



## McHenry Public Library District

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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, February 21, 2023, 7:00 p.m.  
Meeting Rooms #135 & #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 January 17, 2023, Regular Meeting.
- VII. **TREASURER'S REPORT** – Delphine Grala, Treasurer
  - A. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for January/February 2023, Additional Bills and Petty Cash and Credit Card Reports
- VIII. **COMMUNICATIONS**
  - A. Alexi Giannoulas, Illinois Secretary of State, Library Enhancements Transition Report
  - B. Letter of Appreciation from Jennifer Einoris
- IX. **LIBRARIAN'S REPORT**
  - A. Librarian's Report
  - B. Updates on Projects
- X. **OLD BUSINESS**
  - A. Decennial Committee on Local Government Efficiency Act (Public Act 102-1088)
  - B. Developer Fees
  - C. Board of Trustees Bylaws Review and Revisions

**XI. NEW BUSINESS**

- A.** Landscaping Contract for 2023
- B.** Multi-factor Authentication Policy- New
- C.** Equal Employment Opportunity Policy- Revised
- D.** Illinois Legislative Meet-up with Senator Wilcox
- E.** Financial Auditors Request for Proposal

**XII. EXECUTIVE SESSION**

To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).

**XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION**

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

**XV. ADJOURNMENT**

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

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

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

**Date:** January 17, 2023

**Time:** 7:00 P.M.

**Location:** Library Meeting Rooms # 135 & 136

**I. CALL TO ORDER** –President Charles Reilly

President Reilly called the regular meeting to order at 7:01 p.m.

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

Roll was called.

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

**Members Absent:** None

**Also Present:** Amy Hodgson, Administrative Assistant  
Tom Coughlin, Governmental Accounting  
Lesley Jakacki, Executive Director  
Jennifer May, HR Generalist  
Kathy Milfajt, Technical Services Manager  
Zach Terrill, Adult Services Manager

**III. PLEDGE OF ALLEGIANCE**

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

No corrections or additions.

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

No public comments.

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

**A.** Approval of Minutes of the November 15, 2022, Regular Board Meeting

Secretary Leccese informed the Board that she found no corrections needed for the November 15, 2022, minutes. She reported that no Board Meeting was held in December.

Stone moved, and Murphy seconded a motion to approve the Minutes of the November 15, 2022, Regular Board Meeting.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

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

**A.** Tom Coughlin, Governmental Accounting Inc., quarterly review of library finances

Tom Coughlin, Governmental Accounting, Inc. provided a quarterly report of the Library's financials. Treasurer Grala inquired about the surplus of operations at 878% and if that is unusual or not unusual to have such a high percentage when looking at the percent to the budget? She also inquired about the high percentages for the fund balances. Mr. Coughlin reported that the Library has received all of its Property Taxes revenue for the fiscal year which is driving that surplus and that it will be used up in the next six months by expenditures. He reported that the Library is half-way through the budget year and that Library expenses are only 35% of the budget.

Treasurer Grala inquired why the Cobra insurance income was almost \$3,300 in December and much higher than it had been in previous months? Director Jakacki reported that the Library's benefits year renews on December 1 and that many of the Library's retirees paid their insurance premiums for the entire year at that time.

Treasurer Grala reported that the gas charge was almost \$2,000 in December compared to an average of \$160 per month in July, August and September. Director Jakacki reported that gas pricing has increased and that the temperature has been much lower. She reported during the summer months the Library's gas charges are really low. Vice President Stone inquired if the budget plan would help the Library? Director Jakacki reported that the budget plan is not available to the Library because it is a commercial business.

Treasurer Grala inquired about the Building Operations/Maintenance expense account which was over \$3,000 in December. She reported that previous months were about \$1,200 and \$1,800 but September was almost \$3,000 and inquired if it was quarterly expenses? Director Jakacki reported that it was due to the Library having some repairs (e.g. elevator, several HVAC issues) in the past few months and that the monthly total will fluctuate based on when the Library needs repairs.

**B.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for November/December 2022, Additional Bills and Petty Cash and Credit Card Reports

Director Jakacki reported changes to our Amazon Business Account Billing. In December, Amazon notified the Library that they were no longer offering the credit card option through Synchrony Bank. The Library had to open up a line of credit through Amazon directly and now Amazon invoices the Library individually for each purchase. Going forward, Amazon will be part of the monthly bills breakdown and there will no longer be a separate Amazon report.

- C. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for December 2022/January 2023, Additional Bills and Petty Cash and Credit Card Reports

Treasurer Grala reviewed the December 2022/January 2023 financial statements.

Trustee Alexander inquired about the USPS check for \$2,500? Director Jakacki reported that it is the bulk postage to mail the Library's newsletter which is paid five times per year. Director Jakacki reported that with all the apartments and development in Wonder Lake that fee will likely increase plus the post office is increasing rates in the next few months.

Treasurer Grala inquired about the mk Solutions expense? Director Jakacki reported that it is the annual service agreement for the automatic materials handler.

Treasurer Grala inquired of Mr. Coughlin, his perspective on how the Library is doing financially? Mr. Coughlin reported that what stands out to him is the fact that the Library's expenses are only 35% of budget at this point in the fiscal year. He reported that since personnel expenses have been down, the Library is trending nicely. Director Jakacki reported that personnel expenses are related to not being fully staffed but they will be going up as the Library has hired five new staff members within the past few months.

Murphy moved, and Leccese seconded a motion to approve the Monthly Financial Statements, Interim Check Report, and Bill Reports for November/December 2022 and December 2022/January 2023, Additional Bills (Distributed night of the meeting), and Petty Cash and Credit Card Reports (Distributed on the night of the meeting).

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**VIII. COMMUNICATIONS**

- A. Letter to Johanna White in recognition of donation

Director Jakacki reported that the Library received a \$500 donation from Johanna White in honor of Library staff and noted that Johanna also gave a donation in the previous year. Last year the Library used her donation for a National Library Workers Day luncheon and other staff initiatives. This was a letter acknowledging Johanna's donation in December 2022 and how the Library plans to use her donation this year. Vice President Stone suggested the Board also write Johanna a thank you note and volunteered to do that.

- B. Letter to Financial Education Foundation in recognition of donation

Director Jakacki reported that the Library received a \$1,500 donation from the Financial Education Foundation for books related to financial education for children and young adults and that this was a letter acknowledging their donation. The Library is researching options for using this donation such as books teaching children the basics of money,

guides for financial aid for teens going to college and science stem kits to teach math and money handling skills,

**C.** Illinois State Library: FY 2023 Per Capita and Equalization Aid Grant

Director Jakacki reported on the Per Capita Grant that the Library submitted to the State Library for our annual Per Capita application and included information on what the Library did with last year's Per Capita money.

**IX. LIBRARIAN'S REPORT**

**A.** Librarian's Report

Director Jakacki reported that the Librarian's Report was a combination of items from November and December.

She highlighted the following items:

- Different types of reference questions received, particularly by Adult Services.
- Variety of staff outreach with photos including staff playing the reindeer ring toss game at the Holiday Walk.
- New staff hired in November (Circulation Manager Brent Michalski and Building Service Manager Michael Schnaebeler), December (Circulation Clerk Keegan Smith) and January (Circulation Clerks Jennifer Lowrey and Grant Vallone).
- Pam Strain, Director of Public Services, retired in December after almost 10 years of service. Director Jakacki reported that Pam had planned to retire earlier in the year but was very gracious and stayed a few extra months due to changeovers in Circulation.

Vice President Stone noted the 296% increase in the Library's in-house wifi usage in December as reported in the Librarian's Report.

**B.** Serving Our Public 4.0 – Chapters 9-13

**C.** Updates on Projects

Director Jakacki reported on development projects going on in the City of McHenry:

- Utilities are starting to be marked for the IDOT project.
- The building on the corner of Route 31 & Oak Avenue is being rezoned for a tavern with video gaming.
- A 54-unit apartment complex (Taylor Place Apartments) is going on Mill Street. Vice President Stone reported that behind that they are putting a frisbee golf course.
- Justen Funeral Home will possibly be removed and replaced with a right-of-way connecting Elm Street to Green Street. Retail space will be added along there.
- District 15 is planning to move their district offices to the old HR Green building that has been vacant.

**X. OLD BUSINESS**

**A.** Decennial Committee on Local Government Efficiency Act (Public Act 102-1088)

Director Jakacki reported that the Library is still waiting for guidance from the County and the State. She reported that the Library will not miss any timelines as other libraries

are waiting for information too.

**B. Developer Fees**

Director Jakacki reported there have been no changes with looking into it.

**C. Board of Trustees Bylaws Review and Revisions**

Director Jakacki reported that these documents were also on the November 2022 Board Meeting agenda which the Board tabled until President Reilly was in attendance. Director Jakacki reported that items in blue are possible places where the Board could add to or update the bylaws based on either changes to the State Statutes or expanding wording. Director Jakacki reported this was just the first few pages of the Bylaws and that the Board had discussed forming a committee to review them.

President Reilly reported that he thought he saw something already in the Bylaws regarding Board attendance. Director Jakacki reported that she did not think there was a qualifier. A discussion ensued on other library Boards attendance policies, how the McHenry Library Board might want to handle any attendance issues in the future and qualifications for being a McHenry Library Board trustee.

The Board also discussed term lengths for McHenry Library Board trustees which is currently six-years. Director Jakacki reported that other libraries have moved to four-year terms as a recruitment method to attract new Board members.

For current Board Members at the end of their term who chose not to run for re-election, after the April election, the Library will:

- Declare vacancies for those positions since no one has chosen to run for them.
- Appoint someone to the positions.

Director Jakacki reported that due to a change in the law this year, the Library will have 90 days to fill a vacancy. If the Library is not able to fill the vacancy within 90 days, then the Secretary of State or State Librarian could appoint someone to the vacancy.

**XI. NEW BUSINESS**

**A. Materials and Display Reconsideration Policy**

Director Jakacki reported that this is Library's Materials Reconsideration Policy and noted that the Library's current policy did not match some procedures the Library had implemented and was incomplete. The Collection Development Committee reviewed the policy and added some additional information outlining the steps and how to appeal the Library Director's decision with the Board.

Secretary Leccese reported that she disagrees with people coming to the Library Board and feels the Library Board should not be addressing these types of issues. She reported they should be addressed by the Library Director and that the Library Board hired the Executive Director to make these types of decisions. Director Jakacki reported this a standard procedure passing an appeal to the Board as the higher authority over the Library Director.

President Reilly reported that he thinks the Board more accurately reflects the values of the community as opposed to putting that decision in the hands of the Director. President Reilly reported that the Board could decide as a group whether or not they want a certain piece of literature in the Library and that it would be more representative of the public norm in our community. Trustee Alexander reported that since the Library Director is not an elected position, people should have the opportunity to go to elected people for an appeal.

Trustee Weingart reported that she liked the first paragraph in the proposed policy. Treasurer Grala suggested that the last sentence of the first paragraph ("The Library does not endorse the opinions expressed in its materials.") be its own paragraph so it does not get lost in the first paragraph. A brief discussion ensued on changing "No reconsideration request on the same title..." from 24 months to 12 months to which the Board agreed.

President Reilly clarified that it would come to the Board only upon appeal which Director Jakacki confirmed. He requested that the Board be informed of the Library Director's decisions so the Board is monitoring them.

Weingart moved, and Grala seconded a motion to approve the Materials and Display Reconsideration Policy with the changes noted.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**B. 2023 Consolidation Elections and Trustees**

Director Jakacki reported on the Library's candidates and promoting via word-of-mouth that the Library Board has positions open. President Reilly read the resignation letter he received from Treasurer Grala. Director Jakacki reported that April 2023 will be the last Board Meeting for both Vice President Stone and Treasurer Grala. The election is on April 4, 2023. At the April Board Meeting the Library will declare vacancies in the two open positions. New and/or re-elected Board Members will be sworn in at the May Board Meeting.

**XII. EXECUTIVE SESSION**

Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.5 ILCS 120/(c)(1).

An executive session was held.

Murphy moved, and Grala seconded a motion to enter Executive Session at 8:06 pm.

**Roll Call vote:**

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

Nays: None

Abstain: None



Absent: None

**Motion Passed**

Grala moved, and Murphy seconded a motion to exit Executive Session at 8:22 pm.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

### **XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION**

Murphy moved, and Alexander seconded a motion to release the minutes of the May 17, 2022, Closed Session meeting and to approve and release the minutes of the following Closed Session meetings: June 21, 2022; July 19, 2022.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

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

President Reilly inquired if there was any other business to come before the Board. Director Jakacki reported on several documents that were left out during the Librarian's Report.

- She shared a heat map which takes an average of people coming into the Library throughout the calendar year and calculates an average per hour by day of the week. The various colors on the heat map indicate when the Library is busiest or least busy. Director Jakacki reported she thought this would be beneficial for strategic planning when reviewing Library hours. She reported that other area libraries have adjusted their hours based on this type of information.
- The other document compares where libraries are within comparison to other local libraries in areas like tax rate per \$100 of equalized assessed value, expenditures per person, registered borrowers per population and what percent of expenditures are for Library materials.

### **XV. ADJOURNMENT**

Murphy moved, and Weingart seconded a motion to adjourn the meeting at 8:31 p.m.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

APPROVED by the Board of Trustees this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

AYES:

NAYES:

ABSTAIN:

ABSENT:

Respectfully Submitted,

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Monica Leccese, Secretary  
McHenry Public Library District Board of Trustees

# Financial Report

For the 7 Month(s) Ended January 31, 2023  
FISCAL YEAR 2023



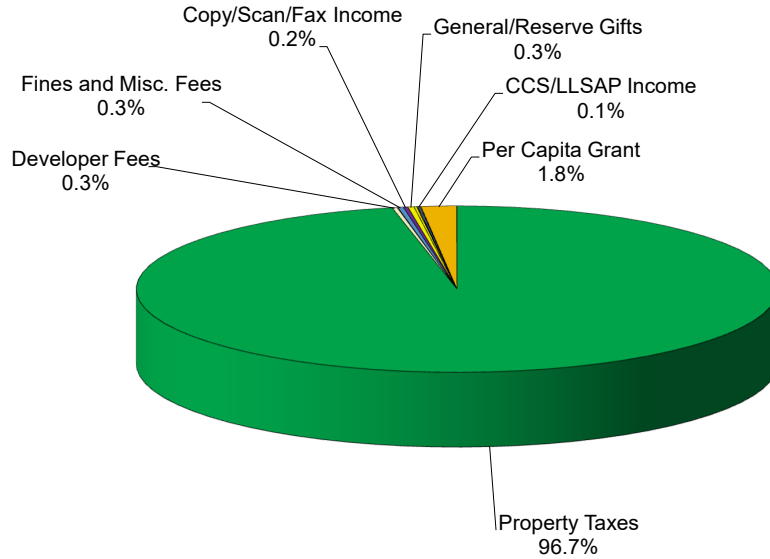
**McHenry Public Library District**  
Actual vs Budget Summary  
For the 7 Month(s) Ended January 31, 2023

