



**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  
Wednesday, March 20, 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 February 20, 2024, Regular Meeting.
  - B.** Approval of Minutes of the February 20, 2024, Decennial Committee Meeting
- VII. TREASURER'S REPORT** – Treasurer Pro Tem
  - A.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for February/March 2024, Additional Bills and Petty Cash and Credit Card Reports
- VIII. COMMUNICATIONS**
  - A.** Letter to McHenry County College
- IX. LIBRARIAN'S REPORT**
  - A.** Librarian's Report
  - B.** Project Updates
- X. OLD BUSINESS**
- XI. NEW BUSINESS**
  - A.** National Library Week Proclamation/ Semana Nacional de las Bibliotecas Proclamación
  - B.** Staff Policies
    - 1.** IT (Technology Dept.) Request Forms- Reconsider
    - 2.** Personnel Records- Revised
  - C.** Contracts
    - 1.** Landscaping
    - 2.** HVAC Yearly Preventive Maintenance

**XII. EXECUTIVE SESSION**

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

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

A. Disposition of Executive Session Minutes and/or Recordings

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

A. Upcoming Trustee Networking and Training Opportunities

**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

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

**Date:** February 20, 2024  
**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 7:00 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, 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**

None.

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

No public comment.

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

**A.** Approval of Minutes of the January 16, 2024, Regular Meeting

Secretary Leccese stated that she reviewed the Minutes from the January 16, 2024, Regular Meeting and found no changes necessary.

Sutliff moved, and Wallace seconded motion to approve the Secretary's Report.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

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

- A.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports For January/ February 2024, Additional Bills (distributed at meeting), Reimbursement Report, and Credit Card Reports.

Treasurer Weingart stated that she reviewed the Monthly Financial Statements, noting MPLD currently has a surplus of \$2.185M and the total budget is -\$163K. She asked why the Materials and Supplies account is currently at only 28.5% of budget while the fiscal year is at roughly 58%. Director Jakacki explained that managers are ordering items and new materials are consistently coming in. She also noted that there is an ebb and flow throughout the year that reflects bulk supply spending related to items associated with events such as the Preface release, Summer Reading, etc. Finally, Treasurer Weingart shared MPLD's current bank balance of \$5.327M and confirmed with Director Jakacki that the funds from the previously discussed stock liquidation are not yet included in the balance.

Alexander moved, and Sutliff seconded a motion to approve the Treasurer's Report.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**VIII. COMMUNICATIONS**

There were no official communications.

**IX. LIBRARIAN'S REPORT**

- A.** Librarian's Report

Director Jakacki shared the following updates:

- The Librarian's Report this month contained a mix of reference interactions and programming items.
- A lot of time went into preparation for Library Lovers Expedition 2024 that began earlier this month.
- There has been a notable increase in foot traffic at the library in recent months – this is likely due to the mild winter weather and is a welcome sign of recovery since the decline experienced during the pandemic.
- InterLibrary Loans (ILLs) resumed on February 15<sup>th</sup>.

- B.** Illinois State Library: FY 2024 Per Capita and Equalization Aid Grant Application

Director Jakacki informed the Board that the finalized FY 2024 Per Capita Grant Application was successfully submitted to the Illinois State Library in January.

- C.** Project Updates

Director Jakacki shared the following updates:

- Managers have begun working on their FY 24/25 Budget requests.

- An out-of-date plugin issue has been resolved on the mobile version of MPLD's website and a web developer is currently working on ADA accessibility.
- Director Jakacki shared some information learned from attending the City Council meeting in early February regarding a proposed Tax Increment Financing (TIF) district in McHenry by Shodeen Group.

**X. OLD BUSINESS**

None.

**XI. NEW BUSINESS**

**A. Purchase of Literacy Computers**

MPLD seeks to replace outdated existing hardware (a 2015 tablet and 2013 desktop computer) with two new desktop computers. The computers will provide young patrons with access to early literacy software and learning-based games in areas like math, language, science, art, and coding in both English and Spanish.

Weingart moved, and Leccese seconded a motion to approve the purchase of Literacy Computers as presented.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**B. Memorandum of Understanding with the Illinois Secretary of State for the Court-Library Access Center Pilot Project**

As discussed at the January 2024 Board Meeting, the Memorandum of Understanding will formalize MPLD's participation for one year in the Pilot Project that supports self-litigants navigating the court system with library resources and trained staff. The Board asked several questions to Director Jakacki regarding the impacts of the program on library staff and operations.

Leccese moved, and Alexander seconded motion to approve Memorandum of Understanding with the Illinois Secretary of State for the Court-Library Access Center Pilot Project.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**C. Policies**

**1. Victims' Economic Security And Safety Act (VESSA) Attendance- Revised**

The revised policy is needed to align with recent changes in the applicable law. J. May, HR Generalist provided the Board with a brief summary of the changes.

Leccese moved, and Wallace seconded a motion to approve the revised Victims' Economic Security and Safety Act (VESSA) Attendance Policy.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**2. Time Clock and Time Keeping- Revised**

The revised policy is needed to clarify language, separate expectations for exempt vs. non-exempt employees, and reflect changes to certain practices due to MPLD's transition to Paylocity. The expectations of the policy remain consistent.

Sutliff moved, and Leccese seconded a motion to approve the revised Time Clock and Time Keeping Policy.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**3. Attendance- Revised**

The revised policy is needed to remove redundant information and clarify language on topics such as scheduled vs. unscheduled absences and tardiness. The expectations of the policy remain consistent.

Leccese moved, and Weingart seconded a motion to approve the revised Attendance Policy.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**XII. EXECUTIVE SESSION**

Alexander moved, and Weingart seconded a motion to enter into an Executive (Closed) Session at 7:45 p.m. for the following purpose:

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

**Roll Call Vote:**

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Wallace, Weingart  
Nays: None  
Abstain: None  
Absent: None  
**Motion Passed**

Alexander moved, and Weingart seconded a motion to leave Executive Session at 7:50 p.m.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Wallace, Weingart  
Nays: None  
Abstain: None  
Absent: None  
**Motion Passed**

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

No action was taken.

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

Director Jakacki reminded the Board that the March Board Meeting will take place on Wednesday, March 20, 2024, because MPLD is serving as a polling place on Tuesday, March 19, 2024.

No other business was discussed.

**XV. ADJOURNMENT**

Leccese moved, and Wallace seconded motion to adjourn the meeting at 8:00 p.m.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Wallace, Weingart  
Nays: None  
Abstain: None  
Absent: None  
**Motion Passed**

**APPROVED by the Board of Trustees this \_\_\_\_\_ day of \_\_\_\_\_, 2024**

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**Respectfully Submitted,**

\_\_\_\_\_  
**Monica Leccese, Secretary**



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

**Date:** Tuesday, February 20, 2024  
**Time:** 6:30 P.M.  
**Location:** Meeting Rooms #135 & #136

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

President Reilly called the committee meeting to order at 6:30 p.m.

**II. ROLL CALL**

**Members Present:** Bud Alexander, Bill Edminster, Monica Leccese, Charles Reilly, Thomas Sutliff, Nikki Wallace, Terry Weingart

**Members Absent:** Georgann Caputo, Michele Madsen

**Also Present:** Lesley Jakacki, Executive Director  
Stephanie Nowalk, Administrative Assistant  
Zach Terrill, Adult Services Manager

**III. PUBLIC COMMENT**

None.

**IV. APPROVAL OF MINUTES OF THE AUGUST 15, 2023, COMMITTEE MEETING**

The committee reviewed the Minutes of the August 15, 2023, Committee Meeting and had no comments or corrections.

Alexander moved, and Sutliff seconded a motion to approve the minutes of the August 15, 2023, committee meeting.

**Roll Call Vote:**

Ayes: Alexander, Edminster, Leccese, Reilly, Sutliff, Wallace, Weingart  
Nays: None  
Abstain: None  
Absent: Caputo, Madsen

**Motion Passed**

**V. SUMMARY OF REPORT PROGRESS**

Director Jakacki stated that a draft of the final report that reflected input from prior meetings was emailed to the committee members in advance. She noted the edits on page 8 and asked if the members would like to add or discuss any report items.

The committee members were in agreement that the report was well done and there were no additional items or comments.

**VI. IDENTIFY ADDITIONAL GOVERNMENTAL EFFICIENCIES**

No comments.

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

No comments.

**VIII. APPROVE THE DECENNIAL COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY REPORT**

Edminster moved, Alexander seconded a motion to approve the Decennial Committee on Local Government Efficiency Report.

**Roll Call Vote:**

Ayes: Alexander, Edminster, Leccese, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: Caputo, Madsen

**Motion Passed**

**IX. ADJOURNMENT**

Edminster moved, and Wallace seconded motion to adjourn the meeting at 6:39 p.m.

