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# POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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## NOTICE OF ONLINE MEETING

### BOARD OF TRUSTEES

Wednesday, May 27, 2020

Meeting Will Run From 7:00 p.m. until 8:30 p.m.

**GoToMeeting:** <https://global.gotomeeting.com/join/712302349>

**Phone Number and Access Code:** 1 877 309 2073 / 712-302-349

### Trustees Reviewing Warrants (pre-arranged): To Be Determined

- I. Call to Order, Roll Call, Approval of the Agenda (*D. Blazek*)
  - II. Public Comment on Agenda Items
  - III. Board Education: 2019 Audit Report
  - IV. Minutes of Previous Meeting(s)
    - A. April 22, 2020 (*T. Lawrence; #052720 – 1*)
  - V. Financial Report(s)
    - A. April 2020 (*B. Lynch; #052720 – 2*)
    - B. Approval of Monthly Warrant (*B. Lynch; #052720 – 2.1; to be emailed prior to the meeting*)
  - VI. Operational Reports
    - A. Administrative Report and Statistics (*Staff; #052720 – 3*)
    - B. President's Report (*D. Blazek*)
    - C. Board Committee Reports (*Committee Chairs*)
    - D. Friends of PPLD (*L. Murphy*)
  - VII. Board Action
    - A. Personnel Actions (*T. Lawrence, #052720 – 4*)
    - B. Unfinished/Old Business
    - C. New Business
      1. Acceptance of 2019 Audit Report (*B. Lynch; #052720 - 5*)
      2. Approval of Policies: Code of Conduct (revision), Telecommuting (new), Exposure Control Plan (revision) (*T. Lawrence; #052720 - 6*)
      3. Approval of COVID-19 Response Documents: Service Plan in Response to COVID-19, NY Forward Business Re-Opening Safety Plan (*T. Lawrence; #052720 – 7*)
      4. Approval of Summary Facilities Plan (*T. Lawrence; #052720 – 8*)
      5. Approval of to Develop Project: Boardman Road Branch Library Waste Line (*B. Lynch; #052720 – 9*)
      6. Election of Treasurer (*M. Fitzgibbons; #052720 – 10*)
  - VIII. Open Comment
    - A. Board Comment
    - B. Public Comment on General Library District Affairs
- Adjournment

### NEXT MONTH'S SCHEDULED MEETING(S)

Regular Monthly Meeting: Wednesday, June 24, 2020; 7:00 p.m.

Location To Be Determined

**MINUTES OF MEETING**  
**Poughkeepsie Public Library District**  
**Minutes of Meeting of April 22, 2020**

**Trustees Present**

- Dianne Blazek
- Amy Bombardieri
- Paul Bucher, Jr.
- Sean Eagleton
- Moira Fitzgibbons
- Edna Lyons
- Tom McGlinchey
- Mary Moore
- Patricia Ryan
- Cathy Schmitz
- Laurel Spuhler

**Staff Present**

- Bonny Algozzine, Secretary to the Director
- Tom Lawrence, Library Director
- Barbara Lynch, Business Manager
- Gareth Davies, Development Officer

**Other Guest(s)****FPPLD Representatives Present**

- Liz Murphy, President

**I. Call to Order, Roll Call, Additions to the Agenda**

- **Call to Order:** At 7:01 p.m., President Blazek called the meeting to order.
- **Roll Call:** Nine (9) Trustees were present at time of roll call; Trustee Bucher joined the meeting at 7:10 p.m.
- **Additions to the Agenda:** None.
- **Move/Seconded:** Fitzgibbons, Moore.
- **VOTE:** 9 – 0 – 0

**II. Public Comment on Agenda Items:** No public present.**III. Board Education:** None; the presentation of the audit report was postponed to May.**IV. Approval of Previous Record/Meeting(s)****A. March 25, 2020 (PPLD Documents #042220-1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the minutes of the meeting of March 25, 2020.
- **Moved/Seconded:** Ryan, Spuhler.
- **Discussion:** None.
- **VOTE:** 9 – 0 – 0

**V. Approval of Financial Actions****A. March 2020 Financial Activity Report & Approval of Monthly Warrant (PPLD Documents #042220 – 2, #042220 – 2.1)**

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accepts the Report of March 2020 Financial Activity as presented and, that the Board of Trustees of the Poughkeepsie Public Library District approve the following warrants for immediate payment and transfers:

Vouchers 56616 to 56847 in Warrant 20200423 totaling \$171,868.53

And, further, that the following warrants have been paid and inspected after the fact, in compliance with established policy of the Board of Trustees:

Vouchers 56663 to 56748 in Warrant 20200414 totaling \$9,360.43

- **Moved/Seconded:** Bombardieri, Eagleton.
- **Discussion:** Lynch reported on Financial Activity. Some discussion ensued.

- **VOTE:** 10 – 0 – 0
- **Next Month's Warrant Review:** Ryan and Spuhler.

## VI. Operational Reports

### A. Administrative Reports & Statistics (PPLD Document #042220 – 3)

- Lawrence reported on plumbing and parking work needed at Boardman, the leak in the Adriance Rotunda, hotspots we acquired and loaned to the Poughkeepsie City School District, an app to help students find age appropriate books, and plans for reopening the library. Some discussion ensued.

**B. President's Report:** President Blazek thanked everyone for their hard work in these difficult times.

### C. Board Committee Reports:

1. **Board Development and Policy Committee:** Fitzgibbons reported a plan to search out someone interested in running for election for the open Trustee position.

**D. Friends of PPLD:** President Murphy reported on Annual Appeal money for the library, postponement of trips, and issues they will face when reopening the book store.

## VII. Board Action

### A. Personnel Actions (PPLD Documents #042220 – 4)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District approve the following personnel actions:

Employee Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Salary
Karen Blovat	Librarian I (FT)	Permanent Appointment	5/11/2020	NA
Shannon Butler	Historian (FT)	Permanent Appointment	5/25/2020	NA

- **Moved/Seconded:** Moore, Spuhler.
- **Discussion:** None.
- **VOTE:** 10 – 0 – 0

**B. Unfinished/Old Business:** None.

### C. New Business:

#### 1. Central Library Development Aid (CLDA) 2019 Expense Certification and Central Library Development Aid (CLDA) 2020 Application (PPLD Documents #042220 – 5, #042220 – 6)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District authorizes the President to sign the Certification of 2019 CLDA/CBA Expenses as presented in PPLD Document #042220 – 5A and, authorizes the submission of the 2020 CLDA application as presented in PPLD Document #042220 – 6A to the Mid-Hudson Library System for further action and, ultimately, submission to the New York State Library Division of Library Development.
- **Moved/Seconded:** Ryan, Fitzgibbons.
- **Discussion:** Some discussion ensued.
- **VOTE:** 10 – 0 – 0

#### 2. Approval of Amended Election Resolution (PPLD Document #042220 – 7)

- **Motion:** Moved that the Board of Trustees of the Poughkeepsie Public Library District accept Thomas McGlinchey's resignation and approve the amended election resolution as described in PPLD Document #042220 – 7A.
- **Moved/Seconded:** Fitzgibbons, Lyons.
- **Discussion:** Some discussion ensued.
- **VOTE:** 10 – 0 – 0

## VIII. Open Comment

**A. Board Comment:** None.

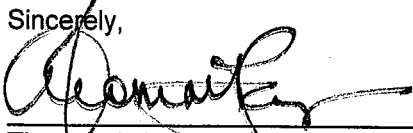
**B. Public Comment:** None.

**Adjournment**

- **Motion:** There was a motion that the meeting be adjourned.
- **Moved/Seconded:** Bucher, Spuhler.
- **Discussion:** None.
- **VOTE:** 10 - 0 - 0
- **Time of Adjournment:** 7:58 p.m.

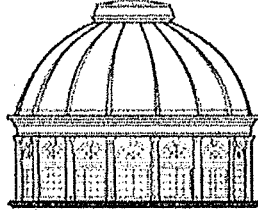
The next regular monthly meeting of the Board of Trustees will be Wednesday, May 27, 2020, 7 p.m. at Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY. Warrant review will begin at 6:15 p.m.

Sincerely,



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Thomas A. Lawrence, Clerk to the Board of Trustees  
Poughkeepsie Public Library District



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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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## Report of April 2020 Financial Activity

**MOVED** that the Board of Trustees of the Poughkeepsie Public Library District accept the Report of April 2020 Financial Activity.

Motion	Moved	_____
	Seconded	_____
Result of Action	In Favor	_____
	Against	_____
	Abstaining	_____

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Typical Balance Sheet Term Explanations**

**ASSETS**

- A 12010 **General Fund Operating:** General Fund checking account
- A 12020 **General Fund Payroll:** General Fund Payroll account
- A 12023 **General Fund Money Market:** Where we keep all our general fund money (unless it is in a CD to earn more interest)
- A 12040 **Credit Card Transactions:** Where our credit card activity is recorded
- A 12051 **Flex 125 Money Market:** Where we keep employee's FSA125 contributions. Monies are transferred to the payroll checking account when paid out as reimbursements
- A 12100 **Petty Cash:** \$450 at Adriance and \$200 at Boardman Road on hand for small out of pocket expenses; these are tracked in MUNIS; also, \$200 on hand at Adriance for making change for the registers
- A 12101 **Cash in Machines:** Money in the SAM kiosks. It also includes the balances in the registers
- A 13800 **Accounts Receivable:** This is entered at year end if revenue we didn't receive is still expected to be received
- A 13910 **Due From Other Funds:** Money due from one of the other funds; could be retirement money from the CM fund for BTOP payrolls, money from the V fund for debt service, etc.

**LIABILITIES**

- A. 26000 **Accounts Payable:** Outstanding obligation for goods received
- A 26012 **Payroll Liabilities:** Entered at year end for salaries earned in this year to be paid next year
- A 26020 **Flex125 Exchange:** Contributions and payments for Flexible Spending Accounts flow through this account
- A 26021 **Benefits Exchange:** Where we book money paid by employees for benefits they pay for
- A 26030 **General Fund Exchange:** Money received that is not ours to be paid out (i.e. retirement overpayments, other library payments received by our library over \$25)
- A 26300 **Due To Other Funds:** Money owed to one of the other funds; could be retirement money from the CM fund for BTOP payrolls, money from the V fund for debt service, etc.
- A 26370 **State Retirement Accrual:** The NYS Employee Retirement System (NYSERS) payment due in February that is accrued so far this fiscal year
- A 26510 **Accrued Interest Payable:** Entered at year end. The interest owed on debt service accrued last year that will be paid in June of this year

**FUND BALANCE**

- A 35100 **Budgeted Revenues:** The budgeted amount of revenues expected to be received for the year. The figure comes from the approved budget or approved budget modifications during the year
- A 35210 **Encumbrances (+PYCF\*):** Total of all open purchase orders from this year as well as all encumbered salaries and open purchase orders from last year that we carried forward
- A 35220 **Expenditures (+PYCF\*):** What we have spent so far this year – it includes things from prior year that were carried forward and paid this year
- A 38210 **Encumbrance Reserve (+PYCF\*):** Part of the budgeted money to be spent that is already committed to be spent
- A 38670 **Compensated Absences Reserve:** Where we book the activity incurred when paying departing employees for earned absences
- A 39090 **Unreserved Fund Balance:** Money that has no claim to it or otherwise reserved for a designated purpose
- A 39110 **Fund Balance (Start of Year:** This figure does not change until the prior year is closed. It is the amount of our fund balance at the close of the prior year
- A 39600 **Appropriations Budget (+ PYCF\*):** This year's budget to spend plus prior year rollover.
- A 39800 **Revenues Received:** The actual revenue received to date

\*PYCF – Prior Year Carry Forward

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Report of April**  
**2020 Financial Activity**  
**Report Narrative**

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The following information was generated through the use of the "Train" Database while we await final year end audited balances. The audited 2019 year-end report will be presented at the May 2019 Board of Trustees meeting.

**General Fund (Fund A; \$5,862,664)**

- Receipts for the month totaled \$1,709,731 which included the City of Poughkeepsie final payment of tax revenue in the amount of \$1,672,640 as well as \$28,000 from the Friends of PPLD for the annual appeal, and \$2,215 in interest.
- Disbursements for the month totaled \$726,978 which included \$633,881 in salary and benefit expenses. No library fines were collected in April however we did have a small disbursement to member libraries for that we collected in previous months that we reimbursed.
- Cash flow now is excellent now that the City of Poughkeepsie has paid the half remaining of their levy.

**Special Revenue Fund (Fund CM; \$519,548)**

- Receipts for the month included the monthly interest and market change in the Wojtecki account.
  - Sub fund totals are:

• McCalley (Adriance) Fund	\$100,000
• Marcotte Memorial Fund	18,260
• Schlobach Fund	50,000

**Capital Fund (Fund H; \$39,524)**

- Receipts for the month included minimal interest.
- There were no disbursements in the month of March.
- Sub fund totals are:

• Designated Gifts and Grants (DGG Fund):	\$607
• Cash from Obligations – BOND Proceeds:	492

**Permanent Funds (Fund PN; \$493,553)**

- The PN Fund represents the permanent funds (endowment funds) managed by the Library District. Interest yields, which represent the expendable portion of the endowment, are booked in the CM (Special Revenue) Fund, but appear as due to other funds till transferred. Amounts on balance sheet may differ because of interest that is not yet transferred.
- Current sub fund principal balances are:

• Slonaker Trust:	\$2,775
• Levinsohn Trust:	1,000
• Wojtecki Trust:	368,461
• Schwartz Fund	10,965
• Lamont Fund	50,000
• Dobo Fund	37,048

**Debt Service Fund (Fund V; \$325,962)**

- Receipts for the month included interest of \$104.
- There were no disbursements this month.

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Report of Monthly Budget Modifications and Transfers Requiring Board Approval**  
**April 2020**

No modifications or transfers to report for April



**TRAIN DATABASE May 18 2020**



**GENERAL FUND YEAR TO DATE (YTD)**  
EXPENSE REPORT APRIL 2020

FOR 2020 04

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
21 SALARIES	4,000,710	4,000,710	1,246,941.42	449,375.68	2,535,115.52	218,653.06	94.5%
22 EQUIP & CAPITAL OUTL	91,500	91,500	34,714.82	17,472.46	36,015.41	20,769.77	77.3%
30 MATERIALS	555,739	555,739	121,036.82	25,659.26	80,584.95	354,117.23	36.3%
32 INFORMATION SVC	78,574	78,574	16,222.70	2,150.00	.00	62,351.30	20.6%
50 OPERATIONS	1,165,462	1,165,462	344,751.40	47,498.49	373,961.88	446,748.72	61.7%
51 AUTOMATION	103,593	103,593	18,102.28	.00	34,704.56	50,786.16	51.0%
91 EMPLOYEE BENEFITS	1,871,751	1,871,751	780,016.16	184,505.64	626,982.93	464,751.91	75.2%
92 DEBT SER	1,304,422	1,304,422	.00	.00	.00	1,304,422.00	.0%
<b>GRAND TOTAL</b>	<b>9,171,751</b>	<b>9,171,751</b>	<b>2,561,785.60</b>	<b>726,661.53</b>	<b>3,687,365.25</b>	<b>2,922,600.15</b>	<b>68.1%</b>

\*\* END OF REPORT - Generated by Barbara Lynch \*\*

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Poughkeepsie Public Library District  
WARRANT SUMMARY

P 4  
apwarrnt

WARRANT: 20200414 04/16/2020

DUE DATE: 04/16/2020

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A00000	General Fund Expen A .7410.000.00.54530 .A204	Rental-Staff Parking(C) 360.48	450.48
A A00000	General Fund Expen A .7410.000.00.54530 .A222	Rental-Staff Parking 9 800.00	.00
A A00000	General Fund Expen A .7410.000.00.54530 .A224	Rental Of Quarters-PoJ 1,980.00	.00
A A00000	General Fund Expen A .7410.000.00.54694 .C814	Other Oper Exp-Bookmob 365.00	.00
A A00000	General Fund Expen A .7410.000.00.59055 .	Disability Insurance 1,000.00	1,623.07
A A11100	CLDA Reimbursable A .7410.111.00.54310 .	Telephone Central Libr 297.50	-1,182.87
A A71000	Adriance A .7410.710.00.54310 .	Telephone Adriance 474.72	588.50
A A71000	Adriance A .7410.710.00.54320 .	Internet Services Adri 2,918.48	129.11
A A73000	Boardman Road Bran A .7410.730.00.54310 .	Telephone - Boardman 112.31	1,141.81
A A73000	Boardman Road Bran A .7410.730.00.54320 .	Internet Services- Boa 1,051.94	2.73
FUND TOTAL		9,360.43	
=====			
WARRANT SUMMARY TOTAL		9,360.43	
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GRAND TOTAL		9,360.43	
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Poughkeepsie Public Library District  
WARRANT SUMMARY

P 20  
apwarrnt

WARRANT: 20200423 04/23/2020

DUE DATE: 04/23/2020

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
A A	General Fund A .0000.000.00.26021 .	Benefits Exchange	2,842.20
A A	General Fund A .0000.000.00.26030 .	General Fund Exchange	351.62
A A00000	General Fund Expen A .7410.000.00.52800 .	Furniture,Fixtures & E	17,789.38
A A00000	General Fund Expen A .7410.000.00.54292 .A203	GREENE PROGRAMMING	76.79
A A00000	General Fund Expen A .7410.000.00.54300 .	Office & Library Suppl	817.06
A A00000	General Fund Expen A .7410.000.00.54340 .	PR & PRINTING - GENERA	95.58
A A00000	General Fund Expen A .7410.000.00.54350 .	Cont Ed/ Regional & Na	6.03
A A00000	General Fund Expen A .7410.000.00.54353 .	Cont Ed/Webinar	1,213.99
A A00000	General Fund Expen A .7410.000.00.54380 .	Membership Dues	514.00
A A00000	General Fund Expen A .7410.000.00.54570 .	Liability Directors/Of	20.00
A A00000	General Fund Expen A .7410.000.00.54694 .	Other Operational Expe	245.00
A A00000	General Fund Expen A .7410.000.00.54710 .	Vehicle Operations	31.29
A A00000	General Fund Expen A .7410.000.00.59060 .	Medical Insurance	87,834.92
A A00000	General Fund Expen A .7410.000.00.59061 .	Medicare B Reimb	2,140.00
A A10000	Administration A .7410.100.00.54370 .	Legal Fees	666.66
A A11100	CLDA Reimbursable A .7410.111.00.54100 .A211	CBA Books - Digital	1,135.97
A A20000	Building Services A .7410.200.00.54300 .	Custodial Supplies	629.20
A A20000	Building Services A .7410.200.00.54370 .	Security Monitoring	537.10
A A20000	Building Services A .7410.200.00.54390 .	Rental, Repair & Maint	3,275.00
A A20000	Building Services A .7410.200.00.54520 .	Building Repairs	1,530.50
A A20000	Building Services A .7410.200.00.54521 .	Building Repairs Wojte	185.00
A A20000	Building Services A .7410.200.00.54690 .	Snow Removal - Patron	1,785.00
A A20000	Building Services A .7410.200.00.54690 .A204	Snow Removal - Staff C	255.00
A A20000	Building Services A .7410.200.00.54690 .A222	Snow Removal - 96 Mark	130.00
A A20000	Building Services A .7410.200.00.54691 .	HVAC-MECH/ELEC/PLUMBIN	4,652.68
A A20000	Building Services A .7410.200.00.54693 .	Other Oper-Trash	559.74
A A20000	Building Services A .7410.200.00.54730 .	Vehicle Maintenance	508.33
A A30000	Advancement Servic A .7410.300.00.54340 .	PR & Printing- Rotunda	505.00
A A41000	Adult Services A .7410.410.00.54291 .	PPLD Databases	2,150.00
A A41000	Adult Services A .7410.410.00.54292 .	Programming Adult Svc	550.00
A A42000	Technical Services A .7410.420.00.54300 .	Technical Ser Supplies	355.36
A A43000	Borrower Services A .7410.430.00.54356 .	Mileage Reimb-Extensio	121.33
A A44000	Collection Service A .7410.440.00.54100 .	Collection Serv Books	14,800.18
A A44000	Collection Service A .7410.440.00.54100 .A211	Collection Serv- Books	4,448.94
A A44000	Collection Service A .7410.440.00.54110 .A211	VIDEO & FILMS - DIGITA	2,888.46
A A44000	Collection Service A .7410.440.00.54120 .	Music & Audio	213.42
A A44000	Collection Service A .7410.440.00.54120 .A211	MUSIC & AUDIO - DIGITA	789.36
A A44000	Collection Service A .7410.440.00.54370 .	Collections Agency Fee	143.20
A A45000	Youth Services A .7410.450.00.54292 .	Programming Youth	1,097.70
A A46000	YA Services A .7410.460.00.54292 .	Programming YA	778.24
A A50000	Business Office A .7410.500.00.54292 .	Contingency for Grant	15.00
A A50000	Business Office A .7410.500.00.54300 .	Ink & Toner	137.10
A A60000	Information Tech A .7410.600.00.54370 .	Software Fees	960.47
A A60000	Information Tech A .7410.600.00.54390 .	Rental, Repair & Maint	751.64
A A71000	Adriance A .7410.710.00.54131 .	Newspapers	226.82
A A71000	Adriance A .7410.710.00.54500 .	Fuel & Utilities AML	7,119.28
A A73000	Boardman Road Bran A .7410.730.00.54131 .	Newspapers - Boardman	156.11
A A73000	Boardman Road Bran A .7410.730.00.54500 .	Fuel & Utilities -Boar	2,832.88

