



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, January 18, 2022 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 November 16, 2021 Regular Board Meeting
- VII. **TREASURER'S REPORT** – Delphine Grala, Treasurer
 - A. Governmental Accounting, Inc quarterly review of finances
 - B. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for November/December 2021, Additional Bills and Petty Cash and Credit Card Reports
 - C. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for December 2021/ January 2022, Additional Bills (Distributed night of meeting) and Petty Cash and Credit Card Reports (Distributed night of meeting)
- VIII. **COMMUNICATIONS**
 - A. Letter to Johanna White recognizing donation to Library
 - B. Illinois State Library: FY 2022 Per Capita and Equalization Aid Grant
 - C. TIF District Letters of Support
- IX. **LIBRARIAN'S REPORT**
 - A. Librarian's Report
 - B. Share A Service: Anna Karwowska, Youth Services Assistant Manager- SKPL (Science Kits for Public Libraries) Grant
 - C. Serving Our Public 4.0- Chapters 9-13
 - D. Updates on Projects
- X. **OLD BUSINESS**
 - A. COVID-19
- XI. **EXECUTIVE SESSION**
 - A. 5 ILCS 120/2(c)1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for

the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

XII. NEW BUSINESS

- A.** Libraries Present Intergovernmental Agreement
- B.** Cards for Kids Library Card Policy-- New
- C.** Disabled Veterans Library Card Policy-- New
- D.** Disposal of Surplus Property Policy-- New
- E.** FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19-- Updated

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

II. ADJOURNMENT

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

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



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MINUTES McHenry Public Library District Board of Library Trustees Regular Meeting

Date: November 16, 2021

Time: 7:00 P.M.

Location: Library Meeting Room West #136

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

II. ROLL CALL – Monica Leccese, Secretary

Roll was called and a quorum was established.

Members Present: Bud Alexander, Delphine Grala, Monica Leccese, Susan Murphy
Charles Reilly, Jill Stone (arrived at 7:03 p.m.), Terry Weingart

Also Present: Emily Bily, Adult Services Librarian; Chase Blazier, Eder, Casella & Co.;
Debbie Gunness, Business Manager; Barb Majka, Circulation Manager; Jennifer May, HR
Generalist; Kathy Milfajt, Technical Services Manager; Lesley Jakacki, Executive Director;
Pam Strain, Public Services Manager; Zach Terrill, Adult Services Assistant Manager

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

VI. SECRETARY'S REPORT – Monica Leccese, Secretary

A. Approval of Minutes of the October 19, 2021 Regular Board Meeting

Secretary Leccese informed the Board that she found the following corrections needed for the minutes of October 19, 2021, Regular Board Meeting. Update the roll call vote results for the approval of the Secretary's and the Treasurer's report to reflect that Trustee Murphy was absent.

Murphy moved, and Alexander seconded a motion to approve the Minutes of the October 19, 2021, Regular Board Meeting with the corrections noted.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

VII. TREASURER'S REPORT – Delphine Grala, Treasurer

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

Treasurer Grala reviewed our balance sheet of YTD revenue vs. expenditures and commented that we are in a good position. She also pointed out where the transfer from the Special Reserve Fund to the General Fund is shown in the financial statements.

Stone moved, and Murphy seconded a motion to approve the Approval of Monthly Financial Statements, Interim Check Report, and Bill Reports for October/November 2021, Additional Bills, and Petty Cash and Credit Card Reports.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

VIII. COMMUNICATIONS

A. Polach Appraisal Group, Inc.

Director Jakacki shared the letter the Board received regarding IDOT's upcoming appraisal of the Library's property regarding the Route 31 Expansion Project.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

1. Share A Service: Emily Bily presents Homebound and Services to Senior Centers

Adult Services Librarian, Emily Bily, presented to the Board an overview of her role as the Outreach Coordinator to the Senior Centers, Assisted Living Facilities, and Homebound patrons and the services we provide to this demographic.

B. Serving Our Public 4.0- Chapters 5-8

C. Updates on Projects

X. OLD BUSINESS

A. TIF District request for support from the City of McHenry

Discussion ensued regarding the support of the TIF District. The City could not provide the Board with exact figures of the property tax money due to the Library that was reallocated to the TIF District throughout the project.

Topics discussed were if supporting the TIF District is best for the Library and its' patrons, availability of different fund revenue resources to the City, and the overall benefit to the community.

Reilly moved, and Weingart seconded a motion to approve the drafting of a letter in support of the TIF District Extension from the Library Board to the City of McHenry.

Roll Call vote:

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

Nays: Alexander

Abstain: None

Absent: None

Motion Passed

B. IL Route 31 Expansion

Director Jakacki stated that we received correspondence from IDOT's appraiser as discussed in **VIII. Communications** regarding the Library's property and the Route 31 expansion. We have not received an offer or any additional information at this time.

C. COVID-19

Director Jakacki stated that the Library continues to follow the same policies and procedures regarding COVID-19 as we have been. In addition, she mentioned that some local libraries are passing policies regarding vaccine and testing requirements for employees that are in line with the OSHA recommendation for employers of 100 employees or more.

XI. EXECUTIVE SESSION

A. 5 ILCS 120/2(c)1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

No executive session held.

XII. NEW BUSINESS

A. Fiscal Year 2020/2021 Audit

1. Presentation of audit from Chase Blazier; Eder, Casella & Co.

Chase Blazier of Eder, Casella & Co. provided the Board with an audit overview focusing on the Library's net position. Discussion ensued about how the transfer of \$2,000,000.00 from the Special Reserve Fund to the General Fund would be reflected in the audit and this year's financial reports. Also, discussion if the approved resolution for the transfer stated that the exact amount was to be transferred or if an amount up to that amount was allowed.

B. Review, and acceptance

1. Fiscal Year 2020/2021 Audit

Leccese moved, and Murphy seconded a motion to approve the Fiscal Year 2020/2021 Financial Audit presented by Eder, Casella & Co. with the correction to **Note 6- Deficit Fund Balance** wording from "... The Board approved a \$2,000,000 transfer from the Special Reserve Fund..." to state "... The Board approved *an up* to \$2,000,000 transfer from the Special Reserve Fund...".

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

C. Quote to replace Library's boiler

Director Jakacki presented the quote to replace the Library's boiler. The boiler is original and provides heat to the upstairs offices and circulation workroom. The current boiler is no longer working efficiently, and heat in those areas is being supplemental by space heaters. A new boiler will be more efficient, provide more consistent heat, be more cost-effective, and have a smaller footprint. While we hope to move forward with the replacement quickly, supply chain issues might delay the replacement.

Reilly moved, and Murphy seconded a motion to approve the replacement of the Library's Boiler with a budget that is not to exceed the cost of \$24,000.00.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

D. Updated Victims' Economic Security and Safety Act (VESSA) Policy

HR Generalist May walked the Board through the updates to the policy based on changes in Illinois State Law.

Leccese moved, and Alexander seconded a motion to approve the Updated Victims' Economic Security and Safety Act (VESSA) Policy as presented.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

E. Plan for Executive Director's Annual Evaluation

Director Jakacki stated that her annual performance evaluation is coming up in January. The Board asked that she use the library's performance evaluation form for management

staff for her self-evaluation.

F. December 2021 Board of Trustees Meeting Schedule

Director Jakacki stated that there was no pressing business for the December meeting. Due to its proximity to the holidays and lack of business, does the board want to hold the meeting or cancel it?

Reilly moved, and Alexander seconded a motion to cancel the December 21, 2021, Regular Board Meeting.

Roll Call vote:

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

Nays: Stone

Abstain: None

Absent: None

Motion Passed

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

None.

XIV. ADJOURNMENT

Weingart moved and Stone seconded a motion to adjourn the meeting at 9:02 p.m.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

APPROVED by the Board of Trustees this _____ day of _____, 2022

AYES:

NAYES

ABSTAIN:

ABSENT:

Respectfully Submitted,

Monica Leccese, Secretary

Financial Report

For the 5 Month(s) Ended November 30, 2021
FISCAL YEAR 2022



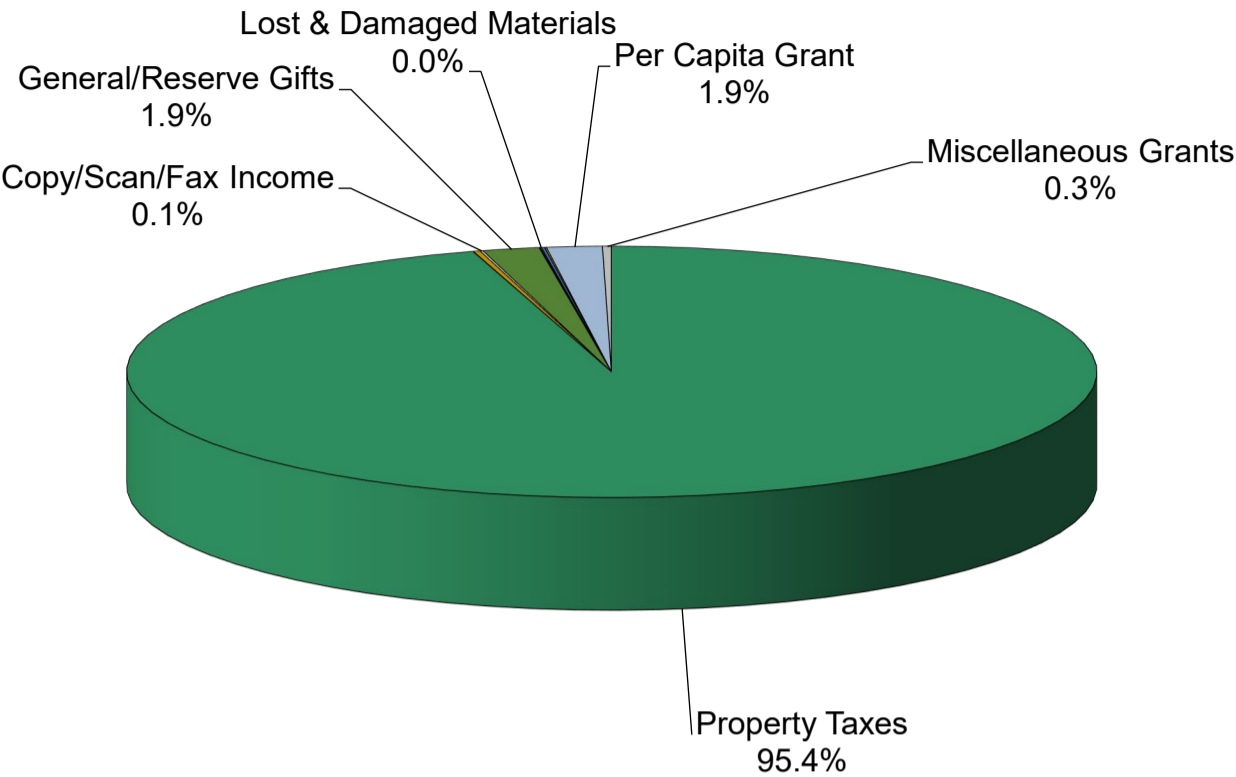
McHenry Public Library District
Budget vs. Actual Summary
For the 5 Month(s) Ended November 30, 2021

42% of Fiscal Year

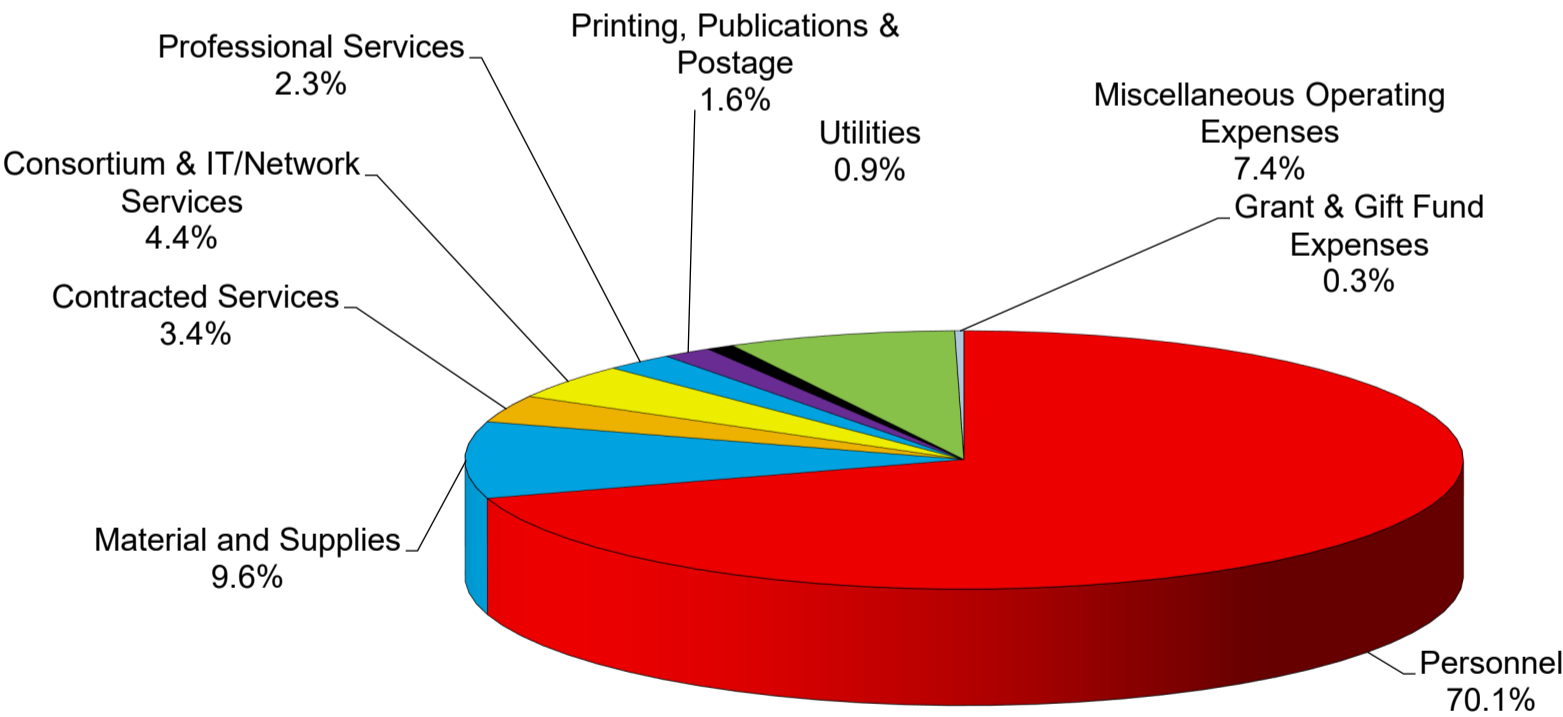
Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
REVENUE					
Property Taxes	3,193,285	3,279,679	97.4%	2,943,406	8%
Developer Fees	-	50,000	0.0%	-	0%
Interest & Dividends- All Funds	608	2,300	26.4%	544	12%
Fines and Misc. Fees	7,457	10,750	69.4%	2,847	162%
Copy/Scan/Fax Income	3,455	21,000	16.5%	702	392%
General/Reserve Gifts	63,308	80,000	79.1%	651	9627%
Annexation & Impact Fees	-	20,000	0.0%	3,275	-100%
Retiree/Cobra Insurance Payment	823	15,000	5.5%	2,316	-64%
Misc. Sales & Income	203	6,000	3.4%	5,247	-96%
Lost & Damaged Materials	1,430	5,500	26.0%	751	90%
CCS/LLSAP Income	3,621	12,500	29.0%	3,122	16%
Solar Credits	1,920	2,500	76.8%	-	0%
Per Capita Grant	61,984	70,000	88.5%	52,529	18%
Over/Short	-	500	0.0%	-	0%
Miscellaneous Grants	9,869	40,000	24.7%	-	0%
Actual Revenues	3,347,962	3,615,729	92.6%	3,015,390	11%
Budgeted Revenues	3,615,729				
% Diff	93%				
OPERATING EXPENDITURES					
Personnel	777,766	2,158,000	36.0%	1,062,938	-27%
Material and Supplies	106,276	595,750	17.8%	173,298	-39%
Contracted Services	37,813	112,400	33.6%	58,857	-36%
Consortium & IT/Network Services	48,925	144,000	34.0%	45,640	7%
Professional Services	25,061	122,000	20.5%	22,134	13%
Printing, Publications & Postage	17,741	57,000	31.1%	11,389	56%
Utilities	9,817	35,000	28.0%	10,698	-8%
Miscellaneous Operating Expenses	82,058	156,400	52.5%	70,762	16%
Grant & Gift Fund Expenses	3,317	109,500	3.0%	8,841	-62%
Actual Expenditures	1,108,774	3,490,050	31.8%	1,464,556	-24%
Budgeted Expenditures	3,490,050				
% Diff	32%				
SURPLUS / (DEFICIT) FROM OPERATION:	2,239,188	125,679	1781.7%	1,550,834	44%
CAPITAL EXPENDITURES & DEBT SERVICE					
Capital Expenses	94	69,000	0.1%	2,127	-100%
Debt Services	-	250,000	0.0%	37,563	-100%
Transfer to Reserve Fund	-	70,000	0.0%	-	0%
Actual Expenditures	94	389,000	0.0%	39,690	-100%
Budgeted Expenditures	389,000				
% Diff	0%				
TOTAL SURPLUS / (DEFICIT)	2,239,095	(263,321)		1,511,144	
BEGINNING FUND BALANCE	1,374,650				
ENDING FUND BALANCE	3,613,745				

McHenry Public Library District
Budget vs. Actual Summary
For the 5 Month(s) Ended November 30, 2021

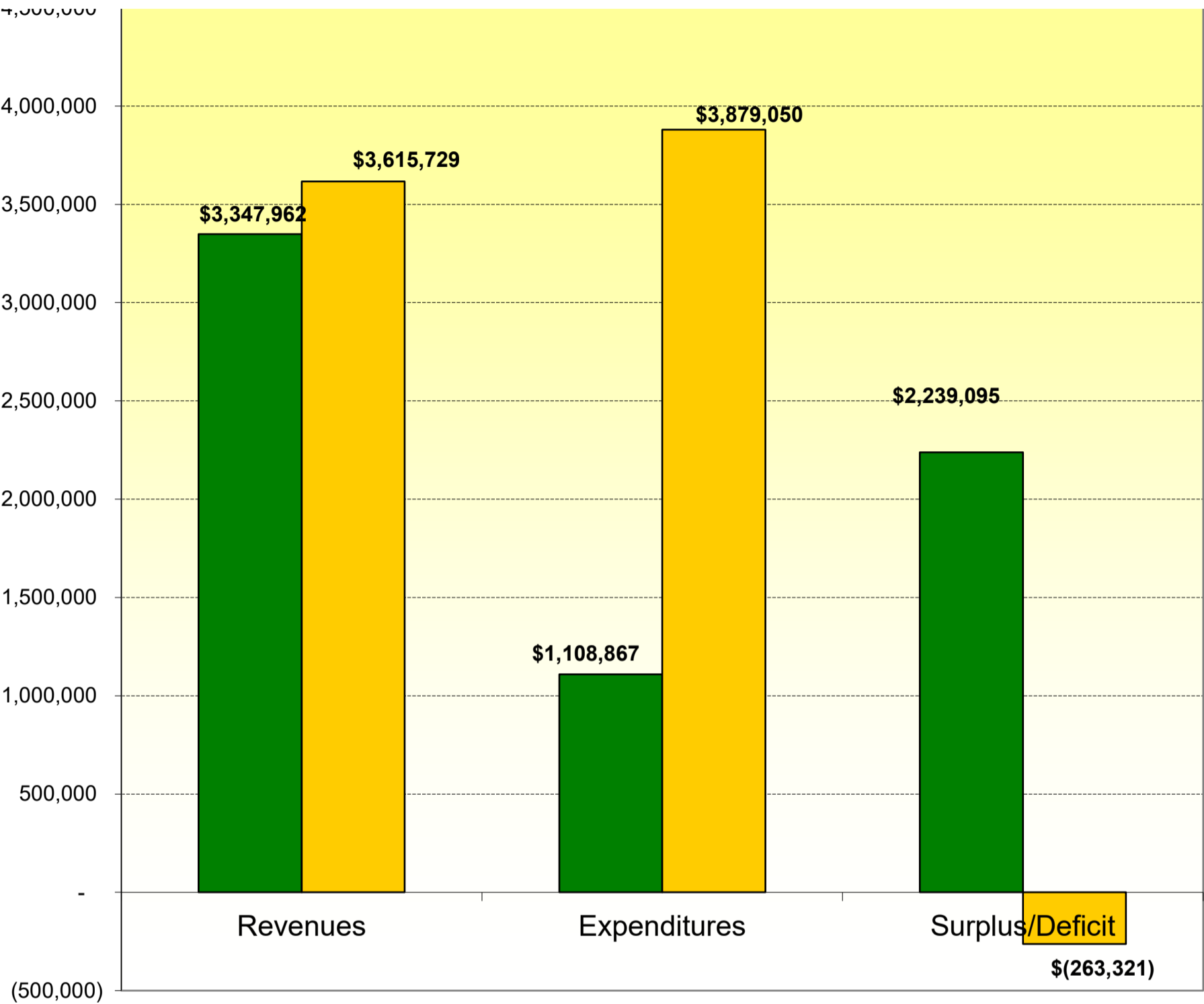
Revenue Distribution



Operational Expenditure Distribution



McHenry Public Library District
 Budget vs. Actual Summary
 For the 5 Month(s) Ended November 30, 2021



McHenry Public Library District
Budget vs. Actual Summary
For the 5 Month(s) Ended November 30, 2021

42% of Fiscal Year

	Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	% of Budget
REVENUE							
	Property Taxes	3,193,285	-	-	3,193,285	3,279,679	97%
	Developer Fees	-	-	-	-	50,000	0%
	Interest and Dividends	199	327	82	608	2,300	26%
	Fines and Misc Fees	7,457	-	-	7,457	10,750	69%
	Copy/Scan/Fax Income	3,455	-	-	3,455	21,000	16%
	General/Reserve Gifts	-	-	63,308	63,308	80,000	79%
	Annexation & Impact Fees	-	-	-	-	20,000	0%
	Retiree/Cobra Insurance Payment	823	-	-	823	15,000	5%
	Misc. Sales & Income	203	-	-	203	6,000	3%
	Lost & Damaged Materials	1,430	-	-	1,430	5,500	26%
	CCS/LLSAP Income	3,621	-	-	3,621	12,500	29%
	Solar Credits	1,920	-	-	1,920	2,500	77%
	Per Capita Grant	-	-	61,984	61,984	70,000	89%
	Over/Short	-	-	-	-	500	0%
	Miscellaneous Grants	-	-	9,869	9,869	40,000	25%
	Actual Revenues	3,212,392	327	135,243	3,347,962	3,615,729	93%
	Budgeted Revenues	3,373,729	56,500	185,500	3,615,729		
	% Diff	95%	1%	73%	93%		
OPERATING EXPENDITURES							
	Personnel	777,766	-	-	777,766	2,158,000	36%
	Material and Supplies	103,730	-	2,547	106,276	595,750	18%
	Contracted Services	37,813	-	-	37,813	112,400	34%
	Consortium & IT/Network Services	48,925	-	-	48,925	144,000	34%
	Professional Services	25,061	-	-	25,061	122,000	21%
	Printing, Publications & Postage	17,741	-	-	17,741	57,000	31%
	Utilities	9,817	-	-	9,817	35,000	28%
	Miscellaneous Operating Expenses	82,058	-	-	82,058	156,400	52%
	Grant & Gift Fund Expenses	-	-	3,317	3,317	109,500	3%
	Actual Expenditures	1,102,910	-	5,864	1,108,774	3,490,050	32%
	Budgeted Expenditures	3,230,550		259,500	3,490,050		
	% Diff	34%	0%	2%	32%		
	SURPLUS / (DEFICIT) FROM OPERATIONS	2,109,482	327	129,380	2,239,188	125,679	1782%
CAPITAL EXPENDITURES & DEBT SERVICE							
	Capital Expenses	94	-	-	94	69,000	0%
	Debt Services	-	-	-	-	250,000	0%
	Transfer to Reserve Fund	-	-	-	-	70,000	0%
	Actual Expenditures	94	-	-	94	389,000	0%
	Budgeted Expenditures	139,000	250,000	-	389,000		
	% Diff	0%	0%	0%	0%		
	TOTAL SURPLUS / (DEFICIT)	2,109,388	327	129,380	2,239,095	(263,321)	
	BEGINNING FUND BALANCE	(941,205)	1,895,647	420,208	1,374,650		
	Special Reserve Transfer Resolution (Board Approved 9.21.21)	1,700,000	(1,700,000)	-	-		
	ENDING FUND BALANCE	2,868,183	195,974	549,588	3,613,745		
	Fund Balance as % of Total Expenditures	260%	0%	9373%	326%		

