



## YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

### REGULAR MEETING VIA ZOOM

DATE: April 26, 2021 TIME: 7:00PM

**Present:** Sean Scarisbrick, Paul Inskeep, Barb Costello, Maggie Steyn, Karran Swayze, Claudia Andres, Emma Hartloff, Mary Beth Smith, Dave Smith, Nadine Tidwell, Devon Tower, and Sonora Miller, Director

**Absent:** none

**Call to Order:** 7:04PM

**Comments from the public:** None

**Minutes:** The minutes of the March 22, 2021 meeting were presented by Devon for approval.

- A motion was made by Paul Inskeep and seconded by Nadine Tidwell to accept the minutes as presented and the minutes were accepted as presented.

### **President's Remarks:**

- None

## REPORTS

**Director's Comments:** Sonora shared the completed the required Annual Report for Public and Association Library Report. This is a required public record document and will be posted on the Library's website. Maggie requested that *Form 990* also be added to the website along with the Annual Report (Form 990 is a United States Internal Revenue Service form that provides the public with financial information about a nonprofit organization).

- A motion was made by Maggie Steyn and seconded by Nadine Tidwell to accept the Annual Report for Public and Association Library Report as presented and the minutes were accepted as presented.

**Treasurer's Comments:** Maggie shared the Treasurer's Report previously with committee members to review before tonight's meeting. Maggie additionally shared that the CPA has filed the 990 for the 2020 year.

- A motion was made by Maggie Steyn and seconded by Nadine Tidwell to accept the Treasurer's Report as presented and the report were accepted as presented.

**Correspondence Comments:** Karran shared that she mailed four thank you letters on behalf of the Board; three for books donated to the library and one for the donation of a Bluetooth speaker.

## **OLD BUSINESS**

- Electronics Recycling Event is scheduled for Saturday, May 15.
- Book Sale Previewing Appointments for Members
  - Sonora shared that these appointment times are filling up quickly
  - 20 time slots per hour are being provided
  - Book donations are asked to be dropped off in the gym 4/26 - 4/28 10:00AM-3:00PM
- 362 people have signed the Petition to Reopen the Red Brick School

## **NEW BUSINESS**

**NEW FUNDRAISING OPPORTUNITY:** Nadine shared that she set up a fundraiser with the Lewiston Redemption Center. When people donate, they can share that they want to give their cash deposit refund to the YFL. Nadine will call to go pick up the checks and noted the importance of being proactive in reaching out to the center regarding donations. Nadine added this as a reminder to the shared Google calendar. Nadine will work on a Facebook post to share this with social media followers.

**SOCIAL MEDIA UPDATES:** Nadine shared an increase in new followers since last month. Outreach and Engagement has increased from last month as well. A social media advertisement was purchased to share information about the upcoming Book Sale.

**CODE OF ETHICS/CONFLICT OF INTEREST/WHISTLEBLOWER:** All Board members are required to sign and submit all three documents. Sean and Sonora asked all Board members to print and sign and drop off at the Library as soon as possible.

**SUSTAINABILITY MEETING OVERVIEW:** Claudia shared that the Sustainability Committee met recently to discuss the pros and cons of moving Library locations. Some locations were viewed in person by members of the Committee. The Committee is still researching and is holding off until the next Board meeting to share additional details.

**CONSULTATION WITH LAWYER OVERVIEW:** Maggie shared that Lawyer Cole sent a summary of items that were discussed at the consultation meeting. This summary was uploaded to DropBox for Board members to review. Maggie thanked Sonora for gathering and forwarding the documents that the Lawyer requested.

- A motion was made by Sean Scarisbrick and seconded by Dave Smith to accept that we hire Lawyer Stephanie Cole Adams and the motion was accepted.

**DISCUSSION WITH VILLAGE LIAISON NICOLE QUARANTILLO AND BUILDING INSPECTOR:** Sean shared that the Executive Board recently met with the new Village Liaison and Building Inspector regarding the reopening of the Library and noted that this meeting was positive. Karran noted that the Village Liaison sympathized with the position that the Library is facing in terms of reopening and that she was open and willing to work with the Library Board. Sonora shared details of the Safety Plan and stated that the Village Board is set to review and approve Safety Plan Version 6 with a tentative reopening date of Monday, May 3.

- A motion was made by Sean Scarisbrick and seconded by Paul Inskeep to accept the Safety Plan Version 6 as presented by the Director and the plan was accepted as presented.

Motion was made by Sean Scarisbrick to adjourn the meeting. This was seconded by Paul Inskeep. The meeting was adjourned at 8:23pm. The next regular meeting of the YFL Board of Trustees will be Monday, May 24, 2021 at 7pm. The Director will send out an email and post it to the Library's Facebook page.

Respectfully submitted,

Devon Tower, Recording Secretary

Youngstown Free Library Board of Trustees



## 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](https://forward.ny.gov)

### COVID-19 Reopening Safety Plan

Name of Business:

Industry:

Address:

Contact Information:

Owner/Manager of Business:

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?*

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

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

## 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?*

- ☐ 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?*

- ☐ 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?*

**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?*

- ☐ 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?*

- ☐ 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?*

**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?*

- ☐ 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?*

### 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?*

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

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

- ☐ Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

*In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?*

*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?*



#### IV. OTHER

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

Staying up to date on industry-specific guidance:

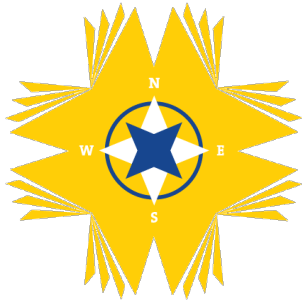
To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- ☐ Consult the NY Forward website at [forward.ny.gov](https://forward.ny.gov) and applicable Executive Orders at [governor.ny.gov/executiveorders](https://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](http://www.youngstownfreelibrary.org)

### Youngstown Free Library Operating Hours & Services

#### Phone and email service:

*Monday, Wednesdays and Thursdays: 1:30-8:30*

*Tuesdays: 9:30-8:30*

#### Curbside service:

*Mondays through Thursdays: 4-6*

Curbside pick-up will continue to be set up in the foyer OR outside the parking lot door (depending on the weather and Megan's preference).

