



## McHenry Public Library District

809 Front Street  
McHenry, Illinois 60050  
Phone: 815.385.0036  
[www.mchenrylibrary.org](http://www.mchenrylibrary.org)

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

Tuesday, September 21, 2021 7:00 p.m.

Meeting Room West #136

#### AGENDA

- I. **CALL TO ORDER** – President Charles Reilly
- 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. **SECRETARY'S REPORT** – Monica Leccese, Secretary
  - A. Approval of Minutes of the August 17, 2021 Regular Board Meeting, August 17, 2021 Hearing on the Combined Budget and Appropriations Ordinance, and the August 24, 2021 Special Meeting.
- VII. **TREASURER'S REPORT** – Delphine Grala, Treasurer
  - A. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for August/September 2021, Additional Bills (Distributed night of meeting) and Petty Cash and Credit Card Reports (Distributed night of meeting)
- VIII. **COMMUNICATIONS**
  - A. Patrick D. Kennedy, State's Attorney McHenry County; letter regarding Retaliation Against Whistleblower Statue
- IX. **LIBRARIAN'S REPORT**
  - A. Librarian's Report
  - B. Updates on Projects
- X. **OLD BUSINESS**
  - A. Interview of candidate, M. Taradash, for Trustee vacancy
- XI. **EXECUTIVE SESSION**
  - A. For the selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).

**XII. NEW BUSINESS**

- A. Appointment of Trustee to fill vacancy
- B. Marketing Coordinator Job Description
- C. All Staff In-Service Meeting possible half-day closure on 12/10/2021
- D. General, Auto and Workers' Compensation, and other Insurance Plans and Brokers
- E. Whistleblower's Policy
- F. Budget
  - 1. Discussion of Operating Fund
  - 2. FY 2021/2022-05 A Resolution Authorizing And Directing The Treasurer Of The McHenry Public Library District To Transfer Certain Money From The Special Reserve Fund To The General Fund
  - 3. Levy Discussion

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

**II. ADJOURNMENT**

**FINAL VOTE OR ACTION MAY BE TAKEN AT THE MEETING ON ANY AGENDA ITEM SUBJECT MATTER LISTED ABOVE, UNLESS THE AGENDA LINE ITEM SPECIFICALLY STATES OTHERWISE.**

\* The MPLD will make all board meetings accessible to people with physical disabilities under the current ADA requirements. 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.



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### MINUTES McHenry Public Library District Board of Library Trustees Regular Meeting

**Date:** August 17, 2021

**Time:** 7:00 P.M.

**Location:** Library Meeting Room West #136

- I. **CALL TO ORDER** – President Charles Reilly  
President Reilly called the public hearing meeting to order at 7:02 p.m.
- II. **ROLL CALL** – Monica Leccese, Secretary  
Roll was called and a quorum was established.

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

**Also Present:** James Howard, Governmental Accounting, Inc  
Lesley Jakacki, Executive Director  
Jennifer May, HR Generalist  
Kathy Milfajt, Technical Services Manager  
Pam Strain, Public Services Manager  
Zach Terrill, Adult Services Assistant Manager

- III. **PLEDGE OF ALLEGIANCE**
- IV. **CORRECTIONS OR ADDITIONS TO THE AGENDA**  
Business Manager Gunness stated that revised Statement of Class Revenue and Expenses reports was distributed at the meeting.
- V. **PUBLIC COMMENT AND RECOGNITION OF VISITORS**  
No public comments.
- VI. **SECRETARY'S REPORT** – Monica Leccese, Secretary
  - A. Approval of Minutes of the July 20, 2021 Regular Board Meeting

Secretary Leccese informed the Board that she found no corrections needed for the July 20, 2021, minutes.

Murphy moved and Stone seconded a motion to approve the minutes of July 20, 2021, Regular Board Meeting.

**Roll Call vote:**

Ayes: Alexander, Grala, Leccese, Murphy, Reilly

Nays: None  
Abstain: None  
Absent: Stone  
**Motion Passed**

**VII. TREASURER'S REPORT – Delphine Grala, Treasurer**

- A.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for July/ August 2021, Additional Bills (Distributed night of meeting) and Petty Cash and Credit Card Reports (Distributed night of meeting)

Treasurer Grala reviewed the Library's financial position highlighting property tax receipts for the month of July along with the month's total expenses. She inquired why the revenue was high for fines/fee this month. Director Jakacki stated that in July we resumed collecting and assessing fines and fees for overdue materials so patrons are now required to pay any outstanding balances in order to checkout materials. Treasure Grala also inquired about the large expenses in the Automation- Circulation & Catalog line. Director Jakacki stated that we made our quarterly payment to CCS for our online catalog.

Vice President Stone inquired about the payment made to The Stevens Group and Director Jakacki responded that it is the cost to print the *Preface* newsletter. Discussion ensued regarding costs and effectiveness of the newsletter.

Alexander moved and Murphy seconded a motion to approve the Monthly Financial Statements, Interim Check Report and Bill Reports for July/ August 2021, Additional Bills (Distributed night of meeting) and Petty Cash and Credit Card Reports (Distributed night of meeting)

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**VIII. COMMUNICATIONS**

- A.** Email from J.D. & Julie Galvin to the Staff of the McHenry Public Library District  
**B.** Letters (2) to the family of Ruth Armstrong  
**C.** Letter to Jesse White, Secretary of State and State Librarian

Director Jakacki acknowledged the various communications received and sent.

**IX. LIBRARIAN'S REPORT**

- A.** Librarian's Report

Director Jakacki highlighted the following items: Staff manned a booth at the July 8 Pearl Street Market and will be there again on September 16; Sandra Diaz started on August 11 as the Library's new Marketing Coordinator; our Summer Reading Program has 657 participants and 50% completed the program and received a free book from the Friends

of the McHenry Public Library; and that the Friends Book Donation Drive was a big success.

- B. Updates on Projects  
S. Claucherty of Building Services addressed some electrical, HVAC, and construction issues in the upstairs drop ceiling during the month and completed the necessary repairs.

**X. EXECUTIVE SESSION**

No executive session was held.

**XI. OLD BUSINESS**

- A. Trustee vacancy and appointment process.

