



McHenry Public Library District

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

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

**Tuesday, March 16, 2021 7:00 p.m.
Meeting Room West #136 & Electronic Means**

AGENDA

- I. CALL TO ORDER** – President Charles Reilly
- II. ROLL CALL** – Monica Leccese, Secretary
- III. PLEDGE OF ALLEGIANCE**
- IV. CORRECTIONS OR ADDITIONS TO THE AGENDA**
- V. PUBLIC COMMENT AND RECOGNITION OF VISITORS**
- VI. SECRETARY'S REPORT** – Monica Leccese, Secretary
 - 1. Approval of Minutes of the February 16, 2021 Regular Board Meeting
 - 2. Approval of Minutes of the March 2, 2021 Special Board Meeting
- VII. TREASURER'S REPORT** – Delphine Grala, Treasurer
 - 1. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for February/ March 2021, Additional Bills (Distributed night of meeting) and Petty Cash and Credit Card Reports (Distributed night of meeting)
- VIII. COMMUNICATIONS**
- IX. LIBRARIAN'S REPORT**
 - A. Librarian's Report
 - B. COVID-19 Service Model Changes
 - C. Updates on Projects
- X. EXECUTIVE SESSION**
 - A. To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).
- XI. OLD BUSINESS**
- XII. NEW BUSINESS**
 - A. Contracts
 - 1. Toshiba Business Solutions/DocuWare
 - 2. AtoZ Databases
 - B. Dr. Seuss Books

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

XIV. ADJOURNMENT

FINAL VOTE OR ACTION MAY BE TAKEN AT THE MEETING ON ANY AGENDA ITEM SUBJECT MATTER LISTED ABOVE, UNLESS THE AGENDA LINE ITEM SPECIFICALLY STATES OTHERWISE.

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

Note: As of June 27, 2020, Illinois is now in Phase 4 of COVID plan. In Phase 4, electronic meetings are still permitted but at least one official must be present on-site. A quorum can still be accomplished via combined on-site and electronic attendance, and voting can occur both physically and electronically/combined. The Open Meetings Act (OMA) new rules are still in effect as are the IL Government Public Access rules. Invitation arrangements must be made in advance by emailing the Library Director at director@mchenrylibrary.org and providing a valid email (required for access) at least 8 hours before the meeting time/date.



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MINUTES
McHenry Public Library District
Board of Library Trustees Regular Meeting

Date: February 16, 2021
Time: 7:00 P.M.
Location: Library Meeting Room #135 and Virtual

I. CALL TO ORDER

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

II. ROLL CALL

A. Roll was called and a quorum was established.

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

Members Absent: None

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

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

A. None

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

A. Staff attending the meeting virtually and in-person introduced themselves.

VI. SECRETARY'S REPORT

A. Approval of Minutes of the January 19, 2021 Regular Board Meeting
1. Secretary Leccese informed the Board that she found the minutes to be correct.

Murphy moved and Grala seconded a motion to approve Minutes of the January 19, 2021 Regular Board Meeting.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

VII. TREASURER'S REPORT – Delphine Grala, Treasurer

A. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for January/ February 2021, Additional Bills (Distributed night of meeting) and Petty Cash and Credit Card Reports (Distributed night of meeting)

1. The Board reviewed the financial statements and monthly invoices. Discussion ensued about budgeted revenue in 6060-100; expenditures in 8040-300; and 9090-100, along with a credit card charge and vendor check. Executive Director Jakacki and Business Manager Gunness were able to provide an explanation.

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

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

Nays: None

Abstain: None

Absent: None

Motion Passed

VIII. COMMUNICATIONS

A. No communications to report

IX. LIBRARIAN'S REPORT

A. Librarian's Report

1. A. Moreno-Lomeli submitted a grant application for the *American Dream Literacy Initiative Grant*

2. S. Claucherty is working on a facility risk assessment and preventative maintenance schedule in response

3. In January, we served 1,200 patrons through curbside service

4. We offered a Winter Reading program this year after many years of not. We had 68 patrons participate, and over half completed and earned a free paperback book from the Friends of the Library.

5. Wellness Room

6. Updates on meeting with First Midwest Bank Vice President

B. COVID-19 Service Model Changes

1. The Library reopened to in-person browsing and technology use on February 8 with a patron capacity of 40. We will continue to offer curbside services, but we have already seen a drastic decrease in this service's use.

C. Per Capita Grant Requirements *Serving Our Public 4.0*

1. Chapters 9, 10, 11, 12, and 13

D. Updates on Projects

1. Roofing Repairs

X. EXECUTIVE SESSION

A. To discuss the appointment, employment, compensation, discipline, performance

or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).

1. None Held.

XI. OLD BUSINESS

1. None.

XII. NEW BUSINESS

A. Reauthorization of Family First Coronavirus Relief Act (FFCRA) and Extended FMLA Policies

1. Discussion ensued touching on the topics of why we should extend these policies, if the Federal or State Government passes updated laws regarding this, the financial impact of extending the Act, and the maximum payout from EFLMA. HR Generalist May answered the questions posed by the Trustees.

Leccese moved and Grala seconded a motion to approve the Reauthorization of Family First Coronavirus Relief Act (FFCRA) and Extended FMLA Policies

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

Nays: None

Abstain: None

Absent: None

Motion Passed

B. Updated Library Employee Credit Card Use Policy and Acknowledgement

1. Discussion centered on the need for multiple cardholders in the Library, the Assistant Director's credit limit, rewards system, and accidental, unauthorized use of a library credit card.

Alexander moved and Leccese seconded a motion to approve the Library Employee Credit Card Use Policy and Acknowledgement

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

Nays: None

Abstain: None

Absent: None

Motion Passed

C. 2021 Per Capita Grant Application

1. The grant application was reviewed and found to be acceptable for submission.

D. FY2019/20 Financial Audit- Call for Special Meeting

Reilly moved and Alexander seconded a motion to approve a Special Board Meeting on March 2, 2021 at 7:00 p.m. to review and take action on the FY 2019/20 Financial Audit.