#### Library appointments:

*Mondays through Thursdays: 4-6*

For library appointments, patrons will enter and exit at the Third Street door (just like they always have been). Patrons will continue to fill out the same health screening questionnaires (the orange ones).

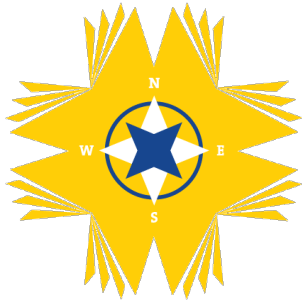
#### Library browsing hours:

*Mondays, Wednesdays and Thursdays: 1:30-3:30 and 6:30-8:30*

*Tuesdays: 11:30-3:30 and 6:30-8:30*

During browsing hours, the Lockport Street door *only* will be unlocked. Patrons will enter the Library at the Lockport Street door and exit the Library through the Third Street door. There will be a hand sanitizing station just inside the Lockport Street door, and the Lockport Street stairwell down to the basement or up to the second floor will be blocked off with rope and a sign (similar to the main stairwell to the second floor). There will be a door chime wireless door sensor on each door that will chime in the Library when the doors are opened; this will alert staff every time a patron enters and exits. Patrons requiring the elevator to enter will call the Library at 745-3555 to get access to the Third Street door during browsing hours.

Every half hour during browsing hours, staff will clean the doors, railings, and other high-touch surfaces in the building common areas and the Front Desk. There are no health questionnaires for those visiting during browsing hours, but masks and hand sanitizer are required.



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### **Managing engagement with patrons and staff**

#### **Returning library materials:**

Patrons will be encouraged to drop off all their materials in the book drop so that social distancing is maintained.

#### **Curbside pick-up:**

Curbside pick-up engagement with patrons will occur in a designated area beyond the Library area so that social distancing is maintained. When weather permits, the designated area will be outside the Village Center building. When weather does not permit, the designated area will be in the foyer of the Village Center building.

#### **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.

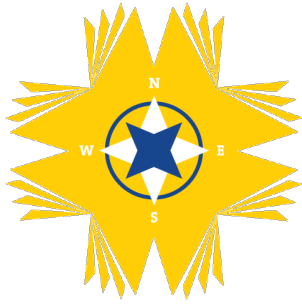
Before entering the Library, patrons will be required to complete and sign a Patron Agreement for Pandemic Visits form. If the form indicates that it would be unsafe for the patron to visit the Library (due to symptoms or exposure to COVID-19), patrons will not be able to visit the Library that day.

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.

#### **Library browsing hours:**

All engagement with patrons will be highly controlled during library browsing hours. Upon entering the Library, patrons will be required to feel well, wear a mask or face shield, and use hand sanitizer. If they are unable to follow these three requirements (due to



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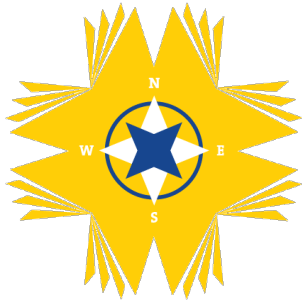
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symptoms, inability to wear a mask or face shield, or choose not to use hand sanitizer), patrons will not be able to visit the Library that day.

Masks or face shields and hand sanitizer will be required for all patrons and staff at all times during their visit. Patrons must don their mask or face shield upon 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 - Library Appointments**

#### **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](mailto: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](mailto:smiller@nioga.org).

#### **When you arrive for your visit at the Third Street entrance:**

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

#### **Throughout your visit:**

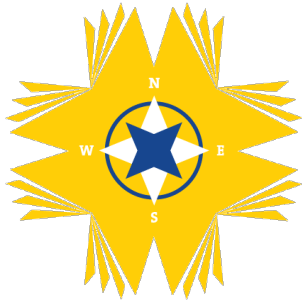
- ☐ You must wear a mask or face shield covering your nose and mouth at ALL TIMES during your visit. If you or your family members do not, you will be asked to leave the Library and you will not be able to book another appointment.
- ☐ Disinfecting stations are available in every room of the Library. 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 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 reshelfed.

#### **Before you leave the Library through the Third Street entrance:**

- ☐ 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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### **Pandemic Protections & Responsibilities for Patrons - Library Browsing**

#### **Before you arrive for your visit:**

- ☐ Do you feel well? If you do not, please wait until you feel better. We will be happy to deliver books to you in another way. Contact the Director at 745-3555 or [smiller@nioga.org](mailto:smiller@nioga.org).
- ☐ 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](mailto:smiller@nioga.org).

#### **When you arrive for your visit at the Lockport Street entrance:**

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

#### **Throughout your visit:**

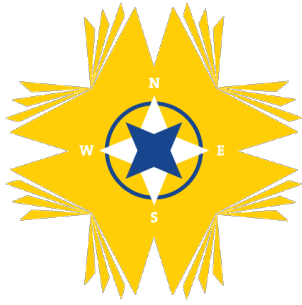
- ☐ You must wear a mask or face shield covering your nose and mouth at ALL TIMES during your visit. If you or your family members do not, you will be asked to leave the Library and you will not be able to book another appointment.
- ☐ Disinfecting stations are available in every room of the Library. 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 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 reshelfed.

#### **Before you leave the Library through the Third Street entrance:**

- ☐ 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 by Appointment

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](mailto: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 leave 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.