McHenry Public Library District
Financial Report Detail by Fund
For the 5 Month(s) Ended November 30, 2021

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Revenues									
6010100 · Property Taxes	48,716.93	273,306.61	3,193,285.29	0.00	0.00	3,193,285.29	3,279,679.27	-86,393.98	97.4%
6020200 · Developer Fees	0.00	4,166.67	0.00	0.00	0.00	0.00	50,000.00	-50,000.00	0.0%
6030100 · Interest Income - General	39.49	41.67	136.16	0.00	0.00	136.16	500.00	-363.84	27.2%
6030200 · Special Reserve Fund Interest	67.04	83.33	0.00	326.73	0.00	326.73	1,000.00	-673.27	32.7%
6030300 · Grant/Gifts Fund Interest	19.37	41.67	0.00	0.00	82.30	82.30	500.00	-417.70	16.5%
6035100 · Dividends	0.00	25.00	63.00	0.00	0.00	63.00	300.00	-237.00	21.0%
6040100 · Nonresident/Enhanced Fee Cards	45.00	62.50	135.00	0.00	0.00	135.00	750.00	-615.00	18.0%
6050100 · Fines and Fees	1,220.88	458.33	7,298.02	0.00	0.00	7,298.02	5,500.00	1,798.02	132.7%
6055100 · Collection Agency Fees	0.00	41.67	24.00	0.00	0.00	24.00	500.00	-476.00	4.8%
6060100 · Copy/Scan/Fax Income	844.15	1,750.00	3,454.50	0.00	0.00	3,454.50	21,000.00	-17,545.50	16.5%
6070200 · Reserve Fund Gifts	0.00	416.67	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6070300 · General Fund Gifts	502.25	6,250.00	0.00	0.00	63,308.14	63,308.14	75,000.00	-11,691.86	84.4%
6090100 · Annexation & Impact Fees	0.00	1,666.67	0.00	0.00	0.00	0.00	20,000.00	-20,000.00	0.0%
6105100 · Retiree/Cobra Insurance Payment	184.13	1,250.00	822.62	0.00	0.00	822.62	15,000.00	-14,177.38	5.5%
6110100 · Program Fees/Misc. Fees	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
6120100 · Meeting Room Fees	0.00	125.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
6130100 · Misc Sales (Bags/disks/T-shirt)	39.50	458.33	202.50	0.00	0.00	202.50	5,500.00	-5,297.50	3.7%
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	251.29	458.33	1,429.70	0.00	0.00	1,429.70	5,500.00	-4,070.30	26.0%
6157100 · CCS/LLSAP Income	1,810.74	1,041.67	3,621.45	0.00	0.00	3,621.45	12,500.00	-8,878.55	29.0%
6160100 · Solar Credits	0.00	208.33	1,920.00	0.00	0.00	1,920.00	2,500.00	-580.00	76.8%
6170300 · Per Capita Grant	0.00	5,833.33	0.00	0.00	61,983.93	61,983.93	70,000.00	-8,016.07	88.5%
6200100 · Over/Short	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6210300 · Miscellaneous Grants	0.00	3,333.33	0.00	0.00	9,868.67	9,868.67	40,000.00	-30,131.33	24.7%
Total Revenues	53,740.77	301,310.77	3,212,392.24	326.73	135,243.04	3,347,962.01	3,615,729.27	-267,767.26	7.05
Total Revenues	53,740.77	301,310.77	3,212,392.24	326.73	135,243.04	3,347,962.01	3,615,729.27	-267,767.26	92.6%
Expenditures									
Personnel Expenses									
8910100 · Salaries	150,653.14	130,416.67	569,109.71	0.00	0.00	569,109.71	1,565,000.00	-995,890.29	36.4%
8920100 · FICA/Medicare	11,296.74	10,000.00	42,025.95	0.00	0.00	42,025.95	120,000.00	-77,974.05	35.0%
8930100 · IMRF	17,531.48	13,125.00	62,960.47	0.00	0.00	62,960.47	157,500.00	-94,539.53	40.0%
8940100 · Health & Life Insurance	22,455.56	22,916.67	101,743.88	0.00	0.00	101,743.88	275,000.00	-173,256.12	37.0%
8945100 · Employment Screening	0.00	291.67	228.60	0.00	0.00	228.60	3,500.00	-3,271.40	6.5%
8950100 · Tuition Reimbursement	-1,075.25	1,250.00	181.50	0.00	0.00	181.50	15,000.00	-14,818.50	1.2%
8955100 · Telecommute Reimbursements	0.00	458.33	0.00	0.00	0.00	0.00	5,500.00	-5,500.00	0.0%
8960100 · Memberships & Dues	240.00	333.33	701.00	0.00	0.00	701.00	4,000.00	-3,299.00	17.5%
8970100 · Travel	18.08	708.33	125.43	0.00	0.00	125.43	8,500.00	-8,374.57	1.5%
8980100 · Continuing Education (Mtg/Conf)	418.00	333.33	689.95	0.00	0.00	689.95	4,000.00	-3,310.05	17.2%
Total Personnel	201,537.75	179,833.33	777,766.49	0.00	0.00	777,766.49	2,158,000.00	-1,380,233.51	36.0%
Materials and Supplies									
8010100 · Adult Books	5,894.41	5,208.33	18,815.62	0.00	0.00	18,815.62	62,500.00	-43,684.38	30.1%
8020100 · Youth Books	2,403.04	4,333.33	10,420.63	0.00	0.00	10,420.63	52,000.00	-41,579.37	20.0%
8025100 · Professional Resources	163.78	291.67	163.78	0.00	0.00	163.78	3,500.00	-3,336.22	4.7%
8028100 · Administrative Resources	0.00	250.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
8030100 · Magazines & Newspapers	92.98	1,166.67	11,201.06	0.00	0.00	11,201.06	14,000.00	-2,798.94	80.0%
8040300 · Operating Fund Gifts(Donations)	458.84	12,500.00	17.98	0.00	2,546.51	2,564.49	150,000.00	-147,435.51	1.7%

McHenry Public Library District
Financial Report Detail by Fund
For the 5 Month(s) Ended November 30, 2021

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
8050100 · Adult AV Materials	2,413.38	2,916.67	8,316.34	0.00	0.00	8,316.34	35,000.00	-26,683.66	23.8%
8060100 · Youth AV Materials	1,048.35	1,104.17	2,371.76	0.00	0.00	2,371.76	13,250.00	-10,878.24	17.9%
8070100 · Library of Things	0.00	208.33	1,574.74	0.00	0.00	1,574.74	2,500.00	-925.26	63.0%
8080100 · Video Games	1,270.00	1,166.67	2,090.00	0.00	0.00	2,090.00	14,000.00	-11,910.00	14.9%
8090100 · Digital Media Services	2,950.86	7,291.67	15,592.43	0.00	0.00	15,592.43	87,500.00	-71,907.57	17.8%
8095100 · Electronic Resources	8,238.48	5,833.33	19,510.08	0.00	0.00	19,510.08	70,000.00	-50,489.92	27.9%
8120100 · Library Supplies	257.29	583.33	624.33	0.00	0.00	624.33	7,000.00	-6,375.67	8.9%
8130100 · Tech Services Supplies	1,054.17	3,125.00	3,694.40	0.00	0.00	3,694.40	37,500.00	-33,805.60	9.9%
8135100 · Bindery	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
8140100 · Adult Programs & Supplies	1,865.34	1,291.67	4,435.14	0.00	0.00	4,435.14	15,500.00	-11,064.86	28.6%
8142100 · Comicon	0.00	250.00	1,297.51	0.00	0.00	1,297.51	3,000.00	-1,702.49	43.3%
8145100 · Circulation Supplies	0.00	125.00	143.95	0.00	0.00	143.95	1,500.00	-1,356.05	9.6%
8147100 · Summer Reading Club	10.00	583.33	535.00	0.00	0.00	535.00	7,000.00	-6,465.00	7.6%
8150100 · Youth Programs & Supplies	1,384.76	1,375.00	2,924.90	0.00	0.00	2,924.90	16,500.00	-13,575.10	17.7%
Total Material and Supplies	29,505.68	49,645.83	103,729.65	0.00	2,546.51	106,276.16	595,750.00	-489,473.84	17.8%
Contracted Services									
8215100 · Collection Agency Fees	0.00	75.00	0.00	0.00	0.00	0.00	900.00	-900.00	0.0%
8245100 · IT/Comp/Copier/Equip-Outsourced	5,186.50	7,500.00	34,563.00	0.00	0.00	34,563.00	90,000.00	-55,437.00	38.4%
8247100 · Automation--Staff	849.90	1,250.00	2,477.74	0.00	0.00	2,477.74	15,000.00	-12,522.26	16.5%
8260100 · Misc. Contracted Services	0.00	333.33	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
8270100 · Library Bank/Finance/Late Fee	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
8275100 · Public Pmt Processing Fees	140.95	166.67	772.14	0.00	0.00	772.14	2,000.00	-1,227.86	38.6%
Total Contracted Services	6,177.35	9,366.67	37,812.88	0.00	0.00	37,812.88	112,400.00	-74,587.12	33.6%
Consortium & IT/Network Services									
8310100 · Automation--Circulation/Catalog	0.00	8,750.00	35,186.78	0.00	0.00	35,186.78	105,000.00	-69,813.22	33.5%
8320100 · VOIP Phone Service	1,657.28	2,083.33	8,308.20	0.00	0.00	8,308.20	25,000.00	-16,691.80	33.2%
8325100 · Internet Services	1,412.16	1,166.67	5,429.59	0.00	0.00	5,429.59	14,000.00	-8,570.41	38.8%
Total Consortium & IT/Network Services	3,069.44	12,000.00	48,924.57	0.00	0.00	48,924.57	144,000.00	-95,075.43	34.0%
Professional Services									
8410100 · Accounting/Payroll/Audit Service	6,771.92	7,291.67	23,583.44	0.00	0.00	23,583.44	87,500.00	-63,916.56	27.0%
8420100 · Legal Services	0.00	1,333.33	1,477.50	0.00	0.00	1,477.50	16,000.00	-14,522.50	9.2%
8430100 · Other Consulting Fees	0.00	1,333.33	0.00	0.00	0.00	0.00	16,000.00	-16,000.00	0.0%
8440100 · In Service/Staff Training/LMS	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
Total Professional Services	6,771.92	10,166.67	25,060.94	0.00	0.00	25,060.94	122,000.00	-96,939.06	20.5%
Printing, Publications & Postage									
8510100 · Printing Services Outsourced	5,281.93	2,500.00	11,406.93	0.00	0.00	11,406.93	30,000.00	-18,593.07	38.0%
8530100 · Public Notices & ADS (Legal & Job)	0.00	125.00	550.00	0.00	0.00	550.00	1,500.00	-950.00	36.7%
8540100 · Postage/Shipping	1,981.26	1,375.00	5,009.70	0.00	0.00	5,009.70	16,500.00	-11,490.30	30.4%
8545100 · Printing/Copier Supplies	353.41	333.33	531.90	0.00	0.00	531.90	4,000.00	-3,468.10	13.3%
8550100 · Public Relations/Promotions	0.00	416.67	242.48	0.00	0.00	242.48	5,000.00	-4,757.52	4.9%
Total Printing, Publications & Postage	7,616.60	4,750.00	17,741.01	0.00	0.00	17,741.01	57,000.00	-39,258.99	31.1%
Utilities									
8610100 · Electricity	1,620.27	1,875.00	7,575.58	0.00	0.00	7,575.58	22,500.00	-14,924.42	33.7%
8620100 · Gas	295.14	625.00	762.47	0.00	0.00	762.47	7,500.00	-6,737.53	10.2%
8640100 · Water & Sewer	0.00	416.67	1,478.54	0.00	0.00	1,478.54	5,000.00	-3,521.46	29.6%
Total Utilities	1,915.41	2,916.67	9,816.59	0.00	0.00	9,816.59	35,000.00	-25,183.41	28.0%
Miscellaneous Operating Expenses									
8720100 · Building & Auto Insurance	20,150.00	2,583.33	30,785.00	0.00	0.00	30,785.00	31,000.00	-215.00	99.3%
8730100 · Bonding & Officers Liability	0.00	250.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
8740100 · Janitorial Services & Supplies	4,128.28	4,166.67	15,950.22	0.00	0.00	15,950.22	50,000.00	-34,049.78	31.9%
8745100 · Grounds Maintenance	14,819.66	2,083.33	17,283.04	0.00	0.00	17,283.04	25,000.00	-7,716.96	69.1%
8750100 · Building Operations/Maintenance	2,762.04	3,333.33	17,010.43	0.00	0.00	17,010.43	40,000.00	-22,989.57	42.5%
8760100 · Hospitality	100.49	500.00	938.91	0.00	0.00	938.91	6,000.00	-5,061.09	15.6%
8770100 · Library Lost & Damaged Materials	20.00	58.33	90.10	0.00	0.00	90.10	700.00	-609.90	12.9%
8795100 · Miscellaneous	0.00	58.33	0.56	0.00	0.00	0.56	700.00	-699.44	0.1%
Total Miscellaneous Operating Expenses	41,980.47	13,033.33	82,058.26	0.00	0.00	82,058.26	156,400.00	-74,341.74	52.5%

McHenry Public Library District
Financial Report Detail by Fund
For the 5 Month(s) Ended November 30, 2021

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Grant & Gift Fund Expenses									
8800300 · 2020/21 Per Capita Grant	0.00	5,791.67	0.00	0.00	0.00	0.00	69,500.00	-69,500.00	0.0%
8800311 · Adult Materials - Per Capita	0.00	0.00	0.00	0.00	83.21	83.21	0.00	83.21	100.0%
8800321 · Youth Materials - Per Capita	0.00	0.00	0.00	0.00	2,074.77	2,074.77	0.00	2,074.77	100.0%
8800331 · Staff Software - Per Capita	0.00	0.00	0.00	0.00	265.00	265.00	0.00	265.00	100.0%
8800332 · Public Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800333 · Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800341 · Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800342 · Additional Expenses (Personnel)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9030300 · Misc. Grants	0.00	3,333.33	0.00	0.00	894.04	894.04	40,000.00	-39,105.96	2.2%
9200300 · Additional Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Grant & Gift Fund Expenses	0.00	9,125.00	0.00	0.00	3,317.02	3,317.02	109,500.00	-106,182.98	3.0%
Capital Expenses									
9060100 · Library Furnishings	0.00	1,250.00	93.57	0.00	0.00	93.57	15,000.00	-14,906.43	0.6%
9070100 · Library Equipment	0.00	791.67	0.00	0.00	0.00	0.00	9,500.00	-9,500.00	0.0%
9080100 · Small Equipment under \$250	0.00	375.00	0.00	0.00	0.00	0.00	4,500.00	-4,500.00	0.0%
9090100 · Adtl. Capital Projects & Equipment	0.00	3,333.33	0.00	0.00	0.00	0.00	40,000.00	-40,000.00	0.0%
Total Capital Expenses	0.00	5,750.00	93.57	0.00	0.00	93.57	69,000.00	-68,906.43	0.1%
Transfer to Reserve Fund									
9100100 · Transfer to Reserve Fund	0.00	5,833.33	0.00	0.00	0.00	0.00	70,000.00	-70,000.00	0.0%
Total Transfer to Reserve Fund	0.00	5,833.33	0.00	0.00	0.00	0.00	70,000.00	-70,000.00	0.0%
Debt Services									
9040200 · Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9050200 · Improv. & Equip. not directly related to building plan, misc	0.00	4,166.67	0.00	0.00	0.00	0.00	50,000.00	-50,000.00	0.0%
9060200 · Expenditures pursuant to statutory guidelines of the Lib. I	0.00	16,666.67	0.00	0.00	0.00	0.00	200,000.00	-200,000.00	0.0%
9095100 · Debt Service - GF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9115100 · Recovery Zone Bond Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9120100 · Recovery Zone Bond Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Debt Services	0.00	20,833.33	0.00	0.00	0.00	0.00	250,000.00	-250,000.00	0.0%
	298,574.62	323,254.17	1,103,003.96	0.00	5,863.53	1,108,867.49	3,879,050.00	-2,770,182.51	28.6%
Total Expenditures	298,574.62	323,254.17	1,103,003.96	0.00	5,863.53	1,108,867.49	3,879,050.00	-2,770,182.51	28.6%
Net Total	-244,833.85	-21,943.39	2,109,388.28	326.73	129,379.51	2,239,094.52	-263,320.73	2,502,415.25	

McHenry Public Library District
Financial Report Detail by Month
For the 5 Month(s) Ended November 30, 2021

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Revenues													
6010100 · Property Taxes	1,646,954.58	127,659.33	1,322,448.25	47,506.20	48,716.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,193,285.29
6020200 · Developer Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6030100 · Interest Income - General	0.00	15.89	40.52	40.26	39.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	136.16
6030200 · Special Reserve Fund Interest	76.86	66.05	54.77	62.01	67.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	326.73
6030300 · Grant/Gifts Fund Interest	16.92	12.27	15.82	17.92	19.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	82.30
6035100 · Dividends	0.00	0.00	63.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	63.00
6040100 · Nonresident/Enhanced Fee Cards	0.00	45.00	45.00	0.00	45.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	135.00
6050100 · Fines and Fees	1,698.98	1,278.18	1,527.40	1,572.58	1,220.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,298.02
6055100 · Collection Agency Fees	10.00	0.00	14.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00
6060100 · Copy/Scan/Fax Income	569.20	584.20	831.30	625.65	844.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,454.50
6070200 · Reserve Fund Gifts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6070300 · General Fund Gifts	5,301.00	2.80	57,494.54	7.55	502.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	63,308.14
6080200 · Bond & Debt Certificate Sale	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6090100 · Annexation & Impact Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6090200 · Transfers From Other Funds (9100-100)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6105100 · Retiree/Cobra Insurance Payment	174.84	0.00	183.69	279.96	184.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	822.62
6110100 · Program Fees/Misc. Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6120100 · Meeting Room Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6130100 · Misc Sales (Bags/disks/T-shirt)	46.00	34.00	52.00	31.00	39.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	202.50
6130200 · Misc. Income SR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6150100 · Lost & Damaged Materials	177.46	413.99	327.60	259.36	251.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,429.70
6157100 · CCS/LLSAP Income	0.00	0.00	1,810.71	0.00	1,810.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,621.45
6160100 · Solar Credits	0.00	0.00	1,920.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,920.00
6170300 · Per Capita Grant	0.00	61,983.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61,983.93
6200100 · Over/Short	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6210300 · Miscellaneous Grants	0.00	9,868.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,868.67
Total Revenues	1,655,025.84	201,964.31	1,386,828.60	50,402.49	53,740.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,347,962.01
Expenditures													
Personnel Expenses													
8910100 · Salaries	106,697.96	108,643.35	103,010.70	100,104.56	150,653.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	569,109.71
8920100 · FICA/Medicare	7,760.28	7,896.77	7,758.95	7,313.21	11,296.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42,025.95
8930100 · IMRF	11,728.38	12,008.88	11,126.47	10,565.26	17,531.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	62,960.47
8940100 · Health & Life Insurance	18,967.42	20,642.54	18,628.41	21,049.95	22,455.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	101,743.88
8945100 · Employment Screening	55.90	0.00	63.90	108.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	228.60
8950100 · Tuition Reimbursement	0.00	545.75	711.00	0.00	-1,075.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	181.50
8955100 · Telecommute Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8960100 · Memberships & Dues	50.00	148.00	0.00	263.00	240.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	701.00
8970100 · Travel	26.93	24.92	43.96	11.54	18.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.43
8980100 · Continuing Education (Mtg/Conf)	78.00	0.00	100.00	93.95	418.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	689.95
Total Personnel	145,364.87	149,910.21	141,443.39	139,510.27	201,537.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	777,766.49

McHenry Public Library District
Financial Report Detail by Month
For the 5 Month(s) Ended November 30, 2021

