

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

**Tuesday, March 17, 2020
Library Board Room, 2nd Floor**

Agenda

- I. CALL TO ORDER – Jackie Fogleman, Vice President**
- II. ROLL CALL – Monica Leccese, Secretary**
- III. PLEDGE OF ALLEGIANCE**
- IV. CORRECTIONS OR ADDITIONS TO THE AGENDA**
- V. PUBLIC COMMENT AND RECOGNITION OF VISITORS**
- VI. CONSENT AGENDA FOR THIS MEETING (Action)**
 - SECRETARY'S REPORT – Monica Leccese, Secretary**
Minutes of the Regular Board Meeting of February 18, 2020
 - TREASURER'S REPORT – Margaret Carey, Treasurer**
Monthly Financial Statements and Interim Check Report through
February 29, 2020 + mid-March 2020 late bills and Bill Reports for Feb/Mar 2020.
Additional Bills (Distributed night of meeting)
Petty Cash and Credit Card Reports

VII. COMMUNICATIONS

- xxx

VIII. LIBRARIAN'S REPORT

IX. EXECUTIVE SESSION

To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).

X. OLD BUSINESS

1. Update on project: Sanitary sewer/manhole project

X. NEW BUSINESS

1. Consideration of trustee appointment to fill vacant MPLD trustee seat (considered in Executive Session) **(Discussion/Action)**
2. Consideration of Resolution 2019/20-2 **(Discussion/Action)**

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

XII. 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.

MINUTES
MCHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
REGULAR MEETING

Date: February 18, 2020

Time: 7:00 P.M.

Location: Library Board Meeting Room

I. Call to Order:

President Schubert called the meeting to order at 7:01 p.m.

II. Roll Call:

Roll was called and a quorum was established.

Members Present: Jackie Fogleman, Delphine Grala, Monica Leccese, Charles Reilly, Bradley Schubert

Members Absent: Jill Stone
Margaret Carey

Also Present: Bill Edminster, Assistant Director
Jennifer May, HR Generalist
Zach Terrill, AS Assistant Manager
Leslie Jakacki, YS Manager

III. Pledge of Allegiance

IV. Corrections or Additions to the Agenda
None

V. Public Comment and Recognition of Visitors

VI. Consent Agenda for this meeting

Secretary's Report – Monica Leccese, Secretary

Minutes of the Regular Board Meeting of January 21, 2020

Treasurer's Report – Delphine Grala, Treasurer

Monthly Financial Statements and Interim Check Report through February 28, 2020.

Invoice Reports for through March 17, 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. Grala moved and Reilly seconded a motion to approve the minutes of the public hearing and regular meeting for January 21, 2020, the monthly financial statements for the fiscal year through February 28, 2020, the Invoice Reports for February/March, and payment of the invoices.

Ayes: Fogleman, Grala, Leccese, Reilly, and Schubert

Nays: None
Abstain: None
Absent: Carey and Stone
Motion Passed

VII. Communications

The Board reviewed the Communications.

VIII. Librarian's Report

The Board reviewed the Librarian's Report

IX. Executive Session

To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).

Schubert moved and Grala seconded a motion to go into executive session at 8:45 p.m. to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body as well as discussing specific contractual matters of vendors in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).

Ayes: Carey, Fogleman, Grala, Leccese, Reilly, Schubert

Nays: None

Abstain: None

Absent: Stone

Motion Passed

The Board took no action in Executive Session.

Carey moved and Schubert seconded a motion to come out of executive session at 9:12 p.m.

Ayes: Carey, Fogleman, Grala, Leccese, Reilly, Schubert

Nays: None

Abstain: None

Absent: Stone

Motion Passed

X. Old Business

Strategic Planning

XI. New Business

Schubert moved and Reilly seconded a motion to approve the Drug Free Policy.

Ayes: Fogleman, Grala, Leccese, Reilly, Schubert

Nays: None

Abstain: None

Absent: Carey, Stone

Motion Passed

Approval of the FMLA Act Policy.

Leccese moved and Carey seconded a motion to approve with the changes the FMLA Act Policy.

Ayes: Carey, Fogleman, Grala, Leccese, Reilly, Schubert

Nays: None

Abstain: None
Absent: Stone
Motion Passed

Approval of the Victims' Economic Security and Safety policy.
Laccese moved and Fogleman seconded a motion to approve the Victims' Economic Security and Safety policy.
Ayes: Carey, Fogleman, Grala, Leccese, Reilly, Schubert
Nays: None
Abstain: None
Absent: Stone
Motion Passed

Acceptance of the FY18-19 Audit.
Schubert moved and Reilly seconded a motion to table the approval of the FY18-19 Audit for further review to be approved at the March 17, 2020 Board Meeting
Ayes: Carey, Fogleman, Grala, Leccese, Reilly, Schubert
Nays: None
Abstain: None
Absent: Stone
Motion Passed

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

XIII. Adjournment

Schubert moved and Carey seconded a motion to adjourn the meeting at 9:15 p.m.
Ayes: Carey, Fogleman, Grala, Leccese, Reilly, Schubert
Nays: None
Abstain: None
Absent: Stone
Motion Passed

Respectfully Submitted,

Monica Leccese, Secretary

MCHENRY PUBLIC LIBRARY DISTRICT

COMPILED FINANCIAL STATEMENTS

February 29, 2020

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03/13/20
Cash Basis

McHenry Public Library District
Balance Sheet
As of February 29, 2020

	Feb 29, 20	Jan 31, 20
ASSETS		
Current Assets		
Checking/Savings		
1060 · First Midwest Bank-Money Market		
1060100 · MM - General - First Midwest	(386,381.79)	(39,607.69)
1060200 · MM - Spec Reserve-First Midwest	1,846,642.40	1,824,918.31
1060300 · MM - Grant & Gift-First Midwest	426,211.77	429,986.60
Total 1060 · First Midwest Bank-Money Market	1,886,472.38	2,215,297.22
1070100 · HSA/Building - First Midwest	187,610.23	191,540.26
1615100 · General Account - First Midwest	85,567.85	(22,538.74)
1625100 · Payroll Account - First Midwest	126,307.36	101,568.66
1635100 · Imprest Account - First Midwest	3,023.10	3,023.10
Total Checking/Savings	2,288,980.92	2,488,890.50
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	2,839,780.92	3,039,690.50
TOTAL ASSETS	2,839,780.92	3,039,690.50
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2500100 · Due to Special Reserve Fund	550,000.00	550,000.00
Total Other Current Liabilities	550,000.00	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	(887,787.39)	(687,877.81)
Total Equity	2,289,780.92	2,489,690.50
TOTAL LIABILITIES & EQUITY	2,839,780.92	3,039,690.50

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03/13/20
Cash Basis

McHenry Public Library District
Statement of Revenues and Expenditures
February 2020

