



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, July 18, 2023, 7:00 p.m.
Meeting Rooms #135 & #136**

AGENDA

- I. CALL TO ORDER** – Charles Reilly, President
- II. ROLL CALL** – Monica Leccese, Secretary
 - A.** Oath of Offices for Michele Madsen and Thomas Sutliff
- 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 June 20, 2023, Regular Meeting.
- VII. TREASURER'S REPORT** –Terry Weingart, Treasurer
 - A.** Quarterly Review of Finances with Tom Coughlin, Governmental Accounting, Inc,
 - B.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for June/ July 2023, Additional Bills and Petty Cash and Credit Card Reports
- VIII. COMMUNICATIONS**
 - A.** Letter to the McHenry Garden Club in recognition of donation
 - B.** Letter to Bob Boerman from Board of Trustees
 - C.** Letter to Marion Reinke from Board of Trustees
- IX. LIBRARIAN'S REPORT**
 - A.** Librarian's Report
 - B.** Staff ALA Reports
 - C.** Updates on Projects
- X. OLD BUSINESS**
 - A.** RESOLUTION NO. FY 2022/2023-10 Honoring Trustee Susan Murphy
 - B.** Trustee Vacancies and Appointments
- XI. NEW BUSINESS**
 - A.** FY 2023/2024 Budget
 - 1.** Adoption of ORDINANCE NO. FY 2023/2024-02: an Ordinance Adopting a Tentative Combined Budget & Appropriations for FY 2022-2023
 - 2.** Scheduling a public hearing for the Annual Budget and Appropriations Adoption

- B. RESOLUTION NO. FY 2023/2024-01 Annual resolution authorizing public library district non-resident cards
- C. Adult Services Lead Job Description
- D. Freedom of Information Act Policy (Updated)
- E. Approval the FY 2022/23 Secretary's book
- F. Fire panel replacement quote
- G. Collection Development Policies

XII. EXECUTIVE SESSION

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

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

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.

STATE OF ILLINOIS)
McHENRY COUNTY)

OFFICIAL OATH of OFFICE

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

Signature of Person Making Oath

Subscribed and affirmed before me on 18th day of July 2023.

Zachariah T. Terrill, Notary Public (Official signature and official seal of notary)

PLEASE PROVIDE THE FOLLOWING INFORMATION:

MICHELE MADSEN
Elected Official's Name

MCHEHRY PUBLIC LIBRARY DISTRICT
Governmental Unit

TRUSTEE, term 2023-2025 two-years of an expired term
Office and Term

STATE OF ILLINOIS)
McHENRY COUNTY)

OFFICIAL OATH of OFFICE

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

Signature of Person Making Oath

Subscribed and affirmed before me on 18th day of July 2023.

Zachariah T. Terrill, Notary Public (Official signature and official seal of notary)

PLEASE PROVIDE THE FOLLOWING INFORMATION:

THOMAS M. SUTLIFF
Elected Official's Name

MCHENRY PUBLIC LIBRARY DISTRICT
Governmental Unit

TRUSTEE, term 2023-2025 two-years of an expired term
Office and Term



McHenry Public Library District

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

MINUTES McHenry Public Library District Board of Library Trustees Regular Meeting

Date: June 20, 2023

Time: 7:00 P.M.

Location: Library Meeting Rooms # 135 & 136

I. **CALL TO ORDER** – Charles Reilly, President
President Reilly called the regular meeting to order at 7:00 p.m.

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

Members Present: Bud Alexander, Monica Leccese, Charles Reilly, Terry Weingart

Also Present:

Lesley Jakacki, Executive Director
Abdullah Khan, Partner, Illinois NFP Audit and Tax, LLP
Michele Madsen, Resident
Jennifer May, HR Generalist
Kathy Milfajt, Technical Services Manager
Thomas Sutliff, Resident
Zach Terrill, Adult Services Manager
Diane Waltmire, Resident

III. **PLEDGE OF ALLEGIANCE**

IV. **CORRECTIONS OR ADDITIONS TO THE AGENDA**
None.

V. **PUBLIC COMMENT AND RECOGNITION OF VISITORS**
No public comment.

VI. **SECRETARY'S REPORT** – Monica Leccese, Secretary
A. Approval of Minutes of the May 16, 2023, Regular Meeting.

Secretary Leccese informed the Board that she found no corrections needed to the minutes of the May 16, 2023, Regular Meeting.

Alexander moved, and Weingart seconded a motion to approve the Minutes of the May 16, 2023, Regular Meeting.

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

VII. TREASURER'S REPORT –Terry Weingart, Treasurer

- A.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for May/ June 2023, Additional Bills and Petty Cash and Credit Card Reports

Treasurer Weingart walked the Board through the financial reports reflecting 11 months through the fiscal year focusing on the budget vs. expenditures. There was a question about the low spending for digital services compared to the budget. Director Jakacki stated that many of our renewals occur in the last month of the fiscal year or during the audit one year of multi-year contracts is assigned to that budget. She also inquired about the large payment to Park Ridge Public Library. Director Jakacki explained that Park Ridge Library handles all the finances for the North Suburban Digital Consortium (OverDrive), and that is our annual payment for collections.

President Reilly inquired if we needed to look into moving surplus funds into the Special Reserve fund. Director Jakacki stated that we budgeted for a small amount this year and have the funds to make that transfer.

Treasurer Weingart recommended that we review and update our Special Reserve Fund ordinance and begin to make a project list with dollar amounts attached for what we plan to use the funds for.

Leccese moved, and Alexander seconded a motion to approve the Monthly Financial Statements, Interim Check Report, and Bill Reports for May/June 2023, Additional Bills (Distributed night of the meeting), and Petty Cash and Credit Card Reports.

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

VIII. COMMUNICATIONS

- A.** Letter from Alexi Giannoulis, Illinois Secretary of State and State Librarian—FY2023 Per Capita Grant Award Letter

B.

Director Jakacki shared that we received our Annual Per Capita grant award letter and were awarded the same amount as last year. We use the funds to help us continue to meet the standards identified in *Serving Our Public 4.0*.

- C.** Letters from Greg McCormick, Director of the Illinois State Library regarding Board vacancies

Letter from Director McCormick acknowledging the trustee vacancy notifications sent to his office and reminding the Board about the new statutes regarding filling vacancies.

- D.** Alexi Giannoulis, Illinois Secretary of State and State Librarian; Signing of Public Act 103-0100 regarding book banning and state grants.

Press release from the Illinois Secretary of State office regarding Governor Pritzker's signing of Public Act 103-0100 regarding book bans by Library Boards and state funding. We seek additional guidance from the Illinois State Library, ILA, and RAILS before updating our policies.

- E. Letter from Wayne Lela
- F. Letter from Bob Boerman
- G. Letter from Marion Reinke

The Board of Trustees reviewed the letters from Lela, Boerman, and Reinke that voice concerns about LGBTQ+ representation in the Library's materials and programs.

After reviewing and discussing the letters, materials, and program in question, the Board reiterated that positive representation of the diverse members of our community is part of the Library's mission as stated in our Mission and Diversity, Equity, and Inclusion Statements aligned with our collection development policies.

The Board will continue to review the Library's Collection Development policies at upcoming meetings.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

Director Jakacki shared the following items from the Librarian's Report.

- The month of May is typically one of our quieter ones as staff prepares for summer reading.
- Since the May meeting, the StoryWalk had been damaged again; luckily, everything was repairable. The Northwest Herald had an article about the vandalism, and as of right now, it has stopped.
- In the past few weeks, we have hired six new staff members.

B. Updates on Projects

Director Jakacki shared the following project updates

- New Microfilm readers installed in the Local History Room.
- New water fountains by the back restrooms will be replaced.

X. OLD BUSINESS PART I

- A.** Resolution No. FY 2022/2023-10 Honoring Trustee Susan Murphy
No Action Taken.

XI. NEW BUSINESS PART I

- A.** Ordinance No. FY 2022/23 -11 Calendar of Regular Meetings For the Board of Library Trustees For Fiscal Year 2023/24

Director Jakacki stated the calendar of meetings had kept meetings on the third Tuesday of every month at 7:00 pm except for the April 2024 meeting, which was moved to the following day due to the Library being a polling place.

Weingart moved, and Leccese seconded a motion to approve Ordinance No. FY 2022/23 -11 Calendar of Regular Meetings For the Board of Library Trustees For Fiscal Year 2023/24

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

B. Appointment of trustees to approve the FY 2022/23 Secretary's book

Weingart moved, and Reilly seconded a motion to appoint Vice President Alexander and Secretary Leccese to review the FY 2022/23 Secretary's book and bring their recommendation to the July 2023 Regular Meeting.

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

XII. OLD BUSINESS PART II

A. Financial Audit Proposals

Abdullah Khan, a partner from Illinois NFP Audit and Tax, LLC, joined the meeting virtually to introduce himself and his firm and answer any questions about his firm's proposal for the Library's FY 22/23 financial audit.

President Reilly inquired if the firm had familiarity working with our accounting firm, to which he responded that they have worked on many audits of Governmental Accounting's clients.

President Reilly also inquired what the turnaround time is for the draft audit to be presented after the fieldwork is completed and if they could meet the FY22/23 completion deadlines. Mr. Kahn reported that typically it takes a month for a draft to be issued after the fieldwork is completed, and yes, he does not foresee any issues with meeting the December deadline.

Treasurer Weingart asked how quickly the fieldwork could begin, and Mr. Khan stated it depended on when the engagement letter was signed and the times they had available.

Director Jakacki stated that after reviewing three final proposals and speaking to the firms, she would recommend to the Board that the Library move forward with Illinois NFP Audit and Tax, LLC.

Alexander moved, and Leccese seconded a motion to approve the letter of engagement from Illinois NFP Audit and Tax, LLC for the Library's financial auditor.

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

XIII. EXECUTIVE SESSION

Reilly moved, and Alexander seconded a motion to enter into Executive (closed) session at 7:39 p.m. for the following purpose:

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

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

Alexander moved, and Reilly seconded a motion to leave Executive Session at 8:25 p.m.

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

XIV. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

A. Trustee Vacancies and Appointments

Interviews of candidates, T. Sutliff and M. Madsen, for Trustee vacancy

Reilly moved, and Alexander seconded a motion to appoint Michele Madsen and Thomas Sutliff to the Library's Board of Trustees to fill the two expired term vacancies for two years until the 2025 election.

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

XV. NEW BUSINESS PART II

A. Policies

1. Jury and Court Duty Leave Policy- Revised

Director Jakacki reviewed the changes proposed to the Jury and Court Duty Leave Policy for personnel. Changes included standardizing language among policies, not requiring a staff member to bring in their jury duty payment to be paid for the day, defining what happens when an employee is "on-call," and if an employee is a participant in a court case.

Vice President Alexander questioned why we put a limit on the number of paid days for someone serving on jury duty. Director Jakacki stated the change was recommended when reviewing industry standards for this type of policy and to limit possible financial obligations. President Reilly felt that no one should be penalized for performing their civil duty.

Discussion ensued to remove the following language from the proposed policy: "for a maximum of 10 workdays" . . . "Any remaining time not covered by this policy will be unpaid, and the employee can use accrued vacation or personal time. " struck from the revised policy.

Weingart moved, and Leccese seconded a motion to approve the revised Jury and Court Duty Leave Policy with "for a maximum of 10 workdays" . . . "Any remaining time not covered by this policy will be unpaid, and the employee can use accrued vacation or personal time. " struck from the revised policy.

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

2. Voters Leave Policy- Revised

Director Jakacki reviewed the proposed changes to the Voters Leave Policy for staff. These included matching the language in IL State law regarding policy and procedural changes and mentioning the use of personal time.

Leccese moved, and Alexander seconded a motion to approve the Voters Leave Policy.

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

B. FY 2023/2024 Operating Budget

Director Jakacki inquired if there were any questions regarding the proposed FY 23/24 operating budget or the accompanying notes.

She stated that the budget does list any cash in hand as of 5/31/2022 for possible transfers to the Special Reserve Fund. However, if you remove the cash in hand, the proposed expenditures are slightly less than the proposed revenues for the year, making it a balanced budget. The proposal indicates if the budget increased or decreased compared to FY22/23, and the notes explain any substantial changes–.

One of the most significant changes is the revenue proposed if the Library begins to offer license plate renewal services. We would take in the payment for the license plate renewal along with a convenience fee. The Library would pass along the license plate renewal fee and be able to keep the convenience fee as revenue. A draw to offering this service is to increase walk-in traffic of many community members who do not regularly use the Library.

Weingart moved, and Alexander seconded a motion to approve FY 2023/2024 Operating Budget

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

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

XVII. ADJOURNMENT

Reilly moved, and Leccese seconded a motion to adjourn the meeting at 8:49 p.m.

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

APPROVED by the Board of Trustees this _____ day of _____, 2023.

AYES:

NAYES:

ABSTAIN:

ABSENT:

Approved,

Monica Leccese, Secretary
McHenry Public Library District Board of Trustees

Financial Report

For the 12 Month(s) Ended June 30, 2023
FISCAL YEAR 2023



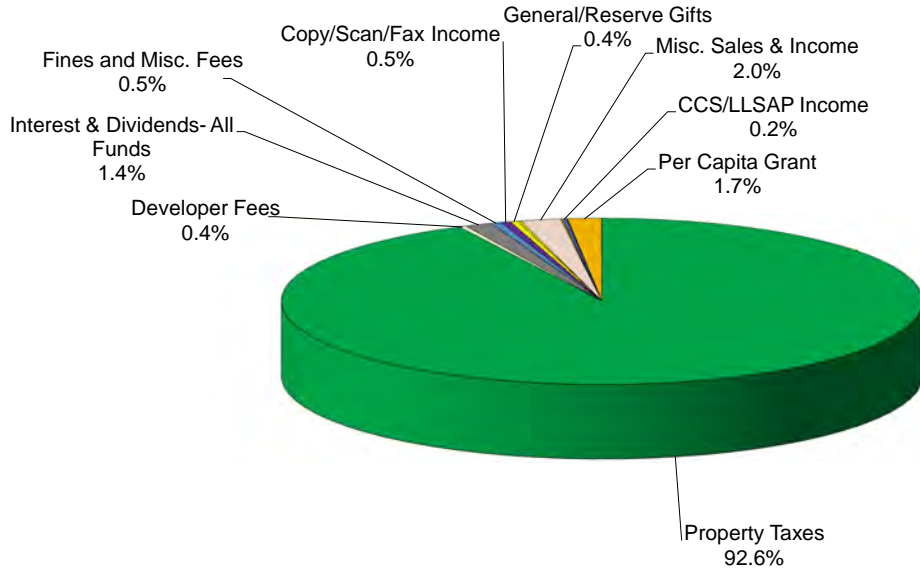
McHenry Public Library District
Actual vs Budget Summary
For the 12 Month(s) Ended June 30, 2023

100% of Fiscal Year

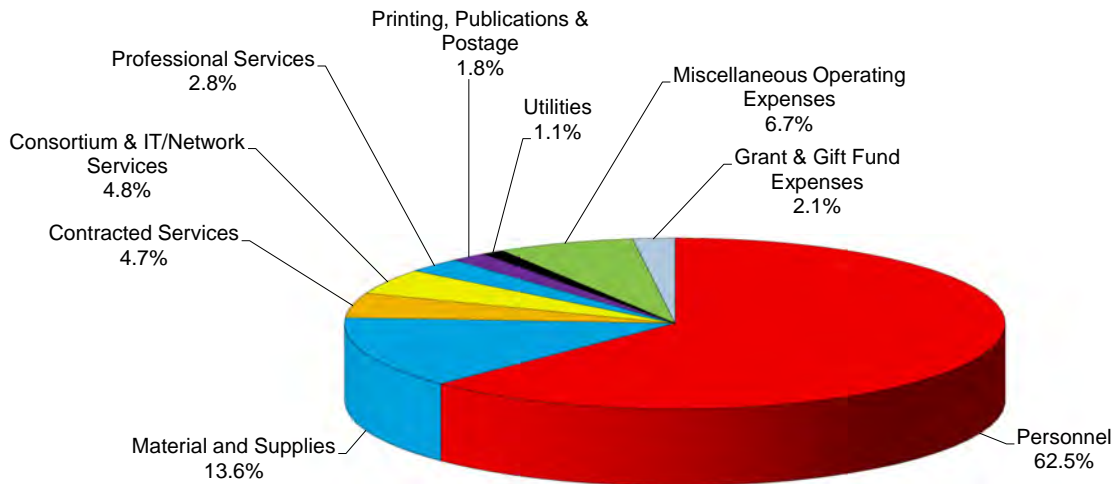
Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
REVENUE					
Property Taxes	3,350,275	3,354,407	99.9%	3,271,483	2%
Developer Fees	13,528	175,000	7.7%	132,610	-90%
Interest & Dividends- All Funds	49,354	2,375	2078.1%	1,498	3195%
Fines and Misc. Fees	18,938	22,250	85.1%	18,643	2%
Copy/Scan/Fax Income	16,771	15,000	111.8%	12,973	29%
General/Reserve Gifts	14,012	80,000	17.5%	70,942	-80%
Annexation & Impact Fees	51	25,000	0.2%	-	0%
Retiree/Cobra Insurance Payment	5,761	15,000	38.4%	4,364	32%
Misc. Sales & Income	72,655	95,500	76.1%	11,960	507%
Lost & Damaged Materials	3,362	5,500	61.1%	4,083	-18%
CCS/LLSAP Income	7,648	10,500	72.8%	11,432	-33%
Solar Credits	1,686	5,250	32.1%	4,800	-65%
Per Capita Grant	61,732	70,000	88.2%	61,984	0%
Over/Short	(36)	500	-7.1%	1	-3671%
Miscellaneous Grants	500	40,000	1.3%	10,869	-95%
Actual Revenues	3,622,026	3,928,687	92.2%	3,617,642	0%
Budgeted Revenues	3,928,687				
% Diff	92%				
OPERATING EXPENDITURES					
Personnel	1,611,980	2,222,750	72.5%	1,837,368	-12%
Material and Supplies	349,621	609,250	57.4%	378,172	-8%
Contracted Services	120,668	129,250	93.4%	94,014	28%
Consortium & IT/Network Services	124,292	147,500	84.3%	141,290	-12%
Professional Services	71,250	143,250	49.7%	56,554	26%
Printing, Publications & Postage	46,907	67,750	69.2%	45,018	4%
Utilities	27,976	41,500	67.4%	29,364	-5%
Miscellaneous Operating Expenses	172,867	188,500	91.7%	146,497	18%
Grant & Gift Fund Expenses	53,453	130,000	41.1%	53,835	-1%
Actual Expenditures	2,579,013	3,679,750	70.1%	2,782,112	-7%
Budgeted Expenditures	3,679,750				
% Diff	70%				
SURPLUS / (DEFICIT) FROM OPERATIONS	1,043,014	248,937	419.0%	835,530	25%
CAPITAL EXPENDITURES & DEBT SERVICE					
Capital Expenses	15,619	112,000	13.9%	38,610	-100%
Debt Services	24,027	250,000	9.6%	-	0%
Transfer to Reserve Fund	-	49,900	0.0%	-	0%
Actual Expenditures	39,646	411,900	9.6%	38,610	-100%
Budgeted Expenditures	411,900				
% Diff	10%				
TOTAL SURPLUS / (DEFICIT)	1,003,368	(162,963)		796,920	
BEGINNING FUND BALANCE	2,307,175				
ENDING FUND BALANCE	3,310,543				

