

-YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES—

Regular meeting

Zoom Format

Date: June 22, 2020 Time: 7:00 pm

Present: Sean Scarisbrick, Paul Inskeep, Maggie Steyn, Karran Swayze, Claudia Andres, Jerome Andres, Barbara Costello, Lauren Morse, Devon Tower
Devon Tower, Director: Sonora Miller

Absent: Kevin Cassick, Emma Hartloff, Mary Wieland

Call to Order: By Sean Scarisbrick at 7:06 pm

Comments from the public: None

Minutes: The minutes of May 24, 2020 were presented for approval.

- A motion was made by Maggie Steyn and seconded by Sean Scarisbrick to accept the minutes of the May 24, 2020 meeting.
The motion was passed.

The minutes of the special meeting of May 29, 2020 were presented for approval.

- A motion was made by Maggie Steyn and seconded by Sean Scarisbrick to accept the minutes of the May 29, 2020 meeting.
The motion was passed.

President's Remarks:

- Sean stated that the Village Center and therefore the library is closed except for staff. The village seems content to wait for additional guidelines from the state. The library has a plan for reopening. We are just waiting for the governor's go ahead. Western NY will be in Phase IV and we should be able to offer curbside pickup of materials from our own shelves as of July 1st. This Thursday there will be a virtual village board meeting. Anyone can attend but you need to reserve a slot for the meeting.
- It was proposed flowers might be a way to acknowledge the staff's hard work under trying circumstances.

Director's Report:

- See attached report: Safety Plan for Reopening.
- Sonora has been keeping regular hours working at home and has had the phone routed to her.
- A motion was made by Sean Scarisbrick and seconded by Paul Inskeep to accept the Safety Plan for Reopening as presented.
The motion passed.

Treasurer's Report:

- See attached report for May 2020.
- The library received an additional \$5000 from the federal CARES ACT. It does not have to be repaid nor does the spending of it need to be justified.

Correspondence:

- No correspondence report.

Old Business:

- Maggie would like to connect with Ann Orr about the Foundation and investing our 'rainy day' funds. Currently she is waiting for a return phone call.
- Individuals or groups can continue to make bequests to the library.

New Business:

- Claudia reported on the Ruby Carey Scholarship. Because there was no Senior Recognition Day Assembly at Lew-Port, the guidance department put together a presentation which was posted to Lew-Port's web site. Our Ruby Carey Scholarship winner, Jackson Rogers, was included. The Scholarship Committee included 2 Friends of the Library, 2 Youngstown Study Club, and 3 members of the Board of Trustees. There were 5 applications for the scholarship and the award was \$2,000. In the past, the award and the plaque were presented at the July picnic. Claudia will check with Jackson and his family to see if they are agreeable to a small presentation on July 27, 2020. If they are, Sean has volunteered his house and yard for the picnic site. Individual plates of food will be provided by Bandanna's.
- Sonora presented a chart detailing summer hours. As presented, the library will be open fewer hours when we do reopen. We will operate regular hours Monday through Thursday and be closed Friday and Saturday.
- A motion was made by Sean Scarisbrick and seconded by Lauren Morse to adopt the schedule as presented. We will review the schedule after the building reopens and we have a chance to survey the public.
The motion passed.
- Paul, Maggie, and Sonora continue to work on the Space Design for the main floor of the library. Lynn Stephan sent 4 designs for the rearranged shelves, computer tables, seating, tables, and children's room. The committee decided on #4 with a few modifications. A copy of the design is available. Sonora will make large copies for members. The copies can be picked up during curbside pickup hours. Lynn Stephan considered the 6-foot social distance spacing for the computers. There would be new overhead lighting.
- The new overhead lighting would be dimmable LEDs. This would be the first phase of our renovation. The committee is looking into grants for the lighting equipment and the installation. Paul sent a letter to the Village Board notifying them of this first step in our plans. In the letter he requested:
 - Permission for the team to enter the library
 - Permission for Paul and an electrician to enter the library to estimate lighting and installation costs.
 - Requested a letter for the 10-year commitment from the Village for grant applications (similar to the one granted for the air conditioners).
- Paul is working on putting together a budget proposal for the reconfigured library main floor. A base amount of \$100,000 from our funds has been set aside. We hope to get \$7,000 from the heating grant, \$7,500 from the Friends of the Library and \$10,000 from a private donation for the Children's room. We will continue to seek construction grant money from the state as well.
- Sean extend his compliments to Paul, Maggie, and Sonora for their continuing work.
- Maggie explained that the PPP granted an extension to December for the money to be paid to staff as part of the pandemic relief. Previously June 28th was the cut-off date.

- A motion was made by Maggie Steyn to continue to pay staff the normal average rate through June 28th and was seconded by Lauren Morse.

The motion was passed.

- A motion was made by Maggie Steyn and seconded by Paul Inskeep that as of the next pay schedule, staff will be paid for the hours they actually work.

The motion passed.

- Lauren reported that the Electronics Recycling event has been rescheduled for August 8th in the parking lot of the Village Center. We can use the old flyers. Claudia will see about an article for the Sentinel. Lauren will be looking for volunteers to work that day and to help post the flyers around the area.
- Sean would like to see the Personnel Policy updated. Cochairs Devon Tower and Emma Hartloff will set up a date, time and place for the meeting. They will confer with Maggie Steyn first.

- A motion to adjourn was made by Sean Scarisbrick and seconded by Paul Inskeep.

