

FITCHBURG PUBLIC LIBRARY
BOARD OF TRUSTEES
June 10, 2020

FITCHBURG PUBLIC LIBRARY
610 Main St. Fitchburg, MA

Trustees present were: Chair Jim Walsh, Matthew Bruun, Robert Favini, Mary Rice Hurley, Joanne Huse, Cynthia Jones and Jacalyn Kremer. Others present were Director Sharon Bernard and Asst. Director Jean Tenander.

PUBLIC COMMENT

There was no public comment.

CALL TO ORDER

The meeting was called to order at 6:35 p.m.

APPROVAL OF THE MINUTES

The minutes of the February 12, 2020, meeting were approved as were the minutes of the May 6, 2020 meeting, after being amended to add Matthew Bruun to the list of trustees in attendance.

CHAIR'S REPORT

Chair Walsh reported that the Finance Committee had voted to pay \$50,000 as a portion of the cost of the windows project. The project includes the removal of asbestos and re-caulking and painting all the casement windows. Two thirds of the project is being funded with money from the state.

Chair Walsh congratulated Rob Favini for his appearance on WGBH to talk about libraries and covid-19. It was live and Chair Walsh said it was well done.

LIBRARIAN'S REPORT

Director Bernard said she basically wanted to talk about the protocols for beginning to open the library for service. She has included the plan as it now exists, with the material provided to the trustees for this meeting. She has sent all the paperwork required to the City for approval.

She said we will begin with curbside pick-up and see how it works. She vetoed having both curbside and allowing individuals to walk in and check out their books. The situation is fluid and depends on many factors. She feels it is important to be careful. There will be two teams which are not interchangeable unless absolutely necessary. The idea is to have each individual in contact with the fewest number of people. There will be training for both teams.

A discussion ensued about the length of time to quarantine returned items and the method of quarantining them. Rob Favini said there were various days offered as a standard. The suggestions are between three and seven days.

Director Bernard said she was working on a pandemic policy. She said she did not anticipate allowing the public into the library for several weeks. The question of public computer use and subsequent cleaning presents many problems. As of now the City is unable to supply FPL with sufficient cleaning supplies. There is no point in allowing the public back in only to have long lists of activities which are not allowed. Asked about the staff's attitude to returning to work, she said it was positive but all wanted to err on the side of caution. Most of the professional staff are over 60.

She thinks patrons will be able to send work from their homes to be printed at the library and then picked up at the curb.

Rob Favini commended the Director's plan. He said it was thoughtful and mindful of the seriousness of the health issues involved.

The Director said there is as yet no budget from the City for next year. There is no information as to what money will be available from the state. The budget for the City is being divided into 3 parts to allow for flexibility under the circumstances.

The Director informed the Trustees that Colin Welch, the Teen Librarian, had left for a new job at the end of May.

COMMITTEE REPORTS

Finance Committee- Chair Walsh said the figures were not as bad as he had feared, although they are a month in arrears.

Legislative Committee- There is a virtual Trustee's Orientation meeting on June 17. The Director said it is uncertain what will happen to the building program going forward. Both the state and cities and towns are uncertain about their finances over the next few years.

NEW BUSINESS

Director Bernard asked the Trustees if they would agree to meet in July to discuss the creation of a Building Committee.

Rob Favini asked if anyone had appropriate members in mind to let him know and the names would be submitted to the Mayor for approval. The members who would be of most help would be those with backgrounds in construction, planning, architecture, business, etc. A committee member would not have to live in Fitchburg.

Director Bernard said Tappe had been hired. Next month the board will discuss hiring the Owner's Project Manager, Collier's International, to assist in leading this project

ADJOURNMENT

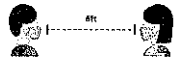
The meeting was adjourned at 7:30 p.m.

