



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

Date: Tuesday, July 15, 2025
Time: 7:00 p.m.
Location: Meeting Rooms #135 & #136

I. CALL TO ORDER – Charles Reilly, President

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

Vice President Bud Alexander will serve as Secretary Pro Tem.

II. ROLL CALL – Bud Alexander, Vice President

A. Roll call

Members Present: Bud Alexander, Jim O'Hagan, Charles Reilly, Vickie Schutze, Terry Weingart

Members Absent: Victor Jimenez Carrillo, Monica Leccese

Also Present:

Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
Sandra Mendez Barradas, Administrative Assistant
Kathy Milfajt, Technical Services Manager
Mary Mauch
Michael Schnaebele

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

Mary Mauch, a long-time Johnsburg teacher, spoke to the Board about her interest in doing a presentation on Abigail Adams at the McHenry Library.

VI. SECRETARY'S REPORT – Bud Alexander, Vice President

A. Approval of Minutes of the June 17, 2025, Regular Meeting.

Vice President Alexander stated that he reviewed the Minutes of the June 17, 2025, Regular Meeting and found no changes necessary.

Weingart moved, and Schutze seconded the motion to approve the Minutes of the June 17, 2025, Regular Meeting.

Roll Call Vote:

Ayes: Alexander, O'Hagan, Reilly, Schutze, Weingart

Nays: None

Abstain: None

Absent: Jimenez Carrillo, Leccese

Motion Passed

VII. TREASURER'S REPORT – Terry Weingart, Treasurer

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

Tom Coughlin from Governmental Accounting, Inc. presented an overview of the FY 24/25 year-end financial report to the Board. The Library brought in \$5,843,828 in revenue for the year and is currently at 93% of the revenue budget. Revenue was up 20 % compared to last year when including the Special Reserve transfer – without the transfer, revenue was up 7%, mainly driven by property taxes. Expenses were \$2,725,700 which were 61% of budget, a 1% increase over the prior year. The Library ended the year with a surplus of just over \$1,000,000 and an ending fund balance of \$5,384,667. Tom noted that these numbers may change slightly during the upcoming September audit.

B. Approval of Monthly Financial Statements, Interim Check Report, and Bill Reports for June/July 2025, Additional Bills, and Petty Cash and Credit Card Reports

Alexander moved, and O'Hagan seconded the motion to approve the Treasurer's Report.

Roll Call Vote:

Ayes: Alexander, O'Hagan, Reilly, Schutze, Weingart

Nays: None

Abstain: None

Absent: Jimenez Carrillo, Leccese

Motion Passed

VIII. COMMUNICATIONS

A. Letter from Alexi Giannoulis, Illinois Secretary of State and State Librarian—FY2025 Per Capita Grant Award Letter

Letter from Alexi Giannoulis, Illinois Secretary of State and State Librarian, awarding the McHenry Public Library the FY2025 Per Capita Grant. Director Jakacki shared that last year and continuing this year, the grant will be used to improve physical accessibility as well as accessibility of materials. Some examples of how we used last year's grant funds are digital audiobooks, large-print books for children, calming kits and other sensory items, as well as the Library of Things. She noted that the grant will also help offset the rising cost of digital audiobooks as they become more popular.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

Director Jakacki shared that in the statistical infographic, library card registrations were slightly higher compared to June 2024. Attendance was almost identical and program attendance was slightly lower due to some programs going viral last year.

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

- The Friends of the Library held its June meeting, where they scheduled a 50% off indoor sidewalk sale to coincide with Fiesta Days, and planned their 2026 book sales and meeting dates. They also generously approved the following funding requests from the Library:
 - 1,000 Books Before Kindergarten program continuation.
 - Illinois Libraries Present (ILP) Season 5 Membership
 - 2025 National Library Card Sign-up Initiative.
 - Bike Repair Station.
- K. Kimbrel, Adult Services Librarian, delivered materials to 28 individuals who were either homebound or at an assisted living facility. The number of people who sign up for this service continues to grow month to month.
- M. Spaargaren, Adult Services Manager, completed the Illinois Libraries AI Ambassadors Program. She will present what she learned to Library staff at an upcoming staff meeting.
- In June, the Library held an In-Service Day where the McHenry Youth and Family Center came to do a presentation on the services they offer. There was also a comedian from Knuckleball Comedy who did an improv workshop focused on leadership and communication skills.
- There are two more Family Markets, where families can pick up some food staples, taking place on July 18th and August 15th at the Library. The Northern Illinois Food Bank also continues to offer the summer lunch program onsite at the Library, and in June they served 437 lunches.
- Director Jakacki shared two Northwest Herald articles with the Board.
 - The first article is about the McHenry County Conservation District's "Find Your Wild" program which encourages McHenry county residents to visit conservation land by participating in a scavenger hunt. Residents can also visit participating libraries to receive additional points towards raffles.
 - The second article talks about the protest that took place in front of the Library on June 20 opposing the cuts to the Federal Institute of Museum and Library Services. Director Jakacki noted that there were no issues or interactions between protesters and staff as the Library was closed for a Staff In-Service during that time.

B. Staff Continuing Education Reports

Circulation staff members D. Deasey, K. Castillo Rodriguez, and B. Freidenfelds attended Reaching Forward where they learned about various topics, including more ways to make the Library of Things more streamlined and ways to market it more as well as circulation services that other libraries offer.

Trustee Schutze asked if passport services were being considered for the Library. Director Jakacki said that this service is not being considered currently

due to the amount of staff time it takes. She also mentioned that the Library is interested in doing notary services and license plate renewal stickers as these are much less time and training-intensive, but there is no concrete plan for either service at this time.