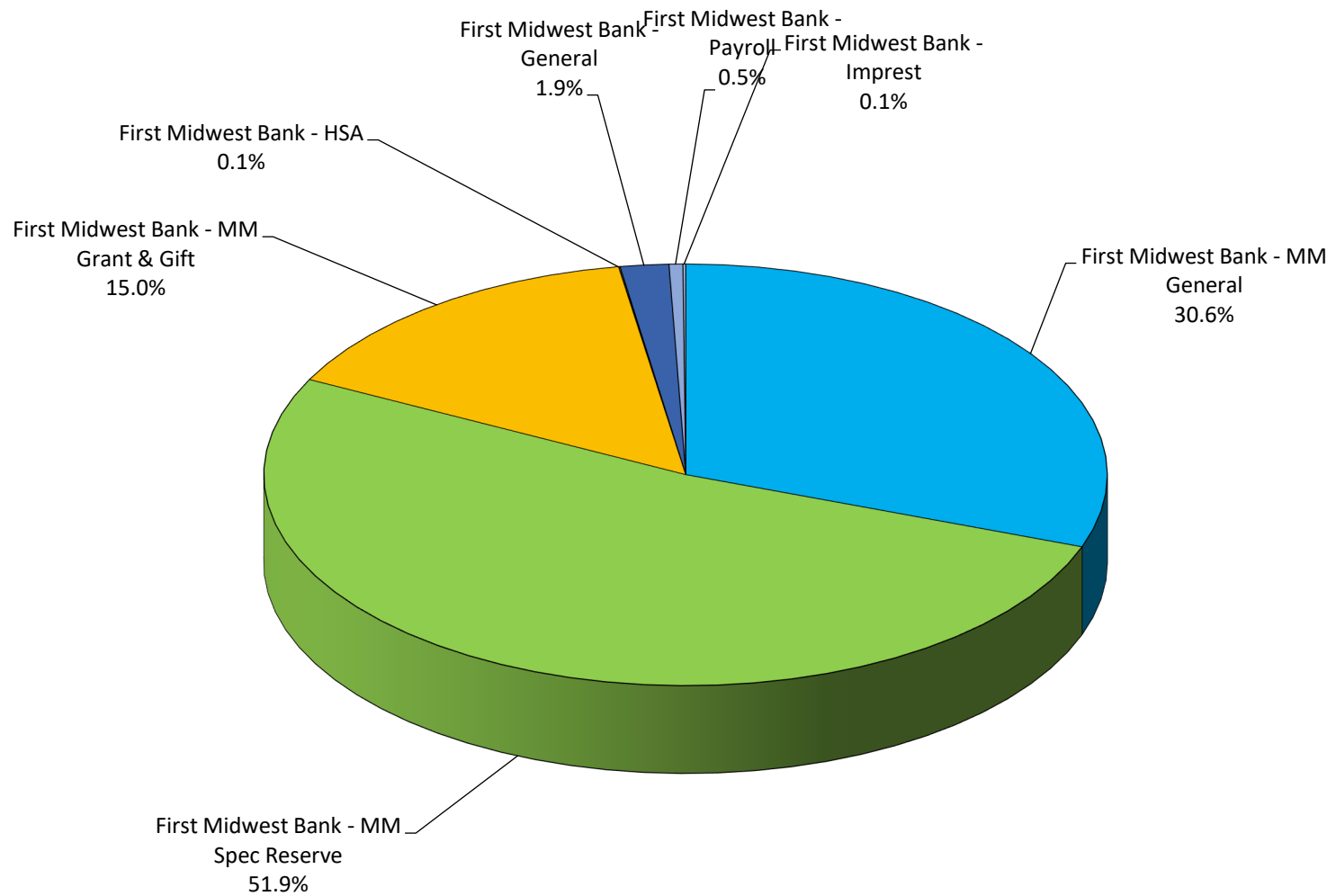
	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Materials and Supplies													
8010100 · Adult Books	0.00	3,100.84	7,254.80	2,565.57	5,894.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,815.62
8020100 · Youth Books	0.00	4,060.77	2,129.68	1,827.14	2,403.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,420.63
8025100 · Professional Resources	0.00	0.00	0.00	0.00	163.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	163.78
8028100 · Administrative Resources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8030100 · Magazines & Newspapers	262.60	74.10	10,430.23	341.15	92.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,201.06
8040300 · Operating Fund Gifts(Donations)	1,124.99	608.05	198.78	173.83	458.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,564.49
8050100 · Adult AV Materials	0.00	396.97	1,111.87	4,394.12	2,413.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,316.34
8060100 · Youth AV Materials	0.00	149.07	278.07	896.27	1,048.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,371.76
8070100 · Library of Things	0.00	0.00	1,574.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,574.74
8080100 · Video Games	0.00	0.00	180.00	640.00	1,270.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,090.00
8090100 · Digital Media Services	0.00	2,498.55	2,504.91	7,638.11	2,950.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,592.43
8095100 · Electronic Resources	1,719.74	5,536.00	2,472.42	1,543.44	8,238.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,510.08
8120100 · Library Supplies	20.58	139.27	194.33	12.86	257.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	624.33
8130100 · Tech Services Supplies	107.65	586.42	1,002.37	943.79	1,054.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,694.40
8135100 · Bindery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8140100 · Adult Programs & Supplies	200.00	1,145.07	682.29	542.44	1,865.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,435.14
8142100 · Comicon	0.00	0.00	1,000.60	296.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,297.51
8145100 · Circulation Supplies	0.00	0.00	88.00	55.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	143.95
8147100 · Summer Reading Club	525.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	535.00
8150100 · Youth Programs & Supplies	369.99	639.57	97.74	432.84	1,384.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,924.90
Total Material and Supplies	4,330.55	18,934.68	31,200.83	22,304.42	29,505.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	106,276.16
Contracted Services													
8215100 · Collection Agency 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
8245100 · IT/Comp/Copier/Equip-Outsourced	6,383.50	5,256.50	12,300.00	5,436.50	5,186.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34,563.00
8247100 · Automation--Staff	458.94	498.00	0.00	670.90	849.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,477.74
8260100 · Misc. Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8270100 · Library Bank/Finance/Late Fee	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
8275100 · Public Pmt Processing Fees	134.95	207.25	148.28	140.71	140.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	772.14
Total Contracted Services	6,977.39	5,961.75	12,448.28	6,248.11	6,177.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37,812.88
Consortium & IT/Network Services													
8310100 · Automation--Circulation/Catalog	17,593.39	0.00	0.00	17,593.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,186.78
8320100 · VOIP Phone Service	1,665.96	1,656.05	1,656.05	1,672.86	1,657.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,308.20
8325100 · Internet Services	392.63	1,261.30	1,141.34	1,222.16	1,412.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,429.59
Total Consortium & IT/Network Services	19,651.98	2,917.35	2,797.39	20,488.41	3,069.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48,924.57
Professional Services													
8410100 · Accounting/Payroll/Audit Service	494.30	934.20	5,509.20	9,873.82	6,771.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,583.44
8420100 · Legal Services	0.00	397.50	765.00	315.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,477.50
8430100 · Other Consulting 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
8440100 · In Service/Staff Training/LMS	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 Professional Services	494.30	1,331.70	6,274.20	10,188.82	6,771.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,060.94
Printing, Publications & Postage													
8510100 · Printing Services Outsourced	0.00	12,361.50	-6,236.50	0.00	5,281.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,406.93
8530100 · Public Notices & ADS (Legal & Job)	0.00	0.00	550.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	550.00
8540100 · Postage/Shipping	-12.61	554.62	2,141.56	344.87	1,981.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,009.70
8545100 · Printing/Copier Supplies	0.00	0.00	0.00	178.49	353.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	531.90
8550100 · Public Relations/Promotions	0.00	222.48	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	242.48
Total Printing, Publications & Postage	-12.61	13,138.60	-3,524.94	523.36	7,616.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,741.01
Utilities													
8610100 · Electricity	0.00	1,907.11	2,060.44	1,987.76	1,620.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,575.58
8620100 · Gas	0.00	219.58	247.75	0.00	295.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	762.47
8640100 · Water & Sewer	0.00	0.00	514.71	963.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,478.54
Total Utilities	0.00	2,126.69	2,822.90	2,951.59	1,915.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,816.59
Miscellaneous Operating Expenses													
8720100 · Building & Auto Insurance	0.00	0.00	9,427.00	1,208.00	20,150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,785.00
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	255.48	3,651.50	4,149.89	3,765.07	4,128.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,950.22
8745100 · Grounds Maintenance	425.00	290.00	1,217.01	531.37	14,819.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,283.04
8750100 · Building Operations/Maintenance	823.04	4,585.33	5,347.72	3,492.30	2,762.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,010.43

McHenry Public Library District
Financial Report Detail by Month
For the 5 Month(s) Ended November 30, 2021

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
8760100 · Hospitality	20.25	539.43	143.93	134.81	100.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	938.91
8770100 · Library Lost & Damaged Materials	0.00	0.00	0.00	70.10	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90.10
8795100 · Miscellaneous	-46.85	47.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.56
Total Miscellaneous Operating Expenses	1,476.92	9,113.67	20,285.55	9,201.65	41,980.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	82,058.26
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	61.38	21.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	83.21
8800321 · Youth Materials - Per Capita	0.00	2,019.54	55.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,074.77
8800331 · Staff Software - Per Capita	265.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	265.00
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	142.46	493.24	258.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	894.04
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	407.46	2,574.16	335.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,317.02
Capital Expenses													
9060100 · Library Furnishings	0.00	0.00	0.00	93.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	93.57
9070100 · Library 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
9080100 · Small Equipment under \$250	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
9090100 · Adtl. Capital Projects & 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
Total Capital Expenses	0.00	0.00	0.00	93.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	93.57
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 · Improv. & Equip. not directly related to buildin	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
9060200 · Expenditures pursuant to statutory guidelines	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
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	178,690.86	206,008.81	214,083.00	211,510.20	298,574.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,108,867.49
Net Total	1,476,334.98	-4,044.50	1,172,745.60	-161,107.71	-244,833.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,239,094.52

**McHenry Public Library District
Investments
For the 5 Month(s) Ended November 30, 2021**

Bank	Current Rate	Book Balance
First Midwest Bank - MM General	0.038%	1,107,054
First Midwest Bank - MM Spec Reserve	0.038%	1,879,823
First Midwest Bank - MM Grant & Gift	0.038%	543,230
First Midwest Bank - HSA	n/a	1,852
First Midwest Bank - General	n/a	67,313
First Midwest Bank - Payroll	n/a	19,118
First Midwest Bank - Imprest	n/a	4,000
Total	\$	3,622,390



McHenry Public Library District
 INTERIM CHECKS ISSUED - November 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	\$ 1,657.28	8320-100	11/04/21	EFT
	subtotal for account	\$ 1,657.28			

Account - HSA/Building					
First Midwest Bank	Employer contributions HSA	\$ 875.00	8940-100	11/02/21	EFT
First Midwest Bank	employee contributions HSA	\$ 864.21	8940-100	11/02/21	EFT
First Midwest Bank	employee contributions HSA	\$ 864.21	8940-100	11/16/21	EFT
First Midwest Bank	employee contributions HSA	\$ 864.21	8940-100	11/30/21	EFT
	subtotal for account	\$ 3,467.63			

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 October 2021	\$17,015.58	8930-100	11/03/22	EFT
IL Municipal Retirement Fund	IMRF November 2021	\$26,101.78	8930-100	11/03/22	EFT
	subtotal for account	\$ 43,117.36			

Account - Imprest					
<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	\$ -			

GRAND TOTAL CHECKS ISSUED \$ 48,242.27

AMAZON					
December 2021					
8010-100	8120-100	8150-100	8750-100	8760-100	
98.43	40.15	35.37	103.97	25.00	
	20.46	6.99	205.79		
	66.55	161.20			
		126.65			
		140.64			
					TOTAL
\$ 98.43	\$ 127.16	\$ 470.85	\$ 309.76	\$ 25.00	\$ 1,031.20

Bankcard Processing Center

December 2021

Name	Tran Date	Merchant Name	Amount	Account #	Total
MILFAJT	12/2/2021	SHAW SUBURBAN MEDIA-SUBS	\$ 74.10	8030-100	\$ 74.10
JAKACKI	12/3/2021	CHURROS Y CHOCOLATE - AL	\$ 61.50	8040-300	\$ 61.50
TERRILL	11/19/2021	MOBILE BEACON	\$ 144.00	8070-100	
TERRILL	11/18/2021	MOBILE BEACON	\$ 600.00	8070-100	\$ 744.00
STRAIN	11/29/2021	Netflix.com	\$ 17.99	8090-100	
STRAIN	11/29/2021	HLU*Hulu 1804006090386-U	\$ 12.99	8090-100	
STRAIN	11/28/2021	DisneyPLUS	\$ 7.00	8090-100	
TERRILL	11/26/2021	HLU*Hulu 1802467695832-U	\$ 12.99	8090-100	
TERRILL	11/26/2021	Netflix.com	\$ 17.99	8090-100	
TERRILL	11/27/2021	Disney PLUS	\$ 7.00	8090-100	
TERRILL	11/22/2021	HLU*Hulu 1597220921777-U	\$ 12.99	8090-100	
TERRILL	11/20/2021	DisneyPLUS	\$ 7.00	8090-100	
TERRILL	11/20/2021	Netflix.com	\$ 17.99	8090-100	
TERRILL	11/15/2021	HLU*Hulu 1592603293246-U	\$ 12.99	8090-100	
TERRILL	11/12/2021	DisneyPLUS	\$ 7.00	8090-100	
TERRILL	11/12/2021	Netflix.com	\$ 17.99	8090-100	\$ 151.92
JAKACKI	11/24/2021	SMARTSIGN	\$ 675.00	8120-100	\$ 675.00
TERRILL	12/7/2021	WM SUPERCENTER #1377	\$ 5.94	8140-100	\$ 5.94
TERRILL	11/24/2021	COLLABORATIVE SUMMER LIBR	\$ 353.80	8147-100	\$ 353.80
KARWOWSKA	11/28/2021	WALMART.COM AA	\$ 36.92	8150-100	
KARWOWSKA	11/27/2021	OTC BRANDS INC	\$ 44.03	8150-100	
KARWOWSKA	11/23/2021	WM SUPERCENTER #1413	\$ 3.88	8150-100	\$ 84.83
JAKACKI	11/11/2021	'NINITE.COM 866.925.0825	\$ 240.00	8245-100	
JAKACKI	11/9/2021	CALL2RECYCLE	\$ 80.00	8245-100	\$ 320.00
JAKACKI	12/3/2021	MANGOAPPS	\$ 499.00	8247-100	
JAKACKI	12/1/2021	EIG*CONSTANTCONTACT.COM	\$ 798.00	8247-100	\$ 1,297.00
GUNNESS	11/12/2021	USPS PO 1646800050	\$ 23.08	8540-100	
MAJKA	12/7/2021	USPS PO 1646800050	\$ 6.06	8540-100	
MAJKA	11/29/2021	USPS PO 1646800050	\$ 16.35	8540-100	
MAJKA	11/22/2021	USPS PO 1646800050	\$ 26.04	8540-100	\$ 71.53
CLAUCHERTY	11/19/2021	JEWEL OSCO 1518	\$ 36.93	8750-100	\$ 36.93
CLAUCHERTY	11/26/2021	MEIJER # 218	\$ 15.96	8760-100	
CLAUCHERTY	11/23/2021	MEIJER # 218	\$ 28.97	8760-100	
CLAUCHERTY	11/23/2021	WALGREENS #5469	\$ 5.38	8760-100	
CLAUCHERTY	11/18/2021	THE HOME DEPOT #1969	\$ 13.74	8760-100	
JAKACKI	11/30/2021	HOBBY-LOBBY #0186	\$ 20.81	8760-100	
JAKACKI	11/30/2021	PARTY CITY 5331	\$ 48.57	8760-100	
JAKACKI	11/30/2021	PARTY CITY 5331	\$ (7.29)	8760-100	
JAKACKI	11/29/2021	DOLLAR TREE	\$ 12.00	8760-100	\$ 138.14

Bankcard Processing Center					
December 2021					
Name	Tran Date	Merchant Name	Amount	Account #	Total
MAY	12/3/2021	NATIONAL CRIME SEARCH	\$ 52.90	8945-100	\$ 52.90
STRAIN	11/12/2021	AMERLIBASSOC ECOMMERCE	\$ 228.00	8960-100	
STRAIN	11/12/2021	AMERLIBASSOC ECOMMERCE	\$ 217.00	8960-100	\$ 445.00
JAKACKI	11/11/2021	LIBRARYWORKS.COM	\$ 49.00	8980-100	
KARWOWSKA	12/7/2021	EVENTCOMBOUS*ANDERSONS	\$ 65.00	8980-100	\$ 114.00
BANKCARD PROCESSING CENTER			\$4,626.59	TOTAL	\$4,626.59
PO BOX 6818					
Carol Stream, IL 60197-6818					

Financial Report

For the 6 Month(s) Ended December 31, 2021
FISCAL YEAR 2022



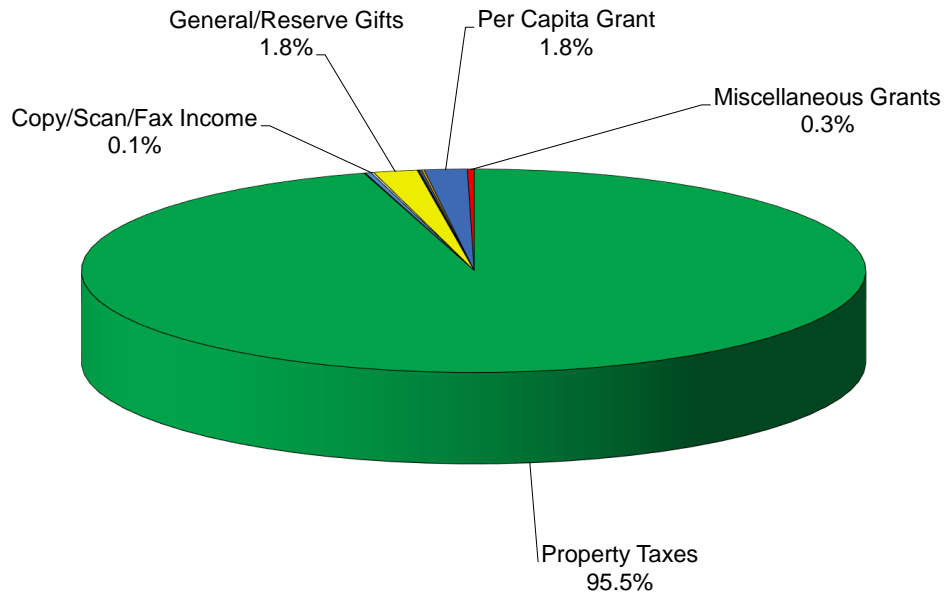
McHenry Public Library District
Budget vs. Actual Summary
For the 6 Month(s) Ended December 31, 2021

50% of Fiscal Year

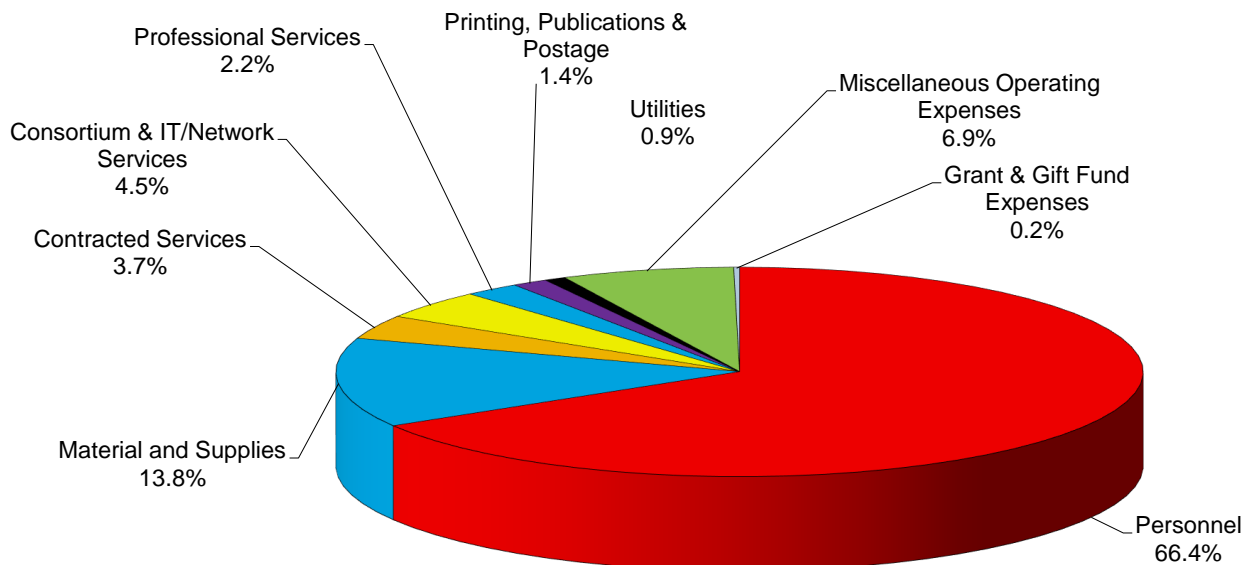
Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
REVENUE					
Property Taxes	3,360,077	3,279,679	102.5%	2,965,309	13%
Developer Fees	1,246	50,000	2.5%	14,418	-91%
Interest & Dividends- All Funds	724	2,300	31.5%	637	14%
Fines and Misc. Fees	8,148	10,750	75.8%	2,911	180%
Copy/Scan/Fax Income	4,345	21,000	20.7%	702	519%
General/Reserve Gifts	63,311	80,000	79.1%	1,401	4420%
Annexation & Impact Fees	-	20,000	0.0%	3,275	-100%
Retiree/Cobra Insurance Payment	956	15,000	6.4%	2,404	-60%
Misc. Sales & Income	217	6,000	3.6%	-	0%
Lost & Damaged Materials	1,627	5,500	29.6%	914	78%
CCS/LLSAP Income	3,621	12,500	29.0%	3,122	16%
Solar Credits	3,600	2,500	144.0%	1,200	200%
Per Capita Grant	61,984	70,000	88.5%	52,529	18%
Over/Short	-	500	0.0%	-	0%
Miscellaneous Grants	9,869	40,000	24.7%	-	0%
Actual Revenues	3,519,726	3,615,729	97.3%	3,048,821	15%
Budgeted Revenues	3,615,729				
% Diff	97%				
Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
OPERATING EXPENDITURES					
Personnel	932,116	2,158,000	43.2%	1,251,611	-26%
Material and Supplies	193,834	595,750	32.5%	190,273	2%
Contracted Services	51,701	112,400	46.0%	58,929	-12%
Consortium & IT/Network Services	62,894	144,000	43.7%	49,046	28%
Professional Services	31,377	122,000	25.7%	26,924	17%
Printing, Publications & Postage	20,109	57,000	35.3%	12,188	65%
Utilities	11,940	35,000	34.1%	13,611	-12%
Miscellaneous Operating Expenses	97,192	156,400	62.1%	72,446	34%
Grant & Gift Fund Expenses	3,317	109,500	3.0%	9,922	-67%
Actual Expenditures	1,404,482	3,490,050	40.2%	1,684,950	-17%
Budgeted Expenditures	3,490,050				
% Diff	40%				
SURPLUS / (DEFICIT) FROM OPERATIONS	2,115,244	125,679	1683.0%	1,363,872	55%
CAPITAL EXPENDITURES & DEBT SERVICE					
Capital Expenses	3,552	69,000	5.1%	2,629	-100%
Debt Service	-	250,000	0.0%	37,563	-91%
Transfer to Reserve Fund	-	70,000	0.0%	-	0%
Actual Expenditures	3,552	389,000	0.9%	40,193	-100%
Budgeted Expenditures	389,000				
% Diff	1%				
TOTAL SURPLUS / (DEFICIT)	2,111,692	(263,321)		1,323,679	
BEGINNING FUND BALANCE	1,374,650				
ENDING FUND BALANCE	3,486,342				

McHenry Public Library District
 Budget vs. Actual Summary
 For the 6 Month(s) Ended December 31, 2021

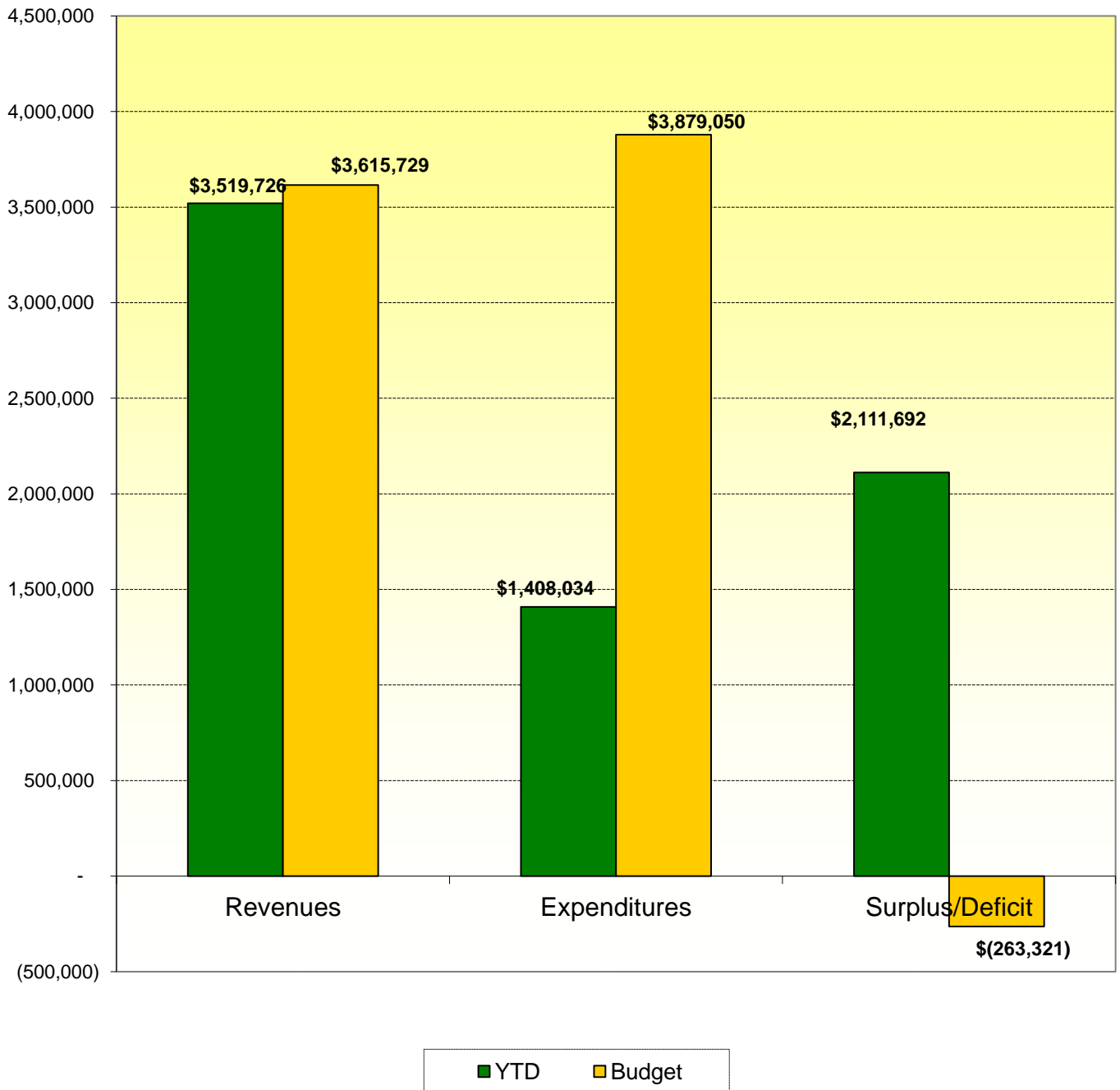
Revenue Distribution



Operational Expenditure Distribution



McHenry Public Library District
Budget vs. Actual Summary
For the 6 Month(s) Ended December 31, 2021



