McHenry Public Library District
Public Hearing on the Combined Annual Budget and Appropriation Ordinance

Tuesday, August 25, 2020, 7:00 p.m.
Library Meeting Room #135 and Virtual

Agenda

I. **CALL TO ORDER –** Chuck Reilly, President

II. **ROLL CALL –** Monica Leccese, Secretary

III. **PUBLIC FORUM -** For purposes of discussing the FY2020-2021 Tentative Budget and Appropriation Ordinance (TBAO)

IV. **ADJOURNMENT**

Note: Any person with a physical disability may contact the MPLD (815-385-0036) within 8 hours of any meeting date to request special access to any board meeting (physical). The MPLD will make all board meetings accessible to people with physical disabilities under the current ADA requirements. Depending upon room size, physical access to any meeting may be denied due to social distancing requirements but other arrangements will be negotiated.

Note: As of June 27, 2020, IL is now in Phase 4 of COVID plan. In Phase 4, virtual meetings are still permitted but at least one official must be present on site. A quorum can still be accomplished via combined on site and virtual attendance and voting can occur both physically and virtually/combined. The Open Meeting Act new rules are still in effect as are the IL Governor's public access rules. Arrangements for meeting access 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.

McHenry Public Library District
Board of Library Trustees Regular Meeting

Tuesday, August 25, 2020
(immediately following public hearing)
Library Meeting Room #135 and Virtual

Agenda

I. **CALL TO ORDER** – Charles Reilly, President

II. **ROLL CALL** – Monica Leccese, Secretary

III. **PLEDGE OF ALLEGIANCE**

IV. **CORRECTIONS OR ADDITIONS TO THE AGENDA**

V. **PUBLIC COMMENT AND RECOGNITION OF VISISTORS**

VI. **CONSENT AGENDA FOR THIS MEETING (Action)**
SECRETARY'S REPORT – Monica Leccese, Secretary
Minutes of the Regular Board Meeting, July 21, 2020

TREASURER'S REPORT – Delphine Grala, Treasurer
Monthly Financial Statements and Interim Check Report through
July 31, 2020 and Bill Reports for July/August 2020
Additional Bills (Distributed night of meeting)
Petty Cash and Credit Card Reports
Approval of the Financials from the July 2020 meeting (June)
Approval of the Financials from the June 2020 meeting (May)

VII. COMMUNICATIONS

- B. Edminster to The Family of Richard Smith—acknowledgment of donation in memory of Richard Smith
- B. Edminster to Jim and Patti Vickery—acknowledgment of donation in memory of Richard Smith

VIII. LIBRARIAN'S REPORT

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), and review and release of the July 21, 2020 Executive Session Minutes.

X. OLD BUSINESS

None

XI. NEW BUSINESS

1. Approval of new Non-Resident Card Fee FY2020-2021 **(Discussion/Action)**
2. Abdication of role of Treasurer by incumbent; election of new Treasurer **(Discussion/Action)**
3. Transfer of Funds Memo Consideration (**Discussion/Action**)
4. Approval of the Tentative Combined Annual Budget and Appropriation Ordinance, FY2020/2021-2 **(Discussion/Action)**
5. Approval of the 2019-2020 Illinois Public Library Annual Report (IPLAR) **(Action)**
6. Approval of FY2019/20 Secretary's Audit **(Action)**
7. Formation of a Succession Planning sub-committee (**Discussion/Action**)
8. End of FY 2019/2020 – Audit Preparation Information (Discussion)

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

XIII. ADJOURNMENT

.

MINUTES
MCHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
REGULAR MEETING

Date: July 21, 2020
Time: 7:00 P.M.
Location: Library Board Meeting Room

I. Call to Order:

Before the Regular Meeting was called to order, Leccese moved and Alexander seconded a motion to appoint Grala as President pro tem and Reilly as Vice President pro tem.
Ayes: Alexander, Carey, Grala, Leccese, Reilly, Stone
Nays: None
Abstain: None
Absent: None
Motion Passed

President pro tem Grala called the meeting to order at 7:07 p.m.

II. Roll Call:

Roll was called and a quorum was established.

Members Present: Bud Alexander, Margaret Carey (remotely), Delphine Grala, Monica Leccese, Charles Reilly, Jill Stone (remotely)

Members Absent: None

Also Present: James Scholtz, Executive Director
    Bill Edminster, Assistant Director
    Susan Murphy, member of the public (sworn in as Library Trustee at 8:10 p.m.)
    Denise Grandon, IT Specialist
    Lesley Jakacki, Youth Services Manager
    Jennifer May, HR Generalist
Attending Remotely: Susan Yazel, member of the public
    Shane Claucherty, Building Manager
    Kevin Krewer, IT Specialist
    Kathy Lambert, PR Manager
    Kathy Milfajt, Technical Services Manger
    Pam Strain, Adult Services Manager
    Patti Torgersen, Business Manager

III. Pledge of Allegiance

IV. Corrections or Additions to the Agenda

Scholtz asked that the Board move the Executive Session to the end of the meeting.

1

V.   Public Comment and Recognition of Visitors
The Board recognized visitors including those attending remotely. There were no comments.

VI.   Consent Agenda for this meeting
Secretary's Report – Monica Leccese, Secretary
Minutes of the Regular Board Meeting of June 16, 2020
Leccese reviewed the minutes. There were no corrections.

Treasurer's Report – Margaret Carey, Treasurer
Monthly Financial Statements and Interim Check Report through June 30, 2020
Bill Reports for June/July 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.
Carey commended the staff for their work under difficult conditions and finishing the 2019-20
fiscal year under budget. She asked why budget line 1060-100 was negative. Torgersen and
Scholtz explained but they and the Board continued to have questions regarding this line.
Carey asked other questions about the financials and Torgersen explained that this was the
first time she and the accountant had used QuickBooks Online, which resulted in errors. The
accountant is also relatively new to our account. Carey expressed concern about the problems
with the financial statements. Scholtz told the Board that he is as dissatisfied with the
financial statements as the Board is and would come back to them with answers before the
next Board meeting. Scholtz advised the Board to authorize payment of the bills but not of the
financial statements.
Alexander moved and Leccese seconded a motion to approve the minutes of the public
hearing and to pay the invoices.
Ayes: Alexander, Carey, Grala, Leccese, Reilly, Stone
Nays: None
Abstain: None
Absent: None
Motion Passed

VII. Communications
The Board reviewed the Communications.
- Email communications from/to Kathy Lambert, McHenry City Planner Cody Sheriff, and
  James Scholtz
- Letter to Wonder Lake Village President Anthony Topf, 6/29/2020

Lambert attended a public meeting the City Planning and Zoning Committee held during
which a resident asked why the library couldn't purchase and adapt the First Midwest Bank
building to use as a library. Lambert chatted the host, City Planner Cody Sheriff during the
meeting to explain that the building required too much work to renovate to become a library.
Scholtz wrote Sheriff with more information about the library's dealings with the bank
property owner. Scholtz will discuss some suggestions that the City Planner has about a new
location for the library, as a way to maintain a friendly relationship with the City while it
discusses changes to developer fees. He hopes that if the City of McHenry increases
developer fees, he can persuade Wonder Lake to establish developer fees.

VIII. Librarian's Report
The Board reviewed the Librarian's Report

- Scholtz explained that the library is working with Healthy Vending to take over vending for staff and the public. The Business Manager has been stocking the machines since we purchased the vending machines and it has become a burden. We will receive a commission on sales from the vending machines and will review how it is working after three months.
- Grala complimented staff on the virtual programs they have been creating for the public.
- Scholtz and May reviewed the difficulty hiring new staff for Building Services. May is investigating cleaning service companies as a way to reduce the cost of staff benefits.
- Stone asked Edminster about the Reasonable Suspicion training he participated in and he explained that it was about how to approach staff or patrons who behave in a manner that might indicate being under the influence of drugs or alcohol. All managers participated in this training presented by HR Generalist May.

IX. Old Business

1. **Status of Sanitary Sewer Project (work by Maneval commencing week of 7/12)**
   Scholtz told the Board that Maneval Construction has not begun the sanitary sewer project. He talked to Maneval's owner but has not received a satisfactory answer about when would begin work. Maneval filed a performance bond check for $60,000 with us so we have leverage with them but no control over their actions.

2. **Circulation, YS, & Adult Reopening Plan (Phase 4)**
   Scholtz shared the document with the Board so they understand how re-opening had been planned. He commended the Department Managers involved in creating the document and in ensuring a smooth re-opening. Scholtz said that we might consider adding to the hours we are open.

3. **REALM Project Update**
   Scholtz explained that the REALM Project was an investigation on how long Covid-19 virus remains on library materials. OCLC is one of the sponsors of the research but Scholtz does not think the research methods are as good as they could be.
   We will continue using a three-day quarantine until CCS or RAILS tells us to change. Scholtz mentioned that 20 of the 28 CCS libraries have resumed interlibrary loan as of July 21. We are not quarantining the items we receive since we understand that they were quarantined before we received them.

X. New Business

1. **Discussion of new board appointee, recommendation, and vote**
   Grala moved and Leccese seconded a motion to appoint Susan Murphy as Library Trustee.
   Ayes: Alexander, Carey, Grala, Leccese, Reilly, Stone
   Nays: None
   Abstain: None
   Absent: None
   Motion Passed

2. **Possible administration of Oath of Office (Susan Murphy)**
   Murphy took the Oath of Office at 8:10 p.m.

3. **First-look at FY2020/21 Budget spreadsheet and discussion of budget calendar – TBAO. Signing of hearing notice for 8/18 hearing.**

Scholtz explained that salaries and benefits were 80% of the budget in the current draft, due to the minimum wage increase, health care increases, and decreased revenues. He said that it is usually an untenable situation when salaries make up more than 70% of a library's budget. He had to find savings elsewhere in the budget to bring the percentage down as low as 80%. Scholtz will be speaking to the County Clerk to see if we can access other sources of revenue. Automatic renewals have reduced the amount we receive in fines. On the bright side, developer fees have gone up. Scholtz is considering offering notary services and photo developing services. There are too many other libraries offering passport services for that to be a source of income.

The library goes out to compare health and liability insurance every three years so we are due next year. Workers Compensation costs are going up.

Scholtz explained the differences between the levy, the appropriation, and the budget. Murphy asked whether there were grants that the library could get. Scholtz said that we received money from the RAILS Census Grant, the Per Capita Grant, and the Covid-19 Grants. Unfortunately, some grants only reimburse what has been paid for by the library.

4. **Approval of the new Board meeting calendar for FY2020/21**

Scholtz corrected the dates for the calendar in a new draft he distributed. He confirmed that the Board can change a date or cancel a meeting at any time.

