



McHenry Public Library District

809 Front Street
McHenry, Illinois 60050
Phone: 815.385.0036
www.mchenrylibrary.org

**McHenry Public Library District
Board of Library Trustees Regular Meeting
Tuesday, October 17, 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. SECRETARY'S REPORT** – Monica Leccese, Secretary
 - A.** Approval of Minutes of the September 19, 2023, Regular Meeting.
 - B.** Approval of Minutes of the September 19, 2023, Budget and Appropriations Hearing
- VII. TREASURER'S REPORT** –Terry Weingart, Treasurer
 - A.** Quarterly Review of Finances with Tom Coughlin, Governmental Accounting, Inc.,
 - B.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for September/October 2023, Additional Bills (distributed at meeting), Reimbursement Report and Credit Card
- VIII. COMMUNICATIONS**
- IX. LIBRARIAN'S REPORT**
 - A.** Librarian's Report
 - B.** Serving Our Public 4.0- Chapters 1-4
- X. OLD BUSINESS**
 - A.** Fire panel replacement quote
- XI. NEW BUSINESS**
 - A.** FY 2023/2024 Budget
 - 1.** Levy
 - B.** Tuition Reimbursement Request from A. Maifield
 - C.** 2023/24 Snow Removal Contract
 - D.** Bereavement Leave Policy- Updated
- XII. EXECUTIVE SESSION**

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

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

XV. ADJOURNMENT

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

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



McHenry Public Library District
809 Front Street
McHenry, Illinois 60050
Phone: 815.385.0036

MINUTES
McHenry Public Library District
Board of Library Trustees
Regular Meeting

Date: September 19, 2023

Time: 7:00 p.m.

Location: Meeting Rooms #135 & #136

I. CALL TO ORDER – Charles Reilly, President

President Reilly called the regular meeting to order at 7:03 p.m.

II. ROLL CALL – Monica Leccese, Secretary

Roll was called.

Members Present: Bud Alexander, Monica Leccese, Michele Madsen, Charles Reilly, Thomas Sutliff, Nikki Wallace

Members Absent: Terry Weingart

Also Present: Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
Stephanie Nowalk, Administrative Assistant
Zach Terrill, Adult Services Manager

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

Director Jakacki stated that the agenda sent to the board contains a Decennial meeting item in error and will not be discussed at this meeting.

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

No public comments.

VI. OATH OF OFFICE FOR NIKKI WALLACE

As a newly appointed trustee, Nikki Wallace took her official oath of office.

VII. SECRETARY'S REPORT – Monica Leccese, Secretary

A. Approval of Minutes of the August 15, 2023, Regular Meeting.

Secretary Leccese informed the Board that she reviewed the minutes from the August 15, 2023, regular meeting and noted Trustee Madsen was Secretary Pro Tem for that meeting. Leccese stated no changes were needed to the minutes and then deferred to Trustee Madsen, who agreed no changes were needed.

Madsen moved, and Alexander seconded the motion to approve the August 15, 2023, Regular Meeting Minutes.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

VIII. TREASURER'S REPORT – Bud Alexander, Treasurer Pro Tem

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

Vice President Alexander stated that after his review of the financial reports, all figures seem to be in order and proper. Vice President Alexander had no additional questions or comments.

Secretary Leccese posed a question regarding a utility bill on page 12 of the Board packet, noting an increase compared to the prior year. Director Jakacki responded that August was the warmest month of the year, causing increased air conditioning usage and contributing to the billed amount.

Leccese moved, and Sutliff seconded the motion to approve the Treasurer's Report, including Monthly Financial Statements, Interim Check Report and Bill Reports for August/September 2023, Additional Bills, and Petty Cash and Credit Card Reports.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

IX. COMMUNICATIONS

- A.** Director Jakacki summarized a patron's letter that was received regarding his disagreement with the library's position on LGBTQ+ materials in the library's collection.

X. LIBRARIAN'S REPORT

- A.** Director Jakacki shared the following items from the Librarian's Report:
- August was quiet in terms of programming.
 - B. Salazar, School Services liaison for MPLD's Youth Services Department, visited 16 classrooms to conduct story times or book talks.
 - Summer reading program was completed for the season.
 - Summer meal service finished in mid-August. 610 meals were provided since June.
 - Northern Illinois libraries have recently experienced numerous bomb threats through online chat and email services. MPLD has not received any threats, and incidents in the area have all been determined to be hoaxes.

Director Jakacki discussed current protocols and noted that she has contacted the McHenry Police Chief for updated procedure recommendations.

1. Share A Service with Zach Terrill, Adult Services Manager - PCs for People

Zach Terrill shared a presentation on PCs for People, including details of the non-profit, the mission, the community impact, and what the partnership with MPLD looks like moving forward.

B. Updates on Projects

1. Partnership with McHenry Moose Lodge #691

Vice President Alexander shared that he and Zach Terrill had attended a Moose Lodge meeting to discuss a partnership for a future paper-shredding event, likely Spring 2024, and field questions from members. During the meeting, members voted unanimously in favor of a partnership with the library. Details of the event will be determined at a future date.

XI. OLD BUSINESS

A. Fire panel replacement quote

Director Jakacki shared the additional information previously requested by the Board regarding the Advanced Fire Protection & Safety quote.

After further consideration of cost, the Board requested itemized quotes and additional quotes from other providers. The discussion was then tabled until the October meeting.

XII. NEW BUSINESS

A. FY 2023/2024 Budget

Adoption of ordinance 2023/2024-04: Combined Annual Budget and Appropriation Ordinance For The McHenry Public Library District For The Fiscal Year Beginning July 1, 2023 and Ending June 30, 2024.

Director Jakacki informed the Board that no changes have been made since the Board reviewed the tentative ordinance at the July regular meeting.

Sutliff moved, and Leccese seconded the motion to approve ordinance 2023/2024-04: Combined Annual Budget and Appropriation Ordinance For The McHenry Public Library District For The Fiscal Year Beginning July 1, 2023 and Ending June 30, 2024.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

B. Certificate of Estimated Revenues by Source FY 2023-2024

The Certificate is part of the ordinance process and will be signed by Treasurer Weingart.

C. Levy Discussion

Director Jakacki provided the Board with prior year comparisons, future assessment estimates, and the rates of neighboring libraries.

Board requested time to study the 2024/2025 levy information further and tabled the discussion until the October meeting.

D. National Friends of the Library Week Proclamation

Director Jakacki shared that Oct. 15-21 is National Friends of the Library week and drafted a proclamation to honor their service this year to the library.

Alexander moved, and Wallace seconded the motion to approve the National Friends of the Library Week Proclamation.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

E. Long-Term Loan Agreement with the British Interest Group of Wisconsin and Illinois (BIGWILL)

Director Jakacki stated we are updating our agreements with the genealogy societies that make their collections available in our local history room. The Board of BIGWILL already approved this agreement.

Madsen moved, and Leccese seconded the motion to approve the Long-Term Loan Agreement with the British Interest Group of Wisconsin and Illinois.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

XIII. EXECUTIVE SESSION

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

Reilly moved, and Alexander seconded the motion to enter into an Executive (closed) session at 8:01 p.m.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

Reilly moved, and Sutliff seconded the motion to leave the Executive (closed) session at 8:09 p.m.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

XIV. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

A. Approve Executive Session Minutes

Madsen moved, and Alexander seconded the motion to approve Executive Session Minutes for 1/17/2023, 4/18/2023, 5/16/2023, 6/20/2023, 7/18/2023, and 8/15/2023.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

B. Approve the release of the Executive Session Minutes

Madsen moved, and Reilly seconded the motion to approve the release of Executive Session Minutes for sessions on 7/20/2021, 8/24/2021, 9/21/2021, 2/15/2022, 3/15/2022, 1/17/2023, 4/18/2023, 5/16/2023, 6/20/2023, 7/18/2023, and 8/15/2023.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

C. Approve destruction of verbatim Executive Session audio recordings

Madsen moved, and Reilly seconded the motion to destroy verbatim Executive Session audio recordings for sessions 7/20/2021, 8/24/2021, 9/21/2021, and 2/15/2022.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

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

Open discussion regarding new and upcoming building projects in the community and surrounding area as mentioned in the State of McHenry Address.

XVI. ADJOURNMENT

Alexander moved, and Leccese seconded the motion to adjourn the meeting at 8:17 p.m.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

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

AYES:

NAYES:

ABSTAIN:

ABSENT:

Approved,

Monica Leccese, Secretary
McHenry Public Library District Board of Trustees



MINUTES
McHenry Public Library District
Board of Library Trustees
Public Hearing on The Combined Annual Budget and Appropriation Ordinance

Date: September 19, 2023
Time: 7:00 P.M.
Location: Library Meeting Rooms #135 & 136

I. CALL TO ORDER

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

II. ROLL CALL

Roll was called, and a quorum was established.

Members Present: Bud Alexander, Monica Leccese, Michele Madsen, Charles Reilly, Thomas Sutliff, Nikki Wallace

Members Absent: Terry Weingart

Also Present: Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
Stephanie Nowalk, Administrative Assistant
Zach Terrill, Adult Services Manager

III. PUBLIC FORUM

No members of the public were present.

Alexander moved, and Leccese seconded a motion to adjourn the hearing temporarily and would reopen the hearing if a member of the public wished to speak.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

IV. ADJOURNMENT

Alexander moved, and Leccese seconded a motion to adjourn the hearing at 8:17 p.m.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

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

Respectfully Submitted,

Monica Leccese, Secretary

DRAFT

Financial Report

For the 3 Month(s) Ended September 30, 2023
FISCAL YEAR 2024



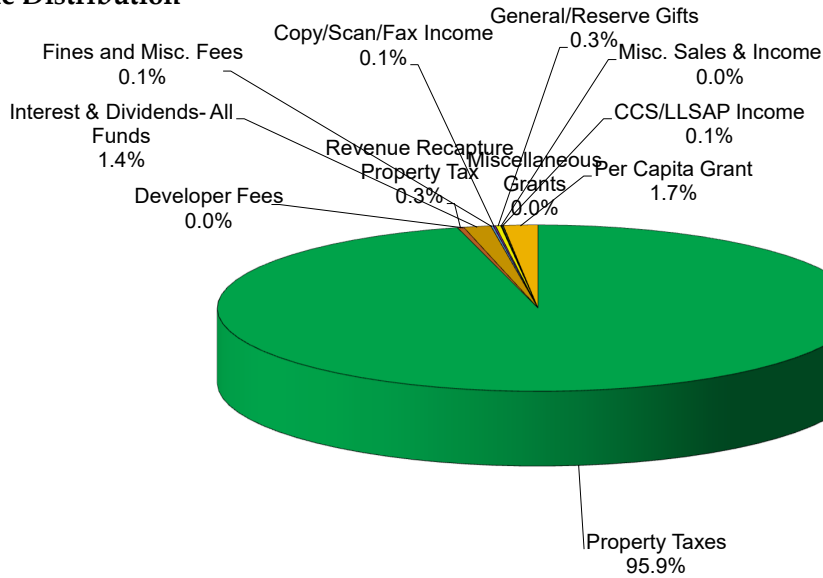
McHenry Public Library District
Actual vs Budget Summary
For the 3 Month(s) Ended September 30, 2023

