



**McHenry Public Library District
Board of Library Trustees Regular Meeting
Tuesday, October 21, 2025, 7:00 p.m.
Meeting Rooms #135 & #136**

AGENDA

- I. **CALL TO ORDER – Charles Reilly, President**
- II. **ROLL CALL – Monica Leccese, Secretary**
 - A. Roll Call
- III. **PLEDGE OF ALLEGIANCE**
- IV. **CORRECTIONS OR ADDITIONS TO THE AGENDA**
- V. **PUBLIC COMMENT AND RECOGNITION OF VISITORS**
- VI. **SECRETARY'S REPORT – Monica Leccese, Secretary**
 - A. Approval of Minutes of the September 16, 2025, Regular Meeting.
- VII. **TREASURER'S REPORT – Terry Weingart, Treasurer**
 - A. Quarterly Review of Finances with Tom Coughlin, Governmental Accounting, Inc.
 - B. Approval of Monthly Financial Statements, Interim Check Report, and Bill Reports for September/October 2025, Additional Bills, and Petty Cash and Credit Card Reports
- VIII. **COMMUNICATIONS**
 - A. El Vado Mexican Restaurant - Recognition of Donation
- IX. **LIBRARIAN'S REPORT**
 - A. Librarian's Report
 - B. Illinois Library Standards
 - 1. Standard 4: Collection Management
 - 2. Standard 6: Governance and Administration
 - 3. Standard 7: Human Resources
 - 4. Standard 8: Information Services
- X. **OLD BUSINESS**
 - A. Capital Projects
- XI. **NEW BUSINESS**
 - A. FY 2025/2026 Budget
 - 1. Levy

- B. Civil Engineering and Site Electrical Design Services Proposal
- C. Policies
 - 1. Employee Benefits
 - 2. Illinois Municipal Retirement Fund (IMRF)
 - 3. Workers' Compensation Insurance
 - 4. Group Health Insurance
 - 5. Supplemental Health Insurance
 - 6. Life Insurance
 - 7. Employee Assistance Program

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)

To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).

XIII. **ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION**

- A. Executive Director Compensation

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 ensure all board meetings are accessible to individuals with physical disabilities according to current ADA standards. Anyone with a physical disability can contact the MPLD at 815-385-0036 at least four (4) hours before a meeting to request special accommodations.



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

Date: Tuesday, September 16, 2025
Time: 7:00 p.m.
Location: Meeting Rooms #135 & #136

I. CALL TO ORDER – Bud Alexander, President Pro Tem

Vice President Alexander called the meeting to order at 7:05 p.m.

Vice President Bud Alexander will serve as President Pro Tem.

Trustee Jim O'Hagan will serve as Treasurer Pro Tem.

II. ROLL CALL – Monica Leccese, Secretary

A. Roll Call

Members Present: Bud Alexander, Victor Jimenez Carrillo, Monica Leccese, Jim O'Hagan, Vickie Schutze

Members Absent: Charles Reilly, Terry Weingart

Also Present: Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
Sandra Mendez Barradas, Administrative Assistant
Kathy Milfajt, Technical Services Manager

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 August 19, 2025, Budget and Appropriation Public Hearing

B. Approval of Minutes of the August 19, 2025, Regular Meeting.

Secretary Leccese stated that she reviewed the Minutes of the August 19, 2025, Budget and Appropriation Public Hearing and the Minutes of the August 19, 2025, Regular Meeting and found no changes necessary.

Jimenez Carrillo moved, and O'Hagan seconded the motion to approve the Secretary's Report.

Roll Call Vote:

Ayes: Alexander, Jimenez Carrillo, Leccese, O'Hagan, Schutze

Nays: None

Abstain: None

Absent: Reilly, Weingart

Motion Passed

VII. **TREASURER'S REPORT – Jim O'Hagan, Treasurer Pro Tem**

A. Approval of Monthly Financial Statements, Interim Check Report, and Bill Reports for August/September 2025, Additional Bills, and Petty Cash and Credit Card Reports

Trustee O'Hagan stated that he reviewed the August/September 2025 financials and found everything to be in order.

Schutze moved, and Leccese seconded the motion to approve the Treasurer's report.

Roll Call Vote:

Ayes: Alexander, Jimenez Carrillo, Leccese, O'Hagan, Schutze

Nays: None

Abstain: None

Absent: Reilly, Weingart

Motion Passed

VIII. **COMMUNICATIONS**

IX. **LIBRARIAN'S REPORT**

A. Librarian's Report

Director Jakacki shared that in the statistical infographic, attendance was up slightly but program attendance went down. In 2024, there was some virtual programming that got a lot of plays, which was not the case this year, and this is why program attendance decreased. There was a 10% decrease in use of physical materials, but use of digital materials increased by 8%. Computer sessions held steady from last year to this year and use of our databases went up by 61%.

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

- At the end of August, the Vernon Area Library District joined CCS as the 32nd library in the consortium.
- L. Martinez has joined the Adult Services team as our new Digital Services Librarian. She will be working with our databases and will be doing many of our technology training courses.
- In August, we had our Shredding Event in conjunction with Johnsborg Public Library and the Moose Lodge. Over 100 cars showed up, making this a very successful event.

- J. Sullivan and C. Taylor from the Building Services staff have been organizing the workshop area and assessing the functionality of tools and equipment in the area. This will make it easier for them to find tools and supplies, know that their equipment is in working order, and will help streamline the process as we begin asset tagging building services equipment.
- In August, we had a full-day In-Service meeting where MCC's Talent Impact Center did a presentation on "Accountability in Action" for all staff. We also had our annual Fire Safety Training and Drill as well as a presentation by Live4Lali, an organization that advocates for substance use disorder prevention and Narcan training, which equipped staff with the knowledge to recognize drug overdose symptoms and respond appropriately during patron emergencies.
- We have six new staff members starting in September, including four new circulation clerks, with two of them being bilingual, a Youth Services Library Associate, and a Circulation Manager.

B. Illinois Library Standards

Every year for the past four years, we have had to go over the *Serving Our Public 4.0* standards as a requirement of the Per Capita Grant from the Illinois State Library. These are standards that libraries were asked to work toward and report to the state on their progress. This year, a new version of the standards was released, which includes added levels and 12 standards, a much lower number of standards compared to previous years. Library managers and relevant staff will review selected standard topics to evaluate the Library's current status, share progress, and identify areas for improvement. The Board will then have the opportunity to review the staff's report and provide its own feedback.

X. OLD BUSINESS

A. Capital Projects

At the August Board meeting, Director Jakacki shared and discussed a list of potential capital projects that the Library is looking forward to completing over the next few months, which includes the Library parking lot. She shared that while talking to the project manager and the City about the kind of work that needs to be done, it was discovered that the work needed is somewhat more extensive due to the age and wear of the parking lot. The decision was made to work with the civil engineer who designed the parking lot in 2011. A public bid process on the work needed is slated for early 2026. Director Jakacki will meet with the city inspector to go over everything the City of McHenry would like adjusted and will verify it with the civil engineer as he draws the plans. The civil engineer will work to have a proposal for the cost of his work at the October Board meeting. Director Jakacki also discussed with the project manager work needed on the Library roof and skylights, and the timeline for the bid process will be the same as for the parking lot work. This will save some costs for the Library as the company will work on all three projects at once.

XI. NEW BUSINESS

A. National Friends of the Library Week Proclamation

Every year the Board proclaims a National Friends of the Library week. This year, it will be the week of October 19-25. Director Jakacki provided the Board with a copy of the proclamation and invited them to the Friends of the Library meeting on September 18 to deliver the proclamation.

O'Hagan moved, and Schutze seconded the motion to approve the National Friends of the Library Week Proclamation.

Roll Call Vote:

Ayes: Alexander, Jimenez Carrillo, Leccese, O'Hagan, Schutze

Nays: None

Abstain: None

Absent: Reilly, Weingart

Motion Passed

B. Facilities Assessment Proposal Approval

This is a proposal to complete a facilities assessment. This will address any needs the Library building may have over the next few years to help us make decisions regarding maintenance and upkeep, break down the larger portions of the building such as the walls and ceiling, and equipment such as the HVAC and boiler, as well as budget better and save on items that we know we want to proactively replace.

Leccese moved, and O'Hagan seconded the motion to approve the Facilities Assessment Proposal

Roll Call Vote:

Ayes: Alexander, Jimenez Carrillo, Leccese, O'Hagan, Schutze

Nays: None

Abstain: None

Absent: Reilly, Weingart

Motion Passed

XII. EXECUTIVE SESSION

Leccese moved, and Jimenez Carrillo seconded the motion to enter into an Executive (closed) session at 8:07 p.m. for the following purpose:

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)

Roll Call Vote:

Ayes: Alexander, Jimenez Carrillo, Leccese, O'Hagan, Schutze

Nays: None

Abstain: None

Absent: Reilly, Weingart

Motion Passed

Schutze moved, and Jimenez Carrillo seconded the motion to leave Executive (closed) Session at 8:15 p.m.

Roll Call Vote:

Ayes: Alexander, Jimenez Carrillo, Leccese, O'Hagan, Schutze

Nays: None

Abstain: None

Absent: Reilly, Weingart

Motion Passed

XIII. **ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION**

A. Disposition of Executive Session Minutes and/or Recordings

1. Approval and Release of Executive (Closed) Session Minutes

O'Hagan moved, and Schutze seconded the motion to approve and release the 03/18/2025, 04/15/2025, 05/20/2025, and 07/15/2025 Executive (Closed) Session minutes.

Roll Call Vote:

Ayes: Alexander, Jimenez Carrillo, Leccese, O'Hagan, Schutze

Nays: None

Abstain: None

Absent: Reilly, Weingart

Motion Passed

2. Destruction of Executive (Closed) Session Recordings

O'Hagan moved, and Leccese seconded the motion to destroy the verbatim audio recordings of the 09/19/2023 and 11/21/2023 Executive (Closed) Sessions.

Roll Call Vote:

Ayes: Alexander, Jimenez Carrillo, Leccese, O'Hagan, Schutze

Nays: None

Abstain: None

Absent: Reilly, Weingart

Motion Passed

B. Executive Director Compensation

No action taken on this matter. Moved to the next regular meeting.

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

XV. **ADJOURNMENT**

Schutze moved, and Jimenez Carrillo seconded the motion to adjourn the meeting at 8:19 p.m.

Roll Call Vote:

Ayes: Alexander, Jimenez Carrillo, Leccese, O'Hagan, Schutze

Nays: None
Abstain: None
Absent: Reilly, Weingart
Motion Passed

APPROVED by the Board of Trustees this _____ day of _____, 2025

AYES:

NAYS:

ABSTAIN:

ABSENT:

Respectfully Submitted,

Monica Leccese, Secretary

Financial Report

For the 3 Month(s) Ended September 30, 2025
FISCAL YEAR 2026



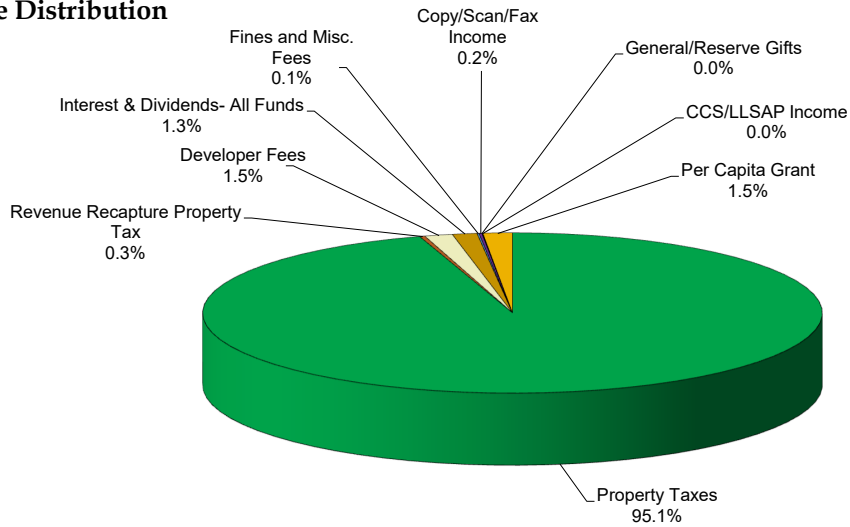
McHenry Public Library District
Actual vs Budget Summary
For the 3 Month(s) Ended September 30, 2025

25% of Fiscal Year

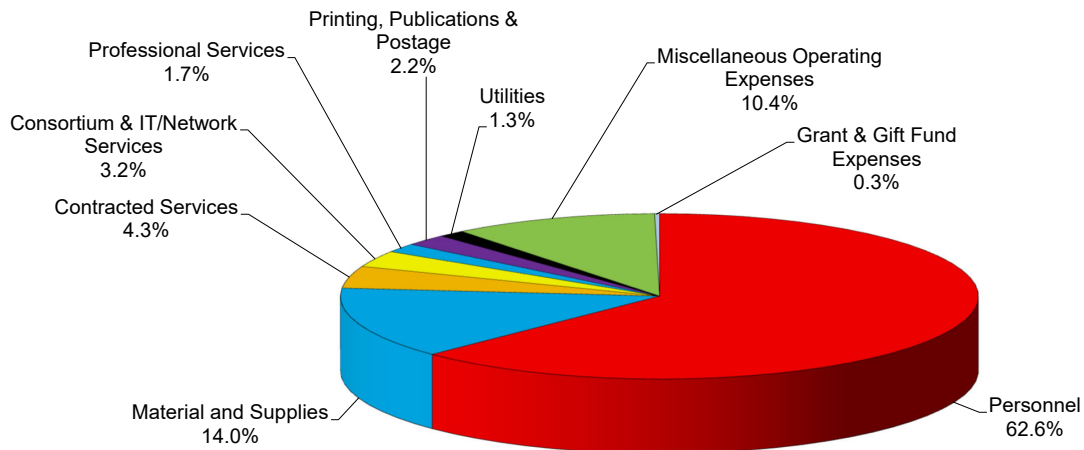
Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
REVENUE					
Property Taxes	3,829,039	3,977,112	96.3%	3,649,162	5%
Revenue Recapture Property Tax	11,052	11,480	96.3%	9,461	17%
Developer Fees	58,740	175,000	33.6%	-	0%
Interest & Dividends- All Funds	51,756	257,500	20.1%	60,814	-15%
Fines and Misc. Fees	4,073	154,500	2.6%	4,771	-15%
Copy/Scan/Fax Income	6,061	18,500	32.8%	4,268	42%
General/Reserve Gifts	25	180,000	0.0%	21	19%
Annexation & Impact Fees	-	25,000	0.0%	-	0%
Retiree/Cobra Insurance Payment	455	16,000	2.8%	-	0%
Misc. Sales & Income	141	75,500	0.2%	1,420	-90%
Lost & Damaged Materials	1,263	6,500	19.4%	1,330	-5%
CCS/LLSAP Income	-	10,500	0.0%	-	0%
Solar Credits	-	2,500	0.0%	-	0%
Per Capita Grant	61,732	65,000	95.0%	62,150	-1%
Over/Short	8	500	1.6%	(3)	-341%
Miscellaneous Grants	-	65,000	0.0%	-	0%
Transfer from General Fund	-	850,000	0.0%	-	0%
Actual Revenues	4,024,345	5,890,592	68.3%	3,793,395	6%
Budgeted Revenues	5,890,592				
% of Budget	68%				
OPERATING EXPENDITURES					
Personnel	461,899	2,690,825	17.2%	403,247	15%
Material and Supplies	103,029	767,725	13.4%	76,446	35%
Contracted Services	31,802	342,450	9.3%	33,612	-5%
Consortium & IT/Network Services	23,509	138,000	17.0%	25,326	-7%
Professional Services	12,831	173,500	7.4%	11,553	11%
Printing, Publications & Postage	16,252	105,850	15.4%	11,206	45%
Utilities	9,940	62,750	15.8%	9,627	3%
Miscellaneous Operating Expenses	76,860	258,750	29.7%	73,392	5%
Grant & Gift Fund Expenses	1,870	160,000	1.2%	-	0%
Actual Expenditures	737,993	4,699,850	15.7%	644,408	15%
Budgeted Expenditures	4,699,850				
% of Budget	16%				
SURPLUS / (DEFICIT) FROM OPERATIONS	3,286,352	1,190,742	276.0%	3,148,986	4%
CAPITAL EXPENDITURES & DEBT SERVICE					
Capital Expenses	16,341	902,500	1.8%	23,547	-100%
Debt Services	-	-	N/A	-	0%
Transfer to Reserve Fund	-	850,000	0.0%	-	0%
Actual Expenditures	16,341	1,752,500	0.9%	23,547	-100%
Budgeted Expenditures	1,752,500				
% of Budget	1%				
TOTAL SURPLUS / (DEFICIT)	3,270,012	(561,758)		3,125,440	
BEGINNING FUND BALANCE	5,384,667				
ENDING FUND BALANCE	8,654,679				