Reilly moved and Alexander seconded a motion to approve the Board Meeting Calendar for FY2020-21.

Ayes: Alexander, Carey, Grala, Leccese, Murphy, Reilly, Stone
Nays: None
Abstain: None
Absent: None
Motion Passed

5. **Slate of Officers for FY2020/21**

Leccese said that she wanted to continue to be the Board Secretary unless someone else wants to take the job. Carey declined to be re-elected as Treasurer since the Board meeting often conflicts with meetings she needs to attend for work.

Reilly said he was willing to be Board President if no one else wanted to be. Grala agreed to be Treasurer and Stone expressed interest in being Vice-President.

The Board decided to approve and elect the slate at the same time.

Grala moved and Murphy seconded a motion to approve the slate of officers and to elect Charles Reilly to be President, Jill Stone to be Vice-President, Del Grala to be Treasurer, and Monica Leccese to be Secretary.

Ayes: Alexander, Carey, Grala, Leccese, Murphy, Reilly, Stone
Nays: None
Abstain: None
Absent: None
Motion Passed

6. **New Policies: Remote Work Policy and FMLA Leave Expansion + Emergency paid Sick Leave (due to Covid-19)**

May expanded on the policies that she presented at the last meeting. Leccese asked if the text about Emergency Paid Sick Leave came from a law or was locally developed policy. May said that it came from a new federal law. She explained how the Leave Policy would

be applied, saying that it worked together with our Remote Work Policy and with existing FMLA.

Reilly moved and Murphy seconded a motion to approve the Remote Work Policy, FMLA Leave Expansion, and Emergency Paid Sick Leave (due to Covid-19).
Ayes: Alexander, Carey, Grala, Leccese, Murphy, Reilly, Stone
Nays: None
Abstain: None
Absent: None
Motion Passed

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

XII.   **Executive Session**
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).

Grala moved and Murphy seconded a motion to go into executive session at 9:03 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: Alexander, Carey, Grala, Leccese, Murphy Reilly, Stone
Nays: None
Abstain: None
Absent: None
Motion Passed

The Board took no action in Executive Session.

Reilly moved and Murphy seconded a motion to come out of executive session at 9:59 p.m.
Ayes: Alexander, Carey, Grala, Leccese, Murphy, Reilly, Stone
Nays: None
Abstain: None
Absent: None
Motion Passed

XIII.   **Adjournment**
Reilly moved and Leccese seconded a motion to adjourn the meeting at 10:00 p.m.
Ayes: Alexander, Carey, Grala, Leccese, Murphy, Reilly, Stone
Nays: None
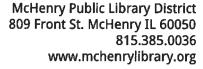Abstain: None
Absent: None
Motion Passed

Respectfully Submitted,

_____

Monica Leccese, Secretary

EXECUTIVE SESSION MINUTES
MCHENRY PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

Date: July 21, 2020
Time: 9:03 p.m.
Location: Library Board Meeting Room

Members Present: Bud Alexander, Margaret Carey (by video), Delphine Grala, Susan Murphy, Charles Reilly, Jill Stone (by phone)

Members Absent: None

During Executive Session, the Board discussed 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).

No action was taken during Executive Session.

The Executive Session ended at 9:59 p.m.

Respectfully Submitted,

_____

Monica Leccese, Secretary

**McHENRY PUBLIC
LIBRARY DISTRICT**
WISDOM · KNOWLEDGE · DREAMS

McHenry Public Library District
809 Front St. McHenry IL 60050
815.385.0036
www.mchenrylibrary.org

August 10, 2020

Jim and Patti Vickery
822 Stonebridge Lane
Crystal Lake, IL 60014

Dear Jim and Patti Vickery:

Thank you for your donation in memory of Richard Smith. You may be interested to know that we have received other donations in his memory and the total amount donated is $375. We will use these donations to purchase books that we think Mr. Smith would have liked. We were informed that he enjoyed travel and gardening so I have asked the selectors for those areas to choose books that will be useful and popular.

When the books have been selected, I will write to let you know which one we chose to use your donation to purchase. We will put a bookplate in that book to commemorate your donation so that the many users of the book will know and appreciate your love and regard for Mr. Smith.

Thank you for choosing to commemorate Mr. Smith by a donation to the McHenry Public Library. We appreciate it very much.

On a personal note, I remember Dick Smith from his time volunteering with the Friends of McHenry Public Library and enjoyed knowing him very much.

Sincerely,

Bill Edminster

Bill Edminster
Assistant Director

MCHENRY PUBLIC LIBRARY DISTRICT
WISDOM · KNOWLEDGE · DREAMS

August 10, 2020

The Family of Richard Smith
C/O Debbie Glick
409 South Driftwood
McHenry, IL 60050

To the Family of Richard Smith:

I am writing to acknowledge the donations made to the McHenry Public Library that Debbie Glick conveyed to me. I also want to inform you of a separate donation made by Jim and Patti Vickery.

The total amount donated was $375 that we will use to purchase books that we think Mr. Smith would have liked. We were informed that he enjoyed travel and gardening so I have asked the selectors for those areas to choose books that will be useful and popular. I made a special request for a coffee table book or two about castles.

When the books have been selected, I will let you know what we have chosen. We will put bookplates in each book to commemorate the donation so that the many users of these books will know and appreciate your love and regard for Mr. Smith.

Thank you for choosing to commemorate Mr. Smith by a donation to the McHenry Public Library. We appreciate it very much.

I remember Dick Smith from his time volunteering with the Friends of McHenry Public Library and enjoyed knowing him very much.

Sincerely,

Bill Edminster
Bill Edminster
Assistant Director

McHenry Public Library District

LIBRARIAN'S REPORT

July 2020

Administration

- B. Edminster set up the fund accounting structure for the new fiscal year in Polaris, 7/6
- B. Edminster attended Managers' Meetings and took notes, 7/10
- B. Edminster was greeter for the library when it reopened, 7/13-7/25
- B. Edminster met Mark Marciniak, rep for Hoopla & Midwest Tape by videoconference, 7/14
- B. Edminster took minutes at the Board of Trustees' meeting, 7/21
- B. Edminster participated in job interviews for Building Services staff, 7/22, 7/24
- B. Edminster, D. Grandon, and K. Krewer attended training on the Vea dashboard from SenSource, our patron tracker, 7/22
- B. Edminster, J. May, and L. Jakacki met to discuss various HR issues, 7/22, 7/31
- B. Edminster attended the RAILS Assistant Director Networking Group, 7/24
- B. Edminster, K. Lambert, Z. Terrill, P. Strain, & L. Jakacki met for a PR sync-up, 7/29
- B. Edminster began preparing the 2019-20 Illinois Public Library Annual Report.
- B. Edminster watched the following webinars and training videos:
  - "The Challenge - Keeping Your Workforce Safe From Sexual Harassment and Keeping Your Company Compliant", 7/9
  - *"Coaching Tools to Build Trust and Creativity in a New Normal" from Training Magazine Network* by Denny Clark, Filiz Aktan, and Kevin Kjellerup, from Training Network Magazine, 7/30
  - *"Moodle Workplace: A Dynamic, Easy to Use Professional Learning Solution"* by Courtney Bentley and Josh Mitchell, from Training Network Magazine, 7/30
- J. Scholtz completed Sexual Harassment (KnowBe4) training + attended various RAILS, CCS and Director's meeting throughout the month; also attended 2020 Census training in Dekalb and at library (7/23- 7/27); orientation for 2 board members. Also served as door greeter for 1st week, various times.
- J. Scholtz worked on FY20/21 budget document and took care of several HR concerns, assisting both P. Torgersen and J. May.
- P.Torgersen is working on getting all financial ready for audit and answering board questions regarding last 3 meetings. Scholtz checking with accounting firm on financials as well to help with future forecasting and spotting errors from 2018-present.
- Received FOIA from Better Government – reply time 8/22.
- Note that both Grayslake PL and Palatine PL will be coming online with CCS in the upcoming months.

Adult Services

- Araceli M. attended the UnidosUS Conference, the first virtual conference event titled, *America in Crisis: A Community Ready to Act, Ready to Lead.* Some of the sessions she were: "A Big, Bold Recovery: A Conversation with Elizabeth Warren," "Building a More Just Nation," "From the Digital Abyss to Digital Equity: The Future of Work and Education," "The State of Latinx America," "Phenomenal Latinas: In Their Own Words," and "Reopening in the Pandemic." There were also small breakout sessions focusing on Latinx financial literacy, distance learning and small businesses. Araceli M. found the topics relevant and applicable to Librarianship.
- While helping a patron with her family history, Thomas H. found a great new online resource that we've had in print for the Genealogy Room. Due to the Chicago fire, many pre-fire records were lost. The Chicago Genealogical Society pieced together birth, marriage and death records from pre-fire newspapers. He found the death date and place for the patron's ancestor with this resource.
- Emily B. attended a Penguin Random House webinar titled, "Morning Book Buzz Gets Graphic" with special guest speaker Pat Vegas, the founding member of Redbone. Accompanied by his daughter, Frankie Vegas, the two reminisced with behind the scenes stories from Redbone's glory days in the early 1970's and shared the adventures and challenges of publishing a biographical graphic novel. The paperback, *Redbone: The True Story of a Native American Rock Band*, will be released in October 2020.
- Adult Services' new staff member, Kevin K., received training and orientation from Pam S. and other members of the department.
- Diane G. attended the virtual PULSE meeting for library programmers.
- Zach T worked on reconciling the Adult Services' materials expenditures for the fiscal year.

Building Services

- Signed contract for cleaning services (AJ Services @ $3,300 per mon. = $39,600 per yr.- may be extra $$ needed for cleaning of red/main floor or we can do it. This will cost less than 1 maintenance/Custodial person and will aid our situation because we cannot find a qualified PT/FT Custodian at this time.
- Crabapple tree on property tree has tree rust so J. Scholtz cut out branches with help of City arborist – S. Claucherty cut up branches and we were able to haul them away. Tree will be treated in the Fall. Our 2 elm trees are doing fine.

