



McHenry Public Library District

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

**McHenry Public Library District
Board of Library Trustees Regular Meeting
Tuesday, August 16, 2022, 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 July 19, 2022, Regular Meeting.
- VII. **TREASURER'S REPORT** – Delphine Grala, Treasurer
 - A. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for July/August 2022, Additional Bills and Petty Cash and Credit Card Reports
- VIII. **COMMUNICATIONS**
 - A. Letter of support for the City of McHenry's Grant Application
 - B. Letter acknowledging donation from Blake Brittain of The H.E. Collectibles
- IX. **LIBRARIAN'S REPORT**
 - A. Librarian's Report
 - B. Updates on Projects
- X. **OLD BUSINESS**
 - A. IDOT Route 31 Expansion Project
 - B. Parking Lot Resurfacing and Repairs Project
- XI. **NEW BUSINESS**
 - A. FY 2021/22 Illinois Public Library Annual Report (IPLAR)
 - B. 2023 In-Service Dates Request for Closing
 - C. Updated Photography and Video Policy
 - D. April 2023 Consolidation Elections
 - E. Equity, Diversity, and Inclusion Statement
 - F. Developer/Impact Fees

XII. EXECUTIVE SESSION

The setting of a price for sale or lease of property owned by the public body.
5 ILCS 120/2(c)(6).

Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding must be recorded and entered into the minutes of the closed meeting.
5 ILCS 120/2(c)(11).

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: July 19, 2022

Time: 7:00 P.M.

Location: Library Meeting Room West # 136

I. CALL TO ORDER – President Charles Reilly

President Reilly called the regular meeting to order at 7:00 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: Tom Coughlin, Governmental Accounting
Amy Hodgson, Administrative Assistant
Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
Kathy Milfajt, Technical Services Manager
Zach Terrill, Adult Services Assistant 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 June 21, 2022, Regular Board Meeting

Secretary Leccese informed the Board that she found no corrections needed for the June 21, 2022, minutes.

Stone moved, and Murphy seconded a motion to approve the Minutes of the June 21, 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. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for June/July 2022, Additional Bills and Petty Cash and Credit Card Reports

Accountant Tom Coughlin from Governmental Accounting reviewed the year-end financials for the 2021-2022 Fiscal Year. He reported that the Library's revenue was at 100% of the budget (up 7% from the previous fiscal year) and that operating expenses were well under budget (79-80%). He also reported that the Library's expenses were down 9% from the previous fiscal year, primarily due to personnel expenses which were at 85% of the budget and down 19% from the previous fiscal year. Accountant Coughlin reported overall, the Library had an excellent fiscal year. Treasurer Grala and President Reilly noted that the Library had a good year for Developer Fees (265% of budget).

Treasurer Grala inquired about the following expense account items:

- Electronic Resources expense for about \$19,000 vs. budgeted amount of about \$5,000. Director Jakacki reported that the Library typically puts unspent funds from the account into the collections account with Overdrive to fund e-materials for the following fiscal year.
- Tech Services Supplies expense. Director Jakacki reported that was end-of-the-year ordering for supplies. Tech Services Manager Milfajt reported she orders supplies for the following year that the Library knows they use a lot of.
- Furnishings cost about \$10,000; Director Jakacki reported that the Library replaced a 12-year-old couch and some other furnishings.

Treasurer Grala inquired about the following payments on the Check Report:

- AJ Services - Director Jakacki reported that is the cleaning service and that the Library added a mid-day cleaning due to the absence of a Building Services Manager.
- Overdrive – Director Jakacki referred to her comments during the Electronic Resources inquiry.
- TechSoup – Director Jakacki reported that IT updated Microsoft licenses for each public computer.

Accountant Coughlin reported that with the fiscal year changing, some invoices might come late for the previous fiscal year, but he does not expect dramatic changes. Director Jakacki said that we have until the end of August to pay invoices and assign them to the previous fiscal year.

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

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

VIII. COMMUNICATIONS

A. Letter from Jesse White, Illinois Secretary of State and State Librarian – F2022 Per Capita Grant Award Letter

Director Jakacki reported that the Library received a letter from the State Library regarding the Per Capita Grant regarding what the Library received this year and that the Library received about \$200 less this year than the previous year.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

Director Jakacki highlighted the following items:

- She reported that the Library has been busier since June due to the Summer Reading Program and all the patrons that brings into the Library along with fun programs, including the Summer Lunch Program, which is in full swing.
- Youth Services Assistant Manager Anna Karwowska completed an eight-course Public Library Management certificate program through the University of Michigan.
- The Library marched in the Fiesta Days parade on Sunday, July 17.

B. Updates on Projects

Director Jakacki reported which other local government organizations voted to support the City's Vacant Building Incentive Program, as shared by Doug Martin, City of McHenry.

President Reilly inquired about the issue regarding the sewer and whose responsibility it is if the sewer has to be moved. Director Jakacki reported it is the City's responsibility and that the City is applying for a grant from the County to help cover the relocation and upgrade costs. In addition, she reported that the Library provided a letter of support to the City of McHenry.

Director Jakacki reported that the IDOT offer is at a standstill due to the Library sign; the vendor is waiting on a quote so he can give the Library a quote.

X. OLD BUSINESS

A. IDOT Route 31 Expansion Project

Director Jakacki referred to her previous comments.

B. Parking Lot Resurfacing and Repairs Project

Director Jakacki reported that she is trying to get all the vendors quoting us for this project on the same page, which has been a struggle. Some vendors are waiting for their estimators to get back to them so they can provide us with a quote.

Trustee Alexander asked if he is the only person wondering if we have to do this before the Route 31 construction project. Director Jakacki reported that there are some holes in the parking lot, that it is a safety issue, and that we cannot have staff park near those spots. Trustee Alexander reported that he walked around the building before the Board Meeting and thinks overall that the parking lot is in good shape and the stripes are very legible. Director Jakacki reported this is for seal coating and parking lot stripes only, not paving. Secretary Leccese inquired if there is anything that the IDOT project would undo. Director Jakacki reported the seal coating and striping. Treasurer Grala asked when was the last time the whole parking lot was done, and Director Jakacki reported that a partial job was done twelve years ago with the remodel. A discussion ensued regarding the quotes and various options. President Reilly noted that the Board cannot decide what we want to be done yet without the other quotes. Director Jakacki reported that if the one hole opens up more, she will have to address it and inquired if the Board would be okay with her doing that. President Reilly reported that if it is an emergency, Director Jakacki can get the repair work done and has the authority to spend up to \$8,000.

Action Tabled to future Board Meeting

XI. NEW BUSINESS

- A.** Adoption of ordinance 2022/2023-01: an Ordinance Adopting a Tentative Combined Budget & Appropriations for FY 2022-2023

Director Jakacki reported that it is time to adopt a tentative budget and appropriation document. She said that if the Board is good with this, we then have a hearing to make the final adoption in September. President Reilly inquired what was already approved; Director Jakacki reported the day-to-day operating budget and that this is the operating with the appropriations and that the appropriation is about 1.5 times higher than the operating budget.

Weingart moved, and Alexander seconded a motion to adopt Ordinance 2022/2023-01: An ordinance adopting a tentative combined budget and appropriations for FY 2022-2023.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

- B.** Scheduling a public hearing for the Annual Budget and Appropriations Adoption

Director Jakacki reported that the earliest we can schedule the public hearing is for the September 20, 2022 Board Meeting.

Grala moved, and Leccese seconded a motion to schedule the public hearing for the Annual Budget and Appropriations Adoption on September 20, 2022 at 7:00 p.m.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

C. Approval of the FY 2021/22 Secretary's Book

Director Jakacki reported that Secretary Leccese and Trustee Murphy reviewed the Secretary's Book, who each reported they found no problems with it.

Grala moved, and Stone seconded a motion to approve the FY 2021/2022 Secretary's book.

A discussion ensued, and Vice President Stone inquired what this was. Director Jakacki reported that she must put together Board packets and documents that require an original signature from Board Members. Vice President Stone asked who sees it. Director Jakacki said that it is kept forever in case we need to go back and refer to it or someone does an audit. So every year, two Board Members have to review it.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

D. RESOLUTION NO. 2022/2023-02 Annual Resolution authorizing public library district non-resident cards

Director Jakacki reported that this is the annual resolution to set the fee for non-resident cards. Based on a mathematical formula, the fee would be \$209.17 for people who do not pay taxes to any library. President Reilly inquired if people actually pay that, and Director Jakacki reported yes, about 3-4. Treasurer Grala said that she called other libraries to see what their non-resident fees are and that our Library is extremely cost-effective. Director Jakacki reported that we have several options for calculating this fee.

Grala moved, and Murphy seconded a motion to approve Resolution NO. 2022/2023-02 Annual Resolution authorizing public library district non-resident cards.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

E. Director of Public Services Job Description

Director Jakacki reported that last year when the Library was restructuring to have a single person over the Youth and Adult departments with specialized managers for Youth and Adult Services Assistant Manager, we did not know what that position would look like. Over the last year, as the person has worked in that position, the job description was developed, and per Library policy, any new job description has to be approved by the Board. This is the current role of Director of Public Services Pam Strain, who oversees

Youth Services, Adult Services, and Circulation. She reported this role is responsible for anyone who interacts with patrons and works with those departments to create a cohesive customer service unit, programs, and services. Treasurer Grala inquired if the Circulation Manager would report to this position; Director Jakacki said yes.

Murphy moved, and Alexander seconded a motion to approve the Director of Public Services Job Description.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

F. Freedom of Information Act Policy (Updated)

Director Jakacki reported that yearly the Library should update our Freedom of Information Act Policy to include the current upcoming budget figures, employee numbers, Board Members, and if there are any changes in how to make FOIA requests. Treasurer Grala inquired if the last one was done in 2002, and Director Jakacki reported yes and that this is the same policy with updated information and that some of the wording was cleaned up.

Weingart moved, and Leccese seconded a motion to update the Freedom of Information Act Policy.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

G. Decennial Committees on Local Government Efficiency Act (Public Act 102-1088)

Director Jakacki reported that this is a new Public Act approved by the Governor. Every ten years, every local government that can levy its own taxes as a separate unit of government has to review if they want to continue as its own single unit of government or whether it makes sense to investigate whether to consolidate with other local units of government. She reported this is to ensure local government units are doing due diligence to see where they could save taxpayers money. Director Jakacki reported that the Library does have to form a committee and that we have 18 months from when the Act was signed, which was last month, to form a committee, investigate options, make a recommendation and file a report with the County. Trustee Weingart reported that the committee has to include some residents not part of the Board. A discussion ensued on what residents to include in the committee. Trustee Weingart noted that the meetings are like a public hearing. Vice President Stone inquired what being part of the committee would entail. Director Jakacki reported that it would be a minimum of three meetings and that the committee gets reappointed every ten years. Trustee Alexander, Vice President Stone, and President Reilly volunteered. Director Jakacki reported she

would reach out to some residents to see if anyone would be interested in joining the committee.

