029	ppb v/v			04/15/22 04:54	1
Acetone	99	E	5.0	2.0	ppb v/v			04/15/22 04:54	1
Isopropyl alcohol	36		5.0	0.98	ppb v/v			04/15/22 04:54	1
Carbon disulfide	3.8		0.50	0.13	ppb v/v			04/15/22 04:54	1
3-Chloropropene	<0.11		0.50	0.11	ppb v/v			04/15/22 04:54	1
Methylene Chloride	0.19	J	0.50	0.17	ppb v/v			04/15/22 04:54	1
tert-Butyl alcohol	1.4	J	5.0	1.2	ppb v/v			04/15/22 04:54	1
Methyl tert-butyl ether	<0.080		0.20	0.080	ppb v/v			04/15/22 04:54	1
trans-1,2-Dichloroethene	<0.088		0.20	0.088	ppb v/v			04/15/22 04:54	1
n-Hexane	19		0.50	0.23	ppb v/v			04/15/22 04:54	1
1,1-Dichloroethane	<0.029		0.20	0.029	ppb v/v			04/15/22 04:54	1

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# Client Sample Results

Client: WSP USA Inc.  
Project/Site: Mr. C's Dry Cleaning Site

Job ID: 200-62975-1  
SDG: 200-62975-1

Client Sample ID: SS01-550

Lab Sample ID: 200-62975-8

Date Collected: 04/07/22 15:18

Matrix: Air

Date Received: 04/13/22 11:00

Sample Container: Summa Canister 6L

## Method: EPA TO-15 - Volatile Organic Compounds in Ambient Air (Continued)

Analyte	Result	Qualifier	LOQ	LOD	Unit	D	Prepared	Analyzed	Dil Fac
Methyl Ethyl Ketone (2-Butanone)	6.9		0.50	0.17	ppb v/v			04/15/22 04:54	1
cis-1,2-Dichloroethene	<0.033		0.050	0.033	ppb v/v			04/15/22 04:54	1
Chloroform	<0.046		0.20	0.046	ppb v/v			04/15/22 04:54	1
Tetrahydrofuran	1.2	J	5.0	1.2	ppb v/v			04/15/22 04:54	1
1,1,1-Trichloroethane	<0.039		0.20	0.039	ppb v/v			04/15/22 04:54	1
Cyclohexane	7.4		0.20	0.035	ppb v/v			04/15/22 04:54	1
Carbon tetrachloride	0.062		0.035	0.032	ppb v/v			04/15/22 04:54	1
2,2,4-Trimethylpentane	0.27		0.20	0.035	ppb v/v			04/15/22 04:54	1
Benzene	4.2		0.20	0.074	ppb v/v			04/15/22 04:54	1
1,2-Dichloroethane	<0.15		0.20	0.15	ppb v/v			04/15/22 04:54	1
n-Heptane	14		0.20	0.059	ppb v/v			04/15/22 04:54	1
Trichloroethene	0.043		0.037	0.024	ppb v/v			04/15/22 04:54	1
Methyl methacrylate	<0.16		0.50	0.16	ppb v/v			04/15/22 04:54	1
1,2-Dichloropropane	<0.087		0.20	0.087	ppb v/v			04/15/22 04:54	1
1,4-Dioxane	2.0	J	5.0	1.7	ppb v/v			04/15/22 04:54	1
Bromodichloromethane	<0.040		0.20	0.040	ppb v/v			04/15/22 04:54	1
cis-1,3-Dichloropropene	<0.020		0.20	0.020	ppb v/v			04/15/22 04:54	1
4-Methyl-2-pentanone (Methyl isobutyl ketone)	2.8		0.50	0.19	ppb v/v			04/15/22 04:54	1
Toluene	21		0.20	0.093	ppb v/v			04/15/22 04:54	1
trans-1,3-Dichloropropene	<0.089		0.20	0.089	ppb v/v			04/15/22 04:54	1
1,1,2-Trichloroethane	<0.034		0.20	0.034	ppb v/v			04/15/22 04:54	1
Tetrachloroethene	0.61		0.20	0.027	ppb v/v			04/15/22 04:54	1
Methyl Butyl Ketone (2-Hexanone)	<0.20		0.50	0.20	ppb v/v			04/15/22 04:54	1
Dibromochloromethane	<0.031		0.20	0.031	ppb v/v			04/15/22 04:54	1
1,2-Dibromoethane	<0.046		0.20	0.046	ppb v/v			04/15/22 04:54	1
Chlorobenzene	<0.043		0.20	0.043	ppb v/v			04/15/22 04:54	1
Ethylbenzene	5.7		0.20	0.10	ppb v/v			04/15/22 04:54	1
m,p-Xylene	23		0.50	0.17	ppb v/v			04/15/22 04:54	1
o-Xylene	4.6		0.20	0.094	ppb v/v			04/15/22 04:54	1
Styrene	<0.032		0.20	0.032	ppb v/v			04/15/22 04:54	1
Bromoform	<0.058		0.20	0.058	ppb v/v			04/15/22 04:54	1
Cumene	<0.037		0.20	0.037	ppb v/v			04/15/22 04:54	1
1,1,2,2-Tetrachloroethane	<0.043		0.20	0.043	ppb v/v			04/15/22 04:54	1
n-Propylbenzene	<0.047		0.20	0.047	ppb v/v			04/15/22 04:54	1
4-Ethyltoluene	0.10	J	0.20	0.051	ppb v/v			04/15/22 04:54	1
1,3,5-Trimethylbenzene	0.11	J	0.20	0.044	ppb v/v			04/15/22 04:54	1
2-Chlorotoluene	<0.048		0.20	0.048	ppb v/v			04/15/22 04:54	1
tert-Butylbenzene	<0.037		0.20	0.037	ppb v/v			04/15/22 04:54	1
1,2,4-Trimethylbenzene	0.38		0.20	0.047	ppb v/v			04/15/22 04:54	1
sec-Butylbenzene	<0.039		0.20	0.039	ppb v/v			04/15/22 04:54	1
4-Isopropyltoluene	0.097	J	0.20	0.039	ppb v/v			04/15/22 04:54	1
1,3-Dichlorobenzene	<0.089		0.20	0.089	ppb v/v			04/15/22 04:54	1
1,4-Dichlorobenzene	<0.095		0.20	0.095	ppb v/v			04/15/22 04:54	1
Benzyl chloride	<0.074		0.20	0.074	ppb v/v			04/15/22 04:54	1
n-Butylbenzene	<0.055		0.20	0.055	ppb v/v			04/15/22 04:54	1
1,2-Dichlorobenzene	<0.070		0.20	0.070	ppb v/v			04/15/22 04:54	1
1,2,4-Trichlorobenzene	<0.19		0.50	0.19	ppb v/v			04/15/22 04:54	1
Hexachlorobutadiene	<0.031		0.20	0.031	ppb v/v			04/15/22 04:54	1

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## Client Sample Results

Client: WSP USA Inc.  
Project/Site: Mr. C's Dry Cleaning Site

Job ID: 200-62975-1  
SDG: 200-62975-1

Client Sample ID: SS01-550

Lab Sample ID: 200-62975-8

Date Collected: 04/07/22 15:18

Matrix: Air

Date Received: 04/13/22 11:00

Sample Container: Summa Canister 6L

Method: EPA TO-15 - Volatile Organic Compounds in Ambient Air (Continued)

Analyte	Result	Qualifier	LOQ	LOD	Unit	D	Prepared	Analyzed	Dil Fac
Naphthalene	<0.17		0.50	0.17	ppb v/v			04/15/22 04:54	1