McHenry Public Library District
 Actual vs Budget Summary
 For the 3 Month(s) Ended September 30, 2025

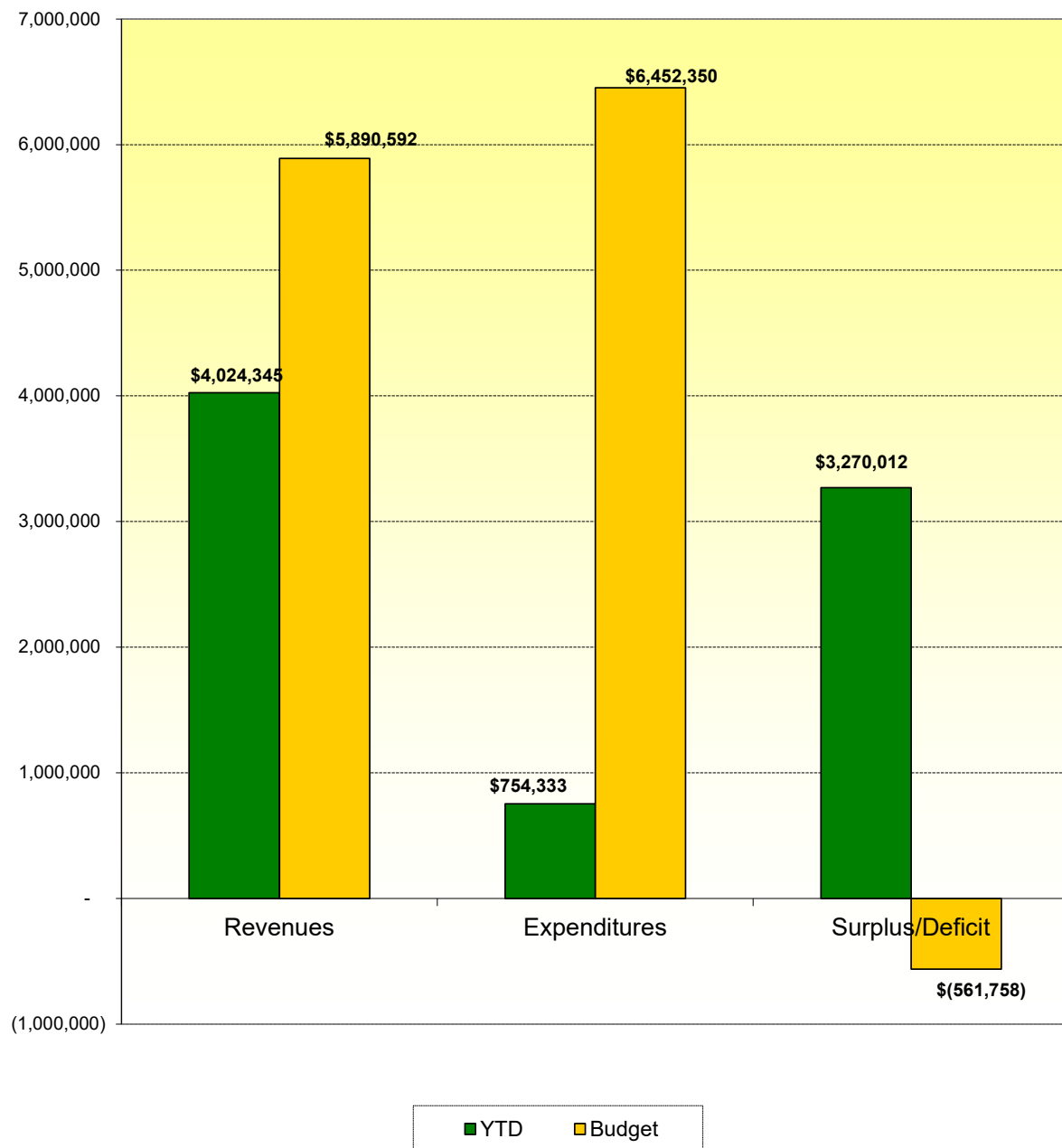
Revenue Distribution



Operational Expenditure Distribution



McHenry Public Library District
 Actual vs Budget Summary
 For the 3 Month(s) Ended September 30, 2025



McHenry Public Library District
Actual vs Budget Summary
For the 2 Month(s) Ended August 31, 2025

25% of Fiscal Year

Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	% of Budget
REVENUE						
Property Taxes	3,829,039	-	-	3,829,039	3,977,112	96%
Revenue Recapture Property Tax	11,052	-	-	11,052	11,480	96%
Developer Fees	-	58,740	-	58,740	175,000	34%
Interest and Dividends	28,028	18,858	4,869	51,756	257,500	20%
Fines and Misc Fees	4,073	-	-	4,073	154,500	3%
Copy/Scan/Fax Income	6,061	-	-	6,061	18,500	33%
General/Reserve Gifts	-	-	25	25	180,000	0%
Annexation & Impact Fees	-	-	-	-	25,000	0%
Retiree/Cobra Insurance Payment	455	-	-	455	16,000	3%
Misc. Sales & Income	141	-	-	141	75,500	0%
Lost & Damaged Materials	1,263	-	-	1,263	6,500	19%
CCS/LLSAP Income	-	-	-	-	10,500	0%
Solar Credits	-	-	-	-	2,500	0%
Per Capita Grant	-	-	61,732	61,732	65,000	95%
Over/Short	8	-	-	8	500	2%
Miscellaneous Grants	-	-	-	-	65,000	0%
Transfer from General Fund	-	-	-	-	850,000	0%
Actual Revenues	3,880,120	77,598	66,626	4,024,345	5,890,592	68%
Budgeted Revenues	4,442,592	1,115,500	332,500	5,890,592		
% of Budget	87%	7%	20%	68%		
OPERATING EXPENDITURES						
Personnel	461,899	-	-	461,899	2,690,825	17%
Material and Supplies	98,543	-	4,486	103,029	767,725	13%
Contracted Services	31,802	-	-	31,802	342,450	9%
Consortium & IT/Network Services	23,509	-	-	23,509	138,000	17%
Professional Services	12,831	-	-	12,831	173,500	7%
Printing, Publications & Postage	16,252	-	-	16,252	105,850	15%
Utilities	9,940	-	-	9,940	62,750	16%
Miscellaneous Operating Expenses	76,860	-	-	76,860	258,750	30%
Grant & Gift Fund Expenses	-	-	1,870	1,870	160,000	1%
Actual Expenditures	731,637	-	6,356	737,993	4,699,850	16%
Budgeted Expenditures	4,314,850	-	385,000	4,699,850		
% of Budget	17%	0%	2%	16%		
SURPLUS / (DEFICIT) FROM OPERATIONS	3,148,484	77,598	60,271	3,286,352	1,190,742	276%
CAPITAL EXPENDITURES & DEBT SERVICE						
Capital Expenses	13,863	2,478	-	16,341	902,500	2%
Transfer to Reserve Fund	-	-	-	-	850,000	0%
Actual Expenditures	13,863	2,478	-	16,341	1,752,500	1%
Budgeted Expenditures	977,500	775,000	-	1,752,500		
% of Budget	1%	0%	0%	1%		
Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	
TOTAL SURPLUS / (DEFICIT)	3,134,621	75,120	60,271	3,270,012	(561,758)	
BEGINNING FUND BALANCE	2,146,900	2,682,351	555,416	5,384,667		
ENDING FUND BALANCE	5,281,521	2,757,472	615,686	8,654,679		
Fund Balance as % of Total Expenditures	708%	n/a	n/a	1147%		

McHenry Public Library District
Financial Report Detail by Fund
For the 3 Month(s) Ended September 30, 2025

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	Annual Budget	\$ Over Budget	% of Budget
Revenues									
6010100 · Property Taxes	1,459,863.86	331,426.02	3,829,039.49	0.00	0.00	3,829,039.49	3,977,112.26	-148,072.77	96.3%
6015100 · Revenue Recapture Property Tax	4,213.61	956.63	11,051.79	0.00	0.00	11,051.79	11,479.50	-427.71	96.3%
6020200 · Developer Fees	58,740.00	14,583.33	0.00	58,740.00	0.00	58,740.00	175,000.00	-116,260.00	33.6%
6030100 · Interest Income - General	10,178.89	12,083.33	28,028.10	0.00	0.00	28,028.10	145,000.00	-116,971.90	19.3%
6030200 · Special Reserve Fund Interest	5,670.67	7,083.33	0.00	18,858.26	0.00	18,858.26	85,000.00	-66,141.74	22.2%
6030300 · Grant/Gifts Fund Interest	1,482.97	2,291.67	0.00	0.00	4,869.42	4,869.42	27,500.00	-22,630.58	17.7%
6035100 · Dividends	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.0%
6040100 · Nonresident/Enhanced Fee Cards	0.00	104.17	50.00	0.00	0.00	50.00	1,250.00	-1,200.00	4.0%
6050100 · Fines and Fees	891.48	1,458.33	3,772.08	0.00	0.00	3,772.08	17,500.00	-13,727.92	21.6%
6055100 · Collection Agency Fees	0.00	41.67	0.75	0.00	0.00	0.75	500.00	-499.25	0.2%
6060100 · Copy/Scan/Fax Income	2,293.95	1,541.67	6,061.20	0.00	0.00	6,061.20	18,500.00	-12,438.80	32.8%
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	23.79	14,583.33	0.00	0.00	25.30	25.30	175,000.00	-174,974.70	0.0%
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	1,333.33	454.88	0.00	0.00	454.88	16,000.00	-15,545.12	2.8%
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	125.00	187.50	250.00	0.00	0.00	250.00	2,250.00	-2,000.00	11.1%
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.	46.00	6,250.00	141.00	0.00	0.00	141.00	75,000.00	-74,859.00	0.2%
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	221.51	541.67	1,263.24	0.00	0.00	1,263.24	6,500.00	-5,236.76	19.4%
6157100 · CCS/LLSAP Income	0.00	875.00	0.00	0.00	0.00	0.00	10,500.00	-10,500.00	0.0%
6160100 · Solar Credits	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
6170300 · Per Capita Grant	0.00	5,416.67	0.00	0.00	61,731.70	61,731.70	65,000.00	-3,268.30	95.0%
6200100 · Over/Short	6.40	41.67	7.81	0.00	0.00	7.81	500.00	-492.19	1.6%
6210300 · Miscellaneous Grants	0.00	5,416.67	0.00	0.00	0.00	0.00	65,000.00	-65,000.00	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	1,543,758.13	490,882.65	3,880,120.34	77,598.26	66,626.42	4,024,345.02	5,890,591.76	-1,866,246.74	4.74
Total Revenues	1,543,758.13	490,882.65	3,880,120.34	77,598.26	66,626.42	4,024,345.02	5,890,591.76	-1,866,246.74	68.3%
Expenditures									
Personnel Expenses									
8910100 · Salaries	102,462.97	161,250.00	358,907.47	0.00	0.00	358,907.47	1,935,000.00	-1,576,092.53	18.5%
8920100 · FICA/Medicare	7,696.64	12,916.67	26,725.12	0.00	0.00	26,725.12	155,000.00	-128,274.88	17.2%
8930100 · IMRF	10,753.22	19,166.67	36,212.52	0.00	0.00	36,212.52	230,000.00	-193,787.48	15.7%
8940100 · Health & Life Insurance	8,420.58	26,250.00	37,274.93	0.00	0.00	37,274.93	315,000.00	-277,725.07	11.8%
8945100 · Recruiting/Preemployment Screen	57.88	291.67	464.99	0.00	0.00	464.99	3,500.00	-3,035.01	13.3%
8950100 · Tuition Reimbursement	0.00	416.67	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	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	352.37	631.25	407.57	0.00	0.00	407.57	7,575.00	-7,167.43	5.4%
8970100 · Travel	171.61	1,458.33	348.82	0.00	0.00	348.82	17,500.00	-17,151.18	2.0%
8980100 · Continuing Education (Mtg/Conf)	450.00	1,645.83	1,558.00	0.00	0.00	1,558.00	19,750.00	-18,192.00	7.9%
Total Personnel	130,365.27	224,235.42	461,899.42	0.00	0.00	461,899.42	2,690,825.00	-2,228,925.58	17.2%

McHenry Public Library District
Financial Report Detail by Fund
For the 3 Month(s) Ended September 30, 2025

