



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, April 20, 2021 7:00 p.m.
Meeting Room West #136 & Electronic Means

AGENDA

- I. **CALL TO ORDER** – President Charles Reilly
- II. **ROLL CALL** – Monica Leccese, Secretary
- III. **PLEDGE OF ALLEGIANCE**
- IV. **CORRECTIONS OR ADDITIONS TO THE AGENDA**
- V. **PUBLIC COMMENT AND RECOGNITION OF VISITORS**
- VI. **SECRETARY'S REPORT** – Monica Leccese, Secretary
 1. Approval of Minutes of the March 16, 2021 Regular Board Meeting
- 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)
- 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
 - B. COVID-19 Service Model Changes
 - 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

XII. NEW BUSINESS

- A. Ordinance 2020/2021-05; Transferring Funds to the General Operating Fund
- B. Employee Personal Use of Social Media Policy
- C. Library-Sponsored Social Media Policy
- D. Library of Things Circulation Policy
- E. 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.



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MINUTES McHenry Public Library District Board of Library Trustees Regular Meeting

Date: March 16, 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 7:01 p.m.

II. ROLL CALL

A. Roll was called and a quorum was established

Members Present: Bud Alexander, Margaret Carey (remotely; joined at 7:47 p.m.), Delphine Grala, Monica Leccese (remotely; joined at 7:04 p.m.), Susan Murphy, Charles Reilly, Jill Stone

Members Absent: None

Also Present: Barb Majka, Circulation Manager (remotely); Debbie Gunness, Business Manager; Deirdre Ehredt (remotely); 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 (remotely)

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

A. None

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

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

VI. SECRETARY'S REPORT – Monica Leccese, Secretary

A. Approval of Minutes of the February 16, 2021 Regular Board Meeting

B. Approval of Minutes of the March 2, 2021 Special Board Meeting

Secretary Leccese informed the Board that she found the minutes for both meetings listed to be correct.

Stone moved and Murphy seconded a motion to approve Minutes of the January 19, 2021 Regular Board Meeting and the Minutes of the March 2, 2021 Special Board Meeting.

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

VII. TREASURER'S REPORT – Delphine Grala, Treasurer

A. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for February/ March 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 revised Balance Sheet for February 2021 distributed at the meeting. This revised document reflects an adjustment to clear the Retained Earnings line of the Liabilities and Equities section for the amount of \$611.00 from FY 2019/20.

Grala highlighted that the total expenditures of 8410-100 budget line are running over for the year due to increased spending for audit and accountant services to resolve issues with the FY 2019/20 financials.

Grala questioned why the revenues for the Grant Fund were low compared to the expected budgeted revenues. Jakacki mentioned that the previous Director anticipated receiving additional grant monies this year.

Alexander moved and Murphy seconded a motion to approve the Monthly Financial Statements, Interim Check Report and Bill Reports for February/ March 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. No communications to report

IX. LIBRARIAN'S REPORT

A. Librarian's Report

1. Jakacki highlighted the following items from the report: issues with leaks from the Library's roof; HR and Admin working with B2E, our payroll provider, to create Standard Operating Procedures; the spring *Preface* was mailed out to patrons; 290 patrons were served via curbside pick-up and the continued popularity of our Book Madness Tournament for tweens.

B. COVID-19 Service Model Changes

1. The Board was informed that with the move into Phase 4 the Library has been able to allow patrons to use technology and browse materials without appointments. We plan to have all staff return working their full hours in-library by mid-April.

- C. Updates on Projects
 - 1. Updates on the FY 2021/22 Budget process

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).
 - 1. None held.

XI. OLD BUSINESS

- A. None.

XII. NEW BUSINESS

- A. Contracts
 - 1. Toshiba Business Solutions/DocuWare

Reilly moved and Alexander seconded a motion to approve the Toshiba Business Solutions/DocuWare 3-year contract be paid monthly at \$265.00 for a total of \$9,540.00 over the life of the contract.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

- 2. AtoZ Databases

Grala moved and Carey seconded a motion to approve the AtoZ Databases 3-year contract for \$2,746.00 per year for a total of \$8,238.00 over the life of the contract

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

Nays: None

Abstain: None

Absent: None

Motion Passed

- B. Dr. Seuss Books
 - 1. Jakacki informed the Board of Trustees about the news regarding some Dr. Seuss titles that have been pulled from publication by the copyright holder due to what they consider offensive content. She mentioned that other libraries are finding their copies stolen from their shelves and being sold on auction sites in the wake of this news. Some libraries are removing the books from their collection due to the copyright holder's decision. Discussion ensued about censorship in libraries with the Board opinion that the books in question should remain available to patrons.

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

A. Treasurer Grala remarked that this was Trustee Carey's last Board Meeting as she is not running for re-election. The Trustees thanked Carey for her 7.5 years of service to the Board and Library and wished her well.

XIV. ADJOURNMENT

Murphy moved and Alexander seconded a motion to adjourn at 8:26 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

March 31, 2021

7:09 AM
04/15/21
Cash Basis

McHenry Public Library District
Balance Sheet
As of March 31, 2021

	Mar 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1060 · First Midwest Bank-Money Market	
1060100 · MM - General	(359,610.18)
1060200 · MM - Spec Reserve	1,879,270.61
1060300 · MM - Grant & Gift	451,771.19
Total 1060 · First Midwest Bank-Money Market	1,971,431.62
1070100 · HSA/Building - First Midwest	1,557.51
1615100 · General Account - First Midwest	21,795.96
1625100 · Payroll Account - First Midwest	104,500.12
1635100 · Imprest Account - First Midwest	4,760.03
Total Checking/Savings	2,104,045.24
Other Current Assets	
1005100 · Petty Cash	800.00
Total Other Current Assets	800.00
Total Current Assets	2,104,845.24
TOTAL ASSETS	2,104,845.24
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	(550,324.47)
Total Equity	2,104,845.24
TOTAL LIABILITIES & EQUITY	2,104,845.24

