

**Winnetka-Northfield Public Library District
Regular Meeting of The Board Of Trustees**

**THE MEETING WILL BEGIN AT 7:00 PM VIA ZOOM, INSTRUCTIONS TO JOIN POSTED
AT WWW.WINNETKALIBRARY.ORG**

**Pursuant to the Governor’s Covid-19 Executive Order No. 5, issued March 16, 2020, the provision
of the Open Meetings Act, 5 ILCS 120, requiring or relating to in-person attendance by members of
a public body are suspended.**

AGENDA

Monday, June 15, 2020

7:00 PM

I. Call to Order

II. Roll Call

III. Public Comments

IV. Vote to Approve Consent Agenda*

All items listed will be enacted by one vote. There will be no separate discussion on these items unless a Library Board member so requests, in which event, the item will be removed from the Consent Agenda and added to the Agenda for separate consideration.

- Minutes of the May 18, 2020 Regular Meeting*
- Minutes of the June 3, 2020 Study Session*

V. Financial Report

- Approve May 2020 Financial Statements*

VI. Library Reports

- Director’s Report (Interim Director Compton-Dzak)*
- Board President’s Comments (President Ruiz-Funes)

VII. Liaisons to Other Organizations – Reports

- Winnetka Village (Trustee Johnson)
- Northfield Village (Trustee Shoup)

VIII. Unfinished Business

- Presentation and vote on Fiscal Year 2020-2021 Working Budget* (Interim Director Compton-Dzak)
- Discussion and vote on amended patio plans
- Update on library director search (President Ruiz-Funes)

IX. New Business

- Discussion of District COVID Response Plan*
- Vote to cancel the August 3, 2020 Board Study Session and change date of August 17, 2020 Regular Board Meeting to August 18, 2020

X. Communications

- The District remains closed to the public due to the COVID-19 pandemic.
- Contactless pickup, or “curbside service” began on June 1, 2020 and materials returns will be accepted starting June 22, 2020.

*Attachments

**Winnetka-Northfield Public Library District
Regular Meeting of The Board Of Trustees**

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**Pursuant to the Governor's Covid-19 Executive Order No. 5, issued March 16, 2020, the provision
of the Open Meetings Act, 5 ILCS 120, requiring or relating to in-person attendance by members of
a public body are suspended.**

XI. Adjourn to Closed Session

• Closed Session

5 ILCS 120/2(c)(11): To discuss pending litigation.

5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation,
discipline, performance, or dismissal of a specific employee of the library district.

XII. Return to Open Session

XIII. Vote to Approve Employment Claim Agreement

XIV. Public Comments

XV. Adjournment

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
MINUTES OF A REGULAR MEETING
OF THE BOARD OF TRUSTEES**

May 18, 2020

I. Call to Order

The meeting was held virtually via Zoom due to the COVID-19 pandemic. President Ruiz-Funes called the meeting to order at 7:01 p.m. A quorum was present.

II. Roll Call

Present: President Jean-Paul Ruiz-Funes, and Trustees Suzie Shoup, Brian Johnson, Travis Gosselin, Katherine Casale MacNally and Deborah Vandergrift; and Interim Library Director Emily Compton-Dzak.

Absent: Trustee Raheela Anwar

Present were library employees; Nicola White (Administrative Assistant) and Mark Swenson (Head of Information Technology). Present was Winnetka resident Jeffrey Liss. Present was Northfield resident Andy Katlin. Present was Northbrook resident Susan Kelly.

III. Public Comments

President Ruiz-Funes read a comment from Northfield resident Carol Ritchell. Ms. Ritchell thanked the Board for their research regarding reopening the District. She also expressed concern with the District's human resources firm and the minutes of previous meetings.

Northfield resident Andy Katlin commented on the director search process.

Northbrook resident Susan Kelly commented on the District's digital collections and the director search process.

IV. Vote to Approve Consent Agenda

- Minutes of the April 20, 2020 Regular Meeting
- Minutes of the May 6, 2020 Study Session

A MOTION was made by Trustee Shoup to approve the Consent Agenda and seconded by Trustee Casale MacNally.

The MOTION passed on a voice vote.

V. Financial Report

Interim Director Compton-Dzak presented the April 2020 Financial Statements.

A MOTION was made by Trustee Vandergrift to approve the April 2020 Financial Statements and seconded by Trustee Casale MacNally.

The MOTION passed on a voice vote.

VI. Library Report

LIBRARY DIRECTOR'S REPORT:

Interim Director Compton-Dzak reported:

- Youth Collection Development Librarian Kate Fuentes did a remarkable job transitioning the youth digital collections by bulking up ordering and cleaning up the look of our CloudLibrary and Overdrive pages.
- The District issued 56 temporary library cards in April, totaling 123 since the closure.
- Virtual branch circulation is up by 75% with the biggest increase in TV and movie platforms.
- Summer Reading will be virtual; the District is collaborating with the Book Stall to provide electronic gift cards as finishing prizes. All other grand prizes will benefit local businesses.
- Staff are experimenting with various outreach projects to engage with the community. Youth Services staff have reached out to local school partners to offer virtual visits and filmed book talks.
- Programming Librarian Steve Kline is working with the fire department to 3D print ear-savers.
- Staff at all levels are continuing with professional development training.
- The District is in the final editing stages of *The Source*, which will be hitting homes on May 23, 2020.
- The District has added two new guiding principles to the reopening plan:
 - The District will communicate reopening phase plans via multiple channels, including the library website and email updates.
 - Considering increased awareness and usage of the District's digital resources, the District will continue to monitor and respond to digital resource demand through reopening and beyond.
- The first phase of reopening is curbside service, which will begin June 1, 2020.

BOARD PRESIDENT'S REPORT:

President Ruiz-Funes reported:

- The District has done an excellent job reacting and adapting to the new environment by prioritizing the safety of patrons and staff and expanding the digital collection.
- Total circulation in April is only 20% of the total circulation for a typical month. He stated that the District needs a better understanding of this circulation data and how we compare to other libraries.
- The District should gain a better understanding of patrons' expectations and concerns going forward, and how they plan to use the library once the buildings reopen.

VII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- Trustee Johnson stated that there was nothing new to report.
- *Northfield Village*- Trustee Shoup reported that there will be a Northfield Village meeting on May 19, 2020.

VIII. Unfinished Business

- *Discussion of library reopening plans, beginning with curbside service*
Interim Director Compton-Dzak reported:
 - Curbside service is the first phase of reopening the Library District.
 - Curbside service will be available by appointment daily between 1 p.m. and 5 p.m.
 - The number of staff in the building will be very limited; staff will be using pod scheduling, wearing masks and gloves, and practicing strict social distancing.
 - The Facilities team has deep cleaned and increased airflow.

- *Discussion of Working Budget Draft for Fiscal Year 2020-2021*
Interim Director Compton-Dzak gave an update on the working budget draft for fiscal year 2020-2021. The Board discussed the budget.

IX. New Business

- *Presentation and Discussion of Director Search Process by Bradbury Miller Associates*
Jobeth Bradbury presented the director search process, and the Board discussed the details of the process.

X. Communications

- *The District remains closed to the public due to the COVID-19 pandemic.*
- *Contactless pickup, or “curbside service” is scheduled to begin on June 1, 2020.*

XI. Public Comments

No public comments.

XII. Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Casale MacNally and seconded by Trustee Gosselin. The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 9:11 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Jean-Paul Ruiz-Funes, President

_____ Suzanne Shoup, Secretary

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
MINUTES OF A STUDY SESSION
OF THE BOARD OF TRUSTEES**

June 3, 2020

I. Call to Order

The meeting was held virtually via Zoom due to the COVID-19 pandemic. President Ruiz-Funes called the meeting to order at 7:01 p.m. A quorum was present.

II. Roll Call

Present: President Jean-Paul Ruiz-Funes, and Trustees Suzie Shoup, Brian Johnson, Travis Gosselin, Raheela Anwar, and Katherine Casale MacNally; and Interim Library Director Emily Compton-Dzak.

Absent: Trustee Deborah Vandergrift

Present were library employees; Nicola White (Administrative Assistant) and Mark Swenson (Head of Information Technology). Present was Winnetka resident Jeffrey Liss.

III. Public Comments

No public comments.

IV. Discussion of Budget for Fiscal Year 2020-2021

Interim Director Compton-Dzak presented the budget draft for fiscal year 2020-2021. The Board discussed the budget.

V. Update on District Reopening Plans

Interim Director Compton-Dzak reported:

- The first two days of curbside pickup went very smoothly, with 100% of appointments booked.
- The next phase of the reopening plan is accepting returns; the management team is finalizing that procedure and hopes to have a start date for returns soon.
- RAILS is planning to restart deliveries within the next two weeks and is recommending a 7-day quarantine for returned materials.
- Northshore libraries are communicating closely about building reopening plans; most directors have stated that their building reopening dates are solidly TBD.

VI. Public Comments

Winnetka resident Jeffrey Liss commented on the District's reopening plans and curbside pickup service.

VII. Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Anwar and seconded by Trustee Casale MacNally. The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 7:55 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Jean-Paul Ruiz-Funes, President

_____ Suzanne Shoup, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 11 Months Ended May 31, 2020

Ideal Budget Percentage Spent: 91.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Revenues					
Library Fund	4,093,135.00	3,752,040.42	4,244,053.38	103.69 %	492,012.96
IMRF Fund	88,200.00	80,850.00	90,994.97	103.17 %	10,144.97
FICA Fund	24,500.00	22,458.33	25,276.34	103.17 %	2,818.01
Building Fund	147,000.00	134,750.00	151,657.93	103.17 %	16,907.93
Unemployment Fund	10.00	9.17	10.04	100.40 %	0.87
Total Revenues	<u>4,352,845.00</u>	<u>3,990,107.92</u>	<u>4,511,992.66</u>	<u>103.66 %</u>	<u>521,884.74</u>
Expenses					
Library Fund	3,798,154.00	3,481,641.17	2,696,581.15	71.00 %	(785,060.02)
IMRF Fund	111,000.00	101,750.00	97,369.19	87.72 %	(4,380.81)
FICA Fund	123,000.00	112,750.00	105,452.16	85.73 %	(7,297.84)
Building Fund	286,146.00	262,300.50	265,717.50	92.86 %	3,417.00
Unemployment Fund	<u>1,000.00</u>	<u>916.67</u>	<u>3,502.00</u>	<u>350.20 %</u>	<u>2,585.33</u>
Total Expenses	<u>4,319,300.00</u>	<u>3,959,358.33</u>	<u>3,168,622.00</u>	<u>73.36 %</u>	<u>(790,736.33)</u>
Total Revenues	4,352,845.00	3,990,107.92	4,511,992.66	103.66 %	521,884.74
Total Expenses	<u>4,319,300.00</u>	<u>3,959,358.33</u>	<u>3,168,622.00</u>	<u>73.36 %</u>	<u>790,736.33</u>
Excess Revenues less Expenses	<u>33,545.00</u>	<u>30,749.59</u>	<u>1,343,370.66</u>	<u>4,004.68 %</u>	<u>1,312,621.07</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 11 Months Ended May 31, 2020

Ideal Budget Percentage Spent: 91.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Operating Revenue					
Property Tax	3,835,439.00	3,515,819.08	4,014,845.62	104.68 %	499,026.54
Replacement Tax	20,000.00	18,333.33	22,971.53	114.86 %	4,638.20
Collections	155,696.00	142,721.33	87,056.62	55.91 %	(55,664.71)
Materials	12,000.00	11,000.00	6,938.96	57.82 %	(4,061.04)
Other Income	70,000.00	64,166.67	112,240.65	160.34 %	48,073.98
Total Operating Revenue	<u>4,093,135.00</u>	<u>3,752,040.42</u>	<u>4,244,053.38</u>	<u>103.69 %</u>	<u>492,012.96</u>
Operating Expenses					
Personnel	1,790,000.00	1,640,833.33	1,557,122.61	86.99 %	(83,710.72)
Administration	214,204.00	196,353.67	201,079.14	93.87 %	4,725.47
Utilities	97,700.00	89,558.33	65,240.93	66.78 %	(24,317.40)
IT Services	171,250.00	156,979.17	150,848.20	88.09 %	(6,130.97)
Public Relations	45,000.00	41,250.00	29,650.18	65.89 %	(11,599.82)
Library Materials - Adult	561,000.00	514,250.00	492,964.41	87.87 %	(21,285.59)
Library Materials - Youth	89,900.00	82,408.33	58,306.64	64.86 %	(24,101.69)
Programs	79,100.00	72,508.33	55,889.18	70.66 %	(16,619.15)
Capital	750,000.00	687,500.00	83,014.76	11.07 %	(604,485.24)
Total Operating Expenses	<u>3,798,154.00</u>	<u>3,481,641.17</u>	<u>2,696,581.15</u>	<u>71.00 %</u>	<u>(785,060.02)</u>
Total Revenues	4,093,135.00	3,752,040.42	4,244,053.38	103.69 %	492,012.96
Total Expenses	<u>3,798,154.00</u>	<u>3,481,641.17</u>	<u>2,696,581.15</u>	71.00 %	(785,060.02)
Excess Revenues less Expenses	<u>294,981.00</u>	<u>270,399.25</u>	<u>1,547,472.23</u>	<u>524.60 %</u>	<u>1,277,072.98</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 11 Months Ended May 31, 2020

