

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

**Tuesday, June 16, 2020, 7:00 pm
Conducted via Electronic Means**

Agenda

- I. CALL TO ORDER – Pro-tem President, Vice President**
- II. ROLL CALL – Secretary or Pro-tem Secretary**
- III. CORRECTIONS OR ADDITIONS TO THE AGENDA**
- IV. PUBLIC COMMENT AND RECOGNITION OF VISITORS**
- V. CONSENT AGENDA FOR THIS MEETING (Action)**
 - SECRETARY'S REPORT – Secretary or Pro-tem Secretary**
Minutes of the Regular Board Meeting of April 21, 2020
 - TREASURER'S REPORT – Treasurer or Pro-tem Treasurer**
Monthly Financial Statements and Interim Check Report through
May 31, 2020 + mid-June 2020 late bills and Bill Reports for May/June 2020.
Additional Bills (Distributed night of meeting)
Petty Cash and Credit Card Reports
- VI. COMMUNICATIONS**
 - COVID-19 Paper Products Safety
 - RAILS Delivery plans – D. Warfield
 - CCS Requirements for Quarantine – R. Malinowski/J. Scholtz
 - Library Opening Questions – G. Marshall/J. Scholtz
 - Letters for Tuition Reimbursement/Program of Study start – S. Baseley/J. Hume

VII. LIBRARIAN'S REPORT

VII. OLD BUSINESS

1. Update on project: Sanitary sewer/manhole project – work to begin July 12, 2020.
2. B. Alexander Oath of Office (from appointment)

VIII. NEW BUSINESS

1. FY20/21 Budget update
2. New Policies: Remote Work Policy and FMLA Leave Expansion + Emergency paid Sick Leave (due to COVID-19) **(Discussion, Action)**
3. Oath of Office (Bud Alexander)
4. Discussion on how re-opening is going; future re-opening plans
5. (Discussion)Interviews with candidates for library trustee (open position) **(Discussion, possible Action)**

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

X. ADJOURNMENT

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

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

MINUTES
MCHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
REGULAR MEETING

Date: May 26, 2020

Time: 7:00 P.M.

Location: Conducted via Electronic Means

I. Call to Order:

Vice-President Fogleman called the meeting to order at 7:02 p.m.

II. Roll Call:

Roll was called and a quorum was established.

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

Members Absent: None

Also Present: James Scholtz, Executive Director
Bill Edminster, Assistant Director
Shane Claucherty, Building Manager
Denise Grandon, IT Specialist
Jennifer May, HR Generalist
Kathy Lambert, PR Manager
Lesley Jakacki, Youth Services Manager
Pam Strain, Adult Services Manager
Patti Torgersen, Business Manager

III. Corrections or Additions to the Agenda

Scholtz received a letter from staff member Jennifer Einoris regarding tuition reimbursement that he wished to add to communications.

IV. Public Comment and Recognition of Visitors

The Board greeted the visitors to the meeting. There were no comments from the visitors.

V. Secretary's Report – Monica Leccese, Secretary

Minutes of the Regular Board Meeting of April 21, 2020

Leccese pointed out that the April 21, 2020 minutes listed Carey as Secretary although Leccese was Secretary.

Carey moved and Leccese seconded a motion to approve the minutes of the regular meeting for April 21, 2020 as corrected.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

VI. Treasurer's Report – Margaret Carey, Treasurer

Monthly Financial Statements and Interim Check Report through April 30, 2020, the mid-May 2020 late bills, and Bill Reports for April/May 2020.

Additional Invoices (Distributed night of meeting)

Petty Cash and Credit Card Reports

The Board reviewed the financial statements and monthly invoices. Scholtz and the Board had many questions about the Financial Statements and credit card charges that staff could not answer from remote locations at this time. Scholtz will work with Torgersen and the accountants to find answers.

The Board agreed to pay the bills but not approve the Financial Statements at this time.

Carey moved and Fogleman seconded a motion to approve the payment of bills.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

VII. Communications

The Board reviewed the Communications.

- B. Edminster to President Cindy Bateman, McHenry American Legion Auxiliary Post 491—Thank you for donation and notice of books ordered
- Jennifer Einoris to McHenry Public Library Board of Trustees—request to be considered for tuition reimbursement while pursuing a Library Technical Assistant certificate at the College of DuPage

The Board reviewed the Communications. Edminster stated that the McHenry Garden Club was also in the process of donating to the library but the Shelter in Place order had delayed it. He responded to questions from Stone about the Legion Auxiliary donation.

Scholtz reviewed the library's tuition reimbursement policy for the Board. Einoris will sign a letter of agreement with the library saying that the reimbursement will be dependent on her grades.

VIII. Librarian's Report

The Board reviewed the Librarian's Report

- Scholtz began by thanking staff and managers for all the work they have been doing from home and in the library. Lesley and her staff distributed 850 pounds of food from the Northern Illinois Foodbank to families with children in the month of May. Youth and Adult staff have created online programming from home.
- Scholtz picked up \$1,000 of hand sanitizer on his trip back from staying with his family in South Dakota. He arranged to have 64 reusable masks made by his family and friends. He has been cutting up furnace filters for mask inserts.
- Scholtz applied for a FEMA grant and we will receive money to pay for purchases we make on recovering from the impact of COVID-19.
- The library qualified for a \$15,000 RAILS Census grant and there is more money but because of the shutdown, we cannot use money on the face-to-face programs we expected to use the money for. We have spent about \$4,000 and do not have many options for spending what is left. We will continue to promote the Census, but completing the Census will rely on Census takers now. The McHenry area is already ahead of the last Census in the number of people who have submitted their Census data by this time in the process. Scholtz will send a letter to RAILS saying that we are no longer participating in the Census grant.

IX. Executive Session

The Board did not go into executive session.

X. Old Business

1. Update on project: Sanitary sewer/manhole project
Scholtz is waiting for the project to begin. He has called Maneval regularly to find out when they will begin the work.

XI. New Business

1. FY20/21 Budget update
Scholtz reported that the deadline for managers to submit their budget proposals is June 1. He will meet with managers one-on-one to discuss their proposals once he has seen them all. He has told them to expect a 1 to 2% decrease in overall spending.
In order to offset the next minimum wage increase in January 2021, there will be no merit increases in FY 2020-21.
2. Coronavirus (COVID-19) update, work at home, operations concerns
Scholtz discussed these topics in the Librarian's Report and in discussion of the COVID-19 Phased Re-Opening Plan.
3. Consideration of MPLD's COVID-19 Phased Re-Opening Plan
Scholtz explained that the library expects staff to fill out a checklist about COVID-19 symptoms before beginning each day's work shift. If they have any symptoms, they will report this to May. She is developing a reporting mechanism that will keep the daily checklists.
As of June 1, 2020, Illinois will enter Phase 3 of the Governor's Restore Illinois Plan. Governmental entities can decide which of the services they provide are essential. Libraries have declined to specify essential services in order to prevent the Governor's plan forcing us to begin or stop any services.
We have decided to accept returns from patrons on June 1, 2020. We will quarantine materials for seven days before reshelving.
Curbside service, which means delivering requested items at the curb will begin June 8, 2020 at the earliest.
Fogleman asked about the library hours. Scholtz explained that in the first week, when we are accepting returns, patrons would be able to use the book drops at all hours. There will be two or three shifts of circulation staff working four-hour shifts each day. Once curbside service is available, Circulation staff and others will work Monday, Wednesday, Friday, and Saturday giving out patrons' holds by appointment. Patrons will drive up to the front of the library, remain in their car, and receive their holds without physical contact.
Scholtz told the Board that there would be a managers meeting on Wednesday, May 27 where they will discuss the details of scheduling. All staff will work at the library in staggered shifts and practice social distancing. At other times of their workday, they will work from home.
Scholtz told the Board that the COVID-19 Phased Re-Opening Plan's details might change due to circumstances. Staff will expand on aspects of the plan as needed. Scholtz made it clear that the phases in the library's plan for reopening do not correspond to the phases in the Governor's plan.
After the managers meeting, the library will begin promoting that patrons can begin returning materials.

Grala moved and Leccese seconded a motion to approve McHenry Public Library's COVID-19 Phased Re-Opening Plan and "in approving this COVID-19 2020 Pandemic Re-Opening Plan, the MPLD Board of Trustees authorizes the Executive Director and the Management Team to execute it, to adjust it as needed according to the needs of the Library and using the most authoritative and reliable information available to them. The Executive Director will keep the Board informed at every step along the way asking for permission when/where appropriate relative to plan changes and budget requirements. Depending upon circumstances surrounding COVID-19 and the state of IL/McHenry County, the MPLD will advance into future phases, deaccelerate into a previous phase, or establish a new phase."

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

Nays: None

Abstain: None

Absent: None

Motion Passed

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

None

XIII. Adjournment

Stone moved and Leccese seconded a motion to adjourn the meeting at 8:35 p.m.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

Respectfully Submitted,

Monica Leccese, Secretary

Also, I would like to have answers to the questions posed by the board during last month's board meeting:

- 1) no 'unclassified column' on balance sheet

When backing up QB to my laptop to work at home March work was not included when I restored it at home. So I re-entered all of the invoices through the check register instead of through bill pay. The check register doesn't have an option to pick a classification, I assumed the Vendor, not the account number was assigned to a classification.

- 2) explanation of charges on my credit card relative to ID theft - resolution. Most charges have been credited; 1 for \$8xxx is not; hopefully will be remedied by board time?

As you know.. we worked on this together without a statement. All charges but one in the amount of \$ 8,xxx were credited back. During these unprecedented times communication to the dispute company was practically impossible. After communicating that to Nadine Johnson, VP, Senior Treasury Manager – Public Funds, as you have seen through her e-mail communication is attempting to reopen the case.

- 3) explanation of why Eder did not do entries/resolution of balance sheet for Mar, Apr board packet and why we aren't using Quickbooks online.

I had a conversation with you about having them come in when we were under the "Governors Orders" to stay home. I, as well as Eder were unable to meet. You told me to go ahead with the financials as "Business was not as usual during these times.

I have been having problems with log ins on Quickbooks online because of administrative rights. I will work with IT and Josh to convert ASAP.

- 4) explanation of Carbonless Solutions SREC credit of 3/2 (not showing)

3.2.2020 was the date of the check, we did not receive it until after that date. I usually don't take individual checks to the bank. I wait for insurance reimb., Barb's deposit for fines etc. and try to take all to the bank on a two week basis... as we've discussed previously. I believe it was the Friday before we closed and were told NOT to come back into the library. It will show up on the May financials when I was able and comfortable going back into the library.

