



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, March 21, 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 February 21, 2023, Regular Meeting.
- VII. **TREASURER'S REPORT** – Delphine Grala, Treasurer
 - A. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for February/ March 2023, Additional Bills and Petty Cash and Credit Card Reports
- VIII. **COMMUNICATIONS**
 - A. Letter to McHenry County College
 - B. Letter to McHenry American Legion Auxiliary Post 491
- IX. **LIBRARIAN'S REPORT**
 - A. Librarian's Report
 - B. Updates on Projects
- X. **OLD BUSINESS**
 - A. Decennial Committee on Local Government Efficiency Act (Public Act 102-1088)
 1. Communications from RAILS and Ancel Glink
 2. Schedule Decennial Committee Meeting
- XI. **NEW BUSINESS**
 - A. Breaks Policy-Revised
 - B. Work Week Policy –Revised
 - C. Nominating Committee

XII. EXECUTIVE SESSION

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

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

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

XV. ADJOURNMENT

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

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



MINUTES
McHenry Public Library District
Board of Library Trustees
Regular Meeting

Date: February 21, 2023

Time: 7:00 P.M.

Location: Library Meeting Rooms # 135 & 136

I. CALL TO ORDER – President Charles Reilly

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

II. ROLL CALL – Terry Weingart, Secretary Pro Tem

Roll was called.

President Reilly moved, and Alexander seconded a motion to appoint Terry Weingart as Secretary Pro Tem in absence of Secretary Leccese.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Leccese

Motion Passed

Members Present: Bud Alexander, Delphine Grala, Susan Murphy, Charles Reilly, Jill Stone, Terry Weingart

Members Absent: Monica Leccese

Also Present: Amy Hodgson, Administrative Assistant
Lesley Jakacki, Executive Director
Kevin Krewer, IT Specialist
Jennifer May, HR Generalist
Michael Schnaebeler, Building Services Manager
Kaitlyn Swigert, Citizen

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 – Terry Weingart, Secretary Pro Tem

A. Approval of Minutes of the January 17, 2023, Regular Meeting.

Secretary Pro Tem Weingart informed the Board that she found no corrections needed for the January 17, 2023, minutes.

Murphy moved, and Stone seconded a motion to approve the Minutes of the January 17, 2023, Regular Meeting

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Leccese

Motion Passed

VII. TREASURER'S REPORT – Delphine Grala, Treasurer

A. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for January/February 2023, Additional Bills and Petty Cash and Credit Card Reports.

Treasurer Grala reviewed the highlights of the overall expenses and revenues of the Library as stated in the prepared financial reports for the Board.

Treasurer Grala inquired how the fines and fees revenue would be affected by the Half Price fines event. Director Jakacki stated the amount received as revenue would be reduced, and then there at the March Board Meeting, there would be a request for payment for the amount collected made out to F.I.S.H. She also questioned the expenses in budget 8310-100. Director Jakacki stated that we make quarterly payments to CCS for our membership fees and catalog expenses. Then, once a year, we pay M.K. Solutions to renew the maintenance agreements and software licenses for our automatic materials handler and stations for RFID checkout.

There was a discussion regarding a future review of the Library's bank account interest rates and investments.

Weingart moved, and Murphy seconded a motion to approve the Monthly Financial Statements, Interim Check Report, and Bill Reports for January/February 2023, 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, Murphy, Reilly, Stone, Weingart

Nays: None

Abstain: None

Absent: Leccese

Motion Passed

VIII. COMMUNICATIONS

A. Alexi Giannoulis, Illinois Secretary of State, Library Enhancements Transition Report

Director Jakacki shared the Library Enhancements Transition Report from our new Secretary of State, who serves as the State Librarian as to which issues facing Libraries he plans to address. Some discussion ensued regarding unserved populations and funding of a suite of core databases for all libraries.

B. Letter of Appreciation from Jennifer Einoris

Staff member Jen Einoris was a recipient of the Library's tuition reimbursement program and graduated with her Library Technical Associate Certificate.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

B. Updates on Projects

Director Jakacki shared updates on the following projects in the Library:

- Statement of Economic Interest Forms are due on 5/31/2023 to the County Clerk's office.
- The HVAC unit in our server room was replaced as it was not cooling the room correctly, and we were in danger of the equipment overheating.
- The Library is moving credit card processors for our online fines and fees payments from TSYS to ePay through the Illinois State Treasurer's office. Previously we were required by CCS to use TSYS, but this requirement was dropped at the recent Governing Board Meeting. By utilizing ePay, we will see a decrease in the processing fees the Library pays for accepting credit cards.
- There are no updates on the Route 31 expansion to report. We are still within IDOT's timeframe to receive payment for the land acquisition.
- The Library is working on replacing the thermostats in the Library as the current thermostats were centrally controlled by online software, and the vendor went out of business. We want to move to a new central service to manage the 13 thermostats.
- The StoryWalk at Knox Park is moving along. The display units have been ordered, and we are working with the Parks and Recreation Department and the landscapers to select the exact location. The grand opening will be held at Knox Park on Friday, April 7, at 10 a.m., with a family event.

X. OLD BUSINESS

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

We are awaiting additional guidance on meetings and reporting.

B. Developer Fees

No updates to provide.

C. Board of Trustees Bylaws Review and Revisions

Director Jakacki presented the next section of the Trustee Bylaws for review. This section focused on individual Trustees' duties and Officers' duties.

She indicated that the proposed revisions to the duties of Officers were focused on clarifying how that role would be filled during a temporary absence. Finally, Director Jakacki talked about adding sections regarding Committees of the Board. President Reilly stated that the preference was a Committee of the Whole. Director Jakacki noted that she did not include any standing committees except the Decennial Committees on Local Government Efficiency Act, the Nominating Committee, and then a section for Ad Hoc Committees.

The Board generally accepted the proposed revisions and will continue reviewing the remaining Bylaw sections and will vote for the updated Bylaws when all the sections are reviewed.

President Reilly and Trustee Alexander continued a discussion from the last meeting's Bylaw review regarding when a Trustee's term ends if they do not run for re-election and no other candidate runs in their place.

XI. NEW BUSINESS

A. Landscaping Contract for 2023

Director Jakacki shared the proposal from the Ground Guys for the 2023 Landscaping Season. She shared that they provided the Library's landscaping and snow removal services for the last two years.

Vice President Stone inquired how the pricing compared to last year's contract. Director Jakacki stated that when you compare it to the previous year, there is a big difference in the total pricing. That was because last year we had 24 weeks of service since we did not sign a contract until mid-May and this year, our contract begins at the start of April which will cover 30 weeks of service. However, the increase is minimal when you look at the costs per individual week of service and projects.

Treasurer Grala inquired if the contract's insurance coverage statement was sufficient. Director Jakacki said it was the standard amount and that the Ground Guys provide us with a Certificate of Insurance with the Library named annually.

Trustee Weingart inquired if there was a discount for paying in full rather than monthly. Director Jakacki said she had not asked about that, but she could. The Board agreed that before signing the contract Director Jakacki should inquire about a pay-in-full discount and, if not available, to still move forward with the contract.

Reilly moved, and Alexander seconded a motion to approve the 2023 landscaping contract from the Ground Guys not to exceed the amount listed on the contract.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Leccese

Motion Passed

B. Multi-factor Authentication Policy- New

Director Jakacki shared that the Library would implement multi-factor authentication (MFA) as recommended as best practice to increase computer network security and security of information. Devices and services that access staff networks, emails, drives, and other software will require another layer of credentials on top of a username and password. The policy indicates the uses for MFA, those staff, Board, volunteers, and others who would be subject to MFA, the issuing and care of the MFA devices, and any disciplinary action if someone attempts to circumvent the MFA or if staff do not have their MFA fobs and are unable to work.

Director Jakacki indicated that the iPads issued to the Board members would be covered under this MFA policy. The Library's IT Department is available to assist the Board in setting up MFA on their devices.

Grala moved, and Stone seconded a motion to approve the Multi-factor Authentication Policy.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Leccese

Motion Passed

C. Equal Employment Opportunity Policy- Revised

At the meeting, a revised Equal Employment Opportunity Policy from the packet was distributed with the updated wording "types of work authorization statuses." In addition, director Jakacki informed the Board that new laws had been passed at both the State and Federal levels regarding Equal Employment Opportunity and the protected classes.

Trustee Alexander voiced his concern regarding the wording of "citizenship status, types of work authorization statuses" in the revised policy as he felt those protections contradict employers' requirements to have all new staff complete the I-9 form to verify identity and employment authorization. Director Jakacki stated that all staff must complete the I-9, and if someone does not have employment authorization, we cannot employ them. Still, as long as the Federal Government recognizes the authorization, we cannot discriminate against anyone for the type of employment authorization they hold (for example, citizen, permanent resident, or temporary (nonimmigrant) worker). HR General May talked about how the Library is moving to E-Verify, a web-based employment verification system that verifies identity and employment authorization through several government agencies.

President Reilly questioned the inclusion of wording regarding hairstyles as he was unfamiliar that this was something that occurred. Director Jakacki stated that in 2022 the State of Illinois passed the CROWN Act, which amended the Illinois Human Rights Act to ban race-related hair discrimination.

Trustee Alexander inquired about the phrase "perceived race," Direction Jakacki stated that this is if someone is discriminated against because of their 'perceived' race, for example, thinking they belong to a particular racial group when they do not. The necessity of updating the policy was discussed. Director Jakacki stated that it is in our best interest to demonstrate to staff and potential new hires that we are on top of

current employment law and that the employment law attorneys at HR Source vetted this policy.

Treasurer Grala questioned the wording change in the second paragraph from "Library" to "organization" and why it was not highlighted as being changed. This led to the discussion regarding the Library researching better tools for document comparisons.

Stone moved, and Weingart seconded a motion to approve the Equal Employment Opportunity Policy.

Roll Call vote:

Ayes: Grala, Murphy, Reilly, Stone, Weingart

Nays: Alexander

Abstain: None

Absent: Leccese

Motion Passed

D. Illinois Legislative Meet-up with Senator Wilcox

Director Jakacki stated that the Illinois Library Association would not host the Legislative Luncheon this year and is encouraging libraries to contact their legislators directly. Illinois State Senator Wilcox and Illinois State Representative Weber's districts overlap, representing six Lake/McHenry County Libraries (Antioch, Johnsburg, Lake Villa, McHenry, Nippersink, and River East). The libraries are working together to host the legislators at a meeting at the Lake Villa Public Library on Monday, March 6, 2023, at 8:00 a.m. Up to two trustees from McHenry Library are welcome to join us and let Director Jakacki know if you are interested.

Each Library will have about 5-7 minutes to share a noteworthy item their Library is working on and an issue facing libraries that legislators should be aware of. Then there will be time for the legislators to speak.

E. Financial Auditors Request for Proposal

Director Jakacki informed the Board that she is working on the request for proposals for a new financial auditing firm and inquired about how the Board would like to be involved in the process. After some discussion, the Board stated they would like the Library to bring their top two candidates to a future Board meeting to present their services for the Board to choose from.

XII. EXECUTIVE SESSION

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

No Executive Session was held.

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

No actions taken.

