



McHenry Public Library District

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

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

**Tuesday, May 18, 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
 - A.** Approval of Minutes of the April 20, 2021 Regular Board Meeting
- VII. TREASURER'S REPORT** – Delphine Grala, Treasurer
 - A.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for April/May 2021, Additional Bills (Distributed night of meeting) and Petty Cash and Credit Card Reports (Distributed night of meeting)
- VIII. COMMUNICATIONS**
 - A.** Institute of Electrical and Electronics Engineers — Award Letter for IEEE Science Kits for Public Libraries Grant
 - B.** John Kuhlmann to McHenry Public Library District—Letter of Appreciation of Memorial Donation
 - C.** McHenry County Clerk — Abstract of Votes
- IX. LIBRARIAN'S REPORT**
 - A.** Librarian's Report
 - B.** 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.** Administration of the Oath of Office
- B.** Resolution 2020/2021-7 Declaring Vacancy Board of Library Trustees
- C.** Plan to fill Vacancy in Board of Library Trustees
- D.** Ordinance 2020/2021-8 Calendar of Regular Meetings
For the Board of Library Trustees for Fiscal Year 2021/22
- E.** Nominations for Slate of Officers
- F.** COVID-19 Library Reopening Plans
- G.** FY 2021/22 Budget Update

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 and providing a valid email (required for access) at least 8 hours before the meeting time/date.



McHenry Public Library District

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

MINUTES
McHenry Public Library District
Board of Library Trustees Regular Meeting

Date: April 20, 2021
Time: 7:00 P.M.
Location: Library Meeting Room #135 and Virtual

I. CALL TO ORDER

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

II. ROLL CALL

A. Roll was called and a quorum was established

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

Members Absent: Margaret Carey

Also Present: Debbie Gunness, Business Manager; Denise Grandon, IT Specialist; Jennifer May, HR Generalist; Kathy Lambert, PR Manager (remotely); Kathy Milfajt, Technical Services Manager (remotely); Lesley Jakacki, Executive Director; Pam Strain, Adult Services Manager (remotely); Zach Terrill, Adult Services Assistant Manager

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

A. None

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

A. Members of the Staff attending the meeting virtually and in-person were introduced.

VI. SECRETARY'S REPORT – Monica Leccese, Secretary

1. Approval of Minutes of the March 16, 2021 Regular Board Meeting

Secretary Leccese informed the Board that she found no corrections needed for the March 16, 2021 Secretary's report.

Stone moved and Murphy seconded a motion to approve March 16, 2021 Regular Board Meeting.

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

Nays: None

Abstain: None

Absent: Carey

Motion Passed

VII. TREASURER'S REPORT – Delphine Grala, Treasurer

1. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for March/April 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 brought to our attention the balance sheet reflects a negative balance in the General Fund and positive balances in the Special Reserve Fund and the Grant and Funds.

No property taxes were received this month by the Library, which is typical for this time of year, so our income is small for the month compared to our expenses for the month.

A revised "Bankcard Processing Center April 2021" spreadsheet was distributed at the meeting supersedes the document provided in the Board Packet, and there is a difference of \$2.00 between the reports.

Grala questioned all the expenses entailed in the check for Eder & Casella, which Gunness explained is for the accounting and IT outsourcing. Vice President Stone asked what expenses were under the Baker and Taylor, and it was explained they were our primary book jobber.

Murphy moved and Alexander seconded a motion to approve the Monthly Financial Statements, Interim Check Report and Bill Reports for March/April 2021, Additional Bills, and Petty Cash and Credit Card Reports.

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

Nays: None

Abstain: None

Absent: Carey

Motion Passed

VIII. COMMUNICATIONS

- A. RAILS and CCS memos on discontinuing materials quarantine period
- B. Recognition of donations from McHenry American Legion Auxiliary Post 491
- C. John Armstrong Memorial Donation
 1. Letter to Family of John Armstrong – Recognition of memorial donations and notice of books ordered
 2. Letter to Vacula Family

IX. LIBRARIAN'S REPORT

- A. Librarian's Report

Director Jakacki highlighted the following items from the report: completion of the Wellness Room, A. Moreno-Lomeli's work with other libraries to promote the Soon to Be Famous Illinois Author Project for Spanish writers; T. Hillier was appointed by the City of McHenry to their Landmark Commission; B. Niepsuj retired from her position as the Interlibrary Loan Associate after holding various positions on the Library during her 24-year tenure and the Library had posted this

position opening internally and will be interviewing candidates, D. Grandon and D. Gunness have taken training on how to use the new audit device for the coin-ops which will help us streamline the process of handling these funds, A. Karwowska shared some of the projects her teen volunteers have completed, like blankets for Project Linus and cards for troops overseas and hospitalized kids and the acknowledgment from organizations who have received their projects to distribute and that the Friends of the Library will be starting up the book sale room again in April and a planning a tent book sale in July. The Friends also donated \$5,000.00 towards the Library's Summer Reading Program.

B. COVID-19 Service Model Changes

Director Jakacki informed the Board that as of April 12, 2021, all staff has returned to work their hours in the building.

Trustee Alexander inquired when the Library would be returning to full hours, and Jakacki said the plan is to return to full Monday-Saturday hours when the State of Illinois transitions to Phase 5 of the COVID-19 plan. We would review Sunday hours at that time for our foot traffic and possibly wait until late Summer/early Fall to resume those hours.

C. 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

- A.** Update on Sanitary/ Sewer Project

Director Jakacki informed the Board that the Sanitary/ Sewer project had been completed with the City of McHenry approving and registering the updated easement survey.

A breakdown of the expenditures for this project was provided to the Board for review to show that the final project cost was in line with the cost projection provided by the previous Director at the start of the project.

XII. NEW BUSINESS

- A.** Ordinance 2020/2021-05; Transferring Funds to the General Operating Fund

President Reilly spoke about how upon seeking legal counsel and reviewing applicable Illinois State statutes, the Library determined that this type of transfer of the funds from the Special Reserve Fund is not allowable. Therefore this Ordinance is not necessary.

A discussion regarding the uses of the Special Reserve Fund ensued.

The Library will continue to explore ways to return the General Fund to a positive balance.

B. Employee Personal Use of Social Media Policy

Trustee Alexander stated that he felt "Library Trustees" should be struck from the list of people/person staff cannot make statements against as listed in the second bullet point since Library Trustees are elected officials. Therefore the burden of proof is higher in libel cases with the intent of malice in 1st Amendment cases.

Grala moved, and Alexander seconded a motion to approve the Employee Personal Use of Social Media Policy with the following change: removal of any instances of "Library Trustees" from the policy where it is listed regarding who staff cannot make statements against.

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

Nays: None

Abstain: None

Absent: Carey

Motion Passed

C. Library-Sponsored Social Media Policy

This policy outlines how the Library interacts with the Public and patrons on Library sponsored.