A reminder was made that we have a Special Meeting scheduled for August 24, 2021 at 7:00 p.m. in the Library's Meeting Room to interview the three candidates for the open trustee position.

**XII. NEW BUSINESS**

- A. Presentation by Governmental Accounting, Inc  
James Howard from Governmental Accounting, Inc was in attendance to introduce himself as the Library's new accountant for monthly accounting services and gave the Board some ideas of ways his firm can benefit the Library's financial oversight and planning.

- B. Adoption of ORDANIANCE No. FY 2021/2022-4 Combined Annual Budget and Appropriation for the Fiscal Year Beginning July 1, 2021 and Ending June 30, 2022

Lecesse moved and Grala seconded a motion to adopt ORDANIANCE No. FY 2021/2022-4 Combined Annual Budget and Appropriation for the Fiscal Year Beginning July 1, 2021 and Ending June 30, 2022

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

- C. FY 2020/21 Illinois Public Library Annual Report (IPLAR)

Trustee Alexander inquired if the total number of computers listed on the report was correct. Director Jakacki responded that once you include the Chromebooks we have to patron to use in the Library, the training laptop lab, and the workstations for all the staff that the number does reflect the correct amount.

Alexander moved and Lecesse seconded a motion to approve the FY 2020/21 Illinois Public Library Annual Report

Ayes: Alexander, 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**

**XIV. ADJOURNMENT**

Murphy moved and Grala seconded a motion to adjourn the hearing at 7:50 p.m.  
Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone  
Nays: None  
Abstain: None  
Absent: None  
**Motion Passed**

APPROVED by the Board of Trustees this \_\_\_\_\_ day of \_\_\_\_\_, 2021

**Respectfully Submitted,**

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Monica Leccese, Secretary



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### MINUTES

McHenry Public Library District

Board of Library Trustees

#### Public Hearing on The Combined Annual Budget and Appropriation Ordinance

**Date:** August 17, 2021

**Time:** 7:00 P.M.

**Location:** Library Meeting Room West #136

#### 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, Delphine Grala, Monica Leccese, Susan Murphy, Charles Reilly, Jill Stone

**Also Present:** James Howard, Governmental Accounting, Inc  
Lesley Jakacki, Executive Director  
Jennifer May, HR Generalist  
Kathy Milfajit, Technical Services Manager  
Pam Strain, Public Services Manager  
Zach Terrill, Adult Services Assistant Manager

#### III. PUBLIC FORUM

No public comments were made during the hearing prior to recess.

President Reilly placed the hearing into recess at 7:01 p.m. and would be reopen the hearing if a member of the public wished to speak.

No members of the public arrived to address the Board so the meeting only needed to resume in order to adjourn.

#### IV. ADJOURNMENT

Leccese moved and Grala seconded a motion to adjourn the hearing at 7:43 p.m.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

APPROVED by the Board of Trustees this \_\_\_\_\_ day of \_\_\_\_\_, 2021

Respectfully Submitted,

\_\_\_\_\_  
Monica Leccese, Secretary



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**MINUTES**  
**McHenry Public Library District**  
**Board of Library Trustees**  
**Special Meeting**

**Date:** August 24, 2021  
**Time:** 7:00 P.M.  
**Location:** Library Meeting Room West #136

I. **CALL TO ORDER** – President Charles Reilly  
President Reilly called the public hearing meeting to order at 7:00 p.m.

II. **ROLL CALL** – Monica Leccese, Secretary  
Roll was called and a quorum was established.

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

**Also Present:** Margaret Carey, Lesley Jakacki, Executive Director, Terry Weingart

III. **PLEDGE OF ALLEGIANCE**

IV. **CORRECTIONS TO THE AGENDA**

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

VI. **NEW BUSINESS**

A. Interviews of candidates, M. Carey and T. Weingart, for Trustee vacancy

VII. **EXECUTIVE SESSION**

A. For the selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).

Murphy moved and Lecesse seconded a motion to go into executive session at 7:02 p.m. for the purpose to discuss the selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

Murphy moved and Lecesse seconded a motion to leave executive session at 8:10 p.m.

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

#### **VIII. ADJOURNMENT**

Stone moved and Grala seconded a motion to adjourn the hearing at 8:13 p.m.

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

APPROVED by the Board of Trustees this \_\_\_\_\_ day of \_\_\_\_\_, 2021

Respectfully Submitted,

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Monica Leccese, Secretary



**OFFICE OF THE STATE'S ATTORNEY  
MCHENRY COUNTY  
PATRICK D. KENNEALLY**

August 20, 2021

Executive Director Lesley Jakacki  
McHenry Public Library Dist  
809 N. Front Street  
McHenry, IL 60050

**RE: RETALIATION AGAINST WHISTLEBLOWER STATUTE**

Dear Executive Director Jakacki:

Effective July 1, 2021, the Illinois State Legislature passed a statute entitled "Retaliation against a whistleblower." The full text of this statute can be found at 50 ILCS 105/4.1. The intent of the statute is to give government employees that believe they have been retaliated against due to reporting fraud, waste, or abuse a platform to file complaints for the alleged retaliation. This statute specifically only applies to units of government and does not apply to private employers. The statute dictates that if a governmental unit does not have an "auditing official," which is described as an elected, appointed or hired individual whose duties are similar to receiving, registering, and investigating complaints concerning misconduct, inefficiencies, and waste, then the State's Attorney's Office shall be the "auditing official" for that unit of government. If an employee believes that they have been retaliated against due to any whistleblower action, then they can file a complaint with the State's Attorney's Office.

Enclosed is the process and procedures which will be used by the State's Attorney's office for the reporting of any alleged retaliation. The complaint form is also attached. This information is also on our website. Almost every unit of local government has its own attorney, and I urge you to consult with your own attorney on this, as there are obligations in the statute that you provide all of your employees and new hires with this information.

If you have any questions or comments, please do not hesitate to contact me. Otherwise, please consult with your attorney on this procedure and this statute to ensure compliance.

