



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, February 15, 2022 7:00 p.m.
Meeting Room West #136 & Electronic Means*
AGENDA

- I. **CALL TO ORDER** – President Charles Reilly
- II. **ROLL CALL** – Monica Leccese, Secretary
- III. **PLEDGE OF ALLEGIANCE**
- IV. **CORRECTIONS OR ADDITIONS TO THE AGENDA**
- V. **PUBLIC COMMENT AND RECOGNITION OF VISITORS**
- VI. **SECRETARY'S REPORT** – Monica Leccese, Secretary
 - A. Approval of Minutes of the January 18, 2022, Regular Meeting.
- VII. **TREASURER'S REPORT** – Delphine Grala, Treasurer
 - A. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for January/February 2022, Additional Bills and Petty Cash and Credit Card Reports
- VIII. **COMMUNICATIONS**
 - A. Greg McCormick, Director, Illinois State Library; 2022 Illinois Library Service Areas Map
- IX. **LIBRARIAN'S REPORT**
 - A. Librarian's Report
 - B. Updates on Projects
- X. **OLD BUSINESS**
 - A. COVID-19 and Masks
 - B. Cards for Kids Library Card Policy
 - C. Veterans Library Card Policy
 - D. Disposal of Surplus Property Policy
- XI. **NEW BUSINESS**
 - A. Tuition Reimbursement Request from K. Voegtli
 - B. Fleet Safety Policy

XII. EXECUTIVE SESSION

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.

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

XIV. ADJOURNMENT

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

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

Note: The Board Meeting will allow remote participation, possibly without a physical quorum present, authorized by Executive Order of the Governor of the State of Illinois (COVID-19 Executive Order No. 7, Extended February 4, 2022).

Invitation arrangements must be made in advance by emailing the Library Director at **director@mchenrylibrary.org** and providing a valid email (required for access) at least 4 hours before the meeting time/date.

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

Date: January 18, 2022

Time: 7:00 P.M.

Location: Library Meeting Room West # 136

I. CALL TO ORDER – Vice President Jill Stone

Vice President Stone called the regular meeting to order at 7:00 p.m. Vice President Stone announced that Trustee Murphy would be serving as Secretary pro tem and Vice President Stone would be presiding in President Reilly's absence.

II. ROLL CALL – Debbie Gunness, Business Manager

Roll was called and a quorum was established.

Members Present: Bud Alexander, Susan Murphy, Jill Stone, Terry Weingart

Members Absent: Delphine Grala, Monica Leccese, Charles Reilly

Also Present: Tom Coughlin, Governmental Accounting, Inc
Debbie Gunness, Business Manager
Amy Hodgson, Administrative Assistant
Lesley Jakacki, Executive Director
Anna Karwowska, Youth Services Assistant Manager
Barb Majka, Circulation Manager
Jennifer May, HR Generalist
Kathy Milfajt, Technical Services Manager
Zach Terrill, Adult Services Assistant Manager

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

No public comments.

VI. SECRETARY'S REPORT – Susan Murphy, Secretary pro tem

A. Approval of Minutes of the November 16, 2021, Regular Board Meeting

Secretary pro tem Murphy informed the Board that she found no corrections needed for the November 16, 2021, minutes.

Alexander moved and Weingart seconded a motion to approve the minutes of the November 16, 2021, Regular Board Meeting.

Roll Call vote:

Ayes: Alexander, Murphy, Stone, Weingart

Nays: None

Abstain: None

Absent: Grala, Leccese, Reilly

Motion Passed

VII. TREASURER'S REPORT – Delphine Grala, Treasurer

A. Governmental Accounting, Inc quarterly review of finances

Accountant Tom Coughlin reviewed the Library's financial position and gave a quarterly financial outlook. Vice President Stone asked the accountant if he felt the library was in good standing; he reported that the library was. Vice President Stone stated that the circle graphs are explanatory. Trustee Alexander suggested changing the report title to Budget vs. Actual to match the charts. Trustee Weingart inquired why the library was above budget for Building & Auto Insurance. Accountant Coughlin reported that was part of the audit and included a prepaid expense from last year, which pushed it over budget.

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

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

Roll Call vote:

Ayes: Alexander, Murphy, Stone, Weingart

Nays: None

Abstain: None

Absent: Grala, Leccese, Reilly

Motion Passed

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)

Murphy moved and Alexander seconded a motion to approve the 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)

Roll Call vote:

Ayes: Alexander, Murphy, Stone, Weingart

Nays: None

Abstain: None

Absent: Grala, Leccese, Reilly

Motion Passed

VIII. COMMUNICATIONS

A. Letter to Johanna White recognizing donation to Library

Director Jakacki acknowledged the various communications received and sent. Vice President Stone reported that Director Jakacki was considering using Johanna White's donation for staff appreciation in April (National Library Workers Day) since it was donated to honor staff.

B. Illinois State Library: FY 2022 Per Capita and Equalization Aid Grant

C. Director Jakacki reported that the FY 2022 Per Capita and Equalization Aid Grant is the annual grant the library would receive a specific dollar amount per person in our district. She noted that the population listed on the grant application was based on the 2010 census as the current population for our library district is not available yet. Director Jakacki reported that if that number becomes available before they award the grant, they will award the grant based on that new number.

D. TIF District Letters of Support

IX. LIBRARIAN'S REPORT

A. Librarian's Report

Director Jakacki highlighted the following items: In December 2021 & again in January 2022, the library worked with the IDPH to hold a COVID-19 Vaccination Clinic (December: 48 patrons; January: 118 patrons); AARP will be holding a free Tax-Aide program again this year (February 1-April 14), but it will be more of a drop-off service; the Library is still waiting for the boiler due to supply-chain issues; Curbside service has picked up in popularity the past few months.

B. Share A Service: Anna Karwowska, Youth Services Assistant Manager- SKPL (Science Kits for Public Libraries) Grant

Director Jakacki introduced Anna, who did a presentation on the new STEM Kits that the library will be circulating for which funding was received from a \$2,000 grant. Anna reported that STEM stands for Science, Technology, Engineering & Math. Anna said there are over 30 kits available for circulation, including both technology and low-tech items. Vice President Stone inquired what happens if an item comes back damaged. Anna reported it depends on the kit and that if the kit is still useable, the patron would not be charged. Vice President Stone inquired how the children in our district would know about this. Anna reported that information was sent out in the teacher newsletter; it was included in our last library newsletter and the upcoming newsletter, also via our social media and a press release.

C. Serving Our Public 4.0- Chapters 9-13

D. Updates on Projects

Director Jakacki reported that the boiler is at a standstill. Vice President Stone inquired about the garage door and the newspaper slot. Director Jakacki said they are both

working well. Trustee Weingart asked if Director Jakacki had heard anything from IDOT; she reported that she had not.

X. OLD BUSINESS

A. COVID-19

Director Jakacki reported that the library had paused on in-person programming except for the AARP program through February when it will be re-evaluated. This was due to the numbers in the county getting high; the exposure our staff has had and having to quarantine or isolate has increased dramatically in the past month and a half and has probably been more than we have had in the past two years. Director Jakacki reported that the majority of programs could be moved to virtual. Director Jakacki also noted that we are still keeping an eye on what's going on with the OSHA Vaccine Mandate, which would pertain to library staff. Vice President Stone asked how many staff we currently have; HR Generalist Jennifer May reported 35.

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 was held.

XII. NEW BUSINESS

Director Jakacki reported that agenda items **B – E** are not time-dependent, we can hold until the February board meeting when we have a fuller board but did ask the board to entertain agenda item **A** because it does have a timeframe for joining the 'Libraries Present' group.

A. Libraries Present Intergovernmental Agreement

Director Jakacki introduced Zach Terrill, Adult Services Assistant Manager, who informed the board that the agreement is a group of libraries joining together to do larger-scale virtual programming. There is a one-time fee for 6 months (\$750, due to the size of our budget) which will include one virtual program a month. Zach reported that over 200 libraries have already signed up. Director Jakacki reported that in the past the Friends has given the library money for programming like author talks and author visits, which the library has not been able to do due to the pandemic, so there is still money available from that donation to cover the six-month fee.

Murphy moved and Weingart seconded a motion to approve the Libraries Present Intergovernmental Agreement.

Roll Call vote:

Ayes: Alexander, Murphy, Stone, Weingart

Nays: None

Abstain: None

Absent: Grala, Leccese, Reilly

Motion Passed

B. Cards for Kids Library Card Policy—New

Vice President Stone requested more information about this policy. Director Jakacki explained that it is for kids living below the poverty level who would be prohibited from using a public library because they don't live within a public library district and whose family could not afford the non-resident fee to purchase a library card through reciprocal borrowing. Kids who meet the qualifications could receive a library card from the library that is geographically closest to them at no charge.

Item tabled until next regular Board Meeting.

C. Disabled Veterans Library Card Policy—New

Trustee Alexander inquired about this policy and how the 70% disability is determined. Director Jakacki informed that it is a new state law and pertains to the Homestead Act, where a Veteran does not have to pay property taxes. Trustee Alexander inquired if we could do away with that and give a card to a Veteran who is less than 70% disabled. Director Jakacki reported some libraries where Veterans can get a library card to the closest geographical library even if they are not disabled. Director Jakacki said that we have the right to expand the policy and offered to revise the policy and come back with it next month.

Item tabled until next regular Board Meeting.

D. Disposal of Surplus Property Policy—New

Item tabled until next regular Board Meeting.

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E. FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19—Updated

Director Jakacki reported the policy covered the first year of the pandemic then we had two six-month extensions since. She reported we would like to expand it again through June 30, 2022.

Murphy moved and Alexander seconded that we pass the updated FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19 through June 30, 2022.