**Roll Call Vote:**

Ayes: Alexander, Edminster, Leccese, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: Caputo, Madsen

**Motion Passed**

APPROVED by the Decennial Committee on Local Government Efficiency this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

AYES:

NAYS:

ABSTAIN:

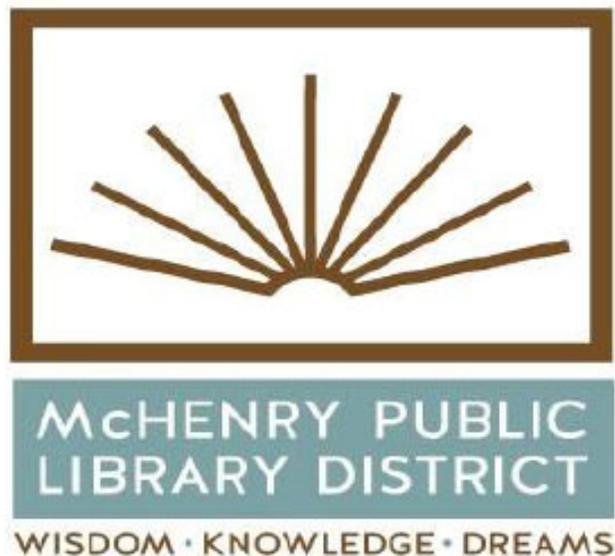
ABSENT:

Approved,

\_\_\_\_\_  
Monica Leccese, Secretary  
Board of Trustees

# Financial Report

For the 8 Month(s) Ended February 29, 2024  
FISCAL YEAR 2024



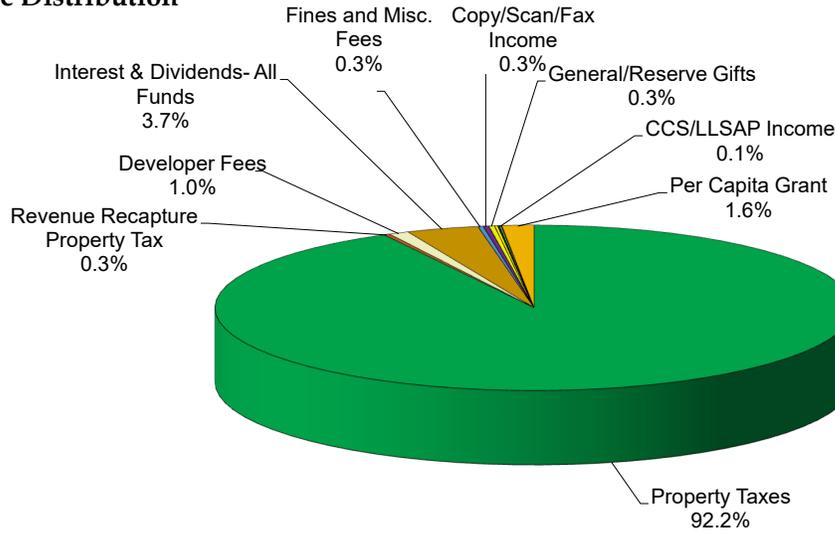
**McHenry Public Library District**  
 Actual vs Budget Summary  
 For the 8 Month(s) Ended February 29, 2024

67% of Fiscal Year

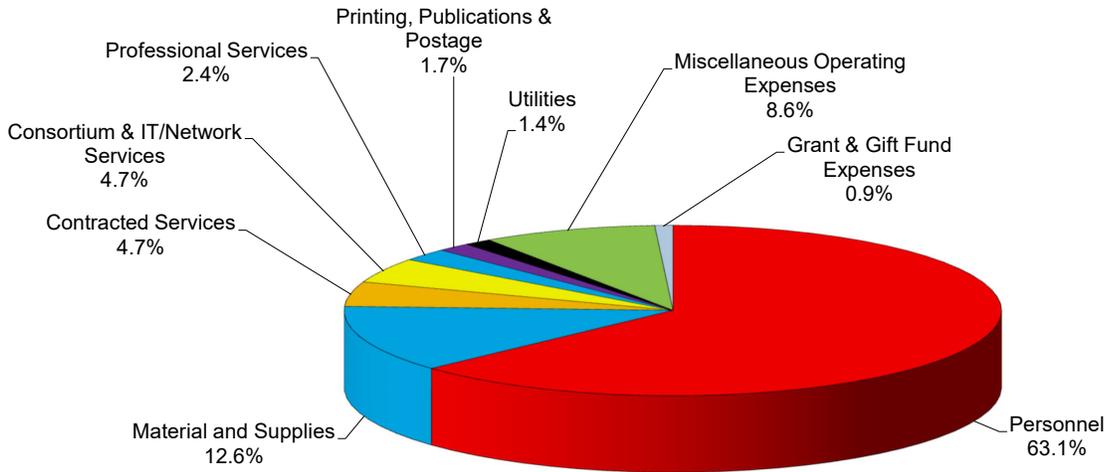
Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
<b>REVENUE</b>					
Property Taxes	3,510,044	3,520,111	99.7%	3,350,275	5%
Revenue Recapture Property Tax	11,781	11,819	99.7%	5,791	103%
Developer Fees	38,448	175,000	22.0%	13,528	184%
Interest & Dividends- All Funds	139,329	169,300	82.3%	1,203	11482%
Fines and Misc. Fees	10,034	154,000	6.5%	12,157	-17%
Copy/Scan/Fax Income	10,974	16,500	66.5%	9,299	18%
General/Reserve Gifts	10,910	180,000	6.1%	10,694	2%
Annexation & Impact Fees	-	25,000	0.0%	51	-100%
Retiree/Cobra Insurance Payment	5,963	18,000	33.1%	4,793	24%
Misc. Sales & Income	931	75,500	1.2%	422	121%
Lost & Damaged Materials	2,248	6,500	34.6%	2,280	-1%
CCS/LLSAP Income	4,078	10,500	38.8%	5,736	-29%
Solar Credits	720	5,250	13.7%	1,686	-57%
Per Capita Grant	61,738	65,000	95.0%	61,732	0%
Over/Short	8	500	1.7%	23	-63%
Miscellaneous Grants	-	40,000	0.0%	500	-100%
Transfer from General Fund	-	850,000	0.0%	-	0%
Actual Revenues	<u>3,807,206</u>	<u>5,322,981</u>	<u>71.5%</u>	<u>3,480,169</u>	<u>9%</u>
Budgeted Revenues	<u>5,322,981</u>				
% Diff	72%				
Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
<b>OPERATING EXPENDITURES</b>					
Personnel	1,085,486	2,355,250	46.1%	1,090,261	0%
Material and Supplies	217,491	702,250	31.0%	206,935	5%
Contracted Services	80,612	269,250	29.9%	74,303	8%
Consortium & IT/Network Services	81,128	144,500	56.1%	94,016	-14%
Professional Services	40,816	150,000	27.2%	53,562	-24%
Printing, Publications & Postage	28,432	77,250	36.8%	29,345	-3%
Utilities	23,294	46,500	50.1%	18,210	28%
Miscellaneous Operating Expenses	147,785	221,000	66.9%	121,451	22%
Grant & Gift Fund Expenses	15,369	155,000	9.9%	13,598	13%
Actual Expenditures	<u>1,720,411</u>	<u>4,121,000</u>	<u>41.7%</u>	<u>1,701,681</u>	<u>1%</u>
Budgeted Expenditures	<u>4,121,000</u>				
% Diff	42%				
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	<u>2,086,795</u>	<u>1,201,981</u>	<u>173.6%</u>	<u>1,778,488</u>	<u>17%</u>
<b>CAPITAL EXPENDITURES &amp; DEBT SERVICE</b>					
Capital Expenses	46,197	515,000	9.0%	7,231	-100%
Debt Services	-	-	N/A	24,027	92%
Transfer to Reserve Fund	-	850,000	0.0%	-	0%
Actual Expenditures	<u>46,197</u>	<u>1,365,000</u>	<u>3.4%</u>	<u>31,258</u>	<u>-100%</u>
Budgeted Expenditures	<u>1,365,000</u>				
% Diff	3%				
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>2,040,598</b>	<b>(163,019)</b>		<b>1,747,230</b>	
BEGINNING FUND BALANCE	3,297,759				
ENDING FUND BALANCE	<u>5,338,357</u>				

