

May 15, 2020

Dear Library Board Presidents and Directors,

I informed the County Executives of Herkimer, Madison, and Oneida Counties of the Mid York Library System (MYLS) proposal to include the System and its member libraries in Phase Two of New York State's Reopening Plan. Implementation would begin once CNY and Mohawk Valley Regional Control Rooms gives us the go-ahead. As with all industries, due to health concerns, libraries will not be reopening and going back to the way things were.

With that in mind, the MYLS Reopening Committee with input from the libraries, created the *Mid York Reopening Plan*, incorporating best practices with recommended incremental stages to assist in developing your own reopening plan.

**Stage one** (Limited staff in building. Library closed to public) include

- A compliant **safety plan** has been adopted (either one that follows the state template or an original document)
- The library has certified through NY Forward via electronic signature that all guidelines are understood and will be followed
- Necessary PPE and sanitation supplies are on-site at the library
- Staffing is adequate to begin each of the stages

**Stage two** (Staff in building. Limited service to public)

The consensus of the Committee and Libraries is that the prudent first "in-person" service is to provide curbside pickup. It is reasonable to expect that it will be some time before the public is allowed inside library buildings.

**Please note: Mid York has been developing a plan to assist your library in preparing for curbside pickup - limited to your individual collections - and expect to have the capacity to support it by Monday, June 15, at the earliest.**

In similar fashion, subsequent stages of the *Mid York's Reopening Plan* provide assistance as your library continues with a progressive reopening schedule.

It is with grateful appreciation that I wish to acknowledge the Reopening Committee and the Member Libraries help in creating the *Mid York Reopening Plan*.

Committee Members:

- Anne DuRoss, New Hartford Library Director
- Christine Fleischer, Frank J. Basloe Library
- Becky Hassett, Clayville Library Association Director
- Lisa Matte, Jervis Public Library Director
- Travis Olivera, Hamilton Public Library Director
- Chris Sagaas, Utica Public Library Director

Mid York Board and Administration look forward to providing assistance as we all work together as a system in restoring quality library services to our communities.

As always, please contact me if you have questions.

Best Regards,



Wanda Bruchis  
Executive Director