

Fallsburg Library Trustee Monthly Meeting
June 25, 2020

Meeting held via Zoom due to COVID-19 pandemic

Attendance:

Laurie Burke-Deutsch, President	Present
Ronnie Cohen, Financial Officer	Present
Sonny Smith, Vice President	Present
Judith Merone, Trustee	Present
David Lawrence, Board Secretary	Present
Renee Kates, Trustee	Present
Vacant Seat	
Kelly Wells, Director	Present

Meeting Commenced at 5:15pm.
The Pledge of Allegiance was recited.

Public Comment

Board member Smith introduced architect Ron Freilich. Mr. Freilich stated he just wanted to observe and maybe set up a meeting for later to discuss how he might be able to assist the Board in possible expansions/renovations.

Approval of Minutes

Board member Cohen moved and Board member Kates seconded a motion to accept the May 28, 2020 Regular Meeting minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 5/31/2020

Checking	\$ 45,523.39
Money Market	\$436,387.54
ICS	\$123,668.35
CD – 1	\$100,000 (NECB)
CD – 2	\$103,500.33

Board member Cohen moved and Board member Smith seconded a motion to accept the Financial Report. All in favor.

Board member Kates moved and Board member Cohen seconded a motion to approve the warrants dated June 16, 2020 totaling \$6,256.88 and June 24, 2020 totaling \$2,152.51. All in favor.

Board member Cohen moved and Board member Smith seconded a motion to approve the Budget Transfers dated June 25, 2020 totaling \$452.39. All in favor.

Director's Report

Director Wells read from her director's report (copy attached).

Discussion about reopening to the public and different concerns and steps to take.

Old Business

Nothing to discuss regarding policies still being updated.

Director Wells reported she's just waiting for Adam to give what they've come up with for the lease and then it'll be presented to the full Board for approval.

New Business

Board member Smith moved and Board member Merone seconded a motion to approve the Town of Fallsburg Contract 7/1/2020-6/30/2023 with no changes made from the current contract. All in favor.

Board member Smith moved and Board member Lawrence seconded a motion to approve the Reopening Plan dated June 25 which includes the additions of Stages 4 & 5. All in favor.

The date for the Reorganization Meeting was set for Monday July 13, 2020 at 5:15pm. It is not known yet if that meeting will be held via Zoom or in person.

Correspondence

Director Wells sent a 'thank you' card to the Board for the sympathy flowers sent for her uncle.

Committee Reports

Discussion ensued regarding various small pieces of property around the library building that some of the Board would like to see utilized as outdoor seating areas if the library is able to acquire the property. Board member Smith wants to contact different organizations and/or landowners about giving the library some property.

Board member Merone mentioned a grant that she came across that might be able to be utilized for the potential outdoor space.

Board President Burke-Deutsch reminded everyone that the focus right now is on reopening, and that we are unsure of what our needs will be due to COVID. We have to set up priorities and follow through in a manner that makes sense.

Board member Smith moved and Board member Merone seconded a motion to adjourn at 5:45pm. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
June 25, 2020

- Pledge
- Public Comment
- Approval of Minutes
 - May 28, 2020
- Financial Report
- Approval of Warrant(s)
 - June 16, 2020
 - June 24, 2020
- Budget Transfers
 - June 25, 2020
- Director Report
- Old Business
 - Permanent Resident/Temporary Resident Policies (still being updated)
 - Circulation Policy (still being updated)
 - Budget Policy (still being updated)
 - Expansion/New lease discussion
- New Business
 - Town of Fallsburg Contract 7/1/2020-6/30/2023
 - Reopening Plan – Stages 4 & 5
 - Date for Reorganizational Meeting – July 13 at 5:15?
- Correspondence
- Committee Reports
 - Personnel
 - Budget
 - Building/Grounds
- Adjournment

Board of Trustees Meeting
June 25, 2020
Financial Report

As of the May 31, 2020 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 45,523.39
Money Market	436,387.54
ICS	123,668.35
CD – 1	100,000.00 (NECB – Due July 2020)
CD – 2	103,500.33 (Due November 2020)
<hr/>	
	\$ 809,079.61

The following deposits were made to the money market account during this statement period:

5/07/2020	104,355.35 (CDARS Maturity)
5/13/2020	792.56
5/31/2020	371.68 (interest)