Sincerely,

**Norman D. Vinton**  
Chief of the Civil Division

NDV/ma  
Enclosures

**PROCESSES AND PROCEDURES FOR REPORTING IMPROPER  
GOVERNMENT RETALIATION AGAINST A WHISTLEBLOWER ACTIONS  
PURSUANT TO 50 ILCS 105/4.1**

Effective July 1, 2021, the Illinois state legislature passed a statute titled "Retaliation Against Whistleblower." This statute can be found at 50 ILCS 105/4.1. The general purpose of this statute is to prohibit a unit of local government, or agent or representative of that unit of local government, or another employee to retaliate against an employee or contractor who reports certain alleged misconduct by a unit of local government, its agent, representative, or a fellow employee. The state further requires that an "auditing official" be available to receive a report of retaliation. Because your organization does not have an internal "auditing official", McHenry County State's Attorney's Office is your auditing official. This document lays out the process and procedures used by the McHenry County State's Attorney's Office to respond to an allegation of retaliation under the statute.

**PROCESS FOR REPORTING**

If you believe that you have been retaliated against and your organization does not have its own auditing official, you can report this to the McHenry County State's Attorney's Office by calling 815-334-4159. Ask for the Chief of the Civil Division and that person will conduct a brief interview and will send you a complaint form, or alternatively set up a meeting where you can come in and fill out the complaint form in person. Once the complaint form is completed, an investigator will be assigned to your case. The investigator may require some additional information from you. It is the State's Attorney's goal to complete all investigations within 60 days.

**PROCEDURES FOR INVESTIGATION**

Once the State's Attorney's Office has a completed complaint form from you, an investigator will be assigned to your file and may require additional information from you. The investigator may require documentation from you, and they also may need documentation from whomever you believe has retaliated against you. Acquiring that documentation may be through a simple FOIA request or even a Grand Jury subpoena. This is very fact dependent. The investigator may also interview potential witnesses and persons or entities that have violated this statute. Once all the documentation and necessary interviews have been completed, the investigator will review the case with representatives from both the Civil Division and the Criminal Division of the State's Attorney's Office. A decision will jointly be made whether there is or is not a violation of this statute. You will be informed of that decision. If a violation has been found, then a decision will be made whether to pursue civil action or criminal prosecution, or a combination thereof, and you will be informed of those actions as they occur.

A copy of the complaint form is attached to this document and is also available on the McHenry County State's Attorney's website.



OFFICE OF THE STATE'S ATTORNEY  
MCHENRY COUNTY  
PATRICK D. KENNEALLY

**RETALIATION AGAINST A WHISTLEBLOWER COMPLAINT FORM**

NAME:

ADDRESS:

DAYTIME PHONE:

EMAIL ADDRESS:

Persons or government entity you believe have retaliated against you:

Address of person or entity:

Give specific details of why you believe you have been retaliated against:

Date(s) of retaliation:

Names and contact information of any witness:

Date: \_\_\_\_\_ Signature \_\_\_\_\_

Submit this form to Civil Chief, Norman Vinton at [NDVinton@mchenrycountyil.gov](mailto:NDVinton@mchenrycountyil.gov).

## McHenry Public Library District

### LIBRARIAN'S REPORT

AUGUST 2021

#### Administration

- As of August 30, 2021, the Library started again requiring face masks for all individuals in the Library to be in compliance with the State's updated mask mandate.
- The Admin Department continues to prepare for the 2020/21 annual financial audit which starts on 9/20/2021.
- D. Gunness is working with our new accountants to acclimate them with our system.
- L. Jakacki continued to attend Director's University and this month topics focused on employee relations.
- L. Jakacki meet with Eder Technology to discuss possible ways to outsource some responsibilities in our IT department due to a staff vacancy and also ways to streamline and update our network.

#### Adult Services

- A. Moreno-Lomeli and M. Puga participated in a Mexican Consulate event sponsored by Fundación Mazatecutli (pictured right). They were among 4 non-profits invited the Library to participate. They spoke to 145 people about McHenry Library's resources and programs.
- K. Kimbrel and A. Moreno-Lomeli attended a webinar titled, *Building Accessible Library Collections for Individuals with Disabilities* sponsored by CCS and Rails. Main topics addressed were assessing community needs, disability introduction, collection ideas through kits and cataloging and processing best practices.
- E. Bily responded when a patron requested tombstone information as part of her application for the DAR (Daughters of the American Revolution). E. Bily searched our volumes of *McHenry County Illinois Cemeteries* for the four names requested. She translated the abbreviated information for the patron via email and sent the patron scans of the cemetery notes along with the title pages of the different volumes.
- A. Moreno-Lomeli worked with a college student who wanted to learn more about obsessive compulsive disorder. She showed them a new book recently acquired on the subject. The patron then shared that they had a reading disability and wanted more condensed informational sources. A. Moreno-Lomeli shifted the search to the



Parent-Teacher Collection. Working with the call number of the previous book, they found a picture book on the subject. The student appreciated the help and stated that they are writing a book and wanted the source to realistically portray obsessive compulsive disorder.

- J. Lombardo is joining us through December as a MLIS Practicum student from Chicago State University. During that time she will work with various staff members as she experiences the day to day work of a public library. Particular topics will include:
  - eResources and use of statistics
  - Program planning and implementation, including Zoom
  - Reference Desk interaction with patrons
  - The staff side of a library catalog/ILS
  - Behind the scenes: Technical Services which entails acquisitions, cataloging and processing materials

### **Building Services**

- S.Claucherty has begun replacing the Expansion Joints for the walkways and curbing around the Concrete Apron.
- S.Claucherty Completed the 2<sup>nd</sup> Floor Ceiling Re-Hanging Project.
- S.Claucherty Attended ARSL Training "Building Book" webinar.
- S.Claucherty installed new logo gripping mat in the vestibule.
- S.Claucherty installed new gripping floor mats at staff entryways.
- Municipal Backflow tested the RPZ/Backflow 8/5 PASS on all test sights.
- S.Claucherty worked the Book Donation Drive Friends event on 8/21/21
- Parking Lot Re-stripe still in progress/slowed due to shortage in paint Supply.

### **Circulation**

- B. Majka and L. Jakacki interviewed four candidates for the Bilingual Circulation Clerk positions.
- Offers of employment were accepted for our two Bilingual Circulation Clerk positions. N. Benitez and J. Guzman will be starting soon.