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

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

A. None.

XIV. ADJOURNMENT

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

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

Respectfully Submitted,

Monica Leccese, Secretary

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MINUTES
McHenry Public Library District
Board of Library Trustees Special Meeting

Date: March 2, 2021
Time: 7:00 P.M.
Location: Library Meeting Room #135 and Virtual

I. CALL TO ORDER

A. President Reilly called the meeting to order at 7:04 p.m.

II. ROLL CALL

A. Roll was called and a quorum was established

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

Members Absent: None

Also Present: Chase Blazier of Eder, Casella & Co. Debbie Gunness, Business Manager; Denise Grandon, IT Specialist (remotely); Jennifer May, HR Generalist (remotely); Kathy Lambert, PR Manager (remotely); Kathy Milfajt, Technical Services Manager (remotely); Lesley Jakacki, Executive Director; Pam Strain, Adult Services Manager (remotely)

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

A. None.

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

A. Chase Blazier of Eder, Casella & Co., along with staff in attendance virtually or in-person were introduced

VI. NEW BUSINESS

A. Presentation, review, and acceptance of the Fiscal Year 2019/2020 Audit

1. To start the discussion, President Reilly stated that he reviewed the audit documents, and the Library is solvent with its' wholly-owned real estate holdings and cash accounts. He also provided a brief overview of the Library's three main accounts, property tax revenues, and how the funds are moved between the accounts. He also touched on the obstacles we faced with finances during the FY 2019/2020.

2. Chase Blazier, audit manager from Eder, Casella & Co., presented an overview of the FY 2019/2020 Audit for the Trustees and answered questions about the audit and the Library's financial practices. Particular attention was paid to the following areas:

a. The negative fund balance listed in the "Fund Financial Balance Statements Balance Sheet" and provided the recommendation that if the Board wants to return that total to the positive for reporting reasons, the Board can pass a resolution to move Special Reserve Funds to the General Fund.

- b. The Management Letter and the audit firm's recommendations to tighten controls were discussed, along with ways the will Library address the issues.
- c. Adjusted Journal Entries documents were reviewed, and questions about specific AJE's were answered
- d. Reviewed how the Net Position is calculated and the difference between how it is reported to the Library and the Government
- e. The retirement fund and OPEB actuarial assumptions

Reilly moved, and Grala seconded a motion to approve Fiscal Year 2019/2020 Financial Audit as presented.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

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).

- A. None held.

VII. ADJOURNMENT

Murphy moved and Alexander seconded a motion to adjourn at 8:04 p.m.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

Respectfully Submitted,

Monica Leccese, Secretary

MCHENRY PUBLIC LIBRARY DISTRICT

COMPILED FINANCIAL STATEMENTS

February 28, 2021

McHenry Public Library District
Balance Sheet
As of February 28, 2021

	<u>Feb 28, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1060 · First Midwest Bank-Money Market	
1060100 · MM - General	(154,311.41)
1060200 · MM - Spec Reserve	1,879,210.37
1060300 · MM - Grant & Gift	451,859.74
Total 1060 · First Midwest Bank-Money Market	<u>2,176,758.70</u>
1070100 · HSA/Building - First Midwest	4,350.75
1615100 · General Account - First Midwest	22,276.66
1625100 · Payroll Account - First Midwest	96,465.62
1635100 · Imprest Account - First Midwest	4,758.65
Total Checking/Savings	<u>2,304,610.38</u>
Other Current Assets	
1005100 · Petty Cash	800.00
Total Other Current Assets	<u>800.00</u>
Total Current Assets	<u>2,305,410.38</u>
TOTAL ASSETS	<u>2,305,410.38</u>
LIABILITIES & EQUITY	
Equity	
3010100 · Fund Balance - General	42,027.15
3010200 · Fund Balance - Special Reserve	2,196,470.28
3010300 · Fund Balance - Grants & Gifts	416,061.28
32000 · Retained Earnings	611.00
Net Income	(349,759.33)
Total Equity	<u>2,305,410.38</u>
TOTAL LIABILITIES & EQUITY	<u>2,305,410.38</u>

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

	100 General F...	200 Spec Res...	300 Grant/Gift...	TOTAL
Ordinary Income/Expense				
Income				
6010100 · Property Taxes	24,520.50	0.00	0.00	24,520.50
6020200 · Developer Fees	0.00	5,340.00	0.00	5,340.00
6030100 · Interest Income - General	1.12	0.00	0.00	1.12
6030200 · Interest Income - Spec Reserve	0.00	55.50	0.00	55.50
6030300 · Interest Income - Grant & Gifts	0.00	0.00	13.41	13.41
6040100 · Nonresident/Enhanced Cards	45.00	0.00	0.00	45.00
6050100 · Fines and Fees	88.00	0.00	0.00	88.00
6055100 · Referral/Collection Fees	10.00	0.00	0.00	10.00
6060100 · Copy/Scan/Fax/Notary Income	500.00	0.00	0.00	500.00
6090100 · Annex/Impact/Operating Fees	2,128.00	0.00	0.00	2,128.00
6105100 · Retiree Insurance Payments	87.42	0.00	0.00	87.42
6120100 · Meeting Room Fees	150.00	0.00	0.00	150.00
6150100 · Lost & Damaged Materials	58.27	0.00	0.00	58.27
6157100 · CCS/LLSAP Income	1,561.19	0.00	0.00	1,561.19
6210300 · Miscellaneous Grants	0.00	0.00	500.00	500.00
Total Income	29,149.50	5,395.50	513.41	35,058.41
Gross Profit	29,149.50	5,395.50	513.41	35,058.41
Expense				
8010100 · Adult Books	7,079.97	0.00	0.00	7,079.97
8020100 · Youth Books	4,756.91	0.00	0.00	4,756.91
8030100 · Magazines & Newspapers	663.00	0.00	0.00	663.00
8040300 · Operating Fund Gifts	0.00	0.00	339.89	339.89
8050100 · Adult AV Materials	2,306.11	0.00	0.00	2,306.11
8060100 · Youth AV Materials	362.79	0.00	0.00	362.79
8080100 · Video Games	360.00	0.00	0.00	360.00
8090100 · eBook & eMagazine Services	2,749.11	0.00	0.00	2,749.11
8095100 · Electronic Resources	1,800.19	0.00	0.00	1,800.19
8120100 · Library Supplies	56.24	0.00	0.00	56.24
8130100 · Tech Services Supplies	918.55	0.00	0.00	918.55
8140100 · Adult Programs & Supplies	1,328.79	0.00	0.00	1,328.79
8145100 · Circulation Supplies	46.92	0.00	0.00	46.92
8147100 · Summer Reading Club	581.22	0.00	0.00	581.22
8150100 · Youth Programs & Supplies	238.20	0.00	0.00	238.20
8245100 · IT/Comp/Copier/Equip-Outsourced	4,106.50	0.00	0.00	4,106.50
8275100 · Public Pmt Processing Fees	137.82	0.00	0.00	137.82
8320100 · VOIP Phone Service	1,656.05	0.00	0.00	1,656.05
8325100 · Internet/Phone Services	1,141.33	0.00	0.00	1,141.33
8410100 · Accounting/Payroll/Audit Serv	865.20	0.00	0.00	865.20
8420100 · Legal Services	420.00	0.00	0.00	420.00
8430100 · Other Consulting Fees	300.00	0.00	0.00	300.00
8540100 · Postage/Shipping	2,082.86	0.00	0.00	2,082.86
8545100 · Printing/Copier Supplies	53.98	0.00	0.00	53.98
8550100 · Public Relations/Promotions	2,020.00	0.00	0.00	2,020.00
8610100 · Electricity	3,297.78	0.00	0.00	3,297.78
8620100 · Gas	1,255.53	0.00	0.00	1,255.53
8640100 · Water & Sewer	109.39	0.00	0.00	109.39
8730100 · Bonding & Officers Liability	60.00	0.00	0.00	60.00
8740100 · Building Maintance	3,397.04	0.00	0.00	3,397.04
8750100 · General Operations Maintenance	2,429.05	0.00	0.00	2,429.05
8760100 · Hospitality	69.45	0.00	0.00	69.45
8770100 · Library Lost/Damaged Materials	26.99	0.00	0.00	26.99
8800311 · Adult Materials - Per Capita	0.00	0.00	695.02	695.02
8910100 · Salaries	114,175.38	0.00	0.00	114,175.38
8920100 · FICA/Medicare	8,322.04	0.00	0.00	8,322.04
8930100 · IMRF	12,600.22	0.00	0.00	12,600.22

