



## McHenry Public Library District

809 Front Street  
McHenry, Illinois 60050  
Phone: 815.385.0036  
[www.mchenrylibrary.org](http://www.mchenrylibrary.org)

**McHenry Public Library District  
Board of Library Trustees Regular Meeting  
Tuesday, August 15, 2023, 7:00 p.m.  
Meeting Rooms #135 & #136**

### **AGENDA**

- I. CALL TO ORDER** – Charles Reilly, President
- 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. DECENNIAL COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY MEETING**
- VII. SECRETARY'S REPORT** – Monica Leccese, Secretary
  - A.** Approval of Minutes of the July 18, 2023, Regular Meeting.
- VIII. TREASURER'S REPORT** –Terry Weingart, Treasurer
  - A.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for July/August 2023, Additional Bills and Petty Cash and Credit Card Reports
- IX. COMMUNICATIONS**
  - A.** Letter to the family of Joan Lavin in recognition of a donation
  - B.** Letter from FISH of McHenry in recognition of half-price fines donation
  - C.** Letter acknowledging donation from Blake Brittain of The H.E. Collectibles
- X. LIBRARIAN'S REPORT**
  - A.** Librarian's Report
  - B.** Updates on Projects
- XI. OLD BUSINESS**
  - A.** Trustee Vacancies and Appointments
    - 1.** Interviews of candidates J. Walrath and N. Wallace for Trustee vacancy
  - B.** Fire panel replacement quote
- 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).

The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(3)

**XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION**

**XIV. NEW BUSINESS**

- A.** FY 2022/23 Illinois Public Library Annual Report (IPLAR)
- B.** Vacant Building Incentive Program--Delights Enterprises LLC
- C.** 2024 In-Service Dates Request for Closing
- D.** Policies
  - 1.** Military Leave-Proposed Update
  - 2.** Holidays- Proposed Update
- E.** Annual Review and Compensation of Executive Director

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

**XVI. ADJOURNMENT**

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

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



**McHENRY PUBLIC  
LIBRARY DISTRICT**  
WISDOM • KNOWLEDGE • DREAMS

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**McHenry Public Library District  
Decennial Committee on Local Government Efficiency Meeting  
Tuesday, August 15, 2023, 7:00 p.m.  
(During the Regular Meeting)  
Meeting Rooms #135 & #136**

**AGENDA**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PUBLIC COMMENT**
- IV. APPROVAL OF MINUTES OF THE MAY 16, 2023, COMMITTEE MEETING**
- V. SUMMARY OF REPORT PROGRESS**
- VI. IDENTIFY ADDITIONAL GOVERNMENTAL EFFICIENCIES**
- VII. SET THE DATE FOR THE NEXT DECENNIAL COMMITTEE MEETING**
- VIII. SURVEY OF RESIDENTS IN ATTENDANCE FOR INPUT ON MATTERS DISCUSSED IN THE MEETING OF THE MCHENRY PUBLIC LIBRARY DISTRICT DECENNIAL COMMITTEE OF GOVERNMENTAL EFFICIENCY**
- IX. ADJOURNMENT**

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**MINUTES**  
**McHenry Public Library District**  
**Decennial Committee on Local Government Efficiency**  
**Committee Meeting**

**Date:** May 16, 2023  
**Time:** 7:00 P.M.  
**Location:** Library Meeting Rooms # 135 & 136

- I. CALL TO ORDER**—Charles Reilly, President  
President Reilly called the committee meeting to order at 7:05 p.m.

- II. ROLL CALL** –Monica Leccese, Secretary

**Members Present:** Bud Alexander, Georgann Caputo, Bill Edminster, Monica Leccese, Charles Reilly, Terry Weingart

**Also Present:** Lesley Jakacki, Executive Director  
Michele Madsen, Resident  
Jennifer May, HR Generalist  
Kathy Milfajt, Technical Services Manager  
Zach Terrill, Adult Services Manager

- III. PUBLIC COMMENT**  
None.

- IV. SUMMARY OF REPORT PROGRESS**

Director Jakacki shared the sample Decennial Committee on Local Government Efficiency report Ancel Glink and RAILS created. The committee reviewed the various sections to understand better what deliverables are expected.

- V. IDENTIFY ADDITIONAL GOVERNMENTAL EFFICIENCIES**

The Committee discussed what governmental efficiency regarding a public library is. They began to list how the Library currently works with other local governments, quasi-governments, and community organizations to partner to resource share, utilize each other's strengths, and provide services to our communities.

We also brainstormed what future governmental efficiencies could look like for a public library.

Committee members were directed to continue developing a list of current and past partnerships and to brainstorm future partnerships that would provide governmental

efficiency to our service area for the next meeting.

**VI. SET DATE FOR NEXT DECENNIAL COMMITTEE MEETING**

Reilly moved, and Leccese seconded a motion to schedule the next Decennial Committee on Local Government Efficiency meeting for Tuesday, August 15, 2023, at 7:00 p.m. in the Library's meeting rooms.

**Roll Call vote:**

Ayes: Alexander, Caputo, Edminster, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**VII. SURVEY OF RESIDENTS IN ATTENDANCE FOR INPUT ON MATTERS DISCUSSED IN THE MEETING OF THE MCHENRY PUBLIC LIBRARY DISTRICT DECENNIAL COMMITTEE OF GOVERNMENTAL EFFICIENCY**

No comments from residents in attendance.

**VIII. ADJOURNMENT**

Alexander moved, and Reilly seconded a motion to adjourn the meeting at 7:30 p.m.

**Roll Call vote:**

Ayes: Alexander, Caputo, Edminster, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

APPROVED by the Decennial Committee on Local Government Efficiency  
this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

AYES:

NAYES:

ABSTAIN:

ABSENT:

Approved,

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Monica Leccese, Secretary  
McHenry Public Library District Board of Trustees



**McHENRY PUBLIC  
LIBRARY DISTRICT**  
WISDOM • KNOWLEDGE • DREAMS

## **McHenry Public Library District**

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

**Date:** July 18, 2023

**Time:** 7:00 P.M.

**Location:** Library Meeting Rooms # 135 & 136

**I. CALL TO ORDER** – Charles Reilly, President

**II. ROLL CALL** – Monica Leccese, Secretary

**A.** Oath of Offices for Michele Madsen and Thomas Sutliff

As newly appointed trustees, Michele Madsen and Thomas Sutliff took their official oath of office.

**Members Present:** Bud Alexander, Monica Leccese, Michele Madsen, Charles Reilly, Thomas Sutliff, Terry Weingart

**Also Present:** Lesley Jakacki, Executive Director  
Jennifer May, HR Generalist  
Michael Schnaebeler, Building Services Manager  
Zach Terrill, Adult Services Manager  
Nikki Wallace, Resident

**III. PLEDGE OF ALLEGIANCE**

**IV. CORRECTIONS OR ADDITIONS TO THE AGENDA**

None.

**V. PUBLIC COMMENT AND RECOGNITION OF VISITORS**

No public comment.

**VI. SECRETARY'S REPORT** – Monica Leccese, Secretary

**A.** Approval of Minutes of the June 20, 2023, Regular Meeting.

Secretary Leccese informed the Board that she found no corrections needed to the minutes of the June 20, 2023, Regular Meeting.

Sutliff moved, and Weingart seconded a motion to approve the June 20, 2023, Regular Meeting minutes.

**Roll Call vote:**

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**VII. TREASURER'S REPORT** –Terry Weingart, Treasurer

Quarterly Review of Finances with Tom Coughlin, Governmental Accounting, Inc.,

Accountant Tom Coughlin from Governmental Accounting reviewed the year-end financials for the 2022-2023 Fiscal Year. He reported that the Library's revenue was at 92% of the budget and that operating expenses were well under budget (70%). He also noted that the Library's expenditures were under budget primarily due to personnel expenses which were almost 25% under budget. Accountant Coughlin reported that overall, the Library had an excellent fiscal year.

- A.** Approval of Monthly Financial Statements, Interim Check Reports, and Bill Reports for June/ July 2023, Additional Bills and Petty Cash and Credit Card Reports

Leccese moved, and Alexander seconded a motion to approve the Monthly Financial Statements, Interim Check Report and Bill Reports for June/ July 2023, Additional Bills, and Petty Cash and Credit Card Reports

**Roll Call vote:**

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**VIII. COMMUNICATIONS**

- A.** Letter to the McHenry Garden Club in recognition of a donation.

Director Jakacki informed the Board that this is an annual donation from the McHenry Garden Club towards purchasing materials about gardening, flora, and agriculture.

- B.** Letter to Bob Boerman from the Board of Trustees

- C.** Letter to Marion Reinke from the Board of Trustees

Director Jakacki informed the Board that these were letters drafted by President Reilly in response to the letters concerning LGBTQ+ representation in the library.

**IX. LIBRARIAN'S REPORT**

- A.** Librarian's Report

Director Jakacki shared that 438 patrons have registered so far for the Library's Summer Reading Program, which has a program for every age level. She also reported that during June, 298 meals were served as part of the Summer Lunch Program for anyone aged 18 and under.

- B.** Staff ALA Reports

Director Jakacki reported that 22 staff attended American Library Association's Annual conference on Saturday, June 24, at McCormick Place in Chicago.

Nineteen of those staff attended the exhibits-only portion, with booths from publishers highlighting upcoming titles, library technology like scanners, automated materials handlers, hold lockers and device lending kiosks, databases, furniture, and other Library adjacent vendors. Three staff, Zach Terrill, Shirley Roitberg, and Lesley Jakacki, attended various professional presentations throughout the day.

Secretary Leccese stated that she found the staff reports from ALA informative and that it was wonderful to read about all the various vendors the staff visited. The summaries of the presentations attended gave her more insight into what libraries around the country are offering their patrons.

**C. Updates on Projects**

Director Jakacki provided updates on the following projects:

- Water fountains by the back restrooms have been replaced.
- On June 24, when the Library was closed, the cork floors in the main room and all other tiled surfaces were cleaned and waxed.
- The two new microfilm readers were installed in the Local History room.
- The FY 22/23 Financial Audit is scheduled for the week of October 3, 2023.
- The Library is in the Fiesta Days Parade on Sunday, July 23, and Trustees are welcome to join us. A timeline will be emailed out once we receive our line-up information from the Chamber.

**X. OLD BUSINESS**

**A. RESOLUTION NO. FY 2022/2023-10 Honoring Trustee Susan Murphy**

Weingart moved, and Alexander seconded a motion to approve RESOLUTION NO. FY 2022/2023-10 Honoring Trustee Susan Murphy.

**Roll Call vote:**

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**B. Trustee Vacancies and Appointment**

Director Jakacki reviewed that the Library still has the unexpired 2-year term vacant and that we have a 90-day period to fill the vacancy. If it still needs to be filled by then, the County or State Library will assist in making an appointment. She has forwarded the newest applications received for the vacancy to the Board for their review.



## **XI. EXECUTIVE SESSION**

Weingart moved, and Sutliff seconded a motion to enter into an Executive (closed) session at 7:23 p.m. for the following purpose:

The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(3)

### **Roll Call vote:**

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: None

### **Motion Passed**

Alexander moved, and Leccese seconded a motion to leave Executive Session at 7:33 p.m.

### **Roll Call vote:**

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: None

### **Motion Passed**

## **XII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION**

None taken.

Director Jakacki was directed to contact the trustee candidates, Nikki Wallace, and Jack Walrath, and invite them to an in-person interview at the August 15, 2023, regular meeting.

## **XIII. NEW BUSINESS**

### **A. FY 2023/2024 Budget**

#### **1. Adoption of ORDINANCE NO. FY 2023/2024-02: an Ordinance Adopting a Tentative Combined Budget & Appropriations for FY 2023-2024.**

Director Jakacki reviewed the Tentative Combined Budget & Appropriations for FY 2023-2024 with the Board. The appropriation is the legal spending limit for the Library for FY23/24 and is set at 25% over the budgeted amounts.

Alexander moved, and Weingart seconded a motion to adopt ORDINANCE NO. FY 2023/2024-02: an Ordinance Adopting a Tentative Combined Budget & Appropriations for FY 2023-2024.

### **Roll Call vote:**

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

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

The Board is required to hold a public hearing on the Annual Budget and Appropriations Adoption. With the posting requirements for the hearing, we should schedule it for Tuesday, September 19, 2023, at 7:00 p.m. in the Library's Meeting Room.

Madsen moved, and Sutliff seconded a motion to schedule the Combined Annual Budget and Appropriations for FY2023-2024 public hearing for Tuesday, September 19, 2023, at 7:00 p.m. in the Library's Meeting Room.

**Roll Call vote:**

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

- B. RESOLUTION NO. FY 2023/2024-01 Annual resolution authorizing public library district non-resident cards

Director Jakacki stated that this is the annual requirement to participate in the non-resident card program. We continue to utilize the general mathematical formula to calculate a set rate for non-resident cards which would be \$209.17 for FY 2023-2024.

Sutliff moved, and Leccese seconded a motion to approve RESOLUTION NO. FY 2023/2024-01 Annual resolution authorizing public library district non-resident cards.

**Roll Call vote:**

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

- C. Adult Services Lead Job Description

Director Jakacki explained that as we are reorganizing some departments, we are looking for Adult Services to have the same structure as the Youth Services Department, which currently has a Manager and Lead. We now need a job description for an Adult Services Lead as this will be the first time the position is offered in the department, and all newly created positions are to be approved by the Board.

Leccese moved, and Alexander seconded a motion to approve the Adult Services Lead Job Description.

**Roll Call vote:**

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**D. Freedom of Information Act Policy (Updated)**

Director Jakacki stated that this is the annual update to the information in the Freedom of Information Act Policy, which requires us to post information about the public body on our website. Also, there was an addition to the FOIA request response time section to indicate the time allowed for a commercial request.

Weingart moved, and Sutliff seconded a motion to approve the updated Freedom of Information Act Policy.

**Roll Call vote:**

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**E. Approval of the FY 2022/23 Secretary's book**

Vice President Alexander and Secretary Leccese both stated that they reviewed the FY 2022/23 Secretary's book and found its contents complete, accurate, and in order and would recommend its approval.