McHenry Public Library District
Budget vs. Actual Summary
For the 6 Month(s) Ended December 31, 2021

50% of Fiscal Year

Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	% of Budget
REVENUE						
Property Taxes	3,360,077	-	-	3,360,077	3,279,679	102%
Developer Fees	-	1,246	-	1,246	50,000	2%
Interest and Dividends	230	393	101	724	2,300	31%
Fines and Misc Fees	8,148	-	-	8,148	10,750	76%
Copy/Scan/Fax Income	4,345	-	-	4,345	21,000	21%
General/Reserve Gifts	-	-	63,311	63,311	80,000	79%
Annexation & Impact Fees	-	-	-	-	20,000	0%
Retiree/Cobra Insurance Payment	956	-	-	956	15,000	6%
Misc. Sales & Income	217	-	-	217	6,000	4%
Lost & Damaged Materials	1,627	-	-	1,627	5,500	30%
CCS/LLSAP Income	3,621	-	-	3,621	12,500	29%
Solar Credits	3,600	-	-	3,600	2,500	144%
Per Capita Grant	-	-	61,984	61,984	70,000	89%
Over/Short	-	-	-	-	500	0%
Miscellaneous Grants	-	-	9,869	9,869	40,000	25%
Actual Revenues	3,382,822	1,639	135,265	3,519,726	3,615,729	97%
Budgeted Revenues	3,373,729	56,500	185,500	3,615,729		
% Diff	100%	3%	73%	97%		
OPERATING EXPENDITURES						
Personnel	932,116	-	-	932,116	2,158,000	43%
Material and Supplies	191,202	-	2,632	193,834	595,750	33%
Contracted Services	51,701	-	-	51,701	112,400	46%
Consortium & IT/Network Services	62,894	-	-	62,894	144,000	44%
Professional Services	31,377	-	-	31,377	122,000	26%
Printing, Publications & Postage	20,109	-	-	20,109	57,000	35%
Utilities	11,940	-	-	11,940	35,000	34%
Miscellaneous Operating Expenses	97,192	-	-	97,192	156,400	62%
Grant & Gift Fund Expenses	-	-	3,317	3,317	109,500	3%
Actual Expenditures	1,398,533	-	5,949	1,404,482	3,490,050	40%
Budgeted Expenditures	3,230,550		259,500	3,490,050		
% Diff	43%	0%	2%	40%		
SURPLUS / (DEFICIT) FROM OPERATIONS	1,984,289	1,639	129,316	2,115,244	125,679	1683%
CAPITAL EXPENDITURES & DEBT SERVICE						
Capital Expenses	3,552	-	-	3,552	69,000	5%
Debt Service	-	-	-	-	250,000	0%
Transfer to Reserve Fund	-	-	-	-	70,000	0%
Actual Expenditures	3,552	-	-	3,552	389,000	1%
Budgeted Expenditures	139,000	250,000	-	389,000		
% Diff	3%	0%	0%	1%		
Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	
TOTAL SURPLUS / (DEFICIT)	1,980,737	1,639	129,316	2,111,692	(263,321)	
BEGINNING FUND BALANCE	(941,205)	1,895,647	420,208	1,374,650		
Special Reserve Transfer Resolution (Board Approved 9.21.21)	1,700,000	(1,700,000)	-	-		
ENDING FUND BALANCE	2,739,532	197,286	549,524	3,486,342		
Fund Balance as % of Total Expenditures	195%	0%	9237%	248%		

McHenry Public Library District
Financial Report Detail by Fund
For the 6 Month(s) Ended December 31, 2021

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Revenues									
6010100 - Property Taxes	166,792.00	273,306.61	3,360,077.29	0.00	0.00	3,360,077.29	3,279,679.27	80,398.02	102.5%
6020200 - Developer Fees	1,246.00	4,166.67	0.00	1,246.00	0.00	1,246.00	50,000.00	-48,754.00	2.5%
6030100 - Interest Income - General	30.80	41.67	166.96	0.00	0.00	166.96	500.00	-333.04	33.4%
6030200 - Special Reserve Fund Interest	66.22	83.33	0.00	392.95	0.00	392.95	1,000.00	-607.05	39.3%
6030300 - Grant/Gifts Fund Interest	19.13	41.67	0.00	0.00	101.43	101.43	500.00	-398.57	20.3%
6035100 - Dividends	0.00	25.00	63.00	0.00	0.00	63.00	300.00	-237.00	21.0%
6040100 - Nonresident/Enhanced Fee Cards	0.00	62.50	135.00	0.00	0.00	135.00	750.00	-615.00	18.0%
6050100 - Fines and Fees	681.14	458.33	7,979.16	0.00	0.00	7,979.16	5,500.00	2,479.16	145.1%
6055100 - Collection Agency Fees	10.00	41.67	34.00	0.00	0.00	34.00	500.00	-466.00	6.8%
6060100 - Copy/Scan/Fax Income	890.05	1,750.00	4,344.55	0.00	0.00	4,344.55	21,000.00	-16,655.45	20.7%
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	3.00	6,250.00	0.00	0.00	63,311.14	63,311.14	75,000.00	-11,688.86	84.4%
6090100 - Annexation & Impact Fees	0.00	1,666.67	0.00	0.00	0.00	0.00	20,000.00	-20,000.00	0.0%
6105100 - Retiree/Cobra Insurance Payment	133.44	1,250.00	956.06	0.00	0.00	956.06	15,000.00	-14,043.94	6.4%
6110100 - Program Fees/Misc. Fees	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
6120100 - Meeting Room Fees	0.00	125.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
6130100 - Misc Sales (Bags/disks/T-shirt)	14.50	458.33	217.00	0.00	0.00	217.00	5,500.00	-5,283.00	3.9%
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	197.44	458.33	1,627.14	0.00	0.00	1,627.14	5,500.00	-3,872.86	29.6%
6157100 - CCS/LLSAP Income	0.00	1,041.67	3,621.45	0.00	0.00	3,621.45	12,500.00	-8,878.55	29.0%
6160100 - Solar Credits	1,680.00	208.33	3,600.00	0.00	0.00	3,600.00	2,500.00	1,100.00	144.0%
6170300 - Per Capita Grant	0.00	5,833.33	0.00	0.00	61,983.93	61,983.93	70,000.00	-8,016.07	88.5%
6200100 - Over/Short	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6210300 - Miscellaneous Grants	0.00	3,333.33	0.00	0.00	9,868.67	9,868.67	40,000.00	-30,131.33	24.7%
Total Revenues	171,763.72	301,310.77	3,382,821.61	1,638.95	135,265.17	3,519,725.73	3,615,729.27	-96,003.54	8.20
Total Revenues	171,763.72	301,310.77	3,382,821.61	1,638.95	135,265.17	3,519,725.73	3,615,729.27	-96,003.54	97.3%
Expenditures									
Personnel Expenses									
8910100 - Salaries	101,135.06	130,416.67	670,244.77	0.00	0.00	670,244.77	1,565,000.00	-894,755.23	42.8%
8920100 - FICA/Medicare	19,891.53	10,000.00	61,917.48	0.00	0.00	61,917.48	120,000.00	-58,082.52	51.6%
8930100 - IMRF	10,749.32	13,125.00	73,709.79	0.00	0.00	73,709.79	157,500.00	-83,790.21	46.8%
8940100 - Health & Life Insurance	21,584.77	22,916.67	123,328.65	0.00	0.00	123,328.65	275,000.00	-151,671.35	44.8%
8945100 - Employment Screening	331.90	291.67	560.50	0.00	0.00	560.50	3,500.00	-2,939.50	16.0%
8950100 - Tuition Reimbursement	0.00	1,250.00	181.50	0.00	0.00	181.50	15,000.00	-14,818.50	1.2%
8955100 - Telecommute Reimbursements	0.00	458.33	0.00	0.00	0.00	0.00	5,500.00	-5,500.00	0.0%
8960100 - Memberships & Dues	475.00	333.33	1,176.00	0.00	0.00	1,176.00	4,000.00	-2,824.00	29.4%
8970100 - Travel	68.17	708.33	193.60	0.00	0.00	193.60	8,500.00	-8,306.40	2.3%
8980100 - Continuing Education (Mtg/Conf)	114.00	333.33	803.95	0.00	0.00	803.95	4,000.00	-3,196.05	20.1%
Total Personnel	154,349.75	179,833.33	932,116.24	0.00	0.00	932,116.24	2,158,000.00	-1,225,883.76	43.2%
Materials and Supplies									
8010100 - Adult Books	9,967.93	5,208.33	28,783.55	0.00	0.00	28,783.55	62,500.00	-33,716.45	46.1%
8020100 - Youth Books	4,236.49	4,333.33	14,657.12	0.00	0.00	14,657.12	52,000.00	-37,342.88	28.2%
8025100 - Professional Resources	63.00	291.67	226.78	0.00	0.00	226.78	3,500.00	-3,273.22	6.5%
8028100 - Administrative Resources	0.00	250.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
8030100 - Magazines & Newspapers	5,683.10	1,166.67	16,884.16	0.00	0.00	16,884.16	14,000.00	2,884.16	120.6%
8040300 - Operating Fund Gifts(Donations)	85.36	12,500.00	17.98	0.00	2,631.87	2,649.85	150,000.00	-147,350.15	1.8%

McHenry Public Library District
Financial Report Detail by Fund
For the 6 Month(s) Ended December 31, 2021

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
8050100 - Adult AV Materials	2,505.66	2,916.67	10,822.00	0.00	0.00	10,822.00	35,000.00	-24,178.00	30.9%
8060100 - Youth AV Materials	513.56	1,104.17	2,885.32	0.00	0.00	2,885.32	13,250.00	-10,364.68	21.8%
8070100 - Library of Things	744.00	208.33	2,318.74	0.00	0.00	2,318.74	2,500.00	-181.26	92.8%
8080100 - Video Games	1,919.00	1,166.67	4,009.00	0.00	0.00	4,009.00	14,000.00	-9,991.00	28.6%
8090100 - Digital Media Services	4,519.46	7,291.67	20,111.89	0.00	0.00	20,111.89	87,500.00	-67,388.11	23.0%
8095100 - Electronic Resources	46,521.04	5,833.33	66,031.12	0.00	0.00	66,031.12	70,000.00	-3,968.88	94.3%
8120100 - Library Supplies	1,762.16	583.33	2,386.49	0.00	0.00	2,386.49	7,000.00	-4,613.51	34.1%
8130100 - Tech Services Supplies	7,939.58	3,125.00	11,633.98	0.00	0.00	11,633.98	37,500.00	-25,866.02	31.0%
8135100 - Bindery	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
8140100 - Adult Programs & Supplies	5.94	1,291.67	4,441.08	0.00	0.00	4,441.08	15,500.00	-11,058.92	28.7%
8142100 - Comicon	0.00	250.00	1,297.51	0.00	0.00	1,297.51	3,000.00	-1,702.49	43.3%
8145100 - Circulation Supplies	0.00	125.00	143.95	0.00	0.00	143.95	1,500.00	-1,356.05	9.6%
8147100 - Summer Reading Club	353.80	583.33	888.80	0.00	0.00	888.80	7,000.00	-6,111.20	12.7%
8150100 - Youth Programs & Supplies	738.08	1,375.00	3,662.98	0.00	0.00	3,662.98	16,500.00	-12,837.02	22.2%
Total Material and Supplies	87,558.16	49,645.83	191,202.45	0.00	2,631.87	193,834.32	595,750.00	-401,915.68	32.5%
Contracted Services									
8215100 - Collection Agency Fees	0.00	75.00	0.00	0.00	0.00	0.00	900.00	-900.00	0.0%
8245100 - IT/Comp/Copier/Equip-Outsourced	12,519.00	7,500.00	47,082.00	0.00	0.00	47,082.00	90,000.00	-42,918.00	52.3%
8247100 - Automation--Staff	1,297.00	1,250.00	3,774.74	0.00	0.00	3,774.74	15,000.00	-11,225.26	25.2%
8260100 - Misc. Contracted Services	0.00	333.33	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
8270100 - Library Bank/Finance/Late Fee	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
8275100 - Public Pmt Processing Fees	72.38	166.67	844.52	0.00	0.00	844.52	2,000.00	-1,155.48	42.2%
Total Contracted Services	13,888.38	9,366.67	51,701.26	0.00	0.00	51,701.26	112,400.00	-60,698.74	46.0%
Consortium & IT/Network Services									
8310100 - Automation--Circulation/Catalog	11,730.00	8,750.00	46,916.78	0.00	0.00	46,916.78	105,000.00	-58,083.22	44.7%
8320100 - VOIP Phone Service	1,657.28	2,083.33	9,965.48	0.00	0.00	9,965.48	25,000.00	-15,034.52	39.9%
8325100 - Internet Services	582.63	1,166.67	6,012.22	0.00	0.00	6,012.22	14,000.00	-7,987.78	42.9%
Total Consortium & IT/Network Services	13,969.91	12,000.00	62,894.48	0.00	0.00	62,894.48	144,000.00	-81,105.52	43.7%
Professional Services									
8410100 - Accounting/Payroll/Audit Service	5,625.62	7,291.67	29,209.06	0.00	0.00	29,209.06	87,500.00	-58,290.94	33.4%
8420100 - Legal Services	690.00	1,333.33	2,167.50	0.00	0.00	2,167.50	16,000.00	-13,832.50	13.5%
8430100 - Other Consulting Fees	0.00	1,333.33	0.00	0.00	0.00	0.00	16,000.00	-16,000.00	0.0%
8440100 - In Service/Staff Training/LMS	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
Total Professional Services	6,315.62	10,166.67	31,376.56	0.00	0.00	31,376.56	122,000.00	-90,623.44	25.7%
Printing, Publications & Postage									
8510100 - Printing Services Outsourced	0.00	2,500.00	11,406.93	0.00	0.00	11,406.93	30,000.00	-18,593.07	38.0%
8530100 - Public Notices & ADS (Legal & Job)	35.00	125.00	585.00	0.00	0.00	585.00	1,500.00	-915.00	39.0%
8540100 - Postage/Shipping	262.34	1,375.00	5,272.04	0.00	0.00	5,272.04	16,500.00	-11,227.96	32.0%
8545100 - Printing/Copier Supplies	0.00	333.33	531.90	0.00	0.00	531.90	4,000.00	-3,468.10	13.3%
8550100 - Public Relations/Promotions	2,071.00	416.67	2,313.48	0.00	0.00	2,313.48	5,000.00	-2,686.52	46.3%
Total Printing, Publications & Postage	2,368.34	4,750.00	20,109.35	0.00	0.00	20,109.35	57,000.00	-36,890.65	35.3%
Utilities									
8610100 - Electricity	1,067.26	1,875.00	8,642.84	0.00	0.00	8,642.84	22,500.00	-13,857.16	38.4%
8620100 - Gas	875.57	625.00	1,638.04	0.00	0.00	1,638.04	7,500.00	-5,861.96	21.8%
8640100 - Water & Sewer	180.85	416.67	1,659.39	0.00	0.00	1,659.39	5,000.00	-3,340.61	33.2%
Total Utilities	2,123.68	2,916.67	11,940.27	0.00	0.00	11,940.27	35,000.00	-23,059.73	34.1%
Miscellaneous Operating Expenses									
8720100 - Building & Auto Insurance	7,509.00	2,583.33	38,294.00	0.00	0.00	38,294.00	31,000.00	7,294.00	123.5%
8730100 - Bonding & Officers Liability	682.00	250.00	682.00	0.00	0.00	682.00	3,000.00	-2,318.00	22.7%
8740100 - Janitorial Services & Supplies	4,161.58	4,166.67	20,111.80	0.00	0.00	20,111.80	50,000.00	-29,888.20	40.2%
8745100 - Grounds Maintenance	1,095.00	2,083.33	18,378.04	0.00	0.00	18,378.04	25,000.00	-6,621.96	73.5%
8750100 - Building Operations/Maintenance	1,387.77	3,333.33	18,398.20	0.00	0.00	18,398.20	40,000.00	-21,601.80	46.0%

McHenry Public Library District
Financial Report Detail by Fund
For the 6 Month(s) Ended December 31, 2021

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
8760100 - Hospitality	288.85	500.00	1,227.76	0.00	0.00	1,227.76	6,000.00	-4,772.24	20.5%
8770100 - Library Lost & Damaged Materials	9.99	58.33	100.09	0.00	0.00	100.09	700.00	-599.91	14.3%
8795100 - Miscellaneous	0.00	58.33	0.56	0.00	0.00	0.56	700.00	-699.44	0.1%
Total Miscellaneous Operating Expenses	15,134.19	13,033.33	97,192.45	0.00	0.00	97,192.45	156,400.00	-59,207.55	62.1%
Grant & Gift Fund Expenses									
8800300 - 2020/21 Per Capita Grant	0.00	5,791.67	0.00	0.00	0.00	0.00	69,500.00	-69,500.00	0.0%
8800311 - Adult Materials - Per Capita	0.00	0.00	0.00	0.00	83.21	83.21	0.00	83.21	100.0%
8800321 - Youth Materials - Per Capita	0.00	0.00	0.00	0.00	2,074.77	2,074.77	0.00	2,074.77	100.0%
8800331 - Staff Software - Per Capita	0.00	0.00	0.00	0.00	265.00	265.00	0.00	265.00	100.0%
8800332 - Public Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800333 - Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800341 - Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800342 - Additional Expenses (Personnel)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9030300 - Misc. Grants	0.00	3,333.33	0.00	0.00	894.04	894.04	40,000.00	-39,105.96	2.2%
9200300 - Additional Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Grant & Gift Fund Expenses	0.00	9,125.00	0.00	0.00	3,317.02	3,317.02	109,500.00	-106,182.98	3.0%
Capital Expenses									
9060100 - Library Furnishings	0.00	1,250.00	93.57	0.00	0.00	93.57	15,000.00	-14,906.43	0.6%
9070100 - Library Equipment	0.00	791.67	0.00	0.00	0.00	0.00	9,500.00	-9,500.00	0.0%
9080100 - Small Equipment under \$250	0.00	375.00	0.00	0.00	0.00	0.00	4,500.00	-4,500.00	0.0%
9090100 - Adtl. Capital Projects & Equipment	3,458.00	3,333.33	3,458.00	0.00	0.00	3,458.00	40,000.00	-36,542.00	8.6%
Total Capital Expenses	3,458.00	5,750.00	3,551.57	0.00	0.00	3,551.57	69,000.00	-65,448.43	5.1%
Transfer to Reserve Fund									
9100100 - Transfer to Reserve Fund	0.00	5,833.33	0.00	0.00	0.00	0.00	70,000.00	-70,000.00	0.0%
Total Transfer to Reserve Fund	0.00	5,833.33	0.00	0.00	0.00	0.00	70,000.00	-70,000.00	0.0%
Debt Service									
9040200 - Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9050200 - Improv. & Equip. not directly related to building plan, misc. c	0.00	4,166.67	0.00	0.00	0.00	0.00	50,000.00	-50,000.00	0.0%
9060200 - Expenditures pursuant to statutory guidelines of the Lib. Dis	0.00	16,666.67	0.00	0.00	0.00	0.00	200,000.00	-200,000.00	0.0%
9095100 - Debt Service - GF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9115100 - Recovery Zone Bond Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9120100 - Recovery Zone Bond Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Debt Service	0.00	20,833.33	0.00	0.00	0.00	0.00	250,000.00	-250,000.00	0.0%
Total Expenditures	299,166.03	323,254.17	1,402,084.63	0.00	5,948.89	1,408,033.52	3,879,050.00	-2,471,016.48	36.3%
Net Total	-127,402.31	-21,943.39	1,980,736.98	1,638.95	129,316.28	2,111,692.21	-263,320.73	2,375,012.94	

McHenry Public Library District
Financial Report Detail by Month
For the 6 Month(s) Ended December 31, 2021

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Revenues													
6010100 · Property Taxes	1,646,954.58	127,659.33	1,322,448.25	47,506.20	48,716.93	166,792.00	0.00	0.00	0.00	0.00	0.00	0.00	3,360,077.29
6020200 · Developer Fees	0.00	0.00	0.00	0.00	0.00	1,246.00	0.00	0.00	0.00	0.00	0.00	0.00	1,246.00
6030100 · Interest Income - General	0.00	15.89	40.52	40.26	39.49	30.80	0.00	0.00	0.00	0.00	0.00	0.00	166.96
6030200 · Special Reserve Fund Interest	76.86	66.05	54.77	62.01	67.04	66.22	0.00	0.00	0.00	0.00	0.00	0.00	392.95
6030300 · Grant/Gifts Fund Interest	16.92	12.27	15.82	17.92	19.37	19.13	0.00	0.00	0.00	0.00	0.00	0.00	101.43
6035100 · Dividends	0.00	0.00	63.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	63.00
6040100 · Nonresident/Enhanced Fee Cards	0.00	45.00	45.00	0.00	45.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	135.00
6050100 · Fines and Fees	1,698.98	1,278.18	1,527.40	1,572.58	1,220.88	681.14	0.00	0.00	0.00	0.00	0.00	0.00	7,979.16
6055100 · Collection Agency Fees	10.00	0.00	14.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	34.00
6060100 · Copy/Scan/Fax Income	569.20	584.20	831.30	625.65	844.15	890.05	0.00	0.00	0.00	0.00	0.00	0.00	4,344.55
6070200 · Reserve Fund Gifts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6070300 · General Fund Gifts	5,301.00	2.80	57,494.54	7.55	502.25	3.00	0.00	0.00	0.00	0.00	0.00	0.00	63,311.14
6080200 · Bond & Debt Certificate Sale	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6090100 · Annexation & Impact Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6090200 · Transfers From Other Funds (9100-100)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6105100 · Retiree/Cobra Insurance Payment	174.84	0.00	183.69	279.96	184.13	133.44	0.00	0.00	0.00	0.00	0.00	0.00	956.06
6110100 · Program Fees/Misc. Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6120100 · Meeting Room Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6130100 · Misc Sales (Bags/disks/T-shirt)	46.00	34.00	52.00	31.00	39.50	14.50	0.00	0.00	0.00	0.00	0.00	0.00	217.00
6130200 · Misc. Income SR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6150100 · Lost & Damaged Materials	177.46	413.99	327.60	259.36	251.29	197.44	0.00	0.00	0.00	0.00	0.00	0.00	1,627.14
6157100 · CCS/LLSAP Income	0.00	0.00	1,810.71	0.00	1,810.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,621.45
6160100 · Solar Credits	0.00	0.00	1,920.00	0.00	0.00	1,680.00	0.00	0.00	0.00	0.00	0.00	0.00	3,600.00
6170300 · Per Capita Grant	0.00	61,983.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61,983.93
6200100 · Over/Short	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6210300 · Miscellaneous Grants	0.00	9,868.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,868.67
Total Revenues	1,655,025.84	201,964.31	1,386,828.60	50,402.49	53,740.77	171,763.72	0.00	0.00	0.00	0.00	0.00	0.00	3,519,725.73
Expenditures													
Personnel Expenses													
8910100 · Salaries	106,697.96	108,643.35	103,010.70	100,104.56	150,653.14	101,135.06	0.00	0.00	0.00	0.00	0.00	0.00	670,244.77
8920100 · FICA/Medicare	7,760.28	7,896.77	7,758.95	7,313.21	11,296.74	19,891.53	0.00	0.00	0.00	0.00	0.00	0.00	61,917.48
8930100 · IMRF	11,728.38	12,008.88	11,126.47	10,565.26	17,531.48	10,749.32	0.00	0.00	0.00	0.00	0.00	0.00	73,709.79
8940100 · Health & Life Insurance	18,967.42	20,642.54	18,628.41	21,049.95	22,455.56	21,584.77	0.00	0.00	0.00	0.00	0.00	0.00	123,328.65
8945100 · Employment Screening	55.90	0.00	63.90	108.80	0.00	331.90	0.00	0.00	0.00	0.00	0.00	0.00	560.50
8950100 · Tuition Reimbursement	0.00	545.75	711.00	0.00	-1,075.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	181.50
8955100 · Telecommute Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8960100 · Memberships & Dues	50.00	148.00	0.00	263.00	240.00	475.00	0.00	0.00	0.00	0.00	0.00	0.00	1,176.00
8970100 · Travel	26.93	24.92	43.96	11.54	18.08	68.17	0.00	0.00	0.00	0.00	0.00	0.00	193.60
8980100 · Continuing Education (Mtg/Conf)	78.00	0.00	100.00	93.95	418.00	114.00	0.00	0.00	0.00	0.00	0.00	0.00	803.95
Total Personnel	145,364.87	149,910.21	141,443.39	139,510.27	201,537.75	154,349.75	0.00	0.00	0.00	0.00	0.00	0.00	932,116.24

