



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
Tuesday, February 18, 2025, 7:00 p.m.
Meeting Rooms #135 & #136**

AGENDA

- I. CALL TO ORDER – Charles Reilly, President**
- II. ROLL CALL – Monica Leccese, Secretary**
 - A. Roll Call
- 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 January 21, 2025, Regular Meeting
- VII. TREASURER'S REPORT – Terry Weingart, Treasurer**
 - A. Approval of Monthly Financial Statements, Interim Check Report, and Bill Reports for January/February 2025, Additional Bills, and Petty Cash and Credit Card Reports
- VIII. COMMUNICATIONS**
- IX. LIBRARIAN'S REPORT**
 - A. Librarian's Report
 - B. Illinois State Library: FY 2025 Per Capita and Equalization Aid Grant Application
 - C. Project Updates
- X. OLD BUSINESS**
 - A. Sanitary Sewer Lines Project
 - B. Board of Trustees
 - 1. Vacancies and Appointments
- XI. NEW BUSINESS**
 - A. Resolution No. 2024/2025-06-- A Resolution To Transfer Money To The Special Reserve Fund
 - B. Adult and Youth Staff Computer Replacements
 - C. Legal Services Request for Qualifications
 - D. School Intergovernmental Agreement

- E. Youth Services Programs

XII. EXECUTIVE SESSION

The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. In compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(3)

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).

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

- A. Trustee Appointment

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

XV. ADJOURNMENT

FINAL VOTE OR ACTION MAY BE TAKEN AT THE MEETING ON ANY AGENDA ITEM SUBJECT MATTER LISTED ABOVE UNLESS THE AGENDA LINE ITEM SPECIFICALLY STATES OTHERWISE.

The MPLD will make all board meetings accessible to people with physical disabilities under the current ADA requirements. Any person with a physical disability may contact the MPLD (815-385-0036) within four (4) hours of any meeting date to request special access to any board meeting.



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

Date: Tuesday, January 21, 2025
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, Monica Leccese, Charles Reilly, Nikki Wallace, Terry Weingart (remote at 7:01 p.m.)

Members Absent: Thomas Sutliff

Also Present: Tom Coughlin, Governmental Accounting
Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
Kath Milfajt, Technical Services Manager
Stephanie Nowalk, Administrative Assistant
Michael Schnaebeler, Building Services Manager
John Shales, SMC Construction

B. Approval of Remote Participation for Treasurer Weingart

Alexander moved, and Wallace seconded the motion to approve remote participation for Treasurer Weingart.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Wallace

Nays: None

Abstain: None

Absent: Sutliff, Weingart

Motion Passed

Treasurer Weingart's remote participation in the meeting began at 7:01 p.m.

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 Corrected Minutes of the November 19, 2024, Levy Hearing

B. Approval of Minutes of the December 17, 2024, Regular Meeting

Secretary Leccese stated that she reviewed the Corrected Minutes of the November 19, 2024, Levy hearing and the Minutes of the December 17, 2024, Regular Meeting and found no changes needed.

The November 19, 2024, Levy Hearing Minutes incorrectly listed former Trustee Madsen in the roll call votes. The name was removed as appropriate.

Alexander moved, and Wallace seconded the motion to approve the Secretary's Report.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Wallace, Weingart

Nays: None

Abstain: None

Absent: Sutliff

Motion Passed

VII. TREASURER'S REPORT – Terry Weingart, Treasurer

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

Tom Coughlin presented his Quarterly Review to the Board. As of December, the library brought in just over \$4,000,000 (83% of budget) in revenue and operating expenses totaled about \$1,400,000 (31.5% of budget). He added that expenses are up about 5% year over year without concern because personnel expenses were the main driver of the increase. Capital expenses for the year total \$64,464 and the current surplus is \$2,545,798. The ending fund balance is \$6,884,108. Tom stated that the library's financials overall are in good shape.

Director Jakacki confirmed with Tom 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. He added that even after the transfer is made, the current fund balances should be sufficient to cover budgeted expenses for the remainder of the fiscal year as well as any unexpected expenses.

B. Approval of Monthly Financial Statements, Interim Check Report, and Bill Reports for December 2024/ January 2025, Additional Bills, and Petty Cash and Credit Card Reports

Vice President Alexander asked why a check on the Check Report was marked as void. Director Jakacki explained that the invoice amount was incorrectly entered without shipping charges and needed to be corrected.

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

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Wallace, Weingart

Nays: None

Abstain: None

Absent: Sutliff

Motion Passed

VIII. COMMUNICATIONS

A. Correspondence to and from American Legion Auxiliary Unit 491 in recognition of donation

The American Legion Auxiliary Unit 491 in McHenry made donated \$75 to the library for military-related materials. The letter indicated that this year's donation was made in honor of one of the Unit's past Presidents, Cecilia Violet, and requested a title be dedicated to her. The library responded with a letter in recognition of the donation.

B. Correspondence from FISH of McHenry in recognition of donation

A letter from FISH of McHenry was received in recognition of the library's donation from November's half-price fines event.

C. Correspondence to and from the Financial Education Foundation in recognition of donation

The library received a \$1,500 donation from the Financial Education Foundation to purchase materials related to financial education for children or young adults. The library responded with a letter in recognition of the donation.

D. Correspondence to Bear Family McDonald's in recognition of donation

Bear Family McDonald's donated 150 free hot cocoa coupons for individuals who finished the library's Winter Reading event. The library responded with a letter in recognition of the donation.

Director Jakacki also shared a Facebook post with the Board from the Johnsburg Public Library who went fine-free on January 1. Several patrons tagged the McHenry library in comments on the post in support of MPLD also going fine-free.

IX. NEW BUSINESS

A. Sanitary Sewer Lines
1. Review of issues and potential solutions by John Shales, SMC Construction Services

Director Jakacki introduced John Shales from SMC Construction to the Board and explained that she and M. Schnaebeler have been consulting with him regarding the ongoing sanitary sewer line issues. Mr. Shales began by sharing his extensive and long-term history serving multiple library districts in the area. He then briefly described the exploratory work that has already been done to investigate and assess the current state of the library's sanitary sewer lines. Mr. Shales then walked the Board through each area of concern and offered his recommendations for next steps. The Board asked multiple clarifying questions regarding the issues, the potential solutions presented, SMC Construction's proposed role of managing the project, and the project's impact on library operations.

2. Resolution No. 2024/2025-05 Finding an Emergency Exists for the Repair and Replacement of Sanitary Sewer Lines

The Board elected to proceed with Resolution No. 2024-2025-05 following Mr. Shale's presentation of the urgent issue with the Sanitary Sewer Lines.

Leccese moved, and Wallace seconded the motion to approve Resolution No. 2024/2025-05 Finding an Emergency Exists for the Repair and Replacement of Sanitary Sewer Lines.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Wallace, Weingart

Nays: None

Abstain: None

Absent: Sutliff

Motion Passed

3. Construction Management Contract

The Board reviewed the contract for SMC Construction. Mr. Shale verbally added that the fee to ascertain the route and depth of the electrical lines is not to exceed \$3,500.00 in addition to his quoted fees.

Leccese moved, and Alexander seconded the motion to approve the contract with SMC Construction as presented with the addition of the electric line locating fee not to exceed \$3,500.00.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Wallace, Weingart

Nays: None

Abstain: None

Absent: Sutliff

Motion Passed

B. Library Card Policies- Revised

Director Jakacki explained that revisions to the Library Card Policy were necessary to add the portion regarding the ability of teens to self-register with a copy of a parental photo ID, as discussed at a previous meeting. She also noted several other updates that were made in the highlighted sections, including general edits for language consistency.

Leccese moved, and Wallace seconded the motion to approve the revised Library Card Policy.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Wallace, Weingart

Nays: None

Abstain: None

Absent: Sutliff

Motion Passed

X. OLD BUSINESS

A. Board of Trustees

1. Vacancies and Appointments

Director Jakacki shared that there have been no applicants.

XI. LIBRARIAN'S REPORT

A. Librarian's Report

Director Jakacki share the following updated from the Librarian's Report:

- The December infographic shows a decline in in-person categories that was due to closing for the holidays and the emergency close. The upward trend for eMaterial circulation continues.
- Adult Services staff increased efforts to weed materials, beginning with CDs, to free up space in the library.
- A. Colgan (Adult Services) ran the first Craft & Chat drop-in craft social hour in December.
- The Library Staff's holiday luncheon and in-service day was held on December 13. There was a Reader's Advisory presentation, Disability Awareness Training by JJ's List, a presentation about MPLD's accessibility options by staff, and annual Bloodborne Pathogen training by M. Schnaebele.
- New phones have been installed throughout the library and the new service contract will save the library roughly \$600 per month.
- Director Jakacki shared a thoughtful compliment from a Hilltop Elementary School teacher to B. Salazar (Youth Services) after a well-received recent school visit.
- Director Jakacki also shared some patron comments regarding the inclusion of the Spanish language in MPLD's eNewsletter and Preface Newsletters.

B. MPLD 2024 Wrapped Annual Report

A. Mesino (Marketing Coordinator) compiled a year-end report full of statistics and MPLD highlights. The report was shared with patrons via the eNewsletter and social media posts.

C. Project Updates

Director Jakacki explained that the sanitary sewer line was the main project in recent weeks. There are also some HVAC repairs expected to be completed soon, weather permitting.