Ideal Budget Percentage Spent: 91.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
GENERAL FUND					
Revenues					
Taxes					
Property Taxes Collections	3,835,439.00	3,515,819.08	3,997,151.79	104.22 %	481,332.71
Property Taxes Collections-Liability	0.00	0.00	12,638.15	0.00	12,638.15
Property Taxes Collections-Audit	0.00	0.00	5,055.68	0.00	5,055.68
Replacement Tax	<u>20,000.00</u>	<u>18,333.33</u>	<u>22,971.53</u>	<u>114.86 %</u>	<u>4,638.20</u>
Total Taxes	<u>3,855,439.00</u>	<u>3,534,152.42</u>	<u>4,037,817.15</u>	<u>104.73 %</u>	<u>503,664.73</u>
Collections					
Per Capita Grant	21,696.00	19,888.00	21,696.25	100.00 %	1,808.25
Kenilworth Services	100,000.00	91,666.67	50,793.76	50.79	(40,872.91)
Fines - Winnetka	25,000.00	22,916.67	13,320.62	53.28	(9,596.05)
Studio Fees	4,500.00	4,125.00	1,003.17	22.29	(3,121.83)
Lost/Damaged Mat.-Winnetka	4,500.00	4,125.00	91.58	2.04	(4,033.42)
Library Programs - Winnetka	<u>0.00</u>	<u>0.00</u>	<u>151.24</u>	<u>0.00</u>	<u>151.24</u>
Total Collections	<u>155,696.00</u>	<u>142,721.33</u>	<u>87,056.62</u>	<u>55.91 %</u>	<u>(55,664.71)</u>
Materials					
Copy/Printing - Winnetka	10,000.00	9,166.67	4,834.98	48.35 %	(4,331.69)
Book Sales - Winnetka	<u>2,000.00</u>	<u>1,833.33</u>	<u>2,103.98</u>	<u>105.20</u>	<u>270.65</u>
Total Materials	<u>12,000.00</u>	<u>11,000.00</u>	<u>6,938.96</u>	<u>57.82 %</u>	<u>(4,061.04)</u>
Other Income					
Checking Interest Income	45,000.00	41,250.00	2,703.47	6.01 %	(38,546.53)
Byline Bank IMA Interest	0.00	0.00	103,406.43	0.00	103,406.43
Change on Investment Value	0.00	0.00	3,051.01	0.00	3,051.01
Money Market-Interest	0.00	0.00	531.01	0.00	531.01
Misc. Revenue - Winnetka	0.00	0.00	2,383.02	0.00	2,383.02
Contributions	25,000.00	22,916.67	0.00	0.00	(22,916.67)
Gift Fund (under \$100)	<u>0.00</u>	<u>0.00</u>	<u>165.71</u>	<u>0.00</u>	<u>165.71</u>
Total Other Income	<u>70,000.00</u>	<u>64,166.67</u>	<u>112,240.65</u>	<u>160.34 %</u>	<u>48,073.98</u>
Total Revenue	<u>4,093,135.00</u>	<u>3,752,040.42</u>	<u>4,244,053.38</u>	<u>103.69 %</u>	<u>492,012.96</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 11 Months Ended May 31, 2020

Ideal Budget Percentage Spent: 91.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
GENERAL FUND					
Expenses					
Personnel					
Personnel	0.00	0.00	450.00	0.00 %	450.00
Salaries	1,610,000.00	1,475,833.33	1,432,588.08	88.98	(43,245.25)
Health Insurance	155,000.00	142,083.33	116,959.43	75.46	(25,123.90)
Flu Vaccination	500.00	458.33	80.41	16.08	(377.92)
Employee Asst. Program	1,500.00	1,375.00	320.00	21.33	(1,055.00)
Conferences	20,000.00	18,333.33	6,298.19	31.49	(12,035.14)
Flexible Spending Account	<u>3,000.00</u>	<u>2,750.00</u>	<u>426.50</u>	<u>14.22</u>	<u>(2,323.50)</u>
Total Personnel	<u>1,790,000.00</u>	<u>1,640,833.33</u>	<u>1,557,122.61</u>	<u>86.99 %</u>	<u>(83,710.72)</u>
Administration					
Audit Fees	11,050.00	10,129.17	9,850.00	89.14 %	(279.17)
Library Supplies	35,000.00	32,083.33	29,842.99	85.27	(2,240.34)
Office Supplies	8,000.00	7,333.33	4,106.88	51.34	(3,226.45)
Breakroom Supplies	1,500.00	1,375.00	2,432.52	162.17	1,057.52
Postage	4,500.00	4,125.00	2,579.73	57.33	(1,545.27)
Hospitality	6,000.00	5,500.00	157.05	2.62	(5,342.95)
Accounting and Bookkeeping	20,004.00	18,337.00	16,670.00	83.33	(1,667.00)
Legal Notices	1,000.00	916.67	756.54	75.65	(160.13)
Delivery Service	8,000.00	7,333.33	5,760.00	72.00	(1,573.33)
Payroll Services	9,000.00	8,250.00	8,678.47	96.43	428.47
Liability Insurance Costs	30,000.00	27,500.00	15,137.00	50.46	(12,363.00)
Workers Compensation Insurance	0.00	0.00	3,302.00	0.00	3,302.00
ILL Fees	150.00	137.50	(21.95)	(14.63)	(159.45)
Board Expenses	1,000.00	916.67	24.99	2.50	(891.68)
Memberships	6,000.00	5,500.00	2,077.00	34.62	(3,423.00)
Staff Recognition/Events/Meetings	5,000.00	4,583.33	7,824.69	156.49	3,241.36
Director's Expenses	500.00	458.33	0.00	0.00	(458.33)
Legal	12,000.00	11,000.00	20,081.55	167.35	9,081.55
Architects	0.00	0.00	6,157.90	0.00	6,157.90
Building Appraisal	500.00	458.33	0.00	0.00	(458.33)
Other Consultations	15,000.00	13,750.00	29,582.76	197.22	15,832.76
Investment Fees	0.00	0.00	6,806.58	0.00	6,806.58
HR Consultant	40,000.00	36,666.67	28,852.50	72.13	(7,814.17)
Miscellaneous	<u>0.00</u>	<u>0.00</u>	<u>419.94</u>	<u>0.00</u>	<u>419.94</u>
Total Administration	<u>214,204.00</u>	<u>196,353.67</u>	<u>201,079.14</u>	<u>93.87 %</u>	<u>4,725.47</u>
Utilities					
Electricity - Winnetka	49,000.00	44,916.67	35,657.88	72.77 %	(9,258.79)
Water - Winnetka	5,700.00	5,225.00	2,552.34	44.78	(2,672.66)
Storm Sewer - Winnetka	1,900.00	1,741.67	1,464.76	77.09	(276.91)
Natural Gas - Winnetka	14,000.00	12,833.33	7,872.95	56.24	(4,960.38)
Telephone - Winnetka	10,000.00	9,166.67	8,753.85	87.54	(412.82)
Internet Services	<u>17,100.00</u>	<u>15,675.00</u>	<u>8,939.15</u>	<u>52.28</u>	<u>(6,735.85)</u>
Total Utilities	<u>97,700.00</u>	<u>89,558.33</u>	<u>65,240.93</u>	<u>66.78 %</u>	<u>(24,317.40)</u>
Information Technology					
CCS Operating	83,250.00	76,312.50	75,902.00	91.17 %	(410.50)
Software	35,000.00	32,083.33	27,274.55	77.93	(4,808.78)
LAN Management	50,000.00	45,833.33	45,139.80	90.28	(693.53)
Hardware	0.00	0.00	316.95	0.00	316.95

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 11 Months Ended May 31, 2020

Ideal Budget Percentage Spent: 91.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
GENERAL FUND					
Technology/Website	3,000.00	2,750.00	2,214.90	73.83	(535.10)
Total Information Technology	<u>171,250.00</u>	<u>156,979.17</u>	<u>150,848.20</u>	<u>88.09 %</u>	<u>(6,130.97)</u>
Public Relations					
PR E-Marketing	1,500.00	1,375.00	1,720.16	114.68 %	345.16
PR Promotional	7,000.00	6,416.67	2,053.29	29.33	(4,363.38)
PR Source	25,000.00	22,916.67	17,429.91	69.72	(5,486.76)
PR Supplies	8,000.00	7,333.33	5,858.68	73.23	(1,474.65)
PR Advertising	3,500.00	3,208.33	2,588.14	73.95	(620.19)
Total Public Relations	<u>45,000.00</u>	<u>41,250.00</u>	<u>29,650.18</u>	<u>65.89 %</u>	<u>(11,599.82)</u>
Library Materials - Adult					
Books-Fiction-Adult-Winnetka	79,000.00	72,416.67	56,568.11	71.61 %	(15,848.56)
Books-Non-Fiction-Adult-Winnetka	77,000.00	70,583.33	57,261.35	74.37	(13,321.98)
Periodicals-Winnetka	28,000.00	25,666.67	36,660.10	130.93	10,993.43
DVDs-Adult-Winnetka	53,000.00	48,583.33	37,790.09	71.30	(10,793.24)
Audio Books-Adult-Winnetka	34,000.00	31,166.67	22,352.92	65.74	(8,813.75)
Books-Digital-Winnetka	185,000.00	169,583.33	202,901.18	109.68	33,317.85
Online Database	105,000.00	96,250.00	79,430.66	75.65	(16,819.34)
Total Library Materials - Adult	<u>561,000.00</u>	<u>514,250.00</u>	<u>492,964.41</u>	<u>87.87 %</u>	<u>(21,285.59)</u>
Library Materials - Youth					
Books-Fiction-Juv-Winnetka	18,000.00	16,500.00	11,308.63	62.83 %	(5,191.37)
Books-Non-Fiction, Easy, & JH-Winnetka	17,000.00	15,583.33	2,520.03	14.82	(13,063.30)
DVDs-Juv-Winnetka	12,500.00	11,458.33	10,040.71	80.33	(1,417.62)
Audio Books-Juv-Winnetka	12,000.00	11,000.00	9,859.64	82.16	(1,140.36)
Music-Juv-Winnetka	900.00	825.00	368.10	40.90	(456.90)
Books-Easy-Winnetka	18,500.00	16,958.33	12,334.81	66.67	(4,623.52)
Books-Jr. High-Winnetka	11,000.00	10,083.33	5,756.15	52.33	(4,327.18)
Books-Non-Fiction-Winnetka	0.00	0.00	6,118.57	0.00	6,118.57
Total Library Materials - Youth	<u>89,900.00</u>	<u>82,408.33</u>	<u>58,306.64</u>	<u>64.86 %</u>	<u>(24,101.69)</u>
Programs					
Summer Reading	11,100.00	10,175.00	7,171.81	64.61 %	(3,003.19)
Program Supplies-Winnetka	0.00	0.00	711.06	0.00	711.06
Program Performers Fees-Winnetka	0.00	0.00	965.00	0.00	965.00
Program Supplies-Winnetka	0.00	0.00	(300.00)	0.00	(300.00)
Program Performers Fee-Winnetka	0.00	0.00	(275.00)	0.00	(275.00)
Studio General Supplies	7,500.00	6,875.00	6,133.63	81.78	(741.37)
OBTV	17,000.00	15,583.33	12,516.19	73.62	(3,067.14)
Programming - Youth	16,500.00	15,125.00	9,039.16	54.78	(6,085.84)
Programming - Adult	22,000.00	20,166.67	17,961.09	81.64	(2,205.58)
Studio Maintenance/Repair	5,000.00	4,583.33	1,966.24	39.32	(2,617.09)
Total Programs	<u>79,100.00</u>	<u>72,508.33</u>	<u>55,889.18</u>	<u>70.66 %</u>	<u>(16,619.15)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 11 Months Ended May 31, 2020