McHenry Public Library District
Financial Report Detail by Month
For the 6 Month(s) Ended December 31, 2021

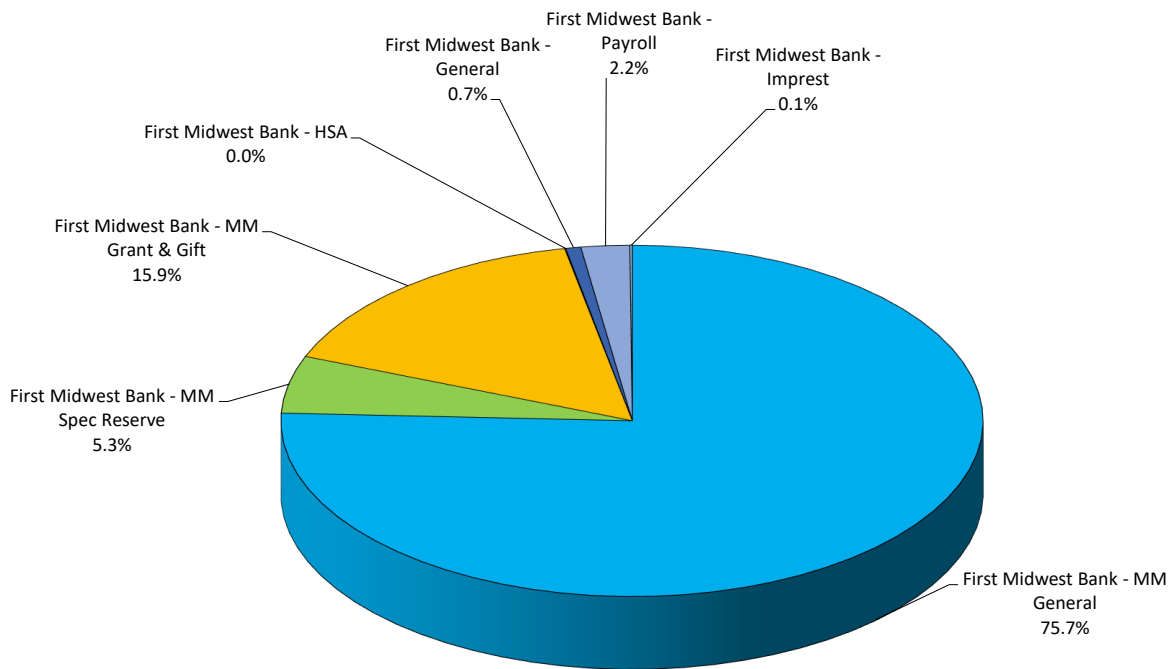
	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Materials and Supplies													
8010100 · Adult Books	0.00	3,100.84	7,254.80	2,565.57	5,894.41	9,967.93	0.00	0.00	0.00	0.00	0.00	0.00	28,783.55
8020100 · Youth Books	0.00	4,060.77	2,129.68	1,827.14	2,403.04	4,236.49	0.00	0.00	0.00	0.00	0.00	0.00	14,657.12
8025100 · Professional Resources	0.00	0.00	0.00	0.00	163.78	63.00	0.00	0.00	0.00	0.00	0.00	0.00	226.78
8028100 · Administrative Resources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8030100 · Magazines & Newspapers	262.60	74.10	10,430.23	341.15	92.98	5,683.10	0.00	0.00	0.00	0.00	0.00	0.00	16,884.16
8040300 · Operating Fund Gifts(Donations)	1,124.99	608.05	198.78	173.83	458.84	85.36	0.00	0.00	0.00	0.00	0.00	0.00	2,649.85
8050100 · Adult AV Materials	0.00	396.97	1,111.87	4,394.12	2,413.38	2,505.66	0.00	0.00	0.00	0.00	0.00	0.00	10,822.00
8060100 · Youth AV Materials	0.00	149.07	278.07	896.27	1,048.35	513.56	0.00	0.00	0.00	0.00	0.00	0.00	2,885.32
8070100 · Library of Things	0.00	0.00	1,574.74	0.00	0.00	744.00	0.00	0.00	0.00	0.00	0.00	0.00	2,318.74
8080100 · Video Games	0.00	0.00	180.00	640.00	1,270.00	1,919.00	0.00	0.00	0.00	0.00	0.00	0.00	4,009.00
8090100 · Digital Media Services	0.00	2,498.55	2,504.91	7,638.11	2,950.86	4,519.46	0.00	0.00	0.00	0.00	0.00	0.00	20,111.89
8095100 · Electronic Resources	1,719.74	5,536.00	2,472.42	1,543.44	8,238.48	46,521.04	0.00	0.00	0.00	0.00	0.00	0.00	66,031.12
8120100 · Library Supplies	20.58	139.27	194.33	12.86	257.29	1,762.16	0.00	0.00	0.00	0.00	0.00	0.00	2,386.49
8130100 · Tech Services Supplies	107.65	586.42	1,002.37	943.79	1,054.17	7,939.58	0.00	0.00	0.00	0.00	0.00	0.00	11,633.98
8135100 · Bindery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8140100 · Adult Programs & Supplies	200.00	1,145.07	682.29	542.44	1,865.34	5.94	0.00	0.00	0.00	0.00	0.00	0.00	4,441.08
8142100 · Comicon	0.00	0.00	1,000.60	296.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,297.51
8145100 · Circulation Supplies	0.00	0.00	88.00	55.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	143.95
8147100 · Summer Reading Club	525.00	0.00	0.00	0.00	10.00	353.80	0.00	0.00	0.00	0.00	0.00	0.00	888.80
8150100 · Youth Programs & Supplies	369.99	639.57	97.74	432.84	1,384.76	738.08	0.00	0.00	0.00	0.00	0.00	0.00	3,662.98
Total Material and Supplies	4,330.55	18,934.68	31,200.83	22,304.42	29,505.68	87,558.16	0.00	0.00	0.00	0.00	0.00	0.00	193,834.32
Contracted Services													
8215100 · Collection Agency 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
8245100 · IT/Comp/Copier/Equip-Outsourced	6,383.50	5,256.50	12,300.00	5,436.50	5,186.50	12,519.00	0.00	0.00	0.00	0.00	0.00	0.00	47,082.00
8247100 · Automation--Staff	458.94	498.00	0.00	670.90	849.90	1,297.00	0.00	0.00	0.00	0.00	0.00	0.00	3,774.74
8260100 · Misc. Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8270100 · Library Bank/Finance/Late Fee	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
8275100 · Public Pmt Processing Fees	134.95	207.25	148.28	140.71	140.95	72.38	0.00	0.00	0.00	0.00	0.00	0.00	844.52
Total Contracted Services	6,977.39	5,961.75	12,448.28	6,248.11	6,177.35	13,888.38	0.00	0.00	0.00	0.00	0.00	0.00	51,701.26
Consortium & IT/Network Services													
8310100 · Automation--Circulation/Catalog	17,593.39	0.00	0.00	17,593.39	0.00	11,730.00	0.00	0.00	0.00	0.00	0.00	0.00	46,916.78
8320100 · VOIP Phone Service	1,665.96	1,656.05	1,656.05	1,672.86	1,657.28	1,657.28	0.00	0.00	0.00	0.00	0.00	0.00	9,965.48
8325100 · Internet Services	392.63	1,261.30	1,141.34	1,222.16	1,412.16	582.63	0.00	0.00	0.00	0.00	0.00	0.00	6,012.22
Total Consortium & IT/Network Services	19,651.98	2,917.35	2,797.39	20,488.41	3,069.44	13,969.91	0.00	0.00	0.00	0.00	0.00	0.00	62,894.48
Professional Services													
8410100 · Accounting/Payroll/Audit Service	494.30	934.20	5,509.20	9,873.82	6,771.92	5,625.62	0.00	0.00	0.00	0.00	0.00	0.00	29,209.06
8420100 · Legal Services	0.00	397.50	765.00	315.00	0.00	690.00	0.00	0.00	0.00	0.00	0.00	0.00	2,167.50
8430100 · Other Consulting 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
8440100 · In Service/Staff Training/LMS	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 Professional Services	494.30	1,331.70	6,274.20	10,188.82	6,771.92	6,315.62	0.00	0.00	0.00	0.00	0.00	0.00	31,376.56
Printing, Publications & Postage													
8510100 · Printing Services Outsourced	0.00	12,361.50	-6,236.50	0.00	5,281.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,406.93
8530100 · Public Notices & ADS (Legal & Job)	0.00	0.00	550.00	0.00	0.00	35.00	0.00	0.00	0.00	0.00	0.00	0.00	585.00
8540100 · Postage/Shipping	-12.61	554.62	2,141.56	344.87	1,981.26	262.34	0.00	0.00	0.00	0.00	0.00	0.00	5,272.04
8545100 · Printing/Copier Supplies	0.00	0.00	0.00	178.49	353.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	531.90
8550100 · Public Relations/Promotions	0.00	222.48	20.00	0.00	0.00	2,071.00	0.00	0.00	0.00	0.00	0.00	0.00	2,313.48
Total Printing, Publications & Postage	-12.61	13,138.60	-3,524.94	523.36	7,616.60	2,368.34	0.00	0.00	0.00	0.00	0.00	0.00	20,109.35
Utilities													
8610100 · Electricity	0.00	1,907.11	2,060.44	1,987.76	1,620.27	1,067.26	0.00	0.00	0.00	0.00	0.00	0.00	8,642.84
8620100 · Gas	0.00	219.58	247.75	0.00	295.14	875.57	0.00	0.00	0.00	0.00	0.00	0.00	1,638.04
8640100 · Water & Sewer	0.00	0.00	514.71	963.83	0.00	180.85	0.00	0.00	0.00	0.00	0.00	0.00	1,659.39
Total Utilities	0.00	2,126.69	2,822.90	2,951.59	1,915.41	2,123.68	0.00	0.00	0.00	0.00	0.00	0.00	11,940.27
Miscellaneous Operating Expenses													
8720100 · Building & Auto Insurance	0.00	0.00	9,427.00	1,208.00	20,150.00	7,509.00	0.00	0.00	0.00	0.00	0.00	0.00	38,294.00
8730100 · Bonding & Officers Liability	0.00	0.00	0.00	0.00	0.00	682.00	0.00	0.00	0.00	0.00	0.00	0.00	682.00
8740100 · Janitorial Services & Supplies	255.48	3,651.50	4,149.89	3,765.07	4,128.28	4,161.58	0.00	0.00	0.00	0.00	0.00	0.00	20,111.80
8745100 · Grounds Maintenance	425.00	290.00	1,217.01	531.37	14,819.66	1,095.00	0.00	0.00	0.00	0.00	0.00	0.00	18,378.04
8750100 · Building Operations/Maintenance	823.04	4,585.33	5,347.72	3,492.30	2,762.04	1,387.77	0.00	0.00	0.00	0.00	0.00	0.00	18,398.20
8760100 · Hospitality	20.25	539.43	143.93	134.81	100.49	288.85	0.00	0.00	0.00	0.00	0.00	0.00	1,227.76

McHenry Public Library District
Financial Report Detail by Month
For the 6 Month(s) Ended December 31, 2021

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
8770100 · Library Lost & Damaged Materials	0.00	0.00	0.00	70.10	20.00	9.99	0.00	0.00	0.00	0.00	0.00	0.00	100.09
8795100 · Miscellaneous	-46.85	47.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.56
Total Miscellaneous Operating Expenses	1,476.92	9,113.67	20,285.55	9,201.65	41,980.47	15,134.19	0.00	0.00	0.00	0.00	0.00	0.00	97,192.45
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	61.38	21.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	83.21
8800321 · Youth Materials - Per Capita	0.00	2,019.54	55.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,074.77
8800331 · Staff Software - Per Capita	265.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	265.00
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	142.46	493.24	258.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	894.04
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	407.46	2,574.16	335.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,317.02
Capital Expenses													
9060100 · Library Furnishings	0.00	0.00	0.00	93.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	93.57
9070100 · Library 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
9080100 · Small Equipment under \$250	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
9090100 · Adtl. Capital Projects & Equipment	0.00	0.00	0.00	0.00	0.00	3,458.00	0.00	0.00	0.00	0.00	0.00	0.00	3,458.00
Total Capital Expenses	0.00	0.00	0.00	93.57	0.00	3,458.00	0.00	0.00	0.00	0.00	0.00	0.00	3,551.57
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 Service													
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 · Improv. & Equip. not directly related to buildi	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
9060200 · Expenditures pursuant to statutory guideline	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
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 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
Total Expenditures	178,690.86	206,008.81	214,083.00	211,510.20	298,574.62	299,166.03	0.00	0.00	0.00	0.00	0.00	0.00	1,408,033.52
Net Total	1,476,334.98	-4,044.50	1,172,745.60	-161,107.71	-244,833.85	-127,402.31	0.00	0.00	0.00	0.00	0.00	0.00	2,111,692.21

McHenry Public Library District
Investments
For the 6 Month(s) Ended December 31, 2021

Bank	Current Rate	Book Balance
First Midwest Bank - MM General	0.038%	2,578,525
First Midwest Bank - MM Spec Reserve	0.038%	179,889
First Midwest Bank - MM Grant & Gift	0.038%	543,166
First Midwest Bank - HSA	n/a	1,564
First Midwest Bank - General	n/a	23,626
First Midwest Bank - Payroll	n/a	76,047
First Midwest Bank - Imprest	n/a	4,000
Total	\$	3,406,817



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

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

<u>VENDOR</u>	Account - General Fund	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
First Communications		VOIP Phones	\$ 1,657.28	8320-100	12/06/22	EFT
		subtotal for account	\$ 1,657.28			

	Account - HSA/Building					
First Midwest Bank		Employer contributions HSA	\$ 875.00	8940-100	12/20/21	EFT
First Midwest Bank		employee contributions HSA	\$ 864.21	8940-100	12/20/21	EFT
First Midwest Bank		employee contributions HSA	\$ 854.21	8940-100	12/24/21	EFT
		subtotal for account	\$ 2,593.42			

<u>VENDOR</u>	Account - Payroll	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
IL Municipal Retirement Fund IMRF			\$16,600.63	8930-100	09/30/21	EFT
		subtotal for account	\$ 16,600.63			

<u>VENDOR</u>	Account - Imprest	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
		(no checks written on this account)				
		subtotal for account	\$ -			
		GRAND TOTAL CHECKS ISSUED	\$ 20,851.33			

Earning/Deduction/Tax Listing (Summary): **Reimbursement Report-DG**				
Pay Dates: 11/01/2021-12/31/2021; Employee Filter: All Employees				
01/14/2022 12:11p	November and December 2021 Reimbursements			
Debbie L. Gunness				
McHenry Public Library District (2771pd)				
Last, First Name	Employee Status	Misc Reimb Amt	Travel Reimb Amt	Total Reimbursement
Baseley, Steffanie	Active	-	\$22.17	\$22.17
Bily, Emily	Active	-	\$17.80	\$17.80
Karwowska, Anna	Active	-	\$46.28	\$46.28
Total		-	\$86.25	\$86.25

12:36 PM
01/14/22
Cash Basis

McHenry Public Library District
Night of Board Mtg - Check Detail
December 17, 2021

Num	Name	Original Amount	Paid Amount
Dec 17, 21			
9973	Ace Hardware	-132.47	-132.47
9974	Adam Albanese	-6.00	-6.00
9975	Advanced Fire Protection & Safety, Inc	-375.00	-375.00
9976	Aflac	-407.20	-407.20
9977	AJ Services	-3,300.00	-3,300.00
9978	Alarm Detection Systems, Inc	-533.22	-533.22
9979	AMAZON/Synchrony Bank	-1,031.20	-1,031.20
9980	AT&T 118808300	-94.23	-94.23
9981	AT&T 294064658	-298.40	-298.40
9982	Baker & Taylor Books	-12,254.16	-12,254.16
9983	Baker & Taylor Yearly Subscription	-3,360.00	-3,360.00
9984	Bankcard Processing Center *0794	-4,626.59	-4,626.59
9985	Blackstone Publishing	-568.47	-568.47
9986	Blue Cross Blue Shield of Illinois	-16,846.62	-16,846.62
9987	Brodart Co.	-112.72	-112.72
9988	Cengage Learning Inc / Gale	-8,232.18	-8,232.18
9989	Chicago Distribution Center	-73.10	-73.10
9990	Children's Plus Inc.	-744.62	-744.62
9991	Chronicle Media, LLC	-35.00	-35.00
9992	City of McHenry (Water)	-570.85	-570.85
9993	Comcast - 0003035	-190.00	-190.00
9994	Constellation	-1,544.26	-1,544.26
9995	DME Elevators & Lifts	-555.00	-555.00
9996	eder casella Technology	-4,020.00	-4,020.00
9997	Folding Partition Services, Inc	-555.00	-555.00
9998	Governmental Accounting, Inc.	-2,900.00	-2,900.00
9999	Grounds Guys, The	-1,095.00	-1,095.00
10000	HDI-Horizon Distributors, Inc.	-838.58	-838.58
10001	hoopla - Midwest Tape	-2,367.54	-2,367.54
10002	Jansen Electronics	-682.90	-682.90
10003	Just Elevator Inspection Service, Inc	-125.00	-125.00
10004	Kevin Krewer	-1,196.01	-1,196.01
10005	Lauterbach & Amen, LLP	-2,780.00	-2,780.00
10006	Law Offices Ancel Glink, P.C.	-690.00	-690.00
10007	Locker's Flowers, Inc	-99.99	-99.99
10008	McHenry Comm. Cons. District 15	-960.00	-960.00
10009	McHenry County IL Genealogical Society	-30.00	-30.00
10010	MDC Environmental Services	-404.49	-404.49
10011	MetLife Small Business Center	-1,932.18	-1,932.18
10012	Midwest Tape	-2,632.95	-2,632.95
10013	mk Solutions, Inc	-24,047.43	-24,047.43
10014	Nicole Pagels	-3.99	-3.99
10015	Nicor Gas	-875.57	-875.57
10016	Northern Illinois Windows, Inc	-425.00	-425.00
10017	PAHCS II / NW Med Occ Health	-279.00	-279.00
10018	Ricky Roo & Friends Entertainment	-100.00	-100.00
10019	Sam's Club - 2951	-25.72	-25.72
10020	Shaw Media	-288.00	-288.00
10021	Thomas Klise/Crimson Multimedia	-1,577.39	-1,577.39
10022	Toshiba America Business Solutions	-265.00	-265.00

12:36 PM
01/14/22
Cash Basis

McHenry Public Library District
Night of Board Mtg - Check Detail
December 17, 2021

Num	Name	Original Amount	Paid Amount
10023	Uline	-366.14	-366.14
10024	Voegtle, Kayla	-1,418.45	-1,418.45
Dec 17, 21			<u>-108,872.62</u>

12:34 PM
01/14/22
Cash Basis

McHenry Public Library District
Night of Board Mtg - Check Detail
January 3, 2022

Num	Name	Original Amount	Paid Amount
Jan 3, 22			
10025	Crabtree, Brianne	-300.00	-300.00
10026	Rymarz, Lynn	-300.00	-300.00
10027	Mayberry , Melissa	-160.00	-160.00
10028	Mayberry 1, Melissa	-160.00	-160.00
10029	Hazeltown, William	-200.00	-200.00
Jan 3, 22			-1,120.00

AMAZON				
January 2022				
8150-100	8750-100			
\$ 27.57	\$ 33.80			
	\$ 15.95			
				TOTAL
\$ 27.57	\$ 49.75	\$ -	\$ -	\$ 77.32

Bankcard Processing Center					
January 2022					
Name	Tran Date	Merchant Name	Amount	Account #	Totals
TERRILL	12/21/2021	THE UPS STORE 4064	\$132.04	8020-100	
TERRILL	12/17/2021	THE UPS STORE 4064	\$3.97	8020-100	\$136.01
MILFAJT	1/5/2022	CHICAGO SUN-TIMES CIRC	\$400.40	8030-100	
MILFAJT	1/5/2022	IN *BOOK PAGE	\$648.00	8030-100	
MILFAJT	1/3/2022	SHAW SUBURBAN MEDIA-SUBS	\$74.10	8030-100	
MILFAJT	12/23/2021	CHICAGO TRIB SUBSCRIPTIO	\$253.37	8030-100	\$1,375.87
STRAIN	12/29/2021	HLU*Hulu 1804006096160-U	\$12.99	8090-100	
STRAIN	12/29/2021	Netflix.com	\$17.99	8090-100	
STRAIN	12/28/2021	DisneyPLUS	\$7.00	8090-100	
TERRILL	12/26/2021	HLU*Hulu 1802467695615-U	\$12.99	8090-100	
TERRILL	12/26/2021	Netflix.com	\$17.99	8090-100	
TERRILL	12/27/2021	Disney PLUS	\$7.00	8090-100	
TERRILL	12/22/2021	HLU*Hulu 1597220924869-U	\$12.99	8090-100	
TERRILL	12/20/2021	DisneyPLUS	\$7.00	8090-100	
TERRILL	12/20/2021	Netflix.com	\$17.99	8090-100	
TERRILL	12/15/2021	HLU*Hulu 1592603299448-U	\$12.99	8090-100	
TERRILL	12/12/2021	DisneyPLUS	\$7.00	8090-100	
TERRILL	12/12/2021	Netflix.com	\$17.99	8090-100	\$151.92
MILFAJT	12/29/2021	DEMCO INC	\$11.14	8120-100	\$11.14
MILFAJT	12/16/2021	DEMCO INC	\$771.89	8130-100	
MILFAJT	12/14/2021	ULINE *SHIP SUPPLIES	\$62.00	8130-100	\$833.89
TERRILL	12/15/2021	WWW.FPA.ORG	\$145.00	8140-100	\$145.00
KARWOWSKA	12/10/2021	ARCADE PLUS	\$25.00	8142-100	
KARWOWSKA	12/10/2021	PP*DASUEDRAGON	\$60.65	8142-100	
KARWOWSKA	12/10/2021	SQ *STL OCARINA	\$30.00	8142-100	
KARWOWSKA	12/10/2021	SQ *GLOWING VISTA G	\$55.00	8142-100	
KARWOWSKA	12/10/2021	SQ *PURPLE PLUM INC	\$20.00	8142-100	
KARWOWSKA	12/10/2021	SP * RETRO REWIND COMI	\$10.00	8142-100	
KARWOWSKA	12/10/2021	SQ *BARD & BROAD	\$15.00	8142-100	
KARWOWSKA	12/10/2021	SQ *RETRONERDSTUDIO	\$24.38	8142-100	
KARWOWSKA	12/10/2021	SQ *TOTAL PARTY KILL GAME	\$29.65	8142-100	
KARWOWSKA	12/10/2021	SQ *TOYNK.COM	\$19.99	8142-100	
KARWOWSKA	12/10/2021	SQ *PLAYER ONE GAMES	\$25.30	8142-100	\$314.97
JAKACKI	1/3/2022	NAYAX COPY SERVICES	\$2.00	8275-100	
JAKACKI	1/3/2022	NAYAX COPY SERVICES	\$1.00	8275-100	
JAKACKI	1/3/2022	NAYAX COPY SERVICES	\$1.00	8275-100	
JAKACKI	1/3/2022	NAYAX COPY SERVICES	\$1.00	8275-100	\$5.00
JAKACKI	12/27/2021	GRAMMARLY COV0JYZUW	\$139.95	8430-100	
MAY	12/29/2021	GOVDOCS INC.	\$18.36	8430-100	\$158.31

