



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, October 18, 2022, 7:00 p.m.
Meeting Rooms #135 & #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 September 20, 2022, Regular Meeting.
 - B.** Approval of the Minutes of the September 20, 2022, Public Hearing on the Combined Annual Budget and Appropriation Ordinance
- VII. TREASURER'S REPORT** – Delphine Grala, Treasurer
 - A.** Tom Coughlin, Governmental Accounting Inc., quarterly review of library finances
 - B.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for September/October 2022, Additional Bills and Petty Cash and Credit Card Reports
- VIII. COMMUNICATIONS**
- IX. LIBRARIAN'S REPORT**
 - A.** Share A Service: Vacation Bags with Jen Einoris, Youth Services Library Associate
 - B.** Librarian's Report
 - C.** Serving Our Public 4.0- Chapters 1-4
 - D.** Updates on Projects
- X. OLD BUSINESS**
 - A.** Parking Lot Resurfacing and Repairs Project
 - B.** Decennial Committee on Local Government Efficiency Act (Public Act 102-1088)
 - C.** Developer Fees

D. Materials Reconsideration

XI. NEW BUSINESS

- A.** Sale of Real Estate to People of the State of Illinois, Department of Transportation
 - 1.** Certified Resolution
 - 2.** Affidavit of Title
 - 3.** Receipt of Conveyance Documents & Disbursement Statement
 - 4.** Warranty Deed
 - 5.** Temporary Construction Easement
- B.** FY2022/23 Snow Removal Contract
- C.** Ordinance No. 2022/2023-04 An Ordinance Providing for the Levy and Assessment of Taxes for the Fiscal Year Beginning July 1, 2022 and Ending June 30, 2023.

I. 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).

II. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

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

IV. 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.

MINUTES
McHenry Public Library District
Board of Library Trustees
Regular Meeting

Date: September 20, 2022

Time: 7:00 P.M.

Location: Library Meeting Rooms # 136

I. CALL TO ORDER – President Charles Reilly

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

II. ROLL CALL – Monica Leccese, Secretary

Roll was called.

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

Members Absent: None

Also Present: Amy Hodgson, Administrative Assistant,
James Howard, Governmental Accounting, Inc. (via Zoom)
Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
Kathy Milfajt, Technical Services Manager
Sandy Rigsby, McHenry resident

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

Director Jakacki reported that the Levy Discussion with Governmental Accounting, Inc. was being moved from New Business up to the beginning on the Board meeting.

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

No public comments.

VI. SECRETARY'S REPORT – Monica Leccese, Secretary

A. Approval of Minutes of the August 16, 2022, Regular Board Meeting

Secretary Leccese informed the Board that she found no corrections needed for the August 16, 2022, minutes.

Murphy moved, and Weingart seconded a motion to approve the Minutes of the August 16, 2022, Regular Board Meeting.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

VII. TREASURER'S REPORT – Delphine Grala, Treasurer

- A.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for August/September 2022, Additional Bills and Petty Cash and Credit Card Reports

Treasurer Grala reviewed the monthly financial statements. She reported that as of the end of August, the Library had received 55% of the property taxes so far. Director Jakacki reported that the Library received another payment in September and that overall the Library has received almost \$3.1 million in property taxes.

Treasurer Grala inquired about revenue account 6015-100 (Revenue Recapture Property Tax). Director Jakacki reported a new state law: if the County finalizes the Library's extension and the Board of Appeals approves some property tax appeals, the following year, the County has to recapture the money for the Library. She reported that this is the first year this law is in effect.

Treasurer Grala inquired about expense account 8440-100 (In-Service/Staff Training/LMS), noting that the total was close to the total budgeted amount for the year. Director Jakacki reported that it was for a speaker who did a full-morning presentation for staff training on 'Generations in the Workplace.'

Treasurer Grala inquired about the expenses for NFP Resources. Director Jakacki reported that these expenses are for three staff members attending four individual management training courses.

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

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

VIII. COMMUNICATIONS

IX. LIBRARIAN'S REPORT

- A.** Librarian's Report

Director Jakacki highlighted the following items:

- The Katherine Jeffrey presentation for all staff regarding 'Generations in the Workplace.' Director Jakacki reported that the Library has all five generations working here and that the Millennials are the Library's largest staff generation.
- Emily Bily (Adult Services Librarian), who does Senior Services, was able to include Randall Residence of McHenry in more robust services and was able to go there and provide more personal service to them.
- The Library participated in this season's last Pearl Street Market event.
- The Library used Per Capita funds to convert the Meeting room doors to auto-assist doors to make the Library more accessible.

B. Updates on Projects

Director Jakacki reported that projects would be covered under Old Business.

X. OLD BUSINESS

A. IDOT Route 31 Expansion Project

Director Jakacki reported that the Library contacted SantaCruz Land Acquisitions, the Library's IDOT representative, who provided the paperwork to complete the sale. However, there were errors in the paperwork, so the Library is waiting for IDOT to make the corrections and provide new paperwork. She reported that even though no one can outbid IDOT, the Library is required to publish a notice in the newspaper that the Library is selling real estate. Those notices will be in the newspaper on September 28 and October 5. Director Jakacki reported that the Library would hopefully be able to sign off on the paperwork at the October Board meeting.

B. Parking Lot Resurfacing and Repairs Project

Director Jakacki reported that the Library is working out a date to complete this project, and the Library would need to close for the day (staff will work from home that day). In addition, she reported that the Library has to get a permit from the City for the work to be completed.

C. Decennial Committee on Local Government Efficiency Act (Public Act 102-1088)

Director Jakacki reported that McHenry residents Georgann Caputo and Bill Edminster volunteered to join the committee.

Leccese moved, and Stone seconded a motion appoint Georgann Caputo and Bill Edminster to the Decennial Committee on Local Government Efficiency Act.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

D. Developer Fees

Director Jakacki reported that due to other priorities there has been no progression researching Developer Fees from Wonder Lake.

Action Tabled to future Board meeting

E. Materials Reconsideration

Director Jakacki reported that this was an inquiry from Treasurer Grala on whether the Library has a way to appeal a decision on materials to the Board. Director Jakacki reported that she is still researching why there is a difference between two different parts of the policy.

XI. NEW BUSINESS

A. FY 2021/22 Budget

- 1.** Adoption of ordinance 2022/2023-01: an Ordinance Adopting a Combined Budget & Appropriations for FY 2022-2023

Murphy moved, and Leccese seconded a motion to approve the adoption of ordinance 2022/2023-01; an Ordinance Adopting a Combined Budget & Appropriations for FY 2022-2023.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

- 2.** Certificate of Estimated Revenues by Source FY 2022-2023

- a) Director Jakacki reported that Treasurer Grala has to state that the estimations in the Combined Budget & Appropriations are in good faith.

- 3.** Levy Discussion with Governmental Accounting, Inc. **This discussion was moved up to the beginning of the Board meeting.**

- a) James Howard, Governmental Accounting, Inc. reported on the tax levy and stated that there are two ways the Library could capture increases. Mr. Howard noted that the Library would not get more than 5% (the maximum due to the current CPI) unless the Library wants to capture new growth, in which case the Library would need to publish a notice in the newspaper and hold a hearing to go above 5%. He provided projections for the Library's financial future if the Library chose not to capture the full levy this year. Mr. Howard reported that it is the Board's decision what they want to levy at. The Board said they would entertain reviewing the levy at 5% this year.

B. Local Election Officials

Director Jakacki reported that Secretary Leccese is the Library's local election official. The Executor Director and other staff members complete tasks on the Secretary's behalf

for the elections. In order for staff to receive candidate petitions, Secretary Leccese needs to deputize those staff members to make it official for them to act on her behalf. Petitions for the Library Board openings can be accepted December 12-18.

C. Information Table Policy – NEW

Director Jakacki reported that this policy applies to organizations who request to set up a table in the Library to share information and resources and states who can have a space, how frequently they can have a space and what they can and cannot do when utilizing that space. A correction was noted in the last sentence of the policy - the word 'sponsor' should be 'sponsored'.

Alexander moved, and Grala seconded a motion to approve the Information Table Policy with the correction noted.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

D. Community Information – Distribution and Posting Policy - NEW

Director Jakacki reported that this is the area in the Library's Lobby where people can post about local events and that this policy is formalizing what the Library does and does not allow to be posted. Once the policy is approved, it will be posted in that area for people to see. Director Jakacki reported that the Library's Marketing Coordinator oversees and maintains the postings.

Murphy moved, and Alexander seconded a motion to approve the Community Information-Distribution and Posting Policy.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

E. Library Fines

Director Jakacki reported that this topic has come up multiple times recently and referenced a recent Letter to the Editor in the Northwest Herald about the Library's fines. She reported that the Library has 1,401 cardholders blocked from using the Library's services because of fines and fees and that the average length of time a library card has been blocked is 3.84 years. A library card is blocked when a patron owes more than \$10. If a patron does not return a book, they get charged for the replacement cost of that book. Director Jakacki reported that of 13,000 books checked out in August, only 640 were overdue. She reported that most of the blocked library cards were senior citizens when she checked a year ago. Director Jakacki reported that fines and fees account for about 1% of the Library's annual revenue but also reported that the Library spends quite

a bit of money trying to collect that money from patrons. A discussion ensued. Secretary Leccese and Trustee Alexander both felt strongly that fines help people be responsible and return items on time. Trustee Alexander reported that he talked to some of his constituents, and they did not support the Library being fine-free. He reported that their primary reason was that returning items on time was 100% within the patron's control. Secretary Leccese reported that with auto-renewal on books allowing patrons to have most books for as long as nine weeks, the only thing that might get the patron to return the book on time is the possibility of paying a fine. Trustee Alexander reported that two people he talked with use other local public libraries and were not aware in advance that their Library was going fine-free. He reported that the Board is directly accountable to the voters in this Library district and that no one else has that accountability. Trustee Alexander suggested the Library notify its patrons in advance via the Library's newsletter that the Library is considering going fine-free and solicit feedback. Vice President Stone reported that going fine-free would be a more welcoming environment for the Library's patrons and that the Library does not need the money generated from fines and fees. Trustee Weingart reported that when Wauconda Library went fine-free, they noticed increased revenue in other areas.

No action was taken.

F. National Friends of the Library Week Proclamation

Director Jakacki reported that it would be nice to do a proclamation recognizing all that the Friends of the Library do for the Library. National Friends of the Library Week is October 16-22.

Weingart moved, and Alexander seconded a motion to proclaim National Friends of the Library Week 2022.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

XII. EXECUTIVE SESSION

No executive session was held.

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

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

President Reilly inquired if there was any other business to come before the Board. Treasurer Grala reported that the auditor from Eder Casella contacted her to report that the Library audit started today. The auditors will be at the Library the rest of the week and then will schedule their exit meeting. Treasurer Grala will participate in the exit meeting only if there are significant findings. The auditors will issue a draft report in a few weeks, after which they will issue a final report. Director Jakacki reported that the Audit Manager would come to the November Board meeting to report their findings and

answer any questions the Board has. The Library's annual report has to be submitted to the State by the end of December.

XV. ADJOURNMENT

Murphy moved, and Grala seconded a motion to adjourn the meeting at 8:37 p.m.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

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



McHenry Public Library District

809 North Front Street

McHenry, Illinois 60050

Phone: 815.385.0036

www.mchenrylibrary.org

MINUTES

McHenry Public Library District

Board of Library Trustees

Public Hearing on The Combined Annual Budget and Appropriation Ordinance

Date: September 20, 2022

Time: 7:00 P.M.

Location: Library Meeting Room West #136

I. CALL TO ORDER

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

II. ROLL CALL

Roll was called and a quorum was established.

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

Also Present: Amy Hodgson, Administrative Assistant
Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
Kathy Milfajt, Technical Services Manager
Sandy Rigsby, McHenry resident

III. PUBLIC FORUM

No public comments were made during the hearing prior to recess.

President Reilly placed the hearing into recess at 7:04 p.m. and would reopen the hearing if a member of the public wished to speak.

One member of the public was in attendance but did not address the Board so the meeting only needed to resume in order to adjourn.

IV. ADJOURNMENT

Murphy moved and Leccese seconded a motion to adjourn the hearing at 8:37 p.m.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

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

Respectfully Submitted,

Monica Leccese, Secretary

Financial Report

For the 3 Month(s) Ended September 30, 2022
FISCAL YEAR 2023



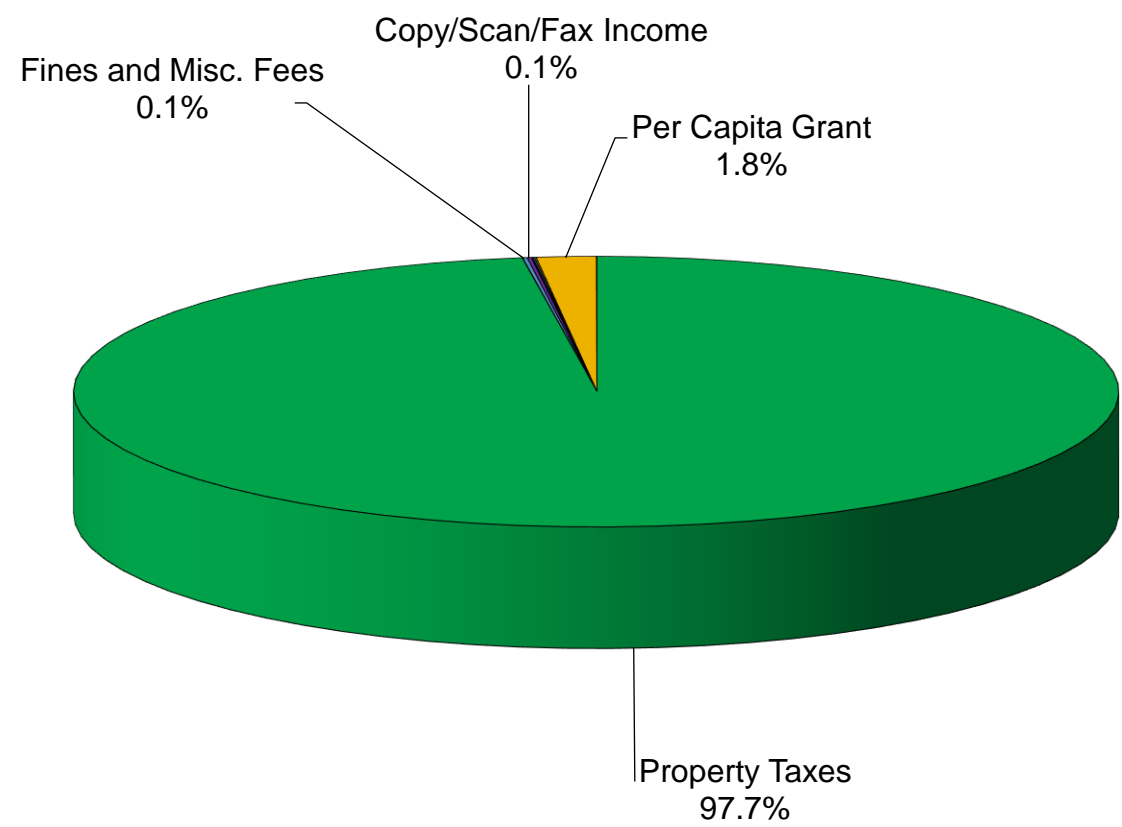
McHenry Public Library District
Actual vs Budget Summary
For the 3 Month(s) Ended September 30, 2022