Fallsburg Library Transactions by Account

As of June 16, 2020

Type	Date	Num	Name	Mem Class	Split	Amount	Balance
							0.00
Bill	06/16/2020		AFLAC		AFLAC Liab	62.04	62.04
Bill	06/16/2020		AIR Rent Property Group LLC		453 Rent	2,704.42	2,766.46
Bill	06/16/2020		Ameri Gas		450 Utilities-Electric, Propane	11.99	2,778.45
Bill	06/16/2020		Baker & Taylor Inc		410 Books	408.54	3,186.99
Bill	06/16/2020		Card Member Service		433 Postage	55.00	3,241.99
Bill	06/16/2020		Demco		430 Library supplies	190.96	3,432.95
Bill	06/16/2020		Scott DuBois		437 Professional Fees	750.00	4,182.95
Bill	06/16/2020		fox Ledge, Inc		451 Custodial Supplies	2.00	4,184.95
Bill	06/16/2020		NYSEG		450 Utilities-Electric, Propane	47.73	4,232.68
Bill	06/16/2020		Quill Corporation		430/479 Library supplies/programr	532.88	4,765.56
Bill	06/16/2020		Ramapo Catskill Library System		479 Programming	290.00	5,055.56
Bill	06/16/2020		Sullivan County Democrat		475 Annual Election	153.80	5,209.36
Bill	06/16/2020		Town of Fallsburg		431/480 Telephone/Town contract	947.52	6,156.88
Bill	06/16/2020		Upstate Locksmith		429 Misc.	100.00	6,256.88
						6,256.88	6,256.88
						<u>6,256.88</u>	<u>6,256.88</u>

Total Accounts Payable

TOTAL

Fallsburg Library Transactions by Account

As of June 24, 2020

Accounts Payable

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
Bill	06/24/2020		Amazon Capital Service					13.94	13.94
Bill	06/24/2020		Baker & Taylor Inc					551.17	565.11
Bill	06/24/2020		Virginia Faustner					500.00	1,065.11
Bill	06/24/2020		I. Zakarin & Sons					101.00	1,166.11
Bill	06/24/2020		Mid West Tape					22.49	1,188.60
Bill	06/24/2020		Over Drive, Inc					713.82	1,902.42
Bill	06/24/2020		Quill Corporation					31.47	1,933.89
Bill	06/24/2020		Kelly Wells					218.62	2,152.51
								<u>2,152.51</u>	<u>2,152.51</u>
								<u>2,152.51</u>	<u>2,152.51</u>

Total Accounts Payable
TOTAL

FY 2019-2020
 Fallsburg Library
 Budget Transfers
 Board of Trustees Monthly Meeting
 June 25, 2020

Increase

Decrease

Exp. Code	Description	Amount	Exp. Code	Description	Amount
P7410.429	Misc	\$5.97	P9010.800	NYS Retirement	\$452.39
P7410.141	Library Director	\$13.60			
P7410.145	Library Clerk	\$155.25			
P7410.150	Library Clerk	\$277.57			
	Total Increase	\$452.39		Total Decrease	\$452.39

Fallsburg Library
Profit & Loss Budget vs. Actual
 July 1, 2019 through June 25, 2020

