

McHenry Public Library District Board of Library Trustees Regular Meeting

**Tuesday, April 21, 2020, 7 p.m.
Conducted via Electronic Means**

Agenda

- I. **CALL TO ORDER** – Jackie Fogleman, Vice President
- II. **ROLL CALL** – Monica Leccese, Secretary
- III. **CORRECTIONS OR ADDITIONS TO THE AGENDA**
- IV. **PUBLIC COMMENT AND RECOGNITION OF VISITORS**
- V. **CONSENT AGENDA FOR THIS MEETING (Action)**
SECRETARY'S REPORT – Monica Leccese, Secretary
Minutes of the Regular Board Meeting of March 17, 2020 (includes Agenda from McHenry City Council Meeting of March 16, 2020)

TREASURER'S REPORT – Margaret Carey, Treasurer
Monthly Financial Statements and Interim Check Report through March 31, 2020 + mid-April 2020 late bills and Bill Reports for March/April 2020.
Additional Bills (Distributed night of meeting)
Petty Cash and Credit Card Reports
- VI. **LIBRARIAN'S REPORT**
- VII. **OLD BUSINESS**
 1. Update on project: Sanitary sewer/manhole project. Possible vote to start project using Maneval Construction (contractor) with Eriksson Engineering (project manager). **(Discussion/Approval)**

VIII. NEW BUSINESS

1. FY20/21 Budget update
2. Coronavirus (COVID-19) update, work from home, operations concerns

IX. ANY AND ALL OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

X. ADJOURNMENT

*Any person with a physical disability may contact the MPLD (815-385-0036) within 4 hours of any meeting date to request special access to any board meeting. The MPLD will make all board meetings accessible to people with physical disabilities under the current ADA requirements.

Note: Due to the coronavirus pandemic, the IL Governor/Attorney General has advised and given government bodies the ability to conduct official meetings electronically off-site with voting permitted during this time. Public access arrangements must be made in advance by calling 331-425-9481 and providing a valid email (required for access) at least 8 hours before the meeting time/date.

MINUTES
MCHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
REGULAR MEETING

Date: March 17, 2020
Time: 7:00 P.M.
Location: Library Board Meeting Room

I. Call to Order:

In the absence of Vice President Fogleman, Secretary Monica Leccese was recognized as President pro tem. She called the meeting to order at 7:09 p.m.
Leccese moved and Stone seconded a motion to elect Reilly as Secretary pro tem.
Ayes: Grala, Leccese, Stone
Nays: None
Abstain: Reilly
Absent: Carey, Fogleman
Motion Passed

II. Roll Call:

Roll was called and a quorum was established.

Members Present: Delphine Grala, Monica Leccese, Charles Reilly, Jill Stone

Members Absent: Margaret Carey, Jackie Fogleman

Also Present: James Scholtz, Executive Director
Bill Edminster, Assistant Director
Lesley Jakacki, Youth Services Manager
Zach Terrill, Assistant Adult Services Manager
Jennifer May, HR Generalist
Bud Alexander

III. Pledge of Allegiance

IV. Corrections or Additions to the Agenda

Scholtz asked that New Business agenda item number 2, Consideration of Resolution 2019/20-2, be considered first to accommodate the staff members present.

V. Public Comment and Recognition of Visitors

No comments by visitors.

VI. Consent Agenda for this meeting

Secretary's Report – Charles Reilly, Secretary pro tem

Minutes of the Regular Board Meeting of the Regular Board meeting of February 18, 2020

Treasurer's Report – Margaret Carey, Treasurer

Monthly Financial Statements and Interim Check Report through February 29, 2020
Invoice Reports for February/March 2020
Additional Invoices (Distributed night of meeting)
Petty Cash and Credit Card Reports

The Board reviewed the regular board minutes, financial statements and monthly invoices. Reilly moved and Stone seconded a motion to approve the minutes of the regular meeting for February 18, 2020, the monthly financial statements for the fiscal year through February 29, 2020, the Invoice Reports for February/ March 2020, and payment of the invoices.

Ayes: Grala, Leccese, Reilly, Stone

Nays: None

Abstain: None

Absent: Carey, Fogleman

Motion Passed

VII. Communications

The Board reviewed the Communications.

None

VIII. Librarian's Report

The Board reviewed the Librarian's Report

- Scholtz reviewed the library's response to Covid-19. Scholtz said that his guideline to the managers is to consider what we can control and not get overly concerned with what we cannot. The library is closed to the public until March 28, a date that was chosen since it is the end of the current payroll period and corresponds to the McHenry schools' current end date of March 27. We have closed the book returns, extended check out dates, and will waive fines. Scholtz asked managers asked to develop plans for their department so that staff can work on projects or work at home on staggered schedules. Staff whose work cannot be done while we are closed to the public, or who have responsibilities that keep them from working are expected to use personal time off at this time. Staff who are working in the library are expected to avoid unnecessary physical contact and practice social distancing.
- Scholtz told the Board that the City of McHenry would be putting a 3% tax on recreational marijuana. Scholtz has written to ask that 1% of the tax collected be passed on to the library district.
- Scholtz reported that he is talking to the new city planner for McHenry to consider a different model for developer fees based on the standard formula used internationally. If it is accepted by the City of McHenry, Scholtz will approach the Village of Wonder Lake to adopt it.
- Scholtz reviewed the succession plan for training staff to be candidates for Executive Director and Assistant Director. His plan is to review the budget process next.
- There are plans for updating the library's monthly statistics sheet to better reflect the circulation of ematerials.
- Scholtz talked about the library's password security protocols document he shared with the Board.
- Next Monday, some of the older security cameras and the DVR for the security system will be replaced.
- Scholtz updated that Board on how program cancellations affect the Census.
- Scholtz explained that he did not want to present the library's audit since the Business Manager was not present.

- Scholtz will contact the Board to set up an electronic meeting if it is needed before the next regularly scheduled meeting.

IX. Executive Session

To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).

Grala moved and Leccese seconded a motion to go into executive session at 7:25 p.m. to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body as well as discussing specific contractual matters of vendors in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).

Ayes: Grala, Leccese, Reilly, Stone

Nays: None

Abstain: None

Absent: Carey, Fogleman

Motion Passed

The Board took no action in Executive Session.

Leccese moved and Grala seconded a motion to come out of executive session at 7:43 p.m.

Ayes: Grala, Leccese, Reilly, Stone

Nays: None

Abstain: None

Absent: Carey, Fogleman

Motion Passed

X. Old Business

1. Update on project: Sanitary sewer/manhole project

Scholtz reviewed the history of the library's sanitary sewer explaining that the library is currently responsible for the upkeep. Scholtz has arranged that in exchange for the library paying for two manholes, the City of McHenry would take over the sanitary sewer and be responsible for upgrading it to code.

Scholtz reported that the City of McHenry had authorized an agreement at its March 16, 2020 City Council Meeting. The text for the agreement from the meeting's agenda follows.

" Authorization for the Mayor to execute an Easement and Maintenance Agreement between the City of McHenry, McHenry Public Library District, Reese Real Estate, LLC, and Chicago Title Land Trust Company for the maintenance of sanitary sewer main along the eastern property line adjacent to the State Right of Way for Illinois Route 31." Full agenda of McHenry City Council Meeting, March 16, 2020 is attached.

Scholtz explained that there was a way we could use a company that had recently done work in that vicinity for the City to expedite the work in order to complete the project during the summer construction season.

XI. New Business

1. Consideration of trustee appointment to fill vacant MPLD trustee seat (considered in Executive Session) (Action)

Leccese moved and Grala seconded a motion to approve Bud Alexander to fill the vacant library trustee seat vacated by Bradley Schubert.

Ayes: Grala, Leccese, Stone

Nays: Reilly

Annotation: Reilly based his vote on a procedural point. He felt that the full Board should vote on the appointment at a future meeting.

Abstain: None

Absent: Carey, Fogleman

Motion Passed

2. Consideration of Resolution 2019/20-2: “Resolution Authorizing Temporary Allocation of Paid Sick Leave for All MPLD Employees”

Scholtz shared a list of Illinois libraries that had closed temporarily as a way to avoid the transmission of Covid-19. It included almost all of the libraries in the area. McHenry Public Library is closed through March 28, 2020 but may be required by circumstances to close longer.

Scholtz felt that there were reasons to stay open but that the developing health risk was a more important reason for the library to close. Scholtz told the Board that the requirement that people sick with Covid-19 be isolated for fourteen days was likely to require staff to use up all of their normal paid sick time to care for themselves or for family. The resolution allows staff to borrow against future year’s sick time insuring that staff are paid. State and federal emergency plans under consideration may change the situation so Scholtz considered this as an interim plan for helping staff.

Ayes: Grala, Leccese, Reilly, Stone

Nays: None

Abstain: None

Absent: Carey, Fogleman

Motion Passed

XII. Any and All Other Business That May Properly Come Before the Board
None

XIII. Adjournment

Leccese moved and Stone seconded a motion to adjourn the meeting at 8:28 p.m.

