



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, December 15, 2020 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. CONSENT AGENDA FOR THIS MEETING**
 - A. SECRETARY'S REPORT** – Monica Leccese, Secretary
 - 1. Approval of Minutes of the November 17, 2020 Public Hearing on the Annual Levy Ordinance
 - 2. Approval of Minutes of the November 17, 2020 Regular Board Meeting
 - B. TREASURER'S REPORT** – Delphine Grala, Treasurer
 - 1. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for November/December 2020, Additional Bills (Distributed night of meeting) and Petty Cash and Credit Card Reports (Distributed night of meeting)
- VII. COMMUNICATIONS**
 - A.** Email to Board of Trustees from Amanda Grabow
- VIII. LIBRARIAN'S REPORT**
 - A.** Librarian's Report
 - B.** Per Capita Grant Requirements Serving Our Public
 - 1. Chapter 5 and Appendixes J, K
 - 2. Chapter 6
 - 3. Chapter 7 and Appendix H, I
 - 4. Chapter 8
 - C.** Updates on Projects
- IX. 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).

X. OLD BUSINESS

- A. Formation of Finance Committee of Board and Library Administrators

XI. NEW BUSINESS

- A. Overhead Garage Door quotes review and approval of project
- B. Approval of Resolution FY2020/2021-5 ESSENTIAL GOVERNMENTAL FUNCTIONS OF THE MCHENRY PUBLIC LIBRARY DISTRICT DURING COVID-19 CRISIS
- C. Approval of Resolution FY2020/2021-6 RESOLUTION TO HONOR BILL EDMINSTER (to be distributed at meeting)

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

XIII. 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.

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

Note: 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.

Minutes
McHenry Public Library District
Public Hearing on
The Annual Levy Ordinance

Date: November 17, 2020
Time: 7:00 P.M.
Location: Meeting Room West & Electronic Means

I. Call to Order:

President Reilly called the public hearing to order at 7:03 p.m.

III. Roll Call:

Roll was called and a quorum was established.

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

Members Absent: None

Also Present:

Lesley Jakacki, Acting Director
Bill Edminster, Assistant Director
Denise Grandon, IT Specialist
Deb Gunness, Business Manager
Jennifer May, HR Generalist
Shane Claucherty, Building Manager (remotely)
Lisa Horist, Circulation Manager Assistant (remotely)
Kathy Lambert, PR Manager (remotely)
Barb Majka, Circulation Manager (remotely)
Kathy Milfajt, Technical Services Manager (remotely)
Pam Strain, Adult Services Manager (remotely)
Zach Terrill, Adult Services Assistant Manager
Suzanne Yazel, McHenry resident (remotely)

IV. Public Forum

No member of the public present spoke about the Ordinance.
The Board reviewed the FY2020-2021 Annual Levy Ordinance 2020/2021-4, an Ordinance to Levy Taxes for Library Purposes for Fiscal Year 2020-21.

V. Adjournment at 7:09 p.m.

MINUTES
MCHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
REGULAR MEETING

Date: November 17, 2020
Time: 7:00 P.M.
Location: Meeting Room West & Electronic Means

I. Call to Order:

President Reilly called the meeting to order at 7:10 p.m.

II. Roll Call:

Roll was called and a quorum was established.

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

Members Absent: None

Also Present: Lesley Jakacki, Acting Director
Bill Edminster, Assistant Director
Denise Grandon, IT Specialist
Deb Gunness, Business Manager
Jennifer May, HR Generalist
Shane Claucherty, Building Manager (remotely)
Lisa Horist, Circulation Manager Assistant (remotely)
Kathy Lambert, PR Manager (remotely)
Barb Majka, Circulation Manager (remotely)
Kathy Milfajt, Technical Services Manager (remotely)
Pam Strain, Adult Services Manager (remotely)
Zach Terrill, Assistant Adult Services Manager
Suzanne Yazel, McHenry resident (remotely)

III. Pledge of Allegiance

IV. Corrections or Additions to the Agenda

None

V. Public Comment and Recognition of Visitors

Reilly acknowledged the visitors. There were no public comments.

VI. Secretary's Report – Monica Leccese, Secretary

- Approval of Minutes of the October 20, 2020 Board Meeting; the Minutes of the Combined Budget and Appropriation Hearing of October 20, 2020; and the Minutes of the Executive Sessions of July 21, 2020, August 25, 2020, September 1, 2020, September 15, 2020, and September 22, 2020.
Leccese moved and Alexander seconded a motion to approve the Minutes of the October 20, 2020 Regular Board meeting; the Minutes of the Combined Budget and Appropriation Hearing of October 20, 2020; and the Minutes of the

Executive Sessions of July 21, 2020, August 25, 2020, September 1, 2020, September 15, 2020, and September 22, 2020.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

VII. Treasurer's Report – Del Grala, Treasurer

Monthly Financial Statements for the fiscal year through April 2020, through May 2020, and through June 2020.

The Board reviewed the monthly Financial Statements for April 2020.

Grala asked about various entries in the financial statements. Carey said that she had forwarded questions to Gunness that were asked when the statements were first presented and was satisfied by Gunness' responses. Grala and Carey specified that they were satisfied by the corrected reports as presented tonight.

Carey moved and Leccese seconded a motion to approve the corrected Monthly Financial Statements for the fiscal year through April 2020, through May 2020, and through June 2020.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

- Monthly Financial Statements for October 2020, Interim Check Report, Bill Reports for October/November 2020, additional bills, Petty Cash, Credit Card Reports, Bill Reports, and authorization of payment of the invoices. The Board reviewed the Monthly Financial Statements, Interim Check Report, Bill Reports for October/November 2020, additional bills, Petty Cash, Credit Card Reports, and Bill Reports. Gunness explained to the Board how the fraudulent charges made on J. Scholtz's credit card in February 2020 had been credited back to the library within a month or two after the event with the last credit coming in August 2020. Grala moved and Murphy seconded a motion to approve the monthly Financial Statements for the fiscal year through October 2020, the Invoice Reports for October/November 2020, additional bills, Petty Cash, Credit Card Reports, Bill Reports, and to authorize payment of the invoices. Ayes: Alexander, Carey, Grala, Leccese, Murphy, Reilly, Stone
Nays: None
Abstain: None
Absent: None
Motion Passed

VIII. Communications

The Board reviewed the Communications.