Murphy moved, and Weingart seconded a motion to form the Decennial Committee on Local Government Efficiency Act and to appoint President Reilly, Vice President Stone and Trustee Alexander to the committee.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

H. Equity, Diversity, and Inclusion

Director Jakacki reported this was in response to several Board Members' requests to provide examples of diversity statements from other libraries after several recent incidents at the Library. A discussion ensued on the examples provided and whether the Library's Mission Statement is sufficient. Secretary Leccese reported that she would like to see something more robust put in place. Trustee Alexander inquired to the other trustees if the Library's current mission statement cover this. Director Jakacki said that many libraries are implementing an Equity, Diversity, and Inclusion statement to expand mission and vision statements. She reported that the Library's Mission Statement is general and a more substantial statement due to what is currently going on in libraries and the rise in materials challenges so that both patrons and staff know what the Library will and will not stand for. Vice President Stone inquired what the Library would do with an Equity, Diversity, and Inclusion statement. Director Jakacki reported it would be included on the Library's website, a starting point for conversations and used in recruiting. HR Generalist Jennifer May said that she would like to see the Library do to support staff who have been asking for this for some time. She reported that staff would like to have more open conversations regarding diversity, inclusion, and equity. Director Jakacki reported that inappropriate comments about diversity are much more prevalent than ever, and this type of statement can help support the staff. Vice President Stone asked Director Jakacki if she thinks this will deter people. She responded that she does not know if it will, but it would give the Library more grounds to stand on and empower the staff when dealing with these issues. After much discussion, the Board requested that Director Jakacki create an Equity, Diversity, and Inclusion statement for the Library to review at next month's Board Meeting based on some examples provided that multiple Board Members favored.

XII. EXECUTIVE SESSION

Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding must be recorded and entered into the minutes of the closed meeting.
5 ILCS 120/2(c)(11).

An executive session was held.

Leccese moved, and Grala seconded a motion to enter Executive Session at 8:42 pm.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

Alexander moved, and Grala seconded a motion to exit Executive Session at 8:57 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

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

XV. ADJOURNMENT

Murphy moved, and Stone seconded a motion to adjourn the meeting at 8:58 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 _____, 2022.

AYES:

NAYES:

ABSTAIN:

ABSENT:

Respectfully Submitted,

Monica Leccese, Secretary
McHenry Public Library District Board of Trustees

Financial Report

For the 1 Month(s) Ended July 31, 2022
FISCAL YEAR 2023



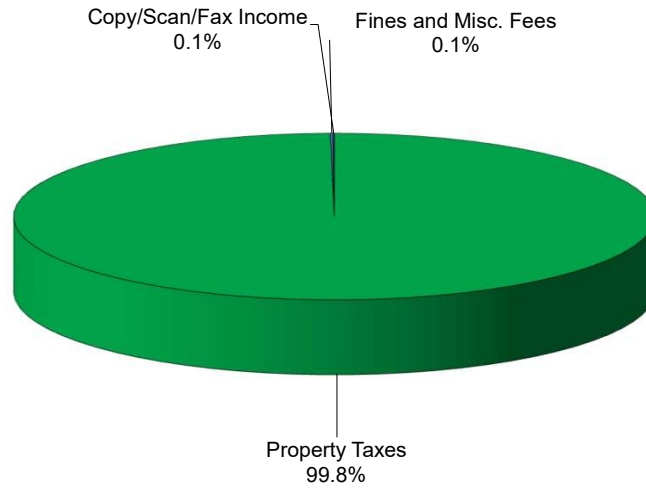
McHenry Public Library District
Actual vs Budget Summary
For the 1 Month(s) Ended July 31, 2022

8% of Fiscal Year

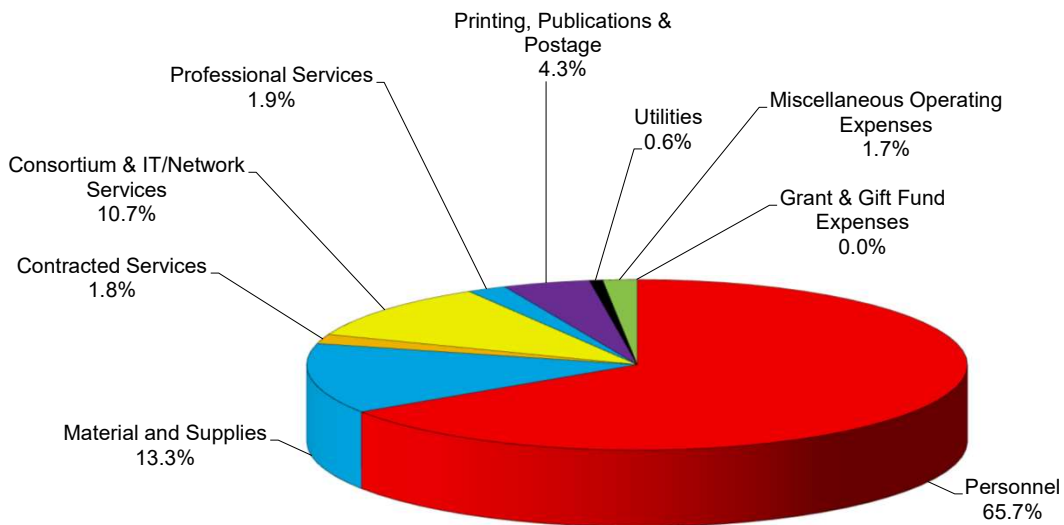
Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
REVENUE					
Property Taxes	1,784,607	3,354,407	53.2%	1,725,152	3%
Developer Fees	-	175,000	0.0%	1,246	-100%
Interest & Dividends- All Funds	124	2,375	5.2%	94	33%
Fines and Misc. Fees	1,833	22,250	8.2%	1,709	7%
Copy/Scan/Fax Income	1,340	15,000	8.9%	569	135%
General/Reserve Gifts	10	80,000	0.0%	5,301	-100%
Annexation & Impact Fees	-	25,000	0.0%	-	0%
Retiree/Cobra Insurance Payment	-	15,000	0.0%	175	-100%
Misc. Sales & Income	54	95,500	0.1%	46	17%
Lost & Damaged Materials	204	5,500	3.7%	177	15%
CCS/LLSAP Income	-	10,500	0.0%	-	0%
Solar Credits	6	5,250	0.1%	-	0%
Per Capita Grant	-	70,000	0.0%	-	0%
Over/Short	30	500	6.0%	-	0%
Miscellaneous Grants	-	40,000	0.0%	-	0%
Actual Revenues	1,788,208	3,928,687	45.5%	1,734,469	3%
Budgeted Revenues	3,615,729				
% Diff	49%				
OPERATING EXPENDITURES					
Personnel	120,819	2,222,750	5.4%	152,141	-21%
Material and Supplies	24,483	699,250	3.5%	65,882	-63%
Contracted Services	3,289	129,250	2.5%	20,114	-84%
Consortium & IT/Network Services	19,717	147,500	13.4%	32,251	-39%
Professional Services	3,570	143,250	2.5%	524	581%
Printing, Publications & Postage	7,831	67,750	11.6%	1,881	316%
Utilities	1,178	41,500	2.8%	1,040	13%
Miscellaneous Operating Expenses	3,093	188,500	1.6%	15,039	-79%
Grant & Gift Fund Expenses	-	40,000	0.0%	2,230	-100%
Actual Expenditures	183,980	3,679,750	5.0%	291,103	-37%
Budgeted Expenditures	3,490,050				
% Diff	5%				
SURPLUS / (DEFICIT) FROM OPERATIONS	1,604,227	248,937	644.4%	1,443,367	11%
CAPITAL EXPENDITURES & DEBT SERVICE					
Capital Expenses	46	112,000	0.0%	3,600	-100%
Debt Services	-	250,000	0.0%	-	0%
Transfer to Reserve Fund	-	49,900	0.0%	-	0%
Actual Expenditures	46	411,900	0.0%	3,600	-100%
Budgeted Expenditures	389,000				
% Diff	0%				
TOTAL SURPLUS / (DEFICIT)	1,604,181	(162,963)		1,439,766	
BEGINNING FUND BALANCE	2,171,570				
ENDING FUND BALANCE	3,775,751				

McHenry Public Library District
Actual vs Budget Summary
For the 1 Month(s) Ended July 31, 2022

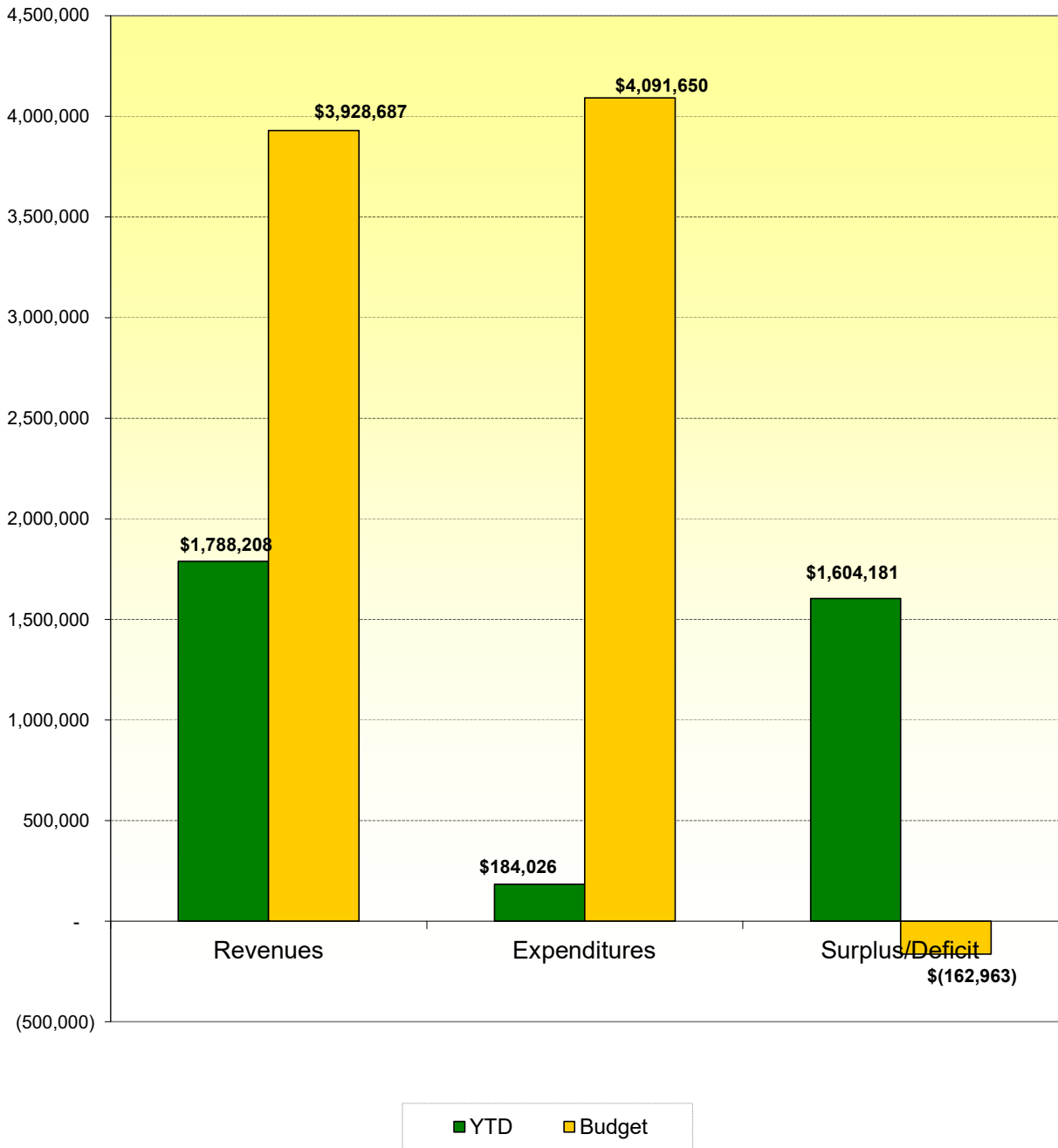
Revenue Distribution



Operational Expenditure Distribution



McHenry Public Library District
 Actual vs Budget Summary
 For the 1 Month(s) Ended July 31, 2022