Weingart moved, and Madsen seconded a motion to approve the FY 2022/23 Secretary's book.

**Roll Call vote:**

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**F. Fire panel replacement quote**

The Board reviewed the fire panel replacement quote, which is for the replacement of the Library's main fire panels, and existing emergency equipment like fire pulls, emergency lighting strobes, and smoke detectors. Director Jakacki informed them that we had contacted four vendors for quotes and only received one in return. The Board wanted additional information about warranties, permits, and hourly rates for repair work and would revisit the quote at the August Board Meeting.

No action was taken.

**G. Collection Development Policies**

President Reilly asked Director Jakacki for a brief overview of how materials are selected for the library. She shared that select staff in Youth and Adult Services who have been trained select materials for the collection based on the Collection Development policies and best practices in collection development. They pay attention to reviews in professional review journals, bestseller lists, community demographics, and usage trends of similar materials/topics, among other things. Selectors are assigned specific areas, so they become familiar with the collection and are supervised by their department managers who are responsible for that area's collections.

Vice President Alexander voiced his concerns again about some materials in the Adult Manga/Graphic Novel section that he had previously brought to our attention. Director Jakacki stated that the Adult Services Manager had previously reviewed the collection for the content brought up but did not locate them. Vice President Alexander thought it would be helpful if the Board were made aware of controversial selections before a public member brought it to their attention. Director Jakacki stated that there are guidelines for "Selecting Controversial Materials" in the collection development plan and that when an item falls under that procedure, she will bring it to the Board's attention.

President Reilly inquired about how programs are booked and how outside groups can use the meeting rooms. Director Jakacki stated that these are two separate concepts in the Library. Library-sponsored programs are either presented by Library staff or by outside presenters hired/invited by Library staff. Youth and Adult Services departments each have a programmer on staff who makes recommendations for library programs through their understanding of popular and current topics, community demographics, community input, and recommendations of other local libraries. The respective department manager reviews the programs before being booked. These are the programs advertised in the *Preface* newsletter.

Our Meeting Room Policy and Informational Table Policy handle outside groups wanting to use the Library's meeting rooms. These events are not promoted in the Library's *Preface* newsletter nor endorsed by the Library.

President Reilly felt that the Board should approve library-sponsored programming, and Secretary Leccese and Treasurer Weingart thought that this would be an overstep into the daily running of the Library and that multiple Library staff already reviewed the programs.

President Reilly requested he be given a heads up on any potential controversial programs or meeting room use.

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

A reminder was given that at the August 15, 2023 meeting, we would be holding the second Decennial Committee on Local Government Efficiency meeting.

**XV. ADJOURNMENT**

Weingart moved, and Reilly seconded a motion to adjourn the meeting at 8:47 p.m.

**Roll Call vote:**

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

APPROVED by the Board of Trustees this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

AYES:

NAYES:

ABSTAIN:

ABSENT:

Approved,

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Monica Leccese, Secretary  
McHenry Public Library District Board of Trustees

# Financial Report

For the 1 Month(s) Ended July 31, 2023  
FISCAL YEAR 2024



# McHenry Public Library District

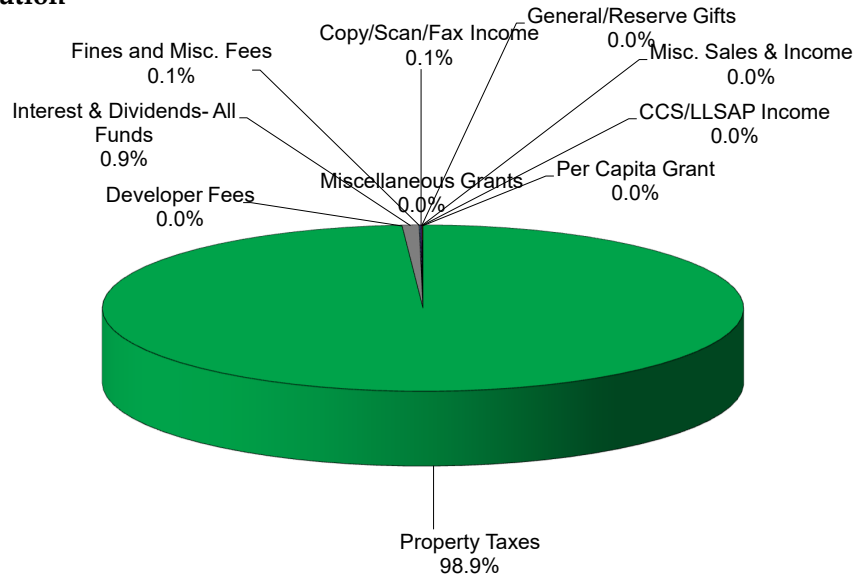
Actual vs Budget Summary  
For the 1 Month(s) Ended July 31, 2023

## 8% of Fiscal Year

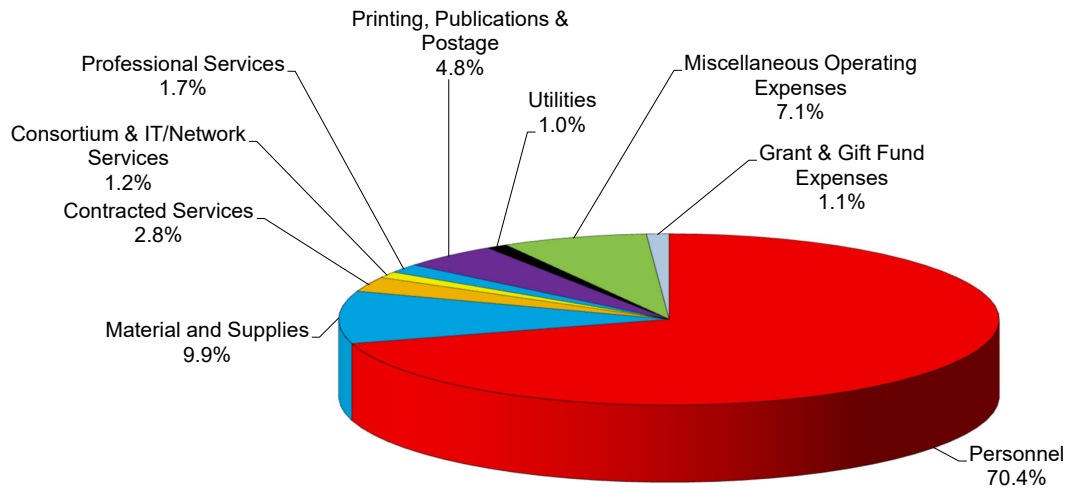
Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
<b>REVENUE</b>					
Property Taxes	1,859,904	3,520,111	52.8%	1,784,607	4%
Developer Fees	-	175,000	0.0%	-	0%
Interest & Dividends- All Funds	16,126	169,300	9.5%	124	12905%
Fines and Misc. Fees	1,166	154,000	0.8%	1,833	-36%
Copy/Scan/Fax Income	1,304	16,500	7.9%	1,340	-3%
General/Reserve Gifts	107	180,000	0.1%	10	968%
Annexation & Impact Fees	-	25,000	0.0%	-	0%
Retiree/Cobra Insurance Payment	119	18,000	0.7%	-	0%
Misc. Sales & Income	36	75,500	0.0%	54	-33%
Lost & Damaged Materials	166	6,500	2.6%	204	-19%
CCS/LLSAP Income	-	10,500	0.0%	-	0%
Solar Credits	720	5,250	13.7%	6	11900%
Per Capita Grant	-	65,000	0.0%	-	0%
Over/Short	4	500	0.9%	30	-85%
Miscellaneous Grants	-	40,000	0.0%	-	0%
Transfer from General Fund	-	850,000	0.0%	-	0%
Actual Revenues	1,885,895	5,322,981	35.4%	1,788,208	5%
Budgeted Revenues	5,322,981				
% Diff	35%				
<b>OPERATING EXPENDITURES</b>					
Personnel	141,016	2,355,250	6.0%	120,819	17%
Material and Supplies	19,812	702,250	2.8%	24,483	-19%
Contracted Services	5,614	269,250	2.1%	3,289	71%
Consortium & IT/Network Services	2,317	144,500	1.6%	19,717	-88%
Professional Services	3,351	150,000	2.2%	3,570	-6%
Printing, Publications & Postage	9,569	77,250	12.4%	7,831	22%
Utilities	2,062	46,500	4.4%	1,178	75%
Miscellaneous Operating Expenses	14,299	221,000	6.5%	3,093	362%
Grant & Gift Fund Expenses	2,213	155,000	1.4%	-	0%
Actual Expenditures	200,254	4,121,000	4.9%	183,980	9%
Budgeted Expenditures	4,121,000				
% Diff	5%				
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	1,685,641	1,201,981	140.2%	1,604,228	5%
<b>CAPITAL EXPENDITURES &amp; DEBT SERVICE</b>					
Capital Expenses	26,522	115,000	23.1%	46	-100%
Debt Services	-	400,000	0.0%	-	0%
Transfer to Reserve Fund	-	850,000	0.0%	-	0%
Actual Expenditures	26,522	1,365,000	1.9%	46	-100%
Budgeted Expenditures	1,365,000				
% Diff	2%				
<b>TOTAL SURPLUS / (DEFICIT)</b>	1,659,119	(163,019)		1,604,182	
BEGINNING FUND BALANCE	3,310,543				
ENDING FUND BALANCE	4,969,661				

**McHenry Public Library District**  
 Actual vs Budget Summary  
 For the 1 Month(s) Ended July 31, 2023

**Revenue Distribution**



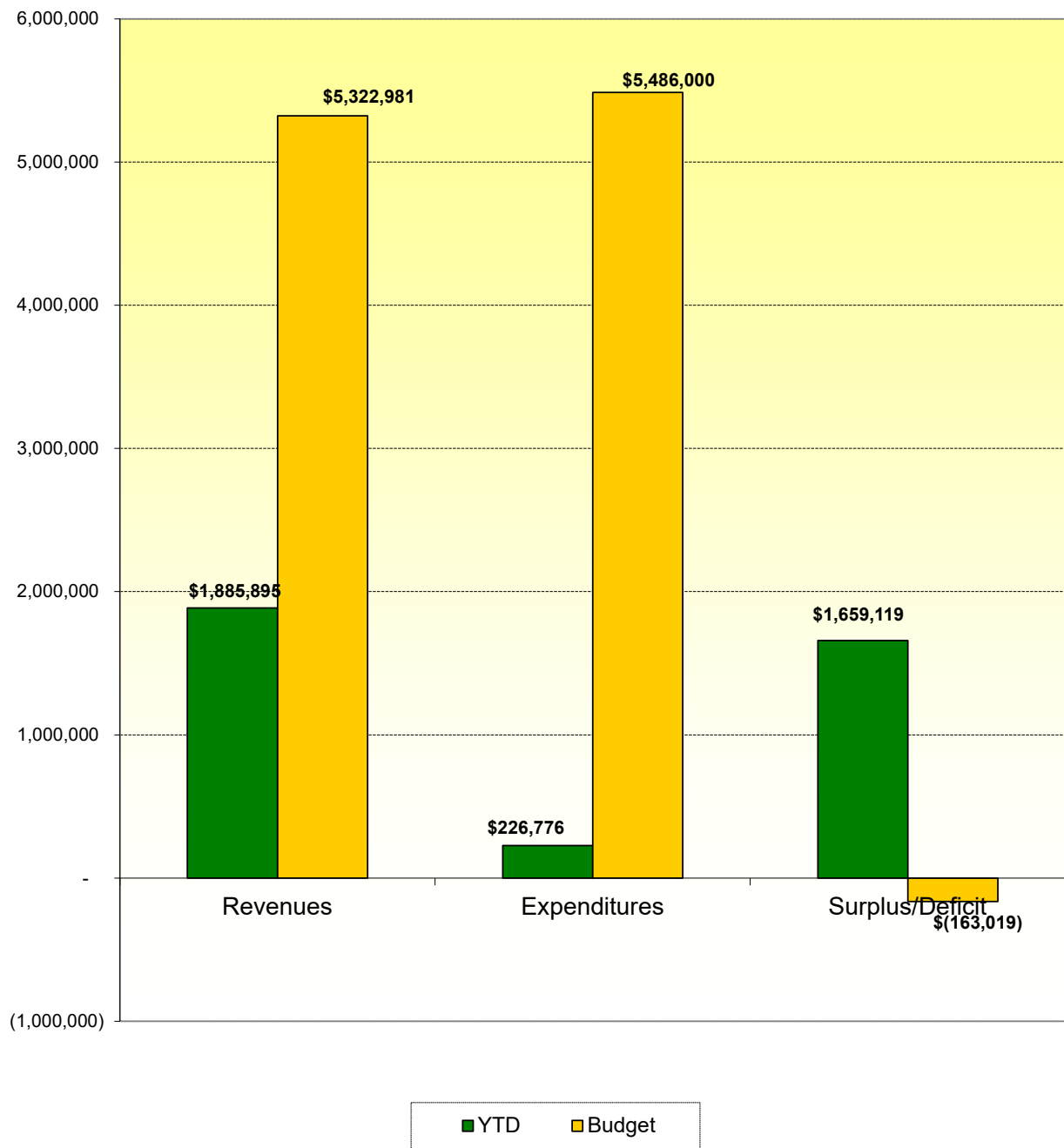
**Operational Expenditure Distribution**





