



McHenry Public Library District

809 North Front Street

McHenry, Illinois 60050

Phone: 815.385.0036

www.mchenrylibrary.org

**McHenry Public Library District
Board of Library Trustees Regular Meeting
Public Hearing on
The Combined Annual Budget and Appropriation
Ordinance**

**Tuesday, September 15, 2015 7:00 p.m.
2nd Floor Board Room**

Agenda

- I. **CALL TO ORDER** – Kathy Beaderstadt, President

- II. **ROLL CALL** – Monica Leccese, Secretary

- III. **PUBLIC FORUM** - For purposes of discussing the FY2015-2016 Tentative Annual Budget and Appropriation Ordinance (TBAO)

- IV. **ADJOURNMENT**



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

**Tuesday, September 15, 2015
2nd Floor Board Room (immediately following public hearing)**

Agenda

- I. CALL TO ORDER** – Kathy Beaderstadt, President
- II. ROLL CALL** – Monica Leccese, Secretary
- III. PLEDGE OF ALLEGIANCE**
- IV. CORRECTIONS OR ADDITIONS TO THE AGENDA**
- V. PUBLIC COMMENT AND RECOGNITION OF VISITORS**
- VI. CONSENT AGENDA FOR THIS MEETING (Action)**
SECRETARY'S REPORT – Monica Leccese, Secretary
Minutes of the Regular Board Meeting, August 18, 2015

TREASURER'S REPORT – Bradley Schubert, Treasurer
Monthly Financial Statements and Interim Check Report through
August 31, 2015 and Bill Reports for Aug/Sept 2015
Additional Bills (Distributed night of meeting)
Petty Cash and Credit Card Reports
- VII. COMMUNICATIONS**
- VIII. LIBRARIAN'S REPORT**
- IX. OLD BUSINESS**
 1. Discussion concerning Executive Director's continued employment and FY2015/16 salary **(Action)**
 2. Discussion concerning merit/cost-of-living increases for staff and process **(Action)**

X. EXECUTIVE SESSION

To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1) and review and release of the March 17, 2015 and August 24, 2015 executive session minutes.

XI. NEW BUSINESS

**XII. ANY AND ALL OTHER BUSINESS WHICH MAY PROPERLY
COME BEFORE THE BOARD**

XIII. ADJOURNMENT

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



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STATE OF ILLINOIS)
COUNTY OF McHENRY)

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

ORDINANCE No. 2015/2016 - 3

**COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE
FOR THE McHENRY PUBLIC LIBRARY DISTRICT
FOR THE FISCAL YEAR BEGINNING JULY 1, 2015
AND ENDING JUNE 30, 2016**

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

WHEREAS, pursuant to the above and other appropriate statutes, a Budget and Appropriation Ordinance has been prepared in tentative form at the designation of this Board, and has been made available for public inspection at least thirty (30) days prior to final action thereon, and a public hearing on said Budget and Appropriation Ordinance has been held prior to final action hereon, and notice of said hearing to be published August 15, 2014, being more than 30 days prior to said hearing, in a newspaper published within the district.

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

Section One: The following budget containing a statement of cash on hand at the beginning of the fiscal year, an estimate of all cash receipts of said Library District to be received during such fiscal year from all sources, the estimated expenditures contemplated for such fiscal year and a statement of the estimated cash on hand at the end of such fiscal year be, and the same is hereby adopted as the Budget for said Library District for the fiscal year beginning July 1, 2015 and ending June 30, 2016, and the same sum are hereby appropriated as necessary to defray the said expenses and liabilities of this Public Library District, for the objects and purposes and in the estimated amounts as indicated, for said fiscal year:

I. GENERAL FUND

A.	ESTIMATED RECEIPTS:	APPROPRIATION	BUDGET
	1. Est. Cash on hand 7/1/15	\$ 1,212,765.00	\$ 1,212,765.00
	2. Property tax revenues	\$ 3,180,646.44	\$ 3,180,646.44
	3. Corporate Replacement Taxes	\$ 0.00	\$ 0.00
	4. General Fund Interest	\$ 25,000.00	\$ 5,000.00
	5. Dividends	\$ 2,000.00	\$ 500.00
	6. Non-Resident Fees & Enhanced Fees	\$ 5,000.00	\$ 3,500.00
	7. Fines and Fees	\$ 80,000.00	\$ 60,000.00
	8. Collection Agency Fees	\$ 5,000.00	\$ 1,000.00
	9. Photocopier & Fax Income	\$ 17,000.00	\$ 17,000.00
	10. Annexation Impact Fees	\$ 30,000.00	\$ 3,000.00
	11. Staff COBRA Payments	\$ 20,000.00	\$ 17,000.00
	12. Program Fees/Misc. Fees	\$ 6,000.00	\$ 4,200.00
	13. Meeting Room Fees	\$ 5,000.00	\$ 1,000.00
	14. Misc. Sales & Fees	\$ 20,000.00	\$ 23,000.00
	15. Lost & Damaged Materials	\$ 10,000.00	\$ 6,000.00
	16. Over/Short	\$ 500.00	\$ 0.00
	17. Insurance Reimbursement	\$ 21,600.00	\$ 21,600.00
	TOTAL GENERAL REVENUE	\$ 4,640,511.44	\$ 4,556,211.44

B. APPROPRIATIONS FOR ESTIMATED EXPENDITURES

1. MATERIALS & SUPPLIES	APPROPRIATION	BUDGET
a. Adult Books	\$ 90,000.00	\$ 85,000.00
b. Youth Books	\$ 52,000.00	\$ 51,000.00
c. Professional Resources	\$ 3,000.00	\$ 1,500.00
d. Administrative Resources	\$ 5,000.00	\$ 4,000.00
e. Magazines/Newspapers	\$ 20,000.00	\$ 15,000.00
f. Adult AV Materials	\$ 65,000.00	\$ 62,000.00
g. Youth AV Materials	\$ 25,000.00	\$ 21,000.00
h. Video Games	\$ 20,000.00	\$ 15,000.00
i. eBook & eMagazine Services	\$ 40,000.00	\$ 39,000.00
j. Electronic Resources	\$ 90,000.00	\$ 90,000.00
k. Bank Service Charges	\$ 1,000.00	\$ 500.00
l. Library Supplies	\$ 15,000.00	\$ 10,000.00
m. Tech. Services Supplies	\$ 40,000.00	\$ 35,000.00
n. Bindery Services	\$ 250.00	\$ 150.00
o. Adult Programs/Supplies	\$ 20,000.00	\$ 17,000.00
p. Circulation Supplies	\$ 20,000.00	\$ 6,000.00
q. Summer Reading Club	\$ 8,000.00	\$ 7,000.00
r. Youth Programs/Supplies	\$ 20,000.00	\$ 19,000.00
2. CONTRACTED SERVICES	APPROPRIATION	BUDGET
a. Collection Agency	\$ 5,000.00	\$ 1,500.00
b. Computer, Office equipment & copier repairs/contracts	\$ 70,000.00	\$ 59,000.00
c. Vehicle Expenses	\$ 0.00	\$ 0.00
d. Misc. Contracted Services	\$ 15,000.00	\$ 5,000.00
e. Finance/Late Fee Charges	\$ 3,000.00	\$ 500.00
3. CATALOG & NETWORK	APPROPRIATION	BUDGET
a. CCS & SIRSI Services	\$ 90,000.00	\$ 73,000.00
b. Network Expenses	\$ 50,000.00	\$ 40,000.00
c. OCLC Services	\$ 20,000.00	\$ 5,500.00
4. PROFESSIONAL SERVICES	APPROPRIATION	BUDGET
a. Accounting, Payroll and Audit Services	\$ 35,000.00	\$ 20,000.00
b. Legal Services	\$ 15,000.00	\$ 8,000.00
c. Automation & Misc. Consultants	\$ 50,000.00	\$ 42,000.00
d. In-service Honorariums	\$ 2,000.00	\$ 1,000.00
5. PRINTING, PUBLICATIONS & POSTAGE	APPROPRIATION	BUDGET
a. Printing Services	\$ 50,000.00	\$ 34,000.00
b. Public Notices & Ads	\$ 10,000.00	\$ 3,000.00
c. Postage	\$ 20,000.00	\$ 18,000.00
d. Public Relations/Promotions	\$ 15,000.00	\$ 10,000.00

6. UTILITIES	APPROPRIATION	BUDGET
a. Electricity	\$ 50,000.00	\$ 28,500.00
b. Gas	\$ 25,000.00	\$ 10,000.00
c. Telephone	\$ 10,000.00	\$ 4,000.00
d. T-1 & Other Telecom.	\$ 15,000.00	\$ 10,000.00
e. Water & Sewer	\$ 15,000.00	\$ 3,500.00

7. MISCELLANEOUS OPERATING EXPENSES	APPROPRIATION	BUDGET
a. Janitorial Equipment, Supplies & Tools	\$ 0.00	\$ 0.00
b. Building & Auto Insurance	\$ 40,000.00	\$ 32,000.00
c. Bonding & Officers' Liability	\$ 15,000.00	\$ 5,500.00
d. Building & Equipment Outsource	\$ 65,000.00	\$ 54,000.00
e. Hospitality	\$ 20,000.00	\$ 16,000.00
f. Interlibrary Loan Fees & Losses	\$ 1,500.00	\$ 700.00
g. Miscellaneous	\$ 25,000.00	\$ 4,000.00

8. PERSONNEL EXPENSES	APPROPRIATION	BUDGET
a. Salaries	\$1,800,000.00	\$1,760,000.00
b. FICA	\$ 170,000.00	\$ 140,000.00
c. IMRF	\$ 200,000.00	\$ 185,000.00
d. Health/Life Insurance	\$ 240,000.00	\$ 236,000.00
e. Tuition Reimbursement	\$ 15,000.00	\$ 15,000.00
f. Memberships & Dues	\$ 15,000.00	\$ 4,000.00
g. Meetings & Travel	\$ 20,000.00	\$ 20,000.00