The motion passed at 8:54pm.

The next meeting of the Youngstown Free Library Board of Trustees will be Monday, July 27, 2020 at 7pm. This will be our picnic and the opportunity to honor Jackson Rogers as our Ruby Carey Scholarship awardee. The event will be hosted at Sean Scarisbrick at 340 Second Street, Youngstown, NY. Bandanna's will cater the event.

A Zoom meeting of the Board of Trustees will be held on Tuesday, July 28th at 6:30pm. Sonora will publish the link necessary for the meeting.

Respectfully submitted,
Karran Swayze
Recording Secretary
Youngstown Free Library Board of Trustees



Youngstown Free Library

240 Lockport St. Youngstown, NY 14174
(716) 745-3555
www.youngstownfreelibrary.org

Director's Report

June 2020

PANDEMIC TIMELINE



- 4 - Library closed for extensive cleaning and disinfection of entire facility
 - 5 - Implemented rigorous daily cleaning regimen for entire Library and all returned books
 - 15 - Cancelled Library & Community Room programming events and cancelled volunteer shifts
 - 18 - Closed Library to the public and reduced staff to 25%
 - 22 - Shut down curbside pick-up after Executive Order No. 202.8
 - 23 - All calls forwarded to Director's phone
 - 23-31 - Director maintained regular Library hours remotely on Mondays - Thursdays
- 1-30 - Director continued to maintain regular Library hours remotely on Mondays - Thursdays
 - 20 - Monthly Meditation Group offered online to 40+ patrons
- 1-31 - Director maintains regular Library hours remotely on Mondays - Thursdays
 - 6 - Paycheck Protection Program loan received
 - 11 - Monthly Meditation Group offered online to 25+ patrons
 - 15 - Director submitted emergency funding grant request to Humanities NY
 - 17 - Director submitted Reopening Affirmation and Business Reopening Safety Plan (req'd by NY Forward) in preparation for WNY entering Phase 1
- 1-2 - Director maintains regular Library hours remotely on Mondays - Thursdays
 - 2 - Staff returned to work regular hours on Mondays - Thursdays
 - 3 - Curbside Delivery program started on Mondays - Thursdays from 4-6 PM
 - 8 - Monthly Meditation Group offered online

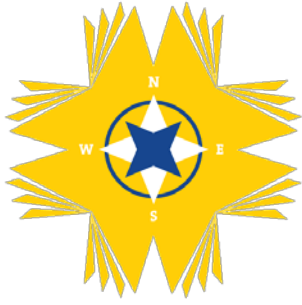
WHAT SERVICES HAVE BEEN OFFERED SINCE JUNE 3RD?

Call or email us with your questions and requests:

Mondays, Wednesdays, and Thursdays: 1:30 - 8:30
Tuesdays: 9:30 - 8:30

Curbside pick-up of Youngstown Library materials is available:

Mondays - Thursdays: 4 - 6 PM



Youngstown Free Library

240 Lockport St. Youngstown, NY 14174
(716) 745-3555
www.youngstownfreelibrary.org

CONTINUING EDUCATION

- Legal Considerations of Reopening Libraries with Stephanie 'Cole' Adams
- Using Camtasia and LightWorks to Edit and Produce Videos for YouTube
- The Responsibilities and Challenges of Reopening Libraries in NYS
- LGBTQ Cultural Competency

FUNDRAISING AND GRANTS

Thanks to Maggie's diligent efforts, the Library has received a CARES ACT stimulus grant of \$5,000 to support staff and library services.

The Library has received a grant for \$2,200 from Humanities New York. This emergency funding will be used to support the Library's pivot to digital programming for the summer.

PUBLICITY UPDATES

We maintain an active presence in the community with the following social media:

Facebook: 916 followers: <https://www.facebook.com/youngstownfreelibrary/>

Twitter: 49 followers: <https://twitter.com/ytownlibrary>

Instagram: 375 followers: <https://www.instagram.com/youngstownfreelibrary>

STAFF

Starting June 2nd, staff returned to the office. Since then, part-time staff have been working their regular shifts on Mondays through Thursdays.

WHAT HAPPENS NEXT?

New York State requires all businesses to complete the NY Forward Business Re-opening Safety Plan. The safety plan outlines "how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. This plan does not need to be submitted to a state agency for approval but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection."

Our first Safety Plan was approved by the Library Board during its May 29 meeting. This plan was submitted to Nioga, Niagara County Department of Health, our insurance carrier, and posted to our website and front door.

With best practices for health and safety are constantly changing, I have updated our plan and I am including it in a separate document. Please remember, this plan ONLY covers curbside pick-up, so you will not see issues addressed regarding patrons inside the Library building.



Youngstown Free Library

240 Lockport St. Youngstown, NY 14174

(716) 745-3555

www.youngstownfreelibrary.org

Libraries were moved from the entertainment/educational category to the retail category after some confusion in communication from the State. That category change moved libraries from Phase 4 to curbside for Phase 1. This is why we were able to start offering curbside pick-up starting at the beginning of June instead of having to wait until Phase 4 begins.

Starting in Phase 2, libraries were able to start re-opening their buildings to the public. In the updated Safety Plan is a screenshot of the NY Forward guidance for libraries, which was updated by the State since the last board meeting.

I'm planning for our next stage to be by appointment only, which patrons will make on the hour. Browsing and library visits would be limited to 30 minutes. That gives time for areas to be cleaned between patrons and to separate patrons' entrances and exits (since we are limited to one main egress).