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	Annual Budget	\$ Over Budget	% of Budget
Materials and Supplies									
8010100 · Adult Books	1,687.10	5,625.00	6,227.77	0.00	0.00	6,227.77	67,500.00	-61,272.23	9.2%
8020100 · Youth Books	2,415.18	4,166.67	6,333.42	0.00	0.00	6,333.42	50,000.00	-43,666.58	12.7%
8025100 · Professional Resources	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
8028100 · Administrative Resources	57.50	291.67	57.50	0.00	0.00	57.50	3,500.00	-3,442.50	1.6%
8030100 · Magazines & Newspapers	1,328.90	1,437.50	1,557.19	0.00	0.00	1,557.19	17,250.00	-15,692.81	9.0%
8040300 · Operating Fund Gifts(Donations)	2,273.80	18,750.00	13.29	0.00	4,485.92	4,499.21	225,000.00	-220,500.79	2.0%
8050100 · Adult AV Materials	1,262.05	2,083.33	3,248.43	0.00	0.00	3,248.43	25,000.00	-21,751.57	13.0%
8060100 · Youth AV Materials	232.06	1,083.33	1,152.87	0.00	0.00	1,152.87	13,000.00	-11,847.13	8.9%
8070100 · Library of Things	638.11	1,416.67	827.91	0.00	0.00	827.91	17,000.00	-16,172.09	4.9%
8080100 · Video Games	1,455.00	1,500.00	3,850.00	0.00	0.00	3,850.00	18,000.00	-14,150.00	21.4%
8090100 · Digital Media Services	26,247.95	12,125.00	32,775.50	0.00	0.00	32,775.50	145,500.00	-112,724.50	22.5%
8095100 · Electronic Resources	930.37	7,500.00	32,053.50	0.00	0.00	32,053.50	90,000.00	-57,946.50	35.6%
8120100 · Library Supplies	121.69	583.33	657.31	0.00	0.00	657.31	7,000.00	-6,342.69	9.4%
8130100 · Tech Services Supplies	281.06	2,727.08	969.90	0.00	0.00	969.90	32,725.00	-31,755.10	3.0%
8135100 · Bindery	0.00	62.50	0.00	0.00	0.00	0.00	750.00	-750.00	0.0%
8140100 · Adult Programs & Supplies	923.00	1,333.33	4,119.38	0.00	0.00	4,119.38	16,000.00	-11,880.62	25.7%
8142100 · Special Events	0.00	229.17	0.00	0.00	0.00	0.00	2,750.00	-2,750.00	0.0%
8145100 · Circulation Supplies	8.93	625.00	8.93	0.00	0.00	8.93	7,500.00	-7,491.07	0.1%
8147100 · Reading Club	0.00	750.00	1,232.54	0.00	0.00	1,232.54	9,000.00	-7,767.46	13.7%
8150100 · Youth Programs & Supplies	1,105.10	1,479.17	3,457.58	0.00	0.00	3,457.58	17,750.00	-14,292.42	19.5%
Total Material and Supplies	40,967.80	63,977.08	98,543.02	0.00	4,485.92	103,028.94	767,725.00	-664,696.06	13.4%
Contracted Services									
8215100 · Collection Agency Fees	72.10	104.17	164.80	0.00	0.00	164.80	1,250.00	-1,085.20	13.2%
8245100 · IT/Comp/Copier/Equip-Outsourced	5,814.99	12,708.33	24,026.89	0.00	0.00	24,026.89	152,500.00	-128,473.11	15.8%
8247100 · Automation--Staff	5,934.40	3,600.00	7,087.23	0.00	0.00	7,087.23	43,200.00	-36,112.77	16.4%
8250-100 · Vehicle Expenses	0.00	458.33	14.00	0.00	0.00	14.00	5,500.00	-5,486.00	0.3%
8260100 · Misc. Contracted Services	0.00	1,541.67	0.00	0.00	0.00	0.00	18,500.00	-18,500.00	0.0%
8270100 · Library Bank/Finance/Late Fee	30.00	125.00	91.47	0.00	0.00	91.47	1,500.00	-1,408.53	6.1%
8275100 · Public Pmt Processing Fees	151.92	416.67	417.69	0.00	0.00	417.69	5,000.00	-4,582.31	8.4%
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	12,003.41	28,537.50	31,802.08	0.00	0.00	31,802.08	342,450.00	-310,647.92	9.3%
Consortium & IT/Network Services									
8310100 · Automation--Circulation/Catalog	0.00	8,916.67	18,298.54	0.00	0.00	18,298.54	107,000.00	-88,701.46	17.1%
8320100 · VOIP Phone Service	1,048.67	1,666.67	3,224.27	0.00	0.00	3,224.27	20,000.00	-16,775.73	16.1%
8325100 · Internet Services	856.76	916.67	1,985.91	0.00	0.00	1,985.91	11,000.00	-9,014.09	18.1%
Total Consortium & IT/Network Services	1,905.43	11,500.00	23,508.72	0.00	0.00	23,508.72	138,000.00	-114,491.28	17.0%
Professional Services									
8410100 · Accounting/Payroll/Audit Service	6,774.09	5,416.67	10,611.68	0.00	0.00	10,611.68	65,000.00	-54,388.32	16.3%
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	6,291.67	0.00	0.00	0.00	0.00	75,500.00	-75,500.00	0.0%
8440100 · In Service/Staff Training/LMS	2,069.33	666.67	2,219.33	0.00	0.00	2,219.33	8,000.00	-5,780.67	27.7%
Total Professional Services	8,843.42	14,458.33	12,831.01	0.00	0.00	12,831.01	173,500.00	-160,668.99	7.4%
Printing, Publications & Postage									
8510100 · Printing Services Outsourced	974.27	4,791.67	8,713.86	0.00	0.00	8,713.86	57,500.00	-48,786.14	15.2%
8530100 · Public Notices & ADS (Legal & Job)	635.00	187.50	698.00	0.00	0.00	698.00	2,250.00	-1,552.00	31.0%
8540100 · Postage/Shipping	3,145.16	2,175.00	6,105.28	0.00	0.00	6,105.28	26,100.00	-19,994.72	23.4%
8545100 · Printing/Copier Supplies	0.00	375.00	0.00	0.00	0.00	0.00	4,500.00	-4,500.00	0.0%
8550100 · Public Relations/Promotions	203.54	1,291.67	735.24	0.00	0.00	735.24	15,500.00	-14,764.76	4.7%
Total Printing, Publications & Postage	4,957.97	8,820.83	16,252.38	0.00	0.00	16,252.38	105,850.00	-89,597.62	15.4%

McHenry Public Library District
Financial Report Detail by Fund
For the 3 Month(s) Ended September 30, 2025

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	Annual Budget	\$ Over Budget	% of Budget
Utilities									
8610100 · Electricity	6,230.27	3,125.00	9,621.35	0.00	0.00	9,621.35	37,500.00	-27,878.65	25.7%
8620100 · Gas	162.26	1,625.00	318.50	0.00	0.00	318.50	19,500.00	-19,181.50	1.6%
8640100 · Water & Sewer	0.00	479.17	0.00	0.00	0.00	0.00	5,750.00	-5,750.00	0.0%
Total Utilities	6,392.53	5,229.17	9,939.85	0.00	0.00	9,939.85	62,750.00	-52,810.15	15.8%
Miscellaneous Operating Expenses									
8720100 · Building & Auto Insurance	32,533.65	4,750.00	34,283.72	0.00	0.00	34,283.72	57,000.00	-22,716.28	60.1%
8730100 · Bonding & Officers Liability	0.00	208.33	1,013.00	0.00	0.00	1,013.00	2,500.00	-1,487.00	40.5%
8740100 · Janitorial Services & Supplies	6,079.67	5,875.00	18,836.81	0.00	0.00	18,836.81	70,500.00	-51,663.19	26.7%
8745100 · Grounds Maintenance	1,625.00	3,958.33	8,086.00	0.00	0.00	8,086.00	47,500.00	-39,414.00	17.0%
8750100 · Building Operations/Maintenance	7,663.85	6,041.67	13,453.06	0.00	0.00	13,453.06	72,500.00	-59,046.94	18.6%
8760100 · Hospitality	832.82	562.50	1,187.66	0.00	0.00	1,187.66	6,750.00	-5,562.34	17.6%
8770100 · Library Lost & Damaged Materials	0.00	83.33	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
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	48,734.99	21,562.50	76,860.25	0.00	0.00	76,860.25	258,750.00	-181,889.75	29.7%
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	1,870.00	5,416.67	0.00	0.00	1,870.00	1,870.00	65,000.00	-63,130.00	2.9%
8040355 · Per Capita Grant; Previous FY	0.00	2,083.33	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	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	5,416.67	0.00	0.00	0.00	0.00	65,000.00	-65,000.00	0.0%
9200300 · Additional Expenses	0.00	416.67	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
Total Grant & Gift Fund Expenses	1,870.00	13,333.33	0.00	0.00	1,870.00	1,870.00	160,000.00	-158,130.00	1.2%
Capital Expenses									
9060100 · Library Furnishings	0.00	2,083.33	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
9070100 · Library Equipment	0.00	2,083.33	5,503.98	0.00	0.00	5,503.98	25,000.00	-19,496.02	22.0%
9080100 · Small Equipment under \$250	69.99	416.67	69.99	0.00	0.00	69.99	5,000.00	-4,930.01	1.4%
9090100 · Adtl. Capital Projects & Equipment	1,376.00	6,041.67	8,288.53	0.00	0.00	8,288.53	72,500.00	-64,211.47	11.4%
9050200 · Library District Act	2,478.00	18,750.00	0.00	2,478.00	0.00	2,478.00	225,000.00	-222,522.00	1.1%
9060200 · Special Reserve Expenditures	0.00	45,833.33	0.00	0.00	0.00	0.00	550,000.00	-550,000.00	0.0%
Total Capital Expenses	3,923.99	75,208.33	13,862.50	2,478.00	0.00	16,340.50	902,500.00	-886,159.50	1.8%
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%
Total Expenditures	259,964.81	537,695.83	745,499.23	2,478.00	6,355.92	754,333.15	6,452,350.00	-5,698,016.85	11.7%
Net Total	1,283,793.32	-46,813.19	3,134,621.11	75,120.26	60,270.50	3,270,011.87	-561,758.24	3,831,770.11	11.7%

McHenry Public Library District
Financial Report Detail by Month
For the 3 Month(s) Ended September 30, 2025

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Revenues													
6010100 · Property Taxes	2,107,669.90	261,505.73	1,459,863.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,829,039.49
6015100 · Revenue Recapture Property Tax	6,083.38	754.80	4,213.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,051.79
6020200 · Developer Fees	0.00	0.00	58,740.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58,740.00
6030100 · Interest Income - General	9,027.93	8,821.28	10,178.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,028.10
6030200 · Special Reserve Fund Interest	6,676.16	6,511.43	5,670.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,858.26
6030300 · Grant/Gifts Fund Interest	1,637.73	1,748.72	1,482.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,869.42
6035100 · Dividends	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
6040100 · Nonresident/Enhanced Fee Cards	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
6050100 · Fines and Fees	1,341.75	1,538.85	891.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,772.08
6055100 · Collection Agency Fees	0.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.75
6060100 · Copy/Scan/Fax Income	1,682.75	2,084.50	2,293.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,061.20
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	1.51	0.00	23.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.30
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	0.00	454.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	454.88
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	10.00	115.00	125.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
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.	49.00	46.00	46.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	141.00
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	450.37	591.36	221.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,263.24
6157100 · CCS/LLSAP Income	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
6160100 · Solar Credits	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
6170300 · Per Capita Grant	0.00	61,731.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61,731.70
6200100 · Over/Short	1.55	-0.14	6.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.81
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	2,134,632.78	345,954.11	1,543,758.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,024,345.02
Expenditures													
Personnel Expenses													
8910100 · Salaries	103,127.58	153,316.92	102,462.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	358,907.47
8920100 · FICA/Medicare	7,630.90	11,397.58	7,696.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,725.12
8930100 · IMRF	9,823.03	15,636.27	10,753.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36,212.52
8940100 · Health & Life Insurance	22,981.31	5,873.04	8,420.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37,274.93
8945100 · Recruiting/Preemployment Screen	79.21	327.90	57.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	464.99
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	0.00	55.20	352.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	407.57
8970100 · Travel	76.50	100.71	171.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	348.82
8980100 · Continuing Education (Mtg/Conf)	0.00	1,108.00	450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,558.00
Total Personnel	143,718.53	187,815.62	130,365.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	461,899.42

McHenry Public Library District
Financial Report Detail by Month
For the 3 Month(s) Ended September 30, 2025

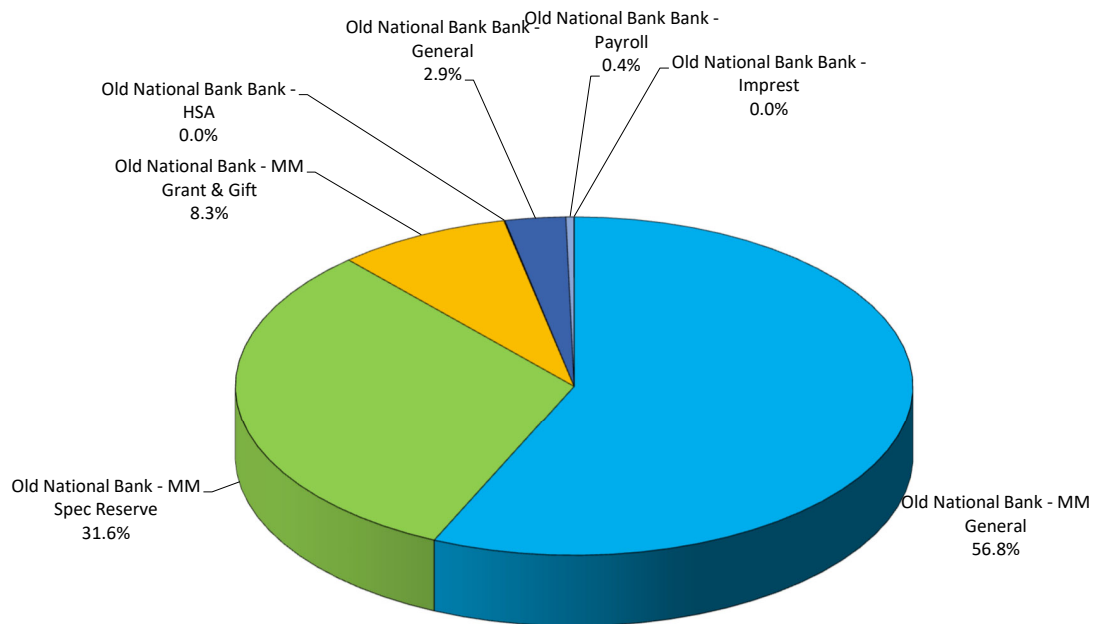
	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Materials and Supplies													
8010100 - Adult Books	1,126.71	3,413.96	1,687.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,227.77
8020100 - Youth Books	1,545.72	2,372.52	2,415.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,333.42
8025100 - Professional Resources	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
8028100 - Administrative Resources	0.00	0.00	57.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	57.50
8030100 - Magazines & Newspapers	0.00	228.29	1,328.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,557.19
8040300 - Operating Fund Gifts(Donations)	1,605.00	620.41	2,273.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,499.21
8050100 - Adult AV Materials	0.00	1,986.38	1,262.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,248.43
8060100 - Youth AV Materials	403.67	517.14	232.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,152.87
8070100 - Library of Things	0.00	189.80	638.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	827.91
8080100 - Video Games	1,250.00	1,145.00	1,455.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,850.00
8090100 - Digital Media Services	24.98	6,502.57	26,247.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,775.50
8095100 - Electronic Resources	28,366.04	2,757.09	930.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,053.50
8120100 - Library Supplies	41.82	493.80	121.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	657.31
8130100 - Tech Services Supplies	197.99	490.85	281.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	969.90
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	1,656.72	1,539.66	923.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,119.38
8142100 - Special Events	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
8145100 - Circulation Supplies	0.00	0.00	8.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.93
8147100 - Reading Club	323.32	909.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,232.54
8150100 - Youth Programs & Supplies	886.70	1,465.78	1,105.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,457.58
Total Material and Supplies	37,428.67	24,632.47	40,967.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	103,028.94
Contracted Services													
8215100 - Collection Agency Fees	0.00	92.70	72.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	164.80
8245100 - IT/Comp/Copier/Equip-Outsourced	2,254.56	15,957.34	5,814.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,026.89
8247100 - Automation--Staff	0.00	1,152.83	5,934.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,087.23
8250-100 - Vehicle Expenses	0.00	14.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.00
8260100 - Misc. Contracted 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
8270100 - Library Bank/Finance/Late Fee	30.00	31.47	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	91.47
8275100 - Public Pmt Processing Fees	132.47	133.30	151.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	417.69
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	2,417.03	17,381.64	12,003.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,802.08
Consortium & IT/Network Services													
8310100 - Automation--Circulation/Catalog	2,372.50	15,926.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,298.54
8320100 - VOIP Phone Service	1,049.93	1,125.67	1,048.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,224.27
8325100 - Internet Services	653.26	475.89	856.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,985.91
Total Consortium & IT/Network Services	4,075.69	17,527.60	1,905.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,508.72
Professional Services													
8410100 - Accounting/Payroll/Audit Service	474.09	3,363.50	6,774.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,611.68
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	150.00	2,069.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,219.33
Total Professional Services	474.09	3,513.50	8,843.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,831.01
Printing, Publications & Postage													
8510100 - Printing Services Outsourced	7,739.59	0.00	974.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,713.86
8530100 - Public Notices & ADS (Legal & Job)	63.00	0.00	635.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	698.00
8540100 - Postage/Shipping	2,658.55	301.57	3,145.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,105.28
8545100 - Printing/Copier Supplies	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
8550100 - Public Relations/Promotions	350.00	181.70	203.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	735.24
Total Printing, Publications & Postage	10,811.14	483.27	4,957.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,252.38