**58% of Fiscal Year**

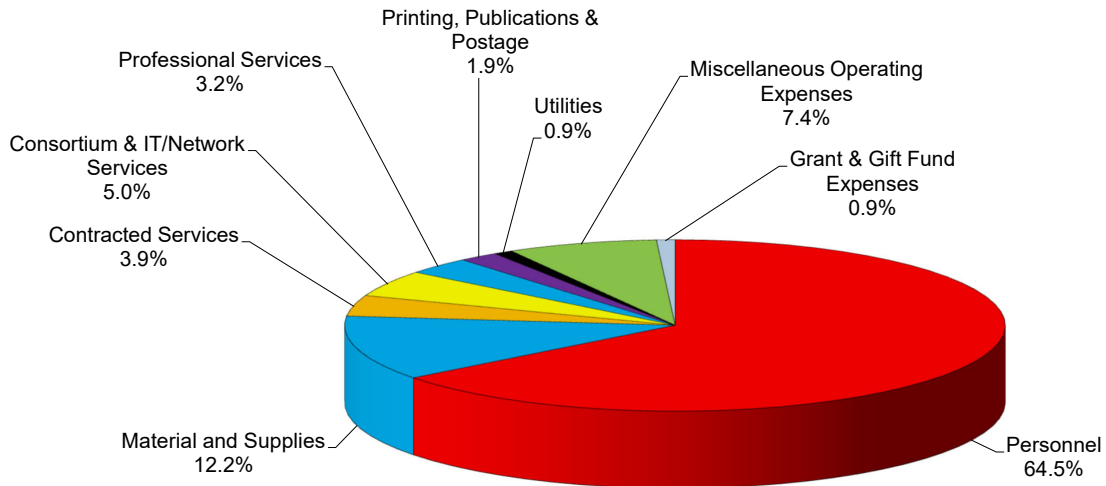
| Account Description                            | Total Actual     | Total Budget     | % of Budget   | Last Year        | Inc/(Dec) from Last Year |
|--|------------------|------------------|---------------|------------------|--------------------------|
| <b>REVENUE</b>                                 |                  |                  |               |                  |                          |
| Property Taxes                                 | 3,350,275        | 3,354,407        | 99.9%         | 3,271,483        | 2%                       |
| Developer Fees                                 | 8,900            | 175,000          | 5.1%          | 1,246            | 614%                     |
| Interest & Dividends- All Funds                | 1,086            | 2,375            | 45.7%         | 897              | 21%                      |
| Fines and Misc. Fees                           | 9,732            | 22,250           | 43.7%         | 9,641            | 1%                       |
| Copy/Scan/Fax Income                           | 7,831            | 15,000           | 52.2%         | 5,281            | 48%                      |
| General/Reserve Gifts                          | 10,672           | 80,000           | 13.3%         | 63,362           | -83%                     |
| Annexation & Impact Fees                       | 51               | 25,000           | 0.2%          | -                | 0%                       |
| Retiree/Cobra Insurance Payment                | 4,591            | 15,000           | 30.6%         | 1,283            | 258%                     |
| Misc. Sales & Income                           | 262              | 95,500           | 0.3%          | 256              | 2%                       |
| Lost & Damaged Materials                       | 1,735            | 5,500            | 31.5%         | 2,256            | -23%                     |
| CCS/LLSAP Income                               | 3,824            | 10,500           | 36.4%         | 3,621            | 6%                       |
| Solar Credits                                  | 1,686            | 5,250            | 32.1%         | 3,600            | -53%                     |
| Per Capita Grant                               | 61,732           | 70,000           | 88.2%         | 61,984           | 0%                       |
| Over/Short                                     | 10               | 500              | 2.1%          | -                | 0%                       |
| Miscellaneous Grants                           | 500              | 40,000           | 1.3%          | 10,869           | -95%                     |
| Actual Revenues                                | 3,468,677        | 3,928,687        | 88.3%         | 3,435,779        | 1%                       |
| Budgeted Revenues                              | 3,615,729        |                  |               |                  |                          |
| % Diff   | 96%              |                  |               |                  |                          |
| <b>OPERATING EXPENDITURES</b>                  |                  |                  |               |                  |                          |
| Personnel                                      | 965,375          | 2,222,750        | 43.4%         | 1,054,168        | -8%                      |
| Material and Supplies                          | 182,630          | 609,250          | 30.0%         | 222,613          | -18%                     |
| Contracted Services                            | 58,963           | 129,250          | 45.6%         | 48,950           | 20%                      |
| Consortium & IT/Network Services               | 74,368           | 147,500          | 50.4%         | 107,633          | -31%                     |
| Professional Services                          | 48,431           | 143,250          | 33.8%         | 35,232           | 37%                      |
| Printing, Publications & Postage               | 29,132           | 67,750           | 43.0%         | 27,245           | 7%                       |
| Utilities                                      | 13,956           | 41,500           | 33.6%         | 14,957           | -7%                      |
| Miscellaneous Operating Expenses               | 110,168          | 188,500          | 58.4%         | 107,952          | 2%                       |
| Grant & Gift Fund Expenses                     | 13,598           | 130,000          | 10.5%         | 13,065           | 4%                       |
| Actual Expenditures                            | 1,496,620        | 3,679,750        | 40.7%         | 1,631,815        | -8%                      |
| Budgeted Expenditures                          | 3,490,050        |                  |               |                  |                          |
| % Diff   | 43%              |                  |               |                  |                          |
| <b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>     | <b>1,972,056</b> | <b>248,937</b>   | <b>792.2%</b> | <b>1,803,964</b> | <b>9%</b>                |
| <b>CAPITAL EXPENDITURES &amp; DEBT SERVICE</b> |                  |                  |               |                  |                          |
| Capital Expenses                               | 3,576            | 112,000          | 3.2%          | 3,552            | -100%                    |
| Debt Services                                  | 18,592           | 250,000          | 7.4%          | -                | 0%                       |
| Transfer to Reserve Fund                       | -                | 49,900           | 0.0%          | -                | 0%                       |
| Actual Expenditures                            | 22,168           | 411,900          | 5.4%          | 3,552            | -100%                    |
| Budgeted Expenditures                          | 389,000          |                  |               |                  |                          |
| % Diff   | 6%               |                  |               |                  |                          |
| <b>TOTAL SURPLUS / (DEFICIT)</b>               | <b>1,949,889</b> | <b>(162,963)</b> |               | <b>1,800,412</b> |                          |
| BEGINNING FUND BALANCE                         | 2,307,175        |                  |               |                  |                          |
| ENDING FUND BALANCE                            | 4,257,064        |                  |               |                  |                          |

**McHenry Public Library District**  
Actual vs Budget Summary  
For the 7 Month(s) Ended January 31, 2023

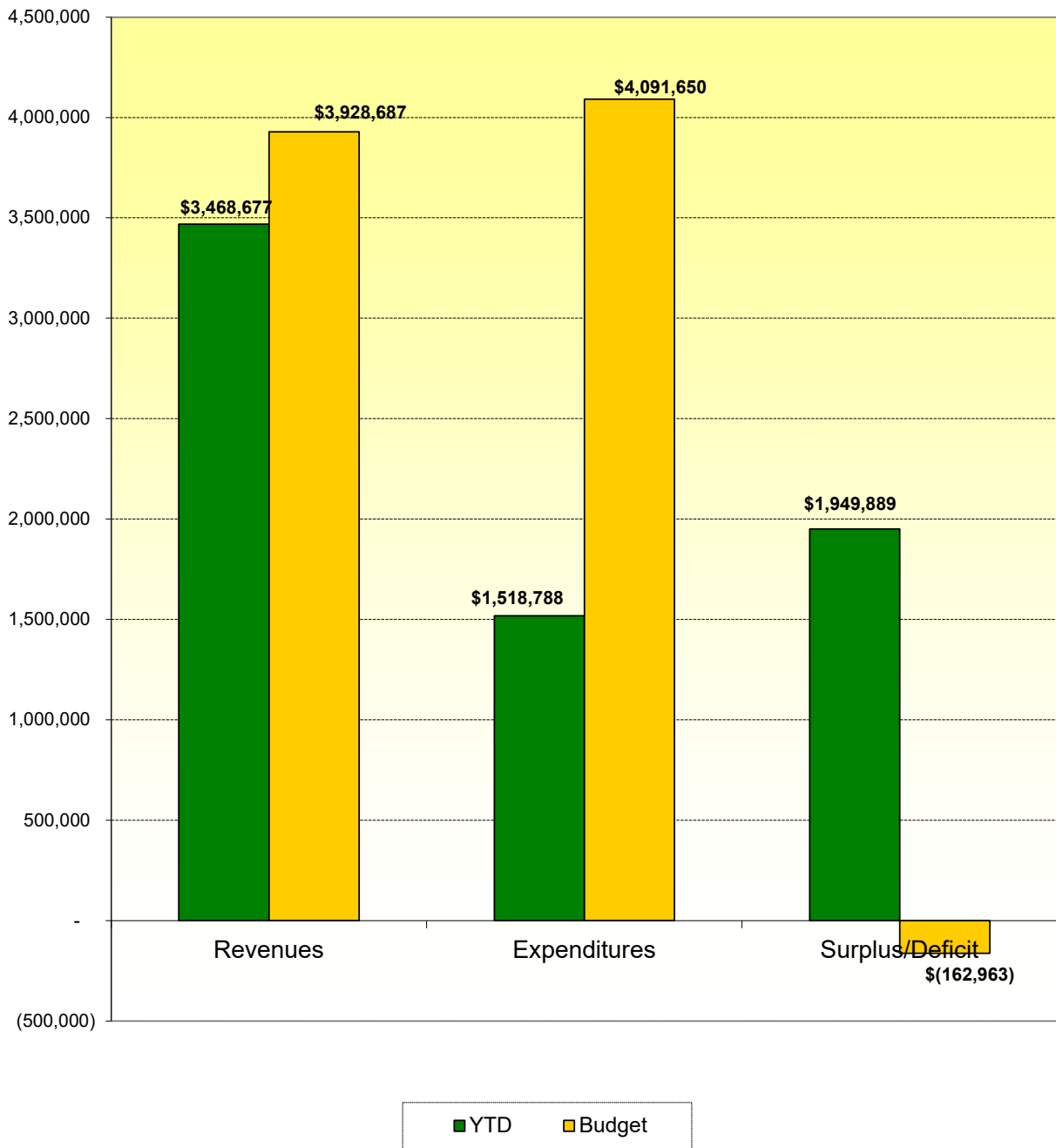
**Revenue Distribution**



**Operational Expenditure Distribution**



**McHenry Public Library District**  
 Actual vs Budget Summary  
 For the 7 Month(s) Ended January 31, 2023



**McHenry Public Library District**  
Actual vs Budget Summary  
For the 7 Month(s) Ended January 31, 2023

**58% of Fiscal Year**

|  | Account Description              | General   | Spec Reserve | Grant/Gift Fund | Total Actual | Total Budget | % of Budget |
|--|----------------------------------|-----------|--------------|-----------------|--------------|--------------|-------------|
| <b>REVENUE</b>                                 |                                  |           |              |                 |              |              |             |
|  | Property Taxes                   | 3,350,275 | -            | -               | 3,350,275    | 3,354,407    | 100%        |
|  | Developer Fees                   | -         | 8,900        | -               | 8,900        | 175,000      | 5%          |
|  | Interest and Dividends           | 869       | 74           | 143             | 1,086        | 2,375        | 46%         |
|  | Fines and Misc Fees              | 9,732     | -            | -               | 9,732        | 22,250       | 44%         |
|  | Copy/Scan/Fax Income             | 7,831     | -            | -               | 7,831        | 15,000       | 52%         |
|  | General/Reserve Gifts            | 1         | -            | 10,672          | 10,672       | 80,000       | 13%         |
|  | Annexation & Impact Fees         | 51        | -            | -               | 51           | 25,000       | 0%          |
|  | Retiree/Cobra Insurance Payment  | 4,591     | -            | -               | 4,591        | 15,000       | 31%         |
|  | Misc. Sales & Income             | 262       | -            | -               | 262          | 95,500       | 0%          |
|  | Lost & Damaged Materials         | 1,735     | -            | -               | 1,735        | 5,500        | 32%         |
|  | CCS/LLSAP Income                 | 3,824     | -            | -               | 3,824        | 10,500       | 36%         |
|  | Solar Credits                    | 1,686     | -            | -               | 1,686        | 5,250        | 32%         |
|  | Per Capita Grant                 | -         | -            | 61,732          | 61,732       | 70,000       | 88%         |
|  | Over/Short                       | 10        | -            | -               | 10           | 500          | 2%          |
|  | Miscellaneous Grants             | -         | -            | 500             | 500          | 40,000       | 1%          |
|  | Actual Revenues                  | 3,386,657 | 8,974        | 73,046          | 3,468,677    | 3,928,687    | 88%         |
|  | Budgeted Revenues                | 3,373,729 | 56,500       | 185,500         | 3,615,729    |              |             |
|  | % Diff                           | 100%      | 16%          | 39%             | 96%          |              |             |
| <b>OPERATING EXPENDITURES</b>                  |                                  |           |              |                 |              |              |             |
|  | Personnel                        | 965,375   | -            | -               | 965,375      | 2,222,750    | 43%         |
|  | Material and Supplies            | 168,366   | -            | 14,264          | 182,630      | 609,250      | 30%         |
|  | Contracted Services              | 58,963    | -            | -               | 58,963       | 129,250      | 46%         |
|  | Consortium & IT/Network Services | 74,368    | -            | -               | 74,368       | 147,500      | 50%         |
|  | Professional Services            | 48,431    | -            | -               | 48,431       | 143,250      | 34%         |
|  | Printing, Publications & Postage | 29,132    | -            | -               | 29,132       | 67,750       | 43%         |
|  | Utilities                        | 13,956    | -            | -               | 13,956       | 41,500       | 34%         |
|  | Miscellaneous Operating Expenses | 110,168   | -            | -               | 110,168      | 188,500      | 58%         |
|  | Grant & Gift Fund Expenses       | -         | -            | 13,598          | 13,598       | 130,000      | 10%         |
|  | Actual Expenditures              | 1,468,759 | -            | 27,862          | 1,496,620    | 3,679,750    | 41%         |
|  | Budgeted Expenditures            | 3,230,550 |              | 259,500         | 3,490,050    |              |             |
|  | % Diff                           | 45%       | 0%           | 11%             | 43%          |              |             |
| <b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>     |                                  | 1,917,898 | 8,974        | 45,184          | 1,972,056    | 248,937      | 792%        |
| <b>CAPITAL EXPENDITURES &amp; DEBT SERVICE</b> |                                  |           |              |                 |              |              |             |
|  | Capital Expenses                 | 3,576     | -            | -               | 3,576        | 112,000      | 3%          |
|  | Debt Services                    | -         | 18,592       | -               | 18,592       | 250,000      | 7%          |
|  | Transfer to Reserve Fund         | -         | -            | -               | -            | 49,900       | 0%          |
|  | Actual Expenditures              | 3,576     | 18,592       | -               | 22,168       | 411,900      | 5%          |
|  | Budgeted Expenditures            | 139,000   | 250,000      | -               | 389,000      |              |             |
|  | % Diff                           | 3%        | 7%           | 0%              | 6%           |              |             |
|  | Account Description              | General   | Spec Reserve | Grant/Gift Fund | Total Actual | Total Budget |             |
| <b>TOTAL SURPLUS / (DEFICIT)</b>               |                                  | 1,914,323 | (9,618)      | 45,184          | 1,949,889    | (162,963)    |             |
| BEGINNING FUND BALANCE                         |                                  | 1,491,499 | 323,189      | 492,487         | 2,307,175    |              |             |
| ENDING FUND BALANCE                            |                                  | 3,405,822 | 313,571      | 537,671         | 4,257,064    |              |             |
| Fund Balance as % of Total Expenditures        |                                  | 231%      | 1687%        | 1930%           | 280%         |              |             |

McHenry Public Library District  
Financial Report Detail by Fund  
For the 7 Month(s) Ended January 31, 2023