Grala moved and Leccese seconded a motion to approve Library-Sponsored Social Media Policy

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

Nays: None

Abstain: None

Absent: Carey

Motion Passed

D. Library of Things Circulation Policy

Director Jakacki explained that this Circulation Policy is for non-traditional items like equipment and kits that we circulate. In the past, we have passed individual policies for this equipment. This new policy has built-in parameters that will allow us to expand the collection without creating a new policy for each item streamlining the process and policies. This policy will supersede "Hotspot Circulation Rules" and "Roku Circulation Rules."

Leccese moved and Alexander seconded a motion to approve the Library of Things Circulation Policy

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

Nays: None

Abstain: None

Absent: Carey

Motion Passed

E. FY 2021/22 Budget Update

Reviewed the PTELL Worksheet from the McHenry County with the Tax Year: 2020 extension listed which with the amount of revenue from property taxes the Library is due to receive. This is the main source of income for the Library.

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

XIV. ADJOURNMENT

Murphy moved and Grala seconded a motion to adjourn at 8:11 p.m.

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

Nays: None

Abstain: None

Absent: Carey

Motion Passed

Respectfully Submitted,

Monica Leccese, Secretary

MCHENRY PUBLIC LIBRARY DISTRICT

COMPILED FINANCIAL STATEMENTS

April 30, 2021

McHenry Public Library District
Balance Sheet
As of April 30, 2021

	<u>Apr 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1060 · First Midwest Bank-Money Market	
1060100 · MM - General	(568,605.59)
1060200 · MM - Spec Reserve	1,879,319.93
1060300 · MM - Grant & Gift	447,223.67
Total 1060 · First Midwest Bank-Money Market	<u>1,757,938.01</u>
1070100 · HSA/Building - First Midwest	4,378.85
1615100 · General Account - First Midwest	23,236.45
1625100 · Payroll Account - First Midwest	85,053.68
1635100 · Imprest Account - First Midwest	4,760.03
Total Checking/Savings	<u>1,875,367.02</u>
Other Current Assets	
1005100 · Petty Cash	800.00
Total Other Current Assets	<u>800.00</u>
Total Current Assets	<u>1,876,167.02</u>
TOTAL ASSETS	<u>1,876,167.02</u>
LIABILITIES & EQUITY	
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	(779,002.69)
Total Equity	<u>1,876,167.02</u>
TOTAL LIABILITIES & EQUITY	<u>1,876,167.02</u>

Monthly by Class

April 2021

	100 General F...	200 Spec Res...	300 Grant/Gift...	TOTAL
Ordinary Income/Expense				
Income				
6030200 · Interest Income - Spec Reserve	0.00	49.32	0.00	49.32
6030300 · Interest Income - Grant & Gifts	0.00	0.00	11.85	11.85
6035100 · Dividends	56.00	0.00	0.00	56.00
6040100 · Nonresident/Enhanced Cards	90.00	0.00	0.00	90.00
6050100 · Fines and Fees	222.79	0.00	0.00	222.79
6055100 · Referral/Collection Fees	18.95	0.00	0.00	18.95
6060100 · Copy/Scan/Fax/Notary Income	958.55	0.00	0.00	958.55
6070300 · General Fund Gifts	0.00	0.00	25.00	25.00
6105100 · Retiree Insurance Payments	138.96	0.00	0.00	138.96
6110100 · Program Fees/Misc Fees	9.00	0.00	0.00	9.00
6150100 · Lost & Damaged Materials	204.85	0.00	0.00	204.85
Total Income	1,699.10	49.32	36.85	1,785.27
Gross Profit	1,699.10	49.32	36.85	1,785.27
Expense				
8010100 · Adult Books	5,308.14	0.00	0.00	5,308.14
8020100 · Youth Books	788.03	0.00	0.00	788.03
8030100 · Magazines & Newspapers	740.32	0.00	0.00	740.32
8040300 · Operating Fund Gifts	0.00	0.00	573.92	573.92
8050100 · Adult AV Materials	2,291.10	0.00	0.00	2,291.10
8060100 · Youth AV Materials	1,325.69	0.00	0.00	1,325.69
8080100 · Video Games	249.97	0.00	0.00	249.97
8090100 · eBook & eMagazine Services	2,628.84	0.00	0.00	2,628.84
8095100 · Electronic Resources	8,564.41	0.00	0.00	8,564.41
8120100 · Library Supplies	20.60	0.00	0.00	20.60
8130100 · Tech Services Supplies	773.89	0.00	0.00	773.89
8140100 · Adult Programs & Supplies	1,255.00	0.00	0.00	1,255.00
8145100 · Circulation Supplies	222.25	0.00	0.00	222.25
8150100 · Youth Programs & Supplies	339.47	0.00	0.00	339.47
8245100 · IT/Comp/Copier/Equip-Outsourced	8,643.00	0.00	0.00	8,643.00
8275100 · Public Pmt Processing Fees	68.57	0.00	0.00	68.57
8310100 · CCS/Polaris/OCLC	17,355.93	0.00	0.00	17,355.93
8320100 · VOIP Phone Service	1,656.05	0.00	0.00	1,656.05
8325100 · Internet/Phone Services	1,196.81	0.00	0.00	1,196.81
8410100 · Accounting/Payroll/Audit Serv	1,024.10	0.00	0.00	1,024.10
8420100 · Legal Services	325.00	0.00	0.00	325.00
8540100 · Postage/Shipping	1,980.62	0.00	0.00	1,980.62
8550100 · Public Relations/Promotions	49.00	0.00	0.00	49.00
8610100 · Electricity	1,651.04	0.00	0.00	1,651.04
8620100 · Gas	726.38	0.00	0.00	726.38
8640100 · Water & Sewer	109.39	0.00	0.00	109.39
8740100 · Building Maintance	3,496.40	0.00	0.00	3,496.40
8745100 · Grounds Maintenance	100.00	0.00	0.00	100.00
8750100 · General Operations Maintenance	2,525.66	0.00	0.00	2,525.66
8760100 · Hospitality	429.45	0.00	0.00	429.45
8770100 · Library Lost/Damaged Materials	21.99	0.00	0.00	21.99
8795100 · Miscellaneous	35.00	0.00	0.00	35.00
8800311 · Adult Materials - Per Capita	0.00	0.00	3,999.21	3,999.21
8800321 · Youth Materials - Per Capita	0.00	0.00	11.24	11.24
8910100 · Salaries	111,338.94	0.00	0.00	111,338.94
8920100 · FICA/Medicare	8,275.91	0.00	0.00	8,275.91
8930100 · IMRF	12,624.64	0.00	0.00	12,624.64
8940100 · Health & Life Insurance	24,951.48	0.00	0.00	24,951.48
8950100 · Tuition Reimbursement	118.00	0.00	0.00	118.00
8955100 · Telecommute Reimbursements	190.00	0.00	0.00	190.00
8960100 · Memberships & Dues	410.00	0.00	0.00	410.00