9. CAPITAL EXPENSES	APPROPRIATION	BUDGET
a. Building & Equipment Supplies	\$ 0.00	\$ 0.00
b. Library Furnishings	\$ 50,000.00	\$ 50,000.00
c. Library Equipment	\$ 200,000.00	\$ 200,000.00
d. Small Equip. under \$250	\$ 10,000.00	\$ 5,000.00
e. Additional Capital Projects	\$ 270,000.00	\$ 270,000.00

10. DEBT SERVICE		
a. Recovery Zone Bond Principal	\$ -----	\$ -----
b. Recovery Zone Bond Interest	\$ -----	\$ -----
c. Debt Service	\$ -----	\$ -----

TOTAL GENERAL FUND EXPENSES	\$4,255,750.00	\$ 4,651,850.00
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11. Transfer to Reserve Fund	\$ -----	\$ 800,000.00
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	APPROPRIATION	BUDGET
TOTAL GEN. FUND REVENUES	\$4,640,511.44	\$4,556,211.44
TOTAL GEN. FUND EXPENSES	\$4,255,750.00	\$4,651,850.00

II. GRANT and GIFT FUND

A.	ESTIMATED REVENUES	APPROPRIATION	BUDGET
1.	Est. Cash on Hand 7/1/15	\$ 500,000.00	\$ 494,537.00
2.	Per Capita Grant cash on hand	\$ ----	\$ ----
3.	Grant/Gift Fund Interest	\$ 25,000.00	\$ 2,500.00
4.	General Fund Gifts	\$ 100,000.00	\$ 20,000.00
5.	Per Capita Grant	\$ 110,000.00	\$ 105,057.50
6.	Misc. Grants	\$ 100,000.00	\$ 50,000.00
	TOT. GRANT/GIFT REVENUES	\$ 835,000.00	\$ 672,094.50
B.	ESTIMATED EXPENSES	APPROPRIATION	BUDGET
1.	Operating Fund Gifts	\$ 500,000.00	\$ 448,381.10
2.	FY2015/16 Per Capita Grant	\$ 52,528.75	\$ 52,528.75
3.	Additional Fund Expenses	\$ 0.00	\$ 0.00
5.	Misc. Grants	\$ 50,000.00	\$ 50,000.00
	TOT. GRANT/GIFT EXPENSES	\$ 602,528.75	\$ 550,909.85
11.	Transfer to Reserve Fund	\$ -----	\$ 0.00
	TOT. GRANT/GIFT REVENUES	\$ 835,000.00	\$ 672,094.50
	TOT. GRANT/GIFT EXPENSES	<u>\$ 602,528.75</u>	<u>\$ 550,909.85</u>
	Subtotal cash on hand	\$ 232,471.25	\$ 121,184.65

III. SPECIAL RESERVE FUND

A. ESTIMATED RECEIPTS	APPROPRIATION	BUDGET
1. Est. Cash on hand 7/1/15	\$ 1,500,000.00	\$1,012,502.00
2. Developer Fees	\$ 50,000.00	\$ 25,000.00
3 Reserve Fund Interest	\$ 50,000.00	\$ 3,000.00
5. Reserve Fund Gifts	\$ 250,000.00	\$ 25,000.00
6. Bond & Debt Sale	\$ 0.00	\$ 0.00
7. Transfers from Other Funds	\$ -----	\$ 800,000.00
8. Misc. Income SR	\$ 2,000.00	\$ 2,000.00
TOTAL REVENUES	\$ 1,850,000.00	\$1,867,502.00
B. ESTIMATED EXPENSES	APPROPRIATION	BUDGET
1. Debt service	\$ 0.00	\$ 0.00
2. Improvements not related to Expansion/renovation	\$ 200,000.00	\$ 200,000.00
3. Expenditures Pursuant To Statutory Guidelines of the LIBRARY DISTRICT ACT, 75 ILCS 16/40-50	\$ 100,000.00	\$ 200,000.00
TOTAL EXPENSES	\$ 300,000.00	\$ 400,000.00
TOTAL RESERVE FUND REVENUES	\$ 1,850,000.00	\$ 1,867,502.00
TOTAL RESERVE FUND EXPENSES	\$ 300,000.00	\$ 400,000.00

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

I. General Fund	\$ 4,255,750.00
II. Grant/Gift Fund	\$ 602,528.75
III. Special Reserve Fund	<u>\$ 300,000.00</u>
TOTAL	\$ 5,158,278.75

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

\$ 5,158,278.75

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

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

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

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



McHenry Public Library District

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

STATE OF ILLINOIS)
COUNTY OF McHENRY)

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

PUBLIC NOTICE

PUBLIC NOTICE IS HEREBY GIVEN that a Tentative Budget and Appropriation Ordinance for the McHENRY PUBLIC LIBRARY DISTRICT, McHENRY COUNTY, McHENRY, ILLINOIS, for the fiscal year beginning July 1, 2015, and ending June 30, 2016, is on file and conveniently available for public inspection at the McHENRY PUBLIC LIBRARY DISTRICT, 809 North Front Street, McHenry, Illinois and with the Secretary of the District, Monica Leccese, and the Library's Executive Director, James C. Scholtz, at 809 North Front Street, McHenry, Illinois, and will so remain on file until the final action thereon by the Board of Library Trustees.

FURTHER NOTICE IS HEREBY GIVEN that a public hearing on said Budget and Appropriation Ordinance will be held at 7:00 p.m., Tuesday, September 15, 2015 at the McHENRY PUBLIC LIBRARY DISTRICT BUILDING, 809 North Front Street, McHenry, Illinois, and that final action will be taken thereon by the Board of Library Trustees to be held immediately after said hearing at the time and place aforesaid.

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

DATED this 29th day of September 2015

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

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

Publish: September xx, 2015

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

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

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

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

PASSED by the Board of Library Trustees of the McHENRY PUBLIC LIBRARY DISTRICT, McHENRY COUNTY, McHENRY, ILLINOIS this 29th day of September 2015, by a vote of:

AYES:

NAYS:

ABSENT:

PRESENT:

ABSTAINING:

Approved: _____
Kathy Baderstadt, President
Board of Library Trustees
McHENRY PUBLIC LIBRARY DISTRICT
McHenry County, McHenry, Illinois

Attest: _____
Monica Leccese, Secretary



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STATE OF ILLINOIS)
COUNTY OF McHENRY)

CERTIFICATE

I, MONICA LECCESE DO HEREBY CERTIFY that the attached ORDINANCE NO. 2015-2016-3, COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THE McHENRY PUBLIC LIBRARY DISTRICT FOR THE FISCAL YEAR BEGINNING JULY 1, 2015 AND ENDING JUNE 30, 2016, is a true and correct copy of said Ordinance which was presented in a public hearing on September 15, 2015 and passed, and recorded by said Library Board at their additional Library Board meeting on September 29th, 2015.

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

Subscribed and sworn before me this 29th day of September 2015.

Reuben William Edminster, Notary Public

(seal)

My commission expires: _____

FINAL Budget FY2015/16

9/15/2015

FY 2015-2016 OPERATING BUDGET

	FY2014-15 operating budget	FY2015-16	FY2015-16 Appropriation	FY2015-16 Levy
GENERAL FUND REVENUES				
estimated CASH ON HAND (5/1/2015)		\$ 1,212,765.00	\$1,212,765.00	
6010-100 PROPERTY TAXES	\$ 3,180,645.36	\$ 3,180,646.44	\$3,180,646.44	\$3,180,646.44
6020-100 CORP. REPLACEMENT TAXES	\$ -	\$ -	\$0.00	
6030-100 GENERAL FUND INTEREST	\$ 5,000.00	\$ 5,000.00	\$25,000.00	
6035-100 DIVIDENDS	\$ 500.00	\$ 500.00	\$2,000.00	
6040-100 NONRESIDENT & ENHANCED FEE CARDS	\$ 3,000.00	\$ 3,500.00	\$5,000.00	
6050-100 FINES AND FEES	\$ 55,000.00	\$ 60,000.00	\$80,000.00	
6055-100 COLLECTION AGENCY FEES	\$ 1,000.00	\$ 1,000.00	\$5,000.00	
6060-100 PHOTOCOPIER & FAX INCOME	\$ 15,000.00	\$ 17,000.00	\$17,000.00	
6090-100 ANNEXATION IMPACT FEES	\$ 3,000.00	\$ 3,000.00	\$30,000.00	
6105-100 STAFF COBRA/INSURANCE PAYMENTS	\$ 17,000.00	\$ 17,000.00	\$20,000.00	
6110-100 PROGRAM FEES /MISC. FEES	\$ 4,200.00	\$ 4,200.00	\$6,000.00	
6120-100 MEETING ROOM FEES	\$ 4,000.00	\$ 1,000.00	\$5,000.00	
6130-100 MISC. sales (disks, T-shirts)	\$ 16,000.00	\$ 23,000.00	\$20,000.00	
6150-100 LOST & DAMAGED MATERIALS	\$ 6,000.00	\$ 6,000.00	\$10,000.00	
6200-100 OVER/SHORT	\$ -	\$ -	\$500.00	
6140-100 INSURANCE REIMBURSEMENT	\$0	\$ 21,600.00	\$21,600.00	
TOTAL GENERAL FUND REVENUES	\$ 3,310,345.36	\$ 4,556,211.44	\$ 4,640,511.44	\$ 3,180,646.44

