



McHenry Public Library District

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

McHenry Public Library District Board of Library Trustees Regular Meeting

Tuesday, July 20, 2021 7:00 p.m.
Meeting Room West #136
AGENDA

- I. **CALL TO ORDER** – President Charles Reilly
- II. **ROLL CALL** – Monica Leccese, Secretary
- III. **PLEDGE OF ALLEGIANCE**
- IV. **CORRECTIONS OR ADDITIONS TO THE AGENDA**
- V. **PUBLIC COMMENT AND RECOGNITION OF VISITORS**
- VI. **SECRETARY'S REPORT** – Monica Leccese, Secretary
 - A. Approval of Minutes of the June 15, 2021 Regular Board Meeting
- VII. **TREASURER'S REPORT** – Delphine Grala, Treasurer
 - A. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for June/July 2021, Additional Bills (Distributed night of meeting) and Petty Cash and Credit Card Reports (Distributed night of meeting)
- VIII. **COMMUNICATIONS**
 - A. Letter to Bud Alexander—acknowledgment of donation of Digital Video Magnifier
 - B. Letter to Isabel Baker—acknowledgment of donation in memory of Ruth Armstrong
 - C. Letter to Family of Dusanka Kuhlmann — Recognition of memorial donations and notice of books ordered
 - D. Letter from Jesse White, Illinois Secretary of State and State Librarian— FY2021 Per Capita Grant Award Letter
- IX. **LIBRARIAN'S REPORT**
 - A. Librarian's Report
 - B. Updates on Projects
- X. **EXECUTIVE SESSION**
 - A. For the selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).

XI. OLD BUSINESS

A. Trustee vacancy and appointment process. Schedule special meeting to interview candidates.

XII. NEW BUSINESS

A. Approval of the FY 2020/2021 Secretary's book

B. Monthly Accounting Services Proposal and Contract

C. RESOLUTION NO. 2021/2022-02 Annual resolution authorizing public library district non-resident cards

D. RESOLUTION NO. 2021/2022-03 Resolution to Honor Kathy Lambert

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

XIV. 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.



McHenry Public Library District

809 North 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 15, 2021
Time: 7:00 P.M.
Location: Library Meeting Room #135 and Virtual

I. CALL TO ORDER

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

II. ROLL CALL

A. Roll was called and a quorum was established

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

Also Present: Debbie Gunness, Business Manager; Denise Grandon, IT Specialist; Jennifer May, HR Generalist; Kathy Lambert, PR Manager (remotely); Kathy Milfajt, Technical Services Manager (remotely); Lesley Jakacki, Executive Director; Pam Strain, Public Services Manager (remotely); Zach Terrill, Adult Services Assistant Manager

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

A. Director Jakacki stated that item E, "Main Water Line Repair and Library Closure for Repair," under section XII had been changed to a project update.

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

No public comment.

VI. SECRETARY'S REPORT – Monica Leccese, Secretary

A. Approval of Minutes of the May 18, 2021 Regular Board Meeting

Secretary Leccese informed the Board that she found no corrections needed for the May 18, 2021 Secretary's report.

Stone moved and Murphy seconded a motion to approve the minutes of May 18, 2021, Regular Board Meeting

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

VII. TREASURER'S REPORT – Delphine Grala, Treasurer

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

Treasurer Grala reviewed the balance sheet highlighting the expenses and revenue for the month and YTD. She found that the monies of property tax received was still low for only having one month left in the fiscal year. Director Jakacki informed the Board that we received large property tax payments at the beginning of June that would not show on these financial reports as the reports are dated 5/31/2021.

President Reilly and Vice President Stone questioned the period covered by the Blue Cross/ Blue Shield invoice. Business Manager Gunness state that it is for one month. Director Jakacki commented that health insurance is the largest budget item after salaries, which Treasurer Grala pointed out the year-to-date spending for insurance.

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

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

VIII. COMMUNICATIONS

- A.** Castlebrook Law, P.C. regarding estate of Roberta Kriese

Director Jakacki informed the Board about receiving funds from the Roberta Kriese estate. The staff remembers Ms. Kriese, and we are reaching out to the family to learn more about her and her wishes.

Director Jakacki also informed the Board that we recently received news that our bank First Midwest Bank is merging with Old National Bank and will be called that going forward.

Information about new residential developments in Wonder Lake, StoneWater, and an apartment complex in McHenry was passed out. These will bring more residents into our district.

IX. LIBRARIAN'S REPORT

- A.** Librarian's Report

Highlights from the June Librarian's Report were brought to the Board's attention.

- We sent out an RFP to accounting firms specializing in governmental accounting, and we have received six proposals. Director Jakacki and Business Manager

Gunness will interview the top three firms and bring our recommendation to the Board.

- Emily Billy, Adult Services Librarian, has resumed services to homebound patrons and some of the local senior centers which had not been accepting outside visitors during the pandemic
- Six members of the Circulation Department attending the virtual Reaching Forward Conference this year. It is the largest library conference for paraprofessionals in the state. Circulation staff member Lisa Horist was on the planning committee for this year and helped vet presenters for the conference.

B. Updates on Projects

Director Jakacki provided updates on the following projects

- Updated security alarm system installed 5/24/21 to update our 20+-year-old system.
- New Wireless Network was installed 6/7/21 to provide better and more consistent WiFi signals in the building and the parking lot. This upgrade was funded through the Illinois State Library's LSTA Grant: Digital Network Access.
- The windows and façade were power washed in late May
- The new overhead garage door is at the installer having the mail slot installed. The new door will be installed at the Library by the end of June

X. EXECUTIVE SESSION

No executive session was held

XI. OLD BUSINESS

A. COVID-19 Library Reopening Plans and Mask Mandates

Discussion ensued regarding the mask-wearing policy. Staff's comfortability around unmasked patrons was inquired about. Illinois Department of Public Health recommends that vaccinated individuals are not required to wear a mask indoors, and that non-vaccinated individuals follow mask-wearing guidelines. Trustee Alexander inquired if a policy like that would invite arguments from patrons. Director Jakacki stated that current complaints had arisen because we required all patrons to wear masks and not following Illinois Department of Public Health recommendations. By following the recommendations and having patrons follow them in good faith should alleviate much of the frustration.

Alexander motioned, and Grala seconded a motion that vaccinated individuals are not required to wear a mask in the Library and that non-vaccinated individuals are to follow Center of Disease Control and Illinois Department of Public Health recommendations on mask-wearing while in the Library.

Roll Call vote:

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone
Nays: None

Abstain: None
Absent: None
Motion Passed

B. Trustee Vacancy

Director Jakacki stated that we posted information that the Board of Trustees was accepting applications to fill the trustee vacancy until July 15, 2021. This information was posted on our e-newsletters, website, and social media.

XII. NEW BUSINESS

A. Election of officers: President, Vice President, Secretary, and Treasurer

President Reilly announced the slate of officers to be voted upon as:

- President: Charles T. Reilly
- Vice-President: Jill Stone
- Treasurer: Delphine Grala
- Secretary: Monica Leccese

President Reilly called for a voice vote to approve the nomination officers as presented in the Slate of Officers.

Voice Vote:

Ayes: 6- Alexander, Grala, Leccese, Murphy, Reilly, and Stone.

Nays: 0

Abstain: 0

Absent: 0

The ayes have it and the slate of officers have been elected.