	Feb 20
Income	
6020200 · Developer Fees	20,616.00
6030100 · Interest Income - General	(2.30)
6030200 · Interest Income - Spec Reserve	105.87
6030300 · Interest Income - Grant & Gifts	24.94
6035100 · Dividends	55.00
6050100 · Fines	639.02
6055100 · Referral/Collection Fees	820.87
6060100 · Photocopier & Fax Income	930.95
6070200 · Reserve Fund Gifts	1,002.22
6070300 · General Fund Gifts	7,643.60
6105100 · Cobra/Retiree Insurance Pmts	5,415.38
6120100 · Meeting Room Fees	1,905.00
6130100 · Misc Incom -General(Sales/Fees)	1,784.02
6150100 · Lost & Damged Materials	442.77
6170300 · Per Capita Grant	8.00
6210300 · Miscellaneous Grants	4,240.69
Total Income	45,632.03
Gross Profit	45,632.03
Expense	
8010100 · Adult Books	6,530.49
8020100 · Youth Books	3,281.06
8025100 · Professional Resources	113.97
8030100 · Magazines & Newspapers	67.53
8040300 · Operating Fund Gifts	193.64
8050100 · Adult AV Materials	2,457.93
8060100 · Youth AV Materials	589.67
8080100 · Video Games	4,359.87
8090100 · eBook & eMagazine Services	2,049.75
8095100 · Electronic Subscriptions	10,939.91
8110100 · Bank Service Charges	30.98
8120100 · Library Supplies	460.41
8130100 · Tech Services Supplies	4,734.79
8140100 · Adult Programs & Supplies	790.00
8145100 · Circulation Supplies	87.41
8150100 · Youth Programs & Supplies	5,099.07
8215100 · Collection Agency Fees	62.65
8245100 · Comp/OfcEqp/CopierRepairs/Contr	6,687.28
8260100 · Misc Contracted Services	300.00
8320100 · VOIP Phone Service	2,381.28
8410100 · Payroll Exp, Acctg & Audit Serv	602.00
8420100 · Legal Services	5,253.50
8430100 · Other Misc Consultants	3,192.94
8540100 · Postage	230.01
8550100 · Public Relations/Promotions	838.34
8610100 · Electricity	2,242.01
8620100 · Gas	325.67
8740100 · Building & Grounds	5,576.99
8760100 · Hospitality	554.40

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Cash Basis

McHenry Public Library District
Statement of Revenues and Expenditures
February 2020

	Feb 20
8770100 · Interlibrary Loan Fees & Losses	(9.00)
8795100 · Miscellaneous (FH)	35.00
8800300 · Per Capita Grant expense for FY	
8800311 · Adult Materials - PER CAPITA	2,884.57
8800321 · Youth Materials - PER CAPITA	6,145.78
8800333 · Computer Equipment - PER CAPITA	409.93
Total 8800300 · Per Capita Grant expense for FY	9,440.28
8910100 · Salaries	137,612.42
8920100 · FICA/Medicare	9,799.89
8930100 · IMRF	15,175.94
8940100 · Health & Life Insurance	(1,326.26)
8960100 · Memberships & Dues	275.00
8970100 · Travel	3,580.72
8980100 · Meetings & Training	409.53
9080100 · Small Equipment Under \$250	514.54
Total Expense	245,541.61
Net Income	(199,909.58)

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Cash Basis

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

	100 General Fund	200 Special Reserve F...	300 Grant and Gift Fund	TOTAL
Income				
6010100 · Property Taxes	1,555,587.61	0.00	0.00	1,555,587.61
6020200 · Developer Fees	0.00	29,589.00	0.00	29,589.00
6030100 · Interest Income - General	185.86	0.00	0.00	185.86
6030200 · Interest Income - Spec Reserve	0.00	995.16	0.00	995.16
6030300 · Interest Income - Grant & Gifts	0.00	0.00	229.11	229.11
6035100 · Dividends	163.00	0.00	0.00	163.00
6040100 · Nonresident/Enhanced Cards	45.00	0.00	0.00	45.00
6050100 · Fines	2,655.96	0.00	0.00	2,655.96
6055100 · Referral/Collection Fees	820.87	0.00	0.00	820.87
6060100 · Photocopier & Fax Income	14,150.99	0.00	0.00	14,150.99
6070200 · Reserve Fund Gifts	0.00	1,002.22	0.00	1,002.22
6070300 · General Fund Gifts	0.00	0.00	9,275.06	9,275.06
6105100 · Cobra/Retiree Insurance Pmts	13,710.35	0.00	0.00	13,710.35
6110100 · Program Fees/Misc Fees	2,150.00	0.00	0.00	2,150.00
6120100 · Meeting Room Fees	2,130.00	0.00	0.00	2,130.00
6130100 · Misc Incom -General(Sales/Fees)	4,724.31	0.00	0.00	4,724.31
6131100 · Misc Other Income - General	4,141.66	0.00	0.00	4,141.66
6150100 · Lost & Damged Materials	1,436.22	0.00	0.00	1,436.22
6170300 · Per Capita Grant	0.00	0.00	58,574.12	58,574.12
6210300 · Miscellaneous Grants	0.00	0.00	9,240.69	9,240.69
Total Income	1,601,901.83	31,586.38	77,318.98	1,710,807.19
Gross Profit	1,601,901.83	31,586.38	77,318.98	1,710,807.19
Expense				
8010100 · Adult Books	43,693.21	0.00	0.00	43,693.21
8020100 · Youth Books	26,868.57	0.00	0.00	26,868.57
8025100 · Professional Resources	2,198.96	0.00	0.00	2,198.96
8028100 · Administrative Resources (GA)	350.00	0.00	0.00	350.00
8030100 · Magazines & Newspapers	12,094.21	0.00	0.00	12,094.21
8040300 · Operating Fund Gifts	0.00	0.00	21,553.39	21,553.39
8050100 · Adult AV Materials	27,366.21	0.00	0.00	27,366.21
8060100 · Youth AV Materials	8,937.69	0.00	0.00	8,937.69
8080100 · Video Games	8,218.28	0.00	0.00	8,218.28
8090100 · eBook & eMagazine Services	21,295.55	0.00	0.00	21,295.55
8095100 · Electronic Subscriptions	43,880.89	0.00	0.00	43,880.89
8110100 · Bank Service Charges	225.74	0.00	0.00	225.74
8120100 · Library Supplies	5,979.70	0.00	0.00	5,979.70
8130100 · Tech Services Supplies	13,078.91	0.00	0.00	13,078.91
8140100 · Adult Programs & Supplies	11,877.37	0.00	0.00	11,877.37
8145100 · Circulation Supplies	87.41	0.00	0.00	87.41
8147100 · Summer Reading Club	112.49	0.00	0.00	112.49
8150100 · Youth Programs & Supplies	17,874.95	0.00	0.00	17,874.95
8215100 · Collection Agency Fees	483.30	0.00	0.00	483.30
8245100 · Comp/OfcEqp/CopierRepairs/Contr	125,844.61	0.00	0.00	125,844.61
8260100 · Misc Contracted Services	7,374.92	0.00	0.00	7,374.92
8310100 · CCS & Polaris Expenses	53,919.92	0.00	0.00	53,919.92
8320100 · VOIP Phone Service	18,664.77	0.00	0.00	18,664.77
8410100 · Payroll Exp, Acctg & Audit Serv	16,167.30	0.00	0.00	16,167.30
8420100 · Legal Services	5,509.49	0.00	0.00	5,509.49
8430100 · Other Misc Consultants	33,079.69	0.00	0.00	33,079.69
8510100 · Printing	24,413.00	0.00	0.00	24,413.00
8530100 · Public Notices & Ads	85.23	0.00	0.00	85.23
8540100 · Postage	9,210.09	0.00	0.00	9,210.09
8545100 · Printing/Copier Supplies	6,099.00	0.00	0.00	6,099.00
8550100 · Public Relations/Promotions	4,233.91	0.00	0.00	4,233.91
8610100 · Electricity	12,200.99	0.00	0.00	12,200.99
8620100 · Gas	1,614.34	0.00	0.00	1,614.34
8630100 · Telephone & Internet Services	483.35	0.00	0.00	483.35
8640100 · Water & Sewer	2,190.55	0.00	0.00	2,190.55
8720100 · Building/Auto Insurance	32,461.00	0.00	0.00	32,461.00
8730100 · Bonding & Officers Liability	1,208.00	0.00	0.00	1,208.00
8740100 · Building & Grounds	70,863.32	0.00	0.00	70,863.32
8760100 · Hospitality	4,350.26	0.00	0.00	4,350.26
8770100 · Interlibrary Loan Fees & Losses	44.92	0.00	0.00	44.92
8795100 · Miscellaneous (FH)	562.86	0.00	0.00	562.86
8800300 · Per Capita Grant expense for FY	0.00	0.00	30,129.85	30,129.85