- 5) Hopefully, you will have done a bank deposit by 6/16 for change, etc and that will be reflected.

It will be reflected in June's financials.

- 6) Hopefully, the McHenry County deposit of \$170,069.83 will be shown on the balance sheet (6/1/20). This is considerably less than our normal 2 tax distributions for June. Normally, we get almost 1/2 of our disbursement in June (we should get one more at end of June)

Since this correspondence, we have received an additional \$ 682,627.78 in June for property taxes.

MCHENRY PUBLIC LIBRARY DISTRICT

COMPILED FINANCIAL STATEMENTS

May 31, 2020

5:21 PM
06/11/20
Cash Basis

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

	May 31, 20	Apr 30, 20
ASSETS		
Current Assets		
Checking/Savings		
1060 · First Midwest Bank-Money Market		
1060100 · MM - General - First Midwest	(1,059,501.85)	(855,252.63)
1060200 · MM - Spec Reserve-First Midwest	1,846,822.26	1,846,767.84
1060300 · MM - Grant & Gift-First Midwest	417,792.74	423,488.91
Total 1060 · First Midwest Bank-Money Mark...	1,205,113.15	1,415,004.12
1070100 · HSA/Building - First Midwest	175,979.86	179,390.71
1615100 · General Account - First Midwest	100,765.46	159,471.69
1625100 · Payroll Account - First Midwest	213,664.68	86,661.41
1635100 · Imprest Account - First Midwest	2,827.22	2,827.22
Total Checking/Savings	1,698,350.37	1,843,355.15
Other Current Assets		
1005100 · Petty Cash	800.00	800.00
1500200 · Due from General Fund	550,000.00	550,000.00
Total Other Current Assets	550,800.00	550,800.00
Total Current Assets	2,249,150.37	2,394,155.15
TOTAL ASSETS	2,249,150.37	2,394,155.15
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2500100 · Due to Special Reserve Fund	550,000.00	550,000.00
Total Other Current Liabilities	550,000.00	550,000.00
Total Current Liabilities	550,000.00	550,000.00
Total Liabilities	550,000.00	550,000.00
Equity		
3010100 · Fund Balance - General	569,357.05	569,357.05
3010200 · Fund Balance - Special Reserve	2,203,207.07	2,203,207.07
3010300 · Fund Balance - Grants & Gifts	405,004.19	405,004.19
3900 · Retained Earnings	0.00	435.92
Net Income	(1,478,417.94)	(1,333,849.08)
Total Equity	1,699,150.37	1,844,155.15
TOTAL LIABILITIES & EQUITY	2,249,150.37	2,394,155.15

McHenry Public Library District
Statement of Revenues and Expenditures
May 2020

	May 20
Income	
6010100 · Property Taxes	170,069.83
6030100 · Interest Income - General	(23.69)
6030200 · Interest Income - Spec Reserve	51.16
6030300 · Interest Income - Grant & Gifts	11.73
6035100 · Dividends	56.00
6055100 · Referral/Collection Fees	371.37
6060100 · Photocopier & Fax Income	36.49
6070200 · Reserve Fund Gifts	3.26
6105100 · Cobra/Retiree Insurance Pmts	1,161.30
6120100 · Meeting Room Fees	570.00
6130100 · Misc Incom -General(Sales/Fees)	25.00
6150100 · Lost & Damged Materials	35.97
6160100 · SPECIAL CREDITS (SOLAR PANELS)	960.00
6210300 · Miscellaneous Grants	1,531.84
Total Income	174,860.26
Gross Profit	174,860.26
Expense	
8010100 · Adult Books	2,082.80
8020100 · Youth Books	587.82
8030100 · Magazines & Newspapers	576.00
8040300 · Operating Fund Gifts	931.79
8050100 · Adult AV Materials	1,176.15
8060100 · Youth AV Materials	254.95
8080100 · Video Games	1,403.09
8090100 · eBook & eMagazine Services	6,860.24
8095100 · Electronic Subscriptions	5,946.89
8110100 · Bank Service Charges	28.14
8120100 · Library Supplies	64.01
8130100 · Tech Services Supplies	1,752.44
8140100 · Adult Programs & Supplies	2,356.07
8147100 · Summer Reading Club	237.99
8150100 · Youth Programs & Supplies	1,058.83
8245100 · Comp/OfcEqp/CopierRepairs/Contr	15,543.48
8260100 · Misc Contracted Services	300.00
8310100 · CCS & Polaris Expenses	6,907.34
8320100 · VOIP Phone Service	4,988.23
8410100 · Payroll Exp, Acctg & Audit Serv	506.00
8420100 · Legal Services	3,612.15
8430100 · Other Misc Consultants	695.33
8510100 · Printing	2,817.00
8540100 · Postage	1,627.24
8545100 · Printing/Copier Supplies	1,587.00
8550100 · Public Relations/Promotions	3,158.67
8610100 · Electricity	1,815.74
8620100 · Gas	475.26
8640100 · Water & Sewer	269.08
8740100 · Building & Grounds	9,285.01
8760100 · Hospitality	(3,419.33)

5:30 PM
06/11/20
Cash Basis

McHenry Public Library District
Statement of Revenues and Expenditures
May 2020

	<u>May 20</u>
8800300 · Per Capita Grant expense for FY	
8800311 · Adult Materials - PER CAPITA	292.46
8800321 · Youth Materials - PER CAPITA	971.93
8800333 · Computer Equipment - PER CAPITA	5,040.00
8800300 · Per Capita Grant expense for FY - Other	3.56
	<hr/>
Total 8800300 · Per Capita Grant expense for FY	6,307.95
8910100 · Salaries	137,652.66
8920100 · FICA/Medicare	9,773.46
8930100 · IMRF	15,146.73
8940100 · Health & Life Insurance	72,992.44
8960100 · Memberships & Dues	340.00
9070100 · Library Equipment	1,370.04
9080100 · Small Equipment Under \$250	360.43
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Total Expense	319,429.12
	<hr/>
Net Income	<u><u>(144,568.86)</u></u>

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06/11/20
Cash Basis

McHenry Public Library District
Statement of Revenues and Expenditures by Class
July 2019 through May 2020

	100 General Fu...	200 Special Re...	300 Grant and ...	TOTAL
Income				
6010100 · Property Taxes	1,725,657.44	0.00	0.00	1,725,657.44
6020200 · Developer Fees	0.00	29,589.00	0.00	29,589.00
6030100 · Interest Income - General	127.76	0.00	0.00	127.76
6030200 · Interest Income - Spec Reserve	0.00	1,171.76	0.00	1,171.76
6030300 · Interest Income - Grant & Gifts	0.00	0.00	269.74	269.74
6035100 · Dividends	219.00	0.00	0.00	219.00
6040100 · Nonresident/Enhanced Cards	45.00	0.00	0.00	45.00
6050100 · Fines	2,655.96	0.00	0.00	2,655.96
6055100 · Referral/Collection Fees	1,192.24	0.00	0.00	1,192.24
6060100 · Photocopier & Fax Income	15,404.52	0.00	0.00	15,404.52
6070200 · Reserve Fund Gifts	0.00	1,005.48	0.00	1,005.48
6070300 · General Fund Gifts	0.00	0.00	9,275.06	9,275.06
6105100 · Cobra/Retiree Insurance Pmts	14,871.65	0.00	0.00	14,871.65
6110100 · Program Fees/Misc Fees	2,150.00	0.00	0.00	2,150.00
6120100 · Meeting Room Fees	2,700.00	0.00	0.00	2,700.00
6130100 · Misc Incom -General(Sales/Fees)	4,749.31	0.00	0.00	4,749.31
6131100 · Misc Other Income - General	4,141.66	0.00	0.00	4,141.66
6150100 · Lost & Damged Materials	1,472.19	0.00	0.00	1,472.19
6160100 · SPECIAL CREDITS (SOLAR PAN...	960.00	0.00	0.00	960.00
6170300 · Per Capita Grant	0.00	0.00	58,574.12	58,574.12
6210300 · Miscellaneous Grants	0.00	0.00	10,772.53	10,772.53
Total Income	1,776,346.73	31,766.24	78,891.45	1,887,004.42
Gross Profit	1,776,346.73	31,766.24	78,891.45	1,887,004.42
Expense				
8010100 · Adult Books	49,149.43	0.00	0.00	49,149.43
8020100 · Youth Books	33,199.48	0.00	0.00	33,199.48
8025100 · Professional Resources	2,198.96	0.00	0.00	2,198.96
8028100 · Administrative Resources (GA)	350.00	0.00	0.00	350.00
8030100 · Magazines & Newspapers	14,416.48	0.00	0.00	14,416.48
8040300 · Operating Fund Gifts	0.00	0.00	23,439.11	23,439.11
8050100 · Adult AV Materials	30,387.70	0.00	0.00	30,387.70
8060100 · Youth AV Materials	9,252.62	0.00	0.00	9,252.62
8080100 · Video Games	9,621.37	0.00	0.00	9,621.37
8090100 · eBook & eMagazine Services	34,155.79	0.00	0.00	34,155.79
8095100 · Electronic Subscriptions	55,533.31	0.00	0.00	55,533.31
8110100 · Bank Service Charges	470.13	0.00	0.00	470.13
8120100 · Library Supplies	6,379.84	0.00	0.00	6,379.84
8130100 · Tech Services Supplies	15,390.35	0.00	0.00	15,390.35
8140100 · Adult Programs & Supplies	17,105.34	0.00	0.00	17,105.34
8145100 · Circulation Supplies	134.34	0.00	0.00	134.34
8147100 · Summer Reading Club	1,493.58	0.00	0.00	1,493.58
8150100 · Youth Programs & Supplies	19,460.80	0.00	0.00	19,460.80
8215100 · Collection Agency Fees	565.19	0.00	0.00	565.19
8245100 · Comp/OfcEqp/CopierRepairs/Co...	149,683.15	0.00	0.00	149,683.15
8260100 · Misc Contracted Services	7,774.92	0.00	0.00	7,774.92
8310100 · CCS & Polaris Expenses	60,827.26	0.00	0.00	60,827.26
8320100 · VOIP Phone Service	27,267.30	0.00	0.00	27,267.30
8325100 · INTERNET SERVICE	554.23	0.00	0.00	554.23
8410100 · Payroll Exp, Acctg & Audit Serv	24,244.29	0.00	0.00	24,244.29
8420100 · Legal Services	9,121.64	0.00	0.00	9,121.64
8430100 · Other Misc Consultants	43,151.52	0.00	0.00	43,151.52
8440100 · In Service / Staff Train./ LMS	230.00	0.00	0.00	230.00
8510100 · Printing	27,230.00	0.00	0.00	27,230.00
8530100 · Public Notices & Ads	85.23	0.00	0.00	85.23
8540100 · Postage	12,996.42	0.00	0.00	12,996.42