Circulation

- L. Horist viewed: 'The Road Ahead:Library Services in a Post COVID World 7/1
- L. Horist virtually watched CCS Circulation Meeting 7/10
- B. Majka virtually attended Manager's Meeting 7/10
- L. Horist and B. Majka met with J.May regarding Payroll Data 7/27
- L. Horist and B. Majka met with Z. Terrill regarding changes in Board Stats 7/31

Human Resources

- Worked with Payroll Data on how to create a check list in our payroll system on 7/1
- Attended a webinar on: How to Foster Culture Continuity During the 3 Phases of Crisis Recovery on 7/1
- Attended a Straight From The Source bi-monthly webinar put on by HR Source on 7/2
- Interviewed applicants for both Custodial position and Lead Cataloger position throughout the month.
- Interviewed two different cleaning companies with Shane, Lesley, and Zach to look into the possibility of outsourcing some of our cleaning services.
- Met virtually with a Paycor representative to review new HRIS possibilities on 7/20
- Attended a webinar on: Communications Innovations for Open Enrollment on 7/9
- Attended a webinar on: COVID-19 Workplace Safety Training Required in Numerous States on 7/14
- Attended a Straight From The Source bi-monthly webinar put on by HR Source on 7/16
- Attended a webinar on: Expiring Unemployment Benefits: Will Employees Come Knocking on 7/16
- Acted as a greeter to patrons on several occasions after we opened to the public.
- Attended Library Board meeting in person on 7/21
- Attended a webinar on: Workplace Compliance Trends: A Look at What to Expect on 7/23
- Attended a Safety Roundtable meeting through HR Source on 7/23
- Attended a webinar on: Back to School-What Employers Need to Know related to Covid-19 and Childcare for the Upcoming School Year on 7/30

Public Relations

- Promoted upcoming virtual programs via website, social media, e-newsletters and other avenues
- Promoted opening to public via various media; created signage as needed for opening
- Updated website and outdoor sign as needed
- Acted as greeter to patrons on several occasions after we opened to the public
- Sent out four e-newsletters to nearly 4,000 patrons
- Worked with Summer Reading sponsors to get donations to FISH food pantry as part of our weekly reading challenges
- Wrote, designed and mailed a print *Preface* newsletter to about 21,000 residents
- Attended several virtual meetings, including management team, board, census and sync-up with other department heads

Technical Services

-

Technology

- IT Dept. had over 40 hours in continuing education training during the month.
- IT Dept. attended VEA and SafeSpace Occupancy training on 7/16 & 7/22.
- IT Dept. resolved 47 tickets.

- D. Grandon attended the Management Meeting on 7/10.
- D. Grandon was a door greeter 7/13-7/25.
- K. Krewer has been working on upgrading the library intranet site to a newer version.
- Unitrends maintenance on 7/18 & 7/29.
- D. Grandon attended the Transitioning to Supervisor seminar on 7/21.
- IT Dept. attended the board meeting on 7/21.
- D. Grandon attended the ComiCon meeting on 7/30
- J. Scholtz purchase Meeting Owl for conferencing (paid $343 for $799 item) – IT connected item – this will improve our video conferencing capabilities.

Youth Services

- YS along with Adult Services completed our first fully virtual Summer Reading program. We had 683 patrons register and 180 completed the program. Those patrons were super readers and logged over 818,000 minutes read over eight weeks. We awarded over 300 gifts cards to local businesses to weekly winners and raised $1,100 for local charities.
- Summer Lunch Program served 439 meals and distributed 19 pantry kits in July
- A. Karwowska presented our first virtual Polish Language program this month. She read traditional Polish folk and fairytales and the video had 36 views!
- M. Puga had an email exchange with the new Bilingual Coordinator, Juan Suarez, at District 15. He is looking forward to partnering with the library. She sent him some information regarding programming and was thankful. Maria and Juan have a virtual meeting setup for August to discuss ways we can help ELL students.
- This month, S. Baseley shared with J. Hume that she has been using some sign language in her storytimes and that one of the kids asked her to teach them the sign for "friends" because Jessie had taught them in her younger brother's storytime. It is so sweet to hear that the kids are connecting things they learn in each of our storytimes!
- YS Staff rolled out activity kits that patrons could pick-up that had all the supplies for them to create the craft/activity at home while watching the program video on YouTube presented by YS Staff.
- Virtual programming numbers have gone down throughout the summer. Now that there are more places opened up and the days have been nice enough to go outside there is not the same appeal to watching programs online as there was before. Talking with other YS Departments at local libraries and they are seeing the same trends.
- YS Staff attended 52 hours of CE through Webinars or virtual Networking. Some of the highlights were:
    - *A Novel Form: Graphic Novels Part 1*
    - *Tips and Tactics for Time Management and Organizational Skills*
    - *How to Make Virtual Training Presentations Engaging and Memorable*
    - *Doing the Work Externally and Internally: Race, Equity, Diversity, and Inclusion*
    - *Beyond Assistive Technology: Improving Library Services to People with Disabilities Webinar*
    - *Public and school Libraries: Creative ways to build successful partnerships*
    - *UnidosUS Conference*

Statistics and Highlights Narrative

Legend – ABk – Adult Books; JBk – Children's Books; PBk – Paperback Books; AudBk – Audio books; JAudBk – Children's Audio books; ILL – Interlibrary loan; Vid/DVD – Videos/DVDs; JVid/DVD – Children's Videos/DVDs; Other.

During July, we reopened to the public and reduced our curbside hours by 5%. But, during the first 4 weeks of our reopening, we have seen a decrease of curbside patrons of 64%. It seems that patrons prefer coming into the library instead of doing curbside at this point. We have a max of 40 people in the library (not counting staff) – to date, occupancy at one time has hit 32. Patrons do like it that we are open and also like using the old materials drops better than the AMH because of the height difference and close quarters drive up problems.

Upcoming Events and Projects

B. Alexander and S. Murphy take the OMA and other MPLD Trustee training.

MPLD re-opening going well – re-evaluation of hours/services – expanding hrs relative to school schedule, to 37 hrs weekly – looking at going back to regular hours before Winter.

Sanitary Sewer Project/ construction begins week of 8/24/2020 (preconstruction meeting on 8/17).

FY20/21 Budget sequence started – TBAO, BAO and Levy. Scholtz will visit with County Clerk to establish new Levy amount.

IL Public Act 97-609 Total Compensation Report for McHenry Public Library District - Fiscal Year 2020/2021

Illinois Public Act 97-0609 is an amendment to the Open Meetings Act that requires employers participating in the Illinois Municipal Retirement Fund to post the total compensation package for each employee having a total compensation that is expected to exceed $75,000 per year. Total compensation means payment by the employer to the employee for salary, health insurance, housing allowance, vehicle allowance, clothing allowance, bonuses, vacation days granted, and sick days granted.

Title	Salary	Bonus	Health Ins.	Vacation Days Granted	Sick Days Granted	Total Compensation
Executive Director	$ 126,697		$ 14,294	30	9	$ 140,991
Assistant Director	$ 98,486		$ 10,119	25	9	$ 108,605
Adult Services Manager	$ 75,240		$ 10,300	20	9	$ 85,540
Youth Services Manager	$ 74,790		$ 10,300	22	9	$ 85,090
Technical Services Manager	$ 73,496		$ 10,119	25	9	$ 83,615
Circulation Manager	$ 68,092		$ 14,549	20	9	$ 82,641
PR Manager	$ 67,217		$ 14,294	22	9	$ 81,511
Business Manager	$ 66,000		$ 11,244	20	9	$ 77,244

J. Scholtz <jscholtz@mchenrylibrary.org>

Travel Restrictions

Jennifer May <jmay@mchenrylibrary.org>   Thu, Aug 6, 2020 at 11:14 AM
To: Managers <managers@mchenrylibrary.org>

Good Morning Team,

Over the past week I know there have been a lot of questions around the City of Chicago's Emergency Travel Order and Cook County. There has been a lot of discussion around this with leadership as well with other libraries outside those areas under the order. Please know this is an ever changing time and our leadership's stance on vacations has not changed. We all need to have that down time, away from work, enjoying life, and trying to make the best of our current pandemic situation.

I wanted to take this time to remind everyone that we are using the City of Chicago's Emergency Travel Order as a guideline as far as travel hotspots are concerned. According to the McHenry County Health Department does not have any travel restrictions for our area and they refer to the CDC for guidelines. Here is the link to the CDC about travel.

With that being said, we will not be following the City of Chicago's Emergency Travel Order to a "T". Those who are traveling to any of our border states on the list for more than 24 hours may need to self quarantine, but this will need to be confirmed through me if the employee is willing to share. For our employees living in Wisconsin, we will not be asking them to quarantine, but to be safe just as we would with anyone who lives in Illinois; wear a mask, wash your hands frequently/use hand sanitizer, socially distance yourself from others if needed, and monitor symptoms daily. I plan on sending the paragraph's below to all the staff on Friday. If you have any questions or concerns please let me know before COB today.

Our first priority is the safety of our staff and patrons. In order to help us mitigate the risk of exposure to COVID-19, we are requiring staff that travel to a state that is experiencing a surge in cases to quarantine for 14 days upon return. If you plan on traveling please review the list before you travel and when you return to confirm if this requirement applies to you. If required to quarantine, discuss possible remote work with your supervisor. If you are unable to perform remote work you may use paid leave (vacation, personal, sick) or possibly FFCRA emergency sick leave if directed to quarantine by your doctor or the health department.

For staff that are traveling to states not experiencing a surge in cases or who may be hosting guests that have traveled from other states, please keep safety at top of mind. If you have a temperature or are experiencing any of the symptoms of COVID-19 stay home and notify your supervisor or me.

We will provide an update if our approach to this changes. Please contact me if you have any questions.

Thank you.

Jennifer May M.A. SHRM-CP

HR Generalist
McHenry Public Library District
809 Front St.
McHenry IL 60050
815.385.0036 Ext. 303
815.404.8083 (Cell)
www.mchenrylibrary.org

MCHENRY PUBLIC
LIBRARY DISTRICT
WISDOM · KNOWLEDGE · DREAMS

J. Scholtz <jscholtz@mchenrylibrary.org>

Fwd: Sherlock Holmes Program incident on Zoom

P. Strain <pstrain@mchenrylibrary.org>   Thu, Aug 6, 2020 at 10:30 AM
To: Jim Scholtz <jscholtz@mchenrylibrary.org>, Bill Edminster <bedminster@mchenrylibrary.org>

FYI on a Zoom bomb incident.

Pam

---------- Forwarded message ---------
From: **P. Strain** <pstrain@mchenrylibrary.org>
Date: Thu, Aug 6, 2020 at 10:28 AM
Subject: Sherlock Holmes Program incident on Zoom
To: <bhuskey@huskey-associates.com>
Cc: Diane Gaudio <dgaudio@mchenrylibrary.org>

Dear Ms. Huskie,

Thank you for reporting the incident that occurred during McHenry Library's Sherlock Holmes
virtual progrram on Monday, July 27. The participant was registered for the program and therefore was provided the
access code. We believed we had all the safeguards in place to prevent such occurances.

