

Board Agenda
June 17, 2020 – 6:30 p.m.

Executive Order 2020-07 suspends the in-person presence requirements for elected officials and eliminates the limitation on remote access. To provide remote access for Library Trustees while allowing the public to access the Board meeting, we will be hosting our June 17, 2020 meeting via the Zoom platform. Information as to how to listen to the meeting by phone is provided below.

We provide opportunity for public comment at all Board meetings. For this remote access meeting members of the public can share comments by submitting their comments in advance through email by sending them to directors@ippl.info by 6:15 p.m. June 17, 2020. Please indicate this is a Board Meeting comment in the subject or body of the comment. Comments will be read aloud during the public comment section of the agenda and entered into the public record.

Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782

Webinar ID: 843 2590 6451

Password: 636302

International numbers available: <https://us02web.zoom.us/j/keeoCXaCur>

All agenda items may be acted upon by the Board of Trustees

- A. Roll Call
Asma Akhras, Donald Damon, Taylor Frawley, Marian Krupicka,
Crystal Megaridis, Victoria Suriano

- B. Mission Statement: We enrich people's lives by providing
opportunities to explore, connect, and be inspired.

Vision Statement: Lives are enriched and dreams are realized.

- C. Public Comment

- D. Communications and Announcements
 - 1. White to Bukovac re: Per Capita Grant Page 3

- E. Omnibus Consent Agenda Action
 - 1. Minutes of Regular Board Meeting, May 12, 2020 Page 4
 - 2. Action on Bill/Additional Bills Page 7
 - 3. Ordinance #2020-3 Establishing Regular Meeting Date Page 11
 - 4. Ordinance #2020-4 Amending Budget and Appropriations Page 12
Ordinance for FY 2019-20

- F. Items Deleted from Omnibus Consent Agenda Action

- G. Library Director's Report Page 13 Information

Board Agenda
June 17, 2020 – 6:30 p.m.

- H. Staff Reports
None
- I. Reports
- | | | |
|---|---------|-------------|
| 1. Treasurer's Report | Page 25 | Information |
| 2. Chamber Reports (none) | | |
| 3. RAILS | Page 29 | Information |
| 4. Building and Grounds Committee (no report) | | |
| 5. Finance Committee (no report) | | |
| 6. Planning/Outreach Committee (no report) | | |
| 7. Policy Committee (no report) | | |
- J. Unfinished Business
None
- K. New Business
- | | | |
|---|---------|-------------|
| 1. Phased Reopening of the Building | Page 36 | Discussion |
| 2. Proposed Changes to Policy 612 | Page 66 | Action |
| 3. Financial Forecast | Page 67 | Information |
| 4. Operating Budget 2020/2021 | Page 69 | Action |
| 5. FY20/21 Salary Minimums | Page 74 | Action |
| 6. Appoint Committee to Review Closed Session Minutes
And Complete Secretary's Audit | | |
- L. Meetings Scheduled
- M. Community Events
- N. Library Events
- O. Adjournment



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

June 4, 2020

Ms. Jamie Bukovac, Director
Indian Prairie Public Library District
401 Plainfield Road
Darien, Illinois 60561-4207

Dear Ms. Bukovac:

I am pleased to award the Indian Prairie Public Library District a FY2020 Illinois Public Library Per Capita Grant in the amount of \$53,161.25. Over \$15 million is being awarded this year.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure public libraries have the resources to address patron and community needs. I know that libraries count on these grants for important expenses such as paying for materials, programming and technology.

Please be aware that due to COVID-19 and associated social distancing guidelines, these funds may be significantly delayed. With that in mind, libraries have until December 31, 2021 to expend FY2020 per capita funds. The FY2020 expenditures report must be submitted with the FY2022 application, due January 15, 2022.

Our public libraries are truly the cornerstones of our communities. They are a lifesaver for those who need help to better their lives and are the best and most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service public libraries provide to patrons.

Sincerely,

Jesse White, Secretary of State
and State Librarian

cc: Victoria Suriano, Indian Prairie Public Library District Board President

JW:isl

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Indian Prairie Public Library
Board of Trustees Minutes
Regular Meeting of May 12, 2020

**Board of Trustees Regular Meeting
May 12, 2020 – 6:30 p.m.**

Executive Order 2020-07 suspends the in-person presence requirements for elected officials and eliminates the limitation on remote access. To provide remote access for Library Trustees while allowing the public to access the Board meeting, we will be hosting our May 12, 2020 meeting via the Zoom platform. Information as to how to listen to the meeting by phone is provided below. We provide opportunity for public comment at all Board meetings. For this remote access meeting members of the public can share comments by submitting their comments in advance through email by sending them to directors@ippl.info by 6:15 p.m. May 12, 2020. Please indicate this is a Board Meeting comment in the subject or body of the comment. Comments will be read aloud during the public comment section of the agenda and entered into the public record.

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Webinar ID: 861 4913 1977

Password: 154433

International numbers available: <https://us02web.zoom.us/j/86149131977>

A. Roll Call

President Suriano called the meeting to order at 6:30 p.m. Secretary Megaridis called the roll.

Present: Asma Akhras, Donald Damon, Taylor Frawley, Marian Krupicka, Crystal Megaridis, Victoria Suriano

Absent: none

Staff Present: Jamie Bukovac, Laura Birmingham, Maria Wlosinski

Others: One call in listener

President Suriano asked for additions and/or corrections to the agenda. There were none.

- B. Mission Statement:** Secretary Megaridis read the library mission statement. We enrich people's lives by providing opportunities to explore, connect, and be inspired.

Vision Statement: Secretary Megaridis read the library vision statement. Lives are enriched and dreams are realized.

- C. Public Comment** – Bukovac did not receive any email comments prior to tonight's meeting.

D. Communications and Announcements

1. Marchese to Bukovac re: Darien Plan
2. Darien Transition Plan
3. Bukovac to Marchese re: Library's Plan
4. Marchese to Bukovac re: Response to Library's Plan

E. Omnibus Consent Agenda

1. Minutes of Regular Board Meeting, February 26, 2020
2. Minutes of Emergency Board Meeting, March 14, 2020
3. Building and Grounds Committee Meeting Minutes, March 2, 2020
4. Action on Bills/Additional Bills (February-April)
5. Ordinance #2020-2 Authorizing Public Library Non-Resident Cards
Krupicka moved, Megaridis seconded to approve the Omnibus Consent Agenda. Motion carried unanimously.

F. Items Deleted from Omnibus Consent Agenda - none

G. Library Director's Report

Bukovac is very proud of the way staff has come together to do things in a new way during these challenging times of the COVID-19 pandemic. Our on-line chat is up and running, the telephone system has been rerouted to staff personal phones, and programming has been completely reconfigured. Our team used the library's 3D printer to create face mask headbands and chin straps for AMITA Health Medical Centers. The Foundation received \$557.00 in donations for our 3D materials. Bukovac will prepare an in-depth review of the library's finances for next month's meeting. The current fiscal year should end on a good note. DuPage County is allowing real estate tax payments to be deferred to September (doesn't apply to escrow accounts).

H. Reports

1. Treasurer's Report – backup in packet.

I. Unfinished Business - none

J. New Business

1. Providing for Return of Materials and Curbside Pick-Up – Bukovac said there is a need for curbside service. Our patrons are asking when they can return items and check-out materials. We have put a great deal of thought into developing protocols and procedures for providing these services in a safe manner. Bukovac has been monitoring directives and recommendations from the CDC, White House, OSHA, the governor, state and local agencies, RAILS, SWAN, and other libraries. The Board agreed that the plan outlined in the board packet was very complete and all precautions were in place. They agreed that our patrons deserve to have some services and felt the library can provide curbside services safely for both patrons and staff. Akhras moved, Damon seconded to start curbside delivery services on May 18. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.
2. Staff Compensation – Bukovac provided a recap – at the March meeting the trustees voted to close the building until March 30 and that all staff would be paid for their normally scheduled hours during that time. They also authorized the board president and director to make decisions as to how to manage the situation as it developed. Due to the governor's orders the board president and director determined the library should remain closed and continue to pay all staff salaries. Staff was surveyed as to any concerns they may have as we begin to provide services from the building. Some staff expressed concern about coming back into the building and participating in our efforts to provide services from the building. Health and child care issues were also mentioned. The board agreed that the library can't pay staff for work they are not doing. Staff has to work the hours they are assigned in order

to get paid. Bukovac will talk to staff that are asking for accommodations and will look at what tasks they can do from home. Damon moved, Krupicka seconded that as of May 18 staff that cannot participate in curbside services will be paid for the number of hours they work. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously. Damon moved, Krupicka seconded that as of May 31 all staff will be paid for the number of hours they work. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.

- 3. Fines – All materials currently checked out are due June 3. Bukovac said that some area libraries are removing fines for the summer and two removed fines for good. The board discussed the issue. They felt if fines were eliminated there would be no incentive to return items in a timely manner for others who are waiting. They noted that items can be renewed on-line and items are free if returned on time. The Board agreed to start fines on June 4.
- 4. Non-Resident Cards – Once libraries closed SWAN changed all library card expiration dates including non-resident cards to July 2020. During this time IPPL and other libraries have offered a digital card that patrons could register for online. IPPL is letting anyone who lives in Darien, Willowbrook, and Burr Ridge sign up for this card with access to digital materials for 90 days. We have not had many register for this card. Discussion included whether to continue the digital card option and promoting a student digital card for summer. The question was raised “how far are we stretching our materials?” The board decided to table the discussion for now.
- 5. Authorize Library Director to Make Temporary Policy and Service Changes in Consultation with Board President in Order to Plan and Implement Transitions in Response to COVID-19 – Damon moved, Krupicka seconded to authorize the library director to make temporary policy and services changes in consultation with the board president in order to plan and implement transitions in response to COVID-19 through August 31, 2020. Ayes: Akhras, Damon, Frawley, Krupicka, Megaridis, Suriano. Nays: none. Absent: none. Motion carried unanimously.
- 6. Budget – The State is not recommending any in-person meetings. The trustees agreed with Bukovac’s suggestion that we forego having a Finance Committee meeting and instead the budget will be reviewed by the whole board at the June meeting.
- 7. Renovation Update – Bukovac said that prior to the pandemic we were getting to the design phase of the renovation. The second week of April she asked the architects to stop working so the board could discuss the best way to move forward. The board agreed that we may now have different priorities and need to be thoughtful of what the future may be. We may want to phase the project. Bukovac will ask the architects to look at phasing and identify pieces that could be done earlier such as the drive-up window.

K. Adjournment

At 8:10 p.m. Krupicka moved, Damon seconded to adjourn the meeting. All ayes. Motion carried unanimously.

Crystal Megaridis, Secretary

ACTION ON BILLS May 2020

<u>Account</u>	<u>Check #'s</u>	<u>Total</u>
Fifth Third-Bills for Approval	4414 - 4465	\$ 83,908.93
Fifth Third-Salaries	819 - 834	\$ 4,824.39
Hinsdale Bank-Direct Deposits	& 30339 - 30471	\$ <u>108,622.97</u>

MONTH'S TOTAL: \$ 197,356.29

Indian Prairie Public Library District Account QuickReport - Vendors

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As of May 31, 2020

Type	Date	Num	Name	Amount
10122 - Fifth Third Checking				
Bill Pmt Check	05/05/2020	4414	Carrera, Kristin	2,500.00
Bill Pmt Check	05/05/2020	4415	van Nuis, Petra	300.00
Bill Pmt Check	05/05/2020	4416	VSP Vision	194.06
Bill Pmt Check	05/10/2020	4417	Baker & Taylor	8,678.76
Bill Pmt Check	05/10/2020	4418	Blackstone Audio, Inc.	179.97
Bill Pmt Check	05/10/2020	4419	Canon Financial Services, Inc.	221.00
Bill Pmt Check	05/10/2020	4420	Chicago Tribune	248.00
Bill Pmt Check	05/10/2020	4421	Comcast	193.35
Bill Pmt Check	05/10/2020	4422	Current Technologies	2,696.16
Bill Pmt Check	05/10/2020	4423	Dames, Mary	32.20
Bill Pmt Check	05/10/2020	4424	Ingram Library Services	77.93
Bill Pmt Check	05/10/2020	4425	Magnolia Journal	35.00
Bill Pmt Check	05/10/2020	4426	Neviol Inc.	4,725.00
Bill Pmt Check	05/10/2020	4427	OverDrive	9,014.76
Bill Pmt Check	05/10/2020	4428	Sheehan, Debbie	18.36
Bill Pmt Check	05/10/2020	4429	SWAN	83.53
Bill Pmt Check	05/10/2020	4430	Thomson Reuters West	82.68
Bill Pmt Check	05/10/2020	4431	Tischler, Barbara	100.00
Bill Pmt Check	05/10/2020	4432	Very Smart People LLC	200.00
Liability Check	05/14/2020	4433	Nationwide	934.94
Liability Check	05/14/2020	4434	Vantagepoint	1,392.94
Liability Check	05/14/2020	4435	State Disbursement Unit	493.94
Liability Check	05/14/2020	4436	State Disbursement Unit	138.98
Bill Pmt Check	05/14/2020	4437	Bengal Electric	95.00
Bill Pmt Check	05/14/2020	4438	Colonial Life	82.53
Bill Pmt Check	05/14/2020	4439	Groot	362.14
Bill Pmt Check	05/14/2020	4440	LM Information Delivery	26.56
Bill Pmt Check	05/26/2020	4441	Art Excursions, Inc.	350.00
Bill Pmt Check	05/26/2020	4442	AT&T	434.30
Bill Pmt Check	05/26/2020	4443	Baker & Taylor	6,339.15
Bill Pmt Check	05/26/2020	4444	Basecamp Web Solutions	15.00
Bill Pmt Check	05/26/2020	4445	BCBS	13,574.48
Bill Pmt Check	05/26/2020	4446	Call One	258.08
Bill Pmt Check	05/26/2020	4447	City of Darien	50.00
Bill Pmt Check	05/26/2020	4448	Dynegy Energy Services	2,743.30
Bill Pmt Check	05/26/2020	4449	Illinois Dept of Innovation & Technolog	500.00
Bill Pmt Check	05/26/2020	4450	Ingram Library Services	215.79
Bill Pmt Check	05/26/2020	4451	Midwest Tape	7,326.10
Bill Pmt Check	05/26/2020	4452	OverDrive	1,939.83
Bill Pmt Check	05/26/2020	4453	Principal Life Insurance Company	1,086.06
Bill Pmt Check	05/26/2020	4454	Sebert Landscaping	805.00
Bill Pmt Check	05/26/2020	4455	Specialty Mat Service	49.22
Bill Pmt Check	05/26/2020	4456	TMobile	37.44
Bill Pmt Check	05/26/2020	4457	Today's Business	400.00

Indian Prairie Public Library District
Account QuickReport - Vendors
As of May 31, 2020

9

Type	Date	Num	Name	Amount
Bill Pmt Check	05/26/2020	4458	VSP Vision	194.06
Liability Check	05/28/2020	4459	Nationwide	934.94
Liability Check	05/28/2020	4460	Vantagepoint	1,392.94
Liability Check	05/28/2020	4461	State Disbursement Unit	493.94
Liability Check	05/28/2020	4462	State Disbursement Unit	138.98
Bill Pmt Check	05/28/2020	4463	Bank of America	5,231.91
Bill Pmt Check	05/28/2020	4464	Grasso Graphics	4,398.89
Bill Pmt Check	05/28/2020	4465	U.S. Postmaster	1,891.73
Total 10122 - Fifth Third Checking				83,908.93
TOTAL				83,908.93

Bills for approval – Electronic Payments & Automatic Withdrawals

May 2020

Vendor	Purpose	Date Paid	Amount Paid
ILDOR-State	Payroll taxes	05/02/2020	3,425.51
EFTPS-Federal	Payroll taxes	05/01/2020	18,658.70
ILDOR-State	Payroll taxes	05/15/2020	3,394.32
EFTPS-Federal	Payroll taxes	05/15/2020	18,486.70
ILDOR-State	Payroll taxes	05/29/2020	3,402.97
EFTPS-Federal	Payroll taxes	05/29/2020	18,550.24
IMRF	Payroll Pension	05/28/2020	21,189.90
IMRF	Payroll Pension	05/28/2020	369.20
DAC	Deposit to HRA	05/05/2020	314.69
DAC	Deposit to HRA	05/12/2020	179.34
DAC	Deposit to HRA	05/12/2020	216.22
DAC	Deposit to HRA	05/19/2020	1,154.44
Nicor	Gas	05/15/2020	1,099.91
INB Bank/5/3	Credit Card Fee	05/14/2020	19.43
Hinsdale Bank	Fee-Direct Deposit	05/18/2020	57.25

ORDINANCE #2020-3

AN ORDINANCE ESTABLISHING A REGULAR MEETING DATE
FOR THE BOARD OF TRUSTEES OF THE
INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

Section 1: Regular Meeting - Regular meetings of the Board of Trustees for the months of July, 2020 through June, 2021 shall be held on the third Wednesday of each month at 6:30 p.m. at the Indian Prairie Public Library, 401 Plainfield Road, Darien, Illinois.

The exact dates are:

July 15, 2020
August 19, 2020
September 16, 2020
October 21, 2020
November 18, 2020
December 16, 2020
January 20, 2021
February 17, 2021
March 17, 2021
April 21, 2021
May 19, 2021
June 16, 2021

Section 2: This ordinance shall be in full force and effect from and after its passage and approval.