25% of Fiscal Year

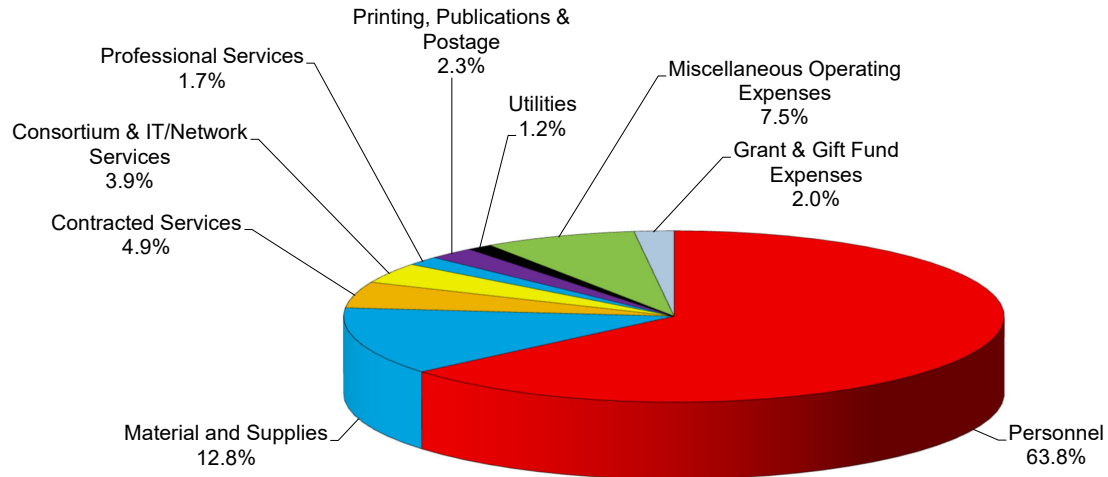
Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
REVENUE					
Property Taxes	3,425,085	3,520,111	97.3%	3,272,010	5%
Revenue Recapture Property Tax	11,499	11,819	97.3%	5,501	109%
Developer Fees	-	175,000	0.0%	-	0%
Interest & Dividends- All Funds	49,009	169,300	28.9%	379	12831%
Fines and Misc. Fees	4,441	154,000	2.9%	4,602	-3%
Copy/Scan/Fax Income	4,040	16,500	24.5%	4,445	-9%
General/Reserve Gifts	9,288	180,000	5.2%	24	38600%
Annexation & Impact Fees	-	25,000	0.0%	51	-100%
Retiree/Cobra Insurance Payment	524	18,000	2.9%	104	404%
Misc. Sales & Income	289	75,500	0.4%	123	135%
Lost & Damaged Materials	1,127	6,500	17.3%	947	19%
CCS/LLSAP Income	2,039	10,500	19.4%	1,912	7%
Solar Credits	720	5,250	13.7%	1,686	-57%
Per Capita Grant	61,732	65,000	95.0%	61,732	0%
Over/Short	(9)	500	-1.8%	41	-122%
Miscellaneous Grants	-	40,000	0.0%	500	-100%
Transfer from General Fund	-	850,000	0.0%	-	0%
Actual Revenues	3,569,783	5,322,981	67.1%	3,354,057	6%
Budgeted Revenues	5,322,981				
% Diff	67%				
OPERATING EXPENDITURES					
Personnel	391,899	2,355,250	16.6%	378,369	4%
Material and Supplies	78,468	702,250	11.2%	108,020	-27%
Contracted Services	30,332	269,250	11.3%	26,883	13%
Consortium & IT/Network Services	23,656	144,500	16.4%	23,604	0%
Professional Services	10,342	150,000	6.9%	12,565	-18%
Printing, Publications & Postage	14,088	77,250	18.2%	12,858	10%
Utilities	7,602	46,500	16.3%	3,878	96%
Miscellaneous Operating Expenses	45,950	221,000	20.8%	24,492	88%
Grant & Gift Fund Expenses	11,980	155,000	7.7%	147	8049%
Actual Expenditures	614,317	4,121,000	14.9%	590,816	4%
Budgeted Expenditures	4,121,000				
% Diff	15%				
SURPLUS / (DEFICIT) FROM OPERATIONS	2,955,466	1,201,981	245.9%	2,763,241	7%
CAPITAL EXPENDITURES & DEBT SERVICE					
Capital Expenses	28,872	515,000	5.6%	748	-100%
Transfer to Reserve Fund	-	850,000	0.0%	-	0%
Actual Expenditures	28,872	1,365,000	2.1%	748	-100%
Budgeted Expenditures	1,365,000				
% Diff	2%				
TOTAL SURPLUS / (DEFICIT)	2,926,593	(163,019)		2,762,493	
BEGINNING FUND BALANCE	3,310,543				
ENDING FUND BALANCE	6,237,136				

McHenry Public Library District
 Actual vs Budget Summary
 For the 3 Month(s) Ended September 30, 2023

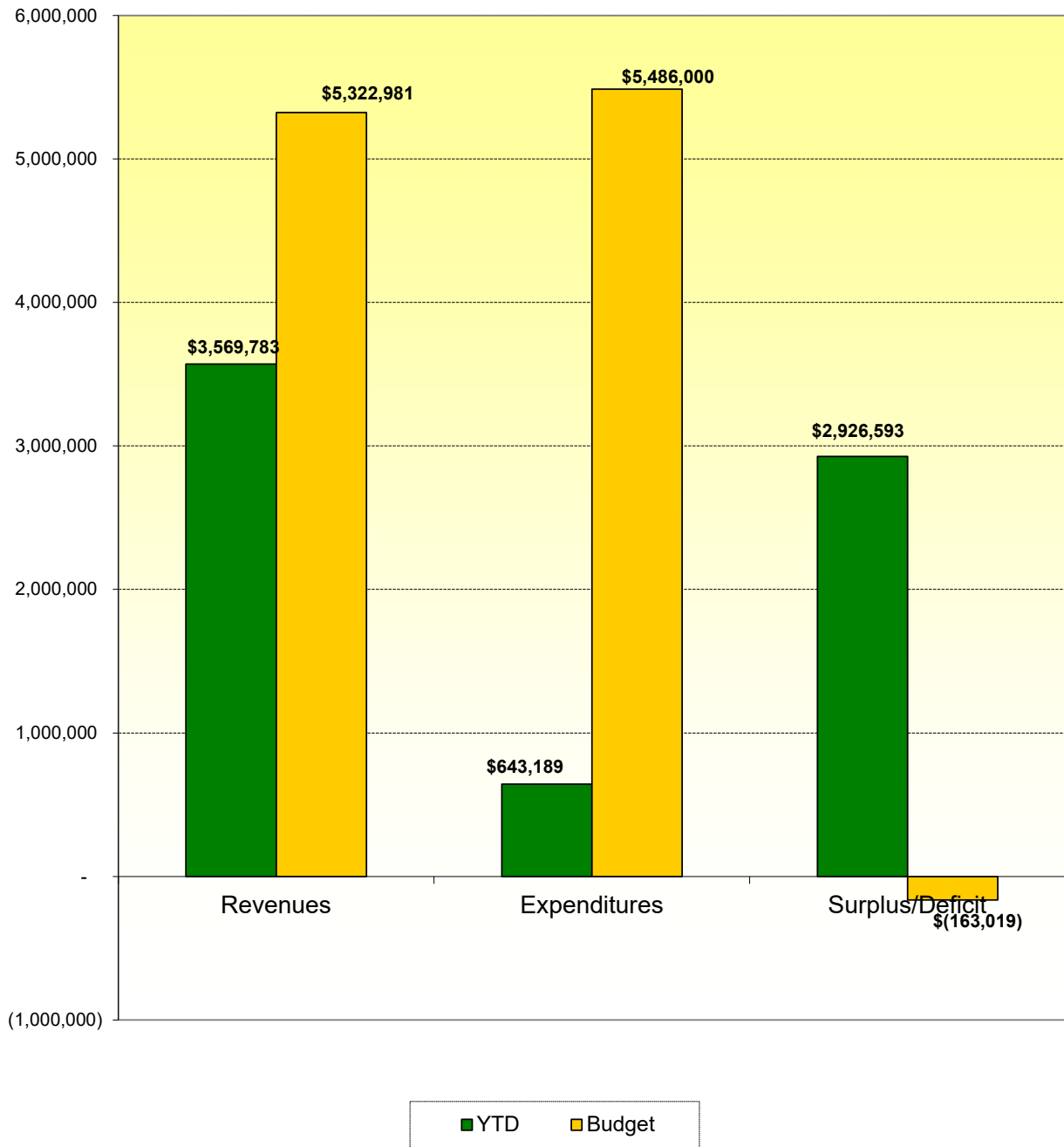
Revenue Distribution



Operational Expenditure Distribution



McHenry Public Library District
 Actual vs Budget Summary
 For the 3 Month(s) Ended September 30, 2023



McHenry Public Library District
Actual vs Budget Summary
For the 3 Month(s) Ended September 30, 2023

25% of Fiscal Year

Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	% of Budget
REVENUE						
Property Taxes	3,425,085	-	-	3,425,085	3,520,111	97%
Revenue Recapture Property Tax	11,499	-	-	11,499	11,819	97%
Developer Fees	-	-	-	-	175,000	0%
Interest and Dividends	40,595	2,771	5,644	49,009	169,300	29%
Fines and Misc Fees	4,441	-	-	4,441	154,000	3%
Copy/Scan/Fax Income	4,040	-	-	4,040	16,500	24%
General/Reserve Gifts	-	-	9,288	9,288	180,000	5%
Annexation & Impact Fees	-	-	-	-	25,000	0%
Retiree/Cobra Insurance Payment	524	-	-	524	18,000	3%
Misc. Sales & Income	289	-	-	289	75,500	0%
Lost & Damaged Materials	1,127	-	-	1,127	6,500	17%
CCS/LLSAP Income	2,039	-	-	2,039	10,500	19%
Solar Credits	720	-	-	720	5,250	14%
Per Capita Grant	-	-	61,732	61,732	65,000	95%
Over/Short	(9)	-	-	(9)	500	-2%
Miscellaneous Grants	-	-	-	-	40,000	0%
Transfer from General Fund	-	-	-	-	850,000	0%
Actual Revenues	3,490,348	2,771	76,664	3,569,783	5,322,981	67%
Budgeted Revenues	3,968,481	1,050,500	304,000	5,322,981		
% Diff	88%	0%	25%	67%		
OPERATING EXPENDITURES						
Personnel	391,899	-	-	391,899	2,355,250	17%
Material and Supplies	71,430	-	7,038	78,468	702,250	11%
Contracted Services	30,332	-	-	30,332	269,250	11%
Consortium & IT/Network Services	23,656	-	-	23,656	144,500	16%
Professional Services	10,342	-	-	10,342	150,000	7%
Printing, Publications & Postage	14,088	-	-	14,088	77,250	18%
Utilities	7,602	-	-	7,602	46,500	16%
Miscellaneous Operating Expenses	45,950	-	-	45,950	221,000	21%
Grant & Gift Fund Expenses	-	-	11,980	11,980	155,000	8%
Actual Expenditures	595,300	-	19,017	614,317	4,121,000	15%
Budgeted Expenditures	3,741,000	-	380,000	4,121,000		
% Diff	16%	0%	5%	15%		
SURPLUS / (DEFICIT) FROM OPERATIONS	2,895,049	2,771	57,646	2,955,466	1,201,981	246%
CAPITAL EXPENDITURES & DEBT SERVICE						
Capital Expenses	27,022	1,850	-	28,872	515,000	6%
Transfer to Reserve Fund	-	-	-	-	850,000	0%
Actual Expenditures	27,022	1,850	-	28,872	1,365,000	2%
Budgeted Expenditures	965,000	400,000	-	1,365,000		
% Diff	3%	0%	0%	2%		
Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	
TOTAL SURPLUS / (DEFICIT)	2,868,026	921	57,646	2,926,593	(163,019)	
BEGINNING FUND BALANCE	2,507,141	316,806	486,596	3,310,543		
ENDING FUND BALANCE	5,375,167	317,727	544,242	6,237,136		
Fund Balance as % of Total Expenditures	864%	17174%	2862%	970%		