McHenry Public Library District
Monthly by Class
April 2021

	<u>100 General F...</u>	<u>200 Spec Res...</u>	<u>300 Grant/Gift...</u>	<u>TOTAL</u>
8970100 · Travel	9.52	0.00	0.00	9.52
8980100 · Continuing Education (Mtg/Conf)	479.00	0.00	0.00	479.00
9060100 · Library Furnishings	1,120.53	0.00	0.00	1,120.53
9070100 · Library Equipment	459.00	0.00	0.00	459.00
Total Expense	<u>225,879.12</u>	<u>0.00</u>	<u>4,584.37</u>	<u>230,463.49</u>
Net Ordinary Income	<u>(224,180.02)</u>	<u>49.32</u>	<u>(4,547.52)</u>	<u>(228,678.22)</u>
Net Income	<u>(224,180.02)</u>	<u>49.32</u>	<u>(4,547.52)</u>	<u>(228,678.22)</u>

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

	Jul '20 - Apr 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
6010100 · Property Taxes	1,686,934.93	3,180,662.29	(1,493,727.36)	53.0%
6020200 · Developer Fees	19,758.00	50,000.00	(30,242.00)	39.5%
6030100 · Interest Income - General	16.73	1,000.00	(983.27)	1.7%
6030200 · Interest Income - Spec Reserve	654.86	1,000.00	(345.14)	65.5%
6030300 · Interest Income - Grant & Gifts	138.99	500.00	(361.01)	27.8%
6035100 · Dividends	168.00	500.00	(332.00)	33.6%
6040100 · Nonresident/Enhanced Cards	360.00	500.00	(140.00)	72.0%
6050100 · Fines and Fees	3,253.72	12,000.00	(8,746.28)	27.1%
6055100 · Referral/Collection Fees	48.95	1,000.00	(951.05)	4.9%
6060100 · Copy/Scan/Fax/Notary Income	2,323.62	22,000.00	(19,676.38)	10.6%
6070200 · Reserve Fund Gifts	0.00	5,000.00	(5,000.00)	0.0%
6070300 · General Fund Gifts	1,475.89	15,000.00	(13,524.11)	9.8%
6090100 · Annex/Impact/Operating Fees	5,403.00	10,000.00	(4,597.00)	54.0%
6105100 · Retiree Insurance Payments	2,805.12	15,000.00	(12,194.88)	18.7%
6110100 · Program Fees/Misc Fees	9.00	4,200.00	(4,191.00)	0.2%
6120100 · Meeting Room Fees	150.00	1,500.00	(1,350.00)	10.0%
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	1,463.45	5,500.00	(4,036.55)	26.6%
6157100 · CCS/LLSAP Income	4,683.57	25,000.00	(20,316.43)	18.7%
6160100 · SOLAR PANELS CREDITS	1,920.00	2,000.00	(80.00)	96.0%
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	500.00	61,000.00	(60,500.00)	0.8%
Total Income	1,784,596.58	3,490,362.29	(1,705,765.71)	51.1%
Gross Profit	1,784,596.58	3,490,362.29	(1,705,765.71)	51.1%
Expense				
8010100 · Adult Books	52,004.35	65,000.00	(12,995.65)	80.0%
8020100 · Youth Books	35,468.43	50,000.00	(14,531.57)	70.9%
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	13,313.45	16,500.00	(3,186.55)	80.7%
8040300 · Operating Fund Gifts	2,085.44	50,000.00	(47,914.56)	4.2%
8050100 · Adult AV Materials	18,075.08	39,000.00	(20,924.92)	46.3%
8060100 · Youth AV Materials	6,933.71	13,500.00	(6,566.29)	51.4%
8080100 · Video Games	6,161.07	14,700.00	(8,538.93)	41.9%
8090100 · eBook & eMagazine Services	34,952.15	70,000.00	(35,047.85)	49.9%
8095100 · Electronic Resources	51,016.37	75,000.00	(23,983.63)	68.0%
8120100 · Library Supplies	3,705.76	5,500.00	(1,794.24)	67.4%
8130100 · Tech Services Supplies	19,837.74	27,500.00	(7,662.26)	72.1%
8135100 · Bindery	0.00	150.00	(150.00)	0.0%
8140100 · Adult Programs & Supplies	8,935.40	12,500.00	(3,564.60)	71.5%
8142100 · COMICON	751.74	3,500.00	(2,748.26)	21.5%
8145100 · Circulation Supplies	744.38	2,000.00	(1,255.62)	37.2%
8147100 · Summer Reading Club	2,563.97	7,000.00	(4,436.03)	36.6%
8150100 · Youth Programs & Supplies	2,559.67	12,500.00	(9,940.33)	20.5%
8215100 · Referral/Collection Agency Fees	26.85	750.00	(723.15)	3.6%
8245100 · IT/Comp/Copier/Equip-Outsourced	74,082.12	52,500.00	21,582.12	141.1%
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	614.16	500.00	114.16	122.8%
8310100 · CCS/Polaris/OCLC	92,884.46	72,000.00	20,884.46	129.0%
8320100 · VOIP Phone Service	14,665.01	24,000.00	(9,334.99)	61.1%
8325100 · Internet/Phone Services	11,004.51	15,000.00	(3,995.49)	73.4%

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

	Jul '20 - Apr 21	Budget	\$ Over Budget	% of Budget
8410100 · Accounting/Payroll/Audit Serv	30,018.64	26,500.00	3,518.64	113.3%
8420100 · Legal Services	2,780.00	10,000.00	(7,220.00)	27.8%
8430100 · Other Consulting Fees	3,195.00	15,000.00	(11,805.00)	21.3%
8440100 · In-Service/Staff Training/LMS	0.00	2,500.00	(2,500.00)	0.0%
8510100 · Printing Services Outsourced	18,339.00	26,000.00	(7,661.00)	70.5%
8530100 · Public Notices/Ads legal/job	847.50	1,500.00	(652.50)	56.5%
8540100 · Postage/Shipping	8,851.16	13,000.00	(4,148.84)	68.1%
8545100 · Printing/Copier Supplies	152.73	8,500.00	(8,347.27)	1.8%
8550100 · Public Relations/Promotions	3,370.50	7,500.00	(4,129.50)	44.9%
8610100 · Electricity	18,627.90	22,000.00	(3,372.10)	84.7%
8620100 · Gas	6,745.38	8,000.00	(1,254.62)	84.3%
8630100 · Telephone & Internet Services	0.00	712.85	(712.85)	0.0%
8640100 · Water & Sewer	1,957.53	5,000.00	(3,042.47)	39.2%
8720100 · Building/Auto Insurance	27,654.00	34,000.00	(6,346.00)	81.3%
8730100 · Bonding & Officers Liability	2,632.00	2,500.00	132.00	105.3%
8740100 · Building Maintance	29,535.42	47,500.00	(17,964.58)	62.2%
8745100 · Grounds Maintenance	12,565.77	17,000.00	(4,434.23)	73.9%
8750100 · General Operations Maintenance	30,980.14	40,000.00	(9,019.86)	77.5%
8760100 · Hospitality	(1,364.72)	3,500.00	(4,864.72)	(39.0)%
8770100 · Library Lost/Damaged Materials	105.71	500.00	(394.29)	21.1%
8795100 · Miscellaneous	52.20	750.00	(697.80)	7.0%
8800311 · Adult Materials - Per Capita	7,475.33	13,132.00	(5,656.67)	56.9%
8800321 · Youth Materials - Per Capita	204.78	13,132.00	(12,927.22)	1.6%
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	1,303,380.97	1,630,000.00	(326,619.03)	80.0%
8920100 · FICA/Medicare	94,587.08	117,500.00	(22,912.92)	80.5%
8930100 · IMRF	149,513.53	195,000.00	(45,486.47)	76.7%
8940100 · Health & Life Insurance	279,562.57	350,000.00	(70,437.43)	79.9%
8945100 · Employment Screening	265.65	1,000.00	(734.35)	26.6%
8950100 · Tuition Reimbursement	4,058.44	16,500.00	(12,441.56)	24.6%
8955100 · Telecommute Reimbursements	3,070.00	12,600.00	(9,530.00)	24.4%
8960100 · Memberships & Dues	3,749.94	4,500.00	(750.06)	83.3%
8970100 · Travel	181.84	5,000.00	(4,818.16)	3.6%
8980100 · Continuing Education (Mtg/Conf)	2,669.99	3,250.00	(580.01)	82.2%
9030300 · Misc Grants	500.00	61,000.00	(60,500.00)	0.8%
9050200 · Library District Act	37,563.20	25,000.00	12,563.20	150.3%
9060100 · Library Furnishings	1,781.25	12,500.00	(10,718.75)	14.3%
9060200 · Special Reserve Expenditures	0.00	20,000.00	(20,000.00)	0.0%
9070100 · Library Equipment	6,150.33	11,500.00	(5,349.67)	53.5%
9080100 · Small Equipment Under \$250	398.13	5,000.00	(4,601.87)	8.0%
9090100 · ADTL Capital Projects/Equipment	6,776.77	40,000.00	(33,223.23)	16.9%
Total Expense	2,563,599.27	3,492,941.60	(929,342.33)	73.4%
Net Ordinary Income	(779,002.69)	(2,579.31)	(776,423.38)	30,202.0%
Net Income	(779,002.69)	(2,579.31)	(776,423.38)	30,202.0%

