



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 17, 2023, 7:00 p.m.
Meeting Rooms #135 & #136**

AGENDA

- I. **CALL TO ORDER** – President Charles Reilly
- II. **ROLL CALL** – Monica Leccese, Secretary
- III. **PLEDGE OF ALLEGIANCE**
- IV. **CORRECTIONS OR ADDITIONS TO THE AGENDA**
- V. **PUBLIC COMMENT AND RECOGNITION OF VISITORS**
- VI. **SECRETARY'S REPORT** – Monica Leccese, Secretary
 - A. Approval of Minutes of the November 15, 2022, Regular Meeting.
- VII. **TREASURER'S REPORT** – Delphine Grala, Treasurer
 - A. Tom Coughlin, Governmental Accounting Inc., quarterly review of library finances
 - B. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for November/ December 2022, Additional Bills and Petty Cash and Credit Card Reports
 - C. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for December 2022/January 2023, Additional Bills and Petty Cash and Credit Card Reports
- VIII. **COMMUNICATIONS**
 - A. Letter to Johanna White in recognition of donation
 - B. Letter to Financial Education Foundation in recognition of donation
 - C. Illinois State Library: FY 2023 Per Capita and Equalization Aid Grant
- IX. **LIBRARIAN'S REPORT**
 - A. Librarian's Report
 - B. Serving Our Public 4.0- Chapters 9-13
 - C. Updates on Projects
- X. **OLD BUSINESS**
 - A. Decennial Committee on Local Government Efficiency Act (Public Act 102-1088)

- B. Developer Fees
- C. Board of Trustees Bylaws Review and Revisions

XI. NEW BUSINESS

- A. Materials and Display Reconsideration Policy
- B. 2023 Consolidation Elections and Trustees

XII. EXECUTIVE SESSION

Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21)

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

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

- A. Executive Session Minutes

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

XV. ADJOURNMENT

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

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



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MINUTES McHenry Public Library District Board of Library Trustees Regular Meeting

Date: November 15, 2022

Time: 7:00 P.M.

Location: Library Meeting Rooms # 135 & 136

I. CALL TO ORDER – Vice President Jill Stone

Vice President Stone called the regular meeting to order at 7:00 p.m.

II. ROLL CALL – Monica Leccese, Secretary

Roll was called.

Members Present: Bud Alexander, Delphine Grala, Monica Leccese, Susan Murphy, Jill Stone, Terry Weingart

Members Absent: Charles Reilly

Also Present: Amy Hodgson, Administrative Assistant
Chase Blazier, Eder Casella & Co.
Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
Zach Terrill, Adult Services Assistant Manager

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

No corrections or additions.

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

No public comments.

VI. SECRETARY'S REPORT – Monica Leccese, Secretary

A. Approval of Minutes of the October 18, 2022, Regular Board Meeting

Secretary Leccese informed the Board that she found duplicated wording in **VI.** Secretary's Report of the minutes and noted that she discussed it with Director Jakacki, who reported that she has since deleted the duplicated paragraph from the minutes. Treasurer Grala stated in **XI.** New Business, **D.** Materials Reconsideration 'in place has' should be 'has in place.'

Murphy moved, and Weingart seconded a motion to approve the Minutes of the October 18, 2022, Regular Board Meeting with the two corrections noted.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Reilly

Motion Passed

VII. TREASURER'S REPORT – Delphine Grala, Treasurer

- A.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for October/November 2022, Additional Bills and Petty Cash and Credit Card Reports

Treasurer Grala reviewed the monthly financial statements. She reported that property taxes are the majority of the Library's income and that it is personnel costs for expenses. Treasurer Grala also reported that the Library received \$8,900 in Developer Fees in October and inquired about the increase in the Salaries account. Director Jakacki reported that the majority of that Salaries increase is due to the Library adding staff. Secretary Leccese inquired about the Grant & Gift Fund Expenses for July-September, which do not add up correctly. Director Jakacki reported that accounts 8040-350 and 8040-355 were not initially included in the Grant & Gift Fund Expenses on the report and that the report was modified recently, which is likely why those accounts were not included in the totals. She reported that she would ask the accountant to correct that.

Treasurer Grala inquired about credit card charges for various local establishments. Director Jakacki reported that in February, the Library would be participating along with other McHenry County libraries in the Library Lover's Expedition, where patrons are encouraged to visit all the McHenry County libraries. She reported that each Library is responsible for providing gift cards from businesses in their local area that will be included in gift baskets patrons can win by receiving a raffle ticket for visiting all the McHenry County libraries.

Trustee Alexander inquired about the Kevin Krewer expense. Director Jakacki reported that the Library has two major medical insurance policies, one of which is a high-deductible plan. The Library will reimburse staff on the high deductible plan for part of the deductible if they exceed a specific amount, which was what this reimbursement was for.

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

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Reilly

Motion Passed

VIII. COMMUNICATIONS

Director Jakacki reported that the City of McHenry recently expanded its Façade Grant Program to include Front Street. The City is offering a matching grant if businesses want to update their curb appeal. A discussion ensued on what the Library could apply for. Director Jakacki suggested that Library could request money for the parking lot lights, which are at the end of their life and will need to be replaced at some point. The matching grant has a maximum value of \$30,000. There is no deadline for applying, but the Library would need to include plans and estimates in advance with their application to be approved.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

Director Jakacki reported that November had been a quiet month.

- She attended the CCS (the Library's Computer Catalog Consortium) Governing Meeting. She reported that the Warren-Newport (Gurnee) Library will join CCS, expanding the number of libraries in the consortium to 29.
- Director Jakacki reported that staff has been more involved with outreach and participated in the Chamber's McHenry Downtown Murder Mystery event in October and will be participating in another Chamber event on November 19, the Holiday Walk.
- Director Jakacki reported that the Library held its first Comicon event (the 23rd annual) in person since the start of the pandemic and that attendance was about half of what it typically is (which other libraries have also reported for their Comicon events).

B. Serving Our Public 4.0 – Chapters 5-8

Director Jakacki reported on this item after **X. Old Business** **C. Materials Reconsideration**.

Director Jakacki reported that this is for the Per Capita Grant and that these chapters pertain to the building's needs, current and future. Since the Library building is almost 52 years old, Director Jakacki is planning to bring in an architectural firm to create a Capital Asset Plan.

Vice President Stone inquired if we are looking at McHenry firms. Director Jakacki reported that she is looking for a firm with a good track record working with other libraries and municipal buildings.

Secretary Leccese inquired if the Library has to put money in the budget for this. Director Jakacki reported that there is money in the budget for a request for proposals from firms to do a Capital Asset Plan. This plan will also help with planning, budgeting, and financial forecasting and would include considering whether the Library has outgrown the use of the current building. The selected firm would then represent the Library with bids and proposals for the various projects.

Trustee Murphy inquired if the Board has to do anything with these chapters. Director Jakacki reported that it is informational; we are updating it and will have the last few chapters at the next Board Meeting.

C. Updates on Projects

X. OLD BUSINESS

A. Decennial Committee on Local Government Efficiency Act (Public Act 102-1088)

Director Jakacki reported that this is the committee where we must review ways to condense local government. She said that she is waiting for more information from the County and the State as to what they want the Library to look into and what kind of reports they will expect from the Library. Trustee Weingart reported that she attended the Reaching Across Illinois Libraries (RAILS) meeting and that even RAILS does not have any information on what is expected or the format of the report.

B. Developer Fees

Director Jakacki reported that she is still researching this. A discussion ensued about the Library potentially attempting to collect future developer fees from Wonder Lake. Director Jakacki said that one development would have 1,000 homes, and that could be an estimated additional 2,000 people using our Library's services (if there are two residents in each house), which could put a burden on the Library since we won't receive any developer fees for that development. Trustee Grala asked if the Library could charge those patrons for a library card. Director Jakacki reported that since they are part of our district and pay property taxes, we could not charge them for a library card.

C. Materials Reconsideration

Director Jakacki reported that she could not determine why there is a difference between the two policies. However, she noted that the Collection Development Committee will look at the overall policy and procedures and that she will have a revised policy for the January 2023 Board Meeting. Secretary Leccese inquired about an anonymous comment the Library received about sexualizing kids. Director Jakacki reported that whoever submitted the comment did not provide additional information on what they were referring to. A discussion ensued on what materials the Library has in its collections that may have elicited that comment.

XI. NEW BUSINESS

A. Fiscal Year 2021/2022 Audit

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

Mr. Blazier provided an overview of the Fiscal Year 2021/2022 Financial Audit. He reported that overall the audit went well this year, that it was done on time, and that no management letter was issued this year. In addition, Mr. Blazier reported that one accounting change was implemented this year regarding operational leases. However, it did not affect our audit report.

Financial highlights:

- Grant & Gift Fund balance is roughly eight years of current year expenses.
- Special Reserve Fund did not have any expenditures this year.
- General Fund is officially out of the negative, and the balance is about a half year's worth of expenses.

Trustee Alexander inquired what is the recommended number of months to have saved, to which Mr. Blazier responded, "A year to a year and a half."

Treasurer Grala reported that there was no synopsis or recap. Mr. Blazier reported that it is usually in the management letter, but the Library did not receive that letter this year because there were no findings of concern. She inquired if something could be included in the audit report in the future regarding if there were any findings; she also suggested to Director Jakacki that she include something to that effect in her email to the Board.

Director Jakacki reported that Eder, Casella & Co. had informed the Library that this is the last year they will be doing the Library's audit due to a change in their business model.

2. Review, and acceptance

Leccese moved, and Alexander seconded a motion to approve the FY 2021/2022 Financial Audit as presented.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Reilly

Motion Passed

B. Approval of Annual Statement of Receipts and Disbursements for Fiscal Year Beginning July 1, 2021, and ending June 30, 2022

Director Jakacki reported that this is the annual report where the Library lists our vendors and provides the total amount spent with each one during the previous fiscal year.

Grala moved, and Weingart seconded a motion to approve the Annual Statement of Receipts and Disbursements for the Fiscal Year Beginning July 1, 2021, and ending June 30, 2022.

Roll Call vote:

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

Nays: None

Abstain: None

Absent:, Reilly

Motion Passed

C. Long Term Loan Agreement with the McHenry County Illinois Genealogy Society.

Director Jakacki reported that the Library has two local genealogical societies that have made part of their collections available in the Library's Genealogy History Room. The Library has had agreements with the McHenry County Illinois Genealogy Society (MCIGS) since 1986, but the last one was updated and signed in 2007. There were some questions about the agreement, and the society did not even realize they had a written agreement with the Library, so it was the perfect time to update it. The Library worked with MCIGS to update the agreement, which their Board has already approved. There is

no cost to the Library for the agreement. Director Jakacki reported that the other group the Library works with is BIGWILL, the British Interest Group of Wisconsin and Illinois. She noted that the Library is finalizing the agreement with them, which is almost identical (to MCIGS) and will likely come in the next few months.

Alexander moved, and Grala seconded a motion to approve the Long Term Loan Agreement with the McHenry County Illinois Genealogy Society.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Reilly

Motion Passed

D. Review and disposition of verbatim recordings of regular board meetings held remotely under State Executive Orders

Director Jakacki reported that when the State allowed us to hold virtual meetings, we had to record them and retain the recordings for 18 months. So these are the recordings for the virtual meetings that are now more than 18 months old.

Leccese moved, and Alexander seconded a motion to dispose of verbatim recording of the regular board meetings of October 20, 2020; November 17, 2020; January 19, 2021; February 16, 2021; March 16, 2021, held remotely under State Executive Orders.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Reilly

Motion Passed

E. Board of Trustees Bylaws Review and Revisions

Director Jakacki reported that during the prior month's Board Meeting, President Reilly asked if the Board could review a few pages of the Board's Bylaws at the next few monthly Board Meetings. Director Jakacki reported that she included five pages, and anything in blue are areas that could be expanded on. Secretary Leccese inquired if the Board needs to form a committee for these revisions. Director Jakacki reported they could, and she is not looking for approval tonight. Treasurer Grala suggested that the Board revisit this when President Reilly is present. Trustee Alexander suggested that when they do that, the Board should distinguish between an unexcused and an excused absence.

Action Tabled to future Board Meeting

F. Half Price Fines Event

Director Jakacki reported that the Library is requesting a half-price fines event where overdue fines are reduced by 50% for a little over two weeks to coincide with the Library Lover's Expedition. Before the pandemic, the Library would hold half-price or amnesty

events 1-2 times a year; the Library has not had one since. She reported that it would be an excellent way to promote Library Lover's Expedition, get people to come back into the Library, and benefit a local non-profit organization, FISH of McHenry Food Pantry. Secretary Leccese inquired why Lost and Damaged Items are not included since there has been discussion during past Board Meetings that seniors, in particular, are impacted by fines which may include Lost and Damaged fines. Director Jakacki reported that she does not know why but this proposal is based on what has been done in the past, and the Board can change that. Secretary Leccese also inquired about accounts in Collections. A brief discussion ensued about the company that the Library uses for Collections and how that process works. Secretary Leccese requested that the motion include Lost & Damaged Items and any patrons' accounts in Collections, to which the attending Board Members agreed.

Leccese moved, and Weingart seconded a motion to approve the Half Price Fines Event from February 1-18, 2023, including fines and fees associated with Lost, Damaged, and Collections.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Reilly

Motion Passed

G. December 20, 2022 Board of Trustees Meeting Schedule

Director Jakacki inquired if the Board wants to hold the December Board Meeting if no pressing business comes before the Board.

Trustee Alexander reported that he favors holding the December Board Meeting.

Grala moved, and Murphy seconded a motion to tentatively cancel the December 20, 2022, Board of Trustees Regular Meeting unless pressing business comes before the Board.

Roll Call vote:

Ayes: Grala, Leccese, Murphy, Stone, Weingart

Nays: None

Abstain: Alexander

Absent: Reilly

Motion Passed

XII. EXECUTIVE SESSION

No executive session was held.

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

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

XV. ADJOURNMENT

Murphy moved, and Grala seconded a motion to adjourn the meeting at 8:46 p.m.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Reilly

Motion Passed

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

AYES:

NAYES:

ABSTAIN:

ABSENT:

Respectfully Submitted,

Monica Leccese, Secretary
McHenry Public Library District Board of Trustees

Financial Report

For the 5 Month(s) Ended November 30, 2022
FISCAL YEAR 2023



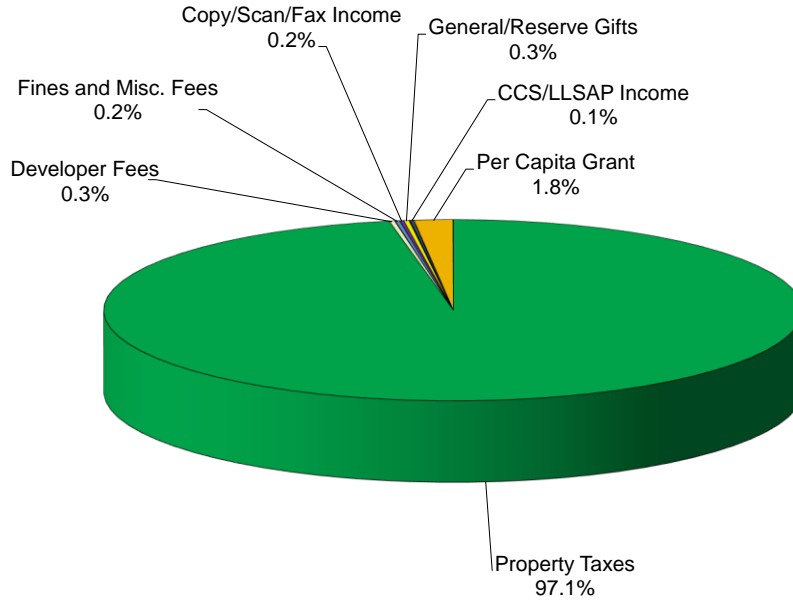
McHenry Public Library District
Actual vs Budget Summary
For the 5 Month(s) Ended November 30, 2022

42% of Fiscal Year

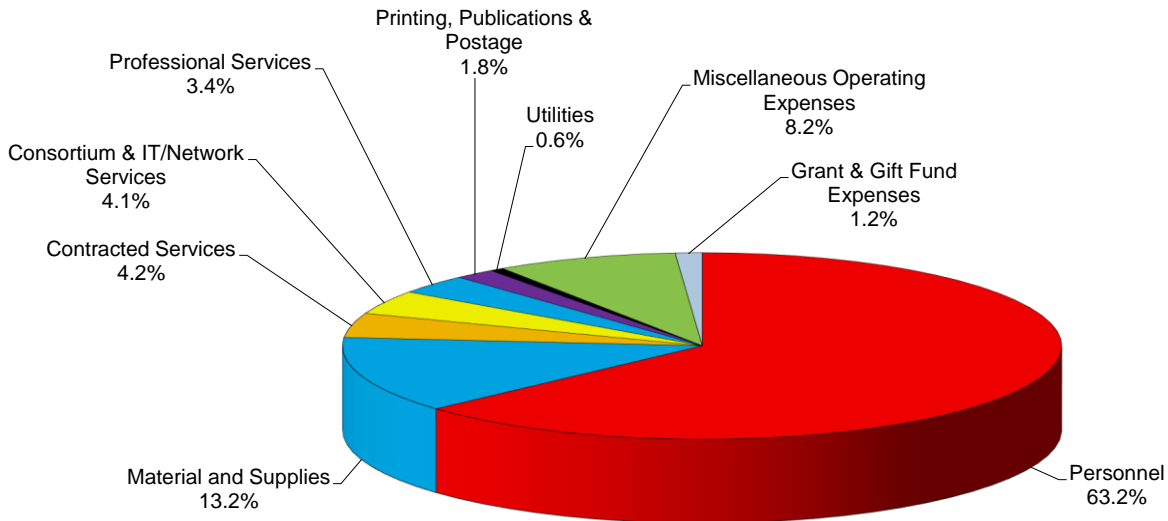
Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
REVENUE					
Property Taxes	3,350,275	3,354,407	99.9%	3,193,285	5%
Developer Fees	8,900	175,000	5.1%	-	0%
Interest & Dividends- All Funds	743	2,375	31.3%	608	22%
Fines and Misc. Fees	6,982	22,250	31.4%	7,457	-6%
Copy/Scan/Fax Income	6,431	15,000	42.9%	3,455	86%
General/Reserve Gifts	8,646	80,000	10.8%	63,308	-86%
Annexation & Impact Fees	51	25,000	0.2%	-	0%
Retiree/Cobra Insurance Payment	596	15,000	4.0%	823	-28%
Misc. Sales & Income	186	95,500	0.2%	203	-9%
Lost & Damaged Materials	1,358	5,500	24.7%	1,430	-5%
CCS/LLSAP Income	3,824	10,500	36.4%	3,621	6%
Solar Credits	1,686	5,250	32.1%	1,920	-12%
Per Capita Grant	61,732	70,000	88.2%	61,984	0%
Over/Short	42	500	8.4%	-	0%
Miscellaneous Grants	500	40,000	1.3%	9,869	-95%
Actual Revenues	3,457,742	3,928,687	88.0%	3,347,963	3%
Budgeted Revenues	3,615,729				
% Diff	96%				
OPERATING EXPENDITURES					
Personnel	694,528	2,222,750	31.2%	777,766	-11%
Material and Supplies	145,001	609,250	23.8%	106,276	36%
Contracted Services	46,461	129,250	35.9%	37,813	23%
Consortium & IT/Network Services	45,544	147,500	30.9%	48,925	-7%
Professional Services	36,904	143,250	25.8%	25,061	47%
Printing, Publications & Postage	20,103	67,750	29.7%	17,741	13%
Utilities	6,820	41,500	16.4%	9,817	-31%
Miscellaneous Operating Expenses	89,917	188,500	47.7%	82,058	10%
Grant & Gift Fund Expenses	13,287	130,000	10.2%	3,317	301%
Actual Expenditures	1,098,565	3,679,750	29.9%	1,108,774	-1%
Budgeted Expenditures	3,490,050				
% Diff	31%				
SURPLUS / (DEFICIT) FROM OPERATIONS	2,359,176	248,937	947.7%	2,239,189	5%
CAPITAL EXPENDITURES & DEBT SERVICE					
Capital Expenses	985	112,000	0.9%	94	-100%
Debt Services	18,592	250,000	7.4%	-	0%
Transfer to Reserve Fund	-	49,900	0.0%	-	0%
Actual Expenditures	19,577	411,900	4.8%	94	-100%
Budgeted Expenditures	389,000				
% Diff	5%				
TOTAL SURPLUS / (DEFICIT)	2,339,600	(162,963)		2,239,095	
BEGINNING FUND BALANCE	2,171,570				
ENDING FUND BALANCE	4,511,170				