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 8:37 p.m.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Leccese

Motion Passed

Respectfully Submitted,

Terry Weingart, Secretary Pro Tempore
McHenry Public Library District Board of Trustees

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

AYES:

NAYES:

ABSTAIN:

ABSENT:

Financial Report

For the 8 Month(s) Ended February 28, 2023
FISCAL YEAR 2023



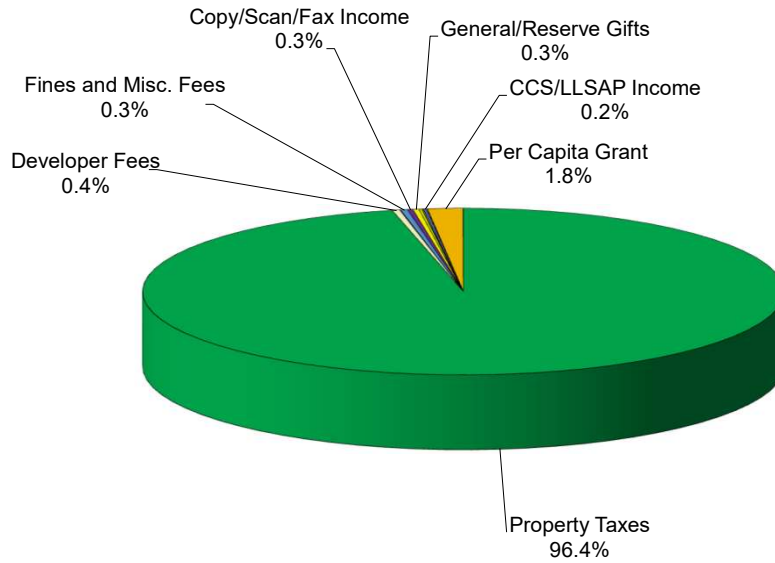
McHenry Public Library District
Actual vs Budget Summary
For the 8 Month(s) Ended February 28, 2023

67% of Fiscal Year

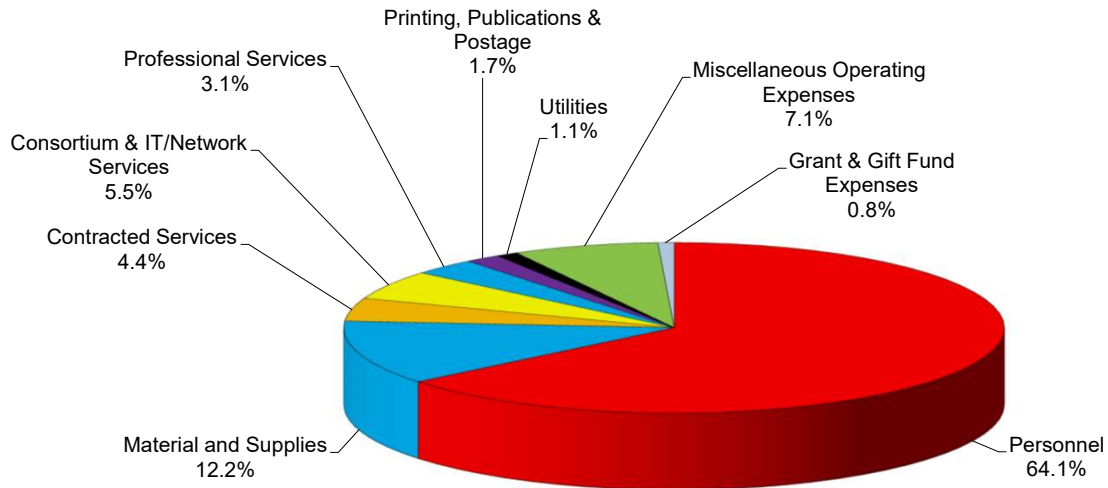
Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
REVENUE					
Property Taxes	3,350,275	3,354,407	99.9%	3,271,483	2%
Developer Fees	13,528	175,000	7.7%	132,610	-90%
Interest & Dividends- All Funds	1,203	2,375	50.6%	991	21%
Fines and Misc. Fees	12,157	22,250	54.6%	13,125	-7%
Copy/Scan/Fax Income	9,299	15,000	62.0%	6,151	51%
General/Reserve Gifts	10,694	80,000	13.4%	70,869	-85%
Annexation & Impact Fees	51	25,000	0.2%	-	0%
Retiree/Cobra Insurance Payment	4,793	15,000	32.0%	2,617	83%
Misc. Sales & Income	422	95,500	0.4%	265	59%
Lost & Damaged Materials	2,280	5,500	41.5%	2,761	-17%
CCS/LLSAP Income	5,736	10,500	54.6%	3,621	58%
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	23	500	4.6%	-	0%
Miscellaneous Grants	500	40,000	1.3%	10,869	-95%
Actual Revenues	3,480,170	3,928,687	88.6%	3,580,946	-3%
Budgeted Revenues	3,615,729				
% Diff	96%				
OPERATING EXPENDITURES					
Personnel	1,090,261	2,222,750	49.1%	1,197,058	-9%
Material and Supplies	206,935	609,250	34.0%	238,277	-13%
Contracted Services	74,303	129,250	57.5%	58,050	28%
Consortium & IT/Network Services	94,016	147,500	63.7%	109,659	-14%
Professional Services	53,562	143,250	37.4%	39,542	35%
Printing, Publications & Postage	29,345	67,750	43.3%	27,538	7%
Utilities	18,210	41,500	43.9%	18,793	-3%
Miscellaneous Operating Expenses	121,451	188,500	64.4%	114,787	6%
Grant & Gift Fund Expenses	13,598	130,000	10.5%	13,065	4%
Actual Expenditures	1,701,680	3,679,750	46.2%	1,816,769	-6%
Budgeted Expenditures	3,490,050				
% Diff	49%				
SURPLUS / (DEFICIT) FROM OPERATIONS	1,778,489	248,937	714.4%	1,764,177	1%
CAPITAL EXPENDITURES & DEBT SERVICE					
Capital Expenses	7,231	112,000	6.5%	7,898	-100%
Debt Services	24,027	250,000	9.6%	-	0%
Transfer to Reserve Fund	-	49,900	0.0%	-	0%
Actual Expenditures	31,258	411,900	7.6%	7,898	-100%
Budgeted Expenditures	389,000				
% Diff	8%				
TOTAL SURPLUS / (DEFICIT)	1,747,232	(162,963)		1,756,279	
BEGINNING FUND BALANCE	2,307,175				
ENDING FUND BALANCE	4,054,407				

McHenry Public Library District
Actual vs Budget Summary
For the 8 Month(s) Ended February 28, 2023

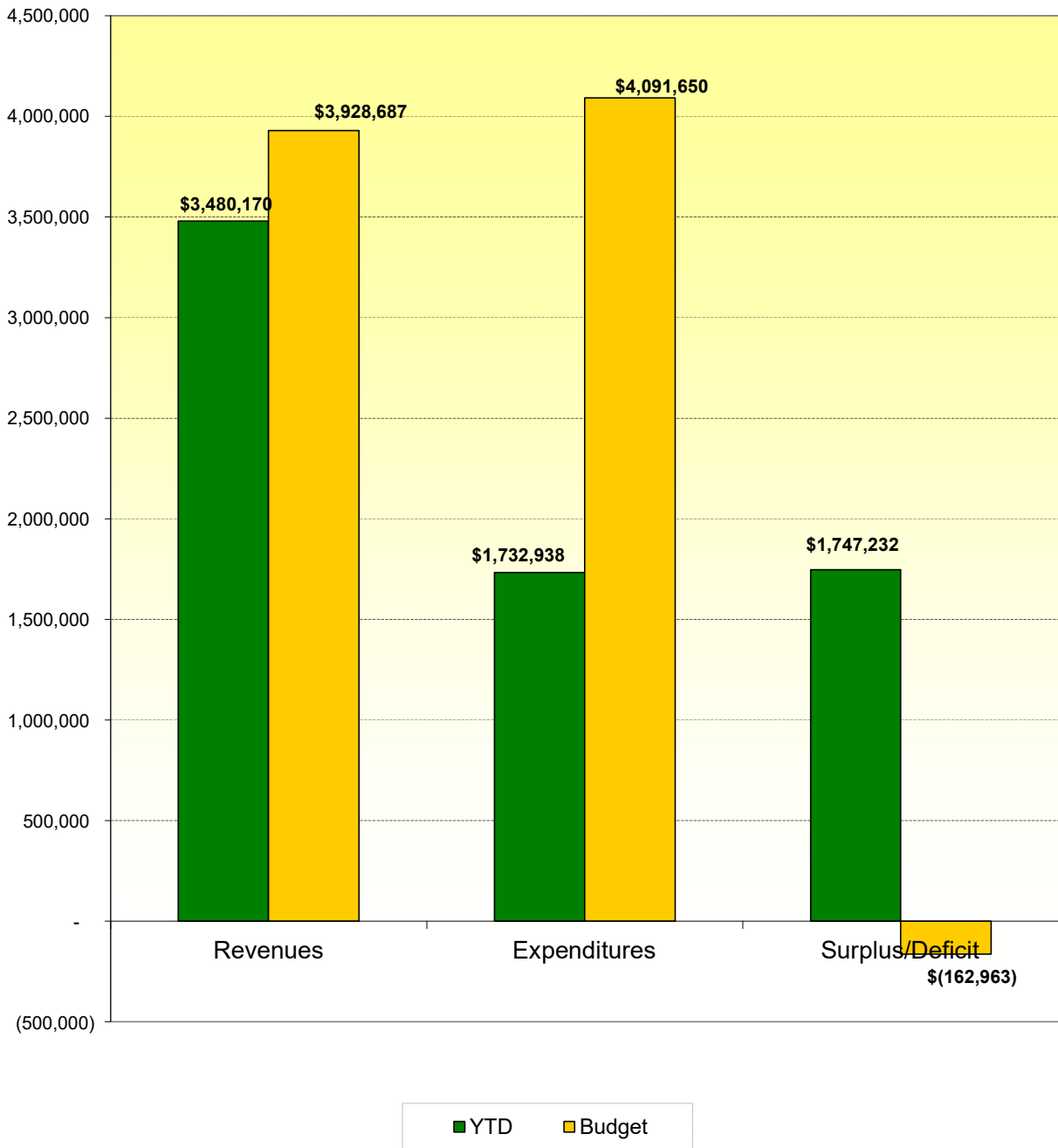
Revenue Distribution



Operational Expenditure Distribution



McHenry Public Library District
 Actual vs Budget Summary
 For the 8 Month(s) Ended February 28, 2023



McHenry Public Library District
Actual vs Budget Summary
For the 8 Month(s) Ended February 28, 2023