Ideal Budget Percentage Spent: 91.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>GENERAL FUND</u>					
Capital					
Building	155,000.00	142,083.33	0.00	0.00 %	(142,083.33)
Equipment/Furniture	500,000.00	458,333.33	11,305.43	2.26	(447,027.90)
Computer Equipment	<u>95,000.00</u>	<u>87,083.33</u>	<u>71,709.33</u>	<u>75.48</u>	<u>(15,374.00)</u>
Total Capital	<u>750,000.00</u>	<u>687,500.00</u>	<u>83,014.76</u>	<u>11.07 %</u>	<u>(604,485.24)</u>
Total Expenses	<u>3,798,154.00</u>	<u>3,481,641.17</u>	<u>2,696,581.15</u>	<u>71.00 %</u>	<u>(785,060.02)</u>
Excess Revenues less Expenses	<u>294,981.00</u>	<u>270,399.25</u>	<u>1,547,472.23</u>	<u>524.60 %</u>	<u>1,277,072.98</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 11 Months Ended May 31, 2020

Ideal Budget Percentage Spent: 91.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
BUILDING FUND					
Revenues					
Property Taxes Collections-Building	147,000.00	134,750.00	151,657.93	103.17 %	16,907.93
Total Revenue	<u>147,000.00</u>	<u>134,750.00</u>	<u>151,657.93</u>	<u>103.17 %</u>	<u>16,907.93</u>
Expenses					
Northfield Lease	66,196.00	60,679.67	48,061.89	72.61 %	(12,617.78)
Janitorial Supplies	8,500.00	7,791.67	9,662.36	113.67	1,870.69
Snow Removal	8,000.00	7,333.33	4,669.76	58.37	(2,663.57)
Photocopier Leases	40,000.00	36,666.67	29,554.21	73.89	(7,112.46)
Phone Lease	9,600.00	8,800.00	8,799.78	91.66	(0.22)
Building Maintenance Service	110,000.00	100,833.33	116,119.75	105.56	15,286.42
Elevators	8,000.00	7,333.33	4,299.21	53.74	(3,034.12)
Landscaping	5,000.00	4,583.33	3,226.60	64.53	(1,356.73)
HVAC	10,000.00	9,166.67	9,421.69	94.22	255.02
Automatic Doors	3,500.00	3,208.33	2,829.82	80.85	(378.51)
Roof	600.00	550.00	333.00	55.50	(217.00)
Alarms	2,750.00	2,520.83	4,673.61	169.95	2,152.78
Equipment	4,000.00	3,666.67	2,068.91	51.72	(1,597.76)
Misc Services	10,000.00	9,166.67	21,996.91	219.97	12,830.24
Total Expenses	<u>286,146.00</u>	<u>262,300.50</u>	<u>265,717.50</u>	<u>92.86 %</u>	<u>3,417.00</u>
Excess Revenues less Expenses	<u>\$ (139,146.00)</u>	<u>\$ (127,550.50)</u>	<u>\$ (114,059.57)</u>	<u>81.97 %</u>	<u>13,490.93</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

May 1, 2020 - May 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
First Bankcard				1006	05/20/20	<u>1,759.39</u>
10-0-5114	Conferences	First Bankcard - Cangelosi	25.00			
10-0-5134	Software	First Bankcard Swenson	243.92			
10-0-5134	Software	First Bankcard - Wolf	70.00			
10-0-5134	Software	First Bankcard Compton-Dzak	14.99			
10-0-5134	Software	First Bankcard Compton-Dzak	30.97			
10-0-5134	Software	First Bankcard Compton-Dzak	11.12			
10-0-5176	Internet Services	First Bankcard Swenson	360.00			
10-0-5177	Technology/Website	First Bankcard Swenson	25.00			
10-0-5308	Summer Reading	First Bankcard Swenson	4.00			
10-0-5720	PR E-Marketing	First Bankcard - Quish	25.00			
10-0-5723	PR Supplies	First Bankcard - Quish	6.44			
10-0-5723	PR Supplies	First Bankcard - Quish	15.98			
10-0-5723	PR Supplies	First Bankcard - Quish	13.99			
10-0-5724	PR Advertising Staff	First Bankcard - Quish	270.00			
10-0-5732	Recognition/Events/Meetings	First Bankcard - Cangelosi	5.00			
10-0-5885	Computer Equipment	First Bankcard Swenson	-39.88			
10-0-5885	Computer Equipment	First Bankcard Swenson	677.86			
GREAT AMERICA FINANCIAL SERVICES						
70-0-5747	Phone Lease	Inv # 26812265	799.98	2907	05/28/20	<u>799.98</u>
Quench USA, Inc.						
10-0-5122	Breakroom Supplies	INV02434711	318.00	2908	05/28/20	<u>318.00</u>
City Wide of Chicago						
70-0-5799	Misc Services	inv # I00004953	186.57	15774	05/08/20	<u>186.57</u>
City Wide of Chicago						
70-0-5799	Misc Services	inv # I00004950	228.72	15775	05/08/20	<u>228.72</u>
City Wide of Chicago						
70-0-5799	Misc Services	inv # I00004948	313.43	15776	05/08/20	<u>313.43</u>
BIBLIOTHECA, LLC						
10-1-5345	Books-Digital-Winnetka	inv # INV-US31240	316.96	15777	05/08/20	<u>316.96</u>
BIBLIOTHECA, LLC						
10-1-5345	Books-Digital-Winnetka	INV-US31239	399.20	15778	05/08/20	<u>399.20</u>
DE LAGE LANDEN FINANCIALSVC.						
70-0-5746	Photocopier Leases	DE LAGE LANDEN FINANCIALSVC.	665.00	15779	05/08/20	<u>665.00</u>
Michelle Maurer						
10-0-5908	Programming - Adult	Michelle Maurer Modern Hand Lettering 101	125.00	15780	05/11/20	<u>125.00</u>
BIBLIOTHECA, LLC						
10-1-5345	Books-Digital-Winnetka	INV-US31241	4,168.42	15781	05/15/20	<u>4,168.42</u>
OVERDRIVE INC.						
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	6,682.99	15782	05/15/20	<u>6,682.99</u>
Intellicorp Records Inc.						
				15783	05/22/20	<u>21.30</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

May 1, 2020 - May 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5736	Legal	inv # 1110236	21.30			
City Wide of Chicago				15784	05/22/20	<u>89.30</u>
70-0-5725	Janitorial Supplies	inv # I00005073	89.30			
Michelle Maurer				15785	05/22/20	<u>125.00</u>
10-0-5908	Programming - Adult	Michelle Maurer Modern Hand Lettering 101	125.00			
MERCHANTS DELIVERY SERVICE				15786	05/22/20	<u>264.00</u>
10-0-5138	Delivery Service	3/20 11 days book transfer	264.00			
Art Excursions, Inc. (Jeff Mishur)				15787	05/22/20	<u>350.00</u>
10-0-5908	Programming - Adult	Art Excursions, Inc. (Jeff Mishur) El Greco & the Spanish Renaissance	350.00			
City Wide of Chicago				15788	05/22/20	<u>391.03</u>
70-0-5740	Snow Removal	inv # I000005074	391.03			
BIBLIOTHECA, LLC				15789	05/22/20	<u>398.53</u>
10-1-5345	Books-Digital-Winnetka	inv # US31991	398.53			
Warehouse Direct				15790	05/22/20	<u>467.43</u>
70-0-5725	Janitorial Supplies	inv # 4661161-0	467.43			
CDW-G				15791	05/22/20	<u>472.00</u>
10-0-5885	Computer Equipment	inv # XTL4524	472.00			
Sarah Quish				15792	05/22/20	<u>743.36</u>
10-0-5722	PR Source	Sarah Quish postage for Bulk Mailing- The Source	743.36			
City Wide of Chicago				15793	05/22/20	<u>764.71</u>
70-0-5799	Misc Services	inv # I00005075	764.71			
CDW-G				15794	05/22/20	<u>767.00</u>
10-0-5885	Computer Equipment	inv # XSM2552	767.00			
Kanopy				15795	05/22/20	<u>862.00</u>
10-1-5345	Books-Digital-Winnetka	inv # 196341	862.00			
Gary Wenstrup				15796	05/28/20	<u>210.00</u>
10-0-5908	Programming - Adult	Gary Wenstrup When the Music Died	210.00			
Lauterbach & Amen, LLP				15797	05/29/20	<u>1,667.00</u>
10-0-5131	Accounting and Bookkeeping	inv # 44233	1,667.00			
Lauterbach & Amen, LLP				15798	05/29/20	<u>1,667.00</u>
10-0-5131	Accounting and Bookkeeping	inv # 44894	1,667.00			
Lauterbach & Amen, LLP				15799	05/29/20	<u>1,667.00</u>
10-0-5131	Accounting and Bookkeeping	inv # 45316	1,667.00			
BIBLIOTHECA, LLC				15800	05/29/20	<u>2,000.00</u>
10-0-5134	Software	id # DIG000003-000-US	2,000.00			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

May 1, 2020 - May 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	2,205.03	15801	05/29/20	<u>2,205.03</u>
HOOPLA (MIDWEST TAPE) 10-1-5345	Books-Digital-Winnetka	inv # 98856618	2,287.41	15802	05/29/20	<u>2,287.41</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	inv # US31992	2,319.73	15803	05/29/20	<u>2,319.73</u>
3 Points, LLC 10-0-5135	LAN Management	inv # 34387	2,612.00	15804	05/29/20	<u>2,612.00</u>
Winnetka Alliance for Early Childhood 10-0-5111	Health Insurance	inv # 2020-00000005	3,722.84	15805	05/29/20	<u>3,722.84</u>
WT. Cox Subscriptions, Inc. 10-1-5342	Periodicals-Winnetka	Acct # 2035749	3,824.75	15806	05/29/20	<u>3,824.75</u>
Collection HQ 10-0-5134	Software	inv # SIN004700	4,500.00	15807	05/29/20	<u>4,500.00</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	inv # SIN004700	6,011.13	15808	05/29/20	<u>6,011.13</u>
WT. Cox Subscriptions, Inc. 10-1-5342	Periodicals-Winnetka	acct # 2035748	6,107.57	15809	05/29/20	<u>6,107.57</u>
City Wide of Chicago 70-0-5748	Building Maintenance Service	inv # I00005030	9,000.00	15810	05/29/20	<u>9,000.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	10,000.00	15811	05/29/20	<u>10,000.00</u>
Winnetka Alliance for Early Childhood 10-0-5111	Health Insurance	inv # 2020-00000005	15,000.00	15812	05/29/20	<u>15,000.00</u>
DE LAGE LANDEN FINANCIALSVCS. 70-0-5746	Photocopier Leases	inv # 67908573	1,614.63	15813	05/29/20	<u>1,614.63</u>
Karen E Miller 10-0-5743	Other Consultations	Karen E Miller - Library Director Search	6,000.00	15814	05/29/20	<u>6,000.00</u>
VILLAGE OF WINNETKA 10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	47.80	15815	05/21/20	<u>1,450.31</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	1,220.00			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	32.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	15.35			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
Lynne D Alves 10-0-5908	Programming - Adult	Lynne D Alves - Interview like an Expert - Career Search Essentials	100.00	15816	05/21/20	<u>100.00</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

May 1, 2020 - May 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
COMED 10-2-5171	Electricity - Northfield	COMED	197.37	15817	05/01/20	<u>197.37</u>
COMCAST 10-0-5176	Internet Services	COMCAST	69.95	15818	05/04/20	<u>69.95</u>
CALL ONE 10-1-5175	Telephone - Winnetka	CALL ONE	445.72	15819	05/04/20	<u>445.72</u>
North Shore Center 10-1-5174	Natural Gas - Winnetka	North Shore Center	655.49	15820	05/07/20	<u>655.49</u>
COMCAST 10-0-5176	Internet Services	COMCAST	237.85	15821	05/11/20	<u>237.85</u>
NICOR 10-2-5174	Natural Gas - Northfield	NICOR	325.59	15822	05/12/20	<u>325.59</u>
Check List Total						<u><u>107,577.69</u></u>

Impact Stories

As we adjusted our services over the course of the pandemic, we are thankful to have received many messages of support from patrons.