Bankcard Processing Center					
January 2022					
Name	Tran Date	Merchant Name	Amount	Account #	Totals
JAKACKI	12/30/2021	USPS KIOSK 1646809550	\$7.70	8540-100	
JAKACKI	12/14/2021	USPS KIOSK 1646809550	\$1.16	8540-100	
JAKACKI	12/14/2021	USPS KIOSK 1646809550	\$4.64	8540-100	
MAJKA	12/21/2021	USPS PO 1646800050	\$16.35	8540-100	
MAJKA	12/13/2021	USPS PO 1646800050	\$15.72	8540-100	
MILFAJT	12/29/2021	DEMCO INC	\$9.95	8540-100	
MILFAJT	12/14/2021	ULINE *SHIP SUPPLIES	\$15.77	8540-100	
TERRILL	12/15/2021	WWW.FPA.ORG	\$17.25	8540-100	\$88.54
CLAUCHERTY	12/16/2021	JEWEL OSCO 1518	\$35.97	8760-100	
JAKACKI	12/10/2021	BRUNCHCAFEMCHENRY	\$517.50	8760-100	
JAKACKI	12/18/2021	POINT REDEMPTION CREDIT	(\$470.00)	8760-100	
JAKACKI	12/9/2021	JEWEL OSCO 1518	\$10.79	8760-100	\$94.26
MAY	1/3/2022	NATIONAL CRIME SEARCH	\$55.90	8945-100	\$55.90
MAY	12/10/2021	SHRM CHAPTER	\$195.00	8960-100	\$195.00
KARWOWSKA	12/10/2021	71810 - LAKESIDE CENTER G	\$25.00	8970-100	\$25.00
BANKCARD PROCESSING CENTER			\$3,590.81	TOTAL	\$3,590.81
PO BOX 6818					
Carol Stream, IL 60197-6818					

December 11, 2021

Johanna White
5623 Chesapeake Drive
McHenry, IL 60050

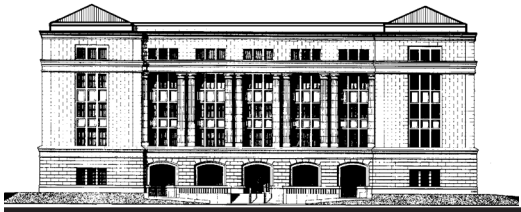
Dear Ms. White,

We thank you for your generous donation of \$500, given to honor the McHenry Public Library Staff. The Staff appreciates your expression of gratitude, especially in the everchanging environment and service needs of the past year and a half. We are in the process of determining the best possible use for your donation and will certainly let you know when it is decided.

Thank you again for thoughtfully and generously recognizing the staff efforts to put our patrons first.

Sincerely,

Pam Strain
Public Services Manager



JESSE WHITE • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 South Second Street, Springfield, IL 62701-1796
WWW.CYBERDRIVEILLINOIS.COM

Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: _____

Library's Control Number: _____ **Branch Number:** _____ **Today's Date:** _____

Contact information of the person completing this grant application:

Preparer's Name: _____
(First Name) (Last Name)

Preparer's Title: _____

Preparer's Phone Number: _____

Preparer's Email Address: _____

By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population _____

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

Chapter 9: Public Services: Reference and Reader's Advisory Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

Chapter 12: Technology

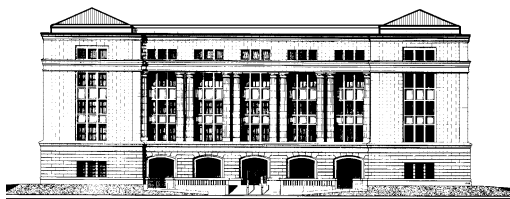
Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.



JESSE WHITE • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building

300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois Public Library Per Capita Grant Expenditures Report

Library Name: _____ City: _____

Control Number: _____ Branch Number: _____

Fiscal Year 2020 Exact amount of Per Capita Grant received: _____

CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

☐ Materials *(materials for all ages, genres and formats, including electronic resources, books on tape, DVDs, CDs, etc.)*

☐ Programs *(summer reading, Mom & Tot, educational, instructional, etc.)*

☐ Personnel

☐ Electronic Access *(databases, resource sharing, LLSAPs, system fees, etc.)*

☐ Continuing Education *(staff and/or board)*

☐ Supplies

☐ Equipment (office equipment, computer software and hardware, etc.)

☐ Travel

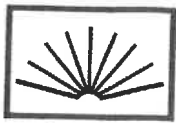
☐ Public Relations (newsletters, media ads, etc.)

☐ Telecommunications (phone, fax, internet, cable, etc.)

☐ Construction – Be specific (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic re-modeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

☐ Contractual Services – Be specific (legal fees, architect fees, consulting fees, etc.)

☐ Other – Be specific (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.) Must be specific.



McHENRY PUBLIC
LIBRARY DISTRICT

WISDOM • KNOWLEDGE • DREAMS

McHenry Public Library District

809 N. Front St.

McHenry IL 60050

815.385.0036

www.mchenrylibrary.org

December 1, 2021

The Honorable Craig Wilcox
State Senator, Illinois General Assembly
5400 W. Elm Street, Suite 103
McHenry, IL 60050

RE: Letter of Support for Term Extension of the City of McHenry Downtown Tax Increment Financing District.

Dear Senator Wilcox,

The McHenry Public Library District expresses its support for the enabling legislation before the General Assembly regarding the City of McHenry Downtown Tax Increment Financing District. The McHenry Public Library District and the City of McHenry work closely together on redevelopment area plans and projects to ensure that the McHenry Public Library District is not detrimentally affected. We believe that the economic vitality of the City of McHenry Downtown TIF area is essential for improving the quality of life in our City's core. An extension of the current TIF District would serve as a critical tool to continue building McHenry's existing redevelopment momentum and grow equalized assessed valuation to a level that benefits us all in the end. We look forward to working with the City of McHenry and would appreciate your consideration of this legislation.

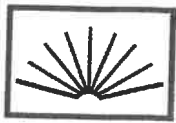
Please feel free to contact me should you have any questions regarding McHenry Public Library District's support for this proposed legislation.

Sincerely,

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

CC:

Steven Reick, State Representative
Tom Weber, State Representative
Wayne Jett, Mayor, City of McHenry
Bill Hobson, City of McHenry



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December 1, 2021

The Honorable Steven Reick
State Representative, Illinois General Assembly
1072 Lake Avenue
Woodstock, IL 60098

RE: Letter of Support for Term Extension of the City of McHenry Downtown Tax Increment Financing District.

Dear Representative Reick,

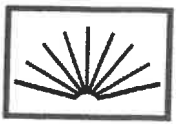
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McHenry IL 60050

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December 1, 2021

The Honorable Tom Weber
State Representative, Illinois General Assembly
74 E. Grand Avenue
Fox Lake, IL 60020

RE: Letter of Support for Term Extension of the City of McHenry Downtown Tax Increment Financing District.

Dear Representative Weber,

The McHenry Public Library District expresses its support for the enabling legislation before the General Assembly regarding the City of McHenry Downtown Tax Increment Financing District. The McHenry Public Library District and the City of McHenry work closely together on redevelopment area plans and projects to ensure that the McHenry Public Library District is not detrimentally affected. We believe that the economic vitality of the City of McHenry Downtown TIF area is essential for improving the quality of life in our City's core. An extension of the current TIF District would serve as a critical tool to continue building McHenry's existing redevelopment momentum and grow equalized assessed valuation to a level that benefits us all in the end. We look forward to working with the City of McHenry and would appreciate your consideration of this legislation.

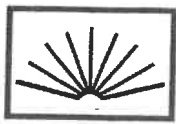
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McHenry IL 60050

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December 1, 2021

The Honorable Wayne Jett
Mayor, City of McHenry
333 S. Green Street
McHenry, IL 60050

RE: Letter of Support for Term Extension of the City of McHenry Downtown Tax Increment Financing District.

Dear Mayor Jett,

The McHenry Public Library District expresses its support for the enabling legislation before the General Assembly regarding the City of McHenry Downtown Tax Increment Financing District. The McHenry Public Library District and the City of McHenry work closely together on redevelopment area plans and projects to ensure that the McHenry Public Library District is not detrimentally affected. We believe that the economic vitality of the City of McHenry Downtown TIF area is essential for improving the quality of life in our City's core. An extension of the current TIF District would serve as a critical tool to continue building McHenry's existing redevelopment momentum and grow equalized assessed valuation to a level that benefits us all in the end. We look forward to working with the City of McHenry and would appreciate your consideration of this legislation.

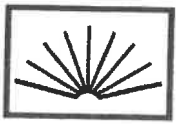
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Board of Trustees
McHenry Public Library District

CC:

Craig Wilcox, State Senator
Steven Reick, State Representative
Tom Weber, State Representative
Bill Hobson, City of McHenry



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December 1, 2021

City of McHenry
Attn: Bill Hobson
333 S. Green Street
McHenry, IL 60050

RE: Letter of Support for Term Extension of the City of McHenry Downtown Tax Increment Financing District.

Dear Mr. Hobson,

The McHenry Public Library District expresses its support for the enabling legislation before the General Assembly regarding the City of McHenry Downtown Tax Increment Financing District. The McHenry Public Library District and the City of McHenry work closely together on redevelopment area plans and projects to ensure that the McHenry Public Library District is not detrimentally affected. We believe that the economic vitality of the City of McHenry Downtown TIF area is essential for improving the quality of life in our City's core. An extension of the current TIF District would serve as a critical tool to continue building McHenry's existing redevelopment momentum and grow equalized assessed valuation to a level that benefits us all in the end. We look forward to working with the City of McHenry and would appreciate your consideration of this legislation.

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Steven Reick, State Representative
Tom Weber, State Representative
Wayne Jett, Mayor, City of McHenry

McHenry Public Library District

LIBRARIAN'S REPORT

NOVEMBER & DECEMBER 2021

Administration

- L. Jakacki participated in interviews for the Marketing Coordinator and the Administrative Assistant positions.
- Worked with the Illinois Department of Health to hold COVID-19 vaccination clinics at the Library. The December clinic had 48 patients and January's 118.
- Working with AARP to get the Tax-Aide program in the Library again this year. The program will run from 2/1-4/14/2022 in the Library's conference room.
- With the vacancy in the Marketing position L. Jakacki has been handling the responsibility of maintaining out of social media, indoor/outdoor signage, website, and e-newsletter.
- Z. Terrill and L. Jakacki worked on the FY2022 Per Capita Grant Application
- Working with Jansen Electronics to service our security cameras. Including replacing some of our out-of-service cameras and make sure all areas are covered
- The In-Service Committee hosted its' first in-person staff training in over 18 months on 12/10/21. The topics included team building and customer service. The Sunshine Committee hosted a staff holiday breakfast that morning.

Adult Services

- Z. Terrill and K. Kimbrel had a patron request "really sad books that are going to make me cry". The duo offered three suggestions that would fit that criteria; "A Thousand Splendid Suns" by Khaled Hosseini, "Atonement" by Ian McEwen, and "The Bell Jar" by Sylvia Plath.
- A. Moreno-Lomeli worked with a Spanish speaking patron who needed help obtaining transcripts from previous tax returns. On the IRS.gov website, there is an option to obtain these transcripts through the mail or online. The patron opted to receive them through the mail.
- D. Gaudio assisted a patron who was looking from FEMA showing the floodplain for his son's house. D. Gaudio was able to locate it for the patron and print it out for him.
- E. Bily helped a patron who was wondering if we accepted passport applications. During the reference interview, she learned that the application was for the patron's son who is under 16 years old. After some research E. Bily found that due to the child's age the application needs to be done in person. She then found a listing of passport acceptance locations and phone number for the patron to make an appointment.
- T. Hillier met with Jeff and Zalinda from the Landmark Commission in our Genealogy Room to work on a research project for the Commission. He was able to show them a variety of resources that the library has to offer. They were both impressed and were able to use several things that they found for the project.
- T. Hillier also helped put together and attended the Remember Winters in McHenry. The program was held at the Hidden Pearl Coffee Shop on Green Street and was

hosted by the Landmark Commission on December 11. People took turns talking about their experiences growing up in McHenry.

- Both D. Gaudio and A. Moreno-Lomeli reported how happy patrons are to be able to attend programs in person again and how much they enjoy seeing everyone in person.
- The Questions desk staff participated in 59 live chats with patrons during the month of November and 61 in December.

Building Services

- S.Claucherty replaced the floor, baseboard, and repainted in the Elevator room on the second floor.
- S.Claucherty replaced ADA Truncated Dome tile on the south side walkway.
- 11/8 Complete Mechanical Solutions Replaced a faulty heat exchanger.
- 11/11 Folding Partition Preventative Maintenance completed.
- 11/12 advanced fire Protection complete Annual Fire suppression systems testing. (Pass)
- 11/12 S. Claucherty received the Annual paper delivery.
- 11/16 S. Claucherty met with L. Jakacki to discuss the S&S manual edit suggestions from Y/S.
- J. Sullivan accepted the evening custodial position.
- 11/18 Scott from the Grounds Guys came out for a site-visit/walkthrough to discuss where to plow snow.
- 11/19 Category 1 testing and inspection completed (Pass) for our VPL Lift, after PTO Pump had been refilled with Hydraulic Aviation Fluid.
- 11/26 Grounds Guys on-site for fall grounds clean up.
- S. Claucherty Replaced the U-post stop sign on the North side approach that had been hit and broken by a motorist. Square post w/ breakaway.
- 12/1 NIW Window Cleaning was in house for exterior/interior window cleaning.
- 12/6 Joseph Sullivan started his position as the evening custodian.
- 12/16 S.Claucherty repaired RTU 6 Filter deck paneling after it had been damaged by high winds.
- 12/18 S.Claucherty assisted with the setup for the IDPH Vaccine Drive.
- S.Claucherty worked with L.Jackacki to update the emergency kits/First Aid kits in each department.

Circulation

- Curbside appointments averaged about 1 to 2 per week in the summer and early fall. But, now we average about 4 per week.

Human Resources

- Attended an HR Source Employment Law Conference Virtually to gain more knowledge around upcoming laws and clarification 11/4/21.
- Attended virtually a SHRM Stateline meeting designated to Legislative Updates; Mandatory Vaccine updates, Illinois House updates, and Best Practices on 11/11/21.
- Focused around recruiting efforts for the following positions: 2 PT Custodians, YS Programmer, Marketing Coordinator, YS Early Literacy and Administrative Assistant.
- Open enrollment ended and our new Library benefit rates will be effective 12/1/21.

- Extended an offer to for our evening Custodian position to J. Sullivan, and he accepted. He will be starting for us in December.
- Extended an offer for our new YS Associate-Programmer position to R. Klug, and she accepted. She will be starting for us on 1/3/22.
- Extended an offer for our YS-Early Literacy position to S. Kordistos, and she accepted. She will be starting for us on 1/24/22.
- Extended an offer for our Administrative Assistant position to A. Hodgson, and she accepted. She will be starting for us on 1/17/22.
- J. Hume and S. Diaz are no longer employed with MPLD. This brings our headcount to 33; 20 FT (37.50 hours weekly) and 13 PT staff members.

Technical Services

- "The TS Team finished our time with Practicum Student, Jordan Lombardo and completed work on the STEM kits. They are ready for their public roll out." --K. Milfajt
- "It was a privilege to work with Jordan Lombardo and to show her how amazing it is to work in Technical Services from my point of view. I am very excited about the STEM kits, although processing them came with some challenges. It was great working all together to make this a success. I think offering these to our patrons is a very nice addition to the collection. " --K. Meadows
- "The end of the year tends to be a quieter month, though notable activities beyond the usual duties included contributions to the STEM kit labeling process. I really enjoy seeing and participating in new projects such as these being added to the library." --K. Walker
- "December was the month of the STEM kits, which each require somewhat unique cataloging, so it was both a challenge and a great joy to get to work on so many! I also contributed by helping to create the labels for the STEM kits." --S. Roitberg

Technology

- IT met with our Knowbe4 rep to go over security training and updates to their console on 11/1
- IT Sync-up meetings with Lesley on 11/1 and 11/29
- IT attended the townhall meeting on 11/3
- Tes, our technician from Eder began her 10 hours per month at the library on 11/3. She will be in on Wednesdays from 10-12:30 to help with some of the larger and more complex projects and issues
- IT attended the management meeting on 11/9
- IT updated all public training laptops on 11/11 to prepare for upcoming programs
- IT met with Zach on 11/18 to go over upcoming hotspot renewals
- IT worked with Lesley to order replacements for the printers in circ. They should be currently on backorder
- IT attended Eder's webinar on phishing on 12/8
- IT attended the CCS IT Group meeting on 12/14 on zoom

Youth Services

- The After-School Supper program served 67 meals in November and 53 in December. S. Baseley and J. Einoris have worked together to create enrichment activities to go with each meal.
- J. Hume's last day was 11/19/21. Many storytime fans shared how much they enjoyed having J. Hume at the library during her last weeks at the library.
- A. Karwowska, with the help of J. Einoris and staff from Circulation, completed the last of the Tween shifting, marking an end to the almost 2-year long Tween Reclassification project.
- M. Puga works with local bilingual teachers to provide them with items through our teacher checkout program. One of her regulars stated "Thank you for all your help and support this year as we plan thematic units in English and Spanish for our Dual Language students"
- J. Einoris was able to plan and create many well-received programs, and received the following feedback on her Imagination Station program "I am [child]'s great aunt. She has done a couple of your crafts. I send them to her in the mail, which she loves to receive. This is a way I stay connected to her. Thank you so much for this opportunity. It has been valuable to us."
- S.Baseley was able to perform in-person outreach visits to Headstart, where the children are always excited to see her
- The YS Department attended 14.75 hours of CE in November and in 16.75 hours in December. Highlights include:
 - *Dealing with Angry Patrons*
 - *Team Development - a non-negotiable for stronger engagement and retention*
 - *Catch the Programming Wave (with Oceans of Possibilities)!*

Illinois Public Library Core Standards CHAPTERS 9-13

The items highlighted in yellow are from the FY 20/21 review of the Serving Our Public 4.0 standards. Updates on our progress during FY 21/22 are highlighted in green. These are standards that the staff and management team felt that while we meet the standards, we can do better in that area. We also can review some of the items and determine if they need to be added to the upcoming Strategic Plan.

Chapter 9 (Public Services: Reference and Reader's Advisory Services)

Reference Service Checklist

✓All basic services are available when the library is open.

The library has a reference service policy.

FY 20/21: Make sure that the Reference and Readers' Advisory policies are reviewed biennially.

FY 21/22: The review process still needs to be set.

✓The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.

✓The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.

✓The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.

The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.

FY 20/21: Need to address concerns of accessibility for those with disabilities throughout the Library and its services.

FY 21/22: We plan on moving one of our magnifying machines into the main room of the library permanently. We are also looking into adaptive technologies for our computers.

✓The library provides easy access to accurate and up-to-date community information.

The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.

FY 20/21: Retain the Northwest Herald and McHenry Chronicle for six months

FY 21/22: The NW Herald and McHenry Chronicle are planned to be retained for six months.

The library provides access to local ordinances or codes of all municipalities within its service boundaries.

FY 20/21: They are available online on various local government websites. Adult Services staff will add web links to these ordinances and codes on the Library's website.

FY 21/22: The library is still in the process of locating all of the local ordinances and codes for all municipalities within our district.

The library provides access to local and state maps.

FY 20/21: Adult Services Staff will make print and digital collections more readily available to the patrons.

FY 21/22: The library provides access to print and digital maps of the state and the towns around McHenry.

The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.

FY 20/21: They are available online on various local government websites. Adult Services staff will add web links to these meetings on the Library's website.

FY 21/22: Links for the City of McHenry have been added to the library's website. We are still working on some of the other local government meetings and adding the links to the website on our Community Information and Services page.

✓The library provides voter information, including precinct boundaries and the location of polling places.

✓The library provides information about local history and events.

✓The library has at least one current reference resource for each subject area.

✓Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.

✓Staff members are encouraged to attend at least one relevant continuing education event each year.

The library evaluates its reference service on an annual basis.

FY 20/21: We do assess our reference services informally, but we should do it more formally every year.

FY 21/22: We plan to create a more formal plan in the near future.

Reader's Advisory Service Checklist

✓All basic services are available when the library is open.

The library has competently trained staff that has thorough knowledge of popular authors and titles.

FY 20/21: Need ongoing training and practice to become more familiar with a wider breadth of knowledge of popular authors and timely readers advisory service

FY 21/22: The staff has made a concerted effort this year to brush up on genres that they weren't as familiar with in the past. Staff plans to practice booktalking as a way to review the information they have learned so that they can dispense this knowledge.

The library maintains a well-rounded collection of both fiction and nonfiction titles.

FY 20/21: Adult Services will start looking into completing EDI audits.

FY 21/22: The Adult Services are looking to start training on EDI audits in the near future. We are currently having one staff member train and then they will train the rest of the staff.

Youth Services has started a collection diversity audit.

✓The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.

✓The library maintains a basic collection of reader's advisory reference materials.

✓All staff members attend at least one relevant continuing education event each year.

Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.

FY 20/21: Readers Advisory staff members will work on embedding themselves in community organizations.

FY 21/22: Staff is looking for organizations that match our knowledge and mission before joining.

Staff provides information about our services as well as readers' advisory at outreach events such as the Farmers' Market, the Chamber of Commerce's Murder Mystery, and other nonprofit outreach events.

✓Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.

✓The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.

Chapter 10 (Programming)

Programming Checklist

✓Library programs are provided free of charge, or on a cost-recovery basis.

✓Library programs are located in a physically accessible location.

FY 20/21: Yes, our meeting rooms are accessible, one concern is the weight and position of the meeting room doors are difficult for those in wheelchairs, so look into the possibility of converting the doors to auto-assist

FY 21/22: We are currently investigating how to remove the barriers for those in wheelchairs to access our meeting rooms. There are some pricing and budgeting concerns that we are working to address.

Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.

FY 20/21: Accommodations language is not noted in program descriptions nor Preface, assessing current accommodations, and how we can address concerns.

FY 21/22: Accommodation language has been added to our events calendar with each program in case the attendee needs assistance of some kind. A similar language will be added to our newsletter going forward.

✓The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.

FY 21/22: Youth Services has received feedback on demographics from Youth and Family Counseling and D155 regarding our Latinx population.

✓The library presents educational, cultural, and recreational programs that reflect community needs and interests.

✓Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.