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06/11/20
Cash Basis

McHenry Public Library District
Statement of Revenues and Expenditures by Class
July 2019 through May 2020

	100 General Fu...	200 Special Re...	300 Grant and ...	TOTAL
8545100 · Printing/Copier Supplies	7,686.00	0.00	0.00	7,686.00
8550100 · Public Relations/Promotions	8,374.16	0.00	0.00	8,374.16
8610100 · Electricity	14,016.73	0.00	0.00	14,016.73
8620100 · Gas	2,089.60	0.00	0.00	2,089.60
8630100 · Telephone & Internet Services	712.85	0.00	0.00	712.85
8640100 · Water & Sewer	2,459.63	0.00	0.00	2,459.63
8720100 · Building/Auto Insurance	32,461.00	0.00	0.00	32,461.00
8730100 · Bonding & Officers Liability	1,208.00	0.00	0.00	1,208.00
8740100 · Building & Grounds	84,051.60	0.00	0.00	84,051.60
8760100 · Hospitality	14,661.16	0.00	0.00	14,661.16
8770100 · Interlibrary Loan Fees & Losses	150.49	0.00	0.00	150.49
8795100 · Miscellaneous (FH)	562.86	0.00	0.00	562.86
8800300 · Per Capita Grant expense for FY	0.00	0.00	38,235.63	38,235.63
8910100 · Salaries	1,622,914.97	0.00	0.00	1,622,914.97
8920100 · FICA/Medicare	117,220.82	0.00	0.00	117,220.82
8930100 · IMRF	182,517.87	0.00	0.00	182,517.87
8940100 · Health & Life Insurance	412,492.08	0.00	0.00	412,492.08
8950100 · Tuition Reimbursement	1,614.88	0.00	0.00	1,614.88
8960100 · Memberships & Dues	3,752.33	0.00	0.00	3,752.33
8970100 · Travel	14,555.25	0.00	0.00	14,555.25
8980100 · Meetings & Training	3,162.33	0.00	0.00	3,162.33
9030300 · Misc Grants	0.00	0.00	4,428.16	4,428.16
9050200 · Library District Act	0.00	38,620.00	0.00	38,620.00
9060100 · Library Furnishings	279.43	0.00	0.00	279.43
9070100 · Library Equipment	6,517.38	0.00	0.00	6,517.38
9080100 · Small Equipment Under \$250	1,825.21	0.00	0.00	1,825.21
9090100 · Additional Capital Projects	62,982.16	0.00	0.00	62,982.16
Total Expense	3,260,699.46	38,620.00	66,102.90	3,365,422.36
Net Income	(1,484,352.73)	(6,853.76)	12,788.55	(1,478,417.94)

5:30 PM

06/11/20

Cash Basis

McHenry Public Library District

Statement of Revenues and Expenditures Budget vs. Actual

July 2019 through May 2020

	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
Income				
6010100 · Property Taxes	1,725,657.44	3,180,661.29	(1,455,003.85)	54.3%
6020200 · Developer Fees	29,589.00	25,000.00	4,589.00	118.4%
6030100 · Interest Income - General	127.76	4,000.00	(3,872.24)	3.2%
6030200 · Interest Income - Spec Reserve	1,171.76	3,000.00	(1,828.24)	39.1%
6030300 · Interest Income - Grant & Gifts	269.74	2,500.00	(2,230.26)	10.8%
6035100 · Dividends	219.00	1,000.00	(781.00)	21.9%
6040100 · Nonresident/Enhanced Cards	45.00	1,500.00	(1,455.00)	3.0%
6050100 · Fines	2,655.96	23,500.00	(20,844.04)	11.3%
6055100 · Referral/Collection Fees	1,192.24	1,000.00	192.24	119.2%
6060100 · Photocopier & Fax Income	15,404.52	20,000.00	(4,595.48)	77.0%
6070200 · Reserve Fund Gifts	1,005.48	25,000.00	(23,994.52)	4.0%
6070300 · General Fund Gifts	9,275.06	20,000.00	(10,724.94)	46.4%
6090100 · Annexation Impact Fees	0.00	20,000.00	(20,000.00)	0.0%
6090200 · Transfer from General Fund	0.00	500,000.00	(500,000.00)	0.0%
6105100 · Cobra/Retiree Insurance Pmts	14,871.65	13,500.00	1,371.65	110.2%
6110100 · Program Fees/Misc Fees	2,150.00	4,200.00	(2,050.00)	51.2%
6120100 · Meeting Room Fees	2,700.00	1,000.00	1,700.00	270.0%
6130100 · Misc Income -General(Sales/Fees)	4,749.31	6,500.00	(1,750.69)	73.1%
6131100 · Misc Other Income - General	4,141.66	0.00	4,141.66	100.0%
6130200 · Misc Income - Special Reserve	0.00	2,000.00	(2,000.00)	0.0%
6150100 · Lost & Damged Materials	1,472.19	5,500.00	(4,027.81)	26.8%
6160100 · SPECIAL CREDITS (SOLAR PANELS)	960.00	2,500.00	(1,540.00)	38.4%
6170300 · Per Capita Grant	58,574.12	67,628.00	(9,053.88)	86.6%
6200100 · Over/Short	0.00	500.00	(500.00)	0.0%
6210300 · Miscellaneous Grants	10,772.53	5,000.00	5,772.53	215.5%
Total Income	1,887,004.42	3,935,489.29	(2,048,484.87)	47.9%
Gross Profit	1,887,004.42	3,935,489.29	(2,048,484.87)	47.9%
Expense				
8010100 · Adult Books	49,149.43	85,000.00	(35,850.57)	57.8%
8020100 · Youth Books	33,199.48	52,000.00	(18,800.52)	63.8%
8025100 · Professional Resources	2,198.96	5,000.00	(2,801.04)	44.0%
8028100 · Administrative Resources (GA)	350.00	5,000.00	(4,650.00)	7.0%
8030100 · Magazines & Newspapers	14,416.48	14,500.00	(83.52)	99.4%
8040300 · Operating Fund Gifts	23,439.11	420,000.00	(396,560.89)	5.6%
8050100 · Adult AV Materials	30,387.70	42,000.00	(11,612.30)	72.4%
8060100 · Youth AV Materials	9,252.62	13,000.00	(3,747.38)	71.2%
8080100 · Video Games	9,621.37	15,000.00	(5,378.63)	64.1%
8090100 · eBook & eMagazine Services	34,155.79	68,000.00	(33,844.21)	50.2%
8095100 · Electronic Subscriptions	55,533.31	85,000.00	(29,466.69)	65.3%
8110100 · Bank Service Charges	470.13	200.00	270.13	235.1%
8120100 · Library Supplies	6,379.84	10,000.00	(3,620.16)	63.8%
8130100 · Tech Services Supplies	15,390.35	35,000.00	(19,609.65)	44.0%
8135100 · Bindery	0.00	200.00	(200.00)	0.0%
8140100 · Adult Programs & Supplies	17,105.34	17,500.00	(394.66)	97.7%
8145100 · Circulation Supplies	134.34	6,000.00	(5,865.66)	2.2%
8147100 · Summer Reading Club	1,493.58	7,500.00	(6,006.42)	19.9%
8150100 · Youth Programs & Supplies	19,460.80	20,000.00	(539.20)	97.3%
8215100 · Collection Agency Fees	565.19	1,500.00	(934.81)	37.7%
8245100 · Comp/OfcEqp/CopierRepairs/Contr	149,683.15	58,000.00	91,683.15	258.1%
8260100 · Misc Contracted Services	7,774.92	5,000.00	2,774.92	155.5%
8270100 · Finance/Late Fee Charges	0.00	500.00	(500.00)	0.0%
8310100 · CCS & Polaris Expenses	60,827.26	75,000.00	(14,172.74)	81.1%
8320100 · VOIP Phone Service	27,267.30	25,000.00	2,267.30	109.1%
8325100 · INTERNET SERVICE	554.23	25,000.00	(24,445.77)	2.2%
8410100 · Payroll Exp, Acctg & Audit Serv	24,244.29	32,000.00	(7,755.71)	75.8%

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06/11/20

Cash Basis

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

	Jul '19 - May 20	Budget	\$ Over Budget	% of Budget
8420100 · Legal Services	9,121.64	16,000.00	(6,878.36)	57.0%
8430100 · Other Misc Consultants	43,151.52	15,000.00	28,151.52	287.7%
8440100 · In Service / Staff Train./ LMS	230.00	15,000.00	(14,770.00)	1.5%
8510100 · Printing	27,230.00	30,000.00	(2,770.00)	90.8%
8530100 · Public Notices & Ads	85.23	3,000.00	(2,914.77)	2.8%
8540100 · Postage	12,996.42	15,000.00	(2,003.58)	86.6%
8545100 · Printing/Copier Supplies	7,686.00	10,000.00	(2,314.00)	76.9%
8550100 · Public Relations/Promotions	8,374.16	7,000.00	1,374.16	119.6%
8610100 · Electricity	14,016.73	25,000.00	(10,983.27)	56.1%
8620100 · Gas	2,089.60	10,000.00	(7,910.40)	20.9%
8630100 · Telephone & Internet Services	712.85	0.00	712.85	100.0%
8640100 · Water & Sewer	2,459.63	6,800.00	(4,340.37)	36.2%
8720100 · Building/Auto Insurance	32,461.00	32,000.00	461.00	101.4%
8730100 · Bonding & Officers Liability	1,208.00	5,500.00	(4,292.00)	22.0%
8740100 · Building & Grounds	84,051.60	54,000.00	30,051.60	155.7%
8760100 · Hospitality	14,661.16	9,000.00	5,661.16	162.9%
8770100 · Interlibrary Loan Fees & Losses	150.49	700.00	(549.51)	21.5%
8795100 · Miscellaneous (FH)	562.86	2,000.00	(1,437.14)	28.1%
8800300 · Per Capita Grant expense for FY	38,235.63	67,628.00	(29,392.37)	56.5%
8910100 · Salaries	1,622,914.97	1,800,000.00	(177,085.03)	90.2%
8920100 · FICA/Medicare	117,220.82	148,000.00	(30,779.18)	79.2%
8930100 · IMRF	182,517.87	205,000.00	(22,482.13)	89.0%
8940100 · Health & Life Insurance	412,492.08	325,000.00	87,492.08	126.9%
8950100 · Tuition Reimbursement	1,614.88	6,000.00	(4,385.12)	26.9%
8960100 · Memberships & Dues	3,752.33	6,000.00	(2,247.67)	62.5%
8970100 · Travel	14,555.25	20,000.00	(5,444.75)	72.8%
8980100 · Meetings & Training	3,162.33	7,000.00	(3,837.67)	45.2%
9030300 · Misc Grants	4,428.16	12,000.00	(7,571.84)	36.9%
9050200 · Library District Act	38,620.00	70,000.00	(31,380.00)	55.2%
9060100 · Library Furnishings	279.43	65,000.00	(64,720.57)	0.4%
9060200 · Special Reserve Expenditures	0.00	60,000.00	(60,000.00)	0.0%
9070100 · Library Equipment	6,517.38	50,000.00	(43,482.62)	13.0%
9080100 · Small Equipment Under \$250	1,825.21	5,000.00	(3,174.79)	36.5%
9090100 · Additional Capital Projects	62,982.16	120,000.00	(57,017.84)	52.5%
9100100 · Transfer to Reserve Fund	0.00	400,000.00	(400,000.00)	0.0%
9100300 · Transfer from Grant & Gift Fund	0.00	50,000.00	(50,000.00)	0.0%
Total Expense	3,365,422.36	4,795,528.00	(1,430,105.64)	70.2%
Net Income	(1,478,417.94)	(860,038.71)	(618,379.23)	171.9%

