



## McHenry Public Library District

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

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

**Tuesday, February 16, 2021 7:00 p.m.**  
**Meeting Room West #136 & Electronic Means**

#### **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
  1. Approval of Minutes of the January 19, 2021 Regular Board Meeting
- VII. TREASURER'S REPORT** – Delphine Grala, Treasurer
  1. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for January/ February 2021, Additional Bills (Distributed night of meeting) and Petty Cash and Credit Card Reports (Distributed night of meeting)
- VIII. COMMUNICATIONS**
- IX. LIBRARIAN'S REPORT**
  - A.** Librarian's Report
  - B.** COVID-19 Service Model Changes
  - C.** Per Capita Grant Requirements *Serving Our Public 4.0*
    1. Chapters 9, 10, 11, 12, and 13
  - D.** Updates on Projects
- X. EXECUTIVE SESSION**
  - A.** To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).
- XI. OLD BUSINESS**
- XII. NEW BUSINESS**
  - A.** Reauthorization of Family First Coronavirus Relief Act (FFCRA) and Extended FMLA Policies

- B. Updated Library Employee Credit Card Use Policy and Acknowledgement
- C. 2021 Per Capita Grant Application
- D. FY2019/20 Financial Audit- Call for Special Meeting

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

**XIV. 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.

Note: As of June 27, 2020, Illinois is now in Phase 4 of COVID plan. In Phase 4, electronic meetings are still permitted but at least one official must be present on-site. A quorum can still be accomplished via combined on-site and electronic attendance, and voting can occur both physically and electronically/combined. The Open Meetings Act (OMA) new rules are still in effect as are the IL Government Public Access rules. Invitation arrangements must be made in advance by emailing the Library Director at [director@mchenrylibrary.org](mailto:director@mchenrylibrary.org) and providing a valid email (required for access) at least 8 hours before the meeting time/date.



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### MINUTES MCHENRY PUBLIC LIBRARY DISTRICT BOARD OF LIBRARY TRUSTEES REGULAR MEETING

**Date:** January 19, 2021

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

**Location:** Library Meeting Room West & Electronic Means

#### **I. CALL TO ORDER**

**A.** President Reilly called the meeting to order at 7:03 p.m.

#### **II. ROLL CALL**

Roll was called and a quorum was established

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

**Members Absent:** Margaret Carey

**Also Present:** Barb Majka, Circulation Manager (remotely); Debbie Gunness, Business Manager; Deirdre Ehredt, Circulation Clerk (remotely); Denise Grandon, IT Specialist (remotely); Jen May, HR Generalist; Kathy Lambert, PR Manager (remotely); Kathy Milfajt, Technical Services Manager (remotely); Lesley Jakacki, Acting Director; Lisa Hoirst, Circulation Manager Assistant (remotely); Pam Strain, Adult Services Manager (remotely); Shane Claucherty, Building Services Manager (remotely); Zach Terrill, Adult Services Assistant Manager (remotely)

#### **III. PLEDGE OF ALLEGIANCE**

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

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

Reilly acknowledged the visitors. There were no public comments.

#### **VI. CONSENT AGENDA FOR THIS MEETING**

##### **A. SECRETARY'S REPORT – Monica Leccese, Secretary**

**1.** Approval of Minutes of the December 15, 2020 Regular Board Meeting

Secretary Leccese informed the Board that she found the minutes to be correct

##### **B. TREASURER'S REPORT – Delphine Grala, Treasurer**

1. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for December 2020/ January 2021, Additional Bills (Distributed night of meeting) and Petty Cash and Credit Card Reports (Distributed night of meeting)

The Board reviewed the financial statements, and monthly invoices. Treasurer Grala submitted questions regarding the financials to Business Manager Gunness before the meeting and Business Manager Gunness and Acting Director Jakacki were able to provide answers to those questions to her satisfaction.

Murphy moved and Grala seconded a motion to approve the Consent Agenda.

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

Nays: None

Abstain: None

Absent: Carey

Motion Passed

## **VII. COMMUNICATIONS**

The Board reviewed the following Communications.

- A. Danny Little Memorial Donation
  1. Letter to Family of Danny Little – Recognition of memorial donations and notice of books ordered
  2. Letter to Kathy Milfajt
  3. Letter to Deb Gunness
- B. Letter to Gabriela Sparacio for donation of funds for a VHS to digital converter

## **VIII. LIBRARIAN'S REPORT**

- A. Librarian's Report

Acting Director L. Jakacki highlighted some of the staff achievements listed in the Librarian's Report. Most notably, the new outreach partnerships and opportunities created by Bilingual Services staff members A. Moreno-Lomeli and M. Puga during the last few months; L. Jakacki and Z. Terrill have become notaries; in December 2020, 171 patrons made technology appointments; a full Preface came out highlighting virtual programming for Dec 2020-Mar 2021 which drastically helped increase the number of patrons attending virtual programs.

President Reilly inquired about the All Library Town Hall Meetings. Acting Director Jakacki talked about how this monthly virtual all staff meeting covers topics such as what occurred at the last Board Meeting, updates to Policies/Procedures, COVID-19 information, and other relevant information for staff to know. Vice President Stone inquired about the attendance and was informed that, on average, 33 of our 39 employees attend the live meeting. This lead Vice President Stone to ask why our staffing was low compared to normal (avg. 45-46 employees), and we discussed the vacancies we have in the library due to the budget and pandemic.

President Reilly inquired about sexual harassment training for the Board of Trustees, and Acting Director Jakacki stated that Illinois State law requires yearly training on this topic. The Board can decide what format that training takes for

themselves.

- B.** Per Capita Grant Requirements *Serving Our Public 4.0*  
1. Chapters 9, 10, 11, 12, and 13

Will review at the February 2021 Meeting

- C.** Updates on Projects

Updates provided on:

- Review of Library's Banking Relationship
- Overhead Door Replacement
- FY 19/20 Financial Audit status
- Statement of Economic Interest forms
- Roofing Repairs
- April 2021 Consolidated Elections

**IX. EXECUTIVE SESSION**

The Board did not go into executive session.

**X. OLD BUSINESS**

- A.** Updates on Request for Proposals for financial services

Acting Director Jakacki provided the Board with a memo outlining the steps the Library needed to take internally before moving forward with requests for proposals for an unannounced audit and accounting services. The Board was amenable to an adjusted timeline so these activities could be completed.

**XI. NEW BUSINESS**

- A.** Proposed communications to the McHenry County Department of Health Regarding Vaccine Schedule for Library employees

The Board of Trustees considered this to be a good idea since staff worked closely with the public and offered meal service. The Trustees directed Acting Director Jakacki to send the letter.

- B.** Cell Phone Use by Library Patrons Policy

Trustee Leccese voiced that she felt that cell phones should only be used outside of the main room of the Library to maintain a quiet environment. Acting Director Jakacki shared how patrons often need to use their phones to complete work while using the Library's computers, and not allowing them could be a detriment. President Reilly felt that the policy was redundant as we have a Patron Behavior Policy. Acting Director agreed that all behaviors are covered under that policy. The staff who enforce cell phone use in the Library wanted more specifics to use as guidelines.

Murphy moved and Grala seconded the motion to approve the updated *Cell Phone Use by Library Patrons Policy*

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

- C. Hiring of Library Executive Director  
President Reilly explained that a verbal offer was made to Lesley Jakacki and that she accepted. A written offer was also made and accepted. Jakacki will start as Executive Director on January 19, 2021.

Reilly moved and Stone seconded the motion to hire Lesley Jakacki as the new Library Director for the McHenry Public Library District.