04/22/2020 10:26  
wberger

Poughkeepsie Public Library District  
WARRANT SUMMARY

P 21  
apwarrnt

WARRANT: 20200423 04/23/2020

DUE DATE: 04/23/2020

FUND ORG ACCOUNT AMOUNT AVLB BUDGET

FUND TOTAL 170,868.53

WARRANT SUMMARY TOTAL 170,868.53

GRAND TOTAL 171,868.53

TRAIN DATABASE May 18 2020



GENERAL FUND YEAR TO DATE (YTD)  
REVENUE REPORT APRIL 2020

FOR 2020 04

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
41001 REAL PROPERTY TAXES	6,373,521	6,373,521	7,643,395.00	1,672,640.00	-1,269,874.00	119.9%
41003 REAL PROPERTY TAX DEBT SERVIC	1,304,422	1,304,422	.00	.00	1,304,422.00	.0%
42082 LIBRARY CHARGES	50,000	50,000	10,963.05	-255.12	39,036.95	21.9%
42401 INTEREST EARNINGS	50,000	50,000	8,296.29	2,214.65	41,703.71	16.6%
42680 INSURANCE RECOVERIES	0	0	3,234.60	.00	-3,234.60	100.0%
42705 DONATIONS	50,000	50,000	11,771.02	.00	38,228.98	23.5%
42752 ANNUAL APPEAL	25,000	25,000	28,008.85	28,000.00	-3,008.85	112.0%
42753 DONATIONS IN KIND	81,983	81,983	27,327.64	6,831.91	54,655.36	33.3%
42760 GRANTS	25,000	25,000	.00	.00	25,000.00	.0%
42771 PAYMENT IN LIEU OF TAXES	126,500	126,500	127,368.37	.00	-868.37	100.7%
42777 E RATE INCOME	37,500	37,500	.00	.00	37,500.00	.0%
42800 MISCELLANEOUS INCOME	15,000	15,000	15,285.32	299.11	-285.32	101.9%
43840 CENTRAL LIBRARY DEVELOPMENT	196,866	196,866	.00	.00	196,866.00	.0%
43841 CENTRAL BOOK AID	67,599	67,599	.00	.00	67,599.00	.0%
43842 LOCAL LIBRARY INCENTIVE	19,613	19,613	.00	.00	19,613.00	.0%
45031 TRANSFERS IN	748,747	748,747	.00	.00	748,747.00	.0%
GRAND TOTAL	9,171,751	9,171,751	7,875,650.14	1,709,730.55	1,296,100.86	85.9%

\*\* END OF REPORT - Generated by Barbara Lynch \*\*

**TRAIN DATABASE May 18 2020**



**BALANCE SHEET FOR 2020 4**

FUND: A		GENERAL FUND	NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
A	12010	General Fund Operating	-38.00	965.15
A	12020	General Fund Payroll	56.00	166,735.51
A	12023	General Fund Money Market	1,062,758.99	5,548,620.65
A	12040	Credit Card Transactions	-827.45	392.92
A	12051	Flex 125 Money Market	333.37	3,921.14
A	12100	Petty Cash	.00	3,370.03
A	12101	Cash in Machines	.00	502.00
A	13800	Accounts Receivable	-492.00	274.69
A	13910	Due From Other Funds	.00	137,882.09
<b>TOTAL ASSETS</b>			<b>1,061,790.91</b>	<b>5,862,664.18</b>
<b>LIABILITIES</b>				
A	26000	Accounts Payable	.00	-72.00
A	26020	Flex125 Exchange	-460.83	-3,539.54
A	26021	Benefits Exchange	-1,014.91	2,829.00
A	26030	General Fund Exchange	-491.89	-193.81
A	26100	State Retirement Exchange	.00	88.00
A	26300	Due To Other Funds	.00	.40
A	26370	State Retirement Accrual	-77,071.18	-112,901.64
<b>TOTAL LIABILITIES</b>			<b>-79,038.81</b>	<b>-113,789.59</b>
<b>FUND BALANCE</b>				
A	35100	Budgeted Revenues	.00	9,171,751.00
A	35210	Encumbrances (+ PYCF)	-586,376.56	3,716,087.70
A	35220	Expenditures (+ PYCF)	726,978.45	2,645,388.80
A	38210	Encumbrance Reserve (+ PYCF)	586,376.56	-3,716,087.70
A	38670	Compensated Absences Reserve	.00	-47,000.00
A	39090	Unreserved Fund Balance	.00	111,843.36
A	39110	Fund Balance Start of Year	.00	-249,022.25
A	39600	Appropriations (+ PYCF)	.00	-9,283,593.36
A	39800	Revenues Received	-1,709,730.55	-7,875,650.14
A	39910	Fund Bal-Designated Subsq Yr	.00	-122,592.00
A	39915	Assign for future prgrms	.00	-100,000.00
<b>TOTAL FUND BALANCE</b>			<b>-982,752.10</b>	<b>-5,748,874.59</b>
<b>TOTAL LIABILITIES + FUND BALANCE</b>			<b>-1,061,790.91</b>	<b>-5,862,664.18</b>

**TRAIN DATABASE May 18 2020**



**BALANCE SHEET FOR 2020 4**

FUND: CM MISC SPEC REVENUE FUND.			NET CHANGE	ACCOUNT
			FOR PERIOD	BALANCE
<b>ASSETS</b>				
CM	12000	Special Revenue Funds	130.36	392,753.95
CM	12012	Schlobach Trust CD	.00	50,000.00
CM	12020	CM Payroll Checking	.00	275.08
CM	13910	Due From Other Funds	92.56	76,518.73
	<b>TOTAL ASSETS</b>		<b>222.92</b>	<b>519,547.76</b>
<b>LIABILITIES</b>				
CM	26300	Due To Other Funds	.00	-203,721.71
	<b>TOTAL LIABILITIES</b>		<b>.00</b>	<b>-203,721.71</b>
<b>FUND BALANCE</b>				
CM	35210	Encumbrances	.00	.39
CM	38210	Reserve For Encumbrances	.00	-.39
CM	39110	Fund Balance Unreserved	.00	-299,032.17
CM	39800	Revenues	-222.92	-16,793.88
	<b>TOTAL FUND BALANCE</b>		<b>-222.92</b>	<b>-315,826.05</b>
<b>TOTAL LIABILITIES + FUND BALANCE</b>			<b>-222.92</b>	<b>-519,547.76</b>

**TRAIN DATABASE May 18 2020**



**BALANCE SHEET FOR 2020 4**

FUND: H CAPITAL PROJECT FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>			
H	12010	Checking (Capital 23213)	.00 38.83
H	12044	Designated Gifts & Grants	.05 607.11
H	12200	Cash From Obligations	.04 491.79
H	13502	Discount Pledge Receivable	.00 .30
H	13910	Due From Other Funds	.00 38,385.79
<b>TOTAL ASSETS</b>			<b>.09 39,523.82</b>
<b>LIABILITIES</b>			
H	26000	Accounts Payable	.00 -.40
H	26300	Due To Other Funds	.00 -58,098.21
<b>TOTAL LIABILITIES</b>			<b>.00 -58,098.61</b>
<b>FUND BALANCE</b>			
H	35100	Estimated Revenues	.00 252,715.39
H	35220	Expenditures	.00 134,777.00
H	39110	Fund Balance Unreserved	.00 -116,094.89
H	39600	Appropriations	.00 -252,715.39
H	39800	Revenues	-.09 -107.32
<b>TOTAL FUND BALANCE</b>			<b>-.09 18,574.79</b>
<b>TOTAL LIABILITIES + FUND BALANCE</b>			<b>-.09 -39,523.82</b>



TRAIN DATABASE May 18 2020



BALANCE SHEET FOR 2020 4

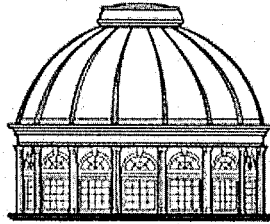
FUND: PN		PERMANENT FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>					
PN	12011	Slonaker Trust		.00	2,771.48
PN	12012	Lamont Fund		.00	50,000.00
PN	12013	Levinsohn Trust		.00	1,003.52
PN	12014	Wojtecki Trust		92.56	381,722.23
PN	12015	Schwartz Fund		.00	10,964.91
PN	12201	Dobo Fund		.00	37,047.81
PN	13910	Due from other funds		.00	10,043.00
		<b>TOTAL ASSETS</b>		<b>92.56</b>	<b>493,552.95</b>
<b>LIABILITIES</b>					
PN	26300	Due to other funds		-92.56	-14,735.10
		<b>TOTAL LIABILITIES</b>		<b>-92.56</b>	<b>-14,735.10</b>
<b>FUND BALANCE</b>					
PN	39110	Library Trust Permanent Funds		.00	-478,817.85
		<b>TOTAL FUND BALANCE</b>		<b>.00</b>	<b>-478,817.85</b>
		<b>TOTAL LIABILITIES + FUND BALANCE</b>		<b>-92.56</b>	<b>-493,552.95</b>

TRAIN DATABASE May 18 2020



BALANCE SHEET FOR 2020 4

FUND: V DEBT SERVICE FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>			
V	12230	Cash, Res Bond Indebtedness	103.63 312,235.78
V	13910	DUE FROM OTHER FUNDS	.00 13,726.00
	<b>TOTAL ASSETS</b>		<b>103.63 325,961.78</b>
<b>LIABILITIES</b>			
V	26300	DUE TO OTHER FUNDS	.00 -.35
	<b>TOTAL LIABILITIES</b>		<b>.00 -.35</b>
<b>FUND BALANCE</b>			
V	39090	Budg Fund Balance Unreserved	.00 -19,281.00
V	39110	Fund Balance Unreserved	.00 -305,848.88
V	39800	Revenues	-103.63 -831.55
	<b>TOTAL FUND BALANCE</b>		<b>-103.63 -325,961.43</b>
	<b>TOTAL LIABILITIES + FUND BALANCE</b>		<b>-103.63 -325,961.78</b>

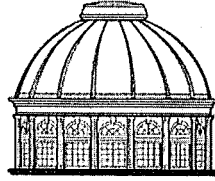


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POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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**Administrative Reports & Statistics**




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## POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

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### LIBRARY DIRECTOR REPORT – MAY 2020

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#### Significant Challenges or Accomplishments

- Enormous amount of administrative time has been spent on developing reopening plans with most of the work up for review and approval at this month's board meeting.
- Curbside pickup was launched on Tuesday, May 26, after a trial run with staff and family on Friday, May 22. We will implement our app for curbside service on or about June 1.

#### Service and Program Highlights

- See attached statistics. I think that you will agree with me that the staff is doing a fantastic job with their virtual offerings. If you haven't seen any of them, please check the web page for some recent examples at <https://www.youtube.com/user/poklib01>.
- The Library District received a \$27,000 Dutchess Reads grant in support of a literacy program using iPads, funds for additional ebook content for young readers, and operational support for the 50 hotspots procured and deployed to the Poughkeepsie City School District. Earlier, the Library District received a \$20,000 Dutchess County Agency Partner grant in support of books clubs in association with the Poughkeepsie City School District's *Saturday Morning Lights* program.

#### Outreach and Professional Development

- As a member of the City of Poughkeepsie's Children's Cabinet, I participated in a Harvard University Graduate School of Education convening with of Cabinets from Massachusetts, California, Tennessee, and Rhode Island on the community response to young children as it relates to the pandemic. Very thought provoking.

#### Collection Development

- Staff continue to evaluate purchasing of materials and the resulting usage.
- Digital and streaming offerings continue to be beefed up in response to the pandemic. With the opening of curbside service, we will finally see a return to use of the print collection.

#### Buildings

- The Library District has created a summary facilities plan, which will be before the Board for consideration at the meeting.
- Boardman Road
  - See facilities plan.
- Adriance
  - See facilities plan.
  - Work has begun on the removal of plaster damaged by a leak in the dome.

#### Staffing

- See Personnel Actions, if applicable.

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Comparative Circulation Statistics: 2020 to 2019**

	Current Year: 2020				Previous Year: 2019				YTD	
	Apr	Percent	YTD	Percent	Apr	Percent	YTD	Percent	Change	Percent
Adult Fiction	59	20.49%	16,852	19.70%	4,558	19.14%	19,018	19.28%	-2,166	-11.39%
Adult Non-Fiction	26	9.03%	14,283	16.70%	3,577	15.02%	14,641	14.85%	-358	-2.45%
Fiction - Juvenile	23	7.99%	15,878	18.56%	4,167	17.50%	16,304	16.53%	-426	-2.61%
Non-Fiction - Juvenile	0	0.00%	4,981	5.82%	1,427	5.99%	5,320	5.39%	-339	-6.37%
Periodicals	7	2.43%	686	0.80%	232	0.97%	945	0.96%	-259	-27.41%
Periodicals - Juvenile	0	0.00%	74	0.09%	20	0.08%	71	0.07%	3	4.23%
<b>Print Subtotal</b>	<b>115</b>	<b>39.93%</b>	<b>52,754</b>	<b>61.67%</b>	<b>13,981</b>	<b>58.71%</b>	<b>56,299</b>	<b>57.09%</b>	<b>-3,545</b>	<b>-6.30%</b>
Microforms	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
ILL	0	0.00%	35	0.04%	18	0.08%	68	0.07%	-33	-48.53%
Soundrecordings	15	5.21%	3,699	4.32%	1,093	4.59%	4,475	4.54%	-776	-17.34%
Video recordings	40	13.89%	23,386	27.34%	5,383	22.61%	23,949	24.28%	-563	-2.35%
Media	0	0.00%	4	0.00%	1	0.00%	8	0.01%	-4	-50.00%
Software	0	0.00%	38	0.04%	30	0.13%	64	0.06%	-26	-40.63%
Equipment/Realia	101	35.07%	145	0.17%	39	0.16%	169	0.17%	-24	-14.20%
Suppressed Items	1	0.35%	90	0.11%	18	0.08%	61	0.06%	29	47.54%
Video recordings - Juvenile	3	1.04%	3,502	4.09%	833	3.50%	3,637	3.69%	-135	-3.71%
Audio recordings - Juvenile	0	0.00%	401	0.47%	117	0.49%	481	0.49%	-80	-16.63%
Media - Juvenile	0	0.00%	485	0.57%	103	0.43%	420	0.43%	65	15.48%
Software - Juvenile	0	0.00%	47	0.05%	13	0.05%	36	0.04%	11	30.56%
<b>Non-Print Subtotal</b>	<b>160</b>	<b>55.56%</b>	<b>31,832</b>	<b>37.21%</b>	<b>7,648</b>	<b>32.12%</b>	<b>33,368</b>	<b>33.83%</b>	<b>-1,536</b>	<b>-4.60%</b>
<b>Online Renewals</b>	<b>13</b>	<b>4.51%</b>	<b>958</b>	<b>1.12%</b>	<b>2,183</b>	<b>9.17%</b>	<b>8,955</b>	<b>9.08%</b>	<b>-7,997</b>	<b>-89.30%</b>
<b>Total</b>	<b>288</b>		<b>85,544</b>		<b>23,812</b>		<b>98,622</b>		<b>-13,078</b>	<b>-13.26%</b>

**NOTE:** In May 2019, the Mid-Hudson Library System and its member libraries adopted an auto-renewal feature which automatically renews any items three days before their due date, unless there is a patron hold request for the item. This has had an inflationary impact on circulation statistics, when compared to previous

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Library District Use Statistics - 2020**

<b>COLLECTION USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Physical Items	30,544	29,667	24,100	275	0	0	0	0	0	0	0	0	84,586
Physical Items - Online Renewals	334	345	266	13	0	0	0	0	0	0	0	0	958
Digital Content	8,527	7,843	9,796	11,566									37,732
PopUpLibrary	10	5	3	0									
<b>Total</b>	<b>39,415</b>	<b>37,860</b>	<b>34,165</b>	<b>11,854</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>123,294</b>
<b>PATRON HOLDS PROCESSED</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	4,338	3,699	1,883	0	0	0	0	0	0	0	0	0	9,920
Boardman Road	2,968	2,748	1,345	50	0	0	0	0	0	0	0	0	7,111
<b>Total</b>	<b>7,306</b>	<b>6,447</b>	<b>3,228</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,031</b>
<b>REFERENCE QUERIES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	1,302	1,110	1,883	134	0	0	0	0	0	0	0	0	4,429
Boardman Road	154	2,748	1,345	4	0	0	0	0	0	0	0	0	4,251
<b>Total</b>	<b>1,456</b>	<b>3,858</b>	<b>3,228</b>	<b>138</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,680</b>
<b>ONLINE RESOURCES</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Database Usage	11,021	18,384	8,828	24,435									62,668
Calendar Hits - EventKeeper	3,623	NA	5,386	669									9,678
Calendar Hits - Burbio	29,427	NA	NA	NA									29,427
Calendar Hits - Recite Me	418	803	501	509									2,231
Website Hits	35,091	33,462	28,601	16,846									114,000
<b>Total</b>	<b>79,580</b>	<b>52,649</b>	<b>43,316</b>	<b>42,459</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>218,004</b>
<b>PUBLIC COMPUTER AND WIFI USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	7,773	7,612	3,861	189	0	0	0	0	0	0	0	0	19,435
Boardman Road	2,273	2,327	1,191	43	0	0	0	0	0	0	0	0	5,834
<b>Total</b>	<b>10,046</b>	<b>9,939</b>	<b>5,052</b>	<b>232</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,269</b>
<b>PUBLIC FAX USE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	55	50	44	0	0	0	0	0	0	0	0	0	149
Boardman Road	14	13	4	0	0	0	0	0	0	0	0	0	31
<b>Total</b>	<b>69</b>	<b>63</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>180</b>
<b>PROGRAM SESSIONS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Library District	189	199	90	85									563
Community Engagement	2	0	0	0									2
Non-Library District	69	67	30	0									166
Exams Proctored	18	10	6	0									34
MAP Passes	19	31	21	0									71
<b>Total</b>	<b>297</b>	<b>307</b>	<b>147</b>	<b>85</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>836</b>
<b>PROGRAM ATTENDANCE</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Library District*	2,361	2,984	891	24,400									30,636
Community Engagement	136	0	0	0									136
Non-Library District	585	918	310	0									1,813
Drop-In Room Use	154	163	69	0									386
<b>Total</b>	<b>3,236</b>	<b>4,065</b>	<b>1,270</b>	<b>24,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32,971</b>
<b>GENERAL ATTENDANCE (CY)</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	18,212	16,693	9,284	0	0	0	0	0	0	0	0	0	44,189
Boardman Road	11,538	10,952	5,901	0	0	0	0	0	0	0	0	0	28,391
<b>Total - 2020</b>	<b>29,750</b>	<b>27,645</b>	<b>15,185</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>72,579</b>
<b>GENERAL ATTENDANCE (PY)</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Adriance	16,454	16,481	19,365	18,388	17,584	17,435	22,404	18,492	15,750	18,580	15,187	13,050	209,167
Boardman Road	11,220	8,830	12,550	11,210	10,929	10,304	12,738	11,135	10,211	11,569	9,663	8,122	128,477
<b>Total - 2019</b>	<b>27,673</b>	<b>25,311</b>	<b>31,915</b>	<b>29,597</b>	<b>28,512</b>	<b>27,738</b>	<b>35,142</b>	<b>29,627</b>	<b>25,961</b>	<b>30,148</b>	<b>24,849</b>	<b>21,172</b>	<b>337,644</b>

\* public programs in April delivered via Zoom and YouTube.

