

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Regular meeting

Zoom Format

Date: October 26, 2020 Time: 7:00 pm

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

Absent: Kevin Cassick, Mary Wieland

Call to Order: By Sean Scarisbrick at 7:02 pm

Comments from the public: None

Minutes: The minutes of the September 28, 2020 meeting were presented for approval.

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

President's Remarks:

- The President stated that even with the temporary realities of Covid 19, Board committees have been active. Sonora and the staff at the library have been doing a great job, but they too miss the people. The village is still closed and open to only reservations. The Library is continuing with curbside pickup. Some modifications are necessary as the weather gets cold. These conditions are not good for the person who is outside with the pickups.

Director's Report:

- No regular report this month. But the Director did present the following oral report:
 - The staff continues to answer emails and phone calls
 - Would like to move the curbside pickup to inside the building as the weather gets cold
 - Visits by appointment are fully booked
 - She would like to open for browsing hours in a 2-hour block of time around appointments and curbside pickups. Masking and social distancing would be followed as would cleaning to wipe down surfaces and the use of hand sanitizer.
 - NYS Reopening protocols would allow for this service.
 - Currently there are few active cases in Niagara County, but we would go back to limited use if the situation changes.
 - The President thanked Sonora for keeping us up-to-date with this very fluid situation.

Treasurer's Report:

- The monthly report is in the DropBox.
- Maggie reported that our expenses are in line with our budget. As of September 30, we are 3/4 of the way through the year and our expenses are 73% of budget.
- We received the check from the village of Youngstown for \$1,000. The Friends paid Stephan Associates bill that was submitted.
- Treasurer's Report was filed.

Correspondence:

- Maggie has sent 172 thank you letters for this years' Annual Fund Drive.

Old Business:

- The Friends Fall newsletter included the President's letter announcing the annual Fund Drive. So far, \$17,000 has been received. We are a bit ahead of last year. Sean will put together a reminder letter. The mailing will not go to those who gave last year—so about 100 letters will be mailed.
- The President thanked Maggie for her work on this matter.

New Business:

- The Annual Friends' Fall Book Sale will take place November 4 & 5 for members and November 6 & 7 for the general public. Registration in advance is necessary for members for the sale on November 4 & 5.
-
- **Personnel Committee:**

- Devon Tower reported on the work of the committee which started in July and has been ongoing using the Zoom format. She has placed the current updated policy on Dropbox and thanks the members for suggestions and questions for clarification. She would like to have a final proposal for the entire Board to look at by the next Board meeting in November. Thanks to Sonora for looking at the job description sections for the Library staff and updating them.
- Devon would like to schedule a Personnel Committee meeting within the next 2 weeks to take one last pass at the policy before final presentation for Board action at the November meeting.
- **Renovation Plans:**
 - Paul Inskeep reported that the overall plan is ongoing. Review of the planning so far:
 - ✓ August 18,2020 revised the plans with Lynn Stephan
 - ✓ Made extra large copies to make it easier to see details
 - ✓ In September, Sonora and Paul met and made a few corrections
 - Cushions needed to be small or handling and ease of storage
 - Use vinyl for ease of cleaning and replacement
 - ✓ On October 23, 2020, the Planning Committee met to go over the revised plans—Children's room exceptional
 - ✓ October 24, 2020 plans available for entire Board to see
 - ✓ Still decisions need to be made regarding signage in the Library, drapes on the windows, painting the ceiling, walls and color of rugs.
 - ✓ Need to come up with a plan to roll out the project to the community. Might be a year and a half to 2 years into the future for implementation.
 - ✓ Paul has offered to write any grants needed for the project even if he is not on the Board at the time.
 - ✓ The lighting is not part of this project. We will handle the lights ourselves. Need to find new lights as the ones we wanted are no longer being manufactured.
 - Paul Inskeep made a motion and Lauren Morse seconded the motion to approve the design for the Renovation Plan ID 1-ID 13 and to allow Lynn Stephan to solicit at least 3 quotes for the project with at least 1 contractor from western New York.
 - The motion passed.