McHenry Public Library District
 Actual vs Budget Summary
 For the 12 Month(s) Ended June 30, 2023

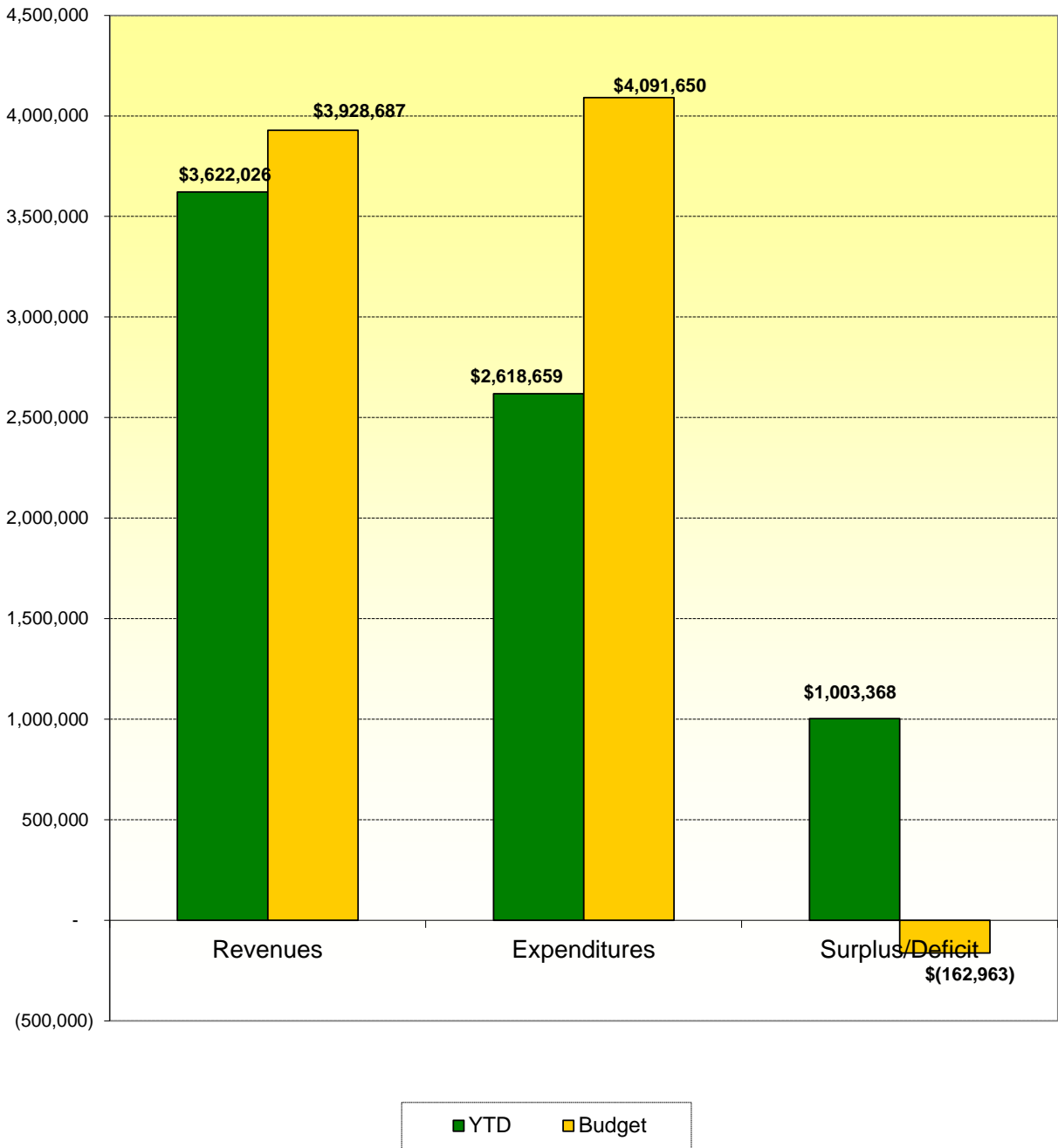
Revenue Distribution



Operational Expenditure Distribution



McHenry Public Library District
 Actual vs Budget Summary
 For the 12 Month(s) Ended June 30, 2023



McHenry Public Library District
Actual vs Budget Summary
For the 12 Month(s) Ended June 30, 2023

100% of Fiscal Year

	Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	% of Budget
REVENUE							
	Property Taxes	3,350,275	-	-	3,350,275	3,354,407	100%
	Developer Fees	-	13,528	-	13,528	175,000	8%
	Interest and Dividends	36,571	4,116	8,667	49,354	2,375	2078%
	Fines and Misc Fees	18,938	-	-	18,938	22,250	85%
	Copy/Scan/Fax Income	16,771	-	-	16,771	15,000	112%
	General/Reserve Gifts	1	-	14,011	14,012	80,000	18%
	Annexation & Impact Fees	51	-	-	51	25,000	0%
	Retiree/Cobra Insurance Payment	5,761	-	-	5,761	15,000	38%
	Misc. Sales & Income	72,655	-	-	72,655	95,500	76%
	Lost & Damaged Materials	3,362	-	-	3,362	5,500	61%
	CCS/LLSAP Income	7,648	-	-	7,648	10,500	73%
	Solar Credits	1,686	-	-	1,686	5,250	32%
	Per Capita Grant	-	-	61,732	61,732	70,000	88%
	Over/Short	(36)	-	-	(36)	500	-7%
	Miscellaneous Grants	-	-	500	500	40,000	1%
	Actual Revenues	3,519,473	17,644	84,910	3,622,026	3,928,687	92%
	Budgeted Revenues	3,561,687	181,500	185,500	3,928,687		
	% Diff	99%	10%	46%	92%		
OPERATING EXPENDITURES							
	Personnel	1,611,980	-	-	1,611,980	2,222,750	73%
	Material and Supplies	312,273	-	37,348	349,621	609,250	57%
	Contracted Services	120,668	-	-	120,668	129,250	93%
	Consortium & IT/Network Services	124,292	-	-	124,292	147,500	84%
	Professional Services	71,250	-	-	71,250	143,250	50%
	Printing, Publications & Postage	46,907	-	-	46,907	67,750	69%
	Utilities	27,976	-	-	27,976	41,500	67%
	Miscellaneous Operating Expenses	172,867	-	-	172,867	188,500	92%
	Grant & Gift Fund Expenses	-	-	53,453	53,453	130,000	41%
	Actual Expenditures	2,488,212	-	90,801	2,579,013	3,679,750	70%
	Budgeted Expenditures	3,399,750	-	280,000	3,679,750		
	% Diff	73%	0%	32%	70%		
SURPLUS / (DEFICIT) FROM OPERATIONS		1,031,261	17,644	(5,891)	1,043,014	248,937	419%
CAPITAL EXPENDITURES & DEBT SERVICE							
	Capital Expenses	15,619	-	-	15,619	112,000	14%
	Debt Services	-	24,027	-	24,027	250,000	10%
	Transfer to Reserve Fund	-	-	-	-	49,900	0%
	Actual Expenditures	15,619	24,027	-	39,646	411,900	10%
	Budgeted Expenditures	161,900	250,000	-	411,900		
	% Diff	10%	10%	0%	10%		
TOTAL SURPLUS / (DEFICIT)		1,015,642	(6,383)	(5,891)	1,003,368	(162,963)	
BEGINNING FUND BALANCE		1,491,499	323,189	492,487	2,307,175		
ENDING FUND BALANCE		2,507,141	316,806	486,596	3,310,543		
Fund Balance as % of Total Expenditures		100%	1319%	536%	126%		

McHenry Public Library District
Financial Report Detail by Fund
For the 12 Month(s) Ended June 30, 2023

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Revenues									
6010100 · Property Taxes	0.00	279,533.88	3,350,274.65	0.00	0.00	3,350,274.65	3,354,406.56	-4,131.91	99.9%
6015100 · Revenue Recapture Property Tax	0.00	1,033.77	5,790.80	0.00	0.00	5,790.80	12,405.27	-6,614.47	46.7%
6020200 · Developer Fees	0.00	14,583.33	0.00	13,528.00	0.00	13,528.00	175,000.00	-161,472.00	7.7%
6030100 · Interest Income - General	11,061.07	47.92	36,379.20	0.00	0.00	36,379.20	575.00	35,804.20	6,326.8%
6030200 · Special Reserve Fund Interest	883.58	83.33	0.00	4,115.79	0.00	4,115.79	1,000.00	3,115.79	411.6%
6030300 · Grant/Gifts Fund Interest	1,806.61	41.67	0.00	0.00	8,667.11	8,667.11	500.00	8,167.11	1,733.4%
6035100 · Dividends	0.00	25.00	192.00	0.00	0.00	192.00	300.00	-108.00	64.0%
6040100 · Nonresident/Enhanced Fee Cards	56.00	62.50	1,255.19	0.00	0.00	1,255.19	750.00	505.19	167.4%
6050100 · Fines and Fees	1,479.02	1,458.33	15,962.33	0.00	0.00	15,962.33	17,500.00	-1,537.67	91.2%
6055100 · Collection Agency Fees	10.00	41.67	210.24	0.00	0.00	210.24	500.00	-289.76	42.0%
6060100 · Copy/Scan/Fax Income	1,431.35	1,250.00	16,770.70	0.00	0.00	16,770.70	15,000.00	1,770.70	111.8%
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	108.08	6,250.00	1.12	0.00	14,010.70	14,011.82	75,000.00	-60,988.18	18.7%
6090100 · Annexation & Impact Fees	0.00	2,083.33	50.75	0.00	0.00	50.75	25,000.00	-24,949.25	0.2%
6105100 · Retiree/Cobra Insurance Payment	258.86	1,250.00	5,760.59	0.00	0.00	5,760.59	15,000.00	-9,239.41	38.4%
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	65.00	125.00	1,510.00	0.00	0.00	1,510.00	1,500.00	10.00	100.7%
6130100 · Misc.	70.00	7,916.67	72,655.08	0.00	0.00	72,655.08	95,000.00	-22,344.92	76.5%
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	295.66	458.33	3,361.62	0.00	0.00	3,361.62	5,500.00	-2,138.38	61.1%
6157100 · CCS/LLSAP Income	0.00	875.00	7,648.48	0.00	0.00	7,648.48	10,500.00	-2,851.52	72.8%
6160100 · Solar Credits	0.00	437.50	1,686.00	0.00	0.00	1,686.00	5,250.00	-3,564.00	32.1%
6170300 · Per Capita Grant	0.00	5,833.33	0.00	0.00	61,731.70	61,731.70	70,000.00	-8,268.30	88.2%
6200100 · Over/Short	0.31	41.67	-35.71	0.00	0.00	-35.71	500.00	-535.71	-7.1%
6210300 · Miscellaneous Grants	0.00	3,333.33	0.00	0.00	500.00	500.00	40,000.00	-39,500.00	1.3%
Total Revenues	17,525.54	327,390.57	3,519,473.04	17,643.79	84,909.51	3,622,026.34	3,928,686.83	-306,660.49	95.85
Total Revenues	17,525.54	327,390.57	3,519,473.04	17,643.79	84,909.51	3,622,026.34	3,928,686.83	-306,660.49	92.2%
Expenditures									
Personnel Expenses									
8910100 · Salaries	91,132.58	132,500.00	1,212,384.08	0.00	0.00	1,212,384.08	1,590,000.00	-377,615.92	76.3%
8920100 · FICA/Medicare	6,681.68	10,416.67	88,777.51	0.00	0.00	88,777.51	125,000.00	-36,222.49	71.0%
8930100 · IMRF	8,607.94	14,166.67	117,686.87	0.00	0.00	117,686.87	170,000.00	-52,313.13	69.2%
8940100 · Health & Life Insurance	-2,329.67	23,750.00	177,229.88	0.00	0.00	177,229.88	285,000.00	-107,770.12	62.2%
8945100 · Recruiting/Preemployment Screen	83.85	291.67	1,138.98	0.00	0.00	1,138.98	3,500.00	-2,361.02	32.5%
8950100 · Tuition Reimbursement	1,422.00	1,250.00	3,835.00	0.00	0.00	3,835.00	15,000.00	-11,165.00	25.6%
8955100 · Telecommute Reimbursements	0.00	458.33	17.03	0.00	0.00	17.03	5,500.00	-5,482.97	0.3%
8960100 · Memberships & Dues	423.00	520.83	3,410.46	0.00	0.00	3,410.46	6,250.00	-2,839.54	54.6%
8970100 · Travel	67.77	1,250.00	2,003.13	0.00	0.00	2,003.13	15,000.00	-12,996.87	13.4%
8980100 · Continuing Education (Mtg/Conf)	89.00	625.00	5,496.68	0.00	0.00	5,496.68	7,500.00	-2,003.32	73.3%
Total Personnel	106,178.15	185,229.17	1,611,979.62	0.00	0.00	1,611,979.62	2,222,750.00	-610,770.38	72.5%

McHenry Public Library District
Financial Report Detail by Fund
For the 12 Month(s) Ended June 30, 2023

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Materials and Supplies									
8010100 · Adult Books	8,004.15	5,416.67	58,681.06	0.00	0.00	58,681.06	65,000.00	-6,318.94	90.3%
8020100 · Youth Books	4,217.07	4,333.33	29,497.45	0.00	0.00	29,497.45	52,000.00	-22,502.55	56.7%
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	144.00	291.67	2,647.99	0.00	0.00	2,647.99	3,500.00	-852.01	75.7%
8030100 · Magazines & Newspapers	376.87	1,166.67	12,020.86	0.00	0.00	12,020.86	14,000.00	-1,979.14	85.9%
8040300 · Operating Fund Gifts(Donations)	5,105.48	12,500.00	0.00	0.00	36,291.48	36,291.48	150,000.00	-113,708.52	24.2%
8050100 · Adult AV Materials	1,743.29	2,583.33	20,232.73	0.00	0.00	20,232.73	31,000.00	-10,767.27	65.3%
8060100 · Youth AV Materials	116.88	1,083.33	4,240.03	0.00	745.38	4,985.41	13,000.00	-8,014.59	38.3%
8070100 · Library of Things	0.00	833.33	2,836.67	0.00	0.00	2,836.67	10,000.00	-7,163.33	28.4%
8080100 · Video Games	555.00	1,166.67	10,788.43	0.00	0.00	10,788.43	14,000.00	-3,211.57	77.1%
8090100 · Digital Media Services	3,573.48	7,500.00	75,976.85	0.00	0.00	75,976.85	90,000.00	-14,023.15	84.4%
8095100 · Electronic Resources	17,621.13	6,250.00	52,816.09	0.00	0.00	52,816.09	75,000.00	-22,183.91	70.4%
8120100 · Library Supplies	1,103.73	583.33	4,916.32	0.00	0.00	4,916.32	7,000.00	-2,083.68	70.2%
8130100 · Tech Services Supplies	1,542.76	2,958.33	9,296.13	0.00	0.00	9,296.13	35,500.00	-26,203.87	26.2%
8135100 · Bindery	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
8140100 · Adult Programs & Supplies	375.98	1,395.83	13,769.75	0.00	0.00	13,769.75	16,750.00	-2,980.25	82.2%
8142100 · Comicon	0.00	250.00	2,149.76	0.00	0.00	2,149.76	3,000.00	-850.24	71.7%
8145100 · Circulation Supplies	0.00	208.33	256.99	0.00	0.00	256.99	2,500.00	-2,243.01	10.3%
8147100 · Summer Reading Club	364.43	583.33	2,143.79	0.00	0.00	2,143.79	7,000.00	-4,856.21	30.6%
8150100 · Youth Programs & Supplies	484.74	1,333.33	10,001.72	0.00	311.16	10,312.88	16,000.00	-5,687.12	64.5%
Total Material and Supplies	45,328.99	50,770.83	312,272.62	0.00	37,348.02	349,620.64	609,250.00	-259,629.36	57.4%
Contracted Services									
8215100 · Collection Agency Fees	61.80	104.17	556.20	0.00	0.00	556.20	1,250.00	-693.80	44.5%
8245100 · IT/Comp/Copier/Equip-Outsourced	9,953.00	7,916.67	87,450.56	0.00	0.00	87,450.56	95,000.00	-7,549.44	92.1%
8247100 · Automation—Staff	625.00	2,083.33	26,384.93	0.00	0.00	26,384.93	25,000.00	1,384.93	105.5%
8260100 · Misc. Contracted Services	0.00	333.33	3,037.62	0.00	0.00	3,037.62	4,000.00	-962.38	75.9%
8270100 · Library Bank/Finance/Late Fee	0.00	41.67	50.57	0.00	0.00	50.57	500.00	-449.43	10.1%
8275100 · Public Pmt Processing Fees	231.67	291.67	3,188.20	0.00	0.00	3,188.20	3,500.00	-311.80	91.1%
Total Contracted Services	10,871.47	10,770.83	120,668.08	0.00	0.00	120,668.08	129,250.00	-8,581.92	93.4%
Consortium & IT/Network Services									
8310100 · Automation—Circulation/Catalog	0.00	9,375.00	97,144.53	0.00	0.00	97,144.53	112,500.00	-15,355.47	86.4%
8320100 · VOIP Phone Service	1,597.61	2,083.33	19,197.29	0.00	0.00	19,197.29	25,000.00	-5,802.71	76.8%
8325100 · Internet Services	718.90	833.33	7,950.10	0.00	0.00	7,950.10	10,000.00	-2,049.90	79.5%
Total Consortium & IT/Network Services	2,316.51	12,291.67	124,291.92	0.00	0.00	124,291.92	147,500.00	-23,208.08	84.3%
Professional Services									
8410100 · Accounting/Payroll/Audit Service	3,332.02	5,416.67	57,439.53	0.00	0.00	57,439.53	65,000.00	-7,560.47	88.4%
8420100 · Legal Services	0.00	2,500.00	3,056.00	0.00	0.00	3,056.00	30,000.00	-26,944.00	10.2%
8430100 · Other Consulting Fees	150.00	3,750.00	7,930.20	0.00	0.00	7,930.20	45,000.00	-37,069.80	17.6%
8440100 · In Service/Staff Training/LMS	0.00	270.83	2,824.70	0.00	0.00	2,824.70	3,250.00	-425.30	86.9%
Total Professional Services	3,482.02	11,937.50	71,250.43	0.00	0.00	71,250.43	143,250.00	-71,999.57	49.7%
Printing, Publications & Postage									
8510100 · Printing Services Outsourced	4,933.00	3,125.00	25,228.95	0.00	0.00	25,228.95	37,500.00	-12,271.05	67.3%
8530100 · Public Notices & ADS (Legal & Job)	0.00	125.00	1,048.00	0.00	0.00	1,048.00	1,500.00	-452.00	69.9%
8540100 · Postage/Shipping	2,598.42	1,375.00	14,916.29	0.00	0.00	14,916.29	16,500.00	-1,583.71	90.4%
8545100 · Printing/Copier Supplies	640.00	354.17	1,442.96	0.00	0.00	1,442.96	4,250.00	-2,807.04	34.0%
8550100 · Public Relations/Promotions	0.00	666.67	4,270.65	0.00	0.00	4,270.65	8,000.00	-3,729.35	53.4%
Total Printing, Publications & Postage	8,171.42	5,645.83	46,906.85	0.00	0.00	46,906.85	67,750.00	-20,843.15	69.2%

