



## McHenry Public Library District

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

**McHenry Public Library District  
Board of Library Trustees Regular Meeting  
Tuesday, October 19, 2021 7:00 p.m.  
Meeting Room West #136  
AGENDA**

- I. CALL TO ORDER** – President Charles Reilly
- II. ROLL CALL** – Monica Leccese, Secretary
- 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 September 21, 2021 Regular Board Meeting
- VII. TREASURER'S REPORT** – Delphine Grala, Treasurer
  - A.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for September/ October 2021, Additional Bills (Distributed night of meeting) and Petty Cash and Credit Card Reports (Distributed night of meeting)
- VIII. COMMUNICATIONS**
- IX. LIBRARIAN'S REPORT**
  - A.** Librarian's Report
  - B.** Serving Our Public 4.0- Chapters 1-4
  - C.** Updates on Projects
- X. OLD BUSINESS**
- XI. EXECUTIVE SESSION**
  - A.** For the selection of a person to fill a public office, as defined in the Open Meetings 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. 5 ILCS 120/2(c)(3).

**XII. NEW BUSINESS**

- A.** Oath of Office- Terry Weingart
- B.** TIF District Presentation and request for support by Bill Hobson, Director of Parks and Recreation, City of McHenry
- C.** IL Route 31 Expansion
- D.** 2022 In-Service Dates Request for Closing
- E.** Contracts
  - 1.** 2021/22 Snow Removal
  - 2.** IT Outsourcing
- F.** Approval of Annual Statement of Receipts and Disbursements for Fiscal Year Beginning July 1, 2020 and ending June 30, 2021
- G.** Ordinance No. 2021/2022-06 An Ordinance Providing For The Levy And Assessment Of Taxes For The Fiscal Year Beginning July 1, 2021 And Ending June 30, 2022 For The McHenry Public Library District

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

**II. 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 4 hours of any meeting date to request special access to any board meeting.



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

**Date:** September 21, 2021  
**Time:** 7:00 P.M.  
**Location:** Library Meeting Room West #136

- I. **CALL TO ORDER** – President Charles Reilly  
President Reilly called the public hearing meeting to order at 7:00 p.m.
- II. **ROLL CALL** – Monica Leccese, Secretary  
Roll was called and a quorum was established.

**Members Present:** Bud Alexander, Delphine Grala, Monica Leccese, Susan Murphy, Charles Reilly, Jill Stone

**Also Present:** James Howard, Governmental Accounting, Inc  
Mary Taradash  
Debbie Gunness, Business Manager  
Lesley Jakacki, Executive Director  
Jennifer May, HR Generalist  
Kathy Milfajt, Technical Services Manager  
Pam Strain, Public Services Manager  
Zach Terrill, Adult Services Assistant Manager

- III. **PLEDGE OF ALLEGIANCE**
- IV. **CORRECTIONS OR ADDITIONS TO THE AGENDA**
- V. **PUBLIC COMMENT AND RECOGNITION OF VISITORS**  
No public comments.
- VI. **SECRETARY'S REPORT** – Monica Leccese, Secretary

**A.** Approval of Minutes of the August 17, 2021 Regular Board Meeting, August 17, 2021 Hearing on the Combined Budget and Appropriations Ordinance, and the August 24, 2021 Special Meeting.

Secretary Leccese informed the Board that she found no corrections needed for the minutes of the August 17, 2021, Regular Board Meeting, August 17, 2021, Hearing on the Combined Budget and Appropriations Ordinance, and the August 24, 2021, Special Board Meeting.

Stone moved, and Grala seconded a motion to approve the minutes of the August 17, 2021, Regular Board Meeting, August 17, 2021, Hearing on the Combined Budget and Appropriations Ordinance, and the August 24, 2021, Special Board Meeting.

**Roll Call vote:**

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**VII. TREASURER'S REPORT – Delphine Grala, Treasurer**

- A.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for August/September 2021, Additional Bills (Distributed night of meeting) and Petty Cash and Credit Card Reports (Distributed night of meeting)

James Howard from Governmental Accounting, Inc. walked the Board through the new format of the financial reports, focusing on finding how to find commonly sought information, comparing fiscal year vs. budget, finding balances, and how the reports give a better overview of trends in revenue and expenses. He also discussed how we would be moving to modified accrual basis accounting from cash bases items like the tax revenues can be recorded in the correct fiscal year.

Treasure Grala inquired about the personnel/salary expenditures in the Grant and Gift Fund. Director Jakacki stated that part of the Digital Network Grant covered the salary of IT staff working on that specific project.

Murphy moved and Reilly seconded a motion to approve the Monthly Financial Statements, Interim Check Report and Bill Reports for August/September 2021, Additional Bills (Distributed night of meeting) and Petty Cash and Credit Card Reports (Distributed night of meeting)

**Roll Call vote:**

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**VIII. COMMUNICATIONS**

- A.** Patrick D. Kennedally, State's Attorney McHenry County; letter regarding Retaliation Against Whistleblower Statue

**IX. LIBRARIAN'S REPORT**

- A.** Librarian's Report

Director Jakacki highlighted the following items from the Librarian's Report: the Library's participation in the Mexican Consulate event sponsored by Fundación Mazatecutli, the progress on the circulating science kits for the SKPL grant, new digital signage coming soon, and how appreciative caregivers are for the return of in-person storytimes. Public Services Manager, Pam Strain, spoke on how the Library has been balancing between in-person and virtual programs.

- B.** Updates on Projects

**X. OLD BUSINESS**

**A.** Interview of candidate, M. Taradash, for Trustee vacancy

**XI. EXECUTIVE SESSION**

**A.** For the selection of a person to fill a public office, as defined in the Open Meetings 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. 5 ILCS 120/2(c)(3).

Grala moved and Alexander seconded a motion to go into executive session at 7:12 p.m. for the purpose to discuss the selection of a person to fill a public office, as defined in the Open Meetings 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. 5 ILCS 120/2(c)(3).

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: None

**Motion Passed**

Murphy moved and Grala seconded a motion to leave executive session at 7:47 p.m.

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**XII. NEW BUSINESS**

**A.** Appointment of Trustee to fill vacancy

Leccese moved and Murphy seconded a motion to appoint Terry Weingart to the Board of Trustees vacant position.

**Roll Call vote:**

Ayes: Leccese, Murphy, Reilly, Stone

Nays: Alexander, Grala,

Abstain: None

Absent: None

**Motion Passed**

**B.** Marketing Coordinator Job Description

Director Jakacki stated that this was the job description that supersedes the previous PR Manager Job Description. We updated some of the responsibilities and requirements of the role as we made it into a PT position.

Grala moved and Alexander seconded a motion to approve Marketing Coordinator Job Description with the change of the word "supporting" to "supports" in the second line of the summary section.

**Roll Call vote:**

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**C.** All Staff In-Service Meeting possible half-day closure on 12/10/2021

Director Jakacki informed the Board that the Library Staff wishes to hold an all-staff in-person In-Service meeting on Friday, December 10, 2021, from 9:00 a.m. to 1:00 p.m. This would be the first in-person staff meeting in almost 18 months, as we have been meeting virtually throughout the pandemic. Typically the Library closes six times a year for in-person all-staff meetings.

Grala moved and Leccese seconded a motion to approve the half-day closing of the Library on December 10, 2021, for an All Staff In-Service Meeting.

**Roll Call vote:**

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**D.** General, Auto and Workers' Compensation, and other Insurance Plans and Brokers

Director Jakacki went over the three proposals for the Library's General, Auto and Workers' Compensation, and other Insurance Plans. This year the Library requested a renewal proposal from the current broker, Kamm Insurance, and a competitor, Cook and Kocher. The differences were mainly in the coverage supplies by the umbrella plan and the cyber security plan, which are becoming more important to libraries. Regardless of which option we take, it is recommended that we continue our current Government Crime and Worker's Compensation plans.

Stone moved and Leccese seconded a motion to approve the Library 2021/2022 General Insurance to the plans listed under as Utica National Cook & Kocher Recommendation in the Board Packet

**Roll Call vote:**

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**E. Whistleblower's Policy**

Director Jakacki shared that this new State of IL Public Act requires all state government agencies to pass a Whistleblower's policy, name internal auditors, and share the policy annually with staff and new hires. The Board is required to name in the policy which acts as the Library's official auditor on any claims of retaliation. The Board discussed the merits of the HR Generalist and the Executive Director as the internal auditors and wanted to move forward with naming the HR Generalist as the auditing official and the Executive Director as the alternate auditing official.

Grala moved and Leccese seconded a motion to approve the Whistleblower's Policy with the revision that the HR Generalist is named the auditing official and the Executive Director as the alternate auditing official.

**Roll Call vote:**

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**F. Budget**

**1. Discussion of Operating Fund**

**2. FY 2021/2022-05 A Resolution Authorizing And Directing The Treasurer Of The McHenry Public Library District To Transfer Certain Money From The Special Reserve Fund To The General Fund**

President Reilly shared that the Law Offices of Ancel Glink provided the opinion on the Library's ability to transfer money from the special reserve fund to the operating fund and drafted the resolution for the transfer to be voted on. Discussion ensued about how the funds will be used and if the monies will continue to be subject to the special reserve fund restrictions once transferred.

The Library's Fund Balance policy was also discussed. Going forward, the Library should be carrying money in the operating account to cover six to eight months of expenses so that we can still cover operating costs when we are in a lull in receiving tax revenue. Director Jakacki stated that the Library would continue to be conservative in its spending over the next few years to build that operating fund reserve fund back up.

Alexander moved and Leccese seconded a motion to approve the FY 2021/2022-05 A Resolution Authorizing And Directing The Treasurer Of The McHenry Public Library District To Transfer Certain Money From The Special Reserve Fund To The General Fund.

**Roll Call vote:**

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**3. Levy Discussion**

Director Jakacki stated that she was preparing the Levy Ordinance and was looking for guidance on this year's request. We discussed how the levy works, especially regarding how one's taxes do not necessarily increase at the same percentage as the levy increases, capturing new property, and how what we decide about the levy today affects the Library's future. After the discussion, we recommended that we levy a 4.90-4.95% increase for this year.

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

**II. ADJOURNMENT**

Murphy moved and Grala seconded a motion to approve to adjourn the meeting at 9:20 p.m.

**Roll Call vote:**

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: None

**Motion Passed**

APPROVED by the Board of Trustees this \_\_\_\_\_ day of \_\_\_\_\_, 2021

Respectfully Submitted,

\_\_\_\_\_  
Monica Leccese, Secretary



# Financial Report

For the 3 Month(s) Ended September 30, 2021  
FISCAL YEAR 2022



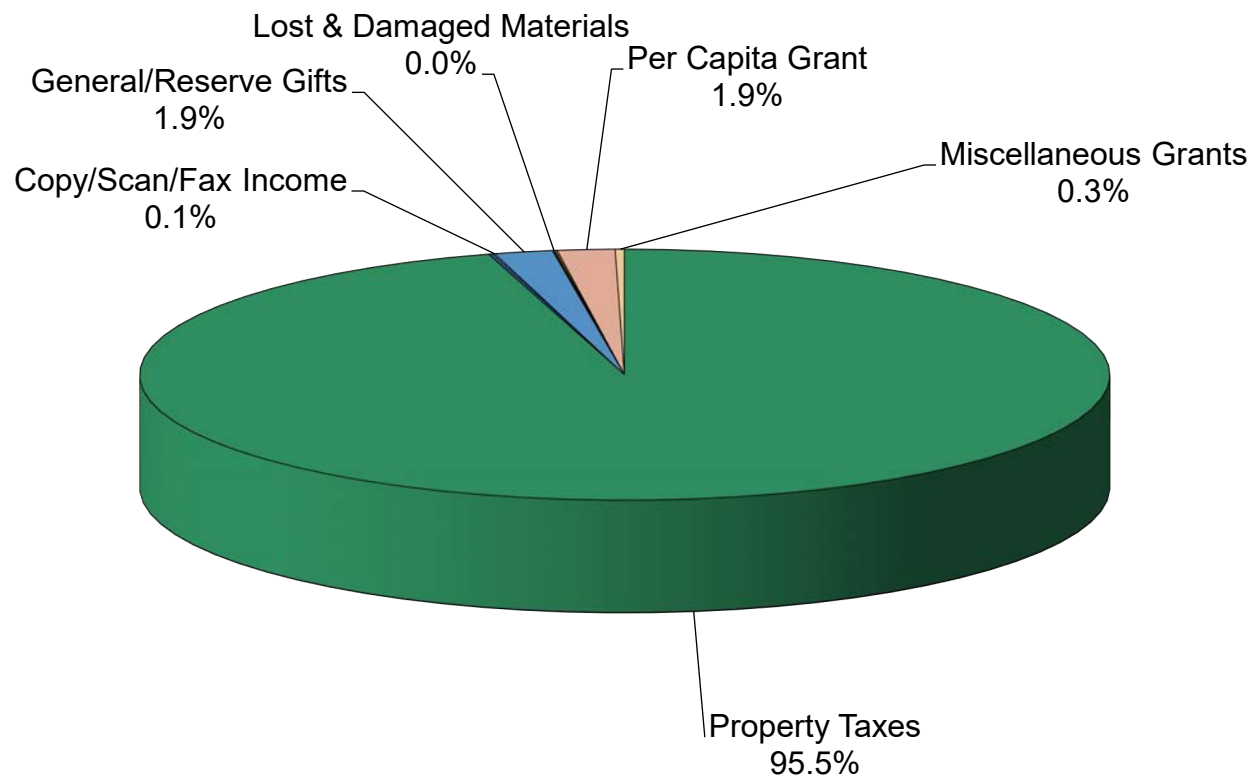
**McHenry Public Library District**  
Budget vs. Actual Summary  
For the 3 Month(s) Ended September 30, 2021

**25% of Fiscal Year**

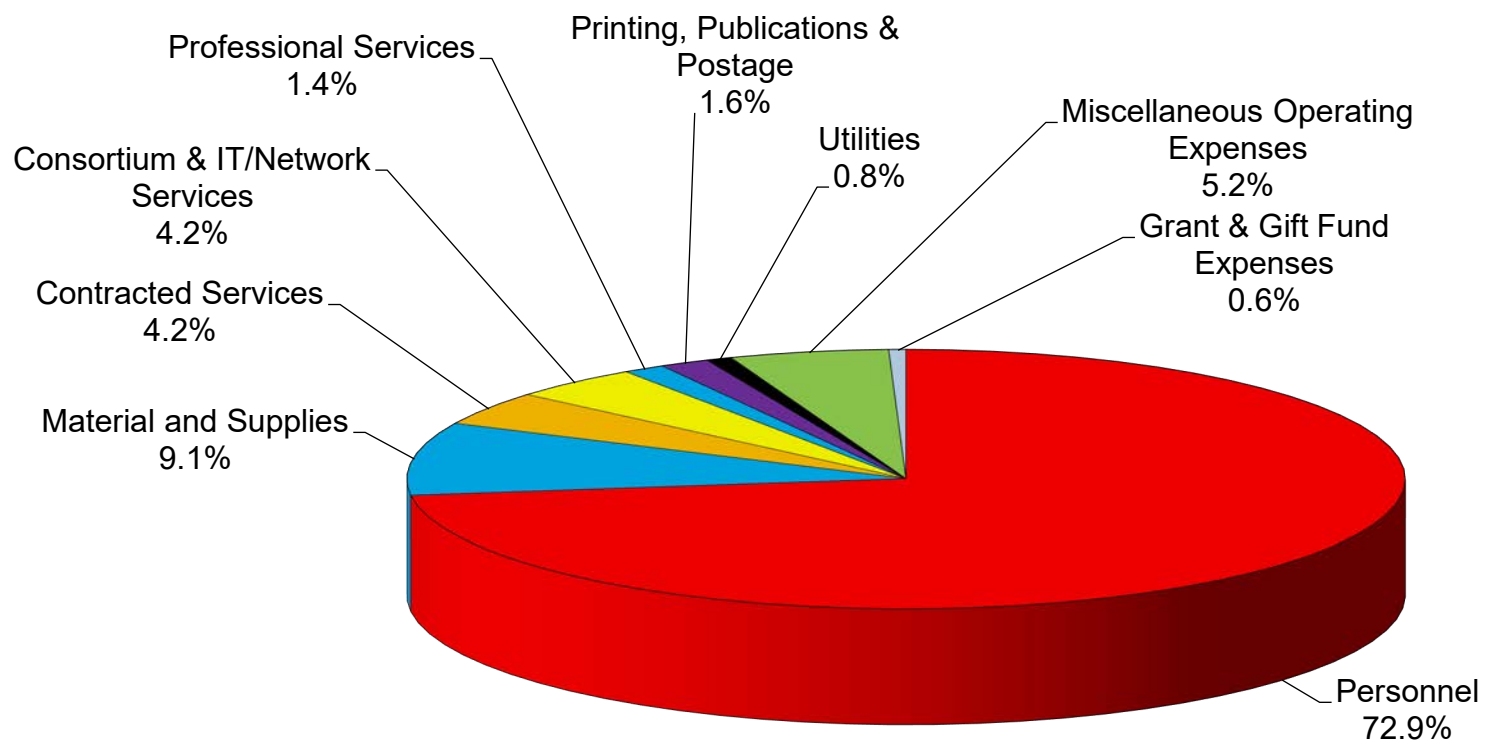
Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
<b>REVENUE</b>					
Property Taxes	3,097,062	3,279,679	94.4%	2,564,401	21%
Corporate Replacement Tax	-	-	0.0%	-	0%
Developer Fees	-	50,000	0.0%	-	0%
Interest & Dividends- All Funds	362	2,300	15.7%	285	27%
Fines and Misc. Fees	4,619	10,750	43.0%	1,467	215%
Copy/Scan/Fax Income	1,985	21,000	9.5%	1,115	78%
General/Reserve Gifts	62,798	80,000	78.5%	451	13829%
Annexation & Impact Fees	-	20,000	0.0%	-	0%
Retiree/Cobra Insurance Payment	359	15,000	2.4%	2,142	-83%
Misc. Sales & Income	132	6,000	2.2%	5,247	-97%
Lost & Damaged Materials	919	5,500	16.7%	312	194%
CCS/LLSAP Income	1,811	12,500	14.5%	1,561	16%
Solar Credits	1,920	2,500	76.8%	-	0%
Per Capita Grant	61,984	70,000	88.5%	-	0%
Over/Short	-	500	0.0%	-	0%
Miscellaneous Grants	9,869	40,000	24.7%	-	0%
Actual Revenues	3,243,819	3,615,729	89.7%	2,576,982	26%
Budgeted Revenues	3,615,729				
% Diff	90%				
<b>OPERATING EXPENDITURES</b>					
Personnel	436,718	2,158,000	20.2%	655,942	-33%
Material and Supplies	54,466	595,750	9.1%	140,253	-61%
Contracted Services	25,387	112,400	22.6%	35,705	-29%
Consortium & IT/Network Services	25,367	144,000	17.6%	23,227	9%
Professional Services	8,100	122,000	6.6%	10,807	-25%
Printing, Publications & Postage	9,601	57,000	16.8%	3,539	171%
Utilities	4,950	35,000	14.1%	4,645	7%
Miscellaneous Operating Expenses	30,876	156,400	19.7%	21,242	45%
Grant & Gift Fund Expenses	3,317	109,500	3.0%	7,326	-55%
Actual Expenditures	598,783	3,490,050	17.2%	902,686	-34%
Budgeted Expenditures	3,490,050				
% Diff	17%				
<b>SURPLUS / (DEFICIT) FROM OPERATION.</b>	<b>2,645,036</b>	<b>125,679</b>	<b>2104.6%</b>	<b>1,674,296</b>	<b>-100%</b>
<b>CAPITAL EXPENDITURES &amp; DEBT SERVICE</b>					
Capital Expenses	-	69,000	0.0%	2,117	-100%
Debt Services	-	250,000	0.0%	37,563	-100%
Transfer to Reserve Fund	-	70,000	0.0%	-	0%
Actual Expenditures	-	389,000	0.0%	39,681	-100%
Budgeted Expenditures	389,000				
% Diff	0%				
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>2,645,036</b>	<b>(263,321)</b>		<b>1,634,616</b>	
BEGINNING FUND BALANCE	1,374,040				
ENDING FUND BALANCE	4,019,077				