We will be able to enter this next stage when the Village Board approves the opening of the Village Center building, at which point I will submit an updated Safety Plan detailing the appointment plan.

Respectfully submitted,

Sonora R. Miller
Library Director



Youngstown Free Library

240 Lockport St. Youngstown, NY 14174
(716) 745-3555
www.youngstownfreelibrary.org

Director's Report Addendum

June 2020

OPERATING HOURS PROPOSAL

No matter what phase the Library reaches or the transmission level of the coronavirus in the coming weeks, this summer will be a very different one. In fact, the next year to two years will look very different from normal operations. Social distancing will stay a part of our lives, and cleaning protocols will continue to require additional staff time and energy. Those in riskier populations will require curbside pick-up to remain a part of the Library's services until there is a vaccine.

Because of these changes, I would like to propose a temporary change in operating hours for the Youngstown Free Library.

Since March 16th, the Library has been operating during the following hours:

Mondays, Wednesdays and Thursdays:	1:30 – 8:30
Tuesdays:	9:30 – 8:30
Fridays and Saturdays:	CLOSED

This has served the community well, and there have been zero patron comments about the temporary loss of Friday and Saturday hours.

I would like to propose that the Library continue these operating hours until the end of the summer. The benefits of these hours are threefold:

- Continuity of service to the community (we've been doing this since March)
- Adequate staffing during open hours (Fridays and Saturdays are staffed by a single person, which does not allow for curbside and inside services)
- Savings of money for next year's budget.



NY FORWARD BUSINESS RE-OPENING SAFETY PLAN TEMPLATE

Each re-opening business must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State’s industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: forward.ny.gov

COVID-19 Reopening Safety Plan

Name of Business:

Youngstown Free Library

Industry:

519120 - Libraries

Address:

240 Lockport St. Youngstown, NY 14174

Contact Information:

716-745-3555 smiller@nioga.org

Owner/Manager of Business:

Sonora Miller, Library Director

Human Resources Representative and Contact Information, if applicable:

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 distancing 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?

Six feet of distance will be more difficult to maintain in the Library's office. As a result, only one individual will be allowed in the office at any given time. The director's desk has been moved to the Non-Fiction Room to allow for only one workstation in the office.

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

All engagement with customers will occur outdoors in a designated area outside the Library. All returned library materials will be put in the outdoor book drop so that social distancing is maintained. All library materials being picked up will be put on a table outside the Library so that social distancing is maintained. No direct interaction will occur between customers and staff.

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

Shift changes occur over a half hour period, during which staff will remain apart and choose tasks that allow them to remain socially distanced.

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 currently has 200 disposable and 20 washable non-medical masks for our 5 employees. More masks and face shields will be ordered from our regular vendors in order to always have at least 100 disposable masks on hand for staff.

The Library currently has 100 pairs of disposable gloves for our 5 employees. More have been ordered from our regular vendors in order to always have at least 100 pairs of gloves on hand for staff.

- 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?

Disposable PPE can be discarded in a regular trash bin, and the trash bag will be sealed at the end of each day. Employees are responsible for washing their own masks on a regular basis.

- 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?

Workstations and shared office materials are going to require constant sanitizing. Every employee will be responsible for sanitizing every item they have used in their shift before the end of their shift. This will include the following areas: all the tables, counters, chairs, cupboard doors, and computer areas that an employee has touched; all bathroom, library, and outside door handles; all computer keyboards and mice used (with disinfecting spray or wipes). Shared office areas with the Village will be disinfected immediately after the employee touches the surface (elevator buttons, handrails, etc.).

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?

Every employee will complete entries in the cleaning log at the beginning and end of every shift they work. This log book will be kept on the office counter.

- 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?

The bathroom is the hygiene station with a handwashing area. The bathroom has soap, water, and paper towels.

Every employee area in the library (office and foyer) has a waterless hygiene station. Each station has a full hand sanitizer and a tub of disinfecting wipes.

- 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?

Please see the attached document for details ensuring regular cleaning and disinfection of the worksite and shared objects and materials. The product used is 84683-4-86066 from the product list, as well as hand sanitizer issued by NY Clean.

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 Library Director, Sonora Miller, will be in charge of maintaining a log of each person who enters the site without appropriate PPE. The log will be kept in the office on the counter.

- 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?

The Library Director, Sonora Miller, will be responsible for notifying state and local health departments immediately if a worker tests positive for COVID-19. In her absence, the Library Board President, Sean Scarisbrick, will be responsible for notifying state and local health departments immediately if a worker tests positive for COVID-19. These same responsible parties will cooperate with contact tracing efforts.

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 past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in 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?

Before every shift, staff will be required to fill out the mandatory health screening questionnaire that asks about their COVID-19 symptoms, positive COVID-19 tests, close contact with confirmed or suspected COVID-19 cases, and they will have to take and record their temperature before signing and dating the form.

This form will be filled out on site upon first entering the Library. They will be self-reported and all staff will receive training on using the infrared thermometer.

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

Screening will be self-reported. At the end of the screening, the staff will disinfect the thermometer and return it to the screening table. No additional PPE will be required.

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?

Current regulations are that every staff disinfects every shared area and hard surface that they touch at the end of every shift. In the case of an employee testing positive for COVID-19, their area would have already been cleaned before they left their last work shift. All surface disinfection will be done using product 84683-4-86066 from the product list. We have plenty of product on hand and more cases ordered.

