

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Regular meeting

Zoom Format

Date: November 23, 2020 Time: 7:00 pm

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

Absent: Kevin Cassick, Barb Costello, Mary Wieland

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

Comments from the public: None

Minutes: The minutes of the October 26, 2020 meeting were presented for approval.

- A motion by Paul Inskeep and seconded by Sean Scarisbrick was made to accept the minutes as presented.

- The minutes were accepted as presented.

President's Remarks:

- The President thanked Karran Swayze, Recording Secretary, for putting together the minutes of our meetings.
- Several members of the Board attended the Village Board meeting Thursday, November 12, 2020 on Zoom in support of our request to open browsing hours with proper safety procedures. Mary Ellen Aureli, a former Board member, spoke in favor of moving the entrance to the Lockport Street door. This entrance was last used when the elevator was being installed. Sean thanked her for her support at the village meeting. The Mayor basically said no to our request. He did suggest we allow more people during an appointment time to come into the building for browsing. But when only 1 staff person is on duty, this would be unworkable. Following the Fall Book Sale and this meeting, the Board believes that the community is aware of where we are in the process of reopening fully. With the expectations that a resurgence of covid-19 will follow the holidays, we will continue with our current safety procedures.
- Pandemic safety procedures, mask wearing, socially distancing, and hand sanitizers are probably not part of the curriculum in even advanced library courses. The Board would like to acknowledge Sonora Miller, our Director, for going and doing above and beyond expectations with a basket of apples and a cash token of our appreciation.

Director's Report:

- The Director's Report for November is in the DropBox.
 - The Director and staff continue to answer emails and phone calls
 - The curbside pickup station will be moved inside the building as the weather is getting colder. This is in compliance with our previously accepted safety procedure plan presented to the village.
 - Several home deliveries have been made by Sonora.
 - We have received partial payment from the state of \$10,067. This represents 90% of the grant total.
 - Sonora will use part of a Humanities of New York Fund grant to buy 4 SAD (Seasonally Affected Disorder) special lights which would be available for loan. Each light is \$55.

- Sonora will offer a program for parents and grandparents, who will be unable to visit for the holidays, to read a story. This will either be uploaded to a link or placed on a DVD for \$5 each.
- A motion was made by Sean Scarisbrick and seconded by Karran Swayze to accept the latest NYS Safety Plan as presented by the Director.
- The motion passed.

Treasurer's Report:

- The monthly report is in the DropBox.
- Maggie reported that our expenses are in line with our budget. We hope to break even this year; even though we started with a projected deficit of -\$23,000.
- We received the check from the village of Youngstown for \$1,000. The Friends paid Stephan Associates bill that was submitted.
- Treasurer's Report was filed.

Correspondence:

- None available

Old Business:

- **Renovation Project:**
 - Paul Inskeep reported that the overall plan is ongoing. Review of the planning so far:
 - ✓ Gave Lynn Stephan the go ahead to solicit contractors, hopefully with one local
 - ✓ There have been 5 who have expressed an interest—Paul will take them on a walk through of the physical setting either December 7-9 or December 11. Written proposals are due December 23, 2020.
- **Insurance:**
 - Paul reports that there is a question regarding our Library paying for a secondary location in Callicoon, in Sullivan County by the Delaware River. Both John Long, our representative and Laurie at the Maine office of our old insurance carrier have been contacted. Hopefully a refund will be forthcoming.
- **Annual Fund Drive:**
 - Maggie reported that we have received \$23,000 in donations so far this year.
- **Capital Campaign:**
 - Sean would like us to getting going on this. While it has been on the back burner along with the Foundation, we need to bet going on this. Keep these factors in mind when thinking about new Board members and their skills in these areas.

New Business:

- Maggie would like to publish the photo of Megan sitting all huddled inside her blanket and hat and muffler and gloves while attending to the curbside pickup table in the COLD outside.
- The next Friends' Newsletter will be ready to go by the second week in December. All materials need to be in to Colleen Summervill by November 30, 2020.
- Jerome Andres will not seek another term on the Board. His schedule makes this impossible and unfair to the Board and the work for the Library. Mary Wieland's term is up at the end of 2020. She and Kevin Cassick need to let us know regarding continuing to serve on the Library Board. If any current members know of interested individuals, please let Sean know.

Personnel Committee:

- Devon Tower reported on the work of the committee which started in July and has been ongoing using the Zoom format. She has placed the final and updated policy on Dropbox and thanks the members for suggestions and questions for clarification.
- A motion was made by Sean Scarisbrick and seconded by Karran Swayze to accept the updated Personnel Policy as presented by the Committee.
- The motion passed.
- Sean expressed great thanks to Devon and the members of the Personnel Committee for their work in reviewing and updating the Policy.
- A motion was made by Maggie Steyn and seconded by Karran Swayze to move into Executive Session to consider staff pay for 2021.
- The motion passed.

Sean Scarisbrick will replace Sonora Miller as host of the zoom format for this part of the meeting. The meeting will no longer be recorded and Sonora is in the waiting room during this part of the meeting.

- Maggie and Sonora had a meeting during the week of November 16th to discuss staff pay for 2021. The New York State Minimum Wage Law was reviewed. Maggie mentioned that the base pay is rising from \$11.80 to \$12.50 an hour. To keep the remaining staff on scale, their pay would rise from \$12.75 to \$13.50 an hour. The Library received a gift from a patron who expressed a wish that it be evenly divided between the staff and added to our \$40 annual and already budgeted yearend bonus. This would make the bonus \$100 for each staff. Also, the Director's salary was discussed. In the past 3 years, the Director has averaged 2.25% pay increase as she has expanded programs on behalf of the Library. This year covid-19 has added additional stress on the Library and the services it offers to our patrons.
- Following the discussion, a motion was made by Maggie Steyn and seconded by Karran Swayze to end the Executive Session and to resume the regular meeting.
- The motion passed.
- Sonora returned as cohost.
- A motion was made by Sean Scarisbrick and seconded by Paul Inskip that \$100 per staff be paid as a bonus in the December 4th pay period.
- The motion passed.
- A motion was made by Paul Inskip and seconded by Sean Scarisbrick to raise the hourly wage of our library page to \$12.50 an hour and to raise the hourly wage of the library clerks to \$13.50 an hour.
- The motion passed.
- A motion was made by Maggie Steyn and seconded by Paul Inskip to raise the Director's annual salary for 2021 by 2.5% or an increase of \$1100 for the year 2021.
- The motion passed.