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Cash Basis

McHenry Public Library District
Statement of Revenue and Expenditures Budget vs. Actual
July 1, 2019 - May 31, 2020 - General Fund

	Jul '19 - May ...	Budget	\$ Over Budget	% of Budget
Income				
6010100 · Property Taxes	1,725,657.44	3,180,661.29	(1,455,003.85)	54.3%
6030100 · Interest Income - General	127.76	4,000.00	(3,872.24)	3.2%
6035100 · Dividends	219.00	1,000.00	(781.00)	21.9%
6040100 · Nonresident/Enhanced Cards	45.00	1,500.00	(1,455.00)	3.0%
6050100 · Fines	2,655.96	23,500.00	(20,844.04)	11.3%
6055100 · Referral/Collection Fees	1,192.24	1,000.00	192.24	119.2%
6060100 · Photocopier & Fax Income	15,404.52	20,000.00	(4,595.48)	77.0%
6090100 · Annexation Impact Fees	0.00	20,000.00	(20,000.00)	0.0%
6105100 · Cobra/Retiree Insurance Pmts	14,871.65	13,500.00	1,371.65	110.2%
6110100 · Program Fees/Misc Fees	2,150.00	4,200.00	(2,050.00)	51.2%
6120100 · Meeting Room Fees	2,700.00	1,000.00	1,700.00	270.0%
6130100 · Misc Incom -General(Sales/Fees)	4,749.31	6,500.00	(1,750.69)	73.1%
6131100 · Misc Other Income - General	4,141.66	0.00	4,141.66	100.0%
6150100 · Lost & Damged Materials	1,472.19	5,500.00	(4,027.81)	26.8%
6160100 · SPECIAL CREDITS (SOLAR PANE...	960.00	2,500.00	(1,540.00)	38.4%
6200100 · Over/Short	0.00	500.00	(500.00)	0.0%
Total Income	1,776,346.73	3,285,361.29	(1,509,014.56)	54.1%
Gross Profit	1,776,346.73	3,285,361.29	(1,509,014.56)	54.1%
Expense				
8010100 · Adult Books	49,149.43	85,000.00	(35,850.57)	57.8%
8020100 · Youth Books	33,199.48	52,000.00	(18,800.52)	63.8%
8025100 · Professional Resources	2,198.96	5,000.00	(2,801.04)	44.0%
8028100 · Administrative Resources (GA)	350.00	5,000.00	(4,650.00)	7.0%
8030100 · Magazines & Newspapers	14,416.48	14,500.00	(83.52)	99.4%
8050100 · Adult AV Materials	30,387.70	42,000.00	(11,612.30)	72.4%
8060100 · Youth AV Materials	9,252.62	13,000.00	(3,747.38)	71.2%
8080100 · Video Games	9,621.37	15,000.00	(5,378.63)	64.1%
8090100 · eBook & eMagazine Services	34,155.79	68,000.00	(33,844.21)	50.2%
8095100 · Electronic Subscriptions	55,533.31	85,000.00	(29,466.69)	65.3%
8110100 · Bank Service Charges	470.13	200.00	270.13	235.1%
8120100 · Library Supplies	6,379.84	10,000.00	(3,620.16)	63.8%
8130100 · Tech Services Supplies	15,390.35	35,000.00	(19,609.65)	44.0%
8135100 · Bindery	0.00	200.00	(200.00)	0.0%
8140100 · Adult Programs & Supplies	17,105.34	17,500.00	(394.66)	97.7%
8145100 · Circulation Supplies	134.34	6,000.00	(5,865.66)	2.2%
8147100 · Summer Reading Club	1,493.58	7,500.00	(6,006.42)	19.9%
8150100 · Youth Programs & Supplies	19,460.80	20,000.00	(539.20)	97.3%
8215100 · Collection Agency Fees	565.19	1,500.00	(934.81)	37.7%
8245100 · Comp/OfcEqp/CopierRepairs/Contr	149,683.15	58,000.00	91,683.15	258.1%
8260100 · Misc Contracted Services	7,774.92	5,000.00	2,774.92	155.5%
8270100 · Finance/Late Fee Charges	0.00	500.00	(500.00)	0.0%
8310100 · CCS & Polaris Expenses	60,827.26	75,000.00	(14,172.74)	81.1%
8320100 · VOIP Phone Service	27,267.30	25,000.00	2,267.30	109.1%
8325100 · INTERNET SERVICE	554.23	25,000.00	(24,445.77)	2.2%
8410100 · Payroll Exp, Acctg & Audit Serv	24,244.29	32,000.00	(7,755.71)	75.8%
8420100 · Legal Services	9,121.64	16,000.00	(6,878.36)	57.0%
8430100 · Other Misc Consultants	43,151.52	15,000.00	28,151.52	287.7%
8440100 · In Service / Staff Train./ LMS	230.00	15,000.00	(14,770.00)	1.5%
8510100 · Printing	27,230.00	30,000.00	(2,770.00)	90.8%

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Cash Basis

McHenry Public Library District
Statement of Revenue and Expenditures Budget vs. Actual
July 1, 2019 - May 31, 2020 - General Fund

	<u>Jul '19 - May ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
8530100 · Public Notices & Ads	85.23	3,000.00	(2,914.77)	2.8%
8540100 · Postage	12,996.42	15,000.00	(2,003.58)	86.6%
8545100 · Printing/Copier Supplies	7,686.00	10,000.00	(2,314.00)	76.9%
8550100 · Public Relations/Promotions	8,374.16	7,000.00	1,374.16	119.6%
8610100 · Electricity	14,016.73	25,000.00	(10,983.27)	56.1%
8620100 · Gas	2,089.60	10,000.00	(7,910.40)	20.9%
8630100 · Telephone & Internet Services	712.85	0.00	712.85	100.0%
8640100 · Water & Sewer	2,459.63	6,800.00	(4,340.37)	36.2%
8720100 · Building/Auto Insurance	32,461.00	32,000.00	461.00	101.4%
8730100 · Bonding & Officers Liability	1,208.00	5,500.00	(4,292.00)	22.0%
8740100 · Building & Grounds	84,051.60	54,000.00	30,051.60	155.7%
8760100 · Hospitality	14,661.16	9,000.00	5,661.16	162.9%
8770100 · Interlibrary Loan Fees & Losses	150.49	700.00	(549.51)	21.5%
8795100 · Miscellaneous (FH)	562.86	2,000.00	(1,437.14)	28.1%
8910100 · Salaries	1,622,914.97	1,800,000.00	(177,085.03)	90.2%
8920100 · FICA/Medicare	117,220.82	148,000.00	(30,779.18)	79.2%
8930100 · IMRF	182,517.87	205,000.00	(22,482.13)	89.0%
8940100 · Health & Life Insurance	412,492.08	325,000.00	87,492.08	126.9%
8950100 · Tuition Reimbursement	1,614.88	6,000.00	(4,385.12)	26.9%
8960100 · Memberships & Dues	3,752.33	6,000.00	(2,247.67)	62.5%
8970100 · Travel	14,555.25	20,000.00	(5,444.75)	72.8%
8980100 · Meetings & Training	3,162.33	7,000.00	(3,837.67)	45.2%
9060100 · Library Furnishings	279.43	65,000.00	(64,720.57)	0.4%
9070100 · Library Equipment	6,517.38	50,000.00	(43,482.62)	13.0%
9080100 · Small Equipment Under \$250	1,825.21	5,000.00	(3,174.79)	36.5%
9090100 · Additional Capital Projects	62,982.16	120,000.00	(57,017.84)	52.5%
9100100 · Transfer to Reserve Fund	0.00	400,000.00	(400,000.00)	0.0%
Total Expense	3,260,699.46	4,115,900.00	(855,200.54)	79.2%
Net Income	(1,484,352.73)	(830,538.71)	(653,814.02)	178.7%

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Cash Basis

McHenry Public Library District

Statement of Revenues and Expenditures Budget vs. Actual

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

	Jul '19 - May ...	Budget	\$ Over Budget	% of Budget
Income				
6020200 · Developer Fees	29,589.00	25,000.00	4,589.00	118.4%
6030200 · Interest Income - Spec Rese...	1,171.76	3,000.00	(1,828.24)	39.1%
6070200 · Reserve Fund Gifts	1,005.48	25,000.00	(23,994.52)	4.0%
6090200 · Transfer from General Fund	0.00	500,000.00	(500,000.00)	0.0%
6130200 · Misc Income - Special Reser...	0.00	2,000.00	(2,000.00)	0.0%
Total Income	31,766.24	555,000.00	(523,233.76)	5.7%
Gross Profit	31,766.24	555,000.00	(523,233.76)	5.7%
Expense				
9050200 · Library District Act	38,620.00	70,000.00	(31,380.00)	55.2%
9060200 · Special Reserve Expenditures	0.00	60,000.00	(60,000.00)	0.0%
Total Expense	38,620.00	130,000.00	(91,380.00)	29.7%
Net Income	(6,853.76)	425,000.00	(431,853.76)	(1.6)%