McHenry Public Library District
Financial Report Detail by Fund
For the 3 Month(s) Ended September 30, 2023

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Revenues									
6010100 · Property Taxes	1,495,677.78	293,342.59	3,425,084.55	0.00	0.00	3,425,084.55	3,520,111.05	-95,026.50	97.3%
6015100 · Revenue Recapture Property Tax	5,021.35	984.96	11,498.77	0.00	0.00	11,498.77	11,819.46	-320.69	97.3%
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	15,311.70	10,416.67	40,530.69	0.00	0.00	40,530.69	125,000.00	-84,469.31	32.4%
6030200 · Special Reserve Fund Interest	653.07	1,666.67	0.00	2,770.84	0.00	2,770.84	20,000.00	-17,229.16	13.9%
6030300 · Grant/Gifts Fund Interest	1,173.28	2,000.00	0.00	0.00	5,643.94	5,643.94	24,000.00	-18,356.06	23.5%
6035100 · Dividends	0.00	25.00	64.00	0.00	0.00	64.00	300.00	-236.00	21.3%
6040100 · Nonresident/Enhanced Fee Cards	45.00	62.50	341.17	0.00	0.00	341.17	750.00	-408.83	45.5%
6050100 · Fines and Fees	1,662.65	1,458.33	3,879.77	0.00	0.00	3,879.77	17,500.00	-13,620.23	22.2%
6055100 · Collection Agency Fees	10.00	41.67	70.00	0.00	0.00	70.00	500.00	-430.00	14.0%
6060100 · Copy/Scan/Fax Income	1,589.45	1,375.00	4,039.70	0.00	0.00	4,039.70	16,500.00	-12,460.30	24.5%
6070200 · Reserve Fund Gifts	0.00	416.67	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6070300 · General Fund Gifts	9,178.94	14,583.33	0.00	0.00	9,287.94	9,287.94	175,000.00	-165,712.06	5.3%
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	405.32	1,500.00	524.02	0.00	0.00	524.02	18,000.00	-17,475.98	2.9%
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	45.00	187.50	150.00	0.00	0.00	150.00	2,250.00	-2,100.00	6.7%
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.	234.94	6,250.00	288.94	0.00	0.00	288.94	75,000.00	-74,711.06	0.4%
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	296.59	541.67	1,126.60	0.00	0.00	1,126.60	6,500.00	-5,373.40	17.3%
6157100 · CCS/LLSAP Income	0.00	875.00	2,038.88	0.00	0.00	2,038.88	10,500.00	-8,461.12	19.4%
6160100 · Solar Credits	0.00	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	61,731.70	61,731.70	65,000.00	-3,268.30	95.0%
6200100 · Over/Short	-12.40	41.67	-8.94	0.00	0.00	-8.94	500.00	-508.94	-1.8%
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%
Total Revenues	1,531,292.67	443,581.71	3,490,348.15	2,770.84	76,663.58	3,569,782.57	5,322,980.51	-1,753,197.94	5.51
Total Revenues	1,531,292.67	443,581.71	3,490,348.15	2,770.84	76,663.58	3,569,782.57	5,322,980.51	-1,753,197.94	67.1%
Expenditures									
Personnel Expenses									
8910100 · Salaries	95,200.70	140,833.33	287,108.67	0.00	0.00	287,108.67	1,690,000.00	-1,402,891.33	17.0%
8920100 · FICA/Medicare	6,998.28	11,250.00	21,079.64	0.00	0.00	21,079.64	135,000.00	-113,920.36	15.6%
8930100 · IMRF	8,986.24	16,250.00	26,589.34	0.00	0.00	26,589.34	195,000.00	-168,410.66	13.6%
8940100 · Health & Life Insurance	12,167.11	24,583.33	53,108.37	0.00	0.00	53,108.37	295,000.00	-241,891.63	18.0%
8945100 · Recruiting/Preemployment Screen	70.85	291.67	210.09	0.00	0.00	210.09	3,500.00	-3,289.91	6.0%
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	0.00	520.83	1,095.31	0.00	0.00	1,095.31	6,250.00	-5,154.69	17.5%
8970100 · Travel	157.39	1,000.00	1,690.17	0.00	0.00	1,690.17	12,000.00	-10,309.83	14.1%
8980100 · Continuing Education (Mtg/Conf)	400.00	708.33	1,017.62	0.00	0.00	1,017.62	8,500.00	-7,482.38	12.0%
Total Personnel	123,980.57	196,270.83	391,899.21	0.00	0.00	391,899.21	2,355,250.00	-1,963,350.79	16.6%

McHenry Public Library District
Financial Report Detail by Fund
For the 3 Month(s) Ended September 30, 2023

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Materials and Supplies									
8010100 · Adult Books	3,909.90	5,625.00	7,545.60	0.00	0.00	7,545.60	67,500.00	-59,954.40	11.2%
8020100 · Youth Books	3,196.90	4,166.67	6,031.24	0.00	0.00	6,031.24	50,000.00	-43,968.76	12.1%
8025100 · Professional Resources	67.48	291.67	67.48	0.00	0.00	67.48	3,500.00	-3,432.52	1.9%
8028100 · Administrative Resources	0.00	291.67	2,238.77	0.00	0.00	2,238.77	3,500.00	-1,261.23	64.0%
8030100 · Magazines & Newspapers	124.48	1,250.00	775.68	0.00	0.00	775.68	15,000.00	-14,224.32	5.2%
8040300 · Operating Fund Gifts(Donations)	1,544.81	18,750.00	0.00	0.00	7,037.75	7,037.75	225,000.00	-217,962.25	3.1%
8050100 · Adult AV Materials	656.39	2,583.33	921.02	0.00	0.00	921.02	31,000.00	-30,078.98	3.0%
8060100 · Youth AV Materials	1,010.05	1,083.33	2,299.65	0.00	0.00	2,299.65	13,000.00	-10,700.35	17.7%
8070100 · Library of Things	0.00	1,000.00	1,134.49	0.00	0.00	1,134.49	12,000.00	-10,865.51	9.5%
8080100 · Video Games	0.00	1,250.00	920.00	0.00	0.00	920.00	15,000.00	-14,080.00	6.1%
8090100 · Digital Media Services	4,143.88	8,125.00	11,989.68	0.00	0.00	11,989.68	97,500.00	-85,510.32	12.3%
8095100 · Electronic Resources	20,121.46	6,875.00	25,353.39	0.00	0.00	25,353.39	82,500.00	-57,146.61	30.7%
8120100 · Library Supplies	317.99	583.33	504.27	0.00	0.00	504.27	7,000.00	-6,495.73	7.2%
8130100 · Tech Services Supplies	1,971.90	2,375.00	2,458.76	0.00	0.00	2,458.76	28,500.00	-26,041.24	8.6%
8135100 · Bindery	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
8140100 · Adult Programs & Supplies	1,918.01	1,395.83	4,766.10	0.00	0.00	4,766.10	16,750.00	-11,983.90	28.5%
8142100 · Comicon	0.00	291.67	294.40	0.00	0.00	294.40	3,500.00	-3,205.60	8.4%
8145100 · Circulation Supplies	285.07	625.00	285.07	0.00	0.00	285.07	7,500.00	-7,214.93	3.8%
8147100 · Summer Reading Club	0.00	583.33	84.93	0.00	0.00	84.93	7,000.00	-6,915.07	1.2%
8150100 · Youth Programs & Supplies	585.18	1,333.33	3,759.64	0.00	0.00	3,759.64	16,000.00	-12,240.36	23.5%
Total Material and Supplies	39,853.50	58,520.83	71,430.17	0.00	7,037.75	78,467.92	702,250.00	-623,782.08	11.2%
Contracted Services									
8215100 · Collection Agency Fees	92.70	104.17	206.00	0.00	0.00	206.00	1,250.00	-1,044.00	16.5%
8245100 · IT/Comp/Copier/Equip-Outsourced	4,810.08	9,166.67	26,625.43	0.00	0.00	26,625.43	110,000.00	-83,374.57	24.2%
8247100 · Automation--Staff	1,164.68	2,500.00	2,139.75	0.00	0.00	2,139.75	30,000.00	-27,860.25	7.1%
8260100 · Misc. Contracted Services	0.00	625.00	845.00	0.00	0.00	845.00	7,500.00	-6,655.00	11.3%
8270100 · Library Bank/Finance/Late Fee	0.00	41.67	46.48	0.00	0.00	46.48	500.00	-453.52	9.3%
8275100 · Public Pmt Processing Fees	183.52	416.67	469.34	0.00	0.00	469.34	5,000.00	-4,530.66	9.4%
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%
Total Contracted Services	6,250.98	22,437.50	30,332.00	0.00	0.00	30,332.00	269,250.00	-238,918.00	11.3%
Consortium & IT/Network Services									
8310100 · Automation--Circulation/Catalog	0.00	9,375.00	16,703.98	0.00	0.00	16,703.98	112,500.00	-95,796.02	14.8%
8320100 · VOIP Phone Service	1,598.85	1,833.33	4,795.31	0.00	0.00	4,795.31	22,000.00	-17,204.69	21.8%
8325100 · Internet Services	718.90	833.33	2,156.70	0.00	0.00	2,156.70	10,000.00	-7,843.30	21.6%
Total Consortium & IT/Network Services	2,317.75	12,041.67	23,655.99	0.00	0.00	23,655.99	144,500.00	-120,844.01	16.4%
Professional Services									
8410100 · Accounting/Payroll/Audit Service	3,678.07	6,041.67	10,341.91	0.00	0.00	10,341.91	72,500.00	-62,158.09	14.3%
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%
Total Professional Services	3,678.07	12,500.00	10,341.91	0.00	0.00	10,341.91	150,000.00	-139,658.09	6.9%
Printing, Publications & Postage									
8510100 · Printing Services Outsourced	661.44	3,770.83	5,605.44	0.00	0.00	5,605.44	45,250.00	-39,644.56	12.4%
8530100 · Public Notices & ADS (Legal & Job)	73.50	125.00	73.50	0.00	0.00	73.50	1,500.00	-1,426.50	4.9%
8540100 · Postage/Shipping	2,876.72	1,520.83	3,210.53	0.00	0.00	3,210.53	18,250.00	-15,039.47	17.6%
8545100 · Printing/Copier Supplies	0.00	291.67	131.94	0.00	0.00	131.94	3,500.00	-3,368.06	3.8%
8550100 · Public Relations/Promotions	537.94	729.17	5,066.91	0.00	0.00	5,066.91	8,750.00	-3,683.09	57.9%
Total Printing, Publications & Postage	4,149.60	6,437.50	14,088.32	0.00	0.00	14,088.32	77,250.00	-63,161.68	18.2%

McHenry Public Library District
Financial Report Detail by Fund
For the 3 Month(s) Ended September 30, 2023