GENERAL FUND EXPENSES

		FY2014-15	FY2015-16	FY 2015-16	FY 2015-16
MATERIALS and SUPPLIES		operating budget		Appropriation	Levy
8010-100	ADULT BOOKS	\$ 78,000.00	\$ 85,000.00	\$90,000.00	\$60,000.00
8020-100	YOUTH BOOKS	\$ 48,000.00	\$ 51,000.00	\$52,000.00	\$35,000.00
8025-100	PROFESSIONAL RESOURCES	\$ 6,000.00	\$ 1,500.00	\$3,000.00	\$1,000.00
8028-100	ADMINISTRATIVE RESOURCES	\$ 500.00	\$ 4,000.00	\$5,000.00	\$1,000.00
8030-100	MAGAZINES and NEWSPAPERS	\$ 15,000.00	\$ 15,000.00	\$20,000.00	\$10,000.00
8050-100	ADULT AV MATERIALS	\$ 60,000.00	\$ 62,000.00	\$65,000.00	\$35,645.36
8060-100	YOUTH AV MATERIALS	\$ 28,000.00	\$ 21,000.00	\$25,000.00	\$35,000.00
8080-100	VIDEO GAMES	\$ 12,500.00	\$ 15,000.00	\$20,000.00	\$5,000.00
8090-100	eBOOK & eMAGAZINE SERVICES	\$ 32,000.00	\$ 39,000.00	\$40,000.00	\$14,500.00
8095-100	ELECTRONIC RESOURCES	\$ 90,000.00	\$ 90,000.00	\$90,000.00	\$30,000.00
8110-100	BANK SERVICE CHARGES	\$ 1,000.00	\$ 500.00	\$1,000.00	\$500.00
8120-100	LIBRARY SUPPLIES	\$ 10,000.00	\$ 10,000.00	\$15,000.00	\$11,000.00
8130-100	TECH SERVICES SUPPLIES	\$ 38,000.00	\$ 35,000.00	\$40,000.00	\$40,000.00
8135-100	BINDERY	\$ 150.00	\$ 150.00	\$250.00	\$1,000.00
8140-100	ADULT PROGRAMS & SUPPLIES	\$ 13,000.00	\$ 17,000.00	\$20,000.00	\$10,000.00
8145-100	CIRCULATION SUPPLIES	\$ 6,000.00	\$ 6,000.00	\$20,000.00	\$6,000.00
8147-100	SUMMER READING CLUB	\$ 6,000.00	\$ 7,000.00	\$8,000.00	\$2,000.00
8150-100	YOUTH PROGRAMS & SUPPLIES	\$ 16,500.00	\$ 19,000.00	\$20,000.00	\$12,000.00
	TOTAL MATERIALS & SUPPLIES	\$ 460,650.00	\$ 478,150.00	\$ 534,250.00	\$ 309,645.36

		FY2014-15	FY2015-16	FY 2015-16	FY 2015-16
CONTRACTED SERVICES		operating budget		Appropriation	Levy
8215-100	COLLECTION AGENCY	\$ 1,500.00	\$ 1,500.00	\$5,000.00	\$0.00
8245-100	Computer/OFC EQP/Copier Repairs & Contracts	\$ 47,500.00	\$ 59,000.00	\$70,000.00	\$50,000.00
8250-100	VEHICLE EXPENSES	\$ -	\$ -	\$0.00	\$0.00
8260-100	MISC. CONTRACTED SERVICES	\$ 3,000.00	\$ 5,000.00	\$15,000.00	\$3,000.00
8270-100	FINANCE/LATE FEE CHARGES	\$ 500.00	\$ 500.00	\$3,000.00	\$1,000.00
	TOTAL CONTRACTED SERVICES	\$ 52,500.00	\$ 66,000.00	\$ 93,000.00	\$ 54,000.00

		FY2014-15		FY 2015-16	FY 2015-16
CATALOG and NETWORK EXPENSES		operating budget		Appropriation	Levy
8310-100	CCS & SIRSI EXPENSES	\$ 73,000.00	\$ 73,000.00	\$90,000.00	\$75,000.00
8320-100	NETWORK EXPENSES	\$ 30,000.00	\$ 40,000.00	\$50,000.00	\$35,000.00
8330-100	OCLC SERVICES (cataloging)	\$ 8,000.00	\$ 5,500.00	\$20,000.00	\$10,000.00
	TOTAL CATALOG and NETWORK EXPENSES	\$ 111,000.00	\$ 118,500.00	\$ 160,000.00	\$ 120,000.00

		FY2014-15	FY2015-16	FY 2015-16	FY 2015-16
	PROFESSIONAL SERVICES	operating budget		Appropriation	Levy
8410-100	ACCOUNTING, PAYROLL & AUDIT SERVICES	\$ 25,000.00	\$ 20,000.00	\$35,000.00	\$25,000.00
8420-100	LEGAL SERVICES	\$ 8,000.00	\$ 8,000.00	\$15,000.00	\$5,000.00
8430-100	AUTOMATION & MISC. CONSULTANTS	\$ 15,000.00	\$ 42,000.00	\$50,000.00	\$15,000.00
8440-100	IN SERVICE HONORARIUMS	\$ 1,000.00	\$ 1,000.00	\$2,000.00	\$0.00
	TOTAL PROFESSIONAL SERVICES	\$ 49,000.00	\$ 71,000.00	\$ 102,000.00	\$ 45,000.00

		FY2014-15	FY2015-16	FY 2015-16	FY 2015-16
	PRINTING, PUBLICATIONS & POSTAGE	operating budget		Appropriation	Levy
8510-100	PRINTING SERVICES	\$ 32,000.00	\$ 34,000.00	\$50,000.00	\$35,000.00
8530-100	PUBLIC NOTICES & ADS (legal...not display ads)	\$ 3,000.00	\$ 3,000.00	\$10,000.00	\$5,000.00
8540-100	POSTAGE	\$ 14,000.00	\$ 18,000.00	\$20,000.00	\$15,000.00
8550-100	PUBLIC RELATIONS/PROMOTIONS	\$ 8,000.00	\$ 10,000.00	\$15,000.00	\$10,000.00
	TOTAL PRINTING, PUB. & POSTAGE	\$ 57,000.00	\$ 65,000.00	\$ 95,000.00	\$ 65,000.00

		FY2014-15	FY2015-16	FY 2015-16	FY 2015-16
	UTILITIES	operating budget		Appropriation	Levy
8610-100	ELECTRIC	\$ 38,000.00	\$ 28,500.00	\$50,000.00	\$55,000.00
8620-100	GAS	\$ 9,000.00	\$ 10,000.00	\$25,000.00	\$20,000.00
8630-100	TELEPHONE	\$ 5,000.00	\$ 4,000.00	\$10,000.00	\$9,500.00
8635-100	T-1 and OTHER TELECOMMUNICATIONS	\$ 11,000.00	\$ 10,000.00	\$15,000.00	\$15,000.00
8640-100	WATER & SEWER	\$ 8,000.00	\$ 3,500.00	\$15,000.00	\$4,000.00
	TOTAL UTILITIES	\$ 71,000.00	\$ 56,000.00	\$ 115,000.00	\$ 103,500.00

	FY2014-15	FY2015-16	FY 2015-16	FY 2015-16
	operating budget		Appropriation	Levy
MISCELLANEOUS OPERATING EXPENSES				
8710-100 JANITORIAL EQUIP, SUPPLIES & TOOLS	\$ -	\$ -	\$0.00	\$0.00
8720-100 BUILDING & AUTO INSURANCE	\$ 24,500.00	\$ 32,000.00	\$40,000.00	\$30,000.00
8730-100 BONDING & OFFICERS LIABILITY	\$ 4,000.00	\$ 5,500.00	\$15,000.00	\$12,000.00
8740-100 BUILDING & GROUNDS	\$ 50,000.00	\$ 54,000.00	\$65,000.00	\$75,000.00
8760-100 HOSPITALITY(incl. vending machine)	\$ 5,500.00	\$ 16,000.00	\$20,000.00	\$6,000.00
8770-100 INTERLIBRARY LOAN FEES & LOSSES	\$ 700.00	\$ 700.00	\$1,500.00	\$0.00
8795-100 MISCELLANEOUS	\$ 4,000.00	\$ 4,000.00	\$25,000.00	\$5,000.00
TOT. MISCEL. OPERATING EXPENSES	\$ 88,700.00	\$ 112,200.00	\$ 166,500.00	\$ 128,000.00

	FY2014-15	FY2015-16	FY 2015-16	FY 2015-16
	operating budget		Appropriation	Levy
PERSONNEL EXPENSES				
8910-100 SALARIES	\$ 1,730,000.00	\$ 1,760,000.00	\$1,800,000.00	\$1,800,000.00
8920-100 FICA	\$ 163,000.00	\$ 140,000.00	\$170,000.00	\$145,000.00
8930-100 IMRF	\$ 186,000.00	\$ 185,000.00	\$200,000.00	\$197,000.00
8940-100 HEALTH & LIFE INSURANCE	\$ 240,000.00	\$ 236,000.00	\$240,000.00	\$190,000.00
8950-100 TUITION REIMBURSEMENT	\$ 14,000.00	\$ 15,000.00	\$15,000.00	\$0.00
8960-100 MEMBERSHIPS & DUES	\$ 6,500.00	\$ 4,000.00	\$15,000.00	\$0.00
8970-100 MEETINGS & TRAVEL	\$ 12,000.00	\$ 20,000.00	\$20,000.00	\$5,000.00
TOTAL PERSONNEL EXPENSES	\$ 2,351,500.00	\$ 2,360,000.00	\$ 2,460,000.00	\$ 2,337,000.00