B. Recording of membership (secretary's action)

Secretary Leccese announced the McHenry Public Library Board of Trustees for the record as follows:

- President: Charles T. Reilly
- Vice-President: Jill Stone
- Treasurer: Delphine Grala
- Secretary: Monica Leccese
- Trustees: Bud Alexander, Susan Murphy

C. Appointment of trustees to approve the secretary's book

President Reilly appointed Secretary Leccese and Trustee Murphy to review the FY 2020/21 Secretary's Book and report back to the Board at the July 2021 regular meeting. Secretary Leccese and Trustee Murphy will work with Director Jakacki to set up a time for review.

D. Fiesta Day Parade- Library Closure July 18, 2021

Director Jakacki informed the Board that we have a walking entry for the Fiesta Day Parade. In the past, the Library would close on Fiesta Day Parade for more staff to

participate. President Reilly asked about how busy the Library has been in the past on that day, and we stated that it is typically one of our slowest days.

Murphy moved and Alexander seconded a motion to close the Library on Sunday, July 18, 2021 so Library staff could participate in the city's Fiesta Day Parade.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

E. Main Water Line Repair and Library Closure for Repair

Director Jakacki updated the Board on issues we were having with a leak in our main water line inside the building. It was determined that a coupling was failing at a t-joint and needed to be replaced. Unfortunately, this would necessitate turning off the Library's main water supply. Luckily, we were able to schedule the work early in the morning on June 16, 2021, and the work was completed before opening, so there was no inconvenience to patrons.

F. Policy Update: Employee Illness Reporting

Director Jakacki informed the Board that minor changes were needed for the Employee Illness Reporting Policy. However, due to recent reorganization in our Public Service Departments, the most significant change we needed to change the person staff report to from "Youth Services Manager" to "Food Facility Person-in-Charge."

Leccese moved and Grala seconded a motion to approve the updated Employee Illness Reporting Policy.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

G. FY 2021/2022 Staff Salary Options

Director Jakacki presented two options for staff salary increases for the FY 2021/22 that would fit within our current budget by utilizing the savings from benefits costs by moving to a more part-time workforce provides us a better opportunity to address salary market values. President Reilly inquired as to which option the Library preferred, and Director Jakacki provided the positives of each option. Option 1 budgets for a 1.3% cost-of-living increase to all eligible staff. This option would allow us the flexibility to hire additional part-time staff if needed. Option 2 budgets for a 1.3% cost-of-living increase to all eligible staff and starts the lowest pay scales for certain positions to \$15.00 ahead of the 2024 minimum wage increase. This would help with employee retention and recruitment. Trustee Alexander asked if the Library does not have the authority to increase pay based on merit, and Director Jakacki stated that we did, but what option 2 would do is also

change the pay scales. Then we could address compression of the pay scale going forward. HR General May also spoke to the recruiting and rendition aspects for option 2. Treasurer Grala mentioned that moving forward with the \$15.00 starting wage is about 30 months ahead of schedule to comply with the State of Illinois requirements.

Reilly moved and Leccese seconded a motion to approve Option 2 of the presented salary options.

Roll Call vote:

Ayes: Leccese, Reilly, Stone

Nays: Alexander, Grala, Murphy

Abstain: None

Absent: None

Motion Failed

Alexander moved and Murphy seconded a motion to approve Option 1 of the presented salary options.

Roll Call vote:

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

Nays: none

Abstain: None

Absent: None

Motion Passed

H. Approval of FY 2021/2022 Operating Budget

Director Jakacki presented the FY 2021/2022 operating budget. Secretary Leccese asked if the budget includes enough funds for IT expenditures. Director Jakacki stated that we created a document tracking IT expenditures this past year, and we also reassigned some expenditures into the Staff-Automation budget. The amount proposed is based on this. Secretary Leccese also inquired if we budgeted for outsourcing the monthly accounting. Director Jakacki stated funds were moved from the Salaries budget to 8410-100: Accounting, Payroll & Audit Services line for that service.

Treasurer Grala questioned the funds earmarked for transfer to the Special Reserve Fund. Director Jakacki explained that we were setting aside funds to reimburse monies use from the fund.

Murphy moved and Grala seconded a motion to approve the FY 2021/2022 Operating Budget

Roll Call vote:

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

Nays: none

Abstain: None

Absent: None

Motion Passed

I. Adoption of ordinance 2021/2022-1: an Ordinance Adopting a Tentative Combined Budget & Appropriations for FY 2021-2022

Lecesse moved and Grala seconded a motion to adopt of ordinance 2021/2022-1: an Ordinance Adopting a Tentative Combined Budget & Appropriations for FY 2021-2022

Roll Call vote:

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

Nays: none

Abstain: None

Absent: None

Motion Passed

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

Reilly moved and Leccese seconded a motion to scheduling a public hearing for the Annual Budget and Appropriations Adoption on Tuesday, August 17, 2021 at 7:00 p.m. in the Meeting Room #135 of the McHenry Public Library District

Roll Call vote:

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

Nays: none

Abstain: None

Absent: None

Motion Passed

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

XIV. ADJOURNMENT

Murphy moved and Stone seconded a motion to adjourn at 8:45 p.m.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

APPROVED by the Board of Trustees this _____ day of _____, 2021

Respectfully Submitted,

Monica Leccese, SECRETARY
BOARD OF LIBRARY TRUSTEES

MCHENRY PUBLIC LIBRARY DISTRICT

COMPILED FINANCIAL STATEMENTS

June 30, 2021

McHenry Public Library District
Balance Sheet
As of June 30, 2021

	Jun 30, 21
ASSETS	
Current Assets	
Checking/Savings	
1060 · First Midwest Bank-Money Market	
1060100 · MM - General	624,927.74
1060200 · MM - Spec Reserve	1,879,434.92
1060300 · MM - Grant & Gift	413,795.37
Total 1060 · First Midwest Bank-Money Market	2,918,158.03
1070100 · HSA HealthSavings-First Midwest	1,974.73
1615100 · General Account - First Midwest	(34,498.94)
1625100 · Payroll Account - First Midwest	70,013.37
1635100 · Imprest Account - First Midwest	4,650.00
Total Checking/Savings	2,960,297.19
Other Current Assets	
1005100 · Petty Cash	800.00
Total Other Current Assets	800.00
Total Current Assets	2,961,097.19
TOTAL ASSETS	2,961,097.19
LIABILITIES & EQUITY	
Equity	
3010100 · Fund Balance - General	42,638.15
3010200 · Fund Balance - Special Reserve	2,196,470.28
3010300 · Fund Balance - Grants & Gifts	416,061.28
Net Income	305,927.48
Total Equity	2,961,097.19
TOTAL LIABILITIES & EQUITY	2,961,097.19