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

Alexander moved, and Wallace seconded the motion to adjourn the meeting at 8:26 p.m.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Wallace, Weingart

Nays: None

Abstain: None

Absent: Sutliff

Motion Passed

APPROVED by the Board of Trustees this _____ day of _____, 2025

AYES:

NAYS:

ABSTAIN:

ABSENT:

Respectfully Submitted,

Monica Leccese, Secretary

Financial Report

For the 7 Month(s) Ended January 31, 2025
FISCAL YEAR 2025



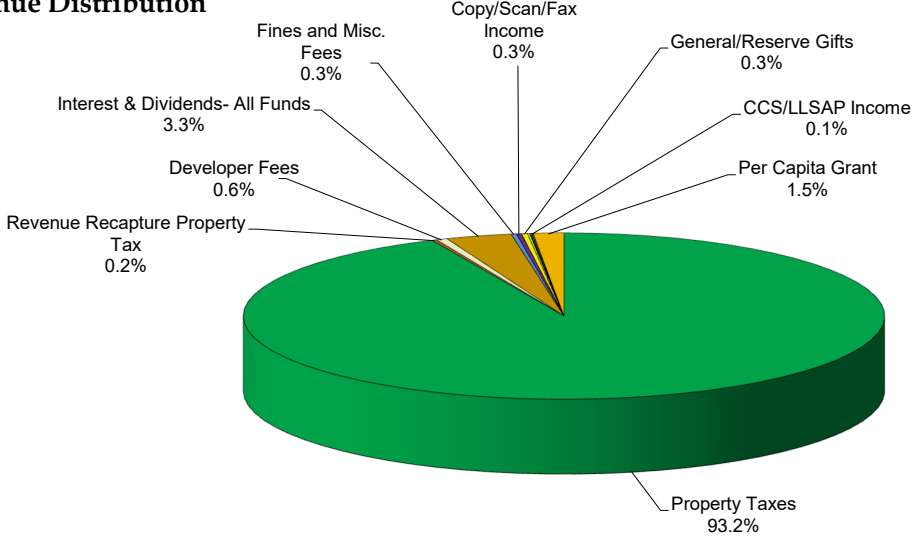
McHenry Public Library District
 Actual vs Budget Summary
 For the 7 Month(s) Ended January 31, 2025

58% of Fiscal Year

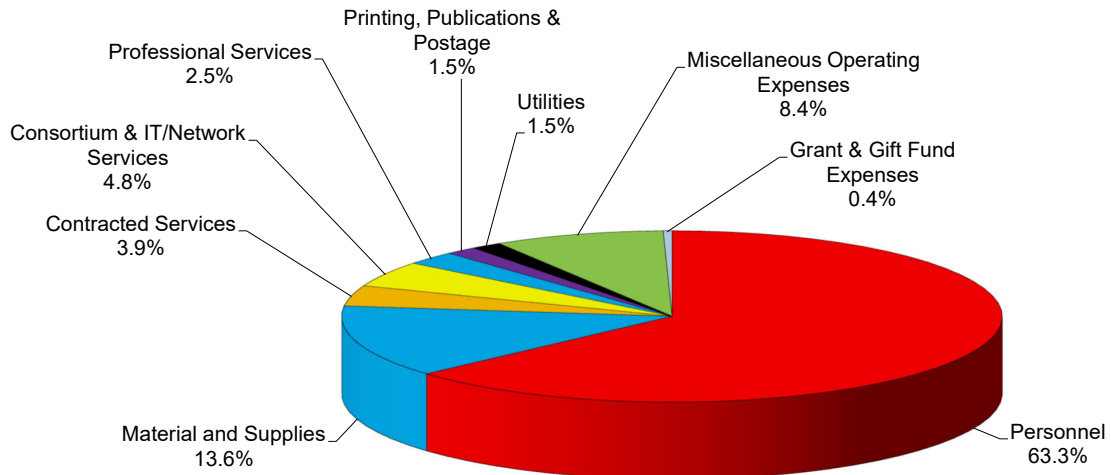
Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
REVENUE					
Property Taxes	3,762,642	3,776,371	99.6%	3,510,044	7%
Revenue Recapture Property Tax	9,755	9,790	99.6%	11,781	-17%
Developer Fees	22,428	175,000	12.8%	38,448	-42%
Interest & Dividends- All Funds	133,775	237,500	56.3%	105,401	27%
Fines and Misc. Fees	10,807	154,500	7.0%	7,779	39%
Copy/Scan/Fax Income	10,220	18,500	55.2%	8,336	23%
General/Reserve Gifts	12,211	180,000	6.8%	9,875	24%
Annexation & Impact Fees	-	25,000	0.0%	-	0%
Retiree/Cobra Insurance Payment	4,455	18,000	24.8%	4,297	4%
Misc. Sales & Income	1,666	75,500	2.2%	850	96%
Lost & Damaged Materials	2,603	6,500	40.0%	1,889	38%
CCS/LLSAP Income	2,626	10,500	25.0%	4,078	-36%
Solar Credits	-	4,500	0.0%	720	-100%
Per Capita Grant	62,150	65,000	95.6%	61,736	1%
Over/Short	(9)	500	-1.7%	10	-185%
Miscellaneous Grants	-	65,000	0.0%	-	0%
Transfer from General Fund	-	1,650,000	0.0%	-	0%
Actual Revenues	4,035,330	6,472,161	62.3%	3,765,244	7%
Budgeted Revenues	6,471,661				
% of Budget	62%				
OPERATING EXPENDITURES					
Personnel	1,016,390	2,532,625	40.1%	830,877	22%
Material and Supplies	218,840	736,825	29.7%	177,940	23%
Contracted Services	62,200	313,000	19.9%	55,363	12%
Consortium & IT/Network Services	77,860	151,750	51.3%	56,760	37%
Professional Services	40,718	172,100	23.7%	33,775	21%
Printing, Publications & Postage	24,636	94,750	26.0%	25,034	-2%
Utilities	23,900	52,500	45.5%	14,982	60%
Miscellaneous Operating Expenses	134,246	242,075	55.5%	126,359	6%
Grant & Gift Fund Expenses	7,025	160,000	4.4%	16,486	-57%
Actual Expenditures	1,605,813	4,455,625	36.0%	1,337,576	20%
Budgeted Expenditures	4,455,625				
% of Budget	36%				
SURPLUS / (DEFICIT) FROM OPERATIONS	2,429,517	2,016,536	120.5%	2,427,668	0%
CAPITAL EXPENDITURES & DEBT SERVICE					
Capital Expenses	65,964	685,000	9.6%	72,333	-100%
Debt Services	-	-	N/A	-	0%
Transfer to Reserve Fund	-	1,650,000	0.0%	-	0%
Actual Expenditures	65,964	2,335,000	2.8%	72,333	-100%
Budgeted Expenditures	2,335,000				
% of Budget	3%				
TOTAL SURPLUS / (DEFICIT)	2,363,553	(318,464)		2,355,335	
BEGINNING FUND BALANCE	4,338,310				
ENDING FUND BALANCE	6,701,863				

McHenry Public Library District
 Actual vs Budget Summary
 For the 7 Month(s) Ended January 31, 2025

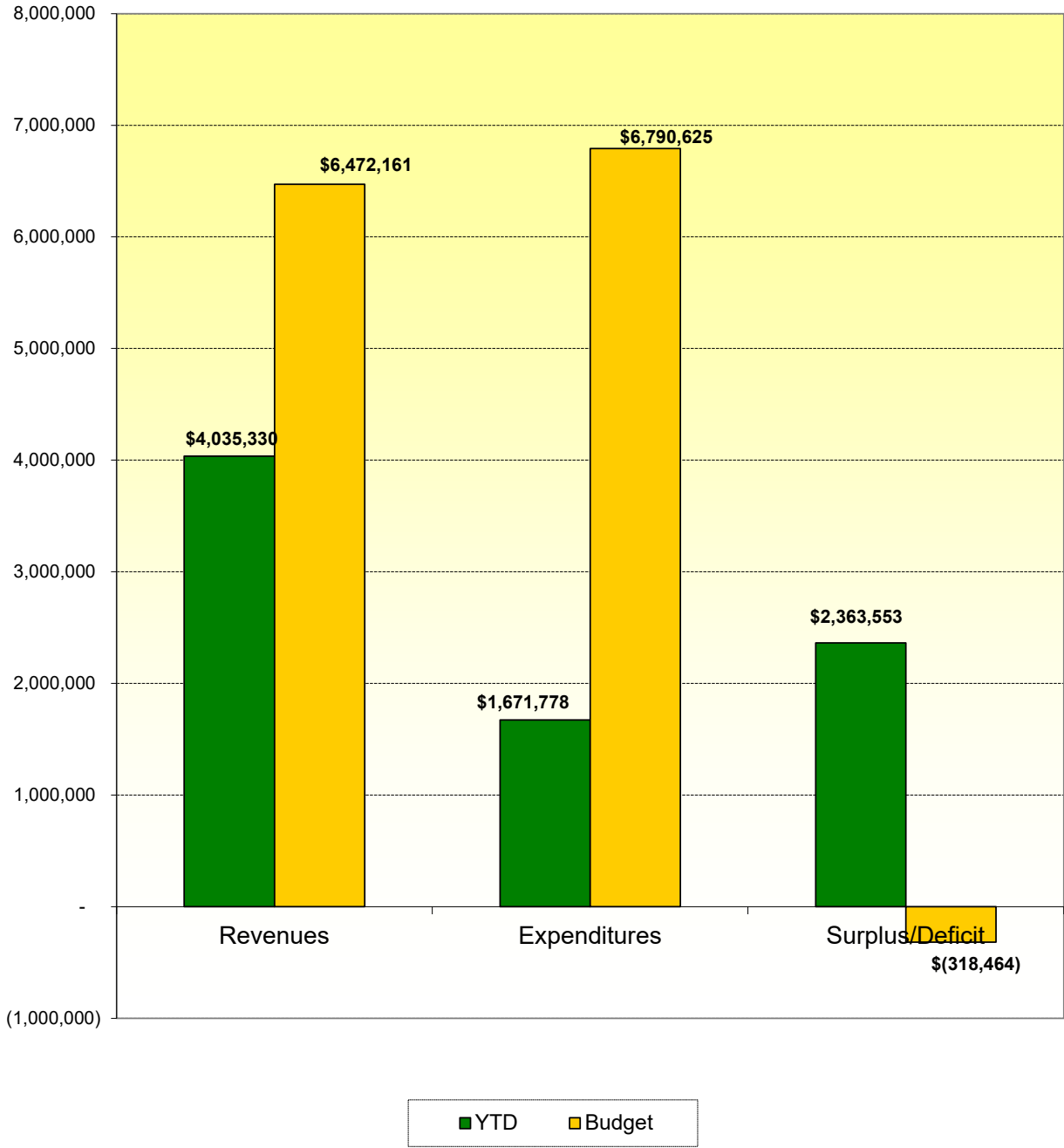
Revenue Distribution



Operational Expenditure Distribution



McHenry Public Library District
 Actual vs Budget Summary
 For the 7 Month(s) Ended January 31, 2025



McHenry Public Library District
 Actual vs Budget Summary
 For the 7 Month(s) Ended January 31, 2025