**McHenry Public Library District**  
 Actual vs Budget Summary  
 For the 8 Month(s) Ended February 29, 2024

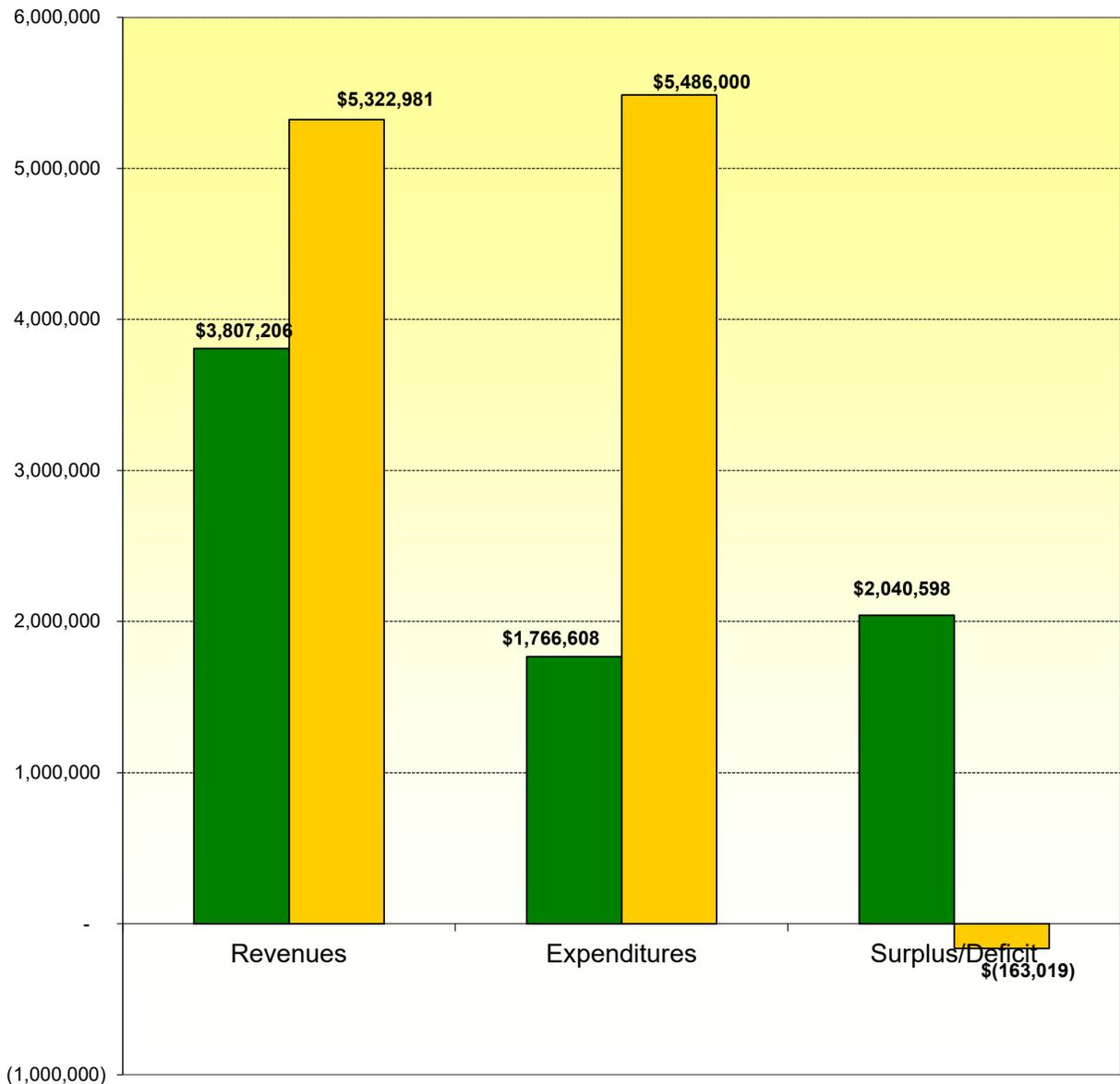
**Revenue Distribution**



**Operational Expenditure Distribution**



**McHenry Public Library District**  
 Actual vs Budget Summary  
 For the 8 Month(s) Ended February 29, 2024



■ YTD    ■ Budget

**McHenry Public Library District**  
 Actual vs Budget Summary  
 For the 8 Month(s) Ended February 29, 2024

67% of Fiscal Year

Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	% of Budget
<b>REVENUE</b>						
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	114,338	8,484	16,508	139,329	169,300	82%
Fines and Misc Fees	10,034	-	-	10,034	154,000	7%
Copy/Scan/Fax Income	10,974	-	-	10,974	16,500	67%
General/Reserve Gifts	-	-	10,910	10,910	180,000	6%
Annexation & Impact Fees	-	-	-	-	25,000	0%
Retiree/Cobra Insurance Payment	5,963	-	-	5,963	18,000	33%
Misc. Sales & Income	931	-	-	931	75,500	1%
Lost & Damaged Materials	2,248	-	-	2,248	6,500	35%
CCS/LLSAP Income	4,078	-	-	4,078	10,500	39%
Solar Credits	720	-	-	720	5,250	14%
Per Capita Grant	-	-	61,738	61,738	65,000	95%
Over/Short	8	-	-	8	500	2%
Miscellaneous Grants	-	-	-	-	40,000	0%
Transfer from General Fund	-	-	-	-	850,000	0%
Actual Revenues	3,671,120	46,932	89,155	3,807,206	5,322,981	72%
Budgeted Revenues	3,968,481	1,050,500	304,000	5,322,981		
% Diff	93%	4%	29%	72%		
<b>OPERATING EXPENDITURES</b>						
Personnel	1,085,486	-	-	1,085,486	2,355,250	46%
Material and Supplies	210,298	-	7,193	217,491	702,250	31%
Contracted Services	80,612	-	-	80,612	269,250	30%
Consortium & IT/Network Services	81,128	-	-	81,128	144,500	56%
Professional Services	40,816	-	-	40,816	150,000	27%
Printing, Publications & Postage	28,432	-	-	28,432	77,250	37%
Utilities	23,294	-	-	23,294	46,500	50%
Miscellaneous Operating Expenses	147,785	-	-	147,785	221,000	67%
Grant & Gift Fund Expenses	-	-	15,369	15,369	155,000	10%
Actual Expenditures	1,697,849	-	22,561	1,720,411	4,121,000	42%
Budgeted Expenditures	3,741,000	-	380,000	4,121,000		
% Diff	45%	0%	6%	42%		
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	1,973,270	46,932	66,594	2,086,795	1,201,981	174%
<b>CAPITAL EXPENDITURES &amp; DEBT SERVICE</b>						
Capital Expenses	22,347	23,850	-	46,197	515,000	9%
Transfer to Reserve Fund	-	-	-	-	850,000	0%
Actual Expenditures	22,347	23,850	-	46,197	1,365,000	3%
Budgeted Expenditures	965,000	400,000	-	1,365,000		
% Diff	2%	6%	0%	3%		
Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>1,950,923</b>	<b>23,082</b>	<b>66,594</b>	<b>2,040,598</b>	<b>(163,019)</b>	
BEGINNING FUND BALANCE	2,431,120	347,586	519,054	3,297,759		
ENDING FUND BALANCE	4,382,042	370,667	585,647	5,338,357		
Fund Balance as % of Total Expenditures	255%	1554%	2596%	302%		

McHenry Public Library District  
Financial Report Detail by Fund  
For the 8 Month(s) Ended February 29, 2024

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
<b>Revenues</b>									
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	13,074.79	10,416.67	114,141.88	0.00	0.00	114,141.88	125,000.00	-10,858.12	91.3%
6030200 · Special Reserve Fund Interest	1,076.77	1,666.67	0.00	8,483.59	0.00	8,483.59	20,000.00	-11,516.41	42.4%
6030300 · Grant/Gifts Fund Interest	2,093.41	2,000.00	0.00	0.00	16,507.60	16,507.60	24,000.00	-7,492.40	68.8%
6035100 · Dividends	0.00	25.00	196.00	0.00	0.00	196.00	300.00	-104.00	65.3%
6040100 · Nonresident/Enhanced Fee Cards	0.00	62.50	521.17	0.00	0.00	521.17	750.00	-228.83	69.5%
6050100 · Fines and Fees	942.73	1,458.33	8,947.92	0.00	0.00	8,947.92	17,500.00	-8,552.08	51.1%
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	1,451.30	1,375.00	10,974.25	0.00	0.00	10,974.25	16,500.00	-5,525.75	66.5%
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	11.30	14,583.33	0.00	0.00	10,909.71	10,909.71	175,000.00	-164,090.29	6.2%
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	315.06	1,500.00	5,963.08	0.00	0.00	5,963.08	18,000.00	-12,036.92	33.1%
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	130.00	187.50	475.25	0.00	0.00	475.25	2,250.00	-1,774.75	21.1%
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.	63.00	6,250.00	930.94	0.00	0.00	930.94	75,000.00	-74,069.06	1.2%
6130200 · Misc. Income SR	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6150100 · Lost & Damaged Materials	143.04	541.67	2,247.72	0.00	0.00	2,247.72	6,500.00	-4,252.28	34.6%
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	61,737.70	61,737.70	65,000.00	-3,262.30	95.0%
6200100 · Over/Short	-1.09	41.67	8.49	0.00	0.00	8.49	500.00	-491.51	1.7%
6210300 · Miscellaneous Grants	0.00	3,333.33	0.00	0.00	0.00	0.00	40,000.00	-40,000.00	0.0%
9100200 · Transfer from General Fund	0.00	70,833.33	0.00	0.00	0.00	0.00	850,000.00	-850,000.00	0.0%
<b>Total Revenues</b>	<b>19,300.31</b>	<b>443,581.71</b>	<b>3,671,119.55</b>	<b>46,931.59</b>	<b>89,155.01</b>	<b>3,807,206.15</b>	<b>5,322,980.51</b>	<b>-1,515,774.36</b>	<b>9.40</b>
<b>Total Revenues</b>	<b>19,300.31</b>	<b>443,581.71</b>	<b>3,671,119.55</b>	<b>46,931.59</b>	<b>89,155.01</b>	<b>3,807,206.15</b>	<b>5,322,980.51</b>	<b>-1,515,774.36</b>	<b>71.5%</b>
<b>Expenditures</b>									
<b>Personnel Expenses</b>									
8910100 · Salaries	98,435.72	140,833.33	821,388.10	0.00	0.00	821,388.10	1,690,000.00	-868,611.90	48.6%
8920100 · FICA/Medicare	7,215.73	11,250.00	60,415.82	0.00	0.00	60,415.82	135,000.00	-74,584.18	44.8%
8930100 · IMRF	9,632.09	16,250.00	77,465.17	0.00	0.00	77,465.17	195,000.00	-117,534.83	39.7%
8940100 · Health & Life Insurance	13,233.11	24,583.33	116,038.58	0.00	0.00	116,038.58	295,000.00	-178,961.42	39.3%
8945100 · Recruiting/Preemployment Screen	-111.29	291.67	192.65	0.00	0.00	192.65	3,500.00	-3,307.35	5.5%
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	-149.31	520.83	2,087.73	0.00	0.00	2,087.73	6,250.00	-4,162.27	33.4%
8970100 · Travel	-113.42	1,000.00	2,553.86	0.00	0.00	2,553.86	12,000.00	-9,446.14	21.3%
8980100 · Continuing Education (Mtg/Conf)	-88.77	708.33	4,556.54	0.00	0.00	4,556.54	8,500.00	-3,943.46	53.6%
<b>Total Personnel</b>	<b>128,053.86</b>	<b>196,270.83</b>	<b>1,085,485.95</b>	<b>0.00</b>	<b>0.00</b>	<b>1,085,485.95</b>	<b>2,355,250.00</b>	<b>-1,269,764.05</b>	<b>46.1%</b>

**McHenry Public Library District**  
**Financial Report Detail by Fund**  
**For the 8 Month(s) Ended February 29, 2024**