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Cash Basis

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

	100 General Fund	200 Special Reserve F...	300 Grant and Gift Fund	TOTAL
8910100 · Salaries	1,209,325.27	0.00	0.00	1,209,325.27
8920100 · FICA/Medicare	87,659.10	0.00	0.00	87,659.10
8930100 · IMRF	136,554.40	0.00	0.00	136,554.40
8940100 · Health & Life Insurance	306,220.60	0.00	0.00	306,220.60
8950100 · Tuition Reimbursement	1,419.00	0.00	0.00	1,419.00
8960100 · Memberships & Dues	3,200.33	0.00	0.00	3,200.33
8970100 · Travel	12,431.92	0.00	0.00	12,431.92
8980100 · Meetings & Training	1,973.89	0.00	0.00	1,973.89
9030300 · Misc Grants	0.00	0.00	4,428.16	4,428.16
9050200 · Library District Act	0.00	38,620.00	0.00	38,620.00
9060100 · Library Furnishings	279.43	0.00	0.00	279.43
9070100 · Library Equipment	5,147.34	0.00	0.00	5,147.34
9080100 · Small Equipment Under \$250	1,464.78	0.00	0.00	1,464.78
9090100 · Additional Capital Projects	62,982.16	0.00	0.00	62,982.16
Total Expense	2,503,863.18	38,620.00	56,111.40	2,598,594.58
Net Income	(901,961.35)	(7,033.62)	21,207.58	(887,787.39)

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Cash Basis

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

	Jul '19 - Feb 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	14,150.99	20,000.00	(5,849.01)	70.8%
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 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%
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 PANEL...	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	1,710,807.19	3,935,489.29	(2,224,682.10)	43.5%
Gross Profit	1,710,807.19	3,935,489.29	(2,224,682.10)	43.5%
Expense				
8010100 · Adult Books	43,693.21	85,000.00	(41,306.79)	51.4%
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%
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	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	18,664.77	25,000.00	(6,335.23)	74.7%
8325100 · INTERNET SERVICE	0.00	25,000.00	(25,000.00)	0.0%
8410100 · Payroll Exp, Acctg & Audit Serv	16,167.30	32,000.00	(15,832.70)	50.5%

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03/13/20
Cash Basis

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

	Jul '19 - Feb 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	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	70,863.32	54,000.00	16,863.32	131.2%
8760100 · Hospitality	4,350.26	9,000.00	(4,649.74)	48.3%
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	30,129.85	67,628.00	(37,498.15)	44.6%
8910100 · Salaries	1,209,325.27	1,800,000.00	(590,674.73)	67.2%
8920100 · FICA/Medicare	87,659.10	148,000.00	(60,340.90)	59.2%
8930100 · IMRF	136,554.40	205,000.00	(68,445.60)	66.6%
8940100 · Health & Life Insurance	306,220.60	325,000.00	(18,779.40)	94.2%
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	12,431.92	20,000.00	(7,568.08)	62.2%
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	2,598,594.58	4,795,528.00	(2,196,933.42)	54.2%
Net Income	(887,787.39)	(860,038.71)	(27,748.68)	103.2%

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03/13/20

Cash Basis

McHenry Public Library District

Statement of Revenue and Expenditures Budget vs. Actual

July 1, 2019 - February 29, 2020 - General Fund

	Jul '19 - Feb 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	14,150.99	20,000.00	(5,849.01)	70.8%
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 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%
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%
6200100 · Over/Short	0.00	500.00	(500.00)	0.0%
Total Income	1,601,901.83	3,285,361.29	(1,683,459.46)	48.8%
Gross Profit	1,601,901.83	3,285,361.29	(1,683,459.46)	48.8%
Expense				
8010100 · Adult Books	43,693.21	85,000.00	(41,306.79)	51.4%
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	18,664.77	25,000.00	(6,335.23)	74.7%
8325100 · INTERNET SERVICE	0.00	25,000.00	(25,000.00)	0.0%
8410100 · Payroll Exp, Acctg & Audit Serv	16,167.30	32,000.00	(15,832.70)	50.5%
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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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	70,863.32	54,000.00	16,863.32	131.2%
8760100 · Hospitality	4,350.26	9,000.00	(4,649.74)	48.3%
8770100 · Interlibrary Loan Fees & Losses	44.92	700.00	(655.08)	6.4%

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03/13/20

Cash Basis

McHenry Public Library District
Statement of Revenue and Expenditures Budget vs. Actual

July 1, 2019 - February 29, 2020 - General Fund

	Jul '19 - Feb 20	Budget	\$ Over Budget	% of Budget
8795100 · Miscellaneous (FH)	562.86	2,000.00	(1,437.14)	28.1%
8910100 · Salaries	1,209,325.27	1,800,000.00	(590,674.73)	67.2%
8920100 · FICA/Medicare	87,659.10	148,000.00	(60,340.90)	59.2%
8930100 · IMRF	136,554.40	205,000.00	(68,445.60)	66.6%
8940100 · Health & Life Insurance	306,220.60	325,000.00	(18,779.40)	94.2%
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	12,431.92	20,000.00	(7,568.08)	62.2%
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	2,503,863.18	4,115,900.00	(1,612,036.82)	60.8%
Net Income	(901,961.35)	(830,538.71)	(71,422.64)	108.6%

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03/13/20

Cash Basis

McHenry Public Library District

Statement of Revenues and Expenditures Budget vs. Actual

July 1, 2019 - February 29, 2020 - Special Reserve Fund

	Jul '19 - Feb 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 Reserve	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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Cash Basis

McHenry Public Library District
Statement of Revenues and Expenditures Budget vs. Actual
July 1, 2019 - February 29, 2020 - Grant and Gift Fund

	Jul '19 - Feb...	Budget	\$ Over Bud...	% of Budget
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 - Other	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

