



McHenry Public Library District

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

**McHenry Public Library District
Board of Library Trustees Regular Meeting
Tuesday, July 19, 2022 7:00 p.m.
Meeting Room West #136**

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
 - A.** Approval of Minutes of the June 21, 2022, Regular Meeting.
- VII. TREASURER'S REPORT** – Delphine Grala, Treasurer
 - A.** Governmental Accounting, Inc. end of fiscal year review of finances
 - B.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for June/July 2022, Additional Bills and Petty Cash and Credit Card Reports
- VIII. COMMUNICATIONS**
 - A.** Letter from Jesse White, Illinois Secretary of State and State Librarian— FY2022 Per Capita Grant Award Letter
- IX. LIBRARIAN'S REPORT**
 - A.** Librarian's Report
 - B.** Updates on Projects
- X. OLD BUSINESS**
 - A.** IDOT Route 31 Expansion Project
 - B.** Parking Lot Resurfacing and Repairs Project
- XI. NEW BUSINESS**
 - A.** Adoption of ordinance 2022/2023-01: an Ordinance Adopting a Tentative Combined Budget & Appropriations for FY 2022-2023
 - B.** Scheduling a public hearing for the Annual Budget and Appropriations Adoption
 - C.** Approval of the FY 2021/2022 Secretary's book

- D. RESOLUTION NO. 2022/2023-02 Annual resolution authorizing public library district non-resident cards
- E. Director of Public Services Job Description
- F. Freedom of Information Act Policy (Updated)
- G. Decennial Committees on Local Government Efficiency Act (Public Act 102-1088)
- H. Equity, Diversity, and Inclusion Statement

XII. EXECUTIVE SESSION

The setting of a price for sale or lease of property owned by the public body.
5 ILCS 120/2(c)(6).

Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding must be recorded and entered into the minutes of the closed meeting.
5 ILCS 120/2(c)(11).

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).

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

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

XV. 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.



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MINUTES McHenry Public Library District Board of Library Trustees Regular Meeting

Date: June 21, 2022

Time: 7:00 P.M.

Location: Library Meeting Room West # 136 and virtually via Zoom

I. CALL TO ORDER – President Charles Reilly

President Reilly called the regular meeting to order at 7:00 p.m.

II. ROLL CALL – Monica Leccese, Secretary

Roll was called.

Members Present: Bud Alexander, Monica Leccese, Susan Murphy, Charles Reilly, Jill Stone, Terry Weingart

Members Absent: Delphine Grala

Also Present: Amy Hodgson, Administrative Assistant
Lesley Jakacki, Executive Director
Jennifer May, HR Generalist (Virtual)
Kathy Milfajt, Technical Services Manager
Zach Terrill, Adult Services Assistant Manager

III. PLEDGE OF ALLEGIANCE

President Reilly read the following proclamation: "On January 8, 2021, Governor Pritzker issued the twelfth Gubernatorial Disaster Proclamation for all counties in the State of Illinois. In consideration of this and due to the COVID-19 health pandemic, it has been determined that a fully accessible in-person meeting on June 21, 2022, is not practical or prudent. In accordance with Public Act 101-640, this meeting will thus be held in person and virtually, and possibly without the physical presence of a quorum of trustees at the regular meeting location."

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

No corrections or additions.

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

No public comments.

VI. SECRETARY'S REPORT – Monica Leccese, Secretary

A. Approval of Minutes of the May 17, 2022, Regular Board Meeting

Secretary Leccese informed the Board that she found no corrections needed for the May 17, 2022, minutes.

Alexander moved, and Murphy seconded a motion to approve the Minutes of the May 17, 2022, Regular Board Meeting.

Roll Call vote:

Ayes: Alexander, Leccese, Murphy, Reilly, Stone, Weingart

Nays: None

Abstain: None

Absent: Grala

Motion Passed

VII. TREASURER'S REPORT – Charles Reilly, President – Treasurer pro tem

A. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for May/June 2022, Additional Bills and Petty Cash and Credit Card Reports

President Reilly directed the Board to refer to Page 5 of the Treasurer's Report. He reported that the revenue for Property Taxes was 100% of what the Library anticipated and that Developer Fees were 265% of what the Library had budgeted.

President Reilly indicated that everything is in order as far as revenue is concerned and that there is a surplus this year. Director Jakacki said that expenses are at 72% of the Budget. President Reilly reported that is most commendable to Director Jakacki and her staff.

President Reilly also reported that the Library is not contemplating any transfer of surplus funds to the Reserve Fund yet (we have not reached a buffer of six months yet).

Director Jakacki reported two different check reports, one for May-June 2022 and the other for bills that had to be paid separately because they are in the new fiscal year (2022/2023) but had to be paid before the next Board Meeting. Trustee Alexander inquired about the two payments to The Ground Guys for the same amount. Director Jakacki reported that when we signed the contract, we agreed to pay monthly, so they were the May and June payments.

Weingart moved, and Leccese seconded a motion to approve the Monthly Financial Statements, Interim Check Report, and Bill Reports for May/June 2022, Additional Bills (Distributed night of meeting), and Petty Cash and Credit Card Reports (Distributed night of meeting).

Roll Call vote:

Ayes: Alexander, Leccese, Murphy, Reilly, Stone, Weingart

Nays: None

Abstain: None

Absent: Grala

Motion Passed

VIII. COMMUNICATIONS

A. Letter to City of McHenry in Support of the Vacant Building Incentive Program

Director Jakacki reported this was a copy of the letter sent to Doug Martin (City of McHenry) that the Library did vote to support the City of McHenry Vacant Building Incentive Program.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

Director Jakacki highlighted the following items:

- Diane Gaudio in Adult Services hosted a program entitled "Becoming Queen Elizabeth II" by interpretive actress Leslie Goddard. It was one of the most popular programs since the Library returned to in-person programs.
- Pam Strain is the Interim Circulation Manager until a replacement is hired for that position.
- Steffanie Baseley put out Literacy Bins at different laundry facilities in the community so that children have access to literacy materials while they are there with their families. The reaction has been positive, and another laundromat will be joining soon. Steffanie will continue working with the Chamber of Commerce to identify more businesses interested in hosting the Literacy Bins.
- Trustee Alexander inquired about chalk drawings he saw at the Library entrance one day. Director Jakacki reported they were from the first day of the Summer Reading Program.

B. Updates on Projects

Director Jakacki reported that First Midwest Bank is moving to Old National Bank and that the Library is receiving a lot of information on how things will change. One of the big things that will change is that the Library currently does dual signatures on checks, and the bank verifies there are two signatures on the checks (for fraud prevention). She reported that Old National Bank does not offer that service, so the Library will still require dual signatures per our internal procedures but will likely move to Full Positive Check Review, where a check register is uploaded to the bank. Then, when a check is presented to the bank, it will pay the check if the check number and dollar amount match what was uploaded.

Director Jakacki informed the Board that the Library is investigating offering license plate renewal stickers at the Library for renewals within 30 days of the expiration date. She reported that the Library can charge a convenience fee of up to \$9 and that a staff member is checking with other local businesses to see what fee they are charging for this service.

Director Jakacki also highlighted the following upcoming events in the community:

- Pearl Street Market (three times this summer)
- Fiesta Days Parade
- Lakemoor Business Expo on Saturday, August 13, along with Wauconda, River East and Johnsburg libraries.

X. OLD BUSINESS

A. IDOT Route 31 Expansion Project

Director Jakacki reported that she sent out the information on the comparable properties used by IDOT to make their offer on fair market value. Per the land acquisitions representative, if there is an issue with any sewer hookups, then that is through the City of McHenry. President Reilly reported his concerns about who pays if the sewer line is moved. Director Jakacki said that she reached out to the business that installed the current Library sign, and they are working on some estimates.

Action Tabled to future Board Meeting

XI. NEW BUSINESS

A. Appointment of trustees to approve the FY 021/22 Secretary's book

Secretary Leccese and Trustee Murphy volunteered.

B. Parking Lot Resurfacing and Repairs Project

Director Jakacki reported that we have two estimates and are awaiting the third estimate. The pricing is different between the two estimates because one vendor only quoted for the seal coating and striping. The other is for seal coating, striping, and fixing a lot of the issues we have (e.g., sinkholes. Secretary Leccese inquired how long it has been since the seal coating was last done? Director Jakacki responded the last year it was done was 2019. She noted this would be a stopgap as the parking lot will need to be redone after the Route 31 construction project. Secretary Leccese asked Director Jakacki if she thinks we need the bigger project now? Director Jakacki reported that she does based on how often the parking lot has been patched internally, and it continues to be a problem and safety issue. Secretary Leccese asked if we could go back to the vendors and ask for revised quotes for similar scope of work. Director Jakacki reported she would ask them. Director Jakacki reported that if we move forward with the whole project, the Library would likely need to be closed for a day or two while the repairs are being done.

Action Tabled to future Board Meeting

C. FY2021/22 Compensation Budget Request

Director Jakacki reported that she sent the Board a memo regarding the unique position the Library is in this year with the Great Resignation and the turnover the Library is experiencing. She reported that the Library budgeted for 45 staff members this year, hoping it would be close to that, which is not the case. However, she reported that existing staff continues to come through by taking on additional responsibilities, changing their schedules, receiving great compliments, and working on goals to move the Library forward. Director Jakacki reported that she believes that what the staff has done, what has been going on, and the additional work staff has had to do, coupled with the amount of surplus the Library has this year that the Library is in a unique position to reward staff with bonuses. She reported that a lot of the surplus has come due to the low staffing this past year and that staff has continued to work and be successful. Secretary Lecesse inquired if this would be done now or with the Budget/COLA and how that would work? Director Jakacki reported that because this would be using the surplus funds from the current fiscal year (2021/2022), it would be a one-time bonus at the end of this fiscal year

and that this money would not be used in calculating COLA or raise their base rate. Most of the staff members who would be eligible were here this entire year and went through the pandemic with the Library last year. Trustee Alexander commended Director Jakacki on the documentation she provided supporting this proposal. The Library would "gross up" the bonuses so that staff members would receive the actual bonus amount after taxes. Trustee Alexander moved, and Leccese seconded a motion to approve the FY2021/22 Compensation Budget Request for staff.