**Personnel Actions**

**Recommended By** Library Director

**Current Situation** The Board of Trustees is the appointing authority for all personnel appointments, whether as a staff hire or as a contract employee. Resignations must also be received and acted upon by the Board of Trustees upon the recommendation of the Library Director.

**Pending Personnel Actions** Detailed in table below.

Employee Name/Number	Civil Service Title	Type of Action	Effective Date(s)	Salary
Sandra Priore	Library Assistant (FT)	Revised Permanent Probationary Appointment	5/28/20	\$50,797 <i>(Step 1)</i>

**Action Requested** **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the personnel actions listed above.

**Motion** Moved \_\_\_\_\_  
 Secoded \_\_\_\_\_

**Result of Action** In Favor \_\_\_\_\_  
 Against \_\_\_\_\_  
 Abstaining \_\_\_\_\_

**New Business Fact Sheet**  
Acceptance of 2019 Audit Report

**Recommended By**

Administration

**Current Situation**

The 2019 audit report will be delivered to the Board of Trustees on May 27, 2020 by PFK O'Connor Davies, LLP. Draft Financial Statements and Governance Report are attached to this Fact Sheet for review prior to the meeting.

**Action Requested**

**MOVED** that the Board of Trustees of the Poughkeepsie Public Library District accept the 2019 audit report, dated May 27, 2019, and refer it to the Finance Committee for review and to develop actions based on the recommendations contained therein.

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**Motion**

Moved

Seconded

\_\_\_\_\_

\_\_\_\_\_

**Result of Action**

In Favor

Against

Abstaining

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**New Business Fact Sheet**

Approval of Policies: Code of Conduct, Telecommuting, Exposure Control Plan

**Recommended By** Board Development & Policy Committee

**Background Information** The Library District's response to the COVID-19 pandemic has resulted in the need to update two policies and develop another one.

The Code of Conduct has been updated to include a reference the public health emergencies and the potential mandatory use of face coverings by patrons, as guided by state, county or local regulations.

The Telecommuting Policy is a new policy resulting from the requirement for non-essential staff to work from home, if at all possible.

The Exposure Control Plan has been updated to include new sections on viruses and the plan to respond to community spread as well as instances of infection of staff and/or patrons.

**Actions Requested** **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve PPLD Policies #1101 – Code of Conduct, , #4116 – Telecommuting, and #4115 – Exposure Control Plan, attached hereto.

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**Motion** Moved \_\_\_\_\_  
Seconded \_\_\_\_\_

**Result of Action** In Favor \_\_\_\_\_  
Against \_\_\_\_\_  
Abstaining \_\_\_\_\_

## **Code of Conduct**

Welcome to the Poughkeepsie Public Library District. We are proud to partner with our patrons to provide a safe and positive environment for all. In order to provide an appropriate library environment and to insure constructive use of Library District facilities, materials, and services as well as the safety and personal comfort of all our library patrons and staff, the following Code of Conduct will be in effect at all times. Anyone who violates the Code of Conduct may be removed from the library properties and/or prosecuted to the fullest extent of the law.

The Library District has the right to amend the Code of Conduct at any time.

### **1. This is your public library**

Appropriate behavior is required at all times, and patrons shall be engaged in activities associated with the use of a public library. Reasonable quiet is expected, especially in designated study areas. No patron may disturb others using the library.

Misconduct such as the use of foul, offensive or threatening language and gestures; harassment; public drunkenness; use, sale or exchange of alcohol or drugs; gambling; loud talking and laughing; running, pushing, and fighting; and other similar offensive behavior are not allowed on Library District property. The Library District has the right to prohibit groups from congregating in the building or on the grounds. In addition, sleeping, staring, stalking, soliciting, loitering, littering, weapons, and damaging property are prohibited.

Using cellular phones, pagers, or other electronic devices in a manner that disturbs others is prohibited.

The use of benches and other areas outside the Library is intended for short periods of time (such as waiting for a ride or meeting someone) and is limited to less than 30 (thirty) minutes.

Adults may use the children's areas when they accompany children or when using the resources only available in that location.

The Library District uses CCTV (closed-circuit TV) to monitor indoor and outdoor areas.

### **2. Children and the Library District**

The Library District cannot assume responsibility for the care and supervision of children. Parents and caregivers of children 9 years old and younger are to remain in the library at all times, including when a child is in a library program. Parents and caregivers are expected to supervise the behavior of their children. In accordance with school attendance laws, and in support of education, children under the age of 16 are not permitted on Library District property during school hours, unless accompanied by a parent, teacher, or legal guardian.

### **3. Teen Room**

Use of the Teen Room requires the submission of a *Teen Room and Computer Use Agreement*, latest revised edition. These are available from the staff in the Teen Room and in the Children's Room.

### **4. Animals in the Library**

Pets are not permitted in the library except for properly identified service animals or for programming purposes.

**5. Dress, and Personal Hygiene, and Public Health Emergencies**

Patrons shall be fully clothed, including footwear.

Patrons whose bodily hygiene is offensive such that it disturbs others shall be required to leave the building.

Patrons shall comply with all rules and regulations established by New York State, Dutchess County, the City and/or Town of Poughkeepsie, and the Library District during periods of public health emergencies or a declared pandemic or epidemic. These rules will be prominently displayed at all library entrances.

**6. Parking**

The parking areas are solely for the use of patrons and staff while they are in the library. Vehicles must park in legal, designated spaces. Violators are subject to. Unauthorized overnight parking is not permitted and is also subject to booting.

**7. Smoking, Food, and Beverages**

In accordance with New York State and local law, the library is a smoke-free establishment and there shall be no smoking, vaping, or juuling on Library District property.

The consumption of food and alcoholic beverages on Library District property is prohibited, unless related to an approved Library District program. Non-alcoholic beverages in covered containers may be consumed. However, all beverages must be clearly visible and identifiable at all times.

**8. Pedestrian Safety**

For the safety of all patrons and staff, no one may run, skate, or use a skateboard or scooter on Library District property. No one may ride bicycles on the stairs or walkways around the buildings. Bicycles may not be stored inside Library District facilities; racks are provided for storage of bicycles.

**9. Library Materials and Equipment**

Library materials must be returned on time and in good condition; overdue materials deprive others in need of those materials. Patron accounts over \$25 may be referred to a collection agency.

Use of Library District computers requires a valid Mid-Hudson Library System library card, where the user's name and the name of the library card registration are the same. Access is provided to guests from outside the MHLS service area; inquire at a Service Desk for more information.

A library patron who deliberately alters a library computer database or destroys computer equipment will forfeit all library privileges, will be subject to financial liability for damages, and may be subject to criminal penalties.

A library patron who vandalizes, steals, defaces, or destroys any library material, equipment or building components will forfeit all library privileges, will be subject to financial liability for damages, and may be subject to criminal penalties.

All briefcases, oversized handbags, carryalls, luggage, packages, overcoats, and shopping bags are subject to inspection by library staff or security guards. The storage of personal items in the library or on library grounds is prohibited and personal belongings should not be left unattended.

**10. Proper Identification**

Library staff or security guards may request a patron to provide proper identification. Failure to provide such identification may lead to removal from the library.

Patron concerns about issues raised in this policy should be brought to the attention of the Library District Administration. Thank you for your support as we provide high quality public library experiences for everyone.

### Telecommuting

**Purpose:** The Telecommuting Program is designed to recognize the benefits of providing Library District employees alternatives to traditional work practices in times of national, state, or local emergencies. Telecommuting may not be a regular work option for most employees as their jobs include significant time devoted to patron-facing tasks such as public desk assignments or programming.

**Definition:** For the purposes of this policy, telecommuting is defined as a remote-work arrangement for at least part of the workweek. In general, telecommuting will be approved for eligible employees whose job responsibilities or assigned tasks are suited to such an arrangement.

#### Eligibility

- A. All employees are eligible for telecommuting as it is a response to a national, state, or local emergency.
- B. Employees should have a demonstrated ability to work well with minimal supervision, have a thorough knowledge and understanding of their job tasks and operations, have a history of reliable and responsible accomplishment of work duties, and have demonstrated an ability to establish priorities and manage their time.
- C. The opportunity to work at home is a management option.
- D. Requests for telecommuting will be considered on an individual basis to determine if the employee has the necessary skills and abilities to participate in the program; and if the telecommuting employee can adequately perform the employee's job duties.
- E. Telecommuting is not available for long-distance work. The telecommuting location must not be in an area that exposes the Library District to new tax or other regulatory liabilities.

#### Guidelines

- A. The approval of telecommuting, and the determination of the number of days an individual may telecommute are made based on the Library District's ability to maintain departmental operations, services, and commitments. In all cases, telecommuting schedules and work assignments are subject to Library District approval.
- B. Employees are required to complete a Telecommuting Agreement (see attachment) and have it approved before they begin telecommuting. The agreement will be co-terminus with the end of the declared emergency.
- C. The Library District and the employee must agree upon the equipment to be used in telecommuting. The employer is not required to provide equipment for the telecommuting location; however, the employee may be provided with Library District-owned equipment necessary to perform work assignments.
- D. The Library District has established security controls and conditions for use of Library District equipment. The telecommuting employee must apply approved safeguards to protect Library District equipment and supplies. All Library District records, files and documents must be protected from authorized disclosure or damage and returned safely to the official work location immediately upon request. In addition, any computers used for the editing or sending of Library District documents must have up-to-date virus protection active.
- E. In order to reduce worker's compensation liabilities, employees will not use their homes to receive work-related visitors. Telecommuters are covered by worker's compensation when performing official work duties at the telecommuting location.

- F. Telecommuting employees will verify via the Telecommuting Agreement that the telecommuting location provides workspace that is free of safety and fire hazards and shall agree that the Library District will not be held responsible for any and all claims, excluding worker's compensation claims that result from working at the telecommuting location.
- G. While telecommuting, employees should be accessible, within reason, via telephone and e-mails during agreed upon work hours. Telecommuters must notify their office if they leave their telecommuting locations. If a meeting is scheduled on a telecommuting day, employees must go to the office to attend the meeting or make other arrangements, such as teleconferencing.
- H. Employees will maintain their pay status (i.e. exempt or non-exempt) while working from a telecommuting location. Employees who work pre-approved overtime will be compensated in accordance with applicable laws and regulations. Managers are responsible for not accepting the results of unapproved overtime work and will act vigorously to discourage it. By signing the Telecommuting Agreement, employees agree that failing to obtain proper approval for overtime work may result in removal from the telecommuting program or other appropriate action.
- I. Telecommuters are subject to all of the Library District's policies and procedures as other employees.
- J. Telecommuting will not adversely affect an employee's eligibility for advancement or any other employee right or benefit.
- K. The Library District reserves the right to modify or eliminate the Telecommuting Program at any time.

**Procedures**

- A. If the employee and job are deemed suitable for telecommuting, a Telecommuting Agreement specifying the terms and conditions of telecommuting must be signed by the employee, the Department Head, and the Library Director prior to the start of the telecommuting arrangement. The request should also include a rationale statement as to how this arrangement would be beneficial to the Library District.
- B. The original Telecommuting Agreement must be filed in the employee's personnel file. The employee and Department Head should retain a copy of the Telecommuting Agreement for their records.
- C. The employee and Department Head must agree upon if there are any Library District-owned equipment to be used in the telecommuting arrangement.
- D. A Telecommuting Work Plan must be included as part of the Telecommuting Agreement. The Telecommuting Work Plan must include at a minimum the following:
  - a. Specific description of the duties to be performed;
  - b. Established workdays and work hours;
  - c. Explanation as to how supervision will be provided; and
  - d. Explanation as to how work products and outputs will be reviewed, monitored and measured.
- E. The Library District must be notified in writing of any modification to or cancellation of any Telecommuting Agreement.
- F. Individuals should check with their tax accountant to determine if they are eligible for tax credits related to a home office.

**Exhibit A - Telecommuting Agreement**

This is an agreement among the Poughkeepsie Public Library District (the "Employer"), \_\_\_\_\_ (the "Employee"), and \_\_\_\_\_ (the Employee's "Department Head") and shall cover the period from \_\_\_\_\_ through \_\_\_\_\_.

This agreement establishes the terms and conditions of telecommuting.

The Employee volunteers to participate in the telecommuting program and to follow the applicable guidelines and policies. The Employer agrees with the Employee's participation.

Duration: This agreement will be co-terminus with the end of the declared emergency.

Work Hours: Work hours and telecommuting location are specified as part of this Agreement.

Pay and Attendance: All pay, leave and travel entitlement will be based on the Employee's official work location. The Employee's time and attendance will be recorded as if performing official duties at the official work location.

Leave: Employee must obtain Library District approval before taking leave in accordance with established procedures. The Employee agrees to follow established procedures for requesting and obtaining approval of leave.

Overtime: An Employee working overtime, approved in advance by Department Head, will be compensated in accordance with applicable law and rules. The Employee understands that Department Head will not accept work products resulting from unapproved overtime. The Employee agrees that failing to obtain proper approval for overtime work may result in removal from the telecommuting program or other appropriate action.

Equipment: The Department Head and Employee must agree upon the equipment to be used in telecommuting. The Employer is not required to provide equipment for the telecommuting location; however, with the approval of Department Head, the Employee may be provided with Employer-owned equipment necessary to perform work assignments.

Employer-owned Equipment: (List all Employer-owned equipment including telecommunication services.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Maintenance of Equipment: Equipment provided by the Employer must be protected against damage and unauthorized use. Employer-owned equipment will be serviced and maintained by the Employer. Equipment provided by the Employee will be at no cost to the Employer, and will be maintained by the Employee.

Cost: The Employer will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities), associated with the use of the Employee's residence. The Employee is eligible for any reimbursement for authorized expenses incurred while conducting official business for the Employer.

Liability: The Employer will not be liable for damage(s) to the Employee's property resulting from participation in the telecommuting program. In signing this document, the Employee agrees to hold the Employer harmless against any and all claims, excluding worker's compensation claims.

Worker's Compensation: The Employee is covered by workers' compensation if injured in the course of performing official duties at the telecommuting location.

Verification of Home Safety: In signing this agreement, the Employee verifies that the telecommuting location provides workspace that is free of safety and fire hazards.

Work Assignments: The Employee will meet regularly with Department Head to receive assignments and to review completed work. The Employee will complete all assigned work according to procedures mutually agreed upon with Supervisor.

Evaluation: The evaluation of the Employee's job performance will be based on established standards. Employees will not be allowed to telecommute while on probation and/or in progressive discipline.

Records: The Employee will apply safeguards, which are approved by the Employer to protect records from unauthorized disclosure or damage. All records, papers and correspondence must be safeguarded for their return to the official work location.

Curtailed of the Agreement: The Employee may stop participating in this program at any time. Management has the right to remove the Employee from the program if participation fails to benefit organization needs.

The Employee agrees to work at the official work location or telecommuting location, and not from another unapproved site. Failure to comply with this provision may result in termination of the agreement, and/or other appropriate disciplinary action.

Work Hours and Location: The following are the official work location, telecommuting location and general work hours agreed to as part of this Telecommuting Agreement:

Official Work Location:

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Telecommuting Location:

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General Work Hours:



Day	Hours (start time and end time)	Location O = Official Work Location T = Telecommuting Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

**Telecommuting Work Plan:** (Include a description of duties to be performed; how work output will be reviewed, monitored and measured; and how supervision will be provided.) (Attach additional sheet if necessary.)

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We agree on this date to abide by the terms and conditions of this agreement.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
Date

## Exposure Control Program

### General

The Board of Trustees policy governing infection control in the Poughkeepsie Public Library District is based on guidelines from the New York State Department of Health, State Education Department, State Labor Department (Public Employee Safety and Health) guidelines and Federal Department of Labor Guidelines (Occupational Safety and Health Administration) that requires employers to write an exposure control plan, to provide training and offer Hepatitis B vaccine to employees at risk.

Good Samaritan Acts are not covered by these guidelines and the Library District is not responsible for any exposure that occurs while performing such Acts. Good Samaritan Acts include, but are not limited to, the following:

- A. administering first aid to a staff member or the general public
- B. administering CPR/AED to a staff member or the general public
- C. spill clean-up of blood/body fluids resulting from illness or injury to a staff member or the general public

Only job titles listed in the Exposure Control Program and specifically assigned these duties are to perform them.

### Screening: Bodily Fluids

- A. Not applicable.

### Screening: Virus

- A. During period of pandemic, epidemic, or other local health emergency, all staff will complete a Daily Health Assessment prior to entering the work place. Data collection during such screening will be kept confidential. Screening will occur as follows:
  - The library will screen all employees and essential visitors as described below. The library will not screen patrons.
  - The library will remotely, by phone or electronic form, screen employees scheduled to work in the library building before each shift about any COVID-19 symptoms identified by public health officials in accordance with the U.S. Equal Employment Opportunity Commission's (EEOC) Pandemic Preparedness in the Workplace and the Americans with Disabilities Act including confidentiality of medical information. The library will not retain any employee health data.
  - Screening will include the following question:
    - Are any of the following statements true?
      - I have experienced symptoms of COVID-19 including 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 in the past 14 days, OR
      - I have tested positive for COVID-19 in the past 14 days, OR
      - I have knowingly been in close or proximate contact in the past 14 days with someone who has tested positive for COVID-19 or who has or had symptoms of COVID-19.

