



McHenry Public Library District

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

Board of Library Trustees Regular Meeting Tuesday, January 16, 2024, 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 December 19, 2023, Regular Meeting
- VII. **TREASURER'S REPORT** –Terry Weingart, Treasurer
 - A. Tom Coughlin, Governmental Accounting Inc., quarterly review of library finances
 - B. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports For December 2023/ January 2024, Additional Bills (distributed at meeting), Reimbursement Report, and Credit Card Reports.
- VIII. **COMMUNICATIONS**
 - A. Letter to McHenry American Legion Auxiliary Unit 491 in recognition of donation
 - B. Letter to Financial Education Foundation in recognition of donation
- IX. **LIBRARIAN'S REPORT**
 - A. Librarian's Report
 - B. Project Updates
 - C. Share A Service- Library Lover's Expedition with library staff J. Einoris and C. Krater
- X. **OLD BUSINESS**
 - A. New or updated policy in regard to Public Act 103-0100
- XI. **NEW BUSINESS**
 - A. Review and disposition of verbatim recordings of regular board meetings held remotely under State Executive Orders
 - B. Reconsideration of Staff Policies
 1. Fax Policy
 2. Maintenance Request Forms

3. Purchase Requests

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.



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MINUTES McHenry Public Library District Board of Library Trustees Regular Meeting

Date: Tuesday, December 19, 2023

Time: 7:00 p.m.

Location: Meeting Rooms #135 & #136

I. CALL TO ORDER – Bud Alexander, Vice President

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

II. ROLL CALL – Monica Leccese, Secretary

Roll was called.

Members Present: Bud Alexander, Monica Leccese, Michele Madsen, Thomas Sutliff, Nikki Wallace, Terry Weingart

Members Absent: Charles Reilly

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

None.

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

VI. SECRETARY'S REPORT – Monica Leccese, Secretary

A. Approval of Minutes of the November 21, 2023, Levy Hearing

B. Approval of Minutes of the November 21, 2023, Regular Meeting

Secretary Leccese stated that she reviewed the minutes of the November 21, 2023, Levy Hearing and the minutes of the November 21, 2023, Regular meeting and found no changes necessary.

Sutliff moved, and Madsen seconded the motion to approve the Secretary's report.

Roll Call Vote:

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

Nays: None

Abstain: None

Absent: Reilly

Motion Passed

VII. TREASURER'S REPORT –Terry Weingart, Treasurer

- A.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports For November/ December 2023, Additional Bills (distributed at meeting), Reimbursement Report, and Credit Card Reports.

Treasurer Weingart stated that she reviewed the financial statements and noted that MPLD's total actual revenue is below budget at \$3,740,887.00, actual expenditures were \$1,122,137.00, and capital expenditures were \$46,241.00, leaving a total surplus of \$2,572,509.00. She also positively noted the current fiscal year's budget deficit of \$163,019.00.

Treasurer Weingart additionally stated that revenue is slightly lower than budget due to developer fees, fines/misc. fees, and general/reserve gifts. She asked Director Jakacki if MPLD can expect additional revenue from these sources. Director Jakacki explained that developer fees are distributed to MPLD as payments are received from developers, not on a set schedule. She also explained the process for developing the budget for gifts is simply an average of amounts received in prior years. Director Jakacki asked for the opportunity to review the budgeted fines/misc. fee amounts listed in the board packet because they do not seem to be accurate.

Treasurer Weingart noted that expenditures are just below budget in nearly every category and asked if MPLD was up to speed in terms of hiring employees. Director Jakacki replied no and that the unfilled positions are contributing to the lower expenditure figure.

Director Jakacki called the Board's attention to the expenditure fund details on p.18 and explained that the negative totals shown reflect the new method of recording prepaid expenditures. She also mentioned that the final tax distribution was received in early December and will be reflected in next month's financial statements.

Leccese moved, Sutliff seconded the motion to approve the Treasurer's Report including Monthly Financial Statements, Interim Check Report and Bill Reports for November/ December 2023, Additional Bills (distributed at meeting), Reimbursement Report, and Credit Card Reports.

Roll Call Vote:

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

Nays: None

Abstain: None

Absent: Reilly

Motion Passed

VIII. COMMUNICATIONS

- A.** Letter of appreciation from Steffanie Baseley

Youth Services Librarian, Steffanie Baseley, was a participant in MPLD's tuition reimbursement program. She successfully graduated this month and submitted the letter to thank the Board for their support by allowing her to participate in the program.

B. Illinois Library Associations Legislative Priorities

Director Jakacki attended the Illinois Library Association Legislative Meet-up in Rochelle, IL. The event brought together local, State, and Federal representatives to discuss lobbying efforts for libraries and other support opportunities for the upcoming year. Top issues discussed were how to make e-book licensing more competitive, equal access to materials, and addressing various administrative inconsistencies impacting libraries compared to other governmental entities.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

Director Jakacki shared the following updates from the Librarian's Report:

- Trustee Wallace and Director Jakacki attended the City of McHenry 2050 Strategic Planning meetings. Developers presented mockups of various sites with potential for development or redevelopment to the public for feedback. The drawings were revised to reflect community suggestions for the subsequent meetings. Photos from the final meeting were shared with the Board and the implications for MPLD's future plans were discussed.
- MPLD partnered with Home of the Sparrow this season to place a collection tree in the front vestibule. Patrons can choose a card to purchase a holiday gift for someone in need.
- MPLD decorated a tree for the McHenry Chamber of Commerce Festival of Trees event. The public was able to vote for their favorite tree by leaving non-perishable donations beneath. All donated items were then collected for Veterans Path to Hope.
- In November, MPLD hosted a preschool fair. Twelve different centers offered information to the 75 community members in attendance.
- A new book, *A Day So Gray*, was added to the StoryWalk. The author commented on MPLD's Facebook announcement to say she was "happy to see her book out in the wild."
- Director Jakacki shared a message received from a patron regarding some outdated features on MPLD's website. The SSL certificate has since been applied by the web developer while other updates, including accessibility items, are slated to be addressed in the upcoming year.
- A number of positive patron comment cards were also shared with the Board.

B. Project Updates

Director Jakacki shared the following project update:

- The Fire Panel Replacement project was completed on schedule and on budget. The final step is to coordinate the final inspection with the Fire Department.

C. Serving Our Public 4.0- Chapters 9-13

Director Jakacki asked the Board if they had any questions or concerns about the review of the final chapters from the IL Library Core Standards.

X. OLD BUSINESS

A. Library Investments

As follow-up to last month's discussion regarding the investment with Principal/Computershare, Director Jakacki communicated to the Board that the

investment should be sold based on the recommendation of the auditors, MPLD's bylaws, and the IL Statute for Investments for Libraries. She additionally shared options for reallocating those funds in the future.

Weingart moved, and Sutliff seconded the motion to approve the selling of stocks and closing the account from Principal/Computershare after the 2023 Quarter four dividends are applied.

Roll Call Vote:

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

Nays: None

Abstain: None

Absent: Reilly

Motion Passed

XI. NEW BUSINESS

A. Policies

1. Background and Reference Checks- New

Approval was sought to formalize a current hiring practice into policy.

2. Personal Paid Leave- Updated

Approval was sought to update MPLD's existing personal leave policy to comply with the newly passed law entitled IL Paid Leave for All Workers Act effective 1/1/24.

Madsen moved, Leccese seconded the motion to approve the new Background and Reference Check policy and the updated Personal Paid Leave policy

Roll Call Vote:

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

Nays: None

Abstain: None

Absent: Reilly

Motion Passed

3. New or updated policy in regards to Public Act 103-0100

Director Jakacki explained that according to Public Act 103-0100, in order to satisfy the requirements to receive state funding (Per Capita Grant), MPLD needs to have an anti-censorship policy or statement. Director Jakacki proposed to the Board the two options available: adopt the ALA's Library Bill of Rights or develop a written statement prohibiting the practice of banning books or other materials within the library or library system.

The Board discussed the options with Director Jakacki and debated. Vice President Alexander voiced strong opposition to formalizing the adoption of the ALA's Library Bill of Rights and preferred MPLD craft their own statement in order to maintain definitive autonomy from the ALA; Trustee Wallace concurred.

Secretary Leccese stated if Board members strongly object to the formal adoption the ALA's Library Bill of Rights, she would like to revisit all of the ALA language within the MPLD policy manual that the Board adopted in 2014.

Madsen moved, Sutliff seconded motion to approve the addition of “adopt” to MPLD’s existing public policies in reference to the ALA Library Bill of Rights.

Roll Call Vote:

Ayes: Leccese, Madsen, Weingart

Nays: Alexander, Sutliff, Wallace

Abstain: None

Absent: Reilly

Motion Failed

Vice President Alexander moved to adopt the following policy statement, “In connection with censorship, the library shall protect intellectual freedom of the library user and shall prevent censorship of it’s library materials, ensuring that items are not withdrawn from the library’s collection merely because individuals or groups object to the material.”

The Board discussed what wording would most appropriately represent MPLD’s position. Director Jakacki offered to develop a statement more closely aligned with the Board’s views for consideration at the next meeting.

Vice President Alexander withdrew his motion, there was no second. Further discussion was tabled until the January 2024 meeting.

XII. EXECUTIVE SESSION

The Board chose not to enter executive session.

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

No executive session was held.

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

Director Jakacki shared MPLD’s advertisement from the McHenry Area Chamber of Commerce’s 2024 Business & Community Guide that featured a photo from this year’s Halloween Bash.

XV. ADJOURNMENT

Sutliff moved, Madsen seconded motion to adjourn the meeting at 8:29 p.m.