25% of Fiscal Year

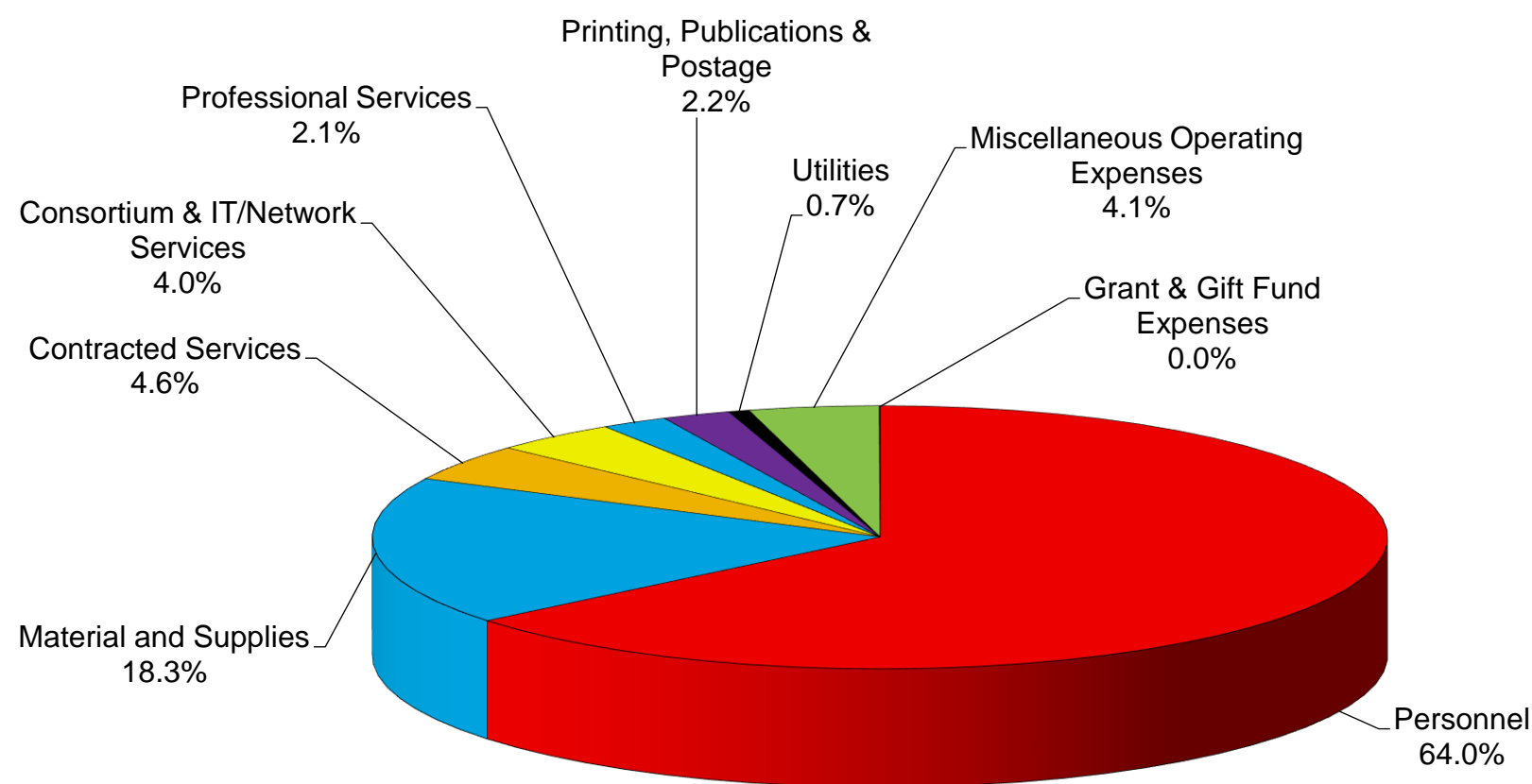
Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
REVENUE					
Property Taxes	3,272,010	3,354,407	97.5%	3,097,062	6%
Developer Fees	-	175,000	0.0%	-	0%
Interest & Dividends- All Funds	379	2,375	16.0%	362	5%
Fines and Misc. Fees	4,602	22,250	20.7%	4,619	0%
Copy/Scan/Fax Income	4,445	15,000	29.6%	1,985	124%
General/Reserve Gifts	24	80,000	0.0%	62,798	-100%
Annexation & Impact Fees	51	25,000	0.2%	-	0%
Retiree/Cobra Insurance Payment	104	15,000	0.7%	359	-71%
Misc. Sales & Income	123	95,500	0.1%	132	-7%
Lost & Damaged Materials	947	5,500	17.2%	919	3%
CCS/LLSAP Income	1,912	10,500	18.2%	1,811	6%
Solar Credits	1,686	5,250	32.1%	1,920	-12%
Per Capita Grant	61,732	70,000	88.2%	61,984	0%
Over/Short	41	500	8.2%	-	0%
Miscellaneous Grants	500	40,000	1.3%	9,869	-95%
Actual Revenues	3,354,057	3,928,687	85.4%	3,243,820	3%
Budgeted Revenues	3,615,729				
% Diff	93%				
OPERATING EXPENDITURES					
Personnel	378,369	2,222,750	17.0%	436,718	-13%
Material and Supplies	108,020	699,250	15.4%	54,466	98%
Contracted Services	26,883	129,250	20.8%	25,387	6%
Consortium & IT/Network Services	23,604	147,500	16.0%	25,367	-7%
Professional Services	12,565	143,250	8.8%	8,100	55%
Printing, Publications & Postage	12,858	67,750	19.0%	9,601	34%
Utilities	3,878	41,500	9.3%	4,950	-22%
Miscellaneous Operating Expenses	24,492	188,500	13.0%	30,876	-21%
Grant & Gift Fund Expenses	147	40,000	0.4%	3,317	-96%
Actual Expenditures	590,816	3,679,750	16.1%	598,782	-1%
Budgeted Expenditures	3,490,050				
% Diff	17%				
SURPLUS / (DEFICIT) FROM OPERATIONS	2,763,241	248,937	1110.0%	2,645,038	4%
CAPITAL EXPENDITURES & DEBT SERVICE					
Capital Expenses	748	112,000	0.7%	-	0%
Debt Services	-	250,000	0.0%	-	0%
Transfer to Reserve Fund	-	49,900	0.0%	-	0%
Actual Expenditures	748	411,900	0.2%	-	0%
Budgeted Expenditures	389,000				
% Diff	0%				
TOTAL SURPLUS / (DEFICIT)	2,762,493	(162,963)		2,645,038	
BEGINNING FUND BALANCE	2,171,570				
ENDING FUND BALANCE	4,934,063				

McHenry Public Library District
Actual vs Budget Summary
For the 3 Month(s) Ended September 30, 2022

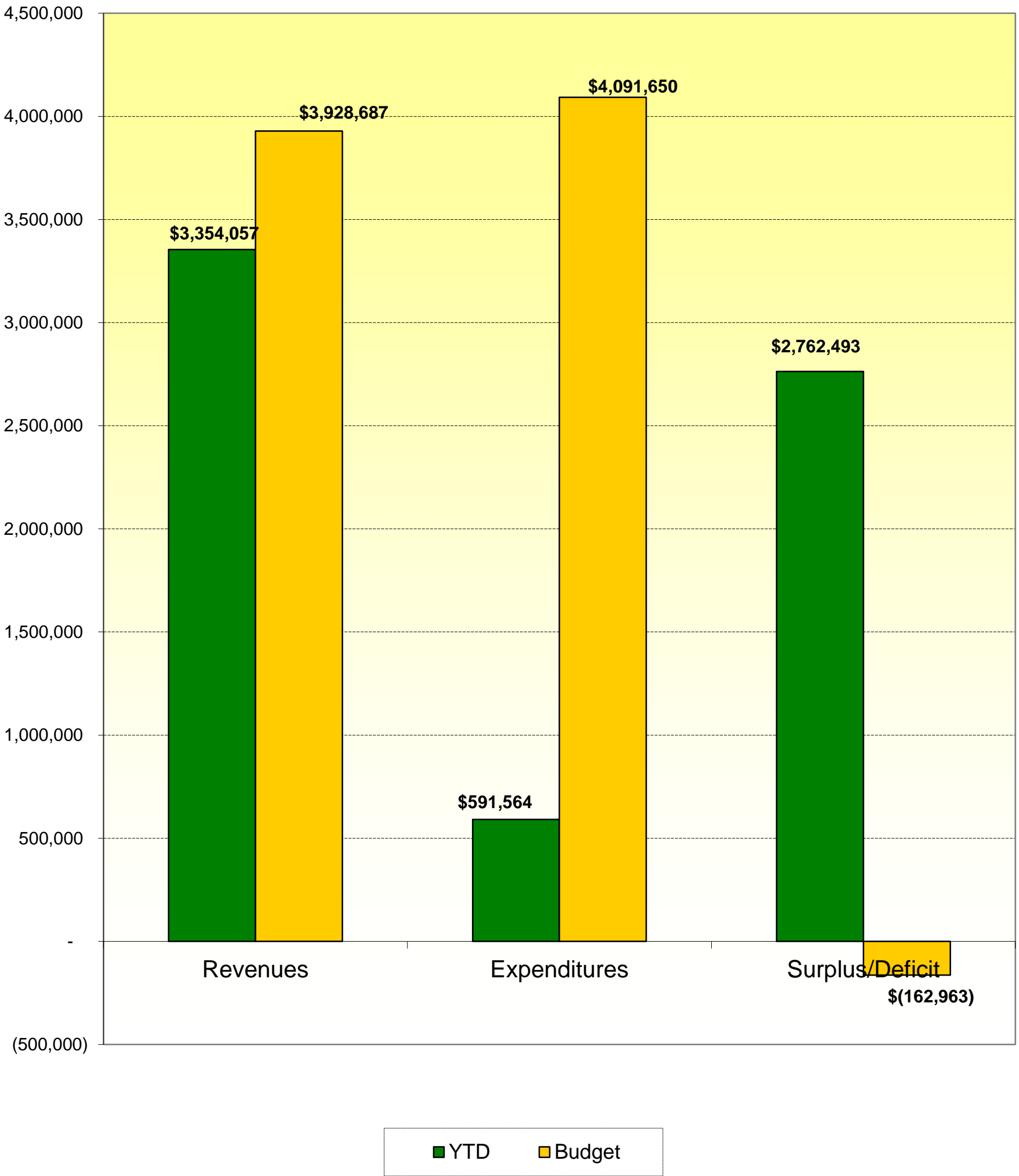
Revenue Distribution



Operational Expenditure Distribution



McHenry Public Library District
Actual vs Budget Summary
For the 3 Month(s) Ended September 30, 2022



McHenry Public Library District
Actual vs Budget Summary
For the 3 Month(s) Ended September 30, 2022

25% of Fiscal Year

Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	% of Budget
REVENUE						
Property Taxes	3,272,010	-	-	3,272,010	3,354,407	98%
Developer Fees	-	-	-	-	175,000	0%
Interest and Dividends	298	31	51	379	2,375	16%
Fines and Misc Fees	4,602	-	-	4,602	22,250	21%
Copy/Scan/Fax Income	4,445	-	-	4,445	15,000	30%
General/Reserve Gifts	1	-	23	24	80,000	0%
Annexation & Impact Fees	51	-	-	51	25,000	0%
Retiree/Cobra Insurance Payment	104	-	-	104	15,000	1%
Misc. Sales & Income	123	-	-	123	95,500	0%
Lost & Damaged Materials	947	-	-	947	5,500	17%
CCS/LLSAP Income	1,912	-	-	1,912	10,500	18%
Solar Credits	1,686	-	-	1,686	5,250	32%
Per Capita Grant	-	-	61,732	61,732	70,000	88%
Over/Short	41	-	-	41	500	8%
Miscellaneous Grants	-	-	500	500	40,000	1%
Actual Revenues	3,291,721	31	62,306	3,354,057	3,928,687	85%
Budgeted Revenues	3,373,729	56,500	185,500	3,615,729		
% Diff	98%	0%	34%	93%		
OPERATING EXPENDITURES						
Personnel	378,369	-	-	378,369	2,222,750	17%
Material and Supplies	87,384	-	20,636	108,020	699,250	15%
Contracted Services	26,883	-	-	26,883	129,250	21%
Consortium & IT/Network Services	23,604	-	-	23,604	147,500	16%
Professional Services	12,565	-	-	12,565	143,250	9%
Printing, Publications & Postage	12,858	-	-	12,858	67,750	19%
Utilities	3,878	-	-	3,878	41,500	9%
Miscellaneous Operating Expenses	24,492	-	-	24,492	188,500	13%
Grant & Gift Fund Expenses	-	-	147	147	40,000	0%
Actual Expenditures	570,033	-	20,783	590,816	3,679,750	16%
Budgeted Expenditures	3,230,550		259,500	3,490,050		
% Diff	18%	0%	8%	17%		
SURPLUS / (DEFICIT) FROM OPERATIONS	2,721,688	31	41,523	2,763,241	248,937	1110%
CAPITAL EXPENDITURES & DEBT SERVICE						
Capital Expenses	748	-	-	748	112,000	1%
Debt Services	-	-	-	-	250,000	0%
Transfer to Reserve Fund	-	-	-	-	49,900	0%
Actual Expenditures	748	-	-	748	411,900	0%
Budgeted Expenditures	139,000	250,000	-	389,000		
% Diff	1%	0%	0%	0%		
Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	
TOTAL SURPLUS / (DEFICIT)	2,720,940	31	41,523	2,762,493	(162,963)	
BEGINNING FUND BALANCE	1,340,175	328,707	502,688	2,171,570		
ENDING FUND BALANCE	4,061,115	328,738	544,211	4,934,063		
Fund Balance as % of Total Expenditures	712%	0%	2619%	834%		

McHenry Public Library District
Financial Report Detail by Fund
For the 3 Month(s) Ended September 30, 2022

Revenues

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
6010100 · Property Taxes	1,428,624.02	279,533.88	3,272,010.27	0.00	0.00	3,272,010.27	3,354,406.56	-82,396.29	97.5%
6015100 · Revenue Recapture Property Tax	5,283.93	1,033.77	5,501.33	0.00	0.00	5,501.33	12,405.27	-6,903.94	44.3%
6020200 · Developer Fees	0.00	14,583.33	0.00	0.00	0.00	0.00	175,000.00	-175,000.00	0.0%
6030100 · Interest Income - General	109.58	47.92	297.55	0.00	0.00	297.55	575.00	-277.45	51.7%
6030200 · Special Reserve Fund Interest	9.06	83.33	0.00	30.59	0.00	30.59	1,000.00	-969.41	3.1%
6030300 · Grant/Gifts Fund Interest	17.49	41.67	0.00	0.00	50.93	50.93	500.00	-449.07	10.2%
6035100 · Dividends	0.00	25.00	0.00	0.00	0.00	0.00	300.00	-300.00	0.0%
6040100 · Nonresident/Enhanced Fee Cards	0.00	62.50	203.50	0.00	0.00	203.50	750.00	-546.50	27.1%
6050100 · Fines and Fees	1,440.63	1,458.33	3,870.53	0.00	0.00	3,870.53	17,500.00	-13,629.47	22.1%
6055100 · Collection Agency Fees	88.24	41.67	88.24	0.00	0.00	88.24	500.00	-411.76	17.6%
6060100 · Copy/Scan/Fax Income	2,108.05	1,250.00	4,445.45	0.00	0.00	4,445.45	15,000.00	-10,554.55	29.6%
6070200 · Reserve Fund Gifts	0.00	416.67	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6070300 · General Fund Gifts	10.72	6,250.00	0.62	0.00	23.15	23.77	75,000.00	-74,976.23	0.0%
6090100 · Annexation & Impact Fees	0.00	2,083.33	50.75	0.00	0.00	50.75	25,000.00	-24,949.25	0.2%
6105100 · Retiree/Cobra Insurance Payment	103.66	1,250.00	103.66	0.00	0.00	103.66	15,000.00	-14,896.34	0.7%
6110100 · Program Fees/Misc. Fees	0.00	166.67	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
6120100 · Meeting Room Fees	75.00	125.00	440.00	0.00	0.00	440.00	1,500.00	-1,060.00	29.3%
6130100 · Misc.	45.00	7,916.67	122.50	0.00	0.00	122.50	95,000.00	-94,877.50	0.1%
6130200 · Misc. Income SR	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6150100 · Lost & Damaged Materials	482.10	458.33	947.25	0.00	0.00	947.25	5,500.00	-4,552.75	17.2%
6157100 · CCS/LLSAP Income	1,912.12	875.00	1,912.12	0.00	0.00	1,912.12	10,500.00	-8,587.88	18.2%
6160100 · Solar Credits	1,680.00	437.50	1,686.00	0.00	0.00	1,686.00	5,250.00	-3,564.00	32.1%
6170300 · Per Capita Grant	61,731.70	5,833.33	0.00	0.00	61,731.70	61,731.70	70,000.00	-8,268.30	88.2%
6200100 · Over/Short	0.70	41.67	40.95	0.00	0.00	40.95	500.00	-459.05	8.2%
6210300 · Miscellaneous Grants	0.00	3,333.33	0.00	0.00	500.00	500.00	40,000.00	-39,500.00	1.3%
Total Revenues	1,503,722.00	327,390.57	3,291,720.72	30.59	62,305.78	3,354,057.09	3,928,686.83	-574,629.74	4.99
Total Revenues	1,503,722.00	327,390.57	3,291,720.72	30.59	62,305.78	3,354,057.09	3,928,686.83	-574,629.74	85.4%