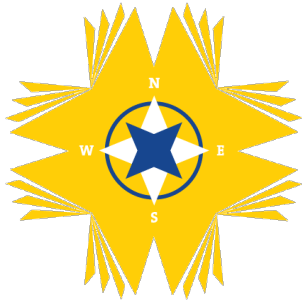
\_\_\_\_\_ I agree to apply hand sanitizer to my hands upon entering the building. If I am visiting with children or teens under 18, I agree to be responsible for their hand sanitizer use upon entering the building.

\_\_\_\_\_ 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: \_\_\_\_\_



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### **Pandemic Protections & Responsibilities for Library Staff**

#### **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.
- ☐ The Village has not yet reopened the basement, gym, and the second floor. However, staff have permission to access Library storage spaces as needed.

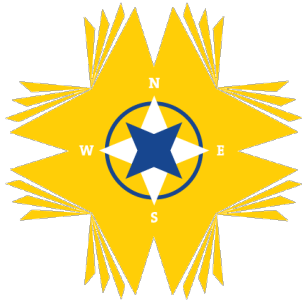
#### **When you first arrive for your shift:**

- ☐ 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.
- ☐ Ensure that the fans in each collection room are on.
- ☐ If you are the first shift of the day, turn on the two air purifying units: one in the foyer (2400 ft<sup>2</sup> per hour) and one in the Non-Fiction Room (840 ft<sup>2</sup> per hour).

#### **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.





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- ☐ Between patron appointments and browsing hours, 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.
- ☐ During browsing hours, disinfect high-touch areas (door handles, Front Desk counters, elevator buttons, foyer stair railings, etc.) every half hour.
- ☐ Between every patron appointment or between browsing hours, collect and empty book bins. If time allows, sanitize items and put them on reshelfing carts. If time does not allow, shelf items on the quarantine book cart to begin their 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.
- ☐ If you are the last shift of the day, turn off the two air purifying units: one in the foyer (2400 ft<sup>2</sup> per hour) and one in the Non-Fiction Room (840 ft<sup>2</sup> per hour).

### 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](http://www.youngstownfreelibrary.org)

“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

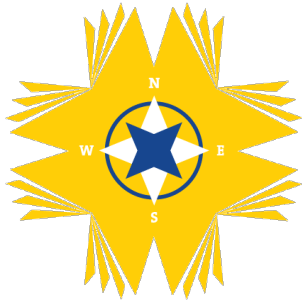
**4. What is your temperature today?**

**Date:**

**Printed Name:**

**Signature:**

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



## Youngstown Free Library

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### Library Material Handling Processes

Gloves are recommended but not required whenever touching library materials that have not been in quarantine for 24 hours. 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.

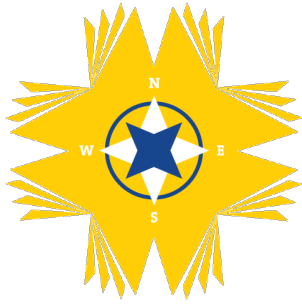
#### Book Drop

Currently, returns will be **encouraged** via 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 office OR the programming 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 24 hours 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, 24-hour 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 office OR the programming room, date them, and cover them with the plastic bags.
- ☐ Staff will retrieve the bags dated 24 hours 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.



## Youngstown Free Library

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### Curbside Pick-Up

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 to the curbside pick-up area 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.

### Library Browsing Hours

Book cleaning after handling is a shared responsibility between patrons and staff. It is essential that all materials handled be cleaned or put into quarantine at the end of each browsing period.

- ☐ 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 are encouraged 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.

# OPERATING WITH RESTRICTIONS

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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, you must comply with all COVID-19 guidelines specific to your business activities, as well as any additional health and safety guidance issued by the state.

Please see below for COVID-19 guidance that may apply to your business activities under this code. 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.

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

[Office-Based Work](#)

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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](https://forward.ny.gov).

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

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**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](#)

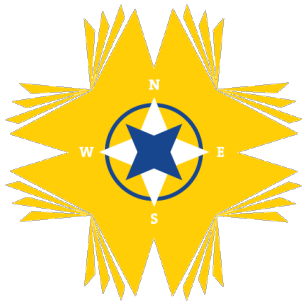
*I am the owner or agent of the business listed. I have reviewed the New York State interim guidance for business re-opening activities and operations during the COVID-19 public health emergency and I affirm that I have read and understand my obligation to operate in accordance with such guidance.*

### **Youngstown Free Library**

Retail - Curbside Pickup

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





## Youngstown Free Library

240 Lockport St. Youngstown, NY 14174

(716) 745-3555

[www.youngstownfreelibrary.org](http://www.youngstownfreelibrary.org)

### Pandemic Timeline Affecting the Youngstown Free Library

#### March 2020

- 4** - Library completely cleaned and disinfected (director and volunteers)
- 4** - procedures put in place to thoroughly clean all work areas every day and disinfect every returned book (director and staff)
- 4** - curbside pick-up option debuts (director and staff)
- 16** - all in-person programs cancelled (director and board)
- 16** - patron traffic limited in Library to maintain social distancing (director and staff)
- 18** - Library closed by NYS for social distancing guidelines; staff sent home but director still reporting to work regular M-Th. hours, emptying bookdrop, and maintaining phone and email service (director)
- 20** - Village Center closed by NYS for social distancing guidelines; director allowed "special access" to the building when doing essential business (payroll, emptying bookdrop, checking in books, etc.) (Village and director)
- 20** - Nioga closes delivery service and patron holds service. (Nioga)
- 20-31** - director forwards library phone and computer operations to home computer and maintains regular M-Th. hours with patrons via phone and email (director)
- 20-31** - director continues bookdrop emptying, bill payment, payroll, and delivers books to homebound patrons (director)