Passed and approved this 17th day of June, 2020.

Victoria Suriano, President

ATTEST:

Crystal Megaridis, Secretary

ORDINANCE AMENDING BUDGET AND APPROPRIATION
ORDINANCE FOR THE FISCAL YEAR 2019-2020

WHEREAS, The Board of Library Trustees of the Indian Prairie Public Library District, by Ordinance 2019-5, adopted a Budget and Appropriation Ordinance for the fiscal year beginning July 1, 2019 and ending June 30, 2020; and

WHEREAS, the Trustees have reconsidered the amount appropriated for certain line items in the Budget and Appropriation Ordinance; and

WHEREAS, applicable laws permit amendments to the Budget and Appropriation Ordinance; and

WHEREAS, the Trustees have determined that the Budget and Appropriation Ordinance should be amended in accordance with the fiscal needs of the Library District,

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT as follows:

SECTION 1: Ordinance 2019-5, the Budget and Appropriation Ordinance for the fiscal year 2019-2020, be and is amended in the following respects:

- A. The appropriation for "Non-Payment Reciprocal Reimbursement" is decreased to \$2,000.00 from \$3,000.00.
- B. The appropriation for "Travel" is increased to \$2,100.00 from \$1,100.00.
- C. The appropriation for "Passport Postage" is decreased to \$2,000.00 from \$4,000.00.
- D. The appropriation for "Postage" is increased to \$7,000.00 from \$5,000.00.

SECTION 2: The foregoing adjustments to appropriations do not affect the total amount appropriated.

SECTION 3: All portions of the Budget and Appropriation Ordinance inconsistent with the foregoing are amended in the same manner and to the same extent.

SECTION 4: This Ordinance shall be in full force and effect from and after its passage and approval as required by law.

PASSED this 16th day of June 17, 2020 pursuant to a roll call vote as follows:

AYES:
NAYS:
ABSENT:

Victoria Suriano, President, Board of Library Trustees

ATTEST:

Crystal Megaridis, Secretary, Board of Library Trustees

**Director's Report
June 2020**

Agenda

New Business:

A phased plan for reopening the building with information relative to the state's *Restore Illinois* plan are presented for discussion with the board. Our neighboring libraries are developing phased plans similar to ours. Our discussion about an opening date has centered around July 1 and July 6. Some libraries in the Chicagoland area are opening their buildings June 15 and June 29. RAILS will be returning items they've held onto since March and is saying they will start delivery of materials at the end of June. SWAN libraries are talking about waiting for full delivery services until August in order to continue to manage the current holds lists, the seven-day quarantining of materials, and managing the public in their buildings.

Because of the safety protocols and concern of COVID-19 infection, I'm asking for a proposed revision to policy 612 regarding children in the building.

For the budget discussion I've provided a financial forecast which provides a projection of revenues and costs for the current fiscal year, includes the proposed FY20/21 budget, and assumes a \$1.3 million renovation.

The Operating Budget consists of an overview of projected revenue, including cuts to our desk monies as we don't yet know how patrons will be using the library in the coming year. Even with the reduced revenue the operating budget is in good shape because the tax cap took into account a CPI of 1.9% and the per capita grant will be full funded. You'll also see expenditures and information as to how expenditures will be managed if there are more cuts to library revenue than anticipated.

I'm requesting an increase to the minimum salaries on the salary schedule for FY20/21. I continue to track how IPPL's salaries compare to other libraries. The board's philosophy has always been to at least keep IPPL salaries in the middle range compared to other libraries. We're not successful in this effort in all positions but it is particularly important with the professional positions so that we are a competitive employer in the market.

Information Relative to COVID-19

The governor issued a new executive order which extends the suspension of the physical quorum requirement under the Illinois *Open Meetings Act* (see attached.)

I've attached an FAQ for businesses concerning use of face-coverings during COVID-19 which is what the library, and other libraries, are using when reopening buildings.

The Illinois State Library has issued an emergency rule suspending resources sharing requirements until August 12 (see attached.)

Research is being done on how long COVID-19 virus survives on materials that are prevalent in libraries, archives, and museums (see attached.) We hope to have information on library materials the end of June.

Renovation

We are set to meet remotely with the Product Architecture on Tuesday, June 23, at 6:00 pm. I've been working with them to "break-out" pieces of the renovation and to understand how the design process will work during this time of social distancing.

Activities Report

14a

June 2020

Statistics

Checkout of physical items to our patrons –

May 18 – May 31 = 3,895

June 1 – June 13 = 8,555

Normally in a month around this time of year we checkout upwards of 40,000 items per month to our patrons.

Checkout of ematerials in May:

Overdrive – 7,243

Hoopla – 3,686

Flickster (emagazines) – 796

Total ematerials – 11,725

Last May patrons had used 6,465 ematerials.

Reference/questions in May – 1,441

Reference/questions last May – 6,100

Database usage – 2,252

Database usage last May – 5,100

Programs, K&T – 66 programs, 415 attendees

Programs, Adult – 15 programs, 172 attendees

Programs, Technology – 3 programs, 108 attendees

Program attendance last May – 4,721

Curbside Pick-Up Statistics for June:

Monday 6/1	191
Tuesday 6/2	167
Wednesday 6/3	207
Thursday 6/4	197
Friday 6/5	147
Saturday 6/6	141

Monday 6/8	131
Tuesday 6/9	149
Wednesday 6/10	194
Thursday 6/11	245
Friday 6/12	164
Saturday 6/13	148

As time has gone on, staff continue to develop online programming, attend continuing education, hold staff and department meetings via Zoom, network with peers, and network with the community

Highlights:

Circulation Associates and Technology Services Associates were trained by Tony to manage requests for materials via telephone and chat. He taught them best practices for searching the catalog and how to place holds for patrons. Also, how to answer questions through chat. This has allowed us to begin to take librarians off the schedule for answering phone/chat/email requests. However, calls that are reference or readers' advisory related are routed to Adult Services Associates, Kids & Teens Associates, and to librarians. Doing this training is also a step in our progress towards moving to the new service model.

The Summer Challenge started June 8. <https://ippl.info/summer-at-ippl>. The theme is "Be the Change" and provides challenges to spark ideas and interests for kids and teens to make a difference (see attached for lists of challenges.) The library purchased software, called Beanstack, in order to create an online summer challenge for all ages. Thank you to Natalie for doing the initial set-up which can be used as a model for other types of challenges in the future.

Our chat service was added to our SWAN app.

Staff continue to create YouTube videos <https://www.youtube.com/user/ipplinfo>

A special storytime video was created for Elizabeth Ide School and has had almost 50 views from the school children.

Monica presented at the RAILS/AISLE Zoom panel with the Librarian from School District 61 about school libraries and public libraries working together to support students and online learning.

Staff have worked with school library staff to promote the Summer Challenge.

Monica, Natalie, and Megan have planted the Prairie Patch.

Several staff put together booklists and resource lists for all ages relative to anti-racism and equity.

Staff set up a Discord server for teens to be used as a virtual safe place and hangout spot as well as for programming purposes.

In the building:

Joe E. installed plastic shields around the desks.

An animal chewed through wiring on the chillers which meant the air conditioning didn't work for two weeks as we waited for parts.

Interesting statistics relative to database usage in April:

- Select Databases – Month of April 2020
 - Ancestry.com – 114 sessions this month and 5,438 records retrieved. A usual month sees 20 sessions on average and just over 1,000 retrievals because this is normally an in-library use only product.
 - Book Browse – 956 sessions this month. A usual month sees just over 100 sessions on average.
 - Lynda.com – up until February, we were seeing around 140 logins on average. Since February, that has increased to 250 logins on average, with 247 coming in April.
 - Niche Academy – 1,111 videos were viewed. We had been averaging around 160 views a month.
 - Pronunciator – Pronunciator had been averaging around 50 logins per month. That spiked in March to 131 and in April 119.

New Executive Order and Legislation Clarify Remote Meeting Requirements Under OMA and Delay Deadline for Economic Interest Statement

June 2, 2020

As expected, on May 29, 2020, the Governor issued a new Disaster Proclamation, which extends through June 27, 2020. He also issued Executive Order 2020-39, which extends the suspension of the physical quorum requirement under the Illinois *Open Meetings Act* (“OMA”) through the current Disaster Proclamation end date of June 27, 2020, or until Senate Bill 2135 (“SB 2135”) is signed and takes effect, whichever occurs first. SB 2135, which contains the procedures governing remote meetings outlined below, passed both houses of the legislature on May 23, 2020, and, by its terms, will go into immediate effect upon signature by the Governor. However, as of June 1, 2020, SB 2135 has not yet been sent to the Governor. Therefore, currently, the physical quorum requirement for board meetings remains suspended by Executive Order, potentially through June 27, 2020. Once signed, SB 2135 will supersede the Governor’s Executive Order, and public bodies will be required to follow the new statutory OMA procedures for remote meetings.

1. A disaster proclamation has been issued by either the Governor or the Director of the Illinois Department of Public Health related to public health concerns because of a disaster as defined in Section 4 of the *Illinois Emergency Management Agency Act*, and all or part of the jurisdiction of the public body is covered by the disaster area.
2. The head of the public body determines that an in-person meeting or a meeting conducted under OMA is not practical or prudent due to the disaster.
3. All members of the body participating in the meeting, wherever their physical location, are verified and can hear one another and can hear all discussion and testimony.
4. For open meetings, members of the public present at the regular meeting location can hear all discussion and testimony and all votes of the members of the body. If the public's attendance at the regular meeting location is not feasible due to the disaster, then the public body must make alternative arrangements and provide notice to the public to ensure that any interested member of the public has contemporaneous access to the meeting and can hear all discussion, testimony, and roll call votes, such as by offering a telephone number or web-based link. (*Note: The Governor's May 29, 2020, Disaster Proclamation states that, for purposes of SB 2135, the Governor finds that the public health concerns at issue in the Proclamation render in-person attendance of more than ten people at the regular meeting location not feasible.*)
5. At least one member of the body, chief legal counsel, or chief administrative officer is physically present at the regular meeting location, unless infeasible due to disaster.
6. All votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.
7. Except in the event of a bona fide emergency, 48 hours' notice of such a meeting must be given to all members of the public body, through posting on the website of the public body, and to any news media who has requested notice of meetings pursuant to subsection (a) of Section 2.02 of OMA.

Pursuant to the amendments in the pending bill, each member of the public body participating in a meeting by audio or video conference is considered present at the meeting for purposes of determining a quorum and participating in all proceedings. The bill also states that the public body is responsible for bearing all costs associated with remote meeting compliance.

Along with various other amendments relevant to the COVID-19 pandemic, SB 2135 also delays certain deadlines for filing statements of economic interest under the *Illinois Governmental Ethics Act*. Specifically, those who were required to file on or after March 17, 2020, now have until August 1, 2020 to do so.

We will continue to update you with the status of this pending legislation and remote meetings/OMA issues. Please contact Heather Brickman, Steve Richart, Jeff Goelitz, or any of our attorneys with questions regarding these requirements.

Next Post

[Lawsuits Filed Based on COVID-19 Pandemic](#)

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State of Illinois
Department of Human Rights

FAQ FOR BUSINESSES CONCERNING USE OF FACE-COVERINGS DURING COVID-19

FAQ for Businesses Concerning Use of Face-Coverings During COVID-19

This FAQ is intended to provide guidance regarding the application of the face-covering requirement in Executive Order 2020-32 for businesses and other places of public accommodation subject to Article 5 of the Illinois Human Rights Act, 775 ILCS 5/.

I. When Face-Coverings are Required

What does it mean to wear a face-covering?

A face-covering is a mask or cloth face-covering that is well secured and covers your nose and mouth. The face-covering should allow for breathing without restriction. There is no requirement to wear a hospital grade mask or other specific type or brand of face-covering. You may wear a homemade face-covering, provided that it fits closely and covers your nose and mouth. For more specific information on how to make or care for your face-covering, please visit the Illinois Department of Public Health's website at <http://www.dph.illinois.gov/covid19/community-guidance/mask-use>.

Who is required to wear a face-covering?

Executive Order 2020-32 requires that any person over the age of two wear a face-covering when in a public place and unable to maintain a six-foot social distance. Face-coverings are also required in public indoor spaces such as stores. Exceptions may be made for individuals with medical conditions or disabilities that prevent them from safely wearing a face-covering. For more information, please see the questions on reasonable accommodations.

Do I have to wear a face-covering even if I am not sick?

Yes. If you are in a public space, you are required to wear a face-covering even if you do not have symptoms or feel sick. People with COVID-19 are sometimes asymptomatic. They do not have fevers, coughs, or other symptoms of COVID-19. However, they could, unknowingly, spread the virus to others. Wearing a face-covering prevents the spread of COVID-19.

Does my child need to wear a face-covering?

Yes. If your child is over two years old and does not have a medical condition or disability that prevents them from safely wearing a face-covering (such as respiratory, heart, or sensory issues), then your child is required to wear a face-covering if they are outdoors and unable to maintain a six foot distance from others or if they are in an indoor public space such as a store.

Can a store or business turn me away if I do not have a face-covering?

Yes. A store or business can generally prohibit you from entering the building if you do not have a face-covering in order to protect the health of others. However, if you have a medical condition or disability that prevents you from safely wearing a face-covering, then you should speak with a store employee about a reasonable accommodation to help you obtain the services you need without endangering your health or the health of other shoppers. For more information, please see the questions on reasonable accommodations.



**FAQ FOR BUSINESSES CONCERNING
USE OF FACE-COVERINGS DURING
COVID-19**

Am I required to wear a face-covering if I have already had COVID-19?

Yes. Even if you have already had COVID-19, you still may be contagious or have the ability to pass the virus to others.

II. Exceptions and Reasonable Accommodations

Can a business require that I remove my face-covering in order to check my identity?

Yes. There are certain circumstances when you may be required by a business to temporarily remove your face-covering for the purpose of checking identification, such as if you are purchasing alcohol, cannabis, or certain medicine. If you are asked to remove your face-covering in order to check identification, you should stand behind a partition, when present, or at least six feet away from other people and remove your face-covering carefully and without touching your face or the inside of the face-covering. You may ask the business to use hand sanitizer before removing your face-covering.

What if I have a medical condition or disability that prevents me from wearing a face-covering?

If you have a medical condition or disability that prevents you from safely wearing a face-covering, you cannot be required to wear one. However, if you cannot wear one, you will need to request a reasonable accommodation and take extra precautions to protect yourself and others from contracting COVID-19. For more information, please see the questions on reasonable accommodations.

What is a reasonable accommodation?

Though places of public accommodation, including businesses, reserve the right to refuse service to persons unable to comply with the requirement to wear a face-covering, they are required to provide a reasonable accommodation if it does not cause an undue hardship. Businesses are encouraged to inform their customers that there are exceptions to the requirement that all individuals must wear a mask. Individuals should either contact the business to request an accommodation ahead of their visit or do so upon arrival.

The individual and business should discuss a reasonable accommodation that will not cause the business an undue hardship or endanger other individuals. Some examples of accommodations that may be reasonable and not cause undue hardship are:

- a. Provide the individual an opportunity to order by telephone or online and provide pickup at a special register or curbside or deliver to the individual's home.
- b. Arrange for an employee to bring the individual the items for purchase and allow the individual to pay at a special register, over the phone, or at the front of the store.



State of Illinois
Department of Human Rights

FAQ FOR BUSINESSES CONCERNING USE OF FACE-COVERINGS DURING COVID-19

What is a reasonable accommodation? (continued)

- c. Provide the individual with the opportunity to leave a list of items with the business and pick them up at a later time or arrange for delivery to the individual's home.
- d. Provide the individual with an opportunity to shop during off-peak times where social distancing can be maintained.

What if a business refuses to consider my request for a reasonable accommodation?

If a business refuses to consider your request for a reasonable accommodation, you should report the incident to the Illinois Department of Human Rights by visiting www.illinois.gov/dhr or by calling (312) 814-4320 or (866) 740-3953 (TTY).

Do I have to prove I have a medical condition or disability that prevents me from wearing a face-covering?

No. Proof of a medical condition or disability is not required. It is enough to communicate that you have a medical condition or disability that prevents you from safely wearing a face-covering. You should speak to the business about how your medical condition or disability can be accommodated, for example, through shopping at off-peak times or using delivery services. For more information, please see the questions on reasonable accommodations.

III. Face-coverings and Non-discrimination

What if an employee asks me to remove my face-covering because the employee believes I look "suspicious"?

It is a violation of the Illinois Human Rights Act for a business to take actions or profile a person based on factors such as their race, national origin, religion, or disability. Individuals who believe they have been profiled by a place of public accommodation, such as a business, can contact the Illinois Department of Human Rights to file a discrimination charge by visiting www.illinois.gov/dhr or by calling (312) 814-4320 or (866) 740-3953 (TTY).

Can a business impose different face-covering requirements based on race, national origin, religion, or age?

No. A business must treat all people equally, without regard to certain protected bases such as their race, national origin, religion, or age. Individuals who believe they have been treated differently because of one or more protected bases can contact the Illinois Department of Human Rights to file a discrimination charge by visiting www.illinois.gov/dhr or by calling (312) 814-4320 or (866) 740-3953 (TTY).