McHenry Public Library District

Actual vs Budget Summary
For the 1 Month(s) Ended July 31, 2022

8% of Fiscal Year

Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	% of Budget
REVENUE						
Property Taxes	1,784,607	-	-	1,784,607	3,354,407	53%
Developer Fees	-	-	-	-	175,000	0%
Interest and Dividends	97	11	17	124	2,375	5%
Fines and Misc Fees	1,833	-	-	1,833	22,250	8%
Copy/Scan/Fax Income	1,340	-	-	1,340	15,000	9%
General/Reserve Gifts	-	-	10	10	80,000	0%
Annexation & Impact Fees	-	-	-	-	25,000	0%
Retiree/Cobra Insurance Payment	-	-	-	-	15,000	0%
Misc. Sales & Income	54	-	-	54	95,500	0%
Lost & Damaged Materials	204	-	-	204	5,500	4%
CCS/LLSAP Income	-	-	-	-	10,500	0%
Solar Credits	6	-	-	6	5,250	0%
Per Capita Grant	-	-	-	-	70,000	0%
Over/Short	30	-	-	30	500	6%
Miscellaneous Grants	-	-	-	-	40,000	0%
Actual Revenues	1,788,170	11	26	1,788,208	3,928,687	46%
Budgeted Revenues	3,373,729	56,500	185,500	3,615,729		
% Diff	53%	0%	0%	49%		
OPERATING EXPENDITURES						
Personnel	120,819	-	-	120,819	2,222,750	5%
Material and Supplies	11,404	-	13,079	24,483	699,250	4%
Contracted Services	3,289	-	-	3,289	129,250	3%
Consortium & IT/Network Services	19,717	-	-	19,717	147,500	13%
Professional Services	3,570	-	-	3,570	143,250	2%
Printing, Publications & Postage	7,831	-	-	7,831	67,750	12%
Utilities	1,178	-	-	1,178	41,500	3%
Miscellaneous Operating Expenses	3,093	-	-	3,093	188,500	2%
Grant & Gift Fund Expenses	-	-	-	-	40,000	0%
Actual Expenditures	170,901	-	13,079	183,980	3,679,750	5%
Budgeted Expenditures	3,230,550		259,500	3,490,050		
% Diff	5%	0%	5%	5%		
SURPLUS / (DEFICIT) FROM OPERATIONS	1,617,270	11	(13,053)	1,604,227	248,937	644%
CAPITAL EXPENDITURES & DEBT SERVICE						
Capital Expenses	46	-	-	46	112,000	0%
Debt Services	-	-	-	-	250,000	0%
Transfer to Reserve Fund	-	-	-	-	49,900	0%
Actual Expenditures	46	-	-	46	411,900	0%
Budgeted Expenditures	139,000	250,000	-	389,000		
% Diff	0%	0%	0%	0%		
TOTAL SURPLUS / (DEFICIT)	1,617,224	11	(13,053)	1,604,181	(162,963)	
BEGINNING FUND BALANCE	1,340,175	328,707	502,688	2,171,570		
ENDING FUND BALANCE	2,957,399	328,718	489,635	3,775,751		
Fund Balance as % of Total Expenditures	1730%	0%	3744%	2052%		

McHenry Public Library District
Financial Report Detail by Fund
For the 1 Month(s) Ended July 31, 2022

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Revenues									
6010100 · Property Taxes	1,784,607.24	279,533.88	1,784,607.24	0.00	0.00	1,784,607.24	3,354,406.56	-1,569,799.32	53.2%
6015100 · Revenue Recapture Property Tax	0.00	1,033.77	0.00	0.00	0.00	0.00	12,405.27	-12,405.27	0.0%
6020200 · Developer Fees	0.00	14,583.33	0.00	0.00	0.00	0.00	175,000.00	-175,000.00	0.0%
6030100 · Interest Income - General	96.72	47.92	96.72	0.00	0.00	96.72	575.00	-478.28	16.8%
6030200 · Special Reserve Fund Interest	10.80	83.33	0.00	10.80	0.00	10.80	1,000.00	-989.20	1.1%
6030300 · Grant/Gifts Fund Interest	16.77	41.67	0.00	0.00	16.77	16.77	500.00	-483.23	3.4%
6035100 · Dividends	0.00	25.00	0.00	0.00	0.00	0.00	300.00	-300.00	0.0%
6040100 · Nonresident/Enhanced Fee Cards	203.50	62.50	203.50	0.00	0.00	203.50	750.00	-546.50	27.1%
6050100 · Fines and Fees	1,604.64	1,458.33	1,604.64	0.00	0.00	1,604.64	17,500.00	-15,895.36	9.2%
6055100 · Collection Agency Fees	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6060100 · Copy/Scan/Fax Income	1,339.70	1,250.00	1,339.70	0.00	0.00	1,339.70	15,000.00	-13,660.30	8.9%
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	9.54	6,250.00	0.00	0.00	9.54	9.54	75,000.00	-74,990.46	0.0%
6090100 · Annexation & Impact Fees	0.00	2,083.33	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
6105100 · Retiree/Cobra Insurance Payment	0.00	1,250.00	0.00	0.00	0.00	0.00	15,000.00	-15,000.00	0.0%
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	25.00	125.00	25.00	0.00	0.00	25.00	1,500.00	-1,475.00	1.7%
6130100 · Misc.	54.00	7,916.67	54.00	0.00	0.00	54.00	95,000.00	-94,946.00	0.1%
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	203.50	458.33	203.50	0.00	0.00	203.50	5,500.00	-5,296.50	3.7%
6157100 · CCS/LLSAP Income	0.00	875.00	0.00	0.00	0.00	0.00	10,500.00	-10,500.00	0.0%
6160100 · Solar Credits	6.00	437.50	6.00	0.00	0.00	6.00	5,250.00	-5,244.00	0.1%
6170300 · Per Capita Grant	0.00	5,833.33	0.00	0.00	0.00	0.00	70,000.00	-70,000.00	0.0%
6200100 · Over/Short	30.10	41.67	30.10	0.00	0.00	30.10	500.00	-469.90	6.0%
6210300 · Miscellaneous Grants	0.00	3,333.33	0.00	0.00	0.00	0.00	40,000.00	-40,000.00	0.0%
Total Revenues	1,788,207.51	327,390.57	1,788,170.40	10.80	26.31	1,788,207.51	3,928,686.83	-2,140,479.32	1.31
Total Revenues	1,788,207.51	327,390.57	1,788,170.40	10.80	26.31	1,788,207.51	3,928,686.83	-2,140,479.32	45.5%
Expenditures									
Personnel Expenses									
8910100 · Salaries	89,273.88	132,500.00	89,273.88	0.00	0.00	89,273.88	1,590,000.00	-1,500,726.12	5.6%
8920100 · FICA/Medicare	6,503.58	10,416.67	6,503.58	0.00	0.00	6,503.58	125,000.00	-118,496.42	5.2%
8930100 · IMRF	8,855.66	14,166.67	8,855.66	0.00	0.00	8,855.66	170,000.00	-161,144.34	5.2%
8940100 · Health & Life Insurance	16,034.61	23,750.00	16,034.61	0.00	0.00	16,034.61	285,000.00	-268,965.39	5.6%
8945100 · Recruiting/Preemployment Screen	0.00	291.67	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
8950100 · Tuition Reimbursement	0.00	1,250.00	0.00	0.00	0.00	0.00	15,000.00	-15,000.00	0.0%
8955100 · Telecommute Reimbursements	0.00	458.33	0.00	0.00	0.00	0.00	5,500.00	-5,500.00	0.0%
8960100 · Memberships & Dues	0.00	520.83	0.00	0.00	0.00	0.00	6,250.00	-6,250.00	0.0%
8970100 · Travel	22.11	1,250.00	22.11	0.00	0.00	22.11	15,000.00	-14,977.89	0.1%
8980100 · Continuing Education (Mtg/Conf)	129.58	625.00	129.58	0.00	0.00	129.58	7,500.00	-7,370.42	1.7%
Total Personnel	120,819.42	185,229.17	120,819.42	0.00	0.00	120,819.42	2,222,750.00	-2,101,930.58	5.4%

McHenry Public Library District
Financial Report Detail by Fund
For the 1 Month(s) Ended July 31, 2022

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Materials and Supplies									
8010100 · Adult Books	862.88	5,416.67	862.88	0.00	0.00	862.88	65,000.00	-64,137.12	1.3%
8020100 · Youth Books	943.95	4,333.33	943.95	0.00	0.00	943.95	52,000.00	-51,056.05	1.8%
8025100 · Professional Resources	0.00	291.67	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
8028100 · Administrative Resources	0.00	291.67	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
8030100 · Magazines & Newspapers	8,350.72	1,166.67	8,350.72	0.00	0.00	8,350.72	14,000.00	-5,649.28	59.6%
8040300 · Operating Fund Gifts(Donations)	12,753.98	12,500.00	0.00	0.00	12,753.98	12,753.98	150,000.00	-137,246.02	8.5%
8040350 · Per Capita Grant; Current FY	0.00	5,833.33	0.00	0.00	0.00	0.00	70,000.00	-70,000.00	0.0%
8040355 · Per Capita Grant; Previous FY	14.24	1,666.67	0.00	0.00	14.24	14.24	20,000.00	-19,985.76	0.1%
8050100 · Adult AV Materials	180.00	2,583.33	180.00	0.00	0.00	180.00	31,000.00	-30,820.00	0.6%
8060100 · Youth AV Materials	0.00	1,083.33	0.00	0.00	0.00	0.00	13,000.00	-13,000.00	0.0%
8070100 · Library of Things	0.00	833.33	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
8080100 · Video Games	0.00	1,166.67	0.00	0.00	0.00	0.00	14,000.00	-14,000.00	0.0%
8090100 · Digital Media Services	0.00	7,500.00	0.00	0.00	0.00	0.00	90,000.00	-90,000.00	0.0%
8095100 · Electronic Resources	0.00	6,250.00	0.00	0.00	0.00	0.00	75,000.00	-75,000.00	0.0%
8120100 · Library Supplies	22.13	583.33	22.13	0.00	0.00	22.13	7,000.00	-6,977.87	0.3%
8130100 · Tech Services Supplies	137.66	2,958.33	137.66	0.00	0.00	137.66	35,500.00	-35,362.34	0.4%
8135100 · Bindery	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
8140100 · Adult Programs & Supplies	575.63	1,395.83	575.63	0.00	0.00	575.63	16,750.00	-16,174.37	3.4%
8142100 · Comicon	0.00	250.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
8145100 · Circulation Supplies	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
8147100 · Summer Reading Club	0.00	583.33	0.00	0.00	0.00	0.00	7,000.00	-7,000.00	0.0%
8150100 · Youth Programs & Supplies	641.90	1,333.33	330.74	0.00	311.16	641.90	16,000.00	-15,358.10	4.0%
Total Material and Supplies	24,483.09	58,270.83	11,403.71	0.00	13,079.38	24,483.09	699,250.00	-674,766.91	3.5%
Contracted Services									
8215100 · Collection Agency Fees	30.90	104.17	30.90	0.00	0.00	30.90	1,250.00	-1,219.10	2.5%
8245100 · IT/Comp/Copier/Equip-Outsourced	2,683.63	7,916.67	2,683.63	0.00	0.00	2,683.63	95,000.00	-92,316.37	2.8%
8247100 · Automation--Staff	300.00	2,083.33	300.00	0.00	0.00	300.00	25,000.00	-24,700.00	1.2%
8260100 · Misc. Contracted Services	0.00	333.33	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
8270100 · Library Bank/Finance/Late Fee	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
8275100 · Public Pmt Processing Fees	274.20	291.67	274.20	0.00	0.00	274.20	3,500.00	-3,225.80	7.8%
Total Contracted Services	3,288.73	10,770.83	3,288.73	0.00	0.00	3,288.73	129,250.00	-125,961.27	2.5%
Consortium & IT/Network Services									
8310100 · Automation--Circulation/Catalog	17,304.69	9,375.00	17,304.69	0.00	0.00	17,304.69	112,500.00	-95,195.31	15.4%
8320100 · VOIP Phone Service	1,624.44	2,083.33	1,624.44	0.00	0.00	1,624.44	25,000.00	-23,375.56	6.5%
8325100 · Internet Services	788.10	833.33	788.10	0.00	0.00	788.10	10,000.00	-9,211.90	7.9%
Total Consortium & IT/Network Services	19,717.23	12,291.67	19,717.23	0.00	0.00	19,717.23	147,500.00	-127,782.77	13.4%
Professional Services									
8410100 · Accounting/Payroll/Audit Service	3,494.94	5,416.67	3,494.94	0.00	0.00	3,494.94	65,000.00	-61,505.06	5.4%
8420100 · Legal Services	75.00	2,500.00	75.00	0.00	0.00	75.00	30,000.00	-29,925.00	0.3%
8430100 · Other Consulting Fees	0.00	3,750.00	0.00	0.00	0.00	0.00	45,000.00	-45,000.00	0.0%
8440100 · In Service/Staff Training/LMS	0.00	270.83	0.00	0.00	0.00	0.00	3,250.00	-3,250.00	0.0%
Total Professional Services	3,569.94	11,937.50	3,569.94	0.00	0.00	3,569.94	143,250.00	-139,680.06	2.5%
Printing, Publications & Postage									
8510100 · Printing Services Outsourced	7,408.20	3,125.00	7,408.20	0.00	0.00	7,408.20	37,500.00	-30,091.80	19.8%
8530100 · Public Notices & ADS (Legal & Job)	0.00	125.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
8540100 · Postage/Shipping	422.58	1,375.00	422.58	0.00	0.00	422.58	16,500.00	-16,077.42	2.6%
8545100 · Printing/Copier Supplies	0.00	354.17	0.00	0.00	0.00	0.00	4,250.00	-4,250.00	0.0%
8550100 · Public Relations/Promotions	0.00	666.67	0.00	0.00	0.00	0.00	8,000.00	-8,000.00	0.0%
Total Printing, Publications & Postage	7,830.78	5,645.83	7,830.78	0.00	0.00	7,830.78	67,750.00	-59,919.22	11.6%

