



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, November 21, 2023, 7:00 p.m.
Meeting Rooms #135 & #136**

AGENDA

- I. **CALL TO ORDER** – Bud Alexander, Vice President
- II. **ROLL CALL** – Monica Leccese, Secretary
- III. **PLEDGE OF ALLEGIANCE**
- IV. **CORRECTIONS OR ADDITIONS TO THE AGENDA**
- V. **PUBLIC COMMENT AND RECOGNITION OF VISITORS**
- VI. **SECRETARY'S REPORT** – Monica Leccese, Secretary
 - A. Approval of Minutes of the October 17, 2023, Regular Meeting.
- VII. **TREASURER'S REPORT** –Terry Weingart, Treasurer
 - A. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports For October/November 2023, Additional Bills (distributed at meeting), Reimbursement Report, and Credit Card Reports.
- VIII. **COMMUNICATIONS**
- IX. **LIBRARIAN'S REPORT**
 - A. Librarian's Report
 - B. Project Updates
 - C. Serving Our Public 4.0- Chapters 5-8
- X. **OLD BUSINESS**
- XI. **NEW BUSINESS**
 - A. Fiscal Year 2022/2023 Audit
 - 1. Presentation of audit from Abdullah Khan; Illinois NFP Audit & Tax, LLP
 - 2. Review, and acceptance
 - B. Ordinance No. 2023/2024-05 An Ordinance Providing for the Levy and Assessment of Taxes for the Fiscal Year Beginning July 1, 2022 and Ending June 30, 2023.
 - C. Approval of Annual Statement of Receipts and Disbursements for Fiscal Year Beginning July 1, 2022 and ending June 30, 2023
 - D. Library Investments
 - E. Policies
 - 1. Staff Policy Manual Introduction-- Updated
 - 2. At-Will Statement-- Updated

- F.** **3.** Employee Service Awards—Updated
- 1.** Trustee Training
- 1.** Annual Sexual Harassment Training

XII. EXECUTIVE SESSION

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

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

- ### A. Executive Session Minutes and Recordings

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

XV. ADJOURNMENT

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

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

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

Date: October 17, 2023

Time: 7:00 p.m.

Location: Meeting Rooms #135 & #136

I. CALL TO ORDER – Charles Reilly, President

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

II. ROLL CALL – Monica Leccese, Secretary

Roll was called.

Members Present: Bud Alexander, Monica Leccese, Michele Madsen, Charles Reilly, Thomas Sutliff, Nikki Wallace, Terry Weingart

Members Absent: None

Also Present: Tom Coughlin, Governmental Accounting, Inc.
Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
Stephanie Nowalk, Administrative Assistant
Ashlyn Maifield, Youth Services Library Associate
Michael Schnaebeler, Building Services Manager
Zach Terrill, Adult Services Manager

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

None.

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

No public comment.

VI. SECRETARY'S REPORT – Monica Leccese, Secretary

A. Approval of Minutes of the September 19, 2023, Regular Meeting.

B. Approval of Minutes of the September 19, 2023, Budget and Appropriations Hearing

Secretary Leccese stated that she reviewed the Minutes from the September 19, 2023, Regular Meeting and the Minutes from the September 19, 2023, Budget and Appropriations Hearing. She noted a correction on page 7 of the Regular Meeting minutes that did not accurately list Treasurer Weingart as absent. The error was fixed, and Secretary Leccese affirmed that no other changes were needed.

Weingart moved, and Sutliff seconded the motion to approve the Secretary's Report (to include the Minutes of the September 19, 2023, Regular Meeting and Minutes of the September 19, 2023, Budget and Appropriations Hearing).

Roll Call vote:

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

VII. TREASURER'S REPORT –Terry Weingart, Treasurer

A. Quarterly Review of Finances with Tom Coughlin, Governmental Accounting, Inc.

Accountant Tom Coughlin from Governmental Accounting presented an overview of the first quarter of fiscal year 23/24. Mr. Coughlin noted that the library has collected \$3.57M in revenue to date, reflecting a 6% increase from the prior year. Library expenses totaled approximately \$614K and are currently trending below budget. Operating expenses are up 4% from last year and can be attributed to personnel changes. The library is presently operating with a surplus of \$2.9M. Mr. Coughlin additionally provided brief explanations of the reports in the Board Packet and offered an overall positive assessment for the first quarter.

B. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for September/October 2023, Additional Bills (distributed at meeting), Reimbursement Report and Credit Card

There were no questions or comments.

Leccese moved, and Alexander seconded the motion to approve the Treasurer's Report, including Monthly Financial Statements, Interim Check Report and Bill Reports for September/October 2023, Additional Bills, Reimbursement Report, and Credit Card.

Roll Call vote:

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

VIII. COMMUNICATIONS

The Board discussed adding a requested book to the library collection. The Board subsequently determined that due to the controversial content of the book, adding this particular title to the collection would not serve in the best interest of the Library or its patrons.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

Director Jakacki shared the following items from the Librarian's Report:

- MPLD was invited to participate as a community partner in HS District 156's Strategic Planning process. Director Jakacki, A. Stansbury, and B. Salazar attended a district meeting with other community partners to offer input on the district's vision and trajectory for the future.
- Director Jakacki and A. Stansbury attended the grand opening of the District 15 Administrative Center to tour the facility and meet with Superintendent Reitz.
- Director Jakacki met with the Friends of the Library group. During the meeting, the Friends expressed their appreciation for the Board's Proclamation. They also voted to approve 2024 staff proposals, including the Summer Reading Program, Library Lovers Expedition, and Staff Appreciation Events.
- Director Jakacki shared that the project of transferring data to the new server is nearly complete.
- Director Jakacki noted that the library received several patron compliments directed towards various staff members, including A. Maifield, T. Hillier, and A. Stansbury.
- Director Jakacki commented on the financial audit fieldwork completed on October 3. She noted the process was smooth, and the library should have the completed audit in a few weeks. The auditing company made some accounting recommendations that have been conveyed to the accountant. Director Jakacki also shared that the auditor's recommendation to begin utilizing positive pay to guard against check fraud is being implemented.

B. Serving Our Public 4.0- Chapters 1-4

Director Jakacki presented the Serving Our Public 4.0 core standards document from the Illinois Library Association and Illinois State Library for the Board's review. A full review and self-assessment of these standards is required to apply for the per capita grant each year.

Trustee Madsen asked for and received confirmation from Director Jakacki that there are action plans in place for each of the standards. Director Jakacki also mentioned that a strategic plan that included community engagement had not been completed for the library since 2007. She intends to begin work on a new strategic plan in the coming year.

X. OLD BUSINESS

A. Fire panel replacement quote

Director Jakacki shared with the Board that after requesting itemized quotes for the fire panel replacement, Advanced Fire Protection and Alarm Detection could not provide a more detailed breakdown of cost due to limitations of the estimating software.

Director Jakacki and M. Schnaebeler fielded questions from the Board about each fire panel quote and provided pertinent details for consideration.

Madsen moved, and Weingart seconded the motion to approve the Fire panel replacement quote from Advanced Fire Protection.

Roll Call vote:

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

XI. NEW BUSINESS

A. FY 2023/2024 Budget

1. Levy

Accountant Tom Coughlin from Governmental Accounting presented prior year levy data, CPI data, tax data, projection models, and his recommendations to the Board.

Director Jakacki described the direct impact of the current and future funding in terms of staffing costs, materials costs, building maintenance costs, and future project planning.

The Board discussed the information provided and requested Director Jakacki to prepare the levy documents to reflect the agreed upon 7.5% rate.

B. Tuition Reimbursement Request from A. Maifield

Director Jakacki introduced A. Maifield to the Board, described her role for the library in Youth Services, and shared that she is pursuing MLS studies at the University of Louisiana online. Maifield celebrated her one-year work anniversary at MPLD in September, qualifying her to apply for the Tuition Reimbursement program.

Madsen moved, and Leccese seconded the motion to approve participation in the tuition reimbursement program for A. Maifield.

Roll Call vote:

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

C. 2023/24 Snow Removal Contract

Director Jakacki shared the details of three snow and ice management proposals in 2023/24. MPLD Building Services Manager M. Schnaebele shared his previous experiences working with The Grounds Guys and recommended continued use of their service.

Sutliff moved, and Wallace seconded the motion to approve the snow removal quote from The Grounds Guys.

Roll Call vote:

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

D. Bereavement Leave Policy- Updated

Director Jakacki shared the proposed updates to the Bereavement Leave Policy, modeled after the Illinois Family Bereavement Leave policy.

Secretary Leccese moved, and Sutliff seconded the motion to approve the updated Bereavement Leave Policy.

Roll Call vote:

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

XII. EXECUTIVE SESSION

None.

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

None.

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

Director Jakacki noted that a press release published in the Northwest Herald for National Library Card Signup Month was included in the Board packet.

XV. ADJOURNMENT

Sutliff moved, and Madsen seconded the motion to adjourn the meeting at 8:04 p.m.

Roll Call vote:

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

APPROVED by the Board of Trustees this _____ day of _____, 2023.

AYES:

NAYES:

ABSTAIN:

ABSENT:

Approved,

Monica Leccese, Secretary
McHenry Public Library District Board of Trustees

Financial Report

For the 4 Month(s) Ended October 31, 2023
FISCAL YEAR 2024



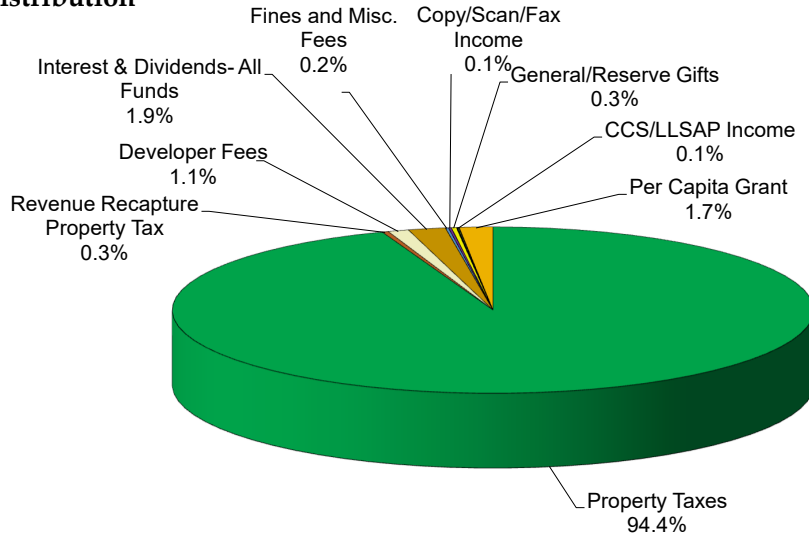
McHenry Public Library District
Actual vs Budget Summary
For the 4 Month(s) Ended October 31, 2023

33% of Fiscal Year

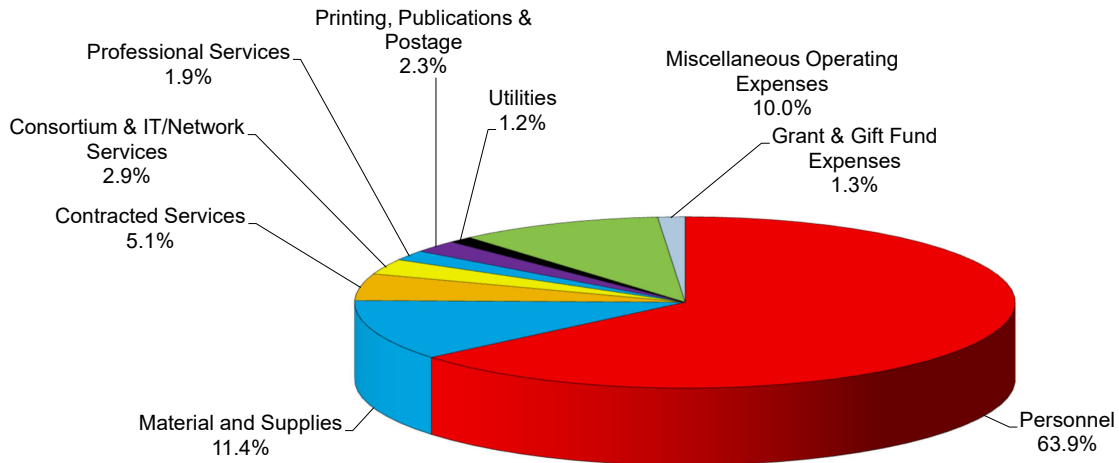
Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
REVENUE					
Property Taxes	3,453,758	3,520,111	98.1%	3,311,649	4%
Revenue Recapture Property Tax	11,595	11,819	98.1%	5,648	105%
Developer Fees	38,448	175,000	22.0%	8,900	332%
Interest & Dividends- All Funds	68,724	169,300	40.6%	599	11373%
Fines and Misc. Fees	5,669	154,000	3.7%	5,677	0%
Copy/Scan/Fax Income	5,323	16,500	32.3%	5,346	0%
General/Reserve Gifts	9,289	180,000	5.2%	45	20543%
Annexation & Impact Fees	-	25,000	0.0%	51	-100%
Retiree/Cobra Insurance Payment	524	18,000	2.9%	207	153%
Misc. Sales & Income	359	75,500	0.5%	174	106%
Lost & Damaged Materials	1,417	6,500	21.8%	1,210	17%
CCS/LLSAP Income	2,039	10,500	19.4%	1,912	7%
Solar Credits	720	5,250	13.7%	1,686	-57%
Per Capita Grant	61,734	65,000	95.0%	61,732	0%
Over/Short	(7)	500	-1.3%	41	-116%
Miscellaneous Grants	-	40,000	0.0%	500	-100%
Transfer from General Fund	-	850,000	0.0%	-	0%
Actual Revenues	3,659,592	5,322,981	68.8%	3,405,377	7%
Budgeted Revenues	5,322,981				
% Diff	69%				
OPERATING EXPENDITURES					
Personnel	572,941	2,355,250	24.3%	562,574	2%
Material and Supplies	102,414	702,250	14.6%	118,954	-14%
Contracted Services	45,307	269,250	16.8%	33,820	34%
Consortium & IT/Network Services	25,974	144,500	18.0%	43,244	-40%
Professional Services	16,988	150,000	11.3%	28,549	-40%
Printing, Publications & Postage	20,617	77,250	26.7%	13,692	51%
Utilities	10,657	46,500	22.9%	5,240	103%
Miscellaneous Operating Expenses	89,773	221,000	40.6%	79,987	12%
Grant & Gift Fund Expenses	11,980	155,000	7.7%	11,787	2%
Actual Expenditures	896,651	4,121,000	21.8%	897,846	0%
Budgeted Expenditures	4,121,000				
% Diff	22%				
SURPLUS / (DEFICIT) FROM OPERATIONS	2,762,940	1,201,981	229.9%	2,507,531	10%
CAPITAL EXPENDITURES & DEBT SERVICE					
Capital Expenses	35,802	515,000	7.0%	748	-100%
Transfer to Reserve Fund	-	850,000	0.0%	-	0%
Actual Expenditures	35,802	1,365,000	2.6%	748	-100%
Budgeted Expenditures	1,365,000				
% Diff	3%				
TOTAL SURPLUS / (DEFICIT)	2,727,139	(163,019)		2,506,783	
BEGINNING FUND BALANCE	3,310,543				
ENDING FUND BALANCE	6,037,681				