Roll Call Vote:

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

Nays: None

Abstain: None

Absent: Reilly

Motion Passed

APPROVED by the Board of Trustees this _____ day of _____, 2024

AYES:

NAYES:

ABSTAIN:

ABSENT:

Respectfully Submitted,

Monica Leccese, Secretary
McHenry Library District Board of Trustees

DRAFT

Financial Report

For the 6 Month(s) Ended December 31, 2023
FISCAL YEAR 2024



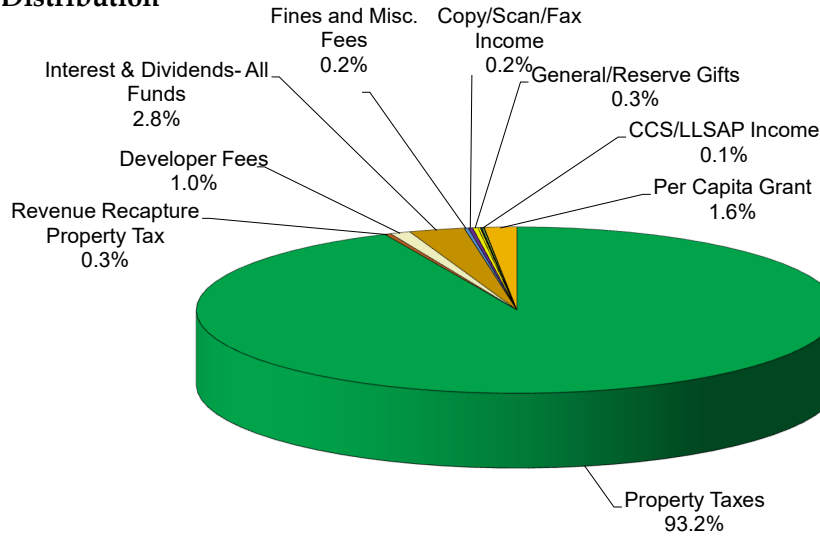
McHenry Public Library District
Actual vs Budget Summary
For the 6 Month(s) Ended December 31, 2023

50% of Fiscal Year

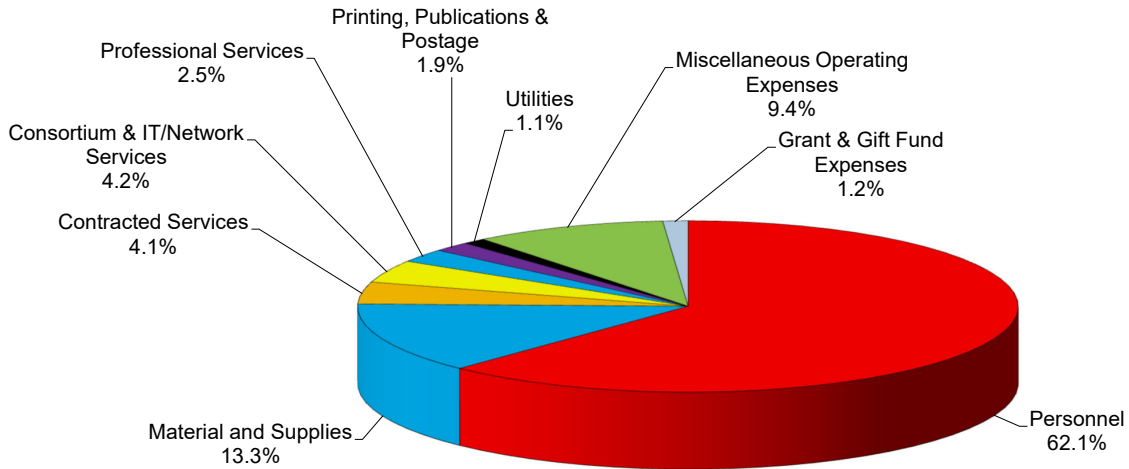
Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
REVENUE					
Property Taxes	3,510,044	3,520,111	99.7%	3,350,275	5%
Revenue Recapture Property Tax	11,781	11,819	99.7%	5,791	103%
Developer Fees	38,448	175,000	22.0%	8,900	332%
Interest & Dividends- All Funds	105,401	169,300	62.3%	886	11796%
Fines and Misc. Fees	7,779	154,000	5.1%	7,977	-2%
Copy/Scan/Fax Income	8,336	16,500	50.5%	7,073	18%
General/Reserve Gifts	9,875	180,000	5.5%	8,647	14%
Annexation & Impact Fees	-	25,000	0.0%	51	-100%
Retiree/Cobra Insurance Payment	4,297	18,000	23.9%	3,860	11%
Misc. Sales & Income	850	75,500	1.1%	210	305%
Lost & Damaged Materials	1,889	6,500	29.1%	1,520	24%
CCS/LLSAP Income	4,078	10,500	38.8%	3,824	7%
Solar Credits	720	5,250	13.7%	1,686	-57%
Per Capita Grant	61,736	65,000	95.0%	61,732	0%
Over/Short	10	500	1.9%	78	-88%
Miscellaneous Grants	-	40,000	0.0%	500	-100%
Transfer from General Fund	-	850,000	0.0%	-	0%
Actual Revenues	3,765,242	5,322,981	70.7%	3,463,010	9%
Budgeted Revenues	5,322,981				
% Diff	71%				
OPERATING EXPENDITURES					
Personnel	830,877	2,355,250	35.3%	830,105	0%
Material and Supplies	177,940	702,250	25.3%	161,531	10%
Contracted Services	55,363	269,250	20.6%	54,169	2%
Consortium & IT/Network Services	56,760	144,500	39.3%	47,439	20%
Professional Services	33,775	150,000	22.5%	40,427	-16%
Printing, Publications & Postage	25,034	77,250	32.4%	21,415	17%
Utilities	14,982	46,500	32.2%	9,774	53%
Miscellaneous Operating Expenses	126,359	221,000	57.2%	99,416	27%
Grant & Gift Fund Expenses	16,486	155,000	10.6%	13,287	24%
Actual Expenditures	1,337,576	4,121,000	32.5%	1,277,563	5%
Budgeted Expenditures	4,121,000				
% Diff	32%				
SURPLUS / (DEFICIT) FROM OPERATIONS	2,427,667	1,201,981	202.0%	2,185,447	11%
CAPITAL EXPENDITURES & DEBT SERVICE					
Capital Expenses	72,333	515,000	14.0%	3,491	-100%
Debt Services	-	-	N/A	18,592	289%
Transfer to Reserve Fund	-	850,000	0.0%	-	0%
Actual Expenditures	72,333	1,365,000	5.3%	22,083	-100%
Budgeted Expenditures	1,365,000				
% Diff	5%				
TOTAL SURPLUS / (DEFICIT)	2,355,334	(163,019)		2,163,364	
BEGINNING FUND BALANCE	3,297,759				
ENDING FUND BALANCE	5,653,092				

McHenry Public Library District
 Actual vs Budget Summary
 For the 6 Month(s) Ended December 31, 2023

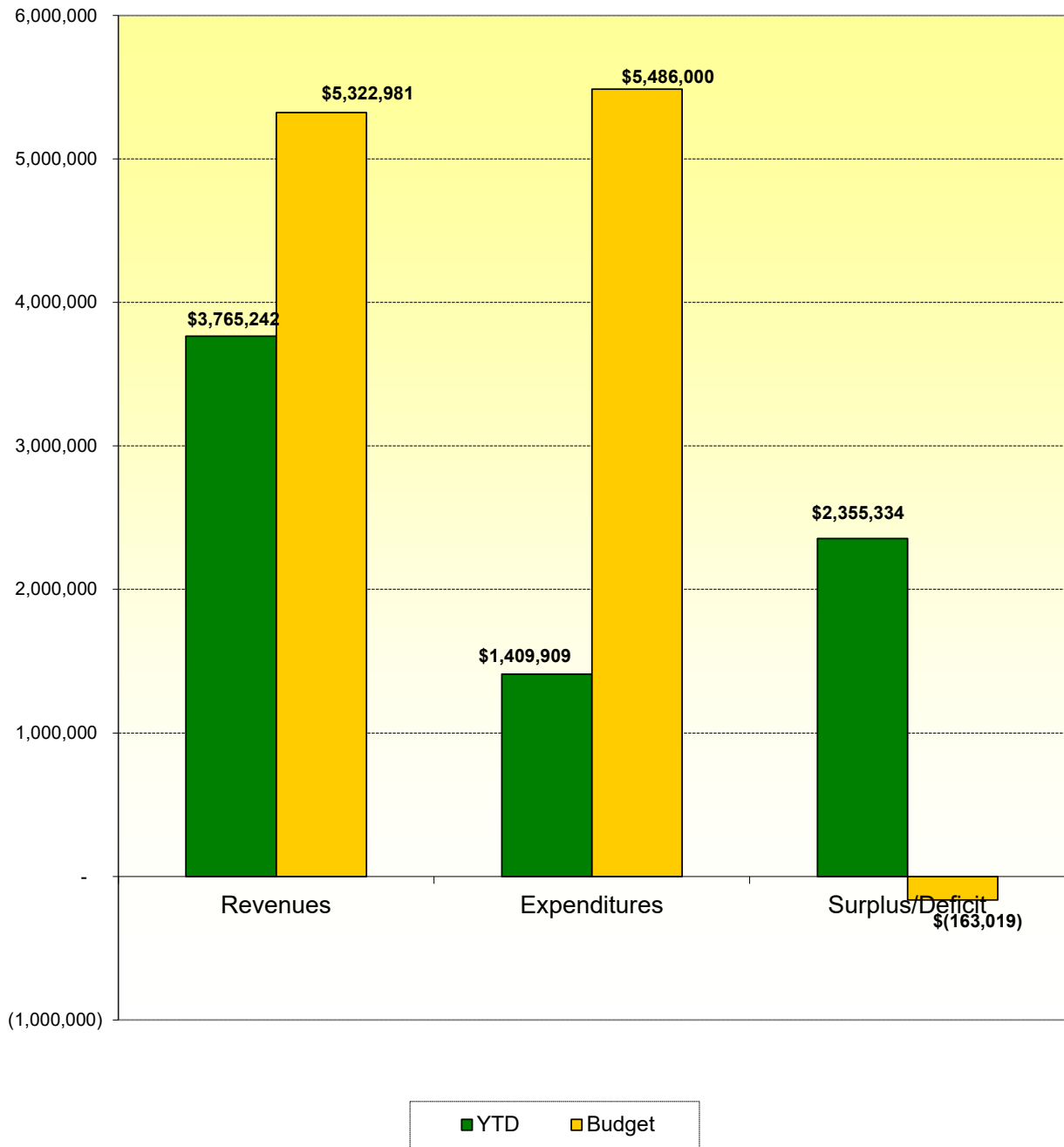
Revenue Distribution



Operational Expenditure Distribution



McHenry Public Library District
 Actual vs Budget Summary
 For the 6 Month(s) Ended December 31, 2023