Roll Call vote:

Ayes: Alexander, Murphy, Stone, Weingart

Nays: None

Abstain: None

Absent: Grala, Leccese, Reilly

Motion Passed

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

Vice President Stone reported that she will not be available to attend the February 2022 board meeting.

Trustee Alexander inquired of Director Jakacki to have the flexibility for ongoing Zoom attendance for board meetings. Director Jakacki reported that there are two provisions for remote attendance. The first provision is in our Board Bylaws. The second provision is that the Illinois State Legislature amended the Illinois Open Meetings Act that does allow remote participation if the state or county is under an emergency declaration. However, this provision still requires that we post within 48-hours about the remote participation. Director Jakacki reported that the board could always lobby the state legislature to expand remote participation.

XIV. ADJOURNMENT

Murphy moved and Weingart seconded a motion to adjourn the hearing at 8:12 p.m.

Ayes: Alexander, Murphy, Stone, Weingart

Nays: None

Abstain: None

Absent: Grala, Leccese, Reilly

Motion Passed

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

AYES:

NAYES:

ABSTAIN:

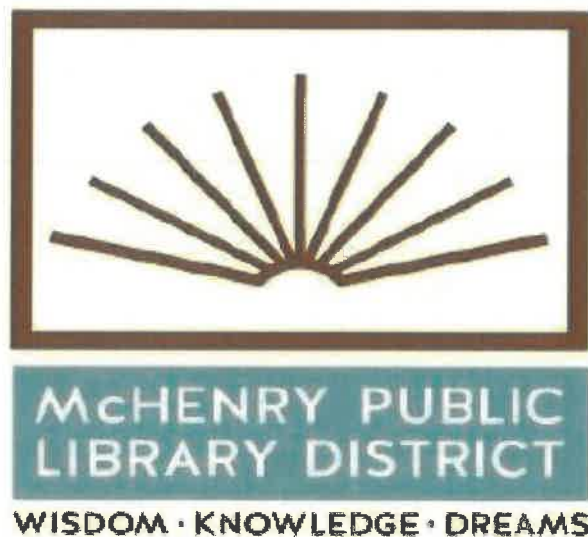
ABSENT:

Respectfully Submitted,

Monica Leccese, Secretary

Financial Report

For the 7 Month(s) Ended January 31, 2022
FISCAL YEAR 2022



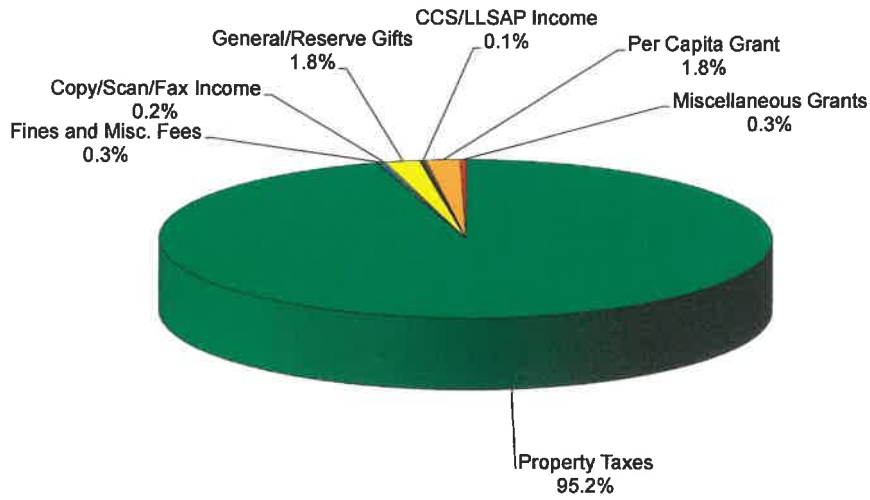
McHenry Public Library District
Actual vs Budget Summary
For the 7 Month(s) Ended January 31, 2022

58% of Fiscal Year

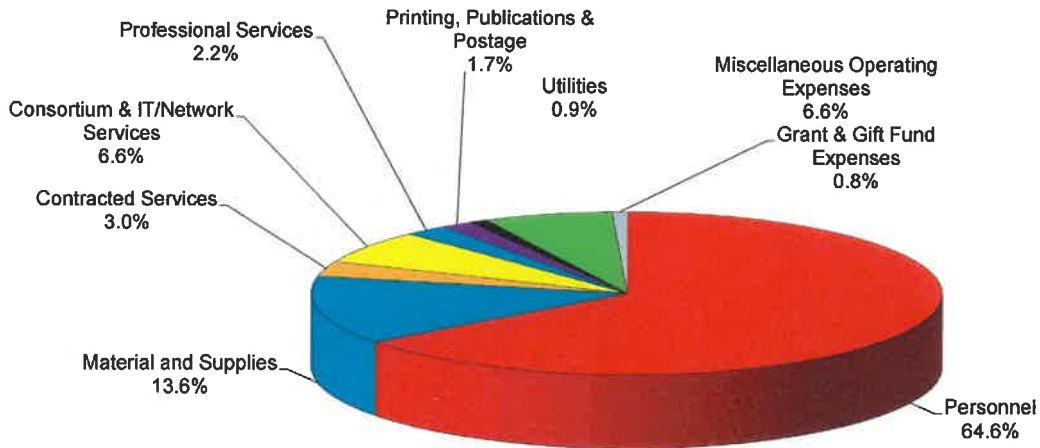
Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
REVENUE					
Property Taxes	3,271,483	3,279,679	99.8%	3,137,209	4%
Developer Fees	1,246	50,000	2.5%	14,418	-91%
Interest & Dividends- All Funds	897	2,300	39.0%	717	25%
Fines and Misc. Fees	9,641	10,750	89.7%	3,042	217%
Copy/Scan/Fax Income	5,281	21,000	25.1%	702	652%
General/Reserve Gifts	63,362	80,000	79.2%	1,401	4423%
Annexation & Impact Fees	-	20,000	0.0%	3,275	-100%
Retiree/Cobra Insurance Payment	1,283	15,000	8.6%	2,491	-49%
Misc. Sales & Income	256	6,000	4.3%	-	0%
Lost & Damaged Materials	2,256	5,500	41.0%	975	131%
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	10,869	40,000	27.2%	-	0%
Actual Revenues	3,435,780	3,615,729	95.0%	3,221,081	7%
Budgeted Revenues	3,615,729				
% Diff	95%				
OPERATING EXPENDITURES					
Personnel	1,054,168	2,158,000	48.8%	1,429,067	-26%
Material and Supplies	222,613	595,750	37.4%	263,575	-16%
Contracted Services	48,950	112,400	43.6%	72,233	-32%
Consortium & IT/Network Services	107,633	144,000	74.7%	92,575	16%
Professional Services	35,232	122,000	28.9%	28,486	24%
Printing, Publications & Postage	27,245	57,000	47.8%	18,746	45%
Utilities	14,957	35,000	42.7%	16,805	-11%
Miscellaneous Operating Expenses	107,952	156,400	69.0%	87,738	23%
Grant & Gift Fund Expenses	13,065	109,500	11.9%	14,326	-9%
Actual Expenditures	1,631,815	3,490,050	46.8%	2,023,551	-19%
Budgeted Expenditures	3,490,050				
% Diff	47%				
SURPLUS / (DEFICIT) FROM OPERATIONS	1,803,964	125,679	1435.4%	1,197,530	51%
CAPITAL EXPENDITURES & DEBT SERVICE					
Capital Expenses	3,552	69,000	5.1%	13,050	-100%
Debt Services	-	250,000	0.0%	37,563	-91%
Transfer to Reserve Fund	-	70,000	0.0%	-	0%
Actual Expenditures	3,552	389,000	0.9%	50,613	-100%
Budgeted Expenditures	389,000				
% Diff	1%				
TOTAL SURPLUS / (DEFICIT)	1,800,413	(263,321)		1,146,916	
BEGINNING FUND BALANCE	1,374,650				
ENDING FUND BALANCE	3,175,063				

McHenry Public Library District
 Actual vs Budget Summary
 For the 7 Month(s) Ended January 31, 2022