	FY2014-15	FY2015-16	FY2015-16	FY 2015-16
	operating budget		Appropriation	Levy
CAPITAL EXPENSES				
9040-100 BUILDING & EQUIPMENT SUPPLIES (In house)	\$ -	\$ -	\$0.00	\$0.00
9060-100 LIBRARY FURNISHINGS	\$ 15,000.00	\$ 50,000.00	\$50,000.00	\$5,000.00
9070-100 LIBRARY EQUIPMENT	\$ 25,000.00	\$ 200,000.00	\$200,000.00	\$2,500.00
9080-100 SMALL EQUIPMENT UNDER \$250	\$ 2,000.00	\$ 5,000.00	\$10,000.00	\$1,000.00
9090-100 ADTL. CAPITAL PROJECTS	\$ 550,000.00	\$ 270,000.00	\$270,000.00	\$0.00
TOTAL CAPITAL EXPENSES	\$ 592,000.00	\$ 525,000.00	\$ 530,000.00	\$ 8,500.00

	FY2014-15	FY2015-16	FY 2015-16	FY 2015-16
	operating budget		Appropriation	Levy
9100-100 TRANSFER TO RESERVE FUND	\$ 550,000.00	\$ 800,000.00	\$0.00	\$0.00
TOTAL TRANSFER TO RESERVE FUND	\$ 550,000.00	\$ 800,000.00	\$0.00	\$0.00
DEBT SERVICE				
	FY2014-15	FY2015-16	FY 2015-16	FY 2015-16
	operating budget		Appropriation	Levy
9115-100 RECOVERY ZONE BOND PRINCIPAL	\$ -	\$ -	\$0.00	\$0.00
9120-100 RECOVERY ZONE BOND INTEREST	\$ -	\$ -	\$0.00	\$0.00
9095-100 DEBT SERVICE - GF	\$ -	\$ -	\$0.00	\$0.00
TOTAL DEBT SERVICE	\$ -	\$ -	\$0.00	
TOTAL ESTIMATED EXPENSES	\$ 4,383,350.00	\$ 4,651,850.00	\$ 4,255,750.00	\$ 3,170,645.36
	FY2014-15	FY2015-16	FY 2015-16	FY 2015-16
	operating budget		Appropriation	Levy
TOTAL GENERAL FUND REVENUES	\$ 3,310,345.36	\$ 4,556,211.44	\$ 4,640,511.44	\$ 3,180,646.44
TOTAL GENERAL FUND EXPENSES	\$ 4,383,350.00	\$ 4,651,850.00	\$ 4,255,750.00	\$ 3,170,645.36
estimated year end fund balance	\$ (1,073,004.64)	\$ (95,638.56)		

GRANT & GIFT FUND

	FY2014-15	FY2015-16	FY 2015-16	FY 2015-16
	operating budget		Appropriation	Levy
GRANT & GIFT FUND REVENUES				
est. CASH ON HAND 5/1/2015	\$ 442,508.34	\$ 494,537.00	\$500,000.00	
6030-300 GRANT /GIFT FUND INTEREST	\$ 2,500.00	\$ 2,500.00	\$25,000.00	
6070-300 GENERAL FUND GIFTS	\$ 20,000.00	\$ 20,000.00	\$100,000.00	
6170-300 PER CAPITA GRANT-any revenues received FY 2015-16	\$ 52,528.75	\$ 105,057.50	\$110,000.00	
6210-300 MISC. GRANTS	\$ 50,000.00	\$ 50,000.00	\$100,000.00	
TOTAL GRANT & GIFT REVENUES	\$ 567,537.09	\$ 672,094.50	\$ 835,000.00	

	FY2014-15	FY2015-16	FY 2015-16	FY 2015-16
	operating budget		Appropriation	Levy
GRANT & GIFT FUND EXPENSES				
8040-300 OPERATING FUND GIFTS	\$ 432,521.30	\$ 448,381.10	\$500,000.00	\$0.00
8800-300 2015-16 per capita grant	\$ 52,528.75	\$ 52,528.75	\$52,528.75	\$0.00
8800-311 Adult Materials				
8800-312 Adult Books—Nonfiction				
8800-313 Adult Books—Reference				
8800-317 Adult Audio				
8800-318 Adult Video				
8800-321 Youth Materials				
8800-322 Youth Books—Nonfiction				
8800-323 Youth Books—Reference				
8800-324 Youth Books—Picture				
8800-325 Youth Books—Reader				
8800-326 Youth Audio				
8800-327 Youth Video				
8800-331 Staff Software				
8800-332 Public Software				
8800-333 Computer Equipment				
8800-341 Other Equipment				
8800-342 Additional Expenses (personnel)				
9200-300 ADDITIONAL EXPENSES			\$0.00	\$0.00
9030-300 MISC. GRANTS	\$ 50,000.00	\$ 50,000.00	\$50,000.00	\$0.00
TOTAL GRANT FUND EXPENSES	\$ 535,050.05	\$ 550,909.85	\$ 602,528.75	\$ -
9100-300 TRANSFER TO RESERVE FUND		\$ -	\$ -	\$ -
TOTAL GRANT FUND REVENUES	\$ 567,537.09	\$ 672,094.50	\$ 835,000.00	\$ -
TOTAL GRANT FUND EXPENSES	\$ 535,050.05	\$ 550,909.85	\$ 602,528.75	\$ -
est. year end fund balance	\$ 32,487.04	\$ 121,184.65	\$ 232,471.25	

SPECIAL RESERVE FUND

		FY2014-15	FY2015-16	FY 2015-16	FY 2015-16
SPECIAL RESERVE FUND REVENUES		operating budget		Appropriation	Levy
	Est. Cash on Hand (5/1/2015)	\$ 363,809.00	\$ 1,012,502.00	\$1,500,000.00	
6020-200	DEVELOPER FEES	\$ 3,000.00	\$ 25,000.00	\$50,000.00	
6030-200	RESERVE FUND INTEREST	\$ 2,500.00	\$ 3,000.00	\$50,000.00	
6070-200	RESERVE FUND GIFTS	\$ 50,000.00	\$ 25,000.00	\$250,000.00	
6080-200	BOND & DEBT CERTIFICATE SALE	\$ -	\$ -	\$0.00	
6090-200	TRANSFERS FROM OTHER FUNDS (9100-100)	\$ 550,000.00	\$ 800,000.00	\$0.00	
6130-200	MISC. INCOME SR	\$ 2,000.00	\$ 2,000.00	\$2,000.00	
	TOTAL RESERVE FUND REVENUES	\$ 971,309.00	\$ 1,867,502.00	\$ 1,850,000.00	
RESERVE FUND EXPENSES		FY2014-15	FY2015-16	FY 2015-16	FY 2015-16
		operating budget		Appropriation	Levy
9040-200	Debt Service	\$ -	\$ -	\$0.00	\$0.00
9050-200	Improv.& equip. not directly related to building plan misc. capital improvements		\$ 200,000.00	\$200,000.00	\$0.00
9050-200	expenditures pursuant to statutory guidelines of the Lib. Dist. Act 75 ILCS 16/40-50 (Special reserve fund)	\$ 400,000.00	\$ 200,000.00	\$100,000.00	\$0.00
	Total Reserve Fund Expenses	\$ 400,000.00	\$ 400,000.00	\$ 300,000.00	

RESERVE FUND REVENUES	\$	971,309.00	\$	1,867,502.00	\$	1,850,000.00
RESERVE FUND EXPENSES	\$	400,000.00	\$	400,000.00	\$	300,000.00
est. year end fund balance	\$	571,309.00	\$	1,467,502.00		
TOTAL REVENUES						
General Fund	\$	3,310,345.36	\$	4,556,211.44		\$4,640,511.44
Grant/Gift Fund	\$	567,537.09	\$	672,094.50		\$835,000.00
Special Reserve Fund	\$	971,309.00	\$	1,867,502.00		\$1,850,000.00
GRAND TOTAL ESTIMATED REVENUES	\$	4,849,191.45	\$	7,095,807.94		\$7,325,511.44

	FY2014-15	FY2015-16	FY 2015-16	FY 2015-16
TOTAL EXPENSES	operating budget		Appropriation	Levy
General Fund	\$ 4,383,350.00	\$ 4,651,850.00	\$4,255,750.00	\$3,170,645.36
Grant/Gift Fund	\$ 535,050.05	\$ 550,909.85	\$602,528.75	\$0.00
Special Reserve Fund	\$ 400,000.00	\$ 400,000.00	\$300,000.00	\$0.00
GRAND TOTAL ESTIMATED EXPENSES	\$ 5,318,400.05	\$ 5,602,759.85	\$ 5,158,278.75	\$ 3,170,645.36
GRAND TOTAL OF ALL FUND REVENUES	\$ 4,849,191.45	\$ 7,095,807.94	\$ 7,325,511.44	
GRAND TOTAL OF ALL FUND EXPENSES	\$ 5,318,400.05	\$ 5,602,759.85	\$ 5,158,278.75	
estimated year end combined fund balance	\$ (469,208.60)	\$ 1,493,048.09	\$ 2,167,232.69	

MINUTES
MCHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
MEETING

Date: August 24, 2015

Time: 7:00 P.M.

Location: Library Board Meeting Room

Members Present: Kathy Baderstadt (left at 7:58 p.m.), Margaret Carey, Delphine Grala, Charles Reilly, Bradley Schubert, and Jill Stone (arrived at 7:02 p.m.)

Members Absent: Monica Leccese

Also Present: James Scholtz, Director
Bill Edminster, Assistant Director
Debbie Gunness, Business Manager

I. Call to Order:

President Baderstadt called the meeting to order at 7:00 p.m.
In Leccese's absence, Carey was Secretary Pro Tem.

II. Roll Call:

Roll was called and a quorum was established. See # 1 on attached sheet.