58% of Fiscal Year

Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	% of Budget
REVENUE						
Property Taxes	3,762,642	-	-	3,762,642	3,776,371	100%
Revenue Recapture Property Tax	9,755	-	-	9,755	9,790	100%
Developer Fees	-	22,428	-	22,428	175,000	13%
Interest and Dividends	94,802	25,456	13,518	133,775	237,500	56%
Fines and Misc Fees	10,807	-	-	10,807	154,500	7%
Copy/Scan/Fax Income	10,220	-	-	10,220	18,500	55%
General/Reserve Gifts	1	-	12,210	12,211	180,000	7%
Annexation & Impact Fees	-	-	-	-	25,000	0%
Retiree/Cobra Insurance Payment	4,455	-	-	4,455	18,000	25%
Misc. Sales & Income	1,666	-	-	1,666	75,500	2%
Lost & Damaged Materials	2,603	-	-	2,603	6,500	40%
CCS/LLSAP Income	2,626	-	-	2,626	10,500	25%
Solar Credits	-	-	-	-	4,500	0%
Per Capita Grant	-	-	62,150	62,150	65,000	96%
Over/Short	(9)	-	-	(9)	500	-2%
Miscellaneous Grants	-	-	-	-	65,000	0%
Transfer from General Fund	-	-	-	-	1,650,000	0%
Actual Revenues	3,899,568	47,884	87,878	4,035,330	6,472,161	62%
Budgeted Revenues	4,244,161	1,895,000	332,500	6,471,661		
% of Budget	92%	3%	26%	62%		
OPERATING EXPENDITURES						
Personnel	1,016,390	-	-	1,016,390	2,532,625	40%
Material and Supplies	207,647	-	11,192	218,840	736,825	30%
Contracted Services	62,200	-	-	62,200	313,000	20%
Consortium & IT/Network Services	77,860	-	-	77,860	151,750	51%
Professional Services	40,718	-	-	40,718	172,100	24%
Printing, Publications & Postage	24,636	-	-	24,636	94,750	26%
Utilities	23,900	-	-	23,900	52,500	46%
Miscellaneous Operating Expenses	134,246	-	-	134,246	242,075	55%
Grant & Gift Fund Expenses	-	-	7,025	7,025	160,000	4%
Actual Expenditures	1,587,596	-	18,217	1,605,813	4,455,625	36%
Budgeted Expenditures	4,070,625	-	385,000	4,455,625		
% of Budget	39%	0%	5%	36%		
SURPLUS / (DEFICIT) FROM OPERATIONS	2,311,972	47,884	69,661	2,429,517	2,016,536	120%
CAPITAL EXPENDITURES & DEBT SERVICE						
Capital Expenses	15,129	50,835	-	65,964	685,000	10%
Transfer to Reserve Fund	-	-	-	-	1,650,000	0%
Actual Expenditures	15,129	50,835	-	65,964	2,335,000	3%
Budgeted Expenditures	1,785,000	550,000	-	2,335,000		
% of Budget	1%	9%	0%	3%		
Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	
TOTAL SURPLUS / (DEFICIT)	2,296,843	(2,951)	69,661	2,363,553	(318,464)	
BEGINNING FUND BALANCE	2,513,048	1,305,236	520,026	4,338,310		
ENDING FUND BALANCE	4,809,891	1,302,285	589,687	6,701,863		
Fund Balance as % of Total Expenditures	300%	2562%	3237%	401%		

McHenry Public Library District
Financial Report Detail by Fund
For the 7 Month(s) Ended January 31, 2025

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	Annual Budget	\$ Over Budget	% of Budget
Revenues									
6010100 · Property Taxes	0.00	314,697.60	3,762,641.64	0.00	0.00	3,762,641.64	3,776,371.19	-13,729.55	99.6%
6015100 · Revenue Recapture Property Tax	0.00	815.86	9,755.41	0.00	0.00	9,755.41	9,790.28	-34.87	99.6%
6020200 · Developer Fees	0.00	14,583.33	0.00	22,428.00	0.00	22,428.00	175,000.00	-152,572.00	12.8%
6030100 · Interest Income - General	11,316.68	12,083.33	94,801.52	0.00	0.00	94,801.52	145,000.00	-50,198.48	65.4%
6030200 · Special Reserve Fund Interest	3,185.11	5,416.67	0.00	25,456.26	0.00	25,456.26	65,000.00	-39,543.74	39.2%
6030300 · Grant/Gifts Fund Interest	1,697.34	2,291.67	0.00	0.00	13,517.63	13,517.63	27,500.00	-13,982.37	49.2%
6035100 · Dividends	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6040100 · Nonresident/Enhanced Fee Cards	0.00	104.17	135.00	0.00	0.00	135.00	1,250.00	-1,115.00	10.8%
6050100 · Fines and Fees	1,276.83	1,458.33	10,026.26	0.00	0.00	10,026.26	17,500.00	-7,473.74	57.3%
6055100 · Collection Agency Fees	35.98	41.67	115.98	0.00	0.00	115.98	500.00	-384.02	23.2%
6060100 · Copy/Scan/Fax Income	1,659.95	1,541.67	10,220.00	0.00	0.00	10,220.00	18,500.00	-8,280.00	55.2%
6070200 · Reserve Fund Gifts	0.00	416.67	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6070300 · General Fund Gifts	1,576.87	14,583.33	0.51	0.00	12,210.24	12,210.75	175,000.00	-162,789.25	7.0%
6090100 · Annexation & Impact Fees	0.00	2,083.33	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
6105100 · Retiree/Cobra Insurance Payment	0.00	1,500.00	4,455.44	0.00	0.00	4,455.44	18,000.00	-13,544.56	24.8%
6110100 · Program Fees/Misc. Fees	0.00	166.67	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
6120100 · Meeting Room Fees	310.00	187.50	530.00	0.00	0.00	530.00	2,250.00	-1,720.00	23.6%
6125100 · License Plate Renewal Fees	0.00	10,916.67	0.00	0.00	0.00	0.00	131,000.00	-131,000.00	0.0%
6130100 · Misc.	144.00	6,250.00	1,666.00	0.00	0.00	1,666.00	75,000.00	-73,334.00	2.2%
6130200 · Misc. Income SR	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6150100 · Lost & Damaged Materials	282.89	541.67	2,603.02	0.00	0.00	2,603.02	6,500.00	-3,896.98	40.0%
6157100 · CCS/LLSAP Income	0.00	875.00	2,625.80	0.00	0.00	2,625.80	10,500.00	-7,874.20	25.0%
6160100 · Solar Credits	0.00	375.00	0.00	0.00	0.00	0.00	4,500.00	-4,500.00	0.0%
6170300 · Per Capita Grant	0.00	5,416.67	0.00	0.00	62,150.22	62,150.22	65,000.00	-2,849.78	95.6%
6200100 · Over/Short	-0.03	41.67	-8.50	0.00	0.00	-8.50	500.00	-508.50	-1.7%
6210300 · Miscellaneous Grants	0.00	5,416.67	0.00	0.00	0.00	0.00	65,000.00	-65,000.00	0.0%
9100200 · Transfer from General Fund	0.00	137,500.00	0.00	0.00	0.00	0.00	1,650,000.00	-1,650,000.00	0.0%
Total Revenues	21,485.62	539,346.79	3,899,568.08	47,884.26	87,878.09	4,035,330.43	6,472,161.47	-2,436,831.04	7.29
Total Revenues	21,485.62	539,346.79	3,899,568.08	47,884.26	87,878.09	4,035,330.43	6,472,161.47	-2,436,831.04	62.3%
Expenditures									
Personnel Expenses									
8910100 · Salaries	107,254.39	150,416.67	798,527.08	0.00	0.00	798,527.08	1,805,000.00	-1,006,472.92	44.2%
8920100 · FICA/Medicare	7,913.02	11,666.67	59,011.93	0.00	0.00	59,011.93	140,000.00	-80,988.07	42.2%
8930100 · IMRF	-8,055.47	17,916.67	60,923.18	0.00	0.00	60,923.18	215,000.00	-154,076.82	28.3%
8940100 · Health & Life Insurance	12,279.56	26,666.67	88,188.92	0.00	0.00	88,188.92	320,000.00	-231,811.08	27.6%
8945100 · Recruiting/Preemployment Screen	0.00	333.33	488.50	0.00	0.00	488.50	4,000.00	-3,511.50	12.2%
8950100 · Tuition Reimbursement	832.50	833.33	3,325.00	0.00	0.00	3,325.00	10,000.00	-6,675.00	33.3%
8955100 · Telecommute Reimbursements	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
8960100 · Memberships & Dues	126.33	560.42	1,733.60	0.00	0.00	1,733.60	6,725.00	-4,991.40	25.8%
8970100 · Travel	88.87	1,120.83	1,250.36	0.00	0.00	1,250.36	13,450.00	-12,199.64	9.3%
8980100 · Continuing Education (Mtg/Conf)	520.21	1,329.17	2,940.96	0.00	0.00	2,940.96	15,950.00	-13,009.04	18.4%
Total Personnel	120,959.41	211,052.08	1,016,389.53	0.00	0.00	1,016,389.53	2,532,625.00	-1,516,235.47	40.1%

McHenry Public Library District
Financial Report Detail by Fund
For the 7 Month(s) Ended January 31, 2025