McHenry Public Library District
 Actual vs Budget Summary
 For the 4 Month(s) Ended October 31, 2023

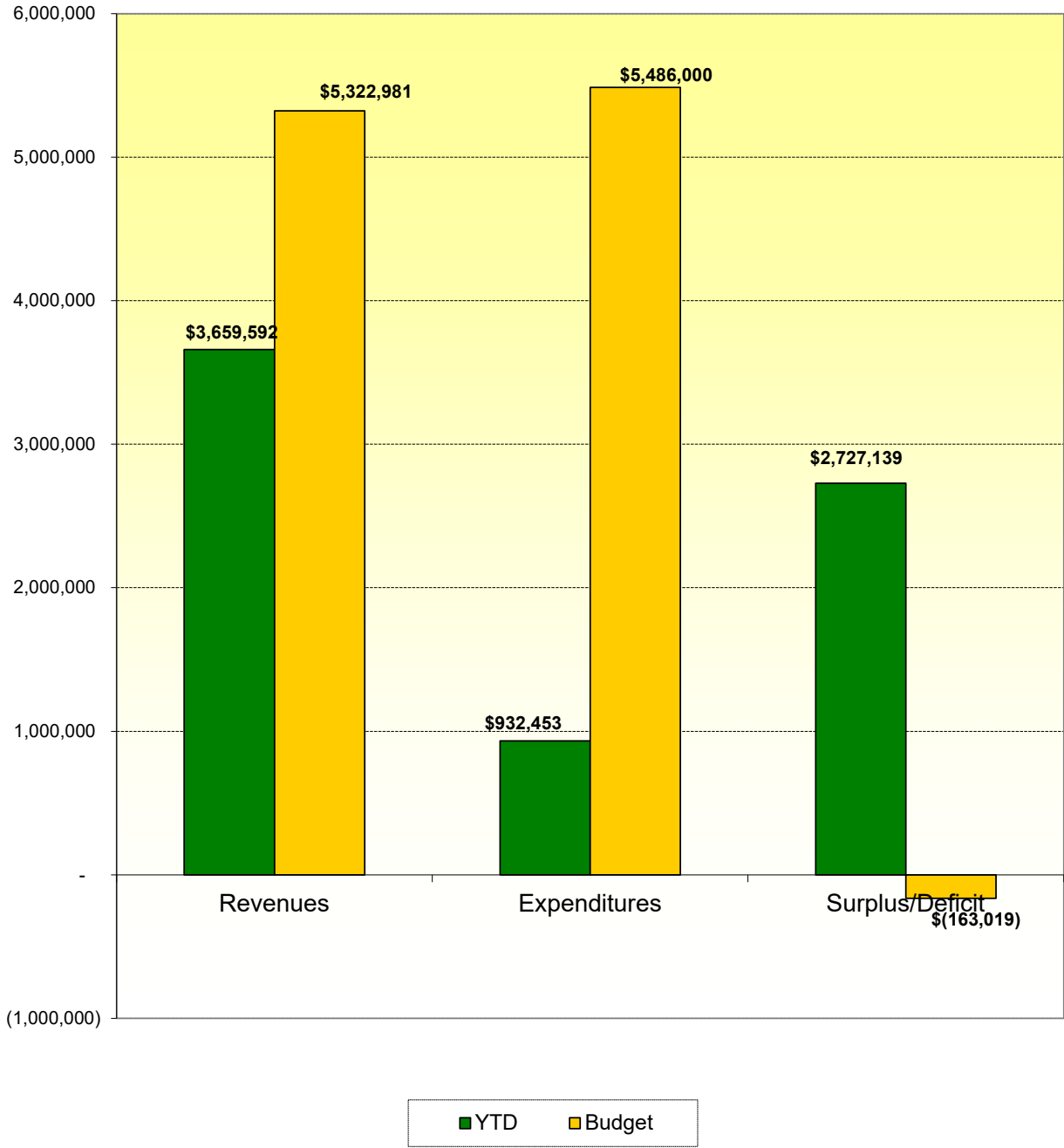
Revenue Distribution



Operational Expenditure Distribution



McHenry Public Library District
Actual vs Budget Summary
For the 4 Month(s) Ended October 31, 2023



McHenry Public Library District
Actual vs Budget Summary
For the 4 Month(s) Ended October 31, 2023

33% of Fiscal Year

Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	% of Budget
REVENUE						
Property Taxes	3,453,758	-	-	3,453,758	3,520,111	98%
Revenue Recapture Property Tax	11,595	-	-	11,595	11,819	98%
Developer Fees	-	38,448	-	38,448	175,000	22%
Interest and Dividends	56,896	3,971	7,856	68,724	169,300	41%
Fines and Misc Fees	5,669	-	-	5,669	154,000	4%
Copy/Scan/Fax Income	5,323	-	-	5,323	16,500	32%
General/Reserve Gifts	-	-	9,289	9,289	180,000	5%
Annexation & Impact Fees	-	-	-	-	25,000	0%
Retiree/Cobra Insurance Payment	524	-	-	524	18,000	3%
Misc. Sales & Income	359	-	-	359	75,500	0%
Lost & Damaged Materials	1,417	-	-	1,417	6,500	22%
CCS/LLSAP Income	2,039	-	-	2,039	10,500	19%
Solar Credits	720	-	-	720	5,250	14%
Per Capita Grant	-	-	61,734	61,734	65,000	95%
Over/Short	(7)	-	-	(7)	500	-1%
Miscellaneous Grants	-	-	-	-	40,000	0%
Transfer from General Fund	-	-	-	-	850,000	0%
Actual Revenues	3,538,293	42,419	78,879	3,659,592	5,322,981	69%
Budgeted Revenues	3,968,481	1,050,500	304,000	5,322,981		
% Diff	89%	4%	26%	69%		
OPERATING EXPENDITURES						
Personnel	572,941	-	-	572,941	2,355,250	24%
Material and Supplies	95,056	-	7,358	102,414	702,250	15%
Contracted Services	45,307	-	-	45,307	269,250	17%
Consortium & IT/Network Services	25,974	-	-	25,974	144,500	18%
Professional Services	16,988	-	-	16,988	150,000	11%
Printing, Publications & Postage	20,617	-	-	20,617	77,250	27%
Utilities	10,657	-	-	10,657	46,500	23%
Miscellaneous Operating Expenses	89,773	-	-	89,773	221,000	41%
Grant & Gift Fund Expenses	-	-	11,980	11,980	155,000	8%
Actual Expenditures	877,314	-	19,337	896,651	4,121,000	22%
Budgeted Expenditures	3,741,000	-	380,000	4,121,000		
% Diff	23%	0%	5%	22%		
SURPLUS / (DEFICIT) FROM OPERATIONS	2,660,979	42,419	59,542	2,762,940	1,201,981	230%
CAPITAL EXPENDITURES & DEBT SERVICE						
Capital Expenses	33,952	1,850	-	35,802	515,000	7%
Transfer to Reserve Fund	-	-	-	-	850,000	0%
Actual Expenditures	33,952	1,850	-	35,802	1,365,000	3%
Budgeted Expenditures	965,000	400,000	-	1,365,000		
% Diff	4%	0%	0%	3%		
TOTAL SURPLUS / (DEFICIT)						
TOTAL SURPLUS / (DEFICIT)	2,627,028	40,569	59,542	2,727,139	(163,019)	
BEGINNING FUND BALANCE	2,507,141	316,806	486,596	3,310,543		
ENDING FUND BALANCE	5,134,169	357,375	546,137	6,037,681		
Fund Balance as % of Total Expenditures	563%	19318%	2824%	648%		

McHenry Public Library District
Financial Report Detail by Fund
For the 4 Month(s) Ended October 31, 2023

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Revenues									
6010100 · Property Taxes	28,673.16	293,342.59	3,453,757.71	0.00	0.00	3,453,757.71	3,520,111.05	-66,353.34	98.1%
6015100 · Revenue Recapture Property Tax	96.27	984.96	11,595.04	0.00	0.00	11,595.04	11,819.46	-224.42	98.1%
6020200 · Developer Fees	38,448.00	14,583.33	0.00	38,448.00	0.00	38,448.00	175,000.00	-136,552.00	22.0%
6030100 · Interest Income - General	16,236.40	10,416.67	56,767.09	0.00	0.00	56,767.09	125,000.00	-68,232.91	45.4%
6030200 · Special Reserve Fund Interest	1,200.60	1,666.67	0.00	3,971.44	0.00	3,971.44	20,000.00	-16,028.56	19.9%
6030300 · Grant/Gifts Fund Interest	2,212.20	2,000.00	0.00	0.00	7,856.14	7,856.14	24,000.00	-16,143.86	32.7%
6035100 · Dividends	65.00	25.00	129.00	0.00	0.00	129.00	300.00	-171.00	43.0%
6040100 · Nonresident/Enhanced Fee Cards	45.00	62.50	386.17	0.00	0.00	386.17	750.00	-363.83	51.5%
6050100 · Fines and Fees	1,047.66	1,458.33	4,927.43	0.00	0.00	4,927.43	17,500.00	-12,572.57	28.2%
6055100 · Collection Agency Fees	10.00	41.67	80.00	0.00	0.00	80.00	500.00	-420.00	16.0%
6060100 · Copy/Scan/Fax Income	1,283.55	1,375.00	5,323.25	0.00	0.00	5,323.25	16,500.00	-11,176.75	32.3%
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	1.31	14,583.33	0.00	0.00	9,289.25	9,289.25	175,000.00	-165,710.75	5.3%
6090100 · Annexation & Impact Fees	0.00	2,083.33	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
6105100 · Retiree/Cobra Insurance Payment	0.00	1,500.00	524.02	0.00	0.00	524.02	18,000.00	-17,475.98	2.9%
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	125.25	187.50	275.25	0.00	0.00	275.25	2,250.00	-1,974.75	12.2%
6125100 · License Plate Renewal Fees	0.00	10,916.67	0.00	0.00	0.00	0.00	131,000.00	-131,000.00	0.0%
6130100 · Misc.	70.00	6,250.00	358.94	0.00	0.00	358.94	75,000.00	-74,641.06	0.5%
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	290.56	541.67	1,417.16	0.00	0.00	1,417.16	6,500.00	-5,082.84	21.8%
6157100 · CCS/LLSAP Income	0.00	875.00	2,038.88	0.00	0.00	2,038.88	10,500.00	-8,461.12	19.4%
6160100 · Solar Credits	0.00	437.50	720.00	0.00	0.00	720.00	5,250.00	-4,530.00	13.7%
6170300 · Per Capita Grant	2.00	5,416.67	0.00	0.00	61,733.70	61,733.70	65,000.00	-3,266.30	95.0%
6200100 · Over/Short	2.31	41.67	-6.63	0.00	0.00	-6.63	500.00	-506.63	-1.3%
6210300 · Miscellaneous Grants	0.00	3,333.33	0.00	0.00	0.00	0.00	40,000.00	-40,000.00	0.0%
9100200 · Transfer from General Fund	0.00	70,833.33	0.00	0.00	0.00	0.00	850,000.00	-850,000.00	0.0%
Total Revenues	89,809.27	443,581.71	3,538,293.31	42,419.44	78,879.09	3,659,591.84	5,322,980.51	-1,663,388.67	6.57
Total Revenues	89,809.27	443,581.71	3,538,293.31	42,419.44	78,879.09	3,659,591.84	5,322,980.51	-1,663,388.67	68.8%
Expenditures									
Personnel Expenses									
8910100 · Salaries	145,468.68	140,833.33	432,577.35	0.00	0.00	432,577.35	1,690,000.00	-1,257,422.65	25.6%
8920100 · FICA/Medicare	10,812.63	11,250.00	31,892.27	0.00	0.00	31,892.27	135,000.00	-103,107.73	23.6%
8930100 · IMRF	13,232.83	16,250.00	39,822.17	0.00	0.00	39,822.17	195,000.00	-155,177.83	20.4%
8940100 · Health & Life Insurance	10,043.17	24,583.33	63,151.54	0.00	0.00	63,151.54	295,000.00	-231,848.46	21.4%
8945100 · Recruiting/Preemployment Screen	0.00	291.67	210.09	0.00	0.00	210.09	3,500.00	-3,289.91	6.0%
8950100 · Tuition Reimbursement	0.00	625.00	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
8955100 · Telecommute Reimbursements	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
8960100 · Memberships & Dues	499.00	520.83	1,594.31	0.00	0.00	1,594.31	6,250.00	-4,655.69	25.5%
8970100 · Travel	489.01	1,000.00	2,179.18	0.00	0.00	2,179.18	12,000.00	-9,820.82	18.2%
8980100 · Continuing Education (Mtg/Conf)	496.85	708.33	1,514.47	0.00	0.00	1,514.47	8,500.00	-6,985.53	17.8%
Total Personnel	181,042.17	196,270.83	572,941.38	0.00	0.00	572,941.38	2,355,250.00	-1,782,308.62	24.3%

McHenry Public Library District
Financial Report Detail by Fund
For the 4 Month(s) Ended October 31, 2023

