



McHenry Public Library District

809 Front Street
McHenry, Illinois 60050
Phone: 815.385.0036
www.mchenrylibrary.org

McHenry Public Library District
Board of Library Trustees Regular Meeting
Tuesday, November 16, 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 October 19, 2021 Regular Board Meeting
- VII. **TREASURER'S REPORT** – Delphine Grala, Treasurer
 - A. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for October/November 2021, Additional Bills (Distributed night of meeting) and Petty Cash and Credit Card Reports (Distributed night of meeting)
- VIII. **COMMUNICATIONS**
 - A. Polach Appraisal Group, Inc.
- IX. **LIBRARIAN'S REPORT**
 - A. Librarian's Report
 1. Share A Service: Emily Bily presents Homebound and Services to Senior Centers
 - B. Serving Our Public 4.0- Chapters 5-8
 - C. Updates on Projects
- X. **OLD BUSINESS**
 - A. TIF District request for support from the City of McHenry
 - B. IL Route 31 Expansion
 - C. COVID-19
- XI. **EXECUTIVE SESSION**
 - A. 5 ILCS 120/2(c)1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

XII. NEW BUSINESS

- A.** Fiscal Year 2020/2021 Audit
 - 1. Presentation of audit from Chase Blazier; Eder, Casella & Co.
 - 2. Review, and acceptance
- B.** Quote to replace Library's boiler
- C.** Updated Victims' Economic Security and Safety Act (VESSA) Policy
- D.** Plan for Executive Director's Annual Evaluation
- E.** December 2021 Board of Trustees Meeting Schedule

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.

MINUTES
McHenry Public Library District
Board of Library Trustees
Regular Meeting

Date: October 19, 2021

Time: 7:00 P.M.

Location: Library Meeting Room West #136

I. CALL TO ORDER – President Charles Reilly
President Reilly called the regular 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, Charles Reilly, Jill Stone, Terry Weingart (Oath of Office taken at 8:19 p.m.)

Also Present: Bill Hobson, City of McHenry- Parks and Recs Department; Barb Majka, Circulation Manager; Jennifer May, HR Generalist; Kathy Milfajt, Technical Services Manager; Kevin Krewer, IT Specialist; Lesley Jakacki, Executive Director; Pam Strain, Public Services Manager; Sanda Diaz, Marketing Coordinator; Shane Claucherty, Building Services Manager; Zach Terrill, Adult Services Assistant Manager

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 September 21, 2021 Regular Board Meeting

Secretary Leccese informed the Board that she found no corrections needed for minutes the September 21, 2021, Regular Board Meeting.

Alexander moved and Grala seconded a motion to approve the minutes of September 21, 2021, Regular Board Meeting.

Roll Call vote:

Ayes: Alexander, Grala, Leccese, Murphy, Reilly

Nays: None

Abstain: Weingart

Absent: Murphy

Motion Passed

VII. TREASURER'S REPORT – Delphine Grala, Treasurer

A. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports

for September/ October 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 reports. She questioned the significant increase in the tax revenue line from last month. Director Jakacki explained that this is the first set of financial statements that reflect the change to modified cash basis accounting, so we can now see those May and June tax disbursements in this fiscal year which accounts for the majority of the increase in the line.

Treasurer Grala also inquired to the spending in the IT Budget line for IT Outsourcing. Director Jakacki stated that this budget line also accounts for all software purchases and licenses, along with hardware purchases and rental fees and not only IT Outsourcing to our IT firm of Eder Casella Technology.

Leccese moved and Alexander seconded a motion to approve the Monthly Financial Statements, Interim Check Report and Bill Reports for September/ October 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

Nays: None

Abstain: Weingart

Absent: Murphy

Motion Passed

VIII. COMMUNICATIONS

None.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

The Library's new Marketing Coordinator, Sandra Diaz, introduced herself to the Board and explained her role in the Library.

Director Jakacki shared that one of the Library's teen volunteers wrote about Anna Karwowska, YS Assistant Manager, on her National Honor Society application.

Director Jakacki inquired of the Board that in future meetings, instead of recapping the Librarian's Report, would they be interested in allowing staff to come and present about a service, collection, or program we offer to the Board? The Board stated they would be interested in this.

B. Serving Our Public 4.0- Chapters 1-4

Director Jakacki explained that as part of this year's Per Capita Grant application, we need to review *Serving Our Public 4.0* again and comment on our progress meeting the standards that we noted needed improvement last year. The comments for this year's review are highlighted in green.

Secretary Leccese commented that many of the standards related to the strategic plan continue to be placed on hold. President Reilly stated that the Library plans to hold a strategic planning session soon but has been on hold due to the pandemic. Director Jakacki noted that it would be helpful to have community input when going into a

strategic planning session. The last community survey was over thirteen years ago; the district's demographics have changed, and the pandemic has altered how people want services.

C. Updates on Projects

X. OLD BUSINESS

None.

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).

No executive session held.

XII. NEW BUSINESS

A. Oath of Office- Terry Weingart

Terry Weingart recited her Oath of Office.

B. TIF District Presentation and request for support by Bill Hobson, Director of Parks and Recreation, City of McHenry

Bill Hobson, Director of Parks and Recreation, City of McHenry, presented to the Board information about the current TIF District in the City, what the TIF District has accomplished, and what it hopes to accomplish if the TIF District is extended for another 12 years. The City is asking for the Library Board's support in their request for the extension.

The Board requested Hobson to provide a breakdown of what revenue was potentially lost by the Library District over the last 25 years. Hobson stated that he would work to get some numbers from the City. The Library Board decided to table any vote regarding supporting the TIF District extension until November's Board Meeting.

C. IL Route 31 Expansion

Director Jakacki informed the Board that Route 31 expansion to a 4-lane road will begin within two years. In addition, the City of McHenry told us that the relocation of utilities could start as early as spring 2022. Finally, according to IDOT's 2017 plan, some of the Library's front parking lot property is on the list for potential eminent domain. However, at this time, we have not received the final word or an offer. Director Jakacki inquired of the Board if they wanted the Library to look into legal counsel or an updated appraisal in anticipation of an offer from IDOT. The Board indicated to the Director that she could start looking into the costs of those services to discuss at the next Board meeting or, if not with the Board President, if IDOT comes with the offer sooner.

D. 2022 In-Service Dates Request for Closing

Director Jakacki shared the schedule proposed by the Library's In-Service Committee for the all-staff training for 2022. The six meetings would necessitate closing the Library for either a half or full-day. The proposed schedule is similar to years past.

Leccese moved and Alexander seconded a motion approve the 2022 In-Service Dates and to close the Library to the public at those times.

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

Nays: None

Abstain: None

Absent: Murphy

Motion Passed

E. Contracts

1. 2021/22 Snow Removal

Discussion about the pros and cons of the Library's current in-house snow removal versus outsourcing ensued. Trustee Alexander mentioned that purchasing a slightly used pick-up truck for snow removal would pay for itself over the next two years. While Director Jakacki acknowledged that yes, that is true for the truck, but when you include the cost of staff salary, overtime, salt supplies, truck maintenance, and insurance, the in-house costs become substantial. Trustee Grala inquired about the de-icer being used and wanted to ensure we received the Safety Data Sheets on what chemicals are used. Director Jakacki also stated that by using a commercial service, she hopes to cut down on the number of inclement weather late openings we have had in the past due to the parking lot's condition.

Weingart moved and Leccese seconded a motion approve the 1-year contract for 2021/2022 snow removal services from the Ground Guys of McHenry.

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

Nays: None

Abstain: None

Absent: Murphy

Motion Passed

2. IT Outsourcing

Director Jakacki stated we currently use Eder Casella Technology. However, due to the vacancy in our IT department, we asked them to rework our renewal contract where a tech would be on-site to assist our current IT Specialist on more intricate issues and also provide additional training. The costs for having them complete the same scope of work and have an on-site tech are slightly less than our current contract.

Leccese moved and Grala seconded a motion approve the 1-year contract for IT outsourcing for Eder Casella Technology.

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

Nays: None

Abstain: None

Absent: Murphy

Motion Passed

F. Approval of Annual Statement of Receipts and Disbursements for Fiscal Year Beginning July 1, 2020 and ending June 30, 2021

Alexander moved and Weingart seconded a motion approve the Annual Statement of Receipts and Disbursements for Fiscal Year Beginning July 1, 2020 and ending June 30, 2021

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

Nays: None

Abstain: None

Absent: Murphy

Motion Passed

G. Ordinance No. 2021/2022-06 An Ordinance Providing For The Levy And Assessment Of Taxes For The Fiscal Year Beginning July 1, 2021 And Ending June 30, 2022 For The McHenry Public Library District

Discussed ensued regarding if someone's property taxes would increase at the same rate as the levy. Director Jakacki stated that since we are a tax-capped county, property tax for someone would increase by the CPI for that year. Also, existing properties' EAV, new growth in the district, and exemptions affect the levy.

Grala moved and Stone seconded a motion approve the Ordinance No. 2021/2022-06 An Ordinance Providing For The Levy And Assessment Of Taxes For The Fiscal Year Beginning July 1, 2021 And Ending June 30, 2022 For The McHenry Public Library District

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

Nays: None

Abstain: None

Absent: Murphy

Motion Passed

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

XIV. ADJOURNMENT

Weingart moved and Stone seconded a motion to adjourn the meeting at 9:12 p.m.

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

Nays: None

Abstain: None

Absent: Murphy

Motion Passed

APPROVED by the Board of Trustees this _____ day of _____, 2021

Respectfully Submitted,

Monica Leccese, Secretary

Financial Report

For the 4 Month(s) Ended October 31, 2021
FISCAL YEAR 2022



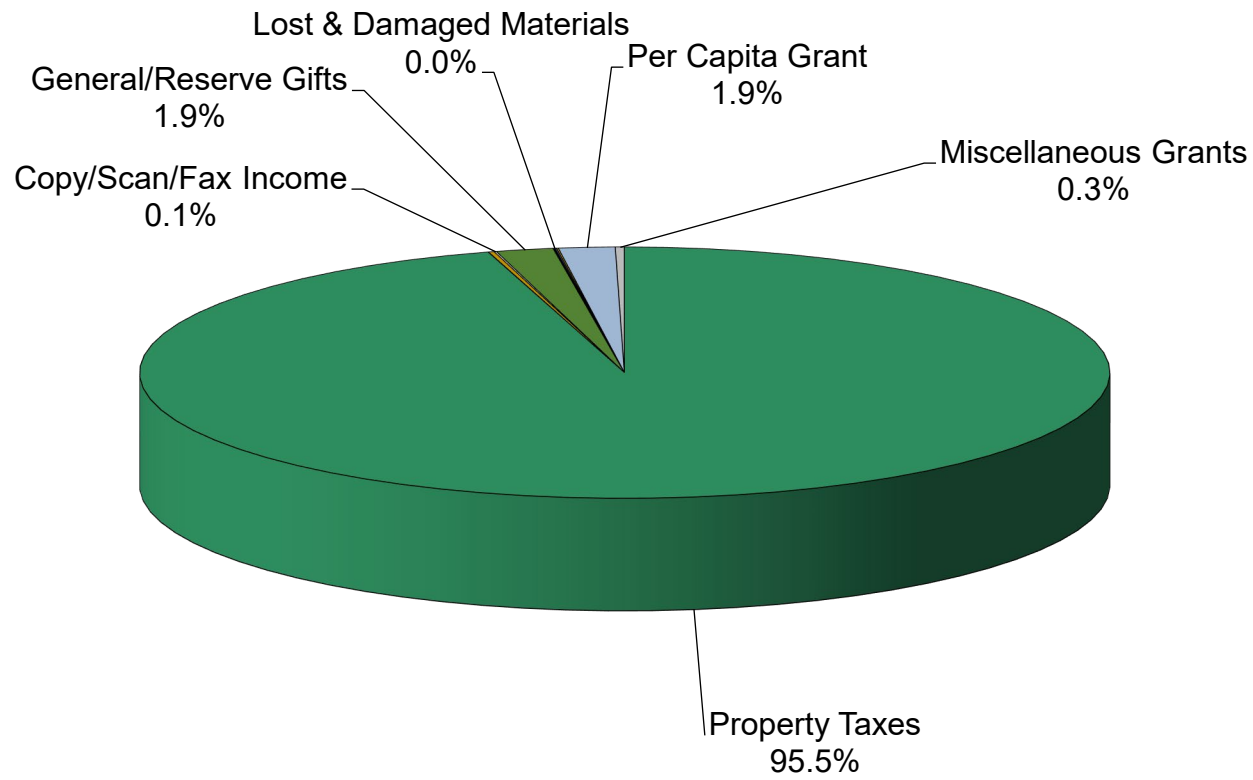
McHenry Public Library District
Budget vs. Actual Summary
For the 4 Month(s) Ended October 31, 2021