Diane brought to incident to the attention of management and worked with us to find a solution. In response to this
incident we have changed our adult group programs to a "webinar" format which broadcasts only the performer's video
and blocks participants' ability to turn on their own cameras and microphones.

We are confident these measures will prevent future incidents from occurring. We apologize for the upset caused by the
incident and appreciate your taking the time to follow up with your concerns.

Pam Strain
Adult Services Manager

---------- Forwarded message ---------
From: <bhuskey@huskey-associates.com>
Date: Tue, Jul 28, 2020 at 6:28 PM
Subject: RE: Link for tonight Sherlock Holmes program
To: Diane Gaudio <dgaudio@mchenrylibrary.org>
Cc: bhuskey <bhuskey@huskey-associates.com>, Roy wiley <roy.wiley@huskey-associates.com>

July 28, 2020

Hello Diane,

My husband and I enjoyed the lecture last night very much. Thank for organizing it.

We were shocked that one of the participants by the name of Lynn Epstein turned on her video and after being on for 15
minutes, she disrobed and became nude. She stood up and went to her closet and when she returned, her bare breasts
were visible to all. I don't know how many others were bombarded by this inappropriate behavior. Was she registered
this event or was the lecture hacked through "zoom bombing"? I immediately reported it to the coordinator and she wa
able to turn off her video and place her on mute. I suggest that this person be notified immediately that this behavior is

totally not acceptable or she is likely to repeat it. We suggest that McHenry County Library should consider banning her from participating again. This incident was so disturbing that I had difficulty concentrating on the lecture for fear that she would stand up again and I would see her bare breasts.

Please let me know what you plan on doing regarding this incident so that I will be able to join you on future zoom lectures without fear.

Thanks,

Bobbie Huskey, MSW

60 East Monroe Street

Chicago, IL 60603

312-658-0142

--
Pam Strain
Adult Services Manager
McHenry Public Library District
809 Front Street
McHenry, IL 60050-5578
815-385-0036 ext. 324
pstrain@mchenrylibrary.org

TO:	Board of Library Trustees
FROM:	James C. Scholtz
RE:	**Annual Review of Non-Resident Card Fee; Resolution 2020/21-3**
DATE:	August 18, 2020

At least once a year we are required to review the library's fee for a non-resident card. State statute requires that libraries cannot charge non-residents less than what the non-resident card fee is calculated to be using the formula outlined below. There is, however, no law establishing a maximum charge for a non-resident card. According to the state formula, the library's minimum non-resident card fee would be a bit more than $201.

$$\text{(property tax income)/district population} \quad \$3,180,662 / \, 42,023 = \$75.69$$
$$\underline{\times \ 2.66}$$
$$\boldsymbol{\$201.33}$$

The calculation divides our current tax extension by the current population of our service district. The 2.66 figure represents the size of the average household in the McHenry (city) area according to same figures from the *2010/2012 U.S. Census Finder2*.

RECOMMENDATION: At the July 2012 board meeting, using this same formula, our fee for a non-resident library card was set at $200, down from the previous $252 a year ago. Since we are still using the 2010 Census figures, our population has increased substantially but our income has remained the same or dipped slightly. During 2019-2020, the economic situation for many people in our District has declined plus we have the 'enhanced card.' But, we've also had many people out of work due to the COVID-19 Pandemic which is not over. FY2020-21 does not look hopeful for economic improvement and this is an election year.

in light of COVID Pandemic and a down-turn good economic picture and the fact that we don't sell many nonresident cards, (we have 2 nonresident cardholders + 18 NR (property owners living outside District) and we have instituted an 'enhanced library card' (12+ enhanced cardholders), + we are adding some new electronic resources that will be very popular and useable by these cardholders, I recommend that we lower the non-resident to $180 so more people (nonresidents) may be able to afford a card. This would be effective immediately for FY2020-21.

Note that also as of August 1, 2014, we instituted $1.00 fees per item for non-pick-up of ILLs/holds AND started the "Enhanced Services Library Card" for reciprocal borrowers. This $1.00 non-pick-up fee has not seemed to deter holds by patrons. The Nonresident card (above) pertains to just those individuals who do not live in a library district/city public library (unserved areas). Also, on Sept. 1, 2016, we instituted new fine fees: 25¢ increases to 50¢ and 50¢ fines increase to $1.00 but the automatic renewals for our CCS consortium have taken a toll on fine revenue, decreasing it by (-81%) of which 3-4 months have been during the Pandemic.

McHenry Public Library District
809 N. Front St.
McHenry, IL 60050
815.385.0036; FAX 815.385.7085

MEMO

TO:	MPLD Board of Trustees
FROM:	Jim Scholtz, Executive Director, MPLD
RE:	**Transfer of funds from SR to GF**
DATE:	8-6-2020

Due to revenues being stagnant and even decreasing (property taxes +$1.00 for FY20/21 and decreasing funds for fines/fees, less income for copy/fax, etc. coupled with increasing costs from payroll/insurance, we are running into some deficient spending issues. We have tried to curtail spending as much as we can but we also need to upkeep facilities, not allowing things to go into disrepair because that would result in greater expenditures.

We have an ave. of $308,000 in expenditures each month. Currently, the amount in the general fund stands at about $288,000. Eder Casella Accountants recommends that we transfer $300,000 into the General Fund to bring the balance up to $0; however, that balance will dive quickly into the negative relative to the timing of our revenue intake. Over the course of the next 4 months, we'll receive roughly half of our property tax income ($1.5 million); the other half with come April – June 2020 – so we have to survive about 4-5 months without significant income.

Due to these circumstances, I propose that we transfer $700,000 from the Special Reserve Fund (SRF) into the General Fund (GF) – this will tide us over through the months where we do not receive any tax revenue. Along with the income from property taxes coming in, we should not run a deficit in FY20/21. But that will bring out Special Reserve Fund down to about $1.4 million from $2.3 million. We can, however, transfer a remainder (if such exists) from the GF into the SRF any time within the FY or after the fact (by the auditors).

Additionally, in September, I will talk to the McHenry County Clerk about how we go about getting our maximum dollar amount from the tax levy for FY21/22 and going forward. Please note that this activity will not result in any taxpayer paying more for property taxes nor will it result in the MPLD having to go out for an increased funding referendum.

Ayes _____

Nays _____

Abstain _____   Passed/Denied _____   Date _____

STATE OF ILLINOIS   )
COUNTY OF McHENRY   )

THE BOARD OF LIBRARY TRUSTEES
OF THE McHENRY PUBLIC LIBRARY DISTRICT
McHENRY, ILLINOIS

ORDINANCE No.   2020/2021 - 2

**TENTATIVE COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE
FOR THE McHENRY PUBLIC LIBRARY DISTRICT
FOR THE FISCAL YEAR BEGINNING JULY 1, 2020
AND ENDING JUNE 30, 2021**

      WHEREAS, the Illinois Municipal Budget Law, Illinois Revised Statutes, Chapter 85, Section 801, et. seq., as amended, requires all Illinois Municipal Corporations as broadly defined therein, to adopt a combined Annual Budget and Appropriation Ordinance, specifying the objects and purposes of expenditures; and the Illinois Public Library District Act, 75 ILCS 16/30-85, provides procedures for the passage of a Budget and Appropriation Ordinance and a Tax Levy Ordinance; and,

      WHEREAS, pursuant to the above and other appropriate statutes, a Budget and Appropriation Ordinance has been prepared in tentative form at the designation of this Board, and has been made available for public inspection at least thirty (30) days prior to final action thereon, and a public hearing on said Budget and Appropriation Ordinance has been held prior to final action hereon, and notice of said hearing to be published on or before August 18, 2020, being more than 30 days prior to said hearing, in a newspaper published within the district.

      NOW THEREFORE, BE IT ORDAINED by the President and Board of Library Trustees of the McHENRY PUBLIC LIBRARY DISTRICT, McHenry, McHenry County, Illinois, as follows:

      Section One: The following budget containing a statement of cash on hand at the beginning of the fiscal year, an estimate of all cash receipts of said Library District to be received during such fiscal year from all sources, the estimated expenditures contemplated for such fiscal year and a statement of the estimated cash on hand at the end of such fiscal year be, and the same is hereby adopted as the Budget for said Library District for the fiscal year beginning July 1, 2020 and ending June 30, 2021, and the same sum are hereby appropriated as necessary to defray the said expenses and liabilities of this Public Library District, for the objects and purposes and in the estimated amounts as indicated, for said fiscal year:

I. GENERAL FUND

A.	ESTIMATED RECEIPTS:	APPROPRIATION	BUDGET
	1. Property Tax Revenues	$3,180,662.29	$3,180,662.29
	2. Corporate Replacement Taxes	$ 0.00	$ 0.00
	3. General Fund Interest	$ 1,000.00	$ 4,000.00
	4. Dividends	$ 500.00	$ 1,000.00
	5. NonResident & Enhanced Fee Cards	$ 500.00	$ 1,500.00
	6. Fines and Fees	$ 15,000.00	$ 23,500.00
	7. Collection Agency Fees	$ 1,000.00	$ 1,000.00
	8. Copy/Scan/Fax, Photolab, Notary	$ 25,000.00	$ 20,000.00
	9. Annex., Developer, Impact Fees	$ 23,000.00	$ 20,000.00
	10. COBRA/Retiree Insurance Payments	$ 16,000.00	$ 13,500.00
	11. Program Fees/Misc. Fees	$ 6,000.00	$ 4,200.00
	12. Meeting Room Fees	$ 2,000.00	$ 1,000.00
	13. Misc. Sales & Fees	$ 10,000.00	$ 6,500.00
	14. Lost & Damaged Materials	$ 6,000.00	$ 5,500.00
	15. CCS/LLSAP Income	$ 30,000.00	$ 23,000.00
	16. SREC Credits	$ 2,500.00	$ 1,500.00
	17. Over/Short	$ 500.00	$ 500.00
	TOTAL GENERAL REVENUE	$3,319,662.29	$3,294,862.29