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Materials and Supplies									
8010100 · Adult Books	3,044.33	5,625.00	10,589.93	0.00	0.00	10,589.93	67,500.00	-56,910.07	15.7%
8020100 · Youth Books	874.26	4,166.67	6,905.50	0.00	0.00	6,905.50	50,000.00	-43,094.50	13.8%
8025100 · Professional Resources	0.00	291.67	67.48	0.00	0.00	67.48	3,500.00	-3,432.52	1.9%
8028100 · Administrative Resources	0.00	291.67	2,238.77	0.00	0.00	2,238.77	3,500.00	-1,261.23	64.0%
8030100 · Magazines & Newspapers	0.00	1,250.00	775.68	0.00	0.00	775.68	15,000.00	-14,224.32	5.2%
8040300 · Operating Fund Gifts(Donations)	320.00	18,750.00	0.00	0.00	7,357.75	7,357.75	225,000.00	-217,642.25	3.3%
8050100 · Adult AV Materials	262.02	2,583.33	1,183.04	0.00	0.00	1,183.04	31,000.00	-29,816.96	3.8%
8060100 · Youth AV Materials	338.10	1,083.33	2,637.75	0.00	0.00	2,637.75	13,000.00	-10,362.25	20.3%
8070100 · Library of Things	31.88	1,000.00	1,166.37	0.00	0.00	1,166.37	12,000.00	-10,833.63	9.7%
8080100 · Video Games	1,715.00	1,250.00	2,635.00	0.00	0.00	2,635.00	15,000.00	-12,365.00	17.6%
8090100 · Digital Media Services	3,875.43	8,125.00	15,865.11	0.00	0.00	15,865.11	97,500.00	-81,634.89	16.3%
8095100 · Electronic Resources	10,054.02	6,875.00	35,407.41	0.00	0.00	35,407.41	82,500.00	-47,092.59	42.9%
8120100 · Library Supplies	157.29	583.33	661.56	0.00	0.00	661.56	7,000.00	-6,338.44	9.5%
8130100 · Tech Services Supplies	194.18	2,375.00	2,652.94	0.00	0.00	2,652.94	28,500.00	-25,847.06	9.3%
8135100 · Bindery	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
8140100 · Adult Programs & Supplies	-183.89	1,395.83	4,582.21	0.00	0.00	4,582.21	16,750.00	-12,167.79	27.4%
8142100 · Comicon	2,664.34	291.67	2,958.74	0.00	0.00	2,958.74	3,500.00	-541.26	84.5%
8145100 · Circulation Supplies	41.94	625.00	327.01	0.00	0.00	327.01	7,500.00	-7,172.99	4.4%
8147100 · Summer Reading Club	0.00	583.33	84.93	0.00	0.00	84.93	7,000.00	-6,915.07	1.2%
8150100 · Youth Programs & Supplies	556.73	1,333.33	4,316.37	0.00	0.00	4,316.37	16,000.00	-11,683.63	27.0%
Total Material and Supplies	23,945.63	58,520.83	95,055.80	0.00	7,357.75	102,413.55	702,250.00	-599,836.45	14.6%
Contracted Services									
8215100 · Collection Agency Fees	113.30	104.17	319.30	0.00	0.00	319.30	1,250.00	-930.70	25.5%
8245100 · IT/Comp/Copier/Equip-Outsourced	5,786.47	9,166.67	32,411.90	0.00	0.00	32,411.90	110,000.00	-77,588.10	29.5%
8247100 · Automation--Staff	8,826.00	2,500.00	10,965.75	0.00	0.00	10,965.75	30,000.00	-19,034.25	36.6%
8260100 · Misc. Contracted Services	0.00	625.00	845.00	0.00	0.00	845.00	7,500.00	-6,655.00	11.3%
8270100 · Library Bank/Finance/Late Fee	108.78	41.67	155.26	0.00	0.00	155.26	500.00	-344.74	31.1%
8275100 · Public Pmt Processing Fees	140.54	416.67	609.88	0.00	0.00	609.88	5,000.00	-4,390.12	12.2%
8285100 · License Plate Fees Settlement	0.00	9,583.33	0.00	0.00	0.00	0.00	115,000.00	-115,000.00	0.0%
Total Contracted Services	14,975.09	22,437.50	45,307.09	0.00	0.00	45,307.09	269,250.00	-223,942.91	16.8%
Consortium & IT/Network Services									
8310100 · Automation--Circulation/Catalog	0.00	9,375.00	16,703.98	0.00	0.00	16,703.98	112,500.00	-95,796.02	14.8%
8320100 · VOIP Phone Service	1,598.85	1,833.33	6,394.16	0.00	0.00	6,394.16	22,000.00	-15,605.84	29.1%
8325100 · Internet Services	718.90	833.33	2,875.60	0.00	0.00	2,875.60	10,000.00	-7,124.40	28.8%
Total Consortium & IT/Network Services	2,317.75	12,041.67	25,973.74	0.00	0.00	25,973.74	144,500.00	-118,526.26	18.0%
Professional Services									
8410100 · Accounting/Payroll/Audit Service	6,646.49	6,041.67	16,988.40	0.00	0.00	16,988.40	72,500.00	-55,511.60	23.4%
8420100 · Legal Services	0.00	2,083.33	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
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	625.00	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
Total Professional Services	6,646.49	12,500.00	16,988.40	0.00	0.00	16,988.40	150,000.00	-133,011.60	11.3%
Printing, Publications & Postage									
8510100 · Printing Services Outsourced	4,991.00	3,770.83	10,596.44	0.00	0.00	10,596.44	45,250.00	-34,653.56	23.4%
8530100 · Public Notices & ADS (Legal & Job)	662.38	125.00	735.88	0.00	0.00	735.88	1,500.00	-764.12	49.1%
8540100 · Postage/Shipping	101.36	1,520.83	3,311.89	0.00	0.00	3,311.89	18,250.00	-14,938.11	18.1%
8545100 · Printing/Copier Supplies	0.00	291.67	131.94	0.00	0.00	131.94	3,500.00	-3,368.06	3.8%
8550100 · Public Relations/Promotions	773.95	729.17	5,840.86	0.00	0.00	5,840.86	8,750.00	-2,909.14	66.8%
Total Printing, Publications & Postage	6,528.69	6,437.50	20,617.01	0.00	0.00	20,617.01	77,250.00	-56,632.99	26.7%

McHenry Public Library District
Financial Report Detail by Fund
For the 4 Month(s) Ended October 31, 2023

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Utilities									
8610100 · Electricity	2,259.61	2,000.00	8,359.00	0.00	0.00	8,359.00	24,000.00	-15,641.00	34.8%
8620100 · Gas	172.96	1,458.33	675.49	0.00	0.00	675.49	17,499.93	-16,824.44	3.9%
8640100 · Water & Sewer	622.97	416.67	1,622.88	0.00	0.00	1,622.88	5,000.00	-3,377.12	32.5%
Total Utilities	3,055.54	3,874.99	10,657.37	0.00	0.00	10,657.37	46,499.93	-35,842.56	22.9%
Miscellaneous Operating Expenses									
8720100 · Building & Auto Insurance	32,694.00	3,333.33	33,937.00	0.00	0.00	33,937.00	40,000.00	-6,063.00	84.8%
8730100 · Bonding & Officers Liability	0.00	208.33	131.91	0.00	0.00	131.91	2,500.00	-2,368.09	5.3%
8740100 · Janitorial Services & Supplies	6,942.74	5,125.00	28,673.39	0.00	0.00	28,673.39	61,500.00	-32,826.61	46.6%
8745100 · Grounds Maintenance	1,456.88	3,333.33	5,827.52	0.00	0.00	5,827.52	40,000.00	-34,172.48	14.6%
8750100 · Building Operations/Maintenance	2,295.48	5,708.33	19,534.81	0.00	0.00	19,534.81	68,500.00	-48,965.19	28.5%
8760100 · Hospitality	410.00	541.67	1,607.80	0.00	0.00	1,607.80	6,500.00	-4,892.20	24.7%
8770100 · Library Lost & Damaged Materials	23.87	83.33	60.68	0.00	0.00	60.68	1,000.00	-939.32	6.1%
8795100 · Miscellaneous	0.00	83.33	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Total Miscellaneous Operating Expenses	43,822.97	18,416.67	89,773.11	0.00	0.00	89,773.11	221,000.00	-131,226.89	40.6%
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800321 · Youth Materials - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800331 · Staff Software - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8040350 · Per Capita Grant; Current FY	0.00	5,416.67	0.00	0.00	11,979.74	11,979.74	65,000.00	-53,020.26	18.4%
8040355 · Per Capita Grant; Previous FY	0.00	4,166.67	0.00	0.00	0.00	0.00	50,000.00	-50,000.00	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	0.00	12,916.67	0.00	0.00	11,979.74	11,979.74	155,000.00	-143,020.26	7.7%
Capital Expenses									
9060100 · Library Furnishings	0.00	833.33	2,672.07	0.00	0.00	2,672.07	10,000.00	-7,327.93	26.7%
9070100 · Library Equipment	3,198.00	1,666.67	3,198.00	0.00	0.00	3,198.00	20,000.00	-16,802.00	16.0%
9080100 · Small Equipment under \$250	0.00	416.67	237.43	0.00	0.00	237.43	5,000.00	-4,762.57	4.7%
9090100 · Adtl. Capital Projects & Equipment	3,731.25	6,666.67	27,844.03	0.00	0.00	27,844.03	80,000.00	-52,155.97	34.8%
9050200 · Library District Act	0.00	12,500.00	0.00	1,850.00	0.00	1,850.00	150,000.00	-148,150.00	1.2%
9060200 · Special Reserve Expenditures	0.00	20,833.33	0.00	0.00	0.00	0.00	250,000.00	-250,000.00	0.0%
Total Capital Expenses	6,929.25	42,916.67	33,951.53	1,850.00	0.00	35,801.53	515,000.00	-479,198.47	7.0%
Transfer to Reserve Fund									
9100100 · Transfer to Reserve Fund	0.00	70,833.33	0.00	0.00	0.00	0.00	850,000.00	-850,000.00	0.0%
Total Transfer to Reserve Fund	0.00	70,833.33	0.00	0.00	0.00	0.00	850,000.00	-850,000.00	0.0%
	289,263.58	457,166.66	911,265.43	1,850.00	19,337.49	932,452.92	5,485,999.93	-4,553,547.01	17.0%
Total Expenditures	289,263.58	457,166.66	911,265.43	1,850.00	19,337.49	932,452.92	5,485,999.93	-4,553,547.01	17.0%
Net Total	-199,454.31	-13,584.95	2,627,027.88	40,569.44	59,541.60	2,727,138.92	-163,019.42	2,890,158.34	

McHenry Public Library District
Financial Report Detail by Month
For the 4 Month(s) Ended October 31, 2023

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Revenues													
6010100 · Property Taxes	1,859,904.08	69,502.69	1,495,677.78	28,673.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,453,757.71
6015100 · Revenue Recapture Property Tax	6,244.09	233.33	5,021.35	96.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,595.04
6020200 · Developer Fees	0.00	0.00	0.00	38,448.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38,448.00
6030100 · Interest Income - General	12,871.57	12,347.42	15,311.70	16,236.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56,767.09
6030200 · Special Reserve Fund Interest	1,056.14	1,061.63	653.07	1,200.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,971.44
6030300 · Grant/Gifts Fund Interest	2,134.10	2,336.56	1,173.28	2,212.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,856.14
6035100 · Dividends	64.00	0.00	0.00	65.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	129.00
6040100 · Nonresident/Enhanced Fee Cards	0.00	296.17	45.00	45.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	386.17
6050100 · Fines and Fees	1,110.55	1,106.57	1,662.65	1,047.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,927.43
6055100 · Collection Agency Fees	20.00	40.00	10.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
6060100 · Copy/Scan/Fax Income	1,303.50	1,146.75	1,589.45	1,283.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,323.25
6070200 · Reserve Fund Gifts	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
6070300 · General Fund Gifts	106.75	2.25	9,178.94	1.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,289.25
6080200 · Bond & Debt Certificate Sale	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
6090100 · Annexation & Impact Fees	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
6090200 · Transfers From Other Funds (9100-100)	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
6105100 · Retiree/Cobra Insurance Payment	118.70	0.00	405.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	524.02
6110100 · Program Fees/Misc. Fees	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
6120100 · Meeting Room Fees	35.00	70.00	45.00	125.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	275.25
6125100 · License Plate Renewal Fees	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
6130100 · Misc.	36.00	18.00	234.94	70.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	358.94
6130200 · Misc. Income SR	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
6150100 · Lost & Damaged Materials	165.86	664.15	296.59	290.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,417.16
6157100 · CCS/LLSAP Income	0.00	2,038.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,038.88
6160100 · Solar Credits	720.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	720.00
6170300 · Per Capita Grant	0.00	61,731.70	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61,733.70
6200100 · Over/Short	4.46	-1.00	-12.40	2.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-6.63
6210300 · Miscellaneous Grants	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
9100200 · Transfer from General 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
Total Revenues	1,885,894.80	152,595.10	1,531,292.67	89,809.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,659,591.84
Expenditures													
Personnel Expenses													
8910100 · Salaries	95,610.01	96,297.96	95,200.70	145,468.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	432,577.35
8920100 · FICA/Medicare	7,023.84	7,057.52	6,998.28	10,812.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,892.27
8930100 · IMRF	8,479.83	9,123.27	8,986.24	13,232.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39,822.17
8940100 · Health & Life Insurance	27,686.96	13,254.30	12,167.11	10,043.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	63,151.54
8945100 · Recruiting/Preemployment Screen	111.29	27.95	70.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	210.09
8950100 · Tuition Reimbursement	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
8955100 · Telecommute Reimbursements	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
8960100 · Memberships & Dues	149.31	946.00	0.00	499.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,594.31
8970100 · Travel	1,401.88	130.90	157.39	489.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,179.18
8980100 · Continuing Education (Mtg/Conf)	553.35	64.27	400.00	496.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,514.47
Total Personnel	141,016.47	126,902.17	123,980.57	181,042.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	572,941.38

McHenry Public Library District
Financial Report Detail by Month
For the 4 Month(s) Ended October 31, 2023

