



YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

REGULAR MEETING

DATE: NOVEMBER 22, 2021 TIME: 7:00PM

**Present:** Sean Scarisbrick, Sonora Miller, Paul Inskip, Maggie Steyn, Karran Swayze, MaryBeth Smith, David Brooks, Mary Clinch, Claudia Andres, Barb Costello, Devon Tower

**Absent:** Dave Smith (excused)

**Call to Order:** 7:07pm

**Comments from the public:** None

**President's Remarks:** None

**Minutes:** The minutes of the October 25, 2021 meeting were presented by Devon for approval.

- A motion was made by Maggie Steyn and seconded by Mary Beth Smith to accept the minutes as presented. The minutes were accepted as presented.

**Director's Report:**

Director Sonora Miller shared the October Director's Report.

- Sonora shared counts dating from the months of July through October of total physical checkouts and books ordered from other libraries.
- Photographer AJ Roberts's full display is located in the magazine room
- Programs and Services include Afternoon Book Club, Evening Book Club, One-on-One Tech help, Discover Your Digital Library, Story Hour with the Town of Porter, Take and Make Kits, Winter Reading Program
- Social Media followers update

| Facebook | Twitter | Instagram |
|----------|---------|-----------|
| 1,092    | 51      | 527       |

- Technology update: Staff computer in the office dates from October 2010. Sonora has spoken with Justin (at NIOGA) and he put in a quote with NIOGA's NYS contract with Dell. It was \$930 for tower and monitor and it will be installed by Justin. Monitor has shipped and tower should be shipping soon. This computer will then be used as a catalog computer.
- Sonora is currently using a donated computer from Niagara County. 85% of the computer's storage is full. Justin's recommendation is to replace the Director's laptop. Sonora has asked the Friends of the Library for assistance, and they have agreed to help cover the cost.
- Sean Scarisbrick made a motion to accept the Director's Report as written and was seconded by David Brooks. Motion accepted.

## TREASURER'S REPORTS

Treasurer Maggie Steyn shared the October Financial Report.

- Doing very well on revenue with Fund Drive – 5 weeks still to go and this year's revenue has already exceed the previous Fund Drive.
- Expenditures are remaining in line/below budget.
- Should be closer to a balanced budget for 2022.
- The Director was asked to bring any ideas for any 2022 purchases in advance.
- Maggie Steyn made a motion to accept the Treasurer's Report as written and was seconded by Sean Scarisbrick. Motion accepted.

## CORRESPONDENCE

Corresponding Secretary Karran Swayze sent a thank you letters to the following:

- Lauren and Nick Morse for donations including 3 handheld microscopes for children, a child's loom and children's toys.
- Michael O'Shea for donating a new copy of his latest book, *With All MY Bones*.
- Lisa Thompson, Director of the Barker Public Library, for donating a new copy of *The Worm Family Has Its Picture Taken*. Her library had received an extra copy of this book.
- Molly Marietta for her feedback for the new Library banner layout before it went to print and for her work on the Library's logo and font design.
- Colleen Summerville for organizing the 2021 Clothing Swap which raised \$500 for the Library in addition to giving the remaining clothing to the Wear and Share Clothing Store.
- Barb Costello for making the Jug available for the 2021 Clothing Swap.
- Friends of the Library for the \$8,130 which enabled the Library to renew the annual family pass to Old Fort Niagara, renew magazine and newspaper subscriptions, obtain book materials for children and paid the cost of renewal for the Network for Good digital subscription and contribution service.
- Town of Porter through Duffy Johnston, Supervisor, purchased from the Moose Lodge and made available to the Library bookmarks for children with internet safety tips.
- Dave and Jenny Smith for a carton of paper for Library use.

## OLD BUSINESS

There was no old business to discuss.

## NEW BUSINESS

### 2021 Budget Discussion led by Maggie Steyn

#### Christmas 2021 Bonuses

- A motion was made by Sean Scarisbrick to accept the motion for a \$50 Christmas Bonus for each staff member and was seconded by Karran Swayze. Motion passed. The bonus will be included in the check run pad on December 17, 2021.

#### 2022 Staff Salaries – Raises and Increases

- A motion was made by Maggie Steyn to accept the motion for the staff pay raises that will take effect December 27, 2021 and to accept the proposed Director's salary increase and was

seconded by David Brooks. Motion passed. The salary raises/increases will be reflected in Payroll paid January 14, 2022.

#### **NYS Sick Leave Allowance for Part Time Staff**

- It was recommended by the Finance and Personnel Committees to follow the New York State Sick Leave Law 196-b guidelines as it is written. In 2022, sick leave being taken as per the staff-member's entitlement will not be paid since the Library meets the guidelines of having four staff in the current year and 4 staff in the 'look-back' year 2021.

#### **Vote on 2021 Budget**

- A motion was made by Maggie Steyn to accept the reduction of library hours (36 hours per week year round) and was seconded by Claudia Andres. Motion accepted.
  - The Director's hours will remain at a nominal 40 hours per week and staff hours will be reduced to reflect the 4-hour-less per week service hours.
  - Monday and Wednesday 2PM-8:30PM
  - Tuesday 9:30AM-8:30PM
  - Thursday 2PM-6PM
  - Friday and Saturday 10AM-2PM
  - Sunday CLOSED

#### **Overall Budget for 2022**

- The Budget is based on a Library-model where the Library is open 36 hours per week
- Revenue and Expenditures including Personnel and Other Expenses were discussed
- A motion was made by Karran Swayze to accept the 2022 Budget and was seconded by Paul Inskeep. Motion passed.