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Utilities									
8610100 · Electricity	2,117.57	2,000.00	6,099.39	0.00	0.00	6,099.39	24,000.00	-17,900.61	25.4%
8620100 · Gas	165.60	1,458.33	502.53	0.00	0.00	502.53	17,499.93	-16,997.40	2.9%
8640100 · Water & Sewer	0.00	416.67	999.91	0.00	0.00	999.91	5,000.00	-4,000.09	20.0%
Total Utilities	2,283.17	3,874.99	7,601.83	0.00	0.00	7,601.83	46,499.93	-38,898.10	16.3%
Miscellaneous Operating Expenses									
8720100 · Building & Auto Insurance	1,243.00	3,333.33	1,243.00	0.00	0.00	1,243.00	40,000.00	-38,757.00	3.1%
8730100 · Bonding & Officers Liability	131.91	208.33	131.91	0.00	0.00	131.91	2,500.00	-2,368.09	5.3%
8740100 · Janitorial Services & Supplies	6,829.45	5,125.00	21,730.65	0.00	0.00	21,730.65	61,500.00	-39,769.35	35.3%
8745100 · Grounds Maintenance	1,456.88	3,333.33	4,370.64	0.00	0.00	4,370.64	40,000.00	-35,629.36	10.9%
8750100 · Building Operations/Maintenance	7,059.33	5,708.33	17,239.33	0.00	0.00	17,239.33	68,500.00	-51,260.67	25.2%
8760100 · Hospitality	150.66	541.67	1,197.80	0.00	0.00	1,197.80	6,500.00	-5,302.20	18.4%
8770100 · Library Lost & Damaged Materials	21.00	83.33	36.81	0.00	0.00	36.81	1,000.00	-963.19	3.7%
8795100 · Miscellaneous	0.00	83.33	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Total Miscellaneous Operating Expenses	16,892.23	18,416.67	45,950.14	0.00	0.00	45,950.14	221,000.00	-175,049.86	20.8%
Grant & Gift Fund Expenses									
8800300 · 2020/21 Per Capita Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800311 · Adult Materials - Per Capita	0.00	0.00	0.00	0.00	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	-428.70	5,416.67	0.00	0.00	11,979.74	11,979.74	65,000.00	-53,020.26	18.4%
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%
Total Grant & Gift Fund Expenses	-428.70	12,916.67	0.00	0.00	11,979.74	11,979.74	155,000.00	-143,020.26	7.7%
Capital Expenses									
9060100 · Library Furnishings	0.00	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	237.43	0.00	0.00	237.43	5,000.00	-4,762.57	4.7%
9090100 · Adtl. Capital Projects & Equipment	262.50	6,666.67	24,112.78	0.00	0.00	24,112.78	80,000.00	-55,887.22	30.1%
9050200 · Library District Act	0.00	12,500.00	0.00	1,850.00	0.00	1,850.00	150,000.00	-148,150.00	1.2%
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%
Total Capital Expenses	262.50	42,916.67	27,022.28	1,850.00	0.00	28,872.28	515,000.00	-486,127.72	5.6%
Transfer to Reserve Fund									
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%
Total 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%
Total Expenditures	199,239.67	457,166.66	622,321.85	1,850.00	19,017.49	643,189.34	5,485,999.93	-4,842,810.59	11.7%
Net Total	1,332,053.00	-13,584.95	2,868,026.30	920.84	57,646.09	2,926,593.23	-163,019.42	3,089,612.65	

McHenry Public Library District
Financial Report Detail by Month
For the 3 Month(s) Ended September 30, 2023

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Revenues													
6010100 · Property Taxes	1,859,904.08	69,502.69	1,495,677.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,425,084.55
6015100 · Revenue Recapture Property Tax	6,244.09	233.33	5,021.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,498.77
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	12,347.42	15,311.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,530.69
6030200 · Special Reserve Fund Interest	1,056.14	1,061.63	653.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,770.84
6030300 · Grant/Gifts Fund Interest	2,134.10	2,336.56	1,173.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,643.94
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	296.17	45.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	341.17
6050100 · Fines and Fees	1,110.55	1,106.57	1,662.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,879.77
6055100 · Collection Agency Fees	20.00	40.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70.00
6060100 · Copy/Scan/Fax Income	1,303.50	1,146.75	1,589.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,039.70
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	2.25	9,178.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,287.94
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	405.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	524.02
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	70.00	45.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
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	18.00	234.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	288.94
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	664.15	296.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,126.60
6157100 · CCS/LLSAP Income	0.00	2,038.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,038.88
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	61,731.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61,731.70
6200100 · Over/Short	4.46	-1.00	-12.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-8.94
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
Total Revenues	1,885,894.80	152,595.10	1,531,292.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,569,782.57
Expenditures													
Personnel Expenses													
8910100 · Salaries	95,610.01	96,297.96	95,200.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	287,108.67
8920100 · FICA/Medicare	7,023.84	7,057.52	6,998.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,079.64
8930100 · IMRF	8,479.83	9,123.27	8,986.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,589.34
8940100 · Health & Life Insurance	27,686.96	13,254.30	12,167.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53,108.37
8945100 · Recruiting/Preemployment Screen	111.29	27.95	70.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	210.09
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	946.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,095.31
8970100 · Travel	1,401.88	130.90	157.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,690.17
8980100 · Continuing Education (Mtg/Conf)	553.35	64.27	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,017.62
Total Personnel	141,016.47	126,902.17	123,980.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	391,899.21

McHenry Public Library District
Financial Report Detail by Month
For the 3 Month(s) Ended September 30, 2023

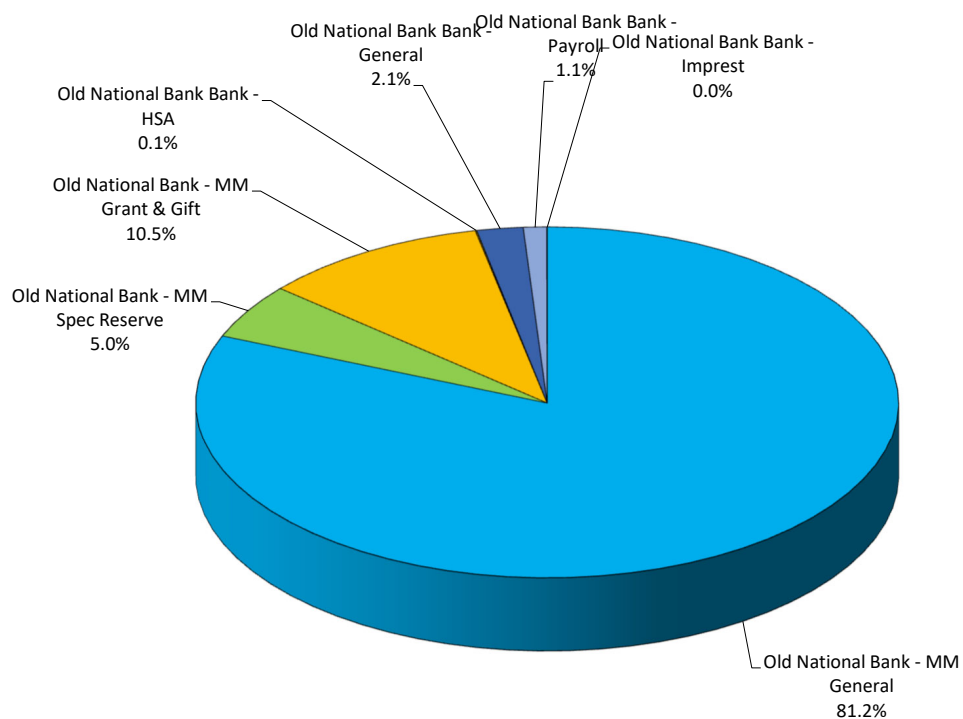
	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Materials and Supplies													
8010100 · Adult Books	943.77	2,691.93	3,909.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,545.60
8020100 · Youth Books	188.54	2,645.80	3,196.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,031.24
8025100 · Professional Resources	0.00	0.00	67.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	67.48
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	651.20	124.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	775.68
8040300 · Operating Fund Gifts(Donations)	5,238.58	254.36	1,544.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,037.75
8050100 · Adult AV Materials	121.45	143.18	656.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	921.02
8060100 · Youth AV Materials	35.21	1,254.39	1,010.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,299.65
8070100 · Library of Things	1,080.00	54.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,134.49
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	4,086.40	4,143.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,989.68
8095100 · Electronic Resources	2,874.93	2,357.00	20,121.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,353.39
8120100 · Library Supplies	52.64	133.64	317.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	504.27
8130100 · Tech Services Supplies	130.56	356.30	1,971.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,458.76
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	2,080.57	1,918.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,766.10
8142100 · Comicon	0.00	294.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	294.40
8145100 · Circulation Supplies	0.00	0.00	285.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	285.07
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	1,798.45	585.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,759.64
Total Material and Supplies	19,812.31	18,802.11	39,853.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	78,467.92
Contracted Services													
8215100 · Collection Agency Fees	51.50	61.80	92.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	206.00
8245100 · IT/Comp/Copier/Equip-Outsourced	5,117.85	16,697.50	4,810.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,625.43
8247100 · Automation--Staff	311.35	663.72	1,164.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,139.75
8260100 · Misc. Contracted Services	0.00	845.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	845.00
8270100 · Library Bank/Finance/Late Fee	0.00	46.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46.48
8275100 · Public Pmt Processing Fees	133.72	152.10	183.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	469.34
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
Total Contracted Services	5,614.42	18,466.60	6,250.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,332.00
Consortium & IT/Network Services													
8310100 · Automation--Circulation/Catalog	0.00	16,703.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,703.98
8320100 · VOIP Phone Service	1,597.61	1,598.85	1,598.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,795.31
8325100 · Internet Services	718.90	718.90	718.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,156.70
Total Consortium & IT/Network Services	2,316.51	19,021.73	2,317.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,655.99
Professional Services													
8410100 · Accounting/Payroll/Audit Service	3,351.12	3,312.72	3,678.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,341.91
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
Total Professional Services	3,351.12	3,312.72	3,678.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,341.91
Printing, Publications & Postage													
8510100 · Printing Services Outsourced	4,944.00	0.00	661.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,605.44
8530100 · Public Notices & ADS (Legal & Job)	0.00	0.00	73.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	73.50
8540100 · Postage/Shipping	95.80	238.01	2,876.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,210.53
8545100 · Printing/Copier Supplies	0.00	131.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	131.94
8550100 · Public Relations/Promotions	4,528.97	0.00	537.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,066.91
Total Printing, Publications & Postage	9,568.77	369.95	4,149.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,088.32

McHenry Public Library District
Financial Report Detail by Month
For the 3 Month(s) Ended September 30, 2023

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Utilities													
8610100 · Electricity	1,891.08	2,090.74	2,117.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,099.39
8620100 · Gas	170.85	166.08	165.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	502.53
8640100 · Water & Sewer	0.00	999.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	999.91
Total Utilities	2,061.93	3,256.73	2,283.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,601.83
Miscellaneous Operating Expenses													
8720100 · Building & Auto Insurance	0.00	0.00	1,243.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,243.00
8730100 · Bonding & Officers Liability	0.00	0.00	131.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	131.91
8740100 · Janitorial Services & Supplies	8,321.08	6,580.12	6,829.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,730.65
8745100 · Grounds Maintenance	1,456.88	1,456.88	1,456.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,370.64
8750100 · Building Operations/Maintenance	3,734.70	6,445.30	7,059.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,239.33
8760100 · Hospitality	786.19	260.95	150.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,197.80
8770100 · Library Lost & Damaged Materials	0.00	15.81	21.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.81
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
Total Miscellaneous Operating Expenses	14,298.85	14,759.06	16,892.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45,950.14
Grant & Gift Fund Expenses													
8800300 · 2020/21 Per Capita Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800311 · Adult Materials - Per Capita	0.00	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	10,194.97	-428.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,979.74
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
Total Grant & Gift Fund Expenses	2,213.47	10,194.97	-428.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,979.74
Capital Expenses													
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	237.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	237.43
9090100 · Adtl. Capital Projects & Equipment	0.00	0.00	262.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,112.78
9050200 · Library District Act	0.00	1,850.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,850.00
9060200 · Special Reserve Expenditures	23,850.28	0.00	262.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenses	26,522.35	2,087.43	525.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,872.28
Transfer to Reserve Fund													
9100100 · Transfer to Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfer to Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	226,776.20	217,173.47	199,502.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	643,189.34
Net Total	1,659,118.60	-64,578.37	1,331,790.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,926,593.23