	<u>Jul 1, '19 - Jun 25, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
P1001 Property Taxes	421,184.24	421,184.24	0.00	100.0%
P2082 Book Fines	1,348.24	1,500.00	-151.76	89.88%
P2401 Interest and Earnings	14,733.79	1,000.00	13,733.79	1,473.38%
P2701 Refund Prior Year Expense	787.50	0.00	787.50	100.0%
P2705.00 Gifts and Donations	3,115.85	50.00	3,065.85	6,231.7%
P2760.10 LSG Children's Program	625.00	625.00	0.00	100.0%
P2760.30 LSG Local Lib Serv.Aid	3,130.00	3,130.00	0.00	100.0%
P2770.50 GRANT IN AID	2,000.00	2,000.00	0.00	100.0%
P2770.80 PILOT	1,603.41	1,603.41	0.00	100.0%
P2770.95 Ins Dividends	747.31	0.00	747.31	100.0%
P2770.99 Copy Mach/Fax fees	2,436.40	1,700.00	736.40	143.32%
Total Income	451,711.74	432,792.65	18,919.09	104.37%
Expense				
200 Equipment	1,060.20	1,400.00	-339.80	75.73%
410 BooKs	9,088.11	9,500.00	-411.89	95.66%
411 Films,DVD or VHS	2,822.50	4,200.00	-1,377.50	67.2%
412 Recordings /Tapes, discs	1,533.46	2,500.00	-966.54	61.34%
413 Periodicals	491.65	1,400.00	-908.35	35.12%
415 e-content	4,840.84	6,000.00	-1,159.16	80.68%
416 Service & Web Fees	1,891.48	1,844.57	46.91	102.54%
417 Web Host	121.68	121.40	0.28	100.23%
418 licenses	387.00	387.00	0.00	100.0%
428 Envisionware	327.31	500.00	-172.69	65.46%
429 Misc.	305.97	300.00	5.97	101.99%
430 Office/Book/Library supply	7,273.09	7,033.33	239.76	103.41%
431 Telephone	839.55	1,200.00	-360.45	69.96%
432 Telecommunications	2,071.04	1,992.53	78.51	103.94%
433 Postage	360.44	400.00	-39.56	90.11%
434 Publicity / Printing	341.94	500.00	-158.06	68.39%
435 Travel / Meal	1,136.90	2,000.00	-863.10	56.85%
436 Anser/Automation	16,524.76	16,452.17	72.59	100.44%
437 Professional Fees	4,955.00	5,400.00	-445.00	91.76%
438 Membership dues	425.00	800.00	-375.00	53.13%
450 Utilities-Electric, Propane	5,190.14	6,000.00	-809.86	86.5%
451 Custodial Supplies	700.00	700.00	0.00	100.0%
452 Cleaning Contract	1,350.00	1,800.00	-450.00	75.0%
453 Rent	43,947.87	46,000.00	-2,052.13	95.54%
454 Insurance	5,812.28	5,900.00	-87.72	98.51%
456 Internet Service	1,399.88	1,400.00	-0.12	99.99%
469 Oper. & Mant. Exp-Sec sys	276.00	600.00	-324.00	46.0%
475 Annual Election	153.80	1,000.00	-846.20	15.38%
476 Education / Training	0.00	2,000.00	-2,000.00	0.0%
477 Meetings/ Registration Fee	191.59	900.00	-708.41	21.29%
478 Building Fund	0.00	33,250.00	-33,250.00	0.0%

Fallsburg Library
Profit & Loss Budget vs. Actual
July 1, 2019 through June 25, 2020

	Jul 1, '19 - Jun 25, 20	Budget	\$ Over Budget	% of Budget
479 Programming	2,427.10	4,000.00	-1,572.90	60.68%
480 T/ Falls Contract	3,500.00	3,500.00	0.00	100.0%
483 Local Lib Service Aid	1,785.71	3,130.00	-1,344.29	57.05%
484 Library System Grant	625.00	625.00	0.00	100.0%
485 GRANT STATE SENATE	0.00	2,000.00	-2,000.00	0.0%
492 Pilot	292.66	1,603.41	-1,310.75	18.25%
499 Volunteer Recognition/Staff	0.00	250.00	-250.00	0.0%
P 9010.800 NYS Retirement	21,480.68	22,713.22	-1,232.54	94.57%
P9040.800 Workers Compensation	1,769.00	2,800.00	-1,031.00	63.18%
P9055.800 disability	216.00	330.00	-114.00	65.46%
P9060.800 Health Insurance				
Health Flex Plan	740.62	2,000.00	-1,259.38	37.03%
Health Insurance Buyout	1,365.56	2,000.00	-634.44	68.28%
P9060.800 Health Insurance - Other	17,135.60	28,000.00	-10,864.40	61.2%
Total P9060.800 Health Insurance	19,241.78	32,000.00	-12,758.22	60.13%
Payroll Expenses				
Direct Deposit Fees	287.50	400.00	-112.50	71.88%
P7410.141 Library Director	56,513.60	56,500.00	13.60	100.02%
P7410.143 Library Clerk	31,928.00	31,928.00	0.00	100.0%
P7410.144 Library page 1	8,451.00	28,080.00	-19,629.00	30.1%
P7410.145 Library clerk	14,507.25	14,352.00	155.25	101.08%
P7410.147 Clerk	15,808.00	15,808.00	0.00	100.0%
P7410.148 Page	996.24	2,664.00	-1,667.76	37.4%
P7410.150 page	30,458.37	30,180.80	277.57	100.92%
P7410.151 Page	0.00	1,688.00	-1,688.00	0.0%
P7410.154 Library Page	529.70	676.20	-146.50	78.34%
Total Payroll Expenses	159,479.66	182,277.00	-22,797.34	87.49%
Payroll Taxes				
P9030.800 SS / Med				
FICA	9,954.57	11,357.29	-1,402.72	87.65%
Medical	2,328.09	2,725.72	-397.63	85.41%
Total P9030.800 SS / Med	12,282.66	14,083.01	-1,800.35	87.22%
Total Payroll Taxes	12,282.66	14,083.01	-1,800.35	87.22%
Total Expense	338,919.73	432,792.64	-93,872.91	78.31%
Net Ordinary Income	112,792.01	0.00	112,792.01	100.0%
Net Income	112,792.01	0.00	112,792.01	100.0%