67% of Fiscal Year

Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	% of Budget
REVENUE						
Property Taxes	3,350,275	-	-	3,350,275	3,354,407	100%
Developer Fees	-	13,528	-	13,528	175,000	8%
Interest and Dividends	955	84	164	1,203	2,375	51%
Fines and Misc Fees	12,157	-	-	12,157	22,250	55%
Copy/Scan/Fax Income	9,299	-	-	9,299	15,000	62%
General/Reserve Gifts	1	-	10,694	10,694	80,000	13%
Annexation & Impact Fees	51	-	-	51	25,000	0%
Retiree/Cobra Insurance Payment	4,793	-	-	4,793	15,000	32%
Misc. Sales & Income	422	-	-	422	95,500	0%
Lost & Damaged Materials	2,280	-	-	2,280	5,500	41%
CCS/LLSAP Income	5,736	-	-	5,736	10,500	55%
Solar Credits	1,686	-	-	1,686	5,250	32%
Per Capita Grant	-	-	61,732	61,732	70,000	88%
Over/Short	23	-	-	23	500	5%
Miscellaneous Grants	-	-	500	500	40,000	1%
Actual Revenues	3,393,469	13,612	73,089	3,480,170	3,928,687	89%
Budgeted Revenues	3,373,729	56,500	185,500	3,615,729		
% Diff	101%	24%	39%	96%		
OPERATING EXPENDITURES						
Personnel	1,090,261	-	-	1,090,261	2,222,750	49%
Material and Supplies	187,828	-	19,106	206,935	609,250	34%
Contracted Services	74,303	-	-	74,303	129,250	57%
Consortium & IT/Network Services	94,016	-	-	94,016	147,500	64%
Professional Services	53,562	-	-	53,562	143,250	37%
Printing, Publications & Postage	29,345	-	-	29,345	67,750	43%
Utilities	18,210	-	-	18,210	41,500	44%
Miscellaneous Operating Expenses	121,451	-	-	121,451	188,500	64%
Grant & Gift Fund Expenses	-	-	13,598	13,598	130,000	10%
Actual Expenditures	1,668,976	-	32,704	1,701,680	3,679,750	46%
Budgeted Expenditures	3,230,550		259,500	3,490,050		
% Diff	52%	0%	13%	49%		
SURPLUS / (DEFICIT) FROM OPERATIONS	1,724,493	13,612	40,385	1,778,489	248,937	714%
CAPITAL EXPENDITURES & DEBT SERVICE						
Capital Expenses	7,231	-	-	7,231	112,000	6%
Debt Services	-	24,027	-	24,027	250,000	10%
Transfer to Reserve Fund	-	-	-	-	49,900	0%
Actual Expenditures	7,231	24,027	-	31,258	411,900	8%
Budgeted Expenditures	139,000	250,000	-	389,000		
% Diff	5%	10%	0%	8%		
Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	
TOTAL SURPLUS / (DEFICIT)	1,717,262	(10,415)	40,385	1,747,232	(162,963)	
BEGINNING FUND BALANCE	1,491,499	323,189	492,487	2,307,175		
ENDING FUND BALANCE	3,208,761	312,774	532,872	4,054,407		
Fund Balance as % of Total Expenditures	191%	1302%	1629%	234%		

McHenry Public Library District
Financial Report Detail by Fund
For the 8 Month(s) Ended February 28, 2023

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Revenues									
6010100 · Property Taxes	0.00	279,533.88	3,350,274.65	0.00	0.00	3,350,274.65	3,354,406.56	-4,131.91	99.9%
6015100 · Revenue Recapture Property Tax	0.00	1,033.77	5,790.80	0.00	0.00	5,790.80	12,405.27	-6,614.47	46.7%
6020200 · Developer Fees	4,628.00	14,583.33	0.00	13,528.00	0.00	13,528.00	175,000.00	-161,472.00	7.7%
6030100 · Interest Income - General	86.07	47.92	827.14	0.00	0.00	827.14	575.00	252.14	143.9%
6030200 · Special Reserve Fund Interest	9.80	83.33	0.00	83.64	0.00	83.64	1,000.00	-916.36	8.4%
6030300 · Grant/Gifts Fund Interest	21.25	41.67	0.00	0.00	164.06	164.06	500.00	-335.94	32.8%
6035100 · Dividends	0.00	25.00	128.00	0.00	0.00	128.00	300.00	-172.00	42.7%
6040100 · Nonresident/Enhanced Fee Cards	337.49	62.50	974.19	0.00	0.00	974.19	750.00	224.19	129.9%
6050100 · Fines and Fees	2,042.54	1,458.33	10,047.53	0.00	0.00	10,047.53	17,500.00	-7,452.47	57.4%
6055100 · Collection Agency Fees	10.00	41.67	150.24	0.00	0.00	150.24	500.00	-349.76	30.0%
6060100 · Copy/Scan/Fax Income	1,467.75	1,250.00	9,298.95	0.00	0.00	9,298.95	15,000.00	-5,701.05	62.0%
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	21.91	6,250.00	0.62	0.00	10,693.58	10,694.20	75,000.00	-64,305.80	14.3%
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	202.66	1,250.00	4,793.27	0.00	0.00	4,793.27	15,000.00	-10,206.73	32.0%
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	35.00	125.00	985.00	0.00	0.00	985.00	1,500.00	-515.00	65.7%
6130100 · Misc.	160.35	7,916.67	422.08	0.00	0.00	422.08	95,000.00	-94,577.92	0.4%
6130200 · Misc. Income SR	0.00	41.67	0.00	0.00	500.00	0.00	500.00	-500.00	0.0%
6150100 · Lost & Damaged Materials	545.49	458.33	2,280.18	0.00	0.00	2,280.18	5,500.00	-3,219.82	41.5%
6157100 · CCS/LLSAP Income	1,912.12	875.00	5,736.36	0.00	0.00	5,736.36	10,500.00	-4,763.64	54.6%
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	12.46	41.67	22.87	0.00	0.00	22.87	500.00	-477.13	4.6%
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	11,492.89	327,390.57	3,393,468.63	13,611.64	73,089.34	3,480,169.61	3,928,686.83	-448,517.22	9.9%
Total Revenues	11,492.89	327,390.57	3,393,468.63	13,611.64	73,089.34	3,480,169.61	3,928,686.83	-448,517.22	88.6%
Expenditures									
Personnel Expenses									
8910100 · Salaries	93,737.27	132,500.00	803,349.17	0.00	0.00	803,349.17	1,590,000.00	-786,650.83	50.5%
8920100 · FICA/Medicare	6,770.37	10,416.67	59,132.68	0.00	0.00	59,132.68	125,000.00	-65,867.32	47.3%
8930100 · IMRF	8,811.47	14,166.67	78,957.96	0.00	0.00	78,957.96	170,000.00	-91,042.04	46.4%
8940100 · Health & Life Insurance	15,067.47	23,750.00	140,549.12	0.00	0.00	140,549.12	285,000.00	-144,450.88	49.3%
8945100 · Recruiting/Preemployment Screen	132.00	291.67	1,185.88	0.00	0.00	1,185.88	3,500.00	-2,314.12	33.9%
8950100 · Tuition Reimbursement	0.00	1,250.00	2,413.00	0.00	0.00	2,413.00	15,000.00	-12,587.00	16.1%
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	0.00	520.83	1,775.46	0.00	0.00	1,775.46	6,250.00	-4,474.54	28.4%
8970100 · Travel	63.47	1,250.00	927.58	0.00	0.00	927.58	15,000.00	-14,072.42	6.2%
8980100 · Continuing Education (Mtg/Conf)	304.00	625.00	1,970.58	0.00	0.00	1,970.58	7,500.00	-5,529.42	26.3%
Total Personnel	124,886.05	185,229.17	1,090,261.43	0.00	0.00	1,090,261.43	2,222,750.00	-1,132,488.57	49.1%

McHenry Public Library District
Financial Report Detail by Fund
For the 8 Month(s) Ended February 28, 2023

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Materials and Supplies									
8010100 · Adult Books	6,434.45	5,416.67	35,828.51	0.00	0.00	35,828.51	65,000.00	-29,171.49	55.1%
8020100 · Youth Books	2,347.42	4,333.33	17,893.01	0.00	0.00	17,893.01	52,000.00	-34,106.99	34.4%
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	2,503.99	0.00	0.00	2,503.99	3,500.00	-996.01	71.5%
8030100 · Magazines & Newspapers	84.48	1,166.67	10,218.87	0.00	0.00	10,218.87	14,000.00	-3,781.13	73.0%
8040300 · Operating Fund Gifts(Donations)	4,842.74	12,500.00	0.00	0.00	18,049.90	18,049.90	150,000.00	-131,950.10	12.0%
8050100 · Adult AV Materials	2,307.24	2,583.33	12,262.72	0.00	0.00	12,262.72	31,000.00	-18,737.28	39.6%
8060100 · Youth AV Materials	373.91	1,083.33	3,221.35	0.00	745.38	3,966.73	13,000.00	-9,033.27	30.5%
8070100 · Library of Things	240.00	833.33	2,563.02	0.00	0.00	2,563.02	10,000.00	-7,436.98	25.6%
8080100 · Video Games	1,030.00	1,166.67	7,323.43	0.00	0.00	7,323.43	14,000.00	-6,676.57	52.3%
8090100 · Digital Media Services	3,480.35	7,500.00	41,748.68	0.00	0.00	41,748.68	90,000.00	-48,251.32	46.4%
8095100 · Electronic Resources	0.00	6,250.00	30,329.94	0.00	0.00	30,329.94	75,000.00	-44,670.06	40.4%
8120100 · Library Supplies	435.24	583.33	2,974.02	0.00	0.00	2,974.02	7,000.00	-4,025.98	42.5%
8130100 · Tech Services Supplies	358.73	2,958.33	3,693.52	0.00	0.00	3,693.52	35,500.00	-31,806.48	10.4%
8135100 · Bindery	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
8140100 · Adult Programs & Supplies	1,000.00	1,395.83	8,971.40	0.00	0.00	8,971.40	16,750.00	-7,778.60	53.6%
8142100 · Comicon	0.00	250.00	1,914.37	0.00	0.00	1,914.37	3,000.00	-1,085.63	63.8%
8145100 · Circulation Supplies	0.00	208.33	61.67	0.00	0.00	61.67	2,500.00	-2,438.33	2.5%
8147100 · Summer Reading Club	465.67	583.33	643.43	0.00	0.00	643.43	7,000.00	-6,356.57	9.2%
8150100 · Youth Programs & Supplies	904.57	1,333.33	5,676.26	0.00	311.16	5,987.42	16,000.00	-10,012.58	37.4%
Total Material and Supplies	24,304.80	50,770.83	187,828.19	0.00	19,106.44	206,934.63	609,250.00	-402,315.37	34.0%
Contracted Services									
8215100 · Collection Agency Fees	51.50	104.17	412.00	0.00	0.00	412.00	1,250.00	-838.00	33.0%
8245100 · IT/Comp/Copier/Equip-Outsourced	10,926.24	7,916.67	59,631.31	0.00	0.00	59,631.31	95,000.00	-35,368.69	62.8%
8247100 · Automation--Staff	4,128.00	2,083.33	11,530.40	0.00	0.00	11,530.40	25,000.00	-13,469.60	46.1%
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	234.40	291.67	2,203.37	0.00	0.00	2,203.37	3,500.00	-1,296.63	63.0%
Total Contracted Services	15,340.14	10,770.83	74,302.65	0.00	0.00	74,302.65	129,250.00	-54,947.35	57.5%
Consortium & IT/Network Services									
8310100 · Automation--Circulation/Catalog	17,304.69	9,375.00	76,562.29	0.00	0.00	76,562.29	112,500.00	-35,937.71	68.1%
8320100 · VOIP Phone Service	1,619.92	2,083.33	12,762.23	0.00	0.00	12,762.23	25,000.00	-12,237.77	51.0%
8325100 · Internet Services	723.20	833.33	4,691.10	0.00	0.00	4,691.10	10,000.00	-5,308.90	46.9%
Total Consortium & IT/Network Services	19,647.81	12,291.67	94,015.62	0.00	0.00	94,015.62	147,500.00	-53,484.38	63.7%
Professional Services									
8410100 · Accounting/Payroll/Audit Service	5,070.81	5,416.67	44,191.30	0.00	0.00	44,191.30	65,000.00	-20,808.70	68.0%
8420100 · Legal Services	60.00	2,500.00	2,171.00	0.00	0.00	2,171.00	30,000.00	-27,829.00	7.2%
8430100 · Other Consulting Fees	0.00	3,750.00	4,550.00	0.00	4.00	4,550.00	45,000.00	-40,450.00	10.1%
8440100 · In Service/Staff Training/LMS	0.00	270.83	2,650.00	0.00	0.00	2,650.00	3,250.00	-600.00	81.5%
Total Professional Services	5,130.81	11,937.50	53,562.30	0.00	0.00	53,562.30	143,250.00	-89,687.70	37.4%
Printing, Publications & Postage									
8510100 · Printing Services Outsourced	0.00	3,125.00	14,718.19	0.00	0.00	14,718.19	37,500.00	-22,781.81	39.2%
8530100 · Public Notices & ADS (Legal & Job)	0.00	125.00	1,048.00	0.00	0.00	1,048.00	1,500.00	-452.00	69.9%
8540100 · Postage/Shipping	212.38	1,375.00	9,206.81	0.00	0.00	9,206.81	16,500.00	-7,293.19	55.8%
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	4,121.58	0.00	0.00	4,121.58	8,000.00	-3,878.42	51.5%
Total Printing, Publications & Postage	212.38	5,645.83	29,344.58	0.00	0.00	29,344.58	67,750.00	-38,405.42	43.3%