- Sean expressed great thanks to Paul for his work on this project. Paul expressed his thanks to Sonora for her help, support and knowledge regarding the design and use of the library physical layout.
- **Sustainability Committee:**
 - Claudia Andres reported on the work of the committee and thanked the committee members for their work and ideas:
 - ✓ It is practical to pursue establishing a Foundation at this time. Thanks to Maggie for her work.
 - ✓ The cost to participate in the Buffalo Foundation is at least \$100,000. We might be better off setting up our own—although with the market so volatile, while the rewards might be great, the risk is also great.
 - ✓ Need to regain patron confidence, assure a calmness to Sonora and the staff, and that the village is in agreement for the use of the building in the long term.
- A motion was made by Claudia Andres and seconded by Lauren Morse that the Library Board of Trustees send a letter to the Village Board in support of Sonora's plan to open browsing hours for the Library effective November 16, 2020. Sean will write the letter and make it available for the members for comment. Sonora will send it to Mayor Reynolds and the members of the Village Board.
- The motion passed.
 - ✓ Claudia identified the next need as thinking about a Capital Campaign to raise funds for the Renovation Plans. It would include a Legacy request in the campaign. It will need intense marketing and community support.
 - ✓ Maggie has agreed to look into the paperwork to establish our own Foundation.
 - ✓ Sustainability need is getting urgent just to remain open as the decrease in funding from the Town of Porter will increase our deficit and require us to dip into our savings to meet operating expenses.
 - ✓ Claudia again thanked the members for their ideas and information.
- A motion was made by Maggie Steyn and seconded by Lauren Morse to adjourn the meeting.
- The motion passed.
- The meeting was adjourned by Sean Scarisbrick at 8:34 pm.
- **UPCOMING EVENTS:**

The next meeting of the Youngstown Free Library Board of Trustees will be Monday, November 23, 2020 at 7pm. It is not determined at this time whether the meeting will be face to face or Zoom format. Sonora will send out an email and post it to the Library's Facebook page.

Respectfully submitted,
Karran Swayze
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 made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

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

COVID-19 Reopening Safety Plan

Name of Business:

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?

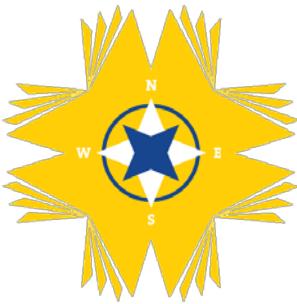
IV. OTHER

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



Youngstown Free Library

240 Lockport St. Youngstown, NY 14174

(716) 745-3555

www.youngstownfreelibrary.org

Managing engagement with patrons and staff

Updated 10-26-20

Returning library materials:

All returned library materials will be put in the outdoor 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. All library materials being picked up will be put on a table so that social distancing is maintained. No direct interaction will occur between patrons and staff.

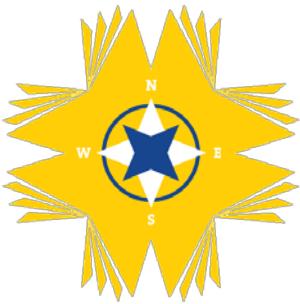
Library by appointment:

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

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

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

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



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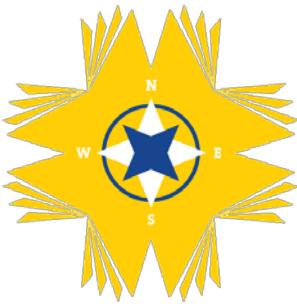
Library browsing hours:

All engagement with patrons will be highly controlled during library browsing hours. Browsing hours are not available during curbside pick-up set-up and take-down to eliminate staff and patrons sharing the stairs and the lobby.

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 Appointments

Updated 10-26-20

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

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

When you arrive for your visit:

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

Throughout your visit:

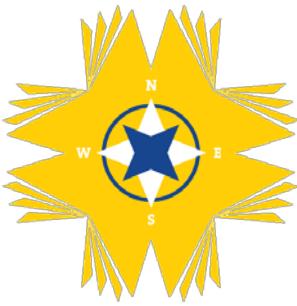
- You must wear a mask or face shield covering your nose and mouth at ALL TIMES during your visit. If you or your family members do not, you will be asked to leave the Library and you will not be able to book another appointment.
- Disinfecting stations are available in every room of the Library. As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

Before you leave the Library:

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

Beyond your visit:

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



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Pandemic Protections & Responsibilities for Patrons

Library Browsing

Updated 10-26-20

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.
- Put on your mask or face shield. Every member of the family (except those under 2) must wear a mask or face shield to enter the Library.
- Are you not able to tolerate a mask or face shield? We will be happy to deliver books to you in another way. Contact the Director at 745-3555 or smiller@nioga.org.