- Library staff or essential visitors should immediately notify the library director if the answers to these questions change later including during or outside work hours.
- The library director will review all responses collected by the screening process on a daily basis and maintain a record of this review.
- The library will maintain a log of all library staff and essential visitors in the facility including contact information. This information will be used to trace and notify staff and visitors in the event an employee is diagnosed with COVID-19.
- Employees that Test Positive for COVID-19 or Report COVID-19 Symptoms
  - The library will observe directions from local health officials for best practice in staff and public health safety in the event that a staff member reports developing symptoms related to COVID-19 or testing positive for COVID-19.
  - Library staff that develop symptoms related to COVID-19 or test positive for COVID-19 will be directed to not come in to the library or to leave the library if they are already at work, and contact a medical professional or the local health department immediately. The library will provide the employee with healthcare and testing information.
  - The library director will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
  - Areas used by the symptomatic or sick person will be cleaned and disinfected according to the CDC cleaning and disinfection recommendations after the person has left the facility:
    - Close off areas used by the person. It is not necessary to close operations if the affected areas can be closed off.
    - Open outside doors and windows to increase air circulation in the area.
    - Wait 24 hours before you clean and disinfect. If 24 hours is not feasible, wait as long as possible.
    - Clean and disinfect all areas used by the person who is sick or symptomatic, such as offices, bathrooms, common areas, and shared equipment.
    - Once the area has been appropriately disinfected, it can be opened for use. Employees without close contact with the person who is sick can return to the work area immediately after disinfection.
  - If an employee tests positive for COVID-19 or shows symptoms of COVID-19 and is not tested for COVID-19, they may only return to work after completing a 14 day self-quarantine. If an employee has had close contact with a person with COVID-19 and is symptomatic, they may only return to work after completing a 14 day self-quarantine.
  - 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 the library director and adhere to the following practices prior to and during their work shift, which will be documented by the library director:
    - Regular monitoring: As long as the employee does not have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
    - Wear a mask: The employee should wear a face mask at all times while in the workplace for 14 days after last exposure.

- Social distance: Employee should continue social distancing practices, including maintaining, at least, six feet distance from others.
  - Disinfect and clean work spaces: Continue to clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment routinely.
- Employees that are alerted that they came in close or proximate contact with a person with COVID-19 via tracing, tracking, or other mechanism are required to report this information to the library director.
- Patrons that Test Positive for COVID-19
  - The library will observe directions from local health officials for best practice in staff and public health safety in the event that a patron reports developing symptoms related to COVID-19 or testing positive for COVID-19 when they have recently visited the library.
  - If a library patron who has visited the library reports testing positive for COVID-19, the library will notify local health officials.
  - The library will work with local health officials to notify staff and patrons that may have been in contact with the infected patron, while maintaining the patron's right to the privacy of their health information, and the confidentiality of library records.

#### **Exposure Determination: Bodily Fluids - Classification By Job Title And Duties**

The following list of job classes and exposure risks represents the most likely type of exposure possible in the Library District environment.

- A. Head Custodian/Custodian/Custodial Worker: direct contact with blood/body fluids while performing maintenance duties
- B. Librarian I/II - Youth Services: direct contact with blood/body fluid of children unaccompanied by parent, legal guardian, or caregiver injured or ill during programming activities duties prior to arrival of Head Custodian/Custodian/Custodial Worker
- C. Librarian I/II/III - Supervisors: direct contact with blood/body fluids while performing initial maintenance duties prior to arrival of Head Custodian/Custodian/Custodial Worker

#### **Exposure Determination: Viruses - Classification By Job Title And Duties**

The following list of job classes and exposure risks represents the most likely type of exposure possible in the Library District environment.

- A. All Classifications – All Departments: direct contact with patrons or co-workers demonstrating COVID-19 like symptoms.

#### **Medical Recommendations**

- A. Exposure to Blood/Bodily Fluids

The Library District will provide the Hepatitis B vaccination program to all custodial staff within ten days of employment. The Library District will make available post vaccination to other employees upon an employee report of any incident where such will be required to control infectious disease.

Employees who elect to receive or who decline the vaccination regimen must complete the Consent/Waiver Form for Hepatitis B Vaccination. (Form G). If an employee wishes to be tested for prior immunity for Hepatitis B, the employee assumes the cost of the necessary test(s). The physician administering the regimen will explain its risks and benefits to the employee and complete the applicable section of the Form.

The signing of the waiver by an at risk employee who is declining immunization will not relieve the Library District of the requirement to provide the vaccine at a later date if requested by an employee.

The Library District will also be responsible for any booster doses recommended at a future date for the duration of active employment with the Library District.

**B. Exposure to Viruses**

All staff are required to absent themselves from work when ill. In the event that staff report to work sick or during their shift present with COVID-19 like symptoms, they will be immediately isolated from the rest of the staff. Upon an initial evaluation which may include the taking of their temperature and the asking of health-related questions, the individual may be requested to leave work immediately and seek medical attention.

**C. Exposure Incidents**

Any person involved in a blood/body fluid or virus exposure incident must report the incident as soon as possible. The appropriate form is found at <http://staff.poklib.org/wp-content/uploads/2020/05/Exposure-Incident-Report-5-13-20-2.pdf>.

Any person involved in a blood/body fluid or virus exposure incident will be referred to their personal physician for medical counseling, evaluation, and possible treatment.

### **Methods of Compliance - Engineering And Work Practice Controls**

Standard Operating Procedures (SOPs) for blood/body fluid clean up and sanitizing after an exposure incident to a virus as described in Appendices A-2 through A-5 will be followed.

Materials and protective equipment will be provided, with training, to all employees. SOPs pertinent to each area will be available in an easily retrieved manner.

Materials and protective equipment will be provided to implement and sustain an effective control program in the public library environment.

### **Responsibilities**

**A. Program Administrator (Library Director)**

A qualified person will be designated to coordinate, implement, and provide education and training for all employees. This designated person will have on-going education in order to keep current in regard to any new regulations, medical updates, or other pertinent information.

In addition, this person will be responsible for the medical management program for the Library District. These responsibilities include:

1. coordinating the education program concerning exposure to blood borne pathogens and viruses
2. coordinating the availability of the HBV vaccination for employees, as needed
3. insuring the confidentiality of the employee's medical record
4. informing the Administrative Office of additions to the OSHA Illnesses and Injuries log

B. Head Custodian/Custodian/Custodial Worker

The custodial staff will be the first response team for incidents, when possible. They will assume the responsibility of responding in a timely and professional fashion to any situation dealing with the spill of blood/bodily fluids.

C. Supervisors

The supervisors are responsible for insuring that their staff have easy access to personal protective equipment and that such is used as necessary when handling blood/bodily fluids or during periods of viral contagion. Supervisors are to determine if the incident requires a response from custodial staff and to insure that, if such is needed, it is handled in a timely manner to meet the safety needs of their staff. Supervisors at sites without on-site custodial staff are the first response team for that site. If emergency services are required, supervisors are to use prescribed Library District policy. Supervisors are required to complete a Blood/Body Fluids Incident Form (<http://staff.poklib.org/wp-content/uploads/2020/05/Exposure-Incident-Report-5-13-20-2.pdf>) or to instruct involved staff to complete the form and submit it to the Administrative Office within 24 hours.

D. All Other Staff

Staff are responsible for following all procedures relating to this policy.

### Training

The Library District will provide training for all staff upon initial assignment for all new employees.

The training will include:

- an explanation and an accessible copy of related OSHA standards
- a general explanation of the epidemiology and symptoms of blood borne and viral diseases
- an explanation of the mode of transmission of blood borne pathogens and viral diseases
- an explanation of the Exposure Control Plan and an accessible copy of that Plan
- an explanation of the methods for recognizing tasks and activities that may involve exposure
- an explanation of work practices, engineering controls and personal protective equipment selection and use
- complete information on the Hepatitis B vaccine
- information on the appropriate actions to take and person to contact in an emergency
- incident reporting and follow up
- signs and labels used

### Biomedical/Infectious Waste

For small amounts of non-regulated waste, custodial staff will double bag and dispose of waste as described in Appendix A - 4, Item #4. As defined by New York State Department of Environmental

Conservation, non-regulated waste includes sanitary napkins, razors, gauze and band aids used under normal circumstances.

Biomedical/infectious waste will be disposed of by responding emergency services crew.

**Labeling**

Large quantities of biomedical/infectious waste will be red-bagged and disposed of by the emergency services crew.

**Program Evaluation**

The Program Administrator will review the Infection Control Program, training, implementation and all other procedures on an annual basis.

Appendix A – 1: General Guidelines For Infection Control

These guidelines and procedures should be followed by all staff at all times to eliminate and minimize transmission of all infectious disease.

Handwashing - Handwashing is the single most important procedure for preventing transmission of infectious organisms. Proper handwashing procedures follow:

1. Use soap and warm running water. Soap suspends easily removable soil and micro-organisms, allowing them to be washed off. Dispenser-style liquid soap is recommended.
2. Wet hands thoroughly under warm running water and dispense soap into wet hands.
3. Rub and scrub hands together for approximately 25 seconds to work up a lather.
4. Scrub knuckles, back of hands, nails and between fingers.
5. Rinse hands under warm running water. Running water is necessary to carry away debris and dirt.
6. Use paper towels to thoroughly dry hands.
7. After drying hands, use the towel to turn off the faucet.
8. Discard paper towels into appropriate plastic lined waste receptacle.
9. Allow sufficient time for handwashing:
  - after using the toilet
  - before meals, snacks and preparing food
  - after handling soiled garments, menstrual pads, soiled diapers
  - after blowing nose
  - after touching potentially contaminated objects, soiled materials, etc.
  - after removing disposable gloves
  - after contact with blood or other body fluids

The Library District must assure convenient and accessible handwashing facilities for all staff. Handwashing materials should always be available: dispenser-style liquid soap, paper towels, and plastic lined baskets for disposal.

When handwashing facilities are not available a waterless antiseptic hand cleaner should be used. The manufacturer's recommendations for the product should be followed.

Additional ways to control infections are as follows:

1. Cover mouth when coughing or sneezing.
2. Dispose of used tissues in plastic-lined waste receptacle.
3. Keep fingers out of eyes, nose, mouth.
4. Stay home when sick. i.e., fever, diarrhea, vomiting, excessive sneezing, coughing.
5. Dry feet after taking a shower.
6. Refrain from sharing personal care items. i.e. combs, brushes, makeup, razors, toothbrushes.
7. Cover open, draining lesions.
8. Maintain updated immunizations
9. Refrain from sharing eating utensils, drinking cups or water bottles.



Appendix A – 2: Clean-Up Materials

Blood/body fluid clean up-materials will be readily accessible in every Library District location. These materials will be packaged into a readily accessible container.

Clean-up materials are:

1. Disposable latex gloves
2. Disposable paper towels
3. Sanitary absorbent material
4. Zip lock plastic bags
5. Alcohol towelettes
6. Gauze pads
7. Band-Aids - assorted sizes

Materials for areas requiring sanitizing will be held and maintained by custodial staff.

Appendix A – 3: Standard Operating Procedures (SOPs): Clean-Up**Blood Borne Pathogens**

1. If an accident involving a blood/body fluid spill occurs, the individual should be encouraged to tend to his/her own injury. Staff in the immediate area should notify a custodian. On the occasions that custodial staff are not available, follow the blood/body fluid procedures listed below:
  - a. wear disposable latex gloves and disposable towels/clean gauze for each injury
  - b. any blood-stained first aid supplies should be placed in a sealable plastic bag
  - c. follow proper glove removal procedures and place in a sealable plastic bag
  - d. wash hands thoroughly with soap and water using proper procedures
2. Wear disposable latex gloves whenever faced with a situation involving blood/body fluid. When disposable latex gloves are not available or unanticipated contact occurs, hands and all other affected areas should be washed with dispenser soap and water immediately after contact.
3. While wearing gloves, clean and disinfect all soiled, washable surfaces (i.e., tables, chairs, floors) immediately, removing soil before applying a disinfectant.
  - a. use paper towels or tissues to wipe up small soiled areas; after the spill is removed, use clean paper towels and soap and water to clean area
  - b. apply sanitary absorbent agent for larger soiled areas; after the spill is absorbed, vacuum or sweep up materials; immediately discard materials in sealable plastic bag
  - c. disinfect area with an EPA-approved disinfectant according to manufacturer's instructions
4. Clean and disinfect soiled rugs, carpets, and upholstered furniture immediately.
  - a. apply sanitary absorbent agent, let dry and vacuum; discard material in a sealable bag
  - b. apply a sanitary shampoo with a brush or an extractor and revacuum; discard material in a sealable bag
  - c. spray with an EPA-approved disinfectant according to manufacturers instructions
5. Clean equipment and dispose of all disposable materials:
  - a. soiled tissues and flushable waste can be flushed in a toilet; discard paper towels and vacuum bag or sweep into plastic bag, seal and dispose of according to procedure
  - b. rinse broom and dustpan in disinfectant solution after removing debris
  - c. soak mop in disinfectant solution for a minimum of twenty minutes and rinse thoroughly
  - d. used disinfectant solution should be promptly poured down a drain
  - e. remove disposable gloves and discard in a sealable plastic bag; avoid touching skin with soiled gloves
  - f. wash hands thoroughly with soap and water using handwashing procedures.
  - g. plastic bags containing contaminated waste should be secured and disposed of daily according to procedure
  - h. store all disinfectants in safe areas inaccessible to patrons
  - i. all staff should take precautions to prevent injuries by needles, razor blades, broken glass, and any other sharp instruments for devices that have potential for penetrating the skin; a tool such as pliers, forceps or tweezers should be used to pick up sharp items.

**Viruses**

1. If an area requires sanitizing due to exposure from an individual presenting with COVID-19 like symptoms, the area will be sanitized with an agent meeting the current criteria of the EPA as being effective against SARS-CoV-2. Responding staff will conduct sanitizing in accordance with the

directions for use provided by the manufacturer. These agents can be found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. Staff will wear gloves and, if desired, a mask while sanitizing the area. Mask and glove removal will be done in accordance with current infection control standards.

Appendix A – 4: Standard Operating Procedures (SOPs): Head Custodian/Custodian

1. Gloves: Latex, rubber or vinyl gloves must be worn when cleaning restrooms and for other activities where custodians may come in contact with blood/body fluids during regular or emergency cleaning tasks. Household rubber gloves can be used. However, they should be discarded if they are peeling, cracked or discolored or if they have punctures, tears or other evidence of deterioration.
2. Mop Water: Generally, mop water should be changed when the mop is not visible through the solution. Mop water must be changed after it has been used to clean blood/body fluid spills. Dirty mop water should be carefully poured down the drain to prevent spilling or splashing onto clean areas. After use, mops should be soaked in a disinfectant solution for twenty minutes.
3. Restroom Cleaning: Floors, toilets and sinks of all restrooms should be cleaned and disinfected daily with an EPA-approved disinfectant. Toilet paper, paper towels and dispenser soap should be restocked on a daily basis. Busy restrooms should be checked throughout the day and restocked when necessary. Overflowing toilets or blocked drains should be placed "out of service" until repaired and cleaned. These repairs should be given high priority.
4. Garbage and waste receptacle: All garbage cans and waste paper baskets should have plastic liners and must be changed daily. Plastic liners should be tied as part of that removal and disposal process. Any plastic liner that contains blood/body fluid waste should be double bagged and then discarded in the normal trash.
5. Disinfectant: Select an intermediate level disinfectant which will kill vegetative bacteria, fungi, tubercle bacillus, and virus. Select an agent that is registered with the US Environmental Protection Agency (EPA) for use as a disinfectant in places of public assembly (such as schools or other public buildings). Use all products according to the manufacturer's instructions. Agents should belong to one of the following classes of disinfectants:
  - a. sodium hypochlorite (1:10 dilution of household bleach); this solution must be made fresh for each use; effective against HIV and Hepatitis B
  - b. ethyl or isopropyl (70% - 90%)
  - c. quarternary ammonium germicidal detergent solution (2% aqueous solution)
  - d. iodophor germicidal detergent (500 ppm available iodine)
  - e. phenolic germicidal detergent solution (1% aqueous solution)
6. Frequently wash hands in accordance with outlined procedure (Appendix A) and especially after removing gloves.
7. When responding to an incident resulting in a blood/body fluid spill, follow SOP for Clean-Up (Appendix A-3). Adherence to the SOP is critical for decreasing transmission of infectious disease.

**Appendix A – 5: Standard Operating Procedures (SOPs): Librarian I/II - Youth Services,  
Librarian I/II/III - Supervisors**

Staff in these job classes should always direct or help an individual involved with blood/body fluid incident to care for him/herself with minimal contact to the staff person. However, there are situations when a staff person will need to intervene and provide assistance that requires contact. Staff should always implement a barrier between him/herself and the individual in need of assistance, using clean materials or gloves. In most instances, staff should not be expected to clean up the blood/body fluid spill or the environment. Custodial staff should be called for clean up.

When staff intervene and implement "universal precautions" they do so from an informed, voluntary response under the Good Samaritan Act and should use prudent public health protective procedures.

On the occasions that custodial staff are not available, follow the blood/body fluid procedures listed below:

- a. wear disposable latex gloves and disposable towels/clean gauze for each injury
- b. any blood-stained first aid supplies should be placed in a sealable plastic bag
- c. follow proper glove removal procedures and place in a sealable plastic bag
- d. wash hands thoroughly with soap and water using proper procedures
- e. immediate notify custodial staff

Keep other staff and patrons from the area of blood/body fluid spill until the areas is cleaned and disinfected.

Report incident to the Administrative Office following the procedures of Appendix Form F.

Appendix A – 6: Documentation of an Incident of Exposure

Documentation is extremely important, as a follow-up to any exposure incident. Having a written record of what occurred protects both the employee and employer. It can also aid in identifying unsafe conditions and practices.

Documentation of the incident should include:

- a. completion of Exposure Incident Form
- b. the extent that appropriate work practices were followed and protective equipment was used
- c. the counseling the individual received concerning the potential for infection from the incident
- d. the need for medical evaluation
- e. the need for follow-up sought by the individual following the incident
- f. the physician's written evaluation, diagnosis, treatment, and recommendations within fifteen working days in accordance with New York State law
- g. appropriate entry on the New York State Department of Labor DOSH 900 form, if necessary

**Form F: Exposure Incident Report**

Name:	Title:	Employee Number:
Address:	Phone (H):	Phone (W)
	Department:	Supervisor:

**Date of Incident:**

**Description of Incident:** Briefly describe what happened.

**Wounds**

- Did the incident involve a wound?                     yes                     no
- Did the wound result in visible bleeding?             yes                     no
- Identify the cause of the wound                     needle                     human bite
- other sharp instrument (specify):
- other (specify):

**Blood/Body Fluid Exposure**

- Did the individual's blood/body fluids come in contact with your body?                     yes                     no
- What was the substance to which you were exposed?                     not exposed                     blood
- feces                     emesis (vomit)
- sputum                     sexual fluids
- If the substance was anything other than blood, was there any blood in the fluid?                     not exposed                     yes
- no                     unknown
- What part of your body was exposed to the substance? (check all that apply)                     none                     mouth
- eyes                     ears
- skin (specify location):
- other (specify):
- Duration of exposure:
- If the exposure was to your skin, was your skin bruised in any way?                     yes                     no
- What was the condition of your skin in the immediate area of exposure?                     no abrasion(s)                     acne
- dermatitis                     cracks due to dry skin
- unhealed cuts or scratches
- other (specify):
- Which of the following procedures/PPE were being used at the time of the incident? (check all that apply)                     no PPE
- wounds/cuts covered with bandages
- mask
- gloves
- glasses/goggles
- other (specify):

- After exposure, what first line intervention did you perform on yourself? (check all that apply)
- nothing
  - washed hands and exposed area
  - changed clothes
  - flushed eyes/rinsed mouth
  - showered
  - other (specify):

Supervisor notified as follows:

Medical Intervention: In the event of contact with blood and/or body fluid it is suggested that you discuss the following with your health professional:

- a. HBV antibody or previous vaccination status for HBV
- b. the need for HBV/HIV antibody testing

Virus Exposure

Where was the exposure?  staff area  public area

When and how was the area sanitized? With which product?