McHenry Public Library District
Actual vs Budget Summary
For the 6 Month(s) Ended December 31, 2023

50% of Fiscal Year

Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	% of Budget
REVENUE						
Property Taxes	3,510,044	-	-	3,510,044	3,520,111	100%
Revenue Recapture Property Tax	11,781	-	-	11,781	11,819	100%
Developer Fees	-	38,448	-	38,448	175,000	22%
Interest and Dividends	86,890	6,284	12,227	105,401	169,300	62%
Fines and Misc Fees	7,779	-	-	7,779	154,000	5%
Copy/Scan/Fax Income	8,336	-	-	8,336	16,500	51%
General/Reserve Gifts	-	-	9,875	9,875	180,000	5%
Annexation & Impact Fees	-	-	-	-	25,000	0%
Retiree/Cobra Insurance Payment	4,297	-	-	4,297	18,000	24%
Misc. Sales & Income	850	-	-	850	75,500	1%
Lost & Damaged Materials	1,889	-	-	1,889	6,500	29%
CCS/LLSAP Income	4,078	-	-	4,078	10,500	39%
Solar Credits	720	-	-	720	5,250	14%
Per Capita Grant	-	-	61,736	61,736	65,000	95%
Over/Short	10	-	-	10	500	2%
Miscellaneous Grants	-	-	-	-	40,000	0%
Transfer from General Fund	-	-	-	-	850,000	0%
Actual Revenues	3,636,673	44,732	83,838	3,765,242	5,322,981	71%
Budgeted Revenues	3,968,481	1,050,500	304,000	5,322,981		
% Diff	92%	4%	28%	71%		
OPERATING EXPENDITURES						
Personnel	830,877	-	-	830,877	2,355,250	35%
Material and Supplies	167,919	-	10,021	177,940	702,250	25%
Contracted Services	55,363	-	-	55,363	269,250	21%
Consortium & IT/Network Services	56,760	-	-	56,760	144,500	39%
Professional Services	33,775	-	-	33,775	150,000	23%
Printing, Publications & Postage	25,034	-	-	25,034	77,250	32%
Utilities	14,982	-	-	14,982	46,500	32%
Miscellaneous Operating Expenses	126,359	-	-	126,359	221,000	57%
Grant & Gift Fund Expenses	-	-	16,486	16,486	155,000	11%
Actual Expenditures	1,311,069	-	26,507	1,337,576	4,121,000	32%
Budgeted Expenditures	3,741,000	-	380,000	4,121,000		
% Diff	35%	0%	7%	32%		
SURPLUS / (DEFICIT) FROM OPERATIONS	2,325,604	44,732	57,331	2,427,667	1,201,981	202%
CAPITAL EXPENDITURES & DEBT SERVICE						
Capital Expenses	48,483	23,850	-	72,333	515,000	14%
Transfer to Reserve Fund	-	-	-	-	850,000	0%
Actual Expenditures	48,483	23,850	-	72,333	1,365,000	5%
Budgeted Expenditures	965,000	400,000	-	1,365,000		
% Diff	5%	6%	0%	5%		
Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	
TOTAL SURPLUS / (DEFICIT)	2,277,121	20,882	57,331	2,355,334	(163,019)	
BEGINNING FUND BALANCE	2,431,120	347,586	519,054	3,297,759		
ENDING FUND BALANCE	4,708,240	368,468	576,385	5,653,092		
Fund Balance as % of Total Expenditures	346%	1545%	2174%	401%		

McHenry Public Library District
Financial Report Detail by Fund
For the 6 Month(s) Ended December 31, 2023

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Revenues									
6010100 · Property Taxes	0.00	293,342.59	3,510,043.66	0.00	0.00	3,510,043.66	3,520,111.05	-10,067.39	99.7%
6015100 · Revenue Recapture Property Tax	0.00	984.96	11,781.43	0.00	0.00	11,781.43	11,819.46	-38.03	99.7%
6020200 · Developer Fees	0.00	14,583.33	0.00	38,448.00	0.00	38,448.00	175,000.00	-136,552.00	22.0%
6030100 · Interest Income - General	14,941.75	10,416.67	86,761.30	0.00	0.00	86,761.30	125,000.00	-38,238.70	69.4%
6030200 · Special Reserve Fund Interest	1,144.04	1,666.67	0.00	6,283.82	0.00	6,283.82	20,000.00	-13,716.18	31.4%
6030300 · Grant/Gifts Fund Interest	2,224.87	2,000.00	0.00	0.00	12,226.85	12,226.85	24,000.00	-11,773.15	50.9%
6035100 · Dividends	0.00	25.00	129.00	0.00	0.00	129.00	300.00	-171.00	43.0%
6040100 · Nonresident/Enhanced Fee Cards	45.00	62.50	431.17	0.00	0.00	431.17	750.00	-318.83	57.5%
6050100 · Fines and Fees	1,203.01	1,458.33	6,942.66	0.00	0.00	6,942.66	17,500.00	-10,557.34	39.7%
6055100 · Collection Agency Fees	0.00	41.67	90.00	0.00	0.00	90.00	500.00	-410.00	18.0%
6060100 · Copy/Scan/Fax Income	1,555.00	1,375.00	8,335.50	0.00	0.00	8,335.50	16,500.00	-8,164.50	50.5%
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	83.88	14,583.33	0.00	0.00	9,875.13	9,875.13	175,000.00	-165,124.87	5.6%
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	2,467.80	1,500.00	4,296.94	0.00	0.00	4,296.94	18,000.00	-13,703.06	23.9%
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	40.00	187.50	315.25	0.00	0.00	315.25	2,250.00	-1,934.75	14.0%
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.	432.00	6,250.00	849.94	0.00	0.00	849.94	75,000.00	-74,150.06	1.1%
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	212.07	541.67	1,888.79	0.00	0.00	1,888.79	6,500.00	-4,611.21	29.1%
6157100 · CCS/LLSAP Income	0.00	875.00	4,077.76	0.00	0.00	4,077.76	10,500.00	-6,422.24	38.8%
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	61,735.70	61,735.70	65,000.00	-3,264.30	95.0%
6200100 · Over/Short	5.51	41.67	9.50	0.00	0.00	9.50	500.00	-490.50	1.9%
6210300 · Miscellaneous Grants	0.00	3,333.33	0.00	0.00	0.00	0.00	40,000.00	-40,000.00	0.0%
9100200 · Transfer from General Fund	0.00	70,833.33	0.00	0.00	0.00	0.00	850,000.00	-850,000.00	0.0%
Total Revenues	24,354.93	443,581.71	3,636,672.90	44,731.82	83,837.68	3,765,242.40	5,322,980.51	-1,557,738.11	8.05
Total Revenues	24,354.93	443,581.71	3,636,672.90	44,731.82	83,837.68	3,765,242.40	5,322,980.51	-1,557,738.11	70.7%
Expenditures									
Personnel Expenses									
8910100 · Salaries	97,379.91	140,833.33	625,356.65	0.00	0.00	625,356.65	1,690,000.00	-1,064,643.35	37.0%
8920100 · FICA/Medicare	7,138.43	11,250.00	46,048.63	0.00	0.00	46,048.63	135,000.00	-88,951.37	34.1%
8930100 · IMRF	8,760.91	16,250.00	57,602.97	0.00	0.00	57,602.97	195,000.00	-137,397.03	29.5%
8940100 · Health & Life Insurance	14,942.54	24,583.33	91,923.59	0.00	0.00	91,923.59	295,000.00	-203,076.41	31.2%
8945100 · Recruiting/Preemployment Screen	27.95	291.67	238.04	0.00	0.00	238.04	3,500.00	-3,261.96	6.8%
8950100 · Tuition Reimbursement	0.00	625.00	787.50	0.00	0.00	787.50	7,500.00	-6,712.50	10.5%
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	270.00	520.83	2,156.21	0.00	0.00	2,156.21	6,250.00	-4,093.79	34.5%
8970100 · Travel	239.32	1,000.00	2,643.75	0.00	0.00	2,643.75	12,000.00	-9,356.25	22.0%
8980100 · Continuing Education (Mtg/Conf)	1,905.64	708.33	4,120.11	0.00	0.00	4,120.11	8,500.00	-4,379.89	48.5%
Total Personnel	130,664.70	196,270.83	830,877.45	0.00	0.00	830,877.45	2,355,250.00	-1,524,372.55	35.3%