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	Annual Budget	\$ Over Budget	% of Budget
Materials and Supplies									
8010100 · Adult Books	3,284.39	5,625.00	24,649.63	0.00	0.00	24,649.63	67,500.00	-42,850.37	36.5%
8020100 · Youth Books	3,504.54	4,583.33	22,306.35	0.00	0.00	22,306.35	55,000.00	-32,693.65	40.6%
8025100 · Professional Resources	0.00	208.33	21.18	0.00	0.00	21.18	2,500.00	-2,478.82	0.8%
8028100 · Administrative Resources	119.17	291.67	249.33	0.00	0.00	249.33	3,500.00	-3,250.67	7.1%
8030100 · Magazines & Newspapers	741.00	1,250.00	5,538.34	0.00	0.00	5,538.34	15,000.00	-9,461.66	36.9%
8040300 · Operating Fund Gifts(Donations)	406.93	18,750.00	11.54	0.00	11,192.14	11,203.68	225,000.00	-213,796.32	5.0%
8050100 · Adult AV Materials	2,004.04	2,583.33	10,101.75	0.00	0.00	10,101.75	31,000.00	-20,898.25	32.6%
8060100 · Youth AV Materials	521.40	1,083.33	4,711.05	0.00	0.00	4,711.05	13,000.00	-8,288.95	36.2%
8070100 · Library of Things	16.99	1,291.67	1,795.39	0.00	0.00	1,795.39	15,500.00	-13,704.61	11.6%
8080100 · Video Games	29.97	1,250.00	6,394.97	0.00	0.00	6,394.97	15,000.00	-8,605.03	42.6%
8090100 · Digital Media Services	43.91	9,591.67	66,716.41	0.00	0.00	66,716.41	115,100.00	-48,383.59	58.0%
8095100 · Electronic Resources	2,018.38	7,083.33	36,449.80	0.00	0.00	36,449.80	85,000.00	-48,550.20	42.9%
8120100 · Library Supplies	221.48	583.33	850.79	0.00	0.00	850.79	7,000.00	-6,149.21	12.2%
8130100 · Tech Services Supplies	504.85	2,727.08	4,046.30	0.00	0.00	4,046.30	32,725.00	-28,678.70	12.4%
8135100 · Bindery	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
8140100 · Adult Programs & Supplies	1,149.33	1,333.33	7,193.71	0.00	0.00	7,193.71	16,000.00	-8,806.29	45.0%
8142100 · Comicon	0.00	541.67	4,649.12	0.00	0.00	4,649.12	6,500.00	-1,850.88	71.5%
8145100 · Circulation Supplies	0.00	625.00	1,242.57	0.00	0.00	1,242.57	7,500.00	-6,257.43	16.6%
8147100 · Summer Reading Club	64.95	583.33	794.49	0.00	0.00	794.49	7,000.00	-6,205.51	11.4%
8150100 · Youth Programs & Supplies	1,869.76	1,375.00	9,924.77	0.00	0.00	9,924.77	16,500.00	-6,575.23	60.2%
Total Material and Supplies	16,501.09	61,402.08	207,647.49	0.00	11,192.14	218,839.63	736,825.00	-517,985.37	29.7%
Contracted Services									
8215100 · Collection Agency Fees	41.20	104.17	381.10	0.00	0.00	381.10	1,250.00	-868.90	30.5%
8245100 · IT/Comp/Copier/Equip-Outsourced	0.00	10,833.33	47,562.07	0.00	0.00	47,562.07	130,000.00	-82,437.93	36.6%
8247100 · Automation--Staff	1,886.21	2,916.67	12,754.56	0.00	0.00	12,754.56	35,000.00	-22,245.44	36.4%
8250-100 · Vehicle Expenses	0.00	625.00	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
8260100 · Misc. Contracted Services	0.00	1,541.67	0.00	0.00	0.00	0.00	18,500.00	-18,500.00	0.0%
8270100 · Library Bank/Finance/Late Fee	30.00	62.50	298.87	0.00	0.00	298.87	750.00	-451.13	39.8%
8275100 · Public Pmt Processing Fees	242.54	416.67	1,203.27	0.00	0.00	1,203.27	5,000.00	-3,796.73	24.1%
8285100 · License Plate Fees Settlement	0.00	9,583.33	0.00	0.00	0.00	0.00	115,000.00	-115,000.00	0.0%
Total Contracted Services	2,199.95	26,083.33	62,199.87	0.00	0.00	62,199.87	313,000.00	-250,800.13	19.9%
Consortium & IT/Network Services									
8310100 · Automation--Circulation/Catalog	28,589.96	9,479.17	59,873.56	0.00	0.00	59,873.56	113,750.00	-53,876.44	52.6%
8320100 · VOIP Phone Service	1,662.62	2,041.67	11,591.49	0.00	0.00	11,591.49	24,500.00	-12,908.51	47.3%
8325100 · Internet Services	481.80	1,125.00	6,394.76	0.00	0.00	6,394.76	13,500.00	-7,105.24	47.4%
Total Consortium & IT/Network Services	30,734.38	12,645.83	77,859.81	0.00	0.00	77,859.81	151,750.00	-73,890.19	51.3%
Professional Services									
8410100 · Accounting/Payroll/Audit Service	12,842.49	5,104.17	33,862.90	0.00	0.00	33,862.90	61,250.00	-27,387.10	55.3%
8420100 · Legal Services	0.00	2,083.33	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
8430100 · Other Consulting Fees	0.00	6,500.00	2,272.25	0.00	0.00	2,272.25	78,000.00	-75,727.75	2.9%
8440100 · In Service/Staff Training/LMS	150.00	654.17	4,582.35	0.00	0.00	4,582.35	7,850.00	-3,267.65	58.4%
Total Professional Services	12,992.49	14,341.67	40,717.50	0.00	0.00	40,717.50	172,100.00	-131,382.50	23.7%
Printing, Publications & Postage									
8510100 · Printing Services Outsourced	0.00	4,583.33	11,205.46	0.00	0.00	11,205.46	55,000.00	-43,794.54	20.4%
8530100 · Public Notices & ADS (Legal & Job)	0.00	187.50	1,677.00	0.00	0.00	1,677.00	2,250.00	-573.00	74.5%
8540100 · Postage/Shipping	2,753.25	1,895.83	8,827.63	0.00	0.00	8,827.63	22,750.00	-13,922.37	38.8%
8545100 · Printing/Copier Supplies	0.00	375.00	598.58	0.00	0.00	598.58	4,500.00	-3,901.42	13.3%
8550100 · Public Relations/Promotions	396.11	854.17	2,327.60	0.00	0.00	2,327.60	10,250.00	-7,922.40	22.7%
Total Printing, Publications & Postage	3,149.36	7,895.83	24,636.27	0.00	0.00	24,636.27	94,750.00	-70,113.73	26.0%

McHenry Public Library District
Financial Report Detail by Fund
For the 7 Month(s) Ended January 31, 2025

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	Annual Budget	\$ Over Budget	% of Budget
Utilities									
8610100 · Electricity	2,532.85	2,500.00	16,573.43	0.00	0.00	16,573.43	30,000.00	-13,426.57	55.2%
8620100 · Gas	2,254.77	1,458.33	4,891.62	0.00	0.00	4,891.62	17,500.00	-12,608.38	28.0%
8640100 · Water & Sewer	0.00	416.67	2,435.25	0.00	0.00	2,435.25	5,000.00	-2,564.75	48.7%
Total Utilities	4,787.62	4,375.00	23,900.30	0.00	0.00	23,900.30	52,500.00	-28,599.70	45.5%
Miscellaneous Operating Expenses									
8720100 · Building & Auto Insurance	0.00	4,516.67	39,608.00	0.00	0.00	39,608.00	54,200.00	-14,592.00	73.1%
8730100 · Bonding & Officers Liability	0.00	208.33	1,043.00	0.00	0.00	1,043.00	2,500.00	-1,457.00	41.7%
8740100 · Janitorial Services & Supplies	5,582.32	5,125.00	45,538.06	0.00	0.00	45,538.06	61,500.00	-15,961.94	74.0%
8745100 · Grounds Maintenance	3,580.19	3,766.67	19,758.69	0.00	0.00	19,758.69	45,200.00	-25,441.31	43.7%
8750100 · Building Operations/Maintenance	2,381.35	5,833.33	26,131.09	0.00	0.00	26,131.09	70,000.00	-43,868.91	37.3%
8760100 · Hospitality	390.56	556.25	2,097.45	0.00	0.00	2,097.45	6,675.00	-4,577.55	31.4%
8770100 · Library Lost & Damaged Materials	0.00	83.33	69.28	0.00	0.00	69.28	1,000.00	-930.72	6.9%
8795100 · Miscellaneous	0.00	83.33	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Total Miscellaneous Operating Expenses	11,934.42	20,172.92	134,245.57	0.00	0.00	134,245.57	242,075.00	-107,829.43	55.5%
Grant & Gift Fund Expenses									
8800300 · 2020/21 Per Capita Grant	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.0%
8800311 · Adult Materials - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.0%
8800321 · Youth Materials - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.0%
8800331 · Staff Software - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.0%
8040350 · Per Capita Grant; Current FY	-1,028.08	5,416.67	0.00	0.00	7,024.95	7,024.95	65,000.00	-57,975.05	10.8%
8040355 · Per Capita Grant; Previous FY	0.00	2,083.33	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
8800332 · Public Software	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.0%
8800333 · Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.0%
8800341 · Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.0%
8800342 · Additional Expenses (Personnel)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9030300 · Misc. Grants	0.00	5,416.67	0.00	0.00	0.00	0.00	65,000.00	-65,000.00	0.0%
9200300 · Additional Expenses	0.00	416.67	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
Total Grant & Gift Fund Expenses	-1,028.08	13,333.33	0.00	0.00	7,024.95	7,024.95	160,000.00	-152,975.05	4.4%
Capital Expenses									
9060100 · Library Furnishings	0.00	2,083.33	70.28	0.00	0.00	70.28	25,000.00	-24,929.72	0.3%
9070100 · Library Equipment	0.00	2,083.33	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
9080100 · Small Equipment under \$250	0.00	416.67	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
9090100 · Adtl. Capital Projects & Equipment	0.00	6,666.67	15,058.60	0.00	0.00	15,058.60	80,000.00	-64,941.40	18.8%
9050200 · Library District Act	0.00	12,500.00	0.00	37,340.34	0.00	37,340.34	150,000.00	-112,659.66	24.9%
9060200 · Special Reserve Expenditures	1,500.00	33,333.33	0.00	13,495.00	0.00	13,495.00	400,000.00	-386,505.00	3.4%
Total Capital Expenses	1,500.00	57,083.33	15,128.88	50,835.34	0.00	65,964.22	685,000.00	-619,035.78	9.6%
Transfer to Reserve Fund									
9100100 · Transfer to Reserve Fund	0.00	137,500.00	0.00	0.00	0.00	0.00	1,650,000.00	-1,650,000.00	0.0%
Total Transfer to Reserve Fund	0.00	137,500.00	0.00	0.00	0.00	0.00	1,650,000.00	-1,650,000.00	0.0%
Total Expenditures	203,730.64	565,885.42	1,602,725.22	50,835.34	18,217.09	1,671,777.65	6,790,625.00	-5,118,847.35	24.6%
Net Total	-182,245.02	-26,538.63	2,296,842.86	-2,951.08	69,661.00	2,363,552.78	-318,463.53	2,682,016.31	