McHenry Public Library District
Financial Report Detail by Fund
For the 8 Month(s) Ended February 28, 2023

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Utilities									
8610100 · Electricity	1,174.97	2,000.00	7,715.92	0.00	0.00	7,715.92	24,000.00	-16,284.08	32.2%
8620100 · Gas	2,833.83	1,041.67	9,462.21	0.00	0.00	9,462.21	12,500.00	-3,037.79	75.7%
8640100 · Water & Sewer	246.03	416.67	1,032.24	0.00	0.00	1,032.24	5,000.00	-3,967.76	20.6%
Total Utilities	4,254.83	3,458.33	18,210.37	0.00	0.00	18,210.37	41,500.00	-23,289.63	43.9%
Miscellaneous Operating Expenses									
8720100 · Building & Auto Insurance	0.00	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	6,376.14	4,166.67	48,325.38	0.00	0.00	48,325.38	50,000.00	-1,674.62	96.7%
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	4,178.56	4,583.33	20,948.13	0.00	0.00	20,948.13	55,000.00	-34,051.87	38.1%
8760100 · Hospitality	648.98	541.67	2,957.63	0.00	0.00	2,957.63	6,500.00	-3,542.37	45.5%
8770100 · Library Lost & Damaged Materials	79.37	83.33	198.26	0.00	0.00	198.26	1,000.00	-801.74	19.8%
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	11,283.05	15,708.33	121,450.59	0.00	0.00	121,450.59	188,500.00	-67,049.41	64.4%
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	7,904.55	7,904.55	20,000.00	-12,095.45	39.5%
8800332 · Public Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800333 · Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800341 · Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800342 · Additional Expenses (Personnel)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9030300 · Misc. Grants	0.00	3,333.33	0.00	0.00	0.00	0.00	40,000.00	-40,000.00	0.0%
9200300 · Additional Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Grant & Gift Fund Expenses	0.00	10,833.33	0.00	0.00	13,598.04	13,598.04	130,000.00	-116,401.96	10.5%
Capital Expenses									
9060100 · Library Furnishings	0.00	1,458.33	2,978.60	0.00	0.00	2,978.60	17,500.00	-14,521.40	17.0%
9070100 · Library Equipment	2,990.00	791.67	3,349.98	0.00	0.00	3,349.98	9,500.00	-6,150.02	35.3%
9080100 · Small Equipment under \$250	0.00	416.67	236.99	0.00	0.00	236.99	5,000.00	-4,763.01	4.7%
9090100 · Adtl. Capital Projects & Equipment	664.95	6,666.67	664.95	0.00	0.00	664.95	80,000.00	-79,335.05	0.8%
Total Capital Expenses	3,654.95	9,333.33	7,230.52	0.00	0.00	7,230.52	112,000.00	-104,769.48	6.5%
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	5,435.00	4,166.67	0.00	5,435.00	0.00	5,435.00	50,000.00	-44,565.00	10.9%
9060200 · Special Reserve Expenditures	0.00	16,666.67	0.00	18,592.00	0.00	18,592.00	200,000.00	-181,408.00	9.3%
9095100 · Debt Service - GF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9115100 · Recovery Zone Bond Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9120100 · Recovery Zone Bond Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Debt Services	5,435.00	20,833.33	0.00	24,027.00	0.00	24,027.00	250,000.00	-225,973.00	9.6%
	214,149.82	340,970.83	1,676,206.25	24,027.00	32,704.48	1,732,937.73	4,091,650.00	-2,358,712.27	42.4%
Total Expenditures	214,149.82	340,970.83	1,676,206.25	24,027.00	32,704.48	1,732,937.73	4,091,650.00	-2,358,712.27	42.4%
Net Total	-202,656.93	-13,580.26	1,717,262.38	-10,415.36	40,384.86	1,747,231.88	-162,963.17	1,910,195.05	

McHenry Public Library District
Financial Report Detail by Month
For the 8 Month(s) Ended February 28, 2023

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Revenues													
6010100 · Property Taxes	1,784,607.24	58,779.01	1,428,624.02	39,638.86	38,625.52	0.00	0.00	0.00					3,350,274.65
6015100 · Revenue Recapture Property Tax	0.00	217.40	5,283.93	146.59	142.88	0.00	0.00	0.00					5,790.80
6020200 · Developer Fees	0.00	0.00	0.00	8,900.00	0.00	0.00	0.00	4,628.00					13,528.00
6030100 · Interest Income - General	96.72	91.25	109.58	122.89	110.74	108.44	101.45	86.07					827.14
6030200 · Special Reserve Fund Interest	10.80	10.73	9.06	11.16	10.43	10.83	10.83	9.80					83.64
6030300 · Grant/Gifts Fund Interest	16.77	16.67	17.49	22.02	22.71	23.55	23.60	21.25					164.06
6035100 · Dividends	0.00	0.00	0.00	64.00	0.00	0.00	64.00	0.00					128.00
6040100 · Nonresident/Enhanced Fee Cards	203.50	0.00	0.00	45.00	343.20	0.00	45.00	337.49					974.19
6050100 · Fines and Fees	1,604.64	825.26	1,440.63	1,031.75	859.73	942.94	1,300.04	2,042.54					10,047.53
6055100 · Collection Agency Fees	0.00	0.00	88.24	-62.10	82.10	12.00	20.00	10.00					150.24
6060100 · Copy/Scan/Fax Income	1,339.70	997.70	2,108.05	900.40	1,085.50	641.20	758.65	1,467.75					9,298.95
6070200 · Reserve Fund Gifts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
6070300 · General Fund Gifts	9.54	3.51	10.72	21.25	8,600.51	1.50	2,025.26	21.91					10,694.20
6080200 · Bond & Debt Certificate Sale	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
6090100 · Annexation & Impact Fees	0.00	50.75	0.00	0.00	0.00	0.00	0.00	0.00					50.75
6090200 · Transfers From Other Funds (9100-100)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
6105100 · Retiree/Cobra Insurance Payment	0.00	0.00	103.66	103.66	389.03	3,263.66	730.60	202.66					4,793.27
6110100 · Program Fees/Misc. Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
6120100 · Meeting Room Fees	25.00	340.00	75.00	60.00	20.00	40.00	390.00	35.00					985.00
6130100 · Misc.	54.00	23.50	45.00	51.00	12.00	24.00	52.23	160.35					422.08
6130200 · Misc. Income SR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
6150100 · Lost & Damaged Materials	203.50	261.65	482.10	262.55	147.85	162.14	214.90	545.49					2,280.18
6157100 · CCS/LLSAP Income	0.00	0.00	1,912.12	0.00	1,912.12	0.00	0.00	1,912.12					5,736.36
6160100 · Solar Credits	6.00	0.00	1,680.00	0.00	0.00	0.00	0.00	0.00					1,686.00
6170300 · Per Capita Grant	0.00	0.00	61,731.70	0.00	0.00	0.00	0.00	0.00					61,731.70
6200100 · Over/Short	30.10	10.15	0.70	0.25	1.00	35.80	-67.59	12.46					22.87
6210300 · Miscellaneous Grants	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00					500.00
Total Revenues	1,788,207.51	62,127.58	1,503,722.00	51,319.28	52,365.32	5,266.06	5,668.97	11,492.89	0.00	0.00	0.00	0.00	3,480,169.61
Expenditures													
Personnel Expenses													
8910100 · Salaries	89,273.88	90,452.15	95,690.60	143,760.79	93,722.16	95,965.76	100,746.56	93,737.27					803,349.17
8920100 · FICA/Medicare	6,503.58	6,618.10	6,992.12	10,512.68	7,054.77	7,084.26	7,596.80	6,770.37					59,132.68
8930100 · IMRF	8,855.66	8,983.17	9,482.83	13,941.26	9,685.69	9,569.06	9,628.82	8,811.47					78,957.96
8940100 · Health & Life Insurance	16,034.61	16,164.36	20,414.55	14,746.12	20,800.81	21,962.03	15,359.17	15,067.47					140,549.12
8945100 · Recruiting/Preemployment Screen	0.00	0.00	314.85	27.95	108.80	574.33	27.95	132.00					1,185.88
8950100 · Tuition Reimbursement	0.00	0.00	711.00	0.00	0.00	0.00	1,702.00	0.00					2,413.00
8955100 · Telecommute Reimbursements	0.00	0.00	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	170.00	0.00					1,775.46
8970100 · Travel	22.11	243.08	90.29	267.33	150.53	51.34	39.43	63.47					927.58
8980100 · Continuing Education (Mtg/Conf)	129.58	0.00	779.00	586.00	147.00	25.00	0.00	304.00					1,970.58
Total Personnel	120,819.42	122,504.86	135,044.70	184,205.13	131,953.76	135,576.78	135,270.73	124,886.05	0.00	0.00	0.00	0.00	1,090,261.43

McHenry Public Library District
Financial Report Detail by Month
For the 8 Month(s) Ended February 28, 2023

