



June 15, 2020 7:15 PM

Board Meeting

Virtual Webconference Meeting  
Public can view to the meeting at  
[youtube.com/user/cphpubliclibrary](https://www.youtube.com/user/cphpubliclibrary)

1. \*Agenda: Approval or Changes
2. \*Minutes of the May 18, 2020 meetings for approval.
3. Public Comment
4. Board Comment
5. Treasurer's Report
6. Friends of the Library Report
7. Director's Report
  - A. Public Service -Jim Foster
  - B. Planning / Communication -Lou Ann Stewart
  - C. General Updates -Alex Gutelius
8. Committee Reports
  - A. \*Policy Committee – Temporary Safety Practices Policy
  - B. \*Ad Hoc Reopening Committee – Library Reopening Safety Plan
  - C. \*Ad Hoc Reopening Committee – Return to Work Staff Manual
  - D. Finance Committee – Draft 2021 Budget
9. Old Business
10. New Business
11. Executive Session

\* Items so marked are action items



May 18, 2020

7:15 PM

Virtual Webconference Meeting  
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Present: Brown, Megan; Cantore, Mathew; DiGianni, Jason; Dugan, Suzanne; Golden, Dave; Madison, Tom; McMunn, Maria; Meyer, Stephen; Rodger, Ed; Srinivasan, Purushothaman; Wise, Russell. Also present were Alex Gutelius, Jim Foster, Lou Ann Stewart, and Joe Gaug, Attorney.

**GUESTS:** Lisa Oddo

The meeting was called to order at 7:20 PM by Mr. Wise.

**AGENDA:** Mr. Wise presented the May 18, 2020 agenda for approval with additions to Item 8, Committee Reports, under C. Legislative Committee/Public Relations. Mr. Meyer made the **Motion**, seconded by Mr. Cantore to approve the agenda as modified. The **Motion** passed unanimously by those present.

**MINUTES:**

A **Motion** was made by Mr. Madison, seconded by Ms. Brown, to accept the April 20, 2020 minutes as sent. The **Motion** passed unanimously by those present.

**PUBLIC COMMENT:**

There were no members of the public in attendance. The meeting can be viewed via [youtube.com/user/cphpubliclibrary](https://youtube.com/user/cphpubliclibrary).

**BOARD COMMENT:**

Mr. Wise attended the staff meeting last week and noted the staff is in the process of developing a very thoughtful staged reopening plan.

**TREASURER'S REPORT:**

Mr. Meyer presented the Treasurer's Report for April 2020. Mr. Meyer noted we received most of our funding at the beginning of the year. It is possible our state aid will be at risk. Under Receipts, revenue from fines continues to be negatively impacted due to the closure, and we should expect that to continue for the next several months. Under Disbursements, we are at about 41% of budget, as both bond payments have been made. Line Item 6140 Insurance is high. Our premium is due in April and we have seen an increase due to flooding issues. All other expenses (security, materials, and programs) are down. Mr. Meyer made the **Motion**, seconded by Mr. Rodger to accept the Treasurer's Report for April 2020. The **Motion** passed unanimously by all present.



A **Motion** was made by Mr. Meyer, seconded by Mr. Cantore to approve the May 11, 2020 warrant. The **Motion** passed unanimously by those present. The reviewer for the May 11, 2020 warrant was Ms. Dugan.

**THE FRIENDS OF THE LIBRARY:** Mr. Foster gave the following report:

1. The FOL meeting is scheduled for Wednesday, May 27, 2020 via Zoom.
2. The Scholarship Committee met remotely and selected two graduating seniors. Names of Scholarship winners will not be released until they are notified.
3. The book sale scheduled for the fall is still up in the air. FOL committees have been working to see if it will be possible to hold a book sale, and working on possible modifications based on health and safety standards.

**DIRECTOR'S REPORT:** Mr. Foster gave the following report on Public Service:

1. Mr. Foster noted he is inspired by the effort and creativity of staff during this time. He encouraged Board members to check our website and calendar to see all the things our staff is doing.
2. Trivia Night is on Wednesday, May 20 at 6:30pm. Please register if you are interested so you can be emailed a Zoom invite.
3. Violinist Emma Piazza will livestream a performance on May 31 at 2pm on the Library's YouTube channel.
4. We are hosting Chair and Family Yoga virtual programs.
5. Mr. Foster has been in touch with management at Command Security. They will be ready when we need them. We will be meeting to talk about rules and safety guidelines for reopening.
6. There have been cars in the parking lot at the library. A number of people continue to use the library Wi-Fi. Other people meet there for car social distance visits or to take walks through the trails. There have been no issues with people on the property.

**DIRECTOR'S REPORT:** Ms. Stewart gave the following report on Communications:

1. We have noticed an increase in calls regarding our plans for reopening since the announcement that the Capital District has now met the metrics for Phase 1.
2. We have noticed an uptick in views of COVID 19 information on our webpage. Some more information was added today.
3. Ms. Menneto presented on social media at the staff meeting on Wednesday. She discussed our stats, likes, and increased subscribers and followers on all platforms.
4. We are starting to see numbers of social media activity trail off a bit and think it might be from information fatigue or the beautiful weather.



5. PR is using the hashtag #DiscoverLearnDo for branding and virtual programming.

**DIRECTOR'S REPORT:** Ms. Gutelius gave the following report:

1. Our virtual programming got some positive PR on the radio station 88.3 the Saint. Specifically, our storytimes and trivia were highlighted.
2. Staff has really stepped up by learning new skills and broadening their reach with virtual programming.
3. The SALS annual meeting is scheduled for Wednesday, May 27 at 1pm.
4. Ms. Gutelius received a thank you letter from CAPTAIN for our donation from the Leap of Kindness program in February.
5. A reminder that Monday, May 25th is Memorial Day. The library is closed and we will not be answering reference calls.
6. Ms. Gutelius continues to send training/webinar suggestions to staff on Monday mornings each week.
7. Our focus has shifted to reopening plans. We are not yet sure what Phase libraries fall in as part of the Governor's plan. We continue to meet with SALS/MVLS for planning and guidance.
8. The NY State reopening plan has Phases. To try to minimize confusion, the library will plan to reopen in "Stages". This will include an expansion of the draft plan that was created in March. There will be a lot of supplemental information to go along with each Stage.

#### **Library Reopening Service Plan**

Ms. Gutelius presented the draft guidelines for reopening. They continue to be reviewed and updated as information is received. A number of factors need to be taken into consideration for reopening prior to staff entering the building. Cleaning protocols need to be in place, adequate PPE available for staff, necessary supplies for hygiene, and installation of Plexiglas shields at service desks. When staff is allowed back into the building, they must follow strict social distancing protocols and must wear a mask at public service desks and staff areas. Staff will be screened with temperature checks prior to their shift. We applied for a FEMA grant to offset some of the costs of PPE.

Our hours of operation will be reduced and staff will continue to work from home as much as possible. Staff that are unable to come back to work due to health reasons or child care issues should contact their manager. Anyone with questions about unemployment, Families First Act, or FMLA can reach out to Ms. Gutelius or Ms. Oddo.

Stage 1 and 2 are staff only, no public. There will be specific hours for materials to be returned during stage 1. The Piracci Room will be used to process/quarantine returned materials. Twin Bridges has agreed to donate 40 clean bins to use for these returns. Stage 2 will include curbside pickup. Hours for curbside pickup are still to be determined.



Stage 3 and 4 will allow opening of the library with limited access to the public. There will be limits on the number of people allowed in the building. Public will be allowed in to pick up materials but not allowed browse the shelves or loiter. All patrons will be required to wear a mask. There will be signage to designate six-foot spacing, directional arrows on the floors, and stanchions to keep lines organized.

Stage 5 will resume regular hours but continue with limited services. Stage 6 we anticipate may be this fall and we will begin to offer limited programming. Staff has been directed to plan virtual programs through the summer. Stage 7 will be Full Operation, New Normal. Mr. Cantore suggested the use of portable HEPA filters in the Piracci Room for filtering the air when items are returned. The ad hoc committee will continue to guide this process. The Board expressed full confidence in staff for the reopening plan and recommends they move ahead with any changes with the guidance of the ad hoc committee. Mr. Rodger made the **Motion**, seconded by Mr. Madison to express a vote of confidence to the staff regarding the Library Reopening Service Plan. The **Motion** passed unanimously by all present.

#### COMMITTEE REPORTS:

**POLICY COMMITTEE:** Ms. Dugan gave the following report:

Ms. Dugan presented the Temporary Safety Practices Policy. This policy will be in place to keep the health and safety of our community at the forefront. Until the Board votes to revoke this temporary policy, the library will require everyone on the premises to abide by these safety practices. Safety measures include: wearing masks, social distancing, adhering to maximum occupancy levels, and limited use of public spaces. Ms. Dugan made the **Motion** on behalf of the Policy Committee to approve the Temporary Safety Practices Policy. The **Motion** passed unanimously by all present.

**PUBLIC RELATIONS:** Mr. Madison gave the following report.

The PR Committee has been following the public voter information process for the Shenendehowa School District. We are looking at their process to see what may be feasible for us. There will be a large cost associated with mailing absentee ballots. We also need some clarity about Petitions for Trustees, concerning gathering signatures. The Committee will meet and report back at the June meeting.

**LONG RANGE PLANNING:** No Report

**PERSONNEL COMMITTEE:** No Report:

**BUILDINGS AND GROUNDS:** No Report



**FINANCE:** Mr. Meyer gave the following report:

Mr. Meyer presented the draft budget for 2021. The Board objective is to have a flat budget (tax levy, not necessarily expenditures). The projected costs for 2021 were closely compared to the previous year's actual expenditures and the first quarter of 2020 to continue to reduce the variance in some budget lines. Assessments for Clifton Park are increasing by approximately \$19M and Halfmoon by \$13M. Current information suggests a possible 20-50% decrease in state aid for 2020-2021. A conservative 50% reduction has been included, assuming cuts will continue into the next fiscal year. The revenue received from the FOL will be down as they had to suspend much of their fundraising for 2020. If interest rates continue to decline that will have an impact on our earned interest. Revenue from fines have been flat or declining due to the shift from physical circulation to digital circulation and an increase in electronic notification of due dates.

Disbursements include a personnel cost increase due to a recommended of 1.5% COL adjustment and the completion of the final year of the minimum wage adjustment process. Also, there additional costs for building service contracts, and a large increase for facility insurance based on costs for 2020. The automation increase reflects higher fees for JA services and an additional stepped increase for security. The materials budget line remains flat, and there will be decreases for postage and utilities.

If the levy remains the same as 2020, our overall reduction in revenues will be .45% or \$21,283. The total 2021 budget recommendation is an increase in expenditures from 2020 by 1.45% or \$68,373. The \$89,656 shortfall could be closed by using the existing fund balance. Additional options are provided for a 0% COL for staff as well as an option for increasing the levy within the tax cap.

Mr. Meyer made the **Motion** on behalf of the Finance Committee to approve the 2021 budget as presented.

After a great deal of discussion among Board members regarding the uncertainty of the future and the appropriateness of including a COL increase for staff, a unanimous decision was made to table the vote on the draft budget to give Board members time to review the recommendations. The draft budget will be reconsidered in June and set for a vote at that time.

**LEGISLATION:** Mr. Golden gave the following report:

We are waiting for some clarity on the Governor's Executive Orders regarding budget votes and Trustee petitions that will take place after June. Mr. Golden will present more information at the June meeting.

**OLD BUSINESS:** None

**NEW BUSINESS:** None



There being no further business, Ms. Brown made the **Motion**, seconded by Mr. Srinivasan to adjourn the meeting. The **Motion** passed unanimously by those present and the meeting adjourned at 9:11 PM.