McHenry Public Library District
Financial Report Detail by Fund
For the 12 Month(s) Ended June 30, 2023

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Utilities									
8610100 · Electricity	1,262.02	2,000.00	12,840.23	0.00	0.00	12,840.23	24,000.00	-11,159.77	53.5%
8620100 · Gas	257.77	1,041.67	13,611.02	0.00	0.00	13,611.02	12,500.00	1,111.02	108.9%
8640100 · Water & Sewer	262.07	416.67	1,524.30	0.00	0.00	1,524.30	5,000.00	-3,475.70	30.5%
Total Utilities	1,781.86	3,458.33	27,975.55	0.00	0.00	27,975.55	41,500.00	-13,524.45	67.4%
Miscellaneous Operating Expenses									
8720100 · Building & Auto Insurance	0.00	3,541.67	34,834.00	0.00	0.00	34,834.00	42,500.00	-7,666.00	82.0%
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	6,724.19	4,166.67	77,886.90	0.00	0.00	77,886.90	50,000.00	27,886.90	155.8%
8745100 · Grounds Maintenance	2,014.58	2,500.00	27,846.36	0.00	0.00	27,846.36	30,000.00	-2,153.64	92.8%
8750100 · Building Operations/Maintenance	2,592.70	4,583.33	32,722.78	0.00	0.00	32,722.78	55,000.00	-22,277.22	59.5%
8760100 · Hospitality	61.13	541.67	3,913.66	0.00	0.00	3,913.66	6,500.00	-2,586.34	60.2%
8770100 · Library Lost & Damaged Materials	-11.27	83.33	274.23	0.00	0.00	274.23	1,000.00	-725.77	27.4%
8795100 · Miscellaneous	0.00	83.33	-4,611.09	0.00	0.00	-4,611.09	1,000.00	-5,611.09	-461.1%
Total Miscellaneous Operating Expenses	11,381.33	15,708.33	172,866.84	0.00	0.00	172,866.84	188,500.00	-15,633.16	91.7%
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	16.95	16.95	0.00	16.95	100.0%
8800321 · Youth Materials - Per Capita	0.00	0.00	0.00	0.00	130.24	130.24	0.00	130.24	100.0%
8800331 · Staff Software - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8040350 · Per Capita Grant; Current FY	26,854.50	5,833.33	0.00	0.00	45,400.95	45,400.95	70,000.00	-24,599.05	64.9%
8040355 · Per Capita Grant; Previous FY	0.00	1,666.67	0.00	0.00	7,904.55	7,904.55	20,000.00	-12,095.45	39.5%
8800332 · Public Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800333 · Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800341 · Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800342 · Additional Expenses (Personnel)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9030300 · Misc. Grants	0.00	3,333.33	0.00	0.00	0.00	0.00	40,000.00	-40,000.00	0.0%
9200300 · Additional Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Grant & Gift Fund Expenses	26,854.50	10,833.33	0.00	0.00	53,452.69	53,452.69	130,000.00	-76,547.31	41.1%
Capital Expenses									
9060100 · Library Furnishings	0.00	1,458.33	3,452.53	0.00	0.00	3,452.53	17,500.00	-14,047.47	19.7%
9070100 · Library Equipment	0.00	791.67	3,349.98	0.00	0.00	3,349.98	9,500.00	-6,150.02	35.3%
9080100 · Small Equipment under \$250	0.00	416.67	565.22	0.00	0.00	565.22	5,000.00	-4,434.78	11.3%
9090100 · Adtl. Capital Projects & Equipment	7,586.49	6,666.67	8,251.44	0.00	0.00	8,251.44	80,000.00	-71,748.56	10.3%
Total Capital Expenses	7,586.49	9,333.33	15,619.17	0.00	0.00	15,619.17	112,000.00	-96,380.83	13.9%
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	5,435.00	0.00	5,435.00	50,000.00	-44,565.00	10.9%
9060200 · Special Reserve Expenditures	0.00	16,666.67	0.00	18,592.00	0.00	18,592.00	200,000.00	-181,408.00	9.3%
9095100 · Debt Service - GF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9115100 · Recovery Zone Bond Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9120100 · Recovery Zone Bond Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Debt Services	0.00	20,833.33	0.00	24,027.00	0.00	24,027.00	250,000.00	-225,973.00	9.6%
Total Expenditures	223,952.74	340,970.83	2,503,831.08	24,027.00	90,800.71	2,618,658.79	4,091,650.00	-1,472,991.21	64.0%
Net Total	-206,427.20	-13,580.26	1,015,641.96	-6,383.21	-5,891.20	1,003,367.55	-162,963.17	1,166,330.72	

McHenry Public Library District
Financial Report Detail by Month
For the 12 Month(s) Ended June 30, 2023

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Revenues													
6010100 - Property Taxes	1,784,607.24	58,779.01	1,428,624.02	39,638.86	38,625.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,350,274.65
6015100 - Revenue Recapture Property Tax	0.00	217.40	5,283.93	146.59	142.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,790.80
6020200 - Developer Fees	0.00	0.00	0.00	8,900.00	0.00	0.00	0.00	4,628.00	0.00	0.00	0.00	0.00	13,528.00
6030100 - Interest Income - General	96.72	91.25	109.58	122.89	110.74	108.44	101.45	86.07	8,601.21	7,954.71	7,935.07	11,061.07	36,379.20
6030200 - Special Reserve Fund Interest	10.80	10.73	9.06	11.16	10.43	10.83	10.83	9.80	1,046.92	1,067.11	1,034.54	883.58	4,115.79
6030300 - Grant/Gifts Fund Interest	16.77	16.67	17.49	22.02	22.71	23.55	23.60	21.25	2,258.81	2,269.81	2,167.82	1,806.61	8,667.11
6035100 - Dividends	0.00	0.00	0.00	64.00	0.00	0.00	64.00	0.00	0.00	64.00	0.00	0.00	192.00
6040100 - Nonresident/Enhanced Fee Cards	203.50	0.00	0.00	45.00	343.20	0.00	45.00	337.49	90.00	90.00	45.00	56.00	1,255.19
6050100 - Fines and Fees	1,604.64	825.26	1,440.63	1,031.75	859.73	942.94	1,300.04	2,042.54	2,485.67	916.98	1,033.13	1,479.02	15,962.33
6055100 - Collection Agency Fees	0.00	0.00	88.24	-62.10	82.10	12.00	20.00	10.00	30.00	0.00	20.00	10.00	210.24
6060100 - Copy/Scan/Fax Income	1,339.70	997.70	2,108.05	900.40	1,085.50	641.20	758.65	1,467.75	2,902.90	1,469.20	1,668.30	1,431.35	16,770.70
6070200 - Reserve Fund Gifts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6070300 - General Fund Gifts	9.54	3.51	10.72	21.25	8,600.51	1.50	2,025.26	21.91	71.51	1.75	3,136.28	108.08	14,011.82
6080200 - Bond & Debt Certificate Sale	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6090100 - Annexation & Impact Fees	0.00	50.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.75
6090200 - Transfers From Other Funds (9100-100)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6105100 - Retiree/Cobra Insurance Payment	0.00	0.00	103.66	103.66	389.03	3,263.66	730.60	202.66	56.20	258.86	393.40	258.86	5,760.59
6110100 - Program Fees/Misc. Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6120100 - Meeting Room Fees	25.00	340.00	75.00	60.00	20.00	40.00	390.00	35.00	65.00	60.00	335.00	65.00	1,510.00
6130100 - Misc.	54.00	23.50	45.00	51.00	12.00	24.00	52.23	160.35	96.00	31.00	72,036.00	70.00	72,655.08
6130200 - Misc. Income SR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6150100 - Lost & Damaged Materials	203.50	261.65	482.10	262.55	147.85	162.14	214.90	545.49	290.00	198.21	297.57	295.66	3,361.62
6157100 - CCS/LLSAP Income	0.00	0.00	1,912.12	0.00	1,912.12	0.00	0.00	1,912.12	0.00	0.00	1,912.12	0.00	7,648.48
6160100 - Solar Credits	6.00	0.00	1,680.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,686.00
6170300 - Per Capita Grant	0.00	0.00	61,731.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61,731.70
6200100 - Over/Short	30.10	10.15	0.70	0.25	1.00	35.80	-67.59	12.46	-12.19	-46.54	-0.16	0.31	-35.71
6210300 - Miscellaneous Grants	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
Total Revenues	1,788,207.51	62,127.58	1,503,722.00	51,319.28	52,365.32	5,266.06	5,668.97	11,492.89	17,982.03	14,335.09	92,014.07	17,525.54	3,622,026.34
Expenditures													
Personnel Expenses													
8910100 - Salaries	89,273.88	90,452.15	95,690.60	143,760.79	93,722.16	95,965.76	100,746.56	93,737.27	92,287.13	89,610.16	136,005.04	91,132.58	1,212,384.08
8920100 - FICA/Medicare	6,503.58	6,618.10	6,992.12	10,512.68	7,054.77	7,084.26	7,596.80	6,770.37	6,673.02	6,212.06	10,078.07	6,681.68	88,777.51
8930100 - IMRF	8,855.66	8,983.17	9,482.83	13,941.26	9,685.69	9,569.06	9,628.82	8,811.47	8,822.65	9,022.98	12,275.34	8,607.94	117,686.87
8940100 - Health & Life Insurance	16,034.61	16,164.36	20,414.55	14,746.12	20,800.81	21,962.03	15,359.17	15,067.47	13,450.77	11,610.87	13,948.79	-2,329.67	177,229.88
8945100 - Recruiting/Preemployment Screen	0.00	0.00	314.85	27.95	108.80	574.33	27.95	132.00	-290.70	27.95	132.00	83.85	1,138.98
8950100 - Tuition Reimbursement	0.00	0.00	711.00	0.00	0.00	0.00	1,702.00	0.00	0.00	0.00	0.00	1,422.00	3,835.00
8955100 - Telecommute Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.03	0.00	17.03
8960100 - Memberships & Dues	0.00	44.00	569.46	363.00	284.00	345.00	170.00	0.00	133.00	548.00	531.00	423.00	3,410.46
8970100 - Travel	22.11	243.08	90.29	267.33	150.53	51.34	39.43	63.47	223.17	505.67	278.94	67.77	2,003.13
8980100 - Continuing Education (Mtg/Conf)	129.58	0.00	779.00	586.00	147.00	25.00	0.00	304.00	695.00	1,089.10	1,653.00	89.00	5,496.68
Total Personnel	120,819.42	122,504.86	135,044.70	184,205.13	131,953.76	135,576.78	135,270.73	124,886.05	121,994.04	118,626.79	174,919.21	106,178.15	1,611,979.62

McHenry Public Library District
Financial Report Detail by Month
For the 12 Month(s) Ended June 30, 2023

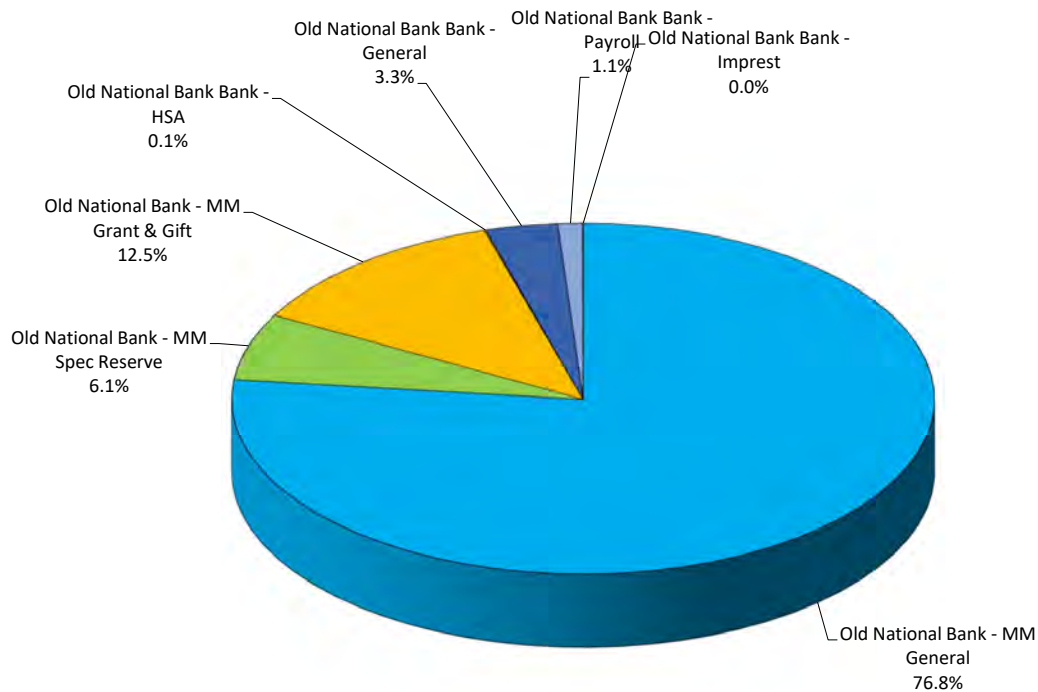
	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Materials and Supplies													
8010100 - Adult Books	862.88	3,095.27	5,995.67	4,660.67	4,779.50	2,623.98	7,376.09	6,434.45	4,914.87	3,928.75	6,004.78	8,004.15	58,681.06
8020100 - Youth Books	943.95	2,953.91	2,577.70	3,049.70	2,152.64	2,533.25	1,334.44	2,347.42	496.17	3,624.65	3,266.55	4,217.07	29,497.45
8025100 - Professional Resources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8028100 - Administrative Resources	0.00	0.00	2,249.10	0.00	0.00	114.94	139.95	0.00	0.00	0.00	0.00	144.00	2,647.99
8030100 - Magazines & Newspapers	8,350.72	139.88	411.95	241.74	116.65	788.97	84.48	84.48	1,350.37	0.00	74.75	376.87	12,020.86
8040300 - Operating Fund Gifts(Donations)	12,753.98	51.20	359.96	32.51	0.00	9.51	0.00	4,842.74	3,649.41	608.74	8,877.95	5,105.48	36,291.48
8050100 - Adult AV Materials	180.00	979.67	3,761.44	1,486.74	1,587.76	1,415.10	544.77	2,307.24	2,643.06	1,602.42	1,981.24	1,743.29	20,232.73
8060100 - Youth AV Materials	0.00	350.07	1,364.73	1,058.22	165.60	635.46	18.74	373.91	352.25	0.00	549.55	116.88	4,985.41
8070100 - Library of Things	0.00	1,097.60	14.20	4.50	840.00	366.72	0.00	240.00	120.00	0.00	153.65	0.00	2,836.67
8080100 - Video Games	0.00	0.00	940.00	900.00	1,080.00	2,108.43	1,265.00	1,030.00	1,170.00	920.00	820.00	555.00	10,788.43
8090100 - Digital Media Services	0.00	2,782.80	25,267.92	2,481.53	2,485.70	2,492.24	2,758.14	3,480.35	3,453.62	3,562.62	23,638.45	3,573.48	75,976.85
8095100 - Electronic Resources	0.00	992.00	13,573.29	0.00	10,215.78	1,395.00	4,153.87	0.00	3,626.02	1,239.00	0.00	17,621.13	52,816.09
8120100 - Library Supplies	22.13	314.03	1,404.80	58.91	134.01	444.73	160.17	435.24	0.00	481.79	356.78	1,103.73	4,916.32
8130100 - Tech Services Supplies	137.66	465.14	577.68	989.02	451.16	336.94	377.19	358.73	2,007.20	1,411.46	641.19	1,542.76	9,296.13
8135100 - Bindery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8140100 - Adult Programs & Supplies	575.63	1,871.02	1,734.13	1,149.42	875.00	411.02	1,355.18	1,000.00	2,701.64	423.14	1,297.59	375.98	13,769.75
8142100 - Comicon	0.00	336.00	0.00	750.00	738.47	89.90	0.00	0.00	0.00	235.39	0.00	0.00	2,149.76
8145100 - Circulation Supplies	0.00	0.00	0.00	0.00	0.00	61.67	0.00	0.00	282.29	0.00	-86.97	0.00	256.99
8147100 - Summer Reading Club	0.00	0.00	54.72	6.92	67.69	34.95	13.48	465.67	7.99	660.00	467.94	364.43	2,143.79
8150100 - Youth Programs & Supplies	641.90	346.81	328.76	1,223.32	357.98	666.33	1,517.75	904.57	828.49	308.98	2,703.25	484.74	10,312.88
Total Material and Supplies	24,468.85	15,775.40	60,616.05	18,093.20	26,047.94	16,529.14	21,099.25	24,304.80	27,603.38	19,006.94	50,746.70	45,328.99	349,620.64
Contracted Services													
8215100 - Collection Agency Fees	30.90	41.20	51.50	0.00	103.00	41.20	92.70	51.50	51.50	10.30	20.60	61.80	556.20
8245100 - IT/Comp/Copier/Equip-Outsourced	2,683.63	12,232.62	10,635.00	5,454.01	5,935.36	7,430.00	4,334.45	10,926.24	7,424.75	5,589.50	4,852.00	9,953.00	87,450.56
8247100 - Automation--Staff	300.00	0.00	0.00	1,230.50	5,861.90	0.00	10.00	4,128.00	3,618.65	7,665.00	2,945.88	625.00	26,384.93
8260100 - Misc. Contracted Services	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	2,537.62	0.00	0.00	3,037.62
8270100 - Library Bank/Finance/Late Fee	0.00	0.00	0.00	0.00	25.57	0.00	0.00	0.00	25.00	0.00	0.00	0.00	50.57
8275100 - Public Pmt Processing Fees	274.20	275.53	357.96	253.42	214.95	236.95	355.96	234.40	274.30	241.31	237.55	231.67	3,188.20
Total Contracted Services	3,288.73	12,549.35	11,044.46	6,937.93	12,640.78	7,708.15	4,793.11	15,340.14	11,394.20	16,043.73	8,056.03	10,871.47	120,668.08
Consortium & IT/Network Services													
8310100 - Automation--Circulation/Catalog	17,304.69	0.00	0.00	17,304.69	0.00	0.00	24,648.22	17,304.69	0.00	3,277.55	17,304.69	0.00	97,144.53
8320100 - VOIP Phone Service	1,624.44	1,481.44	1,604.02	1,641.44	1,596.99	1,596.99	1,596.99	1,619.92	1,619.92	1,619.92	1,597.61	1,597.61	19,197.29
8325100 - Internet Services	788.10	298.40	503.40	693.20	703.20	298.40	683.20	723.20	1,118.00	298.40	1,123.70	718.90	7,950.10
Total Consortium & IT/Network Services	19,717.23	1,779.84	2,107.42	19,639.33	2,300.19	1,895.39	26,928.41	19,647.81	2,737.92	5,195.87	20,026.00	2,316.51	124,291.92
Professional Services													
8410100 - Accounting/Payroll/Audit Service	3,494.94	3,451.88	3,490.18	14,384.50	7,522.55	3,471.62	3,304.82	5,070.81	3,296.92	3,316.22	3,303.07	3,332.02	57,439.53
8420100 - Legal Services	75.00	0.00	52.50	1,100.00	832.20	51.30	0.00	60.00	885.00	0.00	0.00	0.00	3,056.00
8430100 - Other Consulting Fees	0.00	0.00	0.00	0.00	0.00	0.00	4,550.00	0.00	2,035.20	0.00	1,195.00	150.00	7,930.20
8440100 - In Service/Staff Training/LMS	0.00	2,000.00	0.00	500.00	0.00	0.00	150.00	0.00	150.00	0.00	24.70	0.00	2,824.70
Total Professional Services	3,569.94	5,451.88	3,542.68	15,984.50	8,354.75	3,522.92	8,004.82	5,130.81	6,367.12	3,316.22	4,522.77	3,482.02	71,250.43
Printing, Publications & Postage													
8510100 - Printing Services Outsourced	7,408.20	0.00	0.00	0.00	3,301.99	0.00	4,008.00	0.00	4,922.00	0.00	655.76	4,933.00	25,228.95
8530100 - Public Notices & ADS (Legal & Job)	0.00	0.00	73.50	635.00	304.50	35.00	0.00	0.00	0.00	0.00	0.00	0.00	1,048.00
8540100 - Postage/Shipping	422.58	467.33	2,297.34	199.55	2,804.29	143.08	2,660.26	212.38	199.77	138.66	2,772.63	2,598.42	14,916.29
8545100 - Printing/Copier Supplies	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	420.00	132.96	640.00	1,442.96
8550100 - Public Relations/Promotions	0.00	1,938.79	0.00	0.00	0.00	1,133.79	1,049.00	0.00	101.08	47.99	0.00	0.00	4,270.65
Total Printing, Publications & Postage	7,830.78	2,406.12	2,620.84	834.55	6,410.78	1,311.87	7,717.26	212.38	5,222.85	606.65	3,561.35	8,171.42	46,906.85