February 2020

Administration

- B. Edminster held sync-ups with S. Claucherty (3/2), L. Jakacki (3/5), P. Strain (3/12)
- B. Edminster attended the presentation "Helping the Public Complete the 2020 Census", 2/18
- B. Edminster represented the library at the Friends of the Library meeting held in the Friends Book Sale area in the library warehouse, 2/19
- B. Edminster attended the Public Library Association Conference in Nashville, 2/25-2/29 and attended the following programs.
 - "Book Buzz: Presented by Book Buzz," "From Takeaways to Taking Action: Getting the Most from PLA 2020 with Joy Fuller," the Conference Opening Session with Stacey Abrams, and the Exhibits Opening Reception, 2/25.
 - "Big Ideas with Dr. Bettina Love," "Decreasing Barriers to Library Use," "Working Through Transitions and Institutional Change," "What Your Onboarding Says About Your Organization," and "So You DON'T Want to Be a Library Director," 2/26.
 - "Big Ideas with Haben Girma" [the first deaf & blind person to graduate Harvard Law], "Bystander Intervention in the Library," "LGBTQ+ Reader's Advisory," and "The True Story of Being a Library Director," 2/27
 - "Big Ideas with Soledad O'Brien," "What Would You Do? Ethical Issues in Public Libraries," "Developing Your Library's Fiscal Plan," and the Closing Session with Samantha Bee, 2/28.
 - He visited the following vendors' booths in the Exhibit Hall among others: Workman Publishing, Today's Business Solutions, Penguin Random House Publishers, Blackstone Audio, Recorded Books, Creativebug, StackMap, Brodart, Gale Cengage, Midwest Tape/Hoopla, DLSG at Image Access, Baker & Taylor, Better World Books, TMC Furniture, mkSolutions, W.W. Norton, Macmillan, Library Market, Curiositystream, Northern Micrographics, Vidcode, Edelweiss, Library Comics, and Playaway.
 - He also had a professional headshot taken.
- B. Edminster and L. Jakacki trained staff who were not at the February in-service on the Bloodborne Pathogen Policy and Response, 3/4.
- B. Edminster led the Classic Book Discussion of *Johnny Got His Gun* by Dalton Trumbo, 3/16.
- J. Scholtz busy with U.S. Census Complete Count Committee meetings, representing group at Huntley Business Expo; CCS Gov. and Strategic planning meetings, city ad hoc meetings, planning for city take-over of sanitary sewer, U.S. Census/RAILS grant, succession plan training, IT job search, new MPLD Trustee search, and Corona Virus closings/planning.

Adult Services

- Araceli M. and Maria P. started their first round of outreach to businesses that serve Spanish speakers by visiting: Lesley's Bakery, La Unica Michoacana, Del Carmen Bakery, Rosita La Michoacana and Patroon's Mexican Restaurant. Many showed interest in obtaining a Food Handling Certification and having access to a place to train employees. Overall, the businesses were welcoming and allowed us to post a calendar of our events on their door/business area. We also left program information for the employees. Some of the businesses owners signed up for future table outreach times.
- Thomas H. helped a patron validate some family information they'd found on the Find-A-Grave website. Thomas H. contacted the Hamilton Ontario Public Library and with the help of their genealogy librarian, verified the information the patron was seeking.
- Through the use of our Northwest Herald microfilm, Emily B. helped a patron solve a family mystery concerning her great aunt. The patron was looking for the obituary because no one in her family ever mentioned how her aunt died, and avoided the issue altogether. Turns out it was matricide! Another genealogical mystery solved, and the patron left very happy with our services.
- A few weeks ago a patron was looking for apartments for the 55+ community in McHenry. Zach T. wasn't able to find anything for the patron and her husband. The patron returned a few weeks later with the specific name of place in McHenry for the 55+ community, Patriot Estates. Zach T. expressed his surprise because he passed their billboard frequently and he was under the impression that they only had single family homes. Apparently, there are some apartments in the back of the property called The Villas of Patriot Estates Apartments. He printed the needed information for the patrons to contact the organization.
- A patron who needed an engine cylinder identification number to fix their 2006 Grand Marquis vehicle received help from Araceli M. as they navigated our online Chilton Automotive Repair Library. They needed to find a picture of how the engine cylinders were identified. After a moment of searching, Araceli M. and the patron were able to find what they were looking for and printed the image.
- Pam S. attended "Listening Is Not Just the Opposite of Talking," sponsored by Stateline SHRM.
- Zach T. attended a full day workshop on "The Totally Responsible Organization."
- Emily B. assisted at the McHenry Business Expo, Saturday, 2/22.
- Pam S. led the Mystery Book Group in discussing "The Dry" by Jane Harper.

Building Services

-

Circulation

- Department attended the In-service on 2/7
- S. Willis and L. Horist attended the AMS meeting on 2/4
- B. Majka attended the Manager meeting on 2/11

- B. Majka attended the Sunshine committee meeting on 2/25
- B. Majka attended the Public Service Mgr. meeting on 2.25
- K. Leinzie attended School Night at Hilltop School on 2/27
- L. Rex shifted our T. V. shows in the back room to accommodate the increasing number of shows we now carry, and then she did the same with our video game collection.
- Check out the quotes from famous women we are displaying in the Checkout area.

Human Resources

- Phone Interviews for IT Generalist
- HR Roundtable with Libraries 2/5/20
- Webinar on Top Employment Law Issues 2/7/20
- MC for In-Service on 2/7/20
- Attended Manager Meeting on 2/11/20
- Attended Stateline SHRM meeting on Listening is Not Just the Opposite of Talking on 2/13/20
- Finished up HR Checkup with HR Source virtually on 2/14/20
- Attended Payroll Data Software Review on 2/19/20
- Attended Webinar on HIPAA Privacy & Security on 2/20/20
- Attended Webinar on Mind The Gap: Managing Today's Multi-Generational Workforce 2/21/20
- Attended Webinar on The Advice Trap: How to Tame Your Advice Monster 2/21/20
- Attended Webinar on Best Practices For Conducting Internal Investigations Of Employee Misconduct 2/25/20
- Attended Webinar on Coaching Overworked Managers to Prioritize Employee Engagement 2/26/20

Public Relations

- The March/April/May 2020 *Preface* library newsletter was mailed to more than 20,000 homes.
- Sent out two e-newsletters to more than 3,500 patrons
- Promoted upcoming events
- Updated website, outdoor and indoor electronic signs as needed
- Prepared materials for and helped man Business Expo booth Feb. 22. Thanks to Kim J., Emily B. and Denise G. for helping man the library booth.
- Started preparing Census promotional materials and coordinating library events.
- Attended Census webinar, County Complete Count Committee meeting in Jim's absence Feb. 19, as well as a RAILS Census grant conference call in his absence.
- Attended Dept. Heads meeting

Technical Services

- During the last 3 weeks of the month, 3 Technical Services Team Members were out. As a result, department output was greatly reduced.
- P. Radic and K. Walker had Smart Goal reviews.
- K. Kimbrel, D. Lavin, K. Meadows, K. Milfajt, and P. Radic had sync-ups.
- K. Milfajt participated in the MPLD Collection Development Committee meeting, 2/4.
- K. Kimbrel, D. Lavin, K. Meadows, K. Milfajt, P. Radic, and K. Walker attended the MPLD In-Service, 2/7.
- K. Milfajt facilitated the Contemporary Book Group discussion of Delicious by Ruth Reichl, 2/10.
- K. Walker ran the MPLD Dungeons and Dragons program, 2/11.
- K. Milfajt participated in the MPLD Management Team meeting, 2/11.
- K. Meadows, P. Radic, and K. Walker participated in the MPLD Technical Services Team meeting facilitated by K. Milfajt, 2/19.
- D. Lavin, K. Milfajt, P. Radic, K. Walker attended training on the Konica printer/photocopier presented by D. Grandon.

Technology

- D. Grandon attended the staff In-Service on 2/7.
- Unitrends maintenance on 2/12 and 2/26.
- D. Grandon attended the Listening in Not Just the Opposite of Talking program at the Shah Center on 2/13
- Public workstations updated.
- D. Grandon helped man the booth at the McHenry Business Expo on 2/22.
- D. Grandon facilitated Konica copier training for Technical Services on 2/25.