McHenry Public Library District
Monthly Income/Expense
June 2021

	<u>Jun 21</u>
Ordinary Income/Expense	
Income	
6010100 · Property Taxes	1,577,539.44
6030200 · Interest Income - Spec Reserve	72.79
6030300 · Interest Income - Grant & Gifts	17.17
6035100 · Dividends	117.00
6050100 · Fines and Fees	1,530.74
6060100 · Copy/Scan/Fax/Notary Income	30.00
6070300 · General Fund Gifts	201.77
6090100 · Annex/Impact/Operating Fees	2,542.00
6105100 · Retiree Insurance Payments	138.97
6120100 · Meeting Room Fees	375.00
6130100 · Misc Income-General(Sales/Fees)	34.50
6150100 · Lost & Damaged Materials	368.19
6210300 · Miscellaneous Grants	500.00
Total Income	<u>1,583,467.57</u>
Gross Profit	1,583,467.57
Expense	
8010100 · Adult Books	8,103.18
8020100 · Youth Books	3,408.56
8025100 · Professional Resources	240.00
8030100 · Magazines & Newspapers	-450.97
8040300 · Operating Fund Gifts	1,844.60
8050100 · Adult AV Materials	1,993.14
8060100 · Youth AV Materials	2,996.62
8080100 · Video Games	1,149.93
8090100 · eBook & eMagazine Services	18,675.75
8095100 · Electronic Resources	13,241.29
8120100 · Library Supplies	515.12
8130100 · Tech Services Supplies	1,617.63
8140100 · Adult Programs & Supplies	296.24
8142100 · COMICON	1,633.53
8145100 · Circulation Supplies	17.95
8147100 · Summer Reading Club	350.00
8150100 · Youth Programs & Supplies	1,066.78
8215100 · Referral/Collection Agency Fees	-10.00
8260100 · Misc Contracted Services	800.00
8275100 · Public Pmt Processing Fees	132.96
8320100 · VOIP Phone Service	1,665.96
8325100 · Internet/Phone Services	1,659.15
8410100 · Accounting/Payroll/Audit Serv	1,177.62
8420100 · Legal Services	312.00
8430100 · Other Consulting Fees	150.00
8530100 · Public Notices/Ads legal/job	65.00
8540100 · Postage/Shipping	2,190.34
8550100 · Public Relations/Promotions	2,462.52
8610100 · Electricity	3,782.94
8620100 · Gas	358.19
8640100 · Water & Sewer	207.41
8740100 · Building Maintance	10,787.90

McHenry Public Library District
Monthly Income/Expense
June 2021

	<u>Jun 21</u>
8750100 · General Operations Maintenance	7,965.45
8760100 · Hospitality	449.52
8770100 · Library Lost/Damaged Materials	8.64
8795100 · Miscellaneous	-15.76
8800311 · Adult Materials - Per Capita	2,300.32
8800321 · Youth Materials - Per Capita	5,336.71
8800331 · Staff Software - Per Capita	265.00
8800332 · Public Software - Per Capita	4,299.00
8800333 · Computer Equipment - Per Capita	1,651.95
8910100 · Salaries	115,205.11
8920100 · FICA/Medicare	8,161.86
8930100 · IMRF	13,325.41
8940100 · Health & Life Insurance	25,640.65
8945100 · Employment Screening	64.00
8950100 · Tuition Reimbursement	1,194.00
8960100 · Memberships & Dues	653.00
8970100 · Travel	8.85
8980100 · Continuing Education (Mtg/Conf)	314.00
9030300 · Misc Grants	10,728.42
9060100 · Library Furnishings	-10.00
9090100 · ADTL Capital Projects/Equipment	9,470.00
	<hr/>
Total Expense	289,457.47
	<hr/>
Net Ordinary Income	1,294,010.10
	<hr/>
Net Income	<u><u>1,294,010.10</u></u>

McHenry Public Library District
Statement of Revenue and Expenses Budget vs. Actual
For Fiscal Year 2020-2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
6010100 · Property Taxes	3,342,671.71	3,180,662.29	162,009.42	105.1%
6020200 · Developer Fees	19,758.00	50,000.00	(30,242.00)	39.5%
6030100 · Interest Income - General	16.73	1,000.00	(983.27)	1.7%
6030200 · Interest Income - Spec Reserve	769.85	1,000.00	(230.15)	77.0%
6030300 · Interest Income - Grant & Gifts	166.20	500.00	(333.80)	33.2%
6035100 · Dividends	285.00	500.00	(215.00)	57.0%
6040100 · Nonresident/Enhanced Cards	450.00	500.00	(50.00)	90.0%
6050100 · Fines and Fees	5,096.39	12,000.00	(6,903.61)	42.5%
6055100 · Referral/Collection Fees	58.95	1,000.00	(941.05)	5.9%
6060100 · Copy/Scan/Fax/Notary Income	3,406.00	22,000.00	(18,594.00)	15.5%
6070200 · Reserve Fund Gifts	0.00	5,000.00	(5,000.00)	0.0%
6070300 · General Fund Gifts	1,702.66	15,000.00	(13,297.34)	11.4%
6090100 · Annex/Impact/Operating Fees	7,945.00	10,000.00	(2,055.00)	79.5%
6105100 · Retiree Insurance Payments	3,083.06	15,000.00	(11,916.94)	20.6%
6110100 · Program Fees/Misc Fees	9.00	4,200.00	(4,191.00)	0.2%
6120100 · Meeting Room Fees	525.00	1,500.00	(975.00)	35.0%
6130100 · Misc Income-General(Sales/Fees)	72.50	6,000.00	(5,927.50)	1.2%
6130200 · Misc Income - Special Reserve	0.00	500.00	(500.00)	0.0%
6150100 · Lost & Damaged Materials	2,149.15	5,500.00	(3,350.85)	39.1%
6157100 · CCS/LLSAP Income	16,244.77	25,000.00	(8,755.23)	65.0%
6160100 · SOLAR PANELS CREDITS	1,920.00	2,000.00	(80.00)	96.0%
6170300 · Per Capita Grant	52,528.75	70,000.00	(17,471.25)	75.0%
6200100 · Over/Short	0.00	500.00	(500.00)	0.0%
6210300 · Miscellaneous Grants	1,000.00	61,000.00	(60,000.00)	1.6%
Total Income	3,459,858.72	3,490,362.29	(30,503.57)	99.1%
Gross Profit	3,459,858.72	3,490,362.29	(30,503.57)	99.1%
Expense				
8010100 · Adult Books	64,224.31	65,000.00	(775.69)	98.8%
8020100 · Youth Books	38,951.11	50,000.00	(11,048.89)	77.9%
8025100 · Professional Resources	654.95	2,500.00	(1,845.05)	26.2%
8028100 · Administrative Resources	0.00	2,000.00	(2,000.00)	0.0%
8030100 · Magazines & Newspapers	12,862.48	16,500.00	(3,637.52)	78.0%
8040300 · Operating Fund Gifts	4,350.22	50,000.00	(45,649.78)	8.7%
8050100 · Adult AV Materials	22,517.33	39,000.00	(16,482.67)	57.7%
8060100 · Youth AV Materials	10,709.59	13,500.00	(2,790.41)	79.3%
8080100 · Video Games	8,060.88	14,700.00	(6,639.12)	54.8%
8090100 · eBook & eMagazine Services	72,103.85	70,000.00	2,103.85	103.0%
8095100 · Electronic Resources	76,011.44	75,000.00	1,011.44	101.3%
8120100 · Library Supplies	4,220.88	5,500.00	(1,279.12)	76.7%
8130100 · Tech Services Supplies	25,500.72	27,500.00	(1,999.28)	92.7%
8135100 · Bindery	0.00	150.00	(150.00)	0.0%
8140100 · Adult Programs & Supplies	9,861.18	12,500.00	(2,638.82)	78.9%
8142100 · COMICON	2,385.27	3,500.00	(1,114.73)	68.2%
8145100 · Circulation Supplies	763.33	2,000.00	(1,236.67)	38.2%
8147100 · Summer Reading Club	2,913.97	7,000.00	(4,086.03)	41.6%
8150100 · Youth Programs & Supplies	4,395.34	12,500.00	(8,104.66)	35.2%
8215100 · Referral/Collection Agency Fees	16.85	750.00	(733.15)	2.2%
8245100 · IT/Comp/Copier/Equip-Outsourced	83,411.12	52,500.00	30,911.12	158.9%
8260100 · Misc Contracted Services	800.00	4,000.00	(3,200.00)	20.0%
8270100 · Library Bank/Finance/Late Fees	30.00	500.00	(470.00)	6.0%
8275100 · Public Pmt Processing Fees	815.05	500.00	315.05	163.0%
8310100 · CCS/Polaris/OCLC	92,884.46	72,000.00	20,884.46	129.0%
8320100 · VOIP Phone Service	17,996.93	24,000.00	(6,003.07)	75.0%
8325100 · Internet/Phone Services	13,685.04	15,000.00	(1,314.96)	91.2%
8410100 · Accounting/Payroll/Audit Serv	32,442.36	26,500.00	5,942.36	122.4%