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

- XII. **ANY AND ALL OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD**  
None

- XIII. **ADJOURNMENT**

Stone moved and Murphy seconded a motion to adjourn the meeting at 8:07 p.m.

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

**Respectfully Submitted,**

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Monica Leccese, Secretary

**MCHENRY PUBLIC LIBRARY DISTRICT**

**COMPILED FINANCIAL STATEMENTS**

**January 31, 2021**

McHenry Public Library District  
**Balance Sheet**  
As of January 31, 2021

	Jan 31, 21
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1060 · First Midwest Bank-Money Market	
1060100 · MM - General	37,688.21
1060200 · MM - Spec Reserve	1,873,814.87
1060300 · MM - Grant & Gift	452,881.24
Total 1060 · First Midwest Bank-Money Market	2,364,384.32
1070100 · HSA/Building - First Midwest	6,737.44
1615100 · General Account - First Midwest	11,027.10
1625100 · Payroll Account - First Midwest	88,023.42
1635100 · Imprest Account - First Midwest	4,725.66
Total Checking/Savings	2,474,897.94
Other Current Assets	
1005100 · Petty Cash	800.00
Total Other Current Assets	800.00
Total Current Assets	2,475,697.94
<b>TOTAL ASSETS</b>	<b>2,475,697.94</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
3010100 · Fund Balance - General	42,638.15
3010200 · Fund Balance - Special Reserve	2,196,470.28
3010300 · Fund Balance - Grants & Gifts	416,061.28
Net Income	(179,471.77)
Total Equity	2,475,697.94
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,475,697.94</b>



**McHenry Public Library District**  
**Monthly Income & Expenses by Class**  
**January 2021**

	100 General F...	200 Spec Res...	300 Grant/Gift...	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
6010100 · Property Taxes	15,981.94	0.00	0.00	15,981.94
6030100 · Interest Income - General	8.96	0.00	0.00	8.96
6030200 · Interest Income - Spec Reserve	0.00	57.01	0.00	57.01
6030300 · Interest Income - Grant & Gifts	0.00	0.00	13.92	13.92
6050100 · Fines and Fees	120.84	0.00	0.00	120.84
6055100 · Referral/Collection Fees	10.00	0.00	0.00	10.00
6070300 · General Fund Gifts	0.00	0.00	110.00	110.00
6105100 · Retiree Insurance Payments	87.42	0.00	0.00	87.42
6150100 · Lost & Damaged Materials	61.78	0.00	0.00	61.78
<b>Total Income</b>	<b>16,270.94</b>	<b>57.01</b>	<b>123.92</b>	<b>16,451.87</b>
<b>Gross Profit</b>	<b>16,270.94</b>	<b>57.01</b>	<b>123.92</b>	<b>16,451.87</b>
<b>Expense</b>				
8010100 · Adult Books	5,621.85	0.00	0.00	5,621.85
8020100 · Youth Books	554.17	0.00	0.00	554.17
8025100 · Professional Resources	139.95	0.00	0.00	139.95
8030100 · Magazines & Newspapers	643.64	0.00	0.00	643.64
8040300 · Operating Fund Gifts	0.00	0.00	390.45	390.45
8050100 · Adult AV Materials	2,416.05	0.00	0.00	2,416.05
8060100 · Youth AV Materials	1,011.88	0.00	0.00	1,011.88
8080100 · Video Games	1,654.85	0.00	0.00	1,654.85
8090100 · eBook & eMagazine Services	2,465.02	0.00	0.00	2,465.02
8095100 · Electronic Resources	7,776.92	0.00	0.00	7,776.92
8120100 · Library Supplies	1,015.04	0.00	0.00	1,015.04
8130100 · Tech Services Supplies	3,810.70	0.00	0.00	3,810.70
8140100 · Adult Programs & Supplies	1,523.81	0.00	0.00	1,523.81
8145100 · Circulation Supplies	55.04	0.00	0.00	55.04
8150100 · Youth Programs & Supplies	353.36	0.00	0.00	353.36
8245100 · IT/Comp/Copier/Equip-Outsourced	4,519.00	0.00	0.00	4,519.00
8275100 · Public Pmt Processing Fees	87.59	0.00	0.00	87.59
8310100 · CCS/Polaris/OLCL	40,816.67	0.00	0.00	40,816.67
8320100 · VOIP Phone Service	1,626.94	0.00	0.00	1,626.94
8325100 · Internet/Phone Services	1,085.85	0.00	0.00	1,085.85
8410100 · Accounting/Payroll/Audit Serv	1,187.66	0.00	0.00	1,187.66
8420100 · Legal Services	375.00	0.00	0.00	375.00
8510100 · Printing Services Outsourced	5,935.00	0.00	0.00	5,935.00
8540100 · Postage/Shipping	109.57	0.00	0.00	109.57
8550100 · Public Relations/Promotions	35.79	0.00	0.00	35.79
8620100 · Gas	1,199.94	0.00	0.00	1,199.94
8730100 · Bonding & Officers Liability	40.00	0.00	0.00	40.00
8740100 · Building Maintance	3,397.04	0.00	0.00	3,397.04
8745100 · Grounds Maintenance	72.00	0.00	0.00	72.00
8750100 · General Operations Maintenance	5,983.38	0.00	0.00	5,983.38
8760100 · Hospitality	699.05	0.00	0.00	699.05
8800311 · Adult Materials - Per Capita	0.00	0.00	379.92	379.92
8800332 · Public Software - Per Capita	0.00	0.00	4,024.00	4,024.00
8910100 · Salaries	119,649.58	0.00	0.00	119,649.58
8920100 · FICA/Medicare	8,716.51	0.00	0.00	8,716.51
8930100 · IMRF	18,685.87	0.00	0.00	18,685.87
8940100 · Health & Life Insurance	24,019.62	0.00	0.00	24,019.62
8950100 · Tuition Reimbursement	3,200.00	0.00	0.00	3,200.00
8955100 · Telecommute Reimbursements	915.00	0.00	0.00	915.00
8960100 · Memberships & Dues	420.00	0.00	0.00	420.00
8980100 · Continuing Education (Mtg/Conf)	(59.14)	0.00	0.00	(59.14)
9090100 · ADTL Capital Projects/Equipment	6,606.77	0.00	0.00	6,606.77

5:49 PM  
02/11/21  
Cash Basis

McHenry Public Library District  
**Monthly Income & Expenses by Class**  
January 2021

	100 General F...	200 Spec Res...	300 Grant/Gift...	TOTAL
Total Expense	278,366.97	0.00	4,794.37	283,161.34
Net Ordinary Income	(262,096.03)	57.01	(4,670.45)	(266,709.47)
Net Income	<u>(262,096.03)</u>	<u>57.01</u>	<u>(4,670.45)</u>	<u>(266,709.47)</u>

**McHenry Public Library District**  
**Statement of Revenue and Expenses Budget vs. Actual**  
**Fiscal Year 2020 - 2021**