#### **Nominating Committee Report – led by Barbara Costello**

- Paul Inskeep is retiring and is the only position we need to fill.
- No applications have been submitted at this time. Can continue to promote for position.
- A Liaison to the Friends is needed
- Additionally, it was shared that the Fundraising Race will be held February 5, 2022.

#### **Sustainability Committee Updates – led by Claudia Andres**

- Claudia emailed the Board ideas to everyone of things that have been in the works.
- Grant Writing Committee to begin – Mary Beth Smith, Devon Tower, Maggie Steyn and Paul Inskeep. Next meeting will look to form committee and to look into more lucrative grants.
- Expand exposure through flyers and social media and try to expand beyond the Village
- More discussion at January's Board Meeting

#### **Robert's Rules – led by Karran Swayze**

- Maggie Steyn and Karran Swayze attended the Robert's Rules webinar on November 9, 2021. Karran emailed notes taken from presenter after the webinar.
- Karran requested to talk about these rules more in February/Spring 2022 and take a look at the by-laws to see if there are changes that we need to institute.

#### **Safety Plan**

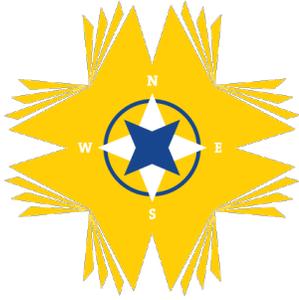
- A motion was made by Sean Scarisbrick to accept the update to the Safety Plan, as presented by Director Sonora Miller and was seconded by Karran Swayze. Motion accepted and will be posted to the library's website.
  - The update includes the updates to the vaccination/weekly testing protocol for staff and volunteers.

Motion was made by Barb Costillo to adjourn the meeting and seconded by Sean Scarisbrick. The meeting was adjourned at 8:33pm. The Annual Board Meeting of the YFL Board of Trustees will be Monday, January 24, 2022 at 6:30PM and will be followed by the Regular Board Meeting at 7:00PM in the meeting room at the Youngstown Free Library.

Respectfully submitted,

Devon Tower, Recording Secretary

Youngstown Free Library Board of Trustees



# Youngstown Free Library

240 Lockport St. Youngstown, NY 14174  
(716) 745-3555  
[www.youngstownfreelibrary.org](http://www.youngstownfreelibrary.org)

## Director's Report

November 2021

### CIRCULATION

As you can see, the Library's physical circulation is in fine shape as people return to the Library building. However, it's important to keep in mind that the Library's services don't end at our front door. Between 10-12% of our full circulation happens online through our Hoopla and Libby apps, which are available to patrons 24/7 from their own devices.

|   | July         | August       | September     | October      |
|---|--------------|--------------|---------------|--------------|
| <b>physical checkouts at Youngstown of Youngstown items</b>                   | 1,962        | 1,894        | 1,678         | 1,693        |
| <b>physical checkouts at Youngstown of books ordered from other libraries</b> | 408          | 317          | 338           | 294          |
| <b>digital checkouts</b>  | 280          | 274          | 227           | 264          |
| <b>TOTAL</b>  | <b>2,650</b> | <b>2,485</b> | <b>2,243.</b> | <b>2,251</b> |

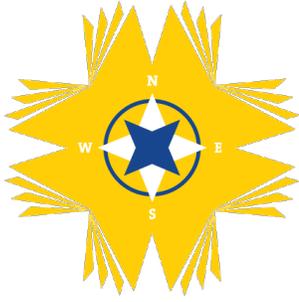
### COMMUNITY PARTNERSHIPS AND CONTINUING EDUCATION

- How Libraries Harness Technology to Create Equity, Diversity and Inclusion on Oct. 21
- Niagara County Hazard Mitigation Planning Community Meeting on Oct. 27
- Video Editing 101 on Nov. 8
- Christmas in the Village will feature a bake sale by the Friends on Dec. 11.
- Donations for the Christmas Basket program can be dropped off at the Library until Dec. 13.

### DISPLAYS

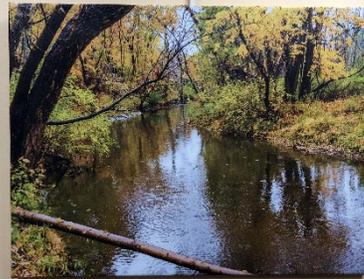
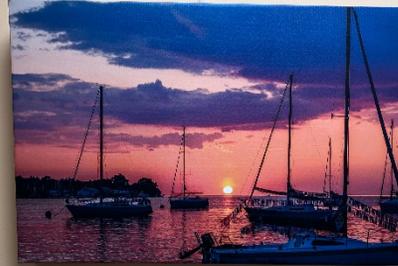
Talented local artist AJ Roberts' beautiful nature photographs are currently showcased in the Magazine Room. They will be on display at the Library throughout the winter.





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### PROGRAMS & SERVICES

**Afternoon Book Club** is held the third Tuesday of every month at the Lewiston Senior Center and simultaneously on Zoom.

