

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

**Tuesday, May 26, 2020, 7:00 pm
Conducted via Electronic Means**

Agenda

- I. CALL TO ORDER** – Jackie Fogleman, Vice President
- II. ROLL CALL** – Monica Leccese, Secretary
- III. CORRECTIONS OR ADDITIONS TO THE AGENDA**
- IV. PUBLIC COMMENT AND RECOGNITION OF VISITORS**
- V. CONSENT AGENDA FOR THIS MEETING (Action)**
SECRETARY'S REPORT – Monica Leccese, Secretary
Minutes of the Regular Board Meeting of April 21, 2020

TREASURER'S REPORT – Margaret Carey, Treasurer
Monthly Financial Statements and Interim Check Report through
April 30, 2020 + mid-May 2020 late bills and Bill Reports for April/May 2020.
Additional Bills (Distributed night of meeting)
Petty Cash and Credit Card Reports
- VI. COMMUNICATIONS**
 - B. Edminster to President Cindy Bateman, McHenry American Legion Auxiliary Post 491—
Thank you for donation and notice of books ordered

VII. LIBRARIAN'S REPORT

VII. OLD BUSINESS

1. Update on project: Sanitary sewer/manhole project.

VIII. NEW BUSINESS

1. FY20/21 Budget update
2. Corona Virus (COVID-19) update, work at home, operations concerns
3. Consideration of MPLD's COVID-19 Phased Re-Opening Plan
(Discussion/Approval)

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

X. ADJOURNMENT

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

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

MINUTES
MCHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
REGULAR MEETING

Date: April 21, 2020

Time: 7:00 P.M.

Location: Zoom meeting (various locations) electronic meeting (authorized by Attorney General, special order due to COVID-19 pandemic)

I. Call to Order:

In the absence of a President, Vice President Jackie Fogleman, called the meeting to order at 7:09 p.m.

II. Roll Call:

Roll was called and a quorum was established.

Members Present: Bud Alexander, Margaret Carey, Jackie Fogleman, Delphine Grala, Monica Leccese, Jill Stone (joined via phone @ 7:23pm)

Members Absent: Charles Reilly

Also Present: James Scholtz, Executive Director

Bill Edminster, Assistant Director

Lesley Jakacki, Youth Services Manager

Zach Terrill, Assistant Adult Services Manager

Jennifer May, HR Generalist

Pam Strain, Adult Services Manager

Kathy Milfaijt, TS Manager

Denise Grandon, IT Specialist

Kathy Lambert, PR Manager

Sue Yazel (resident)

III. Corrections or Additions to the Agenda

Scholtz asked that an addition to New Business agenda item be made regarding the Sanitary Sewer project contract since we now have a \$ amount and a contract.

IV. Public Comment and Recognition of Visitors

No comments by visitors.

V. Consent Agenda for this meeting

Secretary's Report – Margaret Carey

Minutes of the Regular Board Meeting of the Regular Board meeting of March 17, 2020

Treasurer's Report – Margaret Carey, Treasurer

Monthly Financial Statements and Interim Check Report through March 31, 2020

Invoice Reports for March/April 2020

Additional Invoices (Distributed night of meeting)

Petty Cash and Credit Card Reports

The Board reviewed the regular board minutes, financial statements and monthly invoices.

Consent agenda motion to approve by J. Fogleman, 2nd by D. Grala.

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

VI. Communications

The Board reviewed the Communications.
None

VII. Librarian's Report

The Board reviewed the Librarian's Report

- Scholtz indicated that there were a couple of documents missing from the packet – that were not available at printing – the Maneval bid and contract. In addition, the Library Director's report contained information that the Managers had input during the month while the Director's report was a separate document. The later document mostly outlined what has been taking place at the Library during the COVID-19 pandemic – while the Library remained closed to staff/the public. The staff is working remotely; with some on-site by a select # of staff (L. Jackaki, B. Edminster, K. Milfajt, S. Clarauthy). We remain closed until April 30th or at a time when the IL Governor lifts the 'Shelter-in-place' order or lifts the 'non-essential' business/government agency closed restrictions. Scholtz also commended the various workers doing on-site work for their commitment to service – serving lunches to people in need; staff working from home on various projects – the 2020 Census, storytimes, doing webinars, working on policies and procedures, etc. Scholtz completed the SBA loan and FEMA/IEMA applications on-line but, as of now, a library is not eligible for either grant. He answered some various questions regarding closing the library and other staff helped with comments. Scholtz also indicated that we hired a new IT Specialist who will be helping D. Grandon. Kevin Krewer will be starting on Jun 1, 2020 – start date is firm but method of training is dependent upon Pandemic calendar.
- Scholtz also discussed the FY20/21 budget stating that we are holding a flat budget (\$1.00 more than FY19/20 due to the Pandemic situation. It is possible that the County will reassess taxes, defer payments and or provide tax relief for FY20/21 and beyond. We had previously determined that we would take a max but limited by PTELL; however the unemployment/economic situation prove this to be an unwise stance. Scholtz is also planning to have no salary increase – no raises/no COLA for FY20/21. Scholtz indicated that the State might rescind/extend the minimum wage increase scheduled for July 2020.
- While COVID-19 specific actions and possible re-opening was discussed in another part of the meeting, Scholtz indicated that there are a lot of re-opening concerns and methodologies to be considered because it is not just us reopening – it is all area libraries as well as RAILS and CCS that will dictate ILL/delivery. The availability of PPE (personal protective equipment and supplies) is vital to reopening. Scholtz has attended many RAILS, CCS and other webinars on the COVID-19 concerns/challenges.

VIII. Old Business

1. Update on project: Sanitary sewer/manhole project

Scholtz reviewed the history of the library's sanitary sewer explaining that the library is currently responsible for the upkeep. Scholtz has arranged that in exchange for the library paying for two manholes, the City of McHenry would take over the sanitary sewer and be responsible for upgrading it to code. Scholtz has been working with Eriksson Engineering, D. Curran (lawyer), 2 other business parties (I. Johnson and T. Reece) and the City attorney

along with the City Water & Sewer Dept. Head to get this project underway. On 3/16/2020, the City accepted the project but a contract had not been signed yet. Maneval Construction has done similar work for the City within the past year and submitted a bid of \$32,563.20 for the construction of the 2 manholes/project. Eriksson Engineers and Scholtz will serve as the project management team. As long as the price for the project is in line with other similar work and prevailing wage is paid along with a performance bond for 100% of the project, Maneval is allowed to receive the project without going out to bid. Scholtz is recommending that Maneval be accepted to do the project for the price indicated and that Eriksson Engineering be engaged to perform as the Construction Manager. Scholtz will work with Eriksson to develop a full contract, acceptable performance specification for City and calendar for work to start/finish. We hope to start/complete the project before paving season begins. It is an 'essential infrastructure project so it can proceed within the confines of the COVID-19 pandemic work restrictions.

M. Leccese motioned, 2nd by D. Grala to go forward with the project using Maneval @ the bid prices of \$32,563.20. Funds will come from the Special Reserve fund.

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

Nays: None

Abstain: None

Absent: Reilly

Motion Passed

IX. New Business

1. Scholtz presented a document that he prepared entitled "Outline of Consideration for Planned Re-Opening of the McHenry Public Library." While fairly comprehensive, Scholtz told the Board that this document poses more questions than answers and that many actions/considerations depend upon other things – a domino effect – so it is difficult to predict what a 're-opening will look like and when it will occur'. Now, it is our intent to continue along the same track – pay staff for working at home, do not furlough or lay-off and stay closed until such time that the IL Governor lists restrictions for public entities like the library to re-open. The Board did ask questions concerning # of hotspots the Library gave out to staff to do work at home as well as other equipment given out. There was also talk about the new law concerning reimbursement for utilities related to work at home. J. May fielded some of those questions and we are working on a policy. That policy will affect our budget. When we receive that information, relative to what RAILS and CCS, as well as other neighboring libraries are doing, we will consider re-opening plans in earnest. Re-opening will involve a substantial investment in PPE, furniture changes, staffing considerations and probably some 'un-thought' items to-date. Scholtz plans to have a Management discussion within the next 2 weeks with all MPLD managers about this plan. Many questions ensued but the Board was favorably to the plan of attack. No official action needed to be taken at this time.

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

None

XI. Adjournment

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

Ayes: Alexander, Fogleman, Grala, Leccese, Stone

Nays: None

Abstain: None

Absent: None

Motion Passed

Respectfully Submitted,

Charles Reilly, Secretary pro tem



McHenry Public Library District

809 North Front Street

McHenry, Illinois 60050

Phone: 815.385.0036

www.mchenrylibrary.org

McHenry American Legion Auxiliary Post 491
c/o Cindy Bateman, President
1103 Goodview Avenue
Johnsburg, IL 60051
May 1, 2020

Dear President Bateman:

I want to thank you for the donation the McHenry American Legion Auxiliary Post 491 made to the library.

We have used your donation to order two books and 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.

World War II: Map by Map from Dorling Kindersley is a stunning visual history book, with custom maps that tell the story of the Second World War from the rise of the Axis powers to the dropping of the atom bomb on Hiroshima and Nagasaki. Each map is rich with detail and graphics, helping the reader to chart the progress of key events of World War II on land, sea, and air, such as the Dunkirk evacuation, the attack on Pearl Harbor, the D-Day landings, and the siege of Stalingrad. Historical maps from both Allied and Axis countries offer unique insights into the events. *Library Journal* says "Casual and serious readers alike will find the engaging cartography of this superb, data-rich volume conveys the exceptional range, duration, costs, and intensity of a war that dramatically altered history."

War Football by Chris Serb reveals for the first time how World War I gave birth to the NFL. It tells the story of the Army, Navy, and Marine teams that saved American football during the war, and shows how war football alumni, including star George Halas, broke down barriers to professionalism and helped launch the NFL shortly after the war ended. The *Library Journal* described it as "impressively researched and a valuable resource for anyone interested in the early days of football and its interaction with the U.S. military." It makes the plausible argument that the success of military service football during World War I prompted the establishment of the National Football League one year later. And the importance of George Halas to the story means the Chicago Bears plays a big role in the book.

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

Sincerely,

Bill Edminster
Assistant Director

MCHENRY PUBLIC LIBRARY DISTRICT

COMPILED FINANCIAL STATEMENTS

April 30, 2020

3:16 PM
05/22/20
Cash Basis

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

	Apr 30, 20	Mar 31, 20
ASSETS		
Current Assets		
Checking/Savings		
1060 · First Midwest Bank-Money Market		
1060100 · MM - General - First Midwest	(386,381.79)	(386,381.79)
1060200 · MM - Spec Reserve-First Midwest	1,846,642.40	1,846,642.40
1060300 · MM - Grant & Gift-First Midwest	426,211.77	426,211.77
1060 · First Midwest Bank-Money Market - Other	(471,588.19)	(271,588.19)
Total 1060 · First Midwest Bank-Money Market	1,414,884.19	1,614,884.19
1070100 · HSA/Building - First Midwest	179,390.71	183,889.05
1615100 · General Account - First Midwest	202,693.78	133,472.09
1625100 · Payroll Account - First Midwest	86,243.63	142,275.07
1635100 · Imprest Account - First Midwest	3,023.10	3,023.10
Total Checking/Savings	1,886,235.41	2,077,543.50
Other Current Assets		
1005100 · Petty Cash	800.00	800.00
1500200 · Due from General Fund	550,000.00	550,000.00
Total Other Current Assets	550,800.00	550,800.00
Total Current Assets	2,437,035.41	2,628,343.50
TOTAL ASSETS	2,437,035.41	2,628,343.50
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000100 · Accounts Payable	233.77	0.00
Total Accounts Payable	233.77	0.00
Other Current Liabilities		
2500100 · Due to Special Reserve Fund	550,000.00	550,000.00
2035100 · Wisconsin Withholding	(233.77)	0.00
Total Other Current Liabilities	549,766.23	550,000.00
Total Current Liabilities	550,000.00	550,000.00
Total Liabilities	550,000.00	550,000.00
Equity		
3010100 · Fund Balance - General	569,357.05	569,357.05
3010200 · Fund Balance - Special Reserve	2,203,207.07	2,203,207.07
3010300 · Fund Balance - Grants & Gifts	405,004.19	405,004.19
Net Income	(1,290,532.90)	(1,099,224.81)
Total Equity	1,887,035.41	2,078,343.50
TOTAL LIABILITIES & EQUITY	2,437,035.41	2,628,343.50

3:19 PM
05/22/20
Cash Basis

McHenry Public Library District
Statement of Revenues and Expenditures
April 2020

	Apr 20
Income	
6060100 · Photocopier & Fax Income	168.87
Total Income	168.87
Gross Profit	168.87
Expense	
8010100 · Adult Books	374.60
8110100 · Bank Service Charges	28.81
8140100 · Adult Programs & Supplies	1,500.00
8320100 · VOIP Phone Service	1,752.02
8410100 · Payroll Exp, Acctg & Audit Serv	518.00
8540100 · Postage	1,800.00
8740100 · Building & Grounds	394.28
8760100 · Hospitality	21,110.45
8800300 · Per Capita Grant expense for FY	
8800333 · Computer Equipment - PER CAPITA	900.00
Total 8800300 · Per Capita Grant expense for FY	900.00
8910100 · Salaries	113,644.62
8920100 · FICA/Medicare	9,916.94
8930100 · IMRF	15,634.93
8940100 · Health & Life Insurance	23,902.31
Total Expense	191,476.96
Net Income	(191,308.09)

3:20 PM
05/22/20
Cash Basis

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

	100 General Fund	200 Special Reser...	300 Grant and Gift...	Unclassified	TOTAL
Income					
6010100 · Property Taxes	1,555,587.61	0.00	0.00	0.00	1,555,587.61
6020200 · Developer Fees	0.00	29,589.00	0.00	0.00	29,589.00
6030100 · Interest Income - General	185.86	0.00	0.00	0.00	185.86
6030200 · Interest Income - Spec Reserve	0.00	995.16	0.00	0.00	995.16
6030300 · Interest Income - Grant & Gifts	0.00	0.00	229.11	0.00	229.11
6035100 · Dividends	163.00	0.00	0.00	0.00	163.00
6040100 · Nonresident/Enhanced Cards	45.00	0.00	0.00	0.00	45.00
6050100 · Fines	2,655.96	0.00	0.00	0.00	2,655.96
6055100 · Referral/Collection Fees	820.87	0.00	0.00	0.00	820.87
6060100 · Photocopier & Fax Income	15,199.16	0.00	0.00	168.87	15,368.03
6070200 · Reserve Fund Gifts	0.00	1,002.22	0.00	0.00	1,002.22
6070300 · General Fund Gifts	0.00	0.00	9,275.06	0.00	9,275.06
6105100 · Cobra/Retiree Insurance Pmts	13,710.35	0.00	0.00	0.00	13,710.35
6110100 · Program Fees/Misc Fees	2,150.00	0.00	0.00	0.00	2,150.00
6120100 · Meeting Room Fees	2,130.00	0.00	0.00	0.00	2,130.00
6130100 · Misc Income -General(Sales/Fees)	4,724.31	0.00	0.00	0.00	4,724.31
6131100 · Misc Other Income - General	4,141.66	0.00	0.00	0.00	4,141.66
6150100 · Lost & Damged Materials	1,436.22	0.00	0.00	0.00	1,436.22
6170300 · Per Capita Grant	0.00	0.00	58,574.12	0.00	58,574.12
6210300 · Miscellaneous Grants	0.00	0.00	9,240.69	0.00	9,240.69
Total Income	1,602,950.00	31,586.38	77,318.98	168.87	1,712,024.23
Gross Profit	1,602,950.00	31,586.38	77,318.98	168.87	1,712,024.23
Expense					
8010100 · Adult Books	44,036.79	0.00	0.00	6,894.33	50,931.12
8020100 · Youth Books	26,868.57	0.00	0.00	2,612.03	29,480.60
8025100 · Professional Resources	2,198.96	0.00	0.00	0.00	2,198.96
8028100 · Administrative Resources (GA)	350.00	0.00	0.00	0.00	350.00
8030100 · Magazines & Newspapers	12,094.21	0.00	0.00	9,507.70	21,601.91
8040300 · Operating Fund Gifts	0.00	0.00	21,553.39	0.00	21,553.39
8050100 · Adult AV Materials	27,366.21	0.00	0.00	0.00	27,366.21
8060100 · Youth AV Materials	8,937.69	0.00	0.00	150.55	9,088.24
8080100 · Video Games	8,218.28	0.00	0.00	0.00	8,218.28
8090100 · eBook & eMagazine Services	21,295.55	0.00	0.00	0.00	21,295.55
8095100 · Electronic Subscriptions	43,880.89	0.00	0.00	3,321.52	47,202.41
8110100 · Bank Service Charges	225.74	0.00	0.00	59.76	285.50
8120100 · Library Supplies	5,979.70	0.00	0.00	17.90	5,997.60
8130100 · Tech Services Supplies	13,078.91	0.00	0.00	0.00	13,078.91
8140100 · Adult Programs & Supplies	11,877.37	0.00	0.00	1,500.00	13,377.37
8145100 · Circulation Supplies	87.41	0.00	0.00	0.00	87.41
8147100 · Summer Reading Club	112.49	0.00	0.00	0.00	112.49
8150100 · Youth Programs & Supplies	17,874.95	0.00	0.00	0.00	17,874.95
8215100 · Collection Agency Fees	483.30	0.00	0.00	81.89	565.19
8245100 · Comp/OfcEqp/CopierRepairs/Contr	125,844.61	0.00	0.00	24,196.56	150,041.17
8260100 · Misc Contracted Services	7,374.92	0.00	0.00	0.00	7,374.92
8310100 · CCS & Polaris Expenses	53,919.92	0.00	0.00	0.00	53,919.92
8320100 · VOIP Phone Service	21,980.35	0.00	0.00	0.00	21,980.35
8325100 · INTERNET SERVICE	0.00	0.00	0.00	554.23	554.23
8410100 · Payroll Exp, Acctg & Audit Serv	17,193.30	0.00	0.00	0.00	17,193.30
8420100 · Legal Services	5,509.49	0.00	0.00	0.00	5,509.49
8430100 · Other Misc Consultants	33,079.69	0.00	0.00	0.00	33,079.69
8510100 · Printing	24,413.00	0.00	0.00	0.00	24,413.00
8530100 · Public Notices & Ads	85.23	0.00	0.00	0.00	85.23
8540100 · Postage	9,210.09	0.00	0.00	1,800.00	11,010.09
8545100 · Printing/Copier Supplies	6,099.00	0.00	0.00	0.00	6,099.00
8550100 · Public Relations/Promotions	4,233.91	0.00	0.00	0.00	4,233.91
8610100 · Electricity	12,200.99	0.00	0.00	0.00	12,200.99
8620100 · Gas	1,614.34	0.00	0.00	0.00	1,614.34
8630100 · Telephone & Internet Services	483.35	0.00	0.00	0.00	483.35
8640100 · Water & Sewer	2,190.55	0.00	0.00	0.00	2,190.55
8720100 · Building/Auto Insurance	32,461.00	0.00	0.00	0.00	32,461.00
8730100 · Bonding & Officers Liability	1,208.00	0.00	0.00	0.00	1,208.00
8740100 · Building & Grounds	70,974.10	0.00	0.00	3,043.81	74,017.91
8760100 · Hospitality	4,780.55	0.00	0.00	21,005.25	25,785.80
8770100 · Interlibrary Loan Fees & Losses	44.92	0.00	0.00	0.00	44.92
8795100 · Miscellaneous (FH)	562.86	0.00	0.00	0.00	562.86
8800300 · Per Capita Grant expense for FY	0.00	0.00	30,129.85	900.00	31,029.85