	<u>Jul '20 - Jan 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
6010100 · Property Taxes	1,662,414.43	3,180,662.29	(1,518,247.86)	52.3%
6020200 · Developer Fees	14,418.00	50,000.00	(35,582.00)	28.8%
6030100 · Interest Income - General	15.61	1,000.00	(984.39)	1.6%
6030200 · Interest Income - Spec Reserve	489.80	1,000.00	(510.20)	49.0%
6030300 · Interest Income - Grant & Gifts	99.25	500.00	(400.75)	19.9%
6035100 · Dividends	112.00	500.00	(388.00)	22.4%
6040100 · Nonresident/Enhanced Cards	180.00	500.00	(320.00)	36.0%
6050100 · Fines and Fees	2,842.00	12,000.00	(9,158.00)	23.7%
6055100 · Referral/Collection Fees	20.00	1,000.00	(980.00)	2.0%
6060100 · Copy/Scan/Fax/Notary Income	702.00	22,000.00	(21,298.00)	3.2%
6070200 · Reserve Fund Gifts	0.00	5,000.00	(5,000.00)	0.0%
6070300 · General Fund Gifts	1,510.83	15,000.00	(13,489.17)	10.1%
6090100 · Annex/Impact/Operating Fees	3,275.00	10,000.00	(6,725.00)	32.8%
6105100 · Retiree Insurance Payments	2,491.32	15,000.00	(12,508.68)	16.6%
6110100 · Program Fees/Misc Fees	0.00	4,200.00	(4,200.00)	0.0%
6120100 · Meeting Room Fees	0.00	1,500.00	(1,500.00)	0.0%
6130100 · Misc Income-General(Sales/Fees)	0.00	6,000.00	(6,000.00)	0.0%
6130200 · Misc Income - Special Reserve	0.00	500.00	(500.00)	0.0%
6150100 · Lost & Damaged Materials	975.34	5,500.00	(4,524.66)	17.7%
6157100 · CCS/LLSAP Income	3,122.38	25,000.00	(21,877.62)	12.5%
6160100 · SOLAR PANELS CREDITS	1,200.00	2,000.00	(800.00)	60.0%
6170300 · Per Capita Grant	52,528.75	70,000.00	(17,471.25)	75.0%
6200100 · Over/Short	0.00	500.00	(500.00)	0.0%
6210300 · Miscellaneous Grants	0.00	61,000.00	(61,000.00)	0.0%
<b>Total Income</b>	<b>1,746,396.71</b>	<b>3,490,362.29</b>	<b>(1,743,965.58)</b>	<b>50.0%</b>
<b>Gross Profit</b>	<b>1,746,396.71</b>	<b>3,490,362.29</b>	<b>(1,743,965.58)</b>	<b>50.0%</b>
<b>Expense</b>				
8010100 · Adult Books	36,654.23	65,000.00	(28,345.77)	56.4%
8020100 · Youth Books	26,541.83	50,000.00	(23,458.17)	53.1%
8025100 · Professional Resources	414.95	2,500.00	(2,085.05)	16.6%
8028100 · Administrative Resources	0.00	2,000.00	(2,000.00)	0.0%
8030100 · Magazines & Newspapers	11,836.03	16,500.00	(4,663.97)	71.7%
8040300 · Operating Fund Gifts	1,316.64	50,000.00	(48,683.36)	2.6%
8050100 · Adult AV Materials	13,081.37	39,000.00	(25,918.63)	33.5%
8060100 · Youth AV Materials	5,230.24	13,500.00	(8,269.76)	38.7%
8080100 · Video Games	5,551.10	14,700.00	(9,148.90)	37.8%
8090100 · eBook & eMagazine Services	27,022.80	70,000.00	(42,977.20)	38.6%
8095100 · Electronic Resources	36,280.27	75,000.00	(38,719.73)	48.4%
8120100 · Library Supplies	3,293.04	5,500.00	(2,206.96)	59.9%
8130100 · Tech Services Supplies	17,811.21	27,500.00	(9,688.79)	64.8%
8135100 · Bindery	0.00	150.00	(150.00)	0.0%
8140100 · Adult Programs & Supplies	5,471.61	12,500.00	(7,028.39)	43.8%
8142100 · COMICON	751.74	3,500.00	(2,748.26)	21.5%
8145100 · Circulation Supplies	471.21	2,000.00	(1,528.79)	23.6%
8147100 · Summer Reading Club	1,982.75	7,000.00	(5,017.25)	28.3%
8150100 · Youth Programs & Supplies	1,759.63	12,500.00	(10,740.37)	14.1%
8215100 · Referral/Collection Agency Fees	26.85	750.00	(723.15)	3.6%
8245100 · IT/Comp/Copier/Equip-Outsourced	60,893.62	52,500.00	8,393.62	116.0%
8260100 · Misc Contracted Services	0.00	4,000.00	(4,000.00)	0.0%
8270100 · Library Bank/Finance/Late Fees	30.00	500.00	(470.00)	6.0%
8275100 · Public Pmt Processing Fees	337.93	500.00	(162.07)	67.6%
8310100 · CCS/Polaris/OCLC	75,528.53	72,000.00	3,528.53	104.9%
8320100 · VOIP Phone Service	9,696.86	24,000.00	(14,303.14)	40.4%
8325100 · Internet/Phone Services	7,349.61	15,000.00	(7,650.39)	49.0%
8410100 · Accounting/Payroll/Audit Serv	23,856.20	26,500.00	(2,643.80)	90.0%

**McHenry Public Library District**  
**Statement of Revenue and Expenses Budget vs. Actual**  
**Fiscal Year 2020 - 2021**

	<b>Jul '20 - Jan 21</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
8420100 · Legal Services	1,735.00	10,000.00	(8,265.00)	17.4%
8430100 · Other Consulting Fees	2,895.00	15,000.00	(12,105.00)	19.3%
8440100 · In-Service/Staff Training/LMS	0.00	2,500.00	(2,500.00)	0.0%
8510100 · Printing Services Outsourced	12,404.00	26,000.00	(13,596.00)	47.7%
8530100 · Public Notices/Ads legal/job	812.50	1,500.00	(687.50)	54.2%
8540100 · Postage/Shipping	4,349.11	13,000.00	(8,650.89)	33.5%
8545100 · Printing/Copier Supplies	98.75	8,500.00	(8,401.25)	1.2%
8550100 · Public Relations/Promotions	1,081.65	7,500.00	(6,418.35)	14.4%
8610100 · Electricity	11,759.86	22,000.00	(10,240.14)	53.5%
8620100 · Gas	3,306.17	8,000.00	(4,693.83)	41.3%
8630100 · Telephone & Internet Services	0.00	483.35	(483.35)	0.0%
8640100 · Water & Sewer	1,738.75	5,000.00	(3,261.25)	34.8%
8720100 · Building/Auto Insurance	30,186.00	34,000.00	(3,814.00)	88.8%
8730100 · Bonding & Officers Liability	40.00	2,500.00	(2,460.00)	1.6%
8740100 · Building Maintenance	19,244.94	47,500.00	(28,255.06)	40.5%
8745100 · Grounds Maintenance	9,615.77	17,000.00	(7,384.23)	56.6%
8750100 · General Operations Maintenance	25,132.85	40,000.00	(14,867.15)	62.8%
8760100 · Hospitality	(1,926.83)	3,500.00	(5,426.83)	(55.1)%
8770100 · Library Lost/Damaged Materials	28.01	500.00	(471.99)	5.6%
8795100 · Miscellaneous	17.20	750.00	(732.80)	2.3%
8800311 · Adult Materials - Per Capita	2,643.83	13,132.00	(10,488.17)	20.1%
8800321 · Youth Materials - Per Capita	193.54	13,132.00	(12,938.46)	1.5%
8800331 · Staff Software - Per Capita	2,689.00	5,000.00	(2,311.00)	53.8%
8800332 · Public Software - Per Capita	4,024.00	5,000.00	(976.00)	80.5%
8800333 · Computer Equipment - Per Capita	3,061.79	9,264.75	(6,202.96)	33.0%
8800341 · Other Equipment - Per Capita	2,058.05	7,000.00	(4,941.95)	29.4%
8910100 · Salaries	964,539.32	1,630,000.00	(665,460.68)	59.2%
8920100 · FICA/Medicare	69,647.57	117,500.00	(47,852.43)	59.3%
8930100 · IMRF	111,626.90	195,000.00	(83,373.10)	57.2%
8940100 · Health & Life Insurance	208,391.88	350,000.00	(141,608.12)	59.5%
8945100 · Employment Screening	146.90	1,000.00	(853.10)	14.7%
8950100 · Tuition Reimbursement	3,636.00	16,500.00	(12,864.00)	22.0%
8955100 · Telecommute Reimbursements	2,405.00	12,600.00	(10,195.00)	19.1%
8960100 · Memberships & Dues	2,934.94	4,500.00	(1,565.06)	65.2%
8970100 · Travel	170.08	5,000.00	(4,829.92)	3.4%
8980100 · Continuing Education (Mtg/Conf)	1,377.31	3,250.00	(1,872.69)	42.4%
9030300 · Misc Grants	0.00	61,000.00	(61,000.00)	0.0%
9050200 · Library District Act	37,563.20	25,000.00	12,563.20	150.3%
9060100 · Library Furnishings	660.72	12,500.00	(11,839.28)	5.3%
9060200 · Special Reserve Expenditures	0.00	20,000.00	(20,000.00)	0.0%
9070100 · Library Equipment	5,691.33	11,500.00	(5,808.67)	49.5%
9080100 · Small Equipment Under \$250	91.37	5,000.00	(4,908.63)	1.8%
9090100 · ADTL Capital Projects/Equipment	6,606.77	40,000.00	(33,393.23)	16.5%
<b>Total Expense</b>	<b>1,925,868.48</b>	<b>3,492,712.10</b>	<b>(1,566,843.62)</b>	<b>55.1%</b>
<b>Net Ordinary Income</b>	<b>(179,471.77)</b>	<b>(2,349.81)</b>	<b>(177,121.96)</b>	<b>7,637.7%</b>
<b>Net Income</b>	<b>(179,471.77)</b>	<b>(2,349.81)</b>	<b>(177,121.96)</b>	<b>7,637.7%</b>