McHenry Public Library District
Financial Report Detail by Month
For the 3 Month(s) Ended September 30, 2025

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Utilities													
8610100 - Electricity	0.00	3,391.08	6,230.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,621.35
8620100 - Gas	0.00	156.24	162.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	318.50
8640100 - Water & Sewer	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 Utilities	0.00	3,547.32	6,392.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,939.85
Miscellaneous Operating Expenses													
8720100 - Building & Auto Insurance	1,049.26	700.81	32,533.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34,283.72
8730100 - Bonding & Officers Liability	0.00	1,013.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,013.00
8740100 - Janitorial Services & Supplies	7,152.98	5,604.16	6,079.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,836.81
8745100 - Grounds Maintenance	1,625.00	4,836.00	1,625.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,086.00
8750100 - Building Operations/Maintenance	3,550.27	2,238.94	7,663.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,453.06
8760100 - Hospitality	84.74	270.10	832.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,187.66
8770100 - Library Lost & Damaged Materials	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
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	13,462.25	14,663.01	48,734.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	76,860.25
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	0.00	0.00	1,870.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,870.00
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	0.00	0.00	1,870.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,870.00
Capital Expenses													
9060100 - Library Furnishings	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
9070100 - Library Equipment	5,503.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,503.98
9080100 - Small Equipment under \$250	0.00	0.00	69.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69.99
9090100 - Adtl. Capital Projects & Equipment	0.00	6,912.53	1,376.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,288.53
9050200 - Library District Act	0.00	0.00	2,478.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,478.00
9060200 - Special Reserve Expenditures	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 Capital Expenses	5,503.98	6,912.53	3,923.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,340.50
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	217,891.38	276,476.96	259,964.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	754,333.15
Net Total	1,916,741.40	69,477.15	1,283,793.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,270,011.87

**McHenry Public Library District
Investments
For the 3 Month(s) Ended September 30, 2025**

Bank	Current Rate	Book Balance
Old National Bank - MM General	3.94%	4,840,854
Old National Bank - MM Spec Reserve	3.94%	2,696,845
Old National Bank - MM Grant & Gift	3.94%	705,267
Old National Bank Bank - HSA	n/a	3,859
Old National Bank Bank - General	n/a	246,560
Old National Bank Bank - Payroll	n/a	32,643
Old National Bank Bank - Imprest	n/a	907
Total	\$	8,526,935



McHenry Public Library District
INTERIM CHECKS ISSUED - September 2025
(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>
AT&T	Internet	\$ 198.93	8325-100	09/02/25	EFT
MDC Environmental Services	Waste	\$ 699.90	8745-100	09/02/25	EFT
First Communications	Phone	\$ 1,048.67	8320-100	09/08/25	EFT
Bankcard Processing	Credit Card	\$ 8,797.27	Various	09/18/25	EFT
Sam's Club	Supplies	\$ 39.16	Various	09/19/25	EFT
Comcast	Internet	\$ 458.90	8325-100	09/29/25	EFT
AT&T	Internet	\$ 198.93	8325-100	09/30/25	EFT
subtotal for account		\$ 11,441.76			

Account - HSA/Building					
Old National Bank	Employee contributions HSA	\$ 475.79	8940-100	09/04/25	EFT
Old National Bank	Employer contributions HSA	\$ 250.00	8940-100	09/04/25	EFT
Old National Bank	Employee contributions HSA	\$ 475.79	8940-100	09/18/25	EFT
subtotal for account		\$ 1,201.58			

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>
Unique	Collection Agency Fees	\$ 41.20	8215-100	09/03/25	1298
subtotal for account		\$ 41.20			

GRAND TOTAL CHECKS ISSUED \$ 12,684.54

Reimbursement Report

McHenry Public Library District

Check Dates: 09/02/2025 to 09/30/2025

Pay Periods: 08/10/2025 to 09/20/2025

Reimbursement Report

September 2025

Employee	Amount
Colgan, Alisha D.	\$14.00
Einoris, Jennifer E.	\$34.11
Jakacki, Lesley E.	\$30.66
Kimbrel, Kevin M.	\$46.90
Kordistos, Skye	\$25.50
Mendez Barradas, Sandra V.	\$9.60
Salazar, Bertha A.	\$10.98
Spaargaren, Marla C.	\$30.52
Stansbury, Alie A.	\$2.24
Totals for REITR -- Travel Reimbursement	
9 Employees	\$204.51

Report Totals

Code	Description	Employees	Amount
REITR	Travel Reimbursement	9	\$204.51
Totals		9	\$204.51



Paylocity Corporation
(888) 873-8205

User: JMay

Run on 10/3/2025 at 2:56 PM

OCTOBER 2025 (FY 2025-2026)				Bankcard Transactions - Sorted By Account		
NAME	TRANSACTION DATE	MERCHANT NAME	AMOUNT	NOTES	ACCOUNT	ACCOUNT TOTALS
	9/9/2025	POINT REDEMPTION CREDIT	(\$711.42)			
	9/17/2025	UNPAID AMOUNT	\$318.55			
SPAARGAREN	9/15/2025	IN *ROCKFORD MAP PUBLI	\$147.95		8010-100	\$147.95
MILFAJT	9/29/2025	SHAW SUBURBAN MEDIA	\$65.00		8030-100	\$65.00
JAKACKI	10/3/2025	THE PATROONS MEXICAN R	\$25.16		8040-300	\$225.16
JAKACKI	10/3/2025	GREEN PEAPOD THAI REST	\$25.00		8040-300	
JAKACKI	10/3/2025	TST*TOAST AND ROAST -	\$25.00		8040-300	
JAKACKI	10/3/2025	TST*CUP OF WONDER NEW	\$25.00		8040-300	
JAKACKI	10/3/2025	TREEHOUSE VENTURES MCH	\$25.00		8040-300	
JAKACKI	10/3/2025	SP THE PIECEFUL PROJEC	\$25.00		8040-300	
JAKACKI	10/3/2025	La Michoacana Marys	\$25.00		8040-300	
JAKACKI	10/3/2025	RITA'S # 1522	\$25.00		8040-300	
JAKACKI	10/3/2025	HARMS FARM GARDEN CENT	\$25.00		8040-300	
STANSBURY	10/6/2025	SP YOTO USA	\$170.52		8060-100	\$170.52
MAY	10/1/2025	HELP.HBOMAX.COM	\$16.99		8090-100	\$226.91
MAY	9/29/2025	Disney Plus	\$12.00		8090-100	
MAY	9/28/2025	HLU*HULUPLUS	\$18.99		8090-100	
MAY	9/22/2025	PARAMOUNT+	\$59.99	Prepaid 9/2025-9/2026	8090-100	
MAY	9/22/2025	HLU*HULUPLUS	\$18.99		8090-100	
MAY	9/21/2025	Hulu	\$18.99		8090-100	
MAY	9/21/2025	Disney Plus	\$12.00		8090-100	
MAY	9/12/2025	DISNEYPLUS	\$12.00		8090-100	
MAY	9/8/2025	discovery+	\$9.99		8090-100	
MAY	9/8/2025	APPLE.COM/BILL	\$9.99		8090-100	
SPAARGAREN	9/28/2025	HLU*HULUPLUS	\$18.99		8090-100	
SPAARGAREN	9/16/2025	PARAMOUNT+	\$5.99		8090-100	
SPAARGAREN	9/9/2025	Disney Plus	\$12.00		8090-100	
JAKACKI	9/27/2025	DAISO BOHL FARM MARKET	\$38.24		8120-100	\$38.24
SPAARGAREN	10/7/2025	WALMART.COM	\$50.55		8140-100	\$110.52
SPAARGAREN	9/30/2025	DOLLAR TREE	\$36.00		8140-100	
SPAARGAREN	9/24/2025	MICHAELS STORES 5652	\$23.97		8140-100	
STANSBURY	10/3/2025	OTC BRANDS *OTC BRAND	\$26.47		8150-100	\$29.65
STANSBURY	9/30/2025	MEIJER STORE #218	\$42.06		8150-100	
STANSBURY	9/17/2025	Etsy.com*farmapharma	(\$38.88)	Returned Item	8150-100	
JAKACKI	9/23/2025	TECHSOUP	\$920.00		8245-100	\$920.00
JAKACKI	9/22/2025	B2B Prime*PE0XE3IK3	\$349.00	Prepaid 9/21/25-9/20/26	8247-100	\$1,057.00
JAKACKI	9/17/2025	HTTPS://SCRIBE.HOW/B	\$708.00	Prepaid 9/17/25-9/17/26	8247-100	
JAKACKI	10/3/2025	USPS PO 1646800050	\$21.26		8540-100	\$21.26
JAKACKI	9/30/2025	FACEBK *G3QHH296S2	\$136.06		8550-100	\$136.06
JAKACKI	9/26/2025	IN *DME ELEVATORS & LI	\$625.00		8720-100	\$625.00
JAKACKI	10/2/2025	HOMEDEPOT.COM	\$717.00		8745-100	\$1,069.47
JAKACKI	10/1/2025	HOMEDEPOT.COM	\$119.99		8745-100	
JAKACKI	9/30/2025	HOMEDEPOT.COM	\$232.48		8745-100	
JAKACKI	9/29/2025	HOMEDEPOT.COM	\$3.11		8750-100	\$104.61
JAKACKI	9/26/2025	HOMEDEPOT.COM	\$101.50		8750-100	
JAKACKI	10/7/2025	WALMART.COM 8009256278	\$62.97		8760-100	\$641.85
JAKACKI	10/5/2025	JEWEL OSCO 2517	\$16.50		8760-100	
JAKACKI	9/18/2025	PENS.COM	\$511.44		8760-100	
JAKACKI	9/11/2025	COUNTRYDONUTS	\$14.25		8760-100	
JAKACKI	9/11/2025	MARIANOS #544	\$36.69		8760-100	
MAY	10/3/2025	NATIONAL CRIME SEARCH	\$251.55		8945-100	\$251.55
MAY	10/1/2025	SOCIETYFORHUMANRESOURC	\$299.00	Prepaid 10/2025-10/2026	8960-100	\$764.00
MAY	9/12/2025	ILLINOIS LIBRARY ASSOC	\$150.00	Prepaid 9/2025-9/2026	8960-100	
SPAARGAREN	9/17/2025	AMERICAN LIBRARY ASSOC	\$215.00		8960-100	
SPAARGAREN	9/18/2025	ILLINOIS LIBRARY ASSOC	\$100.00		8960-100	\$1,207.50
MAY	10/1/2025	UWM SCE	\$945.00		8980-100	
SPAARGAREN	9/24/2025	ILLINOIS LIBRARY ASSOC	\$60.00		8980-100	
STANSBURY	9/16/2025	AMERICAN LIBRARY ASSOC	\$202.50		8980-100	
		TOTAL BANKCARD TRANSACTIONS:	\$7,419.38			



McHenry Public Library District
809 Front St. McHenry IL 60050
815.385.0036
www.mchenrylibrary.org

September 16, 2025

El Vado Mexican Restaurant
929 Front St.,
McHenry, IL 60050

Dear Management,

We would like to extend our sincere gratitude to you for supporting McHenry Public Library's Information Fair with two \$25 gift cards as raffle prizes. This year, our Hispanic Outreach Committee has focused on more programming celebrating Hispanic heritage, family, culture, and community resources. These prizes from your local business will be a great way to share the custom of food and drink with our patrons.

Thank you again for your generosity. We are so grateful for the partnership we have fostered with your organization.

Best,

Marla C. Spaargaren
Adult Services Manager



McHENRY PUBLIC
LIBRARY DISTRICT

SEPTEMBER 2025

BY THE NUMBERS

PEOPLE

483
New Card
Registrations

284
Hours Open
To Public

12,004
Library Attendance



1,424
Program
Attendance

10.0
Volunteer
Hours

CIRCULATION



21,374 PHYSICAL ITEMS

14,221 Books
4,441 Videos
775 Video Games
810 Music (CDs)
559 Audiobooks/Playaways
508 Magazines
60 Library Of Things

7,151 eMATERIALS

2,334 eBooks
3,403 eAudiobooks
939 eMagazines
399 Video Streaming
76 Music Streaming

RESOURCES



Computer
Sessions
1,430



Database
Searches
12,887



Database
Sessions
2,001



Simple Scan &
Fax Uses
362



WiFi Uses
(in Library)
1,273

ONLINE

4,122



EMAIL SUBSCRIBERS

3.3K



190



542



1.3K



551



63



Teen Esp.

SOCIAL MEDIA FOLLOWERS

431,962



WEBSITE VIEWS

Library Attendance: **10,800** Registrations: **370** Items In Circulation (Physical): **17,457** Computer Sessions: **1,244** Database Sessions: **819**
Program Attendance: **764** Volunteer Hours: **4** Items In Circulation (eMaterials): **6,830** Simple Scan Uses: **354**
Hours Open: **276** Website Views: **322,338** WiFi Uses: **1,792**

McHenry Public Library District

LIBRARIAN'S REPORT

SEPTEMBER 2025

With September bringing National Library Card Sign-Up Month, Hispanic Heritage Month, and Back-to-School all at once, library staff were in high demand throughout the community. From signing up new patrons for library cards to sharing what the library has to offer and having fun with our community, it was a busy month, and staff rose to the occasion! We registered 215 new MPLD patrons and 16 reciprocal borrowers, and renewed 252 library cards throughout the month. Here are some of the highlights of this month's outreach activities. Thank you to the Friends of the Library for providing funds to help support the Library Card Sign Up Month initiative.

- *September 6, McHenry Home Depot Kids Building Event:* S. Culp and S. Bach helped families sign up for library cards and learn about activities available for young kids.
- *September 17, Wonder Lake Farmers and Makers Market:* A. Meads, M. Ortmeyer, D. Deasey, and B. Freidenfelds participated in the event and report that although they did not sign up for or renew any library cards, they spoke to many people about the library and programs, and were well received.
- *September 19, Residence of Fox Meadows:* G. Garcia-Szweda and K. Johnson visited one of the newer apartment complexes in McHenry and 11 new residents signed up for cards. Many were excited to hear about our digital material collections.
- *September 19, McHenry Outdoor Theater's "Library Night":* M. Spaargaren, D. Deasey, and S. Bach attended along with staff from 11 other area libraries. We set up Bozo Buckets with library swag and candy prizes and brought hula hoops. The event was a hit! We look forward to partnering with the Drive-In for more events in the future.
- *September 20, Holiday Hills Village Hall:* K. Castillo, G. Garcia-Szweda, S. Mendez helped 11 residents sign up for cards and learned more about the community.
- *September 22, Holy Apostle's Church in McHenry's Senior Fair:* G. Pedroza, along with B. Salazar and A. Mesino, coordinated and attended outreach. Seniors were very interested in the Museum Adventure Pass service and really enjoyed learning about what the library offers to Spanish-speaking patrons.