# Client Sample Results

Client: WSP USA Inc.  
Project/Site: Mr. C's Dry Cleaning Site

Job ID: 200-62975-1  
SDG: 200-62975-1

Client Sample ID: SS01-550

Lab Sample ID: 200-62975-8

Date Collected: 04/07/22 15:18

Matrix: Air

Date Received: 04/13/22 11:00

Sample Container: Summa Canister 6L

## Method: EPA TO-15 - Volatile Organic Compounds in Ambient Air - DL

Analyte	Result	Qualifier	LOQ	LOD	Unit	D	Prepared	Analyzed	Dil Fac
Dichlorodifluoromethane	<5.7		26	5.7	ug/m3			04/16/22 03:40	10.5
Chlorodifluoromethane	28		19	4.1	ug/m3			04/16/22 03:40	10.5
1,2-Dichlorotetrafluoroethane	<4.0		15	4.0	ug/m3			04/16/22 03:40	10.5
Chloromethane	<2.6		11	2.6	ug/m3			04/16/22 03:40	10.5
n-Butane	100		12	4.7	ug/m3			04/16/22 03:40	10.5
Vinyl chloride	<0.75		2.1	0.75	ug/m3			04/16/22 03:40	10.5
1,3-Butadiene	1.6	J	4.6	0.88	ug/m3			04/16/22 03:40	10.5
Bromomethane	<2.1		8.2	2.1	ug/m3			04/16/22 03:40	10.5
Chloroethane	<6.9		14	6.9	ug/m3			04/16/22 03:40	10.5
Bromoethene(Vinyl Bromide)	<3.9		9.2	3.9	ug/m3			04/16/22 03:40	10.5
Trichlorofluoromethane	<3.1		12	3.1	ug/m3			04/16/22 03:40	10.5
1,1,2-Trichlorotrifluoroethane	<4.4		16	4.4	ug/m3			04/16/22 03:40	10.5
1,1-Dichloroethene	<1.2		2.1	1.2	ug/m3			04/16/22 03:40	10.5
Acetone	210		120	50	ug/m3			04/16/22 03:40	10.5
Isopropyl alcohol	72	J	130	25	ug/m3			04/16/22 03:40	10.5
Carbon disulfide	13	J	16	4.3	ug/m3			04/16/22 03:40	10.5
3-Chloropropene	<3.6		16	3.6	ug/m3			04/16/22 03:40	10.5
Methylene Chloride	<6.2		18	6.2	ug/m3			04/16/22 03:40	10.5
tert-Butyl alcohol	<38		160	38	ug/m3			04/16/22 03:40	10.5
Methyl tert-butyl ether	<3.0		7.6	3.0	ug/m3			04/16/22 03:40	10.5
trans-1,2-Dichloroethene	<3.7		8.3	3.7	ug/m3			04/16/22 03:40	10.5
n-Hexane	60		19	8.5	ug/m3			04/16/22 03:40	10.5
1,1-Dichloroethane	<1.2		8.5	1.2	ug/m3			04/16/22 03:40	10.5
Methyl Ethyl Ketone (2-Butanone)	15		15	5.3	ug/m3			04/16/22 03:40	10.5
cis-1,2-Dichloroethene	<1.4		2.1	1.4	ug/m3			04/16/22 03:40	10.5
Chloroform	<2.4		10	2.4	ug/m3			04/16/22 03:40	10.5
Tetrahydrofuran	<37		150	37	ug/m3			04/16/22 03:40	10.5
1,1,1-Trichloroethane	<2.2		11	2.2	ug/m3			04/16/22 03:40	10.5
Cyclohexane	23		7.2	1.3	ug/m3			04/16/22 03:40	10.5
Carbon tetrachloride	<2.1		2.3	2.1	ug/m3			04/16/22 03:40	10.5
2,2,4-Trimethylpentane	<1.7		9.8	1.7	ug/m3			04/16/22 03:40	10.5
Benzene	13		6.7	2.5	ug/m3			04/16/22 03:40	10.5
1,2-Dichloroethane	<6.4		8.5	6.4	ug/m3			04/16/22 03:40	10.5
n-Heptane	46		8.6	2.5	ug/m3			04/16/22 03:40	10.5
Trichloroethene	<1.4		2.1	1.4	ug/m3			04/16/22 03:40	10.5
Methyl methacrylate	<6.9		21	6.9	ug/m3			04/16/22 03:40	10.5
1,2-Dichloropropane	<4.2		9.7	4.2	ug/m3			04/16/22 03:40	10.5
1,4-Dioxane	<64		190	64	ug/m3			04/16/22 03:40	10.5
Bromodichloromethane	<2.8		14	2.8	ug/m3			04/16/22 03:40	10.5
cis-1,3-Dichloropropene	<0.95		9.5	0.95	ug/m3			04/16/22 03:40	10.5
4-Methyl-2-pentanone (Methyl isobutyl ketone)	8.7	J	22	8.2	ug/m3			04/16/22 03:40	10.5
Toluene	79		7.9	3.7	ug/m3			04/16/22 03:40	10.5
trans-1,3-Dichloropropene	<4.2		9.5	4.2	ug/m3			04/16/22 03:40	10.5
1,1,2-Trichloroethane	<1.9		11	1.9	ug/m3			04/16/22 03:40	10.5
Tetrachloroethene	3.7	J	14	1.9	ug/m3			04/16/22 03:40	10.5
Methyl Butyl Ketone (2-Hexanone)	<8.6		22	8.6	ug/m3			04/16/22 03:40	10.5
Dibromochloromethane	<2.8		18	2.8	ug/m3			04/16/22 03:40	10.5
1,2-Dibromoethane	<3.7		16	3.7	ug/m3			04/16/22 03:40	10.5

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# Client Sample Results

Client: WSP USA Inc.  
Project/Site: Mr. C's Dry Cleaning Site

Job ID: 200-62975-1  
SDG: 200-62975-1

Client Sample ID: SS01-550

Lab Sample ID: 200-62975-8

Date Collected: 04/07/22 15:18

Matrix: Air

Date Received: 04/13/22 11:00

Sample Container: Summa Canister 6L

## Method: EPA TO-15 - Volatile Organic Compounds in Ambient Air - DL (Continued)

Analyte	Result	Qualifier	LOQ	LOD	Unit	D	Prepared	Analyzed	Dil Fac
Chlorobenzene	<2.1		9.7	2.1	ug/m3			04/16/22 03:40	10.5
Ethylbenzene	21		9.1	4.6	ug/m3			04/16/22 03:40	10.5
m,p-Xylene	86		23	7.8	ug/m3			04/16/22 03:40	10.5
o-Xylene	17		9.1	4.3	ug/m3			04/16/22 03:40	10.5
Styrene	<1.4		8.9	1.4	ug/m3			04/16/22 03:40	10.5
Bromoform	<6.3		22	6.3	ug/m3			04/16/22 03:40	10.5
Cumene	<1.9		10	1.9	ug/m3			04/16/22 03:40	10.5
1,1,2,2-Tetrachloroethane	<3.1		14	3.1	ug/m3			04/16/22 03:40	10.5
n-Propylbenzene	<2.4		10	2.4	ug/m3			04/16/22 03:40	10.5
4-Ethyltoluene	<2.6		10	2.6	ug/m3			04/16/22 03:40	10.5
1,3,5-Trimethylbenzene	<2.3		10	2.3	ug/m3			04/16/22 03:40	10.5
2-Chlorotoluene	<2.6		11	2.6	ug/m3			04/16/22 03:40	10.5
tert-Butylbenzene	<2.1		12	2.1	ug/m3			04/16/22 03:40	10.5
1,2,4-Trimethylbenzene	<2.4		10	2.4	ug/m3			04/16/22 03:40	10.5
sec-Butylbenzene	<2.2		12	2.2	ug/m3			04/16/22 03:40	10.5
4-Isopropyltoluene	<2.2		12	2.2	ug/m3			04/16/22 03:40	10.5
1,3-Dichlorobenzene	<5.6		13	5.6	ug/m3			04/16/22 03:40	10.5
1,4-Dichlorobenzene	<6.0		13	6.0	ug/m3			04/16/22 03:40	10.5
Benzyl chloride	<4.0		11	4.0	ug/m3			04/16/22 03:40	10.5
n-Butylbenzene	<3.2		12	3.2	ug/m3			04/16/22 03:40	10.5
1,2-Dichlorobenzene	<4.4		13	4.4	ug/m3			04/16/22 03:40	10.5
1,2,4-Trichlorobenzene	<15		39	15	ug/m3			04/16/22 03:40	10.5
Hexachlorobutadiene	<3.5		22	3.5	ug/m3			04/16/22 03:40	10.5
Naphthalene	<9.4		28	9.4	ug/m3			04/16/22 03:40	10.5
Analyte	Result	Qualifier	LOQ	LOD	Unit	D	Prepared	Analyzed	Dil Fac
Dichlorodifluoromethane	<1.2		5.3	1.2	ppb v/v			04/16/22 03:40	10.5
Chlorodifluoromethane	7.8		5.3	1.2	ppb v/v			04/16/22 03:40	10.5
1,2-Dichlorotetrafluoroethane	<0.58		2.1	0.58	ppb v/v			04/16/22 03:40	10.5
Chloromethane	<1.3		5.3	1.3	ppb v/v			04/16/22 03:40	10.5
n-Butane	43		5.3	2.0	ppb v/v			04/16/22 03:40	10.5
Vinyl chloride	<0.29		0.82	0.29	ppb v/v			04/16/22 03:40	10.5
1,3-Butadiene	0.74 J		2.1	0.40	ppb v/v			04/16/22 03:40	10.5
Bromomethane	<0.55		2.1	0.55	ppb v/v			04/16/22 03:40	10.5
Chloroethane	<2.6		5.3	2.6	ppb v/v			04/16/22 03:40	10.5
Bromoethane(Vinyl Bromide)	<0.89		2.1	0.89	ppb v/v			04/16/22 03:40	10.5
Trichlorofluoromethane	<0.55		2.1	0.55	ppb v/v			04/16/22 03:40	10.5
1,1,2-Trichlorotrifluoroethane	<0.58		2.1	0.58	ppb v/v			04/16/22 03:40	10.5
1,1-Dichloroethene	<0.30		0.53	0.30	ppb v/v			04/16/22 03:40	10.5
Acetone	87		53	21	ppb v/v			04/16/22 03:40	10.5
Isopropyl alcohol	29 J		53	10	ppb v/v			04/16/22 03:40	10.5
Carbon disulfide	4.1 J		5.3	1.4	ppb v/v			04/16/22 03:40	10.5
3-Chloropropene	<1.2		5.3	1.2	ppb v/v			04/16/22 03:40	10.5
Methylene Chloride	<1.8		5.3	1.8	ppb v/v			04/16/22 03:40	10.5
tert-Butyl alcohol	<13		53	13	ppb v/v			04/16/22 03:40	10.5
Methyl tert-butyl ether	<0.84		2.1	0.84	ppb v/v			04/16/22 03:40	10.5
trans-1,2-Dichloroethene	<0.92		2.1	0.92	ppb v/v			04/16/22 03:40	10.5
n-Hexane	17		5.3	2.4	ppb v/v			04/16/22 03:40	10.5
1,1-Dichloroethane	<0.30		2.1	0.30	ppb v/v			04/16/22 03:40	10.5