## FY 2020/21 Statement of Revenue and Expenses by Class

July 2020 through January 2021

	100 General F...	200 Spec Res...	300 Grant/Gift...	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
6010100 · Property Taxes	1,662,414.43	0.00	0.00	1,662,414.43
6020200 · Developer Fees	0.00	14,418.00	0.00	14,418.00
6030100 · Interest Income - General	15.61	0.00	0.00	15.61
6030200 · Interest Income - Spec Reserve	0.00	489.80	0.00	489.80
6030300 · Interest Income - Grant & Gifts	0.00	0.00	99.25	99.25
6035100 · Dividends	112.00	0.00	0.00	112.00
6040100 · Nonresident/Enhanced Cards	180.00	0.00	0.00	180.00
6050100 · Fines and Fees	2,842.00	0.00	0.00	2,842.00
6055100 · Referral/Collection Fees	20.00	0.00	0.00	20.00
6060100 · Copy/Scan/Fax/Notary Income	702.00	0.00	0.00	702.00
6070300 · General Fund Gifts	0.00	0.00	1,510.83	1,510.83
6090100 · Annex/Impact/Operating Fees	3,275.00	0.00	0.00	3,275.00
6105100 · Retiree Insurance Payments	2,491.32	0.00	0.00	2,491.32
6150100 · Lost & Damaged Materials	975.34	0.00	0.00	975.34
6157100 · CCS/LLSAP Income	3,122.38	0.00	0.00	3,122.38
6160100 · SOLAR PANELS CREDITS	1,200.00	0.00	0.00	1,200.00
6170300 · Per Capita Grant	0.00	0.00	52,528.75	52,528.75
<b>Total Income</b>	<b>1,677,350.08</b>	<b>14,907.80</b>	<b>54,138.83</b>	<b>1,746,396.71</b>
<b>Gross Profit</b>	<b>1,677,350.08</b>	<b>14,907.80</b>	<b>54,138.83</b>	<b>1,746,396.71</b>
<b>Expense</b>				
8010100 · Adult Books	36,654.23	0.00	0.00	36,654.23
8020100 · Youth Books	26,541.83	0.00	0.00	26,541.83
8025100 · Professional Resources	414.95	0.00	0.00	414.95
8030100 · Magazines & Newspapers	11,836.03	0.00	0.00	11,836.03
8040300 · Operating Fund Gifts	0.00	0.00	1,316.64	1,316.64
8050100 · Adult AV Materials	13,081.37	0.00	0.00	13,081.37
8060100 · Youth AV Materials	5,230.24	0.00	0.00	5,230.24
8080100 · Video Games	5,551.10	0.00	0.00	5,551.10
8090100 · eBook & eMagazine Services	27,022.80	0.00	0.00	27,022.80
8095100 · Electronic Resources	36,280.27	0.00	0.00	36,280.27
8120100 · Library Supplies	3,293.04	0.00	0.00	3,293.04
8130100 · Tech Services Supplies	17,811.21	0.00	0.00	17,811.21
8140100 · Adult Programs & Supplies	5,471.61	0.00	0.00	5,471.61
8142100 · COMICON	751.74	0.00	0.00	751.74
8145100 · Circulation Supplies	471.21	0.00	0.00	471.21
8147100 · Summer Reading Club	1,982.75	0.00	0.00	1,982.75
8150100 · Youth Programs & Supplies	1,759.63	0.00	0.00	1,759.63
8215100 · Referral/Collection Agency Fees	26.85	0.00	0.00	26.85
8245100 · IT/Comp/Copier/Equip-Outsourced	60,893.62	0.00	0.00	60,893.62
8270100 · Library Bank/Finance/Late Fees	30.00	0.00	0.00	30.00
8275100 · Public Pmt Processing Fees	337.93	0.00	0.00	337.93
8310100 · CCS/Polaris/OCLC	75,528.53	0.00	0.00	75,528.53
8320100 · VOIP Phone Service	9,696.86	0.00	0.00	9,696.86
8325100 · Internet/Phone Services	7,349.61	0.00	0.00	7,349.61
8410100 · Accounting/Payroll/Audit Serv	23,856.20	0.00	0.00	23,856.20
8420100 · Legal Services	1,735.00	0.00	0.00	1,735.00
8430100 · Other Consulting Fees	2,895.00	0.00	0.00	2,895.00
8510100 · Printing Services Outsourced	12,404.00	0.00	0.00	12,404.00
8530100 · Public Notices/Ads legal/job	812.50	0.00	0.00	812.50
8540100 · Postage/Shipping	4,349.11	0.00	0.00	4,349.11
8545100 · Printing/Copier Supplies	98.75	0.00	0.00	98.75
8550100 · Public Relations/Promotions	1,081.65	0.00	0.00	1,081.65
8610100 · Electricity	11,759.86	0.00	0.00	11,759.86
8620100 · Gas	3,306.17	0.00	0.00	3,306.17
8640100 · Water & Sewer	1,738.75	0.00	0.00	1,738.75