III. Pledge of Allegiance

IV. Corrections or Additions to the Agenda

None

V. Public Comment and Recognition of Visitors

None

VI. Consent Agenda for this meeting

Secretary's Report – Monica Leccese, Secretary

Minutes of the Regular Board Meeting, July 21, 2015

Treasurer's Report – Bradley Schubert, Treasurer

Monthly Financial Statements and Interim Check Report through
July 31, 2015 and Bill Reports for July/August 2015

Additional Bills (Distributed night of meeting)

Petty Cash and Credit Card Reports

The Board reviewed the regular board minutes, financial statements and bills.

Reilly moved and Grala seconded a motion to approve the monthly financial statements for the fiscal year through July 31, 2015, the Bill Reports for July/August 2015, and payment of the bills. Motion passed 6-0. See # 2 on attached sheet.

VII. Communications

None

VIII. Librarian's Report

The Board reviewed the Librarian's Report.

- July Progress Report – Caitlin Myers
- Report on ALA 2015 – Caitlin Myers
- Report on ALA – Jim Scholtz
- A spotlight has been set up to shine on the flag in the library's parking lot. The flagpole has been renovated as well. An Illinois flag has been purchased to fly below the U. S. flag.
- The parking lot will be seal coated and striped over the course of August 28-30, much of the work being done while the library is closed.
- Signs for staff parking signs on the south parking lot will discourage the public from parking there to prevent patrons from walking through the drive-up to the book drop.
- The library received insurance money for hail damage. Repairs have been completed and, in addition, hail guards were installed using library money.
- Scholtz recommended that the Board develop an Investment Policy and a Fund Balance Policy to regulate how library funds such as the Reserve Fund are handled.
- Scholtz told the Board about the decisions by other taxing bodies regarding the request from Fabrik to abate its property taxes.
- Scholtz informed the Board of a FOIA Request that the library received. Hundreds of libraries have received similar multi-part FOIA requests from the same source but not all libraries have been asked for the same documents. Scholtz speculated that we may be asked for some of the other parts of the request in the future.

IX. Executive Session

To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1) and review and release of the March 17, 2015 executive session minutes.

Grala moved and Reilly seconded a motion to go into executive session at 7:10 p.m. to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1) and review and release of the March 17, 2015 executive session minutes. Motion passed 6-0. See # 3 on attached sheet.

Reilly moved and Schubert seconded a motion to come out of executive session at 8:07 p.m. Motion passed 5-0. See # 4 on attached sheet.

No action was taken.

X. Old Business

- Discussion about RFID implementation (plan, equipment, costs, reasons and benefits) Scholtz reviewed questions about RFID that had been asked at the last Board Meeting, explaining its uses. He explained that although \$230,000 had been budgeted, he expected the price for implementation to be more on the order of \$130,000 and that the tagging of materials could be spread over several fiscal years before actually beginning to use the system.

XI. New Business

1. Approval of the Illinois Public Library Annual Report (IPLAR) 2015
The Board reviewed the Illinois Public Library Annual Report (IPLAR) 2015. Schubert moved and Reilly seconded a motion to approve the Illinois Public Library Annual Report (IPLAR) 2015. Motion passed 5-0. See # 5 on attached sheet.
2. Approval of the Illinet ILL Survey
No action was necessary. The survey does not need to be approved before being submitted.
3. Approval of the Secretary's Audit for FY 2014/2015
Carey and Grala reviewed the Secretary's Audit.
Grala moved and Reilly seconded a motion to approve the Secretary's Audit for FY 2014/2015. Motion passed 5-0. See # 6 on attached sheet.
4. Discussion and approval of the staff pay system for FY15/16 (and beyond) and implementation
The Board reviewed the staff pay system for FY15/16 (and beyond) and implementation. Scholtz recommended that the library continue to use a merit-based system for management staff and continue to offer a cost of living increase to other staff. No action was taken. Tabled until the September 15th Board Meeting.
5. 2nd reading, discussion and approval of Job Descriptions, Essential Competencies and New Evaluation form
The Board reviewed the Job Descriptions, Essential Competencies and New Evaluation form. Carey moved and Stone seconded a motion to approve the Job Descriptions and Essential Competencies. Motion passed 5-0. See # 7 on attached sheet. Discussion of the new Evaluation form was tabled until the September 15th Board Meeting.
6. Discussion of new proposed policy: Investment Policy/Strategy
This was discussed during the Librarian's report.
No action was taken
7. Approval and release of the March 15, 2015 executive session minutes
No action was taken. The Board did not review the March 15, 2015 executive session minutes.

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

- Luncheon for Stone to meet the board
Stone suggested that the Board schedule opportunities outside Board meetings for the Trustees to get to know each other. She volunteered to organize some opportunities for socializing.

- Libraries not charging fines
Stone asked Scholtz for his opinion about libraries that don't charge fines, a trend that has been written about in local papers recently. Scholtz pointed out that each of the three local public libraries (Algonquin, Elmhurst, and Vernon Area) have done this in different ways, which present different problems for other libraries as well as surprises for their own patrons. He also pointed out that fines are a source of revenue that those libraries are giving up, something that would prompt questions if a library then went to referendum for more money.

XIII. Adjournment

Stone moved and Reilly seconded a motion to adjourn the meeting at 9:44 p.m. Motion passed 5-0. See # 8 on attached sheet.

Respectfully Submitted,

Margaret Carey, Secretary Pro Tem

Text for Motion Sheet

1. Roll Call
2. Motion to approve the monthly financial statements for the fiscal year through July 31, 2015, the Bill Reports for July/August 2015, and payment of the bills.
3. Motion to go into executive session at 7:10 p.m. to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1) and review and release of the March 17, 2015 executive session minutes.
4. Motion to come out of executive session at 8:07 p.m.
5. Motion to approve the Illinois Public Library Annual Report (IPLAR) 2015.
6. Motion to approve the Secretary's Audit for FY 2014/2015.
7. Motion to approve the Job Descriptions and Essential Competencies.
8. Motion to adjourn the meeting at 9:44 p.m.

DATE: August 24, 2014 Called to Order: 7:00 p.m.	Kathy Beadersdtadt (left at 7:58 p.m.)	Margaret Carey	Delphine Grala	Monica Leccese	Charles Reilly	Bradley Schubert	Jill Stone (in at 7:02 pm)
1. Roll call	P	P	P	NP	P	P	P
2. Motion to approve the monthly financial statements for the fiscal year through July 31, 2015, the Bill Reports for July/August 2015, and payment of the bills.	Y	Y	(S)Y	NP	(M)Y	Y	Y
3. Motion to go into executive session at 7:10 p.m. to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1) and review and release of the March 17, 2015 executive session minutes.	Y	Y	(M)Y	NP	(S)Y	Y	Y
4. Motion to come out of executive session at 8:07 p.m.	NP	Y	Y	NP	(M)Y	(S)Y	Y
5. Motion to approve the Illinois Public Library Annual Report (IPLAR) 2015.	NP	Y	Y	NP	(S)Y	(M)Y	Y
6. Motion to approve the Secretary's Audit for FY 2014/2015.	NP	Y	(M)Y	NP	(S)Y	Y	Y
7. Motion to approve the Job Descriptions and Essential Competencies.	NP	(M)Y	Y	NP	Y	Y	(S)Y
8. Motion to adjourn the meeting at 9:44 p.m.	NP	Y	Y	NP	(S)Y	Y	(M)Y

A=Abstain, M=Motion, N=No, NP=Not Present, P=Present, S=Second, Y=Yes

MCHENRY PUBLIC LIBRARY DISTRICT

COMPILED FINANCIAL STATEMENTS

August 31, 2015

McHenry Public Library District
Balance Sheet
As of August 31, 2015

3:56 PM
09/11/2015
Cash Basis
Aug 31, 15

ASSETS

Current Assets

Checking/Savings

1060 - First Midwest Bank-Money Market

1060100 - MM - General - First Midwest 661,453.36

1060200 - MM - Spec Reserve-First Midwest 1,721,699.26

1060300 - MM - Grant & Gift-First Midwest 475,292.91

Total 1060 - First Midwest Bank-Money Market 2,858,445.53

1070100 - HSA/Building - First Midwest 373,839.75

1615100 - General Account - First Midwest 14,103.46

1625100 - Payroll Account - First Midwest 143,583.87

1635100 - Imprest Account - First Midwest 5,000.00

1040100 - E-Pay - US Bank 22,834.01

1045100 - PROPAY 4,656.70

1150100 - FirstMerit-MoneyMarket- 4/22/11 249,784.08

Total Checking/Savings 3,672,247.40

Other Current Assets

1005100 - Petty Cash 800.00

Total Other Current Assets 800.00

Total Current Assets 3,673,047.40

TOTAL ASSETS 3,673,047.40

LIABILITIES & EQUITY

Equity

3010100 - Fund Balance - General 1,565,128.91

3010200 - Fund Balance - Special Reserve 1,721,584.57

3010300 - Fund Balance - Grants & Gifts 482,237.56

Net Income (95,903.64)

Total Equity 3,673,047.40

TOTAL LIABILITIES & EQUITY 3,673,047.40

McHenry Public Library District 3:58 PM
Statement of Revenues and Expenditu 09/11/2015
 August 2015 **Cash Basis**

Aug 15

Income	
6010100 · Property Taxes	335,914.75
6030100 · Interest Income - General	81.26
6030200 · Interest Income - Spec Reserve	58.05
6030300 · Interest Income - Grant & Gifts	16.18
6050100 · Fines	3,470.73
6055100 · Collection Fees	20.00
6060100 · Photocopier & Fax Income	340.70
6070300 · General Fund Gifts	11.94
6110100 · Program Fees/Misc Fees	(455.57)
6120100 · Meeting Room Fees	75.00
6130100 · Misc Income - General	566.00
6150100 · Lost & Damged Materials	322.39
6200100 · Over/Short	15.81
Total Income	<u>340,437.24</u>