The next scheduled Board Meeting is Monday, June 15, 2020 at 7:15pm.

**Clifton Park-Halfmoon Public Library  
Treasurer's Report May 2020**

Percentage of Year: 42%

| RECEIPTS                                       | Adopted               |               | Modified              | Percentage of Year: 42% |                       |                    |                     |
|--|-----------------------|---------------|-----------------------|-------------------------|-----------------------|--------------------|---------------------|
|  | Budget Jan 20         | Adj Budget    | Budget                | May                     | YTD                   | YTD as % of Budget | Variance            |
| <b>Governmental Income</b>                     |                       |               |                       |                         |                       |                    |                     |
| 4010 Town of Clifton Park                      | \$3,117,763.00        | \$0.00        | \$3,117,763.00        | \$0.00                  | \$3,117,764.56        | 100.00%            | 1.56                |
| 4020 Town of Halfmoon                          | \$1,488,961.00        | \$0.00        | \$1,488,961.00        | \$0.00                  | \$1,488,961.61        | 100.00%            | 0.61                |
| 4040 LLSA                                      | \$16,283.00           | \$0.00        | \$16,283.00           | \$0.00                  | \$0.00                | 0.00%              | -16,283.00          |
| 4030 Bullet Aid                                | \$2,500.00            | \$0.00        | \$2,500.00            | \$0.00                  | \$0.00                | 0.00%              | -2,500.00           |
| <b>Subtotal</b>                                | <b>\$4,625,507.00</b> | <b>\$0.00</b> | <b>\$4,625,507.00</b> | <b>\$0.00</b>           | <b>\$4,606,726.17</b> | <b>99.59%</b>      | <b>-18,780.83</b>   |
| <b>Grants</b>                                  |                       |               |                       |                         |                       |                    |                     |
| 4110 SALS Programming                          | \$0.00                | \$0.00        | \$0.00                | \$0.00                  | \$0.00                | 0.00%              | \$0.00              |
| 4150 DFY Municipal                             | \$3,600.00            | \$0.00        | \$3,600.00            | \$0.00                  | \$3,667.00            | 101.86%            | \$67.00             |
| 4160 Friends - Specified                       | \$9,000.00            | \$0.00        | \$9,000.00            | \$0.00                  | \$0.00                | 0.00%              | -\$9,000.00         |
| 4170a Saratoga Arts                            | \$0.00                | \$0.00        | \$0.00                | \$2,250.00              | \$2,250.00            | 0.00%              | \$2,250.00          |
| 4170b Construction                             | \$0.00                | \$0.00        | \$0.00                | \$0.00                  | \$0.00                | 0.00%              | \$0.00              |
| 4170d Lighting Grant                           | \$0.00                | \$0.00        | \$0.00                | \$0.00                  | \$0.00                | 0.00%              | \$0.00              |
| 4170e NCWIT Aspire IT Grant                    | \$0.00                | \$0.00        | \$0.00                | \$0.00                  | \$0.00                | 0.00%              | \$0.00              |
| 4170f Construction Challenge - Space Plan      | \$0.00                | \$0.00        | \$0.00                | \$0.00                  | \$5,000.00            | 0.00%              | \$5,000.00          |
| <b>Subtotal</b>                                | <b>\$12,600.00</b>    | <b>\$0.00</b> | <b>\$12,600.00</b>    | <b>\$2,250.00</b>       | <b>\$10,917.00</b>    | <b>86.64%</b>      | <b>-\$6,683.00</b>  |
| <b>Donations</b>                               |                       |               |                       |                         |                       |                    |                     |
| 4210 Patron Donations                          | \$0.00                | \$0.00        | \$0.00                | \$0.00                  | \$402.17              | 0.00%              | \$402.17            |
| 4220 Friends - Unspecified                     | \$0.00                | \$0.00        | \$0.00                | \$0.00                  | \$0.00                | 0.00%              | \$0.00              |
| 4230 Commemorative                             | \$0.00                | \$0.00        | \$0.00                | \$50.00                 | \$110.00              | 0.00%              | \$110.00            |
| 4240 Other Donations                           | \$0.00                | \$0.00        | \$0.00                | \$0.00                  | \$0.00                | 0.00%              | \$0.00              |
| <b>Subtotal</b>                                | <b>\$0.00</b>         | <b>\$0.00</b> | <b>\$0.00</b>         | <b>\$50.00</b>          | <b>\$512.17</b>       | <b>0.00%</b>       | <b>\$512.17</b>     |
| <b>Interest</b>                                |                       |               |                       |                         |                       |                    |                     |
| 4320 Unrealized Gain/Loss on Investment        | \$0.00                | \$0.00        | \$0.00                | \$0.00                  | \$4,179.81            | 0.00%              | \$4,179.81          |
| 4330 Bank Interest Income                      | \$6,500.00            | \$0.00        | \$6,500.00            | \$33.24                 | \$1,504.75            | 23.15%             | -\$4,995.25         |
| <b>Subtotal</b>                                | <b>\$6,500.00</b>     | <b>\$0.00</b> | <b>\$6,500.00</b>     | <b>\$33.24</b>          | <b>\$5,684.56</b>     | <b>87.45%</b>      | <b>-\$815.44</b>    |
| <b>Other Income</b>                            |                       |               |                       |                         |                       |                    |                     |
| 4410 Fines                                     | \$55,000.00           | \$0.00        | \$55,000.00           | \$1.00                  | \$9,692.45            | 17.62%             | -\$45,307.55        |
| 4420 Library Fees - L&D                        | \$7,500.00            | \$0.00        | \$7,500.00            | \$0.00                  | \$1,449.04            | 19.32%             | -\$6,050.96         |
| 4431 Emp Books                                 | \$0.00                | \$0.00        | \$0.00                | \$0.00                  | -\$2.35               | 0.00%              | -\$2.35             |
| 4440 Copier                                    | \$15,500.00           | \$0.00        | \$15,500.00           | \$0.00                  | \$3,048.70            | 19.67%             | -\$12,451.30        |
| 4450 Other                                     | \$0.00                | \$0.00        | \$0.00                | \$50.34                 | -\$949.52             | 0.00%              | -\$949.52           |
| <b>Subtotal</b>                                | <b>\$78,000.00</b>    | <b>\$0.00</b> | <b>\$78,000.00</b>    | <b>\$51.34</b>          | <b>\$13,238.32</b>    | <b>16.97%</b>      | <b>-\$64,761.68</b> |
| <b>Total Receipts</b>                          | <b>\$4,722,607.00</b> | <b>\$0.00</b> | <b>\$4,722,607.00</b> | <b>\$2,384.58</b>       | <b>\$4,637,078.22</b> | <b>98.19%</b>      | <b>-\$85,528.78</b> |
| Applied Fund Balance                           | \$0.00                | \$0.00        | \$0.00                | \$0.00                  | \$0.00                | 0.00%              | \$0.00              |
| <b>Subtotal</b>                                | <b>\$0.00</b>         | <b>\$0.00</b> | <b>\$0.00</b>         | <b>\$0.00</b>           | <b>\$0.00</b>         | <b>0.00%</b>       | <b>\$0.00</b>       |
| <b>Total Receipts including Appropriations</b> | <b>\$4,722,607.00</b> | <b>\$0.00</b> | <b>\$4,722,607.00</b> | <b>\$2,384.58</b>       | <b>\$4,637,078.22</b> | <b>98.19%</b>      | <b>-\$85,528.78</b> |

