



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

McHenry Public Library District
809 Front Street
McHenry, Illinois 60050
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**McHenry Public Library District
Board of Library Trustees Regular Meeting
MINUTES**

Date: Tuesday, October 21, 2025
Time: 7:00 p.m.
Location: Meeting Rooms #135 & #136

I. CALL TO ORDER – Charles Reilly, President

II. ROLL CALL – Monica Leccese, Secretary

A. Roll Call

Members Present: Bud Alexander, Monica Leccese, Jim O'Hagan, Charles Reilly, Terry Weingart

Members Absent: Victor Jimenez Carrillo, Vickie Schutze

Also Present: Tom Coughlin, Governmental Accounting, Inc.
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 September 16, 2025, Regular Meeting.

Secretary Leccese stated that she reviewed the Minutes of the September 16, 2025, Regular Meeting and found no changes necessary.

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

Roll Call Vote:

Ayes: Alexander, Leccese, O'Hagan

Nays: None

Abstain: Reilly, Weingart

Absent: Jimenez Carrillo, Schutze

Motion Passed

VII. TREASURER'S REPORT – Terry Weingart, Treasurer

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

Tom Coughlin from Governmental Accounting Inc. provided a quarterly review of the Library's finances to the Board. During the first quarter of the 2025/2026 fiscal year, the Library has brought in just over \$4 million in revenue (68% of budget), which is an increase of 6% from last year. Operating expenses to date were about \$738,000 (16% of budget), an increase of 15% from this time last year due to increased personnel costs. Capital expenses so far were \$16,341 and the current surplus is \$3,270,012. The ending fund balance is \$8,654,679. Tom stated that the library's financials overall are in good shape.

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

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

Roll Call Vote:

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

Nays: None

Abstain: None

Absent: Jimenez Carrillo, Schutze

Motion Passed

VIII. COMMUNICATIONS

A. El Vado Mexican Restaurant - Recognition of Donation

Our Hispanic Outreach Committee dropped off flyers at many Hispanic owned businesses in McHenry to promote a resource fair they were doing during Hispanic Heritage Month. When they stopped at El Vado Mexican Restaurant, the owner gifted the committee two \$25 gift cards for them to use as raffle prizes to help encourage people to attend the event.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

Director Jakacki shared that in the statistical infographic, there was an almost 30% increase in library card registrations, a 21% increase in physical item use, an 11% increase in library attendance and a 5% increase in use of e-materials compared to this time last year. There was a storytime that went viral on YouTube which helped increase our program attendance by 80%. Computer sessions went up by almost 15% and database sessions went up by 144%.

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

- With September being National Library Card Sign Up Month, one of the Library's big initiatives was to get out into the community and get more people to sign up for or renew their library card. We were at a variety of event and in total, we had 215 new library card sign ups and 252 library card renewals.
- Baker & Taylor, which is the Library's biggest book supplier and primary source for print materials, is closing. Staff have been working with other vendors.
- The Friends of the Library held their meeting on September 18. Board Vice President Alexander was in attendance to read the Board's Proclamation for the 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.
- For the first time in years, Adult Services has volunteers working at the Library again to perform helpful tasks like shelf reading, program reminder calls, and pulling items for outreach services.
- Director Jakacki shared with the Board pictures from some of the Hispanic Heritage Month events we held.

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

This is the replacement for the *Serving Our Public 4.0* standards. These are the standards we need to revise in order to apply for the Illinois Per Capita Grant annually. During the September Board meeting, Director Jakacki went over standards 1, 2, 3, and 5. The Library's management team also reviewed standards 4, 6, 7, and 8, checked what they thought was applicable, and made a note of things that have been accomplished and things that still need to be worked on.

X. OLD BUSINESS

A. Capital Projects

Director Jakacki informed the Board that the main focus at the moment is trying to get everything together for the parking lot capital project. The Library has been working with the City of McHenry to go over exactly what they would need to see addressed for a parking lot rehab. The City inspector came out and went over the map from IDOT to review what changes were needed and how they would affect different areas of the Library.

John Shales, who is working on the building facilities plan, will be coming in with a few experts in different areas to do a full examination of the building, and, over the coming months, he will go over the improvement plan as he puts it together, which will help us understand the scope of repairs that the building will need over the next ten years.

XI. NEW BUSINESS

A. FY 2025/2026 Budget
1. Levy

Tom Coughlin presented the levy projections for the 2026-2027 fiscal year to the Board for their consideration. He stated that we built in a 2.9% CPI, with an additional EAV of over \$1.7 million, and new growth of about \$23 million. A 4.99% levy increase is recommended.