7:10 AM
04/15/21
Cash Basis

McHenry Public Library District
Monthly Income & Expenses by Class
March 2021

	100 General F...	200 Spec Res...	300 Grant/Gift...	TOTAL
Ordinary Income/Expense				
Income				
6030200 · Interest Income - Spec Reserve	0.00	60.24	0.00	60.24
6030300 · Interest Income - Grant & Gifts	0.00	0.00	14.48	14.48
6040100 · Nonresident/Enhanced Cards	45.00	0.00	0.00	45.00
6050100 · Fines and Fees	100.93	0.00	0.00	100.93
6060100 · Copy/Scan/Fax/Notary Income	163.07	0.00	0.00	163.07
6070300 · General Fund Gifts	0.00	0.00	50.06	50.06
6105100 · Retiree Insurance Payments	87.42	0.00	0.00	87.42
6150100 · Lost & Damaged Materials	224.99	0.00	0.00	224.99
6160100 · SOLAR PANELS CREDITS	720.00	0.00	0.00	720.00
Total Income	1,341.41	60.24	64.54	1,466.19
Gross Profit	1,341.41	60.24	64.54	1,466.19
Expense				
8010100 · Adult Books	5,026.41	0.00	0.00	5,026.41
8020100 · Youth Books	1,278.00	0.00	0.00	1,278.00
8030100 · Magazines & Newspapers	74.10	0.00	0.00	74.10
8040300 · Operating Fund Gifts	0.00	0.00	15.82	15.82
8050100 · Adult AV Materials	396.50	0.00	0.00	396.50
8060100 · Youth AV Materials	14.99	0.00	0.00	14.99
8090100 · eBook & eMagazine Services	2,551.40	0.00	0.00	2,551.40
8095100 · Electronic Resources	4,371.50	0.00	0.00	4,371.50
8120100 · Library Supplies	335.88	0.00	0.00	335.88
8130100 · Tech Services Supplies	331.84	0.00	0.00	331.84
8140100 · Adult Programs & Supplies	1,055.00	0.00	0.00	1,055.00
8145100 · Circulation Supplies	4.00	0.00	0.00	4.00
8150100 · Youth Programs & Supplies	222.37	0.00	0.00	222.37
8245100 · IT/Comp/Copier/Equip-Outsourced	439.00	0.00	0.00	439.00
8275100 · Public Pmt Processing Fees	69.84	0.00	0.00	69.84
8320100 · VOIP Phone Service	1,656.05	0.00	0.00	1,656.05
8325100 · Internet/Phone Services	1,316.76	0.00	0.00	1,316.76
8410100 · Accounting/Payroll/Audit Serv	4,273.14	0.00	0.00	4,273.14
8420100 · Legal Services	300.00	0.00	0.00	300.00
8510100 · Printing Services Outsourced	5,935.00	0.00	0.00	5,935.00
8530100 · Public Notices/Ads legal/job	35.00	0.00	0.00	35.00
8540100 · Postage/Shipping	429.25	0.00	0.00	429.25
8550100 · Public Relations/Promotions	219.85	0.00	0.00	219.85
8610100 · Electricity	1,919.22	0.00	0.00	1,919.22
8620100 · Gas	1,457.30	0.00	0.00	1,457.30
8740100 · Building Maintance	3,397.04	0.00	0.00	3,397.04
8745100 · Grounds Maintenance	2,850.00	0.00	0.00	2,850.00
8750100 · General Operations Maintenance	892.58	0.00	0.00	892.58
8760100 · Hospitality	63.21	0.00	0.00	63.21
8770100 · Library Lost/Damaged Materials	28.72	0.00	0.00	28.72
8800311 · Adult Materials - Per Capita	0.00	0.00	137.27	137.27
8910100 · Salaries	113,327.33	0.00	0.00	113,327.33
8920100 · FICA/Medicare	8,341.56	0.00	0.00	8,341.56
8930100 · IMRF	12,661.77	0.00	0.00	12,661.77
8940100 · Health & Life Insurance	25,428.27	0.00	0.00	25,428.27
8950100 · Tuition Reimbursement	304.44	0.00	0.00	304.44
8955100 · Telecommute Reimbursements	240.00	0.00	0.00	240.00
8960100 · Memberships & Dues	35.00	0.00	0.00	35.00

7:10 AM
04/15/21
Cash Basis

McHenry Public Library District
Monthly Income & Expenses by Class
March 2021

	100 General F...	200 Spec Res...	300 Grant/Gift...	TOTAL
8970100 · Travel	2.24	0.00	0.00	2.24
8980100 · Continuing Education (Mtg/Conf)	593.68	0.00	0.00	593.68
Total Expense	201,878.24	0.00	153.09	202,031.33
Net Ordinary Income	(200,536.83)	60.24	(88.55)	(200,565.14)
Net Income	(200,536.83)	60.24	(88.55)	(200,565.14)

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

	<u>Jul '20 - Mar 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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	605.54	1,000.00	(394.46)	60.6%
6030300 · Interest Income - Grant & Gifts	127.14	500.00	(372.86)	25.4%
6035100 · Dividends	112.00	500.00	(388.00)	22.4%
6040100 · Nonresident/Enhanced Cards	270.00	500.00	(230.00)	54.0%
6050100 · Fines and Fees	3,030.93	12,000.00	(8,969.07)	25.3%
6055100 · Referral/Collection Fees	30.00	1,000.00	(970.00)	3.0%
6060100 · Copy/Scan/Fax/Notary Income	1,365.07	22,000.00	(20,634.93)	6.2%
6070200 · Reserve Fund Gifts	0.00	5,000.00	(5,000.00)	0.0%
6070300 · General Fund Gifts	1,450.89	15,000.00	(13,549.11)	9.7%
6090100 · Annex/Impact/Operating Fees	5,403.00	10,000.00	(4,597.00)	54.0%
6105100 · Retiree Insurance Payments	2,666.16	15,000.00	(12,333.84)	17.8%
6110100 · Program Fees/Misc Fees	0.00	4,200.00	(4,200.00)	0.0%
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	1,258.60	5,500.00	(4,241.40)	22.9%
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	1,782,811.31	3,490,362.29	(1,707,550.98)	51.1%
Gross Profit	1,782,811.31	3,490,362.29	(1,707,550.98)	51.1%
Expense				
8010100 · Adult Books	46,696.21	65,000.00	(18,303.79)	71.8%
8020100 · Youth Books	34,680.40	50,000.00	(15,319.60)	69.4%
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	12,573.13	16,500.00	(3,926.87)	76.2%
8040300 · Operating Fund Gifts	1,511.52	50,000.00	(48,488.48)	3.0%
8050100 · Adult AV Materials	15,783.98	39,000.00	(23,216.02)	40.5%
8060100 · Youth AV Materials	5,608.02	13,500.00	(7,891.98)	41.5%
8080100 · Video Games	5,911.10	14,700.00	(8,788.90)	40.2%
8090100 · eBook & eMagazine Services	32,323.31	70,000.00	(37,676.69)	46.2%
8095100 · Electronic Resources	42,451.96	75,000.00	(32,548.04)	56.6%
8120100 · Library Supplies	3,685.16	5,500.00	(1,814.84)	67.0%
8130100 · Tech Services Supplies	19,063.85	27,500.00	(8,436.15)	69.3%
8135100 · Bindery	0.00	150.00	(150.00)	0.0%
8140100 · Adult Programs & Supplies	7,680.40	12,500.00	(4,819.60)	61.4%
8142100 · COMICON	751.74	3,500.00	(2,748.26)	21.5%
8145100 · Circulation Supplies	522.13	2,000.00	(1,477.87)	26.1%
8147100 · Summer Reading Club	2,563.97	7,000.00	(4,436.03)	36.6%
8150100 · Youth Programs & Supplies	2,220.20	12,500.00	(10,279.80)	17.8%
8215100 · Referral/Collection Agency Fees	26.85	750.00	(723.15)	3.6%
8245100 · IT/Comp/Copier/Equip-Outsourced	65,439.12	52,500.00	12,939.12	124.6%
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	545.59	500.00	45.59	109.1%
8310100 · CCS/Polaris/OCLC	75,528.53	72,000.00	3,528.53	104.9%
8320100 · VOIP Phone Service	13,008.96	24,000.00	(10,991.04)	54.2%
8325100 · Internet/Phone Services	9,807.70	15,000.00	(5,192.30)	65.4%
8410100 · Accounting/Payroll/Audit Serv	28,994.54	26,500.00	2,494.54	109.4%