Respectfully submitted
by Jean Tenander
for Mary Rice Hurley

MA Safety Standards



MANDATORY SAFETY STANDARDS



SOCIAL DISTANCING

Libraries must establish procedures for patrons to check out materials prior to arriving at the library for curbside or circulation desk pickup. Patron entry to the library should be limited to circulation desk pickup only

Libraries must put markers outside of the library to ensure 6 feet of distance for patrons who are waiting outside to enter

Ensure separation of 6 feet or more between individuals where possible:

- Close or reconfigure worker common spaces and high density areas where workers are likely to congregate (e.g., break rooms, eating areas) to allow social distancing
- Physical partitions must separate workstations that cannot be spaced out (partitions must be at least 6 feet in height)
- Install physical barriers for checkout stations where possible, otherwise maintain 6 feet distance where not possible
- Install visual social distancing markers to encourage patrons to remain 6 feet apart (e.g., lines outside of the libraries if applicable, checkout lines, lines to use the restroom)

Stagger lunch and break times, regulating max number of people in one place and ensuring at least 6 feet of physical distancing

Require face coverings for all workers and patrons, except where unsafe due to medical condition or disability

Recommended best practices

Libraries are encouraged to offer exclusive hours or other accommodations for those in high-risk populations as defined by the CDC

Improve ventilation for enclosed spaces where possible (e.g., open doors and windows)

Contactless payment methods are encouraged



HYGIENE PROTOCOLS

Disinfect shared equipment, such as computers, before use by another worker

Ensure access to handwashing facilities on site, including soap and running water, wherever possible and encourage frequent handwashing; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative

Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)

Alcohol-based hand sanitizers with at least 60% alcohol should be made available at entrances and throughout floor areas for both workers and patrons

Avoid sharing equipment and supplies between workers

Post visible signage throughout the site to remind workers of hygiene and safety protocols



STAFFING & OPERATIONS

Provide training to employees on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including:

- Social distancing, hand-washing, proper use of face coverings
- Self-screening at home, including temperature or symptom checks
- Importance of not coming to work if ill
- When to seek medical attention if symptoms become severe
- Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus

Adjust workplace hours and shifts (leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points

Libraries should reduce operating hours to allow for on-going off-hour sanitation and cleaning

Close all seating areas and prohibit the use of public computers, printers, and other shared technology

Workers must stay home if feeling ill

If the employer is notified of a positive case at the workplace, the employer shall notify the local Board of Health (LBOH) in the city or town where the workplace is located and assist the LBOH as reasonably requested to advise likely contacts to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH

MA Safety Standards



MANDATORY SAFETY STANDARDS



STAFFING & OPERATIONS

Post notice to workers and patrons of important health information and relevant safety measures as outlined in the Commonwealth's [Mandatory Safety Standards for Workplace](#)

Recommended best practices

Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home

Workers are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer

Encourage workers who test positive for COVID-19; to disclose to the employer of the office for purposes of cleaning / disinfecting and contact tracing



CLEANING & DISINFECTING

Conduct frequent cleaning and disinfection of site (at least daily and more frequently if feasible)

Once returned, remove books from service for 24 hours (before it can be checked out by another patron)

Keep cleaning logs that include date, time, and scope of cleaning

Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, bathrooms, baskets, carts, staff break rooms)

In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current CDC guidance



Employee COVID-19 Self Certification Form

Today's Date: _____ Print Name: _____

Please self certify and answer the following questions to the best of your ability:

Have you had: a fever above 100.3 degrees, Yes ___ No ___
a cough, or Yes ___ No ___
trouble breathing within the last 24 hours? Yes ___ No ___

Have you knowingly had close contact with an individual who has tested positive for COVID-19 in the last two weeks?
Yes ___ No ___

Have you been asked to self-isolate or quarantine by your doctor or local public health official? Yes ___ No ___

If you answered YES to ANY of the above questions, STOP. Do not enter the library. Immediately go home and report to Sharon Bernard via phone or text. If you answered NO, put this completed and signed form in Sharon's mail tray at circulation.

Do you have your mask or a face shield? Yes ___ No ___ If no, please ask for one as soon as you get inside the library.