Ayes: Grala, Leccese, Reilly, Stone

Nays: None

Abstain: None

Absent: Carey, Fogleman

Motion Passed

Respectfully Submitted,

Charles Reilly, Secretary pro tem



AGENDA
REGULAR CITY COUNCIL MEETING
City Council Chambers, 333 S Green Street
Monday, March 16, 2020, 7:00 p.m.

1. Call to Order.
2. Roll Call.
3. Pledge of Allegiance.
4. Public Comments: *Any member of the public wishing to address the Council is invited to do so by signing in at the meeting entrance and, when recognized, stepping to the podium. Opportunities for Public Comment are also provided under each Individual Action Item.*
5. Consent Agenda: Motion to Approve the Following Consent Agenda Items:
 - A. Resolution Authorizing the Deputy Clerk to Update the Official Zoning Map and to Publish a notice of the Zoning Map Update;
 - B. Ordinance repealing Title 6; Public Safety, Chapter 5; Offenses, Article D; Drug Paraphernalia; Possession of Cannabis, Section 2; Unlawful Possession of Cannabis, Paragraph 3, of the City of McHenry's Municipal Code;
 - C. Ordinance Approving a Plat of Vacation and Plat of Easement for Heidner Subdivision Located at the Northwest Corner of Chapel Hill Road and Illinois Route 120;
 - D. Authorization to execute a farm lease agreement with David Laufer to farm approximately 24.5 acres at a price per acre of \$123, for a total of \$3,014 for the term of the lease which expires February 28, 2021; to execute a farm lease agreement with Kevin Bauer Family to farm approximately 58-acres at a price per acre of \$182, for an annual payment of \$10,556 for the term of the lease which expires February 28, 2021; to execute a farm lease agreement with Charles Schaefer to farm approximately 12 acres at a price per acre of \$110, for a total of \$1,320 for the term of the lease which expires February 28, 2021; to execute a farm lease agreement with Charles Schaefer to farm approximately 20 acres at a price per acre of \$123, for a total of \$2,460 for the term of the lease which expires February 28, 2021; to execute a farm lease agreement with Charles Schaefer to farm approximately 9 acres for a total of \$500 for the term of the lease which expires February 28, 2021;
 - E. Authorization for the Mayor to Execute an Intergovernmental Agreement with McHenry County for the construction of a building and installation of piers for use by the McHenry County Sheriff's Office Marine Unit;
 - F. 2020 Green Street Cruise Night Date Requests;
 - G. March 2, 2020, City Council Meeting Minutes;
 - H. Issuance of Checks in the amount of \$199,077.77;
 - I. Issuance of As Needed Checks in the amount of \$793,981.73.



6. Individual Action Item Agenda.

- A. Motion to authorize the proposed Continuation of the effective dates of the Mayor's March 11, 2020 Proclamation of Local Disaster Emergency for the City of McHenry to terminate at the end of the day on April 20, 2020;
- B. Authorization for the Mayor to execute an Easement and Maintenance Agreement between the City of McHenry, McHenry Public Library District, Reese Real Estate, LLC, and Chicago Title Land Trust Company for the maintenance of sanitary sewer main along the eastern property line adjacent to the State Right of Way for Illinois Route 31;
- C. Motion to adopt a Resolution, designating the parcels at 1202 N. Riverside Drive to a City Park, referred to as Miller Point Park;
- D. Motion to approve the Mayor's Execution of a 3-year Revocable License Agreement for Motorized and Non-motorized Boat Rentals at Miller Point between the City of McHenry and All Marine Retro Rentals; and, authorization to include an expenditure of \$40,000 in the FY20/21 Budget, Parks Developer Donations Fund, for the implementation of piers, a sand launch area and water and electric to a concession pad site.

7. Discussion Items.

8. Mayor's Report.

9. City Council Comments.

10. Executive Session if Needed.

11. Adjourn.

The complete City Council packet is available for review online via the City website at www.ci.mchenry.il.us. For further information, please contact the Office of the City Administrator at 815-363-2108.

The proceedings of the City Council meeting are being video-recorded and every attempt is made to ensure that they are posted on the City of McHenry, IL "YouTube" channel within twenty-four (24) hours of the meeting adjournment.

NOTICE: In compliance with the Americans with Disabilities Act (ADA), this and all other City Council meetings are located in facilities that are physically accessible to those who have disabilities. If additional accommodations are needed, please call the Office of the City Administrator at 815-363-2108 at least 72 hours prior to any meeting so that accommodations can be made.



28090 WEST CONCRETE DRIVE
INGLESIDE IL 60041

Senior Consultant: Edward Litchfield
Direct: (224) 588-4129 Email: elitchfield@manevalconst.com

Owner / General : MCHENRY PUBLIC LIBRARY
Job site / location: 809 FRONT STREET MCHENRY, IL 60050
ATTN: MELANIE CAROLLO M CAROLLO@EEA-LTD.COM

PROPOSAL

**SANITARY SEWER
IMPROVEMENTS**

SCOPE:

SAWCUT	LS	1.00	720.00	720.00
EXPLORATORY EXCAVATION	LF	20.00	50.10	1,002.00
SIGN REMOVAL / REPLACEMENT	LS	1.00	301.00	301.00
BITUMINOUS PAVT REM / REPL	SY	30.00	98.40	2,952.00
CURB REM / REPL	LF	10.00	78.00	780.00
RESTRIPE PAVT	LS	1.00	300.00	300.00
REMOVE EXISTING SANITARY LINE	LF	20.00	18.00	360.00
8" PVC	LF	18.00	98.40	1,771.20
TRENCH BACKFILL	CY	20.00	56.35	1,127.00
SANITARY MANHOLE 4 FT	EA	3.00	5,605.00	16,815.00
MANHOLE CONN TO EXISTING LINES	EA	3.00	1,145.00	3,435.00
SANITARY TESTING	LS	1.00	1,200.00	1,200.00
TRAFFIC CONTROL	LS	1.00	1,800.00	1,800.00

32,563.20

EXCLUSIONS : PERMITS

Maneval Construction Contract Agreement & Terms:

Contract documents shall only consist of this proposal and terms contained therein and specification sheets, drawings and other documentation Attached to this proposal, or otherwise made part of this agreement in writing, Invoice submitted hereunder shall be due within 30 days after completion of work proposed, or after issuance of the invoice, whichever is earlier. Unpaid balances will accrue a late fee and interest of 1% per Month until paid in full. The attached proposal is valid for 15 working days thereafter; this quote will be stale and unenforceable.

Owner/Customer understands and agrees that all quantities are estimates; due to site conditions or other obstacles the completed quantities may vary from those estimated, and any additional quantities needed will be paid to Maneval Construction CORP. in full, without need for change order or other written authorization.

Owners/ customers agree that if legal action is needed to enforce the terms hereof, Maneval Construction Corp. Shall be entitled to recover reasonable legal fees and cost the other party. Maneval Construction Corp. Agrees and warrants that it maintains standard insurance coverage for work of this type, including comprehensive general liability, automobile, and worker's compensation as required by law. Owner/contractor agrees and warrants that it is responsible for any and all other coverage needed to desire relative to the location described above and work performed hereunder and is not relying on Maneval Construction Corp. For any such coverage.

In the event that work described herein is cancelled for any reason other than the failure of Maneval Construction Corp. to comply with the terms set forth herein, or if owner/ customer otherwise defaults hereunder. Owner/ Customer agrees to reimburse Maneval Construction Corp. For any sums incurred or expended up to that time in complying with this order, and further agrees to pay Maneval Construction Corp. For work completed to that time. In the Event of notice of default to Maneval Construction Corp. Maneval Construction shall have the right to cancel its agreement and stop work hereunder, upon 5 days notice to Owner/Customer. Unless noted otherwise, this quotation excludes the cost of city permits and bonds required to perform the work required. Hereunder, and further excludes plans Required to obtain such permits or bonds. However, for an additional fee. Maneval Construction Corp. will provide these services, if requested.

Maneval Construction Corp. Warrants and agrees that it shall take all steps in full compliance with Illinois underground Utilities Act, and owners/customers agree and warrants that upon proof of such compliance from Maneval Construction Corp., Owners/customers shall be responsible for repairing any private utility lines damaged by Maneval Construction Corp. During the course of this project which were un-marked un-documented or non-conformed to prevailing codes, custom and practice. In the event that Maneval Construction fails to submit such documentation or compliance, or where Maneval Construction Corp. Shall be responsible for repairing such utilities. In no event shall Maneval Construction be liable for any costs of damages associated with utility interruption, regardless of whether the lines were marked and/or documented properly or not. The customer is responsible to call the utility company.

Maneval Construction Corp. Shall not be responsible, or in any way charged for, unavoidable, delays in work, including but not limited to delays caused by inclement weather, Acts of God, Labor Strikes, and other similar delays. On projects where the natural fall of the land is less than 2% Maneval Construction cannot guarantee that there will be total water drainage on pavement. Moreover, Maneval Construction shall not be held liable for ponding or retention in areas surrounding the work area; Owners/customers understands and agrees that such graded issues fall outside the scope of Maneval Construction CORP. work. Owner/customer understands that the work called for in this agreement is a messy process. The parties agree that Maneval Construction Corp. is not responsible for cleaning, repairing or replacing any concrete, carpet floor, passageway, etc. Other than created directly by Maneval Construction Corp. employees.