McHenry Public Library District
Statement of Revenue and Expenses by Class
Fiscal Year 2020 - 2021

	100 General Fund	200 Spec Reserv...	300 Grant/Gift Fu...	TOTAL
Ordinary Income/Expense				
Income				
6010100 · Property Taxes	1,686,934.93	0.00	0.00	1,686,934.93
6020200 · Developer Fees	0.00	19,758.00	0.00	19,758.00
6030100 · Interest Income - General	16.73	0.00	0.00	16.73
6030200 · Interest Income - Spec Reserve	0.00	654.86	0.00	654.86
6030300 · Interest Income - Grant & Gifts	0.00	0.00	138.99	138.99
6035100 · Dividends	168.00	0.00	0.00	168.00
6040100 · Nonresident/Enhanced Cards	360.00	0.00	0.00	360.00
6050100 · Fines and Fees	3,253.72	0.00	0.00	3,253.72
6055100 · Referral/Collection Fees	48.95	0.00	0.00	48.95
6060100 · Copy/Scan/Fax/Notary Income	2,323.62	0.00	0.00	2,323.62
6070300 · General Fund Gifts	0.00	0.00	1,475.89	1,475.89
6090100 · Annex/Impact/Operating Fees	5,403.00	0.00	0.00	5,403.00
6105100 · Retiree Insurance Payments	2,805.12	0.00	0.00	2,805.12
6110100 · Program Fees/Misc Fees	9.00	0.00	0.00	9.00
6120100 · Meeting Room Fees	150.00	0.00	0.00	150.00
6150100 · Lost & Damaged Materials	1,463.45	0.00	0.00	1,463.45
6157100 · CCS/LLSAP Income	4,683.57	0.00	0.00	4,683.57
6160100 · SOLAR PANELS CREDITS	1,920.00	0.00	0.00	1,920.00
6170300 · Per Capita Grant	0.00	0.00	52,528.75	52,528.75
6210300 · Miscellaneous Grants	0.00	0.00	500.00	500.00
Total Income	1,709,540.09	20,412.86	54,643.63	1,784,596.58
Gross Profit	1,709,540.09	20,412.86	54,643.63	1,784,596.58
Expense				
8010100 · Adult Books	52,004.35	0.00	0.00	52,004.35
8020100 · Youth Books	35,468.43	0.00	0.00	35,468.43
8025100 · Professional Resources	414.95	0.00	0.00	414.95
8030100 · Magazines & Newspapers	13,313.45	0.00	0.00	13,313.45
8040300 · Operating Fund Gifts	0.00	0.00	2,085.44	2,085.44
8050100 · Adult AV Materials	18,075.08	0.00	0.00	18,075.08
8060100 · Youth AV Materials	6,933.71	0.00	0.00	6,933.71
8080100 · Video Games	6,161.07	0.00	0.00	6,161.07
8090100 · eBook & eMagazine Services	34,952.15	0.00	0.00	34,952.15
8095100 · Electronic Resources	51,016.37	0.00	0.00	51,016.37
8120100 · Library Supplies	3,705.76	0.00	0.00	3,705.76
8130100 · Tech Services Supplies	19,837.74	0.00	0.00	19,837.74
8140100 · Adult Programs & Supplies	8,935.40	0.00	0.00	8,935.40
8142100 · COMICON	751.74	0.00	0.00	751.74
8145100 · Circulation Supplies	744.38	0.00	0.00	744.38
8147100 · Summer Reading Club	2,563.97	0.00	0.00	2,563.97
8150100 · Youth Programs & Supplies	2,559.67	0.00	0.00	2,559.67
8215100 · Referral/Collection Agency Fees	26.85	0.00	0.00	26.85
8245100 · IT/Comp/Copier/Equip-Outsourced	74,082.12	0.00	0.00	74,082.12
8270100 · Library Bank/Finance/Late Fees	30.00	0.00	0.00	30.00
8275100 · Public Pmt Processing Fees	614.16	0.00	0.00	614.16
8310100 · CCS/Polaris/OCLC	92,884.46	0.00	0.00	92,884.46
8320100 · VOIP Phone Service	14,665.01	0.00	0.00	14,665.01
8325100 · Internet/Phone Services	11,004.51	0.00	0.00	11,004.51
8410100 · Accounting/Payroll/Audit Serv	30,018.64	0.00	0.00	30,018.64
8420100 · Legal Services	2,780.00	0.00	0.00	2,780.00
8430100 · Other Consulting Fees	3,195.00	0.00	0.00	3,195.00
8510100 · Printing Services Outsourced	18,339.00	0.00	0.00	18,339.00
8530100 · Public Notices/Ads legal/job	847.50	0.00	0.00	847.50
8540100 · Postage/Shipping	8,851.16	0.00	0.00	8,851.16
8545100 · Printing/Copier Supplies	152.73	0.00	0.00	152.73
8550100 · Public Relations/Promotions	3,370.50	0.00	0.00	3,370.50
8610100 · Electricity	18,627.90	0.00	0.00	18,627.90
8620100 · Gas	6,745.38	0.00	0.00	6,745.38
8640100 · Water & Sewer	1,957.53	0.00	0.00	1,957.53
8720100 · Building/Auto Insurance	27,654.00	0.00	0.00	27,654.00
8730100 · Bonding & Officers Liability	2,632.00	0.00	0.00	2,632.00
8740100 · Building Maintance	29,535.42	0.00	0.00	29,535.42
8745100 · Grounds Maintenance	12,565.77	0.00	0.00	12,565.77