Your signature: _____

Your signature: _____

Do you have your mask or a face shield? Yes ___ No ___ If no, please ask for one as soon as you get inside the library.
circulation.
Sharon Bernard via phone or text. If you answered NO, put this completed and signed form in Sharon's mail tray at
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Have you knowingly had close contact with an individual who has tested positive for COVID-19 in the last two weeks?
Yes ___ No ___

Have you had: a fever above 100.3 degrees, Yes ___ No ___
a cough, or Yes ___ No ___
trouble breathing within the last 24 hours? Yes ___ No ___

Please self certify and answer the following questions to the best of your ability:

Today's Date: _____ Print Name: _____

Employee COVID-19 Self Certification Form



COVID-19 Protocol Training

Phase 1: Staff in limited numbers and maintenance personnel only in the building
Preparing for, scheduling, and conducting curbside delivery of Fitchburg items

Phase 2: Limited number of public allowed in for brief activity in lobby only and limited computer use

Staff must wear a mask and/or a face shield while in the building. If you are in an area by yourself you may remove your mask. If there is a risk of getting within 6 feet of someone, you must wear a mask or shield. The mask must cover your nose and mouth. You should avoid touching it once you have it on.

Staff must maintain 6' between each other. See staffing protocols below.

When you arrive you should put away your bags and then wash your hands with soap and water for 20 seconds. Wash your hands throughout your shift and before you leave for the day

Hygiene Protocols:

Handwashing available in the staff and public bathrooms as well as behind circulation and in catalog.

Hand sanitizer is available at all desks. Personal use sizes may be taken with you when you are working in the stacks.

Computer Use: Each computer will have one user during a person's shift. The employee is responsible for wiping the keyboard and mouse with a disinfectant wipe (in large white bucket marked Purell wipes) *BEFORE* and *AFTER* your shift. The employee should also use the other disinfectant wipes to clean the counter/desk and other places she touched.

Telephone Use: Each telephone will have only one person using it for that person's desk shift. The employee will use sanitizing wipes to wipe the receiver and the button before and after her shift.

Bathrooms will be cleaned at least once per day. If you find it necessary, wipe down the door handles, stall latch, toilet handle, hot and cold water handles, etc.

Gloves are not required except for bringing materials out to patrons—it'll make them feel safer). There are boxes of various size gloves on the shelves in the back room of the circulation desk. You are welcome to wear gloves, but remember they don't protect you if you touch your face or use your cell phone and put it up to your face.

The book and media drops will be emptied daily.

Items from Friday-Monday will be put in one laundry bin and quarantined for 72+ hours.

These will be checked in Thursday or Friday morning.

Items from Tuesday-Thursday will be put in a second bin and quarantined for 72+ hours.

These will be checked in Monday or Tuesday.

Newspapers will be held the same as the returned items. They should be processed on the same schedule.

Staffing Protocols

Social Distancing

- Keep at least 6 feet between you and anyone else
- Meetings must be remote or limited and should respect social distancing
- One person on the elevator at a time
- Stay in your work area, visiting other areas only when absolutely necessary
- Stagger work schedules to minimize staff in a department

Illness

- If you are not feeling well, do not come to work.
- If you have COVID-19 symptoms, contact your doctor. If you contract COVID-19, contact the Board of Health. You shall remain home for no less than 14 days and until cleared in writing by a healthcare professional to return to work.
 - Symptoms may appear 2-14 days after exposure to the virus and include:
 - Fever or chills
 - Cough
 - Shortness of breath
 - Difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Persistent pain or pressure in your chest
 - New confusion or inability to arouse
 - Bluish lips or face
- If you have symptoms or come in close contact with someone experiencing symptoms, report it to the director immediately for cleaning, isolation, contact tracing, and communication with the Health Dept.
- If you've been exposed to someone with the virus you must quarantine for 14 days. You should continue to work from home.
- If you need to cough or sneeze please do so into a tissue and then throw it away and immediately wash your hands with soap and water.

Hygiene

- Wash your hands before and after eating; after using the bathroom; after touching trash or garbage; after handling materials; and whenever you have touched items that may not be clean.
 - Wet your hands with clean, running water (warm or cold), turn off the tap to save water, and apply soap
 - Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
 - Scrub your hands for at least 20.
 - Rinse your hands under clean, running water.
 - Dry hands with a clean paper towel.
 - Turn off the water with the paper towel.
 - Open the bathroom door using the towel.
 - Discard the towel in trash.