**McHenry Public Library District**  
 Budget vs. Actual Summary  
 For the 3 Month(s) Ended September 30, 2021

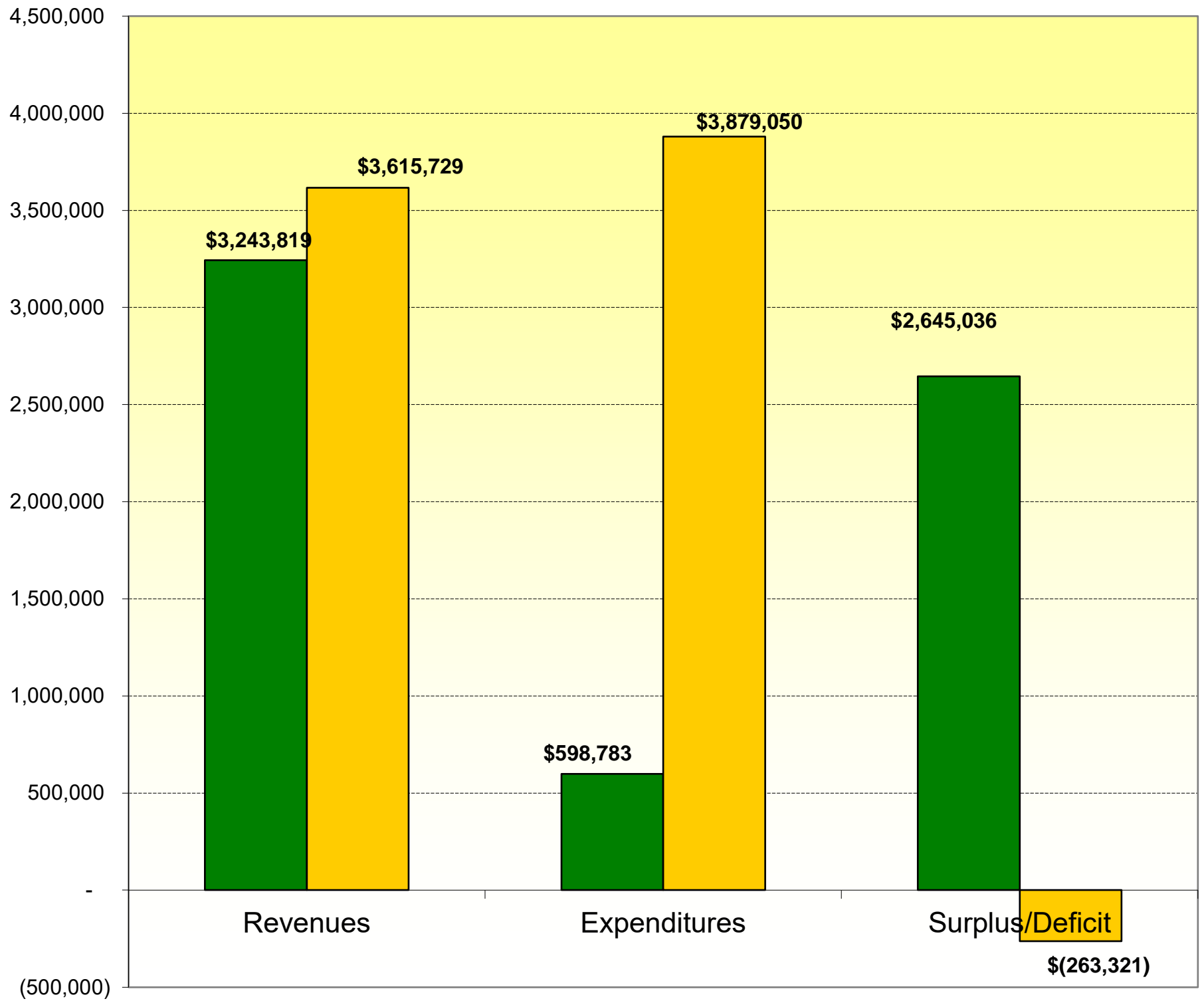
**Revenue Distribution**



**Operational Expenditure Distribution**



**McHenry Public Library District**  
 Budget vs. Actual Summary  
 For the 3 Month(s) Ended September 30, 2021



**McHenry Public Library District**  
Budget vs. Actual Summary by Fund  
For the 3 Month(s) Ended September 30, 2021

25% of Fiscal Year

	Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	% of Budget
<b>REVENUE</b>							
	Property Taxes	3,097,062	-	-	3,097,062	3,279,679	94%
	Corporate Replacement Tax	-	-	-	-	-	0%
	Developer Fees	-	-	-	-	50,000	0%
	Interest and Dividends	119	198	45	362	2,300	16%
	Fines and Misc Fees	4,619	-	-	4,619	10,750	43%
	Copy/Scan/Fax Income	1,985	-	-	1,985	21,000	9%
	General/Reserve Gifts	-	-	62,798	62,798	80,000	78%
	Annexation & Impact Fees	-	-	-	-	20,000	0%
	Retiree/Cobra Insurance Payment	359	-	-	359	15,000	2%
	Misc. Sales & Income	132	-	-	132	6,000	2%
	Lost & Damaged Materials	919	-	-	919	5,500	17%
	CCS/LLSAP Income	1,811	-	-	1,811	12,500	14%
	Solar Credits	1,920	-	-	1,920	2,500	77%
	Per Capita Grant	-	-	61,984	61,984	70,000	89%
	Over/Short	-	-	-	-	500	0%
	Miscellaneous Grants	-	-	9,869	9,869	40,000	25%
	Actual Revenues	3,108,925	198	134,696	3,243,819	3,615,729	90%
	Budgeted Revenues	3,373,729	56,500	185,500	3,615,729		
	% Diff	92%	0%	73%	90%		
<b>OPERATING EXPENDITURES</b>							
	Personnel	436,718	-	-	436,718	2,158,000	20%
	Material and Supplies	52,534	-	1,932	54,466	595,750	9%
	Contracted Services	25,387	-	-	25,387	112,400	23%
	Consortium & IT/Network Services	25,367	-	-	25,367	144,000	18%
	Professional Services	8,100	-	-	8,100	122,000	7%
	Printing, Publications & Postage	9,601	-	-	9,601	57,000	17%
	Utilities	4,950	-	-	4,950	35,000	14%
	Miscellaneous Operating Expenses	30,876	-	-	30,876	156,400	20%
	Grant & Gift Fund Expenses	-	-	3,317	3,317	109,500	3%
	Actual Expenditures	593,534	-	5,249	598,783	3,490,050	17%
	Budgeted Expenditures	3,230,550		259,500	3,490,050		
	% Diff	18%	0%	2%	17%		
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>		2,515,391	198	129,447	2,645,036	125,679	2105%
<b>CAPITAL EXPENDITURES &amp; DEBT SERVICE</b>							
	Capital Expenses	-	-	-	-	69,000	0%
	Debt Services	-	-	-	-	250,000	0%
	Transfer to Reserve Fund	-	-	-	-	70,000	0%
	Actual Expenditures	-	-	-	-	389,000	0%
	Budgeted Expenditures	139,000	250,000	-	389,000		
	% Diff	0%	0%	0%	0%		
<b>TOTAL SURPLUS / (DEFICIT)</b>		<b>2,515,391</b>	<b>198</b>	<b>129,447</b>	<b>2,645,036</b>	<b>(263,321)</b>	
BEGINNING FUND BALANCE		(1,234,595)	2,196,893	411,743	1,374,040		
Special Reserve Transfer Resolution (Board Approved 9.21.21)		2,000,000	(2,000,000)	-	-		
ENDING FUND BALANCE		3,280,796	197,090	541,190	4,019,077		
Fund Balance as % of Total Expenditures		553%	0%	10311%	671%		

**McHenry Public Library District**  
**Financial Report Detail by Fund**  
For the 3 Month(s) Ended September 30, 2021

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
<b>Revenues</b>									
6010100 · Property Taxes	1,322,448.25	273,306.61	3,097,062.16	0.00	0.00	3,097,062.16	3,279,679.27	-182,617.11	94.4%
6020100 · Corporate Replacement Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6020200 · Developer Fees	0.00	4,166.67	0.00	0.00	0.00	0.00	50,000.00	-50,000.00	0.0%
6030100 · Interest Income - General	40.52	41.67	56.41	0.00	0.00	56.41	500.00	-443.59	11.3%
6030200 · Special Reserve Fund Interest	54.77	83.33	0.00	197.68	0.00	197.68	1,000.00	-802.32	19.8%
6030300 · Grant/Gifts Fund Interest	15.82	41.67	0.00	0.00	45.01	45.01	500.00	-454.99	9.0%
6035100 · Dividends	63.00	25.00	63.00	0.00	0.00	63.00	300.00	-237.00	21.0%
6040100 · Nonresident/Enhanced Fee Cards	45.00	62.50	90.00	0.00	0.00	90.00	750.00	-660.00	12.0%
6050100 · Fines and Fees	1,527.40	458.33	4,504.56	0.00	0.00	4,504.56	5,500.00	-995.44	81.9%
6055100 · Collection Agency Fees	14.00	41.67	24.00	0.00	0.00	24.00	500.00	-476.00	4.8%
6060100 · Copy/Scan/Fax Income	831.30	1,750.00	1,984.70	0.00	0.00	1,984.70	21,000.00	-19,015.30	9.5%
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	57,494.54	6,250.00	0.00	0.00	62,798.34	62,798.34	75,000.00	-12,201.66	83.7%
6090100 · Annexation & Impact Fees	0.00	1,666.67	0.00	0.00	0.00	0.00	20,000.00	-20,000.00	0.0%
6105100 · Retiree/Cobra Insurance Payment	183.69	1,250.00	358.53	0.00	0.00	358.53	15,000.00	-14,641.47	2.4%
6110100 · Program Fees/Misc. Fees	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
6120100 · Meeting Room Fees	0.00	125.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
6130100 · Misc Sales (Bags/disks/T-shirt)	52.00	458.33	132.00	0.00	0.00	132.00	5,500.00	-5,368.00	2.4%
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	327.60	458.33	919.05	0.00	0.00	919.05	5,500.00	-4,580.95	16.7%
6157100 · CCS/LLSAP Income	1,810.71	1,041.67	1,810.71	0.00	0.00	1,810.71	12,500.00	-10,689.29	14.5%
6160100 · Solar Credits	1,920.00	208.33	1,920.00	0.00	0.00	1,920.00	2,500.00	-580.00	76.8%
6170300 · Per Capita Grant	0.00	5,833.33	0.00	0.00	61,983.93	61,983.93	70,000.00	-8,016.07	88.5%
6200100 · Over/Short	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6210300 · Miscellaneous Grants	0.00	3,333.33	0.00	0.00	9,868.67	9,868.67	40,000.00	-30,131.33	24.7%
<b>Total Revenues</b>	<b>1,386,828.60</b>	<b>301,310.77</b>	<b>3,108,925.12</b>	<b>197.68</b>	<b>134,695.95</b>	<b>3,243,818.75</b>	<b>3,615,729.27</b>	<b>-371,910.52</b>	<b>5.73</b>
<b>Total Revenues</b>	<b>1,386,828.60</b>	<b>301,310.77</b>	<b>3,108,925.12</b>	<b>197.68</b>	<b>134,695.95</b>	<b>3,243,818.75</b>	<b>3,615,729.27</b>	<b>-371,910.52</b>	<b>89.7%</b>
<b>Expenditures</b>									
<b>Personnel Expenses</b>									
8910100 · Salaries	103,010.70	130,416.67	318,352.01	0.00	0.00	318,352.01	1,565,000.00	-1,246,647.99	20.3%
8920100 · FICA/Medicare	7,758.95	10,000.00	23,416.00	0.00	0.00	23,416.00	120,000.00	-96,584.00	19.5%
8930100 · IMRF	11,126.47	13,125.00	34,863.73	0.00	0.00	34,863.73	157,500.00	-122,636.27	22.1%
8940100 · Health & Life Insurance	18,628.41	22,916.67	58,238.37	0.00	0.00	58,238.37	275,000.00	-216,761.63	21.2%
8945100 · Employment Screening	63.90	291.67	119.80	0.00	0.00	119.80	3,500.00	-3,380.20	3.4%
8950100 · Tuition Reimbursement	711.00	1,250.00	1,256.75	0.00	0.00	1,256.75	15,000.00	-13,743.25	8.4%
8955100 · Telecommute Reimbursements	0.00	458.33	0.00	0.00	0.00	0.00	5,500.00	-5,500.00	0.0%
8960100 · Memberships & Dues	0.00	333.33	198.00	0.00	0.00	198.00	4,000.00	-3,802.00	5.0%
8970100 · Travel	43.96	708.33	95.81	0.00	0.00	95.81	8,500.00	-8,404.19	1.1%
8980100 · Continuing Education (Mtg/Conf)	100.00	333.33	178.00	0.00	0.00	178.00	4,000.00	-3,822.00	4.5%
<b>Total Personnel</b>	<b>141,443.39</b>	<b>179,833.33</b>	<b>436,718.47</b>	<b>0.00</b>	<b>0.00</b>	<b>436,718.47</b>	<b>2,158,000.00</b>	<b>-1,721,281.53</b>	<b>20.2%</b>
<b>Materials and Supplies</b>									
8010100 · Adult Books	7,254.80	5,208.33	10,355.64	0.00	0.00	10,355.64	62,500.00	-52,144.36	16.6%
8020100 · Youth Books	2,129.68	4,333.33	6,190.45	0.00	0.00	6,190.45	52,000.00	-45,809.55	11.9%
8025100 · Professional Resources	0.00	291.67	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
8028100 · Administrative Resources	0.00	250.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
8030100 · Magazines & Newspapers	10,430.23	1,166.67	10,766.93	0.00	0.00	10,766.93	14,000.00	-3,233.07	76.9%
8040300 · Operating Fund Gifts(Donations)	198.78	12,500.00	0.00	0.00	1,931.82	1,931.82	150,000.00	-148,068.18	1.3%