33% of Fiscal Year

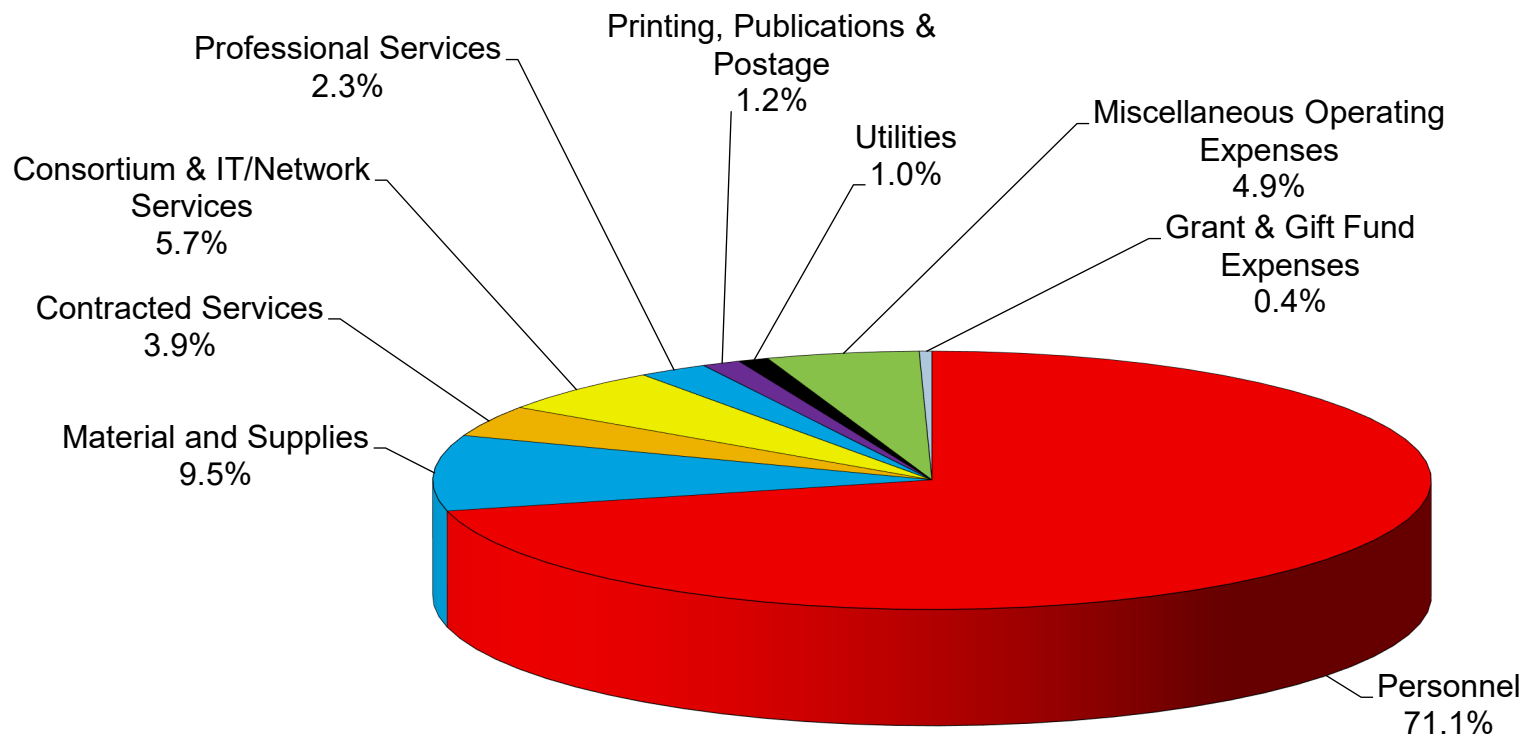
Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
REVENUE					
Property Taxes	3,144,568	3,279,679	95.9%	2,924,899	8%
Developer Fees	-	50,000	0.0%	-	0%
Interest & Dividends- All Funds	482	2,300	21.0%	445	8%
Fines and Misc. Fees	6,191	10,750	57.6%	2,587	139%
Copy/Scan/Fax Income	2,610	21,000	12.4%	100	2510%
General/Reserve Gifts	62,806	80,000	78.5%	451	13831%
Annexation & Impact Fees	-	20,000	0.0%	-	0%
Retiree/Cobra Insurance Payment	638	15,000	4.3%	2,229	-71%
Misc. Sales & Income	163	6,000	2.7%	5,247	-97%
Lost & Damaged Materials	1,178	5,500	21.4%	675	75%
CCS/LLSAP Income	1,811	12,500	14.5%	1,561	16%
Solar Credits	1,920	2,500	76.8%	-	0%
Per Capita Grant	61,984	70,000	88.5%	52,529	18%
Over/Short	-	500	0.0%	-	0%
Miscellaneous Grants	9,869	40,000	24.7%	-	0%
Actual Revenues	3,294,221	3,615,729	91.1%	2,990,723	10%
Budgeted Revenues	3,615,729				
% Diff	91%				
OPERATING EXPENDITURES					
Personnel	576,229	2,158,000	26.7%	830,078	-31%
Material and Supplies	76,770	595,750	12.9%	166,918	-54%
Contracted Services	31,636	112,400	28.1%	46,438	-32%
Consortium & IT/Network Services	45,855	144,000	31.8%	42,971	7%
Professional Services	18,289	122,000	15.0%	14,640	25%
Printing, Publications & Postage	10,124	57,000	17.8%	10,344	-2%
Utilities	7,901	35,000	22.6%	8,311	-5%
Miscellaneous Operating Expenses	40,078	156,400	25.6%	38,229	5%
Grant & Gift Fund Expenses	3,317	109,500	3.0%	8,529	-61%
Actual Expenditures	810,199	3,490,050	23.2%	1,166,459	-31%
Budgeted Expenditures	3,490,050				
% Diff	23%				
SURPLUS / (DEFICIT) FROM OPERATION:	2,484,022	125,679	1976.5%	1,824,264	-100%
CAPITAL EXPENDITURES & DEBT SERVICE					
Capital Expenses	94	69,000	0.1%	2,127	-100%
Debt Services	-	250,000	0.0%	37,563	-100%
Transfer to Reserve Fund	-	70,000	0.0%	-	0%
Actual Expenditures	94	389,000	0.0%	39,690	-100%
Budgeted Expenditures	389,000				
% Diff	0%				
TOTAL SURPLUS / (DEFICIT)	2,483,928	(263,321)		1,784,574	
BEGINNING FUND BALANCE	1,374,040				
ENDING FUND BALANCE	3,857,969				

McHenry Public Library District
 Budget vs. Actual Summary
 For the 4 Month(s) Ended October 31, 2021

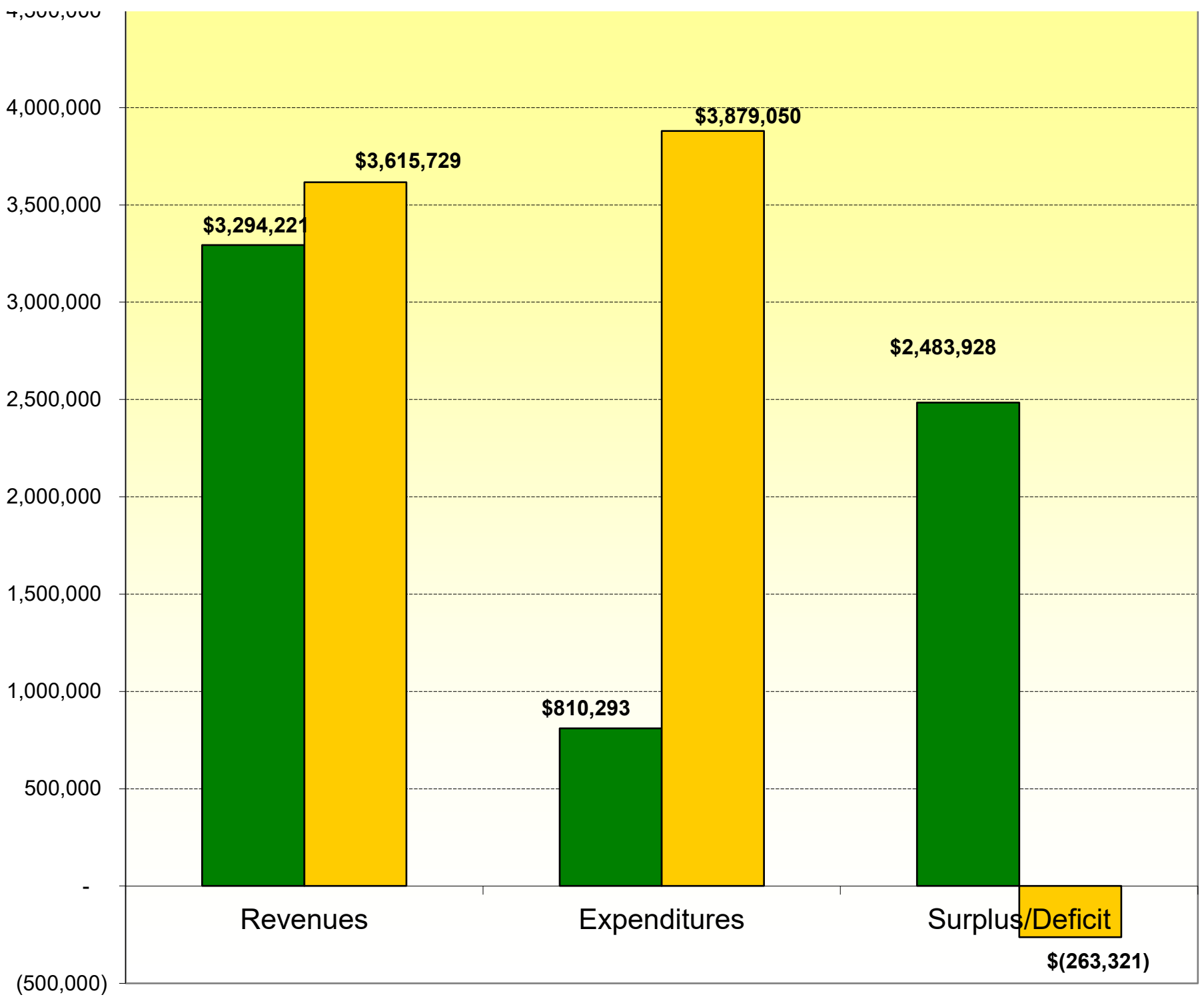
Revenue Distribution



Operational Expenditure Distribution



McHenry Public Library District
 Budget vs. Actual Summary
 For the 4 Month(s) Ended October 31, 2021



McHenry Public Library District
 Budget vs. Actual Summary by Fund
 For the 4 Month(s) Ended October 31, 2021