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Cash Basis

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

	<u>Jul '19 - ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Bu...</u>
Income				
6030300 · Interest Income - Grant & Gifts	269.74	2,500.00	(2,230.26)	10.8%
6070300 · General Fund Gifts	9,275.06	20,000.00	(10,724.94)	46.4%
6170300 · Per Capita Grant	58,574.12	67,628.00	(9,053.88)	86.6%
6210300 · Miscellaneous Grants	10,772.53	5,000.00	5,772.53	215.5%
Total Income	<u>78,891.45</u>	<u>95,128.00</u>	<u>(16,236.55)</u>	<u>82.9%</u>
Gross Profit	<u>78,891.45</u>	<u>95,128.00</u>	<u>(16,236.55)</u>	<u>82.9%</u>
Expense				
8040300 · Operating Fund Gifts	23,439.11	420,000.00	(396,560.89)	5.6%
8800300 · Per Capita Grant expense for FY				
8800311 · Adult Materials - PER CAPITA	9,922.81	0.00	9,922.81	100.0%
8800321 · Youth Materials - PER CAPITA	10806.45	0.00	10,806.45	100.0%
8800331 · Staff Software - PER CAPITA	739.00	0.00	739.00	100.0%
8800332 · Public Software - PER CAPITA	3,904.10	0.00	3,904.10	100.0%
8800333 · Computer Equipment - PER CAPITA	11219.39	0.00	11,219.39	100.0%
8800341 · Other Equipment - PER CAPITA	1,560.00	0.00	1,560.00	100.0%
8800300 · Per Capita Grant expense for FY - O...	83.88	67,628.00	(67,544.12)	0.1%
Total 8800300 · Per Capita Grant expense for FY	<u>38,235.63</u>	<u>67,628.00</u>	<u>(29,392.37)</u>	<u>56.5%</u>
9030300 · Misc Grants	4,428.16	12,000.00	(7,571.84)	36.9%
9100300 · Transfer from Grant & Gift Fund	0.00	50,000.00	(50,000.00)	0.0%
Total Expense	<u>66,102.90</u>	<u>549,628.00</u>	<u>(483,525.10)</u>	<u>12.0%</u>
Net Income	<u>12,788.55</u>	<u>(454,500.00)</u>	<u>467,288.55</u>	<u>(2.8)%</u>

COVID-19 (SARS-CoV-2) and Paper Product Safety



THE CONSUMER'S
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WWW.KEEPMEPOSTEDNA.ORG

INTRODUCTION

The COVID-19 pandemic has raised questions about the lifespan of the virus on a variety of surfaces, including paper and paper-based packaging products. Some service providers are capitalizing on consumer uncertainty by suggesting or requiring that their customers go paperless for safety reasons. Such a change is not welcomed by many and can be especially challenging for those who have difficulty using electronic technologies or who simply need paper communications, including older adults, people with disabilities, low-income earners and those with no home internet or computers. As information is developed in this rapidly evolving environment, Keep Me Posted North America has compiled the latest available science and guidance related to COVID-19 and the safe use of paper products.

THE SCIENCE

The latest and most referenced research on COVID-19 is an article published in the **New England Journal of Medicine (NEJM)** by Doremalen et al, "**Aerosol and Surface Stability of HCoV-19 (SARS-CoV-2) compared to SARS-CoV-1.**" Published on April 16, this research evaluated the surface stability of the COVID-19 virus on plastic, stainless steel, copper and cardboard across a range of household and hospital situations, and compared it with the SARS-CoV-1, the most closely related human coronavirus. **On cardboard, no viable SARS-CoV-2 was measured after 24 hours.** Viable COVID-19 could be detected in aerosols up to three hours post aerosolization, up to four hours on copper, and up to two to three days on plastic and stainless steel. Both viruses show relatively long viability on stainless steel and polypropylene (plastic) compared to copper or cardboard. The median half-life estimate for COVID-19 is around 13 hours on steel and around 16 hours on polypropylene (plastic). <https://www.nejm.org/doi/10.1056/NEJMc2004973>

The Lancet, Chin et al, "Stability of SARS-CoV-2 in different environmental conditions." A study published in the May 2020 issue of The Lancet reported on the stability of SARS-CoV-2 on various surfaces in different environmental conditions. **No infectious virus could be recovered from printing and tissue papers after a 3-hour incubation,** whereas no infectious virus could be detected from treated wood and cloth on day 2. By contrast, SARS-CoV-2 was more stable (survived longer) on smooth surfaces. No infectious virus could be detected from treated smooth surfaces on day 4 (glass) or day 7 (stainless steel and plastic). The authors also note that special techniques were required to recover the virus from objects and, therefore, this recovery of the virus does not necessarily reflect the potential to pick up the virus from casual contact. <https://www.sciencedirect.com/science/article/pii/S2666524720300033>

National Council on Air and Stream Improvement (NCASI), "Coronavirus Information Relevant to the Forest Products Industry." The NCASI website includes summaries of scientific studies on coronavirus residency time on packaging and other paper materials. <https://www.ncasi.org/coronavirus-information-relevant-to-the-forest-products-industry/>

GUIDANCE ON THE SAFETY OF PACKAGING, MAIL AND OTHER PAPER PRODUCTS

James O. Lloyd-Smith, Ph.D., author, "Aerosol and Surface Stability of HCoV-19 (SARS-CoV-2) compared to SARS-CoV-1."

"In a laboratory experiment, the conditions are pretty carefully controlled and constant. By comparison, in the real world, conditions fluctuate — conditions like temperature, humidity and light. So the survivability may vary, too. For instance, if the virus contaminates a sunny windowsill or countertop, it may not last as long." <https://www.npr.org/sections/health-shots/2020/03/14/811609026/the-new-coronavirus-can-live-on-surfaces-for-2-3-days-heres-how-to-clean-them>

Continued on page 2

GUIDANCE CONTINUED ...

Daniel Kuritzkes, infectious disease expert, Brigham and Women's Hospital, Boston

"Ultraviolet light can be a really powerful disinfectant and we get a lot of UVA light from the sun. Direct sunlight can help rapidly diminish infectivity of viruses on surfaces. <https://www.npr.org/sections/health-shots/2020/03/14/811609026/the-new-coronavirus-can-live-on-surfaces-for-2-3-days-heres-how-to-clean-them>

World Health Organization

"The likelihood of an infected person contaminating commercial goods is low and the risk of catching the virus that causes COVID-19 from a package that has been moved, travelled and exposed to different conditions and temperature is also low." <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

U.S. Centers for Disease Control

"In general, because of poor survivability of these coronaviruses on surfaces, there is likely very low risk of spread from products or packaging that are shipped over a period of days or weeks at ambient temperatures. Coronaviruses are generally thought to be spread most often by respiratory droplets. Currently there is no evidence to support transmission of COVID-19 associated with imported goods and there have not been any cases of COVID-19 in the United States associated with imported goods." https://www.cdc.gov/coronavirus/2019ncov/faq.html#anchor_1584386949645

U.S. Surgeon General, Dr. Jerome Adams:

"There is no evidence right now that coronavirus can spread through mail. No other coronavirus has been spread through mail." <https://www.foxnews.com/media/can-coronavirus-spread-through-your-amazon-packages>

U.S. Food and Drug Administration

"Currently there is no evidence of food or food packaging being associated with transmission of COVID-19." <https://www.fda.gov/food/food-safety-during-emergencies/food-safety-and-coronavirus-disease-2019-covid-19>

Public Health Agency of Canada (PHAC)

"There is no known risk of coronaviruses entering Canada on parcels or packages. In general, because of poor survivability of coronaviruses on surfaces, there is a low risk of spread from products or packaging shipped over a period of days or weeks. Currently, there is no evidence of COVID-19 being transmitted by imported goods or packages." <https://www.canadapost.ca/cpc/en/our-company/news-and-media/corporate-news/coronavirus-disease-covid-19.page>

is an advocacy campaign led by independent, non-profit organization Two Sides North America to protect the right of all consumers to choose, free of charge, how they receive important information – on paper or digitally. The KMP coalition includes consumer advocacy groups, charities and businesses that represent North Americans who are disadvantaged by a lack of communications choice or who simply prefer to retain the option for paper-based communications at no charge.

CONTACT

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WWW.KEEPMEPOSTEDNA.ORG

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J. Scholtz <jscholtz@mchenrylibrary.org>

CCS Requirement for Quarantine

3 messages

Rebecca Malinowski <rmalinowski@ccslib.org>

Wed, Jun 10, 2020 at 12:18 PM

To: "jscholtz@mchenrylibrary.org" <jscholtz@mchenrylibrary.org>

Hi Jim,

I know there's a lot of information floating around, so I wanted to make sure you had the most up-to-date from CCS.

On May 20, Governing Board voted that all CCS libraries will follow the shared quarantine period when delivery resumes, and that the quarantine period will be based on the RAILS guidance. With delivery slated to resume on June 18 and 25, you'll want to make sure you continue to quarantine material for 7 days.

At today's meeting, the Board voted that all CCS libraries would resume delivery on June 29 (the first regular delivery after the 18/25 rounds), so the 7 day quarantine will still be required unless RAILS changes their guidance.

I and the other consortia directors have a meeting with RAILS tomorrow, so that will be another opportunity to share library feedback and get clarification from them. Please let me know if you have any questions about the CCS Governing Board actions.

Best,

Rebecca

Rebecca Malinowski

Executive Director, CCS

847-483-8604 | www.ccslib.org

3355-J N Arlington Heights Rd, Arlington Heights, IL 60004

My pronouns: she/her/hers

From: Directors <directors-bounces@list.railslibraries.info> **On Behalf Of** J. Scholtz via Directors

Sent: Wednesday, June 10, 2020 12:00 PM

To: Directors Only <directors@list.railslibraries.info>

Cc: jscholtz@mchenrylibrary.org

Subject: Re: [Directors Only] Quarantine materials

Hi Folks, To muddle the water a bit more, here is a paper from the Paper Industry that supports 24 hrs. on cardboard with 72 hrs on stainless steel/copper and 13-16 hrs. on plastic. I feel that IMLS is taking way too long to study this

phenomenon and what will they/we do if they get contradictory results? RAILS originally stated that they wanted to base their decision on solid research - the research at the time said 36 hrs. - they went with 7 days (to be safe) based on no research at all. I'm not sure who we can believe anymore - we can't even believe WHO because of recent erroneous statements about pre-symptomatic and asymptomatic people. We are currently at 7 days but I'm pressing my Circ. Dept. to de-grade to 3 days so we don't have a space issue. In my mind there are two realities: the actual recommendations for safety and the physical/mental presumed level of comfort for the staff - we only have space/\$ amounts to accommodate the 1st safety reality but we do have to deal with the second reality, making sure we can explain things to staff in an understanding/comforting way - noting that we want them to be safe as well. Jim S.