McHenry Public Library District
Statement of Revenue and Expenses Budget vs. Actual
For Fiscal Year 2020-2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
8420100 · Legal Services	4,122.00	10,000.00	(5,878.00)	41.2%
8430100 · Other Consulting Fees	3,645.00	15,000.00	(11,355.00)	24.3%
8440100 · In-Service/Staff Training/LMS	0.00	2,500.00	(2,500.00)	0.0%
8510100 · Printing Services Outsourced	24,274.00	26,000.00	(1,726.00)	93.4%
8530100 · Public Notices/Ads legal/job	912.50	1,500.00	(587.50)	60.8%
8540100 · Postage/Shipping	11,584.92	13,000.00	(1,415.08)	89.1%
8545100 · Printing/Copier Supplies	152.73	8,500.00	(8,347.27)	1.8%
8550100 · Public Relations/Promotions	6,306.78	7,500.00	(1,193.22)	84.1%
8610100 · Electricity	23,875.72	22,000.00	1,875.72	108.5%
8620100 · Gas	7,535.12	8,000.00	(464.88)	94.2%
8630100 · Telephone & Internet Services	0.00	712.85	(712.85)	0.0%
8640100 · Water & Sewer	2,164.94	5,000.00	(2,835.06)	43.3%
8720100 · Building/Auto Insurance	27,654.00	34,000.00	(6,346.00)	81.3%
8730100 · Bonding & Officers Liability	2,632.00	2,500.00	132.00	105.3%
8740100 · Building Maintenance	43,721.52	47,500.00	(3,778.48)	92.0%
8745100 · Grounds Maintenance	14,940.77	17,000.00	(2,059.23)	87.9%
8750100 · General Operations Maintenance	41,046.51	40,000.00	1,046.51	102.6%
8760100 · Hospitality	(322.66)	3,500.00	(3,822.66)	(9.2)%
8770100 · Library Lost/Damaged Materials	142.35	500.00	(357.65)	28.5%
8795100 · Miscellaneous	36.44	750.00	(713.56)	4.9%
8800311 · Adult Materials - Per Capita	12,044.91	13,132.00	(1,087.09)	91.7%
8800321 · Youth Materials - Per Capita	10,608.33	13,132.00	(2,523.67)	80.8%
8800331 · Staff Software - Per Capita	2,954.00	5,000.00	(2,046.00)	59.1%
8800332 · Public Software - Per Capita	8,323.00	5,000.00	3,323.00	166.5%
8800333 · Computer Equipment - Per Capita	4,713.74	9,264.75	(4,551.01)	50.9%
8800341 · Other Equipment - Per Capita	2,058.05	7,000.00	(4,941.95)	29.4%
8910100 · Salaries	1,582,146.00	1,630,000.00	(47,854.00)	97.1%
8920100 · FICA/Medicare	114,716.86	117,500.00	(2,783.14)	97.6%
8930100 · IMRF	180,997.36	195,000.00	(14,002.64)	92.8%
8940100 · Health & Life Insurance	326,726.04	350,000.00	(23,273.96)	93.4%
8945100 · Employment Screening	393.65	1,000.00	(606.35)	39.4%
8950100 · Tuition Reimbursement	5,252.44	16,500.00	(11,247.56)	31.8%
8955100 · Telecommute Reimbursements	3,180.00	12,600.00	(9,420.00)	25.2%
8960100 · Memberships & Dues	5,612.94	4,500.00	1,112.94	124.7%
8970100 · Travel	330.91	5,000.00	(4,669.09)	6.6%
8980100 · Continuing Education (Mtg/Conf)	3,339.99	3,250.00	89.99	102.8%
9030300 · Misc Grants	11,228.42	61,000.00	(49,771.58)	18.4%
9050200 · Library District Act	37,563.20	25,000.00	12,563.20	150.3%
9060100 · Library Furnishings	1,952.87	12,500.00	(10,547.13)	15.6%
9060200 · Special Reserve Expenditures	0.00	20,000.00	(20,000.00)	0.0%
9070100 · Library Equipment	6,150.33	11,500.00	(5,349.67)	53.5%
9080100 · Small Equipment Under \$250	398.13	5,000.00	(4,601.87)	8.0%
9090100 · ADTL Capital Projects/Equipment	16,246.77	40,000.00	(23,753.23)	40.6%
Total Expense	3,153,931.24	3,492,941.60	(339,010.36)	90.3%
Net Ordinary Income	305,927.48	(2,579.31)	308,506.79	(11,860.8)%
Net Income	305,927.48	(2,579.31)	308,506.79	(11,860.8)%

McHenry Public Library District
Statement of Revenue and Expenses by Class
Fiscal Year 2020 - 2021

	100 General ...	200 Spec Re...	300 Grant/Gif...	TOTAL
Ordinary Income/Expense				
Income				
6010100 · Property Taxes	3,342,671.71	0.00	0.00	3,342,671.71
6020200 · Developer Fees	0.00	19,758.00	0.00	19,758.00
6030100 · Interest Income - General	16.73	0.00	0.00	16.73
6030200 · Interest Income - Spec Reserve	0.00	769.85	0.00	769.85
6030300 · Interest Income - Grant & Gifts	0.00	0.00	166.20	166.20
6035100 · Dividends	285.00	0.00	0.00	285.00
6040100 · Nonresident/Enhanced Cards	450.00	0.00	0.00	450.00
6050100 · Fines and Fees	5,096.39	0.00	0.00	5,096.39
6055100 · Referral/Collection Fees	58.95	0.00	0.00	58.95
6060100 · Copy/Scan/Fax/Notary Income	3,406.00	0.00	0.00	3,406.00
6070300 · General Fund Gifts	0.00	0.00	1,702.66	1,702.66
6090100 · Annex/Impact/Operating Fees	7,945.00	0.00	0.00	7,945.00
6105100 · Retiree Insurance Payments	3,083.06	0.00	0.00	3,083.06
6110100 · Program Fees/Misc Fees	9.00	0.00	0.00	9.00
6120100 · Meeting Room Fees	525.00	0.00	0.00	525.00
6130100 · Misc Income-General(Sales/Fees)	72.50	0.00	0.00	72.50
6150100 · Lost & Damaged Materials	2,149.15	0.00	0.00	2,149.15
6157100 · CCS/LLSAP Income	16,244.77	0.00	0.00	16,244.77
6160100 · SOLAR PANELS CREDITS	1,920.00	0.00	0.00	1,920.00
6170300 · Per Capita Grant	0.00	0.00	52,528.75	52,528.75
6210300 · Miscellaneous Grants	0.00	0.00	1,000.00	1,000.00
Total Income	3,383,933.26	20,527.85	55,397.61	3,459,858.72
Gross Profit	3,383,933.26	20,527.85	55,397.61	3,459,858.72
Expense				
8010100 · Adult Books	64,224.31	0.00	0.00	64,224.31
8020100 · Youth Books	38,951.11	0.00	0.00	38,951.11
8025100 · Professional Resources	654.95	0.00	0.00	654.95
8030100 · Magazines & Newspapers	12,862.48	0.00	0.00	12,862.48
8040300 · Operating Fund Gifts	0.00	0.00	4,350.22	4,350.22
8050100 · Adult AV Materials	22,517.33	0.00	0.00	22,517.33
8060100 · Youth AV Materials	10,709.59	0.00	0.00	10,709.59
8080100 · Video Games	8,060.88	0.00	0.00	8,060.88
8090100 · eBook & eMagazine Services	72,103.85	0.00	0.00	72,103.85
8095100 · Electronic Resources	76,011.44	0.00	0.00	76,011.44
8120100 · Library Supplies	4,220.88	0.00	0.00	4,220.88
8130100 · Tech Services Supplies	25,500.72	0.00	0.00	25,500.72
8140100 · Adult Programs & Supplies	9,861.18	0.00	0.00	9,861.18
8142100 · COMICON	2,385.27	0.00	0.00	2,385.27
8145100 · Circulation Supplies	763.33	0.00	0.00	763.33
8147100 · Summer Reading Club	2,913.97	0.00	0.00	2,913.97
8150100 · Youth Programs & Supplies	4,395.34	0.00	0.00	4,395.34
8215100 · Referral/Collection Agency Fees	16.85	0.00	0.00	16.85
8245100 · IT/Comp/Copier/Equip-Outsourced	83,411.12	0.00	0.00	83,411.12
8260100 · Misc Contracted Services	800.00	0.00	0.00	800.00
8270100 · Library Bank/Finance/Late Fees	30.00	0.00	0.00	30.00
8275100 · Public Pmt Processing Fees	815.05	0.00	0.00	815.05
8310100 · CCS/Polaris/OCLC	92,884.46	0.00	0.00	92,884.46
8320100 · VOIP Phone Service	17,996.93	0.00	0.00	17,996.93
8325100 · Internet/Phone Services	13,685.04	0.00	0.00	13,685.04
8410100 · Accounting/Payroll/Audit Serv	32,442.36	0.00	0.00	32,442.36
8420100 · Legal Services	4,122.00	0.00	0.00	4,122.00
8430100 · Other Consulting Fees	3,645.00	0.00	0.00	3,645.00
8510100 · Printing Services Outsourced	24,274.00	0.00	0.00	24,274.00
8530100 · Public Notices/Ads legal/job	912.50	0.00	0.00	912.50