#### April 2020

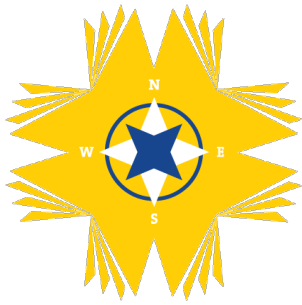
- 1-30** - Village Center remains closed (Village of Youngstown)
- 1-30** - director forwards library phone and computer operations to home computer and maintains regular M-Th. hours with patrons via phone and email (director)
- 1-30** - director continues bookdrop emptying, bill payment, payroll, and delivers books to homebound patrons (director)
- 20** - Monthly Meditation program debuts online (director, programmer)

#### May

- 1-31** - Village Center remains closed (Village of Youngstown)
- 1-31** - director forwards library phone and computer operations to home computer and maintains regular M-Th. hours with patrons via phone and email (director)
- 1-31** - director continues bookdrop emptying, bill payment, payroll, and delivers books to homebound patrons (director)
- 1-24** - director in talks with mayor about staff's return and gets Village Board approval for Safety Plan #1 which restricts access to first floor only (director, mayor, Village Board)
- 25** - director presents Safety Plan #1 at Library Board Meeting (director)
- 25** - Library Board approves Safety Plan #1 allowing rest of staff to work in the building starting June 2 (Library Board)

#### June 2020

- 1-30** - Village Center remains closed (Village of Youngstown)



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- 1-30** - director continues delivering books to homebound patrons (director)  
**1** - Niagara County enters Phase 2, when libraries are allowed to resume curbside service. Village Center remains closed. (NYS, Niagara County, Village of Youngstown)  
**1** - Nioga resumes delivery service and reopens online catalog requests. (Nioga)  
**2** - following approval of Safety Plan #1, rest of Library staff return to work in the building (director and staff)  
**3** - Youngstown Free Library begins curbside service (director and staff)  
**16** - Niagara County enters Phase 3, when libraries are allowed to resume full service. Village Center remains closed. (NYS, Niagara County, Village of Youngstown)  
**22** - director presents Safety Plan #2 at Library Board Meeting (director)  
**22** - Library Board approves Safety Plan #2 (Board)

### July 2020

- 1-31** - Village Center remains closed (Village of Youngstown)  
**1-31** - director continues delivering books to homebound patrons (director)  
**20** - director presents Safety Plan #3 at Library Board Meeting (director)  
**20** - Library Board approves Safety Plan #3 (Library Board)  
**21** - monthly Afternoon Book Club program resumes off-site (director)

### August 2020

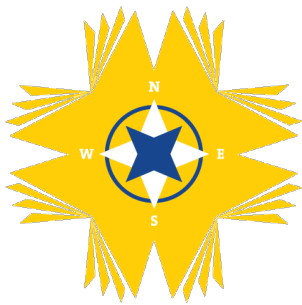
- 1-31** - Village Center remains closed (Village of Youngstown)  
**1-31** - director continues delivering books to homebound patrons (director)  
**13** - Village of Youngstown approves Safety Plan #3, allowing library visits by appointment (Village Board)  
**13** - Library appointments begin (director, staff)  
All libraries in Nioga are now open for browsing hours (except Youngstown Free Library). Village Center remains closed.

### September

- 1-30** - Village Center remains closed (Village of Youngstown)  
**1-30** - director continues delivering books to homebound patrons (director)  
**9** - monthly Evening Book Club resumes on front lawn (director)  
**15** - monthly Afternoon Book Club meets in-person at the Lewiston Senior Center (director)  
**21** - Town of Porter Story Hour from Home debuts with weekly videos and craft kits (Town of Porter Rec Dept.)

### October 2020

- 1-31** - Village Center remains closed (Village of Youngstown)  
**1-31** - director continues delivering books to homebound patrons (director)  
**14** - monthly Evening Book Club debuts online (director)  
**20** - monthly Afternoon Book Club meets in-person at the Lewiston Senior Center (director)



## Youngstown Free Library

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**23** - director presents Safety Plan #4 at Library Board Meeting (director)

**23** - Library Board approves Safety Plan #4, which proposes adding limited browsing hours and moving curbside pick-up into the foyer (Library Board)

### November 2020

**1-30** - Village Center remains closed (Village of Youngstown)

**1-30** - director continues delivering books to homebound patrons (director)

**4** - monthly Evening Book Club meets online (director)

**12** - Village Board does NOT approve Safety Plan #4, which would have added limited browsing hours to Library services (Village of Youngstown)

**12** - Village Board allows for curbside pick-up in the foyer, provided that patrons not step into the building and that our staff remain far away from exiting Village Office staff. Village Board requires that the basement and second floor remain closed. Also mandates the building doors remain locked at all times. (Village Board)

**17** - monthly Afternoon Book Club meets in-person at the Lewiston Senior Center (director)

**23** - director presents Safety Plan #5 at Library Board Meeting because the Village Board did not approve Safety Plan #4 (director)

**23** - Library Board approves Safety Plan #5, which is the same as Safety Plan #3 except that it allows for foyer curbside pick-up. (Library Board)

### December 2020

**1-31** - Village Center remains closed (Village of Youngstown)

**1-31** - director continues delivering books to homebound patrons (director)

**9** - monthly Evening Book Club meets online (director)

**14** - Village of Youngstown closes the Library unexpectedly for building repairs with no notice or access to the building for an unforeseeable amount of time

**14** - director moves Library operations back home again and provides phone and email service remotely; curbside continues from staff's trunks of their cars (director, staff)

**14** - director reroutes Nioga deliveries and all book returns delivered to director's family business (director, staff)

**15** - monthly Afternoon Book Club meets online (director)

**22** - Village of Youngstown finishes building repairs and allows building access to the Library again (Village of Youngstown)