What can I do if I believe a business is discriminating in the enforcement of its face-covering policy?

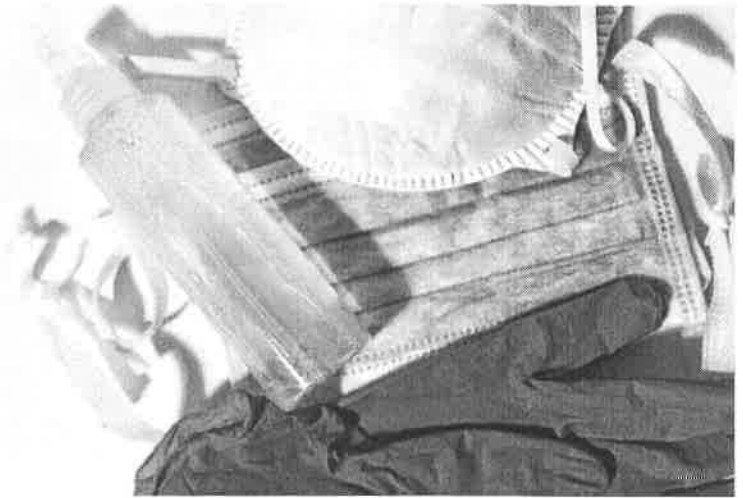
If you believe that a business is discriminating against you or others in the enforcement of its face-covering policy, you should report the incident to the Illinois Department of Human Rights by visiting www.illinois.gov/dhr or by calling (312) 814-4320 or (866) 740-3953 (TTY).

As published in the Illinois State Library E-news on June 8, 2020:

Emergency Rule Temporarily Suspends Resource Sharing Requirements

Even while most libraries in Illinois are experiencing facilities closures due to the COVID-19 pandemic, the library community have come together to design and expand services that do not require the public to enter the building. After the issuance of Executive Order 2020-32 on April 30, 2020 by Governor J.B. Pritzker, library boards and governing bodies have considered providing services that they consider essential, such as curbside delivery of library materials. Because of staffing, hours of service, and library collection limitations when implementing these temporary service models, a library may need to restrict access to their own patrons. Recognizing this need, the Secretary of State and the Illinois State Library filed an emergency rule effective May 7, 2020 to temporarily suspend resource sharing, reciprocal borrowing, and interlibrary loan requirements for library system membership in the Illinois Library System Act (23 Ill. Adm. Code 3030). Due to the extension of the Gubernatorial Disaster Proclamation issued on May 29, 2020, **Section 3030.200 (2) (C), (E) and (F) remain suspended until August 12, unless the proclamation is extended.**

REALM PROJECT



REopening Archives, Libraries, and Museums

Reopening Archives, Libraries, and Museums (REALM) Information Hub: A COVID-19 Research Project

As libraries and museums around the country begin to resume operations and reopen to the public, the need for clear information to support the handling of core museum, library, and archival materials has become increasingly urgent.

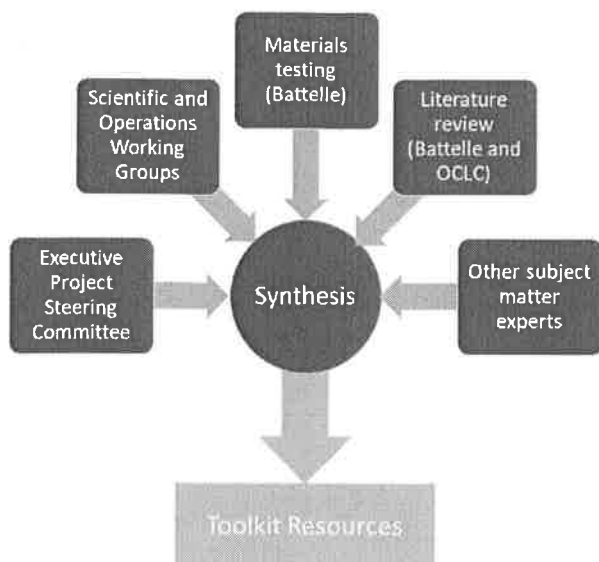
OCLC (<https://www.oclc.org>), the [Institute of Museum and Library Services](https://www.imls.gov) (<https://www.imls.gov>), and [Battelle](https://www.battelle.org) (<https://www.battelle.org>) are conducting research on how long the COVID-19 virus survives on materials that are prevalent in libraries, archives, and museums. The project will draw upon the research to produce authoritative, science-based information on how—or if— materials can be handled to mitigate exposure to staff and visitors.

To achieve these goals, the partnership is initiating work on several fronts:

- Collect, review, and summarize authoritative research that applies to materials commonly found in the collections and facilities of archives, libraries, and museums
- Ongoing consultation and engagement with a project steering committee, working groups, and other subject matter experts from archives, libraries, and museums
- Laboratory testing of how COVID-19 interacts with a selection of materials commonly found in archives, libraries, and museums; and identifying methods of handling and remediation
- Synthesize the above inputs into toolkit resources that support reopening and operational considerations
- Share project information and toolkit resources through the project website and amplified by member associations and support organizations that serve archives, libraries, and/or museums.



<http://www.webjunction.org/content/we-topics/COVID-19-research-project/feed>
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Research timeline

This project is designed to be flexible and evolve as more becomes known about the virus and practices to reduce risk of transmission. The partnership will address known and emergent research questions in three phases:

Phase 1: Preparing for Reopened Libraries: Research on High-Priority Materials and Workflows (May 2020 – August 2020)

This phase will collect, curate, and disseminate information and recommended practices for handling physical collections and facilities in anticipation of a phased-in or full reopening of public library buildings and services starting as early as May 2020. This phase will produce an initial set of toolkit resources.

Activities underway and planned for May include:

- Conducting literature reviews of scientific research
- Gathering and assessing protocols and guidelines for other materials-based service industries
- Gathering examples of public and state library plans and protocols for reopening
- Developing laboratory testing scenarios and identifying materials to prioritize for analysis
- Lab testing at Battelle
- Steering committee and working group meetings
- Communication of project updates through the website
- Setting up additional project communication channels and a community network of associations and support organizations.

Phase 2: Additional Research to Support Operations of Libraries, Archives, and Museums (June 2020 – October 2020)

This phase will study a second set of materials and workflows across libraries, archives/special collections, and museums. This set will include any materials and workflows that have factors that were not addressed in Phase 1 but are important to the function of archives, libraries, and/or museums. The research activities will produce a second set of toolkit resources, and will update Phase 1 resources with new information that may have emerged. A more fully designed website will be launched during this phase.

Phase 3: Monitor, Update, Communicate (October 2020 – September 2021)

In Phase 3, the project will continue to monitor and review emerging research that may require updates and additions to what has been created during the first two phases. In addition, as the rate of transmission for the virus changes over time and communities continue to adjust to those changes, the policies and practices of libraries and museums may also warrant a change.

OCLC and Battelle will publish research briefings based on literature reviews and specialist knowledge gathered during the project. These briefings will be designed to support evidence-based decisions about operations, policies, and workflows.

How to stay connected

We encourage you to [sign up to receive project updates \(https://www.oclc.org/content/oclc-forms/en_us/realm-updates.html\)](https://www.oclc.org/content/oclc-forms/en_us/realm-updates.html) by email and/or bookmark this page, as it will be the primary source for sharing all program results and resources. You can also follow OCLC on [Facebook \(https://www.facebook.com/OCLCglobal/\)](https://www.facebook.com/OCLCglobal/), [Twitter \(https://twitter.com/oclc\)](https://twitter.com/oclc), [LinkedIn \(https://www.linkedin.com/company/oclc/\)](https://www.linkedin.com/company/oclc/) for the latest project updates and join the conversation using #REALMproject.

Questions

For media inquiries, contact Bob Murphy at [murphyb@oclc.org \(mailto:murphyb@oclc.org\)](mailto:murphyb@oclc.org) or +1-614-761-5136



This site synthesizes various studies and data; however, the scientific understanding regarding COVID-19 is continuously evolving. This material is being provided for informational purposes only, and readers are encouraged to review federal, state, tribal, territorial, and local guidance. The authors, sponsors, and researchers are not liable for any damages resulting from use, misuse, or reliance upon this information, or any errors or omissions herein.



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INDIAN PRAIRIE PUBLIC LIBRARY TREASURER'S REPORT 5/31/2020

Balance on hand as of April 30, 2020.....	2,390,965.32
Cash Receipts for May.....	49,270.87
Cash Disbursements for May.....	287,875.11
Cash on hand as of May 31, 2020.....	2,152,361.08

Investments

Illinois Funds (Money Market) - Average Monthly Rate 0.735%	
General.....	46,101.70
Marion E Weston Endowment.....	18,966.74
Special Reserve.....	5,876.26
Children's Endowment.....	3,060.60
Endowment.....	11,847.47
MPI Investment (Corporate Fund).....	1,911,386.93

Fifth Third - Checking

General.....	1,966.57
Hinsdale Bank & Trust - Checking.....	4,829.87
Fifth Third - Savings - Rate 0.39%	
General.....	147,920.94
Petty Cash/Circulation.....	404.00
Balances as of May 31, 2020.....	2,152,361.08

FUND BALANCES AS OF 5/31/2020

Corporate Fund.....	1,904,848.52
Building & Maintenance Fund.....	6,188.76
I.M.R.F. Fund.....	(9,330.20)
Liability Fund.....	(483.41)
Social Security Fund.....	3,448.74
Special Reserve Fund.....	5,872.59
Current Liabilites.....	241,816.08
Grand Total All Funds.....	2,152,361.08

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**Indian Prairie Public Library District
Consolidated Revenue Report for May 2020**

Percent of Year: 91.667

	RECEIVED MAY 2020	RECEIVED THIS YEAR	PRCT COLL	BUDGET RECEIPTS	UNCOLLECTED RECEIPTS
PROPERTY TAX & LEVY INTEREST					
41100 · Property Taxes	0.00	3,594,099.18	98.21%	3,659,490.00	65,390.82
41150 · Non-current Property Taxes	0.00	0.00	0.00%	0.00	0.00
43100 · Interest-Tax Levy	0.00	11.40	0.00%	0.00	-11.40
TOTAL PROPERTY TAX & LEVY INTEREST	0.00	3,594,110.58	98.21%	3,659,490.00	65,379.42
INTERGOVERNMENTAL					
42200 · Per Capita Grant	0.00	53,161.25	100.00%	53,161.00	-0.25
42300 · LIMRiCC	0.00	769.27	0.00%	0.00	-769.27
TOTAL INTERGOVERNMENTAL	0.00	53,930.52	101.45%	53,161.00	-769.52
INTEREST					
43500 · Interest - Investment	187.51	21,243.86	141.63%	15,000.00	-6,243.86
TOTAL INTEREST	187.51	21,243.86	141.63%	15,000.00	-6,243.86
DESK MONIES					
45100 · Copier	0.00	2,716.66	59.06%	4,600.00	1,883.34
45120 · Computer Copies	0.00	10,727.30	71.52%	15,000.00	4,272.70
45130 · Fax	0.00	1,601.73	160.17%	1,000.00	-601.73
45200 · Fines/Fees	57.63	32,063.21	64.13%	50,000.00	17,936.79
45250 · Gifts/Donations	50.00	1,104.79	220.96%	500.00	-604.79
45300 · Lost Materials	119.16	7,829.00	97.86%	8,000.00	171.00
45350 · Non-Resident Fees	0.00	70,839.57	77.00%	92,000.00	21,160.43
45400 · DVD Fines	0.00	715.00	59.58%	1,200.00	485.00
45450 · Top Picks	0.00	150.00	37.50%	400.00	250.00
45550 · Meeting Room Rental	0.00	287.50	71.88%	400.00	112.50
45600 · ILL Fees	0.00	391.89	39.19%	1,000.00	608.11
45650 · 3D Printing	0.00	425.00	170.00%	250.00	-175.00
45660 · Carvey	0.00	46.00	92.00%	50.00	4.00
45700 · Passport Fees	0.00	24,006.20	96.03%	25,000.00	993.80
45750 · Notary Fees	0.00	1,063.30	75.95%	1,400.00	336.70
TOTAL DESK MONIES	226.79	153,967.15	76.68%	200,800.00	46,832.85
OTHER INCOME					
46500 · OCLC Refund	0.00	1,224.75	174.96%	700.00	-524.75
46700 · Miscellaneous	0.00	618.04	30.90%	2,000.00	1,381.96
46800 · Collection Agency Fee	0.00	140.00	70.00%	200.00	60.00
49000 · Operating Transfer In	0.00	40,079.40	0.00%	0.00	-40,079.40
TOTAL OTHER INCOME	0.00	42,062.19	1450.42%	2,900.00	-39,162.19
GRAND TOTAL	414.30	3,865,314.30	98.32%	3,931,351.00	66,036.70

Operating Transfer In reflects \$40,079.40 from Corporate Reserves

69150 · Parking Lot Rehab - Manhard Consulting - \$1,187.76

70000 · Operating Transfer Purchases - Light Quest LED Lights - \$15,308.00, Patio Project \$3,408.55, Product LLC \$15,555.09

BP Contractors Parking Lot Corn Cobbs \$4,620.00

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**Indian Prairie Public Library District
Consolidated Expenditures Report for May 2020**

Percent of Year: 91.667

	May 20	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
PERSONNEL							
61100 · Salaries	159,127.73	1,938,177.14	85.41%	2,269,405.00	331,227.86	2,317,046.00	83.65%
61310 · Benefits - Medical / Life Ins.	12,528.90	133,010.43	76.12%	174,732.00	41,721.57	184,000.00	72.29%
61330 · Benefits - IMRF	16,090.34	171,758.20	85.32%	201,318.00	29,559.80	212,000.00	81.02%
61340 · Benefits - FICA	11,989.47	146,711.03	86.04%	170,513.00	23,801.97	183,000.00	80.17%
61400 · Staff Development	58.50	13,940.03	69.70%	20,000.00	6,059.97	24,000.00	58.08%
61600 · Board Development	0.00	381.72	38.17%	1,000.00	618.28	2,000.00	19.09%
61710 · Workers Compensation	0.00	5,846.00	93.34%	6,263.00	417.00	10,000.00	58.46%
61720 · Unemployment Insurance	164.05	2,673.75	93.92%	2,847.00	173.25	3,800.00	70.36%
TOTAL PERSONNEL	199,958.99	2,412,498.30	84.77%	2,846,078.00	433,579.70	2,935,846.00	82.17%
MATERIALS							
62100 · Books	14,577.84	128,907.90	72.67%	177,400.00	48,492.10	180,500.00	71.42%
62200 · Periodicals	309.56	17,680.37	66.66%	26,525.00	8,844.63	28,000.00	63.14%
62300 · Audio	1,049.39	22,029.41	58.98%	37,350.00	15,320.59	40,000.00	55.07%
62400 · Video	657.44	29,964.84	66.66%	44,950.00	14,985.16	48,000.00	62.43%
62500 · Multi-Media	3.89	5,460.38	48.54%	11,250.00	5,789.62	12,000.00	45.50%
62600 · eMaterials	16,982.36	155,722.11	93.17%	167,140.00	11,417.89	180,000.00	86.51%
62700 · Console Games	17.91	6,911.38	98.73%	7,000.00	88.62	7,500.00	92.15%
62800 · ESL	0.00	687.98	68.80%	1,000.00	312.02	1,300.00	52.92%
62900 · Materials Supplies	932.34	15,901.49	75.72%	21,000.00	5,098.51	27,000.00	58.89%
TOTAL MATERIALS	34,530.73	383,265.86	77.65%	493,615.00	110,349.14	524,300.00	73.10%
BUILDING							
63200 · Cleaning Service	4,774.22	60,830.39	85.08%	71,500.00	10,669.61	88,000.00	69.13%
63300 · Utilities (1-8-11 · Gas)	1,099.91	8,037.77	66.98%	12,000.00	3,962.23	28,000.00	30.91%
63300 · Utilities (1-8-12 · Electric)	2,743.30	45,875.22	72.82%	63,000.00	17,124.78	78,000.00	58.81%
63300 · Utilities (1-8-13 · Telephone)	455.20	4,604.25	104.64%	4,400.00	-204.25	15,000.00	30.70%
63300 · Utilities (1-8-14 · Water/Sewer)	0.00	9,788.78	130.52%	7,500.00	-2,288.78	20,000.00	48.94%
63300 · Utilities (1-8-15 · Garbage Disposal)	362.14	4,246.32	106.16%	4,000.00	-246.32	17,000.00	24.98%
63350 · Building Supplies	859.60	6,811.08	113.52%	6,000.00	-811.08	10,000.00	0.00%
63400 · Maintenance Supplies	3,261.79	13,435.58	122.14%	11,000.00	-2,435.58	32,000.00	41.99%
63500 · Security System Monitoring	0.00	490.50	61.31%	800.00	309.50	11,000.00	4.46%
63600 · Property Maintenance	805.00	23,912.76	59.78%	40,000.00	16,087.24	55,000.00	43.48%
63800 · Building Maintenance/Repair	194.99	25,716.07	85.72%	30,000.00	4,283.93	50,000.00	51.43%
TOTAL BUILDING	14,556.15	203,748.72	81.43%	250,200.00	46,451.28	402,000.00	50.68%
OPERATIONS							
64200 · Supplies - Office	18.36	8,963.53	68.95%	13,000.00	4,036.47	16,000.00	0.11%
64300 · Photocopy Supplies	0.00	2,370.63	47.41%	5,000.00	2,629.37	6,000.00	39.51%
64400 · Patron Card Supplies	0.00	635.22	105.87%	600.00	-35.22	1,000.00	63.52%
64450 · Passport Postage	0.00	1,611.05	70.05%	2,300.00	688.95	4,000.00	0.00%
64500 · Postage	0.00	6,158.16	139.96%	4,400.00	-1,758.16	5,000.00	123.16%
64600 · Non-Payment Reimbursement	83.53	689.87	34.49%	2,000.00	1,310.13	3,000.00	23.00%
64700 · Travel	32.20	1,341.90	178.92%	750.00	-591.90	1,100.00	121.99%
64800 · Organizational Memberships	0	1,625.50	46.44%	3,500.00	1,874.50	4,000.00	40.64%
64900 · Bank Fees	76.68	2,298.19	76.61%	3,000.00	701.81	4,000.00	57.45%
TOTAL OPERATIONS	210.77	25,694.05	74.37%	34,550.00	8,855.95	44,100.00	58.26%
TECHNOLOGY							
65100 · Supplies-Public Toner	0.00	8,176.05	90.85%	9,000.00	823.95	10,000.00	81.76%
65150 · Supplies-Staff Toner	0.00	4,351.34	62.16%	7,000.00	2,648.66	8,500.00	51.19%
65160 · Supplies-Maker	0.00	500.77	71.54%	700.00	199.23	1,200.00	41.73%
65200 · Technology-Prof Services	0.00	4,425.00	88.50%	5,000.00	575.00	8,000.00	55.31%
65300 · Purchase of Equipment	0.00	9,043.83	52.82%	17,122.00	8,078.17	25,000.00	36.18%
65400 · Technology Equip Mnt/Repair	2,999.93	9,695.21	98.25%	9,868.00	172.79	11,000.00	88.14%
65500 · Software	415.00	10,667.46	114.70%	9,300.00	-1,367.46	20,000.00	53.34%