- A motion was made by Karran Swayze and seconded by Paul Inskeep to raise the annual bonus paid to our staff in December to \$50 for 2021.
- The motion passed.
- A motion was made by Maggie Steyn and seconded by Karran Swayze that the budget for 2021 will include \$85,798 in staff salary.
- The motion was passed.

Budget for 2021

- Maggie has posted the 2021 Budget in the DropBox and on the website.
 - Some points of concern:
 - the decrease of \$15,000 from the Town of Porter
 - the PPP of \$17,995 from the Cares Act shows as income for now but will change when it is forgiven by the Federal Government
 - Change in the way we pay for Hoopla—no longer as part of Nioga but as separate expense
 - Anticipate a deficit of \$30,000 for 2021
- A motion was made by Sean Scarisbrick and seconded by Paul Inskeep to accept the Budget for 2021 as presented.
- The motion was passed.

Kudos to Maggie for a job well done.

Paul suggested that we need to start planning, once we have a price for the Renovation Project, to go to the community for help both with volunteers to work on various committees and also to make donations for the work. Lynn Stephan will make herself available to make a presentation to the public about the scope of the plan. Paul expressed the need for a Chair and an active committee to be formed to pull this off. He also said he will not Chair this committee, as he is busy with the project & grant.

- A motion was made by Sean Scarisbrick and seconded by Maggie Steyn to adjourn the meeting.
- The motion passed.
- The meeting was adjourned by Sean Scarisbrick at 8:30 pm.
- UPCOMING EVENTS:

There is no scheduled meeting for December.

The Annual Association of the Youngstown Free Library will be held January 25, 2021 beginning at 6:30pm. Sonora will send out Zoom information.

The next meeting of the Youngstown Free Library Board of Trustees will be Monday, January 25, 2021 at 7pm. Sonora will send out an email and post it to the Library's Facebook page with the Zoom information..

Respectfully submitted,
 Karran Swayze
 Recording Secretary



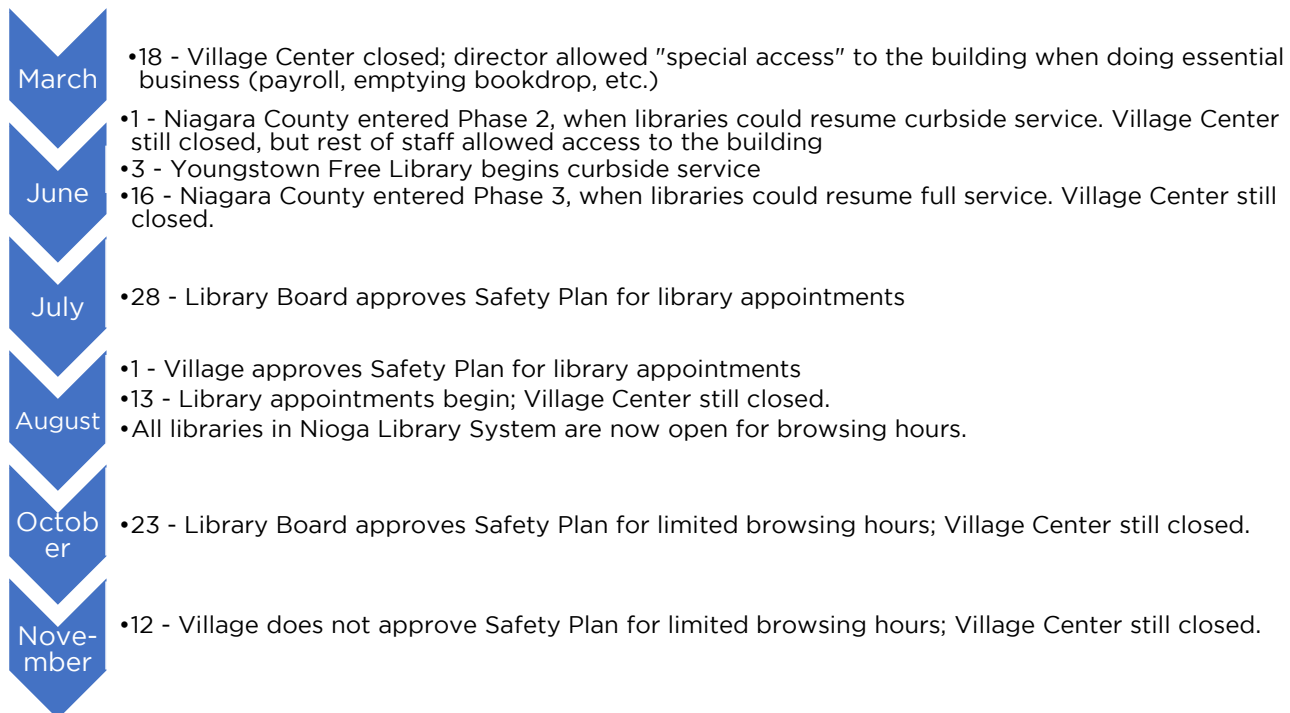
Youngstown Free Library

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

Director's Report

November 2020

TIMELINE OF THE LIBRARY'S COMMUNICATION WITH VILLAGE



WHAT SERVICES ARE OFFERED BY THE LIBRARY?