Maneval Construction Corp. agrees to complete its work in a safe and workmanlike manner, and to take appropriate safety precautions. However, once installation is complete and Maneval Construction leaves the work site, Owner/customer understands and agrees that Maneval Construction Corp. Cannot be responsible for materials, area maintenance and safety, and therefore Owners/customers assumes all responsibilities. Illinois law shall govern this proposal and agreement, without regard to any choice of law provisions. Should any part of this agreement be deemed unenforceable, the remaining terms shall be severable and separately enforced. Maneval Construction Corp. is an independent contractor, and shall be responsible as required by law and custom and practice for its own actions and employees. It assumes no responsibility, however for supervision of other persons or entities, or for their actions.

This contract may contain content that is considered proprietary and/or confidential. All contract content is intended solely and strictly for the use of the intended recipient INITIAL W. If you are not the intended recipient you should not read or copy this contract. If you are not the intended recipient, all disclosure, distribution, and reproduction, or taking any other action based on the contents of this information is strictly prohibited.

We appreciate the opportunity to provide a quote for this project and we look forward to your favorable consideration on this matter.

MANEVAL PAVING REPRESENTATIVE: x DATE: x

PROPERTY OWNER/ MANAGEMENT CO: James C. Sells DATE: 4-21-20

Note: This Proposal may be withdrawn by Maneval Construction Corp. if not accept within DAYS

MCHENRY PUBLIC LIBRARY DISTRICT

COMPILED FINANCIAL STATEMENTS

March 31, 2020

McHenry Public Library District
Balance Sheet
As of March 31, 2020

	Mar 31, 20	Feb 29, 20
ASSETS		
Current Assets		
Checking/Savings		
1060 · First Midwest Bank-Money Market		
1060100 · MM - General - First Midwest	(386,381.79)	(386,381.79)
1060200 · MM - Spec Reserve-First Midwest	1,846,642.40	1,846,642.40
1060300 · MM - Grant & Gift-First Midwest	426,211.77	426,211.77
1060 · First Midwest Bank-Money Market - Other	(271,588.19)	0.00
Total 1060 · First Midwest Bank-Money Market	1,614,884.19	1,886,472.38
1070100 · HSA/Building - First Midwest	183,889.05	187,610.23
1615100 · General Account - First Midwest	150,322.59	85,567.85
1625100 · Payroll Account - First Midwest	142,275.07	126,307.36
1635100 · Imprest Account - First Midwest	3,023.10	3,023.10
Total Checking/Savings	2,094,394.00	2,288,980.92
Other Current Assets		
1005100 · Petty Cash	800.00	800.00
1500200 · Due from General Fund	550,000.00	550,000.00
Total Other Current Assets	550,800.00	550,800.00
Total Current Assets	2,645,194.00	2,839,780.92
TOTAL ASSETS	2,645,194.00	2,839,780.92
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2500100 · Due to Special Reserve Fund	550,000.00	550,000.00
Total Other Current Liabilities	550,000.00	550,000.00
Total Current Liabilities	550,000.00	550,000.00
Total Liabilities	550,000.00	550,000.00
Equity		
3010100 · Fund Balance - General	569,357.05	569,357.05
3010200 · Fund Balance - Special Reserve	2,203,207.07	2,203,207.07
3010300 · Fund Balance - Grants & Gifts	405,004.19	405,004.19
Net Income	(1,082,374.31)	(887,787.39)
Total Equity	2,095,194.00	2,289,780.92
TOTAL LIABILITIES & EQUITY	2,645,194.00	2,839,780.92

McHenry Public Library District
Statement of Revenues and Expenditures
March 2020

	<u>Mar 20</u>
Income	
6060100 · Photocopier & Fax Income	1,048.17
Total Income	<u>1,048.17</u>
Gross Profit	1,048.17
Expense	
8010100 · Adult Books	6,863.31
8020100 · Youth Books	2,612.03
8030100 · Magazines & Newspapers	9,507.70
8060100 · Youth AV Materials	150.55
8095100 · Electronic Subscriptions	3,321.52
8110100 · Bank Service Charges	30.95
8120100 · Library Supplies	17.90
8215100 · Collection Agency Fees	81.89
8245100 · Comp/OfcEqp/CopierRepairs/Contr	7,521.06
8320100 · VOIP Phone Service	1,563.56
8325100 · INTERNET SERVICE	554.23
8410100 · Payroll Exp, Acctg & Audit Serv	508.00
8740100 · Building & Grounds	2,585.31
8760100 · Hospitality	325.09
8910100 · Salaries	136,384.06
8920100 · FICA/Medicare	9,871.32
8930100 · IMRF	15,599.59
8940100 · Health & Life Insurance	(2,404.06)
8970100 · Travel	541.08
Total Expense	<u>195,635.09</u>
Net Income	<u><u>(194,586.92)</u></u>

McHenry Public Library District
Statement of Revenues and Expenditures by Class

July 2019 through March 2020

	100 General Fund	200 Special Reser...	300 Grant and Gift...	Unclassified	TOTAL
Income					
6010100 · Property Taxes	1,555,587.61	0.00	0.00	0.00	1,555,587.61
6020200 · Developer Fees	0.00	29,589.00	0.00	0.00	29,589.00
6030100 · Interest Income - General	185.86	0.00	0.00	0.00	185.86
6030200 · Interest Income - Spec Reserve	0.00	995.16	0.00	0.00	995.16
6030300 · Interest Income - Grant & Gifts	0.00	0.00	229.11	0.00	229.11
6035100 · Dividends	163.00	0.00	0.00	0.00	163.00
6040100 · Nonresident/Enhanced Cards	45.00	0.00	0.00	0.00	45.00
6050100 · Fines	2,655.96	0.00	0.00	0.00	2,655.96
6055100 · Referral/Collection Fees	820.87	0.00	0.00	0.00	820.87
6060100 · Photocopier & Fax Income	15,199.16	0.00	0.00	0.00	15,199.16
6070200 · Reserve Fund Gifts	0.00	1,002.22	0.00	0.00	1,002.22
6070300 · General Fund Gifts	0.00	0.00	9,275.06	0.00	9,275.06
6105100 · Cobra/Retiree Insurance Prmts	13,710.35	0.00	0.00	0.00	13,710.35
6110100 · Program Fees/Misc Fees	2,150.00	0.00	0.00	0.00	2,150.00
6120100 · Meeting Room Fees	2,130.00	0.00	0.00	0.00	2,130.00
6130100 · Misc Incom -General(Sales/Fees)	4,724.31	0.00	0.00	0.00	4,724.31
6131100 · Misc Other Income - General	4,141.66	0.00	0.00	0.00	4,141.66
6150100 · Lost & Damged Materials	1,436.22	0.00	0.00	0.00	1,436.22
6170300 · Per Capita Grant	0.00	0.00	58,574.12	0.00	58,574.12
6210300 · Miscellaneous Grants	0.00	0.00	9,240.69	0.00	9,240.69
Total Income	1,602,950.00	31,586.38	77,318.98	0.00	1,711,855.36
Gross Profit	1,602,950.00	31,586.38	77,318.98	0.00	1,711,855.36
Expense					
8010100 · Adult Books	43,693.21	0.00	0.00	6,863.31	50,556.52
8020100 · Youth Books	26,868.57	0.00	0.00	2,612.03	29,480.60
8025100 · Professional Resources	2,198.96	0.00	0.00	0.00	2,198.96
8028100 · Administrative Resources (GA)	350.00	0.00	0.00	0.00	350.00
8030100 · Magazines & Newspapers	12,094.21	0.00	0.00	9,507.70	21,601.91
8040300 · Operating Fund Gifts	0.00	0.00	21,553.39	0.00	21,553.39
8050100 · Adult AV Materials	27,366.21	0.00	0.00	0.00	27,366.21
8060100 · Youth AV Materials	8,937.69	0.00	0.00	150.55	9,088.24
8080100 · Video Games	8,218.28	0.00	0.00	0.00	8,218.28
8090100 · eBook & eMagazine Services	21,295.55	0.00	0.00	0.00	21,295.55
8095100 · Electronic Subscriptions	43,880.89	0.00	0.00	3,321.52	47,202.41
8110100 · Bank Service Charges	225.74	0.00	0.00	30.95	256.69
8120100 · Library Supplies	5,979.70	0.00	0.00	17.90	5,997.60
8130100 · Tech Services Supplies	13,078.91	0.00	0.00	0.00	13,078.91
8140100 · Adult Programs & Supplies	11,877.37	0.00	0.00	0.00	11,877.37
8145100 · Circulation Supplies	87.41	0.00	0.00	0.00	87.41
8147100 · Summer Reading Club	112.49	0.00	0.00	0.00	112.49
8150100 · Youth Programs & Supplies	17,874.95	0.00	0.00	0.00	17,874.95
8215100 · Collection Agency Fees	483.30	0.00	0.00	81.89	565.19
8245100 · Comp/OfcEqp/CopierRepairs/Contr	125,844.61	0.00	0.00	7,521.06	133,365.67
8260100 · Misc Contracted Services	7,374.92	0.00	0.00	0.00	7,374.92
8310100 · CCS & Polaris Expenses	53,919.92	0.00	0.00	0.00	53,919.92
8320100 · VOIP Phone Service	20,228.33	0.00	0.00	0.00	20,228.33
8325100 · INTERNET SERVICE	0.00	0.00	0.00	554.23	554.23
8410100 · Payroll Exp, Acctg & Audit Serv	16,675.30	0.00	0.00	0.00	16,675.30
8420100 · Legal Services	5,509.49	0.00	0.00	0.00	5,509.49
8430100 · Other Misc Consultants	33,079.69	0.00	0.00	0.00	33,079.69
8510100 · Printing	24,413.00	0.00	0.00	0.00	24,413.00
8530100 · Public Notices & Ads	85.23	0.00	0.00	0.00	85.23
8540100 · Postage	9,210.09	0.00	0.00	0.00	9,210.09
8545100 · Printing/Copier Supplies	6,099.00	0.00	0.00	0.00	6,099.00
8550100 · Public Relations/Promotions	4,233.91	0.00	0.00	0.00	4,233.91
8610100 · Electricity	12,200.99	0.00	0.00	0.00	12,200.99
8620100 · Gas	1,614.34	0.00	0.00	0.00	1,614.34
8630100 · Telephone & Internet Services	483.35	0.00	0.00	0.00	483.35
8640100 · Water & Sewer	2,190.55	0.00	0.00	0.00	2,190.55
8720100 · Building/Auto Insurance	32,461.00	0.00	0.00	0.00	32,461.00
8730100 · Bonding & Officers Liability	1,208.00	0.00	0.00	0.00	1,208.00
8740100 · Building & Grounds	70,863.32	0.00	0.00	2,585.31	73,448.63
8760100 · Hospitality	4,675.35	0.00	0.00	0.00	4,675.35
8770100 · Interlibrary Loan Fees & Losses	44.92	0.00	0.00	0.00	44.92
8795100 · Miscellaneous (FH)	562.86	0.00	0.00	0.00	562.86
8800300 · Per Capita Grant expense for FY	0.00	0.00	30,129.85	0.00	30,129.85