Roll Call vote:

Ayes: Alexander, Leccese, Murphy, Reilly, Stone, Weingart

Nays: None

Abstain: None

Absent: Grala

Motion Passed

D. FY2022/23 Operating Budget

Director Jakacki reported this is the proposed FY 22/23 operating budget for the Library. The first line of figures is the proposed budget, and the second line is the current FY 21/22 budget for comparison. The accompanying budget notes outline any significant difference in revenues and expenses between the two fiscal years. Director Jakacki reported that the proposed budget's expenses are slightly under our expected revenue.

Trustee Weingart inquired about the Library going fine free? Director Jakacki reported it was discussed with the previous year's budget, but it was not moved on, and there was no consensus, so she did the budget for the Fines/Fees again.

Director Jakacki reported that the other big revenue change is for account 6130 for Miscellaneous Income which includes potential funds for the IDOT offer and possible revenue for license plate renewals fees if the Library implements that service), which is why that dollar amount is so much higher for the fiscal year 2022/2023.

She reported that the Fines/Fees account (6050) is higher, which is more in line with what the Library received in the fiscal year 2021/2022.

President Reilly inquired about the estimated Developer Fees? Director Jakacki reported that she budgeted \$175,000 (in the fiscal year 2021/2022, the Library received \$131,000, which was a lot more than was budgeted) since there is still a lot of property growth happening in McHenry.

Director Jakacki reported that some of the big projects the Library is looking at are air conditioning units that need to be replaced, the parking lot, and some large ticket IT projects. President Reilly inquired if the Library is still receiving money for solar panels; Director Jakacki reported we are and that she budgeted even more, this year.

Murphy moved, and Weingart seconded a motion to approve the FY2022/23 Operating Budget.

Roll Call vote:

Ayes: Alexander, Leccese, Murphy, Reilly, Stone, Weingart

Nays: None

Abstain: None

Absent: Grala
Motion Passed

XII. EXECUTIVE SESSION

A. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes of semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).

The setting of a price for sale or lease of property owned by the public body.
5 ILCS 120/2(c)(6).

Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding must be recorded and entered into the minutes of the closed meeting.
5 ILCS 120/2(c)(11).

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).

An executive session was held.

Reilly moved, and Alexander seconded a motion to enter Executive Session at 7:52 pm.

Roll Call vote:

Ayes: Alexander, Leccese, Murphy, Reilly, Stone, Weingart

Nays: None

Abstain: None

Absent: Grala

Motion Passed

Murphy moved, and Reilly seconded a motion to exit Executive Session at 8:16 pm.

Roll Call vote:

Ayes: Alexander, Leccese, Murphy, Reilly, Stone, Weingart

Nays: None

Abstain: None

Absent: Grala

Motion Passed

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

Weingart moved, and Alexander seconded a motion to approve the minutes of the following Closed Session meetings: July 20, 2021; August 21, 2021; September 21, 2021; February 15, 2022; March 15, 2022; May 17, 2022.

Roll Call vote:

Ayes: Alexander, Leccese, Murphy, Reilly, Stone, Weingart

Nays: None

Abstain: None

Absent: Grala

Motion Passed

Leccese moved, and Weingart seconded a motion to release to the public the minutes of the following Closed Session meetings: July 20, 2021; August 21, 2021; September 21, 2021; February 15, 2022; March 15, 2022.

Roll Call vote:

Ayes: Alexander, Leccese, Murphy, Reilly, Stone, Weingart

Nays: None

Abstain: None

Absent: Grala

Motion Passed

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

Director Jakacki shared a magazine article "*Drag*"ing Kids into the LGBTQ Abyss, along with a note addressed to the Board to get rid of a teen program promoting LGBTQ+ was left in the book drop. She also shared that the Library recently had some graffiti in the front public men's bathroom with anti-LGBTQ+ sentiment. A discussion ensued on what LGBTQ+ materials and programs the Library offer. Secretary Leccese inquired if the Board needed to do anything to make everyone feel welcome in the Library? Director Jakacki suggested that the Board might want to consider issuing a Diversity Statement in the future like other libraries have. President Reilly and Secretary Leccese both requested that this topic be put on the agenda for discussion. Director Jakacki reported that she could provide some examples of Diversity Statements from other libraries. Secretary Leccese requested that Director Jakacki provide the Library's Mission Statement for review.

XV. ADJOURNMENT

Reilly moved, and Stone seconded a motion to adjourn the meeting at 8:26 p.m.

Roll Call vote:

Ayes: Alexander, Leccese, Murphy, Reilly, Stone, Weingart

Nays: None

Abstain: None

Absent: Grala

Motion Passed

APPROVED by the Board of Trustees this _____ day of _____, 2022.

AYES:

NAYES:

ABSTAIN:

ABSENT:

Respectfully Submitted,

Monica Leccese, Secretary
McHenry Public Library District Board of Trustees

DRAFT

AMAZON		
July 2022		
All items FY 22/23	8150-100	
	\$ 190.37	
	\$ 38.41	
	\$ 6.96	
\$ 235.74	\$ 235.74	

Bankcard Processing Center

July 2022 - by Account

Name	Tran Date	Merchant Name	Amount	Account #	Totals	Note
JAKACKI	6/23/22	ASANA.COM	\$ 2,249.10	8028-100	\$ 2,249.10	FY 21/22
MILFAJT	7/5/22	SHAW SUBURBAN MEDIA-SUBS	\$ 80.58	8030-100	\$ 80.58	FY 22/23
TERRILL	6/30/22	WAL-MART #1413	\$ 21.98	8040-100	\$ 21.98	FY 22/23
STRAIN	6/29/22	Netflix.com	\$ 19.99	8090-100		FY 21/22
STRAIN	6/29/22	Disney Plus	\$ 7.00	8090-100		FY 21/22
STRAIN	6/28/22	HLU*Hulu 1804006094175-U	\$ 12.99	8090-100		FY 21/22
TERRILL	6/26/22	HLU*Hulu 1802467695651-U	\$ 12.99	8090-100		FY 21/22
TERRILL	6/26/22	Netflix.com	\$ 19.99	8090-100		FY 21/22
TERRILL	6/27/22	Disney Plus	\$ 7.00	8090-100		FY 21/22
TERRILL	6/22/22	HLU*Hulu 1597220921704-U	\$ 12.99	8090-100		FY 21/22
TERRILL	6/20/22	DisneyPLUS	\$ 7.00	8090-100		FY 21/22
TERRILL	6/20/22	NETFLIX.COM	\$ 19.99	8090-100		FY 21/22
TERRILL	6/15/22	HLU*Hulu 1592603292199-U	\$ 12.99	8090-100		FY 21/22
TERRILL	6/13/22	Disney Plus	\$ 7.00	8090-100		FY 21/22
TERRILL	6/12/22	Netflix.com	\$ 19.99	8090-100	\$ 159.92	FY 21/22
KARWOWSKA	7/6/22	OTC BRANDS INC	\$ 196.71	8150-100		FY 22/23
KARWOWSKA	7/6/22	OTC BRANDS INC	\$ 14.99	8150-100		FY 22/23
KARWOWSKA	7/6/22	WALMART.COM AA	\$ 0.97	8150-100		FY 22/23
KARWOWSKA	7/1/22	WALMART.COM AA	\$ 77.90	8150-100		FY 22/23
KARWOWSKA	7/1/22	WALMART.COM AA	\$ 20.59	8150-100	\$ 311.16	FY 22/23
KARWOWSKA	6/22/22	WALMART.COM AA	\$ 83.92	8150-100		FY 21/22
KARWOWSKA	6/22/22	DOLLAR TREE	\$ 10.00	8150-100		FY 21/22
KARWOWSKA	6/22/22	WAL-MART #1413	\$ 5.48	8150-100	\$ 99.40	FY 21/22
				8150-100	\$ 410.56	Total FYs 21/22 & 22/23
JAKACKI	6/23/22	MERSIVE TECHNOLOGIES	\$ 780.00	8245-100	\$ 780.00	FY 21/22

Bankcard Processing Center						
July 2022 - by Account						
Name	Tran Date	Merchant Name	Amount	Account #	Totals	Note
JAKACKI	6/9/22	NAYAX COPY SERVICES	\$ 1.00	8275-100		FY 21/22
JAKACKI	6/9/22	NAYAX COPY SERVICES	\$ 1.00	8275-100	\$ 2.00	FY 21/22
JAKACKI	7/6/22	THE UPS STORE 4064	\$ 390.00	8510-100	\$ 390.00	FY 22/23
STRAIN	7/5/22	USPS PO 1646800050	\$ 25.44	8540-100	\$ 25.44	FY 22/23
STRAIN	6/27/22	USPS PO 1646800050	\$ 16.35	8540-100		FY 21/22
STRAIN	6/18/22	USPS PO 1646800050	\$ 15.75	8540-100		FY 21/22
STRAIN	6/11/22	USPS PO 1654480060	\$ 29.67	8540-100		FY 21/22
STRAIN	6/7/22	USPS PO 1646800050	\$ 6.66	8540-100	\$ 68.43	FY 21/22
				8540-100	\$ 93.87	Total FYs 21/22 & 22/23
JAKACKI	6/20/22	WALMART.COM AA	\$ 31.87	8760-100		FY 21/22
JAKACKI	6/20/22	WALMART.COM AA	\$ 75.16	8760-100		FY 21/22
MAY	6/13/22	MEIJER # 218	\$ 100.00	8760-100	\$ 207.03	FY 21/22
MILFAJT	6/24/22	ILLINOIS LIBRARY ASSOC	\$ 75.00	8960-100		FY 21/22
MILFAJT	6/24/22	AMERLIBASSOC ECOMMERCE	\$ 75.00	8960-100		FY 21/22
MILFAJT	6/9/22	ILLINOIS LIBRARY ASSOC	\$ 150.00	8960-100	\$ 300.00	FY 21/22
MAY	6/22/22	SKILLPATH / NATIONAL	\$ 179.00	8980-100	\$ 179.00	FY 21/22
TERRILL	7/1/22	AMERICAN LIBRARY ASSOC	\$ 129.58	8980-100	\$ 129.58	FY 22/23
				8980-100	\$ 308.58	Total FYs 21/22 & 22/23
			\$ 5,003.62	TOTAL	\$ 5,003.62	
BANKCARD PROCESSING CENTER						
PO BOX 6818						
Carol Stream, IL 60197-6818						