6:20 PM

07/14/21

Cash Basis

McHenry Public Library District
Statement of Revenue and Expenses by Class
Fiscal Year 2020 - 2021

	100 General ...	200 Spec Re...	300 Grant/Gif...	TOTAL
8540100 · Postage/Shipping	11,584.92	0.00	0.00	11,584.92
8545100 · Printing/Copier Supplies	152.73	0.00	0.00	152.73
8550100 · Public Relations/Promotions	6,306.78	0.00	0.00	6,306.78
8610100 · Electricity	23,875.72	0.00	0.00	23,875.72
8620100 · Gas	7,535.12	0.00	0.00	7,535.12
8640100 · Water & Sewer	2,164.94	0.00	0.00	2,164.94
8720100 · Building/Auto Insurance	27,654.00	0.00	0.00	27,654.00
8730100 · Bonding & Officers Liability	2,632.00	0.00	0.00	2,632.00
8740100 · Building Maintenance	43,721.52	0.00	0.00	43,721.52
8745100 · Grounds Maintenance	14,940.77	0.00	0.00	14,940.77
8750100 · General Operations Maintenance	41,046.51	0.00	0.00	41,046.51
8760100 · Hospitality	(322.66)	0.00	0.00	(322.66)
8770100 · Library Lost/Damaged Materials	142.35	0.00	0.00	142.35
8795100 · Miscellaneous	36.44	0.00	0.00	36.44
8800311 · Adult Materials - Per Capita	0.00	0.00	12,044.91	12,044.91
8800321 · Youth Materials - Per Capita	0.00	0.00	10,608.33	10,608.33
8800331 · Staff Software - Per Capita	0.00	0.00	2,954.00	2,954.00
8800332 · Public Software - Per Capita	0.00	0.00	8,323.00	8,323.00
8800333 · Computer Equipment - Per Capita	0.00	0.00	4,713.74	4,713.74
8800341 · Other Equipment - Per Capita	0.00	0.00	2,058.05	2,058.05
8910100 · Salaries	1,582,146.00	0.00	0.00	1,582,146.00
8920100 · FICA/Medicare	114,716.86	0.00	0.00	114,716.86
8930100 · IMRF	180,997.36	0.00	0.00	180,997.36
8940100 · Health & Life Insurance	326,726.04	0.00	0.00	326,726.04
8945100 · Employment Screening	393.65	0.00	0.00	393.65
8950100 · Tuition Reimbursement	5,252.44	0.00	0.00	5,252.44
8955100 · Telecommute Reimbursements	3,180.00	0.00	0.00	3,180.00
8960100 · Memberships & Dues	5,612.94	0.00	0.00	5,612.94
8970100 · Travel	330.91	0.00	0.00	330.91
8980100 · Continuing Education (Mtg/Conf)	3,339.99	0.00	0.00	3,339.99
9030300 · Misc Grants	0.00	0.00	11,228.42	11,228.42
9050200 · Library District Act	0.00	37,563.20	0.00	37,563.20
9060100 · Library Furnishings	1,952.87	0.00	0.00	1,952.87
9070100 · Library Equipment	6,150.33	0.00	0.00	6,150.33
9080100 · Small Equipment Under \$250	398.13	0.00	0.00	398.13
9090100 · ADTL Capital Projects/Equipment	16,246.77	0.00	0.00	16,246.77
Total Expense	3,060,087.37	37,563.20	56,280.67	3,153,931.24
Net Ordinary Income	323,845.89	(17,035.35)	(883.06)	305,927.48
Net Income	323,845.89	(17,035.35)	(883.06)	305,927.48

McHenry Public Library District
Statement of Revenues and Expenditures
 Fiscal Year 2020-2021 - Grant and Gift

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
6030300 · Interest Income - Grant & Gifts	166.20	500.00	(333.80)	33.2%
6070300 · General Fund Gifts	1,702.66	15,000.00	(13,297.34)	11.4%
6170300 · Per Capita Grant	52,528.75	70,000.00	(17,471.25)	75.0%
6210300 · Miscellaneous Grants	1,000.00	61,000.00	(60,000.00)	1.6%
Total Income	<u>55,397.61</u>	<u>146,500.00</u>	<u>(91,102.39)</u>	<u>37.8%</u>
Gross Profit	<u>55,397.61</u>	<u>146,500.00</u>	<u>(91,102.39)</u>	<u>37.8%</u>
Expense				
8040300 · Operating Fund Gifts	4,350.22	50,000.00	(45,649.78)	8.7%
8800311 · Adult Materials - Per Capita	12,044.91	13,132.00	(1,087.09)	91.7%
8800321 · Youth Materials - Per Capita	10,608.33	13,132.00	(2,523.67)	80.8%
8800331 · Staff Software - Per Capita	2,954.00	5,000.00	(2,046.00)	59.1%
8800332 · Public Software - Per Capita	8,323.00	5,000.00	3,323.00	166.5%
8800333 · Computer Equipment - Per Capita	4,713.74	9,264.75	(4,551.01)	50.9%
8800341 · Other Equipment - Per Capita	2,058.05	7,000.00	(4,941.95)	29.4%
9030300 · Misc Grants	11,228.42	61,000.00	(49,771.58)	18.4%
Total Expense	<u>56,280.67</u>	<u>163,528.75</u>	<u>(107,248.08)</u>	<u>34.4%</u>
Net Ordinary Income	<u>(883.06)</u>	<u>(17,028.75)</u>	<u>16,145.69</u>	<u>5.2%</u>
Net Income	<u>(883.06)</u>	<u>(17,028.75)</u>	<u>16,145.69</u>	<u>5.2%</u>