### **Human Resources**

- Interviewed Marketing Coordinators candidates with L. Jakacki.
- Completed new hire requirements for our new Marketing Coordinator, S. Diaz.
- Phone screened and interviewed for the Custodial position with S. Claucherty.
- Led our PPE 2021 Review and Sexual Harassment staff training during our In-Service Zoom Meeting on 8/21
- Phone screened and coordinated interviews for our Bilingual Circulation Clerks. Interviews were completed during the beginning of September.
- Met with an Insurance Broker with L. Jakacki to review their Insurance offerings and our future needs to compare to what we currently have with Kamm Insurance.

- Compiled benefit data for our upcoming Annual Audit.

## **Marketing**

- Sandra Diaz started the position on August 11, 2021.
- Started training with Kathy Lambert and Lesley Jakacki.
- Sent 4 e-newsletters. K. Lambert created and sent out the August 6 e-newsletter. K. Lambert assisted S. Diaz on creating and sending out the August 13 e-newsletter. S. Diaz created and sent out August 20 and 27 e-newsletters.
- Updated mask guidelines on website, social media, and library signage.
- Attended InDesign training to prepare for the upcoming Preface newsletter.
- Working with L. Jakacki to update welcome brochures in English and Spanish.
- Attended In-Service zoom meeting on 08/19.
- Attended McHenry Chamber of Commerce zoom meeting on Social Media Strategy, Consumer, Reputation on 08/26.

## **Technical Services**

- "Besides operating the disc cleaner and processing materials, I have been watching Youtube tutorials on "How to write more Professional Emails". I'm learning a lot, and working to apply what I have learned. I am currently focused on the processing procedure manual, specifically, the proper placement of labels & browser labels."—K. Meadows
- "During August, I kept books and other materials moving through the cataloging step of tech services at a decent pace and I worked on greatly reducing our backlog of new books for our genealogy collection. In addition to copy-cataloging, I did some original cataloging as well, since no other library had yet made one for the book we had, at least in OCLC's database."—S. Roitberg
- "S. Roitberg and I have been working on the bibliographic records for the digitizing equipment. I met with A. Karwowska to determine item data values and processing expectations for the SKPL grant STEM kits."—K. Milfajt

## **Technology**

- K Krewer received training from Eder on 8/6
- IT attended the management meeting on 8/13
- Wireless access points were updated on 8/13
- IT sync up meetings on 8/11 and 8/25
- IT attended the in-service meeting on 8/19
- IT worked with Firstcomm to convert our fax line into an eFax system
- SonicWall was updated by Eder on the morning of 8/20
- IT completed the first program setup since the start of the pandemic on 8/26

- IT began working with Lesley to find replacements for our digital signage TVs

## Youth Services

- The Summer Lunch program served 200 meals.
- With the resumption of in-person programming, many of our staff were able to hold well-attended and well-received programs. J. Einoris hosted in-person programs for both kids and tweens. J. Hume especially saw how appreciative parents were to have in-person storytimes again as it gave their little ones a chance to socialize. One parent said how her child is extremely shy, but after attending storytime the day before she was open to interacting and playing with the other kids!
- M. Puga and A. Moreno (AS) both participated in an outreach event hosted by Fundación Mazatecutli where they were able to speak with 145 people and networked with YFC, Fundación Mazatecutli, Farmworker & Landscaper Advocacy Project, Consumer Credit Counseling Service of Northern Illinois.



- S. Baseley has begun training YS staff on a diversity audit of the new books in the YS collection
- A. Karwowska has finished purchasing her STEM kit items and will now move into cataloging them
- The YS Department attended 33.5 hours of CE. Highlights include:
  - *From Tots to Teens: STE(A)M-powered Ideas for Programming*
  - *Leading Diversity, Equity, and Inclusion Through Collection Analysis and Development*

## Upcoming Events and Projects

- September 16— Pearl Street Market Library Staff will be at the manning a Library information booth with Library card sign-ups and storytimes.
- September 20-24 — FY 2020/2021 Financial Audit begins
- October 9— McHenry Downtown Murder Mystery- the Library will be sponsoring and hosting a clue booth (rescheduled from 8/28/21)
- October 16-17—Friends of the Library Fall Booksale

**McHenry Public Library District  
Job Description**

**Job Title:** Marketing Coordinator      **Date Created:** June 15, 2021

**Reports To:** Executive Director

**Date Revised:**

**Status:** Non-Exempt, Part Time

**Pay Grade:** 9

**Accrual Schedule:** Vac & Sick-PT +24 hrs/wk

**Summary:**

Under the supervision of the Executive Director, the Marketing Coordinator supporting the Library's mission by developing and implementing strategic marketing and public relations activities using various print and digital formats in both English and Spanish.

**Essential Duties and Responsibilities** include the following:

- Develops, implements, and evaluates comprehensive marketing and communication plans to reach and engage library audiences, including the Hispanic community.
- Can perform all duties in Spanish and has fluent ability to read, write and speak/converse in Spanish.
- Develops content for social media, newsletters (both print and digital), website, and other promotional materials. Oversees layout and design, and arranges for production and delivery of said materials.
- Crafts compelling stories from information gleaned from customer feedback, anecdotes, research, and general observation.
- Promotes community awareness of Library collections, services and programs through appropriate connections and communications with the media, local organizations and businesses.
- Oversees the development, implementation, and maintenance of organizational branding.

- Collaborates with Library department heads on marketing strategies and upcoming PR/marketing campaigns and special events.
- Administers the Library's online Events Calendar, community bulletin board, electronic and print signage, and community exhibits.
- Coordinates Library participation in community-wide outreach events.
- Communicates with staff and Library Board members about PR and marketing activities.
- Keeps abreast of current community and library trends by reading community information, attending meetings and activities, including keeping updated through print or electronic news feeds.
- Participates as a member of the Library's management team.
- Orders letterhead, business cards, as well as imprinted staff apparel and Library imprinted promotional items.
- Maintains a broad knowledge of the Library's policies and procedures.
- Supports the Executive Director and Library Board of Trustees when dealing with media inquiries.
- Prepares and monitors departmental budget.
- Other duties may be assigned.

### **Supervisory Responsibilities**

No direct supervisory responsibilities, but coordinates the activities of the Web Team and Social Media Team. Coordinates with Graphic Designer on layout and design of marketing projects.

