



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

Date: Tuesday, January 20, 2026
Time: 7:00 p.m.
Location: Meeting Rooms #135 & #136

I. CALL TO ORDER – Charles Reilly, President

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

II. ROLL CALL – Monica Leccese, Secretary

A. Roll Call

Roll was called.

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

Members Absent: None

Also Present: Tom Coughlin, Governmental Accounting, Inc.
Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
Sandra Mendez Barradas, Administrative Assistant

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

None.

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

VI. SECRETARY'S REPORT – Monica Leccese, Secretary

A. Approval of Minutes of the December 16, 2025, Regular Meeting

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

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

Roll Call Vote:

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

Nays: None

Abstain: None
Absent: None
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 second quarter of the 2025/2026 fiscal year, the Library has brought in about 4.2 million in revenue (84% of revenue), which is an increase of 6% from last year. Operating expenses were about 1.4 million (30% of budget), 20% lower than expected due to decreased personnel costs. Capital expenses were \$54,281 (6% of budget) compared to \$64,000 last year, and the current surplus is \$2,744,351.

Tom stated that, given the library's financial performance this year, he is comfortable recommending the first half of the budgeted transfer from the General Fund to the Special Reserve Fund be made.

B. Approval of Monthly Financial Statements, Interim Check Report, and Bill Reports for December 2025/January 2026, Additional Bills, and Petty Cash and Credit Card Reports

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

Roll Call Vote:

Ayes: Alexander, Jimenez Carrillo, Leccese, O'Hagan, Reilly, Schutze, Weingart
Nays: None

Abstain: None

Absent: None

Motion Passed

VIII. COMMUNICATIONS

A. Letter from FISH of McHenry - Acknowledgement of Donation

Letter from FISH of McHenry Food Pantry expressing gratitude for the Library's donation of funds collected from the half price fines event in November.

B. Letter from Home of the Sparrow- Acknowledgement of Support

Letter from Home of the Sparrow thanking the Library for hosting a Giving Tree at the Library in benefit of their Transitional Shelter.

C. Letter to Arc Limited Family McDonald's- Recognition of Donation

Letter of Recognition to the Arc Limited Family McDonald's for their donation of 200 free cookie coupons as a reward for patrons who finish our Winter Reading Challenge.

D. Letter to Wendy's Restaurant of McHenry - Recognition of Donation

Letter of Recognition to Wendy's Restaurant of McHenry for their donation of 200 Junior Frosty coupons as a reward for patrons who finish our Winter Reading Challenge.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

In December, we had a 44% increase in new card registrations and foot traffic was up 23% compared to last year. There was a 4.5% decrease in physical material checkouts but there was an 8% increase in checkouts of digital materials. Database searches went up by 30% and database sessions went up by 59%.

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

- MK Solutions has been our vendor for our automated materials handler, self-checks, and staff RFID stations. In early January, we learned that it had sold all its US assets and customer accounts to Lyngsoe, which will now manage the servicing of our equipment.
- Tina Bree, owner of Riverwalk incubator shop Hello Darling Books & Beyond, conducted a program at the Library making a winter book craft from used books.
- A. Colgan in our Adult Services Department had a reference interaction with NOAA (National Oceanic and Atmospheric Administration) when they recently requested information on a local storm that happened back in 1996.
- At our December Staff In-Service Day, we had sessions from MCC's Talent Impact Center and a representative from IMRF, as well as our annual Bloodborne Pathogen training conducted by Director Jakacki. We concluded the day with a session from WARP Corps.

B. MPLD 2025 Year in Review

A. Messino, Marketing Coordinator, put together a Year in Review presentation showing Library statistics and highlights for 2025. This presentation was posted on our social media, eNewsletter, and website.

C. Project Updates

D. Illinois State Library: FY 2026 Per Capita and Equalization Aid Grant Application

Director Jakacki shared with the Board the Per Capita and Equalization Aid Grant Application completed based on the Library's performance in each of the Illinois Standards.