McHenry Public Library District
Financial Report Detail by Fund
For the 1 Month(s) Ended July 31, 2022

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Utilities									
8610100 · Electricity	1,017.91	2,000.00	1,017.91	0.00	0.00	1,017.91	24,000.00	-22,982.09	4.2%
8620100 · Gas	159.99	1,041.67	159.99	0.00	0.00	159.99	12,500.00	-12,340.01	1.3%
8640100 · Water & Sewer	0.00	416.67	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
Total Utilities	1,177.90	3,458.33	1,177.90	0.00	0.00	1,177.90	41,500.00	-40,322.10	2.8%
Miscellaneous Operating Expenses									
8720100 · Building & Auto Insurance	0.00	3,541.67	0.00	0.00	0.00	0.00	42,500.00	-42,500.00	0.0%
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	325.46	4,166.67	325.46	0.00	0.00	325.46	50,000.00	-49,674.54	0.7%
8745100 · Grounds Maintenance	1,353.86	2,500.00	1,353.86	0.00	0.00	1,353.86	30,000.00	-28,646.14	4.5%
8750100 · Building Operations/Maintenance	1,363.82	4,583.33	1,363.82	0.00	0.00	1,363.82	55,000.00	-53,636.18	2.5%
8760100 · Hospitality	0.00	541.67	0.00	0.00	0.00	0.00	6,500.00	-6,500.00	0.0%
8770100 · Library Lost & Damaged Materials	49.89	83.33	49.89	0.00	0.00	49.89	1,000.00	-950.11	5.0%
8795100 · Miscellaneous	0.00	83.33	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Total Miscellaneous Operating Expenses	3,093.03	15,708.33	3,093.03	0.00	0.00	3,093.03	188,500.00	-185,406.97	1.6%
Grant & Gift Fund Expenses									
8800300 · 2020/21 Per Capita Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800311 · Adult Materials - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800321 · Youth Materials - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800331 · Staff Software - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800332 · Public Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800333 · Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800341 · Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800342 · Additional Expenses (Personnel)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9030300 · Misc. Grants	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%
Total Grant & Gift Fund Expenses	0.00	3,333.33	0.00	0.00	0.00	0.00	40,000.00	-40,000.00	0.0%
Capital Expenses									
9060100 · Library Furnishings	46.16	1,458.33	46.16	0.00	0.00	46.16	17,500.00	-17,453.84	0.3%
9070100 · Library Equipment	0.00	791.67	0.00	0.00	0.00	0.00	9,500.00	-9,500.00	0.0%
9080100 · Small Equipment under \$250	0.00	416.67	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
9090100 · Adtl. Capital Projects & Equipment	0.00	6,666.67	0.00	0.00	0.00	0.00	80,000.00	-80,000.00	0.0%
Total Capital Expenses	46.16	9,333.33	46.16	0.00	0.00	46.16	112,000.00	-111,953.84	0.0%
Transfer to Reserve Fund									
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%
Total 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%
Debt Services									
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	0.00	0.00	0.00	200,000.00	-200,000.00	0.0%
9095100 · Debt Service - GF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9115100 · Recovery Zone Bond Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9120100 · Recovery Zone Bond Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Debt Services	0.00	20,833.33	0.00	0.00	0.00	0.00	250,000.00	-250,000.00	0.0%
	184,026.28	340,970.83	170,946.90	0.00	13,079.38	184,026.28	4,091,650.00	-3,907,623.72	4.5%
Total Expenditures	184,026.28	340,970.83	170,946.90	0.00	13,079.38	184,026.28	4,091,650.00	-3,907,623.72	4.5%
Net Total	1,604,181.23	-13,580.26	1,617,223.50	10.80	-13,053.07	1,604,181.23	-162,963.17	1,767,144.40	

McHenry Public Library District
Financial Report Detail by Month
For the 1 Month(s) Ended July 31, 2022

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Revenues													
6010100 · Property Taxes	1,784,607.24												1,784,607.24
6015100 · Revenue Recapture Property Tax	0.00												0.00
6020200 · Developer Fees	0.00												0.00
6030100 · Interest Income - General	96.72												96.72
6030200 · Special Reserve Fund Interest	10.80												10.80
6030300 · Grant/Gifts Fund Interest	16.77												16.77
6035100 · Dividends	0.00												0.00
6040100 · Nonresident/Enhanced Fee Cards	203.50												203.50
6050100 · Fines and Fees	1,604.64												1,604.64
6055100 · Collection Agency Fees	0.00												0.00
6060100 · Copy/Scan/Fax Income	1,339.70												1,339.70
6070200 · Reserve Fund Gifts	0.00												0.00
6070300 · General Fund Gifts	9.54												9.54
6080200 · Bond & Debt Certificate Sale	0.00												0.00
6090100 · Annexation & Impact Fees	0.00												0.00
6090200 · Transfers From Other Funds (9100-100)	0.00												0.00
6105100 · Retiree/Cobra Insurance Payment	0.00												0.00
6110100 · Program Fees/Misc. Fees	0.00												0.00
6120100 · Meeting Room Fees	25.00												25.00
6130100 · Misc.	54.00												54.00
6130200 · Misc. Income SR	0.00												0.00
6150100 · Lost & Damaged Materials	203.50												203.50
6157100 · CCS/LLSAP Income	0.00												0.00
6160100 · Solar Credits	6.00												6.00
6170300 · Per Capita Grant	0.00												0.00
6200100 · Over/Short	30.10												30.10
6210300 · Miscellaneous Grants	0.00												0.00
Total Revenues	1,788,207.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,788,207.51
Expenditures													
Personnel Expenses													
8910100 · Salaries	89,273.88												89,273.88
8920100 · FICA/Medicare	6,503.58												6,503.58
8930100 · IMRF	8,855.66												8,855.66
8940100 · Health & Life Insurance	16,034.61												16,034.61
8945100 · Recruiting/Preemployment Screen	0.00												0.00
8950100 · Tuition Reimbursement	0.00												0.00
8955100 · Telecommute Reimbursements	0.00												0.00
8960100 · Memberships & Dues	0.00												0.00
8970100 · Travel	22.11												22.11
8980100 · Continuing Education (Mtg/Conf)	129.58												129.58
Total Personnel	120,819.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120,819.42

McHenry Public Library District
Financial Report Detail by Month
For the 1 Month(s) Ended July 31, 2022