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

	<u>100 General F...</u>	<u>200 Spec Res...</u>	<u>300 Grant/Gift...</u>	<u>TOTAL</u>
8940100 · Health & Life Insurance	20,790.94	0.00	0.00	20,790.94
8945100 · Employment Screening	118.75	0.00	0.00	118.75
8955100 · Telecommute Reimbursements	235.00	0.00	0.00	235.00
8960100 · Memberships & Dues	370.00	0.00	0.00	370.00
8980100 · Continuing Education (Mtg/Conf)	220.00	0.00	0.00	220.00
9030300 · Misc Grants	0.00	0.00	500.00	500.00
9080100 · Small Equipment Under \$250	306.76	0.00	0.00	306.76
9090100 · ADTL Capital Projects/Equipment	170.00	0.00	0.00	170.00
Total Expense	<u>203,986.06</u>	<u>0.00</u>	<u>1,534.91</u>	<u>205,520.97</u>
Net Ordinary Income	<u>(174,836.56)</u>	<u>5,395.50</u>	<u>(1,021.50)</u>	<u>(170,462.56)</u>
Net Income	<u>(174,836.56)</u>	<u>5,395.50</u>	<u>(1,021.50)</u>	<u>(170,462.56)</u>

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

	Jul '20 - Feb 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
6010100 · Property Taxes	1,686,934.93	3,180,662.29	(1,493,727.36)	53.0%
6020200 · Developer Fees	19,758.00	50,000.00	(30,242.00)	39.5%
6030100 · Interest Income - General	16.73	1,000.00	(983.27)	1.7%
6030200 · Interest Income - Spec Reserve	545.30	1,000.00	(454.70)	54.5%
6030300 · Interest Income - Grant & Gifts	112.66	500.00	(387.34)	22.5%
6035100 · Dividends	112.00	500.00	(388.00)	22.4%
6040100 · Nonresident/Enhanced Cards	225.00	500.00	(275.00)	45.0%
6050100 · Fines and Fees	2,930.00	12,000.00	(9,070.00)	24.4%
6055100 · Referral/Collection Fees	30.00	1,000.00	(970.00)	3.0%
6060100 · Copy/Scan/Fax/Notary Income	1,202.00	22,000.00	(20,798.00)	5.5%
6070200 · Reserve Fund Gifts	0.00	5,000.00	(5,000.00)	0.0%
6070300 · General Fund Gifts	1,400.83	15,000.00	(13,599.17)	9.3%
6090100 · Annex/Impact/Operating Fees	5,403.00	10,000.00	(4,597.00)	54.0%
6105100 · Retiree Insurance Payments	2,578.74	15,000.00	(12,421.26)	17.2%
6110100 · Program Fees/Misc Fees	0.00	4,200.00	(4,200.00)	0.0%
6120100 · Meeting Room Fees	150.00	1,500.00	(1,350.00)	10.0%
6130100 · Misc Income-General(Sales/Fees)	0.00	6,000.00	(6,000.00)	0.0%
6130200 · Misc Income - Special Reserve	0.00	500.00	(500.00)	0.0%
6150100 · Lost & Damaged Materials	1,033.61	5,500.00	(4,466.39)	18.8%
6157100 · CCS/LLSAP Income	4,683.57	25,000.00	(20,316.43)	18.7%
6160100 · SOLAR PANELS CREDITS	1,200.00	2,000.00	(800.00)	60.0%
6170300 · Per Capita Grant	52,528.75	70,000.00	(17,471.25)	75.0%
6200100 · Over/Short	0.00	500.00	(500.00)	0.0%
6210300 · Miscellaneous Grants	500.00	61,000.00	(60,500.00)	0.8%
Total Income	1,781,345.12	3,490,362.29	(1,709,017.17)	51.0%
Gross Profit	1,781,345.12	3,490,362.29	(1,709,017.17)	51.0%
Expense				
8010100 · Adult Books	43,734.20	65,000.00	(21,265.80)	67.3%
8020100 · Youth Books	31,298.74	50,000.00	(18,701.26)	62.6%
8025100 · Professional Resources	414.95	2,500.00	(2,085.05)	16.6%
8028100 · Administrative Resources	0.00	2,000.00	(2,000.00)	0.0%
8030100 · Magazines & Newspapers	12,499.03	16,500.00	(4,000.97)	75.8%
8040300 · Operating Fund Gifts	1,546.53	50,000.00	(48,453.47)	3.1%
8050100 · Adult AV Materials	15,387.48	39,000.00	(23,612.52)	39.5%
8060100 · Youth AV Materials	5,593.03	13,500.00	(7,906.97)	41.4%
8080100 · Video Games	5,911.10	14,700.00	(8,788.90)	40.2%
8090100 · eBook & eMagazine Services	29,771.91	70,000.00	(40,228.09)	42.5%
8095100 · Electronic Resources	38,080.46	75,000.00	(36,919.54)	50.8%
8120100 · Library Supplies	3,349.28	5,500.00	(2,150.72)	60.9%
8130100 · Tech Services Supplies	18,729.76	27,500.00	(8,770.24)	68.1%
8135100 · Bindery	0.00	150.00	(150.00)	0.0%
8140100 · Adult Programs & Supplies	6,625.40	12,500.00	(5,874.60)	53.0%
8142100 · COMICON	751.74	3,500.00	(2,748.26)	21.5%
8145100 · Circulation Supplies	518.13	2,000.00	(1,481.87)	25.9%
8147100 · Summer Reading Club	2,563.97	7,000.00	(4,436.03)	36.6%
8150100 · Youth Programs & Supplies	1,997.83	12,500.00	(10,502.17)	16.0%
8215100 · Referral/Collection Agency Fees	26.85	750.00	(723.15)	3.6%
8245100 · IT/Comp/Copier/Equip-Outsourced	65,000.12	52,500.00	12,500.12	123.8%
8260100 · Misc Contracted Services	0.00	4,000.00	(4,000.00)	0.0%
8270100 · Library Bank/Finance/Late Fees	30.00	500.00	(470.00)	6.0%
8275100 · Public Pmt Processing Fees	475.75	500.00	(24.25)	95.2%
8310100 · CCS/Polaris/OCLC	75,528.53	72,000.00	3,528.53	104.9%
8320100 · VOIP Phone Service	11,352.91	24,000.00	(12,647.09)	47.3%
8325100 · Internet/Phone Services	8,490.94	15,000.00	(6,509.06)	56.6%
8410100 · Accounting/Payroll/Audit Serv	24,721.40	26,500.00	(1,778.60)	93.3%