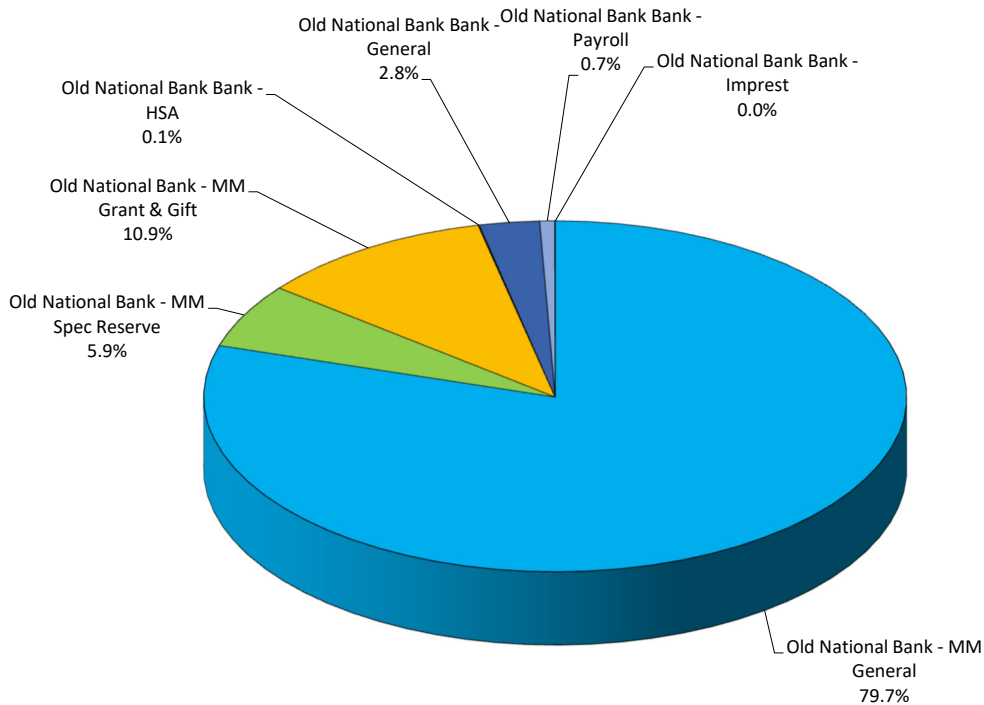
	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Materials and Supplies													
8010100 · Adult Books	943.77	2,691.93	3,909.90	3,044.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,589.93
8020100 · Youth Books	188.54	2,645.80	3,196.90	874.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,905.50
8025100 · Professional Resources	0.00	0.00	67.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	67.48
8028100 · Administrative Resources	2,238.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,238.77
8030100 · Magazines & Newspapers	0.00	651.20	124.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	775.68
8040300 · Operating Fund Gifts(Donations)	5,238.58	254.36	1,544.81	320.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,357.75
8050100 · Adult AV Materials	121.45	143.18	656.39	262.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,183.04
8060100 · Youth AV Materials	35.21	1,254.39	1,010.05	338.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,637.75
8070100 · Library of Things	1,080.00	54.49	0.00	31.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,166.37
8080100 · Video Games	920.00	0.00	0.00	1,715.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,635.00
8090100 · Digital Media Services	3,759.40	4,086.40	4,143.88	3,875.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,865.11
8095100 · Electronic Resources	2,874.93	2,357.00	20,121.46	10,054.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,407.41
8120100 · Library Supplies	52.64	133.64	317.99	157.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	661.56
8130100 · Tech Services Supplies	130.56	356.30	1,971.90	194.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,652.94
8135100 · Bindery	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
8140100 · Adult Programs & Supplies	767.52	2,080.57	1,918.01	-183.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,582.21
8142100 · Comicon	0.00	294.40	0.00	2,664.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,958.74
8145100 · Circulation Supplies	0.00	0.00	285.07	41.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	327.01
8147100 · Summer Reading Club	84.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	84.93
8150100 · Youth Programs & Supplies	1,376.01	1,798.45	585.18	556.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,316.37
Total Material and Supplies	19,812.31	18,802.11	39,853.50	23,945.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	102,413.55
Contracted Services													
8215100 · Collection Agency Fees	51.50	61.80	92.70	113.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	319.30
8245100 · IT/Comp/Copier/Equip-Outsourced	5,117.85	16,697.50	4,810.08	5,786.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,411.90
8247100 · Automation--Staff	311.35	663.72	1,164.68	8,826.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,965.75
8260100 · Misc. Contracted Services	0.00	845.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	845.00
8270100 · Library Bank/Finance/Late Fee	0.00	46.48	0.00	108.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	155.26
8275100 · Public Pmt Processing Fees	133.72	152.10	183.52	140.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	609.88
8285100 · License Plate Fees Settlement	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 Contracted Services	5,614.42	18,466.60	6,250.98	14,975.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45,307.09
Consortium & IT/Network Services													
8310100 · Automation--Circulation/Catalog	0.00	16,703.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,703.98
8320100 · VOIP Phone Service	1,597.61	1,598.85	1,598.85	1,598.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,394.16
8325100 · Internet Services	718.90	718.90	718.90	718.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,875.60
Total Consortium & IT/Network Services	2,316.51	19,021.73	2,317.75	2,317.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,973.74
Professional Services													
8410100 · Accounting/Payroll/Audit Service	3,351.12	3,312.72	3,678.07	6,646.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,988.40
8420100 · Legal 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
8430100 · Other Consulting Fees	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
8440100 · In Service/Staff Training/LMS	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 Professional Services	3,351.12	3,312.72	3,678.07	6,646.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,988.40
Printing, Publications & Postage													
8510100 · Printing Services Outsourced	4,944.00	0.00	661.44	4,991.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,596.44
8530100 · Public Notices & ADS (Legal & Job)	0.00	0.00	73.50	662.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	735.88
8540100 · Postage/Shipping	95.80	238.01	2,876.72	101.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,311.89
8545100 · Printing/Copier Supplies	0.00	131.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	131.94
8550100 · Public Relations/Promotions	4,528.97	0.00	537.94	773.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,840.86
Total Printing, Publications & Postage	9,568.77	369.95	4,149.60	6,528.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,617.01

McHenry Public Library District
Financial Report Detail by Month
For the 4 Month(s) Ended October 31, 2023

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Utilities													
8610100 · Electricity	1,891.08	2,090.74	2,117.57	2,259.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,359.00
8620100 · Gas	170.85	166.08	165.60	172.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	675.49
8640100 · Water & Sewer	0.00	999.91	0.00	622.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,622.88
Total Utilities	2,061.93	3,256.73	2,283.17	3,055.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,657.37
Miscellaneous Operating Expenses													
8720100 · Building & Auto Insurance	0.00	0.00	1,243.00	32,694.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33,937.00
8730100 · Bonding & Officers Liability	0.00	0.00	131.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	131.91
8740100 · Janitorial Services & Supplies	8,321.08	6,580.12	6,829.45	6,942.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,673.39
8745100 · Grounds Maintenance	1,456.88	1,456.88	1,456.88	1,456.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,827.52
8750100 · Building Operations/Maintenance	3,734.70	6,445.30	7,059.33	2,295.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,534.81
8760100 · Hospitality	786.19	260.95	150.66	410.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,607.80
8770100 · Library Lost & Damaged Materials	0.00	15.81	21.00	23.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.68
8795100 · Miscellaneous	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 Miscellaneous Operating Expenses	14,298.85	14,759.06	16,892.23	43,822.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	89,773.11
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	0.00	0.00	0.00	0.00	0.00
8800311 · Adult Materials - Per Capita	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
8800321 · Youth Materials - Per Capita	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
8800331 · Staff Software - Per Capita	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
8040350 · Per Capita Grant; Current FY	2,213.47	10,194.97	-428.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,979.74
8040355 · Per Capita Grant; Previous FY	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
8800332 · Public Software	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
8800333 · Computer Equipment	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
8800341 · Other Equipment	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
8800342 · Additional Expenses (Personnel)	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
9030300 · Misc. Grants	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
9200300 · Additional Expenses	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 Grant & Gift Fund Expenses	2,213.47	10,194.97	-428.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,979.74
Capital Expenses													
9060100 · Library Furnishings	2,672.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,672.07
9070100 · Library Equipment	0.00	0.00	0.00	3,198.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,198.00
9080100 · Small Equipment under \$250	0.00	237.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	237.43
9090100 · Adtl. Capital Projects & Equipment	0.00	0.00	262.50	3,731.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,844.03
9050200 · Library District Act	0.00	1,850.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,850.00
9060200 · Special Reserve Expenditures	23,850.28	0.00	262.50	3,731.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenses	26,522.35	2,087.43	525.00	10,660.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,801.53
Transfer to Reserve Fund													
9100100 · 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
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
Total Expenditures	226,776.20	217,173.47	199,502.17	292,994.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	932,452.92
Net Total	1,659,118.60	-64,578.37	1,331,790.50	-203,185.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,727,138.92

McHenry Public Library District
Investments
For the 4 Month(s) Ended October 31, 2023

Bank	Current Rate	Book Balance
Old National Bank - MM General	3.94%	4,712,331
Old National Bank - MM Spec Reserve	3.94%	348,452
Old National Bank - MM Grant & Gift	3.94%	642,052
Old National Bank Bank - HSA	n/a	3,020
Old National Bank Bank - General	n/a	163,472
Old National Bank Bank - Payroll	n/a	40,706
Old National Bank Bank - Imprest	n/a	1,170
Total	\$	5,911,205



McHenry Public Library District
INTERIM CHECKS ISSUED - October 2023
(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>
Waste Connection	Waste	\$ 558.93	8745-100	10/03/23	EFT
The Ground Guys	Landscaping	\$ 1,456.88	8745-100	10/03/23	EFT
First Communications	VOIP Phones	\$ 1,598.85	8320-100	10/05/23	EFT
AT&T	Internet	\$ 314.10	8325-100	10/18/23	EFT
Bankcard Processing	Credit Card	\$ 7,561.35	Various	10/18/23	EFT
Comcast	Internet	\$ 404.80	8325-100	10/26/23	EFT
subtotal for account		\$ 11,894.91			

Account - HSA/Building					
Old National Bank	Employer contributions HSA	\$ 465.38	8940-100	10/03/23	EFT
Old National Bank	Employee contributions HSA	\$ 465.38	8940-100	10/17/23	EFT
subtotal for account		\$ 930.76			

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>
Rinogrove, Inc. - Snapology	Youth Programs & Supplies	\$ 75.00	8150-100	10/27/23	1268
subtotal for account		\$ 75.00			

GRAND TOTAL CHECKS ISSUED \$ 12,900.67

Deduction Listing

McHenry Public Library District

Check Dates: 10/03/2023 to 10/31/2023

Pay Periods: 09/11/2023 to 10/22/2023

**REIMBURSEMENT REPORT
OCTOBER 2023**

Employee	Amount
Salazar, Bertha A.	\$1.50

Totals for REIPC -- Petty Cash Reimbursement 1 Employees \$1.50

Employee	Amount
Baseley, Steffanie L.	\$97.45
Kimbrel, Kevin M.	\$38.65
Kordistos, Skye	\$31.17
Milfajt, Kathryn A.	\$31.83
Salazar, Bertha A.	\$50.09
Stansbury, Alie A.	\$192.67
Terrill, Zach T.	\$47.15

Totals for REITR -- Travel Reimbursement 7 Employees \$489.01

Report Totals

Code	Description	Employees	Amount
REIPC	Petty Cash Reimbursement	1	\$1.50
REITR	Travel Reimbursement	7	\$489.01
Totals		7	\$490.51



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Run on 10/31/2023 at 1:53 PM

NOVEMBER 2023 (FY 2023-2024)

Bankcard Transactions (NEW CARDS) - By ACCOUNT

NAME	TRANSACTION DATE	MERCHANT NAME	NOTES	AMOUNT	BUDGET LINE	LINE TOTALS
MILFAJT	10/24/2023	CHICAGO SUN-TIMES CIRC	PPD 10/24/23-10/23/24	\$ 457.60	8030-100	
MILFAJT	10/24/2023	SHAW SUBURBAN MEDIA-SUBS		\$ 60.66	8030-100	
MILFAJT	10/17/2023	CHICAGO TRIB SUBSCRIPTIO		\$ 475.76	8030-100	\$ 994.02
MICHALSKI	10/26/2023	Netflix		\$ 19.99	8090-100	
MICHALSKI	10/27/2023	Disney Plus		\$ 11.00	8090-100	
MICHALSKI	10/26/2023	Hulu 877-8244858 CA		\$ 17.99	8090-100	
TERRILL	11/01/2023	HELP.MAX.COM		\$ 15.99	8090-100	
TERRILL	10/29/2023	Netflix.com		\$ 19.99	8090-100	
TERRILL	10/28/2023	DisneyPLUS		\$ 11.00	8090-100	
TERRILL	10/28/2023	Hulu 877-8244858 CA		\$ 17.99	8090-100	
TERRILL	10/22/2023	Hulu 877-8244858 CA		\$ 17.99	8090-100	
TERRILL	10/21/2023	Disney Plus		\$ 11.00	8090-100	
TERRILL	10/20/2023	Netflix		\$ 19.99	8090-100	
TERRILL	10/15/2023	Hulu 877-8244858 CA		\$ 33.98	8090-100	
TERRILL	10/13/2023	Disney Plus		\$ 11.00	8090-100	
TERRILL	10/12/2023	Netflix.com		\$ 19.99	8090-100	
TERRILL	10/08/2023	discovery+ Ad-Free		\$ 6.99	8090-100	
TERRILL	10/08/2023	APPLE.COM/BILL		\$ 6.99	8090-100	\$ 241.88
JAKACKI	10/21/2023	SAMS CLUB #6339	\$55.66 SPLIT	\$ 27.68	8120-100	\$ 27.68
JAKACKI	10/19/2023	TECHSOUP		\$ 744.00	8245-100	\$ 744.00
TERRILL	10/31/2023	ZOOM.US 888-799-9666	PPD 10/31/23-10/30/24	\$ 549.90	8247-100	\$ 549.90
MICHALSKI	10/11/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	10/11/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	\$ 2.00
MICHALSKI	10/13/2023	USPS PO 1646800050		\$ 26.40	8540-100	\$ 26.40
JAKACKI	10/20/2023	SAMS CLUB #6339		\$ 117.96	8760-100	
JAKACKI	10/21/2023	SAMS CLUB #6339	\$55.66 SPLIT	\$ 27.98	8760-100	
JAKACKI	10/21/2023	BP#9151747BULL VALLEY BP		\$ 5.47	8760-100	
JAKACKI	10/20/2023	ALDI 40010		\$ 6.98	8760-100	
JAKACKI	10/21/2023	SAMSClub #6339	Return	\$ (24.48)	8760-100	
JAKACKI	10/11/2023	HARMS FARM AND GARDEN		\$ 33.13	8760-100	
JAKACKI	10/09/2023	SAMSClub #6339		\$ 20.94	8760-100	\$ 187.98
MAY	10/12/2023	SOCIETYFORHUMANRESOURCE		\$ 244.00	8960-100	\$ 244.00
TOTAL CHARGES:						\$ 3,017.86

NOVEMBER 2023 (FY 2023-2024)