**Clifton Park-Halfmoon Public Library  
Treasurer's Report May 2020**

Percentage of Year: 42%

| <i>DISBURSEMENTS</i>                   | <i>Adopted</i>        |                   | <i>Modified</i>       |                     | <i>Percentage of Year: 42%</i> |                           |                       | <i>Variance</i> |
|--|-----------------------|-------------------|-----------------------|---------------------|--------------------------------|---------------------------|-----------------------|-----------------|
|  | <i>Budget Jan 20</i>  | <i>Adj Budget</i> | <i>Budget</i>         | <i>May</i>          | <i>YTD</i>                     | <i>YTD as % of Budget</i> |                       |                 |
| <b><i>Personnel</i></b>                |                       |                   |                       |                     |                                |                           |                       |                 |
| 7010 Salaries - Personnel              | \$2,249,769.00        | \$0.00            | \$2,249,769.00        | \$164,623.67        | \$807,521.41                   | 35.89%                    | \$1,442,247.59        |                 |
| 7013 Contracted Services               | \$6,000.00            | \$0.00            | \$6,000.00            | \$150.00            | \$150.00                       | 2.50%                     | \$5,850.00            |                 |
| 7200 Insurance                         | \$119,500.00          | \$0.00            | \$119,500.00          | \$7,894.68          | \$66,574.54                    | 55.71%                    | \$52,925.46           |                 |
| 7300 Benefits - Taxes                  | \$165,000.00          | \$0.00            | \$165,000.00          | \$11,911.38         | \$65,710.54                    | 39.82%                    | \$99,289.46           |                 |
| 7400 Benefits - Retirement             | \$240,000.00          | \$0.00            | \$240,000.00          | \$19,540.00         | \$157,157.00                   | 65.48%                    | \$82,843.00           |                 |
| 7500 Benefits - Pass through           | \$0.00                | \$0.00            | \$0.00                | -\$116.06           | -\$3,944.52                    | 0.00%                     | \$3,944.52            |                 |
| <b>Subtotal</b>                        | <b>\$2,780,269.00</b> | <b>\$0.00</b>     | <b>\$2,780,269.00</b> | <b>\$204,003.67</b> | <b>\$1,093,168.97</b>          | <b>39.32%</b>             | <b>\$1,687,100.03</b> |                 |
| <b><i>Library Materials</i></b>        |                       |                   |                       |                     |                                |                           |                       |                 |
| 6010 Books                             | \$170,500.00          | \$0.00            | \$170,500.00          | \$30.42             | \$33,869.25                    | 19.86%                    | \$136,630.75          |                 |
| 6020 Periodicals                       | \$15,000.00           | \$0.00            | \$15,000.00           | \$0.00              | \$7,313.04                     | 48.75%                    | \$7,686.96            |                 |
| 6030 AV                                | \$70,200.00           | \$0.00            | \$70,200.00           | \$0.00              | \$9,769.91                     | 13.92%                    | \$60,430.09           |                 |
| 6050 Digital Resources                 | \$76,800.00           | \$0.00            | \$76,800.00           | \$9,484.06          | \$35,841.58                    | 46.67%                    | \$40,958.42           |                 |
| 6010 Other                             | \$0.00                | \$0.00            | \$0.00                | \$0.00              | \$0.00                         | 0.00%                     | \$0.00                |                 |
| <b>Subtotal</b>                        | <b>\$332,500.00</b>   | <b>\$0.00</b>     | <b>\$332,500.00</b>   | <b>\$9,514.48</b>   | <b>\$86,793.78</b>             | <b>26.10%</b>             | <b>\$245,706.22</b>   |                 |
| <b><i>Facility &amp; Equipment</i></b> |                       |                   |                       |                     |                                |                           |                       |                 |
| 6110 Bldg Svc Contracts                | \$195,000.00          | \$0.00            | \$195,000.00          | \$8,633.13          | \$68,447.23                    | 35.10%                    | \$126,552.77          |                 |
| 6130 Office Equip                      | \$10,000.00           | \$0.00            | \$10,000.00           | \$0.00              | \$137.03                       | 1.37%                     | \$9,862.97            |                 |
| 6140 Facility Insurance                | \$35,000.00           | \$0.00            | \$35,000.00           | \$0.00              | \$49,928.08                    | 142.65%                   | -\$14,928.08          |                 |
| 6150 Repairs - Bldg & Equipment        | \$40,000.00           | \$0.00            | \$40,000.00           | \$7,543.80          | \$25,910.28                    | 64.78%                    | \$14,089.72           |                 |
| 6160 Equipment Lease Expense           | \$25,000.00           | \$0.00            | \$25,000.00           | \$2,199.43          | \$11,228.56                    | 44.91%                    | \$13,771.44           |                 |
| 61000 Other Fac & Equip                | \$0.00                | \$0.00            | \$0.00                | \$0.00              | \$0.00                         | 0.00%                     | \$0.00                |                 |
| <b>Subtotal</b>                        | <b>\$305,000.00</b>   | <b>\$0.00</b>     | <b>\$305,000.00</b>   | <b>\$18,376.36</b>  | <b>\$155,651.18</b>            | <b>51.03%</b>             | <b>\$149,348.82</b>   |                 |
| <b><i>Operations</i></b>               |                       |                   |                       |                     |                                |                           |                       |                 |
| 6200 Programs                          | \$46,000.00           | \$0.00            | \$46,000.00           | \$2,665.64          | \$14,444.39                    | 31.40%                    | \$31,555.61           |                 |
| 6510 Automation                        | \$214,000.00          | \$0.00            | \$214,000.00          | \$22,533.99         | \$77,663.36                    | 36.29%                    | \$136,336.64          |                 |
| 6515 Custodial Supp                    | \$9,000.00            | \$0.00            | \$9,000.00            | \$998.47            | \$3,586.75                     | 39.85%                    | \$5,413.25            |                 |
| 6520 Elections                         | \$10,000.00           | \$0.00            | \$10,000.00           | \$0.00              | \$0.00                         | 0.00%                     | \$10,000.00           |                 |
| 6521 Insurance - D & O                 | \$1,050.00            | \$0.00            | \$1,050.00            | \$0.00              | \$1,076.00                     | 102.48%                   | -\$26.00              |                 |
| 6525 Membership Dues                   | \$4,000.00            | \$0.00            | \$4,000.00            | \$100.00            | \$647.00                       | 16.18%                    | \$3,353.00            |                 |
| 6530 Office & Lib Supplies             | \$19,000.00           | \$0.00            | \$19,000.00           | \$6,729.93          | \$13,740.70                    | 72.32%                    | \$5,259.30            |                 |
| 6531 Gift Cards Received/Spent         | \$0.00                | \$0.00            | \$0.00                | \$0.00              | \$0.00                         | 0.00%                     | \$0.00                |                 |
| 6540 Postage                           | \$5,000.00            | \$0.00            | \$5,000.00            | \$0.00              | \$236.81                       | 4.74%                     | \$4,763.19            |                 |
| 6545 Professional Services             | \$30,000.00           | \$0.00            | \$30,000.00           | \$197.75            | \$26,579.60                    | 88.60%                    | \$3,420.40            |                 |
| 6551 PR & Printing                     | \$10,500.00           | \$0.00            | \$10,500.00           | \$284.74            | \$4,174.98                     | 39.76%                    | \$6,325.02            |                 |
| 6555 Telephone                         | \$600.00              | \$0.00            | \$600.00              | \$0.00              | \$0.00                         | 0.00%                     | \$600.00              |                 |
| 6556 Travel & Continuing Ed            | \$17,000.00           | \$0.00            | \$17,000.00           | \$0.00              | \$10,237.71                    | 60.22%                    | \$6,762.29            |                 |
| 6575 Utilities                         | \$80,000.00           | \$0.00            | \$80,000.00           | \$3,058.19          | \$30,971.13                    | 38.71%                    | \$49,028.87           |                 |
| 6576 Building Security                 | \$87,000.00           | \$0.00            | \$87,000.00           | \$0.00              | \$19,800.80                    | 22.76%                    | \$67,199.20           |                 |
| 6581 Other Operational                 | \$0.00                | \$0.00            | \$0.00                | \$51.54             | \$529.91                       | 0.00%                     | -\$529.91             |                 |
| <b>Subtotal</b>                        | <b>\$533,150.00</b>   | <b>\$0.00</b>     | <b>\$533,150.00</b>   | <b>\$36,620.25</b>  | <b>\$203,689.14</b>            | <b>38.20%</b>             | <b>\$329,460.86</b>   |                 |
| <b><i>Bonds</i></b>                    |                       |                   |                       |                     |                                |                           |                       |                 |
| 6610 Town of Clifton Park              | \$531,513.00          | \$0.00            | \$531,513.00          | \$0.00              | \$471,897.03                   | 88.78%                    | \$59,615.97           |                 |
| 6620 Town of Halfmoon                  | \$240,175.00          | \$0.00            | \$240,175.00          | \$0.00              | \$209,337.50                   | 87.16%                    | \$30,837.50           |                 |
| <b>Subtotal</b>                        | <b>\$771,688.00</b>   | <b>\$0.00</b>     | <b>\$771,688.00</b>   | <b>\$0.00</b>       | <b>\$681,234.53</b>            | <b>88.28%</b>             | <b>\$90,453.47</b>    |                 |
| <b><i>Other Expense Types</i></b>      |                       |                   |                       |                     |                                |                           |                       |                 |
|  | \$0.00                | \$0.00            | \$0.00                | \$0.00              | \$0.00                         | 0.00%                     | \$0.00                |                 |
| <b>Subtotal</b>                        | <b>\$0.00</b>         | <b>\$0.00</b>     | <b>\$0.00</b>         | <b>\$0.00</b>       | <b>\$0.00</b>                  | <b>0.00%</b>              | <b>\$0.00</b>         |                 |
| <b>Total Disbursements</b>             | <b>\$4,722,607.00</b> | <b>\$0.00</b>     | <b>\$4,722,607.00</b> | <b>\$268,514.76</b> | <b>\$2,220,537.60</b>          | <b>47.02%</b>             | <b>\$2,502,069.40</b> |                 |

**Clifton Park-Halfmoon Public Library  
Treasurer's Report May 2020**

Percentage of Year: 42%

| <i>Cash - Bank Balances</i>  |                       |
|------------------------------|-----------------------|
| 1050 Petty Cash              | \$722.02              |
| 1040 Petty Checking          | \$215.26              |
| 1051 Business Checking       | \$206,872.64          |
| 1052 MM Savings              | \$3,728,571.47        |
| 1060 Unemployment Fund Bond  | \$122,841.92          |
| <b>TTL CASH</b>              | <b>\$4,059,223.31</b> |
| 12000 Undeposited Funds      | \$0.00                |
| 1100 Accounts Receivable     | \$6,025.00            |
| 13000 Prepaid Expense        | \$0.00                |
| Fixed Assets                 | \$0.00                |
| <b>TTL ASSETS</b>            | <b>\$4,065,248.31</b> |
| 21000 Accrued Pay            | \$0.00                |
| 2000 Accounts payable        | \$28,351.69           |
| 24000 Payroll Liab           | \$468.00              |
| 2395 Accrued retirement      | \$97,700.00           |
| 24102 Sunshine Fund          | \$195.66              |
| 24103 Def Revenue            | \$0.00                |
| 1071 Accrued credit card     | \$0.00                |
| <b>TTL LIABILITIES</b>       | <b>\$126,715.35</b>   |
| <b>TTL EQUITY</b>            | <b>\$4,065,248.31</b> |
|                              | \$0.00                |
| <b>TTL LIAB &amp; EQUITY</b> | <b>\$4,191,963.66</b> |

| <i>Fund Balance Reconciliation</i> |                       |
|------------------------------------|-----------------------|
| Year to Date Revenues              | \$4,637,078.22        |
| Year to Date Expenses              | -\$2,220,537.60       |
| Net Change                         | <u>\$2,416,540.62</u> |

|   | Prior Month<br>Balance | Use of Fund<br>Balance | Current<br>Balance    |
|---|------------------------|------------------------|-----------------------|
| Appropriations                              |                        |                        |                       |
| 3006 Library Construction                   | \$140,669.29           | \$0.00                 | \$140,669.29          |
| 3000/3002 Automation App Fund               | -\$19.60               | \$39.60                | \$20.00               |
| 32000 Unappropriated Funds/Unrestricted Net |                        |                        |                       |
| Assets                                      | \$1,381,303.05         | \$0.00                 | \$1,381,303.05        |
| Fund Changes                                | <b>\$1,521,952.74</b>  | <b>\$39.60</b>         | <b>\$1,521,992.34</b> |

**Clifton Park-Halfmoon Public Library  
Treasurer's Report May 2020**

Percentage of Year: 42%

| <b>Net Fixed Assets</b> |                     |                        |                   |                 |
|-------------------------|---------------------|------------------------|-------------------|-----------------|
|                         | <b>12/31/19</b>     | <b>12/31/2018</b>      | <b>\$ Change</b>  | <b>% Change</b> |
| LAND                    | 593,860.00          | \$ 593,860.00          | 0.00              |                 |
| LAND IMPROVEMENTS       | 26,581.00           | \$ 6,386.00            | -20,195.00        | 24%             |
| COMPUTER EQUIP          | 2,242.00            | \$ 3,362.00            | 1,120.00          | 150%            |
| EQUIPMENT               | 10,914.00           | \$ 5,671.00            | -5,243.00         | 52%             |
| BUILDING                | 8,647,746.00        | \$ 8,921,831.00        | 274,085.00        | 103%            |
| <b>TOTALS</b>           | <b>9,281,343.00</b> | <b>\$ 9,531,110.00</b> | <b>249,767.00</b> | <b>103%</b>     |

| <b>Reconciliation</b>            |                 |
|----------------------------------|-----------------|
| Prior Month Fund Balance         | \$1,521,952.74  |
| + Net change revenues - expenses | \$2,416,580.22  |
| Subtotal                         | \$3,938,532.96  |
| - Total Cash                     | -\$4,059,223.31 |
| Accounts Payable                 | \$28,351.69     |
| Accounts Receivable              | -\$6,025.00     |
| Prepaid Expense                  | \$0.00          |
| Accrued Payroll                  | \$0.00          |
| Undeposited Funds                | \$0.00          |
| Deferred Revenue                 | \$0.00          |
| Sunshine Fund                    | \$195.66        |
| 24000 Payroll Liab               | \$468.00        |
| Accrued Retirement               | \$97,700.00     |
| Credit Cards                     | \$0.00          |
| Fixed Assets                     | \$0.00          |
| Balance                          | \$0.00          |



## CONNECT AND COLLABORATE

### Communications

As we have been developing and sharing our reopening plans, communications with both the public and staff has been and will continue to be crucial. Lou Ann and the PR Department staff have done a wonderful job keeping patrons up to date:

- The website is the primary mode of communication with patrons, and information is updated daily.
- The “Message from the Director” is being updated at least weekly with new information and changes.
- The graphic for the Facebook profile is updated to match the latest information (hours, services, etc.).
- The phone message is updated to share more information about returns.
- More Constant Contact emails are being sent to provide updated information.
- Weekly press releases are sent with program and services information.