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

	<u>Jul '20 - Feb 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
8420100 · Legal Services	2,155.00	10,000.00	(7,845.00)	21.6%
8430100 · Other Consulting Fees	3,195.00	15,000.00	(11,805.00)	21.3%
8440100 · In-Service/Staff Training/LMS	0.00	2,500.00	(2,500.00)	0.0%
8510100 · Printing Services Outsourced	12,404.00	26,000.00	(13,596.00)	47.7%
8530100 · Public Notices/Ads legal/job	812.50	1,500.00	(687.50)	54.2%
8540100 · Postage/Shipping	6,431.97	13,000.00	(6,568.03)	49.5%
8545100 · Printing/Copier Supplies	152.73	8,500.00	(8,347.27)	1.8%
8550100 · Public Relations/Promotions	3,101.65	7,500.00	(4,398.35)	41.4%
8610100 · Electricity	15,057.64	22,000.00	(6,942.36)	68.4%
8620100 · Gas	4,561.70	8,000.00	(3,438.30)	57.0%
8630100 · Telephone & Internet Services	0.00	483.35	(483.35)	0.0%
8640100 · Water & Sewer	1,848.14	5,000.00	(3,151.86)	37.0%
8720100 · Building/Auto Insurance	30,186.00	34,000.00	(3,814.00)	88.8%
8730100 · Bonding & Officers Liability	100.00	2,500.00	(2,400.00)	4.0%
8740100 · Building Maintance	22,641.98	47,500.00	(24,858.02)	47.7%
8745100 · Grounds Maintenance	9,615.77	17,000.00	(7,384.23)	56.6%
8750100 · General Operations Maintenance	27,561.90	40,000.00	(12,438.10)	68.9%
8760100 · Hospitality	(1,857.38)	3,500.00	(5,357.38)	(53.1)%
8770100 · Library Lost/Damaged Materials	55.00	500.00	(445.00)	11.0%
8795100 · Miscellaneous	17.20	750.00	(732.80)	2.3%
8800311 · Adult Materials - Per Capita	3,338.85	13,132.00	(9,793.15)	25.4%
8800321 · Youth Materials - Per Capita	193.54	13,132.00	(12,938.46)	1.5%
8800331 · Staff Software - Per Capita	2,689.00	5,000.00	(2,311.00)	53.8%
8800332 · Public Software - Per Capita	4,024.00	5,000.00	(976.00)	80.5%
8800333 · Computer Equipment - Per Capita	3,061.79	9,264.75	(6,202.96)	33.0%
8800341 · Other Equipment - Per Capita	2,058.05	7,000.00	(4,941.95)	29.4%
8910100 · Salaries	1,078,714.70	1,630,000.00	(551,285.30)	66.2%
8920100 · FICA/Medicare	77,969.61	117,500.00	(39,530.39)	66.4%
8930100 · IMRF	124,227.12	195,000.00	(70,772.88)	63.7%
8940100 · Health & Life Insurance	229,182.82	350,000.00	(120,817.18)	65.5%
8945100 · Employment Screening	265.65	1,000.00	(734.35)	26.6%
8950100 · Tuition Reimbursement	3,636.00	16,500.00	(12,864.00)	22.0%
8955100 · Telecommute Reimbursements	2,640.00	12,600.00	(9,960.00)	21.0%
8960100 · Memberships & Dues	3,304.94	4,500.00	(1,195.06)	73.4%
8970100 · Travel	170.08	5,000.00	(4,829.92)	3.4%
8980100 · Continuing Education (Mtg/Conf)	1,597.31	3,250.00	(1,652.69)	49.1%
9030300 · Misc Grants	500.00	61,000.00	(60,500.00)	0.8%
9050200 · Library District Act	37,563.20	25,000.00	12,563.20	150.3%
9060100 · Library Furnishings	660.72	12,500.00	(11,839.28)	5.3%
9060200 · Special Reserve Expenditures	0.00	20,000.00	(20,000.00)	0.0%
9070100 · Library Equipment	5,691.33	11,500.00	(5,808.67)	49.5%
9080100 · Small Equipment Under \$250	398.13	5,000.00	(4,601.87)	8.0%
9090100 · ADTL Capital Projects/Equipment	6,776.77	40,000.00	(33,223.23)	16.9%
Total Expense	<u>2,131,104.45</u>	<u>3,492,712.10</u>	<u>(1,361,607.65)</u>	<u>61.0%</u>
Net Ordinary Income	<u>(349,759.33)</u>	<u>(2,349.81)</u>	<u>(347,409.52)</u>	<u>14,884.6%</u>
Net Income	<u>(349,759.33)</u>	<u>(2,349.81)</u>	<u>(347,409.52)</u>	<u>14,884.6%</u>