**McHenry Public Library District**  
**Financial Report Detail by Fund**  
For the 3 Month(s) Ended September 30, 2021

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
<b>8050100 - Adult AV Materials</b>	1,111.87	2,916.67	1,508.84	0.00	0.00	1,508.84	35,000.00	-33,491.16	4.3%
<b>8060100 - Youth AV Materials</b>	278.07	1,104.17	427.14	0.00	0.00	427.14	13,250.00	-12,822.86	3.2%
<b>8070100 - Library of Things</b>	1,574.74	208.33	1,574.74	0.00	0.00	1,574.74	2,500.00	-925.26	63.0%
<b>8080100 - Video Games</b>	180.00	1,166.67	180.00	0.00	0.00	180.00	14,000.00	-13,820.00	1.3%
<b>8090100 - Digital Media Services</b>	2,504.91	7,291.67	5,003.46	0.00	0.00	5,003.46	87,500.00	-82,496.54	5.7%
<b>8095100 - Electronic Resources</b>	2,472.42	5,833.33	9,728.16	0.00	0.00	9,728.16	70,000.00	-60,271.84	13.9%
<b>8120100 - Library Supplies</b>	194.33	583.33	354.18	0.00	0.00	354.18	7,000.00	-6,645.82	5.1%
<b>8130100 - Tech Services Supplies</b>	1,002.37	3,125.00	1,696.44	0.00	0.00	1,696.44	37,500.00	-35,803.56	4.5%
<b>8135100 - Bindery</b>	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
<b>8140100 - Adult Programs &amp; Supplies</b>	682.29	1,291.67	2,027.36	0.00	0.00	2,027.36	15,500.00	-13,472.64	13.1%
<b>8142100 - Comicon</b>	1,000.60	250.00	1,000.60	0.00	0.00	1,000.60	3,000.00	-1,999.40	33.4%
<b>8145100 - Circulation Supplies</b>	88.00	125.00	88.00	0.00	0.00	88.00	1,500.00	-1,412.00	5.9%
<b>8147100 - Summer Reading Club</b>	0.00	583.33	525.00	0.00	0.00	525.00	7,000.00	-6,475.00	7.5%
<b>8150100 - Youth Programs &amp; Supplies</b>	97.74	1,375.00	1,107.30	0.00	0.00	1,107.30	16,500.00	-15,392.70	6.7%
<b>Total Material and Supplies</b>	31,200.83	49,645.83	52,534.24	0.00	1,931.82	54,466.06	595,750.00	-541,283.94	9.1%
<b>Contracted Services</b>									
<b>8215100 - Collection Agency Fees</b>	0.00	75.00	0.00	0.00	0.00	0.00	900.00	-900.00	0.0%
<b>8245100 - IT/Comp/Copier/Equip-Outsourced</b>	12,300.00	7,500.00	23,940.00	0.00	0.00	23,940.00	90,000.00	-66,060.00	26.6%
<b>8247100 - Automation--Staff</b>	0.00	1,250.00	956.94	0.00	0.00	956.94	15,000.00	-14,043.06	6.4%
<b>8260100 - Misc. Contracted Services</b>	0.00	333.33	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
<b>8270100 - Library Bank/Finance/Late Fee</b>	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
<b>8275100 - Public Pmt Processing Fees</b>	148.28	166.67	490.48	0.00	0.00	490.48	2,000.00	-1,509.52	24.5%
<b>Total Contracted Services</b>	12,448.28	9,366.67	25,387.42	0.00	0.00	25,387.42	112,400.00	-87,012.58	22.6%
<b>Consortium &amp; IT/Network Services</b>									
<b>8310100 - Automation--Circulation/Catalog</b>	0.00	8,750.00	17,593.39	0.00	0.00	17,593.39	105,000.00	-87,406.61	16.8%
<b>8320100 - VOIP Phone Service</b>	1,656.05	2,083.33	4,978.06	0.00	0.00	4,978.06	25,000.00	-20,021.94	19.9%
<b>8325100 - Internet Services</b>	1,141.34	1,166.67	2,795.27	0.00	0.00	2,795.27	14,000.00	-11,204.73	20.0%
<b>Total Consortium &amp; IT/Network Services</b>	2,797.39	12,000.00	25,366.72	0.00	0.00	25,366.72	144,000.00	-118,633.28	17.6%
<b>Professional Services</b>									
<b>8410100 - Accounting/Payroll/Audit Service</b>	5,509.20	7,291.67	6,937.70	0.00	0.00	6,937.70	87,500.00	-80,562.30	7.9%
<b>8420100 - Legal Services</b>	765.00	1,333.33	1,162.50	0.00	0.00	1,162.50	16,000.00	-14,837.50	7.3%
<b>8430100 - Other Consulting Fees</b>	0.00	1,333.33	0.00	0.00	0.00	0.00	16,000.00	-16,000.00	0.0%
<b>8440100 - In Service/Staff Training/LMS</b>	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
<b>Total Professional Services</b>	6,274.20	10,166.67	8,100.20	0.00	0.00	8,100.20	122,000.00	-113,899.80	6.6%
<b>Printing, Publications &amp; Postage</b>									
<b>8510100 - Printing Services Outsourced</b>	-6,236.50	2,500.00	6,125.00	0.00	0.00	6,125.00	30,000.00	-23,875.00	20.4%
<b>8530100 - Public Notices &amp; ADS (Legal &amp; Job)</b>	550.00	125.00	550.00	0.00	0.00	550.00	1,500.00	-950.00	36.7%
<b>8540100 - Postage/Shipping</b>	2,141.56	1,375.00	2,683.57	0.00	0.00	2,683.57	16,500.00	-13,816.43	16.3%
<b>8545100 - Printing/Copier Supplies</b>	0.00	333.33	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
<b>8550100 - Public Relations/Promotions</b>	20.00	416.67	242.48	0.00	0.00	242.48	5,000.00	-4,757.52	4.9%
<b>Total Printing, Publications &amp; Postage</b>	-3,524.94	4,750.00	9,601.05	0.00	0.00	9,601.05	57,000.00	-47,398.95	16.8%
<b>Utilities</b>									
<b>8610100 - Electricity</b>	2,060.44	1,875.00	3,967.55	0.00	0.00	3,967.55	22,500.00	-18,532.45	17.6%
<b>8620100 - Gas</b>	247.75	625.00	467.33	0.00	0.00	467.33	7,500.00	-7,032.67	6.2%
<b>8640100 - Water &amp; Sewer</b>	514.71	416.67	514.71	0.00	0.00	514.71	5,000.00	-4,485.29	10.3%
<b>Total Utilities</b>	2,822.90	2,916.67	4,949.59	0.00	0.00	4,949.59	35,000.00	-30,050.41	14.1%
<b>Miscellaneous Operating Expenses</b>									
<b>8720100 - Building &amp; Auto Insurance</b>	9,427.00	2,583.33	9,427.00	0.00	0.00	9,427.00	31,000.00	-21,573.00	30.4%
<b>8730100 - Bonding &amp; Officers Liability</b>	0.00	250.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
<b>8740100 - Janitorial Services &amp; Supplies</b>	4,149.89	4,166.67	8,056.87	0.00	0.00	8,056.87	50,000.00	-41,943.13	16.1%
<b>8745100 - Grounds Maintenance</b>	1,217.01	2,083.33	1,932.01	0.00	0.00	1,932.01	25,000.00	-23,067.99	7.7%
<b>8750100 - Building Operations/Maintenance</b>	5,347.72	3,333.33	10,756.09	0.00	0.00	10,756.09	40,000.00	-29,243.91	26.9%
<b>8760100 - Hospitality</b>	143.93	500.00	703.61	0.00	0.00	703.61	6,000.00	-5,296.39	11.7%
<b>8770100 - Library Lost &amp; Damaged Materials</b>	0.00	58.33	0.00	0.00	0.00	0.00	700.00	-700.00	0.0%

**McHenry Public Library District**  
**Financial Report Detail by Fund**  
For the 3 Month(s) Ended September 30, 2021

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
8795100 · Miscellaneous	0.00	58.33	0.56	0.00	0.00	0.56	700.00	-699.44	0.1%
<b>Total Miscellaneous Operating Expenses</b>	20,285.55	13,033.33	30,876.14	0.00	0.00	30,876.14	156,400.00	-125,523.86	19.7%
<b>Grant &amp; Gift Fund Expenses</b>									
8800300 · 2020/21 Per Capita Grant	0.00	5,791.67	0.00	0.00	0.00	0.00	69,500.00	-69,500.00	0.0%
8800311 · Adult Materials - Per Capita	21.83	0.00	0.00	0.00	83.21	83.21	0.00	83.21	100.0%
8800321 · Youth Materials - Per Capita	55.23	0.00	0.00	0.00	2,074.77	2,074.77	0.00	2,074.77	100.0%
8800331 · Staff Software - Per Capita	0.00	0.00	0.00	0.00	265.00	265.00	0.00	265.00	100.0%
8800332 · Public Software	0.00	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	0.00	0.0%
8800341 · Other Equipment	0.00	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	258.34	3,333.33	0.00	0.00	894.04	894.04	40,000.00	-39,105.96	2.2%
9200300 · Additional Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Total Grant &amp; Gift Fund Expenses</b>	335.40	9,125.00	0.00	0.00	3,317.02	3,317.02	109,500.00	-106,182.98	3.0%
<b>Capital Expenses</b>									
9060100 · Library Furnishings	0.00	1,250.00	0.00	0.00	0.00	0.00	15,000.00	-15,000.00	0.0%
9070100 · Library Equipment	0.00	791.67	0.00	0.00	0.00	0.00	9,500.00	-9,500.00	0.0%
9080100 · Small Equipment under \$250	0.00	375.00	0.00	0.00	0.00	0.00	4,500.00	-4,500.00	0.0%
9090100 · Adtl. Capital Projects & Equipment	0.00	3,333.33	0.00	0.00	0.00	0.00	40,000.00	-40,000.00	0.0%
<b>Total Capital Expenses</b>	0.00	5,750.00	0.00	0.00	0.00	0.00	69,000.00	-69,000.00	0.0%
<b>Transfer to Reserve Fund</b>									
9100100 · Transfer to Reserve Fund	0.00	5,833.33	0.00	0.00	0.00	0.00	70,000.00	-70,000.00	0.0%
<b>Total Transfer to Reserve Fund</b>	0.00	5,833.33	0.00	0.00	0.00	0.00	70,000.00	-70,000.00	0.0%
<b>Debt Services</b>									
9040200 · Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9050200 · Improv. & Equip. not directly related to building plan, misc	0.00	4,166.67	0.00	0.00	0.00	0.00	50,000.00	-50,000.00	0.0%
9060200 · Expenditures pursuant to statutory guidelines of the Lib. I	0.00	16,666.67	0.00	0.00	0.00	0.00	200,000.00	-200,000.00	0.0%
9095100 · Debt Service - GF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9115100 · Recovery Zone Bond Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9120100 · Recovery Zone Bond Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Total Debt Services</b>	0.00	20,833.33	0.00	0.00	0.00	0.00	250,000.00	-250,000.00	0.0%
	214,083.00	323,254.17	593,533.83	0.00	5,248.84	598,782.67	3,879,050.00	-3,280,267.33	15.4%
<b>Total Expenditures</b>	214,083.00	323,254.17	593,533.83	0.00	5,248.84	598,782.67	3,879,050.00	-3,280,267.33	15.4%
<b>Net Total</b>	<b>1,172,745.60</b>	<b>-21,943.39</b>	<b>2,515,391.29</b>	<b>197.68</b>	<b>129,447.11</b>	<b>2,645,036.08</b>	<b>-263,320.73</b>	<b>2,908,356.81</b>	<b>#####</b>



**McHenry Public Library District**  
**Financial Report Detail by Month**  
**For the 3 Month(s) Ended September 30, 2021**

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
<b>Revenues</b>													
6010100 · Property Taxes	1,646,954.58	127,659.33	1,322,448.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,097,062.16
6020100 · Corporate Replacement Tax	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
6020200 · Developer Fees	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
6030100 · Interest Income - General	0.00	15.89	40.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56.41
6030200 · Special Reserve Fund Interest	76.86	66.05	54.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	197.68
6030300 · Grant/Gifts Fund Interest	16.92	12.27	15.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.01
6035100 · Dividends	0.00	0.00	63.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	63.00
6040100 · Nonresident/Enhanced Fee Cards	0.00	45.00	45.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90.00
6050100 · Fines and Fees	1,698.98	1,278.18	1,527.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,504.56
6055100 · Collection Agency Fees	10.00	0.00	14.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00
6060100 · Copy/Scan/Fax Income	569.20	584.20	831.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,984.70
6070200 · Reserve Fund Gifts	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
6070300 · General Fund Gifts	5,301.00	2.80	57,494.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	62,798.34
6080200 · Bond & Debt Certificate Sale	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
6090100 · Annexation & Impact Fees	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
6090200 · Transfers From Other Funds (9100-100)	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
6105100 · Retiree/Cobra Insurance Payment	174.84	0.00	183.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	358.53
6110100 · Program Fees/Misc. Fees	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
6120100 · Meeting Room Fees	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
6130100 · Misc Sales (Bags/disks/T-shirt)	46.00	34.00	52.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	132.00
6130200 · Misc. Income SR	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
6150100 · Lost & Damaged Materials	177.46	413.99	327.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	919.05
6157100 · CCS/LLSAP Income	0.00	0.00	1,810.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,810.71
6160100 · Solar Credits	0.00	0.00	1,920.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,920.00
6170300 · Per Capita Grant	0.00	61,983.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61,983.93
6200100 · Over/Short	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
6210300 · Miscellaneous Grants	0.00	9,868.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,868.67
<b>Total Revenues</b>	<b>1,655,025.84</b>	<b>201,964.31</b>	<b>1,386,828.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,243,818.75</b>
<b>Expenditures</b>													
<b>Personnel Expenses</b>													
8910100 · Salaries	106,697.96	108,643.35	103,010.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	318,352.01
8920100 · FICA/Medicare	7,760.28	7,896.77	7,758.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,416.00
8930100 · IMRF	11,728.38	12,008.88	11,126.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34,863.73
8940100 · Health & Life Insurance	18,967.42	20,642.54	18,628.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58,238.37
8945100 · Employment Screening	55.90	0.00	63.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	119.80
8950100 · Tuition Reimbursement	0.00	545.75	711.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,256.75
8955100 · Telecommute Reimbursements	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
8960100 · Memberships & Dues	50.00	148.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	198.00
8970100 · Travel	26.93	24.92	43.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	95.81
8980100 · Continuing Education (Mtg/Conf)	78.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	178.00
<b>Total Personnel</b>	<b>145,364.87</b>	<b>149,910.21</b>	<b>141,443.39</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>436,718.47</b>
<b>Materials and Supplies</b>													
8010100 · Adult Books	0.00	3,100.84	7,254.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,355.64
8020100 · Youth Books	0.00	4,060.77	2,129.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,190.45
8025100 · Professional Resources	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
8028100 · Administrative Resources	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
8030100 · Magazines & Newspapers	262.60	74.10	10,430.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,766.93
8040300 · Operating Fund Gifts(Donations)	1,124.99	608.05	198.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,931.82
8050100 · Adult AV Materials	0.00	396.97	1,111.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,508.84
8060100 · Youth AV Materials	0.00	149.07	278.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	427.14
8070100 · Library of Things	0.00	0.00	1,574.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,574.74
8080100 · Video Games	0.00	0.00	180.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00
8090100 · Digital Media Services	0.00	2,498.55	2,504.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,003.46
8095100 · Electronic Resources	1,719.74	5,536.00	2,472.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,728.16
8120100 · Library Supplies	20.58	139.27	194.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	354.18
8130100 · Tech Services Supplies	107.65	586.42	1,002.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,696.44
8135100 · Bindery	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
8140100 · Adult Programs & Supplies	200.00	1,145.07	682.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,027.36
8142100 · Comicon	0.00	0.00	1,000.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.60

**McHenry Public Library District**  
**Financial Report Detail by Month**  
**For the 3 Month(s) Ended September 30, 2021**

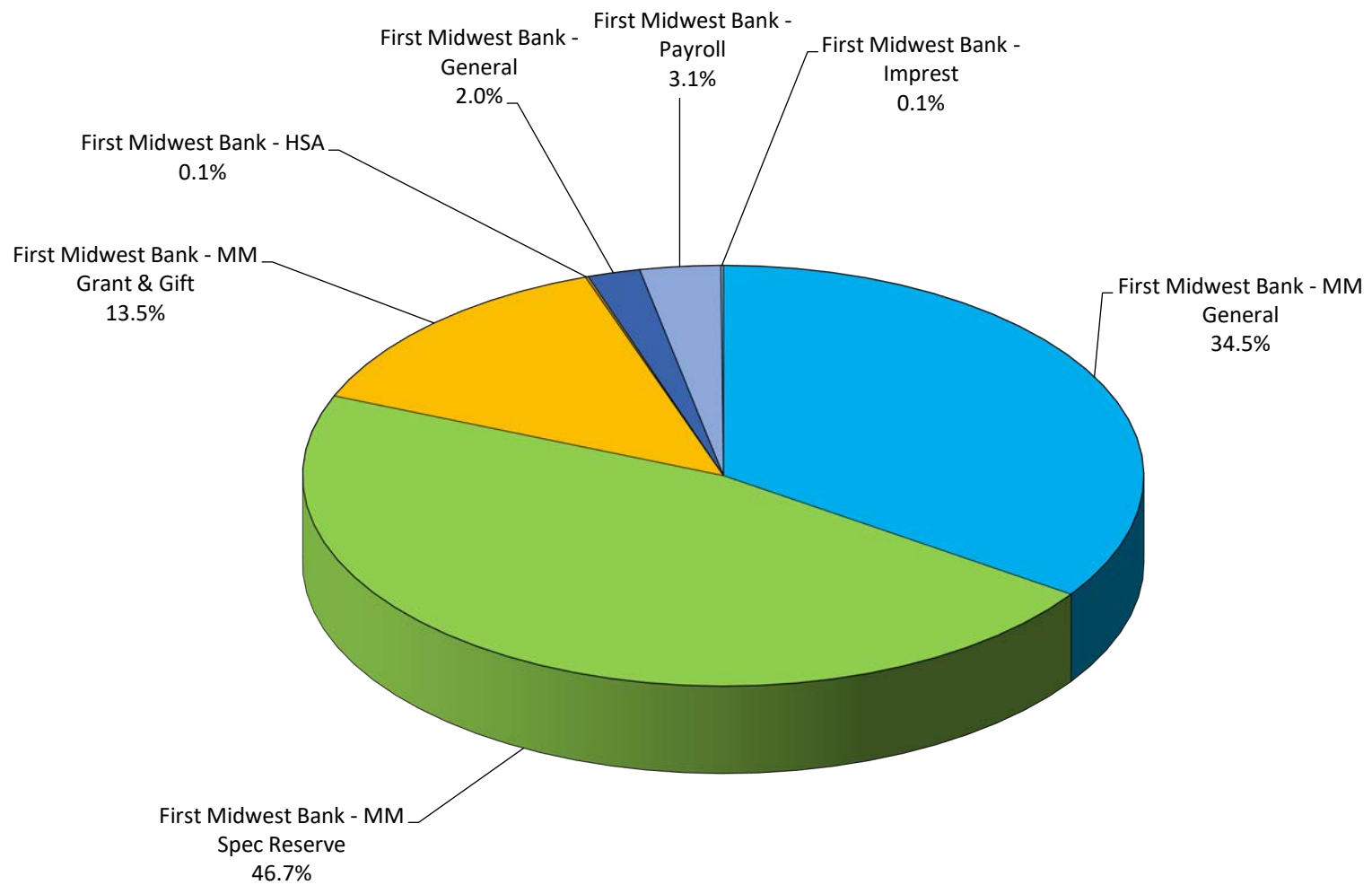
	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
<b>8145100 · Circulation Supplies</b>	0.00	0.00	88.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	88.00
<b>8147100 · Summer Reading Club</b>	525.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	525.00
<b>8150100 · Youth Programs &amp; Supplies</b>	369.99	639.57	97.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,107.30
<b>Total Material and Supplies</b>	4,330.55	18,934.68	31,200.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	54,466.06
<b>Contracted Services</b>													
<b>8215100 · Collection Agency Fees</b>	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
<b>8245100 · IT/Comp/Copier/Equip-Outsourced</b>	6,383.50	5,256.50	12,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,940.00
<b>8247100 · Automation--Staff</b>	458.94	498.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	956.94
<b>8260100 · Misc. Contracted Services</b>	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
<b>8270100 · Library Bank/Finance/Late Fee</b>	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
<b>8275100 · Public Pmt Processing Fees</b>	134.95	207.25	148.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	490.48
<b>Total Contracted Services</b>	6,977.39	5,961.75	12,448.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,387.42
<b>Consortium &amp; IT/Network Services</b>													
<b>8310100 · Automation--Circulation/Catalog</b>	17,593.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,593.39
<b>8320100 · VOIP Phone Service</b>	1,665.96	1,656.05	1,656.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,978.06
<b>8325100 · Internet Services</b>	392.63	1,261.30	1,141.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,795.27
<b>Total Consortium &amp; IT/Network Services</b>	19,651.98	2,917.35	2,797.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,366.72
<b>Professional Services</b>													
<b>8410100 · Accounting/Payroll/Audit Service</b>	494.30	934.20	5,509.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,937.70
<b>8420100 · Legal Services</b>	0.00	397.50	765.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,162.50
<b>8430100 · Other Consulting Fees</b>	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
<b>8440100 · In Service/Staff Training/LMS</b>	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
<b>Total Professional Services</b>	494.30	1,331.70	6,274.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,100.20
<b>Printing, Publications &amp; Postage</b>													
<b>8510100 · Printing Services Outsourced</b>	0.00	12,361.50	-6,236.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,125.00
<b>8530100 · Public Notices &amp; ADS (Legal &amp; Job)</b>	0.00	0.00	550.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	550.00
<b>8540100 · Postage/Shipping</b>	-12.61	554.62	2,141.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,683.57
<b>8545100 · Printing/Copier Supplies</b>	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
<b>8550100 · Public Relations/Promotions</b>	0.00	222.48	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	242.48
<b>Total Printing, Publications &amp; Postage</b>	-12.61	13,138.60	-3,524.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,601.05
<b>Utilities</b>													
<b>8610100 · Electricity</b>	0.00	1,907.11	2,060.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,967.55
<b>8620100 · Gas</b>	0.00	219.58	247.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	467.33
<b>8640100 · Water &amp; Sewer</b>	0.00	0.00	514.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	514.71
<b>Total Utilities</b>	0.00	2,126.69	2,822.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,949.59
<b>Miscellaneous Operating Expenses</b>													
<b>8720100 · Building &amp; Auto Insurance</b>	0.00	0.00	9,427.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,427.00
<b>8730100 · Bonding &amp; Officers Liability</b>	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
<b>8740100 · Janitorial Services &amp; Supplies</b>	255.48	3,651.50	4,149.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,056.87
<b>8745100 · Grounds Maintenance</b>	425.00	290.00	1,217.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,932.01
<b>8750100 · Building Operations/Maintenance</b>	823.04	4,585.33	5,347.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,756.09
<b>8760100 · Hospitality</b>	20.25	539.43	143.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	703.61
<b>8770100 · Library Lost &amp; Damaged Materials</b>	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
<b>8795100 · Miscellaneous</b>	-46.85	47.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.56
<b>Total Miscellaneous Operating Expenses</b>	1,476.92	9,113.67	20,285.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,876.14
<b>Grant &amp; Gift Fund Expenses</b>													
<b>8800300 · 2020/21 Per Capita Grant</b>	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
<b>8800311 · Adult Materials - Per Capita</b>	0.00	61.38	21.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	83.21
<b>8800321 · Youth Materials - Per Capita</b>	0.00	2,019.54	55.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,074.77
<b>8800331 · Staff Software - Per Capita</b>	265.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	265.00
<b>8800332 · Public Software</b>	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
<b>8800333 · Computer Equipment</b>	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
<b>8800341 · Other Equipment</b>	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
<b>8800342 · Additional Expenses (Personnel)</b>	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
<b>9030300 · Misc. Grants</b>	142.46	493.24	258.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	894.04
<b>9200300 · Additional Expenses</b>	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
<b>Total Grant &amp; Gift Fund Expenses</b>	407.46	2,574.16	335.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,317.02