Youth Services Librarian Melissa Morgan was commended by Board Member Katherine Casale-MacNally for her StrictlyDigital recommendations. Melissa has received several warm compliments from patrons for her ability to connect people with reading recommendations using our StrictlyDigital service.

Financial Report

May 2020

Financial highlights

- Digital Materials are running high at 110%, though overall collection spending is on track with reduced spending on physical materials.
- The switchover of our QuickBooks admin account and cancellation of the previous director’s credit card are still in progress.
- The Working Budget for FY 20/21 is attached to this packet for a final presentation and vote.

Circulation Services

Digital usage has increased dramatically since the closure, with growth especially concentrated in youth, periodical, and video content. Kate Fuentes, Youth Collections Librarian, plans to continue aggressively purchasing for and marketing our youth collections to meet demand. Nick Mall, Adult Collections Librarian, is coordinating the launch of PressReader, a digital newspaper service like RB Digital magazine service, in response to increased adoption of digital periodicals. Both librarians are developing a system to coordinate physical and digital displays to further highlight our virtual collections. Both also continue to closely monitor holds and requests, to keep availability high and wait lists low.

27 temporary library cards were issued in May, and **150** temporary library cards were issued total since the library closure.

Virtual Branch circulation for the month of May FY 2019/2020 was **8,845** compared to **5,133** for the same month last year. This represents a net change of **72.32 %**.

Cumulative virtual branch circulation through May FY 2019/2020 is **61,245** compared to **51,301** for the previous fiscal year to date. This represents a net change of **19.38 %**.

Digital Resource	Av. Circulation Pre-Closure*	Av. Circulation April/May 2020	% Increase
Kanopy Film	97	402	315%
Hoopla eBooks	161	643	299%
Hoopla Movies/TV	98	384	292%
Hoopla eAudiobooks	292	552	89%
Cloud Library eBooks	635	1141	80%
Overdrive eBooks	1277	2281	79%
Cloud Library eAudiobooks	294	502	71%
RB Digital Magazines	1192	1694	42%
Overdrive eAudiobooks	714	938	31%
Hoopla Music	69	70	2%

* Calculated based on the average monthly circulation from March 2019 through February 2020.

Overall digital platforms, the District saw a monthly average of **271** new users and **1,982** unique users during the closure. Note that new user data is not available from Kanopy.

Digital Resource Users (New or Unique)	Average Pre-Closure*	Average April/May 2020	% Increase
Hoopla New Users	24	84	246%
RB Digital Unique Users	121	332	175%
RB Digital New Users	6	17	157%
Cloud Library New Users	17	42	141%
Kanopy Unique Users	42	91	116%
Hoopla Unique Users	172	333	94%
Cloud Library Unique Users	259	399	54%
Overdrive Unique Users	551	827	50%
Overdrive New Users	97	128	32%

* Calculated based on the average monthly users from March 2019 through February 2020.

Technology

Winnetka had 1,547 hotspot sessions from 280 distinct devices. The average session time was 2 hours and 26 minutes (abnormally high). These sessions used a total of about 17 GB of downstream bandwidth and about 7 GB of upstream bandwidth.

Northfield had 401 hotspot sessions from 102 distinct devices. The average session time was 38 minutes. These sessions used a total of about 52 GB of downstream bandwidth and about 3 GB of upstream bandwidth.

We had 6,539 web sessions with 3,380 website users as counted by Google Analytics. The sessions number is down greatly from last year's 8,967 sessions, and the unique visitors count is down greatly from last year's 5,539 unique users.

Website: Most Visited Pages

Home Page | Library Updates | Digital/ebooks-eaudiobooks | Digital/New York Times | Curbside Pickup

Programs and Activities

Amanda Garrity, Head of Youth Services, and the Summer Reading Committee worked with Virtual Services and Communications & Marketing to launch our 2020 Summer Reading Program, Create Your Own Adventure! We are collaborating with The Book Stall to provide electronic gift cards as finishing prizes and all other grand prizes will benefit local Winnetka-Northfield businesses. As of June 3, we have **171** registrants.

Virtual Programming Highlights –

- May 9: **23** people attended **Modern Hand Lettering 101**. Hand-lettering expert Michelle Maurer guided participants through creating at-home works of art with simple supplies.
- May 16: **18** people attended **El Greco and the Spanish Renaissance**. El Greco (1541-1614) established a reputation as one of Spain's most important artists during the Renaissance era. Art historian Jeff Mishur spoke about the Spanish master's work in portraiture, landscapes, and religious subjects.
- May 20: **14** people attended **Medicare 101**. Medicare Solutions Network presented a free educational seminar to get participants up to speed on what Medicare covers, what it does not and potential out of pocket exposure.
- May 30: **31** people attended **Super Smash Bros**. Jimmy Gonzalez-Vicker, Studio Associate, created a public arena for online game play which saw 63 rounds of Super Smash Bros.

Professional Development and Training

Staff continue to take advantage of training opportunities while working remotely. This month also saw virtual training for all staff on the RingCentral phone system, set for installation in June 2020. These are just a few examples of learning opportunities staff took advantage of in May:

- Courtney Volny, Branch Services Coordinator, joined the virtual webinar *How to Combat COVID-19 Related Misinformation*
- Margie Surpless, Circulation Associate, attended *More Microsoft Word* by GCF Global Learn Free.
- Mark Swenson attended a *Defensive Cybersecurity Fundamentals* webinar.
- Jill Brasseur attended *Virtual Programming for Librarians*.
- Steve Kline attended *Programming Ideas 101*.

Staff Performance Review Process

During the June Board study session, we spoke briefly about the District's merit raises, and a request was made for clarification about the performance review process. The District's process was revised in November 2018 (copy included in packet). All employees should receive their review on or around their anniversary date. New employees also receive a 90-day review to discuss progress and develop goals for the rest of the year. We encourage the use of SMART goal setting (Specific, Measurable, Achievable, Relevant, Timetable). The norm is to set 3-5 goals per employee. Pay increases are based upon merit, and are dependent upon the District's ability to pay, per the approved budget.

The review process takes place in 3 phases:

1. Pre-Review Phase - Managers are responsible for initiating the process around 30 days before a review is due, sending a copy of the District's self-review form to the staff member. The self-review form includes a section for the employee to recommend goals for the upcoming year. Using the District's review template, managers then write the review, utilizing the employee's self-review, employee's job description, and the goals and expectations set at the beginning of that review period. Due within one week of the employee's anniversary date.
2. Review Phase: This is the meeting between the manager and the employee. During the meeting they will review the document together with a goal to engage in constructive dialogue about the content. They will also discuss and fine-tune the goals set for the upcoming year.
3. Post-Review Phase: The employee is asked to sign and return a copy of the performance review to their manager. Any necessary action plans for performance in need of significant improvement is developed post-review, with clear, measurable goals and timeline.

Library App

Mark Swenson, Head of IT, and Michael Cianfrani, Virtual Services Coordinator have been working with Capira to fix the search and display of e-materials. After a lengthy discovery process a workaround was created so that the communication between the catalog and the app allows for the proper display of e-materials.

We are moving to testing a broader group of staff and trustees in the beginning of July, followed by broader patron testing, and ultimately the launch of the app to the public in early August.

Reopening Plans

Curbside service began on June 1, 2020 with hours from 1:00-5:00 pm by appointment only, every day of the week. Curbside guidelines are posted at www.winnetkalibrary.org. We will begin accepting returns on Monday, June 22 during curbside hours from Winnetka-Northfield cardholders only.

Management team developed a COVID Response Plan (copy included in packet), tying specific District services and actions to the *Restore Illinois Plan* phases. We are also developing a survey to better understand the needs of the community as we reopen amid the pandemic, to be sent out electronically and made available on our website the week of June 22.

Winnetka-Northfield Public Library District Reopening

Guiding Principles

1. The safety of District staff and community members is of the utmost importance. Safety will be the primary consideration for all elements of the reopening plan.
2. The District will reopen in phases, starting with curbside pickup then progressing to limited access to the Winnetka building, and so on.
3. The District will comply with State of Illinois executive orders regarding stay-at-home, non-essential business operations, and other safety requirements in light of the COVID-19 pandemic.
4. The District will solicit advice and guidance from certified human resources professionals when making decisions about how and when staff will work, both on and off-site.
5. The District will follow guidelines and consider recommendations from the Reaching Across Illinois Libraries System and our consortium, Cooperative Computer Systems about the safe handling of library materials.
6. The District will coordinate curbside and reopening efforts with local village officials, and have plans cleared by Winnetka and Northfield Police Departments, respectively, before finalizing them.
7. The District will communicate reopening phase plans via multiple channels, including the library website and email updates.
8. Considering increased awareness and usage of the District's digital resources, we will continue to monitor and respond to digital resource demand through reopening and beyond.



Winnetka-Northfield
Public Library District

**EMPLOYEE
PERFORMANCE
REVIEW PROCEDURE**

POLICY & PURPOSE

Our employee performance review procedure describes how we coach, evaluate, and reward employees. We base our performance management system on constructive feedback and open communication between managers and team members including employee's contributions to the organization, which are essential to developing a powerful and productive work team. The primary goals of a performance evaluation system are to provide an equitable measurement of an employee's contribution to the workforce, identify both strengths and areas for improvement in the employee's performance, and to create action plans to help the employee leverage their strengths and correct areas of improvement. All elements are meant to obtain the highest level of both quality and quantity of work produced.

SCOPE

This policy applies to all employees of the library. Our performance management practices have been built to:

- Ensure each employee understands their job responsibilities and has specific goals to meet
- Provide each employee with actionable and timely work feedback
- Invest in development opportunities that help the employee grow professionally
- Recognize and reward the employee's work in financial (e.g. merit salary increases) and non-financial ways (e.g. awards)

POLICY ELEMENTS

The Library has a general definition of what good performance looks like. To achieve a good performance evaluation, an employee should demonstrate the following work and behavioral characteristics:

- Meet targets consistently
- Complete job duties as expected
- Show a willingness to learn and develop in the best interests of the Library
- Follow the Library's Code of Conduct and other Library policies
- Have a positive disposition, a "can do" attitude, and collaborate well with colleagues at all levels of the organization

Each employee may excel in one aspect of the job and need improvement in another area. However, to remain employed and, better yet, to flourish and grow professionally at the Li-

brary, an employee must meet the minimum standard in all these aspects and show a willingness and improve where appropriate. To excel and reach a performance level of Exceeds Expectations, an employee must satisfactorily perform all aspects of the job and go beyond the normal expectation of the job, that is, become fully engaged in the Library to improve service, becoming more efficient in the work process, volunteering for special projects and performing well, and continually improving skills and abilities in the best interests of the Library.

FREQUENCY OF REVIEWS

The official performance review should occur on an annual basis. For new employees, a review should be conducted after the first 90 days of employment to ensure that the employment arrangement is still appropriate between the Library and employee, and to ensure that the employee has a firm grasp on all responsibilities associated with the position. ***Supervisors and employees will work together to set employee goals for the first annual review at this time.***

While formal reviews occur annually, direct supervisors and employees often find it beneficial to meet regularly to monitor the progress on any areas of concern as well as on any performance objectives set during the review process.

During the performance review discussions, managers aim to:

- Recognize employees who are good at their jobs, recognizing their strengths so these strengths can be leveraged even further on their jobs and in the workplace
- Talk about career aspirations and employee interests and motivations
- Identify areas of improvement and develop a plan of action to effectively overcome any performance issues

The direct supervisor is responsible for initiating the performance review process with each employee. During the review process, the direct supervisor will complete a performance appraisal form and arrange a meeting with the employee to discuss the review. The direct supervisor will request that the employee complete a self-review report as well prior to this meeting. During the meeting the direct supervisor will discuss both the formal employee performance evaluation as well as the employee self-evaluation for contrast and comparison purposes, with special emphasis on any areas where a significant discrepancy exists to better understand the reasons for such a discrepancy.

If a corrective action plan is warranted in that that the performance review is rated overall as below expectation or unsatisfactory, another formal written review should be scheduled either at 90 days or 180 days depending upon the seriousness of the situation. Close monitoring of performance should be made by the direct supervisor during this review period.