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# Client Sample Results

Client: WSP USA Inc.  
Project/Site: Mr. C's Dry Cleaning Site

Job ID: 200-62975-1  
SDG: 200-62975-1

Client Sample ID: SS01-550

Lab Sample ID: 200-62975-8

Date Collected: 04/07/22 15:18

Matrix: Air

Date Received: 04/13/22 11:00

Sample Container: Summa Canister 6L

Method: EPA TO-15 - Volatile Organic Compounds in Ambient Air - DL (Continued)									
Analyte	Result	Qualifier	LOQ	LOD	Unit	D	Prepared	Analyzed	Dil Fac
Methyl Ethyl Ketone (2-Butanone)	5.1		5.3	1.8	ppb v/v			04/16/22 03:40	10.5
cis-1,2-Dichloroethene	<0.35		0.53	0.35	ppb v/v			04/16/22 03:40	10.5
Chloroform	<0.48		2.1	0.48	ppb v/v			04/16/22 03:40	10.5
Tetrahydrofuran	<13		53	13	ppb v/v			04/16/22 03:40	10.5
1,1,1-Trichloroethane	<0.41		2.1	0.41	ppb v/v			04/16/22 03:40	10.5
Cyclohexane	6.7		2.1	0.37	ppb v/v			04/16/22 03:40	10.5
Carbon tetrachloride	<0.34		0.37	0.34	ppb v/v			04/16/22 03:40	10.5
2,2,4-Trimethylpentane	<0.37		2.1	0.37	ppb v/v			04/16/22 03:40	10.5
Benzene	3.9		2.1	0.78	ppb v/v			04/16/22 03:40	10.5
1,2-Dichloroethane	<1.6		2.1	1.6	ppb v/v			04/16/22 03:40	10.5
n-Heptane	11		2.1	0.62	ppb v/v			04/16/22 03:40	10.5
Trichloroethene	<0.25		0.39	0.25	ppb v/v			04/16/22 03:40	10.5
Methyl methacrylate	<1.7		5.3	1.7	ppb v/v			04/16/22 03:40	10.5
1,2-Dichloropropane	<0.91		2.1	0.91	ppb v/v			04/16/22 03:40	10.5
1,4-Dioxane	<18		53	18	ppb v/v			04/16/22 03:40	10.5
Bromodichloromethane	<0.42		2.1	0.42	ppb v/v			04/16/22 03:40	10.5
cis-1,3-Dichloropropene	<0.21		2.1	0.21	ppb v/v			04/16/22 03:40	10.5
4-Methyl-2-pentanone (Methyl isobutyl ketone)	2.1	J	5.3	2.0	ppb v/v			04/16/22 03:40	10.5
Toluene	21		2.1	0.98	ppb v/v			04/16/22 03:40	10.5
trans-1,3-Dichloropropene	<0.93		2.1	0.93	ppb v/v			04/16/22 03:40	10.5
1,1,2-Trichloroethane	<0.36		2.1	0.36	ppb v/v			04/16/22 03:40	10.5
Tetrachloroethene	0.54	J	2.1	0.28	ppb v/v			04/16/22 03:40	10.5
Methyl Butyl Ketone (2-Hexanone)	<2.1		5.3	2.1	ppb v/v			04/16/22 03:40	10.5
Dibromochloromethane	<0.33		2.1	0.33	ppb v/v			04/16/22 03:40	10.5
1,2-Dibromoethane	<0.48		2.1	0.48	ppb v/v			04/16/22 03:40	10.5
Chlorobenzene	<0.45		2.1	0.45	ppb v/v			04/16/22 03:40	10.5
Ethylbenzene	4.9		2.1	1.1	ppb v/v			04/16/22 03:40	10.5
m,p-Xylene	20		5.3	1.8	ppb v/v			04/16/22 03:40	10.5
o-Xylene	3.8		2.1	0.99	ppb v/v			04/16/22 03:40	10.5
Styrene	<0.34		2.1	0.34	ppb v/v			04/16/22 03:40	10.5
Bromoform	<0.61		2.1	0.61	ppb v/v			04/16/22 03:40	10.5
Cumene	<0.39		2.1	0.39	ppb v/v			04/16/22 03:40	10.5
1,1,2,2-Tetrachloroethane	<0.45		2.1	0.45	ppb v/v			04/16/22 03:40	10.5
n-Propylbenzene	<0.49		2.1	0.49	ppb v/v			04/16/22 03:40	10.5
4-Ethyltoluene	<0.54		2.1	0.54	ppb v/v			04/16/22 03:40	10.5
1,3,5-Trimethylbenzene	<0.46		2.1	0.46	ppb v/v			04/16/22 03:40	10.5
2-Chlorotoluene	<0.50		2.1	0.50	ppb v/v			04/16/22 03:40	10.5
tert-Butylbenzene	<0.39		2.1	0.39	ppb v/v			04/16/22 03:40	10.5
1,2,4-Trimethylbenzene	<0.49		2.1	0.49	ppb v/v			04/16/22 03:40	10.5
sec-Butylbenzene	<0.41		2.1	0.41	ppb v/v			04/16/22 03:40	10.5
4-Isopropyltoluene	<0.41		2.1	0.41	ppb v/v			04/16/22 03:40	10.5
1,3-Dichlorobenzene	<0.93		2.1	0.93	ppb v/v			04/16/22 03:40	10.5
1,4-Dichlorobenzene	<1.0		2.1	1.0	ppb v/v			04/16/22 03:40	10.5
Benzyl chloride	<0.78		2.1	0.78	ppb v/v			04/16/22 03:40	10.5
n-Butylbenzene	<0.58		2.1	0.58	ppb v/v			04/16/22 03:40	10.5
1,2-Dichlorobenzene	<0.74		2.1	0.74	ppb v/v			04/16/22 03:40	10.5
1,2,4-Trichlorobenzene	<2.0		5.3	2.0	ppb v/v			04/16/22 03:40	10.5
Hexachlorobutadiene	<0.33		2.1	0.33	ppb v/v			04/16/22 03:40	10.5

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## Client Sample Results

Client: WSP USA Inc.  
Project/Site: Mr. C's Dry Cleaning Site

Job ID: 200-62975-1  
SDG: 200-62975-1

Client Sample ID: SS01-550

Lab Sample ID: 200-62975-8

Date Collected: 04/07/22 15:18

Matrix: Air

Date Received: 04/13/22 11:00

Sample Container: Summa Canister 6L

Method: EPA TO-15 - Volatile Organic Compounds in Ambient Air - DL (Continued)

Analyte	Result	Qualifier	LOQ	LOD	Unit	D	Prepared	Analyzed	Dil Fac
Naphthalene	<1.8		5.3	1.8	ppb v/v			04/16/22 03:40	10.5

# Client Sample Results

Client: WSP USA Inc.  
Project/Site: Mr. C's Dry Cleaning Site

Job ID: 200-62975-1  
SDG: 200-62975-1

Client Sample ID: OA03-550

Lab Sample ID: 200-62975-18

Date Collected: 04/08/22 15:50

Matrix: Air

Date Received: 04/13/22 11:00

Sample Container: Summa Canister 6L

## Method: EPA TO-15 - Volatile Organic Compounds in Ambient Air

Analyte	Result	Qualifier	LOQ	LOD	Unit	D	Prepared	Analyzed	Dil Fac
Dichlorodifluoromethane	2.1	J	2.5	0.54	ug/m3			04/15/22 02:11	1
Chlorodifluoromethane	1.7	J	1.8	0.39	ug/m3			04/15/22 02:11	1
1,2-Dichlorotetrafluoroethane	<0.38		1.4	0.38	ug/m3			04/15/22 02:11	1
Chloromethane	1.4		1.0	0.25	ug/m3			04/15/22 02:11	1
n-Butane	1.7		1.2	0.45	ug/m3			04/15/22 02:11	1
Vinyl chloride	<0.072		0.20	0.072	ug/m3			04/15/22 02:11	1
1,3-Butadiene	<0.084		0.44	0.084	ug/m3			04/15/22 02:11	1
Bromomethane	<0.20		0.78	0.20	ug/m3			04/15/22 02:11	1
Chloroethane	<0.66		1.3	0.66	ug/m3			04/15/22 02:11	1
Bromoethene(Vinyl Bromide)	<0.37		0.87	0.37	ug/m3			04/15/22 02:11	1
Trichlorofluoromethane	1.1		1.1	0.29	ug/m3			04/15/22 02:11	1
1,1,2-Trichlorotrifluoroethane	0.46	J	1.5	0.42	ug/m3			04/15/22 02:11	1
1,1-Dichloroethene	<0.11		0.20	0.11	ug/m3			04/15/22 02:11	1
Acetone	7.2	J	12	4.8	ug/m3			04/15/22 02:11	1
Isopropyl alcohol	<2.4		12	2.4	ug/m3			04/15/22 02:11	1
Carbon disulfide	<0.40		1.6	0.40	ug/m3			04/15/22 02:11	1
3-Chloropropene	<0.34		1.6	0.34	ug/m3			04/15/22 02:11	1
Methylene Chloride	0.89	J	1.7	0.59	ug/m3			04/15/22 02:11	1
tert-Butyl alcohol	<3.6		15	3.6	ug/m3			04/15/22 02:11	1
Methyl tert-butyl ether	<0.29		0.72	0.29	ug/m3			04/15/22 02:11	1
trans-1,2-Dichloroethene	<0.35		0.79	0.35	ug/m3			04/15/22 02:11	1
n-Hexane	<0.81		1.8	0.81	ug/m3			04/15/22 02:11	1
1,1-Dichloroethane	<0.12		0.81	0.12	ug/m3			04/15/22 02:11	1
Methyl Ethyl Ketone (2-Butanone)	1.1	J	1.5	0.50	ug/m3			04/15/22 02:11	1
cis-1,2-Dichloroethene	<0.13		0.20	0.13	ug/m3			04/15/22 02:11	1
Chloroform	<0.22		0.98	0.22	ug/m3			04/15/22 02:11	1
Tetrahydrofuran	<3.5		15	3.5	ug/m3			04/15/22 02:11	1
1,1,1-Trichloroethane	<0.21		1.1	0.21	ug/m3			04/15/22 02:11	1
Cyclohexane	<0.12		0.69	0.12	ug/m3			04/15/22 02:11	1
Carbon tetrachloride	0.35		0.22	0.20	ug/m3			04/15/22 02:11	1
2,2,4-Trimethylpentane	<0.16		0.93	0.16	ug/m3			04/15/22 02:11	1
Benzene	0.28	J	0.84	0.24	ug/m3			04/15/22 02:11	1
1,2-Dichloroethane	<0.61		0.81	0.61	ug/m3			04/15/22 02:11	1
n-Heptane	<0.24		0.82	0.24	ug/m3			04/15/22 02:11	1
Trichloroethene	<0.13		0.20	0.13	ug/m3			04/15/22 02:11	1
Methyl methacrylate	<0.66		2.0	0.66	ug/m3			04/15/22 02:11	1
1,2-Dichloropropane	<0.40		0.92	0.40	ug/m3			04/15/22 02:11	1
1,4-Dioxane	<6.1		18	6.1	ug/m3			04/15/22 02:11	1
Bromodichloromethane	<0.27		1.3	0.27	ug/m3			04/15/22 02:11	1
cis-1,3-Dichloropropene	<0.091		0.91	0.091	ug/m3			04/15/22 02:11	1
4-Methyl-2-pentanone (Methyl isobutyl ketone)	<0.78		2.0	0.78	ug/m3			04/15/22 02:11	1
Toluene	0.40	J	0.75	0.35	ug/m3			04/15/22 02:11	1
trans-1,3-Dichloropropene	<0.40		0.91	0.40	ug/m3			04/15/22 02:11	1
1,1,2-Trichloroethane	<0.19		1.1	0.19	ug/m3			04/15/22 02:11	1
Tetrachloroethene	<0.18		1.4	0.18	ug/m3			04/15/22 02:11	1
Methyl Butyl Ketone (2-Hexanone)	<0.82		2.0	0.82	ug/m3			04/15/22 02:11	1
Dibromochloromethane	<0.26		1.7	0.26	ug/m3			04/15/22 02:11	1
1,2-Dibromoethane	<0.35		1.5	0.35	ug/m3			04/15/22 02:11	1