When you arrive for your visit:

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

Throughout your visit:

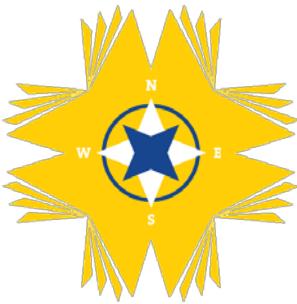
- You must wear a mask or face shield covering your nose and mouth at ALL TIMES during your visit. If you or your family members do not, you will be asked to leave the Library and you will not be able to book another appointment.
- Disinfecting stations are available in every room of the Library. As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

Before you leave the Library:

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

Beyond your visit:

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



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Patron Agreement for Pandemic Visits

The Youngstown Free Library's top priority is everyone's safety. For those who choose to visit the Library, we are putting in visiting requirements to protect the health of staff and the public.

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

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

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

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

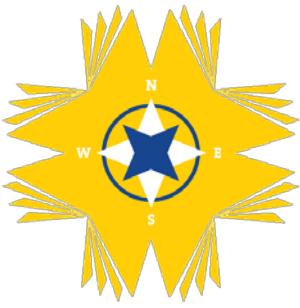
- Yes No

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

- Yes No

4. Which of the following states have you (or any children/teens under 18 who are visiting the Library with you) visited within the past 14 days?

- | | | | |
|-----------------------------------|--------------------------------------|---|---|
| <input type="checkbox"/> Alabama | <input type="checkbox"/> Illinois | <input type="checkbox"/> Missouri | <input type="checkbox"/> Rhode Island |
| <input type="checkbox"/> Alaska | <input type="checkbox"/> Indiana | <input type="checkbox"/> Montana | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Arkansas | <input type="checkbox"/> Iowa | <input type="checkbox"/> Nebraska | <input type="checkbox"/> South Dakota |
| <input type="checkbox"/> Arizona | <input type="checkbox"/> Kansas | <input type="checkbox"/> Nevada | <input type="checkbox"/> Tennessee |
| <input type="checkbox"/> Colorado | <input type="checkbox"/> Kentucky | <input type="checkbox"/> New Mexico | <input type="checkbox"/> Texas |
| <input type="checkbox"/> Delaware | <input type="checkbox"/> Louisiana | <input type="checkbox"/> North Carolina | <input type="checkbox"/> Utah |
| <input type="checkbox"/> Florida | <input type="checkbox"/> Maryland | <input type="checkbox"/> North Dakota | <input type="checkbox"/> Virginia |
| <input type="checkbox"/> Georgia | <input type="checkbox"/> Michigan | <input type="checkbox"/> Ohio | <input type="checkbox"/> West Virginia |
| <input type="checkbox"/> Guam | <input type="checkbox"/> Minnesota | <input type="checkbox"/> Oklahoma | <input type="checkbox"/> Wisconsin |
| <input type="checkbox"/> Idaho | <input type="checkbox"/> Mississippi | <input type="checkbox"/> Puerto Rico | <input type="checkbox"/> Wyoming |



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

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

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

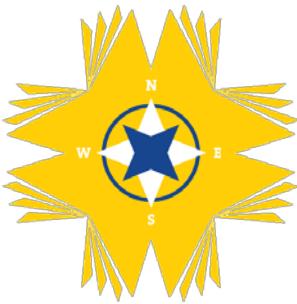
I understand that the Village Center building is closed to the public, save for the Library. I will not access the rest of the Village Center building, nor will I allow children and teens under 18 with me to access the rest of the Village Center building.

I understand that my answers to questions on this form may affect my (and my family's) ability to visit the Library at this time. I have been truthful in answering these questions because I recognize that the Library's staff deserve to be safe at work, and that the Library is trying its best to protect the health of our whole community.