McHenry Public Library District
INTERIM CHECKS ISSUED - June 2021
(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>
First Communications	VOIP Phones	\$ 1,665.96	8320-100	06/04/21	EFT
subtotal for account		\$ 1,665.96			

Account - HSA/Building					
First Midwest Bank	Employer contributions HSA	\$ 1,000.00	8940-100	06/02/21	EFT
First Midwest Bank	employee contributions HSA	\$ 1,034.21	8940-100	06/01/21	EFT
First Midwest Bank	Employer contributions HSA	\$ 1,000.00	8940-100	06/14/21	EFT
First Midwest Bank	employee contributions HSA	\$ 1,014.21	8940-100	06/29/21	EFT
subtotal for account		\$ 4,048.42			

Account - Payroll					
<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
IL Municipal Retirement Fund IMRF		\$27,723.70	8930-100	06/30/21	EFT
subtotal for account		\$ 27,723.70			

Account - Imprest					
<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
Julie Thornton	Summer Reading Club	\$ 350.00	8147-100	06/16/21	1227
subtotal for account		\$ 350.00			

GRAND TOTAL CHECKS ISSUED \$ 33,788.08

BANKCARD PROCESSING CENTER					
JUNE 2021 2nd Half of the Month					
Name	Date	Merchant Name	Amount	Account	Subtotals
JAKACKI	6/12/2021	RI NOVELTY/TOY NETWORK	\$ (12.44)	8040-300	\$ (12.44)
STRAIN	6/29/2021	Netflix.com	\$ 17.99	8095-100	
STRAIN	6/29/2021	HLU*Hulu 1804006098188-U	\$ 11.99	8095-100	
STRAIN	6/28/2021	DisneyPLUS	\$ 8.00	8095-100	
TERRILL	6/26/2021	DisneyPLUS	\$ 8.00	8095-100	
TERRILL	6/26/2021	HLU*Hulu 1802467691733-U	\$ 11.99	8095-100	
TERRILL	6/26/2021	Netflix.com	\$ 17.99	8095-100	
TERRILL	6/22/2021	HLU*Hulu 1597220921773-U	\$ 11.99	8095-100	
TERRILL	6/20/2021	DisneyPLUS	\$ 8.00	8095-100	
TERRILL	6/20/2021	Netflix.com	\$ 17.99	8095-100	
TERRILL	6/15/2021	HLU*Hulu 1592603293209-U	\$ 11.99	8095-100	
TERRILL	6/12/2021	DisneyPLUS	\$ 8.00	8095-100	
TERRILL	6/12/2021	Netflix.com	\$ 17.99	8095-100	\$ 151.92
MILFAJT	6/19/2021	MENARDS FOX LAKE IL	\$ 5.64	8130-100	\$ 5.64
JAKACKI	6/8/2021	4IMPRINT	\$ 577.12	8142-100	\$ 577.12
JAKACKI	6/22/2021	S&S WORLDWIDE INC.	\$ 56.56	8150-100	
KARWOWSKA	6/17/2021	OTC BRANDS INC	\$ 81.94	8150-100	
KARWOWSKA	6/10/2021	WAL-MART #1413	\$ 74.84	8150-100	\$ 213.34
MAY	6/22/2021	MGMT ASSC OF IL	\$ 150.00	8430-100	\$ 150.00
MAJKA	6/28/2021	USPS PO 1646800050	\$ 18.62	8540-100	
MAJKA	6/18/2021	USPS PO 1600960102	\$ 41.68	8540-100	
MAJKA	6/11/2021	USPS PO 1600960102	\$ 14.28	8540-100	
MILFAJT	6/24/2021	THE UPS STORE 4064	\$ 12.05	8540-100	\$ 86.63
LAMBERT	6/25/2021	CKO*www.istockphoto.com	\$ 12.00	8550-100	
LAMBERT	6/22/2021	VISTAPR*VistaPrint.com	\$ 96.99	8550-100	\$ 108.99
LAMBERT	6/21/2021	DAKTRONICS	\$ 630.63	8750-100	
CLAUCHERTY	6/29/2021	THE HOME DEPOT #1969	\$ 6.97	8750-100	
CLAUCHERTY	6/28/2021	IL FIRE MARSHAL FEE	\$ 76.69	8750-100	
CLAUCHERTY	6/28/2021	THE HOME DEPOT #8431	\$ 42.03	8750-100	
CLAUCHERTY	6/18/2021	THE HOME DEPOT 1969	\$ 208.36	8750-100	
CLAUCHERTY	6/14/2021	JEWEL OSCO 3453	\$ 19.99	8750-100	
CLAUCHERTY	6/12/2021	THE HOME DEPOT 1969	\$ 83.56	8750-100	
CLAUCHERTY	6/7/2021	BP#8941106MCHENRY BP 154	\$ 34.70	8750-100	\$ 1,102.93
JAKACKI	6/18/2021	TOWN COUN* TOWN & COU	\$ 103.90	8760-100	\$ 103.90
JAKACKI	6/29/2021	EASYCOSMETIC	\$ (45.11)	8795-100	
JAKACKI	6/26/2021	INTERNATIONAL TRANS FEE	\$ 1.36	8795-100	
JAKACKI	6/26/2021	EASYCOSMETIC	\$ 45.49	8795-100	
JAKACKI	6/22/2021	STANFORD UNIV GIFTS	\$ (1.00)	8795-100	
JAKACKI	6/22/2021	STANFORD UNIV GIFTS	\$ 1.00	8795-100	\$ 1.74
MILFAJT	6/11/2021	ILLINOIS LIBRARY ASSOC	\$ 150.00	8960-100	
MILFAJT	6/11/2021	AMERLIBASSOC ECOMMERCE	\$ 253.00	8960-100	\$ 403.00
MAY	6/21/2021	FREDPRYOR CAREERTRACK	\$ 199.00	8980-100	\$ 199.00

JUNE 2021 2nd Half of the Month					
Name	Date	Merchant Name	Amount	Account	Subtotals
KARWOWSKA	6/19/2021	LAKESHORE LEARNING MATER	\$ 524.97	9030-300	
KARWOWSKA	6/18/2021	OSMO	\$ 238.00	9030-300	\$ 762.97
					\$ 3,854.74
BANKCARD PROCESSING CENTER					
P O BOX 6818					
Carol Stream, IL 60197-6818					

Bankcard Processing Center					
JULY 2021					
Name	Tran Date	Merchant Name	Amount	Account #	Total
MILFAJT	7/6/2021	SHAW SUBURBAN MEDIA-SUBS	\$74.10	8030-100	
MILFAJT	7/6/2021	CHICAGO TRIB SUBSCRIPTIO	\$188.50	8030-100	\$262.60
STRAIN	7/3/2021	RFC GURNEE M RETL	\$50.00	8040-300	\$50.00
TERRILL	7/7/2021	WM SUPERCENTER #1377	\$20.58	8120-100	\$20.58
LAMBERT	7/2/2021	THE LIBRARY STORE INC.	(\$7.28)	8130-100	
LAMBERT	7/1/2021	THE LIBRARY STORE INC.	\$114.93	8130-100	\$107.65
TERRILL	7/3/2021	MEETUP ORG SUB 6M	\$98.94	8247-100	\$98.94
LAMBERT	7/1/2021	MEIJER # 218	\$20.25	8760-100	\$20.25
JAKACKI	6/26/2021	TRFR FRAUD TRANSACTION	(\$1.36)	8795-100	
JAKACKI	6/26/2021	TRFR FRAUD TRANSACTION	(\$45.49)	8795-100	(\$46.85)
MAY	7/6/2021	NATIONAL CRIME SEARCH	\$55.90	8945-100	\$55.90
TERRILL	7/6/2021	DIGIPALOOZA 21	\$39.00	8980-100	
TERRILL	7/6/2021	DIGIPALOOZA 21	\$39.00	8980-100	\$78.00
				TOTAL	\$647.07
BANKCARD PROCESSING CENTER					
PO BOX 6818					
Carol Stream, IL 60197-6818					