3:20 PM
05/22/20
Cash Basis

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

	100 General Fund	200 Special Reser...	300 Grant and Gift...	Unclassified	TOTAL
8910100 · Salaries	1,459,353.95	0.00	0.00	0.00	1,459,353.95
8920100 · FICA/Medicare	107,447.36	0.00	0.00	0.00	107,447.36
8930100 · IMRF	167,788.92	0.00	0.00	0.00	167,788.92
8940100 · Health & Life Insurance	324,548.89	0.00	0.00	3,169.96	327,718.85
8950100 · Tuition Reimbursement	1,419.00	0.00	0.00	0.00	1,419.00
8960100 · Memberships & Dues	3,200.33	0.00	0.00	0.00	3,200.33
8970100 · Travel	12,973.00	0.00	0.00	0.00	12,973.00
8980100 · Meetings & Training	1,973.89	0.00	0.00	0.00	1,973.89
9030300 · Misc Grants	0.00	0.00	4,428.16	0.00	4,428.16
9050200 · Library District Act	0.00	38,620.00	0.00	0.00	38,620.00
9060100 · Library Furnishings	279.43	0.00	0.00	0.00	279.43
9070100 · Library Equipment	5,147.34	0.00	0.00	0.00	5,147.34
9080100 · Small Equipment Under \$250	1,464.78	0.00	0.00	0.00	1,464.78
9090100 · Additional Capital Projects	62,982.16	0.00	0.00	0.00	62,982.16
Total Expense	2,829,010.24	38,620.00	56,111.40	78,815.49	3,002,557.13
Net Income	(1,226,060.24)	(7,033.62)	21,207.58	(78,646.62)	(1,290,532.90)

3:21 PM
05/22/20
Cash Basis

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

	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
Income				
6010100 · Property Taxes	1,555,587.61	3,180,661.29	(1,625,073.68)	48.9%
6020200 · Developer Fees	29,589.00	25,000.00	4,589.00	118.4%
6030100 · Interest Income - General	185.86	4,000.00	(3,814.14)	4.6%
6030200 · Interest Income - Spec Reserve	995.16	3,000.00	(2,004.84)	33.2%
6030300 · Interest Income - Grant & Gifts	229.11	2,500.00	(2,270.89)	9.2%
6035100 · Dividends	163.00	1,000.00	(837.00)	16.3%
6040100 · Nonresident/Enhanced Cards	45.00	1,500.00	(1,455.00)	3.0%
6050100 · Fines	2,655.96	23,500.00	(20,844.04)	11.3%
6055100 · Referral/Collection Fees	820.87	1,000.00	(179.13)	82.1%
6060100 · Photocopier & Fax Income	15,368.03	20,000.00	(4,631.97)	76.8%
6070200 · Reserve Fund Gifts	1,002.22	25,000.00	(23,997.78)	4.0%
6070300 · General Fund Gifts	9,275.06	20,000.00	(10,724.94)	46.4%
6090100 · Annexation Impact Fees	0.00	20,000.00	(20,000.00)	0.0%
6090200 · Transfer from General Fund	0.00	500,000.00	(500,000.00)	0.0%
6105100 · Cobra/Retiree Insurance Pmts	13,710.35	13,500.00	210.35	101.6%
6110100 · Program Fees/Misc Fees	2,150.00	4,200.00	(2,050.00)	51.2%
6120100 · Meeting Room Fees	2,130.00	1,000.00	1,130.00	213.0%
6130100 · Misc Incom -General(Sales/Fees)	4,724.31	6,500.00	(1,775.69)	72.7%
6131100 · Misc Other Income - General	4,141.66	0.00	4,141.66	100.0%
6130200 · Misc Income - Special Reserve	0.00	2,000.00	(2,000.00)	0.0%
6150100 · Lost & Damged Materials	1,436.22	5,500.00	(4,063.78)	26.1%
6160100 · SPECIAL CREDITS (SOLAR PANELS)	0.00	2,500.00	(2,500.00)	0.0%
6170300 · Per Capita Grant	58,574.12	67,628.00	(9,053.88)	86.6%
6200100 · Over/Short	0.00	500.00	(500.00)	0.0%
6210300 · Miscellaneous Grants	9,240.69	5,000.00	4,240.69	184.8%
Total Income	1,712,024.23	3,935,489.29	(2,223,465.06)	43.5%
Gross Profit	1,712,024.23	3,935,489.29	(2,223,465.06)	43.5%
Expense				
8010100 · Adult Books	50,931.12	85,000.00	(34,068.88)	59.9%
8020100 · Youth Books	29,480.60	52,000.00	(22,519.40)	56.7%
8025100 · Professional Resources	2,198.96	5,000.00	(2,801.04)	44.0%
8028100 · Administrative Resources (GA)	350.00	5,000.00	(4,650.00)	7.0%
8030100 · Magazines & Newspapers	21,601.91	14,500.00	7,101.91	149.0%
8040300 · Operating Fund Gifts	21,553.39	420,000.00	(398,446.61)	5.1%
8050100 · Adult AV Materials	27,366.21	42,000.00	(14,633.79)	65.2%
8060100 · Youth AV Materials	9,088.24	13,000.00	(3,911.76)	69.9%
8080100 · Video Games	8,218.28	15,000.00	(6,781.72)	54.8%
8090100 · eBook & eMagazine Services	21,295.55	68,000.00	(46,704.45)	31.3%
8095100 · Electronic Subscriptions	47,202.41	85,000.00	(37,797.59)	55.5%
8110100 · Bank Service Charges	285.50	200.00	85.50	142.8%
8120100 · Library Supplies	5,997.60	10,000.00	(4,002.40)	60.0%
8130100 · Tech Services Supplies	13,078.91	35,000.00	(21,921.09)	37.4%
8135100 · Bindery	0.00	200.00	(200.00)	0.0%
8140100 · Adult Programs & Supplies	13,377.37	17,500.00	(4,122.63)	76.4%
8145100 · Circulation Supplies	87.41	6,000.00	(5,912.59)	1.5%
8147100 · Summer Reading Club	112.49	7,500.00	(7,387.51)	1.5%
8150100 · Youth Programs & Supplies	17,874.95	20,000.00	(2,125.05)	89.4%
8215100 · Collection Agency Fees	565.19	1,500.00	(934.81)	37.7%
8245100 · Comp/OfcEqp/CopierRepairs/Contr	150,041.17	58,000.00	92,041.17	258.7%
8260100 · Misc Contracted Services	7,374.92	5,000.00	2,374.92	147.5%
8270100 · Finance/Late Fee Charges	0.00	500.00	(500.00)	0.0%
8310100 · CCS & Polaris Expenses	53,919.92	75,000.00	(21,080.08)	71.9%
8320100 · VOIP Phone Service	21,980.35	25,000.00	(3,019.65)	87.9%
8325100 · INTERNET SERVICE	554.23	25,000.00	(24,445.77)	2.2%
8410100 · Payroll Exp, Acctg & Audit Serv	17,193.30	32,000.00	(14,806.70)	53.7%

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05/22/20
Cash Basis

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

	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
8420100 · Legal Services	5,509.49	16,000.00	(10,490.51)	34.4%
8430100 · Other Misc Consultants	33,079.69	15,000.00	18,079.69	220.5%
8440100 · In Service / Staff Train./ LMS	0.00	15,000.00	(15,000.00)	0.0%
8510100 · Printing	24,413.00	30,000.00	(5,587.00)	81.4%
8530100 · Public Notices & Ads	85.23	3,000.00	(2,914.77)	2.8%
8540100 · Postage	11,010.09	15,000.00	(3,989.91)	73.4%
8545100 · Printing/Copier Supplies	6,099.00	10,000.00	(3,901.00)	61.0%
8550100 · Public Relations/Promotions	4,233.91	7,000.00	(2,766.09)	60.5%
8610100 · Electricity	12,200.99	25,000.00	(12,799.01)	48.8%
8620100 · Gas	1,614.34	10,000.00	(8,385.66)	16.1%
8630100 · Telephone & Internet Services	483.35	0.00	483.35	100.0%
8640100 · Water & Sewer	2,190.55	6,800.00	(4,609.45)	32.2%
8720100 · Building/Auto Insurance	32,461.00	32,000.00	461.00	101.4%
8730100 · Bonding & Officers Liability	1,208.00	5,500.00	(4,292.00)	22.0%
8740100 · Building & Grounds	74,017.91	54,000.00	20,017.91	137.1%
8760100 · Hospitality	25,785.80	9,000.00	16,785.80	286.5%
8770100 · Interlibrary Loan Fees & Losses	44.92	700.00	(655.08)	6.4%
8795100 · Miscellaneous (FH)	562.86	2,000.00	(1,437.14)	28.1%
8800300 · Per Capita Grant expense for FY	31,029.85	67,628.00	(36,598.15)	45.9%
8910100 · Salaries	1,459,353.95	1,800,000.00	(340,646.05)	81.1%
8920100 · FICA/Medicare	107,447.36	148,000.00	(40,552.64)	72.6%
8930100 · IMRF	167,788.92	205,000.00	(37,211.08)	81.8%
8940100 · Health & Life Insurance	327,718.85	325,000.00	2,718.85	100.8%
8950100 · Tuition Reimbursement	1,419.00	6,000.00	(4,581.00)	23.7%
8960100 · Memberships & Dues	3,200.33	6,000.00	(2,799.67)	53.3%
8970100 · Travel	12,973.00	20,000.00	(7,027.00)	64.9%
8980100 · Meetings & Training	1,973.89	7,000.00	(5,026.11)	28.2%
9030300 · Misc Grants	4,428.16	12,000.00	(7,571.84)	36.9%
9050200 · Library District Act	38,620.00	70,000.00	(31,380.00)	55.2%
9060100 · Library Furnishings	279.43	65,000.00	(64,720.57)	0.4%
9060200 · Special Reserve Expenditures	0.00	60,000.00	(60,000.00)	0.0%
9070100 · Library Equipment	5,147.34	50,000.00	(44,852.66)	10.3%
9080100 · Small Equipment Under \$250	1,464.78	5,000.00	(3,535.22)	29.3%
9090100 · Additional Capital Projects	62,982.16	120,000.00	(57,017.84)	52.5%
9100100 · Transfer to Reserve Fund	0.00	400,000.00	(400,000.00)	0.0%
9100300 · Transfer from Grant & Gift Fund	0.00	50,000.00	(50,000.00)	0.0%
Total Expense	3,002,557.13	4,795,528.00	(1,792,970.87)	62.6%
Net Income	(1,290,532.90)	(860,038.71)	(430,494.19)	150.1%

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05/22/20

Cash Basis

McHenry Public Library District

Statement of Revenue and Expenditures Budget vs. Actual

July 1, 2019 - April 30, 2020 - General Fund

	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
Income				
6010100 · Property Taxes	1,555,587.61	3,180,661.29	(1,625,073.68)	48.9%
6030100 · Interest Income - General	185.86	4,000.00	(3,814.14)	4.6%
6035100 · Dividends	163.00	1,000.00	(837.00)	16.3%
6040100 · Nonresident/Enhanced Cards	45.00	1,500.00	(1,455.00)	3.0%
6050100 · Fines	2,655.96	23,500.00	(20,844.04)	11.3%
6055100 · Referral/Collection Fees	820.87	1,000.00	(179.13)	82.1%
6060100 · Photocopier & Fax Income	15,199.16	20,000.00	(4,800.84)	76.0%
6090100 · Annexation Impact Fees	0.00	20,000.00	(20,000.00)	0.0%
6105100 · Cobra/Retiree Insurance Pmts	13,710.35	13,500.00	210.35	101.6%
6110100 · Program Fees/Misc Fees	2,150.00	4,200.00	(2,050.00)	51.2%
6120100 · Meeting Room Fees	2,130.00	1,000.00	1,130.00	213.0%
6130100 · Misc Income -General(Sales/Fees)	4,724.31	6,500.00	(1,775.69)	72.7%
6131100 · Misc Other Income - General	4,141.66	0.00	4,141.66	100.0%
6150100 · Lost & Damged Materials	1,436.22	5,500.00	(4,063.78)	26.1%
6160100 · SPECIAL CREDITS (SOLAR PANE...	0.00	2,500.00	(2,500.00)	0.0%
6200100 · Over/Short	0.00	500.00	(500.00)	0.0%
Total Income	1,602,950.00	3,285,361.29	(1,682,411.29)	48.8%
Gross Profit	1,602,950.00	3,285,361.29	(1,682,411.29)	48.8%
Expense				
8010100 · Adult Books	44,036.79	85,000.00	(40,963.21)	51.8%
8020100 · Youth Books	26,868.57	52,000.00	(25,131.43)	51.7%
8025100 · Professional Resources	2,198.96	5,000.00	(2,801.04)	44.0%
8028100 · Administrative Resources (GA)	350.00	5,000.00	(4,650.00)	7.0%
8030100 · Magazines & Newspapers	12,094.21	14,500.00	(2,405.79)	83.4%
8050100 · Adult AV Materials	27,366.21	42,000.00	(14,633.79)	65.2%
8060100 · Youth AV Materials	8,937.69	13,000.00	(4,062.31)	68.8%
8080100 · Video Games	8,218.28	15,000.00	(6,781.72)	54.8%
8090100 · eBook & eMagazine Services	21,295.55	68,000.00	(46,704.45)	31.3%
8095100 · Electronic Subscriptions	43,880.89	85,000.00	(41,119.11)	51.6%
8110100 · Bank Service Charges	225.74	200.00	25.74	112.9%
8120100 · Library Supplies	5,979.70	10,000.00	(4,020.30)	59.8%
8130100 · Tech Services Supplies	13,078.91	35,000.00	(21,921.09)	37.4%
8135100 · Bindery	0.00	200.00	(200.00)	0.0%
8140100 · Adult Programs & Supplies	11,877.37	17,500.00	(5,622.63)	67.9%
8145100 · Circulation Supplies	87.41	6,000.00	(5,912.59)	1.5%
8147100 · Summer Reading Club	112.49	7,500.00	(7,387.51)	1.5%
8150100 · Youth Programs & Supplies	17,874.95	20,000.00	(2,125.05)	89.4%
8215100 · Collection Agency Fees	483.30	1,500.00	(1,016.70)	32.2%
8245100 · Comp/OfcEqp/CopierRepairs/Contr	125,844.61	58,000.00	67,844.61	217.0%
8260100 · Misc Contracted Services	7,374.92	5,000.00	2,374.92	147.5%
8270100 · Finance/Late Fee Charges	0.00	500.00	(500.00)	0.0%
8310100 · CCS & Polaris Expenses	53,919.92	75,000.00	(21,080.08)	71.9%
8320100 · VOIP Phone Service	21,980.35	25,000.00	(3,019.65)	87.9%
8325100 · INTERNET SERVICE	0.00	25,000.00	(25,000.00)	0.0%
8410100 · Payroll Exp, Acctg & Audit Serv	17,193.30	32,000.00	(14,806.70)	53.7%
8420100 · Legal Services	5,509.49	16,000.00	(10,490.51)	34.4%
8430100 · Other Misc Consultants	33,079.69	15,000.00	18,079.69	220.5%
8440100 · In Service / Staff Train./ LMS	0.00	15,000.00	(15,000.00)	0.0%
8510100 · Printing	24,413.00	30,000.00	(5,587.00)	81.4%