Date: _____

Printed Name: _____

Signature: _____



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Pandemic Protections & Responsibilities for Library Staff Updated 10-26-20

When you are at work but outside the Library walls:

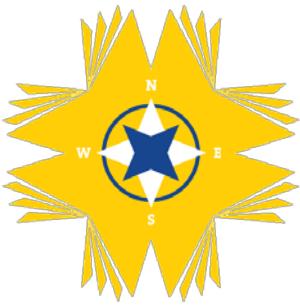
- You must wear a mask at ALL TIMES (coming from your car into work, collecting book drop, in the elevator, handing out curbside pick-up, etc.).
- You must have a spray of disinfectant with you and disinfect every Village building surface you touch (elevator buttons, door handles, stair railings, etc.)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

When you first arrive for your shift:

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

Throughout your shift:

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



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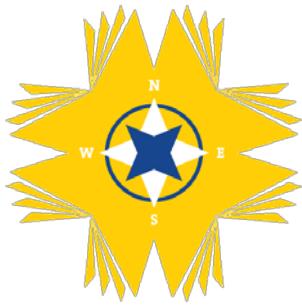
- During browsing hours, disinfect high-touch areas (door handles, Front Desk counters, elevator button, foyer stair railings, etc.) every half hour.
- Between every patron appointment or between browsing hours, collect and empty book bins. If time allows, sanitize items and put them on reshelfing carts. If time does not allow, shelve items on the quarantine book cart to begin their 3-day quarantine.

Before you leave your shift:

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

Beyond your shifts:

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



Youngstown Free Library

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

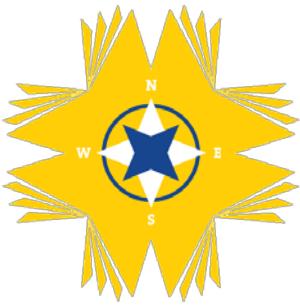
4. What is your temperature today?

Date:

Printed Name:

Signature:

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



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Library Material Handling Processes

Updated 10-26-20

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

Book Drop

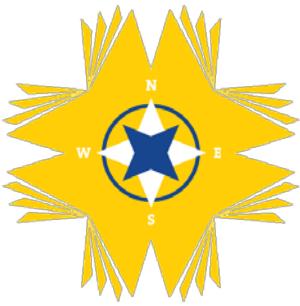
Currently, returns can **only** be accepted through the book drop.

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

Nioga (Inter-Library Book Loan) Deliveries

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

Curbside Pick-Up



Youngstown Free Library

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www.youngstownfreelibrary.org

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

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

Library Appointments

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

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

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 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.



PRESERVATION LEAFLET

EMERGENCY MANAGEMENT

3.5 Disinfecting Books and Other Collections

Last updated: September 18, 2020

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

COVID-19 CONCERNS

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

Human Health and Safety

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

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

Quarantine

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

recommends quarantining items after handling by staff and visitors; disinfection by other means is not recommended. (See the section below for more information about disinfection.) If a dedicated quarantine space cannot be established, staff can place items in bags until the quarantine period is over so that staff do not accidentally handle the items. It is not advisable to tightly seal the bags because this can create potentially-damaging microclimates. The CDC has provided additional guidelines for workers who handle and deliver mail and parcels,ⁱⁱⁱ and cultural heritage institutions may find these guidelines applicable to their operations.

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

<https://www.webjunction.org/explore-topics/COVID-19-research-project.html>. It is incumbent on each organization to understand how its collection materials are used and handled and to review research results for data that can guide its decisions about quarantine.

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

Because some studies testing SARS-CoV-2 on general material types, such as plastic and stainless steel, have

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

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

DISINFECTION COLLECTIONS

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

Not Recommended: Cleaning and Disinfecting Products

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

Not Recommended: Fogging

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

materials and cause damage and degradation over time.^{xi}

Not Recommended: Ultraviolet (UV) Radiation

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

Not Recommended: Microwave Radiation

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

DISINFECTION FACILITIES

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

Not Recommended: Fogging

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

Recommendations: Cleaning and Disinfecting Products

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

A safe and effective cleaning solution can be made quickly and easily by combining water and alcohol in a clean spray bottle. Fill 30% of the bottle with water