33% of Fiscal Year

	Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	% of Budget
REVENUE							
	Property Taxes	3,144,568	-	-	3,144,568	3,279,679	96%
	Developer Fees	-	-	-	-	50,000	0%
	Interest and Dividends	160	260	63	482	2,300	21%
	Fines and Misc Fees	6,191	-	-	6,191	10,750	58%
	Copy/Scan/Fax Income	2,610	-	-	2,610	21,000	12%
	General/Reserve Gifts	-	-	62,806	62,806	80,000	79%
	Annexation & Impact Fees	-	-	-	-	20,000	0%
	Retiree/Cobra Insurance Payment	638	-	-	638	15,000	4%
	Misc. Sales & Income	163	-	-	163	6,000	3%
	Lost & Damaged Materials	1,178	-	-	1,178	5,500	21%
	CCS/LLSAP Income	1,811	-	-	1,811	12,500	14%
	Solar Credits	1,920	-	-	1,920	2,500	77%
	Per Capita Grant	-	-	61,984	61,984	70,000	89%
	Over/Short	-	-	-	-	500	0%
	Miscellaneous Grants	-	-	9,869	9,869	40,000	25%
	Actual Revenues	3,159,240	260	134,721	3,294,221	3,615,729	91%
	Budgeted Revenues	3,373,729	56,500	185,500	3,615,729		
	% Diff	94%	0%	73%	91%		
OPERATING EXPENDITURES							
	Personnel	576,229	-	-	576,229	2,158,000	27%
	Material and Supplies	74,665	-	2,106	76,770	595,750	13%
	Contracted Services	31,636	-	-	31,636	112,400	28%
	Consortium & IT/Network Services	45,855	-	-	45,855	144,000	32%
	Professional Services	18,289	-	-	18,289	122,000	15%
	Printing, Publications & Postage	10,124	-	-	10,124	57,000	18%
	Utilities	7,901	-	-	7,901	35,000	23%
	Miscellaneous Operating Expenses	40,078	-	-	40,078	156,400	26%
	Grant & Gift Fund Expenses	-	-	3,317	3,317	109,500	3%
	Actual Expenditures	804,777	-	5,423	810,199	3,490,050	23%
	Budgeted Expenditures	3,230,550		259,500	3,490,050		
	% Diff	25%	0%	2%	23%		
	SURPLUS / (DEFICIT) FROM OPERATIONS	2,354,464	260	129,299	2,484,022	125,679	1976%
CAPITAL EXPENDITURES & DEBT SERVICE							
	Capital Expenses	94	-	-	94	69,000	0%
	Debt Services	-	-	-	-	250,000	0%
	Transfer to Reserve Fund	-	-	-	-	70,000	0%
	Actual Expenditures	94	-	-	94	389,000	0%
	Budgeted Expenditures	139,000	250,000	-	389,000		
	% Diff	0%	0%	0%	0%		
	TOTAL SURPLUS / (DEFICIT)	2,354,370	260	129,299	2,483,928	(263,321)	
	BEGINNING FUND BALANCE	(1,234,595)	2,196,893	411,743	1,374,040		
	Special Reserve Transfer Resolution (Board Approved 9.21.21)	2,000,000	(2,000,000)	-	-		
	ENDING FUND BALANCE	3,119,775	197,152	541,042	3,857,969		
	Fund Balance as % of Total Expenditures	388%	0%	9977%	476%		

McHenry Public Library District
Financial Report Detail by Fund
For the 4 Month(s) Ended October 31, 2021

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Revenues									
6010100 · Property Taxes	47,506.20	273,306.61	3,144,568.36	0.00	0.00	3,144,568.36	3,279,679.27	-135,110.91	95.9%
6020200 · Developer Fees	0.00	4,166.67	0.00	0.00	0.00	0.00	50,000.00	-50,000.00	0.0%
6030100 · Interest Income - General	40.26	41.67	96.67	0.00	0.00	96.67	500.00	-403.33	19.3%
6030200 · Special Reserve Fund Interest	62.01	83.33	0.00	259.69	0.00	259.69	1,000.00	-740.31	26.0%
6030300 · Grant/Gifts Fund Interest	17.92	41.67	0.00	0.00	62.93	62.93	500.00	-437.07	12.6%
6035100 · Dividends	0.00	25.00	63.00	0.00	0.00	63.00	300.00	-237.00	21.0%
6040100 · Nonresident/Enhanced Fee Cards	0.00	62.50	90.00	0.00	0.00	90.00	750.00	-660.00	12.0%
6050100 · Fines and Fees	1,572.58	458.33	6,077.14	0.00	0.00	6,077.14	5,500.00	577.14	110.5%
6055100 · Collection Agency Fees	0.00	41.67	24.00	0.00	0.00	24.00	500.00	-476.00	4.8%
6060100 · Copy/Scan/Fax Income	625.65	1,750.00	2,610.35	0.00	0.00	2,610.35	21,000.00	-18,389.65	12.4%
6070200 · Reserve Fund Gifts	0.00	416.67	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6070300 · General Fund Gifts	7.55	6,250.00	0.00	0.00	62,805.89	62,805.89	75,000.00	-12,194.11	83.7%
6090100 · Annexation & Impact Fees	0.00	1,666.67	0.00	0.00	0.00	0.00	20,000.00	-20,000.00	0.0%
6105100 · Retiree/Cobra Insurance Payment	279.96	1,250.00	638.49	0.00	0.00	638.49	15,000.00	-14,361.51	4.3%
6110100 · Program Fees/Misc. Fees	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
6120100 · Meeting Room Fees	0.00	125.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
6130100 · Misc Sales (Bags/disks/T-shirt)	31.00	458.33	163.00	0.00	0.00	163.00	5,500.00	-5,337.00	3.0%
6130200 · Misc. Income SR	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6150100 · Lost & Damaged Materials	259.36	458.33	1,178.41	0.00	0.00	1,178.41	5,500.00	-4,321.59	21.4%
6157100 · CCS/LLSAP Income	0.00	1,041.67	1,810.71	0.00	0.00	1,810.71	12,500.00	-10,689.29	14.5%
6160100 · Solar Credits	0.00	208.33	1,920.00	0.00	0.00	1,920.00	2,500.00	-580.00	76.8%
6170300 · Per Capita Grant	0.00	5,833.33	0.00	0.00	61,983.93	61,983.93	70,000.00	-8,016.07	88.5%
6200100 · Over/Short	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6210300 · Miscellaneous Grants	0.00	3,333.33	0.00	0.00	9,868.67	9,868.67	40,000.00	-30,131.33	24.7%
Total Revenues	50,402.49	301,310.77	3,159,240.13	259.69	134,721.42	3,294,221.24	3,615,729.27	-321,508.03	6.31
Total Revenues	50,402.49	301,310.77	3,159,240.13	259.69	134,721.42	3,294,221.24	3,615,729.27	-321,508.03	91.1%
Expenditures									
Personnel Expenses									
8910100 · Salaries	100,104.56	130,416.67	418,456.57	0.00	0.00	418,456.57	1,565,000.00	-1,146,543.43	26.7%
8920100 · FICA/Medicare	7,313.21	10,000.00	30,729.21	0.00	0.00	30,729.21	120,000.00	-89,270.79	25.6%
8930100 · IMRF	10,565.26	13,125.00	45,428.99	0.00	0.00	45,428.99	157,500.00	-112,071.01	28.8%
8940100 · Health & Life Insurance	21,049.95	22,916.67	79,288.32	0.00	0.00	79,288.32	275,000.00	-195,711.68	28.8%
8945100 · Employment Screening	108.80	291.67	228.60	0.00	0.00	228.60	3,500.00	-3,271.40	6.5%
8950100 · Tuition Reimbursement	0.00	1,250.00	1,256.75	0.00	0.00	1,256.75	15,000.00	-13,743.25	8.4%
8955100 · Telecommute Reimbursements	0.00	458.33	0.00	0.00	0.00	0.00	5,500.00	-5,500.00	0.0%
8960100 · Memberships & Dues	263.00	333.33	461.00	0.00	0.00	461.00	4,000.00	-3,539.00	11.5%
8970100 · Travel	11.54	708.33	107.35	0.00	0.00	107.35	8,500.00	-8,392.65	1.3%
8980100 · Continuing Education (Mtg/Conf)	93.95	333.33	271.95	0.00	0.00	271.95	4,000.00	-3,728.05	6.8%
Total Personnel	139,510.27	179,833.33	576,228.74	0.00	0.00	576,228.74	2,158,000.00	-1,581,771.26	26.7%
Materials and Supplies									
8010100 · Adult Books	2,565.57	5,208.33	12,921.21	0.00	0.00	12,921.21	62,500.00	-49,578.79	20.7%
8020100 · Youth Books	1,827.14	4,333.33	8,017.59	0.00	0.00	8,017.59	52,000.00	-43,982.41	15.4%
8025100 · Professional Resources	0.00	291.67	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
8028100 · Administrative Resources	0.00	250.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
8030100 · Magazines & Newspapers	341.15	1,166.67	11,108.08	0.00	0.00	11,108.08	14,000.00	-2,891.92	79.3%
8040300 · Operating Fund Gifts(Donations)	173.83	12,500.00	0.00	0.00	2,105.65	2,105.65	150,000.00	-147,894.35	1.4%

McHenry Public Library District
Financial Report Detail by Fund
For the 4 Month(s) Ended October 31, 2021