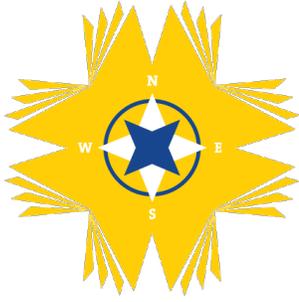
- December 14 at 1:30 PM: *Crime and Poetry* by Amanda Flower

**Evening Book Club** is held the second Wednesday of every month at the Youngstown Free Library and simultaneously on Zoom.

- December 8 at 7 PM: *Migrations* by Charlotte McConaghy

**One-on-One Tech Help** is held in-person at the Youngstown Free Library or via Zoom.

- Wednesday afternoons by appointment
- Call the Library to make an appointment OR use [www.picktime.com/youngstownfreelibrary](http://www.picktime.com/youngstownfreelibrary) to make your appointment.



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**Discover & Explore Your Digital Library** is held in-person at the Youngstown Free Library or via Zoom.

- First Saturday of the month at 10:30-11:30 AM
- No appointments needed.

**Story Hour with the Town of Porter** is held every Tuesday morning when Lew-Port is in session.

- Tuesdays at 9:30 AM
- Tuesdays at 11 AM

**Take and Make kits** returned for Halloween and Thanksgiving! Volunteer Nadine Tidwell put together 20 craft kits for each holiday. In October, crafters made a rocking bat, and last week, crafters made a turkey windsock. Thank you, Nadine!

### **PUBLICITY UPDATES**

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

**Facebook:** 1092 followers: <https://www.facebook.com/youngstownfreelibrary/>

**Twitter:** 51 followers: <https://twitter.com/ytownlibrary>

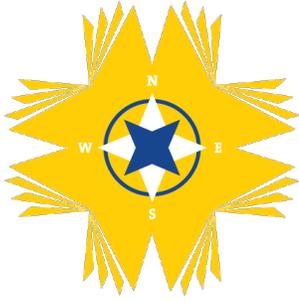
**Instagram:** 527 followers: <https://www.instagram.com/youngstownfreelibrary>

Three hundred forty-nine (349) posts have been made on Facebook so far in 2021. Three hundred twelve (324) posts have been made on Instagram since its inception. These posts on Facebook and Instagram advertise Library programs, share community news, showcase new books, distribute news about vaccine clinics, and share Library updates.

### **TECHNOLOGY**

The staff computer in the office dates from October 2010, so a modern Dell 3080 tower and monitor has been ordered to replace it. This is being ordered through Nioga's contract with New York State discounts. Once it arrives and we transfer the files to the new machine, the old computer will be wiped and replace our current public access catalog computer.

In June 2021, my laptop died in a figuratively fiery crash of a motherboard failure. Since then, I have run the website and library files using a donated computer, but I have already filled 85% of the computer's storage in five months' use. This is not a suitable machine for long-term use. After a funding request to the Friends and a \$250 grant from HP and Techsoup, I have ordered a new laptop that will better handle the storage needs of the Library.



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### **VOLUNTEERS**

The Library is slowly adding back its volunteers into the daily schedules. Volunteers are essential for so much of the behind-the-scenes work at the Library: vacuuming the Library, finding lost books, putting books back in order on the shelves, cleaning tables and shelves, washing down the book drop bin, and other cleaning tasks. We are still looking for folks who can commit to regular shifts for the cleaning tasks. Thank you.

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](http://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:

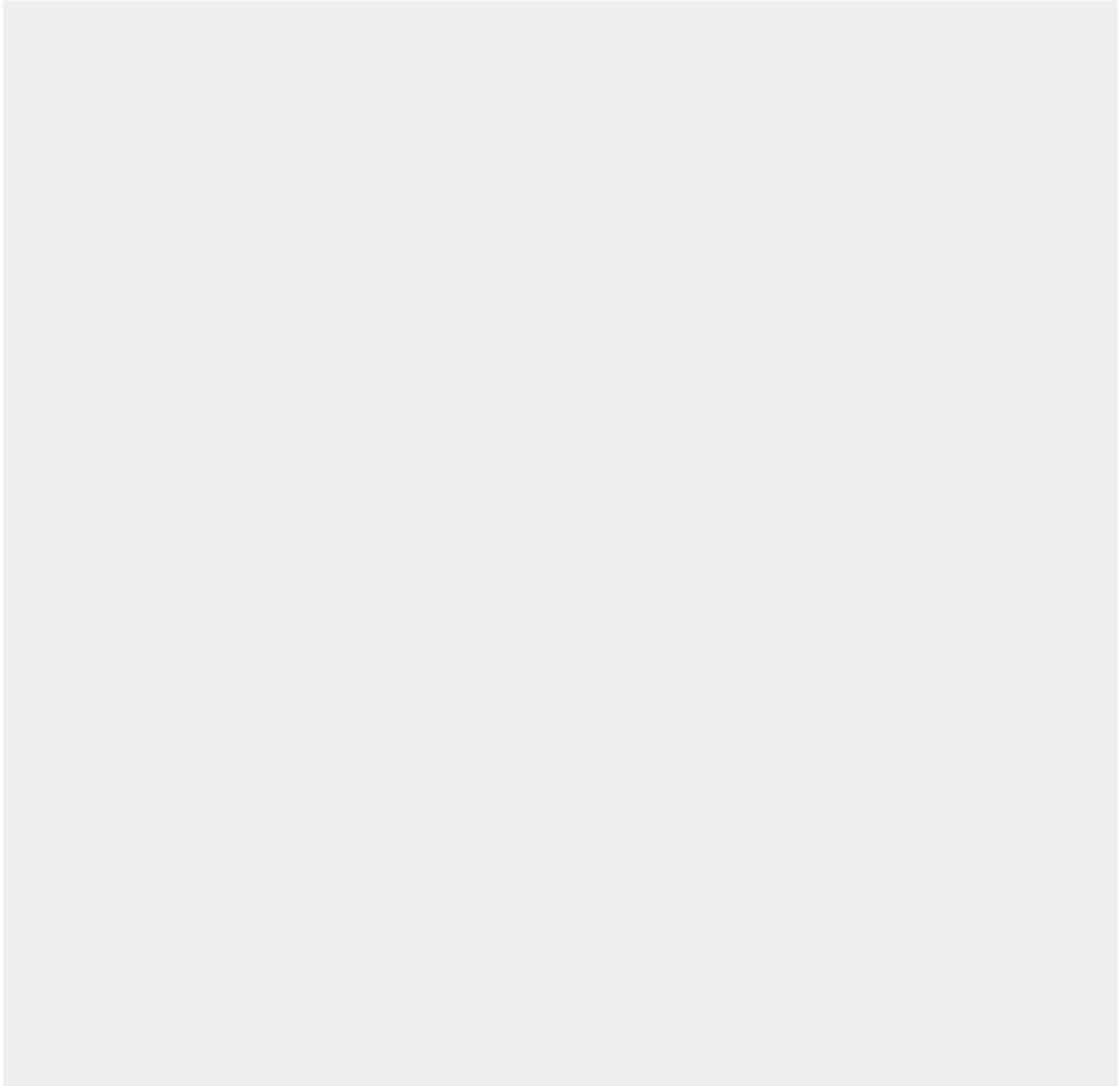
- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