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

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

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

COMMUNICATION

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

ADDITIONAL RESOURCES RELATED TO COVID-19

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

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

ENDNOTES

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

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

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

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

^v Alex W H Chin, Julie T S Chu, Mahen R A Perera, Kenrie P Y Hui, Hui-Ling Yen, Michael C W Chan, Malik Peiris, Leo M Poon. "Stability of SARS-CoV-2 in different environmental conditions." *medRxiv*. May 2020. [10.1101/2020.05.07.20094805](https://doi.org/10.1101/2020.05.07.20094805)

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

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

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

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

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

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

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

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

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

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

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

OPERATING WITH RESTRICTIONS

NAICS: 519120

Industry: Libraries and Archives

OPERATING WITH RESTRICTIONS

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

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

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

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

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

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

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

In addition to any other restrictions that apply to your business, all businesses located in a COVID-19 Hot Spot Zone must also consult [this page](https://esd.ny.gov/ny-cluster-action-initiative-guidance) (<https://esd.ny.gov/ny-cluster-action-initiative-guidance>) to determine whether any additional restrictions, including a potential 100 percent in-person workforce reduction, may be in effect.

Essential & Phase II Retail Business Activities

(<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/RetailMasterGuidance.pdf>)

Office-Based Work (<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/offices-interim-guidance.pdf>).

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 (<http://forward.ny.gov>).

Visit [Empire State Development's website](https://esd.ny.gov/nyforward-faq) (<https://esd.ny.gov/nyforward-faq>) for frequently asked questions on how the New York Forward re-opening plan impacts businesses.



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



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
PROFIT AND LOSS STATEMENT
as at September 30th, 2020

YOUNGSTOWN FREE LIBRARY 2020	Budget for 2020	Actuals 07/01/2020 - 07/31/2020	Actuals 08/01/2020 - 08/31/2020	Actuals 09/01/2020 - 09/30/2020	Totals Year to Date	Remaining in Budget	% of Budget Rec'd
<u>REVENUE</u>							Sept = 75%
TOWN OF PORTER	\$80,219.00	\$0.00	\$0.00	\$0.00	\$80,219.00	\$0.00	100.00%
NIAGARA COUNTY	\$5,577.00				\$0.00	\$5,577.00	0.00%
YOUNGSTOWN VILLAGE	\$1,000.00				\$0.00	\$1,000.00	0.00%
LOCAL LIBRARY AID	\$1,420.00				\$0.00	\$1,420.00	0.00%
LEGISLATIVE INITIATIVE	\$0.00				\$0.00	\$0.00	
FRIENDS	\$8,000.00	\$4,000.00			\$6,739.10	\$1,260.90	84.24%
FINES/ COPIER/ FAX	\$2,400.00				\$932.24	\$1,467.76	38.84%
INTEREST	\$3,600.00	\$105.55	\$1,349.62	\$3.98	\$3,337.64	\$262.36	92.71%
GIFTS	\$4,000.00	\$3,573.00	\$4,562.30		\$10,347.21	-\$6,347.21	258.68%
ANNUAL DRIVE	\$16,000.00		\$150.00		\$3,737.30	\$12,262.70	23.36%
MISCELLANEOUS	\$300.00				\$83.23	\$216.77	27.74%
GRANT FUNDS	\$500.00	\$0.00	\$2,200.00	\$4,917.00	\$13,492.00	-\$12,992.00	2698.40%
TOTAL REVENUE	\$123,016.00	\$7,678.55	\$8,261.92	\$4,920.98	\$118,887.72	\$4,128.28	96.64%