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
8050100 · Adult AV Materials	4,394.12	2,916.67	5,902.96	0.00	0.00	5,902.96	35,000.00	-29,097.04	16.9%
8060100 · Youth AV Materials	896.27	1,104.17	1,323.41	0.00	0.00	1,323.41	13,250.00	-11,926.59	10.0%
8070100 · Library of Things	0.00	208.33	1,574.74	0.00	0.00	1,574.74	2,500.00	-925.26	63.0%
8080100 · Video Games	640.00	1,166.67	820.00	0.00	0.00	820.00	14,000.00	-13,180.00	5.9%
8090100 · Digital Media Services	7,638.11	7,291.67	12,641.57	0.00	0.00	12,641.57	87,500.00	-74,858.43	14.4%
8095100 · Electronic Resources	1,543.44	5,833.33	11,271.60	0.00	0.00	11,271.60	70,000.00	-58,728.40	16.1%
8120100 · Library Supplies	12.86	583.33	367.04	0.00	0.00	367.04	7,000.00	-6,632.96	5.2%
8130100 · Tech Services Supplies	943.79	3,125.00	2,640.23	0.00	0.00	2,640.23	37,500.00	-34,859.77	7.0%
8135100 · Bindery	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
8140100 · Adult Programs & Supplies	542.44	1,291.67	2,569.80	0.00	0.00	2,569.80	15,500.00	-12,930.20	16.6%
8142100 · Comicon	296.91	250.00	1,297.51	0.00	0.00	1,297.51	3,000.00	-1,702.49	43.3%
8145100 · Circulation Supplies	55.95	125.00	143.95	0.00	0.00	143.95	1,500.00	-1,356.05	9.6%
8147100 · Summer Reading Club	0.00	583.33	525.00	0.00	0.00	525.00	7,000.00	-6,475.00	7.5%
8150100 · Youth Programs & Supplies	432.84	1,375.00	1,540.14	0.00	0.00	1,540.14	16,500.00	-14,959.86	9.3%
Total Material and Supplies	22,304.42	49,645.83	74,664.83	0.00	2,105.65	76,770.48	595,750.00	-518,979.52	12.9%
Contracted Services									
8215100 · Collection Agency Fees	0.00	75.00	0.00	0.00	0.00	0.00	900.00	-900.00	0.0%
8245100 · IT/Comp/Copier/Equip-Outsourced	5,436.50	7,500.00	29,376.50	0.00	0.00	29,376.50	90,000.00	-60,623.50	32.6%
8247100 · Automation--Staff	670.90	1,250.00	1,627.84	0.00	0.00	1,627.84	15,000.00	-13,372.16	10.9%
8260100 · Misc. Contracted Services	0.00	333.33	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
8270100 · Library Bank/Finance/Late Fee	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
8275100 · Public Pmt Processing Fees	140.71	166.67	631.19	0.00	0.00	631.19	2,000.00	-1,368.81	31.6%
Total Contracted Services	6,248.11	9,366.67	31,635.53	0.00	0.00	31,635.53	112,400.00	-80,764.47	28.1%
Consortium & IT/Network Services									
8310100 · Automation--Circulation/Catalog	17,593.39	8,750.00	35,186.78	0.00	0.00	35,186.78	105,000.00	-69,813.22	33.5%
8320100 · VOIP Phone Service	1,672.86	2,083.33	6,650.92	0.00	0.00	6,650.92	25,000.00	-18,349.08	26.6%
8325100 · Internet Services	1,222.16	1,166.67	4,017.43	0.00	0.00	4,017.43	14,000.00	-9,982.57	28.7%
Total Consortium & IT/Network Services	20,488.41	12,000.00	45,855.13	0.00	0.00	45,855.13	144,000.00	-98,144.87	31.8%
Professional Services									
8410100 · Accounting/Payroll/Audit Service	9,873.82	7,291.67	16,811.52	0.00	0.00	16,811.52	87,500.00	-70,688.48	19.2%
8420100 · Legal Services	315.00	1,333.33	1,477.50	0.00	0.00	1,477.50	16,000.00	-14,522.50	9.2%
8430100 · Other Consulting Fees	0.00	1,333.33	0.00	0.00	0.00	0.00	16,000.00	-16,000.00	0.0%
8440100 · In Service/Staff Training/LMS	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
Total Professional Services	10,188.82	10,166.67	18,289.02	0.00	0.00	18,289.02	122,000.00	-103,710.98	15.0%
Printing, Publications & Postage									
8510100 · Printing Services Outsourced	0.00	2,500.00	6,125.00	0.00	0.00	6,125.00	30,000.00	-23,875.00	20.4%
8530100 · Public Notices & ADS (Legal & Job)	0.00	125.00	550.00	0.00	0.00	550.00	1,500.00	-950.00	36.7%
8540100 · Postage/Shipping	344.87	1,375.00	3,028.44	0.00	0.00	3,028.44	16,500.00	-13,471.56	18.4%
8545100 · Printing/Copier Supplies	178.49	333.33	178.49	0.00	0.00	178.49	4,000.00	-3,821.51	4.5%
8550100 · Public Relations/Promotions	0.00	416.67	242.48	0.00	0.00	242.48	5,000.00	-4,757.52	4.9%
Total Printing, Publications & Postage	523.36	4,750.00	10,124.41	0.00	0.00	10,124.41	57,000.00	-46,875.59	17.8%
Utilities									
8610100 · Electricity	1,987.76	1,875.00	5,955.31	0.00	0.00	5,955.31	22,500.00	-16,544.69	26.5%
8620100 · Gas	0.00	625.00	467.33	0.00	0.00	467.33	7,500.00	-7,032.67	6.2%
8640100 · Water & Sewer	963.83	416.67	1,478.54	0.00	0.00	1,478.54	5,000.00	-3,521.46	29.6%
Total Utilities	2,951.59	2,916.67	7,901.18	0.00	0.00	7,901.18	35,000.00	-27,098.82	22.6%
Miscellaneous Operating Expenses									
8720100 · Building & Auto Insurance	1,208.00	2,583.33	10,635.00	0.00	0.00	10,635.00	31,000.00	-20,365.00	34.3%
8730100 · Bonding & Officers Liability	0.00	250.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
8740100 · Janitorial Services & Supplies	3,765.07	4,166.67	11,821.94	0.00	0.00	11,821.94	50,000.00	-38,178.06	23.6%
8745100 · Grounds Maintenance	531.37	2,083.33	2,463.38	0.00	0.00	2,463.38	25,000.00	-22,536.62	9.9%
8750100 · Building Operations/Maintenance	3,492.30	3,333.33	14,248.39	0.00	0.00	14,248.39	40,000.00	-25,751.61	35.6%
8760100 · Hospitality	134.81	500.00	838.42	0.00	0.00	838.42	6,000.00	-5,161.58	14.0%
8770100 · Library Lost & Damaged Materials	70.10	58.33	70.10	0.00	0.00	70.10	700.00	-629.90	10.0%

McHenry Public Library District
Financial Report Detail by Fund
For the 4 Month(s) Ended October 31, 2021

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
8795100 · Miscellaneous	0.00	58.33	0.56	0.00	0.00	0.56	700.00	-699.44	0.1%
Total Miscellaneous Operating Expenses	9,201.65	13,033.33	40,077.79	0.00	0.00	40,077.79	156,400.00	-116,322.21	25.6%
Grant & Gift Fund Expenses									
8800300 · 2020/21 Per Capita Grant	0.00	5,791.67	0.00	0.00	0.00	0.00	69,500.00	-69,500.00	0.0%
8800311 · Adult Materials - Per Capita	0.00	0.00	0.00	0.00	83.21	83.21	0.00	83.21	100.0%
8800321 · Youth Materials - Per Capita	0.00	0.00	0.00	0.00	2,074.77	2,074.77	0.00	2,074.77	100.0%
8800331 · Staff Software - Per Capita	0.00	0.00	0.00	0.00	265.00	265.00	0.00	265.00	100.0%
8800332 · Public Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800333 · Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800341 · Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800342 · Additional Expenses (Personnel)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9030300 · Misc. Grants	0.00	3,333.33	0.00	0.00	894.04	894.04	40,000.00	-39,105.96	2.2%
9200300 · Additional Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Grant & Gift Fund Expenses	0.00	9,125.00	0.00	0.00	3,317.02	3,317.02	109,500.00	-106,182.98	3.0%
Capital Expenses									
9060100 · Library Furnishings	93.57	1,250.00	93.57	0.00	0.00	93.57	15,000.00	-14,906.43	0.6%
9070100 · Library Equipment	0.00	791.67	0.00	0.00	0.00	0.00	9,500.00	-9,500.00	0.0%
9080100 · Small Equipment under \$250	0.00	375.00	0.00	0.00	0.00	0.00	4,500.00	-4,500.00	0.0%
9090100 · Adtl. Capital Projects & Equipment	0.00	3,333.33	0.00	0.00	0.00	0.00	40,000.00	-40,000.00	0.0%
Total Capital Expenses	93.57	5,750.00	93.57	0.00	0.00	93.57	69,000.00	-68,906.43	0.1%
Transfer to Reserve Fund									
9100100 · Transfer to Reserve Fund	0.00	5,833.33	0.00	0.00	0.00	0.00	70,000.00	-70,000.00	0.0%
Total Transfer to Reserve Fund	0.00	5,833.33	0.00	0.00	0.00	0.00	70,000.00	-70,000.00	0.0%
Debt Services									
9040200 · Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9050200 · Improv. & Equip. not directly related to building plan, misc	0.00	4,166.67	0.00	0.00	0.00	0.00	50,000.00	-50,000.00	0.0%
9060200 · Expenditures pursuant to statutory guidelines of the Lib. I	0.00	16,666.67	0.00	0.00	0.00	0.00	200,000.00	-200,000.00	0.0%
9095100 · Debt Service - GF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9115100 · Recovery Zone Bond Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9120100 · Recovery Zone Bond Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Debt Services	0.00	20,833.33	0.00	0.00	0.00	0.00	250,000.00	-250,000.00	0.0%
Total Expenditures	211,510.20	323,254.17	804,870.20	0.00	5,422.67	810,292.87	3,879,050.00	-3,068,757.13	20.9%
Net Total	211,510.20	323,254.17	804,870.20	0.00	5,422.67	810,292.87	3,879,050.00	-3,068,757.13	20.9%
	-161,107.71	-21,943.39	2,354,369.93	259.69	129,298.75	2,483,928.37	-263,320.73	2,747,249.10	-943.3%

McHenry Public Library District
Financial Report Detail by Month
For the 4 Month(s) Ended October 31, 2021

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Revenues													
6010100 · Property Taxes	1,646,954.58	127,659.33	1,322,448.25	47,506.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,144,568.36
6020200 · Developer Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6030100 · Interest Income - General	0.00	15.89	40.52	40.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	96.67
6030200 · Special Reserve Fund Interest	76.86	66.05	54.77	62.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	259.69
6030300 · Grant/Gifts Fund Interest	16.92	12.27	15.82	17.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	62.93
6035100 · Dividends	0.00	0.00	63.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	63.00
6040100 · Nonresident/Enhanced Fee Cards	0.00	45.00	45.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90.00
6050100 · Fines and Fees	1,698.98	1,278.18	1,527.40	1,572.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,077.14
6055100 · Collection Agency Fees	10.00	0.00	14.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00
6060100 · Copy/Scan/Fax Income	569.20	584.20	831.30	625.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,610.35
6070200 · Reserve Fund Gifts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6070300 · General Fund Gifts	5,301.00	2.80	57,494.54	7.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	62,805.89
6080200 · Bond & Debt Certificate Sale	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6090100 · Annexation & Impact Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6090200 · Transfers From Other Funds (9100-100)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6105100 · Retiree/Cobra Insurance Payment	174.84	0.00	183.69	279.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	638.49
6110100 · Program Fees/Misc. Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6120100 · Meeting Room Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6130100 · Misc Sales (Bags/disks/T-shirt)	46.00	34.00	52.00	31.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	163.00
6130200 · Misc. Income SR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6150100 · Lost & Damaged Materials	177.46	413.99	327.60	259.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,178.41
6157100 · CCS/LLSAP Income	0.00	0.00	1,810.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,810.71
6160100 · Solar Credits	0.00	0.00	1,920.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,920.00
6170300 · Per Capita Grant	0.00	61,983.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61,983.93
6200100 · Over/Short	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6210300 · Miscellaneous Grants	0.00	9,868.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,868.67
Total Revenues	1,655,025.84	201,964.31	1,386,828.60	50,402.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,294,221.24
Expenditures													
Personnel Expenses													
8910100 · Salaries	106,697.96	108,643.35	103,010.70	100,104.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	418,456.57
8920100 · FICA/Medicare	7,760.28	7,896.77	7,758.95	7,313.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,729.21
8930100 · IMRF	11,728.38	12,008.88	11,126.47	10,565.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45,428.99
8940100 · Health & Life Insurance	18,967.42	20,642.54	18,628.41	21,049.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	79,288.32
8945100 · Employment Screening	55.90	0.00	63.90	108.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	228.60
8950100 · Tuition Reimbursement	0.00	545.75	711.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,256.75
8955100 · Telecommute Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8960100 · Memberships & Dues	50.00	148.00	0.00	263.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	461.00
8970100 · Travel	26.93	24.92	43.96	11.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	107.35
8980100 · Continuing Education (Mtg/Conf)	78.00	0.00	100.00	93.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	271.95
Total Personnel	145,364.87	149,910.21	141,443.39	139,510.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	576,228.74
Materials and Supplies													
8010100 · Adult Books	0.00	3,100.84	7,254.80	2,565.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,921.21
8020100 · Youth Books	0.00	4,060.77	2,129.68	1,827.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,017.59
8025100 · Professional Resources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8028100 · Administrative Resources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8030100 · Magazines & Newspapers	262.60	74.10	10,430.23	341.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,108.08
8040300 · Operating Fund Gifts(Donations)	1,124.99	608.05	198.78	173.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,105.65
8050100 · Adult AV Materials	0.00	396.97	1,111.87	4,394.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,902.96
8060100 · Youth AV Materials	0.00	149.07	278.07	896.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,323.41
8070100 · Library of Things	0.00	0.00	1,574.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,574.74
8080100 · Video Games	0.00	0.00	180.00	640.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	820.00
8090100 · Digital Media Services	0.00	2,498.55	2,504.91	7,638.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,641.57
8095100 · Electronic Resources	1,719.74	5,536.00	2,472.42	1,543.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,271.60
8120100 · Library Supplies	20.58	139.27	194.33	12.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	367.04
8130100 · Tech Services Supplies	107.65	586.42	1,002.37	943.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,640.23
8135100 · Bindery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8140100 · Adult Programs & Supplies	200.00	1,145.07	682.29	542.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,569.80
8142100 · Comicon	0.00	0.00	1,000.60	296.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,297.51

McHenry Public Library District
Financial Report Detail by Month
For the 4 Month(s) Ended October 31, 2021