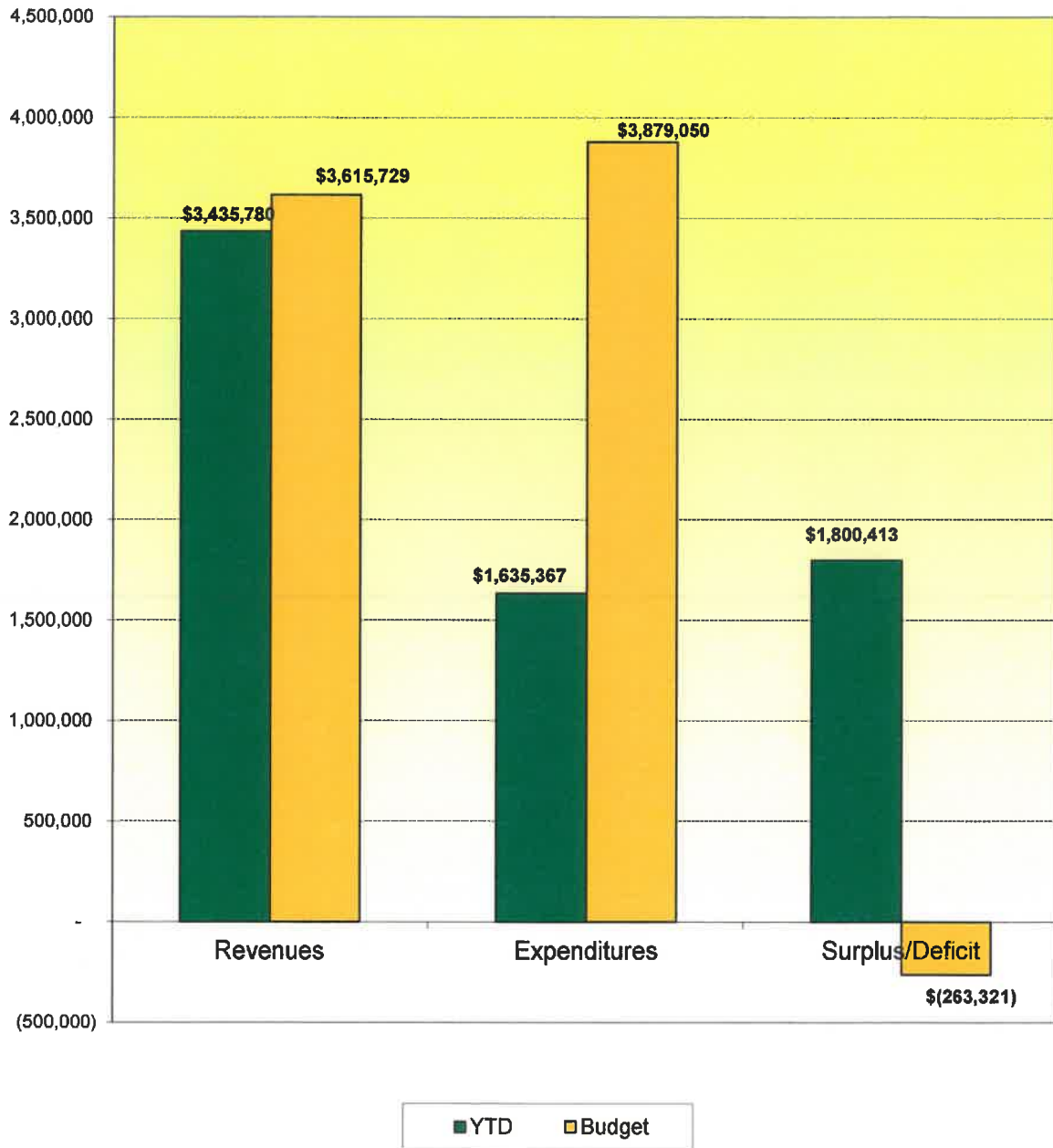
Revenue Distribution



Operational Expenditure Distribution



McHenry Public Library District
 Actual vs Budget Summary
 For the 7 Month(s) Ended January 31, 2022



McHenry Public Library District
Actual vs Budget Summary
For the 7 Month(s) Ended January 31, 2022

58% of Fiscal Year

Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	% of Budget
REVENUE						
Property Taxes	3,271,483	-	-	3,271,483	3,279,679	100%
Developer Fees	-	1,246	-	1,246	50,000	2%
Interest and Dividends	377	399	121	897	2,300	39%
Fines and Misc Fees	9,641	-	-	9,641	10,750	90%
Copy/Scan/Fax Income	5,281	-	-	5,281	21,000	25%
General/Reserve Gifts	-	-	63,362	63,362	80,000	79%
Annexation & Impact Fees	-	-	-	-	20,000	0%
Retiree/Cobra Insurance Payment	1,283	-	-	1,283	15,000	9%
Misc. Sales & Income	256	-	-	256	6,000	4%
Lost & Damaged Materials	2,256	-	-	2,256	5,500	41%
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	-	-	10,869	10,869	40,000	27%
Actual Revenues	3,297,799	1,645	136,336	3,435,780	3,615,729	95%
Budgeted Revenues	3,373,729	56,500	185,500	3,615,729		
% Diff	98%	3%	73%	95%		
OPERATING EXPENDITURES						
Personnel	1,054,168	-	-	1,054,168	2,158,000	49%
Material and Supplies	219,962	-	2,652	222,613	595,750	37%
Contracted Services	48,950	-	-	48,950	112,400	44%
Consortium & IT/Network Services	107,633	-	-	107,633	144,000	75%
Professional Services	35,232	-	-	35,232	122,000	29%
Printing, Publications & Postage	27,245	-	-	27,245	57,000	48%
Utilities	14,957	-	-	14,957	35,000	43%
Miscellaneous Operating Expenses	107,952	-	-	107,952	156,400	69%
Grant & Gift Fund Expenses	-	-	13,065	13,065	109,500	12%
Actual Expenditures	1,616,099	-	15,716	1,631,815	3,490,050	47%
Budgeted Expenditures	3,230,550		259,500	3,490,050		
% Diff	50%	0%	6%	47%		
SURPLUS / (DEFICIT) FROM OPERATIONS	1,681,700	1,645	120,619	1,803,964	125,679	1435%
CAPITAL EXPENDITURES & DEBT SERVICE						
Capital Expenses	3,552	-	-	3,552	69,000	5%
Debt Services	-	-	-	-	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%		
TOTAL SURPLUS / (DEFICIT)						
TOTAL SURPLUS / (DEFICIT)	1,678,148	1,645	120,619	1,800,413	(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	2,436,943	197,292	540,827	3,175,063		
Fund Balance as % of Total Expenditures	150%	0%	3441%	194%		

McHenry Public Library District
Financial Report Detail by Fund
For the 7 Month(s) Ended January 31, 2022

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Revenues									
6010100 · Property Taxes	0.00	273,306.61	3,271,482.63	0.00	0.00	3,271,482.63	3,279,679.27	-8,196.64	99.8%
6020200 · Developer Fees	0.00	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	83.20	41.67	250.16	0.00	0.00	250.16	500.00	-249.84	50.0%
6030200 · Special Reserve Fund Interest	6.34	83.33	0.00	399.29	0.00	399.29	1,000.00	-600.71	39.9%
6030300 · Grant/Gifts Fund Interest	19.13	41.67	0.00	0.00	120.56	120.56	500.00	-379.44	24.1%
6035100 · Dividends	64.00	25.00	127.00	0.00	0.00	127.00	300.00	-173.00	42.3%
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	1,482.92	458.33	9,462.08	0.00	0.00	9,462.08	5,500.00	3,962.08	172.0%
6055100 · Collection Agency Fees	10.00	41.67	44.00	0.00	0.00	44.00	500.00	-456.00	8.8%
6060100 · Copy/Scan/Fax Income	936.85	1,750.00	5,281.40	0.00	0.00	5,281.40	21,000.00	-15,718.60	25.2%
6070200 · Reserve Fund Gifts	0.00	416.67	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6070300 · General Fund Gifts	51.25	6,250.00	0.00	0.00	63,362.39	63,362.39	75,000.00	-11,637.61	84.5%
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	326.86	1,250.00	1,282.92	0.00	0.00	1,282.92	15,000.00	-13,717.08	8.6%
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)	39.00	458.33	256.00	0.00	0.00	256.00	5,500.00	-5,244.00	4.7%
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	628.95	458.33	2,256.09	0.00	0.00	2,256.09	5,500.00	-3,243.91	41.0%
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	0.00	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	1,000.00	3,333.33	0.00	0.00	10,868.67	10,868.67	40,000.00	-29,131.33	27.2%
Total Revenues	4,648.50	301,310.77	3,297,798.73	1,645.29	136,335.55	3,435,779.57	3,615,729.27	-179,949.70	9.10
Total Revenues	4,648.50	301,310.77	3,297,798.73	1,645.29	136,335.55	3,435,779.57	3,615,729.27	-179,949.70	95.0%
Expenditures									
Personnel Expenses									
8910100 · Salaries	96,687.44	130,416.67	768,932.21	0.00	0.00	768,932.21	1,565,000.00	-796,067.79	49.1%
8920100 · FICA/Medicare	7,193.69	10,000.00	56,740.17	0.00	0.00	56,740.17	120,000.00	-63,259.83	47.3%
8930100 · IMRF	9,448.82	13,125.00	83,158.61	0.00	0.00	83,158.61	157,500.00	-74,341.39	52.8%
8940100 · Health & Life Insurance	17,373.09	22,916.67	140,701.74	0.00	0.00	140,701.74	275,000.00	-134,298.26	51.2%
8945100 · Employment Screening	55.90	291.67	616.40	0.00	0.00	616.40	3,500.00	-2,883.60	17.6%
8950100 · Tuition Reimbursement	1,422.00	1,250.00	1,603.50	0.00	0.00	1,603.50	15,000.00	-13,396.50	10.7%
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	195.00	333.33	1,371.00	0.00	0.00	1,371.00	4,000.00	-2,629.00	34.3%
8970100 · Travel	46.35	708.33	239.95	0.00	0.00	239.95	8,500.00	-8,260.05	2.8%
8980100 · Continuing Education (Mtg/Conf)	0.00	333.33	803.95	0.00	0.00	803.95	4,000.00	-3,196.05	20.1%
Total Personnel	134,422.29	179,833.33	1,054,167.53	0.00	0.00	1,054,167.53	2,158,000.00	-1,103,832.47	48.8%

McHenry Public Library District
Financial Report Detail by Fund
For the 7 Month(s) Ended January 31, 2022