Bankcard Transactions (OLD CARDS) - By ACCOUNT

NAME	TRANSACTION DATE	MERCHANT NAME	NOTES	AMOUNT	BUDGET LINE	LINE TOTALS
TERRILL	10/24/2023	MICHAELS STORES 2717		\$ 13.98	8142-100	
TERRILL	10/18/2023	HOBBY-LOBBY #520		\$ 180.00	8142-100	
TERRILL	10/18/2023	SAMS LIQUOR & WINE	Soda for Comicon	\$ 3.22	8142-100	
TERRILL	10/18/2023	MICHAELS STORES 4802		\$ 320.75	8142-100	
TERRILL	10/19/2023	TST* ANTIOCH PIZZA - M		\$ 61.04	8142-100	\$ 578.99
STANSBURY	11/02/2023	JEWEL OSCO 3415		\$ 13.27	8150-100	
STANSBURY	10/19/2023	MEIJER # 218		\$ 103.75	8150-100	
STANSBURY	10/19/2023	SQ *PATYK FARMS		\$ 90.12	8150-100	
TERRILL	11/01/2023	FEDEX OFFIC75500007559		\$ 4.68	8150-100	\$ 211.82
MICHALSKI	11/01/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	11/01/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	11/01/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	11/01/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	11/01/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	11/01/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	11/01/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	11/01/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	11/01/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	11/01/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	11/01/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	10/31/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	10/31/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	10/31/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	10/31/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	10/31/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	10/31/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	10/31/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	10/31/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	10/31/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	10/31/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	\$ 20.00
STANSBURY	10/29/2023	THE UPS STORE 4064		\$ 177.00	8510-100	\$ 177.00
MICHALSKI	11/01/2023	USPS PO 1646800050		\$ 5.85	8540-100	\$ 5.85
SCHNAEBELE	11/01/2023	MENARDS CRYSTAL LAKE I		\$ 191.40	8740-100	\$ 191.40
SCHNAEBELE	11/06/2023	SHERWIN WILLIAMS 70322		\$ 54.95	8750-100	\$ 54.95
MAY	10/27/2023	MGMT ASSC OF IL		\$ 700.00	8980-100	\$ 700.00
SCHNAEBELE	11/01/2023	MENARDS CRYSTAL LAKE I		\$ 606.40	9060-100	\$ 606.40
TOTAL CHARGES:						\$ 2,546.41

McHenry Public Library District

LIBRARIAN'S REPORT

NOVEMBER 2023

Administration

- The Fiscal Year 2022/2023 Audit fieldwork was completed at the beginning of the month.
- The Library's All Staff In-Service meeting was held on October 6. Topics presented were our annual Sexual Harassment and Bloodborne Pathogen compliance training, along with a representative from IMRF providing a refresher on our pension benefits.
- L. Jakacki and Public Services Managers attended a presentation on Find More Illinois. This newer statewide catalog will facilitate borrowing of materials from other Illinois Libraries in a more streamlined and cost-effective manner. At the November CCS Governing Board meeting, it was voted that as a consortium, we will join the Find More Service with a phased rollout planned for early summer 2024.
- L. Jakacki attended the North Suburban Library Directors Meeting at Antioch Library, which unveiled a complete remodel with expansion in the spring of 2023.
- S. Nowalk researched Board action regarding the last ten years of Executive Session minutes to bring our records into compliance.

Adult Services

- Z. Terrill, S. Baseley, K. Kimbrel, and A. Maifield participated in the McHenry Downtown Murder Mystery event, hosted by the McHenry Area Chamber of Commerce. The event saw 400 participants over the course of 8.5 hours. The theme was Alice in Wonderland, and the library had two fractured fairytale bibliographies to hand out to patrons as they played through the Queen's Croquet course. One is for adults, and one is for kids, tweens, and teens.
- A patron was looking for more information on Norwegian paintings and artists in her collection. A. Moreno-Lomeli shared a website, Mutualart.com, that provided information about the artist and how the art is valued. They also discussed the Norwegian alphabet and variations for spelling the last names.
- A patron mentioned they heard it would be hard to access the library because there would be road construction. D. Gaudio showed him the map of the area to be worked on in the *Environmental Assessment* we have at the Questions Desk. He was surprised the projected work would be on Route 31 from Route 120 to Route 176.
- Two patrons from California came to the Genealogy Room looking for information on their ancestors. They found a couple of paragraphs in one of the cemetery books. Also, T. Hillier got them directions to the Greenwood Cemetery.

Circulation

- During the week of 10/30-11/3, Circulation completed our quarterly delivery count of all outgoing materials. We sent 619 materials out/back to other libraries during this time.
- Library of Things materials are in the process of being relocated to the Circulation Work area. Building Services Manager, M. Schnaebele, installed shelving units to store Library of Things Materials within Circ.
- K. Johnson recently celebrated her 10th work anniversary!

Human Resources

- Interviews were held for our Acquisitions Associate with K. Milfajt and J. May, and we should have this position filled in November.
- J. May presented Sexual Harassment Prevention training in our October All Staff In-Service.
- With the help of our Broker and Employee Navigator, we prepared for our new Health Insurance Plan year for all eligible staff to enroll or update their health insurance choices electronically.
- Open enrollment for all eligible staff members' health benefits is being held between October 25-November 8, effective December 1.
- Our current headcount for October was 30: 17 FT (37.50 hours weekly), 13 PT staff members, and one temporary substitute.
- Average merit increase for FY 23/24 (year-to-date) is 2.63%

Technical Services

- K. Meadows is confident she can add new magazine issues to the Leap interface. She continues to serve as the department's representative to the In-service Committee.
- S. Roitberg presented Did You Know? Cataloging, which highlighted how she classifies library materials to assign Dewey Decimal numbers at the October In-Service meeting. She watched training from the Cataloging Maintenance Center on cataloging board games and attended a webinar on AI in the workplace.
- C. Balingit reports that she likes that Leap does not allow one to save changes repeatedly and that when inserting a data field into a bibliographic record or selecting a data field to edit after the field number is typed in, the information is presented in a mini screen version with brief descriptions of the subfields for that field.
- K. Milfajt participated in the annual ComiCon and worked at the registration table, handing out bracelets and the event map to the fest attendees. She enjoyed seeing the costumes of the Cosplay participants.
- The Technical Services Department took part in the CCS Leap Month for Technical Services event. The purpose was to allow Technical Services staff the opportunity to familiarize themselves with the Polaris Leap staff interface, which will eventually replace the Polaris client interface, and provide feedback to help develop the product as more of the functionality Technical Services departments need is incorporated. The first half of the month was spent in online training and the second half of the month was spent utilizing Leap for our day-to-day activities, making notes

on what we liked and didn't like about the product, as well as what improvements we'd like to see and any questions we may have, and then submit those to CCS.

Technology

- On 10/6, IT attended the all-staff in-service day
- On October 12, TBS was onsite to complete the migration of MyPC, Papercut, and EZPrint to our new server. Staff from Eccezion were also onsite to complete work on the new public server for the migration. The public and staff networks have now been separated to improve security.
- The server project is now complete. Everything has been moved to the new servers, and the old ones have been shut down.

Youth Services

- B. Salazar created a successful and well-attended Ofrenda program to celebrate Dia de los Muertos. She received many compliments and was asked if the library hired an outside company to organize the program. Visitors of all ages attended: kids, teens, and adults.



- A patron came in looking for books to read with a student she tutors in 6th grade who is reading just below grade level. With the help of S. Kordistos, and after asking some of the right questions, A. Maifield could find fiction and nonfiction books that the patron thought her student might enjoy that would help with their focus on reading literacy while also being about something he enjoyed.
- S. Baseley and S. Kordistos held another successful Halloween Bash this year! They had parents tell them they did a wonderful job and that the kids really enjoyed their Halloween Parade through the library.



- J. Einoris dressed up as a pirate for STEM Me a Story where she read *Goldenlocks and the Three Pirates*, by April Jones Prince. The kids loved it, and one parent asked what she would dress up as next month! The kids went beyond her expectations in the beds that they constructed out of recycled materials. J. Einoris was extremely impressed with their creativity.
- Youth Services staff, staff from every other library department, and a teen volunteer participated in the 24th Annual Comicon event. Visitors received swag bags, and a few lucky winners found golden tickets for prizes. Local artists featured their work in our Artists' Alley, and participants entered themselves into the cosplay contest. Over two hundred people attended, despite the rainy weather! (Not all staff volunteers pictured here)



Patron Comments

- "I just love my library. I always look forward to all of the programs that you put on and everyone there is so nice and friendly. Everyone is so helpful."
-- Anita Paprzyca via phone



Raymond J Fern III

Local Guide • 283 reviews • 49 photos

★★★★★ 4 days ago

Heat semi annual book sale.

Trunk or Treat

The Library joined our neighbors, Berkshire Hathaway HomeServices and Starck Real Estate, for their annual Trunk or Treat Event for the community. Library staff member A. Moreno-Lomeli and a teen volunteer participated and handed out treats to many.



Illinois Public Library Core Standards CHAPTERS 5-8

The Library's review of the Serving Our Public 4.0 standards is required for our Per Capita Grant Application. Updates on our progress during FY 20/21, FY 21/22, FY 22/23, and FY 23/24 are provided for those standards the staff and management team felt that while we meet the standards, we can continue to improve in that area.

We also can determine if they need to be added to the upcoming Strategic Plan.

Chapter 5 – Building Infrastructure and Maintenance

Appendix J (New Facility Planning)

FY 20/21: Not planning a remodel or new building at this time. Great reference if and when we decide to go this route.

FY 21/22: No Changes.

FY 22/23: No Changes

FY23/24: No Changes.

Appendix K (Facility Management Checklists)

Ongoing Building Maintenance Checklist

✓The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use, and other factors.

✓Elevators should be maintained at least annually, and should comply with applicable codes for safety.

✓Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced).

FY 20/21: We will need to budget generously for any roof repairs that will occur in the future. Any repairs needing to be done under the solar panels have the added costs of having solar panel technicians remove panels before the roof repairs and then reinstalling them. We should also have guardrails on the edge of the roof where solar panels are installed within 10 feet of the edge.

FY 21/22: We have continued to address roofing issues as they occur, and so far, everything has been covered under warranty.

FY 22/23: While leaks or other roofing issues are addressed immediately, we need to work on scheduling the bi-annual preventative maintenance on the roof.

FY23/24: We are soliciting proposals to perform roof annual maintenance.

✓The building facade should be inspected once a year.

FY 20/21: We need to schedule a more formal walk-through every spring and fall.

FY 21/22: The building facade was power-washed in the spring of 2021.

FY 22/23: Continual annual facade washing. We are beginning to note areas of the brickwork where tuckpointing will need to be completed in the next few years.

FY23/24: No changes

✓Parking lot resealing and restriping should be performed every one to three years.

✓HVAC systems should be inspected and maintained at least twice a year (before summer and winter).

FY 20/21: The library has 17 units on the roof for HVAC. We do a biannual service and repairs. The units are coming to the end of life, and we will have to start a replacement plan. Also, our thermostats and system control software is obsolete. The company has gone out of business, so the issues we have been experiencing with running our HVAC schedule will continue until we replace the system. We also don't have an air filter system on our HVAC units. Air quality is one of our most frequent complaints about the building.

FY 21/22: HVAC Systems are filtered, but we are reviewing options for higher efficiency/MERV ratings.

FY 22/23: No changes from last year.

FY23/24: We replaced all the thermostats, and the HVAC systems are serviced in spring and fall. Our preventative maintenance schedule is in place. We consider this standard now met.

✓Alarm system should be checked for proper operation at least once a year.

FY 21/22: An updated security alarm system was installed in May 2021.

FY 22/23: Annual fire panel and sprinkle inspection occur. Have budgeted this FY for the replacement of the main fire panel due to the aging system.

FY23/24: The fire panel is scheduled to be replaced this fiscal year.

✓Lighting should be inspected and replaced at least once every three months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights.

FY 20/21: Replacement of defective lights happens when we notice an issue in the main room. The lighting fixtures and replacement lights in the staff workrooms are obsolete, and we can no longer get additional replacements. We will use up what we have but will need to look for replacements.

FY 20/21: Southside and upper north parking lot lighting need to be addressed.

FY 21/22: Ongoing.

FY 22/23: Replacement happened when needed. Emergency exit lights are tested regularly. Parking lot lighting fixtures are coming to the end of life. Also, reviewing options to increase lighting in the south side parking lot.

FY23/24: Ongoing, no changes.

✓Emergency lighting should be checked once a month.

✓Sprinkler systems should be inspected as required by code, but at least once per year.

☐Automatic doors should be inspected, adjusted, and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.

FY 20/21: This has not been scheduled in the past, therefore not budgeted for. We called when we had problems with the doors. We received a quote for biannual maintenance and will schedule times.

FY 21/22: Bi-annual preventative maintenance program implemented in September 2021.

FY23/24: Our preventative maintenance schedule is in place. We consider this standard now met.

✓Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently.

FY 20/21: Rodding was done as needed, but we are scheduling twice a year proactive maintenance with the frequent plumbing issues we have. Plumbers have suggested adding access points to the drain pipes, which would involve cutting into the slab floor in public areas of the library.

FY 21/22: Bi-annual pipe rodding as preventative maintenance implemented in September 2021.

FY 22/23: Continuing with the schedule established last year.

FY23/24: Our preventative maintenance schedule is in place. We consider this standard now met.

✓Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.

✓Landscaping sprinklers should be checked and maintained twice a year.

✓Carpet mats should be vacuumed on a regular basis and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.

Hard surface flooring should receive a thorough cleaning and/or polishing once per year.

FY 20/21: We do maintain our carpets, but the main floor and second-floor carpets are 25 years old. They are threadbare in high traffic areas, stained, and in areas where the different color carpets meet, the carpet is unraveling, leaving holes in the carpet, and despite maintenance, we cannot get them to look better. Carpet replacement has been on our wish list for many years.

FY 21/22: Replaced old carpet matting over tile surfaces with safer/thinner gripping floor mats. In winter 21/22 planning to collect pricing for carpet replacement projects over the next few fiscal years. We are also planning to collect prices for floor polishing, refinishing and stair tread replacement.

FY 22/23: While current maintenance is completed on the library's flooring large scale replacement will need to occur in the next few years. This is a major project and one that we will have to budget for with a capital asset plan and utilize an outside source to help with the design and bidding process.

FY23/24: No changes

☐ Window cleaning should be performed at least once per year.

FY 20/21: Need to schedule this in spring and fall annually

FY 21/22: Bi-annual window cleaning inside and out started in spring 2021.

FY 22/23: We Have created a biannual schedule for window cleaning.

FY23/24: Our biannual cleaning schedule is in place. We consider this standard now met.

✓ Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits

✓ Other unique features, such as fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.

✓ Emergency generators should be checked for proper operation every week, and serviced as required by manufacturer.

✓ Snow removal should be performed on an as-needed basis (either self-performed or contracted).

FY 20/21: Currently, we self-perform snow removal. It is a staff-intensive activity, and we should do a cost analysis since the pick-up truck will be 20 years old this year and it is in a decent condition; we need to start planning for a replacement if we want to continue doing this ourselves. I would also like to look into heated sidewalk mats, which will help us keep the walks clear throughout inclement weather with minimal staff interaction.

FY 21/22: Outside snow removal service has been contracted to perform the snow removal for the fiscal year 2021/22.

FY 22/23: We will continue with using an outside snow removal service.

FY23/24: We continue to utilize an outside service and have a schedule to review the services. We consider this standard now met.

✓Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.

✓Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.