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?

Should an employee test positive for COVID-19, all employees will be notified by phone and via their work emails. However, employees' shifts are staggered such that no one is a "close contact" in the workplace.

IV. OTHER

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

Please see attached documents.

Staying up to date on industry-specific guidance:

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 forward.ny.gov and applicable Executive Orders at governor.ny.gov/executiveorders on a periodic basis or whenever notified of the availability of new guidance.

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.



Youngstown Free Library

240 Lockport St. Youngstown, NY 14174

(716) 745-3555

www.youngstownfreelibrary.org

Pandemic Protections & Responsibilities for Library Staff June 21, 2020

When you are at work but outside the Library walls:

- You must wear a mask at ALL TIMES (coming from your car into work, collecting book drop, in the elevator, handing out curbside pick-up, etc.).
- You must have a spray of disinfectant with you and disinfect every Village building surface you touch (elevator buttons, door handles, stair railings, etc.) the **MOMENT** after you touch it.
- You cannot access the basement, gym, or the second floor.

When you first arrive for your shift:

- Fill out the mandatory health screening questionnaire that asks about COVID-19 symptoms, positive COVID-19 tests, close contact with confirmed or suspected COVID-19 cases, take and record your temperature before signing and dating the form. Put it in the health screening binder in the office.
- Check each room's disinfecting stations: make sure each room has a full hand sanitizer and orange tub of disinfecting wipes, and that *each lid is sealed tightly*.
- Refill the bathroom soap.
- Complete the beginning-of-shift entries in the cleaning log in the office.

Throughout your shift:

- Wear your mask if there is ANYONE else in the Library building. If you are the only person in the Library, you may take it off.
- When you answer the phone, you may remove your mask, but please disinfect the phone after every call.
- Wash your hands frequently (after emptying the book drop, after touching "dirty" books, before touching your face). If you are wearing gloves, you **MUST** remove your gloves and wash your hands after handling library materials that have not been quarantined for 168 hours.

Before you leave your shift:



Youngstown Free Library

240 Lockport St. Youngstown, NY 14174

(716) 745-3555

www.youngstownfreelibrary.org

- Disinfect all the tables, counters, chairs, cupboards, office supplies, and computer areas that you have touched today with disinfecting wipes.
- Disinfect all bathroom, library, and outside door handles with disinfecting wipes.
- Spray or wipe down all computer keyboards and mice that you used today.
- Check each room's disinfecting stations: make sure each room has an orange tub of disinfecting wipes, and that each lid is sealed tightly.
- Complete the end-of-shift entries in the cleaning log in the office.

Beyond your shifts:

- If wearing a washable mask, wash your mask on a regular basis.
- If you feel ill, alert Sonora and seek testing. Testing site locations are available at <https://coronavirus.health.ny.gov/find-test-site-near-you>



Youngstown Free Library

240 Lockport St. Youngstown, NY 14174

(716) 745-3555

www.youngstownfreelibrary.org

Library Material Handling Processes June 21, 2020

Gloves are required whenever touching library materials that have not been in quarantine for three days. When that task is completed, you **MUST** remove and dispose of the gloves and wash your hands immediately.

Book Drop

Currently, returns can **only** be accepted through the book drop.

- Donning mask and gloves, empty the book drop and check in all items as fine-free discharge. You **must** wear gloves for this task.
- Place all items on a book cart, date the book cart, and park it in the Magazine Room. Cover the book cart with a plastic bag.
- Wipe down Front Desk area with a disinfecting wipe after checking in these books. You **must** remove gloves and wash hands immediately.
- Retrieve the book cart dated 7 days prior and take to the Front Desk.
- Wipe down each book with a disinfecting wipe and immediately check in item a second time, then set out to air dry. Wash hands.
- ONLY** after these steps (check-in, 7-day resting period, disinfecting wipe, 2nd check-in) are completed, put them on the blue book cart for reshelving.

Nioga (Inter-Library Book Loan) Deliveries

- Take all delivery bags to the Magazine Room, date them, and cover them with the plastic bags.
- Retrieve the bags dated 7 days prior and take to the Front Desk.
- Wipe down each book with a disinfecting wipe and immediately check in item, then set out to air dry. Wash hands.
- Process holds normally.

Curbside Pick-Up

Patrons will be able to call ahead to reserve their library materials during regular hours on Mondays through Thursdays. However, pick-up hours will only run from 4-6 PM on Mondays through Thursdays.



Youngstown Free Library

240 Lockport St. Youngstown, NY 14174

(716) 745-3555

www.youngstownfreelibrary.org

- Prepare patrons' pick-up bags using a brown grocery bag for each person or family. Sanitize each item before checking it out and placing it in the bag. Put receipt in bag.
- Add informational flyers and staple bag shut.
- Between 4 and 6 PM, all bags, two black card tables, bulletin board, and clipboard will be taken outside to the bike racks and set up.

EMERGENCY MANAGEMENT

3.5 Disinfecting Books and Other Collections

Last updated: June 5, 2020

The advice below is based on the current research available from the medical and scientific communities regarding COVID-19, and as their understanding of the virus evolves, NEDCC's advice for the cultural heritage community will, too.

We recommend monitoring the website of the REopening Archives, Libraries, and Museums (REALM) project, which plans to release the results of its scientific research on library-specific materials by the end of August 2020:

<https://www.webjunction.org/explore-topics/COVID-19-research-project.html>.

