



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

**McHenry Public Library District
Board of Library Trustees Regular Meeting**

Tuesday, September 15, 2020

7:00 p.m.

1st Floor Meeting Room & Electronic Means

Agenda

- I. CALL TO ORDER – President**
- II. ROLL CALL – Monica Leccese, Secretary**
- III. PLEDGE OF ALLEGIANCE**
- IV. CORRECTIONS OR ADDITIONS TO THE AGENDA**
- V. PUBLIC COMMENT AND RECOGNITION OF VISITORS**
- VI. CONSENT AGENDA FOR THIS MEETING (Action)**
 - SECRETARY'S REPORT – Monica Leccese, Secretary**
 - Minutes of the August 25, 2020 Regular Board Meeting
 - Minutes of the August 25, 2020 Public Hearing on the Combined Budget & Appropriation Ordinance
 - Minutes of the Special Meeting Sept. 1, 2020
 - Minutes of the Executive Sessions on July 21, 2020; August 25, 2020; September 1, 2020
 - TREASURER'S REPORT – Margaret Carey, Treasurer**
 - Monthly Financial Statements and Interim Check Report through August 31, 2020 and Bill Reports for August/September 2020 (Distributed night of meeting)
 - Additional Bills (Distributed night of meeting)
 - Petty Cash and Credit Card Reports (Distributed night of meeting)

VII. COMMUNICATIONS

None

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).

X. OLD BUSINESS

1. Status of Sanitary Sewer Project (work completed, problem with easement relative to new placement of pipe)
2. Circulation, YS & Adult Re-Opening Plan (Phase 4) (information only)
3. REALM Project Update

XI. NEW BUSINESS

1. Oaths of Office for new officers (President, Vice-President, Treasurer, Secretary)
2. BAO approval (Ordinance FY2020/21-4 **(Discussion/Action)**)
3. New Policies – Public policies: Cell Phone Use in Library **(Discussion/Approval)**.
4. Succession Planning (may require Executive Session)

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

XIII. ADJOURNMENT

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

Note: As of June 27, 2020, IL is now in Phase 4 of COVID plan. In Phase 4, electronic meetings are still permitted but at least 1 official must be present on-site. A quorum can still be accomplished via combined on-site and electronic attendance and voting can occur both physically and electronically/combined. The OMA new rules are still in effect as are the IL Government Public Access rules. Invitation arrangements must be made in advance by calling 331-425-9481 and providing a valid email (required for access) at least 8 hours before the meeting time/date.

MINUTES
MCHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
REGULAR MEETING

Date: August 25, 2020

Time: 7:00 P.M.

Location: Library Meeting Room #135 and Virtual

I. Call to Order:

President Reilly called the meeting to order at 7:28 p.m.

II. Roll Call:

Roll was called and a quorum was established.

Members Present: Bud Alexander, Margaret Carey, Delphine Grala, Monica Leccese, Susan Murphy, Charles Reilly, Jill Stone

Members Absent: None

Also Present: James Scholtz, Executive Director
Bill Edminster, Assistant Director
Denise Grandon, IT Specialist
Deb Gunness, Acting Business Manager
Lesley Jakacki, Youth Services Manager
Kathy Lambert, PR Manager
Jennifer May, HR Generalist
Zach Terrill, Adult Services Assistant Manager
Shane Claucherty, Building Manager (remotely)
Kathy Milfajt, Technical Services Manager (remotely)
Pam Strain, Adult Services Manager (remotely)

III. Pledge of Allegiance

IV. Corrections or Additions to the Agenda

Scholtz asked that the Executive Session be moved to the last item of business on the agenda. He also asked that a discussion of a forensic audit be scheduled in open session if the discussion in the Executive Session merits it.

V. Public Comment and Recognition of Visitors

Staff in attendance in the meeting and watching remotely introduced themselves.

VI. Secretary's Report – Monica Leccese, Secretary

Minutes of the Regular Board Meeting and the Executive Session of July 21, 2020

The Board reviewed the minutes for the Regular Board meeting and the Executive Session for July 21, 2020.

Ayes: Alexander, Carey, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None
Absent: None
Motion Passed

VII. Treasurer's Report – Del Grala, Treasurer

Monthly Financial Statements and Interim Check Report through July 31, 2020

Invoice Reports for July/August 2020

Additional Invoices (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)

Gunness explained what she had been doing since she started as acting Business Manager on August 19 preparing for the Board meeting. She has completed the transition back from QuickBooks Online back to QuickBooks Desktop. She has been working with accountants from Eder Casella to correct the financial documents. She reported that the updated credit card report will be available at the September 15th Board meeting. The accounts payable are not in good shape and will require a lot of work to be cleared up. There are many invoices that have not been paid for several months resulting in late fees and service charges. Gunness said that by Friday, August 28, she will have a run of checks produced and ready for Board members to sign and be sent out. She expects to be caught up by the next regular Board meeting.

The Board requested that the accountants come to the September 15, 2020 Board meeting to answer questions about these problems.

The Board did not approve the Treasurer's Report at this time.

VIII. Communications

The Board reviewed the 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
- J. May to the Managers—Travel Restrictions
- P. Strain to J. Scholtz and B. Edminster—Sherlock Holmes Program Incident on Zoom

Edminster explained that letters listing the memorial books that we are buying will be sent to the Family of Richard Smith later.

Stone asked about the incident during the Sherlock Holmes Program and Edminster explained that the person who made the complaint was satisfied with Strain's response.

IX. Librarian's Report

The Board reviewed the Librarian's Report

- Scholtz reported that the library will be increasing open hours in the next month. He mentioned that area libraries differ widely in the hours they are open.
- We are no longer participating in the RAILS Census Grant but he has applied for a RAILS PPE Grant. He has also directed staff to apply for a grant for books and for improved public wi-fi access. We already had plans for updating our current wi-fi setup.
- We have signed a contract for an after-hours cleaning service that will begin September 1, 2020. The cost is less than the amount we spend on a custodian. We will still need the maintenance staff who are currently employed.
- The sanitary sewer project is complete except for resodding the area where the work was done. Scholtz reported that the maps from the City of McHenry that were used didn't

show the correct location for the pipes. The construction company asked for an added \$7,000 to pay for the added work but Scholtz got the amount down to \$5,000. Scholtz will use the added expense for carrying out the work required before the City would take over the sewer line as leverage to get a credit on sanitary sewer fees.