McHenry Public Library District
Investments
For the 3 Month(s) Ended September 30, 2023

Bank	Current Rate	Book Balance
Old National Bank - MM General	3.94%	4,973,118
Old National Bank - MM Spec Reserve	3.94%	308,804
Old National Bank - MM Grant & Gift	3.94%	640,157
Old National Bank Bank - HSA	n/a	3,787
Old National Bank Bank - General	n/a	130,331
Old National Bank Bank - Payroll	n/a	65,610
Old National Bank Bank - Imprest	n/a	1,245
Total	\$	6,123,051



OCTOBER 2023 (FY 2023-2024)						
Bankcard Transactions - BY BUDGET ACCOUNT						
NAME	TRANSACTION DATE	MERCHANT NAME	NOTES	AMOUNT	BUDGET LINE	LINE TOTALS
TERRILL	9/18/2023	SP HERITAGE BOOKS		\$ 57.50	8010-100	
TERRILL	9/18/2023	SP HERITAGE BOOKS		\$ 136.50	8010-100	\$ 194.00
STANSBURY	9/26/2023	INFOBASE LEARNING	Financial Literacy Gift	\$ 320.00	8040-300	\$ 320.00
MICHALSKI	9/27/2023	Disney Plus		\$ 7.00	8090-100	
MICHALSKI	9/26/2023	Hulu 877-8244858 CA		\$ 14.99	8090-100	
MICHALSKI	9/26/2023	Netflix.com		\$ 19.99	8090-100	
TERRILL	10/1/2023	HELP.MAX.COM		\$ 15.99	8090-100	
TERRILL	9/29/2023	Netflix.com		\$ 19.99	8090-100	
TERRILL	9/28/2023	DisneyPLUS		\$ 7.00	8090-100	
TERRILL	9/28/2023	Hulu 877-8244858 CA		\$ 14.99	8090-100	
TERRILL	9/22/2023	Hulu 877-8244858 CA		\$ 14.99	8090-100	
TERRILL	9/22/2023	PARAMOUNT+		\$ 29.99	8090-100	
TERRILL	9/21/2023	Disney Plus		\$ 7.00	8090-100	
TERRILL	9/20/2023	Netflix.com		\$ 19.99	8090-100	
TERRILL	9/15/2023	Hulu 877-8244858 CA		\$ 30.98	8090-100	
TERRILL	9/12/2023	Netflix		\$ 19.99	8090-100	
TERRILL	9/13/2023	Disney Plus		\$ 7.00	8090-100	
TERRILL	9/8/2023	discovery+ Ad-Free		\$ 6.99	8090-100	
TERRILL	9/8/2023	APPLE.COM/BILL		\$ 6.99	8090-100	\$ 243.87
JAKACKI	10/4/2023	OURDIGITALWORLD	PPD 3/15/23-3/14/23	\$ 3,626.02	8095-100	\$ 3,626.02
TERRILL	10/3/2023	JEWEL OSCO 1518		\$ 6.11	8140-100	\$ 6.11
JAKACKI	9/14/2023	4IMPRINT INC		\$ 839.44	8142-100	
JAKACKI	9/7/2023	CUSTOMINK LLC		\$ 250.33	8142-100	
STANSBURY	10/5/2023	ART.COM*ALLPOSTERS.COM	Sales Tax Refund	\$ (6.24)	8142-100	
STANSBURY	9/28/2023	ART.COM*ALLPOSTERS.COM		\$ 106.14	8142-100	
STANSBURY	9/27/2023	WF WAYFAIR3976058993		\$ 48.77	8142-100	\$ 1,238.44
STANSBURY	9/27/2023	OTC BRANDS INC		\$ 69.50	8150-100	
STANSBURY	9/26/2023	MEIJER # 218		\$ 37.33	8150-100	\$ 106.83
STANSBURY	9/11/2023	IN *PIXEL PRESS TECHNOLOG	PPD 9/1/23-8/31/24	\$ 50.00	8247-100	\$ 50.00
JAKACKI	10/4/2023	INTERNATIONAL TRANS FEE		\$ 108.78	8270-100	\$ 108.78
MICHALSKI	10/5/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	10/5/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	10/5/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	10/5/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	
MICHALSKI	10/5/2023	NAYAX COPY SERVICES		\$ 1.00	8275-100	\$ 5.00
SCHNAEBELE	10/5/2023	MENARDS CRYSTAL LAKE IL		\$ 228.23	8750-100	
SCHNAEBELE	9/17/2023	BATTERIES PLUS #0456		\$ 47.85	8750-100	\$ 276.08
JAKACKI	10/7/2023	WAL-MART #1413		\$ 35.00	8760-100	
JAKACKI	9/21/2023	LANDS END BUS OUTFITTERS		\$ 147.40	8760-100	
JAKACKI	9/14/2023	Spreadshirt.com		\$ 83.51	8760-100	
JAKACKI	9/9/2023	ALDI 40037		\$ 14.22	8760-100	
JAKACKI	9/8/2023	COUNTRYDONUTS		\$ 82.42	8760-100	
TERRILL	10/7/2023	DUNKIN #363084		\$ 10.19	8760-100	
TERRILL	10/7/2023	MCDONALD'S F34745		\$ 17.63	8760-100	\$ 390.37
JAKACKI	9/21/2023	B2B Prime*T183N6JG2	PPD 9/21/23-9/20/24	\$ 499.00	8960-100	\$ 499.00
JAKACKI	9/7/2023	MCHENRY AREA CHAMBER		\$ 150.00	8980-100	
MAY	9/7/2023	MGMT ASSC OF IL		\$ 329.00	8980-100	
STANSBURY	9/23/2023	EB MIDDLE MANAGERS MO		\$ 17.85	8980-100	\$ 496.85
MPLD Board of Trustees Packet				TOTAL CHARGES: \$ 7,561.35	10/17/2023	

Deduction Listing

McHenry Public Library District

Check Dates: 09/05/2023 to 09/19/2023

Pay Periods: 08/14/2023 to 09/10/2023

**REIMBURSEMENT REPORT
SEPTEMBER 2023**

Employee	Amount
Jakacki, Lesley E.	\$5.40
Totals for REIPC -- Petty Cash Reimbursement	\$5.40
1 Employees	

Employee	Amount
Baseley, Steffanie L.	\$36.26
Gunness, Debbie	\$7.32
Jakacki, Lesley E.	\$52.40
Kordistos, Skye	\$32.03
Salazar, Bertha A.	\$14.81
Stansbury, Alie A.	\$9.17
Totals for REITR -- Travel Reimbursement	\$151.99
6 Employees	

Report Totals

Code	Description	Employees	Amount
REIPC	Petty Cash Reimbursement	1	\$5.40
REITR	Travel Reimbursement	6	\$151.99
Totals		6	\$157.39



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McHenry Public Library District

LIBRARIAN'S REPORT

OCTOBER 2023

Administration

- President Reilly and Vice President Alexander attended the State of McHenry Address on September 13 with Director Jakacki, Youth Services Manager Stansbury, and Adult Services Manager Terrill. The address highlighted the commercial and residential growth of the city and its plans.
- S. Nowalk, the Library's new Administrative Assistant in the Business Office, is being trained by former Business Office Manager D. Gunness.
- Director Jakacki with Youth Services Manager Stansbury and Youth Services Library Associate Salazar attended the District 156 (High School) strategic plan focus group for community partners on September 8. Community partners were asked to reflect on how the school and its graduates are perceived in the community by focusing on the district's strengths and values and what it needs to be paying attention to in the future.
- Director Jakacki, with Youth Services Manager Stansbury, attended the District 15 Administrative Center Grand Opening on September 21. They watched the ribbon-cutting ceremony, took a tour of the new facility, and spoke to Superintendent Reitz about some future collaborations.
- L. Jakacki attended the McHenry County Clerk's 2023 Tax Extension Seminar on September 21 to review where information can be found for preparing the Levy, how calculations are determined, and deadlines.
- L. Jakacki attended the Friends of the Library meeting on September 21. She read them the National Friends of the Library Week proclamation, which they appreciated. The Friends planned their 2024 meeting and book sale schedule. They also voted to contribute funds to the following initiatives: 2024 Summer Reading Program at \$7,500.00, 2024 Library Lover's Expedition at \$1,000.00, and Library Staff Appreciation at \$1,000.00.

Adult Services

- A patron asked A. Moreno-Lomeli for some guidance with finding writing and technology tutoring. Lomeli showed her the library databases Niche Academy and Learning Express. Niche Academy offers classes on Microsoft Word, and Learning Express has various writing improvement courses. She also directed the patron to McHenry County College, Shah Center, which presents writing classes under personal development.
- T. Hillier had a patron come into the library looking to fax over 20 pages of medical information for her daughter. Despite an initial issue with the payment and the number of pages, we got the fax sent off. She waited until she got the confirmation emails and was very happy.

- A patron called the library to speak with D. Gaudio after the bracelet program to let us know, "All the ladies at the table had good and positive things to say about the jewelry making."
- A patron asked for a gardening book specifically for growing cannabis. K. Kimbrel was able to find a couple of books on the subject. The patron left very happy.
- The Questions desk staff answered 84 live chats in September.
- T. Hillier has been promoted to the Adult Services Department Lead!

Circulation

- Circulation Staff worked throughout September to support our first Library Card Signup Month initiative. This entailed signing up residents who did not have a library card and offering them information regarding our library services. Drawstring bags, including informational brochures and pamphlets about our services, were also handed out to our new cardholders. Card registration during the month was up 37% from September 2022 and 39% from 2021. The Friends of the Library funded this initiative.
- Circulation Staff have begun implementing a Daily Task Chart/spreadsheet.
- Staff have been assigned daily, weekly, and monthly responsibilities. These responsibilities will rotate on a 6-month basis.

Human Resources

- S. Nowalk joined MPLD as our new Administrative Assistant.
- Recruitment for an Acquisitions Associate has been the focus of hiring outside the library. Phone screens were completed throughout the month, and interviews will be held in October with K. Milfajt and J. May.
- Z. Terrill and J. May conducted internal interviews for an Adult Services Lead Librarian during the month.
- Our current headcount for September was 30: 17 FT (37.50 hours weekly), 13 PT staff members, and one temporary substitute.
- Average merit increase for FY 23/24 (year-to-date) is 2.50%

Technical Services

- K. Milfajt has been working with J. May to fill the open Acquisitions Associate position.
- K. Meadows reports that she was able to use some of the tips learned at ALA for easier and more sufficient mending and found them a huge success! She will continue working on acquisition tasks until the Acquisitions Associate position is filled.
- S. Roitberg has spent most of her time on acquisition tasks this month.
- Due to staff vacations and the open Acquisitions Associate position, our statistics continue to be lower than in previous months.