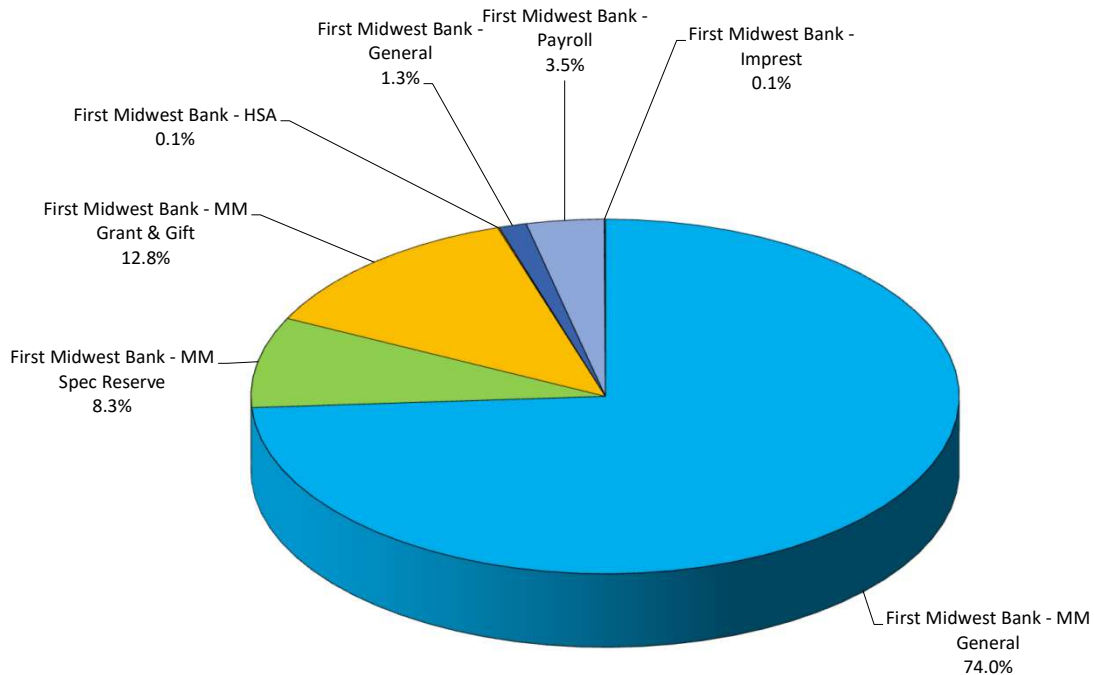
	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Materials and Supplies													
8010100 · Adult Books	862.88												862.88
8020100 · Youth Books	943.95												943.95
8025100 · Professional Resources	0.00												0.00
8028100 · Administrative Resources	0.00												0.00
8030100 · Magazines & Newspapers	8,350.72												8,350.72
8040300 · Operating Fund Gifts(Donations)	12,753.98												12,753.98
8040350 · Per Capita Grant; Current FY	0.00												0.00
8040355 · Per Capita Grant; Previous FY	14.24												14.24
8050100 · Adult AV Materials	180.00												180.00
8060100 · Youth AV Materials	0.00												0.00
8070100 · Library of Things	0.00												0.00
8080100 · Video Games	0.00												0.00
8090100 · Digital Media Services	0.00												0.00
8095100 · Electronic Resources	0.00												0.00
8120100 · Library Supplies	22.13												22.13
8130100 · Tech Services Supplies	137.66												137.66
8135100 · Bindery	0.00												0.00
8140100 · Adult Programs & Supplies	575.63												575.63
8142100 · Comicon	0.00												0.00
8145100 · Circulation Supplies	0.00												0.00
8147100 · Summer Reading Club	0.00												0.00
8150100 · Youth Programs & Supplies	641.90												641.90
Total Material and Supplies	24,483.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,483.09
Contracted Services													
8215100 · Collection Agency Fees	30.90												30.90
8245100 · IT/Comp/Copier/Equip-Outsourced	2,683.63												2,683.63
8247100 · Automation--Staff	300.00												300.00
8260100 · Misc. Contracted Services	0.00												0.00
8270100 · Library Bank/Finance/Late Fee	0.00												0.00
8275100 · Public Pmt Processing Fees	274.20												274.20
Total Contracted Services	3,288.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,288.73
Consortium & IT/Network Services													
8310100 · Automation--Circulation/Catalog	17,304.69												17,304.69
8320100 · VOIP Phone Service	1,624.44												1,624.44
8325100 · Internet Services	788.10												788.10
Total Consortium & IT/Network Services	19,717.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,717.23
Professional Services													
8410100 · Accounting/Payroll/Audit Service	3,494.94												3,494.94
8420100 · Legal Services	75.00												75.00
8430100 · Other Consulting Fees	0.00												0.00
8440100 · In Service/Staff Training/LMS	0.00												0.00
Total Professional Services	3,569.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,569.94
Printing, Publications & Postage													
8510100 · Printing Services Outsourced	7,408.20												7,408.20
8530100 · Public Notices & ADS (Legal & Job)	0.00												0.00
8540100 · Postage/Shipping	422.58												422.58
8545100 · Printing/Copier Supplies	0.00												0.00
8550100 · Public Relations/Promotions	0.00												0.00
Total Printing, Publications & Postage	7,830.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,830.78

McHenry Public Library District
Financial Report Detail by Month
For the 1 Month(s) Ended July 31, 2022

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Utilities													
8610100 · Electricity	1,017.91												1,017.91
8620100 · Gas	159.99												159.99
8640100 · Water & Sewer	0.00												0.00
Total Utilities	1,177.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,177.90
Miscellaneous Operating Expenses													
8720100 · Building & Auto Insurance	0.00												0.00
8730100 · Bonding & Officers Liability	0.00												0.00
8740100 · Janitorial Services & Supplies	325.46												325.46
8745100 · Grounds Maintenance	1,353.86												1,353.86
8750100 · Building Operations/Maintenance	1,363.82												1,363.82
8760100 · Hospitality	0.00												0.00
8770100 · Library Lost & Damaged Materials	49.89												49.89
8795100 · Miscellaneous	0.00												0.00
Total Miscellaneous Operating Expenses	3,093.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,093.03
Grant & Gift Fund Expenses													
8800300 · 2020/21 Per Capita Grant	0.00												0.00
8800311 · Adult Materials - Per Capita	0.00												0.00
8800321 · Youth Materials - Per Capita	0.00												0.00
8800331 · Staff Software - Per Capita	0.00												0.00
8800332 · Public Software	0.00												0.00
8800333 · Computer Equipment	0.00												0.00
8800341 · Other Equipment	0.00												0.00
8800342 · Additional Expenses (Personnel)	0.00												0.00
9030300 · Misc. Grants	0.00												0.00
9200300 · Additional Expenses	0.00												0.00
Total Grant & Gift Fund Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Expenses													
9060100 · Library Furnishings	46.16												46.16
9070100 · Library Equipment	0.00												0.00
9080100 · Small Equipment under \$250	0.00												0.00
9090100 · Adtl. Capital Projects & Equipment	0.00												0.00
Total Capital Expenses	46.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46.16
Transfer to Reserve Fund													
9100100 · Transfer to Reserve Fund	0.00												0.00
Total Transfer to Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Services													
9040200 · Debt Service	0.00												0.00
9050200 · Library District Act	0.00												0.00
9060200 · Special Reserve Expenditures	0.00												0.00
9095100 · Debt Service - GF	0.00												0.00
9115100 · Recovery Zone Bond Principal	0.00												0.00
9120100 · Recovery Zone Bond Interest	0.00												0.00
Total Debt Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	184,026.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	184,026.28
Total Expenditures	184,026.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	184,026.28
Net Total	1,604,181.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,604,181.23

**McHenry Public Library District
Investments
For the 1 Month(s) Ended July 31, 2022**

Bank	Current Rate	Book Balance
First Midwest Bank - MM General	0.038%	2,787,314
First Midwest Bank - MM Spec Reserve	0.038%	311,321
First Midwest Bank - MM Grant & Gift	0.038%	483,291
First Midwest Bank - HSA	n/a	2,501
First Midwest Bank - General	n/a	47,517
First Midwest Bank - Payroll	n/a	133,347
First Midwest Bank - Imprest	n/a	2,095
Total	\$	3,767,386



AMAZON

August 2022

8010-100	8120-100	8150-100	8245-100	8540-100	8740-100	8760-100	9060-100	9070-100	
\$ 14.96	\$ 24.15	\$ 20.54	\$ 131.12	\$ 6.49	\$ 49.15	\$ 33.12	\$ 341.78	\$ 319.99	
\$ 108.33		\$ 16.51		\$ 13.99				\$ 39.99	
\$ 15.78		\$ 73.56							
\$ 22.76		\$ 43.52							
		\$ 10.99							
		\$ 50.70							
		\$ 55.99							
									TOTAL
\$ 161.83	\$ 24.15	\$ 271.81	\$ 131.12	\$ 20.48	\$ 49.15	\$ 33.12	\$ 341.78	\$ 359.98	\$ 1,393.42

Bankcard Processing Center

August 2022 - by Account

Name	Trans Date	Merchant Name	Note	Amount	Account #	Totals
MILFAJT	7/25/22	DTP*NATIONAL ENQUIRER	Prepaid 8/1/22 - 7/31/23	\$ 139.88	8030-100	\$ 139.88
TERRILL	7/28/22	THE UPS STORE 4064		\$ 137.60	8070-100	
TERRILL	7/22/22	MOBILE BEACON		\$ 960.00	8070-100	\$ 1,097.60
STRAIN	7/29/22	Netflix.com		\$ 19.99	8090-100	
STRAIN	7/29/22	Disney Plus		\$ 7.00	8090-100	
STRAIN	7/28/22	HLU*Hulu 1804006091879-U		\$ 12.99	8090-100	
TERRILL	7/27/22	Disney Plus		\$ 7.00	8090-100	
TERRILL	7/26/22	HLU*Hulu 1802467698309-U		\$ 12.99	8090-100	
TERRILL	7/26/22	Netflix.com		\$ 19.99	8090-100	
TERRILL	7/22/22	HLU*Hulu 1597220922158-U		\$ 12.99	8090-100	
TERRILL	7/21/22	Disney Plus		\$ 7.00	8090-100	
TERRILL	7/20/22	NETFLIX.COM		\$ 19.99	8090-100	
TERRILL	7/15/22	HLU*Hulu 1592603290099-U		\$ 12.99	8090-100	
TERRILL	7/13/22	Disney Plus		\$ 7.00	8090-100	
TERRILL	7/12/22	Netflix.com		\$ 19.99	8090-100	\$ 159.92
TERRILL	8/2/22	DEMCO INC		\$ 225.24	8120-100	\$ 225.24
TERRILL	8/2/22	WAL-MART #1413		\$ 6.02	8140-100	\$ 6.02
KARWOWSKA	8/5/22	SQ *PYE GAMES		\$ 50.00	8142-100	
KARWOWSKA	8/5/22	SQ *CCT MIAMI		\$ 50.00	8142-100	
KARWOWSKA	8/5/22	SQ *SANCTUARY TRADERS LLC		\$ 50.00	8142-100	
TERRILL	8/5/22	SQ *TOYNK.COM		\$ 66.13	8142-100	
TERRILL	8/5/22	SQ *TEA AND ABSINTHE LLC		\$ 54.87	8142-100	
TERRILL	8/5/22	SQ *VIDEO GAME SHADOW BOX		\$ 65.00	8142-100	\$ 336.00
JAKACKI	7/20/22	USPS PO 1646800050		\$ 126.52	8540-100	
STRAIN	7/20/22	USPS PO 1646800050		\$ 20.55	8540-100	
STRAIN	7/9/22	USPS PO 1654480060		\$ 9.09	8540-100	\$ 156.16

Bankcard Processing Center

August 2022 - by Account

Name	Trans Date	Merchant Name	Note	Amount	Account #	Totals
JAKACKI	7/13/22	CHICAGO BOOKS & JOURNALS		\$ 124.12	8550-100	
JAKACKI	7/12/22	4IMPRINT INC	FY 21/22	\$ 1,814.67	8550-100	\$ 1,938.79
JAKACKI	7/28/22	IL FIRE MARSHAL FEE		\$ 127.81	8750-100	\$ 127.81
JAKACKI	7/29/22	MENARDS CRYSTAL LAKE IL		\$ 4.30	8760-100	
JAKACKI	7/8/22	LESLEYS BAKERY		\$ 64.18	8760-100	
TERRILL	7/17/22	WAL-MART #1413		\$ 3.56	8760-100	\$ 72.04
KARWOWSKA	7/23/22	AMERLIBASSOC ECOMMERCE		\$ 44.00	8960-100	\$ 44.00
KARWOWSKA	8/5/22	71810 - LAKESIDE CENTER G		\$ 25.00	8970-100	
KARWOWSKA	8/5/22	SAVOR-MCCORMICK PLACE		\$ 16.50	8970-100	
TERRILL	8/5/22	71930 - MLK SELF PARK		\$ 25.00	8970-100	
TERRILL	8/5/22	SAVOR-MCCORMICK PLACE		\$ 32.00	8970-100	\$ 98.50
				\$4,401.96	TOTAL	\$ 4,401.96

BANKCARD PROCESSING CENTER
PO BOX 6818
Carol Stream, IL 60197-6818

McHenry Public Library District
INTERIM CHECKS ISSUED - July 2022
(NOT INCLUDED ON BILL REPORT)

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

<u>VENDOR</u>	<u>Account - General Fund</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
The Ground Guys	Landscaping	\$ 1,353.86	8745-100	07/01/22	EFT
Waste Connection	Waste	\$ 440.17	8745-100	07/05/22	EFT
First Communications	VOIP Phones	\$ 1,624.44	8320-100	07/05/22	EFT
Comcast	Internet	\$ 489.70	8325-100	07/15/22	EFT
	subtotal for account	\$ 3,908.17			