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05/22/20

Cash Basis

McHenry Public Library District

Statement of Revenue and Expenditures Budget vs. Actual

July 1, 2019 - April 30, 2020 - General Fund

	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
8530100 · Public Notices & Ads	85.23	3,000.00	(2,914.77)	2.8%
8540100 · Postage	9,210.09	15,000.00	(5,789.91)	61.4%
8545100 · Printing/Copier Supplies	6,099.00	10,000.00	(3,901.00)	61.0%
8550100 · Public Relations/Promotions	4,233.91	7,000.00	(2,766.09)	60.5%
8610100 · Electricity	12,200.99	25,000.00	(12,799.01)	48.8%
8620100 · Gas	1,614.34	10,000.00	(8,385.66)	16.1%
8630100 · Telephone & Internet Services	483.35	0.00	483.35	100.0%
8640100 · Water & Sewer	2,190.55	6,800.00	(4,609.45)	32.2%
8720100 · Building/Auto Insurance	32,461.00	32,000.00	461.00	101.4%
8730100 · Bonding & Officers Liability	1,208.00	5,500.00	(4,292.00)	22.0%
8740100 · Building & Grounds	70,974.10	54,000.00	16,974.10	131.4%
8760100 · Hospitality	4,780.55	9,000.00	(4,219.45)	53.1%
8770100 · Interlibrary Loan Fees & Losses	44.92	700.00	(655.08)	6.4%
8795100 · Miscellaneous (FH)	562.86	2,000.00	(1,437.14)	28.1%
8910100 · Salaries	1,459,353.95	1,800,000.00	(340,646.05)	81.1%
8920100 · FICA/Medicare	107,447.36	148,000.00	(40,552.64)	72.6%
8930100 · IMRF	167,788.92	205,000.00	(37,211.08)	81.8%
8940100 · Health & Life Insurance	324,548.89	325,000.00	(451.11)	99.9%
8950100 · Tuition Reimbursement	1,419.00	6,000.00	(4,581.00)	23.7%
8960100 · Memberships & Dues	3,200.33	6,000.00	(2,799.67)	53.3%
8970100 · Travel	12,973.00	20,000.00	(7,027.00)	64.9%
8980100 · Meetings & Training	1,973.89	7,000.00	(5,026.11)	28.2%
9060100 · Library Furnishings	279.43	65,000.00	(64,720.57)	0.4%
9070100 · Library Equipment	5,147.34	50,000.00	(44,852.66)	10.3%
9080100 · Small Equipment Under \$250	1,464.78	5,000.00	(3,535.22)	29.3%
9090100 · Additional Capital Projects	62,982.16	120,000.00	(57,017.84)	52.5%
9100100 · Transfer to Reserve Fund	0.00	400,000.00	(400,000.00)	0.0%
Total Expense	2,829,010.24	4,115,900.00	(1,286,889.76)	68.7%
Net Income	(1,226,060.24)	(830,538.71)	(395,521.53)	147.6%

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McHenry Public Library District

05/22/20

Statement of Revenues and Expenditures Budget vs. Actual

Cash Basis

July 1, 2019 - April 30, 2020 - Special Reserve Fund

	Jul '19 - Apr 20	Budget	\$ Over Budget	% of Budget
Income				
6020200 · Developer Fees	29,589.00	25,000.00	4,589.00	118.4%
6030200 · Interest Income - Spec Reser...	995.16	3,000.00	(2,004.84)	33.2%
6070200 · Reserve Fund Gifts	1,002.22	25,000.00	(23,997.78)	4.0%
6090200 · Transfer from General Fund	0.00	500,000.00	(500,000.00)	0.0%
6130200 · Misc Income - Special Reserve	0.00	2,000.00	(2,000.00)	0.0%
Total Income	31,586.38	555,000.00	(523,413.62)	5.7%
Gross Profit	31,586.38	555,000.00	(523,413.62)	5.7%
Expense				
9050200 · Library District Act	38,620.00	70,000.00	(31,380.00)	55.2%
9060200 · Special Reserve Expenditures	0.00	60,000.00	(60,000.00)	0.0%
Total Expense	38,620.00	130,000.00	(91,380.00)	29.7%
Net Income	(7,033.62)	425,000.00	(432,033.62)	(1.7)%

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05/22/20
Cash Basis

McHenry Public Library District
Statement of Revenues and Expenditures Budget vs. Actual
July 1, 2019 - April 30, 2020 - Grant and Gift Fund

	Jul '19 - ...	Budget	\$ Over Budget	% of Bu...
Income				
6030300 · Interest Income - Grant & Gifts	229.11	2,500.00	(2,270.89)	9.2%
6070300 · General Fund Gifts	9,275.06	20,000.00	(10,724.94)	46.4%
6170300 · Per Capita Grant	58,574.12	67,628.00	(9,053.88)	86.6%
6210300 · Miscellaneous Grants	9,240.69	5,000.00	4,240.69	184.8%
Total Income	77,318.98	95,128.00	(17,809.02)	81.3%
Gross Profit	77,318.98	95,128.00	(17,809.02)	81.3%
Expense				
8040300 · Operating Fund Gifts	21,553.39	420,000.00	(398,446.61)	5.1%
8800300 · Per Capita Grant expense for FY				
8800311 · Adult Materials - PER CAPITA	8,732.52	0.00	8,732.52	100.0%
8800321 · Youth Materials - PER CAPITA	9,834.52	0.00	9,834.52	100.0%
8800331 · Staff Software - PER CAPITA	739.00	0.00	739.00	100.0%
8800332 · Public Software - PER CAPITA	3,904.10	0.00	3,904.10	100.0%
8800333 · Computer Equipment - PER CAPITA	5,279.39	0.00	5,279.39	100.0%
8800341 · Other Equipment - PER CAPITA	1,560.00	0.00	1,560.00	100.0%
8800300 · Per Capita Grant expense for FY - O...	80.32	67,628.00	(67,547.68)	0.1%
Total 8800300 · Per Capita Grant expense for FY	30,129.85	67,628.00	(37,498.15)	44.6%
9030300 · Misc Grants	4,428.16	12,000.00	(7,571.84)	36.9%
9100300 · Transfer from Grant & Gift Fund	0.00	50,000.00	(50,000.00)	0.0%
Total Expense	56,111.40	549,628.00	(493,516.60)	10.2%
Net Income	21,207.58	(454,500.00)	475,707.58	(4.7)%

McHenry Public Library District

LIBRARIAN'S REPORT

April 2020

Administration

- B. Edminster attended the virtual Management meeting using Zoom, 4/1
- B. Edminster hosted the monthly Collection Development meeting using Zoom, 4/7
- B. Edminster was part of a virtual Summer Reading Club planning presentation, 4/13
- B. Edminster attended a virtual Management meeting using Zoom, 4/14
- B. Edminster led the virtual Classic Book Discussion of ***The Count of Monte Cristo*** by Alexandre Dumas, 4/20.
- B. Edminster held a virtual meeting with B. Majka, 4/20.
- B. Edminster met with S. Claucherty for a sync-up via Zoom & phone, 4/22.
- B. Edminster watched the CCS Member Update, 4/23
- B. Edminster attended the Assistant Directors Network Grp Ring Central meeting, 4/24
- B. Edminster attended CE Virtual Discussion: Opening in a New World, 4/24.
- B. Edminster attended the Zoom Managers meeting, 4/28/20
- B. Edminster and J. May had a catch-up meeting, 4/30/20
- B. Edminster went to the Post Office and to the library to check on the building 13x April.
- B. Edminster viewed or participated in the following webinars or meetings. He found the bolded webinars especially interesting or useful.
 - **"How to Keep Library Projects on Track" by Pat Wagner, from Library Works, 4/1-2**
 - "Get in the G Suite Groove: Drive" Collaborate in Drive", 4/2-3
 - "Learning Zoom from Linked In Learning", 4/3
 - "OwnVoices for All Readers: Incorporating EDI Values into Readers' Advisory Service" from Reaching Forward, In-services suggestion, 4/9
 - **"How to Create Your Dream Team: A Holistic Approach" by Jamie LaRue from Library Works, 4/14**
 - "Get in the G Suite Groove: Tasks and Keeps", 4/15
 - "G Suite Groove: Hidden Gems of Calendar" from Agosto, 4/16
 - "Mitigating Covid-19, when managing paper-based, circulating, and other types of collections" from the Institute of Museum and Library Sciences, 4/21
 - **"4 Strategies for Building a Culture of Learning Remotely" from Training Magazine Network, 4/22.**
 - **"The 7 Habits of Highly Effective People in 2020" by Sean Covey from Training Magazine Network, 4/23**
 - **"Amazon Business Covid-19 Supplies" webinar from Amazon.com through Webex, 4/29**

- o "The Need for Critical Thinking in Crisis Situations is NOW" from Training Magazine Network, 4/30
- J. Scholtz attended multiple Zoom and Web X seminars from various vendors, CCS meetings, Directors meetings, Ancel Glink, RAILS update, 2020 Census, HR Source - about pertinent topics including 'keeping staff engaged while working remotely', CCS Gov. Bd., re-opening plans and procedures.
- J. Scholtz purchased \$980 of hand sanitizer from a distillery - we can use it as either hand sanitizer or make our own surface sanitizer. Scholtz has also procured 60+ reusable face masks (with filters) for staff (hand-made/sewn by friend @ no cost).
- J. Scholtz held 3+ management meetings with staff during the month and is in constant contact with Management staff, speaking daily to some when needed and is on-call (off-site) and on-site (after 5/10).
- J. Scholtz finalized efforts for the sanitary sewer project working with the city of McHenry (public works), D. Curran, Eriksson Engineering and Maneval Construction. Project is expected to begin the week of 5/10 - has not begun as of 5/21..
- J. Scholtz communicated with McHenry County relative to FY20/21 budget, sending in all necessary signed documents to begin the process. Budget request sheets have been sent to all managers requesting a 0-2% decrease with no merit or COL salary increase this year. Insurance is expected to rise but attempts to keep the budget flat will be made.
- P. Torgersen has been coming into the Library periodically to pay bills, process/print checks, work on payroll and other projects; B. Edminster has been sorting and opening mail. (I greatly appreciate all of their on-site work)
- J. Scholtz is working with the management team on a re-opening sequence but much planning depends on IL Gov. orders at time (expecting Jun 1 opening). Safety of staff and patrons, along with return of materials is a primary concern. Preliminary document has been previewed by the Board (April mtg). Scholtz has also contacted the McHenry County Health Dept. for advice on use of PPE + re-opening concerns. CCS Gov. Bd. meets 5/20 to discuss various policies relative to re-opening.

Adult Services

- Araceli M. organized Census informational posts on the Facebook Spanish page using videos, tutorials and pictures. Created, recorded, edited and published a tutorial video in Spanish on RB digital's Pongalo that offers movies and telenovelas. Translated the "obtain an e-library card" section into Spanish on our website.
- Diane G. organized and executed 3 virtual programs: Managing Your Finances During COVID-19 with Karen Chan and 2 sessions of Great Decisions. She also revamped summer programs offerings to those that can be offered virtually.
- Thomas H. initiated a Community COVID-19 experience survey on VITA. He also completed a research project with a patron that started in September. Thomas put the patron in touch with the archivist at the Anglican Church in Toronto to research for the final document he was looking for.

- Emily B. attended two webinars from MyHeritage to explore the features on our newest genealogy database, including *Discover Your Family in School Yearbooks*. Emily created 6 Census posts for the MPLD Facebook page along with content to promote our e-resources and virtual programs.
- Zach T. and Diane G. participated in creating contingency plans for MPLD's October ComiCon. Zach also participated in the groundwork to move to a virtual Summer Reading program.
- Several staff members raved about two webinars with Becky Spatford: *#Own Voice for All Readers: Incorporating EDI Values into Readers' Advisory Service* and *Horror Readers Advisory: How to Help Your Scariest Patrons*.
- With the end of the fiscal year approaching, staff have been especially focused on ordering materials.
- All department members completed the required IT security training online.
- The department continued planning for Summer Reading, adapting to fit our change to an online community challenge format.

Building Services

- Webinars in management of facilities During crisis
- Grounds keeping-grass/weeding/litter pick up
- Re-finished main library floor
- Electrical- AEC completed hanging new light fixture and repairs to the exterior lighting.
- Maintaining the pipe systems(trap lines)
- Disinfecting all touch surfaces and cleaning staff restrooms.
- Patched several roof leaks
- Repainting back hallway and replacing the baseboard.
- H/VAC- complete mechanical solutions performed the seasonal preventive maintenance for all systems.
- Grounds keeping-grass/weeding/litter pick up
- Maintaining the pipe systems(trap lines)
- Disinfecting all touch surfaces and cleaning staff restrooms.

Circulation

- B. Majka and L. Horist working on re-opening procedures
- Circulation staff watching RAILS and CCS webinars
- B. Majka attended virtual Manager's Meeting 4/1
- B. Majka attended virtual RAILS Member Update 4/16
- B. Majka attended virtual Circ Manager Meeting 4/16
- B. Majka attended COVID-19 Collections webinar 4/17
- Circulation Group Chat 4/22
- B. Majka attended virtual CCS Meeting 4/23
- B. Majka attended virtual discussion titled Opening in a New World 4/24
- B. Majka attended virtual Manager's Meeting 4/28
- Circulation Group Chat 4/29
- L. Horist charted data for over 100 online card applications

Human Resources

- Attended virtual HR Roundtable Meeting on 4/1/20
- Attended our virtual Managers meeting on 4/1/20
- Attended a webinar: New Federal Emergency Paid FMLA/Sick Leave Laws on 4/2/20
- Attended a webinar: The Case of Emotional Intelligence: Maximizing Performance During Adversity on 4/9/20
- Attended a webinar: Legal Issues of Staff Reductions on 4/14/20
- Attended our virtual Managers meeting on 4/14/20
- Attended a webinar: COVID-19; Expanding and Evolving Employment Laws on 4/15/20
- Attended a webinar: Unemployment; Your Questions Answered on 4/16/20
- Attended a webinar: G Suite Groove: Hidden Gems of Calendar on 4/17/20
- Attended our staff checking meeting on 4/21/20
- Attended MPLD Board Meeting on 4/21/20
- Attended a webinar: Coronavirus; Employer Q & A on 4/24/20
- Attended our virtual Managers meeting on 4/28/20
- Attended Adult Service's department meeting on 4/29/20 for a policy Q&A
- Attended a webinar: OSHA Update and COVID-19 Impact on Safety on 4/30/20

Public Relations

- Sent out four e-newsletters (instead of the usual two)
- Created and mailed via USPS a direct mail piece explaining our virtual services and summer reading information
- Updated website and outdoor sign
- Promoted upcoming virtual programs via various mediums
- Provided content for Facebook social media page
- Attended management team virtual meetings
- Attended various marketing/PR-related webinars/Zoom meetings including management team, Board of Trustees, RAILS Member Update, Community Engagement Networking Group, PR/Marketing Networking Group
- Set up and hosted an all-staff "water cooler" Zoom video chat on 4/21.

Technical Services

- K. Meadows found someone willing to make masks for the TS Team from the pattern supplied by J. Scholtz, and once the masks were made, mailed them out to everyone.
- K. Walker continues to place materials orders with Baker and Taylor, Brodart, and Midwest Tape, and came in once to open boxes and pull invoices from orders previously delivered and pick up materials to mend while working at home.
- K. Meadows came in to pick up materials to mend while working from home.
- K. Milfajt came in twice, once to go through department mail deliveries, to pull invoices, and once for TS Team members to come in and pick up materials to work on at home. While on site for materials pick up, she reclassified materials for the YS Tween collection and began working on the cataloging backlog.

- K. Walker created a shared Google Sheet for TS Team members to share their webinars and other learning opportunities, and worked with D. Lavin to fine tune the document.
- K. Kimbrel, D. Lavin, K. Meadows, K. Milfajt, P. Radic, and K. Walker viewed an assortment of webinars on topics such as communication skills, remote working skills, and Google Suite training.
- The TS Team has a daily Google Hangouts Chat session that is part wellness check, part opportunity to talk about what we're working on, and part considerations for moving forward during this challenging time.
- K. Meadows, K. Milfajt, P. Radic, and K. Walker attended the virtual all-staff meeting, 4/21.
- K. Kimbrel, D. Lavin, K. Milfajt, P. Radic, and K. Walker attended the virtual CCS Member Update, 4/23.
- K. Milfajt attended virtual meetings, including Management Team Meetings (4/1, 4/3, 4/14, 4/28), Collection Development (4/7), and the MPLD Board Meeting (4/21).