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
<b>Materials and Supplies</b>									
8010100 · Adult Books	4,902.77	5,625.00	31,527.31	0.00	0.00	31,527.31	67,500.00	-35,972.69	46.7%
8020100 · Youth Books	3,378.24	4,166.67	24,619.93	0.00	0.00	24,619.93	50,000.00	-25,380.07	49.2%
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	-2,238.77	291.67	190.22	0.00	0.00	190.22	3,500.00	-3,309.78	5.4%
8030100 · Magazines & Newspapers	477.69	1,250.00	4,771.31	0.00	0.00	4,771.31	15,000.00	-10,228.69	31.8%
8040300 · Operating Fund Gifts(Donations)	-2,887.37	18,750.00	0.00	0.00	7,192.83	7,192.83	225,000.00	-217,807.17	3.2%
8050100 · Adult AV Materials	2,226.19	2,583.33	10,884.37	0.00	0.00	10,884.37	31,000.00	-20,115.63	35.1%
8060100 · Youth AV Materials	420.58	1,083.33	5,628.67	0.00	0.00	5,628.67	13,000.00	-7,371.33	43.3%
8070100 · Library of Things	9.99	1,000.00	4,237.56	0.00	0.00	4,237.56	12,000.00	-7,762.44	35.3%
8080100 · Video Games	2,710.00	1,250.00	7,650.00	0.00	0.00	7,650.00	15,000.00	-7,350.00	51.0%
8090100 · Digital Media Services	5,739.43	8,125.00	54,228.26	0.00	0.00	54,228.26	97,500.00	-43,271.74	55.6%
8095100 · Electronic Resources	825.80	6,875.00	37,045.00	0.00	0.00	37,045.00	82,500.00	-45,455.00	44.9%
8120100 · Library Supplies	-52.64	583.33	946.11	0.00	0.00	946.11	7,000.00	-6,053.89	13.5%
8130100 · Tech Services Supplies	644.58	2,375.00	6,787.10	0.00	0.00	6,787.10	28,500.00	-21,712.90	23.8%
8135100 · Bindery	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
8140100 · Adult Programs & Supplies	-267.74	1,395.83	6,934.43	0.00	0.00	6,934.43	16,750.00	-9,815.57	41.4%
8142100 · Comicon	-294.40	291.67	3,243.33	0.00	0.00	3,243.33	3,500.00	-256.67	92.7%
8145100 · Circulation Supplies	604.49	625.00	985.49	0.00	0.00	985.49	7,500.00	-6,514.51	13.1%
8147100 · Summer Reading Club	672.32	583.33	2,700.02	0.00	0.00	2,700.02	7,000.00	-4,299.98	38.6%
8150100 · Youth Programs & Supplies	573.73	1,333.33	7,851.14	0.00	0.00	7,851.14	16,000.00	-8,148.86	49.1%
<b>Total Material and Supplies</b>	<b>17,444.89</b>	<b>58,520.83</b>	<b>210,297.73</b>	<b>0.00</b>	<b>7,192.83</b>	<b>217,490.56</b>	<b>702,250.00</b>	<b>-484,759.44</b>	<b>31.0%</b>
<b>Contracted Services</b>									
8215100 · Collection Agency Fees	103.00	104.17	618.00	0.00	0.00	618.00	1,250.00	-632.00	49.4%
8245100 · IT/Comp/Copier/Equip-Outsourced	14,832.99	9,166.67	63,791.92	0.00	0.00	63,791.92	110,000.00	-46,208.08	58.0%
8247100 · Automation--Staff	4,202.23	2,500.00	13,828.55	0.00	0.00	13,828.55	30,000.00	-16,171.45	46.1%
8260100 · Misc. Contracted Services	-845.00	625.00	845.00	0.00	0.00	845.00	7,500.00	-6,655.00	11.3%
8270100 · Library Bank/Finance/Late Fee	30.00	41.67	185.38	0.00	0.00	185.38	500.00	-314.62	37.1%
8275100 · Public Pmt Processing Fees	135.35	416.67	1,342.76	0.00	0.00	1,342.76	5,000.00	-3,657.24	26.9%
8285100 · License Plate Fees Settlement	0.00	9,583.33	0.00	0.00	0.00	0.00	115,000.00	-115,000.00	0.0%
<b>Total Contracted Services</b>	<b>18,458.57</b>	<b>22,437.50</b>	<b>80,611.61</b>	<b>0.00</b>	<b>0.00</b>	<b>80,611.61</b>	<b>269,250.00</b>	<b>-188,638.39</b>	<b>29.9%</b>
<b>Consortium &amp; IT/Network Services</b>									
8310100 · Automation--Circulation/Catalog	16,703.98	9,375.00	62,744.17	0.00	0.00	62,744.17	112,500.00	-49,755.83	55.8%
8320100 · VOIP Phone Service	1,631.78	1,833.33	12,921.01	0.00	0.00	12,921.01	22,000.00	-9,078.99	58.7%
8325100 · Internet Services	731.90	833.33	5,463.10	0.00	0.00	5,463.10	10,000.00	-4,536.90	54.6%
<b>Total Consortium &amp; IT/Network Services</b>	<b>19,067.66</b>	<b>12,041.67</b>	<b>81,128.28</b>	<b>0.00</b>	<b>0.00</b>	<b>81,128.28</b>	<b>144,500.00</b>	<b>-63,371.72</b>	<b>56.1%</b>
<b>Professional Services</b>									
8410100 · Accounting/Payroll/Audit Service	3,714.23	6,041.67	40,082.89	0.00	0.00	40,082.89	72,500.00	-32,417.11	55.3%
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	32.79	625.00	732.79	0.00	0.00	732.79	7,500.00	-6,767.21	9.8%
<b>Total Professional Services</b>	<b>3,747.02</b>	<b>12,500.00</b>	<b>40,815.68</b>	<b>0.00</b>	<b>0.00</b>	<b>40,815.68</b>	<b>150,000.00</b>	<b>-109,184.32</b>	<b>27.2%</b>
<b>Printing, Publications &amp; Postage</b>									
8510100 · Printing Services Outsourced	0.00	3,770.83	15,769.44	0.00	0.00	15,769.44	45,250.00	-29,480.56	34.9%
8530100 · Public Notices & ADS (Legal & Job)	0.00	125.00	1,359.63	0.00	0.00	1,359.63	1,500.00	-140.37	90.6%
8540100 · Postage/Shipping	461.28	1,520.83	9,226.85	0.00	0.00	9,226.85	18,250.00	-9,023.15	50.6%
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	-4,478.97	729.17	1,943.80	0.00	0.00	1,943.80	8,750.00	-6,806.20	22.2%
<b>Total Printing, Publications &amp; Postage</b>	<b>-4,017.69</b>	<b>6,437.50</b>	<b>28,431.66</b>	<b>0.00</b>	<b>0.00</b>	<b>28,431.66</b>	<b>77,250.00</b>	<b>-48,818.34</b>	<b>36.8%</b>

**McHenry Public Library District**  
**Financial Report Detail by Fund**  
**For the 8 Month(s) Ended February 29, 2024**

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
<b>Utilities</b>									
8610100 · Electricity	2,260.47	2,000.00	15,893.77	0.00	0.00	15,893.77	24,000.00	-8,106.23	66.2%
8620100 · Gas	3,835.37	1,458.33	6,341.02	0.00	0.00	6,341.02	17,499.93	-11,158.91	36.2%
8640100 · Water & Sewer	-777.94	416.67	1,058.89	0.00	0.00	1,058.89	5,000.00	-3,941.11	21.2%
<b>Total Utilities</b>	<b>5,317.90</b>	<b>3,874.99</b>	<b>23,293.68</b>	<b>0.00</b>	<b>0.00</b>	<b>23,293.68</b>	<b>46,499.93</b>	<b>-23,206.25</b>	<b>50.1%</b>
<b>Miscellaneous Operating Expenses</b>									
8720100 · Building & Auto Insurance	8.00	3,333.33	38,148.86	0.00	0.00	38,148.86	40,000.00	-1,851.14	95.4%
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	4,802.47	5,125.00	51,825.92	0.00	0.00	51,825.92	61,500.00	-9,674.08	84.3%
8745100 · Grounds Maintenance	388.20	3,333.33	25,584.62	0.00	0.00	25,584.62	40,000.00	-14,415.38	64.0%
8750100 · Building Operations/Maintenance	-1,986.81	5,708.33	30,018.86	0.00	0.00	30,018.86	68,500.00	-38,481.14	43.8%
8760100 · Hospitality	-4.18	541.67	1,984.90	0.00	0.00	1,984.90	6,500.00	-4,515.10	30.5%
8770100 · Library Lost & Damaged Materials	0.00	83.33	89.68	0.00	0.00	89.68	1,000.00	-910.32	9.0%
8795100 · Miscellaneous	0.00	83.33	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
<b>Total Miscellaneous Operating Expenses</b>	<b>3,207.68</b>	<b>18,416.67</b>	<b>147,784.75</b>	<b>0.00</b>	<b>0.00</b>	<b>147,784.75</b>	<b>221,000.00</b>	<b>-73,215.25</b>	<b>66.9%</b>
<b>Grant &amp; Gift Fund Expenses</b>									
8800300 · 2020/21 Per Capita Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800311 · Adult Materials - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800321 · Youth Materials - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800331 · Staff Software - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8040350 · Per Capita Grant; Current FY	-1,117.18	5,416.67	0.00	0.00	15,368.61	15,368.61	65,000.00	-49,631.39	23.6%
8040355 · Per Capita Grant; Previous FY	0.00	4,166.67	0.00	0.00	0.00	0.00	50,000.00	-50,000.00	0.0%
8800332 · Public Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800333 · Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800341 · Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800342 · Additional Expenses (Personnel)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9030300 · Misc. Grants	0.00	3,333.33	0.00	0.00	0.00	0.00	40,000.00	-40,000.00	0.0%
9200300 · Additional Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Total Grant &amp; Gift Fund Expenses</b>	<b>-1,117.18</b>	<b>12,916.67</b>	<b>0.00</b>	<b>0.00</b>	<b>15,368.61</b>	<b>15,368.61</b>	<b>155,000.00</b>	<b>-139,631.39</b>	<b>9.9%</b>
<b>Capital Expenses</b>									
9060100 · Library Furnishings	-2,519.04	833.33	759.43	0.00	0.00	759.43	10,000.00	-9,240.57	7.6%
9070100 · Library Equipment	0.00	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	233.52	416.67	470.95	0.00	0.00	470.95	5,000.00	-4,529.05	9.4%
9090100 · Adtl. Capital Projects & Equipment	-23,850.28	6,666.67	13,257.27	0.00	0.00	13,257.27	80,000.00	-66,742.73	16.6%
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	22,000.00	0.00	22,000.00	250,000.00	-228,000.00	8.8%
<b>Total Capital Expenses</b>	<b>-26,135.80</b>	<b>42,916.67</b>	<b>22,347.33</b>	<b>23,850.00</b>	<b>0.00</b>	<b>46,197.33</b>	<b>515,000.00</b>	<b>-468,802.67</b>	<b>9.0%</b>
<b>Transfer to Reserve Fund</b>									
9100100 · Transfer to Reserve Fund	0.00	70,833.33	0.00	0.00	0.00	0.00	850,000.00	-850,000.00	0.0%
<b>Total Transfer to Reserve Fund</b>	<b>0.00</b>	<b>70,833.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>850,000.00</b>	<b>-850,000.00</b>	<b>0.0%</b>
<b>Total Expenditures</b>	<b>164,026.91</b>	<b>457,166.66</b>	<b>1,720,196.67</b>	<b>23,850.00</b>	<b>22,561.44</b>	<b>1,766,608.11</b>	<b>5,485,999.93</b>	<b>-3,719,391.82</b>	<b>32.2%</b>
<b>Net Total</b>	<b>-144,726.60</b>	<b>-13,584.95</b>	<b>1,950,922.88</b>	<b>23,081.59</b>	<b>66,593.57</b>	<b>2,040,598.04</b>	<b>-163,019.42</b>	<b>2,203,617.46</b>	