- September 27, The Village of Bull Valley's Oktoberfest Celebration at the Stickney House: A. Stansbury, B. Sullivan, and K. Meadows signed up patrons for library cards and engaged with visitors.

Administration

- Baker & Taylor, one of the largest book suppliers to libraries and our primary source for print materials, has been struggling over the past year. They recently announced that a deal to keep them in business fell through, and they'll be closing by the end of the year. As we and thousands of other libraries across the country move to different suppliers, those companies are working to take on new clients and expand their staff to handle the increased demand. This means there will be delays in getting new materials. We're working with vendors we've used before as backups, as well as some new ones, to find the best partners going forward. Instead of relying on one main vendor like we have in the past, we'll need to use multiple suppliers based on what each one does best.
- A. Mesino was busy promoting all the Library Card Sign Up events the library was offering. He created marketing kits with social media graphics, posters, and flyers for each location so they could help promote our visit.
- L. Jakacki met with the McHenry city inspector to review what changes will need to be made to our parking lot due to the Route 31 work. She also discussed the scope of work with our project manager and a civil engineering firm.
- Our financial auditors finished their on-site audit on September 29. We expect to receive a draft of the audit in late October. S. Mendez did a great job ensuring all our documentation was ready, allowing the auditors to access everything they needed.
- L. Jakacki attended the CCS Governing Board meeting, where the consortium voted to move to Bibliocommons for our online patron catalog, which will be launched in Spring 2026. The catalog will feature a more modern interface, improved search results for titles with multiple formats, more social features, and ways to promote collections within the catalog.
- L. Jakacki attended the Reimagining Library Spaces on a Budget at the Helen Plum (Lombard) Library on September 11. The presenter discussed best practices learned from retail on how to merchandise our collections through displays, arrangement, and furnishings, as well as how patrons use the space. Shared low-cost ways to evaluate space usage through heat maps, GoPros, and patron assistance.
- The Friends of the Library held their meeting on September 18. During the meeting, Board Vice President Alexander read the Board's Proclamation for National Friends of the Library Week and expressed the Board's gratitude for all the Friends do to support the Library. The Friends discussed the upcoming book sale and appointed a new Vice President, Kaye Hathaway. They also generously voted to fund Library Lovers Expedition 2026 and our staff holiday appreciation luncheon and gifts.

Adult Services

- For the first time in years, Adult Services has volunteers working at the Library again. Thanks to T. Hillier working with Senior Services Associates, we have three

volunteers coming in to perform helpful tasks like shelf reading, program reminder calls, and pulling items for outreach services.

- A. Colgan created a "Blind Date with a Monster" book display for fall, a Halloween-like twist on the usual "Blind Date with a Book" activity. The display is incredibly popular already, and will stay up through November 2.
- Additionally, G. Pedroza and B. Salazar had 43 participants for our Hispanic Heritage celebration. Patrons really enjoyed the flamenco music and crafts.



- K. Kimbrel showed excellent Readers' Advisory skills this month when a patron interested in becoming a professional photographer wanted books about photographing fall colors. Kevin was able to find a few books about landscape photography, which the patron very happy. Subsequently, a patron has read every book we have in CCS by Laura Childs and Susan Wittig Albert, but they wanted to read everything by these authors. Kevin was able to get the remaining books using interlibrary loan through OCLC.
- L. Martinez helped a patron apply for a job after not being in the workforce for a few years. She helped them get to the company's website, fill out the application online, and scan/upload their resume and cover letter to the website. After the submission, the patron was thankful and stated that they don't feel as nervous to apply for more jobs.

Building Services

- C. Taylor and J. Sullivan have continued to work on organizing the Building Services Area of the warehouse, helping them keep supplies and tools at hand and in good working condition.
- C. Taylor has worked on sealing some of the gaps in our windows by applying sealant, which will help as the winter weather approaches.
- They have begun to prepare for snow by getting their snow and ice removal equipment prepped and purchasing salt supplies. They also worked on overhauling the mechanics in our pallet jack so it is back working like new.
- They resolved 40 maintenance request tickets during the month.
- An inverter and an optimizer were replaced on our solar power system.

Circulation

- Department staff had a busy month, participating in numerous Library Card Sign-up Month initiatives highlighted in the beginning of this report.
- Kudos go out to K. Johnson of Circulation, who planned four library card sign-up events throughout the community.
- The department welcomed Bilingual Circulation Clerk S. Dominguez and Circulation Clerks A. Olson and M. Tait, and Circulation Manager P. Toto. The department bid adieu to Circulation Clerk S. Culp

Human Resources

- The month of September was a busy one for interviewing, selection, and onboarding. Between Youth Services and Circulation, a total of five new staff members joined MPLD.
- T. Song joined our Youth Services team! While we had S. Dominguez join our circulation team as a Bilingual Circulation Clerk, and A. Olson and M. Tait joined as English-speaking Circulation Clerks. P. Toto joined as our Circulation Manager and the newest member of our Management team.
- J. Velasco, J. Urgo, and S. Culp resigned.
- Our current headcount for September was 36: 16 FT (37.50 hours weekly), with 20 PT staff members.
- Average merit increase for FY 24/25 (year-to-date) is 2.49%
- Average merit increase for FY 25/26 (year-to-date) is 2.73%

Technical Services

- A. Meads verified our periodical subscriptions before the Library's annual periodical subscription renewal. She worked with K. Krewer to install Scribus and LibreOffice to replace Microsoft Publisher before it is discontinued later this year. With A. Stansbury and M. Spaagaren, she met with representatives from Ingram Content Group and Barnes and Noble for information on their materials ordering processes, ahead of the closing of Baker & Taylor.
- M. Ortmeyer began a RAILS course on Copy Cataloging Print Materials to solidify her copy cataloging skillset.
- K. Meadows took the MPLD Outreach tutorial available through Niche Academy to refresh her knowledge

- K. Milfajt began working with P. Toto to transition the Circulation Department management to him.

Technology

- On 9/15, K Krewer participated in a remote training session with K. Johnson on the RFID wand to review how to use the device, import lists, and collect data.
- K. Krewer attended the CCS IT Group on 9/16 meeting and LACONI Technology section meeting.
- IT began the process of upgrading the outdated version of Microsoft Office installed on staff computers. Office 2019 will reach end of life this month and is being updated to 2024.
- IT prepared accounts and IT equipment for several new staff members who started in September

Youth Services

- The Hispanic Heritage Celebration was a success! Patrons enjoyed the live music and making more than one craft. B. Salazar had a patron tell her and the rest of the Hispanic Outreach Committee that she is looking forward to more HOC programs.
- T. Song joined Youth Services as our new Early Literacy Associate. We are excited to have her take over responsibility for Preschool Storytime!
- J. Einoris reported that several parents at STEM Me a Story commented on what fun activities she offered for the program. They also shared that they are looking forward to the series of STEM Me a Stories on the different body systems.
- C. Jimenez has taken the lead on Crochet Club, previously lead by A. Colgan. We are grateful to Alisha's assistance in covering the program which allowed us to continue this program for the last several months.
- S. Kordistos noticed an increase in views for her virtual Storytime for Little Ones this month – her storytime about pizza received 243 views and her storytime about books received 186 views.

Patron Comments

 McHENRY PUBLIC LIBRARY DISTRICT
WISDOM • KNOWLEDGE • DREAMS

Date 9/16/2025

My comment/compliment/complaint:

JEN, WAS SO VERY
Helpful with UPDATING
my RESUME on the
computer, Editing &
turning it into a
PDF!! THANK YOU!

Denne

 McHENRY PUBLIC LIBRARY DISTRICT
WISDOM • KNOWLEDGE • DREAMS

Date 9/18/25

My comment/compliment/complaint:

Jen was so helpful!

I appreciate her taking the
time +
Helping me delete
my information, print
my resume + email.

She Deserves A RAISE !!

☆☆☆ ♥

Name (optional): Chrissy Thompson

 McHENRY PUBLIC LIBRARY DISTRICT
WISDOM • KNOWLEDGE • DREAMS

Date 9/21/2025

My comment/compliment/complaint:

Yesterday's Community
Project was great!

I didn't realize that
some of these programs
even existed!
Everyone was so
informative.

Thank you for having
this. We need more
of this!

Name (optional): Sherry Colosi

Mark Your Calendar: 'Big Screens And Book Night,' Touch-A-Truck Event Come To McHenry Outdoor Theater

[P patch.com/illinois/crystallake/mark-your-calendar-big-screens-book-night-touch-truck-event-come-mchenry](https://patch.com/illinois/crystallake/mark-your-calendar-big-screens-book-night-touch-truck-event-come-mchenry)

Amie Schaenzer

September 9, 2025



Austin Oliver of Johnsburg enjoys some cotton candy while enjoying one of his favorite books before the movies start at the McHenry Outdoor Theater. Representatives from 11 area libraries will offer card sign-ups, giveaways and more on Sept. 19. (Photo provided by Joe Cicero | McHenry Outdoor Theater)

MCHENRY, IL — It's Scott Dehn's 25th anniversary in the movie business, and the McHenry Outdoor Theater is celebrating with family-friendly nods to the thrill of good books, the heroism of first responders and the "ever-important contributions" of public works crews, according to theater officials.

Big Screen and Books night will take place Friday, Sept. 19. That evening, representatives from 11 area library districts will sign up interested residents for library cards, according to a news release from the McHenry Outdoor Theater, which is owned by Dehn.

They'll also host games, provide giveaways and more — all in the grassy area below the big screen before the evening's double feature starts.

On the evening of Saturday, Sept. 20, the theater will host a Touch-a-Truck event featuring personnel, vehicles and equipment from the McHenry Township Fire Protection District, the McHenry Police and the Richmond Township Road District.

Dehn took over the McHenry Outdoor at 1510 Chapel Hill Road in 2002, after he'd already been in the theater business a couple of years with ownership or ownership interests in indoor theaters in McHenry and Libertyville.

“This community has always rallied for us,” said Dehn, noting in particular efforts in 2013 that resulted in the Outdoor Theater clinching Honda’s Project Drive-In contest, which secured a new digital projector — a make-or-break feat. “Year after year, we have been floored by the support of our fans. I wanted to make this weekend an extra-special one as a thank you to all who’ve helped us to keep going and to thrive.”

Library representatives planning to attend Sept. 19 will be from River East Public Library in Lakemoor and Nippersink Public Library of Richmond, as well as Crystal Lake, Johnsburg, Harvard, McHenry, Algonquin, Wauconda, Fox Lake, Woodstock and Marengo-Union public libraries, according to the news release.

Cherie Wright, director of River East, said she approached theater President of Marketing and Promotions Joe Cicero after first hearing of the Big Screen and Books idea from McHenry Public Library programming employee Marla Spaargaren.

“When we first brought the idea to Joe, he was all over it,” Wright said. “It’s so great. I love that the Outdoor is so community-minded.” September, she added, is National Library Card Sign-up Month.

Each library on-site will offer sign-ups as long as patrons have ID proving district residency. Wright encouraged those at the theater to check out all of the libraries’ tables that Friday.

“You’ll want to visit each one,” she said. “Some will have take-and-make craft kits and other kinds of giveaways.”

Anyone bringing their library card to the theater Sept. 19, or anyone who signs up for a card on the 19th, will be eligible for \$2 off of a concession stand popcorn, Cicero said.

The McHenry Outdoor Theater is currently open weekends only, with movie showings planned through Christmas. View the updated movie schedule and learn about family-friendly budget night options at goldenagecinemas.com.

“Shrek” followed by “Madagascar” will be showing at the McHenry Outdoor Theater on Sept. 19 and 20. Admission is \$15 per carload for the rest of the season

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Standard 4: Collection Management

Libraries select, maintain, and provide access to information and materials in a variety of formats for all ages of the community to fulfill their educational, informational, recreational, and cultural needs. Libraries have a policy that addresses the selection and evaluation of materials and their weeding process.

Collections may be expanded beyond the physical boundaries of libraries through resource sharing, cooperative collection management, electronic resources and virtual collections. Libraries are encouraged to enhance their collections by participating in interlibrary loan practices and utilizing digital resources through national, state, regional, and local cooperative programs.

Standard	Core	Intermediate	Advanced	Comments/Improvement Plans
1	The library has a Board-approved collection management policy that affirms the American Library Association's Library Bill of Rights and represents the community it serves. The policy is reviewed bi-annually. [75 ILCS 5/4-7.2; 75 ILCS 16/30-60]	N/A	N/A	Affirmation of the ALA Library Bill of Rights is part of the Mission, Philosophy, and General Service Objectives for the MPLD. Affirming the community served is in those objectives and the General Policy on Selection. All policies are Board-approved. The Collection Management policy is overdue for review, and the policy needs to be split from the Collection Management Handbook. MPLD's Mission, Philosophy, and General Service Objectives, as well as the General Policy on Selection, affirm the ALA Library Bill of Rights and the community served. All policies are Board-approved. The overdue Collection Management policy needs to be separated from its Handbook.
	☒	☐	☐	
2	The library's budget has a designated budget line item for collection management.	Annual expenditure for materials for any size library ranges from 8 to 12% of the operating budget.	N/A	MPLD has multiple budget lines for collection management, each one dedicated to a specific collection. The expenditure for materials, calculated from the catalog expenses, materials, and supplies and staff are over 8%.
	☒	☒	☐	

3	The library has a process in place for collection management.	The library has staff who are responsible for collection management and are trained in the general principles of selection, inventory and weeding of materials.	Staff who are responsible for collection management are proficient in specific genres, age levels, and subjects.	Selectors and staff are trained in collection management topics, and Youth Services is looking into the available LIFT training. Selection staff have responsibilities based on age levels in Youth Services, and all selection staff have responsibilities based on specific genres and subjects, as well as specialized collections.
	☒	☒	☒	
4	The library agrees to make their resources, information and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.	N/A	N/A	In addition to consortial interlibrary loan and reciprocal borrowing, we contribute to ILL through Find More Illinois and OCLC. Our collections, information, resources, and expertise are available to reciprocal borrowing patrons. MPLD participates in system delivery through RAILS.
	☒	☐	☐	
5	The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.	The library publicizes and promotes interlibrary loan to its patrons.	The library provides patrons with the ability to make their own interlibrary loan requests with little mediation.	Staff verbally promote ILL to patrons during interactions. FirstSearch is promoted on the MPLD library database webpage. Patrons can make their own ILL requests for consortial materials and Find More Illinois participating library materials through the online catalog without staff mediation. OCLC requests are staff mediated.
	☒	☒	☒	
6	The library strives to provide a collection that reflects the needs and interests of the community as well as the diversity of human experience.	The library regularly reviews the collection to ensure its inclusivity.	The library implements a comprehensive collection maintenance plan that includes a 2-3 year schedule for evaluation and maintenance of every area of the collection.	Adult Services staff have a comprehensive 2-3 year weeding plan in place and conduct an annual collection diversity audit. Youth Services uses the consortial diversity audit tool, celebrates Heritage months and uses displays to promote the collection.
	☒	☒	☒	

7	The library provides access to materials in a variety of formats for individuals of all ages, interests, and abilities (e.g., print, digital, audio, video, large print).	The library circulates physical objects and digital tools (a.k.a. "Library of Things").	N/A	MPLD provides access to materials in a variety of formats for individuals of all ages, interests, and abilities, including print, large print, digital, video, and audio in multiple formats, and maintains a circulating Library of Things collection.
	☒	☒	☐	
8	Materials are cataloged according to standard library practices.	Staff are aware of the importance of culturally sensitive cataloging terminology.	N/A	Cataloging staff follow consortial and national practice, update and modify sensitive language as needed. TS staff serve on committees that discuss and look at cataloging terminology, including sensitive language.
	☒	☒	☐	
9	The library has a reconsideration of materials policy and process.	N/A	N/A	The last revision was in 2023. In addition, MPLD has a statement on censorship on the website.
	☒	☐	☐	
10	The library serves as a repository for local history.	The library provides access to genealogy resources.	The library's special collections are digitized to preserve and provide broad access to these resources.	The library hosts the local history collections of MCIGS and BIGWILL in addition to its own collection, and provide access to them. Pictorial newsletters, local newspapers, local yearbooks, and a collection of glass plate negatives are digitized. We are looking into digitizing cemetery indexes and pre-1959 telephone books.
	☒	☒	☒	

Standard 6: Governance & Administration

Illinois public libraries are governed by locally elected or appointed boards, which operate under the Illinois Local Library Act (75 ILCS 5) or the Illinois Public Library District Act (75 ILCS 16). The library board sets policies, oversees budgets and hires a director to manage day to day operations. Libraries may be municipal, district, or part of other government entities, and they receive funding through local property taxes, state grants and other sources. The Illinois State Library, under the Secretary of State, provides oversight with guidance and funding support. Additionally, regional library systems assist with resource sharing and professional development.