How were sanitizing materials discarded?

Return this completed form to the Administrative Office within 24 hours of exposure.

_____	_____
Employee Signature	Date
_____	_____
Supervisor Signature	Date

*This form maintained for duration of employment plus 30 years.*



Form G: Consent/Waiver Form for Hepatitis B Vaccination

I understand the benefits and risks of Hepatitis B vaccination. I understand that I must receive at least three intramuscular doses of vaccine in the arm over a six-month period to confer immunity. However, as with all medical treatment, there is no guarantee that I will become immune or that I will not experience an adverse side effect from the vaccine.

Hepatitis B vaccine will be made available at no charge to employees having exposure as well as a post vaccination program.

I have had an opportunity to ask questions and all my questions have been answered to my satisfaction. I believe that I have adequate knowledge upon which to base an informed consent.

I understand that pre-vaccine blood testing for immunity is available at my own cost.

I understand that participation is voluntary and my consent or refusal of vaccination does not waive any employment rights. In addition, I can withdraw from the vaccination regiment at any time.

- I wish to be tested for prior immunity for Hepatitis B before proceeding with the vaccination.
- I grant permission for \_\_\_\_\_ to administer the three doses of Hepatitis vaccine.
- I understand that due to my occupational exposure to blood/body fluids I may be at risk of acquiring Hepatitis B. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine I continue to be at risk of acquiring Hepatitis B. If in the future, I continue to have occupational exposure to blood/body fluids and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination regiment at no charge to me.
- I decline to be immunized at this time. In the event of an accidental exposure, I will report the incident immediately to the Administrative Office and consult with my health care provider regarding post-exposure prophylaxis.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**To be Completed by Administering Physician**

I certify that I have explained the reasonable risks and benefits of Hepatitis B vaccine to \_\_\_\_\_ (insert name of patient) in a manner which permits the patient to make a knowledgeable decision.

\_\_\_\_\_

\_\_\_\_\_

**New Business Fact Sheet**

Approval of COVID-19 Response Documents: Service Plan and NYS Safety Plan

**Recommended By** Administration

**Background Information** The Library District’s response to the COVID-19 pandemic has resulted in the need to produce two plans: a service plan in response to COVID-19, which carefully articulates how the Library District will resume services when allowed, and a mandatory New York State Safety Plan.

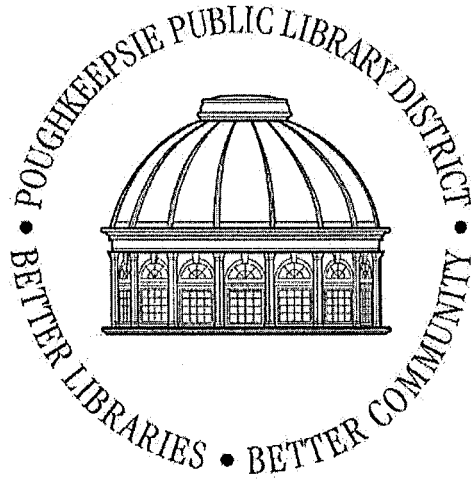
Both plans have been shared with our insurance company, who finds them to be in good shape.

**Actions Requested** **MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve PPLD Documents #052720 – 7A (Service Plan in Response to COVID-19) and #052720 - 7B (NYForward Business Re-Opening Safety Plan), attached hereto.

-----

**Motion** Moved \_\_\_\_\_  
Secinded \_\_\_\_\_

**Result of Action** In Favor \_\_\_\_\_  
Against \_\_\_\_\_  
Abstaining \_\_\_\_\_



## **Service Plan in Response to COVID-19**

[inside front cover]

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Service Plan in Response to COVID-19**

**Introduction**

New York State has established the following metrics related to the opening of businesses within economic development regions following the COVID-19 pandemic:

- *Regions must have at least 14 days of decline in total net hospitalizations and deaths on a 3-day rolling average.*
- *Every region must have the health care capacity to handle a potential surge in cases, with at least 30 percent total hospital and ICU beds available.*
- *Each region must be able to conduct 30 diagnostic tests for every 1,000 residents per month.*
- *Regions must have 30 contact tracers available for every 100,000 residents.*

*Counties have been granted flexibility as these guidelines are applied as the regions are quite diverse in terms of geography and ability to meet the metrics at the county level.*

In any of the scenarios the Library should implement the following:

1. Improved hygiene procedures for cleaning and disinfecting common areas.
2. Allowing staff to wear protective gear such as masks and gloves while administering public services.
3. Continuing to allow Work From Home where it makes sense from an operational standpoint.
4. Monitor employee health and risks of infection.
5. Messaging and plans should be in place that accommodate the needs of the most vulnerable.

**How do we acquire the hygiene materials needed for opening?** Finding hygiene materials is a major issue due to worldwide shortages. Alcohol based hand sanitizer and disinfectant wipes are difficult to come by locally and with online orders there is a significant delay.

- Check with local janitorial supply vendors to see what they have available
- Order early from online vendors to see if we can have supplies delivered within a reasonable time frame.

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**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
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**Service Level A: Library Services During NY Pause**

Stay-at-home orders can mitigate the risk of spreading COVID-19 by limiting person-to-person contact through respiratory droplets, which is the main way the virus is spread. Under stay-at-home orders the library buildings will be closed to library patrons with the Library District supporting the community primarily through services online, by phone, and any other way patrons can interact with staff and access library resources without meeting in-person or entering the library buildings. Traveling to the libraries to obtain materials to check out materials could violate stay-at-home orders and pose a risk to staff and public health. Onsite staffing will be consistent with New York State of Dutchess County mandate.

**Services Offered**

1. Digital and streaming resources
2. Telephone support for reference and online resources
3. Virtual programming and events

**Considerations for Safe Operations and Services at this Service Level**

Availability of PPE and Cleaning and Disinfection Supplies

1. Reusable cloth facemasks (required)
2. Disposable gloves (required for certain work)
3. Disinfectant cleaners (required)
4. Hand sanitizer (required)

Administrative Controls

1. Telecommuting
2. Social Distancing
3. Regular handwashing
4. Staff daily health assessment (required)
5. Staff training on employee and public safety related to COVID-19 (required)
6. Staff training on PPE use (required)

Policies

1. Pandemic Policy
2. Telecommuting Policy
3. Exposure Control Program [see Appendix]

Physical and Facility Controls

1. None.

**Library Operation Guidelines at Service Level A**

Library Staff

1. Staff will work with their supervisor to complete their work and provide services according to the Library District's telecommuting policy.
2. The Library District will issue reusable face masks for staff to wear while working. Staff will be advised to wash their masks routinely and that if lost or worn out that the Library District will take responsibility for replacing them.
3. The Library District will provide disposable gloves for staff for use when assigned to specific works tasks such as cleaning materials or surfaces.
4. Staff will receive safe operations identified for this service level.

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5. Staff will be required to wear their mask any time they are within six feet of another person except when doing so would inhibit or otherwise impair the patron's health.
6. Shift start times for staff may be staggered to allow social distancing.
7. Staff will practice social distancing while interacting with other library staff whenever possible.
8. With access to the building and regular tasks reduced, staff will be provided with increased training to support their work for the library during the pandemic and after.

**Entrance to the Library Building**

1. Entrance to the buildings will be restricted to staff performing the operations outlined at this service level, staff obtaining supplies needed to work at home, and essential visitors.

**Facilities**

1. Signage indicating closure, return of materials, and deliveries will be posted on entry doors.
2. The Library District will maintain sufficient supplies for proper handwashing and an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
3. Tightly confined spaces (small stock rooms, narrow aisles, elevators) will be limited to one staff member unless all employees in such spaces are wearing masks. Occupancy in these spaces will not exceed 50% of the maximum capacity of the space unless it is designed for use by a single occupant. Ventilation will be increased in these spaces when occupied by more than one staff member.
4. The building and facility should be checked at regular intervals to ensure there is no failure of major systems or equipment including HVAC, plumbing, electrical, and roofing systems.

**Governance and Board Operations**

1. Library District business and governance will be conducted in a manner consistent with the New York State Open Meetings Law and as modified by Executive Order.

**Communications**

1. Administration will communicate with staff using protocols established for emergency closures.
2. The Library District will use outdoor signage, social media, phone calls, mail, or email to communicate with patrons about library services.
3. Patron questions by telephone regarding library services, resources, and general reference queries will be answered by staff at the library.
4. Relevant library phone numbers will be routed to library staff to answer patron questions regarding specific library services.
5. U.S. postal mail and deliveries from companies like FedEx or UPS will be received at the library building.

**Cleaning**

1. The buildings will be cleaned according to regular schedule or as necessary while the building is closed with particular sanitizing emphasis on any shared areas or areas where a staff member has worked and reported exposure to COVID-19 or has contracted COVID-19.

**Library Service Guidelines at Service Level A**

**Patrons Borrowing Materials**

1. Patrons will not be able to borrow physical materials.

**Patrons Returning Materials**

1. The Library District will accept returns through the external book drop.



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2. Returned materials will be considered to possibly have COVID-19 present and staff will follow guidelines for proper handling. Such guidance may vary from time-to-time.
3. Staff handling returned materials from book drops will use mask and gloves and will wash hands after handling materials.
4. Materials may be quarantined before handling checking in or shelving in the collection or on the holds shelf. The decision to do so will be made by Administration and will be based on current guidance on the matter.

**Patron Holds**

1. MHLS will disable patrons from placing holds on physical library materials through the catalog.
2. Staff will not place item holds for patrons.
3. Patrons will not be able to pick up holds on physical materials at this service level.

**MHLS Delivery**

1. MHLS delivery may not operate at regular intervals due to restrictions at this service level.
2. MHLS may run delivery operations in special cases at this service level, and the Library District will look to MHLS for guidance on how to best prepare for materials delivery and pickup.
3. Outgoing materials will be forward-sorted as they would normally.
4. Sturdy boxes will be used if the Library District does not have enough MHLS delivery bins for outgoing materials and these boxes will be clearly labeled as outgoing materials.
5. Incoming materials received through delivery will be considered to possibly have COVID-19 present and will be quarantined if required by Administration.

**Reference and Information Services**

1. The Library District will provide telephone reference services.

**Notary Services**

1. Notary services will be suspended.

**Library Programming and Events**

1. In-person library programming and events will be suspended at this service level according to New York State Executive Orders.
2. The Library District will provide library programming through virtual platforms channels that do not require meeting in-person.

**Outreach and Engagement**

1. Staff will work, meet, and connect remotely with community partners to collaborate on providing support for the community.
2. Staff will not attend in-person community meetings or meetings of other organizations.

**Materials Purchasing and Processing**

1. Materials purchasing will shift to support an electronic collection where possible.
2. Physical materials will not be processed in this phase.
3. New materials received may be quarantined. Such quarantine will be determined by the Administration.

**Home Delivery**

1. Home delivery services will not be provided at this service level.

**Bookmobile**

1. The Library District will use bookmobiles and mobile service points to provide mobile internet to geographic areas that are in need.

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2. Materials will not be distributed from these mobile service points at this service level.

Study Areas

1. Study areas will not be open to the public at this service level.

Public Computer Use

1. Public computers will not be accessible by the public at this service level.

Internet Access

1. WiFi in the buildings will be left on for people to use from the library grounds or parking lot.
2. If this service is found to create an unsafe situation and library patrons are unable to practice social distancing while using WiFi while the building is closed, the library will not provide this service.
3. The library will explore providing WiFi access through community service points outside the library building.

Technology Help

1. The Library District will provide tech support and other tech help to patrons over the phone and through video conferencing platforms.

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**Service Level B: Reopening NY – Phase 1 (Curbside Service)**

At this level of reopening there is still a high risk of transmitting COVID-19 through person-to-person contact, but falling hospitalization and death rates related to COVID-19 and other regional precautions put in place indicate to state and local health officials that retail business operations and professional services with lower risk of infection can begin to reopen with precautions in place to reduce person-to-person contact and transmission of the virus including curbside pickup.

At this level of service, the Library District will coordinate the services offered with neighboring libraries to avoid creating a dangerous situation where too many people are drawn to one library. Services offered will limit public and staff access to the building and interactions where possible. Some staff may be back in the building working while others may still be telecommuting to limit unnecessary staff exposure and to observe restrictions required to meet state and local mandates.

Transmission of COVID-19 to persons from surfaces contaminated with the virus has not been documented, and the most common vehicle for transmitting the disease is through person-to-person contact. The World Health Organization and the Northeast Document Conservation Center report that COVID-19 may live on paper and cardboard for up to 24 hours and on plastic and other surfaces for up to 72 hours, and it may be possible for a person to get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. Physical library materials will be handled and processed with these risks and timelines in mind. At this level of service, all staff that are capable and whose work can be completed from home will telecommute according to the library's telecommuting policy. The Library District will provide staff working onsite with necessary PPE.

**Services Offered (in addition to Service Level A)**

1. Curbside pickup
2. Home delivery

**Considerations for Safe Operations and Services at this Service Level (in addition to Service Level A)**

Availability of PPE and Cleaning and Disinfection Supplies

1. No additions

Administrative Controls

1. Employee Health Screening (required)
2. Appointing departmental COVID-19 workplace coordinators
3. Minimizing face-to-face interactions

Physical and Facility Controls

1. Signage to remind staff on social distancing.

Policies

1. No additions

Physical and Facility Requirements

1. No additions

**Library Operation Guidelines (in addition to Service Level A)**

Library Staff

1. In-person gatherings of staff will be limited as much as possible in favor of video and teleconferencing.

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2. Staff will observe markings or physical barriers put in place to define social distancing boundaries in areas where multiple staff members share space.
3. Staff should avoid sharing equipment such as computers and phones when possible. Staff should disinfect shared equipment before and after use followed by hand hygiene.
4. Staff will disinfect shared equipment and workstation at the end of their shift.
5. The Library District will work to provide accommodations for vulnerable employees at a higher risk for severe illness from COVID-19 including telecommuting arrangements according to the library's telecommuting policy and tasks that reduce contact with patrons and other staff.
6. The Library District will follow the approved Exposure Control Plan for screening library staff and in the event that a staff member becomes symptomatic or tests positive for COVID-19. [see Appendix]

**Entrance to the Library Building**

1. Entrance to the buildings will be restricted to staff performing the operations outlined at this service level, staff obtaining supplies needed to work at home, and essential visitors.
2. All staff will complete a daily Employee Health Assessment prior to entering the building.

**Facilities**

1. Signage will be posted in staff areas to encourage good handwashing and social distancing and PPE best practice.
2. Markings or physical barriers will be put in place to define social distancing boundaries in areas where more than one staff member work.

**Governance and Board Operations**

1. In-person library Board of Trustees meetings and business will resume if state and local restrictions on social gathering and space availability permit the group as well as possible public visitors to observe social distancing during the meetings.
2. Seating at meetings will be arranged to accommodate social distancing.

**Communications**

1. No additions.

**Cleaning**

1. The library will maintain routine cleaning and disinfection of the library facility as outlined in the Environmental Protection Agency (EPA) & Centers for Disease Control & Prevention (CDC)'s "*Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes.*"
2. The library will use disinfectants from *List N: Disinfectants for Use Against SARS-CoV-2.*
3. Frequently touched surfaces like tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks, touch screens will be cleaned and disinfected daily.
4. Restrooms will be available for use by staff. Restrooms will be cleaned and disinfected daily.
5. Staff areas will be cleaned and disinfected daily.
6. Employees performing routine cleaning and disinfecting will document the date, time, and scope of cleaning performed using the cleaning log.

**Library Service Guidelines (in addition to Service Level A)**

**Patrons Borrowing Materials**

1. Patrons will be able to borrow physical items through curbside.
2. The Library District will use outside signage or a sidewalk sign to display the services available, instructions for pickup, and hours of operation.
3. The Library District will post signage near the front door for curbside pickup.

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4. Markings or physical barriers will be put in place to define social distancing boundaries for patrons and staff in curbside pickup interaction and patrons lining up.
5. The Library District will use tables, lockers, car trunks or other means that avoid direct hand-off to patrons for curbside pickup.
6. The Library District will provide PPE to staff interacting with patrons as well as training on proper use of the PPE.
7. The Library District will provide staff with training on curbside pickup procedure.
8. Staff will sanitize hands before and after transferring materials.
9. Staff interacting with patrons will practice regular handwashing.
10. Patrons will not be allowed in the building.
11. Staff will disinfect surfaces patrons contacted after each library materials transaction.

**Patrons Returning Materials – Book Drop Only**

1. When checking in materials using Sierra at this level of service, Sierra Notices may be sent based on guidance from MHLS.
2. Library staff will not receive returns from patrons directly.

**Patron Holds**

1. Patrons will be able to pick up holds and requests on physical materials as described above at this service level. Availability of physical materials for patrons may be limited to the library's local holdings depending on the status of the MHLS delivery system.
2. If MHLS has restarted the holds system, patrons will be able to place holds on physical library materials through the catalog at this service level.
3. If the holds system has not been restarted, library staff will place holds for patrons received over the phone or by email.

**MHLS Delivery**

1. If MHLS delivery is running, staff will page for title and item level holds in the local collection to be put into outgoing delivery.

**Reference and Information Services**

1. The Library District will provide telephone reference services.

**Notary Services**

1. Notary services will be provided on a case-by-case basis in parking lots and observing appropriate PPE and social distancing.

**Library Programming and Events**

1. No additions.

**Outreach and Engagement**

1. Library staff will work and meet remotely with community partners to collaborate on providing support for the community.
2. Library staff may attend in-person community meetings or meetings of other organizations if the meeting space allows social distancing guidelines to be followed at the meeting.
3. Library staff will follow the same procedure for masks and social distancing when attending meetings in the community.

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
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Materials Purchasing and Processing

1. Markings or physical barriers will be put in place to define social distancing boundaries in areas where more than one staff member works to process materials.

Home Delivery

1. The library will provide home delivery services according to its home delivery policy in this phase.
2. Staff handling home delivery materials will use PPE including gloves and mask.
3. Materials will be left on the doorstep for the home delivery patron to pick up.
4. Staff will not hand materials to home delivery patrons.

Bookmobile

1. No additions.

Study Areas

1. Study areas will not be open to the public at this service level.

Public Computer Use

1. Public computers will not be accessible by the public at this service level.

Internet Access

1. WiFi in the library building will be left on for people to use from the library grounds or parking lot.
2. If this service is found to create an unsafe situation and library patrons are unable to practice social distancing while using library WiFi while the building is closed, the library will not provide this service.
3. The library will explore providing WiFi access through community service points outside the library building.

Technology Help

1. The library will provide tech support and other tech help to patrons over the phone and through video conferencing platforms.

**Business Affirmation**

The Library District must affirm that they have reviewed and understand the appropriate state-issued industry guidelines and that they will implement them. Such affirmation will be completed online and using the appropriate format provided by New York State.