- B. Edminster to the Family of Bill Bolger – Recognition of memorial donations and notice of books ordered
- Mayor Wayne Jett, City of McHenry – City of McHenry Increased Mitigation Efforts
- Deidre Brennan, RAILS Director- Reduction of Quarantine for Items

- Jesse White, Secretary of State and State Librarian, Illinois State Library- Award letter of FY2021 Digital Network Access Grant
- Jesse White, Secretary of State and State Librarian, Illinois State Library- Award letter of FY2021 PPE Grant for Libraries

IX. Librarian's Report

The Board reviewed the Librarian's Report

- Per Capita Grant Requirements from "Serving Our Public"
 - Chapter 1
 - Chapter 2 and Appendices A, B, C, D
 - Chapter 3 and Appendix E
 - Chapter 4 and Appendices F, G

Jakacki presented staff and managers' comments on the "Serving Our Public" chapters assigned for this Board meeting. Grala asked Jakacki about her recommendation for bonding administrators who are responsible for larger amounts of money. Jakacki explained that bonding would cost more than the current insurance but could be worthwhile. We will look into prices for this additional insurance after the new year.

- Updates on Projects

The library audit is almost complete. Grala asked about progress finding a firm to conduct unannounced audits in the future and Jakacki said that she has a list of a dozen potential firms.

X. Executive Session

The Board did not go into executive session.

XI. Old Business

1. Formation of Finance Committee of Board and Library Administration

Reilly appointed Grala to be chair of the Finance Committee. Alexander, Carey, Jakacki, and Gunness were appointed to the committee. Since three members of the committee are Board members, which constitutes a majority of a quorum, the meeting agenda needs to be posted 48 hours in advance of the committee's meetings. The committee's responsibility is to oversee spending and the budget. Meetings will be scheduled far enough in advance that financials can be discussed before the Regular Board meeting so that the committee can make recommendations.

XII. New Business

1. Covid-19 Updates and Responses to Increase Mitigation Plans, Essential Services
 Jakacki informed the Board about the library's response to the increased mitigation requirements from the State and the City. The Board agreed that offering curbside service and appointments to use library computers were essential services. The library also continues to offer after-school meals, which is essential since the schools will no longer be offering them. Jakacki explained that staff have been divided into two teams so that if someone on one team becomes ill, the other team could take over while the first team was quarantining. Jakacki was directed to draft a resolution that outlines what are essential library services to be considered and approved at the December Board meeting.
2. Adoption of Ordinance 2020/2021-04, An Ordinance to Levy Taxes for Library Purposes for Fiscal Year 2020-2021; approval of the Certificate of Levies; and approval of the Certificate of Truth in Taxation.

The Board reviewed the Levy Ordinance, the Certificate of Levies, and the Certificate of Truth in Taxation.

Leccese moved and Grala seconded a motion to adopt Ordinance 2020/2021-04, An Ordinance to Levy Taxes for Library Purposes for Fiscal Year 2020-2021; to approve the Certificate of Levies; and to approve the Certificate of Truth in Taxation.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

3. Approval of Receipts and Disbursements, FY 2019/20

The Board reviewed the Receipts and Disbursements, FY 2019/20.

Murphy moved and Grala seconded a motion to approve Receipts and Disbursements, FY 2019/20

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

Nays: None

Abstain: None

Absent: None

Motion Passed

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

None

XIV. Adjournment

Alexander moved and Grala seconded a motion to adjourn the meeting at 8:25 p.m.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

Respectfully Submitted,

Monica Leccese, Secretary

MCHENRY PUBLIC LIBRARY DISTRICT

COMPILED FINANCIAL STATEMENTS

November 30, 2020

McHenry Public Library District
Balance Sheet
As of November 30, 2020

	<u>Nov 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1060 · First Midwest Bank-Money Market	
1060100 · MM - General	203,129.61
1060200 · MM - Spec Reserve	2,159,269.12
1060300 · MM - Grant & Gift	458,495.76
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Total 1060 · First Midwest Bank-Money Market	2,820,894.49
1070100 · HSA/Building - First Midwest	6,210.84
1615100 · General Account - First Midwest	107,879.25
1625100 · Payroll Account - First Midwest	(28,088.83)
1635100 · Imprest Account - First Midwest	5,000.00
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Total Checking/Savings	2,911,895.75
Other Current Assets	
1005100 · Petty Cash	800.00
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Total Other Current Assets	800.00
Total Current Assets	2,912,695.75
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TOTAL ASSETS	2,912,695.75
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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	257,526.04
	<hr/>
Total Equity	2,912,695.75
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TOTAL LIABILITIES & EQUITY	2,912,695.75
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McHenry Public Library District
Monthly Income and Expenses
 November 2020