*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:

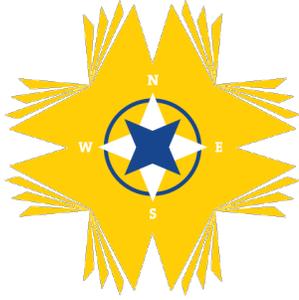
To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- 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.



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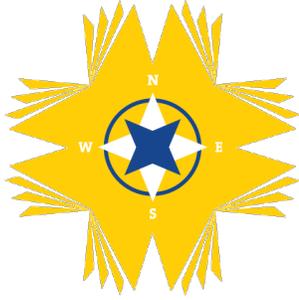
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### **Youngstown Free Library Operating Hours & Services**

As of May 24<sup>th</sup>, the Red Brick building is unlocked and open during Village Office hours and Library browsing hours. During browsing hours, patrons will enter and exit the through the Third Street door. There will be a hand sanitizing station at the entrance of the Library.

Regularly, 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:**

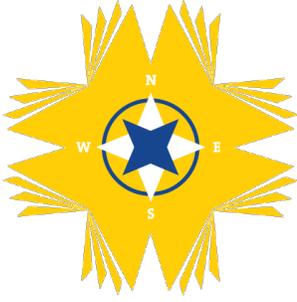
Patrons will be able to drop off all their materials in the outdoor book drop or at the Front Desk.

#### **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 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 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 Third Street entrance:**

- You must use hand sanitizer upon entering the Library.

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

- You must wear a mask or face shield covering your nose and mouth at ALL TIMES during your visit.
- Disinfecting stations are available in every room of the Library.

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

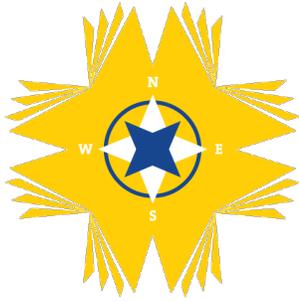
- Staff will give you the choice of having your library materials disinfected when they are checked out to you.

#### **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 Library Staff

#### When you are at work but outside the Library walls:

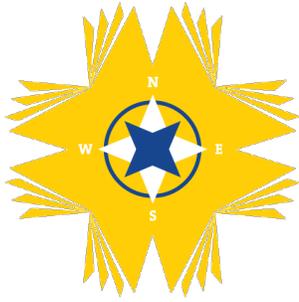
- You must wear a mask at ALL TIMES (coming from your car into work, collecting book drop, in the elevator, handing out curbside pick-up, etc.).
- You must disinfect building surfaces (elevator buttons, door handles, stair railings, etc.) after you touch it.

#### 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 mini-split 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.
- 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.) frequently.



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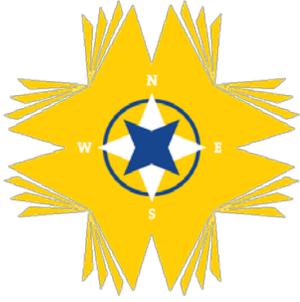
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### Before you leave your shift:

- 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>
- All staff members & volunteers of the YFL need to be able to show proof of a first vaccination of an approved type for COVID-19 by October 31st 2021, and where appropriate, a second by November 30th 2021.
- Failure by any staff member or volunteer to be able to do so will result in that person being required to present proof of a negative result from an FDA-approved test on a weekly basis. The cost of that test and the time taken to obtain that test will not be paid for by the YFL.