McHenry Public Library District
Statement of Revenue and Expenses by Class
Fiscal Year 2020 - 2021

	100 General Fund	200 Spec Reserv...	300 Grant/Gift Fu...	TOTAL
8750100 · General Operations Maintenance	30,980.14	0.00	0.00	30,980.14
8760100 · Hospitality	(1,364.72)	0.00	0.00	(1,364.72)
8770100 · Library Lost/Damaged Materials	105.71	0.00	0.00	105.71
8795100 · Miscellaneous	52.20	0.00	0.00	52.20
8800311 · Adult Materials - Per Capita	0.00	0.00	7,475.33	7,475.33
8800321 · Youth Materials - Per Capita	0.00	0.00	204.78	204.78
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	1,303,380.97	0.00	0.00	1,303,380.97
8920100 · FICA/Medicare	94,587.08	0.00	0.00	94,587.08
8930100 · IMRF	149,513.53	0.00	0.00	149,513.53
8940100 · Health & Life Insurance	279,562.57	0.00	0.00	279,562.57
8945100 · Employment Screening	265.65	0.00	0.00	265.65
8950100 · Tuition Reimbursement	4,058.44	0.00	0.00	4,058.44
8955100 · Telecommute Reimbursements	3,070.00	0.00	0.00	3,070.00
8960100 · Memberships & Dues	3,749.94	0.00	0.00	3,749.94
8970100 · Travel	181.84	0.00	0.00	181.84
8980100 · Continuing Education (Mtg/Conf)	2,669.99	0.00	0.00	2,669.99
9030300 · Misc Grants	0.00	0.00	500.00	500.00
9050200 · Library District Act	0.00	37,563.20	0.00	37,563.20
9060100 · Library Furnishings	1,781.25	0.00	0.00	1,781.25
9070100 · Library Equipment	6,150.33	0.00	0.00	6,150.33
9080100 · Small Equipment Under \$250	398.13	0.00	0.00	398.13
9090100 · ADTL Capital Projects/Equipment	6,776.77	0.00	0.00	6,776.77
Total Expense	2,503,937.68	37,563.20	22,098.39	2,563,599.27
Net Ordinary Income	(794,397.59)	(17,150.34)	32,545.24	(779,002.69)
Net Income	(794,397.59)	(17,150.34)	32,545.24	(779,002.69)

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

	Jul '20 - Apr 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
6030300 · Interest Income - Grant & Gifts	138.99	500.00	(361.01)	27.8%
6070300 · General Fund Gifts	1,475.89	15,000.00	(13,524.11)	9.8%
6170300 · Per Capita Grant	52,528.75	70,000.00	(17,471.25)	75.0%
6210300 · Miscellaneous Grants	500.00	61,000.00	(60,500.00)	0.8%
Total Income	54,643.63	146,500.00	(91,856.37)	37.3%
Gross Profit	54,643.63	146,500.00	(91,856.37)	37.3%
Expense				
8040300 · Operating Fund Gifts	2,085.44	50,000.00	(47,914.56)	4.2%
8800311 · Adult Materials - Per Capita	7,475.33	13,132.00	(5,656.67)	56.9%
8800321 · Youth Materials - Per Capita	204.78	13,132.00	(12,927.22)	1.6%
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	500.00	61,000.00	(60,500.00)	0.8%
Total Expense	22,098.39	163,528.75	(141,430.36)	13.5%
Net Ordinary Income	32,545.24	(17,028.75)	49,573.99	(191.1)%
Net Income	32,545.24	(17,028.75)	49,573.99	(191.1)%

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

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

<u>VENDOR</u>	Account - General Fund <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
First Communications	VOIP Phones	\$ 1,656.05	8320-100	04/06/21	EFT
	subtotal for account	\$ 1,656.05			

	Account - HSA/Building <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
First Midwest Bank	Employer contributions HSA	\$ 1,000.00	8940-100	04/06/21	EFT
First Midwest Bank	employee contributions HSA	\$ 1,034.21	8940-100	04/06/21	EFT
First Midwest Bank	employee contributions HSA	\$ 1,034.21	8940-100	04/19/21	EFT
	subtotal for account	\$ 3,068.42			

<u>VENDOR</u>	Account - Payroll <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
IL Municipal Retirement Fund IMRF		\$19,446.44	8930-100	04/30/21	EFT
	subtotal for account	\$ 19,446.44			

<u>VENDOR</u>	Account - Imprest <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
	(no checks written on this account)				
	subtotal for account	\$ -			
	GRAND TOTAL CHECKS ISSUED	\$ 24,170.91			

BANKCARD PROCESSING CENTER

MAY 2021

Name	Date	Merchant Name	Amount	Account #	Subtotals
JAKACKI	5/7/2021	RI NOVELTY/TOY NETWORK	\$211.44	8040-300	
JAKACKI	5/6/2021	WALMART.COM AT	\$161.88	8040-300	\$373.32
JAKACKI	4/20/2021	WALMART.COM AZ	\$99.88	8080-100	\$99.88
STRAIN	4/29/2021	Netflix.com	\$17.99	8095-100	
STRAIN	4/29/2021	HLU*Hulu 1804006099491-U	\$11.99	8095-100	
STRAIN	4/28/2021	DisneyPLUS	\$8.00	8095-100	
TERRILL	4/26/2021	DisneyPLUS	\$8.00	8095-100	
TERRILL	4/26/2021	HLU*Hulu 1802467699106-U	\$11.99	8095-100	
TERRILL	4/26/2021	Netflix.com	\$17.99	8095-100	
TERRILL	4/20/2021	DisneyPLUS	\$8.00	8095-100	
TERRILL	4/20/2021	Netflix.com	\$17.99	8095-100	
TERRILL	4/12/2021	Netflix.com	\$17.99	8095-100	
TERRILL	4/12/2021	DisneyPLUS	\$8.00	8095-100	\$127.94
GRANDON	4/19/2021	PROTECT COVERS	\$79.75	8130-100	\$79.75
MAJKA	4/8/2021	NAYAX COPY SERVICES	\$1.00	8145-100	\$1.00
JAKACKI	5/6/2021	OTC BRANDS INC	\$23.74	8150-100	
JAKACKI	5/6/2021	S&S WORLDWIDE INC.	\$38.58	8150-100	
JAKACKI	5/6/2021	WALMART.COM AT	\$30.18	8150-100	
JAKACKI	5/6/2021	WALMART.COM AT	\$34.68	8150-100	\$127.18
MAJKA	5/8/2021	USPS PO 1646800050	\$13.75	8540-100	
MAJKA	5/1/2021	USPS PO 1646800050	\$19.78	8540-100	
MAJKA	4/23/2021	USPS PO 1646800050	\$12.12	8540-100	
MAJKA	4/17/2021	USPS PO 1646800050	\$23.06	8540-100	
MAJKA	4/9/2021	USPS PO 1618720014	\$12.06	8540-100	
STRAIN	4/27/2021	USPS PO 1654480060	\$55.00	8540-100	
STRAIN	4/10/2021	USPS KIOSK 1646809550	\$2.80	8540-100	\$138.57
LAMBERT	5/3/2021	WALGREENS #5469	\$19.70	8550-100	
LAMBERT	4/13/2021	THE UPS STORE 4064	\$454.06	8550-100	\$473.76
CLAUCHERTY	5/3/2021	THE HOME DEPOT 1969	\$91.88	8750-100	
CLAUCHERTY	5/4/2021	BP#8941106MCHENRY BP 154	\$32.56	8750-100	
CLAUCHERTY	4/19/2021	THE HOME DEPOT #1969	\$22.71	8750-100	
CLAUCHERTY	4/15/2021	THE HOME DEPOT #1969	\$119.00	8750-100	\$266.15
J MAY	5/5/2021	WALGREENS #5284	\$25.00	8760-100	
J MAY	5/5/2021	WAL-MART #1413	\$100.00	8760-100	
J MAY	4/22/2021	WALGREENS #5469	\$50.00	8760-100	
JAKACKI	5/6/2021	TLF*P S FLOWERS	\$95.59	8760-100	
JAKACKI	5/1/2021	CHIPOTLE ONLINE	\$19.56	8760-100	
JAKACKI	4/28/2021	WAL-MART #3434	\$139.25	8760-100	
JAKACKI	4/9/2021	CHIPOTLE ONLINE	\$103.39	8760-100	
JAKACKI	4/9/2021	CHIPOTLE ONLINE	\$59.75	8760-100	\$592.54
JAKACKI	4/21/2021	SAMS CLUB #6339	\$140.00	8960-100	\$140.00