McHenry Public Library District
Financial Report Detail by Month
For the 12 Month(s) Ended June 30, 2023

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Utilities													
8610100 - Electricity	1,017.91	0.00	2,099.87	846.40	764.75	702.23	1,109.79	1,174.97	1,091.12	1,451.79	1,319.38	1,262.02	12,840.23
8620100 - Gas	159.99	159.87	162.37	229.06	815.99	2,029.65	3,071.45	2,833.83	1,860.76	1,338.83	691.45	257.77	13,611.02
8640100 - Water & Sewer	0.00	278.11	0.00	286.13	0.00	221.97	0.00	246.03	0.00	229.99	0.00	262.07	1,524.30
Total Utilities	1,177.90	437.98	2,262.24	1,361.59	1,580.74	2,953.85	4,181.24	4,254.83	2,951.88	3,020.61	2,010.83	1,781.86	27,975.55
Miscellaneous Operating Expenses													
8720100 - Building & Auto Insurance	0.00	0.00	0.00	31,797.00	671.46	-671.46	0.00	0.00	0.00	0.00	3,037.00	0.00	34,834.00
8730100 - Bonding & Officers Liability	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
8740100 - Janitorial Services & Supplies	325.46	6,360.53	11,197.26	5,963.14	6,148.90	6,344.56	5,609.39	6,376.14	6,447.24	6,685.98	9,704.11	6,724.19	77,886.90
8745100 - Grounds Maintenance	1,353.86	1,870.86	1,353.86	15,914.86	1,353.84	0.00	0.00	0.00	198.00	2,091.88	1,694.62	2,014.58	27,846.36
8750100 - Building Operations/Maintenance	1,363.82	1,598.88	2,778.83	1,813.36	1,243.40	3,128.94	4,842.34	4,178.56	2,277.35	3,392.43	3,512.17	2,592.70	32,722.78
8760100 - Hospitality	0.00	80.21	713.04	5.86	512.40	697.10	300.04	648.98	211.22	463.06	220.62	61.13	3,913.66
8770100 - Library Lost & Damaged Materials	49.89	0.00	69.00	0.00	0.00	0.00	0.00	79.37	0.00	87.24	0.00	-11.27	274.23
8795100 - Miscellaneous	0.00	0.00	-4,623.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.00	0.00	-4,611.09
Total Miscellaneous Operating Expenses	3,093.03	9,910.48	11,488.90	55,494.22	9,930.00	9,499.14	10,751.77	11,283.05	9,133.81	12,720.59	18,180.52	11,381.33	172,866.84
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	0.00	0.00	0.00	0.00	0.00
8800311 - Adult Materials - Per Capita	0.00	0.00	16.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.95
8800321 - Youth Materials - Per Capita	0.00	0.00	130.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	130.24
8800331 - Staff Software - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8040350 - Per Capita Grant; Current FY	0.00	0.00	251.96	3,794.34	1,500.00	0.00	0.00	0.00	8,878.57	4,121.58	26,854.50	0.00	45,400.95
8040355 - Per Capita Grant; Previous FY	14.24	10.16	6,883.22	685.66	0.00	0.00	311.27	0.00	0.00	0.00	0.00	0.00	7,904.55
8800332 - Public Software	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
8800333 - Computer Equipment	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
8800341 - Other Equipment	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
8800342 - Additional Expenses (Personnel)	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
9030300 - Misc. Grants	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
9200300 - Additional 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
Total Grant & Gift Fund Expenses	14.24	10.16	7,282.37	4,480.00	1,500.00	0.00	311.27	0.00	0.00	8,878.57	4,121.58	26,854.50	53,452.69
Capital Expenses													
9060100 - Library Furnishings	46.16	341.78	0.00	0.00	0.00	2,506.06	84.60	0.00	0.00	473.93	0.00	0.00	3,452.53
9070100 - Library Equipment	0.00	359.98	0.00	0.00	0.00	0.00	0.00	2,990.00	0.00	0.00	0.00	0.00	3,349.98
9080100 - Small Equipment under \$250	0.00	0.00	0.00	0.00	236.99	0.00	0.00	0.00	328.23	0.00	0.00	0.00	565.22
9090100 - Adtl. Capital Projects & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	664.95	0.00	0.00	0.00	7,586.49	8,251.44
Total Capital Expenses	46.16	701.76	0.00	0.00	236.99	2,506.06	84.60	3,654.95	328.23	473.93	0.00	7,586.49	15,619.17
Transfer to Reserve Fund													
9100100 - Transfer to Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfer to Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Services													
9040200 - Debt Service	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
9050200 - Library District Act	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,435.00	0.00	0.00	0.00	0.00	5,435.00
9060200 - Special Reserve Expenditures	0.00	0.00	0.00	0.00	18,592.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,592.00
9095100 - Debt Service - GF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9115100 - Recovery Zone Bond Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9120100 - Recovery Zone Bond Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Debt Services	0.00	0.00	0.00	0.00	18,592.00	0.00	0.00	5,435.00	0.00	0.00	0.00	0.00	24,027.00
Total Expenditures	184,026.28	171,527.83	236,009.66	307,030.45	219,547.93	181,503.30	219,142.46	214,149.82	187,733.43	187,889.90	286,144.99	223,952.74	2,618,658.79
Net Total	1,604,181.23	-109,400.25	1,267,712.34	-255,711.17	-167,182.61	-176,237.24	-213,473.49	-202,656.93	-169,751.40	-173,554.81	-194,130.92	-206,427.20	1,003,367.55

**McHenry Public Library District
Investments
For the 12 Month(s) Ended June 30, 2023**

Bank	Current Rate	Book Balance
Old National Bank - MM General	3.94%	3,831,084
Old National Bank - MM Spec Reserve	3.94%	306,033
Old National Bank - MM Grant & Gift	3.94%	625,732
Old National Bank Bank - HSA	n/a	3,455
Old National Bank Bank - General	n/a	165,248
Old National Bank Bank - Payroll	n/a	56,662
Old National Bank Bank - Imprest	n/a	1,271
Total	\$	4,989,486



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

Account - Money Market					
<u>VENDOR</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		\$ -			

Account - General Fund					
<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
Waste Connection	Waste	\$ 476.57	8745-100	06/02/23	EFT
The Ground Guys	Landscaping	\$ 1,456.88	8745-100	06/06/23	EFT
Comcast	Internet	\$ 404.80	8325-100	06/29/23	EFT
First Communications	VOIP Phones	\$ 1,597.61	8320-100	06/06/23	EFT
subtotal for account		\$ 3,935.86			

Account - HSA/Building					
Old National Bank	Employer contributions HSA	\$ 437.50	8940-100	06/13/23	EFT
Old National Bank	Employee contributions HSA	\$ 465.38	8940-100	06/13/23	EFT
Old National Bank	Employee contributions HSA	\$ 465.38	8940-100	06/27/23	EFT
subtotal for account		\$ 1,368.26			

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

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

GRAND TOTAL CHECKS ISSUED \$ 5,304.12

Bankcard Processing Center

End of June 2023 - by ACCOUNT FY 2022-2023

Name	Tran Date	Merchant Name	Note	Amount	Account #	Totals
JAKACKI	6/23/2023	ASANA.COM	Prepaid 6/23/23-6/22/24	\$2,249.10	8028-100	\$2,249.10
MICHALSKI	6/26/2023	Netflix		\$19.99	8090-100	
MICHALSKI	6/27/2023	Disney Plus		\$7.00	8090-100	
MICHALSKI	6/26/2023	Hulu 877-8244858 CA		\$14.99	8090-100	
TERRILL	6/28/2023	DisneyPLUS		\$7.00	8090-100	
TERRILL	6/28/2023	Hulu 877-8244858 CA		\$14.99	8090-100	
TERRILL	6/22/2023	Hulu 877-8244858 CA		\$14.99	8090-100	
TERRILL	6/20/2023	Netflix		\$19.99	8090-100	
TERRILL	6/21/2023	Disney Plus		\$7.00	8090-100	
TERRILL	6/15/2023	Hulu 877-8244858 CA		\$30.98	8090-100	
TERRILL	6/12/2023	Netflix		\$19.99	8090-100	
TERRILL	6/13/2023	Disney Plus		\$7.00	8090-100	
TERRILL	6/9/2023	APPLE.COM/BILL		\$6.99	8090-100	
TERRILL	6/8/2023	discovery+ Ad-Free		\$6.99	8090-100	\$177.90
TERRILL	6/6/2023	JEWEL OSCO 1518		\$5.04	8140-100	\$5.04
JAKACKI	6/28/2023	WALMART.COM		\$59.28	8150-100	
STANSBURY	6/19/2023	WM SUPERCENTER #1377		\$93.62	8150-100	
TERRILL	6/30/2023	The Kids' Table		\$300.00	8150-100	\$452.90
MILFAJT	6/7/2023	THE UPS STORE 4064		\$70.08	8540-100	\$70.08
JAKACKI	6/15/2023	CRESTLINE		\$3,383.60	8550-100	\$3,383.60
SCHNAEBELE	6/20/2023	THE HOME DEPOT #1969		\$135.41	8750-100	\$135.41
JAKACKI	6/27/2023	JEWEL OSCO 2517		\$23.74	8760-100	
JAKACKI	6/26/2023	SAVOR-MCCORMICK PLACE		\$27.25	8760-100	
JAKACKI	6/25/2023	SAVOR-MCCORMICK PLACE		\$46.00	8760-100	
JAKACKI	6/24/2023	SAVOR-MCCORMICK PLACE		\$15.00	8760-100	
JAKACKI	6/19/2023	DOLLAR TREE		\$4.04	8760-100	
JAKACKI	6/13/2023	WALMART.COM 8009666546		\$41.18	8760-100	
MICHALSKI	6/24/2023	SAVOR-MCCORMICK PLACE		\$80.00	8760-100	
MILFAJT	6/24/2023	SAVOR-MCCORMICK PLACE		\$80.50	8760-100	

Bankcard Processing Center

End of June 2023 - by ACCOUNT FY 2022-2023

Name	Tran Date	Merchant Name	Note	Amount	Account #	Totals
STANSBURY	6/24/2023	SAVOR-MCCORMICK PLACE		\$21.50	8760-100	
STANSBURY	6/24/2023	SAVOR-MCCORMICK PLACE		\$15.00	8760-100	
STANSBURY	6/24/2023	SAVOR-MCCORMICK PLACE		\$12.00	8760-100	
STANSBURY	6/24/2023	SAVOR-MCCORMICK PLACE		\$15.25	8760-100	
STANSBURY	6/24/2023	SAVOR-MCCORMICK PLACE		\$18.75	8760-100	
TERRILL	6/24/2023	SAVOR-MCCORMICK PLACE		\$78.00	8760-100	\$478.21
MAY, J	7/3/2023	National Crimes		\$111.80	8945-100	\$111.80
MILFAJT	6/20/2023	ILLINOIS LIBRARY ASSOC	Prepaid 6/1/23-5/31/24	\$150.00	8960-100	\$150.00
STANSBURY	6/24/2023	71930 - MLK SELF PARK		\$25.00	8970-100	
JAKACKI	6/26/2023	71930 - MLK SELF PARK		\$25.00	8970-100	
JAKACKI	6/25/2023	71930 - MLK SELF PARK		\$25.00	8970-100	
JAKACKI	6/24/2023	71930 - MLK SELF PARK		\$25.00	8970-100	
MAY, J	6/24/2023	SAVOR-MCCORMICK PLACE		\$53.50	8970-100	
MICHALSKI	6/24/2023	71930 - MLK SELF PARK		\$25.00	8970-100	\$178.50
MAY, J	6/21/2023	AMER LIB ASSOC-CAREER		\$40.00	8980-100	
MICHALSKI	6/21/2023	AMER LIB ASSOC-CAREER		\$40.00	8980-100	
MICHALSKI	6/21/2023	AMER LIB ASSOC-CAREER		\$40.00	8980-100	
MICHALSKI	6/21/2023	AMER LIB ASSOC-CAREER		\$40.00	8980-100	
MICHALSKI	6/21/2023	AMER LIB ASSOC-CAREER		\$40.00	8980-100	
MICHALSKI	6/21/2023	AMER LIB ASSOC-CAREER		\$40.00	8980-100	
MILFAJT	6/14/2023	AMER LIB ASSOC-CAREER		\$40.00	8980-100	
STANSBURY	6/20/2023	AMER LIB ASSOC-CAREER		\$40.00	8980-100	\$360.00
				\$7,752.54	TOTAL	\$7,752.54
BANKCARD PROCESSING CENTER						
PO BOX 6818						
Carol Stream, IL 60197-6818						

Bankcard Processing Center						
July 2023 - by Account FY 2023-2024						
Name	Tran Date	Merchant Name	Note	Amount	Account #	Totals
STANSBURY	7/6/2023	FEDEX OFFIC75500007559		\$432.00	8040-300	\$432.00
TERRILL	7/7/2023	MOBILE BEACON		\$1,080.00	8070-100	\$1,080.00
TERRILL	7/1/2023	HELP.MAX.COM		\$15.99	8090-100	
TERRILL	7/8/2023	discovery+ Ad-Free		\$6.99	8090-100	\$22.98
STANSBURY	7/6/2023	TARGET 00011668		\$31.71	8150-100	\$31.71
JAKACKI	7/6/2023	INTERNATIONAL TRANS FEE		\$1.35	8247-100	
JAKACKI	7/6/2023	PAYPAL *QUICKLUTION QU		\$45.00	8247-100	\$46.35
BANKCARD PROCESSING CENTER				\$1,613.04	TOTAL	\$ 1,613.04
PO BOX 6818						
Carol Stream, IL 60197-6818						

Deduction Listing

Check Dates: 06/13/2023 to 06/27/2023

Pay Periods: 05/22/2023 to 06/20/2023

McHenry Public Library District

REIMBURSEMENT REPORT**From: 06/04/2023-06/20/2023**

Employee	Amount
Baseley, Steffanie L.	\$10.23
Bily, Emily N.	\$18.45
Jakacki, Lesley E.	\$15.73
Salazar, Bertha A.	\$20.96
Stansbury, Alie A.	\$2.40
Totals for REITR -- Travel Reimbursement	
5 Employees	\$67.77

Report Totals

Code	Description	Type	Employees	Amount
REITR	Travel Reimbursement	Add	5	\$67.77
Totals			5	\$67.77

Paylocity Corporation
(888) 873-8205

User: JMay

Linda Wood, Treasurer
McHenry Garden Club

[REDACTED]
[REDACTED]

July 5, 2023

Dear Treasurer Wood,

Thank you to the McHenry Garden Club for your \$98.57 donation to McHenry Public Library District to purchase the following gardening related books for the library.

- *At Home with Nature: A Guide to Sustainable, Natural Landscaping* by John Gidding
- *Compost Science for Gardeners: Simple Methods for Nutrient-Rich Soil* by Robert Pavlis
- *The Container Victory Garden: A Beginner's Guide to Growing Your Own Groceries* by Maggie Stuckey
- *A Garden's Purpose: Cultivating Our Connection with the Natural World* by Felix De Rosen
- *The Good Garden: How to Nurture Pollinators, Soil, Native Wildlife, and Healthy Food – All in Your Own Backyard* by Chris McLaughlin

Each book will have a bookplate designating it as a donation from the McHenry Garden Club so the many users who use them will have an opportunity to appreciate your gift as much as we do.