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Materials and Supplies									
8010100 - Adult Books	5,822.24	5,208.33	34,605.79	0.00	0.00	34,605.79	62,500.00	-27,894.21	55.4%
8020100 - Youth Books	6,449.61	4,333.33	21,106.73	0.00	0.00	21,106.73	52,000.00	-30,893.27	40.6%
8025100 - Professional Resources	65.82	291.67	292.60	0.00	0.00	292.60	3,500.00	-3,207.40	8.4%
8026100 - 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	1,375.87	1,166.67	18,260.03	0.00	0.00	18,260.03	14,000.00	4,260.03	130.4%
8040300 - Operating Fund Gifts(Donations)	73.46	12,500.00	71.66	0.00	2,651.65	2,723.31	150,000.00	-147,276.69	1.8%
8050100 - Adult AV Materials	3,019.30	2,916.67	13,841.30	0.00	0.00	13,841.30	35,000.00	-21,158.70	39.5%
8060100 - Youth AV Materials	480.14	1,104.17	3,365.46	0.00	0.00	3,365.46	13,250.00	-9,884.54	25.4%
8070100 - Library of Things	-1,560.00	208.33	758.74	0.00	0.00	758.74	2,500.00	-1,741.26	30.4%
8080100 - Video Games	485.00	1,166.67	4,494.00	0.00	0.00	4,494.00	14,000.00	-9,506.00	32.1%
8090100 - Digital Media Services	2,543.92	7,291.67	22,655.81	0.00	0.00	22,655.81	87,500.00	-64,844.19	25.9%
8095100 - Electronic Resources	4,105.64	5,833.33	70,136.76	0.00	0.00	70,136.76	70,000.00	136.76	100.2%
8120100 - Library Supplies	111.06	583.33	2,497.55	0.00	0.00	2,497.55	7,000.00	-4,502.45	35.7%
8130100 - Tech Services Supplies	2,453.97	3,125.00	14,087.95	0.00	0.00	14,087.95	37,500.00	-23,412.05	37.6%
8135100 - Bindery	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
8140100 - Adult Programs & Supplies	1,875.00	1,291.67	6,316.08	0.00	0.00	6,316.08	15,500.00	-9,183.92	40.7%
8142100 - Comiccon	314.97	250.00	1,612.48	0.00	0.00	1,612.48	3,000.00	-1,387.52	53.7%
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	0.00	583.33	888.80	0.00	0.00	888.80	7,000.00	-6,111.20	12.7%
8150100 - Youth Programs & Supplies	1,163.16	1,375.00	4,826.14	0.00	0.00	4,826.14	16,500.00	-11,673.86	29.2%
Total Material and Supplies	28,779.16	49,645.83	219,961.83	0.00	2,651.65	222,613.48	595,750.00	-373,136.52	37.4%
Contracted Services									
8215100 - Collection Agency Fees	572.80	75.00	572.80	0.00	0.00	572.80	900.00	-327.20	63.6%
8245100 - IT/Comp/Copier/Equip-Outsourced	-3,481.50	7,500.00	43,600.50	0.00	0.00	43,600.50	90,000.00	-46,399.50	48.4%
8247100 - Automation—Staff	0.00	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	157.67	166.67	1,002.19	0.00	0.00	1,002.19	2,000.00	-997.81	50.1%
Total Contracted Services	-2,751.03	9,366.67	48,950.23	0.00	0.00	48,950.23	112,400.00	-63,449.77	43.6%
Consortium & IT/Network Services									
8310100 - Automation—Circulation/Catalog	41,640.82	8,750.00	88,557.60	0.00	0.00	88,557.60	105,000.00	-16,442.40	84.3%
8320100 - VOIP Phone Service	1,657.28	2,083.33	11,622.76	0.00	0.00	11,622.76	25,000.00	-13,377.24	46.5%
8325100 - Internet Services	1,440.52	1,166.67	7,452.74	0.00	0.00	7,452.74	14,000.00	-6,547.26	53.2%
Total Consortium & IT/Network Services	44,738.62	12,000.00	107,633.10	0.00	0.00	107,633.10	144,000.00	-36,366.90	74.7%
Professional Services									
8410100 - Accounting/Payroll/Audit Service	3,696.83	7,291.67	32,905.89	0.00	0.00	32,905.89	87,500.00	-54,594.11	37.6%
8420100 - Legal Services	0.00	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	158.31	1,333.33	158.31	0.00	0.00	158.31	16,000.00	-15,841.69	1.0%
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	3,855.14	10,166.67	35,231.70	0.00	0.00	35,231.70	122,000.00	-86,768.30	28.9%
Printing, Publications & Postage									
8510100 - Printing Services Outsourced	5,351.31	2,500.00	16,758.24	0.00	0.00	16,758.24	30,000.00	-13,241.76	55.9%
8530100 - Public Notices & ADS (Legal & Job)	0.00	125.00	585.00	0.00	0.00	585.00	1,500.00	-915.00	39.0%
8540100 - Postage/Shipping	1,784.80	1,375.00	7,056.84	0.00	0.00	7,056.84	16,500.00	-9,443.16	42.8%
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	0.00	416.67	2,313.48	0.00	0.00	2,313.48	5,000.00	-2,686.52	46.3%
Total Printing, Publications & Postage	7,136.11	4,750.00	27,245.46	0.00	0.00	27,245.46	57,000.00	-29,754.54	47.8%

McHenry Public Library District
Financial Report Detail by Fund
For the 7 Month(s) Ended January 31, 2022

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Utilities									
8610100 - Electricity	1,838.21	1,875.00	10,481.05	0.00	0.00	10,481.05	22,500.00	-12,018.95	46.6%
8620100 - Gas	1,178.62	625.00	2,816.66	0.00	0.00	2,816.66	7,500.00	-4,683.34	37.6%
8640100 - Water & Sewer	0.00	416.67	1,659.39	0.00	0.00	1,659.39	5,000.00	-3,340.61	33.2%
Total Utilities	3,016.83	2,916.67	14,957.10	0.00	0.00	14,957.10	35,000.00	-20,042.90	42.7%
Miscellaneous Operating Expenses									
8720100 - Building & Auto Insurance	0.00	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	0.00	250.00	682.00	0.00	0.00	682.00	3,000.00	-2,318.00	22.7%
8740100 - Janitorial Services & Supplies	4,105.05	4,166.67	24,216.85	0.00	0.00	24,216.85	50,000.00	-25,783.15	48.4%
8745100 - Grounds Maintenance	0.00	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	6,435.24	3,333.33	24,833.44	0.00	0.00	24,833.44	40,000.00	-15,166.56	62.1%
8760100 - Hospitality	198.76	500.00	1,426.52	0.00	0.00	1,426.52	6,000.00	-4,573.48	23.8%
8770100 - Library Lost & Damaged Materials	20.25	58.33	120.34	0.00	0.00	120.34	700.00	-579.66	17.2%
8795100 - Miscellaneous	0.00	58.33	0.56	0.00	0.00	0.56	700.00	-699.44	0.1%
Total Miscellaneous Operating Expenses	10,759.30	13,033.33	107,951.75	0.00	0.00	107,951.75	156,400.00	-48,448.25	69.0%
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	451.24	0.00	0.00	0.00	534.45	534.45	0.00	534.45	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	1,500.00	0.00	0.00	0.00	1,500.00	1,500.00	0.00	1,500.00	100.0%
8800333 - Computer Equipment	7,796.50	0.00	0.00	0.00	7,796.50	7,796.50	0.00	7,796.50	100.0%
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	9,747.74	9,125.00	0.00	0.00	13,064.76	13,064.76	109,500.00	-96,435.24	11.9%
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	3,458.00	0.00	0.00	3,458.00	40,000.00	-36,542.00	8.6%
Total Capital Expenses	0.00	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 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%
9085100 - 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%
Total Expenditures	239,704.16	323,254.17	1,619,650.27	0.00	15,716.41	1,635,366.68	3,879,050.00	-2,243,683.32	42.2%
Net Total	-235,055.66	-21,943.39	1,678,148.46	1,645.29	120,619.14	1,800,412.89	-263,320.73	2,063,733.62	

McHenry Public Library District
Financial Report Detail by Month
For the 7 Month(s) Ended January 31, 2022

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Revenues													
6010100 • Property Taxes	1,725,151.92	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	3,271,482.63
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	83.20	0.00	0.00	0.00	0.00	0.00	250.16
6030200 • Special Reserve Fund Interest	76.86	66.05	54.77	62.01	67.04	66.22	6.34	0.00	0.00	0.00	0.00	0.00	399.29
6030300 • Grant/Gifts Fund Interest	16.92	12.27	15.82	17.92	19.37	19.13	19.13	0.00	0.00	0.00	0.00	0.00	120.56
6035100 • Dividends	0.00	0.00	63.00	0.00	0.00	0.00	64.00	0.00	0.00	0.00	0.00	0.00	127.00
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	1,482.92	0.00	0.00	0.00	0.00	0.00	9,462.08
6055100 • Collection Agency Fees	10.00	0.00	14.00	0.00	0.00	10.00	10.00	0.00	0.00	0.00	0.00	0.00	44.00
6060100 • Copy/Scan/Fax Income	569.20	584.20	831.30	625.65	844.15	890.05	936.85	0.00	0.00	0.00	0.00	0.00	5,281.40
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	51.25	0.00	0.00	0.00	0.00	0.00	63,362.39
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	326.86	0.00	0.00	0.00	0.00	0.00	1,282.92
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	39.00	0.00	0.00	0.00	0.00	0.00	256.00
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	628.95	0.00	0.00	0.00	0.00	0.00	2,256.09
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	1,000.00	0.00	0.00	0.00	0.00	0.00	10,868.67
Total Revenues	1,733,223.18	201,964.31	1,386,828.60	50,402.49	53,740.77	4,971.72	4,648.50	0.00	0.00	0.00	0.00	0.00	3,435,779.57
Expenditures													
Personnel Expenses													
8910100 • Salaries	106,697.96	108,643.35	103,010.70	100,104.56	150,653.14	101,135.06	98,687.44	0.00	0.00	0.00	0.00	0.00	768,932.21
8920100 • FICA/Medicare	7,760.28	7,896.77	7,758.95	7,313.21	11,295.74	7,520.53	7,193.69	0.00	0.00	0.00	0.00	0.00	56,740.17
8930100 • IMRF	11,728.38	12,008.88	11,126.47	10,585.26	17,531.48	10,749.32	9,448.82	0.00	0.00	0.00	0.00	0.00	83,158.61
8940100 • Health & Life Insurance	18,967.42	20,642.54	18,628.41	21,049.95	22,455.56	21,584.77	17,373.09	0.00	0.00	0.00	0.00	0.00	140,701.74
8945100 • Employment Screening	55.90	0.00	63.90	108.80	0.00	331.90	55.90	0.00	0.00	0.00	0.00	0.00	616.40
8950100 • Tuition Reimbursement	0.00	545.75	711.00	0.00	-1,075.25	0.00	1,422.00	0.00	0.00	0.00	0.00	0.00	1,603.50
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	195.00	0.00	0.00	0.00	0.00	0.00	1,371.00
8970100 • Travel	26.93	24.92	43.96	11.54	18.08	68.17	46.35	0.00	0.00	0.00	0.00	0.00	239.95
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	141,978.75	134,422.29	0.00	0.00	0.00	0.00	0.00	1,054,167.53