RESPONSIBILITIES OF THE SUPERVISOR & EMPLOYEE

During the performance review process, the Supervisor is responsible for:

- Keeping track of the timetable for each employee's performance review. Placing a notice on the calendar 30 days in advance of the due date for the performance review is a good practice at the beginning of the year.
- Notifying each employee due for a performance review to complete a self-review in advance of the performance review meeting
- Completing the performance review based upon goals and expectations set at the beginning of the review period and any/all other goals and objectives added/deleted during the review year
- Obtaining approvals from the supervisor's supervisor, then proceeding with the annual review and any/all salary adjustments
- Setting a meeting and conducting the performance review meeting with each employee on a timely basis on or near the review date, then discussing the review and the employee's self-review with the employee
- Setting up a plan of action to meet again during the review year to periodically assess the progress, or lack thereof, so there are no surprises for the employee at the next annual review, especially if lack of progress in achieving goals is observed during the review year
- After the completion of the performance review process, filing the approved documents in the employee's personnel folder located in the HR Department
- Keeping notes during the review year on the employee's accomplishments and areas of improvements with examples and file in a safe place. This will greatly aid the supervisor in completing the next annual performance review.
- Repeating this cycle each year.

During the performance review process, the employee is responsible for:

- Completing the self-review form
- Actively participating in the performance review meeting with the supervisor
- Helping set goals and objectives for the next review year with the supervisor
- Signing the performance review document, or at least acknowledging that the performance review meeting took place (the employee may not sign the review if he/she disagrees with the content). If the employee chooses not to sign, the supervisor should note that the employee chose not to sign the document, but that the meeting did take place between the employee and supervisor and the date it took place.
- Performing well on the job throughout the review year, and improving in any necessary areas in a timely fashion

THE PERFORMANCE REVIEW PROCESS

The performance review process can be viewed as a 3-phase process: the pre-review, review, and post-review.

PRE-REVIEW PHASE

The direct supervisor will complete the performance review based upon the template used by the Library. The employee's job description should be reviewed by the supervisor and can be used as a base document to complete the review along with the goals and objectives set at the beginning of the review year. The supervisor may also (and it is encouraged) opt to obtain feedback from other staff members who work closely with the employee. This can be done simply by asking for feedback in an unstructured way, or in more formally way by providing the staff member a list of questions or performance areas the supervisor wishes to probe with the other staff member. The supervisor should also ask the employee to complete a formalized self-review. This self-evaluation can be used by the supervisor to highlight areas of concern or interest to the employee, helping alert the supervisor to any potential differences in how the employee and supervisor view the employee's performance over the past year.

The employee, in coordination with the supervisor, will develop a draft set of performance objectives for the next review year and for the review/approval of the supervisor.

All of the above should be completed within one week of the due date of the evaluation.

REVIEW PHASE

This should include an in-person two-way conversation between supervisor and employee. During the meeting they will review the performance review document together and engage in a constructive dialogue about the content of the review. The supervisor should give balanced feedback to the employee, avoiding the common mistake of glossing over an employee's areas for improvement and focusing only strengths. It is by understanding their weaknesses that employees can take ownership of their performance and role at the Library. When given the support they need to make improvements in these areas, employees learn to take pride in their work and will be willing to take on new challenges with confidence.

During the review phase, the supervisor and employee should discuss the goals set for the upcoming review year, fine-tune them, and set the agreed-upon goals.

The employee can have the opportunity to see the review prior to the meeting (up to a week before the scheduled performance review meeting) so questions and comments can be developed and addressed during the meeting rather than after it. If this is not possible for any reason, the employee should be given a copy of the review after the meeting is conducted and encouraged to review the form and come back the next day after the meeting to discuss any questions or concerns written into the review.

POST-REVIEW PHASE

Once the meeting has occurred to discuss the performance review, the post-review phase begins. The employee should be given a defined period during which the following should occur:

1. The employee will sign and return the performance review to the direct supervisor. If the employee does not sign, the supervisor should note this and indicate the time and date that the review meeting occurred.
2. If necessary, action plans will be developed to address any areas of significant concern. The action plan should be clear, concise, measurable (if possible), and have a definite timeline for each item addressed so progress can be appropriately reviewed.

PERFORMANCE EVALUATION PITFALLS TO AVOID

SURPRISES

There should be no surprises for the employee in their performance evaluation conversation, unless they are pleasant ones! All feedback on performance improvements required should be delivered as close in time to when the behavior happens as practically possible. Regular meetings throughout the review period should and can reduce the risks of any unpleasant surprises during the formalized annual performance review meeting between supervisor and employee.

DAMAGING MORALE/RELATIONSHIPS

People have strong emotional reactions to situations in which they feel they are being judged. Negative feedback, especially when intentions were positive, can be extremely hurtful. Feedback that is not balanced and delivered with respect for the person's dignity will destroy trust and result in defensive behavior and subsequent withdrawal from the business relationship. The best preventive tactics are to encourage the employee to reflect on their own performance while the supervisor provides specific examples to support the fact that performance needs improvement, and to help the employee understand the impact such behavior or substandard performance has upon the department and organization. Positive feedback should be given once the employee begins to improve his/her performance or demonstrates behavior consistent with the goals of the department/organization. The goal is to sustain this behavior/performance over the longer run.

GOAL SETTING

When developing a performance evaluation for an employee, use the **SMART** approach to goal setting. Goals should be:

- **Specific.** What will be achieved and why is this important? Consider the relationship to other goals and how this goal may affect them.
- **Measurable.** Define the quality and quantity of the goal as precisely as possible.
- **Achievable.** The goal must be realistic within time and resource constraints and within the capabilities of the employee. Employee's knowledge, skills, and learning ability with appropriate support should be considered.
- **Relevant.** The goal must relate to both the employee's role and the department's/organization's objectives and be an obvious priority in relation to other responsibilities.
- **Timetable.** By when should the goal/objective be completed? Set appropriate review dates to discuss progress regularly.

The norm is to set 3-5 goals per year, but this can vary based on position and expectations during the course of the review year.

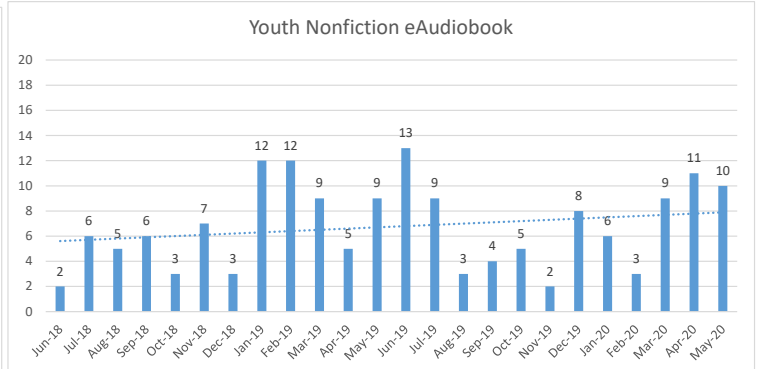
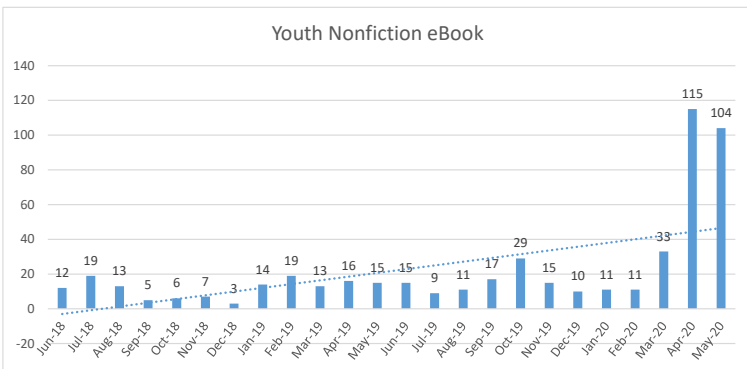
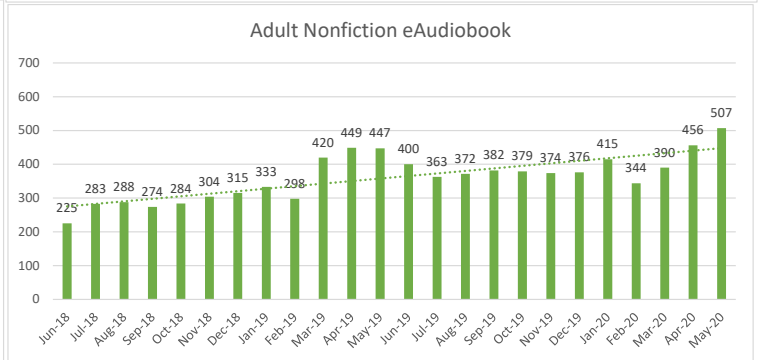
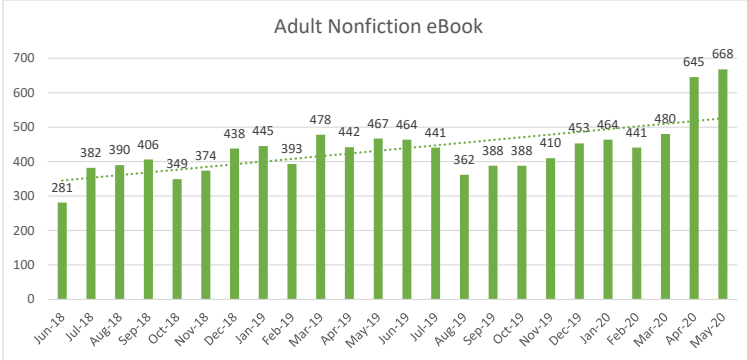
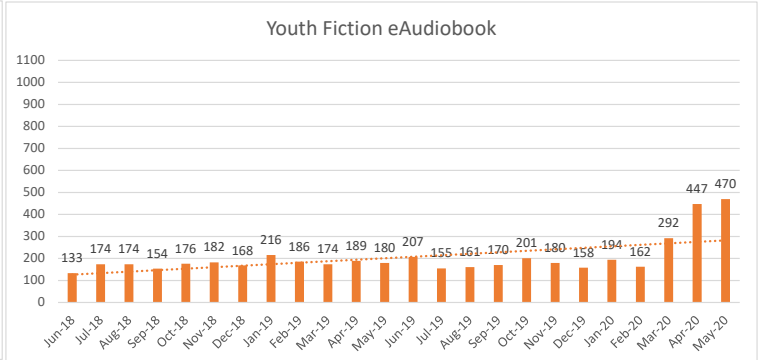
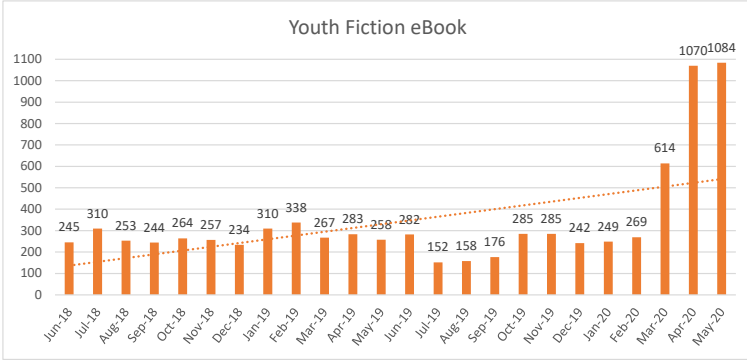
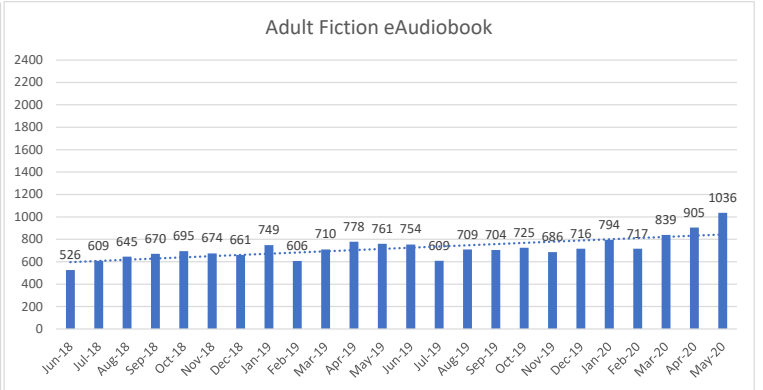
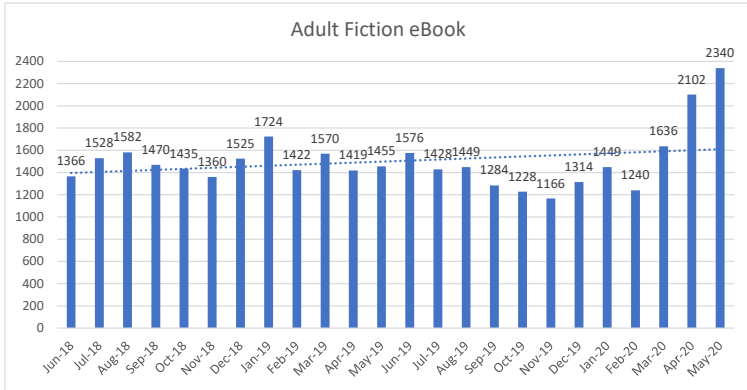
REWARDS

Pay increases or bonuses are based upon merit and not guaranteed. Any/all pay increases are dependent upon the Library's ability to pay, per the approved budget, outside competitive benchmarking of other libraries, and based on the employee's merit as mentioned above. Supervisors are encouraged to recommend rewards, including salary increases for their team members when they deserve them. There will not be any forced ranking or other comparison between employees, as the goal is to help all employees improve and develop in their careers while meeting/surpassing the needs of the library and its patrons.