McHenry Public Library District
FY 2020/21 Statement of Revenue and Expenses by Class
 July 2020 through February 2021

	<u>100 General F...</u>	<u>200 Spec Res...</u>	<u>300 Grant/Gift...</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
6010100 · Property Taxes	1,686,934.93	0.00	0.00	1,686,934.93
6020200 · Developer Fees	0.00	19,758.00	0.00	19,758.00
6030100 · Interest Income - General	16.73	0.00	0.00	16.73
6030200 · Interest Income - Spec Reserve	0.00	545.30	0.00	545.30
6030300 · Interest Income - Grant & Gifts	0.00	0.00	112.66	112.66
6035100 · Dividends	112.00	0.00	0.00	112.00
6040100 · Nonresident/Enhanced Cards	225.00	0.00	0.00	225.00
6050100 · Fines and Fees	2,930.00	0.00	0.00	2,930.00
6055100 · Referral/Collection Fees	30.00	0.00	0.00	30.00
6060100 · Copy/Scan/Fax/Notary Income	1,202.00	0.00	0.00	1,202.00
6070300 · General Fund Gifts	0.00	0.00	1,400.83	1,400.83
6090100 · Annex/Impact/Operating Fees	5,403.00	0.00	0.00	5,403.00
6105100 · Retiree Insurance Payments	2,578.74	0.00	0.00	2,578.74
6120100 · Meeting Room Fees	150.00	0.00	0.00	150.00
6150100 · Lost & Damaged Materials	1,033.61	0.00	0.00	1,033.61
6157100 · CCS/LLSAP Income	4,683.57	0.00	0.00	4,683.57
6160100 · SOLAR PANELS CREDITS	1,200.00	0.00	0.00	1,200.00
6170300 · Per Capita Grant	0.00	0.00	52,528.75	52,528.75
6210300 · Miscellaneous Grants	0.00	0.00	500.00	500.00
Total Income	1,706,499.58	20,303.30	54,542.24	1,781,345.12
Gross Profit	1,706,499.58	20,303.30	54,542.24	1,781,345.12
Expense				
8010100 · Adult Books	43,734.20	0.00	0.00	43,734.20
8020100 · Youth Books	31,298.74	0.00	0.00	31,298.74
8025100 · Professional Resources	414.95	0.00	0.00	414.95
8030100 · Magazines & Newspapers	12,499.03	0.00	0.00	12,499.03
8040300 · Operating Fund Gifts	0.00	0.00	1,546.53	1,546.53
8050100 · Adult AV Materials	15,387.48	0.00	0.00	15,387.48
8060100 · Youth AV Materials	5,593.03	0.00	0.00	5,593.03
8080100 · Video Games	5,911.10	0.00	0.00	5,911.10
8090100 · eBook & eMagazine Services	29,771.91	0.00	0.00	29,771.91
8095100 · Electronic Resources	38,080.46	0.00	0.00	38,080.46
8120100 · Library Supplies	3,349.28	0.00	0.00	3,349.28
8130100 · Tech Services Supplies	18,729.76	0.00	0.00	18,729.76
8140100 · Adult Programs & Supplies	6,625.40	0.00	0.00	6,625.40
8142100 · COMICON	751.74	0.00	0.00	751.74
8145100 · Circulation Supplies	518.13	0.00	0.00	518.13
8147100 · Summer Reading Club	2,563.97	0.00	0.00	2,563.97
8150100 · Youth Programs & Supplies	1,997.83	0.00	0.00	1,997.83
8215100 · Referral/Collection Agency Fees	26.85	0.00	0.00	26.85
8245100 · IT/Comp/Copier/Equip-Outsourced	65,000.12	0.00	0.00	65,000.12
8270100 · Library Bank/Finance/Late Fees	30.00	0.00	0.00	30.00
8275100 · Public Pmt Processing Fees	475.75	0.00	0.00	475.75
8310100 · CCS/Polaris/OCLC	75,528.53	0.00	0.00	75,528.53
8320100 · VOIP Phone Service	11,352.91	0.00	0.00	11,352.91
8325100 · Internet/Phone Services	8,490.94	0.00	0.00	8,490.94
8410100 · Accounting/Payroll/Audit Serv	24,721.40	0.00	0.00	24,721.40
8420100 · Legal Services	2,155.00	0.00	0.00	2,155.00
8430100 · Other Consulting Fees	3,195.00	0.00	0.00	3,195.00
8510100 · Printing Services Outsourced	12,404.00	0.00	0.00	12,404.00
8530100 · Public Notices/Ads legal/job	812.50	0.00	0.00	812.50
8540100 · Postage/Shipping	6,431.97	0.00	0.00	6,431.97
8545100 · Printing/Copier Supplies	152.73	0.00	0.00	152.73
8550100 · Public Relations/Promotions	3,101.65	0.00	0.00	3,101.65
8610100 · Electricity	15,057.64	0.00	0.00	15,057.64

McHenry Public Library District
FY 2020/21 Statement of Revenue and Expenses by Class
July 2020 through February 2021