# 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

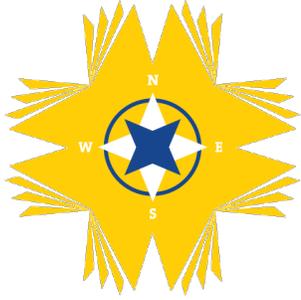
## 4. What is your temperature today?

**Date:**

**Printed Name:**

**Signature:**

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



## Youngstown Free Library

240 Lockport St. Youngstown, NY 14174

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### Library Material Handling Processes

Gloves are not required. However, gloves are available in the PPE cabinet in the office for those staff and volunteers who would like them when handling library materials.

### Book Returns

Currently, returns are accepted in the book drop or at the Front Desk.

- Donning mask, staff will empty the book drop and check in all items as fine-free discharge (until August 1<sup>st</sup> after which items will be checked in normally).

# 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 Guidance Wizard.

Effective May 19, 2021, New York has adopted the Centers for Disease Control and Prevention's (CDC) "Interim Public Health Recommendations for Fully Vaccinated People," for most businesses and public settings as set forth in this [guidance](#). For certain activities, businesses may be permitted to elect to follow superseding CDC guidance in lieu of the related State guidance provisions.

For more information on the New York State Forward plan, visit [forward.ny.gov](https://forward.ny.gov).

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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



**New York Forward**

## Business Affirmation

**We have received your reopening affirmation on 04/29/2021 at 06:42 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**

Retail - Essential and Phase II Retail: In-Store Shopping

Sonora Miller

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Youngstown, NY 14174

Niagara County



## Youngstown Free Library

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### YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES

#### Regular Board Meeting

Date: November 22, 2021 Time: 7:00 pm

#### Corresponding Secretary Report

The following thank you notes from the Board of Trustees were sent:

- Lauren and Nick Morse for donations including 3 handheld microscopes for children, a child's loom and children's toys
- Michael O'Shea for donating a new copy of his latest book, *With All MY Bones*.
- Lisa Thompson, Director of the Barker Public Library, for donating a new copy of *The Worm Family Has Its Picture Taken*. Her library had received an extra copy of this book.
- Molly Marietta for her feedback for the new Library banner layout before it went to print and for her work on the Library's logo and font design.
- Colleen Summerville for organizing the 2021 Clothing Swap which raised \$500 for the Library in addition to giving the remaining clothing to the Wear and Share Clothing Store.
- Barb Costello for making the Jug available for the 2021 Clothing Swap.
- Friends of the Library for the \$8,130 which enabled the Library to renew the annual family pass to Old Fort Niagara, renew magazine and newspaper subscriptions, obtain book materials for children and paid the cost of renewal for the Network for Good digital subscription and contribution service.
- Town of Porter through Duffy Johnston, Supervisor, purchased from the Moose Lodge and made available to the Library bookmarks for children with internet safety tips.
- Dave and Jenny Smith for a carton of paper for Library use.

Respectfully submitted,

Karran Swayze

Corresponding Secretary



## **Youngstown Free Library**

240 Lockport St. Youngstown, NY 14174

(716) 745-3555

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

Youngstown Free Library Board of Trustees

#### Why parliamentary procedure?

- Small groups are easy. A few people can generally talk things through quickly.
- Successful groups get more ambitious...more diverse membership...disagreements are inevitable.
- Agreeing on a decision-making process early...before the trouble starts...helps keep tempers in check and meetings more efficient.
- A familiar, predictable process means members know when and how they will have their say, and enables the presiding officer to moderate any debate without having to engage in a continual power struggle.
- A word about the formal language.

#### Bylaws

- Laws adopted by an organization for its own governance
- Fundamentals that define the mission and limits of the organization
- “Contract” between the organization and the members
- May be amended, but never suspended
- Always in force

#### What Is a “Meeting”?

- Announced gathering to decide on actions to be taken in the name of the organization.
- Participation restricted to members.
- Quorum: minimum number of members required to properly conduct business.
- Presiding officer and secretary present.

#### Basic Meeting Principles

- One recognized speaker at a time
- One subject at a time
  - Pending motion only; debate has rules
  - Each motion requires a separate vote
  - Minority must be heard; Majority decides
- No decision without a quorum

#### Standard Order of Business

- *Not the same as “agenda.”*
- Reading and approval of Minutes
- Reports of Officers and Committees
- [Unfinished Business]
- New Business

## Handling a Motion

- The Chair asks “Is there any new business?”
- A member rises or goes to the mic to seek recognition.
- “The Chair recognizes Ms. Smith.”
- “I move...” [Main motion: specify who, what, when, how much]
- “Second”
- Chair restates the motion. This becomes the official version.
- “Is there discussion?”
- Debate: adopt, reject, postpone, refer.

## Rules for Debate

- Speech has limits....2 x 3?
- Stick to the point
- Debate issues, not personalities

## Amendments

## Limiting debate

## Postpone or Refer?

## Voting

- Normally voice vote, unless result in doubt.
- Majority—more than half the votes cast
- 2/3—twice as many AYE as Nos
- The Chair should:
  - State the exact wording of the question;
  - Ask for both positive and negative (not abstentions);
  - State which side has prevailed;
  - Declare that the motion is “adopted” or “lost”;
  - State the effect of the decision.
- “Settledness”

## FAQs

- Do we have to follow The Rules all the time?
- Does the president only vote to break a tie?
- Why does debate stop when someone “calls the question”?
- How do we keep members with a conflict of interest from voting?