**Indian Prairie Public Library District
Consolidated Expenditures Report for May 2020**

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Percent of Year: 91.667

	May 20	YTD ACTIVITY	PRCT USED	WORKING BUDGET	REMAINING BUDGET	APPROPRIATION	PRCT APPROPRIATION
65600 · SWAN	0.00	47,166.00	100.00%	47,166.00	0.00	48,000.00	98.26%
65700 · Telecommunications	1,165.09	9,091.93	67.23%	13,524.00	4,432.07	15,000.00	60.61%
TOTAL TECHNOLOGY	4,580.02	103,117.59	86.89%	118,680.00	15,562.41	146,700.00	70.29%
CONTRACTUAL SERVICES							
66100 · General Professional Services	2500.00	12,603.00	40.66%	31,000.00	18,397.00	26,000.00	48.47%
66200 · Credit Bureau	0.00	420.65	46.74%	900.00	479.35	1,200.00	35.05%
66300 · Copier	221.00	2,248.04	74.94%	3,000.00	751.96	3,000.00	74.93%
66400 · Copier Maintenance Contract	0.00	1,761.04	70.44%	2,500.00	738.96	3,000.00	58.70%
66900 · Fees - Bond Registrar	0.00	110.00	50.00%	220.00	110.00	0.00	0.00%
TOTAL CONTRACTUAL SERVICES	2,721.00	17,142.73	45.57%	37,620.00	20,477.27	33,200.00	51.63%
INSURANCE							
67100 · Multi Peril-Physical Assets	0.00	11,487.00	100.00%	11,487.00	0.00	14,000.00	82.05%
67200 · Bonding	0.00	1,160.00	84.67%	1,370.00	210.00	1,700.00	68.24%
67300 · Officers & Directors Liability	0.00	2,511.00	100.00%	2,511.00	0.00	3,000.00	83.70%
67400 · Umbrella Liability	0.00	2,150.00	100.00%	2,150.00	0.00	3,000.00	71.67%
TOTAL INSURANCE	0.00	17,308.00	98.80%	17,518.00	210.00	21,700.00	79.76%
MARKETING							
68110 · Marketing Newsletter	6,290.62	32,583.40	90.51%	36,000.00	3,416.60	40,000.00	81.46%
68111 · eNewsletter	0.00	1,732.50	86.63%	2,000.00	267.50	2,400.00	72.19%
68210 · Marketing Advertising	0.00	144.46	17.20%	840.00	695.54	1,800.00	8.03%
68310 · Marketing Supplies	35.00	228.27	45.65%	500.00	271.73	1,000.00	22.83%
68410 · Marketing-Information Printing	0.00	277.30	12.61%	2,200.00	1,922.70	5,000.00	5.55%
68500 · Legal Notices	0	894.13	59.61%	1,500.00	605.87	2,000.00	44.71%
68600 · Programming	1,049.94	18,964.76	64.95%	29,200.00	10,235.24	35,000.00	54.19%
TOTAL PUBLIC INFORMATION	7,375.56	54,824.82	75.89%	72,240.00	17,415.18	87,200.00	62.87%
CAPITAL OUTLAY & CONTINGENCY							
69100 · Building Improvements	0.00	1,086.24	0.00%	47,750.00	46,663.76	100,000.00	1.09%
69125 · Masonry Project	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
69150 · Parking Lot Rehab	0.00	1,187.76	0.00%	0.00	-1,187.76	0.00	0.00%
69200 · Special Reserve Fund	0.00	0.00	0.00%	0.00	0.00	100,000.00	0.00%
69250 · Equipment/Furnishings	0.00	0.00	0.00%	0.00	0.00	800,000.00	0.00%
69800 · Operating Transfer Out	0.00	40,079.40	0.00%	0.00	-40,079.40	0.00	0.00%
69900 · Contingency	0.00	13,067.18	108.89%	12,000.00	-1,067.18	15,000.00	87.11%
69920 · Gift/Donation Purchases	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
70000 · Operating Transfer Purchases	0.00	38,891.64	0.00%	0.00	-38,891.64	0.00	0.00%
GRAND TOTAL	263,933.22	3,311,912.29	84.27%	3,930,251.00	618,338.71	5,210,046.00	63.57%

Operating Transfer Out reflects \$40,079.40 from Corporate Reserves

69150 · Parking Lot Rehab - Manhard Consulting - \$1,187.76

70000 · Operating Transfer Purchases - Light Quest LED Lights - \$15,308.00, Patio Project \$3,408.55, Product LLC \$15,555.09

BP Contractors Parking Lot Corn Cobbs \$4,620.00



E-News June 10, 2020

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[View this message in your browser.](#)**In this Issue:**

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RAILS Website



Facebook



Twitter



Instagram



LinkedIn

RAILS News

RAILS Delivery Plans and FAQ

RAILS has developed a [plan to resume delivery to our member libraries](#). We will return items currently stored in our warehouses to the owning libraries on Thursday, June 18 and June 25, as well as pick up items belonging to other libraries at that time. Starting Monday, June 29, RAILS will begin full delivery to all libraries that email a request to our [delivery help desk](#).

RAILS has received many questions about our delivery plans, including at our June 4 Member Update (see next article) and via emails sent to our delivery help desk. We have compiled [an FAQ](#) with responses to all of these questions. If you have any other questions about RAILS delivery service, please email our [delivery help desk](#). Thank you for your patience and understanding as we work through these challenging times together!

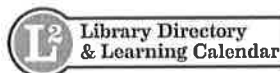
June 4 Member Update Recording Available

If you missed the June 4 Member Update, you can view the recording on the [RAILS YouTube page](#) or find it on the [COVID-19 Pulse Page](#) with the chat log. Topics discussed include [RAILS delivery plans](#), the latest information on the [REALM Project](#), library reopening experiences, and new Illinois nonresident card legislation. Miguel Figueroa from ALA's [Center for the Future of Libraries](#) gave ideas on how all libraries can continue to offer innovative services during the pandemic and after.

Visit the RAILS website for a list of other [recent member update recordings](#) and watch the *RAILS E-News* for information on the next member update.

Save Learning Reports before New L2 Launches

As the L2 redevelopment project continues to pick up speed, one of the ways we're preparing for launch is to make plans for the learning reports in the current L2. While the new site will have a similar feature to allow library staff to track and download the continuing education events they've attended, the old learning reports will not migrate.



We're making sure that libraries can retain library-level data by providing a spreadsheet to any library that requests it. This file will include the complete learning report history for all staff (past and present) for your library, which you can then break down and redistribute as needed. We are supplying this download to libraries in this manner to reduce the load that the library-level download places on the L2 server. Please send an email to l2help@railslibraries.info to request your library's download.

Individuals can also log into L2 any time before July 31 and retrieve and save

- [Log into L2](#).
- Click on your name in the purple box at the top of the screen.
- Click on Learning Report to the right of your profile.
- Enter a date range to generate your report.

New RAILS Minute Available on YouTube

In this [week's RAILS Minute](#), RAILS Executive Director Deirdre Brennan and Member Engagement Manager Dan Bostrom begin by touching on the [delivery plan](#) discussion from the [June 4 Member Update](#). Deirdre also says to watch the *RAILS E-News* and the [COVID-19 Pulse Page](#) for Delivery FAQs and an upcoming flowchart!

The pandemic will end, but Deirdre reminds us that the census goes on! Don't relax on promoting the census. It's incredibly important to all of our communities! (For ideas, check out our [Census Toolkit](#).)

Deirdre also recaps the nonresident card (HB2096 "Cards for Kids Act") discussion from the [June 4 Member Update](#). This act provides free of charge library cards to students in unincorporated areas and families that fall below the U.S. Department of Agriculture's minimum income guidelines.

If you have questions you would like Deirdre to address in upcoming weeks, please send them to communications@railslibraries.info.

My Library Is... Talking Points: Job Services

RAILS created [talking points](#) for your use in an infographic format that is easy to read, share, or leave behind after meetings. They were created to help library staff speak easily on library topics to library users and potential users, funders and decision-makers, legislators, and more.

Due to the impact of the pandemic, one of the most urgent needs libraries can fill is to provide job-hunting assistance and resources and support for small businesses. Many in the general public don't know libraries provide these services.

One of the [public library talking points](#) provides ready-to-use language to promote these offerings. Even if you don't work at a public library, you can use this talking point if you are working with someone looking for a job, or when talking with friends, family, colleagues, etc. Hey, what's easier than saying, "Did you know the library helps people find jobs?"

You can also check out these stories on [mylibraryis.org](#) for more ideas on how to promote the job hunting and small business assistance libraries offer:

- Schaumburg Township District Library's help with a [small business creation](#), or
- Indian Prairie Public Library District's story about helping a patron with a variety of [job and career services](#).

Visit [mylibraryis.org](#) (My Library Is... > Get Started > Talking Points from RAILS) to download a PDF of talking points for your library type and to get suggestions on how to use them.

EDI Email List

A reminder that in response to member requests, RAILS created an Equity, Diversity, and Inclusion (EDI) email list. This is a place where libraries can share their plans and policies relating to racial equity, intersectionality, and discrimination. To subscribe:

- Go to the [RAILS website](#) and Sign in with your L2 credentials.
- Click your name in the top right corner.
- Choose [My Email Lists](#) from the dropdown menu.
- Click on [Change your subscriptions or join additional email lists](#).
- Scroll down to [Equity, Diversity, and Inclusion](#) and toggle the [Subscribe for all mail \(normal delivery\)](#) option.
- Finally, scroll to the bottom and hit Save.

Continuing Education (CE)

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Sexual Harassment Prevention Training

Effective January 1, 2020, all Illinois employers, including libraries, must provide annual sexual harassment prevention training to their employees as part of the Workplace Transparency Act. This state-mandated training must be completed by December 31, and offered every subsequent calendar year.

The Illinois Department of Human Rights offers a "Model Sexual Harassment Prevention Training" program that can be downloaded as a PowerPoint or as a PDF in English or Spanish. Click [here](#) to access those files and for additional information on employer record-keeping guidelines and recommendations for creating in-house training.

RAILS also offers a webinar recording that meets the minimum state guidelines for this required training. "[Sexual Harassment Prevention in the Workplace](#)" is available to RAILS members through December 31. Log into the RAILS website with L2 credentials to access.

"Teen Readers' Advisory: Beyond Best Sellers and Award Winners" Webinar, June 11

Thousands of young adult books come out each year; however, so many of these YA books have small or no marketing budgets which makes it difficult for many titles to get noticed. How do you find out which of these titles are right for your library, and how do you get them into the hands of your teen patrons?

Learn from four experienced teen librarians who care about giving the right book to the right reader. The panelists will also share some great under-the-radar titles that your teens need to know about. This webinar takes place on Thursday, June 11, 1:30–3:00 p.m. [Register via L2.](#)

OTHER CE**"Providing Library Senior Services in a COVID-19 World" Webinar, June 17**

How to provide library service to seniors, the most vulnerable population affected during COVID-19, is a question raised by outreach librarians across the United States. According to the Centers for Disease Control and Prevention (CDC), eight out of 10 deaths related to COVID-19 are individuals aged 65 years and older. While we might not be able to visit our seniors or facilities in-person for the foreseeable future, libraries can reach this population while we shelter in place.

In this webinar on June 17, from 11 a.m.–noon, you'll find tips and tricks for serving the senior demographic during COVID-19 from presenters Glenna Godinsky (Gail Borden Public Library District, 2020 Library Journal Mover and Shaker – Community Builder) and David J. Kelsey (St. Charles Public Library District, 2017 ALA Emerging Leader). [Register.](#)

Cataloging Maintenance Center (CMC) Offers Continuing Education Courses

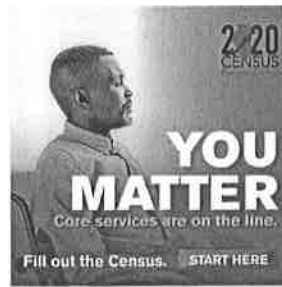
The Cataloging Maintenance Center (CMC) is offering several Moodle courses this year. They are all six-week asynchronous courses. Registration links and class details are listed in [this PDF](#). If you have any topics that you would like covered at a future time, please [email the CMC](#) with your suggestions.

In addition, CMC offers a variety of webinars for FY 2021. Each webinar explores a topic related to cataloging for 10-15 minutes, followed by a Q&A. The sessions run from 10–11 a.m., typically the third Thursday of the month. You can view the topic list, dates, and registration links [here](#).

Push for #CompleteCount

The Illinois Library Association calls on Illinois libraries to double down on the census count as a tactic to address inequity! They ask that we recommit to promoting the importance of the census in our communities, particularly among hard-to-count populations.

As of June 8, Illinois' total response rate is 65.8% for the 2020 Census. Since libraries have been closed the past few months, it's possible that many people did not have access to easy online census taking. What can you do?



- Print and distribute census marketing materials from DCC marketing in your curbside pickups. DCC Marketing created a variety of resources for RAILS that anyone can use to promote the census now! You can find links to print and radio ads, letters, signage, social media, videos, and more on our Census Pulse Page under Census Toolkit > New Census Tools from DCC Marketing.
- Promote your parking lot Wi-Fi, through your social media and curbside pickups, as a way for residents to complete the census on their phone or another device.

YOU MATTER TÚ IMPORTAS

If you have questions or would like collateral in other languages, please contact Amy de la Fuente, RAILS Program Manager for Census 2020.

The census impacts every library and every community. We all need to work together to increase the response rate in every part of our state. Subscribe to the Census 2020 email list for information and more.

Networking Opportunities

RAILS Online Water Coolers for June

Starting this week, RAILS Online Water Coolers will begin an every other week schedule. These events, which offer drop-in networking for library staff, will be held every other Thursday, from 3-4 p.m. Registration is open for these dates:

- Thursday, June 11
- Thursday, June 25
- Thursday, July 9

Zoom Licenses for RAILS Networking Groups

RAILS is pleased to announce a new opportunity for established networking groups. RAILS has a limited number of Zoom licenses that can be used for networking groups that meet on a regular basis. The group must meet the following criteria to be eligible:

- Be an established group with an updated networking group directory listing
- Meet at least twice per year
- Have a group comprised of 75% RAILS member libraries or employees of RAILS member libraries

To apply, please see the RAILS Application for Zoom Account page. For more information about obtaining a Zoom license for a networking group, please contact Anne Slaughter, Director of Technology Services, at 630.734.5127, or Dan Bostrom, Member Engagement Manager, 630.734.5152.

eRead Illinois Axis 360 Support Resources

eRead Illinois members, find support and how-to videos on the [Axis 360 YouTube page](#). Feel free to share these videos and [other resources](#) on your website.

For more information on joining eRead Illinois Axis 360 and gaining access to a shared collection of over 46,000 popular e-books and audiobooks, visit [eRead Illinois](#).

LAST CHANCE: It's Time to Renew eRead Illinois Axis 360!

eRead Illinois Axis 360 libraries, it's time to renew your eRead Illinois membership. We recognize that normal library service has been disrupted due to the COVID-19 outbreak. This year, we have simplified the renewal process. If you haven't done so yet, go to [eRead Illinois](#), log in with your L2 account, and fill out the form to complete your renewal.

RSA libraries do not need to fill out the form. Your consortium manager will complete the renewal for you.