C. Project Updates

X. OLD BUSINESS

A. Sanitary Sewer Project

During the June Board meeting, Director Jakacki informed the Board that pressure toilets had been purchased and installed in the main Library area restrooms as the old ones were a little slow to clear and there was a concern for backup to build up in the pipes. She noted that there is still an area where it continues to get slightly clogged, and a log is being kept of how frequently it is happening so that it can be determined if replacement is necessary.

XI. NEW BUSINESS

A. Resolution No. 2025/2026-01: Annual Resolution Authorizing Public Library District Non-Resident Cards FY 25/26

Director Jakacki explained that this is an annual resolution that allows the McHenry Library to sell non-resident library cards to those who live in areas that are not served by any library and for which we are the closest library. The Library is recommending again to go with the tax bill method as it is the most equitable since the Library charges non-residents as if they were in-district.

President Reilly asked if a non-resident would have to bring in their tax bill when requesting a library card. Director Jakacki explained that it wasn't necessary for non-residents to bring in their tax bill as Library staff need to confirm they are a non-resident by looking up their address and tax bill and would calculate the fee from there.

Trustee O'Hagan asked how fees for homeless individuals would be determined. Director Jakacki explained that homeless individuals would not be charged, as they would have no property to be taxed on, and they would either have a temporary card with a 5-item limit or could use materials only in-house.

O'Hagan motioned, and Alexander seconded the motion to approve Resolution No. 2025/2026-01: Annual Resolution Authorizing Public Library District Non-Resident Cards for Fiscal Year 25/26

Roll Call Vote:

Ayes: Alexander, O'Hagan, Reilly, Schutze, Weingart

Nays: None

Abstain: None

Absent: Jimenez Carrillo, Leccese

Motion Passed

B. Freedom of Information Act Policy (Updated)

The Freedom of Information Act Policy has been updated to reflect current organization data such as number of full-time and part-time employees, annual budget, and Board members.

Vice President Alexander had a question about the frequency of the information requests as well as how ordinary or unusual they are. Director Jakacki said that the Library only gets a few requests per year and that they are mostly ordinary in their nature.

Weingart motioned, and Schutze seconded the motion to approve the updated Freedom of Information Act Policy.

Roll Call Vote:

Ayes: Alexander, O'Hagan, Reilly, Schutze, Weingart

Nays: None

Abstain: None

Absent: Jimenez Carrillo, Leccese

Motion Passed

C. Approval of the FY 2024/25 Secretary's book

The FY 2024/25 Secretary's book was reviewed by Vice President Alexander and Secretary Leccese at a prior date. This matter was deferred to the August 19, 2025 Board meeting due to Secretary Leccese being absent.

No action taken.

D. AmeriCorps Seniors of Kane, Kendall & McHenry Counties Memorandum of Understanding

Senior Services of McHenry has a volunteer program called AmeriCorps Seniors where they work with senior citizens who volunteer for non-profits, community programming, teaching, etc. The Memorandum of Understanding would allow the McHenry Public Library to submit volunteer requests to Senior Services for any special events or miscellaneous projects. Director Jakacki noted that the Library has worked with Senior Services in the past and their volunteers are always well-vetted and provide great service to the Library.

Trustee O'Hagan asked about who does the background checks on these volunteers. Director Jakacki explained that AmeriCorps Seniors does the background checks for all people that volunteer through them. She noted, however, that there are certain events like the lunch service and summer markets where AmeriCorps volunteers would need to get a background check through them as well as the Library since the Northern Illinois Food Bank requires that any adult volunteers for their events have a background check done onsite. Trustee O'Hagan said that he feels it would be helpful to have this information included in the Memorandum of Understanding and the Board requested for this change to be made. Director Jakacki informed the Board that she would request AmeriCorps to make the change and bring the updated Memorandum of Understanding to the August Board meeting.

XII. EXECUTIVE SESSION

Alexander motioned, and Weingart seconded the motion to enter into an Executive (closed) Session at 7:49 p.m. for the following purpose:

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).

Roll Call Vote:

Ayes: Alexander, O'Hagan, Reilly, Schutze, Weingart

Nays: None

Abstain: None

Absent: Jimenez Carrillo, Leccese

Motion Passed

Weingart moved, and Alexander seconded the motion to leave Executive (closed) Session at 8:14 p.m.

Roll Call Vote:

Ayes: Alexander, O'Hagan, Reilly, Schutze, Weingart

Nays: None

Abstain: None

Absent: Jimenez Carrillo, Leccese

Motion Passed

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 informed the Board that Mary Mauch had previously spoken with M. Spaargaren, Adult Services Manager, about doing the Abigail Adams presentation in June 2024. M. Spaargaren researched attendance on previous historical presentations and found that they were not as popular as other programs. The Board discussed the possibility of having her do the presentation and agreed it would not be beneficial as historical presentations are currently not very popular at the McHenry Library but would keep her in mind if that changes.

XV. ADJOURNMENT

O'Hagan motioned, and Reilly seconded the motion to adjourn the meeting at 8:30 p.m.

Roll Call Vote:

Ayes: Alexander, O'Hagan, Reilly, Schutze, Weingart

Nays: None

Abstain: None

Absent: Jimenez Carrillo, Leccese

Motion Passed

APPROVED by the Board of Trustees this 19th day of August, 2025

AYES: 6 - Alexander, Jimenez Carrillo, Leccese, O'Hagan, Reilly, Schutze

NAYS: 0

ABSTAIN: 0

ABSENT: 1 - Weingart

Respectfully Submitted,

Monica Leccese
Monica Leccese, Secretary