

NORTHBROOK PUBLIC LIBRARY VIRTUAL BOARD MEETING
May 21, 2020 | 7:30 p.m.

[Register to attend the meeting:](#)

https://webinar.ringcentral.com/webinar/register/WN_1rcIjd53Swux326x8MEfmQ

[After registering, you will immediately receive a confirmation email
containing joining information](#)

Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order – Mr. Carlos Früm
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Consent Agenda – Mr. Carlos Früm
 - 3.1 Approval of the Agenda
 - 3.2 Regular Session Minutes – April 16, 2020
 - 3.3 Cash Balances & Income Statement April 2020
 - 3.4 Approve Bills and Charges from April, 2020
 - 3.5 Foundation Report
 - 3.6 Freedom of Information Act Policy Update
 - 3.7 Approve Tax Levy letter to Village
- 4 Election of Officers
 - 4.1 Nominating Committee – Slate of Officers
- 5 Public Comments
- 6 Staff Reports – Ms. Kate Hall
- 7 Unfinished Business
 - 7.1 Construction Projects Update
 - 1..1 Boiler Ventilation
 - 2..1 Exterior Façade
 - 3..1 Study Rooms & Penthouse Renovation
- 8 New Business
 - 8.1 Circulation Lobby & Workroom Remodel with Product Architect + Design
 - 8.2 COVID-19 Budget & Reopening Plan Discussion
- 9 Agenda Building
- 10 Adjourn

FINAL VOTE OR ACTION MAY BE TAKEN AT THE MEETING ON ANY AGENDA ITEM SUBJECT MATTER LISTED ABOVE, UNLESS THE AGENDA LINE ITEM SPECIFICALLY STATES OTHERWISE.

The Northbrook Public Library is subject to the Requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend any meetings of the Board and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of these meetings or the facilities are requested to contact Brodie Austin at 847-272-7074 promptly to allow the Northbrook Public Library to make reasonable accommodations for those persons. Hearing impaired individuals may establish TDD contact by calling 847-272-7074.

April 2020 Financial Summary – pre audit adjustments

As we end the FY20 fiscal year, Total General Fund revenues of \$7,677,719.87 were \$48,719.87 above budget primarily from:

- Replacement Taxes received were \$59,813.98 higher than budget
 - We budget conservatively for replacement taxes
- Impact Fees received was \$58,458.01 higher than budget
 - We do not budget for impact fees since we have no way of knowing housing sales
- Interest Income received was \$89,578.66 higher than budget
 - We budget conservatively due to unknown market conditions
- Other Income was \$85,001.61 lower than budget
 - This budget number is a placeholder

Total General Fund expenditures of \$7,197,691.45 were \$531,283.55 below budget due primarily to:

- Materials & Services expenditures were \$141,463.98 under budget due to the reduction in purchasing of physical items and on-site programming due to COVID 19.
- Human Resources expenditures were \$199,537.15 under budget due to personnel changes and a reduction in Staff Development due to COVID 19.
- Operating Costs expenditures were \$148,868.07 under budget
 - Photocopy, Office Supplies, and Community Relations were less than budget due to usage being less than expected due to COVID 19.
 - Furniture & Equipment is less than budget due to furniture costs being included in project costs and charged to CIF – these excess funds were transferred to CIF.
 - Equipment Rental & Maintenance is less than budget due to machines not needing repair as planned.
- Maintenance expenditures were \$28,130.90 under budget
 - Janitorial Supplies was less than budget due to reduction in purchases due to COVID 19
 - Utilities was less than budget due to less gas needing to be purchased – in FY19 we purchased extra gas to be used in FY20 at a lower rate
 - Building Repair is less than budget due to not needing as many building repairs as budgeted

As we enter into the new Fiscal Year, we have \$4,238,588.77 in our fund balance which translates to 7 months of operating expenses.

**NORTHBROOK PUBLIC LIBRARY
CASH BALANCES
4/30/2020**

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
Operating					
	General	9,086,917.64	109,858.69	1,243,720.19	7,953,056.14
	Restricted	270,914.43	15,779.91	1,862.03	284,832.31
	IMRF	722,233.68	4,525.02	33,084.90	693,673.80
	Fica	236,264.26	2,698.21	23,253.04	215,709.43
	Total Operating	\$10,316,330.01	\$ 132,861.83	\$1,301,920.16	\$ 9,147,271.68
Capital Improvement		\$ 5,758,132.96	\$ 862,367.16	\$ 289,371.20	\$ 6,331,128.92
Debt Service		\$ 5,424.47	\$ 0.86		\$ 5,425.33

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	346,902.81	(17,783.47)	337.15
ProPay		-	-
PayPal	3,200.63	-	-
GSB - Money Market	225,774.85	-	-
Fifth Third - Checking/Money Market	8,569,245.70	5,889,850.38	-
Certificates of Deposit (detail below)	-	457,962.39	5,047.88
US Bancorp	658.41	510.66	
IMET	694.28	588.96	40.30
Petty Cash	795.00	-	-
Total	\$ 9,147,271.68	\$6,331,128.92	\$ 5,425.33

	Amount	Maturity	Rate	Term-Days
Certificates of Deposit - Capital Improvements				
NB&T - 16808	<u>\$ 457,962.39</u>	06/25/20	0.250%	365
Certificates of Deposit - Debt Service				
NB&T - 16829	<u>\$ 5,047.88</u>	07/13/20	0.250%	365

NB&T = Northbrook Bank & Trust
GSB = Glenview State Bank
IMET = Illinois Metropolitan Investment Fund
USB = US Bancorp

Northbrook Public Library
Income Statement
4/30/2020 - prior to audit

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	(\$23,401.01)	(\$24,723.58)	\$6,994,294.27	\$7,252,235.98	\$7,329,000.00	98.95%
Replacement Tax	\$35,357.58	\$35,109.02	\$121,388.81	\$159,813.98	\$100,000.00	159.81%
Impact Fees	\$1,001.24	\$613.54	\$4,852.45	\$58,458.01	\$0.00	0.00%
Fines, Fees & Rentals	\$4,226.73	\$41.40	\$57,636.60	\$52,634.85	\$50,000.00	105.27%
Interest Income	\$7,241.25	\$7,227.72	\$126,697.86	\$139,578.66	\$50,000.00	279.16%
Other Income	\$306.92	\$0.00	\$4,770.82	\$14,998.39	\$100,000.00	15.00%
Total Undesignated Revenue	\$24,732.71	\$18,268.10	\$7,309,640.81	\$7,677,719.87	\$7,629,000.00	100.64%
Designated Revenue						
Gifts & Other Designated Income	\$9,525.89	\$4,879.35	\$91,305.42	\$99,857.13	\$100,000.00	99.86%
Designated Interest Income	\$98.06	\$43.79	\$489.88	\$622.42	\$0.00	0.00%
Total Designated Revenue	\$9,623.95	\$4,923.14	\$91,795.30	\$100,479.55	\$100,000.00	100.48%
Total Revenues	\$34,356.66	\$23,191.24	\$7,401,436.11	\$7,778,199.42	\$7,729,000.00	100.64%
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$80,007.52	\$51,545.47	\$859,747.00	\$817,042.92	\$920,000.00	88.81%
Audio Visual	\$66,626.36	\$50,374.42	\$714,938.31	\$684,412.81		
Videos/DVDs	\$7,458.10	\$1,142.07	\$77,144.25	\$67,331.84		
Programs	\$5,921.06	\$28.98	\$67,664.44	\$65,298.27		
OCLC	\$10,734.88	\$3,259.57	\$117,049.58	\$100,833.71	\$132,000.00	76.39%
CCS Shared Costs	\$2,527.64	\$1,811.61	\$23,901.78	\$22,115.66	\$26,000.00	85.06%
Total Materials & Services	\$6,326.90	\$6,789.17	\$75,922.80	\$80,543.73	\$84,000.00	95.89%
	\$99,596.94	\$63,405.82	\$1,076,621.16	\$1,020,536.02	\$1,162,000.00	87.83%
Human Resources						
General Salaries and Wages	\$286,603.98	\$300,125.84	\$3,489,312.62	\$3,638,167.76	\$3,814,017.00	95.39%
Maintenance Salaries & Wages	\$12,781.10	\$14,419.78	\$155,714.55	\$165,952.43	\$182,458.00	90.95%
Group Insurance	\$41,777.47	\$50,911.33	\$496,170.81	\$595,511.23	\$575,000.00	103.57%
Unemployment/Worker's Comp	\$7,294.50	\$0.00	\$36,050.59	\$23,819.56	\$25,000.00	95.28%
Staff Development	\$8,100.81	\$566.24	\$62,957.67	\$733,337.87	\$100,000.00	73.34%
Total Human Resources	\$356,557.86	\$366,023.19	\$4,240,206.24	\$4,496,788.85	\$4,696,475.00	95.75%
Operating Costs						
Photocopy	\$2,538.85	\$100.44	\$51,100.28	\$29,356.43	\$40,000.00	73.39%
Office & Library Supplies	\$4,048.61	\$2,800.82	\$56,611.71	\$64,005.65	\$70,000.00	91.44%
Software	\$850.72	\$1,617.08	\$73,712.43	\$94,008.26	\$103,000.00	91.27%
Postage	(\$208.19)	\$132.99	\$15,603.59	\$15,853.63	\$20,000.00	79.27%