# McHenry Public Library District

Actual vs Budget Summary  
For the 1 Month(s) Ended July 31, 2023



# McHenry Public Library District

Actual vs Budget Summary  
For the 1 Month(s) Ended July 31, 2023

8% of Fiscal Year

Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	% of Budget
<b>REVENUE</b>						
Property Taxes	1,859,904	-	-	1,859,904	3,520,111	53%
Developer Fees	-	-	-	-	175,000	0%
Interest and Dividends	12,936	1,056	2,134	16,126	169,300	10%
Fines and Misc Fees	1,166	-	-	1,166	154,000	1%
Copy/Scan/Fax Income	1,304	-	-	1,304	16,500	8%
General/Reserve Gifts	-	-	107	107	180,000	0%
Annexation & Impact Fees	-	-	-	-	25,000	0%
Retiree/Cobra Insurance Payment	119	-	-	119	18,000	1%
Misc. Sales & Income	36	-	-	36	75,500	0%
Lost & Damaged Materials	166	-	-	166	6,500	3%
CCS/LLSAP Income	-	-	-	-	10,500	0%
Solar Credits	720	-	-	720	5,250	14%
Per Capita Grant	-	-	-	-	65,000	0%
Over/Short	4	-	-	4	500	1%
Miscellaneous Grants	-	-	-	-	40,000	0%
Transfer from General Fund	-	-	-	-	850,000	0%
Actual Revenues	1,882,598	1,056	2,241	1,885,895	5,322,981	35%
Budgeted Revenues	3,968,481	1,050,500	304,000	5,322,981		
% Diff	47%	0%	1%	35%		
<b>OPERATING EXPENDITURES</b>						
Personnel	141,016	-	-	141,016	2,355,250	6%
Material and Supplies	14,574	-	5,239	19,812	702,250	3%
Contracted Services	5,614	-	-	5,614	269,250	2%
Consortium & IT/Network Services	2,317	-	-	2,317	144,500	2%
Professional Services	3,351	-	-	3,351	150,000	2%
Printing, Publications & Postage	9,569	-	-	9,569	77,250	12%
Utilities	2,062	-	-	2,062	46,500	4%
Miscellaneous Operating Expenses	14,299	-	-	14,299	221,000	6%
Grant & Gift Fund Expenses	-	-	2,213	2,213	155,000	1%
Actual Expenditures	192,802	-	7,452	200,254	4,121,000	5%
Budgeted Expenditures	3,741,000	-	380,000	4,121,000		
% Diff	5%	0%	2%	5%		
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	1,689,796	1,056	(5,211)	1,685,641	1,201,981	140%
<b>CAPITAL EXPENDITURES &amp; DEBT SERVICE</b>						
Capital Expenses	26,522	-	-	26,522	115,000	23%
Debt Services	-	-	-	-	400,000	0%
Transfer to Reserve Fund	-	-	-	-	850,000	0%
Actual Expenditures	26,522	-	-	26,522	1,365,000	2%
Budgeted Expenditures	965,000	400,000	-	1,365,000		
% Diff	3%	0%	0%	2%		
<b>TOTAL SURPLUS / (DEFICIT)</b>						
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>1,663,274</b>	<b>1,056</b>	<b>(5,211)</b>	<b>1,659,119</b>	<b>(163,019)</b>	
BEGINNING FUND BALANCE	2,507,141	316,806	486,596	3,310,543		
ENDING FUND BALANCE	4,170,415	317,862	481,385	4,969,661		
Fund Balance as % of Total Expenditures	1901%	0%	6460%	2191%		

**McHenry Public Library District**  
**Financial Report Detail by Fund**  
**For the 1 Month(s) Ended July 31, 2023**

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
<b>Revenues</b>									
6010100 · Property Taxes	1,859,904.08	293,342.59	1,859,904.08	0.00	0.00	1,859,904.08	3,520,111.05	-1,660,206.97	52.8%
6015100 · Revenue Recapture Property Tax	6,244.09	984.96	6,244.09	0.00	0.00	6,244.09	11,819.46	-5,575.37	52.8%
6020200 · Developer Fees	0.00	14,583.33	0.00	0.00	0.00	0.00	175,000.00	-175,000.00	0.0%
6030100 · Interest Income - General	12,871.57	10,416.67	12,871.57	0.00	0.00	12,871.57	125,000.00	-112,128.43	10.3%
6030200 · Special Reserve Fund Interest	1,056.14	1,666.67	0.00	1,056.14	0.00	1,056.14	20,000.00	-18,943.86	5.3%
6030300 · Grant/Gifts Fund Interest	2,134.10	2,000.00	0.00	0.00	2,134.10	2,134.10	24,000.00	-21,865.90	8.9%
6035100 · Dividends	64.00	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	0.00	0.00	0.00	0.00	750.00	-750.00	0.0%
6050100 · Fines and Fees	1,110.55	1,458.33	1,110.55	0.00	0.00	1,110.55	17,500.00	-16,389.45	6.3%
6055100 · Collection Agency Fees	20.00	41.67	20.00	0.00	0.00	20.00	500.00	-480.00	4.0%
6060100 · Copy/Scan/Fax Income	1,303.50	1,375.00	1,303.50	0.00	0.00	1,303.50	16,500.00	-15,196.50	7.9%
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	106.75	14,583.33	0.00	0.00	106.75	106.75	175,000.00	-174,893.25	0.1%
6090100 · Annexation & Impact Fees	0.00	2,083.33	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
6105100 · Retiree/Cobra Insurance Payment	118.70	1,500.00	118.70	0.00	0.00	118.70	18,000.00	-17,881.30	0.7%
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	35.00	187.50	35.00	0.00	0.00	35.00	2,250.00	-2,215.00	1.6%
6125100 · License Plate Renewal Fees	0.00	10,916.67	0.00	0.00	0.00	0.00	131,000.00	-131,000.00	0.0%
6130100 · Misc.	36.00	6,250.00	36.00	0.00	0.00	36.00	75,000.00	-74,964.00	0.0%
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	165.86	541.67	165.86	0.00	0.00	165.86	6,500.00	-6,334.14	2.6%
6157100 · CCS/LLSAP Income	0.00	875.00	0.00	0.00	0.00	0.00	10,500.00	-10,500.00	0.0%
6160100 · Solar Credits	720.00	437.50	720.00	0.00	0.00	720.00	5,250.00	-4,530.00	13.7%
6170300 · Per Capita Grant	0.00	5,416.67	0.00	0.00	0.00	0.00	65,000.00	-65,000.00	0.0%
6200100 · Over/Short	4.46	41.67	4.46	0.00	0.00	4.46	500.00	-495.54	0.9%
6210300 · Miscellaneous Grants	0.00	3,333.33	0.00	0.00	0.00	0.00	40,000.00	-40,000.00	0.0%
9100200 · Transfer from General Fund	0.00	70,833.33	0.00	0.00	0.00	0.00	850,000.00	-850,000.00	0.0%
<b>Total Revenues</b>	<b>1,885,894.80</b>	<b>443,581.71</b>	<b>1,882,597.81</b>	<b>1,056.14</b>	<b>2,240.85</b>	<b>1,885,894.80</b>	<b>5,322,980.51</b>	<b>-3,437,085.71</b>	<b>1.89</b>
<b>Total Revenues</b>	<b>1,885,894.80</b>	<b>443,581.71</b>	<b>1,882,597.81</b>	<b>1,056.14</b>	<b>2,240.85</b>	<b>1,885,894.80</b>	<b>5,322,980.51</b>	<b>-3,437,085.71</b>	<b>35.4%</b>
<b>Expenditures</b>									
<b>Personnel Expenses</b>									
8910100 · Salaries	95,610.01	140,833.33	95,610.01	0.00	0.00	95,610.01	1,690,000.00	-1,594,389.99	5.7%
8920100 · FICA/Medicare	7,023.84	11,250.00	7,023.84	0.00	0.00	7,023.84	135,000.00	-127,976.16	5.2%
8930100 · IMRF	8,479.83	16,250.00	8,479.83	0.00	0.00	8,479.83	195,000.00	-186,520.17	4.3%
8940100 · Health & Life Insurance	27,686.96	24,583.33	27,686.96	0.00	0.00	27,686.96	295,000.00	-267,313.04	9.4%
8945100 · Recruiting/Preemployment Screen	111.29	291.67	111.29	0.00	0.00	111.29	3,500.00	-3,388.71	3.2%
8950100 · Tuition Reimbursement	0.00	625.00	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
8955100 · Telecommute Reimbursements	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
8960100 · Memberships & Dues	149.31	520.83	149.31	0.00	0.00	149.31	6,250.00	-6,100.69	2.4%
8970100 · Travel	1,401.88	1,000.00	1,401.88	0.00	0.00	1,401.88	12,000.00	-10,598.12	11.7%
8980100 · Continuing Education (Mtg/Conf)	553.35	708.33	553.35	0.00	0.00	553.35	8,500.00	-7,946.65	6.5%
<b>Total Personnel</b>	<b>141,016.47</b>	<b>196,270.83</b>	<b>141,016.47</b>	<b>0.00</b>	<b>0.00</b>	<b>141,016.47</b>	<b>2,355,250.00</b>	<b>-2,214,233.53</b>	<b>6.0%</b>

**McHenry Public Library District**  
**Financial Report Detail by Fund**  
**For the 1 Month(s) Ended July 31, 2023**

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
<b>Materials and Supplies</b>									
8010100 · Adult Books	943.77	5,625.00	943.77	0.00	0.00	943.77	67,500.00	-66,556.23	1.4%
8020100 · Youth Books	188.54	4,166.67	188.54	0.00	0.00	188.54	50,000.00	-49,811.46	0.4%
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	2,238.77	291.67	2,238.77	0.00	0.00	2,238.77	3,500.00	-1,261.23	64.0%
8030100 · Magazines & Newspapers	0.00	1,250.00	0.00	0.00	0.00	0.00	15,000.00	-15,000.00	0.0%
8040300 · Operating Fund Gifts(Donations)	5,238.58	18,750.00	0.00	0.00	5,238.58	5,238.58	225,000.00	-219,761.42	2.3%
8050100 · Adult AV Materials	121.45	2,583.33	121.45	0.00	0.00	121.45	31,000.00	-30,878.55	0.4%
8060100 · Youth AV Materials	35.21	1,083.33	35.21	0.00	0.00	35.21	13,000.00	-12,964.79	0.3%
8070100 · Library of Things	1,080.00	1,000.00	1,080.00	0.00	0.00	1,080.00	12,000.00	-10,920.00	9.0%
8080100 · Video Games	920.00	1,250.00	920.00	0.00	0.00	920.00	15,000.00	-14,080.00	6.1%
8090100 · Digital Media Services	3,759.40	8,125.00	3,759.40	0.00	0.00	3,759.40	97,500.00	-93,740.60	3.9%
8095100 · Electronic Resources	2,874.93	6,875.00	2,874.93	0.00	0.00	2,874.93	82,500.00	-79,625.07	3.5%
8120100 · Library Supplies	52.64	583.33	52.64	0.00	0.00	52.64	7,000.00	-6,947.36	0.8%
8130100 · Tech Services Supplies	130.56	2,375.00	130.56	0.00	0.00	130.56	28,500.00	-28,369.44	0.5%
8135100 · Bindery	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
8140100 · Adult Programs & Supplies	767.52	1,395.83	767.52	0.00	0.00	767.52	16,750.00	-15,982.48	4.6%
8142100 · Comicon	0.00	291.67	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
8145100 · Circulation Supplies	0.00	625.00	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
8147100 · Summer Reading Club	84.93	583.33	84.93	0.00	0.00	84.93	7,000.00	-6,915.07	1.2%
8150100 · Youth Programs & Supplies	1,376.01	1,333.33	1,376.01	0.00	0.00	1,376.01	16,000.00	-14,623.99	8.6%
<b>Total Material and Supplies</b>	<b>19,812.31</b>	<b>58,520.83</b>	<b>14,573.73</b>	<b>0.00</b>	<b>5,238.58</b>	<b>19,812.31</b>	<b>702,250.00</b>	<b>-682,437.69</b>	<b>2.8%</b>
<b>Contracted Services</b>									
8215100 · Collection Agency Fees	51.50	104.17	51.50	0.00	0.00	51.50	1,250.00	-1,198.50	4.1%
8245100 · IT/Comp/Copier/Equip-Outsourced	5,117.85	9,166.67	5,117.85	0.00	0.00	5,117.85	110,000.00	-104,882.15	4.7%
8247100 · Automation--Staff	311.35	2,500.00	311.35	0.00	0.00	311.35	30,000.00	-29,688.65	1.0%
8260100 · Misc. Contracted Services	0.00	625.00	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
8270100 · Library Bank/Finance/Late Fee	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
8275100 · Public Pmt Processing Fees	133.72	416.67	133.72	0.00	0.00	133.72	5,000.00	-4,866.28	2.7%
8285100 · License Plate Fees Settlement	0.00	9,583.33	0.00	0.00	0.00	0.00	115,000.00	-115,000.00	0.0%
<b>Total Contracted Services</b>	<b>5,614.42</b>	<b>22,437.50</b>	<b>5,614.42</b>	<b>0.00</b>	<b>0.00</b>	<b>5,614.42</b>	<b>269,250.00</b>	<b>-263,635.58</b>	<b>2.1%</b>
<b>Consortium &amp; IT/Network Services</b>									
8310100 · Automation--Circulation/Catalog	0.00	9,375.00	0.00	0.00	0.00	0.00	112,500.00	-112,500.00	0.0%
8320100 · VOIP Phone Service	1,597.61	1,833.33	1,597.61	0.00	0.00	1,597.61	22,000.00	-20,402.39	7.3%
8325100 · Internet Services	718.90	833.33	718.90	0.00	0.00	718.90	10,000.00	-9,281.10	7.2%
<b>Total Consortium &amp; IT/Network Services</b>	<b>2,316.51</b>	<b>12,041.67</b>	<b>2,316.51</b>	<b>0.00</b>	<b>0.00</b>	<b>2,316.51</b>	<b>144,500.00</b>	<b>-142,183.49</b>	<b>1.6%</b>
<b>Professional Services</b>									
8410100 · Accounting/Payroll/Audit Service	3,351.12	6,041.67	3,351.12	0.00	0.00	3,351.12	72,500.00	-69,148.88	4.6%
8420100 · Legal Services	0.00	2,083.33	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
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	625.00	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
<b>Total Professional Services</b>	<b>3,351.12</b>	<b>12,500.00</b>	<b>3,351.12</b>	<b>0.00</b>	<b>0.00</b>	<b>3,351.12</b>	<b>150,000.00</b>	<b>-146,648.88</b>	<b>2.2%</b>
<b>Printing, Publications &amp; Postage</b>									
8510100 · Printing Services Outsourced	4,944.00	3,770.83	4,944.00	0.00	0.00	4,944.00	45,250.00	-40,306.00	10.9%
8530100 · Public Notices & ADS (Legal & Job)	0.00	125.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
8540100 · Postage/Shipping	95.80	1,520.83	95.80	0.00	0.00	95.80	18,250.00	-18,154.20	0.5%
8545100 · Printing/Copier Supplies	0.00	291.67	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
8550100 · Public Relations/Promotions	4,528.97	729.17	4,528.97	0.00	0.00	4,528.97	8,750.00	-4,221.03	51.8%
<b>Total Printing, Publications &amp; Postage</b>	<b>9,568.77</b>	<b>6,437.50</b>	<b>9,568.77</b>	<b>0.00</b>	<b>0.00</b>	<b>9,568.77</b>	<b>77,250.00</b>	<b>-67,681.23</b>	<b>12.4%</b>