<u>VENDOR</u>	<u>Account - HSA/Building</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
First Midwest Bank	employer contributions HSA	\$ 687.50	8940-100	07/12/22	EFT
First Midwest Bank	employee contributions HSA	\$ 819.59	8940-100	07/12/22	EFT
First Midwest Bank	employee contributions HSA	\$ 819.59	8940-100	07/26/22	EFT
	subtotal for account	\$ 2,326.68			

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

<u>VENDOR</u>	<u>Account - Imprest</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
	subtotal for account	\$ -			
	GRAND TOTAL CHECKS ISSUED	\$ 6,234.85			

July 2022 Reimbursement Report - Monthly Report

Last Name Ascending

Pay Dates: 07/01/2022-07/31/2022; Employee Filter: All Employees

08/04/2022 02:09p

Amy Hodgson

McHenry Public Library District (2771pd)

Name	Misc Reimb Amt	Travel Reimb Amt	Total Reimbursement
Baseley, Steffanie		\$2.88	\$2.88
Bily, Emily		\$9.31	\$9.31
Einoris, Jennifer		\$1.52	\$1.52
Hodgson, Amy		\$7.02	\$7.02
Kordistos, Skye		\$1.38	\$1.38
TOTALS:		\$22.11	\$22.11

July 12, 2022

Peter Austin
County Administrator
McHenry County Administration
2200 N. Seminary Ave.
Woodstock, IL 60098

Subject: Support for the Advance McHenry County Grant Application

To the Grant Review Committee:

I am writing to support the proposal for the *Advance McHenry County Grant* submitted by the City of McHenry as they seek external funding for the relocation and upgrades to the water and sewer infrastructure along the Illinois Route 31 corridor in McHenry.

With the Illinois Department of Transportation's plans to widen Route 31 into a four-lane highway from Crystal Lake through McHenry to Illinois Route 120, many family homes, local businesses, and government agencies are affected. We commend the City of McHenry for taking this opportunity to review and plan for the replacement and updates of the sewer and water infrastructure, as these improvements, along with the roadway enhancements, have the potential to considerably increase the overall appeal, function, and growth of the area.

This project positively reflects the desired criteria as stated in the notice of funding for the *American Rescue Plan Act* opportunity by addressing community safety and access to clean water, drinking water, and sewer infrastructure along this corridor.

Although water and sewer projects are never exciting to fund, they are critical for the well-being of all those who reside, work, and visit McHenry and depend on the water and sewer infrastructure under this section of the Illinois Route 31 corridor.

Thank you for your consideration of this project.

Sincerely,



Lesley Jakacki
Executive Director
ljakacki@mchenrylibrary.org

McHenry Public Library District

809 Front Street

McHenry, Illinois 60050

Phone: 815.385.0036

www.mchenrylibrary.org



July 15, 2022

Blake Brittain
The H.E. Collectibles
1212 N Green St
McHenry, IL 60050

Dear Blake:

Thank you for donating 95 new board games (titles listed on the attached page) to the McHenry Public Library District. Your donation has many possibilities for use at the Library, from creating a circulating board game collection to expanding our in-library use board game collection and supplementing the Library's annual ComiCon prize selection.

Your generous donation is very much appreciated by the staff here at McHenry Public Library District and soon will be enjoyed by the patrons of the Library.

Sincerely,

Lesley Jakacki
Executive Director

Game Name
Dungeon Drop
Danger Park
Bug Hunt
Kill Dr. Lucky
Storm Above Reich
Arkham Horror CCG
Arkham Horror CCG EXP
The Initiative
Black Orchestra
Mysterium
Mysterium Park
Heroes of Black Reach
Hamamikoji
Bananagrams
Spot it Mandalorian
Spot It Marvel
Spot it Pixar
Sticky Cthulul
Canvas
Exit Puzzle Lighthouse
Exit Puzzle Sacred
The Crew Mission deep sea
King and Me
Wonder Woman '84
Sword and Sorcery
Ascended Kings
Glenmore
Dive
Dice Miner
Maracaibo
Men at Work
Lord of the rings card game
Atlantis Rising
Shinkansen
Run
Detective Charlie
Dream Catcher
Catan
Project L
Great Western Trail
Masters of the night
Llama Land

X-men Mutant Insurrection
Monsieur Carasel
Cosmic Encounter Duel
Dance Card Freshman Year
Stuffed Fables
Stuffed Fables Oh Brother
Vienna Connection
Tinners Trail
Wavelength
Dixit
Obscurio
Cryo
Back to the future
Battle Academy 1
Battle Academy 2
Coma Ward
Ghostbusters
Kingsburg
Mandala Stones
Ticket to Ride
So Clover
Carcassone
Chronicles of crime Millenium
Sheriff of Nottingham
Zapotec
Tokaido
Almanac Dragon Road
Imaginarium
Tournament at avalon
Vendetta
Heroes of Dominaria
Zombicide
Azul Queens Garden
Ruins of Mars
Merchant Cove
Voices in my head
Tabannusi
On the Underground
Chronicles of Avel
Kitchen Rush
Just One
Geek out Video Games
Arkham Noir

Captain SOnar
Beez
Tyrants of the underdark
Sagrada
Takenoko
Talisman
Dungeon Date
Chronicles of Crime 1900
Citadels
Curators

McHenry Public Library District

LIBRARIAN'S REPORT

AUGUST 2022

Administration

- Fiesta Day Parade was a success! Members of Library staff, Friends of the Library and family members walked the parade route handing out branded screen cleaners to the adults and activity pads to the kids. It was great hearing "We love the library!" from the crowd.
- Administration Staff began preparing documents for the FY 2021/22 Financial Audit.
- Administration Staff learned about an online benefit enrollment portal, Employee Navigator that will make staff benefit enrollment and administration easier.
- L.Jakacki attended a presentation on Employee Feedback

Adult Services

- A patron had recently had Steak Fingers at a restaurant and wanted a recipe to make them at home. K. Kimbrel found two recipes and printed them for her. She was very happy and planned to make them the next night. A week later the patron came back in and told him that she made the Steak Fingers and they were better than the restaurants.
- T. Hillier had a patron come in looking for some historic maps of McHenry. The patron was looking to see what structure or business was formerly located at a certain location. Together, they were able to find the area and roughly when it became a business. The patron was thrilled with the map collection and stayed for a while looking through it.
- The bilingual earring-making craft was very well received. Patron feedback included expressed interest in offering more jewelry programs in the future. Many people walked out wearing their earrings



- A. Moreno-Lomeli helped a Spanish-speaking patron obtain books in Spanish on learning how to sew. The patron was happy to learn that there were various other options the library could obtain from other libraries as well. They were also interested in obtaining a Chromebook Hotspot Kit. They were happy to know that we offer this resource.
- A River East Library patron came in looking for books on the flora and fauna of the wetlands in our area. She had been sent here from Crystal Lake Public Library who said we had the books she needed for a restoration project. We did not have the level of books she needed and I suggested we try McHenry County College. D. Gaudio called the library after a quick search on the college library website showed they had the books she needed. They let her know that she could get a card and check out the books because she lived in the local area. She was very happy.
- E. Bily moderated a job shadow session with a high school student interested in a future in library science. The student was interested to learn what librarians do outside of "reading". E. Bily walked them through some of the services the library offers as well as some of the responsibilities of the staff. She then led the student on a tour of the library.
- Z. Terrill and E. Bily completed CPR training and have received their certificates.
- The Questions desk staff answered 52 live chats in the month of July.

Building Services

- Annual Elevator Inspection and maintenance was completed.
- New teen furniture was assembled and put into place in the Teen Areas.

Circulation

- E. Wacaser represented the library at Pearl Street Market on July 7.
- In anticipation of her retirement in September 2022, L. Horist is updating the written procedures for accessing statistical reports and other circulation tasks.
- The two staff members who were hired in May have progressed well with their training and feel more confident in their understanding the many details involved with working in the circulation department.

Human Resources

- Focused recruitment efforts around our Part-Time Bilingual Circulation position, Youth Services Associate position, Youth Services Associate Bilingual School Services position, and Building Services Manager position.
- MPLD will be moving to an online benefit enrollment system called, Employee Navigator for this upcoming open enrollment period in late October. Employee navigator will also be integrated into our new payroll system, Paylocity, once we transition to them. The expected go-live date, is December 18, 2022.
- Attended a webinar on Delivering Effective Feedback.
- Our current headcount for July was; 31; 19 FT (37.50 hours weekly) and 12 PT staff members.
- COLA raises went into effect on 7/3/2022 of 2%.
- Average merit increases for FY 22/23 (year-to-date) is 1.63%
- We had no staff anniversaries this month.

Technical Services

- K. Meadows added recommended age requirements to all the stem kit labels, so patrons will know what age each kit is geared toward.
- K. Walker reported that early in this month he was pleased to wrap up his portion of the fiscal year rollover. He also participated in the Fiesta Days parade, where he found joy in seeing the excitement of our patrons for the library. Lastly, he started CPR training, renewing a skill he is grateful to have but never wants to use
- S. Roitberg did all the cataloging for our new ESL and Citizenship collections, so that the ESL collection could go down.
- After Z. Terrill and A. Mesino provided the needed images for the older items in the Library's Library of Things, Technical Services staff have begun creating their rack cards to increase their discoverability.
- Overall departmental statistics are down due to staffing issues.

Technology

- On July 15, AVI was onsite to repair the meeting room control box and panel. It is now fixed and both sides of the meeting room can be used with the projectors.
- IT has been working on cloning the old adult public computers to the new machines from storage. This process was completed for the 1st half of the adult public computers
- Office 2021 was installed on the new Adult PC's and the 13 training laptops.
- K. Krewer, Z. Terrill and a representative from Eder Casella set up the new adult public computers, iMac, Surface Studio, and enhanced accessibility PC. The iMac and Surface Studio have advanced photo and video editing software installed including the full Adobe Creative Suite
- IT swapped the hard drives on the training laptops with SSDs. This greatly improved startup time and performance and should allow the laptops to have several more years of life.
- IT has begun setting up the second set of adult PCs'. when completed there will be 12 including 2 enhanced accessibility stations with larger monitors and other features.

Youth Services

- The Summer Lunch program served 153 meals.
- A. Karwowska has been interviewing for both the YS Associate and YS Bilingual School Services position this last month.
- S. Kordistos represented the library at Pearl Street Market on July 7.
- S. Baseley coordinated with Lion's Club to offer free vision and hearing screenings to children and adults on July 20th. They successfully screened 50 people and were thrilled with their results as they usually only get 5 or 6 people.
- J. Einoris was able to utilize the department's new Cricut machine for two of her programs, Art Lab and Tween Paint n Sip, with positive feedback from both programs. We hope to continue to utilize the Cricut for future programs and crafts going forward.
- The YS Department attended 7 hours of CE. Highlights include:


- *Weed 'Em and Reap*
- *CPR training*


Upcoming Events and Projects

- Pearl Street Market Latin Night Booth— August 18
- Library Closed All Day In Service Meeting—August 19
- Library Closed for Labor Day—September 5
- FY 21/22 Financial Audit—September 19-23
- McHenry Chamber Murder Mystery Book- October 8
- Friends of the Library Fall Book Sale—October 15-16
- Library Closed 1-5 pm for In Service Meeting—October 28


Patron & Community Comments:


"Adrian is doing a great job! Between the Facebook page and the newsletter...wow!" – Georgann Caputo, Friends' Treasurer


**Tiffany**
Local Guide · 23 reviews · 4 photos

 a week ago **NEW**


Small but mighty little library with amazingly kind and helpful staff. Bonus you can further support your local library with some incredible book, game, movie or audio book purchases while you are there.