**McHenry Public Library District**  
**Financial Report Detail by Month**  
**For the 3 Month(s) Ended September 30, 2021**

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
<b>Capital Expenses</b>													
<b>9060100 · Library Furnishings</b>	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
<b>9070100 · Library Equipment</b>	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
<b>9080100 · Small Equipment under \$250</b>	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
<b>9090100 · Adtl. Capital Projects &amp; Equipment</b>	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
<b>Total Capital Expenses</b>	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
<b>Transfer to Reserve Fund</b>													
<b>9100100 · Transfer to Reserve Fund</b>	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
<b>Total Transfer to Reserve Fund</b>	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
<b>Debt Services</b>													
<b>9040200 · Debt Service</b>	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
<b>9050200 · Improv. &amp; Equip. not directly related to build</b>	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
<b>9060200 · Expenditures pursuant to statutory guidelines</b>	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
<b>9095100 · Debt Service - GF</b>	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
<b>9115100 · Recovery Zone Bond Principal</b>	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
<b>9120100 · Recovery Zone Bond Interest</b>	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
<b>Total Debt Services</b>	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
	178,690.86	206,008.81	214,083.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	598,782.67
<b>Total Expenditures</b>	178,690.86	206,008.81	214,083.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	598,782.67
<b>Net Total</b>	<b>1,476,334.98</b>	<b>-4,044.50</b>	<b>1,172,745.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,645,036.08</b>

**McHenry Public Library District  
Investments  
For the 3 Month(s) Ended September 30, 2021**

<b>Bank</b>	<b>Current Rate</b>	<b>Book Balance</b>
First Midwest Bank - MM General	0.002%	1,390,808
First Midwest Bank - MM Spec Reserve	0.002%	1,879,633
First Midwest Bank - MM Grant & Gift	0.002%	543,355
First Midwest Bank - HSA	n/a	4,282
First Midwest Bank - General	n/a	81,242
First Midwest Bank - Payroll	n/a	124,684
First Midwest Bank - Imprest	n/a	4,000
<b>Total</b>	<b>\$</b>	<b>4,028,004</b>



<b>Bankcard Processing Center</b>					
<b>October 2021</b>					
<b>Name</b>	<b>Tran Date</b>	<b>Merchant Name</b>	<b>Amount</b>	<b>Account #</b>	<b>Total</b>
MILFAJT	10/6/2021	SHAW SUBURBAN MEDIA-SUBS	\$ 74.10	8030-100	
MILFAJT	9/24/2021	CHICAGO TRIB SUBSCRIPTIO	\$ 250.15	<b>8030-100</b>	<b>\$ 324.25</b>
STRAIN	9/29/2021	HLU*Hulu 1804006095883-U	\$ 11.99	8090-100	
STRAIN	9/29/2021	Netflix.com	\$ 17.99	8090-100	
STRAIN	9/28/2021	DisneyPLUS	\$ 8.00	8090-100	
TERRILL	9/27/2021	Disney PLUS	\$ 8.00	8090-100	
TERRILL	9/26/2021	HLU*Hulu 1802467695991-U	\$ 11.99	8090-100	
TERRILL	9/26/2021	Netflix.com	\$ 17.99	8090-100	
TERRILL	9/24/2021	MOBILEBEACO	\$ 129.00	8090-100	
TERRILL	9/22/2021	TECHSOUP	\$ 15.00	8090-100	
TERRILL	9/22/2021	HLU*Hulu 1597220927524-U	\$ 11.99	8090-100	
TERRILL	9/21/2021	Disney PLUS	\$ 8.00	8090-100	
TERRILL	9/20/2021	Netflix.com	\$ 17.99	8090-100	
TERRILL	9/15/2021	HLU*Hulu 1592603299275-U	\$ 11.99	8090-100	
TERRILL	9/13/2021	Disney PLUS	\$ 8.00	8090-100	
TERRILL	9/12/2021	Netflix.com	\$ 17.99	<b>8090-100</b>	<b>\$ 295.92</b>
MILFAJT	9/17/2021	DEMCO INC	\$ 6.69	<b>8130-100</b>	<b>\$ 6.69</b>
TERRILL	10/5/2021	WAL-MART #1377	\$ 7.44	<b>8140-100</b>	<b>\$ 7.44</b>
TERRILL	10/5/2021	HOBBY-LOBBY #493	\$ 60.00	8142-100	
TERRILL	10/5/2021	MICHAELS STORES 2717	\$ 30.00	8142-100	
TERRILL	10/5/2021	MICHAELS STORES 2717	\$ 60.00	8142-100	
TERRILL	10/5/2021	MICHAELS STORES 2717	\$ 45.00	8142-100	
TERRILL	10/5/2021	MICHAELS STORES 2717	\$ 101.91	<b>8142-100</b>	<b>\$ 296.91</b>
KARWOWSKA	10/4/2021	S&S WORLDWIDE INC.	\$ 3.91	8150-100	
KARWOWSKA	10/1/2021	WALMART.COM AA	\$ 63.07	8150-100	
KARWOWSKA	9/29/2021	S&S WORLDWIDE INC.	\$ 78.77	8150-100	
KARWOWSKA	9/15/2021	WALMART.COM AA	\$ 39.66	<b>8150-100</b>	<b>\$ 185.41</b>
STRAIN	9/30/2021	WORDPRESS L6NR5WRPNG	\$ 22.00	8247-100	
JAKACKI	9/21/2021	B2B Prime*2G9X59WX0	\$ 499.00	8247-100	
JAKACKI	9/10/2021	ZOOM.US 888-799-9666	\$ 149.90	<b>8247-100</b>	<b>\$ 670.90</b>
JAKACKI	9/24/2021	USPS PO 1646800050	\$ 26.35	8540-100	
JAKACKI	9/7/2021	USPS KIOSK 1646809550	\$ 15.95	8540-100	
KARWOWSKA	9/23/2021	C2E2EXPO* REI* C2E2 CH	\$ 3.75	8540-100	
MAJKA	10/6/2021	USPS PO 1646800050	\$ 18.78	8540-100	
MAJKA	9/28/2021	USPS PO 1646800050	\$ 39.96	8540-100	
MAJKA	9/17/2021	USPS PO 1646800050	\$ 18.78	8540-100	
MAJKA	9/16/2021	USPS PO 1646800050	\$ 20.58	8540-100	
MILFAJT	9/17/2021	DEMCO INC	\$ 9.95	<b>8540-100</b>	<b>\$ 154.10</b>

<b>Bankcard Processing Center</b>					
<b>October 2021</b>					
<b>Name</b>	<b>Tran Date</b>	<b>Merchant Name</b>	<b>Amount</b>	<b>Account #</b>	<b>Total</b>
CLAUCHERTY	9/27/2021	DME ACCESS LLC	\$ 890.10	8750-100	
CLAUCHERTY	9/23/2021	THE HOME DEPOT #1969	\$ 15.88	8750-100	
CLAUCHERTY	9/16/2021	THE HOME DEPOT #1969	\$ 117.29	<b>8750-100</b>	<b>\$1,023.27</b>
CLAUCHERTY	9/23/2021	JEWEL OSCO 1518	\$ 32.54	8760-100	
CLAUCHERTY	9/20/2021	MEIJER # 218	\$ 13.18	8760-100	
CLAUCHERTY	9/9/2021	MEIJER # 218	\$ 24.95	8760-100	
JAKACKI	10/2/2021	WALMART.COM AA	\$ 5.59	8760-100	
JAKACKI	9/27/2021	WALMART.COM AA	\$ 38.42	8760-100	
MILFAJT	9/17/2021	MEIJER # 218	\$ 12.15	8760-100	
MILFAJT	9/15/2021	MENARDS FOX LAKE IL	\$ 7.98	<b>8760-100</b>	<b>\$ 134.81</b>
MAY	10/3/2021	NATIONAL CRIME SEARCH	\$ 108.80	<b>8945-100</b>	<b>\$ 108.80</b>
JAKACKI	10/5/2021	AMERLIBASSOC ECOMMERCE	\$ 228.00	8960-100	
KARWOWSKA	9/8/2021	CLIC	\$ 35.00	<b>8960-100</b>	<b>\$ 263.00</b>
MAY	9/15/2021	MGMT ASSC OF IL	\$ 75.00	<b>8980-100</b>	<b>\$ 75.00</b>
<b>BANKCARD PROCESSING CENTER</b>				<b>Total</b>	<b>\$3,546.50</b>
<b>PO BOX 6818</b>					
<b>Carol Stream, IL 60197-6818</b>					



**McHenry Public Library District**  
**INTERIM CHECKS ISSUED - September 2021**  
**(NOT INCLUDED ON BILL REPORT)**

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

<b><u>VENDOR</u></b>	<b>Account - General Fund</b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>	<b><u>ACCT#</u></b>	<b><u>DATE</u></b>	<b><u>CHECK</u></b>
First Communications		VOIP Phones	\$ 1,656.05	8320-100	09/07/21	EFT
		subtotal for account	\$ 1,656.05			

	<b>Account - HSA/Building</b>					
First Midwest Bank		Employer contributions HSA	\$ 875.00	8940-100	09/07/21	EFT
First Midwest Bank		employee contributions HSA	\$ 864.21	8940-100	09/07/21	EFT
First Midwest Bank		employee contributions HSA	\$ 864.21	8940-100	09/23/21	EFT
		subtotal for account	\$ 2,603.42			

<b><u>VENDOR</u></b>	<b>Account - Payroll</b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>	<b><u>ACCT#</u></b>	<b><u>DATE</u></b>	<b><u>CHECK</u></b>
IL Municipal Retirement Fund IMRF			\$17,164.67	8930-100	09/30/21	EFT
		subtotal for account	\$ 17,164.67			

<b><u>VENDOR</u></b>	<b>Account - Imprest</b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>	<b><u>ACCT#</u></b>	<b><u>DATE</u></b>	<b><u>CHECK</u></b>
		(no checks written on this account)				
		subtotal for account	\$ -			
		<b>GRAND TOTAL CHECKS ISSUED</b>	<b>\$ 21,424.14</b>			

## **McHenry Public Library District**

### **LIBRARIAN'S REPORT**

**SEPTEMBER 2021**

#### **Administration**

- D.Gunness has worked with the Library's new accounting firm to share Library's practices and to help find ways to streamline our processes.
- L.Jakacki attended the last month of Director's University with presentations on policies and library safety.
- L.Jakacki meet with Bill Hobson of McHenry Parks and Rec to learn about the City's TIF District.
- D. Gunness, J.May, and L.Jakacki participated in the Library's FY 20/21 audit.

#### **Adult Services**

- A. Moreno-Lomeli co-hosted an event with an author and YouTuber Eddie Woo for "Mathematics, The Key to a Hidden World" over 150 people attended globally.
- A patron introduced herself by saying she had come to E. Bily previously for a book recommendation, and was thrilled with her picks, so she has returned for more. This patron is mainly interested in contemporary romance and family stories, so E. Bily placed two titles in her hands this month: *Beach Read* by Emily Henry and *The Last Story of Mina Lee* by Nancy Jooyoun Kim.
- T. Hiller has been working with a patron looking into the origins of the McHenry Dam. He has reached out to the National Archives in Chicago for any maps, plans, blueprints, etc that they might have. One of the archivists sent over 20 photos of such documents covering from the 1930s - 1970s.
- The McHenry Public Library has been able to join with other libraries lately to offer programs we could not afford to do on our own while keeping our costs down. The library has already worked with Wauconda Public Library on splitting the cost of one program so far. In October, we are purchasing 50 seats from the Virtual Programming Consortium for the Author in the Spotlight with New York Times Bestselling Author Chis Bohjalian. A new group called Illinois Libraries Presents is also forming to offer programs that a single or small library would not normally be able to afford. D. Gaudio looking forward to more of these programs in the future
- K. Kimbrel created some Mystery bibliographies in preparation for staff to hand out at the upcoming Murder Mystery event with the Chamber of Commerce.



- The Questions desk staff participated in 47 live chats with patrons during the month of September.
- Book Discussion Programs:
  - Mystery – *Whose Body?* by Dorothy L. Sayers
  - Contemporary – *The 7 1/2 Deaths of Evelyn Hardcastle* by Stuart Turton
  - Classis – *I Capture the Castle* by Dodie Smith
- M. Puga, J. Hume, and A. Moreno-Lomeli participated in an outreach event at Pearl Street Market. We spoke with 30 people about library information and events. A tween patron expressed interest in ComiCon.



### **Building Services**

- S.Claucherty is replacing the Truncated dome ADA Tile on the South side walk way.
- New Custodian Hired – Joel Ayala Starts on October 19<sup>th</sup>.
- S.Claucherty Performed a Dry Carpet Cleaning on the 2<sup>nd</sup> floor.
- McHenry Plumbing was in 9/8 for Pipe Rodding (Preventative Maintenance.)
- TeeJay Door Service was in 9/13 to perform ADA/AAADM Preventative Maintenance.
- S.Claucherty Met with L.Jakacki to review snow removal proposals 9/27.

### **Circulation**

- J. Guzman and N. Benitez started as Circulation Clerks

### **Human Resources**

- Interviewed for the Custodial position with S. Claucherty and extended an offer to a candidate who will be starting in October.
- Extended two offers to two Bilingual Circulation candidates who accepted and started in October.
- Compiled payroll information for upcoming general liability insurance change.

- Assisted with Annual Audit information for payroll and benefit related information.
- Current employee count to 35; 23 FT and 12 PT staff members.

### **Marketing**

- Created and sent 4 e-newsletters during the month of September. Ended the month with 4,705 subscribers.
- Created signage for Friends Fall Book Sale and ComiCon Week.
- Started working on November/December Preface Newsletter content and sent the first draft to managers.
- Updated website, outdoor sign, and indoor tv slides as needed.
- Attended September Town Hall.
- Attended ComiCon Marketing Meeting.
- Attended 2 Marketing Sync Up Meetings.
- Attended CE - Soft Skills: The Tools Every Librarian Should Have on 9/15, Building Connections: Community Engagement 101 on 9/20, and Strategic Planning 101 on 9/29.

### **Technical Services**

- "I completed the course ABLE: Alternative Basic Library Education (Idaho commission for libraries, free online courses thru WebJunction) Collection Development Sequence 1-4 plus the bonus sable 5 . I chose this course out of pure curiosity and walked away very impressed. I had no idea so much goes into what & how they order material. It is nice having a better understanding of my co-worker's job responsibilities. It has been a busy, but successful month!"—K. Meadows
- "For September, in addition to my regular work, I worked with others in the Sunshine committee to facilitate the "Ask a Random Question" board, encouraging our colleagues to ask whatever strange question they had on their minds. In a separate intersection of Sunshine and the Technical Services department, we participated in the pumpkin decorating contest. This turned out to be a very fun team-building exercise in which every member of the department participated. Finally, returning to the cataloging part of my job, Kathy cleared me to catalog more different types of items without oversight."—S. Roitberg

### **Technology**

- IT assisted with the selection and purchasing of two new digital display signs for the library to replace our current TV's. These new displays are designed for use as signage and should provide better service
- IT worked with MK Solutions to troubleshoot and setup a repair for self-check #3 which had stopped working.
- IT attended the September Town Hall meeting

## Youth Services

- The After-School Supper program served 65 meals. S. Baseley and J. Einoris have worked together to create enrichment activities to go with each meal.
- A patron expressed how much they enjoyed J. Einoris's take-home hedgehog craft



- M. Puga and A. Moreno (AS) were both able to represent the Library at the Pearl Street Market on 9/16. J. Hume was able to drop in and provide a storytime at the event as well.
- A. Karwowska and S. Baseley co-coordinated the making of cards by teens and preschoolers for *Cards for Hospitalized Kids (CFHK)*, which is an internationally recognized charitable organization that spreads hope, joy & magic to hospitalized kids across America through uplifting, handmade cards.
- J. Hume and S. Baseley were able to deliver letters and brochures to the preschools to introduce themselves and inform them of the services the Library can provide.
- The YS Department attended 18.75 hours of CE. Highlights include:
  - *Soft Skills Every Librarian Should Have*
  - *Key Behaviors of a Coaching Leader*

## Upcoming Events and Projects

- October 16-17—Friends of the Library Fall Booksale
- Oct 22/23- November/December 2021 *Preface* mailed out

### Illinois Public Library Core Standards

The items highlighted in yellow are from the FY 20/21 review of the Serving Our Public 4.0 standards. Updates on our progress during FY 21/22 are highlighted in green. These are standards that the staff and management team felt that while we meet the standards, we can do better in that area.