QUARANTINE

The CDC has stated that the SARS-CoV-2 virus does not transfer readily from surfaces.ⁱ That said, each organization will need to exercise caution in accordance with its risk tolerance.

In the absence of definitive, peer-reviewed research about the viability of the SARS-CoV-2 virus on various surfaces, the Northeast Document Conservation Center (NEDCC) recommends a 7-day quarantine of collection items as the safest and most effective way to disinfect them after handling by staff and patrons.

For specific material types, a shorter quarantine period may be appropriate. For example, a Correspondence in the *New England Journal of Medicine* on March 17, 2020 shows that the SARS-CoV-2 virus will persist on cardboard surfaces for 24 hours.ⁱⁱ Based on this research, an appropriate quarantine time for paper or plain cardboard products would be a minimum of 24 hours.

For plastic surfaces among collection materials—books covered in polyester (e.g. Mylar) or other plastics, as well as plastic-based materials such as CD's and DVD's—the research varies. In three recent studies, the persistence of the virus on plastic was measured to be 3-7 days; however, none of these studies is peer reviewed.^{iii, iv}

A 7-day quarantine is appropriate for any other type of collection item or any item about which a curator is uncertain.

STAFF SAFETY

The CDC has provided guidelines for protecting workers and customers who handle mail, packages, groceries, etc.^v In accordance with this information, staff should be directed to wear a face mask and to avoid touching their face when moving items into quarantine and to wash their hands for 20 seconds immediately afterwards, following CDC guidelines.^{vi}

Soap and water are preferable to hand sanitizer, because hand sanitizer does not remove dirt and oils and because hand sanitizer leaves a residue that stains paper.^{vii}

If a dedicated quarantine space cannot be established, staff can place items in bags until the quarantine period is over so that staff do not accidentally handle the items.

DISINFECTING

Do not attempt to disinfect archival materials, museum objects, or other valuable collections unless under the guidance of a conservator.

The use of liquid disinfectants is harmful to library and archives materials and is **not recommended**. UV ray exposure as a means of sterilization is also **not recommended**. Additionally, the use of fogging disinfectants in library spaces with collections is **not recommended**.

Disinfection is a strategy that may reduce the spread of COVID-19 in public spaces, and the CDC has a helpful guide on this subject for community facilities in general.^{viii}

ADDITIONAL RESOURCES

Department of Homeland Security. *Master Question List for COVID-19 (Caused by SARS-CoV-2) weekly report 2 June, 2020.* https://www.dhs.gov/sites/default/files/publications/mql_sars-cov-2_-_cleared_for_public_release_20200602.pdf

REopening Archives, Libraries, and Museums (REALM). *Preliminary Literature Review for the Natural Attenuation of SARS-CoV-2 as a Decontamination Approach.* June 2, 2020. <https://www.webjunction.org/content/dam/WebJunction/Documents/webJunction/realm/preliminary-lit-review.pdf>. REALM intends this to contextualize their own research. It is not comprehensive and is not intended to provide concrete recommendations.

ENDNOTES

ⁱ Centers for Disease Control and Prevention (CDC). “How COVID-19 Spreads.” <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>

ⁱⁱ Neeltje van Doremalen, Dylan H. Morris, Myndi G. Holbrook, et. al. “Aerosol and Surface Stability of SARS-CoV-2 as Compared with SARS-CoV-1” (Correspondence). *The New England Journal of Medicine*. March 17, 2020. <https://www.nejm.org/doi/full/10.1056/NEJMc2004973>. PDF version at <https://www.nejm.org/doi/pdf/10.1056/>

ⁱⁱⁱ Alex W H Chin, Julie T S Chu, Mahen R A Perera, Kenrie P Y Hui, Hui-Ling Yen, Michael C W Chan, Malik Peiris, Leo M Poon. “Stability of SARS-CoV-2 in different environmental conditions.” *medRxiv*. May, 2020. [10.1016/S2666-5247\(20\)30003-3](https://doi.org/10.1016/S2666-5247(20)30003-3)

^{iv} Yongjian Liu, Tianyi Li, Yongqiang Deng, Siyang Liu, Dong Zhang, Hanping Li, Xiaolin Wang, Lei Jia, Jingwan Han, Zhuchun Bei, Yusen Zhou, Lin Li, Jingyun. “Stability of SARS-CoV-2 on environmental surfaces and in human excreta.” *medRxiv*. May 12, 2020. <https://doi.org/10.1101/2020.05.07.20094805>

^v Centers for Disease Control and Prevention (CDC). “What Mail and Parcel Delivery Drivers Need to Know about COVID-19.” <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/mail-parcel-drivers.html>

^{vi} Centers for Disease Control and Prevention (CDC). “When and How to Wash Your Hands.” <https://www.cdc.gov/handwashing/when-how-handwashing.html>

^{vii} Library of Congress, Preservation Directorate. “The Impact of Hand Sanitizer on Collection Materials.” <https://www.loc.gov/preservation/scientists/projects/sanitize.html>

^{viii} Centers for Disease Control and Prevention (CDC). “Cleaning and Disinfection for Community Facilities.” <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html#Cleaning>



Attribution-NonCommercial-ShareAlike

CC BY-NC-SA

OPERATING WITH RESTRICTIONS

Your business is located in Niagara county, which is in Western New York region. Western New York is in **Phase 3** of reopening.