Northbrook Public Library

Income Statement

4/30/2020 - prior to audit

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
General Insurance	\$0.00	\$0.00	\$53,216.25	\$55,879.86	\$58,000.00	96.34%
Telephone/Internet	\$6,817.95	\$2,744.16	\$14,877.65	\$28,818.56	\$20,000.00	144.09%
Professional Services	\$1,325.00	\$100.00	\$231,878.30	\$246,928.50	\$270,000.00	91.46%
Furniture, Equipment	\$15,036.58	\$12,356.74	\$81,703.79	\$84,802.57	\$160,000.00	53.00%
Equipment Rental & Maintenance	\$6,055.52	\$1,922.55	\$14,853.87	\$14,966.69	\$20,000.00	74.83%
Community Relations	\$13,538.97	\$891.70	\$48,078.93	\$34,731.78	\$52,000.00	66.79%
Total Operating Costs	\$50,004.01	\$22,666.48	\$641,636.80	\$669,351.93	\$813,000.00	82.33%
Maintenance						
Vehicle Expense	\$260.34	\$0.00	\$620.41	\$3,093.39	\$2,500.00	123.74%
Janitorial Supplies	\$7,263.93	\$5,058.00	\$45,771.47	\$43,555.44	\$45,000.00	96.79%
Utilities	\$10,889.31	\$4,534.05	\$60,720.41	\$47,607.32	\$53,000.00	89.83%
Building Repairs	\$1,460.22	\$1,049.23	\$24,019.40	\$13,404.11	\$30,000.00	44.68%
Contracted Services	\$9,440.00	\$3,452.04	\$116,658.17	\$129,708.84	\$135,000.00	96.08%
Total Maintenance	\$29,313.80	\$14,093.32	\$247,789.86	\$237,369.10	\$265,500.00	89.40%
Other Expenses						
Recruiting	\$250.00	(\$10.00)	\$388.00	\$118.00	\$500.00	23.60%
Contingency & Misc Exp	\$471.85	\$130.15	\$4,373.50	\$4,242.71	\$100,000.00	4.24%
Board Development	\$105.56	\$0.00	\$754.16	\$394.77	\$3,500.00	11.28%
Total Other Expenses	\$827.41	\$120.15	\$5,515.66	\$4,755.48	\$104,000.00	4.57%
Total Undesignated Expenses	\$536,300.02	\$466,308.96	\$6,211,769.72	\$6,428,801.38	\$7,040,975.00	91.31%
Designated Expenses						
Miscellaneous Designated Expenses	\$2,812.72	(\$5,641.15)	\$33,834.12	\$47,381.92	\$100,000.00	47.38%
Designated Materials Expense	\$30.36	\$812.03	\$1,287.04	\$7,857.16	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$0.00	\$3,315.53	\$46,427.50	\$0.00	0.00%
Designated Program Expense	\$250.10	\$1,050.00	\$24,866.11	\$24,294.49	\$0.00	0.00%
Total Designated Expenses	\$3,093.18	(\$3,779.12)	\$63,302.80	\$125,961.07	\$100,000.00	125.96%
Transfers & Other Financing Uses						
Net Loss on Investment	\$1,495.31	\$0.00	\$1,495.31	\$0.00	\$0.00	0.00%
Transfer to CIF	\$1,115,000.00	\$648,000.00	\$1,115,000.00	\$648,000.00	\$563,000.00	115.10%
Transfer to Debt Service	\$9,095.36	\$0.00	\$9,095.36	\$0.00	\$25,000.00	0.00%
Total Transfers & Other Financing Uses	\$1,125,590.67	\$648,000.00	\$1,125,590.67	\$648,000.00	\$588,000.00	110.20%
Total Expenses	\$1,664,983.87	\$1,110,529.84	\$7,400,663.19	\$7,202,762.45	\$7,728,975.00	93.19%
NET SURPLUS/(DEFICIT)	(\$1,630,627.21)	(\$1,087,338.60)	\$772.92	\$575,436.97	\$25.00	

Northbrook Public Library
Income Statement
4/30/2020 - prior to audit

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	(\$1,606.81)	(\$1,619.81)	\$481,389.46	\$475,144.01	\$490,000.00	96.97%
Property Tax Levy FICA	(\$918.17)	(\$925.61)	\$275,079.70	\$271,510.87	\$280,000.00	96.97%
Interest Income IMRF	\$6,992.46	\$20.37	\$7,028.15	\$94.15	\$50.00	188.30%
Interest Income FICA	\$2,954.66	\$11.64	\$2,975.04	\$53.82	\$50.00	107.64%
Total Undesignated Revenue	\$7,422.14	(\$2,513.41)	\$766,472.35	\$746,802.85	\$770,100.00	96.97%
Total Revenues	\$7,422.14	(\$2,513.41)	\$766,472.35	\$746,802.85	\$770,100.00	96.97%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$25,660.90	\$33,084.90	\$351,546.69	\$349,332.94	\$490,000.00	71.29%
Employer FICA	\$22,346.40	\$23,253.04	\$269,779.67	\$281,148.20	\$280,000.00	100.41%
Total Human Resources	\$48,007.30	\$56,337.94	\$621,326.36	\$630,481.14	\$770,000.00	81.88%
Total Undesignated Expenses	\$48,007.30	\$56,337.94	\$621,326.36	\$630,481.14	\$770,000.00	81.88%
Total Expenses	\$48,007.30	\$56,337.94	\$621,326.36	\$630,481.14	\$770,000.00	81.88%
NET SURPLUS/(DEFICIT)	(\$40,585.16)	(\$58,851.35)	\$145,145.99	\$116,321.71	\$100.00	

Northbrook Public Library
Income Statement
4/30/2020 - prior to audit

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$914.04	\$4,035.36	\$4,350.97	\$48,777.94	\$6,000.00	812.97%
Total Undesignated Revenue	\$914.04	\$4,035.36	\$4,350.97	\$48,777.94	\$6,000.00	812.97%
Transfers & Other Financing Sources						
Transfer from General fund	\$1,115,000.00	\$648,000.00	\$1,115,000.00	\$730,925.00	\$563,000.00	129.83%
Bond Proceeds	\$0.00	\$0.00	\$0.00	\$4,010,000.00	\$0.00	0.00%
Total Transfers & Other Financing Sources	\$1,115,000.00	\$648,000.00	\$1,115,000.00	\$4,740,925.00	\$563,000.00	842.08%
Total Revenues	\$1,115,914.04	\$652,035.36	\$1,119,350.97	\$4,789,702.94	\$569,000.00	841.78%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$260,902.42	\$146,990.00	\$311,658.72	\$494,885.19	\$652,000.00	75.90%
Professional Fees	\$24,210.34	\$7,397.50	\$63,258.95	\$69,883.27	\$168,000.00	41.60%
Furniture & Equipment	\$2,525.00	\$11,811.69	\$6,136.00	\$69,246.72	\$0.00	0.00%
Contingency	\$0.00	\$0.00	\$248.40	\$0.00	\$0.00	0.00%
Total Capital & Bond Expenses	\$287,637.76	\$166,199.19	\$381,302.07	\$634,015.18	\$820,000.00	77.32%
Total Undesignated Expenses	\$287,637.76	\$166,199.19	\$381,302.07	\$634,015.18	\$820,000.00	77.32%
Total Expenses	\$287,637.76	\$166,199.19	\$381,302.07	\$634,015.18	\$820,000.00	77.32%
NET SURPLUS/(DEFICIT)	\$828,276.28	\$485,836.17	\$738,048.90	\$4,155,687.76	(\$251,000.00)	

Northbrook Public Library
Income Statement
4/30/2020 - prior to audit

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	(\$1,731.86)	(\$925.61)	\$518,856.30	\$513,219.38	\$528,404.00	97.13%
Interest Income	\$77.93	\$22.82	\$272.26	\$220.49	\$1,000.00	22.05%
Total Undesignated Revenue	(\$1,653.93)	(\$902.79)	\$519,128.56	\$513,439.87	\$529,404.00	96.98%
Transfers & Other Financing Sources						
Transfer from General Fund	\$9,095.36	\$0.00	\$9,095.36	\$0.00	\$0.00	0.00%
Total Transfers & Other Financing Sources	\$9,095.36	\$0.00	\$9,095.36	\$0.00	\$0.00	0.00%
Total Revenues	\$7,441.43	(\$902.79)	\$528,223.92	\$513,439.87	\$529,404.00	96.98%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$0.00	\$0.00	\$276,061.10	\$269,432.64	\$269,432.64	100.00%
Principal Payments	\$0.00	\$0.00	\$252,076.00	\$258,971.00	\$258,971.00	100.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$528,137.10	\$528,403.64	\$528,403.64	100.00%
Total Undesignated Expenses	\$0.00	\$0.00	\$528,137.10	\$528,403.64	\$528,403.64	100.00%
Transfers & Other Financing Uses						
Net Loss on Investment	\$86.82	\$0.00	\$86.82	\$0.00	\$0.00	0.00%
Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Total Transfers & Other Financing Uses	\$86.82	\$0.00	\$86.82	\$0.00	\$500.00	0.00%
Total Expenses	\$86.82	\$0.00	\$528,223.92	\$528,403.64	\$528,903.64	99.91%
NET SURPLUS/(DEFICIT)	\$7,354.61	(\$902.79)	\$0.00	(\$14,963.77)	\$500.36	

Northbrook Public Library
Bills, Charges and Transfers for Board of Trustee Approval
Month of April 20

Operating Funds

Library Claims List	\$	157,040.20
Librarian's Claims List		
program checks voided	\$	(6,975.00)
April expenses	\$	5,429.55
Payroll	\$	303,493.44
Fica/IMRF	\$	56,337.94
ACH to IPBC	\$	63,262.23
Transfer to CIF	\$	723,331.80
Total Operating Funds	\$	1,301,920.16

Capital Improvement Fund

Claims List	\$	164,371.20
	\$	164,371.20

Debt Service Fund

Grand Total Library	\$	1,466,291.36
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Northbrook Public Library
Bank Register Report
Northbrook Bank & Trust General Checking