Thank you again for your donation to the McHenry Public Library District. Supporters like you help us expand our collections and services to the McHenry Community.

With appreciation,

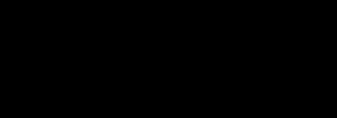
Kathy Milfajt
Technical Services Manager



July 1, 2023

Paster Bob Boerman

Life Bridge Community Church



Dear Pastor Boerman,

Thank you for your interest in ours and your Library. The Board of Trustees received your letter and follow-up email. Both the Board and Staff gave your concerns and input much consideration.

The Library is a place of information, knowledge, and learning, and we strive to present points of view that reflect the variety of community members we serve and the different information they are looking for. 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.

The book "The Rainbow Parade" and other LGBTQ+ materials you are concerned about are but a small portion of the 5,000 or more books we offer in our board and picture book collection, with the vast majority representing people identifying with the sex they are assigned at birth. We offer these materials to provide the diverse information many community members seek. A patron's choice of materials is an individual matter. The Library does not guarantee that each item purchased for the Library's collection is suitable for or of interest to every person who may choose to interact with it.

We, of course, realize that young people, impressionable people frequent our Library. However, the library does not provide in its materials anything considered indoctrination, nor patently obscene or outrageous. We can not; we will not make a determination of what would be appropriate or inappropriate for a child on behalf of their parent. That is and should remain a parent's prerogative and duty. A patron can reject materials or for themselves and for their child; however, they cannot be allowed to restrict access to the material for others.

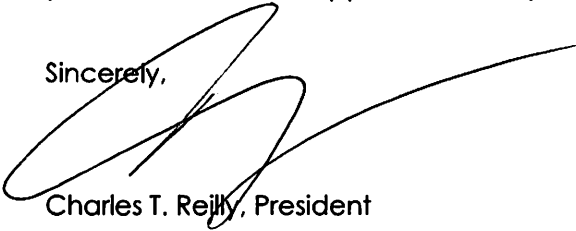
The Library does accept patron requests for materials to be purchased for the collection, which you can make either in person at our Questions Desk or online. The Library reviews these requests through the lens of our collection development policy, mission, and equity, diversity, and inclusion statements.

You specifically mentioned the title "Elephants are not Birds" in an email follow-up to your initial letter. The Library reviewed the book when it was first published and reviewed it again based on your suggestion. While the book does provide another viewpoint, it does so on the premise of wanting to be inclusive of its viewpoint by excluding others. As mentioned earlier, we 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. We do not feel that the treatment of the topic met this in that

book. We know that we have parents wanting to discuss gender identity with their children from a biblically relevant viewpoint, and we provide materials that respectfully offer that viewpoint. Two recent children's books in our picture and board collection to represent that viewpoint and the respectful treatment of the topic available are Joyce Meyer's "Uniquely You" and "God Made You to Be You" by Jamie Ivey.

Once again, thank you for your interest in the Library. I hope this letter addresses your concerns and that you will continue to support our Library.

Sincerely,

A handwritten signature in black ink, appearing to read 'Charles T. Reilly', with a long, sweeping horizontal line extending to the right.

Charles T. Reilly, President

McHenry Public Library District Board of Trustees



July 1, 2023

Marion B. Reinke

Dear Mrs. Reinke,

Thank you for your interest in ours and your Library. The Board of Trustees received your letters. Both the Board and Staff gave your concerns and input much consideration.

The Library is a place of information, knowledge, and learning, and we strive to present points of view that reflect the variety of community members we serve and the different information they are looking for. 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.

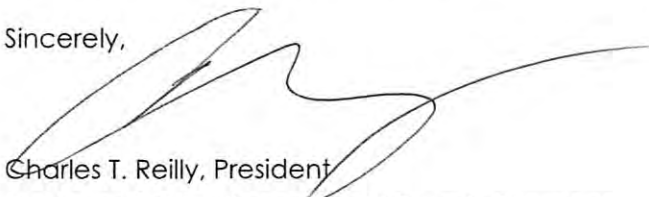
The LGBTQ+ programs that you have concerns about are but a small portion of the 100 or more programs we offer every newsletter and allow us to provide the diverse information that many members of our community are looking for. A patron's choice of materials or attendance at a program is an individual matter. The Library does not guarantee that each item purchased for the Library's collection or program offered is suitable for or of interest to every person who may choose to interact with it.

We, of course, realize that young people, impressionable people frequent our Library. However, the library does not provide in its materials nor programs anything considered indoctrination, nor patently obscene or outrageous. We can not; we will not make a determination of what would be appropriate or inappropriate for a child on behalf of their parent. That is and should remain a parent's prerogative and duty. A patron can reject materials or attendance at a program for themselves and for their child; however, they cannot be allowed to restrict access to the material or programs for others.

While the Library has not offered the Bible-based type of programs you mentioned in your letter because it would not be appropriate for us, a government institution, to stamp our endorsement on any such program. We have, however, offered many programs that share with the community the history and traditions of religious holidays like Christmas, Kwanzaa, Hanukkah, and Three Kings Day/ El Día de los Reyes Magos, which many patrons in our district celebrate for educational purposes.

Once again, thank you for your interest in the Library. I hope this letter addresses your concerns and that you will continue to support our Library.

Sincerely,



Charles T. Reilly, President
McHenry Public Library District Board of Trustees

McHenry Public Library District

LIBRARIAN'S REPORT

JULY 2023

Administration

- Administration worked on preparing for the end of the Fiscal Year.
- L. Jakacki worked on speaking to the auditing firms who submitted proposals and references.
- L. Jakacki attended three days of the ALA Annual Conference held in Chicago.
- The Library received two FOIA requests. One from Better Government Association for staff salaries from 2021, and one from ENEN Core for two months of utility invoices and current utility contacts.
- New water fountain was installed by the back restrooms.

Adult Services

- Z. Terrill had a patron call in looking for a specific article in a newspaper in Washington DC, called the Evening Star, from 1972. At first, Terrill checked a few databases that the MPLD subscribes to, then he attempted to see if the DC public library had access. Terrill found the newspaper database on their library's website. However, the database can only be accessed by library card holders. Terrill then decided to reach out to them to see if they would send the article to him, he waited a day and they got back to him with the exact article that he was looking for. Terrill reached back out to the patron and let him know that he had obtained the article that the patron was looking for. The patron was thrilled and sent Terrill the website that he is working on and will be adding the article to.
- T. Hillier had one of Mayor Doherty's daughters contact him looking for an article about her parent's retirement from Bolger's Drug Store. The article appeared in a May 1989 edition of the Daily Herald. Using one of our brand new microfilm readers, Hillier was able to find the article. He was also able to clear up a nice picture they had of the Doherty's and send it along with the article. The patron was very happy with the article and picture.
- A patron asked for books about hallucinations and the mind. K. Kimbrel found several books for the patron to consider. The patron said the book "Wherever You Go, There You Are" by Jon Kabat-Zinn was perfect. The patron checked out 5 books total. Another satisfied patron.
- The Questions Desk answered 76 live chats in the month of June.
- Z. Terrill attended three days of the ALA Annual Conference Held in Chicago

- McHenry City Council July Board Packet mentioned the June Coffee with the Chief program facilitated by the D, Gaudio

On June 6th, 2023, Chief John Birk, Director of Economic Development Doug Martin and Public Affairs Officer Mike Spohn participated in Coffee With the Chief at the McHenry Public Library. At this event we encourage any open Q&A on any topics police or city related.



Circulation

- Circulation is currently working with IT Specialist, K. Krewer, to get our automated systems updated (i.e. automated materials handler, self-checks)
- We are currently in the process of training our new Clerks (A. Sickles and B. Sullivan)
- Five Circ Staff attended the ALA Conference at the McCormick Place. We were all thankful for the opportunity to attend. It allowed us to see current and upcoming trends within the community.

Human Resources

- J. May attended ALA for the first time and found it to be an exciting exhibit for our staff to participate in.
- New staff at the Library hired this month are A. Sickels and B. Sullivan for part-time Circulation Clerks. And we have another part-time Circulation Clerk starting in July who just accepted the offer.
- Interviews for InterLibrary Loan (ILL) position continued in June and is expected to be filled in July.
- Phone screens were conducted this month for our Administrative Assistant (Part-Time), Acquisition Assistant (Full-Time), and Bilingual Circulation (Part-Time) Clerk positions.
- B. O'Kane resigned from her part-time Circulation Clerk position at the Library.
- Our current headcount for June was; 32; 18 FT (37.50 hours weekly), 13 PT staff members, and 1 temporary substitute.
- Average merit increases for FY 22/23 (year-to-date) is 1.59%
- We had no staff milestone anniversaries this month.

Technical Services

- Everyone in Technical Services attended ALA on Saturday, June 24.

- K. Milfajt welcomed C. Balingit to the Technical Services Team. Her first day was June 5, 2023.
- S. Roitberg balanced cataloging with acquisitions tasks, including the necessary acquisitions data cleanup before our scheduled Polaris fiscal year rollover.
- K. Meadows continued to assist S. Roitberg with acquisitions tasks and balanced that with her processing and mending responsibilities. She received a label printer to make labels for the magazines she processes and items that need to have their labels replaced, streamlining department workflow.
- Overall department statistics are down due to the department being short staffed and the time staff spent in acquisitions duties in addition to their own.

Technology

- Imaging Office Systems was on site on 6/20 to install the new microfilm scanners and software. K. Krewer, Z. Terrill and T. Hillier attended a short training session with them after the install to learn about the differences and new features compared with the old scanners. The new scanners have a faster, much higher resolution camera, improved design, and additional features available in the ScanPro Software
- IT and J Aguirre from Eccezion worked with Unitrends to perform an annual test of our Unitrends backup appliance on 6/20. all servers were successfully uploaded to Unitrends cloud server and ran successfully.
- K Krewer attended the Pearl Street Market on 6/22
- K. Krewer worked with M. Schnaebeler to move the public PC's out of the way for our floor cleaning on 6/24 and set them back up on 6/25. At this time some of the cabling was corrected to remove old unnecessary and excess cabling reducing the amount of wiring and switches being used.
- IT attended the ALA Exhibits on 6/24. There were several booths showcasing library technologies that could be useful to us in the future and help us provide even better services to our patrons.

Youth Services

- All Youth Services Department members attended the ALA Exhibits in Chicago on June 24. Each staff member was excited to report back on their discoveries.
- J. Einoris celebrated five years of service on July 9.
- B. Salazar has had several kids come up to her, recognizing her from the Summer Reading presentations she made at the area schools. B. Salazar says it's a wonderful feeling being recognized.
- While cleaning up the Discovery Hub one day, one of the moms asked if S. Kordistos went to I Am, I Can! to read. S. Kordistos said yes. The parent

mentioned that her son remembered her from the visits and yelled, "That's the library lady!" It was nice to be recognized and S. Kordistos says she is grateful to be seeing him again in the fall!

- J. Einoris reported that the audience was very enthusiastic during Dave Herzog's "Dragon Days and Knight Time" program. Dave even took the snake marionette into the audience to interact with the kids. A mom told J. Einoris at the end that her son, who was chosen to interact with the snake, was so happy because he is not usually chosen for things. She asked us to email her the photos of him with the snake marionette. There was also time at the end for the audience to interact with and take pictures with the dragon marionette.
- S. Baseley and S. Kordistos worked together to move Stories in the Park inside instead of canceling it due to the recent poor air quality in our area. The parents expressed their gratitude that the library still held the program and were glad they were able to catch it advertised on social media.
- Even though there were only a few registrations for the Summer Shakespeare Read-Through, the patron that attended with A. Maifield was really enthusiastic and engaged while reading through A Midsummer Night's Dream (Abridged), and even checked out the No Fear Shakespeare version from the display to read the full thing! A. Maifield was glad to introduce someone to Shakespeare in this way.
- B. Salazar agreed to help with a program (Parachute Play) that would have otherwise had to be canceled due to an illness with little time to prepare. Due to the bad weather, the program had been moved inside as well. The kids seemed to enjoy it and parents thanked B. Salazar at the end.
- A parent who attended S. Baseley's Little Explorers program talked to her after about how fun the building with marshmallows program was and then thanked her for all that children's librarians do for patrons and the community.
- A. Stansbury reported that summer reading registration is at 438 and climbing. Families continue to register children each day. Parents seem happy to have the option to do the program either through the Beanstack app with their child, to use the printed paper bingo board, or to do the program with their children as a hybrid of both.

Patron Comments:

- Hello, we are Crystal Lake card holders, but I took your watercolor class on Monday and it was GREAT! Thank you! I also *love* how I can come to your library and peruse your shelves for "Gentle Reads" by looking out for those

stickers. What an amazing resource in this day of super-edgy romance. Thank you again!—Anonymous

- Thank you for your work picking good picture books. I recently checked out the books below (among many others, of course) and loved them. It's very important for kids to hear such encouraging messages. Thank you for finding them and making them available in our community. Our family moved to the district fairly recently and are excited to see options like these.

Uniquely You
Extraordinary Mom
I'm so glad you were born

A grateful patron,
Stephen Engelhardt

- Just want to say Brent is a great addition to the Library. He always greets us with a warming hello and easy to talk to. Thanks, Christine Pinzine



Ashley McGregor

Local Guide • 35 reviews • 79 photos

★★★★★ 4 weeks ago

Different themes in the sensory room, seems like every couple of weeks. All my kids love exploring it!



Ahmad Harb

4 reviews • 2 photos

★★★★★ a week ago

NEW

Very friendly staff. Has a good collection of books although the ones I was looking at are rented at the moment. Has a place to sit on sofas and read, other places with computer access for children and adults, and just tables around for ... [More](#)



ALA 2023 Report for L. Jakacki

Saturday, June 24

- *Get Ready, Stay Ready: Supporting Community Advocacy for Library Professionals*
 - A presentation by the team behind the getreadystayready.info website, a collection of resources for community members and organizations looking to create local grassroots efforts to support libraries and intellectual freedom. The presentation discussed the committee members' efforts in their local community and a review of the resources available to anyone on their website.
 - The site also has good online resources about topics like "demystifying age appropriateness" and "defining obscenity," which will help librarians, library partners, patrons, and parents understand how libraries and library professionals select and recommend materials.
- *Just the "T": Duty, Responsibility & Liability- Library Trustees as Public Officials*
 - A good review of the roles and responsibilities of public library trustees and the need for continuous education for trustees as there are a lot of nuances to the position along with the legal duties and implications.
- *News You Can Use-- Lessons and Tools on Well-being for Your Library from the New York Times*
 - The editors of the popular New York Times Well newsletter discussed their editorial process for the newsletter and ways libraries can utilize the newsletter and website as a resource for answering patron questions, along with how they could use topics and "challenges" in programming, outreach, or social media engagement.
- *A Bird in the Hand: Strategies for Retaining Library Employees*
 - A very popular presentation among library professionals. While from an academic perspective, much of the advice pertained to all types of library professionals.
 - Administrators and managers must evaluate what we do to collectively support staff throughout the organization, as the onus is not on the individual to be retained.
 - Employees seek inclusion and sustainability in the work cycle, access and accessibility, and equity and DEI. Approaches management can take is employee engagement surveys and task forces, frequent salary reviews, clear expectations and rules of engagement, empowering employees with the tools to take ownership of their roles, and mentorship opportunities.
 - When building the right team, managers have to be good with some turnover. If you are doing your job well as a manager, high-performing staff will move on to new opportunities you have helped them prepare for: retention in the profession.

Sunday, June 25

- *Understanding the Community by the Numbers*
 - Sacramento's outreach staff discuss how they have revamped their outreach efforts to be more effective by using data to support their efforts. In the past, they would say yes to any offsite outreach opportunity presented to them, but they struggled to show if their efforts were reaching the community members they needed to or if it was effective. They

now use data from outreach events more formally to determine if it is an event they should attend again and are okay with saying no if the data does not support the effort.

- Also, as a library with branches, they use demographic data to determine where to place and focus new services, resources, and outreach partnership programming in their community. This has helped them to avoid assuming things about their community and look at representative data instead of only anecdotal information.
- They discussed that they often partner with other organizations to bring that organization's services or resources with them, for example, bringing a food pantry to a low-income area along with the library booth.
- They trained all staff on how to set up the booth/table and reinforced 5 points to engage with patrons positively. Lastly, they focused on getting staff to identify patrons with a memorable library story. They asked the patron if they would be willing to have the library record it and share it with the community.

- *Fundraising, Inc: How to Unlock Corporate Support for Your Library*

- Library fundraisers and a Corporate Partner from Penguin Random House Publishing shared advice on asking for corporate support, whether large national corporations or local businesses, to be your ecosystem of supporters.
- Support does not always mean money. Develop a mutually beneficial relationship that brings out the best in both organizations. Focus on 1+1=3, meaning how you plan to maximize any corporate funds you received- i.e., matching funds, in-kind donations, and letters of support for grants.
- Know your library story and practice it as an elevator pitch to start the conversation with funders, and know your priorities before asking for support.
- Look for non-traditional partnerships like one library registers kids for Dolly Parton's Imagination Library program, so they've worked with nurses at local hospitals to share the information. The Library hosts storytimes or simple crafts at the hospital's NICU or children's ward. Another Library reaches out to their local HOAs. In turn, they get information when new residents move in and are allowed to speak about library resources before an HOA meeting.
- Don't forget that in-kind donations can be as powerful as monetary donations. For example, Penguin Random House was able to utilize its existing transportation network to move materials across the country.
- Beware of mission creep, meaning you agreed to do something outside the scope of the Library's mission just to take advantage of the support.
- Keep supporters in the loop with what is happening at your library; highlight pictures and stories of patrons interacting with what they supported.

- *Trust the Kids: How Chicago Public Library Supports Youth Autonomy*

- The Chicago Public Library (CPL) youth management and Chicago Public Schools (CPS) shared the first year of Club 81, a new initiative where any student of CPS can get a CPL card without a parent needing to be present. The student only needs to provide their name, address, and phone number. The card allows a maximum of 5 items to be checked out at anytime and access to digital materials and databases. This initiative

addressed the number of students who were not cardholders because a guardian was not available to come in and get them one.

- CPL is already fine-free. However, the library does not charge anyone in this program for lost or damaged items. In the first year, over 11,000 students signed up for a card, and the Library wrote off only about \$4,400 of materials were written off as lost/damaged.
- Teachers in CPS are given digital resource cards to demonstrate CPL digital services and databases in the classroom. Teachers are provided training and newsletters sharing updates about digital resources.
- When classes came in for tours, all kids could leave with a library card and something checked out. One school's 8th-grade social studies class community project ensured every student in the school had an opportunity to sign up for a card at a school event.
- *Thinking Big: How Systemwide Planning & Design Optimize Service & Maximize Engagement*
 - This session was misleading in the description. It was billed to share how they worked to identify needs throughout a system to bring about engagement, but it ended up being a showcase of the new library branches in Louisville, KY, which are gorgeous!