- A lightning strike from last night's thunderstorm hit a rooftop HVAC unit and will be repaired.
- Scholtz distributed pages from the Illinois Library Law book that outline the duties and powers of District Library Boards. Scholtz pointed out that a Trustee has no power as an individual since the powers of the Board are those of a unit.

X. Old Business

None

XI. New Business

1. Approval of new Non-Resident Card Fee FY2020-2021

The Board is required to review the cost of a Non-Resident Card annually to make sure it is approximately what the average resident pays. Scholtz suggested that based on the economic downturn due to the Covid-19 crisis and the fact that we are using a population Census count that is ten years out of date, the fee be reduced to \$180 at this time. Leccese moved and Grala seconded a motion to approve a Non-Resident Card Fee of \$180.

Ayes: Alexander, Carey, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: None

Motion Passed

2. Abdication of role of Treasurer by incumbent; election of new Treasurer

Grala has asked to step down as Treasurer. Scholtz explained that there are several choices for how to proceed. There could be a new election for Treasurer or the Board could elect a pro tem Secretary at each meeting. Carey is interested in the position but will often need to be late due to work conflicts. Scholtz told the Board that the Library needed to have a long-term Treasurer's in order to sign checks whether they act as Treasurer at all meetings or not. Grala will continue to serve as Treasurer and sign checks but a pro tem replacement will be selected when the situation warrants.

3. Transfer of Funds Memo Consideration

Scholtz propose transferring \$700,000 from the Reserve Fund into the Operating Fund since we will not be receiving property tax revenue until September and we are unsure how much we will be expending once Gunness catches up with the invoices. Grala pointed out that Eder Casella advises transferring \$300,000 to get us to the next month. Scholtz preferred avoiding repeated transfers. Since the Board will be meeting in three weeks for its next meeting, Grala asked that the Board transfer the amount the accounting firm recommends to stay positive in the Operating Fund and see where the Library is at that next meeting.

Grala moved and Stone seconded a motion to approve transferring up to \$300,000 of funds from the Special Reserve Fund to the Operating Fund if needed.

Ayes: Alexander, Carey, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: None

Motion Passed

4. Approval of the Tentative Combined Annual Budget and Appropriation Ordinance, FY2020/2021-2
Leccese moved and Grala seconded a motion to approve the Tentative Annual Budget and Appropriation Ordinance, FY2020/2021-2
Ayes: Alexander, Carey, Grala, Leccese, Murphy, Reilly, Stone
Nays: None
Abstain: None
Absent: None
Motion Passed
5. Approval of the Approval of the 2019-2020 Illinois Public Library Annual Report (IPLAR)
Grala pointed out that Murphy had not been included as a Trustee and there wasn't a President or Vice-President listed among the Board Members. Edminster explained that the IPLAR is a snapshot of how the library was as of July 1, 2020 and Murphy wasn't added to the Board until later. Also, the previous President and Vice-President had resigned from the Board and had not been replaced on a permanent basis.
Edminster also pointed out that the revenue and expenditures used for the IPLAR are always submitted before they have been audited. This year, the financial figures are based on financial documents that are incomplete and will likely still be incomplete on the report's deadline of September 1, 2020.
Leccese moved and Grala seconded a motion to approve the 2019-2020 Illinois Public Library Annual Report (IPLAR)
Ayes: Alexander, Carey, Grala, Leccese, Murphy, Reilly, Stone
Nays: None
Abstain: None
Absent: None
Motion Passed
6. Approval of FY2019/20 Secretary's Audit
Alexander moved and Carey seconded a motion to approve the FY2019-20 Secretary's Audit.
Ayes: Alexander, Carey, Grala, Leccese, Murphy, Reilly, Stone
Nays: None
Abstain: None
Absent: None
Motion Passed
7. Formation of a Succession Planning sub-committee (Discussion)
This item was tabled to the next Board Meeting.
8. End of FY 2019/2020 – Audit Preparation Information
Scholtz and Gunness explained the audit process. The audit must be completed so that the Board can approve the audit by the end of the calendar year with enough time to send any questions they have back to the auditors.

XII. 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).

Carey moved and Murphy seconded a motion to go into executive session at 8:53 p.m. to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body as well 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 Alexander seconded a motion to come out of executive session at 10:05 p.m.

Ayes: Alexander, Carey, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: None

Motion Passed

XIII. Any and All Other Business That May Properly Come Before the Board

The Board agreed not to pursue a forensic audit at this time but may consider it at the next Board meeting once the corrected financial documents are completed.

XIV. Adjournment

Carey moved and Murphy seconded a motion to adjourn the meeting at 10:06 p.m.

Ayes: Alexander, Carey, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: None

Motion Passed

Respectfully Submitted,

Monica Leccese, Secretary

Minutes
McHenry Public Library District
Board of Library Trustees Regular Meeting
Public Hearing on
The Combined Budget and Appropriation
Ordinance

Date: August 25, 2020

Time: 7:00 P.M.

Location: Library Meeting Room #135 and Virtual

I. Call to Order:

President Reilly called the public hearing meeting to order at 7:00 p.m.

II. Roll Call:

Roll was called and a quorum was established.

Members Present: Bud Alexander, Margaret Carey, Delphine Grala, Monica Leccese, Susan Murphy, Charles Reilly, Jill Stone

Members Absent: None

Also Present: James Scholtz, Executive Director

Bill Edminster, Assistant Director

Denise Grandon, IT Specialist

Deb Gunness, Acting Business Manager

Lesley Jakacki, Youth Services Manager

Kathy Lambert, PR Manager

Jennifer May, HR Generalist

Zach Terrill, Adult Services Assistant Manager

Shane Claucherty, Building Manager (remotely)

Kathy Milfajt, Technical Services Manager (remotely)

Pam Strain, Adult Services Manager (remotely)

III. Public Forum

No members of the public were in attendance.

The Board reviewed the FY2020-2021 Tentative Budget and Appropriation Ordinance (TBAO).

Scholtz reviewed the process of passing the Budget and Appropriation Ordinance, including an explanation of the Levy. Scholtz proposed requesting an added 5% of taxes, which the law allows, since doing so does not increase taxes but could increase the library's share of the taxes that are collected if that amount is available. Scholtz also pointed out some changes to the budget lines used in this budget.

IV. Adjournment at 7:27 p.m.

MINUTES
MCHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
SPECIAL MEETING

Date: September 1, 2020

Time: 7:00 P.M.