Transaction Number	Transaction Date	Reference	Payments	Description
24087	2/29/2020	VOID - Madcap Puppets and Entertainment	\$ (765.00)	monthly payment programming
24126	4/10/2020	First Bankcard	\$1,639.56	monthly payment credit card
24127	4/10/2020	Xpress Video Productions, Inc.	\$2,250.00	annual payment programming - TEDx
24128	4/24/2020	3D Universe	\$5,887.65	equipment purchase
24129	4/24/2020	Best Quality Cleaning	\$2,127.04	monthly payment building cleaning
24130	4/24/2020	Blackbaud	\$4,975.00	annual payment software
24131	4/24/2020	CenterPoint Energy Services, Inc.	\$4,241.45	monthly payment utilities
24132	4/24/2020	Chicago Backflow, Inc.	\$1,150.00	annual payment contracted services
24133	4/24/2020	Cooperative Computer Service	\$25,513.01	quarterly payment consortium & OCLC
24134	4/24/2020	Demco, Inc.	\$1,500.08	monthly payment supplies
24135	4/24/2020	Discovery Benefits, Inc.	\$2,117.60	monthly payment flexible spending, dependant care and commuter benefit
24136	4/24/2020	F.E. Moran Mechanical Services	\$1,049.23	building repair
24137	4/24/2020	Glenbrook HSD 225 - Business Services	\$5,220.00	annual payment internet
24138	4/24/2020	Grainger	\$3,923.72	monthly payment janitorial supplies
24139	4/24/2020	Grand Stage	\$2,550.00	annual payment equipment repair
24140	4/24/2020	Kathryn Hall	\$660.45	quarterly payment travel reimbursement
24141	4/24/2020	ITsavvy LLC	\$1,125.00	equipment purchase
24142	4/24/2020	North American	\$910.79	monthly payment janitorial supplies
24143	4/24/2020	Northbrook Dairy Queen	\$2,250.00	annual payment programming - reading program giveaway
24144	4/24/2020	Outsource Solutions Group, Inc.	\$17,166.67	monthly payment professional fees
24145	4/24/2020	Promos 911, Inc.	\$913.03	annual payment giveaways
24146	4/24/2020	Proquest	\$10,534.78	annual payment materials - databases
24147	4/24/2020	Runco Office Supply	\$639.76	monthly payment supplies
24148	4/24/2020	StackMap LLC	\$1,149.00	annual payment software
24149	4/24/2020	Systems Technology Group	\$1,995.00	3 year payment programming - readsquared
24150	4/24/2020	Today's Business Solutions, Inc.	\$5,327.68	monthly payment photocopy
24151	4/24/2020	Wells Fargo Vender Fin Serv	\$765.00	monthly payment photocopy
24152	4/30/2020	Amazon	\$780.31	monthly payment amazon
24153	4/30/2020	CallOne	\$1,941.10	monthly payment telephone
24154	4/30/2020	Dunkin Pfingsten Donuts	\$600.00	annual payment programming - reading program giveaway
24155	4/30/2020	Kingsley Companies	\$1,844.55	equipment repair
24156	4/30/2020	Shadeology	\$4,480.00	shade purchase for 3rd floor
24157	4/30/2020	Baker & Taylor	\$39,864.29	monthly payment materials
24158	4/30/2020	Baker & Taylor Entertainment	\$713.45	monthly payment materials

\$ 157,040.20

**Northbrook Public Library
Bank Register Report
Northbrook Bank & Trust Librarian Checking**

Transaction Number	Transaction Date	Reference	Payments
43851	7/15/2036	VOID - Gregory Alexander	\$ (200.00)
43851	8/20/2036	VOID - Rachel Murguia	\$ (150.00)
43879	10/20/2036	VOID - Nancy Buehler	\$ (250.00)
43879	11/4/2036	VOID - Jayne Herring	\$ (350.00)
43879	11/11/2036	VOID - Helen Lazzaro	\$ (150.00)
43879	11/14/2036	VOID - Martina Mathisen	\$ (300.00)
43879	11/17/2036	VOID - Kathleen Jo Zeigler Mitchem	\$ (200.00)
43879	11/18/2036	VOID - Kathleen Jo Zeigler Mitchem	\$ (200.00)
43879	11/25/2036	VOID - Helena Osorio	\$ (400.00)
43879	11/29/2036	VOID - Olga Rudiak	\$ (450.00)
43879	12/1/2036	VOID - Susan Schmittroth	\$ (150.00)
43879	12/2/2036	VOID - Susan Schmittroth	\$ (150.00)
43879	12/4/2036	VOID - Studebaker John	\$ (500.00)
43879	12/7/2036	VOID - Robert Waterbury	\$ (50.00)
43890	12/14/2036	VOID - Big Band Sound of Deerfield	\$ (400.00)
43890	12/19/2036	VOID - Benjamin Goluboff	\$ (250.00)
43890	12/21/2036	VOID - Jayne Herring	\$ (350.00)
43890	12/25/2036	VOID - Kimberly Karzen	\$ (400.00)
43890	12/26/2036	VOID - Alisa Kusnitzow	\$ (125.00)
43890	12/27/2036	VOID - Laconi Inc	\$ (60.00)
43890	12/30/2036	VOID - Kathleen Jo Zeigler Mitchem	\$ (200.00)
43890	12/31/2036	VOID - Kathleen Jo Zeigler Mitchem	\$ (200.00)
43890	1/2/2037	VOID - Ashok Nagella	\$ (150.00)
43890	1/5/2037	VOID - Helena Osorio	\$ (200.00)
43890	1/11/2037	VOID - James Rowan	\$ (150.00)
43890	1/13/2037	VOID - Susan Schmittroth	\$ (150.00)
43890	1/18/2037	VOID - Sujin Song	\$ (100.00)
43890	1/22/2037	VOID - Ann Torralba	\$ (550.00)
43890	1/27/2037	VOID - Yvonne Wolf	\$ (190.00)
43910	3/11/2037	VOID - The Home Depot Credit Services	\$ (232.97)
50137	4/24/2020	Sunset Food Mart, Inc.	\$48.11
50138	4/24/2020	Terryberry	\$300.80
50139	4/24/2020	Thomson Reuters West Payment Ctr.	\$314.88
50140	4/24/2020	UPS	\$31.65
50141	4/24/2020	VSP of Illinois, NFP	\$321.78
50142	4/24/2020	Wisconsin Glacier Springs Company	\$17.40
50143	4/24/2020	Yami Vending Inc.	\$156.00
50144	4/24/2020	A.B. Distributing, Inc.	\$55.62
50145	4/24/2020	Advanced Disposal	\$292.60
50146	4/24/2020	American Library Association, Membership	\$148.00
50147	4/24/2020	Aquatic Works LTD	\$175.00

**Northbrook Public Library
Bank Register Report
Northbrook Bank & Trust Librarian Checking**

Transaction Number	Transaction Date	Reference	Payments
50148	4/24/2020	B&H Photo-Video	\$39.99
50149	4/24/2020	The Book Bin	\$405.00
50150	4/24/2020	CENGAGE Learning	\$230.31
50151	4/24/2020	Discovery Benefits - Simplify	\$118.50
50152	4/24/2020	Cathleen Doyle	\$80.62
50153	4/24/2020	ECO Promotional Products, Inc.	\$485.26
50154	4/24/2020	Freeman Pictures, Inc.	\$100.00
50155	4/24/2020	The Home Depot Credit Services	\$232.97
50156	4/24/2020	Illinois Heartland Library System-OCLC	\$96.25
50157	4/24/2020	Image Specialties of Glenview, Inc.	\$70.65
50158	4/24/2020	Impact Networking LLC	\$301.32
50159	4/24/2020	VOID - Laconi	\$0.00
50160	4/24/2020	Lechner Services	\$112.96
50161	4/24/2020	Library Furniture International, Inc.	\$75.00
50162	4/24/2020	Library Ideas LLC	\$76.22
50163	4/24/2020	Rachel Murguia	\$75.00
50164	4/24/2020	Northbrook Hardware	\$110.53
50165	4/24/2020	Old Town School of Folk Music	\$300.00
50166	4/24/2020	Old Town School of Folk Music	\$300.00
50167	4/24/2020	Old Town School of Folk Music	\$300.00
50168	4/24/2020	Oriental Trading Company, Inc,	\$9.29
50169	4/24/2020	Recorded Books, Inc.	\$199.38
50170	4/24/2020	Ring Central Inc	\$75.05
50171	4/24/2020	Michael Siwinski	\$6.38

\$ (1,545.45)

Northbrook Public Library
Bank Register Report
Northbrook Bank & Trust Capital Improvements

Transaction Number	Transaction Date	Reference	Payments	Description
1735	4/10/2020	Interior Investments, LLC	\$11,811.69	2nd Floor Study Room and Penhouse Project
1736	4/30/2020	Wiss, Janney, Elstner Associates, Inc.	\$5,227.50	Sealing & Coating Project - Exterior Façade
1737	4/30/2020	Pepper Construction Co.	\$109,237.01	2nd Floor Study Room and Penhouse Project
1738	4/30/2020	Mechanical Concepts of Illinois, Inc	\$8,550.00	Boiler Ventilation Project
1739	4/30/2020	Backstage Library Works	\$27,375.00	1st Floor Renovation Project - RFID, Lobby, Circulation Workroom, Staff Lounge
1740	4/30/2020	Calor Design Group, Ltd.	\$2,170.00	Boiler Ventilation Project
			<u>\$164,371.20</u>	

Northbrook Public Library Foundation
Financial Statements
April-20

Income Statement		
	Month to Date	Year to Date
Income		
Unrestricted Donations		
Brick Donations		800.00
Auditorium Chair Donations		1,500.00
Individual Donations	150.00	275.00
Corporate Donations		20.00
Organizations Donations		
Whole Foods Donation		1,737.15
HodgePodge Donation		
Grill House Donation		253.00
Amazon Smile Donations		185.65
Total Unrestricted Donations	150.00	4,770.80
Interest Income-Unrestricted	8.26	97.59
Total Income	158.26	4,868.39
Expense		
Bank Fee		
Brick Expenses		225.00
Chair Expenses		19.50
Filing Fee		25.00
Grant Transfer to NPL		
Postage		
Professional Fees		
Software Expense		
Special Event Expense		
Total Expense	-	269.50
Net Income	158.26	4,598.89