Communications with staff has been a priority to keep everyone up to date as we get closer to having staff in the building:

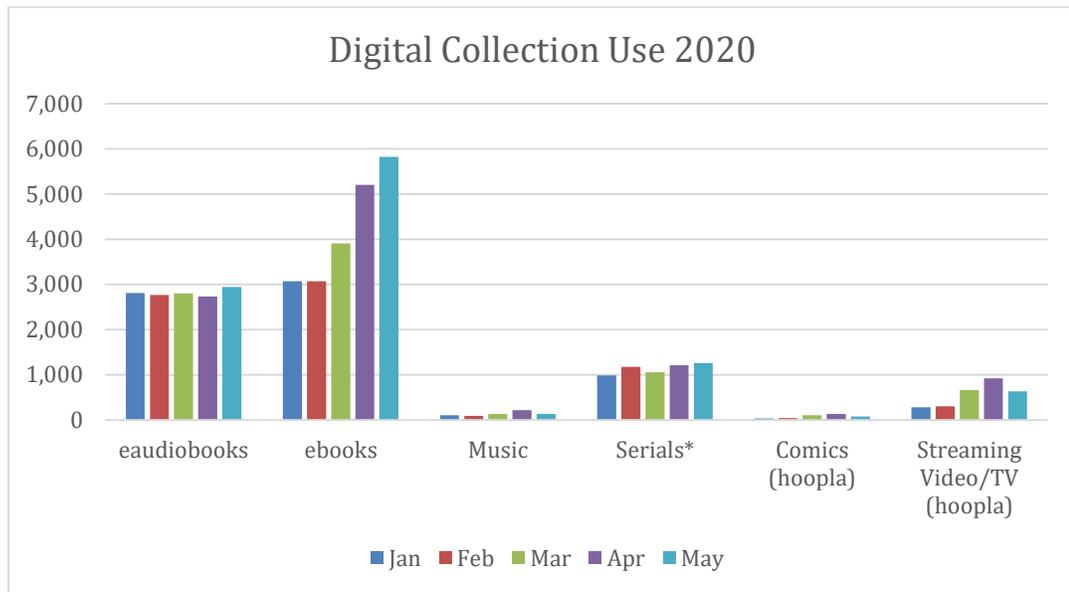
- Several emails are sent to staff each week to share any updated information.
- Starting the week of June 8, an additional email is being sent on Fridays and Mondays with concise information about the coming week's schedules and tasks.
- Staff are attending weekly “all staff” meetings as well as department meetings on Zoom. Staff meetings will continue weekly until July 1 and then will be held every other week until further notice.



## MAXIMIZE LIBRARY ACCESS: INSIDE, OUTSIDE AND VIRTUAL

### Digital Collection Use

Although we haven't been able to loan any physical items, digital circulation has increased overall by 97% in May compared to last year. Use of ebooks has seen the largest increase. Streaming video and TV experienced a jump in April, but declined somewhat in May – possibly due to the better weather.



|                             | Jan          | Feb          | Mar          | Apr           | May           |
|-----------------------------|--------------|--------------|--------------|---------------|---------------|
| audiobooks                  | 2,807        | 2,767        | 2,800        | 2,729         | 2,944         |
| ebooks                      | 3,068        | 3,071        | 3,909        | 5,204         | 5,823         |
| Music                       | 104          | 93           | 129          | 213           | 133           |
| Serials*                    | 987          | 1,172        | 1,056        | 1,212         | 1,262         |
| Comics (hoopla)             | 33           | 37           | 105          | 132           | 77            |
| Streaming Video/TV (hoopla) | 280          | 304          | 660          | 922           | 634           |
| <b>Total</b>                | <b>7,279</b> | <b>7,444</b> | <b>8,659</b> | <b>10,412</b> | <b>10,873</b> |



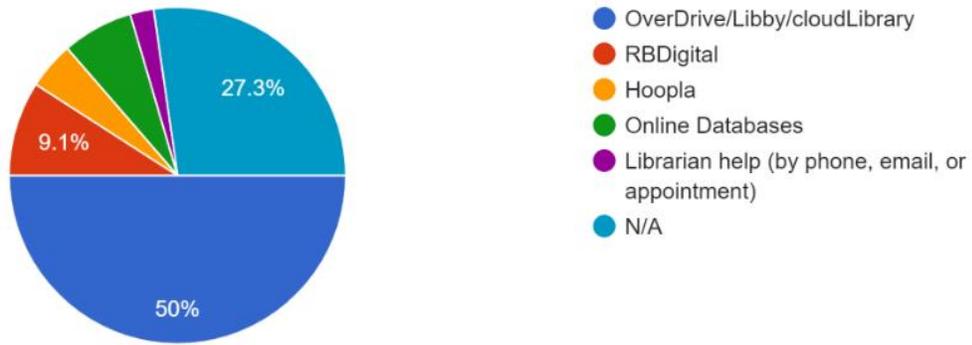
## CREATE AND DELIVER COLLECTIONS, PROGRAMS AND SERVICES

### Programs

The program calendar continues to fill in with online programs, both pre-recorded and webinars. An online survey, asking patrons about our services, was answered by 44 people. The answers are detailed below.

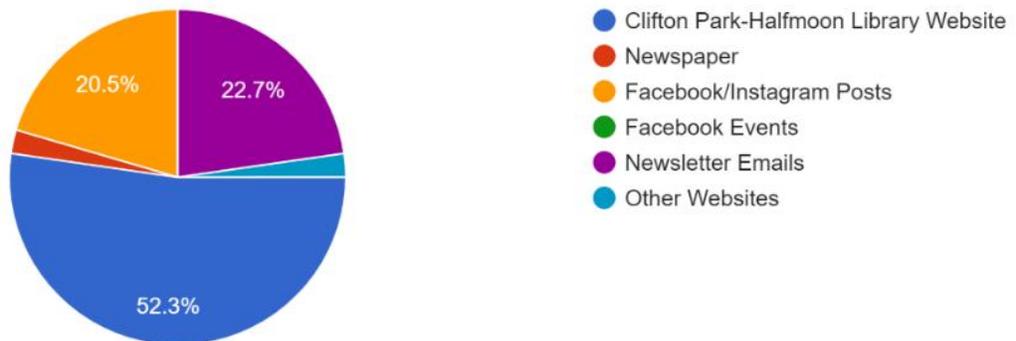
Which resource/service have you used the most?

44 responses



How are you finding out about our new program offerings?

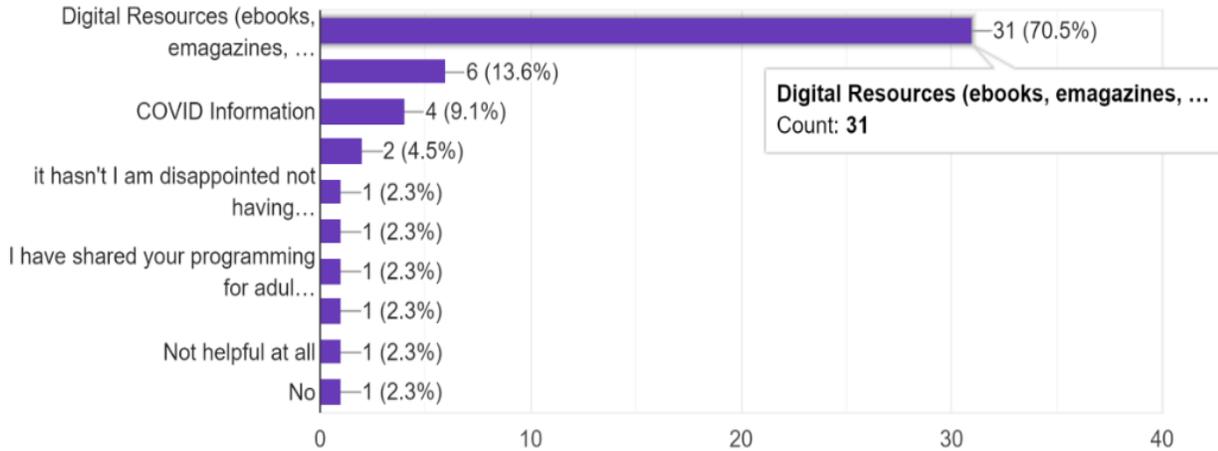
44 responses





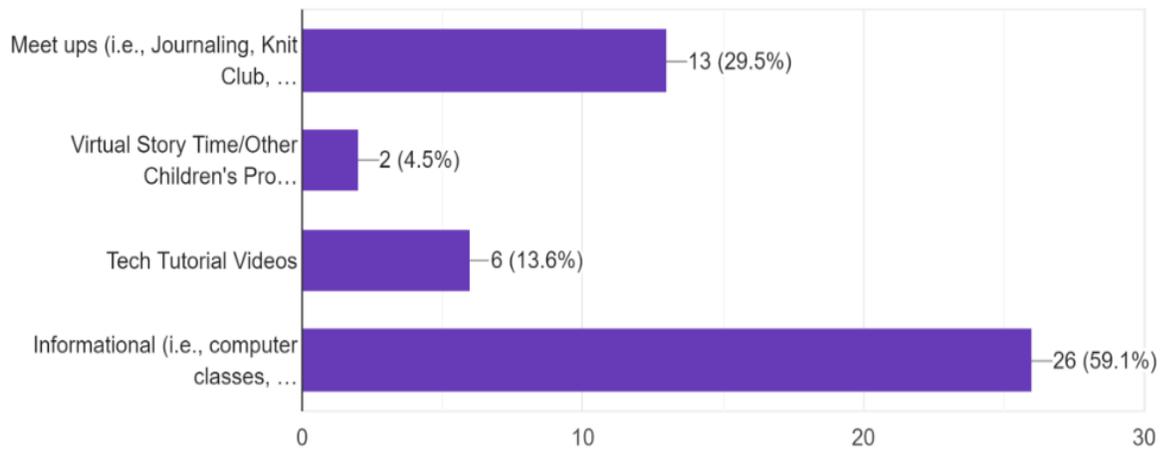
### How has the Library been the most helpful during this time?

44 responses



### What programs have you watched/attended?

44 responses





## **DEVELOP PEOPLE AND THE ORGANIZATION**

### Reopening Plans

Additional guidance has been provided from NY State regarding requirements for safely reopening. Based on the guidance for Retail and Office spaces, a **Library Reopening Safety Plan** has been developed and is included for the review and approval of the Board. Because the guidance from the State is updated frequently, it is recommended that any approval of the plan include the ability for the plan to be updated between regular Board meetings with oversight provided by the Board's Ad Hoc Reopening Committee. The attached safety plan reflects guidance provided from the State for Phases One and Two of the NY Forward Plan (Stages 1-4 of the Library Reopening Service Plan).

Once the safety plan is developed and approved, organizations are also required to submit an affirmation on the NY State website for each phase of the NY Forward Plan.

A **Return to Work Manual** has also been developed and shared with employees. This manual reflects the safety guidance from the state and is designed to highlight workplace protocols that have been put in place to protect employees and establish a level of comfort as employees return to the physical building. It is attached for Board review and approval.

Prepared by: Alex Gutelius  
Library Director

## **Temporary Safety Practices Policy**

The year 2020 has brought unprecedented challenges to our nation, state and our community. To continue serving our patrons during this difficult time, while placing the health and safety of our community at the forefront, the Library Board of Trustees has adopted this Temporary Safety Practices Policy.

The Board's authority to adopt these measures is found in its Charter, Bylaws, New York Education Law Sections 255, 260, 266, 8 NYCRR 90.2 and Article 2 of the Not-for-Profit Corporation Law. Consistent with that authority, these measures have been adopted in order to keep our services accessible at this time.

Staff at the Clifton Park-Halfmoon Public Library has the authority to enforce these measures as they do other of the Library's Rules. Concerns about this policy should be directed to the Library Director.

### **Scope of Temporary Safety Measures**

The Clifton Park-Halfmoon Public Library operates per relevant state law and Executive Orders, including those pertaining to mandatory workforce reductions. Therefore, the temporary practices in this Policy may be further modified as needed to conform with relevant Orders.

### **Safety Practices**

Until the Board votes to revoke this temporary policy, the Library will require everyone on the premises to abide by the following safety practices:

- Staff and patrons must wear a face mask when in public areas of the library.
- Staff must wear a face mask when in staff-only areas of the library and social distancing (minimum 6 foot separation) cannot be maintained.
- Staff must wear a face mask and gloves when handling returned materials
- Staff and patrons must adhere to social distancing guidelines.
- Patrons may be asked to wait outside the library if maximum occupancy levels in the library are met.
- Program and study rooms may not be available to the public.
- Seating in the public areas will be limited to ensure social distancing.