McHenry Public Library District
Financial Report Detail by Month
For the 7 Month(s) Ended January 31, 2022

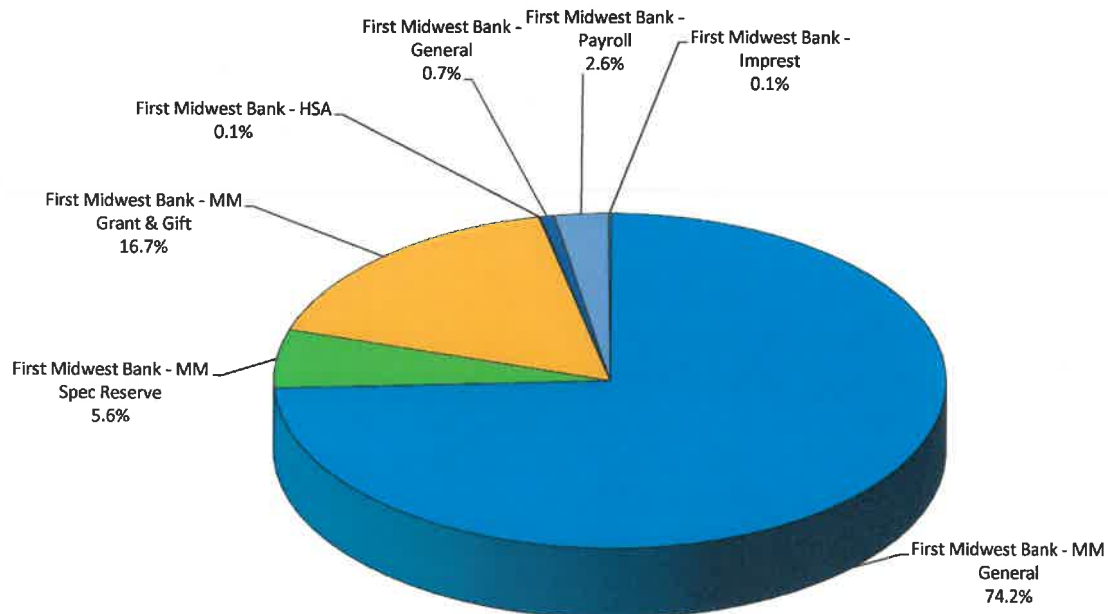
	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Materials and Supplies													
8010100 • Adult Books	0.00	3,100.84	7,254.80	2,565.57	5,894.41	9,967.93	5,822.24	0.00	0.00	0.00	0.00	0.00	34,605.79
8020100 • Youth Books	0.00	4,060.77	2,129.68	1,827.14	2,403.04	4,236.49	6,449.61	0.00	0.00	0.00	0.00	0.00	21,106.73
8025100 • Professional Resources	0.00	0.00	0.00	0.00	163.78	63.00	65.82	0.00	0.00	0.00	0.00	0.00	292.60
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	1,375.87	0.00	0.00	0.00	0.00	0.00	18,260.03
8040300 • Operating Fund Gifts(Donations)	1,124.99	608.05	198.78	173.83	458.84	85.36	73.46	0.00	0.00	0.00	0.00	0.00	2,723.31
8050100 • Adult AV Materials	0.00	396.97	1,111.87	4,394.12	2,413.38	2,505.66	3,019.30	0.00	0.00	0.00	0.00	0.00	13,841.30
8060100 • Youth AV Materials	0.00	149.07	278.07	896.27	1,048.35	513.56	480.14	0.00	0.00	0.00	0.00	0.00	3,365.46
8070100 • Library of Things	0.00	0.00	1,574.74	0.00	0.00	744.00	-1,560.00	0.00	0.00	0.00	0.00	0.00	758.74
8080100 • Video Games	0.00	0.00	180.00	640.00	1,270.00	1,919.00	485.00	0.00	0.00	0.00	0.00	0.00	4,494.00
8090100 • Digital Media Services	0.00	2,498.55	2,504.91	7,638.11	2,950.86	4,519.46	2,543.92	0.00	0.00	0.00	0.00	0.00	22,655.81
8095100 • Electronic Resources	1,719.74	5,536.00	2,472.42	1,543.44	8,238.48	46,521.04	4,105.64	0.00	0.00	0.00	0.00	0.00	70,136.76
8120100 • Library Supplies	20.58	139.27	194.33	12.86	257.29	1,762.16	111.06	0.00	0.00	0.00	0.00	0.00	2,497.55
8130100 • Tech Services Supplies	107.65	586.42	1,002.37	943.79	1,054.17	7,939.58	2,453.97	0.00	0.00	0.00	0.00	0.00	14,087.95
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	1,875.00	0.00	0.00	0.00	0.00	0.00	6,316.08
8142100 • Comicon	0.00	0.00	1,000.60	296.91	0.00	0.00	314.97	0.00	0.00	0.00	0.00	0.00	1,612.48
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	1,163.16	0.00	0.00	0.00	0.00	0.00	4,826.14
Total Material and Supplies	4,330.55	18,934.68	31,200.83	22,304.42	29,505.68	87,558.16	28,779.16	0.00	0.00	0.00	0.00	0.00	222,613.48
Contracted Services													
8215100 • Collection Agency Fees	0.00	0.00	0.00	0.00	0.00	0.00	572.80	0.00	0.00	0.00	0.00	0.00	572.80
8245100 • IT/Comp/Copier/Equip-Outsourced	6,383.50	5,256.50	12,300.00	5,436.50	5,186.50	12,519.00	-3,481.50	0.00	0.00	0.00	0.00	0.00	43,600.50
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	157.67	0.00	0.00	0.00	0.00	0.00	1,002.19
Total Contracted Services	6,977.39	5,961.75	12,448.28	6,248.11	6,177.35	13,888.38	-2,751.03	0.00	0.00	0.00	0.00	0.00	48,950.23
Consortium & IT/Network Services													
8310100 • Automation—Circulation/Catalog	17,593.39	0.00	0.00	17,593.39	0.00	11,730.00	41,640.82	0.00	0.00	0.00	0.00	0.00	88,557.60
8320100 • VOIP Phone Service	1,665.96	1,656.05	1,656.05	1,672.86	1,657.28	1,657.28	1,657.28	0.00	0.00	0.00	0.00	0.00	11,622.76
8325100 • Internet Services	392.63	1,261.30	1,141.34	1,222.16	1,412.16	582.63	1,440.52	0.00	0.00	0.00	0.00	0.00	7,452.74
Total Consortium & IT/Network Services	19,651.98	2,917.35	2,797.39	20,488.41	3,069.44	13,969.91	44,738.62	0.00	0.00	0.00	0.00	0.00	107,633.10
Professional Services													
8410100 • Accounting/Payroll/Audit Service	494.30	934.20	5,509.20	9,873.82	6,771.92	5,625.62	3,696.83	0.00	0.00	0.00	0.00	0.00	32,905.89
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	158.31	0.00	0.00	0.00	0.00	0.00	158.31
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	3,855.14	0.00	0.00	0.00	0.00	0.00	35,231.70
Printing, Publications & Postage													
8510100 • Printing Services Outsourced	0.00	12,361.50	-6,236.50	0.00	5,281.93	0.00	5,351.31	0.00	0.00	0.00	0.00	0.00	16,758.24
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	1,784.80	0.00	0.00	0.00	0.00	0.00	7,056.84
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	7,136.11	0.00	0.00	0.00	0.00	0.00	27,245.46

McHenry Public Library District
Financial Report Detail by Month
For the 7 Month(s) Ended January 31, 2022

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Utilities													
8610100 - Electricity	0.00	1,907.11	2,060.44	1,987.76	1,620.27	1,067.26	1,836.21	0.00	0.00	0.00	0.00	0.00	10,481.05
8620100 - Gas	0.00	219.58	247.75	0.00	295.14	875.57	1,178.62	0.00	0.00	0.00	0.00	0.00	2,816.66
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	3,016.83	0.00	0.00	0.00	0.00	0.00	14,957.10
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	4,105.05	0.00	0.00	0.00	0.00	0.00	24,216.85
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	6,435.24	0.00	0.00	0.00	0.00	0.00	24,833.44
8760100 - Hospitality	20.25	539.43	143.93	134.81	100.49	288.85	198.76	0.00	0.00	0.00	0.00	0.00	1,426.52
8770100 - Library Lost & Damaged Materials	0.00	0.00	0.00	70.10	20.00	9.99	20.25	0.00	0.00	0.00	0.00	0.00	120.34
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	10,759.30	0.00	0.00	0.00	0.00	0.00	107,951.75
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	451.24	0.00	0.00	0.00	0.00	0.00	534.45
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	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00
8800333 - Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	7,796.50	0.00	0.00	0.00	0.00	0.00	7,796.50
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	9,747.74	0.00	0.00	0.00	0.00	0.00	13,064.76
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 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 build	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 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	286,795.03	239,704.16	0.00	0.00	0.00	0.00	0.00	1,635,366.68
Net Total	1,554,532.32	-4,044.50	1,172,745.60	-161,107.71	-244,833.85	-281,823.31	-235,055.66	0.00	0.00	0.00	0.00	0.00	1,800,412.89