Expenditures

Personnel Expenses									
8910100 · Salaries	95,690.60	132,500.00	275,416.63	0.00	0.00	275,416.63	1,590,000.00	-1,314,583.37	17.3%
8920100 · FICA/Medicare	6,992.12	10,416.67	20,113.80	0.00	0.00	20,113.80	125,000.00	-104,886.20	16.1%
8930100 · IMRF	9,482.83	14,166.67	27,321.66	0.00	0.00	27,321.66	170,000.00	-142,678.34	16.1%
8940100 · Health & Life Insurance	20,414.55	23,750.00	52,613.52	0.00	0.00	52,613.52	285,000.00	-232,386.48	18.5%
8945100 · Recruiting/Preemployment Screen	314.85	291.67	314.85	0.00	0.00	314.85	3,500.00	-3,185.15	9.0%
8950100 · Tuition Reimbursement	711.00	1,250.00	711.00	0.00	0.00	711.00	15,000.00	-14,289.00	4.7%
8955100 · Telecommute Reimbursements	0.00	458.33	0.00	0.00	0.00	0.00	5,500.00	-5,500.00	0.0%
8960100 · Memberships & Dues	569.46	520.83	613.46	0.00	0.00	613.46	6,250.00	-5,636.54	9.8%
8970100 · Travel	90.29	1,250.00	355.48	0.00	0.00	355.48	15,000.00	-14,644.52	2.4%
8980100 · Continuing Education (Mtg/Conf)	779.00	625.00	908.58	0.00	0.00	908.58	7,500.00	-6,591.42	12.1%
Total Personnel	135,044.70	185,229.17	378,368.98	0.00	0.00	378,368.98	2,222,750.00	-1,844,381.02	17.0%

McHenry Public Library District
Financial Report Detail by Fund
For the 3 Month(s) Ended September 30, 2022

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Materials and Supplies									
8010100 · Adult Books	5,995.67	5,416.67	9,953.82	0.00	0.00	9,953.82	65,000.00	-55,046.18	15.3%
8020100 · Youth Books	2,577.70	4,333.33	6,475.56	0.00	0.00	6,475.56	52,000.00	-45,524.44	12.5%
8025100 · Professional Resources	0.00	291.67	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
8028100 · Administrative Resources	2,249.10	291.67	2,249.10	0.00	0.00	2,249.10	3,500.00	-1,250.90	64.3%
8030100 · Magazines & Newspapers	411.95	1,166.67	8,902.55	0.00	0.00	8,902.55	14,000.00	-5,097.45	63.6%
8040300 · Operating Fund Gifts(Donations)	359.96	12,500.00	0.00	0.00	13,165.14	13,165.14	150,000.00	-136,834.86	8.8%
8040350 · Per Capita Grant; Current FY	251.96	5,833.33	0.00	0.00	251.96	251.96	70,000.00	-69,748.04	0.4%
8040355 · Per Capita Grant; Previous FY	6,883.22	1,666.67	0.00	0.00	6,907.62	6,907.62	20,000.00	-13,092.38	34.5%
8050100 · Adult AV Materials	3,761.44	2,583.33	4,921.11	0.00	0.00	4,921.11	31,000.00	-26,078.89	15.9%
8060100 · Youth AV Materials	1,364.73	1,083.33	1,714.80	0.00	0.00	1,714.80	13,000.00	-11,285.20	13.2%
8070100 · Library of Things	14.20	833.33	1,111.80	0.00	0.00	1,111.80	10,000.00	-8,888.20	11.1%
8080100 · Video Games	940.00	1,166.67	940.00	0.00	0.00	940.00	14,000.00	-13,060.00	6.7%
8090100 · Digital Media Services	25,267.92	7,500.00	28,050.72	0.00	0.00	28,050.72	90,000.00	-61,949.28	31.2%
8095100 · Electronic Resources	13,573.29	6,250.00	14,565.29	0.00	0.00	14,565.29	75,000.00	-60,434.71	19.4%
8120100 · Library Supplies	1,404.80	583.33	1,740.96	0.00	0.00	1,740.96	7,000.00	-5,259.04	24.9%
8130100 · Tech Services Supplies	577.68	2,958.33	1,180.48	0.00	0.00	1,180.48	35,500.00	-34,319.52	3.3%
8135100 · Bindery	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
8140100 · Adult Programs & Supplies	1,734.13	1,395.83	4,180.78	0.00	0.00	4,180.78	16,750.00	-12,569.22	25.0%
8142100 · Comicon	0.00	250.00	336.00	0.00	0.00	336.00	3,000.00	-2,664.00	11.2%
8145100 · Circulation Supplies	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
8147100 · Summer Reading Club	54.72	583.33	54.72	0.00	0.00	54.72	7,000.00	-6,945.28	0.8%
8150100 · Youth Programs & Supplies	328.76	1,333.33	1,006.31	0.00	311.16	1,317.47	16,000.00	-14,682.53	8.2%
Total Material and Supplies	67,751.23	58,270.83	87,384.00	0.00	20,635.88	108,019.88	699,250.00	-591,230.12	15.4%
Contracted Services									
8215100 · Collection Agency Fees	51.50	104.17	123.60	0.00	0.00	123.60	1,250.00	-1,126.40	9.9%
8245100 · IT/Comp/Copier/Equip-Outsourced	10,635.00	7,916.67	25,551.25	0.00	0.00	25,551.25	95,000.00	-69,448.75	26.9%
8247100 · Automation--Staff	0.00	2,083.33	300.00	0.00	0.00	300.00	25,000.00	-24,700.00	1.2%
8260100 · Misc. Contracted Services	0.00	333.33	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
8270100 · Library Bank/Finance/Late Fee	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
8275100 · Public Pmt Processing Fees	357.96	291.67	907.69	0.00	0.00	907.69	3,500.00	-2,592.31	25.9%
Total Contracted Services	11,044.46	10,770.83	26,882.54	0.00	0.00	26,882.54	129,250.00	-102,367.46	20.8%
Consortium & IT/Network Services									
8310100 · Automation--Circulation/Catalog	0.00	9,375.00	17,304.69	0.00	0.00	17,304.69	112,500.00	-95,195.31	15.4%
8320100 · VOIP Phone Service	1,604.02	2,083.33	4,709.90	0.00	0.00	4,709.90	25,000.00	-20,290.10	18.8%
8325100 · Internet Services	503.40	833.33	1,589.90	0.00	0.00	1,589.90	10,000.00	-8,410.10	15.9%
Total Consortium & IT/Network Services	2,107.42	12,291.67	23,604.49	0.00	0.00	23,604.49	147,500.00	-123,895.51	16.0%
Professional Services									
8410100 · Accounting/Payroll/Audit Service	3,490.18	5,416.67	10,437.00	0.00	0.00	10,437.00	65,000.00	-54,563.00	16.1%
8420100 · Legal Services	52.50	2,500.00	127.50	0.00	0.00	127.50	30,000.00	-29,872.50	0.4%
8430100 · Other Consulting Fees	0.00	3,750.00	0.00	0.00	0.00	0.00	45,000.00	-45,000.00	0.0%
8440100 · In Service/Staff Training/LMS	0.00	270.83	2,000.00	0.00	0.00	2,000.00	3,250.00	-1,250.00	61.5%
Total Professional Services	3,542.68	11,937.50	12,564.50	0.00	0.00	12,564.50	143,250.00	-130,685.50	8.8%
Printing, Publications & Postage									
8510100 · Printing Services Outsourced	0.00	3,125.00	7,408.20	0.00	0.00	7,408.20	37,500.00	-30,091.80	19.8%
8530100 · Public Notices & ADS (Legal & Job)	73.50	125.00	73.50	0.00	0.00	73.50	1,500.00	-1,426.50	4.9%
8540100 · Postage/Shipping	2,297.34	1,375.00	3,187.25	0.00	0.00	3,187.25	16,500.00	-13,312.75	19.3%
8545100 · Printing/Copier Supplies	250.00	354.17	250.00	0.00	0.00	250.00	4,250.00	-4,000.00	5.9%
8550100 · Public Relations/Promotions	0.00	666.67	1,938.79	0.00	0.00	1,938.79	8,000.00	-6,061.21	24.2%
Total Printing, Publications & Postage	2,620.84	5,645.83	12,857.74	0.00	0.00	12,857.74	67,750.00	-54,892.26	19.0%

McHenry Public Library District
Financial Report Detail by Fund
For the 3 Month(s) Ended September 30, 2022

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Utilities									
8610100 · Electricity	2,099.87	2,000.00	3,117.78	0.00	0.00	3,117.78	24,000.00	-20,882.22	13.0%
8620100 · Gas	162.37	1,041.67	482.23	0.00	0.00	482.23	12,500.00	-12,017.77	3.9%
8640100 · Water & Sewer	0.00	416.67	278.11	0.00	0.00	278.11	5,000.00	-4,721.89	5.6%
Total Utilities	2,262.24	3,458.33	3,878.12	0.00	0.00	3,878.12	41,500.00	-37,621.88	9.3%
Miscellaneous Operating Expenses									
8720100 · Building & Auto Insurance	0.00	3,541.67	0.00	0.00	0.00	0.00	42,500.00	-42,500.00	0.0%
8730100 · Bonding & Officers Liability	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
8740100 · Janitorial Services & Supplies	11,197.26	4,166.67	17,883.25	0.00	0.00	17,883.25	50,000.00	-32,116.75	35.8%
8745100 · Grounds Maintenance	1,353.86	2,500.00	4,578.58	0.00	0.00	4,578.58	30,000.00	-25,421.42	15.3%
8750100 · Building Operations/Maintenance	2,778.83	4,583.33	5,741.53	0.00	0.00	5,741.53	55,000.00	-49,258.47	10.4%
8760100 · Hospitality	713.04	541.67	793.25	0.00	0.00	793.25	6,500.00	-5,706.75	12.2%
8770100 · Library Lost & Damaged Materials	69.00	83.33	118.89	0.00	0.00	118.89	1,000.00	-881.11	11.9%
8795100 · Miscellaneous	-4,623.09	83.33	-4,623.09	0.00	0.00	-4,623.09	1,000.00	-5,623.09	-462.3%
Total Miscellaneous Operating Expenses	11,488.90	15,708.33	24,492.41	0.00	0.00	24,492.41	188,500.00	-164,007.59	13.0%
Grant & Gift Fund Expenses									
8800300 · 2020/21 Per Capita Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800311 · Adult Materials - Per Capita	16.95	0.00	0.00	0.00	16.95	16.95	0.00	16.95	100.0%
8800321 · Youth Materials - Per Capita	130.24	0.00	0.00	0.00	130.24	130.24	0.00	130.24	100.0%
8800331 · Staff Software - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800332 · Public Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800333 · Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800341 · Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800342 · Additional Expenses (Personnel)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9030300 · Misc. Grants	0.00	3,333.33	0.00	0.00	0.00	0.00	40,000.00	-40,000.00	0.0%
9200300 · Additional Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Grant & Gift Fund Expenses	147.19	3,333.33	0.00	0.00	147.19	147.19	40,000.00	-39,852.81	0.4%
Capital Expenses									
9060100 · Library Furnishings	0.00	1,458.33	387.94	0.00	0.00	387.94	17,500.00	-17,112.06	2.2%
9070100 · Library Equipment	0.00	791.67	359.98	0.00	0.00	359.98	9,500.00	-9,140.02	3.8%
9080100 · Small Equipment under \$250	0.00	416.67	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
9090100 · Adtl. Capital Projects & Equipment	0.00	6,666.67	0.00	0.00	0.00	0.00	80,000.00	-80,000.00	0.0%
Total Capital Expenses	0.00	9,333.33	747.92	0.00	0.00	747.92	112,000.00	-111,252.08	0.7%
Transfer to Reserve Fund									
9100100 · Transfer to Reserve Fund	0.00	4,158.33	0.00	0.00	0.00	0.00	49,900.00	-49,900.00	0.0%
Total Transfer to Reserve Fund	0.00	4,158.33	0.00	0.00	0.00	0.00	49,900.00	-49,900.00	0.0%
Debt Services									
9040200 · Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9050200 · Library District Act	0.00	4,166.67	0.00	0.00	0.00	0.00	50,000.00	-50,000.00	0.0%
9060200 · Special Reserve Expenditures	0.00	16,666.67	0.00	0.00	0.00	0.00	200,000.00	-200,000.00	0.0%
9095100 · Debt Service - GF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9115100 · Recovery Zone Bond Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9120100 · Recovery Zone Bond Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Debt Services	0.00	20,833.33	0.00	0.00	0.00	0.00	250,000.00	-250,000.00	0.0%
Total Expenditures	236,009.66	340,970.83	570,780.70	0.00	20,783.07	591,563.77	4,091,650.00	-3,500,086.23	14.5%
Net Total	236,009.66	340,970.83	570,780.70	0.00	20,783.07	591,563.77	4,091,650.00	-3,500,086.23	14.5%
	1,267,712.34	-13,580.26	2,720,940.02	30.59	41,522.71	2,762,493.32	-162,963.17	2,925,456.49	

McHenry Public Library District
Financial Report Detail by Month
For the 3 Month(s) Ended September 30, 2022

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Revenues													
6010100 · Property Taxes	1,784,607.24	58,779.01	1,428,624.02										3,272,010.27
6015100 · Revenue Recapture Property Tax	0.00	217.40	5,283.93										5,501.33
6020200 · Developer Fees	0.00	0.00	0.00										0.00
6030100 · Interest Income - General	96.72	91.25	109.58										297.55
6030200 · Special Reserve Fund Interest	10.80	10.73	9.06										30.59
6030300 · Grant/Gifts Fund Interest	16.77	16.67	17.49										50.93
6035100 · Dividends	0.00	0.00	0.00										0.00
6040100 · Nonresident/Enhanced Fee Cards	203.50	0.00	0.00										203.50
6050100 · Fines and Fees	1,604.64	825.26	1,440.63										3,870.53
6055100 · Collection Agency Fees	0.00	0.00	88.24										88.24
6060100 · Copy/Scan/Fax Income	1,339.70	997.70	2,108.05										4,445.45
6070200 · Reserve Fund Gifts	0.00	0.00	0.00										0.00
6070300 · General Fund Gifts	9.54	3.51	10.72										23.77
6080200 · Bond & Debt Certificate Sale	0.00	0.00	0.00										0.00
6090100 · Annexation & Impact Fees	0.00	50.75	0.00										50.75
6090200 · Transfers From Other Funds (9100-100)	0.00	0.00	0.00										0.00
6105100 · Retiree/Cobra Insurance Payment	0.00	0.00	103.66										103.66
6110100 · Program Fees/Misc. Fees	0.00	0.00	0.00										0.00
6120100 · Meeting Room Fees	25.00	340.00	75.00										440.00
6130100 · Misc.	54.00	23.50	45.00										122.50
6130200 · Misc. Income SR	0.00	0.00	0.00										0.00
6150100 · Lost & Damaged Materials	203.50	261.65	482.10										947.25
6157100 · CCS/LLSAP Income	0.00	0.00	1,912.12										1,912.12
6160100 · Solar Credits	6.00	0.00	1,680.00										1,686.00
6170300 · Per Capita Grant	0.00	0.00	61,731.70										61,731.70
6200100 · Over/Short	30.10	10.15	0.70										40.95
6210300 · Miscellaneous Grants	0.00	500.00	0.00										500.00
Total Revenues	1,788,207.51	62,127.58	1,503,722.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,354,057.09
Expenditures													
Personnel Expenses													
8910100 · Salaries	89,273.88	90,452.15	95,690.60										275,416.63
8920100 · FICA/Medicare	6,503.58	6,618.10	6,992.12										20,113.80
8930100 · IMRF	8,855.66	8,983.17	9,482.83										27,321.66
8940100 · Health & Life Insurance	16,034.61	16,164.36	20,414.55										52,613.52
8945100 · Recruiting/Preemployment Screen	0.00	0.00	314.85										314.85
8950100 · Tuition Reimbursement	0.00	0.00	711.00										711.00
8955100 · Telecommute Reimbursements	0.00	0.00	0.00										0.00
8960100 · Memberships & Dues	0.00	44.00	569.46										613.46
8970100 · Travel	22.11	243.08	90.29										355.48
8980100 · Continuing Education (Mtg/Conf)	129.58	0.00	779.00										908.58
Total Personnel	120,819.42	122,504.86	135,044.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	378,368.98

McHenry Public Library District
Financial Report Detail by Month
For the 3 Month(s) Ended September 30, 2022