|   | Monthly Total     | Monthly Budget    | General             | Spec Reserve    | Grant/Gift Fund  | YTD Total           | YTD Budget          | \$ Over Budget       | % of Budget  |
|---|-------------------|-------------------|---------------------|-----------------|------------------|---------------------|---------------------|----------------------|--------------|
| <b>Revenues</b>                           |                   |                   |                     |                 |                  |                     |                     |                      |              |
| 6010100 · Property Taxes                  | 0.00              | 279,533.88        | 3,350,274.65        | 0.00            | 0.00             | 3,350,274.65        | 3,354,406.56        | -4,131.91            | 99.9%        |
| 6015100 · Revenue Recapture Property Tax  | 0.00              | 1,033.77          | 5,790.80            | 0.00            | 0.00             | 5,790.80            | 12,405.27           | -6,614.47            | 46.7%        |
| 6020200 · Developer Fees                  | 0.00              | 14,583.33         | 0.00                | 8,900.00        | 0.00             | 8,900.00            | 175,000.00          | -166,100.00          | 5.1%         |
| 6030100 · Interest Income - General       | 101.45            | 47.92             | 741.07              | 0.00            | 0.00             | 741.07              | 575.00              | 166.07               | 128.9%       |
| 6030200 · Special Reserve Fund Interest   | 10.83             | 83.33             | 0.00                | 73.84           | 0.00             | 73.84               | 1,000.00            | -926.16              | 7.4%         |
| 6030300 · Grant/Gifts Fund Interest       | 23.60             | 41.67             | 0.00                | 0.00            | 142.81           | 142.81              | 500.00              | -357.19              | 28.6%        |
| 6035100 · Dividends                       | 64.00             | 25.00             | 128.00              | 0.00            | 0.00             | 128.00              | 300.00              | -172.00              | 42.7%        |
| 6040100 · Nonresident/Enhanced Fee Cards  | 45.00             | 62.50             | 636.70              | 0.00            | 0.00             | 636.70              | 750.00              | -113.30              | 84.9%        |
| 6050100 · Fines and Fees                  | 1,300.04          | 1,458.33          | 8,004.99            | 0.00            | 0.00             | 8,004.99            | 17,500.00           | -9,495.01            | 45.7%        |
| 6055100 · Collection Agency Fees          | 20.00             | 41.67             | 140.24              | 0.00            | 0.00             | 140.24              | 500.00              | -359.76              | 28.0%        |
| 6060100 · Copy/Scan/Fax Income            | 758.65            | 1,250.00          | 7,831.20            | 0.00            | 0.00             | 7,831.20            | 15,000.00           | -7,168.80            | 52.2%        |
| 6070200 · Reserve Fund Gifts              | 0.00              | 416.67            | 0.00                | 0.00            | 0.00             | 0.00                | 5,000.00            | -5,000.00            | 0.0%         |
| 6070300 · General Fund Gifts              | 2,025.26          | 6,250.00          | 0.62                | 0.00            | 10,671.67        | 10,672.29           | 75,000.00           | -64,327.71           | 14.2%        |
| 6090100 · Annexation & Impact Fees        | 0.00              | 2,083.33          | 50.75               | 0.00            | 0.00             | 50.75               | 25,000.00           | -24,949.25           | 0.2%         |
| 6105100 · Retiree/Cobra Insurance Payment | 730.60            | 1,250.00          | 4,590.61            | 0.00            | 0.00             | 4,590.61            | 15,000.00           | -10,409.39           | 30.6%        |
| 6110100 · Program Fees/Misc. Fees         | 0.00              | 166.67            | 0.00                | 0.00            | 0.00             | 0.00                | 2,000.00            | -2,000.00            | 0.0%         |
| 6120100 · Meeting Room Fees               | 390.00            | 125.00            | 950.00              | 0.00            | 0.00             | 950.00              | 1,500.00            | -550.00              | 63.3%        |
| 6130100 · Misc.                           | 52.23             | 7,916.67          | 261.73              | 0.00            | 0.00             | 261.73              | 95,000.00           | -94,738.27           | 0.3%         |
| 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        | 214.90            | 458.33            | 1,734.69            | 0.00            | 0.00             | 1,734.69            | 5,500.00            | -3,765.31            | 31.5%        |
| 6157100 · CCS/LLSAP Income                | 0.00              | 875.00            | 3,824.24            | 0.00            | 0.00             | 3,824.24            | 10,500.00           | -6,675.76            | 36.4%        |
| 6160100 · Solar Credits                   | 0.00              | 437.50            | 1,686.00            | 0.00            | 0.00             | 1,686.00            | 5,250.00            | -3,564.00            | 32.1%        |
| 6170300 · Per Capita Grant                | 0.00              | 5,833.33          | 0.00                | 0.00            | 61,731.70        | 61,731.70           | 70,000.00           | -8,268.30            | 88.2%        |
| 6200100 · Over/Short                      | -67.59            | 41.67             | 10.41               | 0.00            | 0.00             | 10.41               | 500.00              | -489.59              | 2.1%         |
| 6210300 · Miscellaneous Grants            | 0.00              | 3,333.33          | 0.00                | 0.00            | 500.00           | 500.00              | 40,000.00           | -39,500.00           | 1.3%         |
| <b>Total Revenues</b>                     | <b>5,668.97</b>   | <b>327,390.57</b> | <b>3,386,656.70</b> | <b>8,973.84</b> | <b>73,046.18</b> | <b>3,468,676.72</b> | <b>3,928,686.83</b> | <b>-460,010.11</b>   | <b>8.70</b>  |
| <b>Total Revenues</b>                     | <b>5,668.97</b>   | <b>327,390.57</b> | <b>3,386,656.70</b> | <b>8,973.84</b> | <b>73,046.18</b> | <b>3,468,676.72</b> | <b>3,928,686.83</b> | <b>-460,010.11</b>   | <b>88.3%</b> |
| <b>Expenditures</b>                       |                   |                   |                     |                 |                  |                     |                     |                      |              |
| <b>Personnel Expenses</b>                 |                   |                   |                     |                 |                  |                     |                     |                      |              |
| 8910100 · Salaries                        | 100,746.56        | 132,500.00        | 709,611.90          | 0.00            | 0.00             | 709,611.90          | 1,590,000.00        | -880,388.10          | 44.6%        |
| 8920100 · FICA/Medicare                   | 7,596.80          | 10,416.67         | 52,362.31           | 0.00            | 0.00             | 52,362.31           | 125,000.00          | -72,637.69           | 41.9%        |
| 8930100 · IMRF                            | 9,628.82          | 14,166.67         | 70,146.49           | 0.00            | 0.00             | 70,146.49           | 170,000.00          | -99,853.51           | 41.3%        |
| 8940100 · Health & Life Insurance         | 15,359.17         | 23,750.00         | 125,481.65          | 0.00            | 0.00             | 125,481.65          | 285,000.00          | -159,518.35          | 44.0%        |
| 8945100 · Recruiting/Preemployment Screen | 27.95             | 291.67            | 1,053.88            | 0.00            | 0.00             | 1,053.88            | 3,500.00            | -2,446.12            | 30.1%        |
| 8950100 · Tuition Reimbursement           | 1,702.00          | 1,250.00          | 2,413.00            | 0.00            | 0.00             | 2,413.00            | 15,000.00           | -12,587.00           | 16.1%        |
| 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              | 170.00            | 520.83            | 1,775.46            | 0.00            | 0.00             | 1,775.46            | 6,250.00            | -4,474.54            | 28.4%        |
| 8970100 · Travel                          | 39.43             | 1,250.00          | 864.11              | 0.00            | 0.00             | 864.11              | 15,000.00           | -14,135.89           | 5.8%         |
| 8980100 · Continuing Education (Mtg/Conf) | 0.00              | 625.00            | 1,666.58            | 0.00            | 0.00             | 1,666.58            | 7,500.00            | -5,833.42            | 22.2%        |
| <b>Total Personnel</b>                    | <b>135,270.73</b> | <b>185,229.17</b> | <b>965,375.38</b>   | <b>0.00</b>     | <b>0.00</b>      | <b>965,375.38</b>   | <b>2,222,750.00</b> | <b>-1,257,374.62</b> | <b>43.4%</b> |



**McHenry Public Library District**  
**Financial Report Detail by Fund**  
**For the 7 Month(s) Ended January 31, 2023**

|   | Monthly Total    | Monthly Budget   | General           | Spec Reserve | Grant/Gift Fund  | YTD Total         | YTD Budget        | \$ Over Budget     | % of Budget  |
|---|------------------|------------------|-------------------|--------------|------------------|-------------------|-------------------|--------------------|--------------|
| <b>Materials and Supplies</b>                     |                  |                  |                   |              |                  |                   |                   |                    |              |
| 8010100 · Adult Books                             | 7,376.09         | 5,416.67         | 29,394.06         | 0.00         | 0.00             | 29,394.06         | 65,000.00         | -35,605.94         | 45.2%        |
| 8020100 · Youth Books                             | 1,334.44         | 4,333.33         | 15,545.59         | 0.00         | 0.00             | 15,545.59         | 52,000.00         | -36,454.41         | 29.9%        |
| 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                | 139.95           | 291.67           | 2,503.99          | 0.00         | 0.00             | 2,503.99          | 3,500.00          | -996.01            | 71.5%        |
| 8030100 · Magazines & Newspapers                  | 84.48            | 1,166.67         | 10,134.39         | 0.00         | 0.00             | 10,134.39         | 14,000.00         | -3,865.61          | 72.4%        |
| 8040300 · Operating Fund Gifts(Donations)         | 0.00             | 12,500.00        | 0.00              | 0.00         | 13,207.16        | 13,207.16         | 150,000.00        | -136,792.84        | 8.8%         |
| 8050100 · Adult AV Materials                      | 544.77           | 2,583.33         | 9,955.48          | 0.00         | 0.00             | 9,955.48          | 31,000.00         | -21,044.52         | 32.1%        |
| 8060100 · Youth AV Materials                      | 18.74            | 1,083.33         | 2,847.44          | 0.00         | 745.38           | 3,592.82          | 13,000.00         | -9,407.18          | 27.6%        |
| 8070100 · Library of Things                       | 0.00             | 833.33           | 2,323.02          | 0.00         | 0.00             | 2,323.02          | 10,000.00         | -7,676.98          | 23.2%        |
| 8080100 · Video Games                             | 1,265.00         | 1,166.67         | 6,293.43          | 0.00         | 0.00             | 6,293.43          | 14,000.00         | -7,706.57          | 45.0%        |
| 8090100 · Digital Media Services                  | 2,758.14         | 7,500.00         | 38,268.33         | 0.00         | 0.00             | 38,268.33         | 90,000.00         | -51,731.67         | 42.5%        |
| 8095100 · Electronic Resources                    | 4,153.87         | 6,250.00         | 30,329.94         | 0.00         | 0.00             | 30,329.94         | 75,000.00         | -44,670.06         | 40.4%        |
| 8120100 · Library Supplies                        | 160.17           | 583.33           | 2,538.78          | 0.00         | 0.00             | 2,538.78          | 7,000.00          | -4,461.22          | 36.3%        |
| 8130100 · Tech Services Supplies                  | 377.19           | 2,958.33         | 3,334.79          | 0.00         | 0.00             | 3,334.79          | 35,500.00         | -32,165.21         | 9.4%         |
| 8135100 · Bindery                                 | 0.00             | 41.67            | 0.00              | 0.00         | 0.00             | 0.00              | 500.00            | -500.00            | 0.0%         |
| 8140100 · Adult Programs & Supplies               | 1,355.18         | 1,395.83         | 7,971.40          | 0.00         | 0.00             | 7,971.40          | 16,750.00         | -8,778.60          | 47.6%        |
| 8142100 · Comicon                                 | 0.00             | 250.00           | 1,914.37          | 0.00         | 0.00             | 1,914.37          | 3,000.00          | -1,085.63          | 63.8%        |
| 8145100 · Circulation Supplies                    | 0.00             | 208.33           | 61.67             | 0.00         | 0.00             | 61.67             | 2,500.00          | -2,438.33          | 2.5%         |
| 8147100 · Summer Reading Club                     | 13.48            | 583.33           | 177.76            | 0.00         | 0.00             | 177.76            | 7,000.00          | -6,822.24          | 2.5%         |
| 8150100 · Youth Programs & Supplies               | 1,517.75         | 1,333.33         | 4,771.69          | 0.00         | 311.16           | 5,082.85          | 16,000.00         | -10,917.15         | 31.8%        |
| <b>Total Material and Supplies</b>                | <b>21,099.25</b> | <b>50,770.83</b> | <b>168,366.13</b> | <b>0.00</b>  | <b>14,263.70</b> | <b>182,629.83</b> | <b>609,250.00</b> | <b>-426,620.17</b> | <b>30.0%</b> |
| <b>Contracted Services</b>                        |                  |                  |                   |              |                  |                   |                   |                    |              |
| 8215100 · Collection Agency Fees                  | 92.70            | 104.17           | 360.50            | 0.00         | 0.00             | 360.50            | 1,250.00          | -889.50            | 28.8%        |
| 8245100 · IT/Comp/Copier/Equip-Outsourced         | 4,334.45         | 7,916.67         | 48,705.07         | 0.00         | 0.00             | 48,705.07         | 95,000.00         | -46,294.93         | 51.3%        |
| 8247100 · Automation—Staff                        | 10.00            | 2,083.33         | 7,402.40          | 0.00         | 0.00             | 7,402.40          | 25,000.00         | -17,597.60         | 29.6%        |
| 8260100 · Misc. Contracted Services               | 0.00             | 333.33           | 500.00            | 0.00         | 0.00             | 500.00            | 4,000.00          | -3,500.00          | 12.5%        |
| 8270100 · Library Bank/Finance/Late Fee           | 0.00             | 41.67            | 25.57             | 0.00         | 0.00             | 25.57             | 500.00            | -474.43            | 5.1%         |
| 8275100 · Public Pmt Processing Fees              | 355.96           | 291.67           | 1,968.97          | 0.00         | 0.00             | 1,968.97          | 3,500.00          | -1,531.03          | 56.3%        |
| <b>Total Contracted Services</b>                  | <b>4,793.11</b>  | <b>10,770.83</b> | <b>58,962.51</b>  | <b>0.00</b>  | <b>0.00</b>      | <b>58,962.51</b>  | <b>129,250.00</b> | <b>-70,287.49</b>  | <b>45.6%</b> |
| <b>Consortium &amp; IT/Network Services</b>       |                  |                  |                   |              |                  |                   |                   |                    |              |
| 8310100 · Automation—Circulation/Catalog          | 24,648.22        | 9,375.00         | 59,257.60         | 0.00         | 0.00             | 59,257.60         | 112,500.00        | -53,242.40         | 52.7%        |
| 8320100 · VOIP Phone Service                      | 1,596.99         | 2,083.33         | 11,142.31         | 0.00         | 0.00             | 11,142.31         | 25,000.00         | -13,857.69         | 44.6%        |
| 8325100 · Internet Services                       | 683.20           | 833.33           | 3,967.90          | 0.00         | 0.00             | 3,967.90          | 10,000.00         | -6,032.10          | 39.7%        |
| <b>Total Consortium &amp; IT/Network Services</b> | <b>26,928.41</b> | <b>12,291.67</b> | <b>74,367.81</b>  | <b>0.00</b>  | <b>0.00</b>      | <b>74,367.81</b>  | <b>147,500.00</b> | <b>-73,132.19</b>  | <b>50.4%</b> |
| <b>Professional Services</b>                      |                  |                  |                   |              |                  |                   |                   |                    |              |
| 8410100 · Accounting/Payroll/Audit Service        | 3,304.82         | 5,416.67         | 39,120.49         | 0.00         | 0.00             | 39,120.49         | 65,000.00         | -25,879.51         | 60.2%        |
| 8420100 · Legal Services                          | 0.00             | 2,500.00         | 2,111.00          | 0.00         | 0.00             | 2,111.00          | 30,000.00         | -27,889.00         | 7.0%         |
| 8430100 · Other Consulting Fees                   | 4,550.00         | 3,750.00         | 4,550.00          | 0.00         | 0.00             | 4,550.00          | 45,000.00         | -40,450.00         | 10.1%        |
| 8440100 · In Service/Staff Training/LMS           | 150.00           | 270.83           | 2,650.00          | 0.00         | 0.00             | 2,650.00          | 3,250.00          | -600.00            | 81.5%        |
| <b>Total Professional Services</b>                | <b>8,004.82</b>  | <b>11,937.50</b> | <b>48,431.49</b>  | <b>0.00</b>  | <b>0.00</b>      | <b>48,431.49</b>  | <b>143,250.00</b> | <b>-94,818.51</b>  | <b>33.8%</b> |
| <b>Printing, Publications &amp; Postage</b>       |                  |                  |                   |              |                  |                   |                   |                    |              |
| 8510100 · Printing Services Outsourced            | 4,008.00         | 3,125.00         | 14,718.19         | 0.00         | 0.00             | 14,718.19         | 37,500.00         | -22,781.81         | 39.2%        |
| 8530100 · Public Notices & ADS (Legal & Job)      | 0.00             | 125.00           | 1,048.00          | 0.00         | 0.00             | 1,048.00          | 1,500.00          | -452.00            | 69.9%        |
| 8540100 · Postage/Shipping                        | 2,660.26         | 1,375.00         | 8,994.43          | 0.00         | 0.00             | 8,994.43          | 16,500.00         | -7,505.57          | 54.5%        |
| 8545100 · Printing/Copier Supplies                | 0.00             | 354.17           | 250.00            | 0.00         | 0.00             | 250.00            | 4,250.00          | -4,000.00          | 5.9%         |
| 8550100 · Public Relations/Promotions             | 1,049.00         | 666.67           | 4,121.58          | 0.00         | 0.00             | 4,121.58          | 8,000.00          | -3,878.42          | 51.5%        |
| <b>Total Printing, Publications &amp; Postage</b> | <b>7,717.26</b>  | <b>5,645.83</b>  | <b>29,132.20</b>  | <b>0.00</b>  | <b>0.00</b>      | <b>29,132.20</b>  | <b>67,750.00</b>  | <b>-38,617.80</b>  | <b>43.0%</b> |