Location: Library Board Meeting Room

I. Call to Order:

President Reilly called the meeting to order at 7:00 p.m.

II. Roll Call:

Roll was called and a quorum was established.

Members Present: Bud Alexander, Margaret Carey, Delphine Grala, Monica Leccese, Susan Murphy, Charles Reilly, Jill Stone

Members Absent: None

Also Present: James Scholtz, Executive Director
Bill Edminster, Assistant Director
Deb Gunness, Acting Business Manager

III. Pledge of Allegiance

IV. Corrections or Additions to the Agenda

None

V. Public Comment and Recognition of Visitors

None

VI. 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).

Alexander moved and Grala seconded a motion to go into executive session at 7:02 p.m. 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).

Ayes: Alexander, Carey, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: None

Motion Passed

The Board took no action in Executive Session.

Murphy moved and Grala seconded a motion to come out of executive session at 8:09 p.m.

Ayes: Alexander, Carey, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: None

Motion Passed

VII. Any and All Other Business That May Properly Come Before the Board

Reilly asked that John Keister and Jennifer May appear at the next meeting. He also asked that capping the amount of our audit and the swearing in of officers be put on the agenda.

VIII. Adjournment

Stone moved and Reilly seconded a motion to adjourn the meeting at 8:10 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 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

EXECUTIVE SESSION MINUTES
MCHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES

Date: August 25, 2020

Time: 8:53 p.m.

Location: Library Meeting Room #135

Members Present: Bud Alexander, Margaret Carey, Delphine Grala, Monica Leccese, Susan Murphy, Charles Reilly, Jill Stone

Members Absent: None

During Executive Session, the Board discussed 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).

No action was taken during Executive Session.

The Executive Session ended at 10:05 p.m.

Respectfully Submitted,

Monica Leccese, Secretary

EXECUTIVE SESSION MINUTES
MCHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES

Date: September 1, 2020

Time: 7:02 p.m.

Location: Library Meeting Room #135

Members Present: Bud Alexander, Margaret Carey, Delphine Grala, Monica Leccese, Susan Murphy, Charles Reilly, Jill Stone

Members Absent: None

During Executive Session, the Board discussed 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).

No action was taken during Executive Session.

The Executive Session ended at 8:10 p.m.

Respectfully Submitted,

Monica Leccese, Secretary

McHenry Public Library District

LIBRARIAN'S REPORT

August 2020

Administration

- D. Gunness hired to help with Business Manager backlog; P. Torgersen no longer with library.
- The Sanitary sewer project has been completed by Eriksson Engineering and Maneval Construction and accepted by the city. Total cost: \$xxx.
- **General information** – The REALM Study has indicated COVID-19 virus trace amounts detectable after 7 days on stacked material so RAILS has decided to roll back their quarantine period from 4 days to 7 days. CCS and member libraries are following suite so MPLD is doing so as well.
- B. Edminster met for a sync-up with S. Claucherty, 8/3; B. Majka, 8/11
- B. Edminster led the Collection Development meeting, attended by L. Jakacki, K. Milfajt, P. Strain, and Z. Terrill, 8/4
- B. Edminster, K. Lambert, Z. Terrill, P. Strain, & L. Jakacki met for a PR sync-up, 8/5, 8/12, 8/19
- B. Edminster attended the RAILS Collection Development Librarians Networking Group, 8/7
- B. Edminster met with J. May to discuss HR topics, 8/7
- B. Edminster served as library greeter to returning patrons on Saturday 8/8, 8/15, 8/22
- B. Edminster attended Managers' Meetings and took notes, 8/11
- B. Edminster, J. Scholtz, & P. Torgersen met with Trustees Carey & Grala to discuss financial documents, 8/11
- B. Edminster attended a Comicon planning meeting, 8/12
- B. Edminster led the Classic Book Discussion of *The End of the Affair* by Graham Greene, 8/17
- B. Edminster, L. Jakacki, P. Strain, and Z. Terrill discussed applying for the "Back to Books Grant Offering," 8/20
- B. Edminster took minutes at the Board of Trustees' meeting, 8/25
- B. Edminster, along with K. Milfajt and J. May, participated in two interviews of candidates for a cataloger position in Technical Services, 8/31
- B. Edminster watched the following webinars and training videos:
 - "Managers: Stop Asking "How's it Going?" and Start Getting Quick Results" by Ed Muzio, from Training Magazine Network, 8/5
 - "Coaching Emotional Intelligence" by Tim Hagen, from Training Magazine Network, 8/18
 - "OpenAthens -Seamless Authentication to Library Resources for Remote Users," a vendor sales webinar from EBSCO, 8/18

Adult Services

- Emily B. and Pam S. met with Kathy M. to transition the Contemporary Book Group responsibilities to Adult Services.
- Zach T. participated in Directors Bootcamp: Working with Trustees. He also had the opportunity to participate in the discussions and cost-benefit analysis of hiring a cleaning service.
- Araceli M. virtually attended AMBAC (Mexican Association of Librarians) *Acciones innovadoras en las Bibliotecas Pública para apoyar las necesidades sociales* (Innovative Actions in Public Libraries to Support Social Needs).
- Zach T. and Pam S. received training and certification to assist Youth Services with the After School Supper Program.
- Diane G. attended a webinar, Whose Turn is it anyway? Online Board Gaming and Libraries, for tips and ideas on creating a virtual program that may appeal to the Emerging Adults group and take the place of the successful, pre-pandemic game night.
- Thomas H. watched a webinar, Researching Your House History.
- Araceli M. helped a Spanish speaking patron who was having trouble connecting her son's computer to Zoom for him to attend classes.
- Diane G. received positive feedback from a patron who said that last month's Woolly Baby Dragon Craft "was a great way to put your worries behind you for an hour or so."
- Zach T. worked with a patron who needed plat map information that she could send to the assessor's office. He found a 1979 plat map that included Nunda Township and emailed her a zoomed-in picture of her area.
- Pam S. led the Mystery Book Group discussion on what patrons had been reading on their own and brainstorming future authors, titles, or sub-genres future meetings.