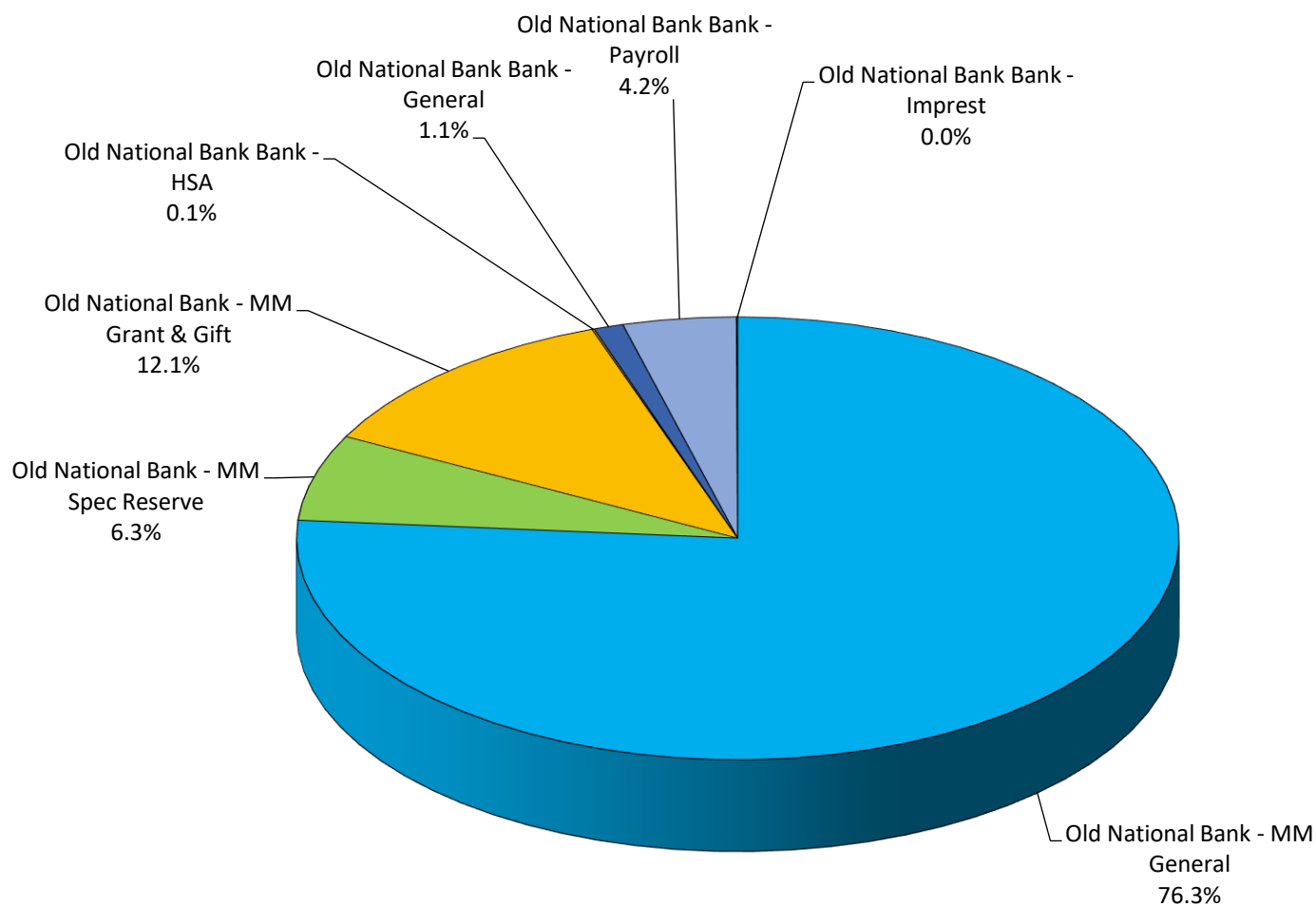
	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Materials and Supplies													
8010100 · Adult Books	862.88	3,095.27	5,995.67										9,953.82
8020100 · Youth Books	943.95	2,953.91	2,577.70										6,475.56
8025100 · Professional Resources	0.00	0.00	0.00										0.00
8028100 · Administrative Resources	0.00	0.00	2,249.10										2,249.10
8030100 · Magazines & Newspapers	8,350.72	139.88	411.95										8,902.55
8040300 · Operating Fund Gifts(Donations)	12,753.98	51.20	359.96										13,165.14
8040350 · Per Capita Grant; Current FY	0.00	0.00	251.96										251.96
8040355 · Per Capita Grant; Previous FY	14.24	10.16	6,883.22										6,907.62
8050100 · Adult AV Materials	180.00	979.67	3,761.44										4,921.11
8060100 · Youth AV Materials	0.00	350.07	1,364.73										1,714.80
8070100 · Library of Things	0.00	1,097.60	14.20										1,111.80
8080100 · Video Games	0.00	0.00	940.00										940.00
8090100 · Digital Media Services	0.00	2,782.80	25,267.92										28,050.72
8095100 · Electronic Resources	0.00	992.00	13,573.29										14,565.29
8120100 · Library Supplies	22.13	314.03	1,404.80										1,740.96
8130100 · Tech Services Supplies	137.66	465.14	577.68										1,180.48
8135100 · Bindery	0.00	0.00	0.00										0.00
8140100 · Adult Programs & Supplies	575.63	1,871.02	1,734.13										4,180.78
8142100 · Comicon	0.00	336.00	0.00										336.00
8145100 · Circulation Supplies	0.00	0.00	0.00										0.00
8147100 · Summer Reading Club	0.00	0.00	54.72										54.72
8150100 · Youth Programs & Supplies	641.90	346.81	328.76										1,317.47
Total Material and Supplies	24,483.09	15,785.56	67,751.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	108,019.88
Contracted Services													
8215100 · Collection Agency Fees	30.90	41.20	51.50										123.60
8245100 · IT/Comp/Copier/Equip-Outsourced	2,683.63	12,232.62	10,635.00										25,551.25
8247100 · Automation--Staff	300.00	0.00	0.00										300.00
8260100 · Misc. Contracted Services	0.00	0.00	0.00										0.00
8270100 · Library Bank/Finance/Late Fee	0.00	0.00	0.00										0.00
8275100 · Public Pmt Processing Fees	274.20	275.53	357.96										907.69
Total Contracted Services	3,288.73	12,549.35	11,044.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,882.54
Consortium & IT/Network Services													
8310100 · Automation--Circulation/Catalog	17,304.69	0.00	0.00										17,304.69
8320100 · VOIP Phone Service	1,624.44	1,481.44	1,604.02										4,709.90
8325100 · Internet Services	788.10	298.40	503.40										1,589.90
Total Consortium & IT/Network Services	19,717.23	1,779.84	2,107.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,604.49
Professional Services													
8410100 · Accounting/Payroll/Audit Service	3,494.94	3,451.88	3,490.18										10,437.00
8420100 · Legal Services	75.00	0.00	52.50										127.50
8430100 · Other Consulting Fees	0.00	0.00	0.00										0.00
8440100 · In Service/Staff Training/LMS	0.00	2,000.00	0.00										2,000.00
Total Professional Services	3,569.94	5,451.88	3,542.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,564.50
Printing, Publications & Postage													
8510100 · Printing Services Outsourced	7,408.20	0.00	0.00										7,408.20
8530100 · Public Notices & ADS (Legal & Job)	0.00	0.00	73.50										73.50
8540100 · Postage/Shipping	422.58	467.33	2,297.34										3,187.25
8545100 · Printing/Copier Supplies	0.00	0.00	250.00										250.00
8550100 · Public Relations/Promotions	0.00	1,938.79	0.00										1,938.79
Total Printing, Publications & Postage	7,830.78	2,406.12	2,620.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,857.74

McHenry Public Library District
Financial Report Detail by Month
For the 3 Month(s) Ended September 30, 2022

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Utilities													
8610100 · Electricity	1,017.91	0.00	2,099.87										3,117.78
8620100 · Gas	159.99	159.87	162.37										482.23
8640100 · Water & Sewer	0.00	278.11	0.00										278.11
Total Utilities	1,177.90	437.98	2,262.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,878.12
Miscellaneous Operating Expenses													
8720100 · Building & Auto Insurance	0.00	0.00	0.00										0.00
8730100 · Bonding & Officers Liability	0.00	0.00	0.00										0.00
8740100 · Janitorial Services & Supplies	325.46	6,360.53	11,197.26										17,883.25
8745100 · Grounds Maintenance	1,353.86	1,870.86	1,353.86										4,578.58
8750100 · Building Operations/Maintenance	1,363.82	1,598.88	2,778.83										5,741.53
8760100 · Hospitality	0.00	80.21	713.04										793.25
8770100 · Library Lost & Damaged Materials	49.89	0.00	69.00										118.89
8795100 · Miscellaneous	0.00	0.00	-4,623.09										-4,623.09
Total Miscellaneous Operating Expenses	3,093.03	9,910.48	11,488.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,492.41
Grant & Gift Fund Expenses													
8800300 · 2020/21 Per Capita Grant	0.00	0.00	0.00										0.00
8800311 · Adult Materials - Per Capita	0.00	0.00	16.95										16.95
8800321 · Youth Materials - Per Capita	0.00	0.00	130.24										130.24
8800331 · Staff Software - Per Capita	0.00	0.00	0.00										0.00
8800332 · Public Software	0.00	0.00	0.00										0.00
8800333 · Computer Equipment	0.00	0.00	0.00										0.00
8800341 · Other Equipment	0.00	0.00	0.00										0.00
8800342 · Additional Expenses (Personnel)	0.00	0.00	0.00										0.00
9030300 · Misc. Grants	0.00	0.00	0.00										0.00
9200300 · Additional Expenses	0.00	0.00	0.00										0.00
Total Grant & Gift Fund Expenses	0.00	0.00	147.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	147.19
Capital Expenses													
9060100 · Library Furnishings	46.16	341.78	0.00										387.94
9070100 · Library Equipment	0.00	359.98	0.00										359.98
9080100 · Small Equipment under \$250	0.00	0.00	0.00										0.00
9090100 · Adtl. Capital Projects & Equipment	0.00	0.00	0.00										0.00
Total Capital Expenses	46.16	701.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	747.92
Transfer to Reserve Fund													
9100100 · Transfer to Reserve Fund	0.00	0.00	0.00										0.00
Total Transfer to Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Services													
9040200 · Debt Service	0.00	0.00	0.00										0.00
9050200 · Library District Act	0.00	0.00	0.00										0.00
9060200 · Special Reserve Expenditures	0.00	0.00	0.00										0.00
9095100 · Debt Service - GF	0.00	0.00	0.00										0.00
9115100 · Recovery Zone Bond Principal	0.00	0.00	0.00										0.00
9120100 · Recovery Zone Bond Interest	0.00	0.00	0.00										0.00
Total Debt Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	184,026.28	171,527.83	236,009.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	591,563.77
Net Total	1,604,181.23	-109,400.25	1,267,712.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,762,493.32

**McHenry Public Library District
Investments
For the 3 Month(s) Ended September 30, 2022**

Bank	Current Rate	Book Balance
Old National Bank - MM General	0.038%	3,768,586
Old National Bank - MM Spec Reserve	0.038%	311,280
Old National Bank - MM Grant & Gift	0.038%	595,293
Old National Bank Bank - HSA	n/a	3,965
Old National Bank Bank - General	n/a	53,392
Old National Bank Bank - Payroll	n/a	205,158
Old National Bank Bank - Imprest	n/a	2,095
Total	\$	4,939,768



October 2022

8010-100	8020-100	8070-100	8140-100	8147-100	8150-100	8245-100	8540-100	8750-100	
\$ 29.75	\$ 11.59	\$ 4.50	\$ 170.90	\$ 6.92	\$ 7.07	\$ 17.85	\$ 3.96	\$ 329.28	
	\$ 5.89		\$ 21.17		\$ 22.76	\$ 13.56	\$ 11.59	\$ 24.70	
			\$ 27.98		\$ 12.87		\$ 6.36	\$ 20.77	
					\$ 25.04				
					\$ 48.49				
					\$ 6.99				
					\$ 13.55				
					\$ 22.15				
					\$ 158.02				TOTAL
\$ 29.75	\$ 17.48	\$ 4.50	\$ 220.05	\$ 6.92	\$ 316.94	\$ 31.41	\$ 21.91	\$ 374.75	\$ 1,023.71

Bankcard Processing Center

October 2022 - by Account

Name	Tran Date	Merchant Name	Note	Amount	Account #	Totals
TERRILL	9/28/22	SP HERITAGE BOOKS		\$ 256.95	8010-100	
TERRILL	9/13/22	IN *ROCKFORD MAP PUBLISHE		\$ 225.00	8010-100	\$ 481.95
MILFAJT	9/21/22	SHAW SUBURBAN MEDIA-SUBS		\$ 241.74	8030-100	\$ 241.74
MILFAJT	9/13/22	DEMCO INC		\$ 32.51	8040-300	\$ 32.51
STRAIN	9/29/22	Netflix.com		\$ 19.99	8090-100	
STRAIN	9/28/22	HLU*Hulu 1804006096971-U		\$ 12.99	8090-100	
STRAIN	9/29/22	Disney Plus		\$ 7.00	8090-100	
TERRILL	9/27/22	Disney Plus		\$ 7.00	8090-100	
TERRILL	9/26/22	HLU*Hulu 1802467690868-U		\$ 12.99	8090-100	
TERRILL	9/26/22	Netflix.com		\$ 19.99	8090-100	
TERRILL	9/22/22	HLU*Hulu 1597220923251-U		\$ 12.99	8090-100	
TERRILL	9/21/22	Disney Plus		\$ 7.00	8090-100	
TERRILL	9/20/22	NETFLIX.COM		\$ 19.99	8090-100	
TERRILL	9/15/22	HLU*Hulu 1592603291238-U		\$ 12.99	8090-100	
TERRILL	9/13/22	Disney Plus		\$ 7.00	8090-100	
TERRILL	9/12/22	Netflix.com		\$ 19.99	8090-100	\$ 159.92
MILFAJT	9/13/22	DEMCO INC		\$ 410.91	8130-100	\$ 410.91
TERRILL	10/4/22	WM SUPERCENTER #1413		\$ 8.19	8140-100	
TERRILL	10/4/22	WAL-MART #1413		\$ 11.18	8140-100	\$ 19.37
KARWOWSKA	9/28/22	OTC BRANDS INC		\$ 231.65	8150-100	
KARWOWSKA	9/26/22	WALMART.COM AA		\$ 44.35	8150-100	
KARWOWSKA	9/26/22	WALMART.COM AA		\$ 50.02	8150-100	
KARWOWSKA	9/27/22	OTC BRANDS INC		\$ 30.36	8150-100	\$ 356.38
JAKACKI	10/6/22	EIG*CONSTANTCONTACT.COM	PREPAID 9/21/22-9/20/23	\$ 731.50	8247-100	
JAKACKI	9/22/22	B2B Prime*1U1P17LL0	PREPAID 10/6/22-10/5/23	\$ 499.00	8247-100	\$ 1,230.50

Bankcard Processing Center

October 2022 - by Account

Name	Tran Date	Merchant Name	Note	Amount	Account #	Totals
MILFAJT	9/26/22	THE UPS STORE 4064		\$ 28.46	8540-100	
STRAIN	10/7/22	USPS PO 1646800050		\$ 9.96	8540-100	
STRAIN	9/30/22	USPS PO 1644640048		\$ 18.49	8540-100	
STRAIN	9/24/22	USPS PO 1654480060		\$ 13.28	8540-100	
STRAIN	9/20/22	USPS PO 1646800050		\$ 24.96	8540-100	
STRAIN	9/9/22	USPS PO 1646800050		\$ 25.13	8540-100	
TERRILL	9/13/22	IN *ROCKFORD MAP PUBLISHE		\$ 12.95	8540-100	\$ 133.23
SANCHEZ	10/4/22	SEARS 7701		\$ 44.58	8750-100	
SANCHEZ	10/3/22	CITY OF MCHENRY PERMIT		\$ 45.00	8750-100	\$ 89.58
JAKACKI	9/8/22	JEWEL OSCO 1518		\$ 46.99	8760-100	
TERRILL	10/4/22	DEL CARMEN BAKERY		\$ 18.10	8760-100	\$ 65.09
MAY	10/3/22	NATIONAL CRIME SEARCH		\$ 27.95	8945-100	\$ 27.95
MAY	10/3/22	SOCIETYFORHUMANRESOURCE		\$ 229.00	8960-100	
TERRILL	10/6/22	AMERLIBASSOC ECOMMERCE		\$ 222.00	8960-100	\$ 451.00
MAY	10/4/22	MGMT ASSC OF IL		\$ 250.00	8980-100	
TERRILL	10/6/22	AMERICAN LIBRARY ASSOC		\$ 188.10	8980-100	\$ 438.10
				\$ 4,138.23	TOTAL PURCHASES	\$ 4,138.23
CREDIT	9/8/22	POINT REDEMPTION CREDIT	Staff Luncheon	\$ (300.00)	8760-100	\$ (300.00)
					SUBTOTAL	\$ 3,838.23
DISPUTED	7/23/22	CR ADJ/CHARGEBACK PROC	AMERLIBASSOC ECOMMERCE	\$ (44.00)	8960-100	\$ (44.00)
					BALANCE	\$ 3,794.23
					MINIMUM DUE	\$ 3,750.23
The October 2022 payment will be the minimum due which excludes the amount of the DISPUTED item.						
BANKCARD PROCESSING CENTER						
PO BOX 6818						
Carol Stream, IL 60197-6818						

McHenry Public Library District
 INTERIM CHECKS ISSUED - September 2022
 (NOT INCLUDED ON BILL REPORT)

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

Account - General Fund					
<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
The Ground Guys	Landscaping	\$ 1,353.86	8745-100	09/08/22	EFT
Waste Connection	Waste	\$ 426.79	8745-100	09/02/22	EFT
First Communications	VOIP Phones	\$ 1,604.02	8320-100	09/06/22	EFT
subtotal for account		\$ 3,384.67			

Account - HSA/Building					
First Midwest Bank	employer contributions HSA	\$ 687.50	8940-100	09/06/22	EFT
First Midwest Bank	employee contributions HSA	\$ 819.59	8940-100	09/06/22	EFT
First Midwest Bank	employee contributions HSA	\$ 819.59	8940-100	09/20/22	EFT
subtotal for account		\$ 2,326.68			

Account - Payroll					
<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
subtotal for account		\$ -			

Account - Imprest					
<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
subtotal for account		\$ -			

GRAND TOTAL CHECKS ISSUED \$ 5,711.35

September 2022 Reimbursement Report - Monthly Report

Last Name Ascending

Pay Dates: 09/01/2022-09/30/2022; Employee Filter: All Employees

10/04/2022 2:44p

Amy Hodgson

McHenry Public Library District (2771pd)

Name	Misc Reimb Amt	Travel Reimb Amt	Total Reimbursement
Baseley, Steffanie		\$15.56	\$15.56
Hodgson, Amy		\$5.00	\$5.00
Karwowska, Anna		\$49.79	\$49.79
Kordistos, Skye		\$15.19	\$15.19
Walker, Keith		\$4.75	\$4.75
TOTALS:		\$90.29	\$90.29

McHenry Public Library District

LIBRARIAN'S REPORT

OCTOBER 2022

Administration

- The Friends of the Library held their Annual Meeting on September 15. New officers were elected and they are: Bill Edminster, President; Sharon Gorski, Vice President; Barbara Koch, Secretary; Georgann Caputo, Treasurer. They also set the dates for their 2023 meetings and book sales.
- The Library's FY 2021/22 financial audit occurred during the month of September. The administration department worked with the auditor's to provide documentation and analytical reviews when required.
- Along with T. Hillier and Z. Terrill, L. Jakacki is revising contracts with the local genealogy societies who have materials on long term loan with the Library. It has been over a decade since the contracts have been reviewed and updated by either side.