Your business is currently **permitted to operate with restrictions** . Restrictions that are applicable to your industry are as follows:

Staff office activities are subject to office service guidelines. Please see <https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/offices-interim-guidance.pdf>

In order to operate, you must comply with all safety guidelines for your industry, as well as any additional health and safety guidance issued by the state. Please [click here](#) to read applicable guidelines.

You must affirm that you have read and understand your obligation to operate in accordance with the guidance at the bottom of the document. Please note that in order to be fully compliant, you must develop a business safety plan. You can find a link to a business safety plan template after you complete your affirmation.



New York Forward

Business Affirmation

We have received your reopening affirmation on 06/21/2020 at 03:37 pm.

Print or take a screenshot of this page for your records.

Your next step is to create and post your NY Forward Business Safety Plan.

[Download the NY Forward Business Safety Plan Template](#)

I am the owner or agent of the business listed. I have reviewed the New York State interim guidance for business re-opening activities and operations during the COVID-19 public health emergency and I affirm that I have read and understand my obligation to operate in accordance with such guidance.

Youngstown Free Library

Offices

Sonora Miller

(716) 745-3555

smiller@nioga.org

240 Lockport St.

Youngstown, NY 14174

Niagara County



New York Forward

Business Affirmation

We have received your reopening affirmation on 05/17/2020 at 03:27 pm.

Print or take a screenshot of this page for your records.

Your next step is to create and post your Business Re-Opening Safety Plan.

[Download the Business Re-Opening Safety Plan Template](#)

I am the owner or agent of the business listed. I have reviewed the New York State interim guidance for business re-opening activities and operations during the COVID-19 public health emergency and I affirm that I have read and understand my obligation to operate in accordance with such guidance.

Youngstown Free Library

Retail - Curbside Pickup

Sonora Miller
(716) 745-3555
smiller@nioga.org
240 Lockport St.
Youngstown, NY 14174
Niagara County

NOTES Re: FINANCIAL REPORTS as at May 31st 2020

1. On May 6th, the Library received an SBA PPP loan for \$17,995. (The intent of the loan was for it to be used against Payroll expenses, its scope being recently extended to cover expenses incurred for the purchase of sanitizing & protection items such as wipes, hand-sanitizers, Perspex screen and masks etc.)
2. Since it is a *loan*, it is not show as Income on the P&L but rather as a Liability on the Balance Sheet. As such, I have included at the end of the Financial Reports the QuickBooks Balance Sheet as provided by our Accountant, which shows Assets AND Liabilities. (The usual Balance Sheet presentation just shows cash Assets and their Fund Allocations.)
3. Also on the Balance Sheet is shown the cash Asset of \$11,581.53 which is the remaining cash after one month of Payroll expenses (of \$6,413.47).
4. It is generally assumed that a PPP Loan will be 'forgiven', once appropriate paperwork is submitted by the Lendee to show that it was used appropriately against Payroll expenses etc. in the allotted time-period (24 weeks).
5. The Library has also received a deposit of \$5,000 – an additional CARES ACT stimulus grant generated as a result of our PPP application.
6. The \$5,000 is a grant and is shown under Income (Grant Funds) on the P&L and will not need to be either repaid, nor justified against expenses. I have shown it in the Fund Balances detail under "Unrestricted".
7. I believe all other income and expenses to be in line with budget, or as expected, given the current situation.

Respectfully submitted

Maggie Steyn
Treasurer
Youngstown Free Library Board of Trustees
06-19-2020

**YOUNGSTOWN FREE LIBRARY
PROFIT AND LOSS STATEMENT
as at May 31st, 2020**

YOUNGSTOWN FREE LIBRARY 2020	Budget for 2020	Actuals - 1st Qtr	Actuals 04/01/2020 - 04/30/2020	Actuals 05/01/2020 - 05/31/2020	Totals Year to Date	Remaining in Budget	% of Budget Rec'd
<u>REVENUE</u>							May = 42%
TOWN OF PORTER	\$80,219	\$80,219	\$0.00	\$0.00	\$80,219.00	\$0.00	100.00%
NIAGARA COUNTY	\$5,577	\$0			\$0.00	\$5,577.00	0.00%
YOUNGSTOWN VILLAGE	\$1,000	\$0			\$0.00	\$1,000.00	0.00%
LOCAL LIBRARY AID	\$1,420	\$0			\$0.00	\$1,420.00	0.00%
LEGISLATIVE INITIATIVE	\$0	\$0			\$0.00	\$0.00	
FRIENDS	\$8,000	\$739			\$739.10	\$7,260.90	9.24%
FINES/ COPIER/ FAX	\$2,400	\$719			\$718.54	\$1,681.46	29.94%
INTEREST	\$3,600	\$1,504	\$245.89	\$63.12	\$1,813.29	\$1,786.71	50.37%
GIFTS	\$4,000	\$485		\$41.77	\$527.16	\$3,472.84	13.18%
ANNUAL DRIVE	\$16,000	\$3,342			\$3,342.30	\$12,657.70	20.89%
MISCELLANEOUS	\$300	\$48			\$48.14	\$251.86	16.05%
GRANT FUNDS	\$500	\$275		\$5,000.00	\$5,275.00	-\$4,775.00	1055.00%
TOTAL REVENUE	\$123,016	\$87,332	\$245.89	\$5,104.89	\$92,682.53	\$30,333.47	75.34%