Building Services

- AJ Cleaning Services has been successful in their first couple of weeks in the Library.
- S. Claucherty has completed the Work Place Safety series Offered by Pryor LMS
- Complete Mechanical Solutions Replaced the Compressor for the Server Room Rooftop Unit,
- S. Claucherty Attended How to Deliver Exceptional customer service webinar.
- S. Claucherty attended the managers meeting 8/11
- S. Claucherty Completed Slip, Trip, and Fall Prevention course offered by Pryor LMS
- S. Claucherty is working with J. May on general workplace safety and staff training materials related to the building.
- S.Claucherty attended two Osha Compliance webinars – record keeping and MSDS to SDS
- S.Claucherty/G. Garza re-painted the meeting room hallway.

Circulation

- L. Horist viewed a webinar on the REALM study
- B. Majka attended manager's meeting 8/11
- L. Horist attended a Zoom meeting of the Assistant Mgr. and Supervisor group 8/18

- L. Horist attended a Zoom meeting for Reaching Forward 8/21
- S. Willis and K. Meagher completed the cleaning project of our picture book collection

Human Resources

- Worked together with S. Claucherty on restructuring the building services department and creating an outsource cleaning proposal
- Attended HR Source Round Table Meeting 8/5
- Attended a webinar on Wage and Hour/EFMLA: Get the Information You Need 8/5
- Attended a Stateline SHRM Zoom Meeting 8/6
- Attended a webinar on Cannabis in the Workplace 8/6
- Attended the Management Meeting on 8/11
- Interviewed by phone and in person/zoom Lead Cataloger candidates
- Attended a webinar called Beyond Strict Compliance: Addressing the Needs of Workers with Younger Children in the Covid-19 Era 8/11
- Attended a webinar Recent Legal Developments Eclipsed by the Pandemic 8/12
- Met with Managers overseeing staff members for HR topics
- Handled employee related issues
- Hired back D. Gunness 8/18
- Assisted managers with terminations
- FOIA request prepared by J. May and sent out 8/25 (payroll2020)
- Attended Board Meeting on 8/25

Public Relations

- Coordinated with McHenry County College staff to have a “pop-up” enrollment recruitment booth on library grounds August 5.
- Updated website and outdoor sign as needed.
- Started working on content for Fall Preface newsletter.
- Sent three e-newsletters to nearly 4,000 patrons during the month.
- Promoted upcoming events via website, outdoor sign, e-news and social media
- Worked with Barb M. to promote system downtime 9/5-9/8
- Prepared print materials for new hours starting Sept. 14
- Attended RAILS webinar on employers and COVID-19
- Attended a ComiCon planning meeting
- Attended Board Meeting August 25
- Attended Mgt. Team meeting August 11

Technical Services

- TS staff continue to combine 3 days of onsite work with 2 days of remote work, in 2 shifts.
- K. Walker has received over 4,600 items in June and July. This month, receiving has slowed to 1100 items, which is our pre-pandemic monthly average for items received.

The number of items received over the summer have posed challenges to TS staff in getting them out for circulation, with the emphasis on materials with holds and popular titles.

- D. Lavin completed the Ebsco renewal of our magazine subscriptions. By paying it in September, we receive an approximate \$15 credit back on our subscriptions.
- K. Milfajt worked with J. May to fill the open cataloging position and created a cataloging skills assessment to help in screening potential candidates.
- K. Milfajt continues to work on the cataloging backlog on remote work days.
- K. Walker had his annual evaluation.
- K. Milfajt had a sync up with B. Edminster.
- D. Lavin, K. Meadows, P. Radic, and K. Walker participated in TS Team virtual team meetings facilitated by K. Milfajt, on 8/7, 8/14, 8/21, and 8/28.
- K. Milfajt participated in the virtual CCS Catalog and Metadata Management meeting, 8/12.
- K. Walker conducted the virtual Dungeons and Dragons program, 8/11.
- K. Walker participated in the MPLD Comicon Committee meeting, 8/12.
- K. Milfajt participated in the Management Team Meeting, 8/11.
- K. Milfajt met with P. Strain and E. Bily to transition the Contemporary Book Group into Adult Services, 8/26.
- K. Milfajt attended the MPLD Board meeting, 8/26.

Technology

- Polaris 6.5 Offline update 8/6.
- D. Grandon attended the Management meeting on 8/11.
- D. Grandon attended the Comicon meeting on 8/12.
- D. Grandon and K. Krewer attended How to Deliver Exceptional Customer Service training on 8/18.
- D. Grandon attended Management & Leadership skills for New Managers and Supervisors on 8/19 & 8/20.
- D. Grandon attended the Board meeting on 8/25.
- Unitrends maintenance 8/25.
- IT Dept resolved 38 tickets.

Youth Services

- In August, we served Summer Lunch for the first two weeks of the month and served 124 meals. The After School Supper Program is scheduled to begin on September 14.
- YS Staff kept programming in the month of August very low key. With so much uncertainty with the start of school and families having to adjust to e-learning we felt it was best that the focus be on that and then we could roll out programming again after Labor Day as families have gotten accustomed to the new normal.
- Our School Liaisons (A. Karwowska, M. Puga, S. Baseley, and J. Hume) were busy this month preparing our start of the school year communications. Letters were sent to the Principals, Librarians, and Preschool Center Directors reminding them and their staff all the ways the YS Department can assist them and explaining what services can be done

virtually like storytimes, booktalks, and demos of online databases. The August editions of the Preschool Teacher and the Teacher e-newsletters were sent out.

- M. Puga and A. Karwowska are frequent presenters at the D15/D156/D36 annual Choice Menu Conference featuring literature classroom connections. Due to the pandemic, this year's conference was canceled, but Anna and Maria's presentations continued and can be viewed on the library's YouTube Channel and were sent out to the teachers via the Teacher's e-newsletter.
- J.Hume had this patron interaction " At the beginning of the month, one of my storytime moms came into the library to pick up a craft. She told me that her kids love watching my videos each week and sometimes play them multiple times. She also said they miss group bubble time, so the parents then have to do their own bubble time for the kids after the video!"
- J. Einoris worked on changing out the YS department's worn out endcaps and bookends. Everything looks unified in the department and is designed to hold up to wear and tear.
- YS Staff Attended 78.5 hours of CE this month. Some of the exceptional webinars and presentations attended were:
 - *Strategies for Building an Inclusive Bookshelf*
 - *Multicultural Picture Books: A Deeper Look at Your Collection (attended by multiple YS staff members)*
 - *Counting on the Early Years: Promoting Math Learning for Toddlers*
 - *LibraryReads in Conversation: Actively Anti-Racist Readers' Advisory*
 - *Building STEM with Dia de los Ninos*
 - *Bilingual Storytime: Reaching through the language barrier*
 - *KnowBe4 annual Sexual Harassment Training*

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

Upcoming Events and Projects

STATE OF ILLINOIS)

McHENRY COUNTY)

OFFICIAL OATH

I, Charles Reilly, having been appointed to the office of President of the McHenry Public Library District Board of Library Trustees, in the County of McHenry, in the State of Illinois, DO SOLEMNLY SWEAR (or AFFIRM) that I will support the Constitution of the United States of America and the Constitution of the State of Illinois to the best of my ability. Furthermore, I will abide by the library board of trustee bylaws and ethics practices as well as adhering to all District policies and procedures and Illinois State codified statutes. As such, I will do all in my power to serve the District as an educated board member and officer.