**FY 2020/21 Statement of Revenue and Expenses by Class**

Cash Basis

July 2020 through January 2021

	100 General F...	200 Spec Res...	300 Grant/Gift...	TOTAL
8720100 · Building/Auto Insurance	30,186.00	0.00	0.00	30,186.00
8730100 · Bonding & Officers Liability	40.00	0.00	0.00	40.00
8740100 · Building Maintance	19,244.94	0.00	0.00	19,244.94
8745100 · Grounds Maintenance	9,615.77	0.00	0.00	9,615.77
8750100 · General Operations Maintenance	25,132.85	0.00	0.00	25,132.85
8760100 · Hospitality	(1,926.83)	0.00	0.00	(1,926.83)
8770100 · Library Lost/Damaged Materials	28.01	0.00	0.00	28.01
8795100 · Miscellaneous	17.20	0.00	0.00	17.20
8800311 · Adult Materials - Per Capita	0.00	0.00	2,643.83	2,643.83
8800321 · Youth Materials - Per Capita	0.00	0.00	193.54	193.54
8800331 · Staff Software - Per Capita	0.00	0.00	2,689.00	2,689.00
8800332 · Public Software - Per Capita	0.00	0.00	4,024.00	4,024.00
8800333 · Computer Equipment - Per Capita	0.00	0.00	3,061.79	3,061.79
8800341 · Other Equipment - Per Capita	0.00	0.00	2,058.05	2,058.05
8910100 · Salaries	964,539.32	0.00	0.00	964,539.32
8920100 · FICA/Medicare	69,647.57	0.00	0.00	69,647.57
8930100 · IMRF	111,626.90	0.00	0.00	111,626.90
8940100 · Health & Life Insurance	208,391.88	0.00	0.00	208,391.88
8945100 · Employment Screening	146.90	0.00	0.00	146.90
8950100 · Tuition Reimbursement	3,636.00	0.00	0.00	3,636.00
8955100 · Telecommute Reimbursements	2,405.00	0.00	0.00	2,405.00
8960100 · Memberships & Dues	2,934.94	0.00	0.00	2,934.94
8970100 · Travel	170.08	0.00	0.00	170.08
8980100 · Continuing Education (Mtg/Conf)	1,377.31	0.00	0.00	1,377.31
9050200 · Library District Act	0.00	37,563.20	0.00	37,563.20
9060100 · Library Furnishings	660.72	0.00	0.00	660.72
9070100 · Library Equipment	5,691.33	0.00	0.00	5,691.33
9080100 · Small Equipment Under \$250	91.37	0.00	0.00	91.37
9090100 · ADTL Capital Projects/Equipment	6,606.77	0.00	0.00	6,606.77
<b>Total Expense</b>	<b>1,872,318.43</b>	<b>37,563.20</b>	<b>15,986.85</b>	<b>1,925,868.48</b>
<b>Net Ordinary Income</b>	<b>(194,968.35)</b>	<b>(22,655.40)</b>	<b>38,151.98</b>	<b>(179,471.77)</b>
<b>Net Income</b>	<b>(194,968.35)</b>	<b>(22,655.40)</b>	<b>38,151.98</b>	<b>(179,471.77)</b>

**McHenry Public Library District**  
**Statement of Revenues and Expenditures**  
Fiscal Year 2020-2021 - Grant and Gift

	<u>Jul '20 - Jan ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
Income				
6030300 · Interest Income - Grant & Gifts	99.25	500.00	(400.75)	19.9%
6070300 · General Fund Gifts	1,510.83	15,000.00	(13,489.17)	10.1%
6170300 · Per Capita Grant	52,528.75	70,000.00	(17,471.25)	75.0%
6210300 · Miscellaneous Grants	0.00	61,000.00	(61,000.00)	0.0%
<b>Total Income</b>	<u>54,138.83</u>	<u>146,500.00</u>	<u>(92,361.17)</u>	<u>37.0%</u>
<b>Gross Profit</b>	<u>54,138.83</u>	<u>146,500.00</u>	<u>(92,361.17)</u>	<u>37.0%</u>
Expense				
8040300 · Operating Fund Gifts	1,316.64	50,000.00	(48,683.36)	2.6%
8800311 · Adult Materials - Per Capita	2,643.83	13,132.00	(10,488.17)	20.1%
8800321 · Youth Materials - Per Capita	193.54	13,132.00	(12,938.46)	1.5%
8800331 · Staff Software - Per Capita	2,689.00	5,000.00	(2,311.00)	53.8%
8800332 · Public Software - Per Capita	4,024.00	5,000.00	(976.00)	80.5%
8800333 · Computer Equipment - Per Capita	3,061.79	9,264.75	(6,202.96)	33.0%
8800341 · Other Equipment - Per Capita	2,058.05	7,000.00	(4,941.95)	29.4%
9030300 · Misc Grants	0.00	61,000.00	(61,000.00)	0.0%
<b>Total Expense</b>	<u>15,986.85</u>	<u>163,528.75</u>	<u>(147,541.90)</u>	<u>9.8%</u>
<b>Net Ordinary Income</b>	<u>38,151.98</u>	<u>(17,028.75)</u>	<u>55,180.73</u>	<u>(224.0)%</u>
<b>Net Income</b>	<u><b>38,151.98</b></u>	<u><b>(17,028.75)</b></u>	<u><b>55,180.73</b></u>	<u><b>(224.0)%</b></u>

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

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

<b>Account - General Fund</b>					
<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
First Communications	VOIP Phones	\$ 1,626.94	8320-100	12/04/20	EFT
	<b>subtotal for account</b>	<b>\$ 1,626.94</b>			

<b>Account - HSA/Building</b>					
First Midwest Bank	employer contributions HSA	\$ 1,700.00	8940-100	01/11/21	EFT
First Midwest Bank	employee contributions HSA	\$ 1,034.21	8940-100	01/11/21	EFT
First Midwest Bank	employee contributions HSA	\$ 1,034.21	8940-100	01/26/21	EFT
	<b>subtotal for account</b>	<b>\$ 3,768.42</b>			

<b>Account - Payroll</b>					
<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
IL Municipal Retirement Fund IMRF		\$ 19,852.81	8930-100	01/27/21	EFT
	<b>subtotal for account</b>	<b>\$ 19,852.81</b>			

<b>Account - Imprest</b>					
<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
Secretary of State	Bonding & Officers Liability	\$ 10.00	8730-100	01/05/21	1212
Secretary of State	Bonding & Officers Liability	\$ 10.00	8730-100	01/05/21	1213
United States Treasury	Health & Life Insurance	\$ 36.34	8940-100	01/26/21	1214
Office of the McHenry County	Bonding & Officers Liability	\$ 10.00	8730-100	01/26/21	1215
office of the McHenry County	Bonding & Officers Liability	\$ 10.00	8730-100	01/26/21	1216
	<b>subtotal for account</b>	<b>\$ 76.34</b>			