Expense	
8010100 · Adult Books	7,356.03
8020100 · Youth Books	6,938.38
8025100 · Professional Resources	49.50
8028100 · Administrative Resources (GA)	3,869.99
8030100 · Magazines & Newspapers	160.11
8040300 · Operating Fund Gifts	(35.92)
8050100 · Adult AV Materials	4,441.80
8060100 · Youth AV Materials	1,054.12
8080100 · Video Games	256.89
8090100 · eBook & eMagazine Services	151.56
8095100 · Electronic Subscriptions	1,340.00
8120100 · Library Supplies	1,533.53
8130100 · Tech Services Supplies	5,823.47
8140100 · Adult Programs & Supplies	216.99
8147100 · Summer Reading Club	34.34
8150100 · Youth Programs & Supplies	1,990.85
8215100 · Collection Agency Fees	125.30
8245100 · Comp/OfcEqp/CopierRepairs/Contr	1,683.66
8320100 · Network Expenses	2,516.79
8330100 · OCLC Services (cataloging)	604.69
8410100 · Payroll Exp, Acctg & Audit Serv	813.71
8430100 · Automation & Misc Consultants	1,050.00
8510100 · Printing	17.09
8530100 · Public Notices & Ads	108.60
8540100 · Postage	331.30
8550100 · Public Relations/Promotions	2,060.04
8610100 · Electricity	2,501.26
8630100 · Telephone	319.35
8635100 · T-1 & other Telecommunications	637.85
8640100 · Water & Sewer	824.40
8740100 · Building & Grounds	3,271.71
8760100 · Hospitality	376.25

	<u>Aug 15</u>
8770100 · Interlibrary Loan Fees & Losses	150.86
8800311 · Adult Materials - PER CAPITA	4,372.82
8910100 · Salaries	183,287.25
8920100 · FICA/Medicare	13,700.59
8930100 · IMRF	20,040.23
8940100 · Health & Life Insurance	(283.98)
8960100 · Memberships & Dues	325.00
8970100 · Meetings & Travel	437.16
9060100 · Library Furnishings	2,298.55
9090100 · Additional Capital Projects	30,642.46
Total Expense	<u>307,394.58</u>
 Net Income	 <u><u>33,042.66</u></u>

McHenry Public Library District
Statement of Revenues and Expenditures by Class
 July through August 2015

4:00 PM
 09/11/2015
 Cash Basis

	100 General Fund	200 Special Reserve Fund	300 Grant and Gift Fund	TOTAL
Income				
6010100 · Property Taxes	389,654.68	0.00	0.00	389,654.68
6030100 · Interest Income - General	138.51	0.00	0.00	138.51
6030200 · Interest Income - Spec Reserve	0.00	114.69	0.00	114.69
6030300 · Interest Income - Grant & Gifts	0.00	0.00	32.04	32.04
6035100 · Dividends	92.72	0.00	0.00	92.72
6040100 · Nonresident & Enhanced Cards	90.00	0.00	0.00	90.00
6050100 · Fines	7,717.79	0.00	0.00	7,717.79
6055100 · Collection Fees	40.00	0.00	0.00	40.00
6060100 · Photocopier & Fax Income	1,420.30	0.00	0.00	1,420.30
6070300 · General Fund Gifts	0.00	0.00	1,016.40	1,016.40
6105100 · Staff Cobra/Insurance Payments	1,178.86	0.00	0.00	1,178.86
6110100 · Program Fees/Misc Fees	204.43	0.00	0.00	204.43
6120100 · Meeting Room Fees	105.00	0.00	0.00	105.00
6130100 · Misc Income - General	722.75	0.00	0.00	722.75
6140100 · Insurance Reimbursement Income	21,599.24	0.00	0.00	21,599.24
6150100 · Lost & Damged Materials	643.02	0.00	0.00	643.02
6200100 · Over/Short	5.57	0.00	0.00	5.57
Total Income	423,612.87	114.69	1,048.44	424,776.00
Expense				
8010100 · Adult Books	10,067.64	0.00	0.00	10,067.64
8020100 · Youth Books	9,363.65	0.00	0.00	9,363.65
8025100 · Professional Resources	85.50	0.00	0.00	85.50
8028100 · Administrative Resources (GA)	3,869.99	0.00	0.00	3,869.99
8030100 · Magazines & Newspapers	160.11	0.00	0.00	160.11
8040300 · Operating Fund Gifts	0.00	0.00	2,197.27	2,197.27
8050100 · Adult AV Materials	5,930.09	0.00	0.00	5,930.09
8060100 · Youth AV Materials	1,319.96	0.00	0.00	1,319.96
8080100 · Video Games	627.74	0.00	0.00	627.74
8090100 · eBook & eMagazine Services	798.27	0.00	0.00	798.27
8095100 · Electronic Subscriptions	5,989.84	0.00	0.00	5,989.84
8120100 · Library Supplies	1,596.46	0.00	0.00	1,596.46
8130100 · Tech Services Supplies	6,155.92	0.00	0.00	6,155.92
8140100 · Adult Programs & Supplies	216.99	0.00	0.00	216.99
8147100 · Summer Reading Club	34.34	0.00	0.00	34.34
8150100 · Youth Programs & Supplies	2,303.96	0.00	0.00	2,303.96
8215100 · Collection Agency Fees	214.80	0.00	0.00	214.80
8245100 · Comp/OfcEqp/CopierRepairs/Contr	5,350.04	0.00	0.00	5,350.04
8310100 · CCS & SIRSI Expenses	4,073.86	0.00	0.00	4,073.86
8320100 · Network Expenses	4,283.74	0.00	0.00	4,283.74
8330100 · OCLC Services (cataloging)	604.69	0.00	0.00	604.69
8410100 · Payroll Exp, Acctg & Audit Serv	1,478.92	0.00	0.00	1,478.92
8430100 · Automation & Misc Consultants	1,050.00	0.00	0.00	1,050.00
8510100 · Printing	6,097.09	0.00	0.00	6,097.09
8530100 · Public Notices & Ads	108.60	0.00	0.00	108.60
8540100 · Postage	359.40	0.00	0.00	359.40
8550100 · Public Relations/Promotions	2,104.73	0.00	0.00	2,104.73

	100 General Fund	200 Special Reserve Fund	300 Grant and Gift Fund	TOTAL
8610100 · Electricity	2,501.26	0.00	0.00	2,501.26
8630100 · Telephone	641.92	0.00	0.00	641.92
8635100 · T-1 & other Telecommunications	975.70	0.00	0.00	975.70
8640100 · Water & Sewer	824.40	0.00	0.00	824.40
8720100 · Building/Auto Insurance	97.00	0.00	0.00	97.00
8740100 · Building & Grounds	5,614.88	0.00	0.00	5,614.88
8760100 · Hospitality	436.65	0.00	0.00	436.65
8770100 · Interlibrary Loan Fees & Losses	150.86	0.00	0.00	150.86
8800311 · Adult Materials - PER CAPITA	0.00	0.00	4,372.82	4,372.82
8800321 · YPS Materials - PER CAPITA	0.00	0.00	1,423.00	1,423.00
8910100 · Salaries	302,820.75	0.00	0.00	302,820.75
8920100 · FICA/Medicare	22,626.66	0.00	0.00	22,626.66
8930100 · IMRF	33,057.23	0.00	0.00	33,057.23
8940100 · Health & Life Insurance	17,671.05	0.00	0.00	17,671.05
8960100 · Memberships & Dues	640.00	0.00	0.00	640.00
8970100 · Meetings & Travel	1,304.16	0.00	0.00	1,304.16
9060100 · Library Furnishings	2,298.55	0.00	0.00	2,298.55
9080100 · Small Equipment Under \$250	1,919.20	0.00	0.00	1,919.20
9090100 · Additional Capital Projects	44,859.95	0.00	0.00	44,859.95
Total Expense	512,686.55	0.00	7,993.09	520,679.64
Net Income	(89,073.68)	114.69	(6,944.65)	(95,903.64)

McHenry Public Library District
Statement of Revenues and Expenditures Budget vs. Actual
 July through August 2015