**23** - Library reopens for library appointments (director, staff)

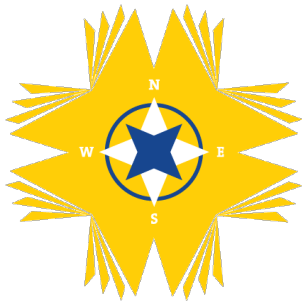
### January 2021

**1-31** - Village Center remains closed (Village of Youngstown)

**1-31** - director continues delivering books to homebound patrons (director)

**13** - monthly Evening Book Club meets online (director)

**19** - monthly Afternoon Book Club meets online (director)



## Youngstown Free Library

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### February 2021

**1-28** - Village Center remains closed (Village of Youngstown)

**1-28** - director continues delivering books to homebound patrons (director)

**10** - monthly Evening Book Club meets online (director)

**16** - monthly Afternoon Book Club meets online (director)

### March 2021

**1-31** - Village Center remains closed (Village of Youngstown)

**1-31** - director continues delivering books to homebound patrons (director)

**10** - monthly Evening Book Club meets online (director)

**11** - patrons attend Village Board meeting to ask about timeline for reopening Village Center

**12** - patrons start petition to reopen the Village Center on Change.org

**16** - monthly Afternoon Book Club meets online (director)

**16** - Words with Birds, an in-person program for children, debuts at the Library by appointment. Does not need Village permission since it still falls under appointments (director)

**17** - director recommends in Friends' monthly meeting that the Friends prepare a public statement about the petition; V-P Wendy Swearingen volunteers to write a letter to the editor of the Sentinel (director, Friends)

**22** - director recommends in Library Board's monthly meeting that the Library Board prepare a public statement about the petition; Dave Smith volunteers to write a letter to the Sentinel (director, Library Board)

**25** - Village Board states informally in work session that they are working to reopen the Village Center at the end of April; no verbal or written information received from them with more details (Village of Youngstown)

## **Notes re: Financial Reports as at 03-31-2021**

All expenses appear to be in line with budget at one quarter (25%) through the year; personnel expenses are tracking at < 22% of budget.

Our CPA has filed the necessary tax-forms for 2020 on our behalf, including our 990.

Nioga reimbursed us for our 2020 expenses for 5 static IP addresses, which is why we are showing a credit YTD of (\$60.78) for "Internet/phone" expenses.

On the Balance Sheet, we are showing Petty Cash at  $(\$100 - \$18.16) = \$81.84$ . This was due to 2 unidentified amounts of \$9.08 which have since been identified as 'Gifts' and will show as such next month.

Also on the Balance Sheet, thanks to the eagle eyes of Paul, an Excel error was noted in the "Restricted Fund Balances" section. In previous months of reporting, while the overall totals were correct and accurately reflected the funds on hand, the *subtotal* for "Restricted Fund Balances" was omitting the \$15,000 Childrens' Room line.

I have corrected the mistake on our website for this year, but not retroactively in the reports in our Meetings dropbox folder.

I apologize for the error. Paul says I should use a calculator instead.

Respectfully submitted,

Maggie Steyn  
Treasurer  
03-21-2021

**YOUNGSTOWN FREE LIBRARY**  
**Profit and Loss Statement as at March 31st, 2021**

<b>YOUNGSTOWN FREE LIBRARY 2021</b>	<b>Budget for 2021</b>	<b>Actuals 01/01/2021 - 01/31/2021</b>	<b>Actuals 02/01/2021 - 02/28/2021</b>	<b>Actuals 03/01/2021 - 03/31/2021</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget Rec'd</b>
<b>REVENUE</b>							Three months is 25 %
TOWN OF PORTER	<b>\$65,000</b>		\$65,219.00		\$65,219.00	-\$219.00	100.34%
NIAGARA COUNTY	<b>\$3,786</b>				\$0.00	\$3,786.00	0.00%
YOUNGSTOWN VILLAGE	<b>\$1,000</b>				\$0.00	\$1,000.00	0.00%
LOCAL LIBRARY AID	<b>\$776</b>				\$0.00	\$776.00	0.00%
LEGISLATIVE INITIATIVE	<b>\$0</b>				\$0.00	\$0.00	
FRIENDS	<b>\$10,000</b>				\$0.00	\$10,000.00	0.00%
FINES/ COPIER/ FAX	<b>\$2,400</b>		\$3.40	\$9.90	\$13.30	\$2,386.70	0.55%
INTEREST	<b>\$2,000</b>	\$5.21	\$337.41	\$817.24	\$1,159.86	\$840.14	57.99%
GIFTS	<b>\$4,000</b>	\$988.00	\$327.07	\$83.05	\$1,398.12	\$2,601.88	34.95%
ANNUAL DRIVE	<b>\$16,000</b>	\$1,635.00	\$755.00	\$5.00	\$2,395.00	\$13,605.00	14.97%
MISCELLANEOUS	<b>\$100</b>				\$0.00	\$100.00	0.00%
GRANT FUNDS	<b>\$500</b>		\$300.00		\$300.00	\$200.00	60.00%
OTHER INCOME: PPP GRANT INCOME	<b>\$17,995</b>						
<b>TOTAL REVENUE</b>	<b>\$123,557</b>	<b>\$2,628.21</b>	<b>\$66,941.88</b>	<b>\$915.19</b>	<b>\$70,485.28</b>	<b>\$53,071.72</b>	<b>57.05%</b>