We also can review some of the items and determine if they need to be added to the upcoming Strategic Plan.

### Chapter One

The McHenry Public Library follows all the Core Standards listed.

✓**Core 1** The library provides uniformly gracious, friendly, timely, and reliable service to all users.

✓**Core 2** The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.

✓**Core 3** The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.

✓**Core 4** The library complies with all other state and federal laws that affect library operations. (See Appendix A)

☐ **Core 5** The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.

FY 20/21: The Library has adopted and adheres to the principles; however, the management team and staff would like to discuss this and how it looks in our daily interactions, collections, and services.

FY 21/22: This is a continuing conversation with staff as policies, procedures, and services change within the Library, and we discuss how these principles help center what we do.

☐ **Core 6** The library adopts and adheres to the *Code of Ethics of the American Library Association*. The library adopts and adheres to the *Public Library Trustee Ethics Statement*, developed by United for Libraries, a division of ALA.

FY 20/21: The Library has adopted and adheres to the ethics; however, the management team and staff would like to discuss this and how it looks in our daily interactions and services.

FY 21/22: Same as Core 5. This is a continuing conversation with trustees and staff as policies, procedures, and services change within the Library, and we discuss how these principles help center what we do.

☐ **Core 7** The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix C)

FY 20/21: The Board of Trustees has a written set of bylaws. They were last updated in 2008, so it might be worthwhile for the Board to review the bylaws for any updates needed. Based on a comparison of the current bylaws to the listing in Appendix C, the MPLD bylaws do not include information about removing a trustee. While we follow parliamentary procedures, the bylaws should be checked against a current edition of Robert's Rules of Order. Also, the Board bylaws should be posted on the Library's website along with other Board information.

FY 21/22: The Board Bylaws document has been reformatted for ease of use and posted on the Library's website for patrons to view. The research was done on bylaws that were listed in the document in a draft state to determine if they had been approved or not. The next step will be to bring sections of the bylaws up for review at Board meetings for possible updating.

✓**Core 8** The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA accredited master's degree.)

✓**Core 9** The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes*, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act*.

✓**Core 10** The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.

✓**Core 11** The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.

FY 20/21: Our goal is to start this process sooner in the year to review historical budget data, trends better and plan for upcoming projects.

FY 21/22: We started the process in January for this year's budget, which provided enough time to receive input and hold meetings with each department manager and the Board. We were also able to create a standing list of annual expenditures and compile 5- years of spending data to better understand the spending trends of the different departments. We were able to pass a more accurate budget at the beginning of the fiscal year.

✓**Core 12** The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.

☐**Core 13** The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly

updates and maintains them as appropriate. (See Appendices F and H)

FY 20/21: We have all these board-approved plans/policies. We are in the process of long-range/strategic planning started in April 2019. The disaster prevention and recovery plan is being reviewed for updates by the Building Services Manager. The Collection Management Policy is being updated by the Collection Development Committee and the Technology Plan with the IT Department and Admin.

FY 21/22: All of these documents are still under review and updated as time permits.

✓**Core 14** The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.

✓**Core 15** The board of trustees annually reviews the performance of the library administrator.

☐ **Core 16** The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.

FY 20/21: We are a member of RAILS and ILLINET. It has been some time since we have reviewed the ILLINET standards, so members of the ILL and Circulation Staff are reviewing the document and making recommendations to our procedures and policies if they do not align.

FY 21/22: The ILL Staff reviewed the ILLNET standards and verified compliance. They are currently updating the Library's ILL policy for ways to remove barriers of use, streamline processes, and encourage more use of ILL services.

✓**Core 17** The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.

✓**Core 18** The library utilizes a variety of methods to communicate with its community.

✓**Core 19** The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.

✓**Core 20** A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].

☐ **Core 21** As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.

FY 20/21: We will make sure we use these reports as one of many we refer to when creating the Library's annual budget. Available through the Illinois State Library.

FY21/22: The Library reviewed these baseline standards during the budgeting process and worked to align our percentages better. We have made headway in better alignment of personnel costs.

✓**Core 22** The library board and staff promote the collections and services available to its community.

□**Core 23** At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

FY 20/21: The Library uses informal reviews and feedback to review library services, collections, and facilities. A more formal process should be put into place in conjunction with the strategic/long-range planning process.

FY21/22: The Library is still investigating ways to do informal reviews and feedback as a regular part of Library business and time the review process with the Library's strategic planning process.

**Appendix A: Useful Illinois Statutes-** The Library adheres to the Illinois Statute listed.

**Appendix B: Records to Retained and Disposed-** The Library has a robust Record Retention policy aligned with the State Archives. We need to create annual compliance checks and pull records for directions on a schedule.

FY21/22: After review with the State Archives, it was determined that while the MPLD Board approved a records retention policy, it was never filed and approved by the IL State Archives, which has the authority over records and retention of public libraries in the state. The Library will have to go through the review process with the State Archives and submit an application for approval.

**Appendix C: Topics for Inclusion in Board Bylaws-** The Library Board has written bylaws. From the topical list provided the bylaws are missing a bylaw for removal of a trustee, and review for compliance to current parliamentary procedures.

**Appendix D: Topics Recommended for New Trustee Orientation-** These topics are covered in the existing orientation procedure.

## Chapter 2 - Governance and Administration Checklist

- ✓ Library has an elected or appointed board of trustees.
- ✓ Library has a qualified library administrator.
- ✓ Library administrator files an Illinois Public Library Annual Report (IPLAR) with the Illinois State Library.
- ✓ Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
- ✓ Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
- ✓ Library has a mission statement and a long-range/strategic plan.

FY 20/21: Our current plan is coming to an end and we should plan in 2021 to finish up the work that was started on the new plan in April 2019.

FY 21/22: This process continues to be on hold as the Library focuses on issues facing day-to-day operations and providing services during a pandemic.

- ☐ Library maintains an understanding of the community by surveys, hearings, and other means.

FY 20/21: The Library uses informal means of feedback to understand the community. A community survey has not been completed since we prepared for the 2008 Building Referendum. A more formal process should be put into place in conjunction with the strategic/long-range planning process.

FY 21/22: Same as the previous standard. This process continues to be on hold as the Library focuses on issues facing day-to-day operations and providing services during a pandemic.

- ✓ Library board reviews library policies on a regular basis.
- ✓ Library board members participate in local, state, regional, and national decision making that will benefit libraries.

FY 20/21: We would like more feedback from the Board about how they would like to hear about these possible decisions and ways they can get involved.

FY21/22: We continue to provide Trustees with up-to-date information regarding issues facing today's libraries.

- ✓ Library develops an orientation program for new board members.

- ☐ Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.

FY 20/21: We would like more information about their interests in attending conferences and how they would like to be informed about upcoming opportunities.



FY21/22: Trustees have taken part in virtual presentations this year on the topics of trustee basics, financial management, succession planning, DEI, and open meetings act.

✓ Library keeps adequate records of library operations and follows proper procedures for disposal of records.

✓ Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.

FY 20/21: Currently, only the Board Treasurer is bonded for financial transactions. We need to look into having the Director, Assistant Director, HR, and the Business Manager bonded if it falls within the budget.

✓ Library has a board-approved set of written by-laws that govern the conduct of the board of trustees and its relationship to the library and staff.

✓ Library maintains insurance covering property and liability, including volunteer liability.

FY 20/21: Need to review the policy to see if we have volunteer liability and if not, add it to our insurance

FY21/22: Reviewed the Library's Directors and Officers insurance plans and verified or increased coverage for these areas.

☐ Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.

FY 20/21: The previous Director created a plan based on the current situation of the Director and Assistant Director's upcoming retirements. We need to create a plan for many key Admin roles and middle management positions. Including skills needed, desired characteristics, and training to offer those interested in moving up internally

FY21/22: The Director is updating the succession plan for the Director position for long and short-term vacancies with topics like internal succession, board oversight, communication plan, list of important dates, and places to find important information. After the Director's plan is complete, we will work on other key positions in the Library.

### Chapter 3 - Personnel Checklist

✓ Library has a board-approved personnel policy.

FY 20/21: The current policy manual needs to be reformatted for ease of use and separate policy from the procedure.

FY 21/22: The current policy manual has been reformatted for ease of use. At this time, it has not been separated from policy and procedure.

✓ Library has staffing levels that are sufficient to carry out the library's mission.

✓ Library has job descriptions and a salary schedule for all library positions. The job descriptions

and salary schedule are periodically reviewed and revised as needed.

FY 20/21: The current job descriptions document needs to be reformatted for ease of use and consistency. The salary schedule was last reviewed in 2019.

FY 21/22: The current job descriptions are still in the process of being reformatted for ease of use and consistency. This will be completed this FY. Therefore, we are postponing the salary schedule for this FY.

✓Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.

FY 20/21: Update current policy/procedures to reflect current practices.

FY 21/22: While the current policy has not been updated, we have current procedures for our current hiring practices. We will be updating our current EEO policy with State of Illinois updates that recently came out.

✓Library salaries and fringe benefits account for up to 70 percent of total operations budget.

FY 20/21: Currently, this is at 71% but is becoming unsustainable for the Library in terms of how much is allocated to this compared to other major spending categories in the budget.

FY 21/22: We are at 63.21% for the Library budget with Library salaries and fringe benefits.

✓Library gives each new employee a thorough orientation.

FY 20/21: The management team's goal is to create streamlined and consistent training for all new employees for library-wide functions, services, policies, and procedures.

FY 21/22: All library-wide policies have been moved to electronic forms of acknowledgment through our payroll system. The management team's goal is to create consistent orientations for all new employees within each department, along with department-specific training.

✓Library evaluates staff annually.

FY 20/21: Yes, all staff are reviewed on their anniversary date. New evaluation forms are in the works.

FY 21/22: All staff are reviewed annually and will be moving to review them closer to each staff member's anniversary date. The new evaluation form has been put on hold. They are dependent on both our job descriptions and our Library's strategic plan before they can be completed.

✓Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.

FY 20/21: Yes, but need to communicate these opportunities better and make sure that we create equitable attendance rotations.

FY 21/22: There were not as many opportunities to do this with the pandemic during this past year. There were many virtual opportunities, which were shared.

✓Library provides staff access to library literature and other professional development materials.

FY 20/21: Yes, however, make it known to everyone where each department keeps its library literature and how to access it.

FY 21/22: The Library has improved on this, yet we are still working on perfecting it.

✓Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.

FY 20/21: To continue to make sure that this is communicated promptly and provide all with the understanding of how this affects policy/procedures.

FY 21/22: The Library continues to educate our Public library trustees and administrators during our policy revisions and reviews.

✓The library complies with state and federal laws that affect library operations.

#### **Appendix E: Recommended Staffing Levels**

FY 20/21: Currently, the library has 39.5 FTE, which puts us in the "Growing" category for our service population. If we want to move towards "Established," we would need 49.5 FTE, which could be achieved by more part-time positions in the library.

FY 21/22: Currently, the library has 37.50 FTE, putting us in the "Growing" category. This includes positions we are currently recruiting on.

#### **Chapter 4 - Access Checklist**

✓The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.

FY 20/21: The Library has made the best use of the space right now. During the long-range planning, it may be determined that it is not the best fit for our community in the future.

FY21/22: Comments from FY20/21 still hold true.

✓At least once every five years, the board directs a review of the library's long-term space needs.

FY 20/21: This should be reviewed as we work on our new long-range plan.

FY21/22: Comments from FY20/21 still hold true.

✓ The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.

FY 20/21: We can always consistently review and make changes to serve all better.

FY 21/22: Consistently reviewing and working on ways to provide better access to our meeting rooms and offer more adaptive technology inside the Library and for circulation.

✓ The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.

✓ The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.

FY 20/21: Review the parking lot lighting. Little to no lighting in the south lot; the north lot lights are at the end of life.

FY 21/22: Still a concern along with the condition of the Library's parking lot.

✓ The library has the minimum required number of parking spaces.

✓ The library's entrance is easily identified, clearly visible, and well lighted.

✓ The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.

✓ The library has adequate internal signage.

✓ The library's lighting levels comply with lighting standards.

FY 20/21: We have skylights and overhead lights, however, in the stacks the lighting can be dim. No task lighting is available to staff or patrons. The 18 ft ceilings offer unique challenges to lighting concerns.

FY21/22: Comments from FY20/21 still hold true, and no changes have been planned at this time.

✓ All signage is in compliance with applicable federal, state, and local regulations.

✓ The library building supports the implementation of current and future telecommunications and electronic information technologies.

✓ The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.

✓ Space is allocated for child and family use with furniture and equipment designed for use by children.

FY 20/21: Space is limited for children and families to use the library. In areas designated for children and families, we make sure to have furniture best suited to their needs available.

FY21/22: Comments from FY20/21 still hold true. Currently, no changes is being made in these areas due to space and budget constraints.

✓The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.

FY 20/21: All materials are accessible. However, the shelving keeps getting taller or we are utilizing the bottom shelves which for some can be a barrier to retrieving these materials.

FY21/22: Continue to weed collections to make shelving items on the very top and bottom unnecessary. Public Services staff are updating end-cap signage and the catalog's StackMap service so patrons can find materials more easily.

**Appendix F: Topics Recommended for Public Use of the Library Policy-** All topics are included in our current public policy manual.

**Appendix G: Recommended Hours of Service by Population-** The Library is open 68 hours a week along with being open Sundays year-round.

STATE OF ILLINOIS            )

McHENRY COUNTY            )

**OFFICIAL OATH of OFFICE**

I, TERRY WEINGART, having been recently appointed as a board member of the McHenry Public Library District Board of Library Trustees, in the County of McHenry, in the State of Illinois, DO SOLEMNLY SWEAR (or AFFIRM) that I will support the Constitution of the United States of America and the Constitution of the State of Illinois to the best of my ability. Furthermore, I will abide by the library board of trustee bylaws and ethics practices as well as adhering to all District policies and procedures and Illinois State codified statutes. As such, I will do all in my power to serve the District as an educated board member and officer.

---

Signature of Person Making Oath

Signed and Sworn to or Affirmed before me this 19th day of October 2021.

---

Monica Leccese, Secretary  
McHenry Public Library District  
Board of Library Trustees

PLEASE PROVIDE THE FOLLOWING INFORMATION:

TERRY WEINGART  
Elected Official's Name

McHENRY PUBLIC LIBRARY DISTRICT  
Governmental Unit

TRUSTEE, term 2021-2023 two-year unexpired term  
Office and Term



## Project Development



\* Funding for Phase II Engineering is included in IDOT's FY 2017 - 2022 Proposed Highway Improvement Program. The remaining elements of the project, land acquisition and Phase III construction, will be included in the priorities for future funding consideration among similar improvement needs throughout the region.

### Next Steps:

- Obtain and evaluate public comments
- Refine design, as needed
- Finalize engineering report and EA
- Receive Finding of No Significant Impact (FONSI)
- Obtain Phase I Design Approval (anticipated Summer 2017)
- Begin Phase II - Contract Plan Preparation (typically 18 to 24 months)
- Land Acquisition and Phase III - Construction (not funded)

## Land Acquisition Types and Process

- Fee Simple (Proposed Right-of-Way)
  - » 61.2 Acres required for this project
  - » Acquisition of all rights and interest
- Permanent Easement
  - » 0 Acres required for this project
  - » Ownership retained by property owner
  - » IDOT allowed permanent use of the property to construct and maintain facilities
- Temporary Easement
  - » 9.6 Acres required for this project
  - » Ownership retained by property owner
  - » Access required only for construction, generally for grading of driveway construction
- Displacements
  - » 3 Buildings (1 Residential & 2 Commercial)
  - » Complete acquisition of property, including buildings



**Talk to an IDOT Representative at today's hearing**

## We Want to Hear From You

Comments on the Preferred Alternative and EA received by **March 10, 2017**, will become part of the official public hearing record. The EA is available for review on the project website, the Prairie Grove Village Hall, McHenry Public Library, and the Department's District One office in Schaumburg.