The library director serves as the chief administrator responsible for managing daily operations, maintaining building and grounds, implementing board policies, and ensuring the library meets community needs. They oversee staff, budgeting, strategic planning and compliance with state and local regulations. The director works closely with the board by providing reports and recommendations and advocates for funding and community partnerships. Additionally, they facilitate programming, collection development, and technology initiatives to enhance public services.

Standard	Core	Intermediate	Advanced	Comments/Improvement Plans
1	The board has an approved set of bylaws that outline its rules and procedures.	The board bylaws are reviewed at least every 3-5 years.	An attorney reviews the board bylaws periodically.	The Board has bylaws. We have reviewed the bylaws recently and need a legal review before it is adopted.
	☒	☐	☐	
2	The library complies with local, state and federal laws. This includes the Illinois Open Meetings Act [5 ILCS 120] and the Freedom of Information Act. Per these statutes, the library has an OMA designee and one or more FOIA officers.	N/A	N/A	The Library complies with all applicable laws and remains informed about changes and new laws that may impact libraries. The Director serves as OMA designee and FOIA Officer, with Business Office Assistant as backup.
	☒	☐	☐	
3	The board meets regularly to conduct the business of the library in accordance with the Illinois Compiled Statutes.	N/A	N/A	
	☒	☐	☐	

4	At each regular meeting, the board reviews and approves minutes and financial reports.	At each regular meeting, the library director presents to the board a report of library activities and statistics.	At each regular meeting, the library director presents supplemental materials to the board (e.g., departmental reports, analysis of statistics).	The Board receives a comprehensive monthly packet that includes required reports and a narrative, and statistical reports compiled with assistance from department managers.
	☒	☒	☒	
5	The library has a board-approved mission statement.	The mission statement is reviewed periodically by the board, director, and staff.	The library creates a vision or values statement.	The Library has all statements and revises them historically during strategic planning. This will occur in the upcoming process as well.
	☒	☐	☒	
6	Trustees represent the needs, interests, and aspirations of the community.	Trustees solicit input on library activities from the community.	Trustees serve on other local committees and forums acting as a bridge from the library to the community.	
	☒	☐	☐	
7	The library prepares and submits the Illinois Public Library Annual Report (IPLAR), as required by statute. [75 ILCS 16/30-65]	The IPLAR is prepared by administration and presented to the board of trustees at a public meeting.	N/A	
	☒	☒	☐	
8	The library has public and internal policies that are approved by the board.	The director regularly includes relevant staff in the drafting and review of policies. The board reviews these policies on a regular rotation.	Library policies are regularly reviewed by an attorney or expert on the relevant topic.	We utilize sources such as HR Source, RAILS, and legal review as needed when drafting policies. The Board approves all new policies and proposed revisions.
	☒	☒	☒	

9	The library has a strategic plan that is developed by the board, director, and staff.	The strategic plan is reviewed regularly by the board, director and staff.	The library includes members of the community in strategic plan development.	The strategic plan is due for review and reassessment this year. A more formal community survey is planned.
	☒	☐	☐	
10	The library has a succession plan for the director.	The library has a succession plan for the director and key staff.	The succession plan is reviewed with the board and administration and updated as needed.	The Director is drafting their succession plan and a monthly SOP of activities. Some key positions have SOPs available; these should be required for all management, administration, and specialized positions.
	☐	☐	☐	
11	The board and director develop an orientation program for new trustees.	The board actively participates in ongoing continuing education activities.	N/A	All new trustees receive an in-person orientation by the Director and a reference packet. CE opportunities for trustees are shared and attended based on interest and availability.
	☒	☐	☐	
12	The library maintains insurance coverage for property damage, general liability, professional liability, cyber liability, workers' compensation, treasurer's bond/government crime, and directors and officers. Coverage needs may vary based on library size, location, and services provided.	N/A	N/A	
	☒	☐	☐	
13	The board, as an advocate for the library, identifies community priorities, ensures proper funding, and plans for the future.	The board advocates for the library with local stakeholders.	The board advocates for the library with state and federal stakeholders.	
	☒	☐	☐	

14	The library board, director, and staff are aware of the services offered by the regional library systems, the Illinois State Library and the Illinois Library Association.	The library board, director, and staff are engaged with the regional library systems, the Illinois State Library and the Illinois Library Association (e.g., attend workshops, meetings, and conferences, and subscribe to library system e-news, ILA Reporter).	The library board, director, and staff participate as members of professional boards, committees, task forces, advisory councils of the regional library system, the Illinois State Library and the Illinois Library Association.	The Director and staff consistently use services offered by local and national library organizations and frequently attend workshops, continuing education sessions, and other professional development opportunities when their interests and availability align. CE opportunities for trustees are shared and attended based on interest and availability.
	☒	☒	☒	
15	The director participates in professional development activities, including Directors University for first-time Illinois directors.	The library provides financial support for the director's membership in professional organizations.	The director contributes to the profession by committee service, presentations, and authorship.	The Library encourages not only the Director but also staff to be involved in professional organizations and to be active contributors in the library profession community.
	☒	☒	☒	

Standard 7: Human Resources

Staff are essential to the success and effectiveness of the library. To be successful, staff should be paid competitive wages, have a thorough understanding of policies and procedures, and be provided continuing education and professional growth opportunities. A skilled, qualified, and empowered staff ensure that the library is a welcoming, vibrant, relevant, inclusive, and trusted community resource.

Standard	Core	Intermediate	Advanced	Comments/Improvement Plans
1	The library has sufficient staff for the hours that the library is open.	Staffing levels are sufficient to carry out the library's mission, to develop and implement strategic plan initiatives, and to provide services.	Library staff represent community demographics, especially focusing on cultural and multilingual diversity.	We are budgeted for sufficient staff and need to fulfill those open positions. Once this is met, we will focus on our next minority demographic, Polish.
	☒	☒	☒	
2	The library has a set of board approved personnel policies.	The personnel policies are reviewed on a regular schedule by the director and key staff.	The personnel policies are reviewed by an attorney.	We utilize HR Source, SHRM, and legal review when necessary for policy creation and review.
	☒	☒	☒	
3	The library provides job descriptions for all positions.	Job descriptions are reviewed as needed in order to align strengths, education, and expertise of staff with open positions and operational needs.	Job descriptions are reviewed by an HR professional.	Job descriptions are continuously reviewed as open positions are recruited and in response to organizational needs by the Department Manager, Library's HR Generalist, and Executive Director.
	☒	☒	☒	
4	The library compensates staff in a fair, equitable, and competitive manner. The library allocates up to 70% of the operating budget for salaries and benefits. This includes FICA, pension and health benefits.	The library has a salary schedule that includes all positions. The schedule is reviewed and adjusted to reflect cost of living and industry benchmarking.	The library conducts a market benchmarking study every 3-5 years, with pay ranges, conducted by a human resources professional, to determine current competitive pay practices.	Although the library has a salary schedule that was last reviewed eight years ago, we currently have three to five additional job descriptions to review. The library is positioning itself to complete salary benchmarking during this FY.
	☒	☒	☐	

5	The library provides employee benefits as directed by federal, state, and local law.	The library provides employees an expanded benefits package that may include healthcare and wellness benefits, tuition reimbursement, and/or pension or retirement savings. The library contributes to the premiums of any associated costs.	The library contributes to the premiums of healthcare and wellness benefits for employees and their dependents.	The library will be conducting a benefits survey to determine what else we can offer to our staff.
	☒	☒	☒	
6	The library follows state and federal laws in recruiting, hiring, onboarding, supervising, and terminating employees.	Key library staff keep abreast of current HR laws and trends (e.g., attending webinars, engaging an attorney or reputable HR consulting firm).	The library employs a staff member who is dedicated to human resource management.	
	☒	☒	☒	
7	Staff members receive coaching, feedback, and support for their own development at least annually.	The library has a performance appraisal system that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills according to their job description.	The performance appraisal system develops work goals and activities that align with the strategic plan.	
	☒	☒	☒	
8	New employees receive a thorough orientation and job training. The library complies with all state-mandated training requirements.	The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work.	The library provides paid work time and funding for conference attendance, tuition assistance, and other skill and leadership development.	
	☒	☒	☒	
9	The library has a succession plan for the director.	The library has a succession plan for staff with specialized knowledge (e.g., assistant director, facilities manager, IT manager, business manager) that includes procedural job task instructions and checklists.		See Governance Comments # 10
	☐	☐	☐	

Standard 8: Information Services

Information services include circulation, reference, reader's advisory, and technology assistance and instruction. Circulation activities may include library card registration, check-out and check-in of materials, management of patron accounts, hold placement, and interlibrary loan. Reference services primarily focus on answering informational questions, whether for school research projects, personal interest, or daily life needs. Reader's advisory encourages the use of collections for recreational purposes, including the suggestion of books and other media through one-on-one conversations, booklists, displays, and other means. Technology assistance and instruction may range from basic internet access, to device assistance, to computer classes, to high-tech digital media labs. These activities may be performed in separate departments or provided at a variety of service points using a range of service models.

In addition, information services may include referral to social service agencies, which, for some libraries, may mean branching into social work services. It may also include facilitation of the use of library spaces like meeting and study rooms and maker spaces. Libraries may opt to provide other services, such as notary, passport applications, or license plate renewal.

Standard	Core	Intermediate	Advanced	Comments/Improvement Plans
1	All basic information services are available when the library is open. These include: circulation, reference, reader's advisory, and technology assistance (including with personal devices) either through brief transactions or longer 1:1 sessions.	If the library provides additional information service offerings (e.g., notary, passports, digital media lab, maker space), an adequate number of trained staff are available to assist patrons in these areas.	N/A	Meets core standards. Offers voter registration, but would like to expand into license plate services and possibly notary services in the future when fully staffed. Current footprint does not allow for a makerspace, and services such as passports would also require additional staff.
	☒	☐	☐	
2	Staff provide accurate, timely, and courteous service.	N/A	N/A	Staff take continuing education on providing friendly service in-person, over the phone and through email/chat when onboarding.
	☒	☐	☐	

3	The library has policies that guide the provision of information services, such as a Circulation Policy and Reference & Reader's Advisory Policy.	If additional services are offered, such as notary, passports, digital media lab, or maker space, the library has policies and/or clear procedures guiding their use.	N/A	Reference and readers' advisory policies need updating (last update 2019). Voter registrar policy goes by state law rather than library policy.
	☒	☐	☐	
4	Staff have access to appropriate technology (e.g., phones, computers, work email, printers, scanners) to receive and respond to patron inquiries.	The library provides a variety of self-service information service resources via its website or library apps 24/7.	The library provides information services by chat or phone outside of the hours the library is open.	Website, databases and eLibrary open 24/7. After-hours emails, voicemails and chat are responded to as soon as possible the next open day. Chat/email reference was staffed when the building was closed for repairs, but not when regularly closed.
	☒	☒	☐	
5	Staff are familiar with all the library's offerings and other resources available to answer patron queries (e.g., print media, online subscription resources, reliable free internet sites, governmental and nonprofit agencies, local history materials).	The library provides staff who specialize in areas of information services (e.g., children's, teen, or adult services, or specific subject areas, such as business or technology).	N/A	Information staff are onboarded on this information thoroughly for 4-6 weeks, and new services/updates are communicated with All Staff. Specialized librarians for digital services, genealogy, outreach, teen, and youth services.
	☒	☒	☐	
6	Staff are aware of local and statewide agencies as resources to which they can refer patrons in need.	The library hosts representatives of local and statewide agencies to provide information about their services and/or meet with the public within the library space.	The library may go beyond basic referrals to social service agencies by providing services by social workers or social work interns.	Information table opportunities for groups such as Birth to Five, Mano a Mano, Senior services, etc. Information events such as Informacion Feria, Preschool Fair, Game of Life for Seniors (senior living resources). While some organizations that we refer to may offer social work services (MPD, Warp Corps.), we don't offer social work services in-house.
	☒	☒	☐	

7	Staff recognize the wide array of individual information needs within the community and strive to offer services for all.	The library provides opportunities for staff to expand their knowledge and sensitivity in providing information services to all people.	The library employs staff with expertise in services specific to the needs of the community it serves (e.g., individuals with dementia or autism or people experiencing homelessness).	All staff take continuing education opportunities on working with the public, especially underserved communities like those mentioned, but we do not employ or have the bandwidth to depend solely on certain staff for certain services/needs.
	☒	☒	☐	
8	The library seeks to eliminate barriers to services and information access (e.g., fines and fees, age restrictions).	In multilingual communities, the library strives to provide information services in languages relevant to patron needs.	In multilingual communities, the library employs staff who speak languages relevant to patron needs or contracts interpreting services to supplement staff's multilingual expertise.	Although fines still remain a barrier to service, we employ staff who are bilingual in Spanish to help with reference, programming, collection development/management, and in-house translation. Bilingual staff have a job description. TranslateLive tablet service provides other languages including ASL for on-demand translation.
	☒	☒	☒	