McHenry Public Library District
Financial Report Detail by Fund
For the 6 Month(s) Ended December 31, 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	5,015.61	5,625.00	24,287.45	0.00	0.00	24,287.45	67,500.00	-43,212.55	36.0%
8020100 · Youth Books	4,833.17	4,166.67	17,038.50	0.00	0.00	17,038.50	50,000.00	-32,961.50	34.1%
8025100 · Professional Resources	0.00	291.67	67.48	0.00	0.00	67.48	3,500.00	-3,432.52	1.9%
8028100 · Administrative Resources	83.88	291.67	2,322.65	0.00	0.00	2,322.65	3,500.00	-1,177.35	66.4%
8030100 · Magazines & Newspapers	2,145.19	1,250.00	3,914.89	0.00	0.00	3,914.89	15,000.00	-11,085.11	26.1%
8040300 · Operating Fund Gifts(Donations)	1,177.28	18,750.00	0.00	0.00	10,020.99	10,020.99	225,000.00	-214,979.01	4.5%
8050100 · Adult AV Materials	2,697.69	2,583.33	4,120.82	0.00	0.00	4,120.82	31,000.00	-26,879.18	13.3%
8060100 · Youth AV Materials	1,022.31	1,083.33	4,827.40	0.00	0.00	4,827.40	13,000.00	-8,172.60	37.1%
8070100 · Library of Things	2,984.96	1,000.00	4,167.32	0.00	0.00	4,167.32	12,000.00	-7,832.68	34.7%
8080100 · Video Games	260.00	1,250.00	4,940.00	0.00	0.00	4,940.00	15,000.00	-10,060.00	32.9%
8090100 · Digital Media Services	3,907.68	8,125.00	44,184.00	0.00	0.00	44,184.00	97,500.00	-53,316.00	45.3%
8095100 · Electronic Resources	978.32	6,875.00	34,073.92	0.00	0.00	34,073.92	82,500.00	-48,426.08	41.3%
8120100 · Library Supplies	0.00	583.33	823.97	0.00	0.00	823.97	7,000.00	-6,176.03	11.8%
8130100 · Tech Services Supplies	1,972.44	2,375.00	5,664.72	0.00	0.00	5,664.72	28,500.00	-22,835.28	19.9%
8135100 · Bindery	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
8140100 · Adult Programs & Supplies	831.96	1,395.83	6,302.17	0.00	0.00	6,302.17	16,750.00	-10,447.83	37.6%
8142100 · Comicon	0.00	291.67	3,537.73	0.00	0.00	3,537.73	3,500.00	37.73	101.1%
8145100 · Circulation Supplies	13.02	625.00	381.00	0.00	0.00	381.00	7,500.00	-7,119.00	5.1%
8147100 · Summer Reading Club	1,492.77	583.33	1,577.70	0.00	0.00	1,577.70	7,000.00	-5,422.30	22.5%
8150100 · Youth Programs & Supplies	419.28	1,333.33	5,687.62	0.00	0.00	5,687.62	16,000.00	-10,312.38	35.5%
Total Material and Supplies	29,835.56	58,520.83	167,919.34	0.00	10,020.99	177,940.33	702,250.00	-524,309.67	25.3%
Contracted Services									
8215100 · Collection Agency Fees	82.40	104.17	463.50	0.00	0.00	463.50	1,250.00	-786.50	37.1%
8245100 · IT/Comp/Copier/Equip-Outsourced	5,214.50	9,166.67	43,485.58	0.00	0.00	43,485.58	110,000.00	-66,514.42	39.5%
8247100 · Automation--Staff	786.00	2,500.00	9,361.32	0.00	0.00	9,361.32	30,000.00	-20,638.68	31.2%
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	0.12	41.67	155.38	0.00	0.00	155.38	500.00	-344.62	31.1%
8275100 · Public Pmt Processing Fees	269.44	416.67	1,051.76	0.00	0.00	1,051.76	5,000.00	-3,948.24	21.0%
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	6,352.46	22,437.50	55,362.54	0.00	0.00	55,362.54	269,250.00	-213,887.46	20.6%
Consortium & IT/Network Services									
8310100 · Automation--Circulation/Catalog	0.00	9,375.00	43,102.96	0.00	0.00	43,102.96	112,500.00	-69,397.04	38.3%
8320100 · VOIP Phone Service	1,631.69	1,833.33	9,657.54	0.00	0.00	9,657.54	22,000.00	-12,342.46	43.9%
8325100 · Internet Services	404.80	833.33	3,999.30	0.00	0.00	3,999.30	10,000.00	-6,000.70	40.0%
Total Consortium & IT/Network Services	2,036.49	12,041.67	56,759.80	0.00	0.00	56,759.80	144,500.00	-87,740.20	39.3%
Professional Services									
8410100 · Accounting/Payroll/Audit Service	12,793.42	6,041.67	33,075.24	0.00	0.00	33,075.24	72,500.00	-39,424.76	45.6%
8420100 · Legal Services	0.00	2,083.33	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
8430100 · Other Consulting Fees	0.00	3,750.00	0.00	0.00	0.00	0.00	45,000.00	-45,000.00	0.0%
8440100 · In Service/Staff Training/LMS	0.00	625.00	700.00	0.00	0.00	700.00	7,500.00	-6,800.00	9.3%
Total Professional Services	12,793.42	12,500.00	33,775.24	0.00	0.00	33,775.24	150,000.00	-116,224.76	22.5%
Printing, Publications & Postage									
8510100 · Printing Services Outsourced	0.00	3,770.83	10,773.44	0.00	0.00	10,773.44	45,250.00	-34,476.56	23.8%
8530100 · Public Notices & ADS (Legal & Job)	623.75	125.00	1,359.63	0.00	0.00	1,359.63	1,500.00	-140.37	90.6%
8540100 · Postage/Shipping	253.39	1,520.83	6,346.33	0.00	0.00	6,346.33	18,250.00	-11,903.67	34.8%
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	350.00	729.17	6,422.77	0.00	0.00	6,422.77	8,750.00	-2,327.23	73.4%
Total Printing, Publications & Postage	1,227.14	6,437.50	25,034.11	0.00	0.00	25,034.11	77,250.00	-52,215.89	32.4%

McHenry Public Library District
Financial Report Detail by Fund
For the 6 Month(s) Ended December 31, 2023

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
Utilities									
8610100 · Electricity	1,861.67	2,000.00	11,991.38	0.00	0.00	11,991.38	24,000.00	-12,008.62	50.0%
8620100 · Gas	0.00	1,458.33	1,153.41	0.00	0.00	1,153.41	17,499.93	-16,346.52	6.6%
8640100 · Water & Sewer	213.95	416.67	1,836.83	0.00	0.00	1,836.83	5,000.00	-3,163.17	36.7%
Total Utilities	2,075.62	3,874.99	14,981.62	0.00	0.00	14,981.62	46,499.93	-31,518.31	32.2%
Miscellaneous Operating Expenses									
8720100 · Building & Auto Insurance	0.00	3,333.33	33,599.86	0.00	0.00	33,599.86	40,000.00	-6,400.14	84.0%
8730100 · Bonding & Officers Liability	0.00	208.33	131.91	0.00	0.00	131.91	2,500.00	-2,368.09	5.3%
8740100 · Janitorial Services & Supplies	5,325.00	5,125.00	40,709.87	0.00	0.00	40,709.87	61,500.00	-20,790.13	66.2%
8745100 · Grounds Maintenance	15,568.45	3,333.33	23,428.96	0.00	0.00	23,428.96	40,000.00	-16,571.04	58.6%
8750100 · Building Operations/Maintenance	4,999.08	5,708.33	26,576.90	0.00	0.00	26,576.90	68,500.00	-41,923.10	38.8%
8760100 · Hospitality	54.91	541.67	1,850.69	0.00	0.00	1,850.69	6,500.00	-4,649.31	28.5%
8770100 · Library Lost & Damaged Materials	0.00	83.33	60.68	0.00	0.00	60.68	1,000.00	-939.32	6.1%
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	25,947.44	18,416.67	126,358.87	0.00	0.00	126,358.87	221,000.00	-94,641.13	57.2%
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	4,506.05	5,416.67	0.00	0.00	16,485.79	16,485.79	65,000.00	-48,514.21	25.4%
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	4,506.05	12,916.67	0.00	0.00	16,485.79	16,485.79	155,000.00	-138,514.21	10.6%
Capital Expenses									
9060100 · Library Furnishings	0.00	833.33	3,278.47	0.00	0.00	3,278.47	10,000.00	-6,721.53	32.8%
9070100 · Library Equipment	3,866.68	1,666.67	7,859.68	0.00	0.00	7,859.68	20,000.00	-12,140.32	39.3%
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	225.00	6,666.67	37,107.55	0.00	0.00	37,107.55	80,000.00	-42,892.45	46.4%
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	22,000.00	20,833.33	0.00	22,000.00	0.00	22,000.00	250,000.00	-228,000.00	8.8%
Total Capital Expenses	26,091.68	42,916.67	48,483.13	23,850.00	0.00	72,333.13	515,000.00	-442,666.87	14.0%
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%
	241,530.56	457,166.66	1,359,552.10	23,850.00	26,506.78	1,409,908.88	5,485,999.93	-4,076,091.05	25.7%
Total Expenditures	241,530.56	457,166.66	1,359,552.10	23,850.00	26,506.78	1,409,908.88	5,485,999.93	-4,076,091.05	25.7%
Net Total	-217,175.63	-13,584.95	2,277,120.80	20,881.82	57,330.90	2,355,333.52	-163,019.42	2,518,352.94	