Technology

- Scale update 4/1.
- Worked with Jansen Electronics on updating/repairing the camera system on 4/8.
- Public computers updated on 4/8.
- D. Grandon attended the Management meeting on 4/14.
- D. Grandon attended KB4-CON 2020 virtual event on 4/16, earning over 7 CE credits.
- D. Grandon attended the board meeting on 4/21.
- Unitrends maintenance on 4/27.
- D. Grandon attended Get in the Groove Google G Suite training on 4/7, 4/14, 4/21 & 4/28. Training recordings were then shared with staff.
- D. Grandon contacted Agosto (company) and they have taken over management of our Google Enterprise account @ same price for 3 yrs. In this way we will have billing and a phone/person contact so we can do business much easier. Thanks Denise!!

Youth Services

- Youth Services served 491 meals through the Grab N Go supper program through the Northern IL Food Bank. We also handed out 56 pantry kits totaling over 945 pounds of non-perishable food for kids and families in need.
- The YS staff had almost 1,500 virtual program attendees in the month of April. Staff offered online storytimes, videos of craft and science activities, tutorials of kids friendly databases and digital services from the library. All of these were hosted on the library's YouTube Channel and were well received.
- YS started offering pre-recorded programs through the Library's YouTube Channel. J. Hume shared a weekly English storytime and M. Puga presented a weekly Spanish storytime. The response from patrons was fantastic and they received many likes, positive comments, and pictures of kids watching them on TV.
- A. Karwowska and M. Puga created online tutorials for the library's YouTube Channel for library databases that are best suited for kids and students. The tutorials are in both

English and Spanish and walk kids through how to find the database, what it is best used for, and how to use it.

- M. Puga and J. Einories created step-by-step craft and science experiments videos for the library's YouTube Channel using items kids would find at home. They were offered in both English and Spanish.
- S. Baseley worked with local preschool centers to update their center information on the Library's Parent-Teacher Corner of the website.
- Youth Services' Staff participated in over 210 hours of Continuing Education opportunities in April.
 - Staff worked through watching tutorials on almost all the library's database offerings and digital media services. This will help staff make sure they are providing patrons with the most up-to-date information about our databases and can help instruct patrons on how to best use them.
 - Some of the stand out CE presentations were: *Welcoming Generation Z into the Library*, *CLEL Virtual Storytime Webinar: Filming Before, During and After COVID-19*, *#Own Voice for all Readers: Incorporating EDI Values into Readers' Advisory Service*, *Why Diverse Literature Matters for Youth Services*, *Virtual Advisory Online Book Club*
 - Networking Group Meetings attended virtually: *YASF*, *LELA*, *HOLA*, *Northern IL Youth Managers*, *TWILL*,
- M. Puga joined a new networking group called *Latino Leadership Network for McHenry County*. This brings together professionals in the profit and non-profit sectors of McHenry county to share resources.

● **Statistics and Highlights Narrative**

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

The COVID-19 pandemic has created a bit of havoc relative to statistics. Since we are not open to the public, we have also closed our materials returns. Use statistics are limited to our digital resources and databases as well as our virtual programming. During April, there were 7,073 items circulated through all platforms accessed via our website - that is a 17.23% increase from last month as well as an **87.06% increase from April 2019**.

Upcoming Events and Projects

Possible re-opening to public with various services (curbside pickup; materials return) - June
J. Scholtz and Managers work on FY20/21 Budget
2020 Summer Reading plans (virtual via Beanstack)
2020 Census work - lots of social media postings (McHenry County is #1 in IL 76.9% rate)
Sanitary sewer project starts - hopefully completing within 2 weeks



B. Edminster <bedminster@mchenrylibrary.org>

Manager's Opening plans for COVID-19 Pandemic

1 message

J. Scholtz <jscholtz@mchenrylibrary.org>

Sat, May 16, 2020 at 9:12 PM

To: Barb Majka <bmajka@mchenrylibrary.org>, Bill Edminster <bedminster@mchenrylibrary.org>, Denise Grandon <dgrandon@mchenrylibrary.org>, Jennifer May <jmay@mchenrylibrary.org>, Kathy Lambert <klambert@mchenrylibrary.org>, Kathy Milfajt <kmilfajt@mchenrylibrary.org>, Lesley Jakacki <ljakacki@mchenrylibrary.org>, Pam Strain <pstrain@mchenrylibrary.org>, Patti Torgersen <ptorgersen@mchenrylibrary.org>, Shane Claucherty <sclaucherty@mchenrylibrary.org>, Zach Terrill <zterill@mchenrylibrary.org>

Greetings managers, I'm in the process of creating a document for the Board to sign-off on that will include all Dept's plans for a Phase 1 and Phase 2 opening. Before anything happens, all staff view safety and health information, proper use of PPE and self-reporting/contact tracing information - sign off as read/viewed. Phase 1 is opening of AMH, manual materials drop - return open 3-7-10 days before we start curbside. When does Circ. start working in shifts to check-in materials? If needed, Circ will train other Dept. personnel to assist with check-in, shelving. Custodians will clean/sanitize all areas + AMH at least 2x daily and/or when needed with help from staff. No congregating in staff areas - observing social distancing/masks worn. Other Depts/Circ works in shifts, other Depts. can work in shifts + remote work. We all observe social distancing rules, have appropriate PPE equipment and use of that equipment. We observe IL Gov. Phased plan of re-opening.

Phase 2 is the start of curbside pickup (methods to be determined by Circ). YS and AD start telephone reference - possible home delivery? (Bill E., Jim S., Shane C.) Summer Reading starts (virtually). We arrange this service to use PPE intelligently and minimally to conserve resources but also keep staff safe (patrons out of cars/in foyer OR we staff put materials in vehicles? - we need to give patrons clear instructions before and on-site for process (signs? + how to video online?) Is circulation of hotspots and chromebooks possible? No fines.

Phase 3 - limited services on-site like FAXing, Scanning, copying (cashless only), use of PCs or Chromebooks. Possibly limiting # of people in library for certain uses?

Phase 4 - ??

At any time, depending upon circumstances and IL Governors Acts, we can move into other phases or back to zero or any other phase - we need to be agile.

So with all of this information, I would like your specific plans for at least Phase 1 and 2 or your Depts. - they don't have to be complete - just started. I will contact you regarding specifics. The Board meeting is scheduled for 5/26. If possible, I'd like plans before Thurs. 5/21. I will share all documents that I'm making with you so you can see them but I don't want you to insert your plans - I'll do that. Talk to me. Thanks. Jim S.

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



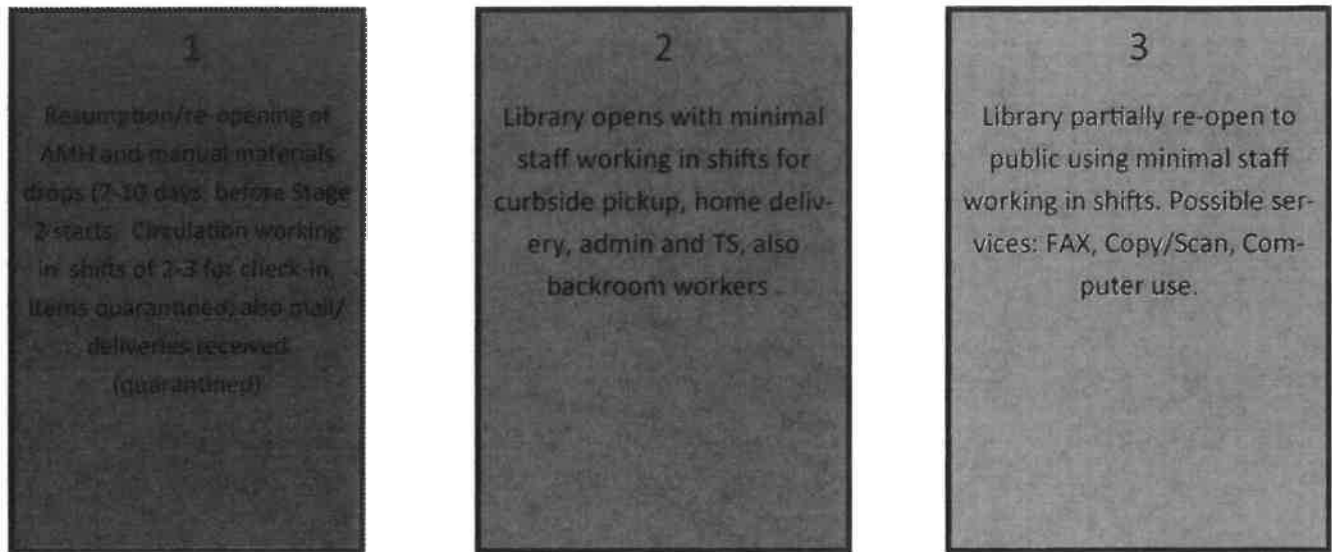
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CCS & COVID-19

The CCS Governing Board met on May 20, 2020 to review and discuss Executive Committee recommendations regarding CCS's COVID-19 response. Governing Board approved the following statements:

- CCS strongly recommends that curbside, drive-through and delivery services resume no earlier than Phase 3. Any curbside, drive-through and delivery services active in Phase 2 should be deemed essential by the library.
- Returns of library materials are discouraged before Phase 3. CCS will bulk extend due dates as needed.
- When RAILS delivery service resumes, CCS libraries will follow a shared quarantine period based on RAILS guidance until new research calls for a revision to either the length of the quarantine period or the phases in which it is required. The CCS overdue notice schedule will be adjusted so the first overdue notice is sent an appropriate amount of time after the quarantine period recommended by RAILS.
- The CCS policy regarding pickup anywhere for CCS patrons will be suspended until Phase 4. Libraries may choose to offer service to CCS or non-CCS patrons.
- CCS libraries will not resume delivery service until discussed at the next Governing Board meeting. Libraries may participate in the return of materials to home libraries by RAILS.

McHenry Public Library District Re-Opening Plans and Service Levels During COVID-19 Pandemic (May —October 2020)



Reopening Service Levels (1-3)

Preparation for reopening:

The Library is currently closed to the public and will remain such in Levels 1-2. Virtual Services and digital library access continue and are in line with the IL Governor's 5 Phase Re-opening Plan. However, within the Governor's COVID declaration, he provided a means for public body governing boards to determine levels of re-opening service. The McHenry County Health Dept. and CDC have not restricted/limited re-opening of library services within the county and, while we are not necessarily defining these services as 'essential', we are terming the services 'basic and needed' by our District population. Therefore, we are re-opening in a Phased manner consistent with the phased re-opening of businesses in IL and following all of the safety requirements and precautions, including use of PPE (personal protective equipment), proper hygiene, use of proper cleaning supplies and hand sanitizer and preventative sanitization, use of social (physical distancing) distancing of employees coinciding with limited number of employees working in shifts, limited on-site no-contact services, quarantining of returned materials for 3-7 days and no patrons allowed in the building. These restrictions/limitations can be lifted due to circumstances relative to the state mandates as we move through the Phases outline in the Governor's plan. Also dates indicated in this plan are moveable/flexible. Since our building has not been occupied since 3/15/2020, the building does not have to be sanitized/fumigated. However 2X daily, once occupied, all surfaces will be wiped down with 70% alcohol solution wipes, keyboard covers used when appropriate. During Service Levels 1-2, staff will be doing a mixture of remote work and working on site. At risk employees may still continue to work remotely. All staff will be required to read/view and sign various documents/instructions regarding the proper use of PPE and sanitizing/cleaning equipment and supplies as well as services/methods of service that will be offered as well as specific departmental instruction on the 'how-to' of that service before they are allowed to return to work.

Introduction

The COVID-19 pandemic has forced the McHenry Public Library District to close to the public temporarily. We have been closed since 3/15/2020 but staff have been doing work remotely, with some staff coming on-site to gather new work, check on facilities and keep them in working order, pay bills and other odd jobs, plus retrieve mail and serve our meals programs as well as to plan/produce some virtual programming. Other services and functions have been provided through our webpage, social media and digital resources. Our digital resource use has skyrocketed and we've seen the positive results of our highly energetic and creative staff. While we assess our current environmental situation and discuss various scenarios, there are elements of that environment that we do not know, are ever-changing and are out-of-our control, so we do not know when a 'return-to-normal operations will come or what indeed that will look like—will there be a 'new normal?' We do know that a return to our physical space with patron access will not be in our immediate future. First and foremost is the health, safety and well-being of our staff and our patrons—that will guide us in re-opening procedures. If we are forced to close or revert back to a previous phase even though we are in another phase, we will do so. Please note that, due to the ever-changing environment of the Pandemic this document, time-frames and results will be subject to constant revision.

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

Service Level/Phase 1

Automated handling system (AMH) is cleaned/sanitized by Maintenance staff and turned on to accept returned materials. Stainless steel book drop is placed outdoors at curve so that patrons can also use that box to return materials. Return materials is advertised on outdoor sign, our Facebook page, in Preface, on Twitter, our webpage and other social media outlets. Fines are turned off. CCS makes decisions relative to returned items from other libraries, (ILL), a quarantine time period is set up (3 days; 72 hours). AMH will be cleaned x times during each day + surfaces wiped down frequently.

Employees will be working 2-3 in shifts. Separation between materials coming-in; going –out will be maintained at all times as well as separation of those employees working in those 2 functions. Self-reporting of symptoms will be required of employees daily as well as possible contact-tracing mechanisms. Physical distancing of work spaces will be mandatory. Length of time for preparation (1 week). Some employees not normally working in Circulation may be trained to assist checking –in items and shelving items. Proper use of PPE, health and safety precautions will be followed at all times. Self reporting will be required for every shift.

Most of the activity will be in Circulation with staff checking in/quarantining/shelving items. Limited activity will occur in TS, Adult and YS services and in Admin. There will be a mixture of staff working remotely and working on-site. Social distancing will occur in all departments and Maintenance will make necessary changes to office space if/when necessary with the Executive Director being notified when these changes are necessary. PPE supplies will be available in every Dept., for every employee and daily inventory taken so we know how much we have and what we need to order. If/when supplies become low/we can't obtain what we need, we will shut down services requiring such PPE.

Context and Notes: We are trying to maximize staff safety while utilizing PPE intelligently—not using it unnecessarily. Masks can be worn all the time although if practicing social distancing, need not be worn, gloves need not be worn if not handling contaminated surfaces/materials—other safety precautions steps as prescribed in Employee Safety Procedures. Our supply of PPE is not exhaustive and limited to availability and budget.

Service Level/Phase 2

Automated handling system (AMH) and manual bookdrop continue to be used—materials continue to be checked in/quarantined for 3 days/shelved by staff.

Curbside pickup for library patrons is instituted (approximately 7-10 days) after success in returned materials is deemed to work.

Hours of Operation: (TBD). Various Depts. May work different hours as well staff working remotely. Also some staff may substitute work in Circulation.

Method of Curbside Pickup (how it will work) - Staff working on checking in and shelving in-coming materials will be physically separated from staff working on outgoing materials (curb-side pickup, delivery and Technical Services).

Employees will be working 2-3 in shifts. Separation between materials coming-in; going –out will be maintained at all times as well as separation of those employees working in those 2 functions. Self-reporting of symptoms will be required of employees daily as well as possible contact-tracing mechanisms. Physical distancing of work spaces will be mandatory. Length of time for preparation (1 week). Some employees not normally working in Circulation may be trained to assist checking –in items and shelving items. Proper use of PPE, health and safety precautions will be followed at all times. Self reporting will be required for every shift.

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Context and Notes: We are trying to maximize staff safety while utilizing PPE intelligently—not using it unnecessarily or overusing supplies and equipment. We are simultaneously attempting to negate, or minimize staff -to-patron contact—thus the reference to **'contactless' service**. Masks can be worn all of the time during an employee's shift; however, if practicing correct social distancing, they need not be worn. In similar fashion, gloves need not be worn if an employee is not handling contaminated surfaces/materials and employees practice frequent hand washing and not touching hand/face as well as using other safety precautions steps as prescribed in Employee Safety Procedures. Our supply of PPE is not exhaustive and limited to availability and budget.

Phase 4 and Moving Back and Forth through Phases

Although not described in this document to a full extent, Phase 4 is the 'complete re-opening of the Library'. When that will occur is anybody's guess and what that re-opening will look like depends upon both the Federal and IL State guidelines as well as CDC and local health Dept. guidelines. It could be that we will have a "NEW NORMAL" of service and will have to re-define our collections and services, maybe even rethinking our budgets and funding strategies. So, at this point in the Pandemic process it is unproductive to think in concrete "full re-opening terms."

However, it is very clear that we must plan to move through stages, also being prepared to move backwards as well as forwards at any time due to the above situations already described. We must also be willing to adapt various concepts, ideas, models and services from one phase to another, possibly borrowing ideas from other libraries and businesses as they develop and are used. One of the best things about living in the NW suburbs is the strong ties and sharing of ideas that libraries/librarians possess.

Safety (Cleaning) Guidelines and Staff Safety

The Library has largely been unoccupied since March 15, 2020. Prior to re-opening, the Maintenance Dept. will clean all hard interior surfaces that might be touched by staff with an alcohol-based cleaner. Atmospheric ion cleaning does not have to be done because surfaces have been quarantined for longer than the recommended 72 hours the virus can live on surfaces. Staff are free to clean their areas if needed—using cleaner or wipes with at least 70% alcohol. (Note: cleaner containing +70% alcohol may damage plastics/keyboards, so consult the Maintenance Dept. for correct cleaning supplies and use of those supplies first). Custodial staff will also be cleaning areas/surfaces daily.