### **ADA**

In the event any safety requirement is not practicable on the basis of a disability, please contact the Library Director to explore a reasonable accommodation.

### **Communication**

To aid the community in complying with these requirements, the Library will transmit this policy through social media, our website and physical signage at the Library.

### **Authority to Modify Policies**

The Library Director has the authority, consistent with this Temporary Safety Practices Policy and while this Policy is in effect, to modify such library policies as necessary to protect the safety of staff and patrons and to efficiently operate the library, including, but not limited to, Policies 3.1, 3.2, 3.4, 3.6, 4.3 and 4.4. The Director shall advise the Board of any such temporary, necessary changes that are made.

### **Rules of Conduct**

Adherence to these practices shall be enforced as a requirement of the Library's Rules of Conduct until such time as this temporary policy is revoked.

Approved: 5/18/2020 , Modified: 6/15/2020

The Library Reopening Safety Plan is based on guidance provided by New York State, and adapted to meet the needs of the Clifton Park-Halfmoon Public Library. As additional guidance is provided, this plan will be reviewed and updated at a minimum of every two weeks.

The Ad Hoc Reopening Committee will be advised of any updates and the updates will be presented for formal approval at the next regularly scheduled Board Meeting.

## PEOPLE

### Workplace Activity

- During Stages 1 and 2 of the Library Reopening Services Plan, staffing levels will be limited to only those employees who are necessary for the services.
- During Stages 3 and 4 of the Library Reopening Services Plan, staffing levels will be limited to no more than 50%.
- Other employees will continue to work from home.

### Physical Distancing

- During Phase II (Stages 3 & 4 of the Library Reopening Services Plan), each area of the library will be limited to no more than 50% of the maximum occupancy set by the Town of Clifton Park Building and Development Department.
- Employees and patrons will maintain a 6 ft. distance from each other whenever possible.
- Where physical distancing is impossible, employees must wear a face covering.
- Tightly confined space will be occupied by only one employee at a time (e.g. network room, supply room in TP)
- Employees must wear a face covering when working at a service desk.
- Employees must wear a face covering when working in the circulation workroom and Piracci Board Room, unless they are seated at their own desk.
- Employees must be prepared to put on a face covering if another person unexpectedly comes within six feet.
- Patrons will be required to wear a face covering when in the Library building. Patrons shall not be permitted to enter the library without a face covering, if medically able to tolerate one, and are over the age of two.
- Employees will not request medical or other documentation from a patron who declines to wear a face covering and will provide alternate methods service including but not limited to:
  - Curbside pickup of library materials
  - Telephone reference and reader's advisory service
  - Technical support via email or telephone
- Seating in the break room will be limited to ensure social distancing.

#### Meetings/Trainings

- Staff and department meetings will be held via Zoom.
- When in person meetings or trainings are required, employees must maintain a 6 ft. distance from each other and wear masks.

#### Signage and Social Distancing Markers – Staff Areas

- Employees must adhere to social distancing markers in areas such as the ADP time clock and health screening station.
- Signs and tape will be put in place to reduce bi-directional foot traffic where possible.
- Signs and distance markers will be posted in commonly used areas (circulation desks, ASK desk, YS Desk, Piracci Board Room)
- Only one person at a time will be allowed in the elevators

#### Signage and Social Distancing Markers – Public Areas

- Signage will be posted outside the Library on the doors and on a sidewalk sign with instructions for ordering and pickup and hours of operation.
- Curbside pickup procedures will be no-contact, and social distancing markers will be placed outside the Piracci Board Room.
- Patrons will pick up materials one at a time while other patrons wait six feet away.
- Library materials return bins will be placed outside the Piracci Board Room for patrons to return materials and social distancing markers will be placed to keep a 6 ft. distance between patrons.
- Patrons will be reminded to wear face coverings when picking up or returning library materials.
- Social distancing markers and/or signage will be placed in the public elevator (Stage 4).
- Social distancing marker and stanchions will be used to guide patrons when lining up at a service desk.
- Signage and floor markings will be used to encourage one directional traffic in and out of the library and in book aisles.
- Signage will be placed on the doors of restrooms reminding patrons to practice social distancing.
- Signage will be posted inside and outside of the Library, consistent with DOH COVID-19 guidance, reminding employees and patrons to:
  - Cover nose and mouth with a mask or cloth face covering.
  - Properly store, and when necessary, discard PPE.
  - Adhere to physical distancing instructions.
  - Report symptoms of or exposure to COVID-19 to supervisor.
  - Follow hand hygiene and cleaning guidelines.

## PLACES

### Protective Equipment

- Reusable masks will be provided to employees for their use. Masks will be [worn properly](#), and discarded or washed properly. Employees are responsible for [washing their own masks](#). Employees may also wear facemasks of their own including homemade cloth masks as long as it covers their mouth and nose.
- Disposable gloves will be provided to employees when handling materials or on request.
- PPE will not be provided to patrons.
- Vendors and delivery people will be required to wear a mask when entering the library building. The Library will not provide PPE to vendors or delivery people.
- Employees will be given training on how to put on, take off, clean (as applicable) and discard PPE.
- Patrons will be required to wear a cloth face covering when in the Library building. Patrons shall not be permitted to enter the library without a face covering, if medically able to tolerate one, and are over the age of two.
- Plexiglas shields will be installed at all service desks (Welcome, ASK, Circulation and YS).
- Plexiglas shields will be installed between the public computer workstations.
- Plexiglas shields will be installed at all staff workstations including the Circulation Adult Services, Youth Services, Technical Processing, Local History, and IT work rooms.

### Services

- Vending machines will be disabled through at least Stage 4.
- Water fountains will be disabled through at least Stage 4.

### Hygiene and Cleaning

- Cleaning logs will be maintained documenting the date, time and scope of cleaning.
- The cleaning logs will be checked by the area supervisor at the end of each shift
- The cleaning logs will be kept in the following locations:
  - Circulation workroom bulletin board
  - Piracci room at sink
  - ASK desk between workstations
  - YS desk between workstations
  - Welcome desk adjacent to workstation (this will also be the location for the public restroom cleaning log).
- Spray bottles of disinfectant cleaner and paper towels will be available for staff use in all staff areas of the library including public service desks.
- Staff will be required to wash their hands at the beginning and end of their shift and when removing gloves or masks.

#### Shared Workstations

- Shared workstations at the circulation and reference desks will be cleaned before and after each shift.
- Items to be cleaned include but not limited to:
  - keyboard
  - plastic edge of monitor
  - mouse
  - phone
  - desensitizer
  - case un-locker
  - receipt printer
  - counter area

#### Circulation Workroom

- frequently touched areas of the circulation workroom will be cleaned at the end of each shift.
- Items to be cleaned include but are not limited to:
  - Printers
  - Copiers
  - Bathroom door handles
  - Push bars for the exit doors

#### Book Carts

- Staff will wipe down the handles of book carts before and after moving the cart

#### Personal Workstations

- Spray bottles of disinfectant cleaner and paper towels will be available in all staff areas (AS workroom, TP workroom, Administrative hall, YS workroom, IT workroom, Maintenance office and other areas where temporary workstations are set up).
- Employees are responsible for cleaning off their desk after each shift and storing non-essential items in cabinets or drawers.
- Employees with personal workstations will be responsible for cleaning their workstation on a daily basis.
- Items to be cleaned include but not limited to:
  - keyboard
  - plastic edge of monitor
  - mouse
  - phone
  - receipt printer
  - counter area

#### Public Areas of the Library

- Hand sanitizer will be available for public use.
- Sanitizing wipes will be available on request for the public and will be provided to patrons using the public computers.
- Public and staff restrooms are equipped with soap and paper towels for handwashing. Faucets in the public restrooms are touch free.
- The entire building will be thoroughly cleaned on a daily basis by the Library's contract cleaners each night after closing using products identified as effective against COVID-19.
- Frequently touched surfaces in the public restrooms will be wiped down at mid-way through each day when the library is open to the public by facilities staff.
- Handrails, door handles and push bars and other frequently touched surfaces will be wiped down mid-way through each day when the library is open to the public by facilities staff.
- At the end of each shift, staff on the ASK Desk and YS Desk will wipe down public workstations, PAC workstations, and the edge of the service desk accessible to the public.
- At the end of each desk shift, staff on the Circulation desk will wipe down the edge of the service desk accessible to public and the credit card terminals.
- Baskets and carts used by patrons will be wiped down at least once a day.

#### Common Staff Areas

- Staff members using the break room must wipe down surfaces after using them including but not limited to:
  - Fridge door handle
  - Microwave
  - Faucets
  - Kettle handle
  - Coffee machine buttons
  - Water cooler buttons
  - Counters
  - Lunch table

#### Communication

- Information updates will be provided to employees via the Intranet, email, signage and during staff meetings.
- Information updates for patrons will be posted on the Library's website and via social media
- Staff will be provided scripts to help when providing patrons with instructions regarding the mandatory use of face coverings while in the building.

- Signage will be posted to remind employees and patrons to adhere to proper hygiene, social distancing rules, appropriate use of PPE and cleaning and disinfection protocols.
- A log will be maintained of contractors or service providers who will be working at the Library. This log will be maintained by the Facilities Manager. Contractors and service providers must follow the procedures outlined in the addendum on page 7.
- The employee health screening log will provide a list of employees who are working on site by date. This log will be maintained by the Business Manager.
- The Library will not keep a log of patrons who enter the library.
- If an employee tests positive for COVID-19, the Library Director or Business Manager will notify the Saratoga County Department of Health and follow their directions for notification of other employees or visitors to the building.

## PROCESSES

### Screening and Testing

- mandatory daily health screening is required for employees who are working at the library.
- employees will be required to complete a questionnaire that determines if the employee has:
  - knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19
  - tested positive for COVID-19 in the past 14 days or
  - has experienced any symptoms of COVID-19 in the past 14 days
    - according to [CDC guidance](#) the term symptomatic includes employees who have the following symptoms or combination of symptoms: fever, cough, shortness of breath, or at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.
  - A daily temperature check will be conducted; the Library will not keep a record of employee health data (temperature).
- Employees who screen positive for COVID-19 symptoms will not be allowed to enter the library and will be sent home with instructions to contact their healthcare provider for assessment and testing. The Library will notify the Saratoga County Health Department about the suspected case.
- If an employee has COVID-19 symptoms AND EITHER tests positive for COVID-19 OR did not receive a test, the employee may only return to work after completing a 14-day self-quarantine.
- If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the



first positive test if they remain asymptomatic. If an employee has had close proximate contact with a person with COVID-19 for a prolonged period of time AND is symptomatic, the employee should notify their supervisor and follow the above protocol for a positive case.

- The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.

If an employee has had close contact with a person with COVID-19 for a prolonged period of time AND is NOT symptomatic, the employee should notify their supervisor and the employee may return to work upon completing 14 days of self-quarantine.

### Tracing and Tracking

- The Library Director or Business Manager will notify the Saratoga County Department of Health and DOH upon being informed of any positive COVID-19 test result by an employee.
- Library administration will cooperate with the local health department to trace all contacts in the library and will notify the health department of all employees or vendors who entered the library dating back to 48 hours before the employee began experiencing COVID-19 symptoms or tested positive, whichever is earlier, but maintaining confidentiality as required by law.
- Supervisors will notify employees that they may have been exposed to COVID-19. Employees will follow the protocols outlined above under Screening and Testing.