McHenry Public Library District
Financial Report Detail by Month
For the 6 Month(s) Ended December 31, 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	28,673.16	56,285.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,510,043.66
6015100 · Revenue Recapture Property Tax	6,244.09	233.33	5,021.35	96.27	186.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,781.43
6020200 · Developer Fees	0.00	0.00	0.00	38,448.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38,448.00
6030100 · Interest Income - General	12,871.57	12,347.42	15,311.70	16,236.40	15,052.46	14,941.75	0.00	0.00	0.00	0.00	0.00	0.00	86,761.30
6030200 · Special Reserve Fund Interest	1,056.14	1,061.63	653.07	1,200.60	1,168.34	1,144.04	0.00	0.00	0.00	0.00	0.00	0.00	6,283.82
6030300 · Grant/Gifts Fund Interest	2,134.10	2,336.56	1,173.28	2,212.20	2,145.84	2,224.87	0.00	0.00	0.00	0.00	0.00	0.00	12,226.85
6035100 · Dividends	64.00	0.00	0.00	65.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	129.00
6040100 · Nonresident/Enhanced Fee Cards	0.00	296.17	45.00	45.00	0.00	45.00	0.00	0.00	0.00	0.00	0.00	0.00	431.17
6050100 · Fines and Fees	1,110.55	1,106.57	1,662.65	1,047.66	812.22	1,203.01	0.00	0.00	0.00	0.00	0.00	0.00	6,942.66
6055100 · Collection Agency Fees	20.00	40.00	10.00	10.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90.00
6060100 · Copy/Scan/Fax Income	1,303.50	1,146.75	1,589.45	1,283.55	1,457.25	1,555.00	0.00	0.00	0.00	0.00	0.00	0.00	8,335.50
6070200 · Reserve Fund Gifts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6070300 · General Fund Gifts	106.75	2.25	9,178.94	1.31	502.00	83.88	0.00	0.00	0.00	0.00	0.00	0.00	9,875.13
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	1,305.12	2,467.80	0.00	0.00	0.00	0.00	0.00	0.00	4,296.94
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	125.25	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	315.25
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	70.00	59.00	432.00	0.00	0.00	0.00	0.00	0.00	0.00	849.94
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	290.56	259.56	212.07	0.00	0.00	0.00	0.00	0.00	0.00	1,888.79
6157100 · CCS/LLSAP Income	0.00	2,038.88	0.00	0.00	2,038.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,077.76
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	2.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61,735.70
6200100 · Over/Short	4.46	-1.00	-12.40	2.31	10.62	5.51	0.00	0.00	0.00	0.00	0.00	0.00	9.50
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	89,809.27	81,295.63	24,354.93	0.00	0.00	0.00	0.00	0.00	0.00	3,765,242.40
Expenditures													
Personnel Expenses													
8910100 · Salaries	95,610.01	96,297.96	95,200.70	145,468.68	95,399.39	97,379.91	0.00	0.00	0.00	0.00	0.00	0.00	625,356.65
8920100 · FICA/Medicare	7,023.84	7,057.52	6,998.28	10,812.63	7,017.93	7,138.43	0.00	0.00	0.00	0.00	0.00	0.00	46,048.63
8930100 · IMRF	8,479.83	9,123.27	8,986.24	13,232.83	9,019.89	8,760.91	0.00	0.00	0.00	0.00	0.00	0.00	57,602.97
8940100 · Health & Life Insurance	27,686.96	13,254.30	12,167.11	10,043.17	13,829.51	14,942.54	0.00	0.00	0.00	0.00	0.00	0.00	91,923.59
8945100 · Recruiting/Preemployment Screen	111.29	27.95	70.85	0.00	0.00	27.95	0.00	0.00	0.00	0.00	0.00	0.00	238.04
8950100 · Tuition Reimbursement	0.00	0.00	0.00	0.00	787.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	787.50
8955100 · Telecommute Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8960100 · Memberships & Dues	149.31	946.00	0.00	499.00	291.90	270.00	0.00	0.00	0.00	0.00	0.00	0.00	2,156.21
8970100 · Travel	1,401.88	130.90	157.39	489.01	225.25	239.32	0.00	0.00	0.00	0.00	0.00	0.00	2,643.75
8980100 · Continuing Education (Mtg/Conf)	553.35	64.27	400.00	496.85	700.00	1,905.64	0.00	0.00	0.00	0.00	0.00	0.00	4,120.11
Total Personnel	141,016.47	126,902.17	123,980.57	181,042.17	127,271.37	130,664.70	0.00	0.00	0.00	0.00	0.00	0.00	830,877.45

McHenry Public Library District
Financial Report Detail by Month
For the 6 Month(s) Ended December 31, 2023

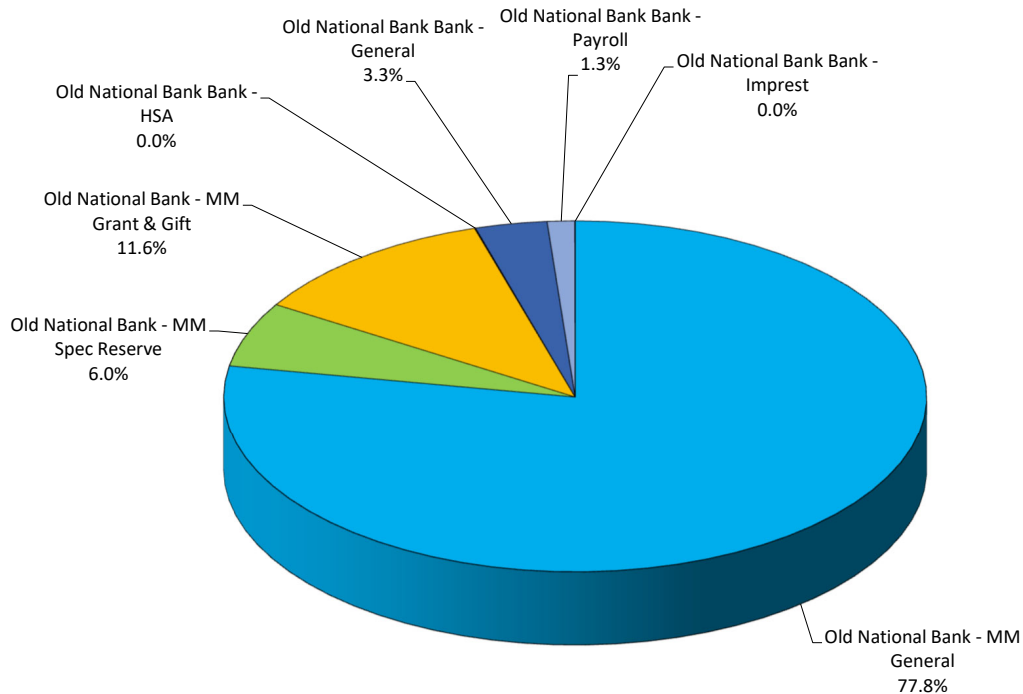
	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Materials and Supplies													
8010100 · Adult Books	943.77	2,691.93	3,909.90	3,044.33	8,681.91	5,015.61	0.00	0.00	0.00	0.00	0.00	0.00	24,287.45
8020100 · Youth Books	188.54	2,645.80	3,196.90	874.26	5,299.83	4,833.17	0.00	0.00	0.00	0.00	0.00	0.00	17,038.50
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	83.88	0.00	0.00	0.00	0.00	0.00	0.00	2,322.65
8030100 · Magazines & Newspapers	0.00	651.20	124.48	0.00	994.02	2,145.19	0.00	0.00	0.00	0.00	0.00	0.00	3,914.89
8040300 · Operating Fund Gifts(Donations)	5,238.58	254.36	1,544.81	320.00	1,485.96	1,177.28	0.00	0.00	0.00	0.00	0.00	0.00	10,020.99
8050100 · Adult AV Materials	121.45	143.18	656.39	262.02	240.09	2,697.69	0.00	0.00	0.00	0.00	0.00	0.00	4,120.82
8060100 · Youth AV Materials	35.21	1,254.39	1,010.05	338.10	1,167.34	1,022.31	0.00	0.00	0.00	0.00	0.00	0.00	4,827.40
8070100 · Library of Things	1,080.00	54.49	0.00	31.88	15.99	2,984.96	0.00	0.00	0.00	0.00	0.00	0.00	4,167.32
8080100 · Video Games	920.00	0.00	0.00	1,715.00	2,045.00	260.00	0.00	0.00	0.00	0.00	0.00	0.00	4,940.00
8090100 · Digital Media Services	3,759.40	4,086.40	4,143.88	3,875.43	24,411.21	3,907.68	0.00	0.00	0.00	0.00	0.00	0.00	44,184.00
8095100 · Electronic Resources	2,874.93	2,357.00	20,121.46	10,054.02	-2,311.81	978.32	0.00	0.00	0.00	0.00	0.00	0.00	34,073.92
8120100 · Library Supplies	52.64	133.64	317.99	157.29	162.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	823.97
8130100 · Tech Services Supplies	130.56	356.30	1,971.90	194.18	1,039.34	1,972.44	0.00	0.00	0.00	0.00	0.00	0.00	5,664.72
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	-183.89	888.00	831.96	0.00	0.00	0.00	0.00	0.00	0.00	6,302.17
8142100 · Comicon	0.00	294.40	0.00	2,664.34	578.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,537.73
8145100 · Circulation Supplies	0.00	0.00	285.07	41.94	40.97	13.02	0.00	0.00	0.00	0.00	0.00	0.00	381.00
8147100 · Summer Reading Club	84.93	0.00	0.00	0.00	0.00	1,492.77	0.00	0.00	0.00	0.00	0.00	0.00	1,577.70
8150100 · Youth Programs & Supplies	1,376.01	1,798.45	585.18	556.73	951.97	419.28	0.00	0.00	0.00	0.00	0.00	0.00	5,687.62
Total Material and Supplies	19,812.31	18,802.11	39,853.50	23,945.63	45,691.22	29,835.56	0.00	0.00	0.00	0.00	0.00	0.00	177,940.33
Contracted Services													
8215100 · Collection Agency Fees	51.50	61.80	92.70	113.30	61.80	82.40	0.00	0.00	0.00	0.00	0.00	0.00	463.50
8245100 · IT/Comp/Copier/Equip-Outsourced	5,117.85	16,697.50	4,810.08	5,786.47	5,859.18	5,214.50	0.00	0.00	0.00	0.00	0.00	0.00	43,485.58
8247100 · Automation--Staff	311.35	663.72	1,164.68	8,826.00	-2,390.43	786.00	0.00	0.00	0.00	0.00	0.00	0.00	9,361.32
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	108.78	0.00	0.12	0.00	0.00	0.00	0.00	0.00	0.00	155.38
8275100 · Public Pmt Processing Fees	133.72	152.10	183.52	140.54	172.44	269.44	0.00	0.00	0.00	0.00	0.00	0.00	1,051.76
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	14,975.09	3,702.99	6,352.46	0.00	0.00	0.00	0.00	0.00	0.00	55,362.54
Consortium & IT/Network Services													
8310100 · Automation--Circulation/Catalog	0.00	16,703.98	0.00	0.00	26,398.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	43,102.96
8320100 · VOIP Phone Service	1,597.61	1,598.85	1,598.85	1,598.85	1,631.69	1,631.69	0.00	0.00	0.00	0.00	0.00	0.00	9,657.54
8325100 · Internet Services	718.90	718.90	718.90	718.90	718.90	404.80	0.00	0.00	0.00	0.00	0.00	0.00	3,999.30
Total Consortium & IT/Network Services	2,316.51	19,021.73	2,317.75	2,317.75	28,749.57	2,036.49	0.00	0.00	0.00	0.00	0.00	0.00	56,759.80
Professional Services													
8410100 · Accounting/Payroll/Audit Service	3,351.12	3,312.72	3,678.07	6,646.49	3,293.42	12,793.42	0.00	0.00	0.00	0.00	0.00	0.00	33,075.24
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	700.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	700.00
Total Professional Services	3,351.12	3,312.72	3,678.07	6,646.49	3,993.42	12,793.42	0.00	0.00	0.00	0.00	0.00	0.00	33,775.24
Printing, Publications & Postage													
8510100 · Printing Services Outsourced	4,944.00	0.00	661.44	4,991.00	177.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,773.44
8530100 · Public Notices & ADS (Legal & Job)	0.00	0.00	73.50	662.38	0.00	623.75	0.00	0.00	0.00	0.00	0.00	0.00	1,359.63
8540100 · Postage/Shipping	95.80	238.01	2,876.72	101.36	2,781.05	253.39	0.00	0.00	0.00	0.00	0.00	0.00	6,346.33
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	773.95	231.91	350.00	0.00	0.00	0.00	0.00	0.00	0.00	6,422.77
Total Printing, Publications & Postage	9,568.77	369.95	4,149.60	6,528.69	3,189.96	1,227.14	0.00	0.00	0.00	0.00	0.00	0.00	25,034.11

