



McHenry Public Library District  
809 Front Street  
McHenry, Illinois 60050  
Phone: 815.385.0036  
[www.mchenrylibrary.org](http://www.mchenrylibrary.org)

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

**Date:** Tuesday, November 18, 2025  
**Time:** 7:00 p.m.  
**Location:** Meeting Rooms #135 & #136

**CALL TO ORDER – Charles Reilly, President**

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

**I. ROLL CALL – Monica Leccese, Secretary**

**A. Roll Call**

Roll was called.

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

**Members Absent:** Monica Leccese

**Also Present:** Lesley Jakacki, Executive Director  
Abdullah Khan, Illinois NFP Audit & Tax, LLP (virtual)  
Jennifer May, HR Generalist  
Sandra Mendez Barradas, Administrative Assistant

**B. Appoint Secretary Pro Tem**

Reilly moved, and Alexander seconded the motion to appoint Trustee Jim O'Hagan as Secretary Pro Tem for the November 18, 2025, regular meeting.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Leccese

**Motion Passed**

**II. PLEDGE OF ALLEGIANCE**

**III. CORRECTIONS OR ADDITIONS TO THE AGENDA**

None.

**IV. PUBLIC COMMENT AND RECOGNITION OF VISITORS**

**V. SECRETARY'S REPORT – Jim O'Hagan, Secretary Pro Tem**

**A. Approval of Minutes of the October 21, 2025, Regular Meeting**

Trustee O'Hagan stated that he reviewed the Minutes of the October 21, 2025, Regular Meeting and found no changes necessary.

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

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Leccese

**Motion Passed**

**VI. TREASURER'S REPORT – Terry Weingart, Treasurer**

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

Treasurer Weingart shared that for the four months ended October 30, 2025, revenue was \$4,120,000 (70% of budget), expenditures were \$959,000 (20% of budget), and total surplus is \$3,144,000. The top three sources of revenue are property taxes, dividends and interest, and the Per Capita grant. The top three operational expenditures are personnel, materials and supplies, and miscellaneous operating expenses.

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

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Leccese

**Motion Passed**

**VII. NEW BUSINESS**

**A.** Fiscal Year 2024/2025 Audit

**1.** Presentation of audit from Abdullah Khan; Illinois NFP Audit & Tax, LLP

Abdullah Khan, Partner at Illinois NFP Audit & Tax, LLP, presented the findings of the Fiscal Year 2024/2025 Audit to the Board. Mr. Khan remarked that MPLD's documentation and disbursement controls are excellent. He walked the Board through a number of audit items including the Statement of Net Position, Retirement Liability (IMRF), Balance Sheet by Fund, and Budgetary Comparison Schedules. In summary, Mr. Khan stated that the audit went very well and there were no findings.

**2.** Review and acceptance

Trustee O'Hagan had some questions regarding the audit, which were addressed by Mr. Khan. He also had some corrections to the audit report, including removing the words "ambulance services" in the *Assigned fund balance* – Fund Balances section of the Summary of Significant Accounting Policies, and changing the words "general obligation bonds" under section 9. Commitments and Contingencies to "OPEB and IMRF".

Alexander moved, and Jimenez Carrillo seconded the motion to accept the Fiscal Year 2024/2025 Audit as modified.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Leccese

**Motion Passed**

**B. Annual Statement of Receipts and Disbursements for Fiscal Year Beginning July 1, 2024, and ending June 30, 2025**

The Annual Statement of Receipts and Disbursements lists the total amounts that were received and paid out by the Library during Fiscal Year 2024/2025.

There were no questions from the Board after reviewing the Statement.

Weingart moved, and Schutze seconded the motion to approve the Annual Statement of Receipts and Disbursements for Fiscal Year Beginning July 1, 2024, and ending June 30, 2025.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Leccese

**Motion Passed**

**C. Ordinance No. 2025/2026-03: An Ordinance Providing for the Levy and Assessment of Taxes for the Fiscal Year Beginning July 1, 2025, and Ending June 30, 2026**

Director Jakacki shared that the Levy Ordinance was prepared to reflect the 4.98% Levy that was discussed at the October Board Meeting.

Weingart moved, and Jimenez Carrillo seconded the motion to approve Ordinance No. 2025/2026-03: An Ordinance Providing for the Levy and Assessment of Taxes for the Fiscal Year Beginning July 1, 2025, and Ending June 30, 2026.