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# Client Sample Results

Client: WSP USA Inc.  
Project/Site: Mr. C's Dry Cleaning Site

Job ID: 200-62975-1  
SDG: 200-62975-1

Client Sample ID: OA03-550

Lab Sample ID: 200-62975-18

Date Collected: 04/08/22 15:50

Matrix: Air

Date Received: 04/13/22 11:00

Sample Container: Summa Canister 6L

## Method: EPA TO-15 - Volatile Organic Compounds in Ambient Air (Continued)

Analyte	Result	Qualifier	LOQ	LOD	Unit	D	Prepared	Analyzed	Dil Fac
Chlorobenzene	<0.20		0.92	0.20	ug/m3			04/15/22 02:11	1
Ethylbenzene	<0.43		0.87	0.43	ug/m3			04/15/22 02:11	1
m,p-Xylene	<0.74		2.2	0.74	ug/m3			04/15/22 02:11	1
o-Xylene	<0.41		0.87	0.41	ug/m3			04/15/22 02:11	1
Styrene	<0.14		0.85	0.14	ug/m3			04/15/22 02:11	1
Bromoform	<0.60		2.1	0.60	ug/m3			04/15/22 02:11	1
Cumene	<0.18		0.98	0.18	ug/m3			04/15/22 02:11	1
1,1,2,2-Tetrachloroethane	<0.30		1.4	0.30	ug/m3			04/15/22 02:11	1
n-Propylbenzene	<0.23		0.98	0.23	ug/m3			04/15/22 02:11	1
4-Ethyltoluene	<0.25		0.98	0.25	ug/m3			04/15/22 02:11	1
1,3,5-Trimethylbenzene	<0.22		0.98	0.22	ug/m3			04/15/22 02:11	1
2-Chlorotoluene	<0.25		1.0	0.25	ug/m3			04/15/22 02:11	1
tert-Butylbenzene	<0.20		1.1	0.20	ug/m3			04/15/22 02:11	1
1,2,4-Trimethylbenzene	<0.23		0.98	0.23	ug/m3			04/15/22 02:11	1
sec-Butylbenzene	<0.21		1.1	0.21	ug/m3			04/15/22 02:11	1
4-Isopropyltoluene	<0.21		1.1	0.21	ug/m3			04/15/22 02:11	1
1,3-Dichlorobenzene	<0.54		1.2	0.54	ug/m3			04/15/22 02:11	1
1,4-Dichlorobenzene	<0.57		1.2	0.57	ug/m3			04/15/22 02:11	1
Benzyl chloride	<0.38		1.0	0.38	ug/m3			04/15/22 02:11	1
n-Butylbenzene	<0.30		1.1	0.30	ug/m3			04/15/22 02:11	1
1,2-Dichlorobenzene	<0.42		1.2	0.42	ug/m3			04/15/22 02:11	1
1,2,4-Trichlorobenzene	<1.4		3.7	1.4	ug/m3			04/15/22 02:11	1
Hexachlorobutadiene	<0.33		2.1	0.33	ug/m3			04/15/22 02:11	1
Naphthalene	<0.89		2.6	0.89	ug/m3			04/15/22 02:11	1
Analyte	Result	Qualifier	LOQ	LOD	Unit	D	Prepared	Analyzed	Dil Fac
Dichlorodifluoromethane	0.43	J	0.50	0.11	ppb v/v			04/15/22 02:11	1
Chlorodifluoromethane	0.49	J	0.50	0.11	ppb v/v			04/15/22 02:11	1
1,2-Dichlorotetrafluoroethane	<0.055		0.20	0.055	ppb v/v			04/15/22 02:11	1
Chloromethane	0.68		0.50	0.12	ppb v/v			04/15/22 02:11	1
n-Butane	0.70		0.50	0.19	ppb v/v			04/15/22 02:11	1
Vinyl chloride	<0.028		0.078	0.028	ppb v/v			04/15/22 02:11	1
1,3-Butadiene	<0.038		0.20	0.038	ppb v/v			04/15/22 02:11	1
Bromomethane	<0.052		0.20	0.052	ppb v/v			04/15/22 02:11	1
Chloroethane	<0.25		0.50	0.25	ppb v/v			04/15/22 02:11	1
Bromoethane(Vinyl Bromide)	<0.085		0.20	0.085	ppb v/v			04/15/22 02:11	1
Trichlorofluoromethane	0.19		0.20	0.052	ppb v/v			04/15/22 02:11	1
1,1,2-Trichlorotrifluoroethane	0.060	J	0.20	0.055	ppb v/v			04/15/22 02:11	1
1,1-Dichloroethane	<0.029		0.050	0.029	ppb v/v			04/15/22 02:11	1
Acetone	3.0	J	5.0	2.0	ppb v/v			04/15/22 02:11	1
Isopropyl alcohol	<0.98		5.0	0.98	ppb v/v			04/15/22 02:11	1
Carbon disulfide	<0.13		0.50	0.13	ppb v/v			04/15/22 02:11	1
3-Chloropropene	<0.11		0.50	0.11	ppb v/v			04/15/22 02:11	1
Methylene Chloride	0.26	J	0.50	0.17	ppb v/v			04/15/22 02:11	1
tert-Butyl alcohol	<1.2		5.0	1.2	ppb v/v			04/15/22 02:11	1
Methyl tert-butyl ether	<0.080		0.20	0.080	ppb v/v			04/15/22 02:11	1
trans-1,2-Dichloroethene	<0.088		0.20	0.088	ppb v/v			04/15/22 02:11	1
n-Hexane	<0.23		0.50	0.23	ppb v/v			04/15/22 02:11	1
1,1-Dichloroethane	<0.029		0.20	0.029	ppb v/v			04/15/22 02:11	1