McHenry Public Library District
Financial Report Detail by Month
For the 6 Month(s) Ended December 31, 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	2,259.61	1,770.71	1,861.67	0.00	0.00	0.00	0.00	0.00	0.00	11,991.38
8620100 · Gas	170.85	166.08	165.60	172.96	477.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,153.41
8640100 · Water & Sewer	0.00	999.91	0.00	622.97	0.00	213.95	0.00	0.00	0.00	0.00	0.00	0.00	1,836.83
Total Utilities	2,061.93	3,256.73	2,283.17	3,055.54	2,248.63	2,075.62	0.00	0.00	0.00	0.00	0.00	0.00	14,981.62
Miscellaneous Operating Expenses													
8720100 · Building & Auto Insurance	0.00	0.00	1,243.00	32,694.00	-337.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33,599.86
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	6,942.74	6,711.48	5,325.00	0.00	0.00	0.00	0.00	0.00	0.00	40,709.87
8745100 · Grounds Maintenance	1,456.88	1,456.88	1,456.88	1,456.88	2,032.99	15,568.45	0.00	0.00	0.00	0.00	0.00	0.00	23,428.96
8750100 · Building Operations/Maintenance	3,734.70	6,445.30	7,059.33	2,295.48	2,043.01	4,999.08	0.00	0.00	0.00	0.00	0.00	0.00	26,576.90
8760100 · Hospitality	786.19	260.95	150.66	410.00	187.98	54.91	0.00	0.00	0.00	0.00	0.00	0.00	1,850.69
8770100 · Library Lost & Damaged Materials	0.00	15.81	21.00	23.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.68
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	43,822.97	10,638.32	25,947.44	0.00	0.00	0.00	0.00	0.00	0.00	126,358.87
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	4,506.05	0.00	0.00	0.00	0.00	0.00	0.00	16,485.79
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	4,506.05	0.00	0.00	0.00	0.00	0.00	0.00	16,485.79
Capital Expenses													
9060100 · Library Furnishings	2,672.07	0.00	0.00	0.00	606.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,278.47
9070100 · Library Equipment	0.00	0.00	0.00	3,198.00	795.00	3,866.68	0.00	0.00	0.00	0.00	0.00	0.00	7,859.68
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	23,850.28	0.00	262.50	3,731.25	9,038.52	225.00	0.00	0.00	0.00	0.00	0.00	0.00	37,107.55
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	0.00	0.00	0.00	0.00	0.00	22,000.00	0.00	0.00	0.00	0.00	0.00	0.00	22,000.00
Total Capital Expenses	26,522.35	2,087.43	262.50	6,929.25	10,439.92	26,091.68	0.00	0.00	0.00	0.00	0.00	0.00	72,333.13
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	199,239.67	289,263.58	235,925.40	241,530.56	0.00	0.00	0.00	0.00	0.00	0.00	1,409,908.88
Net Total	1,659,118.60	-64,578.37	1,332,053.00	-199,454.31	-154,629.77	-217,175.63	0.00	0.00	0.00	0.00	0.00	0.00	2,355,333.52

**McHenry Public Library District
Investments
For the 6 Month(s) Ended December 31, 2023**

Bank	Current Rate	Book Balance
Old National Bank - MM General	3.94%	4,293,841
Old National Bank - MM Spec Reserve	3.94%	328,765
Old National Bank - MM Grant & Gift	3.94%	639,367
Old National Bank Bank - HSA	n/a	2,346
Old National Bank Bank - General	n/a	182,189
Old National Bank Bank - Payroll	n/a	69,701
Old National Bank Bank - Imprest	n/a	895
Total	\$	5,517,104



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

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

<u>VENDOR</u>	Account - General Fund <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
MDC Environmental Services	Waste	\$ 554.66	8745-100	12/01/23	EFT
The Ground Guys	Landscaping	\$ 14,036.00	8745-100	12/03/23	EFT
31 North Banquets/CEC Events		\$ 726.00	8040-300	12/03/23	EFT
First Communications	VOIP Phones	\$ 1,631.69	8320-100	12/01/23	EFT
Comcast	Internet	\$ 404.80	8325-100	12/27/23	EFT
	subtotal for account	\$ 17,353.15			

	Account - HSA/Building				
Old National Bank	Employer contributions HSA	\$ 554.96	8940-100	12/12/23	EFT
Old National Bank	Employee contributions HSA	\$ 554.96	8940-100	12/26/23	EFT
	subtotal for account	\$ 1,109.92			

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

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

GRAND TOTAL CHECKS ISSUED \$ 18,463.07

JANUARY 2024 (FY 2023-2024)

Bankcard Transactions - By ACCOUNT

NAME	TRANSACTION DATE	MERCHANT NAME	NOTES	AMOUNT	BUDGET LINE	BUDGET TOTALS
JAKACKI	12/27/2023	GRAMMARLY COUARUXU8	Prepaid 12/27/23-12/26/24	\$139.95	8028-100	
MAY	12/15/2023	GOVDOCS INC.		\$36.36	8028-100	\$ 176.31
MILFAJT	1/5/2024	SHAW SUBURBAN MEDIA-SU		\$68.73	8030-100	
MILFAJT	1/5/2024	IN *BOOK PAGE	Prepaid 2/24-1/25	\$744.00	8030-100	\$ 812.73
STANSBURY	12/13/2023	SP YOTO USA		\$107.62	8060-100	\$ 107.62
STANSBURY	1/2/2024	Amazon Kids+*WT3LQ0ZE3		\$7.99	8090-100	
TERRILL	1/1/2024	HELP.MAX.COM		\$15.99	8090-100	
TERRILL	12/28/2023	Disney Plus		\$11.00	8090-100	
TERRILL	12/28/2023	HULU 877-8244858 CA		\$17.99	8090-100	
TERRILL	12/27/2023	HULU 877-8244858 CA		\$17.99	8090-100	
TERRILL	12/22/2023	HULU 877-8244858 CA		\$17.99	8090-100	
TERRILL	12/21/2023	HULU 877-8244858 CA		\$17.99	8090-100	
TERRILL	12/21/2023	Disney Plus		\$11.00	8090-100	
TERRILL	12/16/2023	PARAMOUNT+		\$5.99	8090-100	
TERRILL	12/13/2023	Disney Plus		\$11.00	8090-100	
TERRILL	12/8/2023	discovery+ Ad-Free		\$8.99	8090-100	
TERRILL	12/9/2023	Disney Plus		\$18.99	8090-100	
TERRILL	12/9/2023	APPLE.COM/BILL		\$9.99	8090-100	\$ 172.90
STANSBURY	12/22/2023	THE UPS STORE 4064		\$32.44	8130-100	\$ 32.44
STANSBURY	1/6/2024	IMAGESTUFF.COM		\$69.45	8150-100	
STANSBURY	1/3/2024	WM SUPERCENTER #1377		\$53.18	8150-100	
STANSBURY	1/3/2024	THE UPS STORE 4064		\$756.00	8150-100	
STANSBURY	12/21/2023	DOLLARTREE		\$10.00	8150-100	
STANSBURY	12/21/2023	PETSMART # 1377		\$21.99	8150-100	
STANSBURY	12/12/2023	CHICAGO BOOKS & JOURNA		\$59.50	8150-100	
STANSBURY	12/11/2023	WM SUPERCENTER #1377		\$33.54	8150-100	\$ 1,003.66
MICHALSKI	1/3/2024	NAYAX COPY SERVICES		\$1.00	8275-100	
MICHALSKI	1/3/2024	NAYAX COPY SERVICES		\$1.00	8275-100	
MICHALSKI	1/3/2024	NAYAX COPY SERVICES		\$1.00	8275-100	
MICHALSKI	1/3/2024	NAYAX COPY SERVICES		\$1.00	8275-100	
MICHALSKI	12/13/2023	NAYAX COPY SERVICES		\$1.00	8275-100	
MICHALSKI	12/13/2023	NAYAX COPY SERVICES		\$1.00	8275-100	
MICHALSKI	12/13/2023	NAYAX COPY SERVICES		\$1.00	8275-100	
MICHALSKI	12/13/2023	NAYAX COPY SERVICES		\$1.00	8275-100	
MICHALSKI	12/13/2023	NAYAX COPY SERVICES		\$1.00	8275-100	
MICHALSKI	12/13/2023	NAYAX COPY SERVICES		\$1.00	8275-100	
MICHALSKI	12/13/2023	NAYAX COPY SERVICES		\$1.00	8275-100	
MICHALSKI	12/13/2023	NAYAX COPY SERVICES		\$1.00	8275-100	
MICHALSKI	12/13/2023	NAYAX COPY SERVICES		\$1.00	8275-100	
MICHALSKI	12/12/2023	NAYAX COPY SERVICES		\$1.00	8275-100	
MICHALSKI	12/12/2023	NAYAX COPY SERVICES		\$1.00	8275-100	\$ 14.00
SCHNAEBELE	12/22/2023	BP#8941106MCHENRY BQPS		\$14.16	8745-100	
SCHNAEBELE	1/6/2024	MENARDS CRYSTAL LAKE		\$253.30	8745-100	\$ 267.46
JAKACKI	12/19/2023	SAMS CLUB #6339		\$62.38	8760-100	
JAKACKI	12/12/2023	WALMART.COM		\$44.49	8760-100	
JAKACKI	12/8/2023	BP#9151747BULL VALLQPS		\$5.47	8760-100	\$ 112.34
MAY	1/3/2024	NATIONAL CRIME SEARCH		\$65.90	8945-100	\$ 65.90
STANSBURY	1/4/2024	AMERLIBASSOC ECOMMERCE	Prepaid 1/3/24-1/2/25	\$134.00	8960-100	
TERRILL	1/4/2024	PY *MCHENRY COUNTY HIS	Prepaid 1/30/24-1/31/25	\$30.00	8960-100	
TERRILL	01/04/24	PY *MCHENRY COUNTY HIS		\$1.33	8960-100	\$ 165.33
STANSBURY	1/5/2024	AMERICAN LIBRARY ASSOC		\$188.10	8980-100	
STANSBURY	1/3/2024	AMERICAN LIBRARY ASSOC		\$188.10	8980-100	
TERRILL	12/22/2023	SKILLPATH / NATIONAL		\$149.00	8980-100	\$ 525.20
TOTAL CHARGES:						\$ 3,455.89