McHenry Public Library District

2025 Tax Levy Discussion



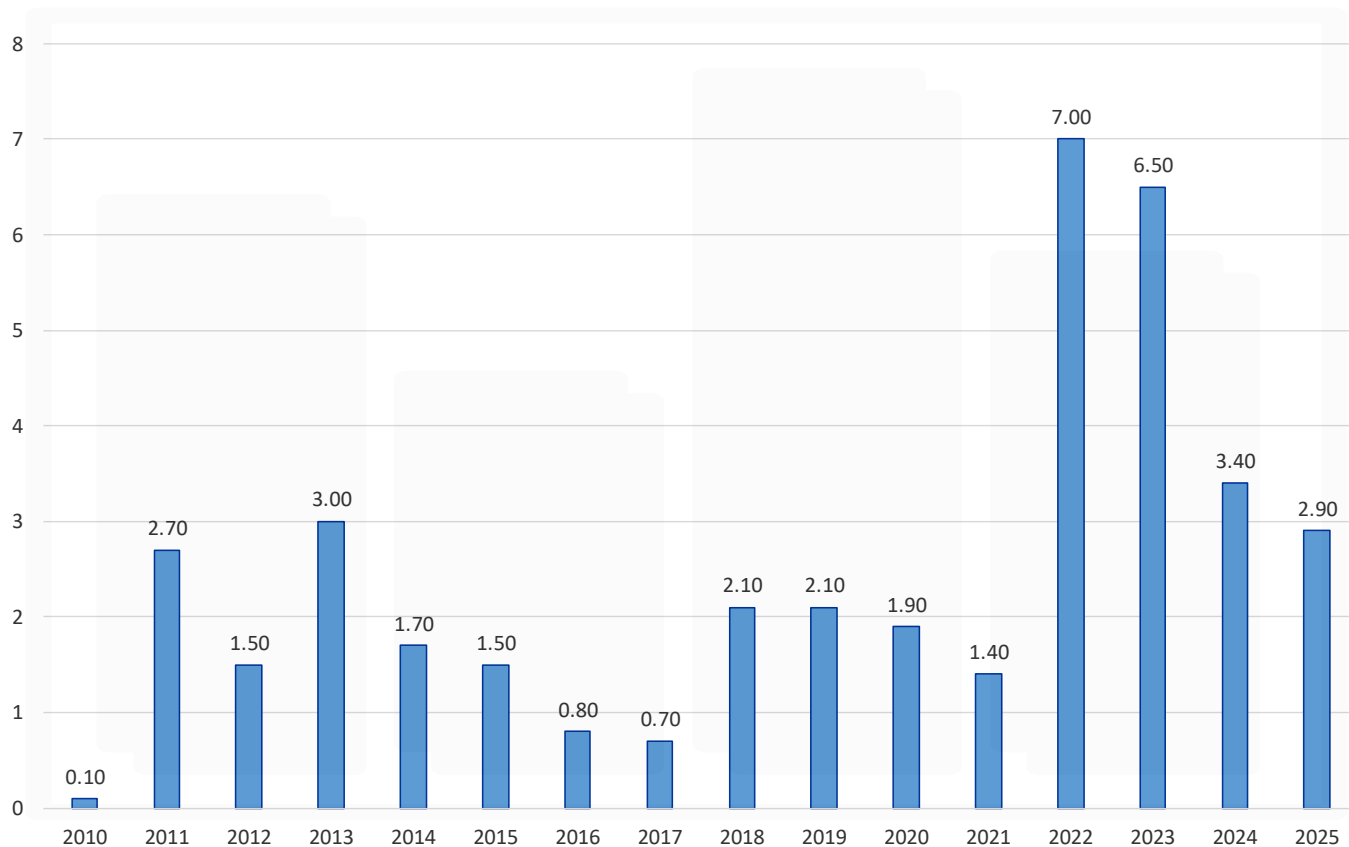
Discussion Points

- The primary source of revenue to operate the District is property taxes. Last year property taxes made up 90% of total revenues.
- CPI = 2.9%
- District EAV is estimated to increase a total of 1,715,159,173
- New growth is estimated at 23,233,342
- The District is not capped back as a result of PTELL.
- Current models do not require publication or hearing in accordance with Truth in Taxation Act (Current Model at 4.99%)

Consumer Price Index

Percent By Levy Year

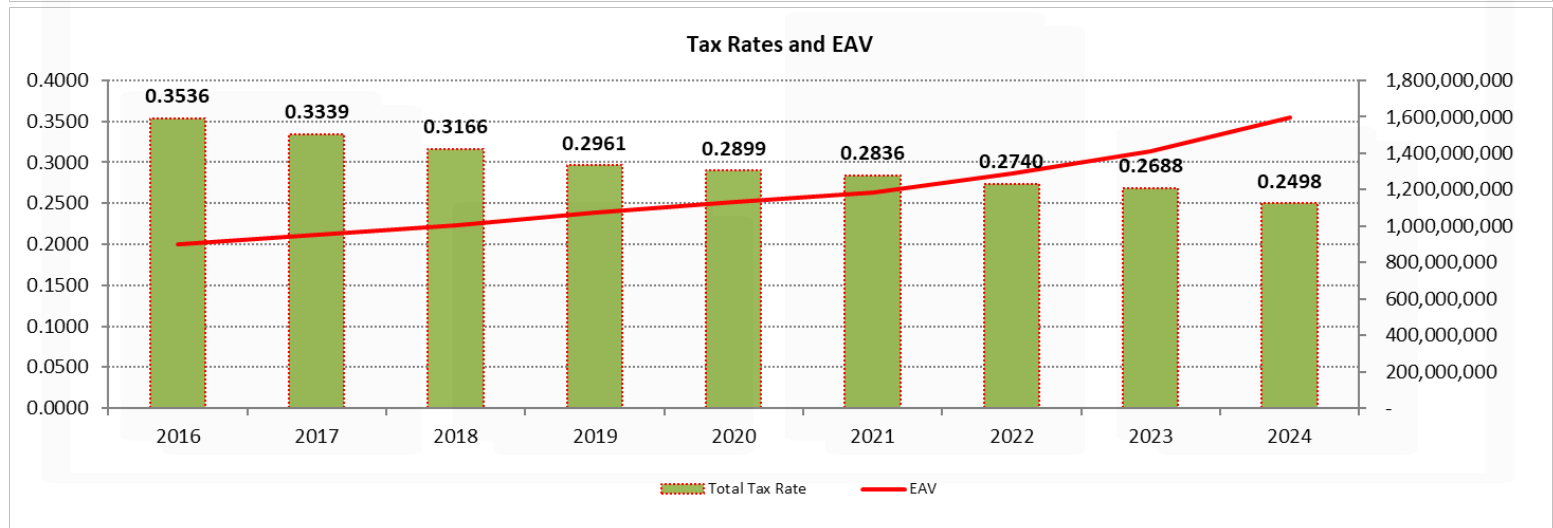
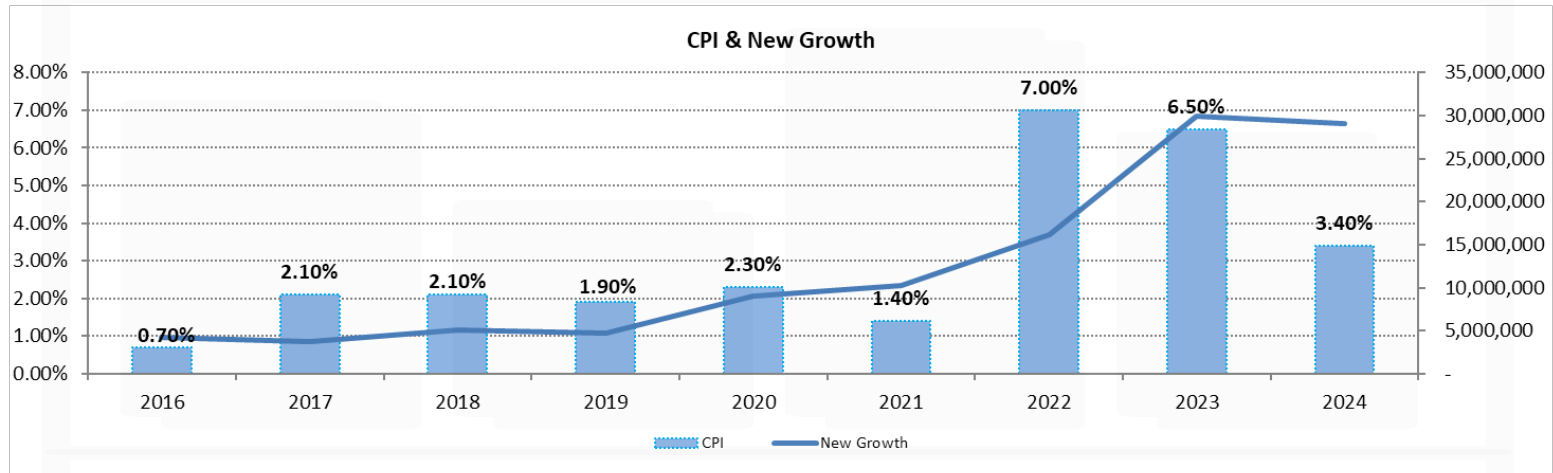
Avg = 2.46%



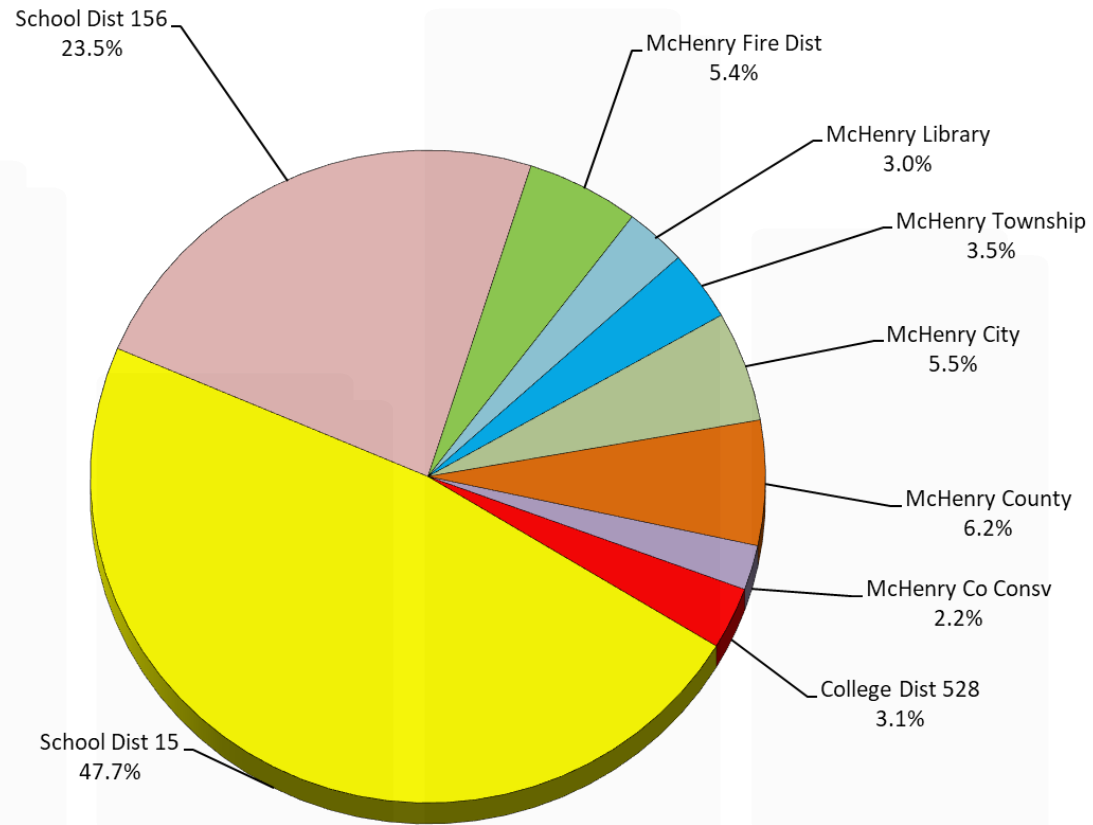
Property Taxes

YEAR OF LEVY		20 Extension	21 Extension	22 Extension	23 Extension	24 Extension
YEAR OF COLLECTION		2021	2022	2023	2024	2025
FUND	Max. Rate					
Cap Funds						
CORPORATE	0.400	3,279,679	3,354,410	3,520,111	3,776,371	3,977,112
Total Cap Funds		3,279,679	3,354,410	3,520,111	3,776,371	3,977,112
% Inc		3.11%	2.28%	4.94%	7.28%	5.32%
Non Cap Funds						
RECAPTURE	None	-	12,405	11,819	9,790	11,480
		-	12,405	11,819	9,790	11,480
Emergency and Rescue						
TOTAL		3,279,679	3,366,815	3,531,931	3,786,161	3,988,592
		3.11%	2.66%	4.90%	7.20%	5.35%
TOTAL ASSESSED VALUATION		1,131,157,919	1,187,107,464	1,288,926,948	1,408,673,228	1,596,592,637
TAX RATE		0.2899	0.2836	0.2740	0.2688	0.2498
CPI %		1.9%	1.4%	7.0%	6.5%	3.4%
% INCREASE IN EAV		5.3%	4.9%	8.6%	9.3%	13.3%
NEW GROWTH		8,976,483	10,217,169	16,142,803	29,921,974	29,014,639

CPI, EAV & Tax Rate



Taxing Districts



Tax Levy Calculation at 4.99%

Estimated Property Tax Calculation

New Constr.

CPI-U

2.9%

Total EAV

1,715,159,173

Total New

23,233,342

$$\begin{array}{rcl} \text{Aggregate Ext.} & & \\ \text{Base (Prior Yr} & & \\ \text{Extension)} & \times & (1 + \text{Limit}) = \text{Numerator} \\ 3,977,112.25 & & 102.9\% \quad 4,092,448.51 \end{array}$$

$$\begin{array}{rcl} \text{Current EAV} & & \text{Disconnection} \\ \text{(Total DuPage)} & - \text{Annexations} + \text{s} = \text{Adjusted EAV} \\ 1,715,159,173 & 0 & 0 \quad 1,715,159,173 \end{array}$$

$$\begin{array}{rcl} \text{Adjusted EAV} & - \text{New Property} & \text{Overlap New Prop.} \\ 1,715,159,173 & 23,233,342 & 0 \\ \text{TIF Recovery} & & 0 \\ \text{Current EAV} & & \text{Disconnection} \\ \text{s} & & 0 \\ \text{Denominator} & & 1,691,925,831 \end{array}$$

$$\begin{array}{rcl} \text{Numerator} & / & \text{Denominator} = \text{Limited Rate} \\ 4,092,448.51 & 1,691,925,831 & 0.2419 \end{array}$$

$$\begin{array}{rcl} \text{Limited Rate} & / & \text{Actual Rate} = \text{Reduction Factor} \\ 0.241900 & 0.243447 & 0.99365 \end{array}$$

0.0063

Fund	Levy Request	Levy Request Plus 0%	Max Rate	Calc. Rate	Round	Actual Rate	Non-PTELL Extension	PTELL Reduction Factor	Limited Rate	Total Extension
Corporate	4,175,500	4,175,500.00	0.6000	0.2434	0.243447	0.2434	4,175,503.55	0.993650	0.2419	4,148,989.10
Total Capped	4,175,500	4,175,500.00		0.2434	0.243500	0.2434	4,175,503.55		0.2419	4,148,989.10
Total Not Cap	-	-		0.0000	0.000000	0.0000	-		0.0000	-
Total All	4,175,500	4,175,500.00		0.2434	0.243500	0.2434	4,175,503.55		0.2419	4,148,989.10

Publish 4.99%

Last Year

Total	Ops
3,977,112	3,977,112
171,877	171,877
4.32%	4.32%

Change
Pct Change

Employee Benefits - Proposed

(Approved 9/2014, Revised XX-XX-XX)

Benefit Disclaimer

Eligible library employees are provided with a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law. Eligibility for other benefits depends on various factors, including employment classification.