Director's Report
June 23, 2020

On June 16th our trustee election ballots were counted along with the school district's budget vote and their trustee election. Mrs. Kates and Judy won their respective seats and Katherine Rosado-Houser won the vacant seat. Her term begins July 1 so her first meeting with us should be the reorganization meeting. Right now I do not know if that meeting will be an in person meeting or via Zoom. I spoke with Donna (Town Clerk) about the oath of office for the newly elected trustees. She is unsure of when public will be allowed into their office, but after July 1 you can call her and let her know what date/time you can get to her office – if public is not allowed in she'll leave the book in the little delivery vestibule at the employee only entrance. So for Mrs. Kates, Judy, and Katherine - after July 1, and BEFORE July 30, please be sure to give Donna a call and set up a date/time to do your oath of office, and let me know the date that you completed it as well – I need that information for the big report due in February.

We are in our 2nd week of curbside services and we're starting to see a bit of an uptick from last week. It helps that starting this past Monday, patrons were able to start placing holds on our items themselves through the online catalog or the RCLS Gateway mobile app. The vast majority people that we have dealt with thus far are just happy to be able to borrow books and movies again – just a few have expressed their annoyance that they are not allowed in the building yet to browse or use the computers. Amanda has also put together little craft kits – they have a glue stick, some Elmers glue, a small box of crayons and some construction paper – that she's handing out with summer reading bags. This is so that kids of the bare minimum of supplies they'll need to follow along with craft tutorials that she'll be posting online throughout the summer.

I've kept in contact with other Sullivan County library directors, and we will be having a meeting online July 10th, to make sure that we're all relatively on the same page with reopening procedures/guidelines/dates. This makes it much easier for patrons and library staff, as the rules are relatively the same in each building as we move through the process of reopening. Although initial thoughts had been that public would not be allowed in our buildings until sometime in August – we are now in discussions for opening for appointment only in building use mid-late July. This would mainly be for computer usage, as stacks will remain

closed to browsers. We will have to modify a couple of our current policies before we allow public back in the building (Patron Code of Conduct and Internet Use) to reflect the changes that have to be made due to COVID (wearing of face masks, limit to just 1 30 minute computer session, etc.). Since our reorganization meeting has to be within the first 15 days of July – I'll present those amended policies to you then.

Our fiscal year will be ending on the 30th so I've been working with Scott to make sure everything looks good and that we can wrap it up as quickly as possible so I can complete the Annual Update Document for the State Comptroller's office well ahead of the August 30th deadline. There's just a few more bills that we have to wait to come in.

Respectfully submitted,
Kelly



FALLSBURG LIBRARY

AGREEMENT
BETWEEN
FALLSBURG LIBRARY AND THE TOWN OF FALLSBURG

This AGREEMENT between the Fallsburg Library with its principal place of business at 12 Railroad Plaza, South Fallsburg and the Town of Fallsburg with its principal place of business at 19 Railroad Plaza, South Fallsburg, New York, agree to the following terms:

The Town will provide the following services to the Library for the sum of Three Thousand and Five Hundred (\$3,500) Dollars per year, payable quarterly:

Payroll Services:

1. The Town will process payroll checks on a bi-weekly basis to be distributed on Wednesdays. Employee applications and documentation of Library approval must be submitted before payroll checks can be processed.
2. The Town will transmit all payroll related payments and reports, including the Federal 941 and NYS-45 quarterly report, to the appropriate agencies. The Library will be responsible for payment of the payroll tax table software.
3. The Library will provide the Town with the following information/items:

Federal Tax #	Federal 941 and NYS-45 Quarterly Report Forms
EFTPS Account Information	NYS Employees Retirement Systems #
NYS Employer #	Any correspondence regarding payroll requirements
NYS Tax Coupons	A Supply of Checks
4. All checks will be signed by the Library Board appointed treasurer or by a designated Trustee as documented at the Catskill Hudson Bank.
5. The Library will be responsible to set up its bank accounts accordingly and to assure that funds are available for the payroll and related payments.