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

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
8420100 · Legal Services	2,455.00	10,000.00	(7,545.00)	24.6%
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	6,870.54	13,000.00	(6,129.46)	52.9%
8545100 · Printing/Copier Supplies	152.73	8,500.00	(8,347.27)	1.8%
8550100 · Public Relations/Promotions	3,321.50	7,500.00	(4,178.50)	44.3%
8610100 · Electricity	16,976.86	22,000.00	(5,023.14)	77.2%
8620100 · Gas	6,019.00	8,000.00	(1,981.00)	75.2%
8630100 · Telephone & Internet Services	0.00	712.85	(712.85)	0.0%
8640100 · Water & Sewer	1,848.14	5,000.00	(3,151.86)	37.0%
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 Maintenance	26,039.02	47,500.00	(21,460.98)	54.8%
8745100 · Grounds Maintenance	12,465.77	17,000.00	(4,534.23)	73.3%
8750100 · General Operations Maintenance	28,454.48	40,000.00	(11,545.52)	71.1%
8760100 · Hospitality	(1,794.17)	3,500.00	(5,294.17)	(51.3)%
8770100 · Library Lost/Damaged Materials	83.72	500.00	(416.28)	16.7%
8795100 · Miscellaneous	17.20	750.00	(732.80)	2.3%
8800311 · Adult Materials - Per Capita	3,476.12	13,132.00	(9,655.88)	26.5%
8800321 · Youth Materials - Per Capita	193.54	13,132.00	(12,938.46)	1.5%
8800331 · Staff Software - Per Capita	2,689.00	5,000.00	(2,311.00)	53.8%
8800332 · Public Software - Per Capita	4,024.00	5,000.00	(976.00)	80.5%
8800333 · Computer Equipment - Per Capita	3,061.79	9,264.75	(6,202.96)	33.0%
8800341 · Other Equipment - Per Capita	2,058.05	7,000.00	(4,941.95)	29.4%
8910100 · Salaries	1,192,042.03	1,630,000.00	(437,957.97)	73.1%
8920100 · FICA/Medicare	86,311.17	117,500.00	(31,188.83)	73.5%
8930100 · IMRF	136,888.89	195,000.00	(58,111.11)	70.2%
8940100 · Health & Life Insurance	254,611.09	350,000.00	(95,388.91)	72.7%
8945100 · Employment Screening	265.65	1,000.00	(734.35)	26.6%
8950100 · Tuition Reimbursement	3,940.44	16,500.00	(12,559.56)	23.9%
8955100 · Telecommute Reimbursements	2,880.00	12,600.00	(9,720.00)	22.9%
8960100 · Memberships & Dues	3,339.94	4,500.00	(1,160.06)	74.2%
8970100 · Travel	172.32	5,000.00	(4,827.68)	3.4%
8980100 · Continuing Education (Mtg/Conf)	2,190.99	3,250.00	(1,059.01)	67.4%
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	660.72	12,500.00	(11,839.28)	5.3%
9060200 · Special Reserve Expenditures	0.00	20,000.00	(20,000.00)	0.0%
9070100 · Library Equipment	5,691.33	11,500.00	(5,808.67)	49.5%
9080100 · Small Equipment Under \$250	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	2,333,135.78	3,492,941.60	(1,159,805.82)	66.8%
Net Ordinary Income	(550,324.47)	(2,579.31)	(547,745.16)	21,336.1%
Net Income	(550,324.47)	(2,579.31)	(547,745.16)	21,336.1%

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

	100 General F...	200 Spec Res...	300 Grant/Gift...	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	605.54	0.00	605.54
6030300 · Interest Income - Grant & Gifts	0.00	0.00	127.14	127.14
6035100 · Dividends	112.00	0.00	0.00	112.00
6040100 · Nonresident/Enhanced Cards	270.00	0.00	0.00	270.00
6050100 · Fines and Fees	3,030.93	0.00	0.00	3,030.93
6055100 · Referral/Collection Fees	30.00	0.00	0.00	30.00
6060100 · Copy/Scan/Fax/Notary Income	1,365.07	0.00	0.00	1,365.07
6070300 · General Fund Gifts	0.00	0.00	1,450.89	1,450.89
6090100 · Annex/Impact/Operating Fees	5,403.00	0.00	0.00	5,403.00
6105100 · Retiree Insurance Payments	2,666.16	0.00	0.00	2,666.16
6120100 · Meeting Room Fees	150.00	0.00	0.00	150.00
6150100 · Lost & Damaged Materials	1,258.60	0.00	0.00	1,258.60
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	1,707,840.99	20,363.54	54,606.78	1,782,811.31
Gross Profit	1,707,840.99	20,363.54	54,606.78	1,782,811.31
Expense				
8010100 · Adult Books	46,696.21	0.00	0.00	46,696.21
8020100 · Youth Books	34,680.40	0.00	0.00	34,680.40
8025100 · Professional Resources	414.95	0.00	0.00	414.95
8030100 · Magazines & Newspapers	12,573.13	0.00	0.00	12,573.13
8040300 · Operating Fund Gifts	0.00	0.00	1,511.52	1,511.52
8050100 · Adult AV Materials	15,783.98	0.00	0.00	15,783.98
8060100 · Youth AV Materials	5,608.02	0.00	0.00	5,608.02
8080100 · Video Games	5,911.10	0.00	0.00	5,911.10
8090100 · eBook & eMagazine Services	32,323.31	0.00	0.00	32,323.31
8095100 · Electronic Resources	42,451.96	0.00	0.00	42,451.96
8120100 · Library Supplies	3,685.16	0.00	0.00	3,685.16
8130100 · Tech Services Supplies	19,063.85	0.00	0.00	19,063.85
8140100 · Adult Programs & Supplies	7,680.40	0.00	0.00	7,680.40
8142100 · COMICON	751.74	0.00	0.00	751.74
8145100 · Circulation Supplies	522.13	0.00	0.00	522.13
8147100 · Summer Reading Club	2,563.97	0.00	0.00	2,563.97
8150100 · Youth Programs & Supplies	2,220.20	0.00	0.00	2,220.20
8215100 · Referral/Collection Agency Fees	26.85	0.00	0.00	26.85
8245100 · IT/Comp/Copier/Equip-Outsourced	65,439.12	0.00	0.00	65,439.12
8270100 · Library Bank/Finance/Late Fees	30.00	0.00	0.00	30.00
8275100 · Public Pmt Processing Fees	545.59	0.00	0.00	545.59
8310100 · CCS/Polaris/OCLC	75,528.53	0.00	0.00	75,528.53
8320100 · VOIP Phone Service	13,008.96	0.00	0.00	13,008.96
8325100 · Internet/Phone Services	9,807.70	0.00	0.00	9,807.70
8410100 · Accounting/Payroll/Audit Serv	28,994.54	0.00	0.00	28,994.54
8420100 · Legal Services	2,455.00	0.00	0.00	2,455.00
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	6,870.54	0.00	0.00	6,870.54
8545100 · Printing/Copier Supplies	152.73	0.00	0.00	152.73
8550100 · Public Relations/Promotions	3,321.50	0.00	0.00	3,321.50
8610100 · Electricity	16,976.86	0.00	0.00	16,976.86

7:26 AM

04/15/21

Cash Basis

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

	100 General F...	200 Spec Res...	300 Grant/Gift...	TOTAL
8620100 · Gas	6,019.00	0.00	0.00	6,019.00
8640100 · Water & Sewer	1,848.14	0.00	0.00	1,848.14
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	26,039.02	0.00	0.00	26,039.02
8745100 · Grounds Maintenance	12,465.77	0.00	0.00	12,465.77
8750100 · General Operations Maintenance	28,454.48	0.00	0.00	28,454.48
8760100 · Hospitality	(1,794.17)	0.00	0.00	(1,794.17)
8770100 · Library Lost/Damaged Materials	83.72	0.00	0.00	83.72
8795100 · Miscellaneous	17.20	0.00	0.00	17.20
8800311 · Adult Materials - Per Capita	0.00	0.00	3,476.12	3,476.12
8800321 · Youth Materials - Per Capita	0.00	0.00	193.54	193.54
8800331 · Staff Software - Per Capita	0.00	0.00	2,689.00	2,689.00
8800332 · Public Software - Per Capita	0.00	0.00	4,024.00	4,024.00
8800333 · Computer Equipment - Per Capita	0.00	0.00	3,061.79	3,061.79
8800341 · Other Equipment - Per Capita	0.00	0.00	2,058.05	2,058.05
8910100 · Salaries	1,192,042.03	0.00	0.00	1,192,042.03
8920100 · FICA/Medicare	86,311.17	0.00	0.00	86,311.17
8930100 · IMRF	136,888.89	0.00	0.00	136,888.89
8940100 · Health & Life Insurance	254,611.09	0.00	0.00	254,611.09
8945100 · Employment Screening	265.65	0.00	0.00	265.65
8950100 · Tuition Reimbursement	3,940.44	0.00	0.00	3,940.44
8955100 · Telecommute Reimbursements	2,880.00	0.00	0.00	2,880.00
8960100 · Memberships & Dues	3,339.94	0.00	0.00	3,339.94
8970100 · Travel	172.32	0.00	0.00	172.32
8980100 · Continuing Education (Mtg/Conf)	2,190.99	0.00	0.00	2,190.99
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	660.72	0.00	0.00	660.72
9070100 · Library Equipment	5,691.33	0.00	0.00	5,691.33
9080100 · Small Equipment Under \$250	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	2,278,058.56	37,563.20	17,514.02	2,333,135.78
Net Ordinary Income	(570,217.57)	(17,199.66)	37,092.76	(550,324.47)
Net Income	(570,217.57)	(17,199.66)	37,092.76	(550,324.47)