Technology

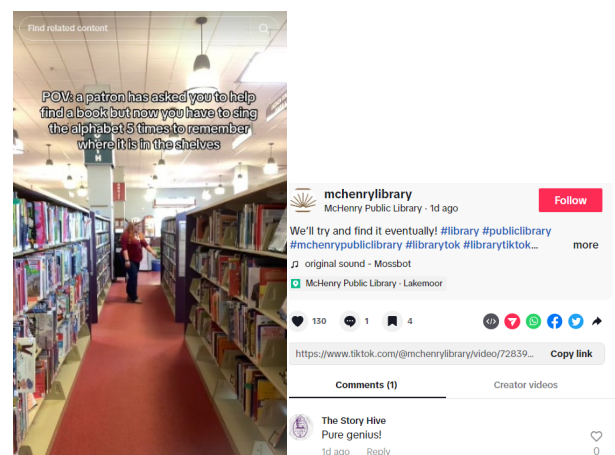
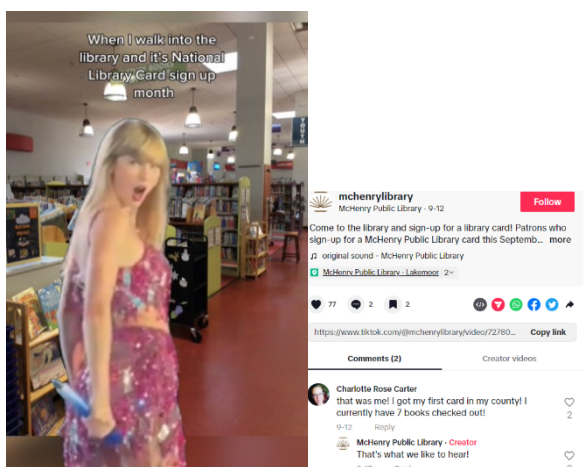
- 9-19 IT attended the quarterly CCS IT Group meeting
- 9-25 It and Max from Eccezion met with a Unitrends engineer to review our backup plan and set it up with the new servers. Backups are now running consistently on the new server.
- The Server project is going well and should be completed before the end of October. TBS will migrate MyPC and Papercut in October.

Youth Services

- A. Maifield reported that D&D Junior High Edition went well this month! She thought that all of the kids were much more engaged and seemed really into the side quest they had started.
- B. Salazar observed a parent and child checking out the Spanish display (that she created) with all the countries' flags celebrating Hispanic Heritage Month. They pointed out each flag and then picked a book from the display to read.
- A patron came to the Questions Desk asking J. Einoris if she could recommend a documentary on LGBTQ+ medical aspects. She found two documentaries in the consortium, *Born to Be* (2021) and *Growing up Trans* (2015), that covered what the patron was looking for. J. Einoris also found a YouTube video to share with the patron.
- S. Baseley had a grandmother and grandson ask her what programs are available to the grandmother. She is new in town, so S. Baseley explained the library's programs and services and how to get set up with a library card. She also promoted ComiCon and the art contest. They told her they would be participating in the contest and attending the event as they are big Marvel fans. After S. Baseley directed them to the Circulation Desk, the grandmother waved her new library card in the air to show that she had registered for a card.
- S. Kordistos completed her weeding project in the picture books and has begun weeding the youth CD collection. S. Baseley has been weeding the early reader fiction collection in preparation for leveling the collection. J. Einoris has completed weeding the junior series collection.
- A. Stansbury attended the PAS meeting in Lincolnshire with Z. Terrill from Adult Services.
- S. Baseley and B. Salazar attended a LACONI workshop at the Museum of Science and Industry on STEM activities, including forensic activities, a maker space presentation, and a geology session.

Patron Comments

- Thomas at the Reference Desk assisted me with the fax machine. I appreciate his assistance; he was nice and helpful and did a great job getting the documents sent to where they needed to go. I'm very happy with the service I received. -Lynn Dentre via voicemail



A library card is elemental. Get yours today!



USE YOUR LIBRARY CARD
THIS SEPTEMBER FOR A
CHANCE TO WIN!

When cardholders check out materials at the McHenry Public Library this September, they will be automatically entered into a drawing for a \$25.00 gift card from one of the following local businesses: Harms Farm and Garden Center, Epic Deli, Riverside Chocolate Factory or SweetPeas Emporium.



McHenry Public Library District is 🥳 feeling excited at Biblioteca Pública de McHenry.
September 1 at 10:00 AM · McHenry, IL · 🌐



September is National Library Card Sign-up Month - Get in Your Element, sign-up for a library card today! Continue reading for some a great promotions to enc... See more

2

Like Comment Share

Newest



Write a comment...



Jessica Swank Lomax

Please consider going fine free or reducing fines like other libraries in the area!

Love Reply Hide 1w



Date 9-18-2023

My comment/compliment/complaint:

First and foremost, Alie was such a huge help to me last week and today. She went above and beyond to assist me. Alie was patient with helping me and assisting me with the task I needed to complete. Overall Alie was just great. Couldn't of asked for someone better. What a Amazing Employee you have there at McHenry Public Library District.

Name (optional): Nick Butreck



McHENRY PUBLIC
LIBRARY DISTRICT
WISDOM KNOWLEDGE DREAMS

Date 9/6/23

My comment/compliment/complaint:

I'm very impressed by the helpfulness of your staff. Thank you for your help Jen & Chris

Name (optional): Jm. Brocco



Sadie Brown recommends McHenry Public Library District.

September 20, 2018 · 🌐

Great selection of new teen fiction.

McHenry Public Library District

2



Love



Comment



Share



Write a comment...



Illinois Public Library Core Standards CHAPTERS 1-4

The Library's review of the Serving Our Public 4.0 standards is required for our Per Capita Grant Application. Updates on our progress during FY 20/21, FY 21/22, FY 22/23, and FY 23/24 are provided for those standards the staff and management team felt that while we meet the standards, we can continue to improve in that area.

We also can determine if they need to be added to the upcoming Strategic Plan.

Chapter One

The McHenry Public Library follows all the Core Standards listed.

- ✓ **Core 1** The library provides uniformly gracious, friendly, timely, and reliable service to all users.
- ✓ **Core 2** The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.
- ✓ **Core 3** The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.
- ✓ **Core 4** The library complies with all other state and federal laws that affect library operations. (See Appendix A)

- ☐ **Core 5** The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.

FY 20/21: The Library has adopted and adheres to the principles; however, the management team and staff would like to discuss this and how it looks in our daily interactions, collections, and services.

FY 21/22: This is a continuing conversation with staff as policies, procedures, and services change within the Library, and we discuss how these principles help center what we do.

FY 22/23: As mentioned in previous years, this is a continual conversation with staff and Board members to keep the libraries' mission at the forefront of all we do. Conversations regarding the *Bill of Rights* and Intellectual freedom have been increasingly important as the number of book and program challenges in libraries has risen.

FY23/24: We have revised our Materials Reconsideration Policy and Form. Have had conversations regarding this topic due to the recent rise in book challenges this past year. The New State Law HB2789, effective 1/1/24, which penalizes wholesale book banning on ideology. Waiting for guidance from IL State Library before updating any policies/procedures for compliance.

- ☐ **Core 6** The library adopts and adheres to the *Code of Ethics of the American Library Association*. The library adopts and adheres to the *Public Library Trustee Ethics Statement*, developed by United for Libraries, a division of ALA.

FY 20/21: The Library has adopted and adheres to the ethics; however, the management team and staff would like to discuss this and how it looks in our daily interactions and services.

FY 21/22: Same as Core 5. This is a continuing conversation with trustees and staff as policies, procedures, and services change within the Library, and we discuss how these principles help center what we do.

FY 22/23: As stated in previous years, we continue to have these conversations about how these values affect what we do.

FY23/24: We strive to instill Library Ethics in all that we do. We have had to have more of these conversations with the Board and staff as more ideological issues have faced libraries this past year.

- ☐ **Core 7** The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix C)

FY 20/21: The Board of Trustees has a written set of bylaws. They were last updated in 2008, so it might be worthwhile for the Board to review the bylaws for any updates needed. Based on a comparison of the current bylaws to the listing in Appendix C, the MPLD bylaws do not include information about removing a trustee. While we follow parliamentary procedures, the bylaws should be checked against a current edition of Robert's Rules of Order. Also, the Board bylaws should be posted on the Library's website along with other Board information.

FY 21/22: The Board Bylaws document has been reformatted for ease of use and posted on the Library's website for patrons to view. The research was done on bylaws that were listed in the document in a draft state to determine if they had been approved or not. The next step will be to bring sections of the bylaws up for review at Board meetings for possible updating.

FY 22/23: The bylaws will need to be updated to reflect the new IL State law, Public Act 102-0977, regarding the appointment process to fill vacancies on the Board. Also, it may be worthwhile to have the Policy Committee review the bylaws for any updates.

FY23/24: In FY 22/23, we reviewed about three-quarters of the Board bylaws at the Board Meetings for updates. Now that a full Board is seated again, we will complete the process.

✓**Core 8** The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA accredited master's degree.)

✓**Core 9** The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes*, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act*.

✓**Core 10** The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.

✓**Core 11** The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.

FY 20/21: Our goal is to start this process sooner in the year to review historical budget data, trends better and plan for upcoming projects.

FY 21/22: We started the process in January for this year's budget, which provided enough time to receive input

and hold meetings with each department manager and the Board. We were also able to create a standing list of annual expenditures and compile 5- years of spending data to better understand the spending trends of the different departments. We were able to pass a more accurate budget at the beginning of the fiscal year.

FY 22/23: We have established a good process and schedule for the budgeting process of day-to-day expenditures that allow input from staff and management. We will continue to work on refining the process regarding prioritizing large-scale projects and staffing needs.

FY23/24: The process we have has helped us prepare realistic budgets that we are able to work within over the past few years. No additional updates to this standard are needed unless drastic changes occur.

✓**Core 12** The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.

☐**Core 13** The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate. (See Appendices F and H)

FY 20/21: We have all these board-approved plans/policies. We are in the process of long-range/strategic planning started in April 2019. The disaster prevention and recovery plan is being reviewed for updates by the Building Services Manager. The Collection Management Policy is being updated by the Collection Development Committee and the Technology Plan with the IT Department and Admin.

FY 21/22: All of these documents are still under review and will be updated as time permits.

FY 22/23: We are making headway into updating public policies with Board approval when time permits.

FY23/24: We continue to work on reviewing and updating the personnel and patron policies. There have been many changes over this past to employment law, so those policies have taken priority. A technology plan, collection management policy, and safety manual are our priorities after we have reviewed all personnel and patron policies.

✓**Core 14** The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.

✓**Core 15** The board of trustees annually reviews the performance of the library administrator.

☐**Core 16** The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.

FY 20/21: We are a member of RAILS and ILLINET. It has been some time since we have reviewed the ILLINET standards, so members of the ILL and Circulation Staff are reviewing the document and making recommendations to our procedures and policies if they do not align.

FY 21/22: The ILL Staff reviewed the ILLNET standards and verified compliance. They are currently updating the Library's ILL policy for ways to remove barriers of use, streamline processes, and encourage more use of ILL services.

FY 22/23: Continuing our plans to allow staff-mediated online requests for ILL materials, update our ILL policies, and to find new ways to promote the service.

FY23/24: Yes, we continue to be a member in good standing in all the organizations listed. This year as a member of CCS we are looking into joining Find More Illinois which would increase state-wide sharing and lower in-state ILL costs.

✓**Core 17** The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.

✓**Core 18** The library utilizes a variety of methods to communicate with its community.

✓**Core 19** The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.

✓**Core 20** A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].

✓**Core 21** As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.