**GRAND TOTAL CHECKS ISSUED \$ 25,324.51**



<b>BANKCARD PROCESSING CENTER</b>					
<b>February 2021</b>					
<b>Name</b>	<b>Merchant Name</b>	<b>Date</b>	<b>Amount</b>	<b>Line</b>	<b>Subtotal</b>
STRAIN	PAYPAL *CL HIST SOC	02/02/21	\$ 200.00	<b>8010-100</b>	<b>\$ 200.00</b>
MILFAJT	SHAW SUBURBAN MEDIA-SUBS	02/04/21	\$ 74.10	8030-100	
MILFAJT	CHICAGO TRIB SUBSCRIPTIO	01/20/21	\$ 188.50	8030-100	
MILFAJT	CHICAGO SUN-TIMES CIRC	01/15/21	\$ 400.40	<b>8030-100</b>	<b>\$ 663.00</b>
STRAIN	DisneyPLUS	01/29/21	\$ 7.00	8095-100	
STRAIN	HLU*Hulu 1804006092134-U	01/30/21	\$ 11.99	8095-100	
STRAIN	Netflix.com	01/29/21	\$ 15.99	8095-100	
TERRILL	DisneyPLUS	01/26/21	\$ 7.00	8095-100	
TERRILL	DisneyPLUS	01/20/21	\$ 7.00	8095-100	
TERRILL	DisneyPLUS	01/12/21	\$ 7.00	8095-100	
TERRILL	HLU*Hulu 1592603293533-U	01/13/21	\$ 11.99	8095-100	
TERRILL	HLU*Hulu 1597220921524-U	01/20/21	\$ 11.99	8095-100	
TERRILL	HLU*Hulu 1802467693112-U	01/26/21	\$ 11.99	8095-100	
TERRILL	Netflix.com	01/26/21	\$ 15.99	8095-100	
TERRILL	Netflix.com	01/20/21	\$ 15.99	8095-100	
TERRILL	Netflix.com	01/12/21	\$ 17.99	<b>8095-100</b>	<b>\$ 141.92</b>
JAKACKI	USPS PO 1646800050	01/27/21	\$ 26.35	8540-100	
JAKACKI	USPS KIOSK 1646809550	01/25/21	\$ 16.50	<b>8540-100</b>	<b>\$ 42.85</b>
LAMBERT	VISTAPR*VistaPrint.com	02/04/21	\$ 20.00	<b>8550-100</b>	<b>\$ 20.00</b>
CLAUCHERTY	MARATHON PETRO191379	01/26/21	\$ 59.94	8750-100	
CLAUCHERTY	THE HOME DEPOT #1969	01/14/21	\$ 27.12	8750-100	
CLAUCHERTY	REDWING SHOE STORE#740	01/14/21	\$ 154.99	<b>8750-100</b>	<b>\$ 242.05</b>
MAJKA	JEWEL OSCO 1518	01/19/21	\$ 32.71	8760-100	
MAJKA	WAL-MART #1413	01/19/21	\$ 23.68	<b>8760-100</b>	<b>\$ 56.39</b>
MAY	NATIONAL CRIME SEARCH	02/03/21	\$ 118.75	<b>8945-100</b>	<b>\$ 118.75</b>
STRAIN	AMERLIBASSOC ECOMMERCE	01/08/21	\$ 215.00	8960-100	
STRAIN	ILLINOIS LIBRARY ASSOC	01/09/21	\$ 25.00	8960-100	
STRAIN	ISLMA	01/08/21	\$ 130.00	<b>8960-100</b>	<b>\$ 370.00</b>
CLAUCHERTY	MCHENRY COUNTY COLLEGE	01/28/21	\$ 195.00	8980-100	
MAY	MGMT ASSC OF IL	01/19/21	\$ 25.00	<b>8980-100</b>	<b>\$ 220.00</b>
<b>BANKCARD PROCESSING CENTER</b>		<b>Total</b>	<b>\$ 2,074.96</b>		<b>2074.96</b>
<b>P O BOX 31021</b>					
<b>TAMPA, FL 33631-3021</b>					

## McHenry Public Library District

### LIBRARIAN'S REPORT

February 2021

#### Administration

- L. Jakacki and D. Gunness meet with Nadine Johnson, the VP of First Midwest Bank's Treasury Management, to review the Library's banking relationships. We also updated all the authorized users on the accounts, added checks and balances to the workflow, and reviewed new services offered by the bank.
- L. Jakacki hosted a January Town Hall meeting on 1/5 with 33 staff attending. Topics discussed were the reissuing of the W-2's for 2019, COVID-19, Serving Our Public Chapter 5-8, and upcoming projects.
- L. Jakacki completed two staff performance evaluations
- L. Jakacki drafted an updated policy for Employee Credit Card and Retail Credit Account Use
- L. Jakacki, J. May, and D. Gunness have been meeting weekly with our payroll servicer, B2E, to work through some of the work flow issues we have been having to create a better experience for staff.
- L. Jakacki attended CCS Governing Board Meeting on 1/13/21
- L. Jakacki rolled out the process for managers to prepare their FY 2021/22 budget proposals.
- L. Jakacki worked with Managers to update our Phase 4 plan to resume walk-in services for patrons and allow simultaneous curbside pick-up in anticipation of the move into less restrictive mitigations.

#### Adult Services

- A. Moreno-Lomeli researched, wrote and submitted a grant application for the American Library Association's American Dream Literacy Initiative. The grant helps develop and expand services for adult English language learners or adults in need of basic education, workforce development and citizenship resources. We look forward to learning the outcome in mid-February.
- Upon B. Edminster's retirement, his duties have been assumed by a number of staff members.
  - As the new leader of the Classic Book Group, K. Kimbrel moderated a spirited discussion of *The Heart Is a Lonely Hunter* by Carson McCullers and created a list of titles for the group to discuss June – December 2021.
  - As part of his new responsibilities, Z. Terrill has been reviewing the Electronic Services budget, meeting with some of our vendors, and creating a spreadsheet with costs, renewal dates and cancelation deadlines.
  - After many years of assisting B. Edminster, P. Strain will administer the Career Online High School program. She and Z. Terrill attended a RAILS networking meeting with other libraries who are participating in COHS.
- T. Hillier is working with Z. Terrill to create a circulation policy for the digitizing equipment we purchased through a generous patron donation.
- E. Bily enjoyed the opportunity to dig a bit deeper into the Youth Collection when a patron gave her free rein to select picture books and early reader books for the patron's 4-year-old and 6-year-old based on their general interests. She found some picture books with gorgeous

illustrations of oceans, stars, and dragons, and became more familiar with our nonfiction early readers on sports.

- A patron received help from A. Moreno-Lomeli when they asked about receiving the second stimulus check. The patron stated they were a non-filer and had to complete an application to receive the initial check. She helped the patron navigate the IRS website in order to find information confirming that they would automatically receive the second check and would not need to complete an additional application.
- Watching a webinar on EDI (Equity, Diversity and Inclusion) sparked several implementation ideas for D. Gaudio.
- After leading the Contemporary Book Group discussion of *Nine Perfect Strangers* by Liane Moriarty, E. Bily received a note from a participant who shared how much she enjoys the group. "Thank you for hosting this; we had a great discussion! So glad you are carrying the torch to keep it going."
- P. Strain co-led the Mystery Book Group in discussing *A Lady's Guide to Etiquette and Murder* by Dianne Freeman. The group agreed with Kirkus Review's assessment that said, "...this lighthearted debut tale of mystery, love, and a delightful sleuth will leave you wanting more..."
- Public Services staff served 189 patrons through Technology Appointments and engaged in 211 live chats in January.

### **Building Services**

- S. Claucherty and G. Pease have begun working on the wellness room.
- S. Claucherty Attended a OH&S Confined Space Webinar
- G. Garza is scheduled for Forklift Certification at the Shah Center (MCC) on 2/19
- S. Claucherty is meeting with Complete Mechanical Solutions 2/11/2021 to discuss a Prioritized H/VAC replacement plan.
- S. Claucherty attended the Management Meeting on 1/12.
- Building Services Department attended the In-service meeting.
- S. Claucherty will develop a Facility Risk Assessment
- S. Claucherty is planning a building/grounds Preventative Maintenance Schedule.