BANKCARD PROCESSING CENTER					
MAY 2021					
Name	Date	Merchant Name	Amount	Account #	Subtotals
J MAY	4/16/2021	ILLINOIS LIBRARY ASSOC	\$50.00	8980-100	
J MAY	4/16/2021	ILLINOIS LIBRARY ASSOC	\$50.00	8980-100	
MAJKA	4/23/2021	ILLINOIS LIBRARY ASSOC	\$250.00	8980-100	\$350.00
LAMBERT	4/10/2021	WALMART.COM AX	\$181.62	9060-100	\$181.62
			TOTAL \$2,951.71	TOTAL	\$ 2,951.71
BANKCARD PROCESSING CENTER					
P O BOX 6818					
Carol Stream, IL 60197-6818					



Date: April 23, 2021

To: Anna Karwowska, Youth Services Lead
McHenry Public Library District
809 Front St
McHenry, IL 60050
Sent via e-mail to: akarwowska@mchenrylibrary.org

CC: Lesley Jakacki
DirectorlJakacki@mchenrylibrary.org

Subject: IEEE Science Kits for Public Libraries Grant

Dear Anna Karwowska:

I am writing to you on behalf of the members of IEEE (Institute of Electrical and Electronics Engineers). The Region 4 Science Kits for Public Libraries application evaluation committee has recommended approval of your proposed project named, "MPLD STEM Kits". They have recommended \$2000.00 of funding for your project.

This approval is conditional on your acceptance of the conditions in the attached Grant Agreement that outlines the terms of the Science Kits for Public Libraries (SKPL) Grant. In addition to other information, the Grant Agreement includes the reporting and promotional requirements, and details about when checks will be sent to you.

Please review the grant agreement within a week from receipt of this email and let us know if you accept the terms listed in the Grant Agreement. Please let me know as soon as possible if you have any questions or see any issues.

We look forward to hearing from you and helping you succeed in your SKPL endeavors.

Sincerely,

Rajeev Verma
IEEE-Region4 SKPL Grant Distribution Chair
rajeeverma@gmail.com

Attachments: Grant Agreement
Interim Report Form

RSVP

4.24.21

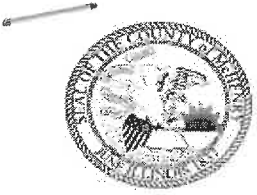
DEAR FRIENDS,

MY NAME IS JOHN KUHLMANN. BEING RETIRED I VISIT THE McHENRY LIBRARY OFTEN. THE STAFF THERE IS ALWAYS FRIENDLY AND HELPFUL.

ABOUT A WEEK AGO MY DAUGHTER ANA WAS ASKING IF I HAD COME ACROSS ANY OF MOMS SERBIAN RECIPES THAT SHE USED TO MAKE FOR US. AS YOU KNOW DUSANKA PASSED AWAY IN JANUARY OF 2020, MY REPLY TO ANA WAS NO, I HAVE NOT SEEN RECIPES AMONG MOMS PAPERS.

LAST FRIDAY AS I WAS WALKING OUT I PASSED THE AREA WHERE NEW BOOKS ARE DISPLAYED. TO MY SURPRISE THERE WAS A BOOK FEATURING SERBIAN RECIPES! PERFECT! CHECKED THE BOOK OUT AND DROPPED IT OFF AT ANA'S HOUSE. HALF AN HOUR LATER ANA TEXTED ME ASKING IF I HAD LOOKED INSIDE THE BOOK. I HAD NOT. SHE SENT ME A PHOTO OF A PAGE DEDICATING THE BOOK TO DUSANKA KUHLMANN'S MEMORY. I WAS SO SURPRISED! ALMOST HAD TEARS IN MY EYES. THAT WAS SO NICE OF YOU ALL TO DO, I KNOW DUSANKA WOULD HAVE BEEN VERY HAPPY.

John Kuhlmann -



ABSTRACT OF VOTES
McHenry County, Illinois

I do hereby certify that on **April 22, 2021**, I canvassed the returns of the **Consolidated Election** held on **April 06, 2021**. I proclaim that a total of **22,639** ballots were cast in McHenry County and I further certify that the following list of candidates each received the number of votes recorded for him or her for the office listed below.

LIBRARY

MCHENRY LIBRARY DISTRICT

McHenry Public Library District Trustee

Vote for 2

	<u>Votes Received</u>	<u>Mark if Elected</u>
Charles T. Reilly	1,475	<u>X</u>
Monica Leccese	1,816	<u>X</u>
Deirdre Ehredt	1,429	

McHenry Public Library District Trustee-4-Year Unexpired Term

Vote for 3

	<u>Votes Received</u>	<u>Mark if Elected</u>
Bud Alexander	1,859	<u>X</u>
Susan L. Murphy	2,262	<u>X</u>

I further certify that the above is a true and complete **Abstract of Votes** as recorded by the **McHenry County Clerk's Office** on **April 26, 2021**.