Earning/Deduction/Tax Listing (Summary): **Reimbursement Report										
Pay Dates: 06/01/2021-06/30/2021; Employee Filter: All Employees; Options: Show Only Finalized Payrolls										
07/15/2021 12:26p										
Debbie L. Gunness										
McHenry Public Library District (2771pd)										
Last, First Name	Misc Reimb Amt	Travel Reimb Amt	PST Record FT Data Only Reimb \$10 Amt	PST Record FT Voice Only Reimb \$20 Amt	PST Record PT Data Only Reimb \$5 Amt	PST Record PT Voice Only Reimb \$10 Amt	PST Record FT Data & Voice \$30 Amt	PST Record PT Data & Voice \$15 Amt	PST Record Taxable Reimb Amount	Total Reimb
Bily, Emily	-	\$7.73	-	-	-	-	-	-	-	\$7.73
Grandon-Keane, Denise	-	\$2.69	-	-	-	-	-	-	-	\$2.69
Moreno, Araceli	\$6.00	-	-	-	-	-	-	-	-	\$6.00
Roitberg, Shirley	\$115.00	-	-	-	-	-	-	-	-	\$115.00
Total	\$121.00	\$10.42	-	-	-	-	-	-	-	\$131.42

July 3, 2021

Bud Alexander
3201 W. Terrace Drive
McHenry, IL 60050

Dear Mr. Alexander,

Thank you for your donation of a 4.3-inch Portable Digital Video Magnifier. We are currently working on assessing the functionality of the device and are excited to add it to our Library of Things as an item that patrons can checkout to use at home. The magnifier will help patrons with visual impairments better interact with the world and open up new opportunities for them. One of the goals of the library is to promote lifelong learning, but that is sometimes stalled by various roadblocks that pop up in a patron's life, such as visual impairment. Your donation of the portable magnifier will help patrons reinvigorate their love of learning.

Thank you for your donation and helping us work towards our goal.

Sincerely,

Zach Terrill
Adult Services Assistant Manager

Isabel Baker
The Book Vine for Children
3980 West Albany Street
Suite 7
McHenry, IL 60050

July 12, 2021

Dear Ms. Baker:

Thank you for your gift of \$100.00 in memory of Ruth F. Armstrong. To honor her lifelong passion of bringing children and books together, we will use your gift to purchase books for our youth collections. Each book will have a memorial bookplate acknowledging your donation made in Ruth Armstrong's memory.

Thank you for choosing us to honor Ruth Armstrong's contributions to the McHenry community.

Sincerely,

Pam Strain
Public Services Manager

Mr. John Kuhlmann
5823 Landcaster Circle
McHenry, IL 60050

July 12, 2021

Dear John:

The Board and Staff of McHenry Library were touched by your letter sharing your discovery of the Serbian cookbook dedicated to our fond memories of Dusanka. She was a talented, caring, fun-loving, ray of sunshine among our staff!

In addition to *Traditional Serbian Food and Recipes* by Miodrag Ilić, the following nonfiction titles were purchased with donations from the Board and Staff of McHenry Public Library in Dusanka's memory, to reflect her love of animals:

- *Scottish Deerhound: Complete Owner's Manual* by George Hoppendale
- *Canine Good Citizen: The Official AKC Guide* by Mary R. Burch
- *The New Complete Dog Book* by the American Kennel Club
- *The Ride of Her Life: The True Story of a Woman, Her Horse, and Their Last-chance Journey Across America* by Elizabeth Letts
- *The Right Dog for You* by David Alderton

To honor Dusanka's devotion to reading, several historical romance novels were also purchased. Each book has a memorial bookplate, such as the one discovered by Ana.

We thank you again for sharing your experience with us. We apologize for the delay in acting on our memorial for Dusanka and sharing our choices with you. The Staff continues to miss her and frequently shares stories of her thoughtfulness and dedication to her work.

Sincerely,

Pam Strain
Public Services Manager



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

June 24, 2021

Ms. Lesley Jakacki, Executive Director
McHenry Public Library District
809 North Front Street
McHenry, Illinois 60050-5578

Dear Ms. Jakacki:

I am pleased to award the McHenry Public Library District a FY2021 Illinois Public Library Per Capita Grant in the amount of \$61,983.93. Over \$7.9 million is being awarded this year.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure public libraries have the resources to address the needs of the community. Libraries count on these grants for important expenses such as purchasing materials, supporting programming and improving technology.

Libraries have until December 31, 2022 to expend these grant funds. The FY2021 expenditures report must be submitted with the FY2023 application, due January 15, 2023.

Our public libraries are truly the cornerstones of our communities. They are a lifesaver for many and are the most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service public libraries provide to patrons.

Sincerely,

A handwritten signature in black ink that reads "Jesse White".

Jesse White
Secretary of State and State Librarian

cc:

McHenry Public Library District Per Capita File

JW:isl

McHenry Public Library District

LIBRARIAN'S REPORT

July 2021

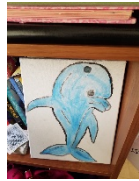
Administration

- L. Jakacki has been attending Director's University. This program from the Illinois Library Association provides presentations and discussion groups for first time Directors on topics that Directors need to be aware and versed on. The program will run weekly between June to October and also provides mentorship opportunities. Topics already covered are Opening Meetings Act and Freedom of Information Act, and Facilities Management.
- L. Jakacki and D. Gunness interviewed three accounting firms to select one for our monthly accounting needs.
- L. Jakacki has been working with HR and department managers in reviewing the job descriptions and job ads for open positions in the Library.
- L. Jakacki began preparation work for the annual IPLAR survey due September 1
- D. Gunness and L. Jakacki began preparation work for the FY 2020/21 Financial Audit.
- D. Gunness prepared the Business Office for the end of the fiscal year on June 1.
- L. Jakacki and J. May began to prepare and meet with firms for the annual renewal of the Library's Insurance Plans including Liability, Worker's Compensation, Auto, and Directors and Officers. Our plans renew in September and we wanted to look at coverage options and competitive pricing.
- L. Jakacki meet with two department managers and one IT Specialist for the annual performance evaluations.

Adult Services

- A. Moreno-Lomeli had a patron express the appreciation of having access to the library's computers. He had attempted to complete the IRS application on his phone but with all of those attempts ending in failure. "The screen is too small to differentiate between 1 & l." The patron was able to submit his application using the library's computers and was very grateful.
- E. Bily spoke to a patron over the phone looking for a coil binding service and remembers a library nearby that provided this service. She checked with a couple of nearby library websites but did not find this service available. She provided the patron with information on printing and binding services at FedEx and the UPS Store.
- T. Hillier worked with a patron who was looking for information on his family's farm. The family had owned various parcels of land in that area through the years and were looking to see when and where they owned exactly what parcels. They were also wondering when they bought & sold off a specific lot. T. Hillier was able to find the information that the patron was attempting to find.
- K. Kimbrel helped a patron choose the first book he was going to read in English, ever. The patron wanted to read a mystery with an interesting detective as the main character. After considering several of my recommendations he ended up checking out "Murder on the Orient Express" by Agatha Christie and "Innocent Victims" by Minette Walters.