June 2022
Reimbursement Report - Monthly Report

Last Name Ascending

Pay Dates: 06/01/2022-06/30/2022; Employee Filter: All Employees

07/11/2022 01:57p

Amy Hodgson

McHenry Public Library District (2771pd)

Name	Misc Reimb Amt	Travel Reimb Amt	Total Reimbursement
Baseley, Steffanie		\$5.74	\$5.74
Hillier, Thomas		\$11.70	\$11.70
Hodgson, Amy		\$5.85	\$5.85
Kordistos, Skye		\$3.98	\$3.98
TOTALS:		\$27.27	\$27.27



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

June 29, 2022

Lesley Jakacki, Library Director
McHenry Public Library District
809 North Front Street
McHenry, Illinois 60050-5578

Dear Director Jakacki:

I am pleased to award the McHenry Public Library District a FY 2022 Illinois Public Library Per Capita Grant in the amount of \$61,731.70. Over \$18 million is being awarded this year.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure public libraries have the resources to address the needs of the community. Libraries count on these grants for important expenses, such as purchasing materials, supporting programming, and improving technology.

Libraries have until June 30, 2023, to obligate these grant funds and until August 15, 2023, to expend them. The FY 2022 expenditures report must be submitted with the FY 2024 application, due January 30, 2024.

The official service area population for your library is 41,852. Please be sure to use this figure on future per capita grant applications and Illinois Public Library Annual Reports (IPLAR). The official population figure for your library is based on the 2020 U.S. Census and can only be changed with proper documentation. Proper documentation includes official U.S. Census Bureau letters and/or annexation or referendum confirmations.

Our public libraries are truly the cornerstones of our communities. They are a lifesaver for many and are the most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service public libraries provide to patrons.

Sincerely,

A handwritten signature in black ink that reads "Jesse White".

Jesse White
Secretary of State and State Librarian

cc:

McHenry Public Library District Per Capita File
JW:isl

McHenry Public Library District

LIBRARIAN'S REPORT

JULY 2022

Administration

- The June all staff In-Service Meeting was a presentation by Victoria Cook on *Emotional Intelligence*
- A. Hodgson, J. May and L. Jakacki started reviewing the documentation required for the FY 21/22 Financial Audit.
- Administration staff prepared for the fiscal year change over.
- L. Jakacki coordinated with the Friends of the Library and our Marketing Department to advertise the Friends Fiesta Days Sidewalk Sale in the Library
- A. Hodgson continued to attend training for the First Midwest and Old National Bank merger. As of 7/11/2022, all the Library's accounts will part of Old National Bank.

Adult Services

- T. Hillier had a patron call looking for a photograph of the Daytona Speedway from 1966. Specifically, she was looking for a shot of the press box. He found a few pictures from Getty Images. He also recommended that she contact the Daytona Beach Regional Library and the Living Legends of Auto Racing Museum, both of which are in Daytona. It turns out that she was making a painting for a fundraising event for Volo Bog.
- A patron came in asking if we had A to Z database. A friend had introduced him to it at his library. He was excited to find out he had access to it in our databases. D. Gaudio asked him if he was aware of the other things we have to offer since he was a newer patron, like the Rokus, hotspots, video games, digitizing equipment, and the telescopes. His family planned camping in the yard that weekend and he checked out one of the telescopes.
- A patron approached the desk looking for an adult psychological suspense that would be "appealing to a 20-something woman" like herself. Immediately, E. Bily thought of *In a Dark, Dark Wood* by Ruth Ware, which can be described as a bachelorette party murder mystery. The book was unavailable, so she, instead, suggested *The Guest List* by Lucy Foley which also involves a wedding party and a creepy atmospheric mystery. The patron checked out *The Guest List* and placed a hold on *In a Dark, Dark Wood*.
- K. Kimbrel began and finished adding Horror browsers to the fiction collection to draw patrons attention and to hopefully increase circulation for that collection.
- Patrons really enjoyed the Paint a Planter bilingual craft. Some direct feedback included: "I'm having so much fun." and "Thank you; this was a lot of fun."



- The Questions Desk staff answered 73 live chats in the month of June.

Circulation

- L.Horist happily reported two acts of kindness displayed by patrons at the Check Out Desk. A patron was having trouble paying her fines and opted for a payment plan. Another patron overheard the discussion regarding the plan and came up to the Check Out Desk, without the other patron knowing and paid \$20.00 on the fines, close to 25% of the outstanding bill!
- The second occasion of generosity arose when a patron wanted to check out 2 books and did not have a library card. Once the card was registered, it was discovered that the books they wanted were Friends' of the Library books for purchase. The patron did not have the \$2.00, but the patron behind her, overhearing the transaction, paid for them!
- June Was Bustin' Out All Over in the Circulation Department. The monthly statistics confirmed that it really had been as busy as it felt. The Summer Reading Program always generates more check outs and returns than the rest of the year, but this June we also experienced a significant increase in the number of new cards issued as well as patrons coming in to renew existing cards that expired during the pandemic.

Human Resources

- Focused recruitment efforts around our Part-Time Bilingual Circulation position, Youth Services Associate position, Youth Services Associate Bilingual School Services position, and Building Services Manager position.
- Attended How to Become a Learning Organization with other library managers.
- Attended a virtual training focused on FMLA Compliance Updates to ensure staff and updates on laws are being followed.
- MPLD has started the process to move forward with the Employee Self Service and Payroll capabilities with Paylocity.
- C. Martin Zima and M. Benbennick separated from the library. Our current headcount for June is; 31; 19 FT (37.50 hours weekly) and 12 PT staff members.
- We had no staff anniversaries this month.

Technical Services

- "I created the rack cards for the Rokus, Hotspots, and the Kindle Fire kits, and processed the Kindle Fire kits. I continued working on the Teen Manga correct label position project, to get all these labels uniform. I also participated in the summer reading program." --K. Meadows
- "A good portion of the month went towards old on-order record cleanup, to help facilitate a smooth Polaris fiscal year rollover." --K. Walker
- "In addition to working to keep up with the abundance of ordering that always happens at the end of the fiscal year, I also did all the cataloging work for our newest library-of-things items -- the Kindle Fire for kids kits." --S. Roitberg
- "I completed an ALA eLearning course on Project Management." --K. Milfajt

Youth Services

- The Summer Lunch program served 184 meals.
- The Library kicked off it's Summer Reading Program on June 1! This year's theme is *Oceans of Possibilities*. AS and YS collaborated to create our summer reading challenges on Beanstack. So far, a total of 344 children, 115 tweens/teens, and 255 adults have registered.
- YS has gone viral! The storytimes and craft videos we have been posting on YouTube have received thousands of views, with Father's Day Storytime receiving over 7,000 views!
- S. Kordistos and S. Baseley have been participating in our Stories in the Park programs at various parks throughout McHenry, which routinely have seen upwards of 50-70 patrons attending
- S. Baseley hosted Little Explorers, where several parents thanked her for the program and stated that she did a great job and that they would be experimenting with sinking and floating different items when they went home.
- J. Einoris participated in Pearl Street Market on June 23, where she was able to promote the Library to about 30 attendees
- A. Karwowska has finished an 8-course Public Library Management certification program through University of Michigan.
- M. Benbennick helped a patron looking for information/statistics about nursing shortages in McHenry county and received a heartfelt thank you email from the patron. His last day was 6/28
- The YS Department attended 13 hours of CE. Highlights include:
 - 6/17 In-Service, Victoria Cook's *Emotional Intelligence* presentation

Upcoming Events and Projects

- Summer Reading Ends—July 31
- Lakemoor Business Expo Booth—August 13
- Pearl Street Market Latin Night Booth— August 18
- Library Closed All Day In Service Meeting—August 19
- Library Closed for Labor Day—September 5
- FY 21/22 Financial Audit—September 19-23

STATE OF ILLINOIS)
COUNTY OF McHENRY)

**THE BOARD OF LIBRARY TRUSTEES
OF THE McHENRY PUBLIC LIBRARY DISTRICT
McHENRY, ILLINOIS**

ORDINANCE No. 2022/2023-01

**TENTATIVE COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE
FOR THE McHENRY PUBLIC LIBRARY DISTRICT
FOR THE FISCAL YEAR BEGINNING JULY 1, 2022
AND ENDING JUNE 30, 2023**

WHEREAS, the Illinois Municipal Budget Law, Illinois Revised Statutes, Chapter 85, Section 801, et. seq., as amended, requires all Illinois Municipal Corporations as broadly defined therein, to adopt a combined Annual Budget and Appropriation Ordinance, specifying the objects and purposes of expenditures; and the Illinois Public Library District Act, 75 ILCS 16/30-85, provides procedures for the passage of a Budget and Appropriation Ordinance and a Tax Levy Ordinance; and,

WHEREAS, pursuant to the above and other appropriate statutes, a Budget and Appropriation Ordinance has been prepared in tentative form at the designation of this Board, and has been made available for public inspection at least thirty (30) days prior to final action thereon, and a public hearing on said Budget and Appropriation Ordinance has been held prior to final action hereon, and notice of said hearing to be published on or before August 17, 2022, being more than 30 days prior to said hearing, in a newspaper published within the district.