Monday, June 26

- *Exploring Entrepreneurship: Engaging a New Generation in Small Business Development*
 - Two business development librarians from different libraries shared their experience growing small business development services and programming at their libraries. With the growth of small businesses in McHenry, this could be an excellent opportunity for the Library to share resources and bring networking groups together.
 - Work with groups like SCORE, SBA, Chambers, City Economic Development Offices, and other organizations to bring in small business programming, like writing a business plan and finding financial support. It is also a place for entrepreneurial mentors to meet with mentees.
 - Host an entrepreneur academy. A multiweek event with training on small business topics like business plans, etc. Provide a certificate for completion.
 - Teens are also interested in starting their businesses, and both libraries have a teen version modeled after Shark Tank. Teens take the DISC profiles and learn about business, marketing, and financial planning to pitch a product for prizes.
 - Rebrand existing resources the library offers in business terms. For example, free wifi and a quiet place to study can be rebranded at a co-working location. Package business resources together in online toolkits. Ensure staff are trained well on these resources.
 - The presenters provided templates for identifying resource gaps for small businesses, as this is not a competition but a support ecosystem.
 - Networking is a big part of the support needed. A bi-monthly group where prototypes can be shared and feedback given, presentations from community resources on particle business topics, and library presentations on available resources.
 - Both libraries have hosted a pop-up shop at the library of small business wares; review local laws regarding sales and taxes. They also use any food business who are part of the program to cater the networking group meetings.

- *A Strategic Plan to Live By*
 - The Pioneer Library System in Oklahoma shared its recent strategic in-house planning process with staff involvement. See their [final strategic plan communication piece here](#).
 - Those who would facilitate the process took a facilitation course from the Harwood Institute to leverage staff and community input and utilize data.
 - One of their biggest goals for the process was having the staff involved, so they felt empowered in implementing the plan in their day-to-day responsibilities.
 - From the Harwood Institute, they used the communication conversation workbook to turn the staff's thinking outwards with the mantra of "start big and go big."
 - At the meeting, they all reviewed Oklahoma's State of State report to see a snapshot of demographics and concerns and used it as a starting point for the conversation.
 - Staff led the small groups, and the rules of engagement were not to just list the problems but frame the problem with a possible solution.
 - They asked the question, "What do you want for the community?" and did not consider internal problems at this point. Then as a large group, they answered the question with "Customer Service, Community Involvement, Literacy, and Communication."
 - Any new program, service, or partnership is tested against this strategic plan with "How does this fit in?"
- *New You Can Use: Cultural Humility in Practice*
 - The editors of the book "Hopeful Vision, Practical Actions: Cultural Humility in Libraries" shared their advice as they have worked to bring cultural humility into their organization.
 - Cultural humility is the practice of making space for others' perspectives in everything we do. To challenge the status quo, we must see that what is intrinsically normal to us is not to others, nor is it intrinsically wrong. For example, we say that countries that drive on the left-hand side of the road drive on the wrong side, passing judgment rather than just acknowledging a difference.
 - Practicing humility is decentering ourselves but not devaluing ourselves.
 - This can be used to address structural issues by not overly relying on assumptions, understanding that context matters, and power differentials that benefit those in power. The example they used is charging fines on kids' cards as kids are being held responsible for their parent's actions.
 - Understand culture as something learned and passed on intergenerationally and what gives meaning to our lives.
 - Humility is acknowledging that we are human and make mistakes, which does not mean we have less or no value. We are self-aware, open to new ideas and approaches, willing to weigh information in a defensible way, reflect and move on, make change without doing harm, and focus on the beauty of others.

Administration Department Best of ALA 2023

- **HR--** J. May's overall recap of her experience with ALA was WOW, what a cool event.
 - I was able to understand what an advanced copy of a book meant, and I'm excited to start reading the books I was given, and I even got a few of my books with the author's signatures. It was nice to see how down-to-earth everyone was. It was very interesting to see all the different vendors and the vendors we currently use here at the library through the services we offer to the patrons. While I understand that we currently have a contract with MK Solutions, it was so amazing to see other vendors of AMHs and their sizes, as well as their quick returns or visual aspects of how they work. The options for the Library of Things or different designs of library furniture for YS were also really neat. Very engaging and innovative for children. I had a chance to hear several book authors speak throughout the day. I listened to the Mysteries, Thrills, and True Crime-Oh My! and how they created the stories they did. I also heard a segment on Middle School authors, where there was a panel of four authors, and listened to how they create books that connect with children's feelings, experiences, and thoughts through that age group.
 - The Front Porch Stage was very fun to have as well. I loved the whole ambiance of it, and the music I heard from it was very enjoyable. Seeing how everyone seemed to respect and enjoy the atmosphere was neat.
- **IT--** K. Krewer focused mainly on library technology devices and services we could potentially use in the future. Some of the exhibits that he visited included
 - **Laptops Anytime--**One of the first displays I visited was for laptops anytime. They are a company that will custom-build a kiosk used for checking out laptops and portable charging stations for patrons to use in the library. Patrons who bring their own devices could check out a charger, while those needing a computer could check out a laptop for in-library use. I think this would be a great thing to consider since it could reduce the number of desktop computers needed and give patrons more freedom on where in the library they would like to work. The laptops are not included with the checkout station and will be provided by the library.
 - **VR Headset Demo--**Another item of interest was virtual reality headsets. A company offered VR field trips and had a device on display for demonstration. Many libraries in our area are offering these for checkout and in-library use. They can also be useful to go along with displays and program offerings.
 - **MK Solutions--** B. Michalski and I met with MK Solutions staff to review some of the issues we have been having with our sorter and self-check machines. It was a good opportunity to put a face to the names of the staff we have been working

with over the years. They offered us some solutions to our existing issues, and we are working with them to resolve everything. We also looked at some of their newer offerings, including book lockers and improved return stations.

- **Marketing-** A. Mesino overall enjoyed his time at the ALA conference. He found that when stopping at booths, he was grateful for the amount of information he received; it helped him get a better understanding of how large the technical aspects of running a library are and the dynamics between these organizations that, in the end, are rendered invisible to the patron. Some of the highlights were:
 - **On Marketing, PR, and Branding--** The clash of marketing aesthetics at the conference revealed a rich variety of styles that I organized into two distinct themes; the first is a playful, colorful, and human art-inspired design, which includes natural textures, hand-drawing and lettering, and easy-to-read and understand font styles and copy; the smaller publishing houses. This contrast against the more minimal, corporate, and universal feeling of the larger publishers and tech companies which are identified by large expanses of flat colors, corporate motifs and shapes, and a strong emphasis on text and information for screens. I think the direction of our design is open enough to experiment on top of as it leans into the corporate minimal while retaining a strong expression through color sense. Our style is also well-suited for incorporating logos and other companies' branding making it highly modular, which allows external marketing and branding to influence ours. Overall, I see the potential to better incorporate the branding of our premium services into our designs.
 - **AI--** There is a lot to say about the AI technology booths, I'm interested to see how it can help communication automation though what I've seen in the larger commercial platforms like Constant Contact and Canva is not very impressive. Although Adobe didn't have a booth, they just introduced image generation software into every graphic tool like Adobe Photoshop and Illustrator variations, so that's what I was expecting, but really it came down to systems for fact-checking and making research more efficient.
 - **Mega-platforms--** Integrating all of the library systems into a unified platform could be helpful. Still, it will come with an in-between awkwardness period as staff and patrons adjust to the change. The advantage of the fully integrated system would be that it is built specifically for libraries, though I'm not sure if this is the direction a library of our scale is interested in. An App for smartphones sounds convenient, or at least a better way to access the website than a PWA (progressive web apps) that can be saved like an app without a powerful smartphone's resources (storage and memory). Apps with offline support would be great for those without stable internet access.

Adult Services Department Best of ALA 2023

Between the four Adult Services staff members who went to ALA they were able to cover a lot of ground and topics. Adult Services staff were to look into databases, things that would make our pop-up libraries easier or more effective during the IDOT construction that will be happening in the next few years, and something that they found interesting. There was very little overlap and I was pleased with their searches.

D. Gaudio focused on lockers that would make our pop-up libraries more effective during the IDOT construction. She specifically looked into the lockers that the various vendors had to offer. She liked a few of them for different reasons. One of them she liked because it was compatible with a sorter (mK Solutions) and everything could be done with the same system. Another one she really liked because they had realized that having the higher and lower lockers didn't make it easy for patrons with particular disabilities to access the lockers and didn't make their lockers above or below certain heights. She admitted that because of only having these lockers at certain heights that they would take up more real estate. After she had finished looking at the lockers, she took some time to look at some interesting databases as well as some cool new technology such as the ScannX station that I'll be discussing in the next section.

T. Hillier divided up his time between three things; Genealogy Room equipment or databases, business databases, and something that was a wild card, i.e. something that wasn't on his radar. He was able to find the same technology as D. Gaudio, the ScannX which is an overhead scanner that will smooth out a books natural center curve for a more desirable copy. Both T. Hillier and D. Gaudio thought that this would be a great tool for our genealogy room. The materials in that room are usually older and more brittle than ones in the main library. However, this scanner would be available to anyone who wanted to use it they would simply need to talk to a staff member to find out that we have this type of service. T. Hillier also looked into a database called Candid which is a non-profit group that provides information for those looking for scholarships, grants, or organizations to give charitable contributions too. The database also offers a look into where a potential group gets their funding from or what types of political candidates the group might favor.

K. Kimbrel spent his time combing through the various database vendors that were in attendance. He found a few that he thought were pretty cool and that our patrons might find interesting/useful. Two of them were from the same company, Flyover Zone.

The first one, Yorescape, is a streaming platform for taking virtual field trips across time and space to heritage sites around the world. It explores full, historically accurate reconstructions of sites like ancient Rome, Greece and Egypt with new tours being added all the time. The second one from Flyover Zone was Virtual Museum which has a unique collection of hundreds of fully interactive 3D models of classic sculptures. You rotate around the models 360 degrees and even be printed on paper or on a 3D printer. He also took a look at Hiveclass which is a database that hosts a robust video based platform with 1,800 videos cover 14 sports and fitness activities. It is available in English and Spanish. It gives patrons the power to explore activities through innovative technology.

Z. Terrill attended the full conference and got a lot out of it. There were two sessions that really stuck out to me as both being relevant as well as well presented on. The first was the Memory Cafe presentation. This presentation not only gave great and accessible information for libraries of any size (working with other local libraries and doing rotating cafe's so that the burden wasn't only on one library), one of the presenters also have a starter kit that she had created to the attendees. This was a wonderful surprise and will be very helpful in starting our own version of the Memory cafe. The second session that I thought was, maybe not timely, but definitely eye opening was the session on going from a coworker to a supervisor. The information was well presented and drew a light but firm line in the sand of where supervisors should be with their staff and how to get to that point. One of the examples included, sitting down with each staff member and asking what they think your (the supervisors) responsibilities are, then in a different meeting explaining what those actual responsibilities are now. There were other really good demonstration of how to distance yourself from your former coworkers but still retain a good rapport with them. Both sessions were very helpful and I'm looking forward to passing along some information and implementing some of it myself.

At the next Adult Services department meeting, the group is going to discuss what we saw and what we think should be recommended both to the collection development team for consideration and what technology we think we should consider in the future, either for during IDOT project or the ease of patron use.

Circulation Department Best of ALA 2023

- **C. Krater--** "I was very impressed with the Tech Logic booth. Their multi-stack processing system, which cuts induction time because you can feed multiple items rather than one at a time, to the staff CIRC TRAK shelf management wand where you have the ability to scan an entire collection to see real-time status of your libraries' inventory, was remarkable. I was also surprised to see how many shelving options were available from several of the vendors."
- **G. Vallone--** "I spent time speaking with a representative from FE Technologies, Dustin Lam. I talked with him about our inductor, looked at some of the advancements made with newer models and other devices like secured hold shelves, display lockers and external library lockers."
- **J. Steffan--** "The biggest draw was an RFID scanner from TechLogic that allows library staff to search shelves for the RFID tag. G.Herrera, C. Krater, and I asked quite a few questions about this device and were advised that their software would be able to scan our existing RFID tags and be able to connect with the Polaris catalog in order to help us find missing/unchecked in items that already made it onto the shelves or onto a pre-shelving cart. This would save time with shelf checks for circulation clerks, in addition to potentially finding items that were reported as missing that the library may have been looking to repurchase. We could also use the device to scan the pre-shelving carts to catch items that the sorter has missed scanning through the drive through window. Since it would map to the catalog, we can also catch any RFID tags that are no longer working properly and even address sorting errors from newer staff."
- **G. Herrera--** "My experience going to ALA gave me the view on how we can improve our circ department, such as getting an updated sorter machine which can help us avoid bending at the time to clear the bins. Also the same company had a reading wand to use when the books are already shelf to see if there is any material out of place. That specific wand brings my attention."

- **B. Michalski--** "During a visit with MK Solutions, I was able to learn a bit more about how our help desk tickets are processed. I also had the opportunity to put faces to many of the staff we communicate with at MK. While meeting with their team, they mentioned potential solutions to issues we've been experiencing with our credit card readers. We also discussed ways in which we can make our automated materials handling system work best with processing RFID tagged materials from other libraries within our consortium. In further discussion, we discussed the general condition of our external facing materials handler, and the possibility of replacing the one currently installed. I believe the visit to the MK Solutions booth alone was worth the trip to the conference. We are currently working with the team at MK to keep our systems working optimally. I look forward to further discussions with them."

Technical Services Department Best of ALA 2023

Technical Services staff visited various exhibitors in the exhibit hall. Including OCLC, the Library of Congress, NASA, NSF, NOAA, ELM, Demco, Harper Collins Christian Publishing, Moody Publishers, Scholastic, Penguin Random House, Bibliotheca, Midwest Tape, CareerOneStop, Clarivate, Sirsi/Dynix, Open Source, Brodart, Playaway, the Diversity Pavilion, and the Library of Life Lounge. S. Roitberg was able to attend the Making DEI a Core Part of Technical Services, the Perspectives in Cataloging: a New Tool with BTCat, and the Metadata Rights of Libraries sessions.

At the OCLC booth, S. Roitberg learned that OCLC offers a visibility subscription, which is an added feature that would make our catalog more readily visible on internet search engines, and use Google Links to allow people to use just one or two clicks to get directly to a given item in our catalog. She also learned about their web based WorldShare Record Manager, which is included in our cataloging subscription, and allows us to import/export MARC records, access vendor records, utilize an extensive search feature and a knowledge base for vendor records from companies such as Kanopy and EBSCO. S. Roitberg found the Metadata Rights of Libraries the most interesting, because of the wide scale implications to libraries. It raised her awareness of the limitations vendors can place in the licensing specifics in contracts,

At the ELM booth, K. Meadows met our representative in person. She learned that internal maintenance procedures she set up are the best way to maintain the equipment, such as priming the equipment once a week to keep the hoses and pipes from drying out. She learned that there is a specific pad to deep clean double-sided discs. She enjoyed getting to meet him and ask questions. At the Demco booth, she learned that they will do in person on site training for groups of 20 or more, and can create training videos for less than 20 people.

C. Balingit found the CareerOneStop booth particularly interesting, because they provide guides on how to find career ideas. She believes high school students would benefit greatly by seeing how many career opportunities are available for them to explore. At the Bibliotheca booth, she learned that they offer cloudLibrary integration for eBooks, audiobooks, digital comics, digital magazines, and streaming videos within the cloudLibrary app.

One of K. Milfajt's foci was on library management systems (LMS) and their future developments. She learned that the Library of Congress will be implementing FOLIO, an open source LMS. in October of 2024 that will fully support Bibframe, which utilizes linked data principles. Clarivate is exploring Bibframe on the Polaris side of their products. K. Milfajt looks forward to the day when technical services staff can enter catalog data using the RDA standard into Bibframe, rather than shoehorning it into MARC format. When talking about linked data and how that would put our catalog data on the web through search engines such as Google, she learned about the Google Ad Grant program for all not for profit organizations with proof of 501c3 status.

Overall, Technical Services staff were appreciative of the opportunity to spend the day at the ALA Conference.

Youth Services Department Best of ALA 2023

S. Baseley, A. Maifeld, and S. Kordistos were all extremely impressed with the interactive play table from After Mouse. The table comes pre-loaded with eighteen games, can accommodate four players at once, and is appropriate for users of all ages. All three staff members who mentioned this table thought that it would be a good way to attract teens and tweens to the library.

S. Baseley, A. Maifeld, and S. Kordistos were also intrigued by the Playaway booth and the LaunchPad tablets offered there. One feature of these devices that appealed to them is that they do not need an internet connection, so they would be ideal additions to our vacation bags and stem kit offerings. The tablets come preloaded with read-alongs, sing-alongs, audiobooks, and games. As the library already offers Playaway devices and Wonderbooks, the LaunchPads may be a great addition to our collection.

J. Einoris used her time at ALA to investigate the Bibliotheca booth. There she learned of a device we could use at off-site events or future pop-up library events, the CloudCheck tablet. It would streamline checking materials out remotely. Another offering at the Bibliotheca stop that caught her eye was a Remote Locker. When the Route 31 project begins, J. Einoris thought it would be helpful to place these lockers at more accessible locations around town. Patrons could place holds on materials and then pick up the items at these lockers if access to the building is impeded. Patrons scan their library card, the corresponding locker opens, and the patrons collect their materials.

At the BigKid Science booth, J. Einoris met author Jeff Bennett and learned about his book, *Totality*. At the same booth, J. Einoris learned about a storytime from space program, where astronauts read children's books related to space exploration from space. She plans to implement this for the solar eclipse program at the library this October.

B. Salazar spent much of her time visiting with the Spanish language materials vendors, stopping by Arte Publico Press, Spanish Publishers, Vista, Cuento de Luz, and Lil'Libros. She picked up catalogs from these publishers to help in ordering Spanish language materials for our library. She was most interested in books authored by U.S. Latino authors. Another stop for B. Salazar was MakeMake, a digital library in Spanish for children. The interface and search is in Spanish and most of the titles are written by Latin American authors. She highly recommends this database for our Spanish-speaking community.

S. Kordistos also wanted to mention that at the Penworthy booth, she was impressed with their Steam to Go kits. The Penworthy company offers more than fifty types of kits on various topics, such as coding, engineering, science, food and nutrition, and many more, including helping children with fine motor skills.