McHenry Public Library District
Financial Report Detail by Month
For the 7 Month(s) Ended January 31, 2025

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Revenues													
6010100 · Property Taxes	1,984,080.59	195,660.31	1,469,421.07	62,278.40	51,201.27	0.00	0.00						3,762,641.64
6015100 · Revenue Recapture Property Tax	5,144.14	507.28	3,809.78	161.48	132.73	0.00	0.00						9,755.41
6020200 · Developer Fees	0.00	0.00	0.00	22,428.00	0.00	0.00	0.00						22,428.00
6030100 · Interest Income - General	14,169.99	13,777.92	14,728.06	15,264.43	13,324.53	12,219.91	11,316.68						94,801.52
6030200 · Special Reserve Fund Interest	4,263.73	4,206.55	3,393.91	3,753.38	3,430.67	3,222.91	3,185.11						25,456.26
6030300 · Grant/Gifts Fund Interest	2,250.94	2,213.49	1,809.58	2,005.52	1,830.00	1,710.76	1,697.34						13,517.63
6035100 · Dividends	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
6040100 · Nonresident/Enhanced Fee Cards	0.00	0.00	45.00	0.00	45.00	45.00	0.00						135.00
6050100 · Fines and Fees	1,407.70	1,751.40	1,382.21	920.95	2,267.67	1,019.50	1,276.83						10,026.26
6055100 · Collection Agency Fees	10.00	20.00	0.00	0.00	40.00	10.00	35.98						115.98
6060100 · Copy/Scan/Fax Income	1,104.65	1,879.05	1,284.30	1,595.55	1,442.60	1,253.90	1,659.95						10,220.00
6070200 · Reserve Fund Gifts	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
6070300 · General Fund Gifts	2.83	6.36	12.00	10,608.88	3.30	0.51	1,576.87						12,210.75
6080200 · Bond & Debt Certificate Sale	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
6090100 · Annexation & Impact Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
6090200 · Transfers From Other Funds (9100-100)	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
6105100 · Retiree/Cobra Insurance Payment	0.00	0.00	0.00	0.00	4,455.44	0.00	0.00						4,455.44
6110100 · Program Fees/Misc. Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
6120100 · Meeting Room Fees	40.00	50.00	65.00	30.00	25.00	10.00	310.00						530.00
6125100 · License Plate Renewal Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
6130100 · Misc.	20.00	937.00	463.00	36.00	25.00	41.00	144.00						1,666.00
6130200 · Misc. Income SR	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
6150100 · Lost & Damaged Materials	397.16	521.31	411.35	191.90	428.70	369.71	282.89						2,603.02
6157100 · CCS/LLSAP Income	0.00	0.00	0.00	1,312.90	0.00	1,312.90	0.00						2,625.80
6160100 · Solar Credits	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
6170300 · Per Capita Grant	62,150.22	0.00	0.00	0.00	0.00	0.00	0.00						62,150.22
6200100 · Over/Short	-1.95	-1.24	-0.05	-5.35	2.31	-2.19	-0.03						-8.50
6210300 · Miscellaneous Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
9100200 · Transfer from General Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
Total Revenues	2,075,040.00	221,529.43	1,496,825.21	120,582.04	78,654.22	21,213.91	21,485.62	0.00	0.00	0.00	0.00	0.00	4,035,330.43
Expenditures													
Personnel Expenses													
8910100 · Salaries	100,239.09	103,772.36	105,698.10	164,229.66	109,872.65	107,460.83	107,254.39						798,527.08
8920100 · FICA/Medicare	7,376.87	7,648.17	7,795.50	12,234.70	8,114.86	7,928.81	7,913.02						59,011.93
8930100 · IMRF	10,387.96	9,678.08	10,659.00	15,878.86	12,020.65	10,354.10	-8,055.47						60,923.18
8940100 · Health & Life Insurance	11,568.80	12,372.80	12,372.80	12,364.44	13,773.20	13,457.32	12,279.56						88,188.92
8945100 · Recruiting/Preemployment Screen	0.00	27.95	111.80	27.95	320.80	0.00	0.00						488.50
8950100 · Tuition Reimbursement	832.50	832.50	0.00	827.50	0.00	0.00	832.50						3,325.00
8955100 · Telecommute Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
8960100 · Memberships & Dues	50.00	0.00	0.00	777.77	160.00	619.50	126.33						1,733.60
8970100 · Travel	42.13	167.10	198.16	417.53	141.07	195.50	88.87						1,250.36
8980100 · Continuing Education (Mtg/Conf)	0.00	730.00	685.75	668.50	106.10	230.40	520.21						2,940.96
Total Personnel	130,497.35	135,228.96	137,521.11	207,426.91	144,509.33	140,246.46	120,959.41	0.00	0.00	0.00	0.00	0.00	1,016,389.53

McHenry Public Library District
Financial Report Detail by Month
For the 7 Month(s) Ended January 31, 2025

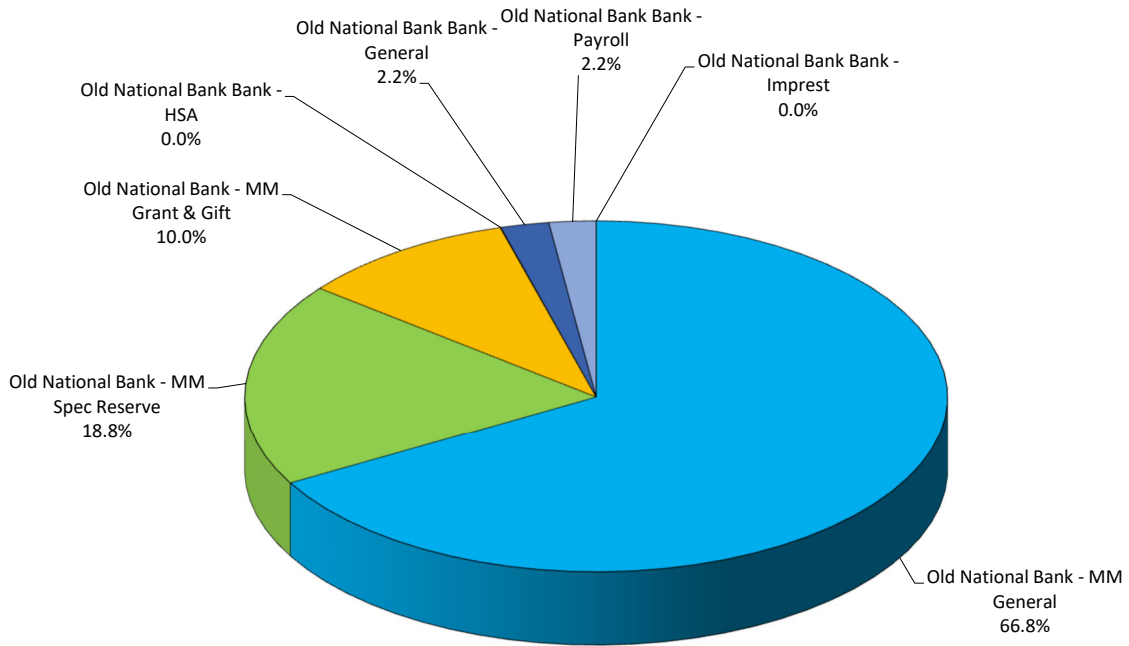
	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Materials and Supplies													
8010100 · Adult Books	2,066.67	3,347.95	4,541.33	3,491.00	3,119.30	4,798.99	3,284.39						24,649.63
8020100 · Youth Books	2,304.46	3,097.22	4,360.33	2,900.92	1,571.10	4,567.78	3,504.54						22,306.35
8025100 · Professional Resources	0.00	21.18	0.00	0.00	0.00	0.00	0.00						21.18
8028100 · Administrative Resources	0.00	46.96	0.00	0.00	0.00	83.20	119.17						249.33
8030100 · Magazines & Newspapers	0.00	674.22	111.20	546.00	484.18	2,981.74	741.00						5,538.34
8040300 · Operating Fund Gifts(Donations)	1,375.00	65.82	678.64	712.06	1,099.61	6,865.62	406.93						11,203.68
8050100 · Adult AV Materials	733.75	1,067.44	810.26	2,164.17	1,740.55	1,581.54	2,004.04						10,101.75
8060100 · Youth AV Materials	0.00	1,016.43	1,277.13	777.10	659.35	459.64	521.40						4,711.05
8070100 · Library of Things	0.00	81.98	386.80	106.66	0.00	1,202.96	16.99						1,795.39
8080100 · Video Games	1,395.00	0.00	1,785.00	2,130.00	1,055.00	0.00	29.97						6,394.97
8090100 · Digital Media Services	5,302.22	5,547.83	165.91	44,355.67	171.91	11,128.96	43.91						66,716.41
8095100 · Electronic Resources	16,541.96	3,347.34	2,283.96	5,817.77	4,067.63	2,372.76	2,018.38						36,449.80
8120100 · Library Supplies	31.99	97.24	0.00	278.89	69.77	151.42	221.48						850.79
8130100 · Tech Services Supplies	-356.96	79.26	1,309.80	662.26	1,074.83	772.26	504.85						4,046.30
8135100 · Bindery	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
8140100 · Adult Programs & Supplies	1,149.21	1,656.93	858.97	1,497.80	121.90	759.57	1,149.33						7,193.71
8142100 · Comicon	0.00	67.82	467.37	3,074.06	1,039.87	0.00	0.00						4,649.12
8145100 · Circulation Supplies	42.99	88.59	548.40	0.00	288.29	274.30	0.00						1,242.57
8147100 · Summer Reading Club	0.00	592.63	0.00	0.00	135.91	1.00	64.95						794.49
8150100 · Youth Programs & Supplies	1,354.81	1,956.36	2,066.26	1,632.76	184.40	860.42	1,869.76						9,924.77
Total Material and Supplies	31,941.10	22,853.20	21,651.36	70,147.12	16,883.60	38,862.16	16,501.09	0.00	0.00	0.00	0.00	0.00	218,839.63
Contracted Services													
8215100 · Collection Agency Fees	0.00	82.40	61.80	51.50	92.70	51.50	41.20						381.10
8245100 · IT/Comp/Copier/Equip-Outsourced	9,893.15	12,727.14	6,761.06	600.00	6,589.72	10,991.00	0.00						47,562.07
8247100 · Automation--Staff	300.00	1,963.30	1,174.70	1,117.85	5,517.94	794.56	1,886.21						12,754.56
8250-100 · Vehicle Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
8260100 · Misc. Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
8270100 · Library Bank/Finance/Late Fee	30.00	31.47	147.40	30.00	30.00	0.00	30.00						298.87
8275100 · Public Pmt Processing Fees	133.73	161.81	143.97	122.65	253.28	145.29	242.54						1,203.27
8285100 · License Plate Fees Settlement	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
Total Contracted Services	10,356.88	14,966.12	8,288.93	1,922.00	12,483.64	11,982.35	2,199.95	0.00	0.00	0.00	0.00	0.00	62,199.87
Consortium & IT/Network Services													
8310100 · Automation--Circulation/Catalog	15,641.80	0.00	0.00	15,641.80	0.00	0.00	28,589.96						59,873.56
8320100 · VOIP Phone Service	3,268.49	0.00	3,292.72	50.00	1,655.04	1,662.62	1,662.62						11,591.49
8325100 · Internet Services	1,553.80	487.80	1,081.00	776.90	462.80	1,550.66	481.80						6,394.76
Total Consortium & IT/Network Services	20,464.09	487.80	4,373.72	16,468.70	2,117.84	3,213.28	30,734.38	0.00	0.00	0.00	0.00	0.00	77,859.81
Professional Services													
8410100 · Accounting/Payroll/Audit Service	3,337.74	4,262.16	3,352.60	3,362.71	3,362.71	3,342.49	12,842.49						33,862.90
8420100 · Legal Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
8430100 · Other Consulting Fees	0.00	0.00	0.00	0.00	2,272.25	0.00	0.00						2,272.25
8440100 · In Service/Staff Training/LMS	600.00	0.00	0.00	1.00	3,831.35	0.00	150.00						4,582.35
Total Professional Services	3,937.74	4,262.16	3,352.60	3,363.71	9,466.31	3,342.49	12,992.49	0.00	0.00	0.00	0.00	0.00	40,717.50
Printing, Publications & Postage													
8510100 · Printing Services Outsourced	5,105.10	29.98	587.75	5,156.23	326.40	0.00	0.00						11,205.46
8530100 · Public Notices & ADS (Legal & Job)	73.50	0.00	635.00	0.00	0.00	968.50	0.00						1,677.00
8540100 · Postage/Shipping	114.54	251.44	2,824.43	147.85	2,593.33	142.79	2,753.25						8,827.63
8545100 · Printing/Copier Supplies	0.00	248.58	0.00	0.00	0.00	350.00	0.00						598.58
8550100 · Public Relations/Promotions	37.99	1,298.09	0.00	0.00	586.04	9.37	396.11						2,327.60
Total Printing, Publications & Postage	5,331.13	1,828.09	4,047.18	5,304.08	3,505.77	1,470.66	3,149.36	0.00	0.00	0.00	0.00	0.00	24,636.27