NOW THEREFORE, BE IT ORDAINED by the President and Board of Library Trustees of the McHENRY PUBLIC LIBRARY DISTRICT, McHenry, McHenry County, Illinois, as follows:

Section One: The following budget containing a statement of cash on hand at the beginning of the fiscal year, an estimate of all cash receipts of said Library District to be received during such fiscal year from all sources, the estimated expenditures contemplated for such fiscal year and a statement of the estimated cash on hand at the end of such fiscal year be, and the same is hereby adopted as the Budget for said Library District for the fiscal year beginning July 1, 2022 and ending June 30, 2023, and the same sum are hereby appropriated as necessary to defray the said expenses and liabilities of this Public Library District, for the objects and purposes and in the estimated amounts as indicated, for said fiscal year:

I. GENERAL FUND

A. ESTIMATED REVENUE:

	APPROPRIATION	BUDGET
1. Property Taxes	\$4,193,000.00	\$3,354,406.56
2. Revenue Recapture—Property Taxes	\$ 15,500.00	\$ 12,405.27
3. Corporate Replacement Tax	\$ 0.00	\$ 0.00
4. Interest Income- General	\$ 725.00	\$ 575.00
5. Dividends	\$ 375.00	\$ 300.00
6. NonResident & Enhanced Fee Cards	\$ 950.00	\$ 750.00
7. Fines and Fees	\$ 21,875.00	\$ 17,500.00
8. Collection Agency Fees	\$ 625.00	\$ 500.00
9. Copy/Scan/Fax Income	\$ 18,750.00	\$ 15,000.00
10. Annexation & Developer Fees	\$ 31,250.00	\$ 25,000.00
11. Retiree & Cobra Insurance Payments	\$ 18,750.00	\$ 15,000.00
12. Program Fees/Misc. Fees	\$ 2,500.00	\$ 2,000.00
13. Meeting Room Fees	\$ 1,875.00	\$ 1,500.00
14. Miscellaneous Income	\$ 118,750.00	\$ 95,000.00
15. Lost & Damaged Materials	\$ 6,875.00	\$ 5,500.00
16. CCS/LLSAP Income	\$ 13,125.00	\$ 10,500.00
17. Solar Credits	\$ 6,575.00	\$ 5,250.00
18. Over/Short	\$ 625.00	\$ 500.00
TOTAL GENERAL FUND REVENUE	\$4,452,125.00	\$3,561,686.83

B. APPROPRIATIONS FOR ESTIMATED EXPENDITURES

1. MATERIALS & SUPPLIES

	APPROPRIATION	BUDGET
a. Adult Books	\$ 81,250.00	\$ 65,000.00
b. Youth Books	\$ 65,000.00	\$ 52,000.00
c. Professional Resources	\$ 4,375.00	\$ 3,500.00
d. Administrative Resources	\$ 4,375.00	\$ 3,500.00
e. Magazines and Newspapers	\$ 17,500.00	\$ 14,000.00
f. Adult AV Materials	\$ 38,750.00	\$ 31,000.00
g. Youth AV Materials	\$ 16,250.00	\$ 13,000.00
h. Library of Things	\$ 12,500.00	\$ 10,000.00
i. Video Games	\$ 17,500.00	\$ 14,000.00
j. Digital Media Services	\$ 112,500.00	\$ 90,000.00
k. Electronic Resources	\$ 93,750.00	\$ 75,000.00
l. Library Supplies	\$ 8,750.00	\$ 7,000.00
m. Tech. Services Supplies	\$ 44,375.00	\$ 35,500.00
n. Bindery Services	\$ 625.00	\$ 500.00
o. Adult Programs & Supplies	\$ 20,950.00	\$ 16,750.00
p. ComiCon	\$ 3,750.00	\$ 3,000.00
q. Circulation Supplies	\$ 3,125.00	\$ 2,500.00
r. Summer Reading Club	\$ 8,750.00	\$ 7,000.00
s. YS Programs & Supplies	\$ 20,000.00	\$ 16,000.00

2. CONTRACTED SERVICES	APPROPRIATION	BUDGET
a. Collection Agency Fees	\$ 1,575.00	\$ 1,250.00
b. IT/Computer, Copier & Equip.Outsourcing	\$ 118,750.00	\$ 95,000.00
c. Automation—Staff	\$ 31,250.00	\$ 25,000.00
d. Misc. Contracted Services	\$ 5,000.00	\$ 4,000.00
e. Library Bank/Finance/Late Fee	\$ 625.00	\$ 500.00
f. Public Pmt Processing Fees	\$ 4,375.00	\$ 3,500.00
3. CONSORTIUM & IT NETWORK SERVICES	APPROPRIATION	BUDGET
a. Automation- Circulation & Catalog	\$ 140,625.00	\$ 112,500.00
b. VOiP Phone Service	\$ 31,250.00	\$ 25,000.00
c. Internet Service	\$ 12,500.00	\$ 10,000.00
4. PROFESSIONAL SERVICES	APPROPRIATION	BUDGET
a. Accounting, Payroll & Audit Services	\$ 81,250.00	\$ 65,000.00
b. Legal Services	\$ 37,500.00	\$ 30,000.00
c. Other Consulting Fees	\$ 56,250.00	\$ 45,000.00
d. In-Service/Staff Training/LMS	\$ 4,075.00	\$ 3,250.00
5. PRINTING, PUBLICATIONS & POSTAGE	APPROPRIATION	BUDGET
a. Printing Services Outsourced	\$ 46,875.00	\$ 37,500.00
b. Public Notices & Ads	\$ 1,875.00	\$ 1,500.00
c. Postage & Shipping	\$ 20,625.00	\$ 16,500.00
d. Printing/Copier Supplies	\$ 5,325.00	\$ 4,250.00
e. Public Relations/Promotions	\$ 10,000.00	\$ 8,000.00
6. UTILITIES	APPROPRIATION	BUDGET
a. Electricity	\$ 30,000.00	\$ 24,000.00
b. Gas	\$ 15,625.00	\$ 12,500.00
c. Water & Sewer	\$ 6,250.00	\$ 5,000.00
7. MISCELLANEOUS OPERATING EXPENSES	APPROPRIATION	BUDGET
a. Building & Auto Insurance	\$ 53,125.00	\$ 42,500.00
b. Bonding & Officers Liability	\$ 3,125.00	\$ 2,500.00
c. Janitorial Services & Supplies	\$ 62,500.00	\$ 50,000.00
d. Grounds Maintenance	\$ 37,500.00	\$ 30,000.00
e. Building Operations & Maintenance	\$ 68,750.00	\$ 55,000.00
f. Hospitality	\$ 8,125.00	\$ 6,500.00
g. Library Lost & Damaged Materials	\$ 1,250.00	\$ 1,000.00
h. Miscellaneous	\$ 1,250.00	\$ 1,000.00
8. PERSONNEL EXPENSES	APPROPRIATION	BUDGET
a. Salaries	\$1,987,500.00	\$1,590,000.00
b. FICA/Medicare	\$ 156,250.00	\$ 125,000.00

c. IMRF	\$ 212,500.00	\$ 170,000.00
d. Health & Life Insurance	\$ 356,250.00	\$ 285,000.00
e. Recruitment & Employment Screenings	\$ 4,375.00	\$ 3,500.00
f. Tuition Reimbursement	\$ 18,750.00	\$ 15,000.00
g. Telecommute Reimbursements	\$ 6,875.00	\$ 5,500.00
h. Memberships & Dues	\$ 7,825.00	\$ 6,250.00
i. Travel	\$ 18,750.00	\$ 15,000.00
j. Continuing Education	\$ 9,375.00	\$ 7,500.00

9. CAPITAL EXPENSES	APPROPRIATION	BUDGET
a. Library Furnishings	\$ 21,875.00	\$ 17,500.00
b. Library Equipment	\$ 11,875.00	\$ 9,500.00
c. Small Equipment under \$250	\$ 6,250.00	\$ 5,000.00
d. Adtl. Capital Projects & Equipment	\$ 100,000.00	\$ 80,000.00
10. Transfer to Reserve Fund	\$ 62,375.00	\$ 49,900.00

TOTAL GENERAL FUND EXPENSES	\$ 4,452,125.00	\$3,561,650.00
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TOTAL GENERAL FUND REVENUES	APPROPRIATION	BUDGET
	\$ 4,452,125.00	\$3,561,686.83
TOTAL GENERAL FUND EXPENSES	\$ 4,452,125.00	\$3,561,650.00

II. GRANT and GIFT FUND

A. ESTIMATED REVENUE

	APPROPRIATION	BUDGET
1. Est. Cash on hand as of 5/31/22	\$ 662,550.00	\$ 530,048.00
2. Grant/Gift Fund Interest	\$ 625.00	\$ 500.00
3. General Fund Gifts	\$ 93,750.00	\$ 75,000.00
4. Per Capita Grant	\$ 87,500.00	\$ 70,000.00
5. Misc. Grants	\$ 50,000.00	\$ 40,000.00

TOTAL GRANT and GIFT FUND REVENUE	\$ 894,425.00	\$ 715,548.00
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B. ESTIMATED EXPENSES

	APPROPRIATION	BUDGET
1. Operating Fund Gifts	\$ 187,500.00	\$ 150,000.00
2. Per Capita Grant; Current FY	\$ 87,500.00	\$ 70,000.00
3. Per Capita Grant; Previous FY	\$ 25,000.00	\$ 20,000.00
4. Additional Fund Expenses	\$ 0.00	\$ 0.00
5. Misc. Grants	\$ 50,000.00	\$ 40,000.00

TOTAL GRANT and GIFT FUND EXPENSES	\$ 350,000.00	\$ 280,000.00
Transfer to Reserve Fund	\$ 0.00	\$ 0.00
TOTAL GRANT and GIFT FUND REVENUES	\$ 894,425.00	\$ 715,548.00
TOTAL GRANT and GIFT FUND EXPENSES	\$ 350,000.00	\$ 280,000.00