Charles Reilly, President
Signed and Sworn to or Affirmed
Before me this 15th day of September, 2020

Monica Leccese, Secretary
McHenry Public Library District
Board of Library Trustees

STATE OF ILLINOIS)

McHENRY COUNTY)

OFFICIAL OATH

I, Jill Stone, having been appointed to the office of Vice President of the McHenry Public Library District Board of Library Trustees, in the County of McHenry, in the State of Illinois, DO SOLEMNLY SWEAR (or AFFIRM) that I will support the Constitution of the United States of America and the Constitution of the State of Illinois to the best of my ability. Furthermore, I will abide by the library board of trustee bylaws and ethics practices as well as adhering to all District policies and procedures and Illinois State codified statutes. As such, I will do all in my power to serve the District as an educated board member and officer.

Jill Stone, Vice President,
Signed and Sworn to or Affirmed
Before me this 15th day of September, 2020

Monica Leccese, Secretary
McHenry Public Library District
Board of Library Trustees

STATE OF ILLINOIS)

McHENRY COUNTY)

OFFICIAL OATH

I, Delphine Grala, having been appointed to the office of Treasurer of the McHenry Public Library District Board of Library Trustees, in the County of McHenry, in the State of Illinois, DO SOLEMNLY SWEAR (or AFFIRM) that I will support the Constitution of the United States of America and the Constitution of the State of Illinois to the best of my ability. Furthermore, I will abide by the library board of trustee bylaws and ethics practices as well as adhering to all District policies and procedures and Illinois State codified statutes. As such, I will do all in my power to serve the District as an educated board member and officer.

Delphine Grala, Treasurer,
Signed and Sworn to or Affirmed
Before me this 15th day of September, 2020

Monica Leccese, Secretary
McHenry Public Library District
Board of Library Trustees

OFFICIAL OATH

I, Monica Leccese, having been appointed to the office of Secretary of the McHenry Public Library District Board of Library Trustees, in the County of McHenry, in the State of Illinois, DO SOLEMNLY SWEAR (or AFFIRM) that I will support the Constitution of the United States of America and the Constitution of the State of Illinois to the best of my ability. Furthermore, I will abide by the library board of trustee bylaws and ethics practices as well as adhering to all District policies and procedures and Illinois State codified statutes. As such, I will do all in my power to serve the District as an educated board member and officer.

Monica Leccese, Secretary,
Signed and Sworn to or Affirmed
Before me this 15th day of September, 2020

Jill Stone, Vice President
McHenry Public Library District
Board of Library Trustees

STATE OF ILLINOIS)
COUNTY OF McHENRY)

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

ORDINANCE No. 2020/2021 – 3

**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/before August 15, 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
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
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	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
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TOTAL GENERAL FUND EXPENSES	\$ 4,219,600.00	\$3,632,600.00
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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	\$ <u>292,628.00</u>	\$ <u>129,628.00</u>
	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 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 15th day of September, 2020, by a vote of:

AYES:

NAYS:

ABSTAINING:

ABSENT:

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)

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

PUBLIC NOTICE

PUBLIC NOTICE IS HEREBY GIVEN that a Budget and Appropriation Ordinance for the McHENRY PUBLIC LIBRARY DISTRICT, McHENRY COUNTY, McHENRY, ILLINOIS, for the fiscal year beginning July 1, 2020, and ending June 30, 2021, is on file and conveniently available for public inspection at the McHENRY PUBLIC LIBRARY DISTRICT, 809 North Front Street, McHenry, Illinois and with the Secretary of the District, Monica Leccese, and the Library's Executive Director, James C. Scholtz, at 809 North Front Street, McHenry, Illinois, and will so remain on file until the final action thereon by the Board of Library Trustees.

FURTHER NOTICE IS HEREBY GIVEN that a public hearing on said Budget and Appropriation Ordinance was held on Tuesday, August 25, 2020, 7pm at the McHENRY PUBLIC LIBRARY DISTRICT BUILDING, 809 North Front Street, McHenry, Illinois, and that final action was taken during a regular meeting directly thereafter by the Board of Library Trustees.

Published by direction of the Board of Library Trustees of the McHENRY PUBLIC LIBRARY DISTRICT, McHENRY COUNTY, McHENRY, ILLINOIS.

DATED this 15th day of September, 2020

THE McHENRY PUBLIC LIBRARY DISTRICT,
McHENRY COUNTY, McHENRY, ILLINOIS

BY: _____
Monica Leccese, Secretary
Board of Library Trustees
McHenry Public Library District

STATE OF ILLINOIS)
COUNTY OF McHENRY)

CERTIFICATE

I, MONICA LECCESE DO HEREBY CERTIFY that the attached ORDINANCE NO. 2020-2021-3 , 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, is a true and correct copy of said Ordinance which was presented in a public hearing on August 25th, 2020 and passed, and recorded by said Library Board at their Library Board meeting on September 15th, 2020.

**Monica Leccese, Secretary
McHenry Public Library District
Board of Library Trustees**

Subscribed and sworn before me this 15th day of September 2020.

Reuben William Edminster, Notary Public

My commission expires: _____



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: New Public Policy Manual Changes, 9/2020
DATE:

The Management Team met on March 10, 2020 to discuss some changes to the Public Policy Manual – specifically changes to the Cell Phone Use Policy and to the Meeting Room Use Policy. Please consider these changes:

Old Policy/Wording:

Cell Phone Use by Library Patrons (4/15/08)

Cell phones/pagers can be used in the Library but users are required to follow use guidelines and etiquette. If these rules are not followed, staff will request that the patron cease using the equipment or use it in unrestricted areas such as the front/east Library foyer, parking lot or on the outside grounds of the Library. The Library Board recognizes that cell phones are an integral part of modern society and, therefore, should not be restricted within the Library environment. However, the Library is a public place for recreational reading and quiet study so all users should follow some proper etiquette and safety/privacy rules when using electronic devices.