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# Client Sample Results

Client: WSP USA Inc.  
Project/Site: Mr. C's Dry Cleaning Site

Job ID: 200-62975-1  
SDG: 200-62975-1

Client Sample ID: OA03-550

Lab Sample ID: 200-62975-18

Date Collected: 04/08/22 15:50

Matrix: Air

Date Received: 04/13/22 11:00

Sample Container: Summa Canister 6L

## Method: EPA TO-15 - Volatile Organic Compounds in Ambient Air (Continued)

Analyte	Result	Qualifier	LOQ	LOD	Unit	D	Prepared	Analyzed	DII Fac
Methyl Ethyl Ketone (2-Butanone)	0.36	J	0.50	0.17	ppb v/v			04/15/22 02:11	1
cis-1,2-Dichloroethene	<0.033		0.050	0.033	ppb v/v			04/15/22 02:11	1
Chloroform	<0.046		0.20	0.046	ppb v/v			04/15/22 02:11	1
Tetrahydrofuran	<1.2		5.0	1.2	ppb v/v			04/15/22 02:11	1
1,1,1-Trichloroethane	<0.039		0.20	0.039	ppb v/v			04/15/22 02:11	1
Cyclohexane	<0.035		0.20	0.035	ppb v/v			04/15/22 02:11	1
Carbon tetrachloride	0.056		0.035	0.032	ppb v/v			04/15/22 02:11	1
2,2,4-Trimethylpentane	<0.035		0.20	0.035	ppb v/v			04/15/22 02:11	1
Benzene	0.089	J	0.20	0.074	ppb v/v			04/15/22 02:11	1
1,2-Dichloroethane	<0.15		0.20	0.15	ppb v/v			04/15/22 02:11	1
n-Heptane	<0.059		0.20	0.059	ppb v/v			04/15/22 02:11	1
Trichloroethene	<0.024		0.037	0.024	ppb v/v			04/15/22 02:11	1
Methyl methacrylate	<0.16		0.50	0.16	ppb v/v			04/15/22 02:11	1
1,2-Dichloropropane	<0.087		0.20	0.087	ppb v/v			04/15/22 02:11	1
1,4-Dioxane	<1.7		5.0	1.7	ppb v/v			04/15/22 02:11	1
Bromodichloromethane	<0.040		0.20	0.040	ppb v/v			04/15/22 02:11	1
cis-1,3-Dichloropropene	<0.020		0.20	0.020	ppb v/v			04/15/22 02:11	1
4-Methyl-2-pentanone (Methyl isobutyl ketone)	<0.19		0.50	0.19	ppb v/v			04/15/22 02:11	1
Toluene	0.11	J	0.20	0.093	ppb v/v			04/15/22 02:11	1
trans-1,3-Dichloropropene	<0.089		0.20	0.089	ppb v/v			04/15/22 02:11	1
1,1,2-Trichloroethane	<0.034		0.20	0.034	ppb v/v			04/15/22 02:11	1
Tetrachloroethene	<0.027		0.20	0.027	ppb v/v			04/15/22 02:11	1
Methyl Butyl Ketone (2-Hexanone)	<0.20		0.50	0.20	ppb v/v			04/15/22 02:11	1
Dibromochloromethane	<0.031		0.20	0.031	ppb v/v			04/15/22 02:11	1
1,2-Dibromoethane	<0.046		0.20	0.046	ppb v/v			04/15/22 02:11	1
Chlorobenzene	<0.043		0.20	0.043	ppb v/v			04/15/22 02:11	1
Ethylbenzene	<0.10		0.20	0.10	ppb v/v			04/15/22 02:11	1
m,p-Xylene	<0.17		0.50	0.17	ppb v/v			04/15/22 02:11	1
o-Xylene	<0.094		0.20	0.094	ppb v/v			04/15/22 02:11	1
Styrene	<0.032		0.20	0.032	ppb v/v			04/15/22 02:11	1
Bromoform	<0.058		0.20	0.058	ppb v/v			04/15/22 02:11	1
Cumene	<0.037		0.20	0.037	ppb v/v			04/15/22 02:11	1
1,1,2,2-Tetrachloroethane	<0.043		0.20	0.043	ppb v/v			04/15/22 02:11	1
n-Propylbenzene	<0.047		0.20	0.047	ppb v/v			04/15/22 02:11	1
4-Ethyltoluene	<0.051		0.20	0.051	ppb v/v			04/15/22 02:11	1
1,3,5-Trimethylbenzene	<0.044		0.20	0.044	ppb v/v			04/15/22 02:11	1
2-Chlorotoluene	<0.048		0.20	0.048	ppb v/v			04/15/22 02:11	1
tert-Butylbenzene	<0.037		0.20	0.037	ppb v/v			04/15/22 02:11	1
1,2,4-Trimethylbenzene	<0.047		0.20	0.047	ppb v/v			04/15/22 02:11	1
sec-Butylbenzene	<0.039		0.20	0.039	ppb v/v			04/15/22 02:11	1
4-Isopropyltoluene	<0.039		0.20	0.039	ppb v/v			04/15/22 02:11	1
1,3-Dichlorobenzene	<0.089		0.20	0.089	ppb v/v			04/15/22 02:11	1
1,4-Dichlorobenzene	<0.095		0.20	0.095	ppb v/v			04/15/22 02:11	1
Benzyl chloride	<0.074		0.20	0.074	ppb v/v			04/15/22 02:11	1
n-Butylbenzene	<0.055		0.20	0.055	ppb v/v			04/15/22 02:11	1
1,2-Dichlorobenzene	<0.070		0.20	0.070	ppb v/v			04/15/22 02:11	1
1,2,4-Trichlorobenzene	<0.19		0.50	0.19	ppb v/v			04/15/22 02:11	1
Hexachlorobutadiene	<0.031		0.20	0.031	ppb v/v			04/15/22 02:11	1

Eurofins Burlington

# Client Sample Results

Client: WSP USA Inc.  
Project/Site: Mr. C's Dry Cleaning Site

Job ID: 200-62975-1  
SDG: 200-62975-1

Client Sample ID: OA03-550

Lab Sample ID: 200-62975-18

Date Collected: 04/08/22 15:50

Matrix: Air

Date Received: 04/13/22 11:00

Sample Container: Summa Canister 6L

## Method: EPA TO-15 - Volatile Organic Compounds in Ambient Air (Continued)

Analyte	Result	Qualifier	LOQ	LOD	Unit	D	Prepared	Analyzed	Dil Fac
Naphthalene	<0.17		0.50	0.17	ppb v/v			04/15/22 02:11	1



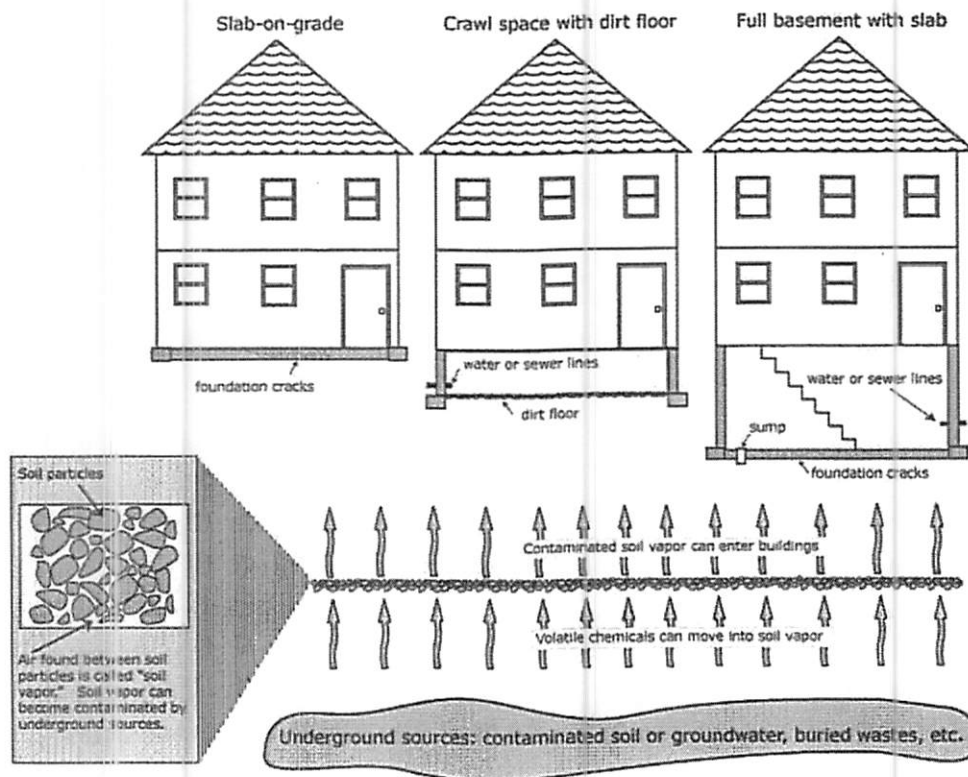
### What is soil vapor intrusion?

The phrase "soil vapor intrusion" refers to the process by which volatile chemicals move from a subsurface source into the indoor air of overlying buildings.

Soil vapor, or soil gas, is the air found in the pore spaces between soil particles. Because of a difference in pressure, soil vapor enters buildings through cracks in slabs or basement floors and walls, and through openings around sump pumps or where pipes and electrical wires go through the foundation. Heating, ventilation or air-conditioning systems may create a negative pressure that can draw soil vapor into the building. This intrusion is similar to how radon gas seeps into buildings.

Soil vapor can become contaminated when chemicals evaporate from subsurface sources and enter the soil vapor. Chemicals that readily evaporate are called "volatile chemicals." Volatile chemicals include volatile organic compounds (VOCs). Subsurface sources of volatile chemicals may include contaminated soil and groundwater, or buried wastes. If soil vapor is contaminated, and enters a building as described above, indoor air quality may be affected.

When contaminated vapors are present in the zone directly next to or under the foundation of the building, soil vapor intrusion is possible. Soil vapor can enter a building whether it is old or new, or whether it has a basement, a crawl space, or is on a slab (as illustrated in the figure).



### **How am I exposed to chemicals through soil vapor intrusion?**

Humans can be exposed to soil vapor contaminated with volatile chemicals when vapors from beneath a building are drawn through cracks and openings in the foundation and mix with the indoor air. Inhalation is the route of exposure, or the manner in which the volatile chemicals actually enter the body, once in the indoor air.

*Current* exposures are when soil vapor intrusion is documented in an occupied building. *Potential* exposures are when volatile chemicals are present, or are accumulating, in the vapor phase beneath a building, but have not affected indoor air quality. Potential exposures also exist when there is a chance that contaminated soil vapors may move to existing buildings not currently affected or when there is a chance that new buildings can be built over existing subsurface vapor contamination. Both current and potential exposures are considered when evaluating soil vapor intrusion at a site that has documented subsurface sources of volatile chemicals.

In general, exposure to a volatile chemical does not necessarily mean that health effects will occur. Whether or not a person experiences health effects depends on several factors, including inhalation exposure, the length of exposure (short-term or acute versus long-term or chronic), the frequency of exposure, the toxicity of the volatile chemical, and the individual's sensitivity to the chemical.