Accounting Services:

1. The Library will provide a copy of its annual budget, including budget codes, to the Town as soon as it is adopted.
2. The Principal Clerk, or other designee, will submit claim vouchers to be paid each month for approval at the Library Trustees meeting on the 3rd Thursday of each month (subject to change at the Library Board's discretion). The claim vouchers, with appropriate budget codes, documentation, and signatures, will be submitted to the Town for processing before the 3rd Thursday of each month, and checks with a warrant will be prepared accordingly. The vouchers will be signed by the Director of the Library, or by a member of the Executive Library Board (President, Vice President, Financial Officer).



FALLSBURG LIBRARY

3. The Library will be responsible to set up its bank account and to assure that funds are available for the voucher payments. The Town will transfer monies between relevant accounts.

Purchasing Services:

1. The Town will include the Library in the following purchasing arrangements, as well as any new account that provides cost savings to the Library.
 - a. New York State Bids – Telephone
 - b. NYSEG
 - c. Town Bid – Propane

Cleaning Services:

1. The Town will provide routine cleaning services to the Library one day a week for the annual amount of \$1,800. Limited general maintenance, such as changing light bulbs and limited emergency cleaning services will be provided. Such services will not include any work that is the responsibility of the landlord.

The Town and the Library reserve the right to terminate this agreement in sixty (60) days upon written notification.

This AGREEMENT shall be for a term of three (3) years for the period of July 1, 2020 – June 30, 2023. This AGREEMENT will be considered for renewal and reviewed by both parties accordingly at least three (3) months prior to its expiration.

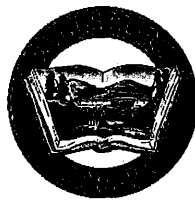
In WITNESS whereof, the parties hereto have caused this AGREEMENT to be signed by their respective authorized officers.

Passed by the Fallsburg Town Board on 6/8/2020.

Passed by the Library Board on 6/25/2020.

Town Representative Signature

Library Representative Signature



FALLSBURG LIBRARY

COVID-19 REOPENING PLAN JUNE 25, 2020

BACKGROUND

The COVID-19 pandemic of 2020 resulted in the Fallsburg Library closing the physical building to the public beginning Sunday March 15, 2020. Limited staff were allowed in the building through June 8, 2020 to complete essential work and tasks that could not easily be done remotely. Other staff were assigned tutorials to hone and build upon skills needed to continue to perform duties at an acceptable level.

On June 8, 2020 the Fallsburg Library moved into the Library's "STAGE ONE" of the Reopening Plan Stages 1-3 reviewed and approved by the Board of Trustees on May 28, 2020.

As of June 22, 2020 the Fallsburg Library is in STAGE THREE of the Reopening Plan. The following amends the GENERAL HEALTH STRATEGIES to reflect the latest information received on COVID-19, as well as amends some procedures in Stages 1-3. Stages 4-5 have been added to the plan as well.

PURPOSE

While the Fallsburg Library is eager to begin restoring in-person service to the community, we will manage our reopening in a manner that protects the health and safety of our employees, patrons, and the general public. This document outlines the steps Fallsburg Library will take to reopen our building and services safely.

GENERAL GUIDANCE

1. The health and safety of our employees is our #1 concern. Each of the stages in this plan should be undertaken with extreme attention to proper hand hygiene, implementation of social distancing protocols, and the proper wearing of face masks, until further notice is received by state or local officials.
2. The reopening of Fallsburg Library will not begin until the State of New York begins Phase 2 in the Mid-Hudson Region. (NYS Phase 2 = Reopening Fallsburg Library Stage 1).
3. Each Stage within the Reopening Plan adds services; this means no services should be dropped as we transition to the next stage.
4. If reported COVID-19 cases in the community increase, we may be required to reverse direction and move backwards through the stages.
5. This plan is subject to change based on new information from federal, state, or local officials, or as required by library administration to maintain services to protect the safety of library workers and the public.