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Cash Basis

McHenry Public Library District
Statement of Revenues and Expenditures by Class

July 2019 through March 2020

	100 General Fund	200 Special Reser...	300 Grant and Gift...	Unclassified	TOTAL
8910100 · Salaries	1,345,709.33	0.00	0.00	0.00	1,345,709.33
8920100 · FICA/Medicare	97,530.42	0.00	0.00	0.00	97,530.42
8930100 · IMRF	152,153.99	0.00	0.00	0.00	152,153.99
8940100 · Health & Life Insurance	303,593.54	0.00	0.00	223.00	303,816.54
8950100 · Tuition Reimbursement	1,419.00	0.00	0.00	0.00	1,419.00
8960100 · Memberships & Dues	3,200.33	0.00	0.00	0.00	3,200.33
8970100 · Travel	12,973.00	0.00	0.00	0.00	12,973.00
8980100 · Meetings & Training	1,973.89	0.00	0.00	0.00	1,973.89
9030300 · Misc Grants	0.00	0.00	4,428.16	0.00	4,428.16
9050200 · Library District Act	0.00	38,620.00	0.00	0.00	38,620.00
9060100 · Library Furnishings	279.43	0.00	0.00	0.00	279.43
9070100 · Library Equipment	5,147.34	0.00	0.00	0.00	5,147.34
9080100 · Small Equipment Under \$250	1,464.78	0.00	0.00	0.00	1,464.78
9090100 · Additional Capital Projects	62,982.16	0.00	0.00	0.00	62,982.16
Total Expense	2,666,028.82	38,620.00	56,111.40	33,469.45	2,794,229.67
Net Income	(1,063,078.82)	(7,033.62)	21,207.58	(33,469.45)	(1,082,374.31)

Statement of Revenues and Expenditures Budget vs. Actual

July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
Income				
6010100 · Property Taxes	1,555,587.61	3,180,661.29	(1,625,073.68)	48.9%
6020200 · Developer Fees	29,589.00	25,000.00	4,589.00	118.4%
6030100 · Interest Income - General	185.86	4,000.00	(3,814.14)	4.6%
6030200 · Interest Income - Spec Reserve	995.16	3,000.00	(2,004.84)	33.2%
6030300 · Interest Income - Grant & Gifts	229.11	2,500.00	(2,270.89)	9.2%
6035100 · Dividends	163.00	1,000.00	(837.00)	16.3%
6040100 · Nonresident/Enhanced Cards	45.00	1,500.00	(1,455.00)	3.0%
6050100 · Fines	2,655.96	23,500.00	(20,844.04)	11.3%
6055100 · Referral/Collection Fees	820.87	1,000.00	(179.13)	82.1%
6060100 · Photocopier & Fax Income	15,199.16	20,000.00	(4,800.84)	76.0%
6070200 · Reserve Fund Gifts	1,002.22	25,000.00	(23,997.78)	4.0%
6070300 · General Fund Gifts	9,275.06	20,000.00	(10,724.94)	46.4%
6090100 · Annexation Impact Fees	0.00	20,000.00	(20,000.00)	0.0%
6090200 · Transfer from General Fund	0.00	500,000.00	(500,000.00)	0.0%
6105100 · Cobra/Retiree Insurance Pmts	13,710.35	13,500.00	210.35	101.6%
6110100 · Program Fees/Misc Fees	2,150.00	4,200.00	(2,050.00)	51.2%
6120100 · Meeting Room Fees	2,130.00	1,000.00	1,130.00	213.0%
6130100 · Misc Incom -General(Sales/Fees)	4,724.31	6,500.00	(1,775.69)	72.7%
6131100 · Misc Other Income - General	4,141.66	0.00	4,141.66	100.0%
6130200 · Misc Income - Special Reserve	0.00	2,000.00	(2,000.00)	0.0%
6150100 · Lost & Damped Materials	1,436.22	5,500.00	(4,063.78)	26.1%
6160100 · SPECIAL CREDITS (SOLAR PANELS)	0.00	2,500.00	(2,500.00)	0.0%
6170300 · Per Capita Grant	58,574.12	67,628.00	(9,053.88)	86.6%
6200100 · Over/Short	0.00	500.00	(500.00)	0.0%
6210300 · Miscellaneous Grants	9,240.69	5,000.00	4,240.69	184.8%
Total Income	1,711,855.36	3,935,489.29	(2,223,633.93)	43.5%
Gross Profit	1,711,855.36	3,935,489.29	(2,223,633.93)	43.5%
Expense				
8010100 · Adult Books	50,556.52	85,000.00	(34,443.48)	59.5%
8020100 · Youth Books	29,480.60	52,000.00	(22,519.40)	56.7%
8025100 · Professional Resources	2,198.96	5,000.00	(2,801.04)	44.0%
8028100 · Administrative Resources (GA)	350.00	5,000.00	(4,650.00)	7.0%
8030100 · Magazines & Newspapers	21,601.91	14,500.00	7,101.91	149.0%
8040300 · Operating Fund Gifts	21,553.39	420,000.00	(398,446.61)	5.1%
8050100 · Adult AV Materials	27,366.21	42,000.00	(14,633.79)	65.2%
8060100 · Youth AV Materials	9,088.24	13,000.00	(3,911.76)	69.9%
8080100 · Video Games	8,218.28	15,000.00	(6,781.72)	54.8%
8090100 · eBook & eMagazine Services	21,295.55	68,000.00	(46,704.45)	31.3%
8095100 · Electronic Subscriptions	47,202.41	85,000.00	(37,797.59)	55.5%
8110100 · Bank Service Charges	256.69	200.00	56.69	128.3%
8120100 · Library Supplies	5,997.60	10,000.00	(4,002.40)	60.0%
8130100 · Tech Services Supplies	13,078.91	35,000.00	(21,921.09)	37.4%
8135100 · Bindery	0.00	200.00	(200.00)	0.0%
8140100 · Adult Programs & Supplies	11,877.37	17,500.00	(5,622.63)	67.9%
8145100 · Circulation Supplies	87.41	6,000.00	(5,912.59)	1.5%
8147100 · Summer Reading Club	112.49	7,500.00	(7,387.51)	1.5%
8150100 · Youth Programs & Supplies	17,874.95	20,000.00	(2,125.05)	89.4%
8215100 · Collection Agency Fees	565.19	1,500.00	(934.81)	37.7%
8245100 · Comp/OfcEqp/CopierRepairs/Contr	133,365.67	58,000.00	75,365.67	229.9%
8260100 · Misc Contracted Services	7,374.92	5,000.00	2,374.92	147.5%
8270100 · Finance/Late Fee Charges	0.00	500.00	(500.00)	0.0%
8310100 · CCS & Polaris Expenses	53,919.92	75,000.00	(21,080.08)	71.9%
8320100 · VOIP Phone Service	20,228.33	25,000.00	(4,771.67)	80.9%
8325100 · INTERNET SERVICE	554.23	25,000.00	(24,445.77)	2.2%
8410100 · Payroll Exp, Acctg & Audit Serv	16,675.30	32,000.00	(15,324.70)	52.1%