Adult Services

- K. Kimbrel had a patron asked for a book by someone named Joey with the word star in the title. He correctly suggested "The Giver of Stars" by JoJo Moyes. Another satisfied patron.
- T. Hillier assisted a couple of patrons who came into the library looking for information on their ancestors from Sicily. They were looking to verify that they were in fact from Sicily. He was able to verify this and set them up with tips on finding living relatives who might still live there.
- A. Moreno-Lomeli helped a Spanish speaking patron with a reader's advisory question on recommending books on intelligence development. They were also interested in the parent-teacher collection. It was their first time at the library and they were happy with the book recommendations.
- D. Gaudio and Z. Terrill have been gearing up for the library's 23rd Annual ComiCon in October. They have been contacting artists and vendors to have them attend the event.
- The Questions desk staff answered 43 live chats in the month of September.

Circulation

- Circulation Lead, K. Johnson has completed two of the four ManageStrong workshops presented through the Not-for-Profit Resources Center in Crystal Lake.
- Circulation staff have been shifting and sharing some of the department responsibilities since L. Horist's retirement, giving them a chance to learn more about the department and provide a bit of variety in their jobs.

Human Resources

- Recruited for the following positions: Temporary Substitute Adult Services Library Associate PT position, Youth Services Library Associate-Bilingual PT position, Circulation Clerk, and Circulation Manager position.
- Participated in Smith Amundsen's Annual Labor & Employment Fall Seminar Webcast.
- Started implementation of Employee Navigator, our new online benefits enrollment platform.
- Attended our annual Liability Insurance meeting with L. Jakacki.
- Our current headcount for September was; 31; 21 FT (37.50 hours weekly) and 10 PT staff members. L. Horist, E. Wacaser, and P. Radic separated from our library.
- Average merit increases for FY 22/23 (year-to-date) is 1.63%
- We had no staff anniversaries this month.

Technical Services

- K. Walker successfully worked around the service outage Baker & Taylor, our majority materials vendor, experienced after being hacked. Once they were back online, he caught up our orders and invoices.
- K. Meadows is working with K. Milfajt to change the spine labels on the Junior Mysteries to Junior Fiction with Mystery genre labels. K. Meadows corrects the physical processing of the items and K. Milfajt corrects the item's metadata. There are 5 left.
- K. Milfajt reports that Pat Radic is no longer with the Library after almost 15 years of employment. We will miss her enthusiasm and genuine love of the Library and our community.

Technology

- 9/7 - IT attended the all staff town hall meeting
- 9/7 - IT addended a workforce training program from MCC
- 9/13 - IT attended the quarterly CCS IT group meeting
- 9/16 - IT along with Z Terrill and a tech from Eder Casella set up the remaining new adult public computers before opening on 9/16. There are now 10 adult computer, 2 enhanced accessibility PCs, and one distance learning PC in addition to the Surface Studio and iMac.
- Social distancing signage has been removed from the adult PC area and all computers are open
- IT had room setups for 4 computer programs during the month of September

Youth Services

- The After-School Supper program served 14 total meals this month. Due to low turnout and no longer being eligible to serve meals per ISBE beginning in October (due to not having enough students who are eligible for a reduced/free meal within our boundaries), NIFB and MPLD decided that our last after-school meal service would be 9/29. We plan on revisiting for the summer lunch program.
- A. Maifield's first day was 9/19/22.
- One of S. Kordistos's frequent storytime participants, Van, comes to storytimes every Monday and recently his mom shared some of the crafts she shared at storytime. He loved the clothespin Alligator!



- S. Baseley has started weeding the early fic collection as her first steps into leveling the collection.
- B. Salazar was able to begin her first school visits by presenting bilingual storytimes at Edgebrook.

- J. Elnoris was able to help many patrons with technology issues this month, including helping a patron insert a png file into his document as well as helping a patron get started on renewing their FOID card.
- A. Karwowska's last day was 10/14. She would like to express her heartfelt gratitude towards the Library and the Board for all the opportunities given to her at MPLD.
- The YS Department attended 19.75 hours of CE. Highlights include:
 - Laconi Kohl Children's Museum
 - ManageStrong

Upcoming Events and Projects:

- Library Closed 1-5 pm for In Service Meeting—October 28
- Library Closes at 5:00 pm— November 23
- Library Closed — November 24

Patron Compliments:



Thanks miss Stephanie ! Lilly loved the mini masterpiece !



Date 9-26-2022

My comment/compliment/complaint:

*I can't Thanks enough
for Mr. Zach Terrill,
He guided me with my
computer and so patient
& nice to explain everything
to me. Such a wonderful person.
Thank you Thank you !!!*

Name (optional): MARKY WONG



Date 9/28/22

My comment/compliment/complaint:

*Jen was a huge help!
I couldn't get Libby
installed on my mom's
Kindle. It's kind of com-
plicated + Jen figured
out the workarounds.
Give her a raise!!*

Name (optional): Maureen Kirchner

Patron Suggestions & Concerns:

- Please get more scary books. I love scary books.—Anonymous
- Please add more Nintendo Switch Games—Rhys K.

Illinois Public Library Core Standards

The items highlighted in yellow are from the FY 20/21 review of the Serving Our Public 4.0 standards. Updates on our progress during FY 21/22 are highlighted in green. Updates on our progress during FY 22/23 are highlighted in pink. These are standards the staff and management team felt that while we meet the standards, we can continue to improve in that area. We also can review some of the items and determine if they need to be added to the upcoming Strategic Plan.

Chapter One

The McHenry Public Library follows all the Core Standards listed.

✓**Core 1** The library provides uniformly gracious, friendly, timely, and reliable service to all users.

✓**Core 2** The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.

✓**Core 3** The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.

✓**Core 4** The library complies with all other state and federal laws that affect library operations. (See Appendix A)

☐ **Core 5** The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.

FY 20/21: The Library has adopted and adheres to the principles; however, the management team and staff would like to discuss this and how it looks in our daily interactions, collections, and services.

FY 21/22: This is a continuing conversation with staff as policies, procedures, and services change within the Library, and we discuss how these principles help center what we do.

FY 22/23: As mentioned in previous years, this is a continual conversation with staff and Board members to keep the libraries' mission at the forefront of all we do. Conversations regarding the *Bill of Rights* and Intellectual freedom have been increasingly important as the number of book and program challenges in libraries has risen.

☐ **Core 6** The library adopts and adheres to the *Code of Ethics of the American Library Association*. The library adopts and adheres to the *Public Library Trustee Ethics Statement*, developed by United for Libraries, a division of ALA.

FY 20/21: The Library has adopted and adheres to the ethics; however, the management team and staff would like to discuss this and how it looks in our daily interactions and services.

FY 21/22: Same as Core 5. This is a continuing conversation with trustees and staff as policies,

procedures, and services change within the Library, and we discuss how these principles help center what we do.

FY 22/23: As stated in previous years, we continue to have these conversations about how these values affect what we do.

- ☐ **Core 7** The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix C)

FY 20/21: The Board of Trustees has a written set of bylaws. They were last updated in 2008, so it might be worthwhile for the Board to review the bylaws for any updates needed. Based on a comparison of the current bylaws to the listing in Appendix C, the MPLD bylaws do not include information about removing a trustee. While we follow parliamentary procedures, the bylaws should be checked against a current edition of Robert's Rules of Order. Also, the Board bylaws should be posted on the Library's website along with other Board information.

FY 21/22: The Board Bylaws document has been reformatted for ease of use and posted on the Library's website for patrons to view. The research was done on bylaws that were listed in the document in a draft state to determine if they had been approved or not. The next step will be to bring sections of the bylaws up for review at Board meetings for possible updating.

FY 22/23: The bylaws will need to be updated to reflect the new IL State law, Public Act 102-0977, regarding the appointment process to fill vacancies on the Board. Also, it may be worthwhile to have the Policy Committee review the bylaws for any updates.

✓ **Core 8** The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA accredited master's degree.)

✓ **Core 9** The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes*, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act*.

✓ **Core 10** The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.

✓ **Core 11** The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.

FY 20/21: Our goal is to start this process sooner in the year to review historical budget data, trends better and plan for upcoming projects.

FY 21/22: We started the process in January for this year's budget, which provided enough time to receive input and hold meetings with each department manager and the Board. We were also able to create a standing list of annual expenditures and compile 5- years of spending data to better understand the spending trends of the different departments. We were able to pass a more accurate budget at the beginning of the fiscal year.

FY 22/23: We have established a good process and schedule for the budgeting process of day-to-day expenditures that allow input from staff and management. We will continue to work on refining the process regarding prioritizing large-scale projects and staffing needs.

✓**Core 12** The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.

☐**Core 13** The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate. (See Appendices F and H)

FY 20/21: We have all these board-approved plans/policies. We are in the process of long-range/strategic planning started in April 2019. The disaster prevention and recovery plan is being reviewed for updates by the Building Services Manager. The Collection Management Policy is being updated by the Collection Development Committee and the Technology Plan with the IT Department and Admin.

FY 21/22: All of these documents are still under review and will be updated as time permits.

FY 22/23: We are making headway into updating public policies with Board approval when time permits. I

✓**Core 14** The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.

✓**Core 15** The board of trustees annually reviews the performance of the library administrator.

☐**Core 16** The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.

FY 20/21: We are a member of RAILS and ILLINET. It has been some time since we have reviewed the ILLINET standards, so members of the ILL and Circulation Staff are reviewing the document and making recommendations to our procedures and policies if they do not align.

FY 21/22: The ILL Staff reviewed the ILLNET standards and verified compliance. They are currently updating the Library's ILL policy for ways to remove barriers of use, streamline processes, and encourage more use of ILL services.

FY 22/23: Continuing our plans to allow staff-mediated online requests for ILL materials, update our ILL policies, and to find new ways to promote the service.

✓**Core 17** The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.

✓**Core 18** The library utilizes a variety of methods to communicate with its community.

✓**Core 19** The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.

✓**Core 20** A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].

☐**Core 21** As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.

FY 20/21: We will make sure we use these reports as one of many we refer to when creating the Library's annual budget. Available through the Illinois State Library.

FY21/22: The Library reviewed these baseline standards during the budgeting process and worked to align our percentages better. We have made headway in better alignment of personnel costs.

FY 22/23: We continue to work on aligning our budget with the State Standards and keep them in mind when making our budget. Our goal is to be able to make more funds available for services and collections.

✓**Core 22** The library board and staff promote the collections and services available to its community.

☐**Core 23** At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

FY 20/21: The Library uses informal reviews and feedback to review library services, collections, and facilities. A more formal process should be put into place in conjunction with the strategic/long-range planning process.

FY21/22: The Library is still investigating ways to do informal reviews and feedback as a regular part of Library business and time the review process with the Library's strategic planning process.

FY 22/23: This is still on our plans for when we begin our long-range planning.

Appendix A: Useful Illinois Statutes- The Library adheres to the Illinois Statute listed.

Appendix B: Records to Retained and Disposed- The Library has a robust Record Retention policy aligned with the State Archives. We need to create annual compliance checks and pull records

for directions on a schedule.

FY21/22: After review with the State Archives, it was determined that while the MPLD Board approved a records retention policy, it was never filed and approved by the IL State Archives, which has the authority over records and retention of public libraries in the state. The Library will have to go through the review process with the State Archives and submit an application for approval.

FY 22/23: We are working on collecting an updated list of all the records we create throughout the library to update our records retention application and start a regular records review and destruction schedule.

Appendix C: Topics for Inclusion in Board Bylaws- The Library Board has written bylaws. From the topical list provided the bylaws are missing a bylaw for removal of a trustee, and review for compliance to current parliamentary procedures.

Appendix D: Topics Recommended for New Trustee Orientation- These topics are covered in the existing orientation procedure.

Chapter 2 - Governance and Administration Checklist

- ✓Library has an elected or appointed board of trustees.
- ✓Library has a qualified library administrator.
- ✓ Library administrator files an Illinois Public Library Annual Report (IPLAR) with the Illinois State Library.
- ✓Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
- ✓ Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
- ✓ Library has a mission statement and a long-range/strategic plan.

FY 20/21: Our current plan is coming to an end and we should plan in 2021 to finish up the work that was started on the new plan in April 2019.

FY 21/22: This process continues to be on hold as the Library focuses on issues facing day-to-day operations and providing services during a pandemic.

FY 22/23: This process continues to be on hold as the Library focuses on issues facing day-to-day operations and providing services while having a number of vacancies in key positions.

- ☐Library maintains an understanding of the community by surveys, hearings, and other means.

FY 20/21: The Library uses informal means of feedback to understand the community. A community survey has not been completed since we prepared for the 2008 Building Referendum. A more formal process should be put into place in conjunction with the

strategic/long-range planning process.

FY 21/22: Same as the previous standard. This process continues to be on hold as the Library focuses on issues facing day-to-day operations and providing services during a pandemic.

FY 22/23: This process continues to be on hold as the Library focuses on issues facing day-to-day operations and providing services while having a number of vacancies in key positions.

✓ Library board reviews library policies on a regular basis.

✓ Library board members participate in local, state, regional, and national decision-making that will benefit libraries.

FY 20/21: We would like more feedback from the Board about how they would like to hear about these possible decisions and ways they can get involved.

FY21/22: We continue to provide Trustees with up-to-date information regarding issues facing today's libraries.

FY 22/23: We share information about trustee-focused opportunities to become more informed on issues facing today's libraries and look for

✓ Library develops an orientation program for new board members.

☐ Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.

FY 20/21: We would like more information about their interests in attending conferences and how they would like to be informed about upcoming opportunities.

FY21/22: Trustees have taken part in virtual presentations this year on the topics of trustee basics, financial management, succession planning, DEI, and open meetings act.

FY 22/23: We share information about trustee-focused opportunities to become more informed on issues facing today's libraries and would like more information from the trustees on their interests.

✓ Library keeps adequate records of library operations and follows proper procedures for disposal of records.

✓ Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.

FY 20/21: Currently, only the Board Treasurer is bonded for financial transactions. We need to look into having the Director, Assistant Director, HR, and the Business Manager bonded if it falls within the budget.

FY 22/23: The Library Treasurer is insured according to the State requirements. Our Directors/ Officers and Crime Insurance plans cover all other key positions.

✓ Library has a board-approved set of written by-laws that govern the conduct of the board of trustees and its relationship to the library and staff.

✓ Library maintains insurance covering property and liability, including volunteer liability.

FY 20/21: Need to review the policy to see if we have volunteer liability and if not, add it to our insurance

FY21/22: Reviewed the Library's Directors and Officers insurance plans and verified or increased coverage for these areas.

FY 22/23: We made changes to our plans to align our policies with our needs. We will review and budget for more robust crime and cyber security plans in the future

□ Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.