GENERAL HEALTH STRATEGIES

1. All library staff must answer a health screening questionnaire at the beginning of each work day, as required by New York State. Employees are encouraged to take their temperatures at home before reporting to work. Those with temperatures of 100.4 degrees F or above should stay home and contact their health care provider. See form labeled 'Fallsburg Library Staff Daily Health Questionnaire.'
2. All library staff must wash their hands frequently for 20 seconds with soap and warm water, or use hand sanitizer that contains minimum 60% alcohol when handwashing is not feasible.
3. All library staff must wear a mask covering their nose and mouth when a distance of 6 feet cannot be maintained between themselves and another individual.
4. Fallsburg Library will provide Personal Protective Equipment (PPE) such as masks and gloves to those who wish to utilize them.
5. All library staff must frequently disinfect their work surfaces and common-use tools and wash or sanitize their hands before and after their shift.
6. At the end of each shift, staff members should wipe down hard surfaces.
7. All library staff must stay home if they are sick or return home if they become ill at work.

STAGE 1: PREPARATION (limited staff, no public)

1. Hours: Monday – Friday, 9am – 3pm
2. Staff will be divided into “teams” of 2 to work together until a stage where full staffing is allowed. This is to try to limit the risk of staff to staff spread of COVID-19. Staff will continue to complete tutorials/tasks as assigned by the Library Director at home to work fully scheduled weekly hours.
3. Verify that technology is working correctly; perform all updates. Contact RCLS IT department if additional support/help is needed.
4. Distribute PPE to staff.
5. Library staff will be trained on proper use of PPE via Niche Academy tutorials.
6. Develop social-distancing practices for staff and library users/redesign staff areas for proper social distancing (6 feet) if necessary.
7. Prepare signage and social media messaging informing patrons that returned items will be quarantined for 7 days before checked in.
8. Designate quarantine place.
9. Items returned via book drop more recently than 7 days in advance of opening day need to be quarantined for a total of 7 days before handling. Date each day's items and set aside so they can be easily retrieved when quarantine period is over. Gloves should be worn whenever handling book drop material.
10. Sort library materials in the RCLS delivery bins based on RCLS Delivery Run – a copy of which is posted on the DVD/Blu Ray shelving unit. Label each box with the run (piece of paper in the box is fine).
11. Items we receive via RCLS deliveries during this stage can be discharged and reshelfed. They have only been handled since March by RCLS drivers and other library staff wearing masks and gloves.
12. Social distancing protocols will be in effect for staff breaks.
13. Process new library material per existing library procedures.
14. Design Curbside Delivery program – including DIY crafting projects for families with children.
15. Continue online programming and services.

STAGE 2: PREPARATION CONTINUES/BEGINNING CURBSIDE ESSENTIAL SERVICES
(limited staff, no public in building)

1. Hours: Monday – Friday, 9:30am – 4pm.
2. Staff will continue to work in their “teams” of 2.
3. Begin offering essential curbside services such as Fax and Photocopy.
4. Finalize Curbside Delivery program.
5. Review ‘Library by Mail’ program.
6. Prepare signage and/or social media messaging updating community on Library’s progress towards offering curbside services.
7. Continue online programming and services.

STAGE 3: CURBSIDE SERVICES (limited staff, public service outside of the building)

1. Hours: Monday, Thursday, Friday 9:30am – 4pm. Tuesday, Wednesday 11:30am-6pm.
2. Staff will continue to work in their “teams” of 2.
3. Curbside Delivery begins. Patron requests may be received via WorkFlows, Pull Lists, telephone, and email.
4. Library by Mail program available.
5. Discharge only library materials that have been in quarantine for seven days (subject to change based on recommendations and decisions made by RCLS Director’s Association) to fill holds or re-shelve – use the FINE FREE discharge wizard to ensure no overdue fines are charged to patron accounts. The Fallsburg Library will remain FINE FREE until at least August 1, 2020.
6. Should a patron want items removed from their records immediately – check those items out to FBRQUARANTINE user record, then place in quarantine. Override any hold messages that may appear during these checkouts. Do NOT Discharge them – that will trigger holds that cannot be given to patrons because of the quarantine period. Checking these items out to FBRQUARANTINE will remove the item from the patron’s record.
7. Prepare space to allow patrons access to the building for Stage 4.

