



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

**Date:** Tuesday, November 19, 2024  
**Time:** 7:02 p.m.  
**Location:** Meeting Rooms #135 & #136

**I. CALL TO ORDER – Bud Alexander, Vice President**

Vice President Alexander called the meeting to order at 7:02 p.m.

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

**A. Roll Call**  
Roll was called.

**Members Present:** Bud Alexander, Monica Leccese, Thomas Sutliff, Charles Reilly joined at 7:05 p.m., Nikki Wallace, Terry Weingart

**Members Absent:** None

**Also Present:** Tom Coughlin, Governmental Accounting  
Lesley Jakacki, Executive Director  
Abdullah Khan, Illinois NFP Audit & Tax  
Jennifer May, HR Generalist  
Kathy Milfajt, Technical Services Manager  
Stephanie Nowalk, Administrative Assistant

**III. PLEDGE OF ALLEGIANCE**

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

None.

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

No public comment.

**VI. SECRETARY'S REPORT – Monica Leccese, Secretary**

**A. Approval of Minutes of the October 15, 2024, Regular Meeting**

Secretary Leccese stated that she reviewed the minutes of the October 15, 2024, Regular Meeting and found no changes needed.

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

**Roll Call Vote:**

Ayes: Alexander, Leccese, Sutliff, Wallace, Weingart

Nays: None  
Abstain: None  
Absent: Reilly  
**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 presented the quarterly financial review to the Board. Four months into the fiscal year, revenues collected to date are just over \$3,900,000 which is up 7% from last year. Operating expenses to date were about \$973,000, a 9% increase from last year primarily due to increased personnel costs. The current surplus is just over \$2,900,000 and the ending bank balance is \$7,255,775. Vice President Alexander confirmed with Tom that the library's finances are in good order overall.

President Reilly joined the Board Meeting at 7:05 p.m.

**B.** Approval of Monthly Financial Statements, Interim Check Report, and Bill Reports for October/November 2024, Additional Bills, and Petty Cash and Credit Card Reports

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

**Roll Call Vote:**

Ayes: Alexander, Leccese, Sutliff, Wallace, Weingart

Nays: None

Abstain: Reilly

Absent: None

**Motion Passed**

President Reilly took over presiding the meeting from Vice President Alexander.

**VIII. COMMUNICATIONS**

**A.** Recognition of Donation in Memory of Linda Burdette

Director Jakacki shared a letter of appreciation to Michelle and Chris Carter in recognition of a donation in memory of Linda Burdette.

**IX. NEW BUSINESS**

**A.** Fiscal Year 2023/2024 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 2023/2024 Audit to the Board. As this was the second year his firm performed MPLD's audit, he said the process was very smooth this year. He was happy to see that the suggestion for recording prepaid expenses was successfully implemented in FY23/24. He shared positive feedback about

MPLD's excellent documentation, great internal controls, proper procedures, and an overall healthy financial position. Mr. Khan walked the Board through a number of audit items including the Statement of Net Position, Balance Sheet by Fund, and IMRF pension liability. In summary, Mr. Khan stated that the audit went well, MPLD is fine financially, all funds are doing great, and budgeting practices are working.

The Board did not have any questions or comments and thanked Mr. Khan for his presentation.

**2. Review and acceptance**

Sutliff moved, and Alexander seconded the motion to accept the Fiscal Year 2023/2024 Audit.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**B. Approval of Annual Statement of Receipts and Disbursements for Fiscal Year Beginning July 1, 2023 and ending June 30, 2024**

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

Weingart moved, and Leccese seconded the motion to approve the Annual Statement of Receipts and Disbursements for Fiscal Year Beginning July 1, 2023 and ending June 30, 2024.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**C. Ordinance No. 2024/2025-04 An Ordinance Providing for the Levy and Assessment of Taxes for the Fiscal Year Beginning July 1, 2024 and Ending June 30, 2025**

Director Jakacki shared that the Levy Ordinance was prepared to reflect the 7.2% that was discussed at the October Board Meeting.

Sutliff moved, and Leccese seconded the motion to approve Ordinance No. 2024/2025-04, providing for the levy and assessment of taxes for the Fiscal Year Beginning July 1, 2024 and Ending June 30, 2025.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**D. Self-Check Computer Replacements**

Director Jakacki shared a quote from MK Solutions for replacing the five self-check station computers. The existing computers were installed in 2018 with Windows 10 that will become unsupported in 2025 and the hardware is unable to be updated. Director Jakacki explained that MK Solutions is MPLD's current vendor and proceeding would allow for a seamless replacement in terms of maintaining the same interface, programming, and reusing existing cabinetry to house the machines. She also noted that no additional staff or patron training would be necessary.

Sutliff moved, and Leccese seconded the motion to approve the Self-Check Computer Replacement Quote from MK Solutions for \$9,093.75.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**X. OLD BUSINESS**

**A. Board of Trustees**

**1. Vacancies and Appointments**

Director Jakacki shared that no applications have been received for the current vacancy. As 90 days have passed, the State had posted a legal notice but failed to receive any interest. Promotional efforts will continue as needed.

**B. Building Assessment Types**

Director Jakacki asked for comments or questions to follow up on the Building Assessment discussion from the October meeting. There were no comments and the Board tabled Building Assessment discussions until a later meeting.

**C. Library Card Policies for Minors**

Director Jakacki informed the Board that a revised Library Card Policy for Minors was presented at the management team meeting. MPLD's Head of Circulation also reached out to Midlothian Library for information about their implementation of an online registration form. She expects to bring a policy draft for the Board's consideration at the December meeting.

**XI. LIBRARIAN'S REPORT**

**A. Librarian's Report**

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

- Statistics overall were comparable to last year with the exception of lower library attendance and circulation of eMaterials continues to increase.
- On October 13, library staff handed out pamphlets, bookmarks, and candy to 400 attendees at the Trunk-or-Treat event at the Berkshire Hathaway office.
- MPLD's 25th Anniversary ComiCon event was held on October 23. A coffee truck, cosplay contest, and gaming truck were enjoyed by 191 attendees. The Midwest Garrison of the 501st was also in attendance in full costume.
- The library staffed a booth at the McHenry Murder Mystery event held by the Chamber of Commerce. Promotional efforts reached 382 attendees at the event.
- A new database will be debuting this month called "America's News." This will provide patrons with day-of digital access to a selection of local and national newspapers like the *Northwest Herald* and *Chicago Sun-Times*.
- A. Moreno-Lomeli (Adult Services) shared a photo of recent graduates of the keyboarding class en español.
- During the October all-staff in-service training there were presentations from the McHenry Township Supervisor about available services, OrthoGo on workplace ergonomics, and annual anti-harassment training by J. May (HR Generalist).
- M. Spaargaren (Adult Services Manager) attended the Association of Bookmobile and Outreach Services conference in Indianapolis, Indiana, to gain more insight into what libraries nationwide are using for outreach vehicles and policies regarding home delivery and senior outreach.

**B. Project Updates**

No project updates were shared.

**C. Serving Our Public 4.0- Chapters 9-13**

There were no questions or comments from the Board.

**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**

Sutliff moved, and Leccese seconded the motion to adjourn the meeting at 7:54 p.m.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

APPROVED by the Board of Trustees this 17th day of December, 2024

AYES: 6 - Alexander, Leccese, Reilly, Sutliff, Wallace, Weingaert

NAYS: 0

ABSTAIN: 0

ABSENT: 0

Respectfully Submitted,

Monica Leccese  
Monica Leccese, Secretary