Auditorium Chairs Available for Sale	218
Auditorium Chairs Sold through April 2020	49
Remaining Auditorium Chairs for Sale	169
Percent Sold	22%

24 x 24 Bricks Available for Sale	74
24 x 24 Bricks Sold through April 2020	74
Remaining 24 x24 Bricks Available for Sale	0
Percent Sold	100%

12 x 12 Bricks Available for Sale	1057
12 x 12 Bricks Sold through April 2020	848
Remaining 12 x 12 Bricks Available for Sale	209
Percent Sold	80%

Balance Sheet	
ASSETS	
Current Assets	
Checking/Savings	
MB Financial - Checking	5,081.25
MB Financial - Money Market	50,300.01
Total Checking/Savings	55,381.26
Accounts Receivable	
Due from NPL	100.00
Total Accounts Receivable	100.00
Total Current Assets	55,481.26
TOTAL ASSETS	55,481.26
LIABILITIES & EQUITY	
Equity	
Retained Earnings	50,882.37
Net Income	4,598.89
Total Equity	55,481.26
TOTAL LIABILITIES & EQUITY	55,481.26

107: Freedom of Information (FOIA)

Created:	March 2020	Updated:	5/20
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I. A brief description of our public body is as follows:

1. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
2. An organizational chart is available at:
<https://www.northbrook.info/organizational-chart>
3. The total amount of our operating budget for FY2021 is: \$7,676,500

Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. Tax levies are:

- a. General Operating Expenditures
 - b. IMRF (provides for employee's retirement and related expenses)
 - c. Social Security (provides for employee's FICA costs and related expenses)
 - d. Debt Service (for bond and interest payments)
4. The library is located at this address: 1201 Cedar Lane, Northbrook, IL 60062
 5. We have approximately the following number of persons employed:
 - Full-time: 48
 - Part-time: 71
 6. The following organization exercises control over our policies and procedures:
The Northbrook Public Library Board of Trustees, which meets monthly on the 3rd Thursday of each month, 7:30 p.m., at the library.

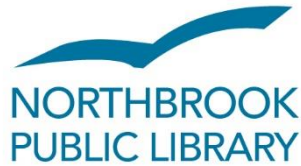
Its members are:

- Carlos M. Früm, President
- Jay Glaubinger, Vice President
- Jami Xu, Treasurer
- Abby Young, Secretary
- Sharon Bergstein; Maura Crisham; Kayhan Parsi

7. We are required to report and be answerable for our operations to: Illinois State Library, Springfield, Illinois. Its members are: State Librarian, Jesse White (Secretary of State); Director of State Library, and various other staff.

II. You may request the information and the records available to the public in the following manner:

1. Use the online request form (<https://www.northbrook.info/foia-form>) or email the FOIA officer at foia@northbrook.info.
2. Your request should be directed to the following individuals: Anna Amen, FOIA officer, or Brodie Austin, alternate FOIA officer.



May 21, 2020

Jeff Rowitz
Village of Northbrook
1225 Cedar Lane
Northbrook, IL 60062

Dear Jeff,

Each year in May the Library is required to state the amount of money necessary for the next annual tax levy, which you traditionally adopt in November or December.

As you know from prior years, we submit a preliminary levy amount and refine it later.

The FY2022 levy for the Library is expected to at least equal the 2020 aggregate budget (excluding debt service). The specific amount will be refined in a timely manner for adoption of the annual tax levy ordinance later this calendar year.

As always, thank you for your assistance.

Sincerely,

A handwritten signature in blue ink that reads "K. Hall".

Kate Hall
Executive Director

cc: Anna Amen

DIRECTOR'S REPORT

AGENDA ITEMS

3 Consent Agenda

3.6 Freedom of Information Act Policy Update

As the new fiscal year has started, we need to update the policy. An updated policy is included for your review.

3.7 Approve Tax Levy letter to Village

The annual letter to the Village is included in the packet. This letter alerts the Village to the potential amount of the levy for next year, but does not indicate an amount as that will be presented when the levy is reviewed this fall.

4 Election of Officers

4.1 Nominating Committee – Slate of Officers

The Nominating Committee will present their recommended slate of officers for the board to vote on. Nominations from the floor will be accepted at this time.

5 Public Comments

Any public comments received in the chat will be read aloud by Brodie Austin to enter them into the record for the meeting.

6 Unfinished Business

6.1 Construction Projects Update

1..1 Boiler Ventilation

2..1 Exterior Façade

3..1 Study Rooms & Penthouse Renovation

Anna and I will give a verbal update on the construction projects at the meeting.

7 New Business

7.1 Circulation Lobby & Workroom Remodel with Product Architect Design

Brodie has provided a memo in the packet. He and Erin will be making a presentation and then Tiffany Nash and Dan Pohrte from Product Architecture & Design will share the renderings.

7.2 COVID-19 Budget & Reopening Plan Discussion

I have included a number of documents in the packet for your review including a memo, cash analysis information, and our draft reopening plan.

BOARD NEWS

To keep up to date on what is happening regarding the coronavirus and libraries, here are some resources:

- [RAILS COVID-19 Page](#)
- [ILA's Bigger Than a Building COVID-19 Advocacy Campaign](#)
- [Reopening Archives, Libraries and Museums \(REALM\) Information Hub: A COVID-19 Research Project \(OCLC/ IMLS/ Batelle Labs Study\)](#)

If you missed the RAILS Everything Library Trustees Need-to-Know COVID-19 Webinar, you can watch the recording on the [RAILS website](#).

LIBRARY UPDATES

Marketing

Linda worked with members of the Village and Park District Staff to develop the launch plan for the community-wide Bear Hunt Around Northbrook activity. You can learn more about the Bear Hunt on our website: www.northbrook.info/bearhunt



Linda continues to work with Village and park district on promoting the Census.

Programming

We continue to offer a wide variety of virtual programs for our patrons. For Youth Services, they have offered:

- Virtual All Ages Storytime
- Virtual Wee Play
- Virtual concerts with Little Miss Ann and Wiggleworms
- Virtual gaming for tweens and teens with virtual Jackbox games and Dungeons and Dragons.
- Virtual book discussion for teens.

Fiction & Media staff have started holding events including Current Events and Chair Yoga. They are busy planning for the next few months both converting existing programs into virtual and developing new programming. May programs will include:

- Virtual Readers' Roundtable discussion on May 5 and 14

- Virtual Appreciating Classical Music on May 5
- Virtual Current Events, Thursdays starting May 7
- Virtual Chair Yoga, Fridays, starting May 15
- Lives Well Lived movie screening, May 16-18, co-sponsored by Covenant Living, with a live online Q&A featuring filmmaker Sky Bergman
- Virtual Lecture & Screening: Much Ado About Nothing (PBS Great Performances) on May 20

The all-ages online Spring Read and Share program has 95 participants as of April 30, with 62 reviews written and 222 total books read. The program was launched in late March as a way for readers to connect virtually and log their reading.

eResources

During the Covid-19 closure, materials funds for physical items continued to be used for electronic and downloadable resources, allowing patrons more access to resources while the “stay at home” order is in place. Acquisitions Assistant Brian Nelson was able to order these digital resources from home. We have seen an almost 300% increase in eBook checkouts.

April was our first full month with all schools on board for our new youth eBook Platform Axis 360 Community Share. It coincided with us being closed due to the COVID-19 pandemic, but a bright spot in all this is the usage we are getting from this service:

Library Name	Month Of Year	Total Patrons	Total Adoption	OS	Android
Field Middle School	Total by Library	13	0	0	0
Greenbriar School	Total by Library	23	0	0	0
Henry Winkelman Elementary School	Total by Library	72	0	0	0
Hickory Point School	Total by Library	28	0	0	0
Maple School - Northbrook	Total by Library	37	0	0	0
Meadowbrook School	Total by Library	55	0	0	0
Northbrook Junior High School	Total by Library	56	0	0	0
NORTHBROOK PUBLIC LIBRARY	Total by Library	145	94	82	12
Wescott School	Total by Library	3	0	0	0
Westmoor School	Total by Library	41	0	0	0
Willowbrook School	Total by Library	3	0	0	0
Wood Oaks Junior High School	Total by Library	13	0	0	0
Grand Total		489	94	82	12

Total Checkouts - ebook and downloadable audio: 900 (821 ebook and 79 audio)

Patron Assistance

- We continue to offer library card sign-up through our website and have issued 244 cards to date.
- Staff received and responded to 23 Five Fresh Reads forms through the web site in the month of March, including adult, teen, and youth requests. In response to the form, a librarian provides five suggestions of book titles patrons might enjoy with links to available items.
- Staff have developed a number of Talk Videos, featuring staff members discussing book, movie, and music recommendations that will be shared with patrons through social media.
- We launched our remote phone service in April, providing patrons with an opportunity to talk to a live Circulation staff member 10am-4pm Monday-Friday.
- Reference staff spent a lot of time helping patrons with eBook downloads on the phone during April. Some of these were quick, but many were 20-30 minute calls.

Online Learning

Staff are taking a variety of webinars and online workshops while working from home. We have also had a number of staff presenting:

- Madison Carroll presented for the Illinois Library Association Noon Network on music programming.
- Kelly Durov presented for the Illinois Library Association Noon Network on virtual summer reading programs.
- I presented a program with two colleagues on how to succeed through failure for RAILS.