Youth Services

- J. Einoris hosted the library's Leap Year Storytime. The children and their families learned about Leap Year, heard stories about frogs and other animals that leap, jumped over the candlestick, and created a frog-themed craft.
- Book Madness "Read-alike" Tournament kicked-off in February. A. Karwowska visited local elementary and middle schools to book talk the titles feature in this year's tournament and to explain how to fill out the brackets. We received over 840 completed brackets from 4th-8th grades in McHenry.
- E. Andrews attended the annual C2E2 convention at McCormick Place. It is a great way for staff to see what is new and trending in the world of Graphic Novel, Comic and Manga publishing. Also, as the head of the library's ComiCon Committee, Emma comes back with new contacts of creators to invite to our ComiCon, ideas that we can implement in a smaller scale, and prizes for the Com that we can't get elsewhere.
- J. Hume changed over the Discovery Hub theme to a Bakery. This entails purchasing and creating manipulatives that support the theme, creating fun signage and games/puzzles, finding ways to introduce gross and fine motor skills into the play, and displaying books on the theme. The kids enjoy seeing a new theme and it keeps the Hub feeling fresh and new for all the families.

- M. Puga with A. Moreno attended the McHenry Chamber of Commerce's mixer at McHenry Youth and Family. It was a great way to get reacquainted with the staff at McHenry Youth and Family which has led to the opportunity of weekly story times at their facility. Also, Maria and Araceli visited local business that are Latino owned and/or have a Latino clientele to introduce themselves, what the library can offer, and to set up a library informational booth at their business this Spring/Summer. They talked the owners of Patroons Restaurant, Michoacana on Kane Ave., Lesley's Bakery, Tacos el Norte, La Michoacana/Carmen's Bakery, La Huerta, and Ady's Beauty Salon.
- M.Cairo hosted Art Lab: Jasper John's Pop Art Collage for kids in grades K-3. The kids learned about the artist Jasper John's and view some of his artwork. Then they created their own Jasper John inspired collages with letters of the alphabet.
- S. Baseley attended *Edcamp Social Justice Session* in Sun Prairie, WI. Edcamps are unconference for educators that focus on a variety of different topics facing today's educators. Unconferences are where the participants help plan out the day's sessions and then in these sessions participants engage in discussion, sharing of best practices, and reflection. This Edcamp was especially useful for Steffanie as she is co-leading the Equality, Diversity, and Inclusion Taskforce for Youth Librarians in the northern part of IL.
- L. Jakacki attended Listening is Not Just the Opposite of Talking: Listening and Coaching Skills for Leaders at the monthly SHRM meeting.

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 TS Dept. added 871 items (-27%) in February 2020, withdrew 1479 (+93%). Staff also mended 226 items (-65%) and processed 803 new items (-35%). New patron cards entered – 355. Overall circulation increased by (+1%; 43,285 compared with 42,830) from the previous year/month and we were open 26 days compared with 27 days last year/month. We also had 14,918 renewals (-13% less than same month, last year, 1665 items per day ave.). Auto renewals made up about 34% of total circulation. Many categories of materials saw increases in circulation including YABooks (+2%), AdVid (+2%) (AdNF +4). Library attendance was 17,204 (568 people per day ave.) +26% from last yr.mon., 662 people per day. Program attendance increased in astounding fashion!! Adult 155% with teen/children's programming increasing +11% and +13% respectively. School visits increased +24%. Also study room use posted a slight decrease (-4%) while meeting room use increased (+1%). Computer use as down along with wifi use (-2%) but website visits and hits were up (+4, +1%). Digital materials/ use seems to be increasing (+8%) mags download (+137%), Hoopla (-3%). Computer use (-13%). Web visits (+4%).

Upcoming Events and Projects

More community and library events revolving around 2020 Census; Holey Census Sunday 3/29.
 Reaching Forward meeting (L. Horist) (Bloomington PL) 1/17/2020, Conference 5/1/2020.
 Google Enterprise renewal or change in subscription status.
 Sanitary sewer project – 2 manholes constructed in Kane Ave. (April/May?)
 Work starts on FY20/21 Budget (Mar/Apr)
 Staff goes to ALA (Summer)
 Corona Virus response plan (Mar)

RESOLUTION 2019/20 - 2

RESOLUTION AUTHORIZING TEMPORARY ALLOCATION OF PAID SICK LEAVE FOR ALL MPLD EMPLOYEES

WHEREAS, the McHenry Public Library District (“Library”) is a public library district; and

WHEREAS, Coronavirus Disease 2019 (“COVID-19”), a contagious respiratory illness that can spread from person to person, is currently being reported in the United States; and

WHEREAS, the Library, in the interest in reducing the spread of the virus that causes COVID-19, encourages all employees who are sick to stay home; and

WHEREAS, this resolution applies to all employees, both full and part-time, some of whom do not receive a sick-time allowance; and

WHEREAS, to encourage part-time Library employees to stay home when sick, the Library wishes to provide a temporary allowance of paid sick leave for all employees.

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

SECTION 1: A two-week pro-rated paid sick leave allowance based on the employee’s regularly scheduled work week (“Temporary Leave”) will be available to all part-time Library employees beginning March 17, 2020 through August 1, 2020. Any Temporary Leave not used through August 1, 2020 will expire on that date unless extended by the Library Board of Trustees.

SECTION 2: Full-time Library employees who exhaust all their accrued sick leave during the period March 17, 2020 through August 1, 2020 may receive an advance of their future sick leave allowance not to exceed two weeks.

SECTION 3: Authorized leave is subject to the appended COVID-19 Rubric and approval by the appropriate employee’s Departmental Manager.

SECTION 4: Temporary Leave is subject to same provisions of Sick Leave detailed in The McHenry Public Library District’s updated Personnel Policy.

SECTION 5: Accrued sick leave for full-time employees or Temporary Leave for part-time employees may also be used through August 1, 2020 if employee, or minor child or elderly relative of the employee, is under quarantine or in isolation at home at the direction of public health officials; or an employee has a minor child whose school has been closed due to COVID-19.

SECTION 6: Library administrative staff will track the amount of Temporary Leave taken during this period and report to the Library Board of Trustees at regular monthly meetings.

SECTION 7: This resolution is effective immediately on the date of its passage.

PASSED this 17th day of March, 2020.

AYES: _____

NAYS: _____

ABSENT: _____

Jackie, Fogelman, Vice President/Acting
President

ATTEST:

Monica Leccese, Secretary

State of Illinois

County of McHenry

This instrument was acknowledged before me on _____ (date) by (name of person)
_____ as (authority/officer) _____ of (name
of entity on behalf of whom instrument was executed) _____.

Seal

Notary Public Reuben W. Edminster

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)

COMMUNITY CALENDAR

Editor's note: Add calendar items for consideration at nwherald.com/calendar.

Monday

• 9 to 11:30 a.m. – Fox Hills Music

Teachers Association March meeting. First Congregational Church, 461 Pierson St., Crystal Lake. Includes a business meeting followed by the presentation "The Lister-Sink Method: How Students Can Use Principles of Neuroscience and Anatomy to Maximize Musical Artistry," by Nicole Douglas. Visitors are welcome to attend. Free. Information: 815-322-6788, foxhillsmta.archives@gmail.com or www.foxhillsmta.org.