**YOUNGSTOWN FREE LIBRARY**  
**Profit and Loss Statement as at March 31st, 2021**

<b><u>EXPENDITURE</u></b>	<b>Budget for 2021</b>	<b>Actuals 01/01/2021 - 01/31/2021</b>	<b>Actuals 02/01/2021 - 02/28/2021</b>	<b>Actuals 03/01/2021 - 03/31/2021</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget Used</b>
<b>PERSONNEL</b>							Three months is 25 %
SALARIES (GROSS) - Active	<b>\$85,798</b>	\$6,073.92	\$6,359.26	\$6,469.91	\$18,903.09	\$66,894.91	22.03%
SALARIES (GROSS) - COVID-19					\$0.00		
HEALTH BENEFIT	<b>\$4,000</b>	\$307.70	\$307.70	\$307.70	\$923.10	\$3,076.90	13.44%
SOCIAL SECURITY & MEDICARE	<b>\$6,870</b>	\$501.84	\$510.04	\$518.49	\$1,530.37	\$5,339.63	306.07%
CONTINUING ED. , NETWORKING, MILEAGE	<b>\$500</b>				\$0.00	\$500.00	0.00%
NEW YORK STATE DISABILITY & WORKER'S COMPENSATION	<b>\$510</b>			\$152.11	\$152.11	\$357.89	29.83%
SALARIES (CHRISTMAS BONUS)	<b>\$510</b>				\$0.00	\$510.00	0.00%
<b>TOTAL PERSONNEL</b>	<b>\$98,438</b>	<b>\$6,883.46</b>	<b>\$7,177.00</b>	<b>\$7,433.21</b>	<b>\$21,493.67</b>	<b>\$76,944.33</b>	<b>21.83%</b>
<b>LIBRARY MATERIALS &amp; SERVICES</b>							
DIGITAL/AUDIO VISUAL MATERIALS	<b>\$10,881</b>	\$420.07	\$376.99	\$743.29	\$1,540.35	\$9,340.65	14.16%
BOOKS	<b>\$8,500</b>	\$762.22	\$111.87	\$127.13	\$1,001.22	\$7,498.78	11.78%
COMPUTER SOFTWARE	<b>\$300</b>				\$0.00	\$300.00	0.00%
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	<b>\$4,100</b>	\$97.19	\$181.29	\$177.00	\$455.48	\$3,644.52	11.11%
BOOK PROCESSING & PROGRAMMING	<b>\$1,680</b>	\$198.93	\$4.15	\$6.70	\$209.78	\$1,470.22	12.49%
PUBLICITY & PROMOTION	<b>\$1,980</b>				\$0.00	\$1,980.00	0.00%
COPIER LEASE & USAGE	<b>\$400</b>				\$0.00	\$400.00	0.00%
POSTAGE	<b>\$1,230</b>	\$64.05	\$64.05	\$64.05	\$192.15	\$1,037.85	15.62%
INTERNET/PHON	<b>\$290</b>	\$2.00	\$2.00	\$2.00	\$6.00	\$284.00	2.07%
<b>TOTAL LIBRARY MATERIALS &amp; SERVICES</b>	<b>\$560</b>	<b>\$70.06</b>	<b>\$72.61</b>	<b>-\$203.44</b>	<b>-\$60.77</b>	<b>\$620.77</b>	<b>-10.85%</b>
	<b>\$29,921</b>	<b>\$1,614.52</b>	<b>\$812.96</b>	<b>\$916.73</b>	<b>\$3,344.21</b>	<b>\$26,576.79</b>	<b>11.18%</b>

**YOUNGSTOWN FREE LIBRARY**  
**Profit and Loss Statement as at March 31st, 2021**

<b>OPERATING EXPENDITURE</b>	<b>Budget for 2021</b>	<b>Actuals 01/01/2021 - 01/31/2021</b>	<b>Actuals 02/01/2021 - 02/28/2021</b>	<b>Actuals 03/01/2021 - 03/31/2021</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget Used</b>
ALMS FEE	<b>\$7,295</b>	\$755.00	\$460.82	\$607.91	\$1,823.73	\$5,471.27	25.00%
OFFICE SUPPLIES	<b>\$1,600</b>	\$133.79			\$133.79	\$1,466.21	8.36%
HOUSEKEEPING	<b>\$100</b>				\$0.00	\$100.00	0.00%
INSURANCE	<b>\$4,900</b>				\$0.00	\$4,900.00	0.00%
RENT	<b>\$1</b>				\$0.00	\$1.00	0.00%
(SPACE)	<b>\$1,150</b>				\$0.00	\$1,150.00	0.00%
COPIER LEASE & USAGE	<b>\$1,230</b>	\$64.06	\$64.06	\$64.06	\$192.18	\$1,037.82	15.62%
POSTAGE	<b>\$290</b>	\$2.00	\$2.00	\$2.00	\$6.00	\$284.00	2.07%
INTERNET/PHONE	<b>\$560</b>	\$70.06	\$72.61	-\$203.45	-\$60.78	\$620.78	-10.85%
<b>TOTAL OPERATING</b>	<b>\$17,126</b>	<b>\$1,024.91</b>	<b>\$599.49</b>	<b>\$470.52</b>	<b>\$2,094.92</b>	<b>\$15,031.08</b>	<b>12.23%</b>
<b>COVID-19 Expenses</b>							
LIBRARY MATERIALS & PROCESSING	<b>\$2,000</b>	<b>\$9.99</b>			\$9.99	\$1,990.01	0.50%
OFFICE SUPPLIES	<b>\$1,000</b>	<b>\$31.48</b>		<b>\$22.33</b>	\$53.81	\$946.19	5.38%
CALL FORWARD	<b>\$500</b>				\$0.00	\$500.00	0.00%
<b>TOTAL COVID-19 MATERIALS EXPENSES</b>	<b>\$3,500.00</b>	<b>\$41.47</b>	<b>\$0.00</b>	<b>\$22.33</b>	<b>\$63.80</b>	<b>\$3,436.20</b>	<b>1.82%</b>
<b>CAPITAL EXPENDITURE</b>	<b>Budget for 2021</b>						
TECHNOLOGY	<b>\$1,000</b>		\$99.00		\$99.00	\$901.00	9.90%
OTHER - SPACE etc	<b>\$0</b>				\$0.00	\$0.00	0.00%
<b>CAPITAL EXPENDITURES</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$99.00</b>	<b>\$0.00</b>	<b>\$99.00</b>	<b>\$901.00</b>	<b>9.90%</b>