FY 20/21: The previous Director created a plan based on the current situation of the Director and Assistant Director's upcoming retirements. We need to create a plan for many key Admin roles and middle management positions. Including skills needed, desired characteristics, and training to offer those interested in moving up internally

FY21/22: The Director is updating the succession plan for the Director position for long and short-term vacancies with topics like internal succession, board oversight, communication plan, list of important dates, and places to find important information. After the Director's plan is complete, we will work on other key positions in the Library.

FY 22/23: Still continuing the work outlined in last year's comments.

Chapter 3 - Personnel Checklist

✓ Library has a board-approved personnel policy.

FY 20/21: The current policy manual needs to be reformatted for ease of use and separate policy from the procedure.

FY 21/22: The current policy manual has been reformatted for ease of use. At this time, it has not been separated from policy and procedure.

FY 22/23: As we update policies, we are removing procedures.

✓ Library has staffing levels that are sufficient to carry out the library's mission.

✓ Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.

FY 20/21: The current job descriptions document needs to be reformatted for ease of use and consistency. The salary schedule was last reviewed in 2019.

FY 21/22: The current job descriptions are still in the process of being reformatted for ease of use and consistency. This will be completed this FY. Therefore, we are postponing the salary schedule for this FY.

FY 22/23: As we hire new staff members, we are reviewing and updating job descriptions as needed. We plan to revisit the salary schedule this FY.

✓Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.

FY 20/21: Update current policy/procedures to reflect current practices.

FY 21/22: While the current policy has not been updated, we have current procedures for our current hiring practices. We will be updating our current EEO policy with State of Illinois updates that recently came out.

FY 22/23: We did not update the policy as stated in the prior FY but will be doing that this FY.

✓Library salaries and fringe benefits account for up to 70 percent of total operations budget.

FY 20/21: Currently, this is at 71% but is becoming unsustainable for the Library in terms of how much is allocated to this compared to other major spending categories in the budget.

FY 21/22: We are at 63.21% for the Library budget with Library salaries and fringe benefits.

FY 22/23: We are at 62.68% for the Library budget with Library salaries and fringe benefits.

✓Library gives each new employee a thorough orientation.

FY 20/21: The management team's goal is to create streamlined and consistent training for all new employees for library-wide functions, services, policies, and procedures.

FY 21/22: All library-wide policies have been moved to electronic forms of acknowledgment through our payroll system. The management team's goal is to create consistent orientations for all new employees within each department, along with department-specific training.

FY 22/23: With the payroll change from our current system to Paylocity, the management team will continue to streamline orientations for all new employees within each department, along with department-specific training within the new tool.

✓Library evaluates staff annually.

FY 20/21: Yes, all staff are reviewed on their anniversary date. New evaluation forms are in the works.

FY 21/22: All staff are reviewed annually and will be moving to review them closer to each staff member's anniversary date. The new evaluation form has been put on hold. They are dependent on both our job descriptions and our Library's strategic plan before they can be completed.

FY 22/23: Staff are reviewed annually and have been closer to each staff member's anniversary date. The new evaluation form is still on hold at this time.

✓Library staff and administration attend local, regional, state, and national conferences as well

as training workshops and seminars where feasible.

FY 20/21: Yes, but need to communicate these opportunities better and make sure that we create equitable attendance rotations.

FY 21/22: There were not as many opportunities to do this with the pandemic during this past year. There were many virtual opportunities, which were shared.

FY 22/23: As the pandemic is coming to an end, more opportunities are opening up again in person, and we anticipate more staff will be able to take advantage of these opportunities.

✓Library provides staff access to library literature and other professional development materials.

FY 20/21: Yes, however, make it known to everyone where each department keeps its library literature and how to access it.

FY 21/22: The Library has improved on this, yet we are still working on perfecting it.

FY 22/23: The Library is continually improving in this area within each department.

✓Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.

FY 20/21: To continue to make sure that this is communicated promptly and provide all with the understanding of how this affects policy/procedures.

FY 21/22: The Library continues to educate our Public library trustees and administrators during our policy revisions and reviews.

FY 22/23: The Library is continuing to educate our Public library trustees and administrators during our policy revisions and reviews.

✓The library complies with state and federal laws that affect library operations.

Appendix E: Recommended Staffing Levels

FY 20/21: Currently, the library has 39.5 FTE, which puts us in the "Growing" category for our service population. If we want to move towards "Established," we would need 49.5 FTE, which could be achieved by more part-time positions in the library.

FY 21/22: Currently, the library has 37.50 FTE, putting us in the "Growing" category. This includes positions we are currently recruiting on.

FY 22/23: Presently, we are at 28 FTE however, once we fill our open positions, we will be closer to 35 FT. This puts us into the "Growing" category..

Chapter 4 - Access Checklist

✓The library provides the right amount of space of the right kind to meet the provisions of its

long-range/strategic plan.

FY 20/21: The Library has made the best use of the space right now. During the long-range planning, it may be determined that it is not the best fit for our community in the future.

FY21/22: Comments from FY20/21 still hold true.

✓ At least once every five years, the board directs a review of the library's long-term space needs.

FY 20/21: This should be reviewed as we work on our new long-range plan.

FY21/22: Comments from FY20/21 still hold true.

FY 22/23: Comments from FY20/21 still hold true

✓ The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.

FY 20/21: We can always consistently review and make changes to serve all better.

FY 21/22: Consistently reviewing and working on ways to provide better access to our meeting rooms and offer more adaptive technology inside the Library and for circulation.

FY 22/23: We made efforts towards this goal last year. We update our doors to our meeting rooms with auto-assist technology. We have also updated two workstations with larger monitors, low-vision keyboards, adaptive mice, and screen reader/speech-to-text software.

✓ The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.

✓ The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.

FY 20/21: Review the parking lot lighting. Little to no lighting in the south lot; the north lot lights are at the end of life.

FY 21/22: Still a concern along with the condition of the Library's parking lot.

FY 22/23: Repaired some lighting that illuminates a walkway, reviewing a program with ComEd to provide lighting utilizing existing electrical poles in the parking lot.

✓ The library has the minimum required number of parking spaces.

✓ The library's entrance is easily identified, clearly visible, and well lighted.

✓ The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.

✓ The library has adequate internal signage.

- ✓ The library's lighting levels comply with lighting standards.

FY 20/21: We have skylights and overhead lights, however, in the stacks the lighting can be dim. No task lighting is available to staff or patrons. The 18 ft ceilings offer unique challenges to lighting concerns.

FY21/22: Comments from FY20/21 still hold true, and no changes have been planned at this time.

FY 22/23: No changes at this time.

- ✓ All signage is in compliance with applicable federal, state, and local regulations.

✓The library building supports the implementation of current and future telecommunications and electronic information technologies.

- ✓ The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.

✓Space is allocated for child and family use with furniture and equipment designed for use by children.

FY 20/21: Space is limited for children and families to use the library. In areas designated for children and families, we make sure to have furniture best suited to their needs available.

FY21/22: Comments from FY20/21 still hold true. Currently, no changes is being made in these areas due to space and budget constraints.

FY 22/23: New soft seating furniture has been installed in the Youth/Teen area.

- ✓The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.

FY 20/21: All materials are accessible. However, the shelving keeps getting taller or we are utilizing the bottom shelves, which for some can be a barrier to retrieving these materials.

FY21/22: Continue to weed collections to make shelving items on the very top and bottom unnecessary. Public Services staff are updating end-cap signage and the catalog's StackMap service so patrons can find materials more easily.

FY 22/23: The Library's StackMap service is up to date allowing patrons to better locate materials in the library from directions provided in the catalog.

Appendix F: Topics Recommended for Public Use of the Library Policy- All topics are included in our current public policy manual.

Appendix G: Recommended Hours of Service by Population- The Library is open 68 hours a week, along with being open Sundays year-round.

Santacruz Land Acquisitions



222 Northfield Road • Suite 201
Northfield, IL 60093
847.251.5800

Writer's Email Address:
chelsea@santacruz-associates.com
Writer's Direct Line:
847-868-9622

August 20, 2022

VIA U.S. MAIL and EMAIL - ljakacki@mchenrylibrary.org

Ms. Lesley Jakacki
The Board of Trustees of the McHenry Public Library District
809 Front Street
Mchenry, IL 60050

RE: Parcel: 1NV0100 & TE
Route: IL 31
Job No.: R-91-013-07

Dear Mr. Jakacki:

Enclosed please find the following documents to be executed and returned to this office as follows:

1. Warranty Deed – Please have the deed signed by an authorized representative of the ownership entity and notarized.
2. Temporary Construction Easement – Please have the easement signed by an authorized representative of the ownership entity and notarized.
3. Receipt of Conveyance Documents and Disbursement Statement – Please have two (2) copies executed by an authorized representative of the ownership entity. In addition, please insert the FEIN of the entity which owns the property and **initial on page 2, paragraph 5, where indicated**. Return one copy and keep a signed original for your records.
4. Affidavit of Land Title – Please have the form completed with the necessary information required. Please have the affidavit executed by an authorized representative of the ownership entity and have the affidavit notarized.
5. W-9 – Please have the form completed and signed by an authorized representative of the ownership entity.
6. Resolution – Please (i) complete the resolution and (ii) have the resolution executed by an authorized representative of the ownership entity.

August 22, 2022
Page 2 of 2



Please return all documents and direct any questions to: Santacruz Land Acquisitions, 222 Northfield Road, Suite 200, Northfield, IL 60093.

Thank you, in advance, for your immediate attention to and assistance with this matter. If you have any questions, please do not hesitate to contact the undersigned at 847-868-9622 or via email at chelsea@santacruz-associates.com.

Sincerely,

A handwritten signature in cursive script that reads "Chelsea Knight".

Chelsea Knight

encl.

Owner: The Board of Trustees of the
McHenry Public Library
District
Route: IL 31
Section: IL 120 to IL 176
County: McHenry
Project No.:
Job No.: R-91-013-07
Parcel No.: 1NV0100 & TE
P.I.N. No.: 09-35-102-020

CERTIFIED RESOLUTION
(Library District)

I, Charles T. Reilly, President, of McHenry Public Library District Board of Trustees, a library district organized and existing under the laws of the State of Illinois (Library District), do hereby certify that:

1. The following is a true and correct copy of a resolution adopted by the Trustees of the Library District, a quorum of its members being present at a meeting held on the ____ day of _____, 20____, and

2. The resolution has not been amended or revoked and is in full force and effect.

Resolved that Charles T. Reilly, the President, and Monica Leccese, the Secretary, of the Board of Trustees of the McHenry Public Library District are hereby authorized and directed to convey the library district's interest in the following described real estate in McHenry County, Illinois to the People of the State of Illinois, Department of Transportation for highway purposes for the sum of Seventy Two Thousand and no/100 Dollars (\$72,000.00):

See attached legal description.

Further resolved that they are authorized and directed to execute and deliver such instruments as may be necessary or convenient to consummate such sale.

Further resolved that the members of the Board of Trustees of the library district noted for the adoption of this resolution as follows: AYE _____; NAY _____; ABSENT _____

Dated this _____ day of _____, 20____

The Board of Trustees of the McHenry Public
Library District

By:

Signature

Charles T. Reilly, President, McHenry Public
Library District Board of Trustees

ATTEST:

Monica Leccese, Secretary, McHenry Public
Library District Board of Trustees

State of _____)
County of _____) ss

This instrument was acknowledged before me on _____, 20____, by
Charles T. Reilly, as President and Monica Leccese, as Secretary of The Board of Trustees of
the McHenry Public Library District.

(SEAL)

Notary Public

My Commission Expires: _____

Route: IL Route 31
Section:
County: McHenry
Job No: R-91-013-07
Parcel: **1NV0100**
Station: 456+76.79 to 460+73.33
Index No. 09-35-102-020

LEGAL DESCRIPTION – 1NV0100

That part of Lot 3 in Althoff Subdivision, being a subdivision of part of the Northwest Quarter of Section 35, Township 45 North, Range 8 East of the Third Principal Meridian, according to the plat thereof recorded May 4, 1987 as document 982804, McHenry County, Illinois, bearings and distances based on the Illinois State Plane Coordinate System, East Zone, NAD 83 (2011 adjustment), with a combined factor of 0.999943109, described as follows:

Beginning at the southeast corner of said Lot 3; thence South 89 degrees 37 minutes 08 seconds West, along the south line of said Lot 3, a distance of 9.98 feet; thence North 01 degree 05 minutes 59 seconds West, 233.09 feet; thence South 88 degrees 54 minutes 01 second West, 10.00 feet; thence North 01 degree 05 minutes 59 seconds West, 68.88 feet to a point of tangency; thence northerly 96.02 feet along a curve to the right having a radius of 3677.79 feet and chord bearing North 00 degrees 21 minutes 06 seconds West, chord length of 96.02 feet to the north line of said Lot 3; thence South 80 degrees 53 minutes 05 seconds East, along said north line, 19.81 feet to the west line of Illinois Route 31 per document 1928R0085390; thence southerly 87.20 feet along said west line, being a curve to the left and having a radius of 3547.80 feet and chord bearing South 00 degrees 28 minutes 49 seconds East, chord length of 78.20 feet to a point of tangency; thence South 01 degree 06 minutes 46 seconds East, along the west line of said Route 31, a distance of 316.39 feet to the point of beginning.

Said parcel containing 0.128 acres, more or less.

APPROVED
By coreanom at 12:33 pm, Jul 30, 2021

Route:	IL Route 31
Section:	
County:	McHenry
Job No:	R-91-013-07
Parcel:	1NV0100TE
Station:	456+76.91 to 459+10.00
Index No.	09-35-102-020

LEGAL DESCRIPTION – 1NV0100TE

That part of Lot 3 in Althoff Subdivision, being a subdivision of part of the Northwest Quarter of Section 35, Township 45 North, Range 8 East of the Third Principal Meridian, according to the plat thereof recorded May 4, 1987 as document 982804, McHenry County, Illinois, bearings and distances based on the Illinois State Plane Coordinate System, East Zone, NAD 83 (2011 adjustment), with a combined factor of 0.999943109, described as follows:

Commencing at the southeast corner of said Lot 3; thence South 89 degrees 37 minutes 08 seconds West, along the south line of said Lot 3, a distance of 9.98 feet for the point of beginning; thence South 89 degrees 37 minutes 08 seconds West, along the south line of said Lot 3, a distance of 5.00; feet thence North 01 degree 05 minutes 59 seconds West, 183.03 feet; thence South 88 degrees 54 minutes 01 second West, 5.00 feet; thence North 01 degree 05 minutes 59 seconds West, 50.00 feet; thence North 88 degrees 54 minutes 01 second East, 10.00 feet; thence South 01 degree 05 minutes 59 seconds East, 233.09 feet to the point of beginning.

Said parcel containing 0.033 acres, more or less.

APPROVED
By coreanom at 12:33 pm, Jul 30, 2021



Affidavit of Title

Owner: The Board of Trustees of the McHenry Public Library District
Address: 809 Front Street, McHenry, McHenry County, Illinois 60050
Route: IL 31
Section: IL 120 to IL 176
County: McHenry
Project:
Job No. R-91-013-07
Parcel No. 1NV0100 & TE
P.I.N. No. 09-35-102-020

State of _____)
County of _____) ss.

I, Charles T. Reilly, President, being first duly sworn upon oath states as follows:

1. Affiant has personal knowledge of the facts averred herein.
2. ☒ There are **no parties** other than Grantor in possession of any portion of the premises described in the attached Exhibit "A" through easement, lease, oral or written, or otherwise, whether or not of record.
☐ There are no parties other than Grantor **and the parties listed below** in possession of any portion of the premises described in the attached Exhibit "A" through easement, lease, oral or written, or otherwise, whether or not of record:

SEE ATTACHED EXHIBIT "A"

3. This affidavit is made to provide factual representation as a basis for the State of Illinois to accept a document of conveyance for the premises described in said conveyance, the premises being a portion of or all of the above described premises, from the record owners thereof.
4. The affiant has no knowledge of any driveway agreements, encroachments, overlaps, or boundary line disputes involving the premises to be conveyed.
5. The said premises described in Exhibit "A" are: (Check One)
☐ Vacant and unimproved ☐ Agricultural and unimproved
☒ Improved and
(A) There have been no improvements made or contracted for on the premises within six (6) months immediately preceding the date of the affidavit, out of which a claim for a mechanics' lien could accrue or has accrued, and
(B) To the best of my knowledge all improvements now on the premises comply with all local building and zoning ordinances.

6. ☒ The affiant has no knowledge of any unrecorded easements or leases over, under, upon or across the premises to be conveyed.
- ☐ The affiant has no knowledge of any unrecorded easements over or leases, under, upon or across the premises to be conveyed other than: _____.