• 9 a.m. to noon – **Rummikub/Mah Jongg**, Grand Oaks, 1401 W. Route 176, Crystal Lake. Free. Information: 815-459-0680, ext. 1219, or jleeche@crystallakeparks.org.

• 9:30 to 11 a.m. – **Android Basics Workshop**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Confused by how to use your Android device? Bring your device to this interactive workshop and have your questions answered. Registration required. Free. Information: 815-459-1687 or crystal-lake.library.calendar.com.

• 10 to 11 a.m. – **Sensory Playtime**, Marengo-Union Library District, 19714 E. Grant Highway, Marengo. Toddlers will have the

opportunity to stimulate their senses with a variety of activities, which also enhances learning and encourages exploration. Open to ages 2 to 4. Registration required. Free. Information: 815-568-8236, circulation@muld.org or muld.org.

• 11:10 to 11:40 a.m. – **Walk Then Balance**, Senior Services Associates, 4704 Three Oaks Road, Crystal Lake. Features a 20-minute indoor walk followed by a 10-minute balance exercise. Free. Information: 815-356-7457 or lakepel@hotmail.com.

• 2 to 2:45 p.m. – **Chair Yoga**, Harvard Community Senior Center, 6817 Harvard Hills Road, Harvard. Gentle yoga class with Workplace Wellness Yoga. \$4 to \$5; members get a \$1 discount. Information: 815-943-2740 or cindy.sheppard@harvardseniorcenter.org.

• 2 to 4 p.m. – **Crafting and Coloring**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Work on your current crafting or coloring project while chatting with fellow crafters. Coloring supplies and light snacks will be provided. Free. Information: 815-459-1687 or crystallake.library.calendar.com.

• 2:15 to 3:30 p.m. – **Science Olympiad**, Hannah Beardley Middle School, Room 109, 515 E. Crystal Lake Ave., Crystal Lake. Information: dd7.schoolwires.net.

• 3:45 to 5:15 p.m. – **Lego Mondays**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Build Lego creations. Free. Ages 4 and older. Drop in. Information: 815-459-1687 or crystallake.library.calendar.com.

• 4:30 to 5 p.m. – **Foodie Kids**, Dundee Library, 555 Barrington Ave., East Dundee.

For all curious chefs. Create snacks in this spring-inspired session. Grades K-6. Free. Information: 847-428-3661 or kfineran@fryd.info.

• 6 to 7 p.m. – **Family Time at the Library**, Marengo-Union Library District, 19714 E. Grant Highway, Marengo. Celebrate Dr. Seuss' birthday with games, food and lots of silly Seussical fun! Open to all ages. Registration required. Free. Information: 815-568-8236, circulation@muld.org or muld.org.

• 7 p.m. – **Art Attack Paint and Sip BYOB**, Administration Building, 1 E. Crystal Lake Ave., Crystal Lake. \$30 to \$35. Information: www.crystallakeparks.org.

• 7 to 8 p.m. – **Are You Ready for the 2020 Census?** Community Briefing, McHenry Public Library, 809 Front St., McHenry. Free. Information: 815-385-0036 or mpiref@mcHenrylibrary.org.

• 7 to 9 p.m. – **"Alice Paul: Winning Votes for Women"**, McHenry County Historical Museum, 6422 Main St., Union. \$12. Discounts for the four-part series. Information: 815-923-2267, kurt@mcHenrycountyhistory.org or www.gothistory.org.

Tuesday

• 9 a.m. to 12:30 p.m. – **Cribbage on Tuesday Mornings**, Senior Services Associates, 4704 Three Oaks Road, Crystal Lake. \$5. All fees are returned in prizes for special hands. Information: 815-568-0494 or unbondanaldg@gmail.com.

• 9:30 to 11 a.m. – **Drop-in Tot Open Gym**, Grand Oaks, 1401 W. Route 176, Crystal Lake.

Ages 1 to 4 with a parent or caregiver. \$5 at the door. Information: 815-459-0680, hstolt@crystallakeparks.org or www.crystallakeparks.org.

• 10 to 11 a.m. – **Preschool Storytime**, Harvard Diggins Library, 900 E. McKinley St., Harvard. Children ages 3 to 5 and their caregivers are invited to join Miss Anna and Mrs. Karen each Tuesday morning for stories, songs and a craft. Registration is required. Free. Information: 815-943-4671.

• 10 a.m. to noon – **Bingo**, Grand Oaks, 1401 W. Route 176, Crystal Lake. \$5 at the door. Coffee and donuts included. Information: jleeche@crystallakeparks.org.

• 10 to 11 a.m. – **Cary Canaries Glee Club**, Kraus Senior Center, 441 W. Main St., Cary. All are welcome. Free. Information: 847-639-6100 or www.carypark.com.

• 10 to 11:30 a.m. – **English Conversation Club/Grupo de Conversación**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Practice your conversational English and increase your confidence in your skills. ¡Veniga a nuestro nuevo grupo de conversación! Practique su inglés conversacional y adquiera confianza en sus habilidades. ¡Principiantes bienvenidos! Free. Information: 815-459-1687 or crystallake.library.calendar.com.

• 10 a.m. to 3 p.m. – **Brown-Bag Sale**, Little Christopher Resale Shoppe, 469 Lake St., Crystal Lake. Bags of merchandise will be \$4 Tuesday, \$3 Wednesday, \$2 Thursday and \$1 Friday and Saturday. Proceeds go to support St. Thomas Church and School. Information: 815-459-9442 or caroleel079@aol.com.



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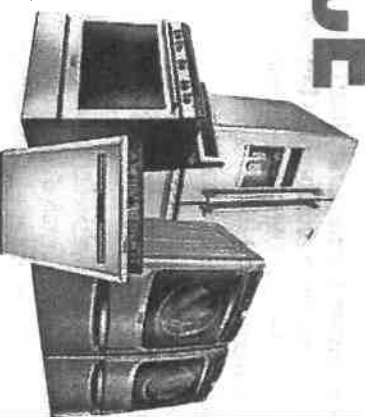
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COMMUNITY CALENDAR

Editor's note: Add calendar items for consideration at nwherald.com/calendar.

Saturday

- 8 a.m. to 12:30 p.m. – **Sarah McCullagh Memorial Dance Clinic**, Woodstock High School, 501 W. South St., Woodstock. For K-12 students. \$25. Information: lmackey@wcusd200.org or www.sarahmccullagh.org.
- 8 to 9 a.m. – **Tai Chi Classes**, Moonwillow Tai Chi and Wellness, 110 S. Johnson St., Woodstock. Tai Chi is an ancient, slow-moving exercise that blends Shaolin martial art movements and qigong breathing techniques to balance the body, mind and spirit. First class is free. \$15. Walk-ins welcome. Memberships and punch card available. Information: 847-308-0469, moonwillowtc@gmail.com or moonwillowtaichiwellness.vpweb.com.
- 9 a.m. to 3 p.m. – **Winterfest Home and Business Expo**, Harry D. Jacobs High School, 2601 Bunker Hill Drive, Algonquin.
- 9 a.m. to 2 p.m. – **McHenry-opoly Community and Business Expo**, McHenry High School – West, 4724 W. Crystal Lake Road, McHenry. Information: 815-385-4300, molly@mcchenychamber.com or business.mcchenychamber.com.
- 9 a.m. to 5 p.m. – **Winter Reading**

Program: "Get Yeti to Read!" Crystal Lake

Public Library, 126 W. Paddock St., Crystal Lake. For newborns through eighth grade. Read, log your minutes and earn prizes. No library card needed to participate. Register in the Youth Services Department. Free. Information: 815-459-1687 or clpl.evanced.info.