The Board reviewed a recent history of levy figures as well an estimated property tax calculation with a tax levy at 4.99% for the 2026-2027 fiscal year and will bring a 4.99% levy increase recommendation to the next Board meeting for approval.

B. Civil Engineering and Site Electrical Design Services Proposal

Proposal from Eriksson Engineering for the Civil Engineering and Site Electrical Design Services for the parking lot project. The proposal is to help prepare plans for the removal of the 9 easternmost parking spaces, relocation of the storm catch basin at the southeast corner, moving the curb and the gutter, replacement of the northwest parking lot, extending the concrete pad at the trash dumpster, removal and replacement of the light poles and fixtures on the north side of the main entrance, moving some of the ADA parking, restriping plans, and removal and replacement of all the surface and binder asphalt. John Shales, our capital project manager, looked at the proposal and said that it is in line with what he would expect of this type of proposal.

President Reilly stated that he would also like a proposal to be drafted for the movement of the monument sign. Upon further discussion the Board agreed that they would like to see both a proposal for the monument as well as a proposal for a topographical survey from Eriksson Engineering. Director Jakacki said that she would work on getting both proposals from them.

Alexander moved, and Weingart seconded the motion to approve the Civil Engineering and Site Electrical Design Services Proposal.

Roll Call Vote:

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

Nays: None

Abstain: None

Absent: Jimenez Carrillo, Schutze

Motion Passed

C. Policies
1. Employee Benefits

A revised statement that combines what was in our "Benefits Statement" and the "Employee Benefits" section in the Employee Manual.

2. Illinois Municipal Retirement Fund (IMRF)

The language in the policy was updated to be a lot more concise and easier to read.

3. Workers' Compensation Insurance

The language in the policy was updated and policy and procedure areas where there were some redundancies were removed.

4. Group Health Insurance

The language in the policy was updated and policy and procedure areas where there were some redundancies were removed.

5. Supplemental Health Insurance

The language in the policy was updated.

6. Life Insurance

Expanded information was added to the policy to state that employees can purchase additional life insurance on top of what the Library is already covering and that the plan is portable when leaving the Library's employ.

7. Employee Assistance Program

The Library has had an Employee Assistance Program for six years; however, no official policy had been written yet. The proposed policy outlines the services the program provides and states that this is a voluntary program we offer at no cost to employees.

O'Hagan moved, and Weingart seconded the motion to approve all of the employee policies listed on the agenda.

Roll Call Vote:

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

Nays: None

Abstain: None

Absent: Jimenez Carrillo, Schutze

Motion Passed

XII. EXECUTIVE SESSION

Weingart moved, and Alexander seconded the motion to enter into an Executive (closed) Session at 8:29 p.m. for the following purpose:

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

Roll Call Vote:

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

Nays: None

Abstain: None

Absent: Jimenez Carrillo, Schutze

Motion Passed

Weingart moved, and Leccese seconded the motion to leave Executive (closed) Session at 8:40 p.m.

Roll Call Vote:

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

Nays: None

Abstain: None

Absent: Jimenez Carrillo, Schutze

Motion Passed

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

A. Executive Director Compensation

Weingart moved, and Leccese seconded the motion to approve the Executive Director's compensation of a 3% merit increase to base salary retroactive to anniversary date.

Roll Call Vote:

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

Nays: None

Abstain: None

Absent: Jimenez Carrillo, Schutze

Motion Passed

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

Director Jakacki provided the Board with a list of elected officials in our district which trustee O'Hagan had requested at the previous Board meeting.

Every year, the Illinois Library Association holds library legislative meetups to encourage library officials, trustees, executive directors, and state legislators to come together to discuss issues affecting libraries. The meeting scheduled for our area will be on November 19, 2025, and Director Jakacki shared the invite with all Board members.

XV. ADJOURNMENT

Alexander moved, and Leccese seconded the motion to adjourn the meeting at 8:45 p.m.

Roll Call Vote:

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

Nays: None

Abstain: None
Absent: Jimenez Carrillo, Schutze
Motion Passed

APPROVED by the Board of Trustees this 18th day of November, 2025

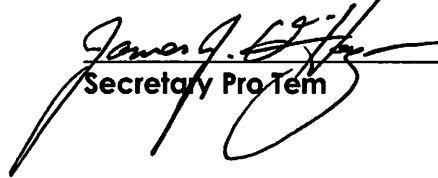
AYES: 6- Alexander, Jimenez Carrillo, O'Hagan, Reilly, Schutze, Weingset

NAYS: 0

ABSTAIN: 0

ABSENT: 1- Leccese

Respectfully Submitted,


Secretary Pro Tem