7. There are no chattel mortgages, conditional sales contracts or financing statements existing on or in connection with the premises to be conveyed which are not shown by the public records.
8. There are no taxes or special assessments which are not shown as existing liens by the public records involving the premises described in Exhibit A.
9. The identities of all owners and beneficiaries having an interest in the premise to be conveyed are as follows (check applicable box(es) and complete information requested):

- ☐ **Individual.** Individual owner of the property is:
- ☐ **Nonprofit Organization.** There is no individual or other organization receiving distributable income from the organization.
- ☒ **Public Organization, including units of local government.** There is no individual or other organization receiving distributable income from the organization.
- ☐ **Publicly-Traded Corporation.** There is no readily known shareholder having more than 7-1/2% of the total distribution income of the corporation.
- ☐ **Corporation, Partnership, Limited Liability Company.** Those entitled to receive more than 7-1/2% of the total distributable income of said entity are as follows:

	Name	Address
*1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

- ☐ **Land Trust or Declaration of Trust.** The identity of each beneficiary of Grantor Trust is as follows:

	Name	Address
*1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

* IF THE INITIAL DISCLOSURES SHOW INTERESTS HELD BY ANOTHER CORPORATION, PARTNERSHIP, LIMITED LIABILITY COMPANY, OR TRUST, THEN FURTHER DISCLOSURES SHOULD BE PROVIDED UNTIL THE NAMES OF INDIVIDUALS OWNING THE INTEREST IN THE ENTITY ARE DISCLOSED.

Dated this _____ day of _____, 20____.

By: _____
Signature

Charles T. Reilly, President, McHenry Public Library District Board of Trustees

State of _____)
County of _____) ss.

This instrument was acknowledged before me on _____, 20____, by Charles T. Reilly,
President, McHenry Public Library District Board of Trustees.

(SEAL)

Notary Public

My Commission Expires: _____

NOTE: THIS AFFIDAVIT MAY BE EXECUTED AND ACKNOWLEDGED ON BEHALF OF THE RECORD
OWNER(S) BY ANY **ONE** OF THE RECORD OWNERS, OFFICERS, MANAGERS, PARTNERS,
OR TRUSTEES HAVING KNOWLEDGE OF THE FACTS IN THIS AFFIDAVIT.

Job R-91-013-07
IL 176 to IL 120
County McHenry
Section IL 31
Parcel 1NV0100

WTC Number: I1-2020ME-2133.0

A.L.T.A. COMMITMENT FORM
Schedule A Continued

LEGAL DESCRIPTION

PARCEL 1:

THAT PART OF LOT 3 IN ALTHOFF SUBDIVISION, A SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF SECTION 35, TOWNSHIP 45 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN ACCORDING TO THE PLAT THEREOF RECORDED MAY 4, 1987 AS DOCUMENT NUMBER 982804 AND THE EASTERLY 25 FEET OF THE CHICAGO AND NORTHWESTERN RAILROAD, DESCRIBED AS FOLLOWS: BEGINNING AT A POINT ON THE EAST LINE OF LOT 3 214.27 FEET NORTH OF THE SOUTHEAST CORNER THEREOF; THENCE SOUTH ON SAID EAST LINE, 214.27 FEET TO THE SOUTHEAST CORNER THEREOF; THENCE WEST ON THE SOUTH LINE OF SAID LOT 3 AND SAID LINE EXTENDED WEST FOR A DISTANCE OF 491.44 FEET TO A POINT 25 FEET EASTERLY OF THE CENTER LINE OF THE CHICAGO AND NORTHWESTERN RAILROAD; THENCE NORTHERLY PARALLEL TO THE CENTERLINE OF SAID RAILROAD ON A CURVE TO THE LEFT, A CHORD DISTANCE OF 353.03 FEET TO A POINT; THENCE SOUTHEASTERLY ON A LINE, IF EXTENDED, WOULD INTERSECT THIS EAST LINE OF SAID LOT 3 AT A POINT 188.27 FEET NORTH OF THE SOUTHEAST CORNER THEREOF, A DISTANCE OF 333.61 FEET; THENCE EAST 67.56 FEET TO THE PLACE OF BEGINNING, IN MCHENRY COUNTY, ILLINOIS.

PARCEL 2:

THAT PART OF LOT 3 IN ALTHOFF SUBDIVISION, BEING A SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF SECTION 35, TOWNSHIP 45 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 4, 1987 AS DOCUMENT NO. 982804 DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 3; THENCE

ISSUED BY:
Wheatland Title Company
105 W. Veterans Parkway
Yorkville, Illinois 60560

Job R-91-013-07
 IL 176 to IL 120
 County McHenry
 Section IL 31
 Parcel 1NV0100

SOUTHERLY ALONG THE EAST LINE OF SAID LOT 3, SAID LINE BEING A CURVE CONCAVE TO THE EAST, HAVING A RADIUS OF 3,548.00 FEET, AN ARC LENGTH OF 78.25 FEET TO A POINT OF TANGENCY, THE CHORD OF SAID CURVE HAVING A LENGTH OF 78.25 FEET AND A BEARING OF SOUTH 0 DEGREES 21 MINUTES 46 SECONDS EAST (BEARINGS BASED ON ILLINOIS STATE PLANE COORDINATES 1983 DATUM); THENCE SOUTH 0 DEGREES 59 MINUTES 40 SECONDS EAST ALONG SAID EAST LINE, A DISTANCE OF 102.22 FEET; THENCE NORTH 89 DEGREES 54 MINUTES 45 SECONDS WEST, A DISTANCE OF 67.48 FEET; THENCE NORTH 69 DEGREES 10 MINUTES 46 SECONDS WEST, A DISTANCE OF 308.57 FEET TO A POINT ON THE WEST LINE OF SAID LOT 3; THENCE NORTHERLY ALONG SAID WEST LINE, SAID LINE BEING A CURVE CONCAVE TO THE WEST, HAVING A RADIUS OF 3,250.07 FEET, AN ARC LENGTH OF 125.64 FEET TO THE NORTHWEST CORNER OF SAID LOT 3, THE CHORD OF SAID CURVE HAVING A LENGTH OF 125.64 FEET AND A BEARING OF NORTH 13 DEGREES 29 MINUTES 23 SECONDS EAST; THENCE SOUTH 80 DEGREES 58 MINUTES 34 SECONDS EAST ALONG THE NORTH LINE OF SAID LOT 3, A DISTANCE OF 328.39 FEET TO THE POINT OF BEGINNING, IN MCHENRY COUNTY, ILLINOIS. ALSO THAT PART OF THE NORTHWEST QUARTER OF SECTION 35, TOWNSHIP 45 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF LOT 3 IN ALTHOFF SUBDIVISION, BEING A SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF SECTION 35, TOWNSHIP 45 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 4, 1987 AS DOCUMENT NO. 982804; THENCE SOUTHERLY ALONG THE WEST LINE OF SAID LOT 3, SAID LINE BEING A CURVE CONCAVE TO THE WEST, HAVING A RADIUS OF 3,250.07 FEET, AN ARC LENGTH OF 125.64 FEET TO A POINT OF NON-TANGENCY, THE CHORD OF SAID CURVE HAVING A LENGTH OF 125.64 FEET AND A BEARING OF SOUTH 13 DEGREES 29 MINUTES 23 SECONDS WEST; THENCE NORTH 69 DEGREES 10 MINUTES 46 SECONDS WEST, A DISTANCE OF 25.15 FEET TO A POINT 25.00 FEET EASTERLY OF THE CENTERLINE OF THE UNION PACIFIC RAILROAD; THENCE NORTHERLY PARALLEL WITH THE SAID CENTERLINE, SAID LINE BEING A CURVE CONCAVE TO THE WEST, HAVING A RADIUS OF 3,225.07 FEET, AN ARC LENGTH OF 120.49 FEET TO A POINT OF INTERSECTION WITH THE NORTH LINE OF SAID LOT 3 EXTENDED WESTERLY, THE CHORD OF SAID CURVE HAVING A LENGTH OF

ISSUED BY:
 Wheatland Title Company
 105 W. Veterans Parkway
 Yorkville, Illinois 60560

Date: 04/21/2022

Job R-91-013-07
IL 176 to IL 120
County McHenry
Section IL 31
Parcel 1NV0100

120.48 FEET AND A BEARING OF NORTH 13 DEGREES 28 MINUTES 43
SECONDS EAST; THENCE SOUTH 80 DEGREES 58 MINUTES 34
SECONDS EAST ALONG THE WESTERLY EXTENSION OF SAID NORTH
LINE, A DISTANCE OF 25.04 FEET TO THE POINT OF BEGINNING, IN
MCHENRY COUNTY, ILLINOIS.

PERMANENT TAX NUMBER(S): 09-35-102-020

ISSUED BY:
Wheatland Title Company
105 W. Veterans Parkway
Yorkville, Illinois 60560



Receipt of Conveyance Documents and Disbursement Statement

Owner: The Board of Trustees of the McHenry Public Library District
Job No.: R-91-013-07
Parcel No.: 1NV0100 & TE

The People of the State of Illinois, Department of Transportation (Grantee) acknowledges Receipt of the following:

(check all that apply)

- ☒ Warranty Deed covering 0.128 acres
- ☐ Permanent Easement covering 0.000 acres
- ☒ Temporary Easement covering 0.033 acres

all located in McHenry County, Illinois as right of way for IL 31, Section IL 120 to IL 176, dated _____, 20____, executed by the undersigned Grantors.

Grantor and Grantee agree as follows:

1. The payment of the sum of Seventy Two Thousand and no/100 Dollars (\$72,000.00) to Grantor as total consideration for the deed and easement(s), by Grantee is subject to Grantee's approval of title and documentation and, if applicable, Grantee's final approval in accordance with Section 9.02 of the Illinois State Finance Act.
2. All improvements located, wholly or partially, on the parcel shall become the property of the State of Illinois, unless provided as follows: None.
3. Possession and transfer of title to IDOT and right to use the property occur when Grantee delivers a state warrant to Grantor, in person or to the address stated herein, in the amount of the above stated consideration, unless provided herein. Grantor shall have the sole responsibility and obligation to protect, preserve and maintain the parcel and improvements thereon until delivery of possession to Grantee.
4. Grantor directs Grantee to disburse the above stated consideration by warrant or by separate warrants as follows:

<u>Name*</u>	<u>TIN/FEIN/SSN**</u>	<u>Address</u>	<u>Amount</u>
The Board of Trustees of the McHenry Public Library District		809 Front Street McHenry, IL, 60050	\$72,000.00

\$

*If multiple names, on the same warrant, list first and circle the name of the person or entity whose TIN/FEIN/SSN is entered above. If lien holder is to be paid by warrant, use Grantor's TIN or SSN with their name listed first and lien holder second. The first payee must match the TIN used.

****Attach a current W-9 form for each TIN/FEIN/SSN.**

5. **NON-FOREIGN CERTIFICATION – FIRPTA.** Section 1445 of the Internal Revenue Code provides that a transferee (buyer) of a U.S. real property interest must withhold tax if the transferor is a foreign person. For purposes of this paragraph, “Transferee” shall mean “Grantee” and “Transferor” shall mean “Grantor”. To inform the Grantee that withholding of tax is not required upon the disposition of a U.S. real property interest by Grantor, the Grantor hereby certifies the following:

- a. Transferor is the owner of the real property being conveyed;
- b. Transferor is not a foreign person (as such term is defined in the Internal Revenue Code and Income Tax Regulations); and
- c. Transferor’s U.S. Taxpayer Identification Number and address set forth above are true and correct.

Transferor understands that this certification may be disclosed to the Internal Revenue Service by Transferee and that any false statement contained herein could be punished by fine, imprisonment or both.

_____ Initial

6. Illinois law (15 ILCS 405/10.05 to 405/10.05b) requires the State of Illinois Comptroller to deduct from any State of Illinois warrants or payments the amount of any outstanding account or claim in favor of the State of Illinois and any amount necessary to satisfy past due child support or delinquent student loan and financial aid obligations on any loan guaranteed by the Illinois Student Assistance Commission.

7. This Receipt of Conveyance Documents and Disbursement Statement is the entire and exclusive agreement between the parties and supersede any written or oral understanding, promise or agreement, directly or indirectly related to the conveyance of parcel and improvements. The parties agree that any changes to this Receipt may only be made in writing and signed by the parties.

Date: _____, 20____

Grantor: The Board of Trustees of the McHenry Public Library District

By: _____
Signature

Charles T. Reilly, President, McHenry Public Library District Board of Trustees

By: _____
Signature

Monica Leccese, Secretary, McHenry Public Library District Board of Trustees

Date: _____, 20____

Grantee:
The People of the State of Illinois, Department of Transportation

for State of Illinois, Department of Transportation

Owner: The Board of Trustees of the
McHenry Public Library
District
Route: IL 31
Section: IL 120 to IL 176
County: McHenry
Project No.:
Job No.: R-91-013-07
Parcel No.: 1NV0100 & TE
P.I.N. No.: 09-35-102-020

TEMPORARY CONSTRUCTION EASEMENT
(Library District)

The Board of Trustees of the McHenry Public Library District, (Grantor), a library district organized and existing under and by virtue of the laws of the State of Illinois, for and in consideration of Two Thousand Dollars (\$2,000.00), receipt of which is hereby acknowledged, pursuant to the provisions of 105 ILCS 5/5-29, hereby represents that Grantor owns the fee simple title to and grants and conveys to the People of the State of Illinois, Department of Transportation, (Grantee), a temporary construction easement for the purpose of roadway purposes and for other highway purposes, on, over and through the following described real estate:

See attached legal description.

Address: 809 Front Street, McHenry, Illinois 60050

situated in the County of McHenry, State of Illinois. The above-described real estate and improvements located thereon are herein referred to as the "premises."

The right, easement and privilege granted herein shall terminate Five years from the execution of this document, or on the completion of the proposed project, whichever is the sooner.

Grantor shall have and retain all rights to use and occupy the premises and access to Grantor's remaining property, except as herein expressly granted; provided, however, that Grantor's use and occupation of the premise may not interfere with Grantee's use of the premises for the purposes herein described.

Grantor, without limiting the interest above granted and conveyed, acknowledges that upon payment of the agreed consideration, all claims arising out of the above acquisition have been settled, including without limitation, any diminution in value to any remaining property of the Grantor caused by the opening, improving and using the premises for highway purposes. This acknowledgment does not waive any claim for trespass or negligence against the Grantee or Grantee's agents which may cause damage to the Grantor's remaining property.

This grant shall constitute a covenant, which runs with the land, and shall be binding upon the legal representatives, successors and assigns of Grantor.

Dated this _____ day of _____, 20__.

The Board of Trustees of the McHenry Public
Library District

By:

Signature

Charles T. Reilly, President, McHenry Public
Library District Board of Trustees

ATTEST:

By: _____
Signature

Monica Leccese, Secretary, McHenry Public Library
District Board of Trustees

State of _____)
County of _____) ss

This instrument was acknowledged before me on _____, 20__, by
Charles T. Reilly, as President and Monica Leccese, as Secretary of McHenry Public Library
District Board of Trustees, a library district organized and existing under the laws of the state of
Illinois.

(SEAL)

Notary Public

My Commission Expires: _____

This instrument was prepared by and after recording, mail this instrument to:

Illinois Department of Transportation
ATTN: Bureau of Land Acquisition
201 Center Court, Schaumburg, IL 60196-1096

Route:	IL Route 31
Section:	
County:	McHenry
Job No:	R-91-013-07
Parcel:	1NV0100TE
Station:	456+76.91 to 459+10.00
Index No.	09-35-102-020

LEGAL DESCRIPTION – 1NV0100TE

That part of Lot 3 in Althoff Subdivision, being a subdivision of part of the Northwest Quarter of Section 35, Township 45 North, Range 8 East of the Third Principal Meridian, according to the plat thereof recorded May 4, 1987 as document 982804, McHenry County, Illinois, bearings and distances based on the Illinois State Plane Coordinate System, East Zone, NAD 83 (2011 adjustment), with a combined factor of 0.999943109, described as follows:

Commencing at the southeast corner of said Lot 3; thence South 89 degrees 37 minutes 08 seconds West, along the south line of said Lot 3, a distance of 9.98 feet for the point of beginning; thence South 89 degrees 37 minutes 08 seconds West, along the south line of said Lot 3, a distance of 5.00; feet thence North 01 degree 05 minutes 59 seconds West, 183.03 feet; thence South 88 degrees 54 minutes 01 second West, 5.00 feet; thence North 01 degree 05 minutes 59 seconds West, 50.00 feet; thence North 88 degrees 54 minutes 01 second East, 10.00 feet; thence South 01 degree 05 minutes 59 seconds East, 233.09 feet to the point of beginning.

Said parcel containing 0.033 acres, more or less.