### **Circulation**

- Circulation staff attended Town Hall meeting 1/5
- B. Majka attended Manager Meeting 1/12
- B. Majka, L. Horist, D. Ehredt attended Board Meeting 1/19
- C. Lenzie attended Library In-service Meeting 1/21
- L. Horist attended Reaching Forward Meeting 1/29
- Approximately 1,220 Curbside Service appointments were made in January

### **Human Resources**

- Worked with B2E throughout the month on both yearend payroll related items and workflow issues to help streamline the system for staff with, L. Jakacki and D. Gunness
- Attended January Townhall meeting with staff on 1/5

- Attended HR Library Round Table meeting on 1/6
- Processed payroll and IMRF for the month
- Attended Management meeting on 1/12
- Attended SHRM Stateline zoom event on Retention Strategies During the COVID-19 Pandemic on 1/14
- Met with In-Service team to finalized February In-Service meeting and future meeting topics on 1/21
- Attended Rails DEI programing to understand what we would need to do to start plan of this on 1/26
- On 1/28 reviewed IMRF's 1 of 4 parts Authorized Agent training virtually
- Attended virtual webinar on How to Meet 2021 Anti-Harassment Training & Policy Requirements on 1/28

#### **Public Relations**

- Sent out weekly eNewsletters to patrons highlighting programs and services
- Began to prepare signage in anticipation of the Library resuming walk-in services in February.
- Created guidelines to

#### **Technical Services**

- D. Lavin, K. Meadows, P. Radic, S. Roitberg, K. Walker and K. Milfajt served as Technology Appointment Greeters throughout the month.
- D. Lavin, K. Meadows, S. Roitberg, K. Walker, and K. Milfajt attended the All Staff Town Hall, 1/5.
- K. Milfajt participated in the Collection Development Committee meeting, 1/5.
- D. Lavin, K. Meadows, P. Radic, S. Roitberg, and K. Walker participated in TS Team virtual team meetings facilitated by K. Milfajt, 1/8, 1/15, 1/22, 1/29.
- K. Walker conducted the virtual Dungeons and Dragons program, 1/12.
- K. Milfajt participated in the MPLD Management Team Meeting, 1/12.
- K. Milfajt attended the MPLD Board meeting, 1/19.
- K. Milfajt met with P. Strain to discuss Memorial books procedures, 1/27.

#### **Technology**

- K. Krewer door greeter duty on 1/4.
- IT Dept. attended the townhall meeting on 1/5.
- Polaris Offline update on 1/11.
- D. Grandon attended the In-Service Committee meeting on 1/7 and 1/21.
- IT Sync Up on 1/7 and 1/27.
- D. Grandon attended the Board Meeting on 1/19 remotely.
- Unitrends maintenance on 1/25.
- IT webinars for the month included:
  - Zoom for the Conference Room
  - Backup and Disaster Recovery
  - Designing Meaningful Graphics

## Youth Services

- The After-School Supper program served 169 meals in January. S. Baseley and J. Einoris continued to create enrichment activities to go with each meal.
- Both YS and AS collaborated on our Winter Reading Club, which ran January 1-31. We had a total of 162 patrons participate (66 children, 7 teens, and 89 adults) with about 50% completing the challenge and earning a free book from the Friends of the McHenry Public Library. Many of the books in Beanstack's "Top 12 Books Read" for the K-8 challenge featured the books read in A. Karwowska's most recent Tween Book Clubs.
- A. Karwowska worked on our 2021 Virtual Book Madness Tournament: Second Chance Showdown. This included creating a bracket and filming a video. Both went live on Feb 1.
- M. Puga is working with Sandra Prez from the 4-H Illinois Extension to help develop a *Juntos* program, which will help educate parents on the education system in the United States.
- S. Baseley saw a positive response to both programming and outreach visits. Of note was her virtual visit with Headstart, where the kids shouted "It's the library lady!!!" when she first logged in.
- Many staff reported patrons feeling thankful for the services we were offering. Of note is J. Einoris, who had a successful RA moment where she was able to recommend a number of Gentle Reads books to a patron.
- J. Hume prepped a number of programs in advanced in preparation for her maternity leave. We welcomed baby Oliver on 1/26/21. She is expected to return in late March.
- The YS Department attended 79.75 hours of CE. Highlights include:
  - *Teaching Social Justice: Navigating Equity in Early Childhood Programs*
  - *Big Programs, Little Budget*
  - *RAILS Online Roundtable: DEI Programming During a Pandemic*

## Upcoming Events and Projects

- February Townhall Meeting on 2/2/21
- The Library will resume walk-in services on 2/8/2021
- In-Service Presentation on 2/11/21 with NAMI
- Creation of Wellness Room for Library Staff
- Overhead Door Replacement Project
- Completion of FY19/20 financial audit

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

**Policy Date: June 16<sup>th</sup>, 2020**

**Revision Date: February 16<sup>th</sup>, 2021**

### **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 took effect on April 1, 2020 and will expire on **December 31, 2021**. **If the Federal Policy is expanded, a revision will follow if needed.** 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 child's 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, 2021**. 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, 2021**.

### **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 child care 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.

If an employee receives the COVID-19 vaccine and experiences a reaction to the vaccine, they will be required to use their vacation, personal, or sick time. This is not a qualifying event for Emergency Sick Time Leave pay.

### **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 outlined below. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, also subject to the caps outlined 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, 2021.**

### **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, or **we are backdating the emergency paid sick leave for any individuals who were not covered by this policy during the time frame of January 1, 2021-February 16, 2021.**

### **Job Protections**

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

## **CURRENT POLICY**

### **CREDIT CARD USE POLICY**

The MPLD provides the management staff with a company credit card for business use.

#### **GUIDELINES and PRACTICES FOR IMPLEMENTATION**

Employees may use this for library-approved travel, conference, and meal expenses as well as for appropriate purchases of library materials and equipment. The library credit card may not be used for personal purchases. The Executive Director is responsible for supervising the use of these credit cards and enacting the appropriate sanctions for employee abuse of the cards. A report of staff use of these credit cards will be presented at each regular meeting of the Board of Library Trustees

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## **PROPOSED UPDATED POLICY AND ACKNOWLEDGMENT**

### **EMPLOYEE CREDIT CARD AND RETAIL ACCOUNT USE POLICY** (updated 02/16/2021)

McHenry Public Library District (MPLD) issues credit cards and access to retail credit accounts to select staff members to facilitate business travel, incidental and online purchases. This policy establishes the guidelines for distributing and using credit cards/credit accounts by authorized staff. Credit cards/credit accounts assist in streamlining purchasing, provide a clear record of purchases, and reduce staff's petty cash reimbursements.

The Executive Director and Business Manager will maintain a list of all credit cards, business accounts, and the staff members who are authorized to use them. Only authorized staff members may conduct purchasing transactions. Cardholders are responsible for all activity on their account that results from delegating purchases to other MPLD Staff.

### **BANK CARD AUTHORIZED USERS AND LIMITS**

The library employees authorized to use the library credit card and their individual lines of credit are not to exceed the following:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Adult Services Manager \$3,500</li> <li>• Adult Services Assistant Manager \$3,500</li> <li>• Assistant Director \$15,000</li> <li>• Building Services Manager \$3,500</li> <li>• Business Manager \$3,500</li> <li>• Circulation Manager \$3,500</li> <li>• Executive Director \$7,500</li> </ul> | <ul style="list-style-type: none"> <li>• HR Generalist \$3,500</li> <li>• IT Specialist (1) \$3,500</li> <li>• Public Relations Manager \$3,500</li> <li>• Tech Services Manager \$3,500</li> <li>• Youth Services Manager \$3,500</li> <li>• Youth Services Assistant Manager \$3,500</li> </ul> |
|---|---|

The Library's Bankcard shall not exceed a combined total credit line of \$62,000.00 for all authorized users.