McHenry Public Library District
Statement of Revenues and Expenditures Budget vs. Actual
July 2019 through March 2020

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
8420100 · Legal Services	5,509.49	16,000.00	(10,490.51)	34.4%
8430100 · Other Misc Consultants	33,079.69	15,000.00	18,079.69	220.5%
8440100 · In Service / Staff Train./ LMS	0.00	15,000.00	(15,000.00)	0.0%
8510100 · Printing	24,413.00	30,000.00	(5,587.00)	81.4%
8530100 · Public Notices & Ads	85.23	3,000.00	(2,914.77)	2.8%
8540100 · Postage	9,210.09	15,000.00	(5,789.91)	61.4%
8545100 · Printing/Copier Supplies	6,099.00	10,000.00	(3,901.00)	61.0%
8550100 · Public Relations/Promotions	4,233.91	7,000.00	(2,766.09)	60.5%
8610100 · Electricity	12,200.99	25,000.00	(12,799.01)	48.8%
8620100 · Gas	1,614.34	10,000.00	(8,385.66)	16.1%
8630100 · Telephone & Internet Services	483.35	0.00	483.35	100.0%
8640100 · Water & Sewer	2,190.55	6,800.00	(4,609.45)	32.2%
8720100 · Building/Auto Insurance	32,461.00	32,000.00	461.00	101.4%
8730100 · Bonding & Officers Liability	1,208.00	5,500.00	(4,292.00)	22.0%
8740100 · Building & Grounds	73,448.63	54,000.00	19,448.63	136.0%
8760100 · Hospitality	4,675.35	9,000.00	(4,324.65)	51.9%
8770100 · Interlibrary Loan Fees & Losses	44.92	700.00	(655.08)	6.4%
8795100 · Miscellaneous (FH)	562.86	2,000.00	(1,437.14)	28.1%
8800300 · Per Capita Grant expense for FY	30,129.85	67,628.00	(37,498.15)	44.6%
8910100 · Salaries	1,345,709.33	1,800,000.00	(454,290.67)	74.8%
8920100 · FICA/Medicare	97,530.42	148,000.00	(50,469.58)	65.9%
8930100 · IMRF	152,153.99	205,000.00	(52,846.01)	74.2%
8940100 · Health & Life Insurance	303,816.54	325,000.00	(21,183.46)	93.5%
8950100 · Tuition Reimbursement	1,419.00	6,000.00	(4,581.00)	23.7%
8960100 · Memberships & Dues	3,200.33	6,000.00	(2,799.67)	53.3%
8970100 · Travel	12,973.00	20,000.00	(7,027.00)	64.9%
8980100 · Meetings & Training	1,973.89	7,000.00	(5,026.11)	28.2%
9030300 · Misc Grants	4,428.16	12,000.00	(7,571.84)	36.9%
9050200 · Library District Act	38,620.00	70,000.00	(31,380.00)	55.2%
9060100 · Library Furnishings	279.43	65,000.00	(64,720.57)	0.4%
9060200 · Special Reserve Expenditures	0.00	60,000.00	(60,000.00)	0.0%
9070100 · Library Equipment	5,147.34	50,000.00	(44,852.66)	10.3%
9080100 · Small Equipment Under \$250	1,464.78	5,000.00	(3,535.22)	29.3%
9090100 · Additional Capital Projects	62,982.16	120,000.00	(57,017.84)	52.5%
9100100 · Transfer to Reserve Fund	0.00	400,000.00	(400,000.00)	0.0%
9100300 · Transfer from Grant & Gift Fund	0.00	50,000.00	(50,000.00)	0.0%
Total Expense	2,794,229.67	4,795,528.00	(2,001,298.33)	58.3%
Net Income	(1,082,374.31)	(860,038.71)	(222,335.60)	125.9%

Statement of Revenue and Expenditures Budget vs. Actual

July 1, 2019 - March 31,, 2020 - General Fund

	Jul '19 - Mar ...	Budget	\$ Over Budget	% of Budget
Income				
6010100 · Property Taxes	1,555,587.61	3,180,661.29	(1,625,073.68)	48.9%
6030100 · Interest Income - General	185.86	4,000.00	(3,814.14)	4.6%
6035100 · Dividends	163.00	1,000.00	(837.00)	16.3%
6040100 · Nonresident/Enhanced Cards	45.00	1,500.00	(1,455.00)	3.0%
6050100 · Fines	2,655.96	23,500.00	(20,844.04)	11.3%
6055100 · Referral/Collection Fees	820.87	1,000.00	(179.13)	82.1%
6060100 · Photocopier & Fax Income	15,199.16	20,000.00	(4,800.84)	76.0%
6090100 · Annexation Impact Fees	0.00	20,000.00	(20,000.00)	0.0%
6105100 · Cobra/Retiree Insurance Pmts	13,710.35	13,500.00	210.35	101.6%
6110100 · Program Fees/Misc Fees	2,150.00	4,200.00	(2,050.00)	51.2%
6120100 · Meeting Room Fees	2,130.00	1,000.00	1,130.00	213.0%
6130100 · Misc Incom -General(Sales/Fees)	4,724.31	6,500.00	(1,775.69)	72.7%
6131100 · Misc Other Income - General	4,141.66	0.00	4,141.66	100.0%
6150100 · Lost & Damged Materials	1,436.22	5,500.00	(4,063.78)	26.1%
6160100 · SPECIAL CREDITS (SOLAR PANE...	0.00	2,500.00	(2,500.00)	0.0%
6200100 · Over/Short	0.00	500.00	(500.00)	0.0%
Total Income	1,602,950.00	3,285,361.29	(1,682,411.29)	48.8%
Gross Profit	1,602,950.00	3,285,361.29	(1,682,411.29)	48.8%
Expense				
8010100 · Adult Books	43,693.21	85,000.00	(41,306.79)	51.4%
8020100 · Youth Books	26,868.57	52,000.00	(25,131.43)	51.7%
8025100 · Professional Resources	2,198.96	5,000.00	(2,801.04)	44.0%
8028100 · Administrative Resources (GA)	350.00	5,000.00	(4,650.00)	7.0%
8030100 · Magazines & Newspapers	12,094.21	14,500.00	(2,405.79)	83.4%
8050100 · Adult AV Materials	27,366.21	42,000.00	(14,633.79)	65.2%
8060100 · Youth AV Materials	8,937.69	13,000.00	(4,062.31)	68.8%
8080100 · Video Games	8,218.28	15,000.00	(6,781.72)	54.8%
8090100 · eBook & eMagazine Services	21,295.55	68,000.00	(46,704.45)	31.3%
8095100 · Electronic Subscriptions	43,880.89	85,000.00	(41,119.11)	51.6%
8110100 · Bank Service Charges	225.74	200.00	25.74	112.9%
8120100 · Library Supplies	5,979.70	10,000.00	(4,020.30)	59.8%
8130100 · Tech Services Supplies	13,078.91	35,000.00	(21,921.09)	37.4%
8135100 · Bindery	0.00	200.00	(200.00)	0.0%
8140100 · Adult Programs & Supplies	11,877.37	17,500.00	(5,622.63)	67.9%
8145100 · Circulation Supplies	87.41	6,000.00	(5,912.59)	1.5%
8147100 · Summer Reading Club	112.49	7,500.00	(7,387.51)	1.5%
8150100 · Youth Programs & Supplies	17,874.95	20,000.00	(2,125.05)	89.4%
8215100 · Collection Agency Fees	483.30	1,500.00	(1,016.70)	32.2%
8245100 · Comp/OfcEqp/CopierRepairs/Contr	125,844.61	58,000.00	67,844.61	217.0%
8260100 · Misc Contracted Services	7,374.92	5,000.00	2,374.92	147.5%
8270100 · Finance/Late Fee Charges	0.00	500.00	(500.00)	0.0%
8310100 · CCS & Polaris Expenses	53,919.92	75,000.00	(21,080.08)	71.9%
8320100 · VOIP Phone Service	20,228.33	25,000.00	(4,771.67)	80.9%
8325100 · INTERNET SERVICE	0.00	25,000.00	(25,000.00)	0.0%
8410100 · Payroll Exp, Acctg & Audit Serv	16,675.30	32,000.00	(15,324.70)	52.1%
8420100 · Legal Services	5,509.49	16,000.00	(10,490.51)	34.4%
8430100 · Other Misc Consultants	33,079.69	15,000.00	18,079.69	220.5%
8440100 · In Service / Staff Train./ LMS	0.00	15,000.00	(15,000.00)	0.0%
8510100 · Printing	24,413.00	30,000.00	(5,587.00)	81.4%