**YOUNGSTOWN FREE LIBRARY
PROFIT AND LOSS STATEMENT
as at May 31st, 2020**

<u>EXPENDITURE</u>	Budget for 2020	Actuals - 1st Qtr	04/01/2020 - 04/30/2020	Actuals 05/01/2020 - 05/31/2020	Totals Year to Date	Remaining in Budget	% of Budget
PERSONNEL							May = 42%
SALARIES (GROSS) - Active	\$82,600	\$20,990	\$3,644.76	\$3,644.76	\$28,279.44	\$48,987.96	34.24%
SALARIES (GROSS) - COVID-19		\$390	\$2,482.04	\$2,461.01	\$5,332.60		
HEALTH BENEFIT	\$4,000	\$1,077	\$307.70	\$307.70	\$1,692.35	\$2,307.65	42.31%
SOCIAL SECURITY & MEDICARE	\$6,625	\$1,718	\$492.24	\$490.65	\$2,700.80	\$3,924.20	40.77%
CONTINUING EDUCATION & NETWORKING	\$500	\$0			\$0.00	\$500.00	0.00%
NEW YORK STATE DISABILITY & WORKER'S COMPENSATION	\$500	\$217	\$14.89	\$14.76	\$247.02	\$252.98	49.40%
SALARIES (CHRISTMAS BONUS)	\$200	\$0			\$0.00	\$200.00	0.00%
TOTAL PERSONNEL	\$94,925	\$24,392	\$6,941.63	\$6,918.88	\$38,252.21	\$56,672.79	40.30%
LIBRARY MATERIALS							
AUDIO VISUAL MATERIALS	\$5,570	\$602	\$0.00	\$195.15	\$796.90	\$4,773.10	14.31%
BOOKS	\$8,500	\$3,976	\$46.17	\$36.40	\$4,058.52	\$4,441.48	47.75%
COMPUTER SOFTWARE	\$200	\$144	\$68.23		\$212.19	-\$12.19	106.10%
SUBSCRIPTIONS & LIBRARY	\$4,000	\$3,602	\$0.00		\$3,601.74	\$398.26	90.04%
BOOK PROCESSING &	\$1,680	\$439	\$44.18		\$483.03	\$1,196.97	28.75%
PROGRAMMING	\$1,800	\$1,043	\$138.47	\$180.00	\$1,361.03	\$438.97	75.61%
PUBLICITY & PROMOTION	\$600	\$30	\$0.00		\$30.00	\$570.00	5.00%
COPIER LEASE & USAGE	\$1,200	\$100	\$0.00		\$100.31	\$1,099.69	8.36%
POSTAGE	\$280	\$218	\$19.00	\$19.00	\$256.45	\$23.55	91.59%
INTERNET/PHONE	\$560	\$400	\$134.11	\$167.50	\$701.16	-\$141.16	125.21%
TOTAL LIBRARY MATERIALS	\$24,390	\$10,553	\$450.16	\$598.05	\$11,601.33	\$12,788.67	47.57%

**YOUNGSTOWN FREE LIBRARY
PROFIT AND LOSS STATEMENT
as at May 31st, 2020**

OPERATING EXPENDITURE	Budget for 2020	Actuals - 1st Qtr	04/01/2020 - 04/30/2020	Actuals 05/01/2020 - 05/31/2020	Totals Year to Date	Remaining in Budget	% of Budget
ALMS FEE	\$9,060	\$2,265	\$755.00	\$755.00	\$3,775.00	\$5,285.00	41.67%
OFFICE SUPPLIES	\$1,600	\$667	\$228.98	\$17.99	\$914.22	\$685.78	57.14%
OFFICE SUPPLIES / HOUSEKEEPING - COVID-19	\$0			\$532.26			
HOUSEKEEPING	\$400	\$47			\$46.50	\$353.50	11.63%
INSURANCE	\$7,000	\$0	\$282.20		\$282.20	\$6,717.80	4.03%
RENT	\$1	\$0			\$0.00	\$1.00	0.00%
(SPACE)	\$1,500	\$1,412			\$1,411.78	\$88.22	94.12%
COPIER LEASE & USAGE	\$1,200	\$398	\$128.11	\$128.11	\$654.47	\$545.53	54.54%
POSTAGE	\$280	\$0	\$4.65	\$0.00	\$4.65	\$275.35	1.66%
INTERNET/PHONE	\$560	-\$540	\$0.00	\$0.00	-\$540.00	\$1,100.00	-96.43%
TOTAL OPERATING	\$21,601	\$4,249	\$1,398.94	\$1,433.36	\$6,548.82	\$15,052.18	30.32%
CAPITAL EXPENDITURE							
TECHNOLOGY	\$1,250	\$1,250	\$0.00	\$0.00	\$1,250.00	\$0.00	100.00%
OTHER - SPACE etc	\$0	\$0			\$0.00	\$0.00	
TOTAL CAPITAL EXPENDITURES	\$1,250	\$1,250	\$0.00	\$0.00	\$1,250.00	\$0.00	100.00%