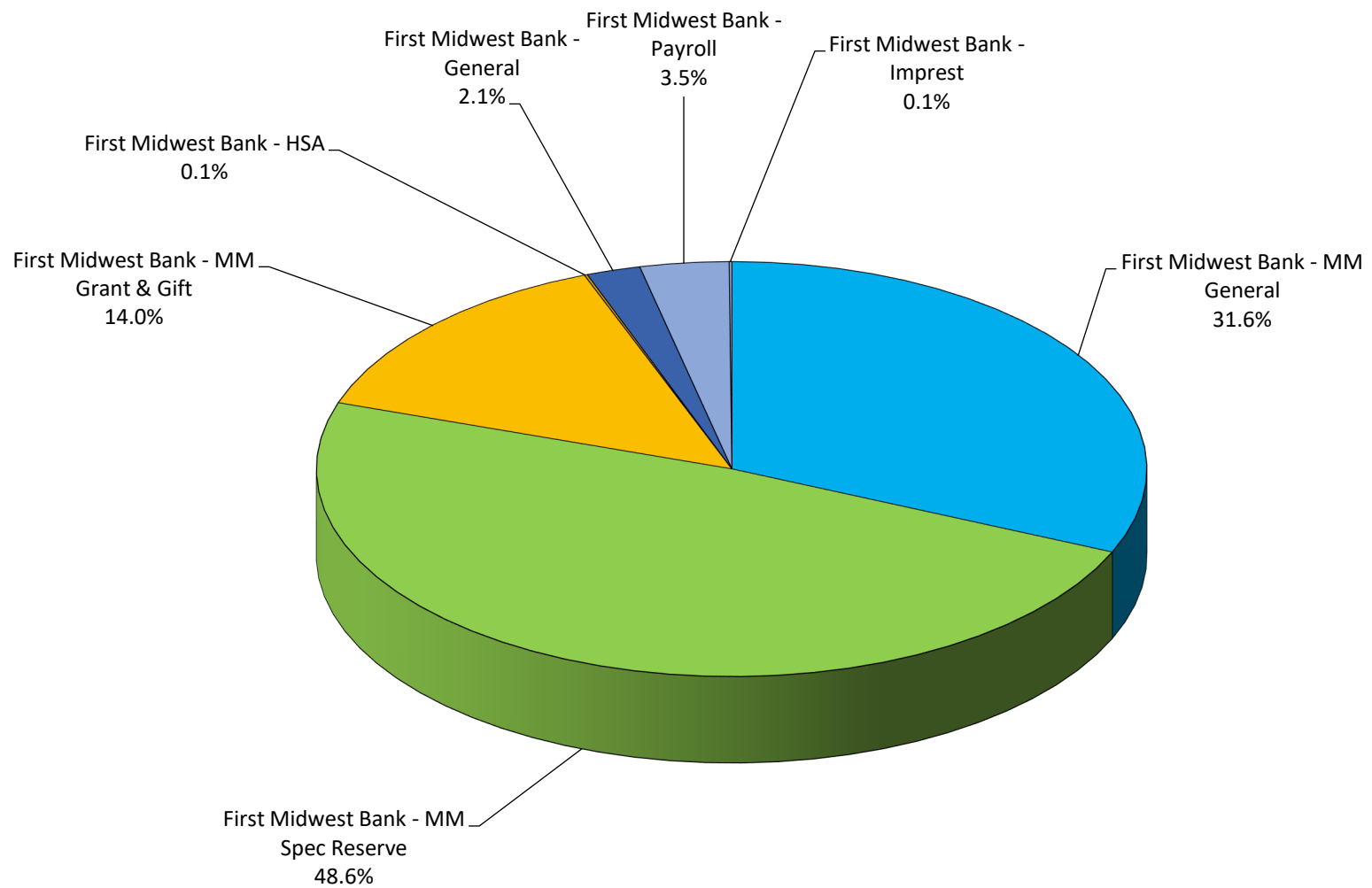
	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
8145100 · Circulation Supplies	0.00	0.00	88.00	55.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	143.95
8147100 · Summer Reading Club	525.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	525.00
8150100 · Youth Programs & Supplies	369.99	639.57	97.74	432.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,540.14
Total Material and Supplies	4,330.55	18,934.68	31,200.83	22,304.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	76,770.48
Contracted Services													
8215100 · Collection Agency Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8245100 · IT/Comp/Copier/Equip-Outsourced	6,383.50	5,256.50	12,300.00	5,436.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,376.50
8247100 · Automation--Staff	458.94	498.00	0.00	670.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,627.84
8260100 · Misc. Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8270100 · Library Bank/Finance/Late Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8275100 · Public Pmt Processing Fees	134.95	207.25	148.28	140.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	631.19
Total Contracted Services	6,977.39	5,961.75	12,448.28	6,248.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,635.53
Consortium & IT/Network Services													
8310100 · Automation--Circulation/Catalog	17,593.39	0.00	0.00	17,593.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,186.78
8320100 · VOIP Phone Service	1,665.96	1,656.05	1,656.05	1,672.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,650.92
8325100 · Internet Services	392.63	1,261.30	1,141.34	1,222.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,017.43
Total Consortium & IT/Network Services	19,651.98	2,917.35	2,797.39	20,488.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45,855.13
Professional Services													
8410100 · Accounting/Payroll/Audit Service	494.30	934.20	5,509.20	9,873.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,811.52
8420100 · Legal Services	0.00	397.50	765.00	315.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,477.50
8430100 · Other Consulting Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8440100 · In Service/Staff Training/LMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Professional Services	494.30	1,331.70	6,274.20	10,188.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,289.02
Printing, Publications & Postage													
8510100 · Printing Services Outsourced	0.00	12,361.50	-6,236.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,125.00
8530100 · Public Notices & ADS (Legal & Job)	0.00	0.00	550.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	550.00
8540100 · Postage/Shipping	-12.61	554.62	2,141.56	344.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,028.44
8545100 · Printing/Copier Supplies	0.00	0.00	0.00	178.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	178.49
8550100 · Public Relations/Promotions	0.00	222.48	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	242.48
Total Printing, Publications & Postage	-12.61	13,138.60	-3,524.94	523.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,124.41
Utilities													
8610100 · Electricity	0.00	1,907.11	2,060.44	1,987.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,955.31
8620100 · Gas	0.00	219.58	247.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	467.33
8640100 · Water & Sewer	0.00	0.00	514.71	963.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,478.54
Total Utilities	0.00	2,126.69	2,822.90	2,951.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,901.18
Miscellaneous Operating Expenses													
8720100 · Building & Auto Insurance	0.00	0.00	9,427.00	1,208.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,635.00
8730100 · Bonding & Officers Liability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8740100 · Janitorial Services & Supplies	255.48	3,651.50	4,149.89	3,765.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,821.94
8745100 · Grounds Maintenance	425.00	290.00	1,217.01	531.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,463.38
8750100 · Building Operations/Maintenance	823.04	4,585.33	5,347.72	3,492.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,248.39
8760100 · Hospitality	20.25	539.43	143.93	134.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	838.42
8770100 · Library Lost & Damaged Materials	0.00	0.00	0.00	70.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70.10
8795100 · Miscellaneous	-46.85	47.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.56
Total Miscellaneous Operating Expenses	1,476.92	9,113.67	20,285.55	9,201.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,077.79
Grant & Gift Fund Expenses													
8800300 · 2020/21 Per Capita Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800311 · Adult Materials - Per Capita	0.00	61.38	21.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	83.21
8800321 · Youth Materials - Per Capita	0.00	2,019.54	55.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,074.77
8800331 · Staff Software - Per Capita	265.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	265.00
8800332 · Public Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800333 · Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800341 · Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800342 · Additional Expenses (Personnel)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9030300 · Misc. Grants	142.46	493.24	258.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	894.04
9200300 · Additional Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Grant & Gift Fund Expenses	407.46	2,574.16	335.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,317.02

McHenry Public Library District
Financial Report Detail by Month
For the 4 Month(s) Ended October 31, 2021

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Capital Expenses													
9060100 · Library Furnishings	0.00	0.00	0.00	93.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	93.57
9070100 · Library Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9080100 · Small Equipment under \$250	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9090100 · Adtl. Capital Projects & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenses	0.00	0.00	0.00	93.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	93.57
Transfer to Reserve Fund													
9100100 · Transfer to Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfer to Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Services													
9040200 · Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9050200 · Improv. & Equip. not directly related to build	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9060200 · Expenditures pursuant to statutory guidelines	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9095100 · Debt Service - GF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9115100 · Recovery Zone Bond Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9120100 · Recovery Zone Bond Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Debt Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	178,690.86	206,008.81	214,083.00	211,510.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	810,292.87
Net Total	178,690.86	206,008.81	214,083.00	211,510.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	810,292.87
	1,476,334.98	-4,044.50	1,172,745.60	-161,107.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,483,928.37

**McHenry Public Library District
Investments
For the 4 Month(s) Ended October 31, 2021**

Bank	Current Rate	Book Balance
First Midwest Bank - MM General	0.038%	1,220,488
First Midwest Bank - MM Spec Reserve	0.038%	1,879,695
First Midwest Bank - MM Grant & Gift	0.038%	543,210
First Midwest Bank - HSA	n/a	4,497
First Midwest Bank - General	n/a	81,132
First Midwest Bank - Payroll	n/a	133,874
First Midwest Bank - Imprest	n/a	4,000
Total	\$	3,866,896



McHenry Public Library District
INTERIM CHECKS ISSUED - October 2021
(NOT INCLUDED ON BILL REPORT)

<u>VENDOR</u>	Account - Money Market	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
		(no checks written on this account)				
		subtotal for account	\$ -			

<u>VENDOR</u>	Account - General Fund	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
First Communications		VOIP Phones	\$ 1,672.86	8320-100	10/07/21	EFT
		subtotal for account	\$ 1,672.86			

	Account - HSA/Building					
First Midwest Bank		Employer contributions HSA	\$ 875.00	8940-100	10/01/21	EFT
First Midwest Bank		employee contributions HSA	\$ 864.21	8940-100	10/01/21	EFT
First Midwest Bank		employee contributions HSA	\$ 864.21	8940-100	10/18/21	EFT
		subtotal for account	\$ 2,603.42			

<u>VENDOR</u>	Account - Payroll	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
		(no checks written on this account)				
		subtotal for account	\$ -			

<u>VENDOR</u>	Account - Imprest	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
		(no checks written on this account)				
		subtotal for account	\$ -			
		GRAND TOTAL CHECKS ISSUED	\$ 4,276.28			

Earning/Deduction/Tax Listing (Summary): ***Reimbursement Report***DG				
Pay Dates: 10/01/2021-10/31/2021; Employee Filter: All Employees				
11/11/2021 04:35p				
Debbie L. Gunness				
McHenry Public Library District (2771pd)				
Last, First Name	Department	Misc Reimb Amt	Travel Reimb Amt	Total Reimbursement
Baseley, Steffanie	Youth Services	\$ -	\$ 2.69	\$ 2.69
Bily, Emily	Adult Services	\$ -	\$ 8.85	\$ 8.85
Strain, Pamela	Adult Services	\$ 18.95	\$ -	\$ 18.95
	Total	\$ 18.95	\$ 11.54	\$ 30.49

AMAZON							
November 2021							
8010-100	8020-100	8120-100	8140-100	8150-100	8545-100	8750-100	
25.19	23.33	44.99	80.97	16.91	353.41	159.99	
		159.82	5.39	7.91			
		17.69		7.96			
		19.98					
		14.81					
							TOTAL
\$ 25.19	\$ 23.33	\$ 257.29	\$ 86.36	\$ 32.78	\$ 353.41	\$ 159.99	\$ 938.35