STAGE 4: SERVICES & LIMITED PUBLIC (full staff, limited public in the building)

1. Hours: Monday, Thursday, Friday 9:30am – 4pm. Tuesday, Wednesday 11:30am-6pm. Hours can and will be adjusted as needed to best serve the community.
2. Staff will resume full, in building work weeks, with the director assigning schedules as needed.
3. Building open to the public on a to be determined schedule, by appointment only, for computer use and item pick up. Closed stacks are still in place.
4. Building open to a limited number of people at a time, based on local, state and federal guidance. Current state guidance is 25% of building occupancy, while also allowing for 6 foot social distancing throughout. Based on these numbers, a maximum of **10** people from the public will be allowed in the building at a time. (This number can increase to 15 if needed and determined can be done with social distancing still in place).
5. Post signage requiring that all people must wear a face mask when in the building.
6. Post signage reminding all patrons to wash or sanitize their hands before and after using library equipment. A large jug of hand sanitizer will be placed in an easily accessible spot for patrons to utilize.
7. Post signage about social distancing protocols. Reduce the amount of seating in all public areas. Children’s room will remain closed to the public.

8. Staff will rotate through “posts” – 1 post will be at the front door to count people entering and exiting the building, and to remind those entering that they need to be wearing a mask to come in, 1 post will be at the main circulation desk to assign patrons to the computer, check items out, copies, etc., and 1 post will be a “gopher” – to help out where needed when needed.
9. Use of the library telephone will not be permitted by the public.
10. Public computers may be used for one single 30 minute session. Extensions and multiple uses by a single patron in one day will not be permitted. Social distancing protocols will be in place, reducing the number of available work stations. Staff members will sanitize workstations between patrons.
11. Delivery route based ILL opens, no system wide ILL. Library users will be able to place holds on materials from other libraries within our delivery route (other Sullivan libraries, Ellenville, Port Jervis, and Pine Bush).
12. Discharge only library materials that have been in quarantine for seven days (subject to change based on recommendations and decisions made by RCLS Director’s Association) to fill holds or re-shelve – use the FINE FREE discharge wizard to ensure no overdue fines are charged to patron accounts. The Fallsburg Library will remain FINE FREE until at least August 1, 2020.
13. Should a patron want items removed from their records immediately – check those items out to FBRQUARANTINE user record, then place in quarantine. Override any hold messages that may appear during these checkouts. Do NOT Discharge them – that will trigger holds that cannot be given to patrons because of the quarantine period. Checking these items out to FBRQUARANTINE will remove the item from the patron’s record.
14. All staff will wipe down hard surfaces in patron areas on a regular basis.
15. Virtual programming continues to be offered.

STAGE FIVE: SERVICES & LIMITED PUBLIC (full staff, limited public in the building)

1. Hours: Regular hours will resume.
2. Staff will continue full, in building work weeks, with the director assigning schedules as needed.
3. Increase the number of patrons allowed in the building at one time, based on local, state, and/or federal guidelines.
4. Permit patron access to stacks.
5. All toys, puzzles, etc. should be put away until guidelines/recommendations allow for their shared use.
6. Computer use continues by appointment. Increased sessions (either time or number of sessions/day) will be permitted if feasible.
7. All services provided in previous stages continue.
8. RCLS ILL system wide will reopen depending on changes to local, state, and/or federal guidelines.
9. Quarantine period will be in effect until new guidelines become available decreasing the quarantine period or removing the need for it entirely.
10. Programs continued to be offered virtually until guidelines provided/restrictions lifted that will allow for safe, in person programs.

Fallsburg Staff Daily Health Questionnaire

Name _____ Date _____ Time _____

1. Do you currently have a fever (100.4 degrees F or higher) or symptoms of respiratory illness such as coughing, sore throat, or shortness of breath?

(circle one) YES NO

2. Have you tested positive for COVID-19 in the past 14 days?

(circle one) YES NO

3. Have you been tested for COVID-19 in the past 14 days and are still awaiting results?

(circle one) YES NO

4. Have you, or a member of your household, had close contact with a person known to have or suspected to have COVID-19 within the past 14 days?

(circle one) YES NO

Signature _____

Submit this form to the Library Director or place in the bin on the Library Director's door. All information will be kept confidential.

Employees who present with COVID-19 symptoms will be sent home to contact their health care provider for medical assessment and COVID-19 testing. If tested positive, the employee may only return after completing a 14-day quarantine.

Employees who present no symptoms but have tested positive in the past 14 days may only return to work after completing a 14-day quarantine.

Employees tested for COVID-19 may not return to work until a negative test result is received – or a 14-day quarantine has been completed if tested positive.

Employees are expected to inform the Library Director within a reasonable time frame of being tested for COVID-19 (within 24 hours of being tested).