B.   APPROPRIATIONS FOR ESTIMATED EXPENDITURES

1. MATERIALS & SUPPLIES	APPROPRIATION	BUDGET
a. Adult Books	$ 70,000.00	$ 62,000.00
b. YS Books	$ 50,000.00	$ 46,500.00
c. Professional Resources	$ 5,000.00	$ 3,000.00
d. Administrative Resources	$ 5,000.00	$ 4,600.00
e. Magazines/Newspapers	$ 20,000.00	$ 14,500.00
f. Adult AV Materials	$ 50,000.00	$ 39,000.00
g. YS AV Materials	$ 15,000.00	$ 13,500.00
h. Video Games	$ 15,000.00	$ 14,700.00
i. eBook & eMagazine Services	$ 70,000.00	$ 65,000.00
j. Electronic Resources	$ 90,000.00	$ 70,000.00
k. Bank Service Charges	$ 500.00	$ 200.00
l. Library Supplies	$ 10,000.00	$ 8,000.00
m. Tech. Services Supplies	$ 40,000.00	$ 28,000.00
n. Bindery Services	$ 200.00	$ 200.00
o. Adult Programs/Supplies	$ 20,000.00	$ 15,000.00
p. ComiCon	$ 0.00	$ 4,000.00
p. Circulation Supplies	$ 8,000.00	$ 2,400.00
q. Summer Reading Club	$ 8,000.00	$ 7,500.00
r. YS Programs/Supplies	$ 15,000.00	$ 10,000.00

2. CONTRACTED SERVICES	APPROPRIATION	BUDGET
a. Collection Agency	$ 1,500.00	$ 1,500.00
b. IT/Computer & Equip.Outsourcing	$ 60,000.00	$ 42,000.00
c. Misc. Contracted Services	$ 8,000.00	$ 4,500.00
d. Finance/Late Fee Charges	$ 500.00	$ 500.00

3. CONSORTIUM & IT NETWORK	APPROPRIATION	BUDGET
a. CCS/Polaris/OCLC	$ 80,000.00	$ 70,000.00
b. VOiP Phone Services	$ 30,000.00	$ 28,000.00
c. Internet Service	$ 24,000.00	$ 18,000.00

4. PROFESSIONAL SERVICES	APPROPRIATION	BUDGET
a. Accounting, Payroll & Audit Services	$ 32,000.00	$ 30,000.00
b. Legal Services	$ 6,600.00	$ 2,500.00
c. Other Consulting Fees	$ 15,000.00	$ 15,000.00
d. In-Service/Staff Training/LMS	$ 4,000.00	$ 2,500.00

5. PRINTING, PUBLICATIONS & POSTAGE	APPROPRIATION	BUDGET
a. Printing Services	$ 32,000.00	$ 30,000.00
b. Public Notices & Ads	$ 4,000.00	$ 3,000.00

		APPROPRIATION	BUDGET
c.	Postage	$ 16,000.00	$ 13,000.00
d.	Printing/Copier Supplies	$ 10,000.00	$ 9,000.00
e.	Public Relations/Promotions	$ 10,000.00	$ 7,500.00

6. UTILITIES

		APPROPRIATION	BUDGET
a.	Electricity	$ 24,000.00	$ 18,000.00
b.	Gas	$ 10,000.00	$ 8,000.00
c.	Water & Sewer	$ 4,000.00	$ 3,000.00

7. MISCELLANEOUS OPERATING EXPENSES

		APPROPRIATION	BUDGET
a.	Building & Auto Insurance	$ 40,000.00	$ 34,000.00
b.	Bonding & Officers' Liability	$ 2,000.00	$ 2,000.00
c.	Buildings Maintenance	$ 40,000.00	$ 39,600.00
d.	Grounds Maintenance	$ 20,000.00	$ 15,000.00
e.	General Operations & Maintenance	$ 30,000.00	$ 28,000.00
f.	Hospitality	$ 13,000.00	$ 2,400.00
g.	Interlibrary Loan Fees & Losses	$ 300.00	$ 500.00
h.	Miscellaneous	$ 500.00	$ 500.00

8. PERSONNEL EXPENSES

		APPROPRIATION	BUDGET
a.	Salaries	$2,000,000.00	$1,820,000.00
b.	FICA	$ 150,000.00	$ 125,000.00
c.	IMRF	$ 215,000.00	$ 195,000.00
d.	Health/Life Insurance	$ 500,000.00	$ 465,500.00
e.	Tuition Reimbursement	$ 20,000.00	$ 16,000.00
f.	Memberships & Dues	$ 6,000.00	$ 4,000.00
g.	Travel	$ 15,000.00	$ 8,000.00
h.	Meetings & Training	$ 6,000.00	$ 6,000.00

9. CAPITAL EXPENSES

		APPROPRIATION	BUDGET
a.	Library Furnishings	$ 30,000.00	$ 30,000.00
b.	Library Equipment	$ 60,000.00	$ 25,000.00
c.	Small Equip. under $250	$ 10,000.00	$ 5,000.00
d.	Additional Capital Projects	$ 200,000.00	$ 100,000.00

TOTAL GENERAL FUND EXPENSES $ 4,219,600.00 $ 3,632,600.00

	APPROPRIATION	BUDGET
TOTAL GEN. FUND REVENUES	**$ 3,319,662.29**	**$3,294,862.29**
TOTAL GEN. FUND EXPENSES	**$ 4,219,600.00**	**$3,632,600.00**

10.   Transfer to Reserve Fund $ 0.00 $ 0.00

TOTAL GENERAL FUND EXPENSES $ 4,219,600.00 $3,632,600.00

II.   GRANT and GIFT FUND

A.	ESTIMATED REVENUES	APPROPRIATION		BUDGET	
	1. Grant/Gift Fund Interest	$	5,000.00	$	500.00
	2. General Fund Gifts	$	40,000.00	$	10,000.00
	3. Per Capita Grant (2019-2020)	$	70,000.00	$	70,000.00
	4. Misc. Grants	$	25,000.00	$	5,000.00
	TOT. GRANT/GIFT REVENUES	**$**	**140,000.00**	**$**	**85,500.00**

B.	ESTIMATED EXPENSES	APPROPRIATION		BUDGET	
	1. Operating Fund Gifts	$	200,000.00	$	50,000.00
	2. Per Capita Grant	$	67,628.00	$	67,628.00
	3. Additional Fund Expenses	$	0.00	$	0.00
	5. Misc. Grants	$	25,000.00	$	12,000.00
	TOT. GRANT/GIFT EXPENSES	**$**	**292,628.00**	**$**	**129,628.00**
	Transfer to Reserve Fund	$	0.00	$	0.00
	TOT. GRANT/GIFT REVENUES	**$**	**140,000.00**	**$**	**85,500.00**
	TOT. GRANT/GIFT EXPENSES	**$**	**292,628.00**	**$**	**129,628.00**
	Subtotal cash on hand	**$**	**(152,628.00)**	**$**	**(44,128.00)**
	Transfer to Reserve Fund	**$**	**0.00**	**$**	**0.00**

III.   SPECIAL RESERVE FUND

A.	ESTIMATED RECEIPTS	APPROPRIATION		BUDGET	
	1. Dev. Fees (see General Fund)	$	0.00	$	0.00
	2. Transfer from Other Funds	$	0.00	$	0.00
	3. Reserve Fund Interest	$	2,000.00	$	1,000.00
	4. Reserve Fund Gifts	$	10,000.00	$	5,000.00
	5. Bond & Debt Certif. Sale	$	0.00	$	0.00
	6. Misc. Income SR	$	1,000.00	$	500.00
	TOTAL REVENUES	$	13,000.00	$	6,500.00

B.	ESTIMATED EXPENSES	APPROPRIATION		BUDGET	
	1. Debt Service	$	0.00	$	0.00
	2. Improvements not related to Expansion/Renovation	$	200,000.00	$	50,000.00
	3. Expenditures Pursuant To Statutory Guidelines of the LIBRARY DISTRICT ACT, 75 ILCS 16/40-50	$	100,000.00	$	50,000.00
	TOTAL EXPENSES	$	300,000.00	$	100,000.00

TOTAL RESERVE FUND REVENUES		$	13,000.00	$	6,500.00
TOTAL RESERVE FUND EXPENSES		$	300,000.00	$	100,000.00

Section Two: There is hereby appropriated from the taxes to be levied for the fiscal year and other sources of revenue:

I.	**General Fund**	$ 3,632,600.00
II.	**Grant/Gift Fund**	$ 129,628.00
III.	**Special Reserve Fund**	$ 100,000.00
TOTAL		**$ 3,862,228.00**

Section Three:　　　　There is hereby appropriated from the taxes to be levied for the fiscal year and other sources of income the sum of:

$ 3,862,228.00

the same to be divided among the several corporate objects and purposes as herein above specified for said Library District purposes for the aforesaid fiscal year.

Section Four:　　　　All unexpended balances of proceeds received annually from Public Library District taxes not in excess of statutory limits may be transferred to the Special Reserve Fund, heretofore established according to plans developed and adopted by this Library Board and said unexpended balances shall be accumulated in this fund for the purpose of erecting a new Public Library building, purchasing a site for the same, or building an addition thereto, or furnishing necessary equipment therefor, or acquiring electronic data storage and retrieval facilities.

Section Five:　　　　Except as otherwise provided by law, no further appropriations shall be made at any time within such fiscal year, provided that this Library Board may from time to time make transfers between the various items in any fund not affecting the total amount appropriated, or appropriations in excess of those authorized by the Budget in order to meet an immediate and unforeseen emergency by a two-thirds (2/3) vote of the Trustees present and voting, as provided by 75 ILCS 16/30-90 et. seq., and this Library Board may amend this Budget and Appropriation Ordinance from time to time by the same procedure as prescribed by Statute for the original adoption of a Budget and Appropriation Ordinance; provided, that nothing in this Section shall be construed to permit transfer between Funds required by law to be kept separate. Any remaining balances after the close of this fiscal year up to twenty percent (20%) of the appropriation shall be available until August 30th for the authorization of payment of obligations incurred prior to the close of the fiscal year, and until September 30th, for the payment of such obligations, and any remaining balances shall be available for the transfer to special reserve to be accumulated, as provided by 75 ILCS 16/40-50.

Section Six:　　　　A copy of this Ordinance in tentative form has been made available for public inspection at the Public Library for thirty (30) days and by publishing in a newspaper published within this Public Library District in substantially the following form:

Section Seven: This Ordinance is passed pursuant to statutory authority and the Illinois Public Library District Act, 75 ILCS 16/30-55, et. seq, 75 ILCS 16/30-85 et. seq.; and 75 ILCS 16/40-50 et. seq.; and the Illinois Revenue Code, 35 ILCS 205/157 et. seq., and other statutes hereunto appertaining.

Section Eight: This Library Board hereby certifies that all applicable provisions of 35 ILCS 215/1 as amended, ("The Illinois Truth-in-Taxation Statute") have been complied with.

Section Nine: Pursuant to 35 ILCS 200/18-165 this Library Board hereby determines that no surplus of funds is available for any debt, obligation, liability, operation, fund or account for any purpose, and accordingly the abatement and reduction of provisions of the Personal Property Tax Replacement Fund Act are not applicable thereto.