	Nov 20
Ordinary Income/Expense	
Income	
6010100 · Property Taxes	18,506.78
6030200 · Interest Income - Spec Reserve	82.03
6030300 · Interest Income - Grant & Gifts	17.42
6050100 · Fines and Fees	259.66
6060100 · Copy/Scan/Fax/Notary Income	602.00
6070300 · General Fund Gifts	200.00
6090100 · Annex/Impact Fees	3,275.00
6140100 · Insurance Reimbursement Income	87.42
6150100 · Lost & Damaged Materials	76.00
6157100 · CCS/LLSAP Income	1,561.19
	24,667.50
Total Income	24,667.50
Gross Profit	24,667.50
Expense	
8010100 · Adult Books	2,754.53
8020100 · Youth Books	215.52
8030100 · Magazines & Newspapers	256.09
8040300 · Operating Fund Gifts	177.99
8050100 · Adult AV Materials	113.22
8090100 · eBook & eMagazine Services	2,371.30
8095100 · Electronic Resources	(392.36)
8130100 · Tech Services Supplies	(250.53)
8140100 · Adult Programs & Supplies	914.37
8142100 · COMICON	(460.00)
8150100 · Youth Programs & Supplies	679.54
8245100 · IT/Comp/Copier/Equip-Outsourced	12,349.12
8275100 · Public Pmt Processing Fees	70.40
8320100 · VOIP Phone Service	1,626.94
8325100 · Internet/Phone Services	1,041.60
8410100 · Accounting/Payroll/Audit Serv	7,193.50
8430100 · Other Consulting Fees	300.00
8530100 · Public Notices/Ads legal/job	500.00
8540100 · Postage/Shipping	152.51
8550100 · Public Relations/Promotions	391.85
8610100 · Electricity	1,768.96
8620100 · Gas	617.70
8720100 · Building/Auto Insurance	20,765.00
8740100 · Building Maintance	3,397.04
8745100 · Grounds Maintenance	5,433.80
8750100 · General Operations Maintenance	2,980.29
8760100 · Hospitality	(43.38)
8800311 · Adult Materials - Per Capita	311.72
8910100 · Salaries	185,187.97
8920100 · FICA/Medicare	13,462.26
8930100 · IMRF	20,309.07
8940100 · Health & Life Insurance	12,512.15
8960100 · Memberships & Dues	609.00
8970100 · Travel	1.61
8980100 · Continuing Education	778.32
	778.32

McHenry Public Library District
Monthly Income and Expenses
November 2020

	<u>Nov 20</u>
Total Expense	<u>298,097.10</u>
Net Ordinary Income	<u>(273,429.60)</u>
Net Income	<u><u>(273,429.60)</u></u>

McHenry Public Library District
Statement of Revenue and Expenses Budget vs. Actual
July through November 2020

	Jul - Nov 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
6010100 · Property Taxes	1,624,529.60	3,180,662.29	(1,556,132.69)	51.1%
6020200 · Developer Fees	0.00	50,000.00	(50,000.00)	0.0%
6030100 · Interest Income - General	0.00	1,000.00	(1,000.00)	0.0%
6030200 · Interest Income - Spec Reserve	362.05	1,000.00	(637.95)	36.2%
6030300 · Interest Income - Grant & Gifts	70.31	500.00	(429.69)	14.1%
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	2,656.98	12,000.00	(9,343.02)	22.1%
6055100 · Referral/Collection Fees	10.00	1,000.00	(990.00)	1.0%
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	650.83	10,000.00	(9,349.17)	6.5%
6090100 · Annex/Impact Fees	3,275.00	10,000.00	(6,725.00)	32.8%
6105100 · Retiree Insurance Payments	2,229.06	15,000.00	(12,770.94)	14.9%
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%
6131100 · Misc Other Income - General	5,246.98	0.00	5,246.98	100.0%
6140100 · Insurance Reimbursement Income	87.42			
6150100 · Lost & Damaged Materials	750.58	5,500.00	(4,749.42)	13.6%
6157100 · CCS/LLSAP Income	3,122.38	25,000.00	(21,877.62)	12.5%
6160100 · SOLAR PANELS CREDITS	0.00	2,000.00	(2,000.00)	0.0%
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%
Total Income	1,696,513.94	3,485,362.29	(1,788,848.35)	48.7%
Gross Profit	1,696,513.94	3,485,362.29	(1,788,848.35)	48.7%
Expense				
8010100 · Adult Books	22,693.15	65,000.00	(42,306.85)	34.9%
8020100 · Youth Books	25,488.33	50,000.00	(24,511.67)	51.0%
8025100 · Professional Resources	0.00	2,500.00	(2,500.00)	0.0%
8028100 · Administrative Resources	0.00	2,000.00	(2,000.00)	0.0%
8030100 · Magazines & Newspapers	11,054.55	16,500.00	(5,445.45)	67.0%
8040300 · Operating Fund Gifts	298.21	50,000.00	(49,701.79)	0.6%
8050100 · Adult AV Materials	8,491.85	36,000.00	(27,508.15)	23.6%
8060100 · Youth AV Materials	4,218.36	12,500.00	(8,281.64)	33.7%
8080100 · Video Games	1,456.25	14,000.00	(12,543.75)	10.4%
8090100 · eBook & eMagazine Services	22,293.69	47,500.00	(25,206.31)	46.9%
8095100 · Electronic Resources	30,835.86	66,500.00	(35,664.14)	46.4%
8110100 · Bank Service Charges	109.68	0.00	109.68	100.0%
8120100 · Library Supplies	2,131.86	5,500.00	(3,368.14)	38.8%
8130100 · Tech Services Supplies	12,725.63	27,500.00	(14,774.37)	46.3%
8135100 · Bindery	0.00	150.00	(150.00)	0.0%
8140100 · Adult Programs & Supplies	3,533.33	12,500.00	(8,966.67)	28.3%
8142100 · COMICON	751.74	3,500.00	(2,748.26)	21.5%
8145100 · Circulation Supplies	291.37	2,000.00	(1,708.63)	14.6%
8147100 · Summer Reading Club	1,982.75	7,000.00	(5,017.25)	28.3%
8150100 · Youth Programs & Supplies	815.71	12,500.00	(11,684.29)	6.5%
8215100 · Referral/Collection Agency Fees	26.85	750.00	(723.15)	3.6%
8245100 · IT/Comp/Copier/Equip-Outsourced	56,374.62	52,500.00	3,874.62	107.4%
8260100 · Misc Contracted Services	0.00	4,000.00	(4,000.00)	0.0%
8270100 · Library Bank/Finance/Late Fees	0.00	500.00	(500.00)	0.0%
8275100 · Public Pmt Processing Fees	99.33	500.00	(400.67)	19.9%

McHenry Public Library District
Statement of Revenue and Expenses Budget vs. Actual
July through November 2020