Libraries should complete the renewal ASAP to retain membership in eRead Illinois.

Support Summer Reading with the BiblioBoard Library

Support your summer reading initiative with always available e-books from the BiblioBoard Library. Whether your summer reading theme is [Imagine Your Story](#), Dig Deeper, or something else entirely, the [BiblioBoard Library collection](#) has got you covered. If you haven't done so yet, be sure to add a link to the BiblioBoard Library on your website.



All items in the BiblioBoard Library are available all the time - no holds, no waits - and can be read simultaneously by anyone in Illinois free of charge from RAILS. No library card required. [See more](#) about RAILS' partnership with BiblioLabs and all our digital offerings.

Deals, Discounts, Grants

RAILS Discount for HR Source Membership

RAILS is once again offering a discount for membership in HR Source. Qualifying RAILS public libraries (with annual operating budgets of up to \$1,000,000) may join the association at a greatly reduced fee. Membership includes the HR Hotline (staffed by HR professionals and employment law attorneys), a free HR Checkup, access to members-only resources on the association's website, and more.

Membership runs through June 30, 2021. Join or renew now to receive a full year of benefits. See [additional information](#) or contact [Margae Schmidt](#), RAILS Consulting and Continuing Education Specialist.

New Deals & Discounts

RAILS recently partnered with several new vendors to offer special, deeply discounted rates for RAILS member libraries. For pricing and more information on all the offerings below, visit the [Deals & Discounts page](#) and log in using your L2 email and password. Also, remember to check the RAILS Deals and Discount web page when you are ordering your library supplies and furniture. Get discounts and/or free shipping from Brodart, Demco, Janway, and Quill.

ConverSight LIBRO Curbside Pick Up Discounted Pricing

integrates with public library ILS systems, allowing patrons to select materials remotely from their mobile device and schedule curbside pick up at their local library. A "schedule only" option, which does not integrate with ILS systems, is also available.

Unique Curbside Communicator Discount

[Unique Curbside Communicator](#) is a tool that lets library staff communicate with patrons via text message to facilitate a safe and seamless curbside hold pick-up process. [Register on L2](#) for a **live webinar on Friday, June 12, at 2 p.m.**, to learn more about Unique Curbside Communicator.

READsquared Partners with RAILS for Discounted Pricing

[READsquared](#) is an online tool for managing reading programs, including summer reading (through READsquared partners IREAD or CSLP), as well as Read Across America, 1,000 Books Before Kindergarten, and more.

PressReader for Libraries Limited-Time Special

[PressReader for Libraries](#), available on iOS and Android, provides remote access to thousands of newspapers and magazines from 120 countries and 60 different languages servicing a diverse range of patron communities. RAILS public libraries are eligible for significant savings through August 31, for an annual subscription, and can also register now for a free 60-day trial. [Register on L2](#) for a **live webinar on Thursday, June 11, at 1 p.m., or Wednesday, June 17, at 1 p.m.**, to learn more about PressReader for Libraries.

EBSCO Deals

[EBSCO Packages](#) for public libraries and K-12 libraries include a variety of core databases and additional choices from a list of options.

[Learning Express](#) is a highly-acclaimed e-learning solution that provides support to students and professionals for academic skill-building, standardized test prep, career certification test prep, and more.

[LibraryAware/NextReads](#) helps libraries connect with readers and keep them engaged. It includes templates and tools to create newsletters, bookmarks, shelf-talkers, flyers, and more for promoting books and resources throughout the library and beyond.

Illinois State Library News

We wanted to make sure all members saw these timely and important articles from the most recent ISL newsletter.

Emergency Rule Temporarily Suspends Resource Sharing Requirements

After the issuance of Executive Order 2020-32 on April 30, 2020, by Governor J.B. Pritzker, library boards and governing bodies have considered providing services that they consider essential, such as curbside delivery of library materials. Because of staffing, hours of service, and library collection limitations when implementing these temporary service models, a library may need to restrict access to their own patrons. Recognizing this need, the Secretary of State and the Illinois State Library filed an emergency rule effective May 7, 2020, to temporarily suspend resource sharing, reciprocal borrowing, and interlibrary loan requirements for library system membership in the Illinois Library System Act (23 Ill. Adm. Code 3030). Due to the extension of the Gubernatorial Disaster Proclamation issued on May 29, 2020, Section 3030.200 (2) (C), (E) and (F) remain suspended until August 12, unless the proclamation is extended.

Public Library Construction Grant Application Deadline Extended to June 15

Due to the statewide stay-at-home order, public library staff, trustees, and others working on a grant submission would find it difficult to put an

Code 3035.520) should provide the necessary time to complete and submit an application to the Illinois State Library. To be considered for funding, applications must be [submitted electronically](#) and include all required supporting documentation. Information on the required supporting documentation, as well as an overview of the program, can be found [here](#). Questions should be addressed to [Mark Shaffer](#), 217.524.4901.

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Free PDF E-book—"Library as Safe Haven: Disaster Planning, Response, and Recovery"

During this time of uncertainty, library workers are finding new ways to provide crucial information and services. To bolster their efforts, ALA Editions —ALA Neal-Schuman is offering a [free PDF e-book](#) of the resource "Library as Safe Haven: Disaster Planning, Response, and Recovery." Published in cooperation with the Medical Library Association (MLA), this nuts-and-bolts manual covers such topics as follows:

- An eight-step approach to developing a risk assessment plan;
- How to draft a one-page service continuity plan;
- Information on how to use mobile devices and social media effectively in times of disaster; and
- Sample disaster plans, along with model exercises, manuals, and customizable communication.

Online Learning Opportunities

There are a variety of webinars from OCLC that are of interest to Illinois libraries. Since many libraries have closed their buildings to protect both the staff and community from the spread of the coronavirus, there has been unprecedented interest in the [WebJunction Course Catalog](#). With courses on topics ranging from Collection Management to Marketing to Customer Service, the collection of over 300 webinar recordings and self-paced courses can help strengthen your knowledge and skills. For example, archived webinars include the following:

- [Virtual Town Hall, Recording Available: Libraries and the COVID-19 Crisis](#) As libraries respond to rapidly evolving information and guidelines, building closures, and loss of resources, library staff is considering new, virtual ways to connect with and support patrons and colleagues. This recorded 90-minute session includes representatives from public, academic, and school libraries sharing their experiences.
- [Online Reference Basics](#) This course helps the learner to provide basic online reference services involving email and chat.
- [Youth Programming Goes Virtual-Storytimes, Crafts, Teen Activities, and More](#) This article captures a list of resources and examples for virtual youth programming from public libraries.
- [Small and Rural Librarians: Leading the Way in Online Conferences](#) With many conferences moving virtual, it's helpful to know that library staff from small and rural locales have been early adopters of the convening capacities of new technology.

Other Library News

ALA Resources for Fighting Inequity

Under the [Advocacy, Legislation, and Issues tab](#) of the ALA website, you'll find a list of actions, activities, and education for libraries and library staff related to equity, diversity, and inclusion. Topics and resources specific to anti-racism and racial equity efforts within the library profession are listed under [Libraries Respond: Black Lives Matter](#). ALA compiled these resources around the Black Lives Matter movement to help libraries develop policies and plan programming and staff development activities.

AISLE Conference Goes Virtual

Due to current COVID-19 predictions for the summer and fall, the AISLE Board believes it is in the best interest of the organization to cancel the in-

Phased Services during the COVID-19 Pandemic

The library is basing its phased services on the phases instituted by the state as detailed in *Restore Illinois: A Public Health Approach to Safely Reopen Our State*. A copy of this document along with guidelines provided by the state for “service counters”, “retail stores”, and “offices”.

IPPL Phase 1:

During the library’s phase 1, which started March 14, we provided access to our staff through phone, chat, and email. We offered a full spectrum of digital materials. Online programs were developed for all ages and interests. Online registration for library cards was available. All due dates for materials were extended to June 3.

IPPL Phase 2:

During phase 2 we began to accept return of library materials on May 8 that fit into the outdoor returns during limited hours in order to reduce employees’ exposure to materials. Materials are quarantined for seven days before they are checked in. June 1 we expanded to accepting returns of items that do not fit into the exterior returns.

May 18 the library started offering curbside pickup of materials. Staff first processed materials that were on the hold shelves at the time the library closed March 14. As items started to be checked in on May 15 we processed holds that were generated through check-ins and we began pulling items on our shelves that had holds placed on them.

During this time the library set up safety protocols for staff that followed the state guidelines for offices.

IPPL Phase 3:

Restore Illinois Phase 3 states that retail and offices can reopen to the public with capacity and other limits and precautions. The recommendation is to apply guidelines outlined in *Phase 3: Recovery* for service counters, retail, and office for how the library opens the building.

Below is a list of services to be offered in Phase 3. While we will be offering many of our usual services the concept guiding Phase 3 is to restrict the length of time patrons are in the building. This will be done by encouraging residents to use the library remotely as much as possible, to continue to pick up items through curbside pick-up rather than coming into the building, and, when coming into the building, to limit the amount of time in the building. During Phase 3

patrons will not be able to “hang out” in the library but will be expected to accomplish a task and leave the building. Essentially, we’ll ask patrons to think of services offered in the building as being “express services”.

During this time we are considering how best to serve patrons in the building while following safety recommendations for serving the public and for staff who are in the building. Per the state’s orders, patrons will be told to wear masks unless they have a medical condition in which case we will work to find an accommodation for them. All desks have safety shields. There will be two staff maximum at any one time at the Adult Ask Us Desk and the Kids & Teens Ask Us Desk, and the Checkout Desk, with the recommendation being one person stationed at each desk and staff buzzed as needed to come out to assist a patron. One staff person would work the Technology Services Desk. We can also create one-on-one consulting stations using plastic shields which will aid in assisting patrons with their devices.

Areas will be marked on the floor to guide patrons in maintaining 6’ social distancing. Computers will be spread apart to allow for appropriate social distancing and Technology Services is developing a system where staff can remotely assist patrons on the computers. Self-check stations will be moved so they are not clustered together.

Seating will be removed. Meeting spaces won’t be available.

Hand sanitizing dispensing stations will be set up. Restrooms will be available. Water fountains will not be available and patrons are encouraged to bring their own water.

In terms of following safety protocols, the library stacks are particularly problematic as their aisles are just 3’ wide. Just like in stores, staff are in the stacks “stocking” the shelves plus locating items to fulfill holds. Maintaining 6’ distances will require staff to navigate around patrons in a way that meets the 6’ distance requirement or waiting for a patron to leave an aisle before the employee can shelve which will result in a slowing down of their normal pace of work. Reduced hours for the public allows staff to do some of their work without patrons in the building.

Staff have been trained and will continue to be reminded of safety protocols including maintaining 6’ distance from others, cleaning areas of the library, and cleaning workstations. Workrooms will be set up to provide for social distancing and some full-time staff will work part of their days from home.

Services in Phase 3

Hours for the public will be Monday – Thursday 10:00 am – 7:00 pm, Friday – Saturday 10:00 am – 6:00 pm.

Children age 12 and under will need to be accompanied by an adult.

- Online library card registration

- Access to digital materials and resources
- Browsing of all physical collections
- Checkout of all materials
- Return of all materials
- Curbside pick-up
- Homebound delivery
- Reference and readers' advisory services in-person and by phone, chat, and email
- Online programs
- Outdoor programs with social distancing
- Wi-fi available outside the building
- Limited access to computers in the building
- Printing services
- Copying services
- Faxing services
- Passport services
- Notary services
- Book club services

Services not available in this phase:

- Placing of holds in SWAN (dependent on when delivery is available in SWAN)
- Seating
- Conference rooms
- Board room
- Meeting room
- Woodshop and related equipment and supplies
- LittleTown and related toys
- LittleShop and related crafts

Management of Services in Phase 3

Materials returned are quarantined for seven days before being checked in. The length of time to quarantine may change as more information is available on the length of time COVID may remain on materials.

Pick-up of holds is managed through curbside pickup to encourage residents to not come into the building.

Shelving areas are open for browsing.

Checkout of materials is done at the self-check stations. Staff will monitor the stations to assist patrons and to clean the stations.

One staff person will be at the Checkout Desk to assist with library cards and problems with patron accounts.

Patrons will apply for library cards in an online method and simply need to provide a signature at the Checkout Desk when picking up their card.

A passport station will be set up with an appropriate safety shield.

A notary station will be set up with an appropriate safety shield.

For computer services, staff will assist patrons with their questions through some type of chat and screen sharing software.

A limit of a half hour will be set for use of computers which will be setup so they are at least 6' apart.

IPPL Phase 4:

Restore Illinois Phase 4: Gatherings of fewer than 50 people, restaurants and bars reopen, child care and schools reopen with guidelines from IDPH.

We can't fully plan for added services until the state guidelines for Phase 4 are released, but these services could potentially be added:

- Seating at tables in a socially distancing manner.
- Conference room bookings
- If the library is able to quarantine materials differently, use of the Board Room and Meeting Room.
- In-library programs for groups under 50

Use of the WouldShop, LittleTown, and the LittleShop will have to be examined relative to the state guidelines. Given that these spaces are small and don't allow for 6' social distancing it's possible these spaces will not open until Phase 5. We can consider appointments for the WouldShop during Phase 4. This would require monitoring of the space by staff to be sure others don't wander into the space.

Planning throughout the pandemic has been very fluid and sometimes up-to-the-minute. The same is true as we plan for reopening the building. We are continually studying what others are doing, state guidelines, and talking through how best to serve our public in ways that provide safety for everyone. So, this is updated information about our plans:

These are the most recently posted dates for area libraries reopening their buildings:

Woodridge opening 7/6
LaGrange 7/6
LaGrange Park 7/1
Elmhurst 6/15
Thomas Ford 7/1
Westmont 7/1
Downers Grove 7/6
Lisle 7/1 or 7/6
Hinsdale 7/7
Bolingbrook 6/15
Naperville 6/15

We are currently targeting a July 1 open date.

We are looking at public hours of Monday – Thursday 10 – 7, Friday – Saturday 10 – 5, and Sunday 1 – 5.

This will give staff some amount of time to be in the building without patrons.

Once we add seating back we plan to open normal hours.

For computers, we'll offer about 8 computers in Technology Services which will have a limit of one hour a day usage for IPPL cardholders only. We'll also offer 20 minutes express Internet computers in Technology Services and in Kids & Teens for anyone to use.

According to the retail guidelines of 5 people per 1,000 SF we can accommodate 125 people in the building (this subtracts out meetings spaces.) Some libraries are requiring appointments and/or counting everyone who comes in and out of their building. We will not be doing that but will be keeping an eye on the door counter (which displays number of people entering and number of people leaving) and we'll be "eye-balling" areas of the library to make sure they're not crowded.

We will post signs about wearing masks. If a patron says they can't wear a mask due to a medical condition we'll see if we can work out an accommodation for them.

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State



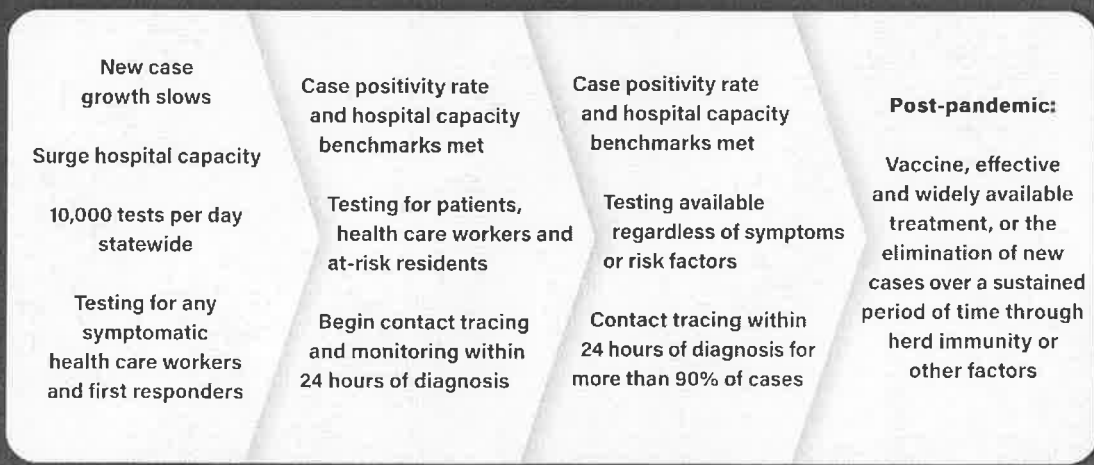
Office of the Governor
JB Pritzker

May 5, 2020

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

Phase 1 Rapid Spread	Phase 2 Flattening	Phase 3 Recovery	Phase 4 Revitalization	Phase 5 Illinois Restored
<p>Strict stay at home and social distancing guidelines are put in place, and only essential businesses remain open.</p> <p>Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.</p>	<p>Non-essential retail stores reopen for curb-side pickup and delivery.</p> <p>Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating & fishing while practicing social distancing.</p>	<p>Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions.</p> <p>Gatherings of 10 people or fewer are allowed.</p> <p>Face coverings and social distancing are the norm.</p>	<p>Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health.</p> <p>Face coverings and social distancing are the norm.</p>	<p>The economy fully reopens with safety precautions continuing.</p> <p>Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures.</p>



An Introduction



From the beginning of the new coronavirus pandemic, Illinois' response has been guided by data, science, and public health experts. As community spread rapidly increased, Governor Pritzker moved quickly to issue a Disaster Proclamation on March 9, restrict visitors to nursing homes on March 11, close bars and restaurants for on-site consumption on March 16, move schools to remote learning on March 17, and issue a Stay at Home order on March 21. This virus has caused painful, cascading consequences for everyone in Illinois, but the science has been clear: in the face of a new coronavirus with unknown characteristics and in the absence of widespread testing availability and contact tracing, mitigation and maintaining a 6-foot social distance have been the only options to reduce the spread and save as many lives as possible.