Building Periodic Repair Checklist

✓Tuck pointing of masonry: On an as-needed basis.

FY 22/23: We are beginning to observe areas of concern in the brick work where tuck-pointing will be necessary in the next year or so.

FY23/24: No changes

☐ Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five-year interval.

☐ Interior painting and wall coverings: On an as-needed basis.

The interior paint is over 11 years old and is starting to show wear, especially in areas where carts frequently bump the wall. We need to create a plan that has us repainting a portion of the interior each year.

FY 21/22: Proposals for painting work to be collected through the winter season of 2021.

FY 22/23: This is a major project and one that we will have to budget for with a capital asset plan and utilize an outside source to help with the design and bidding process.

FY23/24: No changes.

✓Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.

✓Wood and trim components: On an as-needed basis.

✓Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.

☐ Windows: Replace broken seals broken glass, caulking and glazing as needed.

FY 20/21: The windows need to be resealed as we have been getting rain in the south side windows. The large windows in the main room are becoming a concern. The metal frames are starting to rust due to metal on concrete and the runoff of the parking lot salt during winter. They have been bonded a few times now, so we are currently only providing a temporary fix. With the foundation settling more, the large window casings are pulling away from the top's brick walls.

FY 21/22: We plan to review the condition of the windows in the spring of 2022 and if necessary, solicit proposals.

FY 22/23: This is a major project and one that we will have to budget for with a capital asset plan and utilize an outside source to help with the design and bidding process.

FY23/24: No changes.

✓Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.

✓Landscaping: Inspect trees and sod replacement every one to two years.

✓Graffiti removal: Perform on an as-needed basis.

✓Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.

✓Hardware: Items such as doorknobs, locks, etc. should be repaired on an as-needed basis.

Capital Project Checklist

FY 20/21: The Library does not have a capital asset plan or checklist for either proactive repair/replacement or budgeting purposes. We are looking into creating a plan from scratch. With the building's age at over 50 years and many aging systems, it may be advantageous for the Library to engage a consultant's services to help us determine the life of building systems and the building itself and create a plan. The building capital plan has considerable financial implications and should be part of the Library's strategic plan.

FY 21/22: We are making our way through the checklists to address the different items needed to create a capital asset plan. We are working with our normal service providers to assist us in creating a plan for the required preventative maintenance and replacement cycle.

FY 22/23: Continuing the work started last FY. Also, we are researching firms and the RFQ process to engage with a consulting firm on creating a capital asset plan for the building and infrastructure.

FY23/24: No changes.

*Warranties and professional consultation should determine capital project items.

- Parking lot reconstruction (not routine sealing)
- Re-roofing
- Window replacement
- HVAC equipment replacement
- Lighting replacements and upgrades
- Building additions
- Interior remodeling (carpeting, walls, furnishings, etc.)

- Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades L Major facade repairs
- Major code upgrades

☐ **Capital Asset Plan Item List**

*Any item that is not accounted for in library operating budget should be on this list.

- Building structure
- Site elements such as parking lots, paving, site furnishings and signs
- HVAC systems
- Plumbing
- Elevators
- Building envelope including facade, windows, and roofs
- Furnishings

☐ **Environmentally Friendly Components**

*The best time to upgrade for energy code conformance is when a library does replacement of library systems.

- Roof-- have solar panels installed
- Mechanical systems
- Windows
- Library façade repair or replacement
- Lighting/LED- LED in the parking lots and main room of the building
- Low-flow/water saving

Chapter 6 - Safety Checklist

FY 20/21: Overall the Library needs to on-board staff on the safety and security manual, which covers many of these topics, and schedule annual safety training.

FY 21/22: Staff is re-reading the Safety and Security Manual and training on necessary procedures has resumed.

FY 22/23: Staff has provided us input on the Safety & Security Manual, and we are working to incorporate their suggestions into an updated manual that is more streamlined and accessible. Once the manual is revised, we will roll out a training plan.

FY23/24: Manual updates are still in progress.

☐ The library provides a list of emergency call numbers at all staff phones in the library.

FY 20/21: Over the years, the contact lists have been misplaced. Once updated, they will be provided to all staff.

FY 21/22: The Safety and Security Manual is undergoing revision and updating of contact information. Once complete, the list of emergency contacts will be updated at each desk.

FY 22/23: Basic emergency call numbers are available at each desk. We will make a plan to review and update on a regular schedule.

FY23/24: No changes.

✓The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.

✓The library has an emergency manual and disaster plan.

FY 20/21: It needs to be updated and reviewed with staff regularly.

FY 21/22: The Library's Safety and Security Manual is undergoing revision with input from the staff and managers, and emergency personnel.

FY 22/23: Staff has provided us input on the Safety & Security Manual, and we are working to incorporate their suggestions into an updated manual that is more streamlined and accessible. Once the manual is revised, we will roll out a training plan.

FY23/24: Manual updates are still in progress.

☐The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.

FY 20/21: We do offer training on these topics, but not at the frequency required. Administration along with Building Services and the In-Service committee, will create and adhere to a training schedule.

FY 21/22: Training on these topics during the In-Service Meetings has started again, and the committee knows the annual training cycle. We have completed Fire and Fire Extinguisher Training, Blood Borne Pathogen Training, and Tornado Drills this year.

FY 22/23: We conduct annual bloodborne pathogen, fire, and tornado drills. We have also started recertifying full-time staff on Red Cross CPR/AED training. We are planning a NARCAN staff training session in February 2023.

FY23/24: As part of the all-staff In-Service events, training on most of these topics is covered annually or biannually for Narcan; we also have CPR/AED training opportunities for management and full time on a rolling basis.

☐The library provides a call list and contact information that is reviewed biannually.

FY 20/21: Currently being updated and needs to be scheduled for biannual review.

FY 21/22: The Safety and Security Manual is undergoing revision and updating of contact information.

FY 22/23: Basic emergency call numbers are available at each desk. We will make a plan to review and update on a regular schedule.

FY23/24: No Changes.

- ☐ Emergency medical supplies are stored in a designated location and are accessible to staff.

FY 20/21: We have supplies, but they are not regularly maintained and have become depleted. The Building Services Manager is creating a checklist to maintain supplies and review for replacement.

FY 21/22: Process ongoing.

FY 22/23: The process is continuing.

FY23/24: No changes.

✓ Emergency equipment such as electric, gas, and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.

✓ A prioritization list shows what should be salvaged in order of importance.

- ☐ A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.

FY 20/21: The Building Services Manager is creating a checklist of procedures his department and other staff must complete regularly.

FY 21/22: Generating a safety checklist that gets us down to a daily check.

FY 22/23: Working on checklists for safety. Has begun providing current and new staff on general safety awareness and slip, trips, and falls hazards.

FY23/24: No changes.

✓ A procedure exists for letting staff know when it is unsafe to enter the building.

✓ The library has a designated tornado shelter.

✓ Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.

✓ The library provides adequate security for staff, users, and collections.

✓ The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.

✓ At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.

- ☐ Copies of the emergency manual and disaster plan are provided to community safety personnel.

FY 20/21: When the safety and security manual is updated, we will provide copies with the appropriate safety personnel.

FY 21/22: Revisions are still ongoing.

FY 22/23: Staff has provided us input on the Safety & Security Manual, and we are working to incorporate their suggestions into an updated manual that is more streamlined and accessible. Once revised, we will provide a copy to the appropriate personnel.

FY23/24: Manual updates are still in progress.

Chapter 7 - Collection Management Checklist

✓The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.

FY 20/21: We spend about 12% of our operating budget on providing materials for patrons when calculating staffing and supplies required to process materials.

FY 21/22: We're at 12-14% for FY 2021/22.

FY 22/23: We're at 13-15% of our operating budget.

FY23/24: We are at 19% of our operating budget.

✓Library budgets should put a priority on purchasing materials that best serve their community.

FY 20/21: The Material Selection Policy covers most of the topics that are required in a collection development policy. The Collection Development Committee will review the MSP, add what is not included, and rename the MSP as the Collection Development Policy before submitting it to the Board for adoption.

FY 21/22: Collection diversity audits will work towards reflecting the population of our community. Youth Services' process is well underway. Adult Services is in the beginning stages.

FY 22/23: Youth Services finished a snapshot collection diversity audit.

FY23/24: We have started an ESL, Tween, and Citizenship collections. We are purchasing Junior and Tween large print fiction materials and have increased our Spanish language digital materials. We are looking at starting an adult Polish language materials collection.

✓The library has a written collection development policy approved by the board.

Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.

FY 21/22: We catalog according to consortial standards, which follow the national practice and utilize MARC 21, LC Subject headings, and RDA.

FY 22/23 No change

FY23/24: We consider this standard now met.

✓Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.

FY 20/21: Library collections are evaluated on an ongoing, rolling method through weeding. The entire collection is covered in a two- or three-year period, not annually. The collection is evaluated annually when managers review usage statistics. Managers need to come up with a way to report their evaluations to the Board annually. We have tried data analysis products like CollectionHQ and Edelweiss, but they haven't worked well for us. We are interested in doing a user survey since patrons don't always make their needs clear.

FY 21/22: Since weeding is an ongoing process, selectors will include their observations and selection strategies in their monthly reports, which in turn will be shared in the monthly Board reports. Circulation statistics should be a factor in planning the materials budgets. Talking with patrons and creating brief surveys on readers' preferences will inform staff until the library undertakes a broad community survey.

FY23/24: No change.

FY 20/21: We need to create a way that ILL informs Public Services about gaps in the collection that can be identified by what topics or authors are borrowed.

FY 21/22: If patrons are granted access to place WorldCat requests directly, staff will have another tool to assess collection gaps as they review and mediate those requests. When helping patrons place holds, staff should note in-demand topics and pass them along to the appropriate selectors. MPLD ILL staff are also open to providing this information through any agreed-upon method.

FY 22/23 Staff are still submitting requests on behalf of patrons. Granting patrons access to submit requests directly through WorldCat will be explored this coming year.

FY23/24: The Cooperative Computer Services (CCS) community, of which we are a part, is investigating Find More Illinois to reduce inter-library loan costs and have patron-initiated requests.

✓The library considers forming a cooperative collection plan with other libraries in close proximity to one another.

FY 20/21: McHenry Public Library was part of the North Suburban Library System cooperative collection plan in the late 1980s but NSLS discontinued it. The existence of a shared catalog and rapid ILL process makes this unnecessary in our opinion.

FY 22/23 No change

FY23/24: With our current consortium and our soon integration into a state-wide catalog we consider this standard now met.

✓The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.

✓The library publicizes and promotes interlibrary loan to its patrons.

✓Library staff is trained in and follows policies and procedures related to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*. Libraries agree to be responsible borrowers and lenders.

FY 20/21: Circulation and ILL are reviewing our compliance.

FY 21/22: In compliance with these codes as of 2/2/2021.

FY 22/23: We will maintain compliance

FY23/24: We will maintain compliance. We consider this standard now met.

Appendix H (Topics Recommended for Collection Management Policy)

FY 20/21: If we consider the Material Selection Policy and the Collection Management Handbook together, we cover these topics. The Collection Management Handbook is being revised and we have the opportunity to expand on these recommendations. We will rename the Materials Selection Policy to be the Collection Management Policy to conform to state standards.

FY 20/21: The Material Selection Policy is currently part of the Public Policy and Procedures Manual.

McHenry Public Library has adopted the *Library Bill of Rights* among other ALA documents and these documents are referenced in the Public Policy and Procedures Manual and provided to all staff when they start.

FY 21/22: The Collection Development Committee will use Appendix H to revise our existing Collection Management Policy. Once that is in place, the Committee will work with selectors to create a staff-oriented procedure manual.

FY 22/23: Staffing changes and shortages delayed the revision projects for the Material Selection Policy and the Collection Management Handbook.

FY23/24: No change.

Appendix I (Collection Management Worksheet)

McHenry Public Library meets this standard based on other ways of calculating the percentage.

FY 22/23: McHenry Public Library meets this standard based on the Collection Management Worksheet.

FY23/24: No change. We consider this standard now met.

Chapter 8 System Member Responsibilities and Resource Sharing

✓ Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.

FY 20/21: Include this information as part of the onboarding process for staff and board members, even if their responsibilities will not be directly involved with the services. Knowledge may inspire participation in other organizations as library representatives.

FY 22/23 As we implement Paylocity this year, we will update and standardize the onboarding process. This will ensure that all new staff is familiarized with the offerings.

FY23/24: We are creating documentation for library staff on the services offered by library systems and our consortium. Going forward, we will alternate annual in-person training between CCS and RAILS.

✓ Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.

✓ The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.

FY 20/21: The ILL Department is currently reviewing the ILLNET Code and making updates to our processes and procedures to make sure we fully comply.

FY 21/22: ILL and Public Services are in the process of reviewing policy drafts. Internal procedure revisions and new forms are also being reviewed.

FY 22/23 The process of reviewing policy drafts and Internal procedure revisions is in progress. A new form has been drafted and reviewed but not finalized.

FY23/24: No change.

✓ The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.

FY 20/21: Currently, staff members participate in CCS and ILA committees. Many staff also participate in regional networking groups and serve on these groups planning committees. As a smaller library, they must weigh time and staffing constraints when considering commitments to other organizations. What groups are library board members interested in learning about and possibly participating in?

FY 22/23: This will continue

FY23/24: Library staff continue to serve on CCS technical and advisory groups and have attended ALA workshops. Staff involvement is on the Gender and Sexuality Subject Authority Cooperative Program(SACO) funnel. We are increasing our commitment to committee work.

✓ The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.

FY 20/21: To what extent do we promote statewide tax-supported public library service? Actively advertise or by supporting it through our philosophy of service and mission? We promote our services, collections, and programs but should do a better job of those services available elsewhere like the IL Talking Books Program. Staff interacts with patrons from an unserved area adjacent to our library but those patrons are required to get cards from another library so promoting tax-supported public library service needs to be done tactfully.

FY 21/22: Public Services Staff have been increasing awareness of the IL Talking Book Program to those who may qualify.

FY 22/23: This will continue

FY23/24: We continue to increase marketing and awareness of these services.

✓ If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.

PUBLIC NOTICE

**NOTICE OF AVAILABILITY OF AUDIT REPORT
MCHENRY PUBLIC LIBRARY DISTRICT**

In accordance with the Public Funds Statement Publication Act, 30 ILCS 15/0.01 et seq., as of November 21, 2023, an audit of the McHenry Public Library District funds for the period July 1, 2022, through June 30, 2023, prepared Illinois NFP Audit & Tax, LLP, is available for public inspection at the Questions Desk of the McHenry Public Library District, 809 Front St., McHenry, IL 60050, during regular business hours which are Monday-Thursday 9 a.m. – 9 p.m.; Friday and Saturday 9 a.m. – 5 p.m., and Sunday 12 p.m. – 4 p.m.