III. SPECIAL RESERVE FUND

A. ESTIMATED REVENUES	APPROPRIATION	BUDGET
1. Est. Cash on Hand as of 5/31/22	\$ 410,875.00	\$ 328,698.00
2. Developer Fees	\$ 218,750.00	\$ 175,000.00
3. Reserve Fund Interest	\$ 1,250.00	\$ 1,000.00
4. Reserve Fund Gifts	\$ 6,250.00	\$ 5,000.00
5. Bond & Debt Certificate Sale	\$ 0.00	\$ 0.00
6. Transfer from Other Funds	\$ 0.00	\$ 0.00
7. Misc. Income SR	\$ 625.00	\$ 500.00
TOTAL SPECIAL RESERVE FUND REVENUES	\$ 637,750.00	\$ 510,198.00
B. ESTIMATED EXPENSES	APPROPRIATION	BUDGET
1. Debt Service	\$ 0.00	\$ 0.00
2. Improvements not related to Expansion/Renovation	\$ 62,500.00	\$ 50,000.00
3. Expenditures Pursuant To Statutory Guidelines of the LIBRARY DISTRICT ACT, 75 ILCS 16/40-50	\$ 250,000.00	\$ 200,000.00
TOTAL SPECIAL RESERVE FUND EXPENSES	\$ 312,500.00	\$ 250,000.00
TOTAL SPECIAL RESERVE FUND REVENUES	\$ 637,000.00	\$ 510,198.00
TOTAL SPECIAL RESERVE FUND EXPENSES	\$ 312,500.00	\$ 250,000.00

Section Two: There is hereby appropriated from the taxes to be levied for the fiscal year and other sources of revenue:

I.	General Fund	\$ 4,452,125.00
II.	Grant and Gift Fund	\$ 894,425.00
III.	Special Reserve Fund	\$ <u>637,750.00</u>

TOTAL **\$ 5,984,300.00**

Section Three: There is hereby appropriated from the taxes to be levied for the fiscal year and other sources of income the sum of:

\$ 5,984,300.00

the same to be divided among the several corporate objects and purposes as herein above specified for said Library District purposes for the aforesaid fiscal year.

Section Four: All unexpended balances of proceeds received annually from Public Library District taxes not in excess of statutory limits may be transferred to the Special Reserve Fund, heretofore established according to plans developed and adopted by this Library Board and said unexpended balances shall be accumulated in this fund for the purpose of erecting a new Public Library building, purchasing a site for the same, or building an addition thereto, or furnishing necessary equipment therefor, or acquiring electronic data storage and retrieval facilities.

Section Five: Except as otherwise provided by law, no further appropriations shall be made at any time within such fiscal year, provided that this Library Board may from time to time make transfers between the various items in any fund not affecting the total amount appropriated, or appropriations in excess of those authorized by the Budget in order to meet an immediate and unforeseen emergency by a two-thirds (2/3) vote of the Trustees present and voting, as provided by 75 ILCS 16/30-90 et. seq., and this Library Board may amend this Budget and Appropriation Ordinance from time to time by the same procedure as prescribed by Statute for the original adoption of a Budget and Appropriation Ordinance; provided, that nothing in this Section shall be construed to permit transfer between Funds required by law to be kept separate. Any remaining balances after the close of this fiscal year up to twenty percent (20%) of the appropriation shall be available until August 30th for the authorization of payment of obligations incurred prior to the close of the fiscal year, and until September 30th, for the payment of such obligations, and any remaining balances shall be available for the transfer to special reserve to be accumulated, as provided by 75 ILCS 16/40-50.

Section Six: A copy of this Ordinance in tentative form has been made available for public inspection at the Public Library for thirty (30) days and by publishing in a newspaper published within this Public Library District in substantially the following form.

Section Seven: This Ordinance is passed pursuant to statutory authority and the Illinois Public Library District Act, 75 ILCS 16/30-55, et. seq, 75 ILCS 16/30-85 et. seq.; and 75 ILCS 16/40-50 et. seq.; and the Illinois Revenue Code, 35 ILCS 205/157 et. seq., and other statutes hereunto appertaining.

Section Eight: This Library Board hereby certifies that all applicable provisions of 35 ILCS 215/1 as amended, ("The Illinois Truth-in-Taxation Statute") have been complied with.

Section Nine: Pursuant to 35 ILCS 200/18-165 this Library Board hereby determines that no surplus of funds is available for any debt, obligation, liability, operation, fund or account for any purpose, and accordingly the abatement and reduction of provisions of the Personal Property Tax Replacement Fund Act are not applicable thereto.

Section Ten: This Ordinance shall be in full force and effect from and after its passage, approval, and publication, according to law, and any resolutions or ordinance in conflict therewith are hereby repealed; and should any part of this Ordinance be adjudged invalid or unconstitutional, such adjudication shall affect only that part of this Act specifically covered thereby, and shall not affect any other provisions or part of this Act, but shall be severable therefrom.

PASSED by the Board of Library Trustees of the McHENRY PUBLIC LIBRARY DISTRICT,
McHENRY COUNTY, McHENRY, ILLINOIS this 19th day of July 2022 by a vote of:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Approved: _____

Charles Reilly, President
Board of Library Trustees
McHENRY PUBLIC LIBRARY DISTRICT
McHenry County, McHenry, Illinois

Attest: _____

Monica Leccese, Secretary
Board of Library Trustees
McHENRY PUBLIC LIBRARY DISTRICT
McHenry County, McHenry, Illinois

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

Zachariah T. Terrill, Notary Public

STATE OF ILLINOIS)
COUNTY OF McHENRY)

**THE BOARD OF LIBRARY TRUSTEES
OF THE McHENRY PUBLIC LIBRARY DISTRICT
McHENRY COUNTY, McHENRY, ILLINOIS**

PUBLIC NOTICE

PUBLIC NOTICE IS HEREBY GIVEN that a Tentative Budget and Appropriation Ordinance for the McHENRY PUBLIC LIBRARY DISTRICT, McHENRY COUNTY, McHENRY, ILLINOIS, for the fiscal year beginning July 1, 2022, and ending June 30, 2023, is on file and conveniently available for public inspection at the McHENRY PUBLIC LIBRARY DISTRICT, 809 North Front Street, McHenry, Illinois and with the Secretary of the District, Monica Leccese, and the Library's Executive Director, Lesley Jakacki, at 809 North Front Street, McHenry, Illinois, and will so remain on file until the final action thereon by the Board of Library Trustees.

FURTHER NOTICE IS HEREBY GIVEN that a public hearing on said Budget and Appropriation Ordinance will be held at 7:00 p.m., Tuesday, September 20, 2022 at the McHENRY PUBLIC LIBRARY DISTRICT BUILDING, 809 North Front Street, McHenry, Illinois, and that final action will be taken thereon by the Board of Library Trustees to be held immediately after said hearing at the time and place aforesaid.

Published by direction of the Board of Library Trustees of the McHENRY PUBLIC LIBRARY DISTRICT, McHENRY COUNTY, McHENRY, ILLINOIS.

DATED this 19th day of July, 2022

THE McHENRY PUBLIC LIBRARY DISTRICT,
McHENRY COUNTY, McHENRY, ILLINOIS

BY: _____
Monica Leccese, Secretary
Board of Library Trustees
McHenry Public Library District

Publish: 30 days before hearing, (circa) August 17, 2022



McHENRY PUBLIC LIBRARY DISTRICT

Secretary's Audit FY 2021-2022

This is to testify that we have examined the secretary's minutes and other records for the past year and find that they are in order and have no errors or discrepancies for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

DATED this _____ day of _____ 2022.

Susan Murphy, Board Member
Board of Trustees
McHenry Public Library District

Monica Leccese, Secretary
Board of Trustees
McHenry Public Library District



McHenry Public Library District

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

RESOLUTION NO. 2022/2023-02

ANNUAL RESOLUTION AUTHORIZING PUBLIC LIBRARY DISTRICT NON-RESIDENT CARDS

WHEREAS, the McHenry Public Library District is a tax-supported Public Library District; and

WHEREAS, people residing within the jurisdictional boundaries of the McHenry Public Library District pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

WHEREAS, PA 92-0166 stipulates that "A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal residence;" and

WHEREAS, the Office of the Illinois Secretary of State has issued regulations defining the "closest public library" and also provides three formulae that public libraries can use to determine the non-resident fee; and

WHEREAS, the Board of Library Trustees of the McHenry Public Library District has determined for its 2022-23 fiscal year, commencing July 1, 2022 and ending June 30, 2023 to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED by the BOARD OF LIBRARY TRUSTEES OF THE MCHENRY PUBLIC LIBRARY DISTRICT as follows:

Section 1: Individuals residing beyond the jurisdictional boundaries of the McHenry Public Library District whose closest public library is the McHenry Public Library District, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the McHenry Public Library District, may purchase a non-resident fee card for the price calculated according to the box checked off below:

- General mathematical Formula (23 Ad. Code 3050.60{a}) at the amount of **\$209.17**;
- Tax Bill Method (23 Ad. Code 3050.60{b}); or
- Average Non-Resident Fee (23 Ad. Code 3050.60{c}), if authorized by the Director of this Illinois State Library.

Section 2: Individuals residing beyond the jurisdictional boundaries of the McHenry Public Library District, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the McHenry Public Library District, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the McHenry Public Library District, notwithstanding anything to the contrary in this Resolution, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided, however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

Section 3: The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this resolution, stating (a) the effective date of this Resolution, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Resolution, and (c) the fee formula as set forth herein.

Section 4: The McHenry Public Library District shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

Section 5: The McHenry Public Library District shall cooperate with other participating area libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident areas, as stated in 23 Ad. Code 3050.25.

Section 6: The policy of the McHenry Public Library District for service to non-residents, including a description of the Library's service area and the methods of calculating fees, shall be available for public inspection at the Library.