Here is a sampling of some of the other online learning staff have been doing:

- Collection Development and Management
- Videos & Online Presence Tips
- Great Reads for No-So-Great Times
- Managing Anxiety and Stress in Times of Uncertainty
- Community Engagement in the time of COVID-19
- Linked Data
- Working Remotely
- Library Collection Merchandising

Behind the Scenes

Staff Development Day (Week)

Our Staff Development Day committee pivoted to an online model when we couldn't have our in-person day on April 17. Presentations on library trends, data analysis, mindfulness, RFID, gender inclusion, and the library year in review were presented as live webinars and also recorded for staff who couldn't attend at the live time. We ended the week with a celebration of staff anniversaries. The staff celebrating anniversaries total 235 years of service:

10 Year

- Julie Koslow – Circulation
- Steve Rustemeyer - Maintenance

15 Year

- Patricia Farrell – Reference
- Joe Skittino – Maintenance
- Yevgeniya (Jane) Voronova – Circulation
- Kathy Wawer – Fiction & Media

20 Year

- Hala Haddad – Reference
- Judy Haynes – Technical Services

25 Year

- Inna Malamud – Circulation
- Ellen Migely – Circulation
- Diane Reid - Reference

40 Year

- James Miller – Fiction & Media

Staff are working hard to provide excellent materials, programs, and services to our community and the community is responding in kind:

Just wanted to let you know we appreciate all your work. My son was excited for this and kept thanking me for logging in, so I wanted to return the favor! (4/5, response to YS eblast)

Thank you all for providing all the great services you are during this time and I hope the entire staff is safe! (4/21, feedback form)

Thank you for all you do to make us all proud to live in Northbrook! (4/10, response to COVID-19 weekly email)

We love the Northbrook Library! (4/4 e-news feedback)

Kate Hall, Executive Director

COLLABORATORY UPDATE

Prepared by: Cathleen Doyle
April, 2020

HELPING OUT: RESPONDING TO COVID-19

3D PRINTING: Beginning in April, Maker Services staff started 3D printing face shield visors (see photo on right). These designs were already been approved by AMITA hospitals and are based off the design created by 3D printer company, PRUSA. We have also signed up to be a drop-off center for other libraries who are printing these approved masks and other PPE. Each visor takes 2 hours to print, and in the last week of April we were able to print 5 days a week.



LASER CUT PPE: We continued to cut and share samples of the UIC face shield and the Trotec-designed face shield/visor for public safety officers. We will be cutting more samples for about 7 other school districts to review for use, and more PET film has been ordered.

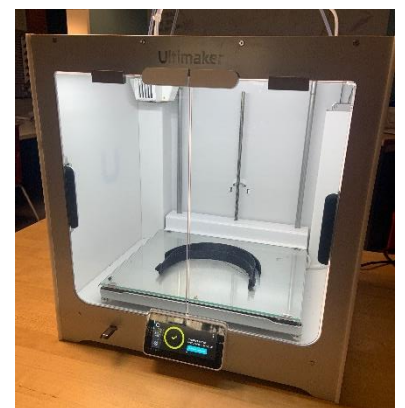
FACE MASKS: The library has about 10 staff members who are sewing fabric face masks for other staff and for donation to the community, using fabric originally purchased for our sewing classes. We're also hoping to work with the Northbrook Park District to make, collect, and dispense masks to community members.

NEW 3D PRINTER: A new 3D printer (right) was purchased using funds budgeted for FY20: the Ultimaker S5. This new machine has a dual extruder, auto leveling, automated filament loading, and the ability to print in a wide variety of materials. It is being used alongside our two 7-year-old MakerBot Replicators to print out more PPE visors.

VIRTUAL PROGRAMS

Maker Services staff was busy developing virtual programs and recording classes:

- TinkerCAD Walkthrough
- Make an iMovie Slideshow
- Create Your Own Junk Journal
- Getting Started in Photoshop
- Fiber Arts Meetup (May 6)
- Intro to Cricut



APRIL 2020 DATA & STATISTICS

The library closed to the public on March 14, 2020, in response to the Coronavirus pandemic. While working from home, staff continue to offer high quality services and programs virtually. In April 2020, we began answering live calls and saw a dramatic increase in eResources and downloadables.

Virtual Programming

20

programs
offered

Attendance:

1,025

Average attendance
per program:

51

WiFi Use

1,710 sessions

Patrons have been using the
WiFi in our parking lot.



Downloadable Content

■ April 2019 ■ April 2020

eBooks

4,773

13,447

▲
282%

eAudiobooks

1,602

3,378

▲
162%

eMagazines

947

1,363

▲
144%

eMusic

106

290

▲
144%

eVideo

748

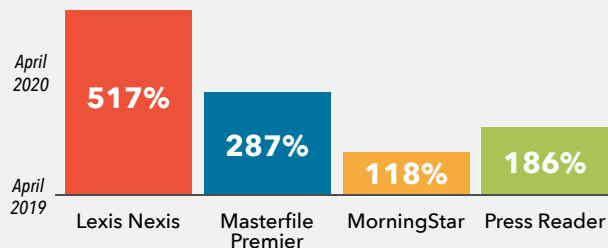
2,339

▲
241%

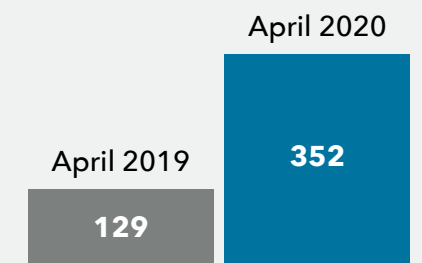
eResource Use

The library is helping keep patrons up to date
on information.

% Increase



The library is helping patrons learn new skills with
Creativebug, Gale Courses, and Lynda.com.



APRIL 2020 DATA & STATISTICS

Connecting with Patrons

Phone Calls

Common questions included:

account help,
technology,
virtual programs

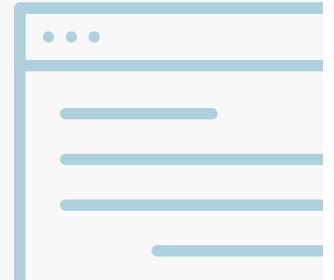


149
calls answered

Email

10 campaigns sent

Targeted emails sent to multiple audiences.



Social Media

Popular Posts



Library staff prints PPE for area healthcare workers (video)

Published to Facebook on April 18.

2.3K estimated reach

979 unique views

32 likes



Holly Hager Fisher Bravo, Northbrook Public Library! Getting it done!

Like · Reply · Message · 3w



Kimberly Wargin



Janet Gross So Helpful! Thank You!

Like · Reply · Message · 3w



What's Going On at the Library?

Published to Instagram on April 17.

397 estimated reach **37** likes

Posting



31
posts

12
event posts



12
posts



Memorandum

DATE: May 15, 2020

TO: Board of Trustees

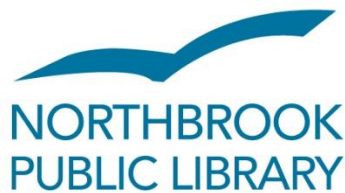
FROM: Brodie Austin, Assistant Director

RE: Circulation Lobby & Workroom Remodel with Product Architect + Design

We will provide the Board of Trustees with an update on the Circulation Lobby & Workroom Remodel. Library staff from Administration, Circulation, Technical Services, and Maintenance have worked closely with Product Architecture + Design and Pepper Construction since November 2019 to plan the renovation of the lobby and Circulation desk, Circulation workroom, staff lounge, and staff restrooms. Trustee Maura Crisham also weighed in on the design at our last meeting.

Erin Seeger, Circulation Manager, and I will present the library's design process that has guided our decision making during this project. Tiffany Nash and Dan Pohrte from Product Architecture + Design will guide the Board through the remodel plans and share preliminary renders of the new spaces.

We look forward to sharing our work with the Board and hearing your feedback on our progress.



Memorandum

DATE: May 14, 2020

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: COVID-19 Budget & Reopening Plan

While the library building has remained closed to the public, the library continues to provide services to our community. When the Governor announced his [Restore Illinois plan](#), public libraries were not explicitly listed in the lists of essential businesses. Instead, libraries are considered a unit of local government and it is up to each individual library to determine what is an essential service at this time. The Illinois Library Association issued a [statement on May 11, 2020](#) in which the Association recommends that each public library look at a variety of factors before opening.

We have planned for a phased reopening which defines what is essential at each phase and is aligned with the Restore Illinois plan which is included in this packet while also incorporating the issues laid out in the ILA memo. In developing the plan, we kept staff and patron safety front of mind. Here is a snapshot of our reopen plan:

PHASE 1	PHASE 2	PHASE 3	PHASE 4	PHASE 5
Staff Working Remotely	Staff Still Working Remotely	Limited→ Moderate Staff In Building	Building Open	Building Open with In Person Restrictions
Virtual Programs	Virtual Programs	Staff work in Shifts	Staff work in Shifts	Staff work regular hours
Remote Email & Phone Service	Remote Email & Phone Service	Curbside	Virtual Programming→ In Person Programming	Services return to pre COVID-19 levels
eResource Ordering	eResource Ordering	Virtual Programs	Closed → Open Stacks	In Person Programming
		Physical Ordering Starts		

We have been working on securing sufficient PPE and have enough in the building to handle opening up for curbside during Phase 3. We are working on a group order with the other units of local government in Glenview and Northbrook and will continue working to ensure we have enough PPE on hand to conduct library business.

In evaluating this changing landscape we are now inhabiting, Anna worked on several different financial scenarios. On that front, the future looks solid. We are in a strong financial position and should not need to make any drastic cuts in the coming year. A powerpoint outlining the scenarios is included in your packet.

As with many aspects of dealing with a global pandemic, the information we have changes rapidly. I continue to monitor the situation daily, staying in contact with other libraries and the Glenview Northbrook Joint Task Force. I will continue to share updates with the board about where we are at in the reopen plan and look forward to hearing any suggestions the board has.

Cash Flow Analysis

Recommendation

There are 4 forecasted FY21 cash flow analyses:

- Scenario A- No additional property taxes received AND no changes to budgeted expenses
- Scenario B- No additional property taxes received AND 5% decrease in budgeted expenses
- Scenario C- Additional 25% in property taxes received AND no changes to budgeted expense
- Scenario D- Additional 25% in property taxes received AND 5% decrease in budgeted expenses

Based on these scenarios, we recommend making no changes to the budget at this time and reevaluating again at the end of the summer when more information is available.