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**Service Level C: Limited Occupancy (Phase 2)**

At this service level, hospitalization rates and death rates continue to fall in the region, and the controls and safety nets local leaders have put into place are controlling outbreaks. Businesses deemed to be “less essential” and carry a higher risk of COVID-19 transmission will begin to reopen including retail and professional services. Critical services like public computer access will be restored in a limited capacity. Staff may be back in the building working while others may still be telecommuting to limit unnecessary staff exposure and observe restrictions still in place from state and local guidelines.

**Services Offered (in addition to Service Levels A & B)**

1. Checkout at the circulation desk
2. Access to browse the collection
3. Public computer access
4. In-person support for reference and other services

**Considerations for Safe Operations and Services at this Service Level (in addition to Service Levels A & B)**

Availability of PPE and Cleaning and Disinfection Supplies

1. No additions

Administrative Controls

1. No additions

Policies [19]

1. Pandemic Policy
2. Telecommuting Policy
3. Proactive Infection Plan [see Appendix]
4. Emergency Sick Leave Policy
5. Patron Conduct Policy
6. Computer Use Policy

Physical and Facility Controls

1. Physical barriers like clear plastic sneeze guards
2. Floor markings and signage to help with social distancing in staff areas and areas of patron interaction.

**Library Operations at this Level of Service (in addition to Service Levels A & B)**

Library Staff

1. No additions.

Entrance to the Library Building

1. The number of staff and patrons in the building will not exceed 50% of the building rated occupancy.
2. At this service level the library will offer special hours limited to vulnerable populations so that they can access the library when few patrons will be in the building.

Facilities

1. The library will maintain a continuous log with contact information for every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding patrons, who cannot be mandated to sign the log but are welcome to do so if they would like to be notified should an outbreak be identified at the library.

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2. Restrooms will be open to the public.
3. Public computer areas will be arranged to enforce social distancing including removing chairs from tables and removing computers.
4. Signage will be posted in public areas to encourage good handwashing and social distancing and PPE best practice.
5. Hand sanitizer will be available for patrons in the stacks for before and after handling materials.
6. Book carts will be posted in the stacks with signage encouraging patrons not to reshelve books.
7. Markers and signage will put in place to encourage social distancing while waiting for library services.
8. Markers and signage will put in place to encourage one-way foot traffic in the building.

**Governance and Board Operations**

1. No additions.

**Communications**

1. No additions.

**Cleaning**

1. High contact areas accessed by patrons including computers, monitor bezels, keyboards, mice, printers, and service desks will be cleaned and disinfected after interactions with patrons.
2. Public restrooms will be cleaning and disinfected daily.
3. Employees performing routine cleaning and disinfecting will document the date, time, and scope of cleaning performed using the cleaning log.

**Library Service at this Level of Service (in addition to Service Levels A & B)**

**Browsing and Circulation Desk Checkout**

1. Patrons will be allowed to enter the building to pick up and request physical materials.
2. Patrons will be allowed to browse the collection to select materials.
3. Markings or physical barriers will be put in place to define social distancing boundaries for patrons and staff in the aisles.
4. Hand sanitizer will be available to patrons to use before and after browsing the collection.
5. Patrons will be encouraged not to reshelve materials, and place materials they have handled on carts. These materials will be treated as returned materials described below.
6. The Library District will provide physical barriers like sneeze guards and protective panels to limit staff and patron exposure during check out
7. The library will provide staff with training on checkout procedure.
8. Staff interacting with patrons will practice regular handwashing.
9. Staff will disinfect surfaces patrons contacted after each library materials transaction.

**Patrons Returning Materials; External Book Drop, Only**

1. No additions.

**Patron Holds**

1. Patrons will be able to place holds on physical library materials through the catalog in this phase.
2. Library staff will place holds for patrons received over the phone or by email.
3. Library staff will clear the holds shelf.
4. Library staff will place holds on materials requested by patrons in-person using physical barriers, social distancing, or PPE best practice.



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MHLS Delivery

1. Staff will page for title and item level holds in the local collection to be put into outgoing delivery.
2. Library staff will wear a mask when handling library materials.

Reference and Information Services

1. The Library District will provide telephone reference services.

Notary Services

1. Notary services will be provided.

Library Programming and Events

1. No additions.

Outreach and Engagement

1. No additions.

Materials Purchasing and Processing

1. No additions.

Home Delivery

1. No additions.

Bookmobile

1. Materials will be distributed from these mobile service points in this phase using physical barriers or social distancing and PPE.

Study Areas

1. No additions.

Public Computer Use

1. Limited access to public computers will be available in this phase if social distancing can be maintained.
2. Library District computers will be removed or unplugged and covered and chairs removed to accommodate safe social distancing for public computer users.
3. Markings or physical barriers will be put in place to define social distancing boundaries for staff to assist library users with computer questions when possible.
4. Library
5. Staff unable to use social distancing while assist patrons with public computers will use PPE including mask and gloves.
6. Patron use of computers will be limited to one hour to reduce building occupancy and increase availability of computers.
7. Staff will disinfect computer equipment patrons contacted after each use including mouse, keyboard, CPU housing, monitor bezel, and printer.
8. Hand sanitizer will be available for patrons to use before and after using public computers.

Internet Access

1. No additions.

Technology Help

1. The Library District will provide tech support and other tech help to patrons over the phone, through video conferencing platforms, and onsite using VPN or in-person assistance using social distancing and PPE, as appropriate. Staff will not handle patron personal devices.

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**Business Affirmation (in addition to Service Level A & B)**

The Library District must affirm that they have reviewed and understand the appropriate state-issued industry guidelines and that they will implement them. Such affirmation will be completed online and using the appropriate format provided by New York State.

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**Service Level D: Reopening with Social Distancing (Phase 3)**

At this service level, restaurants and hotels have started to open, and libraries can consider allowing patrons to sit in the library and use the work study spaces while social distancing is maintained.

**Services Offered (in addition to Service Levels A, B, & C)**

1. Public access to study areas

**Considerations for Safe Operations and Services at this Service Level (in addition to Service Levels A, B, & C)**

Availability of PPE and Cleaning and Disinfection Supplies

1. No additions.

Administrative Controls

1. No additions.

Policy [19]

1. No additions.

Physical and Facility Controls

1. No additions.

**Library Operations at this Level of Service (in addition to Service Levels A, B, & C)**

Library Staff

1. No additions.

Entrance to the Library Building

1. The number of staff and patrons in the building will not exceed 75% of the building rated occupancy.

Facilities

1. Study areas will be open to the public.
2. Furniture will be moved or removed to encourage social distancing in study areas.

Governance and Board Operations

1. No additions.

Communications

1. No additions.

Cleaning

1. Study areas will be cleaned frequently along with high contact areas.

**Library Services at this Level of Service (in addition to Service Levels A, B, & C)**

Patrons Borrowing Materials – Curbside Pickup [18]

1. Curbside pickup continues.

Browsing and Circulation Desk Checkout

1. No additions.

Patrons Returning Materials; External Book Drop Only

1. No additions.

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Patron Holds

1. No additions.

Reference and Information Services

1. The Library District will provide reference services with appropriate PPE and social distancing.

Notary Services

1. Notary services will be provided.

MHLS Delivery

1. No additions.

Library Programming and Events

1. In-person library programming and events are provided with 50% of typical capacity.
2. All participants must wear a mask and
3. The Library District will continue to provide library programming through virtual platforms do not require meeting in-person.

Outreach and Engagement

1. No additions.

Materials Purchasing and Processing

1. No additions.

Home Delivery

1. No additions.

Bookmobiles and Mobile Library

1. No additions.

Study Areas

1. Magazines, newspapers, and other browsing materials will be available for use, but will not be put out in study areas. Returned browsing materials will be treated as returned materials outlined in this phase.
2. Browsing materials will be handled as returned materials outlined above.
3. Study areas will be arranged to enforce social distancing including removing chairs from tables and removing furniture that discourages social distancing. Study areas will be disinfected twice daily.

Public Computer Use

1. No additions.

Internet Access

1. No additions.

Technology Help

1. No additions.

**Business Affirmation (in addition to Service Level A & B)**

The Library District must affirm that they have reviewed and understand the appropriate state-issued industry guidelines and that they will implement them. Such affirmation will be completed online and using the appropriate format provided by New York State.

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**Service Level E: Reopening at Full Capacity (Phase 4)**

In this phase, state and local officials believe person-to-person transmission has dropped enough and adequate regional support systems and resources are in place to support businesses and organizations providing full programming and services. Libraries will continue with protections in place, but library programming can restart if social distancing can be maintained. Most library staff will be working in the building.

**Services Offered (in addition to Service Levels A, B, C, & D)**

1. No additions.

**Considerations for Safe Operations and Services at this Service Level (in addition to Service Levels A, B, C, & D)**

Availability of PPE and Cleaning and Disinfection Supplies

1. No additions.

Administrative Controls

1. No additions.

Policy [19]

1. No additions

Physical and Facility Controls

1. No additions.

**Library Operations at this Level of Service (in addition to Service Levels A, B, C, & D)**

Library Staff

1. No additions.

Entrance to the Library Building

1. No additions.

Facilities

1. No additions.

Governance and Board Operations

1. No additions.

Communications

1. No additions.

Cleaning

1. Surfaces contacted by patrons at library programs will be cleaned and disinfected after the program.

**Library Services at this Level of Service (in addition to Service Levels A, B, C, & D)**

Patrons Borrowing Materials – Curbside Pickup [18]

1. Curbside pickup continues.

Browsing and Circulation Desk Checkout

1. No additions.

Patrons Returning Materials; External Book Drop Only

1. Patrons may use internal book drop for returns.

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Patron Holds

1. No additions.

Reference and Information Services

1. The Library District will provide reference services with appropriate PPE and social distancing.

Notary Services

1. Notary services will be provided.

MHLS Delivery

1. No additions.

Library Programming and Events

1. In-person library programming and events that can be accomplished while providing adequate social distancing will resume.
2. Library programs will require registration with registration limited to the number of people that can safely occupy the programming space while maintaining social distancing. Patrons that are not registered for a library program will be admitted if space allows.
3. Pre-event reminders, markings, physical barriers, and furniture arrangement will be used to enforce social distancing at library programs.
4. Patrons and families at library programs that cannot observe social distancing guidelines will be asked to leave the library.
5. Tables and surfaces that are touched by patrons as part of the program as well as other high touch areas in the programming space will be disinfected after the program or event.
6. Library programs will not provide shared food but use individual portions.

Outreach and Engagement

1. No additions.

Materials Purchasing and Processing

1. No additions.

Home Delivery

1. Operations resume as normal to sites permitting visits.

Bookmobiles and Mobile Library

1. No additions.

Study Areas

1. No additions.

Public Computer Use

1. No additions.

Internet Access

1. No additions.

Technology Help

1. No additions.

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**Business Affirmation (in addition to Service Level A & B)**

The Library District must affirm that they have reviewed and understand the appropriate state-issued industry guidelines and that they will implement them. Such affirmation will be completed online and using the appropriate format provided by New York State.

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**Appendix A – Exposure Control Plan**

**General**

The Board of Trustees policy governing infection control in the Poughkeepsie Public Library District is based on guidelines from the New York State Department of Health, State Education Department, State Labor Department (Public Employee Safety and Health) guidelines and Federal Department of Labor Guidelines (Occupational Safety and Health Administration) that requires employers to write an exposure control plan, to provide training and offer Hepatitis B vaccine to employees at risk.

Good Samaritan Acts are not covered by these guidelines and the Library District is not responsible for any exposure that occurs while performing such Acts. Good Samaritan Acts include, but are not limited to, the following:

- A. administering first aid to a staff member or the general public
- B. administering CPR/AED to a staff member or the general public
- C. spill clean-up of blood/body fluids resulting from illness or injury to a staff member or the general public

Only job titles listed in the Exposure Control Program and specifically assigned these duties are to perform them.

**Screening: Bodily Fluids**

- A. Not applicable.

**Screening: Virus**

- A. During period of pandemic, epidemic, or other local health emergency, all staff will complete a Daily Health Assessment prior to entering the work place. Data collection during such screening will be kept confidential. Screening will occur as follows:
  - The library will screen all employees and essential visitors as described below. The library will not screen patrons.
  - The library will remotely, by phone or electronic form, screen employees scheduled to work in the library building before each shift about any COVID-19 symptoms identified by public health officials in accordance with the U.S. Equal Employment Opportunity Commission's (EEOC) Pandemic Preparedness in the Workplace and the Americans with Disabilities Act including confidentiality of medical information. The library will not retain any employee health data.
  - Screening will include the following question:
    - Are any of the following statements true?
      - I have experienced symptoms of COVID-19 including 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 in the past 14 days, OR
      - I have tested positive for COVID-19 in the past 14 days, OR
      - I have knowingly been in close or proximate contact in the past 14 days with someone who has tested positive for COVID-19 or who has or had symptoms of COVID-19.
    - Library staff or essential visitors should immediately notify the library director if the answers to these questions change later including during or outside work hours.

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- The library director will review all responses collected by the screening process on a daily basis and maintain a record of this review.
- The library will maintain a log of all library staff and essential visitors in the facility including contact information. This information will be used to trace and notify staff and visitors in the event an employee is diagnosed with COVID-19.
- Employees that Test Positive for COVID-19 or Report COVID-19 Symptoms
  - The library will observe directions from local health officials for best practice in staff and public health safety in the event that a staff member reports developing symptoms related to COVID-19 or testing positive for COVID-19.
  - Library staff that develop symptoms related to COVID-19 or test positive for COVID-19 will be directed to not come in to the library or to leave the library if they are already at work, and contact a medical professional or the local health department immediately. The library will provide the employee with healthcare and testing information.
  - The library director will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations. [21]
  - Areas used by the symptomatic or sick person will be cleaned and disinfected according to the CDC cleaning and disinfection recommendations after the person has left the facility:
    - Close off areas used by the person. It is not necessary to close operations if the affected areas can be closed off.
    - Open outside doors and windows to increase air circulation in the area.
    - Wait 24 hours before you clean and disinfect. If 24 hours is not feasible, wait as long as possible.
    - Clean and disinfect all areas used by the person who is sick or symptomatic, such as offices, bathrooms, common areas, and shared equipment.
    - Once the area has been appropriately disinfected, it can be opened for use. Employees without close contact with the person who is sick can return to the work area immediately after disinfection.
  - If an employee tests positive for COVID-19 or shows symptoms of COVID-19 and is not tested for COVID-19, they may only return to work after completing a 14 day self-quarantine. If an employee has had close contact with a person with COVID-19 and is symptomatic, they may only return to work after completing a 14 day self-quarantine.
  - 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 the library director and adhere to the following practices prior to and during their work shift, which will be documented by the library director:
    - Regular monitoring: As long as the employee does not have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
    - Wear a mask: The employee should wear a face mask at all times while in the workplace for 14 days after last exposure.
    - Social distance: Employee should continue social distancing practices, including maintaining, at least, six feet distance from others.
    - Disinfect and clean work spaces: Continue to clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment routinely.

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- Employees that are alerted that they came in close or proximate contact with a person with COVID-19 via tracing, tracking, or other mechanism are required to report this information to the library director.
- Patrons that Test Positive for COVID-19
  - The library will observe directions from local health officials for best practice in staff and public health safety in the event that a patron reports developing symptoms related to COVID-19 or testing positive for COVID-19 when they have recently visited the library.
  - If a library patron who has visited the library reports testing positive for COVID-19, the library will notify local health officials.
  - The library will work with local health officials to notify staff and patrons that may have been in contact with the infected patron, while maintaining the patron's right to the privacy of their health information, and the confidentiality of library records.

#### Exposure Determination: Bodily Fluids - Classification By Job Title And Duties

The following list of job classes and exposure risks represents the most likely type of exposure possible in the Library District environment.

- A. Head Custodian/Custodian/Custodial Worker: direct contact with blood/body fluids while performing maintenance duties
- B. Librarian I/II - Youth Services: direct contact with blood/body fluid of children unaccompanied by parent, legal guardian, or caregiver injured or ill during programming activities duties prior to arrival of Head Custodian/Custodian/Custodial Worker
- C. Librarian I/II/III - Supervisors: direct contact with blood/body fluids while performing initial maintenance duties prior to arrival of Head Custodian/Custodian/Custodial Worker

#### Exposure Determination: Viruses - Classification By Job Title And Duties

The following list of job classes and exposure risks represents the most likely type of exposure possible in the Library District environment.

- A. All Classifications – All Departments: direct contact with patrons or co-workers demonstrating COVID-19 like symptoms.

#### Medical Recommendations

- A. Exposure to Blood/Bodily Fluids

The Library District will provide the Hepatitis B vaccination program to all custodial staff within ten days of employment. The Library District will make available post vaccination to other employees upon an employee report of any incident where such will be required to control infectious disease.

Employees who elect to receive or who decline the vaccination regimen must complete the Consent/Waiver Form for Hepatitis B Vaccination. (Form G). If an employee wishes to be tested for prior immunity for Hepatitis B, the employee assumes the cost of the necessary test(s). The physician administering the regimen will explain its risks and benefits to the employee and complete the applicable section of the Form.

The signing of the waiver by an at risk employee who is declining immunization will not relieve the Library District of the requirement to provide the vaccine at a later date if requested by an employee.

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The Library District will also be responsible for any booster doses recommended at a future date for the duration of active employment with the Library District.

**B. Exposure to Viruses**

All staff are required to absent themselves from work when ill. In the event that staff report to work sick or during their shift present with COVID-19 like symptoms, they will be immediately isolated from the rest of the staff. Upon an initial evaluation which may include the taking of their temperature and the asking of health-related questions, the individual may be requested to leave work immediately and seek medical attention.

**C. Exposure Incidents**

Any person involved in a blood/body fluid or virus exposure incident must report the incident as soon as possible. The appropriate form is found at <http://staff.poklib.org/wp-content/uploads/2020/05/Exposure-Incident-Report-5-13-20-2.pdf>.

Any person involved in a blood/body fluid or virus exposure incident will be referred to their personal physician for medical counseling, evaluation, and possible treatment.

**Methods of Compliance - Engineering And Work Practice Controls**

Standard Operating Procedures (SOPs) for blood/body fluid clean up and sanitizing after an exposure incident to a virus as described in Appendices A-2 through A-5 will be followed.

Materials and protective equipment will be provided, with training, to all employees. SOPs pertinent to each area will be available in an easily retrieved manner.

Materials and protective equipment will be provided to implement and sustain an effective control program in the public library environment.

**Responsibilities**

**A. Program Administrator (Library Director)**

A qualified person will be designated to coordinate, implement, and provide education and training for all employees. This designated person will have on-going education in order to keep current in regard to any new regulations, medical updates, or other pertinent information.

In addition, this person will be responsible for the medical management program for the Library District. These responsibilities include:

1. coordinating the education program concerning exposure to blood borne pathogens and viruses
2. coordinating the availability of the HBV vaccination for employees, as needed
3. insuring the confidentiality of the employee's medical record
4. informing the Administrative Office of additions to the OSHA Illnesses and Injuries log

**B. Head Custodian/Custodian/Custodial Worker**

The custodial staff will be the first response team for incidents, when possible. They will assume the responsibility of responding in a timely and professional fashion to any situation dealing with the spill of blood/bodily fluids.