McHenry Public Library District
Actual vs Budget Summary
For the 5 Month(s) Ended November 30, 2022

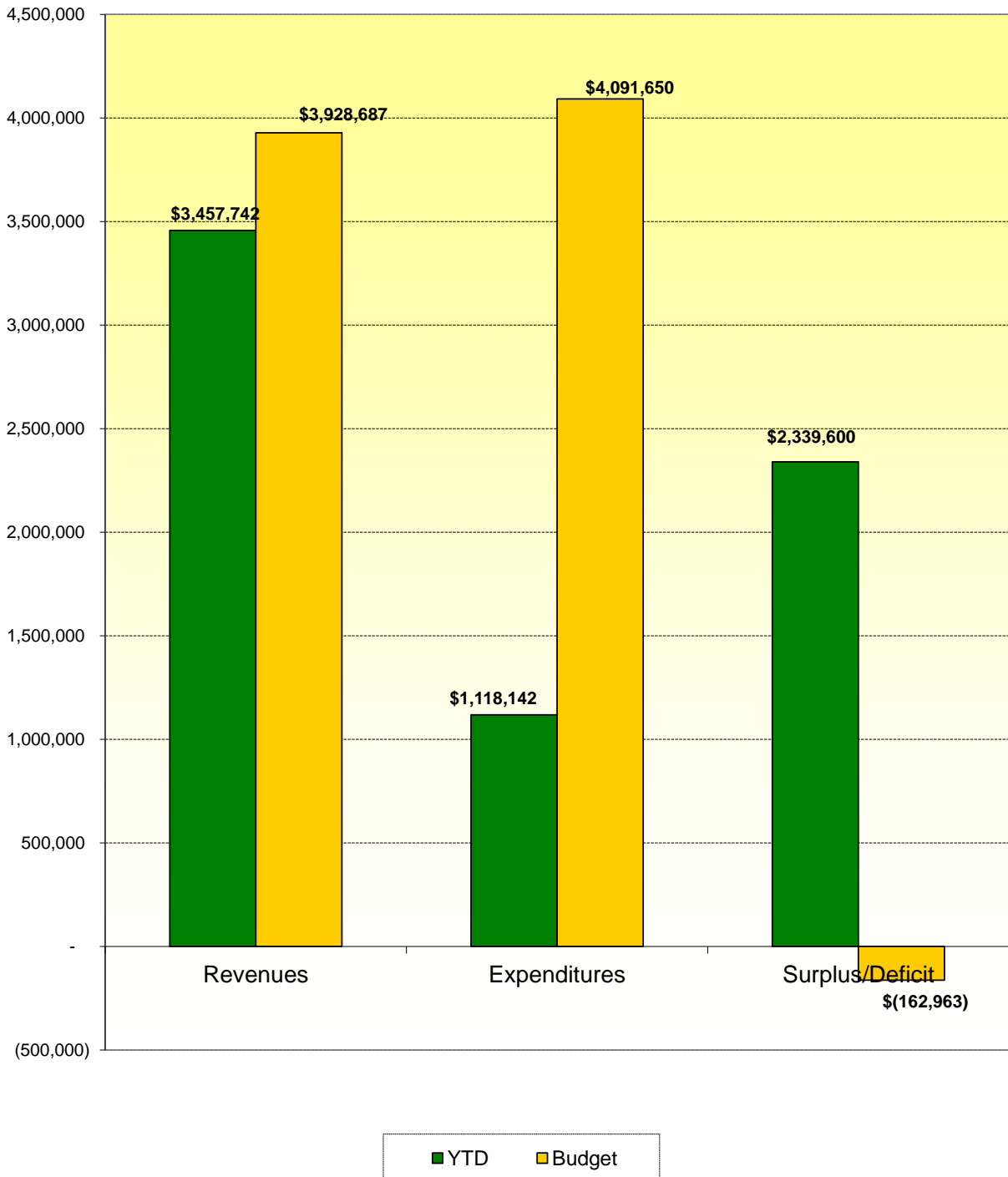
Revenue Distribution



Operational Expenditure Distribution



McHenry Public Library District
 Actual vs Budget Summary
 For the 5 Month(s) Ended November 30, 2022



McHenry Public Library District
Actual vs Budget Summary
For the 5 Month(s) Ended November 30, 2022

42% of Fiscal Year

Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	% of Budget
REVENUE						
Property Taxes	3,350,275	-	-	3,350,275	3,354,407	100%
Developer Fees	-	8,900	-	8,900	175,000	5%
Interest and Dividends	595	52	96	743	2,375	31%
Fines and Misc Fees	6,982	-	-	6,982	22,250	31%
Copy/Scan/Fax Income	6,431	-	-	6,431	15,000	43%
General/Reserve Gifts	1	-	8,645	8,646	80,000	11%
Annexation & Impact Fees	51	-	-	51	25,000	0%
Retiree/Cobra Insurance Payment	596	-	-	596	15,000	4%
Misc. Sales & Income	186	-	-	186	95,500	0%
Lost & Damaged Materials	1,358	-	-	1,358	5,500	25%
CCS/LLSAP Income	3,824	-	-	3,824	10,500	36%
Solar Credits	1,686	-	-	1,686	5,250	32%
Per Capita Grant	-	-	61,732	61,732	70,000	88%
Over/Short	42	-	-	42	500	8%
Miscellaneous Grants	-	-	500	500	40,000	1%
Actual Revenues	3,377,817	8,952	70,972	3,457,742	3,928,687	88%
Budgeted Revenues	3,373,729	56,500	185,500	3,615,729		
% Diff	100%	16%	38%	96%		
OPERATING EXPENDITURES						
Personnel	694,528	-	-	694,528	2,222,750	31%
Material and Supplies	130,747	-	14,254	145,001	609,250	24%
Contracted Services	46,461	-	-	46,461	129,250	36%
Consortium & IT/Network Services	45,544	-	-	45,544	147,500	31%
Professional Services	36,904	-	-	36,904	143,250	26%
Printing, Publications & Postage	20,103	-	-	20,103	67,750	30%
Utilities	6,820	-	-	6,820	41,500	16%
Miscellaneous Operating Expenses	89,917	-	-	89,917	188,500	48%
Grant & Gift Fund Expenses	-	-	13,287	13,287	130,000	10%
Actual Expenditures	1,071,024	-	27,541	1,098,565	3,679,750	30%
Budgeted Expenditures	3,230,550		259,500	3,490,050		
% Diff	33%	0%	11%	31%		
SURPLUS / (DEFICIT) FROM OPERATIONS	2,306,793	8,952	43,431	2,359,176	248,937	948%
CAPITAL EXPENDITURES & DEBT SERVICE						
Capital Expenses	985	-	-	985	112,000	1%
Debt Services	-	18,592	-	18,592	250,000	7%
Transfer to Reserve Fund	-	-	-	-	49,900	0%
Actual Expenditures	985	18,592	-	19,577	411,900	5%
Budgeted Expenditures	139,000	250,000	-	389,000		
% Diff	1%	7%	0%	5%		
TOTAL SURPLUS / (DEFICIT)						
TOTAL SURPLUS / (DEFICIT)	2,305,808	(9,640)	43,431	2,339,600	(162,963)	
BEGINNING FUND BALANCE	1,340,175	328,707	502,688	2,171,570		
ENDING FUND BALANCE	3,645,983	319,067	546,119	4,511,170		
Fund Balance as % of Total Expenditures	340%	1716%	1983%	403%		

McHenry Public Library District
Financial Report Detail by Fund
For the 5 Month(s) Ended November 30, 2022

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Revenues									
6010100 · Property Taxes	38,625.52	279,533.88	3,350,274.65	0.00	0.00	3,350,274.65	3,354,406.56	-4,131.91	99.9%
6015100 · Revenue Recapture Property Tax	142.88	1,033.77	5,790.80	0.00	0.00	5,790.80	12,405.27	-6,614.47	46.7%
6020200 · Developer Fees	0.00	14,583.33	0.00	8,900.00	0.00	8,900.00	175,000.00	-166,100.00	5.1%
6030100 · Interest Income - General	110.74	47.92	531.18	0.00	0.00	531.18	575.00	-43.82	92.4%
6030200 · Special Reserve Fund Interest	10.43	83.33	0.00	52.18	0.00	52.18	1,000.00	-947.82	5.2%
6030300 · Grant/Gifts Fund Interest	22.71	41.67	0.00	0.00	95.66	95.66	500.00	-404.34	19.1%
6035100 · Dividends	0.00	25.00	64.00	0.00	0.00	64.00	300.00	-236.00	21.3%
6040100 · Nonresident/Enhanced Fee Cards	343.20	62.50	591.70	0.00	0.00	591.70	750.00	-158.30	78.9%
6050100 · Fines and Fees	859.73	1,458.33	5,762.01	0.00	0.00	5,762.01	17,500.00	-11,737.99	32.9%
6055100 · Collection Agency Fees	82.10	41.67	108.24	0.00	0.00	108.24	500.00	-391.76	21.6%
6060100 · Copy/Scan/Fax Income	1,085.50	1,250.00	6,431.35	0.00	0.00	6,431.35	15,000.00	-8,568.65	42.9%
6070200 · Reserve Fund Gifts	0.00	416.67	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6070300 · General Fund Gifts	8,600.51	6,250.00	0.62	0.00	8,644.91	8,645.53	75,000.00	-66,354.47	11.5%
6090100 · Annexation & Impact Fees	0.00	2,083.33	50.75	0.00	0.00	50.75	25,000.00	-24,949.25	0.2%
6105100 · Retiree/Cobra Insurance Payment	389.03	1,250.00	596.35	0.00	0.00	596.35	15,000.00	-14,403.65	4.0%
6110100 · Program Fees/Misc. Fees	0.00	166.67	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
6120100 · Meeting Room Fees	20.00	125.00	520.00	0.00	0.00	520.00	1,500.00	-980.00	34.7%
6130100 · Misc.	12.00	7,916.67	185.50	0.00	0.00	185.50	95,000.00	-94,814.50	0.2%
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	147.85	458.33	1,357.65	0.00	0.00	1,357.65	5,500.00	-4,142.35	24.7%
6157100 · CCS/LLSAP Income	1,912.12	875.00	3,824.24	0.00	0.00	3,824.24	10,500.00	-6,675.76	36.4%
6160100 · Solar Credits	0.00	437.50	1,686.00	0.00	0.00	1,686.00	5,250.00	-3,564.00	32.1%
6170300 · Per Capita Grant	0.00	5,833.33	0.00	0.00	61,731.70	61,731.70	70,000.00	-8,268.30	88.2%
6200100 · Over/Short	1.00	41.67	42.20	0.00	0.00	42.20	500.00	-457.80	8.4%
6210300 · Miscellaneous Grants	0.00	3,333.33	0.00	0.00	500.00	500.00	40,000.00	-39,500.00	1.3%
Total Revenues	52,365.32	327,390.57	3,377,817.24	8,952.18	70,972.27	3,457,741.69	3,928,686.83	-470,945.14	7.08
Total Revenues	52,365.32	327,390.57	3,377,817.24	8,952.18	70,972.27	3,457,741.69	3,928,686.83	-470,945.14	88.0%
Expenditures									
Personnel Expenses									
8910100 · Salaries	93,722.16	132,500.00	512,899.58	0.00	0.00	512,899.58	1,590,000.00	-1,077,100.42	32.3%
8920100 · FICA/Medicare	7,054.77	10,416.67	37,681.25	0.00	0.00	37,681.25	125,000.00	-87,318.75	30.1%
8930100 · IMRF	9,685.69	14,166.67	50,948.61	0.00	0.00	50,948.61	170,000.00	-119,051.39	30.0%
8940100 · Health & Life Insurance	20,800.81	23,750.00	88,160.45	0.00	0.00	88,160.45	285,000.00	-196,839.55	30.9%
8945100 · Recruiting/Preemployment Screen	108.80	291.67	451.60	0.00	0.00	451.60	3,500.00	-3,048.40	12.9%
8950100 · Tuition Reimbursement	0.00	1,250.00	711.00	0.00	0.00	711.00	15,000.00	-14,289.00	4.7%
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	284.00	520.83	1,260.46	0.00	0.00	1,260.46	6,250.00	-4,989.54	20.2%
8970100 · Travel	150.53	1,250.00	773.34	0.00	0.00	773.34	15,000.00	-14,226.66	5.2%
8980100 · Continuing Education (Mtg/Conf)	147.00	625.00	1,641.58	0.00	0.00	1,641.58	7,500.00	-5,858.42	21.9%
Total Personnel	131,953.76	185,229.17	694,527.87	0.00	0.00	694,527.87	2,222,750.00	-1,528,222.13	31.2%

McHenry Public Library District
Financial Report Detail by Fund
For the 5 Month(s) Ended November 30, 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	4,779.50	5,416.67	19,393.99	0.00	0.00	19,393.99	65,000.00	-45,606.01	29.8%
8020100 · Youth Books	2,152.64	4,333.33	11,677.90	0.00	0.00	11,677.90	52,000.00	-40,322.10	22.5%
8025100 · Professional Resources	0.00	291.67	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
8028100 · Administrative Resources	0.00	291.67	2,249.10	0.00	0.00	2,249.10	3,500.00	-1,250.90	64.3%
8030100 · Magazines & Newspapers	116.65	1,166.67	9,260.94	0.00	0.00	9,260.94	14,000.00	-4,739.06	66.2%
8040300 · Operating Fund Gifts(Donations)	0.00	12,500.00	0.00	0.00	13,197.65	13,197.65	150,000.00	-136,802.35	8.8%
8050100 · Adult AV Materials	1,587.76	2,583.33	7,995.61	0.00	0.00	7,995.61	31,000.00	-23,004.39	25.8%
8060100 · Youth AV Materials	165.60	1,083.33	2,193.24	0.00	745.38	2,938.62	13,000.00	-10,061.38	22.6%
8070100 · Library of Things	840.00	833.33	1,956.30	0.00	0.00	1,956.30	10,000.00	-8,043.70	19.6%
8080100 · Video Games	1,080.00	1,166.67	2,920.00	0.00	0.00	2,920.00	14,000.00	-11,080.00	20.9%
8090100 · Digital Media Services	2,485.70	7,500.00	33,017.95	0.00	0.00	33,017.95	90,000.00	-56,982.05	36.7%
8095100 · Electronic Resources	10,215.78	6,250.00	24,781.07	0.00	0.00	24,781.07	75,000.00	-50,218.93	33.0%
8120100 · Library Supplies	134.01	583.33	1,933.88	0.00	0.00	1,933.88	7,000.00	-5,066.12	27.6%
8130100 · Tech Services Supplies	451.16	2,958.33	2,620.66	0.00	0.00	2,620.66	35,500.00	-32,879.34	7.4%
8135100 · Bindery	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
8140100 · Adult Programs & Supplies	875.00	1,395.83	6,205.20	0.00	0.00	6,205.20	16,750.00	-10,544.80	37.0%
8142100 · Comicon	738.47	250.00	1,824.47	0.00	0.00	1,824.47	3,000.00	-1,175.53	60.8%
8145100 · Circulation Supplies	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
8147100 · Summer Reading Club	67.69	583.33	129.33	0.00	0.00	129.33	7,000.00	-6,870.67	1.8%
8150100 · Youth Programs & Supplies	357.98	1,333.33	2,587.61	0.00	311.16	2,898.77	16,000.00	-13,101.23	18.1%
Total Material and Supplies	26,047.94	50,770.83	130,747.25	0.00	14,254.19	145,001.44	609,250.00	-464,248.56	23.8%
Contracted Services									
8215100 · Collection Agency Fees	103.00	104.17	226.60	0.00	0.00	226.60	1,250.00	-1,023.40	18.1%
8245100 · IT/Comp/Copier/Equip-Outsourced	5,935.36	7,916.67	36,940.62	0.00	0.00	36,940.62	95,000.00	-58,059.38	38.9%
8247100 · Automation--Staff	5,861.90	2,083.33	7,392.40	0.00	0.00	7,392.40	25,000.00	-17,607.60	29.6%
8260100 · Misc. Contracted Services	500.00	333.33	500.00	0.00	0.00	500.00	4,000.00	-3,500.00	12.5%
8270100 · Library Bank/Finance/Late Fee	25.57	41.67	25.57	0.00	0.00	25.57	500.00	-474.43	5.1%
8275100 · Public Pmt Processing Fees	214.95	291.67	1,376.06	0.00	0.00	1,376.06	3,500.00	-2,123.94	39.3%
Total Contracted Services	12,640.78	10,770.83	46,461.25	0.00	0.00	46,461.25	129,250.00	-82,788.75	35.9%
Consortium & IT/Network Services									
8310100 · Automation--Circulation/Catalog	0.00	9,375.00	34,609.38	0.00	0.00	34,609.38	112,500.00	-77,890.62	30.8%
8320100 · VOIP Phone Service	1,596.99	2,083.33	7,948.33	0.00	0.00	7,948.33	25,000.00	-17,051.67	31.8%
8325100 · Internet Services	703.20	833.33	2,986.30	0.00	0.00	2,986.30	10,000.00	-7,013.70	29.9%
Total Consortium & IT/Network Services	2,300.19	12,291.67	45,544.01	0.00	0.00	45,544.01	147,500.00	-101,955.99	30.9%
Professional Services									
8410100 · Accounting/Payroll/Audit Service	7,522.55	5,416.67	32,344.05	0.00	0.00	32,344.05	65,000.00	-32,655.95	49.8%
8420100 · Legal Services	832.20	2,500.00	2,059.70	0.00	0.00	2,059.70	30,000.00	-27,940.30	6.9%
8430100 · Other Consulting Fees	0.00	3,750.00	0.00	0.00	0.00	0.00	45,000.00	-45,000.00	0.0%
8440100 · In Service/Staff Training/LMS	0.00	270.83	2,500.00	0.00	0.00	2,500.00	3,250.00	-750.00	76.9%
Total Professional Services	8,354.75	11,937.50	36,903.75	0.00	0.00	36,903.75	143,250.00	-106,346.25	25.8%
Printing, Publications & Postage									
8510100 · Printing Services Outsourced	3,301.99	3,125.00	10,710.19	0.00	0.00	10,710.19	37,500.00	-26,789.81	28.6%
8530100 · Public Notices & ADS (Legal & Job)	304.50	125.00	1,013.00	0.00	0.00	1,013.00	1,500.00	-487.00	67.5%
8540100 · Postage/Shipping	2,804.29	1,375.00	6,191.09	0.00	0.00	6,191.09	16,500.00	-10,308.91	37.5%
8545100 · Printing/Copier Supplies	0.00	354.17	250.00	0.00	0.00	250.00	4,250.00	-4,000.00	5.9%
8550100 · Public Relations/Promotions	0.00	666.67	1,938.79	0.00	0.00	1,938.79	8,000.00	-6,061.21	24.2%
Total Printing, Publications & Postage	6,410.78	5,645.83	20,103.07	0.00	0.00	20,103.07	67,750.00	-47,646.93	29.7%