Quarantining areas for incoming packages (FedEx, UPS, etc.) and for returned materials has been set up in the Friends area (back of library). Packages will be received by staff in normal fashion using gloves and carts. Boxes will be placed on wood pallets and let sit an additional 12 hours. All incoming packages will be dated/time-stamped with date/time received and date available for removal and processing. Staff will continually monitor this area to keep items moving from quarantine to processing so no bottlenecks develop. {Who will monitor and who will deliver materials, where?}

U.S. Mail will be delivered and received in the same fashion as before the Pandemic. The U.S. Post Office has not changed their routine or their handling of paper mail, so we assume that they have taken appropriate and sufficient precautions to prevent infection. Staff may wear gloves in sorting mail, but should take precautions NOT to touch face, eyes or other objects other staff may touch OR to wash hands after mail sorting (recommended over gloves).

Phase 1, Service Level safety Guidelines

Staff scheduled in shifts, 2-3 hours, working 2-3 per Dept.—practicing 6' social distancing. All staff wearing masks when necessary; gloves when needed. Sneeze guards may be installed if/when needed. Frequent handwashing practiced.

COVID-19 Self-Reporting Instructions:

In an effort to proactively take measures to keep our library staff as safe as possible as a result of the COVID-19 Public Health Emergency, we are asking for your help to ensure the health and safety of everyone. If you have information related to another employee, please call/contact Jennifer May, HR Generalist to report this information which will remain strictly confidential and only those with a need-to-know will be informed. If Jennifer is not available, reporting should be done to James Scholtz, Executive Director, or Bill Edminster, Assistant Director. All relevant HIPPA regulations and policies will be strictly adhered to. Please note that this is your responsibility to ensure the health of others.

MPLD COVID-19 Reporting

In an effort to proactively take measures to keep our library community as safe as possible as a result of the COVID-19 Public Health Emergency, we are asking for your help to ensure the good health and safety of everyone. You must help yourself and others by self-reporting any COVID-19 related concerns to Jennifer May, HR Generalist. At the beginning of every shift, you will be required to self-report any of the situations described below – if you fit into any of these categories. This information will also allow the Library to better assist employees in enacting the new Family First Coronavirus Response Act (FFCRA) employee benefits. Please know that working remotely and practicing social distancing is not considered a quarantine or isolation. The reasons for reporting are listed below. Also note that the Library is currently permitting employees to do a combination of remote and in-library work to satisfy needed hours per week. While at work, employees will work shorter hours and work in shifts using social distancing rules as well as following proper protocol and use of appropriate PPE (personal protective equipment) and supplies. PPE includes but is not limited to face masks, gloves, sneeze guards). Proper hygiene including frequent hand washing (for 20 seconds using soap/water or hand sanitizer) and frequent cleaning of hard surfaces and keyboard is also recommended. Do not touch face or eyes, cough/sneeze into your forearm/elbow.

Please self-report for any one of the following situations:

- 1) Quarantine (for a 14-day or other period – please describe)
- 2) You have been advised by a healthcare provider to self-quarantine
- 3) You have self-quarantined as a preventative care measure because of COVID-19 related symptoms as described by the Centers for Disease Control and Prevention (i.e. fever, cough, difficulty breathing)
- 4) You are subject to a quarantine or isolation order
- 5) Caring for Others in your immediate household (parents, grandparents, school-age children) - you are a parent and do not have other care options such as spouse, childcare professional, day care, grandparents or other relatives
- 6) You are caring for an individual who is subject to an order as described above and/or is in an 'COVID-19 at risk group' and who does not have other care alternatives. You are caring for a son/daughter and the school or childcare provider has been closed or is unavailable due to COVID-19 and there is no one else in your family who can fulfill this responsibility. You must care for an at-risk family member who is following a medical requirement or recommendation to quarantine due to exposure to or symptoms of COVID-19

Exposure:

1) You know or have reason to believe another employee has COVID-19 (see Board Policy 5502, Communicable Diseases)

2) You have come in contact with someone who has tested positive for COVID-19 and need to self-quarantine for 14 days (due to contact tracing or notification by other means).

You should monitor your health for any symptoms of COVID-19 including fever, cough, new loss of sense of smell or taste, headache, muscle pain, sore throat, or shortness of breath for 14 days after the last day you were in close contact with the sick person with COVID-19. You should not go to work for 14 days, avoid contact with others, and do not use shared household items.

3) You believe you have been exposed to COVID-19, and get sick.

Currently, anyone with COVID-19 symptoms is encouraged to be tested. COVID-19 testing sites can be found on the IDPH website at <http://dph.illinois.gov/testing>. If you are over the age of 60 years, are pregnant, or have medical conditions, you may be at higher risk of COVID-19 complications. Contact your physician's office and tell them that you were exposed to someone with COVID-19. They may want to monitor your health more closely. If you do not have a higher risk condition but want medical advice, call your healthcare provider and tell them that you were exposed to someone with COVID-19. Your healthcare provider can help you decide if you need to be evaluated. Testing is recommended for persons with symptoms of COVID-19.

Stay home to protect others from getting sick If you get sick with fever, cough or shortness of breath or other symptoms that are consistent with COVID-19 (even if your symptoms are very mild), you should stay at home and away from other people for a minimum of 10 days and until your symptoms are resolving and you have had no fever (without taking fever-reducing medication) for at least 72 hours, roughly a 14 day quarantine.

4) You have tested positive or have a physician's note to self-quarantine for 14 days.

5) You are experiencing symptoms. **See Symptoms below:**

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19, but you may not exhibit any of these symptoms and still have the virus:

****Dry Cough**

****Shortness of breath or difficulty breathing; Call your doctor right away.**

****Fever 100.4 F (38 Centigrade) Monitor this in the morning and at night and record your temperature daily; Call your doctor right away if it's at or above 100.4 F (38 Centigrade)**

****Chills**

****Muscle pain**

****Sore throat**

****New loss of taste or smell**

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

****Trouble breathing**

****Persistent pain or pressure in the chest**

****New confusion**

****Inability to wake or stay awake**

****Bluish lips or face**

(Please note that you may have some or all of these symptoms and NOT test positive for COVID-19 and/or you may have none of these symptoms (aka asymptomatic) and have the virus. Also please CALL US BEFORE YOU SEEK MEDICAL TREATMENT)

****Upon reporting these symptoms to the proper authorities, you will immediately be asked to go home and self-isolate for up to 14-days. You will be paid for an entire work day and may be eligible for various COVID-19 exemptions, leave and/or pay. We may require that you go to a medical provider for either treatment or testing and, upon returning to work, have all appropriate and necessary documentation relating to your condition and release from medical care. Additionally, in accordance to the IL Governor's 5 Phase re-opening plans and the McHenry County Health Dept. requirements, the MPLD may provide information relating to contact tracing.**

You generally need to be in close contact with a person with COVID-19 to get infected. Close contact includes:

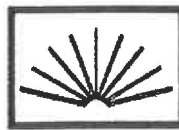
- **Living in the same household as a person with COVID-19**
- **Caring for a person with COVID-19**
- **Being within 6 feet of a person with COVID-19 for more than a few minutes, OR**
- **Being in direct contact with secretions from a person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.).**
- **Being in close contact (as described above) in the 48 hours before a person with COVID-19 developed symptoms. If you have not been in close contact with a person who you know had COVID-19, you are considered to be at low, but not zero risk for infection.**

Cases of COVID-19 do occur due to community spread from people you may not know have COVID-19. That is why hand hygiene and social distancing are important prevention measures. If you have been exposed to a person with COVID-19, but not in close contact, you can continue to go to work, but should monitor your health for 14 days and stay away from others if you get sick.

Staff Safety Procedures:

The health and safety of library staff members is our highest priority. Therefore, the Library will reinforce these 'best practices' and guidelines to insure preventative health measures exist throughout our stages of re-opening the Library.

1. Wash your hands with soap and mildly hot water for at least 20 seconds (sing Happy Birthday 2x, use the 'claw method' of hand washing. If not possible use an alcohol-based hand sanitizer using the same method. Rub hand using a paper towel until dry. Toss towel in the trash.
2. Cover your mouth and nose when you sneeze using a disposable tissue or the crook of your arm.
3. Avoid touching your eyes, nose or mouth with your hands if/when you can. If/when you do, use hand sanitizer/wash hands immediately before touching other objects.
4. Clean shared surfaces and equipment (counters, keyboards, etc.) often using a cleaner containing at least 70% alcohol, but also one that is recommended for those surfaces being cleaned. (doorknobs, copy machines, computer keyboards, coffee pot handles, desk/counter tops, handrails, microwave buttons, facet handles, etc.)
5. Practice physical (social) distancing (6 ft. apart) when possible. If done correctly you may not be required to wear a mask. Also, honor the physical distancing space of your co-workers—reminding them isn't a bad idea (we all forget—we ARE social beings!)
6. Stay home when you are sick (even if you don't have the COVID-19 virus).
7. Do not congregate in workrooms or in staff lounge areas without practicing social distancing.
8. If/when bringing lunch, eat outdoors or in your vehicle if you can. If eating in a staff lounge area, make sure you thoroughly clean the area after you are finished and practice social distancing during your meal break.
9. If/when an emergency arises—CPR, etc. Remember, saving a life is more important than practicing proper COVID-19 hygiene. If you are able to use proper hygienic practices, then do so but do not let the forgetfulness or unavailability of such equipment and practices to sway you from performing life-saving CPR or use of AED.



McHENRY PUBLIC
LIBRARY DISTRICT

WISDOM • KNOWLEDGE • DREAMS

Do I have coronavirus, the flu, or a cold?

SYMPTOM	CORONAVIRUS	FLU	COLD
 Fever	Yes	Yes <i>High</i>	Rare
 Cough	Yes <i>Dry cough</i>	Yes	Moderate
 Shortness of breath	Yes	Yes	Rare
 Tiredness	Moderate	Yes	Mild
 Muscle aches	Moderate	Yes <i>Often</i>	Moderate
 Headache	Sometimes	Yes	Rare
 Sore throat	Sometimes	Sometimes	Yes
 Stuffy or runny nose	Rare	Sometimes	Yes
 Sneezing	No	Sometimes	Yes

Emergency warning signs:

If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include*:

- **Difficulty breathing**
- **Persistent pain or pressure in the chest**
- **New confusion or inability to arouse**
- **Bluish lips or face**

**This list is not all inclusive.*

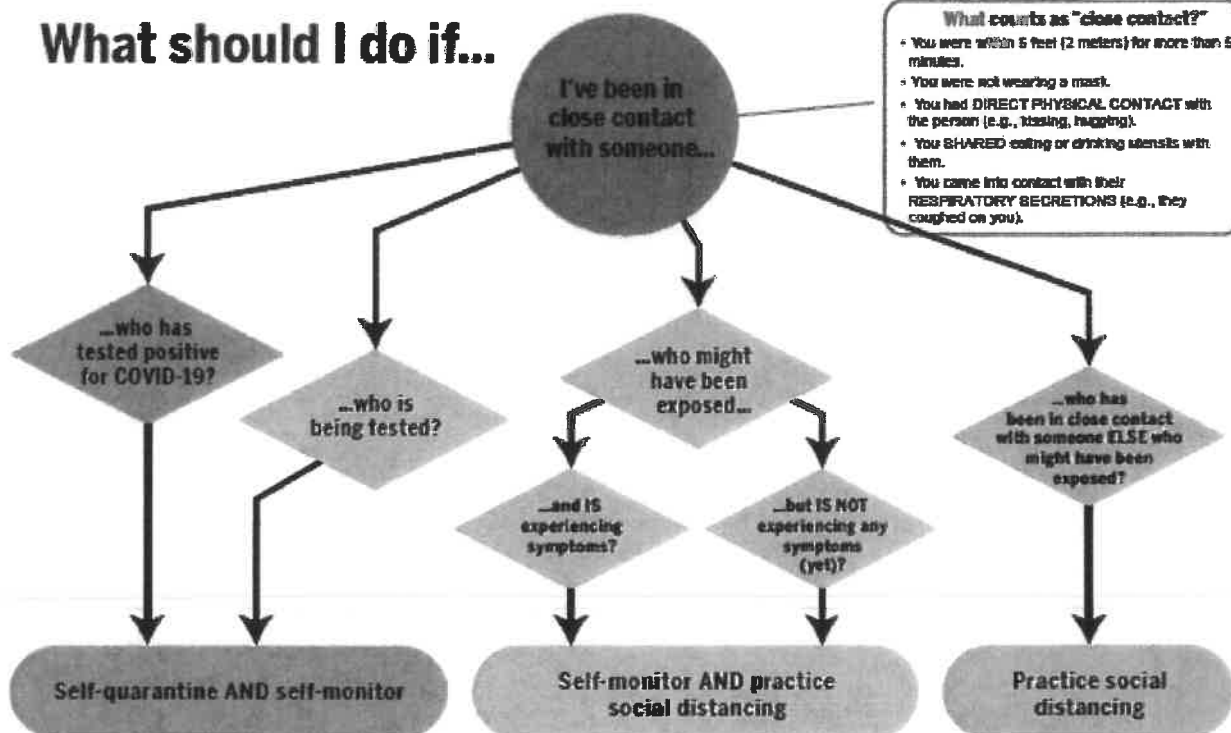
Please consult your medical provider for any other symptoms that are severe or concerning.

Source: World Health Organization, Centers for Disease Control and Prevention

GRAPHIC BY CHRISTOPHER CHERRINGTON | The Salt Lake Tribune



What should I do if...



How do I...

...self-quarantine?

STAY HOME for 14 days.
AVOID CONTACT with other people.
DON'T SHARE household items.

...self-monitor?

BE ALERT for symptoms of COVID-19, especially a dry cough or shortness of breath.
TAKE YOUR TEMPERATURE every morning and night, and write it down.
CALL your doctor if you have trouble breathing or a fever (temperature of 100.4°F or 38°C).
DON'T seek medical treatment without calling first!

...practice social distancing?

STAY HOME as much as possible.
DON'T physically get close to people; try to stay at least 6 feet away.
DON'T hug or shake hands.
AVOID groups of people and frequently touched surfaces.

And practice great hygiene!

WASH your hands frequently • **AVOID TOUCHING** your face • **WIPE DOWN** frequently touched surfaces regularly

**McHenry Public Library District
COVID-19 Leave Options Rubric 3/17 – 8/1/2020**

IF	TAKE ACTION	LEAVE OPTIONS FOR LIBRARY STAFF
You believe you have been exposed to COVID-19 (with or without symptoms)	Inform your supervisor, request leave. Seek medical treatment/diagnosis.	<ul style="list-style-type: none"> • Accrued sick leave (Full-time employees) • Temporary Sick Leave (Full-time and Part-time employees) • Accrued vacation (Full-time and Part-time employees scheduled to work 20 or more hrs. per week)
You are quarantined or in isolation under the direction of public health officials due to a significant risk of exposure to COVID-19 (but are asymptomatic)	Inform your supervisor, request leave.	
You are diagnosed with COVID-19	Inform your supervisor, request leave and continue medical treatment.	
You have a minor child/elderly relative quarantined or in isolation at home under the direction of public health officials due to significant risk of exposure to COVID-19	Inform your supervisor, request leave.	
You have a child and schools have been closed because of COVID-19. Your child is not sick, but you cannot find a babysitter.	Inform your supervisor, request leave	
Your family member (1) is sick with COVID-19, and you are the only person available to care for them	Inform your supervisor, request leave.	
Library closed due to advisement, request or order from public health official.		Unscheduled Closing Leave (2)

Questions:

1. Are positions/people limited to certain tasks?
2. How many shifts can be working in an area at the same time?
3. Can Depts. borrow staff from other Depts. (will other staff be assigned to different Depts. doing different tasks/training?)
4. What shift patterns should we be using in order to practice correct social distancing?
5. What days and hours do we need to work in order to accomplish the above tasks?
6. Can we combine remote work with in-Library work to make up our regular hours?
7. How will HR help us?
8. What PPE equipment will be made available for our use and will we be trained on how to use properly?
9. How do we clean/sanitize our work area?
10. How do we report if we are ill and/or have contracted COVID-19—have symptoms, etc.?

IDPH Files Emergency Rule Regarding Enforcement of Stay at Home Order and Certain Businesses

According to recent news reports, on Friday, May 15, 2020, the Illinois Department of Public Health (IDPH) filed emergency rule 690.40 establishing certain regulations pertaining to certain businesses, including restaurants and bars, gyms, salons and other non-medical personal care facilities. The rule also proposes that businesses that defy the Governor's Stay at Home Order (2020-32) could be charged with a Class A misdemeanor, which is punishable by a fine of \$75 to \$2,500.

The IDPH's emergency rule is reprinted below:

Section 690.40 Pandemic or Epidemic Respiratory Disease – Emergency Provisions EMERGENCY

a) The State Department of Public Health has general supervision of the interests of the health and lives of the people of the State. As part of that general supervision, the Department has jurisdiction to address dangerously contagious or infectious disease outbreaks to protect the health and lives of the people of the State. The Department shall take means it considers necessary to restrict and suppress dangerously contagious or infectious diseases, especially when existing in epidemic form. (Section 2(a) of the Act)

b) In order to restrict and suppress the novel coronavirus SARS-CoV-2 that causes the coronavirus disease 2019 (COVID-19), a dangerously contagious and infectious respiratory disease in the form of a pandemic or epidemic, which is spread person to person in respiratory droplets released by a person infected with the disease, the Department implements the following restrictions and requirements:

1) Businesses and establishments that serve food or beverages, including, but not limited to, restaurants, food buffets, self-serve areas, bars, taverns, pubs, wineries, breweries, or beer gardens, that operate under a permit or license issued by the State or local health authority, shall not allow indoor on-site consumption of food or beverages. Service shall be limited to drive-through, delivery, curbside, or pick up only. Businesses and establishments located in airports and hospitals are exempt from the requirements of this Section.