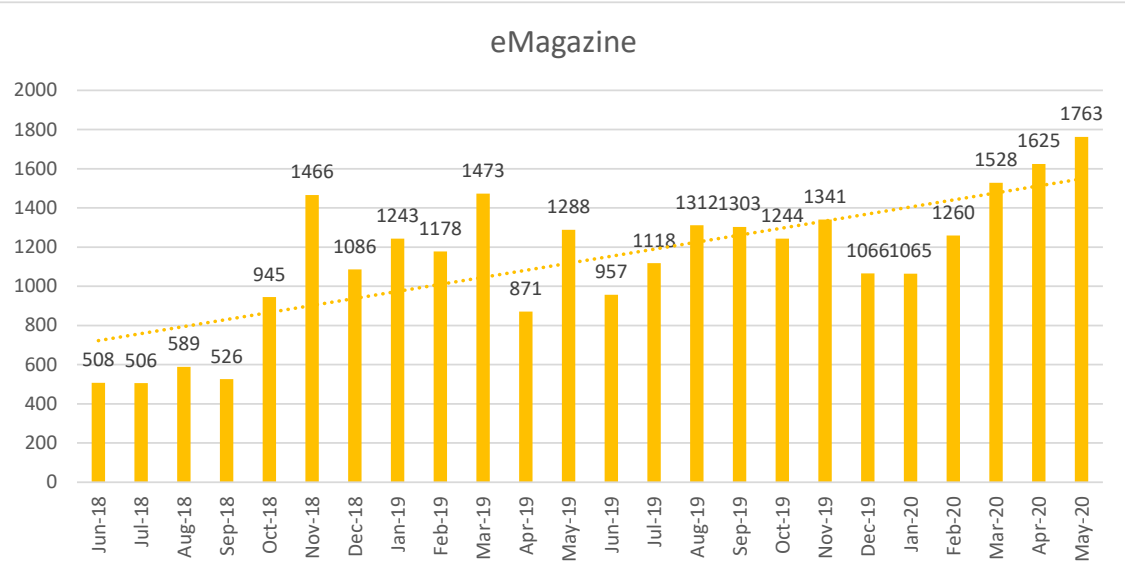
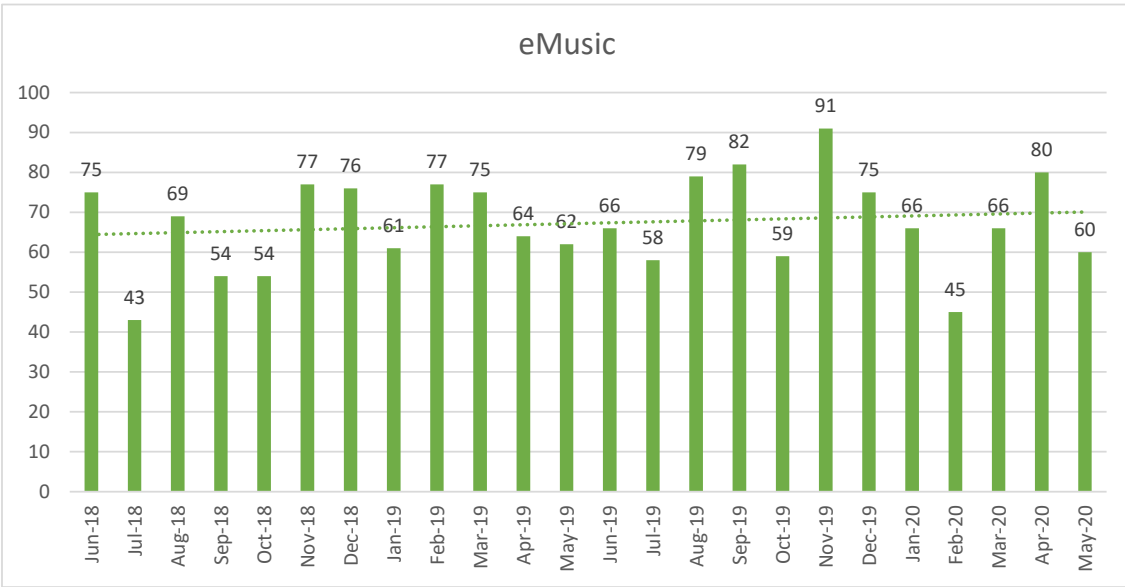
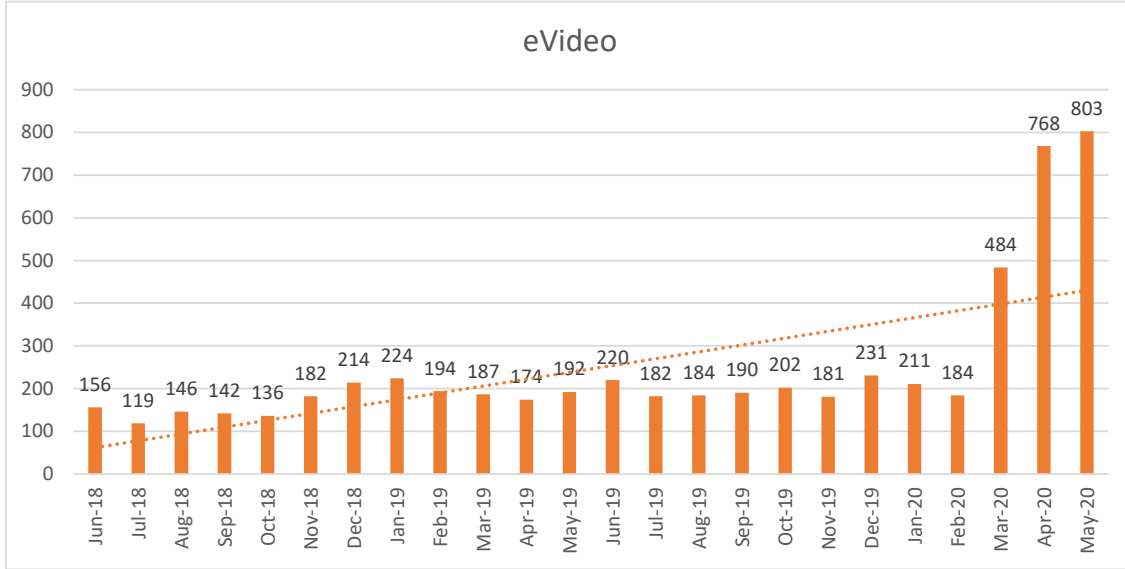
TRAINING

Training and development opportunities are available for all employees. The supervisor, in coordination with the employee, should identify the team member's training needs in a specific area. The supervisor can discuss these needs with their team member during the performance review and set up training as an integral part of the improvement plan.

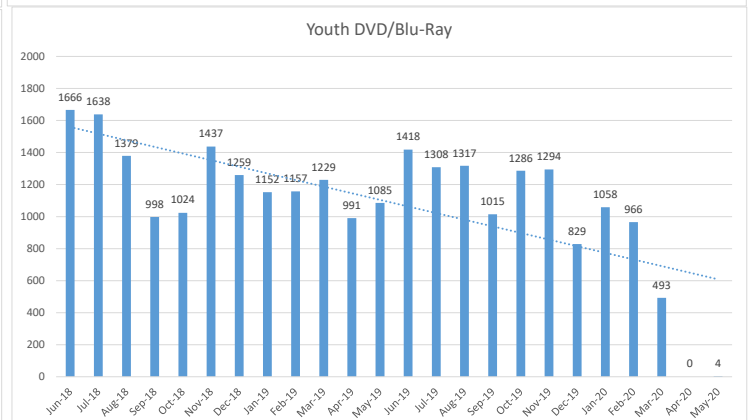
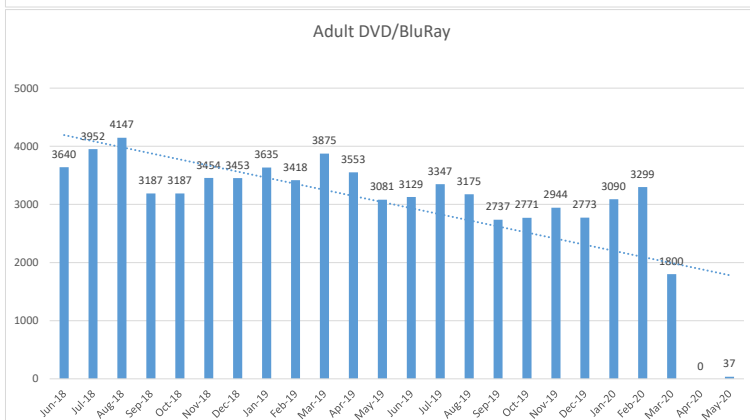
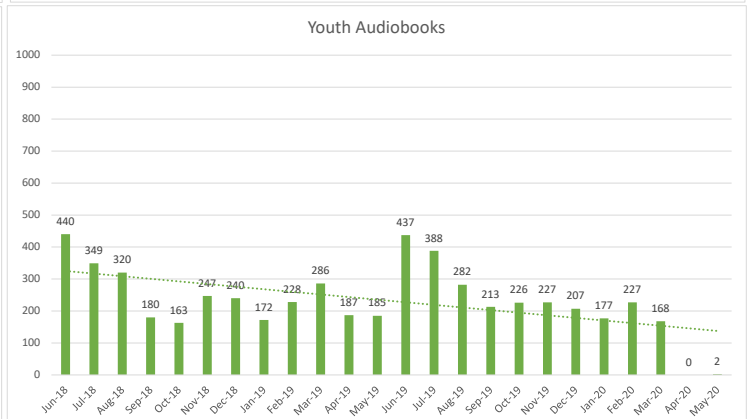
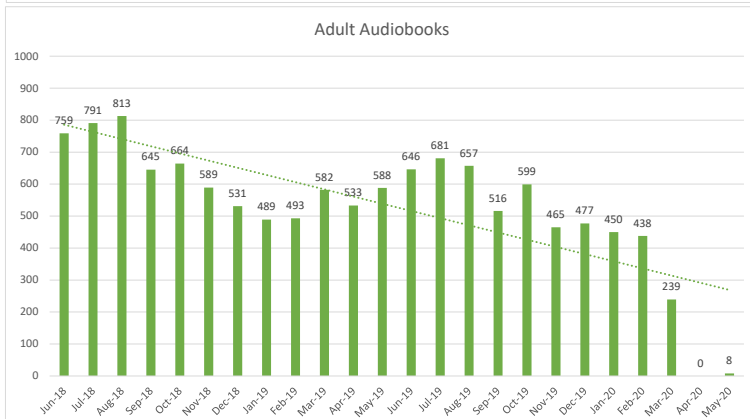
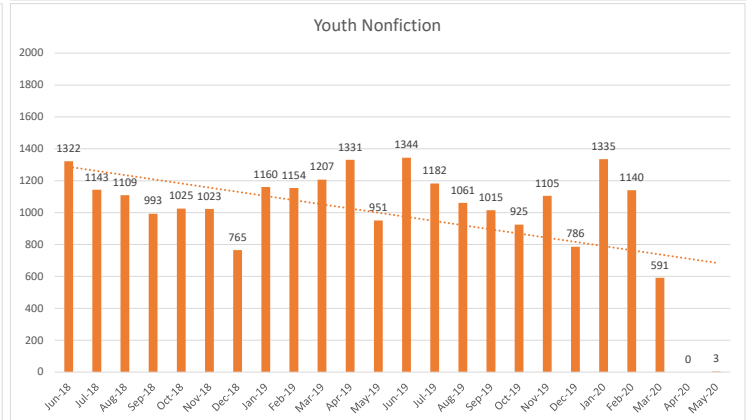
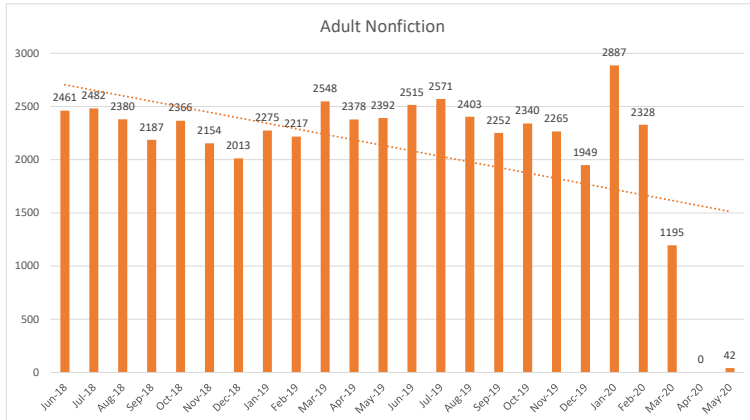
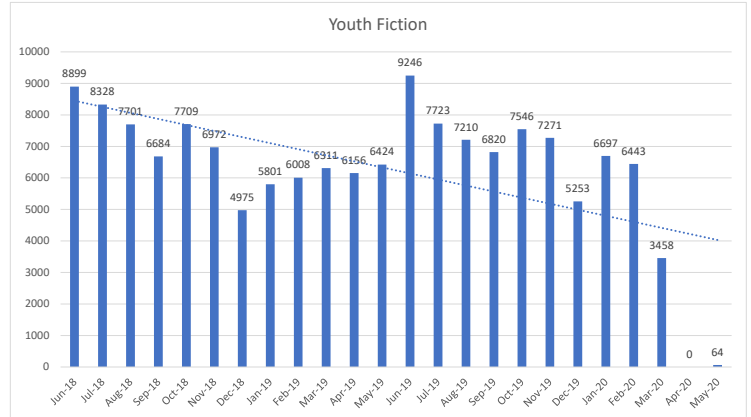
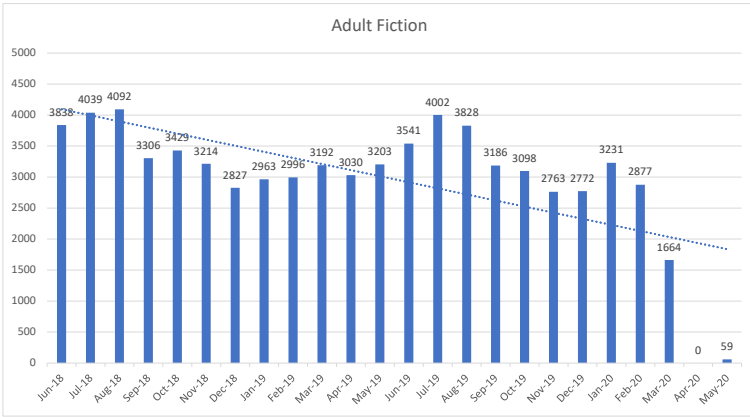
Digital May 2020