YOUNGSTOWN FREE LIBRARY
PROFIT AND LOSS STATEMENT
as at September 30th, 2020

EXPENDITURE	Budget for 2020	Actuals 07/01/2020 - 07/31/2020	Actuals 08/01/2020 - 08/31/2020	Actuals 09/01/2020 - 09/30/2020	Totals Year to Date	Remaining in Budget	% of Budget	
PERSONNEL							Aug = 67%	
SALARIES (GROSS) - Active	\$82,600.00	\$9,050.45	\$6,024.71	\$5,950.60	\$54,239.27	\$21,744.23	65.66%	
SALARIES (GROSS) - COVID-19		\$161.95			\$6,616.50			
HEALTH BENEFIT	\$4,000.00	\$307.70	\$307.70	\$307.70	\$2,923.15	\$1,076.85	73.08%	
SOCIAL SECURITY & MEDICARE	\$6,625.00	\$728.30	\$484.44	\$478.75	\$4,879.10	\$1,745.90	73.65%	
CONTINUING EDUCATION & NETWORKING	\$500.00				\$0.00	\$500.00	0.00%	
NEW YORK STATE DISABILITY &	\$500.00	\$14.54		\$119.79	\$510.70	-\$10.70	102.14%	
WORKER'S COMPENSATION	\$500.00				\$0.00	\$500.00	0.00%	
SALARIES (CHRISTMAS BONUS)	\$200.00				\$0.00	\$200.00	0.00%	
TOTAL PERSONNEL	\$94,925.00	\$10,262.94	\$6,816.85	\$6,856.84	\$69,168.72	\$25,756.28	72.87%	
LIBRARY MATERIALS & SERVICES								
AUDIO VISUAL MATERIALS	\$5,570.00	\$94.96		\$308.45	\$1,901.66	\$3,668.34	34.14%	
BOOKS	\$8,500.00	\$1,128.16	\$546.35	\$1,329.14	\$7,548.95	\$951.05	88.81%	
COMPUTER SOFTWARE	\$200.00				\$196.46	\$3.54	98.23%	
SUBSCRIPTIONS &	\$4,000.00		\$165.00		\$4,122.74	-\$122.74	103.07%	
BOOK PROCESSING &	\$1,680.00	\$125.44	\$37.25	\$134.84	\$937.68	\$742.32	55.81%	
PROGRAMMING	\$1,800.00	\$257.16		\$120.00	\$2,992.37	-\$1,192.37	166.24%	
PUBLICITY & PROMOTION	\$600.00			\$20.00	\$50.00	\$550.00	8.33%	
COPIER LEASE & USAGE	\$1,200.00				\$100.31	\$1,099.69	8.36%	
POSTAGE	\$280.00	\$15.00	\$15.00	\$23.00	\$332.45	-\$52.45	118.73%	
INTERNET/PHON	\$560.00	\$140.18	\$135.86	\$131.75	\$1,254.06	-\$694.06	223.94%	
TOTAL LIBRARY	\$24,390.00	\$1,760.90	\$899.46	\$2,067.18	\$19,436.68	\$4,953.32	79.69%	

YOUNGSTOWN FREE LIBRARY
PROFIT AND LOSS STATEMENT
as at September 30th, 2020

OPERATING EXPENDITURE	Budget for 2020	Actuals 07/01/2020 - 07/31/2020	Actuals 08/01/2020 - 08/31/2020	Actuals 09/01/2020 - 09/30/2020	Totals Year to Date	Remaining in Budget	% of Budget
ALMS FEE	\$9,060.00	\$755.00	\$755.00	\$755.00	\$6,795.00	\$2,265.00	75.00%
OFFICE SUPPLIES	\$1,600.00	\$68.56	-\$28.27	\$196.57	\$995.08	\$604.92	62.19%
HOUSEKEEPING	\$400.00				\$46.50	\$353.50	11.63%
INSURANCE	\$7,000.00		-\$69.60	\$3,402.60	\$3,266.90	\$3,733.10	46.67%
RENT	\$1.00			\$1.00	\$1.00	\$0.00	100.00%
(SPACE)	\$1,500.00				\$1,411.78	\$88.22	94.12%
COPIER LEASE & USAGE	\$1,200.00	\$128.11	\$128.11		\$1,038.80	\$161.20	86.57%
POSTAGE	\$280.00				\$4.65	\$275.35	1.66%
INTERNET/PHONE	\$560.00	\$0.00	\$0.00	\$0.00	-\$540.00	\$1,100.00	-96.43%
TOTAL OPERATING	\$21,601.00	\$951.67	\$785.24	\$4,355.17	\$13,019.71	\$8,581.29	60.27%
COVID-19 Expenses							
LIBRARY MATERIALS & PROCESSING	\$0.00				\$49.20		
OFFICE SUPPLIES	\$0.00		\$641.05	\$341.15	\$2,092.79		
CALL FORWARD	\$0.00				\$4.24		
TOTAL COVID-19 MATERIALS EXPENSES	\$0.00	\$0.00	\$641.05	\$341.15	\$2,146.23		
CAPITAL EXPENDITURE							
TECHNOLOGY	\$1,250.00	\$0.00		\$0.00	\$1,250.00	\$0.00	100.00%
OTHER - SPACE etc	\$0.00				\$0.00	\$0.00	
CAPITAL EXPENDITURES	\$1,250.00	\$0.00	\$0.00	\$0.00	\$1,250.00	\$0.00	100.00%