2) Businesses and establishments that offer indoor fitness, exercise, physical workout or non-medical wellness services, such as health clubs or centers, fitness clubs or centers, gyms, tennis clubs, swimming pools, shall not allow on-site indoor fitness, exercise, workout or non-medical wellness options to customers, including but not limited to, classes, personal training, or individual customer use of exercise equipment or facilities. Service shall be limited to the sale of retail goods via drive-through, delivery, or pick up only, or the use of exercise equipment or the indoor use of facilities for the recording and streaming of online classes and instructional videos only.

3) Businesses or establishments that offer cosmetology, esthetics, nail technology, barber, tanning, body art, or similar non-medical personal care services, treatments, procedures or therapies shall not provide on-site services. Service shall be limited to the sale of retail goods via drivethrough, delivery, curbside, or pick up only.

c) Any person who violates the provisions of this Section shall be subject to the penalties set forth in Section 8.1 of the Act.

EXECUTIVE ORDER IN RESPONSE TO COVID-19
(COVID-19 EXECUTIVE ORDER NO. 8)

WHEREAS, I, JB Pritzker, Governor of Illinois, declared all counties in the State of Illinois as a disaster area on March 9, 2020 (Gubernatorial Disaster Proclamation) in response to the outbreak of Coronavirus Disease 2019 (COVID-19); and,

WHEREAS, in a short period of time, COVID-19 has rapidly spread throughout Illinois, necessitating updated and more stringent guidance from federal, state, and local public health officials; and,

WHEREAS, for the preservation of public health and safety throughout the entire State of Illinois, and to ensure that our healthcare delivery system is capable of serving those who are sick, I find it necessary to take additional measures consistent with public health guidance to slow and stop the spread of COVID-19;

WHEREAS, COVID-19 has resulted in significant economic impact, including loss of income and wages, that threaten to undermine housing security and stability;

WHEREAS, the enforcement of eviction orders for residential premises is contrary to the interest of preserving public health and ensuring that individuals remain in their homes during this public health emergency;

THEREFORE, by the powers vested in me as the Governor of the State of Illinois, and pursuant to Sections 7(1), 7(2), 7(8), 7(10), and 7(12) of the Illinois Emergency Management Agency Act, 20 ILCS 3305, and consistent with the powers in public health laws, I hereby order the following, effective March 21, 2020 at 5:00 pm and for the remainder of the duration of the Gubernatorial Disaster Proclamation, which currently extends through April 7, 2020:

Section 1. Stay at Home; Social Distancing Requirements; and Essential Businesses and Operations

1. **Stay at home or place of residence.** With exceptions as outlined below, all individuals currently living within the State of Illinois are ordered to stay at home or at their place of residence except as allowed in this Executive Order. To the extent individuals are using shared or outdoor spaces when outside their residence, they must at all times and as much as reasonably possible maintain social distancing of at least six feet from any other person, consistent with the Social Distancing Requirements set forth in this Executive Order. All persons may leave their homes or place of residence only for Essential Activities, Essential Governmental Functions, or to operate Essential Businesses and Operations, all as defined below.

Individuals experiencing homelessness are exempt from this directive, but are strongly urged to obtain shelter, and governmental and other entities are strongly urged to make such shelter available as soon as possible and to the maximum extent practicable (and to use in their operation COVID-19 risk mitigation practices recommended by the U.S. Centers for Disease Control and Prevention (CDC) and the Illinois Department of Public

Health (IDPH)). Individuals whose residences are unsafe or become unsafe, such as victims of domestic violence, are permitted and urged to leave their home and stay at a safe alternative location. For purposes of this Executive Order, homes or residences include hotels, motels, shared rental units, shelters, and similar facilities.

2. **Non-essential business and operations must cease.** All businesses and operations in the State, except Essential Businesses and Operations as defined below, are required to cease all activities within the State except Minimum Basic Operations, as defined below. For clarity, businesses may also continue operations consisting exclusively of employees or contractors performing activities at their own residences (i.e., working from home).

All Essential Businesses and Operations are encouraged to remain open. To the greatest extent feasible, Essential Businesses and Operations shall comply with Social Distancing Requirements as defined in this Executive Order, including by maintaining six-foot social distancing for both employees and members of the public at all times, including, but not limited to, when any customers are standing in line.

3. **Prohibited activities.** All public and private gatherings of any number of people occurring outside a single household or living unit are prohibited, except for the limited purposes permitted by this Executive Order. Pursuant to current guidance from the CDC, any gathering of more than ten people is prohibited unless exempted by this Executive Order. Nothing in this Executive Order prohibits the gathering of members of a household or residence.

All places of public amusement, whether indoors or outdoors, including but not limited to, locations with amusement rides, carnivals, amusement parks, water parks, aquariums, zoos, museums, arcades, fairs, children's play centers, playgrounds, funplexes, theme parks, bowling alleys, movie and other theaters, concert and music halls, and country clubs or social clubs shall be closed to the public.

This Executive Order supersedes Section 2 of Executive Order 2020-07 (COVID-19 Executive Order No. 5), which prohibited gatherings of 50 people or more.

4. **Prohibited and permitted travel.** All travel, including, but not limited to, travel by automobile, motorcycle, scooter, bicycle, train, plane, or public transit, except Essential Travel and Essential Activities as defined herein, is prohibited. People riding on public transit must comply with Social Distancing Requirements to the greatest extent feasible. This Executive Order allows travel into or out of the State to maintain Essential Businesses and Operations and Minimum Basic Operations.
5. **Leaving the home for essential activities is permitted.** For purposes of this Executive Order, individuals may leave their residence only to perform any of the following Essential Activities:

- a. **For health and safety.** To engage in activities or perform tasks essential to their health and safety, or to the health and safety of their family or household members (including, but not limited to, pets), such as, by way of example only and without limitation, seeking emergency services, obtaining medical supplies or medication, or visiting a health care professional.
 - b. **For necessary supplies and services.** To obtain necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others, such as, by way of example only and without limitation, groceries and food, household consumer products, supplies they need to work from home, and products necessary to maintain the safety, sanitation, and essential operation of residences.
 - c. **For outdoor activity.** To engage in outdoor activity, provided the individuals comply with Social Distancing Requirements, as defined below, such as, by way of example and without limitation, walking, hiking, running, or biking. Individuals may go to public parks and open outdoor recreation areas. However, playgrounds may increase spread of COVID-19, and therefore shall be closed.
 - d. **For certain types of work.** To perform work providing essential products and services at Essential Businesses or Operations (which, as defined below, includes Healthcare and Public Health Operations, Human Services Operations, Essential Governmental Functions, and Essential Infrastructure) or to otherwise carry out activities specifically permitted in this Executive Order, including Minimum Basic Operations.
 - e. **To take care of others.** To care for a family member, friend, or pet in another household, and to transport family members, friends, or pets as allowed by this Executive Order.
6. **Elderly people and those who are vulnerable as a result of illness should take additional precautions.** People at high risk of severe illness from COVID-19, including elderly people and those who are sick, are urged to stay in their residence to the extent possible except as necessary to seek medical care. Nothing in this Executive Order prevents the Illinois Department of Public Health or local public health departments from issuing and enforcing isolation and quarantine orders pursuant to the Department of Public Health Act, 20 ILCS 2305.
7. **Healthcare and Public Health Operations.** For purposes of this Executive Order, individuals may leave their residence to work for or obtain services through Healthcare and Public Health Operations.

Healthcare and Public Health Operations includes, but is not limited to: hospitals; clinics; dental offices; pharmacies; public health entities, including those that compile, model, analyze and communicate public health information; pharmaceutical, pharmacy, medical device and equipment, and biotechnology companies (including operations, research and development, manufacture, and supply chain); organizations collecting blood, platelets, plasma, and other necessary materials; licensed medical cannabis dispensaries and licensed cannabis cultivation centers; reproductive health care providers; eye care centers, including those that sell glasses and contact lenses; home healthcare services providers; mental health and substance use providers; other healthcare facilities and suppliers and providers of any related and/or ancillary healthcare services; and entities that transport and dispose of medical materials and remains.

Specifically included in Healthcare and Public Health Operations are manufacturers, technicians, logistics, and warehouse operators and distributors of medical equipment, personal protective equipment (PPE), medical gases, pharmaceuticals, blood and blood products, vaccines, testing materials, laboratory supplies, cleaning, sanitizing, disinfecting or sterilization supplies, and tissue and paper towel products.

Healthcare and Public Health Operations also includes veterinary care and all healthcare services provided to animals.

Healthcare and Public Health Operations shall be construed broadly to avoid any impacts to the delivery of healthcare, broadly defined. Healthcare and Public Health Operations does not include fitness and exercise gyms, spas, salons, barber shops, tattoo parlors, and similar facilities.

8. **Human Services Operations.** For purposes of this Executive Order, individuals may leave their residence to work for or obtain services at any Human Services Operations, including any provider funded by the Illinois Department of Human Services, Illinois Department of Children and Family Services, or Medicaid that is providing services to the public and including state-operated, institutional, or community-based settings providing human services to the public.

Human Services Operations includes, but is not limited to: long-term care facilities; all entities licensed pursuant to the Child Care Act, 225 ILCS 10, except for day care centers, day care homes, group day care homes, and day care centers licensed as specified in Section 12(s) of this Executive Order; residential settings and shelters for adults, seniors, children, and/or people with developmental disabilities, intellectual disabilities, substance use disorders, and/or mental illness; transitional facilities; home-based settings to provide services to individuals with physical, intellectual, and/or developmental disabilities, seniors, adults, and children; field offices that provide and help to determine eligibility for basic needs including food, cash assistance, medical coverage, child care, vocational services, rehabilitation services; developmental centers; adoption agencies;

businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged individuals, individuals with physical, intellectual, and/or developmental disabilities, or otherwise needy individuals.

Human Services Operations shall be construed broadly to avoid any impacts to the delivery of human services, broadly defined.

9. **Essential Infrastructure.** For purposes of this Executive Order, individuals may leave their residence to provide any services or perform any work necessary to offer, provision, operate, maintain and repair Essential Infrastructure.

Essential Infrastructure includes, but is not limited to: food production, distribution, and sale; construction (including, but not limited to, construction required in response to this public health emergency, hospital construction, construction of long-term care facilities, public works construction, and housing construction); building management and maintenance; airport operations; operation and maintenance of utilities, including water, sewer, and gas; electrical (including power generation, distribution, and production of raw materials); distribution centers; oil and biofuel refining; roads, highways, railroads, and public transportation; ports; cybersecurity operations; flood control; solid waste and recycling collection and removal; and internet, video, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services).

Essential Infrastructure shall be construed broadly to avoid any impacts to essential infrastructure, broadly defined.

10. **Essential Governmental Functions.** For purposes of this Executive Order, all first responders, emergency management personnel, emergency dispatchers, court personnel, law enforcement and corrections personnel, hazardous materials responders, child protection and child welfare personnel, housing and shelter personnel, military, and other governmental employees working for or to support Essential Businesses and Operations are categorically exempt from this Executive Order.

X 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.

This Executive Order does not apply to the United States government. Nothing in this Executive Order shall prohibit any individual from performing or accessing Essential Governmental Functions.

11. **Businesses covered by this Executive Order.** For the purposes of this Executive Order, covered businesses include any for-profit, non-profit, or educational entities, regardless of the nature of the service, the function it performs, or its corporate or entity structure.
12. **Essential Businesses and Operations.** For the purposes of this Executive Order, Essential Businesses and Operations means Healthcare and Public Health Operations, Human Services Operations, Essential Governmental Functions, and Essential Infrastructure, and the following:¹
 - a. **Stores that sell groceries and medicine.** Grocery stores, pharmacies, certified farmers' markets, farm and produce stands, supermarkets, convenience stores, and other establishments engaged in the retail sale of groceries, canned food, dry goods, frozen foods, fresh fruits and vegetables, pet supplies, fresh meats, fish, and poultry, alcoholic and non-alcoholic beverages, and any other household consumer products (such as cleaning and personal care products). This includes stores that sell groceries, medicine, including medication not requiring a medical prescription, and also that sell other non-grocery products, and products necessary to maintaining the safety, sanitation, and essential operation of residences and Essential Businesses and Operations;
 - b. **Food, beverage, and cannabis production and agriculture.** Food and beverage manufacturing, production, processing, and cultivation, including farming, livestock, fishing, baking, and other production agriculture, including cultivation, marketing, production, and distribution of animals and goods for consumption; licensed medical and adult use cannabis dispensaries and licensed cannabis cultivation centers; and businesses that provide food, shelter, and other necessities of life for animals, including animal shelters, rescues, shelters, kennels, and adoption facilities;
 - c. **Organizations that provide charitable and social services.** Businesses and religious and secular nonprofit organizations, including food banks, when providing food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities;

¹ On March 19, 2020, the U.S. Department of Homeland Security, Cybersecurity & Infrastructure Security Agency, issued a *Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19 Response*. The definition of Essential Businesses and Operations in this Order is meant to encompass the workers identified in that Memorandum.

- d. **Media.** Newspapers, television, radio, and other media services;
- e. **Gas stations and businesses needed for transportation.** Gas stations and auto-supply, auto-repair, and related facilities and bicycle shops and related facilities;
- f. **Financial institutions.** Banks, currency exchanges, consumer lenders, including but not limited, to payday lenders, pawnbrokers, consumer installment lenders and sales finance lenders, credit unions, appraisers, title companies, financial markets, trading and futures exchanges, affiliates of financial institutions, entities that issue bonds, related financial institutions, and institutions selling financial products;
- g. **Hardware and supply stores.** Hardware stores and businesses that sell electrical, plumbing, and heating material;
- h. **Critical trades.** Building and Construction Tradesmen and Tradeswomen, and other trades including but not limited to plumbers, electricians, exterminators, cleaning and janitorial staff for commercial and governmental properties, security staff, operating engineers, HVAC, painting, moving and relocation services, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, Essential Activities, and Essential Businesses and Operations;
- i. **Mail, post, shipping, logistics, delivery, and pick-up services.** Post offices and other businesses that provide shipping and delivery services, and businesses that ship or deliver groceries, food, alcoholic and non-alcoholic beverages, goods or services to end users or through commercial channels;
- j. **Educational institutions.** Educational institutions—including public and private pre-K-12 schools, colleges, and universities—for purposes of facilitating distance learning, performing critical research, or performing essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible. This Executive Order is consistent with and does not amend or supersede Executive Order 2020-05 (COVID-19 Executive Order No. 3) or Executive Order 2020-06 (COVID-19 Executive Order No. 4) except that affected schools are ordered closed through April 7, 2020;
- k. **Laundry services.** Laundromats, dry cleaners, industrial laundry services, and laundry service providers;
- l. **Restaurants for consumption off-premises.** Restaurants and other facilities that prepare and serve food, but only for consumption off-premises, through such means as in-house delivery, third-party delivery, drive-through, curbside pick-up,

and carry-out. Schools and other entities that typically provide food services to students or members of the public may continue to do so under this Executive Order on the condition that the food is provided to students or members of the public on a pick-up and takeaway basis only. Schools and other entities that provide food services under this exemption shall not permit the food to be eaten at the site where it is provided, or at any other gathering site due to the virus's propensity to physically impact surfaces and personal property. This Executive Order is consistent with and does not amend or supersede Section 1 of Executive Order 2020-07 (COVID-19 Executive Order No. 5) except that Section 1 is ordered to be extended through April 7, 2020;

- m. **Supplies to work from home.** Businesses that sell, manufacture, or supply products needed for people to work from home;
- n. **Supplies for Essential Businesses and Operations.** Businesses that sell, manufacture, or supply other Essential Businesses and Operations with the support or materials necessary to operate, including computers, audio and video electronics, household appliances; IT and telecommunication equipment; hardware, paint, flat glass; electrical, plumbing and heating material; sanitary equipment; personal hygiene products; food, food additives, ingredients and components; medical and orthopedic equipment; optics and photography equipment; diagnostics, food and beverages, chemicals, soaps and detergent; and firearm and ammunition suppliers and retailers for purposes of safety and security;
- o. **Transportation.** Airlines, taxis, transportation network providers (such as Uber and Lyft), vehicle rental services, paratransit, and other private, public, and commercial transportation and logistics providers necessary for Essential Activities and other purposes expressly authorized in this Executive Order;
- p. **Home-based care and services.** Home-based care for adults, seniors, children, and/or people with developmental disabilities, intellectual disabilities, substance use disorders, and/or mental illness, including caregivers such as nannies who may travel to the child's home to provide care, and other in-home services including meal delivery;
- q. **Residential facilities and shelters.** Residential facilities and shelters for adults, seniors, children, and/or people with developmental disabilities, intellectual disabilities, substance use disorders, and/or mental illness;
- r. **Professional services.** Professional services, such as legal services, accounting services, insurance services, real estate services (including appraisal and title services);

- s. **Day care centers for employees exempted by this Executive Order.** Day care centers granted an emergency license pursuant to Title 89, Section 407.400 of the Illinois Administrative Code, governing Emergency Day Care Programs for children of employees exempted by this Executive Order to work as permitted. The licensing requirements for day care homes pursuant to Section 4 of the Child Care Act, 225 ILCS 10/4, are hereby suspended for family homes that receive up to 6 children for the duration of the Gubernatorial Disaster Proclamation.
- t. **Manufacture, distribution, and supply chain for critical products and industries.** Manufacturing companies, distributors, and supply chain companies producing and supplying essential products and services in and for industries such as pharmaceutical, technology, biotechnology, healthcare, chemicals and sanitization, waste pickup and disposal, agriculture, food and beverage, transportation, energy, steel and steel products, petroleum and fuel, mining, construction, national defense, communications, as well as products used by other Essential Businesses and Operations.
- u. **Critical labor union functions.** Labor Union essential activities including the administration of health and welfare funds and personnel checking on the well-being and safety of members providing services in Essential Businesses and Operations – provided that these checks should be done by telephone or remotely where possible.
- v. **Hotels and motels.** Hotels and motels, to the extent used for lodging and delivery or carry-out food services.
- w. **Funeral services.** Funeral, mortuary, cremation, burial, cemetery, and related services.