The Wizards of the Coasts booth was a favorite stop for A. Maifeld where she learned that they now have a Dungeons & Dragons educator license which provides free online

resources for players who join the campaign through D&D Beyond. They were also featuring a campaign case for terrain that would be helpful going forward with our D&D participants.

Overall, the entire Youth Services Department would like to express their appreciation to the Board of Trustees for allowing us all to attend this conference. We are so fortunate that the ALA Conference and Exhibition is a local event. It's a wonderful opportunity for all of us to see what new and exciting products, materials, and services are available for us to share with our patrons and our community. Thank you all again for the opportunity to attend.

**Resolution FY 2022/2023-10
IN HONOR OF SUSAN MURPHY IN CONNECTION TO HER SERVICE
TO THE MCHENRY PUBLIC LIBRARY DISTRICT**

WHEREAS, it is the mission of the McHenry Public Library District to enrich community life through responsive library services that meet diverse informational and recreational needs;

WHEREAS, the Library seeks to appoint and elect qualified, high-energy, committed and dedicated persons to serve on the library board of trustees to help establish goals and objectives, handle finances and work in the public's best interests as it strives toward fulfilling its motto of "Yesterday's Wisdom, Today's Knowledge, and Tomorrow's Dreams;"

WHEREAS, a longtime resident of McHenry Public Library District and an avid user of the public library, **Susan Murphy** was appointed to the Library Board in July 2020 and, since that time, has served with purpose, dedication and distinction as a Library Board trustee until April 2023;

WHEREAS, in those capacities, Susan has successfully and energetically helped usher in projects like a StoryWalk, and multiple other types of projects and served as a productive board member;

WHEREAS, she has selflessly and tirelessly given of her personal time and talents to promote a cooperative and congenial staff culture by helping develop staff policies and procedures, and appointing a new Executive Director;

WHEREAS, Susan has used her enthusiasm, professionalism, and common sense to produce board meetings that are productive, thought provoking, community-minded and forward-thinking and being a resource as a sounding board giving practical advice on many important issues;

WHEREAS, Susan demonstrated her outstanding organizational skills, invaluable knowledge of the human resources, attention to detail and level-headedness to benefit the District and staff in weathering the unprecedented times of COVID-19;

WHEREAS, Susan brought her sense of humor and positive outlook to meetings and was relied upon to be the first to motion for adjournment with a smile;

NOW THEREFORE, BE IT RESOLVED, that the Board of Library Trustees and the staff of the McHenry Public Library District duly honor and recognize Susan Murphy's accomplishments and achievements with sincere appreciation;

BE IT FURTHER RESOLVED, that this Resolution be incorporated into the minutes of this meeting and that an official copy be given to Susan Murphy.

Passed by the Board of Trustees of the McHenry Public Library District
Illinois, at a Regular Meeting thereof, held on the 16th Day of May, 2023.

, President

ATTEST:

, Secretary

STATE OF ILLINOIS)
COUNTY OF McHENRY)

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

PUBLIC NOTICE

PUBLIC NOTICE IS HEREBY GIVEN that a Tentative Budget and Appropriation Ordinance for the McHENRY PUBLIC LIBRARY DISTRICT, McHENRY COUNTY, McHENRY, ILLINOIS, for the fiscal year beginning July 1, 2023, and ending June 30, 2024, is on file and conveniently available for public inspection at the McHENRY PUBLIC LIBRARY DISTRICT, 809 North Front Street, McHenry, Illinois and with the Secretary of the District, Monica Leccese, and the Library's Executive Director, Lesley Jakacki, at 809 North Front Street, McHenry, Illinois, and will so remain on file until the final action thereon by the Board of Library Trustees.

FURTHER NOTICE IS HEREBY GIVEN that a public hearing on said Budget and Appropriation Ordinance will be held at 7:00 p.m., Tuesday, September 19, 2023 at the McHENRY PUBLIC LIBRARY DISTRICT BUILDING, 809 North Front Street, McHenry, Illinois, and that final action will be taken thereon by the Board of Library Trustees to be held immediately after said hearing at the time and place aforesaid.

Published by direction of the Board of Library Trustees of the McHENRY PUBLIC LIBRARY DISTRICT, McHENRY COUNTY, McHENRY, ILLINOIS.

DATED this 18th day of July, 2023

THE McHENRY PUBLIC LIBRARY DISTRICT,
McHENRY COUNTY, McHENRY, ILLINOIS

BY: _____

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

Publish: 30 days before hearing, (circa) August 18, 2023

STATE OF ILLINOIS)
COUNTY OF McHENRY)

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

ORDINANCE No. 2023/2024-03

**TENTATIVE COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE
FOR THE McHENRY PUBLIC LIBRARY DISTRICT
FOR THE FISCAL YEAR BEGINNING JULY 1, 2023
AND ENDING JUNE 30, 2024**

WHEREAS, the Illinois Municipal Budget Law, Illinois Revised Statutes, Chapter 85, Section 801, et. seq., as amended, requires all Illinois Municipal Corporations as broadly defined therein, to adopt a combined Annual Budget and Appropriation Ordinance, specifying the objects and purposes of expenditures; and the Illinois Public Library District Act, 75 ILCS 16/30-85, provides procedures for the passage of a Budget and Appropriation Ordinance and a Tax Levy Ordinance; and,

WHEREAS, pursuant to the above and other appropriate statutes, a Budget and Appropriation Ordinance has been prepared in tentative form at the designation of this Board, and has been made available for public inspection at least thirty (30) days prior to final action thereon, and a public hearing on said Budget and Appropriation Ordinance has been held prior to final action hereon, and notice of said hearing to be published on or before August 18, 2023, being more than 30 days prior to said hearing, in a newspaper published within the district.

NOW THEREFORE, BE IT ORDAINED by the President and Board of Library Trustees of the McHENRY PUBLIC LIBRARY DISTRICT, McHenry, McHenry County, Illinois, as follows:

Section One: The following budget containing a statement of cash on hand at the beginning of the fiscal year, an estimate of all cash receipts of said Library District to be received during such fiscal year from all sources, the estimated expenditures contemplated for such fiscal year and a statement of the estimated cash on hand at the end of such fiscal year be, and the same is hereby adopted as the Budget for said Library District for the fiscal year beginning July 1, 2023 and ending June 30, 2024, and the same sum are hereby appropriated as necessary to defray the said expenses and liabilities of this Public Library District, for the objects and purposes and in the estimated amounts as indicated, for said fiscal year:

I. GENERAL FUND**A. ESTIMATED REVENUE:**

	APPROPRIATION	BUDGET
1. Est. Cash on hand as of 6/30/23	\$3,133,925.00	\$2,507,141.00
2. Property Taxes	\$4,400,150.00	\$3,520,111.05
3. Revenue Recapture—Property Taxes	\$ 14,775.00	\$ 11,819.46
4. Corporate Replacement Tax	\$ 0.00	\$ 0.00
5. Interest Income- General	\$ 156,250.00	\$ 125,000.00
6. Dividends	\$ 375.00	\$ 300.00
7. NonResident & Enhanced Fee Cards	\$ 950.00	\$ 750.00
8. Fines and Fees	\$ 21,875.00	\$ 17,500.00
9. Collection Agency Fees	\$ 625.00	\$ 500.00
10. Copy/Scan/Fax Income	\$ 20,625.00	\$ 16,500.00
11. Annexation & Developer Fees	\$ 31,250.00	\$ 25,000.00
12. Retiree & Cobra Insurance Payments	\$ 22,500.00	\$ 18,000.00
13. Program Fees/Misc. Fees	\$ 2,500.00	\$ 2,000.00
14. Meeting Room Fees	\$ 2,825.00	\$ 2,250.00
15. License Plate Renewal Fees	\$ 163,750.00	\$ 131,000.00
16. Miscellaneous Income	\$ 93,750.00	\$ 75,000.00
17. Lost & Damaged Materials	\$ 8,125.00	\$ 6,500.00
18. CCS/LLSAP Income	\$ 13,125.00	\$ 10,500.00
19. Solar Credits	\$ 6,575.00	\$ 5,250.00
20. Over/Short	\$ 625.00	\$ 500.00
TOTAL GENERAL FUND REVENUE	\$8,094,575.00	\$6,475,621.51

B. APPROPRIATIONS FOR ESTIMATED EXPENDITURES**1. MATERIALS & SUPPLIES**

	APPROPRIATION	BUDGET
a. Adult Books	\$ 84,375.00	\$ 67,500.00
b. Youth Books	\$ 62,500.00	\$ 50,000.00
c. Professional Resources	\$ 4,375.00	\$ 3,500.00
d. Administrative Resources	\$ 4,375.00	\$ 3,500.00
e. Magazines and Newspapers	\$ 18,750.00	\$ 15,000.00
f. Adult AV Materials	\$ 38,750.00	\$ 31,000.00
g. Youth AV Materials	\$ 16,250.00	\$ 13,000.00
h. Library of Things	\$ 15,000.00	\$ 12,000.00
i. Video Games	\$ 18,750.00	\$ 15,000.00
j. Digital Media Services	\$ 121,875.00	\$ 97,500.00
k. Electronic Resources	\$ 103,125.00	\$ 82,500.00
l. Library Supplies	\$ 8,750.00	\$ 7,000.00
m. Tech. Services Supplies	\$ 35,625.00	\$ 28,500.00
n. Bindery Services	\$ 625.00	\$ 500.00

o. Adult Programs & Supplies	\$ 20,950.00	\$ 16,750.00
p. ComiCon	\$ 4,375.00	\$ 3,500.00
q. Circulation Supplies	\$ 9,375.00	\$ 7,500.00
r. Summer Reading Club	\$ 8,750.00	\$ 7,000.00
s. YS Programs & Supplies	\$ 20,000.00	\$ 16,000.00

2. CONTRACTED SERVICES	APPROPRIATION	BUDGET
a. Collection Agency Fees	\$ 1,575.00	\$ 1,250.00
b. IT/Computer, Copier & Equip.Outsourcing	\$ 137,500.00	\$ 110,000.00
c. Automation—Staff	\$ 37,500.00	\$ 30,000.00
d. Misc. Contracted Services	\$ 9,375.00	\$ 7,500.00
e. Library Bank/Finance/Late Fee	\$ 625.00	\$ 500.00
f. Public Pmt Processing Fees	\$ 6,250.00	\$ 5,000.00
g. License Plate Fee Settlement	\$ 143,750.00	\$ 115,000.00

3. CONSORTIUM & IT NETWORK SERVICES	APPROPRIATION	BUDGET
a. Automation- Circulation & Catalog	\$ 140,625.00	\$ 112,500.00
b. VOIP Phone Service	\$ 27,500.00	\$ 22,000.00
c. Internet Service	\$ 12,500.00	\$ 10,000.00

4. PROFESSIONAL SERVICES	APPROPRIATION	BUDGET
a. Accounting, Payroll & Audit Services	\$ 90,625.00	\$ 72,500.00
b. Legal Services	\$ 31,250.00	\$ 25,000.00
c. Other Consulting Fees	\$ 56,250.00	\$ 45,000.00
d. In-Service/Staff Training/LMS	\$ 9,375.00	\$ 7,500.00

5. PRINTING, PUBLICATIONS & POSTAGE	APPROPRIATION	BUDGET
a. Printing Services Outsourced	\$ 56,575.00	\$ 45,250.00
b. Public Notices & Ads	\$ 1,875.00	\$ 1,500.00
c. Postage & Shipping	\$ 22,825.00	\$ 18,250.00
d. Printing/Copier Supplies	\$ 4,375.00	\$ 3,500.00
e. Public Relations/Promotions	\$ 10,950.00	\$ 8,750.00

6. UTILITIES	APPROPRIATION	BUDGET
a. Electricity	\$ 30,000.00	\$ 24,000.00
b. Gas	\$ 21,875.00	\$ 17,500.00
c. Water & Sewer	\$ 6,250.00	\$ 5,000.00

7. MISCELLANEOUS OPERATING EXPENSES	APPROPRIATION	BUDGET
a. Building & Auto Insurance	\$ 50,000.00	\$ 40,000.00
b. Bonding & Officers Liability	\$ 3,125.00	\$ 2,500.00
c. Janitorial Services & Supplies	\$ 76,875.00	\$ 61,500.00
d. Grounds Maintenance	\$ 50,000.00	\$ 40,000.00
e. Building Operations & Maintenance	\$ 85,625.00	\$ 68,500.00
f. Hospitality	\$ 8,125.00	\$ 6,500.00

g. Library Lost & Damaged Materials	\$ 1,250.00	\$ 1,000.00
h. Miscellaneous	\$ 1,250.00	\$ 1,000.00

8. PERSONNEL EXPENSES

	APPROPRIATION	BUDGET
a. Salaries	\$2,112,500.00	\$1,690,000.00
b. FICA/Medicare	\$ 168,750.00	\$ 135,000.00
c. IMRF	\$ 243,750.00	\$ 195,000.00
d. Health & Life Insurance	\$ 368,750.00	\$ 295,000.00
e. Recruitment & Employment Screenings	\$ 4,375.00	\$ 3,500.00
f. Tuition Reimbursement	\$ 9,375.00	\$ 7,500.00
g. Telecommute Reimbursements	\$ 3,125.00	\$ 2,500.00
h. Memberships & Dues	\$ 7,825.00	\$ 6,250.00
i. Travel	\$ 15,000.00	\$ 12,000.00
j. Continuing Education	\$ 10,625.00	\$ 8,500.00

9. CAPITAL EXPENSES

	APPROPRIATION	BUDGET
a. Library Furnishings	\$ 12,500.00	\$ 10,000.00
b. Library Equipment	\$ 25,000.00	\$ 20,000.00
c. Small Equipment under \$250	\$ 6,250.00	\$ 5,000.00
d. Adtl. Capital Projects & Equipment	\$ 100,000.00	\$ 80,000.00

10. Transfer to Reserve Fund	\$ 1,062,500.00	\$ 850,000.00
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TOTAL GENERAL FUND EXPENSES	\$ 5,882,575.00	\$4,706,000.00
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	APPROPRIATION	BUDGET
TOTAL GENERAL FUND REVENUES	\$ 8,094,575.00	\$6,475,621.51
TOTAL GENERAL FUND EXPENSES	\$ 5,882,575.00	\$4,706,000.00

II. GRANT and GIFT FUND

A. ESTIMATED REVENUE

	APPROPRIATION	BUDGET
1. Est. Cash on hand as of 6/30/23	\$ 608,250.00	\$ 486,596.00
2. Grant/Gift Fund Interest	\$ 30,000.00	\$ 24,000.00
3. General Fund Gifts	\$ 218,750.00	\$ 175,000.00
4. Per Capita Grant	\$ 81,250.00	\$ 65,000.00
5. Misc. Grants	\$ 50,000.00	\$ 40,000.00

TOTAL GRANT and GIFT FUND REVENUE	\$ 988,250.00	\$ 790,596.00
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B.	ESTIMATED EXPENSES	APPROPRIATION	BUDGET
	1. Operating Fund Gifts	\$ 281,250.00	\$ 225,000.00
	2. Per Capita Grant; Current FY	\$ 81,250.00	\$ 65,000.00
	3. Per Capita Grant ; Previous FY	\$ 62,500.00	\$ 50,000.00
	4. Additional Fund Expenses	\$ 0.00	\$ 0.00
	5. Misc. Grants	\$ 50,000.00	\$ 40,000.00
	TOTAL GRANT and GIFT FUND EXPENSES	\$ 475,000.00	\$ 380,000.00
	Transfer to Reserve Fund	\$ 0.00	\$ 0.00
	TOTAL GRANT and GIFT FUND REVENUES	\$ 988,250.00	\$ 790,596.00
	TOTAL GRANT and GIFT FUND EXPENSES	\$ 475,000.00	\$ 380,000.00

III. SPECIAL RESERVE FUND

A.	ESTIMATED REVENUES	APPROPRIATION	BUDGET
	1. Est. Cash on hand as of 6/30/23	\$ 396,000.00	\$ 316,806.00
	2. Developer Fees	\$ 218,750.00	\$ 175,000.00
	3. Reserve Fund Interest	\$ 25,000.00	\$ 20,000.00
	4. Reserve Fund Gifts	\$ 6,250.00	\$ 5,000.00
	5. Bond & Debt Certificate Sale	\$ 0.00	\$ 0.00
	6. Transfer from Other Funds	\$ 1,062,500.00	\$ 850,000.00
	7. Misc. Income SR	\$ 625.00	\$ 500.00
	TOTAL SPECIAL RESERVE FUND REVENUES	\$ 1,709,125.00	\$1,367,306.00
B.	ESTIMATED EXPENSES	APPROPRIATION	BUDGET
	1. Debt Service	\$ 0.00	\$ 0.00
	2. Improvements not related to Expansion/Renovation	\$ 187,500.00	\$ 150,000.00
	3. Expenditures Pursuant To Statutory Guidelines of the LIBRARY DISTRICT ACT, 75 ILCS 16/40-50	\$ 312,500.00	\$ 250,000.00
	TOTAL SPECIAL RESERVE FUND EXPENSES	\$ 500,000.00	\$ 400,000.00
	TOTAL SPECIAL RESERVE FUND REVENUES	\$ 1,709,125.00	\$1,367,306.00
	TOTAL SPECIAL RESERVE FUND EXPENSES	\$ 500,000.00	\$ 400,000.00

Section Two: There is hereby appropriated from the taxes to be levied for the fiscal year and other sources of revenue:

I.	General Fund	\$ 5,882,575.00
II.	Grant and Gift Fund	\$ 475,000.00
III.	Special Reserve Fund	\$ 500,000.00
TOTAL		\$ 6,857,575.00

Section Three: There is hereby appropriated from the taxes to be levied for the fiscal year and other sources of income the sum of:

\$ 6,857,575.00

the same to be divided among the several corporate objects and purposes as herein above specified for said Library District purposes for the aforesaid fiscal year.

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

Section Five: Except as otherwise provided by law, no further appropriations shall be made at any time within such fiscal year, provided that this Library Board may from time to time make transfers between the various items in any fund not affecting the total amount appropriated, or appropriations in excess of those authorized by the Budget in order to meet an immediate and unforeseen emergency by a two-thirds (2/3) vote of the Trustees present and voting, as provided by 75 ILCS 16/30-90 et. seq., and this Library Board may amend this Budget and Appropriation Ordinance from time to time by the same procedure as prescribed by Statute for the original adoption of a Budget and Appropriation Ordinance; provided, that nothing in this Section shall be construed to permit transfer between Funds required by law to be kept separate. Any remaining balances after the close of this fiscal year up to twenty percent (20%) of the appropriation shall be available until August 30th for the authorization of payment of obligations incurred prior to the close of the fiscal year, and until September 30th, for the payment of such obligations, and any remaining balances shall be available for the transfer to special reserve to be accumulated, as provided by 75 ILCS 16/40-50.