## POLICY

- All credit cards are the property of MPLD. Should a staff member with a credit card leave their library position, the credit card will be returned immediately to the Executive Director or Assistant Director for destruction. A new card will be ordered for the individual taking their place. An employee also may be required to surrender their Library credit card for failure to adhere to the policy outlined here.
- Authorized users will take the necessary precautions to ensure the card's safekeeping.
- No personal use of the card is allowed. The employee is required to reimburse the library for any improper credit card purchases by the payment due date for the statement the purchases appear.
- Cash advances for any reason are prohibited.
- Purchases may not exceed individual credit limits.
- Any "Rewards" earned by use of the Library credit card are the sole property of the MPLD.
- The cardholder's responsibility is to notify the bank immediately if the credit card is lost, stolen, or fraudulently used. The Executive Director, Business Manager, and Library Board Treasurer should also be notified. Written documentation of the event should be provided as soon as possible detailing the date and circumstances of the theft, loss, or fraudulent activity.
- Common types of purchases to be made with the library credit card include:
  - Collection materials and processing supplies
  - Program supplies & refreshments
  - Deposits for presenters and performers for programs and staff training events
  - Digital media and streaming service subscriptions for collection
  - Membership dues and conference/workshop registration fees and related travel expenses
  - Office equipment, postage, and general supplies, including materials for janitorial supplies
  - Hardware and software
  - Recurring payments like those to utility companies

## Procedures, Oversight, and Audit

- Before initial issuance of any credit card or access to a credit account, each individual must agree to and sign the **Employee Credit Card Policy Acknowledgement**.
- Proper documentation to support the expenditure must be sent to the Business Manager to pay the monthly statement.  
Proper documentation is to include:
  - Original itemized paid receipt indicating the amount paid, the vendor, and the itemized description of the purchase.
  - In the case of books, subscriptions, or similar orders, a copy of the order form or document, packing slip, or other receiving documents must be attached when requesting payment.
  - A hard copy printout of the items ordered online.Examples of documentation not allowed:
  - Non-itemized cash register receipts.
  - Handwritten requests for reimbursement without receipts or other verification.
- All submitted receipts should accompany the printed monthly statement for the individual authorized user and include a notation of the budget category each purchase should be charged to.
- Payment of the monthly statement must be made in a timely fashion so that finance charges are not incurred. Timely payment requires staff who incurred the charges

properly to complete transactional paperwork related to the Library's accounting functions.

#### **RETAIL CREDIT ACCOUNTS**

At the Executive Director's discretion, the Library may maintain retail credit accounts at local businesses or other vendors (Ace Hardware, Sam's Club, Amazon.com). Only staff members authorized by the Executive Director may charge goods and services for official Library business to these accounts. All of the policy guidelines, as well as oversight and audit procedures listed in the section of this policy for business credit cards also apply to retail credit accounts.

For all purchases made on these accounts, the staff member making the purchase shall submit documentation in the form of a receipt to the Business Manager or Executive Director within 48 hours of making the purchase.

Should a staff member with access to a retail credit account leave their library position, their access is to be terminated immediately by the Executive Director or Assistant Director. An employee's access may be terminated if they fail to adhere to the policy outlined here.

## Employee Credit Card and Retail Credit Account Policy Acknowledgement

This card or access to a retail credit account is issued to you temporarily as an employee of the McHenry Public Library District. It remains the sole property of the bank or institution from which it was issued.

The right to use this card or retail credit account may be revoked at any time without warning by the issuing authority or by the McHenry Public Library District.

By accepting this card or access to a retail credit account, it is understood that you are personally responsible for any unauthorized or inappropriate use. Failure to comply with this policy may result in the loss of credit card or retail credit account use and/or disciplinary action against the employee, up to and including termination of employment and criminal/civil action.

The employee must review and sign this agreement upon the initial issue and subsequent reissues of Library Credit Cards or retail credit account access.

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**I have read and fully understand and accept my responsibilities and liabilities involving using the bank credit card or credit account access issued to me.**

Credit Card or Retail Credit Account Access:

BANKCARD

ACE HARDWARE

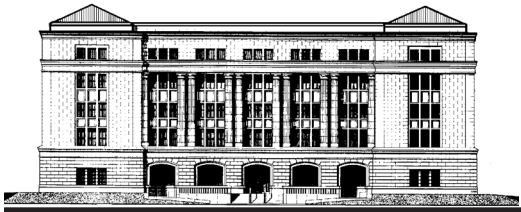
AMAZON.COM

SAM'S CLUB

Last 4 Digits of Card Number:

Card Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_



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## Illinois State Library

### ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

**Legal Name of Library:** \_\_\_\_\_

**Library's Control Number:** \_\_\_\_\_ **Branch Number:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Contact information of the person completing this grant application:**

**Preparer's Name:** \_\_\_\_\_  
(First Name) (Last Name)

**Preparer's Title:** \_\_\_\_\_

**Preparer's Phone Number:** \_\_\_\_\_

**Preparer's Email Address:** \_\_\_\_\_

**By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.**

**Changes in the population count** for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

**Service Area Population** \_\_\_\_\_

**Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)**

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

**Chapter 1: Core Standards**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

## Chapter 2: Governance and Administration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

## Chapter 3: Personnel

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)



## Chapter 4: Access

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

## Chapter 5: Building Infrastructure and Maintenance

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

## Chapter 6: Safety

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

## Chapter 7: Collection Management

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

## **Chapter 8: System Member Responsibilities and Resource Sharing**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

## **Chapter 9: Public Services: Reference and Reader's Advisory Services**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

## Chapter 10: Programming

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

## Chapter 11: Youth/Young Adult Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

## Chapter 12: Technology

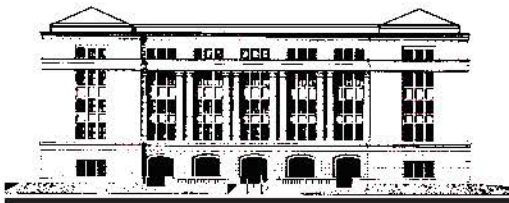
**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

## Chapter 13: Marketing, Promotion and Collaboration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

## Part II: Planned Use of Grant Funds

**Describe** objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.



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Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

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### Illinois Public Library Per Capita Grant Expenditures Report

*Per Capita Grant funds must be obligated by June 30 and expended by August 15.*

Library Name: McHenry Public Library District City: McHenry

Control Number: 30448 Branch Number: 00

Fiscal Year: 2019 Exact amount of Per Capita Grant received: \$52,528.75

#### CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

☒ Materials (materials for all ages, genres and formats, including electronic resources, books on tape, DVD's, CD's, etc.)

\$23,539.28 of Per Capita Grant money was used to purchase print books, DVDs, and audiobooks on CDs for adult, teen, and junior patrons.

☐ Programs (Summer Reading, Mom & Tot, educational, instructional, etc.)

☐ Personnel

☒ Electronic Access (databases, resource sharing, LLSAPs, system fees, etc.)

\$7,332.10 of Per Capita Grant money was used to purchase hardware and software for network connectivity.

☐ Continuing Education (staff and/or board)

☐ Supplies

☒ **Equipment** (office equipment, computer software and hardware, etc.)

\$21,657.37 of Per Capita Grant money was used to purchase staff and public hardware and software.

☐ **Travel**

☐ **Public Relations** (newsletters, media ads, etc.)

☐ **Telecommunications** (phone, fax, internet, cable, etc.)

☐ **Construction – Be specific** (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic re-modeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

☐ **Contractual Services – Be specific** (legal fees, architect fees, consulting fees, etc.)

☐ **Other – Be specific** (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.)