	<u>100 General F...</u>	<u>200 Spec Res...</u>	<u>300 Grant/Gift...</u>	<u>TOTAL</u>
8620100 · Gas	4,561.70	0.00	0.00	4,561.70
8640100 · Water & Sewer	1,848.14	0.00	0.00	1,848.14
8720100 · Building/Auto Insurance	30,186.00	0.00	0.00	30,186.00
8730100 · Bonding & Officers Liability	100.00	0.00	0.00	100.00
8740100 · Building Maintance	22,641.98	0.00	0.00	22,641.98
8745100 · Grounds Maintenance	9,615.77	0.00	0.00	9,615.77
8750100 · General Operations Maintenance	27,561.90	0.00	0.00	27,561.90
8760100 · Hospitality	(1,857.38)	0.00	0.00	(1,857.38)
8770100 · Library Lost/Damaged Materials	55.00	0.00	0.00	55.00
8795100 · Miscellaneous	17.20	0.00	0.00	17.20
8800311 · Adult Materials - Per Capita	0.00	0.00	3,338.85	3,338.85
8800321 · Youth Materials - Per Capita	0.00	0.00	193.54	193.54
8800331 · Staff Software - Per Capita	0.00	0.00	2,689.00	2,689.00
8800332 · Public Software - Per Capita	0.00	0.00	4,024.00	4,024.00
8800333 · Computer Equipment - Per Capita	0.00	0.00	3,061.79	3,061.79
8800341 · Other Equipment - Per Capita	0.00	0.00	2,058.05	2,058.05
8910100 · Salaries	1,078,714.70	0.00	0.00	1,078,714.70
8920100 · FICA/Medicare	77,969.61	0.00	0.00	77,969.61
8930100 · IMRF	124,227.12	0.00	0.00	124,227.12
8940100 · Health & Life Insurance	229,182.82	0.00	0.00	229,182.82
8945100 · Employment Screening	265.65	0.00	0.00	265.65
8950100 · Tuition Reimbursement	3,636.00	0.00	0.00	3,636.00
8955100 · Telecommute Reimbursements	2,640.00	0.00	0.00	2,640.00
8960100 · Memberships & Dues	3,304.94	0.00	0.00	3,304.94
8970100 · Travel	170.08	0.00	0.00	170.08
8980100 · Continuing Education (Mtg/Conf)	1,597.31	0.00	0.00	1,597.31
9030300 · Misc Grants	0.00	0.00	500.00	500.00
9050200 · Library District Act	0.00	37,563.20	0.00	37,563.20
9060100 · Library Furnishings	660.72	0.00	0.00	660.72
9070100 · Library Equipment	5,691.33	0.00	0.00	5,691.33
9080100 · Small Equipment Under \$250	398.13	0.00	0.00	398.13
9090100 · ADTL Capital Projects/Equipment	6,776.77	0.00	0.00	6,776.77
Total Expense	<u>2,076,129.49</u>	<u>37,563.20</u>	<u>17,411.76</u>	<u>2,131,104.45</u>
Net Ordinary Income	<u>(369,629.91)</u>	<u>(17,259.90)</u>	<u>37,130.48</u>	<u>(349,759.33)</u>
Net Income	<u>(369,629.91)</u>	<u>(17,259.90)</u>	<u>37,130.48</u>	<u>(349,759.33)</u>

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

	<u>Jul '20 - Feb ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
6030300 · Interest Income - Grant & Gifts	112.66	500.00	(387.34)	22.5%
6070300 · General Fund Gifts	1,400.83	15,000.00	(13,599.17)	9.3%
6170300 · Per Capita Grant	52,528.75	70,000.00	(17,471.25)	75.0%
6210300 · Miscellaneous Grants	500.00	61,000.00	(60,500.00)	0.8%
Total Income	<u>54,542.24</u>	<u>146,500.00</u>	<u>(91,957.76)</u>	<u>37.2%</u>
Gross Profit	54,542.24	146,500.00	(91,957.76)	37.2%
Expense				
8040300 · Operating Fund Gifts	1,546.53	50,000.00	(48,453.47)	3.1%
8800311 · Adult Materials - Per Capita	3,338.85	13,132.00	(9,793.15)	25.4%
8800321 · Youth Materials - Per Capita	193.54	13,132.00	(12,938.46)	1.5%
8800331 · Staff Software - Per Capita	2,689.00	5,000.00	(2,311.00)	53.8%
8800332 · Public Software - Per Capita	4,024.00	5,000.00	(976.00)	80.5%
8800333 · Computer Equipment - Per Capita	3,061.79	9,264.75	(6,202.96)	33.0%
8800341 · Other Equipment - Per Capita	2,058.05	7,000.00	(4,941.95)	29.4%
9030300 · Misc Grants	500.00	61,000.00	(60,500.00)	0.8%
Total Expense	<u>17,411.76</u>	<u>163,528.75</u>	<u>(146,116.99)</u>	<u>10.6%</u>
Net Ordinary Income	<u>37,130.48</u>	<u>(17,028.75)</u>	<u>54,159.23</u>	<u>(218.0)%</u>
Net Income	<u><u>37,130.48</u></u>	<u><u>(17,028.75)</u></u>	<u><u>54,159.23</u></u>	<u><u>(218.0)%</u></u>

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

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

<u>VENDOR</u>	Account - General Fund	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
First Communications		VOIP Phones	\$ 1,656.05	8320-100	02/04/21	EFT
		subtotal for account	\$ 1,656.05			

<u>VENDOR</u>	Account - HSA/Building	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
First Midwest Bank		employer contributions HSA	\$ 425.00	8940-100	02/09/21	EFT
First Midwest Bank		employee contributions HSA	\$ 1,034.21	8940-100	02/09/21	EFT
First Midwest Bank		employee contributions HSA	\$ 1,034.21	8940-100	02/22/21	EFT
		subtotal for account	\$ 2,068.42			

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

<u>VENDOR</u>	Account - Imprest	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
United States Treasury		Salaries	\$ 241.35	8910-100	02/23/21	1226
		subtotal for account	\$ 241.35			