**McHenry Public Library District**  
**Financial Report Detail by Fund**  
**For the 1 Month(s) Ended July 31, 2023**

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
<b>Utilities</b>									
8610100 · Electricity	1,891.08	2,000.00	1,891.08	0.00	0.00	1,891.08	24,000.00	-22,108.92	7.9%
8620100 · Gas	170.85	1,458.33	170.85	0.00	0.00	170.85	17,499.93	-17,329.08	1.0%
8640100 · Water & Sewer	0.00	416.67	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
<b>Total Utilities</b>	<b>2,061.93</b>	<b>3,874.99</b>	<b>2,061.93</b>	<b>0.00</b>	<b>0.00</b>	<b>2,061.93</b>	<b>46,499.93</b>	<b>-44,438.00</b>	<b>4.4%</b>
<b>Miscellaneous Operating Expenses</b>									
8720100 · Building & Auto Insurance	0.00	3,333.33	0.00	0.00	0.00	0.00	40,000.00	-40,000.00	0.0%
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	8,321.08	5,125.00	8,321.08	0.00	0.00	8,321.08	61,500.00	-53,178.92	13.5%
8745100 · Grounds Maintenance	1,456.88	3,333.33	1,456.88	0.00	0.00	1,456.88	40,000.00	-38,543.12	3.6%
8750100 · Building Operations/Maintenance	3,734.70	5,708.33	3,734.70	0.00	0.00	3,734.70	68,500.00	-64,765.30	5.5%
8760100 · Hospitality	786.19	541.67	786.19	0.00	0.00	786.19	6,500.00	-5,713.81	12.1%
8770100 · Library Lost & Damaged Materials	0.00	83.33	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
8795100 · Miscellaneous	0.00	83.33	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
<b>Total Miscellaneous Operating Expenses</b>	<b>14,298.85</b>	<b>18,416.67</b>	<b>14,298.85</b>	<b>0.00</b>	<b>0.00</b>	<b>14,298.85</b>	<b>221,000.00</b>	<b>-206,701.15</b>	<b>6.5%</b>
<b>Grant &amp; Gift Fund Expenses</b>									
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	0.00	0.00	0.00	0.00	0.0%
8800321 · Youth Materials - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
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	2,213.47	5,416.67	0.00	0.00	2,213.47	2,213.47	65,000.00	-62,786.53	3.4%
8040355 · Per Capita Grant; Previous FY	0.00	4,166.67	0.00	0.00	0.00	0.00	50,000.00	-50,000.00	0.0%
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%
<b>Total Grant &amp; Gift Fund Expenses</b>	<b>2,213.47</b>	<b>12,916.67</b>	<b>0.00</b>	<b>0.00</b>	<b>2,213.47</b>	<b>2,213.47</b>	<b>155,000.00</b>	<b>-152,786.53</b>	<b>1.4%</b>
<b>Capital Expenses</b>									
9060100 · Library Furnishings	2,672.07	833.33	2,672.07	0.00	0.00	2,672.07	10,000.00	-7,327.93	26.7%
9070100 · Library Equipment	0.00	1,666.67	0.00	0.00	0.00	0.00	20,000.00	-20,000.00	0.0%
9080100 · Small Equipment under \$250	0.00	416.67	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
9090100 · Adtl. Capital Projects & Equipment	23,850.28	6,666.67	23,850.28	0.00	0.00	23,850.28	80,000.00	-56,149.72	29.8%
<b>Total Capital Expenses</b>	<b>26,522.35</b>	<b>9,583.33</b>	<b>26,522.35</b>	<b>0.00</b>	<b>0.00</b>	<b>26,522.35</b>	<b>115,000.00</b>	<b>-88,477.65</b>	<b>23.1%</b>
<b>Transfer to Reserve Fund</b>									
9100100 · Transfer to Reserve Fund	0.00	70,833.33	0.00	0.00	0.00	0.00	850,000.00	-850,000.00	0.0%
<b>Total Transfer to Reserve Fund</b>	<b>0.00</b>	<b>70,833.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>850,000.00</b>	<b>-850,000.00</b>	<b>0.0%</b>
<b>Debt Services</b>									
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	12,500.00	0.00	0.00	0.00	0.00	150,000.00	-150,000.00	0.0%
9060200 · Special Reserve Expenditures	0.00	20,833.33	0.00	0.00	0.00	0.00	250,000.00	-250,000.00	0.0%
9095100 · Debt Service - GF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9115100 · Recovery Zone Bond Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9120100 · Recovery Zone Bond Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Total Debt Services</b>	<b>0.00</b>	<b>33,333.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400,000.00</b>	<b>-400,000.00</b>	<b>0.0%</b>
	<b>226,776.20</b>	<b>457,166.66</b>	<b>219,324.15</b>	<b>0.00</b>	<b>7,452.05</b>	<b>226,776.20</b>	<b>5,485,999.93</b>	<b>-5,259,223.73</b>	<b>4.1%</b>
<b>Total Expenditures</b>	<b>226,776.20</b>	<b>457,166.66</b>	<b>219,324.15</b>	<b>0.00</b>	<b>7,452.05</b>	<b>226,776.20</b>	<b>5,485,999.93</b>	<b>-5,259,223.73</b>	<b>4.1%</b>
<b>Net Total</b>	<b>1,659,118.60</b>	<b>-13,584.95</b>	<b>1,663,273.66</b>	<b>1,056.14</b>	<b>-5,211.20</b>	<b>1,659,118.60</b>	<b>-163,019.42</b>	<b>1,822,138.02</b>	

**McHenry Public Library District**  
**Financial Report Detail by Month**  
**For the 1 Month(s) Ended July 31, 2023**

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
<b>Revenues</b>													
6010100 · Property Taxes	1,859,904.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,859,904.08
6015100 · Revenue Recapture Property Tax	6,244.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,244.09
6020200 · Developer Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6030100 · Interest Income - General	12,871.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,871.57
6030200 · Special Reserve Fund Interest	1,056.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,056.14
6030300 · Grant/Gifts Fund Interest	2,134.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,134.10
6035100 · Dividends	64.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	64.00
6040100 · Nonresident/Enhanced Fee Cards	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
6050100 · Fines and Fees	1,110.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,110.55
6055100 · Collection Agency Fees	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
6060100 · Copy/Scan/Fax Income	1,303.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,303.50
6070200 · Reserve Fund Gifts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6070300 · General Fund Gifts	106.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	106.75
6080200 · Bond & Debt Certificate Sale	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6090100 · Annexation & Impact Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6090200 · Transfers From Other Funds (9100-100)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6105100 · Retiree/Cobra Insurance Payment	118.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	118.70
6110100 · Program Fees/Misc. Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6120100 · Meeting Room Fees	35.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.00
6125100 · License Plate Renewal Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6130100 · Misc.	36.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.00
6130200 · Misc. Income SR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6150100 · Lost & Damaged Materials	165.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	165.86
6157100 · CCS/LLSAP Income	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
6160100 · Solar Credits	720.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	720.00
6170300 · Per Capita Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6200100 · Over/Short	4.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.46
6210300 · Miscellaneous Grants	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
9100200 · Transfer from General 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
<b>Total Revenues</b>	<b>1,885,894.80</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,885,894.80</b>
<b>Expenditures</b>													
<b>Personnel Expenses</b>													
8910100 · Salaries	95,610.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	95,610.01
8920100 · FICA/Medicare	7,023.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,023.84
8930100 · IMRF	8,479.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,479.83
8940100 · Health & Life Insurance	27,686.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,686.96
8945100 · Recruiting/Preemployment Screen	111.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	111.29
8950100 · Tuition Reimbursement	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
8955100 · Telecommute Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8960100 · Memberships & Dues	149.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	149.31
8970100 · Travel	1,401.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,401.88
8980100 · Continuing Education (Mtg/Conf)	553.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	553.35
<b>Total Personnel</b>	<b>141,016.47</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>141,016.47</b>

**McHenry Public Library District**  
**Financial Report Detail by Month**  
**For the 1 Month(s) Ended July 31, 2023**

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
<b>Materials and Supplies</b>													
8010100 · Adult Books	943.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	943.77
8020100 · Youth Books	188.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	188.54
8025100 · Professional Resources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8028100 · Administrative Resources	2,238.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,238.77
8030100 · Magazines & Newspapers	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
8040300 · Operating Fund Gifts(Donations)	5,238.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,238.58
8050100 · Adult AV Materials	121.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	121.45
8060100 · Youth AV Materials	35.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.21
8070100 · Library of Things	1,080.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,080.00
8080100 · Video Games	920.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	920.00
8090100 · Digital Media Services	3,759.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,759.40
8095100 · Electronic Resources	2,874.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,874.93
8120100 · Library Supplies	52.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52.64
8130100 · Tech Services Supplies	130.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	130.56
8135100 · Bindery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8140100 · Adult Programs & Supplies	767.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	767.52
8142100 · Comicon	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
8145100 · Circulation Supplies	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
8147100 · Summer Reading Club	84.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	84.93
8150100 · Youth Programs & Supplies	1,376.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,376.01
<b>Total Material and Supplies</b>	<b>19,812.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19,812.31</b>
<b>Contracted Services</b>													
8215100 · Collection Agency Fees	51.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	51.50
8245100 · IT/Comp/Copier/Equip-Outsourced	5,117.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,117.85
8247100 · Automation--Staff	311.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	311.35
8260100 · Misc. Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8270100 · Library Bank/Finance/Late Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8275100 · Public Pmt Processing Fees	133.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	133.72
8285100 · License Plate Fees Settlement	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
<b>Total Contracted Services</b>	<b>5,614.42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,614.42</b>
<b>Consortium &amp; IT/Network Services</b>													
8310100 · Automation--Circulation/Catalog	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
8320100 · VOIP Phone Service	1,597.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,597.61
8325100 · Internet Services	718.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	718.90
<b>Total Consortium &amp; IT/Network Services</b>	<b>2,316.51</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,316.51</b>
<b>Professional Services</b>													
8410100 · Accounting/Payroll/Audit Service	3,351.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,351.12
8420100 · Legal Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8430100 · Other Consulting Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8440100 · In Service/Staff Training/LMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Professional Services</b>	<b>3,351.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,351.12</b>
<b>Printing, Publications &amp; Postage</b>													
8510100 · Printing Services Outsourced	4,944.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,944.00
8530100 · Public Notices & ADS (Legal & Job)	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
8540100 · Postage/Shipping	95.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	95.80
8545100 · Printing/Copier Supplies	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
8550100 · Public Relations/Promotions	4,528.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,528.97
<b>Total Printing, Publications &amp; Postage</b>	<b>9,568.77</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,568.77</b>

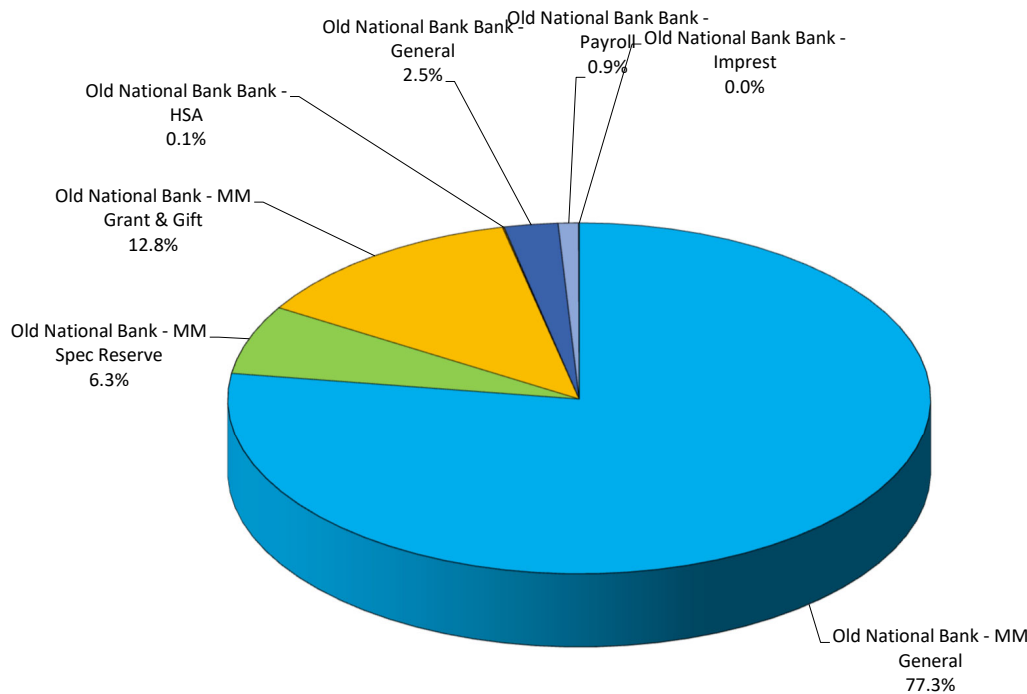
McHenry Public Library District  
Financial Report Detail by Month  
For the 1 Month(s) Ended July 31, 2023