13. **Minimum Basic Operations.** For the purposes of this Executive Order, Minimum Basic Operations include the following, provided that employees comply with Social Distancing Requirements, to the extent possible, while carrying out such operations:

- a. The minimum necessary activities to maintain the value of the business's inventory, preserve the condition of the business's physical plant and equipment, ensure security, process payroll and employee benefits, or for related functions.
- b. The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.

14. **Essential Travel.** For the purposes of this Executive Order, Essential Travel includes travel for any of the following purposes. Individuals engaged in any Essential Travel must comply with all Social Distancing Requirements as defined in this Section.

- a. Any travel related to the provision of or access to Essential Activities, Essential Governmental Functions, Essential Businesses and Operations, or Minimum Basic Operations.
- b. Travel to care for elderly, minors, dependents, persons with disabilities, or other vulnerable persons.
- c. Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services.
- d. Travel to return to a place of residence from outside the jurisdiction.
- e. Travel required by law enforcement or court order, including to transport children pursuant to a custody agreement.
- f. Travel required for non-residents to return to their place of residence outside the State. Individuals are strongly encouraged to verify that their transportation out of the State remains available and functional prior to commencing such travel.

15. **Social Distancing Requirements.** For purposes of this Executive Order, Social Distancing Requirements includes maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.

- a. **Required measures.** Essential Businesses and Operations and businesses engaged in Minimum Basic Operations must take proactive measures to ensure compliance with Social Distancing Requirements, including where possible:
 - i. **Designate six-foot distances.** Designating with signage, tape, or by other means six-foot spacing for employees and customers in line to maintain appropriate distance;
 - ii. **Hand sanitizer and sanitizing products.** Having hand sanitizer and sanitizing products readily available for employees and customers;
 - iii. **Separate operating hours for vulnerable populations.** Implementing separate operating hours for elderly and vulnerable customers; and

- iv. **Online and remote access.** Posting online whether a facility is open and how best to reach the facility and continue services by phone or remotely.

- X 16. **Intent of this Executive Order.** The intent of this Executive Order is to ensure that the maximum number of people self-isolate in their places of residence to the maximum extent feasible, while enabling essential services to continue, to slow the spread of COVID-19 to the greatest extent possible. When people need to leave their places of residence, whether to perform Essential Activities, or to otherwise facilitate authorized activities necessary for continuity of social and commercial life, they should at all times and as much as reasonably possible comply with Social Distancing Requirements. All provisions of this Executive Order should be interpreted to effectuate this intent.
- 17. **Enforcement.** This Executive Order may be enforced by State and local law enforcement pursuant to, *inter alia*, Section 7, Section 18, and Section 19 of the Illinois Emergency Management Agency Act, 20 ILCS 3305.
- 18. **No limitation on authority.** Nothing in this Executive Order shall, in any way, alter or modify any existing legal authority allowing the State or any county, or local government body from ordering (1) any quarantine or isolation that may require an individual to remain inside a particular residential property or medical facility for a limited period of time, including the duration of this public health emergency, or (2) any closer of a specific location for a limited period of time, including the duration of this public health emergency. Nothing in this Executive Order shall, in any way, alter or modify any existing legal authority allowing a county or local government body to enact provisions that are stricter than those in this Executive Order.

Section 2. Order ceasing evictions.

Pursuant to the Illinois Emergency Management Agency Act, 20 ILCS 3305/7(2), (8), and (10), all state, county, and local law enforcement officers in the State of Illinois are instructed to cease enforcement of orders of eviction for residential premises for the duration of the Gubernatorial Disaster Proclamation. No provision contained in this Executive Order shall be construed as relieving any individual of the obligation to pay rent, to make mortgage payments, or to comply with any other obligation that an individual may have under tenancy or mortgage.

Section 3. Savings clause.

If any provision of this Executive Order or its application to any person or circumstance is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision or application of this Executive Order, which can be given effect without the invalid provision or application. To achieve this purpose, the provisions of this Executive Order are declared to be severable.

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

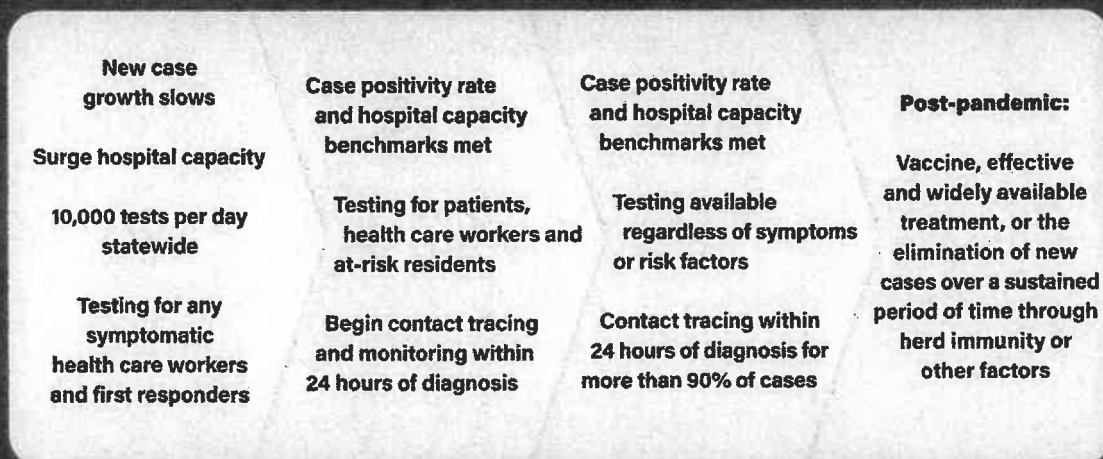
Office of the Governor
JB Pritzker

May 5, 2020

RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

Phase 1 Rapid Spread	Phase 2 Flattening	Phase 3 Recovery	Phase 4 Revitalization	Phase 5 Illinois Restored
<p>Strict stay at home and social distancing guidelines are put in place, and only essential businesses remain open.</p> <p>Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.</p>	<p>Non-essential retail stores reopen for curb-side pickup and delivery.</p> <p>Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating & fishing while practicing social distancing.</p>	<p>Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions.</p> <p>Gatherings of 10 people or fewer are allowed.</p> <p>Face coverings and social distancing are the norm.</p>	<p>Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health.</p> <p>Face coverings and social distancing are the norm.</p>	<p>The economy fully reopens with safety precautions continuing.</p> <p>Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures.</p>



An Introduction



From the beginning of the new coronavirus pandemic, Illinois' response has been guided by data, science, and public health experts. As community spread rapidly increased, Governor Pritzker moved quickly to issue a Disaster Proclamation on March 9, restrict visitors to nursing homes on March 11, close bars and restaurants for on-site consumption on March 16, move schools to remote learning on March 17, and issue a Stay at Home order on March 21. This virus has caused painful, cascading consequences for everyone in Illinois, but the science has been clear: in the face of a new coronavirus with unknown characteristics and in the absence of widespread testing availability and contact tracing, mitigation and maintaining a 6-foot social distance have been the only options to reduce the spread and save as many lives as possible.

Millions of Illinoisans working together by staying at home and following experts' recommendations have proven these mitigation and social distancing measures effective so far. The result has been a lower infection rate, fewer hospitalizations, and lower number of fatalities than projected without these measures. Our curve has begun to flatten. Nevertheless, the risk of spread remains, and modeling and data point to a rapid surge in new cases if all mitigation measures were to be immediately lifted.

Now that Illinois is bending the curve, it is vitally important that we follow a safe and deliberate path forward to get our Illinois economy moving. That path forward is not what everyone wants or hopes for, but it will keep Illinoisans as safe as possible from this virus as our economy is reopening.

Restore Illinois is about saving lives and livelihoods. This five-phased plan will reopen our state, guided by health metrics and with distinct business, education, and recreation activities characterizing each phase. This is an initial framework that will likely be updated as research and science develop and as the potential for treatments or vaccines is realized. The plan is based upon regional healthcare availability, and it recognizes the distinct impact COVID-19 has had on different regions of our state as well as regional variations in hospital capacity. The Illinois Department of Public Health (IDPH) has 11 Emergency Medical Services Regions that have traditionally guided its statewide public health work and will continue to inform this reopening plan. For the purposes of this plan, from those 11, four health regions are established, each with the ability to independently move through a phased approach: Northeast Illinois; North-Central Illinois; Central Illinois; and Southern Illinois.

The five phases for each health region are as follows:

Phase 1 – Rapid Spread: The rate of infection among those tested and the number of patients admitted to the hospital is high or rapidly increasing. Strict stay at home and social distancing guidelines are put in place and only essential businesses remain open. Every region has experienced this phase once already, and could return to it if mitigation efforts are unsuccessful.

Phase 2 – Flattening: The rate of infection among those tested and the number of patients admitted to the hospital beds and ICU beds increases at an ever slower rate, moving toward a flat and even a downward trajectory. Non-essential retail stores reopen for curb-side pickup and delivery. Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating and fishing while practicing social distancing. To varying degrees, every region is experiencing flattening as of early May.

Phase 3 – Recovery: The rate of infection among those surveillance tested, the number of patients admitted to the hospital, and the number of patients needing ICU beds is stable or declining. Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions. Gatherings limited to 10 people or fewer are allowed. Face coverings and social distancing are the norm.

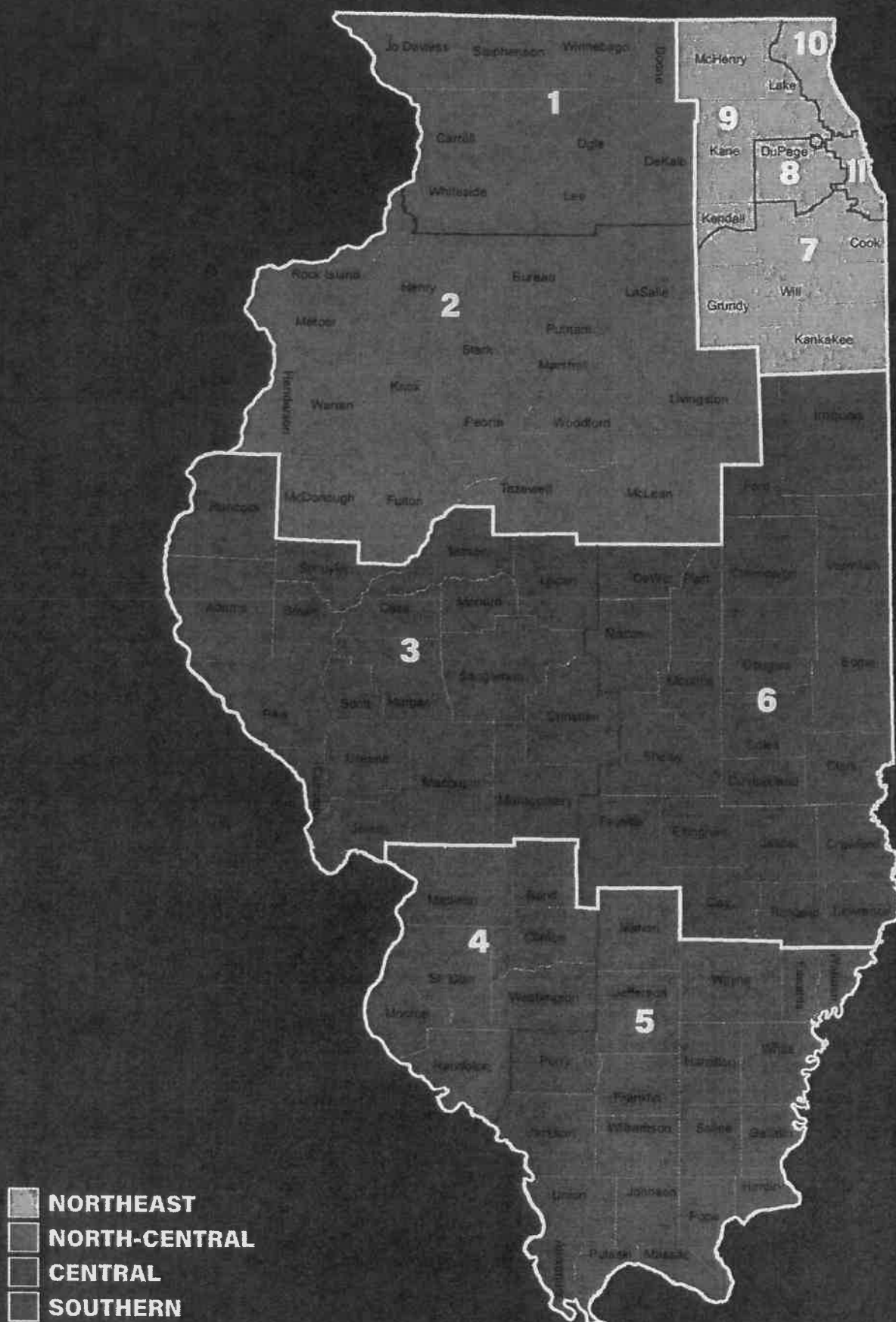
Phase 4 – Revitalization: The rate of infection among those surveillance tested and the number of patients admitted to the hospital continues to decline. Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health. Face coverings and social distancing are the norm.

Phase 5 – Illinois Restored: With a vaccine or highly effective treatment widely available or the elimination of any new cases over a sustained period, the economy fully reopens with safety precautions continuing. Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures in place reflecting the lessons learned during the COVID-19 pandemic.

Until COVID-19 is defeated, this plan also recognizes that just as health metrics will tell us it is safe to move forward, health metrics may also tell us to return to a prior phase. With a vaccine or highly effective treatment not yet available, IDPH will be closely monitoring key metrics to immediately identify trends in cases and hospitalizations to determine whether a return to a prior phase may become necessary.

*All public health criteria included in this document are subject to change.
As research and data on this novel coronavirus continue to develop, this plan
can and will be updated to reflect the latest science and data.*

RESTORE ILLINOIS HEALTH REGIONS



Phase 1: Rapid Spread

WHAT THIS PHASE LOOKS LIKE

COVID-19 is rapidly spreading. The number of COVID-19 positive patients in the hospital, in ICU beds, and on ventilators is increasing. The public health response relies on dramatic mitigation measures, like stay at home orders and social distancing, to slow the spread of the virus and prevent a surge that overwhelms the health care system. With a Stay at Home order in place, only essential businesses are in operation and activities outside of the home are limited to essentials, like grocery shopping.

WHAT'S OPEN?

Gatherings: Essential gatherings, such as religious services, of 10 or fewer allowed; No non-essential gatherings of any size

Travel: Non-essential travel discouraged

Health care: Emergency procedures and COVID-19 care only

Education and child care: Remote learning in P-12 schools and higher education; Child care in groups of 10 or fewer for essential workers

Outdoor recreation: Walking, hiking and biking permitted; State parks closed

Businesses:

- **Manufacturing:** Essential manufacturing only
- **"Non-essential" businesses:** Employees of "non-essential" businesses are required to work from home except for Minimum Basic Operations
- **Bars and restaurants:** Open for delivery, pickup and drive-through only
- **Entertainment:** Closed
- **Personal care services and health clubs:** Closed
- **Retail:** Essential stores are open with strict restrictions; Non-essential stores are closed

HOW WE MOVE TO THE NEXT PHASE

Cases and Capacity:

- Slowing of new case growth
- Availability of surge capacity in adult medical and surgical beds, ICU beds, and ventilators

Testing:

- Ability to perform 10,000 tests per day statewide
- Testing available in region for any symptomatic health care workers and first responders

Phase 2: Flattening

WHAT THIS PHASE LOOKS LIKE

The rise in the rate of infection is beginning to slow and stabilize. Hospitalizations and ICU bed usage continue to increase but are flattening, and hospital capacity remains stable. Face coverings must always be worn when social distancing is not possible. Testing capacity increases and tracing programs are put in place to contain outbreaks and limit the spread.