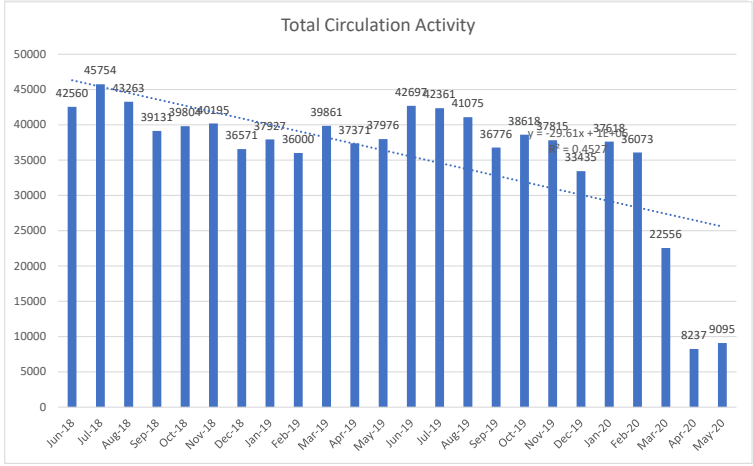
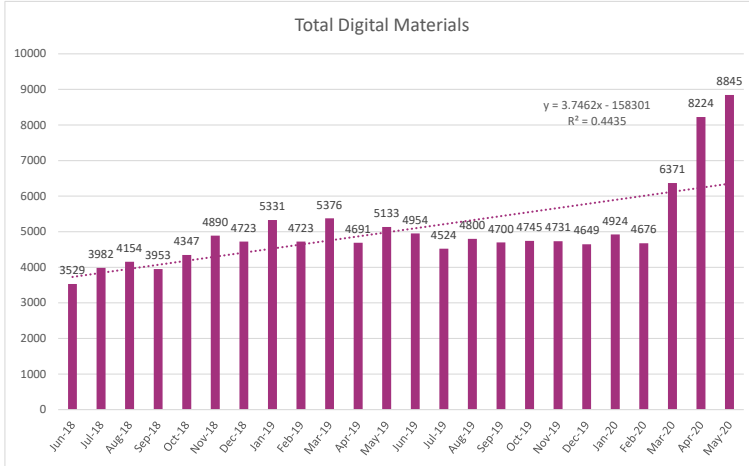
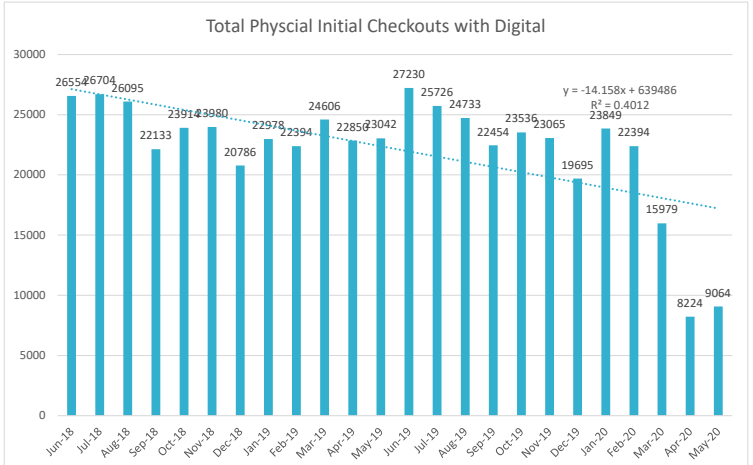
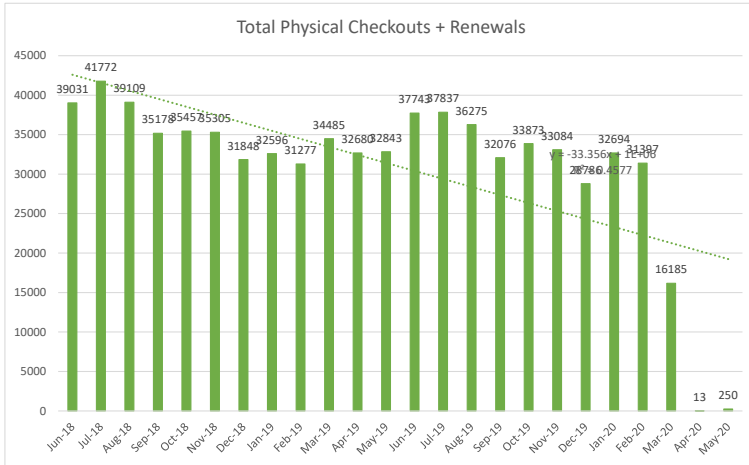
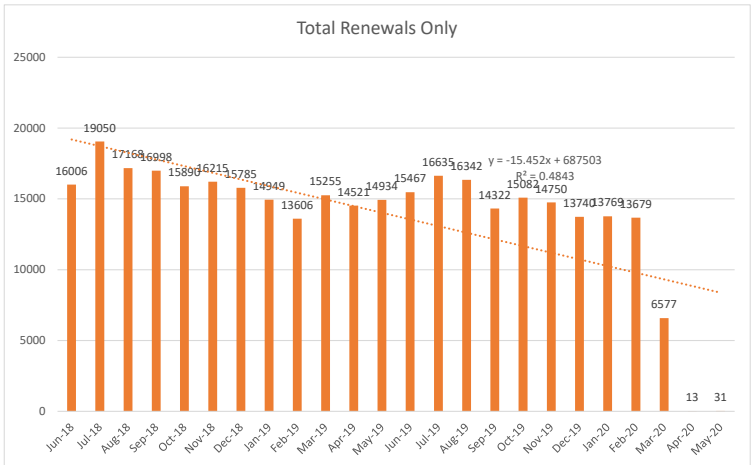
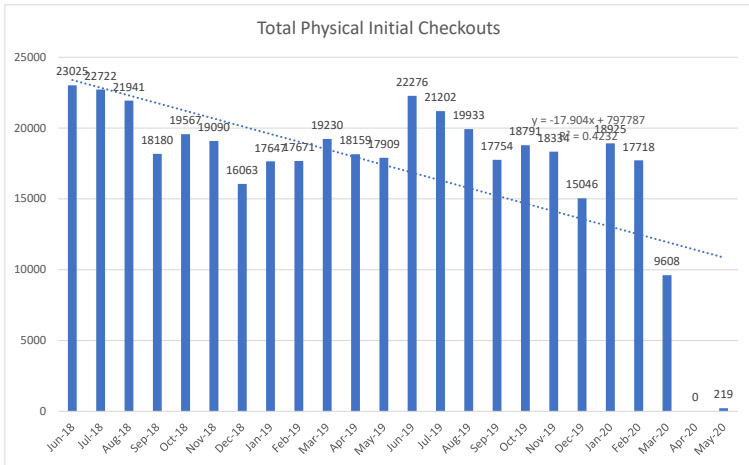
Digital May 2020 Continued



Physical Initial Checkouts May 2020



Totals Graphs May 2020



**Winnetka-Northfield Public Library District
Budget Narrative FY 20/21**

Revenues

The financial projections predict a total income of approximately \$4,414,370. Based on the Levy Ordinance, property tax revenue is estimated at \$3,916,860. Kenilworth budget is still in draft and shows increased revenue. Considering current events, Kenilworth revenue is estimated flat at \$100,000. Per Capita Grant is estimated lower than FY19/20 as well. It is also assumed we will receive less fine, studio fee, lost/damaged materials, and copy/printing income.

Total revenue increase budget to budget is: 2%

Expenses

Personnel

The personnel line remains flat, assuming some natural attrition as well as a marginal reduction in staff hours due to the pandemic and probable resurgence in the fall. Staff can receive up to a 2% pay raise based on merit.

Administrative Services

This line was increased by 10% from our projected Administrative Services expenditures FY19/20 to account for potential HR services and the director search fees.

Programming

Programming was decreased by 10% budget to budget assuming fewer program costs for the first half of the fiscal year.

Materials

Digital Books budget was increased by 15% budget to budget to account for increased awareness of digital materials and usage due to the building closures. Decreases in the programming budget and from the audiobooks on CD budgets make up for this increase.

Capital Outlay

Patio construction before change orders is estimated at \$282,481. Based on projected spending for FY19/20 on building equipment, furniture, and computer equipment plus cost of the patio and potential change orders, this line is budgeted at \$410,000. This is a decrease of 45% from FY19/20 because Northfield renovation and patio were budgeted for and not completed.

Building/Equipment Fund

The building/equipment fund is increased by 12% budget to budget. This is based on our projected spending for FY19/20 plus a buffer of \$5,000, anticipating further COVID-related spending on increased janitorial services and safety supplies.