### **What types of chemicals associated with environmental contamination may be entering my home via soil vapor intrusion?**

Volatile organic compounds, or VOCs, are the most likely group of chemicals found in soil vapor, and which can move through the soil and enter buildings. Solvents used for dry cleaning, degreasing and other industrial purposes (e.g., tetrachloroethene, trichloroethene, 1,1,1-trichloroethane and Freon 113) are examples of VOCs. Examples of petroleum-related VOCs from petroleum spills are benzene, toluene, ethyl benzene, xylenes, styrene, hexane and trimethylbenzenes.

### **Is contaminated soil vapor the only source of volatile chemicals in my indoor air?**

No. Volatile chemicals are also found in many household products. Paints, paint strippers and thinners, mineral spirits, glues, solvents, cigarette smoke, aerosol sprays, mothballs, air fresheners, new carpeting or furniture, hobby supplies, lubricants, stored fuels, refrigerants and recently dry-cleaned clothing all contain VOCs. Household products are often more of a source of VOCs in indoor air in homes than contaminated soil vapor.

Indoor air may also become affected when outdoor air containing volatile chemicals enters your home. Volatile chemicals are present in outdoor air due to their widespread use. Gasoline stations, dry cleaners, and other commercial/industrial facilities are important sources of VOCs to outdoor air.

### **What should I expect if soil vapor intrusion is a concern near my home?**

If you live near a site that has documented soil, groundwater and/or soil vapor contaminated with volatile chemicals, you should expect that the potential for soil vapor intrusion is being, or has been, investigated. You may be contacted by the site owner or others working on the cleanup with information about the project. Your cooperation and consent would be requested before any testing/sampling would be done on your property. You may ask the person contacting you any questions about the work being done. You can also contact the NYSDOH's project manager for the site at (518) 402-7880 or 1-800-458-1158 for additional information.

## How is soil vapor intrusion investigated at sites contaminated with volatile chemicals?

The process of investigating soil vapor intrusion typically requires more than one set of samples to determine the extent of vapor contamination. Furthermore, four types of environmental samples are collected: soil vapor samples, sub-slab vapor samples, indoor air samples and outdoor air (sometimes referred to as "ambient air") samples.

Soil vapor samples are collected to characterize the nature and extent of vapor contamination in the soil in a given area. They are often collected before sub-slab vapor and/or indoor air samples to help identify buildings or groups of buildings that need to be sampled. Soil vapor samples are used to determine the *potential* for human exposures. *Soil vapor* samples are not the same as *soil* samples.

Sub-slab vapor samples are collected to characterize the nature and extent of vapor contamination in the soil immediately beneath a building with basement foundations or a slab. Sub-slab vapor results are used to determine the potential for *current* and *future* human exposures. For example, an exposure could occur in the future if cracks develop in the building's foundation or changes in the operation of the building's heating, ventilation or air-conditioning system are made that make the movement of contaminated soil vapor into the building possible.

Indoor air samples are collected to characterize the nature and extent of air contamination within a building. Indoor air sample results help to evaluate whether there are *current* human exposures. They are also compared to sub-slab vapor and outdoor air results to help determine where volatile chemicals may be coming from (indoor sources, outdoor sources, and/or beneath the building).

Outdoor air samples are collected to characterize site-specific background air conditions. Outdoor air results are used to evaluate the extent to which outdoor sources, such as automobiles, lawn mowers, oil storage tanks, gasoline stations, commercial/industrial facilities, and so forth, may be affecting indoor air quality.

## What should I expect if indoor air samples are collected in my home?

You should expect the following:

- Indoor air samples are generally collected from the lowest-level space in a building, typically a basement, during the heating season. Indoor air samples may also be collected from the first floor of living space. Indoor air is believed to represent the greatest exposure potential with respect to soil vapor intrusion.
- Sub-slab vapor and outdoor air samples are usually collected at the same time as indoor air samples to help determine where volatile chemicals may be coming from (indoor sources, outdoor sources, and/or beneath the building).
- More limited sampling may be performed outside of the heating season. For example, sub-slab vapor samples without indoor air or outdoor air samples may be collected to identify buildings and areas where comprehensive sampling is needed during the heating season.
- An indoor air quality questionnaire and building inventory will be completed. The questionnaire includes a summary of the building's construction characteristics; the building's heating, ventilation and air-conditioning system operations; and potential indoor and outdoor sources of volatile chemicals. The building inventory describes products present in the building that might contain volatile chemicals. In addition, we take monitoring readings from a real-time organic vapor meter (also known as a photoionization detector or PID). The PID is an instrument that detects many VOCs in the air. When indoor air samples are collected, the



PID is used to help determine whether products containing VOCs might be contributing to levels that are detected in the indoor air.

**What happens if soil vapor contamination or soil vapor intrusion is identified during investigation of a site?**

Depending on the investigation results, additional sampling, monitoring or mitigation actions may be recommended. Additional sampling may be performed to determine the extent of soil vapor contamination and to verify questionable results. Monitoring (sampling on a recurring basis) is typically conducted if there is a significant potential for soil vapor intrusion to occur should building conditions change. Mitigation steps are taken to minimize exposures associated with soil vapor intrusion. Mitigation may include sealing cracks in the building's foundation, adjusting the building's heating, ventilation and air-conditioning system to maintain a positive pressure to prevent infiltration of subsurface vapors, or installing a sub-slab depressurization system beneath the building.

**What is a sub-slab depressurization system?**

A sub-slab depressurization system, much like a radon mitigation system, essentially prevents vapors beneath a slab from entering a building. A low amount of suction is applied below the foundation of the building and the vapors are vented to the outside (see illustration). The system uses minimal electricity and should not noticeably affect heating and cooling efficiency. This mitigation system also essentially prevents radon from entering a building, an added health benefit. The party responsible for cleaning up the source of the soil vapor contamination is usually responsible for paying for the installation of this system. If no responsible party is available, New York State will install the system. Once the contamination is cleaned up, the system should no longer be needed. In areas where radon is a problem, the NYSDOH recommends that these systems remain in place permanently.

**What else can I do to improve my indoor air quality?**

Household products and other factors, such as mold growth, carbon monoxide, and radon, can degrade the quality of air in your home. Consider the following tips to improve indoor air quality:

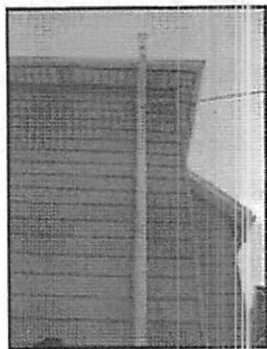
- Be aware of household products that contain VOCs. Do not buy more chemicals than you need at a time.
- Store unused chemicals in tightly-sealed containers in a well-ventilated location, preferably away from the living space in your home.
- Keep your home properly ventilated. Keeping it too air-tight may promote build up of chemicals in the air, as well as mold growth due to the build up of moisture.
- Fix all leaks promptly, as well as other moisture problems that encourage mold growth.
- Make sure your heating system, hot water, dryer and fireplaces are properly vented and in good condition. Have your furnace or boiler checked annually by a professional.
- Test your home for radon; take actions to reduce radon levels if needed.
- Install carbon monoxide detectors in your home; take immediate actions to reduce carbon monoxide levels if needed.

**Where can I get more information?**

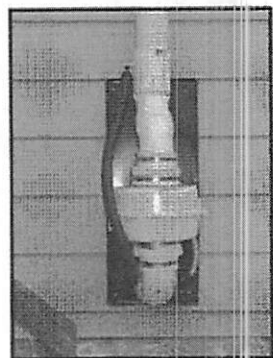
For additional information about soil vapor intrusion, contact the NYSDOH's Bureau of Environmental Exposure Investigation at (518) 402-7880 or 1-800-458-1158.

# Sub-Slab Depressurization System

(commonly called a radon mitigation system)