MPLD annually evaluates benefit options to provide the best possible benefits within available financial resources. The Library reserves the right to select, modify, or discontinue insurance plans and benefits at any time, and to adjust employee premium contributions as needed.

We strive to keep this policy manual accurate and up-to-date. However, if there are any conflicts between this manual and official Plan documents, the Plan documents take precedence.

*Revised policy to meet industry norms and removed the Employee Benefits Summary reference that is out of date with our current practices and policies. Also, will take the place of two identical policies.

Benefits - Current

(Approved 9/2014)

See Also Names Of Specific Benefits – Absences, Health Insurance, Holidays, Vacation, Etc.

POLICY

The Library recognizes the importance of providing benefits to employees in addition to compensation. Benefits provide a value-added package for employees and a number of benefits are provided to both full-time and part-time employees. The benefits currently provided include the following: health insurance; dental and vision insurance, life insurance, time off (vacation, sick, personal leave), retirement (IMRF), and some professional/educational benefits including paid conference attendance, etc. Additionally, through IMRF various long-term and short term disability periods are covered. Please note that benefits are not guaranteed to any employee and can change annually throughout employment. Each year, the Library produces an Employee Benefits Summary that details all of the benefits for employees.

Employee Benefits - Current

See Also Names Of Specific Benefits – Absences, Health Insurance, Holidays, Vacation, Etc.

POLICY

The Library recognizes the importance of providing benefits to employees in addition to compensation. Benefits provide a value-added package for employees and a number of benefits are provided to both full-time and part-time employees. The benefits currently provided include the following: health insurance; dental and vision insurance, life insurance, time off (vacation, sick, personal leave), retirement (IMRF), and some professional/educational benefits including paid conference attendance, etc. Additionally, through IMRF various long-term and short term disability periods are covered. Please note that benefits are not guaranteed to any employee and can change annually throughout employment. Each year, the Library produces an Employee Benefits Summary that details all of the benefits for employees.

*Revised policy to meet industry norms and removed the Employee Benefits Summary reference that is out of date with our current practices and policies. Also, will take the place of two identical policies.

Illinois Municipal Retirement Fund (IMRF) - Proposed

(approved 09-2014, revised XX-XX-XXXX)

All employees who average more than 1,000 scheduled hours per year are required to participate in IMRF. The library contributes to each participating employee's account, and employee contributions are taken as payroll deductions.

Eligible employees may choose to participate in IMRF's Voluntary Additional Contributions (VAC) through regular payroll deductions. The Library does not make any additional contributions to VAC accounts.

IMRF provides retirement, disability, and death benefits to eligible participants. These benefits are in addition to those offered by Social Security.

The Illinois pension code determines how IMRF operates and administers IMRF plans, and the Library adheres to IMRF's guidelines regarding benefit administration.

Participating employees can attend one IMRF-sponsored pre-retirement planning workshop during work hours.

Additional benefit information is available from the Human Resources Generalist or may be located on our Intranet.

*Updated policy with industry norms.

Illinois Municipal Retirement Fund (IMRF)

Policy

Any employee of the McHenry Public Library District who is regularly scheduled to work more than 1000 hours annually is required to participate in the Illinois Municipal Retirement Fund (IMRF).

Guidelines And Practices For Implementation

The library and the employee share the cost of this retirement plan. The employee's share (currently set by Illinois Statute at 4.5%) is acquired through a payroll deduction. The library's share is calculated annually by IMRF.

IMRF includes retirement, disability and death benefits. Non-vested employees may make application to IMRF for a refund of their contributions upon termination of employment if they are not leaving to work for another IMRF employer. The library's contributions remain invested with IMRF. Further details about IMRF are available to eligible employees at the time they are hired or become eligible for this benefit. It is the responsibility of the Administrative Staff to determine which employees are eligible for IMRF benefits, to maintain the appropriate records and forms, and inform employees of any statutory changes to IMRF. The library administrative staff maintains information about IMRF and IMRF benefits. Employees can also access the IMRF web site directly.

*Updated policy with industry norms.

Workers' Compensation Insurance - Proposed

(approved 09-2014, revised XX-XX-XXXX)

Workers' Compensation insurance covers all Library employees for injuries or illnesses by exposure sustained in the performance of their job duties as required by the Illinois Workers' Compensation and Occupational Diseases Act. The library covers immediate and follow-up medical treatment for work-related injuries and illnesses incurred while conducting library business.

All workplace accidents resulting in employee injury or illness due to exposure must be reported immediately to a Manager, Human Resources Generalist, or the Executive Director, regardless of fault. The injured or ill employee report must be completed and submitted to the Human Resources Generalist or the Executive Director. Reporting forms are available on the Intranet.

To ensure the timely processing of workers' compensation benefits, please notify the Library as soon as possible, preferably within 45 days after the accident occurs. While we understand that circumstances may vary, delayed notification may result in delayed payment of workers' compensation benefits.

Failure to report an accident immediately or to file a false claim may result in disciplinary actions, up to and including termination.

*To streamline the policy and align it with industry standards, redundant sections were removed, and procedures were separated from the policy itself.

Insurance - Current

Worker's Compensation

The MPLD provides worker's compensation insurance. All regularly paid employees are covered under worker's compensation. Additional information is found in the Worker's Compensation section of this policy manual.

Worker's Compensation - Current

Policy

The MPLD retains worker's compensation insurance and every employee is protected by Worker's Compensation against loss of income and related medical costs due to on-the-job injury or death. This protection is provided at no cost to the employee.

Guidelines And Practices For Implementation

Any work related accident or injury must be immediately reported to the employee's supervisor. This applies to all injuries, no matter how serious or superficial. Supervisors are expected to work with administrative staff to ensure that the injured employee is given prompt emergency medical attention and to complete a written accident/injury report form. Failure to report a work related injury within 48 hours might delay medical and compensation payments. In addition, a staff member is required to report any symptoms that might be caused by a work related injury. Administrative staff will notify the appropriate authorities of any worker's compensation claim. It is also the responsibility of administrative staff to maintain appropriate incident report files. The insurance company will determine what benefits, if any, are to be provided. Failure to report or document a job-related injury may result in disciplinary action or termination. It is in the best interest of both the employee and the library to report on- the-job accidents or illness as soon as possible.

*To streamline the policy and align it with industry standards, redundant sections were removed, and procedures were separated from the policy itself.

Group Health Insurance Plans - Proposed

(approved 09-2014, revised XX-XX-XXXX)

Library employees working a minimum of 30 hours per week are eligible to participate in a group medical, dental, and/or vision plan offered through the library.

The library contributes a set amount toward single and dependent (as determined by the insurance carrier) coverage for health, dental, and vision insurance, which is evaluated annually. Employees are responsible for the difference between the library's contribution and the total premium amount through pre-tax payroll deductions during the first two pay periods of each month.

Employees may choose from two medical plan options, both offered through a Preferred Provider Organization (PPO): a Health Reimbursement Account (HRA) or a High-Deductible Health Savings Account (HSA).

Health, dental, and vision coverage begin on your date of hire or once you become eligible. Employees can enroll during three specific periods: at initial eligibility (your hire date), during the annual open enrollment period, or within 30 days of experiencing a qualifying life event.

Upon separation from the Library, all benefits end on the last day of the month following an employee's separation date. Eligible employees will receive Information regarding continuation of benefits under COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985) at their last known mailing address.

Retirees who are at least 55 years of age and have worked for the library for 10 or more consecutive years may choose to remain in the library's group insurance plan. Eligible retirees are responsible for 100% of the insurance premiums.

Additional benefit information is available from the Human Resources Generalist or may be located on our Intranet.

*Updated policy to remove employee classifications and policy explanations, streamlining it to align with industry standards. Separated the Workers' Compensation and Life Insurance policies into individual policies since they are governed by different laws and regulations.

Insurance - Current

Policy

The Library provides a program for risk management. Components of this program include, but are not limited to tort and liability insurance, worker's compensation, directors and officer's liability insurance, and employee medical and life insurance. It is the Library Board of Trustee's intent to offer quality health care to full-time employees within budgetary limitations and long-range goals. The insurance program is reviewed at the beginning of each budget year on a 3-year evaluation cycle (or when needed due to budgetary concerns/or changes in coverage/rates/federal or state laws).

When you're hired, you're designated as either NON-EXEMPT or EXEMPT. NON-EXEMPT employees must comply with the specific provisions of federal and state wage and hour laws. EXEMPT employees are generally salaried and are excluded (exempt) from specific provisions of federal and state wage and hour laws.

In addition to the above categories, you will belong to one of these employment categories:

REGULAR FULL-TIME employees are those who are regularly scheduled to work a minimum of 37.5 hours per week. Generally, they are eligible for all of the library's benefits, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who work less than 37.5 hours per week on a regular, scheduled basis.

Employees regularly scheduled to work 20 hours or more per week are generally eligible for some of the library's benefits as outlined in this summary.

If you're scheduled to work 30 or more hours a week, you're eligible to enroll in the medical, dental, and vision benefit options. Employees in this category have a cost-sharing arrangement (subject to change) in which the library pays the majority of the monthly premium and the employee pays the remainder.

Spouses and dependent children (up to age 26) are eligible to be covered under the medical, dental and vision plans.

The library currently offers two health insurance options to eligible employees. See the annual enrollment materials for details and costs.
PPO (traditional point-of-service plan).

High Deductible HSA (Health Savings Account) plan using a PPO Network. An HSA allows you to use pre-tax dollars to pay for health expenses not covered by another source as defined by the IRS. The library contributes a set amount each month to the employee's account. You may

*Updated policy to remove employee classifications and policy explanations, streamlining it to align with industry standards. Separated the Workers' Compensation and Life Insurance policies into individual policies since they are governed by different laws and regulations.

contribute to your HSA through payroll deductions, or through your own direct bank deposits, up to the annual limit set by IRS rules each year.

DENTAL INSURANCE

The library offers eligible employees dental coverage for themselves and their dependents. If you go to in-network dentists, your benefit amounts and coverage are better.

VISION INSURANCE

The library offers eligible employees vision coverage for themselves and their dependents. If you go to a provider in the network, your benefit amounts and coverage are better.

BASIC LIFE AND AD&D INSURANCE

The library provides employees who work 30 or more hours/week with \$30,000 of basic group life and accidental death & dismemberment (AD&D) insurance and pays the full cost of this benefit. Supplemental life insurance is available.

SUPPLEMENTAL HEALTH INSURANCE

The library offers all employees the opportunity to purchase supplemental health coverage through Aflac through payroll deduction. The cost is 100% employee paid. Aflac policies are portable, meaning they can be continued after your employment with the library ends

Health Insurance Inclusion For Retirees

Retirees who are at least 55 years-of-age and have been full-time employees for 10 (ten) or more consecutive years may choose to remain part of the library's group insurance plan. The eligible retiree is responsible for 100% of the insurance premiums. Monthly payment for a retiree's insurance premium is due by the 1st of the month. The Library will not charge an administrative fee for retiree's insurance premiums. It is the responsibility of the retiree to forward any change of address, phone numbers(s) or e-mail information to the Administrative Assistant or other staff member responsible for coordinating insurance premiums. (*passed 2/20/2007 with clarification 12/20/2011. The Board of Trustee's intent was to provide access to any health insurance provided by the library, including medical, dental and vision.)

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Medical and Life Insurance

Currently, the MPLD offers group health and life insurance to full time library employees. The health care insurance offerings vary according to the library's insurability, economy/budget and healthcare costs. Employees are eligible to enroll in these programs at the time of employment or during "open enrollment" periods generally provided annually [usually Nov. 1 – Dec. of each year, effective January 1]. Currently, the library pays a portion of the health and life insurance premiums for full time employees with the employee picking up the remainder. Full time employees may add coverage for dependents through payroll deductions at the employee's expense. Enrollment forms and specific information about the library's insurance plans are available from the Executive Director at the time an employee is hired or becomes eligible for

*Updated policy to remove employee classifications and policy explanations, streamlining it to align with industry standards. Separated the Workers' Compensation and Life Insurance policies into individual policies since they are governed by different laws and regulations.

insurance coverage. Full benefit package information is available from the Business Manager.

Worker's Compensation

The MPLD provides worker's compensation insurance. All regularly paid employees are covered under worker's compensation. Additional information is found in the Worker's Compensation section of this policy manual.

Tort and Liability Insurance

Tort liability insurance shall be provided for all trustees and employees. This coverage is only applicable to incidents related to the individual's work on behalf of the MPLD.

*Updated policy to remove employee classifications and policy explanations, streamlining it to align with industry standards. Separated the Workers' Compensation and Life Insurance policies into individual policies since they are governed by different laws and regulations.

Supplemental Health Insurance - Proposed

(approved 09-2014, revised XX-XX-XXXX)

The library offers all employees the opportunity to purchase supplemental health coverage through payroll deduction during the first two pay periods of each month. Deductions are processed either pre-tax or post-tax, depending on the plan. Employees are responsible for the full cost of coverage. These policies are portable and may be continued after employment with the library ends.

Supplemental coverage may be elected on your date of hire or once you become eligible. Employees can enroll during three specific periods: at initial eligibility (on their hire date), during the annual open enrollment period, or within 30 days of a qualifying life event.

Additional benefit information is available from the Human Resources Generalist or may be located on our Intranet.

*Separate policy statement for ease of updates as needed.

Insurance - Current

SUPPLEMENTAL HEALTH INSURANCE

The library offers all employees the opportunity to purchase supplemental health coverage through Aflac through payroll deduction. The cost is 100% employee paid. Aflac policies are portable, meaning they can be continued after your employment with the library ends

*Separate policy statement for ease of updates as needed.

Life Insurance - Proposed

(approved 09-2014, revised XX-XX-XXXX)

All eligible employees who work a minimum of 30 hours per week receive group term life insurance, with coverage beginning on their date of hire or upon becoming eligible. No medical underwriting is required. The library contributes a set amount towards premiums, which is evaluated annually, and employees are responsible for the difference between the library's contribution and the total premium amount through pre-tax payroll deductions during the first two pay periods of each month. The benefit amount is determined by the library and reviewed annually.

Voluntary life insurance for additional coverage and dependents may be purchased. The employee fully covers the costs of additional coverage and dependent premiums deducted through pre-tax payroll deductions during the first two pay periods of each month. Enrollment in additional voluntary life insurance coverage during the annual open enrollment period or upon a qualifying life event requires underwriting.

Life insurance plans may be converted to individual life insurance plans after separation of employment.

Additional benefit information is available from the Human Resources Generalist or may be located on our Intranet.

*Policy update to remove procedures, streamline policy to meet industry norms, and divide up insurance policies to create separate policy statements for ease of updates as needed.

Insurance - Current

The library provides employees who work 30 or more hours/week with \$30,000 of basic group life and accidental death & dismemberment (AD&D) insurance and pays the full cost of this benefit. Supplemental life insurance is available.

DRAFT

*Policy update to remove procedures, streamline policy to meet industry norms, and divide up insurance policies to create separate policy statements for ease of updates as needed.

Employee Assistance Program - Proposal

(approved XX-XX-XXXX)

The Employee Assistance Program (EAP) is a voluntary, confidential service offered by the Library to support all employees and their family members with everyday challenges that may impact work and daily life. This program can provide short-term counseling benefits, legal and financial consultation, and help in locating community resources to address life's challenges. All services provided by the EAP are provided at no cost to employees.

Additional benefit information is available from the Human Resources Generalist or may be located on our Intranet.

*Newly created policy to help inform employees of benefits offered.