Millions of Illinoisans working together by staying at home and following experts' recommendations have proven these mitigation and social distancing measures effective so far. The result has been a lower infection rate, fewer hospitalizations, and lower number of fatalities than projected without these measures. Our curve has begun to flatten. Nevertheless, the risk of spread remains, and modeling and data point to a rapid surge in new cases if all mitigation measures were to be immediately lifted.

Now that Illinois is bending the curve, it is vitally important that we follow a safe and deliberate path forward to get our Illinois economy moving. That path forward is not what everyone wants or hopes for, but it will keep Illinoisans as safe as possible from this virus as our economy is reopening.

Restore Illinois is about saving lives and livelihoods. This five-phased plan will reopen our state, guided by health metrics and with distinct business, education, and recreation activities characterizing each phase. This is an initial framework that will likely be updated as research and science develop and as the potential for treatments or vaccines is realized. The plan is based upon regional healthcare availability, and it recognizes the distinct impact COVID-19 has had on different regions of our state as well as regional variations in hospital capacity. The Illinois Department of Public Health (IDPH) has 11 Emergency Medical Services Regions that have traditionally guided its statewide public health work and will continue to inform this reopening plan. For the purposes of this plan, from those 11, four health regions are established, each with the ability to independently move through a phased approach: Northeast Illinois; North-Central Illinois; Central Illinois; and Southern Illinois.

The five phases for each health region are as follows:

Phase 1 - Rapid Spread: The rate of infection among those tested and the number of patients admitted to the hospital is high or rapidly increasing. Strict stay at home and social distancing guidelines are put in place and only essential businesses remain open. Every region has experienced this phase once already, and could return to it if mitigation efforts are unsuccessful.

Phase 2 - Flattening: The rate of infection among those tested and the number of patients admitted to the hospital beds and ICU beds increases at an ever slower rate, moving toward a flat and even a downward trajectory. Non-essential retail stores reopen for curbside pickup and delivery. Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating and fishing while practicing social distancing. To varying degrees, every region is experiencing flattening as of early May.

Phase 3 - Recovery: The rate of infection among those surveillance tested, the number of patients admitted to the hospital, and the number of patients needing ICU beds is stable or declining. Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions. Gatherings limited to 10 people or fewer are allowed. Face coverings and social distancing are the norm.

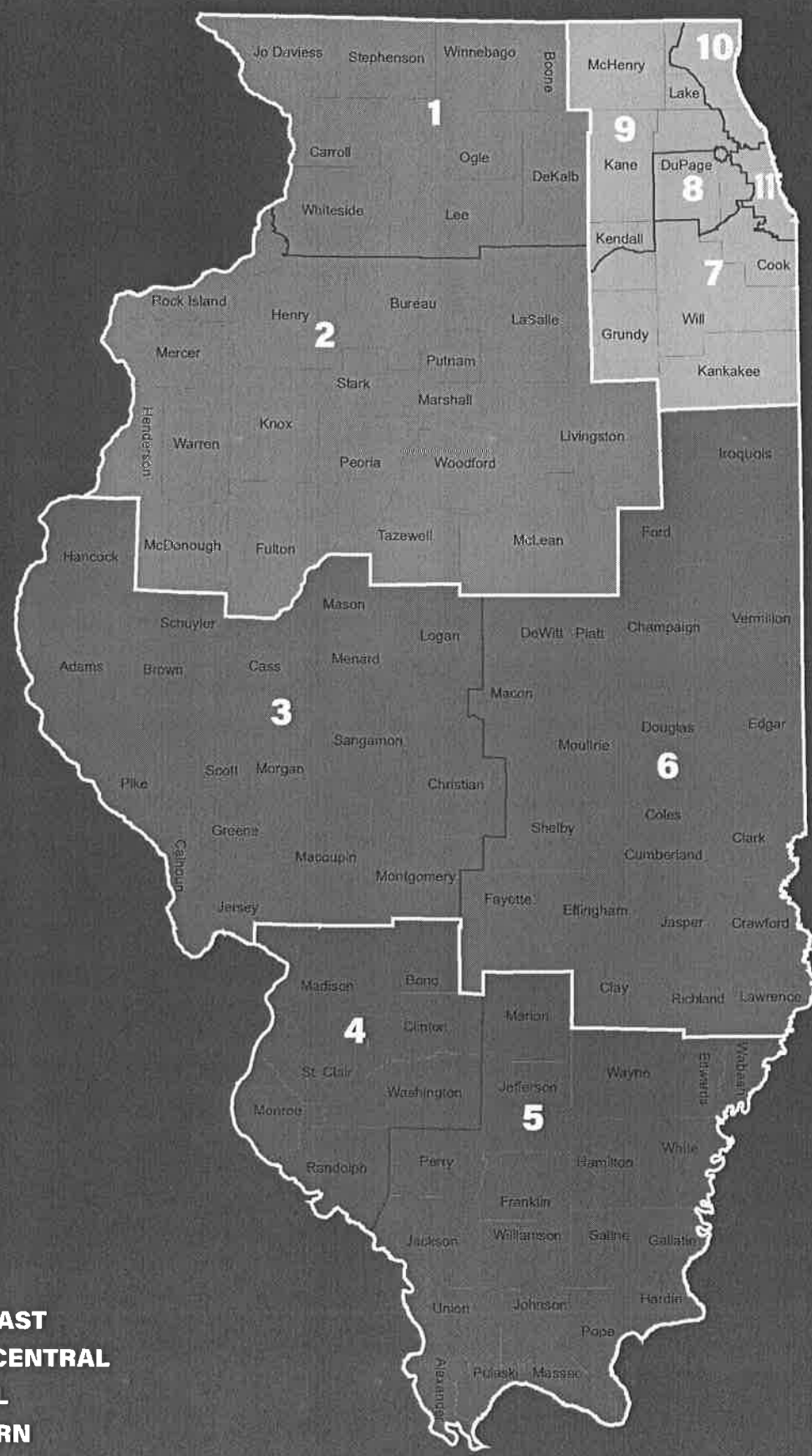
Phase 4 - Revitalization: The rate of infection among those surveillance tested and the number of patients admitted to the hospital continues to decline. Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health. Face coverings and social distancing are the norm.

Phase 5 - Illinois Restored: With a vaccine or highly effective treatment widely available or the elimination of any new cases over a sustained period, the economy fully reopens with safety precautions continuing. Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures in place reflecting the lessons learned during the COVID-19 pandemic.

Until COVID-19 is defeated, this plan also recognizes that just as health metrics will tell us it is safe to move forward, health metrics may also tell us to return to a prior phase. With a vaccine or highly effective treatment not yet available, IDPH will be closely monitoring key metrics to immediately identify trends in cases and hospitalizations to determine whether a return to a prior phase may become necessary.

*All public health criteria included in this document are subject to change.
As research and data on this novel coronavirus continue to develop, this plan
can and will be updated to reflect the latest science and data.*

RESTORE ILLINOIS HEALTH REGIONS



- NORTHEAST**
- NORTH-CENTRAL**
- CENTRAL**
- SOUTHERN**

Phase 1: Rapid Spread

WHAT THIS PHASE LOOKS LIKE

COVID-19 is rapidly spreading. The number of COVID-19 positive patients in the hospital, in ICU beds, and on ventilators is increasing. The public health response relies on dramatic mitigation measures, like stay at home orders and social distancing, to slow the spread of the virus and prevent a surge that overwhelms the health care system. With a Stay at Home order in place, only essential businesses are in operation and activities outside of the home are limited to essentials, like grocery shopping.

WHAT'S OPEN?

Gatherings: Essential gatherings, such as religious services, of 10 or fewer allowed; No non-essential gatherings of any size

Travel: Non-essential travel discouraged

Health care: Emergency procedures and COVID-19 care only

Education and child care: Remote learning in P-12 schools and higher education; Child care in groups of 10 or fewer for essential workers

Outdoor recreation: Walking, hiking and biking permitted; State parks closed

Businesses:

- **Manufacturing:** Essential manufacturing only
- **"Non-essential" businesses:** Employees of "non-essential" businesses are required to work from home except for Minimum Basic Operations
- **Bars and restaurants:** Open for delivery, pickup and drive-through only
- **Entertainment:** Closed
- **Personal care services and health clubs:** Closed
- **Retail:** Essential stores are open with strict restrictions; Non-essential stores are closed

HOW WE MOVE TO THE NEXT PHASE

Cases and Capacity:

- Slowing of new case growth
- Availability of surge capacity in adult medical and surgical beds, ICU beds, and ventilators

Testing:

- Ability to perform 10,000 tests per day statewide
- Testing available in region for any symptomatic health care workers and first responders

Phase 2: Flattening

WHAT THIS PHASE LOOKS LIKE

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. Face coverings must always be worn when social distancing is not possible. Testing capacity increases and tracing programs are put in place to contain outbreaks and limit the spread.

WHAT'S OPEN

Gatherings: Essential gatherings, such as religious services, of 10 or fewer allowed; No non-essential gatherings

Travel: Non-essential travel discouraged

Health care: Emergency and COVID-19 care continue; Elective procedures allowed once IDPH criteria met

Education and child care: Remote learning in P-12 schools and higher education; Child care in groups of 10 or fewer for essential workers

Outdoor recreation: Walking, hiking, and biking permitted; Select state parks open; Boating and fishing permitted; Golf courses open; All with IDPH approved safety guidance

Businesses:

- **Manufacturing:** Essential manufacturing only
- **"Non-essential" businesses:** Employees of "non-essential" businesses are required to work from home except for Minimum Basic Operations
- **Bars and restaurants:** Open for delivery, pickup, and drive through only
- **Personal care services and health clubs:** Closed
- **Retail:** Essential stores are open with restrictions; Non-essential stores open for delivery and curbside pickup

HOW WE MOVE TO THE NEXT PHASE

Cases and Capacity: The determination of moving from Phase 2 to Phase 3 will be driven by the COVID-19 positivity rate in each region and measures of maintaining regional hospital surge capacity. This data will be tracked from the time a region enters Phase 2, onwards.

- At or under a 20 percent positivity rate and increasing no more than 10 percentage points over a 14-day period, AND
- No overall increase (i.e. stability or decrease) in hospital admissions for COVID-19-like illness for 28 days, AND
- Available surge capacity of at least 14 percent of ICU beds, medical and surgical beds, and ventilators

Testing: Testing available for all patients, health care workers, first responders, people with underlying conditions, and residents and staff in congregate living facilities

Tracing: Begin contact tracing and monitoring within 24 hours of diagnosis

WHAT COULD CAUSE US TO MOVE BACK

IDPH will closely monitor data and receive on-the-ground feedback from local health departments and regional healthcare councils and will recommend moving back to the previous phase based on the following factors:

- Sustained rise in positivity rate
- Sustained increase in hospital admissions for COVID-19 like illness
- Reduction in hospital capacity threatening surge capabilities
- Significant outbreak in the region that threatens the health of the region

Phase 3: Recovery

WHAT THIS PHASE LOOKS LIKE

The rate of infection among those surveillance tested is stable or declining. COVID-19-related hospitalizations and ICU capacity remains stable or is decreasing. Face coverings in public continue to be required. Gatherings of 10 people or fewer for any reason can resume. Select industries can begin returning to workplaces with social distancing and sanitization practices in place. Retail establishments reopen with limited capacity, and select categories of personal care establishments can also begin to reopen with social distancing guidelines and personal protective equipment. Robust testing is available along with contact tracing to limit spread and closely monitor the trend of new cases.

WHAT'S OPEN

Gatherings: All gatherings of 10 people or fewer are allowed with this limit subject to change based on latest data & guidance

Travel: Travel should follow IDPH and CDC approved guidance

Health Care: All health care providers are open with DPH approved safety guidance

Education and child care: Remote learning in P-12 schools and higher education; Limited child care and summer programs open with IDPH approved safety guidance

Outdoor recreation: State parks open; Activities permitted in groups of 10 or fewer with social distancing

Businesses:

- **Manufacturing:** Non-essential manufacturing that can safely operate with social distancing can reopen with IDPH approved safety guidance
- **"Non-essential" businesses:** Employees of "non-essential" businesses are allowed to return to work with IDPH approved safety guidance depending upon risk level, tele-work strongly encouraged wherever possible; Employers are encouraged to provide accommodations for COVID-19-vulnerable employees
- **Bars and restaurants:** Open for delivery, pickup, and drive through only
- **Personal care services and health clubs:** Barbershops and salons open with IDPH approved safety guidance; Health and fitness clubs can provide outdoor classes and one-on-one personal training with IDPH approved safety guidance
- **Retail:** Open with capacity limits and IDPH approved safety guidance, including face coverings

HOW WE MOVE TO THE NEXT PHASE

Cases and Capacity: The determination of moving from Phase 3 to Phase 4 will be driven by the COVID-19 positivity rate in each region and measures of maintaining regional hospital surge capacity. This data will be tracked from the time a region enters Phase 3, onwards.

- At or under a 20 percent positivity rate and increasing no more than 10 percentage points over a 14-day period, AND
- No overall increase (i.e. stability or decrease) in hospital admissions for COVID-19-like illness for 28 days, AND
- Available surge capacity of at least 14 percent of ICU beds, medical and surgical beds, and ventilators

Testing: Testing available in region regardless of symptoms or risk factors

Tracing: Begin contact tracing and monitoring within 24 hours of diagnosis for more than 90% of cases in region

WHAT COULD CAUSE US TO MOVE BACK

IDPH will closely monitor data and receive on-the-ground feedback from local health departments and regional healthcare councils and will recommend moving back to the previous phase based on the following factors:

- Sustained rise in positivity rate
- Sustained increase in hospital admissions for COVID-19 like illness
- Reduction in hospital capacity threatening surge capabilities
- Significant outbreak in the region that threatens the health of the region

Phase 4: Revitalization

WHAT THIS PHASE LOOKS LIKE

There is a continued decline in the rate of infection in new COVID-19 cases. Hospitals have capacity and can quickly adapt for a surge of new cases in their communities. Additional measures can be carefully lifted allowing for schools and child care programs to reopen with social distancing policies in place. Restaurants can open with limited capacity and following strict public health procedures, including personal protective equipment for employees. Gatherings with 50 people or fewer will be permitted. Testing is widely available, and tracing is commonplace.

WHAT'S OPEN

Gatherings: Gatherings of 50 people or fewer are allowed with this limit subject to change based on latest data and guidance

Travel: Travel should follow IDPH and CDC approved guidance

Health care: All health care providers are open

Education and child care: P-12 schools, higher education, all summer programs, and child care open with IDPH approved safety guidance

Outdoor Recreation: All outdoor recreation allowed

Businesses:

- **Manufacturing:** All manufacturing open with IDPH approved safety guidance
- **"Non-essential" businesses:** All employees return to work with IDPH approved safety guidance; Employers are encouraged to provide accommodations for COVID-19-vulnerable employees
- **Bars and restaurants:** Open with capacity limits and IDPH approved safety guidance
- **Personal care services and health clubs:** All barbershops, salons, spas and health and fitness clubs open with capacity limits and IDPH approved safety guidance
- **Entertainment:** Cinema and theaters open with capacity limits and IDPH approved safety guidance
- **Retail:** Open with capacity limits and IDPH approved safety guidance

HOW WE MOVE TO THE NEXT PHASE

Post-pandemic: Vaccine, effective and widely available treatment, or the elimination of new cases over a sustained period of time through herd immunity or other factors.

WHAT COULD CAUSE US TO MOVE BACK

IDPH will closely monitor data and receive on-the-ground feedback from local health departments and regional healthcare councils and will recommend moving back to the previous phase based on the following factors:

- Sustained rise in positivity rate
- Sustained increase in hospital admissions for COVID-19 like illness
- Reduction in hospital capacity threatening surge capabilities
- Significant outbreak in the region that threatens the health of the region

Phase 5: Illinois Restored

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WHAT THIS PHASE LOOKS LIKE

Testing, tracing and treatment are widely available throughout the state. Either a vaccine is developed to prevent additional spread of COVID-19, a treatment option is readily available that ensures health care capacity is no longer a concern, or there are no new cases over a sustained period. All sectors of the economy reopen with new health and hygiene practices permanently in place. Large gatherings of all sizes can resume. Public health experts focus on lessons learned and building out the public health infrastructure needed to meet and overcome future challenges. Health care equity is made a priority to improve health outcomes and ensure vulnerable communities receive the quality care they deserve.

WHAT'S OPEN

- All sectors of the economy reopen with businesses, schools, and recreation resuming normal operations with new safety guidance and procedures.
- Conventions, festivals, and large events can take place.