 Joseph J. Tiro
 McHenry County Clerk

McHenry Public Library District

LIBRARIAN'S REPORT

May 2021

Administration

- A reorganization of the structure of the Youth and Adult Service Departments was discussed and finalized during the month. Keeping an eye towards how the two departments serve the public at one desk, growth of staff and Library finances we have decided to not fill the Youth Services Manager position. Instead, P. Strain who currently is the Adult Services Manager, will oversee both the Youth and Adult Departments as the Manager of Public Services. Z. Terrill will remain Adult Services Assistant Manager and A. Karwowska was promoted to from acting to permanent Youth Services Assistant Manager. This will also more cross-function teams between the departments and cohesion at the service points.
- L. Jakacki was accepted into Director's University which new Director's attended workshops and are mentored by long-standing Directors in the area. The program will begin in June.
- L. Jakacki attended a presentation by Alex Todd, Director of the Prospect Heights Library, about budgeting practices and concerns for District Library Directors.
- K. Lambert, PR Manager, announced her upcoming retirement at the end of July 2021. Kathy has served as PR Manager for over 20 years and has been responsible for all the Library's communication with the patrons and community, the Library's website, and involved in building relationships with the McHenry community.
- Ten staff members renewed their oath as Deputy Voter Registrars at the McHenry County Clerk's office in April.

Adult Services

- The MPLD local history blog, researched and written by T. Hillier, usually draws about 800 or so views a year. Last year with everybody cooped up, the number of views doubled to 1,683. Since the blog appears in Google searches, that number reflects worldwide views!
- Through Mathical committee work, A. Moreno-Lomeli participated in the National Math Festival where she moderated a virtual booth that promoted math related books for all ages. She had an average of 20 visitors at a time and answered questions from 2-year olds to high school math teachers.
- A patron came into the library to thank K. Kimbrel and other staff members for helping him find a location where he and his wife could get the Covid-19 vaccine and guiding them as they made their appointments. The patron returned on April 30 to tell us he and his wife just received their second shots. He was very, very grateful and said they would not have been able to figure out how to get this done without the library staff.
- The popularity of MPLD's Excel PivotTables computer classes has not waned. Mastering this software enables users to manipulate, analyze and summarize large amounts of data.

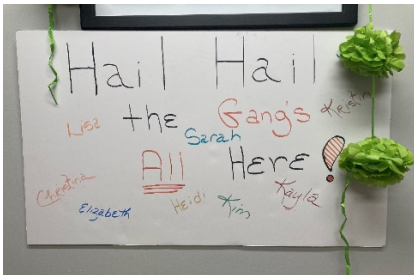
- A. Moreno-Lomeli helped a construction company employee locate the 2012 version of a building code. She directed them to McHenry County's Planning and Development web page, which contains links to locally pertinent building and construction codes online.
- In response to a request from Senior Care Volunteer Network in Crystal Lake, E. Bily provided information about Homebound Delivery services for MPLD patrons and virtual programs that are open to anyone who registers.
- April Book Discussion Programs
 - Mystery – *The Case of the Reincarnated Client* by Tarquin Hall. Led by P. Strain
 - Contemporary - *Where the Crawdads Sing* by Delia Owens. Led by E. Bily
 - Classic - *Jazz* by Toni Morrison. Led by K. Kimbrel

Building Services

- S. Claucherty has begun his role heading up the sunshine committee
- S. Claucherty completed 10 hour general industry OSHA training through Skillspath
- Overhead Garage Door Project is still under-way. Doortec indicates they will receive the door by the end of May.
- Alarm Detection Systems to begin Updating our Burglar Alarm and Elevator monitoring 5/24. Work scheduled to be completed by 5/26.

Circulation

- Circulation staff was happy to see each other after being separated in teams for so long. April 12 was our first day of working together again. Thank you to L. Horist for the warm welcome.



- L. Horist and K. Voegtle took their voter registrar oath on April 21. This will be a beneficial service to our patrons.
- A patron complimented K. Johnson on April 24 for always helping him when he's in the library and for remembering his name. Thanks to Kim for providing such good customer service.
- We were happy to see a small line of patrons waiting to get into the Library for the first day that the Friends' Book Sale Area opened up on April 27. Sales were busy most of the day.
- L. Rex accepted the job of Interlibrary Loan Associate for our Library on April 29. Laurie brings 15 years of library/customer service experience to the job. Congratulations Laurie!
- K. Meagher accepted a position on the Sunshine Committee. We are looking forward to having more get-togethers in the future.
- Even though we were open to the public, Circulation was happy to help 45 patrons at Curbside during April. We also registered 379 new patrons in April which is twice as

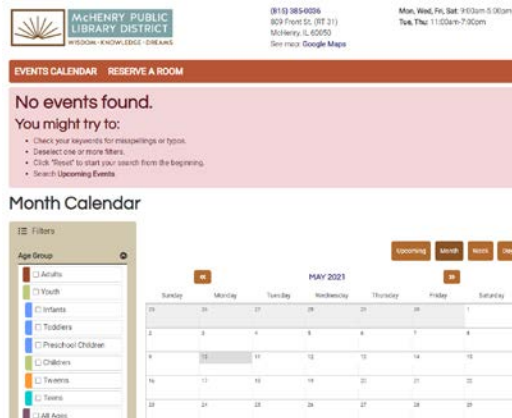
many new cards than we registered in February of 2021 and 8 times more than we did in March of 2021.

Human Resources

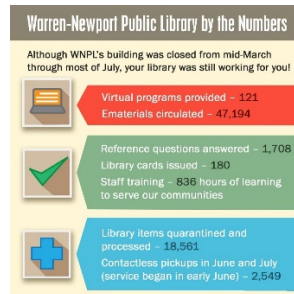
- Conducted two internal interviews, with B. Majka, for our Interlibrary Loan Associate position. Both internal applicants did a great job preparing for their interviews and it was wonderful to see some of our internal talent showcased.
- Attended a B2E HR Demo, along with a committee of various staff members, to understand what our current payroll system is capable of to determine if it would be adventitious for the staff to utilize.
- Attended a zoom meeting for Zenefits to understand their Payroll, HR, and Benefit offerings to determine if it would be adventitious for the staff to utilize.
- During the last payroll of April, J. May and L. Jakacki were able to process both payroll and IMRF through utilizing our checks and balance processes together.
- Attended various virtual training programs throughout the month, one of them being the Elevate Illinois Libraries Leadership Program, along with S. Roitberg and A. Karwowska. This leadership program helped understand what behaviors can help create environments and cultures that are inclusive and equitable.
- D. Lavin , Cataloger, retired from the Library which brings our employee count to 36.

Public Relations/Marketing

- Produced the Summer *Preface* Newsletter, which highlights our 2021 Summer Reading Program "Tails & Tales," as well as other summer events. It will be mailed to more than 20,000 district households on May 21.
- Our list of e-newsletter subscribers continues to grow. Each month, I add the emails of patrons who registered for a library card. Most of them stay on the list; very few unsubscribe. We have more than 3,500 subscribers now.
- The development stage of our new online Events Calendar/Room Reservation system is complete. Training will begin later in May. Here's a sneak peak of what the landing page will look like. The new calendar/reservation system will launch July 26.