Section Six: A copy of this Ordinance in tentative form has been made available for public inspection at the Public Library for thirty (30) days and by publishing in a newspaper published within this Public Library District in substantially the following form.

Section Seven: This Ordinance is passed pursuant to statutory authority and the Illinois Public Library District Act, 75 ILCS 16/30-55, et. seq, 75 ILCS 16/30-85 et. seq.; and 75 ILCS 16/40-50 et. seq.; and the Illinois Revenue Code, 35 ILCS 205/157 et. seq., and other statutes hereunto appertaining.

Section Eight: This Library Board hereby certifies that all applicable provisions of 35 ILCS 215/1 as amended, ("The Illinois Truth-in-Taxation Statute") have been complied with.

Section Nine: Pursuant to 35 ILCS 200/18-165 this Library Board hereby determines that no surplus of funds is available for any debt, obligation, liability, operation, fund or account for any purpose, and accordingly the abatement and reduction of provisions of the Personal Property Tax Replacement Fund Act are not applicable thereto.

Section Ten: This Ordinance shall be in full force and effect from and after its passage, approval, and publication, according to law, and any resolutions or ordinance in conflict therewith are hereby repealed; and should any part of this Ordinance be adjudged invalid or unconstitutional, such adjudication shall affect only that part of this Act specifically covered thereby, and shall not affect any other provisions or part of this Act, but shall be severable therefrom.

PASSED by the Board of Library Trustees of the McHENRY PUBLIC LIBRARY DISTRICT,
McHENRY COUNTY, McHENRY, ILLINOIS this 18th day of July 2023 by a vote of:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Approved: _____

Charles Reilly, President
Board of Library Trustees
McHENRY PUBLIC LIBRARY DISTRICT
McHenry County, McHenry, Illinois

Attest: _____

Monica Leccese, Secretary
Board of Library Trustees
McHENRY PUBLIC LIBRARY DISTRICT
McHenry County, McHenry, Illinois

State of Illinois
County of McHenry

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

Seal

Zachariah T. Terrill, Notary Public



RESOLUTION NO. 2023/2024-01

ANNUAL RESOLUTION AUTHORIZING PUBLIC LIBRARY DISTRICT NON-RESIDENT CARDS

WHEREAS, the McHenry Public Library District is a tax-supported Public Library District; and

WHEREAS, people residing within the jurisdictional boundaries of the McHenry Public Library District pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

WHEREAS, PA 92-0166 stipulates that "A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal residence;" and

WHEREAS, the Office of the Illinois Secretary of State has issued regulations defining the "closest public library" and also provides three formulae that public libraries can use to determine the non-resident fee; and

WHEREAS, the Board of Library Trustees of the McHenry Public Library District has determined for its 2023-24 fiscal year, commencing July 1, 2023 and ending June 30, 2024 to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED by the BOARD OF LIBRARY TRUSTEES OF THE MCHENRY PUBLIC LIBRARY DISTRICT as follows:

Section 1: Individuals residing beyond the jurisdictional boundaries of the McHenry Public Library District whose closest public library is the McHenry Public Library District, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the McHenry Public Library District, may purchase a non-resident fee card for the price calculated according to the box checked off below:



General mathematical Formula (23 Ad. Code 3050.60{a}) at the amount of **\$206.17**;



Tax Bill Method (23 Ad. Code 3050.60{b}); or



Average Non-Resident Fee (23 Ad. Code 3050.60{c}), if authorized by the Director of this Illinois State Library.

Section 2: Individuals residing beyond the jurisdictional boundaries of the McHenry Public Library District, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the McHenry Public Library District, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the McHenry Public Library District, notwithstanding anything to the contrary in this Resolution, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided, however, that in no event

shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

Section 3: The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this resolution, stating (a) the effective date of this Resolution, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Resolution, and (c) the fee formula as set forth herein.

Section 4: The McHenry Public Library District shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

Section 5: The McHenry Public Library District shall cooperate with other participating area libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident areas, as stated in 23 Ad. Code 3050.25.

Section 6: The policy of the McHenry Public Library District for service to non-residents, including a description of the Library's service area and the methods of calculating fees, shall be available for public inspection at the Library.

Section 7: A valid non-resident library card issued by the McHenry Public Library District pursuant to this Resolution shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

Section 8: No non-resident is eligible to receive a "local use" library card from the McHenry Public Library District.

ADOPTED and EFFECTIVE this _____ day of _____, 2023, as allowed by law.

Roll call vote as follows:

AYES:

NAYS:

ABSTAINED:

ABSENT:

APPROVED by the President and Library Board of Trustees of the McHenry Public Library District.

Charles T. Reilly, PRESIDENT
BOARD OF LIBRARY TRUSTEES

ATTEST:



RESOLUTION NO. 2023/2024-01

ANNUAL RESOLUTION AUTHORIZING PUBLIC LIBRARY DISTRICT NON-RESIDENT CARDS

WHEREAS, the McHenry Public Library District is a tax-supported Public Library District; and

WHEREAS, people residing within the jurisdictional boundaries of the McHenry Public Library District pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

WHEREAS, PA 92-0166 stipulates that "A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal residence;" and

WHEREAS, the Office of the Illinois Secretary of State has issued regulations defining the "closest public library" and also provides three formulae that public libraries can use to determine the non-resident fee; and

WHEREAS, the Board of Library Trustees of the McHenry Public Library District has determined for its 2023-24 fiscal year, commencing July 1, 2023 and ending June 30, 2024 to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED by the BOARD OF LIBRARY TRUSTEES OF THE MCHENRY PUBLIC LIBRARY DISTRICT as follows:

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Average Non-Resident Fee (23 Ad. Code 3050.60{c}), if authorized by the Director of this Illinois State Library.

Section 2: Individuals residing beyond the jurisdictional boundaries of the McHenry Public Library District, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the McHenry Public Library District, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the McHenry Public Library District, notwithstanding anything to the contrary in this Resolution, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided, however, that in no event

shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

Section 3: The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this resolution, stating (a) the effective date of this Resolution, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Resolution, and (c) the fee formula as set forth herein.

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Section 6: The policy of the McHenry Public Library District for service to non-residents, including a description of the Library's service area and the methods of calculating fees, shall be available for public inspection at the Library.

Section 7: A valid non-resident library card issued by the McHenry Public Library District pursuant to this Resolution shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

Section 8: No non-resident is eligible to receive a "local use" library card from the McHenry Public Library District.

ADOPTED and EFFECTIVE this _____ day of _____, 2023, as allowed by law.

Roll call vote as follows:

AYES:

NAYS:

ABSTAINED:

ABSENT:

APPROVED by the President and Library Board of Trustees of the McHenry Public Library District.

Charles T. Reilly, PRESIDENT
BOARD OF LIBRARY TRUSTEES
ATTEST:

Monica Leccese, SECRETARY
BOARD OF LIBRARY TRUSTEES

McHenry Public Library District Job Description

JOB TITLE	DEPARTMENT	REPORTS TO
Adult Services Librarian Lead	Adult Services	Adult Services Department Manager
STATUS	PAY GRADE	ACCRUALS
Full-Time; Non-Exempt	9	Librarian I
SCHEDULE	DATE CREATED	DATE REVISED
Full-Time hours per week may include daytime, evening, and weekend hours.	July 2023	

Summary:

Under the supervision of the Adult Services Manager, contributes to the planning and implementation of library programs, collections, and services for adults primary ages 18 and up. Also assists the Adult Services Manager in defining standards and best practices for services, programs, and collections. Provides excellent customer service to patrons and promotes a positive teamwork environment. Specific responsibilities/functions will be assigned by the Adult Services Manager on the basis of experience, skills, and specific needs of the department.

Essential Duties and Responsibilities include the following:

- Performs all aspects of an Adult Services Library Associate and/or Adult Services Librarian I position.
- Designs, coordinates, and implements programs of bibliographic instruction and library skills orientation, including library tours, and off-site visits, and analyzes the success of the programs in order to replicate them.
- Acts as a role model that provides our patrons empathetic and excellent customer service experiences.
- Coordinate and facilitate staff training, including new hires, ongoing application and database updates, report training, and other staff education.
- Attends appropriate professional meetings at the local, state, and regional levels.
- Assists in the development and evaluation/refinement of departmental performance standards.
- Supports and assists the Adult Services Manager in resolving patron issues while adhering to policies and procedures.

- Advises "Person-in-Charge" of potential problems with patrons or staff and makes judgment calls regarding resolutions.
- Assists the "Person-in-Charge" with the daily library operations and resolving escalated issues and emergencies.
- May assist the Department Manager in preparing work schedules of department staff.
- May oversee Adult Services staff in the manager's absence and may assign and review work.
- Provides feedback to the Adult Services Manager regarding the work performance of staff.
- Provides training to professional staff and Associate Librarians and helps the Manager seek/develop CE opportunities for staff.
- Acts as the "first line troubleshooter" for a broad range of library technology.
- Conduct regular evaluation of existing and emerging technologies and their impact on library services and resources in terms of accessibility, practicality, sustainability, and effectiveness.
- Assists in coordinating staff meetings and participating in library management meetings as needed.
- Assists the Manager with generating and analyzing statistics and reports (monthly or annually).
- May act as a department liaison cooperating with others internal or external to the library.
- Participates in collection evaluation and development efforts.
- May participate in the development of departmental and/or library budgets.
- May be responsible for monitoring and administering one or more budget items.
- Promotes the library and its resources to community organizations.
- Participates in near-term and long-range planning for the department, including budget forecasting.
- Contribute to an organizational climate that encourages, supports, assesses, and rewards work that promotes social justice, equity, diversity, and inclusion.
- Other duties may be assigned.

Supervisory Responsibilities

None

Qualifications

- MLS (MLIS) degree (or equivalent education and work experience)
- 2-3 years of previous library experience with adult patrons
- Knowledge and appreciation of popular material for adults
- Understands the recreational and educational needs of adults
- Familiar with automated library services, ILS, and the use of social technology in general
- Familiarity with a broad range of professional library services and library trends

- Proficient technology skills, including Microsoft Windows and Office applications, Google Suite applications, internet, eReaders/tablets, and the ability to adapt to changing technology.
- Excellent verbal and written communication skills
- Aptitude for leadership and the ability to mediate, delegate, manage projects, and foster teamwork
- Strong commitment to dynamic public service working in a team environment with a combined public service desk
- Ability to complete detailed work accurately, efficiently, and on time with minimal supervision
- Ability to plan, organize, and prioritize work assignments (individually or as a team)
- Website development skills, desirable
- Bilingual Spanish or Polish, desirable

Working Conditions

- While performing the duties of this job, the employee is regularly required to talk, hear and see.
- The employee is frequently required to sit, stand, walk, bend, stoop, reach with hands and arms, get down on floors, climb stools, and perform other physical tasks.
- Repeated movements with the wrists, hands, and/or fingers while using a keyboard.
- Employee may be exposed to weather conditions prevalent at the time of work, including possible extreme hot and cold weather.
- Noise level is generally similar to an office environment but may be loud at times.
- The employee will occasionally lift or move up to 35 pounds and push or pulls carts up to 150 pounds.
- Must be able to respond to fire alarms, warning sirens, security calls, and phone pages.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Freedom of Information Act Policy (FOIA)

(Created 02/18/2002, updated 07/19/2022, 07/18/2023)

The McHenry Public Library District (the "MPLD" or "Library") permits access to as well as inspection and copying of public records in accordance with the Illinois Freedom of Information Act, hereinafter referred to as the "Act" or "FOIA" (5 ILCS 140/1 et seq.). In accord with the Act, the following practices and procedures are provided and established by the Library.

The Executive Director is designated to act as the Library's Freedom of Information Officer, to receive requests submitted under the Act, ensure timely responses to requests and issue responses under the Act, except in instances where records are furnished immediately. In the event that the Executive Director is not available, they will designate a Deputy FOIA Officer to whom such requests are to be made.

Illinois Freedom of Information Act (FOIA)

- I. A brief description of our public body is as follows:
 - A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
Our mission statement: "The McHenry Public Library District enriches community life through responsive library services that meet diverse informational and recreational needs."
 - B. An organizational chart and strategic plan can be obtained through our website (<http://www.mchenrylibrary.org>) or by contacting the FOIA Officer.
 - C. The total amount of our operating budget for FY23/24 is: \$6,652,886.51 including reserve funds
 1. Funding sources include property taxes, developer and annexation fees, state and federal grants, fines, charges, service fees, and donations.
 2. Tax levies are:
 - a) Corporate purposes (for general operating expenditures)
 - D. The office is located at this address: 809 Front St. McHenry, IL 60050
 - E. We have approximately the following number of persons employed
 1. Full-time 21
 2. Part-Time 26
 - F. The following organization exercises control over our policies and procedure: *The McHenry Public Library District Board of Library Trustees* which typically meets monthly on the third Tuesday of each month, 7:00 p.m., at the Library.
 - G. Its members are: Charles T. Reilly, President; Bud Alexander, Vice President; Monica Leccese, Secretary; Terry Weingart, Treasurer; Michele Madsen and Thomas Sutliff.
 - H. The following organization operates in an advisory and support capacity regarding our operation: (RAILS) *Reaching Across Illinois Libraries System*. The Library also

receives grants from RAILS when applicable and appropriate.

I. We are required to report and be answerable for our operations to:
The Illinois State Library, Springfield, Illinois. Its members are: State Librarian, **Alexi Giannoulis**, (Secretary of State), Director of State Library, and various other staff.

II. You may request the information and the records available to the public in the following manner:

A. Requests for all records must be in writing and submitted to the attention of the FOIA Officer by mail, facsimile or e-mail, or delivery during regular business hours of the Business Offices of the Library.

B. Your request should be directed to the following individual:

1. Freedom of Information Officer
McHenry Public Library District
809 Front Street
McHenry, IL 60050
Email: FOIA@mchenrylibrary.org
FAX: 815-385-7085

C. No oral request for records will be processed. The person orally requesting records shall be advised to put the request in writing.

D. A written request should include the requestor's name, address, the date, and daytime telephone number so that the Library can contact the requester if it has any questions.

E. You must indicate whether you have a "commercial purpose" in your request.

F. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.

G. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:

1. There is a \$1.00 charge for each certification of records.
(No charges for non-commercial requests)
2. There is no charge for the first twenty (20) pages of black and white text, either letter or legal size
3. There is a \$.15 per page charge for copied records in excess of 20 pages. The actual copying cost of color and other sized copies will be charged.

H. If the records are kept in electronic format, you may request a specific format, and *if feasible*, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e., CD-R, flash drive, etc.) or in paper, as you select.

I. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to respond properly. **The office will respond to a request for records to be used for a commercial purpose within 21 working days after receipt.**

J. Retrieval and copying of records is limited only to employees of the Library designated by the FOIA Officer.

K. Inspection of records shall only be permitted by appointment, in the presence of an employee of the Library designated by the FOIA Officer, during regular business hours.

L. When a request is made to inspect or copy a public record that contains information that is exempt from disclosure under Section 7 of the Act but also contains information that is not exempt from disclosure, the Library may elect to redact the information that is exempt. The Library shall make the remaining information available for inspection and copying.

M. The place and times where the records will be available are as follows:

N. McHenry Public Library District
9:00 a.m. – 5:00 p.m., Monday - Friday, except closed holidays as advertised.

III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:

- A.** Monthly Financial Statements
- B.** Treasurer's Reports
- C.** Annual Receipts and Disbursements
- D.** Budget and Appropriation Ordinances
- E.** Levy Ordinances
- F.** Annual Audits
- G.** Minutes of the Board of Library Trustees
- H.** Library Policies, including Materials Selection
- I.** Adopted Ordinances and Resolutions of the Board
- J.** Annual Reports to the Illinois State Library



McHenry Public Library District Freedom of Information Act (FOIA) Request

Please email completed form to FOIA@mchenrylibrary.org or fax to (815) 385-7085.

Requestor's Name (or business, if applicable)		Date of Request	
Street Address		Certification Requested ____ Yes ____ No Email:	
City	State	Zip	Phone
Description of Records Requested: _____ _____ _____			
Is the reason for this request a "commercial purpose" as defined in the Act? ____ Yes ____ No			
Library Response (Requestor does not fill in below this line)			
APPROVED	<input type="checkbox"/> The documents requested are enclosed. <input type="checkbox"/> You may inspect the records at _____ on the date of _____. <input type="checkbox"/> The documents will be made available upon payment of copying costs of \$ _____. <input type="checkbox"/> For "commercial requests" only: the estimated time of when the documents will be available is _____, at the prepaid cost stated above.		
DENIED	<input type="checkbox"/> The request creates an undue burden on the public body in accordance with Section 3(g) of the Act, and we are unable to negotiate a reasonable request. <input type="checkbox"/> The materials requested are exempt under Section 7 of the Act for the following reasons: _____ Individual(s) and title that determined request to be denied: _____ In the event of a denial, you have the right to seek review by the Public Access Counselor at 217-558-0486 or 500 S. Second St. Springfield IL 62705, or you have the right to judicial review under Section 11 of the Act. <input type="checkbox"/> Request delayed, for the following reasons (in accordance with Section 3(e) of the Act): _____ You will be notified by the date of _____ as to the action taken on your request.		
FOIA Officer Signature		Date of Reply	



McHENRY PUBLIC LIBRARY DISTRICT

Secretary's Audit FY 2022-2023

This is to testify that we have examined the secretary's minutes and other records for the past year and find that they are in order and have no errors or discrepancies for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

DATED this _____ day of _____ 2023.

Bud Alexander, Vice President
Board of Trustees
McHenry Public Library District

Monica Leccese, Secretary
Board of Trustees
McHenry Public Library District

LOCAL SPORTS



She's got drive

Prairie Ridge graduate
Kami York chasing her
dreams / **E6**

TRY THIS RECIPE



Decadent dessert

Oreo cheesecake bars are
cool summer treat / **E8**

WHEELS



Rogue wins

Value-minded Nissan
crossover delivers / **E4**

SHAW LOCAL
News Network

*Happy
Father's
Day*

OUTTAKES

Bonus photos for our online readers inside



Outtakes

Moments captured around McHenry County

Photos by Gregory Shaver

To purchase photos, visit <https://photos.nwherald.com/PhotoStore>



TOP LEFT: Balls bounce around Lillian Meehan, 6, and her sister Ruthie, 3, June 14 during Parachute Play at the McHenry Public Library. **TOP RIGHT:** McHenry Public Library youth services librarian Slye Kordistos (center) leads about 25 children in Parachute Play June 14. **ABOVE:** Dexter Dziekan, 3, crawls out from under the parachute June 14. **LEFT:** Children run around June 14. **MIDDLE LEFT:** Leah Lambo, 5, tries to guide the ball toward herself June 14.