7:28 AM
04/15/21
Cash Basis

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

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
6030300 · Interest Income - Grant & Gifts	127.14	500.00	(372.86)	25.4%
6070300 · General Fund Gifts	1,450.89	15,000.00	(13,549.11)	9.7%
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	54,606.78	146,500.00	(91,893.22)	37.3%
Gross Profit	54,606.78	146,500.00	(91,893.22)	37.3%
Expense				
8040300 · Operating Fund Gifts	1,511.52	50,000.00	(48,488.48)	3.0%
8800311 · Adult Materials - Per Capita	3,476.12	13,132.00	(9,655.88)	26.5%
8800321 · Youth Materials - Per Capita	193.54	13,132.00	(12,938.46)	1.5%
8800331 · Staff Software - Per Capita	2,689.00	5,000.00	(2,311.00)	53.8%
8800332 · Public Software - Per Capita	4,024.00	5,000.00	(976.00)	80.5%
8800333 · Computer Equipment - Per Capita	3,061.79	9,264.75	(6,202.96)	33.0%
8800341 · Other Equipment - Per Capita	2,058.05	7,000.00	(4,941.95)	29.4%
9030300 · Misc Grants	500.00	61,000.00	(60,500.00)	0.8%
Total Expense	17,514.02	163,528.75	(146,014.73)	10.7%
Net Ordinary Income	37,092.76	(17,028.75)	54,121.51	(217.8)%
Net Income	37,092.76	(17,028.75)	54,121.51	(217.8)%

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

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

Account - General Fund					
<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
First Communications	VOIP Phones	\$ 1,656.05	8320-100	03/04/21	EFT
Harland Clarke Check Order	Library Supplies	\$ 64.80	8120-100	03/10/21	EFT
subtotal for account		\$ 1,720.85			

Account - HSA/Building					
First Midwest Bank	employer contributions HSA	\$ 1,000.00	8940-100	03/09/21	EFT
First Midwest Bank	employee contributions HSA	\$ 1,034.21	8940-100	03/09/21	EFT
First Midwest Bank	employee contributions HSA	\$ 1,034.21	8940-100	03/23/21	EFT
subtotal for account		\$ 3,068.42			

Account - Payroll					
<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
IL Municipal Retirement Fund IMRF		\$19,479.39	8930-100	01/27/21	EFT
IL Municipal Retirement Fund IMRF		\$19,563.69	8930-100	01/27/21	EFT
subtotal for account		\$ 39,043.08			

Account - Imprest					
<u>VENDOR</u>	<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 \$ 43,832.35

BANKCARD PROCESSING CENTER					
April 2021					
Name	Merchant Name	Date	Amount	Line	Subtotal
MILFAJT	SHAW SUBURBAN MEDIA-SUBS	4/5/2021	\$ 74.10	8030-100	
MILFAJT	CHICAGO TRIB SUBSCRIPTIO	3/12/2021	\$ 188.50	8030-100	
MILFAJT	NYTIMES	3/11/2021	\$ 534.56	8030-100	\$ 797.16
JAKACKI	TARGET.COM	3/23/2021	\$ (5.62)	8080-100	
JAKACKI	TARGET.COM *	3/19/2021	\$ 63.73	8080-100	
JAKACKI	TARGET.COM *	3/17/2021	\$ 31.86	8080-100	\$ 89.97
STRAIN	Netflix.com	3/30/2021	\$ 17.99	8095-100	
STRAIN	HLU*Hulu 1804006096890-U	3/29/2021	\$ 11.99	8095-100	
STRAIN	DisneyPLUS	3/29/2021	\$ 8.00	8095-100	
TERRILL	WALGREENS #5469	3/9/2021	\$ 200.00	8095-100	
TERRILL	DisneyPLUS	3/26/2021	\$ 8.00	8095-100	
TERRILL	HLU*Hulu 1802467692082-U	3/26/2021	\$ 11.99	8095-100	
TERRILL	Netflix.com	3/26/2021	\$ 17.99	8095-100	\$ 275.96
MILFAJT	MENARDS FOX LAKE IL	3/11/2021	\$ 4.74	8130-100	\$ 4.74
CLAUCHERTY	SAFELY6FEET.COM	3/31/2021	\$ 141.25	8145-100	
MAJKA	NAYAX COPY SERVICES	3/19/2021	\$ 1.00	8145-100	\$ 142.25
CLAUCHERTY	PAPER STMT FEE REVERSAL	3/8/2021	\$ (2.00)	8270-100	
CLAUCHERTY	PAPER STATEMENT FEE	3/8/2021	\$ 2.00	8270-100	
GRANDON	PAPER STMT FEE REVERSAL	3/8/2021	\$ (2.00)	8270-100	
GRANDON	PAPER STATEMENT FEE	3/8/2021	\$ 2.00	8270-100	
GUNNESS	PAPER STMT FEE REVERSAL	3/8/2021	\$ (2.00)	8270-100	
GUNNESS	PAPER STATEMENT FEE	3/8/2021	\$ 2.00	8270-100	
JAKACKI	PAPER STMT FEE REVERSAL	3/8/2021	\$ (2.00)	8270-100	
JAKACKI	PAPER STATEMENT FEE	3/8/2021	\$ 2.00	8270-100	
KARWOWSKA	PAPER STMT FEE REVERSAL	3/8/2021	\$ (2.00)	8270-100	
KARWOWSKA	PAPER STATEMENT FEE	3/8/2021	\$ 2.00	8270-100	
LAMBERT	PAPER STMT FEE REVERSAL	3/8/2021	\$ (2.00)	8270-100	
LAMBERT	PAPER STATEMENT FEE	3/8/2021	\$ 2.00	8270-100	
MAJKA	PAPER STMT FEE REVERSAL	3/8/2021	\$ (2.00)	8270-100	
MAJKA	PAPER STATEMENT FEE	3/8/2021	\$ 2.00	8270-100	
MAY	PAPER STMT FEE REVERSAL	3/8/2021	\$ (2.00)	8270-100	
MAY	PAPER STATEMENT FEE	3/8/2021	\$ 2.00	8270-100	
MILFAJT	PAPER STMT FEE REVERSAL	3/8/2021	\$ (2.00)	8270-100	
MILFAJT	PAPER STATEMENT FEE	3/8/2021	\$ 2.00	8270-100	
STRAIN	PAPER STMT FEE REVERSAL	3/8/2021	\$ (2.00)	8270-100	
STRAIN	PAPER STATEMENT FEE	3/8/2021	\$ 2.00	8270-100	
TERRILL	PAPER STMT FEE REVERSAL	3/8/2021	\$ (2.00)	8270-100	
TERRILL	PAPER STATEMENT FEE	3/8/2021	\$ 2.00	8270-100	
	PAPER STMT FEE REVERSAL	3/8/2021	\$ (2.00)	8270-100	\$ (2.00)
LAMBERT	USPS PO 1646800050	3/23/2021	\$ 8.78	8540-100	
MAJKA	USPS PO 1646800050	4/2/2021	\$ 14.28	8540-100	
MAJKA	USPS PO 1600960102	3/29/2021	\$ 11.00	8540-100	
MAJKA	USPS PO 1600960102	3/18/2021	\$ 14.81	8540-100	\$ 48.87
LAMBERT	MYFONTS INC	3/24/2021	\$ (3.06)	8550-100	
LAMBERT	MYFONTS INC	3/22/2021	\$ 52.06	8550-100	\$ 49.00