**Roll Call Vote:**

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

Nays: None  
Abstain: None  
Absent: Leccese  
**Motion Passed**

**D. Proposal for Topographical Land Survey**

During the October Board meeting, the Board approved the Civil Engineering and Site Electrical Design Services Proposal from Eriksson Engineering Associates for the parking lot capital project. This project requires a topographical land survey, which can be done by the same or a separate company. The Board requested that a draft of this proposal also be prepared by Eriksson Engineering. The proposal comes from Vanderstappen Land Surveying, Inc., which Eriksson use for topographical land surveys. Eriksson will oversee the contract, as well as schedule and work with them on the survey.

Jimenez Carrillo moved, and O'Hagan seconded the motion to approve the Topographical Land Survey Proposal.

**Roll Call Vote:**

Ayes: Alexander, Jimenez Carrillo, O'Hagan, Reilly, Schutze, Weingart  
Nays: None  
Abstain: None  
Absent: Leccese  
**Motion Passed**

**E. Library Cards and Borrowing Privileges -Staff- Policy**

The language of the policy was updated for clarity and conciseness.

O'Hagan moved, and Schutze seconded the motion to approve the updated Library Cards and Borrowing Privileges -Staff- Policy.

**Roll Call Vote:**

Ayes: Alexander, Jimenez Carrillo, O'Hagan, Reilly, Schutze, Weingart  
Nays: None  
Abstain: None  
Absent: Leccese  
**Motion Passed**

**F. Library Outreach Vehicle**

Proposal to purchase a used cargo van for Library outreach events. Having a designated outreach vehicle will help us to better serve our community by being able to carry more materials and increase collection access at outreach events, as we are currently limited to what staff can carry in their personal vehicles. The Library has looked at used vehicles from other organizations on the surplus market and would like to purchase one of these vehicles to do a pilot program for a few years. This would help us gauge program success without significant sunk costs.

Jimenez Carrillo moved, and Weingart seconded the motion to approve the Library Outreach Vehicle Proposal with a budget of up to \$15,000 for vehicle cost plus an additional \$20,000 for improvements and maintenance.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Leccese

**Motion Passed**

**G. City of McHenry Preliminary Information regarding new TIF Districts**

Doug Martin, Director of Economic Development for the City of McHenry, sent out information regarding their preliminary studies for two potential TIF (tax increment financing) districts within the Library district boundaries. The purpose of this is to freeze the assessed value of property within the district boundaries at the current level for all taxing bodies. If the City decides to move forward with the TIF districts, they will formally request the Library Board's support.

**VIII. OLD BUSINESS**

None.

**IX. COMMUNICATIONS**

**A. Greg McCormick, Director of Illinois State Library, Senate Resolution 104**

Resolution from the Illinois State Senate recognizing the importance of library trustees getting the training needed to perform their functions and encouraging the use of the iLead Trustee Training portal.

**B. Julie Tappendorf, Ancel Glink, letter regarding changes to special legal counsel**

Letter from Julie Tappendorf of Ancel Glink, who served as special legal counsel for the Library, informing us of her retirement at the end of 2025.

**X. LIBRARIAN'S REPORT**

**A. Librarian's Report**

Director Jakacki shared that in the statistical infographic, Library foot traffic went up by 19.37%, new library card registrations went up by 14%, and e-material circulation rose by 15% compared to this time last year. There was a decrease in programming attendance mainly due to the Library taking a break from Comicon because of declining numbers over the last few years.

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

- During the month of October, nine Library staff members completed their American Heart Association CPR and AED training.

- The Adult Services Department started a true crime book club.
- We attended Berkshire Hathaway's Trunk or Treat event and had over 400 children stop by.
- S. Kordistos created a fun virtual storytime video all about breakfast that received 574 views.

**B. Staff Continuing Education Reports**

S. Kordistos, Youth Services Librarian, and L. Martinez, our newest Adult Services Librarian, attended the Illinois Library Association's Annual Conference and shared staff reports of the different presentations they attended.

**C. Project Updates**

**D. Illinois Library Standards: Standards 9-12**

These are the last four standards we are required to review and provide reports to the State Library in order to apply for the Illinois Per Capita Grant. These standards pertain to Marketing & Promotion, Programming, Safety & Emergency Preparedness, and Technology.

**XI. EXECUTIVE SESSION**

The board did not enter Executive Session.

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

None.

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

**XIV. ADJOURNMENT**

Jimenez Carrillo moved, and Schutze seconded the motion to adjourn the meeting at 9:00 p.m.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Leccese

**Motion Passed**

APPROVED by the Board of Trustees this 16th day of December, 2025

AYES: 7- Alexander, Jimenez Carrillo, Leccese, O'Hagan, Reilly, Schutze, Weingart

NAYS: 0

ABSTAIN: 0

ABSENT: Ø

Respectfully Submitted,

  
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Monica Leccese, Secretary