GRAND TOTAL CHECKS ISSUED \$ 3,965.82

BANKCARD PROCESSING CENTER					
March 2021					
Name	Merchant Name	Date	Amount	Line	Subtotal
MILFAJT	SHAW SUBURBAN MEDIA-SUBS	3/4	\$ 74.10	8030-100	\$ 74.10
STRAIN	DisneyPLUS	2/28	\$ 7.00	8095-100	
STRAIN	HLU*Hulu 1804006091575-U	2/28	\$ 11.99	8095-100	
STRAIN	Netflix.com	2/28	\$ 17.99	8095-100	
TERRILL	HLU*Hulu 1597220926478-U	3/7	\$ 24.51	8095-100	
TERRILL	DisneyPLUS	2/26	\$ 7.00	8095-100	
TERRILL	HLU*Hulu 1802467697053-U	2/26	\$ 11.99	8095-100	
TERRILL	Netflix.com	2/26	\$ 17.99	8095-100	
TERRILL	DisneyPLUS	2/20	\$ 7.00	8095-100	
TERRILL	HLU*Hulu 1597220925486-U	2/20	\$ 11.99	8095-100	
TERRILL	Netflix.com	2/20	\$ 17.99	8095-100	
TERRILL	DisneyPLUS	2/12	\$ 7.00	8095-100	
TERRILL	Netflix.com	2/12	\$ 17.99	8095-100	
TERRILL	HLU*Hulu 1592603295934-U	2/13	\$ 11.99	8095-100	\$ 172.43
JAKACKI	HARBOR FREIGHT TOOLS 424	3/6	\$ 47.88	8120-100	\$ 47.88
MILFAJT	CVS/PHARMACY #10470	3/1	\$ 1.62	8130-100	\$ 1.62
MAJKA	NAYAX COPY SERVICES	2/19	\$ 1.00	8145-100	
MAJKA	NAYAX COPY SERVICES	2/19	\$ 1.00	8145-100	
MAJKA	NAYAX COPY SERVICES	2/19	\$ 1.00	8145-100	
MAJKA	NAYAX COPY SERVICES	2/19	\$ 1.00	8145-100	\$ 4.00
JAKACKI	OTC BRANDS INC	2/11	\$ 28.56	8150-100	
JAKACKI	PAYPAL *OTCBRANDSIN	2/11	\$ 9.99	8150-100	
STRAIN	ACT*MCCDistrict.org	3/4	\$ 4.00	8150-100	\$ 42.55
GUNNESS	USPS PO 1646800050	2/18	\$ 275.00	8540-100	
JAKACKI	USPS PO 1646800050	2/23	\$ 26.35	8540-100	
TERRILL	USPS PO 1646800050	2/16	\$ 4.30	8540-100	\$ 305.65
LAMBERT	MICHAELS STORES 2717	3/5	\$ 140.80	8550-100	
LAMBERT	THE UPS STORE 4064	2/5	\$ 79.05	8550-100	\$ 219.85
CLAUCHERTY	BP#8941106MCHENRY BP 154	2/22	\$ 26.70	8750-100	
CLAUCHERTY	THE HOME DEPOT #1969	2/15	\$ 36.93	8750-100	
CLAUCHERTY	BP#8941106MCHENRY BP 154	2/8	\$ 60.84	8750-100	\$ 124.47
JAKACKI	EB EQUITY IN ACTION B	2/23	\$ 304.44	8950-100	\$ 304.44
JAKACKI	PAYPAL *MCHISTSOC	3/3	\$ 35.00	8960-100	\$ 35.00
JAKACKI	EVENTCOMBOUS*ANDERSONS	2/5	\$ 44.68	8980-100	
MAY	MGMT ASSC OF IL	2/10	\$ 350.00	8980-100	
MAY	MGMT ASSC OF IL	2/9	\$ 199.00	8980-100	\$ 593.68
				TOTAL	\$ 1,925.67
BANKCARD PROCESSING CENTER					
P O BOX 6818					
Carol Stream, IL 60197-6818					

McHenry Public Library District

LIBRARIAN'S REPORT

March 2021

Administration

- The Library resumed walk-in browsing and technology usage on 2/8. The foot traffic has been steady every day and patrons have shared how excited they are to be able to browse the Library's materials again. We have continued curbside services and virtual programming.
- L. Jakacki worked with J. May and D. Gunness on any remaining documentation required for the FY 2019/20 Financial Audit
- L. Jakacki held a Town Hall meeting with staff on 2/2. We had almost
- L. Jakacki, J. May, and D. Gunness continued to meet with our payroll company, B2E, to optimize the system for staff and manager use.
- L. Jakacki met with A. Karwowska and D. Grandon to discuss how to determine their department's needs as they participate in the annual budgeting process for the first time.
- L. Jakacki attended the McHenry County Director's Meeting on 2/26.
- The Library has contracted with LibraryCalendar to be the provider of our events registration and room reservation software. The software we currently have was purchased about 16 years ago and is no longer being updated so in order to take advantage of new and upcoming features we needed to change providers. The Kick-off meeting on 2/25 outlined our schedule for configuration.

Adult Services

- Z. Terrill worked with L. Jakacki to create and submit the annual Per Capita grant application to the state of Illinois. The word limit in each section was a challenge that required a shift in writing style and a substantial amount of editing, but it was well worth the effort.
- When T. Hillier contacted the St. Louis Historical Society for help in finding property records for a patron, their archivist directed him to a helpful site that he didn't know about.
- K. Kimbrel revised the Classic Book Discussion Group reading list through the end of 2021. He created new brochures for the Classic Book Discussion Group as well as the Mystery Book Discussion Group.
- A patron was looking for an issue of *Science Magazine* from March 2001. While the library does subscribe to this magazine, we only keep two years of back issues. Fortunately, E. Bily found a complete archive of past issues (including March 2001) in PDF format from the *Science Magazine* website and instructed the patron how to navigate the site over the phone.
- When a patron asked for a Netflix original film on DVD, E. Bily explained that it takes some time for Netflix originals to make it to DVD (if at all). In the meantime, she offered and explained our Roku devices as a way to access Netflix. While the patron was thankful and intrigued by the offer, she was uncomfortable trying out a new device for now.

- A. Moreno-Lomeli shared a resource list of free tax services in northern Illinois that was created by another networking group member. This year we have been referring patrons to the VITA clinic at McHenry County College, but this document is a good reference tool for patron questions.
- D. Gaudio appreciated the presentation by NAMI at the In-Service Meeting because they did more than just present a list of symptoms. The presenter discussed issues the people with mental illness might be experience and ways one could help. The charts showing the number of people who have a diagnosis of mental illness demonstrated the prevalence of the issue in our society and went a long way to normalizing mental illness.
- As part of an Adult Services Department meeting, we received an orientation to all the features of *A to Z Databases*, followed by a 30-day free trial to explore all it has to offer. When we discontinue our subscription to *Gale Demographics Now* we will switch to *A to Z Databases*. In addition to people and business finder tools, they offer resume templates and job search functions linked to Indeed.