- **Phone and email service**
 - Available Mondays, Wednesdays, and Thursdays 1:30 – 8:30; Tuesdays 9:30-8:30
- **Library checkouts**
 - Curbside pick-up available Mondays – Thursdays 4-6 PM
 - 1,035 total pick-ups using the curbside service
 - Home delivery available for those quarantining or homebound
 - Available by contacting the Library at 745-3555
 - 9,102 items checked out from March to end of October
- **Visit by appointment**
 - www.picktime.com/youngstownfreelibrary
 - Visits begin with an informational overview and signing of patron agreement
- **Free wifi in the parking lot 24/7**
 - Wi-fi extender purchased in mid-March to strengthen signal through the building's walls to reach the entire parking lot
 - No password required



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- **Library programs online and in person**

- Afternoon Book Club
 - October and November meetings held in person at the Lewiston Senior Center
 - contingency plan in place to meet via Zoom
- Evening Book Club
 - October and November meetings held via Zoom
- Monthly Meditation Group
 - has met online since May
 - register online at <https://app.namastream.com/#/embody-health-and-wellness-1/products/all>
- Friends of the Library Meetings
 - has met online since the pandemic started
- Library Board of Trustees Meetings
 - has met online since the pandemic started

FUNDRAISING AND GRANTS

The Youngstown Free Library has received the NYS Construction Grant to cover 75% of the cost of the three air conditioning units installed in summer 2019. This grant awarded \$11,175 to us, and a check for 90% of the grant was recently received. After submission of all required paperwork and photos, the remaining 10% of the grant will be given to us.

PROGRAMS

This summer, the Library received a grant from Humanities NY to fund programs and pandemic response. Part of my grant plan included a passive program to loan out full-spectrum therapy lights to our patrons. I am planning to purchase four light boxes to start, and I have discussed the program with Samantha Gust, librarian at Niagara University who started a similar program there several years ago. These lights will be purchased before the end of the budget year.

In the coming weeks, I would like to add a new offering for patrons separated from family members. I plan to offer appointments during which patrons will be recorded reading a chapter or a children's book aloud. This video will be shared with them, and they can share it with family members whom they cannot see for the holidays.

PUBLICITY UPDATES

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

Facebook: 956 followers: <https://www.facebook.com/youngstownfreelibrary/>

Twitter: 54 followers: <https://twitter.com/ytownlibrary>

Instagram: 415 followers: <https://www.instagram.com/youngstownfreelibrary>

STAFF



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All staff members have completed their annual sexual harassment training courses. This training is mandated by New York State. We currently use the Village of Youngstown's training module, which they have graciously shared with the Library for the past two years.

TECHNOLOGY

This fall, we started seeing regular problems with staff computers connecting to the Internet. After a lengthy phone call with Justin (Nioga IT), he diagnosed the problem as a faulty switch. Our Internet switch was ten years old, and it appeared that it was reassigning computers to non-existent IP addresses.

I replaced the 16-port switch and we are no longer experiencing problems. Thank goodness for phone IT assistance!

WHAT HAPPENS NEXT?

At this point, we are simply unable to add additional services until the Village opens the building. We cannot add browsing hours, which would require the front door to be unlocked, until the Village opens the building. We cannot move board meetings back into the Programming Room, which would require the front door to be unlocked and the 2nd floor made accessible, until the Village opens the building.

I'm planning for our next stage to include limited browsing hours, but with our main focus remaining on library appointments and curbside pick-up. Browsing hours would not require an appointment, but they would be capped at 10 people in the library at once.

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 browsing hours plan.

Respectfully submitted,

Sonora R. Miller
Library Director



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)?

See attached document.

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 and 5 face shields for our 5 employees and for patrons who do not arrive at the Library with their own. 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 300 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. 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 an employee or patron 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 and patron area in the library 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 and patrons who have visited 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.



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Managing engagement with patrons and staff

Updated November 23, 2020

Returning library materials:

All returned library materials will be put in the outdoor book drop so that social distancing is maintained.

Curbside pick-up:

All curbside pick-up engagement with patrons will occur outdoors in a designated area outside the Library 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 patrons and staff.

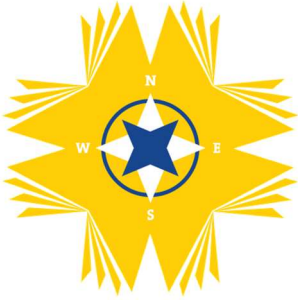
Library by appointment:

All engagement with patrons will be highly controlled during library appointments. Reserved visits will be available for one patron or a single family to visit the Library for a 30-minute browsing or computer appointment. Appointments will be spaced one hour apart to separate patrons' entrances and exits. Appointments are not available during curbside pick-up to eliminate staff and patrons sharing the stairs and the lobby.

Before entering the Library, patrons will be required to complete and sign a Patron Agreement for Pandemic Visits form. If the form indicates that it would be unsafe for the patron to visit the Library (due to symptoms, exposure to COVID-19, or COVID-19 hotspot states with quarantine times), patrons will not be able to visit the Library that day.

If the form indicates that patrons are not prepared to wear their mask or face shield or abide by other health requirements, patrons will not be able to visit the Library that day. Masks or face shields and hand sanitizer will be required for all patrons and staff at all times. Patrons must don their mask or face shield before entering the Library and must wear their mask or face shield for the entire duration of their visit.

Acrylic shields will separate and shield patrons and staff at the Front Desk and at the Director's Desk. Beyond the desks, social distancing will be required between patrons and staff members.



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Pandemic Protections & Responsibilities for Patrons Updated November 23, 2020

When you are waiting for your Library appointment outside the Library walls:

- Do you feel well? If you do not, please cancel your appointment. We will be happy to deliver books to you in another way. Contact the Director at 745-3555 or smiller@nioga.org.
- Sign and date the Patron Agreement for Pandemic Visits.
- Put on your mask or face shield. Every member of the family (except those under 2) must wear a mask or face shield to enter the Library.
- Are you not able to tolerate a mask or face shield? We will be happy to deliver books to you in another way. Contact the Director at 745-3555 or smiller@nioga.org.

When you arrive for your visit:

- You must use hand sanitizer upon entering the Library.
- You cannot access the rest of the Village Center building. This is a decision made by the Youngstown Village Board.

Throughout your visit:

- You must wear a mask or face shield covering your nose and mouth at ALL TIMES during your visit. If you or your family members do not, you will be asked to leave the Library and you will not be able to book another appointment.
- Disinfecting stations are available in every room of the Library. As you move through the Library, please be aware of the surfaces that you touch with bare skin. We encourage you to carry a disinfecting wipe to wipe down surfaces (shelves, tables, door handles, computer areas, bathroom area, and books) that you or other family members touch during your visit.
- If you or other family members touch books that you end up not checking out, please place them into the empty book bins that are available in every room of the Library. Staff will sanitize these items before they are reshelved.