### Cleaning and Disinfecting

- If an employee tests positive for COVID-19, the library will follow [CDC guidelines](#) for cleaning and disinfecting.
- The building will close for 24 hours before cleaning and disinfection.
- Contract cleaning staff will clean and disinfect all areas including offices, bathrooms, common areas, shared workstations used by the ill person.
- If it has been more than 7 days since the person with the suspected/confirmed COVID-19 used the facility, additional cleaning and disinfecting is not necessary.



#### **Contractor/Service Provider Protocol Addendum**

- Meeting with Contractors or service providers should take place virtually as often as possible, to ensure the protection of both employees and visitors.
- When business-critical, in-person visits do occur, such as to allow equipment or facilities to remain operational, a health screening form must be completed before enter the library.
- Alternatively, a contractor/service provider may supply a one-time documentation that their organization requires daily health screenings. Submit this documentation to the Business Manager.
- Employees who have arranged for a contractor or service provider to enter the library must complete the Contractors/Service Provider log and attach the health screening form to the log (located in the Maintenance Office). If there is any YES repose to the screening checklist, visitation or contractor work is forbidden.
- Contractors and service providers that work onsite should limit exposure to employees to the extent feasible by:
  - Ensuring contractors/service providers take a direct route to work area and do not unnecessarily interact with employees.
  - Practice social distancing at all time.
  - Wear a face covering.
  - Practice expected hygiene regarding washing hands

#### Personal Protective Equipment/Supplies Inventory Addendum

In order to open the Library, and adequate supply of the materials listed below must be confirmed

| Item                     | Specifications  | Recommended Quantity  |
|--------------------------|---|---|
| Masks (disposable)       | Disposable masks for emergency use by patrons/vendors | 200   |
| Masks (washable)         | Washable cloth masks / 3 per employee                 | 3 per employee (approx. 360)  |
| Gloves                   | Nitrile and vinyl                                     | Min. 30 day supply  |
| Face shields             | Protective face shields                               | 1 per employee  |
| Infrared thermometer     | Medical infrared thermometer for screening staff      | 2   |
| Disinfectant spray/wipes | EPA-approved disinfectant                             | Min. 30 day supply  |
| Spray bottles            | Plastic spray containers for disinfectant             | 30 bottles  |
| Hand sanitizer           | Sanitizer with alcohol 60%                            | Min. 30 day supply  |
| Hand soap                | Hand soap for patrons and staff                       | Min. 30 day supply  |
| Paper towels             | Paper towels  | Min. 30 day supply  |
| Sneeze guards            | Plexiglas shields                                     | Installed at each service desk (when public allowed back in building) |

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Additional documents: Family First CARES Act Employee Rights; NY State COVID-19 Paid Sick Leave; NY State Obtaining an Order for Mandatory or Precautionary Quarantine.

## **Introduction**

At the Clifton Park-Halfmoon Public Library it is our priority to keep our employees and their families healthy, especially in the midst of the COVID-19 pandemic. As such, we will abide by NY State and Federal governmental guidelines when possible as we strive to balance public health concerns with the needs of operating the library. This return to work manual, along with the [Library Reopening Service Plan](#) and the [Library Reopening Safety Plan](#), details how we plan to reopen the Library and still keep all of our employees safe to every extent possible. This manual, which pulls from Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of supervisors and employees, and outlines the steps the Library is taking to address COVID-19.

While we will implement various protocols to ensure your safety, it's up to you and your co-workers to execute these protocols daily. This Return to Work Staff Manual, the [Library Reopening Service Plan](#), and [Library Reopening Safety Plan](#) are designed to highlight workplace protocols in place to protect your safety and establish a level of comfort for all of our employees as we ask you to return to work.

We understand that every employee's situation is different and encourage those with specific risks or concerns to reach out to their supervisor, Lisa Oddo or Alex Gutelius, as necessary. There are also documents at the end of this manual that pertain to paid sick leave and expanded family and medical leave under the Families First Coronavirus Response Act, New York State COVID-19 Paid Sick Leave and New York State Department of Health guidelines for obtaining an order for mandatory or precautionary quarantine.

## **Return to Work Timeline**

Due to the evolving nature of the COVID-19 pandemic, creating an exact timeline for resuming "normal" operations is not feasible. The Library's Reopening Service Plan provides for a staged approach to resuming service and bringing staff back to work in the library building. The Library will also comply with the phases in the NY Forward plan. The chart below is a tentative schedule of when staff will be able to be back working in the Library building.

| <b>Library Reopening Service Plan Stages</b>                      | <b>Tentative Date</b> | <b>Staffing Levels</b>  |
|---|-----------------------|---|
| Stage 1 – Staff return to building                                | June 15, 2020         | <ul style="list-style-type: none"> <li>Limited staff members in the building to set up for taking returns and contactless checkout</li> <li>Majority of staff continue to work from home</li> </ul> |
| Stage 2 – Staff return to building; no public                     | June 22, 2020         | <ul style="list-style-type: none"> <li>Limited staff members in the building to take returns and provide curbside pickup</li> <li>Majority of staff continue to work from home</li> </ul>           |
| Stage 3 – Building open to public; limited access and hours       | TBD                   | <ul style="list-style-type: none"> <li>No more than 50% of staff in building to provide in person service</li> <li>Staff continue to work from home when possible</li> </ul>                        |
| Stage 4 – Building open to public; limited hours; limited seating | TBD                   | <ul style="list-style-type: none"> <li>Staff continue to work from home when possible</li> </ul>  |
| Stage 5 – Regular hours; limited services                         | TBD                   | <ul style="list-style-type: none"> <li>Regular schedules</li> </ul>   |
| Stage 6 – Regular hours ; limited programming                     | TBD                   | <ul style="list-style-type: none"> <li>Regular schedules</li> </ul>   |
| Stage 7 – Full operation  | TBD                   | <ul style="list-style-type: none"> <li>Regular schedules</li> </ul>   |

It is important to note that the length of each stage is tentative and subject to change based on state and local guidance and the pandemic. Should an employee test positive for COVID-19 after the library reopens, the plan may change in an effort to protect our employees and patrons. In addition, if cases of COVID-19 spike again, we may need to close the Library again.

### **Workplace Protocols to Follow When Returning to Work**

The Library has implemented workplace protocols designed to preserve the health and safety of our employees as the return to work. This section further explains these protocols. For additional information, please contact your supervisor, Lisa Oddo or Alex Gutelius.

## **Employee Screening, Exposure and Confirmed Illness Protocols**

Keeping employees safe is our priority. To accomplish this task, we have created various procedures for screening employees who return to work, dealing with exposure to COVID-19, responding to a confirmed case of COVID-19 and reporting transparency.

### **Employee Screening Protocols**

The Equal Employment Opportunity Commission (EEOC) permits employers to measure employees' body temperatures before allowing them to enter the worksite. Any employee screening will be implemented on a non-discriminatory basis, and all information gleaned will be treated as confidential medical information – specifically, the identity of employees exhibiting a fever or other COVID-19 symptoms should only be shared with members of Library management with a true need to know.

Library employees will be asked to confirm the status of their health as a part of working onsite at the Library. The screening results will be tracked separately from any personnel records and will be kept confidential. This protocol will be in place until further notice.

Employees will be required to complete a questionnaire that determines if the employee has:

- knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19
- tested positive for COVID-19 in the past 14 days or who has or had symptoms of COVID-19
- has experienced any symptoms of COVID-19 in the past 14 days
  - according to [CDC guidance](#) the term symptomatic includes employees who have the following symptoms or combination of symptoms: fever, cough, shortness of breath, or at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.
- A daily temperature check will be conducted; the Library will not keep a record of employee health data (temperature).
- Employees who screen positive for COVID-19 symptoms will not be allowed to enter the library and will be sent home with instructions to contact their healthcare provider for assessment and testing. The Library will notify the Saratoga County Health Department about the suspected case.
- If an employee has COVID-19 symptoms AND EITHER tests positive for COVID-19 OR did not receive a test, the employee may only return to work after completing a 14-day self-quarantine.

- If an employee tests positive for COVID-19, regardless of whether the employee is symptomatic or asymptomatic, the employee may return to work upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic. If an employee has had close proximate contact with a person with COVID-19 for a prolonged period of time AND is symptomatic, the employee should notify their supervisor and follow the above protocol for a positive case.
  - The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. The local health department should be contacted if the extent of contact between an individual and a person suspected or confirmed to have COVID-19 is unclear.

If an employee has had close contact with a person with COVID-19 for a prolonged period of time AND is NOT symptomatic, the employee should notify their supervisor and the employee may return to work upon completing 14 days of self-quarantine.

### **Cleaning and Disinfecting**

- If an employee tests positive for COVID-19, the library will follow [CDC guidelines](#) for cleaning and disinfecting.
- The building will close for 24 hours before cleaning and disinfection.
- Contract cleaning staff will clean and disinfect all areas including offices, bathrooms, common areas, shared workstations used by the ill person.
- If it has been more than 7 days since the person with the suspected/confirmed COVID-19 used the facility, additional cleaning and disinfecting is not necessary.

### **Reporting Transparency Protocol**

Any employee who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify their supervisor as soon as practicable. The employee will be asked to assist with contact tracing. This information will be tracked separately from personnel records, and names will not be released. Depending on the circumstances, the Library will notify impacted employees if there is a confirmed case of COVID-19 in the workplace.

### **Social Distancing Protocol**

Employees should follow social distancing best practices while at the Library.

- Employees will maintain a 6 ft. distance from each other whenever possible.

- Where physical distancing is impossible, employees must wear a face mask.
- Tightly confined space will be occupied by only one employee at a time (e.g. network room) Employees must wear face masks when working in the circulation workroom and Piracci Board Room, unless they are seated at their own desk.
- Employees must be prepared to put on a face covering if another person unexpectedly comes within six feet.
- Seating in the break room will be limited to ensure social distancing.

### **Employee Health and Safety Protocols**

The success of our return to work plan relies on how well our employees follow social distancing and health and safety protocols. As such, the following protocols have been implemented to ensure your health and safety. Please bring any concerns regarding these protocols to your supervisor immediately.

### **Hygiene and Cleaning**

- Cleaning logs will be maintained documenting the date, time and scope of cleaning.
- The cleaning logs will be checked by the area supervisor at the end of each shift
- The cleaning logs will be kept in the following locations:
  - Circulation workroom bulletin board
  - Piracci room at sink
  - ASK desk between workstations
  - YS desk between workstations
  - Welcome desk adjacent to workstation (this will also be the location for the public restroom cleaning log).
- Spray bottles of disinfectant cleaner and paper towels will be available for staff use in all staff areas of the library including public service desks.
- Staff will be required to wash their hands at the beginning and end of their shift and when removing gloves or masks.

### **Shared Workstations**

- Shared workstations at the circulation and reference desks will be cleaned before and after each shift.
- Items to be cleaned include but not limited to:
  - keyboard
  - plastic edge of monitor
  - mouse
  - phone
  - desensitizer

- case unlocker
- receipt printer
- counter area

### **Circulation Workroom**

- frequently touched areas of the circulation workroom will be cleaned at the end of each shift.
- Items to be cleaned include but are not limited to:
  - Printers
  - Copiers
  - Bathroom door handles
  - Push bars for the exit doors

### **Book Carts**

- Staff will wipe down the handles of book carts before and after moving the cart

### **Personal Workstations**

- Spray bottles of disinfectant cleaner and paper towels will be available in all staff areas (AS workroom, TP workroom, Administrative hall, YS workroom, IT workroom, Maintenance office and other areas where temporary workstations are set up)
- Staff with personal workstations will be responsible for cleaning their workstation on a daily basis.
- Items to be cleaned include but not limited to:
  - Keyboard and mouse
  - plastic edge of monitor
  - phone
  - receipt printer
  - counter area

### **Public Areas of the Library**

- Hand sanitizer will be available for public use.
- Sanitizing wipes will be available on request for the public and will be provided to patrons using the public computers.
- Public and staff restrooms are equipped with soap and paper towels for handwashing. Faucets in the public restrooms are touch free.
- The entire building will be thoroughly cleaned on a daily basis by the Library's contract cleaners each night after closing using product identified as effective against COVID-19.