McHenry Public Library District
Financial Report Detail by Month
For the 7 Month(s) Ended January 31, 2025

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Utilities													
8610100 · Electricity	2,708.30	2,551.70	2,995.26	2,063.85	1,778.86	1,942.61	2,532.85						16,573.43
8620100 · Gas	158.03	148.16	152.45	160.05	629.97	1,388.19	2,254.77						4,891.62
8640100 · Water & Sewer	0.00	912.79	0.00	1,215.91	0.00	306.55	0.00						2,435.25
Total Utilities	2,866.33	3,612.65	3,147.71	3,439.81	2,408.83	3,637.35	4,787.62	0.00	0.00	0.00	0.00	0.00	23,900.30
Miscellaneous Operating Expenses													
8720100 · Building & Auto Insurance	0.00	0.00	39,608.00	0.00	0.00	0.00	0.00						39,608.00
8730100 · Bonding & Officers Liability	0.00	0.00	0.00	1,043.00	0.00	0.00	0.00						1,043.00
8740100 · Janitorial Services & Supplies	5,714.07	6,815.52	6,951.04	6,188.97	7,251.42	7,034.72	5,582.32						45,538.06
8745100 · Grounds Maintenance	1,625.00	1,688.92	3,225.18	3,419.22	6,220.18	0.00	3,580.19						19,758.69
8750100 · Building Operations/Maintenance	1,179.16	2,798.75	2,975.23	9,870.10	3,619.27	3,307.23	2,381.35						26,131.09
8760100 · Hospitality	173.61	206.23	403.62	196.99	525.48	200.96	390.56						2,097.45
8770100 · Library Lost & Damaged Materials	14.20	0.50	13.01	22.91	15.32	3.34	0.00						69.28
8795100 · Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
Total Miscellaneous Operating Expenses	8,706.04	11,509.92	53,176.08	20,741.19	17,631.67	10,546.25	11,934.42	0.00	0.00	0.00	0.00	0.00	134,245.57
Grant & Gift Fund Expenses													
8800300 · 2020/21 Per Capita Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
8800311 · Adult Materials - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
8800321 · Youth Materials - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
8800331 · Staff Software - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
8040350 · Per Capita Grant; Current FY	0.00	0.00	0.00	0.00	1,085.80	6,967.23	-1,028.08						7,024.95
8040355 · Per Capita Grant; Previous FY	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
8800332 · Public Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
8800333 · Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
8800341 · Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
8800342 · Additional Expenses (Personnel)	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
9030300 · Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
9200300 · Additional Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
Total Grant & Gift Fund Expenses	0.00	0.00	0.00	0.00	1,085.80	6,967.23	-1,028.08	0.00	0.00	0.00	0.00	0.00	7,024.95
Capital Expenses													
9060100 · Library Furnishings	0.00	0.00	70.28	0.00	0.00	0.00	0.00						70.28
9070100 · Library Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
9080100 · Small Equipment under \$250	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
9090100 · Adtl. Capital Projects & Equipment	0.00	914.60	0.00	0.00	0.00	14,144.00	0.00						15,058.60
9050200 · Library District Act	0.00	5,502.00	5,064.94	7,525.89	0.00	19,247.51	0.00						37,340.34
9060200 · Special Reserve Expenditures	0.00	0.00	11,995.00	0.00	0.00	0.00	1,500.00						13,495.00
Total Capital Expenses	0.00	6,416.60	17,130.22	7,525.89	0.00	33,391.51	1,500.00	0.00	0.00	0.00	0.00	0.00	65,964.22
Transfer to Reserve Fund													
9100100 · Transfer to Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
Total Transfer to Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	214,100.66	201,165.50	252,688.91	336,339.41	210,092.79	253,659.74	203,730.64	0.00	0.00	0.00	0.00	0.00	1,671,777.65
Total Expenditures	214,100.66	201,165.50	252,688.91	336,339.41	210,092.79	253,659.74	203,730.64	0.00	0.00	0.00	0.00	0.00	1,671,777.65
Net Total	1,860,939.34	20,363.93	1,244,136.30	-215,757.37	-131,438.57	-232,445.83	-182,245.02	0.00	0.00	0.00	0.00	0.00	2,363,552.78

**McHenry Public Library District
Investments
For the 7 Month(s) Ended January 31, 2025**

Bank	Current Rate	Book Balance
Old National Bank - MM General	3.94%	4,411,612
Old National Bank - MM Spec Reserve	3.94%	1,241,659
Old National Bank - MM Grant & Gift	3.94%	661,678
Old National Bank Bank - HSA	n/a	1,810
Old National Bank Bank - General	n/a	146,624
Old National Bank Bank - Payroll	n/a	142,448
Old National Bank Bank - Imprest	n/a	164
Total	\$	6,605,995



**McHenry Public Library District
 INTERIM CHECKS ISSUED - January 2025
 (NOT INCLUDED ON BILL REPORT)**

<u>VENDOR</u>	Account - Money Market <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
	(no checks written on this account)				
	subtotal for account	\$ -			

<u>VENDOR</u>	Account - General Fund <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
MDC Environmental Services	Waste	\$ 596.74	8745-100	01/01/25	EFT
First Communications	Phone	\$ 1,662.62	8320-100	01/01/25	EFT
Sam's Club	Supplies	\$ 148.22	Various	01/22/25	EFT
Bankcard Processing	Credit Card	\$ 3,555.42	Various	01/22/25	EFT
Comcast	Internet	\$ 481.80	8325-100	01/27/25	EFT
	subtotal for account	\$ 6,444.80			

<u>VENDOR</u>	Account - HSA/Building <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
Old National Bank	Employee contributions HSA	\$ 312.50	8940-100	01/07/25	EFT
Old National Bank	Employer contributions HSA	\$ 525.79	8940-100	01/07/25	EFT
Old National Bank	Employee contributions HSA	\$ 525.79	8940-100	01/21/25	EFT
	subtotal for account	\$ 1,364.08			

<u>VENDOR</u>	Account - Payroll <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
	subtotal for account	\$ -			

<u>VENDOR</u>	Account - Imprest <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
Gaylord Bros. Inc		\$ 1,654.74	Various	01/21/25	1289
Kanopy Inc	Digital Media Services	\$ 148.00	8090-100	01/23/25	1290
	subtotal for account	\$ 1,802.74			

GRAND TOTAL CHECKS ISSUED \$ 9,611.62

Reimbursement Report

McHenry Public Library District

Check Dates: 01/07/2025 to 01/21/2025

Pay Periods: 12/16/2024 to 01/12/2025

Reimbursement Report January 2025

Employee	Amount
Baseley, Steffanie L.	\$1.13
Kimbrel, Kevin M.	\$76.54
Kordistos, Skye	\$6.63
Stansbury, Alie A.	\$4.57
Totals for REITR -- Travel Reimbursement	
4 Employees	\$88.87

Report Totals

Code	Description	Employees	Amount
REITR	Travel Reimbursement	4	\$88.87
Totals		4	\$88.87



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User: JMay

Run on 2/5/2025 at 4:31 PM

FEBRUARY 2025 (FY 2024-2025)