WHAT'S OPEN

Gatherings: Essential gatherings, such as religious services, of 10 or fewer allowed; No non-essential gatherings

Travel: Non-essential travel discouraged

Health care: Emergency and COVID-19 care continue; Elective procedures allowed once IDPH criteria met

Education and child care: Remote learning in P-12 schools and higher education; Child care in groups of 10 or fewer for essential workers

Outdoor recreation: Walking, hiking, and biking permitted; Select state parks open; Boating and fishing permitted; Golf courses open; All with IDPH approved safety guidance

Businesses:

- **Manufacturing:** Essential manufacturing only
- **"Non-essential" businesses:** Employees of "non-essential" businesses are required to work from home except for Minimum Basic Operations
- **Bars and restaurants:** Open for delivery, pickup, and drive through only
- **Personal care services and health clubs:** Closed
- **Retail:** Essential stores are open with restrictions; Non-essential stores open for delivery and curbside pickup

HOW WE MOVE TO THE NEXT PHASE

Cases and Capacity: The determination of moving from Phase 2 to Phase 3 will be driven by the COVID-19 positivity rate in each region and measures of maintaining regional hospital surge capacity. This data will be tracked from the time a region enters Phase 2, onwards.

- At or under a 20 percent positivity rate and increasing no more than 10 percentage points over a 14-day period, AND
- No overall increase (i.e. stability or decrease) in hospital admissions for COVID-19-like illness for 28 days, AND
- Available surge capacity of at least 14 percent of ICU beds, medical and surgical beds, and ventilators

Testing: Testing available for all patients, health care workers, first responders, people with underlying conditions, and residents and staff in congregate living facilities

Tracing: Begin contact tracing and monitoring within 24 hours of diagnosis

WHAT COULD CAUSE US TO MOVE BACK

IDPH will closely monitor data and receive on-the-ground feedback from local health departments and regional healthcare councils and will recommend moving back to the previous phase based on the following factors:

- Sustained rise in positivity rate
- Sustained increase in hospital admissions for COVID-19 like illness
- Reduction in hospital capacity threatening surge capabilities
- Significant outbreak in the region that threatens the health of the region

Phase 3: Recovery

WHAT THIS PHASE LOOKS LIKE

The rate of infection among those surveillance tested is stable or declining. COVID-19-related hospitalizations and ICU capacity remains stable or is decreasing. Face coverings in public continue to be required. Gatherings of 10 people or fewer for any reason can resume. Select industries can begin returning to workplaces with social distancing and sanitization practices in place. Retail establishments reopen with limited capacity, and select categories of personal care establishments can also begin to reopen with social distancing guidelines and personal protective equipment. Robust testing is available along with contact tracing to limit spread and closely monitor the trend of new cases.

WHAT'S OPEN

Gatherings: All gatherings of 10 people or fewer are allowed with this limit subject to change based on latest data & guidance

Travel: Travel should follow IDPH and CDC approved guidance

Health Care: All health care providers are open with IDPH approved safety guidance

Education and child care: Remote learning in P-12 schools and higher education; Limited child care and summer programs open with IDPH approved safety guidance

Outdoor recreation: State parks open; Activities permitted in groups of 10 or fewer with social distancing

Businesses:

- **Manufacturing:** Non-essential manufacturing that can safely operate with social distancing can reopen with IDPH approved safety guidance
- **"Non-essential" businesses:** Employees of "non-essential" businesses are allowed to return to work with IDPH approved safety guidance depending upon risk level, tele-work strongly encouraged wherever possible; Employers are encouraged to provide accommodations for COVID-19-vulnerable employees
- **Bars and restaurants:** Open for delivery, pickup, and drive through only
- **Personal care services and health clubs:** Barbershops and salons open with IDPH approved safety guidance; Health and fitness clubs can provide outdoor classes and one-on-one personal training with IDPH approved safety guidance
- **Retail:** Open with capacity limits and IDPH approved safety guidance, including face coverings

HOW WE MOVE TO THE NEXT PHASE

Cases and Capacity: The determination of moving from Phase 3 to Phase 4 will be driven by the COVID-19 positivity rate in each region and measures of maintaining regional hospital surge capacity. This data will be tracked from the time a region enters Phase 3, onwards.

- At or under a 20 percent positivity rate and increasing no more than 10 percentage points over a 14-day period, AND
- No overall increase (i.e. stability or decrease) in hospital admissions for COVID-19-like illness for 28 days, AND
- Available surge capacity of at least 14 percent of ICU beds, medical and surgical beds, and ventilators

Testing: Testing available in region regardless of symptoms or risk factors

Tracing: Begin contact tracing and monitoring within 24 hours of diagnosis for more than 90% of cases in region

WHAT COULD CAUSE US TO MOVE BACK

IDPH will closely monitor data and receive on-the-ground feedback from local health departments and regional healthcare councils and will recommend moving back to the previous phase based on the following factors:

- Sustained rise in positivity rate
- Sustained increase in hospital admissions for COVID-19 like illness
- Reduction in hospital capacity threatening surge capabilities
- Significant outbreak in the region that threatens the health of the region

Phase 4: Revitalization

WHAT THIS PHASE LOOKS LIKE

There is a continued decline in the rate of infection in new COVID-19 cases. Hospitals have capacity and can quickly adapt for a surge of new cases in their communities. Additional measures can be carefully lifted allowing for schools and child care programs to reopen with social distancing policies in place. Restaurants can open with limited capacity and following strict public health procedures, including personal protective equipment for employees. Gatherings with 50 people or fewer will be permitted. Testing is widely available, and tracing is commonplace.

WHAT'S OPEN

Gatherings: Gatherings of 50 people or fewer are allowed with this limit subject to change based on latest data and guidance

Travel: Travel should follow IDPH and CDC approved guidance

Health care: All health care providers are open

Education and child care: P-12 schools, higher education, all summer programs, and child care open with IDPH approved safety guidance

Outdoor Recreation: All outdoor recreation allowed

Businesses:

- **Manufacturing:** All manufacturing open with IDPH approved safety guidance
- **"Non-essential" businesses:** All employees return to work with IDPH approved safety guidance; Employers are encouraged to provide accommodations for COVID-19-vulnerable employees
- **Bars and restaurants:** Open with capacity limits and IDPH approved safety guidance
- **Personal care services and health clubs:** All barbershops, salons, spas and health and fitness clubs open with capacity limits and IDPH approved safety guidance
- **Entertainment:** Cinema and theaters open with capacity limits and IDPH approved safety guidance
- **Retail:** Open with capacity limits and IDPH approved safety guidance

HOW WE MOVE TO THE NEXT PHASE

Post-pandemic: Vaccine, effective and widely available treatment, or the elimination of new cases over a sustained period of time through herd immunity or other factors.

WHAT COULD CAUSE US TO MOVE BACK

IDPH will closely monitor data and receive on-the-ground feedback from local health departments and regional healthcare councils and will recommend moving back to the previous phase based on the following factors:

- Sustained rise in positivity rate
- Sustained increase in hospital admissions for COVID-19 like illness
- Reduction in hospital capacity threatening surge capabilities
- Significant outbreak in the region that threatens the health of the region

Phase 5: Illinois Restored

WHAT THIS PHASE LOOKS LIKE

Testing, tracing and treatment are widely available throughout the state. Either a vaccine is developed to prevent additional spread of COVID-19, a treatment option is readily available that ensures health care capacity is no longer a concern, or there are no new cases over a sustained period. All sectors of the economy reopen with new health and hygiene practices permanently in place. Large gatherings of all sizes can resume. Public health experts focus on lessons learned and building out the public health infrastructure needed to meet and overcome future challenges. Health care equity is made a priority to improve health outcomes and ensure vulnerable communities receive the quality care they deserve.

WHAT'S OPEN

- All sectors of the economy reopen with businesses, schools, and recreation resuming normal operations with new safety guidance and procedures.
- Conventions, festivals, and large events can take place.



The American Library Association (ALA) Executive Board released this statement in support of libraries and library workers during the COVID-19 Pandemic:

The ALA Executive Board unequivocally stands in support of the safety and well-being of library workers and the communities we serve. To protect library workers and their communities from exposure to COVID-19 in these unprecedented times, we strongly recommend that academic, public and school library leaders and their trustees and governing bodies evaluate closing libraries to the public and only reopening when guidance from public health officials indicates the risk from COVID-19 has significantly subsided.

It is very difficult for us to put forward this recommendation. Libraries pride themselves on being there during critical times for our communities. We are often the only institutions to remain open during times of crisis. Service and stewardship to our communities are core to our profession.

We have weighed the situation of our country and what has happened in other countries around the world. The health of our library workers and the communities we serve is of utmost and equal importance. Libraries are by design unable to practice social distancing to the degree recommended by the Centers for Disease Control and Prevention and other health authorities. Keeping libraries open at this time has the potential to harm communities more than help. We underscore the importance and need to come together in this crisis and commit to ensuring our libraries, which provide so many important services to our communities, do not serve as vectors for a fast-moving pandemic.

Libraries are responding creatively and proactively to this crisis. School libraries in many states have closed along with schools and many have plans to provide online classes to students. Public libraries are making virtual resources available and considering other ways they can help during the crisis. Academic libraries are providing online services and access to resources. All libraries are working with their school administrators, governments, boards, and university administrations to determine critical services and closures following local directives.

Additionally, and in alignment with our companion organization, the ALA Allied Professional Association (APA), we encourage libraries to ensure that all library workers receive fully paid leave, including health coverage, while libraries are closed.

Although closing a library is a local decision, we urge library administrators, local boards and governments to close library facilities until such time as library workers and our communities are no longer at risk of contracting or spreading the COVID-19 coronavirus.

The ALA Executive Board is committed to supporting our library workers, ALA members, and the communities we serve during these challenging and uncertain times.

For more information about ALA resources on COVID-19, visit our [Pandemic Preparedness page](#).



American Library Association
50 E. Huron St., Chicago, IL 60611
ala.org

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Imagine Your Story This Summer!

A VIRTUAL Community Reading Challenge

June 1 - July 31



**Even though we can't *be* together,
we can read together!**

For kids, teens and adults!

- Our Summer Reading Program will be **online** this year. Plus, it will feature Community Reading Challenges throughout.
- You'll track your reading through the Beanstack website/app, which means you can log your reading time from the comfort of your home.

You don't need a library card to register and use Beanstack. Anyone can participate in our Summer Reading Challenge!

How it will work:

Use your computer, tablet or smart phone*, then:

1. Starting June 1, sign up one person or each family member. Get started at mchenrylibrary.org/summer
2. Track each person's minutes of reading. You can read books, e-books, graphic novels, and listen to audiobooks. Virtual storytimes count, too!

*(*If you don't have access to a device with internet, we will have paper book logs available.)*

All readers can:

- Win gift cards to local restaurants. For every hour you read (up to 5 hrs./week), you'll be entered into a weekly raffle.
- Earn a free book from the Friends of the McHenry Public Library if you log your reading for 6 out of the 8 weeks.

Read for those in need

We will have Community Reading Challenges throughout the program. When our community of readers reaches one of these goals, one of our sponsors below will make a donation to a local charity, including the F.I.S.H. Food Pantry of McHenry and the Northern IL Diaper Bank. Thank you, sponsors!





**¡Aunque no podemos estar juntos,
Podemos leer juntos!**

**Para niños, preadolescentes, adolescentes
y adultos**

- No hay registros de papel este año.
- Nuestro programa de lectura de verano es virtual. Y también ofrecemos retos comunitarios de lectura.
- Tome cuenta de lo que lee tras el sitio web de Beanstack o la aplicación móvil.
- Puedes anotar el tiempo desde la casa.

Empiezen en: mchenrylibrary.org/summer

**No se necesita una tarjeta de la biblioteca
para registrarse o para usar Beanstack.
¡Todos pueden participar en nuestro
programa de lectura de verano!**

¡Cuéntame tu historia este verano! Reto comunitario de lectura virtual 1 de junio hasta 31 de julio

Cómo funciona:

Usa su computadora, tableta o teléfono móvil* después:

1. Empezando el 1 de junio inscribe a una persona o cada miembro de la familia en mchenrylibrary.beanstack.org
2. Tome cuenta de todos los minutos que lee cada persona. Puedes leer libros, libros electrónicos, novelas gráficas o audiolibros. Hora de cuentos virtuales en YouTube también cuentan.

*(*Si no tienes acceso a un dispositivo con internet,
tenemos registros de papel disponibles.)*

Todos pueden ganar:

- Ganar tarjetas de regalos a restaurantes locales. Por cada hora que lees (5 hours por semana) puedes participar en una rifa semanal.
- Puedes ganar un libro gratis de Los Amigos de La Biblioteca si registras tus minutos en Beanstack por 6 de las 8 semanas.

Lee por los necesitados

Tenemos diferentes retos comunitarios durante el programa. Cuando nuestra comunidad de lectores alcanza uno de estos objetivos, uno de los patrocinadores hacer una donación a una organización benéfica local.



Programa de Almuerzo del Verano

Lunes a viernes 1 de junio hasta 14 de agosto
12pm (del mediodía) – 1 pm

Para niños de 0 a 18
años



En colaboración con el
Northern Illinois Food
Bank ofreceremos
un almuerzo en caja gratis. No es necesario
registrarse ni tener pruebas de ingresos.

Familias con niños pueden recoger las comidas
en nuestro salón de juntas localizado en el lado
norte de la biblioteca. (Busque la bandera). Los
niños no necesitan estar presentes para recibir la
comida.

Stay Connected with Library Entertainment and Resources at Home

Attend a Program – Virtually!

We've got great programs and activities scheduled for June and July:

- storytimes
- book discussions
- DIY crafts
- classes
- outside presenters and more!

Some will be available on our YouTube channel; some you'll still register for, but you'll need to enter your email address to get a link to join the program virtually.

View and register for virtual programs on our **Online Events Calendar** at <https://bit.ly/2AmenuB>.



Visit our 24/7 eLibrary!

- Watch movies, TV shows, cooking and craft demos
- Download eBooks and eAudiobooks
- Stream and download music
- Learn a new language
- Find homework help and entertainment for kids

Watch

- hoopla
- movies/TV
- Acorn TV (RBDigital)
- The Great Courses (RBDigital)
- Indie Films (RBDigital)
- Pongalo Spanish movies/TV (RBDigital)
- CuriosityStream Documentaries



Read

- OverDrive/Libby
- RBDigital Magazines
- hoopla
- Romance Book Cloud



Explore/Learn

- Research Databases
- Lynda.com Learning
- Mango Languages
- McHenry Area Memories



Listen

- eAudiobooks
- OverDrive
- hoopla
- RBDigital
- Audiobook Cloud



Music

- hoopla
- RBDigital's Qello Concerts



For Kids

- TumbleBook Library
- OverDrive Kids
- NoveList K-8 Plus
- hoopla
- Just for Kids Access Video
- Scholastic Go!
- World Almanac
- Britannica Library Children



All this FREE through our website: mchenrylibrary.org

McHenry Public Library District
809 N. Front St.
McHenry IL 60050-5578

Phone: 815-385-0036
Web: www.mchenrylibrary.org

HOURS

Building temporarily closed

Library Board

Jackie Fogleman, Vice President
Margaret Carey, Treasurer
Monica Leccese, Secretary
Chuck Reilly
Del Grala
Jill Stone
Bud Alexander

Board Meetings

Tuesday, June 16, 7 p.m. (virtual)
Tuesday, July 21, 7 p.m. (virtual)

The public is welcome to attend.
Please email our director (jscholtz@mchenrylibrary.org) for the virtual meeting ID and password.

Jim Scholtz, Executive Director
Kathy Lambert, Editor



Free Grab 'n Go Lunches for Kids This Summer

Once again, we're partnering with the Northern Illinois Food Bank to provide FREE healthy lunches for kids and teens ages 18 and younger through the USDA's Summer Food Service Program.

Lunches are available Monday through Friday from 12-1 p.m. starting Monday, June 1 through Friday, August 14.

Pick up is at our Meeting Room Entrance A from our north parking lot. Look for the banner. No paperwork is required.



McHENRY PUBLIC
LIBRARY DISTRICT
WISDOM • KNOWLEDGE • DREAMS

McHenry Public Library District
809 Front St.
McHenry IL 60050-5578

Non-profit Org.
U.S. Postage Paid
McHenry IL
Permit No. 58

ECRWSS Residential Postal Customer Local

Library Plans Phased Reopening

Many of you have expressed to us how much you miss us. We miss you, too! We're working on a phased reopening plan, but our top priority is the safety and health of our staff and patrons.

We are working to have systems, equipment and supplies in place for safe handling of library materials, and are relying on the guidance of local, state and federal officials.

We will keep you informed as our plans progress, and appreciate your patience and understanding.



Please visit our website -- www.mchenrylibrary.org -- or our Facebook page for the latest updates. And if you haven't signed up for our e-newsletter, which gets sent weekly during our closure, sign up on our website or email us at mplref@mchenrylibrary.org and we'll sign you up.

If you need help with any library services, collections, or your library account, email us at mplref@mchenrylibrary.org or use our **new online chat service** — just look for the blue chat bubble on the right-hand side of our website and type in your question. You can also leave a voicemail on our main phone line — 815-385-0036.

In the meantime, stay safe, stay healthy, and we look forward to serving you in the very near future, but on a limited, phased, safe basis!