**McHenry Public Library District
Investments
For the 7 Month(s) Ended January 31, 2022**

Bank	Current Rate	Book Balance
First Midwest Bank - MM General	0.038%	2,370,757
First Midwest Bank - MM Spec Reserve	0.038%	179,896
First Midwest Bank - MM Grant & Gift	0.038%	534,469
First Midwest Bank - HSA	n/a	2,054
First Midwest Bank - General	n/a	21,668
First Midwest Bank - Payroll	n/a	83,215
First Midwest Bank - Imprest	n/a	3,750
Total	\$	3,195,809



McHenry Public Library District
INTERIM CHECKS ISSUED - January 2022
(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	01/06/22	EFT
AJ Services		Janitorial Services & Supplies	\$ 3,300.00	8740-100	01/24/22	10079
	subtotal for account		\$	4,957.28		

	Account - HSA/Building					
First Midwest Bank		Employer contributions HSA	\$ 750.00	8940-100	01/11/22	EFT
First Midwest Bank		employee contributions HSA	\$ 844.59	8940-100	01/11/22	EFT
First Midwest Bank		employee contributions HSA	\$ 844.59	8940-100	01/25/22	EFT
	subtotal for account		\$	2,439.18		

<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			\$15,325.09	8930-100	01/27/22	EFT
	subtotal for account		\$	15,325.09		

<u>VENDOR</u>	Account - Imprest	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
Hazelgrove, William		Adult Programs & Supplies	\$ 250.00	8140-100	01/12/22	1234
	subtotal for account		\$	250.00		

GRAND TOTAL CHECKS ISSUED \$ 22,971.55

Earning/Deduction/Tax Listing (Summary): Reimbursement Report

Last Name Ascending

Pay Dates: 01/01/2022-01/31/2022; Employee Filter

02/11/2022 12:20p

Debbie L. Gunness

McHenry Public Library District (2771pd)

Last Name	First Name	Travel Reimb Amt	Total Reimbursement
Baseley	Steffanie	\$12.05	\$12.05
Bily	Emily	\$9.30	\$9.30
Total		\$21.35	\$21.35

AMAZON					
February 2022					
8010-100	8120-100	8140-100	8150-100	8740-100	
\$ 28.98	\$ 18.30	\$ 13.74	\$ 27.53	\$ 262.16	
\$ 53.44		\$ 23.74		\$ (262.16)	
\$ 16.60		\$ 19.90			
\$ 57.06					
\$ 25.38					
\$ 17.50					
\$ 82.79					
\$ 22.76					
					TOTAL
\$ 304.51	\$ 18.30	\$ 57.38	\$ 27.53	\$ -	\$ 407.72

Bankcard Processing Center					
February 2022					
Name	Tran Date	Merchant Name	Amount	Account #	Totals
MAY	2/3/2022	POSITIVE PROMOTIONS	\$ 303.25	8028-100	\$ 303.25
MILFAJT	2/2/2022	SHAW SUBURBAN MEDIA-SUBS	\$ 74.10	8030-100	\$ 74.10
STRAIN	1/28/2022	Disney PLUS	\$ 7.00	8090-100	
STRAIN	1/29/2022	HLU*Hulu 1804006097373-U	\$ 12.99	8090-100	
STRAIN	1/29/2022	Netflix.com	\$ 17.99	8090-100	
TERRILL	1/27/2022	Disney PLUS	\$ 7.00	8090-100	
TERRILL	1/26/2022	HLU*Hulu 1802467698750-U	\$ 12.99	8090-100	
TERRILL	1/26/2022	Netflix.com	\$ 17.99	8090-100	
TERRILL	1/22/2022	HLU*Hulu 1597220924454-U	\$ 12.99	8090-100	
TERRILL	1/20/2022	DisneyPLUS	\$ 7.00	8090-100	
TERRILL	1/20/2022	Netflix.com	\$ 17.99	8090-100	
TERRILL	1/15/2022	HLU*Hulu 1592603299498-U	\$ 12.99	8090-100	
TERRILL	1/12/2022	DisneyPLUS	\$ 7.00	8090-100	
TERRILL	1/12/2022	Netflix.com	\$ 17.99	8090-100	\$ 151.92
KARWOWSKA	1/10/2022	THE UPS STORE 4064	\$ 210.00	8150-100	\$ 210.00
JAKACKI	1/27/2022	WWW.TAX1099.COM	\$ 47.90	8540-100	
MAJKA	1/28/2022	USPS PO 1646800050	\$ 30.27	8540-100	
MAJKA	1/24/2022	USPS PO 1646800050	\$ 9.69	8540-100	
MAJKA	1/18/2022	USPS PO 1646800050	\$ 30.47	8540-100	
MAJKA	1/11/2022	USPS PO 1646800050	\$ 27.87	8540-100	\$ 146.20
CLAUCHERTY	2/2/2022	THE HOME DEPOT #1969	\$ 184.88	8750-100	
CLAUCHERTY	1/26/2022	THE HOME DEPOT #1969	\$ 16.20	8750-100	
CLAUCHERTY	1/14/2022	THE HOME DEPOT #1969	\$ 36.91	8750-100	
CLAUCHERTY	1/12/2022	BP#8941106MCHENRY BP 154	\$ 17.62	8750-100	\$ 255.61
CLAUCHERTY	1/14/2022	JEWEL OSCO 1518	\$ 39.99	8760-100	
CLAUCHERTY	1/13/2022	WALGREENS #5469	\$ 6.24	8760-100	
JAKACKI	1/20/2022	JEWEL OSCO 1518	\$ 29.99	8760-100	\$ 76.22
MAY	2/3/2022	NATIONAL CRIME SEARCH	\$ 70.85	8945-100	
MAY	2/1/2022	INDEED	\$ 2.00	8945-100	\$ 72.85
JAKACKI	1/14/2022	ILLINOIS LIBRARY ASSOC	\$ 150.00	8960-100	\$ 150.00
JAKACKI	1/26/2022	NFP RESOURCES	\$ 50.00	8980-100	
JAKACKI	1/26/2022	NFP RESOURCES	\$ 50.00	8980-100	
JAKACKI	1/26/2022	NFP RESOURCES	\$ 50.00	8980-100	
JAKACKI	1/26/2022	NFP RESOURCES	\$ 50.00	8980-100	
JAKACKI	1/26/2022	NFP RESOURCES	\$ 50.00	8980-100	
JAKACKI	1/26/2022	NFP RESOURCES	\$ 50.00	8980-100	
JAKACKI	1/26/2022	NFP RESOURCES	\$ 50.00	8980-100	
JAKACKI	1/26/2022	NFP RESOURCES	\$ 50.00	8980-100	
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JAKACKI	1/26/2022	NFP RESOURCES	\$ 50.00	8980-100	
JAKACKI	1/26/2022	NFP RESOURCES	\$ 50.00	8980-100	

Bankcard Processing Center					
February 2022					
Name	Tran Date	Merchant Name	Amount	Account #	Totals
JAKACKI	1/26/2022	NFP RESOURCES	\$ 50.00	8980-100	
JAKACKI	1/26/2022	NFP RESOURCES	\$ 50.00	8980-100	
JAKACKI	1/26/2022	NFP RESOURCES	\$ 50.00	8980-100	\$ 800.00
			\$ 2,240.15	Total	\$ 2,240.15
BANKCARD PROCESSING CENTER					
PO BOX 6818					
Carol Stream, IL 60197-6818					



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

ILLINOIS STATE LIBRARY
Gwendolyn Brooks Building
300 South Second Street
Springfield, Illinois 62701-1796

February 8, 2022

Dear Illinois Public Library Director:

The Office of the Secretary of State/Illinois State Library is excited to unveil a new Illinois Public Library Service Area Populations Map. Developed in cooperation with GeoMARC at Southern Illinois University Edwardsville, the interactive map is a web-based representation of public library service area boundaries and includes 2020 service area populations. A website is being developed and it will be announced when it is available, along with future enhancements to the map.

Accessing the Map

The map is accessible at:

<https://siuegeography.maps.arcgis.com/apps/webappviewer/index.html?id=0896ea81f7274518bc5299b291770e7d>

Methodology

Estimating the population for each library service area utilized three key datasets, along with an advanced geospatial analysis. The datasets included (1) library service area boundaries, (2) census block geographies with corresponding populations, and (3) building footprints.

The geospatial analysis included the following steps:

- The first step in the population estimation involved locating all census blocks that were fully contained within a library service area. The population from these completely contained census blocks were added to its corresponding library service area.
- Next, building footprints were used where census blocks were not completely contained by the library service area. The building footprints indicate where people are living within a census block. Previously, population estimations were based on what proportion of the census block was within a library service area. However, this proportion of a census block might simply be a farm field with no population. This process of using building footprints helps to position the population more appropriately within a census block.

- Lastly, the population from the census blocks completely contained by the library service area and the population estimates of partial census blocks (using the building footprints analysis) were combined to generate the final library service area population estimate.

Library Service Area Boundaries

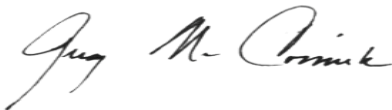
The library service area boundaries indicated on the map are compiled from information submitted to the Department of Revenue by county clerks. I encourage libraries to carefully inspect their service area boundaries.

If boundary inaccuracies are discovered, libraries should provide documentation to the Illinois State Library showing/describing the correct boundaries.

Any questions concerning the map should be directed to Jake Magnuson at the Illinois State Library, jmagnuson@ilsos.gov or 217-782-1891.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg McCormick". The signature is fluid and cursive, with the first name "Greg" and last name "McCormick" clearly distinguishable.