Bankcard Transactions - Sorted By Budget Account

NAME	TRANSACTION DATE	MERCHANT NAME	AMOUNT	NOTES	ACCOUNT	ACCOUNT TOTALS
STANSBURY	01/30/25	GIRL SCOUTS OF THE USA	\$ 375.16		8020-100	\$ 553.48
STANSBURY	01/31/25	GIRL SCOUTS OF THE USA	\$ 178.32		8020-100	
MILFAJT	01/30/25	SHAW SUBURBAN MEDIA-SU	\$ 65.00		8030-100	\$ 1,180.98
MILFAJT	01/28/25	LIBRARY JOURNAL	\$ 179.99	Prepaid: 3/1/25-2/28/26	8030-100	
MILFAJT	01/28/25	LIBRARY JOURNAL	\$ 179.99	Prepaid: 3/1/25-2/28/26	8030-100	
MILFAJT	01/16/25	IN *BOOK PAGE	\$ 756.00	Prepaid: 2/25-3/26	8030-100	
JAKACKI	01/10/25	PENS.COM	\$ 519.60		8040-300	\$ 1,350.71
MICHALSKI	01/27/25	THE UPS STORE 4064	\$ 831.11	\$900.00 SPLIT	8040-300	
MAY	02/01/25	HELP.MAX.COM	\$ 16.99		8090-100	\$ 173.91
MAY	01/29/25	Disney Plus	\$ 12.00		8090-100	
MAY	01/28/25	HLU*HULUPLUS	\$ 18.99		8090-100	
MAY	01/22/25	HLU*HULUPLUS	\$ 18.99		8090-100	
MAY	01/21/25	HLU*HULUPLUS	\$ 18.99		8090-100	
MAY	01/21/25	Disney Plus	\$ 12.00		8090-100	
MAY	01/13/25	Disney Plus	\$ 12.00		8090-100	
MAY	01/08/25	discovery+	\$ 8.99		8090-100	
MAY	01/08/25	APPLE.COM/BILL	\$ 9.99		8090-100	
MICHALSKI	01/29/25	HULU 877-8244858 CA	\$ 18.99		8090-100	
MICHALSKI	01/16/25	PARAMOUNT+	\$ 5.99		8090-100	
MICHALSKI	01/09/25	DISNEYPLUS	\$ 12.00		8090-100	
STANSBURY	02/02/25	Amazon Kids+*ZC2OK07N1	\$ 7.99		8090-100	
MILFAJT	01/21/25	DEMCO INC	\$ 106.34	\$114.70 SPLIT	8130-100	
SPAARGAREN	01/14/25	WALMART.COM 8009256278	\$ 38.68		8140-100	\$ 38.68
JAKACKI	01/27/25	4IMPRINT INC	\$ 958.50	\$1,013.26 SPLIT	8145-100	\$ 1,544.40
MICHALSKI	01/22/25	DEMCO INC	\$ 585.90		8145-100	
STANSBURY	01/24/25	COLLABORATIVE SUMMER L	\$ 973.27		8147-100	\$ 953.27
STANSBURY	01/24/25	COLLABORATIVE SUMMER L	\$ (20.00)	Program Refund	8147-100	
MILFAJT	01/21/25	DEMCO INC	\$ 8.36	\$114.70 SPLIT	8150-100	\$ 114.98
STANSBURY	01/31/25	LAKESHORE LEARNING MAT	\$ 76.37		8150-100	
STANSBURY	01/23/25	MEIJER STORE #218	\$ 30.25		8150-100	\$ 95.88
STANSBURY	01/29/25	CRICUT	\$ 95.88	Prepaid: 1/29/25-1/28/25	8247-100	
MICHALSKI	01/27/25	THE UPS STORE 4064	\$ 68.89	\$900.00 SPLIT	8510-100	\$ 68.89
JAKACKI	01/31/25	USPS PO 1600960102	\$ 1.77		8540-100	\$ 141.18
JAKACKI	01/27/25	4IMPRINT INC	\$ 54.76	\$1,013.26 SPLIT	8540-100	
JAKACKI	01/14/25	4IMPRINT INC	\$ 17.37	\$854.37 SPLIT	8540-100	
MICHALSKI	01/28/25	USPS PO 1646800050	\$ 10.22		8540-100	
MICHALSKI	01/21/25	USPS PO 1646800050	\$ 57.06		8540-100	
JAKACKI	01/14/25	4IMPRINT INC	\$ 837.00	\$854.37 SPLIT	8550-100	
SCHNAEBELE	01/15/25	BP#8941106MCHENRY BQPS	\$ 15.50		8745-100	\$ 15.50
SCHNAEBELE	01/24/25	THE HOME DEPOT #1969	\$ 153.81		8750-100	\$ 153.81
JAKACKI	01/16/25	PANERA BREAD #203286 O	\$ 37.22		8760-100	\$ 138.53
JAKACKI	01/14/25	MARIANOS #544	\$ 41.31		8760-100	
JAKACKI	01/08/25	AMAZON RETA* Z53S94JS2	\$ 60.00		8760-100	
MAY	02/03/25	NATIONAL CRIME SEARCH	\$ 111.80		8945-100	\$ 111.80
JAKACKI	02/04/25	ILLINOIS LIBRARY ASSOC	\$ 150.00	Prepaid: 2/3/25-2/28/26	8960-100	\$ 348.26
MILFAJT	01/20/25	PAYPAL *WILLIUG	\$ 41.88	Prepaid: 1/21/25-1/20/26	8960-100	
MILFAJT	01/21/25	INNOVATIVE USERS GROUP	\$ 125.00	Prepaid: 1/21/25-1/20/26	8960-100	
SPAARGAREN	02/04/25	PY *MCHENRY COUNTY HI	\$ 31.38	Prepaid: 1/31/25-1/31/26	8960-100	\$ 856.00
JAKACKI	01/15/25	LIBRARYWORKS/MODLIBAWD	\$ 49.00		8980-100	
MAY	01/24/25	PAYROLL COMPLIANCE CO	\$ 197.00		8980-100	
MILFAJT	01/28/25	LIBRARY JUICE ACADEMY	\$ 250.00		8980-100	
STANSBURY	01/17/25	ILLINOIS LIBRARY ASSOC	\$ 260.00		8980-100	
STANSBURY	01/14/25	LIBRARYWORKS/MODLIBAWD	\$ 100.00		8980-100	

TOTAL BANKCARD TRANSACTIONS: \$ 8,783.60



McHENRY PUBLIC LIBRARY DISTRICT

JANUARY 2025

BY THE NUMBERS



PEOPLE

10,914

Library Attendance

11,557

Program Attendance

197

New Library Card Registrations

3.5

Volunteer Hours

292

Hours Open



CIRCULATION



19,585 PHYSICAL ITEMS

12,440 Books

4,645 Videos

781 Video Games

766 Music (CDs)

545 Audiobooks/Playaways

338 Magazines

70 Library Of Things

7,629 eMATERIALS

2,701 eBooks

3,400 eAudiobooks

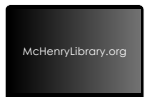
875 eMagazines

580 Video Streaming

73 Music Streaming



RESOURCES



Computer Sessions
1,383



Database Searches
9,009



Database Sessions
348



Simple Scan & Fax Uses
263



WiFi Uses (in Library)
1,627



ONLINE

4,242



EMAIL SUBSCRIBERS

3.2K



128



441



1.3K



538



56



Teen Esp.

SOCIAL MEDIA FOLLOWING

352,654



WEBSITE VIEWS

JANUARY 2024 COMPARISON

Library Attendance: **10,795**
Program Attendance: **4,087**
Hours Open: **285**

Registrations: **179**
Volunteer Hours: **7**

Items In Circulation (Physical): **19,405**
Items In Circulation (eMaterials): **7,015**
Website Views: **442,098**

Computer Sessions: **1,119**
Database Searches: **13,413**

Database Sessions: **1,626**
Simple Scan Uses: **244**
WiFi Uses: **1,810**

McHenry Public Library District

LIBRARIAN'S REPORT

JANUARY 2025

Administration

- L. Jakacki completed and submitted the FY25 Per Capita Grant Application.
- M. Schnaebele and L. Jakacki have met with construction management and vendors regarding replacing the sanitary sewer line.
- A. Mesino prepared graphics, flyers, and decorations for the Library Lovers Expedition, including designing our mascot, Avery the Axolotl.

Adult Services

- The Winter Reading Program finished on January 10! Of 136 registered adults, 113 finished the challenge, making a successful 83% finishing rate!
- A. Moreno-Lomeli helped a patron not only register for WRP, but also helped them learn how to add book titles and record minutes on the mobile app. Araceli also used our new Microsoft Surface Pro computer to help a patron view a personal video saved to a DVD and transfer the file to two USB flash drives for safekeeping. The patron was thrilled to be able to do this at the library.
- Z. Terrill taught two tech classes on the basics of email in January. The biggest concern for the attendees of both classes was online safety and security. He says KnowBe4 has been a great resource for answering these questions and offering tips to attendees during class. Zach will be working on developing an introduction to Google Docs class for March.
- A patron came in looking for information regarding a crime that had taken place in her new home during the 1980s. Using local history resources, T. Hillier found multiple articles for her from the *Northwest Herald* and found where one of the former residents was buried. He was also able to direct her to other resources that she might be able to use. The patron is now hoping to make what she found into a documentary in the future.
- A. Colgan helped an elderly gentleman learn how to use the snipping tool to print specific portions of his emails, and he was very happy to learn a new computer technique!
- A patron came in wanting to learn how to use Microsoft Outlook. K. Kimbrel remembered that there were tutorials on our Niche Academy database and showed the patron how to access those tutorials. The patron was very excited and said that was exactly what they wanted.

Circulation

- B. Freidenfelds and K. Castillo joined the Circulation Dept. as Clerks on 1/20. They have progressed through their training and have begun shadowing us at the Checkout Desk.
- During closing, K. Johnson assisted a patron by helping her call to schedule a Pace Bus pickup. The patron contacted us the following day to express appreciation for the assistance.

- B. Sullivan proposed a new method to improve Newsbank Service access by placing a QR code on the lounge's newspaper stand. This has helped promote this service to patrons.
- A patron recognized G. Acuna for her assistance in locating two items that had come off the sorter belt and went into a void of our automated return. The patron called to recognize G. Acuna for her help specifically.
- C. Krater and B. Michalski prepared our library for participation in the 2025 Library Lovers Expedition. We are one of fifteen participating libraries in this year's program.
- S. Culp assisted Circulation in formatting and preparing a backdrop for decorations for the Library Lovers Expedition.