	Jul - Nov 20	Budget	\$ Over Budget	% of Budget
8310100 · CCS/Polaris/OCLC	34,711.86	72,000.00	(37,288.14)	48.2%
8320100 · VOIP Phone Service	6,442.98	24,000.00	(17,557.02)	26.8%
8325100 · Internet/Phone Services	4,484.69	15,000.00	(10,515.31)	29.9%
8410100 · Accounting/Payroll/Audit Serv	18,963.76	26,500.00	(7,536.24)	71.6%
8420100 · Legal Services	275.00	10,000.00	(9,725.00)	2.8%
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	6,469.00	26,000.00	(19,531.00)	24.9%
8530100 · Public Notices/Ads legal/job	567.50	1,500.00	(932.50)	37.8%
8540100 · Postage/Shipping	3,889.04	13,000.00	(9,110.96)	29.9%
8545100 · Printing/Copier Supplies	98.75	8,500.00	(8,401.25)	1.2%
8550100 · Public Relations/Promotions	842.33	7,500.00	(6,657.67)	11.2%
8610100 · Electricity	10,186.07	22,000.00	(11,813.93)	46.3%
8620100 · Gas	1,290.87	8,000.00	(6,709.13)	16.1%
8630100 · Telephone & Internet Services	0.00	483.35	(483.35)	0.0%
8640100 · Water & Sewer	1,214.66	5,000.00	(3,785.34)	24.3%
8720100 · Building/Auto Insurance	30,186.00	34,000.00	(3,814.00)	88.8%
8730100 · Bonding & Officers Liability	0.00	2,500.00	(2,500.00)	0.0%
8740100 · Building Maintance	22,847.81	47,500.00	(24,652.19)	48.1%
8745100 · Grounds Maintenance	9,346.42	17,000.00	(7,653.58)	55.0%
8750100 · General Operations Maintenance	5,420.01	40,000.00	(34,579.99)	13.6%
8760100 · Hospitality	2,616.15	3,500.00	(883.85)	74.7%
8770100 · Library Lost/Damaged Materials	28.01	500.00	(471.99)	5.6%
8795100 · Miscellaneous	409.77	750.00	(340.23)	54.6%
8800311 · Adult Materials - Per Capita	1,921.80	13,132.00	(11,210.20)	14.6%
8800321 · Youth Materials - Per Capita	193.54	13,132.00	(12,938.46)	1.5%
8800331 · Staff Software - Per Capita	1,950.00	5,000.00	(3,050.00)	39.0%
8800332 · Public Software - Per Capita	0.00	5,000.00	(5,000.00)	0.0%
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	723,988.80	1,630,000.00	(906,011.20)	44.4%
8920100 · FICA/Medicare	52,057.13	117,500.00	(65,442.87)	44.3%
8930100 · IMRF	79,515.53	200,000.00	(120,484.47)	39.8%
8940100 · Health & Life Insurance	155,964.93	375,000.00	(219,035.07)	41.6%
8945100 · Employment Screening	100.95	1,000.00	(899.05)	10.1%
8950100 · Tuition Reimbursement	436.00	16,500.00	(16,064.00)	2.6%
8955100 · Telecommute Reimbursements	0.00	12,600.00	(12,600.00)	0.0%
8960100 · Memberships & Dues	2,414.94	4,500.00	(2,085.06)	53.7%
8970100 · Travel	170.08	5,000.00	(4,829.92)	3.4%
8980100 · Continuing Education	2,791.43	3,250.00	(458.57)	85.9%
9030300 · Misc Grants	0.00	61,000.00	(61,000.00)	0.0%
9050200 · Library District Act	37,563.20	40,000.00	(2,436.80)	93.9%
9060100 · Library Furnishings	239.72	12,500.00	(12,260.28)	1.9%
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	9.88	5,000.00	(4,990.12)	0.2%
9090100 · ADTL Capital Projects/Equipment	0.00	47,500.00	(47,500.00)	0.0%
Total Expense	1,438,987.90	3,509,512.10	(2,070,524.20)	41.0%
Net Ordinary Income	257,526.04	(24,149.81)	281,675.85	(1,066.4)%
Net Income	257,526.04	(24,149.81)	281,675.85	(1,066.4)%

McHenry Public Library District
Statement of Revenue and Expenses by Class
 November 2020