APPROVED
By coreanom at 12:33 pm, Jul 30, 2021

Owner: The Board of Trustees of the
McHenry Public Library
District
Route: IL 31
Section: IL 120 to IL 176
County: McHenry
Project No.:
Job No.: R-91-013-07
Parcel No.: 1NV0100 & TE
P.I.N. No.: 09-35-102-020

WARRANTY DEED
(Library District) (Non-Freeway)

The Board of Trustees of the McHenry Public Library District, (Grantor), a library district organized and existing under the laws of the State of Illinois, for and in consideration of Seventy Thousand and No/100 Dollars (\$70,000.00), receipt of which is hereby acknowledged, pursuant to the provisions of ~~105 ILCS 5/5-29~~, grants, conveys, and warrants to the People of the State of Illinois, Department of Transportation, (Grantee), the following described real estate in McHenry County, Illinois:

See attached legal description.

The above-described real estate and improvements located thereon are referred herein to as the "premises".

Grantor, without limiting the interest above granted and conveyed, acknowledges that upon payment of the agreed consideration, all claims arising out of the above acquisition have been settled, including without limitation, any diminution in value to any remaining property of the Grantor caused by the opening, improving and using the premises for highway purposes. This acknowledgment does not waive any claim for trespass or negligence against the Grantee or Grantee's agents which may cause damage to the Grantor's remaining property.

Dated this _____ day of _____, 20____.

The Board of Trustees of the McHenry Public Library
District

By:

Signature

Charles T. Reilly, President, McHenry Public Library
District Board of Trustees

ATTEST:

By: _____
Signature

Monica Leccese, Secretary, McHenry Public Library
District Board of Trustees

State of _____)
County of _____) ss

This instrument was acknowledged before me on _____, 20____, by
Charles T. Reilly, as President and Monica Leccese, as Secretary of McHenry Public Library
District Board of Trustees, a library district organized and existing under the laws of the state of
Illinois.

(SEAL)

Notary Public

My Commission Expires: _____

Exempt under 35 ILCS 200/31-45(b), Real Estate Transfer Tax Law.

Date

Buyer, Seller or Representative

This instrument was prepared by and after recording, mail this instrument and future tax bills to:

Illinois Department of Transportation
ATTN: Bureau of Land Acquisition
201 Center Court, Schaumburg, IL 60196-1096

Route: IL Route 31
Section:
County: McHenry
Job No: R-91-013-07
Parcel: **1NV0100**
Station: 456+76.79 to 460+73.33
Index No. 09-35-102-020

LEGAL DESCRIPTION – 1NV0100

That part of Lot 3 in Althoff Subdivision, being a subdivision of part of the Northwest Quarter of Section 35, Township 45 North, Range 8 East of the Third Principal Meridian, according to the plat thereof recorded May 4, 1987 as document 982804, McHenry County, Illinois, bearings and distances based on the Illinois State Plane Coordinate System, East Zone, NAD 83 (2011 adjustment), with a combined factor of 0.999943109, described as follows:

Beginning at the southeast corner of said Lot 3; thence South 89 degrees 37 minutes 08 seconds West, along the south line of said Lot 3, a distance of 9.98 feet; thence North 01 degree 05 minutes 59 seconds West, 233.09 feet; thence South 88 degrees 54 minutes 01 second West, 10.00 feet; thence North 01 degree 05 minutes 59 seconds West, 68.88 feet to a point of tangency; thence northerly 96.02 feet along a curve to the right having a radius of 3677.79 feet and chord bearing North 00 degrees 21 minutes 06 seconds West, chord length of 96.02 feet to the north line of said Lot 3; thence South 80 degrees 53 minutes 05 seconds East, along said north line, 19.81 feet to the west line of Illinois Route 31 per document 1928R0085390; thence southerly 87.20 feet along said west line, being a curve to the left and having a radius of 3547.80 feet and chord bearing South 00 degrees 28 minutes 49 seconds East, chord length of 78.20 feet to a point of tangency; thence South 01 degree 06 minutes 46 seconds East, along the west line of said Route 31, a distance of 316.39 feet to the point of beginning.

Said parcel containing 0.128 acres, more or less.

APPROVED
By coreanom at 12:33 pm, Jul 30, 2021



STATE OF ILLINOIS)
COUNTY OF McHENRY)
CITY OF McHENRY)

**ORDINANCE NO. 2022/2023-04
AN ORDINANCE PROVIDING FOR THE LEVY
AND ASSESSMENT OF TAXES
FOR THE FISCAL YEAR BEGINNING JULY 1, 2022
AND ENDING JUNE 30, 2023
FOR THE McHENRY PUBLIC LIBRARY DISTRICT
McHENRY, McHENRY COUNTY, ILLINOIS**

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: That the total amount of appropriations for all General, Special Reserve and Corporate purposes legally made to be collected from the tax levy of the current fiscal year is Three Million, Five Hundred and Twenty Thousand, One Hundred Dollars (**\$3,520,100.00**).

Section Two. That the sum of Five Million, One Hundred and Fourteen Thousand, Six Hundred and Twenty-five Dollars and No Cents (**\$5,114,625.00**) being the total of appropriations heretofore legally made and which has taken into consideration all monies to be raised from other than tax sources, in addition to those monies which are to be collected from the tax levy of the current fiscal year of the McHenry Public Library District for all General, Special Reserve and Corporate purposes of said Public Library District, as appropriated for the current fiscal year by the Combined Budget and Appropriation Ordinance passed by the President and Board of Library Trustees of said District at the legally held meeting of **September 20, 2022, which Ordinance No. 2022/2023 – 03**, incorporated herein by reference, be and the various objects and purposes for which said appropriations were made are set forth under the column “Amount Appropriated” and the specific amount hereby levied for each object and purpose is set forth under the column entitled “Amount Levied” is hereby levied upon all of the taxable property in the McHENRY PUBLIC LIBRARY DISTRICT subjected to taxation for the current fiscal year of said Public Library District, commencing July 1, 2022, and ending June 30, 2023, as follows:

GENERAL FUND EXPENSES

1. MATERIALS & SUPPLIES

	APPROPRIATION	LEVY
a. Adult Books	\$ 81,250.00	\$ 66,200.00
b. Youth Books	\$ 65,000.00	\$ 45,200.00
c. Professional Resources	\$ 4,375.00	\$ 2,700.00
d. Administrative Resources	\$ 4,375.00	\$ 2,300.00
e. Magazines and Newspapers	\$ 17,500.00	\$ 14,400.00
f. Adult AV Materials	\$ 38,750.00	\$ 29,400.00
g. Youth AV Materials	\$ 16,250.00	\$ 11,300.00
h. Library of Things	\$ 12,500.00	\$ 9,400.00
i. Video Games	\$ 17,500.00	\$ 12,200.00
j. Digital Media Services	\$ 112,500.00	\$ 98,600.00
k. Electronic Resources	\$ 93,750.00	\$ 76,700.00
l. Library Supplies	\$ 8,750.00	\$ 6,000.00
m. Tech. Services Supplies	\$ 44,375.00	\$ 30,600.00
n. Bindery Services	\$ 625.00	\$ 400.00
o. Adult Programs & Supplies	\$ 20,950.00	\$ 14,900.00
p. ComiCon	\$ 3,750.00	\$ 3,000.00
q. Circulation Supplies	\$ 3,125.00	\$ 1,600.00
r. Summer Reading Club	\$ 8,750.00	\$ 5,100.00
s. YS Programs & Supplies	\$ 20,000.00	\$ 12,900.00

2. CONTRACTED SERVICES

	APPROPRIATION	LEVY
a. Collection Agency Fees	\$ 1,575.00	\$ 800.00
b. IT/Computer, Copier & Equip.Outsourcing	\$ 118,750.00	\$ 92,800.00
c. Automation—Staff	\$ 31,250.00	\$ 19,100.00
d. Misc. Contracted Services	\$ 5,000.00	\$ 3,100.00
e. Library Bank/Finance/Late Fee	\$ 625.00	\$ 400.00
f. Public Pmt Processing Fees	\$ 4,375.00	\$ 2,300.00

3. CONSORTIUM & IT NETWORK SERVICES

	APPROPRIATION	LEVY
a. Automation- Circulation & Catalog	\$ 140,625.00	\$ 105,400.00
b. VOiP Phone Service	\$ 31,250.00	\$ 24,000.00
c. Internet Service	\$ 12,500.00	\$ 13,300.00

4. PROFESSIONAL SERVICES

	APPROPRIATION	LEVY
a. Accounting, Payroll & Audit Services	\$ 81,250.00	\$ 65,500.00
b. Legal Services	\$ 37,500.00	\$ 17,700.00
c. Other Consulting Fees	\$ 56,250.00	\$ 22,800.00
d. In-Service/Staff Training/LMS	\$ 4,075.00	\$ 2,000.00

5. PRINTING, PUBLICATIONS & POSTAGE

	APPROPRIATION	LEVY
a. Printing Services Outsourced	\$ 46,875.00	\$ 31,900.00
b. Public Notices & Ads	\$ 1,875.00	\$ 1,400.00
c. Postage & Shipping	\$ 20,625.00	\$ 15,700.00
d. Printing/Copier Supplies	\$ 5,325.00	\$ 3,000.00

e. Public Relations/Promotions	\$ 10,000.00	\$ 6,100.00
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6. UTILITIES

	APPROPRIATION	LEVY
a. Electricity	\$ 30,000.00	\$ 24,300.00
b. Gas	\$ 15,625.00	\$ 9,700.00
c. Water & Sewer	\$ 6,250.00	\$ 4,400.00

7. MISCELLANEOUS OPERATING EXPENSES

	APPROPRIATION	LEVY
a. Building & Auto Insurance	\$ 53,125.00	\$ 34,700.00
b. Bonding & Officers Liability	\$ 3,125.00	\$ 2,900.00
c. Janitorial Services & Supplies	\$ 62,500.00	\$ 49,000.00
d. Grounds Maintenance	\$ 37,500.00	\$ 24,700.00
e. Building Operations & Maintenance	\$ 68,750.00	\$ 48,000.00
f. Hospitality	\$ 8,125.00	\$ 4,400.00
g. Library Lost & Damaged Materials	\$ 1,250.00	\$ 700.00
h. Miscellaneous	\$ 1,250.00	\$ 600.00

8. PERSONNEL EXPENSES

	APPROPRIATION	LEVY
a. Salaries	\$1,987,500.00	\$1,691,000.00
b. FICA/Medicare	\$ 156,250.00	\$ 133,900.00
c. IMRF	\$ 212,500.00	\$ 179,500.00
d. Health & Life Insurance	\$ 356,250.00	\$ 313,000.00
e. Recruitment & Employment Screenings	\$ 4,375.00	\$ 2,600.00
f. Tuition Reimbursement	\$ 18,750.00	\$ 12,400.00
g. Telecommute Reimbursements	\$ 6,875.00	\$ 5,000.00
h. Memberships & Dues	\$ 7,825.00	\$ 5,100.00
i. Travel	\$ 18,750.00	\$ 8,400.00
j. Continuing Education	\$ 9,375.00	\$ 5,100.00

9. CAPITAL EXPENSES

	APPROPRIATION	LEVY
a. Library Furnishings	\$ 21,875.00	\$ 12,100.00
b. Library Equipment	\$ 11,875.00	\$ 7,600.00
c. Small Equipment under \$250	\$ 6,250.00	\$ 3,500.00
d. Adtl. Capital Projects & Equipment	\$ 100,000.00	\$ 46,900.00

10. Transfer to Reserve Fund	\$ 62,375.00	\$ 20,400.00
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TOTAL GENERAL FUND EXPENSES	\$ 4,452,125.00	\$3,520,100.00
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ESTIMATED EXPENSES

	APPROPRIATION	LEVY
1. Operating Fund Gifts	\$ 187,500.00	\$ 0.00
2. Per Capita Grant; Current FY	\$ 87,500.00	\$ 0.00
3. Per Capita Grant; Previous FY	\$ 25,000.00	\$ 0.00
4. Additional Fund Expenses	\$ 0.00	\$ 0.00
5. Misc. Grants	\$ 50,000.00	\$ 0.00
TOTAL GRANT and GIFT FUND EXPENSES	\$ 350,000.00	\$ 0.00

RESERVE FUND EXPENSES	APPROPRIATION	LEVY
1. Debt Service	\$ 0.00	\$ 0.00
2. Improvements not related to Expansion/Renovation	\$ 62,500.00	\$ 0.00
3. Expenditures Pursuant To Statutory Guidelines of the LIBRARY DISTRICT ACT, 75 ILCS 16/40-50	\$ 250,000.00	\$ 0.00
TOTAL SPECIAL RESERVE FUND EXPENSES	\$ 312,500.00	\$ 0.00
	APPROPRIATION	LEVY
TOTAL GENERAL FUND EXPENSES	\$ 4,452,125.00	\$ 3,520,100.00
TOTAL GRANT FUND EXPENSES	\$ 350,000.00	\$ 0.00
TOTAL SPECIAL RESERVE FUND EXPENSES	\$ 312,500.00	\$ 0.00
GRAND TOTAL EXPENSES	\$ 5,114,625.00	\$ 3,520,100.00

Section Three: That the total amount of Three Million, Five Hundred and Twenty Thousand, One Hundred Dollars (\$3,520,100.00) ascertained as aforesaid, be, and the same is hereby levied and assessed on all property subject to taxation within the McHENRY PUBLIC LIBRARY DISTRICT, McHENRY, McHenry County, Illinois, according to the value of said property as the same is assessed and equalized for State and County purposes for the current year. Revenues acquired from sources other than property taxes include, but are not limited to, fines and fees, interest, grants, gifts and donations, developer donations and impact fees, service fees, fees for non-resident cards, charges for lost library materials, replacement taxes, fees for special programs and services, and public use of photocopy machine.

Section Four: This tax Levy Ordinance is adopted pursuant to the procedures set forth in the Illinois Municipal Code, as amended, provided, however, any tax rate limitation or any other substantive limitations as to tax levies in the Illinois Municipal Code in conflict with this ordinance shall not be applicable to this ordinance pursuant to Section 6, Article VII of the Constitution of the State of Illinois.

Section Five: That there is hereby certified to the County Clerk of McHenry County, Illinois, the several sums aforesaid, constituting the said total amount of Three Million, Five Hundred and Twenty Thousand, One Hundred Dollars (\$3,520,100.00) which said total amount the said McHenry Public Library District requires to be raised by

taxation for the current fiscal year of said District is hereby ordered and directed to file with the County Clerk of McHenry County, Illinois, on or before the time required by law, a certified copy of this Tax Levy Ordinance.

Section Six: 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 75 ILCS 16/40-50, pursuant to plans developed and adopted by this Library Board and said unexpended balances shall be accumulated in this fund for the purposes of erecting a new Public Library building, purchasing a site for same, or building an addition thereto, or furnishing necessary equipment therefore, or acquiring electronic data storage and retrieval facilities.

REVISED and PASSED by the McHENRY PUBLIC LIBRARY DISTRICT Board of Trustees and approved by me this ____th day of _____, 2022.

Charles Reilly, President
McHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
McHenry, McHenry County, Illinois

AYES:

NAYES:

ABSENT:

ABSTAINING:

ATTEST:

Monica Leccese, Secretary
McHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES



McHenry Public Library District

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

STATE OF ILLINOIS)
COUNTY OF McHENRY)
CITY OF McHENRY)

**CERTIFICATE OF COMPLIANCE
WITH THE TRUTH IN TAXATION ACT**

I, Monica Leccese, the duly qualified and acting Secretary of the McHENRY PUBLIC LIBRARY DISTRICT, McHenry, McHenry County, Illinois, do hereby certify that the attached Levy Ordinance adopted in full compliance with the provisions of The Truth in Taxation Act. (35 ILCS 215/1 et seq.)

Check One of the Choices Below

- _____ 1) The taxing district published a notice in the newspaper and conducted a hearing, meeting the requirements of the Truth in Taxation Law.
- _____ 2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, notice and a hearing were not necessary.
- _____ 3) The proposed aggregate levy did not exceed a 5% increase over the year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.
- _____ 4) The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

IN WITNESS WHEREOF, I have placed my official signature this _____th day of _____, 2022.

Monica Leccese, Secretary
McHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES

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

Lesley E Jakacki, Notary Public



**McHENRY PUBLIC
LIBRARY DISTRICT**
WISDOM • KNOWLEDGE • DREAMS

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STATE OF ILLINOIS)
COUNTY OF McHENRY)
CITY OF McHENRY)

CERTIFICATE

I, Monica Leccese, DO HEREBY CERTIFY that the above attached "ORDINANCE PROVIDING FOR THE LEVY AND ASSESSMENT OF TAXES FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND EXPIRING JUNE 30, 2023" is a true and correct copy of said Ordinance which was presented and passed, and recorded by said Library Board at their Regular Board Meeting on October 18, 2022.

Monica Leccese, Secretary
McHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES

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

Lesley E Jakacki, Notary Public