X. OLD BUSINESS

XI. NEW BUSINESS

A. Engagement of FY2026-2028 Financial Auditors

Director Jakacki shared a letter of engagement from our auditors, Illinois NFP Audit and Tax, LLP, for services for the next three fiscal years. She then asked the Board if they wanted to keep this auditing firm or look at different ones. The Board expressed that if the Library was happy with the firm's services, they saw no need to look for a new one. Director Jakacki said that the services they have provided for the last three years have been satisfactory.

Weingart moved, and Jimenez Carrillo seconded the motion to approve Illinois NFP Audit and Tax, LLP as the Library's financial auditors for the 2025-2026, 2026-2027, and 2027-2028 fiscal years.

Roll Call Vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

B. Facilities Master Plan Draft- Introduction

Director Jakacki provided each Board member with a Facilities Master Plan Draft detailing the findings from SMC Construction's building walk-through in October. She asked the Board to review all information over the next few weeks and let her know if they have any questions. Depending on the complexity of the questions, she will consult with John Shales and either have an answer at the February Board meeting, or John can attend the March meeting to answer those questions as needed.

C. Main Room Light Fixture Repairs

Over the last few months, the main room light fixtures have increasingly started to fail, with more than half now operating at 75% or less. Director Jakacki presented the Board with four proposed solutions provided by the Library's long-time electrical vendor, Associated Electrical Contractors, LLC. After some discussion, the Board chose option 1, which involves diagnosing and replacing only the failed components in each malfunctioning fixture. This option does will allow time to develop a comprehensive new lighting plan in the future.

Jimenez Carrillo moved, and Schutze seconded the motion to approve the Main Room Light Fixture Repairs at a cost of up to \$18,000.

Roll Call Vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

D. Policies

1. Nepotism and Personal Conflict of Interest (Revised)

The Nepotism and Personal Conflict of Interest Policy was revised to better outline what personal relationships are and how any conflict of interest would be handled by the Library.

O'Hagan moved, and Schutze seconded the motion to approve the revised Nepotism and Personal Conflict of Interest Policy.

Roll Call Vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

2. Family Neonatal Intensive Care Leave Act (New)

The Family Neonatal Intensive Care Leave Act became effective statewide on January 1, 2026, and has been added to the Library's staff policies. J. May, HR Generalist, went over the policy with the Board.

Alexander moved, and Schutze seconded the motion to approve the Family Neonatal Intensive Care Leave Act Policy.

Roll Call Vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

3. Breaks (Review)

Effective January 1, 2026, Illinois law requires employers to compensate nursing mothers at their regular rate of pay for break time used to express milk per Public Act 104-0076. We have reviewed our current Break Policy and confirm full compliance with the 2026 law updates.

4. Freedom of Information Act (Revised)

Items C, E, and G in section II of the Freedom of Information Act Policy have been updated to reflect the Illinois Freedom of Information Act changes that took effect January 1, 2026. Director Jakacki went over these changes with the Board.

Leccese moved, and Jimenez Carrillo seconded the motion to approve the revised Freedom of Information Act Policy.

Roll Call Vote:

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

E. Patron Incidents

Director Jakacki gave an update regarding a recent patron incident she had reached out to the Board about. She then asked how the Board feels about the length of no-trespass orders as a consequence of repeated incidents, after the patron reached out about it. The Board asked questions about the patron's behavior and the procedures leading up to the no-trespass orders, and unanimously agreed that the length of the orders was justified.

XII. EXECUTIVE SESSION

The board did not enter Executive Session.

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

None.

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

XV. ADJOURNMENT

Jimenez Carrillo moved, and Schutze seconded the motion to adjourn the meeting at 8:48 p.m.

Roll Call Vote:

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

APPROVED by the Board of Trustees this 17th day of February, 2026

AYES: 4- Alexander, Leccese, Reilly, Weingart

NAYS: 0

ABSTAIN: 0

ABSENT: 3- Jimenez Carrillo, O'Hagan, Schutze

Respectfully Submitted,

Monica Leccese
Monica Leccese, Secretary