- Cleaning products are provided for you to keep your work area clean.
- Clean any common areas you use.
- Avoid sharing office equipment (computers, telephones, etc.). Disinfect after use.

Only one person at a time will work in each of the areas listed below. Other masked staff may pass through to get to another area, or use a sink, but shouldn't linger within 6' of another employee.

- Circulation Desk
- Information/Reference
- Fiction room
- New book room
- DVDs
- 1st floor stacks
- Young Adult Area
- 2nd floor stacks, street side
- 2nd floor stacks, garden side
- Willis Room
- Youth Library behind the desk
- Youth Library office—close door
- Youth Library workroom—close door
- Youth Library entire area outside of desk
- Catalog workroom with computers
- Catalog workroom at processing counter
- Catalog office—Shirley only/Jean can use the adult services computer as long as Shirley is not in.
- Circulation workroom—stay away from Jacquie Cronin, Deputy City Auditor, at Kris' desk area.
- Willis Room

Staff are expected to complete their work hours by working from home when not scheduled at the library.

Print name

Date

Sign

Reopening the Fitchburg Public Library

The Library has developed the following plan to resume in person-services for the residents of Fitchburg. These plans will change as we follow recommendations from the city, state, and federal governments, the Board of Health, and specialists in the library field. This plan is presented as an overview, not a procedural manual.

We have determined that it will be best to open in several phases which will gradually increase service offerings as social distancing guidelines change. These phases allow us to increase services when appropriate, and to take a step back if necessary. There are no time frames to these phases on purpose. Each phase will expand when it is safe for our staff and patrons to do so. The phases are as follows:

Reopening Massachusetts Libraries	Reopening Massachusetts
Library Phase 1, Part 1: <i>Planning to resume in person service</i>	MA Govt. Phase 1: <i>Start: Limited industries resume operations with severe restrictions.</i>
Library Phase 1, Part 2: <i>Initiate curbside services which emphasize limited in-person contact</i>	MA Govt. Phase 1: <i>Start: Limited industries resume operations with severe restrictions.</i> <i>Phase 1 – May 25 for curbside pickup and delivery only</i>
Library Phase 2: <i>Soft openings and limited services</i>	MA Govt. Phase 2 <i>Cautious: Additional industries resume operations with restrictions and capacity limits</i> <i>Phase 2 – browsing inside the Library with restrictions</i>
Library Phase 3: <i>Expanded service and adaptation to the current health climate</i>	MA Govt. Phase 3 <i>Vigilant: Additional industries resume operations with guidance.</i>
Library Phase 4: <i>Near full resuming of services</i>	MA Govt. Phase 4 <i>New Normal: Development of vaccine and/or therapy enables resumption of "new normal."</i>

Before deciding to move to the next phase there will be questions that need to be resolved.

This plan is not final, and will be updated as recommendations change.

Library Phase 1, Part 1: Planning to resume limited in person service

Building Access:

- Staff resume working at the library in limited numbers, and continue telework at home
- Access to town departments to assist in reopening plans. Deliveries will be accepted
- No patron access, however deliveries and maintenance work will continue

Operational Priorities:

- Building cleaning, disinfecting surfaces
- Stocking cleaning supplies and PPE (where available without taking supplies from health care and front-line responders)
- Installation of protective barriers and signage to encourage social distancing and protect staff
- Establish policies for operations in pandemics/post-pandemic environment that include: remote work, enforcing patron compliance with social distancing and face covering, room use, fine forgiveness, hours of operation during limited service phase
- Establish staff and patron safety protocols in compliance with local health board - this may include training
- Determine next phase's limited opening hours, staffing, and use of remote staffing
- Develop workflows to minimize contact for basic library operations that include: curbside services, book returns, book drop procedures, book checkout, accepting other libraries' materials
- Determine how quarantining of library materials will be handled

Policy and Procedures:

- What needs to be updated to reflect the new operations?
- Develop procedures/policies for staff and public:
- What privacy policies need to be updated?
- How will curbside delivery protect intellectual freedom?
- Will we accept donations of materials?
- Will we continue to offer free materials outside the front door?
- How long will staff with work constraints continue to be paid?