Section Ten: This Ordinance shall be in full force and effect from and after its passage, approval, and publication, according to law, and any resolutions or ordinance in conflict therewith are hereby repealed; and should any part of this Ordinance be adjudged invalid or unconstitutional, such adjudication shall affect only that part of this Act specifically covered thereby, and shall not affect any other provisions or part of this Act, but shall be severable therefrom.

PASSED by the Board of Library Trustees of the McHENRY PUBLIC LIBRARY DISTRICT, McHENRY COUNTY, McHENRY, ILLINOIS this 25th day of August, 2020 by a vote of:

AYES:

NAYS:

ABSENT:

PRESENT:

ABSTAINING:

Approved:_____

Charles Reilly, President
Board of Library Trustees
McHENRY PUBLIC LIBRARY DISTRICT
McHenry County, McHenry, Illinois

Attest:_____
Monica Leccese, Secretary

State of Illinois
County of McHenry
This instrument was acknowledged before me on _____ (date) by (name of person)
_____ as (authority/officer) _____ of (name
of entity on behalf of whom instrument was executed) _____.

Seal

_____ Reuben W. Edminster, Notary Public

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30448
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0301
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	McHenry Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	809 Front Street
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	McHenry
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60050
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	809 North Front Street
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	McHenry
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60050
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	(815) 385-0036
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	(815) 385-7085
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.mchenrylibrary.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	James C. Scholtz
1.15 Title	Executive Director
1.16 Library Director's E-mail	jscholtz@mchenrylibrary.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	

Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	McHenry
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	42,023
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	
2.2b If YES, provide the name of the branch or branches in the box provided.	

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	07/01/2019
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2020
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Bill Edminster
3.5 Telephone Number of Person Preparing Report	815-385-0036
3.6 FAX Number	815-385-7085
3.7 E-Mail Address	bedminster@mchenrylibrary.org

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum	4.3 If Other, what was the	4.4 Referendum Date	4.5 Passed	4.6 Effective Date	4.7 Referendum ballot

Type	referendum type?	(mm/dd/year)	or Failed?	(mm/dd/year)	language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	1
5.2b Please explain	Jackie Fogleman stepped down in May 2020 and her replacement has not been voted on as of June 30, 2020.
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Charles Reilly
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	815-355-3079
5.9 E-mail Address	creilly@mchenrylibrary.org
5.10 Home Address	1405 North Millstream Drive
5.11 City	McHenry
5.12 State	IL
5.13 Zip Code	60050

Second member

Field	Value
5.5 Name	Margaret Carey
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	920-427-5509
5.9 E-mail Address	mcarey@mchenrylibrary.org
5.10 Home Address	6012 Barkley Court
5.11 City	McHenry
5.12 State	IL
5.13 Zip Code	60050

Third member

Field	Value
5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Fourth member

Field	Value
5.5 Name	Monica Leccese
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	708-507-0452
5.9 E-mail Address	mleccese@mchenrylibrary.org
5.10 Home Address	7112 Mohawk Drive
5.11 City	Wonder Lake
5.12 State	IL
5.13 Zip Code	60097

Fifth member

Field	Value
5.5 Name	Delphine Grala
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	815-337-5617
5.9 E-mail Address	dgrala@mchenrylibrary.org
5.10 Home Address	280 Hythe Circle
5.11 City	Woodstock
5.12 State	IL
5.13 Zip Code	60098

Sixth member

Field	Value
5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Seventh member

Field	Value
5.5 Name	Jill Stone
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	815-385-6995
5.9 E-mail Address	jstone@mchenrylibrary.org
5.10 Home Address	3805 Grove Avenue
5.11 City	McHenry
5.12 State	IL
5.13 Zip Code	60050

Eighth member

Field	Value
5.5 Name	Bud Alexander
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	815-382-0039
5.9 E-mail Address	balexander@mchenrylibrary.org
5.10 Home Address	3201 Terrace Drive
5.11 City	McHenry
5.12 State	IL
5.13 Zip Code	60050

Ninth member

Field	Value
5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	38,000
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.2b If so, please describe	
6.3a Total Number of Meeting Rooms	3
6.3b Total number of times meeting room(s) used by the public during the fiscal year	654
6.4a Total Number of Study Rooms	3
6.4b Total number of times study room(s) used by the public during the fiscal year	3,110

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [[75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	$9,075,154
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	As of July 1, 2020, the library had $2,357,903 in its reserve fund. The library maintains a reserve fund with the intention of defraying the costs of a new library building sometime in the future or to pay for the repair, remodeling, or improvement of the current building. The money may also be used for furnishings or equipment for the current or a future building. During FY 2019-20, the reserve was not used.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	$3,044,534
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	$3,044,534

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal of state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	$58,574
8.3 Equalization aid grant	$0
8.4 Personal property replacement tax	$0

8.5 Other State Government funds received 1	$10,772
8.6 If Other, please specify	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	$69,346

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	$0
8.9 E-Rate funds received	$0
8.10 Other federal funds received	$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	$9,275
8.14 Other receipts intended to be used for operating expenditures	$83,895
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	$93,170
8.16 Other non-capital receipts placed in reserve funds	$30,594

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	$3,207,050

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...," or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...," or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	-1 Have Surety Bond
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	$2,500,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	$1,824,035
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	$794,963
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	$2,618,998

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353] [2]		$110,843
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]		$151,367
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]		$52,735
10.3b Please provide an explanation of the other types of material expenditures.	DVDs, CDs, videogames, and other AV	
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]		$314,945

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	$746,651

11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	$3,680,594

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	$0
12.1b Local Government: Other	$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	$0
12.2 State Government [PLSC 401]	$0
12.3 Federal Government [PLSC 402]	$0
12.4 Other Capital Revenue [PLSC 403]	$0
12.5 If Other, please specify	0
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	$72,508

PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	12		$396.10	450.00
13.1 Position Title	**13.2 Primary Work Area**		**13.3 Hourly Rate**	**13.4 Total Hours/Week**
Executive Director	Library Director		$64.97	37.50
Assistant Director	Assistant Library Director		$50.50	37.50
Adult Services Manager	Adult Services		$38.58	37.50
Youth Services Manager	Children's Services		$38.35	37.50
Technical Services Manager	Cataloging		$37.69	37.50
Assistant Adult Service Manager	Adult Services		$27.18	37.50
Librarian 1	Cataloging		$25.33	37.50
Librarian 1	Reference		$24.15	37.50
Librarian 1	Children's Services		$23.78	37.50
Librarian 1	Reference		$23.21	37.50
Librarian 1	Reference		$21.25	37.50
Librarian 1	Reference		$21.11	37.50

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	11.25

Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary				
13.6 Position Title	**13.7 Primary Work Area**	**13.8 Education Level**	**13.9 Hourly Rate**	**13.10 Total Hours/Week**

- 13.11 Total Group B: FTE Other Librarians (13.10/40)
- 13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251] — 11.25

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	715.00
13.14 Minimum hourly rate actually paid	$13.08
13.15 Maximum hourly rate actually paid	$34.91
13.16 Total FTE Group C employees (13.13 / 40)	17.88

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	138.00
13.18 Minimum hourly rate actually paid	$11.00
13.19 Maximum hourly rate actually paid	$14.50
13.20 Total FTE Group D employees (13.17 / 40)	3.45

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	1,125.50
13.22 Minimum hourly rate actually paid	$14.50
13.23 Maximum hourly rate actually paid	$28.46
13.24 Total FTE Group E employees (13.21 / 40)	28.14
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	49.46
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	60.71

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week Vacant during report period.	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum
Summary	1		1	37.50	6	$35,158.50	$50,622.00
	Librarian 1	Children's Services	Master's Degree (ALA accredited)	37.50	6	$35,158.50	$50,622.00

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary

13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary

13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week (mm/year)	13.44 Date Eliminated	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713] [3]	2,353
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	0
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	2,353
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714] [4]	37
14.3 Total annual visits/attendance in the library [PLSC 501]	140,630

PROGRAMS & ATTENDANCE (15.1 - 15.17)

Programs:
A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:
A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	529	20,002	-1 Unknown	-1 Unknown
Young Adult	134	574	-1 Unknown	-1 Unknown
Other	135	2,909	-1 Unknown	-1 Unknown
Total	798	23,485		

15.17a Did the library provide any special programming for patrons on the autism spectrum? | Yes

15.17b Please describe the programming provided. | We work with a neighboring library to provide opportunities for patrons on the autism spectrum to volunteer in the library.

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	9,637
16.2a Total Number of Unexpired Non-resident Users Cards	18
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	$45.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	9,655
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: <u>Counting Electronic Materials for the IPLAR</u>

17.1 Print Materials [PLSC 450]	121,995
17.2 Current Print Serial Subscriptions [PLSC 460]	202
17.3 Total Print Materials (17.1+17.2)	122,197
17.4 E-books Held at end of the fiscal year [PLSC 451]	21,877
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	13,591
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	8,637
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	19,722
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	0

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	39
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	52

USE OF RESOURCES (18.1 - 18.17)

Libraries are require by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	190,573
18.2 Number of young adult materials loaned	14,957
18.3 Number of children's materials loaned [PLSC 551]	116,777
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	322,307

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: <u>Reporting Electronic Item Usage</u> for the IPLAR

18.5 Books- Physical	148,407
18.6 Videos/DVDs- Physical	124,794
18.7 Audios (include music)- Physical	27,585
18.8 Magazines/Periodicals- Physical	7,394
18.9 Other Items- Physical	14,127
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	322,307
18.11 Use of Electronic Materials [PLSC 552]	67,135
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	389,442
18.13 Successful Retrieval of Electronic Information [PLSC 554]	59,629
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	126,764
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	449,071
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	17,552
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	18,203

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	42,769

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	3,225

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	150
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	82
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more
21.2b If Other, please specify	100 Mbps
21.3 What is the monthly cost of the library's internet access?	$390
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	70
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	20,414
21.6 Wireless Sessions Per Year [PLSC 652]	8,822
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	331,540 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	We saw no cost savings in applying for the benefit.