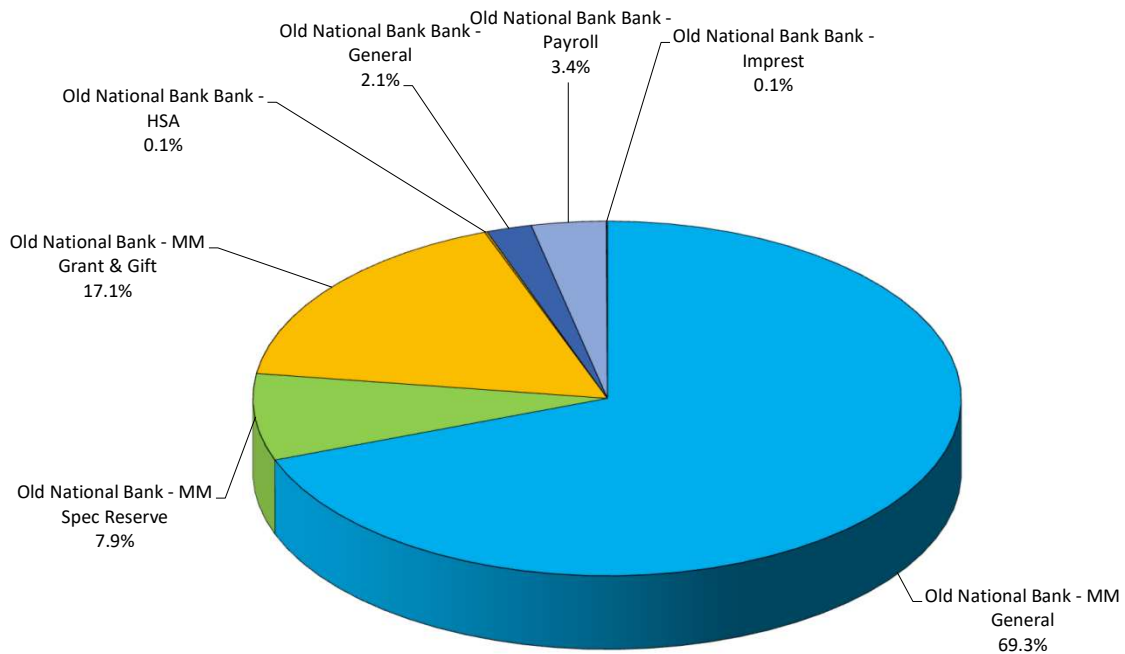
	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Materials and Supplies													
8010100 · Adult Books	862.88	3,095.27	5,995.67	4,660.67	4,779.50	2,623.98	7,376.09	6,434.45					35,828.51
8020100 · Youth Books	943.95	2,953.91	2,577.70	3,049.70	2,152.64	2,533.25	1,334.44	2,347.42					17,893.01
8025100 · Professional Resources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
8028100 · Administrative Resources	0.00	0.00	2,249.10	0.00	0.00	114.94	139.95	0.00					2,503.99
8030100 · Magazines & Newspapers	8,350.72	139.88	411.95	241.74	116.65	788.97	84.48	84.48					10,218.87
8040300 · Operating Fund Gifts(Donations)	12,753.98	51.20	359.96	32.51	0.00	9.51	0.00	4,842.74					18,049.90
8050100 · Adult AV Materials	180.00	979.67	3,761.44	1,486.74	1,587.76	1,415.10	544.77	2,307.24					12,262.72
8060100 · Youth AV Materials	0.00	350.07	1,364.73	1,058.22	165.60	635.46	18.74	373.91					3,966.73
8070100 · Library of Things	0.00	1,097.60	14.20	4.50	840.00	366.72	0.00	240.00					2,563.02
8080100 · Video Games	0.00	0.00	940.00	900.00	1,080.00	2,108.43	1,265.00	1,030.00					7,323.43
8090100 · Digital Media Services	0.00	2,782.80	25,267.92	2,481.53	2,485.70	2,492.24	2,758.14	3,480.35					41,748.68
8095100 · Electronic Resources	0.00	992.00	13,573.29	0.00	10,215.78	1,395.00	4,153.87	0.00					30,329.94
8120100 · Library Supplies	22.13	314.03	1,404.80	58.91	134.01	444.73	160.17	435.24					2,974.02
8130100 · Tech Services Supplies	137.66	465.14	577.68	989.02	451.16	336.94	377.19	358.73					3,693.52
8135100 · Bindery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
8140100 · Adult Programs & Supplies	575.63	1,871.02	1,734.13	1,149.42	875.00	411.02	1,355.18	1,000.00					8,971.40
8142100 · Comicon	0.00	336.00	0.00	750.00	738.47	89.90	0.00	0.00					1,914.37
8145100 · Circulation Supplies	0.00	0.00	0.00	0.00	0.00	61.67	0.00	0.00					61.67
8147100 · Summer Reading Club	0.00	0.00	54.72	6.92	67.69	34.95	13.48	465.67					643.43
8150100 · Youth Programs & Supplies	641.90	346.81	328.76	1,223.32	357.98	666.33	1,517.75	904.57					5,987.42
Total Material and Supplies	24,468.85	15,775.40	60,616.05	18,093.20	26,047.94	16,529.14	21,099.25	24,304.80	0.00	0.00	0.00	0.00	206,934.63
Contracted Services													
8215100 · Collection Agency Fees	30.90	41.20	51.50	0.00	103.00	41.20	92.70	51.50					412.00
8245100 · IT/Comp/Copier/Equip-Outsourced	2,683.63	12,232.62	10,635.00	5,454.01	5,935.36	7,430.00	4,334.45	10,926.24					59,631.31
8247100 · Automation--Staff	300.00	0.00	0.00	1,230.50	5,861.90	0.00	10.00	4,128.00					11,530.40
8260100 · Misc. Contracted Services	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00					500.00
8270100 · Library Bank/Finance/Late Fee	0.00	0.00	0.00	0.00	25.57	0.00	0.00	0.00					25.57
8275100 · Public Pmt Processing Fees	274.20	275.53	357.96	253.42	214.95	236.95	355.96	234.40					2,203.37
Total Contracted Services	3,288.73	12,549.35	11,044.46	6,937.93	12,640.78	7,708.15	4,793.11	15,340.14	0.00	0.00	0.00	0.00	74,302.65
Consortium & IT/Network Services													
8310100 · Automation--Circulation/Catalog	17,304.69	0.00	0.00	17,304.69	0.00	0.00	24,648.22	17,304.69					76,562.29
8320100 · VOIP Phone Service	1,624.44	1,481.44	1,604.02	1,641.44	1,596.99	1,596.99	1,596.99	1,619.92					12,762.23
8325100 · Internet Services	788.10	298.40	503.40	693.20	703.20	298.40	683.20	723.20					4,691.10
Total Consortium & IT/Network Services	19,717.23	1,779.84	2,107.42	19,639.33	2,300.19	1,895.39	26,928.41	19,647.81	0.00	0.00	0.00	0.00	94,015.62
Professional Services													
8410100 · Accounting/Payroll/Audit Service	3,494.94	3,451.88	3,490.18	14,384.50	7,522.55	3,471.62	3,304.82	5,070.81					44,191.30
8420100 · Legal Services	75.00	0.00	52.50	1,100.00	832.20	51.30	0.00	60.00					2,171.00
8430100 · Other Consulting Fees	0.00	0.00	0.00	0.00	0.00	0.00	4,550.00	0.00					4,550.00
8440100 · In Service/Staff Training/LMS	0.00	2,000.00	0.00	500.00	0.00	0.00	150.00	0.00					2,650.00
Total Professional Services	3,569.94	5,451.88	3,542.68	15,984.50	8,354.75	3,522.92	8,004.82	5,130.81	0.00	0.00	0.00	0.00	53,562.30
Printing, Publications & Postage													
8510100 · Printing Services Outsourced	7,408.20	0.00	0.00	0.00	3,301.99	0.00	4,008.00	0.00					14,718.19
8530100 · Public Notices & ADS (Legal & Job)	0.00	0.00	73.50	635.00	304.50	35.00	0.00	0.00					1,048.00
8540100 · Postage/Shipping	422.58	467.33	2,297.34	199.55	2,804.29	143.08	2,660.26	212.38					9,206.81
8545100 · Printing/Copier Supplies	0.00	0.00	250.00	0.00	0.00	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	1,049.00	0.00					4,121.58
Total Printing, Publications & Postage	7,830.78	2,406.12	2,620.84	834.55	6,410.78	1,311.87	7,717.26	212.38	0.00	0.00	0.00	0.00	29,344.58

McHenry Public Library District
Financial Report Detail by Month
For the 8 Month(s) Ended February 28, 2023

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Utilities													
8610100 · Electricity	1,017.91	0.00	2,099.87	846.40	764.75	702.23	1,109.79	1,174.97					7,715.92
8620100 · Gas	159.99	159.87	162.37	229.06	815.99	2,029.65	3,071.45	2,833.83					9,462.21
8640100 · Water & Sewer	0.00	278.11	0.00	286.13	0.00	221.97	0.00	246.03					1,032.24
Total Utilities	1,177.90	437.98	2,262.24	1,361.59	1,580.74	2,953.85	4,181.24	4,254.83	0.00	0.00	0.00	0.00	18,210.37
Miscellaneous Operating Expenses													
8720100 · Building & Auto Insurance	0.00	0.00	0.00	31,797.00	671.46	-671.46	0.00	0.00					31,797.00
8730100 · Bonding & Officers Liability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
8740100 · Janitorial Services & Supplies	325.46	6,360.53	11,197.26	5,963.14	6,148.90	6,344.56	5,609.39	6,376.14					48,325.38
8745100 · Grounds Maintenance	1,353.86	1,870.86	1,353.86	15,914.86	1,353.84	0.00	0.00	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	4,842.34	4,178.56					20,948.13
8760100 · Hospitality	0.00	80.21	713.04	5.86	512.40	697.10	300.04	648.98					2,957.63
8770100 · Library Lost & Damaged Materials	49.89	0.00	69.00	0.00	0.00	0.00	0.00	79.37					198.26
8795100 · Miscellaneous	0.00	0.00	-4,623.09	0.00	0.00	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	10,751.77	11,283.05	0.00	0.00	0.00	0.00	121,450.59
Grant & Gift Fund Expenses													
8800300 · 2020/21 Per Capita Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
8800311 · Adult Materials - Per Capita	0.00	0.00	16.95	0.00	0.00	0.00	0.00	0.00					16.95
8800321 · Youth Materials - Per Capita	0.00	0.00	130.24	0.00	0.00	0.00	0.00	0.00					130.24
8800331 · Staff Software - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
8040350 · Per Capita Grant; Current FY	0.00	0.00	251.96	3,794.34	1,500.00	0.00	0.00	0.00					5,546.30
8040355 · Per Capita Grant; Previous FY	14.24	10.16	6,883.22	685.66	0.00	0.00	311.27	0.00					7,904.55
8800332 · Public Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
8800333 · Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
8800341 · Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
8800342 · Additional Expenses (Personnel)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
9030300 · Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
9200300 · Additional Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
Total Grant & Gift Fund Expenses	14.24	10.16	7,282.37	4,480.00	1,500.00	0.00	311.27	0.00	0.00	0.00	0.00	0.00	13,598.04
Capital Expenses													
9060100 · Library Furnishings	46.16	341.78	0.00	0.00	0.00	2,506.06	84.60	0.00					2,978.60
9070100 · Library Equipment	0.00	359.98	0.00	0.00	0.00	0.00	0.00	2,990.00					3,349.98
9080100 · Small Equipment under \$250	0.00	0.00	0.00	0.00	236.99	0.00	0.00	0.00					236.99
9090100 · Adtl. Capital Projects & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	664.95					664.95
Total Capital Expenses	46.16	701.76	0.00	0.00	236.99	2,506.06	84.60	3,654.95	0.00	0.00	0.00	0.00	7,230.52
Transfer to Reserve Fund													
9100100 · Transfer to Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
Total Transfer to Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Debt Services													
9040200 · Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
9050200 · Library District Act	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,435.00					5,435.00
9060200 · Special Reserve Expenditures	0.00	0.00	0.00	0.00	18,592.00	0.00	0.00	0.00					18,592.00
9095100 · Debt Service - GF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
9115100 · Recovery Zone Bond Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
9120100 · Recovery Zone Bond Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
Total Debt Services	0.00	0.00	0.00	0.00	18,592.00	0.00	0.00	5,435.00	0.00	0.00	0.00	0.00	24,027.00
	184,026.28	171,527.83	236,009.66	307,030.45	219,547.93	181,503.30	219,142.46	214,149.82	0.00	0.00	0.00	0.00	1,732,937.73
Total Expenditures	184,026.28	171,527.83	236,009.66	307,030.45	219,547.93	181,503.30	219,142.46	214,149.82	0.00	0.00	0.00	0.00	1,732,937.73
Net Total	1,604,181.23	-109,400.25	1,267,712.34	-255,711.17	-167,182.61	-176,237.24	-213,473.49	-202,656.93	0.00	0.00	0.00	0.00	1,747,231.88