**McHenry Public Library District**  
**Financial Report Detail by Month**  
**For the 8 Month(s) Ended February 29, 2024**

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
<b>Revenues</b>													
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	14,305.79	13,074.79	0.00	0.00	0.00	0.00	114,141.88
6030200 · Special Reserve Fund Interest	1,056.14	1,061.63	653.07	1,200.60	1,168.34	1,144.04	1,123.00	1,076.77	0.00	0.00	0.00	0.00	8,483.59
6030300 · Grant/Gifts Fund Interest	2,134.10	2,336.56	1,173.28	2,212.20	2,145.84	2,224.87	2,187.34	2,093.41	0.00	0.00	0.00	0.00	16,507.60
6035100 · Dividends	64.00	0.00	0.00	65.00	0.00	0.00	67.00	0.00	0.00	0.00	0.00	0.00	196.00
6040100 · Nonresident/Enhanced Fee Cards	0.00	296.17	45.00	45.00	0.00	45.00	90.00	0.00	0.00	0.00	0.00	0.00	521.17
6050100 · Fines and Fees	1,110.55	1,106.57	1,662.65	1,047.66	812.22	1,203.01	1,062.53	942.73	0.00	0.00	0.00	0.00	8,947.92
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	1,187.45	1,451.30	0.00	0.00	0.00	0.00	10,974.25
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	1,023.28	11.30	0.00	0.00	0.00	0.00	10,909.71
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	1,351.08	315.06	0.00	0.00	0.00	0.00	5,963.08
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	30.00	130.00	0.00	0.00	0.00	0.00	475.25
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	18.00	63.00	0.00	0.00	0.00	0.00	930.94
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	215.89	143.04	0.00	0.00	0.00	0.00	2,247.72
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	2.00	0.00	0.00	0.00	0.00	0.00	61,737.70
6200100 · Over/Short	4.46	-1.00	-12.40	2.31	10.62	5.51	0.08	-1.09	0.00	0.00	0.00	0.00	8.49
6210300 · Miscellaneous Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9100200 · Transfer from General Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>	<b>1,885,894.80</b>	<b>152,595.10</b>	<b>1,531,292.67</b>	<b>89,809.27</b>	<b>81,295.63</b>	<b>24,354.93</b>	<b>22,663.44</b>	<b>19,300.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,807,206.15</b>
<b>Expenditures</b>													
<b>Personnel Expenses</b>													
8910100 · Salaries	95,610.01	96,297.96	95,200.70	145,468.68	95,399.39	97,379.91	97,595.73	98,435.72	0.00	0.00	0.00	0.00	821,388.10
8920100 · FICA/Medicare	7,023.84	7,057.52	6,998.28	10,812.63	7,017.93	7,138.43	7,151.46	7,215.73	0.00	0.00	0.00	0.00	60,415.82
8930100 · IMRF	8,479.83	9,123.27	8,986.24	13,232.83	9,019.89	8,760.91	10,230.11	9,632.09	0.00	0.00	0.00	0.00	77,465.17
8940100 · Health & Life Insurance	27,686.96	13,254.30	12,167.11	10,043.17	13,829.51	14,942.54	10,881.88	13,233.11	0.00	0.00	0.00	0.00	116,038.58
8945100 · Recruiting/Preemployment Screen	111.29	27.95	70.85	0.00	0.00	27.95	65.90	-111.29	0.00	0.00	0.00	0.00	192.65
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	80.83	-149.31	0.00	0.00	0.00	0.00	2,087.73
8970100 · Travel	1,401.88	130.90	157.39	489.01	225.25	239.32	23.53	-113.42	0.00	0.00	0.00	0.00	2,553.86
8980100 · Continuing Education (Mtg/Conf)	553.35	64.27	400.00	496.85	700.00	1,905.64	525.20	-88.77	0.00	0.00	0.00	0.00	4,556.54
<b>Total Personnel</b>	<b>141,016.47</b>	<b>126,902.17</b>	<b>123,980.57</b>	<b>181,042.17</b>	<b>127,271.37</b>	<b>130,664.70</b>	<b>126,554.64</b>	<b>128,053.86</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,085,485.95</b>

**McHenry Public Library District**  
**Financial Report Detail by Month**  
**For the 8 Month(s) Ended February 29, 2024**

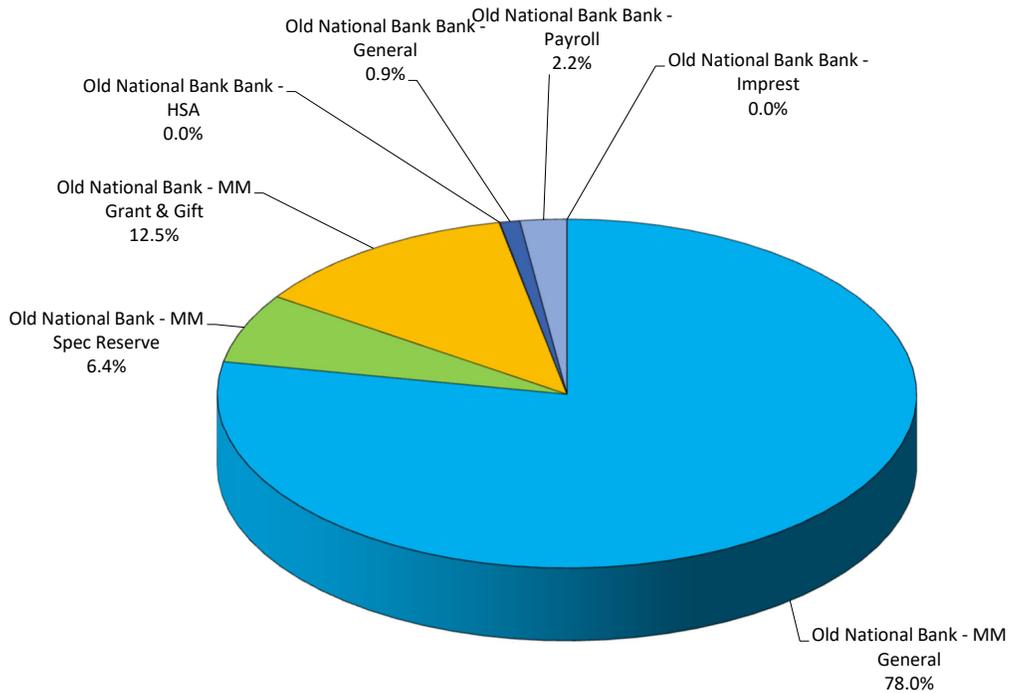
	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
<b>Materials and Supplies</b>													
8010100 · Adult Books	943.77	2,691.93	3,909.90	3,044.33	8,681.91	5,015.61	2,337.09	4,902.77	0.00	0.00	0.00	0.00	31,527.31
8020100 · Youth Books	188.54	2,645.80	3,196.90	874.26	5,299.83	4,833.17	4,203.19	3,378.24	0.00	0.00	0.00	0.00	24,619.93
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	106.34	-2,238.77	0.00	0.00	0.00	0.00	190.22
8030100 · Magazines & Newspapers	0.00	651.20	124.48	0.00	994.02	2,145.19	378.73	477.69	0.00	0.00	0.00	0.00	4,771.31
8040300 · Operating Fund Gifts(Donations)	5,238.58	254.36	1,544.81	320.00	1,485.96	1,177.28	59.21	-2,887.37	0.00	0.00	0.00	0.00	7,192.83
8050100 · Adult AV Materials	121.45	143.18	656.39	262.02	240.09	2,697.69	4,537.36	2,226.19	0.00	0.00	0.00	0.00	10,884.37
8060100 · Youth AV Materials	35.21	1,254.39	1,010.05	338.10	1,167.34	1,022.31	380.69	420.58	0.00	0.00	0.00	0.00	5,628.67
8070100 · Library of Things	1,080.00	54.49	0.00	31.88	15.99	2,984.96	60.25	9.99	0.00	0.00	0.00	0.00	4,237.56
8080100 · Video Games	920.00	0.00	0.00	1,715.00	2,045.00	260.00	0.00	2,710.00	0.00	0.00	0.00	0.00	7,650.00
8090100 · Digital Media Services	3,759.40	4,086.40	4,143.88	3,875.43	24,411.21	3,907.68	4,304.83	5,739.43	0.00	0.00	0.00	0.00	54,228.26
8095100 · Electronic Resources	2,874.93	2,357.00	20,121.46	10,054.02	-2,311.81	978.32	2,145.28	825.80	0.00	0.00	0.00	0.00	37,045.00
8120100 · Library Supplies	52.64	133.64	317.99	157.29	162.41	0.00	174.78	-52.64	0.00	0.00	0.00	0.00	946.11
8130100 · Tech Services Supplies	130.56	356.30	1,971.90	194.18	1,039.34	1,972.44	477.80	644.58	0.00	0.00	0.00	0.00	6,787.10
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	900.00	-267.74	0.00	0.00	0.00	0.00	6,934.43
8142100 · Comicon	0.00	294.40	0.00	2,664.34	578.99	0.00	0.00	-294.40	0.00	0.00	0.00	0.00	3,243.33
8145100 · Circulation Supplies	0.00	0.00	285.07	41.94	40.97	13.02	0.00	604.49	0.00	0.00	0.00	0.00	985.49
8147100 · Summer Reading Club	84.93	0.00	0.00	0.00	0.00	1,492.77	450.00	672.32	0.00	0.00	0.00	0.00	2,700.02
8150100 · Youth Programs & Supplies	1,376.01	1,798.45	585.18	556.73	951.97	419.28	1,589.79	573.73	0.00	0.00	0.00	0.00	7,851.14
<b>Total Material and Supplies</b>	<b>19,812.31</b>	<b>18,802.11</b>	<b>39,853.50</b>	<b>23,945.63</b>	<b>45,691.22</b>	<b>29,835.56</b>	<b>22,105.34</b>	<b>17,444.89</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>217,490.56</b>
<b>Contracted Services</b>													
8215100 · Collection Agency Fees	51.50	61.80	92.70	113.30	61.80	82.40	51.50	103.00	0.00	0.00	0.00	0.00	618.00
8245100 · IT/Comp/Copier/Equip-Outsourced	5,117.85	16,697.50	4,810.08	5,786.47	5,859.18	5,214.50	5,473.35	14,832.99	0.00	0.00	0.00	0.00	63,791.92
8247100 · Automation--Staff	311.35	663.72	1,164.68	8,826.00	-2,390.43	786.00	265.00	4,202.23	0.00	0.00	0.00	0.00	13,828.55
8260100 · Misc. Contracted Services	0.00	845.00	0.00	0.00	0.00	0.00	845.00	-845.00	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	30.00	0.00	0.00	0.00	0.00	185.38
8275100 · Public Pmt Processing Fees	133.72	152.10	183.52	140.54	172.44	269.44	155.65	135.35	0.00	0.00	0.00	0.00	1,342.76
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
<b>Total Contracted Services</b>	<b>5,614.42</b>	<b>18,466.60</b>	<b>6,250.98</b>	<b>14,975.09</b>	<b>3,702.99</b>	<b>6,352.46</b>	<b>6,790.50</b>	<b>18,458.57</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>80,611.61</b>
<b>Consortium &amp; IT/Network Services</b>													
8310100 · Automation--Circulation/Catalog	0.00	16,703.98	0.00	0.00	26,398.98	0.00	2,937.23	16,703.98	0.00	0.00	0.00	0.00	62,744.17
8320100 · VOIP Phone Service	1,597.61	1,598.85	1,598.85	1,598.85	1,631.69	1,631.69	1,631.69	1,631.78	0.00	0.00	0.00	0.00	12,921.01
8325100 · Internet Services	718.90	718.90	718.90	718.90	718.90	404.80	731.90	731.90	0.00	0.00	0.00	0.00	5,463.10
<b>Total Consortium &amp; IT/Network Services</b>	<b>2,316.51</b>	<b>19,021.73</b>	<b>2,317.75</b>	<b>2,317.75</b>	<b>28,749.57</b>	<b>2,036.49</b>	<b>5,300.82</b>	<b>19,067.66</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>81,128.28</b>
<b>Professional Services</b>													
8410100 · Accounting/Payroll/Audit Service	3,351.12	3,312.72	3,678.07	6,646.49	3,293.42	12,793.42	3,293.42	3,714.23	0.00	0.00	0.00	0.00	40,082.89
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	32.79	0.00	0.00	0.00	0.00	732.79
<b>Total Professional Services</b>	<b>3,351.12</b>	<b>3,312.72</b>	<b>3,678.07</b>	<b>6,646.49</b>	<b>3,993.42</b>	<b>12,793.42</b>	<b>3,293.42</b>	<b>3,747.02</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40,815.68</b>
<b>Printing, Publications &amp; Postage</b>													
8510100 · Printing Services Outsourced	4,944.00	0.00	661.44	4,991.00	177.00	0.00	4,996.00	0.00	0.00	0.00	0.00	0.00	15,769.44
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	2,419.24	461.28	0.00	0.00	0.00	0.00	9,226.85
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	-4,478.97	0.00	0.00	0.00	0.00	1,943.80
<b>Total Printing, Publications &amp; Postage</b>	<b>9,568.77</b>	<b>369.95</b>	<b>4,149.60</b>	<b>6,528.69</b>	<b>3,189.96</b>	<b>1,227.14</b>	<b>7,415.24</b>	<b>-4,017.69</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>28,431.66</b>