Totals

	FY19/20	FY20/21	Difference
Total Revenues	\$4,327,845	\$4,414,370	+2%
Total Expenses	\$4,319,300	\$4,035,896	-6.6%
Total Expenses (Minus Capital Outlay)	\$3,569,300	\$3,625,896	+1.6%

Winnetka-Northfield Public Library District
DRAFT WORKING BUDGET July 2020 - June 2021

	Budget FY 19-20	Projected 6/30/20	Projected % of Budget	Projected vs. Budget	Working Budget FY 20-21	vs. Projected FY19-20	Difference vs. Projected FY19-20	% Change vs. Budget FY19-20	Difference vs. Budget FY19-20
Revenues (General Fund)									
Property Taxes Collections	\$ 3,835,439	\$ 3,890,039	101.4%	\$ 54,600	\$ 3,916,860	0.7%	\$ 26,821	2.1%	\$ 81,421
IMRF Collection	\$ 88,200	\$ 88,557	100.4%	\$ 357	\$ 100,000	12.9%	\$ 11,443	13.4%	\$ 11,800
FICA Collection	\$ 24,500	\$ 24,599	100.4%	\$ 99	\$ 40,000	62.6%	\$ 15,401	63.3%	\$ 15,500
Building/Equipment Fund Collection	\$ 147,000	\$ 147,594	100.4%	\$ 594	\$ 152,000	3.0%	\$ 4,406	3.4%	\$ 5,000
Unemployment Fund Collection	\$ 10	\$ 10	97.9%	\$ (0)	\$ 10	2.1%	\$ 0	0.0%	\$ -
Interest	\$ 45,000	\$ 87,146	193.7%	\$ 42,146	\$ 50,000	-42.6%	\$ (37,146)	11.1%	\$ 5,000
Replacement Tax	\$ 20,000	\$ 22,972	114.9%	\$ 2,972	\$ 20,000	-12.9%	\$ (2,972)	0.0%	\$ -
Per Capita Grant	\$ 21,696	\$ 21,696	100.0%	\$ -	\$ 15,000	-30.9%	\$ (6,696)	-30.9%	\$ (6,696)
Kenilworth Services	\$ 100,000	\$ 97,000	97.0%	\$ (3,000)	\$ 100,000	3.1%	\$ 3,000	0.0%	\$ -
Fines	\$ 25,000	\$ 16,485	65.9%	\$ (8,515)	\$ 8,000	-51.5%	\$ (8,485)	-68.0%	\$ (17,000)
Studio Fees	\$ 4,500	\$ 1,254	27.9%	\$ (3,246)	\$ 1,000	-20.3%	\$ (254)	-77.8%	\$ (3,500)
Lost/Damaged Materials	\$ 4,500	\$ 2,000	44.4%	\$ (2,500)	\$ 2,000	0.0%	\$ -	-55.6%	\$ (2,500)
Copy/Printing	\$ 10,000	\$ 6,044	60.4%	\$ (3,956)	\$ 7,500	24.1%	\$ 1,456	-25.0%	\$ (2,500)
Book Sales	\$ 2,000	\$ 2,104	105.2%	\$ 104	\$ 2,000	-4.9%	\$ (104)	0.0%	\$ -
Miscellaneous Revenue	\$ -	\$ 2,016		\$ 2,016	\$ -	-100.0%	\$ (2,016)		\$ -
Total Revenues	\$ 4,327,845	\$ 4,409,515	101.9%	\$ 81,670	\$ 4,414,370	0.1%	\$ 4,855	2.0%	\$ 86,525
Expenses (General Fund)									
IT Services	\$ 171,250	\$ 159,235	93.0%	\$ (12,015)	\$ 171,250	7.5%	\$ 12,015	0.0%	\$ -
Administrative Services	\$ 356,904	\$ 338,005	94.7%	\$ (18,899)	\$ 371,806	10.0%	\$ 33,801	4.2%	\$ 14,902
Personnel	\$ 1,790,000	\$ 1,601,275	89.5%	\$ (188,725)	\$ 1,790,000	11.8%	\$ 188,725	0.0%	\$ -
IMRF Expenses	\$ 111,000	\$ 103,230	93.0%	\$ (7,770)	\$ 111,000	7.5%	\$ 7,770	0.0%	\$ -
FICA Expenses	\$ 123,000	\$ 114,390	93.0%	\$ (8,610)	\$ 123,000	7.5%	\$ 8,610	0.0%	\$ -
Programming-District Initiative	\$ 79,100	\$ 67,607	85.5%	\$ (11,493)	\$ 71,190	5.3%	\$ 3,583	-10.0%	\$ (7,910)
Adult Services - Winnetka	\$ 315,000	\$ 285,000	90.5%	\$ (30,000)	\$ 305,000	7.0%	\$ 20,000	-3.2%	\$ (10,000)
Books-Digital	\$ 185,000	\$ 199,676	107.9%	\$ 14,676	\$ 212,750	6.5%	\$ 13,074	15.0%	\$ 27,750
Youth/Child-Winnetka	\$ 57,400	\$ 51,660	90.0%	\$ (5,740)	\$ 55,400	7.2%	\$ 3,740	-3.5%	\$ (2,000)
Adult - Northfield	\$ 61,000	\$ 54,900	90.0%	\$ (6,100)	\$ 59,000	7.5%	\$ 4,100	-3.3%	\$ (2,000)
Youth/Children's Sv.-Northfield	\$ 32,500	\$ 29,250	90.0%	\$ (3,250)	\$ 30,500	4.3%	\$ 1,250	-6.2%	\$ (2,000)
Capital Outlay	\$ 750,000	\$ 100,000	13.3%	\$ (650,000)	\$ 410,000	310.0%	\$ 310,000	-45.3%	\$ (340,000)
Total General Expenses	\$ 4,032,154	\$ 3,104,228	77.0%	\$ (927,926)	\$ 3,710,896	19.5%	\$ 606,668	-8.0%	\$ (321,259)

Other Funds Expenses

Building/Equipment Fund	\$ 286,146	\$ 313,143	109.4%	\$ 26,997	\$ 320,000	2.2%	\$ 6,857	11.8%	\$ 33,854
Unemployment Fund	\$ 1,000	\$ 5,000	500.0%	\$ 4,000	\$ 5,000	0.0%	\$ -	400.0%	\$ 4,000
Total Revenues	\$ 4,327,845	\$ 4,409,515	101.9%	\$ 81,670	\$ 4,414,370	0.1%	\$ 4,855	2.0%	\$ 86,525
Total Expenses	\$ 4,319,300	\$ 3,422,371	79.2%	\$ (896,929)	\$ 4,035,896	17.9%	\$ 613,525	-6.6%	\$ (283,405)
Net Operating Income	\$ 8,545	\$ 987,144	11552.3%	\$ 978,599	\$ 378,475	-61.7%	\$ (608,669)	4329.2%	\$ 369,930
Total Expenses (Excluding Capital)	\$ 3,569,300	\$ 3,322,371	93.1%	\$ 978,599	\$ 3,625,896	9.1%	\$ 303,525	1.6%	\$ 56,596
Total Capital Expenditures	\$ 750,000	\$ 100,000	13.3%	\$ (978,599)	\$ 410,000	310.0%	\$ 310,000	-45.3%	\$ (340,000)

Winnetka-Northfield Public Library District COVID-19 Response Plan

This document ties specific library services and actions to each *Restore Illinois Plan* phase that is described in the State's recovery plan. It is important to remember that this pandemic is fluid and at any time over the next year or more we may experience sharp increases in the number of COVID-19 cases here in Illinois. As such we need to be prepared to move up or down this ladder of phases as needed and in compliance with direction from the Governor.

Phase 1 – Rapid Spread

State of Illinois response: Strict stay-at-home and social distancing guidelines are put into place, and only essential businesses may remain open.

Winnetka-Northfield Public Library District response: Both library locations will close to the public. Staff will shelter in place at home. The only work being done within our facilities during this phase must be deemed essential / crucial by the Director. Only tasks of the utmost necessity will be performed and staff performing these tasks will distance / isolate themselves from each other while doing so. Online and virtual services will continue (as in all phases of this plan) and library administration will seek to enhance these services in any way possible. Due dates will be extended, fines suspended, and no returns will be allowed. Staff will develop virtual content such as video story times, video craft programs, online book clubs, etc. As this content is produced it will be shared online via relevant social media platforms.

Phase 2 – Flattening the Curve

State of Illinois response: Non-essential retail stores may reopen for curbside pickup and delivery. All Illinois residents are directed to properly wear a face covering or mask when outside of their home. Residents may begin enjoying outdoor activities like golf, boating, and fishing while practicing social distancing.

Winnetka-Northfield Public Library District response: The Director as well as the Management Team will work some of their regular hours inside the buildings to accomplish essential planning and tasks while maintaining social distancing practices. Whenever possible, online tools will be used for meetings to keep people isolated and safe. Library administration will work to acquire necessary personal protective supplies needed for subsequent phases, including but not limited to hand sanitizer, masks, and gloves. Administration and staff will develop plans to launch curbside pickup service in Phase 3. Due dates will remain extended, fines suspended, and returns will not be allowed.

Phase 3 – Recovery

State of Illinois response: Manufacturing, offices, retail, barbershops, and salons can reopen to the public with capacity and other limits and safety precautions in place. Gatherings of 10 people or fewer are allowed. Face coverings or masks and social distancing are still the norm.

Winnetka-Northfield Public Library District response: Staff will initially return to work as needed and will adhere to the safety practices and procedures outlined by Library Administration. Frequent hand washing will be the norm as well as use of hand sanitizer, masks and gloves where appropriate. Facilities will employ a day porter for regular cleaning during staff shifts. In addition to this basic cleaning, all staff will get used to following a routine of periodic cleaning and sanitizing of the most often touched objects in their department or work area. In preparation for moving upward to Phase 4, certain pieces of furniture will be moved into storage to help maintain safety and social distancing.

In this phase, curbside pickup of library materials will start or resume. Materials returns will resume via the external book drop or drop-off table. All returned materials will be quarantined based on RAILS guidelines before check-in and further handling. Appropriate personal protective gear will be worn by all staff performing the curbside pickup service and/or retrieving and processing returns. Loan periods and due dates will return to normal, as will any fines or fees assessed.

Phase 4 – Revitalization

State of Illinois response: Gatherings of 50 people or fewer are allowed. Restaurants and bars can reopen, travel resumes, childcare centers and schools reopen under the guidance of the Illinois Department of Public Health. Face coverings or masks and social distancing are still the norm.

Winnetka-Northfield Public Library District response: Curbside service will continue. We will begin to allow patrons to enter our facilities in phases. The Winnetka location will open first in a limited fashion, followed by the Northfield location. Patrons will be encouraged to “grab and go” and not to linger in the buildings. All patrons 2 years of age or older (who do not have a legitimate medical restriction prohibiting it) will be required to properly wear a mask or other adequate face covering while inside the library buildings. Any patron refusing to comply with our instructions will be asked to leave and offered our curbside pickup service as needed and appropriate.

During this phase a library staff member will be stationed at the entry door of each facility at all times we are open. This staff member will admit people into the building on a metered basis, controlling the flow to a limit of **50 people or less** (that number includes staff). Patrons awaiting entry into either facility will be socially distanced from each other outside while awaiting admittance. All public-use computers and the online catalog computers in the Youth Department will be unavailable for use. No one under the age of 13 will be able to enter our facilities without a parent, guardian, or responsible caretaker. Online catalog computers in the adult areas will also be shut down. Public use computers in the adult areas will be metered to make a lesser number of them available at any given time so that users can be separated and given proper social distancing space from each other. Public use of library meeting rooms and study rooms will not be allowed during this phase.

As this phase progresses and staff become comfortable with the new procedures and duties, very small programs may resume, such as a small book group meeting of 9 or fewer patrons + 1 staff member gathered in a large meeting room, and sitting at tables socially distanced well away from one another.

Phase 5 – Illinois Restored

State of Illinois response: 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.

Winnetka-Northfield Public Library District response: Both library locations and services will return to normalcy. Provisions may still need to be in place regarding facial coverings / masks, social distancing, etc. based on recommendations from the Illinois Department of Public Health.

NOTE: Anything contained within this plan is subject to change without notice as new information about this pandemic emerges and best practices are refined.