**McHenry Public Library District
Investments
For the 8 Month(s) Ended February 28, 2023**

Bank	Current Rate	Book Balance
Old National Bank - MM General	0.038%	2,721,093
Old National Bank - MM Spec Reserve	0.038%	309,806
Old National Bank - MM Grant & Gift	0.038%	672,008
Old National Bank Bank - HSA	n/a	4,498
Old National Bank Bank - General	n/a	81,089
Old National Bank Bank - Payroll	n/a	133,419
Old National Bank Bank - Imprest	n/a	2,095
Total	\$	3,924,008



Bankcard Processing Center

March 2023 - by Account

Name	Tran Date	Merchant Name	Note	Amount	Account #	
MILFAJT	2/16/2023	SHAW SUBURBAN MEDIA-SUBS		\$253.50	8030-100	
MILFAJT	2/17/2023	CHICAGO TRIB SUBSCRIPTIO		\$376.87	8030-100	
MILFAJT	2/28/2023	IN *BOOK PAGE		\$720.00	8030-100	\$1,350.37
TERRILL	2/22/2023	MOBILE BEACON		\$120.00	8070-100	\$120.00
MICHALSKI	2/7/2023	Disney Plus		(\$7.99)	8090-100	
TERRILL	2/8/2023	APPLE.COM/BILL		\$6.99	8090-100	
TERRILL	2/8/2023	discovery+ Ad-Free		\$6.99	8090-100	
TERRILL	2/12/2023	Netflix.com		\$19.99	8090-100	
TERRILL	2/13/2023	Disney Plus		\$7.00	8090-100	
TERRILL	2/15/2023	HLU*Hulu 1592603292765-U		\$29.98	8090-100	
TERRILL	2/20/2023	Netflix.com		\$19.99	8090-100	
TERRILL	2/21/2023	Disney Plus		\$7.00	8090-100	
TERRILL	2/22/2023	HLU*Hulu 1597220929429-U		\$14.99	8090-100	
MICHALSKI	2/26/2023	HLU*Hulu 1802467695172-U		\$14.99	8090-100	
MICHALSKI	2/26/2023	Netflix.com		\$19.99	8090-100	
MICHALSKI	2/27/2023	Disney Plus		\$7.00	8090-100	
TERRILL	2/28/2023	Disney Plus		\$7.00	8090-100	
TERRILL	2/28/2023	HLU*Hulu 1804006091809-U		\$14.99	8090-100	
TERRILL	2/28/2023	Netflix.com		\$19.99	8090-100	
TERRILL	3/1/2023	HELP.HBOMAX.COM		\$15.99	8090-100	\$204.89
MILFAJT	2/21/2023	DEMCO INC		\$295.33	8130-100	
MILFAJT	2/21/2023	ULINE *SHIP SUPPLIES		\$318.00	8130-100	\$613.33
JAKACKI	2/13/2023	MANGOAPPS	PREPAID 12/2023- 12/2024	\$499.00	8247-100	\$499.00
MICHALSKI	2/8/2023	USPS PO 1646800050		\$29.08	8540-100	
MILFAJT	2/21/2023	ULINE *SHIP SUPPLIES		\$48.65	8540-100	
MICHALSKI	2/21/2023	USPS PO 1646800050		\$14.54	8540-100	
JAKACKI	2/23/2023	USPS PO 1646800050		\$2.71	8540-100	
MICHALSKI	3/3/2023	USPS PO 1646800050		\$3.47	8540-100	\$98.45
JAKACKI	2/15/2023	CHICAGO BOOKS & JOURNALS		\$51.13	8550-100	\$51.13

Bankcard Processing Center

March 2023 - by Account

Name	Tran Date	Merchant Name	Note	Amount	Account #	
JAKACKI	2/12/2023	AMZN Mktp US*HE5FW8BV0		\$50.37	8570-100	
SCHNAEBELE	2/21/2023	THE HOME DEPOT #1920		\$47.41	8740-100	
JAKACKI	2/11/2023	AMZN Mktp US*HE8JF4V00		\$15.49	8750-100	
JAKACKI	2/11/2023	ILLINOIS LIBRARY ASSOC		\$100.00	8750-100	
JAKACKI	2/13/2023	AMZN Mktp US*HE9FQ44Z1		\$140.97	8750-100	
SCHNAEBELE	2/21/2023	THE HOME DEPOT #1920		\$45.97	8750-100	
SCHNAEBELE	2/27/2023	THE HOME DEPOT 1969		\$300.98	8750-100	
SCHNAEBELE	3/2/2023	THE HOME DEPOT #1969		\$149.81	8750-100	\$851.00
JAKACKI	2/19/2023	WALMART.COM		\$1.10	8760-100	
JAKACKI	2/19/2023	WALMART.COM		\$39.88	8760-100	
JAKACKI	2/20/2023	DEL CARMEN BAKERY		\$67.52	8760-100	
JAKACKI	3/2/2023	WALMART.COM 8009666546		\$54.44	8760-100	\$162.94
MAY	2/6/2023	NATIONAL CRIME SEARCH		\$55.90	8945-100	
JAKACKI	2/11/2023	AMZN Mktp US*8D2A78BP3		\$11.95	8945-100	
MAY	3/1/2023	POSITIVE PROMOTIONS		(\$358.55)	8945-100	(\$290.70)
TERRILL	2/23/2023	AMERLIBASSOC ECOMMERCE		\$133.00	8960-100	\$133.00
MAY	2/15/2023	MGMT ASSC OF IL		\$295.00	8980-100	
JAKACKI	3/8/2023	NFP Resources		\$50.00	8980-100	
JAKACKI	3/8/2023	NFP Resources		\$50.00	8980-100	
JAKACKI	3/8/2023	NFP Resources		\$50.00	8980-100	
JAKACKI	3/8/2023	NFP Resources		\$50.00	8980-100	
JAKACKI	3/8/2023	NFP Resources		\$50.00	8980-100	
JAKACKI	3/8/2023	NFP Resources		\$50.00	8980-100	
JAKACKI	3/8/2023	NFP Resources		\$50.00	8980-100	\$695.00
				\$4,488.41	TOTAL	\$4,488.41
BANKCARD PROCESSING CENTER						
PO BOX 6818						
Carol Stream, IL 60197-6818						

Process Date Range: 02/07/2023-01 to 02/21/2023-01

Travel Reimbursement
February

Employee	Amount
Baseley, Steffanie L.	\$31.43
Hodgson, Amy	\$1.25
Kordistos, Skye	\$16.90
Michalski, Brent M.	\$13.89
Totals -- Travel Reimbursement	
4 Employees	\$63.47

Report Totals

Description	Employees	Amount
Travel Reimbursement	4	\$63.47
Totals	4	

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

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

<u>VENDOR</u>	Account - General Fund <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
Waste Connection	Waste	\$ 488.45	8745-100	02/03/23	EFT
First Communications	VOIP Phones	\$ 1,619.92	8320-100	02/06/23	EFT
Harland Clarke	Check Order	\$ 140.85	8120-100	02/01/23	EFT
Comcast	Internet	\$ 424.80	8325-100	02/01/23	EFT
	subtotal for account	\$ 2,674.02			

	Account - HSA/Building				
Old National Bank	Employer contributions HSA	\$ 500.00	8940-100	02/08/23	EFT
Old National Bank	Employee contributions HSA	\$ 584.61	8940-100	02/08/23	EFT
Old National Bank	Employee contributions HSA	\$ 584.61	8940-100	02/22/23	EFT
	subtotal for account	\$ 1,669.22			

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

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

GRAND TOTAL CHECKS ISSUED \$ 4,343.24

February 20, 2023

McHenry County College
Attn: Delia Rodriguez, Director of Adult Education
8900 U.S. Hwy 14
Crystal Lake, IL 60012-9902

Dear Director Rodriguez,

As the Executive Director of the McHenry Public Library District, I want to share our continued and wholehearted support of the McHenry County College's (MCC) Adult Volunteer Literacy program and grant submission. By receiving this funding, they will continue to offer necessary English Language Learning (ELL), High School Equivalency (HSE), and Adult Basic Education (ABE) opportunities to the McHenry County community.

We, like you, have seen continued interest in ELL, HSE, and ABE opportunities as McHenry County continues to grow. Due to our firsthand experience with the Adult Volunteer Literacy Program, Library staff is highly comfortable recommending MCC's program since they know the patron will receive individualized attention, dedicated Volunteers, and the benefit of years of experience from a successful program.

MCC's Literacy Volunteers and their students are frequent visitors to the McHenry Library. By meeting at the Library, they have a space, but also, the Volunteer has all the resources the Library offers to help enrich and expand their student's learning experience. Literacy Volunteers often help their students get library cards, assist with computer usage and other technologies, and navigate the Library. In addition, Library staff work with the Volunteer to offer personalized one-on-one tours and find materials and services to help the student dive deeper into learning for personal and professional growth and recreation.

Over the years, we have seen how the MCC Adult Literacy Volunteer program has helped their students achieve fluency in the English language or workplace skills that have helped them obtain a job. Along the way, the students gain something equally valuable: a support system and a strong sense of belonging to a community committed to helping them succeed. By funding this program, you help ensure that this valuable and meaningful opportunity continues to be offered to community members.

If you have any questions or would like to know more about how the McHenry County College and the McHenry Public Library District work together to support the ELL, HSE, and ABE mission in the community, please feel free to contact me.

Thank you for your time and consideration.

Sincerely,



Lesley Jakacki
Executive Director
ljakacki@mchenrylibrary.org

Cindy Bateman, President
McHenry American Legion Auxiliary Unit 491
1331 N. Riverside Drive
McHenry, IL 60051

March 10, 2023

Dear President Bateman,

Thank you to the McHenry American Legion Auxiliary Post 491 for your \$50.00 donation to McHenry Public Library District to purchase military related books for the library. Staff are selecting appropriate titles and we will let you know how it was used.