J. Scholtz <jscholtz@mchenrylibrary.org>
To: Rebecca Malinowski <rmalinowski@ccslib.org>

Wed, Jun 10, 2020 at 12:55 PM

Hi Rebecca, Sorry that I could not make the meeting today - I had planned to do so but got waylaid and could not find a replacement in time. I do understand CCS coordinating things with RAILS. RAILS recently had an update meeting which my Circulation Manager attended. During the meeting, there was much discussion and confusion about quarantine periods and research. I find it interesting that most research in Canada and Europe seems to center around 24-36 hrs max while in the U.S. we are centered around 7 days, without any research. RAILS originally stated that they want to go with research but then chose to endorse 7 days. The actual delivery is done by a 3rd party, so I guess I'd like to know from RAILS standpoint if the delivery company is making that mandate or if RAILS is mandating such from the delivery company? MPLD is currently at 7 days. My other concern is this - so what if the IMLS study finds different results - will we move from current 7 days to 3 days or 14 days or other? I will do whatever is necessary for CCS compliance. Thanks for your email. Jim S.

[Quoted text hidden]

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"Yesterday's wisdom, Today's knowledge, Tomorrow's dreams"



James Scholtz
Executive Director
McHenry Public Library District
809 N Front Street
McHenry, IL 60050-5578
V: 815-385-0036; 331-425-9481 cell
F: 815-385-7085
jscholtz@mchenrylibrary.org

Rebecca Malinowski <rmalinowski@ccslib.org>
To: "jscholtz@mchenrylibrary.org" <jscholtz@mchenrylibrary.org>

Wed, Jun 10, 2020 at 1:00 PM

Hi Jim,

I was on that call with RAILS as well, and there are a lot of questions they are working to follow up on. I expect we'll see more from them by the end of the week. Among other things, they'll clarify the quarantine requirements.

RAILS has said that they will follow the recommendations of the REALM (OCLC/IMLS/etc) Study when they become available. Absent that study, they went with a conservative approach based on an article from the Lancet that noted the virus could stay on plastic up to 7 days. I'm still holding out some hope that we'll get those study results, even preliminary, by the end of June. With delivery starting in earnest on June 29, we may be able to shorten that quarantine period before we really get going. I'll keep my fingers crossed.

The routes that CCS libraries are on are serviced by a contractor, but other areas of delivery are still served directly by RAILS employees. As far as who is requiring the quarantine, I believe it is RAILS.



J. Scholtz <jscholtz@mchenrylibrary.org>

[Routewheeling6] RAILS plans to resume delivery

Demond Warfield <demond.warfield@railslibraries.info>

Wed, Jun 3, 2020 at 5:20 PM

To: "RouteBurrRidge1@list.railslibraries.info" <RouteBurrRidge1@list.railslibraries.info>,
"RouteBurrRidge2@list.railslibraries.info" <RouteBurrRidge2@list.railslibraries.info>,
"RouteBurrRidge3@list.railslibraries.info" <RouteBurrRidge3@list.railslibraries.info>,
"RouteBurrRidge4@list.railslibraries.info" <RouteBurrRidge4@list.railslibraries.info>,
"RouteBurrRidge5@list.railslibraries.info" <RouteBurrRidge5@list.railslibraries.info>, "RouteWheeling6@list.railslibraries.info"
<RouteWheeling6@list.railslibraries.info>, "RouteWheeling7@list.railslibraries.info" <RouteWheeling7@list.railslibraries.info>,
"RouteGenevaEast@list.railslibraries.info" <RouteGenevaEast@list.railslibraries.info>,
"RouteGenevaWest@list.railslibraries.info" <RouteGenevaWest@list.railslibraries.info>,
"routeshorewood1@list.railslibraries.info" <routeshorewood1@list.railslibraries.info>,
"routeshorewood2@list.railslibraries.info" <routeshorewood2@list.railslibraries.info>,
"routeshorewood3@list.railslibraries.info" <routeshorewood3@list.railslibraries.info>,
"RouteShorewood4@list.railslibraries.info" <RouteShorewood4@list.railslibraries.info>,
"RouteBurrRidgeLive@list.railslibraries.info" <RouteBurrRidgeLive@list.railslibraries.info>

RAILS Plans to Resume Delivery Service

RAILS is making plans to resume delivery to our member libraries. As a first step, we must return the 43,000+ items currently stored in our warehouses to the owning libraries. We plan on returning these items to their owning libraries on Thursday, June 18 and June 25. RAILS will begin full delivery to all libraries that request it via our delivery help desk beginning Monday, June 29.

RAILS will only deliver items to public and special libraries at this time. We are currently working on plans to provide deliveries to academic and school libraries and will communicate with those library types with more information in the near future. For complete information about our delivery plans, including specific steps libraries must follow to resume delivery service, view RAILS delivery plans on the [COVID-19 Pulse Page](#). This will also be a topic of discussion at the [June 4 RAILS Member Update](#).

Thanks,

Demond Warfield
Delivery Services Manager
Reaching Across Illinois Library System
Burr Ridge Office
Phone: 630.734.5142 | Mobile: 630.280.5850
Fax: 630.734.5050
demond.warfield@railslibraries.info
<https://www.railslibraries.info>

Have a Delivery Issue?

Open a Support Ticket

Email: railsdelivery@railslibraries.info

Routewheeling6 is a one-way mailing list used by RAILS to announce delays, cancellations, and other important information that affects libraries on this delivery route. If you have questions, please contact the Delivery Help Desk: railsdelivery@railslibraries.info.

This message has been sent to individuals who are listed in L2 as library directors, branch managers, circulation



J. Scholtz <jscholtz@mchenrylibrary.org>

Library opening questions

2 messages

Mr.Marshall <mrmarsall_03@yahoo.com>

Wed, Jun 10, 2020 at 12:46 PM

To: "jscholtz@mchenrylibrary.org" <jscholtz@mchenrylibrary.org>

Mr.Scholtz,

What date is the library going to open like normal?
The Library is tax payer funded, so why keep it closed?

What danger to the staff is present? Especially with self check out etc?

Glenn Marshall

J. Scholtz <jscholtz@mchenrylibrary.org>

Wed, Jun 10, 2020 at 1:18 PM

To: "Mr.Marshall" <mrmarsall_03@yahoo.com>

Good Afternoon Mr. Marshall, Thank you for your email and your concern - I assume that you are the Glenn Marshall on Prairie Ave., in McHenry. Yes, you are correct that the Library is a tax supported institution. I also live in the District and pay taxes for the library and other entities. First I want to tell you that no one more than me wants the library to open to the public as before the Pandemic occurred. We have several obstacles in our way. First, according to the IL Gov. 5 phase plan, it was difficult to re-open before we did because it was essentially 'illegal'. Illinois is in Phase 3 of the 5 Phase re-opening plan and last week we opened to accept materials returns which we have to quarantine for 7 days before checking in/shelving/available to the public. This week we began curb-side service, so you can put items on reserve via the computer/call us and then arrange to have the items sent out to you in your car later that day/week. Phase 3 of the IL Gov. plan ends on June 27 and potentially, we are planning to re-open for limited services, letting in a limited # of patrons in at a time.

Many other area libraries are doing exactly the same things, revolving around the same time frames that we are doing - so we are not out of the loop in any way.

Letting patrons in the library, having children and adults browse the stacks, handling materials, etc. can be problematic because no one knows who is asymptomatic, pre-symptomatic or post-symptomatic (and still contagious). You are correct that using the self-check is the way to go, but there are considerations of staff/patron interactions, cleaning surfaces, how to handle browsed materials, cleaning self check machines, etc. We will be re-opening to the public soon (possibly June 27 - July 7th timeline) but it will be a new normal. It will not be like it used to be for a while and it also could revert back to being closed if things worsen and the Gov. tells us to shut down. I do not like this situation any better than you do but I do have to comply with IL Gov. orders as well as consider the safety of staff and patrons. I want to use taxpayer money and resources responsibly and I keep our Board and staff apprised of the situation constantly. I also try to update the public on the situation as well. I can tell you that both the McHenry County government and the McHenry County Health Dept. want all libraries in the County to stay closed to the public until June 27. If you'd like to discuss this situation, please feel free to call me on my cell phone (331-425-9481). James Scholtz.

[Quoted text hidden]

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"Yesterday's wisdom, Today's knowledge, Tomorrow's dreams"



James Scholtz
Executive Director
McHenry Public Library District
809 N Front Street
McHenry, IL 60050-5578
V: 815-385-0036; 331-425-9481 cell

May 21, 2020

Board of Trustees

McHenry Public Library District
809 Front Street.
McHenry, IL 60050

Dear Board of Trustees,

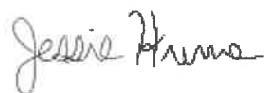
My name is Jessie Hume and I have been the early literacy specialist for the McHenry Public Library District for the past two years. I am asking for the Board to consider me for the Library's tuition reimbursement program. I will be starting the Master of Library and Information Science program at Valdosta State University in the Fall of 2020. I estimate that the program will take me approximately two and a half years to complete.

In the past, I did not always know what career I wanted to pursue, but knew that I had a desire for working with others, a passion for working with children, and a love of learning. When I was offered the opportunity to work as a youth services associate at the library, I came to the realization that I finally found my niche. I feel fulfilled and happy in this position, and am looking forward to pushing myself further to reach my full potential and to become the best librarian that I can be to make a difference in the community.

I am ecstatic to begin this new chapter in my life and am eagerly anticipating the chance to bring the new skills that I learn to my career at the McHenry Public Library. Some of these skills will include using existing and emerging technologies to meet the needs in the library, incorporating relevant research to strengthen my work, performing enhanced skills in the service and technical functions of the library, and achieving a new professionalism as a librarian. I hope to learn a great understanding about the structure of the library, to be able to make connections that I may not see now. I'm looking forward to taking my experience, education, and enthusiasm for the library to the next level!

Thank you for your time and support.

Sincerely,

A handwritten signature in cursive script that reads "Jessie Hume".

Jessie Hume

May 28, 2020

Dear Library Board of Trustees,

My name is Steffanie Baseley and I have worked for the McHenry Public Library since July 22nd, 2019 as one of the Early Literacy Specialists. I also worked part-time for the library in 2017 as a Youth Services Reference Assistant. I am asking for the Board to consider me for the Library's tuition reimbursement program. The understanding for my position that I have gained from both experiences has been crucial to my growth within the library field and I would like to further my education. I would like to earn my Masters of Library and Information Science at San Jose University in the Fall of 2020 and I anticipate that it'll take me 2.5 years.