Building Services

- L Marshall Roofing has Visited 3 times over the last month, and made several warranty repairs to the Roof.
- G. Pease completed tracking and marking of utilities in warehouse.
- Department Attended Town Hall meeting 3/2

Circulation

- Circulation Staff attended Town Hall meeting 2/2
- B. Majka attended Management Team Meeting 2/9
- Circulation Staff attended In-Service 2/11
- C. Lenzie attended In-Service meeting 2/18
- L. Horist attended Assistant Manager Meeting 2/23
- B. Majka attended Totally Responsible Organization Workshop 2/25
- Approximately 290 curbside appointments were made in February

Human Resources

- Attended Staff Town Hall Meeting on 2/2
- Attended HR Source Library Round Table Meeting on 2/3
- Met with B2E to help create a checks and balance with our payroll process on 2/10
- Assisted with In-Service Meeting on 2/11
- Worked with B2E along with L. Jakacki and D. Gunness on issues and process improvements within the timekeeping system on 2/4, 2/10, & 2/19
- Met with In-Service team for our monthly meeting on 2/18
- Worked with B2E to help prepare training videos for managers and staff on a new process within the timekeeping system on 2/24
- Worked on creating a Standard of Procedures (SOP) for Payroll throughout the course of the month

- Worked on first draft of our Building Services Protective Wear Policy and Reimbursement Form throughout the month
- Attended several webinars related to Covid-19 Vaccine Mandates and Legality surrounding them
- D. Ehredt is no longer employed with the Library which brings our employee count to 38

Public Relations

- Designed, produced and mailed Spring *Preface* library newsletter to about 21,000 households in the district.
- Crafted new Social Media Policies for public and staff policy manual, and created guidelines for Social Media team members to use when creating content. Currently being reviewed by Management Team.
- Presented a "Marketing Minute" segment during the February staff in-service meeting on email guidelines and usage/branding. Marketing Minute is a new part of staff training in which I will cover a different marketing/PR-related topic at each in-service to educate staff on the importance of their role in promoting the library as well as what kinds of marketing resources the library uses to promote library services, collections and programs to area residents.
- Coordinated demo of new online calendar/room reservation system and had kickoff meeting February 25 with key staff on the project. Will have weekly meetings to set up new system, with projected launch date of new system on June 23.
- Helped L. Hoirst from Circulation create and send a customized email to digital cardholders using our ConstantContact email service.
- Promoted upcoming programs and announcements via e-newsletters, website, social media and outdoor sign.
- Updated website as needed.
- Acted as front lobby greeter during the month.
- Attended several webinars and library network group meetings throughout the month, on topics ranging from content marketing and publishing trends to engaging with patrons on social media.
- Attended the ILA Marketing Forum February Roundtable.
- Attended all-staff Town Hall meeting on February 2.
- Attended Management Team Meeting on February 9.
- Attended Board Meeting on February 16 (virtually).

Technical Services

- D. Lavin, K. Meadows, P. Radic, S. Roitberg, K. Walker and K. Milfajt served as Greeters throughout the month.
- D. Lavin has temporarily relocated to study room 127 due to social distancing concerns in the Technical Services workroom.
- S. Roitberg completed adding prices to physical items that did not have prices in the Polaris item records.
- D. Lavin, K. Meadows, P. Radic, S. Roitberg, K. Walker, and K. Milfajt attended the All Staff Town Hall, 2/2.
- K. Milfajt participated in the Collection Development Committee meeting, 2/2.
- D. Lavin, K. Meadows, P. Radic, S. Roitberg, and K. Walker participated in TS Team virtual team meetings facilitated by K. Milfajt, 2/5.

- K. Walker conducted the virtual Dungeons and Dragons program, 2/9.
- K. Milfajt participated in the MPLD Management Team Meeting, 2/9.
- K. Walker participated in the MPLD In-service Committee meeting, 2/10.
- D. Lavin, K. Meadows, P. Radic, S. Roitberg, K. Walker, and K. Milfajt attended the In-service, 2/11.
- K. Meadows, P. Radic, S. Roitberg, and K. Walker participated in TS Team virtual team meetings facilitated by K. Milfajt, 2/12.
- K. Milfajt attended the MPLD Board meeting, 2/16.
- K. Meadows, P. Radic, S. Roitberg, and K. Walker participated in TS Team virtual team meetings facilitated by K. Milfajt, 2/19.
- D. Lavin, K. Meadows, P. Radic, S. Roitberg, and K. Walker participated in TS Team virtual team meetings facilitated by K. Milfajt, 2/26.

Technology

- IT Dept attended the library townhall on 2/2.
- D. Grandon was door greeter on 2/3; K. Krewer on 3 days during the month.
- UPS Battery replacement on 2/8.
- Unitrends equipment install on 2/8. Onboarding on 2/11.
- D. Grandon attended the management meeting on 2/9.
- D. Grandon attended the In-Service committee meeting on 2/10.
- IT Dept attended the In-Service meeting on 2/11.
- D. Grandon attended the board meeting on 2/16.
- D. Grandon attended the In-Service committee meeting on 2/18.
- Public and staff computers updated throughout the month.
- IT Dept continuing education and webinar highlights include:
 - RAILS Library & Technology
 - Google for IT Admins
 - Threats to IT Operations
 - Adobe Sign

Youth Services

- The After-School Supper program served 64 meals in January. S. Baseley and J. Einoris continued to create enrichment activities to go with each meal.
- A. Karwowska kicked off our first all-virtual Book Madness Tournament: Second Chance Showdown. During the month of February, the video was watched by 135 kids and 41 brackets were turned in. Our first round of voting had 115 participants.
- Many staff worked to create displays celebrating Black History Month. J. Einoris created a Black Voices Matter display and S. Baseley created an Afrofuturism and Afrofantasy in YA, a Black History Month NF, and a Black History Month #OwnVoices display.
- M. Puga has started the final stretch of weeding the entirety of the youth Spanish collection, which will help patrons find the most popular and noteworthy Spanish-language items across grade levels.
- Though J. Hume is not physically present, her presence is still strongly felt by our community. A. Karwowska helped a young patron who expressed how much she loved watching Miss Jessie's "movies" on YouTube and was wondering when she would be back because she misses "playing with Miss Jessie."
- The YS Department attended 61.25 hours of CE. Highlights include:
 - Both A. Karwowska and J. Einoris attended Anderson's 19th Annual Children's Literature Breakfast. This included talks from Kimberly Brubaker Bradley, Dan Santat, Gary Paulsen, and Meena Harris.

- *Explicit and Implicit Biases in Early Childhood Education*
- *Library Journal Winter Summit: Building the Next Normal*

Upcoming Events and Projects

- FY 2021/22 Preliminary Budget Requests complied in mid-March
- National Library Workers Day – April 6
- Completion of Wellness Room
- LibraryCalendar configuration and staff training