Before you leave the Library:

- Staff will give you the choice of having your library materials disinfected when they are checked out to you.

Beyond your visit:

- If you feel ill, please seek testing. Testing site locations are available at <https://coronavirus.health.ny.gov/find-test-site-near-you>
- If you test positive, please mention your Youngstown Free Library visit to the contact tracer. That way the contact tracer can follow through with us for staff safety and still maintain your privacy.



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Patron Agreement for Pandemic Visits

If you are not able to complete this agreement for any reason, rest assured that the Library is still here to serve you! We are dedicated to offering reasonable accommodations to patrons that do not involve entering the Library building. We will continue to offer curbside pick-up during the length of the pandemic. To learn more about our reasonable accommodations, please contact the Library Director at 745-3555 or smiller@nioga.org

1. In the past 14 days, mark which symptoms you (or any children/teens under 18 who are visiting the Library with you) have had:

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Cough | <input type="checkbox"/> Muscle pain | <input type="checkbox"/> Vomiting | <input type="checkbox"/> New confusion |
| <input type="checkbox"/> Shortness of breath | <input type="checkbox"/> Sore throat | <input type="checkbox"/> Diarrhea | <input type="checkbox"/> Inability to stay awake |
| <input type="checkbox"/> Fever | <input type="checkbox"/> New loss of taste or smell | <input type="checkbox"/> Persistent pain/pressure in the chest | <input type="checkbox"/> Bluish lips or face |
| <input type="checkbox"/> Chills | <input type="checkbox"/> Nausea | | |

2. Have you (or any children/teens under 18 who are visiting the Library with you) had a positive COVID-19 test in the past 14 days?

- Yes No

3. Have you (or any children/teens under 18 who are visiting the Library with you) had close contact with a confirmed or suspected COVID-19 case in the past 14 days?

- Yes No

Please initial to show that you agree to the following items.

_____ I agree to wear a face mask or face shield properly (covering both the nose and mouth) during the entirety of my visit to the Library. I will wear it from the time I enter the Village Center building until I am escorted out the Village Center building. If I am visiting with children or teens under 18, I agree to be responsible for their mask wearing adherence (children under 2 are exempt). I understand that everyone in our group/family will be asked to leave if someone removes their mask or wears it improperly inside the Village Center building.

_____ I agree to apply hand sanitizer to my hands upon entering the building. If I am visiting with children or teens under 18, I agree to be responsible for their hand sanitizer use upon entering the building.

_____ I understand that the Village Center building is closed to the public, save for the Library. I will not access the rest of the Village Center building, nor will I allow children and teens under 18 with me to access the rest of the Village Center building.

Date: _____

Printed Name: _____

Signature: _____



Youngstown Free Library

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

Pandemic Protections & Responsibilities for Library Staff Updated November 23, 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.
- Between patron appointments, disinfect areas that the patrons have occupied that you suspect or know were not cleaned by the patron. Shelves, tables, computer areas, and the bathroom are examples of spaces that may require disinfecting.



Youngstown Free Library

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- Between every patron appointment, collect and empty book bins. If time allows, sanitize items and put them on reshelving carts. If time does not allow, shelve items on the quarantine book cart to begin their 3-day quarantine.

Before you leave your shift:

- 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>



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“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.”

1. In the past 14 days, please mark all COVID-19 symptoms you have had:

- | | | |
|--|---|---|
| <input type="checkbox"/> Cough | <input type="checkbox"/> Sore throat | <input type="checkbox"/> Persistent pain or pressure in the chest |
| <input type="checkbox"/> Shortness of breath or difficulty breathing | <input type="checkbox"/> New loss of taste or smell | <input type="checkbox"/> New confusion |
| <input type="checkbox"/> Fever | <input type="checkbox"/> Nausea | <input type="checkbox"/> Inability to wake or stay awake |
| <input type="checkbox"/> Chills | <input type="checkbox"/> Vomiting | <input type="checkbox"/> Bluish lips or face |
| <input type="checkbox"/> Muscle pain | <input type="checkbox"/> Diarrhea | |

2. Have you had a positive COVID-19 test in the past 14 days?

- Yes
 No

3. Have you had close contact with a confirmed or suspected COVID-19 case in the past 14 days?

- Yes
 No

4. What is your temperature today?

Date:

Printed Name:

Signature:

Please put completed sheet into the Health Screening binder in the office. Thank you.



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Library Material Handling Processes

Updated 11-23-20

Gloves are recommended but not required whenever touching library materials that have not been in quarantine for three days. When that task is completed, staff **MUST** remove and dispose of the gloves and wash their hands immediately. If no gloves are used, staff **MUST** wash their hands immediately after completing that task.

Book Drop

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

- Donning mask and gloves, staff will empty the book drop and check in all items as fine-free discharge. Staff **may** wear gloves for this task.
- Staff will place all items on a book cart, date the book cart, and park it in the Magazine Room. Staff will cover the book cart with a plastic bag.
- Staff will wipe down Front Desk area with a disinfecting wipe after checking in these books. Staff **must** remove gloves and wash hands immediately, or if no gloves are used, **must** wash hands immediately.
- Staff will retrieve the book cart dated 3 days prior and take to the Front Desk.
- Staff will wipe down each book with a disinfecting wipe and immediately check in item a second time, then set out to air dry. Staff must wash hands.
- ONLY** after these steps (check-in, 3-day resting period, disinfecting wipe, 2nd check-in) are completed, staff will put the library materials on the blue book cart for reshelving.

Nioga (Inter-Library Book Loan) Deliveries

- Staff will take all delivery bags to the Magazine Room, date them, and cover them with the plastic bags.
- Staff will retrieve the bags dated 3 days prior and take to the Front Desk.
- Staff will wipe down each book with a disinfecting wipe and immediately check in item, then set out to air dry. Wash hands.
- Staff can then process holds normally.