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 09/11/2015
 Cash Basis

	Jul - Aug 15	Budget	\$ Over Budget	% of Budget
Income				
6010100 · Property Taxes	389,654.68	3,180,646.44	(2,790,991.76)	12.25%
6020200 · Developer Fees	0.00	25,000.00	(25,000.00)	0.0%
6030100 · Interest Income - General	138.51	5,000.00	(4,861.49)	2.77%
6030200 · Interest Income - Spec Reserve	114.69	3,000.00	(2,885.31)	3.82%
6030300 · Interest Income - Grant & Gifts	32.04	2,500.00	(2,467.96)	1.28%
6035100 · Dividends	92.72	500.00	(407.28)	18.54%
6040100 · Nonresident & Enhanced Cards	90.00	3,500.00	(3,410.00)	2.57%
6050100 · Fines	7,717.79	60,000.00	(52,282.21)	12.86%
6055100 · Collection Fees	40.00	1,000.00	(960.00)	4.0%
6060100 · Photocopier & Fax Income	1,420.30	17,000.00	(15,579.70)	8.36%
6070200 · Reserve Fund Gifts	0.00	25,000.00	(25,000.00)	0.0%
6070300 · General Fund Gifts	1,016.40	20,000.00	(18,983.60)	5.08%
6090100 · Annexation Impact Fees	0.00	3,000.00	(3,000.00)	0.0%
6090200 · Transfer from General Fund	0.00	800,000.00	(800,000.00)	0.0%
6105100 · Staff Cobra/Insurance Payments	1,178.86	17,000.00	(15,821.14)	6.93%
6110100 · Program Fees/Misc Fees	204.43	4,200.00	(3,995.57)	4.87%
6120100 · Meeting Room Fees	105.00	1,000.00	(895.00)	10.5%
6130100 · Misc Income - General	722.75	23,000.00	(22,277.25)	3.14%
6130200 · Misc Income - Special Reserve	0.00	2,000.00	(2,000.00)	0.0%
6140100 · Insurance Reimbursement Income	21,599.24	0.00	21,599.24	100.0%
6150100 · Lost & Damged Materials	643.02	6,000.00	(5,356.98)	10.72%
6170300 · Per Capita Grant	0.00	105,057.50	(105,057.50)	0.0%
6200100 · Over/Short	5.57	0.00	5.57	100.0%
6210300 · Miscellaneous Grants	0.00	50,000.00	(50,000.00)	0.0%
Total Income	424,776.00	4,354,403.94	(3,929,627.94)	9.76%
Expense				
8010100 · Adult Books	10,067.64	85,000.00	(74,932.36)	11.84%
8020100 · Youth Books	9,363.65	51,000.00	(41,636.35)	18.36%
8025100 · Professional Resources	85.50	1,500.00	(1,414.50)	5.7%
8028100 · Administrative Resources (GA)	3,869.99	4,000.00	(130.01)	96.75%
8030100 · Magazines & Newspapers	160.11	15,000.00	(14,839.89)	1.07%
8040300 · Operating Fund Gifts	2,197.27	448,381.10	(446,183.83)	0.49%
8050100 · Adult AV Materials	5,930.09	62,000.00	(56,069.91)	9.57%
8060100 · Youth AV Materials	1,319.96	21,000.00	(19,680.04)	6.29%
8080100 · Video Games	627.74	15,000.00	(14,372.26)	4.19%
8090100 · eBook & eMagazine Services	798.27	39,000.00	(38,201.73)	2.05%
8095100 · Electronic Subscriptions	5,989.84	90,000.00	(84,010.16)	6.66%
8110100 · Bank Service Charges	0.00	500.00	(500.00)	0.0%
8120100 · Library Supplies	1,596.46	10,000.00	(8,403.54)	15.97%
8130100 · Tech Services Supplies	6,155.92	35,000.00	(28,844.08)	17.59%
8135100 · Bindery	0.00	150.00	(150.00)	0.0%
8140100 · Adult Programs & Supplies	216.99	17,000.00	(16,783.01)	1.28%
8145100 · Circulation Supplies	0.00	6,000.00	(6,000.00)	0.0%
8147100 · Summer Reading Club	34.34	7,000.00	(6,965.66)	0.49%
8150100 · Youth Programs & Supplies	2,303.96	19,000.00	(16,696.04)	12.13%
8215100 · Collection Agency Fees	214.80	1,500.00	(1,285.20)	14.32%

	Jul - Aug 15	Budget	\$ Over Budget	% of Budget
8245100 · Comp/OfcEqp/CopierRepairs/Contr	5,350.04	59,000.00	(53,649.96)	9.07%
8260100 · Misc Contracted Services	0.00	5,000.00	(5,000.00)	0.0%
8270100 · Finance/Late Fee Charges	0.00	500.00	(500.00)	0.0%
8310100 · CCS & SIRSI Expenses	4,073.86	73,000.00	(68,926.14)	5.58%
8320100 · Network Expenses	4,283.74	40,000.00	(35,716.26)	10.71%
8330100 · OCLC Services (cataloging)	604.69	5,500.00	(4,895.31)	10.99%
8410100 · Payroll Exp, Acctg & Audit Serv	1,478.92	20,000.00	(18,521.08)	7.4%
8420100 · Legal Services	0.00	8,000.00	(8,000.00)	0.0%
8430100 · Automation & Misc Consultants	1,050.00	42,000.00	(40,950.00)	2.5%
8440100 · In Service Honorarium	0.00	1,000.00	(1,000.00)	0.0%
8510100 · Printing	6,097.09	34,000.00	(27,902.91)	17.93%
8530100 · Public Notices & Ads	108.60	3,000.00	(2,891.40)	3.62%
8540100 · Postage	359.40	18,000.00	(17,640.60)	2.0%
8550100 · Public Relations/Promotions	2,104.73	10,000.00	(7,895.27)	21.05%
8610100 · Electricity	2,501.26	28,500.00	(25,998.74)	8.78%
8620100 · Gas	0.00	10,000.00	(10,000.00)	0.0%
8630100 · Telephone	641.92	4,000.00	(3,358.08)	16.05%
8635100 · T-1 & other Telecommunications	975.70	10,000.00	(9,024.30)	9.76%
8640100 · Water & Sewer	824.40	3,500.00	(2,675.60)	23.55%
8720100 · Building/Auto Insurance	97.00	32,000.00	(31,903.00)	0.3%
8730100 · Bonding & Officers Liability	0.00	5,500.00	(5,500.00)	0.0%
8740100 · Building & Grounds	5,614.88	54,000.00	(48,385.12)	10.4%
8760100 · Hospitality	436.65	16,000.00	(15,563.35)	2.73%
8770100 · Interlibrary Loan Fees & Losses	150.86	700.00	(549.14)	21.55%
8795100 · Miscellaneous (FH)	0.00	4,000.00	(4,000.00)	0.0%
8800300 · Per Capita Grant expense for FY	0.00	52,528.75	(52,528.75)	0.0%
8800311 · Adult Materials - PER CAPITA	4,372.82	0.00	4,372.82	100.0%
8800321 · YPS Materials - PER CAPITA	1,423.00	0.00	1,423.00	100.0%
8910100 · Salaries	302,820.75	1,760,000.00	(1,457,179.25)	17.21%
8920100 · FICA/Medicare	22,626.66	140,000.00	(117,373.34)	16.16%
8930100 · IMRF	33,057.23	185,000.00	(151,942.77)	17.87%
8940100 · Health & Life Insurance	17,671.05	236,000.00	(218,328.95)	7.49%
8950100 · Tuition Reimbursement	0.00	15,000.00	(15,000.00)	0.0%
8960100 · Memberships & Dues	640.00	4,000.00	(3,360.00)	16.0%
8970100 · Meetings & Travel	1,304.16	20,000.00	(18,695.84)	6.52%
9030300 · Misc Grants	0.00	50,000.00	(50,000.00)	0.0%
9050200 · Library District Act	0.00	400,000.00	(400,000.00)	0.0%
9060100 · Library Furnishings	2,298.55	50,000.00	(47,701.45)	4.6%
9070100 · Library Equipment	0.00	200,000.00	(200,000.00)	0.0%
9080100 · Small Equipment Under \$250	1,919.20	5,000.00	(3,080.80)	38.38%
9090100 · Additional Capital Projects	44,859.95	270,000.00	(225,140.05)	16.62%
9100100 · Transfer to Reserve Fund	0.00	800,000.00	(800,000.00)	0.0%
Total Expense	520,679.64	5,602,759.85	(5,082,080.21)	9.29%
Net Income	(95,903.64)	(1,248,355.91)	1,152,452.27	7.68%

Statement of Revenue and Expenditures Budget vs. Actual

09/11/2015

July 1, 2015 - August 31, 2015 - General Fund

Cash Basis

	Jul - Aug 15	Budget	\$ Over Budget	% of Budget
Income				
6010100 - Property Taxes	389,654.68	3,180,646.44	(2,790,991.76)	12.25%
6030100 - Interest Income - General	138.51	5,000.00	(4,861.49)	2.77%
6035100 - Dividends	92.72	500.00	(407.28)	18.54%
6040100 - Nonresident & Enhanced Cards	90.00	3,500.00	(3,410.00)	2.57%
6050100 - Fines	7,717.79	60,000.00	(52,282.21)	12.86%
6055100 - Collection Fees	40.00	1,000.00	(960.00)	4.0%
6060100 - Photocopier & Fax Income	1,420.30	17,000.00	(15,579.70)	8.36%
6090100 - Annexation Impact Fees	0.00	3,000.00	(3,000.00)	0.0%
6105100 - Staff Cobra/Insurance Payments	1,178.86	17,000.00	(15,821.14)	6.93%
6110100 - Program Fees/Misc Fees	204.43	4,200.00	(3,995.57)	4.87%
6120100 - Meeting Room Fees	105.00	1,000.00	(895.00)	10.5%
6130100 - Misc Income - General	722.75	23,000.00	(22,277.25)	3.14%
6140100 - Insurance Reimbursement Income	21,599.24	0.00	21,599.24	100.0%
6150100 - Lost & Damged Materials	643.02	6,000.00	(5,356.98)	10.72%
6200100 - Over/Short	5.57	0.00	5.57	100.0%
Total Income	423,612.87	3,321,846.44	(2,898,233.57)	12.75%
Expense				
8010100 - Adult Books	10,067.64	85,000.00	(74,932.36)	11.84%
8020100 - Youth Books	9,363.65	51,000.00	(41,636.35)	18.36%
8025100 - Professional Resources	85.50	1,500.00	(1,414.50)	5.7%
8028100 - Administrative Resources (GA)	3,869.99	4,000.00	(130.01)	96.75%
8030100 - Magazines & Newspapers	160.11	15,000.00	(14,839.89)	1.07%
8050100 - Adult AV Materials	5,930.09	62,000.00	(56,069.91)	9.57%
8060100 - Youth AV Materials	1,319.96	21,000.00	(19,680.04)	6.29%
8080100 - Video Games	627.74	15,000.00	(14,372.26)	4.19%
8090100 - eBook & eMagazine Services	798.27	39,000.00	(38,201.73)	2.05%
8095100 - Electronic Subscriptions	5,989.84	90,000.00	(84,010.16)	6.66%
8110100 - Bank Service Charges	0.00	500.00	(500.00)	0.0%
8120100 - Library Supplies	1,596.46	10,000.00	(8,403.54)	15.97%
8130100 - Tech Services Supplies	6,155.92	35,000.00	(28,844.08)	17.59%
8135100 - Bindery	0.00	150.00	(150.00)	0.0%
8140100 - Adult Programs & Supplies	216.99	17,000.00	(16,783.01)	1.28%
8145100 - Circulation Supplies	0.00	6,000.00	(6,000.00)	0.0%
8147100 - Summer Reading Club	34.34	7,000.00	(6,965.66)	0.49%
8150100 - Youth Programs & Supplies	2,303.96	19,000.00	(16,696.04)	12.13%
8215100 - Collection Agency Fees	214.80	1,500.00	(1,285.20)	14.32%
8245100 - Comp/OfcEqp/CopierRepairs/Contr	5,350.04	59,000.00	(53,649.96)	9.07%
8260100 - Misc Contracted Services	0.00	5,000.00	(5,000.00)	0.0%
8270100 - Finance/Late Fee Charges	0.00	500.00	(500.00)	0.0%
8310100 - CCS & SIRSI Expenses	4,073.86	73,000.00	(68,926.14)	5.58%
8320100 - Network Expenses	4,283.74	40,000.00	(35,716.26)	10.71%
8330100 - OCLC Services (cataloging)	604.69	5,500.00	(4,895.31)	10.99%
8410100 - Payroll Exp, Acctg & Audit Serv	1,478.92	20,000.00	(18,521.08)	7.4%
8420100 - Legal Services	0.00	8,000.00	(8,000.00)	0.0%
8430100 - Automation & Misc Consultants	1,050.00	42,000.00	(40,950.00)	2.5%
8440100 - In Service Honorarium	0.00	1,000.00	(1,000.00)	0.0%