Statement of Revenue and Expenditures Budget vs. Actual

July 1, 2019 - March 31,, 2020 - General Fund

	Jul '19 - Mar ...	Budget	\$ Over Budget	% of Budget
8530100 · Public Notices & Ads	85.23	3,000.00	(2,914.77)	2.8%
8540100 · Postage	9,210.09	15,000.00	(5,789.91)	61.4%
8545100 · Printing/Copier Supplies	6,099.00	10,000.00	(3,901.00)	61.0%
8550100 · Public Relations/Promotions	4,233.91	7,000.00	(2,766.09)	60.5%
8610100 · Electricity	12,200.99	25,000.00	(12,799.01)	48.8%
8620100 · Gas	1,614.34	10,000.00	(8,385.66)	16.1%
8630100 · Telephone & Internet Services	483.35	0.00	483.35	100.0%
8640100 · Water & Sewer	2,190.55	6,800.00	(4,609.45)	32.2%
8720100 · Building/Auto Insurance	32,461.00	32,000.00	461.00	101.4%
8730100 · Bonding & Officers Liability	1,208.00	5,500.00	(4,292.00)	22.0%
8740100 · Building & Grounds	70,863.32	54,000.00	16,863.32	131.2%
8760100 · Hospitality	4,675.35	9,000.00	(4,324.65)	51.9%
8770100 · Interlibrary Loan Fees & Losses	44.92	700.00	(655.08)	6.4%
8795100 · Miscellaneous (FH)	562.86	2,000.00	(1,437.14)	28.1%
8910100 · Salaries	1,345,709.33	1,800,000.00	(454,290.67)	74.8%
8920100 · FICA/Medicare	97,530.42	148,000.00	(50,469.58)	65.9%
8930100 · IMRF	152,153.99	205,000.00	(52,846.01)	74.2%
8940100 · Health & Life Insurance	303,593.54	325,000.00	(21,406.46)	93.4%
8950100 · Tuition Reimbursement	1,419.00	6,000.00	(4,581.00)	23.7%
8960100 · Memberships & Dues	3,200.33	6,000.00	(2,799.67)	53.3%
8970100 · Travel	12,973.00	20,000.00	(7,027.00)	64.9%
8980100 · Meetings & Training	1,973.89	7,000.00	(5,026.11)	28.2%
9060100 · Library Furnishings	279.43	65,000.00	(64,720.57)	0.4%
9070100 · Library Equipment	5,147.34	50,000.00	(44,852.66)	10.3%
9080100 · Small Equipment Under \$250	1,464.78	5,000.00	(3,535.22)	29.3%
9090100 · Additional Capital Projects	62,982.16	120,000.00	(57,017.84)	52.5%
9100100 · Transfer to Reserve Fund	0.00	400,000.00	(400,000.00)	0.0%
Total Expense	2,666,028.82	4,115,900.00	(1,449,871.18)	64.8%
Net Income	(1,063,078.82)	(830,538.71)	(232,540.11)	128.0%

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McHenry Public Library District

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Statement of Revenues and Expenditures Budget vs. Actual

Cash Basis

July 1, 2019 - March 31, 2020 - Special Reserve Fund

	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget
Income				
6020200 · Developer Fees	29,589.00	25,000.00	4,589.00	118.4%
6030200 · Interest Income - Spec Reser...	995.16	3,000.00	(2,004.84)	33.2%
6070200 · Reserve Fund Gifts	1,002.22	25,000.00	(23,997.78)	4.0%
6090200 · Transfer from General Fund	0.00	500,000.00	(500,000.00)	0.0%
6130200 · Misc Income - Special Reserve	0.00	2,000.00	(2,000.00)	0.0%
Total Income	31,586.38	555,000.00	(523,413.62)	5.7%
Gross Profit	31,586.38	555,000.00	(523,413.62)	5.7%
Expense				
9050200 · Library District Act	38,620.00	70,000.00	(31,380.00)	55.2%
9060200 · Special Reserve Expenditures	0.00	60,000.00	(60,000.00)	0.0%
Total Expense	38,620.00	130,000.00	(91,380.00)	29.7%
Net Income	(7,033.62)	425,000.00	(432,033.62)	(1.7)%

McHenry Public Library District
Statement of Revenues and Expenditures Budget vs. Actual
 July 1, 2019 - March 31, 2020 - Grant and Gift Fund

	Jul 1, '1...	Budget	\$ Over Budget	% of Bu...
Income				
6030300 · Interest Income - Grant & Gifts	229.11	2,500.00	(2,270.89)	9.2%
6070300 · General Fund Gifts	9,275.06	20,000.00	(10,724.94)	46.4%
6170300 · Per Capita Grant	58,574.12	67,628.00	(9,053.88)	86.6%
6210300 · Miscellaneous Grants	9,240.69	5,000.00	4,240.69	184.8%
Total Income	77,318.98	95,128.00	(17,809.02)	81.3%
Gross Profit	77,318.98	95,128.00	(17,809.02)	81.3%
Expense				
8040300 · Operating Fund Gifts	21,553.39	420,000.00	(398,446.61)	5.1%
8800300 · Per Capita Grant expense for FY				
8800311 · Adult Materials - PER CAPITA	8,732.52	0.00	8,732.52	100.0%
8800321 · Youth Materials - PER CAPITA	9,834.52	0.00	9,834.52	100.0%
8800331 · Staff Software - PER CAPITA	739.00	0.00	739.00	100.0%
8800332 · Public Software - PER CAPITA	3,904.10	0.00	3,904.10	100.0%
8800333 · Computer Equipment - PER CAPITA	5,279.39	0.00	5,279.39	100.0%
8800341 · Other Equipment - PER CAPITA	1,560.00	0.00	1,560.00	100.0%
8800300 · Per Capita Grant expense for FY - O...	80.32	67,628.00	(67,547.68)	0.1%
Total 8800300 · Per Capita Grant expense for FY	30,129.85	67,628.00	(37,498.15)	44.6%
9030300 · Misc Grants	4,428.16	12,000.00	(7,571.84)	36.9%
9100300 · Transfer from Grant & Gift Fund	0.00	50,000.00	(50,000.00)	0.0%
Total Expense	56,111.40	549,628.00	(493,516.60)	10.2%
Net Income	21,207.58	(454,500.00)	475,707.58	(4.7)%

McHenry Public Library District
Librarian's Report
March/April 2020

This month's report will take the shape of being a single narrative instead of multiple bullet-points from Managers due to the unprecedented circumstances brought about by the Coronavirus (COVID-19) pandemic and unparalleled work stoppage in the state/nation. Managers and other employees are working from home since 3/10 so there was not much in-house circulation/activities to report. I wanted the narrative to come mostly from me – the Executive Director - because many of the Managers have not had time to input narratives and Circulation/comparisons are the last thing that we are interested right now - the health of our employees, community, state and the nation being our main concerns.

Currently, all public libraries in the state are closed to both public/staff until April 30th, but that date could be expanded. Recently a few public library boards have voted to furlough or lay off employees. Mount Prospect PL furloughed 2/3rds (114 of 160 employees) of staff; River Grove laid off all but their Administrative Assistant and other libraries are considering such actions as individual entities. While each library's situation is unique and their future determined by each administration/board, I don't believe that furloughing and laying-off employees is the best tact to take. While initially it would seem that a library might save money, there is the cost of unemployment insurance, the cost of unemployment fees, the chance of valued/trained employees leaving the library and not returning and the hassle of fighting with IMRF benefits. If we are to show that libraries are essential and valuable during and after this crisis (with virtual and personal services), then furloughing staff isn't the answer and really won't save money in the long run. Additionally, by laying off staff unnecessarily, we place more people into the already over-burdened unemployment system and we risk showing staff that they are 'disposable.' By keeping staff employed and engaged, **MPLD is saying to staff "you are valuable and necessary for moving forward!"**

I want thank the MPLD library board and our managers/staff for having faith in my leadership as Executive Director to make massive decisions such as this and not second-guessing me. Also, I am gratefully that you continue to know the difference between policy and procedure and let me do my job. But, you can ask questions at any time and also make suggestions (they are most welcome)!! It makes my job easier in a most difficult time to know that my decisions are supported – I always try to frame my decisions in rational and supported facts and I'm always willing to listen to another point-of-view or gather more information. So here is the situation as it stands:

The McHenry Public Library was one of the last holdouts to close to both the public and staff (along with Crystal Lake and Cary) just because there was no mandate from the Governor at that time AND I wanted the public to view us as an essential service. We closed to the public on 3/10 along with Crystal Lake; Cary followed soon after. To date, we remain closed; the materials returns are closed; staff is working from home and we are tracking that work via timecard. Staff have been issued equipment – computers,

Chromebooks, hotspots, etc. and been given VPN access so they can access email, files on our server and within Google Docs. We have had all staff sign ‘Temporary Work from Home Agreements’ and J. May (HR Generalist) is working on a Work-From Home policy that may entail us paying for various items like Internet Access, Cell Phone bills, electricity, etc.