### **Qualifications**

- Minimum of an Associate's Degree in Marketing, Public Relations, Communications, or closely related field. Minimum of 3 years of related work experience.
- Has fluent ability to read, write and speak/converse in English and Spanish.
- High level of proficiency in print and digital communications development and delivery, including social media platforms, email marketing, web content (including knowledge of HTML and CSS), as well as thorough knowledge of graphic design, typography, and print production.
- Exceptional technology skills including Microsoft Windows and Office applications, Google Suite applications, and adapting and learning customized software and changing technology with minimal instruction.

- Excellent writing and editing skills, with the ability to see the big picture while paying close attention to detail.
- Ability to work independently, set priorities, conceptualize projects, and manage multiple projects and deadlines simultaneously.
- Ability to work effectively with the public and staff, and speak effectively in public.
- Ability to communicate sensitive issues affecting the Library's image and place in the community to the public.
- Experience dealing with the media and building relationships with community organizations.
- Previous library experience is a plus.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, 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 35 pounds.

### **Work Environment**

The noise level in the work environment is usually moderate.

## McHenry Public Library District-Business Insurance Comparisons

Commercial Property	Hanover Insurance Group- Kamm or Cook & Kocher Current Coverage	Utica National-Cook & Kocher	Utica National Cook & Kocher Recommendation
Building #1-	\$8,517,919.00	\$8,517,919.00	\$8,517,919.00
Business Personal Property #1	\$3,711,396.00	\$3,711,396.00	\$3,711,396.00
Building #2-(Warehouse)	\$246,880.00	\$246,880.00	\$246,880.00
Business Personal Property #2-	\$12,619.00	\$12,619.00	\$12,619.00
Library Collection	Included in Business Personal Property	Included in Business Personal Property	We Recommend Breaking Out Collection
Computer Coverage	\$550,000.00	\$550,000.00	\$550,000.00
Employee Theft	\$25,000 (Liberty Mutual Policy)	\$25,000.00	We Recommend a True Gov't Crime Policy
Business Income & Extra Expense	Actual Loss Sustained	Actual Loss Sustained	Actual Loss Sustained
Water Back Up	Up to Building Limits	\$250,000.00	\$250,000.00
Deductible Building #1	\$2,500.00	\$2,500.00	\$2,500.00
Deductible Building #2	\$1,000.00	\$2,500.00	\$2,500.00
<b>General Liability</b>	<b>Hanover Insurance Group</b>	<b>Utica National</b>	<b>Utica National</b>
General Liability Per Occurrence	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00
General Aggregate	\$2,000,000.00	\$2,000,000.00	\$2,000,000.00
Abuse & Molestation Coverage	Excluded	-	\$1,000,000.00
Damage to Rented Premise	\$300,000.00	\$500,000.00	\$500,000.00
Medical Expense	\$10,000.00	\$15,000.00	\$15,000.00
Employee Benefits Liability	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00
<b>Excess Liability</b>	<b>Hanover Insurance Group</b>	<b>Utica National</b>	<b>Utica National</b>
Commercial Umbrella	\$5,000,000.00	\$5,000,000.00	\$5,000,000.00
<b>Automobile Liability</b>	<b>Hanover Insurance Group</b>	<b>Utica National</b>	<b>Utica National</b>
<b>Hired &amp; Non Owned Auto</b>			
1.) 2001 Dodge Ram Pickup	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00
2.) 2009 Ford F-250	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00
<b>Miscellaneous Liability</b>	<b>Hanover Insurance Group</b>	<b>Utica National</b>	
<b>Cyber Liability</b>	\$100,000.00	\$250,000.00	\$250,000/\$1,000,000/\$1,000,000
<b>Workers Compensation</b>	<b>Guard</b>	<b>Guard</b>	<b>Guard</b>
Workers Comp Employers Liability	\$500,000/\$500,000/\$500,000	\$500,000/\$500,000/\$500,000	\$500,000/\$500,000/\$500,000
8810 - Clerical Office	\$1,432,628.00	\$1,432,628.00	\$1,432,628.00
9101-Library All Other	\$103,306.00	\$103,306.00	\$103,306.00
<b>Catastrophic Liability</b>	<b>Hanover Insurance Group</b>	<b>Utica National</b>	<b>Utica National</b>
Earthquake Coverage	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00
Flood Coverage	\$500,000.00	\$1,000,000.00	\$1,000,000.00
<b>Professional Liability</b>	<b>USLI</b>	<b>Utica National</b>	<b>Utica National</b>
Directors & Officers	\$2,000,000.00	\$1,000,000.00	\$1,000,000.00
Employment Practices Liability	\$2,000,000.00	\$1,000,000.00	\$1,000,000.00
	<b>PREMIUM</b>	<b>PREMIUM</b>	<b>PREMIUM</b>
<b>Package</b>	\$12,787.00	\$14,378.00	\$14,378.00
<b>Auto</b>	\$3,157.00	\$2,589.00	\$2,589.00
<b>Abuse and Molestation</b>	-	-	\$418.00
<b>Umbrella</b>	\$2,275.00	\$3,274.00	\$3,274.00
<b>Workers Compensation</b>	\$9,427.00	\$9,664.00	\$9,664.00
<b>Cyber Liability</b>	\$166.00	\$626.00	\$626/\$4,800/\$5,600
<b>Crime</b>	\$1,208.00	\$1,208.00	\$1,208.00
<b>Directors &amp; Officers</b>	\$2,532.00	Included in Package	Included in Package
<b>Total</b>	<b>\$31,552.00</b>	<b>\$31,739.00</b>	<b>\$32,157/ \$36,331/ \$37,131</b>

### McHenry Public Library District-Business Insurance Comparisons

Commercial Property	Hanover Insurance Group- Kamm or Cook & Kocher Current Coverage	Utica National- Cook & Kocher	Utica National Cook & Kocher Recommendation
	Underlying Coverage for Umbrella	Underlying Coverage for Umbrella	Underlying Coverage for Umbrella
	General Liability	General Liability	General Liability
	Employee Benefit Liability	Auto	Auto
	Hired/Non-Owned Auto	Employment Practices	Employment Practices
		Abuse and Molestation	Abuse and Molestation
		Director's & Officers	Director's & Officers
		Employee Benefits Liability	Employee Benefits Liability

## Cyber Risks No Longer Science-Fiction for Libraries



By Kevin Regan

**W**hen the pandemic forced nearly all libraries in the U.S. to close for more than half of 2020, these long-time community institutions took the opportunity to adapt all or most of their programming to a digital format and grow their online presence. Now, as many operate in a limited capacity, libraries continue to evolve and blend physical offerings with virtual ones.