 Like

**Amy B**
Local Guide · 31 reviews · 34 photos

 3 weeks ago **NEW**

Always enjoy participating in the summer reading program w/the kids & everyone there is always so helpful & friendly.

 Like

unseen of the night?
Surely not in cities, towns, or athletic fields.
Out in the country, late at night when sleep conquers men and most animals and birds...
What pleasure we find on a deep, dark night away from man's toys and foolish noise. We look up into forever, entertained by the stars' beckoning light. We hear only the excited rhythm of our heart and feel the wonderful pleasure and softness of quiet.

Patricia A. Hare
Huntley

McHenry Lions Club thanks community
To the Editor:
The McHenry Lions Club wishes to acknowledge our community partners for their support of our July fundraisers. Thank you to everyone who purchased a raffle ticket. Thanks to our patrons at our food tents at the Wonder Lake July 3 event and Fiesta Days. Thank you to our volunteers. Special thanks to our community partners; Justen Funeral Home, Angelo's Fresh Mar-

ket McHenry, the Northwest Herald and the McHenry Area Chamber of Commerce. The McHenry Lions Club continues to support the less fortunate in our community. We have purchased eye exams and eyeglasses for needy children and adults, volunteer at the Wonder Lake Neighbors Food Pantry, provided camp scholarships for visually impaired students, provided two McHenry High School seniors with scholarships to McHenry County College, contributed to three area food pantries, collected hundreds of used eyeglasses and provided free hearing and vision screenings at the McHenry Public Library. Check us out on Facebook and on the internet. Our email address is mchenrylionsclub@gmail.com.

Join us for our first annual golf outing at Boone Creek Golf Course on Sept. 9 at the McHenry Township Touch a Truck event on Sept. 10. If you are looking for an opportunity for service in our community, we invite you to volunteer at one of our events. Our meetings are held at 7 p.m. on the second and fourth Mondays of the month. Contact me at 630-809-7633 for additional information.

Rev. Gary Peterson
President, McHenry Lions Club

Northwest Herald *Letters to the Editor*, August 3, 2022



McHENRY PUBLIC
LIBRARY DISTRICT
WISDOM • KNOWLEDGE • DREAMS

Date 6-24-22

My comment/compliment/complaint:

DIANE HAS BEEN HERE
A LONG TIME & I HAVE
GOTTEN TO KNOW HER.

SHE IS VERY HELPFUL
& KNOWLEDGEABLE (SP?)

ALWAYS PATIENT IN
MEETING MY REQUESTS.
ENJOYED ALL THE PROGRAMS
SHE ARRANGED 1 & LECTURES

Name (optional): LYNNEA CZARNOJA



McHENRY PUBLIC
LIBRARY DISTRICT
WISDOM • KNOWLEDGE • DREAMS

Date 6/22/22

My comment/compliment/complaint:

Stephanie was very helpful
in helping my teenage
daughter find books she
would like. We have
come back multiple times,
looking specifically for
her for more recommendations.
We really appreciate her
help.

Name (optional): Amy Green

Phone (optional):



McHENRY PUBLIC
LIBRARY DISTRICT
WISDOM • KNOWLEDGE • DREAMS

Date 6/23/2022

My comment/compliment/complaint:

Hello!

I wanted to give a special
thanks to Anna. She was very
kind and extremely helpful with
renting a hotspot device. Zack
and Jen were present when
I returned the unit. They were
fantastic as well! Thank you
for having excellent employees
like them. It makes it a
pleasure to visit!

Name (optional): D.J. Stockwell

McHenry Public Library District
Published by Sandra McHenry · July 17 at 1:34 PM · 🌐

We are all ready to get this parade started! Hope to see you all along the route! #fiestadays **McHenry Area Chamber of Commerce**



1,314
People reached

144
Engagements

↑ +2.8x higher
Distribution score

Boost post

You and 36 others 1 Comment 4 Shares

Like **Comment** **Share** 

Most relevant ▾

 Comment as McHenry Public Library D... 🗨️ 📷 📺 🗣️

 **Diane Ostrowski**
Great job to all of you! Thanks for the activity book you gave my niece!! 🥳👍

Like **Reply** 1w

McHenry Public Library District is 🥰 feeling thankful at **Veterans Memorial Park.**
Published by Sandra McHenry · June 7 · McHenry · 🌐

👉 We had a great time at @Veterans memorial Park this morning; we had dinosaur-themed stories and songs for our enthusiastic crowd of kids!

👉 CLICK the link for more upcoming Storytime at the Park:
<https://bit.ly/MPLDPark>

#storytime #park #dinosaurs #forkids #outdooractivities #learning #reading #books



14 2 Comments 1 Share

Like **Comment** **Share** 

Most relevant ▾

 Comment as McHenry Public Library ... 🗨️ 📷 📺 🗣️

 **Karen Kuypers**
We had so much fun! Looking forward to the next one and all the great parks that Storytime will bring us to!

Like **Reply** 7w 2

View 1 more comment

MCHEHRY PUBLIC LIBRARY DISTRICT**IPLAR****IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30448
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0301
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	McHenry Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLSC 153]	809 Front Street
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a Facility City [PLSC 154]	McHenry
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60050
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	809 Front Street
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	McHenry
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60050
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	815-385-0036
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	815-385-7085
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.mchenrylibrary.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Lesley Jakacki
1.15 Title	Executive Director
1.16 Library Director's E-mail	ljakacki@mchenrylibrary.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:

Legal name of library you contract with:

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	McHenry
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	41,852
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
MCHENRY P.L.D.	MCHENRY PUBLIC LIBRARY DISTRICT		

ISL Control Number

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
MCHENRY P.L.D.	30448	3044800

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
MCHENRY P.L.D.	809 FRONT STREET		

Address

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
MCHENRY P.L.D.	MCHENRY		60050	

County & Phone

Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
MCHENRY P.L.D.	McHenry		8153850036	

Square Feet

Location	2.11a Square Footage of Outlet [PLSC 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
MCHENRY P.L.D.	38,000		

IDs**Hours and Attendance**

Location	2.12 Total public service hours PER YEAR for this service outlet [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLSC 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
MCHENRY P.L.D.	13,006	52	104,985	0	0

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	07/01/2021
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2022
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Lesley Jakacki
3.5 Telephone Number of Person Preparing Report	815-385-0036
3.6 FAX Number	815-385-7085
3.7 E-Mail Address	ljakacki@mchenrylibrary.org

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
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Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes

First Member

5.5 Name	Charles Reilly
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	04/2027
5.8 Telephone Number	815-355-3079
5.9 E-mail Address	creilly@mchenrylibrary.org
5.10 Home Address	1405 North Millstream Drive
5.11 City	McHenry
5.12 State	IL
5.13 Zip Code	60050

Second member

5.5 Name	Bud Alexander
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	815-385-0039
5.9 E-mail Address	balexander@mchenrylibrary.org
5.10 Home Address	3201 Terrace Drive
5.11 City	McHenry
5.12 State	IL
5.13 Zip Code	60050

Third member

5.5 Name	Susan Murphy
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	815-653-9812
5.9 E-mail Address	smurphy@mchenrylibrary.org
5.10 Home Address	4814 E Wonder Lake Road
5.11 City	Wonder Lake
5.12 State	IL

5.13 Zip Code	60097
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Fourth member	
5.5 Name	Monica Leccese
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	04/2027
5.8 Telephone Number	708-507-0452
5.9 E-mail Address	mleccese@mchenrylibrary.org
5.10 Home Address	7112 Mohawk Drive
5.11 City	Wonder Lake
5.12 State	IL
5.13 Zip Code	60097

Fifth member	
5.5 Name	Delphine Grala
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	815-337-5617
5.9 E-mail Address	dgrala@mchenrylibrary.org
5.10 Home Address	280 Hythe Circle
5.11 City	Woodstock
5.12 State	IL
5.13 Zip Code	60097

Sixth member	
5.5 Name	Jill Stone
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	815-385-6995
5.9 E-mail Address	-1 No E-Mail
5.10 Home Address	3805 Grove Avenue
5.11 City	McHenry
5.12 State	IL
5.13 Zip Code	60050

Seventh member	
5.5 Name	Terry Weingart
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	875-578-0942
5.9 E-mail Address	tweingart@mchenrylibrary.org
5.10 Home Address	807 S. River Road
5.11 City	McHenry

5.12 State	IL
5.13 Zip Code	60051

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	Unknown
6.2 Total Number of Meeting Rooms	3
6.2b Total number of times meeting room(s) used by the public during the fiscal year	2
6.3 Total Number of Study Rooms	3
6.3b Total number of times study room(s) used by the public during the fiscal year	2,296

Capital Needs Assessment

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$2,160,000
--	-------------

7.2 During the last fiscal year, did the library acquire any real and/or personal property?

No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase

7.4 Legacy

7.5 Gift

7.6 Other

7.7 Provide a general description of the property acquired.

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?

Yes

7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.

As of June 30, 2022, the library had \$1,340,175 in its general fund to pay for the remaining expenditures of the fiscal year and to maintain its working cash fund. The library had \$328,707 in its reserve fund. The library maintains a reserve fund with the intention of defraying the costs of a new library building sometime in the future or paying for the repair, remodeling, or improvement of the current building. The money may also be used for furnishings or equipment for the current or a future building.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?

No

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$3,271,482
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$3,366,811

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$61,984
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$0
8.5 Other State Government funds received	\$7,243
8.6 If Other, please specify	LLSAP Grant
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$69,227

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$9,869
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$9,869

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$70,942
8.14 Other receipts intended to be used for operating expenditures	\$57,170
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$128,112
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]

\$3,478,690

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...", or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?

Insurance Policy/Instrument

8.18b Proof of Certificate of Insurance for Library Funds

8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?

\$1,700,000

8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?