What I hope to get out of this MLIS program is a better understanding of how to do my job along with learning about emerging trends, how to better serve our hard to reach and underserved patrons, and how specific departments work like cataloging. Some of the things that I specifically would like to learn are how to design programs and services that are supportive of equity, diversity, and inclusion for patrons, how to create quality programs for patrons of all ages, and earn an understanding of the principles of intellectual freedom.

Allowing me to earn my Master's Degree would benefit the library because I would be creating more quality programs for our youth which allows them to learn and form early literacy skills better, I would select the best materials for the public thus improving the libraries collection and the libraries value to the community, and I would be better able to assist patrons with any questions that they may have regarding information and emerging technologies. Earning a Master's Degree will help my career by opening more employment opportunities to me so I can become a Youth Services Librarian and eventually a Youth Services Department Manager. I would love to have the opportunity to grow within the field and become an employee who helps the library become a more well-rounded community space.

Thank you so much for your time and consideration,

Steffanie Baseley

McHenry Public Library District

LIBRARIAN'S REPORT

May 2020

Administration

- J. Scholtz worked on overall plans for re-opening. Returns first/Curbside service 2nd, followed by possible re-opening of library for some services – dependent upon IL Gov. phases and board action.
- J. Fogleman resigned as board member (since 2018); new replacement sought from previous pool of applicants.
- J. Scholtz attended various RAILS, NW burbs, and McHenry County Library Director's meetings mostly surrounding COVID/re-opening topics. Also attended CCS Gov. Bd. And other meetings (various dates)
- J. Scholtz working on FY20/21 budget. Looking at level or 1-2% decrease in spending overall – may be difficult to attain.
- B. Edminster attended a Zoom presentation by J. May for Admin staff on the FMLA, VESSA, and Drug-free Work Place policies, 5/4
- B. Edminster attended Managers' Meeting and took minutes, 5/6, 5/13, 5/27
- B. Edminster attended "Collection Development Networking Group Covid19", 5/8
- B. Edminster hosted a meeting with J. Jakacki, K. Lambert, J. Scholtz, P. Strain, and Z. Terrill to discuss communication between departments about PR, 5/12.
- B. Edminster met for sync-ups with L. Jakacki, 5/12; with S. Claucherty, 5/13; and with K. Milfajt, 5/15, 5/27.
- B. Edminster gave P. Strain her evaluation, 5/14
- B. Edminster led the Classic Book Discussion of *Orlando* by Virginia Woolf, 5/18
- B. Edminster took the minutes for the May Library Board of Trustees meeting, 5/26
- B. Edminster attended the May CCS Member Update, 5/28
- B. Edminster watched the following webinars and training videos. Titles in bold were especially useful.
 - "Get in the G Suite Groove: Google Forms" from Agosto, 5/4
 - "Zoom: An Introduction for Meeting Engagement" from the Shah Center, MCC, 5/5
 - "Design & Deploy Critical Skills Training for Employees Suddenly Working from Home" from Training Magazine Network, 5/5
 - **"Remote Work Foundations" by Mike Gutman, from Linked In, 5/8**
 - "PPE Use for Library Staff" by Allison Folkerts, Director of Quality and Patient Safety for Amita Health, from RAILS, 5/11
 - **"Time Management: Work from Home" by Dave Crenshaw, from Linked In, 5/11.**
 - "Agile at the Library" from Whistler Public Library, Oregon, 5/14
 - Scrum: How to do twice as much in half the time | Jeff Sutherland from TEDxAix, 5/14

- “Managing Stress in a Constantly Changing World” by Joe Burton and Carl Cristosomo, from Training Magazine Network, 5/15
- “Covid-19: Safety tips for reopening your library” by Dr. Dipesh Navsaria through Demco, 5/19
- “Illinois-Preventing Sexual Harassment for Managers”, 5/19
- “Zoom Webinar Training” from Zoom, 5/20
- “Proven Strategies to Keep Remote Workers Engaged, Enthused, and Effective” by Jill Christianson, from Training Magazine Network, 5/21
- “MPLD PPE Training for Library Staff”, 5/28

Adult Services

- Zach T. worked with Lesley J. and Anna K. to create the new virtual summer reading website through Beanstack.
- Pam S. facilitated the Virtual Mystery Book Discussion of *How It Happened* by Michael Koryta.
- Araceli M. created a Spanish video tutorial on accessing and using Creativebug and updated the Spanish video on how to obtain an electronic Library Card.
- Diane G. telephoned some regular program attendees to let them know about MPLD’s new virtual programs offerings. In talking to one of the patrons Diane helped her access CuriosityStream.
- Diane G reports that we had an attendee from Pennsylvania at the virtual program “All Things British”. She found out about it from her friend who lives in McHenry. She told Diane that her library was not doing any virtual programs and she was thrilled to attend our program.
- Zach T implemented a virtual chat service, tawk.to, as another means for patrons to contact library staff for readers’ advisory, reference, general questions. In the first 2 weeks we participated in 53 chat sessions.
- Thomas H. fielded 5 genealogy research questions
- Several department members took advantage of BookExpo’s Online Facebook Live Event for free virtual access to author interviews, book talks and seminars.
- Thomas H. worked with Kathy M. in getting some of the glass plate negatives without titles, titles and put the new descriptions onto VITA.

Building Services

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Circulation

- B. Majka attended Management meeting 5/6
- Staff watched PPE Use for Library Staff webinar
- B. Majka attended Public Service Manager’s meeting 5/13
- B. Majka attended CCS Circ Manager’s Meeting 5/14
- B. Majka held sync-up with B. Edminister 5/19

- N. Wilhoit's last day 5/23
- B. Majka attended Manager's Meeting 5/27
- B. Majka watched CCS Update 5/28
- Circulation Staff watched webinars related to Circulation tasks
- Since June 1, Circulation has trapped over 550 holds, made approximately 250 phone calls, and provided items to 66 patrons during our first day of curbside. (note: materials returns started 6/1; curb-side pickup of holds started 6/1. Not overwhelmed with business on either end, but steady. We have shifts of employees coming in – Circ is doing all curbside work effectively right now.

Human Resources

- Training plan prep with Denise for new IT Specialist Kevin Krewer on 5/1.
- Virtual meeting on policy review for FMLA, VESSA, and Drug Free Workplace with YS 5/1.
- Phone Screened applicant for Custodial Service opening 5/1 (unfortunately, the applicant did not accept the position so we are re-advertising; we'll also be advertising for another FT Maintenance position.
- HR Roundtable Series held virtually 5/6.
- Manager meeting on 5/6.
- Attended Welcoming Back Your Workers webinar on 5/8.
- Attended Rails PPE use for Library Staff webinar on 5/8.
- Virtual meeting on policy review for FMLA, VESSA, and Drug Free Workplace with TS 5/12.
- Attended virtual Onboarding during a Pandemic on 5/13.
- Attended SHRM Stateline virtual meeting on 5/14.
- Attended Manager's meeting on 5/14.
- Attended Payroll Data's New User Experience 2020 5/14.
- Attended HR Source Job Descriptions, Why, What, and How training 5/15 with Jim S.
- Attended webinar on Maintaining Culture During a Crisis 5/21.
- Attended Rails Returning to Work webinar May 21.
- Worked with Payroll Data on learning how to upload acknowledgement forms electronically for our staff as well as a daily Covid Self Check announcement for staff on site.
- Attended the Board Meeting 5/26.
- Attended our Manager's meeting 5/27.
- Denise and I had a planning session for Kevin Krewer's first day and what his schedule/training will look like 5/27.
- Focused on getting Covid Self Check and Covid communication out to staff prior to material drop off date.
- Created a PPE training for staff to review prior to coming back into the library.

Public Relations

- Wrote, designed and mailed more than 21,000 Preface newsletters to district residents, highlighting virtual programming, e-resources and the upcoming Summer Reading Program.
- Edited summer reading book log and got it printed at UPS Store.
- Wrote and sent 4 e-newsletters (1 each week) to nearly 4,000 patrons on our distribution list.
- Wrote guidelines for book returns, curbside pickup, designed and printed a variety of signs/banners/posters for outside.
- Created a flyer on curbside pickup guidelines and info on other services/programs to hand out with library items at pickup.
- Updated website with new guidelines for accepting returns and curbside pickup service.
- Created various social media posts with the latest service updates.
- Participated in numerous virtual meetings and webinars throughout the month, including management team, board meeting, RAILS member update, and others.

Technical Services

- K. Walker continues to place materials orders with Baker and Taylor, Brodart, and Midwest Tape, and came in once to open boxes and pull invoices from orders previously delivered and pick up materials to mend while working at home.
- K. Meadows continues to come in to pick up materials to mend and process while working from home.
- K. Milfajt continues to come in to go through department mail deliveries, to pull invoices, and for TS Team members to come in and pick up materials to work on at home. While on site for materials pick up, she continues working on the cataloging backlog.
- K. Milfajt completed the RAILS cataloging survey.
- K. Kimbrel, D. Lavin, K. Meadows, K. Milfajt, P. Radic, and K. Walker continue to view webinars to continue maintaining and enhancing job skills.
- The TS Team has a daily Google Hangouts Chat session that is part wellness check, part opportunity to talk about what we're working on, and part considerations for moving forward during this challenging time.
- The TS Team prepared for working on site in June.
- K. Meadows, K. Walker, and K. Milfajt attended the virtual CCS Technical Services meeting, 5/13.
- K. Walker conducted the virtual Dungeons and Dragons program, 5/19.
- K. Milfajt attended virtual meetings, including Management Team Meetings (5/6, 5/14, 5/27), MPLD Board meeting (5/26), and the CCS Member Update (5/28).

Technology

- D. Grandon attended the virtual policy meeting with administration on 5/4.
- D. Grandon worked with Agosto on 5/4-5/6 to switch over our G Suite account to online billing. The library now has a 3 year subscription with no cost increase, loss of data or downtime.
- D. Grandon attended the virtual Network Managers meeting on 5/12.
- D. Grandon attended the management team meeting on 5/14.
- D. Grandon attended over 45 hours of continuing education webinars and training during the month.
- Unitrends maintenance on 5/25.
- D. Grandon attended the board meeting on 5/26.
- D. Grandon attended the management team meeting on 5/27.
- Planning session for K. Krewer start with J. May on 5/27.
- D. Grandon started onboarding for the new IT Specialist, Kevin Krewer. His start date is 6/1.