Name	Merchant Name	Date	Amount	Line	Subtotal
CLAUCHERTY	THE HOME DEPOT #1944	3/25/2021	\$ 30.90	8750-100	
CLAUCHERTY	ILSOS INT VEH RENEWAL	3/24/2021	\$ 154.40	8750-100	
CLAUCHERTY	THE HOME DEPOT #1969	3/18/2021	\$ 101.79	8750-100	
CLAUCHERTY	COMPLIANCESIGNS.COM	3/11/2021	\$ 59.50	8750-100	\$ 346.59
JAKACKI	CHIPOTLE ONLINE	4/7/2021	\$ 89.16	8760-100	
JAKACKI	CHIPOTLE ONLINE	4/7/2021	\$ 95.80	8760-100	
JAKACKI	TARGET.COM *	4/3/2021	\$ 35.66	8760-100	
MAJKA	WM SUPERCENTER #1413	3/26/2021	\$ 109.72	8760-100	
MAJKA	WAL-MART #1413	3/16/2021	\$ 41.59	8760-100	
MAJKA	WAL-MART #1413	3/14/2021	\$ 7.52	8760-100	
MAY	AMAZON.COM*NK39C6OH3 AMZN	3/26/2021	\$ 50.00	8760-100	\$ 429.45
JAKACKI	UWW CAMPS AND CONFERENCE	3/28/2021	\$ 59.00	8950-100	
JAKACKI	UWW CAMPS AND CONFERENCE	3/23/2021	\$ 59.00	8950-100	\$ 118.00
JAKACKI	ILLINOIS LIBRARY ASSOC	3/23/2021	\$ 150.00	8960-100	
KARWOWSKA	AMERLIBASSOC ECOMMERCE	3/31/2021	\$ 260.00	8960-100	\$ 410.00
CLAUCHERTY	SKILLPATH / NATIONAL	3/31/2021	\$ 269.00	8980-100	
KARWOWSKA	ILLINOIS LIBRARY ASSOC	3/31/2021	\$ 50.00	8980-100	
LAMBERT	ILLINOIS LIBRARY ASSOC	4/1/2021	\$ 10.00	8980-100	\$ 329.00
JAKACKI	MEIJER # 218	3/28/2021	\$ 64.98	9060-100	
JAKACKI	HARBOR FREIGHT TOOLS 424	3/28/2021	\$ 39.90	9060-100	
JAKACKI	TARGET 00011668	3/28/2021	\$ 60.00	9060-100	
JAKACKI	ART.COM*ALLPOSTERS.COM	3/23/2021	\$ 225.00	9060-100	
JAKACKI	MENARDS WOODSTOCK IL	3/13/2021	\$ 21.92	9060-100	\$ 411.80
JAKACKI	WALMART.COM AU	3/20/2021	\$ 459.00	9070-100	\$ 459.00
		TOTAL	\$ 3,909.79		\$ 3,909.79
BANKCARD PROCESSING CENTER					
P O BOX 6818			\$3,911.79		
Carol Stream, IL 60197-6818			\$ (3,909.79)		
			\$2.00		

RAILS Ends Delivery Quarantine Requirement

Submitted by [Nicole Zimmermann \(/users/nicole-zimmermann\)](/users/nicole-zimmermann) on April 7, 2021 - 11:28am

RAILS Ends Delivery Quarantine Requirement

RAILS will end the quarantine requirement for materials moving through our delivery service effective Monday, April 12. Continued research shows that COVID-19 mainly spreads through respiratory droplets in the air, including this [very recent research \(https://www.cdc.gov/coronavirus/2019-ncov/more/science-and-research/surface-transmission.html\)](https://www.cdc.gov/coronavirus/2019-ncov/more/science-and-research/surface-transmission.html) from the Centers for Disease Control and Prevention (CDC). The Latest News/RAILS & RAILS Libraries section of the [COVID-19 Pulse Page \(https://www.railslibraries.info/issues/178451\)](https://www.railslibraries.info/issues/178451) provides information from additional studies.

RAILS continues to take a number of steps to ensure that our delivery processes remain as safe as possible for both our delivery staff and member library staff. We require all our drivers to wear masks when delivering materials and we clean bins and sorting areas regularly. See the [complete list of precautionary measures \(https://www.railslibraries.info/sites/default/files/What%20safety%20precautions%20are%20RAILS%20and%20CTL%20staff%20taking.pdf\)](https://www.railslibraries.info/sites/default/files/What%20safety%20precautions%20are%20RAILS%20and%20CTL%20staff%20taking.pdf) taken by RAILS delivery staff on the pulse page.

This change only applies to materials transported through RAILS delivery. We continue to advise each RAILS library to make decisions on any additional quarantine periods you feel are necessary based on your own unique situation. If you have any questions, please contact [Monica Harris \(mailto:monica.harris@railslibraries.info\)](mailto:monica.harris@railslibraries.info).

Article Type:

[News from RAILS \(/article-type/news-rails\)](/article-type/news-rails)

[system-status] Elimination of Delivery Quarantine

Debra Wischmeyer [REDACTED]

Wed, Apr 14, 2021 at 12:25 PM

Good afternoon!

Governing Board voted this morning that all CCS libraries must stop the quarantine of delivery materials effective April 15. Libraries that are currently quarantining delivery materials should stop doing so, beginning tomorrow.

CCS will update the following shared settings for all libraries on Monday, April 19:

- Remove language referencing quarantine period from overdue and reminder notices
- Remove language referencing quarantine period from PowerPAC
- Adjust overdue notice schedule - change 1st overdue notice from 7 to 3 days

Other setting changes that may need to be made on a library-by-library basis, include:

- Free day settings
- Long overdue settings for fine free libraries
- Loan Period adjustments
- Collection agency settings

Individual libraries who need to adjust the settings above or any others should email help@ccslib.org for assistance.

Please reach out if you have any questions.

Thank you,
Debra

Debra Wischmeyer
Member Services Manager
CCS, Cooperative Computer Services
[3355-J N. Arlington Heights Rd](#)
[Arlington Heights, IL 60004-7706](#)
847-483-8595

McHenry American Legion Auxiliary Post 491
c/o Cindy Bateman, President
1103 Goodview Avenue
Johnsburg, IL 60051

April 13, 2021

Dear President Bateman:

Thank you for the McHenry American Legion Auxiliary Post 491's donation to the library.

We have used your donation to order four books. We will put donation plates in each book so that the many library users who check them out will appreciate your gift as much as we do here at the library.

The Hero Code: Lessons Learned from Lives Well Lived by Admiral William H. McRaven
The Four-Star Admiral, retired Commander of U.S. Special Operations Forces and best-selling author of *Make Your Bed* shares succinct, inspirational lessons about the character qualities of everyday true heroes. (publisher's description)

Overnight Code: The Life of Raye Montague, the Woman Who Revolutionized Naval Engineering by Paige Bowers
The inspiring story of a groundbreaking African American female engineer who created the first computer-designed ship for the US Navy. (publisher's description)

The Panzer Killers by Daniel P. Bolger
A general-turned-historian reveals the remarkable battlefield heroics of Major General Maurice Rose, the World War II tank commander whose 3rd Armored Division struck fear into the hearts of Hitler's panzer crews.

Saving My Enemy: How Two WWII Soldiers Fought Against Each Other and Later Forged a Friendship That Saved Their Lives by Bob Welch
The touching true story of two soldiers on opposite sides of WWII whose unlikely friendship, forged in their 80s, dissolves six decades of guilt and shame that had pushed both men to despair. *Saving My Enemy* is a "Band of Brothers" sequel like no other. (publisher's description)

Thank you again for thinking of the McHenry Public Library for your donation.