- Frequently touched surfaces in the public restrooms will be wiped down at mid-way through each day when the library is open to the public by facilities staff.
- Handrails, door handles and push bars and other frequently touched surfaces will be wiped down mid-way through each day when the library is open to the public by facilities staff.
- At the end of each shift, staff on the ASK Desk and YS Desk will wipe down public workstations, PAC workstations, and the edge of the service desk accessible to the public.
- At the end of each desk shift, staff on the Circulation desk will wipe down the edge of the service desk accessible to public and the credit card terminals.

### **Common Staff Areas**

- Staff members using the break room must wipe down surfaces after using them including but not limited to:
  - Fridge door handle
  - Microwave
  - Faucets
  - Kettle handle
  - Coffee machine buttons
  - Water cooler buttons
  - Counters
  - Lunch table
  - Lockers

### **Personal Belongings**

Staff members without their own personal workstation are encouraged to leave their personal belongings in the lockers near the staff entrance to the library. Not all the lockers have keys, so please think carefully about what items you will leave in the lockers. If you use a locker for your belongings, please wipe down frequently touched surfaced before and after using the locker.

### **Employee Mental Health Considerations**

The Library understands that the COVID-19 pandemic has increased stress levels of employees across the country. We want to prioritize our employees' mental health during these uncertain times. As such, we have made every effort to ensure the library is safe for employees to return to work and are ready to discuss personal situations. Employees with

concerns regarding their mental health should request additional resources from their supervisor, Lisa Oddo or Alex Gutelius.

## **Conclusion**

The COVID-19 pandemic has created uncertain times and resulted in unprecedented workplace changes. As communicated throughout this Return to Work Plan, the Library Reopening Safety Plan, and Library Reopening Service Plan, we are prioritizing the health of our employees as we consider reopening the Library doors.

We will execute these plans cautiously, following applicable state and local guidance as much as possible. We also understand that each employee's needs are situations will be different as our doors begin to reopen. Employees should discuss any concerns they have about returning to work as it relates to their personal health or situation with their supervisor.

Finally, we ask that employees are patient and understanding of the fact that the COVID-19 pandemic may require our return to work plans to change. Employees will be given as much notice as possible in the event of an unforeseen setback or office closure.

### **Return to Work Staff Manual Acknowledgement**

I am acknowledging that I have read and will comply with the 2020 COVID-19 Return to Work Manual provided to me by the Clifton Park-Halfmoon Public Library. I understand that the contents are for the safety of others and myself. I understand that I am responsible for ensuring that I am responsible for utilizing the most up to date version of the Manual on the Intranet and adhering to the safety protocols.

-----  
Employee Name (print)

-----  
Employee Signature

-----  
Date

### **Personal Protective Equipment Acknowledgement**

I am acknowledging that I have received Library issued PPE (masks) and that it is my responsibility to wear PPE according to the protocols in the Manual. I understand that failing to follow these protocols could lead to corrective actions. I understand I should obtain replacement from my supervisor if the masks are lost, damaged or worn out.

-----  
Employee Name (print)

-----  
Employee Signature

-----  
Date

[https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA\\_Poster\\_WH1422\\_Non-Federal.pdf](https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf)



The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► **PAID LEAVE ENTITLEMENTS**

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► **ELIGIBLE EMPLOYEES**

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

► **QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19**

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

|  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li> <li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li> <li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li> <li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li> </ol> | <ol style="list-style-type: none"> <li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li> <li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li> </ol> |
|--|--|

► **ENFORCEMENT**

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:  
**1-866-487-9243**  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://dol.gov/agencies/whd)



WH1422 REV 03/20

<https://paidfamilyleave.ny.gov/system/files/documents/2020/03/covid-19-sick-leave-employees.pdf>



Under legislation signed by Governor Cuomo, New York workers are guaranteed job protection and financial compensation while they are on a **mandatory or precautionary quarantine order** due to COVID-19.

**YOU ARE ENTITLED TO THE FOLLOWING PROTECTIONS AND BENEFITS IF YOU ARE SUBJECT TO A MANDATORY OR PRECAUTIONARY QUARANTINE ORDER:**

If you work for a business with **10 or fewer** employees and it had a **net income less than \$1 million** last year you are entitled to:

- Guaranteed job protection for the duration of the quarantine order.
- Paid Family Leave (PFL) and Disability Benefits (DB) through your employer's existing policy. You will receive your salary up to a maximum of \$2,884.62 per week for the duration of your mandatory or precautionary quarantine.

If you work for a business with **10 or fewer** employees and it had a **net income greater than \$1 million** last year you are entitled to:

- **At least 5 days of paid sick leave** and guaranteed job protection for the duration of the quarantine order.
- After these paid sick days, you are eligible for PFL and DB through your employer's existing policy. You will receive your salary up to a maximum of \$2,884.62 per week for the duration of your mandatory or precautionary quarantine.

If you work for a business with **11-99** employees you are entitled to:

- **At least 5 days of paid sick leave** and guaranteed job protection for the duration of the quarantine order.
- After these paid sick days, you are eligible for PFL and DB through your employer's existing policy. You will receive your salary up to a maximum of \$2,884.62 per week for the duration of your mandatory or precautionary quarantine.

If you work for a business with **100 or more** employees you are entitled to:

- Guaranteed job protection for the duration of the quarantine order.
- **At least 14 days of paid sick leave.**

If you work for a public employer (no matter the number employees) you are entitled to:

- **At least 14 days of paid sick leave.**

**IMPORTANT NOTES:**

- **If you are quarantined but are able to work from home you do not qualify for these benefits.**
- If your business is closed due to COVID-19, your employees may immediately apply for Unemployment Insurance.
- You may be eligible for additional leave under PFL and DB. Please call the hotline for more information.

**QUESTIONS:**

For more information go to [ny.gov/COVIDpaysickleave](https://ny.gov/COVIDpaysickleave)

Novel Coronavirus (COVID-19) Paid Sick Leave Hotline: **844-337-6303**



CLIFTON PARK  
HALFMOON  
PUBLIC  
LIBRARY

## COVID-19 Return to Work Staff Manual Revised June 9, 2020

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[http://docs.paidfamilyleave.ny.gov/content/main/forms/PFLDoes/obtain\\_order\\_of\\_quarantine.pdf](http://docs.paidfamilyleave.ny.gov/content/main/forms/PFLDoes/obtain_order_of_quarantine.pdf)

## **OBTAINING AN ORDER**

### **For Mandatory or Precautionary Quarantine Under Governor Cuomo's New COVID-19 Paid Sick Leave Law**



The law provides guaranteed job protection and paid leave for New York employees who are unable to work while subject to a COVID-19 precautionary or mandatory order of quarantine.

#### **WHAT EMPLOYEES NEED TO DO**

To get an order of precautionary or mandatory order of quarantine or isolation due to COVID-19, you should contact your Local Health Department (LHD). You can search for your LHD on the New York State Department of Health website at [health.ny.gov/contact/contact\\_information](http://health.ny.gov/contact/contact_information). LHDs should provide written orders in a timely manner.

If your LHD is unable to *immediately* provide you with an order:

1. Submit documentation from a licensed medical provider that has treated you, attesting (as described below under "DOCUMENTATION GUIDANCE") that you qualify for the order; AND
2. Follow up with your LHD to obtain the order and submit it to your insurance carrier as soon as it is available. LHDs must provide requested orders within 30 days.

#### **DOCUMENTATION GUIDANCE**

The documentation from your licensed medical provider must include:

- If you are subject to Mandatory Isolation, an attestation that you meet one or more of the following criteria:
  1. You have tested positive for COVID-19; OR
  2. Testing is currently unavailable to you, but you are symptomatic and have had contact with a known COVID-19 case.
- If you are subject to Mandatory Quarantine, an attestation that you meet one or more of the following criteria:
  1. You have been in close contact with someone who has tested positive for COVID-19 or is currently in mandatory isolation; OR
  2. You are symptomatic and have returned within the past 14 days from a country designated with a level 2, 3, or 4 advisory for COVID-19.
- If you are subject to a Precautionary Quarantine, an attestation that you meet one or more of the following criteria:
  1. You are asymptomatic and have returned within the past 14 days from a country designated with a level 2, 3 or 4 advisory for COVID-19; OR
  2. You have been determined to have had proximate exposure with someone who has tested positive for COVID-19.

#### **VERIFICATION**

Your Paid Family Leave carrier may contact you to verify the information you provide as part of your claim.

#### **DENIALS OF CLAIMS**

If you do not follow the steps described above, your carrier may deny your claim for Paid Family Leave.

For more information on the new legislation, visit [ny.gov/COVIDpaidsickleave](http://ny.gov/COVIDpaidsickleave).

#### **WHAT EMPLOYERS NEED TO KNOW**

If you send employees home on a precautionary quarantine, they are entitled to job protection, COVID-19 sick leave and/or paid benefits through your Paid Family Leave and disability benefits insurance provider for the duration of their quarantine, provided they follow the process noted above.

**For additional information about COVID-19, please visit the New York State Department of Health's coronavirus website at [coronavirus.health.ny.gov/home](http://coronavirus.health.ny.gov/home).**

DOH00L\_COVID19-QUAR-ORDER 3-30-20



## **OVERVIEW**

- Based on the conversation at the April meeting, the Board objective to have a flat budget (levy, not necessarily expenditures).
- A Salary/Benefit Recommendation from Personnel Committee has been provided to the Finance Committee.
- The projected costs for 2021 were closely compared to previous year's actual expenditures and the first quarter of 2020 to continue to reduce the variance in some budget lines.
- Proposed budget expenditures do not include any new projects such as RFID or space planning considerations.

## **RECEIPTS**

### **Towns**

- Assessments for Clifton Park is increasing by approximately \$19M and Halfmoon by \$13M
- Clifton Park equalization rate decreasing to 51 and Halfmoon equalization rate remains at 56.75

### **Local Library Services Aid (LLSA)**

- Information from the State suggests a 20-50% decrease in state aid for the 2020-2021 budget and a conservative 50% reduction has been included assuming cuts will continue in the next fiscal year.

### **Donations**

- Annual **\$5,000** AV donation from FOL
- **\$4,000** offset for elimination of used book kiosk revenue in 2014
- This may be an optimistic amount given that the FOL have had to suspend all fundraising for 2020.

### **Interest**

- In 2020 the Library earned \$7,064 in interest. If interest rates continue to decline, this is likely a high amount. Recommended interest of **\$6,000**.

### **Miscellaneous**

- The shift from physical circulation to digital circulation and increased electronic notification of due dates is keeping this revenue source flat or declining. Only \$47,532 was earned in fines in 2019. We are not sure at this point what effect the pandemic will have on physical circulation on a long term basis. A decrease is recommended for 2021 to **\$45,000**.



### **Tax Rates**

- Equalization rates lower for both towns. 51 for Clifton Park and 56.75 for Halfmoon.
- Estimated tax rate is based on the May 1<sup>st</sup> tentative tax assessment rolls.
- Estimated tax rate for Clifton Park is 1.2326 a 0.03% increase.
- Estimated tax rate for Halfmoon is 1.1077 a 2.88% decrease.