Curbside Pick-Up



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Patrons will be able to email, call ahead, or go online 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.

- Staff will prepare patrons' pick-up bags using a brown grocery bag for each person or family. Staff will sanitize each item before checking it out and placing it in the bag. Staff will put receipt in bag.
- Staff will 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.

Library Appointments

Book cleaning after handling is a shared responsibility between patrons and staff. Since only one patron or family will be allowed in the Library per appointment, it is essential that all materials handled be cleaned or put into quarantine before the next appointment begins.

- Cleaning and sanitizing stations are available in every room in the Library. Patrons are encouraged to take a disinfecting wipe with them while they browse to clean library materials that they have touched.
- An empty bin will be available in every room in the Library. Patrons who choose not to disinfect books that they have touched will need to put every book they touch into the bins to be sanitized or quarantined by staff.
- Patrons will have the option of having their books sanitized for them by staff at check-out.

EMERGENCY MANAGEMENT

3.5 Disinfecting Books and Other Collections

Last updated: November 19, 2020

This leaflet addresses general questions about disinfecting books and other cultural heritage collections. NEDCC has added a section to the beginning that addresses specific concerns about COVID-19.

COVID-19 CONCERNS

The advice in this section is based on the current research available from the cultural heritage, medical, and scientific communities regarding COVID-19; as their understanding of the virus evolves, NEDCC's advice for the cultural heritage community will, too. Each organization will need to exercise caution in accordance with its risk tolerance, its understanding of the available research, and guidance from local, state, tribal, and federal officials.

Human Health and Safety

The World Health Organization has stated that the SARS-CoV-2 virus is transmitted through direct, indirect (e.g. through contaminated objects or surfaces), or close contact with infected persons.ⁱ

The best way to protect staff and visitors at cultural heritage institutions from the virus is to follow CDC guidelines on "How to Protect Yourself and Others," specifically: wash your hands often, avoid close contact, and cover your nose and mouth with a mask when around others.ⁱⁱ Note that for collection safety, hand washing with soap and water is preferred over using hand sanitizer because the former removes dirt and oils and the latter does not. Dirt and oils can transfer to collections and stain or damage them.

Quarantine

To address concerns about possible transfer of the SARS-CoV-2 virus via collections materials, the Northeast Document Conservation Center (NEDCC)

recommends quarantining items after handling by staff and visitors; disinfection by other means is not recommended. (See the section below for more information about disinfection.) 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. It is not advisable to tightly seal the bags because this can create potentially-damaging microclimates. The CDC has provided additional guidelines for workers who handle and deliver mail and parcels,ⁱⁱⁱ and cultural heritage institutions may find these guidelines applicable to their operations.

In particular, NEDCC recommends that cultural heritage organizations consult the website of the REOpening Archives, Libraries, and Museums (REALM) project, which is conducting scientific research on collection-specific materials:

<https://www.webjunction.org/explore-topics/COVID-19-research-project.html>. **It is incumbent on each**

organization to understand how its collection materials are used and handled and to review research results for data that can guide its decisions about quarantine. REALM's sortable table of lab testing results is particularly useful for evaluating risk.^{iv}

The length of the quarantine periods should be based on scientific studies that test the attenuation of the SARS-CoV-2 virus on collection-specific materials, such as paperback books, and on studies that test general material types such as plastic and cardboard. For specific material types, quarantine periods of different lengths may ultimately be found to be appropriate. Research results do not yet agree on the timeframes; however, the SARS-CoV-2 virus appears to lose its viability more quickly on cardboard surfaces^v than on plastic surfaces (e.g. books covered in polyester, Mylar, or other plastics, as well as plastic-based materials such as CD's and DVD's).^{vi, vii}

Because some studies testing SARS-CoV-2 on general

material types, such as plastic and stainless steel, have found that up to 7 days is required for attenuation—and because of the small number of studies overall—some institutions may opt for a 7-day quarantine, which NEDCC recommended in an earlier version of this publication. Note that the REALM Project’s Round 4 tests document that **stacking collection materials can prolong the survivability of the SARS-CoV-2 virus.**^{viii} For example, REALM Round 1 and Round 4 tests show attenuation of the virus after 3 days on a single paperback book cover but found the virus was still present after 6 days when the book was placed in a stack.^{ix}

Information about quarantine decisions in libraries around the world is available from the REALM Project^x and the International Federation of Library Associations and Institutions (IFLA).^{xi}

DISINFECTING COLLECTIONS

Do not attempt to disinfect archival materials, museum objects, or other valuable collections unless under the guidance of a conservator. Instead of disinfection, NEDCC recommends quarantining collection items as the most effective way to disinfect them after handling by staff and patrons. Quarantine requires no special training to implement, is not expensive, and does not risk damaging collections.

Not Recommended: Cleaning and Disinfecting Products

Liquid disinfectants and powdered cleaners can damage cultural heritage collections if they come in contact with them and are therefore **not recommended** for disinfecting collections. Liquid disinfectants can cause moisture damage, discoloration, and staining. Chemicals in these products can react over time with the components of media materials and objects (e.g. plastics, metals, paints, and dyes) and can cause paper-based materials to become weak and/or brittle as they age. Powdered cleaners are too abrasive in general to be used directly on cultural heritage collections.

Not Recommended: Fogging

The use of fogging disinfectants of any kind in spaces with collections is **not recommended**. Fogging is ineffective because the chemical fog has no impact on contaminants between stacked or shelved materials, inside an archive box or folder, or in between book

and magazine pages. Additionally, the chemical components of the fog can react with collection materials and cause damage and degradation over time.^{xii}

Not Recommended: Ultraviolet (UV) Radiation

Ultraviolet (UV) ray exposure as a means of sterilization is also **not recommended**. UV sterilization is effective only on surfaces that are directly exposed to UV radiation, so stacked materials or pages inside closed books will not be thoroughly sanitized. While potentially effective in the right application, UV exposure poses serious risks to human health, including cataracts and skin cancer.^{xiii} Additionally, UV light is known to cause irreversible light damage to collections materials, including fading, discoloration, embrittlement, and accelerated aging.^{xiv}

Not Recommended: Microwave Radiation

Placing materials in a microwave oven is **not recommended**. Circulating library books and other materials may contain metal pieces (e.g. RFID tags) that can smolder or catch fire when heated.