**McHenry Public Library District**  
**Financial Report Detail by Fund**  
**For the 7 Month(s) Ended January 31, 2023**

|   | Monthly Total      | Monthly Budget    | General             | Spec Reserve     | Grant/Gift Fund  | YTD Total           | YTD Budget          | \$ Over Budget       | % of Budget  |
|---|--------------------|-------------------|---------------------|------------------|------------------|---------------------|---------------------|----------------------|--------------|
| <b>Utilities</b>                              |                    |                   |                     |                  |                  |                     |                     |                      |              |
| 8610100 · Electricity                         | 1,109.79           | 2,000.00          | 6,540.95            | 0.00             | 0.00             | 6,540.95            | 24,000.00           | -17,459.05           | 27.3%        |
| 8620100 · Gas                                 | 3,071.45           | 1,041.67          | 6,628.38            | 0.00             | 0.00             | 6,628.38            | 12,500.00           | -5,871.62            | 53.0%        |
| 8640100 · Water & Sewer                       | 0.00               | 416.67            | 786.21              | 0.00             | 0.00             | 786.21              | 5,000.00            | -4,213.79            | 15.7%        |
| <b>Total Utilities</b>                        | <b>4,181.24</b>    | <b>3,458.33</b>   | <b>13,955.54</b>    | <b>0.00</b>      | <b>0.00</b>      | <b>13,955.54</b>    | <b>41,500.00</b>    | <b>-27,544.46</b>    | <b>33.6%</b> |
| <b>Miscellaneous Operating Expenses</b>       |                    |                   |                     |                  |                  |                     |                     |                      |              |
| 8720100 · Building & Auto Insurance           | 0.00               | 3,541.67          | 31,797.00           | 0.00             | 0.00             | 31,797.00           | 42,500.00           | -10,703.00           | 74.8%        |
| 8730100 · Bonding & Officers Liability        | 0.00               | 208.33            | 0.00                | 0.00             | 0.00             | 0.00                | 2,500.00            | -2,500.00            | 0.0%         |
| 8740100 · Janitorial Services & Supplies      | 5,609.39           | 4,166.67          | 41,949.24           | 0.00             | 0.00             | 41,949.24           | 50,000.00           | -8,050.76            | 83.9%        |
| 8745100 · Grounds Maintenance                 | 0.00               | 2,500.00          | 21,847.28           | 0.00             | 0.00             | 21,847.28           | 30,000.00           | -8,152.72            | 72.8%        |
| 8750100 · Building Operations/Maintenance     | 4,842.34           | 4,583.33          | 16,769.57           | 0.00             | 0.00             | 16,769.57           | 55,000.00           | -38,230.43           | 30.5%        |
| 8760100 · Hospitality                         | 300.04             | 541.67            | 2,308.65            | 0.00             | 0.00             | 2,308.65            | 6,500.00            | -4,191.35            | 35.5%        |
| 8770100 · Library Lost & Damaged Materials    | 0.00               | 83.33             | 118.89              | 0.00             | 0.00             | 118.89              | 1,000.00            | -881.11              | 11.9%        |
| 8795100 · Miscellaneous                       | 0.00               | 83.33             | -4,623.09           | 0.00             | 0.00             | -4,623.09           | 1,000.00            | -5,623.09            | -462.3%      |
| <b>Total Miscellaneous Operating Expenses</b> | <b>10,751.77</b>   | <b>15,708.33</b>  | <b>110,167.54</b>   | <b>0.00</b>      | <b>0.00</b>      | <b>110,167.54</b>   | <b>188,500.00</b>   | <b>-78,332.46</b>    | <b>58.4%</b> |
| <b>Grant &amp; Gift Fund Expenses</b>         |                    |                   |                     |                  |                  |                     |                     |                      |              |
| 8800300 · 2020/21 Per Capita Grant            | 0.00               | 0.00              | 0.00                | 0.00             | 0.00             | 0.00                | 0.00                | 0.00                 | 0.0%         |
| 8800311 · Adult Materials - Per Capita        | 0.00               | 0.00              | 0.00                | 0.00             | 16.95            | 16.95               | 0.00                | 16.95                | 100.0%       |
| 8800321 · Youth Materials - Per Capita        | 0.00               | 0.00              | 0.00                | 0.00             | 130.24           | 130.24              | 0.00                | 130.24               | 100.0%       |
| 8800331 · Staff Software - Per Capita         | 0.00               | 0.00              | 0.00                | 0.00             | 0.00             | 0.00                | 0.00                | 0.00                 | 0.0%         |
| 8040350 · Per Capita Grant; Current FY        | 0.00               | 5,833.33          | 0.00                | 0.00             | 5,546.30         | 5,546.30            | 70,000.00           | -64,453.70           | 7.9%         |
| 8040355 · Per Capita Grant; Previous FY       | 311.27             | 1,666.67          | 0.00                | 0.00             | 7,904.55         | 7,904.55            | 20,000.00           | -12,095.45           | 39.5%        |
| 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                        | 0.00               | 3,333.33          | 0.00                | 0.00             | 0.00             | 0.00                | 40,000.00           | -40,000.00           | 0.0%         |
| 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>   | <b>311.27</b>      | <b>10,833.33</b>  | <b>0.00</b>         | <b>0.00</b>      | <b>13,598.04</b> | <b>13,598.04</b>    | <b>130,000.00</b>   | <b>-116,401.96</b>   | <b>10.5%</b> |
| <b>Capital Expenses</b>                       |                    |                   |                     |                  |                  |                     |                     |                      |              |
| 9060100 · Library Furnishings                 | 84.60              | 1,458.33          | 2,978.60            | 0.00             | 0.00             | 2,978.60            | 17,500.00           | -14,521.40           | 17.0%        |
| 9070100 · Library Equipment                   | 0.00               | 791.67            | 359.98              | 0.00             | 0.00             | 359.98              | 9,500.00            | -9,140.02            | 3.8%         |
| 9080100 · Small Equipment under \$250         | 0.00               | 416.67            | 236.99              | 0.00             | 0.00             | 236.99              | 5,000.00            | -4,763.01            | 4.7%         |
| 9090100 · Adtl. Capital Projects & Equipment  | 0.00               | 6,666.67          | 0.00                | 0.00             | 0.00             | 0.00                | 80,000.00           | -80,000.00           | 0.0%         |
| <b>Total Capital Expenses</b>                 | <b>84.60</b>       | <b>9,333.33</b>   | <b>3,575.57</b>     | <b>0.00</b>      | <b>0.00</b>      | <b>3,575.57</b>     | <b>112,000.00</b>   | <b>-108,424.43</b>   | <b>3.2%</b>  |
| <b>Transfer to Reserve Fund</b>               |                    |                   |                     |                  |                  |                     |                     |                      |              |
| 9100100 · Transfer to Reserve Fund            | 0.00               | 4,158.33          | 0.00                | 0.00             | 0.00             | 0.00                | 49,900.00           | -49,900.00           | 0.0%         |
| <b>Total Transfer to Reserve Fund</b>         | <b>0.00</b>        | <b>4,158.33</b>   | <b>0.00</b>         | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>         | <b>49,900.00</b>    | <b>-49,900.00</b>    | <b>0.0%</b>  |
| <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 · Library District Act                | 0.00               | 4,166.67          | 0.00                | 0.00             | 0.00             | 0.00                | 50,000.00           | -50,000.00           | 0.0%         |
| 9060200 · Special Reserve Expenditures        | 0.00               | 16,666.67         | 0.00                | 18,592.00        | 0.00             | 18,592.00           | 200,000.00          | -181,408.00          | 9.3%         |
| 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>                    | <b>0.00</b>        | <b>20,833.33</b>  | <b>0.00</b>         | <b>18,592.00</b> | <b>0.00</b>      | <b>18,592.00</b>    | <b>250,000.00</b>   | <b>-231,408.00</b>   | <b>7.4%</b>  |
|   | <b>219,142.46</b>  | <b>340,970.83</b> | <b>1,472,334.17</b> | <b>18,592.00</b> | <b>27,861.74</b> | <b>1,518,787.91</b> | <b>4,091,650.00</b> | <b>-2,572,862.09</b> | <b>37.1%</b> |
| <b>Total Expenditures</b>                     | <b>219,142.46</b>  | <b>340,970.83</b> | <b>1,472,334.17</b> | <b>18,592.00</b> | <b>27,861.74</b> | <b>1,518,787.91</b> | <b>4,091,650.00</b> | <b>-2,572,862.09</b> | <b>37.1%</b> |
| <b>Net Total</b>                              | <b>-213,473.49</b> | <b>-13,580.26</b> | <b>1,914,322.53</b> | <b>-9,618.16</b> | <b>45,184.44</b> | <b>1,949,888.81</b> | <b>-162,963.17</b>  | <b>2,112,851.98</b>  |              |

**McHenry Public Library District**  
**Financial Report Detail by Month**  
**For the 7 Month(s) Ended January 31, 2023**

|   | July                | August            | September           | October           | November          | December          | January           | February    | March       | April       | May         | June        | YTD Total           |
|---|---------------------|-------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------|-------------|-------------|-------------|-------------|---------------------|
| <b>Revenues</b>                                 |                     |                   |                     |                   |                   |                   |                   |             |             |             |             |             |                     |
| 6010100 · Property Taxes                        | 1,784,607.24        | 58,779.01         | 1,428,624.02        | 39,638.86         | 38,625.52         | 0.00              | 0.00              |             |             |             |             |             | 3,350,274.65        |
| 6015100 · Revenue Recapture Property Tax        | 0.00                | 217.40            | 5,283.93            | 146.59            | 142.88            | 0.00              | 0.00              |             |             |             |             |             | 5,790.80            |
| 6020200 · Developer Fees                        | 0.00                | 0.00              | 0.00                | 8,900.00          | 0.00              | 0.00              | 0.00              |             |             |             |             |             | 8,900.00            |
| 6030100 · Interest Income - General             | 96.72               | 91.25             | 109.58              | 122.89            | 110.74            | 108.44            | 101.45            |             |             |             |             |             | 741.07              |
| 6030200 · Special Reserve Fund Interest         | 10.80               | 10.73             | 9.06                | 11.16             | 10.43             | 10.83             | 10.83             |             |             |             |             |             | 73.84               |
| 6030300 · Grant/Gifts Fund Interest             | 16.77               | 16.67             | 17.49               | 22.02             | 22.71             | 23.55             | 23.60             |             |             |             |             |             | 142.81              |
| 6035100 · Dividends                             | 0.00                | 0.00              | 0.00                | 64.00             | 0.00              | 0.00              | 64.00             |             |             |             |             |             | 128.00              |
| 6040100 · Nonresident/Enhanced Fee Cards        | 203.50              | 0.00              | 0.00                | 45.00             | 343.20            | 0.00              | 45.00             |             |             |             |             |             | 636.70              |
| 6050100 · Fines and Fees                        | 1,604.64            | 825.26            | 1,440.63            | 1,031.75          | 859.73            | 942.94            | 1,300.04          |             |             |             |             |             | 8,004.99            |
| 6055100 · Collection Agency Fees                | 0.00                | 0.00              | 88.24               | -62.10            | 82.10             | 12.00             | 20.00             |             |             |             |             |             | 140.24              |
| 6060100 · Copy/Scan/Fax Income                  | 1,339.70            | 997.70            | 2,108.05            | 900.40            | 1,085.50          | 641.20            | 758.65            |             |             |             |             |             | 7,831.20            |
| 6070200 · Reserve Fund Gifts                    | 0.00                | 0.00              | 0.00                | 0.00              | 0.00              | 0.00              | 0.00              |             |             |             |             |             | 0.00                |
| 6070300 · General Fund Gifts                    | 9.54                | 3.51              | 10.72               | 21.25             | 8,600.51          | 1.50              | 2,025.26          |             |             |             |             |             | 10,672.29           |
| 6080200 · Bond & Debt Certificate Sale          | 0.00                | 0.00              | 0.00                | 0.00              | 0.00              | 0.00              | 0.00              |             |             |             |             |             | 0.00                |
| 6090100 · Annexation & Impact Fees              | 0.00                | 50.75             | 0.00                | 0.00              | 0.00              | 0.00              | 0.00              |             |             |             |             |             | 50.75               |
| 6090200 · Transfers From Other Funds (9100-100) | 0.00                | 0.00              | 0.00                | 0.00              | 0.00              | 0.00              | 0.00              |             |             |             |             |             | 0.00                |
| 6105100 · Retiree/Cobra Insurance Payment       | 0.00                | 0.00              | 103.66              | 103.66            | 389.03            | 3,263.66          | 730.60            |             |             |             |             |             | 4,590.61            |
| 6110100 · Program Fees/Misc. Fees               | 0.00                | 0.00              | 0.00                | 0.00              | 0.00              | 0.00              | 0.00              |             |             |             |             |             | 0.00                |
| 6120100 · Meeting Room Fees                     | 25.00               | 340.00            | 75.00               | 60.00             | 20.00             | 40.00             | 390.00            |             |             |             |             |             | 950.00              |
| 6130100 · Misc.                                 | 54.00               | 23.50             | 45.00               | 51.00             | 12.00             | 24.00             | 52.23             |             |             |             |             |             | 261.73              |
| 6130200 · Misc. Income SR                       | 0.00                | 0.00              | 0.00                | 0.00              | 0.00              | 0.00              | 0.00              |             |             |             |             |             | 0.00                |
| 6150100 · Lost & Damaged Materials              | 203.50              | 261.65            | 482.10              | 262.55            | 147.85            | 162.14            | 214.90            |             |             |             |             |             | 1,734.69            |
| 6157100 · CCS/LLSAP Income                      | 0.00                | 0.00              | 1,912.12            | 0.00              | 1,912.12          | 0.00              | 0.00              |             |             |             |             |             | 3,824.24            |
| 6160100 · Solar Credits                         | 6.00                | 0.00              | 1,680.00            | 0.00              | 0.00              | 0.00              | 0.00              |             |             |             |             |             | 1,686.00            |
| 6170300 · Per Capita Grant                      | 0.00                | 0.00              | 61,731.70           | 0.00              | 0.00              | 0.00              | 0.00              |             |             |             |             |             | 61,731.70           |
| 6200100 · Over/Short                            | 30.10               | 10.15             | 0.70                | 0.25              | 1.00              | 35.80             | -67.59            |             |             |             |             |             | 10.41               |
| 6210300 · Miscellaneous Grants                  | 0.00                | 500.00            | 0.00                | 0.00              | 0.00              | 0.00              | 0.00              |             |             |             |             |             | 500.00              |
| <b>Total Revenues</b>                           | <b>1,788,207.51</b> | <b>62,127.58</b>  | <b>1,503,722.00</b> | <b>51,319.28</b>  | <b>52,365.32</b>  | <b>5,266.06</b>   | <b>5,668.97</b>   | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>3,468,676.72</b> |
| <b>Expenditures</b>                             |                     |                   |                     |                   |                   |                   |                   |             |             |             |             |             |                     |
| <b>Personnel Expenses</b>                       |                     |                   |                     |                   |                   |                   |                   |             |             |             |             |             |                     |
| 8910100 · Salaries                              | 89,273.88           | 90,452.15         | 95,690.60           | 143,760.79        | 93,722.16         | 95,965.76         | 100,746.56        |             |             |             |             |             | 709,611.90          |
| 8920100 · FICA/Medicare                         | 6,503.58            | 6,618.10          | 6,992.12            | 10,512.68         | 7,054.77          | 7,084.26          | 7,596.80          |             |             |             |             |             | 52,362.31           |
| 8930100 · IMRF                                  | 8,855.66            | 8,983.17          | 9,482.83            | 13,941.26         | 9,685.69          | 9,569.06          | 9,628.82          |             |             |             |             |             | 70,146.49           |
| 8940100 · Health & Life Insurance               | 16,034.61           | 16,164.36         | 20,414.55           | 14,746.12         | 20,800.81         | 21,962.03         | 15,359.17         |             |             |             |             |             | 125,481.65          |
| 8945100 · Recruiting/Preemployment Screen       | 0.00                | 0.00              | 314.85              | 27.95             | 108.80            | 574.33            | 27.95             |             |             |             |             |             | 1,053.88            |
| 8950100 · Tuition Reimbursement                 | 0.00                | 0.00              | 711.00              | 0.00              | 0.00              | 0.00              | 1,702.00          |             |             |             |             |             | 2,413.00            |
| 8955100 · Telecommute Reimbursements            | 0.00                | 0.00              | 0.00                | 0.00              | 0.00              | 0.00              | 0.00              |             |             |             |             |             | 0.00                |
| 8960100 · Memberships & Dues                    | 0.00                | 44.00             | 569.46              | 363.00            | 284.00            | 345.00            | 170.00            |             |             |             |             |             | 1,775.46            |
| 8970100 · Travel                                | 22.11               | 243.08            | 90.29               | 267.33            | 150.53            | 51.34             | 39.43             |             |             |             |             |             | 864.11              |
| 8980100 · Continuing Education (Mtg/Conf)       | 129.58              | 0.00              | 779.00              | 586.00            | 147.00            | 25.00             | 0.00              |             |             |             |             |             | 1,666.58            |
| <b>Total Personnel</b>                          | <b>120,819.42</b>   | <b>122,504.86</b> | <b>135,044.70</b>   | <b>184,205.13</b> | <b>131,953.76</b> | <b>135,576.78</b> | <b>135,270.73</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>965,375.38</b>   |

**McHenry Public Library District**  
**Financial Report Detail by Month**  
**For the 7 Month(s) Ended January 31, 2023**