FY 20/21: We will make sure we use these reports as one of many we refer to when creating the Library's annual budget. Available through the Illinois State Library.

FY21/22: The Library reviewed these baseline standards during the budgeting process and worked to align our percentages better. We have made headway in better alignment of personnel costs.

FY 22/23: We continue to work on aligning our budget with the State Standards and keep them in mind when making our budget. Our goal is to be able to make more funds available for services and collections.

FY23/24: We continue to be mindful of the baseline for expenditures in major categories during our budget cycle. We feel that since this has become part of our process we consider ourselves to be compliant in this standard.

✓**Core 22** The library board and staff promote the collections and services available to its community.

☐ **Core 23** At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections, and services in a quantity, at a time, and in a manner that meets the needs of the community.

FY 20/21: The Library uses informal reviews and feedback to review library services, collections, and facilities. A more formal process should be put into place in conjunction with the strategic/long-range planning process.

FY21/22: The Library is still investigating ways to do informal reviews and feedback as a regular part of Library business and time the review process with the Library's strategic planning process.

FY 22/23: This is still on our plans for when we begin our long-range planning.

FY23/24: Sending out an RFQ for capital assessment and completion of the review is scheduled for this year this

will help us determine space needs. The others will be part of the upcoming strategic plan.

Appendix A: Useful Illinois Statutes- The Library adheres to the Illinois Statute listed.

Appendix B: Records to Retained and Disposed- The Library has a robust Record Retention policy aligned with the State Archives. We need to create annual compliance checks and pull records for directions on a schedule.

FY21/22: After review with the State Archives, it was determined that while the MPLD Board approved a records retention policy, it was never filed and approved by the IL State Archives, which has the authority over records and retention of public libraries in the state. The Library will have to go through the review process with the State Archives and submit an application for approval.

FY 22/23: We are working on collecting an updated list of all the records we create throughout the library to update our records retention application and start a regular records review and destruction schedule.

FY23/24: It has been over 12 years since the last time anyone reviewed Library records for destruction. We are planning to complete at least half the review this year and apply for destruction permission.

Appendix C: Topics for Inclusion in Board Bylaws- The Library Board has written bylaws. From the topical list provided the bylaws are missing a bylaw for removal of a trustee, and review for compliance to current parliamentary procedures.

Appendix D: Topics Recommended for New Trustee Orientation- These topics are covered in the existing orientation procedure.

Chapter 2 - Governance and Administration Checklist

- ✓Library has an elected or appointed board of trustees.
- ✓Library has a qualified library administrator.
- ✓ Library administrator files an Illinois Public Library Annual Report (IPLAR) with the Illinois State Library.
- ✓Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
- ✓ Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
- ✓ Library has a mission statement and a long-range/strategic plan.

FY 20/21: Our current plan is coming to an end and we should plan in 2021 to finish up the work that was started on the new plan in April 2019.

FY 21/22: This process continues to be on hold as the Library focuses on issues facing day-to-day operations and providing services during a pandemic.

FY 22/23: This process continues to be on hold as the Library focuses on issues facing day-to-day operations and providing services while having a number of vacancies in key positions.

FY23/24: The Library is working towards preparing for a strategic planning cycle but attending workshops on the topics, researching possible facilitators, and creating demographic profiles of our service population.

☐ Library maintains an understanding of the community by surveys, hearings, and other means.

FY 20/21: The Library uses informal means of feedback to understand the community. A community survey has not been completed since we prepared for the 2008 Building Referendum. A more formal process should be put into place in conjunction with the strategic/long-range planning process.

FY 21/22: Same as the previous standard. This process continues to be on hold as the Library focuses on issues facing day-to-day operations and providing services during a pandemic.

FY 22/23: This process continues to be on hold as the Library focuses on issues facing day-to-day operations and providing services while having a number of vacancies in key positions.

FY23/24: The Library offers comment cards to patrons, program surveys, and patron material suggestions for continual feedback. A formal community survey will be researched as part of our strategic plan initiative.

✓ Library board reviews library policies on a regular basis.

✓ Library board members participate in local, state, regional, and national decision-making that will benefit libraries.

FY 20/21: We would like more feedback from the Board about how they would like to hear about these possible decisions and ways they can get involved.

FY21/22: We continue to provide Trustees with up-to-date information regarding issues facing today's libraries.

FY 22/23: We share information about trustee-focused opportunities to become more informed on issues facing today's libraries and look for ways for the Board to become more involved.

FY23/24: We continue to share information about issues facing libraries and opportunities to attend presentations to learn more or voice their concerns.

✓ Library develops an orientation program for new board members.

☐ Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.

FY 20/21: We would like more information about their interests in attending conferences and how they would like to be informed about upcoming opportunities.

FY21/22: Trustees have taken part in virtual presentations this year on the topics of trustee basics, financial management, succession planning, DEI, and open meetings act.

FY 22/23: We share information about trustee-focused opportunities to become more informed on issues facing today's libraries and would like more information from the trustees on their interests.

FY23/24: We continue to share opportunities. Some trustees this year have attended Illinois Library Association's Trustee Workshop and the Secretary of State OMA, and FOIA training presentations.

✓ Library keeps adequate records of library operations and follows proper procedures for disposal of records.

✓ Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.

FY 20/21: Currently, only the Board Treasurer is bonded for financial transactions. We need to look into having the Director, Assistant Director, HR, and the Business Manager bonded if it falls within the budget.

FY 22/23: The Library Treasurer is insured according to the State requirements. Our Directors/ Officers and Crime Insurance plans to cover all other key positions.

FY23/24: Yes, the Library complies and keeps current with Illinois and federal regulations for libraries. Unless, this changes no further updates are needed.

✓ Library has a board-approved set of written by-laws that govern the conduct of the board of trustees and its relationship to the library and staff.

✓ Library maintains insurance covering property and liability, including volunteer liability.

FY 20/21: Need to review the policy to see if we have volunteer liability and if not, add it to our insurance

FY21/22: Reviewed the Library's Directors' and Officers' insurance plans and verified or increased coverage for these areas.

FY 22/23: We made changes to our plans to align our policies with our needs. We will review and budget for more robust crime and cyber security plans in the future.

FY23/24: Our plans are provide sufficient coverage. Reapplying for cyber security insurance now that MFA has been instituted in the organizations.

☐ Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.

FY 20/21: The previous Director created a plan based on the current situation of the Director and Assistant Director's upcoming retirements. We need to create a plan for many key Admin roles and middle management positions. Including skills needed, desired characteristics, and training to offer those interested in moving up internally

FY21/22: The Director is updating the succession plan for the Director position for long and short-term vacancies with topics like internal succession, board oversight, communication plan, list of important dates, and places to find important information. After the Director's plan is complete, we will work on other key positions in the Library.

FY 22/23: Still continuing the work outlined in last year's comments.

FY23/24: With many of our management team still in their first year of their position or the organization the goal is to get them through a full year and fully trained and start on succession planning in year two. However, we continue to have staff development conversations during performance reviews and sync-ups.

Chapter 3 - Personnel Checklist

✓ Library has a board-approved personnel policy.

FY 20/21: The current policy manual needs to be reformatted for ease of use and separate policy from the procedure.

FY 21/22: The current policy manual has been reformatted for ease of use. At this time, it has not been separated from policy and procedure.

FY 22/23: As we update policies, we are removing procedures.

FY23/24: We are continuing to update policies and while removing procedures. This is part of our regular

routine, no additional updates will be provided.

✓Library has staffing levels that are sufficient to carry out the library's mission.

✓Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.

FY 20/21: The current job descriptions document needs to be reformatted for ease of use and consistency. The salary schedule was last reviewed in 2019.

FY 21/22: The current job descriptions are still in the process of being reformatted for ease of use and consistency. This will be completed this FY. Therefore, we are postponing the salary schedule for this FY.

FY 22/23: As we hire new staff members, we are reviewing and updating job descriptions as needed. We plan to revisit the salary schedule this FY.

FY23/24: We will review all currently filled positions and update those job descriptions as needed. We review salaries each FY, have given market pay adjustments as needed, and will continue to do so.

✓Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.

FY 20/21: Update current policy/procedures to reflect current practices.

FY 21/22: While the current policy has not been updated, we have current procedures for our current hiring practices. We will be updating our current EEO policy with State of Illinois updates that recently came out.

FY 22/23: We did not update the policy as stated in the prior FY but will be doing that this FY.

FY23/24: We did not update the policy as stated in the prior FY, but we do include an EEO statement with ADA accessibility in all job postings.

✓Library salaries and fringe benefits account for up to 70 percent of total operations budget.

FY 20/21: Currently, this is at 71% but is becoming unsustainable for the Library in terms of how much is allocated to this compared to other major spending categories in the budget.

FY 21/22: We are at 63.21% for the Library budget with Library salaries and fringe benefits.

FY 22/23: We are at 62.68% for the Library budget with Library salaries and fringe benefits.

FY23/24: We are at 59.35% for the Library budget with Library salaries and fringe benefits.

✓Library gives each new employee a thorough orientation.

FY 20/21: The management team's goal is to create streamlined and consistent training for all new employees for library-wide functions, services, policies, and procedures.

FY 21/22: All library-wide policies have been moved to electronic forms of acknowledgment through our payroll system. The management team's goal is to create consistent orientations for all new employees within each department, along with department-specific training.

FY 22/23: With the payroll change from our current system to Paylocity, the management team will continue to

streamline orientations for all new employees within each department, along with department-specific training within the new tool.

FY23/24: New hire paperwork is being completed through Paylocity, with staff onboarding surveys to be completed within 7-10 days of hire date and then again at 60 days after hired. Orientations are conducted by both HR and Department Managers for all newly hired staff.

✓Library evaluates staff annually.

FY 20/21: Yes, all staff are reviewed on their anniversary date. New evaluation forms are in the works.

FY 21/22: All staff are reviewed annually and will be moving to review them closer to each staff member's anniversary date. The new evaluation form has been put on hold. They are dependent on both our job descriptions and our Library's strategic plan before they can be completed.

FY 22/23: Staff are reviewed annually and have been closer to each staff member's anniversary date. The new evaluation form is still on hold at this time.

FY23/24: Staff are reviewed annually and continue to work closer to each staff member's actual anniversary date. Updating the performance evaluation form is still on hold.

✓Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.

FY 20/21: Yes, but need to communicate these opportunities better and make sure that we create equitable attendance rotations.

FY 21/22: There were not as many opportunities to do this with the pandemic during this past year. There were many virtual opportunities, which were shared.

FY 22/23: As the pandemic is coming to an end, more opportunities are opening up again in person, and we anticipate more staff will be able to take advantage of these opportunities.

FY23/24: All pandemic restrictions have been lifted, and Library staff and administration have many opportunities to attend training workshops, seminars, and continuing education.

✓Library provides staff access to library literature and other professional development materials.

FY 20/21: Yes, however, make it known to everyone where each department keeps its library literature and how to access it.

FY 21/22: The Library has improved on this, yet we are still working on perfecting it.

FY 22/23: The Library is continually improving in this area within each department.

FY23/24: The Library has professional development materials, and staff is encouraged to use them.

✓Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.

FY 20/21: To continue to make sure that this is communicated promptly and provide all with the understanding of how this affects policy/procedures.

FY 21/22: The Library continues to educate our Public library trustees and administrators during our policy revisions and reviews.

FY 22/23: The Library is continuing to educate our Public library trustees and administrators during our policy revisions and reviews.

FY23/24: As we continue to have Library Trustees join our Board, we are continuing to educate them during our policy revisions and reviews.

✓The library complies with state and federal laws that affect library operations.