Patrons may use cell phones in the Library if used in a quiet, discreet manner and the operator turns the ringer to silent mode/set to vibrate, and makes all calls brief (less than 2 minutes) using a low voice. Longer calls should be made in front/east Library foyer, parking lot or Library grounds. This policy respects cell phone technology and public noise issues as well as addressing privacy concerns and the polite consideration of others in a public place. Please note that others can overhear personal calls in the Library.

Suggested New Policy –

The Library Board recognizes that cell phones are an integral part of modern society and therefore, allowed within the Library environment. In order to maintain the Library as a place for thoughtful recreational reading and quiet study, all cell phone users must follow some proper etiquette and safety/privacy rules (see Patron Behavior Policy) when using cell phones in the building.

Patrons may use cell phones in the main room of the Library if used in a quiet, discreet manner and the operator silences notifications, sets the phone to vibrate and, makes all calls brief (less than 2 minutes) using a low/quiet voice. Longer calls should be made in the unrestricted areas of the Library such as the front Vending/Lounge area, front vestibule, in a study/conference or meeting room if others are not present, or on the outside grounds. This policy acknowledges cell phone technology and addresses public noise and privacy as well as addressing polite consideration of others in public spaces. Please note that, no matter how soft someone speaks, others can overhear conversations.

In this issue:

- Virtual ComiCon Week of October 18-24
(Semana de ComiCon en página 3)
- September is Library Card Signup Month
- Grab 'n Go Kids' After School Supper Program Begins
- RBdigital Content Transfers to OverDrive



September is National Library Card Signup Month!

This month, DC's Wonder Woman is championing the power of a library card as Honorary Chair for the American Library Association's (ALA) Library Card Signup Month.

Having a library card makes you feel like a superhero with all the amazing things it gives you access to, including digital downloads, technology, research resources and educational programs.

Don't have a library card? It's easy at our Checkout Desk. Bring a photo ID and something else with your current address on it. If you're not comfortable coming into the library yet, you can apply for a temporary e-library card through our website. There's a link on our home page under Library News.

New Hours Starting September 14!

Inside:

Monday/Wednesday/Friday 9 am - 5 pm

Tuesday/Thursday 3-7 pm

Saturday 12-5 pm

Curbside:

Tuesday/Thursday 11 am - 2 pm

Saturday 9-11 am

Grab 'n Go Kids' After-School Free Supper Program Begins September 14

Every Monday, Wednesday, and Friday from 4-5 p.m. beginning September 14, 2020 and ending May 21, 2021.

Any student age 18 and under receives a complimentary boxed supper provided by the Northern Illinois Food Bank.

Drive to the north side of the building, look for the WELCOME banner. If the banner is out, that means we have meals. Knock on the door by the banner for service.

Cena después de la escuela para Recoger

lunes, miércoles y viernes de 4:00-5:00 p.m.

El programa comienza el 14 de septiembre, 2020 y terminará el 21 de mayo, 2021.

Cada estudiante menor de 18 años recibirá una cena complementaria proporcionada por Northern Illinois Food Bank.



Conduzca hacia el lado norte del edificio y busque la pancarta que dice BIENVENIDOS. Si la pancarta está afuera significa que tenemos comidas. Toque la puerta junto a la pancarta para recibir servicio.

ComiCon Week 2020!

When: Week of October 18-24

Where: <https://bit.ly/32ZeRBe>

Who: All ages

This year's ComiCon is going virtual!

And to make things even better, we're celebrating an entire week of ComiCon from October 18 - 24!

Some of our awesome plans for this year include:

ComiCon To-Go Bag

Come to the Questions Desk during ComiCon Week to pick up a goodie bag filled with comics, bookmarks, and more! A few lucky winners will find a Golden Ticket that can be redeemed for a special prize! One bag per person, while supplies last. **Each person must be present to claim their bag.**

Themed Programming for All Ages

We will have ComiCon-themed programs all week long! Look for fun storytimes, arts and crafts, and more!

Let's Make History: Virtual Art Contest

Create a masterpiece inspired by a piece of classic art! Draw Deku from *My Hero Academia* in the style of Picasso, or Wonder Woman as the *Mona Lisa*.



Entries will be accepted either in person or by email from September 1-30 in three age categories: Tweens (grades 4-8), Teens (grades 9-12) and Adults (18+). The link to vote will be posted on our website for the duration of ComiCon Week. Prizes will be awarded to the winners in each category.



Stop by the Questions Desk or visit our website at <https://bit.ly/32ZeRBe> for more information and guidelines. Your vote will determine the winners so make sure to check out all the artwork that is submitted!

Virtual Cosplay Contest

Do you have an awesome cosplay that you can't wait to show off? We're accepting applications from September 1-30 in three age categories: Kids (ages 1-11), Teens (ages 12-17), and Adults (18+).

Our panel of judges will then choose finalists from each category to participate in a special LIVE event on Wednesday, October 21. This event will be broadcast so that everyone can participate virtually! Prizes will be awarded to the winners in each category.

Visit our website at <https://bit.ly/32ZeRBe> for more information and to fill out our entry form. All entries must be submitted online in order to qualify.

Visit <https://bit.ly/32ZeRBe> to learn more!

¡Semana de ComiCon 2020!

¡Este año ComiCon será virtual!

Y para hacerlo más divertido, vamos a celebrar todo una semana de ComiCon el **18 de octubre al 24 de octubre**. Visite <https://bit.ly/2EZAQQv>

Algunos de nuestros planes impresionantes este año incluyen:

ComiCon Bolsas de regalo para llevar
¡Ven al escritorio de preguntas durante la semana de ComiCon para recoger una bolsa de regalo llena de comics, marcapáginas y más! Algunos ganadores afortunados van a encontrar un boleto de oro que pueden redimir para un premio especial. Mientras duren las reservas. Una bolsa por persona; **cada persona debe de estar presente para reclamar su bolsa.**

Programas temáticos para todas las edades
¡Tendremos programas temáticos de ComiCon toda la semana! ¡Encontrará cuentos divertidos, arte, manualidades y mucho más!