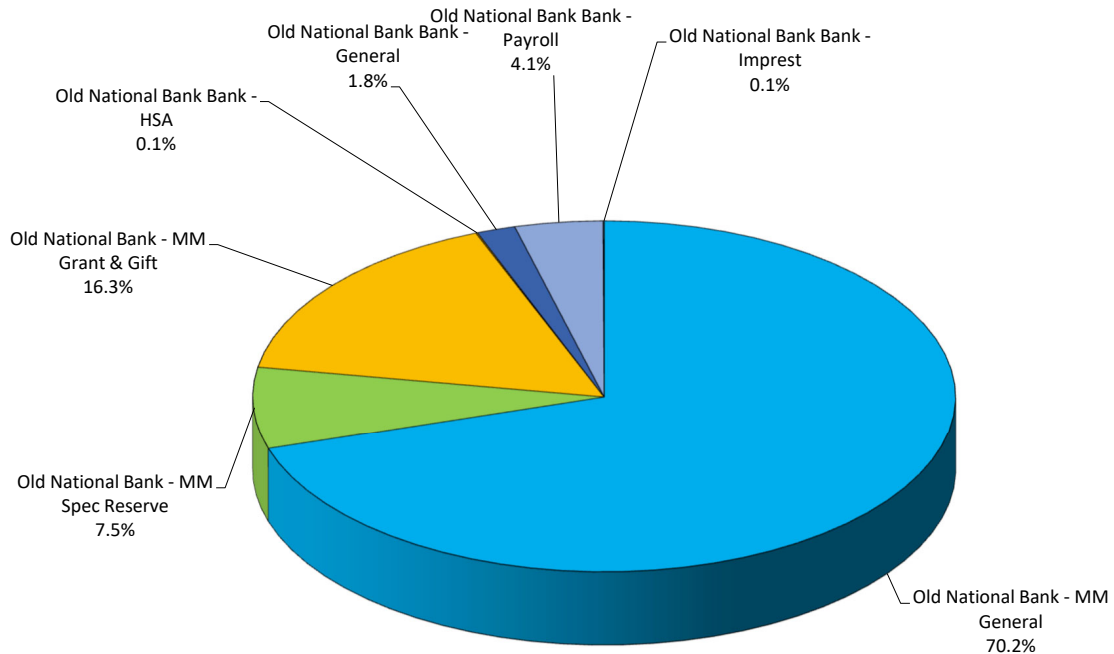
|   | July             | August           | September        | October          | November         | December         | January          | February    | March       | April       | May         | June        | YTD Total         |
|---|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------|-------------|-------------|-------------|-------------|-------------------|
| <b>Materials and Supplies</b>                     |                  |                  |                  |                  |                  |                  |                  |             |             |             |             |             |                   |
| 8010100 · Adult Books                             | 862.88           | 3,095.27         | 5,995.67         | 4,660.67         | 4,779.50         | 2,623.98         | 7,376.09         |             |             |             |             |             | 29,394.06         |
| 8020100 · Youth Books                             | 943.95           | 2,953.91         | 2,577.70         | 3,049.70         | 2,152.64         | 2,533.25         | 1,334.44         |             |             |             |             |             | 15,545.59         |
| 8025100 · Professional Resources                  | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |             |             |             |             |             | 0.00              |
| 8028100 · Administrative Resources                | 0.00             | 0.00             | 2,249.10         | 0.00             | 0.00             | 114.94           | 139.95           |             |             |             |             |             | 2,503.99          |
| 8030100 · Magazines & Newspapers                  | 8,350.72         | 139.88           | 411.95           | 241.74           | 116.65           | 788.97           | 84.48            |             |             |             |             |             | 10,134.39         |
| 8040300 · Operating Fund Gifts(Donations)         | 12,753.98        | 51.20            | 359.96           | 32.51            | 0.00             | 9.51             | 0.00             |             |             |             |             |             | 13,207.16         |
| 8050100 · Adult AV Materials                      | 180.00           | 979.67           | 3,761.44         | 1,486.74         | 1,587.76         | 1,415.10         | 544.77           |             |             |             |             |             | 9,955.48          |
| 8060100 · Youth AV Materials                      | 0.00             | 350.07           | 1,364.73         | 1,058.22         | 165.60           | 635.46           | 18.74            |             |             |             |             |             | 3,592.82          |
| 8070100 · Library of Things                       | 0.00             | 1,097.60         | 14.20            | 4.50             | 840.00           | 366.72           | 0.00             |             |             |             |             |             | 2,323.02          |
| 8080100 · Video Games                             | 0.00             | 0.00             | 940.00           | 900.00           | 1,080.00         | 2,108.43         | 1,265.00         |             |             |             |             |             | 6,293.43          |
| 8090100 · Digital Media Services                  | 0.00             | 2,782.80         | 25,267.92        | 2,481.53         | 2,485.70         | 2,492.24         | 2,758.14         |             |             |             |             |             | 38,268.33         |
| 8095100 · Electronic Resources                    | 0.00             | 992.00           | 13,573.29        | 0.00             | 10,215.78        | 1,395.00         | 4,153.87         |             |             |             |             |             | 30,329.94         |
| 8120100 · Library Supplies                        | 22.13            | 314.03           | 1,404.80         | 58.91            | 134.01           | 444.73           | 160.17           |             |             |             |             |             | 2,538.78          |
| 8130100 · Tech Services Supplies                  | 137.66           | 465.14           | 577.68           | 989.02           | 451.16           | 336.94           | 377.19           |             |             |             |             |             | 3,334.79          |
| 8135100 · Bindery                                 | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |             |             |             |             |             | 0.00              |
| 8140100 · Adult Programs & Supplies               | 575.63           | 1,871.02         | 1,734.13         | 1,149.42         | 875.00           | 411.02           | 1,355.18         |             |             |             |             |             | 7,971.40          |
| 8142100 · Comicon                                 | 0.00             | 336.00           | 0.00             | 750.00           | 738.47           | 89.90            | 0.00             |             |             |             |             |             | 1,914.37          |
| 8145100 · Circulation Supplies                    | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 61.67            | 0.00             |             |             |             |             |             | 61.67             |
| 8147100 · Summer Reading Club                     | 0.00             | 0.00             | 54.72            | 6.92             | 67.69            | 34.95            | 13.48            |             |             |             |             |             | 177.76            |
| 8150100 · Youth Programs & Supplies               | 641.90           | 346.81           | 328.76           | 1,223.32         | 357.98           | 666.33           | 1,517.75         |             |             |             |             |             | 5,082.85          |
| <b>Total Material and Supplies</b>                | <b>24,468.85</b> | <b>15,775.40</b> | <b>60,616.05</b> | <b>18,093.20</b> | <b>26,047.94</b> | <b>16,529.14</b> | <b>21,099.25</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>182,629.83</b> |
| <b>Contracted Services</b>                        |                  |                  |                  |                  |                  |                  |                  |             |             |             |             |             |                   |
| 8215100 · Collection Agency Fees                  | 30.90            | 41.20            | 51.50            | 0.00             | 103.00           | 41.20            | 92.70            |             |             |             |             |             | 360.50            |
| 8245100 · IT/Comp/Copier/Equip-Outsourced         | 2,683.63         | 12,232.62        | 10,635.00        | 5,454.01         | 5,935.36         | 7,430.00         | 4,334.45         |             |             |             |             |             | 48,705.07         |
| 8247100 · Automation--Staff                       | 300.00           | 0.00             | 0.00             | 1,230.50         | 5,861.90         | 0.00             | 10.00            |             |             |             |             |             | 7,402.40          |
| 8260100 · Misc. Contracted Services               | 0.00             | 0.00             | 0.00             | 0.00             | 500.00           | 0.00             | 0.00             |             |             |             |             |             | 500.00            |
| 8270100 · Library Bank/Finance/Late Fee           | 0.00             | 0.00             | 0.00             | 0.00             | 25.57            | 0.00             | 0.00             |             |             |             |             |             | 25.57             |
| 8275100 · Public Pmt Processing Fees              | 274.20           | 275.53           | 357.96           | 253.42           | 214.95           | 236.95           | 355.96           |             |             |             |             |             | 1,968.97          |
| <b>Total Contracted Services</b>                  | <b>3,288.73</b>  | <b>12,549.35</b> | <b>11,044.46</b> | <b>6,937.93</b>  | <b>12,640.78</b> | <b>7,708.15</b>  | <b>4,793.11</b>  | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>58,962.51</b>  |
| <b>Consortium &amp; IT/Network Services</b>       |                  |                  |                  |                  |                  |                  |                  |             |             |             |             |             |                   |
| 8310100 · Automation--Circulation/Catalog         | 17,304.69        | 0.00             | 0.00             | 17,304.69        | 0.00             | 0.00             | 24,648.22        |             |             |             |             |             | 59,257.60         |
| 8320100 · VOIP Phone Service                      | 1,624.44         | 1,481.44         | 1,604.02         | 1,641.44         | 1,596.99         | 1,596.99         | 1,596.99         |             |             |             |             |             | 11,142.31         |
| 8325100 · Internet Services                       | 788.10           | 298.40           | 503.40           | 693.20           | 703.20           | 298.40           | 683.20           |             |             |             |             |             | 3,967.90          |
| <b>Total Consortium &amp; IT/Network Services</b> | <b>19,717.23</b> | <b>1,779.84</b>  | <b>2,107.42</b>  | <b>19,639.33</b> | <b>2,300.19</b>  | <b>1,895.39</b>  | <b>26,928.41</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>74,367.81</b>  |
| <b>Professional Services</b>                      |                  |                  |                  |                  |                  |                  |                  |             |             |             |             |             |                   |
| 8410100 · Accounting/Payroll/Audit Service        | 3,494.94         | 3,451.88         | 3,490.18         | 14,384.50        | 7,522.55         | 3,471.62         | 3,304.82         |             |             |             |             |             | 39,120.49         |
| 8420100 · Legal Services                          | 75.00            | 0.00             | 52.50            | 1,100.00         | 832.20           | 51.30            | 0.00             |             |             |             |             |             | 2,111.00          |
| 8430100 · Other Consulting Fees                   | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             | 4,550.00         |             |             |             |             |             | 4,550.00          |
| 8440100 · In Service/Staff Training/LMS           | 0.00             | 2,000.00         | 0.00             | 500.00           | 0.00             | 0.00             | 150.00           |             |             |             |             |             | 2,650.00          |
| <b>Total Professional Services</b>                | <b>3,569.94</b>  | <b>5,451.88</b>  | <b>3,542.68</b>  | <b>15,984.50</b> | <b>8,354.75</b>  | <b>3,522.92</b>  | <b>8,004.82</b>  | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>48,431.49</b>  |
| <b>Printing, Publications &amp; Postage</b>       |                  |                  |                  |                  |                  |                  |                  |             |             |             |             |             |                   |
| 8510100 · Printing Services Outsourced            | 7,408.20         | 0.00             | 0.00             | 0.00             | 3,301.99         | 0.00             | 4,008.00         |             |             |             |             |             | 14,718.19         |
| 8530100 · Public Notices & ADS (Legal & Job)      | 0.00             | 0.00             | 73.50            | 635.00           | 304.50           | 35.00            | 0.00             |             |             |             |             |             | 1,048.00          |
| 8540100 · Postage/Shipping                        | 422.58           | 467.33           | 2,297.34         | 199.55           | 2,804.29         | 143.08           | 2,660.26         |             |             |             |             |             | 8,994.43          |
| 8545100 · Printing/Copier Supplies                | 0.00             | 0.00             | 250.00           | 0.00             | 0.00             | 0.00             | 0.00             |             |             |             |             |             | 250.00            |
| 8550100 · Public Relations/Promotions             | 0.00             | 1,938.79         | 0.00             | 0.00             | 0.00             | 1,133.79         | 1,049.00         |             |             |             |             |             | 4,121.58          |
| <b>Total Printing, Publications &amp; Postage</b> | <b>7,830.78</b>  | <b>2,406.12</b>  | <b>2,620.84</b>  | <b>834.55</b>    | <b>6,410.78</b>  | <b>1,311.87</b>  | <b>7,717.26</b>  | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>29,132.20</b>  |

**McHenry Public Library District**  
**Financial Report Detail by Month**  
**For the 7 Month(s) Ended January 31, 2023**

|   | July                | August             | September           | October            | November           | December           | January            | February    | March       | April       | May         | June        | YTD Total           |
|---|---------------------|--------------------|---------------------|--------------------|--------------------|--------------------|--------------------|-------------|-------------|-------------|-------------|-------------|---------------------|
| <b>Utilities</b>                              |                     |                    |                     |                    |                    |                    |                    |             |             |             |             |             |                     |
| 8610100 · Electricity                         | 1,017.91            | 0.00               | 2,099.87            | 846.40             | 764.75             | 702.23             | 1,109.79           |             |             |             |             |             | 6,540.95            |
| 8620100 · Gas                                 | 159.99              | 159.87             | 162.37              | 229.06             | 815.99             | 2,029.65           | 3,071.45           |             |             |             |             |             | 6,628.38            |
| 8640100 · Water & Sewer                       | 0.00                | 278.11             | 0.00                | 286.13             | 0.00               | 221.97             | 0.00               |             |             |             |             |             | 786.21              |
| <b>Total Utilities</b>                        | <b>1,177.90</b>     | <b>437.98</b>      | <b>2,262.24</b>     | <b>1,361.59</b>    | <b>1,580.74</b>    | <b>2,953.85</b>    | <b>4,181.24</b>    | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>13,955.54</b>    |
| <b>Miscellaneous Operating Expenses</b>       |                     |                    |                     |                    |                    |                    |                    |             |             |             |             |             |                     |
| 8720100 · Building & Auto Insurance           | 0.00                | 0.00               | 0.00                | 31,797.00          | 671.46             | -671.46            | 0.00               |             |             |             |             |             | 31,797.00           |
| 8730100 · Bonding & Officers Liability        | 0.00                | 0.00               | 0.00                | 0.00               | 0.00               | 0.00               | 0.00               |             |             |             |             |             | 0.00                |
| 8740100 · Janitorial Services & Supplies      | 325.46              | 6,360.53           | 11,197.26           | 5,963.14           | 6,148.90           | 6,344.56           | 5,609.39           |             |             |             |             |             | 41,949.24           |
| 8745100 · Grounds Maintenance                 | 1,353.86            | 1,870.86           | 1,353.86            | 15,914.86          | 1,353.84           | 0.00               | 0.00               |             |             |             |             |             | 21,847.28           |
| 8750100 · Building Operations/Maintenance     | 1,363.82            | 1,598.88           | 2,778.83            | 1,813.36           | 1,243.40           | 3,128.94           | 4,842.34           |             |             |             |             |             | 16,769.57           |
| 8760100 · Hospitality                         | 0.00                | 80.21              | 713.04              | 5.86               | 512.40             | 697.10             | 300.04             |             |             |             |             |             | 2,308.65            |
| 8770100 · Library Lost & Damaged Materials    | 49.89               | 0.00               | 69.00               | 0.00               | 0.00               | 0.00               | 0.00               |             |             |             |             |             | 118.89              |
| 8795100 · Miscellaneous                       | 0.00                | 0.00               | -4,623.09           | 0.00               | 0.00               | 0.00               | 0.00               |             |             |             |             |             | -4,623.09           |
| <b>Total Miscellaneous Operating Expenses</b> | <b>3,093.03</b>     | <b>9,910.48</b>    | <b>11,488.90</b>    | <b>55,494.22</b>   | <b>9,930.00</b>    | <b>9,499.14</b>    | <b>10,751.77</b>   | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>110,167.54</b>   |
| <b>Grant &amp; Gift Fund Expenses</b>         |                     |                    |                     |                    |                    |                    |                    |             |             |             |             |             |                     |
| 8800300 · 2020/21 Per Capita Grant            | 0.00                | 0.00               | 0.00                | 0.00               | 0.00               | 0.00               | 0.00               |             |             |             |             |             | 0.00                |
| 8800311 · Adult Materials - Per Capita        | 0.00                | 0.00               | 16.95               | 0.00               | 0.00               | 0.00               | 0.00               |             |             |             |             |             | 16.95               |
| 8800321 · Youth Materials - Per Capita        | 0.00                | 0.00               | 130.24              | 0.00               | 0.00               | 0.00               | 0.00               |             |             |             |             |             | 130.24              |
| 8800331 · Staff Software - Per Capita         | 0.00                | 0.00               | 0.00                | 0.00               | 0.00               | 0.00               | 0.00               |             |             |             |             |             | 0.00                |
| 8040350 · Per Capita Grant; Current FY        | 0.00                | 0.00               | 251.96              | 3,794.34           | 1,500.00           | 0.00               | 0.00               |             |             |             |             |             | 5,546.30            |
| 8040355 · Per Capita Grant; Previous FY       | 14.24               | 10.16              | 6,883.22            | 685.66             | 0.00               | 0.00               | 311.27             |             |             |             |             |             | 7,904.55            |
| 8800332 · Public Software                     | 0.00                | 0.00               | 0.00                | 0.00               | 0.00               | 0.00               | 0.00               |             |             |             |             |             | 0.00                |
| 8800333 · Computer Equipment                  | 0.00                | 0.00               | 0.00                | 0.00               | 0.00               | 0.00               | 0.00               |             |             |             |             |             | 0.00                |
| 8800341 · Other Equipment                     | 0.00                | 0.00               | 0.00                | 0.00               | 0.00               | 0.00               | 0.00               |             |             |             |             |             | 0.00                |
| 8800342 · Additional Expenses (Personnel)     | 0.00                | 0.00               | 0.00                | 0.00               | 0.00               | 0.00               | 0.00               |             |             |             |             |             | 0.00                |
| 9030300 · Misc. Grants                        | 0.00                | 0.00               | 0.00                | 0.00               | 0.00               | 0.00               | 0.00               |             |             |             |             |             | 0.00                |
| 9200300 · Additional Expenses                 | 0.00                | 0.00               | 0.00                | 0.00               | 0.00               | 0.00               | 0.00               |             |             |             |             |             | 0.00                |
| <b>Total Grant &amp; Gift Fund Expenses</b>   | <b>14.24</b>        | <b>10.16</b>       | <b>7,282.37</b>     | <b>4,480.00</b>    | <b>1,500.00</b>    | <b>0.00</b>        | <b>311.27</b>      | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>13,598.04</b>    |
| <b>Capital Expenses</b>                       |                     |                    |                     |                    |                    |                    |                    |             |             |             |             |             |                     |
| 9060100 · Library Furnishings                 | 46.16               | 341.78             | 0.00                | 0.00               | 0.00               | 2,506.06           | 84.60              |             |             |             |             |             | 2,978.60            |
| 9070100 · Library Equipment                   | 0.00                | 359.98             | 0.00                | 0.00               | 0.00               | 0.00               | 0.00               |             |             |             |             |             | 359.98              |
| 9080100 · Small Equipment under \$250         | 0.00                | 0.00               | 0.00                | 0.00               | 236.99             | 0.00               | 0.00               |             |             |             |             |             | 236.99              |
| 9090100 · Adtl. Capital Projects & Equipment  | 0.00                | 0.00               | 0.00                | 0.00               | 0.00               | 0.00               | 0.00               |             |             |             |             |             | 0.00                |
| <b>Total Capital Expenses</b>                 | <b>46.16</b>        | <b>701.76</b>      | <b>0.00</b>         | <b>0.00</b>        | <b>236.99</b>      | <b>2,506.06</b>    | <b>84.60</b>       | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>3,575.57</b>     |
| <b>Transfer to Reserve Fund</b>               |                     |                    |                     |                    |                    |                    |                    |             |             |             |             |             |                     |
| 9100100 · Transfer to Reserve Fund            | 0.00                | 0.00               | 0.00                | 0.00               | 0.00               | 0.00               | 0.00               |             |             |             |             |             | 0.00                |
| <b>Total Transfer to Reserve Fund</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>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>         |
| <b>Debt Services</b>                          |                     |                    |                     |                    |                    |                    |                    |             |             |             |             |             |                     |
| 9040200 · Debt Service                        | 0.00                | 0.00               | 0.00                | 0.00               | 0.00               | 0.00               | 0.00               |             |             |             |             |             | 0.00                |
| 9050200 · Library District Act                | 0.00                | 0.00               | 0.00                | 0.00               | 0.00               | 0.00               | 0.00               |             |             |             |             |             | 0.00                |
| 9060200 · Special Reserve Expenditures        | 0.00                | 0.00               | 0.00                | 0.00               | 18,592.00          | 0.00               | 0.00               |             |             |             |             |             | 18,592.00           |
| 9095100 · Debt Service - GF                   | 0.00                | 0.00               | 0.00                | 0.00               | 0.00               | 0.00               | 0.00               |             |             |             |             |             | 0.00                |
| 9115100 · Recovery Zone Bond Principal        | 0.00                | 0.00               | 0.00                | 0.00               | 0.00               | 0.00               | 0.00               |             |             |             |             |             | 0.00                |
| 9120100 · Recovery Zone Bond Interest         | 0.00                | 0.00               | 0.00                | 0.00               | 0.00               | 0.00               | 0.00               |             |             |             |             |             | 0.00                |
| <b>Total Debt Services</b>                    | <b>0.00</b>         | <b>0.00</b>        | <b>0.00</b>         | <b>0.00</b>        | <b>18,592.00</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>18,592.00</b>    |
| <b>Total Expenditures</b>                     | <b>184,026.28</b>   | <b>171,527.83</b>  | <b>236,009.66</b>   | <b>307,030.45</b>  | <b>219,547.93</b>  | <b>181,503.30</b>  | <b>219,142.46</b>  | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>1,518,787.91</b> |
| <b>Net Total</b>                              | <b>1,604,181.23</b> | <b>-109,400.25</b> | <b>1,267,712.34</b> | <b>-255,711.17</b> | <b>-167,182.61</b> | <b>-176,237.24</b> | <b>-213,473.49</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>1,949,888.81</b> |