Human Resources

- Phone screens were completed in January for the Maintenance & Custodian position, our Youth Service Library Associate – Bilingual position, and both English and Bilingual-speaking Circulation positions.
- A. Stansbury and J. May conducted several in-person interviews and extended an offer to one who accepted for an April 1st start date for our Youth Services Library Associate—Bilingual position.
- M. Schnaebeler and J. May conducted one in-person interview for our Maintenance & Custodian positions.
- Our current headcount for December was 35: 18 FT (37.50 hours weekly), with 17 PT staff members.
- Average merit increase for FY 24/25 (year-to-date) is 2.48%

Technical Services

- S. Roitberg reviewed M. Ortmeyer's barcoding work, helped A. Meads troubleshoot an issue with the item templates used in acquisition tasks, and as the department's In-service Committee representative, prepared for February's In-service meeting.
- A. Meads started the Early Reader leveling project. After S. Roitberg updates the metadata, she updates the processing of the materials, including the colored overlays that signify the three reading levels. She troubleshooted some item data created in the acquisitions process that did not contain the correct item data with CCS staff, vendor representatives, and S. Roitberg.
- M. Ortmeyer continued her training in copy cataloging and learned how to barcode and process manga, graphic novels, and wonderbooks. She completed the Idaho Commission on Libraries Alternative Basic Library Education (ABLE) training, Introduction to Technical Services and Catalog Records. She began the RAILS training course "Classification Basics" to learn more about classification using the Dewey Decimal Classification System.
- K. Meadows processed and created the rack card for the Talking Book kit.
- K. Milfajr reports that on 1/21/25, MLIS practicum student K. Walas began interning with the MPLD. She started in Technical Services because of her interest in cataloging and Technical Services.

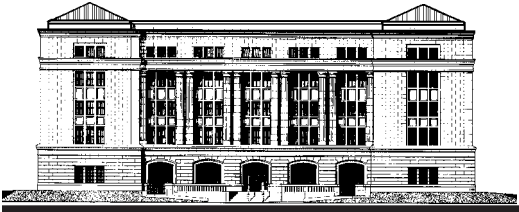
Technology

- IT began researching laptop/docking station replacements for public services staff. This would be the best option after positive feedback from initial staff testing. This will reduce the complexity and issues caused by roaming profiles and will keep us prepared for Windows 10's end of life in October
- IT worked with FirstComm to get additional features of our paging adapter, and auto attendant set up, including emergency alerts and a new auto attendant with a Spanish menu
- IT worked with MK Solutions and Circ to set up our RFID wand, which had not yet been used. This will help Circ find missing items and create pick lists.
- Jansen Electronics was on site on 1/16 to replace one of the security camera switches that had failed.

Youth Services

- Winter Reading wrapped up on January 10, with 64 kids and teens participating. Of these, 46 completed our challenge to Bundle Up With a Book, a completion rate of 72%.
- This month, A. Maifield facilitated the first Family Graphic Novel Club for J. Einoris, and it was a great success! The kids had fun making their own graphic novels and were excited to help choose some upcoming titles for the group.
- We borrowed an educational trunk from McHenry County Conservation District (MCCD) for the library's display case, which will tie into the Library Lovers Expedition and our aquatic theme. The MCCD staff member reported that A. Stansbury's inquiry inspired her to promote the trunks, which are an underutilized resource that the conservation district offers.
- S. Baseley assisted a patron in locating sober living houses. He had been in previously and had tried our suggestions. He needed more options, and they were able to utilize community resources to offer more location suggestions. We were also able to share the Police Social Worker's information from the McHenry Police Department.
- B. Salazar has been very busy scheduling field trips for Riverwood's 1st and 2nd-grade teams for March and classroom visits for grades 3rd through 5th in April.
- One day, at closing, A. Podborny went to clean the Discovery Hub and found a family with two little girls still playing. She told them it was time to start cleaning up, and they offered to help. She told them they didn't have to, but the girls were so excited to help that they all did it as a team. The girls enjoyed putting all the vegetables into their proper spots in the puzzles, and it helped to make them not so sad about the library closing.
- A storytime parent came in one night to sign up her son for the 1000 Books Before Kindergarten program. S. Kordistos had pleasant memories of the patron's daughter attending her storytime programs and ultimately growing up into Preschool Storytime. For that reason, it was so nice to see returning patrons getting excited about the program.
- A patron who needed to print 25 copies of two different pictures for cupcake toppers came in. Remote printing was not an option because of the sizing, so J. Einoris helped her use a library computer and insert the pictures into

Publisher. They cropped the photos, formatted the document, and were able to print multiple copies. She was very grateful for the assistance.



ALEXI GIANNOULIAS • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois State Library

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND
EQUALIZATION AID GRANT APPLICATION**

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library’s regular budget and that it will not reduce, nor cause to have reduced, the public library’s levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: _____

Library’s Control Number: _____ **Branch Number:** _____ **Today’s Date:** _____

Contact information of the person completing this grant application:

Preparer’s Name: _____
(First Name) *(Last Name)*

Preparer’s Title: _____

Preparer’s Phone Number: _____

Preparer’s Email Address: _____

By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population _____

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

Chapter 9: Public Services: Reference and Reader's Advisory Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

Chapter 12: Technology

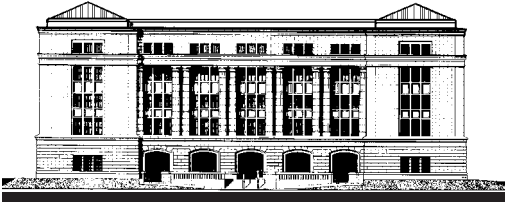
Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.



Illinois Public Library Per Capita Grant Expenditures Report

Control Number: _____ City: _____

Library Name: _____

Exact amount of Per Capita Grant received in Fiscal Year 2023: _____

Based on the library's Planned Use of Grant Funds from the FY2023 grant application, report use of Per Capita Grant funds awarded to meet or improve performance levels in relation to the standards in Serving Our Public 4.0: Standards for Illinois Public Libraries (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Only check the standard(s) under which FY2023 Per Capita Grant funds were disbursed. Briefly report how grant funds were used and explain how grant funds helped meet or make progress toward meeting the applicable standard.

Core Standards — Chapter 1

Governance and Administration — Chapter 2

Personnel — Chapter 3

Access — Chapter 4

Building Infrastructure and Maintenance — Chapter 5

Safety — Chapter 6

Collection Management — Chapter 7

System Member Responsibilities and Resource Sharing — Chapter 8

Public Services: Reference and Reader's Advisory — Chapter 9

Programming — Chapter 10

Youth/Young Adult Services — Chapter 11

Technology — Chapter 12

Marketing, Promotion, and Collaboration — Chapter 13

STATE OF ILLINOIS)
COUNTY OF McHENRY)

**THE BOARD OF LIBRARY TRUSTEES
OF THE McHENRY PUBLIC LIBRARY DISTRICT
McHENRY, ILLINOIS**

RESOLUTION No. 2024/2025-06

A RESOLUTION TO TRANSFER MONEY TO THE SPECIAL RESERVE FUND

WHEREAS, the Board of Trustees of the McHenry Public Library District previously established a Special Reserve Fund in accordance with applicable statutes (75 ILCS 16); and

WHEREAS, applicable statutes permit the accumulation of funds over time for one or more purposes as authorized by statute and as designated by the Trustees; and

WHEREAS, funds have accumulated in the Special Reserve Fund for the purposes stated in the documentation relating to the Special Reserve Fund; and

WHEREAS, as a result of prudent fiscal management, there are monies available in the general corporate fund for transfer to the Special Reserve Fund; and

WHEREAS, the transfer of such funds to the Special Reserve Fund is consistent with the intent of the Trustees, along with the development of a building-and-site improvement plan and with a collection development plan;

NOW, THEREFORE, BE RESOLVED by the Board of Trustees of the McHenry Public Library District, as follows:

SECTION 1: The amount of \$825,000.00 in the general corporate fund being determined by the Executive Director in collaboration with the Board President and Board Treasurer, shall be transferred to the Special Reserve Fund to be expended in accordance with the terms and conditions of the Special Reserve Fund.

SECTION 2: The transfer to the Special Reserve Fund, as stated in the preceding Section 1, shall be made by February 28, 2025.

SECTION 3: This resolution is effective immediately on the date of its passage.

PASSED by the Board of Library Trustees of the McHENRY PUBLIC LIBRARY DISTRICT, McHENRY COUNTY, McHENRY, ILLINOIS this _____ day of _____ 2025, by a vote of:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Approved: _____

Charles Reilly, President
Board of Library Trustees

Attest: _____

Monica Leccese, Secretary
Board of Library Trustees



To: Board of Trustees

From: Lesley Jakacki, Executive Director

Re: Adult and Youth Department Staff Computer Replacements

Date: February 18, 2025

The Library's staff computers are six years old, and our monitors range from 8 to 14 years old. The computers run on Windows 10, which will no longer be supported after October 2025. Since the aging operating system impacts almost all computers in the organization, we are taking proactive steps to replace the equipment and distribute the expenses across multiple fiscal years.

We are replacing the next group of staff workstations for our Adult and Youth Staff. Currently, staff in these departments use desktop computers and move between their desks in the workroom and one of the four stations at the Questions Desk. This floating between workstations causes issues with roaming profiles, which are meant to maintain user settings and preferences across devices, resulting in slow login times, profile corruption, and an inconsistent user experience. We recommend transitioning these staff to laptops with docking stations for a better experience, ensuring profiles are always tied to the laptop. This also provides greater flexibility for daily work, meetings, conferences, and remote work during emergencies.

Two staff members have tested this new configuration over the past 2.5 months, and both recommend it. They appreciated the flexibility and space-saving laptop, which allowed them to use a second monitor, and felt they didn't lose any features compared to the desktop setup.

Although laptops and docking stations cost more initially than desktops, the long-term savings outweigh the cost. Addressing roaming profile issues will reduce IT support time. It will also reduce the number of devices needed. We have had to purchase some laptops for these departments to provide flexibility for managers and programs, but by switching to all laptops, we will not need to replace these extra devices.

We have received quotes from three vendors for the laptops, docking stations, and new monitors.