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
<b>Utilities</b>													
8610100 · Electricity	1,891.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,891.08
8620100 · Gas	170.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	170.85
8640100 · Water & Sewer	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
<b>Total Utilities</b>	<b>2,061.93</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,061.93</b>
<b>Miscellaneous Operating Expenses</b>													
8720100 · Building & Auto Insurance	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
8730100 · Bonding & Officers Liability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8740100 · Janitorial Services & Supplies	8,321.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,321.08
8745100 · Grounds Maintenance	1,456.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,456.88
8750100 · Building Operations/Maintenance	3,734.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,734.70
8760100 · Hospitality	786.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	786.19
8770100 · Library Lost & Damaged Materials	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
8795100 · Miscellaneous	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
<b>Total Miscellaneous Operating Expenses</b>	<b>14,298.85</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>14,298.85</b>
<b>Grant &amp; Gift Fund Expenses</b>													
8800300 · 2020/21 Per Capita Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800311 · Adult Materials - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800321 · Youth Materials - Per Capita	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
8800331 · Staff Software - Per Capita	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
8040350 · Per Capita Grant; Current FY	2,213.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,213.47
8040355 · Per Capita Grant; Previous FY	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
8800332 · Public Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800333 · Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800341 · Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800342 · Additional Expenses (Personnel)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9030300 · Misc. Grants	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
9200300 · Additional Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Grant &amp; Gift Fund Expenses</b>	<b>2,213.47</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,213.47</b>
<b>Capital Expenses</b>													
9060100 · Library Furnishings	2,672.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,672.07
9070100 · Library Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9080100 · Small Equipment under \$250	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9090100 · Adtl. Capital Projects & Equipment	23,850.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,850.28
<b>Total Capital Expenses</b>	<b>26,522.35</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>26,522.35</b>
<b>Transfer to Reserve Fund</b>													
9100100 · Transfer to Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Transfer to Reserve Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Debt Services</b>													
9040200 · Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9050200 · Library District Act	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9060200 · Special Reserve Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9095100 · Debt Service - GF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9115100 · Recovery Zone Bond Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9120100 · Recovery Zone Bond Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Debt Services</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>226,776.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>226,776.20</b>
<b>Total Expenditures</b>	<b>226,776.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>226,776.20</b>
<b>Net Total</b>	<b>1,659,118.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,659,118.60</b>



**McHenry Public Library District  
Investments  
For the 1 Month(s) Ended July 31, 2023**

<b>Bank</b>	<b>Current Rate</b>	<b>Book Balance</b>
Old National Bank - MM General	3.94%	3,742,589
Old National Bank - MM Spec Reserve	3.94%	307,089
Old National Bank - MM Grant & Gift	3.94%	620,521
Old National Bank Bank - HSA	n/a	3,148
Old National Bank Bank - General	n/a	119,871
Old National Bank Bank - Payroll	n/a	45,297
Old National Bank Bank - Imprest	n/a	1,245
<b>Total</b>	<b>\$</b>	<b>4,839,761</b>



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

<u>VENDOR</u>	<u>Account - Money Market</u> <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>	<u>Account - General Fund</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
Waste Connection	Waste	\$ 474.49	8745-100	07/05/23	EFT
The Ground Guys	Landscaping	\$ 1,456.88	8745-100	07/03/23	EFT
Comcast	Internet	\$ 404.80	8325-100	07/31/23	EFT
First Communications	VOIP Phones	\$ 1,597.61	8320-100	07/06/23	EFT
	subtotal for account	\$ 3,933.78			

<u>VENDOR</u>	<u>Account - HSA/Building</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
Old National Bank	Employer contributions HSA	\$ 437.50	8940-100	07/11/23	EFT
Old National Bank	Employee contributions HSA	\$ 465.38	8940-100	07/11/23	EFT
Old National Bank	Employee contributions HSA	\$ 465.38	8940-100	07/25/23	EFT
	subtotal for account	\$ 1,368.26			

<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>
Gregory Alexander	Program 7/11/23	\$ 200.00	8140-100	07/03/23	1257
Caitlynn Kreutzer	Program 7/10/23	\$ 200.00	8150-100	07/03/23	1258
Eureka Escape Games LLC	Program 7/19/23	\$ 150.00	8150-100	07/03/23	1259
Elizabeth Lopez	Program 7/6/23	\$ 150.00	8140-100	07/03/23	1260
John Lynn	Program 7/17/23	\$ 162.50	8140-100	07/03/23	1261
Baker & Taylor Books	Books, supplies, shipping	\$ 172.14	Split	07/12/23	1262
Chris Fascione	Program 7/24/23	\$ 425.00	8150-100	07/24/23	1263
Unique	Collection Agency Fees	\$ 51.50	8215-100	07/24/23	1264
United States Treasury	Form 720-V 2023	\$ 28.75	8410-100	07/24/23	1265
Amazon Capital Services	Youth program & supplies	\$ 25.87	8150100	07/26/23	1267
	subtotal for account	\$ 1,565.76			

**GRAND TOTAL CHECKS ISSUED \$ 6,867.80**

**Bankcard Processing Center****August 2023 - by Name FY 2023-2024**

Name	Tran Date	Merchant Name	Note	Amount	Account #	Totals
MILFAJT	7/31/2023	CHICAGO TRIB SUBSCRIPTIO		\$ 376.87	8030-100	
MILFAJT	7/25/2023	DTP*NATIONAL ENQUIRER		\$ 139.88	8030-100	
STANSBURY	7/27/2023	MODERN AGE COMICS		\$ 113.95	<b>8030-100</b>	<b>\$ 630.70</b>
STANSBURY	7/14/2023	FEDEX OFFIC75500007559		\$ 136.80	<b>8040-300</b>	<b>\$ 136.80</b>
JAKACKI	7/14/2023	Lenovo United States	<b>FY22/23</b>	\$ 8,394.30	8040-350	
<b>Library disputed the following two credits.</b>			<b>FY22/23</b>			
JAKACKI	6/2/2023	Lenovo United States	<b>FY22/23</b>	(\$8,394.30)	8040-350	
JAKACKI	6/2/2023	Lenovo United States	<b>FY22/23</b>	(\$428.70)	<b>8040-350</b>	<b>\$ (428.70)</b>
STANSBURY	7/20/2023	LAKESHORE LEARNING MATER		\$ 19.49	<b>8070-100</b>	<b>\$ 19.49</b>
MICHALSKI	7/27/2023	Disney Plus		\$ 7.00	8090-100	
MICHALSKI	7/26/2023	Hulu 877-8244858 CA		\$ 14.99	8090-100	
MICHALSKI	7/26/2023	Netflix.com		\$ 19.99	8090-100	
TERRILL	8/1/2023	HELP.MAX.COM		\$ 15.99	8090-100	
TERRILL	7/28/2023	DisneyPLUS		\$ 7.00	8090-100	
TERRILL	7/28/2023	Hulu 877-8244858 CA		\$ 14.99	8090-100	
TERRILL	7/29/2023	Netflix		\$ 19.99	8090-100	
TERRILL	7/22/2023	Hulu 877-8244858 CA		\$ 14.99	8090-100	
TERRILL	7/21/2023	Disney Plus		\$ 7.00	8090-100	
TERRILL	7/20/2023	Netflix		\$ 19.99	8090-100	
TERRILL	7/15/2023	Hulu 877-8244858 CA		\$ 30.98	8090-100	
TERRILL	7/13/2023	Disney Plus		\$ 7.00	8090-100	
TERRILL	7/12/2023	Netflix.com		\$ 19.99	8090-100	
TERRILL	7/9/2023	APPLE.COM/BILL		\$ 6.99	<b>8090-100</b>	<b>\$ 206.89</b>
TERRILL	8/1/2023	WM SUPERCENTER #1413		\$ 10.36	<b>8140-100</b>	<b>\$ 10.36</b>
STANSBURY	8/3/2023	MEIJER # 218		\$ 24.20	8150-100	
STANSBURY	7/28/2023	MEIJER # 218		\$ 152.22	8150-100	
STANSBURY	7/20/2023	LAKESHORE LEARNING MATER		\$ 55.98	8150-100	
STANSBURY	7/19/2023	TEACHERSPAYTEACHERS.COM		\$ 5.00	8150-100	
STANSBURY	7/11/2023	MEIJER # 218		\$ 51.27	<b>8150-100</b>	<b>\$ 288.67</b>
MICHALSKI	7/27/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	7/27/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	7/27/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	7/27/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	7/11/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	7/11/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	7/11/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	7/11/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	

**Bankcard Processing Center****August 2023 - by Name FY 2023-2024**

Name	Tran Date	Merchant Name	Note	Amount	Account #	Totals
MICHALSKI	7/11/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	\$ 9.00
JAKACKI	7/21/2023	USPS PO 1646800050		\$ 198.00	8540-100	
STANSBURY	7/20/2023	LAKESHORE LEARNING MATER		\$ 6.99	8540-100	\$ 204.99
SCHNAEBELE	7/27/2023	THE HOME DEPOT 1969		\$ 87.96	8750-100	
SCHNAEBELE	7/25/2023	THE HOME DEPOT #1969		\$ 63.04	8750-100	
SCHNAEBELE	7/21/2023	THE HOME DEPOT 1969		\$ 99.64	8750-100	
SCHNAEBELE	7/11/2023	THE HOME DEPOT #1920		\$ 145.68	8750-100	\$ 396.32
JAKACKI	7/26/2023	ALDI 40010		\$ 8.60	8760-100	
JAKACKI	7/25/2023	WALMART.COM 8009666546		\$ 49.95	8760-100	
TERRILL	7/21/2023	WAL-MART #1377		\$ 7.24	8760-100	\$ 65.79
J MAY	8/3/2023	NATIONAL CRIME SEARCH		\$ 27.95	8945-100	\$ 27.95
JAKACKI	7/28/2023	NFP RESOURCES		\$ 200.00	8960-100	
JAKACKI	7/28/2023	AMERLIBASSOC ECOMMERCE		\$ 376.00	8960-100	
J MAY	7/20/2023	MGMT ASSC OF IL		\$ 255.00	8960-100	
STANSBURY	7/19/2023	ISLMA	Prepaid 7/19/23-7/19/24	\$ 65.00	8960-100	\$ 896.00
JAKACKI	7/28/2023	NFP RESOURCES		\$ 36.00	8980-100	\$ 36.00
				\$ 2,500.26	TOTAL	\$ 2,500.26
BANKCARD PROCESSING CENTER						
PO BOX 6818						
Carol Stream, IL 60197-6818						

**Reimbursement Listing**

McHenry Public Library District

Check Dates: 07/03/2023 to 07/25/2023

Pay Periods: 06/19/2023 to 07/21/2023

**REIMBURSEMENT REPORT****JULY 2023**

Employee	Amount
Balingit, Claudia L.	\$23.49
Baseley, Steffanie L.	\$16.94
Bily, Emily N.	\$17.14
Gaudio, Diane B.	\$86.55
Gunness, Debbie	\$13.42
Hillier, Thomas E.	\$7.00
Jakacki, Lesley E.	\$175.23
Kimbrel, Kevin M.	\$64.85
Kordistos, Skye	\$14.93
Krewer, Kevin	\$41.49
Maifield, Ashlyn D.	\$102.20
May, Jennifer S.	\$83.39
Meadows, Kimberly K.	\$19.65
Mesino, Adrian	\$14.00
Michalski, Brent M.	\$79.52
Milfajt, Kathryn A.	\$81.60
Roitberg, Shirley	\$51.53
Stansbury, Alie A.	\$100.84
Terrill, Zach T.	\$230.43
<b>Totals for REITR -- Travel Reimbursement</b>	
<b>19 Employees</b>	<b>\$1,224.20</b>

**Report Totals**

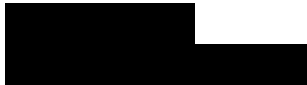
Code	Description	Employees	Amount
REITR	Travel Reimbursement	19	\$1,224.20
<b>Totals</b>		<b>19</b>	<b>\$1,224.20</b>

Paylocity Corporation  
(888) 873-8205

User: JMay

August 7, 2023

To the family of Joan Lavin



To the family of Joan Lavin,

We thank you for your generous donation of \$100.00 received in July of 2023, given to honor your cousin Joan Lavin. Are there topics that your cousin enjoyed, such as mysteries or current events, that we could purchase in Joan's memory?

We put donation plates in each item purchased. What would you like them to say?

With appreciation,

Kathy Milfajt  
Technical Services Manager  
[kmilfajt@mchenrylibrary.org](mailto:kmilfajt@mchenrylibrary.org)



**FISH of McHenry  
FOOD PANTRY**



June 19, 2023

McHenry Public Library  
809 North Front Street  
McHenry, Illinois 60050

Dear McHenry Public Library,

Thank you so much for your very generous \$2035.20 donation to FISH of McHenry Food Pantry. Your generosity is helping us provide nutritious food, including fresh produce, milk, butter and eggs, as well as other food items, paper goods and some personal items to many more households than at this time last year. We were serving nearly 500 households a month, a year ago, but that number has been creeping up and we had 687 households visit us last month.

Over the past few months we have been adding on some extra space to our facility, for more storage and to help provide a more weatherproof means of distributing goods to our neighbors, by our volunteers. We hope to be able to use the new addition within the next few weeks.

Your support at this time is more vital and appreciated than ever and we thank you for choosing FISH for your charitable contribution. We are proud to be a part of such a caring and giving community since 1973.

*FISH of McHenry, Inc. is a 501(c)(3) charitable organization. No goods or services were exchanged with the donor in consideration of this charitable contribution.*

Kind regards,

Sue Kapraun  
Director

**FISH of McHenry 1973 – 2023**  
*Nourishing Hope ~ Food for today, Hope for tomorrow*



**McHENRY PUBLIC  
LIBRARY DISTRICT**

WISDOM • KNOWLEDGE • DREAMS

**McHenry Public Library District**

809 Front Street

McHenry, Illinois 60050

Phone: 815.385.0036

[www.mchenrylibrary.org](http://www.mchenrylibrary.org)

August 1, 2023

Blake Brittain  
The H.E. Collectibles  
1212 N Green St  
McHenry, IL 60050

Dear Blake:

Thank you for donating 15 new board games (listed below) to the McHenry Public Library District. Your donation has many possibilities for use at the Library as we are currently creating a circulating board game collection that comprise of the games previously donated and these.