**McHenry Public Library District**  
**Financial Report Detail by Month**  
**For the 8 Month(s) Ended February 29, 2024**

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
<b>Utilities</b>													
8610100 · Electricity	1,891.08	2,090.74	2,117.57	2,259.61	1,770.71	1,861.67	1,641.92	2,260.47	0.00	0.00	0.00	0.00	15,893.77
8620100 · Gas	170.85	166.08	165.60	172.96	477.92	0.00	1,352.24	3,835.37	0.00	0.00	0.00	0.00	6,341.02
8640100 · Water & Sewer	0.00	999.91	0.00	622.97	0.00	213.95	0.00	-777.94	0.00	0.00	0.00	0.00	1,058.89
<b>Total Utilities</b>	<b>2,061.93</b>	<b>3,256.73</b>	<b>2,283.17</b>	<b>3,055.54</b>	<b>2,248.63</b>	<b>2,075.62</b>	<b>2,994.16</b>	<b>5,317.90</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,293.68</b>
<b>Miscellaneous Operating Expenses</b>													
8720100 · Building & Auto Insurance	0.00	0.00	1,243.00	32,694.00	-337.14	0.00	4,541.00	8.00	0.00	0.00	0.00	0.00	38,148.86
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	6,313.58	4,802.47	0.00	0.00	0.00	0.00	51,825.92
8745100 · Grounds Maintenance	1,456.88	1,456.88	1,456.88	1,456.88	2,032.99	15,568.45	1,767.46	388.20	0.00	0.00	0.00	0.00	25,584.62
8750100 · Building Operations/Maintenance	3,734.70	6,445.30	7,059.33	2,295.48	2,043.01	4,999.08	5,428.77	-1,986.81	0.00	0.00	0.00	0.00	30,018.86
8760100 · Hospitality	786.19	260.95	150.66	410.00	187.98	54.91	138.39	-4.18	0.00	0.00	0.00	0.00	1,984.90
8770100 · Library Lost & Damaged Materials	0.00	15.81	21.00	23.87	0.00	0.00	29.00	0.00	0.00	0.00	0.00	0.00	89.68
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
<b>Total Miscellaneous Operating Expenses</b>	<b>14,298.85</b>	<b>14,759.06</b>	<b>16,892.23</b>	<b>43,822.97</b>	<b>10,638.32</b>	<b>25,947.44</b>	<b>18,218.20</b>	<b>3,207.68</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>147,784.75</b>
<b>Grant &amp; Gift Fund Expenses</b>													
8800300 · 2020/21 Per Capita Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800311 · Adult Materials - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800321 · Youth Materials - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800331 · Staff Software - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8040350 · Per Capita Grant; Current FY	2,213.47	10,194.97	-428.70	0.00	0.00	4,506.05	0.00	-1,117.18	0.00	0.00	0.00	0.00	15,368.61
8040355 · Per Capita Grant; Previous FY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800332 · Public Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800333 · Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800341 · Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800342 · Additional Expenses (Personnel)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9030300 · Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9200300 · Additional Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Grant &amp; Gift Fund Expenses</b>	<b>2,213.47</b>	<b>10,194.97</b>	<b>-428.70</b>	<b>0.00</b>	<b>0.00</b>	<b>4,506.05</b>	<b>0.00</b>	<b>-1,117.18</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,368.61</b>
<b>Capital Expenses</b>													
9060100 · Library Furnishings	2,672.07	0.00	0.00	0.00	606.40	0.00	0.00	-2,519.04	0.00	0.00	0.00	0.00	759.43
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	233.52	0.00	0.00	0.00	0.00	470.95
9090100 · Adtl. Capital Projects & Equipment	23,850.28	0.00	262.50	3,731.25	9,038.52	225.00	0.00	-23,850.28	0.00	0.00	0.00	0.00	13,257.27
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
<b>Total Capital Expenses</b>	<b>26,522.35</b>	<b>2,087.43</b>	<b>262.50</b>	<b>6,929.25</b>	<b>10,439.92</b>	<b>26,091.68</b>	<b>0.00</b>	<b>-26,135.80</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>46,197.33</b>
<b>Transfer to Reserve Fund</b>													
9100100 · Transfer to Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Transfer to Reserve Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>226,776.20</b>	<b>217,173.47</b>	<b>199,239.67</b>	<b>289,263.58</b>	<b>235,925.40</b>	<b>241,530.56</b>	<b>192,672.32</b>	<b>164,026.91</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,766,608.11</b>
<b>Total Expenditures</b>	<b>226,776.20</b>	<b>217,173.47</b>	<b>199,239.67</b>	<b>289,263.58</b>	<b>235,925.40</b>	<b>241,530.56</b>	<b>192,672.32</b>	<b>164,026.91</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,766,608.11</b>
<b>Net Total</b>	<b>1,659,118.60</b>	<b>-64,578.37</b>	<b>1,332,053.00</b>	<b>-199,454.31</b>	<b>-154,629.77</b>	<b>-217,175.63</b>	<b>-170,008.88</b>	<b>-144,726.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,040,598.04</b>

**McHenry Public Library District  
Investments  
For the 8 Month(s) Ended February 29, 2024**

<b>Bank</b>	<b>Current Rate</b>	<b>Book Balance</b>
Old National Bank - MM General	3.94%	4,018,749
Old National Bank - MM Spec Reserve	3.94%	330,964
Old National Bank - MM Grant & Gift	3.94%	643,444
Old National Bank Bank - HSA	n/a	1,294
Old National Bank Bank - General	n/a	47,790
Old National Bank Bank - Payroll	n/a	111,177
Old National Bank Bank - Imprest	n/a	200
<b>Total</b>	<b>\$</b>	<b>5,153,619</b>



**McHenry Public Library District  
 INTERIM CHECKS ISSUED - February 2024  
 (NOT INCLUDED ON BILL REPORT)**

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

<u>VENDOR</u>	<b>Account - General Fund</b>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
MDC Environmental Services	Waste		\$ 539.94	8745-100	02/01/24	EFT
AT&T	Internet		\$ 314.10	8325-100	02/05/24	EFT
First Communications	VOIP Phones		\$ 1,631.78	8320-100	02/06/24	EFT
Comcast	Internet		\$ 417.80	8325-100	02/27/24	EFT
	<b>subtotal for account</b>		<b>\$ 2,903.62</b>			

	<b>Account - HSA/Building</b>					
Old National Bank	Employer contributions HSA		\$ 577.69	8940-100	02/06/24	EFT
Old National Bank	Employee contributions HSA		\$ 577.69	8940-100	02/20/24	EFT
	<b>subtotal for account</b>		<b>\$ 1,155.38</b>			