Just last year, the New York Times reported that libraries were offering patrons free Wi-Fi and social services, 3-D printers, sound studios for recording podcasts and mobile hot spot devices so those without internet access at home could get online. These offerings were all in addition to physical copies of books, DVDs and newer online services that we've come to expect.

Through online reading

sessions for children, electronic book offerings, author speaking events, educational seminars, social media and more, these institutions have found ways to continue to serve the public and taxpayers who fund most of their programming. Yet another question looms: Does this shift to virtual programming leave libraries exposed to cyber risks that could affect their day-to-day operations and reputations?

### Cyber Risks

Contrary to what many believe, libraries don't store a tremendous amount of sensitive data. The only information library cardholders typically have to share are their name and address, as few libraries process any transactions online using credit cards or other financial information. However, in this day and age, a name and address may be all it takes for cybercriminals to invade one's privacy and pose

a threat to their finances and identity.

Regardless of the type of information libraries store online, data breaches and ransomware pose a serious threat. In 2019, a library in New York became the victim of a ransomware attack that forced it to shut down for 23 days. Even with its own security network in place, hackers were able to breach their systems from a computer stationed on the premises.

Libraries can be appealing to cybercriminals because most do not have a large security team for monitoring cyber threats. Additionally, hacking into a library's database gives someone access to many residents in a given area, especially if the library is a fixture in the local community.

With approximately 99% of libraries publicly funded by local taxpayers, cyberattacks become a serious issue when a library faces cyber extortion.

For instance, if ransomware is installed in a library's network and cybercriminals demand \$50,000 before they'll return access to its online presence and remove the ransomware, the library board will have to make a decision. Do they pay the ransom using taxpayer money or do they reject the threat and attempt to have their IT team or cybersecurity professionals attempt to resolve the issue themselves? On top of dealing with the ransom demand, the board will likely have to inform all of their patrons of the cyberattack and let them know there is a chance their personal information has been compromised.

Scenarios like this are a good reminder that best practices for cybersecurity and securing the proper insurance can make all the difference when libraries are faced with cyber risks and the financial and reputational damage that comes with them.

*continued on page 32*

# Spotlight: Libraries

continued from page 30

Because libraries vary in size, library directors may be responsible for 10 employees or up to 200 employees. Fortunately, much of the work conducted at libraries is low-risk, with few transactions requiring financial information to be shared.

All libraries and their directors are responsible for training employees about cyber risks. This includes routine protocols like using password protections, a dedicated email address and authorized equipment to access the library's network. Additionally, they should consider how the network is accessed remotely - ide-

ally using a VPN - and consider putting protocols in place for when and how long they're allowed to do so.

Also, since most libraries rely on third-party vendors to provide the hardware and cloud-based systems that are used by their patrons, it's important for libraries to make sure these vendors are trusted and have both the proper certifications and insurance in place.

## Adding Cyber Coverage

In addition to following best practices for cybersecurity and working with trusted vendors, libraries should also ensure they have insurance coverage for cyber risks and the business interruption that may come with it. Carriers handle cyber coverage in different ways, especially for businesses like libraries where these risks may not appear to be the greatest concern.

Cyber liability is typically excluded in a general liability policy, with many carriers offering cyber coverage as a separate policy. If it is bundled, the coverage and limits still stand-alone, so it's important for agents and brokers to work with libraries to make sure they understand the coverage.

Limits for these policies often vary as well, as the insurance industry is still finding its sweet spot in determining the necessary coverage amounts and what limits they're willing to set. Limits can vary from \$25,000 all the way up to \$10 million, depending on the business and perceived risk of cyber threats. Unlike most other lines of coverage such as auto and workers' comp, there is no real standardized format for cyber. This means that while a policy from one carrier may have multiple sub-limits, including cyber that must be purchased separately, another carrier may have all of these sub-limits grouped into a single policy that can be purchased together.

Although cyber insurance isn't required for businesses like libraries, it's becoming an increasingly important coverage as we move further into the digital age. ■

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Regan, agency principal at the Regan Agency, offers library coverage through Brownard Group's By The Cover insurance program. Email: kregan@reganagency.com. Phone: 631-669-3434 ext. 216.

## MEMO

To: MPLD Board of Trustees

From: Lesley Jakacki, Executive Director

Re: Whistleblower's Policy

Date: 09/13/2021

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Following is a revised Whistleblower's Policy for the Library that has been completely re-written due to the changes in Illinois law with the signing of the *Illinois Safety, Accountability, Fairness and Equity-Today (SAFE-T) Act 101-652* (the Act) by the Governor on Jan. 22, 2021. Specifically, *Section 4.1 of the Public Officers Prohibited Activities Act* provides amended language regarding "Retaliation against a Whistleblower." (also following)

As part of the Act, the Library is required to name an auditing official in our organization who will carry out any investigation concerning claims of Whistleblower retaliation. If we do not name an auditing official, responsibility will fall to the Illinois State's Attorney (see letter from State's Attorney in Communications).

The places highlighted in yellow on the proposed policy are where the auditing official needs to be named by position.

Since we can name one auditing official for the entire organization or name a separate auditing official for investing positions like the Executive Director and the Board of Trustees, I am bringing this to the attention of the Board for discussion.



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Because the statute database is maintained primarily for legislative drafting purposes, statutory changes are sometimes included in the statute database before they take effect. If the source note at the end of a Section of the statutes includes a Public Act that has not yet taken effect, the version of the law that is currently in effect may have already been removed from the database and you should refer to that Public Act to see the changes made to the current law.

(50 ILCS 105/4.1)

(This Section may contain text from a Public Act with a delayed effective date)

Sec. 4.1. Retaliation against a whistleblower.

(a) It is prohibited for a unit of local government, any agent or representative of a unit of local government, or another employee to retaliate against an employee or contractor who:

(1) reports an improper governmental action under this Section;

(2) cooperates with an investigation by an auditing official related to a report of improper governmental action; or

(3) testifies in a proceeding or prosecution arising out of an improper governmental action.