Hagamos Historia: Concurso de Arte Virtual

Crea una inspirada obra maestra por una pieza de arte clásica. Dibuja a Deku de *Mi Héroe Academia* en el estilo de Picasso o la Mujer Maravilla como la *Mona Lisa*.

Entradas van hacer aceptadas ya sea en persona o por correo electrónico del 1 al

30 de septiembre en 3 categorías de edad: Preadolescentes (grados 4-5), Adolescentes (grados 9-12) y adultos (18+) el enlace para votar será publicado en nuestro sitio web durante la semana de ComiCon. Los premios serán otorgados a los ganadores en cada categoría.



Pase al escritorio de preguntas o visite nuestro sitio web (<https://bit.ly/2EZAQQv>) para más información y pautas. ¡Su voto determinará los ganadores, asegúrese de darle un vistazo a todas las piezas de arte que fueron enviadas!

Concurso de Disfraces (Cosplay) Virtual

¿Tienes un impresionante disfraz que no puedes esperar para lucirlo? Vamos a estar aceptando aplicaciones del 1 de septiembre al 30 de septiembre en tres categorías de edad: niños (edades 1-11), adolescentes (edades 12-17), y adultos (18+).

Nuestro panel de jueces va a escoger a los finalistas en cada categoría para participar en el evento especial en vivo el miércoles, 21 de octubre. ¡Este evento será transmitido para que todos puedan participar virtualmente!

Visita nuestro sitio web (<https://bit.ly/2EZAQQv>) para más información y para llenar el formulario de inscripción. Todas las inscripciones deben ser enviadas en línea para calificar.

¡Visite <https://bit.ly/2EZAQQv> para aprender más!

McHenry Public Library District
809 Front St.
McHenry IL 60050-5578

Phone: 815-385-0036
Web: www.mchenrylibrary.org

HOURS STARTING SEPT. 14

M/W/F - 9-5
T/TH - 11-2 curbside; 3-7 open
Sat. 9-11 curbside; 12-5 open
Sunday - Closed

Library Board of Trustees

Charles Reilly, President
Jill Stone, Vice President
Delphine Grala, Treasurer
Monica Leccese, Secretary
Margaret Carey
Bud Alexander
Susan Murphy

Board Meetings

Tuesday, September 15, 7 p.m.
The public is welcome to attend.
Please email our director (jscholtz@mchenrylibrary.org) for details.

Jim Scholtz, Executive Director
Kathy Lambert, Editor



McHenry Public Library District
809 Front St.
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RBdigital Content to Transfer to OverDrive

On **September 15**, RBdigital ebooks and digital audiobooks are moving to the Libby app to become part of our OverDrive collection. You'll continue to be able to browse, borrow, and enjoy all the same great ebooks and audiobooks you loved in the RBdigital app, now available in Libby.

If you have already been enjoying the Libby app, there will be no change. If you currently have a book checked out in the RBdigital app, it will be available through the remainder of the lending period. Holds will not be moved, but you may export your Transaction History from the Profiles section of the RBdigital app. You can place holds on those titles again in Libby.

For the time being, you can continue to use the RBdigital app to access magazines and videos like The Great Courses and Acorn TV, but at some point in the future this content will also be transferred -- watch for details. When the entire transfer is complete, the RBdigital platform and app will be retired.

Getting Started with Libby

McHenry Public Library is proud to continue offering you a wide selection of digital titles for you to access anytime, anywhere through Libby, the one-tap reading app. All you need to start is your MPLD card number. The easy-to-use Libby app will guide you through the setup process and connect you to our library in just a few minutes.



Speaking of books ...

Check out our three monthly book discussion groups -- Mystery, Contemporary and Classic. View our online Events Calendar for dates, times and titles, and for other great virtual programs. Book discussion groups are for ages 18 & up.

Noticias en español

Para información sobre los servicios y programas que ofrecemos en la Biblioteca Pública de McHenry, visite nuestro sitio web en www.mchenrylibrary.org/index.php/en-español o nuestra página de facebook

OBITUARIES

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WILLIAM J. BOLGER

Born: April 16, 1925

Died: August 27, 2020



A pillar of the city of McHenry, William J. Bolger (Bill) passed away peacefully at home on August 27, 2020. Bill was born the sixth of 10 siblings on April 16, 1925.

His parents, Thomas A. and Grace (Doherty) Bolger, raised their children on the "Irish Prairie" of McHenry that Bill would one day help grow to the city it is today. A 1943 graduate of McHenry Community High School, Bill began his lifetime of leadership as class president for all four years and captain of the football, basketball and baseball teams.

After graduation, Bill enlisted as a United States Marine in World War II. On May 2, 1945, in Okinawa, Japan, heavy casualties resulted from underestimating the strength of the enemy. Rifle fire struck Bill (and grazed his head) as he attempted to reach cover in a drainage ditch. He continued to use his radio calling for mortar fire until the coast was clear and the wounded could be evacuated. For his heroism, Bill received a Presidential Citation for Bravery in Action and a Purple Heart for his injuries. In September 1945, the unit traveled

to Tientsen, China, as occupational forces. One of Bill's fondest memories of being in the Marines was playing and managing "the best" softball team in the Pacific Theater!

Bill returned to McHenry ready to build his community, family and, of course, play some more baseball. After a fateful game, he met Chicago-girl Carol Murray while she was summing in the country. Bill and Carol married on October 1, 1949, at St. Patrick's Church. In the same year, he would play and manage the McHenry Shamrocks, leading them to win the championship in the highly competitive McHenry/Kane County Baseball League. Bill and Carol would go on to have four children: Cathy, Murray, Billy and Candy.

Taking after his father, Illinois state Rep. Thomas Bolger, Bill's passion for public service became the foundation of his 44 years as alderman of the 1st Ward, resulting in recognition from the Illinois Senate and House. During his time as the longest-serving elected official in the history of McHenry, he sat on numerous committees and oversaw fundamental projects, including:

- The creation of the McHenry Public Library District with the purchase of the Tesch house at the corner of Main and Green streets. He also served as president for 17 years.
- The expansion of the original McHenry City Hall.
- The purchase of the Knox Farm property used for the development and construction of the new Municipal Center.
- The birth of the McHenry Riverwalk.
- The purchase of the Peterson Farm

property and its transformation into the city's largest and most versatile park.

- A charter member and executive director of McHenry's Economic Development Commission from 1982 to 1988.