Ways to provide your input:

- Complete and submit written comment form here today
- Provide statement to court reporter before or during public forum at 6:00 p.m..
- Visit the Contact Us section at [www.idot.illinois.gov/projects/il31](http://www.idot.illinois.gov/projects/il31) to submit a comment
- Email comments to [info@ILRoute31.com](mailto:info@ILRoute31.com) or mail to the address below

Illinois Department of Transportation  
201 W. Center Court  
Schaumburg, Illinois 60196-1096

Attn: Bureau of Programming,  
Scott Czaplicki, (847) 705-4710  
RE: IL Route 31

### For your information...

Many of the materials on display at the Public Hearing will soon be available for downloading on the project website: [www.idot.illinois.gov/projects/il31.com](http://www.idot.illinois.gov/projects/il31.com)



## Illinois Route 31

ROUTE 176 TO ROUTE 120

[www.idot.illinois.gov/projects/il31](http://www.idot.illinois.gov/projects/il31)



# Public Hearing

## Welcome

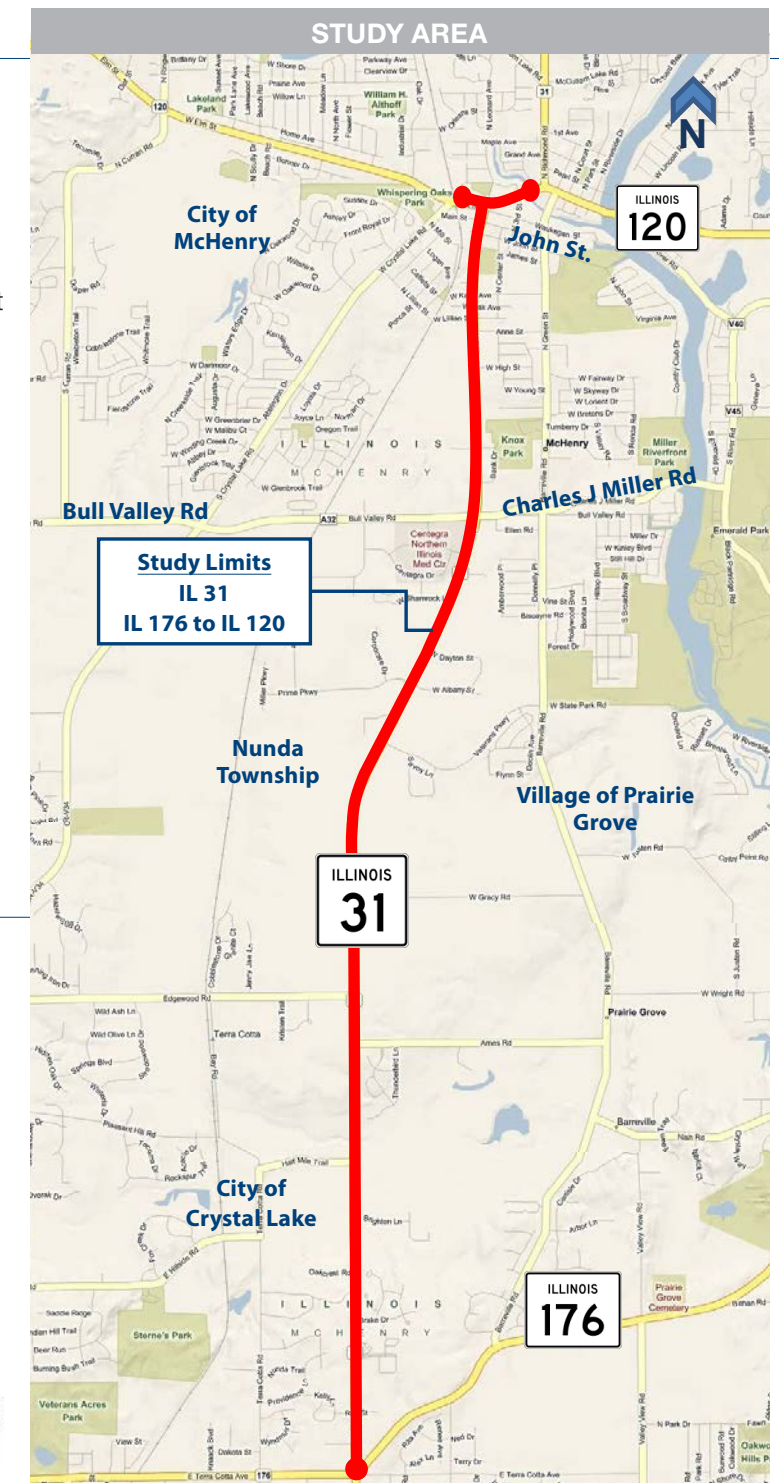
The Illinois Department of Transportation (IDOT) welcomes you to the public hearing concerning the improvement of IL 31 from IL 176 to IL 120 in McHenry County. The purpose of today's hearing is to obtain public input on the Preferred Alternative and Environmental Assessment (EA). We invite you to watch an audio-visual presentation and browse project exhibits on display. Project team members are present to discuss the project and answer questions. Your comments are an important part of this hearing and you are encouraged to provide them.

A public forum will begin at 6:00 p.m., where the public will be invited to make a statement to a court reporter. Written comments can be submitted at the hearing, emailed / mailed after the hearing, or submitted to the project website at [www.idot.illinois.gov/projects/il31](http://www.idot.illinois.gov/projects/il31). Comments received by March 10, 2017 will become part of the official public hearing record.

## Study Overview

The study area extends 6.8 miles along IL 31 from IL 176 to IL 120 through several local municipalities and includes a mixture of adjacent land uses (residential, commercial, agricultural, and industrial). Natural resources found along the corridor include creeks, wetlands, and floodplains.

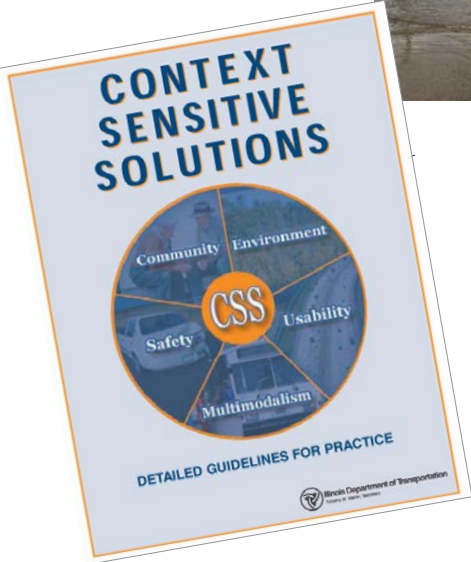
IL 31 is a Strategic Regional Arterial that carries a significant portion of long distance, high volume automobile and commercial vehicle traffic in the region.





Purpose and Need

- Improve roadway safety
- Expand roadway capacity and address traffic issues
- Correct existing roadway design deficiencies
- Improve opportunities for multi-modal connectivity



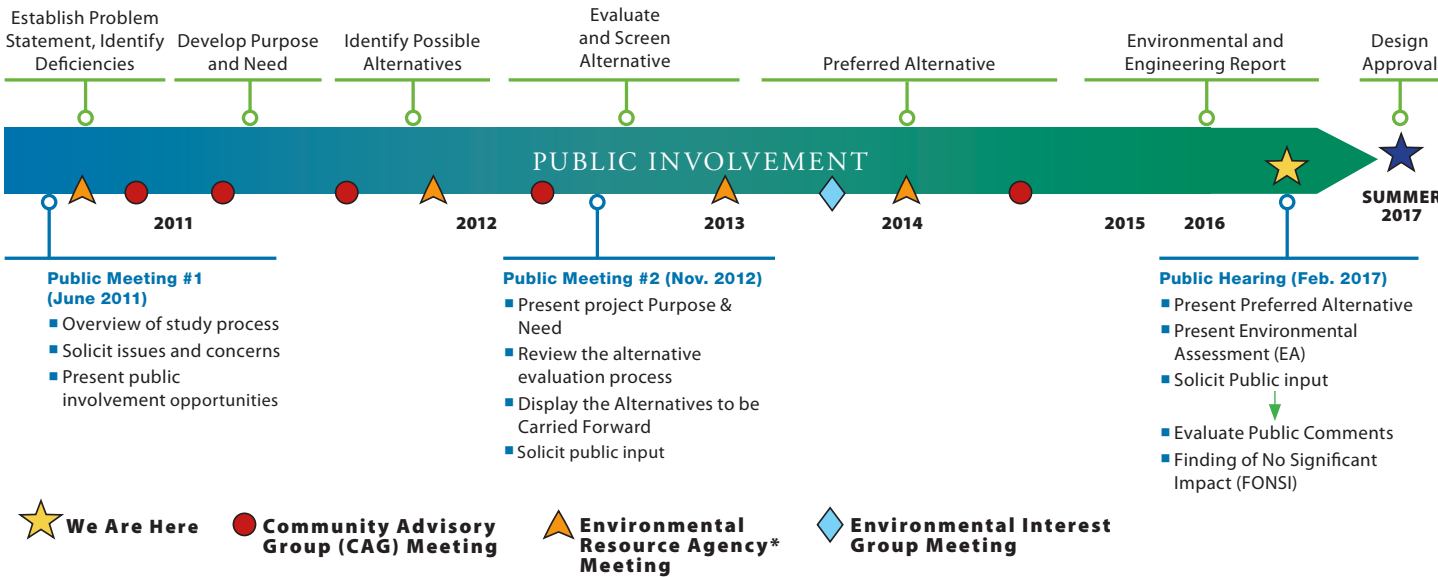
Context Sensitive Solutions (CSS)

This study has been following the principle of IDOT’s Context Sensitive Solutions (CSS) project development process. CSS is a collaborative, interdisciplinary project development approach that involves stakeholders throughout the study development process and at key milestone decision points to ensure that the social, economic and environmental concerns of the surrounding community are considered as part of the proposed transportation improvement.

A Community Advisory Group (CAG) consisting of local residents, business owners, representatives from municipal and county government, and environmental and bicycle advocacy organizations was formed to help accomplish these goals.

Phase I Process & Schedule

PROJECT MILESTONES



Preferred Alternative

IL ROUTE 120 INTERSECTION

Minimum widening of IL 31 and IL 120 to accommodate additional lanes. Match recent improvements at IL 31 (Richmond Road) / IL 120

Key Features / Benefits
Narrower lanes on IL 31 and IL 120
Provides minimum impact to properties; Two commercial buildings displaced
Dual left turn lanes on east leg IL 120
Raised curb median on IL 120
Waukegan Road cul-de-sac
Eliminates on-street parking on IL 31 and IL 120
Sidewalk on IL 31 and IL 120
U-turns along IL 120



Preferred Alternative: NEPA, Environmental Impacts & Mitigation

The National Environmental Policy Act (NEPA) process is a balanced approach to decision making that takes into account potential impacts on the human and natural environments. The NEPA process requires the following: avoid sensitive resources if reasonably possible; minimize impacts if resources cannot be avoided; and mitigate impacts if necessary. Some methods used to accomplish this include:

- Curb & gutter instead of shoulders
- Alignment shifts to avoid wetland seeps, cemetery, buildings, and major utilities
- Reduced lane, path, and median widths
- Retaining walls

Environmental impacts and mitigation are documented in the Environmental Assessment (EA). A summary is shown.

Natural Environment Impacts	<ul style="list-style-type: none"><li>• 1.53 Acres of Wetlands</li><li>• 9.88 Acres of Floodplains; No Floodways</li><li>• 0.65 Acres of Streams (Waters of U.S.); 7 stream crossings</li><li>• 84 Oak and 17 Hickory Trees</li></ul>	Mitigation Measures <ul style="list-style-type: none"><li>• &gt; 3 acres of wetland mitigation anticipated (in-basin and off-site)</li><li>• Culvert and bridge improvements will reduce stormwater elevations</li><li>• Drainage elements to improve water quality</li><li>• Trees will be replaced on a one-to-one ratio per IDOT policy D&amp;E-18</li><li>• Agricultural impacts comply with the Illinois Farmland Protection Act</li><li>• Noise barriers were evaluated, but are not reasonable and feasible</li><li>• Contaminated soils will be managed/disposed properly</li><li>• Compensatory storage for fill in floodplain</li><li>• Wildlife crossings</li><li>• Landscaping plans will be developed during Phase II</li></ul>
Human Environment Impacts	<ul style="list-style-type: none"><li>• 19.45 Acres of Agricultural Lands</li><li>• 22 locations with Identified Noise Impacts</li><li>• 82 sites with Recognized Environmental Conditions (RECs)</li></ul>	
Resources Not Impacted	<ul style="list-style-type: none"><li>• Threatened &amp; Endangered Species</li><li>• Parklands &amp; Public Facilities</li><li>• Cultural or Historic Resources</li><li>• Cemeteries</li></ul>	

\* Environmental Resource Agency review/approval includes the following agencies: Federal Highway Administration, US Army Corps of Engineers, US Environmental Protection Agency, U.S. Fish & Wildlife Services, IL Department of Agriculture and IL Department of Natural Resources



## Public Meeting #2 and Beyond

### Summary of Public Meeting #2:

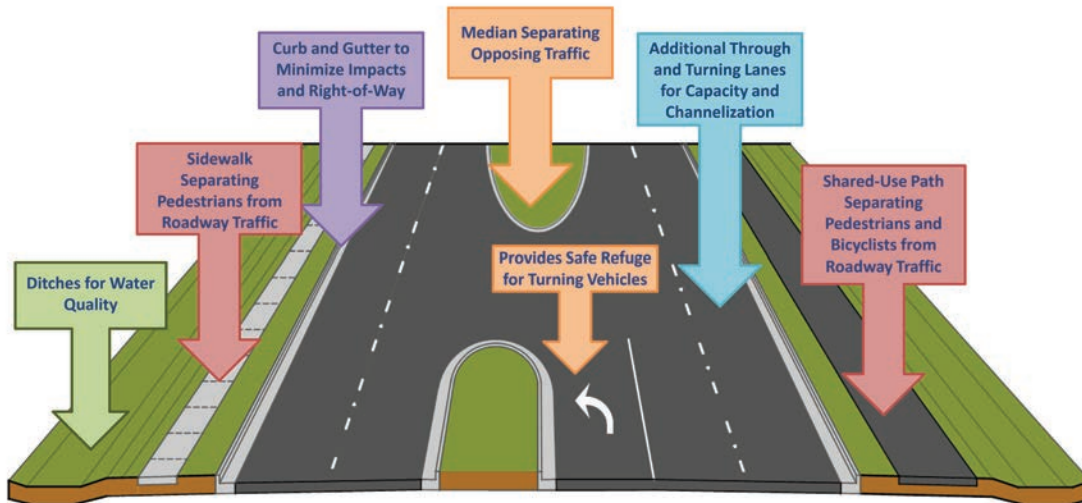
- Held on November 15, 2012
- Presented Purpose & Need, Range of Alternatives, and Alternatives to be Carried Forward
- 69 Attendees
- 45 Comments; Variety of Topics:
  - + Impacts to properties, building removals, and land acquisition procedures
  - + Barrier median restrictions to access and requests for median openings
  - + Avoid tree impacts, especially to old oak trees, where possible
  - + Impacts to environment and/or water quality
  - + Driveway access or design for specific properties

### Since Public Meeting #2:

- Community Advisory Group (CAG) Meeting #5 held November 2014
- Selected and refined Preferred Alternative based on stakeholder and agency input
- Extensive coordination with local municipalities and environmental agencies
- Concurrence of Preferred Alternative by environmental agencies
- Detailed technical analysis, including:
  - + Roadway geometry, intersection design and driveway access
  - + Drainage and hydraulic studies, including water quality improvements
  - + Evaluation of noise and other environmental impacts
- Development, review and approval of Environmental Assessment (EA)



## Preferred Alternative: Key Features & Benefits



## Preferred Alternative: Drainage & Water Quality

- Three retention ponds for water quality
- Two regional stormwater detention basins
- Stormwater detention in oversized sewer pipes
- Larger culverts at streams and tributary water crossings
- New bridge over Unnamed Tributary to Fox River, near Lillian Street / Grove Avenue
- Widened ditches including bioswales and native plantings
- Stream meandering of Squaw Creek
- Compensatory storage to mitigate for fill in floodways / floodplains
- New large sewer under roadway from Unnamed Tributary to Fox River to Boone Creek to reduce flooding



# Preferred Alternative

## SOUTH SECTION

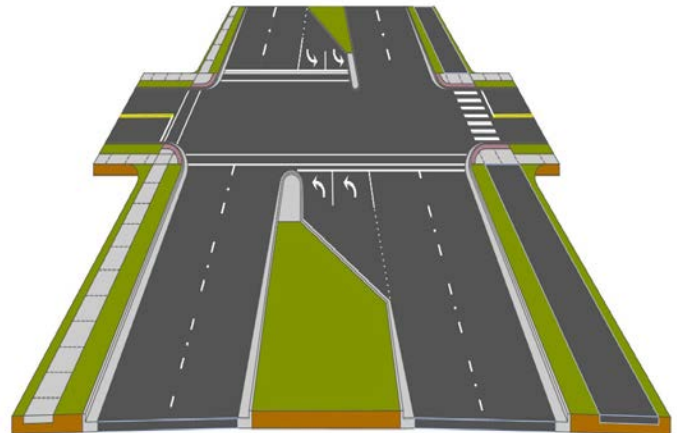
### IL 176 to Bull Valley/Charles J. Miller Road

This section will match the recent improvements at the IL Route 31 and IL Route 176 intersection, as well as the improvements recently completed as a part of the Bull Valley / Charles J. Miller Road project (led by the McHenry County Division of Transportation).

#### 28' - 30' Raised Median IL 176 to Bull Valley Road

##### Key Features / Benefits

- Two through lanes in each direction
- Raised curb median for safety
- Wider median accommodates dual left turn lanes
- U-turns at median breaks
- Sidewalk and shared-use path



## NORTH SECTION

### Bull Valley/Charles J. Miller Road to John Street

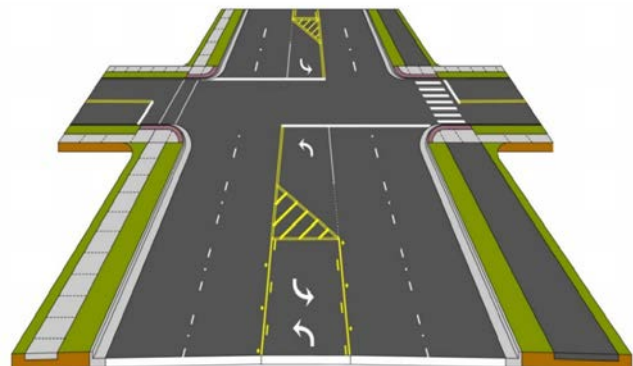
This section is similar to the South Section except for the median. An 18' raised curb median is proposed between Bull Valley Road and High Street in already developed areas that are not expected to require dual left turn lanes, and a flush median between High Street and John Street to preserve existing access to businesses where u-turns are not feasible.