SERVICE COUNTER GUIDELINES

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

PART OF PHASE 3 OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE III | ISSUED ON MAY 24, 2020

The Recovery Phase of the Restore Illinois public health approach to reopening the Illinois economy includes returning people to work, businesses reopening and group gatherings of 10 or fewer. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

This document is applicable to businesses that meet the following criteria:

- Customer-facing stores providing assorted services for dropped off goods
 - i. Examples of service counter include (non-exhaustive): dry cleaners, electronics repair shops, shoe repair shops, car washes

Uniform guidelines across businesses, industries and nonprofits within the State of Illinois:

GENERAL HEALTH

i. Minimum guidelines

1. All employees who can work from home should continue to do so
2. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see IDHR’s guidance.
3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase III guidelines
4. Employer should provide hand washing capability or sanitizer to employees and if applicable, customers
5. Frequent hand washing by employees, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer should be available



HR AND TRAVEL POLICIES

i. Minimum guidelines

1. All employees should complete health and safety training related to COVID-19 when initially returning to work. Resources to design a training are posted on the DCEO Restore Illinois guidelines website
2. Employers should continue to limit all non-essential business travel
 - a. If employee must travel, employee should follow CDC considerations to protect themselves and others during trip
3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other [CDC-identified symptoms](#)), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations



ii. Encouraged best practices

1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

HEALTH MONITORING

i. Minimum guidelines

1. Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home
2. All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the DCEO Restore Illinois website
 - a. Employer should conduct in-person screening of employees upon entry into workplace and mid-shift screening to verify no presence of COVID-19 symptoms
3. If employee does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed as soon after the confirmation of a positive test as practical
5. Where appropriate, notify employees who have been exposed
6. Any employee who has had close contact¹ with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop



¹ Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

Guidelines specific to service counter businesses:

PHYSICAL WORKSPACE

i. Minimum guidelines

1. Service provider should display signage at entry with face covering requirements, social distancing guidelines, and cleaning protocols, in multiple languages as needed
2. Service provider should keep incoming items separate from finished items
3. Service provider should remove shared items (e.g., magazines) from waiting areas and configure any seating to be 6-ft apart to allow for social distancing
 - a. Any surfaces (e.g., seats) in waiting area touched by customers should be disinfected after use
4. Water fountains, except for touchless water bottle refill stations, should be made unavailable for use (e.g. turned off, covered, area blocked)
 - a. If no touchless fountain is available, water may be served in sealed, single-use water bottles



ii. Encouraged best practices

1. Display visual markers 6-ft. apart at customer queue points
2. If practical, install impermeable barrier between employee and customer at checkout
3. If practical, implement touchless transactions
4. If practical, use paperless ticketing system as applicable
5. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical

DISINFECTING/CLEANING PROCEDURES

i. Minimum guidelines

1. Cleaning and disinfecting of premises should be conducted in compliance with CDC protocols on a weekly basis
2. Clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every 2 hours recommended for high-traffic areas

ii. Encouraged best practices

1. Checkout keypads are disinfected by an employee after every transaction using disinfectant with contact time of 1 minute or less (see [EPA approved list of disinfectants](#))



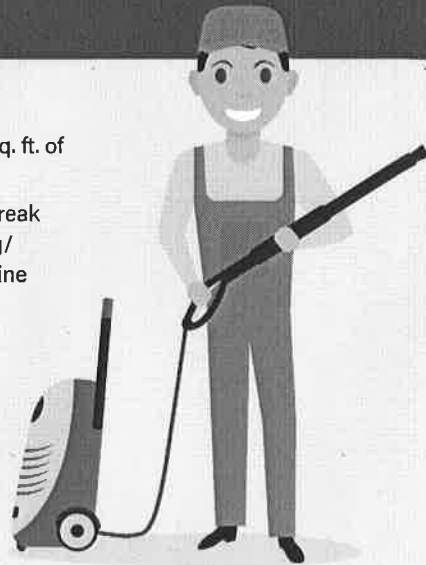
STAFFING AND ATTENDANCE

i. Minimum guidelines

1. Maximum of 50% of capacity OR 5 customers allowed per 1000 sq. ft. of usable space (see DCEO guidance)
2. Service provider should limit the occupancy of common areas/ break rooms to allow for social distancing of 6-ft or greater by removing/ decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirement contained within a collective bargaining agreement

ii. Encouraged best practices

1. Stagger shift start and end times to minimize congregation of employees during changeovers
2. If practical, group employees in clusters and schedule groups on same shifts to reduce cross-team exposure



EXTERNAL INTERACTIONS

i. Minimum guidelines

1. Before allowing external supplier or non-customer visitor to enter, or while requiring them to wait in a designated area, service provider should ask whether external supplier or non-customer visitor is currently exhibiting COVID-19 symptoms
 - a. If practical, service provider should take external supplier or non-customer visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
2. Service provider should keep log of all external suppliers who enter premises
3. Suppliers and non-customer visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)

ii. Encouraged best practices

1. Limit contact between external suppliers/ non-customer visitors and employees



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CUSTOMER BEHAVIORS

i. Minimum guidelines

1. Customers should wear face coverings over their nose and mouth (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)

ii. Encouraged best practices

1. If practical, customers should wait for services off premises



**If you have questions or need additional support:
Please call our hotline at 1-800-252-2923
or e-mail us at ceo.support@illinois.gov
or return to Illinois.gov/businessguidelines**

Additional Resources:

- [CDC Interim Guidance for Businesses and Employers](#)
- [CDC Workplace Decision Tool](#)
- [IDPH Testing Guidance](#)
- [IDPH FAQs](#)
- [Symptoms of Coronavirus](#)
- [IDHR FAQ for Businesses Concerning Use of Face-Coverings During COVID-19](#)
- [CDC Guidelines on Cleaning and Disinfecting Your Facility](#)
- [CDC Guidance on Cleaning Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
- [EPA Disinfectants for Use Against SARS-CoV-2](#)



RETAIL GUIDELINES

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

PART OF PHASE 3 OF RESTORE ILLINOIS PLAN

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This document is applicable to businesses that meet the following criteria:

- Customer-facing stores engaged in retailing merchandise and services
 - i. Examples of retail include (non-exhaustive): grocery stores, hardware stores, clothing stores, pharmacies, department stores, shopping malls

guidelines across businesses, industries and nonprofits within the State of Illinois:

GENERAL HEALTH

i. Minimum guidelines

1. All employees who can work from home should continue to do so
2. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see IDHR’s guidance.
3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase III guidelines
4. Employer should provide hand washing capability or sanitizer to employees and if applicable, customers
5. Frequent hand washing by employees, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer should be available



HR AND TRAVEL POLICIES

i. Minimum guidelines

1. All employees should complete health and safety training related to COVID-19 when initially returning to work
2. Employers should continue to limit all non-essential business travel
 - a. If employee should travel, employee should follow CDC considerations to protect themselves and others during trip
3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other CDC-identified symptoms), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations



ii. Encouraged best practices

1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

HEALTH MONITORING

i. Minimum guidelines

1. Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home
2. All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the DCEO Restore Illinois website
 - a. Employer should conduct in-person screening of employees upon entry into workplace and mid-shift screening to verify no presence of COVID-19 symptoms
3. If employee does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed as soon after the confirmation of a positive test as practical
5. Where appropriate, notify employees who have been exposed
6. Any employee who has had close contact¹ with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop

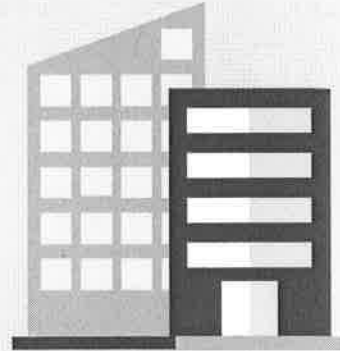


¹ Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

Guidelines specific to retail businesses:

PHYSICAL WORKSPACE**i. Minimum guidelines**

1. Retailer should display signage at entry with face covering requirements, social distancing guidelines, and cleaning protocols, in multiple languages as needed
2. Water fountains, except for touchless water bottle refill stations, should be made unavailable for use (e.g. turned off, covered, area blocked)
 - a. If no touchless fountain is available, water may be served in sealed, single-use water bottles
3. Shopping mall food courts should have all indoor seating and tables removed or otherwise be made inaccessible for public use. Food court restaurants should only offer carry out or delivery service unless the Restore Illinois Outdoor Dining and Drinking Guidelines apply.

**ii. Encouraged best practices**

1. Display visual markers 6-ft. apart at customer queue points
2. If practical, install impermeable barrier between employee and customer at checkout
3. If practical, implement touchless transactions
4. Remove shared products (e.g., beauty testers) from displays
5. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical

DISINFECTING/CLEANING PROCEDURES**i. Minimum guidelines**

1. Cleaning and disinfecting of premises should be conducted in compliance with CDC protocols on weekly basis
2. Clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every 2 hours recommended for high-traffic areas
3. Fitting rooms and frequently touched surfaces within (e.g., benches, handles, hooks) should be disinfected by an employee after every use with a disinfectant with contact time (length of time to kill all bacteria and viruses) of 1 minute or less (see [EPA approved list of disinfectants](#)) OR fitting rooms should remain closed
 - a. If fitting rooms remain open, solid surfaces (e.g., tags and hangers of garments) should be sanitized before returning to sales floor. Bathing suits and undergarments may not be tried on by customers
4. Disinfect all returned items, either via use of disinfecting products or by removing and isolating the items for a recommended duration of at least 72 hours, before returning items to the sales floor

**ii. Encouraged best practices**

1. Checkout keypads and self-checkout stations are disinfected by an employee after every transaction using disinfectant with contact time (length of time to kill all bacteria and viruses) of 1 minute or less (see EPA approved list of disinfectants)
2. Shopping carts and baskets are disinfected by an employee after each use OR hand sanitization stations/ disinfecting wipes are placed near shopping carts and baskets for use by customers

STAFFING AND ATTENDANCE

i. Minimum guidelines

1. Maximum of 50% of store capacity OR 5 customers allowed per 1000 sq. ft. of retail space (see DCEO guidance)
2. Retailer should design a plan to allow for social distancing within the workplace and if needed, designate employee(s) to monitor capacity limits and social distancing
3. Retailer should limit the occupancy of common areas/ break rooms to allow for social distancing of 6-ft or greater by removing/decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirements

ii. Encouraged best practices

1. Stagger shift start and end times to minimize congregation of employees during changeovers
2. If practical, group employees in clusters and schedule groups on same shifts to reduce cross-team exposure



EXTERNAL INTERACTIONS

i. Minimum guidelines

1. Before allowing external supplier or non-customer visitor to enter, or while requiring them to wait in a designated area, retailer should ask whether external supplier or non-customer visitor is currently exhibiting COVID-19 symptoms
 - a. If practical, retailer should take external supplier or non-customer visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
2. Retailer should keep log of all external suppliers who enter premises
3. Suppliers and non-customer visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)



ii. Encouraged best practices

1. Limit contact between external suppliers/ non-customer visitors and employees

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CUSTOMER BEHAVIORS

i. Minimum guidelines

1. Customers should wear face coverings over their nose and mouth (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
2. Customers should not bring reusable shopping bags into stores



If you have questions or need additional support:
Please call our hotline at 1-800-252-2923
or e-mail us at ceo.support@illinois.gov
or return to illinois.gov/businessguidelines

Additional Resources:

- [CDC Interim Guidance for Businesses and Employers](#)
- [CDC Workplace Decision Tool](#)
- [IDPH Testing Guidance](#)
- [IDPH FAQs](#)
- [Symptoms of Coronavirus](#)
- [IDHR FAQ for Businesses Concerning Use of Face-Coverings During COVID-19](#)
- [CDC Guidelines on Cleaning and Disinfecting Your Facility](#)
- [CDC Guidance on Cleaning Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
- [EPA Disinfectants for Use Against SARS-CoV-2](#)



OFFICES GUIDELINES

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

PART OF PHASE 3 OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE III | ISSUED ON MAY 24, 2020

The Recovery Phase of the Restore Illinois public health approach to reopening the Illinois economy includes returning people to work, businesses reopening and group gatherings of 10 or fewer. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

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This document is applicable to businesses that meet the following criteria:

- Conduct operations from within non-customer-facing office spaces (standalone and within multi-tenant buildings)
 - i. Examples of businesses operating within offices include (non-exhaustive): legal services, accounting services, architectural/engineering design

Uniform guidelines across businesses, industries and nonprofits within the State of Illinois:

GENERAL HEALTH

i. Minimum guidelines

1. All employees who can work from home should continue to do so
2. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see IDHR’s guidance.
3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase III guidelines
4. Employer should provide hand washing capability or sanitizer to employees and if applicable, customers
5. Frequent hand washing by employees, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer should be available



HR AND TRAVEL POLICIES

i. Minimum guidelines

1. All employees should complete health and safety training related to COVID-19 when initially returning to work. Resources to design a training are posted on the DCEO Restore Illinois guidelines website
2. Employers should continue to limit all non-essential business travel
 - a. If employee must travel, employee should follow CDC considerations to protect themselves and others during trip
3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other CDC-identified symptoms), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations



ii. Encouraged best practices

1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

HEALTH MONITORING

i. Minimum guidelines

1. Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home
2. All employers should have a wellness screening program. Resources outlining screening program best practices are posted on the DCEO Restore Illinois website
 - a. Employer should conduct in-person screening of employees upon entry into workplace to verify no presence of COVID-19 symptoms
 - b. Employer should also conduct mid-shift screening to verify presence of COVID-19 symptoms (in person preferred, though virtually is permitted)
3. If employee does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed as soon after the confirmation of a positive test as practical
5. Where appropriate, notify employees who have been exposed
6. Any employee who has had close contact¹ with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop

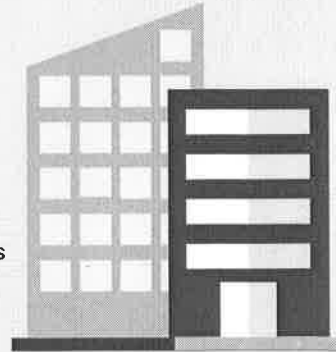


¹ Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

Guidelines specific to Offices:

PHYSICAL WORKSPACE**i. Minimum guidelines**

1. If multi-tenant building, landlord should:
 - a. Display signage at building entrances with face covering requirements, social distancing guidelines, and cleaning protocols, in multiple languages as needed
 - b. Display visual markers 6-ft. apart at any queue points (e.g., elevators, building entrances)
 - c. Limit elevator capacity to allow for 6-ft. social distance
 - d. Provide hand sanitizer at building entrances, elevators, and common areas
2. Tenant should:
 - a. Display signage at office entrances with face covering requirements, social distancing guidelines, and cleaning protocols, in multiple languages as needed
 - b. Allow for 6-ft. spacing between occupied, individual workstations OR if not practical, install an impermeable barrier between workstations
3. Water fountains, except for touchless water bottle refill stations, should be made unavailable for use (e.g. turned off, covered, area blocked)
 - a. If no touchless fountain is available, water may be served in sealed, single-use water bottles
4. Vending machines may remain in use, though should be sanitized after each use. Employers are encouraged place disinfectant wipes and hand sanitizer next to the machine for employee use

**ii. Encouraged best practices**

1. If practical, avoid seating employees facing each other
2. Encourage employees to remove personal items from desk to allow for easier cleaning (clean desk policy)
3. If practical, modify traffic flow to minimize contact (one-way traffic, designated entrance and exit)
4. Use of shared workspaces, desks, offices, etc. is discouraged to maximum extent practical
5. Reduce surface contact via no-touch doors and elevators, disposable desk/keyboard covers for shared workspaces
6. Minimize the use of shared work materials / equipment (e.g., copiers, office supplies)
7. If practical, reduce the use of shared papers and encourage use of digital tools
8. Limit usage of telephone receivers to one receiver per person. If headsets are required, employer should provide employees with headset for individual use
9. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical

DISINFECTING/CLEANING PROCEDURES**i. Minimum guidelines**

1. Cleaning and disinfecting of premises should be conducted in compliance with CDC protocols on a weekly basis
2. Clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every 2 hours recommended for high-traffic areas
3. Workstations should be disinfected by employees upon entering office and before leaving for the day, with cleaning products provided by tenant



STAFFING AND ATTENDANCE

i. Minimum guidelines

1. Maximum occupancy of 50% of office capacity
2. If multi-tenant building, landlord should design a plan to allow for social distancing within common areas and if needed, designate employee(s) to monitor capacity limits and social distancing in shared building areas (e.g., lobby, elevator)
3. Landlord and tenant should limit the occupancy of common areas/ break rooms to allow for social distancing of 6-ft or greater by removing/ decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirements



ii. Encouraged best practices

1. If practical, use tele- and video-conferencing while at desk
2. Coordinate employee arrival and departure times to adjust for limited elevator capacity and mitigate impact upon public transit capacity
3. Minimize the number of in-person meetings
4. If an in-person meeting is necessary, limit to 10 people with social distancing
5. Implement a process or tools to ensure employees are aware of available capacity before beginning their commute
6. Stagger shift start and end times to minimize congregation of employees during changeovers

EXTERNAL INTERACTIONS

i. Minimum guidelines

1. Before allowing external supplier or visitor to enter, or while requiring them to wait in a designated area, tenant should ask whether external supplier or visitor is currently exhibiting COVID-19 symptoms
 - a. If practical, tenant should take external supplier or visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
 - b. If multi-tenant building, landlord is responsible for screening at loading dock
2. Tenant should keep a log of all external suppliers and any visitors who enter the office
3. Suppliers and visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)



ii. Encouraged best practices

1. Limit contact between external suppliers/visitors and employees

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- [CDC Guidance on Cleaning Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
- [EPA Disinfectants for Use Against SARS-CoV-2](#)

THE SAFETY AND WELL-BEING OF CHILDREN

612 Only adults who are with or assisting children, using youth materials, or interacting with staff should enter the Kids & Teens Department.