**YOUNGSTOWN FREE LIBRARY**  
**Profit and Loss Statement as at March 31st, 2021**

<b>MISCELLANEOUS</b>	<b>Budget for 2021</b>	<b>Actuals 01/01/2021 - 01/31/2021</b>	<b>Actuals 02/01/2021 - 02/28/2021</b>	<b>Actuals 03/01/2021 - 03/31/2021</b>	<b>Totals Year to Date</b>	<b>Remaining in Budget</b>	<b>% of Budget Used</b>
PAYROLL SERVICES: (Total of 6 line-items below)	<b>\$3,709</b>	<b>\$235.00</b>	<b>\$235.00</b>	<b>\$235.00</b>	\$705.00	\$3,004.00	19.01%
1. MONTHLY BOOK-KEEPING & ACCOUNTING	<b>\$2,580</b>	\$200.00	\$200.00	\$200.00	\$600.00	\$1,980.00	23.26%
INCL FED & STATE TAX PAYMENTS	<b>\$260</b>	\$20.00	\$20.00	\$20.00	\$60.00	\$200.00	23.08%
3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	<b>\$377</b>	\$15.00	\$15.00	\$15.00	\$45.00	\$332.00	11.94%
4. 990 PREPARATION & DEPRECIATION	<b>\$400</b>				\$0.00	\$400.00	0.00%
5. W-2 PREPARATION	<b>\$50</b>				\$0.00	\$50.00	0.00%
6. 1099 PREPARATION	<b>\$42</b>				\$0.00	\$42.00	0.00%
INVESTMENT & ADVISORY FEES	<b>\$0</b>	-\$120.00			-\$120.00	\$120.00	
PROFESSIONAL SERVICES - NFG	<b>\$200</b>	\$1,200.00			\$1,200.00	-\$1,000.00	600.00%
PROFESSIONAL SERVICES - LEGAL	<b>\$500</b>				\$0.00	\$500.00	0.00%
BANK FEES & CHARGES	<b>\$10</b>		\$2.92		\$2.92	\$7.08	29.20%
MISC - OTHER	<b>\$0</b>				\$0.00	\$0.00	
<b>TOTAL MISCELLANEOUS</b>	<b>\$4,419</b>	<b>\$1,315.00</b>	<b>\$237.92</b>	<b>\$235.00</b>	<b>\$1,787.92</b>	<b>\$2,631.08</b>	<b>40.46%</b>
<b>TOTAL OPERATING Net Income (Loss)</b>	<b>\$154,404</b>	<b>\$10,879.36</b>	<b>\$8,926.37</b>	<b>\$9,077.79</b>	<b>\$28,883.52</b>	<b>\$125,520.48</b>	<b>18.71%</b>
	<b>-\$30,847</b>	<b>-\$8,251.15</b>	<b>\$58,015.51</b>	<b>-\$8,162.60</b>	<b>\$41,601.76</b>	<b>-\$72,448.76</b>	

**YOUNGSTOWN FREE LIBRARY**  
**ASSETS BALANCE SHEET**  
**As at: March 31st, 2021**

**CURRENT CASH ASSETS**

Petty Cash	\$81.84
Key Bank      Checking	\$24,483.63
PPP Funds	\$0.00
Morgan Stanley - 178- Acct	\$303,078.16
Morgan Stanley (Scholarship)	\$1,818.10
<b>TOTAL CURRENT ASSETS</b>	<b>\$329,461.73</b>

**FUND BALANCES**

**Unrestricted**

General (Operating)	\$58,239.63
Long Term Plan	\$0.00
Foundation/Sustainability	\$100,000.00
<b>Total Unrestricted Funds</b>	<b>\$158,239.63</b>

**After motion to dissolve LT Plan fund  
and move monies to Foundation/Sustainability  
(March 22nd meeting)**

**Restricted**

Operating Reserve	\$154,404.00
Scholarship (Ruby Carey)	\$1,818.10
Other	\$0.00
Gifts/Grants (Children's Room)	\$15,000.00
<b>Total Restricted Fund Balance</b>	<b>\$171,222.10</b>

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

<b>TOTAL FUND BALANCES</b>	<b>\$329,461.73</b>
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## SUSTAINABILITY COMMITTEE:

NOTES from Meeting April 13, 2021 7:00 pm [ZOOM]

In attendance: Claudia Andres, Barb Costello, Paul Inskeep, Sean Scarisbryk, Maggie Steyn

Excused: Nadine Tidwell

TOPIC: New location for the Youngstown Free Library

The Sustainability Committee has been exploring possibilities for a new 'home' for the Library as the relationship between the library and the Village board has deteriorated over the last few years. The Village houses the library and pays most utilities while charging \$1 rent, however any events, physical modifications and/or changes must go through the board which has been difficult.

The options found within the Village included the Catholic Education Building (Catholic Diocese in bankruptcy; probably not load bearing; needed work), Catholic open land on Hinman (won't sell), Empty lot on Third Street (Zoned residential, no utility hookups, woodland), House on Second Street (would need demolition then rebuild), and the Key Bank building. The Bank would easily hold books, is slightly smaller than the current space but could easily be added to and is all open space, has plenty of parking and is easily (handicap) accessible for all residents.

Discussion at this meeting dealt with the possibility of purchasing the Bank owned by Rick Lohr. He is willing to lease or sell; we had hoped he would offer the building at a discount or donation however that is not the case; also he would like to know our intentions within 2-3 months. Four members (Andres, Costello, Inskeep, Steyn) met with Rick on April 3, went through the bank and discussed some options.

Paul organized a document to offer Rick in which he would hold the mortgage, bringing our purchase cost down. Discussion revolved around the many issues facing the Library in venturing out on its own, the major one being money as there is no consistent, dependable revenue at this point. There was discussion as to whether we should stay in the Red Brick if the Village is willing to be more amenable – they now have Nicole Quarantillo as the Library liaison.

In conclusion the following will be done: Barb Costello will contact Rick Lohr to set up a meeting when he returns from out of town to walk Sonora through the bank and discuss options. Maggie and Paul will put together an estimate of what the increased expenditures will be in the event of going out on our own. The Committee plans to meet again at the end of April and will present all findings to the Board at the May meeting.