Youth Services

- 415 boxed suppers were distributed in May, along with 18 panty kits, and 13 Bernie's Book Bin Family packs
- L. Jakacki and A. Karwowska tested out the library's new chat feature from tawk.to and covered the first few weeks of it being live. Staff were trained on the software and will take their first shifts in June
- L. Jakacki, A. Karwowska, and Z. Terrill worked on the online Summer Reading Program. We moved to completely new software called Beanstack that would allow us to run a fully online Summer Reading Program and Community Challenge. We had a week to learn the software, design the program, and website. We were able to get everything done so we could meet the June 1 start date of Summer Reading.
- J. Hume, S. Baseley, and M. Puga continued to offer virtual storytimes throughout the month of May that have been popular with young children and their families.
- L. Jakacki wrote up the framework for the YS/Adult Services reopening plan and worked with Adult Services and A. Karwowska to revise the plan and to train frontline staff on it.
- M. Puga and A. Karwowska created a bilingual Summer Reading Video to create buzz about the upcoming online Summer Reading Program and explain the completely new way Summer Reading will be run this year. The video was viewed on the Library's YouTube channel over 270 times and shared by local schools with their students.
- A. Karwowska presented virtual Booktalks for great books to read this Summer available on Libby and hoopla to students and Riverwood and Parkland.
- Staff completed over 160 hours of Continuing Education over the month of May. Many took webinars about upcoming books and virtual programming along with videos about how to prepare the library for operations post-COVID-19. Some of the highlights were:
 - *Service Excellence in Challenging Times*
 - *Why Diverse Literature Matters for Youth Services*
 - *Well-Being at Work and Beyond*
 - *School Library Journal's Day of Dialog*

- *Leveraging Technology to Support Early Literacy Webinar*
- *Celebrate. Serve. Collaborate. Partnership as a Strategy for Immigrant Engagement*
- *Diversity, Equity, and Inclusion: 9 Conversations that Matter to Health Sciences Librarians*
- *Expanding the Library's "Reach" Through A Literacy Partners Program Webinar*
- *Understanding Power, Identity, and Oppression in the Public Library Webinar*
- *You Belong @ Your Library: Welcoming and Serving the LGBTQIA Community*

Statistics and Highlights Narrative

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

Digital Media Stats for May 2020, and we circulated 7,155 items through all our platforms. This is a 1.15% increase from last month and a 104.19% increase from May 2019

Upcoming Events and Projects

B. Alexander takes OMA and other MPLD Trustee training; possible new trustee for July – on.

MPLD re-opening of some services – (materials return, curbside pickup) +??

Summer Reading program starts (virtually) -6/1.

Sanitary Sewer Project/ construction begins 7/12/2020 (hopefully) (note that, if we choose to re-open some in-house services, this construction may delay that opening by 1 week)



Remote Work Policy

McHenry Public Library District may allow or require employees to temporarily work from home to ensure business continuity.

Procedures:

McHenry Public Library District may require certain employees to work remotely. These employees will be advised of such requirements by the department manager. Preparations should be made by employees and managers well in advance to allow remote work. This includes appropriate equipment needs, such as hardware, software, phone and data lines. The IT department is available to review these equipment needs with employees and to provide support to employees in advance of telework situations.

For voluntary telework arrangements, either the employee or department manager can initiate a temporary telecommuting agreement. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement, including equipment needs, workspace design considerations and scheduling issues.

A telecommuting agreement will be prepared by Human Resources and signed by the employee and his or her manager.

The employee will establish an appropriate work environment within their home for work purposes. McHenry Public Library District, will not be responsible for costs associated with the setup of the employee's home office.

McHenry Public Library District will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the library is to be used for business purposes only.

Consistent with the library's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary library and customer information accessible from their home office.

Employees should not assume any specified period of time for emergency telework arrangements, and McHenry Public Library District may require employees to return to regular, in-office work at any time.

Reimbursements:

McHenry Pubic Library District will reimburse employees a fixed amount for costs associated with their telecommuting home office usage for business purposes. Eligible employees will receive a stipend reimbursement as follows. Additional costs beyond the stipend will not be reimbursed:

- Full Time Employee Voice services only: \$20.00 per month.
- Part Time Employee Voice services only: \$10.00 per month.
- Full Time Employee Data services only: \$10.00 per month.

- Part Time Employee Data services only: \$5.00 per month.
- Full Time Employee Voice and Data services: \$30.00 per month.
- Part Time Employee Voice and Data services: \$15.00 per month

To be eligible for reimbursement, you must submit a copy of your monthly statement or bill substantiating your usage of the device for business purposes to your manager within 30 days of your receipt of the invoice. If you are unable to obtain the invoice during a particular month, a copy of your payment will be sufficient with your manager's approval. Expenses beyond those listed above will not be reimbursed. For more information on reimbursement procedures, please contact our HR Generalist or the Director of the Library.

FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19

Policy Date: June 16th, 2020

Purpose

The purpose of this policy is to comply with the Families First Coronavirus Response Act (FFCRA). This policy will provide eligible employees with leave and paid sick leave. This policy takes effect on April 1, 2020 and will expire on December 31, 2020. Employees who are seeking a leave for reasons outside of this policy may still be eligible under the Library's other leave policies such the Family Medical Leave Act policy and/or the Leave of Absence policy. Please refer to those policies for additional information on non-FFCRA leaves of absences.

For the purpose of this policy, "child" means the employee's own child(ren) under the age of 18, which includes biological, adopted, or foster children, stepchildren, legal wards, children for whom the employee is standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. The definition also includes an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

Emergency FMLA Leave

Employee Eligibility

Employees who have been employed with the McHenry Public Library District for at least 30 days prior to the date they wish the leave to start are eligible.

Reason for Leave

Eligible employees who are unable to work (or telework) due to a need to care for their child when the school or place of care has been closed, or their regular childcare provider is unavailable, due to a public health emergency with respect to COVID-19.

Amount of Leave

Employees will have up to 12 weeks of leave to use from April 1, 2020, through December 31, 2020. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

Amount of Pay

Leave is unpaid during the first 10 working days. Employees may elect to use any accrued and applicable paid vacation, sick or personal leave during this time, including time available under the Emergency Paid Sick Leave Act (discussed below).

For the remainder of the leave, employees will be paid two-thirds their regular rate of pay (calculated as two-thirds of their rate of pay multiplied by the number of hours the employee would otherwise be scheduled to work). In no circumstances will that pay exceed \$200 per day, and \$10,000 in total, per employee. Any unused portion of this pay will not carry over beyond the calendar year nor will it pay out upon termination of employment. The employee can use other accrued paid time off to bring their rate of pay to 100% during the leave. The use of any such paid time does not increase the amount of leave the employee is entitled to under this Act.

Benefits During Leave

MPLD will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment. This should be arranged with Human Resources. If the employee does not continue these pre-arranged benefit payments, MPLD may discontinue coverage during the leave. If MPLD maintains coverage while the employee is on leave, MPLD may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Employees will not accrue paid time off benefits, such as vacation pay and sick/personal pay, etc. while on leave.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to Human Resources as soon as practicable. The request must include: the name and age of the child to be cared for; the name of the school that has closed or place of care that is unavailable; and, a statement that no other person will be providing care for the child during the period for which the employee is receiving family medical leave. If the employee is requesting leave for the need to provide care for a child older than age 14 during daylight hours, the employee must provide a statement that special circumstances exist requiring the employee to provide care.

Carryover

Emergency paid family leave under this policy will not be provided beyond December 31, 2020.

Intermittent or Reduced Schedule Leave

This leave may be taken intermittently (in separate blocks of time) or on a reduced hours basis with the agreement of MPLD and the employee if the employee is unable to work or telework.

Job Restoration

An employee who returns to work from an approved FMLA leave of absence is entitled to return to his or her job or an equivalent position without loss of benefits or pay.

Emergency Paid Sick Leave

Eligibility

All employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.

5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Amount and Reasons for Leave

All eligible full-time employees will have up to 80 hours of emergency paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

Amount of Pay

Emergency paid sick leave will be paid at the employee's regular rate of pay for leave taken for reasons 1-3 above, subject to the caps, described below. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, also subject to the caps described below. Pay will not exceed:

- \$511 per day and \$5,110 in total per employee for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total per employee for leave taken for reasons 4-6 above.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

If an employee is using emergency family medical leave, the employee may use emergency paid sick leave during the first 10 days of unpaid emergency FMLA. The use of emergency paid sick leave during the first two weeks of emergency family medical leave will not extend the time off available under the emergency family medical leave act. During the first 10 days, the employee may also choose to not get paid or use other paid time off. During the remaining 10 weeks, the employee may use any available vacation, sick or personal time to supplement pay available under the law.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to Human Resources as soon as practicable. The request must include: the employee's name; the date or dates for which leave is requested; a statement of the COVID-19 related reason the employee is requesting leave as well as written support for such reason; and, a statement that the employee is unable to work or telework.

If the employee is requesting the leave due to a quarantine, the employee must also include: the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine; and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relationship to the employee.

If the leave request is based on a school closing or child care provider unavailability, the statement from the employee should include: the name and age of the child to be cared for; the name of the school that has closed or place of care that is unavailable; and, a representation that no other person will be providing care for the child during the period for which the employee is receiving the leave. If the request is based on the employee's inability to work or telework

because of a need to provide care for a child older than 14 during daylight hours, the employee should also include a statement that special circumstances exist requiring the employee to provide care.

Carryover

Emergency paid sick leave under this policy will not be provided beyond December 31, 2020.

Intermittent or Reduced Schedule Leave

Emergency paid sick leave for qualifying reasons related to COVID-19 must be taken in full-day increments. It cannot be taken intermittently if the leave is being taken because:

- The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- The employee is caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

The only exception is that employees may take sick leave on a reduced schedule for the above reasons if they are able to, and want to, telework, with the agreement of MPLD. Unless the employee is teleworking, once the employee begins taking emergency paid sick leave for one or more of these qualifying reasons, the employee must continue to take emergency paid sick leave each day until the employee either (1) use the full amount of paid sick leave or (2) no longer has a qualifying reason for taking paid sick leave.

The employee may take emergency paid sick leave intermittently, with the agreement of MPLD, if the employee is taking emergency paid sick leave to care for their child whose school or place of care is closed, or whose child care provider is unavailable, because of COVID-19 related reasons.

Job Protections

Employees who take emergency paid sick leave will not be retaliated against or discharged for doing so.