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



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

**ORDINANCE NO. 2023/2024-05
AN ORDINANCE PROVIDING FOR THE LEVY
AND ASSESSMENT OF TAXES
FOR THE FISCAL YEAR BEGINNING JULY 1, 2023
AND ENDING JUNE 30, 2024
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, Seven Hundred and Eighty-four Thousand, One Hundred and Nineteen Dollars and Thirty-Seven Cents (**\$3,784,119.37**).

Section Two. That the sum of Six Million, Eight Hundred and Fifty-seven Thousand, Five Hundred and Seventy-five Dollars and No Cents (**\$6,857,575.00**) 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 19, 2023, which Ordinance No. 2023/2024 – 04**, 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, 2023, and ending June 30, 2024, as follows:

GENERAL FUND ESTIMATED EXPENSES

1. MATERIALS & SUPPLIES

	APPROPRIATION	LEVY
a. Adult Books	\$ 84,375.00	\$ 68,150.00
b. Youth Books	\$ 62,500.00	\$ 50,475.00
c. Professional Resources	\$ 4,375.00	\$ 3,525.00
d. Administrative Resources	\$ 4,375.00	\$ 3,525.00
e. Magazines and Newspapers	\$ 18,750.00	\$ 15,150.00
f. Adult AV Materials	\$ 38,750.00	\$ 31,300.00
g. Youth AV Materials	\$ 16,250.00	\$ 13,125.00
h. Library of Things	\$ 15,000.00	\$ 12,125.00
i. Video Games	\$ 18,750.00	\$ 15,150.00
j. Digital Media Services	\$ 121,875.00	\$ 98,425.00
k. Electronic Resources	\$ 103,125.00	\$ 83,275.00
l. Library Supplies	\$ 8,750.00	\$ 7,075.00
m. Tech. Services Supplies	\$ 35,625.00	\$ 28,775.00
n. Bindery Services	\$ 625.00	\$ 500.00
o. Adult Programs & Supplies	\$ 20,950.00	\$ 16,900.00
p. ComiCon	\$ 4,375.00	\$ 3,525.00
q. Circulation Supplies	\$ 9,375.00	\$ 7,575.00
r. Summer Reading Club	\$ 8,750.00	\$ 7,075.00
s. YS Programs & Supplies	\$ 20,000.00	\$ 16,150.00

2. CONTRACTED SERVICES

	APPROPRIATION	LEVY
a. Collection Agency Fees	\$ 1,575.00	\$ 1,250.00
b. IT/Computer, Copier & Equip.Outsourcing	\$ 137,500.00	\$ 111,050.00
c. Automation—Staff	\$ 37,500.00	\$ 30,275.00
d. Misc. Contracted Services	\$ 9,375.00	\$ 7,575.00
e. Library Bank/Finance/Late Fee	\$ 625.00	\$ 500.00
f. Public Pmt Processing Fees	\$ 6,250.00	\$ 5,050.00
g. License Plate Fee Settlement	\$ 143,750.00	\$ 0.00

3. CONSORTIUM & IT NETWORK SERVICES

	APPROPRIATION	LEVY
a. Automation- Circulation & Catalog	\$ 140,625.00	\$ 113,575.00
b. VOiP Phone Service	\$ 27,500.00	\$ 22,200.00
c. Internet Service	\$ 12,500.00	\$ 10,100.00

4. PROFESSIONAL SERVICES

	APPROPRIATION	LEVY
a. Accounting, Payroll & Audit Services	\$ 90,625.00	\$ 73,200.00
b. Legal Services	\$ 31,250.00	\$ 25,250.00
c. Other Consulting Fees	\$ 56,250.00	\$ 45,425.00
d. In-Service/Staff Training/LMS	\$ 9,375.00	\$ 7,575.00

5. PRINTING, PUBLICATIONS & POSTAGE

	APPROPRIATION	LEVY
a. Printing Services Outsourced	\$ 56,575.00	\$ 45,675.00
b. Public Notices & Ads	\$ 1,875.00	\$ 1,525.00
c. Postage & Shipping	\$ 22,825.00	\$ 18,425.00

d. Printing/Copier Supplies	\$ 4,375.00	\$ 3,525.00
e. Public Relations/Promotions	\$ 10,950.00	\$ 8,825.00

6. UTILITIES

	APPROPRIATION	LEVY
a. Electricity	\$ 30,000.00	\$ 24,225.00
b. Gas	\$ 21,875.00	\$ 17,675.00
c. Water & Sewer	\$ 6,250.00	\$ 5,050.00

7. MISCELLANEOUS OPERATING EXPENSES

	APPROPRIATION	LEVY
a. Building & Auto Insurance	\$ 50,000.00	\$ 40,375.00
b. Bonding & Officers Liability	\$ 3,125.00	\$ 2,525.00
c. Janitorial Services & Supplies	\$ 76,875.00	\$ 62,075.00
d. Grounds Maintenance	\$ 50,000.00	\$ 40,375.00
e. Building Operations & Maintenance	\$ 85,625.00	\$ 69,150.00
f. Hospitality	\$ 8,125.00	\$ 6,550.00
g. Library Lost & Damaged Materials	\$ 1,250.00	\$ 1,000.00
h. Miscellaneous	\$ 1,250.00	\$ 1,000.00

8. PERSONNEL EXPENSES

	APPROPRIATION	LEVY
a. Salaries	\$2,112,500.00	\$1,713,619.37
b. FICA/Medicare	\$ 168,750.00	\$ 136,275.00
c. IMRF	\$ 243,750.00	\$ 196,850.00
d. Health & Life Insurance	\$ 368,750.00	\$ 297,825.00
e. Recruitment & Employment Screenings	\$ 4,375.00	\$ 3,525.00
f. Tuition Reimbursement	\$ 9,375.00	\$ 7,575.00
g. Telecommute Reimbursements	\$ 3,125.00	\$ 2,525.00
h. Memberships & Dues	\$ 7,825.00	\$ 6,300.00
i. Travel	\$ 15,000.00	\$ 12,125.00
j. Continuing Education	\$ 10,625.00	\$ 8,575.00

9. CAPITAL EXPENSES

	APPROPRIATION	LEVY
a. Library Furnishings	\$ 12,500.00	\$ 10,100.00
b. Library Equipment	\$ 25,000.00	\$ 20,200.00
c. Small Equipment under \$250	\$ 6,250.00	\$ 5,050.00
d. Adtl. Capital Projects & Equipment	\$ 100,000.00	\$ 80,775.00

10. Transfer to Reserve Fund	\$ 1,062,500.00	\$ 0.00
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TOTAL GENERAL FUND EXPENSES	\$ 5,882,575.00	\$3,784,119.37
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GRANT and GIFT FUND ESTIMATED EXPENSES

	APPROPRIATION	LEVY
1. Operating Fund Gifts	\$ 281,250.00	\$ 0.00
2. Per Capita Grant; Current FY	\$ 81,250.00	\$ 0.00
3. Per Capita Grant; Previous FY	\$ 62,500.00	\$ 0.00
4. Additional Fund Expenses	\$ 0.00	\$ 0.00
5. Misc. Grants	\$ 50,000.00	\$ 0.00
TOTAL GRANT and GIFT FUND EXPENSES	\$ 475,000.00	\$ 0.00

RESERVE FUND ESTIMATED EXPENSES

	APPROPRIATION	LEVY
1. Debt Service	\$ 0.00	\$ 0.00
2. Improvements not related to Expansion/Renovation	\$ 187,500.00	\$ 0.00
3. Expenditures Pursuant To Statutory Guidelines of the LIBRARY DISTRICT ACT, 75 ILCS 16/40-50	\$ 312,500.00	\$ 0.00
TOTAL SPECIAL RESERVE FUND EXPENSES	\$ 500,000.00	\$ 0.00

	APPROPRIATION	LEVY
TOTAL GENERAL FUND EXPENSES	\$ 5,882,575.00	\$ 3,784,119.37
TOTAL GRANT FUND EXPENSES	\$ 475,000.00	\$ 0.00
TOTAL SPECIAL RESERVE FUND EXPENSES	\$ 500,000.00	\$ 0.00
GRAND TOTAL EXPENSES	\$ 6,857,575.00	\$ 3,784,119.37

Section Three: That the total amount of Three Million, Seven Hundred and Eighty-four Thousand, One Hundred and Nineteen Dollars and Thirty-Seven Cents (**\$3,784,119.37**) 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, Seven Hundred and Eighty-four Thousand, One Hundred and Nineteen Dollars and Thirty-Seven Cents (**\$3,784,119.37**) 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 _____, 2023.

Bud Alexander, Vice 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**
WISDOM • KNOWLEDGE • DREAMS

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

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, 2023 AND EXPIRING JUNE 30, 2024" 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 November 21, 2023.

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

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

STATE OF ILLINOIS)
COUNTY 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 _____, 2023.

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



Photo provided by Village of Huntley

A rendering of a proposed 7 Brew Coffee in Huntley

HUNTLEY

Coffeeshop plans percolating, but trustees have concerns

Coffee shop might replace Noodles and Company, urgent care

By **CLAIRE O'BRIEN**
cobrien@shawmedia.com

The Huntley Village Board is taking a look at proposed plans for a 7 Brew Coffee off Route 47. The Village had previously signed off on plans for a Noodles and Company and urgent care facility on the property, according to Village documents.

Noodles and Company and the urgent care both decided not to pursue those plans, and Core Huntley, the developer, proposed bringing in a 7 Brew Coffee.

7 Brew Coffee is a drive-thru that offers coffee, soda, tea and other beverages. No food would be sold at the coffeeshop. Village documents state 7 Brew is hoping to expand into the Chicago area.

The Village Board had a courtesy review for the coffeeshop last week, and trustees offered their opinions without voting on it.

Trustee J.R. Westberg said he wished it was a restaurant coming into the space instead and expressed

concerns about the volume of music the drive-thru might play.

Trustee Ric Zydorowicz said he was "not in favor" of the coffeeshop.

"I don't see how this fits in that location," Zydorowicz said.

Trustee Ronda Goldman said the coffeeshop would have some appeal to older residents nearby, but was concerned about back-ups in the drive thru.

She also was concerned about potential noise.

"You're going to be near a hotel," she said.

However, many of the elements of the building don't meet village standards and rules.

According to village documents, three of the sides are proposed to have metal siding, which does not comply with village guidelines. One canopy is lined with LED lights, which also doesn't comply with local rules. The roof structure also exposes mechanical units, access doors and railings, which also goes against Village code.

Mayor Tim Hoeft was concerned about those and other elements that don't align with the rules.

Next steps will be to see if the developer still wants to pursue the project, Village Manager Dave Johnson said.

NOTICE OF PROPOSED TAX INCREASE McHENRY PUBLIC LIBRARY DISTRICT

- I. A public hearing to approve a proposed levy increase for the McHenry Public Library District for Fiscal Year 2023—2024 will be held on Tuesday, November 21, 2023, at 7 p.m. at the McHenry Public Library District, 809 Front Street, McHenry, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Lesley Jakacki, Executive Director, at the McHenry Public Library District, 809 Front Street, McHenry, Illinois (815-385-0036)

- II. The corporate and special purpose property taxes extended for Fiscal Year 2022-2023 were \$3,520,111.05.

The proposed corporate and special purpose property taxes to be levied for Fiscal Year 2023-2024 are \$3,784,119.37. This represents a 7.5% increase over the previous year.

- III. The property taxes extended for debt service and public building commission leases for Fiscal Year 2022-2023 were zero (0) dollars.

The estimated property taxes to be levied for debt service and public building commission leases for Fiscal Year 2023-2024 are zero (0) dollars. This represents no increase over the previous year.

- IV. The total property taxes extended for Fiscal Year 2022-2023 were \$3,520,111.05.

The estimated total property taxes to be levied for Fiscal Year 2023-2024 are \$3,784,119.37. This represents a 7.5% increase over the previous year.

SM-CL2123333

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Annual Statement of Receipts and Disbursements for Fiscal Year Beginning July 1, 2022 and ending June 30, 2023 McHenry Public Library District McHenry County, McHenry IL	
General Fund Receipts	Totals
6010100 · Property Taxes	3,350,274.65
6015100 · Revenue Recapture Property Taxes	5,790.80
6030100 · Interest Income - General	36,379.20
6035100 · Dividends	192.00
6040100 · Nonresident/Enhanced Cards	1,255.19
6050100 · Fines and Fees	15,962.33
6055100 · Referral/Collection Fees	210.24
6060100 · Copy/Scan/Fax/Notary Income	16,770.70
6070300 · General Fund Gifts	1.12
6090100 · Annex/Impact Fees	50.75
6105100 · Retiree Insurance Payments	5,760.59
6110100 · Program Fees/Misc Fees	0.00
6120100 · Meeting Room Fees	1,510.00
6130100 · Misc Income-General(Sales/Fees)	72,655.08
6150100 · Lost & Damaged Materials	3,361.62
6157100 · CCS/LLSAP Income	7,648.48
6160100 · Solar Panel Credits	1,686.00
6200100 · Over/Short	(35.71)
General Fund Receipts Total	3,519,473.04
Special Reserve Fund Receipts	Totals
6020200 · Developer Fees	13,528.00
6030200 · Interest Income - Spec Reserve	4,115.79
Special Reserve Fund Total	17,643.79
Grant & Gift Receipts	Totals
6030300 · Interest Income - Grant & Gifts	8,667.11
6070300 · General Fund Gifts	14,010.70
6170300 · Per Capita Grant	61,731.70
6210300 · Miscellaneous Grants	500.00
Grant & Gift Fund Total	84,909.51
Total Receipts for FY 2022/2023	3,622,026.34
General Fund Disbursements	Totals
A to Z database	2,746.00
Aflac	4,316.04
AGOSTO LLC	5,040.00
AJ Services	68,960.00
Amazon Capital Services	7,668.77
AMAZON/Synchrony Bank	7,176.71
American Litho	7,240.00
Apple Inc.	4,879.00
Aramark Refreshment Services, LLC	4,274.65
ArchiveSocial	4,990.00
AT&T	3,612.20
Baker & Taylor Books	78,011.91