DISINFECTING FACILITIES

Disinfection is a strategy that may reduce the spread of disease in public spaces, and the CDC has a helpful guide on this subject for community facilities in general.^{xv} The guide includes information on disinfecting hard (non-porous) surfaces such as tables and doorknobs, soft (porous) surfaces such as carpet and drapes, electronics such as touch screens and computer keyboards, and textiles that go in the laundry such as clothing and linens.

Not Recommended: Fogging

The use of fogging disinfectants of any kind **in spaces with collections is not recommended**. See the previous section for more information about this recommendation.

Recommendations: Cleaning and Disinfecting Products

If cleaning and disinfecting solutions must be used in collections spaces, follow the EPA’s “6 Steps for Safe & Effective Disinfectant Use,”^{xvi} and **do not splash or touch collections materials with the cleaning solution**. See the previous section for more information about this recommendation.

A safe and effective cleaning solution can be made

quickly and easily by combining water and alcohol in a clean spray bottle. Fill 30% of the bottle with water and fill 70% of the bottle with ethanol (ethyl alcohol) or isopropyl alcohol. Note that the isopropyl alcohol sold at most pharmacies is typically diluted to 70% or 91%, and the 70% product can be used as-is for cleaning. A product with a percentage higher than 70% needs to be diluted with water. Concentrations of alcohol below 70% are not strong enough to be effective, and concentrations of alcohol above 80% will evaporate too quickly to be effective. For example:

- If using 70% Alcohol, then no dilution with water is required.
- If using 91% Alcohol, then combine 77ml alcohol with 23ml water to create a 70% solution.
- If using 100% Alcohol, then combine 70ml alcohol with 30ml water to create a 70% solution.

If using a commercial cleaning product, select one that has the fewest ingredients possible; that has no additives such as fragrances and dyes; and that requires the shortest contact time to be effective. The EPA's "List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)" provides contact times for a number of cleaning products.^{xvii}

COMMUNICATION

NEDCC advises collecting institutions to inform the public about their approaches to disinfecting collection materials and to ensuring staff and patron safety. When customers understand what institutions are doing to mitigate risk, they are less likely to attempt their own, damaging disinfection methods at home.

ADDITIONAL RESOURCES RELATED TO COVID-19

Department of Homeland Security. *Master Question List for COVID-19 (Caused by SARS-CoV-2)*. The most recently updated edition is available at: <https://www.dhs.gov/publication/st-master-question-list-covid-19>

REopening Archives, Libraries, and Museums (REALM) Project. "REALM: Frequently Asked Questions." <https://www.webjunction.org/news/webjunction/realm-faq.html>

REopening Archives, Libraries, and Museums (REALM) Project. "REALM presentation from Bexx Caswell-Olson of the Northeast Document Conservation Center" [19-minute video]. <https://youtu.be/Lf8o-WTks9A>

REopening Archives, Libraries, and Museums (REALM) Project. "Visual aid: How long the virus survives on commonly used library, archive, and museum materials." <https://www.oclc.org/content/dam/realm/documents/visual-aid.pdf>

ENDNOTES

ⁱ World Health Organization (WHO). "Q&A: How is COVID-19 transmitted?" July 9, 2020. <https://www.who.int/news-room/q-a-detail/q-a-how-is-covid-19-transmitted>

ⁱⁱ Centers for Disease Control and Prevention (CDC). "How to Protect Yourself & Others." <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

ⁱⁱⁱ 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>

^{iv} REopening Archives, Libraries, and Museums (REALM) Project. "Lab testing." <https://www.oclc.org/realm/research/lab-testing.html>

^v 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/10.1056/5247\(20\)30003-3](https://www.nejm.org/doi/pdf/10.1056/5247(20)30003-3)

^{vi} 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/10.1101/2020.05.07.20094805)

^{vii} 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>

^{viii} REopening Archives, Libraries, and Museums (REALM) Project. “REALM Project Test 4 Results Available.” <https://www.webjunction.org/news/webjunction/test4-results.html>

^{ix} REopening Archives, Libraries, and Museums (REALM) Project. “Resources.” Includes all test results. <https://www.webjunction.org/explore-topics/COVID-19-research-project/resources.html>

^x REopening Archives, Libraries, and Museums (REALM) Project. “Public Libraries Preparing to Reopen: Examples from the Field.” June 25, 2020. <https://www.webjunction.org/news/webjunction/preparing-to-reopen.html>

^{xi} International Federation of Library Associations and Institutions (IFLA). “COVID-19 and the Global Library Field: Staying safe at home and work: Handling materials.” <https://www.ifla.org/covid-19-and-libraries#handling>

^{xii} Canadian Conservation Institute. “Agent of Deterioration: Pollutants, Airborne.” <https://www.canada.ca/en/conservation-institute/services/agents-deterioration/pollutants.html#pollu2>

^{xiii} U.S. Food and Drug Administration (FDA). “UV Lights and Lamps: Ultraviolet-C Radiation, Disinfection, and Coronavirus.” <https://www.fda.gov/medical-devices/coronavirus-covid-19-and-medical-devices/uv-lights-and-lamps-ultraviolet-c-radiation-disinfection-and-coronavirus>

^{xiv} American Institute for Conservation. “AIC Wiki: Light.” http://www.conservation-wiki.com/wiki/Light#Light_Damage

^{xv} 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>

^{xvi} United States Environmental Protection Agency. “6 Steps for Safe & Effective Disinfectant Use” (infographic). PDF version at <https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf>

^{xvii} United States Environmental Protection Agency. “List N: Products with Emerging Viral Pathogens AND Human Coronavirus claims for use against SARS-CoV-2.” <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>.

OPERATING WITH RESTRICTIONS

NAICS: 519120

Industry: Libraries and Archives

OPERATING WITH RESTRICTIONS

Your business is located in **Niagara** county, which is in **Western New York** region. **Western New York** is in **Phase 4** of reopening.