• 9 a.m. to 1 p.m. – **McHenry County Paws and Hooves 4-H Tack Sale**, McHenry County Fairgrounds, Building D, 11900 Country Club Road, Woodstock. Information: extension.illinois.edu.

• 9:30 to 10:20 a.m. – **Hip-Hop Cycle**, Fitness For Life, 110 S. Johnson St., Woodstock. Set to hip-hop and pop music, this high-intensity class provides a unique cycling experience \$12. Walk-ins welcome. Full membership and class cards available. Information: 815-206-2222, lessons@yma.net or fitnessforlifewoodstock.com.

• 10 to 11:30 a.m. – **Woodcarving Class**, Nature Center, 330 N. Main St., Crystal Lake. Learn knife safety and how to care for your cutlery before learning how to use different techniques to create your own work of art. \$15 for residents. \$23 for nonresidents. Information: 815-455-1763, wsutphin@crystal-lakeparks.org or www.crystal-lakeparks.org.

• 10 a.m. to 5 p.m. – **Bridal Open House and Barrington Bridal Tour**, Barrington's White House, 145 W. Main St., Barrington. Free.

• 10 a.m. to Noon – **McHenry County Civil War Round Table Discussion Group**, Panera Bread, 6000 Route 14, Crystal Lake. The topic will be the impeachment of

President Andrew Johnson. All are welcome. Free. Information: fskupstis@comcast.net or www.mcchenychamber.com.

• 10 a.m. to 2 p.m. – **Empty Bowls Preparation Event**, McHenry County College, 8900 Route 14, Crystal Lake. The Clayworkers' Guild of Illinois is preparing for its annual fundraiser, which aims to fight hunger and is personalized by local artists and art organizations. Contact Anne Marie if interested in becoming a member. Free. Information: 815-321-9475 or lacyladyday@gmail.com.

• 10 to 11:30 a.m. – **Stumped**, Menengo-Union Library District, 19714 E. Grant Highway, Marengo. Is technology not a language you speak? Do you need help with all the bells and whistles on your computer, tablet or other electronic device? Attend this one-on-one tech tutoring. Open to those age 16 and older. Registration required. Free. Information: 815-568-8236, circulation@muld.org or muld.org.

• 10 a.m. to 2 p.m. – **Blood Drive at the Expo**, Wauconda Area Chamber of Commerce, 100 N. Main St., Wauconda.

• 11 a.m. – **Winter Princess/Prince Contest and Pageant**, 200 Applebee St., Barrington. Information: icsemail@aol.com or business.barringtonchamber.com.

• 11 a.m. to 3:30 p.m. – **SAT Practice Test**, McHenry Public Library, 809 Front St., McHenry. Free. Information: 815-385-0036 or mplys@mcchenychamber.com.

• Noon to 4 p.m. – **2020 Biggest Loser, Omega Training Center**, 1 Union Special Plaza, Suite 119A, Huntley. The final weigh-in will

be Feb. 29. \$27 to \$100. Prices reflect individual contest versus teams of four. Information: 815-451-1814, info@omegatrainingcenter.com or www.omegatrainingcenter.com.

• Noon to 3 p.m. – **Taste of the Towns at the Expo**, Wauconda Area Chamber of Commerce, 100 N. Main St., Wauconda.

• 1 to 2 p.m. – **Advanced Pathfinder**, Marengo-Union Library District, 19714 E. Grant Highway, Marengo. For those ages 13 and older. Open to teen and adult role-playing gamers. Registration required. Free. Information: 815-568-8236, circulation@muld.org or muld.org.

• 1:30 to 5 p.m. – **Rakow Regatta**, Dundee Township Park District, 665 Barrington Road, Carpentersville.

• 2 to 4 p.m. – **"Maleficent Mistress of Evil"**, Fox River Valley Public Library District, 555 Barrington Ave., East Dundee. Free. Rate PG. Information: explorealinearea.com.

• 2 to 5 p.m. – **Meat Raffle**, 614 W. Bald Knob Point, Johnsburg. Free event benefiting T1S Veterans. Information: lfranz@t1sveterans.org or business.mcchenychamber.com.

• 3 to 4:30 p.m. – **Paddock Street Writers Guild**, Crystal Lake Public Library, 126 W. Paddock St., Crystal Lake. Join this monthly writers group for adults and teens. Free. Information: 815-459-1687 or clpl.evanced.info.

• 4 to 11 p.m. – **Pop-Up Weekend at The Quarry**, 5517 Route 14, Crystal Lake. See live music featuring Jimmy Marquis from 7 to 10 p.m. Free. Information: 815-893-0036 or ride@thequarrycablepark.com.



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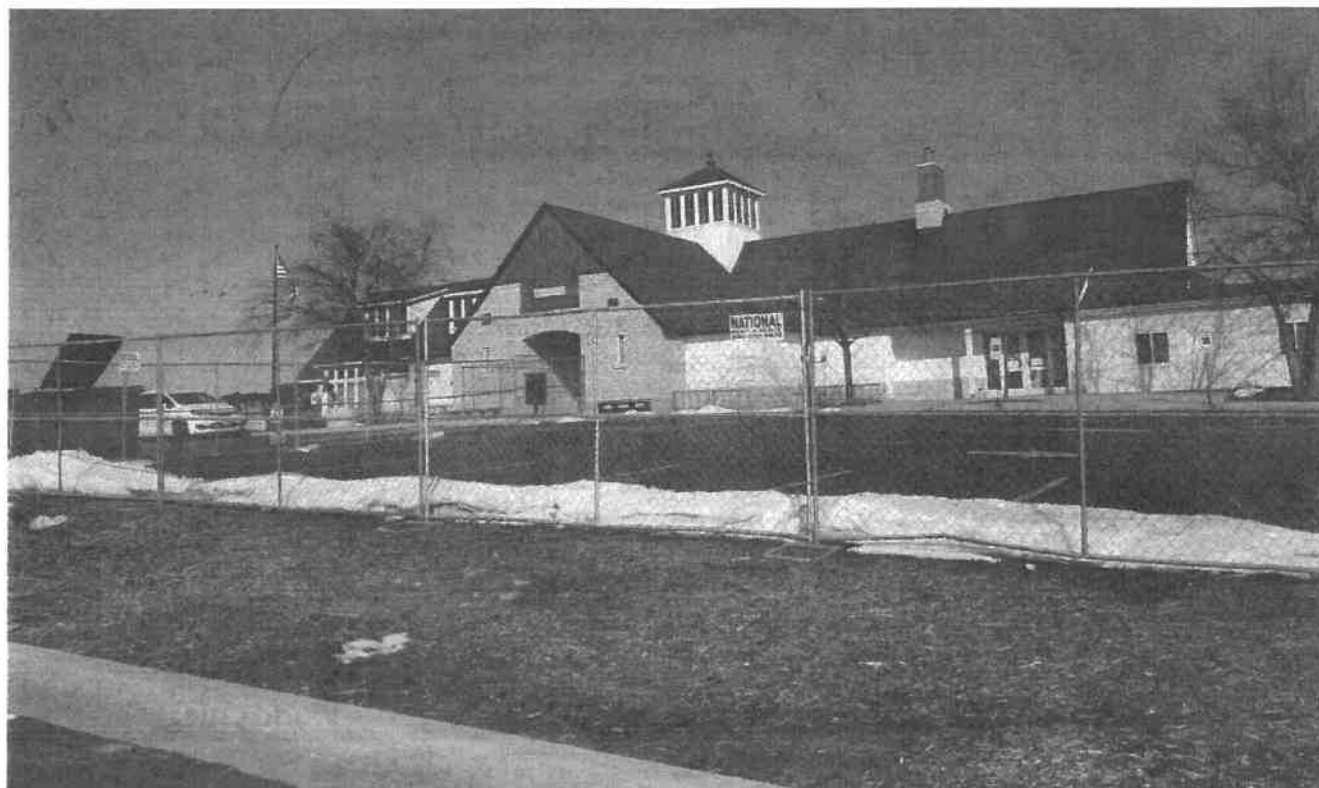
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Drew Zimmerman - dzimmerman@shawmedia.com