Greg McCormick, Director
Illinois State Library

GM:ldg

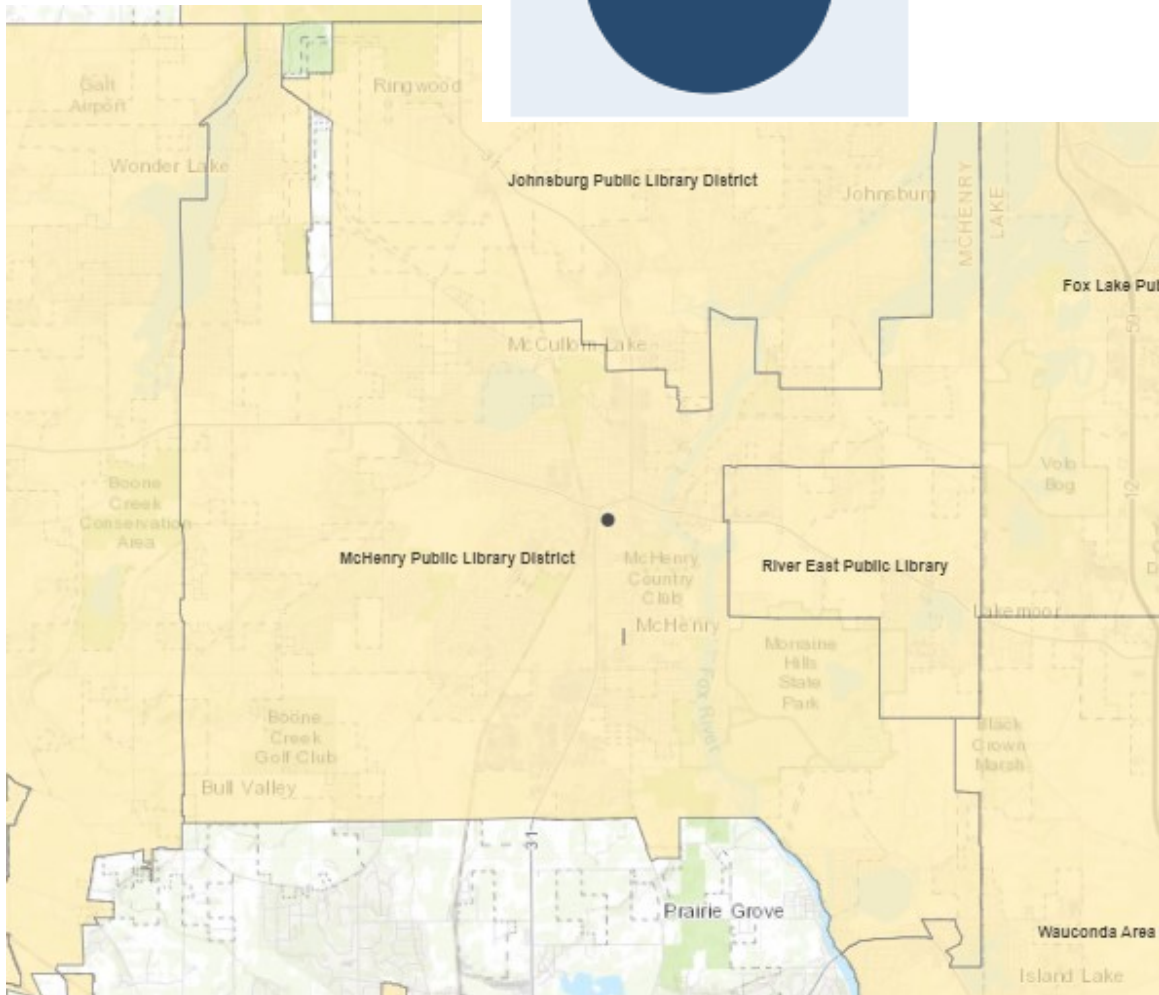
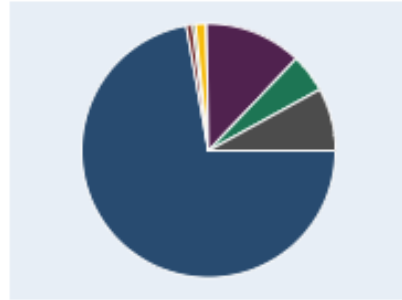
McHenry Public Library District

Between 2010 and 2020, McHenry Public Library District saw a change in population of **-569** people representing a **-1.35%** change.

2010 Population: 42,023

2020 Population: 41,454

Race and Ethnicity Population Breakdown



Library Service Areas X								
<div>Options ▾</div> <div>Filter by map extent</div> <div>Zoom to</div> <div>Clear selection</div> <div>Refresh</div>								
Library	TotalPop_2010	TotalPop_2020_2021	PopChange_1	Pop2020_Gain	Pop2020_Loss	PercentChangeLoss	PercentChangeGain	
McHenry Public Library District	42,023	41,454	-569.38		-569	-1.3549167335925494		

PopWhite_2020_2021	PopBlack_2020_2021	PopAmericanIndianAlaskaNative_2020	PopAsian_2020_2021
34,150	376	187	640

PopPacificIslander_2020	PopHispanicLatino_2020	PopOtherRace_2020	PopTwoOrMoreRaces_2020
11	5,847	2,311	3,780

McHenry Public Library District

LIBRARIAN'S REPORT

JANUARY 2022

Administration

- Amy Hodgson started as the Library's new Administrative Assistant and has been training with D. Gunness on the role's responsibilities.
- Due to the continued increase of positive cases in the McHenry County area and the increase in staff being out due to possible exposure, we have made some decisions to help limit staff exposure. At this time, we have decided to return to virtual programming for programs occurring between Wednesday, 1/19 through Saturday, 2/5. In-person programs will either be pre-recorded, held via Zoom, or canceled.
- The FY 2022/23 Budgeting cycle begins. Managers have been provided the timeframe and template for their proposals.

Adult Services

- A. Moreno-Lomeli met with the Mathical committee to finalize prize winners and hall of fame winners of the Mathical prize. The Mathical prize seeks to recognize fiction and nonfiction books that inspire children of all ages (K-12) to see math in the world around them.
- D. Gaudio called a patron to let him know we had rescheduled a program for which he was registered. He commented he had attended An Evening with Silvia Moreno-Garcia. He said "It was very enlightening. She is a very intelligent lady. It was well presented and good questions were asked." He was very excited to hear we had two more programs coming up with authors.
- K. Kimbrel had a Patron ask for "Rise of the Roman Empire" by Polybius, but wanted a specific translation. The patron could not remember the translator's name. K. Kimbrel found three versions of the title and gave the patron the names of the translators. When K. Kimbrel said the name F.W. Wabank the patron got very excited and said that was the one. He was able to order it for the patron through ILL.
- E. Bily assisted a patron who was interested in placing a hold on an item we do not own. I let the patron know the title was available on Hoopla if she wanted to start reading while she waits for the item to come in. She was able to walk the patron through creating a Hoopla account and the app basics.
- A patron called looking for the divorce date for her fiancé's previous marriage. He was married in Cook County, which is notorious for not being "genealogy friendly." However, in this case, the County has a nice online index for looking up case numbers, which also includes the dates for marriages, divorces, bankruptcies, etc. T. Hillier was able to find the information that she was looking for.
- Z. Terrill has been working with the AS, YS, and IT departments to decide on spending decisions and amounts for the library's Per Capita money.
- The Questions desk staff participated in 83 live chats with patrons during the month of January.

Building Services

- S. Claucherty Installed the STEM Kit display in the lobby.
- Advanced Fire Protection was in 1/4 for Fire Extinguisher Inspection and recharge
- S. Claucherty assisted with the Vaccine Clinic setup 1/8
- CMS was in 1/27 for Preventative Maintenance and Pre-work for the Boiler replacement.
- Associated Electrical was in to repair the Main Library lighting Relay controller on 1/28

Circulation

- Curbside services continue to slightly increase to the weather conditions
- J. Guzman is leaving the library. His last day will be February 10.

Human Resources

- Focused recruitment efforts around Part Time YS-Teen position.
- Ensured new calendar year compliance for staff was prepared and current.
- Assisted with initial onboarding of our four new staff members.
- Attended a SHRM Stateline event that covered the Great Resignation and strategies to help minimize it on 01/13.
- Mitigated risks for current staff based on new CDC Covid guidelines.
- Our current headcount is 37; 21 FT (37.50 hours weekly) and 16 PT staff members.

Public Relations

- Adrian Mesino started as the Library's new Marketing Manager. Due to the start date and newsletter deadline we were able to contract Kathy Lambert to layout the upcoming *Preface* and assist on training.

Technical Services

- "January is the magazine pull project for the Friends of the Library sale. I had a few extra things to do this year as there will no longer be a teen magazine section. We relocated a couple of the teen magazines, one to the Adult collection and one to the Youth collection. I am pleased to say that even with the extra things that needed to be done and a couple new things I needed to learn in Polaris, the deadline was met and the magazine sale was able to begin ahead of schedule. It is always a good feeling when this is completed each year." --K. Meadows
- "This month was filled with learning and practicing copy-cataloging for a few more formats, bringing me closer to being able to do all the complicated aspects of cataloging work for McHenry. In the process, I have been able to continue to whittle down our backlog." --S. Roitberg

Technology

- IT attended a TechSoup webinar on 1/4 on Microsoft program offerings to learn about which Microsoft products are available to nonprofits and libraries
- IT worked with Eder to prepare for the firewall upgrade in early February
- IT began notifying our vendors of our new public IP addresses resulting from the network changes being made during the firewall upgrade
- IT attended the management meeting on 1/11
- IT sync up on 1/24
- There is an issue with Smart Stats which caused our website stats to not be tracked from 1/14/2022 on. We are working with our web developer to investigate this issue. Our website stats will be off for January and February as a result

Youth Services

- The After-School Supper program served 89 meals in January. S. Baseley and J. Einoris have worked together to create enrichment activities to go with each meal.
- The YS Department gained two new members, R. Klug (1/3 start date) and S. Kordistos (1/24 start date). R. Klug is the new Youth Services Library Associate / Programming Coordinator and S. Kordistos is our new Early Literacy Librarian.
- The YS Department met their goal of 1000 items for their Diversity Audit. S. Baseley has been working on crunching the numbers to get an overview of each selector's collection area.
- A. Karwowska once again launched the library's annual [Book Madness](#) program, which included creating a bracket as well as a video that students could watch to learn more about the books.
- M. Puga and A. Moreno (AS) co-hosted the inaugural meeting of D15's bilingual book club, and the recording had almost 50 views
- J. Einoris was able to introduce a new family to the library, and informed them of some of the services and programs we provide such as 1,000 Books before Kindergarten, Museum Pass, and the toddler and preschool programs we offer at the library.
- The YS Department attended 10 hours of CE in January. Highlights include:
 - *Picture Books That Connect Us*

Cards for Kids Policy--PROPOSED POLICY

(Created 02/15/2022)

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—OPTION A

(Created 02/15/2022)

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.