McHenry Public Library District
Financial Report Detail by Fund
For the 5 Month(s) Ended November 30, 2022

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Utilities									
8610100 · Electricity	764.75	2,000.00	4,728.93	0.00	0.00	4,728.93	24,000.00	-19,271.07	19.7%
8620100 · Gas	815.99	1,041.67	1,527.28	0.00	0.00	1,527.28	12,500.00	-10,972.72	12.2%
8640100 · Water & Sewer	0.00	416.67	564.24	0.00	0.00	564.24	5,000.00	-4,435.76	11.3%
Total Utilities	1,580.74	3,458.33	6,820.45	0.00	0.00	6,820.45	41,500.00	-34,679.55	16.4%
Miscellaneous Operating Expenses									
8720100 · Building & Auto Insurance	671.46	3,541.67	32,468.46	0.00	0.00	32,468.46	42,500.00	-10,031.54	76.4%
8730100 · Bonding & Officers Liability	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
8740100 · Janitorial Services & Supplies	6,148.90	4,166.67	29,995.29	0.00	0.00	29,995.29	50,000.00	-20,004.71	60.0%
8745100 · Grounds Maintenance	1,353.84	2,500.00	21,847.28	0.00	0.00	21,847.28	30,000.00	-8,152.72	72.8%
8750100 · Building Operations/Maintenance	1,243.40	4,583.33	8,798.29	0.00	0.00	8,798.29	55,000.00	-46,201.71	16.0%
8760100 · Hospitality	512.40	541.67	1,311.51	0.00	0.00	1,311.51	6,500.00	-5,188.49	20.2%
8770100 · Library Lost & Damaged Materials	0.00	83.33	118.89	0.00	0.00	118.89	1,000.00	-881.11	11.9%
8795100 · Miscellaneous	0.00	83.33	-4,623.09	0.00	0.00	-4,623.09	1,000.00	-5,623.09	-462.3%
Total Miscellaneous Operating Expenses	9,930.00	15,708.33	89,916.63	0.00	0.00	89,916.63	188,500.00	-98,583.37	47.7%
Grant & Gift Fund Expenses									
8800300 · 2020/21 Per Capita Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800311 · Adult Materials - Per Capita	0.00	0.00	0.00	0.00	16.95	16.95	0.00	16.95	100.0%
8800321 · Youth Materials - Per Capita	0.00	0.00	0.00	0.00	130.24	130.24	0.00	130.24	100.0%
8800331 · Staff Software - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8040350 · Per Capita Grant; Current FY	1,500.00	5,833.33	0.00	0.00	5,546.30	5,546.30	70,000.00	-64,453.70	7.9%
8040355 · Per Capita Grant; Previous FY	0.00	1,666.67	0.00	0.00	7,593.28	7,593.28	20,000.00	-12,406.72	38.0%
8800332 · Public Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800333 · Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800341 · Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800342 · Additional Expenses (Personnel)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9030300 · Misc. Grants	0.00	3,333.33	0.00	0.00	0.00	0.00	40,000.00	-40,000.00	0.0%
9200300 · Additional Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Grant & Gift Fund Expenses	1,500.00	10,833.33	0.00	0.00	13,286.77	13,286.77	130,000.00	-116,713.23	10.2%
Capital Expenses									
9060100 · Library Furnishings	0.00	1,458.33	387.94	0.00	0.00	387.94	17,500.00	-17,112.06	2.2%
9070100 · Library Equipment	0.00	791.67	359.98	0.00	0.00	359.98	9,500.00	-9,140.02	3.8%
9080100 · Small Equipment under \$250	236.99	416.67	236.99	0.00	0.00	236.99	5,000.00	-4,763.01	4.7%
9090100 · Adtl. Capital Projects & Equipment	0.00	6,666.67	0.00	0.00	0.00	0.00	80,000.00	-80,000.00	0.0%
Total Capital Expenses	236.99	9,333.33	984.91	0.00	0.00	984.91	112,000.00	-111,015.09	0.9%
Transfer to Reserve Fund									
9100100 · Transfer to Reserve Fund	0.00	4,158.33	0.00	0.00	0.00	0.00	49,900.00	-49,900.00	0.0%
Total Transfer to Reserve Fund	0.00	4,158.33	0.00	0.00	0.00	0.00	49,900.00	-49,900.00	0.0%
Debt Services									
9040200 · Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9050200 · Library District Act	0.00	4,166.67	0.00	0.00	0.00	0.00	50,000.00	-50,000.00	0.0%
9060200 · Special Reserve Expenditures	18,592.00	16,666.67	0.00	18,592.00	0.00	18,592.00	200,000.00	-181,408.00	9.3%
9095100 · Debt Service - GF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9115100 · Recovery Zone Bond Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9120100 · Recovery Zone Bond Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Debt Services	18,592.00	20,833.33	0.00	18,592.00	0.00	18,592.00	250,000.00	-231,408.00	7.4%
	219,547.93	340,970.83	1,072,009.19	18,592.00	27,540.96	1,118,142.15	4,091,650.00	-2,973,507.85	27.3%
Total Expenditures	219,547.93	340,970.83	1,072,009.19	18,592.00	27,540.96	1,118,142.15	4,091,650.00	-2,973,507.85	27.3%
Net Total	-167,182.61	-13,580.26	2,305,808.05	-9,639.82	43,431.31	2,339,599.54	-162,963.17	2,502,562.71	

McHenry Public Library District
Financial Report Detail by Month
For the 5 Month(s) Ended November 30, 2022

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Revenues													
6010100 - Property Taxes	1,784,607.24	58,779.01	1,428,624.02	39,638.86	38,625.52								3,350,274.65
6015100 - Revenue Recapture Property Tax	0.00	217.40	5,283.93	146.59	142.88								5,790.80
6020200 - Developer Fees	0.00	0.00	0.00	8,900.00	0.00								8,900.00
6030100 - Interest Income - General	96.72	91.25	109.58	122.89	110.74								531.18
6030200 - Special Reserve Fund Interest	10.80	10.73	9.06	11.16	10.43								52.18
6030300 - Grant/Gifts Fund Interest	16.77	16.67	17.49	22.02	22.71								95.66
6035100 - Dividends	0.00	0.00	0.00	64.00	0.00								64.00
6040100 - Nonresident/Enhanced Fee Cards	203.50	0.00	0.00	45.00	343.20								591.70
6050100 - Fines and Fees	1,604.64	825.26	1,440.63	1,031.75	859.73								5,762.01
6055100 - Collection Agency Fees	0.00	0.00	88.24	-62.10	82.10								108.24
6060100 - Copy/Scan/Fax Income	1,339.70	997.70	2,108.05	900.40	1,085.50								6,431.35
6070200 - Reserve Fund Gifts	0.00	0.00	0.00	0.00	0.00								0.00
6070300 - General Fund Gifts	9.54	3.51	10.72	21.25	8,600.51								8,645.53
6080200 - Bond & Debt Certificate Sale	0.00	0.00	0.00	0.00	0.00								0.00
6090100 - Annexation & Impact Fees	0.00	50.75	0.00	0.00	0.00								50.75
6090200 - Transfers From Other Funds (9100-100)	0.00	0.00	0.00	0.00	0.00								0.00
6105100 - Retiree/Cobra Insurance Payment	0.00	0.00	103.66	103.66	389.03								596.35
6110100 - Program Fees/Misc. Fees	0.00	0.00	0.00	0.00	0.00								0.00
6120100 - Meeting Room Fees	25.00	340.00	75.00	60.00	20.00								520.00
6130100 - Misc.	54.00	23.50	45.00	51.00	12.00								185.50
6130200 - Misc. Income SR	0.00	0.00	0.00	0.00	0.00								0.00
6150100 - Lost & Damaged Materials	203.50	261.65	482.10	262.55	147.85								1,357.65
6157100 - CCS/LLSAP Income	0.00	0.00	1,912.12	0.00	1,912.12								3,824.24
6160100 - Solar Credits	6.00	0.00	1,680.00	0.00	0.00								1,686.00
6170300 - Per Capita Grant	0.00	0.00	61,731.70	0.00	0.00								61,731.70
6200100 - Over/Short	30.10	10.15	0.70	0.25	1.00								42.20
6210300 - Miscellaneous Grants	0.00	500.00	0.00	0.00	0.00								500.00
Total Revenues	1,788,207.51	62,127.58	1,503,722.00	51,319.28	52,365.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,457,741.69
Expenditures													
Personnel Expenses													
8910100 - Salaries	89,273.88	90,452.15	95,690.60	143,760.79	93,722.16								512,899.58
8920100 - FICA/Medicare	6,503.58	6,618.10	6,992.12	10,512.68	7,054.77								37,681.25
8930100 - IMRF	8,855.66	8,983.17	9,482.83	13,941.26	9,685.69								50,948.61
8940100 - Health & Life Insurance	16,034.61	16,164.36	20,414.55	14,746.12	20,800.81								88,160.45
8945100 - Recruiting/Preemployment Screen	0.00	0.00	314.85	27.95	108.80								451.60
8950100 - Tuition Reimbursement	0.00	0.00	711.00	0.00	0.00								711.00
8955100 - Telecommute Reimbursements	0.00	0.00	0.00	0.00	0.00								0.00
8960100 - Memberships & Dues	0.00	44.00	569.46	363.00	284.00								1,260.46
8970100 - Travel	22.11	243.08	90.29	267.33	150.53								773.34
8980100 - Continuing Education (Mtg/Conf)	129.58	0.00	779.00	586.00	147.00								1,641.58
Total Personnel	120,819.42	122,504.86	135,044.70	184,205.13	131,953.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	694,527.87

McHenry Public Library District
Financial Report Detail by Month
For the 5 Month(s) Ended November 30, 2022

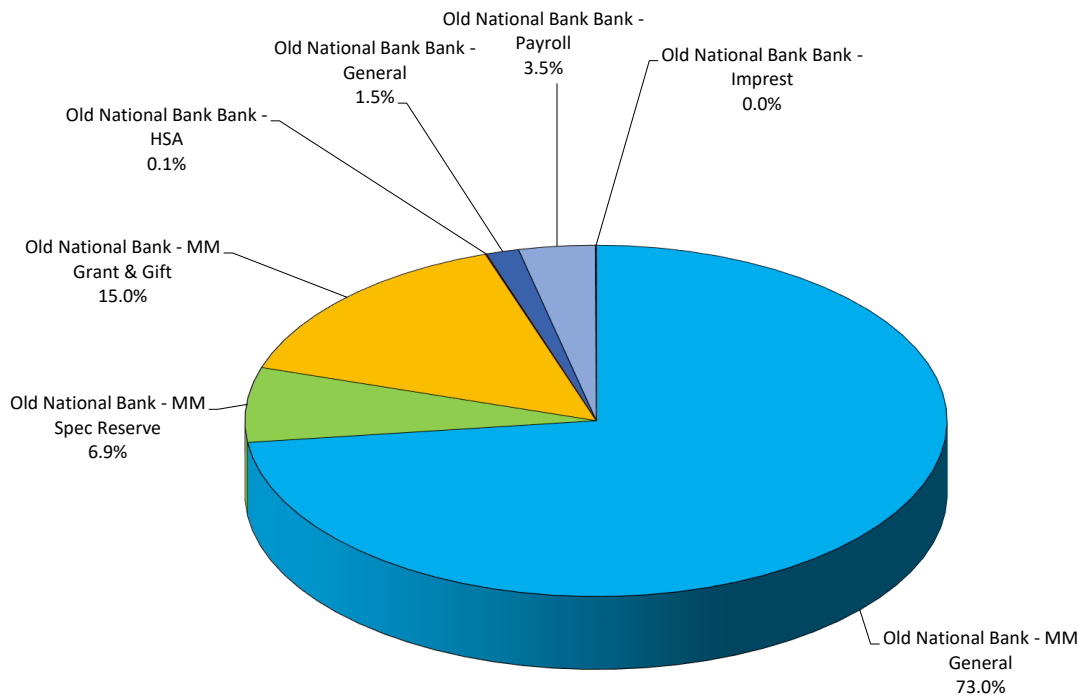
	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Materials and Supplies													
8010100 - Adult Books	862.88	3,095.27	5,995.67	4,660.67	4,779.50								19,393.99
8020100 - Youth Books	943.95	2,953.91	2,577.70	3,049.70	2,152.64								11,677.90
8025100 - Professional Resources	0.00	0.00	0.00	0.00	0.00								0.00
8028100 - Administrative Resources	0.00	0.00	2,249.10	0.00	0.00								2,249.10
8030100 - Magazines & Newspapers	8,350.72	139.88	411.95	241.74	116.65								9,260.94
8040300 - Operating Fund Gifts(Donations)	12,753.98	51.20	359.96	32.51	0.00								13,197.65
8050100 - Adult AV Materials	180.00	979.67	3,761.44	1,486.74	1,587.76								7,995.61
8060100 - Youth AV Materials	0.00	350.07	1,364.73	1,058.22	165.60								2,938.62
8070100 - Library of Things	0.00	1,097.60	14.20	4.50	840.00								1,956.30
8080100 - Video Games	0.00	0.00	940.00	900.00	1,080.00								2,920.00
8090100 - Digital Media Services	0.00	2,782.80	25,267.92	2,481.53	2,485.70								33,017.95
8095100 - Electronic Resources	0.00	992.00	13,573.29	0.00	10,215.78								24,781.07
8120100 - Library Supplies	22.13	314.03	1,404.80	58.91	134.01								1,933.88
8130100 - Tech Services Supplies	137.66	465.14	577.68	989.02	451.16								2,620.66
8135100 - Bindery	0.00	0.00	0.00	0.00	0.00								0.00
8140100 - Adult Programs & Supplies	575.63	1,871.02	1,734.13	1,149.42	875.00								6,205.20
8142100 - Comicon	0.00	336.00	0.00	750.00	738.47								1,824.47
8145100 - Circulation Supplies	0.00	0.00	0.00	0.00	0.00								0.00
8147100 - Summer Reading Club	0.00	0.00	54.72	6.92	67.69								129.33
8150100 - Youth Programs & Supplies	641.90	346.81	328.76	1,223.32	357.98								2,898.77
Total Material and Supplies	24,468.85	15,775.40	60,616.05	18,093.20	26,047.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	145,001.44
Contracted Services													
8215100 - Collection Agency Fees	30.90	41.20	51.50	0.00	103.00								226.60
8245100 - IT/Comp/Copier/Equip-Outsourced	2,683.63	12,232.62	10,635.00	5,454.01	5,935.36								36,940.62
8247100 - Automation--Staff	300.00	0.00	0.00	1,230.50	5,861.90								7,392.40
8260100 - Misc. Contracted Services	0.00	0.00	0.00	0.00	500.00								500.00
8270100 - Library Bank/Finance/Late Fee	0.00	0.00	0.00	0.00	25.57								25.57
8275100 - Public Pmt Processing Fees	274.20	275.53	357.96	253.42	214.95								1,376.06
Total Contracted Services	3,288.73	12,549.35	11,044.46	6,937.93	12,640.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46,461.25
Consortium & IT/Network Services													
8310100 - Automation--Circulation/Catalog	17,304.69	0.00	0.00	17,304.69	0.00								34,609.38
8320100 - VOIP Phone Service	1,624.44	1,481.44	1,604.02	1,641.44	1,596.99								7,948.33
8325100 - Internet Services	788.10	298.40	503.40	693.20	703.20								2,986.30
Total Consortium & IT/Network Services	19,717.23	1,779.84	2,107.42	19,639.33	2,300.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45,544.01
Professional Services													
8410100 - Accounting/Payroll/Audit Service	3,494.94	3,451.88	3,490.18	14,384.50	7,522.55								32,344.05
8420100 - Legal Services	75.00	0.00	52.50	1,100.00	832.20								2,059.70
8430100 - Other Consulting Fees	0.00	0.00	0.00	0.00	0.00								0.00
8440100 - In Service/Staff Training/LMS	0.00	2,000.00	0.00	500.00	0.00								2,500.00
Total Professional Services	3,569.94	5,451.88	3,542.68	15,984.50	8,354.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36,903.75
Printing, Publications & Postage													
8510100 - Printing Services Outsourced	7,408.20	0.00	0.00	0.00	3,301.99								10,710.19
8530100 - Public Notices & ADS (Legal & Job)	0.00	0.00	73.50	635.00	304.50								1,013.00
8540100 - Postage/Shipping	422.58	467.33	2,297.34	199.55	2,804.29								6,191.09
8545100 - Printing/Copier Supplies	0.00	0.00	250.00	0.00	0.00								250.00
8550100 - Public Relations/Promotions	0.00	1,938.79	0.00	0.00	0.00								1,938.79
Total Printing, Publications & Postage	7,830.78	2,406.12	2,620.84	834.55	6,410.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,103.07

McHenry Public Library District
Financial Report Detail by Month
For the 5 Month(s) Ended November 30, 2022

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Utilities													
8610100 - Electricity	1,017.91	0.00	2,099.87	846.40	764.75								4,728.93
8620100 - Gas	159.99	159.87	162.37	229.06	815.99								1,527.28
8640100 - Water & Sewer	0.00	278.11	0.00	286.13	0.00								564.24
Total Utilities	1,177.90	437.98	2,262.24	1,361.59	1,580.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,820.45
Miscellaneous Operating Expenses													
8720100 - Building & Auto Insurance	0.00	0.00	0.00	31,797.00	671.46								32,468.46
8730100 - Bonding & Officers Liability	0.00	0.00	0.00	0.00	0.00								0.00
8740100 - Janitorial Services & Supplies	325.46	6,360.53	11,197.26	5,963.14	6,148.90								29,995.29
8745100 - Grounds Maintenance	1,353.86	1,870.86	1,353.86	15,914.86	1,353.84								21,847.28
8750100 - Building Operations/Maintenance	1,363.82	1,598.88	2,778.83	1,813.36	1,243.40								8,798.29
8760100 - Hospitality	0.00	80.21	713.04	5.86	512.40								1,311.51
8770100 - Library Lost & Damaged Materials	49.89	0.00	69.00	0.00	0.00								118.89
8795100 - Miscellaneous	0.00	0.00	-4,623.09	0.00	0.00								-4,623.09
Total Miscellaneous Operating Expenses	3,093.03	9,910.48	11,488.90	55,494.22	9,930.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	89,916.63
Grant & Gift Fund Expenses													
8800300 - 2020/21 Per Capita Grant	0.00	0.00	0.00	0.00	0.00								0.00
8800311 - Adult Materials - Per Capita	0.00	0.00	16.95	0.00	0.00								16.95
8800321 - Youth Materials - Per Capita	0.00	0.00	130.24	0.00	0.00								130.24
8800331 - Staff Software - Per Capita	0.00	0.00	0.00	0.00	0.00								0.00
8040350 - Per Capita Grant; Current FY	0.00	0.00	251.96	3,794.34	1,500.00								5,546.30
8040355 - Per Capita Grant; Previous FY	14.24	10.16	6,883.22	685.66	0.00								7,593.28
8800332 - Public Software	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
8800341 - Other Equipment	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
9030300 - Misc. Grants	0.00	0.00	0.00	0.00	0.00								0.00
9200300 - Additional Expenses	0.00	0.00	0.00	0.00	0.00								0.00
Total Grant & Gift Fund Expenses	14.24	10.16	7,282.37	4,480.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,286.77
Capital Expenses													
9060100 - Library Furnishings	46.16	341.78	0.00	0.00	0.00								387.94
9070100 - Library Equipment	0.00	359.98	0.00	0.00	0.00								359.98
9080100 - Small Equipment under \$250	0.00	0.00	0.00	0.00	236.99								236.99
9090100 - Adtl. Capital Projects & Equipment	0.00	0.00	0.00	0.00	0.00								0.00
Total Capital Expenses	46.16	701.76	0.00	0.00	236.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	984.91
Transfer to Reserve Fund													
9100100 - Transfer to Reserve Fund	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
9050200 - Library District Act	0.00	0.00	0.00	0.00	0.00								0.00
9060200 - Special Reserve Expenditures	0.00	0.00	0.00	0.00	18,592.00								18,592.00
9095100 - Debt Service - GF	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
9120100 - Recovery Zone Bond Interest	0.00	0.00	0.00	0.00	0.00								0.00
Total Debt Services	0.00	0.00	0.00	0.00	18,592.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,592.00
Total Expenditures	184,026.28	171,527.83	236,009.66	307,030.45	219,547.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,118,142.15
Net Total	1,604,181.23	-109,400.25	1,267,712.34	-255,711.17	-167,182.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,339,599.54

