



McHenry Public Library District
809 Front Street
McHenry, Illinois 60050
Phone: 815.385.0036
www.mchenrylibrary.org

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

Date: October 15, 2024
Time: 7:00 p.m.
Location: Meeting Rooms #135 & #136

I. CALL TO ORDER – Charles Reilly, President

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

II. ROLL CALL – Monica Leccese, Secretary

A. Roll Call
Roll was called.

Members Present: Bud Alexander, Monica Leccese, Charles Reilly, Thomas Sutliff, Terry Weingart

Members Absent: Nikki Wallace

Also Present: Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
Kathy Milfajt, Technical Services Manager
Stephanie Nowalk, Administrative Assistant
Michael Schnaebeler, Building Services Manager

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

Director Jakacki stated that Tom Coughlin would not be making his Quarterly Financial Review presentation during the meeting. He will present at the November Board Meeting.

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

No public comment.

VI. SECRETARY'S REPORT – Monica Leccese, Secretary

A. Approval of Minutes of the September 17, 2024, Regular Meeting

Secretary Leccese stated that she reviewed the Minutes of the September 17, 2024, Regular Meeting and found no changes necessary.

Sutliff moved, and Weingart seconded the motion to approve the Secretary's report.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

Motion Passed

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 2024, Additional Bills, and Petty Cash and Credit Card Reports

Treasurer Weingart stated that at three months ended September 30, actual revenue was \$3,793,000 and budgeted revenue was \$6,472,000. She noted that the majority of the property tax revenue has been received, as expected. Current operating expenditures total \$644,000 out of the budgeted \$4,456,000 for the year. She added that at 14% of budget, the current surplus is \$3,125,000.

Weingart shared that she had asked Director Jakacki what "Library District Account" was for under Capital Expenditures on page 16. She was told that the account is used for Special Reserve Account expenditures.

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

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

Motion Passed

VIII. COMMUNICATIONS

A. Adam's Sandwich Shop- Recognition of Donation

The owner of Adam's Sandwich Shop donated a \$25 gift card and the library used it as part of the Library Card Signup Promotion.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

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

- September statistics show continued growth in eMaterial circulation while circulation of physical items decline.
- It was a strong National Library Card signup month with 156 card registrations and outreach events at the Holiday Hills Police Station and La Huerta Market.
- The annual financial audit took place on October 1 and a draft of the audit is expected on October 21. Abdullah Khan, partner of Illinois NFP Audit and Tax, LLP, will be at the November meeting to present the audit findings.

- The Friends of the Library held their annual meeting on September 19. Board Vice President Alexander attended the meeting and read the Friends National Library Week Proclamation. The Friends also approved three funding requests for the Library including Library Lovers Expedition 2025, Summer Reading 2025, and the December Staff Appreciation Luncheon.
- Director Jakacki also mentioned that she discussed drafting a Memorandum of Understanding with the Friends as well as suggested that they carry a Director's and Officer's Insurance policy.
- At the end of September two new libraries joined the CCS Consortium.
- Hiring continues as the current employee headcount is 34. MPLD's newest employee is M. Ortmeyer (Cataloging Associate).
- Award-winning author Mindy McGinnis presented and held a book signing.
- Local author and owner of La Trinidad restaurant in McHenry, Juan Valdez, donated two copies of his book to the library's local creators collection.

1. Project Updates

Director Jakacki shared some recent projects including a leak in the Janitor's Closet hot water tank and needed to be replaced. Also, the boiler expansion tank was leaking and needed to be replaced but it was under warranty.

B. Serving Our Public 4.0- Chapters 5-8

There were no questions from the Board.

X. OLD BUSINESS

A. FY 2024/2025 Budget

1. Levy

Director Jakacki presented pertinent information to the Board for their consideration of the levy for fiscal year 2025/2026. She stated that 92% of the library's revenue comes from property taxes, CPI is 3.4% for this year, estimated assessed property values have risen about 10% to equal roughly \$1.5 Billion, and there is currently \$26 Million worth of uncapped new growth. She noted that the presentation illustrates the estimated figures for a 5% levy increase but the Board may want to consider a higher amount to capture the new growth. The Board reviewed a recent history of levy figures, a sample district property assessment breakdown, and estimates of various levy rate scenarios.

The Board discussed the facts presented and would like to consider a 7.2% levy increase for this year. The public hearing will take place in November.

B. Board of Trustees

1. Vacancies and Appointments

Director Jakacki informed the Board that she had not received any applications for appointment. Advertising and promotional efforts continue. Further discussion was tabled until the next meeting.

XI. NEW BUSINESS

A. Illinois Funds Investments

Director Jakacki presented information about a potential investment opportunity with Illinois Funds for the Special Reserve Fund monies for the Board to consider. She shared that Illinois Funds is widely used by the State and other government entities. The topic will be discussed further at the November Board meeting.

B. Library Card Policies for Minors

Director Jakacki shared library card policies for minors from other area libraries for the Board to consider. After a brief discussion of several options presented by Director Jakacki, the Board decided the best course of action would be option three, which allows for more flexibility in the application process while maintaining parental involvement. Director Jakacki stated that she will present a draft of the updated policy for approval at an upcoming Board meeting.

C. 2024/25 Snow Removal Contract

Director Jakacki presented three snow removal quotes for the Board's consideration. The Board discussed the options and asked M. Schnaebeler (Building Manager) for his recommendation. Countryside Industries is currently under contract with the library for landscape services and was the preferred choice of the building manager. The Board asked several follow-up questions about pricing and agreed to move forward with the Countryside Industries contract.

Alexander moved, and Sutliff seconded the motion to approve the Snow Removal Contract with Countryside.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

Motion Passed

D. Friends of the Library Memorandum of Understanding

Director Jakacki informed the Board that MPLD does not have a formal Memorandum of Understanding with the Friends of the Library. Members of the Friends are working on a sample agreement and Director Jakacki shared two samples for the Board to consider while providing feedback for a final draft. Further discussion is tabled until a later date.

E. Building Assessment Types

Director Jakacki explained to the Board that it is time to begin discussing plans for the Special Reserve Funds and their vision for the future of the library building. She presented details of an Building Envelope Assessment, Facilities Assessment, Space Planning Assessment, and Capital Improvement Plan/Master Plan. The Board asked Director Jakacki some questions about assessment pricing and tabled further discussion to a later date.

XII. EXECUTIVE SESSION

The Board did not enter Executive Session.

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

No action taken.

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

XV. **ADJOURNMENT**

Sutliff moved, and Weingart seconded the motion to adjourn the meeting at 8:37 p.m.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

Motion Passed

APPROVED by the Board of Trustees this 19th day of November, 2024

AYES: 5 - Alexander, Leccese, Sutliff, Wallace, Weingart

NAYS: 0

ABSTAIN: 0

ABSENT: 1 - Reilly

Respectfully Submitted,


Monica Leccese, Secretary