**YOUNGSTOWN FREE LIBRARY
PROFIT AND LOSS STATEMENT
as at May 31st, 2020**

	Budget for 2020		04/01/2020 - 04/30/2020	Actuals 05/01/2020 - 05/31/2020	Totals Year to Date	Remaining in Budget	% of Budget
MISCELLANEOUS							
ACCOUNTING & PAYROLL SERVICES: (Total of 6 line-items below)	\$3,632.00	\$764.00	\$249.00	\$249.00	\$1,262.00	\$2,370.00	34.75%
1. MONTHLY BOOK- KEEPING & ACCOUNTING	\$2,580	\$645	\$215.00	\$215.00	\$1,075.00	\$1,505.00	41.67%
INCL FED & STATE TAX PAYMENTS	\$260	\$68	\$34.00	\$34.00	\$136.00	\$124.00	52.31%
3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$300	\$51			\$51.00	\$249.00	17.00%
4. 990 PREPARATION & DEPRECIATION	\$400	\$0			\$0.00	\$400.00	0.00%
5. W-2 PREPARATION	\$50	\$0			\$0.00	\$50.00	0.00%
6. 1099 PREPARATION	\$42	\$0			\$0.00	\$42.00	0.00%
INVESTMENT & ADVISORY FEES	\$0	\$0			\$0.00	\$0.00	
PROFESSIONAL SERVICES - AUDIT etc	\$200	\$0			\$0.00	\$200.00	0.00%
PROFESSIONAL SERVICES - LEGAL etc	\$500	\$0			\$0.00	\$500.00	0.00%
BANK FEES & CHARGES	\$10	\$3			\$2.99	\$7.01	29.90%
MISC - OTHER		\$0			\$0.00	\$0.00	
TOTAL MISCELLANEOUS	\$4,342	\$767	\$249.00	\$249.00	\$1,264.99	\$3,077.01	29.13%
TOTAL OPERATING EXPENDITURE	\$146,508	\$41,211	\$9,039.73	\$9,199.29	\$58,917.35	\$87,590.65	40.21%
Net Income (Loss)	-\$23,492	\$46,121	-\$8,793.84	-\$4,094.40	\$33,765.18	-\$57,257.18	

**YOUNGSTOWN FREE LIBRARY
BALANCE SHEET
As at: May 31st, 2020**

ASSETS (Current)

Petty Cash	\$100.00
Key Bank Checking	\$17,926.02
PPP Funds	\$11,581.53
Morgan Stanley - 178- Acct	\$282,747.09
Morgan Stanley (Scholarship)	\$2,567.50

TOTAL ASSETS	\$314,922.14
---------------------	---------------------

FUND BALANCES

Unrestricted

General (Operating)	\$66,129.20
Long Term Plan	\$89,200.00
Gifts /Grants	
Ortt Bullet Funds (2019)	\$5,000.00
CARES Act Stimulus Grant (2020)	\$5,000.00
Lions Club	\$250.00
Anonymous	\$150.00
NYS Family Literacy Grant	\$117.44
Total Unrestricted Funds	\$165,846.64

Restricted

Operating Reserve	\$146,508.00	<i><----- Reset to Operating</i>
Scholarship (Ruby Carey)	\$2,567.50	<i>Expenditure Budget for New Year</i>
Gifts (with restrictions for use)	\$0.00	
Gifts/Grants (Children's Room)	\$10,000.00	
Total Restricted Fund Balance	\$149,075.50	

TOTAL FUND BALANCES	\$314,922.14
----------------------------	---------------------

Youngstown Free Library
Balance Sheet
 As of May 31, 2020

	May 31, 20	Apr 30, 20
ASSETS		
Current Assets		
Checking/Savings		
Key Bank (First Niagara)		
PPP Funds	11,581.53	0.00
Key Bank (First Niagara) - Other	17,926.02	15,370.66
Total Key Bank (First Niagara)	29,507.55	15,370.66
Petty Cash	100.00	100.00
Total Checking/Savings	29,607.55	15,470.66
Other Current Assets		
Morgan Stanley		
Morgan Stanley	282,747.09	282,036.47
Ruby Carey	2,567.50	2,565.71
Total Morgan Stanley	285,314.59	284,602.18
Total Other Current Assets	285,314.59	284,602.18
Total Current Assets	314,922.14	300,072.84
Fixed Assets		
Equipment	20,837.19	20,837.19
Leasehold Improvements	61,625.99	61,625.99
Total Fixed Assets	82,463.18	82,463.18
Other Assets		
Accum. Depr. - Equipment	-17,984.00	-17,984.00
Accum. Depr. - Leasehold Improv	-33,412.00	-33,412.00
Total Other Assets	-51,396.00	-51,396.00
TOTAL ASSETS	345,989.32	331,140.02
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	1,105.52	861.82
Total Accounts Payable	1,105.52	861.82
Other Current Liabilities		
PPP Loan	17,995.00	0.00
Payroll Liabilities		
Disability	376.70	347.80
Federal Withholding	444.00	432.00
FICA	981.30	984.48
FUTA	29.64	14.88
State Withholding	214.96	211.73
Total Payroll Liabilities	2,046.60	1,990.89
Sales Tax Payable	1.64	1.64
Total Other Current Liabilities	20,043.24	1,992.53
Total Current Liabilities	21,148.76	2,854.35
Total Liabilities	21,148.76	2,854.35
Equity		
Retained Earnings	289,203.39	289,203.39
Net Income	35,637.17	39,082.28
Total Equity	Text 324,840.56	328,285.67

1:10 PM
06/10/20
Accrual Basis

Youngstown Free Library
Balance Sheet
As of May 31, 2020

	<u>May 31, 20</u>	<u>Apr 30, 20</u>
TOTAL LIABILITIES & EQUITY	<u><u>345,989.32</u></u>	<u><u>331,140.02</u></u>