McHenry Public Library District
Investments
For the 5 Month(s) Ended November 30, 2022

Bank	Current Rate	Book Balance
Old National Bank - MM General	0.038%	3,298,166
Old National Bank - MM Spec Reserve	0.038%	310,582
Old National Bank - MM Grant & Gift	0.038%	676,532
Old National Bank Bank - HSA	n/a	2,405
Old National Bank Bank - General	n/a	68,039
Old National Bank Bank - Payroll	n/a	158,719
Old National Bank Bank - Imprest	n/a	2,095
Total	\$	4,516,537



AMAZON						
December 2022						
8010-100	8060-100	8070-100	8760-100	9060-100	8040-300	
\$ 37.36	\$ 8.41	\$ 6.72	\$ 17.23	\$ 2,506.06	\$ 9.51	
\$ 25.71						
\$ 92.55						
\$ 12.46						
						TOTAL
\$ 168.08	\$ 8.41	\$ 6.72	\$ 17.23	\$ 2,506.06	\$ 9.51	\$ 2,716.01

Bankcard Processing Center

December 2022 - by Account

Name	Tran Date	Merchant Name	Note	Amount	Account #	Totals
MAY	12/1/22	GOVDOCS INC.		\$ 31.06	8028-100	
MAY	11/9/22	KOALENDAR.COM		\$ 83.88	8028-100	\$ 114.94
MILFAJT	11/25/22	CHICAGO TRIB SUBSCRIPTIO		\$ 331.37	8030-100	
MILFAJT	11/8/22	CHICAGO SUN-TIMES CIRC		\$ 457.60	8030-100	\$ 788.97
STRAIN	11/29/22	Netflix.com		\$ 19.99	8090-100	
STRAIN	11/28/22	Disney Plus		\$ 6.00	8090-100	
STRAIN	11/28/22	HLU*Hulu 1804006096213-U		\$ 14.99	8090-100	
TERRILL	12/4/22	HLU*Hulu 1592603293642-U		\$ 5.31	8090-100	
TERRILL	12/1/22	HELP.HBOMAX.COM		\$ 14.99	8090-100	
TERRILL	11/27/22	Disney Plus		\$ 6.00	8090-100	
TERRILL	11/26/22	HLU*Hulu 1802467694289-U		\$ 14.99	8090-100	
TERRILL	11/26/22	Netflix.com		\$ 19.99	8090-100	
TERRILL	11/22/22	HLU*Hulu 1597220928155-U		\$ 14.99	8090-100	
TERRILL	11/20/22	Netflix.com		\$ 19.99	8090-100	
TERRILL	11/21/22	Disney Plus		\$ 6.00	8090-100	
TERRILL	11/15/22	HLU*Hulu 1592603294797-U		\$ 14.99	8090-100	
TERRILL	11/13/22	Disney Plus		\$ 6.00	8090-100	
TERRILL	11/12/22	Netflix.com		\$ 19.99	8090-100	\$ 184.22
TERRILL	12/6/22	WAL-MART #1413		\$ 6.02	8140-100	
TERRILL	12/6/22	WWW.FPA.ORG		\$ 105.00	8140-100	\$ 111.02
TERRILL	11/17/22	ART.COM*ALLPOSTERS.COM		\$ 89.90	8142-100	\$ 89.90
TERRILL	11/9/22	COLLABORATIVE SUMMER LIBR		\$ 20.00	8147-100	
TERRILL	11/9/22	COLLABORATIVE SUMMER LIBR		\$ 14.95	8147-100	\$ 34.95
STRAIN	12/3/22	USPS PO 1646800050		\$ 11.22	8540-100	
STRAIN	11/23/22	USPS PO 1646800050		\$ 25.13	8540-100	
STRAIN	11/12/22	USPS PO 1654480060		\$ 14.54	8540-100	
STRAIN	11/10/22	USPS PO 1646800050		\$ 31.14	8540-100	
TERRILL	12/6/22	WWW.FPA.ORG		\$ 18.00	8540-100	\$ 100.03

Bankcard Processing Center

December 2022 - by Account

Name	Tran Date	Merchant Name	Note	Amount	Account #	Totals
JAKACKI	11/29/22	NATIONAL PEN CO LLC		\$ 367.90	8550-100	
JAKACKI	11/28/22	CHICAGO BOOKS & JOURNALS	Refund of tax charge	\$ (10.61)	8550-100	
JAKACKI	11/8/22	AMERICAN PAPER OPTICS		\$ 393.60	8550-100	\$ 750.89
JAKACKI	11/10/22	NORTHERN IL WINDOWS		\$ 465.00	8750-100	\$ 465.00
JAKACKI	12/8/22	TARGET.COM *		\$ 24.99	8760-100	
JAKACKI	12/7/22	MR. DONS CLEANERS		\$ 128.00	8760-100	
JAKACKI	12/6/22	31 NORTH BANQUETS CATERIN		\$ 456.10	8760-100	
JAKACKI	12/4/22	AMZN Mktp US*QN6WU4Y83		\$ 16.79	8760-100	
JAKACKI	11/15/22	JEWEL OSCO 2507		\$ 53.99	8760-100	\$ 679.87
MAY	11/23/22	FSP*STATELINE SHRM		\$ 195.00	8960-100	\$ 195.00
MAY	11/23/22	MGMT ASSC OF IL		\$ 25.00	8980-100	\$ 25.00
				\$3,539.79	TOTAL	\$3,539.79
BANKCARD PROCESSING CENTER						
PO BOX 6818						
Carol Stream, IL 60197-6818						

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

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

<u>VENDOR</u>	<u>Account - General Fund</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
The Ground Guys	Landscaping	\$ 1,353.84	8745-100	11/02/22	EFT
Waste Connection	Waste	\$ 434.99	8745-100	11/02/22	EFT
First Communications	VOIP Phones	\$ 1,596.99	8320-100	11/04/22	EFT
Comcast	Internet	\$ 404.80	8325-100	11/09/22	EFT
	subtotal for account	\$ 3,790.62			

<u>VENDOR</u>	<u>Account - HSA/Building</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
First Midwest Bank	Employer contributions HSA	\$ 625.00	8940-100	11/01/22	EFT
First Midwest Bank	Employee contributions HSA	\$ 819.59	8940-100	11/01/22	EFT
First Midwest Bank	Employee contributions HSA	\$ 819.59	8940-100	11/15/22	EFT
First Midwest Bank	Employee contributions HSA	\$ 584.59	8940-100	11/30/22	EFT
	subtotal for account	\$ 2,848.77			

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

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

GRAND TOTAL CHECKS ISSUED \$ 6,639.39

November 2022 Reimbursement Report - Monthly Report

Last Name Ascending

Pay Dates: 11/01/2022-11/30/2022; Employee Filter: All Employees

12/06/2022 11:22a

Amy Hodgson

McHenry Public Library District (2771pd)

Name	Misc Reimb Amt	Travel Reimb Amt	Total Reimbursement
Baseley, Steffanie		\$66.94	\$66.94
Bily, Emily		\$14.63	\$14.63
Einoris, Jennifer		\$20.51	\$20.51
Hillier, Thomas		\$1.25	\$1.25
Hodgson, Amy		\$5.00	\$5.00
Kordistos, Skye		\$41.50	\$41.50
May, Jenifer	-	33.13	\$33.13
Meadows, Kimberly		\$2.75	\$2.75
Salazar, Bertha		\$23.51	\$23.51
Terrill, Zachariah		\$18.50	\$18.50
TOTALS:	\$0.00	\$227.72	\$227.72

Financial Report

For the 6 Month(s) Ended December 31, 2022
FISCAL YEAR 2023



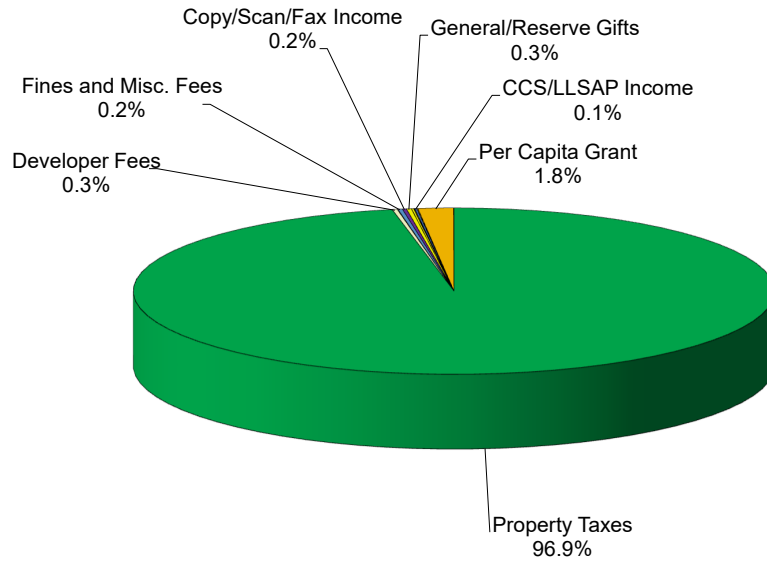
McHenry Public Library District
Actual vs Budget Summary
For the 6 Month(s) Ended December 31, 2022

50% of Fiscal Year

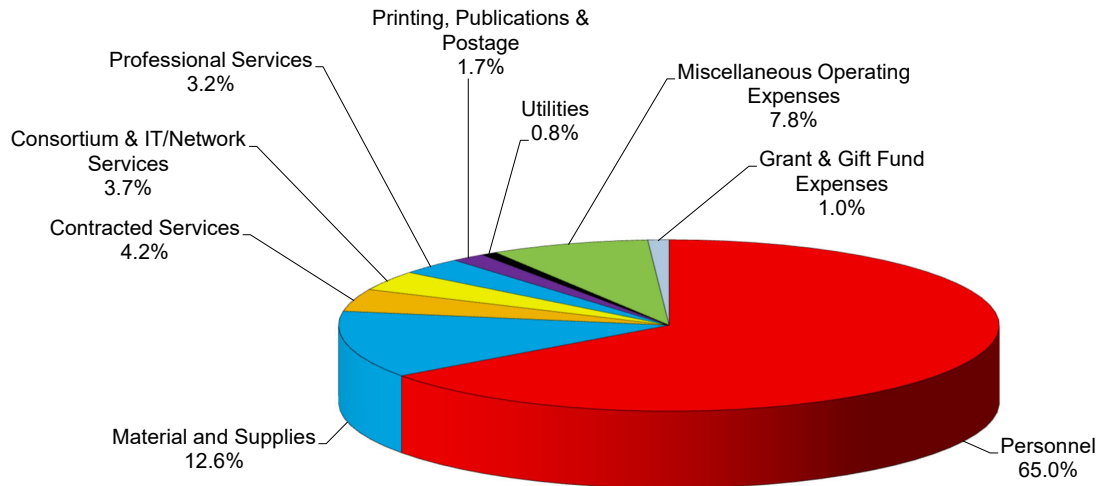
Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
REVENUE					
Property Taxes	3,350,275	3,354,407	99.9%	3,360,077	0%
Developer Fees	8,900	175,000	5.1%	1,246	614%
Interest & Dividends- All Funds	886	2,375	37.3%	724	22%
Fines and Misc. Fees	7,977	22,250	35.9%	8,148	-2%
Copy/Scan/Fax Income	7,073	15,000	47.2%	4,345	63%
General/Reserve Gifts	8,647	80,000	10.8%	63,311	-86%
Annexation & Impact Fees	51	25,000	0.2%	-	0%
Retiree/Cobra Insurance Payment	3,860	15,000	25.7%	956	304%
Misc. Sales & Income	210	95,500	0.2%	217	-3%
Lost & Damaged Materials	1,520	5,500	27.6%	1,627	-7%
CCS/LLSAP Income	3,824	10,500	36.4%	3,621	6%
Solar Credits	1,686	5,250	32.1%	3,600	-53%
Per Capita Grant	61,732	70,000	88.2%	61,984	0%
Over/Short	78	500	15.6%	-	0%
Miscellaneous Grants	500	40,000	1.3%	9,869	-95%
Actual Revenues	3,463,008	3,928,687	88.1%	3,519,725	-2%
Budgeted Revenues	3,615,729				
% Diff	96%				
OPERATING EXPENDITURES					
Personnel	830,105	2,222,750	37.3%	919,745	-10%
Material and Supplies	161,531	609,250	26.5%	193,834	-17%
Contracted Services	54,169	129,250	41.9%	51,701	5%
Consortium & IT/Network Services	47,439	147,500	32.2%	62,894	-25%
Professional Services	40,427	143,250	28.2%	31,377	29%
Printing, Publications & Postage	21,415	67,750	31.6%	20,109	6%
Utilities	9,774	41,500	23.6%	11,940	-18%
Miscellaneous Operating Expenses	99,416	188,500	52.7%	97,192	2%
Grant & Gift Fund Expenses	13,287	130,000	10.2%	3,317	301%
Actual Expenditures	1,277,562	3,679,750	34.7%	1,392,109	-8%
Budgeted Expenditures	3,490,050				
% Diff	37%				
SURPLUS / (DEFICIT) FROM OPERATIONS	2,185,445	248,937	877.9%	2,127,616	3%
CAPITAL EXPENDITURES & DEBT SERVICE					
Capital Expenses	3,491	112,000	3.1%	3,552	-100%
Debt Services	18,592	250,000	7.4%	-	0%
Transfer to Reserve Fund	-	49,900	0.0%	-	0%
Actual Expenditures	22,083	411,900	5.4%	3,552	-100%
Budgeted Expenditures	389,000				
% Diff	6%				
TOTAL SURPLUS / (DEFICIT)	2,163,362	(162,963)		2,124,064	
BEGINNING FUND BALANCE	2,171,570				
ENDING FUND BALANCE	4,334,932				

McHenry Public Library District
 Actual vs Budget Summary
 For the 6 Month(s) Ended December 31, 2022

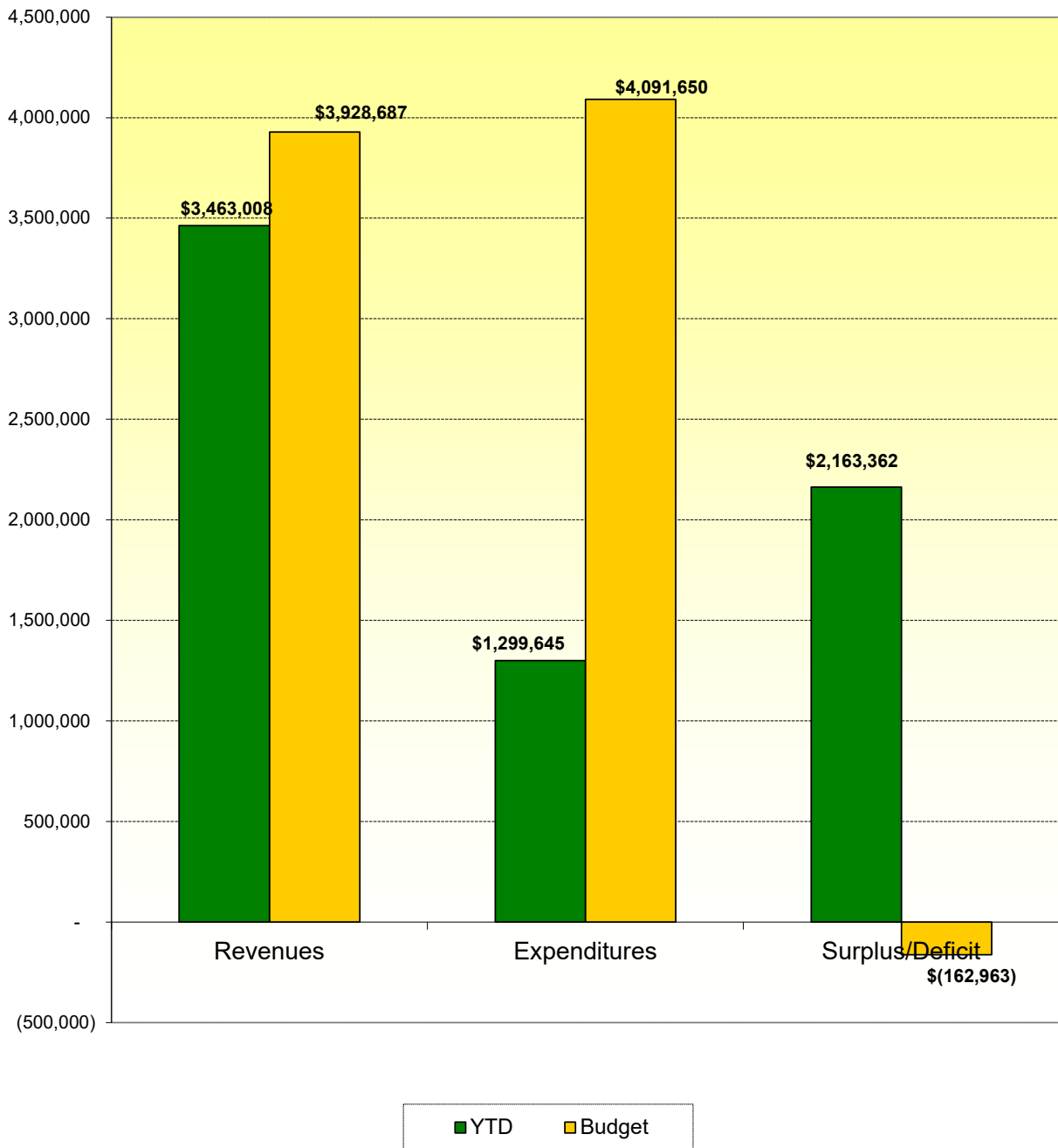
Revenue Distribution



Operational Expenditure Distribution



McHenry Public Library District
 Actual vs Budget Summary
 For the 6 Month(s) Ended December 31, 2022