	100 General F...	200 Spec Res...	300 Grant/Gift...	TOTAL
Ordinary Income/Expense				
Income				
6010100 · Property Taxes	18,506.78	0.00	0.00	18,506.78
6030200 · Interest Income - Spec Reserve	0.00	82.03	0.00	82.03
6030300 · Interest Income - Grant & Gifts	0.00	0.00	17.42	17.42
6050100 · Fines and Fees	259.66	0.00	0.00	259.66
6060100 · Copy/Scan/Fax/Notary Income	602.00	0.00	0.00	602.00
6070300 · General Fund Gifts	0.00	0.00	200.00	200.00
6090100 · Annex/Impact Fees	3,275.00	0.00	0.00	3,275.00
6140100 · Insurance Reimbursement Income	87.42	0.00	0.00	87.42
6150100 · Lost & Damaged Materials	76.00	0.00	0.00	76.00
6157100 · CCS/LLSAP Income	1,561.19	0.00	0.00	1,561.19
Total Income	24,368.05	82.03	217.42	24,667.50
Gross Profit	24,368.05	82.03	217.42	24,667.50
Expense				
8010100 · Adult Books	2,754.53	0.00	0.00	2,754.53
8020100 · Youth Books	215.52	0.00	0.00	215.52
8030100 · Magazines & Newspapers	256.09	0.00	0.00	256.09
8040300 · Operating Fund Gifts	0.00	0.00	177.99	177.99
8050100 · Adult AV Materials	113.22	0.00	0.00	113.22
8090100 · eBook & eMagazine Services	2,371.30	0.00	0.00	2,371.30
8095100 · Electronic Resources	(392.36)	0.00	0.00	(392.36)
8130100 · Tech Services Supplies	(250.53)	0.00	0.00	(250.53)
8140100 · Adult Programs & Supplies	914.37	0.00	0.00	914.37
8142100 · COMICON	(460.00)	0.00	0.00	(460.00)
8150100 · Youth Programs & Supplies	679.54	0.00	0.00	679.54
8245100 · IT/Comp/Copier/Equip-Outsourced	12,349.12	0.00	0.00	12,349.12
8275100 · Public Pmt Processing Fees	70.40	0.00	0.00	70.40
8320100 · VOIP Phone Service	1,626.94	0.00	0.00	1,626.94
8325100 · Internet/Phone Services	1,041.60	0.00	0.00	1,041.60
8410100 · Accounting/Payroll/Audit Serv	7,193.50	0.00	0.00	7,193.50
8430100 · Other Consulting Fees	300.00	0.00	0.00	300.00
8530100 · Public Notices/Ads legal/job	500.00	0.00	0.00	500.00
8540100 · Postage/Shipping	152.51	0.00	0.00	152.51
8550100 · Public Relations/Promotions	391.85	0.00	0.00	391.85
8610100 · Electricity	1,768.96	0.00	0.00	1,768.96
8620100 · Gas	617.70	0.00	0.00	617.70
8720100 · Building/Auto Insurance	20,765.00	0.00	0.00	20,765.00
8740100 · Building Maintance	3,397.04	0.00	0.00	3,397.04
8745100 · Grounds Maintenance	5,433.80	0.00	0.00	5,433.80
8750100 · General Operations Maintenance	2,980.29	0.00	0.00	2,980.29
8760100 · Hospitality	(43.38)	0.00	0.00	(43.38)
8800311 · Adult Materials - Per Capita	0.00	0.00	311.72	311.72
8910100 · Salaries	185,187.97	0.00	0.00	185,187.97
8920100 · FICA/Medicare	13,462.26	0.00	0.00	13,462.26
8930100 · IMRF	20,309.07	0.00	0.00	20,309.07
8940100 · Health & Life Insurance	12,512.15	0.00	0.00	12,512.15
8960100 · Memberships & Dues	609.00	0.00	0.00	609.00
8970100 · Travel	1.61	0.00	0.00	1.61
8980100 · Continuing Education	778.32	0.00	0.00	778.32
Total Expense	297,607.39	0.00	489.71	298,097.10
Net Ordinary Income	(273,239.34)	82.03	(272.29)	(273,429.60)
Net Income	(273,239.34)	82.03	(272.29)	(273,429.60)

McHenry Public Library District
Statement of Revenues and Expenditures
 July 1, 2020 through November 30, 2020 - Grant and Gift

	<u>Jul - Nov 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
6030300 · Interest Income - Grant & Gifts	70.31	500.00	(429.69)	14.1%
6070300 · General Fund Gifts	650.83	10,000.00	(9,349.17)	6.5%
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%
Total Income	<u>53,249.89</u>	<u>141,500.00</u>	<u>(88,250.11)</u>	<u>37.6%</u>
Gross Profit	53,249.89	141,500.00	(88,250.11)	37.6%
Expense				
8040300 · Operating Fund Gifts	298.21	50,000.00	(49,701.79)	0.6%
8800311 · Adult Materials - Per Capita	1,921.80	13,132.00	(11,210.20)	14.6%
8800321 · Youth Materials - Per Capita	193.54	13,132.00	(12,938.46)	1.5%
8800331 · Staff Software - Per Capita	1,950.00	5,000.00	(3,050.00)	39.0%
8800332 · Public Software - Per Capita	0.00	5,000.00	(5,000.00)	0.0%
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%
Total Expense	<u>9,483.39</u>	<u>163,528.75</u>	<u>(154,045.36)</u>	<u>5.8%</u>
Net Ordinary Income	<u>43,766.50</u>	<u>(22,028.75)</u>	<u>65,795.25</u>	<u>(198.7)%</u>
Net Income	<u>43,766.50</u>	<u>(22,028.75)</u>	<u>65,795.25</u>	<u>(198.7)%</u>

**McHenry Public Library District
 INTERIM CHECKS ISSUED - November 2020
 (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	\$ 1,626.94	8320-100	11/05/20	EFT
		subtotal for account	\$ 1,626.94			

	Account - HSA/Building	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
First Midwest Bank		employer contributions HSA	\$ 1,700.00	8940-100	11/05/20	EFT
First Midwest Bank		employee contributions HSA	\$ 1,162.38	8940-100	11/05/20	EFT
First Midwest Bank		employee contributions HSA	\$ 1,727.38	8940-100	11/16/20	EFT
First Midwest Bank		employer contributions HSA	\$ 1,900.00	8940-100	11/30/20	EFT
First Midwest Bank		employee contributions HSA	\$ 1,827.38	8940-100	11/30/20	EFT
		subtotal for account	\$ 2,889.76			

<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			\$ 21,665.45	8930-100	11/09/20	EFT
		subtotal for account	\$ 21,665.45			

<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 \$ 26,182.15

From: **Amanda Grabow**
Date: Wed, Dec 2, 2020 at 5:15 PM
Subject: Children's Virtual Programs
To: <mpltrustees@mchenrylibrary.org>

Hello,

I wanted to take a minute to thank the McHenry Library for all that they are doing in these unprecedented times. I am a mom of a 4 year old and a 6 year old who is a First Grader. I am also a full time teacher that is working remote from home with my children here with me. My children have not been in school since March 13th, 2020 due to the global pandemic. My daughter is busy throughout the day with school but my son is basically on his own to entertain himself. I had a brainstorm one night and looked up the McHenry Library just to see what, if anything, they were offering for kids, because we really missed being able to participate in their programs this summer. I was surprised to see that they are offering a Zoom Preschool Storytime for my son, I also found other enrichment programs for both of my children. I decided to give it a try and signed them up. We have been participating in a variety of programs now for about 2.5 weeks. All of the materials are put together and ready for us, it makes it so much easier for my kids to participate because it doesn't require me to prepare anything. I am so grateful for these opportunities.