- Z. Terrill worked with S. Baseley to create a Virtual Activity Kits page on the website. S. Baseley found all of the content for the page and Z. Terrill coded it to look correct on the website. He got to use a new accordion code that may be used on other web pages in the future.
- D. Gaudio hosted the program “Kiddieland Remembered” which was very well attended. It was obvious from the attendee’s reactions and comments how well loved this amusement park was by those who grew-up going to the park. One of the most frequently asked questions was what happened to their favorite ride.
- The Adult Services department had patrons reach out to A Moreno-Lomeli to complement the bilingual painting program that was offered and sent us pictures of their completed projects.



- Questions Desk staff participated in 87 live chats with patrons during the month of June.
- June Book Discussion Programs
 - Mystery – *A Room Full of Bones* by Elly Griffiths. Led by P. Strain
 - Contemporary - *White Fragility* by Robin Diangelo. Led by E. Bily
 - Classic - *The Outsiders* by S. E. Hinton. Led by K. Kimbrel

Building Services

- S.Claucherty and G. Pease completed the Garbage receptacle/Back Rack restoration.
- S.Claucherty Plans to Repair the Expansion Joints/Curbs and repair and damage masonry on the concrete apron.
- S.Claucherty plans to Pressure wash all the Flat work concrete around the property.
- Overhead door installation complete, and it keeps all the water out!
- JM Irrigation Completed the Lower pressure repairs for our Irrigation.
- Advanced Fire Protection Completed the Valve Re-packing for Valve head #1
- S.Claucherty has scheduled Imperial Systems Inc. to clean the carpeting in the Front/Circulation, Main Library, Discovery Hub, Meeting Rooms, Study Rooms, and Public Services areas the evening of 7/17/2021.
- S. Claucherty worked with Public Services to purchase and install new “Employee’s must wash hands before returning to work” Signage.
- S.Claucherty met with Kathy Lambert to discuss a new Entry way/Walkway floor mat.

Circulation

- K. Johnson was promoted to a Circulation Shift Lead. She starts her new position on July 4, 2021. Congratulations Kim!
- E. Wacaser and H. Barnes were promoted to Circulation Clerks beginning on July 4, 2021. Congrats to both of you!
- L. Horist stepped down from her position on the Reaching Forward Committee. Thank you Lisa for your efforts to provide quality programming for the annual conference.

Human Resources

- Attended several committee meetings for In-Service, which mainly focused on our June In-Service Meeting.

- Throughout the month, worked with Department Managers on cultural alignment.
- Worked with Department Managers and recruiting efforts for our current three part time openings; Marketing Coordinator and (2) Custodians for the library.
- Co-lead an interview with B. Majka for our internal Circulation Shift Lead position.
- Attended a variety of continuing education programs around HR current topics, coaching, and influential communication.
- Partnered with K. Lambert and L. Jakacki on creating a new Marketing Coordinator job description for our new role and was able to start recruiting on it.
- G. Garza, resigned from the library which brings our employee count to 34; 24 FT and 10 PT staff members.

Public Relations

- Started laying out the fall *Preface* newsletter. Will get mailed around July 24.
- Coordinated some public outreach events, including the library's participation in the Fiesta Days Parade, and appearances at two Pearl Street Markets at Veteran's Park on Thursday evenings this summer.
- Sent four e-newsletters promoting upcoming events and library news.
- The new online Events Calendar seems to be well received by both staff and patrons.
- Reviewed and helped edit the new Marketing Coordinator job description along with J. May and L. Jakacki.
- Finishing up procedures manual for new Marketing Coordinator.

Technical Services

- "June had two very different, major learning moments for me. I got to work on original cataloging for the first time and I attended ALA annual, including 17 different sessions covering how to improve equity, diversity, and inclusion in cataloging; how to move forward in terms of the pandemic and health disinformation; intellectual freedom discussions; and a couple networking events. On the first topic, one main, important suggestion came up repeatedly across sessions - to, whenever possible, use subject headings/language to describe people in ways that those same people would prefer to be described. This can involve things like reaching out to particular indigenous tribes for their choice of name or doing our best to keep up with LGBTQ+ terms so as to politely and accurately describe members of that community." – S. Roitberg
- "June usually marks a spree of receiving as the fiscal year wraps up. This time it was less so, but still double of what I saw in April. The D&D teen event that I run is eagerly anticipating our upcoming (August) shift to in-person." – K. Walker

Technology

- 15 Cisco Meraki Wi-Fi Access Points were installed on 6/3. This doubled the area of coverage outside. Daily average clients 61.
- IT Dept. Attended the Library Townhall on 6/8.
- IT Sync Up 6/9 & 6/23.
- D. Grandon attended the management meeting on 6/8.
- K. Krewer changed the coin tower IDs 6/10.
- IT Dept. attended the CCS IT Tech meeting on 6/15.
- IT Dept. attended the In-Service on 6/17.
- MPL Wi-Fi maintenance on 6/18.

- Unitrends maintenance on 6/28.
- IT Dept. attended a Cisco Meraki webinar on 6/29.

Youth Services

- The Summer Lunch program served 443 meals.
- Our Summer Reading Program, *Tales and Tails*, started June 1 with a blast!
- The Teacher Checkout program saw a total of 38 bags, 259 books, and 1 dvd circulated from July 2020 – June 2021.
- The entire department celebrated Pride by creating themed displays throughout the YS department. These displays have been some of our most popular ones yet, with books regularly flying off the shelves. A patron left us an email comment stating, "I just wanted to say thank you for the Pride display in the children's section of the library. It's so important for kids to see themselves and their families represented in books - and even better when those books are proudly on display! Thank you for providing an inclusive experience at the library!"
- Patrons have been enjoying our summer programming. Of note this last month have been our Stories in the Park, run by J. Hume and S. Baseley, which have seen attendance numbers of 30-50 per program! J. Einoris has also had a number of successful programs, including her Grass Creature program! A. Karwowska was able to run a virtual escape room this month too. Below are a few photos from our June programs.



- M. Puga has been working with other libraries to bring Jose Luis Orozco to perform virtually at the library in the fall.
- A. Karwowska has started purchasing items for our new STEM Kit collection, as part of our SKLP grant.
- The YS Department attended 35.5 hours of CE. Highlights include:
 - *Public Library Programming for the Homeschool Community Webinar*
 - *BCALA's Best of the Best Booklist: Ensuring Equity and Diversity in Public and School Libraries*

Upcoming Events and Projects

- July 18- Fiesta Day Parade
- July 17/18- Carpet Cleaning of first level.
- August 28— McHenry Downtown Murder Mystery- the Library will be sponsoring and hosting a clue booth
- September 16— Pearl Street Market Library Staff will be at the manning a Library information booth with Library card sign-ups and storytimes.
- September 20-24 — FY 2020/2021 Financial Audit begins

Overhead Garage Door

Proposal- \$9470.00

Final Cost- \$9470.00



Wireless Network Replacement

15 nodes with 3 year license, set-up and configuration by Eder Casella Technology

Total Project Cost \$11, 971.95

Amount Reimbursed through our Digital Network Access Grant: \$9,520.00

Cost to Library: \$ 2,451.95





McHENRY PUBLIC LIBRARY DISTRICT

Secretary's Audit FY 2020-2021

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, 2020 and ending June 30, 2021.

DATED this _____ day of _____ 2021.

Susan Murphy, Board Member
Board of Trustees
McHenry Public Library District

Monica Leccese, Secretary
Board of Trustees
McHenry Public Library District



RESOLUTION NO. 2021/2022-02

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 2021-22 fiscal year, commencing July 1, 2021 and ending June 30, 2022 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 **\$203.50**;



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 _____, 2021, 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