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

Libraries that are operated by a local government or political subdivision are allowed to operate as business restrictions do not apply to government agencies or entities. Libraries that are operated by a not-for-profit or other non-governmental organization may perform curbside or “in-store” pickup once the region in which they are located reaches Phase 1 and may perform other “in-store” operations once the region in which they are located reaches Phases 2-4. Libraries and archives should follow the office-based work guidance for their employee activities, where appropriate.

In order to operate during the ongoing public health emergency, you must comply with all COVID-19 guidelines specific to your business activities and operations, as well as any additional applicable public health and safety guidance issued by New York State.

Please see below for COVID-19 guidance that may

Please see below for COVID-19 guidance that may apply to your business activities under this NAICS industry code. You must affirm each guidelines that apply to your business activities and operations.

In other words, if a guidance document applicable to your business includes a link to the New York Forward Business Affirmation Form, then your business must also submit this form to affirm that you have read and understood your obligation to operate in accordance with each set of applicable guidance.

In addition to reviewing and, as applicable, affirming guidance for your business, all businesses must also develop a business safety plan. You can find a link to a business safety plan template after you complete your affirmation.

In addition to any other restrictions that apply to your business, all businesses located in a COVID-19 Hot Spot Zone must also consult [this page](#) to determine whether any additional restrictions, including a potential 100 percent in-person workforce reduction, may be in effect.

[Essential & Phase II Retail Business Activities](#)

[Office-Based Work](#)

Thank you for using the New York Forward Business Reopening Lookup Wizard. For more information on the New York State Forward plan, visit forward.ny.gov.

Visit [Empire State Development's website](#) for frequently asked questions on how the New York Forward re-opening plan impacts businesses.



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
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Youngstown, NY 14174
Niagara County

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

YOUNGSTOWN FREE LIBRARY 2020	Budget for 2020	Actuals 10/01/2020 - 10/31/2020	Totals Year to Date	Remaining in Budget	% of Budget Rec'd
REVENUE					Oct = 83.33%
TOWN OF PORTER	\$80,219.00	\$0.00	\$80,219.00	\$0.00	100.00%
NIAGARA COUNTY	\$5,577.00	\$4,917.00	\$4,917.00	\$660.00	88.17%
YOUNGSTOWN VILLAGE	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	100.00%
LOCAL LIBRARY AID	\$1,420.00		\$0.00	\$1,420.00	0.00%
LEGISLATIVE INITIATIVE	\$0.00		\$0.00	\$0.00	
FRIENDS	\$8,000.00	\$1,640.00	\$8,379.10	-\$379.10	104.74%
FINES/ COPIER/ FAX	\$2,400.00		\$932.24	\$1,467.76	38.84%
INTEREST	\$3,600.00	\$987.13	\$4,324.77	-\$724.77	120.13%
GIFTS	\$4,000.00	\$387.00	\$10,734.21	-\$6,734.21	268.36%
ANNUAL DRIVE	\$16,000.00	\$17,271.00	\$21,008.30	-\$5,008.30	131.30%
MISCELLANEOUS	\$300.00		\$83.23	\$216.77	27.74%
GRANT FUNDS	\$500.00	-\$4,917.00	\$8,575.00	-\$8,075.00	1715.00%
TOTAL REVENUE	\$123,016.00	\$21,285.13	\$140,172.85	-\$17,156.85	113.95%

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

<u>EXPENDITURE</u>	Budget for 2020	Actuals 10/01/2020 - 10/31/2020	Totals Year to Date	Remaining in Budget	% of Budget
PERSONNEL					Oct = 83.33%
SALARIES (GROSS) - Active	\$82,600.00	\$5,955.15	\$60,194.42	\$15,789.08	72.87%
SALARIES (GROSS) - COVID-19			\$6,616.50		
HEALTH BENEFIT	\$4,000.00	\$307.70	\$3,230.85	\$769.15	80.77%
SOCIAL SECURITY & MEDICARE	\$6,625.00	\$479.10	\$5,358.20	\$1,266.80	80.88%
CONTINUING EDUCATION & NETWORKING	\$500.00		\$0.00	\$500.00	0.00%
NEW YORK STATE DISABILITY & WORKER'S COMPENSATION	\$500.00		\$510.70	-\$10.70	102.14%
SALARIES (CHRISTMAS BONUS)	\$500.00		\$0.00	\$500.00	0.00%
TOTAL PERSONNEL	\$94,925.00	\$6,741.95	\$75,910.67	\$19,014.33	79.97%
LIBRARY MATERIALS & SERVICES					Oct = 83.33%
AUDIO VISUAL MATERIALS	\$5,570.00	\$115.18	\$2,016.84	\$3,553.16	36.21%
BOOKS	\$8,500.00	\$701.78	\$8,250.73	\$249.27	97.07%
COMPUTER SOFTWARE	\$200.00		\$196.46	\$3.54	98.23%
SUBSCRIPTIONS &	\$4,000.00	\$72.00	\$4,194.74	-\$194.74	104.87%
BOOK PROCESSING &	\$1,680.00	\$35.45	\$973.13	\$706.87	57.92%
PROGRAMMING	\$1,800.00		\$2,992.37	-\$1,192.37	166.24%
PUBLICITY & PROMOTION	\$600.00		\$50.00	\$550.00	8.33%
COPIER LEASE & USAGE	\$1,200.00		\$100.31	\$1,099.69	8.36%
POSTAGE	\$280.00	\$129.00	\$461.45	-\$181.45	164.80%
INTERNET/PHON	\$560.00		\$1,254.06	-\$694.06	223.94%
TOTAL LIBRARY	\$24,390.00	\$1,053.41	\$20,490.09	\$3,899.91	84.01%