I am so proud of our library's ability to adapt to the needs of their community and their innovation to bring these enrichment opportunities to our children. I have been so excited that I have also researched what other libraries are offering, and I have been disappointed that they are not offering anything that our library is. A few libraries are offering either parent-led activities with materials that are provided, or they are all pre-recorded, and many of them are not offering anything for families and their community. McHenry is doing a good job offering a variety of opportunities and they should be proud of their work.

Lastly, in addition to the programs they are offering, I have been calling and asking our librarians to pull books on certain topics for my children. Everytime I call I am met with a friendly and helpful person on the other end. They make me feel comfortable asking for their assistance and eager to keep calling for more books for my children. Getting a variety of books into the hands of my children has been such a blessing.

Thank you so much for all that the library is doing to support us in these difficult times. Your efforts and flexibility has not gone unnoticed. Please keep up the great work!

Amanda Grabow

McHenry Public Library District

LIBRARIAN'S REPORT

November 2020

Administration

- B. Edminster demonstrated StackMap to P. Strain, 11/2
- B. Edminster attended the All-Library Staff Townhall led by L. Jakacki, 11/3
- B. Edminster led the monthly Collection Development meeting, 11/3
- B. Edminster attended the PR managers committee, 11/4, 11/18
- B. Edminster met with L. Jakacki to review *Serving Our Public 4.0*, 11/9
- B. Edminster attended the monthly Managers Meeting, 11/10
- B. Edminster attended the In-Service Planning Committee meeting, 11/12
- B. Edminster led the Classic Book Discussion of *Brideshead Revisited* by Evelyn Waugh, 11/16
- B. Edminster took minutes at the Library Board meeting, 11/17
- B. Edminster met with S. Claucherty to review *Serving Our Public 4.0*, 11/18
- B. Edminster recorded a presentation on the "Bloodborne and Bodily Fluid Pathogen Policy", 11/19
- B. Edminster met with K. Milfajt for a sync-up meeting, 11/19
- B. Edminster, A. Karwowska, J. Einoris, and E. Bily received training on StackMap, a mapping product for the library catalog, 11/24
- B. Edminster attended a sync-up with L. Jakacki, D. Grandon, and K. Krewer, 11/25
- B. Edminster met with P. Stain and B. Majka to discuss the Collection Development chapter of *Serving Our Public*, 11/25
- B. Edminster, L. Jakacki, and P. Strain met to discuss reassigning tasks Edminster has been doing, 11/27
- B. Edminster met S. Claucherty for a sync-up, 11/30
- B. Edminster met with K. Milfajt and L. Jakacki to discuss reassigning tasks Edminster has been doing, 11/30
- B. Edminster watched the following webinars and training videos:
 - ***"Understanding Power, Identity, and Oppression in the Public Library"* from ALA, 11/20**
 - ***"The Danger of a Single Story"* by Chimamanda Ngozi Adichie, a TED Talk, 11/20**
- L. Jakacki presented an all Staff Town Hall Meeting on November 3 with hopes of us continuing with monthly townhalls.
- L. Jakacki meet with managers to discuss their applicable *Serving Our Public* chapters and collated comments from them and their staff. This will help us in upcoming strategic planning.

- L. Jakacki continued to attend IMRF authorized agent training with November being the 3rd of 4 workshops. She will have completed the series in December.
- L. Jakacki reviewed all the past invoices from the beginning of fiscal year 2020/21 to gain a fuller picture of the entire library's expenditures. She is also creating a annual expenditure spreadsheet to reoccurring expenses to assist in the budgeting process.

Adult Services

- Our live online chat statistics hit a new daily high of 21 chats on November 18, our first day of revised hours and services. Our previous high was 17 chats on July 7.
- Following B. Edminster's retirement on December 30, K. Kimbrel will assume leadership of the Classic Book Discussion Group.
- E. Bily worked with K. Milfajt to choose the Contemporary Book Discussion Group selections for 2021 and create an updated brochure noting available formats for the titles.
- P. Strain led the Mystery Book Discussion of *Frames* by Loren Estleman.
- As D. Gaudio delivered a curbside pickup to a patron's SUV, they exclaimed "You guys are wonderful! We were lost without you in the spring."
- T. Hillier took a call to place holds on about 10 books on koalas, kittens, puppies and Daniel Tiger. In the background he could hear the patron's 4-year-old child in the background crying out, "Yeah it's the library!"
- A. Moreno-Lomeli attended and presented at a BIG (Business Interest Group) network meeting on assisting bilingual patrons and attended an HOLA (Hispanic Outreach and Library Access) meeting.
- T. Hillier entered searchable death notices into our digital archive.
- Z. Terrill worked with A. Karwowska and L. Jakacki to develop split team staff schedules for the Questions Desk as well as the Technology-only appointment Greeters.

Building Services

-

Circulation

- Circ staff attended Town Hall Meeting 11/3
- B. Majka attended virtual Manager's Meeting 11/10
- B. Majka and L. Horist virtually attended Library Board Meeting 11/17
- L. Horist and S. Willis virtually attended Asst. Mgr Meeting 11/17
- Met with B. Edminster and P. Strain to discuss Serving Our Public chapter 11/25

Human Resources

- Attended HR Source's Library Round Table Meeting virtually on 11/4
- Met with L. Jakacki on Serving our Public 4.0 Chapter 3 Personnel on 11/6
- Worked with the In-Service team for our December Zoom In-Service meeting throughout the month.
- Attended a virtual webinar with Rails on 10 Tips for Complying with the FOIA on 11/10
- Attended a virtual Manager's meeting on 11/10
- Finished Open Enrollment for all eligible Library Staff and updated B2E (Payroll Company) with employee updates
- Attended the Library Board Meeting on 11/17
- Viewed webinar on "Understanding Power, Identity, and Oppression in the Public Library" from ALA on 11/19 for D&I
- Attended a zoom meeting from HR Source on Organizational Development on 11/18
- Attended a B2E (Payroll Company) webinar for Year End information on 11/19
- Attended an IMRF workshop webinar on IMRF Benefits on 11/19
- Processed two payrolls for the Library with the Business Manager's assistance.