#### 18' Raised Median Bull Valley Road to High Street

##### Key Features / Benefits

- Two through lanes in each direction
- Raised curb median for safety
- Narrower median for single left turn lanes
- U-turns at median breaks
- Sidewalk and shared-use path



#### Five Lane - Flush Median High Street to John Street

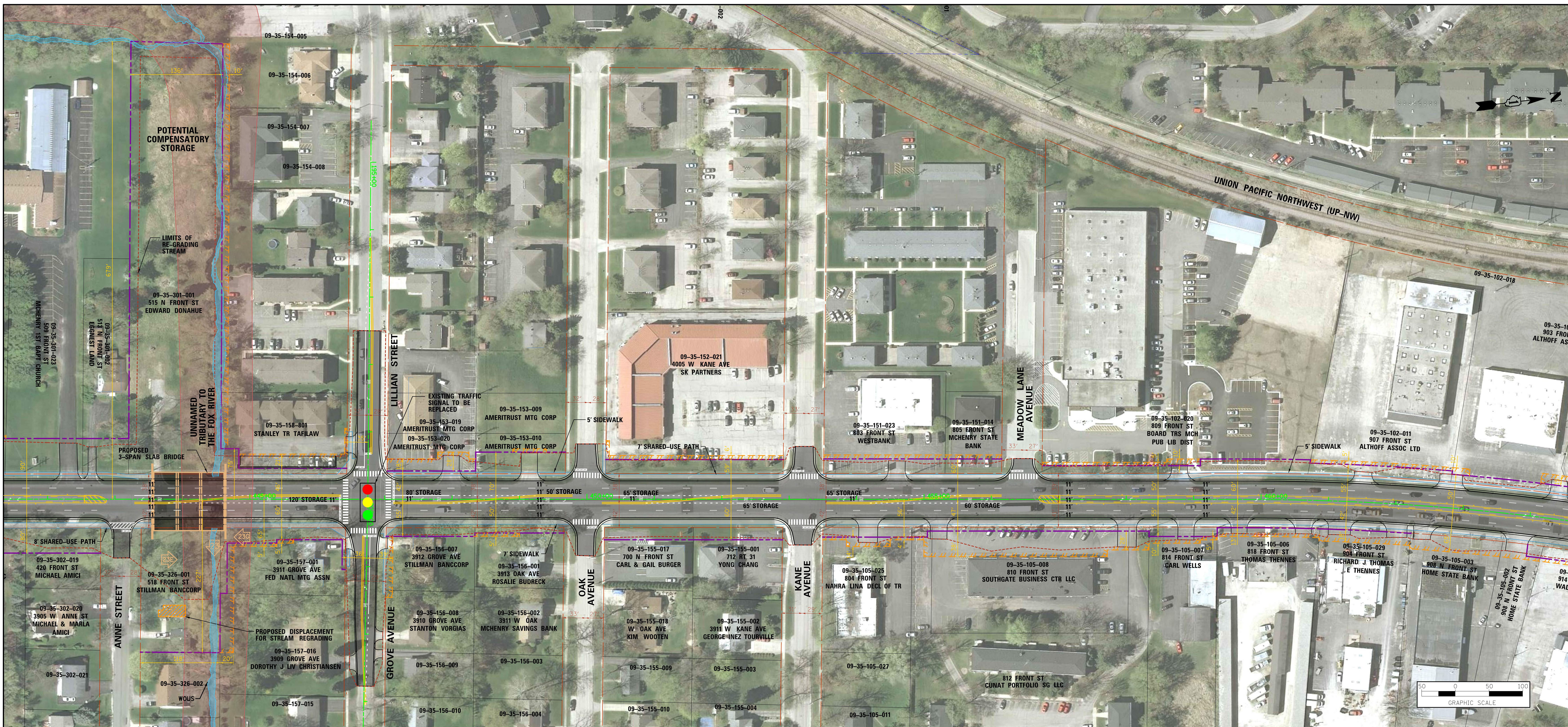
##### Key Features / Benefits

- Two through lanes in each direction
- Flush median with left turn lanes
- Sidewalk and shared-use path



MATCHLINE 12  
(SEE SHEET 12)

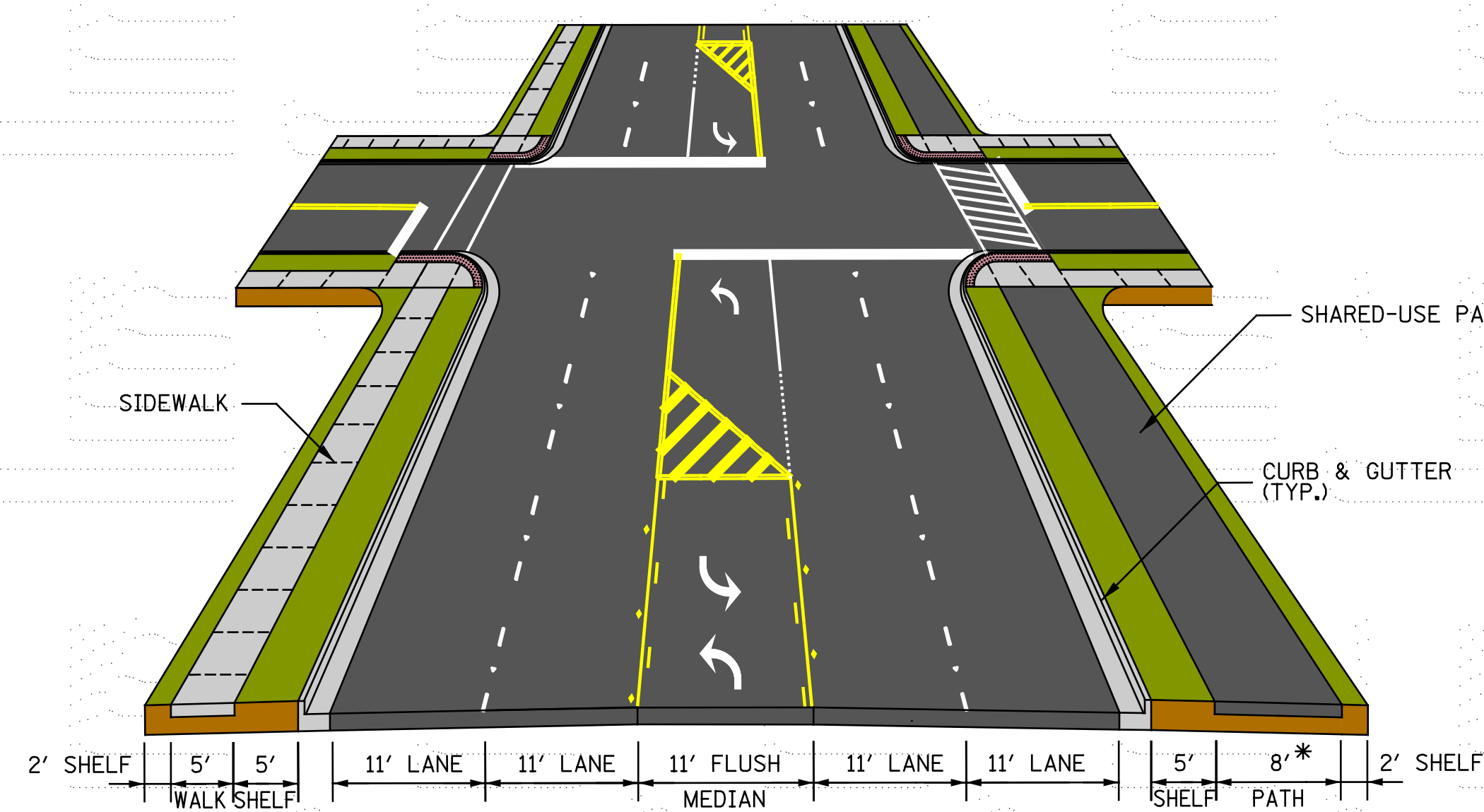
MATCHLINE 13  
(SEE SHEET 14)



## LEGEND

EX. BUILDING OR STRUCTURE	EX. FLOODPLAIN	EX. TRAFFIC SIGNAL TO REMAIN
EX. MUNICIPAL BOUNDARY	EX. WATERS OF THE U.S. (WOUS)	EX. TRAFFIC SIGNAL TO BE REPLACED
EX. PROPERTY LINE	EX. WETLANDS	PROP. TRAFFIC SIGNAL
EX. RIGHT OF WAY LINE	PROP. GRASS MEDIAN	
PROP. CENTERLINE	PROP. MEANDERING STREAM / BASIN	
PROP. LIMIT OF CONST. (APPROXIMATE)	PROP. PAVEMENT SURFACE	
PROP. RIGHT OF WAY LINE	PROP. RAISED CURB MEDIAN	
PROP. TEMP. EASEMENT LINE	COMMERCIAL DISPLACEMENT	
	RESIDENTIAL DISPLACEMENT	
	DRAINAGE OUTFALL	

## PROPOSED TYPICAL SECTION HIGH STREET TO JOHN STREET



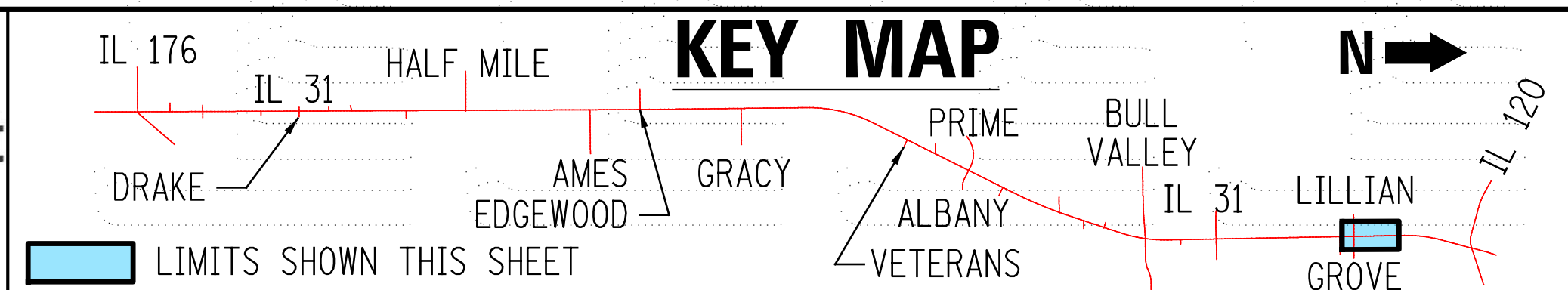
\* SHARED-USE PATH ENDS AT GROVE AVENUE  
7' SIDEWALK BEHIND CURB, NORTH OF GROVE.

# PRELIMINARY

SUBJECT TO CHANGE  
PUBLIC HEARING  
FEBRUARY 8, 2017



Illinois Route 31  
ROUTE 176 TO ROUTE 120  
[www.idot.illinois.gov/projects/il31](http://www.idot.illinois.gov/projects/il31)

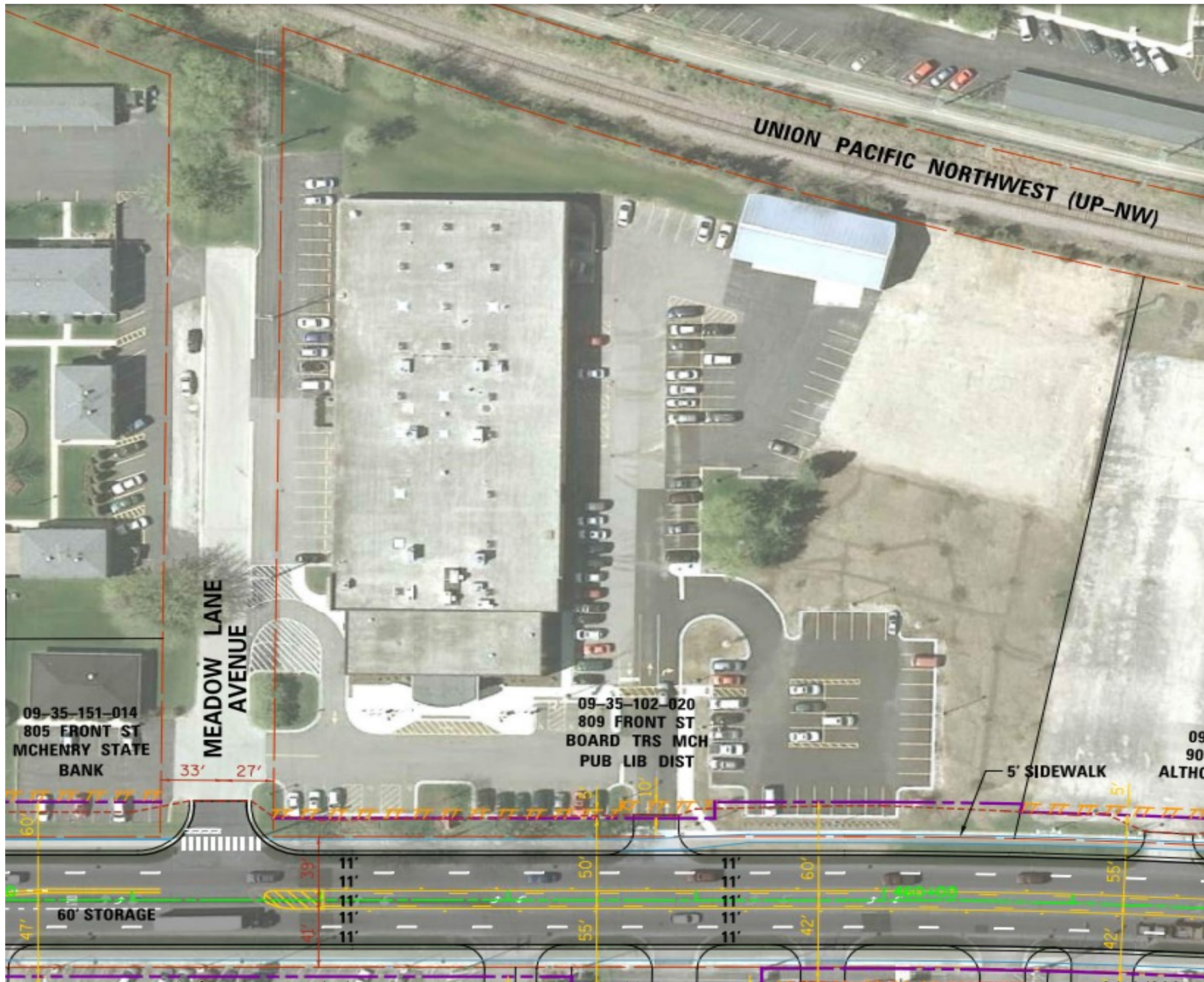


ILLINOIS ROUTE 31  
NORTH SECTION: NORTH OF BULL VALLEY ROAD TO ILLINOIS ROUTE 120

PREFERRED ALTERNATIVE

SHEET 13 OF 15





## MEMO

**To: MPLD Board of Trustees**

**From: L. Jakacki and the MPLD In-Service Committee**

**Re: 2022 In-Service Meetings and Library Closure**

**Date: October 14, 2021**

---

Dear Board of Trustees,

The MPLD In-Service Committee, whose role is to provide ongoing, relevant, and engaging training opportunities for staff that will aid in professional and personal growth for staff as individuals and as a whole, would like to request the chance to hold all-staff in-person meetings in 2022.

Holding all-staff in-person meetings would require the Library to close on six days throughout the year, and the committee is proposing the following dates for Board approval:

- February 18, 2022 from 9:00 a.m. - 1:00 p.m.
- April 22, 2022 from 1:00 p.m. - 5:00 p.m.
- June 17, 2022 from 9:00 a.m. - 1:00 p.m.
- August 19, 2022 from 9:00 a.m. - 5:00 p.m.
- October 28, 2022 from 1:00 p.m. - 5:00 p.m.
- December 9, 2022 from 9:00 a.m. - 5:00 p.m.

The committee understands that if the Library must modify hours due to the ongoing pandemic, these closures may not occur. Therefore, they have created a contingency plan for these instances.

Thank you for your consideration.

<b>Annual Statement of Receipts and Disbursements for Fiscal Year</b>	
<b>Beginning July 1, 2020 and ending June 30, 2021</b>	
<b>McHenry Public Library District</b>	
<b>McHenry County, McHenry IL</b>	
<b>General Fund Receipts</b>	<b>Totals</b>
6010100 · Property Taxes	3,342,671.71
6030100 · Interest Income - General	16.73
6035100 · Dividends	285.00
6040100 · Nonresident/Enhanced Cards	450.00
6050100 · Fines and Fees	5,096.39
6055100 · Referral/Collection Fees	58.95
6060100 · Copy/Scan/Fax/Notary Income	3,406.00
6090100 · Annex/Impact Fees	7,945.00
6105100 · Retiree Insurance Payments	3,083.06
6110100 · Program Fees/Misc Fees	9.00
6120100 · Meeting Room Fees	525.00
6130100 · Misc Income-General(Sales/Fees)	72.50
6150100 · Lost & Damaged Materials	2,149.15
6157100 · CCS/LLSAP Income	16,244.77
6160100 · Solar Panel Credits	1,920.00
<b>General Fund Receipts Total</b>	<b>3,383,933.26</b>
<b>Special Reserve Fund Receipts</b>	<b>Totals</b>
6020200 · Developer Fees	19,758.00
6030200 · Interest Income - Spec Reserve	769.85
<b>Special Reserve Fund Total</b>	<b>20,527.85</b>
<b>Grant &amp; Gift Receipts</b>	<b>Totals</b>
6030300 · Interest Income - Grant & Gifts	166.20
6070300 · General Fund Gifts	1,702.66
6170300 · Per Capita Grant	52,528.75
6210300 · Miscellaneous Grants	1,000.00
<b>Grant &amp; Gift Fund Total</b>	<b>55,397.61</b>
<b>Total Receipts for FY 2020/2021</b>	<b>3,459,858.72</b>
<b>General Fund Disbursements</b>	<b>Totals</b>
A to Z database	2,746.00
Aflac	5,894.44
AGOSTO LLC	5,040.00
AJ Services	33,000.00
Alarm Detection Systems, Inc	4,340.65
AMAZON/Synchrony Bank	16,484.33
AT&T	4,460.20
B2E/Payroll Data	6,473.15

Baker & Taylor	89,099.44
Bankcard Processing Center	36,431.96
Berkshire Hathaway Guard Ins Companies	9,664.00
Blackstone Publishing	7,713.51
Blue Cross Blue Shield of Illinois	308,327.70
Brodart Co.	3,238.04
Campion Curran	3,387.00
CCS Cooperative Computer Services	64,740.15
CDW Government, Inc	4,049.27
Cengage Learning Inc / Gale	12,926.08
Children's Plus Inc.	9,130.32
City of McHenry	2,788.11
CMS Complete Mechanical Solutions	12,112.32
Comcast	9,224.84
Constellation	22,001.90
Demco, Inc	8,285.72
DoorTec Inc	9,470.00
HSA	23,225.00
EBSCO	19,810.03
Eder, Casella & Co.	78,084.25
Einoris, Jennifer	6,435.87
FICA/Medicare	103,239.86
Findaway	4,895.58
First Communications	19,550.58
Grounds Guys, The	5,670.85
HDi-Horizon Distributors, Inc.	13,424.83
Illinois Dept of Employment Security	4,879.00
Illinois Municipal Retirement Fund	179,316.36
IMAGETEC	5,786.50
Infobase	13,617.30
Kamm Insurance	20,825.00
KnowBe4, Inc	3,186.00
Lauterbach & Amen, LLP	2,700.00
Library Market	4,000.00
Linked in Corporation	6,440.00
Mango Languages	3,517.43
MDC Environmental Services	3,868.78
MetLife Small Business Center	28,916.58
Midwest Tape	57,718.41
mk Solutions, Inc	30,631.74
Nicor Gas	7,535.12
North Suburban Digital Consortium	15,970.31
OurDigitalWorld	3,290.07
OverDrive Inc	20,000.00
Postmaster	7,445.00
Proquest LLC	6,762.30
Recorded Books, Inc	6,264.67
Scholastic Inc	6,187.00
Stevens Group, The	24,274.00
TBS Today's Business Solutions, Inc	6,571.40
Thomas Klise/Crimson Multimedia	7,195.07
United States Treasury	15,803.88
Misc Vendors Under \$ 2,500.00	74,087.46
<b>General Expense Total</b>	<b>1,532,155.36</b>