### **DISBURSEMENTS**

#### **Personnel**

- Personnel cost increase is due the minimum wage increase, benefits and tax increases of \$23,128

#### **Independent Contractor**

- Budget line reduced to \$3,000

#### **Materials**

- Flat materials budget line. Shift in expenditures from physical to digital.

#### **Facility & Equipment**

- Additional costs for building service contracts; 2019 total expenditures include one-time costs for expansion of reading garden.
- Large increase for facility insurance based on costs for 2020.

#### **Operations**

- Automation increase reflects higher fees for JA services.
- Postage reduction due to fewer items being mailed.
- Increased cost for new auditing firm.
- Utilities line was reduced by \$5,000 based on actual expenditures in 2019.
- Security – continuation of the stepped increase of an additional 3 hours per week at a cost of \$3,000

#### **Bonds**

- Bond schedule for Clifton Park of principal and interest payments. **\$532,747.**
- Halfmoon bond payment of principal and interest payments. **\$239,875.**



**SUMMARY**

- Levy same as 2020; overall reduction in revenues of .45% or \$21,283
- The total 2021 budget recommendation is an increase in expenditures from 2020 by .73% or \$34,392

**OTHER PROJECTS**

The following projects have not been included in the operating budget supported by the tax levy, but are included for consideration to be supported with existing fund balance.

Prepared by: Alex Gutelius  
Library Director

**Clifton Park-Halfmoon Public Library  
Draft 2021 Budget**

| <b>RECEIPTS</b>                   |                                 | <b>2019</b>      | <b>2020</b>            | <b>2021</b>             |                  |         |          |
|-----------------------------------|---------------------------------|------------------|------------------------|-------------------------|------------------|---------|----------|
|                                   |                                 | <b>Actuals</b>   | <b>Approved Budget</b> | <b>Projected Budget</b> |                  |         |          |
| <b>TAX LEVY</b>                   |                                 |                  |                        |                         |                  |         |          |
| 4010                              | Clifton Park                    | 2,973,133        | 3,117,763              |                         |                  |         |          |
| 4020                              | Halfmoon                        | 1,484,429        | 1,488,961              |                         |                  |         |          |
|                                   |                                 |                  |                        | 149,162                 |                  |         |          |
|                                   | Total Tax Levy                  | 4,457,562        | 4,606,724              | 3.35%                   | 4,606,724        | 0.00%   | - 55,675 |
| <b>OTHER GOVERNMENTAL SOURCES</b> |                                 |                  |                        |                         |                  |         |          |
| 4150                              | DFY Municipal                   | -                | 3,600                  |                         | 3,600            |         |          |
| 4040                              | LLSA                            | 16,461           | 16,283                 |                         | 8,000            |         |          |
| 4030                              | Bullet Aid                      |                  |                        |                         |                  |         |          |
|                                   | Total Other Gov't Sources       | 16,461           | 19,883                 | 20.79%                  | 11,600           | -41.66% |          |
| <b>GRANTS</b>                     |                                 |                  |                        |                         |                  |         |          |
| 4170                              | Lighting Grant                  | <b>62,625</b>    |                        |                         |                  |         |          |
| 4030                              | Cultural/Misc                   | 5,600            | 2,500                  |                         | -                |         |          |
|                                   | Total Grants                    | 68,225           | 2,500                  |                         | -                |         |          |
| <b>DONATIONS</b>                  |                                 |                  |                        |                         |                  |         |          |
| 4210                              | Donations                       | 2,397            |                        |                         |                  |         |          |
| 4220                              | Friends - Unspecified           |                  |                        |                         |                  |         |          |
| 4160                              | Friends - Specified             | 9,000            | 9,000                  |                         | 9,000            |         |          |
| 4230                              | Commemorative                   | -                | -                      |                         | -                |         |          |
|                                   | Total Gifts                     | 11,397           | 9,000                  | -21.03%                 | 9,000            | 0.00%   |          |
| <b>INTEREST</b>                   |                                 |                  |                        |                         |                  |         |          |
| 4330                              | Key Bank                        | 7,064            | 6,500                  |                         | 6,000            |         |          |
|                                   | Investment Loss/Gain            | 10,530           | -                      |                         | -                |         |          |
|                                   | Total Interest                  | 17,594           | 6,500                  | -63.06%                 | 6,000            | -7.69%  |          |
| <b>MISC</b>                       |                                 |                  |                        |                         |                  |         |          |
| 4410                              | Fines                           | 47,532           | 55,000                 | 15.71%                  | 45,000           | -18.18% |          |
| 6012                              | Lost & Damaged                  | 7,312            | 7,500                  | 2.57%                   | 7,500            | 0.00%   |          |
| 4440                              | Copier/Printing                 | 14,258           | 15,500                 | 8.71%                   | 15,500           | 0.00%   |          |
| 4450                              | Other                           | 34,169           | -                      |                         | -                |         |          |
|                                   | Total Misc                      | 103,145          | 78,000                 | -24.38%                 | 68,000           | -12.82% |          |
| <b>TOTAL RECEIPTS</b>             |                                 | <b>4,674,384</b> | <b>4,722,607</b>       | 1.03%                   | <b>4,701,324</b> | -0.45%  | (21,283) |
|                                   | Estimated Clifton Park tax rate | 1.1846           | 1.2322                 |                         | 1.2326           | 0.03%   |          |
|                                   | Estimated Halfmoon tax rate     | 1.1597           | 1.1406                 |                         | 1.1077           | -2.88%  |          |

**Clifton Park-Halfmoon Public Library  
Draft 2021 Budget**

| DISBURSEMENTS                   |                                   | 2019             |                  | 2020         |                  | 2021             |               |
|---------------------------------|-----------------------------------|------------------|------------------|--------------|------------------|------------------|---------------|
|                                 |                                   | Actuals          | Approved Budget  | Actuals      | Approved Budget  | Projected Budget |               |
| <b>PERSONNEL</b>                |                                   |                  |                  |              |                  |                  |               |
| Salaries                        |                                   |                  |                  |              |                  |                  |               |
|                                 | Minimum Wage                      |                  | 7,215            |              | 7,479            |                  |               |
|                                 | 3 Step Cost                       |                  | 78,663           |              |                  |                  |               |
|                                 | COL/Increase                      |                  | 27,545           |              |                  |                  |               |
|                                 | Salary base                       |                  | 2,104,346        |              | 2,249,769        |                  |               |
| 7010                            | Total Salaries                    | 2,068,623        | 2,249,769        | 8.76%        | 2,257,248        | 0.33%            | 7,479         |
| 7200                            | Benefits - Health Ins; Work.Comp. | 98,367           | 119,500          | 21.48%       | 124,577          | 4.25%            |               |
| 7300                            | Benefits - Taxes OASDI            | 145,197          | 165,000          | 13.64%       | 165,572          | 0.35%            |               |
| 7400                            | Benefits - Retirement - ERS       | 235,963          | 240,000          | 1.71%        | 250,000          | 4.17%            |               |
|                                 | Benefits - Subtotal               | 479,527          | 524,500          | 9.38%        | 540,149          | 2.98%            |               |
|                                 | Passthrough                       | 2,944            |                  |              |                  |                  |               |
|                                 | Total Personnel                   | 2,551,094        | 2,774,269        | 8.75%        | 2,797,397        | 0.83%            | 23,128        |
| 7013                            | Independent Contractor            | 3,390            | 6,000            |              | 3,000            |                  |               |
| <b>MATERIALS</b>                |                                   |                  |                  |              |                  |                  |               |
| 6011                            | Books                             | 165,609          | 332,500          | 4.53%        | 332,500          | 0.00%            |               |
| 6020                            | Periodicals                       | 14,908           |                  |              |                  |                  |               |
| 6030                            | AV                                | 76,408           |                  |              |                  |                  |               |
| 6050                            | Digital Resources                 | 61,168           |                  |              |                  |                  |               |
|                                 | Total Materials                   | 318,093          | 332,500          | 4.53%        | 332,500          | 0.00%            |               |
| <b>FACILITY &amp; EQUIPMENT</b> |                                   |                  |                  |              |                  |                  |               |
| 6110                            | Building Service Contracts        | 212,028          | 195,000          | -8.03%       | 198,900          | 2.00%            |               |
| 6130                            | Office Equipment                  | 3,493            | 10,000           | 186.29%      | 5,000            | -50.00%          |               |
| 6140                            | Facility Insurance                | 25,400           | 35,000           | 37.80%       | 45,000           | 28.57%           |               |
| 6150                            | Repairs - Building & Equipment    | 164,256          | 40,000           | -75.65%      | 40,000           | 0.00%            |               |
| 6160                            | Equipment Lease Expenses          | 27,743           | 25,000           | -9.89%       | 27,500           | 10.00%           |               |
| 61000                           | Other                             |                  |                  |              |                  |                  |               |
|                                 | Total Facility & Equipment        | 432,920          | 305,000          | -29.55%      | 316,400          | 3.74%            | 11,400        |
| <b>OPERATIONS</b>               |                                   |                  |                  |              |                  |                  |               |
| 6200                            | Programs                          | 46,322           | 46,000           | -0.70%       | 46,000           | 0.00%            |               |
| 6510                            | Automation                        | 195,111          | 214,000          | 9.68%        | 219,000          | 2.34%            |               |
| 6515                            | Custodial Supplies                | 6,854            | 9,000            | 31.31%       | 9,000            | 0.00%            |               |
| 6520                            | Elections                         | 9,841            | 10,000           | 1.61%        | 10,000           | 0.00%            |               |
| 6521                            | Insurance - D&O                   | 1,076            | 1,050            | -2.42%       | 1,080            | 2.86%            |               |
| 6525                            | Membership                        | 4,616            | 4,000            | -13.34%      | 4,500            | 12.50%           |               |
| 6531                            | Gift cards                        | 180              |                  |              |                  |                  |               |
| 6530                            | Office & Library Supplies         | 22,963           | 19,000           | -17.26%      | 19,000           | 0.00%            |               |
| 6540                            | Postage                           | 3,929            | 5,000            | 27.26%       | 4,000            | -20.00%          |               |
| 6545                            | Professional Services             | 20,231           | 30,000           | 48.29%       | 30,000           | 0.00%            |               |
| 6551                            | PR & Printing                     | 38,458           | 10,500           | -72.70%      | 10,500           | 0.00%            |               |
| 6555                            | Telephone                         | -                | 600              | 100.00%      | -                | -100.00%         |               |
| 6556                            | Travel & Continuing Education     | 13,479           | 17,000           | 26.12%       | 17,000           | 0.00%            |               |
| 6575                            | Utilities                         | 67,903           | 80,000           | 17.82%       | 75,000           | -6.25%           |               |
| 6576                            | Building Security                 | 92,481           | 87,000           | -5.93%       | 90,000           | 3.45%            |               |
| 6581                            | Other Operational                 | 1,611            |                  |              |                  |                  |               |
|                                 | Total Operations                  | 525,055          | 533,150          | 1.54%        | 535,080          | 0.36%            | 1,930         |
| <b>BONDS</b>                    |                                   |                  |                  |              |                  |                  |               |
|                                 | Town of Clifton Park              | 534,883          | 531,513          | -0.63%       | 532,747          | 0.23%            |               |
|                                 | Town of Halfmoon                  | 242,075          | 240,175          | -0.78%       | 239,875          | -0.12%           |               |
|                                 | Total Bonds                       | 776,958          | 771,688          | -0.68%       | 772,622          | 0.12%            |               |
| <b>TOTAL DISBURSEMENTS</b>      |                                   | <b>4,607,510</b> | <b>4,722,607</b> | <b>2.50%</b> | <b>4,756,999</b> | <b>0.73%</b>     | <b>34,392</b> |