Director's Report - June 2020

Construction

- All upper lot construction is complete.
- Canopy repair is complete with minor cosmetic work still to be completed.
- All lower lot sealcoating and striping is completed to correct defects. A drainage issue between the joints of the upper and lower lots will need to be addressed as the lots age.

Board Notes

- Prospective candidates for the open Board seat have been interviewed.
- Candidates not selected have been contacted.

Administrative Notes

- All staff have received their annual performance appraisals.
- The Merit Raise Pool has been assigned and staff members will receive their new pay rate notices on Monday, July 13 and first payroll under those rates on July 17.

Library Closure Notes

- Parking Lot Pickup services started June 15th.
    - 1,118 customers were served in June.
    - 17,463 physical items were circulated.
- The library will enter the Limited Reopening phase of the Pandemic Reopening Plan on July 27th.

Library Staffing Notes

- Call center services will be routed to remote-working Customer Services staff starting July 13th.
- Full-day shifts have been restored following guidance from IDPH and Engberg Anderson. Library office spaces may only operate at 50% capacity.
- The rotating 'team system' will be disbanded for a more flexible staffing plan and all Persons In Charge have received direction on handling potential cases of COVID-19 or other illness among staff.

Library Service Notes

- All in-person library services with the exception of Parking Lot Pickup are currently suspended.
- The BALibrary Fandom Fest, previously Comic-Con, was held in an all-online format from June 15 to June 19.
- After the Rally: What Next program was held digitally following the Black Lives Matter protest rally in Citizens Park.
- Limited Reopening Notes
    - BALibrary will be reopening to in-person visits on July 27th.
    - Library hours will return to their pre-closure state.

- IDPH guidance indicates that the building can safely serve 110 'retail' customers at a time. Staff will monitor this limit throughout the day.
- Masks or face coverings will be required for all customers, per the suggested policy.
- The 'goal' for the first reopening phase is for customers to have abbreviated library visits under one hour.
    - Meeting rooms, study rooms, internet computers, Youth Services manipulatives, and tables and chairs will not be available to customers.
    - 'Walkthrough' paths will be established in the building to keep customer traffic predictable for staff and to make visits efficient.
- Every two weeks, the management team will assess the current state of customer interactions, customer needs, and public health guidance and look to reopen more building services.

Community Notes

- Released library statement on the events surrounding the George Floyd protests and BALibrary's support of individuals exercising their right to peaceful assembly.
- Continuing to attend weekly meetings with CUSD 220, the Village of Barrington, the Barrington Park District, and numerous other Barrington Area municipalities.
    - Coordinating with Park District regarding restoring the Youth Services play space.
- Continuing to attend weekly North Suburban library directors' meetings and coordinating library responses to the COVID-19 crisis.