2019 Actual

Cash Flow Analysis	may	june	july	august	september	october	november	december	january	february	march	april
Cash Balance - beginning	7,767,481.46	7,305,661.18	6,732,083.90	8,422,360.40	9,315,513.29	8,867,845.06	8,390,426.67	7,670,445.01	7,217,463.48	6,741,795.09	7,449,461.01	9,643,836.20
Receipts	70,412.01	23,690.19	2,169,485.04	1,406,628.49	31,405.69	52,532.30	108,950.60	25,200.43	33,648.03	1,216,082.45	2,798,036.99	161,531.77
Expenses	532,232.29	597,267.47	479,208.54	513,475.60	479,073.92	529,950.69	828,932.26	478,181.96	509,316.42	508,416.53	603,661.80	537,094.47
Cash Balance - ending	7,305,661.18	6,732,083.90	8,422,360.40	9,315,513.29	8,867,845.06	8,390,426.67	7,670,445.01	7,217,463.48	6,741,795.09	7,449,461.01	9,643,836.20	9,268,273.50
Percent of Revenue Collected	0.87%	0.29%	26.79%	17.37%	0.39%	0.65%	1.35%	0.31%	0.42%	15.02%	34.55%	1.99%
Percent of Expenditures Paid	8.07%	9.05%	7.26%	7.78%	7.26%	8.03%	12.57%	7.25%	7.72%	7.71%	9.15%	8.14%

2020 Actual

Cash Flow Analysis	may	june	july	august	september	october	november	december	january	february	march	april
Cash Balance - beginning	9,268,273.50	8,664,924.38	6,416,887.36	7,705,030.30	8,971,865.25	8,546,253.76	8,054,383.29	7,288,250.01	6,832,638.20	6,342,661.01	6,806,731.37	9,357,832.07
Receipts	83,009.65	51,251.94	1,843,512.06	1,863,664.29	97,116.91	71,787.50	65,855.93	30,584.57	76,069.38	1,052,220.43	3,055,288.16	125,638.60
Expenses	686,358.77	599,401.96	555,369.12	596,829.34	522,728.40	563,657.97	831,989.21	486,196.38	566,046.57	588,150.07	504,187.46	547,582.22
Transfer to CIF & DS		1,699,887.00										698,000.00
Cash Balance - ending	8,664,924.38	6,416,887.36	7,705,030.30	8,971,865.25	8,546,253.76	8,054,383.29	7,288,250.01	6,832,638.20	6,342,661.01	6,806,731.37	9,357,832.07	8,237,888.45
Percent of Revenue Collected	0.99%	0.61%	21.90%	22.14%	1.15%	0.85%	0.78%	0.36%	0.90%	12.50%	36.30%	1.49%
Percent of Expenditures Paid	9.74%	8.50%	7.88%	8.47%	7.42%	8.00%	11.80%	6.90%	8.03%	8.34%	7.15%	7.77%

2021 –Scenario A

No Additional Property Taxes Received AND No Changes to Budgeted Expenses

Cash Flow Analysis	may	june	july	august	september	october	november	december	january	february	march	april
Cash Balance - beginning	8,237,888.45	7,667,971.78	7,098,055.12	6,528,138.45	5,958,221.78	5,388,305.12	4,818,388.45	4,248,471.78	3,678,555.12	3,108,638.45	2,538,721.78	1,968,805.12
Receipts	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67
Expenses	602,208.33	602,208.33	602,208.33	602,208.33	602,208.33	602,208.33	602,208.33	602,208.33	602,208.33	602,208.33	602,208.33	602,208.33
Transfer to CIF & DS												450,000.00
Cash Balance - ending	7,667,971.78	7,098,055.12	6,528,138.45	5,958,221.78	5,388,305.12	4,818,388.45	4,248,471.78	3,678,555.12	3,108,638.45	2,538,721.78	1,968,805.12	948,888.45
Percent of Revenue Collected	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%
Percent of Expenditures Paid	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%

If make no changes to the budget and receive no additional tax revenue, at the end of this fiscal year we would have 1.5 months in our cash balance.

2021- Scenario B

No Additional Property Taxes received AND a 5% Decrease in Budgeted Expenses

2021 - No Additional Property Taxes received AND a 5% Decrease in Budgeted Expenses												
Cash Flow Analysis	may	june	july	august	september	october	november	december	january	february	march	april
Cash Balance - beginning	8,237,888.45	7,696,260.12	7,154,631.78	6,613,003.45	6,071,375.12	5,529,746.78	4,988,118.45	4,446,490.12	3,904,861.78	3,363,233.45	2,821,605.12	2,279,976.78
Receipts	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67
Expenses	573,920.00	573,920.00	573,920.00	573,920.00	573,920.00	573,920.00	573,920.00	573,920.00	573,920.00	573,920.00	573,920.00	573,920.00
Transfer to CIF & DS												450,000.00
Cash Balance - ending	7,696,260.12	7,154,631.78	6,613,003.45	6,071,375.12	5,529,746.78	4,988,118.45	4,446,490.12	3,904,861.78	3,363,233.45	2,821,605.12	2,279,976.78	1,288,348.45
Percent of Revenue Collected	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%
Percent of Expenditures Paid	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%
Expenses Adjusted	(28,288.33)	(28,288.33)	(28,288.33)	(28,288.33)	(28,288.33)	(28,288.33)	(28,288.33)	(28,288.33)	(28,288.33)	(28,288.33)	(28,288.33)	(28,288.33)

If we receive no additional money and reduce the budget, at the end of this fiscal year we would 2.25 months in our cash balance.

2021- Scenario C

Additional 25% Property Taxes received AND No Changes to Budgeted Expenses

Cash Flow Analysis	may	june	july	august	september	october	november	december	january	february	march	april
Cash Balance - beginning	8,237,888.45	7,667,971.78	7,098,055.12	6,528,138.45	5,958,221.78	5,388,305.12	4,818,388.45	4,248,471.78	3,678,555.12	4,968,435.45	4,398,518.78	3,828,602.12
Receipts												
Additional 25% of Property Taxes									1,859,797.00			
Replacement Taxes, Fees, Other Income	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67
Expenses	602,208.33	602,208.33	602,208.33	602,208.33	602,208.33	602,208.33	602,208.33	602,208.33	602,208.33	602,208.33	602,208.33	602,208.33
Transfer to CIF & DS												450,000.00
Cash Balance - ending	7,667,971.78	7,098,055.12	6,528,138.45	5,958,221.78	5,388,305.12	4,818,388.45	4,248,471.78	3,678,555.12	4,968,435.45	4,398,518.78	3,828,602.12	2,808,685.45
												1,859,797.00
Percent of Revenue Collected	1.44%	1.44%	1.44%	1.44%	1.44%	1.44%	1.44%	1.44%	84.19%	1.44%	1.44%	1.44%
Percent of Expenditures Paid	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%

If we receive an additional 25% tax revenue, at the end of this fiscal year we would 4.6 months in our cash balance.

2021- Scenario D

Additional 25% Property Taxes Received AND a 5% decrease in Budgeted Expenses

Cash Flow Analysis	may	june	july	august	september	october	november	december	january	february	march	april
Cash Balance - beginning	8,237,888.45	7,696,260.12	7,154,631.78	6,613,003.45	6,071,375.12	5,529,746.78	4,988,118.45	4,446,490.12	3,904,861.78	5,223,030.45	4,681,402.12	4,139,773.78
Receipts												
Additional 25% of Property Taxes									1,859,797.00			
Replacement Taxes, Fees, Other Income	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67	32,291.67
Expenses	573,920.00	573,920.00	573,920.00	573,920.00	573,920.00	573,920.00	573,920.00	573,920.00	573,920.00	573,920.00	573,920.00	573,920.00
Transfer to CIF & DS												450,000.00
Cash Balance - ending	7,696,260.12	7,154,631.78	6,613,003.45	6,071,375.12	5,529,746.78	4,988,118.45	4,446,490.12	3,904,861.78	5,223,030.45	4,681,402.12	4,139,773.78	3,148,145.45
Percent of Revenue Collected	1.44%	1.44%	1.44%	1.44%	1.44%	1.44%	1.44%	1.44%	84.19%	1.44%	1.44%	1.44%
Percent of Expenditures Paid	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%	8.33%
Expenses Adjusted	(28,288.33)	(28,288.33)	(28,288.33)	(28,288.33)	(28,288.33)	(28,288.33)	(28,288.33)	(28,288.33)	(28,288.33)	(28,288.33)	(28,288.33)	(28,288.33)

If we receive an additional 25% tax revenue and reduce the budget, at the end of this fiscal year we would 5.5 months in our cash balance.

Other Factors to Consider

It is still important to fund the Capital Improvement Fund in order to continue work on the following projects:

- 1st Floor remodel which includes RFID, Circulation Workroom, Staff Lounge
- Planning for the security system (FY22)
- Planning for the remodel of the 3rd floor staff workroom (FY22)
- Landscaping (put on hold)

Funds that are deposited into the Capital Improvement Fund and Debt Service Fund can only be used on those expenditures – funds cannot be transferred back to the Operating Fund.

COVID-19 LIBRARY BUILDING REOPENING PLAN

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INTRODUCTION

COVID-19 has forced our library buildings to close temporarily, but it has not closed our library. Virtual services continue, developed and provided through the talents and creativity of the library's extraordinary staff.

As we offer these services to our community, we are thinking carefully about what a return to our physical spaces would look like. While we assess our environment and discuss scenarios, there are elements of that environment we do not know and cannot predict including:

- How long each phase will last
- Whether we will have to go back to an earlier stage
- Whether we receive guidance from health officials or will have to decide with other units of local government when it is safe to reopen

We do know, however, that a return to physical spaces will not be an immediate return to a pre-pandemic environment. First and foremost, the health, safety, and well-being of our staff members and our patrons have guided and will continue to guide the development of these phases and in large part will determine when we reopen our facilities. We will be guided by local health officials and the [OCLC IMLS Batelle Labs study](#) when determining when to move to different phases.