STAFF DEVELOPMENT & TRAINING (23.1 – 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	$23,086
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	4,293.58
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	No

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware? 5	
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1 No Comments

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	Yes
25.2 If NO, please list and explain any errors or discrepancies.	-1 Not Applicable
25.3 First board member completing the audit	Delphine Grala
25.4 Second board member completing the audit	Monica Leccese
25.5 Date the Secretary's Audit was completed	08/18/2020

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	James Scholtz	08/18/2020
President	Charles Reilly	08/18/2020
Secretary	Monica Leccese	08/18/2020

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:
1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

¹, 8.5 RAILS Census Grant participant (0-2020-08-06)

², 10.1 The library closed to staff on March 22, 2020 due to the Covid-19 shut down. Staff were not able to order or to receive materials within the Fiscal Year. The number is correct. (0-2020-08-06)

³, 14.1a The library closed to the public on March 15, 2020 due to the Covid-19 shut down. The number is correct. (0-2020-07-08)

⁴, 14.2 The library closed to the public on March 15, 2020 due to the Covid-19 shut down. The number is correct. (0-2020-07-08)

⁵, 24.1 The library closed to the public on March 15, 2020 due to the Covid-19 shut down. The number is correct. (0-2020-07-27)

McHenry Public Library District

Secretary's Audit
FY 2019-2020

This is to testify that we, the signers and officers indicated below, have examined the secretary's minutes and other official board records for the past year, find that they are in order, and have no errors or discrepancies for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

DATED this _____ day of _____ 2020

_____
Monica Leccese, Secretary, Board member
McHenry Public Library District

_____
Delphine Grala,, Treasurer, Board Member
McHenry Public Library District

McHENRY PUBLIC LIBRARY DISTRICT

MEMO

TO:	MPLD Board of Trustees
FROM:	Jim Scholtz, Executive Director, MPLD
RE:	**Formation of a Succession Planning Sub-Committee**
DATE:	8-18-2020

Due to the upcoming retirements of both the Assistant Director and Executive Direction within 1 ½ years, I am proposing that the MPLD Board form a Succession Planning Sub-Committee to investigate and drive various procedures/processes in selecting the next two people for these positions. I propose that the makeup of the Committee should consist of the following people: HR Generalist, 2 Board members, Executive Director, Assistant Director, 1 Dept. Manager. This group would meet as needed to discuss and develop a plan for moving forward in the selection process and then recommend a process to the entire Board (Committee of the Whole).

There are 3 options for choosing a new Executive Director + combinations of those options:

1) Hire a professional recruiter (costs $$ and Board/Staff are included in selection process – usually a guarantee for candidate staying a certain # of months) – candidates submit resumes to recruiter. Recruiter does everything – advertising position, screening candidates, initial interview; board and staff involved in on-site interviews and final selection process. In-house candidates can be mixed in with outside candidates. MPLD used a recruiter in 2007. HR Source also provides recruiting services.

2) Promote from within (true succession planning) – grooming someone for the position and hiring from within. Algonquin PLD has done this successfully. This process requires buy-in from Board and Management staff. A transitional period would be developed where the candidates would shadow the incumbent for a period of months/weeks as well as doing their traditional jobs. Vacancies would later have to be filled for those positions (probably management positions).

3) Use our in-house HG Generalist for doing the search/recruitment. Advertising on RAILS, Heartland websites, nationwide? Board would be responsible for helping develop interview questions and interview process and schedule. In-house candidates could also be considered within the plan. (this may be the least expensive option)

As with any plan, there are pros and cons – some plans are more expensive than others. Some Boards are able to do more/less than others relative to time and expertise. #3 is the less expensive plan going with recruiting but, if we feel that we have qualified candidates within the library, option #2 is the least expensive of all. However, in filling the 2 top positions internally, it does leave 2 other managerial positions open.

Ayes _____   Nays _____   Abstain _____   Date: _____

***Guide to Choosing an Executive Director for the McHenry Public Library District (7/22/2020)
and Guide to Succession Planning for Other Positions at MPLD***

The McHenry Public Library District (MPLD) will be in need of both an Assistant Director and an Executive Director as of 11/26/2021 and 12/31/2021, respectively, as both incumbents seek retirement. The Executive Director's position date is more flexible, extendable up to mid-April 2022. This document is designed to be a helpful guide for the Board in choosing the proper methodology in acquiring candidates and, hopefully the right person for each position.

Normally, I would recommend that the Executive Director position be chosen first and then let the Assistant Director position be chosen by the new Executive Director but this may not be possible relative to the need for these positions and the timing of retirements.

Methods

1) The Library currently has an in-house HR person who is excellent at her job. So a primary method of securing possible candidates is to use the job description to develop an advertisement and advertise online in the RAILS jobs market. If there are local/inside candidates, they can either be interviewed first (preferentially) OR they can be mixed in with the entire pool of candidates to be decided upon their own merits. HR would develop some screening questions; a pool of x candidates would be selected based on reading of resumes/credentials, those candidates interviewed by a small group of some library board members, library staff, 1-2 Friends and maybe 1-2 members of the public (library users) – no more than 7-9 members on this team total. Possible phone interviews first leading to on-campus interviews of 3-5 people, depending upon qualifications. This would be the least costly method but most time-intensive for staff/board.

2) Hiring a Library Search Consultant. There are several excellent search consultants in our area. Bradbury Miller Associates, John Keister & Associates are two of them. Typically, they work with the Library board to establish a 'profile' of what is needed; they advertise and develop a candidate list and arrange screening interviews followed by on-site interviews with Board/staff. They also work with the board to develop questions for candidates. J. Keister was used in 2006/07 when the last director was hired. This is probably the most expensive model/choice as the consultant may be paid a flat fee or a percentage of the 1st year/2 years of the successful candidate's salary. It usually comes with a guarantee so, if the candidate doesn't work out after/during 1 year, the Library get a portion of funds back + a new search is started. Again, this method is a bit time intensive because it involves the Board coming up with questions to ask a pool of candidates while the Search Consultant pays upfront for the job advertisement and screens all candidates, arranges all phone/computer and on-site interviews.

3) The last method is succession planning – basically training various staff for various future positions through training and opportunities. In house training, on-the-job-training, mentoring/job shadowing, attending various classes are all components of succession planning.

Before any of these methods can be chosen, the job description must be looked over and vetted. Then a picture of the successful candidate should be produced by looking at the incumbent (what did staff/people like – what they didn't like – personality, skills, thought process, background – education, approach to problem-solving, specific needs of the organization now and into the future). Also, more than likely, in all 3 of these scenarios, the Library staff/Board will be asked to develop several statements (i.e. a picture) of the person they would like to be their new director (skills, personal and professional traits/attitudes, professional career and background).

Sometimes, a library board wants a person of the same ilk "characteristics" as the incumbent – other times they want just the opposite. So it is important to list all characteristics in order of importance. For MPLD, I would say these items come to the top:

Professionalism
Integrity and hard work, diligent and perseverance (the ability to follow-through on a task/job)
Ability to get along with many different types of people
Excellent budgeting skills, shown ability to save money
Possible experience with fund increase and building referendums
A compassionate leader with a sold vision of library service i.e. "like the Front Porch of the Community"
A person who is a bridge-builder – not a tear down/start over person
A person who is a collaborator and a communicator – who loves library systems, consortia, collaboration and cooperation.
Someone who has shown that they can save money AND/OR get more money via grants, other funding sources, etc.

Bill Edminster and Jim Scholtz had started a library leadership/mentorship program and had selected Lesley Jakacki and Zach Terrill as having the most aptitude, enthusiasm and general knowledge as well as longevity at MPLD to be considered as candidates for Succession Planning to become, respectively, the Executive Director and Assistant Director.

1. Develop and know your library's Long-Range Plan and goals; created an inquiry of existing skills and talents that you incumbent possesses and you want/need.
2. Know your library's vision and goals
3. ID staff for those skill sets, personality traits and knowledge

4. Start training staff – inside and out for the job, motivate and promote if needed.

Determine Salary range and starting salary range
Using the job description, create a picture of existing skills that the incumbent possess and what is needed for the successor
Evaluate key staff for these traits/skills and inform them
Groom these people of positions, increase their skills – evaluate training/progress

Components of a Successful Succession Plan

Know your library's strategic plan and vision for the future
Create a profile of the existing skills of the incumbent and forecast of skills you need in successor
Evaluate key staff for their skills (HR, Business Manager, PR Manager, other Managers)
Identify Managers and inform them of the process
Groom and educated chosen staff members for succession.

Note that an organization can have a succession plan and still coincidentally hire from without, including those interior candidates in the mix but there is a chance of significant job satisfaction loss within the organization under this scenario.

Jobs at MPLD needing Candidates within the next 1-5 years:

Executive Director
Assistant Director
Public Relations Manager

Analysis of Executive Director, James C. Scholtz strengths/weaknesses (see also job description)

Has excellent project management skills
Has excellent time management skills
Strategic planning and budgeting are 2 strong skills
Has excellent IT knowledge and also can breakdown projects into manageable units to facilitate fast, efficient completion of a project
Has excellent problem analysis
Works well with staff to get the job/task done
Works tirelessly to complete a job on-time on/under budget
Is a planning fanatic but has difficulty changing plans
Is a fast-thinker and problem-solver but often doesn't play well with people who can't keep up
Takes on many projects simultaneously – doesn't always communicate this or dole out tasks to others
Communicates well orally and written but has to think about people's emotions and communication style – often puts completion of tasks above people's feelings and other's schedules
Doesn't do well with people who challenge his thoughts/commands or who don't 'buy into' his philosophy/aspirations/method of doing things

Analysis of Assistant Director, Bill Edminster strengths/weaknesses (see also job description)

McHenry Public Library
Job Description

Job Title: Executive Director

Reports To: Board of Library Trustees   **Date Created:**   June 2019

Status: Full-time, Exempt   **Date Revised:**

Summary:
Responsible for providing the library staff with the necessary resource and budget to serve the community in a seamless and exemplary fashion as well as translate community needs/wants into attainable goals, products and services that fulfill the strategic plan of the library. Works closely with the Board of Library Trustees.

Essential Duties and Responsibilities include the following:

- Translate state, federal and local laws and board policies into procedures that reflect adaptive and imaginative library services, collections, programs and products
- Service as the library boards liaison to the staff and community
- Demonstrate exceptional organizational, management and visionary leadership
- Commit and advocate for top quality library services
- Coordinates recruitment, hiring, firing, training, development & evaluation of all staff including developing job descriptions/defining duties, evaluation of performance, designing pay scales and benefits packages.
- Formulate overall goals & objectives for the library in conjunction with the Board, staff & community within a strategic, long-range planning framework.
- Recommend policy and help interpret current procedures to the Board of Trustees and staff.
- Effectively interpret and communicate Board established policies.
- Compare, analyze and evaluate all library programs, collections, products and services with respect to budget restrictions and goal attainment.
- Formulate & administer the library budget in conjunction with the Board of Trustees, based on goals, objectives & operating needs.
- Coordinate the purchase of all furnishings, equipment, materials & supplies.