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

<u>VENDOR</u>	<b>Account - Imprest</b>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
Postmaster	Marketing Postage		\$ 320.00	8540-100	02/15/24	1272
	<b>subtotal for account</b>		<b>\$ 320.00</b>			

**GRAND TOTAL CHECKS ISSUED \$ 4,379.00**

# Reimbursement Report

McHenry Public Library District

Check Dates: 02/06/2024 to 02/20/2024

Pay Periods: 01/15/2024 to 02/11/2024

## REIMBURSEMENT REPORT FEBRUARY 2024

Employee	Amount
Baseley, Steffanie L.	\$7.49
Einoris, Jen E.	\$8.04
Jakacki, Lesley E.	\$11.70
Kordistos, Skye	\$5.22
Salazar, Bertha A.	\$8.84
Stansbury, Alie A.	\$22.97
<b>Totals for REITR -- Travel Reimbursement</b>	
<b>6 Employees</b>	<b>\$64.26</b>

### Report Totals

Code	Description	Employees	Amount
REITR	Travel Reimbursement	6	\$64.26
<b>Totals</b>		<b>6</b>	<b>\$64.26</b>



Paylocity Corporation  
(888) 873-8205

User: JMay

Run on 3/6/2024 at 9:13 AM

**MARCH 2024 (FY 2023-2024)**

Bankcard Transactions - By Account

NAME	TRANSACTION DATE	MERCHANT NAME	AMOUNT	NOTES	ACCOUNT	ACCOUNT TOTALS
STANSBURY	02/29/2024	MODERN AGE COMICS	\$ 70.69		8030-100	
MILFAJT	03/06/2024	WOMAN'S DAY 8002342960	\$ 12.00	Prepaid: 4/2024-3/2025	8030-100	
MILFAJT	03/05/2024	LEADERSHIP BRIEFINGS	\$ 179.00	Prepaid: 3/2024-4/2025	8030-100	
MILFAJT	03/05/2024	SCHOOL LIBRARY JOURNAL	\$ 89.00	Prepaid: 4/2024-3/2025	8030-100	
MILFAJT	03/05/2024	LIBRARY JOURNAL	\$ 191.98	Prepaid: 3/2024-4/2025	8030-100	
MILFAJT	02/22/2024	SHAW SUBURBAN MEDIA-SU	\$ 60.66		8030-100	<b>\$603.33</b>
STANSBURY	02/16/2024	IMAGESTUFF.COM	\$ 256.63		8040-300	
JAKACKI	02/29/2024	4IMPRINT INC	\$ 341.36		8040-300	
JAKACKI	02/20/2024	LANDS END BUS OUTFITTE	\$ 97.02		8040-300	
JAKACKI	02/16/2024	LANDS END BUS OUTFITTE	\$ 105.47		8040-300	<b>\$800.48</b>
STANSBURY	03/02/2024	Amazon Kids+*RN1KF1PC0	\$ 7.99		8090-100	
TERRILL	03/01/2024	HELP.MAX.COM	\$ 15.99		8090-100	
TERRILL	02/28/2024	Disney Plus	\$ 11.00		8090-100	
TERRILL	02/28/2024	HULU 877-8244858 CA	\$ 17.99		8090-100	
TERRILL	02/27/2024	HULU 877-8244858 CA	\$ 17.99		8090-100	
TERRILL	02/22/2024	HULU 877-8244858 CA	\$ 17.99		8090-100	
TERRILL	02/21/2024	HULU 877-8244858 CA	\$ 17.99		8090-100	
TERRILL	02/21/2024	Disney Plus	\$ 11.00		8090-100	
TERRILL	02/16/2024	PARAMOUNT+	\$ 5.99		8090-100	
TERRILL	02/13/2024	Disney Plus	\$ 11.00		8090-100	
TERRILL	02/09/2024	Disney Plus	\$ 11.00		8090-100	
TERRILL	02/08/2024	discovery+ Ad-Free	\$ 8.99		8090-100	
TERRILL	02/08/2024	APPLE.COM/BILL	\$ 9.99		8090-100	<b>\$164.91</b>
STANSBURY	02/25/2024	THE UPS STORE 4064	\$ 11.31		8130-100	
STANSBURY	02/07/2024	THE UPS STORE 4064	\$ 1.06		8130-100	
STANSBURY	02/07/2024	TARGET 00011668	\$ 8.97	\$101.41 SPLIT	8130-100	
MILFAJT	02/13/2024	DEMCO INC	\$ (58.41)		8130-100	
MILFAJT	02/12/2024	CCI SOLUTIONS	\$ 43.65		8130-100	
MILFAJT	02/10/2024	ULINE *SHIP SUPPLIES	\$ 136.00	\$162.45 SPLIT	8130-100	
MILFAJT	02/09/2024	CCI SOLUTIONS	\$ (45.18)		8130-100	<b>\$97.40</b>
TERRILL	02/06/2024	WAL-MART #1377	\$ 9.63		8140-100	<b>\$ 9.63</b>
STANSBURY	03/05/2024	THE UPS STORE 4064	\$ 630.00		8150-100	
STANSBURY	02/29/2024	MEIJER # 218	\$ 18.51		8150-100	
STANSBURY	02/07/2024	FEDEX OFFIC75500007559	\$ 43.20		8150-100	
STANSBURY	02/07/2024	TARGET 00011667	\$ 92.44	\$101.41 SPLIT	8150-100	<b>\$784.15</b>
TERRILL	03/07/2024	MOBILE BEACON	\$ 360.00	Prepaid: Mar/Apr/May 2024-2025 (3 devices)	8247-100	<b>\$ 360.00</b>
MICHALSKI	02/23/2024	NAYAX COPY SERVICES	\$ 1.00		8275-100	
MICHALSKI	02/23/2024	NAYAX COPY SERVICES	\$ 1.00		8275-100	
MICHALSKI	02/23/2024	NAYAX COPY SERVICES	\$ 1.00		8275-100	<b>\$3.00</b>
STANSBURY	02/19/2024	REI* C2E2 CHICAGO COMI	\$ 5.45		8540-100	
MICHALSKI	02/28/2024	USPS PO 1646800050	\$ 13.86		8540-100	
MICHALSKI	02/23/2024	USPS PO 1646800050	\$ 16.38		8540-100	
MICHALSKI	02/20/2024	USPS PO 1646800050	\$ 68.00		8540-100	
MICHALSKI	02/20/2024	USPS PO 1646800050	\$ 3.92		8540-100	
MILFAJT	02/29/2024	THE UPS STORE 4064	\$ 65.68		8540-100	
MILFAJT	02/09/2024	THE UPS STORE 4064	\$ 17.64		8540-100	
MILFAJT	02/10/2024	ULINE *SHIP SUPPLIES	\$ 26.45	\$162.45 SPLIT	8540-100	
JAKACKI	02/21/2024	USPS PO 1646800050	\$ 5.08		8540-100	<b>\$222.46</b>
JAKACKI	02/27/2024	4IMPRINT INC	\$ 842.67		8550-100	<b>\$ 842.67</b>
JAKACKI	02/18/2024	MENARDS CRYSTAL LAKE I	\$ 35.41		8740-100	
SCHNAEBELE	02/16/2024	MENARDS CRYSTAL LAKE I	\$ 180.44	\$220.39 SPLIT	8740-100	<b>\$215.85</b>
SCHNAEBELE	02/16/2024	MENARDS CRYSTAL LAKE I	\$ 39.95	\$220.39 SPLIT	8745-100	<b>\$ 39.95</b>
SCHNAEBELE	02/21/2024	FARM & FLT OF WOODSTOC	\$ 7.99		8750-100	<b>\$ 7.99</b>
STANSBURY	03/05/2024	MEIJER # 218	\$ 33.22		8760-100	
STANSBURY	02/09/2024	HAPPY JACKS	\$ 87.31		8760-100	
JAKACKI	03/04/2024	DOLLAR TREE	\$ 2.69		8760-100	
JAKACKI	03/04/2024	TST* ANTIOCH PIZZA - M	\$ 80.64		8760-100	
JAKACKI	03/04/2024	TST* ANTIOCH PIZZA - M	\$ 162.49		8760-100	
JAKACKI	03/03/2024	TARGET 00011668	\$ 23.97		8760-100	
JAKACKI	03/02/2024	THE FRESH MARKET 134	\$ 14.62		8760-100	
JAKACKI	03/02/2024	THE FRESH MARKET 134	\$ (3.65)		8760-100	
JAKACKI	02/29/2024	DEL CARMEN BAKERY	\$ 104.00		8760-100	
JAKACKI	02/26/2024	WAL-MART #1413	\$ 41.02		8760-100	<b>\$546.31</b>
MAY	03/03/2024	NATIONAL CRIME SEARCH	\$ 27.95		8945-100	<b>\$ 27.95</b>
JAKACKI	02/20/2024	ILLINOIS LIBRARY ASSOC	\$ 150.00		8960-100	
TERRILL	02/19/2024	AMERLIBASSOC ECOMMERCE	\$ 247.00		8960-100	<b>\$397.00</b>
STANSBURY	03/05/2024	AMERICAN LIBRARY ASSOC	\$ 289.00		8980-100	
STANSBURY	02/24/2024	ILLINOIS LIBRARY ASSOC	\$ 160.00		8980-100	
STANSBURY	02/24/2024	ILLINOIS LIBRARY ASSOC	\$ 160.00		8980-100	
MAY	02/12/2024	MGMT ASSC OF IL	\$ 329.00		8980-100	<b>\$938.00</b>
	02/07/2024	POINT REDEMPTION CREDIT	\$ (1,000.00)		8040-300	
<b>TOTAL BANKCARD TRANSACTIONS:</b>			<b>\$ 5,061.08</b>			



February 16, 2024

McHenry County College  
Attn: Dr. Arlene Santos-George, Director of Adult Education  
8900 U.S. Hwy 14  
Crystal Lake, IL 60012-9902

Dear Doctor Santos-George,

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

We, like you, continue to know that there is an increasing interest in ELL, HSE, and ABE opportunities as McHenry County continues to expand. Our library staff has firsthand experience with the Adult Volunteer Literacy Program, and we highly recommend MCC's program. We are confident that the patron will receive individualized attention from dedicated volunteers and benefit from years of experience from a successful program.