**C. Supervisors**

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The supervisors are responsible for insuring that their staff have easy access to personal protective equipment and that such is used as necessary when handling blood/bodily fluids or during periods of viral contagion. Supervisors are to determine if the incident requires a response from custodial staff and to insure that, if such is needed, it is handled in a timely manner to meet the safety needs of their staff. Supervisors at sites without on-site custodial staff are the first response team for that site. If emergency services are required, supervisors are to use prescribed Library District policy. Supervisors are required to complete a Blood/Body Fluids Incident Form (<http://staff.poklib.org/wp-content/uploads/2020/05/Exposure-Incident-Report-5-13-20-2.pdf>) or to instruct involved staff to complete the form and submit it to the Administrative Office within 24 hours.

**D. All Other Staff**

Staff are responsible for following all procedures relating to this policy.

**Training**

The Library District will provide training for all staff upon initial assignment for all new employees.

The training will include:

- an explanation and an accessible copy of related OSHA standards
- a general explanation of the epidemiology and symptoms of blood borne and viral diseases
- an explanation of the mode of transmission of blood borne pathogens and viral diseases
- an explanation of the Exposure Control Plan and an accessible copy of that Plan
- an explanation of the methods for recognizing tasks and activities that may involve exposure
- an explanation of work practices, engineering controls and personal protective equipment selection and use
- complete information on the Hepatitis B vaccine
- information on the appropriate actions to take and person to contact in an emergency
- incident reporting and follow up
- signs and labels used

**Biomedical/Infectious Waste**

For small amounts of non-regulated waste, custodial staff will double bag and dispose of waste as described in Appendix A - 4, Item #4. As defined by New York State Department of Environmental Conservation, non-regulated waste includes sanitary napkins, razors, gauze and band aids used under normal circumstances.

Biomedical/infectious waste will be disposed of by responding emergency services crew.

**Labeling**

Large quantities of biomedical/infectious waste will be red-bagged and disposed of by the emergency services crew.

**Program Evaluation**

The Program Administrator will review the Infection Control Program, training, implementation and all other procedures on an annual basis.

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Appendix A – 1: General Guidelines For Infection Control

These guidelines and procedures should be followed by all staff at all times to eliminate and minimize transmission of all infectious disease.

Handwashing - Handwashing is the single most important procedure for preventing transmission of infectious organisms. Proper handwashing procedures follow:

1. Use soap and warm running water. Soap suspends easily removable soil and micro-organisms, allowing them to be washed off. Dispenser-style liquid soap is recommended.
2. Wet hands thoroughly under warm running water and dispense soap into wet hands.
3. Rub and scrub hands together for approximately 25 seconds to work up a lather.
4. Scrub knuckles, back of hands, nails and between fingers.
5. Rinse hands under warm running water. Running water is necessary to carry away debris and dirt.
6. Use paper towels to thoroughly dry hands.
7. After drying hands, use the towel to turn off the faucet.
8. Discard paper towels into appropriate plastic lined waste receptacle.
9. Allow sufficient time for handwashing:
  - after using the toilet
  - before meals, snacks and preparing food
  - after handling soiled garments, menstrual pads, soiled diapers
  - after blowing nose
  - after touching potentially contaminated objects, soiled materials, etc.
  - after removing disposable gloves
  - after contact with blood or other body fluids

The Library District must assure convenient and accessible handwashing facilities for all staff. Handwashing materials should always be available: dispenser-style liquid soap, paper towels, and plastic lined baskets for disposal.

When handwashing facilities are not available a waterless antiseptic hand cleaner should be used. The manufacturer's recommendations for the product should be followed.

Additional ways to control infections are as follows:

1. Cover mouth when coughing or sneezing.
2. Dispose of used tissues in plastic-lined waste receptacle.
3. Keep fingers out of eyes, nose, mouth.
4. Stay home when sick. i.e., fever, diarrhea, vomiting, excessive sneezing, coughing.
5. Dry feet after taking a shower.
6. Refrain from sharing personal care items. i.e. combs, brushes, makeup, razors, toothbrushes.
7. Cover open, draining lesions.
8. Maintain updated immunizations
9. Refrain from sharing eating utensils, drinking cups or water bottles.

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Appendix A – 2: Clean-Up Materials

Blood/body fluid clean up-materials will be readily accessible in every Library District location. These materials will be packaged into a readily accessible container.

Clean-up materials are:

1. Disposable latex gloves
2. Disposable paper towels
3. Sanitary absorbent material
4. Zip lock plastic bags
5. Alcohol towelettes
6. Gauze pads
7. Band-Aids - assorted sizes

Materials for areas requiring sanitizing will be held and maintained by custodial staff.

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Appendix A – 3: Standard Operating Procedures (SOPs): Clean-Up

**Blood Borne Pathogens**

1. If an accident involving a blood/body fluid spill occurs, the individual should be encouraged to tend to his/her own injury. Staff in the immediate area should notify a custodian. On the occasions that custodial staff are not available, follow the blood/body fluid procedures listed below:
  - a. wear disposable latex gloves and disposable towels/clean gauze for each injury
  - b. any blood-stained first aid supplies should be placed in a sealable plastic bag
  - c. follow proper glove removal procedures and place in a sealable plastic bag
  - d. wash hands thoroughly with soap and water using proper procedures
2. Wear disposable latex gloves whenever faced with a situation involving blood/body fluid. When disposable latex gloves are not available or unanticipated contact occurs, hands and all other affected areas should be washed with dispenser soap and water immediately after contact.
3. While wearing gloves, clean and disinfect all soiled, washable surfaces (i.e., tables, chairs, floors) immediately, removing soil before applying a disinfectant.
  - a. use paper towels or tissues to wipe up small soiled areas; after the spill is removed, use clean paper towels and soap and water to clean area
  - b. apply sanitary absorbent agent for larger soiled areas; after the spill is absorbed, vacuum or sweep up materials; immediately discard materials in sealable plastic bag
  - c. disinfect area with an EPA-approved disinfectant according to manufacturer's instructions
4. Clean and disinfect soiled rugs, carpets, and upholstered furniture immediately.
  - a. apply sanitary absorbent agent, let dry and vacuum; discard material in a sealable bag
  - b. apply a sanitary shampoo with a brush or an extractor and revacuum; discard material in a sealable bag
  - c. spray with an EPA-approved disinfectant according to manufacturers instructions
5. Clean equipment and dispose of all disposable materials:
  - a. soiled tissues and flushable waste can be flushed in a toilet; discard paper towels and vacuum bag or sweep into plastic bag, seal and dispose of according to procedure
  - b. rinse broom and dustpan in disinfectant solution after removing debris
  - c. soak mop in disinfectant solution for a minimum of twenty minutes and rinse thoroughly
  - d. used disinfectant solution should be promptly poured down a drain
  - e. remove disposable gloves and discard in a sealable plastic bag; avoid touching skin with soiled gloves
  - f. wash hands thoroughly with soap and water using handwashing procedures.
  - g. plastic bags containing contaminated waste should be secured and disposed of daily according to procedure



**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Service Plan in Response to COVID-19**

- h. store all disinfectants in safe areas inaccessible to patrons
- i. all staff should take precautions to prevent injuries by needles, razor blades, broken glass, and any other sharp instruments for devices that have potential for penetrating the skin; a tool such as pliers, forceps or tweezers should be used to pick up sharp items.

**Viruses**

1. If an area requires sanitizing due to exposure from an individual presenting with COVID-19 like symptoms, the area will be sanitized with an agent meeting the current criteria of the EPA as being effective against SARS-CoV-2. Responding staff will conduct sanitizing in accordance with the directions for use provided by the manufacturer. These agents can be found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. Staff will wear gloves and, if desired, a mask while sanitizing the area. Mask and glove removal will be done in accordance with current infection control standards.

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Appendix A – 4: Standard Operating Procedures (SOPs): Head Custodian/Custodian

1. **Gloves:** Latex, rubber or vinyl gloves must be worn when cleaning restrooms and for other activities where custodians may come in contact with blood/body fluids during regular or emergency cleaning tasks. Household rubber gloves can be used. However, they should be discarded if they are peeling, cracked or discolored or if they have punctures, tears or other evidence of deterioration.
2. **Mop Water:** Generally, mop water should be changed when the mop is not visible through the solution. Mop water must be changed after is has been use to clean blood/body fluid spills. Dirty mop water should be carefully poured down the drain to prevent spilling or splashing onto clean areas. After use, mops should be soaked in a disinfectant solution for twenty minutes.
3. **Restroom Cleaning:** Floors, toilets and sinks of all restrooms should be cleaned and disinfected daily with an EPA-approved disinfectant. Toilet paper, paper towels and dispenser soap should be restocked on a daily basis. Busy restrooms should be checked throughout the day and restocked when necessary. Overflowing toilets or blocked drains should be placed "out of service" until repaired and cleaned. These repairs should be given high priority.
4. **Garbage and waste receptacle:** All garbage cans and waste paper baskets should have plastic liners and must be changed daily. Plastic liners should be tied as part of that removal and disposal process. Any plastic liner that contains blood/body fluid waste should be double bagged and then discarded in the normal trash.
5. **Disinfectant:** Select an intermediate level disinfectant which will kill vegetative bacteria, fungi, tubercle bacillus, and virus. Select an agent that is registered with the US Environmental Protection Agency (EPA) for use as a disinfectant in places of public assembly (such as schools or other public buildings). Use all products according to the manufacturer's instructions. Agents should belong to one of the following classes of disinfectants:
  - a. sodium hypochlorite (1:10 dilution of household bleach); this solution must be made fresh for each use; effective against HIV and Hepatitis B
  - b. ethyl or isopropyl (70% - 90%)
  - c. quarternary ammonium germicidal detergent solution (2% aqueous solution)
  - d. iodopher germicidal detergent (500 ppm available iodine)
  - e. phenolic germicidal detergent solution (1% aqueous solution)
6. Frequently wash hands in accordance with outlined procedure (Appendix A) and especially after removing gloves.
7. When responding to an incident resulting in a blood/body fluid spill, follow SOP for Clean-Up (Appendix A-3). Adherence to the SOP is critical for decreasing transmission of infectious disease.

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Appendix A – 5: Standard Operating Procedures (SOPs): Librarian I/II - Youth Services,

Librarian I/II/III - Supervisors

Staff in these job classes should always direct or help an individual involved with blood/body fluid incident to care for him/herself with minimal contact to the staff person. However, there are situations when a staff person will need to intervene and provide assistance that requires contact. Staff should always implement a barrier between him/herself and the individual in need of assistance, using clean materials or gloves. In most instances, staff should not be expected to clean up the blood/body fluid spill or the environment. Custodial staff should be called for clean up.

When staff intervene and implement “universal precautions” they do so from an informed, voluntary response under the Good Samaritan Act and should use prudent public health protective procedures.

On the occasions that custodial staff are not available, follow the blood/body fluid procedures listed below:

- a. wear disposable latex gloves and disposable towels/clean gauze for each injury
- b. any blood-stained first aid supplies should be placed in a sealable plastic bag
- c. follow proper glove removal procedures and place in a sealable plastic bag
- d. wash hands thoroughly with soap and water using proper procedures
- e. immediate notify custodial staff

Keep other staff and patrons from the area of blood/body fluid spill until the areas is cleaned and disinfected.

Report incident to the Administrative Office following the procedures of Appendix Form F.

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Appendix A – 6: Documentation of an Incident of Exposure

Documentation is extremely important, as a follow-up to any exposure incident. Having a written record of what occurred protects both the employee and employer. It can also aid in identifying unsafe conditions and practices.

Documentation of the incident should include:

- a. completion of Exposure Incident Form
- b. the extent that appropriate work practices were followed and protective equipment was used
- c. the counseling the individual received concerning the potential for infection from the incident
- d. the need for medical evaluation
- e. the need for follow-up sought by the individual following the incident
- f. the physician's written evaluation, diagnosis, treatment, and recommendations within fifteen working days in accordance with New York State law
- g. appropriate entry on the New York State Department of Labor DOSH 900 form, if necessary

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Form F: Exposure Incident Report

Name:	Title:	Employee Number:
Address:	Phone (H):	Phone (W)
	Department:	Supervisor:

Date of Incident:

Description of Incident: Briefly describe what happened.

Wounds

Did the incident involve a wound?                     yes                     no

Did the wound result in visible bleeding?                     yes                     no

Identify the cause of the wound                     needle                     human bite  
 other sharp instrument (specify):

other (specify):

Blood/Body Fluid Exposure

Did the individual's blood/body fluids come in contact with your body?                     yes                     no

What was the substance to which you were exposed?                     not exposed                     blood  
 feces                     emesis (vomit)  
 sputum                     sexual fluids





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Form G: Consent/Waiver Form for Hepatitis B Vaccination

I understand the benefits and risks of Hepatitis B vaccination. I understand that I must receive at least three intramuscular doses of vaccine in the arm over a six-month period to confer immunity. However, as with all medical treatment, there is no guarantee that I will become immune or that I will not experience an adverse side effect from the vaccine.

Hepatitis B vaccine will be made available at no charge to employees having exposure as well as a post vaccination program.

I have had an opportunity to ask questions and all my questions have been answered to my satisfaction. I believe that I have adequate knowledge upon which to base an informed consent.

I understand that pre-vaccine blood testing for immunity is available at my own cost.

I understand that participation is voluntary and my consent or refusal of vaccination does not waive any employment rights. In addition, I can withdraw from the vaccination regiment at any time.

- I wish to be tested for prior immunity for Hepatitis B before proceeding with the vaccination.
- I grant permission for \_\_\_\_\_ to administer the three doses of Hepatitis vaccine.
- I understand that due to my occupational exposure to blood/body fluids I may be at risk of acquiring Hepatitis B. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine I continue to be at risk of acquiring Hepatitis B. If in the future, I continue to have occupational exposure to blood/body fluids and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination regiment at no charge to me.
- I decline to be immunized at this time. In the event of an accidental exposure, I will report the incident immediately to the Administrative Office and consult with my health care provider regarding post-exposure prophylaxis.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

**To be Completed by Administering Physician**

I certify that I have explained the reasonable risks and benefits of Hepatitis B vaccine to \_\_\_\_\_ (insert name of patient) in a manner which permits the patient to make a knowledgeable decision.

\_\_\_\_\_

\_\_\_\_\_



**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**Service Plan in Response to COVID-19**

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**Service Plan in Response to COVID-19**

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**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT**  
**NY Forward Business Re-Opening Safety Plan**

**Name of Business:** Poughkeepsie Public Library District

**Industry:** Public Library

**Address:** 93 Market St., Poughkeepsie, NY 12601

**Contact Information:** 845-485-3445 x 3306

**Owner/Manager of Business:** Thomas Lawrence, Library Director

**Human Resources Representative and Contact Information, if applicable:** Barbara Lynch, Business Manager; 845-485-3445 x 3318

## I. PEOPLE

**A. Physical Distancing.** To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.
- Post social distance markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.
- List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

*While most work spaces in Library District facilities can accommodate the required 6' social distance requirement, those that don't will be addressed by careful scheduling of staff in those specific spaces.*

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

*The Library District will use a combination of visual and verbal cues to remind patrons of social distancing obligations. Throughout most of the phases of opening, both staff and visitors will be required to wear acceptable face coverings.*

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

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NY Forward Business Re-Opening Safety Plan**

*In general, accommodating social distancing during shift changes is not a problem. Staff will be advised to consume meals at their desks, in the Staff Room (which has been arranged to accommodate social distancing), or off-site.*

**II. PLACES**

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

- Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
  - What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?

*The Library District has secured seven (7) washable, reusable masks for each employee.*

- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
  - What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

*This will be included in the Library District's Exposure Control Plan and there will be ongoing staff training on this specific issue as well as other health and safety guidelines.*

- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.
  - List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

*The Library District's plan includes sanitizing between shifts, personal wireless keyboards and mice that will be used on shared workstations, and mandatory handwashing at least hourly.*

**B. Hygiene and Cleaning.** To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.

- Who will be responsible for maintaining a cleaning log? Where will the log be kept?

*The Library District's management team will work with custodial staff to ensure that ongoing maintenance and cleaning is done within their departments. Custodial staff will perform the cleaning and the logs will be kept at the public service desks in each department.*

- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
  - Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

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*Handwashing will occur in staff bathrooms, which will be frequently cleaned, and sanitizer will be provided at public work stations.*

- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.
  - What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using products identified as effective against COVID-19?

*The Library District adopted cleaning protocols prior to the NY Pause orders which called for cleaning of public spaces and desks every two hours. We will continue these protocols and log them. Staff spaces will be cleaned daily, unless an employee presents with COVID-19 symptoms or infection and then protocols detailed in the Library District's Exposure Control Plan will be implemented.*

**C. Communication.** To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.
  - Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

*The log will be maintained by the staff in both Building Services and Borrower & Technical Services Departments. The logs will be kept in staff areas at both Library District locations.*

- If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
  - If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

*A member of the Library District's management team will notify state and local health departments.*

**III. PROCESS**

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

- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 symptoms in

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**NY Forward Business Re-Opening Safety Plan**

the past 14 days, (2) positive COVID-19 test in the past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in the past 14 days. Assessment responses must be reviewed every day and such review must be documented.

- What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?

*Each employee will be required to undergo a daily health assessment prior to leaving home or entering the building by using a secure Google Form survey. Responses will feed into a Google sheet which will be appropriately and securely archived. Employees unable to complete the Google Form will report to the Administrative Office upon arrival and staff there will input the answers into the dataset collected via Google Forms.*

- If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

*Onsite screening will occur using masks as PPE.*

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

- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.
- In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?

*The Library District's Exposure Control Plan calls for the following response in the event there an employee tests positive for COVID-19:*

- *Areas used by the symptomatic or sick person will be cleaned and disinfected according to the CDC cleaning and disinfection recommendations after the person has left the facility:*
  - *Close off areas used by the person. It is not necessary to close operations if the affected areas can be closed off.*
  - *Open outside doors and windows to increase air circulation in the area.*
  - *Wait 24 hours before you clean and disinfect. If 24 hours is not feasible, wait as long as possible.*
  - *Clean and disinfect all areas used by the person who is sick or symptomatic, such as offices, bathrooms, common areas, and shared equipment.*
  - *Once the area has been appropriately disinfected, it can be opened for use. Employees without close contact with the person who is sick can return to the work area immediately after disinfection.*

- In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

*Staff exposed to COVID-19 in the workplace will be notified by Administration and advised of the required protocols to observe following the exposure.*

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**IV. OTHER**

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

*Nothing at this time but plans and protocols will be scrutinized continuously for compliance with current OSHA, CDC, and NYS DOH guidelines.*

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- Consult the NY Forward website at <https://forward.ny.gov/> and applicable Executive Orders at <https://www.governor.ny.gov/executiveorders> on a periodic basis or whenever notified of the availability of new guidance.

**New Business Fact Sheet**  
Approval of Summary Facilities Plan

**Recommended By**

Administration

**Current Situation**

In order qualify for consideration of a NYS construction grant, the Library District needs an approved facilities plan. The summary plan reflects the condition of most building systems at both the Adriance Memorial Library and the Boardman Road Branch Library. Any application for grant funds would have to be based on this plan.

**Action Requested**

**MOVED** that the Board of Trustees of the Poughkeepsie Public Library District approve the Summary Facilities Plan for the Poughkeepsie Public Library District as reflected in PPLD Document #052720 – 8A.

**Motion**

Moved \_\_\_\_\_  
Seconded \_\_\_\_\_

**Result of Action**

In Favor \_\_\_\_\_  
Against \_\_\_\_\_  
Abstaining \_\_\_\_\_



## Summary Facilities Plan for the Poughkeepsie Public Library District

The Poughkeepsie Public Library District (PPLD) is comprised of two locations, the older being the Adriance Memorial Library built in 1897 and a newer location being the Boardman Road Branch Library. These two locations form the core of the libraries facilities permanent infrastructure.