Bankcard Processing Center					
November 2021					
Name	Date	Merchant Name	Amount	Account #	Subtotals
MILFAJT	11/3/2021	SHAW SUBURBAN MEDIA-SUBS	\$ 74.10	8030-100	\$ 74.10
STRAIN	10/29/2021	HLU*Hulu 1804006099631-U	\$ 12.99	8090-100	
STRAIN	10/29/2021	Netflix.com	\$ 17.99	8090-100	
STRAIN	10/28/2021	DisneyPLUS	\$ 7.00	8090-100	
TERRILL	10/27/2021	Disney PLUS	\$ 7.00	8090-100	
TERRILL	10/26/2021	HLU*Hulu 1802467692428-U	\$ 12.99	8090-100	
TERRILL	10/26/2021	Netflix.com	\$ 17.99	8090-100	
TERRILL	10/22/2021	HLU*Hulu 1597220929852-U	\$ 12.99	8090-100	
TERRILL	10/20/2021	DisneyPLUS	\$ 7.00	8090-100	
TERRILL	10/20/2021	Netflix.com	\$ 17.99	8090-100	
TERRILL	10/15/2021	HLU*Hulu 1592603290959-U	\$ 12.99	8090-100	
TERRILL	10/12/2021	DisneyPLUS	\$ 7.00	8090-100	
TERRILL	10/12/2021	Netflix.com	\$ 17.99	8090-100	\$ 151.92
STRAIN	10/19/2021	WM SUPERCENTER #1377	\$ 9.48	8140-100	\$ 9.48
TERRILL	10/21/2021	COLLABORATIVE SUMMER LIBR	\$ 10.00	8147-100	\$ 10.00
KARWOWSKA	11/5/2021	WALMART.COM AA	\$ 9.00	8150-100	
KARWOWSKA	11/5/2021	WALMART.COM AA	\$ 10.96	8150-100	
KARWOWSKA	11/4/2021	MICHAELS STORES 2717	\$ 2.94	8150-100	
KARWOWSKA	11/4/2021	JOANN STORES #2259	\$ 15.57	8150-100	
KARWOWSKA	10/29/2021	TEACHERSPAYTEACHERS.COM	\$ 1.00	8150-100	
KARWOWSKA	10/19/2021	DOLLAR TREE	\$ 4.00	8150-100	
KARWOWSKA	10/19/2021	WALMART.COM AA	\$ 64.63	8150-100	
KARWOWSKA	10/7/2021	OTC BRANDS INC	\$ 56.38	8150-100	\$ 164.48
TERRILL	10/31/2021	ZOOM.US 888-799-9666	\$ 549.90	8247-100	\$ 549.90
JAKACKI	10/21/2021	USPS PO 1646800050	\$ 265.00	8540-100	
KARWOWSKA	11/4/2021	USPS PO 1646800050	\$ 1.96	8540-100	
MAJKA	11/5/2021	USPS PO 1646800050	\$ 32.10	8540-100	
MAJKA	11/1/2021	USPS PO 1646800050	\$ 35.73	8540-100	
MAJKA	10/20/2021	USPS PO 1646800050	\$ 9.09	8540-100	
MAJKA	10/13/2021	USPS PO 1646800050	\$ 24.84	8540-100	
MILFAJT	10/26/2021	THE UPS STORE 4064	\$ 12.12	8540-100	
TERRILL	10/19/2021	C2E2EXPO* REI* C2E2 CH	\$ 3.75	8540-100	\$ 384.59

Bankcard Processing Center					
November 2021					
CLAUCHERTY	10/21/2021	THE HOME DEPOT #1969	\$ 20.54	8750-100	
CLAUCHERTY	10/13/2021	THE HOME DEPOT 1969	\$ 99.25	8750-100	\$ 119.79
CLAUCHERTY	10/26/2021	MEIJER # 218	\$ 23.47	8760-100	
TERRILL	10/9/2021	STARBUCKS STORE 26196	\$ 5.12	8760-100	
TERRILL	10/9/2021	POPEYES 13356	\$ 20.02	8760-100	\$ 48.61
MAY	10/13/2021	SOCIETYFORHUMANRESOURCE	\$ 219.00	8980-100	
MAY	10/13/2021	MGMT ASSC OF IL	\$ 199.00	8980-100	\$ 418.00
BANKCARD PROCESSING CENTER			\$1,930.87	Total	\$ 1,930.87
PO BOX 6818					
Carol Stream, IL 60197-6818					

POLACH APPRAISAL GROUP, INC.

1761 S. Naperville Road
Suite 103
Wheaton • Illinois • 60189
Phone: 630.682.4650
Fax: 630.682.4814

121 W. Wacker Drive
Suite 856
Chicago • Illinois • 60601
Phone: 312.422.1200
Fax: 312.422.1201

LAND ACQUISITION

Appraisal Section

Route: IL Rte. 31
Section: IL 176 to IL 120
County: McHenry
Job No.: R-91-013-07
Parcel(s): 1NV0100, 1NV0100TE
PIN: 09-35-102-020

October 25, 2021

The Board of Trustees of the McHenry Public Library District
809 Front St.
McHenry, IL 60050

Dear Property Owner:

Our firm has been retained by the Illinois Department of Transportation to prepare an appraisal of the property under your ownership which is within the improvement area.

In order to make a complete appraisal of your property and properly analyze the economic effects which the acquisition and construction may have upon the remaining property, it is required that we inspect the entire property, including the interior of all buildings.

Our contract with the Department of Transportation establishes a deadline for completion of our work, so we must make the inspections as soon as possible. In accordance with Federal law, all property owners (or their representatives) have the opportunity to accompany the appraiser on his/her inspection tour. If you wish to accompany the appraiser on their inspection, please contact the undersigned at 630.682.4650 or email travis@polachappraisal.com.

If you have any questions regarding our assignment to appraise your property, please contact Michael Harris at the Department of Transportation (847.705.4285).

Respectfully submitted,

POLACH APPRAISAL GROUP, INC.



Travis J. Fisher

McHenry Public Library District

LIBRARIAN'S REPORT

OCTOBER 2021

Administration

- Administration continued to participate and provide documents for the Library's financial audit.
- L. Jakacki and members of Public Services visited the new natural park at Knox Park to see if it is a suitable site for a proposed Story Walk in partnership with the City of McHenry's Parks and Rec.
- L. Jakacki meet with new trustee T. Weingart to provide an orientation to the Library.

Adult Services

- K. Kimbrel assisted a patron who wanted to get every "Friday the 13th" movie on DVD. He was able to find all of the 11 movies the patron asked for, and he found an additional movie "Friday the 13th: Freddie Meets Jason" that the patron did not know about. K. Kimbrel was able to get all of the movies through interlibrary loan. The patron was very happy.
- A patron approached E. Bily in the large print stacks looking for recommendations in humor, a Grisham novel, or a Rizzoli & Isles title. The patron explained that she was beginning to lose her eyesight and is new to our large print collection. She handed the patron two newer titles: *The Chicken Sisters*, a humorous Reese's Book Club Pick and John Grisham's newest title, *Sooley*. The patron also decided to take *The Sinner* by Tess Gerritsen.
- A patron asked A. Moreno-Lomeli for more information about the Senior Health Insurance Program (SHIP). They were looking for a location in McHenry where they could receive assistance in applying for Medicare. A. Moreno-Lomeli shared the phone number listed on the Illinois Department on Aging website and also the Senior Services Associates website.
- Z. Terrill worked with a patron who has been in a drawn-out legal battle since 2007. The court needed him to send his photos and videos for the case to them on flash drives that they had provided. They said that the previously sent videos and photos couldn't be opened. The patron was confused as to why he could open the videos but the courts couldn't. Z. Terrill suggested that perhaps the file type was incompatible with their computers. Z. Terrill converted the WMV files to MP4 using our VLC media player program. The patron was very grateful and was excited that he was going to be able to send them off earlier than he had originally expected.
- T. Hillier helped a patron who had called looking for information regarding copyright fees for songs. He was able to find her a nice chart with the fees on the government website.
- D. Gaudio, Z. Terrill, A. Karwowska (YS), and K. Walker (TS) participated in the library's ComiCon event this year. They helped stuff bags for the Swag Bags, were judges / emcees for the Cosplay Contest, and helped with publicity. We had 119 Adult/Teen patrons and 112 child/tween patrons take home swag bags.

- Book Discussion Programs:
Mystery – *Murder in the Marais* by Cara Black
Contemporary – *Smoke Gets in Your Eyes: And Other Lessons From the Crematory* by Caitlin Doughty
Classic – *Henderson the Rain King* by Saul Bellow
- The Questions desk staff participated in 75 live chats with patrons during the month of September.

Building Services

- J. Ayala joined the department 10/19, and left the organization 11/4.
- 10/6 Technical services Fire Safety walkthrough + Barb/Noemi from Circulation.
- JM Irrigation Shutdown our landscape sprinklers for the season 10/12.
- Complete Mechanical Solutions Fall Preventative Maintenance 10/14
- Parking lot Re-stripe completed 10/16
- Youth Services fire safety walkthrough 10/18

Circulation

- During their first month at the library, our new bilingual staff members had at least three wonderful interactions with our Spanish speaking patrons. N. Benitez helped a patron with a complicated check out. J. Guzman answered patron questions in a phone conversation and also was interpreter for a patron and a staff member.

Human Resources

- Participated in a SHRM Stateline meeting targeted around creating more awareness with DEI in the workplace. Specifically, to cultural diversity & race, sexual orientation & gender, and criminal backgrounds on 10/14.
- Brought on J. Ayala to our Custodial Team on 10/19.
- Focused recruiting efforts to our Youth Services Associate-Programming position and started phone screens during the month.
- Coordinated Open Enrollment to all eligible staff for Health Benefits starting on December 1st. Partnered with our Broker, OneDigital for a zoom meeting presentation on 10/28.
- G. Pease is separated from MPLD; current employee count to 35; 21 FT (37.50 weekly) and 14 PT staff members.

Marketing

- Created and sent 5 e-newsletters during the month of October.
- Sent ad to McHenry Chamber of Commerce Community Guide for 2022.
- November/December Preface Newsletter sent to the printer on October 8, 2021 and to the post office on October 21, 2021.
- Preface Newsletter delivered to 22,748 addresses.
- Attended Town Hall meeting on October 5, 2021.
- Attended Managers Meeting on October 12, 2021.
- Attended ComiCon Cosplay Contest to take pictures on October 13, 2021.
- Attended Friends Fall Book Sale to take pictures on October 16, 2021.
- Attended Board of Trustees Meeting on October 19, 2021.

- Attended In-Service Meeting on October 21, 2021.
- Attended 2 Marketing Sync-up Meetings.

Technical Services

- "In addition to my regular daily responsibilities. I completed the course ABLE: Alternative Basic Library Education (Idaho commission for libraries, free online courses thru WebJunction) "Public Services Sequences" 9-12. I wanted to be able to say I have completed all the ABLE courses. I especially like the techniques used to discover the patron's real info needs, open ended questions are so clever! The follow up questions to assure the patron has been satisfied is a very good idea. I have truly enjoyed these courses." --K. Meadows
- "I helped run MPLD's booth at the Murder Mystery in Downtown McHenry Event and enjoyed seeing participants having a good time, and hearing the excited words from patrons who appreciated our presence there. I also participated in the annual ComiCon event as one of the three cosplay contest judges." --K. Walker.
- "In October, I was cleared to do copy-cataloging for more genres of English-language books without further supervision; and have taken over barcoding for video games and non-fiction DVDs and started copy-cataloging audiobooks. As part of the Sunshine Committee, I helped organize "Ask a Random Question day." For a different Sunshine Committee activity, I participated in a team building exercise of pumpkin decoration with the rest of my department." --S. Roitberg.
- "K. Walker and K. Meadows each worked with J. Lombardo to walk her through and give her hands-on experience in Technical Services. She learned Acquisitions functions from K. Walker and processing from K. Meadows. On her first day I gave her a brief overview of the different functions of a Technical Services department." --K. Milfajt

Technology

- IT worked to fix several printer issues and to fix open kiosk issues with the catalog stations. These issues are now resolved
- IT updated all Chromebook devices on 10/4
- IT attended the monthly management meeting on 10/12
- IT sync up meeting on 10/14
- IT worked with Image Data to perform annual maintenance on the ScanPro microfilm scanners
- IT attended the board meeting on 10/19
- IT attended the in-service meeting on 10/21

Youth Services

- The After-School Supper program served 73 meals. S. Baseley and J. Einoris have worked together to create enrichment activities to go with each meal.
- A. Karwowska, D. Gaudio (AS), Z. Terrill (AS), and K. Walker (TS) participated in the library's ComiCon event this year. They helped stuff bags for the Swag Bags, were judges / emcees for the Cosplay Contest, and helped with publicity. We had 119 Adult/Teen patrons and 112 child/tween patrons take home swag bags. Additionally,

A. Karwowska set up the Art Contest for our ComiCon event, where 30 patrons submitted artwork and 192 votes were cast for our winning pieces of art!