Bankcard Processing Center	40,421.46
Baseley, Steffanie	3,555.00
Blackstone Publishing	4,519.06
Blue Cross Blue Shield of Illinois	179,532.53
Brodart Co.	2,715.89
CCS Cooperative Computer Services	69,218.76
CDW Government, Inc	10,106.14
CELC, Inc. dba The Ground Guys McHenry	25,175.92
Cengage Learning Inc / Gale	14,756.19
City of McHenry	2,604.30
CMS Complete Mechanical Solutions	12,007.78
Comcast	4,362.90
Constellation	12,840.23
EBSCO	12,895.14
Eccezion Technology	63,230.80
Eder, Casella & Co.	12,050.00
Envision3, LLC	7,407.20
FICA/Medicare	88,777.70
First Communications	19,197.29
Governmental Accounting, Inc.	34,800.00
HDI-Horizon Distributors, Inc.	7,081.40
hoopla - Midwest Tape	31,942.14
HR Source	7,075.00
IMAGETEC	7,486.50
IMRF	117,731.53
Infobase	15,079.10
McHenry Heating and Air	2,770.00
McHenry Public ACH/HSA	6,625.00
MetLife Small Business Center	20,326.05
Midwest Tape	19,044.59
mk Solutions, Inc	24,648.22
Niche Academy	2,900.00
Nicor Gas	13,611.02
OurDigitalWorld	3,626.02
OverDrive Inc	20,000.00
Park Ridge Public Library	20,250.00
Paylocity	3,975.82
Proquest LLC	3,302.03
Scholastic Library Publishing	6,302.00
TBS Today's Business Solutions, Inc	7,275.96
Thomas Klise/Crimson Multimedia	10,765.50
Toshiba America Business Solutions	3,180.00
USPS	12,069.00
Utica National Insurance Group	30,589.00
Value Line	4,502.00
Vogue Printers	9,855.00
Waste Connections	5,582.96
Westguard Insurance Company	3,037.00
Misc Vendors Under \$2,500.00	84,141.95
General Expense Total	1,323,864.36

Salaries	
Jakacki, Lesley E.	98,085.75
Milfajt, Kathryn A.	76,074.23
May, Jennifer S.	70,347.10
Terrill, Zachariah T.	64,044.67
Kimbrel, Kevin M.	51,488.32
Hillier, Thomas E.	48,622.14
Total Salaries: \$50,000-\$99,999	408,662.21
Strain, Pamela S.	48,592.83
Krewer, Kevin	44,272.82
Baseley, Steffanie L.	43,875.88
Bily, Emily N.	42,591.58
Gaudio, Diane B.	42,136.45
Kordistos, Skye	40,976.35
Schnaebele, Michael P.	38,750.00
Michalski, Brent M.	38,461.76
Einoris, Jennifer E.	36,886.97
Roitberg, Shirley	36,751.18
Mesino, Adrian	35,383.63
Moreno Lomeli, Araceli M.	33,286.32
Salazar, Bertha A.	29,211.00
Meadows, Kimberly K.	28,445.63
Total Salaries: \$25,000-\$49,999	539,622.40
Walker, Keith R.	24,375.46
Meagher, Kristin L.	22,327.23
Johnson, Kimberly M.	19,025.56
Hodgson, Amy	19,319.75
Maifield, Ashlyn D.	17,676.27
Karwowska, Anna	17,793.46
Sullivan, Joseph M.	15,608.44
Voegtler, Kayla E.	16,065.44
Rangel, Myriam	15,161.23
Stansbury, Alie A.	12,982.50
Herrera, Gladys	14,957.50
Rex, Laurene	13,498.56
Beavis, Lisa	13,345.28
Horist, Lisa	9,203.09
Vallone, Grant D.	7,969.50
Smith, Keegan K.	8,308.58
Sanchez, Roger	7,964.04
Brehm, Nicole L.	6,654.40
Wacaser, Elizabeth	3,659.16
Gunness, Debbie	1,750.00
Balingit, Claudia L.	967.50
Steffan, Jessica L.	1,277.50
Lowrey, Jennifer R.	1,540.00
Krater, Christine L.	560.00
Benbennick, Matthew	772.25
O'Kane, Bridgid C.	287.00
Total Salaries: Under \$25,000	273,049.70
Total Cost of Salaries	1,221,334.31
General Fund Disbursements Totals	2,545,198.67

Special Reserve Fund Disbursements	Totals
CMS Complete Mechanical Solutions	5,435.00
Pavement Solutions, LLC	18,592.00
Special Reserve Fund Disbursements Total	24,027.00
Grant & Gift Fund Disbursements	Totals
Baker & Taylor Books	2,669.42
Bankcard Processing Center	11,567.55
Barking Dog Interpretive Design Inc.	4,665.60
CDW Government, Inc	2,791.94
CELC, Inc. dba The Ground Guys McHenry	8,450.00
Demco, Inc	4,421.31
Freedom Scientific BLV Group LLC	8,555.50
Imaging Office Systems, Inc	18,299.00
TechSoup	10,878.00
Tee Jay Service Company, Inc	5,254.00
VISPERO	4,480.00
Misc Grants & Gifts under \$2,500	8,768.39
Grant & Gift Fund Disbursements Totals	90,800.71
Total Disbursements for FY 2022/2023	2,660,026.38



McHenry Public Library District

809 North Front Street
McHenry, Illinois 60050
Phone: 815.385.0036

I, Terry Weingart, DO HEREBY CERTIFY that I am the duly qualified and acting Treasurer of the Board of Library Trustees of the McHENRY PUBLIC LIBRARY DISTRICT of McHenry County, McHenry, Illinois, and as such, I am the chief fiscal officer of said Library District.

I DO FURTHER CERTIFY that the following Annual Statement of Receipts and Disbursements for the Fiscal Year beginning July 1, 2022, and ending June 30, 2023, for the McHenry Public Library District, is true and correct to the best of my knowledge and belief.

DATED this ____ day of _____, 20__

Terry Weingart, Treasurer
McHenry Public Library District
Board of Trustees

Subscribed and sworn before me
This ____ day of _____, 20__

Lesley Jakacki
Notary Public

My commission expires: _____

Introduction-Proposed*

(approved 11/21/2023)

This manual is designed to acquaint you with the McHenry Public Library District (hereafter referred to as "MPLD" or "the Library") and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You are responsible for reading, understanding, and complying with all provisions of the manual.

The Staff Policy Manual cannot anticipate every circumstance or question about policy. The Library reserves the right to revise, supplement, deviate from, or rescind any policies or portion of the manual from time to time as it deems appropriate, in its sole and absolute discretion. The Library will make an effort to notify you of such changes as they occur.

Some of the subjects described herein are covered in detail in official policy documents (e.g., benefit plans). You should refer to these documents for specific information since the manual only briefly summarizes the library's policies, procedures, and benefits.

All policies herein adopted by the Board of Library Trustees replace all prior instructions, rules, procedures, orders, and acts of either the Library Executive Director or the Board of Trustees that are inconsistent therewith.

Applicable federal, state, or local laws or regulations shall supersede this code until corrections can be published in the following instances:

- If any of the policies are or become in conflict with federal, state, or local laws or regulations
- If any omissions or inclusions cause conflict with federal, state, or local laws or regulations.
- If typographical or printer error should cause conflict with any federal, state, or local laws or regulations.

Should there be any questions as to the interpretation of the policies or benefits listed in this manual, the final explanation and resolution will be at the sole and absolute discretion of the Library, subject to federal, state, and local laws.

*This new Introduction would replace Guidelines and Practices portion of the At Will Statement section (see proposed At Will Statement in the Board Packet) and the following Purpose Statement. The intent of those two documents overlapped and this revised introduction reflect current employment legal language.

Purpose-Current

The purpose of this manual is to provide the staff with workplace guidelines for the McHenry Public Library District (hereafter referred to as MPLD or the Library) as well as outline some internal guidelines that provide direction in interpreting state and federal laws as they pertain to various aspects of employment, workplace behavior and records retention. Please note that not all Forms are included in this policy manual. Various forms for insurance renewal, extended leave, accident reports, etc. can be found by contacting your Dept. Manager or the Human Resources Generalist and reside on the Google 'Staff Information' shared drive.

DRAFT

*This new Introduction would replace Guidelines and Practices portion of the At Will Statement section (see proposed At Will Statement in the Board Packet) and the following Purpose Statement. The intent of those two documents overlapped and this revised introduction reflect current employment legal language.

At-Will Employment Statement-Proposed*

(approved 09/2014; revised 11/21/2023)

Policy

All employment and compensation with the library is "at will," which means that either the employee or the library may terminate the employment relationship at any time, for any reason or no reason, with or without cause or notice.

This manual does not constitute a contract of employment with the library and does not change or modify any agreements between the library and the employee. Nor shall it or any of its provisions be construed as a term of any employment contract or be interpreted to give the right to any employee to be retained in the service of the library. No employee of the library can enter into an employment contract or make any agreement contrary to this manual without written approval from the Executive Director or the Board of Trustees.

DRAFT

*Separated At-Will Statement and Guidelines and Practices two separate policies to reflect current industry standards. The statements from Guidelines and Practices are now integrated into the updated Introduction which is also part of this Board Packet for review.

At-will Employment Statement-Current

Policy

All employment through the MPLD is at-will and of indefinite duration. The Library may terminate employment at any time, with or without notice, and for any reason in accordance with applicable law. This at-will relationship can only be modified by an enforceable, executed agreement, in writing. All other agreements and/or oral agreements to the contrary will be considered null and void.

Guidelines And Practices For Implementation

This manual is only a general guide to the Library's current employment policies and to some of your benefits and responsibilities as an employee. It is informational only, and is not intended to be and should not be construed as a contract. From time to time, the MPLD reviews policies, procedures, and benefits and makes revisions based on the need for or desirability of changes. Thus, any policy, procedure or benefit outlined in this manual may be modified, decreased, or increased at any time without advance notice. The Board of Library Trustees must formally adopt all policies.

You are responsible for reading, understanding and complying with all provisions of the manual. It describes many of your responsibilities as an employee and outlines the programs developed by the Library to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

The manual cannot anticipate every circumstance or question about policy. As times change or as situations arise that are not addressed in the manual, the need may arise to change policies described in the manual. The Library therefore reserves the right to revise, supplement, deviate from or rescind any policies or portion of the handbook from time-to-time, as it deems appropriate, in its sole and absolute discretion. We will of course, make an effort to notify you of such changes as they occur.

The handbook is not intended to create a contract of employment. Rather, it is simply intended to describe the Library's present policies and procedures, employee benefits, and general guidelines. Your employment and compensation can be terminated, with or without cause, and with or without notice, at any time at the option of the Library.

Federal, state or local laws or regulations shall supersede these stated policies, until corrections can be published, in the following instances:

- If any of the policies are or become in conflict federal, state or local laws or regulations
- If any omissions or inclusions cause conflict with federal, state or local laws or regulations.
- If typographical or printer error should cause conflict with any federal, state or local laws or regulations.

*Separated At-Will Statement and Guidelines and Practices two separate policies to reflect current industry standards. The statements from Guidelines and Practices are now integrated into the updated Introduction which is also part of this Board Packet for review.

Some of the subjects described here are covered in detail in official policy documents, e.g., benefit plans. You should refer to these documents for specific information, since the handbook only briefly summarizes the Library's policies, procedures and benefits.

Should there be any questions as to the interpretation of the policies or benefits listed in this handbook, the final explanation and resolution will be at the sole and absolute discretion of the management of the Company, subject to federal, state and local laws.

DRAFT

*Separated At-Will Statement and Guidelines and Practices two separate policies to reflect current industry standards. The statements from Guidelines and Practices are now integrated into the updated Introduction which is also part of this Board Packet for review.

Employee Service Awards Policy-Proposed*

(approved 09/2014; revised 11/21/2023)

Employees at the McHenry Public Library District are valuable assets to the successful operation of the Library. It is the practice of the library to recognize employees for longevity of service as well as excellence in the course of providing that service.

Employees are honored for the length of service they provide to the library when they reach employment milestones in five-year increments on that milestone anniversary with an award valued at \$10.00 per year of service.

Additionally, the Library recognizes employees who retire for their years of service. A monetary recognition of their service will be presented before their last day based on the same criteria as the length of service awards.

Service awards are capped at \$250 regardless of how long the employee has been with the library.

Exemplary performance awards or bonuses may be presented to any employee as a result of outstanding service provided as determined by either the Executive Director or the Board President.

Per the IRS, service awards and bonuses are considered income and must be taxed as such.

*Updated policy to reflect industry norms. Changed gift cards to monetary cash gifts that are taxable, removed voluntary leaves for eligibility of gifts from the library, and removed Board eligibility of gifts. Board recognition should be outlined in the board by-laws.

Employee And Board Member Recognition And Service Awards-Current Version

Policy

Employees at the MPLD are valuable assets to the successful operation of the Library. It is the practice of the library to recognize employees and board members for longevity of service as well as excellence in the course of providing that service. Revenue from the employee vending machine and the hospitality budget is used to fund these awards/gift certificates. The vending machine funds are entirely employee-funded and no public funds are used. The Library recognizes the IRS "De Minimis Fringe Benefits" definition.

Guidelines And Practices For Implementation

Employees are honored for length of service to the library in two ways: first, through a "Years of Service – Employee and Board Recognition" display board with employee names, photos and respective years of service. This display is displayed near the administrative offices. Secondly, individuals with 5,10, 15 consecutive years of service (and thereafter in increments of 5 years of service) receive a gift card, which is presented at the time of the employee's anniversary. Employees are also recognized at the annual staff recognition dinner. Valued service should be rewarded in a consistent, equitable fashion for all employees. Therefore, employees are recognized for their length of service in the following fashion:

- 5-year people -- \$25 gift card
- 10-year people -- \$50 gift card
- 15-year people -- \$75 gift card
- 20-year people -- \$100 gift card
- 25+ years - \$100 gift card

These awards are capped at \$100 regardless of how long the employee has been with the library. Upon their service anniversary, employees are presented with a personalized, framed certificate from Library administration. The gift cards may be VISA, Amazon, McHenry Chamber of Commerce 'gift bucks' or other suitable gift certificates from local and/or national merchants.

Additionally, the Library recognizes employees who retire or leave voluntarily for their years of service. A gift card from a local store is selected by the Dept. Head of the retiring/severed employee, chosen in accordance with the employee's interests and presented before their last day.

- 1-5 consecutive years -- \$25 gift certificate
- 6-10 consecutive years -- \$50 gift certificate
- 11+ consecutive years -- \$75 gift certificate

*Updated policy to reflect industry norms. Changed gift cards to monetary cash gifts that are taxable, removed voluntary leaves for eligibility of gifts from the library, and removed Board eligibility of gifts. Board recognition should be outlined in the board by-laws.

Meritorious and exemplary service awards may be presented to any employee or board member as a result of outstanding service provided as determined by either the Executive Director or the Board President. In all cases, the award will not exceed \$75 in value and no employee/board member can receive more than 3 awards in one calendar year.

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*Updated policy to reflect industry norms. Changed gift cards to monetary cash gifts that are taxable, removed voluntary leaves for eligibility of gifts from the library, and removed Board eligibility of gifts. Board recognition should be outlined in the board by-laws.