Section 7: A valid non-resident library card issued by the McHenry Public Library District pursuant to this Resolution shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

Section 8: No non-resident is eligible to receive a "local use" library card from the McHenry Public Library District.

ADOPTED and EFFECTIVE this _____ day of _____, 2022, as allowed by law.

Roll call vote as follows:

AYES:

NAYS:

ABSTAINED:

ABSENT:

APPROVED by the President and Library Board of Trustees of the McHenry Public Library District.

Charles T. Reilly, PRESIDENT
BOARD OF LIBRARY TRUSTEES

ATTEST:

Monica Leccese, SECRETARY
BOARD OF LIBRARY TRUSTEES

**McHenry Public Library District
Job Description**

Job Title: Director of Public Services

Reports To: Executive Director

Date Created: July 19, 2022

Status: Exempt

Date Revised:

Pay Grade: 12

Accrual Schedule: Librarian II

Summary:

Reporting to the Executive Director, the Director of Public Services is directly responsible for the public services operations of the Adult Services, Circulation, and Youth Services Departments. As the Library's principal customer service leader, the employee models and ensures superior customer service to the public, the leadership of public services staff, information services, innovative programming, and technology services. The employee acknowledges and accepts the Library's vision, mission, and core values, respects the Library's confidentiality policy, and maintains the integrity of the Library. Requires extensive communication, collaboration, and planning with other members of the Library's management team to address the cross-functional nature of library operations.

Essential Duties and Responsibilities include the following:

OPERATIONS MANAGEMENT

- Oversight of the Adult Services, Circulation, and Youth Services Departments.
- Leads and facilitates the collection development committee, updates the Collection Development Policy Manual and Handbook and monitors the overall collection development goals and objectives in accordance with the strategic plan.
- Performs professional, managerial, and administrative work of a highly responsible nature in directing and coordinating the activities of the library program.
- Coordinates the implementation of new services and ensures that staff is well trained on how to effectively meet the patron's needs.
- Oversees the daily operations of library public services, including the development and implementation of policies and procedures.
- Creates and fosters a culture of outstanding customer service in a friendly, professional, and timely manner to ensure a positive experience.
- Oversees the resolution of public service complaints, including progressive action or other steps to resolve.
- Leads major strategic initiatives through project management.
- Prepares, interprets, analyzes, summarizes, and presents various routine and non-routine reports about library services and objectives.
- Responsible for the Public Services Budgets. Prepares, recommends, and administers budgets and monitors expenditures.

- Promotes library services through active participation, involvement, and leadership in the community and Library committees and projects.

PEOPLE MANAGEMENT

- Either directly or through subordinate managers: hires, supervises, develops performance expectations, trains, evaluates and manages performance.
- Evaluates and recommends staffing levels, staff development needs, and other personnel matters. Leads in the selection and recommendation for hiring public services staff and assists with other staff appointments as appropriate.
- Oversees the work of public services personnel. Sets service standards, coordinates workload, projects staffing needs, and schedules public services staff at all locations to provide high-level public services to patrons with diverse needs.
- Recognizes and rewards innovative and high-performing staff.
- Provides leadership, development, and supervision of selected managers throughout the department. Sets individual performance measurements for managers and holds them accountable. Responsibilities include coaching, managing, selections, orienting, and evaluating. Assists with problem-solving.

STRATEGIC LEADERSHIP

- With considerable independent judgment, discretion, and initiative develops library collections, plans, and implements services and activities to meet present and anticipated community needs.
- Assists the Director in the overall management of the Library as an active and collaborative member of the Library management team.
- Participates in long-range and strategic planning for the Library.
- Develops and makes recommendations to the Library Director in areas such as resource allocations, budget management, and long-range planning.
- Articulates, creates, supports, and implements the mission, goals, and policies of the McHenry Public Library District.
- Pursue external grant opportunities and community partnerships when they become available.
- As a senior leader, coordinates high-level and strategic planning for public services.

ADDITIONAL WORK PERFORMED

- Acts as person-in-charge with other management team members in the absence of the Executive Director.
- May serve as interim Library Director.
- May serve as a day-to-day department manager in the absence of that role.
- May work at the public service points, providing backup to public services staff as needed.
- May serve on Library committees, as requested
- May represent the Library on city, community, or regional committees or as a liaison between the Library and other civic organizations.
- May serve as lead or assist in coordinating and supervising capital or special projects as assigned.

- Participates in related organizations, conferences, and training to enhance skills and remain current in library and customer service practices.
- Performs other related work of a similar nature or level.

KNOWLEDGE, SKILLS, AND ABILITIES

- Commitment and desire to provide excellent service to library patrons.
- Expert knowledge of professional library principles, policies, procedures, methods, materials, and library practices.
- Skilled at judging which ideas and suggestions will work and bringing them to market. Can manage the creative processes of others.
- Ability to set clear objectives and measure and monitor process, progress, and results, including fiscal control.
- Future orientated, can articulate a vision of possibilities and likelihood of their success. Has broad knowledge and perspective.
- Adept at project management; knows how to organize people and activities. Can simplify a complex process, see opportunities for synergy and integration and apply appropriately to get more out of fewer resources.
- Ability to relate well and build appropriate rapport and relations with a variety of people at all levels of the organization and people outside the library. Uses diplomacy and tact and can defuse even high-tension situations comfortably.
- Knowledgeable about how an organization, especially libraries, works and knows how to get results using both formal and informal channels of communication.
- Recognizes and understands the culture of an organization. Understands the origin and reasoning behind the organization's key policies, practices, and procedures.
- Ability to be accurate, thorough, and timely in the completion of assignments.
- Work effectively with a diverse population and handle different types of situations.
- Ability to exercise discretion and maintain confidentiality with patrons and staff.
- Tolerate considerable ambiguity.
- Formulate, organize, and execute complex plans of work.
- Effectively coordinate, evaluate, and supervise the work and schedules of a large and diverse staff.
- Knowledge of and ability to apply principles of and practice of supervision, training, and personnel management.
- Plan, implement, and evaluate appropriate public services and operations within the parameters of budget and staff resources.

SUPERVISORY RESPONSIBILITIES

- Adult Services Manager
- Adult Services Assistant Manager
- Circulation Manager
- Circulation Assistant Manager
- Youth Services Manager
- Youth Services Assistant Manager

QUALIFICATIONS

- MLS (MLIS) degree from an ALA-accredited institution
- Minimum 7 years of library experience
- 3-5 years of supervisory experience of staff and/or multiple departments within a public library.
- Experience in managing a line-item budget.
- Proficient technology skills, including Microsoft Windows and Office applications, Google Suite applications, Internet, and the ability to adapt to changing technology.
- Excellent interpersonal skills.
- Excellent communications skills, both written and verbal.
- Excellent leadership skills.
- Excellent time and project management skills.

WORKING ENVIRONMENT/ PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to talk, hear and see.
- Ability to read, write, and communicate fluently in English.
- The employee is frequently required to sit, stand, walk, bend, stoop, reach with hands and arms, get down on floors, and perform other physical tasks.
- Repeated movements with the wrists, hands, and/or fingers while using a keyboard.
- Ability to type with accuracy and attention to detail.
- Noise level is generally similar to an office environment but may be loud at times.
- The employee will occasionally lift or move up to 50 pounds and push or pulls carts up to 250 pounds.
- Must be able to respond to fire alarms, warning sirens, security calls, and phone pages.
- Must be able to work a variable schedule, which may include days, evenings, and weekends, and meet general attendance requirements.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Freedom of Information Act Policy (FOIA)

(Created 02/18/2002, updated 07/19/2022)

The McHenry Public Library District (the "MPLD" or "Library") permits access to as well as inspection and copying of public records in accordance with the Illinois Freedom of Information Act, hereinafter referred to as the "Act" or "FOIA" (5 ILCS 140/1 et seq.). In accord with the Act, the following practices and procedures are provided and established by the Library.

The Executive Director is designated to act as the Library's Freedom of Information Officer, to receive requests submitted under the Act, ensure timely responses to requests and issue responses under the Act, except in instances where records are furnished immediately. In the event that the Executive Director is not available, they will designate a Deputy FOIA Officer to whom such requests are to be made.

Illinois Freedom of Information Act (FOIA)

- I. A brief description of our public body is as follows:
 - A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
Our mission statement: "The McHenry Public Library District enriches community life through responsive library services that meet diverse informational and recreational needs."
 - B. An organizational chart and strategic plan can be obtained through our website (<http://www.mchenrylibrary.org>) or by contacting the FOIA Officer.
 - C. The total amount of our operating budget for FY22/23 is: \$4,787,432.83
 1. Funding sources include property taxes, developer and annexation fees, state and federal grants, fines, charges, service fees, and donations.
 2. Tax levies are:
 - a) Corporate purposes (for general operating expenditures)
 - D. The office is located at this address: 809 Front St. McHenry, IL 60050
 - E. We have approximately the following number of persons employed
 1. Full-time 21
 2. Part-Time 22
 - F. The following organization exercises control over our policies and procedure: *The McHenry Public Library District Board of Library Trustees* which meets monthly on the third Tuesday of each month, 7:00 p.m., at the Library.
 - G. Its members are: Charles T. Reilly, President; Jill Stone, Vice President; Monica Leccese, Secretary; Delphine Grala, Treasurer; Bud Alexander; Susan

Murphy; and Terry Weingart.

H. The following organization operates in an advisory and support capacity regarding our operation: (RAILS) *Reaching Across Illinois Libraries System*. The Library also receives grants from RAILS when applicable and appropriate.

I. We are required to report and be answerable for our operations to: *The Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, Jesse White (Secretary of State), Director of State Library, and various other staff.

II. You may request the information and the records available to the public in the following manner:

A. Requests for all records must be in writing and submitted to the attention of the FOIA Officer by mail, facsimile or e-mail, or delivery during regular business hours of the Business Offices of the Library.