Deduction Listing

McHenry Public Library District (145361)

Check Dates: 12/12/2023 to 12/28/2023

Pay Periods: 11/19/2023 to 12/20/2023

**REIMBURSEMENT REPORT
DECEMBER 2023**

Employee	Amount
Baseley, Steffanie L.	\$11.90
Jakacki, Lesley E.	\$143.62
Kordistos, Skye	\$40.93
Roitberg, Shirley	\$14.41
Stansbury, Alie A.	\$28.46
Totals for REITR -- Travel Reimbursement	
5 Employees	\$239.32

Report Totals

Code	Description	Employees	Amount
REITR	Travel Reimbursement	5	\$239.32
Totals		5	\$239.32



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User: JMay

Run on 1/10/2024 at 10:32 AM

Cary Weigert, President
McHenry American Legion Auxiliary Unit 491
1331 N. Riverside Drive
McHenry, IL 60051

December 29, 2023

Dear President Weigert,

Thank you to the McHenry American Legion Auxiliary Post 491 for your \$75.00 donation to McHenry Public Library District to purchase military related books for the library. Staff are selecting appropriate titles. We will let you know how it was used, and which title was dedicated to Past President Vickey Bottari.

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

With appreciation,

Kathy Milfajt
Technical Services Manager

January 6, 2024

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

Dear Ms. Ardagna,

We thank you for your generous donation of \$1000.00 on December 28, 2023, given to purchase materials, databases, and provide programs related to financial education for children or young adults. Staff are looking into the best possible use of your donation and we will certainly let you know how it was used.

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

With appreciation,

Kathy Milfajt
Technical Services Manager

McHenry Public Library District

LIBRARIAN'S REPORT

JANUARY 2024

Administration

- The Library held its December All-Staff In-Service training event on December 8. Our featured presentations were on Standing Ovation Customer Service with Martina Mathisen and an introduction to the services provided by the Home of the Sparrow. Rounding out the day was our annual staff holiday luncheon, a quiz game featuring questions about past staff training events, and a talk from the Director on our library priorities and how we determine what they are.
- L. Jakacki, Z. Terrill, and T. Hillier met with Anna Claussen, the Policy and Outreach Coordinator for the IL Secretary of State's Office, to discuss our participation in a pilot program along with the Illinois Supreme Court Commission on Access to Justice and the Chicago Bar Foundation on a project to expand access to justice by partnering with libraries to aid self-represented litigants navigate the court system. The Library will be moving forward with this opportunity.
- S. Norwalk reviewed the library records retention application and created a chart with retention periods and potential disposal dates to ease reviewing our records. The last time the Library applied for a certificate for disposal was in 2014. She will begin to pull applicable records for State approval to dispose of and then organize our remaining records so we can complete yearly reviews and disposals.

Adult Services

- D. Gaudio assisted a patron who was asking about the Metagap program we had last month. She mentioned her husband was uninsured because he had missed the Medicare sign-up window when he turned 65 and had just missed the open enrolment period for Medigap. Gaudio gave her the contact information for the Senior Health Insurance Program (SHIP) and let her know they could give them unbiased help for free. She came in a couple of weeks later and told me a SHIP counselor could help them and that he is now covered.
- K. Kimbrel had a patron ask for the book *Frozen River*, so he gave her the new book by Ariel Lawhon because the book title is *Frozen River*. A few days later, the patron returned and told me she loved *Frozen River* and would read every book by Ariel Lawhon, but she had the title wrong. She really wanted *Frozen Detective* by Amanda Flower. This was a happy mistake because the patron was introduced to a new author.

- A. Moreno-Lomeli helped a patron obtain APA citation information for a website. They were looking for credible resources on employee engagement for a project they were working on. They were very grateful for the assistance.
- Z. Terrill has been working on a class called Personnel Management for a Public Library Certificate. He has also been working on filling the open positions in the Adult Services department with the help of J. May.
- A patron was here for her spouse who was setting up for the train program on December 16. She was looking for something to do and asked about the Genealogy Room. T. Hillier showed her around the room and answered a few questions about our local history sources. He then left her to browse on her own. When he came back the next morning, she had looked at over 15 items.

Circulation

- S. Culp and K. Johnson assisted with taking down the library's tree at the Festival of Trees event.
- C. Krater has been working with J. Einoris on delivering informational staff presentations for the upcoming Library Lovers Expedition program in February.
- B. Michalski completed 9 CCS web courses pertaining to circulation procedures and processes. Completion of these courses will aid in the training of new staff.

Human Resources

- Our Adult Services Library Associate-Bilingual (PT) position is underway, and interviews are scheduled for the middle of January.
- Our current headcount for December was 30: 18 FT (37.50 hours weekly), 12 PT staff members.
- Average merit increase for FY 23/24 (year-to-date) is 2.47%

Technical Services

- S. Roitberg attended training on cataloging binge boxes and the December Collection Development meeting to share project updates and thoughts on how we can improve the accessibility of the diverse subjects of our catalog. She was involved in training our new Acquisitions Associate.
- C. Balingat vetted the last batch of outsourced Spanish language cataloging records. In addition to vetting the bibliographic records, she completed item-level cataloging on all but a handful of items, for which she is waiting for classification guidance from the selector.
- A. Meads trained with both K. Milfajt and S. Roitberg on acquisition tasks and has begun cross-training with K. Meadows on processing library materials. She reported that she found the training informative. She has placed over 20 orders on her own now and has started two claims processes.

- K. Milfajt reported department output is down from the previous year and previous months due to staff time off, illnesses, and staff training.

Technology

- IT completed the replacement of PCs in the tech services dept. The old computers will be erased and kept as spares
- IT worked with public services to order additional and replacement hotspots. They arrived and were sent to Tech Services for cataloging. Several of our current hotspots have been lost over the past year.
- Our Unitrends backup service was renewed which included a new appliance that will be set up in early January.

Youth Services

- A. Maifield provided a very valuable service – a couple came in and needed help printing a picture off their phone. It turned out to be a picture of their son, who was missing. She was able to help them print a color picture and then shrink it down to be cut and pasted onto a blank sheet of paper to create a missing person poster. They were very thankful and grateful.
- S. Baseley registered someone to vote. He was excited to learn that the library offers this service.
- S. Kordistos reported that the Snow Queen Storytime with Parties With Character was hugely successful. (We had previously hired the performer for virtual programs, but having her present in person was even better.) She was so great with the kids. They had so much fun interacting with her, listening to her tell stories and play games, and at the end, each child got to have a meet and greet to talk and sing with her, as well as pictures. S. Kordistos would love to bring her back because she was so fun and entertaining. It was certainly a magical experience.
- B. Salazar helped a patron check in her whole family on the Volaris app, even assisting after her desk shift ended. She explained to the patron how to use the app. Initially, there was trouble finding the returning plane tickets on her account, but B. Salazar noticed she bought the tickets using a different account. She was able to merge both for the patron, so she wouldn't have to Log out and log in to her husband's account.
- Before J. Einoris's Winter Craft Extravaganza, she heard from a family who wanted to attend but who had another engagement. The family rushed from their party to her program, arriving during the cleanup. She had extra supplies and could share some of them even though the family arrived late. As J. Einoris was getting ready to leave later that day, she received a call that there were people asking for her. It was the young patron and his family, there with a bouquet of flowers that the child had picked out for her in gratitude for her kindness.