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

OPERATING EXPENDITURE	Budget for 2020	Actuals 10/01/2020 - 10/31/2020	Totals Year to Date	Remaining in Budget	% of Budget
ALMS FEE	\$9,060.00	\$755.00	\$7,550.00	\$1,510.00	83.33%
OFFICE SUPPLIES	\$1,600.00	\$5.59	\$1,000.67	\$599.33	62.54%
HOUSEKEEPING	\$400.00		\$46.50	\$353.50	11.63%
INSURANCE	\$7,000.00		\$3,266.90	\$3,733.10	46.67%
RENT	\$1.00		\$1.00	\$0.00	100.00%
(SPACE)	\$1,500.00		\$1,411.78	\$88.22	94.12%
COPIER LEASE & USAGE	\$1,200.00	\$256.22	\$1,295.02	-\$95.02	107.92%
POSTAGE	\$280.00		\$4.65	\$275.35	1.66%
INTERNET/PHONE	\$560.00	\$0.00	-\$540.00	\$1,100.00	-96.43%
TOTAL OPERATING	\$21,601.00	\$1,016.81	\$14,036.52	\$7,564.48	64.98%
COVID-19 Expenses					
LIBRARY MATERIALS & PROCESSING	\$0.00	\$621.58	\$670.78		
OFFICE SUPPLIES	\$0.00		\$2,092.79		
CALL FORWARD	\$0.00		\$4.24		
TOTAL COVID-19 MATERIALS EXPENSES	\$0.00	\$621.58	\$2,767.81		
CAPITAL EXPENDITURE					
TECHNOLOGY	\$1,250.00		\$1,250.00	\$0.00	100.00%
OTHER - SPACE etc	\$0.00	\$0.00	\$0.00	\$0.00	
CAPITAL EXPENDITURES	\$1,250.00	\$0.00	\$1,250.00	\$0.00	100.00%

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

MISCELLANEOUS	Budget for 2020	Actuals 10/01/2020 - 10/31/2020	Totals Year to Date	Remaining in Budget	% of Budget
PAYROLL SERVICES: (Total of 6 line-items below)	\$3,632.00	\$220.00	\$2,390.00	\$1,242.00	65.80%
1. MONTHLY BOOK-KEEPING & ACCOUNTING	\$2,580.00	\$200.00	\$2,055.00	\$525.00	79.65%
INCL FED & STATE TAX PAYMENTS	\$260.00		\$214.00	\$46.00	82.31%
3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$300.00	\$20.00	\$121.00	\$179.00	40.33%
4. 990 PREPARATION & DEPRECIATION	\$400.00		\$0.00	\$400.00	0.00%
5. W-2 PREPARATION	\$50.00		\$0.00	\$50.00	0.00%
6. 1099 PREPARATION	\$42.00		\$0.00	\$42.00	0.00%
INVESTMENT & ADVISORY FEES	\$0.00		\$0.00	\$0.00	
PROFESSIONAL SERVICES - AUDIT	\$200.00		\$0.00	\$200.00	0.00%
PROFESSIONAL SERVICES - LEGAL	\$500.00		\$0.00	\$500.00	0.00%
BANK FEES & CHARGES	\$10.00		\$3.81	\$6.19	38.10%
MISC - OTHER			\$0.00	\$0.00	
TOTAL MISCELLANEOUS	\$4,342.00	\$220.00	\$2,393.81	\$1,948.19	55.13%
TOTAL OPERATING Net Income (Loss)	\$146,508.00	\$9,653.75	\$116,848.90	\$29,659.10	79.76%
	-\$23,492.00	\$11,631.38	\$23,323.95	-\$46,815.95	

**YOUNGSTOWN FREE LIBRARY
ASSETS BALANCE SHEET
As at: October 31st 2020**

CURRENT CASH ASSETS

Petty Cash	\$100.00
Key Bank Checking	\$31,301.99
PPP Funds	\$0.00
Morgan Stanley - 178- Acct	\$263,013.69
Morgan Stanley (Scholarship)	\$1,818.08

TOTAL CURRENT ASSETS	\$296,233.76
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FUND BALANCES

Unrestricted

General (Operating)	\$48,282.69
Long Term Plan	\$89,107.55
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	\$147,907.68

Restricted

Operating Reserve	\$146,508.00
Scholarship (Ruby Carey)	\$1,818.08
Gifts (with restrictions for use)	\$0.00
Gifts/Grants (Children's Room)	\$10,000.00
Total Restricted Fund Balance	\$148,326.08

<----- *Reset to Operating
Expenditure Budget for New Year*

TOTAL FUND BALANCES	\$296,233.76
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LONG TERM PLANNING - SPACE RENOVATION BUDGET 2020

TOTAL BUDGET

<i>Unrestricted</i>	\$100,000.00
<i>Restricted</i> <i>Children's Room</i>	\$10,000.00
<i>Friends - Design</i>	\$7,500.00

Total Budget	\$117,500.00
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PROJECT

(1)	<i>Replace Air Conditioning</i>	<i>Inv #:</i>	<i>Inv Date</i>	Full Grant Awarded
	Initial Bill (from Steve's A/C)	68995SF	08/29/19	\$10,800.00
	Construction Aid Program Award Notice 0386-20-8481 Final Bill (from Steve's A/C) since full grant was awarded	76637	11/16/20	\$4,100.00
	<i>Total Cost to-date</i>			\$14,900.00

\$11,175 will be paid in 2 parts 90% now (soon) and 10% upon proof of completion

Then Net Cost to Library will be \$3,725.00

(2)	<i>Remodel Library Space</i>	<i>Inv #:</i>	<i>Inv Date</i>	Amount
<i>Who</i>	<i>What</i>			
Stephan Design Associates	Design Study - Part 1	#1139	05/15/20	\$3,000.00
Stephan Design Associates	Design Study - Part 2	#1141	07/02/20	\$1,000.00
Friends	Design Re-imbursment Design Study - 75%			-\$4,000.00
Stephan Design Associates	complete + scope	#1144	08/24/20	\$1,640.00
Friends	Design Re-imbursment			-\$1,640.00
Paul Inskeep	Drawings copies etc.		08/11/20	\$38.17
Paul Inskeep	Drawings copies etc.		08/23/20	\$54.28
	<i>Total Cost to-date</i>			\$92.45

Will be:

SPACE RENOVATION BALANCE REMAINING:	as at	11/23/20	<u>\$102,507.55</u>	<u>\$113,682.55</u>
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