McHenry Public Library District
Actual vs Budget Summary
For the 6 Month(s) Ended December 31, 2022

50% of Fiscal Year

	Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	% of Budget
REVENUE							
	Property Taxes	3,350,275	-	-	3,350,275	3,354,407	100%
	Developer Fees	-	8,900	-	8,900	175,000	5%
	Interest and Dividends	704	63	119	886	2,375	37%
	Fines and Misc Fees	7,977	-	-	7,977	22,250	36%
	Copy/Scan/Fax Income	7,073	-	-	7,073	15,000	47%
	General/Reserve Gifts	1	-	8,646	8,647	80,000	11%
	Annexation & Impact Fees	51	-	-	51	25,000	0%
	Retiree/Cobra Insurance Payment	3,860	-	-	3,860	15,000	26%
	Misc. Sales & Income	210	-	-	210	95,500	0%
	Lost & Damaged Materials	1,520	-	-	1,520	5,500	28%
	CCS/LLSAP Income	3,824	-	-	3,824	10,500	36%
	Solar Credits	1,686	-	-	1,686	5,250	32%
	Per Capita Grant	-	-	61,732	61,732	70,000	88%
	Over/Short	78	-	-	78	500	16%
	Miscellaneous Grants	-	-	500	500	40,000	1%
	Actual Revenues	3,383,047	8,963	70,997	3,463,008	3,928,687	88%
	Budgeted Revenues	3,373,729	56,500	185,500	3,615,729		
	% Diff	100%	16%	38%	96%		
OPERATING EXPENDITURES							
	Personnel	830,105	-	-	830,105	2,222,750	37%
	Material and Supplies	147,267	-	14,264	161,531	609,250	27%
	Contracted Services	54,169	-	-	54,169	129,250	42%
	Consortium & IT/Network Services	47,439	-	-	47,439	147,500	32%
	Professional Services	40,427	-	-	40,427	143,250	28%
	Printing, Publications & Postage	21,415	-	-	21,415	67,750	32%
	Utilities	9,774	-	-	9,774	41,500	24%
	Miscellaneous Operating Expenses	99,416	-	-	99,416	188,500	53%
	Grant & Gift Fund Expenses	-	-	13,287	13,287	130,000	10%
	Actual Expenditures	1,250,012	-	27,550	1,277,562	3,679,750	35%
	Budgeted Expenditures	3,230,550		259,500	3,490,050		
	% Diff	39%	0%	11%	37%		
SURPLUS / (DEFICIT) FROM OPERATIONS		2,133,035	8,963	43,447	2,185,445	248,937	878%
CAPITAL EXPENDITURES & DEBT SERVICE							
	Capital Expenses	3,491	-	-	3,491	112,000	3%
	Debt Services	-	18,592	-	18,592	250,000	7%
	Transfer to Reserve Fund	-	-	-	-	49,900	0%
	Actual Expenditures	3,491	18,592	-	22,083	411,900	5%
	Budgeted Expenditures	139,000	250,000	-	389,000		
	% Diff	3%	7%	0%	6%		
	Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	
TOTAL SURPLUS / (DEFICIT)		2,129,544	(9,629)	43,447	2,163,362	(162,963)	
BEGINNING FUND BALANCE		1,340,175	328,707	502,688	2,171,570		
ENDING FUND BALANCE		3,469,719	319,078	546,135	4,334,932		
Fund Balance as % of Total Expenditures		277%	1716%	1982%	334%		

McHenry Public Library District
Financial Report Detail by Fund
For the 6 Month(s) Ended December 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	279,533.88	3,350,274.65	0.00	0.00	3,350,274.65	3,354,406.56	-4,131.91	99.9%
6015100 · Revenue Recapture Property Tax	0.00	1,033.77	5,790.80	0.00	0.00	5,790.80	12,405.27	-6,614.47	46.7%
6020200 · Developer Fees	0.00	14,583.33	0.00	8,900.00	0.00	8,900.00	175,000.00	-166,100.00	5.1%
6030100 · Interest Income - General	108.44	47.92	639.62	0.00	0.00	639.62	575.00	64.62	111.2%
6030200 · Special Reserve Fund Interest	10.83	83.33	0.00	63.01	0.00	63.01	1,000.00	-936.99	6.3%
6030300 · Grant/Gifts Fund Interest	23.55	41.67	0.00	0.00	119.21	119.21	500.00	-380.79	23.8%
6035100 · Dividends	0.00	25.00	64.00	0.00	0.00	64.00	300.00	-236.00	21.3%
6040100 · Nonresident/Enhanced Fee Cards	0.00	62.50	591.70	0.00	0.00	591.70	750.00	-158.30	78.9%
6050100 · Fines and Fees	942.94	1,458.33	6,704.95	0.00	0.00	6,704.95	17,500.00	-10,795.05	38.3%
6055100 · Collection Agency Fees	12.00	41.67	120.24	0.00	0.00	120.24	500.00	-379.76	24.0%
6060100 · Copy/Scan/Fax Income	641.20	1,250.00	7,072.55	0.00	0.00	7,072.55	15,000.00	-7,927.45	47.2%
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	1.50	6,250.00	0.62	0.00	8,646.41	8,647.03	75,000.00	-66,352.97	11.5%
6090100 · Annexation & Impact Fees	0.00	2,083.33	50.75	0.00	0.00	50.75	25,000.00	-24,949.25	0.2%
6105100 · Retiree/Cobra Insurance Payment	3,263.66	1,250.00	3,860.01	0.00	0.00	3,860.01	15,000.00	-11,139.99	25.7%
6110100 · Program Fees/Misc. Fees	0.00	166.67	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
6120100 · Meeting Room Fees	40.00	125.00	560.00	0.00	0.00	560.00	1,500.00	-940.00	37.3%
6130100 · Misc.	24.00	7,916.67	209.50	0.00	0.00	209.50	95,000.00	-94,790.50	0.2%
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	162.14	458.33	1,519.79	0.00	0.00	1,519.79	5,500.00	-3,980.21	27.6%
6157100 · CCS/LLSAP Income	0.00	875.00	3,824.24	0.00	0.00	3,824.24	10,500.00	-6,675.76	36.4%
6160100 · Solar Credits	0.00	437.50	1,686.00	0.00	0.00	1,686.00	5,250.00	-3,564.00	32.1%
6170300 · Per Capita Grant	0.00	5,833.33	0.00	0.00	61,731.70	61,731.70	70,000.00	-8,268.30	88.2%
6200100 · Over/Short	35.80	41.67	78.00	0.00	0.00	78.00	500.00	-422.00	15.6%
6210300 · Miscellaneous Grants	0.00	3,333.33	0.00	0.00	500.00	500.00	40,000.00	-39,500.00	1.3%
Total Revenues	5,266.06	327,390.57	3,383,047.42	8,963.01	70,997.32	3,463,007.75	3,928,686.83	-465,679.08	7.79
Total Revenues	5,266.06	327,390.57	3,383,047.42	8,963.01	70,997.32	3,463,007.75	3,928,686.83	-465,679.08	88.1%
Expenditures									
Personnel Expenses									
8910100 · Salaries	95,965.76	132,500.00	608,865.34	0.00	0.00	608,865.34	1,590,000.00	-981,134.66	38.3%
8920100 · FICA/Medicare	7,084.26	10,416.67	44,765.51	0.00	0.00	44,765.51	125,000.00	-80,234.49	35.8%
8930100 · IMRF	9,569.06	14,166.67	60,517.67	0.00	0.00	60,517.67	170,000.00	-109,482.33	35.6%
8940100 · Health & Life Insurance	21,962.03	23,750.00	110,122.48	0.00	0.00	110,122.48	285,000.00	-174,877.52	38.6%
8945100 · Recruiting/Preemployment Screen	574.33	291.67	1,025.93	0.00	0.00	1,025.93	3,500.00	-2,474.07	29.3%
8950100 · Tuition Reimbursement	0.00	1,250.00	711.00	0.00	0.00	711.00	15,000.00	-14,289.00	4.7%
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	345.00	520.83	1,605.46	0.00	0.00	1,605.46	6,250.00	-4,644.54	25.7%
8970100 · Travel	51.34	1,250.00	824.68	0.00	0.00	824.68	15,000.00	-14,175.32	5.5%
8980100 · Continuing Education (Mtg/Conf)	25.00	625.00	1,666.58	0.00	0.00	1,666.58	7,500.00	-5,833.42	22.2%
Total Personnel	135,576.78	185,229.17	830,104.65	0.00	0.00	830,104.65	2,222,750.00	-1,392,645.35	37.3%

McHenry Public Library District
Financial Report Detail by Fund
For the 6 Month(s) Ended December 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	2,623.98	5,416.67	22,017.97	0.00	0.00	22,017.97	65,000.00	-42,982.03	33.9%
8020100 · Youth Books	2,533.25	4,333.33	14,211.15	0.00	0.00	14,211.15	52,000.00	-37,788.85	27.3%
8025100 · Professional Resources	0.00	291.67	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
8028100 · Administrative Resources	114.94	291.67	2,364.04	0.00	0.00	2,364.04	3,500.00	-1,135.96	67.5%
8030100 · Magazines & Newspapers	788.97	1,166.67	10,049.91	0.00	0.00	10,049.91	14,000.00	-3,950.09	71.8%
8040300 · Operating Fund Gifts(Donations)	9.51	12,500.00	0.00	0.00	13,207.16	13,207.16	150,000.00	-136,792.84	8.8%
8050100 · Adult AV Materials	1,415.10	2,583.33	9,410.71	0.00	0.00	9,410.71	31,000.00	-21,589.29	30.4%
8060100 · Youth AV Materials	635.46	1,083.33	2,828.70	0.00	745.38	3,574.08	13,000.00	-9,425.92	27.5%
8070100 · Library of Things	366.72	833.33	2,323.02	0.00	0.00	2,323.02	10,000.00	-7,676.98	23.2%
8080100 · Video Games	2,108.43	1,166.67	5,028.43	0.00	0.00	5,028.43	14,000.00	-8,971.57	35.9%
8090100 · Digital Media Services	2,492.24	7,500.00	35,510.19	0.00	0.00	35,510.19	90,000.00	-54,489.81	39.5%
8095100 · Electronic Resources	1,395.00	6,250.00	26,176.07	0.00	0.00	26,176.07	75,000.00	-48,823.93	34.9%
8120100 · Library Supplies	444.73	583.33	2,378.61	0.00	0.00	2,378.61	7,000.00	-4,621.39	34.0%
8130100 · Tech Services Supplies	336.94	2,958.33	2,957.60	0.00	0.00	2,957.60	35,500.00	-32,542.40	8.3%
8135100 · Bindery	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
8140100 · Adult Programs & Supplies	411.02	1,395.83	6,616.22	0.00	0.00	6,616.22	16,750.00	-10,133.78	39.5%
8142100 · Comicon	89.90	250.00	1,914.37	0.00	0.00	1,914.37	3,000.00	-1,085.63	63.8%
8145100 · Circulation Supplies	61.67	208.33	61.67	0.00	0.00	61.67	2,500.00	-2,438.33	2.5%
8147100 · Summer Reading Club	34.95	583.33	164.28	0.00	0.00	164.28	7,000.00	-6,835.72	2.3%
8150100 · Youth Programs & Supplies	666.33	1,333.33	3,253.94	0.00	311.16	3,565.10	16,000.00	-12,434.90	22.3%
Total Material and Supplies	16,529.14	50,770.83	147,266.88	0.00	14,263.70	161,530.58	609,250.00	-447,719.42	26.5%
Contracted Services									
8215100 · Collection Agency Fees	41.20	104.17	267.80	0.00	0.00	267.80	1,250.00	-982.20	21.4%
8245100 · IT/Comp/Copier/Equip-Outsourced	7,430.00	7,916.67	44,370.62	0.00	0.00	44,370.62	95,000.00	-50,629.38	46.7%
8247100 · Automation--Staff	0.00	2,083.33	7,392.40	0.00	0.00	7,392.40	25,000.00	-17,607.60	29.6%
8260100 · Misc. Contracted Services	0.00	333.33	500.00	0.00	0.00	500.00	4,000.00	-3,500.00	12.5%
8270100 · Library Bank/Finance/Late Fee	0.00	41.67	25.57	0.00	0.00	25.57	500.00	-474.43	5.1%
8275100 · Public Pmt Processing Fees	236.95	291.67	1,613.01	0.00	0.00	1,613.01	3,500.00	-1,886.99	46.1%
Total Contracted Services	7,708.15	10,770.83	54,169.40	0.00	0.00	54,169.40	129,250.00	-75,080.60	41.9%
Consortium & IT/Network Services									
8310100 · Automation--Circulation/Catalog	0.00	9,375.00	34,609.38	0.00	0.00	34,609.38	112,500.00	-77,890.62	30.8%
8320100 · VOIP Phone Service	1,596.99	2,083.33	9,545.32	0.00	0.00	9,545.32	25,000.00	-15,454.68	38.2%
8325100 · Internet Services	298.40	833.33	3,284.70	0.00	0.00	3,284.70	10,000.00	-6,715.30	32.8%
Total Consortium & IT/Network Services	1,895.39	12,291.67	47,439.40	0.00	0.00	47,439.40	147,500.00	-100,060.60	32.2%
Professional Services									
8410100 · Accounting/Payroll/Audit Service	3,471.62	5,416.67	35,815.67	0.00	0.00	35,815.67	65,000.00	-29,184.33	55.1%
8420100 · Legal Services	51.30	2,500.00	2,111.00	0.00	0.00	2,111.00	30,000.00	-27,889.00	7.0%
8430100 · Other Consulting Fees	0.00	3,750.00	0.00	0.00	0.00	0.00	45,000.00	-45,000.00	0.0%
8440100 · In Service/Staff Training/LMS	0.00	270.83	2,500.00	0.00	0.00	2,500.00	3,250.00	-750.00	76.9%
Total Professional Services	3,522.92	11,937.50	40,426.67	0.00	0.00	40,426.67	143,250.00	-102,823.33	28.2%
Printing, Publications & Postage									
8510100 · Printing Services Outsourced	0.00	3,125.00	10,710.19	0.00	0.00	10,710.19	37,500.00	-26,789.81	28.6%
8530100 · Public Notices & ADS (Legal & Job)	35.00	125.00	1,048.00	0.00	0.00	1,048.00	1,500.00	-452.00	69.9%
8540100 · Postage/Shipping	143.08	1,375.00	6,334.17	0.00	0.00	6,334.17	16,500.00	-10,165.83	38.4%
8545100 · Printing/Copier Supplies	0.00	354.17	250.00	0.00	0.00	250.00	4,250.00	-4,000.00	5.9%
8550100 · Public Relations/Promotions	1,133.79	666.67	3,072.58	0.00	0.00	3,072.58	8,000.00	-4,927.42	38.4%
Total Printing, Publications & Postage	1,311.87	5,645.83	21,414.94	0.00	0.00	21,414.94	67,750.00	-46,335.06	31.6%

McHenry Public Library District
Financial Report Detail by Fund
For the 6 Month(s) Ended December 31, 2022

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Utilities									
8610100 · Electricity	702.23	2,000.00	5,431.16	0.00	0.00	5,431.16	24,000.00	-18,568.84	22.6%
8620100 · Gas	2,029.65	1,041.67	3,556.93	0.00	0.00	3,556.93	12,500.00	-8,943.07	28.5%
8640100 · Water & Sewer	221.97	416.67	786.21	0.00	0.00	786.21	5,000.00	-4,213.79	15.7%
Total Utilities	2,953.85	3,458.33	9,774.30	0.00	0.00	9,774.30	41,500.00	-31,725.70	23.6%
Miscellaneous Operating Expenses									
8720100 · Building & Auto Insurance	-671.46	3,541.67	31,797.00	0.00	0.00	31,797.00	42,500.00	-10,703.00	74.8%
8730100 · Bonding & Officers Liability	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
8740100 · Janitorial Services & Supplies	6,344.56	4,166.67	36,339.85	0.00	0.00	36,339.85	50,000.00	-13,660.15	72.7%
8745100 · Grounds Maintenance	0.00	2,500.00	21,847.28	0.00	0.00	21,847.28	30,000.00	-8,152.72	72.8%
8750100 · Building Operations/Maintenance	3,128.94	4,583.33	11,927.23	0.00	0.00	11,927.23	55,000.00	-43,072.77	21.7%
8760100 · Hospitality	697.10	541.67	2,008.61	0.00	0.00	2,008.61	6,500.00	-4,491.39	30.9%
8770100 · Library Lost & Damaged Materials	0.00	83.33	118.89	0.00	0.00	118.89	1,000.00	-881.11	11.9%
8795100 · Miscellaneous	0.00	83.33	-4,623.09	0.00	0.00	-4,623.09	1,000.00	-5,623.09	-462.3%
Total Miscellaneous Operating Expenses	9,499.14	15,708.33	99,415.77	0.00	0.00	99,415.77	188,500.00	-89,084.23	52.7%
Grant & Gift Fund Expenses									
8800300 · 2020/21 Per Capita Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800311 · Adult Materials - Per Capita	0.00	0.00	0.00	0.00	16.95	16.95	0.00	16.95	100.0%
8800321 · Youth Materials - Per Capita	0.00	0.00	0.00	0.00	130.24	130.24	0.00	130.24	100.0%
8800331 · Staff Software - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8040350 · Per Capita Grant; Current FY	0.00	5,833.33	0.00	0.00	5,546.30	5,546.30	70,000.00	-64,453.70	7.9%
8040355 · Per Capita Grant; Previous FY	0.00	1,666.67	0.00	0.00	7,593.28	7,593.28	20,000.00	-12,406.72	38.0%
8800332 · Public Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800333 · Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800341 · Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800342 · Additional Expenses (Personnel)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9030300 · Misc. Grants	0.00	3,333.33	0.00	0.00	0.00	0.00	40,000.00	-40,000.00	0.0%
9200300 · Additional Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Grant & Gift Fund Expenses	0.00	10,833.33	0.00	0.00	13,286.77	13,286.77	130,000.00	-116,713.23	10.2%
Capital Expenses									
9060100 · Library Furnishings	2,506.06	1,458.33	2,894.00	0.00	0.00	2,894.00	17,500.00	-14,606.00	16.5%
9070100 · Library Equipment	0.00	791.67	359.98	0.00	0.00	359.98	9,500.00	-9,140.02	3.8%
9080100 · Small Equipment under \$250	0.00	416.67	236.99	0.00	0.00	236.99	5,000.00	-4,763.01	4.7%
9090100 · Adtl. Capital Projects & Equipment	0.00	6,666.67	0.00	0.00	0.00	0.00	80,000.00	-80,000.00	0.0%
Total Capital Expenses	2,506.06	9,333.33	3,490.97	0.00	0.00	3,490.97	112,000.00	-108,509.03	3.1%
Transfer to Reserve Fund									
9100100 · Transfer to Reserve Fund	0.00	4,158.33	0.00	0.00	0.00	0.00	49,900.00	-49,900.00	0.0%
Total Transfer to Reserve Fund	0.00	4,158.33	0.00	0.00	0.00	0.00	49,900.00	-49,900.00	0.0%
Debt Services									
9040200 · Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9050200 · Library District Act	0.00	4,166.67	0.00	0.00	0.00	0.00	50,000.00	-50,000.00	0.0%
9060200 · Special Reserve Expenditures	0.00	16,666.67	0.00	18,592.00	0.00	18,592.00	200,000.00	-181,408.00	9.3%
9095100 · Debt Service - GF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9115100 · Recovery Zone Bond Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9120100 · Recovery Zone Bond Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Debt Services	0.00	20,833.33	0.00	18,592.00	0.00	18,592.00	250,000.00	-231,408.00	7.4%
	181,503.30	340,970.83	1,253,502.98	18,592.00	27,550.47	1,299,645.45	4,091,650.00	-2,792,004.55	31.8%
Total Expenditures	181,503.30	340,970.83	1,253,502.98	18,592.00	27,550.47	1,299,645.45	4,091,650.00	-2,792,004.55	31.8%
Net Total	-176,237.24	-13,580.26	2,129,544.44	-9,628.99	43,446.85	2,163,362.30	-162,963.17	2,326,325.47	