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

With appreciation,

Kathy Milfajt
Technical Services Manager

McHenry Public Library District

LIBRARIAN'S REPORT

MARCH 2023

Administration

- The Library closed early at 5:00 p.m. on February 16 and 22 due to inclement weather conditions.
- Eight staff members became Deputy Voter Registrars by attending training and taking their Oath at the McHenry County Clerk's Office.
- L. Jakacki is continuing to work with the Illinois State Treasurer's Office to set-up ePay as our online payment system for fines and fees.
- The Library's all-staff In-Service Meeting was on February 3. Staff in attendance completed Overdose Prevention & NARCAN Training with the Live4Lali organization. Staff can identify the signs of an opioid overdose and know how to administer NARCAN while first responders are coming. The Library keeps doses of NARCAN on-site in case of an opioid overdose. Staff also continued the conversation regarding their Totally Responsible Person training.
- Building Services and Youth Services worked together to get the Discovery Hub put back together and ready for patron use again. The Hub reopened on March 8.
- L. Jakacki completed the library's Annual Certification for Illinois State Library system membership.

Adult Services

- D. Gaudio had a conversation with a patron where they stated "You have to understand, I have zero artistic ability. My first class was a stretch to even walk in the door let alone "create" something. But thanks to Mallory's welcoming and positive attitude towards all participants, I immediately felt at ease and actually had fun!! This is my third class and I look forward to the next one."
- E. Bily had three patrons join my Book Group this month that have never previously attended- two of which recently moved to the area. They felt February's pick was a fantastic read and were eager for more happy-ending rom-coms in the future. The group discussed how many of the selections in Contemporary Group go on to become miniseries (*Daisy Jones & the Six*, *Nine Perfect Strangers*, *Normal People*, etc.) and other enjoyable genres, and Bily informed them about our other Book Discussion Groups. They seemed particularly interested in the Mystery Group.
- A. Moreno-Lomeli helped a patron access a YouTube video on changing brakes. She mentioned the Chilton's Automotive Repair Database and showed them how to access information. They expressed that the information was exactly what they wanted and asked to print out the guide in the database.
- Jeff Varda and T. Hillier met the American Studies classes at West Campus on Feb 1. They are doing a local history project and Hillier was there to assist the students and promote materials and sources we had at the library. After we met up with the kids, several either got in touch with Hillier for research assistance or came to the library to research in the Genealogy Room.

- A patron wanted to know how the paper shredding event worked, when it would be held, and if staples need to be removed. K. Kimbrel found the event on the library event calendar, and told the patron the date and time of the event. Kimbrel then read the instructions for the paper shredding to the patron. The patron was very happy to learn that staples do not need to be removed.
- The Questions Desk staff participated in 77 live chats in the month of February.

Circulation

- We had a great community response to our Half Price Fines Event. During the event, which took place from February 1-18, 2023, 82 cardholder accounts were unblocked. These cardholders were immediately able to resume using our services. During this time, we collected \$2035.20 in revenue.
- Circulation is currently working on several projects, including updating our shelf reading lists and assignments, and revising our cart staging guidelines. We anticipate going live with both projects in April.

Human Resources

- Recruitment preparation for several positions has been a priority. Our Youth Service Department Manager position should be filled within the next several weeks. Others are being reviewed and updated based on current department essential job duties and will be posted in the very near future.
- Recruitment and Onboarding have started to become implemented into the Paylocity system and will be ready to utilize in March for recruitment purposes.
- Budget preparation was also a major focus in the month of February.
- J. Lowrey separated from her Circulation Clerk position here at the Library.
- K. Voegtle separated from her Interlibrary Loan position at the Library.
- Our current headcount for February was; 30; 19 FT (37.50 hours weekly) and 11 PT staff members.
- Average merit increases for FY 22/23 (year-to-date) is 1.69%
- We had no staff milestone anniversaries this month.

Technical Services

- S. Roitberg attended the Collection Development meeting to present the New Collections Planner, which will streamline the communications between materials selectors and Technical Services staff and provide a single place for all parties to find relevant information. She has updated the form with the comments and suggestions provided by Committee members.
- K. Meadows finished the annual magazine weeding and created the rack cards for the Bi-folkal kits.
- K. Walker registered a person to vote within days of his Voter Registrar training. He received a notable amount of programming supplies this month and commented that "It gives me a smile to see many of the various ingredients that go into some of our events."

Technology

- 2/1 - TBS was on site to install bill recyclers at the two most used of our four coin towers. TBS provided training to staff on using and maintaining the recyclers.
- 2/17 - IT attended training from Unitrends on backup recovery. This is included as part of our annual service with them.
- IT continued working to setup Duo for staff. All staff should be enrolled in MFA by March 17th and have received their key fobs.

Youth Services

- J. Einoris helped a patron over the phone who was looking for audiobooks on CD for her daughter to listen to while going to sleep because her daughter gets scared. Einoris was able to find some possibilities in the audiobooks shelved at the end of Junior Fiction.
- S. Baseley had a parent talk to her about how much the parent values our toddler and preschool storytimes and how she has seen immense growth in her 3-year-old since he started attending our programs.
- A. Maifield had several kids return to Read Fur Fun from previous months, two of which are twins who struggle with reading comprehension. The father said that this program has helped them immensely, and he even said he noted down when registration opens for next month!
- B. Salazar had a conversation with a patron, she was told how the patron was struggling to start looking for a job with her degree from Mexico. Salazar offered to help with gathering information on who to contact to transfer all her credits. The Illinois State Board of Education website was very helpful for her. Now, she comes in and updates Salazar on her job search and how she has applied to a couple of places.
- S. Kordistos wasn't able to have Baby Storytime back in January due to a conflict, so this month was the first month back after the holidays. Kordistos had many of my regulars come back as well as some new babies whose siblings she'd met previously. Kordistos had new parents thanking her for doing this, saying they will be back again. It's so great to know these storytimes have a huge impact on the kids and parents.

Upcoming Events

- April 9—Library Closed for Holiday
- April 15—Friends of the Library Drive Up Book Donation Day
- April 21—Library Closed from 9-1 for staff training
- April 29—Community Shredding Event at the Library

Patron Communications


- Please open the Discovery Hub again. It would be so nice for the kids. Parents are traveling to different libraries for their kids to have a better experience @ the Library. – Anonymous
- Good morning! I'm writing to check the status on the reopening of the children's play area in the library. I asked about it in the fall and was told after the new year. Please bring back the kids' space! -- Thank you, Vicki Ohalleran
- Hi, is there any update to when the Discovery Hub will be opened again?—Jessica Panos
- When will the children's discovery hub for kids reopen at our Mchenry library?
I've asked this question multiple times and keep getting the same answer...
"when Covid numbers go down" Every other library in the area has their children's areas open I don't understand how Mchenry library is able to hold meetings for LGBTQ groups and others but are unable to open an area for our children ? – Sandra O.

- *Director's response to those patrons who left contact information: "Thank you for your email and your patience in my getting back to you. The Library is looking forward to having the Discovery Hub open as well and is actively working on getting it up and running again. Unfortunately, once we started removing items stored in the room during the pandemic, we realized that the room was not in the condition to open to the public, especially for young children. The room requires additional repair and replacement, such as carpet replacement, issues with the external emergency exit door, the fire panel located in the room, and wall damage. Like many employers, the Library has been short-staffed, which has significantly affected our building services department, which is responsible for these repairs. While we have, over the past few months, been able to get that department fully staffed again, they have focused on repair and maintenance of higher priorities items like replacements to our emergency exit lights, HVAC unit replacement, and the disintegration of some areas in our parking lot.*

The Library has been able to hold programming and events in our meeting and conference rooms because those rooms did not require any additional work to be fully functional again.

Now that those higher-priority repairs and replacements have been handled, we can focus again on the Discovery Hub and hope to have it reopened by the end of February, but that date could be pushed back if emergency building issues do pop up."

- Hi, Can you please allow the shift network to be used here in the library? They offer diverse range of healing topics. Also, I used to be able to reach mighty networks before there new computers arrived. Now that also seems to be clocked. Thanks.—Sherry Colasi
 - *The Adult Services Manager contacted the patron and they were able to reach those sites so it seemed that the problem was on the website's end and not with the Library's computers.*
- Would love to see the library have an APP! – Anonymous
- Woodstock Public Library has a wonderful food pantry to use or donate for those in need. Also, accepts donations of coats, hats, scarves, gloves, socks, etc. for the less fortunate. Very impressive! It's located in the exit/entry foyer. My suggestion is that McHenry Public Library utilize their lobby for a similar program. I would certainly donate. – Mary
- Afternoon card and game day for seniors and housewives. – Anonymous



scott lewis (Mr. McHenry)
 Local Guide · 108 reviews · 1 photo
 ★★★★★ 15 hours ago **NEW**

Equipment I needed worked beautifully

👍 Like

Response from the owner 3 minutes ago
 Scott, we are glad to hear that!

✎ Edit 🗑 Delete



Thu 11:20 AM

Stephanie & Skye really put together great events. Thanks for hosting! 🥰



John Dendor

153 reviews

★★★★★ 3 days ago **NEW**

They updated their checkout process! Now you can self scan everything, and the best part is, all the media now has RFID tags in them. I have a degree in IT and I was still blown away when I put a stack of 10 CDs on the scanner and they all rang up instantly

Update: I just discovered their "Library of Things", which includes a Telescope, cellular hotspot, and a Video Converter! I just spent the past week digitizing over 20 hours of memories that were trapped on VHS-C. This saved me so much money over going to a professional service



↩ Reply 👍 Like

Response from the owner just now

Thank you, John, for sharing your experience with our digitizing equipment! We are glad it was a positive one for you!

FAQ - Decennial Committees on Local Government Efficiency Act

On June 10, 2022, the Illinois General Assembly enacted [PA 102-1088](#) creating the “Decennial Committees on Local Government Efficiency Act” (“**Act**”).

When does the Act take effect?

The effective date of the Act is June 10, 2022.

What is the purpose of the Act?

The Act requires certain units of local government to (1) form a committee to study local efficiencies and (2) create and file with the county board a report with recommendations regarding efficiencies and increased accountability. Contrary to language in an earlier version of SB 3789, the Act does **not** require a committee to study whether a governmental unit should consolidate with another governmental unit, municipality, or county.

What local governments are required to comply with the Act?

The Act requires “governmental units” to comply with the Act. Section 5 of the Act defines a government unit to include all units of local government that can levy any tax, except those government units that are expressly exempted from the Act, as discussed below.

What local governments are not required to comply with the Act?

The Act’s definition of “governmental unit” specifically excludes municipalities and counties. So, municipalities and counties are not required to comply with the Act.

When must a governmental unit establish a committee?

Section 10(a) of the Act requires that within 1 year after the effective date of the Act **and** at least once every 10 years thereafter, each governmental unit subject to the Act must form a committee to study local efficiencies and report recommendations regarding efficiencies and increased accountability to the county board in which the governmental unit is located.

When does a committee dissolve?

Section 30 of the Act states that after a committee has made the written report required under Section 25, the committee is dissolved until it is reestablished with newly appointed members on the 10th anniversary of the initial committee’s formation and every 10th year thereafter.

What are the duties of a committee?

- ***Mandatory Duties***

Committees formed under the Act are required to:

- Study the governmental unit’s governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with

other governmental units and the State of Illinois.