- Administers library personnel policies & practices including scheduling of employees to meet community demands for service, reviewing time sheets, administering payroll & preparing IMRF reports.
- Develop & implement all public relations efforts in conjunction with the board & staff.
- Oversee preparation of various monthly and annual reports and statistics required by law or by situation.
- Serves on the CCS Governing Board as the representative of the library.
- Maintains knowledge of current trends & developments in appropriate library, technological & management fields.
- Represents the library at community, business and social events such as the Chamber of Commerce and city ad hoc committee meetings.
- Serves on appropriate Illinois library system and state committees.
- Regularly attends appropriate professional activities at the local, state & regional & national level.
- Attends meetings of the Board of Library Trustees and assists Library Trustees in their responsibilities.
- Other duties may be assigned

Supervisory Responsibilities
Assistant Director, Business Manager, other Department Heads, and indirectly all library staff

Staff Values Translate into Service Excellence
Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish. We want to create a culture of positivity using 5 principles: Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

Key Beliefs
- It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
- Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
- Display a positive, friendly, open and communicative attitude to all staff and patrons.
- Follow the Golden Rule. Always 'treat staff and patrons as you would wish to be treated' – with integrity, respect and courtesy.
- Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
- Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service

proportional to individual circumstances.
- Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
- Be responsible and proactive for your own training, understanding your job and understanding you place in the library.

Qualifications
- MLS (MLIS) degree, additional content degree desirable
- 5+ years previous library management/administrative experience
- Broad knowledge of current library practices, trends and technology and professional library concerns
- Proficient in MS Office, internet, social networking and business productivity software
- Working knowledge in business negotiations – contracts, health insurance, banking/finance, building and renovation programs
- Strong management and problem-solving skills required with leadership skills emphasized, including excellent communication and negotiation skills
- Proven experience in the development and evaluation of library programs and services
- Positive experience in working with public boards on varied projects inclusive of budget administration and grant writing, preferably within a District environment.
- Experience with long range/strategic planning and leadership skills, including work with boards and various community groups.
- Proven experience in representing the library to the general public, related agencies including library associations, systems and the state, and the media.
- Understands the role of public boards and provides methods for self-evaluation and working within deadlines.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to sit, stand walk and reach with hands and arms. The employee will occasionally lift, push, or move up to 20 pounds.

Work Environment

The noise level in the work environment is usually moderate.

McHenry Public Library District
Job Description

Job Title: Assistant Director

Reports To: Executive Director   **Date Created:**   March 2019

Status: Exempt   **Date Revised:**

Summary:
Responsible for the day-to-day operations of the library including programs, resources, services, training, development and building operations

Essential Duties and Responsibilities include the following:
- Directs Department Heads and ensures objectives and department goals are met.
- Enforces all library policies, practices and procedures
- Evaluates departmental workflows, staff scheduling, inter-departmental cooperative efforts and effective use of all departmental resources
- Demonstrates innovation in problem-solving and in presenting new ideas for library services and collections.
- Prepares institutional reports such as the Per Capita Grant and the IPLAR for the State Library
- Actively involved in departmental committees, as needed or requested.
- Leads and facilitates the collection development committee and monitors the attainment of the overall collection development goals and objectives in accordance with the strategic plan.
- Creates and monitors the fiscal year budget for collection development material.
- Reviews, submit orders and review invoices for library materials and oversee collection development in general
- Manages spending of donations and grants including reporting to donors
- Attends Library Board Meetings, prepare minutes for the Library Board Secretary
- Represents the library at various professional and community events
- Acts as the principal liaison with Friends of the McHenry Public Library
- Assists in Human Resource matters as needed or requested.
- Leads and facilitates the staff in-service committee and organizes continuing education opportunities.
- Performs as the Executive Director in his/her absence
- Other duties may be assigned

Supervisory Responsibilities

Department Heads including the Building Services Manager, Adult Services Manager, Youth Services Manager, Technical Services Manager, and the Circulation Manager.

Qualifications
- MLS (MLIS) degree
- 3 years of supervisory experience of staff and/or multiple departments within a public library
- Experience in managing a line-item budget.
- Expertise in utilizing MS Office programs
- Excellent interpersonal skills
- Excellent communications skills both written and verbal
- Excellent leadership skills
- Excellent time and project management skills

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to sit, stand walk and reach with hands and arms. The employee will occasionally lift, push, or move up to 20 pounds.

Work Environment

The noise level in the work environment is usually moderate.

NEW HOURS!
STARTING SEPTEMBER 14, 2020

Here's what you need to know:

NEW IN-PERSON & CURBSIDE HOURS

The library is open to patrons with reduced capacity, limited services and these NEW hours:

Monday/Wednesday/Friday -- 9 a.m. -5 p.m.

Tuesday/Thursday -- 3-7 p.m.

Saturday -- 12-5 p.m.

Sunday -- Closed

NEW Curbside Pickup hours:

Tuesday/Thursday: 11 a.m. – 2 p.m.

Saturday: 9-.11 a.m.

LIMITED COMPUTER USE/BROWSING

- Visit the Questions Desk to request a guest pass to use a computer.
- Computer sessions limited to 1 hour per day.
- Computers have been spaced 6 feet apart and will be disinfected between each use.
- You may quickly browse for library items; please use a self-check station as much as possible.

RETURNING LIBRARY ITEMS

- No inside book returns -- returns must be placed in the bins in the north parking lot.
- Returned items will be quarantined before getting checked in.
- All overdue fines are being waived during this time.

HEALTH & SAFETY PRECAUTIONS

The well-being of our community and staff is always our top priority.

What we're doing to keep you safe:

- Offering contactless holds pickup and self checkout.
- Maintaining 6 feet of distance between each other and patrons.
- Wearing face coverings while inside the library.
- Following CDC cleaning and disinfecting protocols.

What we're asking you to do:

- Do not enter the library if you currently have or recently had a fever, cough, shortness of breath, or are feeling unwell.
- Wear a face covering over your nose AND mouth while inside the library.
- Maintain at least 6 feet of distance from others.
- Follow all directional signs and floor markings.

McHenry Public Library

MCHENRY PUBLIC LIBRARY DISTRICT
WISDOM · KNOWLEDGE · DREAMS

809 Front St. | McHenry, Illinois 60050 | 815-385-0036 | www.mchenrylibrary.org

Watch what you tweet – always.

Marjorie Taylor Greene, R-Georgia, won her 14th Congressional District primary Tuesday, becoming a virtual lock to win in November. On top of anti-Muslim rhetoric and pro-gun ads deemed too provocative for Facebook, Greene also is a QAnon acolyte.

The Anti-Defamation League defines QAnon's underlying theory: "Almost every president in recent American history up until Donald Trump has been a puppet put in place by a global elite of power brokers hell bent on enriching themselves and maintaining their Satanic child-murdering sex cult. Q is a reference to 'Q clearance' or 'Q access authorization,' terms used to describe a top-secret clearance level within the Department of Energy."

The FBI classifies it as a domestic terror threat. Some followers have curious beliefs, such as that John F.

Kennedy Jr. faked his death and soon will replace Mike Pence on the GOP ticket.

A Trump tweet congratulating Greene called her a "future Republican star ... strong on everything," prompting U.S. Rep. Adam Kinzinger, R-Channahon, to tweet: "Qanon is a fabrication. This 'insider' has predicted so much incorrectly (but people don't remember PAST predictions), so now has switched to vague generalities. Could be Russian propaganda or a basement dweller. Regardless, no place in Congress for these conspiracies."

Matt Wolking, the Trump campaign's deputy communications director, asked when Kinzinger

would "condemn the Steele Dossier fabrications and conspiracy theories pushed by Democrats? That actually WAS Russian propaganda."

In June, I interviewed hometown friend Mike Rothschild, a fringe belief student who recently released his book, "The World's Worst Conspiracies."

"A cursory look through the social media accounts of the biggest figures in QAnon reveals a constant stream of violent ideation, memes, fantasies and, at times, actual crimes," Rothschild wrote. "In just the past few months, a QAnon follower took his five children on a high-speed car chase with police because he thought Q was talking to him through his radio, and a woman was arrested for trying to hire a posse of armed Q believers to kidnap her son in a custody dispute. These aren't the actions of a peaceful movement of patriots."

IT'S YOUR WRITE

Libraries are essential services

To the Editor:

As stores and offices around the area shut down during the Illinois shelter-in-place order, one building in my small suburban town remained busy: The library. Patrons couldn't enter the building, but our library staff made sure all the residents of the town still were being served.

They moved their Wi-Fi router so children doing e-learning and people looking for jobs could access the internet from the parking lot. They set up a makeshift food pantry on the front sidewalk. They organized curbside delivery and stepped up digital book offerings.

They moved storytime and yoga classes online. This is just a small sampling of the ways libraries around the Chicago are serving their communities during the pandemic.

As we saw here in Woodstock, a well-run library provides resources people need to manage a crisis in the short term.

Perhaps more importantly, though, a library creates the kinds of connections in a community that keep it healthy and vibrant in the long term. The sociologist Eric Klinenberg has called this "social infrastructure": The institutions both public and private that foster a sense of community.

His research has shown that strong social infrastructure creates communities that are socially and economically vibrant, with citizens who are active and engaged. Those communities also tend to be safer, healthier and more resilient in disasters.

Our libraries are an investment in community – in both the individuals who live in them and the social fabric that holds them together. They are essential services. We need them to survive and thrive.

The library here in Woodstock and hundreds of others in the region have proven during this pandemic that social infrastructure is a sound investment.

Jessica Campbell
Woodstock

Anderson needs to wake up

To the Editor:

In another letter to the editor by Barber Bob on July 18, the barber rants about township employees double-dipping on pensions. He doesn't mention that township employees contribute to both Social Security and the Illinois Municipal Retirement Fund pension system, so why wouldn't they receive both?

This is the same system as municipal and the county government. And not much different from Union employees paying

into their pension system along with Social Security or private sector employees paying into Social Security and the company's 401(k) program.

So how exactly is he proposing to save money by eliminating township government and replacing it with an identical system of employee retirement planning?

Not to mention that township employees generally make less than similar employees at the municipal or county governments.

Instead of babbling about half-truths, he should concentrate on reducing township legal fees that have skyrocketed since he took office. Or stop having special meetings every other week so he can collect extra reimbursements for all these meetings.

I would encourage any McHenry Township taxpayer to request that information from the township. You will be appalled at the waste.

Better yet, he should refund the money he and his cronies spent on a study claiming that savings will occur with the elimination of townships. Take the time to read it. Even an eighth grader could see the irrelevance of the study.

And to pay for the study when it was turned in late, when the contract specif-

---