Questions to Resolve before next phase:

Phase 1, Part 2 introduces Curbside Services

- Create policy and workflow for curbside services with guidance from the city and Board of Health
 - staff access to building
 - patron social distancing
 - patron mask requirements
 - staff telework
 - curbside services
 - items limits
 - how to deliver items outside
 - how patrons reserve items
- What is the workflow?
- Establish staff schedule with as much flexibility as possible to accommodate added stress and work loads
- What signage is needed?
- How will marketing be done?

- Create marketing materials
- What support materials must be in place?
- Rehearse and analyze procedures and adapt and change if necessary
- Will we allow PrinterOn remote printing?
- Will we handle faxing for public? How?
- How do we accommodate patrons with barriers (ability, language, transportation) to curbside service?

Library Phase 1, Part 2: Introduces curbside services that emphasize limited in-person contact

Building Access

- Most staff resume working at the library, and continue telework at home when not present
 - Staff works in two teams two days each to limit exposure to each other
 - Mon/Tue 9:30-2
 - Thu/Fri 9:30-2
 - Some staff may work in other departments removed from staff working curbside services
 - Some staff may work on Wednesday when the two teams are not in the building
- No patron access, however deliveries and maintenance work will continue

Operational Priorities:

- Communicate with all staff to ensure all safety, building, service expectations, and HR policies are understood
- Establish staff schedule with as much flexibility built in as possible to accommodate added stress and work loads
- Staff answer phones and emails to place holds for patrons, print pull lists, collect items, communicate with patron, checkout items, use contactless procedure to deliver items to patron outside front door
- Institute regular staff meetings to gather feedback on how services are proceeding
- Regularly evaluate services; if something doesn't work be prepared to change
- Staff observe social distancing protocols, with each other and the public, that include required mask/face shield use
 - Only one staff member should be in each work area for the duration of the 4 hour shift
- Staff are responsible for sanitizing individual work stations, including computer keyboard and mouse, the telephone receiver and keypad, and counter/desk, before and after her shift and at regular intervals
- Remote staff continue to support virtual services: remote reference, virtual programming, and discrete projects as assigned
- Continue materials handling policies and make adjustments based on emerging science and recommendations from state and federal sources
- Post all safety, social distancing and COVID-19 related policies at all entrances

Policy and Procedures:

- Curbside service
- Materials quarantining

- Cleaning/disinfecting of staff and public areas
- Mail/Package delivery handling

Questions to Resolve before next phase:

- Will we accept donations of books?
- When will Trustees, the Friends, and Literacy Volunteers be allowed to access the building?
- How will Optima Delivery be handled?
- Will we offer self-service holds?
- Will we have an adult self-service checkout?
- What will the building occupancy be for the public
- Identify areas of the building that will be closed to the public

Library Phase 2: *Soft openings and limited services*

Building Access

Staff resume working at the library, and continuing telework at home when needed. (Increased hours, one person from each department?)

Access to town departments to assist in reopening plans. Deliveries will be accepted.

In lobby pick up of materials, and limited in person reference/reader advisory service inquiries. Limited browsing is permitted.

Limited public access based on established occupancy limits. Public allowed to browse stacks. A few sitting spaces are allowed.

Operational Priorities:

- Establish initial hours of operation (in consultation with municipal Board of Health and or leadership)
- Define service offerings and promote them to the community
- Communicate with all staff to ensure all safety, building, service expectations, and HR policies are understood
- Establish staff schedule with as much flexibility built in as possible to accommodate added stress and work loads
- Post all safety, social distancing and COVID-19 related policies at all entrances
- In-person services may include, curbside service and delivery, in lobby pick up
- Institute regular staff meetings to gather feedback on how services are proceeding
- Regularly evaluate services; if something doesn't work be prepared to change
- Require reporting staff to observe social distancing protocols that may include required mask use
- Instruct reporting staff to sanitize individual work stations at regular intervals
- Remote staff continue to support virtual services: remote reference, virtual programming, and discrete projects as assigned
- Develop contingency plan if staff test positive for COVID-19: alternative staff, cleaning of building
- Continue materials handling policies making adjustments based on emerging science and recommendations from state and federal sources

Policy and Procedures:

Computer use policies, Meeting room use, Teen/Children's room use, In person programming rules

Questions to Resolve before next phase:

Consult with counsel for questions about bathroom access for patrons, local or state orders for masks, employee discipline

Concurrent:**Needed Supplies:**

Before the library can start Phase One with staff in the building, we must ensure that we are able to meet the Mandatory Safety Standards for Workplaces as directed by the Commonwealth of Massachusetts as released on 5/11/2020. Those are shared below.