# The Law Office of Stephanie Adams, PLLC

Stephanie A. Adams, Member  
Sallie G. Randolph, Of Counsel  
Jessica Keltz, Associate  
Tabita Saraj, Associate



April 20, 2021

**TO: Youngstown Free Library, Board of Trustees**

**RE: Brief Summary of advice of Initial Consultation**

**VIA: email to *jandmsteyn@gmail.com*, *smiller@nioga.org***

To the Board and the Director:

It was a pleasure to speak with you, and Nadine, yesterday evening during executive session.

This is a brief re-cap of your questions and my initial advice:

We discussed your concerns about access to and future use of your current premises. I requested that a copy of the agreement with the town be sent, but mentioned that in general, commercial leases with a notice to quit clause are generally valid. However, I would want to check additional records to ensure the town hasn't made other commitments to the library that might be more enforceable. However, I did advise that the library work to identify a backup space in the event the situation becomes more urgent.

We then moved to what type of facility, if you were not in your current facility, might meet the needs of the library and vision of the board. Going forward, I encourage the board to use the services of an architect to lead you through a design process to distill what are absolute needs, what are mission-based aspirations, and what might be termed a "wish list." This will enable you to make solid decisions if you should ever want to lease, purchase, or construct a new building.

We discussed the impact of zoning and your status as a not-for-profit; so long as the property selected is zoned for your current activities, that should not be an impediment. Municipal entities cannot deny a permit or other permissions needed to operate simply because an entity is a not-for-profit. A good commercial realtor will know the appropriate zoning and should direct you to properties that meet the conditions (since you wish to remain in your town's commercial center, it is likely that most desirable areas will already be properly zoned).

We discussed how your current situation also can be impacted by New York State Library Development's construction grants and other assistance from the library system and library support organizations. Many libraries find themselves in a position to either consider a major renovation or acquisition of a new building, and there are many resources to help guide you through the process. In addition, part of my experience is based on assisting with the legal

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aspects of designing, site selection, repair, construction, and even relocation of academic and gathering buildings, so this is something I can assist with on the legal side.

We discussed the option of creating a foundation or using a foundation for the stewardship of money currently held in surplus. I advised that given the current situation, an investment policy that keeps necessary funds accessible would be wise. You are going to send me a copy of the most recently filed form 990. This document will give me a sense of the financial picture and I will be able to generate further advice based on what I see in the document.

During our discussion, you mentioned that a CPA prepares the payroll, billing, and also the form 990. It is very good that you have a standing relationship with a certified public accountant; if you were to undertake a major renovation, property acquisition, or construction, she will be needed!

We discussed having a policy and appropriate outreach for planned giving. We discussed this in the context of the library's relationship with the Friends. Sean, in particular, explained that the relationship with the Friends is very strong, and the Friends' activities are focused on project-centered fund raising for periodic needs of the library. The Friends are not set up nor are they interested in cultivating a larger plan for securing legacy gifts and donations ("planned giving").

We also discussed planned giving in the context of the identity of the library as an Association Library. Sonora mentioned that the library has considered transitioning to a School District Public Library, but that a necessary party's reception to that was minimal. If the library does plan to make such a transition, it would need to consider how it manages its investments with that potential change in identity in mind. Right now, it is my impression that it is not feasible, due to lack of desire by other needed parties.

We reviewed the recent issue of unemployment fraud experienced by your employee. Sonora confirmed that the library had received documentation from New York State Department of Labor that the fraud had been identified, and there will be no charge against the coverage of the library. With that, I simply advised that, no less than once every two months, Sonora gather the staff in some way, or send a message, highlighting the various tools that phishers use to "socially engineer" fraud. I mentioned having a strict policy to not give out any employee information over any medium whatsoever; libraries tend to do better with this because they are already used to honoring patron confidentiality.

Finally, I described how my office provides support to libraries: we work on a project basis, estimating the cost of work and scheduling it whenever we can. If there is an urgent matter, clients are encouraged to call and email the office and to include my support staff so we can respond to an urgent need as quickly as possible. Maggie was very careful to draw out that point and I will emphasize it: please copy Jill Aures ([Jill@stephaniecoleadams.com](mailto:Jill@stephaniecoleadams.com)) on anything you need. My staff help me manage my email and will make sure we get any necessary paperwork from you as soon as possible.

I am copying Jill and my assisting paralegal Sarah Loviza on this message to establish lines of communication for when you have need.



### Action items

I believe much of this is already in my inbox but for the sake of creating an accurate record here is what we agreed the library would send me:

- the most recent 990
- the agreement with the town
- the Memorandum of Understanding with the Friends
- the news coverage and a summary of your concerns regarding the current state of affairs with town leadership
- 

I will send the library the following:

- Planned giving policy and outreach language
- Template for creating social media policy
- Open meetings law guidance on moving into executive session (below my signature, with link)

### Thank you

A separate retainer letter accompanies this summary. The letter further outlines the terms of ongoing legal services. It may be returned signed, or please simply reply that the terms are accepted.

My team and I look forward to serving the Youngstown Free Library!

Very truly yours,

Stephanie Cole Adams

<https://www.dos.ny.gov/coog/openmeetinglawfaq.html>

### **§105. Conduct of executive sessions.**

1. Upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the general area or areas of the subject or subjects to be considered, a public body may conduct an executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys:

- a. matters which will imperil the public safety if disclosed;
- b. any matter which may disclose the identity of a law enforcement agent or informer;
- c. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- d. discussions regarding proposed, pending or current litigation;
- e. collective negotiations pursuant to article fourteen of the civil service law;
- f. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- g. the preparation, grading or administration of examinations; and
- h. the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

*NOTE: Case law has also established that a body may go into executive session to obtain legal advice.*