B. Your request should be directed to the following individual:

- 1.** Freedom of Information Officer
McHenry Public Library District
809 Front Street
McHenry, IL 60050
Email: FOIA@mchenrylibrary.org
FAX: 815-385-7085

C. No oral request for records will be processed. The person orally requesting records shall be advised to put the request in writing.

D. A written request should include the requestor's name, address, the date, and daytime telephone number so that the Library can contact the requester if it has any questions.

E. You must indicate whether you have a "commercial purpose" in your request.

F. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.

G. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:

- 1.** There is a \$1.00 charge for each certification of records.
(No charges for non-commercial requests)
- 2.** There is no charge for the first twenty (20) pages of black and white text, either letter or legal size
- 3.** There is a \$.15 per page charge for copied records in excess of 20 pages. The actual copying cost of color and other sized copies will be charged.

H. If the records are kept in electronic format, you may request a specific format, and *if feasible*, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e., CD-R, flash drive, etc.) or in paper, as you select.

I. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to respond properly.

J. Retrieval and copying of records is limited only to employees of the Library designated by the FOIA Officer.

K. Inspection of records shall only be permitted by appointment, in the presence of an employee of the Library designated by the FOIA Officer, during regular business hours.

L. When a request is made to inspect or copy a public record that contains information that is exempt from disclosure under Section 7 of the Act but also contains information that is not exempt from disclosure, the Library may elect to redact the information that is exempt. The Library shall make the remaining information available for inspection and copying.

M. The place and times where the records will be available are as follows:

N. McHenry Public Library District
9:00 a.m. – 5:00 p.m., Monday - Friday, except closed holidays as advertised.

III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:

- A.** Monthly Financial Statements
- B.** Treasurer's Reports
- C.** Annual Receipts and Disbursements
- D.** Budget and Appropriation Ordinances
- E.** Levy Ordinances
- F.** Annual Audits
- G.** Minutes of the Board of Library Trustees
- H.** Library Policies, including Materials Selection
- I.** Adopted Ordinances and Resolutions of the Board
- J.** Annual Reports to the Illinois State Library



McHenry Public Library District Freedom of Information Act (FOIA) Request

Please email completed form to FOIA@mchenrylibrary.org or fax to (815) 385-7085.

Requestor's Name (or business, if applicable)		Date of Request	
Street Address		Certification Requested ___ Yes ___ No Email:	
City	State	Zip	Phone
Description of Records Requested: _____ _____ _____			
Is the reason for this request a "commercial purpose" as defined in the Act? ___ Yes ___ No			
Library Response (Requestor does not fill in below this line)			
APPROVED	<input type="checkbox"/> The documents requested are enclosed. <input type="checkbox"/> You may inspect the records at _____ on the date of _____. <input type="checkbox"/> The documents will be made available upon payment of copying costs of \$ _____. <input type="checkbox"/> For "commercial requests" only: the estimated time of when the documents will be available is _____, at the prepaid cost stated above.		
DENIED	<input type="checkbox"/> The request creates an undue burden on the public body in accordance with Section 3(g) of the Act, and we are unable to negotiate a reasonable request. <input type="checkbox"/> The materials requested are exempt under Section 7 of the Act for the following reasons: _____ Individual(s) and title that determined request to be denied: _____ In the event of a denial, you have the right to seek review by the Public Access Counselor at 217-558-0486 or 500 S. Second St. Springfield IL 62705, or you have the right to judicial review under Section 11 of the Act. <input type="checkbox"/> Request delayed, for the following reasons (in accordance with Section 3(e) of the Act): _____ _____ You will be notified by the date of _____ as to the action taken on your request.		
FOIA Officer Signature		Date of Reply	

Legislative Update -- June 23, 2022

June 23, 2022

Governor Pritzker Signs Bills into Law

We reported on [April 14](#) about [Senate Bill 3789](#), the "Decennial Committees on Local Government Efficiency Act," was signed it into law on June 10 as Public Act 102-1088.

- Requires certain governmental units to establish a committee within one year of the effective date (by June 9, 2023) and at least once every 10 years thereafter, to study local efficiencies and report recommendations to the county board no later than 18 months after the committee has been formed.
- Library districts that have the ability to levy a tax are one of the units of local government affected by the provisions of this initiative. Municipalities are specifically excluded from the provisions of this bill.
- The public act outlines committee responsibilities: "...the study of the governmental unit's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State. The committee shall also collect data, research, and analysis as necessary to prepare the report" it will tender to its county board.
- The committee, the composition of which is delineated within the bill, is required to meet at least three times and may convene during a regularly scheduled governmental body meeting if certain conditions, including Open Meetings Act and quorum requirements, are met. The committee will operate as a public entity for purposes of FOIA disclosure and compliance.

-- Illinois Library Association's "Legislative Update June 23, 2022"

accessed "<https://www.ila.org/news/2471/legislative-update-june-23-2022>"

AN ACT concerning local government.

**Be it enacted by the People of the State of Illinois,
represented in the General Assembly:**

Section 1. Short title. This Act may be cited as the Decennial Committees on Local Government Efficiency Act.

Section 5. Definition. As used in this Act, "governmental unit" includes all units of local government that may levy any tax, except municipalities and counties.

Section 10. Formation of committee; members; vacancy; administrative support.

(a) Within one year after the effective date of this Act and at least once every 10 years thereafter, each governmental unit must form a committee to study local efficiencies and report recommendations regarding efficiencies and increased accountability to the county board in which the governmental unit is located.

(b) Each committee's membership shall include the elected or appointed members of the governing board of the governmental unit; at least 2 residents of the governmental unit, who are appointed by the chair of the board of the governmental unit, with the advice and consent of the board; and any chief executive officer or other officer of the

governmental unit. The committee shall be chaired by the president or chief elected or appointed official of the governing board of the governmental unit, or his or her designee. The chairperson may appoint additional members to the committee as he or she deems appropriate.

Committee members shall serve without compensation but may be reimbursed by the governmental unit for their expenses incurred in performing their duties.

(c) A committee may employ or use the services of specialists in public administration and governmental management and any other trained consultants, analysts, investigators, and assistants it considers appropriate, and it may seek assistance from community colleges and universities as necessary to prepare the report required under Section 25.

(d) If a vacancy occurs in the committee membership, the vacancy shall be filled in the same manner as the appointments under subsection (b).

(e) Each governmental unit shall provide administrative and other support to its committee.

Section 15. Duties of a committee. The duties of a committee include, but are not limited to, the study of the governmental unit's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State. The committee shall

also collect data, research, and analysis as necessary to prepare the report described in Section 25.

Section 20. Meetings. Each committee shall meet at least 3 times. The committee may meet during a regularly scheduled meeting of the governmental unit as long as: (1) separate notice is given in conformance with the Open Meetings Act; (2) the committee meeting is listed as part of the board of the governmental unit's agenda; and (3) at least a majority of the members of the committee are present at the committee's meeting. Each meeting of the committee shall be public, and the committee shall provide an opportunity for any person to be heard at the public hearings for at least 3 minutes. The committee may require speakers to register. The committee shall meet in accordance with the Open Meetings Act, and the committee shall be a public body to which the Freedom of Information Act applies.

At the conclusion of each meeting, the committee shall conduct a survey of residents who attended asking for input on the matters discussed at the meeting.

Section 25. Report. Each committee shall summarize its work and findings within a written report, which shall include recommendations in respect to increased accountability and efficiency, and shall provide the report to the county board in which the governmental unit is located no later than 18

months after the formation of the committee. The report shall be made available to the public.

Section 30. Dissolution of the committee. After a committee has made the report required under Section 25 available to the public, the committee is dissolved until it is reestablished with newly appointed members under Section 10.

Section 85. The School Code is amended by changing Section 17-1.1 as follows:

(105 ILCS 5/17-1.1)

Sec. 17-1.1. Shared service reporting and fiscal efficiency.

(a) Annually, each school district shall complete a report developed by the State Board of Education, to accompany the annual financial report and to be published on the State Board of Education's Internet website, that summarizes district attempts to improve fiscal efficiency through shared services or outsourcing in the prior fiscal year. The report must be primarily in checklist form and approximately one page in length. It shall include, but shall not be limited to, the incidence of the following shared service options: insurance; employee benefits; transportation; personnel recruitment; shared personnel; technology services; energy purchasing;

supply and equipment purchasing; food services; legal services; investment pools; special education cooperatives, vocational cooperatives, and other shared educational programs; curriculum planning; professional development; custodial services; maintenance services; grounds maintenance services; food services; grant writing; and science, technology, engineering, and mathematics (STEM) program offerings. The report shall also include a list of potential shared services or outsourcing the district may consider or investigate for the next fiscal year and any anticipated barriers to implementation. This report must be approved by the school board at an open meeting that allows for public comment, and it shall be published on the Internet website of the school district, if any.

(b) Based on data supplied by school districts through the annual financial report, regional superintendents of schools shall publish annually a regional report summarizing district attempts to improve fiscal efficiency through shared services or outsourcing within the educational service region. This report shall include a list of all joint purchasing initiatives, joint agreements between districts, attempts to reduce or eliminate duplication of services and duplicative expenditures, and identification of any overlapping regional service delivery systems.

(c) For school districts required to develop and submit to the State Board of Education a deficit reduction plan under

Section 17-1 of this Code, the regional superintendent of schools and the school district shall jointly prepare a shared services and outsourcing plan that considers actions that may improve the district's fiscal efficiency and how future savings associated with shared services or outsourcing are to be utilized.

(Source: P.A. 97-357, eff. 1-1-12.)

Section 90. The State Mandates Act is amended by adding Section 8.46 as follows:

(30 ILCS 805/8.46 new)

Sec. 8.46. Exempt mandate. Notwithstanding Sections 6 and 8 of this Act, no reimbursement by the State is required for the implementation of any mandate created by the Decennial Committees on Local Government Efficiency Act.

Section 99. Effective date. This Act takes effect upon becoming law.

Diversity Statement Examples

McHenry Public Library District

Mission Statement: The McHenry Public Library District enriches community life through responsive library services that meet diverse informational and recreational needs.