Social Distancing

- All persons, including employees, customers, and vendors should remain at least six feet apart to the greatest extent possible, both inside and outside workplaces
- Establish protocols to ensure that employees can practice adequate social distancing
- Provide signage for safe social distancing
- Require face coverings or masks for all employees

Hygiene Protocols

- Provide hand washing capabilities throughout the workplace
- Ensure frequent hand washing by employees and adequate supplies to do so
- Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site

Staffing and Operations

- Provide training for employees regarding the social distancing and hygiene protocols
- Employees who are displaying COVID19-like symptoms do not report to work
- Establish a plan for employees getting ill from Covid-19 at work, and a return-to-work plan

Cleaning and Disinfecting

- Establish and maintain cleaning protocols specific to the business
- When an active employee is diagnosed with COVID19, cleaning and disinfecting must be performed
- Disinfection of all common surfaces must take place at intervals appropriate to said workplace

Quarantine and Materials Handling:

How will materials be handled? Will you quarantine and then check in, or check in/quarantine, and for how long? Where? How to handle holds and deliveries.

Communications:

A robust internal and external communication strategy is paramount- consider videos to demonstrate what curbside pickup looks like.

Fitchburg Public Library
Investment Performance
1/1/2020-4/30/2020

Investment Objectives **The investments comprising the Fitchburg Public Library shall be managed prudently with a primary emphasis on growth oriented securities that yield a reasonable rate of return.**

Alice & Rodney Wallace Funds **Stocks-69% Bonds-21% Money Market-10%**

Market Value 12/31/19	Market Value 4/30/20	Percent Change	Estimated Annual Income	Annual %Income
\$1,223,837	\$1,124,872	- 8.09%	\$26,703	2.37%

Other Funds **Stocks-18% Bonds-58% Money Market-24%**

Market Value 12/31/19	Market Value 4/30/20	Percent Change	Estimated Annual Income	Annual %Income
\$ 792,538	\$ 783,134	- 1.19%	\$16,602	2.12%

		TOTAL		
\$2,016,375	\$1,908,006	- 5.37%	\$43,305	2.27%

	12/31/2019	4/30/2020	Income Balance as of 4/30/2020
Restricted	\$349,114.55	\$347,479.20	\$ 46,748.84
Unrestricted	\$443,423.34	\$435,654.82	\$ 30,368.30
Total	\$792,537.89	\$783,134.02	\$ 77,117.14

**Fitchburg Public Library
Investment Performance
1/1/2020-5/31/2020**

Investment Objectives The investments comprising the Fitchburg Public Library shall be managed prudently with a primary emphasis on growth oriented securities that yield a reasonable rate of return.

Alice & Rodney Wallace Funds Stocks-70% Bonds-20% Money Market-10%

Market Value 12/31/19	Market Value 5/31/20	Percent Change	Estimated Annual Income	Annual %Income
\$1,223,837	\$1,162,187	- 5.04%	\$26,541	2.28%

Other Funds Stocks-19% Bonds-57% Money Market-24%

Market Value 12/31/19	Market Value 5/31/20	Percent Change	Estimated Annual Income	Annual %Income
\$ 792,538	\$ 793,955	+ 0.18%	\$16,220	2.04%

	TOTAL			
\$2,016,375	\$1,956,142	- 2.99%	\$42,761	2.19%

	12/31/2019	5/31/2020	Income Balance as of 5/31/2020
Restricted	\$349,114.55	\$351,158.56	\$ 47,204.37
Unrestricted	\$443,423.34	\$442,796.46	\$ 31,500.46
Total	\$792,537.89	\$793,955.02	\$ 78,704.83