Sincerely,

Pam Strain
Adult Services Manager

Ruth Armstrong

April 13, 2021

Dear Mrs. Armstrong:

The Vacula Family made a donation to McHenry Public Library District in memory of your husband, John Armstrong. Because he spent many hours visiting the library, they wanted to pass this gift of reading and lifelong learning on to other patrons. We have chosen the following titles to purchase for our collection, some of which reflect his enthusiasm for aviation and education.

- *The Bedside Book of Birds* by Graeme Gibson
- *Cockpit Confidential* by Patrick Smith
- *The Complete Fishing Manual* by Henry Gilbey
- *Dad, How Do I?* by Rob Kenney
- *Everyday Mathematics Made Easy* by Tom Begnal
- *Gardens of the North Shore of Chicago* by Benjamin F. Lenhardt, Jr
- *Helgoland: Making Sense of the Quantum Revolution* by Carlo Rovelli
- *MLA Handbook* by The Modern Language Association of America, 9th edition
- *Tiger in the Sea: The Ditching of Flying Tiger 923 and the Desperate Struggle for Survival* by Eric Linder

Each book will have a bookplate acknowledging their donation made in his memory.

We here are honored to have been chosen to commemorate Mr. Armstrong's life.

Sincerely,

Pam Strain
Adult Services Manager

Ann Vacula



April 13, 2021

Dear Vacula Family:

Thank you for your generous donation in memory of John Armstrong. We have chosen to purchase the following titles to reflect his enthusiasm for aviation and lifelong learning.

- *The Bedside Book of Birds* by Graeme Gibson
- *Cockpit Confidential* by Patrick Smith
- *The Complete Fishing Manual* by Henry Gilbey
- *Dad, How Do I?* by Rob Kenney
- *Everyday Mathematics Made Easy* by Tom Begnal
- *Gardens of the North Shore of Chicago* by Benjamin F. Lenhardt, Jr
- *Helgoland: Making Sense of the Quantum Revolution* by Carlo Rovelli
- *MLA Handbook* by The Modern Language Association of America, 9th edition
- *Tiger in the Sea: The Ditching of Flying Tiger 923 and the Desperate Struggle for Survival* by Eric Linder

Each book will have a bookplate acknowledging your donation made in Mr. Armstrong's memory. We are honored to commemorate Mr. Armstrong's life.

Sincerely,

Pam Strain
Adult Services Manager

McHenry Public Library District

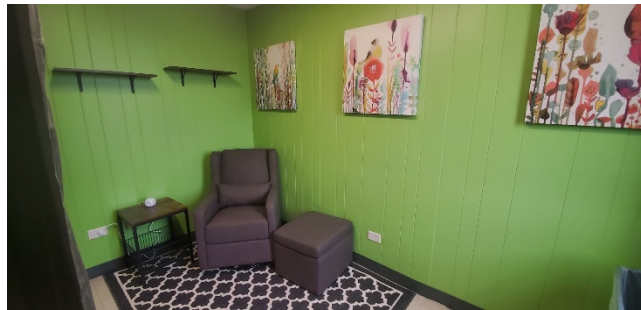
LIBRARIAN'S REPORT

April 2021

Administration

- L. Jakacki hosted an all-staff virtual meeting on March 2 with 30 staff attending the live presentation and on April 6 with 28 staff attending. Those staff unable to attend the live presentation were able to view the recording.

- The Wellness Room for staff was completed and has been well received.



- B. Edminster was officially photographed next to is plaque dedicating the Genealogy Room in his honor.



- L. Jakacki and S. Claucherty met with a representative from our security alarm company to discuss upgrading our alarm system and replacing our analog (POTS) phone lines for the alarm and lift emergency phone to cellular in response to obsolete technology.
- D. Gunness and L. Jakacki are working on a request for proposal for accounting services beginning FY 2021/22.
- Administration, HR, and Managers continue to track changes in COVID-19 mitigation restrictions to keep staff and patrons safe. With our region being moved into Phase 4 we felt comfortable having all staff return to working fully in-library

Adult Services

- A. Moreno-Lomeli worked with five other libraries to organize a Facebook Live event to promote the Soon to Be Famous Illinois Author project in Spanish "De La Página a la Fama". The event drew over 400 viewers!
- In preparation for upcoming book discussion programs, E. Bily discovered that some publishing houses created their own Spotify playlists to complement their titles. She plans

to enrich upcoming book discussion meetings by including music playlists, recipes, and other interactive treats.

- When a patron asked for a book of articles written by WWII journalist Ernie Pyle, K. Kimbrel was pleasantly surprised to find three in our collection. The patron was elated and checked out all them.
- Z. Terrill, D. Gaudio and P. Strain attended the LibraryCalendar implementation meetings and contributed to the design and planning process.
- Z. Terrill and P. Strain gathered information and submitted preliminary budget requests for the upcoming 2021-22 fiscal year.
- Questions Desk staff participated in 91 live chats with patrons during the month of March. As we've gradually reopened for walk-in services the chat number have declined, but many patrons still use the service and seem to prefer that method of communicating with us.
- T. Hillier attended a webinar entitled What's in The Illinois Archive for Genealogy.
- March Book Discussion Programs
 - Mystery – Girl Waits with Gun by Amy Stewart. Led by P. Strain
 - Contemporary - Founding Mothers by Cokie Roberts. Led by E. Bily
 - Classic - This Side of Paradise by F. Scott Fitzgerald. Led by K. Kimbrel

Building Services

- G. Garza Completed Lift truck Certification training at the Shah Center 3/19.
- H/Vac Spring Preventative Maintenance completed on 3/29.
- S. Claucherty met with Grounds Keeping contractors 3/29.
- S. Claucherty met with A.C Paving 3/30.
- S. Claucherty Attended Management team meeting 3/9.
- S. Claucherty attending 10-hour virtual OSHA training 4/7-4/8.

Circulation

- Circulation Staff attended Town Hall Meeting 3/2
- L. Horist attended Reaching Forward meeting 3/5
- B. Majka attended Sunshine Club meeting 3/8
- B. Majka attended Manager's Meeting 3/9
- B. Majka attended Library Calendar Meeting 3/10, 3/17, 3/24, 3/31
- B. Majka attended Holding People Accountable Webinar 3/11
- Circulation staff attended department meeting 3/16
- B. Majka watched Innovative Mobile App demonstration 3/16
- B. Majka attended Board Meeting 3/16
- C. Lenzie attended Inservice Committee meeting 3/18
- B. Niepsuj retired 3/27
- L. Horist attended Print Notices webinar 3/31
- Approximately 76 curbside appointments were made in March

Human Resources

- Attended Special Board Meeting on 3/2 and our Board Meeting on 3/16 to present our extension of the FMLA Leave Expansion and Emergency Paid Sick Leave Policy.
- Rolled out new process with timecard and Paid Time Off changes within B2E, with L. Jakacki and D. Gunness.

- Revised both Manager's and Staff's Home Page within B2E to create more ease of the B2E system.
- Attended Manager's Meeting on 3/9
- Attended HR Source's Altogether HR Virtual Conference on 3/11.
- Met with our In-Service Team on 3/18 to review February In-Service event and our upcoming one in April with IMRF.
- Worked with B2E on creating custom acknowledgement forms for staff to acknowledge within the system as new policies are approved by the board.
- Worked with D. Gunness on updating IMRF monthly procedures for checks and balances process. Still an ongoing project.
- B. Niepsuj, InterLibrary Loan Associate, retired from the Library which brings our employee count to 37.
- Announced an internal job position within our ILL department and will be interviewing applicants during the month of April.