The library provides outreach programs to specific populations who cannot visit the library.

FY 20/21: The Library needs to continue to look at outreach services, especially for homebound/transportation limited patrons. We also need to address remote access to physical services like return boxes and hold pick-up lockers in areas of the district that are further away from the library.

FY 21/22: The library is still looking to expand our outreach services to homebound/transportation-limited patrons. The library is also looking into addressing remote access for physical services like return boxes and hold pick-up lockers in areas of the district that are further away from the library. Anticipated road construction may push this up as a priority.

Youth Services provides outreach to schools including Head Start, a school program for low-income families, where students may not be able to visit the library. Youth Services also hope to provide literacy bins to local businesses and organizations to provide access to free, take-home materials. This will provide materials to build early literacy skills for families who cannot visit the library. Youth Services has offered virtual storytime, book talks, and more to local schools.

✓The library has programming that seeks to serve children and their caregivers.

✓The library has programming that seeks to serve young adults.

✓The library has programming that seeks to serve adults and senior citizens.

✓The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.

✓The library is encouraged to partner with other organizations to offer programs.

FY 21/22: Youth Services has partnered with Youth and Family Counseling and the local school district to begin a joint book discussion group in the spring. Youth Services has also represented MPLD at a number of outreach events with local nonprofit groups.

Chapter 11 (Youth/Young Adult Services)

Youth/Young Adult Services Checklist

✓All basic youth services are available when the library is open.

✓The library provides staff trained in serving youth.

The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.

FY 20/21: Research Youth policies; Review policies on an informal basis but also create a formal review process.

✓The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.

FY 20/21: Yes, in the department - what about library-wide?

✓The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.

FY 21/22: The library has choice cards and bilingual staff in Spanish and Polish.

The library provides staff trained to assist youth with adaptive equipment and software as needed for accessibility of resources.

FY 20/21: Which adaptive equipment/software do we have and offer? How can we market existing services (e.g., choice cards?)

FY 21/22: We offer choice cards but have not marketed them nor our existing services. We are in the process of finalizing calming kits, which will contain materials and cards that neurodiverse children could use during programs.

The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.

FY 20/21: We always strive to eliminate barriers. The biggest one is library cards for kids, and we would like to investigate an Inter-Governmental Agreement with the schools to provide cards to all students.

FY 21/22: MPLD will work with the new State of Illinois Cards for Kids program.

The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.

FY 20/21: We assess our service to youth informally, but need to create a formal assessment tool

The library provides programming for youth which is developmentally appropriate and meets the needs of the community.

FY 20/21: Diversity includes differently-abled people; how can we better include them?

✓The library's programming is designed to reflect the needs and interests of youth in the community.

✓Library programs are provided free of charge or on a cost-recovery basis.

The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.

FY 20/21: Accommodations language is not noted in program descriptions nor Preface, assessing current accommodations, and how we can address concerns.

FY 21/22: Accessibility language is now part of the online calendar of events and will be included in future issues of the Preface newsletter. We are in the process of finalizing calming kits, which will contain materials and cards that neurodiverse children could use during programs.

The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.

FY 20/21: Create a tool for needs-based assessment in Youth Services

✓The library strives to partner with youth-facing organizations in the community.

The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.

FY 20/21: Youth works well with the schools to provide this service either at the library or at the schools. We need to remind patrons and homeschool families of the library's ability to offer this service on a one-on-one basis.

FY 21/22: We have been able to reach out to preschools on a one-on-one basis but not to our elementary, middle, or high schools due to the pandemic. We routinely send emails and teacher newsletters to teachers.

✓The library has staff who have knowledge of popular authors, titles, and resources to provide these services.

✓Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.

✓Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.

✓The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.

The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.

FY 20/21: The Library provides the most basic technology for youth. We need to become better aligned with what technology is being offered in the local school districts.

FY 21/22: The library received the SKPL grant to start a circulating STEM kit collection at the library and materials are expected to become available for circulation in January 2022.

✓The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.

The library strives to partner with and support local schools, including private schools and homeschoolers.

FY 20/21: The Youth Department works well with the local schools, including private schools. We need to find ways to address the homeschooled students and their needs.

FY 21/22: We have seen an increase in the homeschool population using the library and would like to work to meet their needs.

✓Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.

✓The library provides a space specifically for use by children and families.

✓The shelving used for housing children's materials is appropriately sized to allow for easier access.

✓The library provides early literacy programming, including regular story time, for children and families.

✓The library provides programming which facilitates play and fun for children and families.

The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.

FY 20/21: We offer toys and puzzles in the Discovery Hub for use in the library, and we have an extensive collection of board games for in-library use. The Youth Department would like to offer literacy, activity, and STEAM kits for circulation but struggle with budget and space for this type of collection. Post-COVID, we would like to continue to offer some virtual programming to kids who cannot make it to the library. Also, we would like to make sensory kits available for in-library use, especially during programs.

FY 21/22: Toys are provided for free play for the last ten minutes of every infant/toddler storytime. The library provides take-home craft kits that correspond with virtual programs. Youth Services would like to provide family discussion kits to tackle hard-to-talk-about topics. The department offers a monthly take-home craft as well as STEAM Kits during school breaks.

✓The library provides a summer reading opportunity to encourage reading and learning during the summer.

✓The library provides a welcoming environment for young adults both individually and in groups.
more flexible teen spot restricted by space

✓The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.

✓The library provides materials both physical and digital for young adults that are intended for them.

The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.

FY 20/21: McHenry is fortunate to have High Schools that offer many clubs and opportunities to teens in the community. The YS Department needs to find ways to support these initiatives through resource sharing or find what scope of Teen programming outside of what's offered at schools and outside 'entertainment' we can offer.

FY 21/22: Interviews with our regular teens have confirmed that many high schoolers are engaged in afterschool activities and may not have the time to visit the library. One goal would be to work with the high school to perform more outreach visits to the schools.

Chapter 12 Technology

Technology Checklist

✓Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.

✓The library has: • a telephone, with a listing in the phone book; • a telephone voice mail and/or answering machine; • a fax and/or scanner; • a photocopier; • effective Internet access with sufficient capacity to meet the needs of both the staff and the public; • library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours); • an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly; • up-to-date computers for staff and public access with sufficient capacity to meet needs; • up-to-date printers for staff and public access with sufficient capacity to meet needs; • up-to-date antivirus and Internet security software protection installed on every library computer; • up-to-date Internet browsers, web applications, and plug-ins; • a valid email address, accessible via the library's website, for the library administrator; and • a website that includes basic library information such as hours, location, contact, official name of library, and content required by the Open Meetings Act.

FY 20/21: The Library offers and complies with all of the above. We will continue to work on an ongoing review of the website to comply with ADA standards. We also need to be more proactive rather than reactive in planning for replacing technology through capital asset improvement and technology plans.

FY 21/22: We are continuing to review our technology offerings in the Library, with the main focus being accessibility, more increased variety of hardware and software to meet the needs of the patrons.

✓The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.

FY 20/21: We offer a sufficient number of public computers but need to work on providing accessible workstations.

FY 21/22: During the pandemic, only half of our public computers have been available and even then, rarely are all of them being used simultaneously. We will revisit the number of computers we need to have available as we go to replace them over the next few years.

✓The wait time for patron workstations does not exceed 15 to 30 minutes.

The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.

FY 20/21: We are currently reviewing cost-effectiveness.

FY 21/22: The Library is engaged in a firewall replacement and network streamlining project to review our connectivity. At this time, we have more access than needed, so we are looking to downsize our connectivity which will help bring down costs.

✓The library provides 24/7 remote access to library services and resources through: • a web-accessible library catalog; • an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly; • appropriate regional, state, national, and international bibliographic databases; • other authenticated electronic resources that are available for direct patron use; and • virtual reference service, and/or text messaging services, and/or a library email account.

✓The library staff must be: • computer literate; • trained to use and assist patrons in the use of electronic resources and materials; and • accessible via email and/or through messaging services.

FY 20/21: The Library has a technology core competencies checklist, and we need to make sure all staff can perform at these core levels and, if not, offer training to get them to the level required.

FY 21/22: We are still updating the technology core competencies checklist with a plan to use it as a staff assessment tool in 2022 to create training plans.

✓The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.

FY 20/21: The Library offers these classes in English and Spanish, but we need to provide the classes more frequently and various topics from basic computer usage to advance software instruction.

FY 21/22: Since we started offering in-person programs again, computer classes have been popular, especially in Spanish. As the Library increases its' hardware and software offerings, we will expand the variety of classes.

✓The library provides web links and access to regional and/or statewide initiatives including: • regional library system consortial web-based catalogs; • the CARLI academic library catalog (I-Share); • Illinois State

Library-sponsored databases/e-resources; • other electronic collections as available; and • virtual reference service.

✓As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.

✓The library has a board-adopted Internet acceptable use policy. The Internet acceptable use policy is reviewed annually.

FY 20/21: The policy needs to be reviewed frequently to reflect technology changes.

FY 21/22: On the list of policies needing to be updated.

✓The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.

FY 20/21: The Library provides an IT Budget annually, but we find the amount budgeted is insufficient for the department to carry out their daily operations and offer technology/hardware/software beyond the basic level.

FY 21/22: We took a closer look at the IT budget this year to ensure it was adequately funded. Since we have no technology inventory, it is challenging to create a replacement plan. This year, we are focusing on an asset tagging project that will help us handle all the technology we own, its age, and lifespan.

✓The library maintains, troubleshoots, repairs, and replaces computer hardware and software.

FY 20/21: Again we need to be proactive in replacement and preventive maintenance through a capital improvement and technology plan.

FY 21/22: Our IT Department handles all day-to-day computer hardware and software issues. Since we have no technology inventory, it is challenging to create a replacement plan. This year, we are focusing on an asset tagging project that will help us handle all the technology we own, its age, and lifespan.

✓This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.

The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.

FY 20/21: Technology is part of the strategic plan but not addressed at the level needed to plan for current and future needs. We need a technology and IT capital improvement plan.

FY 21/22: Once we finish the asset tagging project, we will be better positioned to be a technology and IT capital improvement plan.

✓The library continuously strives to improve its technological services, resources, and access.

An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to: • wireless access (Wi-Fi); • Internet connectivity upgrades sufficient for patron and staff use; • networking (local area vs. wide area); • library Intranet; • an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive; • patron

self-checkout functionality; • new technologies/potential services; for example, social networking, makerspace, and mobile apps; • current and functional meeting room technology; • adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and • ongoing staff continuing education/training related to all aspects of technological services.

FY 20/21: Technology needs to be consistently assessed for current and future needs. We need a technology and IT capital improvement plan.

FY 21/22: With the creation of a digital service role in our Public Services Department this year, we have a better pulse on the needs of our patrons and will continue to assess our offerings. This year, we are focusing on creating public workstations with specific functions like graphic design, low-vision accessibility, and the Spanish language operating system. Also, once we finish the asset tagging project, we are better positioned to be a technology and IT capital improvement plan.

✓The library protects the integrity, safety, and security of its technological environment.

✓The library's automated catalog and its components comply with current state, national, and international standards.

✓The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

Chapter 13 (Marketing, Promotion, and Collaboration)

Marketing, Promotion, and Collaboration Checklist

✓The library has a communications plan that supports the library's long-range/strategic plan.

FY 20/21: The Library does not have a separate marketing plan, but marketing is mentioned in the Library's strategic plan.

FY 21/22: A communications plan was begun, but with staff turnover, it is on hold until the position is filled and the staff member gets settled into their role.

✓The library staff and trustees participate in two or more cooperative activities with other community organizations.

FY 20/21: Library staff does frequently work with community groups. The trustees can let us know which groups they may be interested in working with, and we can help make contact.

FY 21/22: Library staff continues to reinforce relationships with groups we work with and to form relationships with new organizations within the community.

✓The library's services and programs are promoted in the community. Check the applicable publicity methods.

•flyers •brochures •website •newsletter •posters •banners •displays •podcasting •presentations •speeches
•billboards •other

✓The library maintains at least one social media account.

The library invites local, state, and federal officials to visit the library.

FY 20/21: It has been some time since local officials have visited the Library to learn more about the services it provides. Some officials have visited the Library to be part of a program or attend a presentation.

FY 21/22: This was not an ideal time for official visits during the pandemic year.

✓The library's website is updated at least monthly.

✓The board, administration, and staff conduct an annual library walk-through.

FY 20/21: We need to formalize these walkthroughs with checklists.

FY 21/22: We need to formalize and schedule these annual walkthroughs.

✓The board, administration, and appropriate staff visit other libraries.

✓The budget includes funds for public relations and marketing activities.

The library's promotional methods and services are ADA compliant.

FY 20/21: Accommodations language is not noted in program descriptions nor Preface. We are currently making changes to remedy this.

FY 21/22: Accommodations language in English, Spanish, and Polish has been added to program information in our events calendar. Need to add the text to the *Preface* newsletters and e-Newsletters.

✓A designated staff member coordinates the library's marketing efforts.

The library's staff receives customer service and marketing training.

FY 20/21: Frequent marketing training for all staff will be part of the PR Manager's duties. They will also create a "how-to" guide for library branding that will be a part of onboarding. Departmental managers provide customer service training, but a management team needs to formalize our customer service philosophy's tenets.

FY 21/22: The PR Department started a marketing minute presentation during the Library's In-Service events but is on hold due to staff turnover. Topics addressed were: word of mouth marketing, email branding guidelines.

The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.

FY 20/21: This information is available to all staff and trustees. Still, we need to communicate better where to find this information and the importance of reading and providing feedback on these items.

FY 21/22: Continuing to update the formatting and accessibility of these documents as time permits. We have completed the staff and public policy manuals, Board Bylaws, and public comment guidelines.

The library surveys patrons and the community to judge awareness of the library's programs and services.

FY 20/21: The Library takes informal surveys of patrons, especially regarding programming, but is well past due to a formal community survey along with a plan to continue ways to gauge public awareness.

FY 21/22: We will work towards a formal survey as we move into strategic planning.

Memorandum

DATE: October 6, 2021

TO: Board of Trustees

FROM: Steering Committee, Illinois Libraries Present

Jennifer Czajka, Arlington Heights Memorial Library
Kate Hall, Northbrook Public Library
Kate Niehoff, Schaumburg Township District Library
Jill Pifer, Fairview Heights Public Library
Arielle Raybuck, Northbrook Public Library
Shalyn Rodriguez, Shorewood-Troy District Library
Alexandra Skinner, Oak Park Public Library

RE: Illinois Libraries Present Intergovernmental Agreement

The pandemic has been challenging, but has also opened up doors to new opportunities. For the past few months, a group of Illinois libraries has been working on launching a new Illinois cooperative called Illinois Libraries Present (ILP) to provide high-quality online events at equitable prices for participating member libraries of all sizes and budgets. We are offering public libraries in Illinois the chance to participate in the pilot program from January – June 2022.

In order to start this initiative, the Northbrook Public Library Board of Trustees has passed the attached intergovernmental agreement. Libraries can join for the pilot project by approving the attached intergovernmental agreement which outlines your responsibilities. Libraries will be responsible for paying the fees as outlined below:

Operating Budget	# in State	Total Cost
\$0-\$249,999	312	\$40.00
\$250,000-\$749,999	127	\$75.00
\$750,000-\$1,499,999	53	\$200.00
\$1,500,000-\$2,999,999	36	\$375.00
\$3,000,000-\$4,999,999	36	\$750.00
\$5,000,000+	44	\$1,150.00

Upon approval, your library will be a full participant in the pilot program from January-June 2022 receive access to the programs offered. Your library will remain a member beyond the pilot period unless you notify us in writing of your intent to withdraw from the cooperative. Your library will be billed in January 2022.

We look forward to partnering with your library to bring patrons across Illinois access to nationally recognized and high-profile speakers and authors.

**ILLINOIS LIBRARIES PRESENT:
INTERGOVERNMENTAL AGREEMENT FOR JOINT PURCHASING
OF LIBRARY PROGRAMMING, EVENTS AND SERVICES**

This Intergovernmental Agreement (“Agreement”) also known as “Illinois Libraries Present” is entered into this_____, 202__, by and between the Northbrook Public Library an Illinois public library, (“Northbrook Library”), and McHenry Public Library District LIBRARY an Illinois public Library or Library District (the “Library”), and the Reaching Across Illinois Library System (“RAILS”), for the purpose of facilitating the joint purchasing of programming, events and services for the parties’ use.

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 authorizes units of local government to contract to exercise, combine or transfer any power or function not prohibited to them by law or ordinance;

WHEREAS, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) authorizes units of local government to exercise jointly with any public agency of the State, including other units of local government, any power, privilege or authority which may be exercised by a unit of local government individually, and to enter into contracts for the performance of governmental services, activities or undertakings;

WHEREAS, the Government Joint Purchasing Act (30 ILCS 525/1, *et seq.*) authorizes governmental units to purchase personal property, supplies and services jointly with one or more other governmental units, all of which are parties to a joint purchasing agreement;

WHEREAS, the Northbrook Library desires to contract with other Illinois public libraries and library districts in order to purchase and procure library programing, events and services;

WHEREAS, the Northbrook Library and the LIBRARY desire to exercise their intergovernmental cooperation and joint purchasing authority by engaging in this Agreement whereby Northbrook Library and the LIBRARY may receive the programming, events and services and benefits therefrom and achieve economies of scale resulting from Northbrook Library’s and the LIBRARY’S jointly negotiating and contracting for programming

NOW, THEREFORE, IN CONSIDERATION for the mutual covenants herein contained, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Northbrook Library and LIBRARY agree as follows:

Section 1. Authority. The parties agree that the foregoing recitals describe the power and authority by which they intend to engage in the joint purchasing and intergovernmental cooperation described in this Agreement. In the event of the termination, failure or amendment of either of the powers described herein so that this agreement would otherwise become invalid, it is the parties’ intent for this agreement to rest on the other power which they are lawfully exercising.

Section 2. Shared Services.

A. The Northbrook Library agrees to: (i) competitively bid the procurement of the materials, programming, events and services described in Exhibit A for the use and benefit of Northbrook Library and LIBRARY, and (ii) negotiate contract(s) with the lowest responsible and responsive bidder(s) (each, a “ CONTRACTING PROVIDER OF THE PROGRAM”) so that CONTRACTING PROVIDER OF THE PROGRAM shall allocate sufficient manpower and resources to provide its materials, programming, events and services (the “Services”) to satisfy the demands of both the Northbrook Library and the LIBRARY. However, by law, some contracts will not be subject to competitive bidding where the ability or fitness of the individual plays an important part. The contract with the CONTRACTING PROVIDER OF THE PROGRAM shall include requirements for CONTRACTING PROVIDER OF THE PROGRAM to (i) extend all contractual obligations to the LIBRARY to the same extent performed for the Northbrook Library, and (ii) designate personnel who will have direct contact to fulfill the provisions of this Agreement.

B. The scope of the Services required by and for the Northbrook Library and LIBRARY are more specifically described in Exhibit A, attached hereto and incorporated as though fully set forth herein.

C. The Northbrook Library hereby assigns to the LIBRARY all of its rights, privilege and authority to enforce the terms of the CONTRACTING PROVIDER OF THE PROGRAM Contract and obtain any available remedies allowed thereunder, but only with respect to the Services performed for the LIBRARY, and provided that the LIBRARY shall not have the power to terminate the CONTRACTING PROVIDER OF THE PROGRAM’s Contract, except as to services for the LIBRARY, without Northbrook Library’s express, written consent. The Northbrook Library shall cooperate with the LIBRARY, at the LIBRARY’s sole expense, to the extent it is necessary for the LIBRARY to obtain any remedy described in this paragraph.

Section 3. Cost Allocation.

A. The Northbrook Library and Library parties agree to share the cost of Services as outlined in the attached scope of service according to the equitable formula for sharing costs agreed by the parties to this Agreement and outlined in Exhibit B, attached to this Agreement and incorporated as though fully set forth herein. Initial costs of \$10,225.00 in the aggregate will be paid by the 12 [twelve] member libraries of the IGA Steering and Programming Committees listed in Exhibit. Additionally, initial costs for services will also be drawn from the LIBRARY’s payment for services, mentioned in this Section 3.

B. Annually, RAILS shall send an invoice to the LIBRARY with a written calculation describing the share of such invoice for which the LIBRARY shall pay RAILS on behalf of Illinois Libraries Present. RAILS has the option to renegotiate its invoice obligations under this IGA in the last quarter, 2022. The LIBRARY shall also reimburse RAILS for its share of each invoice in accordance with the IL Prompt Payment Act. At the request of either party, CONTRACTING PROVIDER OF THE PROGRAM may provide additional resources and project work, outside the scope of Attachment A, to the Northbrook Library or LIBRARY. The party requesting the work shall be responsible for 100% of the cost.

B. The LIBRARY covenants to appropriate, budget and, when necessary, levy sufficient amounts in each fiscal year for the estimated fees for which it will be liable for the Services it receives.

Section 4. Termination. Either Party to this Agreement may terminate its participation in this Agreement upon ninety (90) days written notice to the other party (provided that if the CONTRACTING PROVIDER OF THE PROGRAM shall require greater advance notice, the CONTRACTING PROVIDER OF THE PROGRAM Contract shall control). Each Party shall remain liable for all costs accrued during the term prior to the effective date of the termination of this Agreement. The Library agrees that if it terminates its participation in this Agreement, that all pre-payments or deposits it has made for future programs are forfeited to Illinois Libraries Present.

Section 5. Records. Neither Party to this Agreement claims any proprietary interest of any nature whatsoever in any of the records of the other Party to this Agreement, provided that each Party shall cooperate with the other to the extent either Party receives a public records request related to the subject matter of this Agreement. Nothing herein shall be construed to require either Party to waive any available exemptions from disclosure described under applicable law.

Section 6. Miscellaneous.

A. Each party agrees that it will be responsible for its own acts and the result thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. Except as otherwise provided herein, no Party may, by its own actions, obligate the other Party to this Agreement. This division of liability is solely intended to be between the Parties to this Agreement and should not be construed as a waiver of any defenses and immunities each Party may have against third party claims.

B. The Parties to this Agreement agree to abide by all of the general rules and regulations applicable to them.

C. Severability. The Parties intend for this Agreement to remain in full force and effect to the greatest extent permitted by law, and for all applications allowed by law, notwithstanding whether any particular provision or application hereof is found to be unenforceable. Any invalid provision and any unenforceable application shall be deemed severable from the remainder of the Agreement.

D. Term. This Agreement shall continue until terminated in accordance with Section 4.

E. Notice. All notices hereunder shall be in writing, and shall be deemed given when delivered by email, in person, or by United States certified mail, with return receipt requested, and if mailed, with postage prepaid. All notices shall be addressed as follows:

If to the Northbrook Public Library:

Executive Library Director
Northbrook Public Library
1201 Cedar Lane
Northbrook, Illinois 60062

If to the

McHenry Public Library District
Executive Director
809 Front Street
McHenry, IL 60050

If to RAILS:

Reaching Across Illinois Library System
Re: Illinois Libraries Present
125 Tower Dr
Burr Ridge, IL 60527

F. Interpretation. This Agreement constitutes the entire agreement between the Parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by all parties to this Agreement in accordance with applicable law.


G. Additional Parties. This Agreement may be amended to add additional libraries. Each new library must adopt a resolution agreeing to be bound to the terms of this Agreement and the Northbrook Library must approve the addition of the new party.

H. Substitute Administrative Party. From time to time a library other than Northbrook Library may serve as the administrative party for the purpose of performing competitive bidding and contracting with CONTRACTING PROVIDER OF THE PROGRAMS. In those cases, the library serving as the administrative party shall have all the rights and responsibilities otherwise assigned to Northbrook Library in this Agreement and all other terms and conditions shall apply respectively.

I. Counterparts. This Agreement may be executed by facsimile, portable document format (.pdf) or other electronic means, and in any number of counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same agreement.

SO AGREED.