Public Relations

- Promoted upcoming virtual programs and library news via website, social media and e-newsletters.
- Created 4 weekly e-newsletters, sent to more than 4,000 subscribers.
- Created the Winter Online Program Guide (aka The Preface), and sent to printer on 11/25 for mailing on or about December 12 to more than 21,000 district residents.
- Updated website as needed.
- Created all new signage based on change in hours/service model effective Nov. 18. Communicated change in service/hours to residents via various media.
- Sent Budget and Appropriations Ordinance to McHenry Chronicle for publishing.
- Sent upcoming Spanish programs ad to Reflejos newspaper.
- Assisted Jen May and Lesley with editing various HR and admin-related forms and documents.
- Completed KnowBe4 internet security training on various topics.
- Attended the Staff Town Hall meeting on 11/3.
- Attended the Management Team meeting on 11/10.
- Attended the Board of Trustees meeting on 11/17.
- Attended the webinar "Libraries' Evolving Role as Critical Community Hubs" on Nov. 12.
- Attended the webinar "The Virtual Meeting Experience" Nov. 19.

- **Technical Services**

- Due to vacations and training of our newest Team member, our monthly numbers are down.
- S. Roitberg worked with Youth Services Team members to create a Hanukkah video for the Festival of Lights program.
- P. Radic, S. Roitberg, K. Walker, and K. Milfajt attended the All Staff Town Hall, 11/3.
- K. Milfajt participated in the Collection Development Committee meeting, 11/3.
- D. Lavin, K. Meadows, P. Radic, S. Roitberg, and K. Walker participated in TS Team virtual team meetings facilitated by K. Milfajt, on 11/6, 11/13, and 11/20.
- K. Walker conducted the virtual Dungeons and Dragons program, 11/10.
- K. Milfajt participated in The Totally Responsible Organization: Working Better Together training, 11/10.
- S. Roitberg and K. Milfajt attended the CCS Catalog and Metadata Management meeting, 11/11
- K. Milfajt met with Z. Terrill to discuss the impact of Tier 2 and beyond mitigation measures and department staffing, and then met with J. May to begin creating a schedule for the second floor, 11/11.
- K. Walker participated in the MPLD In Service Committee meetings, 11/12 & 11/25.
- K. Milfajt attended the MPLD Board meeting, 11/17.
- K. Milfajt had a sync up with B. Edminster, 11/18.
- K. Milfajt met with L. Jakacki and B. Edminster to discuss which of the Assistant Director's duties would transition the Technical Services Manager, 11/30.

Technology

- IT Dept. attended the Staff Townhall on 11/3.
- D. Grandon attended the Management meeting on 11/10.
- D. Grandon attended the In-Service committee meeting on 11/12
- D. Grandon attended the board meeting on 11/17.
- Sonicwall hardware replacement on 11/24, due to 6 fried ports.
- IT Dept. Sync-Up 11/25.
- IT Dept. had over 60 hours of continuing education for the month.
- D. Grandon sent out weekly KnowBe4 training for all staff for the month.
- IT Dept. filmed and K. Krewer edited the Blood Borne Pathogen training video that will be shared with staff on 12/10.
- K. Krewer continues to work on updating the new staff intranet.
- Remote access for all staff with computers will now be done through TeamViewer/NinjaRMM as part of our contract with Eder Casella Technology.

Youth Services

- The After-School Supper program served 74 meals in November. S. Baseley and J. Einoris continue to create enrichment activities to go with each meal.
- J. Hume finished a long-term weeding project of removing older flannel stories from our collection and creating an updated list to be used by the department
- Kits continue to be an important part of our virtual programming
 - J. Hume accepted a phone call from a grandparent who stated that the kits are an “amazing service that is making such an impact on the children.”
 - J. Hume received an email from a patron stating “We fully value your weekly Storytime and we always play with the bag you created afterwards. Whenever we open a brown bag or anything from the library...[our child says] ‘Miss Jessie gave that to me!’ She says it proudly too.”
 - S. Baseley is working on creating virtual activity kits that include ebooks, streaming movies, and at home crafts
- M. Puga has continued to meet with A. Moreno (AS), Juan Suarez from D15, and CYN Counseling Center to plan future outreach opportunities with our Hispanic community
- J. Einoris has picked up many of the Tween programs, including Tween Paint n’ Sip. A patron shared the painting their daughter had created through an email:



- A. Karwowska and Z. Terrill (AS) have worked on creating a virtual Winter Reading program through Beanstack, which is scheduled to run between Jan 1 – 31.
- The YS Department attended 87 hours of CE. Highlights include:
 - *Understanding Power, Identity, and Oppression in the Public Library*
 - *Storytelling Math Symposium*
 - *Winter Young Readers Announcements*
 - *Harper Collins Winter 2021 Book Review*

Upcoming Events and Projects

- December Town Hall Meeting
- December virtual In-Service Meeting focusing on blood borne pathogen training
- Annual mandated Sexual Harassment training for all library staff and board
-

Chapter 5 – Building Infrastructure and Maintenance

Appendix J (New Facility Planning)

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

Appendix K (Facility Management Checklists)

Ongoing Building Maintenance Checklist

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

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

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

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

✓The building facade should be inspected once a year.
We need to schedule a more formal walk through every spring and fall.

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

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

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

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

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

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

Southside and upper north parking lot lighting need to be addressed.

✓Emergency lighting should be checked once a month.

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

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

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

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

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

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

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

✓Carpet mats should be vacuumed on a regular basis and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis. Hard surface flooring should receive a thorough cleaning and/or polishing once per year.

We do maintain our carpets, but the main floor and second-floor carpets are 25 years old.. They are threadbare in high traffic areas, stained, and in areas where the different color carpets meet, the carpet is unraveling, leaving holes in the carpet, and despite

maintenance, we cannot get them to look better. Carpet replacement has been on our wish list for many years.

Window cleaning should be performed at least once per year.