Public Relations

- Worked with LibraryMarket project manager and various staff to configure our new online events calendar/room reservation system. Met virtually four times in March. Training will begin in May with a launch date of June 23.
- Sent out four e-newsletters during the month of March to more than 4,000 subscribers.
- Promoted upcoming programs via various media.
- Started preparing promotional materials for our upcoming Summer Reading Program.
- Attended demo with other staff members regarding Innovative's mobile app.
- Attended Niche Academy's Social Media webinar March 3.
- Attended ILA's Marketing Roundtable Forum March 19.
- Attended all-staff meeting on March 2.
- Attended Management Team meeting on March 9.
- Attended special board meeting on March 2 and regular board meeting on March 16 remotely.

Technical Services

- D. Lavin, K. Meadows, P. Radic, S. Roitberg, K. Walker and K. Milfajt served as Greeters until the position was retired.
- D. Lavin continues to work in study room 127 due to social distancing concerns in the Technical Services workroom.
- D. Lavin, K. Meadows, P. Radic, S. Roitberg, K. Walker, and K. Milfajt attended the All Staff Town Hall, 3/2.
- K. Milfajt participated in the Collection Development Committee meeting, 3/2.
- K. Milfajt attended the MPLD Special Board meeting, 3/2.
- D. Lavin, K. Meadows, P. Radic, S. Roitberg, and K. Walker participated in TS Team virtual team meetings facilitated by K. Milfajt, 3/5.
- K. Walker conducted the virtual Dungeons and Dragons program, 3/9.
- K. Milfajt participated in the MPLD Management Team Meeting, 3/9.
- K. Walker and K. Milfajt participated in the CCS Acquisitions Technical Group meeting, 3/10.
- D. Lavin, P. Radic, S. Roitberg, and K. Walker participated in TS Team virtual team meetings facilitated by K. Milfajt, 3/12.
- K. Milfajt attended the MPLD Board meeting, 3/16.

- K. Meadows, P. Radic, S. Roitberg, and K. Walker participated in TS Team virtual team meetings facilitated by K. Milfajt, 3/26.

Technology

- IT Dept. attended the Library Townhall on 3/2.
- D. Grandon attended the Special Board Meeting on 3/2 remotely.
- K. Krewer greeter duty on 3/8.
- D. Grandon met with L. Jakacki on 3/5 for a budget discussion.
- D. Grandon attended the management meeting on 3/9.
- IT Sync-Up on 3/10 & 3/24.
- IT Dept. attended the CCS IT meeting on 3/16 remotely.
- D. Grandon attended the board meeting on 3/16.
- D. Grandon cleaned the disk cleaning machine on 3/17. Machine needs to go in for service. ELM USA has a month backlog.
- D. Grandon attended the In-Service committee meeting on 3/18.
- Unitrends maintenance on 3/24.
- D. Grandon & D. Gunness had coin op training on 3/30.

Youth Services

- The After-School Supper program served 96 meals in January. S. Baseley and J. Einoris continued to create enrichment activities to go with each meal.
- Our first all-virtual Book Madness Tournament: Second Chance Showdown ended, with *Diary of a Wimpy Kid* as our winning book. The winning students will be announced by the end of April.
- A. Karwowska continues to have a well-attended Teen Volunteer Afternoon. They have worked on many projects, such as making blankets for *Project Linus*. Here is an example of a card they made for *A Million Thanks*, which sends cards to our troops overseas:



Recently, the teens received a thank-you note from *Cards for Hospitalized Kids*, which sends cards to kids in the hospital for chronic/terminal illnesses. An image of the thank-you note is included below:



- M. Puga worked with D15 and the Youth and Family Center of McHenry County to present a video, "[Gotitas del Saber](#)" which introduced families to the library and it's services.
- The YS Department has had many successful patron interactions this month:
 - J. Hume was able to jump right in after returning from her leave, which included helping a patron use our catalogue and call numbers to locate materials.
 - J. Einoris had a patron who complimented her programs on YouTube and said "Look, there is a TV Star!" when introducing her to their kids.
 - S. Baseley has had a frequent participant in Preschool Storytime who has improved in participating in her programs. At first, she was quiet and reserved and after several weeks, the patron has become very outgoing.
- The YS Department attended 61.75 hours of CE. Highlights include:
 - *Prairie State Story League*
 - *Holding People Accountable*
 - *2021 Follett Butler Lecture: Fantastic Black Girlhoods: A conversation with Dr. Ebony Elizabeth Thomas and Renee Watson*

Upcoming Events and Projects

- In-Service Meeting for All Staff 4/22/21
- May All Staff Meeting 5/4/21
- Summer Reading beings 6/1/21
- Meeting with Friends of the Library Board in April to discuss reopening the book sale room and scheduling a summer book sale.
- *Fraud Awareness and Strengthening Internal Controls* webinar for Administration and Managers on 4/7/2021



PROPOSED POLICY

Employee Personal Use of Social Media

(created 04/20/2021)

At the McHenry Public Library District, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers. However, use of social media also comes with certain risks and responsibilities.

Social media (including personal and professional websites, blogs, chat rooms, chat features in virtual settings, and bulletin boards; social networks, such as Facebook, Instagram, LinkedIn and Twitter, video-sharing sites such as YouTube; and e-mail) are a common means of communication and self-expression. Because staff use of social media can conflict with the interests of the McHenry Public Library District (MPLD) and its patrons, the Library has adopted this policy.

The following applies whether such use is by a designated staff member on behalf of the Library on Library time or outside the workplace, or for personal use during non-work time.

- Staff is prohibited from discussing confidential, work-related matters via social media.
- Staff may not use social media to harass, threaten, libel or slander, bully, make statements that are maliciously false, or discriminate against coworkers, Library trustees, volunteers, managers, customers, clients, vendors or suppliers, any organizations associated or doing business with the Library, or any members of the public, including website visitors who post comments. The Library's anti-harassment and EEO (Equal Employment Opportunity) policies apply to use of social media in the workplace.
- Employees must maintain professional communication and ensure all content on social media is consistent with library values and professional standards. You should show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory – such as politics or religion.

Personal Use of Social Media

Staff should keep their personal lives personal, especially in the digital world where personal and professional can become easily blurred.

1. Staff who use personal social media and choose to identify themselves as employees of the Library may not represent themselves as a spokesperson for the organization. Accordingly, staff must state explicitly, clearly, and in a prominent place on the site that their views are their own and not those of the Library or of any person or organization affiliated or doing business with the Library should they identify themselves as an employee in a post.

2. For staff/patron privacy reasons, Library staff in particular should follow best practices and avoid adding adult patrons as “friends” on their personal social media unless they are friends outside of Library business. In conjunction with this, staff are not allowed to “friend” or “follow” *minor* patrons that they’ve had Library interactions with using their personal social media accounts.

3. Staff cannot post photographs of Library events, other Library employees, or Library representatives engaged in Library activities unless they have received explicit permission.

4. Staff may not conduct Library business through their personal social media.

This section does not prohibit staff from including the Library’s name, address and/or other related information on their social media profiles. This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions with coworkers on their own personal social media accounts.

You are responsible for what you post online. Before creating online content, consider the risks and rewards involved. When it comes to social media, conduct yourself in an acceptable manner as outlined in this policy, or as if you were helping a patron on a Public Services Desk or in a Library program.

Remember that when creating online content, your conduct and adherence to these guidelines reflect on your job performance. Any online social media conduct that adversely affects yours or your fellow staff member’s job performance or the interests of the MPLD may result in disciplinary action.

Monitoring Social Media

Staff should have no expectation of privacy while using Library equipment and facilities for any purpose, including the use of social media. The Library reserves the right to monitor, review, and block social media content that violates Library policies.

Violations

The Library will investigate and respond to all reports of violations of Library policies. Staff is urged to report any violations of this policy to the Library Director or the Human Resources department. A violation of this policy may result in discipline, up to and including termination of employment.