- While doing an outreach visit at Head Start this month, S. Baseley noted that the teachers have been purchasing materials that she used in storytimes. It is great to see that the teachers are enjoying what the library is sharing with them!
- J. Einoris created a Halloween obstacle course, which over 100 kids participated in!



- J. Hume and S. Baseley co-hosted a Halloween Bash, where young patrons attended in costume. One patron expressed a special thank you to J. Hume for a leftover kit, as their grandson was in the hospital on Halloween and couldn't participate in trick or treating. Grady was overjoyed to have received a special 'treat' from the library!



- M. Puga has been having weekly meetings with Juan Suarez from D15 to plan a joint program to promote literacy in the spring
- The YS Department attended 9.25 hours of CE. Highlights include:

- *If You Have Emotions and You Know it Shout Hooray: Presenting Social Emotional Learning in Storytime*
 - *Inside Early Talk: Our Point of Greatest Leverage For Improving Children's Futures*
- Z. Terrill, S. Baseley, and K. Walker participated in the McHenry Downtown Murder Mystery event on October 9. The event saw over 220 participants! Library staff had a fun time helping participants solve the clue and get one step closer to solving the crime.



Illinois Public Library Core Standards CHAPTERS 5-8

The items highlighted in yellow are from the FY 20/21 review of the Serving Our Public 4.0 standards. Updates on our progress during FY 21/22 are highlighted in green. These are standards that the staff and management team felt that while we meet the standards, we can do better in that area. We also can review some of the items and determine if they need to be added to the upcoming Strategic Plan.

Chapter 5 – Building Infrastructure and Maintenance

Appendix J (New Facility Planning)

FY 20/21: Not planning a remodel or new building at this time. Great reference if and when we decide to go this route.

FY 21/22: No Changes.

Appendix K (Facility Management Checklists)

Ongoing Building Maintenance Checklist

✓The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use, and other factors.

✓Elevators should be maintained at least annually, and should comply with applicable codes for safety.

✓Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced).

FY 20/21: We will need to budget generously for any roof repairs that will occur in the future. Any repairs needing to be done under the solar panels have the added costs of having solar panel technicians remove panels before the roof repairs and then reinstalling them. We should also have guardrails on the edge of the roof where solar panels are installed within 10 feet of the edge.

FY 21/22: We have continued to address roofing issues as they occur, and so far, everything has been covered under warranty.

✓The building facade should be inspected once a year.

FY 20/21: We need to schedule a more formal walk-through every spring and fall.

FY 21/22: The building facade was power-washed in the spring of 2021.

✓Parking lot resealing and restriping should be performed every one to three years.

✓HVAC systems should be inspected and maintained at least twice a year (before summer and winter).

FY 20/21: The library has 17 units on the roof for HVAC. We do a biannual service and repairs. The units are coming to the end of life, and we will have to start a replacement plan. Also, our thermostats and system control software is obsolete. The company has gone out of business, so the issues we have been experiencing with running our HVAC schedule will continue until we replace the system. We also don't have an air filter system on our HVAC units. Air quality is one of our most frequent complaints about the building.

FY 21/22: HVAC Systems are filtered, but we are reviewing options for higher efficiency/MERV ratings.

✓Alarm system should be checked for proper operation at least once a year.

FY 21/22: An updated alarm system was installed in May 2021.

✓Lighting should be inspected and replaced at least once every three months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights.

FY 20/21: Replacement of defective lights happens when we notice an issue in the main room. The lighting fixtures and replacement lights in the staff workrooms are obsolete, and we can no longer get additional replacements. We will use up what we have but will need to look for replacements.

FY 20/21: Southside and upper north parking lot lighting need to be addressed.

FY 21/22: Ongoing.

✓Emergency lighting should be checked once a month.

✓Sprinkler systems should be inspected as required by code, but at least once per year.

☐ Automatic doors should be inspected, adjusted, and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.

FY 20/21: This has not been scheduled in the past, therefore not budgeted for. We called when we had problems with the doors. We received a quote for biannual maintenance and will schedule times.

FY 21/22: Bi-annual preventative maintenance program implemented in September 2021.

✓Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently.

FY 20/21: Rodding was done as needed, but we are scheduling twice a year proactive maintenance with the frequent plumbing issues we have. Plumbers have suggested adding access points to the drain pipes, which would involve cutting into the slab floor in public areas of the library.

FY 21/22: Bi-annual pipe rodding as preventative maintenance implemented September 2021.

✓Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.

✓Landscaping sprinklers should be checked and maintained twice a year.

✓Carpet mats should be vacuumed on a regular basis and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.

Hard surface flooring should receive a thorough cleaning and/or polishing once per year.

FY 20/21: We do maintain our carpets, but the main floor and second-floor carpets are 25 years old. They are threadbare in high traffic areas, stained, and in areas where the different color carpets meet, the carpet is unraveling, leaving holes in the carpet, and despite maintenance, we cannot get them to look better. Carpet replacement has been on our wish list for many years.

FY 21/22: Replaced old carpet matting over tile surfaces with safer/thinner gripping floor mats. In winter 21/22 planning to collect pricing for carpet replacement projects over the next few fiscal years. We are also planning to collect prices for floor polishing/ refinishing and stair tread replacement.

☐ Window cleaning should be performed at least once per year.

FY 20/21: Need to schedule this in spring and fall annually

FY 21/22: Bi-annual window cleaning inside and out started in spring 2021.

✓Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits

✓Other unique features, such as fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.

✓Emergency generators should be checked for proper operation every week, and serviced as required by manufacturer.

✓Snow removal should be performed on an as-needed basis (either self-performed or contracted).

FY 20/21: Currently, we self-perform snow removal. It is a staff-intensive activity, and we should do a cost analysis since the pick-up truck will be 20 years old this year and it is in a decent

condition; we need to start planning for a replacement if we want to continue doing this ourselves. I would also like to look into heated sidewalk mats, which will help us keep the walks clear throughout inclement weather with minimal staff interaction.

FY 21/22: Outside snow removal service has been contracted to perform the snow removal for the fiscal year 2021/22.

✓Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.

✓Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.

Building Periodic Repair Checklist

✓Tuck pointing of masonry: On an as-needed basis.

☐ Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five-year interval.

☐ Interior painting and wall coverings: On an as-needed basis.

The interior paint is over 11 years old and is starting to show wear, especially in areas where carts frequently bump the wall. We need to create a plan that has us repainting a portion of the interior each year.

FY 21/22: Proposals for painting work to be collected through the winter season of 2021.

✓Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.

✓Wood and trim components: On an as-needed basis.

✓Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.

☐ Windows: Replace broken seals broken glass, caulking and glazing as needed.

FY 20/21: The windows need to be resealed as we have been getting rain in the south side windows. The large windows in the main room are becoming a concern. The metal frames are starting to rust due to metal on concrete and the runoff of the parking lot salt during winter. They have been bonded a few times now, so we are currently only providing a temporary fix. With the foundation settling more, the large window casings are pulling away from the top's brick walls.

FY 21/22: We plan to review the condition of the windows in the spring of 2022 and if necessary, solicit proposals.

✓Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.

✓Landscaping: Inspect trees and sod replacement every one to two years.

✓Graffiti removal: Perform on an as-needed basis.

✓Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.

✓Hardware: Items such as doorknobs, locks, etc. should be repaired on an as-needed basis.

Capital Project Checklist

FY 20/21: The Library does not have a capital asset plan or checklist for either proactive repair/replacement or budgeting purposes. We are looking into creating a plan from scratch. With the building's age at over 50 years and many aging systems, it may be advantageous for the Library to engage a consultant's services to help us determine the life of building systems and the building itself and create a plan. The building capital plan has considerable financial implications and should be part of the Library's strategic plan.

FY 21/22: We are making our way through the checklists to address the different items needed to create a capital asset plan. We are working with our normal service providers to assist us in creating a plan for the required preventative maintenance and replacement cycle.

*Warranties and professional consultation should determine capital project items.

- Parking lot reconstruction (not routine sealing)
- Re-roofing
- Window replacement
- HVAC equipment replacement
- Lighting replacements and upgrades
- Building additions
- Interior remodeling (carpeting, walls, furnishings, etc.)
- Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades L Major facade repairs
- Major code upgrades

Capital Asset Plan Item List

*Any item that is not accounted for in library operating budget should be on this list.

- Building structure
- Site elements such as parking lots, paving, site furnishings and signs
- HVAC systems

- Plumbing
- Elevators
- Building envelope including facade, windows, and roofs
- Furnishings

☐ **Environmentally Friendly Components**

*The best time to upgrade for energy code conformance is when a library does replacement of library systems.

- Roof-- have solar panels installed
- Mechanical systems
- Windows
- Library façade repair or replacement
- Lighting/LED- LED in the parking lots and main room of the building
- Low-flow/water saving

Chapter 6 - Safety Checklist

FY 20/21: Overall the Library needs to on-board staff on the safety and security manual which covers many of these topics, and schedule annual safety training.

FY 21/22: Staff is re-reading the Safety and Security Manual and training on necessary procedures has resumed.

☐ The library provides a list of emergency call numbers at all staff phones in the library. FY 20/21: Over the years, the contact lists have been misplaced. Once updated, they will be provided to all staff.

FY 21/22: The Safety and Security Manual is undergoing revision and updating of contact information. Once complete, the list of emergency contacts will be updated at each desk.

✓ The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.

✓ The library has an emergency manual and disaster plan.

FY 20/21: It needs to be updated and reviewed with staff regularly.

FY 21/22: The Library's Safety and Security Manual is undergoing revision with input from the staff and managers, and emergency personnel.

☐ The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.

FY 20/21: We do offer training on these topics, but not at the frequency required.

Administration along with Building Services and the In-Service committee, will create and adhere to a training schedule.

FY 21/22: Training on these topics during the In-Service Meetings has started again, and the committee knows the annual training cycle. We have completed Fire and Fire Extinguisher Training, Blood Borne Pathogen Training, and Tornado Drills this year.

☐ The library provides a call list and contact information that is reviewed biannually.

FY 20/21: Currently being updated and needs to be scheduled for biannual review.

FY 21/22: The Safety and Security Manual is undergoing revision and updating of contact information.

☐ Emergency medical supplies are stored in a designated location and are accessible to staff.

FY 20/21: We have supplies, but they are not regularly maintained and have become depleted. The Building Services Manager is creating a checklist to maintain supplies and review for replacement.

FY 21/22: Process ongoing.

✓ Emergency equipment such as electric, gas, and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.

✓ A prioritization list shows what should be salvaged in order of importance.

☐ A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.

FY 20/21: The Building Services Manager is creating a checklist of procedures his department and other staff must complete regularly.

FY 21/22: Generating a safety checklist that gets us down to a daily check.

✓ A procedure exists for letting staff know when it is unsafe to enter the building.

✓ The library has a designated tornado shelter.

✓ Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.

✓ The library provides adequate security for staff, users, and collections.

✓ The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.

✓At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.

☐ Copies of the emergency manual and disaster plan are provided to community safety personnel.

FY 20/21: When the safety and security manual is updated, we will provide copies with the appropriate safety personnel.

FY 21/22: Revisions are still ongoing.

Chapter 7 - Collection Management Checklist

✓The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.

FY 20/21: We spend about 12% of our operating budget on providing materials for patrons when calculating staffing and supplies required to process materials.