McHenry Public Library District
Financial Report Detail by Month
For the 6 Month(s) Ended December 31, 2022

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Revenues													
6010100 · Property Taxes	1,784,607.24	58,779.01	1,428,624.02	39,638.86	38,625.52	0.00							3,350,274.65
6015100 · Revenue Recapture Property Tax	0.00	217.40	5,283.93	146.59	142.88	0.00							5,790.80
6020200 · Developer Fees	0.00	0.00	0.00	8,900.00	0.00	0.00							8,900.00
6030100 · Interest Income - General	96.72	91.25	109.58	122.89	110.74	108.44							639.62
6030200 · Special Reserve Fund Interest	10.80	10.73	9.06	11.16	10.43	10.83							63.01
6030300 · Grant/Gifts Fund Interest	16.77	16.67	17.49	22.02	22.71	23.55							119.21
6035100 · Dividends	0.00	0.00	0.00	64.00	0.00	0.00							64.00
6040100 · Nonresident/Enhanced Fee Cards	203.50	0.00	0.00	45.00	343.20	0.00							591.70
6050100 · Fines and Fees	1,604.64	825.26	1,440.63	1,031.75	859.73	942.94							6,704.95
6055100 · Collection Agency Fees	0.00	0.00	88.24	-62.10	82.10	12.00							120.24
6060100 · Copy/Scan/Fax Income	1,339.70	997.70	2,108.05	900.40	1,085.50	641.20							7,072.55
6070200 · Reserve Fund Gifts	0.00	0.00	0.00	0.00	0.00	0.00							0.00
6070300 · General Fund Gifts	9.54	3.51	10.72	21.25	8,600.51	1.50							8,647.03
6080200 · Bond & Debt Certificate Sale	0.00	0.00	0.00	0.00	0.00	0.00							0.00
6090100 · Annexation & Impact Fees	0.00	50.75	0.00	0.00	0.00	0.00							50.75
6090200 · Transfers From Other Funds (9100-100)	0.00	0.00	0.00	0.00	0.00	0.00							0.00
6105100 · Retiree/Cobra Insurance Payment	0.00	0.00	103.66	103.66	389.03	3,263.66							3,860.01
6110100 · Program Fees/Misc. Fees	0.00	0.00	0.00	0.00	0.00	0.00							0.00
6120100 · Meeting Room Fees	25.00	340.00	75.00	60.00	20.00	40.00							560.00
6130100 · Misc.	54.00	23.50	45.00	51.00	12.00	24.00							209.50
6130200 · Misc. Income SR	0.00	0.00	0.00	0.00	0.00	0.00							0.00
6150100 · Lost & Damaged Materials	203.50	261.65	482.10	262.55	147.85	162.14							1,519.79
6157100 · CCS/LLSAP Income	0.00	0.00	1,912.12	0.00	1,912.12	0.00							3,824.24
6160100 · Solar Credits	6.00	0.00	1,680.00	0.00	0.00	0.00							1,686.00
6170300 · Per Capita Grant	0.00	0.00	61,731.70	0.00	0.00	0.00							61,731.70
6200100 · Over/Short	30.10	10.15	0.70	0.25	1.00	35.80							78.00
6210300 · Miscellaneous Grants	0.00	500.00	0.00	0.00	0.00	0.00							500.00
Total Revenues	1,788,207.51	62,127.58	1,503,722.00	51,319.28	52,365.32	5,266.06	0.00	0.00	0.00	0.00	0.00	0.00	3,463,007.75
Expenditures													
Personnel Expenses													
8910100 · Salaries	89,273.88	90,452.15	95,690.60	143,760.79	93,722.16	95,965.76							608,865.34
8920100 · FICA/Medicare	6,503.58	6,618.10	6,992.12	10,512.68	7,054.77	7,084.26							44,765.51
8930100 · IMRF	8,855.66	8,983.17	9,482.83	13,941.26	9,685.69	9,569.06							60,517.67
8940100 · Health & Life Insurance	16,034.61	16,164.36	20,414.55	14,746.12	20,800.81	21,962.03							110,122.48
8945100 · Recruiting/Preemployment Screen	0.00	0.00	314.85	27.95	108.80	574.33							1,025.93
8950100 · Tuition Reimbursement	0.00	0.00	711.00	0.00	0.00	0.00							711.00
8955100 · Telecommute Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00							0.00
8960100 · Memberships & Dues	0.00	44.00	569.46	363.00	284.00	345.00							1,605.46
8970100 · Travel	22.11	243.08	90.29	267.33	150.53	51.34							824.68
8980100 · Continuing Education (Mtg/Conf)	129.58	0.00	779.00	586.00	147.00	25.00							1,666.58
Total Personnel	120,819.42	122,504.86	135,044.70	184,205.13	131,953.76	135,576.78	0.00	0.00	0.00	0.00	0.00	0.00	830,104.65

McHenry Public Library District
Financial Report Detail by Month
For the 6 Month(s) Ended December 31, 2022

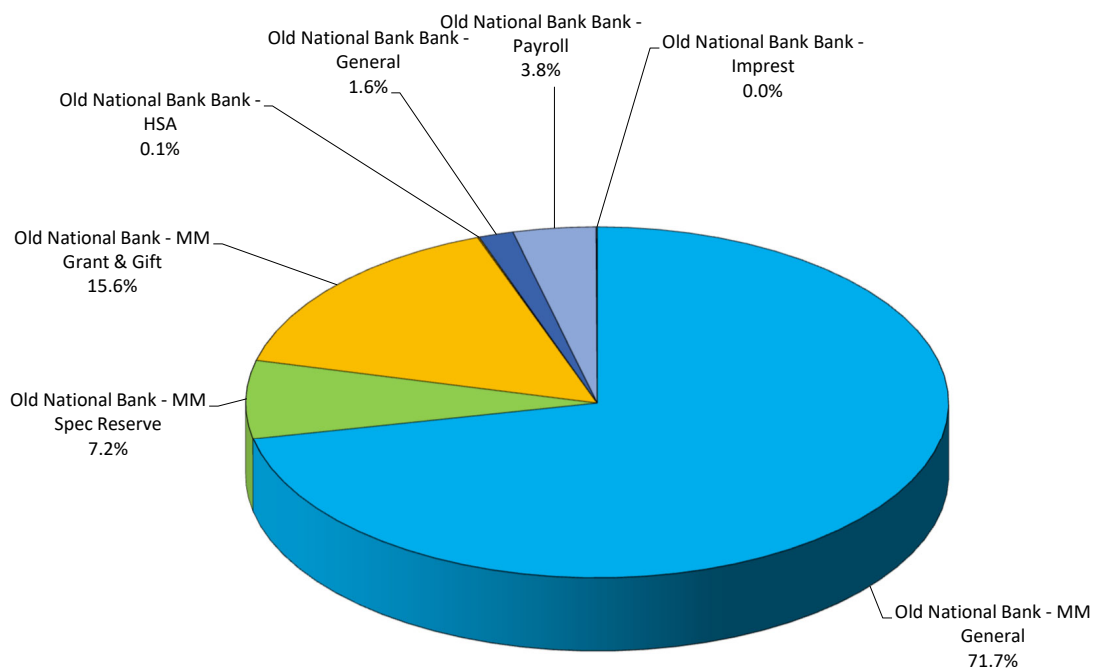
	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Materials and Supplies													
8010100 · Adult Books	862.88	3,095.27	5,995.67	4,660.67	4,779.50	2,623.98							22,017.97
8020100 · Youth Books	943.95	2,953.91	2,577.70	3,049.70	2,152.64	2,533.25							14,211.15
8025100 · Professional Resources	0.00	0.00	0.00	0.00	0.00	0.00							0.00
8028100 · Administrative Resources	0.00	0.00	2,249.10	0.00	0.00	114.94							2,364.04
8030100 · Magazines & Newspapers	8,350.72	139.88	411.95	241.74	116.65	788.97							10,049.91
8040300 · Operating Fund Gifts(Donations)	12,753.98	51.20	359.96	32.51	0.00	9.51							13,207.16
8050100 · Adult AV Materials	180.00	979.67	3,761.44	1,486.74	1,587.76	1,415.10							9,410.71
8060100 · Youth AV Materials	0.00	350.07	1,364.73	1,058.22	165.60	635.46							3,574.08
8070100 · Library of Things	0.00	1,097.60	14.20	4.50	840.00	366.72							2,323.02
8080100 · Video Games	0.00	0.00	940.00	900.00	1,080.00	2,108.43							5,028.43
8090100 · Digital Media Services	0.00	2,782.80	25,267.92	2,481.53	2,485.70	2,492.24							35,510.19
8095100 · Electronic Resources	0.00	992.00	13,573.29	0.00	10,215.78	1,395.00							26,176.07
8120100 · Library Supplies	22.13	314.03	1,404.80	58.91	134.01	444.73							2,378.61
8130100 · Tech Services Supplies	137.66	465.14	577.68	989.02	451.16	336.94							2,957.60
8135100 · Bindery	0.00	0.00	0.00	0.00	0.00	0.00							0.00
8140100 · Adult Programs & Supplies	575.63	1,871.02	1,734.13	1,149.42	875.00	411.02							6,616.22
8142100 · Comicon	0.00	336.00	0.00	750.00	738.47	89.90							1,914.37
8145100 · Circulation Supplies	0.00	0.00	0.00	0.00	0.00	61.67							61.67
8147100 · Summer Reading Club	0.00	0.00	54.72	6.92	67.69	34.95							164.28
8150100 · Youth Programs & Supplies	641.90	346.81	328.76	1,223.32	357.98	666.33							3,565.10
Total Material and Supplies	24,468.85	15,775.40	60,616.05	18,093.20	26,047.94	16,529.14	0.00	0.00	0.00	0.00	0.00	0.00	161,530.58
Contracted Services													
8215100 · Collection Agency Fees	30.90	41.20	51.50	0.00	103.00	41.20							267.80
8245100 · IT/Comp/Copier/Equip-Outsourced	2,683.63	12,232.62	10,635.00	5,454.01	5,935.36	7,430.00							44,370.62
8247100 · Automation--Staff	300.00	0.00	0.00	1,230.50	5,861.90	0.00							7,392.40
8260100 · Misc. Contracted Services	0.00	0.00	0.00	0.00	500.00	0.00							500.00
8270100 · Library Bank/Finance/Late Fee	0.00	0.00	0.00	0.00	25.57	0.00							25.57
8275100 · Public Pmt Processing Fees	274.20	275.53	357.96	253.42	214.95	236.95							1,613.01
Total Contracted Services	3,288.73	12,549.35	11,044.46	6,937.93	12,640.78	7,708.15	0.00	0.00	0.00	0.00	0.00	0.00	54,169.40
Consortium & IT/Network Services													
8310100 · Automation--Circulation/Catalog	17,304.69	0.00	0.00	17,304.69	0.00	0.00							34,609.38
8320100 · VOIP Phone Service	1,624.44	1,481.44	1,604.02	1,641.44	1,596.99	1,596.99							9,545.32
8325100 · Internet Services	788.10	298.40	503.40	693.20	703.20	298.40							3,284.70
Total Consortium & IT/Network Services	19,717.23	1,779.84	2,107.42	19,639.33	2,300.19	1,895.39	0.00	0.00	0.00	0.00	0.00	0.00	47,439.40
Professional Services													
8410100 · Accounting/Payroll/Audit Service	3,494.94	3,451.88	3,490.18	14,384.50	7,522.55	3,471.62							35,815.67
8420100 · Legal Services	75.00	0.00	52.50	1,100.00	832.20	51.30							2,111.00
8430100 · Other Consulting Fees	0.00	0.00	0.00	0.00	0.00	0.00							0.00
8440100 · In Service/Staff Training/LMS	0.00	2,000.00	0.00	500.00	0.00	0.00							2,500.00
Total Professional Services	3,569.94	5,451.88	3,542.68	15,984.50	8,354.75	3,522.92	0.00	0.00	0.00	0.00	0.00	0.00	40,426.67
Printing, Publications & Postage													
8510100 · Printing Services Outsourced	7,408.20	0.00	0.00	0.00	3,301.99	0.00							10,710.19
8530100 · Public Notices & ADS (Legal & Job)	0.00	0.00	73.50	635.00	304.50	35.00							1,048.00
8540100 · Postage/Shipping	422.58	467.33	2,297.34	199.55	2,804.29	143.08							6,334.17
8545100 · Printing/Copier Supplies	0.00	0.00	250.00	0.00	0.00	0.00							250.00
8550100 · Public Relations/Promotions	0.00	1,938.79	0.00	0.00	0.00	1,133.79							3,072.58
Total Printing, Publications & Postage	7,830.78	2,406.12	2,620.84	834.55	6,410.78	1,311.87	0.00	0.00	0.00	0.00	0.00	0.00	21,414.94

McHenry Public Library District
Financial Report Detail by Month
For the 6 Month(s) Ended December 31, 2022

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Utilities													
8610100 · Electricity	1,017.91	0.00	2,099.87	846.40	764.75	702.23							5,431.16
8620100 · Gas	159.99	159.87	162.37	229.06	815.99	2,029.65							3,556.93
8640100 · Water & Sewer	0.00	278.11	0.00	286.13	0.00	221.97							786.21
Total Utilities	1,177.90	437.98	2,262.24	1,361.59	1,580.74	2,953.85	0.00	0.00	0.00	0.00	0.00	0.00	9,774.30
Miscellaneous Operating Expenses													
8720100 · Building & Auto Insurance	0.00	0.00	0.00	31,797.00	671.46	-671.46							31,797.00
8730100 · Bonding & Officers Liability	0.00	0.00	0.00	0.00	0.00	0.00							0.00
8740100 · Janitorial Services & Supplies	325.46	6,360.53	11,197.26	5,963.14	6,148.90	6,344.56							36,339.85
8745100 · Grounds Maintenance	1,353.86	1,870.86	1,353.86	15,914.86	1,353.84	0.00							21,847.28
8750100 · Building Operations/Maintenance	1,363.82	1,598.88	2,778.83	1,813.36	1,243.40	3,128.94							11,927.23
8760100 · Hospitality	0.00	80.21	713.04	5.86	512.40	697.10							2,008.61
8770100 · Library Lost & Damaged Materials	49.89	0.00	69.00	0.00	0.00	0.00							118.89
8795100 · Miscellaneous	0.00	0.00	-4,623.09	0.00	0.00	0.00							-4,623.09
Total Miscellaneous Operating Expenses	3,093.03	9,910.48	11,488.90	55,494.22	9,930.00	9,499.14	0.00	0.00	0.00	0.00	0.00	0.00	99,415.77
Grant & Gift Fund Expenses													
8800300 · 2020/21 Per Capita Grant	0.00	0.00	0.00	0.00	0.00	0.00							0.00
8800311 · Adult Materials - Per Capita	0.00	0.00	16.95	0.00	0.00	0.00							16.95
8800321 · Youth Materials - Per Capita	0.00	0.00	130.24	0.00	0.00	0.00							130.24
8800331 · Staff Software - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00							0.00
8040350 · Per Capita Grant; Current FY	0.00	0.00	251.96	3,794.34	1,500.00	0.00							5,546.30
8040355 · Per Capita Grant; Previous FY	14.24	10.16	6,883.22	685.66	0.00	0.00							7,593.28
8800332 · Public Software	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
8800341 · Other Equipment	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
9030300 · Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00							0.00
9200300 · Additional Expenses	0.00	0.00	0.00	0.00	0.00	0.00							0.00
Total Grant & Gift Fund Expenses	14.24	10.16	7,282.37	4,480.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,286.77
Capital Expenses													
9060100 · Library Furnishings	46.16	341.78	0.00	0.00	0.00	2,506.06							2,894.00
9070100 · Library Equipment	0.00	359.98	0.00	0.00	0.00	0.00							359.98
9080100 · Small Equipment under \$250	0.00	0.00	0.00	0.00	236.99	0.00							236.99
9090100 · Adtl. Capital Projects & Equipment	0.00	0.00	0.00	0.00	0.00	0.00							0.00
Total Capital Expenses	46.16	701.76	0.00	0.00	236.99	2,506.06	0.00	0.00	0.00	0.00	0.00	0.00	3,490.97
Transfer to Reserve Fund													
9100100 · Transfer to Reserve Fund	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
9050200 · Library District Act	0.00	0.00	0.00	0.00	0.00	0.00							0.00
9060200 · Special Reserve Expenditures	0.00	0.00	0.00	0.00	18,592.00	0.00							18,592.00
9095100 · Debt Service - GF	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
9120100 · Recovery Zone Bond Interest	0.00	0.00	0.00	0.00	0.00	0.00							0.00
Total Debt Services	0.00	0.00	0.00	0.00	18,592.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,592.00
Total Expenditures	184,026.28	171,527.83	236,009.66	307,030.45	219,547.93	181,503.30	0.00	0.00	0.00	0.00	0.00	0.00	1,299,645.45
Net Total	1,604,181.23	-109,400.25	1,267,712.34	-255,711.17	-167,182.61	-176,237.24	0.00	0.00	0.00	0.00	0.00	0.00	2,163,362.30

**McHenry Public Library District
Investments
For the 6 Month(s) Ended December 31, 2022**

Bank	Current Rate	Book Balance
Old National Bank - MM General	0.038%	3,109,115
Old National Bank - MM Spec Reserve	0.038%	310,592
Old National Bank - MM Grant & Gift	0.038%	675,070
Old National Bank Bank - HSA	n/a	3,211
Old National Bank Bank - General	n/a	69,070
Old National Bank Bank - Payroll	n/a	165,320
Old National Bank Bank - Imprest	n/a	2,095
Total	\$	4,334,474