<b>Salaries</b>	
Jakacki, Lesley	85,975.89
Strain, Pamela	75,844.79
Milfajt, Kathryn	73,584.88
Majka, Barbara	68,093.15
Lambert, Kathryn	67,217.01
May, Jennifer	67,000.64
Claucherty, Shane	55,755.19
Edminster, Reuben	54,041.27
Terrill, Zachariah	53,312.44
<b>Total Salaries: \$ 50,000 - \$ 99,999</b>	<b>600,825.26</b>
Kimbrel, Kevin	49,765.42
Karwowska, Anna	47,622.48
Hillier, Thomas	47,099.85
Moreno, Araceli	45,282.87
Grandon-Keane, Denise	45,059.35
Gunness, Debbie	42,667.94
Gaudio, Diane	41,427.05
Bily, Emily	41,267.11
Krewer, Kevin	39,209.57
Scholtz, James	37,559.71
Horist, Lisa	37,390.20
Puga Venegas, Maria	34,731.40
Einoris, Jennifer	33,562.72
Shallcross-Willis, Sarah	33,561.94
Hume, Jessie	33,418.01
Baseley, Steffanie	33,150.00
Walker, Keith	31,004.74
Rex, Laurene	30,987.82
Lavin, Debra	30,157.16
Roitberg, Shirley	29,090.44
Niepsuj, Bonnie	28,643.32
Garza, Gloria	27,827.53
Meadows, Kimberly	27,585.02
Meagher, Kristin	26,603.94
<b>Total Salaries: \$ 25,000 - \$ 49,999</b>	<b>874,675.59</b>
Voegtler, Kayla	21,073.85
Radic, Patricia	16,958.22
Barnes, Heidi	13,740.51
Torgersen, Patti	13,673.95
Johnson, Kimberly	12,335.09
Lenzie, Christina	11,254.67
Pease, Gregory	9,197.75
Wacaser, Elizabeth	6,943.75
Cairo, Mariann	5,076.23
Ehredt, Deirdre	4,772.43
Church, Bobby	70.47
<b>Total Salaries: Under \$ 25,000</b>	<b>115,096.92</b>
<b>Total Cost of Salaries</b>	<b>1,590,597.77</b>
<b>General Fund Disbursements Totals</b>	<b>3,122,753.13</b>



<b>Special Reserve Fund Disbursements</b>	<b>Totals</b>
Maneval Construction Co, Inc	37,563.20
<b>Special Reserve Fund Disbursements Total</b>	<b>37,563.20</b>
<b>Grant &amp; Gift Fund Disbursements</b>	<b>Totals</b>
AMAZON/Synchrony Bank	4,671.64
Baker & Taylor	20,828.53
Bankcard Processing Center	6,592.65
Children's Plus Inc.	3,693.67
Eder, Casella & Co.	19,494.95
Misc Grants & Gifts under \$2,500	3,534.23
<b>Grant &amp; Gift Fund Disbursements Totals</b>	<b>58,815.67</b>
<b>Total Disbursements for FY 2020/2021</b>	<b>3,219,132.00</b>



**McHenry Public Library District**

809 North Front Street

McHenry, Illinois 60050

Phone: 815.385.0036

STATE OF ILLINOIS            )

McHENRY COUNTY            )

**McHenry Public Library District  
Certificate of Annual Statement of Receipts and Disbursements  
for Fiscal Year Beginning July 1, 2020 and ending June 30, 2021**

I, Delphine Grala, DO HEREBY CERTIFY that I am the duly qualified and acting Treasurer of the Board of Library Trustees of the McHENRY PUBLIC LIBRARY DISTRICT of McHenry County, McHenry, Illinois, and as such, I am the chief fiscal officer of said Library District.

I DO FURTHER CERTIFY that the following Annual Statement of Receipts and Disbursements for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021 for the McHenry Public Library District is true and correct to the best of my knowledge and belief.

DATED this 19th day of October, 2021

\_\_\_\_\_  
Delphine Grala, Treasurer  
McHenry Public Library District  
Board of Library Trustees

Subscribed and sworn before me this 19th day of October 2021

\_\_\_\_\_  
Zachariah Terrill, Notary Public

My commission expires: \_\_\_\_\_



STATE OF ILLINOIS       )  
COUNTY OF McHENRY   )  
CITY OF McHENRY       )

**ORDINANCE NO. 2021/2022-06  
AN ORDINANCE PROVIDING FOR THE LEVY  
AND ASSESSMENT OF TAXES  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2021  
AND ENDING JUNE 30, 2022  
FOR THE McHENRY PUBLIC LIBRARY DISTRICT  
McHENRY, McHENRY COUNTY, ILLINOIS**

BE IT ORDAINED by the President and Board of Library Trustees of the McHENRY PUBLIC LIBRARY DISTRICT, McHENRY, McHENRY COUNTY ILLINOIS, as follows:

**Section One:** That the total amount of appropriations for all General, Special Reserve and Corporate purposes legally made to be collected from the tax levy of the current fiscal year is Three Million, Four Hundred and Forty Thousand, Three Hundred Dollars (\$**3,440,300.00**).

**Section Two.** That the sum of Five Million, Two Hundred and Thirty Thousand, Nine Hundred and Thirty-Seven Dollars and Fifty Cents (**\$5,230,937.50**) being the total of appropriations heretofore legally made and which has taken into consideration all monies to be raised from other than tax sources, in addition to those monies which are to be collected from the tax levy of the current fiscal year of the McHenry Public Library District for all General, Special Reserve and Corporate purposes of said Public Library District, as appropriated for the current fiscal year by the Combined Budget and Appropriation Ordinance passed by the President and Board of Library Trustees of said District at the legally held meeting of **August 17, 2021, which Ordinance No. 2021/2022 – 04**, incorporated herein by reference, be and the various objects and purposes for which said appropriations were made are set forth under the column "Amount Appropriated" and the specific amount hereby levied for each object and purpose is set forth under the column entitled "Amount Levied" is hereby levied upon all of the taxable property in the McHENRY PUBLIC LIBRARY DISTRICT subjected to taxation for the current fiscal year of said Public Library District, commencing July 1, 2021, and ending June 30, 2022, as follows:

## GENERAL FUND EXPENSES

### MATERIALS and SUPPLIES

	APPROPRIATION	LEVY
Adult Books	\$ 78,125.00	\$ 65,000.00
Youth Books	\$ 65,000.00	\$ 55,000.00
Professional Resources	\$ 4,375.00	\$ 4,000.00
Administrative Resources	\$ 3,750.00	\$ 3,000.00
Magazines And Newspapers	\$ 17,500.00	\$ 15,000.00
Adult Av Materials	\$ 43,750.00	\$ 37,500.00
Youth Av Materials	\$ 16,562.50	\$ 15,000.00
Library Of Things	\$ 3,125.00	\$ 2,500.00
Video Games	\$ 17,500.00	\$ 15,500.00
Digital Media Services	\$ 109,375.00	\$ 95,000.00
Electronic Resources	\$ 87,500.00	\$ 81,000.00
Library Supplies	\$ 8,750.00	\$ 7,500.00
Tech Services Supplies	\$ 46,875.00	\$ 40,000.00
Bindery	\$ 625.00	\$ 500.00
Adult Programs & Supplies	\$ 19,375.00	\$ 18,000.00
Comicon	\$ 3,750.00	\$ 3,000.00
Circulation Supplies	\$ 1,875.00	\$ 1,500.00
Summer Reading Club	\$ 8,750.00	\$ 7,000.00
Youth Programs & Supplies	\$ 20,625.00	\$ 17,000.00

### CONTRACTED SERVICES

	APPROPRIATION	LEVY
Collection Agency Fees Exp	\$ 1,125.00	\$ 1,000.00
It/Computer, Copier & Equip. Outsourcing	\$ 112,500.00	\$ 95,000.00
Automation -- Staff	\$ 18,750.00	\$ 15,000.00
Misc. Contracted Services	\$ 5,000.00	\$ 4,250.00
Library Bank/Finance/Late Fee	\$ 625.00	\$ 500.00
Public Pmt Processing Fees	\$ 2,500.00	\$ 2,250.00

### CONSORTIUM & IT/NETWORK SERVICES

	APPROPRIATION	LEVY
Automation-- Circulation & Catalog	\$ 131,250.00	\$ 105,000.00
Voip Phone Service	\$ 31,250.00	\$ 25,000.00
Internet Service	\$ 17,500.00	\$ 14,000.00

### PROFESSIONAL SERVICES

	APPROPRIATION	LEVY
Accounting, Payroll & Audit Services	\$ 109,375.00	\$ 95,000.00
Legal Services	\$ 20,000.00	\$ 17,500.00
Other Consulting Fees	\$ 20,000.00	\$ 16,000.00
In Service/Staff Training/LMS	\$ 3,125.00	\$ 2,500.00

### PRINTING, PUBLICATIONS & POSTAGE

	APPROPRIATION	LEVY
Printing Services Outsourced	\$ 37,500.00	\$ 35,000.00
Public Notices & Ads (Legal & Job)	\$ 1,875.00	\$ 1,500.00
Postage & Shipping	\$ 20,625.00	\$ 17,500.00
Printing/Copier Supplies	\$ 5,000.00	\$ 4,000.00
Public Relations/Promotions	\$ 6,250.00	\$ 5,000.00

<b>UTILITIES</b>	<b>APPROPRIATION</b>	<b>LEVY</b>
Electricity	\$ 28,125.00	\$ 22,500.00
Gas	\$ 9,375.00	\$ 7,500.00
Water & Sewer	\$ 6,250.00	\$ 5,000.00
<b>MISCELLANEOUS OPERATING EXPENSES</b>	<b>APPROPRIATION</b>	<b>LEVY</b>
Building & Auto Insurance	\$ 38,750.00	\$ 35,000.00
Bonding & Officers Liability	\$ 3,750.00	\$ 3,000.00
Janitorial Services & Supplies	\$ 62,500.00	\$ 60,000.00
Grounds Maintenance	\$ 31,250.00	\$ 25,000.00
Building Operations & Maintenance	\$ 50,000.00	\$ 45,000.00
Hospitality	\$ 7,500.00	\$ 7,000.00
Library Lost & Damaged Materials	\$ 875.00	\$ 750.00
Miscellaneous	\$ 875.00	\$ 750.00
<b>PERSONNEL EXPENSES</b>	<b>APPROPRIATION</b>	<b>LEVY</b>
Salaries	\$ 1,956,250.00	\$ 1,624,800.00
FICA/Medicare	\$ 150,000.00	\$ 130,000.00
IMRF	\$ 196,875.00	\$ 145,000.00
Health & Life Insurance	\$ 343,750.00	\$ 265,000.00
Employment Screenings	\$ 4,375.00	\$ 3,500.00
Tuition Reimbursement	\$ 18,750.00	\$ 17,500.00
Telecommute Reimbursements	\$ 6,875.00	\$ 5,500.00
Memberships & Dues	\$ 5,000.00	\$ 4,500.00
Travel	\$ 10,625.00	\$ 10,500.00
Continuing Education	\$ 5,000.00	\$ 4,000.00
<b>CAPITAL EXPENSES</b>	<b>APPROPRIATION</b>	<b>LEVY</b>
Library Furnishings	\$ 18,750.00	\$ 17,500.00
Library Equipment	\$ 11,875.00	\$ 10,000.00
Small Equipment Under \$250	\$ 5,625.00	\$ 4,500.00
Adtl. Capital Projects & Equipment	\$ 50,000.00	\$ 47,500.00
<b>TRANSFER TO RESERVE FUND</b>	<b>APPROPRIATION</b>	<b>LEVY</b>
<b>TOTAL TRANSFER TO RESERVE FUND</b>	<b>\$ 87,500.00</b>	<b>\$ 0.00</b>
<b>TOTAL GENERAL FUND EXPENSES</b>	<b>APPROPRIATION</b>	<b>LEVY</b>
	<b>\$ 4,211,937.50</b>	<b>\$ 3,440,300.00</b>
<b>GRANT &amp; GIFT FUND EXPENSES</b>	<b>APPROPRIATION</b>	<b>LEVY</b>
Operating Fund Gifts	\$ 300,000.00	\$ 0.00
2020/21 Per Capita Grant	\$ 139,000.00	\$ 0.00
Misc. Grants	\$ 80,000.00	\$ 0.00
<b>TOTAL GRANT FUND EXPENSES</b>	<b>\$ 519,000.00</b>	<b>\$ 0.00</b>

<b>RESERVE FUND EXPENSES</b>	<b>APPROPRIATION</b>	<b>LEVY</b>
Improv.& equip. not directly related to building plan	\$ 100,000.00	\$ 0.00
expenditures pursuant to statutory guidelines of the Lib. Dist. Act 75 ILCS 16/40-50 (Special reserve fund)	\$ 400,000.00	\$ 0.00
<b>TOTAL RESERVE FUND EXPENSES</b>	<b>\$ 500,000.00</b>	<b>\$ 0.00</b>
<b>TOTAL GENERAL FUND EXPENSES</b>	<b>APPROPRIATION \$ 4,211,937.50</b>	<b>LEVY \$ 3,440,300.00</b>
<b>TOTAL GRANT FUND EXPENSES</b>	<b>\$ 519,000.00</b>	<b>\$ 0.00</b>
<b>TOTAL RESERVE FUND EXPENSES</b>	<b>\$ 500,000.00</b>	<b>\$ 0.00</b>
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 5,230,937.50</b>	<b>\$ 3,440,300.00</b>

**Section Three:** That the total amount of Three Million, Four Hundred and Forty Thousand, Three Hundred Dollars (\$3,440,300.00) ascertained as aforesaid, be, and the same is hereby levied and assessed on all property subject to taxation within the McHENRY PUBLIC LIBRARY DISTRICT, McHENRY, McHenry County, Illinois, according to the value of said property as the same is assessed and equalized for State and County purposes for the current year. Revenues acquired from sources other than property taxes include, but are not limited to, fines and fees, interest, grants, gifts and donations, developer donations and impact fees, service fees, fees for non-resident cards, charges for lost library materials, replacement taxes, fees for special programs and services, and public use of photocopy machine.

**Section Four:** This tax Levy Ordinance is adopted pursuant to the procedures set forth in the Illinois Municipal Code, as amended, provided, however, any tax rate limitation or any other substantive limitations as to tax levies in the Illinois Municipal Code in conflict with this ordinance shall not be applicable to this ordinance pursuant to Section 6, Article VII of the Constitution of the State of Illinois.

**Section Five:** That there is hereby certified to the County Clerk of McHenry County, Illinois, the several sums aforesaid, constituting the said total amount of Three Million, Four Hundred and Forty Thousand, Three Hundred Dollars (\$3,440,300.00) which said total amount the said McHenry Public Library District requires to be raised by taxation for the current fiscal year of said District is hereby ordered and directed to file with the County Clerk of McHenry County, Illinois, on or before the time required by law, a certified copy of this Tax Levy Ordinance.

**Section Six:** All unexpended balances of proceeds received annually from Public Library District taxes not in excess of statutory limits may be transferred to the Special Reserve Fund, heretofore established according to 75 ILCS 16/40-50, pursuant to plans developed and adopted by this Library Board and said unexpended balances shall be accumulated in this fund for the purposes of erecting a new Public Library building, purchasing a site for same, or building an addition thereto, or furnishing necessary equipment therefore, or acquiring electronic data storage and retrieval facilities.

REVISED and PASSED by the McHENRY PUBLIC LIBRARY DISTRICT Board of Trustees and approved by me this 19th day of October, 2021.

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Charles Reilly, President  
McHENRY PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES  
McHenry, McHenry County, Illinois

AYES:

NAYES:

ABSENT:

ABSTAINING:

ATTEST:

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Monica Leccese, Secretary  
McHENRY PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES



**McHenry Public Library District**

809 North Front Street  
McHenry, Illinois 60050  
Phone: 815.385.0036  
www.mchenrylibrary.org

STATE OF ILLINOIS           )  
COUNTY OF McHENRY       )  
CITY OF McHENRY           )

**CERTIFICATE OF COMPLIANCE  
WITH THE TRUTH IN TAXATION ACT**

I, Monica Leccese, the duly qualified and acting Secretary of the McHENRY PUBLIC LIBRARY DISTRICT, McHenry, McHenry County, Illinois, do hereby certify that the attached Levy Ordinance adopted in full compliance with the provisions of The Truth in Taxation Act. (35 ILCS 215/1 et seq.)

Check One of the Choices Below

- \_\_\_\_\_ 1) The taxing district published a notice in the newspaper and conducted a hearing, meeting the requirements of the Truth in Taxation Law.
- \_\_\_\_\_ 2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, notice and a hearing were not necessary.
- \_\_\_\_\_ 3) The proposed aggregate levy did not exceed a 5% increase over the year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.
- \_\_\_\_\_ 4) The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

IN WITNESS WHEREOF, I have placed my official signature this 19th day October, 2021.

\_\_\_\_\_  
Monica Leccese, Secretary  
McHENRY PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES

State of Illinois  
County of McHenry

This instrument was acknowledged before me on \_\_\_\_\_ (date) by (name of person) \_\_\_\_\_ as (authority/officer) \_\_\_\_\_ of (name of entity on behalf of whom instrument was executed) \_\_\_\_\_.

Seal

\_\_\_\_\_  
Zachariah T. Terrill, Notary Public





## McHenry Public Library District

809 North Front Street  
McHenry, Illinois 60050  
Phone: 815.385.0036  
www.mchenrylibrary.org

STATE OF ILLINOIS     )  
COUNTY OF McHENRY     )  
CITY OF McHENRY     )

### CERTIFICATE

I, Monica Leccese, DO HEREBY CERTIFY that the above attached "ORDINANCE PROVIDING FOR THE LEVY AND ASSESSMENT OF TAXES FOR THE FISCAL YEAR BEGINNING JULY 1, 2021 AND EXPIRING JUNE 30, 2022" is a true and correct copy of said Ordinance which was presented and passed, and recorded by said Library Board at their Regular Board Meeting on November 19, 2021.

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Monica Leccese, Secretary  
McHENRY PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES

State of Illinois

County of McHenry

This instrument was acknowledged before me on \_\_\_\_\_ (date) by (name of person) \_\_\_\_\_ as (authority/officer) \_\_\_\_\_  
of (name of entity on behalf of whom instrument was executed)  
\_\_\_\_\_.

Seal

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Zachariah T. Terrill, Notary Public