Appendix E: Recommended Staffing Levels

FY 20/21: Currently, the library has 39.5 FTE, which puts us in the "Growing" category for our service population. If we want to move towards "Established," we would need 49.5 FTE, which could be achieved by more part-time positions in the library.

FY 21/22: Currently, the library has 37.50 FTE, putting us in the "Growing" category. This includes positions we are currently recruiting on.

FY 22/23: Presently, we are at 28 FTE however, once we fill our open positions, we will be closer to 35 FT. This puts us into the "Growing" category.

FY23/24: At this time, we are at 24 FTE. However, once we fill our open positions, we will be at 36 FT. This will put us into the "Growing" category.

Chapter 4 - Access Checklist

✓The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.

FY 20/21: The Library has made the best use of the space right now. During the long-range planning, it may be determined that it is not the best fit for our community in the future.

FY21/22: Comments from FY20/21 still hold true.

FY23/24: The Library continues to make the best use of the space; however, shifting patron needs for the space and collections will require us to take a more concerted look at our space needs.

✓At least once every five years, the board directs a review of the library's long-term space needs.

FY 20/21: This should be reviewed as we work on our new long-range plan.

FY21/22: Comments from FY20/21 still hold true.

FY 22/23: Comments from FY20/21 still hold true

FY23/24: See above. We are past due to a space needs analysis. Will be working on it along with our capital asset planning.

✓ The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.

FY 20/21: We can always consistently review and make changes to serve all better.

FY 21/22: Consistently reviewing and working on ways to provide better access to our meeting rooms and offer more adaptive technology inside the Library and for circulation.

FY 22/23: We made efforts towards this goal last year. We update our doors to our meeting rooms with auto-assist technology. We have also updated two workstations with larger monitors, low-vision keyboards, adaptive mice, and screen reader/speech-to-text software.

FY23/24: Continues to focus on increasing services and collections that increase accessibility—large print youth collection, magnifying machine available in the library and for circulation, and calming kits.

✓ The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.

✓The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.

FY 20/21: Review the parking lot lighting. Little to no lighting in the south lot; the north lot lights are at the end of life.

FY 21/22: Still a concern along with the condition of the Library's parking lot.

FY 22/23: Repaired some lighting that illuminates a walkway, reviewing a program with ComEd to provide lighting utilizing existing electrical poles in the parking lot.

FY23/24: Still reviewing options for south side parking lighting.

✓ The library has the minimum required number of parking spaces.

✓ The library's entrance is easily identified, clearly visible, and well lighted.

✓ The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.

✓ The library has adequate internal signage.

✓ The library's lighting levels comply with lighting standards.

FY 20/21: We have skylights and overhead lights; however, in the stacks the lighting can be dim. No task lighting is available to staff or patrons. The 18 ft ceilings offer unique challenges to lighting concerns.

FY21/22: Comments from FY20/21 still hold true, and no changes have been planned at this time.

FY 22/23: No changes at this time.

FY23/24: Inconsistent lighting in the stacks continues to be a concern.

✓ All signage is in compliance with applicable federal, state, and local regulations.

✓The library building supports the implementation of current and future telecommunications and electronic information technologies.

✓ The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.

✓ Space is allocated for child and family use with furniture and equipment designed for use by children.

FY 20/21: Space is limited for children and families to use the library. In areas designated for children and families, we make sure to have furniture best suited to their needs available.

FY21/22: Comments from FY20/21 still hold true. Currently, no changes is being made in these areas due to space and budget constraints.

FY 22/23: New soft seating furniture has been installed in the Youth/Teen area.

FY23/24: We have maximized the space available for Youth and Teens.

✓ The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.

FY 20/21: All materials are accessible. However, the shelving keeps getting taller or we are utilizing the bottom shelves, which, for some, can be a barrier to retrieving these materials.

FY21/22: Continue to weed collections to make shelving items on the very top and bottom unnecessary. Public Services staff are updating end-cap signage and the catalog's StackMap service so patrons can find materials more easily.

FY 22/23: The Library's StackMap service is up to date, allowing patrons to better locate materials in the library from directions provided in the catalog.

FY23/24: Updating hot collections display unit to be more accessible. Working on weeding of collections to make them more browsable.

Appendix F: Topics Recommended for Public Use of the Library Policy- All topics are included in our current public policy manual.

Appendix G: Recommended Hours of Service by Population- The Library is open 68 hours a week, along with being open Sundays year-round.

Bereavement Leave-- UPDATED

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

The McHenry Public Library District recognizes the importance of family and friends and the difficulties an employee faces following the loss of a loved one. For that reason, the Library grants all regular employees paid bereavement leave. All leave must be requested and approved by the employee's immediate manager at the earliest possible opportunity before it is taken or upon their return. The employee will submit the request via the Employee Self-Service(ESS) portal. Proof of the need for the leave may be required.

Immediate Family

In the event of a death in an employee's immediate family, the Library will grant up to three (3) days of leave with regular pay. Immediate family constitutes the following relationships: employee's parent, step-parent, mother-in-law, father-in-law, spouse, domestic partner, child, step-child, sibling, grandparent, or grandchild or an individual having a similar relation as the preceding with the employee, including a person related by current or prior marriage, any person who shares a relationship through a child or those jointly residing in the same household.

Employee leave will be pro-rated based on each employee's regularly scheduled weekly hours, using one-fifth of their regularly scheduled weekly hours as the basis for a day.

- 10 hrs/wk. maximum 6 hours per instance
- 15 hrs/wk. maximum 9 hours per instance
- 20 hrs/wk. maximum 12 hours per instance
- 25 hrs/wk. maximum 15 hours per instance
- 30 hrs/wk. maximum 18 hours per instance
- 35 hrs/wk. maximum 21 hours per instance
- 37.5 hrs/wk. maximum 22.5 hours per instance

Other Relationships

Employees may receive four (4) hours of leave with regular pay per instance for the death of a non-family member with a close association, such as a friend or coworker.

If an employee leaves work early on the day they are notified of the death, that day will not be counted as a bereavement leave, and the employee will be paid for the rest of the scheduled shift.

Unpaid Bereavement Leave

In addition, employees are eligible for an additional seven days of unpaid leave in the event of the death of a family member defined as immediate family above. In the event of the death of more than one immediate family member in a 12-month period, an employee is entitled to up to 6 weeks of bereavement leave used in increments of seven days of unpaid leave per instance (Up to three days will be paid pursuant to this policy). Employees may use any accrued, unused paid time off to run concurrently with this time. Employees must complete time

Updated policy to reflect breakdown of hourly paid staff and expanded immediate family members and friends covered for paid and unpaid bereavement leave.

off under this policy within 60 days of learning of the need for leave.

Employees may use this time (three days paid, seven days unpaid) to attend the funeral or alternative to a funeral of a immediate family member, make arrangements necessitated by the death of the immediate family member, and/or grieve the death of the immediate family member.

This policy also allows absence from work due to (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.

Additional paid or unpaid time or leave may be allowed in some circumstances at the discretion of the Executive Director, or the employee may be permitted to use other available paid or unpaid time off. In certain circumstances, the Library may require an employee seeking leave under this policy to provide reasonable documentation of the need for the leave. Employees are requested to provide as much notice of the leave as possible.

Paid time off for bereavement leave will not be counted as hours worked for the purposes of determining overtime or as hours worked for the purposes of determining other leave eligibility.

Upon separation from employment, unused bereavement leave is not payable.

Updated policy to reflect breakdown of hourly paid staff and expanded immediate family members and friends covered for paid and unpaid bereavement leave.

Bereavement Leave-Current Policy

(See Also Types Of Leave Such As [Bereavement](#), [FMLA](#), [Jury Duty/Witness](#), [Leave Of Absence](#));
See Also The Employee Benefits Summary (Sick Leave, Personal Leave, Bereavement Leave)

In the event of a death in an employee's immediate family, a bereavement leave of up to three (3) days, with regular pay, shall be granted. For part-time workers, such leave will be calculated on a prorated basis as a percent of 37.5 hours per week. Immediate family constitutes the following relationships: spouse, partner, parent, child, sister, brother, grandparent, grandchild, mother/father-in-law, and sister/brother-in-law. Additionally, in compliance with the Illinois Child Bereavement Act of 2016, any staff member experiencing the death of a child may be allowed to take up to (7) seven additional unpaid work days; - note that 3 days bereavement is already included as standard bereavement. This policy applies to an employee's child who is biological, adopted, a foster child, step child or a child of a person standing "in loco parentis" inclusive of domestic partner relationships. Additional paid leave for the death of persons not covered in this policy as well as special exceptions/requests for extended leave due to special circumstances may be allowed at the discretion of the Executive Director. Additionally, all leave must be approved by the employee's immediate supervisor/manager before it is taken. See the Employee Benefits Summary for complete rules on requesting bereavement leave.

Guidelines And Practices For Implementation

Note that, in the event of the death of a child, bereavement leave covers (3) three days with regular pay but an additional (7) seven days may be taken without pay (i.e. unpaid leave). However, the employee has the option of using accrued sick, personal and/or vacation (as well as a combination of the 3) to cover those 7 days or used in addition to those 7 days. Also, FMLA (Family Leave and Medical Act) leave can simultaneously commence in situations such as this. Normally, the Illinois Child Bereavement Act is in effect for employees working 24 hours per week or more and having a minimum of 1 year service, but the MPLD recognizes this law in effect for all of its employees regardless of time of service/hours worked. (enacted 11/15/2016)

Updated policy to reflect breakdown of hourly paid staff and expanded immediate family members and friends covered for paid and unpaid bereavement leave.

September is National Library Card Sign-up Month at McHenry Public Library

[shawlocal.com/northwest-herald/2023/09/21/september-is-national-library-card-sign-up-month-at-mchenry-public-library](https://www.shawlocal.com/northwest-herald/2023/09/21/september-is-national-library-card-sign-up-month-at-mchenry-public-library)

Shaw Local News Network



A woman walks into McHenry Public Library on Tuesday, June 14, 2022. (Gregory Shaver Shaw Media)

Get a library card and dive into a new hobby or spark your creativity with an adventure at McHenry Public Library during National Library Card Sign-up Month.

Patrons who sign-up for a library card this September get a free drawstring bag, which includes information about McHenry Public Library District's top resources. This promotion runs until Sept. 30.

Library card holders can also borrow from MPLD's collection of CDs, DVDs, magazines and materials from its Library of Things, which includes STEM kits, WiFi hotspots and AV digitizing equipment.

Access digital collections with services like Libby, Hoopla and Kanopy for streaming movies and music, eBooks, audiobooks and more right from your phone, tablet or personal computer.

Begin an adventure at the Library with a Museum Adventure Pass. Check out complimentary passes to Chicagoland museums and cultural destinations, including the Chicago Botanical Garden, Illinois Railway Museum and Brookfield Zoo. Access even more savings with Explore More Illinois. Library card holders can receive exclusive discounts and passes to museums and cultural experiences throughout Illinois.

When cardholders check out materials at the McHenry Public Library this September, they will be automatically entered into a drawing for a \$25 gift card from one of the following local businesses: Harms Farm and Garden Center, Epic Deli, Riverside Chocolate Factory or SweetPeas Emporium.

Visit the library's checkout desk at 809 Front Street in McHenry with an ID and proof of current address to get a library card. The library is open from 9 a.m. to 9 p.m. Monday through Thursday, 9 a.m. to 5 p.m. Friday and Saturday and noon to 4 p.m. on Sunday.

For more information, contact the library at 815-385-0036 or visit mchenrylibrary.org.

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