**McHenry Public Library District  
Investments  
For the 7 Month(s) Ended January 31, 2023**

| <b>Bank</b>                         | <b>Current Rate</b> | <b>Book Balance</b> |
|-------------------------------------|---------------------|---------------------|
| Old National Bank - MM General      | 0.038%              | 2,909,165           |
| Old National Bank - MM Spec Reserve | 0.038%              | 310,603             |
| Old National Bank - MM Grant & Gift | 0.038%              | 676,808             |
| Old National Bank Bank - HSA        | n/a                 | 3,062               |
| Old National Bank Bank - General    | n/a                 | 73,520              |
| Old National Bank Bank - Payroll    | n/a                 | 167,898             |
| Old National Bank Bank - Imprest    | n/a                 | 2,095               |
| <b>Total</b>                        | <b>\$</b>           | <b>4,143,152</b>    |



**McHenry Public Library District**  
**INTERIM CHECKS ISSUED - January 2023**  
**(NOT INCLUDED ON BILL REPORT)**

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

| <b>Account - General Fund</b> |                    |                    |              |             |              |
|-------------------------------|--------------------|--------------------|--------------|-------------|--------------|
| <u>VENDOR</u>                 | <u>DESCRIPTION</u> | <u>AMOUNT</u>      | <u>ACCT#</u> | <u>DATE</u> | <u>CHECK</u> |
| Waste Connection              | Waste              | \$ 493.88          | 8745-100     | 01/03/23    | EFT          |
| First Communications          | VOIP Phones        | \$ 1,596.99        | 8320-100     | 01/05/23    | EFT          |
| Comcast                       | Internet           | \$ 384.80          | 8325-100     | 01/23/23    | EFT          |
| Intuit Quickbooks             | Deposit slips      | \$ 54.99           | 8120-100     | 01/26/23    | EFT          |
| <b>subtotal for account</b>   |                    | <b>\$ 2,530.66</b> |              |             |              |

| <b>Account - HSA/Building</b> |                            |                    |          |          |     |
|-------------------------------|----------------------------|--------------------|----------|----------|-----|
| Old National Bank             | Employer contributions HSA | \$ 125.00          | 8940-100 | 01/13/23 | EFT |
| Old National Bank             | Employer contributions HSA | \$ 225.00          | 8940-100 | 01/13/23 | EFT |
| Old National Bank             | Employer contributions HSA | \$ 500.00          | 8940-100 | 01/13/23 | EFT |
| Old National Bank             | Employee contributions HSA | \$ 584.61          | 8940-100 | 01/13/23 | EFT |
| Old National Bank             | Employee contributions HSA | \$ 584.61          | 8940-100 | 01/26/23 | EFT |
| <b>subtotal for account</b>   |                            | <b>\$ 2,019.22</b> |          |          |     |

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

| <b>Account - Imprest</b>    |                     |                    |              |             |              |
|-----------------------------|---------------------|--------------------|--------------|-------------|--------------|
| <u>VENDOR</u>               | <u>DESCRIPTION</u>  | <u>AMOUNT</u>      | <u>ACCT#</u> | <u>DATE</u> | <u>CHECK</u> |
| AJ Services                 | Janitorial Services | \$ 5,325.00        | 8740-100     | 01/17/23    | 1247         |
| Grainger                    | Supplies            | \$ 230.18          | 8750-100     | 01/17/23    | 1249         |
| Amazon Capital Services     | Summer Reading Club | \$ 13.48           | 8147-100     | 01/17/23    | 1248         |
| <b>subtotal for account</b> |                     | <b>\$ 5,568.66</b> |              |             |              |

**GRAND TOTAL CHECKS ISSUED \$ 10,118.54**

# Bankcard Processing Center

## February 2023 - by Account

| Name      | Trans Date | Merchant Name             | Note            | Amount    | Account # | Totals    |
|-----------|------------|---------------------------|-----------------|-----------|-----------|-----------|
| MILFAJT   | 1/17/23    | SHAW SUBURBAN MEDIA-SUBS  |                 | \$ 84.48  | 8030-100  | \$ 84.48  |
| JAKACKI   | 1/30/23    | GENESIS GRAPHICS          | Kriese Donation | \$ 153.40 | 8040-300  | \$ 153.40 |
| TERRILL   | 1/23/23    | MOBILE BEACON             |                 | \$ 240.00 | 8070-100  | \$ 240.00 |
| MICHALSKI | 1/27/23    | Disney Plus               |                 | \$ 14.99  | 8090-100  |           |
| MICHALSKI | 1/26/23    | HLU*Hulu 1802467695519-U  |                 | \$ 14.99  | 8090-100  |           |
| MICHALSKI | 1/26/23    | Netflix.com               |                 | \$ 19.99  | 8090-100  |           |
| TERRILL   | 2/1/23     | HELP.HBOMAX.COM           |                 | \$ 14.99  | 8090-100  |           |
| TERRILL   | 1/29/23    | HLU*Hulu 1804006094853-U  |                 | \$ 14.99  | 8090-100  |           |
| TERRILL   | 1/29/23    | Netflix.com               |                 | \$ 19.99  | 8090-100  |           |
| TERRILL   | 1/29/23    | Disney Plus               |                 | \$ 7.00   | 8090-100  |           |
| TERRILL   | 1/22/23    | HLU*Hulu 1597220920586-U  |                 | \$ 14.99  | 8090-100  |           |
| TERRILL   | 1/21/23    | Disney Plus               |                 | \$ 7.00   | 8090-100  |           |
| TERRILL   | 1/20/23    | Netflix.com               |                 | \$ 19.99  | 8090-100  |           |
| TERRILL   | 1/15/23    | HLU*Hulu 1592603290934-U  |                 | \$ 29.98  | 8090-100  |           |
| TERRILL   | 1/13/23    | Disney Plus               |                 | \$ 7.00   | 8090-100  |           |
| TERRILL   | 1/12/23    | Netflix.com               |                 | \$ 19.99  | 8090-100  |           |
| TERRILL   | 1/8/23     | discovery+ Ad-Free        |                 | \$ 6.99   | 8090-100  |           |
| TERRILL   | 1/8/23     | APPLE.COM/BILL            |                 | \$ 6.99   | 8090-100  | \$ 219.87 |
| JAKACKI   | 1/20/23    | CALL2RECYCLE              |                 | \$ 180.00 | 8120-100  |           |
| TERRILL   | 1/31/23    | GAYLORD BROS INC          |                 | \$ 102.40 | 8120-100  | \$ 282.40 |
| TERRILL   | 1/12/23    | COLLABORATIVE SUMMER LIBR |                 | \$ 446.44 | 8147-100  | \$ 446.44 |
| JAKACKI   | 1/23/23    | WWW.TAX1099.COM           |                 | \$ 67.86  | 8410-100  | \$ 67.86  |
| MICHALSKI | 1/27/23    | USPS PO 1646800050        |                 | \$ 12.39  | 8540-100  |           |
| MICHALSKI | 1/20/23    | USPS PO 1646800050        |                 | \$ 21.18  | 8540-100  |           |
| MICHALSKI | 1/13/23    | USPS PO 1646800050        |                 | \$ 20.55  | 8540-100  |           |
| MICHALSKI | 1/9/23     | USPS PO 1646800050        |                 | \$ 13.91  | 8540-100  |           |



# Bankcard Processing Center

## February 2023 - by Account

| Name                        | Trans Date | Merchant Name             | Note | Amount            | Account #       | Totals             |
|-----------------------------|------------|---------------------------|------|-------------------|-----------------|--------------------|
| TERRILL                     | 1/31/23    | GAYLORD BROS INC          |      | \$ 23.80          | 8540-100        |                    |
| TERRILL                     | 1/12/23    | COLLABORATIVE SUMMER LIBR |      | \$ 90.00          | <b>8540-100</b> | <b>\$ 181.83</b>   |
| JAKACKI                     | 1/7/23     | WALMART.COM 8009666546    |      | \$ 51.16          | <b>8740-100</b> | <b>\$ 51.16</b>    |
| SCHNAEBELE                  | 2/2/23     | THE HOME DEPOT #1969      |      | \$ 107.06         | 8750-100        |                    |
| SCHNAEBELE                  | 2/1/23     | THE HOME DEPOT #1969      |      | \$ 147.17         | 8750-100        |                    |
| SCHNAEBELE                  | 1/31/23    | THE HOME DEPOT #1920      |      | \$ 153.36         | 8750-100        |                    |
| SCHNAEBELE                  | 1/31/23    | BATTERIES PLUS #0456      |      | \$ 29.98          | <b>8750-100</b> | <b>\$ 437.57</b>   |
| JAKACKI                     | 2/2/23     | DOLLAR TREE               |      | \$ 11.00          | 8760-100        |                    |
| JAKACKI                     | 2/2/23     | DOLLAR TREE               |      | \$ 33.75          | 8760-100        |                    |
| JAKACKI                     | 1/18/23    | DOLLAR TREE               |      | \$ 3.77           | 8760-100        |                    |
| JAKACKI                     | 1/11/23    | WALMART.COM 8009666546    |      | \$ 33.84          | 8760-100        |                    |
| JAKACKI                     | 1/12/23    | JEWEL OSCO 1518           |      | \$ 26.69          | 8760-100        |                    |
| JAKACKI                     | 1/12/23    | PANERA BREAD #204005 O    |      | \$ 35.85          | 8760-100        |                    |
| MAY                         | 1/31/23    | POSITIVE PROMOTIONS       |      | \$ 358.55         | 8760-100        |                    |
| MICHALSKI                   | 1/16/23    | JEWEL OSCO 3503           |      | \$ 10.78          | <b>8760-100</b> | <b>\$ 514.23</b>   |
| TERRILL                     | 2/2/23     | ILLINOIS LIBRARY ASSOC    |      | \$ 225.00         | 8980-100        |                    |
| TERRILL                     | 1/24/23    | AMERICAN LIBRARY ASSOC    |      | \$ 79.00          | <b>8980-100</b> | <b>\$ 304.00</b>   |
|                             |            |                           |      | <b>\$2,983.24</b> | <b>TOTAL</b>    | <b>\$ 2,983.24</b> |
| BANKCARD PROCESSING CENTER  |            |                           |      |                   |                 |                    |
| PO BOX 6818                 |            |                           |      |                   |                 |                    |
| Carol Stream, IL 60197-6818 |            |                           |      |                   |                 |                    |

January 2023

Check Dates: 01/10/2023 to 01/24/2023

## Reimbursement Report

### Travel Reimbursement

| Employee                               | Amount    |              |
|--|-----------|--------------|
| Baseley, Steffanie L.                  | \$        | 18.21        |
| Bily, Emily N.                         | \$        | 3.80         |
| Hillier, Thomas E.                     | \$        | 13.36        |
| Hodgson, Amy                           | \$        | 4.06         |
| <b>Totals for Travel Reimbursement</b> | <b>\$</b> | <b>39.43</b> |



# **Library Enhancements Committee Findings**

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**ALEXI GIANNOULIAS • SECRETARY OF STATE**



## Library Enhancements Committee Findings

Our committee's vision for **Library Enhancements** is to champion access to information by equitably distributing library resources (e.g., online education resources, databases, and e-books), activating collaborative partnerships, and supporting freedom of thought.

If successful, this would mean increased library utilization, reduced number of Illinois residents not served by a library system, and increased number of inter-office initiatives.