## **Financial Reports**

### **As at October 2021 Month End**

#### **Notes:**

1 **Revenues** are over budget by some \$9,500, with the Fund Drive and the Letters campaign being extremely successful. (7.7% over budget)

As at October month end, we are showing \$15,435 from Fund Drive receipts and there is another \$8,795+ received in November.

So we have already exceeded last year's Drive (\$24,138.30).

2 **Expenditures** are for the most part in line with or below budget. Overall, we have spent nearly 72% of the budgeted total (7.2% under budget) but there are some yearly invoices due in November/December which will be significant.

#### **3 Summary:**

| <b>As at October 31st 2021</b> | <b>Annual Budget</b> | <b>Actual YTD</b> |
|--------------------------------|----------------------|-------------------|
| Revenues                       | \$123,557            | \$133,080         |
| Expenditure                    | \$154,404            | \$110,723         |
| <b>Balance</b>                 | <b>-\$30,847</b>     | <b>+\$22,357</b>  |

Respectfully submitted, Maggie Steyn

November 18th, 2021

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

| <b>YOUNGSTOWN<br/>FREE LIBRARY<br/>2021</b> | <b>Budget for<br/>2021</b> | <b>Actuals<br/>09/01/2021 -<br/>09/30/2021</b> | <b>Actuals<br/>10/01/2021 -<br/>10/31/2021</b> | <b>Totals Year to<br/>Date</b> | <b>Remaining<br/>in Budget</b> | <b>% of Budget<br/>Rec'd</b> |
|---|----------------------------|--|--|--------------------------------|--------------------------------|------------------------------|
| <b>REVENUE</b>                              |                            |  |  |                                |                                | Ten months is<br>83.3%       |
| PORTER                                      | <b>\$65,000</b>            |  |  | \$65,219.00                    | -\$219.00                      | 100.34%                      |
| COUNTY                                      | <b>\$3,786</b>             | \$7,814.00                                     |  | \$7,814.00                     | -\$4,028.00                    | 206.39%                      |
| VILLAGE                                     | <b>\$1,000</b>             |  |  | \$1,000.00                     | \$0.00                         | 100.00%                      |
| AID   | <b>\$776</b>               |  |  | \$1,260.00                     | -\$484.00                      | 162.37%                      |
| INITIATIVE                                  | <b>\$0</b>                 |  |  | \$0.00                         | \$0.00                         |                              |
| FRIENDS                                     | <b>\$10,000</b>            |  | \$8,130.00                                     | \$9,730.00                     | \$270.00                       | 97.30%                       |
| FINES/ COPIER/ FAX                          | <b>\$2,400</b>             | \$87.95  | \$243.20                                       | \$537.56                       | \$1,862.44                     | 22.40%                       |
| INTEREST                                    | <b>\$2,000</b>             | -\$281.95                                      | \$197.97                                       | \$2,188.50                     | -\$188.50                      | 109.43%                      |
| GIFTS                                       | <b>\$4,000</b>             | \$1,592.32                                     | \$4,740.50                                     | \$11,209.54                    | -\$7,209.54                    | 280.24%                      |
| ANNUAL DRIVE                                | <b>\$16,000</b>            |  | \$11,725.00                                    | \$15,435.00                    | \$565.00                       | 96.47%                       |
| MISCELLANEOUS                               | <b>\$100</b>               | \$15.74  | \$41.67  | \$91.67                        | \$8.33                         | 91.67%                       |
| GRANT FUNDS                                 | <b>\$500</b>               |  |  | \$600.00                       | -\$100.00                      | 120.00%                      |
| PPP GRANT INCOME                            | <b>\$17,995</b>            |  |  | \$17,995.00                    |                                |                              |
| <b>TOTAL<br/>REVENUE</b>                    | <b>\$123,557</b>           | <b>\$9,228.06</b>                              | <b>\$25,078.34</b>                             | <b>\$133,080.27</b>            | <b>-\$9,523.27</b>             | <b>107.71%</b>               |