Statistics and Highlights Narrative

- Wrap up of 2023 from CCS representing all consortia libraries

2023 year in review

TOP CHECKOUTS

1. Lessons in Chemistry
2. Spare by Prince Harry
3. Top Gun: Maverick
4. The Fabelmans
5. Hello Beautiful by Ann Napolitano
6. Mad Honey by Jodi Picoult
7. A Man Called Otto
8. Demon Copperhead by Barbara Kingsolver
9. Tomorrow and Tomorrow and Tomorrow by Gabrielle Zevin
10. Simply Lies by David Baldacci



CCS BY THE NUMBERS

7,117,941

Items checked out

5,639,171

Items renewed

1,689,222

Holds Placed

80,931

New patrons registered

MEMO

To: MPLD Board of Trustees
From: Lesley Jakacki, Executive Director
Re: Public Act 103-0100
Date: 01/16/2024 & 12/19/2023

Updates for 01/16/2024, Board Meeting

During the December 2024 Regular Meeting, the Library Board discussed issuing a statement regarding censorship of materials and the Illinois Public Act 103-0100. The Board wished to draft a statement based on the proposed one that was presented at the meeting and utilize similar language found in our Materials Reconsideration Policy (page 20).

- This is the statement the Board recommended as a basis for drafting our statement:
 - In connection with censorship, the Library shall protect the intellectual freedom of the Library user and shall prevent the censorship of its Library materials, ensuring that items are not withdrawn from the Library collection merely because individuals or groups object to the material.
- Based on the above statement, we have drafted a revised statement that includes language similar to our Materials Reconsideration Policy. This revised statement is now being submitted to the Board for their consideration. This statement would be included with our Mission, Vision and Equity, Diversity, and Inclusion statements in our policy manuals and on our [website](#).
 - **Statement on Censorship from the Library Board of Trustees**
The McHenry Public Library District is committed to representing the diverse viewpoints of the community, as reflected through its Mission and Equity, Diversity, and Inclusion statements and Materials Selection Guidelines. The McHenry Public Library District is dedicated to safeguarding the intellectual freedom of its users and will not tolerate censorship of its materials. The library's collection will not be influenced by any group or individual with partisan agendas. Moreover, the library will not withdraw any items from its collection merely because certain individuals or groups object to the material or its contents.

From the 12/19, 2023 Board Meeting

History: On June 14, 2023, Gov. Pritzker signed [Public Act 103-0100](#) (formerly HB 2789) into law. Sec. Giannoulis' HB 2789—legislation designed to protect the freedom of libraries to acquire materials in Illinois, reiterating his staunch support for libraries and for Illinoisans' freedom to read. PA 103-0100 will take effect on Jan. 1, 2024.

This new law will require each Illinois library that receives State grants to establish an anti-censorship policy. Specifically, it says that those libraries will only be eligible for State grants if they either "adopt the [American Library Association's Library Bill of Rights](#) " or "develop a written statement prohibiting the practice of banning books or other materials within the library or library system." Notice that the bill requires libraries to have an anti-censorship policy or statement; it will not require any other action.

From the Illinois Secretary of State Office: In an email dated December 4, 2023, the Illinois Secretary of State's office shared this administrative information regarding state-funded grants to all Illinois Libraries.

"FY2024 grant information can be found at Public Library Per Capita and Equalization Aid Grants. Grant amounts of up to \$1,475 per person, based on the population of the library's service area, are awarded annually to qualified Illinois public libraries. The Equalization Aid Grant provides additional support to help public libraries with a low library tax base to ensure a minimum level of funding for library services.

To be eligible, a public library shall meet all statutory requirements, including providing library services that meet or show progress toward meeting Illinois public library standards. [75 ILCS 10/8.1](#) The FY2024 application presents a series of questions to determine the status of the library in relationship to "Serving Our Public 4.0 Standards for Illinois Public Libraries." Review the checklist at the end of each chapter to navigate the application and evaluate if the library meets, is making progress towards meeting, or does not meet each standard.

A new requirement this year is certification that the library meets [75 ILCS 10/8.7](#). It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials. "

Options:

Illinois libraries are only eligible for state-funded grants if:

- They provide a written certification that they have adopted the American Library Association's Library Bill of Rights, specifically indicating reading materials should not be removed or restricted because of partisan or personal disapproval;
 - We can update the current MPLD public policy (as follows) with the highlighted text.

"Appendices

The American Library Association (ALA) affirms that all libraries are forums for information and ideas and that the following basic policies should guide their service. The MPLD **adopts**, supports, and upholds the Library Bill of Rights. Furthermore, the MPLD subscribes to the philosophies, precepts, laws, and tenets described within the documents listed below:

- MPLD Strategic (long-range) Plan of Service
- MPLD Technology Plan
- ALA Endorsed Intellectual Freedom Documents
 - ALA Freedom to Read
 - ALA Library Bill of Rights
 - Freedom to View
 - ALA Schools' and Minor's Rights
 - Access to Electronic Information, Services and Networks
- Child Internet Protection Act: The MPLD does not participate in the Federal E-Rate program and is therefore not subject to all of the CIPA (Child Internet Protection Act) guidelines, which run contrary to ALA's access to minors guidelines. However, the MPLD does filter Internet access and block various sites/limit functionality on Library workstations based on bandwidth demands, strict blocking of child pornography sites, and other unlawful sites.

- Illinois State ILL Code: The MPLD subscribes to a number of ILL codes, including CCS, CPL, and RAILS ILL/Reciprocal borrowing policies."
- or, we can provide our own policy statement prohibiting the practice of banning books or resources, similar to the following:
 - The _____library or institution name _____, shall protect the intellectual freedom of the library user, and shall prevent censorship of its library materials, ensuring items are not withdrawn from its library collection merely because individuals or groups object to the material. "
 - "[Your library] holds the inherent authority to provide an adequate collection of books or materials sufficient in size and varied in kind and subject matter to satisfy the library needs of [students or patrons] served and prohibits the practice of banning specific books or resources."

To: Board of Trustees

From: Lesley Jakacki, Executive Director

Re: Verbatim audio or video records of remote open meetings

Date: 01/16/2024

On June 12, 2020, the Governor signed Senate Bill 2135 (Public Act 101-0640) amending the OMA, which allows public bodies to hold “an open or closed meeting by audio or video conference without the physical presence of a quorum of the members” during a public health disaster as long as several conditions are satisfied.

Recordings

Public bodies are required to create verbatim audio or video records of any remote open meeting, which must be made available to the public. These verbatim records must be kept for at least 18 months after the meeting was held, in the same manner, that verbatim recordings of closed sessions are retained.

Verbatim records may be destroyed no less than 18 months after the completion of the meeting recorded but only after: (1) the public body approves the destruction of a particular recording; and (2) the public body approves the minutes of the meeting.

The following virtual meeting verbatim audio or video recordings are up for review:

- March 15, 2022, Regular Meeting
- May 15, 2022, Regular Meeting
- June 21, 2022, Regular Meeting

MEMO

To: MPLD Board of Trustees
From: Lesley Jakacki, Executive Director
Re: Staff Policy Reconsideration
Date: 01/16/2024

The Library is currently revising its Staff Policy Manual to ensure it complies with current laws, is concise, and reflects our evolving work environment. During the revision process, we have identified policies that are no longer necessary due to organizational changes, that are procedures rather than policies, or those that are simply redundant.

The Library recommends the Board of Trustees consider rescinding the following policies for the reasons listed below the applicable policy.

Fax Machine - Staff

(adopted 09/2014)

Policy

The fax machine is intended for use by library staff to perform job-related tasks. Access to the fax machine number should be restricted to prevent unsolicited transmissions. All faxed transmissions must comply with Copyright law.

Guidelines And Practices For Implementation

The fax machine is not available for public use to either receive or transmit information for personal or professional use. Unauthorized use of the library fax machine is expressly prohibited. Continued disregard for this policy may result in a fee of \$5 per page received. The library will not charge patrons for faxed copies of periodical articles or other information that is received or transmitted in response to an interlibrary loan or reference request unless a charge is assessed by the lending institution.

If a patron has a fax machine at home or work the library staff will honor a request to have requested information transmitted to their personal fax machine. However, such requests are limited to transmission of 10 pages or fewer. Reference staff should be aware of the confidential nature of any reference transaction and should not fax information without the patron's permission.

From time to time library staff may need to send or receive a personal document. Employees may occasionally send and receive personal faxes of 10 pages or less. However, library employees may not use the library fax machine on a regular basis for business or entrepreneurial purposes. The Executive Director may revoke this privilege on a case-by-case basis in the event it is abused.

Reason: The Library no longer has a fax machine that is exclusively for staff use, for which this policy was originally adopted. Staff members use the public fax machine for personal use just like any other patron. It should be noted that the unauthorized use of Library equipment is already covered under our overall Staff Conduct and Work Rules Policy.

Maintenance Request Forms

(adopted 09/2014)

Policy

Library employees shall use the same Maintenance ticket request form/system used for IT. Tickets will be viewed by Maintenance and act upon those requests in order received or as dictated by circumstances/emergencies and available staff to remediate problems. (currently accessible through the Staff Intranet – FreshDesk ticket). However, written requests from Dept. Managers will also be accepted.

Guidelines And Practices For Implementation

This procedure is designed to minimize conflicting priorities for the building services staff. In the event of a bona fide emergency, the Executive Director or senior staff member in charge of the building shall ask the building services staff on duty to provide emergency assistance. The Executive Director or Person-In-Charge of the building shall then notify the Building Manager as to the nature of the emergency.

Reason: The text above explains the internal procedure for requesting maintenance work. Since a policy is a set of guidelines that dictate, specify, or prohibit behavior to advance the institution's mission, and to ensure coordinated compliance with relevant laws and regulations while a procedure is instructions, this fits the procedures definition. Also, as mentioned in the "Guidelines and Practices for Implementation" section, this is a procedure, and it reads as such. Therefore, it should be rescinded as a policy.

Purchase Requests - Staff

(adopted 09/2014)

Policy

Staff, including those who do not reside within the boundaries of the McHenry Public Library District, are encouraged to suggest titles for the library's collection.

Guidelines And Practices For Implementation

Staff suggestions should be forwarded to the Assistant Director, the Adult Services or Youth Services Managers. Staff purchase requests will be given the same consideration as purchase requests made by the public.

Reason: As staff requests are to be treated the same way as other purchase requests made by patrons of the Library, this matter is already addressed by the Materials Selection Policy on purchase requests and is therefore redundant.