- Collect data, research, and analysis as necessary to prepare a written report required in Section 25 of the Act; and
- Summarize the committee's work and findings in a written report. This report must include recommendations in respect to increased accountability and efficiency. The committee must provide the report to the county board in which the governmental unit is located no later than 18 months after the committee is formed.
- ***Voluntary Duties***

In addition, section 10(c) of the Act states that a committee *may*

- Employ or use the services of specialists in public administration and governmental management and any other trained consultants, analysts, investigators, and assistants it considers appropriate; and
- Seek assistance from community colleges and universities as necessary to prepare the written report required in Section 25 of the Act.

Who is required or permitted to serve as a member of a committee?

- ***Mandatory Committee Members***

Section 10(b) of the Act provides that each committee is to consist of the following members:

- (1) the elected or appointed members of the governing board of the governmental unit;
- (2) at least 2 residents of the governmental unit who are appointed by the chair of the board of the governmental unit, with the advice and consent of the board; and
- (3) any chief executive officer or other officer of the governmental unit.

The president or chair of the governing board of the governmental unit or his or her designee serves as chair of the committee.

Since the "chief executive officer" of many local government units would already be included in the first category of members (listed as (1) above), local governments might consider having the chief administrative officer (i.e., executive director or other administrative officer) serve on the committee to satisfy the third category of members (listed as (3) above).

- ***Voluntary Committee Members***

The chair may appoint other members to the committee as the chair deems appropriate.

What happens if there is a vacancy on a committee?

Section 10(d) of the Act provides that if a vacancy occurs in one of the three categories of mandatory committee members specified in section 10(b) of the Act, that vacancy must be filled by another person in that vacated category.

Are committees subject to the Open Meetings Act?

Yes. Section 20 of the Act expressly states that committees formed under the Act must meet in accordance with OMA requirements.

What meeting requirements does the Act impose on committees?

Section 20 of the Act requires each committee to meet at least 3 times. Although the Act does not provide any guidance on when those 3 meetings must take place, since the committee only issues one report in a 10-year period, and the committee dissolves after that report is issued, it seems reasonable to interpret this to require 3 meetings during the committee's existence (not per year).

A committee can meet during the regularly scheduled meetings of the governmental unit if:

- (1) the committee provides separate notice under the OMA;
- (2) the committee meeting is listed as part of the governmental unit's agenda; and
- (3) a majority of committee members are present at the committee's meeting.

The Act also requires that each committee meeting must be open to the public and provide an opportunity for any person to be heard at the public hearings for at least 3 minutes. However, the Act permits a committee to require speakers to register to speak during public comment.

Finally, the Act requires the committee to conduct a survey at the end of a meeting of residents in attendance to ask for input on the matters discussed at the meeting.

Is a committee subject to FOIA?

Yes. Under Section 20 of the Act, a committee is a separate public body subject to FOIA. Also, Section 25 of the Act requires that the written report produced by a committee under section 25 of the Act is considered a public record that is available for inspection or copying under FOIA.

Is a governmental unit required to provide services to a committee?

Yes. Section 10(e) of the Act requires each government unit to "provide administrative and other support to its committee." A government unit might consider providing "support" in the form of staffing support, meeting space, financial support, and other reasonable support necessary to fulfill a committee's obligations and objectives under the Act.

Are committee members entitled to compensation under the Act?

No. Section 10(b) of the Act expressly provides that committee members serve without compensation. However, committee members can be reimbursed by the governmental unit for their expenses incurred in performing their duties under the Act.

Is the State of Illinois required to reimburse governmental units for implementing any requirements under the Act?

No. PA 102-1088 amends the State Mandates Act (30 ILCS 805/8.46) to expressly state that "no reimbursement by the State is required for the implementation of any mandate created by the Decennial Committees on Local Government Efficiency Act."

Compliance with the Decennial Committees on Local Government Efficiency Act

 municipalminute.anceglglink.com/2023/03/compliance-with-decennial-committees-on.html

Tuesday, March 07, 2023 [Julie Tappendorf](#)

On June 10, 2022, Governor Pritzker signed the Decennial Committee on Local Government Efficiency Act, 50 ILCS 70/1 *et seq.*, into law. This law requires all Illinois local governments that impose a tax (as defined in the Act and excepting municipalities and counties) to convene a committee to study and report on local government efficiency. There are certain actions impacted local governments must take to begin compliance with this law by no later than June 10, 2023.

Under this law, impacted local governments must:

1. Form a committee to study local efficiencies and meet for the first time no later than June 10, 2023.
2. Have the committee meet at least three times.
3. Prepare a written report with recommendations (if any) on efficiencies and increased accountability.
4. File the report with the county (or each county in which your local government is located).

WHO HAS TO COMPLY?

The Act applies to "all entities that levy taxes and are also units of local government, as defined in Section 1 of Article VII of the Illinois Constitution, except municipalities and counties."

WHO HAS TO BE ON THE COMMITTEE?

Section 10(b) of the Act specifies that the committee's membership must include the elected or appointed members of the governing board. In addition, it must include any chief executive officer (such as an executive director, administrator, or manager) and "other officer" of the local government. The committee must also include at least two residents within the territory served by the local government who are appointed by the committee chair. The committee chair can also appoint others to serve on the committee. Committee members are not compensated but can be reimbursed for any committee-related expenses.

WHAT DOES THE COMMITTEE HAVE TO DO?

The committee is required to meet at least three times, with the first meeting occurring no later than June 10, 2023. The committee meeting can be the same day as the governing body's board meeting. It can even be a part of the regular board meeting, provided the committee meeting is listed as a part of the meeting agenda and there is a majority of the committee members present. All other requirements of the Open Meetings Act (notice, minutes, etc.) also apply to these committee meetings.

WHAT NEEDS TO HAPPEN AT THESE COMMITTEE MEETINGS?

The committee must “summarize its work and findings within a written report, which must include recommendations in respect to increased accountability and efficiency and must provide the report to the county board in which the governmental unit is located no later than 18 months after the formation of the committee.” The goal is for the committee to study and report on local government efficiencies. Ultimately, this can be as simple or complex as you make it.

First meeting: This meeting would essentially be an “organizational” meeting to identify committee members, set deadlines for next steps, designate different committee members to compile information and identify efficiencies the local government currently has in place, and whether there are increased opportunities for efficiency and whether there are additional opportunities for accountability. This would include identifying any intergovernmental agreements currently have in place, or whether there are additional opportunities for intergovernmental cooperation (sharing equipment, personnel, resources, etc.). The committee can also discuss at this meeting whether the committee members want to gather and analyze information, or whether it wants to employ specialists in public administration and governmental management or other consultants. Keep in mind, however, that this law is an unfunded mandate, so payment for anyone hired by the committee will have to come from existing funds.

Second meeting: This meeting could be used to take the information gathered by the committee and compile it into a draft report. The committee can also identify any additional information that might be needed to prepare a final report.

Third meeting: At this meeting, the committee can finalize and approve the report.

Remember, the Act requires a *minimum* of three meetings but a committee could have as many meetings as it needs or wants. These meetings could be held throughout the year leading up to the report deadline, which is 18 months after the first committee meeting.

Additional Requirements: At the end of each meeting, the committee must “conduct a survey of residents who attended asking for input on the matters discussed at the meeting.” A committee could poll the people present at the meeting while at the meeting or send out an email survey to those attendees who provided an email address.

WHAT DO WE DO WITH THE REPORT ONCE IT HAS BEEN PREPARED?

Section 25 of the Act requires the committee to provide its report to the county board.

Post Authored by Keri-Lyn Krafthefer, Ancel Glink

No Comments

Breaks- PROPOSED

(approved 09/2014; revised XX/XX/2023)

This policy establishes meal, rest, and nursing break requirements at the McHenry Public Library District (MPLD) in accordance with the Fair Labor Standards Act and Illinois' One Day Rest in Seven Act (820 ILCS 140/).

Unpaid Breaks

Meal Breaks

Employees who work more than six (6) hours are required to take an uninterrupted meal break of 30 minutes, preferably away from the work area. Unpaid meal breaks are to start no later than five (5) hours after the start of the work shift. An employee who works in excess of seven and a half (7 ½) continuous hours shall be entitled to an additional 20-minute meal break for every additional four and a half (4 ½) continuous hours worked.

Any non-exempt employees who do not receive an uninterrupted meal break of 30 minutes must notify their manager. If an employee is interrupted more than twice and/or for more than a total of four (4) minutes for work-related tasks, the employee should be paid for the 30 minutes, and the meal break should restart or be rescheduled for later in the shift.

Paid Breaks

Scheduled Rest Breaks

Generally, most departments at MPLD allow for the appropriate amount of break time within the work day as needed.

Employees are permitted a 15-minute paid break after every four (4) hours of scheduled consecutive hours of work per shift. Managers should identify standards for breaks in their area and communicate with employees. Breaks are to be utilized consistently for all employees.

Break Time for Nursing Mothers (820 ILSC 260/10)

Reasonable break periods will be provided for nursing mothers to express breast milk for one (1) year after the child's birth. In addition, designated locations, other than restrooms, shielded from public view and free from intrusion from coworkers and the public will be provided.

The break time may run concurrently with any break time already provided to employees. Nursing mothers are also entitled to a reasonable number of additional paid breaks to allow them to express milk. Departments shall provide reasonable break time as needed by the employee unless doing so would create an undue hardship as defined by the Illinois Human Rights Act.

Break Guidelines

1. Managers reserve the right to schedule and change break times to ensure department needs are being met.
2. An employee is not permitted to accumulate unused meal or rest breaks, nor may the break be used to cover an employee's late arrival or early departure from work.
3. Employees on a paid break should remain in the work area or in close proximity to be available as needed.
4. The attendance policies address unapproved extended breaks.

Breaks-CURRENT

(approved 09/2014)

Policy

Employees are provided a 30-minute unpaid meal break when working 6 or more consecutive hours.

Guidelines And Practices For Implementation

Meal breaks are scheduled by the department or division supervisor and are scheduled to meet departmental and library scheduling requirements. Any request for a longer unpaid meal break is subject to approval by the employee's supervisor. Employees may leave the building during unpaid meal breaks. In addition, employees are entitled to a paid 15-minute rest break for every 4 consecutive hours of employment. The department or division supervisor schedules rest breaks. Since employees are "on call" during a paid rest break, they are expected to remain in the building during rest breaks. Neither rest breaks nor meal breaks may be used to lengthen or shorten a workday. In an unusual circumstance, the employee's immediate supervisor may approve an exception to this policy so long as there is no disruption to normal library service. An employee may not request nor may a supervisor grant this permission on a regular basis or as a normal employment or scheduling practice.

Work Week--PROPOSED

(approved 09/2014; revised XX/XX/2023)

The official workweek at the McHenry Public Library District for employee payroll and scheduling begins at midnight on Sunday and ends at 11:59 p.m. Saturday.

Each department determines the work schedule for employees as necessary per our Work Schedules policy.

Work Week-- CURRENT

(approved 09/2014)

Policy

The workweek generally runs from Sunday through Saturday.

Guidelines And Practices For Implementation

From time to time, it may become necessary for the library to change the definition of the workweek. Whenever possible, employees will usually be given at least two weeks' notice before any changes are put into effect. Employees will be notified of a change in the workweek by a written message placed in each employee message center or inserted into each employee's paycheck.