Bankcard Processing Center

January 2023 - by Account

Name	Tran Date	Merchant Name	Note	Amount	Account #	Totals
JAKACKI	12/27/22	GRAMMARLY COOEYVYH6	PREPAID 12/27/22-12/26/23	\$ 139.95	8028-100	\$ 139.95
MILFAJT	12/19/22	SHAW SUBURBAN MEDIA-SUBS		\$ 84.48	8030-100	\$ 84.48
JAKACKI	1/6/23	VISTAPRINT		\$ 311.27	8040-355	\$ 311.27
STRAIN	12/29/22	NETFLIX.COM		\$ 19.99	8090-100	
STRAIN	12/28/22	Disney Plus		\$ 7.00	8090-100	
STRAIN	12/28/22	HLU*Hulu 1804006094801-U		\$ 14.99	8090-100	
TERRILL	1/3/23	HLU*Hulu 1597220920659-U		\$ 0.61	8090-100	
TERRILL	1/1/23	HELP.HBOMAX.COM		\$ 14.99	8090-100	
TERRILL	12/27/22	Disney Plus		\$ 7.00	8090-100	
TERRILL	12/26/22	HLU*Hulu 1802467691222-U		\$ 14.99	8090-100	
TERRILL	12/26/22	Netflix.com		\$ 19.99	8090-100	
TERRILL	12/22/22	HLU*Hulu 1597220921780-U		\$ 14.99	8090-100	
TERRILL	12/21/22	Disney Plus		\$ 7.00	8090-100	
TERRILL	12/20/22	NETFLIX.COM		\$ 19.99	8090-100	
TERRILL	12/15/22	HLU*Hulu 1592603296422-U		\$ 29.98	8090-100	
TERRILL	12/13/22	Disney Plus		\$ 7.00	8090-100	
TERRILL	12/12/22	Netflix.com		\$ 19.99	8090-100	
TERRILL	12/8/22	APPLE.COM/BILL		\$ 6.99	8090-100	
TERRILL	12/8/22	discovery+ Ad-Free		\$ 6.99	8090-100	\$ 212.49
TERRILL	12/20/22	WWW.FPA.ORG		\$ 40.00	8140-100	\$ 40.00
TERRILL	12/14/22	THE UPS STORE 4064		\$ 231.00	8150-100	
TERRILL	12/12/22	WALMART.COM		\$ 20.22	8150-100	\$ 251.22
JAKACKI	1/3/23	SMARTSIGN	PREPAID 1/1/23-12/31/23	\$ 10.00	8247-100	\$ 10.00
MICHALSKI	12/30/22	USPS PO 1646800050		\$ 20.55	8540-100	
MICHALSKI	12/27/22	USPS PO 1646800050		\$ 23.07	8540-100	
MICHALSKI	12/16/22	USPS PO 1646800050		\$ 14.54	8540-100	
STRAIN	12/13/22	USPS PO 1646800050		\$ 31.77	8540-100	

Bankcard Processing Center

January 2023 - by Account

Name	Tran Date	Merchant Name	Note	Amount	Account #	Totals
TERRILL	1/5/23	REI* C2E2 CHICAGO COMI		\$ 3.95	8540-100	
TERRILL	1/4/23	REI* C2E2 CHICAGO COMI		\$ 3.95	8540-100	
TERRILL	1/4/23	REI* C2E2 CHICAGO COMI		\$ 3.95	8540-100	
TERRILL	12/20/22	WWW.FPA.ORG		\$ 5.99	8540-100	\$ 107.77
SCHNAEBELE	12/20/22	CASEYS #6441		\$ 19.35	8750-100	
SCHNAEBELE	12/20/22	THE HOME DEPOT #1969		\$ 142.82	8750-100	\$ 162.17
JAKACKI	12/28/22	PARTY CITY 5331		\$ 40.60	8760-100	
JAKACKI	12/27/22	OTC BRANDS INC		\$ 57.64	8760-100	
JAKACKI	12/17/22	TARGET 00011668		\$ 5.38	8760-100	
JAKACKI	12/18/22	LANDS END BUS OUTFITTERS		\$ 143.35	8760-100	
JAKACKI	12/13/22	ALDI 40010		\$ 7.42	8760-100	
JAKACKI	12/9/22	BP#9151747BULL VALLEY BP		\$ 5.53	8760-100	
JAKACKI	12/8/22	JEWEL OSCO 1518		\$ 29.15	8760-100	
TERRILL	1/4/23	DUNKIN #355228		\$ 106.81	8760-100	
TERRILL	1/4/23	DUNKIN #355228		\$ 36.38	8760-100	
TERRILL	1/4/23	DUNKIN #355228		\$ 4.95	8760-100	
JAKACKI	12/9/22	FARM & FLT OF WOODSTOCK		\$ 89.88	8760-100	\$ 527.09
MAY	1/2/23	NATIONAL CRIME SEARCH		\$ 27.95	8945-100	\$ 27.95
JAKACKI	1/7/23	ILLINOIS LIBRARY ASSOC	PREPAID 3/1/23-2/28/24	\$ 150.00	8960-100	\$ 150.00
JAKACKI	12/21/22	WF* WAYFAIR3850038289		\$ 84.60	9060-100	\$ 84.60
				\$ 2,108.99	TOTAL PURCHASES	\$ 2,108.99
CREDIT	12/22/22	POINT REDEMPTION CREDIT	Staff Luncheon	\$ (456.10)	8760-100	\$ (456.10)
					BALANCE	\$ 1,652.89

BANKCARD PROCESSING CENTER

PO BOX 6818

Carol Stream, IL 60197-6818

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

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

Account - General Fund					
<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
Waste Connection	Waste	\$ 507.84	8745-100	12/02/22	EFT
First Communications	VOIP Phones	\$ 1,596.99	8320-100	12/06/22	EFT
subtotal for account		\$ 2,104.83			

Account - HSA/Building					
First Midwest Bank	Employer contributions HSA	\$ 375.00	8940-100	12/15/22	EFT
First Midwest Bank	Employee contributions HSA	\$ 473.06	8940-100	12/15/22	EFT
First Midwest Bank	Employee contributions HSA	\$ 473.06	8940-100	12/28/22	EFT
subtotal for account		\$ 1,321.12			

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

Account - Imprest					
<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
Alarm Detection Systems	Alarm Monitoring	\$ 543.54	8750-100	12/28/22	1240
Brodart Co.	Books, Supplies	\$ 63.03	Split	12/28/22	1241
Cengage Learning Inc.	Books	\$ 151.15	8010-100	12/28/22	1242
City of McHenry (Alarm)	Alarm	\$ 270.00	8750-100	12/28/22	1243
Equipment Depot of Illinois	Equipment	\$ 487.52	8750-100	12/28/22	1244
Northwestern Medicine Occupational Health	Preemployment Screening	\$ 279.00	8945-100	12/28/22	1245
Midwest Tape	AV Materials	\$ 463.82	Split	12/28/22	1246
subtotal for account		\$ 2,258.06			

GRAND TOTAL CHECKS ISSUED \$ 5,684.01

December 2022 Reimbursement Report - Monthly Report

Last Name Ascending

Pay Dates: 12/01/2022-12/31/2022; Employee Filter: All Employees

1/09/2022 12:13p

Amy Hodgson

McHenry Public Library District (2771pd)

Name	Misc Reimb Amt	Travel Reimb Amt	Total Reimbursement
Baseley, Steffanie		\$10.94	\$10.94
Bily, Emily		\$15.26	\$15.26
Kordistos, Skye		\$11.51	\$11.51
Salazar, Bertha		\$13.63	\$13.63
TOTALS:	\$0.00	\$51.34	\$51.34

January 11, 2023

Johanna White
5623 Chesapeake Drive
McHenry, IL 60050

Dear Ms. White,

We thank you for your generous donation of \$500.00 on December 15, 2022, given to honor the McHenry Public Library Staff. The Staff appreciates your recognition of hard work and expression of gratitude. The donation will be used to fund different staff recognition initiatives throughout the year. Last year we used your donation to fund a staff luncheon for National Library Workers Day.

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

With appreciation,

Kathy Milfajt
Technical Services Manager

January 11, 2023

Tambra Ardagna
Financial Education Foundation
2215 Delore Dr.
McHenry, IL 60051

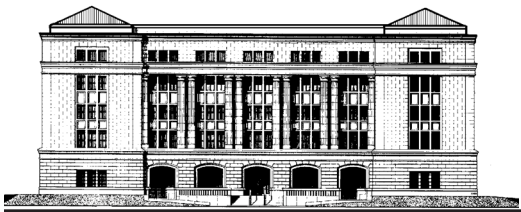
Dear Ms. Ardagna,

We thank you for your generous donation of \$1500.00 on December 28, 2022, given to purchase books related to financial education for children or young adults. Staff are looking into the best possible use of your donation and we will certainly let you know how it was used.

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

With appreciation,

Kathy Milfajt
Technical Services Manager



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

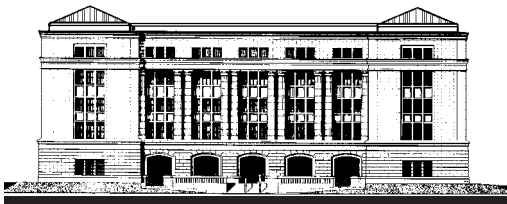
Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please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

Control Number: _____ **City:** _____

Library Name: _____

Exact amount of Per Capita Grant received in Fiscal Year 2021: _____

Report on the 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). Do not include monetary figures or specific brands.

Check the applicable standard(s) based on use of grant funds. For each chapter checked 1) briefly report how grant funds were used and 2) how this helped meet or make progress towards meeting the standard.

☐ Core Standards — Chapter 1

☐ Governance and Administration — Chapter 2

☐ Personnel — Chapter 3

☐ Access — Chapter 4

☐ Building Infrastructure and Maintenance — Chapter 5

☐ Safety — Chapter 6

☐ Collection Management — Chapter 7

☐ System Member Responsibilities and Resource Sharing — Chapter 8

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

☐ Programming — Chapter 10

☐ Youth/Young Adult Services — Chapter 11

☐ Technology — Chapter 12

☐ Marketing, Promotion, and Collaboration — Chapter 13

McHenry Public Library District
LIBRARIAN'S REPORT
DECEMBER 2022 & JANUARY 2023

Administration

- In December the Library went live with Paylocity as our payroll and employee provider. This new system will provide a better experience for timekeeping, payroll, and benefits for staff and also allow us to streamline recruitment, onboarding, and performance evaluation tasks.
- The December staff In-Service meeting was a full-day workshop on the Totally Responsible Person presented by HR Source. The workshop focuses on helping individuals Recognize their Moments of Choice and how to exercise courage and self-control in the face of adversity, How to Reverse the Flow—to use negative emotions, challenging situations, and even stress or conflict to create positive change and "win-win" outcomes and How to uncover deeper Meaning and Purpose in work and life—by "keeping your eyes on the prize." The training and follow-up exercise will help the organization improve communication, teamwork, and creativity, increase productivity and accountability and decrease stress and conflict.
- L. Jakacki attended the November Friends of the Library Meeting. At the meeting, the Friends generously approved funding for the 2023 Summer Reading Program at \$7,000 and the 2023 Illinois Presents Membership at \$1,500.

Adult Services

- T. Hillier had a patron call looking for information about his house's history. Hillier was able to find a few things in the paper that were interesting. However, he found a section on the McHenry County website where users can look up and download permits for their property. Hillier could find the blueprints for his garage and the addition they put onto the patron's house.
- A patron heard about a book for reversing fatty liver disease. K. Kimbrel found the book "Skinny Liver" by Kristen Kirkpatrick in our collection. The patron photocopied the front and back covers to mail them to his cousin in Texas.
- Two young men came in looking to print off a label from one of their phones. As D. Gaudio helped the one, the other mentioned that it had been years since he had been to the library. Gaudio mentioned some of our new items, like the Roku, Hotspots, and telescopes. He mentioned that he always loved our library and needed to start coming again and bringing his niece. They got the label and were very grateful for the help.
- A patron called looking for feel-good movies to watch with her friend going through hospice care. E. Bily selected a mix of youth and adult 80's comedies, some British detective series, Hallmark favorites, and the Harry Potter series. The patron called back a week later, saying she loved the selections and wanted more, especially the Doc Martin series.
- Z. Terrill had a patron call and asked what channel her friend in Naples, Florida, could watch Mass on. It took some digging and figuring out which diocese she

was closest to, but in the end, he could call the patron back and let them know that their friend could view Mass on Channel 9.

- An email was sent to the reference desk asking if we had any books "on the law side of the emancipation of a minor." We did not have any books available on the subject, but D. Gaudio was able to send the patron a link to the state Emancipation of Minors Act and also sent contact information for the not-for-profit Prairie State Legal.
- A patron wanted novels by authors she had not read before. She was sick of the same old authors (Patterson, Sandford, Connelly, etc.). Also, no cozy mysteries about food or cats. K. Kimbrel recommended books by Ruth Ware, Kate Atkinson, and Anchor Mayor. The patron returned two weeks later and said she liked all three, especially Anchor Mayor. She then checked out more books by all three authors.
- T. Hillier had a patron return the 8mm digitization converter. I asked him how it worked out for him, and he replied that it worked very well and put it back on hold as it went on hold for another patron.
- The Questions desk staff answered 52 live chats in November and 50 in December.

Circulation

- Brent Michalski began as our new Circulation Manager.
- We welcomed a new Circulation Clerk, Keegan Smith!

Human Resources

- Recruited for the following positions: Circulation Clerk and Bilingual Circulation Clerk in November and in December paused recruitment to focus on implementing the new payroll system.
- The following new staff joined the library: B. Michalski, Circulation Manager, started on November 7, M. Schnaebeler, Building Services Manager, on November 14; and K. Smith, Circulation Clerk, on December 6.
- Employee Navigator, our new online benefits enrollment platform, was a success! All eligible staff and retirees completed open enrollment online by our close-out date.
- Attended HR Source's Employment Law Conference 2022 in person this year.
- Started weekly implementation calls with Paylocity for our new HRIS that went live on December 18, 2022.
- Our current headcount for November was; 31; 20 FT (37.50 hours weekly) and 11 PT staff members, and December was; 32; 20 FT (37.50 hours weekly) and 12 PT staff members.
- Average merit increases for FY 22/23 (year-to-date in November 2023) are 1.57% and 1.71% in December.
- We had no staff milestone anniversaries in December or January.

Technical Services

- K Meadows processed the Apple TV and created its corresponding rack card.
- S. Roitberg made significant progress cataloging the backlog of received items, bringing the total down by almost half. S. Roitberg reports that she is Co-Chair of a working group focused on health and reproductive rights in the Gender and

Sexuality Subject Authority COoperative program (SACO) funnel project. Library staff that takes part in SACO funnels gather input from their colleagues and provide research to suggest terms and updates to existing Library of Congress Subject Headings.

- K. Meadows reports that she attended the Library's Totally Responsible Person (TRP) training day and found it very informative. In addition, she is the Technical Services representative to the Library's In-service Committee.
- K. Walker reports that the highlights of his month were the Library's Totally Responsible Person (TRP) training day and meeting a short deadline.

Technology

- IT has continued working on updating mobile hotspots to fix a compatibility issue with FaceTime and other video calling services.
- 12/20 - IT attended the quarterly CCS IT group meeting.
- IT has continued working with Eder Casella Technology on setting up MFA using Duo throughout November and December. There were some compatibility issues with the initial MFA keys purchased, so they were exchanged for Yubikey devices, which are currently being tested and configured.
- Our in-house wifi usage saw a drastic peak this Holiday season. During December 2022, compared to December 2021, our usage increased 296%, from 1581 uses to 6262 uses!

Youth Services

- A. Maifield helped a woman with cancer, scan and fax all of the documents to the hospital; she was very grateful for the assistance.
- J. Einoris helped a mom and her son set up accounts on Hoopla and Libby. The mom thought her son would benefit from listening to audiobooks. Einoris walked her through the process, and we set up accounts in both Hoopla and Libby. She went on to explain the difference between them and how to search. Einoris then helped the son find books on mythology. The mom and son came back (actually in December) with the son's Chromebook because the school couldn't get Hoopla to work on the Chromebook. Einoris was able to help the mom log in to Hoopla online and bookmarked the login page for easy access.
- B. Salazar helped a patron find a way to translate a website into Spanish. She searched a couple of websites about electrical work estimates that they would be interested in. They then thank her for being attentive and helping them.
- S. Baseley assisted a patron in investigating how to get a membership for the local dog parks and guided them through the process. It was a confusing process, so they were glad S. Baseley was able to help them through it.
- S. Kordistos loves that she meets new kids and parents at every storytime. She recognizes most of her regulars but also can spot a new friend or two and knows that word spreads and new parents want to register their kids. It's a great feeling.
- S. Baseley provided a 1000 Books Before Kindergarten tour to a child and mother. They loved checking books in through the sorter more than anything else. The child started the tour by saying, "I want to go home," but as soon as we were done with the sorter, he said, "I don't want to leave."
- A teacher emailed B. Salazar: "Thank you so much for visiting our classes today! The kids enjoyed seeing you, and I heard that it went well in all of the classes."

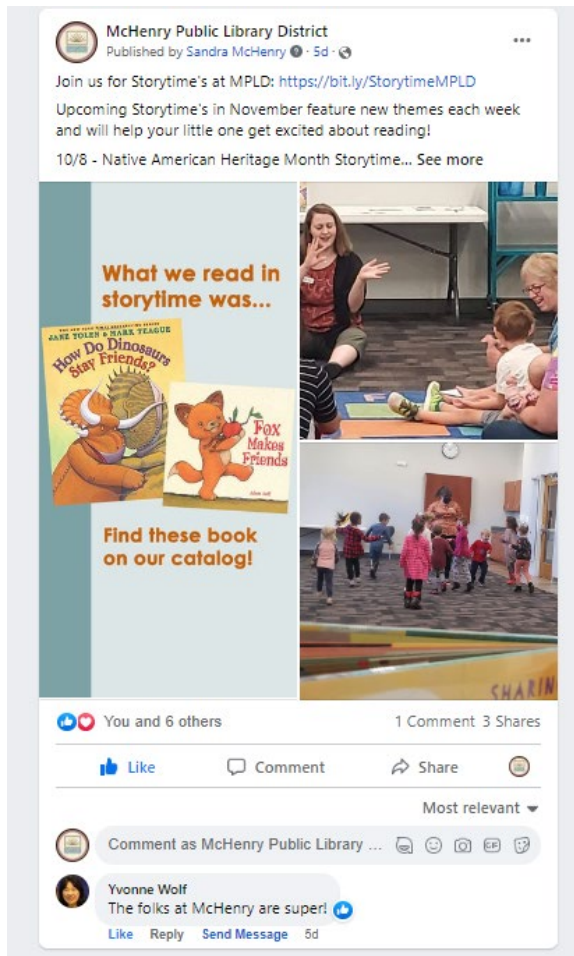
Mrs. Mantoukis appreciated that you were able to do her storytime in Spanish. My kids really enjoyed the cute bird story and the game. We look forward to seeing you again later this school year."

- A. Maifield helped a patron who wanted a specific book (*Shy Ninja*), and it was not on the shelf. She was able to look to see that it was just recently checked back in, so she went to the front desk to see if it was there. After a bit of searching, she found the book, and the patron was very happy.
- J. Einoris completed her LTA after doing her practicum at the Crystal Lake library. There she worked in various departments. Congratulations Jen!
- One of S. Kordistos's regular storytime kids always sends her pictures of the crafts she sends home. This is Van, and he made the cupcake penguin craft with his parent and even named the penguins! Gertie and Petey!



Patron Communications

- *Dear Friends, After 29 years of loving my McHenry Public Library staff, services, and materials, I am saying Farewell. I have moved . . . and so will no longer be seeing my favorite librarians or using my favorite library. You have been an integral part of my family's life these many years, and I thank you so much for being here for us, the whole community of readers in McHenry. Miss Gwen, Queen Mary, Zach, Bill, and many others have served me incomparably these many years. I know you will continue serving McHenry so effectively and joyously for many more years. Thank you all. Regards and happy new year,-- Kimberly Packer (Lancaster)*
- *I think that the audiobooks and playaways should be taken out from the rest of the books and given their own separate section again. Patrons can find something new to listen to and it is easier to find than looking through the rest of the books. Thank You. – Anonymous*
- *The "A Court of Thorns and Roses Series" by Sarah J Maas should be moved to the adult section from the teen. It gets progressively more sexual and graphic. 18+ – Anonymous*
- *Separate the anime blu rays from the other blu rays- gets confusing/frustrating especially when looking for new releases. – Anonymous*
- *I would love to see a jigsaw puzzle exchange! – Mary Carpenter*
- *Jen went above and beyond supplying my two daughters with an amazing vacation bag. She was incredible kind and super thoughtful! – Nicole Lee*



Photos of the Library Staff at McHenry Chamber of Commerce's Holiday Walk in November





McHenry Public Library District is 🌈 feeling festive at McHenry Public Library District.