	Jul - Aug 15	Budget	\$ Over Budget	% of Budget
8510100 - Printing	6,097.09	34,000.00	(27,902.91)	17.93%
8530100 - Public Notices & Ads	108.60	3,000.00	(2,891.40)	3.62%
8540100 - Postage	359.40	18,000.00	(17,640.60)	2.0%
8550100 - Public Relations/Promotions	2,104.73	10,000.00	(7,895.27)	21.05%
8610100 - Electricity	2,501.26	28,500.00	(25,998.74)	8.78%
8620100 - Gas	0.00	10,000.00	(10,000.00)	0.0%
8630100 - Telephone	641.92	4,000.00	(3,358.08)	16.05%
8635100 - T-1 & other Telecommunications	975.70	10,000.00	(9,024.30)	9.76%
8640100 - Water & Sewer	824.40	3,500.00	(2,675.60)	23.55%
8720100 - Building/Auto Insurance	97.00	32,000.00	(31,903.00)	0.3%
8730100 - Bonding & Officers Liability	0.00	5,500.00	(5,500.00)	0.0%
8740100 - Building & Grounds	5,614.88	54,000.00	(48,385.12)	10.4%
8760100 - Hospitality	436.65	16,000.00	(15,563.35)	2.73%
8770100 - Interlibrary Loan Fees & Losses	150.86	700.00	(549.14)	21.55%
8795100 - Miscellaneous (FH)	0.00	4,000.00	(4,000.00)	0.0%
8910100 - Salaries	302,820.75	1,760,000.00	(1,457,179.25)	17.21%
8920100 - FICA/Medicare	22,626.66	140,000.00	(117,373.34)	16.16%
8930100 - IMRF	33,057.23	185,000.00	(151,942.77)	17.87%
8940100 - Health & Life Insurance	17,671.05	236,000.00	(218,328.95)	7.49%
8950100 - Tuition Reimbursement	0.00	15,000.00	(15,000.00)	0.0%
8960100 - Memberships & Dues	640.00	4,000.00	(3,360.00)	16.0%
8970100 - Meetings & Travel	1,304.16	20,000.00	(18,695.84)	6.52%
9060100 - Library Furnishings	2,298.55	50,000.00	(47,701.45)	4.6%
9070100 - Library Equipment	0.00	200,000.00	(200,000.00)	0.0%
9080100 - Small Equipment Under \$250	1,919.20	5,000.00	(3,080.80)	38.38%
9090100 - Additional Capital Projects	44,859.95	270,000.00	(225,140.05)	16.62%
9100100 - Transfer to Reserve Fund	0.00	800,000.00	(800,000.00)	0.0%
Total Expense	512,686.55	4,651,850.00	(4,139,163.45)	11.02%
Net Income	(89,073.68)	(1,330,003.56)	1,240,929.88	6.7%

Statement of Revenues and Expenditures Budget vs. Actual

09/11/2015

July 1, 2015 - August 31, 2015 -Special Reserve Fund

Cash Basis

	Jul - Aug 15	Budget	\$ Over Budget	% of Budget
Income				
6020200 · Developer Fees	0.00	25,000.00	(25,000.00)	0.0%
6030200 · Interest Income - Spec Reserve	114.69	3,000.00	(2,885.31)	3.82%
6070200 · Reserve Fund Gifts	0.00	25,000.00	(25,000.00)	0.0%
6090200 · Transfer from General Fund	0.00	800,000.00	(800,000.00)	0.0%
6130200 · Misc Income - Special Reserve	0.00	2,000.00	(2,000.00)	0.0%
Total Income	114.69	855,000.00	(854,885.31)	0.01%
Expense				
9050200 · Library District Act	0.00	400,000.00	(400,000.00)	0.0%
Total Expense	0.00	400,000.00	(400,000.00)	0.0%
Net Income	114.69	455,000.00	(454,885.31)	0.03%

Statement of Revenues and Expenditures Budget vs. Actual

09/11/2015

July 1, 2015 - August 31, 2015 - Grant and Gift Fund

Cash Basis

	Jul - Aug 15	Budget	\$ Over Budget	% of Budget
Income				
6030300 - Interest Income - Grant & Gifts	32.04	2,500.00	(2,467.96)	1.28%
6070300 - General Fund Gifts	1,016.40	20,000.00	(18,983.60)	5.08%
6170300 - Per Capita Grant	0.00	105,057.50	(105,057.50)	0.0%
6210300 - Miscellaneous Grants	0.00	50,000.00	(50,000.00)	0.0%
Total Income	1,048.44	177,557.50	(176,509.06)	0.59%
Expense				
8040300 - Operating Fund Gifts	2,197.27	448,381.10	(446,183.83)	0.49%
8800300 - Per Capita Grant expense for FY	0.00	52,528.75	(52,528.75)	0.0%
8800311 - Adult Materials - PER CAPITA	4,372.82	0.00	4,372.82	100.0%
8800321 - YPS Materials - PER CAPITA	1,423.00	0.00	1,423.00	100.0%
9030300 - Misc Grants	0.00	50,000.00	(50,000.00)	0.0%
Total Expense	7,993.09	550,909.85	(542,916.76)	1.45%
Net Income	(6,944.65)	(373,352.35)	366,407.70	1.86%

McHenry Public Library District
 INTERIM CHECKS ISSUED - August 2015
 (NOT INCLUDED ON BILL REPORT)

<u>VENDOR</u>	<u>Account - Money Market</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	\$ -			

<u>VENDOR</u>	<u>Account - General Fund</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	\$ -			

	<u>Account - HSA/Building</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
First Midwest Bank	employee contributions HSA	\$ 615.94	8940-100	08/25/15	EFT
First Midwest Bank	employer contributions HSA	\$ 511.31	8940-100	08/25/15	EFT
First Midwest Bank	employee contributions HSA	\$ 615.94	8940-100	08/25/15	EFT
First Midwest Bank	employer contributions HSA	\$ 511.31	8940-100	08/25/15	EFT
First Midwest Bank	employee contributions HSA	\$ 615.94	8940-100	08/25/15	EFT
First Midwest Bank	employer contributions HSA	\$ 511.31	8940-100	08/25/15	EFT
	subtotal for account	\$ 3,381.75			

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

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

GRAND TOTAL CHECKS ISSUED \$ 3,381.75

EXECUTIVE SESSION MINUTES
MCHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES

Date: March 17, 2015

Time: 8:07 p.m.

Location: Library Board Meeting Room

Members Present: Kathy Baderstadt, Margaret Carey, Delphine Grala, Monica Leccese, John O'Neil, Charles Reilly, and Bradley Schubert

Members Absent: None

During Executive Session, the Board discussed the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1), also section (3), the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance and to review the M executive session minutes.

No action was taken during Executive Session.

Respectfully Submitted,

Monica Leccese, Secretary

Text for Motion Sheet

1. Roll Call

DATE: March 17, 2015 Called to Order: 8:07 p.m.	Kathy Baderstadt	Margaret Carey	Delphine Grala	Monica Leccese	John O'Neill	Charles Reilly	Bradley Schubert
1. Roll call	P	P	P	P	P	P	P

A=Abstain, M=Motion, N=No, NP=Not Present, P=Present, S=Second, Y=Yes

EXECUTIVE SESSION MINUTES
MCHENRY PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES

Date: August 24, 2015

Time: 8:07 p.m.

Location: Library Board Meeting Room

Members Present: Kathy Baderstadt, Margaret Carey, Delphine Grala, Charles Reilly, Bradley Schubert, and Jill Stone

Members Absent: Monica Leccese

During Executive Session, the Board discussed the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1) and review and release of the March 17, 2015 executive session minutes.

No action was taken during Executive Session.

Respectfully Submitted,

Margaret Carey, Secretary Pro Tem

Text for Motion Sheet

1. Roll Call

DATE: August 24, 2015 Called to Order: 8:07 p.m.	Kathy Baderstadt	Margaret Carey	Delphine Grala	Monica Leccese	Charles Reilly	Bradley Schubert	Jill Stone
1. Roll call	P	P	P	NP	P	P	P

A=Abstain, M=Motion, N=No, NP=Not Present, P=Present, S=Second, Y=Yes