Library-Sponsored Social Media

Library-sponsored social media is used to convey information about collections, programs and services; engage with patrons and obtain their feedback; and respond to or announce breaking Library-related news.

1. Only employees designated and authorized by the Library (aka the Social Media Team) may prepare content for or delete, edit, or otherwise modify content on Library-sponsored social media accounts. The team has its own set of social media guidelines.
2. Any employees who create such accounts or are provided access to such accounts do not obtain ownership rights to such accounts or any content contained in them. All login information should also be provided to the manager overseeing the respective staff member or team.
3. Designated employees are responsible for ensuring that Library-sponsored social media content conforms to all applicable Library rules and guidelines. These employees are authorized to remove immediately and without advance warning any content (including offensive content such as pornography, obscenities, or profanity) and/or material that violates the Library's EEO and/or anti-harassment policies.
4. Designated employees who wish to respond to the public's comments to Library sponsored content should identify themselves as employees.

PROPOSED POLICY

Library-Sponsored Social Media Policy **(created 04/20/2021)**

The McHenry Public Library District (MPLD) uses various social media platforms to present matters of interest to MPLD patrons and others. The following is intended to inform the public of the library's policy for posting comments and other information on all MPLD social media pages.

We welcome posts and comments from our patrons and others interested in engaging with MPLD. However, our social media pages are not intended to be public forums, and the comments and discussions that take place on these pages will be moderated by MPLD for compliance with this policy and for compliance with a specific social media platform's terms of use. The posts and comments expressed on these pages do not necessarily reflect the opinions of MPLD.

MPLD reserves the right to remove any comments, photographs, links, or posts that it deems to be inappropriate, including:

- Posts containing personal attacks, insults, profanity, obscenity, threatening language, or harassment;
- Posts that discriminate against specific individuals or groups on the basis of race, religion, national origin, or any other unlawful reason;
- Spam and commercial posts;
- Content that violates a copyright, trademark, or any other law;
- Private, personal information about an individual, group, or entity published without consent of that individual, group, or entity;
- Comments that are not relevant to the original topic, and
- Content in support of or opposition to political campaigns or ballot measures.

The MPLD Executive Director or his or her designee reserves the right to deny access to any/all of our social media pages for any individual who violates this policy or applicable laws, at any time and without prior notice. Further, MPLD reserves the right to amend this policy at any time, without notice.

Please be advised that content or posts on MPLD social media pages that relate to MPLD business may be a public record subject to disclosure under the Freedom of Information Act (FOIA) and retention under state records retention laws.

CURRENT POLICIES

Hotspot Circulation Rules

Holdable and loanable for MPLD cardholders only. 21 day checkout. Non-renewable. There is a \$1.00 daily overdue fine, max fine of \$70 (\$50 for device, \$10 for carrying case, and \$10 for charger) and a \$70 replacement cost. Checked out and returned to the Questions Desk only. A \$10 fine will be added if returned to the inside/outside drop boxes. MPLD will turn off service on the 22 nd day (21-day checkout plus one day) MPLD will charge for an unreturned device on the 43 rd day overdue (42-day checkout plus one day). A \$20 reactivation fee will be added if device has to be deactivated.

Roku Circulation Rules

Holdable and loanable for MPLD cardholders only. 21 day checkout Non-renewable. There is a \$1.00 daily overdue fine, max fine of \$140 (\$110 for device, \$10 for carrying case, and \$20 for HDMI cord) and a \$140 replacement cost. Checked out and returned to the Questions Desk only. A \$10 fine will be added if returned to the inside/outside drop boxes. MPLD will turn off service on the 22 nd day (21 day checkout plus one day). MPLD will charge for an unreturned device on the 43 rd day overdue (42 day checkout plus one day). A \$20 reactivation fee will be added if device has to be deactivated. Two "AA" batteries for remote not included.

PROPOSED REVISED POLICY

Library of Things Circulation Policy (created 04/20/2021)

A Library of Things is a collection of nontraditional items that go beyond books and movies that check out for home use!

These items are holdable and loanable for MPLD cardholders only. There is a \$1.00 daily overdue fine, and the max fine and the replacement cost are equal to the price of the item plus all associated accessories. Items must be checked out and returned to the Questions Desk only. A \$10.00 fine will be charged if returned to the inside/outside drop boxes. MPLD will deactivate applicable devices after 21 days overdue. A \$20.00 fee will be charged for any device that has to be deactivated. Patrons can only check out four items in the Library of Things collection at a time.

Items can be added or removed to the Library of Things collection at any time based on the MPLD's selection criteria, and their circulation policies will follow the parameters outlined in this policy.

Please see the grid below for circulation information for specific items in the Library of Things Collection:

Item	Checkout time	Holdable	Renewable	Reactivation Fee	Max Fine	Item Price	Accessory price	Total cost
8MM	3 weeks	Yes	No	No	\$420	\$400	\$20	\$420
Cassette Player	3 weeks	Yes	No	No	\$50	\$35	\$15	\$50
VHS/DVD Cables	3 weeks	Yes	No	No	\$105	\$90	\$15	\$105
VHS/DVD Recorder	3 weeks	Yes	No	No	\$165	\$150	\$15	\$165
Hotspot/WiFi Device	3 weeks	Yes	No	Yes	\$70	\$50	\$20	\$70
Chromebook kit	3 weeks	Yes	No	Yes	\$440	\$300	\$140	\$440
Roku	3 weeks	Yes	No	Yes	\$140	\$110	\$30	\$140
Reflecting Telescope	3 weeks	Yes	No	No	\$371	\$371	\$0	\$371
Refracting Telescope	3 weeks	Yes	No	No	\$400	\$400	\$0	\$400
Binoculars	3 weeks	Yes	No	No	\$36	\$36	\$0	\$36
Magnifying Machine	3 weeks	Yes	Yes	No	\$3,000	\$3,000	\$0	\$3,000

MPLD is not liable for damaged or destroyed personal property that may occur while operating an item from this collection.

PTELL Worksheet McHenry County

Taxing District LYMC - MCHENRY LIBRARY

The 2019 extension was used to determine the aggregate extension base.

$$\text{Aggregate Ext. Base} \times (1 + \text{Limit}) \times \text{Rate Increase Factor} = \text{Numerator}$$

\$3,180,662.29	1.023000	1.000000	3,253,818
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$$\text{Current EAV} - \text{Annexations} + \text{Disconnections} = \text{Adjusted EAV}$$

1,131,157,919	0	75,933	1,131,233,852
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$$\text{Adjusted EAV} - (\text{New Property} \times \text{State Multiplier}) - \text{Overlap New Prop.} - \text{TIF Recovery} - \text{EZ Recovery} = \text{Denominator}$$

1,131,233,852	8,976,483	1.000000	0	0	0	1,122,257,369
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$$\text{Numerator} / \text{Denominator} = \text{Limiting Rate}$$

3,253,818	1,122,257,369	0.289940
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District is Over the Limit

$$\text{Limiting Rate} / \text{Computed Rate} = \text{Reduction Factor}$$

0.289940	0.295246	0.982029
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Fund/Name	Levy Request	Max. Rate	Calc. Rate	Actual Rate	Non-PTELL Extension	PTELL Factor	Limited Rate	% Burden Rate	McHenry County Total Extension	Percent
** 001 CORPORATE	3,339,695	0.600000	0.295246	0.295246	\$3,339,698.51	0.982029	0.289940	0.000000	\$3,279,679.27	100.0000
Totals (Capped)	3,339,695		0.295246	0.295246	\$3,339,698.51		0.289940	0.000000	\$3,279,679.27	100.0000
Totals (Not Capped)	0		0.000000	0.000000	\$0.00		0.000000	0.000000	\$0.00	0.0000
Totals (All)	3,339,695		0.295246	0.295246	\$3,339,698.51		0.289940	0.000000	\$3,279,679.27	100.0000

** Subject to PTELL