NORTHBROOK PUBLIC LIBRARY LIBRARY


Jay Glaubinger (Oct 6, 2021 16:02 CDT)

By: Jay Glaubinger, Board President

By: _____

Date: September 23, 2021

Date: _____

REACHING ACROSS ILLINOIS LIBRARY SYSTEM

By: _____

Date: _____

EXHIBIT A

SCOPE OF SERVICES AND CONTRACT CONTRACTING PROVIDER OF THE PROGRAM

Illinois Libraries Present will provide one virtual program a month for all member libraries for a total of 6 programs during the January-June 2022 pilot period. Illinois Libraries Present aims to offer virtual programs featuring bestselling fiction and nonfiction authors, well-known presenters who speak on equity, diversity, and inclusion, and diverse speakers on topics of broad interest for a range of ages.

Member libraries may choose which programs they market to their patrons. Patrons may sign up to watch themselves or libraries may elect to broadcast the presentation for their patrons. Illinois Libraries Present will provide technical assistance, marketing collateral, and post program data analysis for member libraries.

Member libraries may elect to have staff participate in one of the Illinois Libraries Present committees and assist in the planning and execution of the events:

- Steering Committee
- Programming Committee
- Event Production Committee
- Marketing Committee
- Data Analysis Committee

The committees will be responsible for carrying out the work of Illinois Libraries Present and contract with vendors with approval from Northbrook Library.

Following the pilot program, Illinois Libraries Present intends to offer one program a month. Libraries shall sign up for an annual membership and receive access to all programs offered during the membership year of January 1 -December 31.

SAMPLE CONTRACT

Service Contract
Northbrook Public Library
c/o Illinois Libraries Present
1201 Cedar Lane
Northbrook, Illinois 60062
(847) 272-6224

Date:

This is a contract between the Board of Library Trustees of the Village of
Northbrook (Library) and _____ (Contractor).

Address:

City, State, Zip:

Telephone number:

Arrangements will be made through _____, (Library representative).

Date and Time of Program:

Virtual Performance Platform: Zoom

Title of program:

Payment Terms:

The Library will pay the Contractor, as compensation for services rendered, \$ _____.
Payment is due within 30 days of the program date and payable to _____.

Technical requirements:

Please attach a sheet with any specific requirements for virtual performance requirements for the program. The Contractor agrees to arrive _____ before the performance is scheduled.

In accordance with the Americans with Disabilities Act, some programs may be live captioned by a certified captioner. Performers are required to provide in a timely manner, upon request, information including but not limited to: outlines, powerpoints, lists of unique words or phrases, and/or a list of names used for programs that will be live captioned. All certified captioners are bound by the [National Association of Court Reporters and Captioners Code of Ethics](#). Any information supplied will be destroyed after the event.

Any performer that wishes to record their performance must request so in writing at least one week prior to the performance. The library reserves the right, in its sole discretion, to deny the recording of any program. The Library reserves the right, in its sole discretion, to deny the Contractor the right to record any virtual performance.

Force Majeure:

If either party is prevented from performing the obligations created because of illness, acts of God, strikes, etc. beyond the control of either of the parties, neither party shall be liable to the other.

Governing Law:

This Contract shall be governed by and construed in accordance with the laws of the State of Illinois, and venue for any dispute arising from this Contract will be in the courts of Cook County, Illinois.

Waiver:

Waiver by any party of any breach of any term, covenant or condition contained in this Contract shall not be deemed to be a waiver of such term, covenant or condition, or any subsequent breach of the same or any other term, covenant or condition contained in this Contract.

Termination:

The Library may terminate this Contract at any time, with or without cause. This Contract also may be terminated at any time upon the mutual agreement of the Library and Contractor. In the event this Contract is terminated for any reason, Contractor will not be entitled to any compensation or remuneration.

Library Recordings:

The Library reserves the right to audio or video record any live program, including virtual performances unless otherwise indicated. The Library may retain the record in its files, may make it available on the Internet, or make it available otherwise for educational or promotional purposes. The Library shall provide a copy of the recording to the Contractor, upon the Contractor's request.

- ☐ Contractor hereby authorizes the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.
- ☐ Contractor does not authorize the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.

If the Contractor is providing the Library with a recording of the Program, the Library will make the recording of the Contractor's program available to Library patrons who register for the Program until _____(insert date that program will be available). After that date, the Library will no longer make the recording of the Contractor's Program available to Library patrons. The Contractor will retain all intellectual property rights to the Contractor's Program.

Indemnification/Assumption of Risk:

I, the undersigned, agree that I _____will indemnify and hold harmless the Northbrook Public Library, the Board of Library Trustees of the Village of Northbrook, its officers, agents and employees from and against any and all losses, liabilities, claims, demands, penalties, causes of action, damages, and costs and expenses (including reasonable attorneys' fees and court costs) arising out of or related to the acts and/or omissions of Contractor or in any way connected with the performance of this Contract.

Intellectual Property:

Contractor, and any of its performers or presenters, are solely responsible for complying with any and all applicable licensing, trademark, copyright, and other intellectual property laws and regulations relating to the Contractor's programs, performances, and merchandise sales.

Entire Agreement:

This Contract sets forth all the promises, inducements, agreements, conditions and understandings between the parties hereto relative to the subject matter thereof, and there are no promises, agreements, conditions or understandings, either oral or written, express or implied, between them, other than are herein set forth. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties hereto unless authorized in accordance with law and reduced in writing and signed by both parties. The duties and obligations of this Contract may not be assigned by Contractor without the express written approval of the Library

By signing this Contract, the parties stipulate that they have read and understand this Contract in its entirety. Each person signing the Contract represents that they have the authority to sign the Contract on behalf of their respective party.

LIBRARY: _____DATE: _____

CONTRACTOR: _____DATE: _____

EXHIBIT B

PRICE FORMULA AND LIBRARY'S AGREED CONTRIBUTION

Pricing shall be based upon the library's operating budget as recorded in the Illinois Public Library Annual Report 8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]. Prices shall be equitably set based on budgets within six membership tiers. Overall costs will be determined by the total number of participating libraries and estimated expenses for the coming year.

\$0-\$249,999
\$250,000-\$749,999
\$750,000-\$1,499,999
\$1,500,000-\$2,999,999
\$3,000,000-\$4,999,999
\$5,000,000+

The initial cost for the program will be for the 6-month pilot and cover all expenses including zoom licensing, presenter fees, marketing, legal, and other administrative costs.

Library's Operating Budget	Total Pilot Cost
\$0-\$249,999	\$40.00
\$250,000-\$749,999	\$75.00
\$750,000-\$1,499,999	\$200.00
\$1,500,000-\$2,999,999	\$375.00
\$3,000,000-\$4,999,999	\$750.00
\$5,000,000+	\$1,150.00

Annual costs will be billed based on the same model and updated annually based on cost projections for the coming year. Illinois Libraries Present will aim to operate on a cost recovery basis and keep enough funds in the fund balance to provide for 6 months of expenses.






Steering and Programming Committee Library Members:

Algonquin
Arlington Heights
Downers Grove

Effingham
Evanston
Fairview Heights
Fox River Valley
Niles
Northbrook
Oak Park
Schaumburg
Shorewood-Troy

Created:	2021-10-07
By:	Administration Assistant (adminasst@northbrook.info)
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"ILP IGA" History

-  Document created by Administration Assistant (adminasst@northbrook.info)
2021-10-07 - 7:09:22 PM GMT
-  Document emailed to Jay Glaubinger (jayglaubinger@gmail.com) for signature
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-  Email viewed by Jay Glaubinger (jayglaubinger@gmail.com)
2021-10-07 - 9:01:41 PM GMT
-  Document e-signed by Jay Glaubinger (jayglaubinger@gmail.com)
Signature Date: 2021-10-07 - 9:02:58 PM GMT - Time Source: server
-  Agreement completed.
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Cards for Kids Library Card Policy- PROPOSED POLICY

Created 01/18/2022

The "Cards for Kids" Act is an amendment to the Public Library Non-Resident Services Rule. The Act allows qualified Pre-K to 12-grade students who participate in the Federal Free and Reduced Price Meal Program at school to obtain a non-resident library card free of charge, even if they live outside the McHenry Public Library District (MPLD) boundaries. (Sec. 3050.75 of Public Act 101-632). This amendment also includes students who are homeschooled.

The student cardholder is entitled to the same services the library provides residents, and the card shall be issued compliant with any policy or guideline that the MPLD Board has implemented of issuance of cards to minors. This program will apply to students who live in unserved areas but where the MPLD is the closest public library to their residence.

Eligibility can be shown in a number of ways:

- Medicaid card or most recent eligibility letter for any member in the family
- Public Housing Assistance documentation, such as a lease, housing assistance payment (HAP) contract, or eligibility documentation from HUD
- SNAP letter indicating you are approved for Supplemental Nutrition Assistance Program benefits
- TANF eligibility letter for Temporary Assistance for Needy Families
- SSI Eligibility letter for Supplemental Social Security Income
- NSLP/HEAD START copy of a letter indicating current participation in the National School Lunch Program or Head Start, with your child's name, the school name, and the address of where you are requesting service
- LIHEAP letter confirming your eligibility for Low Income Home Energy Assistance Program
- WIC eligibility letter for the Women and Children Program
- Tribal Assistance eligibility letter, including TTANF, FDPIR, etc.

The Cards for Kids card is issued for one year and must be renewed annually showing continued eligibility utilizing any of the above documents.

This card may not be used by any other individual, and benefits do not apply to family members.

Disabled Veterans Library Card Policy PROPOSED POLICY

Created 01/18/2022

McHenry Public Library District (MPLD) offers a library card free of charge to those veterans with a service-connected disability of at least 70% and who live outside our district but where we are the closest library to their residence.

In addition, an unmarried surviving spouse of a service member killed in the line of duty or an unmarried surviving spouse of a veteran who qualified for this exemption prior to death is also entitled to a non-resident card without payment of fees.

Eligibility is based on the veteran being exempt from paying property taxes on their primary residence due to the Homestead Exemption for Veterans with Disabilities. {35 ILCS 200/15-169(B-3) (B)}

The qualifying veteran or unmarried surviving spouse must present documentation from the county where they reside that indicates their residence is exempt from paying property taxes. {35 ILCS 200/15 (C) (C-1)}

The veteran cardholder is entitled to the same services the library provides residents. The card shall be issued compliant with any policy or guideline that the MPLD Board has implemented.

The disabled veterans' card is issued for two years and must be renewed, showing continued eligibility utilizing any of the above documents.

Disposal of Surplus Property Policy

PROPOSED

(Created 01/18/2022)

Library property (i.e., print and non-print materials, equipment, supplies, and/or any personal property), which in the judgment of the Library Director, as agent for the Board, is no longer necessary or useful for library purposes, may be disposed of in the following manner:

1. Books and non-print materials from the library's collection, or gift materials, may be; discarded, given to other local libraries in need or to local agencies which serve McHenry, or sold, by the McHenry Public Library District Friends of the Library in their book sales, or authorize a trade of such property for the purchase of other property ;
2. Whenever possible, items deemed unusable or unsalable should be disposed of in an ecologically friendly manner.
3. Any computer equipment, regardless of value, may be traded in on new equipment or recycled if no longer in working order. Hard drives shall be erased, removing and uninstalling licensed software and personal information. Any other technology may be disposed of following the same guidelines as personal property.
4. Any other personal property having an individual current market value of less than \$250 may, at the discretion of the Library Director, be discarded, turned in on new equipment, donated, or made available for sale.
5. In the case of individual surplus items having a current market value of more than \$250 but less than \$1,000, the Board may authorize a trade-in of such items on new equipment or sale of such items in accordance with the provisions of the Illinois Library Act.
6. Any personal property having a unit value of more than \$1,000 will be displayed at the Library and public notice of its availability and the date and terms of the proposed sale shall be posted.
7. Personal property of any value may be sold or donated to any tax-supported library or to any other library system operating under the terms of Illinois Library Act 75 ILCS 10/16, under such terms or conditions the Board may determine.

8. No favoritism shall be shown to library employees, members of the Board of Library Trustees or members of their immediate families on the offering of unusable and unsaleable property or who make bids on or purchase any library item declared surplus.

DRAFT

FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19

Policy Date: June 16, 2020

Revision Date: January 18, 2022

Purpose

The purpose of this policy is to comply with the Families First Coronavirus Response Act (FFCRA). This policy will provide eligible employees with leave and paid sick leave. This policy took effect on April 1, 2020 and will expire on **June 30, 2022**. If the Federal Policy is expanded, a revision will follow if needed. Employees who are seeking a leave for reasons outside of this policy may still be eligible under the Library's other leave policies, such the Family Medical Leave Act policy and/or the Leave of Absence policy. Please refer to those policies for additional information on non-FFCRA leaves of absences.

For the purpose of this policy, "child" means the employee's own child(ren) under the age of 18, which includes biological, adopted, or foster children, stepchildren, legal wards, children for whom the employee is standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. The definition also includes an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

Emergency FMLA Leave

Employee Eligibility

Employees who have been employed with the McHenry Public Library District for at least 30 days prior to the date they wish the leave to start are eligible.

Reason for Leave

Eligible employees who are unable to work (or telework) due to a need to care for their child when the child's school or place of care has been closed, or their regular childcare provider is unavailable, due to a public health emergency with respect to COVID-19.

Amount of Leave

Employees will have up to 12 weeks of leave to use from April 1, 2020, through **June 30, 2022**. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

Amount of Pay

Leave is unpaid during the first 10 working days. Employees may elect to use any accrued and applicable paid vacation, sick or personal leave during this time, including time available under the Emergency Paid Sick Leave Act (discussed below).

For the remainder of the leave, employees will be paid two-thirds their regular rate of pay (calculated as two-thirds of their rate of pay multiplied by the number of hours the employee would otherwise be scheduled to work). In no circumstances will that pay exceed \$200 per day, and \$10,000 in total, per employee. Any unused portion of this pay will not carry over beyond the calendar year nor will it pay out upon termination of employment. The employee can use other accrued paid time off to bring their rate of pay to 100% during the leave. The use of any such paid time does not increase the amount of leave the employee is entitled to under this Act.

Benefits During Leave

MPLD will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment. This should be arranged with Human Resources. If the employee does not continue these pre-arranged benefit payments, MPLD may discontinue coverage during the leave. If MPLD maintains coverage while the employee is on leave, MPLD may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Employees will not accrue paid time off benefits, such as vacation pay and sick/personal pay, etc. while on leave.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to Human Resources as soon as practicable. The request must include: the name and age of the child to be cared for; the name of the school that has closed or place of care that is unavailable; and, a statement that no other person will be providing care for the child during the period for which the employee is receiving family medical leave. If the employee is requesting leave for the need to provide care for a child older than age 14 during daylight hours, the employee must provide a statement that special circumstances exist requiring the employee to provide care.

Carryover

Emergency paid family leave under this policy will not be provided beyond **June 30, 2022**.

Intermittent or Reduced Schedule Leave

This leave may be taken intermittently (in separate blocks of time) or on a reduced hours basis with the agreement of MPLD and the employee if the employee is unable to work or telework.

Job Restoration

An employee who returns to work from an approved FMLA leave of absence is entitled to return to his or her job or an equivalent position without loss of benefits or pay.

Emergency Paid Sick Leave

Eligibility

All employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the child care provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Amount and Reasons for Leave

All eligible full-time employees will have up to 80 hours of emergency paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

If an employee receives the COVID-19 vaccine and experiences a reaction to the vaccine, they will be required to use their vacation, personal, or sick time. This is not a qualifying event for Emergency Sick Time Leave pay.

Amount of Pay

Emergency paid sick leave will be paid at the employee's regular rate of pay for leave taken for reasons 1-3 above, subject to the caps outlined below. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, also subject to the caps outlined below. Pay will not exceed:

- \$511 per day and \$5,110 in total per employee for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total per employee for leave taken for reasons 4-6 above.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

If an employee is using emergency family medical leave, the employee may use emergency paid sick leave during the first 10 days of unpaid emergency FMLA. The use of emergency paid sick leave during the first two weeks of emergency family medical leave will not extend the time off available under the emergency family medical leave act. During the first 10 days, the employee may also choose to not get paid or use other paid time off. During the remaining 10 weeks, the employee may use any available vacation, sick or personal time to supplement pay available under the law.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to Human Resources as soon as practicable. The request must include: the employee's name; the date or dates for which leave is requested; a statement of the COVID-19 related reason the employee is requesting leave as well as written support for such reason; and, a statement that the employee is unable to work or telework.

If the employee is requesting the leave due to a quarantine, the employee must also include: the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine; and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relationship to the employee.

If the leave request is based on a school closing or child care provider unavailability, the statement from the employee should include: the name and age of the child to be cared for; the name of the school that has closed or place of care that is unavailable; and, a representation that no other person will be providing care for the child during the period for which the employee is receiving the leave. If the request is based on the employee's inability to work or telework because of a need to provide care for a child older than 14 during daylight hours, the employee should also include a statement that special circumstances exist requiring the employee to provide care.

Carryover

Emergency paid sick leave under this policy will not be provided beyond **June 30, 2022**.

Intermittent or Reduced Schedule Leave

Emergency paid sick leave for qualifying reasons related to COVID-19 must be taken in full-day increments. It cannot be taken intermittently if the leave is being taken because:

- The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- The employee is caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

The only exception is that employees may take sick leave on a reduced schedule for the above reasons if they are able to, and want to, telework, with the agreement of MPLD. Unless the employee is teleworking, once the employee begins taking emergency paid sick leave for one or more of these qualifying reasons, the employee must continue to take emergency paid sick leave each day until the employee either (1) use the full amount of paid sick leave or (2) no longer has a qualifying reason for taking paid sick leave.

The employee may take emergency paid sick leave intermittently, with the agreement of MPLD, if the employee is taking emergency paid sick leave to care for their child whose school or place of care is closed, or whose child care provider is unavailable, because of COVID-19 related reasons, or we are backdating the emergency paid sick leave for any individuals who were not covered by this policy during the time frame of **January 1, 2022-January 17, 2022**.

Job Protections

Employees who take emergency paid sick leave will not be retaliated against or discharged for doing so.

FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19

Policy Date: June 16, 2020

Revision Date: February 16, 2021

Purpose

The purpose of this policy is to comply with the Families First Coronavirus Response Act (FFCRA). This policy will provide eligible employees with leave and paid sick leave. This policy took effect on April 1, 2020 and will expire on December 31, 2021. If the Federal Policy is expanded, a revision will follow if needed. Employees who are seeking a leave for reasons outside of this policy may still be eligible under the Library's other leave policies, such the Family Medical Leave Act policy and/or the Leave of Absence policy. Please refer to those policies for additional information on non-FFCRA leaves of absences.

For the purpose of this policy, "child" means the employee's own child(ren) under the age of 18, which includes biological, adopted, or foster children, stepchildren, legal wards, children for whom the employee is standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. The definition also includes an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

Emergency FMLA Leave

Employee Eligibility

Employees who have been employed with the McHenry Public Library District for at least 30 days prior to the date they wish the leave to start are eligible.

Reason for Leave

Eligible employees who are unable to work (or telework) due to a need to care for their child when the child's school or place of care has been closed, or their regular childcare provider is unavailable, due to a public health emergency with respect to COVID-19.

Amount of Leave

Employees will have up to 12 weeks of leave to use from April 1, 2020, through December 31, 2021. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

Amount of Pay

Leave is unpaid during the first 10 working days. Employees may elect to use any accrued and applicable paid vacation, sick or personal leave during this time, including time available under the Emergency Paid Sick Leave Act (discussed below).

For the remainder of the leave, employees will be paid two-thirds their regular rate of pay (calculated as two-thirds of their rate of pay multiplied by the number of hours the employee would otherwise be scheduled to work). In no circumstances will that pay exceed \$200 per day, and \$10,000 in total, per employee. Any unused portion of this pay will not carry over beyond the calendar year nor will it pay out upon termination of employment. The employee can use

other accrued paid time off to bring their rate of pay to 100% during the leave. The use of any such paid time does not increase the amount of leave the employee is entitled to under this Act.

Benefits During Leave

MPLD will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment. This should be arranged with Human Resources. If the employee does not continue these pre-arranged benefit payments, MPLD may discontinue coverage during the leave. If MPLD maintains coverage while the employee is on leave, MPLD may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Employees will not accrue paid time off benefits, such as vacation pay and sick/personal pay, etc. while on leave.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to Human Resources as soon as practicable. The request must include: the name and age of the child to be cared for; the name of the school that has closed or place of care that is unavailable; and, a statement that no other person will be providing care for the child during the period for which the employee is receiving family medical leave. If the employee is requesting leave for the need to provide care for a child older than age 14 during daylight hours, the employee must provide a statement that special circumstances exist requiring the employee to provide care.

Carryover

Emergency paid family leave under this policy will not be provided beyond December 31, 2021.

Intermittent or Reduced Schedule Leave

This leave may be taken intermittently (in separate blocks of time) or on a reduced hours basis with the agreement of MPLD and the employee if the employee is unable to work or telework.

Job Restoration

An employee who returns to work from an approved FMLA leave of absence is entitled to return to his or her job or an equivalent position without loss of benefits or pay.

Emergency Paid Sick Leave

Eligibility

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2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the child care provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Amount and Reasons for Leave

All eligible full-time employees will have up to 80 hours of emergency paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

If an employee receives the COVID-19 vaccine and experiences a reaction to the vaccine, they will be required to use their vacation, personal, or sick time. This is not a qualifying event for Emergency Sick Time Leave pay.

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- \$511 per day and \$5,110 in total per employee for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total per employee for leave taken for reasons 4-6 above.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

If an employee is using emergency family medical leave, the employee may use emergency paid sick leave during the first 10 days of unpaid emergency FMLA. The use of emergency paid sick leave during the first two weeks of emergency family medical leave will not extend the time off available under the emergency family medical leave act. During the first 10 days, the employee may also choose to not get paid or use other paid time off. During the remaining 10 weeks, the employee may use any available vacation, sick or personal time to supplement pay available under the law.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to Human Resources as soon as practicable. The request must include: the employee's name; the date or dates for which leave is requested; a statement of the COVID-19 related reason the employee is requesting leave as well as written support for such reason; and, a statement that the employee is unable to work or telework.

If the employee is requesting the leave due to a quarantine, the employee must also include: the name of the governmental entity ordering quarantine or the name of the health care

professional advising self-quarantine; and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relationship to the employee.

If the leave request is based on a school closing or child care provider unavailability, the statement from the employee should include: the name and age of the child to be cared for; the name of the school that has closed or place of care that is unavailable; and, a representation that no other person will be providing care for the child during the period for which the employee is receiving the leave. If the request is based on the employee's inability to work or telework because of a need to provide care for a child older than 14 during daylight hours, the employee should also include a statement that special circumstances exist requiring the employee to provide care.

Carryover

Emergency paid sick leave under this policy will not be provided beyond December 31, 2021.

Intermittent or Reduced Schedule Leave

Emergency paid sick leave for qualifying reasons related to COVID-19 must be taken in full-day increments. It cannot be taken intermittently if the leave is being taken because:

- The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- The employee is caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

The only exception is that employees may take sick leave on a reduced schedule for the above reasons if they are able to, and want to, telework, with the agreement of MPLD. Unless the employee is teleworking, once the employee begins taking emergency paid sick leave for one or more of these qualifying reasons, the employee must continue to take emergency paid sick leave each day until the employee either (1) use the full amount of paid sick leave or (2) no longer has a qualifying reason for taking paid sick leave.

The employee may take emergency paid sick leave intermittently, with the agreement of MPLD, if the employee is taking emergency paid sick leave to care for their child whose school or place of care is closed, or whose child care provider is unavailable, because of COVID-19 related reasons, or we are backdating the emergency paid sick leave for any individuals who were not covered by this policy during the time frame of January 1, 2021-February 16, 2021.

Job Protections

Employees who take emergency paid sick leave will not be retaliated against or discharged for doing so.