**YOUNGSTOWN FREE LIBRARY
PROFIT AND LOSS STATEMENT
as at September 30th, 2020**

MISCELLANEOUS	Budget for 2020	Actuals 07/01/2020 - 07/31/2020	Actuals 08/01/2020 - 08/31/2020	Actuals 09/01/2020 - 09/30/2020	Totals Year to Date	Remaining in Budget	% of Budget	
PAYROLL SERVICES: (Total of 6 line-items below)								
	\$3,632.00	\$234.00	\$220.00	\$220.00	\$2,170.00	\$1,462.00	59.75%	
1. MONTHLY BOOK-KEEPING & ACCOUNTING	\$2,580.00	\$190.00	\$190.00	\$200.00	\$1,855.00	\$725.00	71.90%	
INCL FED & STATE TAX PAYMENTS	\$260.00	\$44.00			\$214.00	\$46.00	82.31%	
3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$300.00		\$30.00	\$20.00	\$101.00	\$199.00	33.67%	
4. 990 PREPARATION & DEPRECIATION	\$400.00				\$0.00	\$400.00	0.00%	
5. W-2 PREPARATION	\$50.00				\$0.00	\$50.00	0.00%	
6. 1099 PREPARATION	\$42.00				\$0.00	\$42.00	0.00%	
INVESTMENT & ADVISORY FEES	\$0.00		-\$175.00		\$0.00	\$0.00		
PROFESSIONAL SERVICES - AUDIT	\$200.00				\$0.00	\$200.00	0.00%	
PROFESSIONAL SERVICES - LEGAL	\$500.00				\$0.00	\$500.00	0.00%	
BANK FEES & CHARGES	\$10.00				\$3.81	\$6.19	38.10%	
MISC - OTHER					\$0.00	\$0.00		
TOTAL MISCELLANEOUS	\$4,342.00	\$234.00	\$45.00	\$220.00	\$2,173.81	\$2,168.19	50.06%	
TOTAL OPERATING	\$146,508.00	\$13,209.51	\$9,187.60	\$13,840.34	\$107,195.15	\$39,312.85	73.17%	
Net Income (Loss)	-\$23,492.00	-\$5,530.96	-\$925.68	-\$8,919.36	\$11,692.57	-\$35,184.57		

YOUNGSTOWN FREE LIBRARY
ASSETS BALANCE SHEET
As at: September 30th, 2020

CURRENT ASSETS

Petty Cash	\$100.00	
Key Bank Checking	\$20,449.43	*** \$20,000 transferred to Key Bank
PPP Funds	\$0.00	
Morgan Stanley - 178- Acct	\$262,969.37	*** from Morgan Stanley 09-21-2020
Morgan Stanley (Scholarship)	\$1,817.97	
 TOTAL CURRENT ASSETS	\$285,336.77	

FUND BALANCES

Unrestricted

General (Operating)	\$39,025.81	
Long Term Plan	\$87,467.55	
Gifts /Grants		
Ortt Bullet Funds (2019)	\$5,000.00	
CARES Act Stimulus Grant (2020)	\$5,000.00	
Lions Club	\$250.00	
Anonymous	\$150.00	
NYS Family Literacy Grant	\$117.44	
Total Unrestricted Funds	\$137,010.80	

Restricted

Operating Reserve	\$146,508.00	
Scholarship (Ruby Carey)	\$1,817.97	
Gifts (with restrictions for use)	\$0.00	
Gifts/Grants (Children's Room)	\$10,000.00	
Total Restricted Fund Balance	\$148,325.97	

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

TOTAL FUND BALANCES

\$285,336.77