(b) To invoke the protections of this Section, an employee shall make a written report of improper governmental action to the appropriate auditing official. An employee who believes he or she has been retaliated against in violation of this Section must submit a written report to the auditing official within 60 days of gaining knowledge of the retaliatory action. If the auditing official is the individual doing the improper governmental action, then a report under this subsection may be submitted to any State's Attorney.

(c) Each auditing official shall establish written processes and procedures for managing complaints filed under this Section, and each auditing official shall investigate and dispose of reports of improper governmental action in accordance with these processes and procedures. If an auditing official concludes that an improper governmental action has taken place or concludes that the relevant unit of local government, department, agency, or supervisory officials have hindered the auditing official's investigation into the report, the auditing official shall notify in writing the chief executive of the unit of local government and any other individual or entity the auditing official deems necessary in the circumstances.

(d) An auditing official may transfer a report of improper governmental action to another auditing official for investigation if an auditing official deems it appropriate, including, but not limited to, the appropriate State's Attorney.

(e) To the extent allowed by law, the identity of an employee reporting information about an improper governmental action shall be kept confidential unless the employee waives confidentiality in writing. Auditing officials may take reasonable measures to protect employees who reasonably believe they may be subject to bodily harm for reporting improper government action.

(f) The following remedies are available to employees subjected to adverse actions for reporting improper government action:

(1) Auditing officials may reinstate, reimburse for lost wages or expenses incurred, promote, or provide some other form of restitution.

(2) In instances where an auditing official determines that restitution will not suffice, the auditing official may make his or her investigation findings available for the purposes of aiding in that employee or the employee's attorney's effort to make the employee whole.

(g) A person who engages in prohibited retaliatory action under subsection (a) is subject to the following penalties: a fine of no less than \$500 and no more than \$5,000, suspension without pay, demotion, discharge, civil or criminal prosecution, or any combination of these penalties, as appropriate.

(h) Every employee shall receive a written summary or a complete copy of this Section upon commencement of employment and at least once each year of employment. At the same time, the employee shall also receive a copy of the written processes and procedures for reporting improper governmental actions from the applicable auditing official.

(i) As used in this Section:

"Auditing official" means any elected, appointed, or hired individual, by whatever name, in a unit of local government whose duties are similar to, but not limited to, receiving, registering, and investigating complaints and information concerning misconduct, inefficiency, and waste within the unit of local government; investigating the performance of officers, employees, functions, and programs; and promoting economy, efficiency, effectiveness and integrity in the administration of the programs and operations of the municipality. If a unit of local government does not have an "auditing official", the "auditing official" shall be a State's Attorney of the county in which the unit of local government is located within.

"Employee" means anyone employed by a unit of local government, whether in a permanent or temporary position, including full-time, part-time, and intermittent workers. "Employee" also includes members of appointed boards or commissions, whether or not paid. "Employee" also includes persons who have been terminated because of any report or complaint submitted under this Section.

"Improper governmental action" means any action by a unit of local government employee, an appointed member of a board, commission, or committee, or an elected official of the unit of local government that is undertaken in violation of a federal, State, or unit of local government law or rule; is an abuse of authority; violates the public's trust or expectation of his or her conduct; is of substantial and specific danger to the public's health or safety; or is a gross waste of public funds. The action need not be within the scope of the employee's, elected official's, board member's, commission member's, or committee member's official duties to be subject to a claim of "improper governmental action". "Improper governmental action" does not include a unit of local government personnel actions, including, but not limited to employee grievances, complaints,

appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation.

"Retaliate", "retaliation", or "retaliatory action" means any adverse change in an employee's employment status or the terms and conditions of employment that results from an employee's protected activity under this Section. "Retaliatory action" includes, but is not limited to, denial of adequate staff to perform duties; frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful work; unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion; reduction in pay; denial of promotion; transfer or reassignment; suspension or dismissal; or other disciplinary action made because of an employee's protected activity under this Section.

(Source: P.A. 101-652, eff. 7-1-21.)

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REVISED  
WHISTLEBLOWER POLICY  
(updated 09/21/2021)

It is the policy of the McHenry Public Library District (MPLD) to act in accordance with Illinois Public Act 101-652 generally, and specifically Section 4.1 of the Public Officers Prohibited Activities Act.

A whistleblower as defined by this policy is an employee or contractor of the McHenry Public Library District who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. If an employee/contractor has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee/contractor is to contact the Auditor, [insert position], or, in the event that individual is the subject of the complaint and/or not available, [insert position]. The employee/contractor must exercise sound judgment to avoid baseless allegations. An employee/contractor who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense. The MPLD will not retaliate against a whistleblower for:

- Reporting an improper governmental action pursuant to this Policy;
- Cooperating with an investigation by an auditing official related to a report of improper governmental action; or,
- Testifying in a proceeding or prosecution arising out of an improper governmental action.

This protection includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as denial of adequate staff to perform duties; frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful work; unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion; reduction in pay; denial of promotion; transfer or reassignment; suspension or dismissal; or other disciplinary action made because of an employee's protected activity under this Policy. **Any whistleblower who believes they are being retaliated against should contact the Auditor, or their designee, immediately.** Reports of retaliation must be made in writing and within 60 (sixty) days of learning

of the retaliatory action. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities pursuant to this policy must be made in writing and will be promptly investigated. Please see the investigation procedures that follow.

Copies of this Policy and Procedure will be provided to every McHenry Public Library employee upon hire. Additionally, this same document will be furnished or made available to all employees on an annual basis.