Need to schedule this in spring and fall annually

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

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

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

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

Currently, we self-perform snow removal. It is a staff-intensive activity, and we should do a cost analysis since the pick-up truck will be 20 years old this year and it is in a decent condition; we need to start planning for a replacement if we want to continue doing this ourselves. I would also like to look into heated sidewalk mats, which will help us keep the walks clear throughout inclement weather with minimal staff interaction.

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

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

Building Periodic Repair Checklist

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Capital Project Checklist

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

*Warranties and professional consultation should determine capital project items.

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

- Major code upgrades

Capital Asset Plan Item List

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

- Building structure
- Site elements such as parking lots, paving, site furnishings and signs
- HVAC systems
- Plumbing
- Elevators
- Building envelope including facade, windows, and roofs
- Furnishings

Environmentally Friendly Components

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

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

Chapter 6 - Safety Checklist

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

The library provides a list of emergency call numbers at all staff phones in the library.

Over the years, the contact lists have been misplaced. Once updated, they will be provided to all staff.

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

✓The library has an emergency manual and disaster plan.
It needs to be updated and reviewed with staff regularly.

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

We do offer training on these topics, but not at the frequency required. Administration along with Building Services and the In-Service committee, will create and adhere to a training schedule.

The library provides a call list and contact information that is reviewed biannually. Currently being updated and needs to be scheduled for biannual review.

Emergency medical supplies are stored in a designated location and are accessible to staff. We have supplies, but they are not regularly maintained and have become depleted. The Building Services Manager is creating a checklist to maintain supplies and review for replacement.

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

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

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

The Building Services Manager is creating a checklist of procedures his department and other staff must complete regularly.

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

✓ The library has a designated tornado shelter.

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

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

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

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

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

When the safety and security manual is updated, we will provide copies with the appropriate safety personnel.

Chapter 7 - Collection Management Checklist

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

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

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

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

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

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

Library collections are evaluated on an ongoing, rolling method through weeding. The entire collection is covered in a two- or three-year period, not annually. The collection is evaluated annually when managers review usage statistics. Managers need to come up with a way to report their evaluations to the Board annually. We have tried data analysis products like CollectionHQ and Edelweiss, but they haven't worked well for us. We are interested in doing a user survey since patrons don't always make their needs clear.

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

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

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

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

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

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

Circulation and ILL are reviewing our compliance.

Appendix H (Topics Recommended for Collection Management Policy)

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

The Material Selection Policy is currently part of the Public Policy and Procedures Manual.

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

Appendix I (Collection Management Worksheet)

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

Chapter 8 System Member Responsibilities and Resource Sharing

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

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

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

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

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

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

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

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

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

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

**McHenry Public Library District
Resolution FY 2020/2021-5**

**ESSENTIAL GOVERNMENTAL FUNCTIONS OF THE MCHENRY PUBLIC LIBRARY DISTRICT
DURING COVID-19 CRISIS**

WHEREAS, the McHenry Public Library Board of Trustees (the "Board") is empowered to conduct the business of the McHenry Public Library District (the "Library") consistent with the provisions of the Illinois Local Library Act; and

WHEREAS, the coronavirus (COVID-19) pandemic has affected the Library's ability to provide Library services; and

WHEREAS, in recent months, the Illinois Governor has issued several Executive Orders addressing COVID-19 issues, including Executive Order 2020-32 issued April 30, 2020, and subsequent COVID-19 Executive Orders. These Orders extended measures to mitigate the behavior and conduct of individuals, businesses, institutions, and units of government; and

WHEREAS, Executive Order 2020-32 and subsequent COVID-19 Executive Orders exempts "Essential Governmental Functions" from such rules and regulations, i.e., Essential Government Functions means all services provided by the State or any municipal, township, county, subdivision or agency of government and needed to ensure the continuing operation of the government agencies or to provide for or support the health, safety and welfare of the public, and including contractors performing Essential Government Functions. Each government body shall determine its Essential Governmental Functions and identify employees and/or contractors necessary to the performance of those functions. (Section 10).

WHEREAS, the Board acknowledges that certain Library services and functions are required to be conducted by employees working on-site; and

WHEREAS, the Board recognizes that the health and safety of Library employees and patrons are of utmost importance; and

NOW, THEREFORE, it is hereby resolved that

1. The Board wishes to declare the following Library functions as Essential Government Functions:
 - a. Leading, managing, and supervision of new and ongoing services and all staff work as well as planning for the next steps;
 - b. Regular maintenance and cleaning of the Library facility, including oversight of capital projects currently in process;
 - c. Business, IT, and human resource functions necessary to process payments and payroll, manage business relationships, and support staff needs;
 - d. Remote access to the library's digital collections, including e-books and e-audiobooks, streaming content, curated web content, and databases;



- e. Creation and presentation of virtual programming for patrons of all ages, which may be accessed through the Library's social media channels, website, and by video conferencing;
- f. Patron access to library technology (e.g., computers, printers, fax, copiers) within the building through limited means;
- g. Serve as a meal and food distribution site in conjunction with Northern Illinois Food Bank food programs;
- h. Reference and readers advisory services, patron account assistance, and Public Relations with patrons through the Library's website and social media channels, direct mail, and by telephone, online chat, and email;
- i. Curbside pick-up and the return of library materials to the outside drops through means with low-to-no contact and any processing required to distribute or receive these materials; and,
- j. Preparation of the building for changes in service models, including reopening to the public.

2. The Board grants authority to Lesley Jakacki, acting Library Director, to identify and schedule specific employees and contractors to perform the functions listed above.

3. Any Library employees and hired personnel within the library building and outlying property must wear a face covering and practice appropriate social distancing guidelines (e.g., maintaining a six (6) foot physical separation from others) consistent with COVID-19 Executive Orders.

4. This Resolution and the authority granted under this Resolution will expire on March 31, 2021, and may be rescinded by the Board of Trustees at any time before the listed expiration date.

ADOPTED this 15th day of December 2020 by the following roll call vote:

Ayes:

Nays:

Abstain:

Charles Reilly, President

Attest:

Monica Leccesse, Secretary