- The expansion of Bull Valley Road to Charles J. Miller Road.

- The growth of McHenry from 2,748 residents to its present population of more than 24,000 during his years of service.

For his incredible efforts and impact, Bill received many awards and recognitions, including the most prestigious Frank E. Low Award by the McHenry Area Chamber of Commerce in 1990. Bill also had the honor of serving as the Fiesta Days Parade marshal in 1998.

As a lifelong Democrat, Bill was elected five times as a national delegate to the Democratic National Convention from 1956 to 1972. He got to know President John F. Kennedy personally, as well as Illinois Gov. Adlai Stevenson. Bill and Carol attended the 1961 inaugural ball of JFK in Washington, D.C.

When he wasn't managing McHenry as alderman, Bill worked at Illinois Bell for 30-plus years. He enjoyed his job as a linesman fixing people's landlines and transitioning their phones from rotary to push buttons! His favorite part, however, was meeting and getting to know residents across the county (securing a few votes along the way). His love for the McHenry way of life was published in the popular weekly column "News & Views" highlighting local history and everyday citizens.

In his downtime, Bill enjoyed gardening

enough tomatoes for the whole neighborhood, a good garage sale, spending time with his grandchildren/great-grandchildren and, of course, watching the Cubs.

Bill is preceded in death by his wife and best friend of over 70 years, Carol Murray Bolger (deceased December 2019), his son, Murray Bolger (deceased 2002), and grandson, Luke Bolger (deceased 2018). He is survived by his children, Cathy Bolger, Billy Bolger (Taffy) and Candace Cleland (David); five grandchildren, Kelly Walsh (Tom), Murray Bolger (Kelly), John Bolger, Brian Bolger and Kelsey Cleland; and four great-grandchildren, Michael Walsh, Megan Walsh, Trinity Bolger and Wynter Bolger.

Visitation will be held from 4 to 7 p.m. Wednesday, September 2, 2020, at Church of Holy Apostles, 5211 W. Bull Valley Road, McHenry, IL 60050.

A funeral Mass will be said for Bill at 11 a.m. Thursday, September 3, 2020, at St. Patrick Catholic Church, 3500 W. Washington St. in McHenry. The funeral Mass may be viewed at 11 a.m. by visiting the St. Patrick Church website. Interment will follow at St. Patrick Countryside Cemetery with military honors. Memorials may be made in Bill's name to the McHenry Public Library, 809 N. Front St., McHenry, IL 60050, or to a charity of your choice in Bill's name.

Colonial Funeral Home is assisting the Bolger family. Any questions, visit www.colonialmchenry.com or call 815-385-0063.

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J. Scholtz <jscholtz@mchenrylibrary.org>

Letter to the Editor re: Crystal Lake Library

Kathy Lambert <klambert@mchenrylibrary.org>

Thu, Sep 3, 2020 at 9:44 AM

To: Barb Majka <bmajka@mchenrylibrary.org>, Bill Edminister <bedminster@mchenrylibrary.org>, James Scholtz <jscholtz@mchenrylibrary.org>, Jennifer May <jmay@mchenrylibrary.org>, Kathy Milfajt <kmilfajt@mchenrylibrary.org>, Lesley Jakacki <ljakacki@mchenrylibrary.org>, Pam Strain <pstrain@mchenrylibrary.org>, Shane Claucherty <sclaucherty@mchenrylibrary.org>, Zach Terrill <zterrill@mchenrylibrary.org>, "L. Horist" <lhorist@mchenrylibrary.org>

FYI. I was wondering how long it would take for a CL patron to write a letter to the editor.

Letter: Time for Crystal Lake Library to open

To the Editor

The Crystal Lake Library permits books to be returned only during limited hours. Books returned at one time can't be more dangerous than books returned at other times.

The library is not offering interlibrary loan services at this time. Books from other libraries can't be more dangerous than books from our own library.

And the library remains closed while numerous other libraries in the suburban area are open, as are virtually all retail stores, which operate essentially like a library.

In short, it's time for the Crystal Lake Library to re-open. They need to take reasonable precautions, such as installing plexiglass shields at the checkout, requiring masks, limiting the number of patrons, and requesting that, to the extent possible, books be checked out using the automated machinery.

But, it's time for the library to reopen.

Steve Willson

Kathy Lambert

CRYSTAL LAKE

Public library to reopen Sept. 14 after closing down for COVID-19

By CASSIE BUCHMAN
cbuchman@shawmedia.com

After being closed to in-person service for months because of the COVID-19 pandemic, the Crystal Lake Public Library is reopening to the public on Sept. 14.

Crystal Lake Public Library has been closed since March, although it has been offering curbside pickup for four hours a day, five days a week. When it reopens on Sept. 14, its hours will be the same as this curbside service, from 10 a.m. to 2 p.m. Monday, Wednesday and Saturday and from 3 to 7 p.m. Tuesday and Thursday.

Those seeking to enter the library will need to wear a mask and follow social distancing recommendations, and children must be accompanied by an adult, library spokeswoman Stephanie Price said.

An appointment also will be required. Reservations will be taken online and through the library's call

center. Forty people at a time will be let into the building for 45-minute intervals, giving staff about 15 minutes to wipe down all the public access areas, Crystal Lake Library Board Trustee Bonita Drew told the Crystal Lake City Council during a meeting Tuesday.

Drew said library staff is very excited to see patrons again.

Temporary measures also have been implemented to improve the library's air quality in the building.

Price said the library was planning on doing some construction work, including upgrading its heating, ventilation and air conditioning system in August, but this has been pushed back to January.

When the library was planning to reopen to the public, it had air quality testing done because of COVID-19, Price said.

To make sure there's a healthy airflow, Price said, they added three HEPA filters, which capture particles in the air.

"The filters are a temporary fix until we get the construction work done," Price said.

A limited number of computers will be available, and a seating area will be available for those seeking to use the library's Wi-Fi for 45 minutes.

Curbside service still will be offered for those who want it, Price said.

Along with curbside service, Crystal Lake Public Library also has been offering virtual resources to patrons with programs on Facebook, YouTube and Zoom.

Using an app called Hoopla, the library has been letting those with a Crystal Lake library card download e-books, audiobooks, comics, music, movies and other items. Drew said in the first two months of the year, about 389 items were downloaded from Hoopla.

"That number jumped to an average of 1,100 items in the next five months," Drew said.