- Banana Grams
- Cards Against Humanit\y
- Descent -Journey in the Dark
- Draculas' Feast
- Eldrich Horror
- Eldrich Horror (Expansion Packs) Signs of Carcosa,
- Exploding Kittens
- Imploding Kittens Expansion Pack
- Munchkin Zombies
- Sagrada
- Thornwatch in the Dark of the Dark Wood (Expansion Pack) Eyrewood Adventure
- Thornwatch in the Dark of the Dark Wood
- World of Warcraft Monopoly

Your generous donation is very much appreciated by the staff here at McHenry Public Library District and soon will be enjoyed by the patrons of the Library.

Sincerely,

Lesley Jakacki  
Executive Director



## McHenry Public Library District

### LIBRARIAN'S REPORT

AUGUST 2023

#### Administration

- L. Jakacki and J. May have been interviewing candidates for the Administrative Assistant Position
- Nine staff and one family member marched in the annual Fiesta Days Parade on July 23. We handed out branded tote bags and pencils to those watching the parade.



#### Circulation

- On July 25, a new fascia was installed on the exterior part of the automated materials handler. A new screen was installed on the interior staff return after this installation.
- From July 20-August 1, Circ Staff assisted with discounting payments for all materials purchased from the Friends Sale Area.
- New staff member, S. Culp, completed her training as a Circulation Clerk.

#### Human Resources

- New staff at the Library hired this month is S. Culp, who joined our Circulation Department as a Circulation Clerk.
- Our Interlibrary Loan position has been put on hold due to being unable to find the best fit.
- Interviews were conducted with K. Milfajt for her Acquisition Associate position; an offer was made and accepted. The new staff member will start in August.
- E. Bily resigned from her full-time Adult Services Librarian position at the Library.
- Our current headcount for July was; 31; 17 FT (37.50 hours weekly), 13 PT staff members, and one temporary substitute.

- Average merit increases for FY 22/23 (year-to-date) is 1.61%
- We had J. Einoris just celebrated five years with the library! Congratulations!

### **Technical Services**

- S. Roitberg completed the cleanup of our Polaris purchase orders and invoices before our Polaris fiscal year rollover. She began cataloging our Spanish textbooks to be available to patrons by the beginning of the school year.
- K. Meadows received and watched book repair videos from Demco that she had requested during ALA Annual. She found them very informative and looks forward to applying the new techniques she learned.
- C. Balingit continues training in her role and is working with adult and youth selectors to classify items according to their intent for their respective collections.

### **Technology**

- The MK software for our sorter and self-checks was migrated to the new server. There were no issues with the migration, and everything continues to run well.
- Nayax found what they think was causing the issues with our credit card readers at the self-checks. After they updated the configuration, we saw significant improvement with a few transaction failures.
- IT and Eccezion continue to work on the server project. TBS should be scheduled to migrate MyPC and Papercut to the new server within the next few weeks
- 7/25 MK Solutions was onsite to replace the monitor at the staff return station and repair the outdoor return. This was included as part of our contract with them.

### **Youth Services**

- In July, we served 244 lunches as part of the Summer Lunch Program.
- J. Einoris had Cold-Blooded Creatures with Cold-Blooded Parties, which was phenomenal! Attendance was 53, just under the 60-person capacity allowed in the room. The performance was very educational, and the participants seemed to really enjoy the program. J. Einoris also got to pet an American Alligator!
- S. Baseley and S. Kordistos had a ton of fun putting together the Obstacle Course and enjoyed watching a boy show off his hula hooping skills. At one point, he was doing six hoops at once! They reported that it was pretty impressive!

- S. Baseley volunteered at the Pearl Street Market for Family Night and provided a storytime. Families were excited to learn about future programming and obtain a library card.
- B. Salazar helped a patron find reference letter samples. She mentioned having ADHD and being frustrated. She told the patron not to worry and that she could help. She was very thankful after B. Salazar showed her a few samples.
- A. Maifeld had a boy bring in a book in Spanish and ask if we had it in English. She could use Google Translate to find the title, and we did have it! It was just checked out. A. Maifeld was able to place a hold for the book for the boy, and he was very excited.
- S. Kordistos gave a 1,000 Books Before Kindergarten tour to a child and took him back to see the sorting machine. He was so impressed by it and thought it was so cool. He asked if we had bought it from Target! Then as part of the end of the tour, they got to see the back office and where we work, and he was amazed by the fun stuff on our desks, even pictures of characters from Disney World. He was a ball of energy but so cute!

### **Patron Comments**

- I just wanted to pass along a really nice compliment from a patron. She was leaving Bertha's Pintar al aire libre/Outdoor Painting program and wanted us to know that she thought Bertha did such a great job at keeping the kid's attention and finding different ways for the kids to let out their creativity. She mentioned that there was a big tarp the kids could paint on, and she thought it was "the best idea." Additionally, she wanted to thank Bertha for moving the program inside because her grandson has asthma and otherwise would have had to cancel.
- Bill, from the Friends, stopped by and wanted us to know that a patron dropping off items, Debi Gordon, told him how much she appreciates the library and how welcome the staff makes her feel when she comes here.
- One patron let D. Gaudio know that she had picked up one of the bibliographies and was about halfway done reading all of the suggested books and that she loved them. D. Gaudio also shared that K. Kimbrel's bibliographies, which he completely redid to match our Summer Reading theme, were a big hit with the patrons.



**Sophia Dennison**

2 reviews



★★★★★ a week ago

NEW

The staff is very helpful and kind.

← Reply



1



**Emily Eldridge**

Local Guide · 132 reviews · 71 photos



★★★★★ a week ago

NEW

My daughter and I always like to go to the library. They just opened (this year) a discovery zone play area for the little kids, which is the one thing I wished they had when we moved to McHenry. I used to take my daughter to the library by ... [More](#)

← Reply



1



McHENRY PUBLIC  
LIBRARY DISTRICT  
WISDOM • KNOWLEDGE • DREAMS

Date July 25<sup>th</sup>

My comment/compliment/complaint:

Diane was so helpful  
to us try to figure out  
the computer.  
So pleasant & kind

Name (optional): Sue & Claudia

Phone (optional): from Elgin



McHENRY PUBLIC  
LIBRARY DISTRICT  
WISDOM • KNOWLEDGE • DREAMS

Date 6/7/23

My comment/compliment/complaint:

The library is clean  
and peaceful. I love it.  
The staff are  
amazing and thoughtful.

Name (optional): \_\_\_\_\_

Phone (optional): \_\_\_\_\_

**IPLAR****IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLS 151, PLS 701]	30448
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0301
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	McHenry Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLS 153]	809 Front Street
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a Facility City [PLS 154]	McHenry
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60050
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	809 Front Street
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	McHenry
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60050
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	815-385-0036
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	815-385-7085
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	<a href="http://www.mchenrylibrary.org">http://www.mchenrylibrary.org</a>

**Library Director's Information**

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Lesley Jakacki
1.15 Title	Executive Director
1.16 Library Director's E-mail	<a href="mailto:ljakacki@mchenrylibrary.org">ljakacki@mchenrylibrary.org</a>

**Library Information**

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

**Contract for Services**

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear

once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

## Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	McHenry
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	No
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	41,852
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

## Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	Yes

## SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, [pburg@ilsos.gov](mailto:pburg@ilsos.gov)) so that it can be added.

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	0
2.1b Total number of branch libraries [PLS 210]	0
2.2a Are any of the branch libraries a combined public and school library?	

## Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
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MCHENRY P.L.D.	MCHENRY PUBLIC LIBRARY DISTRICT		
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## ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
MCHENRY P.L.D.	30448	3044800

## Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
MCHENRY P.L.D.	809 FRONT STREET		

## Address

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
MCHENRY P.L.D.	MCHENRY		60050	

## County & Phone

Location	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
MCHENRY P.L.D.	McHenry		8153850036	

## Square Feet

Location	2.11a Square Footage of Outlet [PLS 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
MCHENRY P.L.D.	38,000		

## IDs

## Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
MCHENRY P.L.D.	3,317	52	121,054	0	0

## ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	07/01/2022
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	06/30/2023
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Lesley Jakacki
3.5 Telephone Number of Person Preparing Report	815-385-0036
3.6 FAX Number	815-385-7085
3.7 E-Mail Address	ljakacki@mchenrylibrary.org

## REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?

No

### Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

### Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

### Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

### Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

### Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

## CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	1
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes

### First Member

5.5 Name	Charles Reilly
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<b>5.6 Trustee Position</b>	President
<b>5.7 Present Term Ends (mm/year)</b>	<b>04/2027</b>
<b>5.8 Telephone Number</b>	<b>815-385-0036</b>
<b>5.9 E-mail Address</b>	<b>creilly@mchenrylibrary.org</b>
<b>5.10 Home Address</b>	
<b>5.11 City</b>	<b>McHenry</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60050</b>

## Second member

<b>5.5 Name</b>	<b>Bud Alexander</b>
<b>5.6 Trustee Position</b>	Vice-President
<b>5.7 Present Term Ends (mm/year)</b>	<b>04/2025</b>
<b>5.8 Telephone Number</b>	<b>815-385-0036</b>
<b>5.9 E-mail Address</b>	<b>balexander@mchenrylibrary.org</b>
<b>5.10 Home Address</b>	
<b>5.11 City</b>	<b>McHenry</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60050</b>

## Third member

<b>5.5 Name</b>	<b>Thomas Sutliff</b>
<b>5.6 Trustee Position</b>	Other
<b>5.7 Present Term Ends (mm/year)</b>	<b>04/2029</b>
<b>5.8 Telephone Number</b>	<b>815-385-0036</b>
<b>5.9 E-mail Address</b>	<b>tsutliff@mchenrylibrary.org</b>
<b>5.10 Home Address</b>	
<b>5.11 City</b>	<b>McHenry</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60050</b>

## Fourth member

<b>5.5 Name</b>	<b>Monica Leccese</b>
<b>5.6 Trustee Position</b>	Secretary
<b>5.7 Present Term Ends (mm/year)</b>	<b>04/2027</b>
<b>5.8 Telephone Number</b>	<b>815-385-0036</b>
<b>5.9 E-mail Address</b>	<b>mleccese@mchenrylibrary.org</b>
<b>5.10 Home Address</b>	
<b>5.11 City</b>	<b>Wonder Lake</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60097</b>

## Fifth member

<b>5.5 Name</b>	<b>Michele Madsen</b>
<b>5.6 Trustee Position</b>	Other
<b>5.7 Present Term Ends (mm/year)</b>	<b>04/2029</b>
<b>5.8 Telephone Number</b>	<b>815-385-0036</b>

<b>5.9 E-mail Address</b>	<b>mmadsen@mchenrylibrary.org</b>
<b>5.11 City</b>	<b>McHenry</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60051</b>

## Sixth member

<b>5.5 Name</b>	
<b>5.6 Trustee Position</b>	
<b>5.7 Present Term Ends (mm/year)</b>	
<b>5.8 Telephone Number</b>	
<b>5.9 E-mail Address</b>	<b>-1No E-Mail</b>
<b>5.10 Home Address</b>	
<b>5.11 City</b>	
<b>5.12 State</b>	
<b>5.13 Zip Code</b>	

## Seventh member

<b>5.5 Name</b>	<b>Terry Weingart</b>
<b>5.6 Trustee Position</b>	Treasurer
<b>5.7 Present Term Ends (mm/year)</b>	<b>04/2029</b>
<b>5.8 Telephone Number</b>	<b>815-385-0036</b>
<b>5.9 E-mail Address</b>	<b>tweingart@mchenrylibrary.org</b>
<b>5.10 Home Address</b>	
<b>5.11 City</b>	<b>McHenry</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>60051</b>

## Eighth member

<b>5.5 Name</b>	
<b>5.6 Trustee Position</b>	
<b>5.7 Present Term Ends (mm/year)</b>	
<b>5.8 Telephone Number</b>	
<b>5.9 E-mail Address</b>	
<b>5.10 Home Address</b>	
<b>5.11 City</b>	
<b>5.12 State</b>	
<b>5.13 Zip Code</b>	

## Ninth member

<b>5.5 Name</b>	
<b>5.6 Trustee Position</b>	
<b>5.7 Present Term Ends (mm/year)</b>	
<b>5.8 Telephone Number</b>	
<b>5.9 E-mail Address</b>	
<b>5.10 Home Address</b>	
<b>5.11 City</b>	

5.12 State	
5.13 Zip Code	

## FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	No
6.2 Total Number of Meeting Rooms	3
6.2b Total number of times meeting room(s) used by the public during the fiscal year	775
6.3 Total Number of Study Rooms	3
6.3b Total number of times study room(s) used by the public during the fiscal year	3,241

## Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.gov) at the Illinois State Library.

## Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities					1	

## Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$75,000		
Structural repairs (walls, foundations, etc.)	1	\$30,000		
Roof repair/replacement	1	\$75,000		
Heating/ventilation/air conditioning	1	\$75,000		
Electrical systems other than alarms		\$0		
Plumbing systems		\$0		
Egress systems (doors, stairs, etc.)		\$0		
Fire protection (detectors, alarms, etc.)		\$0		
Asbestos abatement		\$0		
Security measures		\$0		
Energy conservation		\$0		
Repair of sidewalks, curbing, parking areas	1	\$75,000		
Accessibility measures	1	\$15,000		
Technology upgrading	1	\$25,000		
New building construction (construction of a new facility)		\$0		
Building additions (adding square feet to existing facility)		\$0		

## Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should

be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling		\$75,000		
Structural repairs (walls, foundations, etc.)		\$30,000		
Roof repair/replacement		\$0		
Heating/ventilation/air conditioning		\$30,000		
Electrical systems other than alarms		\$10,000		
Plumbing systems		\$0		
Egress systems (doors, stairs, etc.)		\$0		
Fire protection (detectors, alarms, etc.)	1	\$23,000		
Asbestos abatement		\$0		
Security measures		\$0		
Energy conservation		\$0		
Repair of sidewalks, curbing, parking areas		\$0		
Accessibility measures		\$0		
Technology upgrading	1	\$17,000		
New building construction (construction of a new facility)		\$0		
Building additions (adding square feet to existing facility)		\$0		

## ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [ 75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

### Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$2,160,000
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

**IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)**

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

### Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
---	-----

7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	\$4,138,175.00 A mix of funds in our special reserve fund, outstanding general fund balance, and funds on our grant/gift fund.
--	--

## Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
--	----

## OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

## Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$3,356,116
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$3,531,630

## State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$61,731
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$0
8.5 Other State Government funds received	\$80,304
8.6 If Other, please specify <sup>1</sup>	

<b>8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]</b>	<b>\$142,035</b>
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## Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

<b>8.8 LSTA funds received</b>	<b>\$0</b>
<b>8.9 E-Rate funds received</b>	<b>\$0</b>
<b>8.10 Other federal funds received</b>	<b>\$0</b>
<b>8.11 If Other, please specify</b>	
<b>8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]</b>	<b>\$0</b>

## Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

<b>8.13 Monetary Gifts and Donations</b>	<b>\$23,179</b>
<b>8.14 Other receipts intended to be used for operating expenditures</b>	<b>\$87,168</b>
<b>8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]</b>	<b>\$110,347</b>
<b>8.16 Other non-capital receipts placed in reserve funds</b>	<b>\$0</b>

## Total Operating Receipts

<b>8.17 TOTAL receipts ( 8.1 + 8.7 + 8.12 + 8.15) [PLS 304]</b>	<b>\$3,608,498</b>
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## Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...", or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

<b>8.18a The library safeguards its funds using which option?</b>	Insurance Policy/Instrument
<b>8.18b Proof of Certificate of Insurance for Library Funds</b>	
<b>8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?</b>	<b>\$1,700,000</b>
<b>8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?</b>	Yes
<b>8.21 The designated custodian of the library's funds is:</b>	Library Treasurer

## OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

**Include:** Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

**Exclude:** Do not report the value of free items, estimated costs, and capital expenditures.

**NOTE:** Round answers to the nearest whole dollar.

## STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

**NOTE:** Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLS 350]	\$1,212,384
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$395,302
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$1,607,686

## COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

**NOTE:** Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	\$101,829
10.2 Electronic Materials (e-books, databases, etc.) [PLS 354]	\$109,151
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLS 355]	\$94,062
10.3b Please list the types of materials purchased in 10.3a	DVDs, CDs, videogames, Audiobooks, Library of Things Materials
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$305,042

## OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

**NOTE:** Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$703,692
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$2,616,420

## CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

### Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$13,528
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	\$13,528
12.2 State Government [PLS 401]	\$0
12.3 Federal Government [PLS 402]	\$0
12.4 Other Capital Revenue [PLS 403]	\$4,118
12.5 If Other, please specify	Interest Income on Special Reserve Funds
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	\$17,646

## Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$24,027
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## PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

## Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	11	11	\$320.18	412.50
	<b>13.1 Position Title</b>	<b>13.2 Primary Work Area</b>	<b>13.3 Hourly Rate</b>	<b>13.4 Total Hours/Week</b>
	Executive Director	Library Director	\$50.34	37.50
	Manager	Cataloging	\$39.43	37.50
	Manager	Children\'s Services	\$34.62	37.50
	Manager	Adult Services	\$33.00	37.50
	Librarian	Adult Services	\$26.50	37.50
	Librarian	Adult Services	\$24.95	37.50
	Librarian	Adult Services	\$24.40	37.50
	Librarian	Adult Services	\$22.19	37.50



	<b>Librarian</b>	Adult Services	<b>\$21.96</b>	<b>37.50</b>
	<b>Librarian</b>	Children\'s Services	<b>\$21.22</b>	<b>37.50</b>
	<b>Lead Cataloger</b>	Cataloging	<b>\$21.57</b>	<b>37.50</b>

## Group A Total

<b>13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]</b>	<b>10.31</b>
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## Group A hidden group hours

## Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	\$23.35	37.50
	<b>13.6 Position Title</b>	<b>13.7 Primary Work Area</b>	<b>13.8 Education Level</b>	<b>13.9 Hourly Rate</b>	<b>13.10 Total Hours/Week</b>
	<b>Lead</b>	Children\'s Services	Bachelor's Degree: No library science	<b>\$23.35</b>	<b>37.50</b>

## Group B Total

<b>13.11 Total Group B: FTE Other Librarians (13.10/40)</b>	<b>0.94</b>
<b>13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]</b>	<b>11.25</b>

## Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

<b>13.13 Total hours worked in a typical week by all Group C employees</b>	<b>472.00</b>
<b>13.14 Minimum hourly rate actually paid</b>	<b>\$14.00</b>
<b>13.15 Maximum hourly rate actually paid</b>	<b>\$35.64</b>
<b>13.16 Total FTE Group C employees (13.13 / 40)</b>	<b>11.80</b>

## Group D

This category includes full-time and part-time pages or shelvers.

<b>13.17 Total hours worked in a typical week by all Group D employees</b>	<b>0.00</b>
<b>13.18 Minimum hourly rate actually paid</b>	<b>\$0.00</b>
<b>13.19 Maximum hourly rate actually paid</b>	<b>\$0.00</b>
<b>13.20 Total FTE Group D employees (13.17 / 40)</b>	<b>0.00</b>

## Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

<b>13.21 Total hours worked in a typical week by all Group E employees</b>	<b>57.50</b>
<b>13.22 Minimum hourly rate actually paid</b>	<b>\$15.01</b>
<b>13.23 Maximum hourly rate actually paid</b>	<b>\$33.33</b>
<b>13.24 Total FTE Group E employees (13.21 / 40)</b>	<b>1.44</b>

<b>13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]</b>	<b>13.24</b>
<b>13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]</b>	<b>24.49</b>

## Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	37.50	26	\$55,500.00	\$85,554.00
	<b>13.27 Position Title</b>	<b>13.28 Primary Work Area</b>	<b>13.29 Education Level</b>	<b>13.30 Total Hours/Week</b>	<b>13.31 Number of Weeks Vacant during report period.</b>	<b>13.32 Annual Salary Range Minimum</b>	<b>13.33 Annual Salary Range Maximum</b>
	Director of Public Services	Other Type of Librarian	Master's Degree (ALA accredited)	37.50	26	\$55,500.00	\$85,554.00

## Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary						
	<b>13.34 Position Title</b>	<b>13.35 Primary Work Area</b>	<b>13.36 Education Level</b>	<b>13.37 Total Hours/Week</b>	<b>13.38 Current Status: Filled or Unfilled</b>	<b>13.39 Date Filled (mm/year, if applicable)</b>

## Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary							
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

## LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

<b>14.1 Total annual visits/attendance in the library [PLS 501]</b>	<b>121,054</b>
<b>14.1a Library Visits Reporting Method [PLS 501a]</b>	Annual Count

## PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)

### Synchronous Programs:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

**Note:** For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

#### Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

**Note:** For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	127	2,341	76	7,440
Children (6-11)	30	457	17	157
Young Adults (12-18)	58	385	17	1,163
Adults (19 and older)	80	624	5	90
General Interest	59	1,063	28	1,510
Total	354	4,870	143	10,360

### Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	317	4,013
Synchronous In-Person Offsite Program Sessions	14	670
Synchronous Virtual Program Sessions	23	187
Total	354	4,870

### Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	30
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	3,974

### Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	Yes
15.39b Please describe the programming provided.	Sensory storytimes

### REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

**Note:** Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	7,398
16.2a Total Number of Unexpired Non-resident Cards	5
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0

16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	1
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$1,045.85
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	7,403
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Current Overdue Fine Policy [PLS 504]	Yes

## RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLS 450]	123,354
17.2 Current Print Serial Subscriptions	247
17.3 Total Print Materials (17.1+17.2)	123,601
17.4 E-books Held at end of the fiscal year [PLS 451]	35,041
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	12,630
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453]	14,209
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	20,211
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455]	31
17.6c Other Circulating Physical Items [PLS 462]	571
17.6d Total Physical Items in Collection [PLS 461]	156,766

## Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

**Note:** The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLS 456]	39
17.8 State (state government or state library) [PLS 457]	16

17.9 Total Electronic Collections (17.7 + 17.8) [PLS 458]	55
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## USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

For guidance in counting electronic item usage, please reference the following guide: [Counting Electronic Item Usage for the IPLAR](#)

18.1 Number of adult materials loaned	240,172
18.2 Number of young adult materials loaned	13,465
18.3 Number of children's materials loaned [PLS 551]	107,917
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	361,554

## Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	165,139
18.6 Videos/DVDs- Physical	67,754
18.7 Audios (include music)- Physical	18,215
18.8 Magazines/Periodicals- Physical	7,301
18.9 Other Items- Physical [PLS 561]	14,087
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	272,496
18.11 Use of Electronic Materials [PLS 552]	89,058
18.12 Total Circulation of Materials (18.10+18.11) [PLS 550]	361,554
18.13 Successful Retrieval of Electronic Information [PLS 554]	91,427
18.14 Electronic Content Use (18.11+18.13) [PLS 555]	180,485
18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556]	452,981
18.16 Interlibrary Loans Provided TO other libraries [PLS 575]	15,455
18.17 Interlibrary Loans Received FROM other libraries [PLS 576]	18,584

## PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

## Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

**NOTE:** It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLS 502]	32,136
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19.1a Reference Transactions Reporting Method [PLS 502a]	Annual Estimate Based on Typical Week(s)
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## One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	1,950
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## AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	133
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	54
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

## INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b If Other, please specify	1G
21.3 What is the monthly cost of the library's internet access?	\$719
21.4 Number of Internet Computers Available for Public Use [PLS 650]	49
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	13,297
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLS 652]	58,203
21.6a Reporting Method for Wireless Sessions [PLS 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLS 653]	226,607 --Select--

## E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.3 If NO, why did your library NOT participate in the E-rate program?	In previous applications, we did not qualify.

## STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$8,697
23.2 Does the above amount include travel expenses?	No
23.3 How many hours of training did employees receive this year?	1,213.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	Yes

## COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	-1No Comments
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	-1No Comments
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1No Comments

## COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	No
Public Services During COVID-19	Yes
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External WiFi Access Added During COVID-19	No
External WiFi Access Increased During COVID-19	Yes
Staff Re-Assigned During COVID-19	No

## PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

**NOTE:** If there ARE any errors or discrepancies, please list and explain fully.

**NOTE:** Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

25.1 Were the secretary's records found to be complete and accurate?	Yes
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	Bud Alexander
25.4 Second board member completing the audit	Monica Leccese
25.5 Date the Secretary's Audit was completed	07/18/2023

## IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Lesley Jakacki	08/15/2023
President	Charles T. Reilly	08/15/2023
Secretary	Monica Leccese	08/15/2023

## IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.

2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this

year's answer is equal to, less than, or more than the previous year's answer.

3. Select the "Submit/Lock" button at the top of the page.

**NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).**

<sup>1</sup>, 8.6 LLSAP Grant and the Library was part of an IDOT eminent domain area so payment from IDOT for land and property taken during the process. (0-2023-08-02)



**Delights Enterprises LLC**  
**Vacant Building Incentive Program**

This Economic Incentive Agreement ("Agreement") is entered into by and between the City of McHenry, McHenry County, Illinois ("City"), McHenry Community High School District 156, McHenry School District 15, McHenry Township Fire Protection District and the McHenry Public Library District (collectively "Taxing Bodies") and Delights Enterprises LLC ("Developer").

**Recitals**

A. Whereas, the Taxing Bodies and the City have the power and authority to enter into this Agreement pursuant to the provisions of Article VII, Section 10 of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, ILCS 220/1 et seq.;

B. Whereas, 3319 W Elm Street is improved with a vacant building, approximately 1,000 square foot in size; is legally described as follows, with an assigned Property Tax Identification Number of 09-26-457-004:

The Westerly Half of Lot 1 (except the Westerly 18.08 feet thereof) and the Westerly Half of the North half of Lot 4 (except the Westerly 18.08 feet thereof) in Book 26 in the Original Plat of McHenry on the West side of Fox River, a Subdivision of part of the Southeast Quarter of Section 26, Township 45 North, Range 8, East of the Third Principal Meridian, according to the Plat thereof recorded July 6, 1840 in Book B of Deeds, page 160, in McHenry County, Illinois. ("Subject Property")

C. Whereas the City of McHenry adopted the Vacant Building Incentive Program for buildings which have been vacant for three or more years, to encourage their redevelopment;

D. Whereas the Subject Property has been vacant for four (4) years;

E. Whereas a goal of this program is to able to effectively market specific properties to potential investors, developers and/or businesses, which at one time contained sales and property tax producing businesses, were home to job-generating companies (but due to various circumstances have since been vacated) or have become obsolete due to the size of the land, building or a combination thereof;

F. Whereas the purpose of the Vacant Building Incentive Program is to encourage reinvestment in existing improved vacant properties through a property tax abatement program instituted through multiple taxing bodies;

G. Whereas the property tax abatement is for five years from receipt of Certificate of Occupancy;

H. Whereas, the total 2022 Equalized Assessed Evaluation of the Subject Property is \$54,410;

I. Whereas, the City and Taxing Bodies desire to promote commercial growth, facilitate redevelopment and provide business retention services within the City;

J. Whereas, the Taxing Bodies and the City play a vital role in achieving defensible and sustainable incentives for new development which will in turn support future tax relief for the citizens of the City;

K. Whereas, the City and the Taxing Bodies mutually agree to cooperative participation with the understanding that either party may participate at will with any and all incentives offered to an individual business under this Agreement;

L. Whereas, this Agreement is made pursuant to 35 ILCS 200/18-184;

M. Whereas, the City and Taxing Bodies are taxing districts within Illinois;

N. Whereas, the Developer proposes to rehabilitate the building on the Subject Property with all new HVAC, electric and plumbing, along with structural reinforcements of the existing building.