Published by Sandra McHenry · December 21, 2022 at 9:53 AM · McHenry, IL · 🌐

👋 We are so happy with the turnout for our Winter Bash yesterday! Thanks to all the parents who brought their little ones, listened to stories, and made holiday-themed crafts. Check out the Library's events calendar for more upcoming events including Noon Year's Eve to celebrate the new year, and a special Three Kings Day Hora de Cuentos in January. Check them out here 📌 <https://bit.ly/4KidsMPLD>

#library #reading #holidays #forkids #books #storytime #craft



101
People reached

196
Engagements

Boost post

👍❤️ 33

7 comments 2 shares

👍 Like

💬 Comment

➦ Share



Most relevant ▾



Comment as McHenry Public Library District



Julie Kay
So cute 🥰👍 3

Care Reply Hide 1w



Top fan
Karen Kuypers
So fun. Thank you!!! 🥰👍 2

Care Reply Hide 1w



Kids In Need of McHenry Co - a 501c3 · Follow
Thank you for what you do for children! 🙏

Care Reply Hide 1w

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 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.

FY 22/23: 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.

FY22/23: No update at this time

✓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.

FY 22/23: We still retain the NW Herald and McHenry Chronicle 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.

FY 22/23: Ongoing

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.

FY 22/23: The library continues to provide access to print and digital maps of the state and 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.

FY 22/23: Ongoing

✓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.

FY 22/23: No update at this time

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.

FY 22/23: The staff continues to familiarize themselves with genres outside of their selection areas through webinars and informal discussions with colleagues about new materials in their areas.

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.

FY 22/23: Youth Services has started a collection diversity audit. The In-Service Committee has welcomed speakers to train staff on diversity with a more comprehensive EDI course in mind for the future.

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.

FY 22/23: The library staff continues to attend outreach events such as the Farmer's Market, the Chamber of Commerce's Murder Mystery, Holiday Walk, 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.

FY 22/23 There is no charge for any of the Adult programs. We no longer offer bus trip programs, which were cost-prohibitive to many patrons.

✓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.

FY 22/23: Meeting rooms have been made accessible by adding automatic door systems.

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.

FY 22/23: Accommodation language has been added to the library's newsletter.

✓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.

FY 22/23: Book clubs carefully choose titles exploring diverse authors and themes.

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.

FY 22/23: Youth Services now provides literacy bins to local businesses to provide access to materials on site. This provides the ability for children to build literacy skills away from the library. The library had added another assisted living facility for monthly visits. We also provide materials for two new book clubs at assisted living facilities in McHenry.

- ✓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.

FY 22/23: Youth Services has reached out to the McHenry Garden Club and the McHenry County Historical Society to provide joint programming. Youth Services has also formed a relationship with McHenry Parks and Rec Center to create a local Storywalk.

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.

FY 22/23: No update at this time

- ✓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?

FY 22/23: Circ will continue to meet the diverse needs of our community by hiring and training bi-lingual staff.

- ✓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.

FY 22/23: Previously mentioned Calming Kits, which contain materials and cards for neurodiverse children, have been completed and are waiting to be rolled out.

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.

FY 22/23: This program has been implemented, and Illinois Law recently amended the Cards for Kids policy. We will want to take a look to see if we want to adopt the expanded 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

FY 22/23: A bilingual survey is being created to obtain information about what programs patrons would like to see and what dates and times work best for them.

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?

FY 22/23: No update at this time

✓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.

FY 22/23: Calming Kits, which contain materials and cards for neurodiverse children, are ready to be rolled out.

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

FY 22/23: No update at this time

✓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.

FY 22/23: With schools opening back up and allowing visitors, we have been able to work with our preschool and elementary schools to provide information and one-on-one interactions. We still routinely send teacher-focused newsletters to the schools.

✓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.

FY 22/23: The STEM kits are now available to the public.

✓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.

FY 22/23: No update at this time

✓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.

FY 22/23: In-Library use games have been reintroduced. The Discovery Hub will hopefully be reopening in the Spring. The Library received a large donation of board games and plan catalog the games and make a circulating collection.

✓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.

FY 22/23: No update at this time

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.

FY 22/23 All technology equipment has been asset-tagged over the past year. This will help with planning for future replacements. We added two accessible computer stations with larger monitors, enhanced keyboards, mice that are easier to use for patrons with disabilities, and screen reader and screen zoom software. We also added a Mac and a Microsoft Surface workstation with an expanded graphics package and digital media design software to create and edit music, images, and videos.

The Library should plan on updating or replacing the platform our current website is created on as it becomes outdated.

✓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.

FY 22/23: We reduced the number of computers based on usage over the past few years. We replaced all of the public computers with newer units.

✓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.

FY22/23 Over the past year, we made changes to our wifi network and internet connectivity to provide higher-speed access to patrons and staff and removed unnecessary lines to reduce our 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.

FY22/23: Our technology core competencies checklist continues to be worked on.

✓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.

FY 22/23: We continue to work with outside presenters to offer classes in both English and Spanish. Patrons have been requesting more advanced classes or those focusing on specialty software or services like social media.

✓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.

FY 22/23: 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.

FY 22/23: Asset tagging has been completed. Public and staff computers will need replacement in 2-3 years; monitors may need replacement sooner. iPads are becoming out of date, and replacements should be considered soon. Training laptops received hard drive upgrades and should be good for another few years.

✓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.

FY 22/23: Asset tagging is done which allows us to better anticipate the proactive replacement of library technology. Microsoft Office software was updated and is now current on all staff and public workstations. So far, no major repairs have been needed, and routine maintenance is going well.

✓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.

FY 22/23: We have begun creating and expanding on an informal plan that we will formalize with the Library's strategic 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.

FY22/23: An iMac, MacBook Pro, and Surface Studio are now available for patron use. The iMac and surface have the latest Adobe CS software available on them as well as other video and sound editing software.

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

FY 22/23: Public computers are now secured using Webroot and staff will be getting MultiFactor Authentication through DUO within the next year.

✓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.

FY 22/23: Now that the position is filled, a library marketing plan and the style guide are in progress and should be implemented beginning January 2023, giving more emphasis on services, material, and programs.

✓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.

FY 22/23: As restrictions on in-person events become less strict, more opportunities for library staff to interact face-to-face in the community are becoming available. Updated marketing materials like brochures and flyers are being distributed to spread awareness of library operations and services. Increased presence in chamber events. (Library lovers expedition)

✓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.

FY 22/23: More emphasis on social media stats and analytics are helping determine the type of audience present on these platforms and how to better engage with the community through the strengths of each platform.

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.

FY22/23: With new officials taking office the library will reach out and welcome them.

✓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.

FY 22/23: Bilingual Marketing coordinator is focusing attention on equity in the marketing material of the library, where there is a noticeable balance of Spanish and English representation though, accessible language, hierarchy, and visibility. Accommodation language has been added to The Preface and e_newsletter in English and Spanish.

✓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, and email branding guidelines.

FY 22/23: PR Department will create and distribute a how-to guide for creating appropriate graphics and materials to reflect the library's branding strategy. The goal is to allow the individual library staff to be knowledgeable about the construction of effective marketing material.

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: Continue 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.

FY 22/23: Aware of these updates and updates to come, the orientation to the marketing strategies will be accessible and intuitive, versatile, and flexible to meet the needs of the individual programs rather than a rigid structure that limits growth and development.

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.

FY 22/23: Surveys will be incorporated into the various modes of communication, including email campaigns, in-person handouts, mailing, and on social media.

The [MPLD Board Bylaws](#) were adopted in 2008, and additions to the Bylaws in 2011 (addition of sections on public comments and meetings via electronic means) and 2018 (finance and investments sections). Per the standards of *Serving our Public*, it is recommended that we have periodic reviews of the bylaws. Following are the first five (5) pages of the document. I have included places where the Board can expand the bylaws (in blue), remove out-of-date language (in blue and struck out), or areas for discussion as noted.

INTRODUCTION

The name of this institution is the McHenry Public Library District, hereafter referred to as the "Library District." In accordance with the statutes of the State of Illinois as they relate to public libraries, the Library is established for the use of residents and taxpayers of the Library District and other Library users as authorized by law, subject to such reasonable rules and regulations as the Board of Library Trustees (hereafter referred to as the "Board") may adopt in order to ensure that the Library District provides Library service to the residents and taxpayers of the Library District.

The McHenry Public Library District is established and conducted as a Library District in accordance with the Illinois Public Library District Act of 1991, Illinois Compiled Statutes, Chapter 75, Act 16 (the "Act"). The Library District was established pursuant to the conversion of the McHenry Public Library dated July 1, 1987, for the use and benefit of eligible residents of the District.

The District is financed primarily by property taxes levied by the Library District and collected by McHenry County on taxable property within the District, pursuant to said statutes, 75 ILCS 16/35-5 and 16/35-25, et seq.

Unless indicated to the contrary, where reference is made to state statutes, these bylaws merely repeat the requirements of the statute for reference, and it is the intent of this Board that any future amendments to state statutes are incorporated herein by present reference to such statutes. All statutory references are to 75 ILCS Act 16 unless indicated otherwise.

RESPONSIBILITIES OF THE BOARD

Subject to the requirements established by applicable statutes, including the Public Library District Act, and in accordance with the standards recommended by the American Library Association and the Illinois State Library, the Board is responsible for the overall governance of the Library, including but not limited to the following: financial oversight of Library District expenditures, operations, gifts, and endowments; approval of policies and regulations affecting Library services; and employment and evaluation of an Executive Director.

The Board may adopt such policies, rules, and regulations for the conduct of its business deemed advisable and/or necessary and may, in the execution of its powers, appoint such agents as it may consider necessary.

BOARD STRUCTURE

Seven elected/appointed trustees shall serve on the Library Board of Trustees of the McHenry Public Library District.

QUALIFICATIONS

A trustee must be a resident and registered voter of the Library District, not in debt to the Library District, and free from conviction of perjury, bribery, infamous crime, or another felony in any court of the United States. (75 ILCS 16/30-20)

TENURE AND TERMS

In accordance with Statute, Trustees shall hold office for a six-year term from the 3rd Monday of the month next following the month of election until their respective successors are elected and qualified. Terms of Trustees shall be staggered in accordance with the law. (75 ILCS 16/30-10)

Discussion Item: *Per 75 ILCS 16/30-10(d), we can change the term of our trustees to a term of 4 (four) years by resolution. Is this something the Board would like to consider? It may be advantageous when finding members of the public to run for the Board or be*

appointed.

ELECTIONS

As provided by Statute, elections of Trustees shall take place at the biennial consolidated election, and they shall be conducted by the election authority in accordance with the Election Code (10 ILCS 5/1-1 et. seq.)

ORGANIZATIONAL MEETING

As provided by Statute, *within seventy-four (74) days after their election or appointment, the new Trustees shall take their oath of office as prescribed by law before a notary public or the Secretary of the Board. and within sixty (60) days after their election or appointment* At the first meeting, the incumbent and new Trustees shall meet to organize the Board (75 ILCS 16/30-40). The first action taken at this meeting shall be the election of a President, Vice-President, Secretary, and Treasurer from among the Trustees. The Secretary shall then record the membership of the Board, and Trustees duly elected or appointed and have taken their oath of office as prescribed by the Constitution shall be qualified to serve as Trustees under this Act. Details on the agenda for the organizational meeting can be found in the Biennial Reorganizational Meeting Agenda listed under the Meetings section of this document.

NOMINATIONS

~~As provided by Statute, the nomination of the candidates for election as Trustees shall be by petition, signed by at least fifty (50) voters residing within the District, and filed with the Secretary within the time provided by the Election Code (10 ILCS 5/1-1 et. seq.). No party name or affiliation may appear on such petition.~~

~~The names of all candidates for office of Trustee shall be certified by the secretary to the proper election authority, who shall conduct the election in accordance with the Election Code. A candidate may withdraw by written, signed and duly acknowledged withdrawal filed with the Secretary not later than the last day for certification of the ballot. (75 ILCS 16/30-20)~~

Discussion Item: *(This information is covered by the Election Section and does not need to be separated out.)*

VACANCIES and APPOINTMENTS

~~Vacancies shall be declared in the office of Trustee by the Board as described in the Public Library District Act of 1991.~~

Vacancies shall be declared in the office of the Trustee by the Board when the elected or appointed Trustee declines or is unable to serve, becomes a non-resident of the District, is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon them by this Act, or who shall have failed to pay the library taxes levied by the District, or any other valid cause as established under Illinois statute.

Discussion Item: *Does the Board want to define how many missed meetings a trustee can miss before being declared unable to serve?*

~~Vacancies may be filled by the remaining Trustees through an appointment in accordance with ILCS.~~

Vacancies shall be declared in the office of Trustee in conformance with Section 30-25 of the Act. Vacancies shall be filled by appointment by the remaining Trustees until the next regular library election, at which time a Trustee shall be elected to fill the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person appointed shall serve the remainder of the unexpired term and no election to fill the vacancy shall be held.

The Board of Library Trustees shall give appropriate publicity to the existence of a vacancy or election in an effort to secure the most highly qualified applicants and candidates.

Public Act 102-0977, which was effective May 27, 2022, established the length of time a district library board has to fill a vacancy at 90 days. If the vacancy isn't filled within 90 days, the Secretary of State, as State Librarian, has the authority to appoint a trustee in the ensuing 60 days. If the board and Secretary of State are unable to fill the vacancy, the vacancy will be filled at the next election.

The Secretary shall notify the McHenry County Clerk and the Illinois State Librarian of any vacancy on the Board within 60 days after the vacancy occurs; when a vacancy is filled, the Secretary shall notify the McHenry County Clerk and the Illinois State Librarian of the name and address of the new Trustee within 60 days of the new Trustee's

appointment. [75 ILCS 16/30-40 (d)]

COMPENSATION AND EXPENSES

As provided by Statute, Trustees shall serve without compensation but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties from District funds. (75 ILCS 16/30-30)

DRAFT

Reconsideration of Materials-- PROPOSED

(adopted 03/17/2015, revised XX-XX-2023)

The McHenry Public Library District endeavors through its Mission and Equity, Diversity, and Inclusion statements and Selection Guidelines to build a collection representing the diverse viewpoints of the community. The choice of materials by a patron is an individual matter. The Library's selection guidelines do not guarantee that each item purchased for the Library's collection is suitable for every person who may choose to interact with it. A patron can reject materials for themselves and for their child; however, they cannot be allowed to restrict access to the material for others. Since all political, religious, and social opinions should be represented in a public library, no group or individual will be permitted to impose a partisan emphasis upon the library's collection. The Library does not endorse the opinions expressed in its materials.

Any cardholder of the McHenry Public Library District has the right to question the inclusion or exclusion of any item in the collection or a display. If a cardholder questions an item or a display, the manager of the department or the Director of Public Services will discuss the concern with the patron. If the matter is not resolved, the patron may formally request reconsideration by completing and submitting a Reconsideration of Materials and Displays Form. This form may be obtained from any of the Library's service desks or through the Library's website. In that instance, the following procedure is followed:

- The Executive Director and appropriate staff shall meet and carefully review the materials under reconsideration and decide on the retention or relocation of the item(s).
- The Executive Director shall notify the patron originating the reconsideration request of the decision in writing.
- If the patron is not satisfied with the decision, they may appeal to the Library Board by contacting the Executive Director, requesting the item be placed on an upcoming Library Board meeting agenda.
- The Board will review the materials in question, the Reconsideration of Materials and Displays form, and the findings of staff reviewing the request.
- The Board of Trustees will make a decision that shall be final.
- No reconsideration request on the same title or materials will be considered for 24 months following a Board decision.

Until a decision is reached, materials and resources that are being reviewed in a formal request for reconsideration will not be removed or restricted.



Request for Reconsideration of
Library Materials and Displays Form-- PROPOSED

PATRON INFORMATION

Name _____ **Date** _____

Address _____ **City** _____ **State** _____ **Zip** _____

Phone _____ **email** _____

Do you represent: ___ **Yourself** ___ **An Organization** _____
(Name)

ITEM INFORMATION

Title _____

Author/Performer _____

___ **Book** ___ **Periodical** ___ **Display** ___ **Other**
___ **Video** ___ **Audio**
___ **Videogame** ___ **Digital Media** (explain) _____

1. To what in the material or display do you object? (Please be specific; cite pages, scenes, etc.)
2. What do you feel might be the result of reading, viewing, or listening to this material or display?
3. For what age group would you recommend this material or display?

4. What did you appreciate about the material or display?
5. Did you read, listen, or view the entire work? _____
If not, what parts did you read/ listen to/view?
6. Please list any review of this title that you have heard or read.
7. What do you believe is the theme of this material or display?
8. Did you read the McHenry Public Library District's Library Materials Selection policy?
_____ **Yes** _____ **No**
9. What action, if any, do you request be taken regarding this policy?
10. In its place, what material of equal quality would you recommend that would convey a valuable picture and perspective of the subject treated? Please provide the author, title, date of publication, and publisher.

Please return this form to the Questions Desk or e-mail the Executive Director at director@mchenrylibrary.org.

The McHenry Public Library District Board and staff appreciate your interest. The Executive Director will contact you following a review of your comments.

You may appeal the Executive Director's response to the Board of Trustees at a regularly scheduled meeting. However, until a decision is reached, no removal or restriction shall occur. The final authority for removing or restricting an item rests with the Board of Trustees.

Signature of Requestor _____

For Staff Use Only

Received By _____

Date _____

DRAFT

Reconsideration of Materials-- CURRENT

(adopted 03/17/2015)

The Library purchases materials on a variety of topics including controversial ones. This is done in an effort to present many sides of an issue. Some items may be offensive to or inappropriate for some individuals.

If a patron questions the inclusion of an item in the collection for any reason, he or she may request that the library reconsider including that title in the collection or in a certain part of the collection. (We need time periods for events, board meeting, set up ad hoc committee, etc.)

- The patron will be asked to fully fill out a "Request for Reconsideration" form.
- The form will go to the Executive Director to evaluate the request and decide on the Library's response
- The Executive Director will write to the patron outlining the library's response to the request
- The Executive Director will inform the Library Board of the request and the response.



Request for Reconsideration of
Library Materials Form--CURRENT

Name _____ Date _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ email _____

_____ Book _____ Periodical _____ Movie _____ Music

_____ Other (explain) _____

Do you represent: _____ Yourself _____ An Organization _____
(Name)

11. What do you object to about the work? Please be specific; cite pages, etc.

2. Did you read/listen to/view the entire work? _____

If not, what parts did you read/ listen to/view?

What do you perceive to be the harm that can come from reading this book?

Who do you think is the intended audience for the book or work?

Was there a theme for the work? If so, what was it?

Are you aware of how the work was reviewed or what literary critics had to say about the work?

What would you like the library to do about this work?

_____ **Transfer it to a more mature part of the library collection**

_____ **Transfer it from the Youth Services Collection to Adult Collection**

_____ **Remove it from the library collection**

Is there another work you would recommend to take the place of this item or to present a balancing point of view on the topic?