This plan responds to that reality by outlining proposed stages to reopen our facilities and to reintroduce people to our physical spaces, our materials, and in-person services with new health and safety protocols in place. Additional assumptions include the potential for reversion to earlier phases if new infections occur and government mandates to shelter are reinstated. This document, therefore, will continue to be developed as we learn more and is subject to change.

PHASES

PHASE 1: STAFF WORKING REMOTELY

Summary: The building is closed and there is a stay in place order for the region or state. Most work is done remotely, with a few staff coming in for essential operations.

Restore Illinois: This phase aligns with Phase 1 of the [State Reopening Plan](#).

Considerations: COVID-19 is rapidly spreading. The public health response relies on dramatic mitigation measures to slow the spread of the virus and prevent a surge that overwhelms the health care system. Glenview Northbrook Coronavirus Joint Task Force agencies will work to move in concert whenever possible. For this stage, park districts and libraries will have the vast majority of staff working remotely.

Staff

- Finance and Maintenance work periodic shifts on site for essential operations
- Maker Services Staff work in the Collaboratory when necessary to create PPE
- All other staff work remotely

Materials

- eResource ordering only
- No print ordering
- Magazine and Newspaper Deliveries are paused

Services

- Remote phone and email service
- Virtual Programming

Building

- Building closed to patrons and most staff
- Bookdrops closed
- Prep begin for physical distancing in the building

PHASE 2: STAFF WORKING REMOTELY, ESSENTIAL STAFF IN BUILDING

Summary: The building is closed and there is a stay in place order for the region or state. Most work is done remotely, with a few staff coming in for essential operations.

Restore Illinois: This phase aligns with Phase 2 of the [State Reopening Plan](#).

Considerations: The rise in the rate of infection is beginning to slow and stabilize. Hospitalizations and ICU bed usage continue to increase but are flattening, and hospital capacity remains stable. Glenview Northbrook Coronavirus Joint Task Force agencies will work to move in concert whenever possible. For this stage, park districts and libraries will have the vast majority of staff working remotely.

Staff

- Finance and Maintenance work periodic shifts on site for essential operations
- Maker Services Staff work in the Collaboratory when necessary to create PPE
- Technical Services staff come in once a week for receiving items and invoicing
- All other staff work remotely

Materials

- eResource ordering only
- No print ordering
- Newspaper Deliveries are paused
- Magazines still arriving, but not being processed

Services

- Remote phone and email service
- Virtual Programming

Building

- Building closed to patrons and most staff
- Bookdrops closed
- Prep begin for physical distancing in the building

PHASE 3: LIMITED STAFF, CURBSIDE

Summary: The first step in reopening the library is getting it set back to rights. At the start of this phase, Circ staff will be allowed to work in the building in small numbers in order to check in and shelve. TS staff will be allowed in for receiving, cataloging, and processing. Other department staff will be allowed in at some point during this phase if needed. We will start offering curbside pick-up. We will also start allowing patrons to bring items back into the building. Once we have curbside up and running, and provided it is safe to do so, we will start allowing some of the public service staff in the building to work.

Restore Illinois: This phase aligns with Phase 3 of the [State Reopening Plan](#).

Considerations: Stay-at-home order is lifted by state and local authorities/Physical distancing is recommended. Infection risks are still high. Supplies are limited and restocking ability is uncertain. Glenview Northbrook Coronavirus Joint Task Force agencies will work to move in concert whenever possible. For this stage, park districts and libraries will allow staff back in the buildings for minimal services.

Staff

Step 1

- Maintenance, TS, and Circ staff come back in shifts
- IT continues working in the building along with up to 2 people from Admin
- Maker Services Staff work in the Collaboratory when necessary to create PPE
- Other staff continue working remotely

Step 2

- Other staff may come to the library to pick up items

Step 3

- Certain other staff come in periodically and work in shifts

Materials

Step 1

- Deliveries resume

- eResource ordering continues
- No print ordering
- Magazine processing begins
- Newspaper Deliveries resume
- All displays are taken down and reshelfed
- Quarantine shipments and returned items

Step 2

- High demand physical item ordering begins including Lucky Day and Popular Picks (but these titles will be made holdable to Northbrook patrons until the building is open)

Step 3

- Weeding begins

Services

Step 1

- Continue remote phone service
- Programming remains virtual

Step 2

- Curbside checkouts
- Patrons place holds by phone
- ILL can resume
- CCS Holds can resume

Step 3

- Homebound and Books on Wheels can resume

Building

Step 1

- Building closed to patrons and most staff

- Bookdrops still closed
- Prep continues for physical distancing in the building

Step 2

- Bookdrops opened at certain times (M-F 9-5)

Step 3

- Bookdrops open

PHASE 4: MODERATE STAFF, BUILDING OPEN

Summary

Once we open up the building to patrons, we will be providing access to materials, but not encouraging extended stays or gatherings.

Restore Illinois: This phase aligns with Phase 4 of the [State Reopening Plan](#).

Considerations: Physical distancing is recommended. Infection risks are still high. We have enough supplies to comply with safety recommendations for public and staff, but supply needs and availability are uncertain for full hours. Glenview Northbrook Coronavirus Joint Task Force agencies will work to move in concert whenever possible. For this stage, schools, park districts and libraries will open up buildings for limited usage.

Staff

- Maintenance, TS, Circ, and Public Service staff work in the building in shifts
- IT continues working in the building along with certain people from Admin
- Remainder of staff work remotely

Materials

- Ordering resumes as normal for print and digital
- Lucky Day and Popular Picks are made non-holdable
- No displays except Lucky Day in Lobby and Popular Picks in YS
- Continue to quarantine shipments and returned items
- Weeding continues

Services

Steps 1-2

- Phones answered in the library
- Programming remains virtual
- ILL, Homebound, Books on Wheels, & Curbside delivery continue
- Copier, Fax, Computer service begins
- Patrons wishing to use the Collaboratory can make appointments to visit; Collaboratory remains closed to drop-ins
- Friends of the Library Bookshop Reopens

Step 3 (move to when we determine we have the capacity)

- Programming with fewer than 50 people resumes; all other programming remains virtual

Building

Move to when it is deemed safe by health department.

Step 1

- Patrons in the building are monitored to ensure there aren't too many people
- Building open for limited hours
- Stacks are closed except for Lucky Day and Popular Picks; Staff will grab items for patrons
- No study rooms or meeting room usage
- Physical distancing measures are in place throughout the library

Step 2

- Building open for regular hours, with special hours for vulnerable populations
- Study room usage by 1 person allowed
- Stacks are open with directional signage to allow for physical distancing

Step 3

- Building open for regular hours
- Study room usage allowed
- Meeting room bookings for Civic allowed
- All soft seating, toys, and ipads are brought back

PHASE 5: RETURN TO PRE COVID-19 SERVICES

Summary: We made it! We are back to fully offering all of our collections, programs, and services in person!

Restore Illinois: This phase aligns with Phase 5 of the [State Reopening Plan](#).

Considerations: Infection threat is considered low or non-existent. All other governmental agencies in Glenview/Northbrook are back up and running at full strength.

Staff

- All staff work in the building

Materials

- Displays are allowed again!
- Book quarantining ends!

Services

- All services returned to pre COVID-19 levels
- All programming is in person

Building

- Outside room bookings and study room bookings are allowed
- Physical distancing measures are removed from the library

SAFETY

LIMITING RISK EXPOSURES

The Three “C’s”

The best way to protect yourself and your family from COVID-19 and other respiratory illnesses is to practice the 3 C’s:

CLEAN:

- Wash hands frequently with soap and warm water or use hand sanitizer if soap is not available. Staff will be provided opportunities throughout their shift to wash their hands
- Disinfect frequently touched surfaces like doorknobs, microwaves, refrigerators daily.

COVER:

- Cover coughs and sneezes with a tissue or your elbow. At the first sign of illness, contain.
- Keep a distance of 6 feet from others at all times whether indoors or outdoors.

CONTAIN:

- Stay home when sick. Stay away from healthy people.
- Self-isolate as much as possible to keep your germs from spreading to others in your household.

Monitoring for Symptoms

All individuals need to be aware of how they are feeling and self-monitor for symptoms of COVID-19 and other illnesses. Stay home when you are sick. When you are sick, stay home, get plenty of rest, check with a health care provider as needed, and notify Human Resources as needed. Managers need to be observant of individuals who appear to be exhibiting symptoms (e.g. cough, shortness of breath or difficulty breathing). If an individual is exhibiting symptoms of being ill, the employee will be sent home. Staff members who have tested positive for COVID-19, may be asked to submit a doctor’s note indicating they are fit to return to duty prior to returning to the library.

Physical Distancing

All employees shall be required to implement physical distancing practices. Physical distancing is described as proactively taking steps to avoid congregate settings, and mass gatherings, and maintaining distance (a minimum of 6 feet) from others when possible. The shaking of hands should be avoided at all times when physical distancing.

Avoid meeting people face-to-face. Staff are encouraged to use the telephone, RingCentral, e-mail, or GChat to conduct business as much as possible, even when participants are in the same building. Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least six feet from each other. Eliminate unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.

Departments are responsible for identifying physical spaces or times of day that result in congregate situations and address them accordingly. Possible solutions to discouraging congregate situations include but are not limited to, staggering meal breaks, start and end times, removal of chairs, utilizing multiple entrance and exit points and appropriate physical distancing markers on the floor. We are making the following modifications to the building to comply with physical distancing:

- Computers will be placed in-service/out-of-service so that there is a 2-computer gap in between users.
- Marks on floor for physical distancing while standing in line and for maintaining appropriate distance from service desks and at key intervals throughout the library
- All soft seating, toys, and ipads are removed
- Computer and table chairs replaced with Grey spec chairs for easier wipe down
- ½ the table chairs are removed to ensure physical distancing
- Doors are left open whenever possible to allow people to pass through without touching
- Hand sanitizer stands are placed at key areas throughout the library

Personal Protective Equipment (PPE)

The Northbrook Public Library will provide appropriate PPE based on each individual's department and risk exposures. [OSHA](#) has identified four occupational exposure risk categories and their corresponding PPE. Library positions fall under the Medium or Low Exposure Risk categories.