The Library District acquired a bookmobile in 2020 but due to the SARS-CoV-2 pandemic has yet to be put in to service.

**Adriance Memorial Library:** This location was subject to a major renovation and improvement program completed in the fall of 2009 that upgraded all systems and brought the building into compliance with all existing building and fire codes.

**Building Structure:** The building consists of two distinct parts; an older historic part consisting of a steel frame with a stone veneer topped by a copper-clad dome known as the Rotunda. This part of the building is historically significant.

The other part of the building is of a modern construction and consists of four floors of programing, office space, and materials available to the public.

**Overview:** The structural part of the newer section of the building is not experiencing any problems at this time although a re-painting program has begun to refresh the public and staff areas. We will need to start a carpet replacement program soon, as the heavy public use makes this a necessity sooner rather than later. The historic section has to be constantly monitored and requires maintenance on a regular basis.

**Roofs:** We are beginning a program to study water damage in the Rotunda, this will reveal the extent of damage in that area, unfortunately just as the library board approved the work, New York State stopped any non-essential construction. The roof on the new part of the building is in fine shape and consists of a rubberized roofing material presently it is ten years into a twenty year warranty and is not showing any sign of wear.

**Heating and Cooling (HVAC):** The library runs a geothermal heating and cooling system comprising of 43 wells to a depth of 406 feet on the library property these wells supply air handling units (AHU's) that keep the building at the required temperature. Most of the equipment had five or ten year warranties; now as all of those have expired we are replacing equipment on a regular basis. Because a generous redundancy plan was incorporated into the original design specifications, we don't lose the ability to run the system if we lose an individual pump or fan. Also, regular service utilizing local contractors, as well as an aggressive preventative maintenance program, has meant the library has not lost a day due to mechanical or system failure.

**Elevator:** The elevator has been provided and installed by Otis Elevators, with whom we maintain an annual service contract with them that includes 24/7 monitoring and full maintenance. We also have the system tested twice a year by an outside accredited company

**Plumbing:** The plumbing system is entirely new having been part of the renovation from 2009. Most of the system runs perfectly; the area of greatest concern is the sewage ejector pumps, these have been failing due to large amounts of non-flushable items being flushed down the toilets causing the pumps to fail prematurely. Due to the redundancy incorporated into the design of the system (we

have two ejector pumps, and the system only needs one to function) we are able to continue running the building even if one pump has failed. We are in the process of having the manufacturer of the pumps work with us on re-designing the system to extend the life of the sewage ejector pumps.

Future Work: Work on the sewage ejector pump will resolve an ongoing maintenance issue. Outside of the routine maintenance issues, consideration is being given to the construction of a solar array to offset electrical expenses at the library.

**Boardman Road Branch Library:** This location is a totally refurbished one story building that provides service for parts of the library district not physical close to the Adriance Memorial library. The building opened in 2015 and has been well received by the community. It is also home to the Friends of the Poughkeepsie Library District Book Store.

Overview: As the building is recently completed most of the systems are still under warranty and we are not experiencing any problems. Originally, issues arose with HVAC system due to excessive condensation in the building. This was solved by the installation of a \$30,000.00 humidity control system, since then the system has performed much better. A problem that has arisen in the last twelve months is clogging of the sewer line from the public restrooms. After investigation including a camera being moved through the sewer line it became obvious that the sewer line had suffered deformation, with dips forming along the line. The explanation for this is assumed to be groundwater movement under the sewer line causing part of the ground support to be washed out in certain areas. We are working with the Chazen Group to find a solution to this problem, and some options will soon be presented to the Board. There is a program of ongoing, routine maintenance.

Parking: Due to the popularity of the library with the local community, and also the overflow attendance at various library programs it has become obvious that extra parking will have to be provided for the number of people who want to make use of the library resources. To solve this issue the library is in the process of creating a new parking area having received Town approval for the project.

Future Work: It is hoped that work on the solution to the sewer problem, and work on the new parking area can commence possible as a joint project. Consideration is also being given to the construction of a solar array to offset electrical expenses at the branch library.

**New Business Fact Sheet**

Approval of to Develop Project: Boardman Road Branch Library Waste Line

**Recommended By**

Administration

**Current Situation**

As demonstrated by ongoing issues since opening, the waste line from the public restrooms at the Boardman Road Branch Library has not been functioning correctly. The Library District has a contact with a local plumber for routine snaking to maintain the viability of the restrooms.

The Library District engaged The Chazen Group for assistance with the design to mitigate the problem. Their recommendation is attached.

**Action Requested**

**MOVED** that the Board of Trustees of the Poughkeepsie Public Library District authorize the Business Manager to proceed with the construction documents and bidding phase of the project using the services of The Chazen Group as described in Alternate 1 in the proposal dated March 12, 2020 and attached hereto.

**Motion**

Moved \_\_\_\_\_  
Seconded \_\_\_\_\_

**Result of Action**

In Favor \_\_\_\_\_  
Against \_\_\_\_\_  
Abstaining \_\_\_\_\_

March 12, 2020

Mr. Tony Formby  
Head of Building Services  
Poughkeepsie Public Library District  
93 Market Street  
Poughkeepsie, New York 12601

*Re: Proposed Sanitary Sewer Line Rerouting  
Boardman Road Branch  
Poughkeepsie, New York 12603  
Chazen Project Number: 82006.00*

Dear Mr. Formby:

The Chazen Companies has completed an evaluation of two possible alternatives for the rerouting of the wastewater line from the vestibule restrooms to the exterior of the building, discharging to the existing sanitary sewer network on the Library property. Chazen utilized survey data of the existing conditions at the project site to create two preliminary design alternatives, which considered the locations of the existing sewer network as well as other underground utilities at the project site. Both alternatives include the installation of a septic tank, which will serve as a trap for flushed paper towels and other materials which may have been contributing to the wastewater line clogging occurring at the Library. Utilizing the proposed septic tank as a trap will provide a more cost-effective means of removing this material from the Library's sewer system.

The first alternative, 'Alternative 1', utilizes gravity flow distribution of wastewater through a proposed septic tank and three (3) proposed sewer manholes to route wastewater from the vestibule restrooms to the existing sewer network. The connection to the existing sewer network will be made via a proposed sewer manhole connection located near the Library's property boundary with Boardman Road. The proposed trenching for the gravity sewer lines will total approximately 359 linear feet. This alternative is depicted on the attached plan numbered 'ALT 1'. Chazen has estimated the cost of the installation of this alternative at \$46,950.

The second rerouting alternative explored by Chazen, 'Alternative 2', utilizes gravity flow through a proposed septic tank to a proposed pump station, and pressurized flow to distribute wastewater to the existing sanitary sewer network on the Library property. This alternative is depicted on the attached plan numbered 'ALT 2'. The utilization of a pump station allows the connection to be made to an existing sewer manhole closer to the Library building. This will result in less linear feet of trenching (249 feet) for the proposed wastewater rerouting compared to Alternative 1, but will also result in a higher installation cost of \$63,450. This alternative will require the installation of a generator to ensure that the pumps continue to operate in a power outage and will also require periodic maintenance of the pumps.

After consideration of the two design alternatives for the rerouting of the wastewater line from the vestibule restrooms, Chazen recommends the implementation of Alternative 1, the gravity sewer distribution. It is our opinion that this alternative will provide a lower cost for installation as well as lower costs for maintenance

New York: Hudson Valley • Capital District • North Country • Westchester  
Tennessee: Nashville • Chattanooga Oregon: Portland

Mr. Tony Formby, Head of Building Services  
March 12, 2020  
Page 2 of 2

and upkeep in the future. It should be noted that the cost estimates provided do not include interior plumbing modifications or rock removal during excavation (if encountered).

Please do not hesitate to contact me with any questions regarding the enclosed design alternatives, the cost estimates, or Chazen's recommendation for the rerouting of the wastewater line. I can be reached at my direct line at (845) 486-1567, or via email at [rcarney@chazencompanies.com](mailto:rcarney@chazencompanies.com).

Sincerely,

A handwritten signature in black ink, appearing to read "Rich Carney". The signature is fluid and cursive, with a large, stylized initial "R" and "C".

Rich Carney, P.E.  
Project Engineer

cc: Chris Lapine, P.E., Director of Engineering Services

# Opinion of Probable Cost Wastewater Line Rerouting Alternative 1 - Gravity Sewer

## Proposed Gravity Sewer Construction

Description	Units	\$/Unit	Quantity	Cost	Notes
<b>Gravity Sewer Components</b>					
2000 Gallon Septic Tank	EA	\$ 9,000.00	1	\$ 9,000	
48" Precast Concrete Sewer Manhole	EA	\$ 6,000.00	3	\$ 18,000	
6" SDR-35 Sewer Line (Trenched and Installed)	LF	\$ 50.00	359	\$ 17,950	
Cut and Connect Existing 6" Sewer Line to SMH	EA	\$ 2,000.00	1	\$ 2,000	
<b>Gravity Sewer Total</b>				<b>\$ 46,950</b>	

**Notes:**

1. All unit costs include installation/labor.
2. Costs do not include rock removal.
3. Costs do not include building interior modifications.

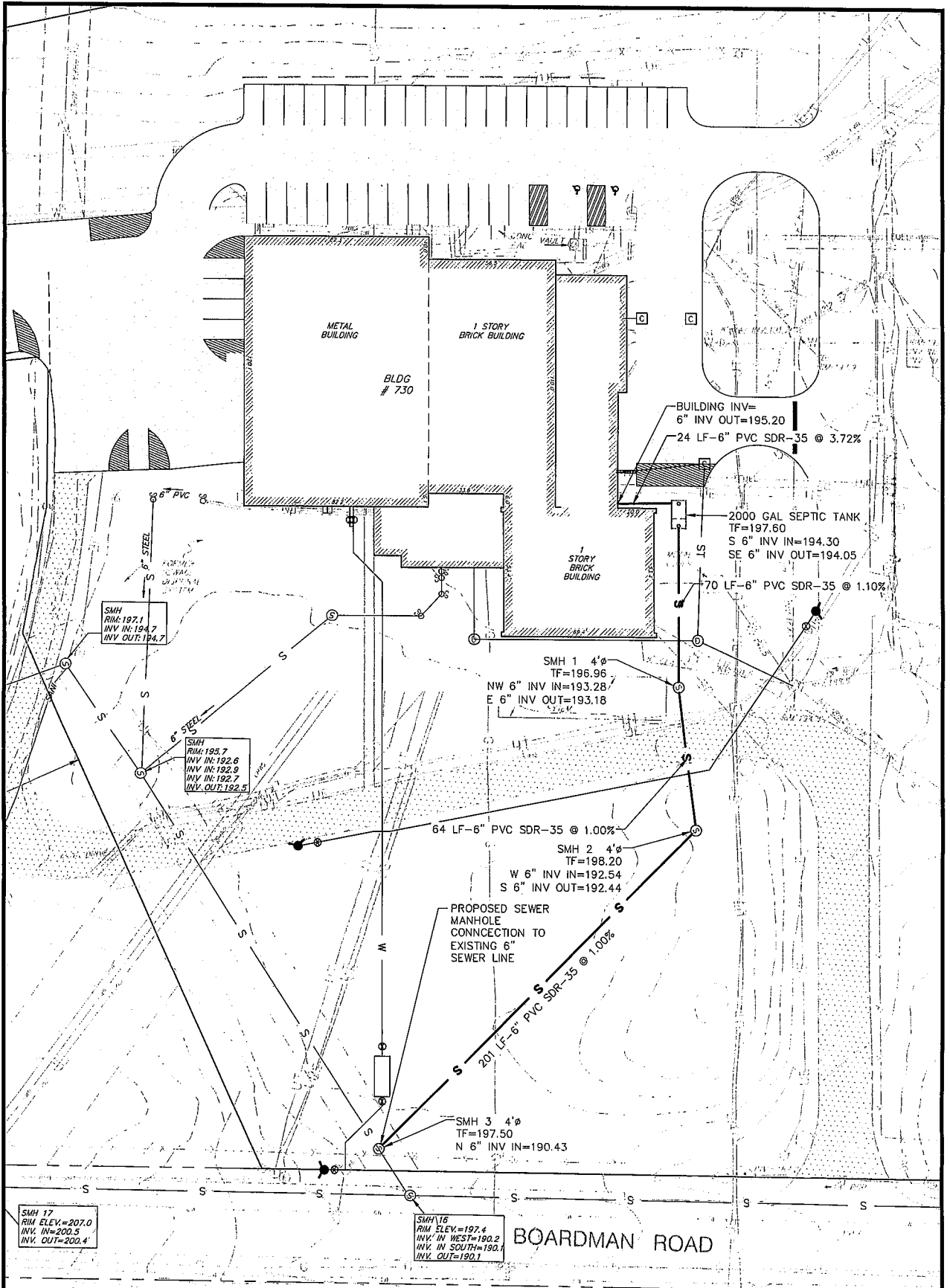
# Opinion of Probable Cost Wastewater Line Rerouting Alternative 2 - Pump Station

## Proposed Gravity Sewer Construction

Description	Units	\$/Unit	Quantity	Cost	Notes
<b>Pump Station and Sewer Components</b>					
2000 Gallon Septic Tank	EA	\$ 9,000.00	1	\$ 9,000	
60" Precast Concrete Pump Station (pump included)	EA	\$ 25,000.00	1	\$ 25,000	
6" SDR-35 Sewer Line (Trenched and Installed)	LF	\$ 50.00	92	\$ 4,600	
2" DR-11 HDPE Forcemain (trenched and installed)	LF	\$ 50.00	157	\$ 7,850	
Core and Connect 2" Forcemain to SMH	EA	\$ 2,000.00	1	\$ 2,000	
Generator and Subpanel for Pump Station	EA	\$ 15,000.00	1	\$ 15,000	
<b>Pump Station and Sewer Total</b>				<b>\$ 63,450</b>	

Notes:

1. All unit costs include installation/labor.
2. Costs do not include rock removal.
3. Costs do not include building interior modifications.



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**THE Chazen COMPANIES**  
 Engineers/Surveyors  
 Planners  
 Environmental Scientists  
 Landscape Architects

*Hudson Valley Office:*  
 21 Fox Street, Poughkeepsie, NY 12601  
 Phone: (845) 454-3980  
*Capital District Office:*  
 547 River Street, Troy, NY 12180  
 Phone: (518) 273-0055  
*North Country Office:*  
 20 Elm Street, Glens Falls, NY 12801  
 Phone: (518) 812-0513  
*Westchester NY Office:*  
 1 North Broadway,  
 White Plains, NY 10601  
 Phone: (914) 997-8510  
*Tennessee Office:*  
 2416 21st Ave S. (Suite 103) Nashville, TN 37212  
 427 E. 5th St. Chattanooga, Tennessee 37403

**BOARDMAN ROAD LIBRARY WASTEWATER ALTERNATIVES**

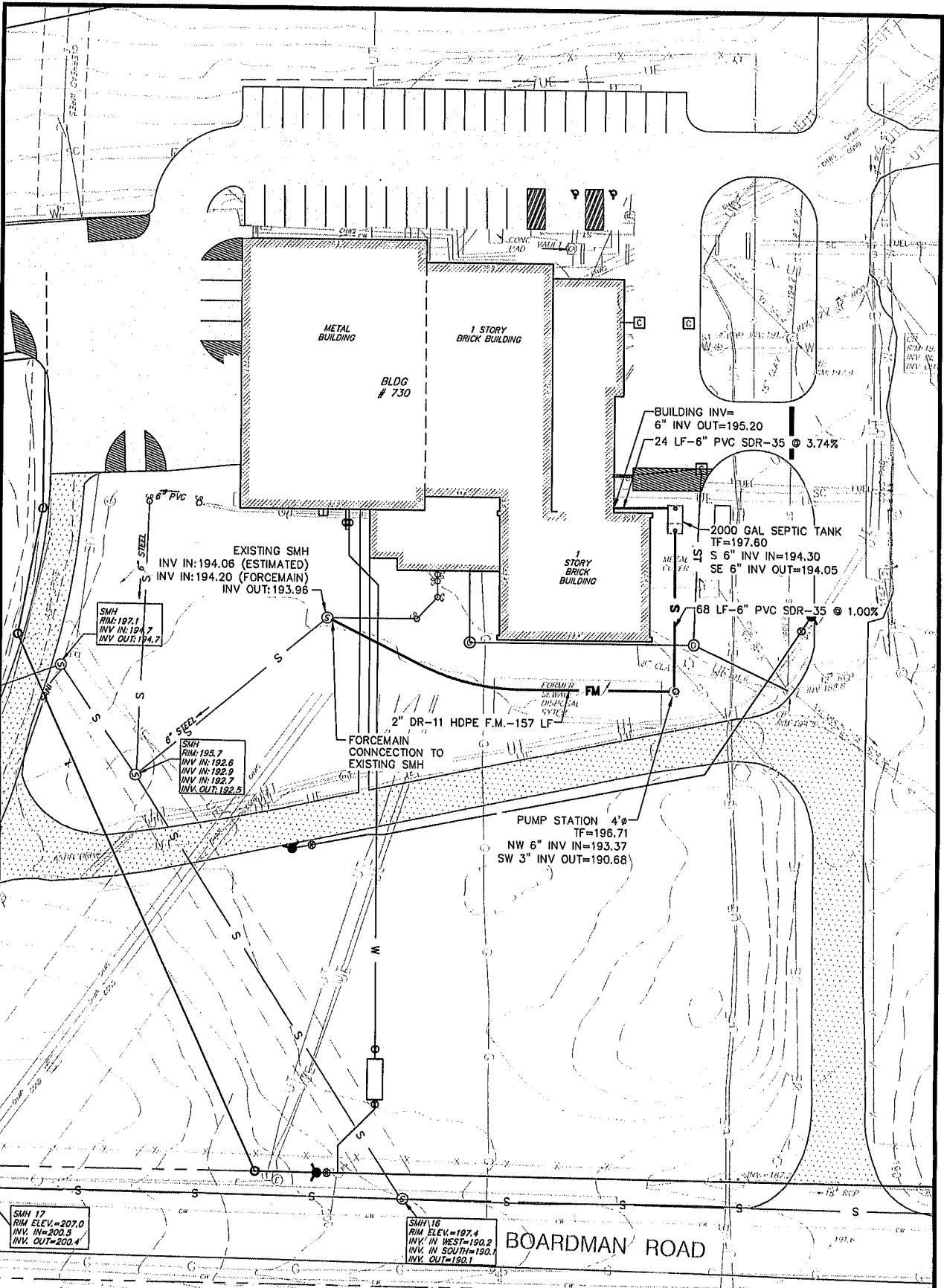
**BOARDMAN ROAD LIBRARY WASTEWATER REROUTING ALTERNATIVE 1 - GRAVITY SEWER**

TOWN OF POUGHKEEPSIE, DUTCHESS COUNTY, NEW YORK

drawn RJC	checked CPL
date 3/12/20	scale 1"=40'
project no. 82006.00	
sheet no. <b>ALT 1</b>	

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**BOARDMAN ROAD LIBRARY WASTEWATER ALTERNATIVES**

**BOARDMAN ROAD LIBRARY WASTEWATER REROUTING ALTERNATIVE 2 - PUMP STATION**

TOWN OF POUGHKEEPSIE, DUTCHESS COUNTY, NEW YORK

drawn	RJC	checked	CPL
date	3/12/20	scale	1"=40'
project no.	82006.00		
sheet no.	ALT 2		

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