- I attended a webinar on infographics, which are colorful, visual graphics that convey information. We should consider using this method of communication for future projects, like annual reports. Here's a good example of one.



- I attended ILA's Mini-Conference for Marketers. Participants had some great ideas, including a drive-by Summer Reading kickoff, where staff hands out materials, and patrons can tune in to themed music through their car radios. Another idea was to rent an inflatable screen and show movies outside at night.
- During the April 22 staff in-service, I presented another Marketing Minute segment, this time highlighting members of our Web Team and Social Media Team so staff would know who is behind the scenes in these two areas.
- I participated in a webinar hosted by the folks at B2E, our current HR/Payroll system. The rep explained how the system's various features can benefit us. I think if the budget allows, we should take advantage of their recruiting module, especially considering we have several positions to fill over the next year or so. It works with Indeed.com and LinkedIn.com, and keeps resumes/interviews/calendars organized. I'm sure Jen May loved it!
- Speaking of filling positions, I announced to Admin and staff that I am retiring at the end of July after 20 ½ years of service with the library. I'm excited to spend more time with my hubby and granddaughter, and work on projects around the house. Might get some winter travel in there, too! I have thoroughly enjoyed being part of the MPLD team, and have had the pleasure of working with some wonderfully talented, creative people. Now I get to just be a patron, and I might even have some free time to select books and read them!

Technical Services

- After 19 1/2 years of service, D. Lavin retired from the McHenry Public Library District Team. Over the years, she has served as our liaison with Ebsco, our periodical vendor, and coordinated our newspaper subscriptions. She also designed and maintained our custom spine label templates, and has contributed to the department's output of new materials. We wish her all the best in this new chapter of her life.
- With all staff on site, the Technical Services Team has made some adjustments to accommodate social distancing and capacity restrictions. K. Walker is temporarily working in the Conference Room and P. Radic is temporarily working in a workstation on the opposite side of the workroom. All staff have made schedule adjustments to accommodate these needs.

- “Jasper, aka the ECO Disc Repair System, is not working. After troubleshooting him with D. Grandon, we determined that he had to go in for repair. K. Krewer dropped him off at the ELM offices in Buffalo Grove for repair.” – K. Meadows
- I renewed my oath during voter registrar training on 4/21, at the Office of McHenry County Clerk. As someone who leans towards shifts later in the day, this will help ensure that the library always has a Deputy Registrar on site should a patron seek assistance in exercising their right to vote.”– K. Walker
- “From attending the Elevate conference, I learned about judging versus joining behaviors and how to shape my own behavior into conscious acts of inclusion. In short, judging behaviors come from our instinctive, quick mental processes and can push people away and create conflict; whereas joining behaviors require a deliberate slowing of thought and conversation to provide space for everyone's perspectives. As such, joining behaviors can help promote a more inclusive environment.”– S. Roitberg

Technology

- IT Dept. attended the library townhall on 4/6.
- D. Grandon attended the management team meeting on 4/13.
- K. Krewer took the disc cleaning machine in for repair on 4/14.
- D. Grandon attended the In-Service committee meeting on 4/15.
- D. Grandon attended KB4-CON virtual summit on 4/19 & 4/20.
- Three skids of electronic recycling picked up on 4/20.
- D. Grandon attended the board meeting on 4/20.
- Coin Op training for D. Grandon, K. Krewer and D. Gunness on 4/22.
- IT Dept. attended the In-Service meeting on 4/22.
- D. Grandon was emcee for the staff In-Service on 4/22.
- Unitrends maintenance on 4/26.
- Security Awareness Foundations training sent out to staff on 4/26.
- IT Sync Up on 4/28.
- D. Grandon attended the LACONI Cybersecurity for libraries on 4/29.

Youth Services

- The After-School Supper program served 65 meals. S. Baseley and J. Einoris continued to create enrichment activities to go with each meal.
- A. Karwowska was the recipient of the SKPL Grant, which awards \$2000 to public libraries to begin a circulating STEM kit collection
- J. Einoris continues to have very popular programs with high attendance numbers, such as her latest Imagination Station program which featured DIY Dragon Eggs.
- M. Puga continues to have successful outreach interactions, including taking over all K-3 outreach responsibilities. This month she was able to provide a book talk for a 1st grade class in Landmark.
- S. Baseley has begun a course on Diversity Audits, with the goal to perform an audit on the YS collection in the future.
- The YS Department attended 86 hours of CE. Highlights include:
 - A. Karwowska attended *Elevate*, which discussed diversity and the types of behaviors that lead to inclusion vs exclusion
 - *Gender Expansive Tweens and Libraries*
 - *UW Early Childhood Conference*

Upcoming Events and Projects

- Installation of updated Security Alarm System

- Installation of new WiFi Network funded by the IL State Library's Digital Network Grant
- Summer Reading Program begins June 1 and our theme is "Tales & Tails"
- Our new online Events Calendar/Room Reservation system will launch on our website on July 26!



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

THE McHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
McHENRY, ILLINOIS
RESOLUTION No. 2020/2021-7

DECLARING A VACANCY

WHEREAS, the Library Board of Trustees had three vacancies for 4-year unexpired terms at the April 6, 2021 Election; and

WHEREAS, there were only two candidates on the ballot for election for the three vacancies for 4-year unexpired terms; and

WHEREAS, a vacancy in the office of Library Trustee shall be declared by the Library Board; and

WHEREAS, vacancies shall be filled by appointment of the Library Trustees until the next regular library election.

NOW, THEREFORE BE IT RESOLVED by the Board of Library Trustees of the McHenry Public Library District, McHenry, Illinois, hereby:

1. Declare a vacancy in the office of Library Trustee;
2. Intend to fill the vacancy by appointment until the next regular election in April 2023.

Passed by the Board of Library Trustees of the McHenry Public Library District, McHenry, Illinois on the 18th day of May, 2021 by a vote of:

AYES:

NAYS:

ABSENT:

ABSTAINING:

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

Attest:

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



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

THE McHENRY PUBLIC LIBRARY DISTRICT BOARD
OF LIBRARY TRUSTEES
McHENRY, ILLINOIS
ORDINANCE No. 2020/2021-8

Calendar of Regular Meetings
For the Board of Library Trustees For
Fiscal Year 2021/22

WHEREAS, the Public Library District Act, 75 ILCS 16/30-50 requires all public library districts to specify the time, place and date that the Board of Library Trustees shall meet for regular meetings each fiscal year;

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

1. Regular meetings of the Board of Library Trustees shall be held at the McHenry Public Library, 809 Front Street, McHenry, Illinois at 7 p.m. on the third Tuesday of each month,
2. Regular meetings of the Board of Library Trustees shall be held on the following dates:

July 20, 2021	January 18, 2022
August 17, 2021	February 15, 2022
September 21, 2021	March 15, 2022
October 19, 2021	April 19, 2022
November 16, 2021	May 17, 2022
December 21, 2021	June 21, 2022

Passed by the Board of Library Trustees of the McHenry Public Library District, McHenry, Illinois on the 18th day of May, 2021 by a vote of:

AYES:

NAYS:

ABSENT:

ABSTAINING:

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

Attest:

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