Due to safety protocols to prevent the spread of COVID-19, children age 12 and under must be accompanied by an adult while using the library. If a child is unattended, library staff will find the adult or contact the parent to inform them of library policy. If a child age 12 and under is left unattended a second time, the adult will be informed that if this occurs a third time the child will not be allowed in the library building. If the child is age 7 and under and left alone repeatedly, the library staff will inform the adult that the library will consider contacting the Department of Children and Family Services (DCFS).

To ensure the safety of children, it is the parents' or guardians' responsibility to provide childcare; the library and its staff cannot provide this service. Children aged 7 and under must be accompanied by an adult or adolescent of at least 12 years of age who is near the child and attentive to their needs. Exception: When a child age 3 to 7 is in a library program that does not require the caregiver's attendance, the caregiver may leave the children's department to use another part of the library as long as the caregiver returns 5 minutes before the program is scheduled to end. The caregiver must remain in the library. If the caregiver is repeatedly late to meet the child following a program, the child may be removed from program enrollment.

If a child is unattended, library staff will find or call the parent to inform them of library policy. If the same child is left unattended a second time, the library staff will inform the parent that the library has been instructed by police to contact the Department of Children and Family Services (DCFS) if the child is left unattended again. If a child is unattended a third time, library staff will notify the Director who will consider contacting DCFS. There may be instances when staff allow a child to stay in the library if they believe it is in the best interest of the child.

If an unattended child age 12 and under is in the library at closing time or at the time of an emergency closing, the librarian in charge shall attempt to contact a parent or guardian by phone to come pick up the child immediately. If unsuccessful the librarian will contact the local police an hour after closing. At least two staff members will wait with the child until the parents or police arrive.

Complete review & revision 3/21/12, revision 8/21/13, revision 11/20/13, revision 12/18/13, complete review & revision approved 3/19/14, revision 10/21/15, complete review 5/18/16, revision approved 3/15/17, complete review & revisions approved 3/21/18, revision approved 11/20/19, revision approved 1/15/2020

FINANCIAL FORECAST

Renovation Budget \$1,300,000

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FISCAL YEAR ENDING JUNE 30 AS INDICATED

	#	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	projected <u>2020</u>
Revenues								
Taxes		3,249,958	3,305,184	3,384,502	3,397,576	3,475,052	3,385,027	3,594,099
taxes for bonds	#	244,535						
Intergovernmental	#	54,161	90,577	58,908	2,882	33,240	53,161	53,930
Desk monies	#	187,450	178,759	172,801	190,641	207,492	210,389	153,967
Interest	#	30,928	25,993	29,619	34,000	38,000	91,472	36,000
Miscellaneous	#	1,013	3,334	3,205	3,949	2,709	3,154	1,982
Total Revenues	#	3,768,045	3,603,847	3,649,035	3,629,048	3,756,493	3,743,203	3,839,978
Expenditures								
Personnel	#	2,437,574	2,517,170	2,629,943	2,618,962	2,691,934	2,719,679	2,611,951
Materials	#	474,667	473,567	463,236	476,858	469,172	469,515	463,615
Building	#	225,516	226,611	256,313	292,133	247,875	267,006	250,200
Technology	#	112,570	125,096	120,229	104,065	100,726	107,693	118,680
Operations	#	39,040	34,857	33,357	30,673	30,937	38,472	28,000
Contractual Service	#	17,472	20,534	16,813	16,842	12,720	13,809	21,000
Insurance	#	16,458	15,104	16,398	16,807	16,633	17,247	17,308
Public Information/Programs	#	63,125	58,767	74,797	63,395	61,111	66,023	60,000
Contingency	#	34,789	18,287	5,911	6,435	5,018	13,280	13,067
Debt Service	#	461,598						
	#							
Total Expenditures	#	3,882,809	3,489,993	3,616,997	3,626,170	3,636,126	3,712,724	3,583,821
Excess revenues over (under) expenditures	#	-114,764	113,854	32,038	2,878	120,367	30,479	256,157
District Fund Balance July 1	#	1,513,444	1,398,680	1,413,979	1,420,896	1,423,774	1,512,078	1,257,039
District Fund Balance June 30*	#	1,398,680	1,413,979	1,420,896	1,423,774	1,512,078	1,257,039	1,441,963
Capital Projects								
		88,555	8,509			6,498	187,287	50,000
		chiller	study room			HVAC motor	parking lot	renovation
		10,000	4,214			5,775	47,395	14,720
		YS furniture	sump pumps			HVAC repair	masonry	LED bulbs
			2,638			4,863	6,100	6,513
			fabric/chairs			landscape projects	self checkout soft	brick patio
			3,960			4,965	2,447	
			replay vinyl in exterior signs			sconce and globe lgt	self check computers	
			5,800			2,110	42,289	
			Technical Serv furniture			mid-kids lounge	servers/misc bldg	
						2,210		
						self-check computers		
						5,642		
						HVAC - pumps		

proposed <u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
3,740,844	3,815,661	3,891,974	3,969,814	4,049,210	4,130,194	4,212,798	4,297,054	4,382,995	4,470,655
53,161	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
105,800	170,000	173,400	176,868	180,405	184,013	187,694	191,448	195,277	199,182
0	3,839	5,458	4,116	6,080	8,867	11,799	15,488	19,658	24,328
2,400	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300
3,902,205	4,022,800	4,104,132	4,184,097	4,268,996	4,356,374	4,445,590	4,537,289	4,631,230	4,727,464
2,883,331	2,940,998	2,999,818	3,059,814	3,121,010	3,183,430	3,247,099	3,312,041	3,378,282	3,445,847
477,775	477,775	477,775	477,775	477,775	477,775	477,775	477,775	477,775	477,775
247,100	249,571	252,067	254,587	257,133	259,705	262,302	264,925	267,574	270,250
124,177	124,177	124,177	124,177	124,177	124,177	124,177	124,177	124,177	124,177
33,500	33,500	33,500	33,500	33,500	33,500	33,500	33,500	33,500	33,500
24,120	24,120	24,120	24,120	24,120	24,120	24,120	24,120	24,120	24,120
17,385	17,472	17,559	17,647	17,735	17,824	17,913	18,003	18,093	18,183
74,240	74,240	74,240	74,240	74,240	74,240	74,240	74,240	74,240	74,240
20,577									
3,902,205	3,941,853	4,003,256	4,065,860	4,129,691	4,194,771	4,261,126	4,328,780	4,397,760	4,468,092
0	80,948	100,877	118,237	139,305	161,603	184,465	208,509	233,469	259,372
1,441,963	191,963	272,911	205,787	304,024	443,329	589,932	774,397	982,906	1,216,375
191,963	272,911	205,787	304,024	443,329	589,932	774,397	982,906	1,216,375	363,747
1,250,000 renovation		40,000 generator 128000 boiler	20,000 servers		15,000 HVAC bearings				12,000 humidifier 1,000,000 renovation 100,000 roof

Budget FY2020/21

I approached this budget from the perspective of anticipating less use by patrons for a good portion of the fiscal year and possibly some reduction in property tax income.

Revenue:

This is a year that provides a higher CPI index for calculating the amount of property taxes we'll receive. We also have received word that we will be receiving a per capita grant amount of \$53,161.00. This is a guaranteed amount, we just don't know at what point in the fiscal year we'll receive it. For "Desk Monies" I have either greatly reduced the amount normally expected or zeroed it given the uncertainty of how patrons will use the library in the coming year.

Expenditures:

Through changes in staffing I'm able to keep the salary line flat. I also was able to keep the benefits line flat even with a calculated 10% increase. Even with the reduction in desk monies, we are able to maintain a healthy expenditure budget with a contingency amount of \$20,577. It's possible we will receive less property taxes and less desk monies than budgeted. To accommodate that, the contingency budget line of \$20,577 will not be spent until we have a better understanding of our revenue stream. Also, the personnel line includes a vacant librarian position which, between salaries and benefits, has a value of \$61,000. Again, I'll wait to assess the revenue stream before making a decision on pursuing hiring of that position. Another area that can be managed if we need to reduce spending is the staff development line. Also, I budgeted \$36,000 for the newsletter plus \$2,200 for informational printing, but we've been rethinking what types of mailings should go to residents and what should be maintained online and there are ways to save costs in those budget lines.

Operating Budget 2020/2021 Overview

<u>Expenditures</u>		Percentage Operating	<u>Revenue</u>		Percentage Revenue
Personnel	\$2,883,331.00	73.89%	Property Taxes	\$3,740,844.00	95.86%
Materials	\$477,775.00	12.24%	State Grant	\$53,161.00	1.36%
Building	\$247,100.00	6.33%	Interest	\$0.00	0.00%
Operations	\$33,500.00	0.86%	Desk Monies	\$105,800.00	2.71%
Technology	\$124,177.00	3.18%	Other Income	\$2,400.00	0.06%
Contractual	\$24,120.00	0.62%			
Insurance	\$17,385.00	0.45%			
Public Information/Program	\$74,240.00	1.90%	Total	3,902,205.00	
Contingency	\$20,577.00	0.53%			
Total operating budget	\$3,902,205.00				

FY2020/21 Revenue

2019/20

2020/21

PROPERTY TAX & LEVY INTEREST

41100 · Property Taxes	3,659,490.00	3,740,844.00
41150 · Non-current Property Taxes	0.00	0.00
43100 · Interest-Tax Levy	0.00	0.00

TOTAL PROPERTY TAX & LEVY INTEREST	3,659,490.00	3,740,844.00
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INTERGOVERNMENTAL

42200 · Per Capita Grant	53,161.00	53,161.00
42300 · LIMRiCC	0.00	0.00

TOTAL INTERGOVERNMENTAL	53,161.00	53,161.00
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INTEREST

43500 · Interest - Investment	15,000.00	0.00
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TOTAL INTEREST	15,000.00	0.00
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DESK MONIES

45100 · Copier	4,600.00	2,300.00
45120 · Computer Copies	15,000.00	7,500.00
45130 · Fax	1,000.00	500.00
45200 · Fines/Fees	50,000.00	25,000.00
45250 · Gifts/Donations	500.00	500.00
45300 · Lost Materials	8,000.00	4,000.00
45350 · Non-Resident Fees	92,000.00	47,000.00
45400 · DVD Fines	1,200.00	0.00
45450 · Top Picks	400.00	0.00
45550 · Meeting Room Rental	400.00	0.00
45600 · ILL Fees	1,000.00	500.00
45650 · 3D Printing	250.00	250.00
45660 · Carvey	50.00	50.00
45700 · Passport Fees	25,000.00	17,500.00
45750 · Notary Fees	1,400.00	700.00

TOTAL DESK MONIES	200,800.00	105,800.00
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OTHER INCOME

46500 · OCLC Refund	700.00	250.00
46700 · Miscellaneous	2,000.00	2,000.00
46800 · Collection Agency Fee	200.00	150.00

TOTAL OTHER INCOME	2,900.00	2,400.00
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GRAND TOTAL	3,931,351.00	3,902,205.00
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2020/2021 Operating Budget - Expenditures

72

	2019/20	2020/21	
<u>Personnel</u>			
Salaries	2,294,105	2,294,105	stay flat
Benefits - Med/Life Ins	174,732	174,732	stay flat but does include 10% increase
Benefits - IMRF	201,318	219,079	IMRF rate went up
Benefits - FICA	170,513	170,513	
Staff development	20,000	15,200	
Board development	1,000	750	
Worker's compensation	6,263	5,952	
Unemployment insuranc	2,847	3,000	
Total Personnel	2,870,778	2,883,331	
<u>Materials</u>			
Books	227,400	226,900	
Periodicals	30,025	26,325	
Audio	52,350	51,350	
Video	44,950	43,950	
Streaming	31,000	34,000	
Multi-Media	11,250	11,250	
Electronic ref. resources	64,640	55,000	savings through SWAN group purchase
Software/Games	7,000	7,000	
ESL	1,000	1,000	
Processing supplies	21,000	21,000	
Total Materials	490,615	477,775	
<u>Building</u>			
Cleaning service	71,500	71,500	
Water/Sewer	7,500	10,000	
Gas	12,000	10,000	better pricing
Electric	63,000	58,000	better pricing
Telephone	4,400	5,500	
Maintenance supplies	17,000	17,000	
Bldg maintenance/repair	30,000	30,000	
Security system	800	700	
Property maintenance	40,000	40,000	
Garbage disposal	4,000	4,400	
Total Building	250,200	247,100	
<u>Operations</u>			
Supplies - office	13,000	12,000	
Photocopy supplies	5,000	5,000	
Patron card supplies	600	600	
Postage	4,400	4,100	
Postage - Passports	2,300	2,300	
Non-payment reimburse	2,000	1,500	
Admin staff travel	750	1,500	
Organizational members	3,500	3,500	
Bank fees	3,000	3,000	
Total Operations	34,550	33,500	

Technology

Public toner	9,000	10,000
Staff toner	7,000	6,000
Maker supplies	700	200
Automation - prof service	5,000	5,000
Purchase of equipment	17,122	17,000
Automation equipment n	9,868	13,979
Software	9,300	9,545
SWAN maintenance	47,166	47,988
Telecommunications	13,524	14,465
Total Automation	118,680	124,177

Contractual Services

General prof. services	0	9,000 graphic artist
Legal	4,000	4,000
Audit	4,000	4,000
Credit bureau	900	900
Equipment - photocopier	5,500	6,000
Bond Registrar	220	220
Total Contractual Service	14,620	24,120

Insurance

Multi peril - physical & lie	11,323	11,941
Bonding	1,370	1,160
Officers/directors	2,511	2,009
Umbrella liability	2,150	2,275
Total Insurance	17,354	17,385

Public Information/Programs

Marketing supplies	500	500
Advertising	840	840
Newsletter	36,000	36,000
eNewsletter	2,000	2,000
Informational printing	2,200	2,200
Legal notices	1,500	1,500
Programs	29,200	31,200

Total Public Information	72,240	74,240
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Contingency	10,000	20,577
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Total Expenditures	3,879,037	3,902,205
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Total Operating Revenue	3,929,591	3,902,205
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Difference	50,554	0
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**Salary Schedule Library Comparisons - minimum salaries
FY2020/2021**

IPPL ranked
within each position
(low salary ranked 1)

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	IPPL curre	proposed	Downers	Woodridge	Tinley Park	Lisle	Orland Park	Oak Lawn	Westmont	
	minimum:	minimums								
asst director	67,105	71,802.35	76,498.00		82,601.00	72,706.00	74,987.00		66,254.00	2 out of 6
dept head	58,815	59,991.30	58,421.00	59,634.00	67,861.00	63,904.00	59,726.00	59,914.00	55,212.00	6 out of 8
asst dept hea	51,297	52,066.46	51,054.00	51,275.00		49,398.00	53,303.00	53,734.00		4 out of 6
librarian	45,409	46,090.14	44,616.00	44,090.00	50,533.00	43,357.00	42,453.00	48,192.00	46,010.00	6 out of 8
marketing	45,409	46,090.14	44,616.00	59,634.00	50,533.00	38,092.00	56,515.00	48,192.00	43,738.00	4 out of 8
office coord	45,409	46,090.14	44,616.00	51,275.00	61,509.00	38,092.00	47,570.00	59,914.00	41,827.00	4 out of 8
admin associ:	15.64	15.87	17.47	19.44	19.96	17.17	13.81	18.41		2 out of 7
Asst Head Cir:	20.52	20.83	19.99	22.60	18.09	22.23	19.43	18.41		5 out of 7
asst. circ supe	15.64	15.87		19.44			15.48			2 out of 3
AS/YS associa	15.64	15.87	15.27	20.49	18.09	17.17	17.34	17.04	15.81	3 out of 8
technology as	15.64	15.87	17.47			19.53	17.34	16.77		1 out of 5
circ associate	13.78	13.99	13.34	13.76	13.48	13.26	12.33	12.79	13.20	8 out of 8
tech serv assc	13.78	13.99	15.27	16.72	14.86	17.17	13.81	14.61	13.20	3 out of 8
Tech Desk As:	13.78	13.99	15.27		13.48		12.33			3 out of 4
tech serv assc	12.16	12.34		12.08	13.48	13.26	12.33	12.79	11.50	5 out of 7
page	9.59	10.00	10.19	11.08	10.00	10.00	10.00	10.00	11.00	



Meeting Ground Rules

- Respect other people, their ideas and opinions.
- Do not interrupt others.
- Try to say it in 25 words or less.
- Speak only to the topic at hand.
- No side conversations.
- When an idea has been stated previously and you agree, only speak when you have something new to add.
- Everyone gets a chance to share their opinion before someone speaks again.
- Speaking briefly and staying focused is everyone's responsibility. This will make the meeting run smoothly.
- Respond to people in a non-dismissive, respectful manner.
- Insure everyone has an equal voice.
- These are everybody's rules and everyone is responsible for seeing that they are followed.