- **Very High Exposure Risk:** Healthcare workers performing aerosol-generating procedures on known or suspected COVID-19 patients.
- **High Exposure Risk:** Medical transport workers moving known or suspected COVID-19 patients in enclosed vehicles.
- **Medium Exposure Risk:** Require frequent and/or close contact with people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients.

- **Low Exposure Risk:** Jobs that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with the general public.

Positions requiring PPE based on their risk exposure category will be provided with the appropriate training.

Face Coverings

As long as face coverings are required by state and local orders, they are to be worn by individuals while working at the library and physical distancing cannot be maintained or guaranteed. Additionally, requirements of members of the public to wear face covering while in the library will follow State guidance.

Cloth face coverings should:

- Fit snugly but comfortably against the side of the face
- Be secured
- Allow for breathing without restriction
- Be able to be laundered and hung dry without damage or change to shape

The Library will provide masks for staff, but staff may choose to wear their own provided they conform to the above guidelines. Some staff may need to wear N95 masks due to underlying health conditions or because of vulnerable people in their homes. While typically reserved for healthcare workers, staff may wear N95 masks if the need warrants it.

Staff will watch one of the following videos on wearing and removing masks safely:

- SMHCS <https://www.youtube.com/watch?v=JwPWdkbyizw>
- Raffles Medical Group (Short) https://www.youtube.com/watch?v=gilLP_UnaHg

All staff shall wear masks when working in the building when they must get within 6 ft. of another staff member, vendor, or patron. Staff may remove their masks while working in their offices or if they are at least 6 ft. away from others provided that the mask is removed safely and put in a storage container.

Masks should not be hung around the neck, left on desks, or hung up, but instead should be properly removed and stored in a safe sterile container. Paper bags are available to staff for mask storage.

Replace the mask with a new one as soon as it is damp or visibly soiled. It is the responsibility of the staff member to clean their mask after each shift.

Here is an article on how to clean your cloth mask from Popular Science:

<https://www.popsoci.com/story/diy/face-mask-sterilizing-sanitizing-guide/>. The CDC recommends putting it in the washing machine on the hottest setting the mask can handle.

Eye Protection

Eye protection has been made available to all individuals working in the library. Individuals working in the low exposure category, such as office workers are not required but may choose to wear eye protection. Individuals working directly with patrons will be required to wear eye protection.

Eye Protection shall be worn when staff are working with patrons directly. Staff may choose to wear either goggles or a face shield. Face shields and goggles will be cleaned by staff and can be stored either at the library or can be brought home.

Gloves

OSHA suggests that workers in the medium risk exposure category may need to wear additional PPE such as gloves based on the hazards of the task at hand. Any staff working with materials will be required to wear gloves. It is not recommended individuals in a Low Exposure Risk category wear gloves, unless a specific task warrants it. If gloves are used, they should be [properly removed and disposed](#) of after the task has been completed and hands should then be cleaned .

Staff will watch one of the following videos on wearing and removing gloves safely:

- Globus https://www.youtube.com/watch?v=3I_kKVNrEMo
- MN Health <https://www.youtube.com/watch?v=xueBYfElFEg>

All staff will wear gloves anytime they are interacting with any materials. Gloves should also be worn when using communal equipment such as the copier, poster printer, postage machine, etc. Gloves should be removed after each task or interaction is complete and proper hand sanitization should take place before a new pair of gloves is put on.

Examples:

- ILL using the postage machine
- Checking Out Items for a Patron
- Using the Copier

Handling Materials

New Materials

When we receive items we have ordered from vendors, they will be quarantined for 7 days before opening. When opening, staff will wear gloves. Gloves will be disposed after they have opened all the boxes in a day. If more come, they will use new gloves.

Existing Materials

Returned items will be placed in quarantine for 7 days before being checked in. When checking in, checking out, shelving, or pulling books, staff must wear gloves. Gloves should be changed after each checkout. For check-ins and pulling books, gloves should be changed out hourly. When shelving, gloves should be changed after each cart.

Cleaning

Clean shared surfaces and equipment often. Use disinfectants to clean commonly touched items such as doorknobs, faucet handles, copy machines, coffee pot handles, desktops, handrails, microwave buttons, keyboards, and elevator buttons. Clean workspace surfaces at least once a day, more if possible. Best Quality Cleaning will wipe down all high touch surfaces every evening.

Supplies

Departments and individuals are to take steps to minimize the sharing of papers and writing instruments. Documents can be emailed or shared electronically and writing utensils will be removed from public service desks and staff will bring their own from their work stations.

Communal Food & Gatherings

Individuals are discouraged from utilizing the staff lounge and are encouraged to eat at their workstation. For the foreseeable future, communal food, including homemade goods are not allowed. Individually wrapped items may be brought in and shared. When individuals eat at their workstation, they should focus on eating their food and immediately washing their hands and sanitizing their work area. Staff should not congregate in work rooms, staff rooms or other areas where people socialize.

STAFFING

STAFFING PLAN

Whenever possible, we will have staff working in shifts in order to minimize the risk of exposure. We will group staff in each department into Team Gold or Team Green. Managers will split their department into these two groups to ensure that if one group needs to quarantine, another group can step in. This means that people in Team Blue and Team Red will never overlap shifts. We will most likely still be asking staff to work reduced hours at the beginning, but that will be dependent on circumstances that we cannot yet predict.

When in the building, staff will remain in their departments. If they need to speak with staff in other departments, they will use Gchat or the phone. Staff may not sit in the staff lounge, but may store food there.

Phase 1: Staff Working Remotely

Hours staff are in the building: Monday- Friday 9am-5pm

DEPARTMENT	SHIFTS	MAX STAFF (per shift)
Administration	9am-5pm	2
Circulation	Remote work	
Fiction & Media	Remote work	
IT	9am-5pm	1
Maintenance	8am-5pm	1
Maker Services	9am-5pm	1
Reference	Remote work	
Technical Services	Remote work	
Youth Services	Remote work	

Phase 2: Staff Working Remotely

Hours staff are in the building: Monday- Friday 9am-5pm

DEPARTMENT	SHIFTS	MAX STAFF (per shift)
Administration	9am-5pm	2

Circulation	Remote work	
Fiction & Media	Remote work	
IT	9am-5pm	1
Maintenance	8am-5pm	1
Maker Services	9am-5pm	1
Reference	Remote work	
Technical Services	9am-5pm	1 (receiving, acquisitions)
Youth Services	Remote work	

Phase 3: Limited Staff (Step 1)

Hours staff are in the building: Monday- Friday 8am-6pm

DEPARTMENT	SHIFTS	MAX STAFF (per shift)
Administration	9am-6pm	2
Circulation	9am-1pm, 2pm-6pm	3 clerks, 3 shelvees
Fiction & Media	Remote work	
IT	9am-5pm	1
Maintenance	8am-5pm	1
Maker Services	8:45am-12:45pm, 1:45pm-5:45pm	1
Reference	1-2x/ wk	1 (magazine processing)
Technical Services	8:30am-12:30pm, 1:30pm-5:30pm	2 (receiving, acquisitions)
Youth Services	Remote work	

Phase 3: Limited Staff, Curbside (Step 2)

Hours staff are in the building: Monday- Friday 8am-6pm

DEPARTMENT	SHIFTS	MAX STAFF (per shift)
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Administration	9am-6pm	2
Circulation	9am-1pm, 2pm-6pm	4 clerks, 3 shelve rs
Fiction & Media	Remote work	
IT	9am-5pm	1
Maintenance	8am-5pm	1
Maker Services	8:45am-12:45pm, 1:45pm-5:45pm	1
Reference	1-2x/ wk	1 (magazine processing)
Technical Services	8:30am-12:30pm, 1:30pm-5:30pm	4 (receiving, acquisitions, cataloging, processing)
You th Services	Remote work	

Phase 3: Moderate Staff, Curbside (Step 3)

Hours staff are in the building: Monday- Friday 8am-6pm

DEPARTMENT	SHIFTS	MAX STAFF (per shift)
Administration	9am-6pm	2
Circulation	9am-1pm, 2pm-6pm	4 clerks, 3 shelve rs
Fiction & Media	8:45am-12:45pm, 1:45pm-5:45pm	1
IT	9am-5pm	1
Maintenance	8am-5pm	1
Maker Services	8:45am-12:45pm, 1:45pm-5:45pm	1
Reference	8:45am-12:45pm, 1:45pm-5:45pm	1
Technical Services	8:30am-12:30pm, 1:30pm-5:30pm	4 (receiving, acquisitions, cataloging, processing)
You th Services	8:45am-12:45pm, 1:45pm-5:45pm	1

Phase 4: Moderate Staff, Building Open Limited Hours

Hours staff are in the building: Monday- Friday 8am-6pm, Saturday 9am-4pm

Building open to patrons: Monday- Friday 9am-5pm, Saturdays 10am-4pm, may also need to offer an evening

Team Red and Team Blue will work on alternating days

DEPARTMENT	SHIFTS	MAX STAFF (per shift)
Administration	M-F 8:30am-5pm S 9am-4pm	3
Circulation	M-F 8:30am-5pm S 9am-4pm	4 clerks, 3 shelveers
Fiction & Media	M-F 8:45am-5pm S 9am-4pm	3
IT	M-F 9am-5pm S 10am-4pm	2
Maintenance	M-F 8am-5pm S 8am-4pm	2
Maker Services	M-F 9:15am-5pm S 10am-4pm	3
Reference	M-F 8:45am-5pm S 9:30am-4pm	3
Technical Services	M-F 8am-4pm	4 (receiving, acquisitions, cataloging, processing)
Youth Services	M-F 8:45am-5pm S 9:30am-4pm	3

Phase 5: Return to Pre COVID-19 Services