Novi Public Library, Michigan

Mission Statement: Novi Public Library provides the resources and programs to support the educational, cultural, informational and recreational needs of its diverse community.

Vision Statement: Novi Public Library is a center of community activity and a source of local pride. It is a library that fulfills the needs of the community in a comfortable, user-friendly, well-staffed facility that is capable of adapting to change.

Equity, Diversity, and Inclusion Statement: The Novi Public Library is committing to ensure that every Novi community member, library guest, Board of Trustee member, library staff and volunteer, are treated with dignity and respect. Discrimination, bigotry and racism will not be tolerated. The Board and staff are dedicated to promoting diversity, equity and inclusion in order to create a comfortable, safe and supportive library environment for all.

In September 2020, the NPL Board of Trustees unanimously supported the creation of a standing committee for DEI.

Sycamore Public Library, Sycamore, IL

Vision Statement: Sycamore Public Library is an inclusive, welcoming community resource that strives to meet the diverse needs of all. Everyone is welcome here. Everyone has access to our collections, programs and services. Everyone is encouraged to be a part of a culture- where all dimensions of diversity are accepted, valued and utilized—where we all thrive and belong.

Equity, Diversity, and Inclusion Statement: Libraries are committed to following the values of our profession as set forth by American Library Association (ALA). These values include equity, diversity and inclusion, social responsibility, and lifelong learning. The staff and Board of Trustees of Sycamore Public Library join with ALA and the Illinois Library Association in declaring that we stand against racism and systemic injustice in all forms. We believe every life is valuable and that all people should be treated with respect and dignity. We reject policies and practices that promote discrimination and work to provide a library collection that reflects a broad spectrum of *the human experience*. *We strive to promote social justice within our community by providing a safe and welcoming environment for people to explore ideas that differ from their own and gain new knowledge and skills.*

Diversity Statement Examples

How Do We Do This?

Working hand-in-hand with our patrons and community partners, our staff are continuously striving towards a shared vision of innovative library programs and services that underscores our commitment to the diversity of the communities that we all serve.

Together, we are part of something larger. We are building a culture based on open, respectful conversations that allow us all to learn about one another as individuals, with different perspectives and life experiences.

This vision informs all that we do, enriching our work and helping us enhance our communities.

Wicomico Public Libraries, Maryland

Vision Statement: Wicomico County Public Library is an inclusive, welcoming community resource that strives to meet the diverse needs of all Wicomico County citizens.

Equity, Diversity, and Inclusion Statement: Wicomico Public Libraries is committed to a future that embraces diversity, equity, and racial understanding that lives through our vision statement of giving respect to all individual differences. Wicomico Public Libraries are an equitable, diverse, and inclusive community resource that strives to meet the needs of all Wicomico County citizens regardless of: age, cultural background, disability, ethnicity, family status, national origin, race, religion, sex, sexual orientation, gender identity, health, socioeconomic status and veteran status.

Mount Prospect Public Library, Illinois

Vision Statement: Mount Prospect Public Library exists to:
Connect people to information, resources, and opportunities for enrichment and leisure

- Provide and sustain a book culture through literary knowledge and interactive experiences
- Promote and support education and lifelong learning
- Build community

Equity, Diversity, Inclusion Statement : We at the Mount Prospect Public Library celebrate the diversity of identity, experience, and thought, and actively work to be inclusive.

We aspire to move our community forward by supporting and educating patrons regardless of age, ethnicity, gender, physical ability, race, sexual orientation, or any other dimension of diversity.

We recognize that equity and inclusivity do not happen overnight, and that we are on a journey to listen, learn, and do better. We are committed to:

Diversity Statement Examples

- Purchasing and promoting works created by diverse authors
- Developing programs that include diverse voices and address social issues
- Creating a diversity recruiting strategy
- Developing and nurturing relationships with the diverse voices in our community

Our staff Equity, Diversity, and Inclusion Committee is dedicated to exploring, sharing, and implementing the key concepts of equity, diversity, and inclusion in our library services. Through staff training, we strive to foster a culture of inclusiveness and acceptance.

During our journey there are bound to be times when we can do better, and when that happens, we promise to address it directly, with humility and a desire to improve. We pledge to listen to our community, take their needs and interests seriously, and keep learning throughout our journey.

Equity removes barriers so that everyone has the tools to thrive and succeed. We acknowledge that disadvantages for certain groups have led to an imbalance of opportunities. By being adaptable and meeting people where they are, the Mount Prospect Public Library works to ensure that everyone has access to collections, programming, and services.

Diversity celebrates the visible and invisible differences between people. Every member of our community contributes to diversity by bringing their whole selves into our space. Mount Prospect Public Library recognizes, values, and embraces differences, and by extension, every individual. We strive to have people see themselves reflected in the library's collections, programming, services, staff, and board.

Inclusion creates a space where all individuals feel welcome, respected, valued, and accommodated. We strive to anticipate and meet needs by being active partners in the community and working to make our spaces and services accessible to everyone.

Northbrook Public Library, Illinois

Mission Statement: The Northbrook Public Library nurtures community and stimulates lifelong learning through innovative, responsive programming, partnerships, resources, and services. We deliver excellent customer service to our patrons to create a welcoming, inclusive environment.

Equity, Diversity, and Inclusion A Statement from the Library Board of Trustees: The Board of Trustees and staff of the Northbrook Public Library are focused on how the library can best serve the community by being an equitable, diverse, and inclusive organization. One of the core values of the Northbrook Public Library is inclusion. We recognize that libraries are central to the promotion and practice of intellectual freedom and that public libraries must continue the work to foster inclusivity. In recent years, the Library has taken steps to ensure that we are creating an inclusive environment for all members of our community.

The Northbrook Public Library values every community member and works to be welcoming and respectful of people's different identities including race, ethnicity, gender identity, socioeconomic status, sexual orientation, religion, ability, language, age, size, and more. As an institution of lifelong learning, we have a duty to not only reflect the community we serve, but also to educate the community about the diversity of our region, state, nation, and world. We will continue to pursue these goals both internally, by educating staff and examining our practices and procedures, and externally, by providing programs and educational opportunities to the

Diversity Statement Examples

community. We recognize that we cannot do this work alone and will continue working with our community partners to solicit feedback, listen, and embrace equity, diversity, and inclusion in a community-wide effort.

The Board of Trustees stands firm in their commitment to foster an inclusive environment and is committed to continuing the work we have already begun.

St. Charles Public Library, Illinois

Mission Statement: The mission of the St. Charles Public Library is to support the growth and creativity of the individual and foster the spirit of community and local economy.

Equity, Diversity, and Inclusion Statement:

The SCPLD Board of Trustees affirm that we will work towards ending systemic racism and inequity in our community. We stand with the American Library Association, the Illinois Library Association and other institutions that condemn racism and all other forms of hate.

At its heart, our library has always strived to be a welcoming and patron centric institution. We can do better. In this renewed commitment to equity, diversity and inclusion, here are the actions the Library has taken and will take to strengthen our core values and thus, strengthen our community:

- Review outdated policies and make them more inclusive
- Foster dialogue and civic engagement
- Recommend resources and materials to help people learn more about systemic racism and oppression
- Provide resources and materials to help uncover implicit bias within our staff for personal and professional development
- Provide access to a broad collection that represents the diversity of our nation
- Help parents and caregivers talk to children and young people about race and racism so they can understand what is happening around them and stand up for and respect others
- Explore ways to be more inclusive in procedures and practices
- In addition to the many ways we seek feedback and dialogue from our patrons, we will continue to build relationships with our intergovernmental partners, our social service agencies and other groups that represent our underserved population.

Ultimately, it is the choices we make as individuals that will grow the integrity of our community.

Illinois Library Association Statement of Commitment to Diversity, Equity, and Inclusion

The ILA Executive Board approved the following statement and set of definitions on May 20, 2021.

Purposes of this Document

Diversity Statement Examples

- To serve as a foundational document that will guide ILA activities and policies, including, but not limited to, the association's nominations, awards, and committee appointments.
- To demonstrate a public commitment to principles that the association can refer to when called to address future current events and as the environment continually evolves.
- To establish a common vocabulary as an association and identify the populations within Illinois librarianship we intend to serve via our DEI-related activities.

Statement

The Illinois Library Association affirms our commitment to diversity, equity, and inclusion for all library workers and our association, as stated in our strategic plan. We seek to improve both the association and the profession in order to attract and retain a library workforce that reflects the diversities of the communities we serve and to enable library staff to increase their own and their patrons' awareness and understanding.

We acknowledge such improvement requires intentional change at both the individual and institutional levels. These efforts are two-fold:

1. Directly support our colleagues from underrepresented populations. We seek to make the library field more accessible to all by creating a culture of inclusion.
2. Advance the understanding of and support for greater inclusion by ILA leadership and library workers as a whole.

Our goal is to nurture an environment that allows all library workers to fully contribute and thrive. We recognize barriers to such an environment are broad, intersectional, and societal. Librarianship is ILA's sphere of influence and we seek to direct our efforts here first.

Definitions

- Diversity is the range of human differences, including but not limited to race, color, ethnicity, ancestry, national origin, religion, age, sex, sexual orientation, gender identity or expression, marital and/or familial status, mental and/or physical impairment and/or disability, military status, economic status, political affiliation, and other human distinguishing characteristics. [Source: ILA Diversity Committee]
- Equity recognizes that some groups are disadvantaged in accessing educational and employment opportunities and are underrepresented or marginalized in librarianship. The effects of that exclusion often linger systemically within organizational policies, practices and procedures. [Adapted from ALA's Task Force on Equity, Diversity, and Inclusion Report, 2015]
- Inclusion means intentionally seeking and fostering participation and engagement in librarianship and ILA from traditionally underrepresented or marginalized populations as defined above. In addition, the Illinois library community's diverse constituencies include geographic location, type of library worker, and library type and size.