Shane and Bill are alternating checking on the library physically. Shane is coming in more often to work on/supervise projects – keeping the building/grounds in shape, mowing and doing some needed repairs. Lesley and Anna are coming in to receive pick-up from the Northern Illinois Food Bank and to handout “grab-and-go” meals for children and families that don't have other options for getting food – we had out an ave. of 20-30 meals per visit. Work from home continues for most staff using equipment (laptops, Chromebooks, hotspots, etc.), rules and methodology to accomplish various tasks as well as keeping up with email and viewing many webinars. P. Torgersen continues to pay bills, work with our accountants and payroll – some from home and some by coming into the library to print checks, etc.

Many area Directors are very concerned that they are paying staff members for working at home/doing nothing. Our staff is NOT doing nothing – we are working, sometimes more hours than normal and we are tracking those hours working from home on our timecards (tagged emergency time) – thanks to J. May/P. Torgersen. Additionally, we are working differently but also more creatively – providing more virtual services and collections. Many libraries are sharing resources, providing library cards to other residents/students outside of our geographic boundaries so they can access those unique virtual resources. Vendors have stepped up to off ‘free’ and extended subscriptions to some collections and services. Bill E. reports that this month we had 62 new users to our electronic subscription of Hoopla with 1825 uses (mostly audio books) – 871 uses in March alone!! This was also our most expensive month (in terms of cost for the service paid out @ \$3,318.27 (most expensive to-date before was \$1663 in Feb.). So our virtual resources are being used!! Also, on the hiring front, before we closed to the public J. May and D. Grandon were able to advertise, interview and select a candidate for our full-time opening of IT Specialist. Kevin Krewer will be starting on June 1st (relative to our opening to staff/public at that time). We welcome him to the Library. Additionally, we had to terminate one of our Maintenance workers on 4/10, so we'll be looking to hire/train an additional staff member for S. Claucerty's crew.

We, as a library district, have ‘been saved from financial hardship’ in a way because we are supported by tax monies that have already been collected and we did not have to lay-off or furlough staff – however, (as previously stated) some NW suburban libraries have done so. Personally, I feel that if we furloughed or laid-off staff, we'd have difficulty in returning them to work and they would be creating a burden on the already ‘over-burdened’ national unemployment situation. We'd also have to pay unemployment for all those workers. We have unemployment insurance but, in using that this year, our premium would escalate next year. Currently, libraries do not have access to the recently enacted federal government or SBA loan/grant programs, although we may be able to get FEMA money if the Governor would declare this pandemic a natural disaster. I continue

to check the FEMA/SBA site to see if things have changed and I've contacted both Eder Casella Accountants and First Midwest Bank (they would be our lender) to verify such. They will keep me updated if qualifications change. I have also completed the necessary form to be eligible for FEMA/IEMA funds in case we may need them and they become available to us – currently public libraries are not eligible for either loan/grant and we have not suffered any (losses). The CARES Act does provide extra money for employees making less than \$52,000 (\$600 per month) and it was accepted by Governor Pritsker on 4/7, so libraries may be able to take advantage of the grant if they have not furloughed or laid off staff (we have not.) McHenry County is also looking at ways to reduce future property tax collections/burden for taxpayers losing jobs; Cook and Kane Counties have announced reassessment plans for 2021 taxes. I think other counties will follow suit but I'm not sure if that means a lower tax rate and lower income for taxing bodies moving into the future. With jobless rates rising and home/business foreclosures on the horizon, this fact may limit our budgets in future years – FY20/21 and FY21/22. Therefore, I'm recommending that this year we take our existing levy which will be \$3,180,662.29 (\$1.00 more than last year – remember, these amounts have already been collected). We will have to wait and see what happens for future years (property tax freeze or other?).

Many Directors are also working on a re-opening outline/plan. I am doing this as well but with a different thought pattern. Since we do not know when or in what form we are going to open, it is impossible to forecast all of the different scenarios that would be needed. Those scenarios are also changing daily. With that in mind, I have prepared a general outline (1st draft) of 'Considerations' that Management staff will need to discuss once we determine a future opening date; what that opening will entail relative to government regulations, patron and staff needs, new policies and procedures, new equipment/furniture and our existing community situation. Once I have a chance to talk to Managers about this plan, I will share it with the Board as well. I do not want the staff to think that this plan and various elements are set in stone because it has to remain flexible, and open to change, adding and subtracting tasks and other considerations.

Major Projects: The sanitary sewer City takeover project was approved by the City during a March 2020 City Council meeting and Maneval Construction has tentatively submitted a bid that is based on previous similar work with the City within the last year. Due to this fact and according the ILCS, if they are willing and able to do the work, we can let the bid. Maneval provides a performance bond for 100% of the construction to cover under-performance and cost-overruns + certificate of insurance. Hopefully, we can schedule a construction meeting with the City and Eriksson Engineers (hired as our Project Management firm) and go forward with the project in April/May. A shining light on this situation comes in the form that this project is labeled 'essential infrastructure' by Illinois state and can go forward even under the pandemic situation. Additionally, no businesses have to be shut down due to construction and there is reduced traffic on Route 31/Kane Ave. We just need to get construction under way before paving season starts as that is a priority for Maneval, otherwise the project will not take place until Fall or Spring 2021.

The light at the end of the tunnel is twofold: 1) when we gear up to open up to the public again, we will be prepared to be an essential service. Historically, the library has been a boon to the lower middle class in times of economic strife. We are about to hit that low and we need to show our 'metal – be valuable'. 1) So, for the next 3 months after we open I will propose that we not close for staff in-services or training sessions; 2) staff are discovering new ways to work together, merging on-site work with remote/virtual meetings; using software and technology in different and collaborative ways that might prove to be more efficient and effective after the pandemic is over – but may prove to increase staff costs.

McHenry Public Library District

LIBRARIAN'S REPORT

March 2020

Administration

- B. Edminster worked in the library while it was closed from 3/16-20.
- B. Edminster alternated checking on the library with S. Claucherty while the library was closed. Edminster would go to the Post Office to check up mail and check the library on Mondays, Wednesday, and Fridays. Claucherty would check Tuesday, Thursday, and Saturdays. Meanwhile L. Jakacki was waiting for Food Bank deliveries and handing out meals, something we considered an essential duty.
- Although the Classic Book Discussions were cancelled in February and March, B. Edminster is reading the thousand page *The Count of Monte Cristo* by Alexandre Dumas, which is a good book to read under quarantine.
- B. Edminster watched the following webinars and training videos:
 - "Career Online High School Connect: Retention", 3/19
 - "The Secret to Building a Coaching Habit" by Michael Bungay Stanier, 3/23
 - "The Advice Trap: How to Tame Your Advice Monster" by Michael Bungay Stanier, 3/24
 - "Active Shooter Test" from KnowBe4, 3/24
 - "Coronavirus Preparedness" from Accord LMS, 3/26
 - "Millennials are Your Future Leaders: How to Start Developing Them Now", 3/27
 - "Coaching Skills for Library Supervisors," from RAILS, 3/30. [This speaker defined coaching as an early part of the discipline process. Michael Bungay Stanier defined it as a way to help staff, especially managers, come to their own conclusions rather than look to their supervisor for answers. I prefer Stanier's approach.]
 - "How to Keep Library Projects on Track" by Pat Wagner, from Library Works, 4/1-2
- B. Edminster is reading *The Coaching Habit: Say Less, Ask More, and Change the Way You Lead Forever* by Michael Bungay Stanier.
- B. Edminster contacted all our electronic resources suppliers to ask them to access our new provisional library cards, designed by B. Majka and K. Lambert, which would allow patrons to get a library card while we are closed in order to use our electronic resources. 3/24-25.
- B. Edminster went to Reese Insurance to get signatures from the owners of Berkshire Hathaway and Reese Insurance to document their agreement on the sanitary sewer easement agreement with the City of McHenry for the library's records, 3/23, 25, 27.
- B. Edminster checked the library's book drop for storm damage at B. Majka's request on Sunday 3/29
- B. Edminster attended the virtual management meeting using Google Hangouts, 3/31.