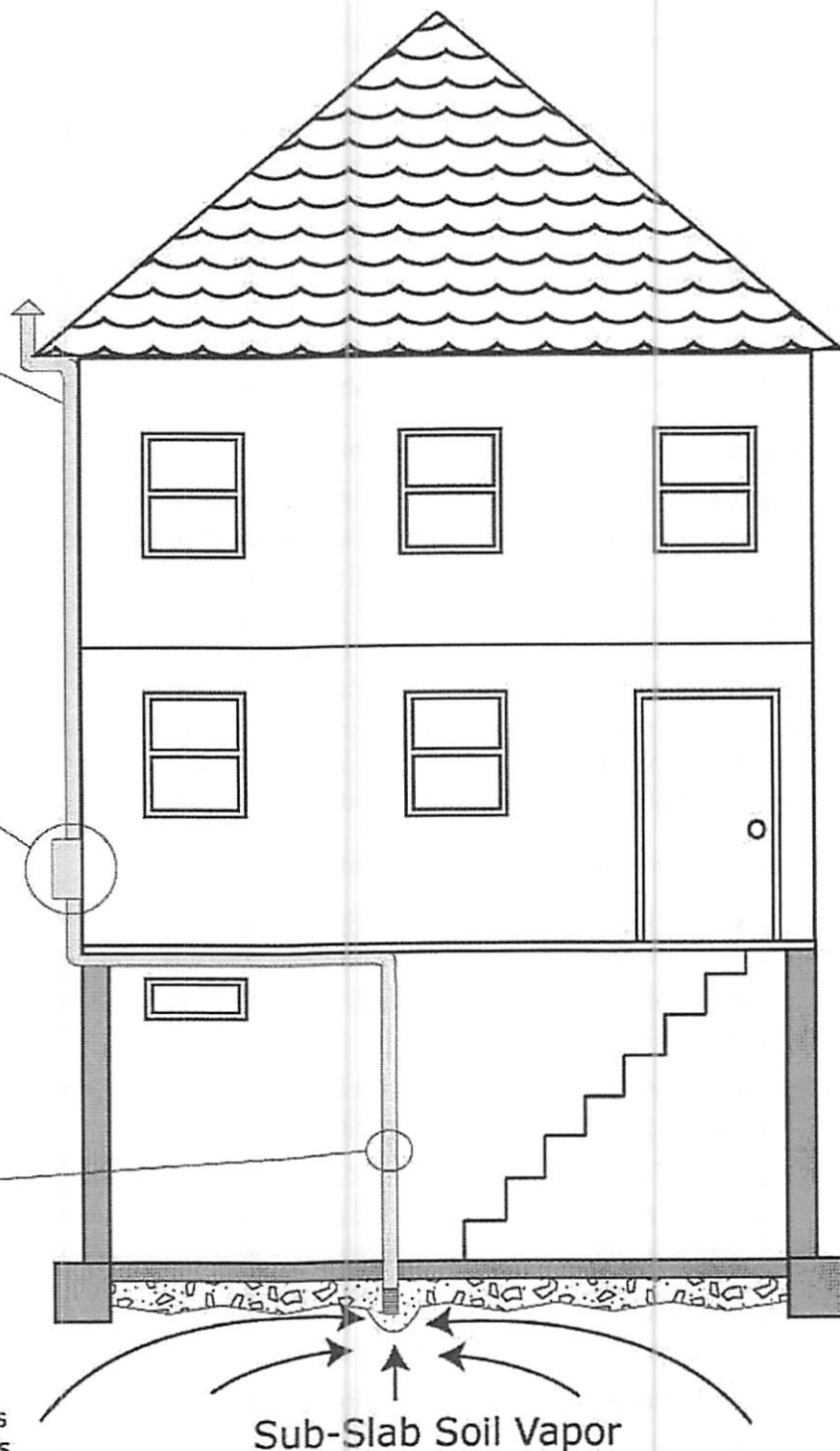
The vent pipe is routed up the side of the structure to a location above the roof line.



A fan is used to draw soil vapor from beneath the slab.



A liquid gauge, or manometer is used to verify that the system is operating properly



A sub-slab depressurization system vents contaminated soil vapor before it enters a structure. The fan draws vapor from beneath the building outside to the roof line where it is released to the outside air.

# New York State Department of Health

## What is Exposure?

*Exposure is contact. No matter how dangerous a substance or activity, without exposure, it cannot harm you.*



### Amount of exposure:

Over 400 years ago, a scientist said "...nothing [is] without poisonous qualities. It is only the dose that makes a thing poison." The dose is the amount of a substance that enters or contacts a person. An important factor to consider in evaluating a dose is body weight. If a child is exposed to the same amount of chemical as an adult, the child (who weighs less) can be affected more than the adult. For example, children are given smaller amounts of aspirin than adults because an adult dose is too large for a child's body weight.

The greater the amount of a substance a person is exposed to, the more likely that health effects will occur. Large amounts of a relatively harmless substance can be toxic. For example, two aspirin tablets can help to relieve a headache, but taking an entire bottle of aspirin can cause stomach pain, nausea, vomiting, headache, convulsions or death.



### Routes of exposure:

There are three major means by which a toxic substance can come into contact with or enter the body. These are called routes of exposure.

**Inhalation** (breathing) of gases, vapors, dusts or mists is a common route of exposure. Chemicals can enter and irritate the nose, air passages and lungs. They can become deposited in the airways or be absorbed through the lungs into the bloodstream. The blood can then carry these substances to the rest of the body.

**Direct contact** (touching) with the skin or eyes is also a route of exposure. Some substances are absorbed through the skin and enter the bloodstream. Broken, cut or cracked skin will allow substances to enter the body more easily.

**Ingestion** (swallowing) of food, drink, or other substances is another route of exposure. Chemicals that get in or on food, cigarettes, utensils or hands can be swallowed. Children are at greater risk of ingesting substances found in dust or soil because they often put their fingers or other objects in their mouths. Lead in paint chips is a good example. Substances can be absorbed into the blood and then transported to the rest of the body.

The route of exposure can determine whether or not the toxic substance has an effect. For example, breathing or swallowing lead can result in health effects, but touching lead is not usually harmful because lead is not absorbed particularly well through the skin.



## **Length of exposure:**

Short-term exposure is called **acute exposure**. Long-term exposure is called **chronic exposure**. Either may cause health effects that are immediate or health effects that occur days or years later.

**Acute exposure** is a short contact with a chemical. It may last a few seconds or a few hours. For example, it might take a few minutes to clean windows with ammonia, use nail polish remover or spray a can of paint. The fumes someone might inhale during these activities are examples of acute exposures.

**Chronic exposure** is continuous or repeated contact with a toxic substance over a long period of time (months or years). If a chemical is used every day on the job, the exposure would be chronic. Over time, some chemicals, such as PCBs and lead, can build up in the body and cause long-term health effects.

Chronic exposures can also occur at home. Some chemicals in household furniture, carpeting or cleaners can be sources of chronic exposure.



## **Sensitivity:**

All people are not equally **sensitive** to chemicals, and are not affected by them in the same way. There are many reasons for this.

- People's bodies vary in their ability to absorb and break down or eliminate certain chemicals due to **genetic differences**.
- People may become **allergic** to a chemical after being exposed. Then they may react to very low levels of the chemical and have different or more serious health effects than nonallergic people exposed to the same amount. People who are allergic to bee venom, for example, have a more serious reaction to a bee sting than people who are not.
- Factors such as **age, illness, diet, alcohol use, pregnancy and medical or nonmedical drug use** can also affect a person's sensitivity to a chemical. Young children are often more sensitive to chemicals for a number of reasons. Their bodies are still developing and they cannot get rid of some chemicals as well as adults. Also, children absorb greater amounts of some chemicals (such as lead) into their blood than adults.

### **For more information:**

New York State Department of Health  
Center for Environmental Health  
ESP, Corning Tower, Rm. 1642  
Albany, NY 12237  
518 402-7530 or 1-800-458-1158

# Volatile Organic Compounds (VOCs) in Commonly Used Products

People spend most of their time indoors – at home, school and work. This makes the quality of the indoor air you breathe important. This fact sheet focuses on certain kinds of chemicals called *volatile organic compounds* or VOCs that are found in many products that we commonly use. It is designed to help you think about what VOCs may be present in your indoor air and steps you can take to reduce them.

## What are VOCs?

VOCs are chemicals that easily enter the air as gases from some solids or liquids. They are ingredients in many commonly used products and are in the air of just about every indoor setting. The table to the right shows some examples of products that contain VOCs.

## How do VOCs get into indoor air?

Products containing VOCs can release these chemicals when they are used and when they are stored. Many times you'll notice an odor when using these products. Product labels often list VOC ingredients and recommend that they should be used in well ventilated areas. *Ventilation* means bringing in fresh, outdoor air to mix with indoor air.

When you use a product containing VOCs indoors, the levels of these chemicals in the air increase, then decrease over time after you stop using them. The amount of time the chemical stays in the air depends on how quickly fresh air enters the room and the amount of the chemical used. Levels of VOCs will decrease faster if you open windows or doors, or use exhaust fans.

Building materials and furnishings, such as new carpets or furniture, slowly release VOCs over time. It may be necessary to ventilate areas with new carpeting or furniture for longer time periods because VOC levels can build up again after the windows are closed. If possible, unroll new carpets or store furniture outside your home (in a shed or detached garage) to minimize odors before bringing them in the home. If that's not possible, open windows, close doors and try to stay out of rooms until odors are reduced.

If VOC containing products are used outdoors near your home, you may want to close windows and nearby vents to prevent chemicals from coming inside.

**Products used at home or work can release VOCs into the air when used and stored.**



Examples of Household Products	Possible VOC Ingredients
Fuel containers or devices using gasoline, kerosene, fuel oil and products with petroleum distillates: paint thinner, oil-based stains and paint, aerosol or liquid insect pest products, mineral spirits, furniture polishes	BTEX (benzene, toluene, ethylbenzene, xylene), hexane, cyclohexane, 1,2,4-trimethylbenzene
Personal care products: nail polish, nail polish remover, colognes, perfumes, rubbing alcohol, hair spray	Acetone, ethyl alcohol, isopropyl alcohol, methacrylates (methyl or ethyl), ethyl acetate
Dry cleaned clothes, spot removers, fabric/leather cleaners	Tetrachloroethene (perchloroethene (PERC), trichloroethene (TCE))
Citrus (orange) oil or pine oil cleaners, solvents and some odor masking products	d-limonene (citrus odor), a-pinene (pine odor), isoprene
PVC cement and primer, various adhesives, contact cement, model cement	Tetrahydrofuran, cyclohexane, methyl ethyl ketone (MEK), toluene, acetone, hexane, 1,1,1-trichloroethane, methyl-iso-butyl ketone (MIBK)
Paint stripper, adhesive (glue) removers	Methylene chloride, toluene, older products may contain carbon tetrachloride
Degreasers, aerosol penetrating oils, brake cleaner, carburetor cleaner, commercial solvents, electronics cleaners, spray lubricants	Methylene chloride, PERC, TCE, toluene, xylenes, methyl ethyl ketone, 1,1,1-trichloroethane
Moth balls, moth flakes, deodorizers, air fresheners	1,4-dichlorobenzene, naphthalene
Refrigerant from air conditioners, freezers, refrigerators, dehumidifiers	Freons (trichlorofluoromethane, dichlorodifluoromethane)
Aerosol spray products for some paints, cosmetics, automotive products, leather treatments, pesticides	Heptane, butane, pentane
Upholstered furniture, carpets, plywood, pressed wood products	Formaldehyde



VOCs can also get into indoor air from contaminated soils and groundwater under buildings. The chemicals enter buildings through cracks and openings in basements or slabs. When nearby soil or groundwater is contaminated, you might be asked for permission to investigate indoor air at your property. More information can be found at [www.nyhealth.gov/environmental/indoors/vapor\\_intrusion/](http://www.nyhealth.gov/environmental/indoors/vapor_intrusion/).