**Guidance for Review and Resolution of Whistleblower and Retaliation Complaints Brought Pursuant to McHenry Public Library District's Whistleblower Policy**

- As directed in the policy, whistleblower and retaliation claim should be reported to the auditing official, [insert position], or, in the event [insert position] is unavailable and/or named in the complaint, to [insert position]. These individuals have the authority to appoint other members of the management team, Board and/or outside counsel/consultants to assist with the investigation.
- Upon receiving such a report, the auditing official, or their designee, will consult with others (the Board, outside counsel) to determine whether the claim falls under the whistleblower policy and, if so, how to best proceed. Employment-related concerns, including, but not limited to, harassment, discrimination, bullying, and other such work-related complaints are not covered by this policy.
- Confidentiality of the individual making the complaint, as well as any witnesses, will be respected consistent with the Organization's need to investigate.
- After a written complaint is received by the Auditor, a written acknowledgement notice may be sent to the Complainant that may include a timeline for review, investigation, and resolution.
- The Auditor, or their designee, may meet with the Complainant, Respondent and/or other witnesses as a part of the investigation. The Auditor, or their designee, has the authority to conduct multiple interviews, if needed. The Auditor, or their designee, may also request written statements and/or other documentation that may be pertinent to the resolution of the complaint.
- If it is determined that the conduct that is the subject of the complaint involves fraud, or illegal/egregious conduct, the Auditor, or their designee, has the authority to conduct the investigation in a more formal manner. This may include a report to law enforcement agencies.
- Upon completion of the investigation, the Complainant and Respondent will be notified that the investigation has ended, and the decision made. This notification may take place orally or in writing. If the Auditor, or their designee, determines this policy has been violated, the Board will be notified. Remedies and discipline for policy violations will be in accordance with applicable law.

**Whistleblower Policy and Procedures**  
**Employee Acknowledgment**  
**(To Be Distributed Upon Hire and Annually Thereafter)**

I acknowledge that I have received a copy of the McHenry Public Library District's Whistleblower Policy and Procedures and understand that it is my responsibility to read it, understand it, and comply with it. I have also received a copy of Section 4.1 of the Public Officer Prohibited Activities Act. I understand that the McHenry Public Library District has the maximum discretion permitted by law to interpret, administer, change, modify, or delete this policy at any time (with or without notice). No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify this policy. Changes can only be made if approved in writing by the Board.

I understand that neither this policy nor any other communication by a management representative or any other employee, whether oral or written, is intended in any way to create a contract of employment. I understand that, unless I have a written employment agreement signed by an authorized member of the Board, I am employed at will and this policy does not modify my at-will employment status. If I have a written employment agreement signed by the Board or am subject to a collective bargaining agreement and this policy conflicts with the terms of my employment agreement or collective bargaining agreement, I understand that the terms of my employment agreement will control.

---

(Employee's Signature)

---

(Employee's Printed Name)

---

(Date)

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## CURRENT WHISTLEBLOWER POLICY POLICY

A whistleblower as defined by this policy is an employee of MPLD who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

### GUIDELINES and PRACTICES FOR IMPLEMENTATION

An example of an illegal or dishonest activity is a violation of federal, state or local laws or financial wrongdoing. If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her supervisor or the Executive Director. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Library will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the supervisor or Executive Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Executive Director (or designee) who is responsible for investigating and coordinating corrective action, or her designee, in the event she is the accused.

Employees with any questions regarding this policy should contact the Executive Director.



**McHenry Public Library District**

809 North Front Street

McHenry, Illinois 60050

Phone: 815.385.0036

[www.mchenrylibrary.org](http://www.mchenrylibrary.org)

**RESOLUTION NO. 2021/2022--05**

**McHENRY PUBLIC LIBRARY DISTRICT**

**A RESOLUTION AUTHORIZING AND DIRECTING THE TREASURER  
OF THE McHENRY PUBLIC LIBRARY DISTRICT TO TRANSFER CERTAIN MONEY FROM  
THE SPECIAL RESERVE FUND TO THE GENERAL FUND**

WHEREAS, the McHenry Public Library District at the end of fiscal year 2021 had funds on hand in the Special Reserve Fund that are not pledged for or allocated to particular purpose; and

WHEREAS, Section 40-50 of the Public Library District Act permits the Board of Library Trustees to transfer to the special reserve fund, each year, the unexpended balances of the proceeds received annually from annual public library taxes not in excess of statutory limits; and

WHEREAS, the Board of Library Trustees hereby finds that due to changes in the Library's fiscal condition since the establishment of the Special Reserve Fund the General Fund has an insufficient fund balance insofar as it does not meet the Library's Fund Balance Policy; and

WHEREAS, the Board of Library Trustees find it necessary to transfer from the Special Reserve Fund back to the General Fund such cash reserves as are necessary for the General Fund to comply with the Library's Fund Balance Policy; and

WHEREAS, the Board of Library Trustees desires to set aside and reserve unassigned funds in the Special Reserve Fund to the General Fund to accumulate money for the purposes identified in the Library's budget and appropriation ordinance.

NOW, THEREFORE, BE RESOLVED by the Board of Library Trustees of the McHenry Public Library District, as follows:

1. Recitals. The foregoing recitals are incorporated herein as substantive and material provisions of this resolution the same as if they were fully set forth herein.

2. Transfers. The Treasurer of the McHenry Public Library District is hereby authorized and directed to make the following transfers of surplus, unassigned fund balances on or about June 30, 2021:

Special Reserve Fund to General Fund: \$2,000,000.00

4. That all resolutions and ordinances in conflict with or inconsistent with the provisions hereof be and the same hereby are repealed.

5. This resolution shall be affected upon passage and approval but shall be implemented as of and not later than October 1, 2021.

SO RESOLVED this \_\_\_\_ Day of \_\_\_\_\_, 201\_\_.

AYES:

NAYS:

ABSENT:

APPROVED:

---

Charles T. Reilly, President  
McHenry Public Library District  
Board of Library Trustees

ATTEST:

---

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

STATE OF ILLINOIS            )  
  )  
McHENRY COUNTY            )

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Library Trustees of the McHenry Public Library District, and that I have access to the official minutes of the meetings of the Board of Library Trustees of the McHenry Public Library District.

I DO FURTHER CERTIFY that the above and foregoing is a true and correct copy (duplicate) of a certain resolution entitled:

**A RESOLUTION AUTHORIZING AND DIRECTING THE TREASURER  
OF THE MCHENRY PUBLIC LIBRARY DISTRICT TO TRANSFER CERTAIN MONEY FROM  
THE SPECIAL RESERVE FUND TO THE GENERAL FUND**

That the foregoing was passed by the Board of Library Trustees of said McHenry Public Library District on the \_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_, and was on the same day approved by the President of the McHenry Public Library District; that it was filed and recorded in the office of the Secretary of the McHenry Public Library District of which the foregoing is a true copy (duplicate) and is now on file in the office of such Secretary.

GIVEN under my hand and seal of the McHenry Public Library District this \_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

---

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

(Seal)