FY 21/22: We're at 12-14% for FY 2021/22.

✓Library budgets should put a priority on purchasing materials that best serve their community.

FY 20/21: The Material Selection Policy covers most of the topics that are required in a collection development policy. The Collection Development Committee will review the MSP, add what is not included, and rename the MSP as the Collection Development Policy before submitting it to the Board for adoption.

FY 21/22: Collection diversity audits will work towards reflecting the population of our community. Youth Services' process is well underway. Adult Services is in the beginning stages.

✓The library has a written collection development policy approved by the board. Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.

FY 21/22: We catalog according to consortial standards, which follow the national practice and utilize MARC 21, LC Subject headings, and RDA.

✓Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.

FY 20/21: Library collections are evaluated on an ongoing, rolling method through weeding. The entire collection is covered in a two- or three-year period, not annually. The collection is evaluated annually when managers review usage statistics. Managers need to come up with a way to report their evaluations to the Board annually. We have tried data analysis products

like CollectionHQ and Edelweiss, but they haven't worked well for us. We are interested in doing a user survey since patrons don't always make their needs clear.

FY 21/22: Since weeding is an ongoing process, selectors will include their observations and selection strategies in their monthly reports, which in turn will be shared in the monthly Board reports. Circulation statistics should be a factor in planning the materials budgets. Talking with patrons and creating brief surveys on readers' preferences will inform staff until the library undertakes a broad community survey.

FY 20/21: We need to create a way that ILL informs Public Services about gaps in the collection that can be identified by what topics or authors are borrowed.

FY 21/22: If patrons are granted access to place WorldCat requests directly, staff will have another tool to assess collection gaps as they review and mediate those requests. When helping patrons place holds, staff should note in-demand topics and pass them along to the appropriate selectors. MPLD ILL staff are also open to providing this information through any agreed-upon method.

✓The library considers forming a cooperative collection plan with other libraries in close proximity to one another.

FY 20/21: McHenry Public Library was part of the North Suburban Library System cooperative collection plan in the late 1980s but NSLS discontinued it. The existence of a shared catalog and rapid ILL process makes this unnecessary in our opinion.

✓The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.

✓The library publicizes and promotes interlibrary loan to its patrons.

✓Library staff is trained in and follows policies and procedures related to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*. Libraries agree to be responsible borrowers and lenders.

FY 20/21: Circulation and ILL are reviewing our compliance.

FY 21/22: In compliance with these codes as of 2/2/2021.

Appendix H (Topics Recommended for Collection Management Policy)

FY 20/21: If we consider the Material Selection Policy and the Collection Management Handbook together, we cover these topics. The Collection Management Handbook is being revised and we have the opportunity to expand on these recommendations. We will rename the Materials Selection Policy to be the Collection Management Policy to conform to state standards.

FY 20/21: The Material Selection Policy is currently part of the Public Policy and Procedures Manual.

McHenry Public Library has adopted the *Library Bill of Rights* among other ALA documents and these documents are referenced in the Public Policy and Procedures Manual and provided to all staff when they start.

FY 21/22: The Collection Development Committee will use Appendix H to revise our existing Collection Management Policy. Once that is in place, the Committee will work with selectors to create a staff-oriented procedure manual.

Appendix I (Collection Management Worksheet)

McHenry Public Library meets this standard based on other ways of calculating the percentage.

Chapter 8 System Member Responsibilities and Resource Sharing

✓ Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.

FY 20/21: Include this information as part of the onboarding process for staff and board members, even if their responsibilities will not be directly involved with the services. Knowledge may inspire participation in other organizations as library representatives.

✓ Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.

✓ The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.

FY 20/21: The ILL Department is currently reviewing the ILLNET Code and making updates to our processes and procedures to make sure we fully comply.

FY 21/22: ILL and Public Services are in the process of reviewing policy drafts. Internal procedure revisions and new forms are also being reviewed.

✓ The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.

FY 20/21: Currently, staff members participate in CCS and ILA committees. Many staff also participate in regional networking groups and serve on these groups planning committees. As a smaller library, they must weigh time and staffing constraints when considering commitments to other organizations. What groups are library board members interested in learning about and possibly participating in?

✓ The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.

FY 20/21: To what extent do we promote statewide tax-supported public library service? Actively advertise or by supporting it through our philosophy of service and mission? We promote our services, collections, and programs but should do a better job of those services available elsewhere like the IL Talking Books Program. Staff interacts with patrons from an unserved area adjacent to our library but those patrons are required to get cards from another library so promoting tax-supported public library service needs to be done tactfully.

FY 21/22: Public Services Staff have been increasing awareness of the IL Talking Book Program to those who may qualify.

✓ If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.

Victims' Economic Security And Safety Act (VESSA)- PROPOSED REVISIONS

Created 02/18/2020, revised 11/16/2021

Statement Of Policy

Eligible employees may use unpaid victims' economic and security and safety leave for up to 8 weeks if the Library employs between 15 and 49 employees or 12 weeks if the Library employs at least 50 employees in a 12-month period for any one or more of the following reasons:

- A. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic, sexual, gender violence **or any other crime of violence** to the employee or the employee's family or household member; or
- B. Obtaining services from a victim services organization for the employee or the employee's family or household member; or
- C. Obtaining psychological or other counseling for the employee or the employee's family or household member; or
- D. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic, sexual, gender violence, **any other crime of violence**, or ensuring economic security; or
- E. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic, sexual, or gender violence or any other crime of violence.

Definitions

- A. "12-Month Period" - means a rolling 12-month period measured forward from the date leave is taken and continuous with each additional leave day taken.
- B. "Family or Household Member" – means a spouse **or party to a civil union**, parent, **grandparent, child, grandchild, sibling, or any other person related by blood or by present or prior marriage or civil union**, other person who shares a relationship through **a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee**, and persons jointly residing in the same household.
- C. "Domestic, Sexual, or Gender Violence" - means domestic violence, sexual assault, gender violence, or stalking.
- D. "Crime of Violence"- means **any conduct proscribed by Articles 9, 11, 12, 26.5, 29D, and 33A of the Criminal Code of 2012 or a similar provision of the Criminal Code of 1961, in addition to certain conduct proscribed by Articles of the Criminal Code of 2012.**

Coverage And Eligibility

Both full and part-time employees are eligible to apply for this leave.

Intermittent Or Reduced Leave

An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule.

Substitution Of Time Off

An employee may elect to substitute accrued paid vacation, sick or personal time or any other applicable paid time off for any part of victims' economic security and safety leave. Such substitution will not extend the employee's total allotment of time off under this policy.

Notice Requirement

An employee is required to give 48 hours notice to the Company in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.

Certification

- A. For leaves taken pursuant to this policy, the employee may be required to submit a certification demonstrating the need for the leave. The certification must be provided by the employee as soon as reasonably possible, but in most cases, within 15 days after requested.
- B. The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:
 - a. Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic, sexual, gender violence or crime of violence and/or its effects;
 - b. A police or court record; or
 - c. Other corroborating evidence.
- C. All documentation related to the employee's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.

Effect On Benefits

During an approved VESSA leave, the Library will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, the Library will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may be required to reimburse the Library for the cost of the premiums paid by the Library for maintaining coverage during your unpaid leave, unless you cannot return to work because of the continuation, recurrence, or onset of domestic, sexual, gender violence, crime of violence or other circumstances beyond your control.

When your need for the leave also qualifies as family/medical leave pursuant to the Family and Medical Leave Act (FMLA), the FMLA leave will run concurrently with leave taken pursuant to this policy, such that the total amount of unpaid leave for which an employee will be eligible in one year is 12 weeks.

Job Protection

If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If you take leave because of your own medical condition, you are required to provide medical certification that you are fit to resume work. You may obtain return to Work Medical Certification forms from the Human Resources Generalist. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

Reasonable Accommodations

The Library supports the Victims' Economic Security and Safety Act and will attempt to provide reasonable accommodations for people who are entitled to protection under this Act in a timely fashion, unless such accommodations would present an undue hardship for the Company.

Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure or assistance in documenting domestic, sexual, gender violence or crime of violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic, sexual, gender violence or crime of violence.

A qualified individual is an individual who, but for being a victim of domestic, sexual, gender violence or crime of violence or with a family or household member who is a victim of domestic, sexual, gender violence or crime of violence, can perform the essential functions of the employment position that such individual holds or desires.

Should you wish to request a reasonable accommodation pursuant to this policy, you should contact Human Resources.

Confidentiality

All information provided to the Library pursuant to this policy, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained an accommodation pursuant to this Section shall be retained in the strictest confidence by the Library, except to the extent that disclosure is (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable federal or State law.

VICTIMS' ECONOMIC SECURITY AND SAFETY ACT-CURRENT VERSION

Created 02/18/2020

STATEMENT OF POLICY

Eligible employees may use unpaid victims' economic and security and safety leave for up to 8 weeks if the Library has employed currently between 15 and 49 employees or 12 weeks if the Library has employed currently at least 50 employees in a 12-month period for any one or more of the following reasons:

- A. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic, sexual, or gender violence to the employee or the employee's family or household member; or
- B. Obtaining services from a victim services organization for the employee or the employee's family or household member; or
- C. Obtaining psychological or other counseling for the employee or the employee's family or household member; or
- D. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic, sexual, or gender violence or ensuring economic security; or
- E. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic, sexual, or gender violence.

DEFINITIONS

- A. "12-Month Period" - means a rolling 12-month period measured forward from the date leave is taken and continuous with each additional leave day taken.
- B. "Family or Household Member" – means a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household;
- C. ~~_____ "Parent" means the biological parent of an employee or an individual who stood in the place of a parent to an employee when the employee was a child.~~
- D. ~~_____ "Son or Daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in the place of a~~

~~parent, who is under 18 years of age, or is 18 years of age or older and incapable of self care because of a mental or physical disability.~~

- E. "Domestic, Sexual, or Gender Violence" - means domestic violence, sexual assault, gender violence, or stalking.

COVERAGE AND ELIGIBILITY

Both full and part-time employees are eligible to apply for this leave.

INTERMITTENT OR REDUCED LEAVE

An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule.

SUBSTITUTION OF TIME OFF

- A. An employee may elect to substitute accrued paid vacation, sick or personal time or any other applicable paid time off for any part of victims' economic security and safety leave. Such substitution will not extend the employee's total allotment of time off under this policy.

NOTICE REQUIREMENT

- A. An employee is required to give 48 hours notice to the Library in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.

CERTIFICATION

- A. For leaves taken pursuant to this policy, the employee may be required to submit a certification demonstrating the need for the leave. The certification must be provided by the employee as soon as reasonably possible, but in most cases, within 15 days after requested.
- B. The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:
- Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic, sexual, or gender violence and/or its effects;
 - A police or court record; or
 - Other corroborating evidence
- C. All documentation related to the employee's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.

EFFECT ON BENEFITS

During an approved VESSA leave, the Library will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, the Library will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may be required to reimburse the Library for the cost of the premiums paid by the Library for maintaining coverage during your unpaid leave, unless you cannot return to work because of the continuation, recurrence, or onset of domestic, sexual, or gender violence or other circumstances beyond your control.

JOB PROTECTION

If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If you take leave because of your own medical condition, you are required to provide medical certification that you are fit to resume work. You may obtain a Return to Work Medical Certification form from the Human Resources Generalist. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

REASONABLE ACCOMMODATIONS

The Library supports the Victims' Economic Security and Safety Act and will attempt to provide reasonable accommodations for people who are entitled to protection under this Act in a timely fashion, unless such accommodations would present an undue hardship for the Library.

Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure or assistance in documenting domestic, sexual, or gender violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic, sexual, or gender violence.

A qualified individual is an individual who, but for being a victim of domestic, sexual, or gender violence or with a family or household member who is a victim of domestic, sexual, or gender violence, can perform the essential functions of the employment position that such individual holds or desires.

Should you wish to request a reasonable accommodation pursuant to this policy, you should contact the Human Resource Generalist.