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

| <b><u>EXPENDITURE</u></b>                         | <b>Budget for 2021</b> | <b>Actuals 09/01/2021 - 09/30/2021</b> | <b>Actuals 10/01/2021 - 10/31/2021</b> | <b>Totals Year to Date</b> | <b>Remaining in Budget</b> | <b>% of Budget Used</b>    |
|---|------------------------|--|--|----------------------------|----------------------------|----------------------------|
| <b>PERSONNEL</b>                                  |                        |  |  |                            |                            | <b>Ten months is 83.3%</b> |
| SALARIES (GROSS) - Active                         | <b>\$85,798</b>        | \$6,240.29                             | \$6,305.10                             | \$66,454.31                | \$19,343.69                | 77.45%                     |
| HEALTH BENEFIT                                    | <b>\$4,000</b>         | \$307.70                               | \$307.70                               | \$3,230.85                 | \$769.15                   | 80.77%                     |
| SOCIAL SECURITY & MEDICARE                        | <b>\$6,870</b>         | \$500.93                               | \$505.87                               | \$5,497.83                 | \$1,372.17                 | 80.03%                     |
| CONTINUING ED. , NETWORKING, MILEAGE              | <b>\$500</b>           | \$50.00                                |  | \$50.00                    | \$450.00                   | 10.00%                     |
| NEW YORK STATE DISABILITY & WORKER'S COMPENSATION | <b>\$510</b>           | \$168.55                               |  | \$320.66                   | \$189.34                   | 62.87%                     |
| SALARIES (CHRISTMAS BONUS)                        | <b>\$250</b>           |  |  | \$0.00                     | \$510.00                   | 0.00%                      |
| <b>TOTAL PERSONNEL</b>                            | <b>\$98,438</b>        | <b>\$7,267.47</b>                      | <b>\$7,118.67</b>                      | <b>\$75,538.65</b>         | <b>\$22,899.35</b>         | <b>76.74%</b>              |
| <b>LIBRARY MATERIALS &amp; SERVICES</b>           |                        |  |  |                            |                            |                            |
| DIGITAL/AUDIO VISUAL MATERIALS                    | <b>\$10,881</b>        | \$750.83                               | \$614.67                               | \$6,019.76                 | \$4,861.24                 | 55.32%                     |
| BOOKS   | <b>\$8,500</b>         | \$539.12                               | \$227.38                               | \$5,718.27                 | \$2,781.73                 | 67.27%                     |
| COMPUTER SOFTWARE                                 | <b>\$300</b>           |  |  | \$0.00                     | \$300.00                   | 0.00%                      |
| SUBSCRIPTIONS & LIBRARY MEMBERSHIPS               | <b>\$4,100</b>         | \$123.00                               | \$30.00                                | \$3,415.75                 | \$684.25                   | 83.31%                     |
| BOOK PROCESSING & PROGRAMMING                     | <b>\$1,680</b>         | \$274.83                               | \$408.58                               | \$1,260.66                 | \$419.34                   | 75.04%                     |
| PUBLICITY & PROMOTION                             | <b>\$1,980</b>         | \$27.00                                |  | \$1,396.46                 | \$583.54                   | 70.53%                     |
| COPIER LEASE & USAGE                              | <b>\$400</b>           |  |  | \$20.00                    | \$380.00                   | 5.00%                      |
| POSTAGE   | <b>\$1,230</b>         | \$96.63                                | \$64.05                                | \$693.33                   | \$536.67                   | 56.37%                     |
| INTERNET/PHON                                     | <b>\$290</b>           | \$67.00                                | \$12.00                                | \$152.95                   | \$137.05                   | 52.74%                     |
| <b>TOTAL LIBRARY MATERIALS &amp; SERVICES</b>     | <b>\$560</b>           | <b>\$71.86</b>                         | <b>\$72.50</b>                         | <b>\$440.75</b>            | <b>\$119.25</b>            | <b>78.71%</b>              |
| <b>TOTAL LIBRARY MATERIALS &amp; SERVICES</b>     | <b>\$29,921</b>        | <b>\$1,950.27</b>                      | <b>\$1,429.18</b>                      | <b>\$19,117.93</b>         | <b>\$10,803.07</b>         | <b>63.89%</b>              |

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

| <b>OPERATING EXPENDITURE</b>             | <b>Budget for 2021</b> | <b>Actuals 09/01/2021 - 09/30/2021</b> | <b>Actuals 10/01/2021 - 10/31/2021</b> | <b>Totals Year to Date</b> | <b>Remaining in Budget</b> | <b>% of Budget Used</b> |
|--|------------------------|--|--|----------------------------|----------------------------|-------------------------|
| ALMS FEE                                 | \$7,295                | \$607.91                               | \$607.91                               | \$5,471.19                 | \$1,823.81                 | 75.00%                  |
| OFFICE SUPPLIES                          | \$1,600                |  | \$57.45                                | \$419.54                   | \$1,180.46                 | 26.22%                  |
| HOUSEKEEPING                             | \$100                  | \$4.60                                 | \$4.60                                 | \$26.00                    | \$74.00                    | 26.00%                  |
| INSURANCE                                | \$4,900                |  |  | \$3,754.43                 | \$1,145.57                 | 76.62%                  |
| RENT                                     | \$1                    |  |  | \$1.00                     | \$0.00                     | 100.00%                 |
| (SPACE)                                  | \$1,150                |  |  | \$0.00                     | \$1,150.00                 | 0.00%                   |
| COPIER LEASE & USAGE                     | \$1,230                | \$96.63                                | \$64.06                                | \$693.38                   | \$536.62                   | 56.37%                  |
| POSTAGE                                  | \$290                  | \$67.00                                | \$12.00                                | \$145.00                   | \$145.00                   | 50.00%                  |
| INTERNET/PHONE                           | \$560                  | \$71.85                                | \$72.50                                | \$440.70                   | \$119.30                   | 78.70%                  |
| <b>TOTAL OPERATING</b>                   | <b>\$17,126</b>        | <b>\$847.99</b>                        | <b>\$818.52</b>                        | <b>\$10,951.24</b>         | <b>\$6,174.76</b>          | <b>63.95%</b>           |
|  |                        |  |  |                            |                            |                         |
| <b>COVID-19 Expenses</b>                 |                        |  |  |                            |                            |                         |
| LIBRARY MATERIALS & PROCESSING           | \$2,000                |  |  | \$9.99                     | \$1,990.01                 | 0.50%                   |
| OFFICE SUPPLIES                          | \$1,000                |  |  | \$778.32                   | \$221.68                   | 77.83%                  |
| CALL FORWARD                             | \$500                  |  |  | \$0.00                     | \$500.00                   | 0.00%                   |
| <b>TOTAL COVID-19 MATERIALS EXPENSES</b> | <b>\$3,500.00</b>      | <b>\$0.00</b>                          | <b>\$0.00</b>                          | <b>\$788.31</b>            | <b>\$2,711.69</b>          | <b>22.52%</b>           |
|  |                        |  |  |                            |                            |                         |
| <b>CAPITAL EXPENDITURE</b>               | <b>Budget for 2021</b> |  |  |                            |                            |                         |
| TECHNOLOGY                               | \$1,000                |  |  | \$99.00                    | \$901.00                   | 9.90%                   |
| OTHER - SPACE etc                        | \$0                    |  | \$125.98                               | \$125.98                   | -\$125.98                  | 0.00%                   |
| <b>CAPITAL EXPENDITURES</b>              | <b>\$1,000</b>         | <b>\$0.00</b>                          | <b>\$125.98</b>                        | <b>\$224.98</b>            | <b>\$775.02</b>            | <b>22.50%</b>           |