Yes

8.21 The designated custodian of the library's funds is:

Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]

\$1,353,264

9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]

\$476,990

9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]

\$1,830,254

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$115,861
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$183,944
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$39,916
10.3b Please provide an explanation of the other types of material expenditures.	DVDs, CDs, videogames, Audiobooks, Library of Things Materials
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$339,721

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$613,329
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$2,783,304

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$131,610
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$131,610
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$450
12.5 If Other, please specify	Interest Income
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$132,060

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$0
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PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	12	12	\$342.01	450.00
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Librarian	Adult Services	\$21.38	37.50
	Librarian	Adult Services	\$21.53	37.50
	Librarian	Adult Services	\$24.46	37.50
	Librarian	Adult Services	\$23.51	37.50
	Librarian	Adult Services	\$25.66	37.50
	Librarian	Children's Services	\$20.50	37.50
	Cataloger	Cataloging	\$20.78	37.50
	Assistant Manager	Children's Services	\$26.84	37.50
	Assistant Manager	Adult Services	\$28.54	37.50
	Manager	Cataloging	\$38.18	37.50
	Public Services Manager	Other Type of Librarian	\$41.28	37.50
	Director	Library Director	\$49.35	37.50

Group A Total

13.5 Total Group A FTE ALA-MLS (13.1 / 40) [PLSC 250]	49	08/16/2022
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Group A hidden group hours**Group B**

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	\$21.00	37.50
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
	Librarian	Children's Services	Bachelor's Degree: No library science	\$21.00	37.50

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	0.94
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	12.19

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	601.00
13.14 Minimum hourly rate actually paid	\$13.25
13.15 Maximum hourly rate actually paid	\$34.81
13.16 Total FTE Group C employees (13.13 / 40)	15.03

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	0.00
13.18 Minimum hourly rate actually paid	\$0.00
13.19 Maximum hourly rate actually paid	\$0.00
13.20 Total FTE Group D employees (13.17 / 40)	0.00

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	77.50
13.22 Minimum hourly rate actually paid	\$14.50
13.23 Maximum hourly rate actually paid	\$28.83
13.24 Total FTE Group E employees (13.21 / 40)	1.94
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	16.96
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	29.15

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary							
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary							
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)	

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary							
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLSC 501]	104,985
14.1a Library Visits Reporting Method [PLSC 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)**Synchronous Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs

sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	153	1,354	68	12,163
Children (6-11)	26	289	46	1,089
Children's Total	179	1,643	114	13,252
Young Adults (12-18)	84	268	26	4,332
Adults (19 and older)	75	898	15	426
General Interest	143	1,300	19	2,061
Total	481	4,109	174	20,071

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	403	3,423
Synchronous In-Person Offsite Program Sessions	6	227
Synchronous Virtual Program Sessions	72	459
Total	481	4,109

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLSC 620]	67
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLSC 630]	1,044

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	No
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REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	6,370
16.2a Total Number of Unexpired Non-resident Cards	32
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$495.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	6,402
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	122,565
17.2 Current Print Serial Subscriptions	241
17.3 Total Print Materials (17.1+17.2)	122,806
17.4 E-books Held at end of the fiscal year [PLSC 451]	30,778
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	12,814
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	13,183
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	21,517
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	31
17.6c Other Circulating Physical Items [PLSC 462]	562
17.6d Total Physical Items in Collection [PLSC 461]	157,458

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	41
17.8 State (state government or state library) [PLSC 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	57

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	208,006
18.2 Number of young adult materials loaned	17,886
18.3 Number of children's materials loaned [PLSC 551]	117,375
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	343,267

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	165,686
18.6 Videos/DVDs- Physical	79,588
18.7 Audios (include music)- Physical	20,763
18.8 Magazines/Periodicals- Physical	7,866
18.9 Other Items- Physical [PLSC 561]	14,137
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	288,040
18.11 Use of Electronic Materials [PLSC 552]	55,227
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	343,267
18.13 Successful Retrieval of Electronic Information [PLSC 554]	125,678
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	180,905
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	468,945
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	22,406
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	18,920

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	23,452
19.1a Reference Transactions Reporting Method [PLSC 502a]	Annual Estimate Based on Typical Week(s)

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	2,652
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AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	146
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	70
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b If Other, please specify	1G
21.3 What is the monthly cost of the library's internet access?	\$739
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	70
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	10,420
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLSC 651a]	Annual Count
21.6a Reporting Method for Wireless Sessions [PLSC 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	250,883 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.3 If NO, why did your library NOT participate in the E-rate program?	The Library did not see any cost savings to applying for the program.

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$3,911
23.2 Does the above amount include travel expenses?	No
23.3 How many hours of training did employees receive this year?	928.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	-1 No Comments
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	-1 No Comments
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	No
Public Services During COVID-19	Yes
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External WiFi Access Added During COVID-19	No
External WiFi Access Increased During COVID-19	Yes
Staff Re-Assigned During COVID-19	No

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	Yes
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	Moncia Leccese
25.4 Second board member completing the audit	Susan Murphy
25.5 Date the Secretary's Audit was completed	2022-07-19

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

¹, 2.12 Fully open to normal operating hours. Last year we had reduced hours due to the pandemic. (0-2022-07-19)

MEMO

To: MPLD Board of Trustees

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

Re: 2023 In-Service Meetings and Library Closure

Date: August 1, 2022

Dear Board of Trustees,

The MPLD In-Service Committee, whose role is to provide ongoing, relevant, and engaging training opportunities for staff that will aid in professional and personal growth for staff as individuals and as a whole, would like to request the chance to hold all-staff in-person meetings in 2023.

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

- February 3, 2023 from 1:00 p.m. - 5:00 p.m.
- April 21, 2023 from 9:00 a.m. - 1:00 p.m.
- June 24, 2023 from 9:00 a.m. - 5:00 p.m.
- August 11, 2023 from 1:00 p.m. - 5:00 p.m.
- October 6, 2023 from 9:00 a.m. - 1:00 p.m.
- December 8, 2023 from 9:00 a.m. - 5:00 p.m.

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

Thank you for your consideration.

Photographing Patrons Policy (CURRENT)

(created 3/19/2013)

The MPLD reserves the right to photograph program participants and patrons of the library. Please be aware that these photos are for the use of the library only and may be published in a variety of media, such as the library's newsletter, **The Preface**, or our website or Internet sites such as Flickr, etc. or in press releases to promote or publicize the library. By being a patron of the library, including participating in a library event, program or activity, you are allowing the library the right to take and use photographs of yourself or your family. If you do not wish to be photographed or have your child photographed, please notify library staff.

Photography and Video Policy (PROPOSED)

(created 3/19/2013; updated 08/16/2022)

The library has a significant interest in maintaining an environment that allows patrons to freely access library information and resources. This significant interest requires the library to maintain policies that protect the privacy of its patrons and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well-being. In order to provide appropriate safeguards against such behavior and enforce policies and procedures addressing that behavior when it occurs, the library has adopted the following policy regarding the taking of photographs or videos inside the library building.

Permission is not required for taking photographs, videos, or live streams in public areas of the Library building for personal, non-commercial use if no tripods, lights, or other specialized equipment is used. Under no circumstances may the public or members of the media take photographs, video recordings, or live streams without the express permission of any Library patrons or staff who would be prominently included within the composition. Capturing the identifiable likeness of individuals or their computer screens, books, documents, or other materials and registration and circulation records is not permitted without their consent.

However, there may be Library locations and/or exhibition areas where taking photographs or videos is restricted and prohibited (i.e., restrooms, rooms reserved for nursing, child care areas, museums, artifacts, and archival materials). In addition, taking photographs or videos of or in areas reserved for staff is also prohibited unless consent is given by the Library Director to do so.

If tripods, lights, or other specialized equipment are to be used, requests must be made to the Director at least 24 hours in advance.

Persons taking photographs and/or videos shall not (i) compromise a patron or staff member's right to privacy, (ii) harass, intimidate, or threaten a patron or staff member, or (iii) block the Library aisles, walkways, stairwells, doors, or exits. In all instances, the Library reserves the right to cease photography or filming if it results in disruption of the ordinary Library environment or operations.

Exterior Photography and Videos

Taking photographs and videos outside of the Library building and/or of the Library grounds does not require permission. However, the activity may not impede the ingress or egress of patrons or staff to or from Library buildings or grounds.

Commercial Photography and Videos

The Library may permit its facilities for the taking of commercial photographs or videos if the project does not interfere with the mission of the Library and is in accordance with the rest of this policy. The Library will charge a fee to offset costs incurred by the Library to provide access to the facility, and prior permission must be sought at least one week in advance.

Photography and Videos of Materials and Resources

The Library permits the taking of photographs and videos of its publicly available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

Photography and Videos of Programs and Events

Photographing, filming, and audio recording of Library programs is permitted provided that permission has been granted in advance by the presenter or the owner of any

copyrighted material.

Library Photography, Videos, and Recording

The Library may take photos, videos, live stream and/or audio recordings at the Library and during Library events to use in its printed publicity materials, on its website, and on social media sites. The Library reserves the right to document its services and the public's use of the Library building and grounds. These photographs, videos, and audio recordings may be copied, displayed, televised, and published (including on any Library website and social media site). Any individual that does not wish the Library to use a photograph or video of them or their child should inform a Library staff member prior to or while such photographs are being taken. All images are used solely to promote Library programs and services, and none of the images are used to generate a profit or for other commercial purposes.

Library Board Meetings

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of the Library Board and other meetings required by the Act to be open to the public. The recordings may be made by tape, film, or other means and shall not disrupt the meeting or create a safety hazard.

Liability

Persons involved in taking photographs or videos shall be held responsible for willful or accidental damage to the Library building, grounds, collections, or furniture caused by the individual or group.

They also have the sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photographs or video or for copyrighted materials. The Library undertakes no responsibility for obtaining these releases or permissions.

Failure To Comply

The Library reserves the right to ask any individual or group violating this policy to cease the taking of photographs or videos, put away their equipment, and/or leave the Library.

In order to reduce distractions and protect the rights of Library patrons and staff, and to promote safety, photographing and filming in the Library are restricted as set forth in this policy. The Library Director is authorized to act accordingly, including limiting photography or filming by individuals whose activities interfere with Library environment or operations, adversely affect public safety or cause public disturbances. The Library Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate.

DRAFT

Equity, Diversity, and Inclusion: A Statement from the Library Board of Trustees
(PROPOSED)

The McHenry Public Library District, through its collections, services, programs, and policies, aspires to be an equitable, diverse, inclusive community resource that strives to meet the needs of all community members. We are committed to ensuring that every library patron, visitor, volunteer, MPLD staff and Board member is welcomed to a comfortable, safe and supportive Library by being treated with respect and dignity.

Discrimination, bigotry, and racism will not be tolerated. The Board and staff are dedicated to fostering a culture based on open, respectful experiences that allow us all to learn about and value one another as individuals with different perspectives and backgrounds. This statement is an extension of our Mission Statement and informs all that we do, enriching our work and helping us enhance all the communities we serve.

To: Board of Trustees

From: L. Jakacki

Re: Information about Impact/ Developer Fees

WHAT ARE IMPACT FEES?

Impact fees are one-time levies assessed on developers during the permitting approval process. Revenues generated from impact fees are normally used for investments in specific facilities such as roads, parks, public utilities, school districts, and libraries. Recipients may vary from one municipality to another.

Currently, the McHenry Library only receives fees from developments within the City of McHenry.

TYPICALLY, IMPACT FEES ARE:

- levied on an "up-front" or "front-end" basis, usually at the time of building permit issuance or subdivision approval;
- dedicated to a specific public use, such as a transportation facilities, sewer facilities, water facilities, or parks and recreation facilities, etc.;
- calculated on the basis of the number of residents or bedrooms in a dwelling, the square footage of a building, the linear footage of the front property line, or as a flat fee per unit or building lot, or some other formulation; and,
- prescribed by ordinance, although the dollar amount may or may not be specified.

Background Information:

- Illinois Association of Realtors "Impact Fees in Illinois":
https://www.illinoisrealtors.org/wp-content/uploads/2018/01/Impact_Fees.pdf
- National Association of Home Builder's "Impact Fee Handbook":
<https://www.nahb.org/-/media/NAHB/advocacy/docs/industry-issues/land-use-101/infrastructure/impact-fee-handbook.pdf>
- The American Planning Association released it's findings in the APA Policy Guide on Impact Fees. <https://www.planning.org/policy/guides/adopted/impactfees.htm>

Wonder Lake:

- Developer/Impact Fees Ordinance:
https://www.villageofwonderlake.org/sites/default/files/fileattachments/planning_and_zoning/page/3081/subdivision-ord-97.pdf

City of McHenry:

- Developer Donations:
https://codelibrary.amlegal.com/codes/mchenryil/latest/mchenry_il/0-0-0-28247
- Public Library District Donation:
https://codelibrary.amlegal.com/codes/mchenryil/latest/mchenry_il/0-0-0-28243