The following table highlights the challenges and opportunities Library Enhancements Committee found, and public feedback we received.

| Challenge / Opportunity  | What We Heard   |
|--|---|
| Opportunity to improve equity of access to libraries and library resources                         | <ul style="list-style-type: none"><li>▪ "We need to find a way to offer public library services to the one million residents of IL without access today"</li><li>▪ "Libraries are anchors in our communities and provide much-needed services to residents of Illinois"</li><li>▪ "Secretary of State needs to be a catalyst to expand access. There are one million Illinois residents without access to library resources or basic information needs"</li><li>▪ "There are some libraries with budgets of less than \$20,000"</li></ul> |
| Desire to provide a statewide resource package (e.g., databases and online educational resources)  | <ul style="list-style-type: none"><li>▪ "A core database package would equalize the information playing field and give every single person in the state the same access to essential and authoritative resources that can help them navigate their daily lives"</li><li>▪ "My mid-sized library, for example, sets aside \$65,000 for databases that we'd much rather use on programming or hiring another staff member"</li></ul>  |
| Opportunity to narrow digital divides with technology hubs and mobile services (e.g., DMV pop-ups) | <ul style="list-style-type: none"><li>▪ "A state-coordinated and funded digital library would increase access and start to make a dent in the one million currently unserved"</li><li>▪ "Please coordinate across departments to offer services everywhere people go (i.e., DMV kiosks in libraries)"</li></ul>   |
| Desire to support freedom of thought and diverse stories   | <ul style="list-style-type: none"><li>▪ "We need to affirm the importance of materials that represent all viewpoints and denounce the efforts of intimidation by those who seek to stifle representation and freedom of thought"</li><li>▪ "BIPOC and LGBTQ+ authors and readers are being disproportionately targeted for removal from library collections"</li></ul>  |



In addition to the opportunities outlined above, the committee noted the following.

| Challenge / Opportunity   | What We Heard   |
|---|---|
| Shortage of qualified librarians and library media specialists  | <ul style="list-style-type: none"><li>▪ "Every school in Illinois needs a certified librarian. Not only do they curate collections to the needs of their school, but they also provide valuable instruction on information literacy"</li><li>▪ "I am the only certified librarian for approximately 1,200 students"</li><li>▪ "School districts need to have full-time, certified librarians in each building for students to be successful, master academic standards, and graduate with bright futures ahead of them"</li></ul> |
| Libraries are often inequitably funded and budget burdened, with an opportunity to leverage Secretary of State resources to funding gaps (e.g., for school libraries) | <ul style="list-style-type: none"><li>▪ "Grants for public school libraries are very important to curating the best library possible for their patrons"</li><li>▪ "We need more funding to improve buildings and collections, especially as libraries are some of the last refuges for those experiencing homelessness"</li><li>▪ "Investing in public libraries invests in infrastructure, communities, education, businesses, and people of all ages"</li></ul>   |
| Impact may be accelerated through collaborative partnerships  | <ul style="list-style-type: none"><li>▪ "Librarians also order books for the school and provide activities that form community and parent partnerships"</li><li>▪ "We can't accomplish everything we want to without partnerships. We are stronger together"</li></ul>  |
| Desire to leverage Secretary of State resources to support school libraries   | <ul style="list-style-type: none"><li>▪ "Decades of research, some of which is specific to Illinois, supports further investment in school libraries"</li><li>▪ "Data proves that schools with school libraries provide students with a more thorough and higher quality education!"</li></ul>  |

### **Recommendations:**

Specific recommendations from the Library Enhancements Committee included:

- Strengthen collaborative relationships with partner organizations (e.g., ILA<sup>6</sup>, RAILS<sup>7</sup>, and IHLS<sup>8</sup>) to expand access
- Use Illinois State Library (ILS) budget to provide statewide library resources (i.e., databases) to increase access to information and relieve budget-burdened libraries
- Advance technology adoption and digital resources to automate internal procedures (e.g., recordkeeping), expand public facing services (e.g., WiFi), and remove geographic barriers in accessing library resources (e.g., e-books)

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<sup>6</sup> Illinois Library Association (ILA)

<sup>7</sup> Reaching Across Illinois Library System (RAILS)

<sup>8</sup> Illinois Heartland Library System (IHLS)





- Create an environment to attract and retain certified librarians and library media specialists
- Explore ways to expand and equitably distribute funding across libraries statewide
- Leverage the Illinois Library and Information Network (ILLINET) to educate and engage the public
- Leverage existing Secretary of State assets to test inter-agency collaborations (e.g., mobile DMV sites)
- Engage the public to drive understanding of end-user demands

To address these opportunities, the Library Enhancements Committee proposes the following strategies and short- and long-term actions the Office may take.

| Potential strategy  | Short-term actions  | Long-term actions   |
|---|---|---|
| Strengthen collaborative relationships with partner organizations (e.g., ILA, RAILS, and IHLS) to expand access | <ul style="list-style-type: none"><li>▪ Collaborate with partner organizations and state agencies to understand the demographic characteristics of unserved areas</li><li>▪ Begin to identify opportunities to offer library cards to educators, students, and school staff</li></ul> | <ul style="list-style-type: none"><li>▪ Help shape legislation to expand equitable access (e.g., universal library system)</li><li>▪ Explore TBBS<sup>9</sup> expansion opportunities, including additional outreach and education</li><li>▪ Host book talks and events to generate conversation, including diverse authors or stories with diverse characters</li><li>▪ Identify opportunities to improve trustee education and engagement</li><li>▪ Explore public-private (e.g., Amazon and Rivian) partnerships to expand resources and access in rural communities</li><li>▪ Leverage Secretary of State platform to educate system members, funders, and other stakeholders about who is unserved in Illinois</li></ul> |
| Use ISL <sup>10</sup> budget to provide statewide library resources (i.e., databases)                           | <ul style="list-style-type: none"><li>▪ Fund a statewide core suite (e.g., ProQuest, Gale, EBSCO,</li></ul>   | <ul style="list-style-type: none"><li>▪ Leverage ISL negotiating power to supplement statewide resources with additional databases (e.g.,</li></ul>   |

<sup>9</sup> Talking Book and Braille Service (TBBS)

<sup>10</sup> Illinois State Library (ISL)



| Potential strategy   | Short-term actions  | Long-term actions   |
|--|---|---|
| to increase access to information and relieve budget-burdened libraries  | <p>and World Book) of electronic databases</p> <ul style="list-style-type: none"> <li>Explore opportunities to support CARLI's<sup>11</sup> Online Educational Resources Initiative</li> <li>Create a line item in the ISL budget to finance library initiatives such as Online Educational Resources (OERs)</li> </ul> | <p>Reference USA, JSTOR, and The New York Times) and training</p> <ul style="list-style-type: none"> <li>Use ISL purchasing power to negotiate with publishers to increase access to e-books and reduce associated licensing fees (i.e., License to Read)</li> </ul>  |
| Advance technology adoption and digital resources to automate internal procedures (e.g., recordkeeping), expand public facing services (e.g., WiFi), and remove geographic barriers in accessing library resources (e.g., e-books) | <ul style="list-style-type: none"> <li>Explore ways to digitize and automate paperwork requirements</li> <li>Continue to expand high-speed internet in rural service regions</li> </ul>   | <ul style="list-style-type: none"> <li>Partner with academic institutions (e.g., University of Illinois, University of Chicago) to develop a Digital Navigator<sup>12</sup> program</li> <li>Explore options to offer a statewide digital library with partner organizations (e.g., ILA, RAILS, and IHLS) and academic institutions</li> <li>Explore solutions like rentable hot spots in places where Wi-Fi expansion may be limited</li> <li>Identify partners to co-host digital literacy workshops (e.g., navigating library resources)</li> <li>Revise Secretary of State protocol or make it easier for libraries to automate record keeping (e.g., Document Retention Process)</li> <li>Identify opportunities to participate (e.g., workshops, informational seminars) in the Federal Communications Commission's E-rate program to help schools and libraries obtain affordable broadband</li> <li>Identify partners to raise awareness about important</li> </ul> |

<sup>11</sup> Consortium of Academic and Research Libraries in Illinois (CARLI)

<sup>12</sup> Digital navigators are trained individuals, typically based in a community organization, who provide tailored support for the full spectrum of digital inclusion needs, from internet and device access to digital skill building



| Potential strategy   | Short-term actions   | Long-term actions  |
|--|--|--|
|  |  | community topics (e.g., health, financial, and education services)   |
| Create an environment to attract and retain certified librarians and library media specialists | <ul style="list-style-type: none"> <li>Partner with academic institutions (e.g., University of Illinois, and University of Chicago) to identify policy and monetary levers</li> <li>Partner with peer organizations (e.g., ILA, RAILS, and IHLS) to offer professional development opportunities</li> </ul>  | <ul style="list-style-type: none"> <li>Encourage and empower young adults to participate in library-affiliated programs</li> <li>Raise awareness (e.g., grant opportunities and progress updates) at library-related conventions (e.g., Illinois Library Association’s Annual Conference)</li> <li>Explore an Illinois State Library Fellowship Program</li> <li>Explore opportunities to expand scholarships, offer subsidized loans, and pilot tuition reimbursement programs</li> </ul>   |
| Explore ways to expand and equitably distribute funding across libraries statewide             | <ul style="list-style-type: none"> <li>Baseline grant allocations and their intended versus actual return on investment</li> <li>Explore opportunities to make thoughtful appointments (e.g., Illinois State Library Advisory Committee and the Director of Illinois State Library) to support potential recommendations (e.g., databases, online educational resources, e-books, and certified librarians)</li> </ul> | <ul style="list-style-type: none"> <li>Explore additional Library Services and Technology Act (LSTA) grant opportunities for community colleges</li> <li>Prioritize grant allocations based on need and impact potential</li> <li>Leverage Secretary of State platform to educate municipalities and explore local levy options</li> <li>Identify grant opportunities to better support summer reading programs</li> <li>Develop a suite of out-of-the-box marketing and public engagement templates for libraries to use</li> </ul> |





In addition to the above, this committee recommended the following potential strategies and actions to take.

| Potential strategy  | Short-term actions  | Long-term actions   |
|---|---|---|
| Leverage the Illinois Library and Information Network (ILLINET) to educate (e.g., DEI and sustainability) and engage the public | <ul style="list-style-type: none"> <li>Stand-up a monthly special topic series (e.g., Climate &amp; Sustainability Month, New Entrepreneur 101, DEI<sup>13</sup>, and LGBTQ+ Rights)</li> <li>Leverage Secretary of State platform to generate press exposure for public, school, and academic libraries (e.g., a calendar of the major library week celebrations and conventions)</li> </ul> | <ul style="list-style-type: none"> <li>Explore ways to bring Spanish language literacy programs to public libraries</li> <li>Pilot subsidized iREAD programs in partnership with the Illinois Library Association</li> <li>Continue to support successful ISL initiatives (e.g., afterschool programming and grant funding), build on enhancements, and pilot new ideas (e.g., expanded adult literacy programs)</li> <li>Increase collaboration and coordination between existing literacy programs (e.g., Adult Literacy and Child Literacy)</li> <li>Raise awareness for Illinois State Library Patent Repository</li> </ul> |
| Leverage existing Secretary of State assets to test inter-agency collaborations (e.g., mobile DMV sites)                        | <ul style="list-style-type: none"> <li>Identify pilot opportunities across Secretary of State departments</li> </ul>  | <ul style="list-style-type: none"> <li>Increase DMV mobile service pop-up sites across library system partners</li> <li>Stand-up voter registration sites before elections in high-traffic areas (e.g., Cook, Lake, and Kane County) in conjunction with local clerks and recorders</li> <li>Identify opportunities to partner with Secretary of State Department of Business Services; the State Chamber of Commerce; and the new University of Illinois Innovation Center to offer tutorials and new entrepreneur workshops</li> </ul>  |
| Engage the public to drive understanding of end-user demands  |   | <ul style="list-style-type: none"> <li>Assess offerings across libraries (e.g., books and other resources) and compare against user demands</li> </ul>  |

<sup>13</sup> Diversity, Equity, and Inclusion (DEI)

McHenry Public Library Board of Trustees  
McHenry Public Library District  
809 Front Street  
McHenry, IL 60050

Dear McHenry Public Library Board of Trustees:

I have officially graduated with my Library Technical Assistant Certificate from College of DuPage! Words cannot express my gratitude for your assistance and support in this endeavor. I feel privileged to work at McHenry Public Library in Youth Services and am excited to use what I have learned in my courses to better serve the patrons of McHenry Public Library District. I have gained additional skills in programming to young patrons, collection development, and readers advisory. I have also gained a greater understanding of the governance and policies that support libraries. Your willingness to support me as I furthered my professional career has had a huge impact on my life and I will be eternally grateful.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Einoris". The script is fluid and cursive, with the first name "Jennifer" written in a larger, more prominent hand than the last name "Einoris".

Jennifer Einoris  
Youth Services

## **McHenry Public Library District**

### **LIBRARIAN'S REPORT**

**FEBRUARY 2023**

#### **Administration**

- CCS Governing Board has voted to add Mount Prospect Public Library to the consortium. They will become the 30<sup>th</sup> library in CCS and will be brought onboard in fall of 2024 after the onboarding of Warren-Newport Public Library is completed.
- CCS has voted to release member libraries from using TSYS as its credit card processor for fine and fee payments through the catalog interface due to the fees charged by TSYS. The Library is beginning the process of moving to ePay offered by the Illinois State Treasurer's Office which has lower processing fees and monthly fees meaning more of the fines and fees we charge comes back to us rather than to the credit card processor.

#### **Adult Services**

- T. Hillier had a patron that he previously helped contact him looking for information on local photographers from the 1870s - 1890s. They had some old family photographs that they were looking to date based off of the dates that the photographers were in business. Based on the Woodstock Sentinel and a few other items, Hillier was able to produce a timeline of the photographers for the patron.
- E. Bily worked one-on-one with a patron navigating basics on their iPad. They went over basics of Wi-Fi networks, email settings, navigating the app store, and internet browser functions (URLs, history, bookmarks, etc.).
- K. Kimbrel helped a patron who wanted the first book in three different series written by Loren D. Estleman. The three series were "Amos Walker", "Page Murdock", and "Valentino Film Detective". Kimbrel was able to get the three first books of each series using Interlibrary Loan. The patron was very happy, and plans to read every book in all three series.
- D. Gaudio had a patron call right after The Alps Tour Du Mont Blanc program and say "the program tonight was outstanding!"
- A. Moreno-Lomeli helped a patron with placing items on hold. They didn't know that our consortium included so many libraries and expressed gratitude for being able to obtain items from multiple libraries in the CCS consortium.
- The Questions desk staff participated in 61 live chats with patrons during the month of January.

#### **Circulation**

- On January 17 we welcomed Jennifer Lowrey, and Grant Vallone, to the Circulation Team. Jennifer and Grant are doing great with their onboarding and training.
- In January our ILL Coordinator, K.Voegtle, completed the annual Illinet Survey. The survey results from the fiscal year of (2021-2022) indicate we lent a total of 29,441 items from our collection.

## **Human Resources**

- Recruitment has started to become a focus again, and we are working towards having multiple positions posted throughout the month of February.
- Timekeeping and payroll for Paylocity have been the focus throughout January. We will be focused on our next phase and implementing electronic onboarding starting in February.
- N. Brehm completed her temporary Adult Services Library Associate position.
- With the addition of our two new Circulation Staff, our current headcount for January was; 32; 19 FT (37.50 hours weekly) and 13 PT staff members.
- Average merit increases for FY 22/23 (year-to-date) is 1.69%
- We had no staff milestone anniversaries this month.

## **Technical Services**

- S. Roitberg has been cross training with K. Walker to learn Acquisitions functionality to serve as his backup. She attended two virtual CCS training sessions. One on Simply Reports, the Polaris report generation module, and the other, Introduction to Polaris and Leap, which reinforced prior Leap training.
- S. Roitberg attended proposal training, to learn what counts as warrant for the Library of Congress to consider adding or changing a subject heading, what proposals need to include, and how to submit them, for the Gender and Sexuality Subject Authority Cooperative Program (SACO) funnel
- K. Meadows reports that she processed the Scanmarker Air Pen Scanner and the Large Type Keyboard. She made their rack cards and began work on the rack cards for the Bi-folkal kits. K. Meadows has made significant progress on the annual magazine weeding.
- K. Walker reports that as part of the Sunshine Committee, he assisted with the staff Winter Reading event.

## **Technology**

- K Krewer and Z Terrill installed NewsGuard on all of the public computers. This web extension was added to each browser and helps users to identify reliable news sources.
- IT updated all training laptops in order to prepare for upcoming computer classes in February
- IT set up new individual accounts for Circ Staff in order to prepare for MFA. Staff was given their new log-in info at the in-service meeting in February.
- IT activated Duo MFA for managers. Each manager received their YubiKey fob and has registered it to their Google Workspace and Windows accounts. We plan to roll this out to all staff at the end of February if no issues come up.
- IT activated the AARP Wi-Fi network to prepare for next month's AARP-tax services.

## **Youth Services**

- S. Kordistos put on her first sensory storytime on January 6 had the biggest turnout for a storytime, 38! It went over so well with the kids and the parents enjoyed it too. "This one may be a keeper!"

- A. Maifield added all of the storage items into a record set so that a public note could be added to the catalog informing patrons that each item had another copy in storage that they could check out if the one on the shelf was taken by another patron.
- J. Einoris, Z. Terrill, and D. Gaudio prepared all of the materials for the Library Lover's Expedition program the library is participating in with 13 other local libraries. The rest of the Youth Services department helped put together the materials in an easy to use way for the Circulation department who would be running the program on February 1.
- S. Baseley has been hard at work prepping for the StoryWalk event by meeting with L. Jakacki and Z. Terrill to discuss next steps, worked with A. Mesino to edit the StoryWalk sheets, and edited the survey based on feedback from Jakacki and Terrill.