Construction of the Huntley Area Public Library's 17,000-square-foot expansion is underway. The library's expansion is expected to create a larger children's library, larger areas for fiction and nonfiction works, new program rooms and additional office space. The existing space will be converted into a community hub featuring tutoring tables, teen areas, a music studio and conference space.

HUNTLEY

Huntley Area Public Library expansion work underway

By DREW ZIMMERMAN
dzimmerman@shawmedia.com

Construction of the Huntley Area Public Library's 17,000-square-foot expansion is underway.

A ceremonial groundbreaking to mark the occasion took place Wednesday. Huntley Area Public Library Director Frank Novak thanked the volunteers, groups and community feedback that helped to make the project possible.

"After many months of finalizing building schematics and floorplans, working with architects and the construction management team, receiving bids from the trades and performing pre-construction tasks, the work can finally begin," Novak said in a statement.

A referendum to issue \$12.9 million in bonds to complete the expansion, and total renovation of the existing building was approved by voters in McHenry and Kane counties by an estimated

"After many months of finalizing building schematics and floorplans, working with architects and the construction management team, receiving bids from the trades and performing pre-construction tasks, the work can finally begin."

Frank Novak,
Huntley Area Public Library director

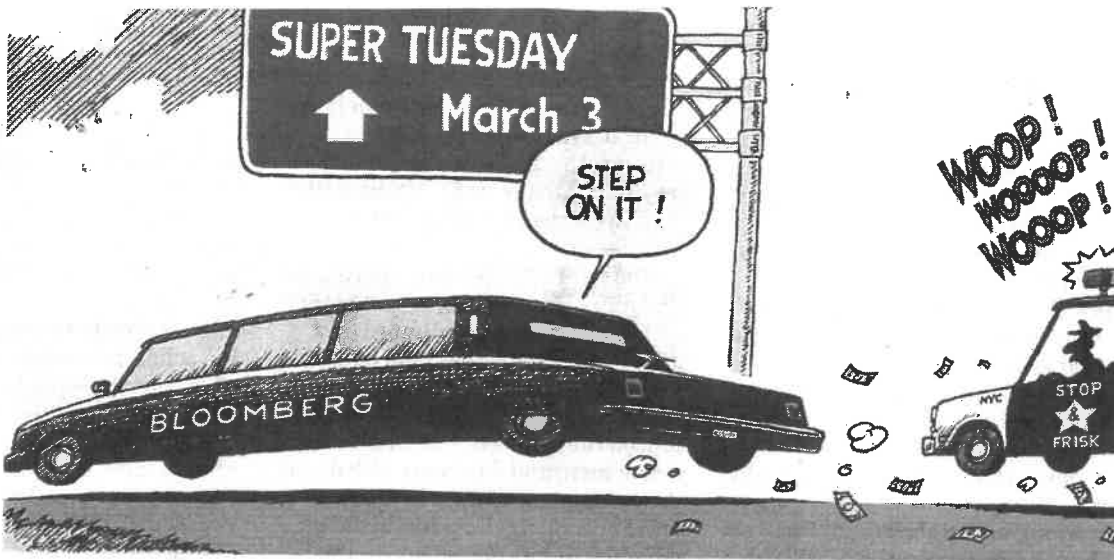
2-to-1 margin. The bond would be payable at 20 years and is not to exceed \$12.9 million.

For an average home in the library district, which is valued at \$231,100, the estimated annual property tax increase from the bond issuance would be about \$57.32.

The library's expansion is expected to create a larger children's library, larger areas for fiction and nonfiction works, new program rooms and additional office space. The existing space will be converted into a community hub featuring tutoring tables, teen areas, a music studio and conference space.

To offset a potential decline in overall library use, Novak had said the library hopes to offer job training and digital creations projects using augmented reality, virtual reality, green-screen technology, podcasting, Adobe Creative Cloud, music production and other services.

Project milestones include the completion of the addition to the east side of the building by April 2021, whereupon all library materials and staff will be moved to that area. Phase 2 construction will include the renovation of the current library, which will conclude about December 2021. A grand opening celebration is estimated for January 2022.



ANOTHER VIEW

Government may not be ready for all-important census effort

Since the Supreme Court blocked President Donald Trump from manipulating the census — the constitutionally mandated decennial count of every resident — it has been easy to assume that the danger to the count's integrity has passed. But the census, which is to begin in earnest in April, is not in the clear, according to a report the Government Accountability Office (GAO) released Wednesday.

The stakes are high: Census numbers determine where \$1.5 trillion in federal spending goes and how congressional seats are distributed among the states. The count must be accurate. The GAO found that the census was able to complete its initial stages, including an operation to check and update millions of addresses. But it is behind on staffing. The bureau was supposed to recruit 2.5 million people by early February, but it fell short by about 400,000 recruits. Similarly, the census relies on "community partners" — civil society organizations such as churches, health-care groups and media outlets — to educate Americans about when, how and why to complete their census forms. The bureau is behind its own goals in recruiting these partners, too.

Perhaps most alarming in the wake of the Iowa caucuses vote-counting flop, not to mention the 2013 healthcare.gov fiasco, the GAO warned that several important digital systems may not be ready by the time the census effort ramps up in April. The bureau recently switched to a backup electronic census form collection system, a late change that raised the GAO's concern. In

previous years, this might not have raised such a red flag. This year, the bureau will encourage people to submit their census forms electronically, and enumerators will use mobile apps.

In Wednesday testimony before the House Oversight Committee, census officials predicted that they would meet, even surpass, their recruiting goals and that IT systems will be properly tested in time. But Christopher Mihm, the GAO's strategic issues managing director, warned that the bureau still risks "delays, increased costs and eroded data quality." He noted that the task is massive: If 60.5% of households respond to the bureau's initial solicitations, the bureau will still have to follow up with 61 million households. If the response rate is only 55%, 66.7 million will require follow-up.

An underlying concern about the bureau's preparedness is the fear that some communities will be counted and others neglected, leading to distortions in the distribution of federal benefits and congressional representation. Poor and minority communities that are harder to reach could suffer. Immigrants wary of sending any information back to a Trump-run federal government may be more difficult than usual to count.

The census, one of the few functions the Constitution mandates for the federal government, should be sacrosanct. That applies as much to the politicians who have sought to take advantage of the process as to the officials the country depends on to conduct a sound count.

The Washington Post