O. Whereas, the City and Taxing Bodies find that Developer's rehabilitation of the building on the Subject Property will 1) create and enhance existing and additional business opportunities within the City; 2) improve the image of the City; 3) increase annual property taxes of all of the Taxing Bodies; 4) create or retain job opportunities within the City; 5) further the development of adjacent area; 6) strengthen the commercial sector of the City; and 7) is generally in the best interest of each the Taxing Bodies;

P. Whereas, but for the economic incentives contained in this Agreement, Developer would likely not have gone forward with the improvements to the building; and

Q. Whereas, the Taxing Bodies have worked cooperatively to promote the economic growth in the community as a whole.

NOW, THEREFORE, in consideration of the foregoing and the covenants hereinafter set forth, it is mutually agreed as follows:

1. Limitation of City Responsibilities. Other than the limited Real Estate Tax Abatement made pursuant to this Agreement, the City and the Taxing Bodies shall have no obligation to incur any expense or other liability associated with Developer.

2. Procedure for Abatement. Upon execution of this Agreement, the City shall adopt an ordinance attaching a fully executed copy of this Agreement, requesting the McHenry County Clerk to abate that portion of the real estate taxes on the Subject Property that exceed the 2022 base proportionate tax amount of the taxing bodies which totals \$3,031.55. This abatement shall apply annually in each of the five years (2023-2027) after an occupancy permit is issued to Developer. ("Property Tax Abatement Term"). Thereafter, no abatement shall be applied, and the City and all Taxing Bodies shall be entitled to receive 100% of the Real Estate Tax Revenue generated by the Subject Property.

3. Clawback Provision. Developer agrees to repay all Property Tax Abatements referenced in this Agreement to the Taxing Bodies if Developer ceases its business operation in the City, at the Subject Property, during the term of this Agreement. Ceasing business operation shall be defined as the permanent closure of the building on the Subject Property for a period of six (6) or more consecutive months prior to the end of the Property Tax Abatement Term.

4. No Other Obligations. Other than property taxes pursuant to this Agreement, the City and Taxing Bodies shall have no obligation to incur any expense or liability, share any revenue or abate any property tax associated with Developer, its business or the Subject Property.

5. Governing Law, Waiver and Notices. The laws of the County of McHenry, the State of Illinois, shall govern this Agreement and the sole and exclusive venue for any disputes arising out of this Agreement shall be the Twenty-Second Judicial Circuit, McHenry County, Illinois. Any notices required in this Agreement shall be effective when in writing and three

days after mailing by certified mail, return receipt requested, or by delivering the same in person or to any officer of such party or private overnight courier, when appropriate, addressed to the party to be notified.

6.

All notices to the City shall be sent to:

City Administrator  
City of McHenry  
333 S. Green Street  
McHenry, IL 60050

All notices to Developer shall be sent to:

Cathleen Levatino  
C & R's Delights, LLC  
614 Golfview Terrace  
Buffalo Grove, IL 60089

or to such other address as a party may designate for itself by notice given from time to time to the other parties in the manner provided herein.

7. Remedies. In the event of a breach of any of the terms and conditions of this Agreement, the non-breaching party shall have the right to terminate this Agreement. In addition, the non-breaching party shall have the right, by any action or proceeding at law or in equity, to secure the specific performance of the covenants and agreements herein contained, may be awarded damages for failure of performance, or both. The foregoing rights and remedies shall be cumulative and not exclusive. The prevailing party in any action related to this Agreement shall be entitled to recover its reasonable attorney's fees incurred against the non-prevailing party.

8. Entire Agreement. This instrument contains the entire agreement between the parties with respect to the transaction contemplated in this Agreement.

9. Amendment. This Agreement may not be amended, altered or revoked at any time, in whole or in part, unless such changes are agreed to in writing and signed by all of the parties to this Agreement.

10. Successors. This Agreement shall be binding on the parties, and their respective successors, assigns, heirs and legal representatives.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first above written.

City of McHenry

Developer

By \_\_\_\_\_  
Wayne Jett, Mayor

By \_\_\_\_\_  
Cathleen Levatino

Developer

By \_\_\_\_\_  
Richard Merlak

McHenry Township Fire Protection District

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Attested: \_\_\_\_\_

Date: \_\_\_\_\_

McHenry District 15

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Attested: \_\_\_\_\_

Date: \_\_\_\_\_

McHenry District 156

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Attested: \_\_\_\_\_

Date: \_\_\_\_\_



McHenry Public Library District

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Attested: \_\_\_\_\_

Date: \_\_\_\_\_

# MEMO

**To: MPLD Board of Trustees**

**From: L. Jakacki and the MPLD In-Service Committee**

**Re: 2023 In-Service Meetings and Library Closure**

**Date: August 1, 2023**

Dear Board of Trustees,

The MPLD In-Service Committee, whose role is to provide ongoing, relevant, and engaging training opportunities for staff that will aid in professional and personal growth for staff as individuals and as a whole, would like to request the chance to hold all-staff in-person meetings in 2024.

Holding all-staff in-person meetings would require the Library to close on six days throughout the year, and the committee is proposing the following dates for Board approval:

- February 2, 2024 from 1:00 p.m. - 5:00 p.m.
- April 12, 2024 from 9:00 a.m. - 1:00 p.m.
- June 21, 2024 from 1:00 p.m. - 5:00 p.m.
- August 23, 2024 from 9:00 a.m. - 5:00 p.m..
- October 25, 2024 from 9:00 a.m. - 1:00 p.m.
- December 13, 2024 from 9:00 a.m. - 5:00 p.m.

The committee understands that if the Library must modify hours or close for any reason, these closures may not occur. Therefore, they have created a contingency plan for these instances.

Thank you for your consideration.

# Military Leave-Proposed Update\*

(approved 09-2014; revised XX-XX-XXXX)

## Policy

McHenry Public Library District (MPLD) employees who are deployed into active military service are entitled to military leave.

Leaves of absence for military or reserve duty are granted to all employees of the Library. When called to active military duty or reserve or National Guard training or volunteer for the same, the employee should submit copies of their military orders through the Employee Self-Service (ESS) portal as soon as is practicable.

This includes time off for:

- (i) service in a federally recognized auxiliary of the U.S. Armed Forces when performing official duties in support of military or civilian authorities as to the result of an emergency,
- (ii) service covered in the Illinois State Guard as defined by the Illinois State Guard Act,
- (iii) a period for which an employee is absent from a position of employment for the purpose of medical or dental treatment for a condition, illness, or injury sustained or aggravated during a period of active service in which treatment is paid by the United States Department of Defense Military Health System.

Employees will be granted a military leave of absence for the period of military service in accordance with applicable Federal and State laws. Employees who are reservists or members of the National Guard are granted time off for required military training. Their eligibility for reinstatement after the completion of their military duty and training benefit continuation/eligibility issues are determined in accordance with applicable Federal and State laws. For any unpaid leave, employees may elect but are not required, to use any applicable accrued paid time off entitlement for the absence.

MPLD will pay a full-time employee of a reserve component of the United States Armed Services, including the Illinois National Guard and who is mobilized to active military duty by order of the President of the United States the same compensation, health insurance, and other benefits for the duration of the employee's active service, less the amount of military base pay.

Additional employment rights and benefit protection is afforded to members of the National Guard and Illinois military reserves called to active duty under the Illinois Citizen Soldier Initiative. This legislation extends the Illinois Human Rights Act, to prohibit employment discrimination based on an employee's military reserve status. The law also prohibits employers from terminating reservists on active duty.

Under the Federal Uniformed Services Employment and Reemployment Rights Act (USERRA),<sup>38</sup> [USC 4301, et seq.](#), regular full-time employees who have been called to active duty are entitled to leave, and full reemployment rights upon their return as long as such leave does not exceed five (5) years.

Paid time off for Military Leave will not be counted as hours worked for the purposes of determining overtime or as hours worked for the purposes of determining FMLA eligibility.

DRAFT

\*Expanded policy to include our, state & federal protection law regarding military service and more clarification if called to duty.\*

# Military Leave

(approved 09-2014)

## **Policy**

MPLD staff members who are deployed into active military service are entitled to military leave.

## **Guidelines And Practices For Implementation**

Leaves of absence for military or reserve duty are granted to all employees of the Library. Employees called to active military duty or to reserve or National Guard training, or volunteering for the same, should submit copies of their military orders to their supervisor as soon as is practicable. Employees will be granted a military leave of absence for the period of military service in accordance with applicable Federal and State laws. Employees who are reservists or members of the National Guard are granted time off for required military training. Their eligibility for reinstatement after the completion of their military duty and training benefit continuation/eligibility issues are determined in accordance with applicable Federal and State laws. Employees may elect, but are not required, to use any vacation entitlement for the absence in the event that the leave is unpaid. (Eligibility for pay is determined in accordance with applicable federal and state laws). Training leaves will not normally exceed two weeks per year, plus reasonable travel time.

# Holidays-Proposed Updates\*

(approved 09-2014; revised XX-XX-XXXX)

## ***Paid Holidays***

McHenry Public Library District (MPLD) is closed for business and will grant paid holiday time off to all eligible employees on the holidays listed below.

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Christmas Eve (December 24)
- Christmas Day (December 25)
- New Year's Eve Day (December 31)

## ***Unpaid Holidays***

Although these are not paid holidays, the Library may be closed on the following days:

- Easter Sunday
- July 3 (If July 4 falls on a weekday, the library will be closed on July 3 at 5:00 p.m.)
- Fiesta Days Parade Sunday
- Thanksgiving Eve (Wednesday before Thanksgiving) beginning at 5 p.m.

Holiday pay is calculated based on an employee's regularly scheduled weekly hours by paying one-fifth of their regularly scheduled weekly hours. For example, an employee who is regularly scheduled to work 20 hours per week will receive four (4) hours of holiday pay per holiday.

Part-Time employee leave will be prorated based on each employee's regularly scheduled weekly hours.

- 10 hrs/wk. maximum 2 hours per holiday
- 15 hrs/wk. maximum 3 hours per holiday
- 20 hrs/wk. maximum 4 hours per holiday
- 25 hrs/wk. maximum 5 hours per holiday
- 30 hrs/wk. maximum 6 hours per holiday
- 35 hrs/wk. maximum 7 hours per holiday
- 37.5 hrs/wk. maximum 7.5 hours per holiday

When a paid holiday falls on a weekend date, the Library will be closed, and employees will be provided with a Moveable Holiday so they can observe the paid holiday on a workday before

or after the holiday. Moveable holidays must be used within 30 days before or 30 days after the holiday and must be requested in advance through the employee self-service (ESS) portal per our time off request policies.

Should a paid or unpaid holiday alter a full-time employee's regularly scheduled hours, the employee must adjust their schedule to stay within their regular weekly hours within that pay period. Part-time employees must adjust their hours during the same pay period or the following pay period. If the hours are not adjusted within two pay periods, they are forfeited, which could result in paid leave being required to be used.

If a paid holiday falls during an eligible employee's paid absence (such as vacation or pre-approved sick time), holiday pay will be provided instead of the paid time off benefit that would have otherwise been applied. Holiday pay is not awarded to employees who are on an unpaid leave of absence.

Religious holidays not observed by the Library may be taken as vacation or personal time.

Employees must be present at work on their scheduled shift prior to the holiday and their first scheduled shift after the holiday or use pre-approved (requested fourteen (14) days before the first day of the time off) time off for those days to receive holiday pay. If an employee provides less than fourteen (14) days notice of an absence for the shift prior to the holiday or their first scheduled shift after the holiday, MPLD will require a note from a healthcare provider certifying that the employee was unable to work for health reasons or that the employee was attending to the medical needs of a qualified family member. In these cases, the employee is required to bring a note on their first day back. Failure to provide documentation may result in the holiday being unpaid. The Executive Director may waive this requirement at their discretion.

Time off prior to or following these holidays is handled in each department based on the needs of the Library. Department managers will ensure that time off around holidays is dealt with equitably and that no employee receives time off around the same holiday year after year or takes time off around multiple holidays in a year.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime or as hours worked for the purposes of determining FMLA eligibility.

Unused holidays are not payable upon separation, including unused movable holidays.

\*Clarified holiday pay for part-time employee and added language for when holiday pay is more or less their scheduled workday. In order to better serve patrons removed the extra day of closing when the holiday falls on a weekend. Holidays that fall on weekends will be converted to moveable holidays for staff. \*

# Current Holiday Policy

(approved 09-2014)

## *Paid Holidays*

The MPLD is closed for the following paid holidays:

Easter Sunday, Memorial Day, Independence Day (July 4<sup>th</sup>), Labor Day, Thanksgiving Eve, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day. (In years when Independence Day falls on a day of the week other than Monday, the Library will close at 5pm).

Holiday pay procedures and interpretation: For non-exempt, hourly paid employees. The intent of this policy is to 'reward' employees for working the day before and day after a holiday. Holiday pay is pro-rated for part-time employees (basically 1/5<sup>th</sup> of regular pay). An employee is not eligible for holiday pay if they have an excused absence (personal, non-scheduled vacation) on the workdays scheduled immediately before and after a paid holiday. If the library is closing early for weather-related reasons on the day before a scheduled holiday, the Executive Director may excuse an absence to avoid making a staff member travel in dangerous conditions. The exception to this will be if the holiday falls within an employee's scheduled vacation (received confirmation of vacation 14 days before the first date of vacation). No more than 2 people from any department may schedule simultaneous time off. Department Managers accept employee requests for scheduled time off beginning January 2<sup>nd</sup> of each calendar year. The requests are granted on a "first come" basis. The employee with seniority will be given the advantage when more than 2 people simultaneously request scheduled time off. (for specific, please see current Benefits pamphlet)

## *Unpaid Holidays*

Although these are not paid holidays, the library may be closed to the public on the following days:

- Easter Sunday
- Independence Day
  - When July 4<sup>th</sup> falls on a Saturday, the library will also close on Sunday as an unpaid holiday.
  - When July 4<sup>th</sup> falls on Sunday, the library will also close on Monday as an unpaid holiday.
- Fiesta Days Parade Sunday
- Thanksgiving Eve (Wednesday before Thanksgiving) beginning at 5 p.m.
- December holidays
  - When the December holidays fall on a Friday and Saturday, the library will also close on Sunday as an unpaid holiday.
  - When the December holidays fall on Saturday and Sunday the library shall also close on Monday as an unpaid holiday.
  - When the December holidays fall on Sunday and Monday the library shall also close on Saturday as an unpaid holiday.