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

| <b>MISCELLANEOUS</b>                                | <b>Budget for 2021</b> | <b>Actuals 09/01/2021 - 09/30/2021</b> | <b>Actuals 10/01/2021 - 10/31/2021</b> | <b>Totals Year to Date</b> | <b>Remaining in Budget</b> | <b>% of Budget Used</b> |
|---|------------------------|--|--|----------------------------|----------------------------|-------------------------|
| PAYROLL SERVICES:<br>(Total of 6 line-items below)  | <b>\$3,709</b>         | <b>\$215.00</b>                        | <b>\$215.00</b>                        | \$2,610.00                 | \$1,099.00                 | 70.37%                  |
| 1. MONTHLY BOOK-KEEPING & ACCOUNTING                | <b>\$2,580</b>         | \$215.00                               | \$215.00                               | \$2,105.00                 | \$475.00                   | 81.59%                  |
| INCL FED & STATE TAX PAYMENTS                       | <b>\$260</b>           |  |  | \$60.00                    | \$200.00                   | 23.08%                  |
| 3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc. | <b>\$377</b>           |  |  | \$45.00                    | \$332.00                   | 11.94%                  |
| 4. 990 PREPARATION & DEPRECIATION                   | <b>\$400</b>           |  |  | \$400.00                   | \$0.00                     | 100.00%                 |
| 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                   |                         |
| PROFESSIONAL SERVICES - NFG                         | <b>\$200</b>           |  |  | \$1,200.00                 | -\$1,000.00                | 600.00%                 |
| PROFESSIONAL SERVICES - LEGAL                       | <b>\$500</b>           |  |  | \$409.75                   | \$90.25                    | 81.95%                  |
| BANK FEES & CHARGES                                 | <b>\$10</b>            |  |  | \$2.92                     | \$7.08                     | 29.20%                  |
| MISC - OTHER  | <b>\$0</b>             |  |  | \$0.00                     | \$0.00                     |                         |
| <b>TOTAL MISCELLANEOUS</b>                          | <b>\$4,419</b>         | <b>\$215.00</b>                        | <b>\$215.00</b>                        | <b>\$4,102.67</b>          | <b>\$316.33</b>            | 92.84%                  |
|   |                        |  |  |                            |                            | Ten months is 83.3%     |
| <b>TOTAL OPERATING Net Income (Loss)</b>            | <b>\$154,404</b>       | <b>\$10,280.73</b>                     | <b>\$9,707.35</b>                      | <b>\$110,723.78</b>        | <b>\$43,680.22</b>         | <b>71.71%</b>           |
|   | <b>-\$30,847</b>       | <b>-\$1,052.67</b>                     | <b>\$15,370.99</b>                     | <b>\$22,356.49</b>         | <b>-\$53,203.49</b>        |                         |

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

**CURRENT CASH ASSETS**

|                              |                     |
|------------------------------|---------------------|
| Petty Cash                   | \$100.00            |
| Key Bank      Checking       | \$34,328.31         |
| Morgan Stanley - 178- Acct   | \$262,973.73        |
| Morgan Stanley (Scholarship) | \$1,068.18          |
| <b>TOTAL CURRENT ASSETS</b>  | <b>\$298,470.22</b> |

**FUND BALANCES**

**Unrestricted**

|                                 |                     |
|---------------------------------|---------------------|
| General (Operating)             | \$27,998.04         |
| Sustainability/Foundation       | \$100,000.00        |
| <b>Total Unrestricted Funds</b> | <b>\$127,998.04</b> |

**Restricted**

|                                      |                     |
|--------------------------------------|---------------------|
| Operating Reserve                    | \$154,404.00        |
| Scholarship (Ruby Carey)             | \$1,068.18          |
| Other                                | \$0.00              |
| Gifts/Grants (Children's Room)       | \$15,000.00         |
| <b>Total Restricted Fund Balance</b> | <b>\$170,472.18</b> |

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

|                            |                     |
|----------------------------|---------------------|
| <b>TOTAL FUND BALANCES</b> | <b>\$298,470.22</b> |
|----------------------------|---------------------|