Adult Services

- In response to COVID-19, Diane G. worked on planning virtual programs for our patrons. She watched webinars to learn about the Zoom platform and then collaborated with the Great Decisions facilitator to work out the logistics. In response to the challenges facing the community, Diane G. arranged with Karen Chan, a Certified Financial Planner, to do a virtual program on "Tools for Managing Your Money During the Pandemic." Diane G. is continuing to work with other presenters to adapt their programs to a virtual format when possible. Patrons have been very understanding when contacted about program cancellations. Many have expressed their wishes for everyone's health and safety.
- A patron wanted looking for Chinese-language materials in our consortium approached Emily B. for help. She found materials by searching under a subject heading of "Chinese fiction," "Chinese essays," and quoted keyword searches of "text in simplified Chinese" and "text in traditional Chinese." It looks like most materials can be found in Ela Area Public Library District.
- MPLD just subscribed to a new genealogy database, My Heritage, which is considered one of the best sources for European records. Adult Services staff members watched the training webinar and explored the database to prepare themselves for helping patrons.
- Thomas H. responded to a request from a New York woman who was part of a team creating a documentary. She was looking for newspaper articles regarding a 1994 McHenry County murder case. When Thomas H. sent her several articles on the topic she said they would give us a shout out in the film's credits.
- Zach T. began working on the new Monthly Report statistics spreadsheet with Lesley J. They are striving to better capture all of MPLD's circulation rather than just the physical materials. The new spreadsheet will include a break out of all eMaterials.
- All department members are preparing for our Summer Reading Program.
- Zach T. has been enjoying many of the webinars put out by RAILS and Ancel Glink. Recent session topics included FOIA, Open Meetings Act, and Patron Privacy.
- Araceli M. viewed webinars on a variety of topics including: copyright, EDI (equity, diversity and inclusion), and project planning.
- Thomas H. attended the McHenry Landmark Commission meeting on March 3 to talk about MPLD's resources.
- Pam S. co-led the Mystery Book Discussion of *The Sweetness at the Bottom of the Pie* by C. Alan Bradley.

Building Services

-

Circulation

-

Human Resources

-

Public Relations

- Continued to promote the Census via website, e-newsletters, programming and social media, as well as in-library displays/handouts
- Promoted upcoming events (up until closing)
- Updated website and social media, particularly after we closed
- Promoted our 24/7 "virtual library" to residents after we closed
- Started to send e-newsletters weekly instead of bi-weekly
- Created a master COVID-19 web page, which I continuously update with new information and resources for patrons
- Stepped up our posts on social media, promoting our online resources residents can use from home (thanks to Emily B. and Jen E. social media team members for their efforts!)
- Worked with Barb M. and CCS staff to implement a temporary e-library card patrons could register for online
- Worked with Bill E. to alert e-resource vendors of new e-card format to include in their authentication rules for remote access
- Tested various virtual video chat mediums with some staff; ended up creating corporate Zoom account to conduct management meetings, staff meetings and board meetings virtually; sent instructions to managers
- Working with Diane G. (Adult Svcs. librarian) to offer and promote virtual programming using Zoom
- Attended several virtual webinars and meetings: RAILS census group, RAILS Member Update, LibraryWorks External Communications Audit, MPLD Management Team, Community Engagement Networking Group

Technical Services

-

Technology

- New Scan Station demo on 3/9.
- Set up work from home access for staff 3/16-3/19.
- Participated in IT Specialist interviews on 3/17.

Building Services

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Outline of Considerations for Planned Re-Opening of the McHenry Public Library (4/13/20)

All plans remain flexible/changeable relative to dates and circumstances of re-opening. Much depends on the IL Governor, U.S. President/CDC mandates and local mayor's resolutions as to when/how we open. Opening to Staff first:

1. A phased plan of re-opening for staff and for patrons. Opening 3-4 days to staff only in order to get facility in order. Then advertise to public that they can return materials from x/date, + have time for them to sit (24 hrs.??) or for staff to clean/shelve. Advertise telephone and web services open.
2. Is there a need to fumigate/bomb the library OR can existing Maintenance staff clean sufficiently? How much \$\$\$ to hire? If fumigating, what mitigation do we need afterward before allowing staff to return? (Do we need to clean after fumigation?)- library has been non-occupied for 3+ weeks...
3. Mail sorting – currently Bill E. is getting mail periodically. We should be sorting mail by date (using gloves) and leaving out on a table to kill potential virus for 24 hrs. Then staff can safely sort/distribute. Quarantining items (for how long?). What is PO doing?
4. How do we handle ILLs and returned materials on a daily basis once we open? (What is RAILS plan and when will they be doing it?)
5. Are there still staff who fall in the 'conditional' group that should not be at work? Can we have a separate policy for them? How do we determine relative to HIPPA and other laws? Can we take their temperature/other things and send them home if we feel they are ill? (what parameters do we use? Send them home with/without pay?)
6. How do we handle staff salary raises? Hiring of staff? Handling staff returning to work? Vacations (using/accruing vacation; expanded sick leave or other, FMLA, etc).
7. If/when we reopen physically in the next 3 months to the public, we will do so in teams - possibly 3 teams. We may be retraining some TS staff to do circulation activities relative to the # of materials returned/# of patrons coming into the library, answering ref. questions, etc. I'm unsure if we will be allowing a certain # of patrons in the building at one time or not. Depending upon what comes up with work/legislation revolving around pay and COVID-19 susceptible groups (age/underlying medical conditions, etc), I plan to do the following: If an employee doesn't want to come into work and we've issued an 'all clear order' for working on-site, the employee has 2 choices: not be employed with MPLD or to take accrued leave of some sort. We may approve a 'use of future/forecasted leave' of some sort for a period of time. I don't necessarily want to offer a 'work from home' option, if we're requiring all staff to be on board but I'm not leaving that option out. Also, if an employee isn't showing any symptoms of Covid-19, then we can't legally ask them some HIPPA-related questions about underlying medical conditions. Another option would be to offer these individuals some type of work where they would be 'quarantined' from other staff/patrons - a relatively safe environment (not sure what that is yet - possibly answering telephone/email/social networking reference questions?).

Opening to the public:

Would we opening on May 4th/5th is IL Gov. lifts the 'Shelter-in-Place' mandate? How would that look? Shifts A, B, C (limiting # of staff and public in building at one time?). Also

shifts would limit exposure to entire staff if a staff member/patron became ill with COVID-19; 14-day quarantine would decimate our staff.

Consider special hours for older adults/seniors/compromised visitors. Who determines such? Do we have limited operational hours or open as regular – days and hours? Can we limit # of patrons in building at one time – if so, how? (**use reservation beepers like Olive Garden?? – where to purchase?**) Maintain social distancing in seating, computers, staff seating/desks + meetings. (some libraries are considering not opening the Children's Dept.)

Cancelling all programs or select programs – do we pay presenters with whom we've signed contracts but with whom we've cancelled events? (**No – decided**) Can we continue to offer virtual programs. Great Decisions group on 4/14 worked well.

How do we circulate items manually (do we have gloves/masks? Hand sanitizer). Do we handle library cards? Only have self-serve open (cleaning stations at regular intervals)? Holds pickup; returned items procedures. Do we reconfigure Circulation desks? Do we take items out of security boxes so they are more self-serve? (what impact will this have on theft?) Do we need to purchase any new equipment, new/more supplies? What cost; what time needed to construct, install, train staff to use, train staff on new protocols, etc.?

Staffing – who will work, how long, shelvers needed? Other staffing needs. Should we have A, B, C teams, scheduled alternatively, so as to more easily practice social distancing?

Signage for inside/outside; web and social media. PR message to community.

Friends' booksale and drop-offs. May sale cancelled, no decision on Oct. Do not allow drop-offs for sale.

Will gloves, masks and hand sanitizer be available for sale or will we have to have makeshift items? (fabric/surgical masks only good to protect others if you have the virus – they don't protect you from others). I've supplied patterns to all staff to make protective masks with inserts (we'll use HEPA vacuum cleaner or HVAC filters). What if we can't obtain/purchase needed equipment or supplies? Can we make hand sanitizer?/ can we purchase ingredients? How long shelf-life for hand-made sanitizer and for ingredients?

Can we ask/require staff to self-test using touchless thermometer (yes)? Self-reporting and quarantine if necessary – will tests be available? What will this mean – staff go on furlough, use accumulated or future leave time of some sort or be paid to work from home? Other?

Do we still have to list staff as: Essential/Non Essential or Needed for Business; Skill Set; FMLA (other)

We need to make sure we do not close for staff in-services for at least 3 months. Also, we need to evaluate accumulated vacation leave, staff taking leave and how they accrue leave – possibly extending taking leave and/or suspending accruals so it doesn't get out-of-hand.

How will also of these new policies/procedures and new equipment impact our opening hours and services/collections in the long-term? Will certain things be gone forever; will others return when/if we start to return to normal OR will we have a new normal?

How long do we continue virtual reference services – expand them (in place of other services OR additional services)? *Summer reading program (already determined to be virtual for both Adult/YS) but can be on-site as well.*

****I would like the Management Staff to look at all of these criteria/situations. My concern is that if/when staff sees it then it becomes a “concrete, set-in-stone plan” – ‘we’re going to do it this way’. The plan needs to be flexible/changeable relative to the situation. There are more external factors at play here (not internally driven), so it is difficult to be prophetic and we may plan one way at one time but then have to change direction relative to the situation – it may impact all these factors differently on different days. How could we work with a staff committee to think about/design a Re-Opening Plan OR should we just have Management Team consider this issue.**

Budget Planning – we have staff \$ increases, hiring staff, new budget, tax levy, etc. concerns. My tact is to presume a flat budget for FY20/21, possibly FY21/22, not advocate for a reduced/increased levy. We don’t know what county or state is going to do that will affect budgets/property tax. Budget using same categories – we don’t have to spend it if appropriated. But do we budget for different things? Cleaning supplies, grants from FEMA, more e-resources, virtual learning vs travel?, other?