### Should I be surprised if VOCs are in the air I breathe?

No. Because they are commonly used, some VOCs are almost always found in indoor air. The New York State Department of Health (DOH) and other agencies have studied typical levels of VOCs that may be present in indoor and outdoor air. Sometimes these levels are called “background levels”.

The term “background levels” can be confusing because they can vary depending on where an air sample was collected and whether VOCs were used or stored. For example, a study of VOCs in urban areas might find higher levels than another study in rural areas. Some studies look at office environments, others examine residences. Please keep in mind study findings may or may not make sense for your setting.

More information about levels of VOCs collected by DOH is available in Appendix C of the guidance for evaluating vapor intrusion at [www.nyhealth.gov/environmental/investigations/soil\\_gas/svi\\_guidance](http://www.nyhealth.gov/environmental/investigations/soil_gas/svi_guidance).

### How can VOCs affect human health?

Chemicals can enter the body through three major pathways (breathing, touching or swallowing). This is referred to as *exposure*. No matter how dangerous a substance or activity is, it cannot harm you without exposure.

Whether or not a person will have health effects after breathing in VOCs depends on:

1. The *toxicity* of the chemical (the amount of harm that can be caused by contact with the chemical).
2. How much of the chemical is in the air.
3. How long and how often the air is breathed.

Differences in age, health condition, gender and exposure to other chemicals also can affect whether or not a person will have health effects.

Short-term exposure to high levels of some VOCs can cause headaches, dizziness, light-headedness, drowsiness, nausea, and eye and respiratory irritation. These effects usually go away after the exposure stops. In laboratory animals, long-

term exposure to high levels of some VOCs has caused cancer and affected the liver, kidney and nervous system. In general, we recommend minimizing exposure to chemicals, if possible.

### How can I reduce the levels of VOCs indoors?

- Find out if products used or stored in your home contain VOCs. Information about the chemicals in many household products are listed on the front of this fact sheet and a larger list is on the National Institute of Health's website at [hpd.nlm.nih.gov/products.htm](http://hpd.nlm.nih.gov/products.htm).
- If you must store products containing VOCs, do so in tightly sealed, original containers in a secure and well-ventilated area. If possible store products in places where people do not spend much time, such as a garage or outdoor shed. Better yet, buy these products in amounts that are used quickly.
- Dispose of unneeded products containing VOCs. Many of these products are considered *household hazardous wastes* and should be disposed of at special facilities or during special household hazardous waste collection programs in your area. Contact your town or visit the New York State Department of Environmental Conservation's website at [www.dec.ny.gov/chemical/8485.html](http://www.dec.ny.gov/chemical/8485.html) for more information about disposing of these products.
- Use products containing VOCs in well-ventilated areas or outdoors. Open windows and doors or use an exhaust fan to increase ventilation. Repeated or prolonged ventilation may be necessary for reducing levels from building materials (new carpeting or furniture) that release VOCs slowly over time.
- Carefully read labels and follow directions for use.

### Where can I find out more?

- **New York State Department of Health**  
(800) 458-1158  
[www.nyhealth.gov/environmental/](http://www.nyhealth.gov/environmental/)
- **Indoor Air Quality and Your Home** from the New York State Energy Research and Development Authority [www.nyserda.org/publications/iaq.pdf](http://www.nyserda.org/publications/iaq.pdf)
- **The Inside Story: A Guide to Indoor Air Quality**  
[www.epa.gov/iaq/pubs/insidest.html](http://www.epa.gov/iaq/pubs/insidest.html)
- **New York State Department of Environmental Conservation** website for information about household hazardous waste disposal  
[www.dec.ny.gov/chemical/8485.html](http://www.dec.ny.gov/chemical/8485.html)
- **National Institute of Health's** website for information about chemicals found in many household products.  
[hpd.nlm.nih.gov/products.htm](http://hpd.nlm.nih.gov/products.htm)



December 2007

# Aurora Town Public Library

## Review Schedule for Board Adopted Policies 2023

POLICY	LAST REVIEWED	TARGET REVIEW DATE
Long Range Plan of Service	In progress	Update by Dec-23
Conflict of Interest & Disclosure Statement	April-22	April-23
Claims Audit Policy	May-18	May-23
Agreement for Loan & External Exhibit of Rare & Unique Collections with Application	March-19	March-24
Book Sale Policy	May-19	May-24
Agreement for Loan & External Exhibit of Rare & Unique Collections with Application	March-19	October-23
Whistleblower Policy	March-19	Nov-24
Bulletin Board Policy	April-20	April-25
Investment Policy	April-20	June-25
Petty Cash Policy	October-20	October-25
Telecommuting Policy	November-20	November-25
Open Meeting Policy	Dec-20	Dec-25
Distribution Policy	May-21	May-26
Bylaws	June-21	June-26
Freedom of Information Law (FOIL) Policy & Forms	September-21	September-26
Gift and Donor Recognition Policy	October-21	October-26
Rules of Conduct	February-22	February-27
Filming & Photography Guidelines & Approval Form	March-22	February-27
Disaster Plan	March-22	March-27
Bulletin Board Policy	May-22	May-27
Procurement Policy	May-22	May-27
Ethics Policy	September-22	September-27
Exhibit and Displays Policy & Application	November-22	November-27
Lost & Found Policy	November-22	November-27

\* The Conflict of Interest, Ethics and Whistleblower Policy are the responsibility of the Governance Committee.

\*\*\* Circulation, EEO/Anti-Harassment, Internet Safety & Volunteer Policies are exhibits in CML contracts -  
Notify Secretary in CFO Office who does CML Contracts when amended.

\*\*\*\* Conflict of Interest, EEO/Anti-Harassment, Ethics, & Whistleblower Policies are referenced in the  
B&ECPL Personnel Policies & Procedures Manual - Notify Human Resources Dept. when amended.

**RESOLUTION FOR CONTRACT LIBRARY BOARDS OF TRUSTEES PERSONNEL  
POLICIES AND PROCEDURES**

**AURORA TOWN PUBLIC LIBRARY MEETING DATE:** December 13, 2022 @ 1 p.m.

**AGENDA ITEM NUMBER:** 8. New Business, Item c.

**RESOLUTION:** Adopt Amendments to B&ECPL Employee Handbook and Personnel Policies and Procedures Manual

**BACKGROUND:**

On December 18, 2014, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) approved and adopted the B&ECPL Personnel Policies and Procedures Manual (Manual), which contained approximately 100 policies drafted by the Human Resources Department, and the B&ECPL Employee Handbook (Handbook) to be effective January 1, 2015. Thereafter, this Board adopted the Manual at its meeting on December 14, 2021 for application to its employees.

Since January 1, 2015, a number of Personnel Policies and Procedures have been modified by the Human Resources Department at the direction of the Chief Operating Officer, several of which were necessary based on changes to the applicable laws or governing collective bargaining agreements. Other changes were minor and incidental. As stated in the Introduction of the Manual, changes made by Human Resources are distributed electronically to all library departments and contract libraries. It is the recommendation of this Board for an annual review of the changes made by Human Resources to the Manual and Handbook in the twelve (12) months prior and subsequent adoption by this Board.

**ACTION REQUIRED:** Motion to approve Resolution.



## PROPOSED RESOLUTION

WHEREAS, the Board of Trustees of the Aurora Town Public Library has the power and duty to determine and carry out all policies and principles pertaining to operations of the library(ies); and the exclusive power and duty to control library personnel, and

WHEREAS, on December 18, 2014, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) approved and adopted the B&ECPL Personnel Policies and Procedures Manual (Manual) and the B&ECPL Employee Handbook (Handbook) to be effective January 1, 2015, and

WHEREAS, thereafter, on December 13, 2022 this Library Board adopted same for application to its employees, and

WHEREAS, the Human Resources Department reviews the policies and procedures in the Manual throughout the year and makes changes as necessary, and

WHEREAS, changes to said policies and procedures are incidental or based on changes to applicable laws or collectively bargained agreements, and

WHEREAS, changes to said policies and procedures may require corresponding updates to the Handbook, and

WHEREAS, on December 13, 2022, this Board reviewed the changes made by the Human Resources Department to the policies since January 1, 2015 and recommends approval of same, and

WHEREAS, this Board recommends the review of the changes annually with subsequent reaffirmation of adoption of the Manual, and adoption of the amendments, now therefore be it

RESOLVED, that the Board of Trustees of the Aurora Town Public Library reaffirms its adoption of the B&ECPL Personnel Policies and Procedures Manual and Employee Handbook, and adopts the amendments made since January 1, 2015, and be it further

RESOLVED, that the Human Resources Department will continue to update the B&ECPL Personnel Policies and Procedures Manual and the Employee Handbook, as necessary, and will distribute same to all departments and contract libraries as set forth in the Introduction to the Personnel Policies and Procedures Manual, and be it further

RESOLVED, that the Board of Trustees of the Aurora Town Public Library endorses the annual review of the revisions made by the Human Resources Department to the B&ECPL Personnel Policies and Procedures Manual and the Employee Handbook in the twelve (12) months prior to review for adoption by the Board.