## Patron Communications

- Thanks so much for having the library subscribe to Kanopy. As a movie buff, I can't tell you how many times I look up some classic movie, only to find it is only available on Kanopy. I am a cord cutter, so do not have cable, and use a lot of DVD's from the library, the occasional Hoopla (for movies and music), but still get to a dead end once in a while where Kanopy is the only place that I can get a hard-to-find movie. Thanks again, I'm sure I'll put it to good use.—Don Malzahn

## Public Relations

On December 6<sup>th</sup>, 2023, Chief John Birk, Public Affairs Officer Michael Spohn, Social Services Coordinator Jason Sterwerf and Director of Economic Development Doug Martin participated in Coffee with the Chief at the McHenry Public Library. This event is held bi-monthly, and this session's topic centered around Jason's position and answering any questions the public might have about it. Our therapy dog Oakley was also present and was the star of the event.



*Figure 1 from the City of McHenry 01-16-2023 City Council Meeting Packet*

The [MPLD Board Bylaws](#) were adopted in 2008, and additions to the Bylaws in 2011 (addition of sections on public comments and meetings via electronic means) and 2018 (finance and investments sections). Per the standards of Serving our Public, it is recommended that we have periodic reviews of the bylaws. Following are the first five (5) pages of the document. I have included places where the Board can expand the bylaws (in blue), remove out-of-date language (in blue and struck out), or areas for discussion as noted.

**To View Current Bylaws:** [MPLD Board Bylaws](#)

## COMPENSATION AND EXPENSES

As provided by Statute, Trustees shall serve without compensation but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties from District funds. (75 ILCS 16/30-30)

## POWERS

The Board of Trustees shall carry out the spirit and intent of the Public Library District Act of 1991 in establishing, supporting, and maintaining a public library or libraries within the District and for providing library service. In addition, and without limiting other powers conferred by the Public Library District Act of 1991, the Board shall have the powers set forth in the following sections preceding 75 ILCS section 60-30 and other relevant Statutes.

## DUTIES/OBLIGATIONS OF BOARD MEMBERS

Trustees are expected to fulfill their statutory obligations, attend a majority of Board meetings, and participate in Library-sponsored events, functions, and training sessions to be effective, productive, and fully functional members of the Board.

~~Effective January 1, 2012, Elected or appointed members of a public body subject to the Open Meetings Act (OMA) must complete the electronic training from the Illinois Attorney General's office once during their term of election or appointment within one (1) year or no later than the 90th day after taking the oath of office. The Public Access Counselor's Office's OMA electronic training available free of charge at~~

~~[http://foia.ilattorneygeneral.net/electronic\\_foia\\_training.aspx](http://foia.ilattorneygeneral.net/electronic_foia_training.aspx)~~ The certificate of training/completion should be filed with the public body. (Section 1.05 (b) of OMA. Additionally, specific board members may be required to take the Freedom of Information Act (FOIA) training annually if they serve as an organizational FOIA Officer (Section 3.5 (b) of FOIA). [Lastly, Board members are required annually to complete a Statement of Economic Interest.](#)

## OFFICERS

The officers of the Board of Library Trustees shall be as follows: President, Vice-President, Treasurer, and Secretary. A different Trustee shall hold each office, [and the officers are elected by members of the Library Board from its membership at the organizational meeting following the biannual election.](#) The President shall appoint a nominating committee, which will present a slate of officers at the annual meeting. Additional nominations may be made from the floor. Officers shall serve a term of two years from the annual meeting at which they are elected (75 ILCS 16/30-40). A vacancy in any office shall be filled by the Board for the unexpired term. Officers shall have such obligations and duties as set forth by Statute. (75 ILCS 16/30-45)

## DUTIES OF THE PRESIDENT

The President shall preside over all meetings, appoint members of committees authorized by the District's regulations, and perform other duties specified by the District's regulations, ordinances, or other appropriate action.

In addition, the President shall be an ex-officio voting member of all committees, prepare an agenda for every meeting of the Library Trustees, and appoint the Attorney to the Board and an Accountant for audits, as necessary, with the approval of the Board.

The President shall also authorize calls for any special meetings, execute all documents authorized by the Board, and shall perform all other duties as may be assigned by the Board. The President shall not have or exercise veto powers.

In the absence of the President, the Vice-President shall preside. (75 ILCS 16/30-45)

## DUTIES OF THE VICE-PRESIDENT

The Vice-President shall preside over all meetings in the absence of the President and shall perform other duties assigned by the President or the Board. (75 ILCS 16/30-45) The Vice President shall assist the President with the duties as requested by the President and may be the representative for the Board at public events or in associate bodies.

## DUTIES OF THE TREASURER

The Treasurer shall keep and maintain all financial accounts and records of the District, indicating therein a record of all receipts, disbursements, and balances in any funds.

At every Board meeting, the Treasurer is expected to present an account of the status of the Treasury at the date of such accounting and the balance of money in the Treasury. In addition, the Treasurer shall be responsible for obtaining the annual financial audit as required by Statute. This audit shall conform with Section 3 of the Governmental Account Audit Act. (75 ILCS 161/30-45)

The Treasurer shall be bonded or insured in an amount ~~to be set by the Board~~ in accordance with the law, and the cost of such bond shall be paid from District funds.

Any Officer may perform the duties of the Treasurer in their absence, and the Treasurer performs other duties assigned by the President or the Board.

## DUTIES OF THE SECRETARY

The Secretary shall keep the corporate seal of the District and affix it to all documents, the execution of which on behalf of the District under its seal is duly authorized in accordance with ordinances of this District and is required by law. Copies of all papers duly filed with the Secretary, and transcripts from the journals and other records and files of this office, certified by the Secretary under the corporate seal of the District, shall be evidence in all courts in like manner as if the original were produced. (735 ILCS 5/1-109)

The Secretary shall keep and maintain appropriate records for the term in office and shall include a record of the minutes of all meetings, the names of those in attendance, the Ordinances enacted, resolutions, rules and regulations adopted, and all other pertinent written matters as affect the operation of the District. All such records shall be



filed in a minute Book that is to be kept in accordance with Statute. Every Ordinance shall contain an effective date, which shall be no later than 60 days after the date of enactment. In addition, every Ordinance shall be posted in a public area of the library building within three (3) days after the date of enactment and shall remain posted for 14 days. (75 ILCS 16/1-40) Ordinances shall be numbered serially and identified by such serial number and the date of enactment and shall be published in accordance with Statute.

The Secretary shall have the power to administer oaths and affirmations for the purposes of the Act.

The Secretary shall be responsible for publishing the annual financial statements and publishing and/or posting notices, ordinances, resolutions, budgets, and tax levies, all as required by law. In addition, the Secretary shall administer a written and oral oath of office to newly elected or appointed Trustees. On or before the first day of July each year, the Secretary shall file a certification with the County Clerk and the Illinois State Librarian, listing the names and addresses of the Library Trustees and Officers and their respective terms of office. The Secretary is the local election official and performs other duties assigned by the President or the Board.

A Secretary Pro Tempore may be appointed by the President with the approval of the Library Board from among themselves to conduct that meeting only.

The Secretary shall preside in the absence of both the President and Vice-President. In the event that the President, Vice-President, and Secretary are absent from a meeting, the members present shall elect a President pro tem from among themselves to conduct that meeting only.

## COMMITTEES

Committees are advisory groups. They present non-binding recommendations to the Board, which the Board then decides to accept, reject or modify. All committees are considered ad-hoc committees or committees-of-the-whole unless otherwise determined by a vote of the majority of the Board.

## Ad hoc Committees

The Board of Trustees may, from time to time, appoint special committees for selected tasks and shall define the size, composition, purposes, and duration of such special committees pursuant to a resolution of the Board. Ad hoc committees shall review matters within the scope of their assigned work and shall advise the Board of Trustees and the Library Executive Director thereon. All ad hoc committees shall abide by the general committee procedures described previously and shall disband when they have completed the work for which they were appointed.

## Nominating Committee

The Nominating Committee is an ad hoc committee and will consist of three Trustees appointed by the President at least 30 days in advance of the Annual Meeting each year. The Committee shall recommend a slate of officers to the Board. In addition, the outgoing President shall appoint a nominating committee at a regular meeting of the Board of Library Trustees prior to the organizational meeting at which the officers of the Board of Library Trustees shall be elected. This committee shall be composed of two continuing members of the Board of Library Trustees. This committee's charge is to nominate a slate consisting of one candidate for each office and to present such slate at the organizational meeting of the Board of Library Trustees.

## Decennial Committees on Local Government Efficiency Act Committee

Illinois Public Act 102-1088, creates the Decennial Committees on Local Government Efficiency Act. The Act requires certain (not all) units of local government to establish a committee within one year after the effective date, and at least once every 10 years thereafter, to study local efficiencies and report recommendations to the county board in which the governmental unit is located. The Act applies to units of local government that may levy any tax, except municipalities and counties. Committee composition, duties, and reporting requirements are detailed in the Public Act.

# Multi-factor Authentication Policy- PROPOSED

(approved XX-XX-2023)

## **PURPOSE:**

The purpose of this policy is to define requirements for accessing McHenry Public Library District's (MPLD) network and information systems from both on-site and off-site. These standards are designed to minimize the potential security exposure to MPLD from damages which may result from the unauthorized use of MPLD resources. Multi-factor authentication (MFA) adds a layer of security that helps deter compromised credentials.

Multi-factor authentication is achieved when multiple forms of authentication are used to increase the likelihood that the credentials are from the individual to whom they were assigned. For example, at MPLD, MFA is achieved through the use of a unique one-time password (OTP) authentication generated from an approved hardware token (fob) or smartphone application, in addition to their library credentials.

## **APPLIES TO:**

This policy applies to all members of the MPLD staff, the Board of Trustees, interns, volunteers, professional contractors, and Friends of the McHenry Public Library District, hereby referred to as "user" with a library-owned or personally-owned computer, workstation, or device used to connect on-site or off-site to the Library network and technology resources.

Many systems from MPLD may be protected by multi-factor authentication ("MFA"). This policy applies to any system or service that requires an additional layer of protection, as determined by the Library's IT Department and Executive Director or by those vendors that provide the Library access (for example, CCS). Systems that require MFA include, but are not limited to, Windows Network, Google Workspace, VPN, Joomla, social media services, system administration tools & privileged accounts.

When you attempt to log into an MPLD system protected by MFA, the system will "challenge" you by requesting a secret security code. This code will be provided through the secure method you selected during registration or as a confirmation request in the MFA application. You will be allowed into the system if you enter the correct code.

## **General**

1. When authenticating using MFA, all users must use the generated OTPs from their approved fob or smartphone app as a second-factor security login in addition to their library credentials.

2. Only approved and registered fobs or smartphones registered with MFA with the approved MFA app may be used for OTP generation.
3. If using a smartphone app, users must notify the IT Department when they change their smartphone device, even if the user keeps the same phone number, to register the new device.
4. Lost, stolen, or damaged devices must be reported immediately to the IT Department.
5. Devices must be properly secured and not shared.
6. Users must not leave their OTP devices unattended in a public place
7. Users should not mark their OTP devices with identifying information such as name, login id, passwords, or any reference to a Library technology system.

### Smartphone

1. Exempt staff, Board of Trustees, Friends of the Library, and select non-exempt staff will be permitted to access MFA through a smartphone if the user prefers that method of MFA access.
2. User is responsible for furnishing their personal smartphone. MPLD will not issue smartphones exclusively for users to use multi-factor authentication devices.
3. MPLD only supports the MFA app, not the smartphone itself. Each user is responsible for ensuring that it is in working condition. MPLD is not responsible for repairing or replacing any personal smartphone used as an OTP device or for costs associated with a data plan.
4. Users will use the MFA self-enrollment process to register their authentication device(s) and install the MFA application.
5. Users are required to leverage the electronic security provided by their smartphones, including but not limited to the use of a screen lock utility to access their smartphones.
6. Users must agree to uninstall the OTP application once their need to use it expires.

### Hardware Tokens:

1. All non-exempt staff will be issued and required to use a hardware token.
2. Users are required to return their hardware tokens (fob) to their supervisor when they terminate their employment or affiliation with MPLD or no longer have access to any systems requiring multi-factor authentication
3. Users must take reasonable care of the hardware token (fob) assigned to them.  
Reasonable care includes, but is not limited to:
  - a. Protecting from water/moisture. Fobs are not water resistant
  - b. Protecting from loss of theft.
  - c. Users should not store near a computer used to access MPLD systems.
  - d. Users should not transport their fobs in the same bags as laptops or other devices used to access any system or application using MFA.
  - e. Securing fobs on your person or in a locked/controlled environment.

4. Since a hardware fob plugs into a device's USB port will be issued to users, it is critical that these fobs are secured and not stored with the device.
5. Users whose fobs are lost or stolen will be provided with one no-charge replacement during their tenure; after that, users will be charged \$50.00 for any additional replacement fobs. The replacement costs will be handled by a payroll deduction for employees and direct payment for all other users.

#### Contingency Access:

Users are able to use the following options to request temporary one-time passwords when they don't have their OTP device to authenticate to MPLD Systems, which require MFA authentication:

Contact the MPLD IT helpdesk during normal business hours to request a temporary one-time password.

Once a user's identity has been verified, an Access Code will be generated, and they will be given a code to access MFA-protected applications and systems until the end of their scheduled shift for that day. After the code has expired, the user will be required to repeat the process again. Users are expected to use the chosen device in addition to their credentials to authenticate to any system that requires strong authentication. MPLD monitors the pattern of contingency access usage and may also issue a report to the manager or a user if the user requests temporary OTP more than three (3) times in a month. Once an employee user has requested a temporary OTP more than three (3) times a month or reaches the limit over consecutive months, the employee user will be required to use their paid benefit time to retrieve the fob, as the employee will be considered unprepared to work.

Users may not attempt to circumvent login procedures, including MFA, on any computer system or service or otherwise, attempt to gain unauthorized access. Attempts to circumvent login procedures or violate the approved policies and procedures could result in the revocation of access and will result in further discipline up to and including termination. In addition, financial losses incurred due to the use of MFA circumvention techniques are the responsibility of the user, and MPLD may seek financial restitution from users who violate this policy. Users should also be aware of other possible consequences under MPLD policies and federal, state, or local laws, particularly those related to computer crime and copyright violation.

# Equal Employment Opportunity Policy-Proposed\*

(Approved 09-2014; revised XX-XX-2023)

The Library will provide equal opportunity to all employees and applicants for employment regardless of actual or perceived race (and traits associated with race, including but not limited to hair texture and proactive hairstyles such as braids, locks, and twists) color, national origin, ancestry, citizenship status, work authorization status, age, religion, marital status, disability, sex, gender, pregnancy, sexual orientation, gender identity, military or veteran status, order of protection status, genetic information, or any other category protected by applicable law. Such action shall include, but is not limited to: initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination.

~~The Library is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates applicable state and local laws governing nondiscrimination in employment.~~

Any employee who believes this policy has been violated should report the situation to the Executive Director or Human Resources. All such matters will be held in confidence, thoroughly investigated, and rectified if a policy violation is identified. Please refer to the policy governing sexual and other types of harassment for more detailed information concerning the organization's investigative procedures.

The Library strongly encourages the use of this policy if necessary and assures all employees and applicants that they need not fear retaliation for bringing forth a good faith claim or participating in an investigation, regardless of the results of any investigation.

\*Expanded policy to include CROWN Act of 2021 verbiage, anti-discrimination towards citizenship status, work authorization status, gender, and pregnancy. Removed repetitive verbiage within the document. Updated point of contact for complaints that are consistent with Whistle Blower Policy.

# Equal Employment Opportunities-**Current Version**

## **Policy**

The Library will provide equal opportunity to all employees and applicants for employment regardless of race, color, religion, age, sex, national origin, ancestry, disability (mental or physical), military status, marital status, order of protection status, genetic information and sexual orientation all in accordance with applicable law. Such action shall include, but is not limited to: initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination.

The Library is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates applicable state and local laws governing nondiscrimination in employment.

Any employee who believes this policy has been violated should report the situation to the Executive Director or the Library Board of Trustees. All such matters will be held in confidence, thoroughly investigated and rectified if a policy violation is identified. Please refer to the policy governing sexual and other types of harassment for more detailed information concerning the Library's investigative procedures.

The Library strongly encourages use of this policy if necessary and assures its employees that they need fear no reprisals for bringing forth a good faith claim, regardless of the results of any investigation.

In addition to a nepotism policy, the Library subscribes to a policy of one position per employee. This policy precludes any employee from working more than one paid position within the library. The policy has been enacted in order to reduce inter-departmental scheduling conflicts as well as eliminate potential problems with IMRF, part-time vs. full time hours and benefits, and pay differentials for different positions.

\*Expanded policy to include CROWN Act of 2021 verbiage, anti-discrimination towards citizenship status, work authorization status, gender, and pregnancy. Removed repetitive verbiage within the document. Updated point of contact for complaints that are consistent with Whistle Blower Policy.