Veterans Card Policy-- PROPOSED POLICY-- OPTION B

(Created 02/15/2022)

McHenry Public Library District (MPLD) offers a non-resident library card free of charge to veterans who live outside our district but where we are the closest library to their primary residence. To qualify, proof of residence and a Veteran ID Card (VIC) or a Veteran's Health Insurance Card (VHIC) must be shown. An Illinois state-issued Driver's Licence or State ID with a Veteran's designation is also acceptable.

An unmarried surviving spouse of a service member killed in the line of duty or an unmarried surviving spouse of a disabled veteran is also entitled to a free non-resident card. Eligibility for the unmarried surviving spouse is determined by 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 unmarried surviving spouse must present documentation from the county where they reside that indicates their primary 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 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 POLICY

(Created 02/15/2022)

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.

Members of the Board,

My name is Kayla Voegtle. Since December 10, 2018, I have worked at the McHenry Public Library as a Circulation Clerk. I am writing today to request consideration for the library's tuition reimbursement program. The 3 programs I plan to apply to, in order of preference depending on admission, are the Master of Library & Information Science at the University of Southern Mississippi, the Master of Science in Information at Florida State University, and the Master of Library & Information Science at Kent State University. My intent is to apply for admission beginning this fall and would plan on completing my degree in 2.5-3 years.

Through a Master's education, I would be able to bring an all-of-library perspective to the Circulation department, providing insight into best practices when crafting and reviewing department policies and procedures. With both staff and patrons, I could work to increase accessibility through community outreach, maximize library card attainability, and ensure equitable lending policies. Beyond my immediate role in Circulation, there are many other areas of the library that I am interested in working in as well and that is where furthering my education is necessary. Of particular interest to me are cataloging, collection development, and grant writing.

Though there isn't one specific role I am committed to pursuing, there is a distinct motivation and purpose that would drive me in whatever role I am in. At the core of everything I do is a desire to be an advocate for the community, applying my strengths in written communication and commitment to social justice. From technical services to cataloging to public services, there are any number of ways through which I can pursue that goal.

I am fully committed to the purpose of the public library and believe they are essential institutions in our society. In both the immediate future and farther along in my career, the potential further education would unlock is limitless. In order to fully realize my capacity as an asset to the library and to the community, I believe it is necessary to pursue a Master's degree.

Thank you for your consideration,

A handwritten signature in dark ink, appearing to read 'Kayla Voegtle', with a long, sweeping horizontal stroke extending to the right.

Kayla Voegtle

Fleet Safety Policy-- PROPOSED POLICY

(Created 02/15/2022)

The McHenry Public Library District's (MPLD) policy is to provide vehicles for business use or allow employees to drive personal vehicles to conduct Library business. The Library is committed to ensuring the safety of our employees when driving as part of their duties, and to ensure the safety of the general public, minimize accidents, and maintain a safe and efficient fleet. All employees must operate vehicles in accordance with this policy. All managers are responsible for ensuring the employees they supervise adhere to this policy when driving personal or Library-owned vehicles for Library business.

Driver Qualifications

Employees may operate a Library-owned vehicle only if they:

- Are age 21 or older;
- Hold no more than one driver's license;
- Hold a valid license for the class of the vehicle in question; and
- Are otherwise qualified to drive the vehicle in question under federal and state laws and regulations.

Disqualifying Driving Records:

- No Convictions
 - For driving under the influence of alcohol or drugs, and/or refusal to take a blood alcohol content test.
 - Any felony involving the use of a vehicle.
 - Fleeing or attempting to elude police; failure to stop and report an accident in which the driver was involved.
 - Reckless driving/ racing.
 - A violation arising in connection with a fatal accident of state or local law relating to motor vehicle traffic control.
 - Driving under a suspended or revoked license.
- No more than two moving violations in a three-year period:
 - Speeding violations.
 - Improper or excessive lane changes.
 - Following the vehicle ahead too closely.
 - At-fault accidents.
 - Running a red light or stop sign.
 - Failure to yield.

General Fleet Safety Guidelines

- General Guidelines:
 - All employees who operate a vehicle for Library business must supply Administration with a copy of their valid driver's license.
 - Employees must notify the Administration of any suspension or revocation of their driver's license.
 - The Illinois Vehicle Code, and all motor vehicle laws, statutes, and ordinances must be adhered to at all times.
 - Safety belts must be worn by drivers and passengers in all vehicles being operated for Library business.
 - Operating a library or personal vehicle under the influence of alcohol or any illegal drug is prohibited while on Library business. In addition, if an accident occurs, employees may be subject to post-accident or reasonable suspicion drug or alcohol tests.
 - Operating a library or personal vehicle for Library business while taking any medication that impairs mental or motor reflexes or causes drowsiness is prohibited.
 - While operating a library or personal vehicle for Library business, employees may not transport any persons, including off-duty library employees, unless those persons are on official Library business.
 - MPLD will not reimburse parking fines or fines for moving violations incurred by an employee operating a Library or personal vehicle for Library business.
 - MPLD will not reimburse surcharges to insurance premiums resulting from additional coverage, accidents, and/or violations while on Library business.
- Mobile Communications Device Use
 - Drivers must adhere to all laws and regulations governing the use of cellular phones while driving.
 - Do not compose, send or read electronic messages while operating a motor vehicle.
 - Employees must place calls while stopped or have someone place the call for them. Employees may only use a cellular phone while driving if they are utilizing a hands-free device or are using the phone in a voice-activated mode.
 - Employees must refrain from using cellular phones while operating a motor vehicle in a school speed zone or in a construction /maintenance speed zone absent an emergency situation or the use of hands-free/voice-activated equipment.
 - Keep the phone in an easy-to-reach location. Drivers should not remove their eyes from the road to look for, reach or answer the phone.
 - Do not take notes or look up phone numbers while driving.
- Vehicle Accident Policy

- Regardless of damages or injuries, all vehicle accidents when operating a library or personal vehicle for Library business must be reported to Administration no later than the next business day.
- Employees are to cooperate fully with law enforcement and insurance authorities in the event of an accident involving an employee while operating a library or personal vehicle while conducting Library business.
- Employees must not sign or make any statements regarding their responsibility or fault for an accident that occurs while they are driving on MPLD business. Employees should avoid explaining or describing the accident to anyone except public safety personnel, their supervisor, or the insurance company's claims adjuster or attorney.
- Employees must obtain the name, address, phone number, and license number of other drivers involved. Employees also must collect insurance company contact information and the address and phone number of the police department where the accident report is prepared.

Library Owned Vehicle Use

- Library employees must obtain permission from Administration before operating a library-owned vehicle. Library-owned or leased vehicles shall be used exclusively to conduct Library business.
- A periodic motor vehicle record check (MVR) will be conducted on all staff who are required or wish to use a library vehicle in connection with their job responsibilities. In addition, subject staff will be asked to sign a permission form, allowing MPLD to request information about their driving record from the Illinois Department of Motor vehicles. The record must come back in "good standing" and meet MPLD's Driver Qualifications.
- MPLD reserves the right to deny an employee the right to operate a library vehicle.
- If an employee's job duties require a driver's license, continued employment may be subject to receipt of an MVR that meets library standards.
- A written maintenance and repair manual will be kept in the Building Manager's office or the library vehicle. The manual includes:
 - Names of authorized maintenance and repair facilities
 - Authorized procedures for any service
 - Required schedule for maintenance
 - Log of completed maintenance
 - The insurance card will be located in the vehicle and a copy in the manual.

Privately Owned Vehicle Use for Library Business Purposes

- All employees operating personal vehicles for library business shall maintain liability coverage at the minimum required by Illinois State law. The employee must notify the Library of policy cancellations or reduction in limits. While on library business, MPLD's commercial auto insurance policy will cover liability claims in excess of the individual's personal auto policy.
- Employees must provide Administration with a copy of their current insurance card.

- MPLD does not provide insurance for privately owned vehicles. Nor does MPLD assume liability for damage to personal vehicles used on library business and does not assume liability for deductibles or any other uninsured loss to the vehicle.

Discipline

Employees who violate McHenry Public Library District's Fleet Safety Policy are subject to discipline, up to and including termination.

DRAFT

Fleet Safety Policy and Other Requirements

Acknowledgment

Employee acknowledges that employee has read and understands McHenry Public Library District's Fleet Safety Policy and agrees to obey the rules and requirements contained therein.

Employee possesses a valid driver's license,

_____ [license number],

issued by _____ [state name],

that expires _____ [license expiration date].

Employee attests that employee maintains a comprehensive automobile insurance policy,

_____ [insurance policy number],

issued by _____ [insurance carrier],

on the following vehicle which may be driven for library business:

_____ [vehicle make and model]

Employee also authorizes McHenry Public Library District to conduct motor vehicle record checks at the Employer's discretion.

Employee name: _____

Employee signature: _____

Date: _____