The Literacy Volunteers of MCC frequently visit the Library with their students. Meeting at the library provides them with a space to learn and access to all the resources available to enrich and expand their learning experience. The volunteers assist students in obtaining library cards, using computers, the internet, and other technologies, as well as guiding them through the library. The library staff works alongside the volunteers to offer personalized one-on-one tours and find materials and services that can help the students delve deeper into learning and achieve personal and professional growth, as well as find materials for recreation.

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

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

Thank you for your time and consideration.

Sincerely,

Lesley Jakacki  
Executive Director  
ljakacki@mchenrylibrary.org

## McHenry Public Library District

### LIBRARIAN'S REPORT

MARCH 2024

#### Administration

- The Library's February Staff In-Service meeting occurred on the 2<sup>nd</sup>. We reviewed our tornado and severe weather procedures and had a drill. We also learned how Library materials are processed for the shelf and worked on our Totally Responsible Person Skills, which included setting co-workers up for success.
- S. Nowalk continues to work on organizing documents for records retention and is assisting in the surplus of old office chairs.
- L. Jakacki attended the City of McHenry Meeting on February 4 to learn about plans for a TIF redistricting proposal.
- The Friends of the Library held a meeting on February 15 and reviewed their plans for the Spring Book Sale.
- L. Jakacki attended the CCS Governing Board Meeting on February 14. The agenda included the timelines for the additions to the Mount Prospect and Waukegan Library CCS. We also discussed additional types of data we would like to see from CCS.
- L. Jakacki attended ILA's Noon Network presentation on Person-In-Charge training, which gave us some new ideas on how to develop a training program for those who serve as the person-in-charge of the Library.

#### Adult Services

- A. Moreno-Lomeli helped a Spanish-speaking patron gather materials for learning English. They have a requirement from a potential job offer to learn conversational English in four months.
- Z. Terrill worked with a patron who had an interesting request. He was looking for a big book of recruiters to have his son send him his resume directly to recruiting firms instead of going through Indeed or something similar. We looked up a company that he remembered doing that kind of work in the past. Luckily, they were still in business and in our AtoZ Database. Terrill was able to pull the SIC code and use it to pull up more similar businesses. Once Terrill did that, he was able to refine it to the field the son works in, and it came up with 63 results across the country. Terrill was then able to email that list directly to the patron directly from the AtoZ Database.
- T. Hillier had scheduled a tech appointment for a patron and her husband regarding their Android phones. They were both happy to see that the phone wasn't that intimidating after getting familiar with working with their phone.

They also had some questions about podcasts, which they discussed with Hillier. They left very happy and said they would reach out if they had any other questions.

- A patron asked for books about Flappers in the 1920s. K. Kimbrel found two junior nonfiction books about popular culture in the 1920s. Both books had sections all about Flappers, which made the patron very happy.

## **Circulation**

- As of February 13, the Library Lover's Expedition has brought over 1,700 people to visit participating libraries.
- In February, Public Services began using adhesive receipt paper to wrap holds. The new paper will allow us to wrap holds with just the paper instead of using rubber bands.

## **Human Resources**

- An offer was extended for our Adult Services Library Associate-Bilingual Services and was accepted. Our new hire will join our MPLD team in March.
- Two new positions were posted: Youth Services Library Associate-Bilingual (PT) and Youth Services Library Associate-Tween & Teen (PT). The phone screens will begin in March.
- Our current headcount for February was 29: 18 FT (37.50 hours weekly), with 11 PT staff members.
- Average merit increase for FY 23/24 (year-to-date) is 2.39%
- D. Gaudio celebrated her 15th anniversary this month with MPLD.

## **Technical Services**

- S. Roitberg attended the Collection Development meeting at TS's representative and continues her work with the Gender & Sexuality SACO funnel. She cataloged the YOTO cards and is making a significant dent in our cataloging backlog, starting with world language materials.
- A. Meads celebrated three months as part of the Technical Services department on February 28. She began her tenure as the department representative to the Sunshine Committee. A. Meads reports that after learning how to mend books, she absolutely loves doing it and thinks that it is an amazing skill to keep much-loved books living a bit longer.
- A. Meads and K. Meadows worked together to process the new YOTOs and YOTO cards.
- K. Meadows completed Niche Academy training modules on the Google Suite. At the February staff in-service, she presented a well-received and informative segment on processing library materials titled "The Mysteries of Tech Services, Part 3. Processing."

- K. Milfajt serves as the McHenry Public Library District's project lead for implementing Find More Illinois.
- C. Balingat resigned from her position with the Library.

## Technology

- IT met and worked with DocuWare support to fix the text search on our documents and to correct our user and administrator settings.
- CCS upgraded Polaris to 7.5 the week of February 26. IT worked to install the new offline client on all circulation computers.
- New AWE Literacy Computers were ordered and delivered. IT has set them up and will be put out for patron use in early March.

## Youth Services

- During Storytime for Little Ones, one of the children was so invested in the story that she managed to climb onto the lap of S. Kordistos and successfully made the ASL sign for 'more.' She found it sweet and surprising.
- S. Baseley had two patrons thank her for telling them about the Library Lovers Expedition. The patrons reported that they signed up after she spoke to them, and they then proceeded to spend the next two weeks taking their families to half of the libraries! One of the patrons also mentioned that she thought our staff was the friendliest around and that we offered the best programs.
- A. Maifield helped a gentleman who came in - he was clearly nervous and he disclosed that he has a learning disability. He wanted several things done, and he was very overwhelmed at first, but they took it step by step - printing out what he wanted, scanning the items on his USB drive, and then sending those same items to an email. At the end of the interaction, he shared a few good jokes to thank him for helping him out.
- A teacher from Riverwood School shared this feedback with B. Salazar regarding updates she made to the Book Madness program brackets: "I really liked how the brackets had the orange boxes this year to write in. It made it much easier to explain it to the students. Thanks for all you do with this program - it really has our students excited!" (J. Erber).
- J. Einoris had a girl who just moved from Argentina and her dad attend Art Lab and it went really well. The girl and her dad are trying to learn more English, so she is attending both English and Spanish programs for children her age.
- A. Stansbury oversaw the Youth Services Department as they spent an entire day working collaboratively to clean up, inventory, and ultimately organize their part of the warehouse.
- Youth Services has posted two open part-time library associate positions: Bilingual Services and Tween & Teen Services.

## **Patron Communications**

- One of our patrons, Rich D, commented on how he enjoyed interacting with Circulation Clerk S. Clup at the desk. He also recognized this on one of our LLE hearts.
- A patron named Nancy called to tell the Youth Services Manager that YS Librarian S. Kordistos was helpful and patient when assisting her on the computers and that she was very impressed with her. Nancy also wanted to say that "the library hires the best people" who are so nice and professional.
- A patron was being assisted by YS Lead S. Basely and when he was finished he wanted to let "her boss" that "she was amazing, a five-star review, very helpful."

Bertha went completely out of her way to help me with my paper work. I never had a stranger try so hard to help me. I am beyond grateful for her and her services!

Cassie



Date 2-14-24

My comment/compliment/complaint:

Patron was using cell phone at computer & his conversation was very annoying.

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

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



Date 24-FEB-2024

My comment/compliment/complaint:

ALLOW FOR PEOPLE TO HAVE MORE INFORMATION ABOUT THEIR HOLDSON LINE. i.e. SEE WHO IS IN THE QUEUE.

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

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



Date \_\_\_\_\_

My comment/compliment/complaint:

NO COMPLAINTS  
BUT BE COOL TO HAVE SOME OF THE GOODNIGHT CHICAGO OR NYC SOUNDS

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

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



Date 2/6/2024

My comment/compliment/complaint:

"Better lighting on the isles"

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

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



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

## National Library Week 2024 Proclamation

**WHEREAS**, libraries offer the opportunity for everyone to connect with others, learn new skills, and pursue their passions, no matter where they are on life's journey;

**WHEREAS**, libraries have long served as trusted institutions, striving to ensure equitable access to information and services for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status;

**WHEREAS**, libraries adapt to the ever-changing needs of their communities, developing and expanding collections, programs, and services that are as diverse as the populations they serve;

**WHEREAS**, libraries are accessible and inclusive places that promote a sense of local connection, advancing understanding, civic engagement, and shared community goals;

**WHEREAS**, libraries play a pivotal role in economic development by providing resources and support for job seekers, entrepreneurs, and small businesses, thus contributing to local prosperity and growth;

**WHEREAS**, libraries make choices that are good for the environment and make sense economically, creating thriving communities for a better tomorrow;

**WHEREAS**, libraries are treasured institutions that preserve our collective heritage and knowledge, safeguarding both physical and digital resources for present and future generations;

**WHEREAS**, libraries are an essential public good and fundamental institutions in democratic societies, working to improve society, protect the right to education and literacy, and promote the free exchange of information and ideas for all;

**WHEREAS**, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week;

**NOW, THEREFORE**, be it resolved that the McHenry Public Library District Board of Trustees proclaim  
April 7 - 13, 2024

### National Library Week

During this week, We encourage all residents to visit the McHenry Public Library District and celebrate the adventures and opportunities they unlock for us every day. Ready, Set, Library!

Proclaimed on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

- Ayes
- Nayes
- Abstain
- Absent

\_\_\_\_\_  
Charles T. Reilly, President  
McHenry Public Library Board of Trustees



## *Semana Nacional de las Bibliotecas 2024 Proclamacion*

**CONSIDERANDO QUE**, las bibliotecas les ofrecen a todos la oportunidad de conectarse entre sí, aprender nuevas destrezas y hacer lo que les apasiona, independientemente de la etapa de la vida por la que transiten.

**CONSIDERANDO QUE**, las bibliotecas han servido durante mucho tiempo como instituciones confiables para todos los miembros de la comunidad, independientemente de su raza, etnia, creencias, capacidad, orientación sexual, identidad de género o condición socioeconómica;

**CONSIDERANDO QUE**, las bibliotecas se adaptan a las necesidades siempre cambiantes de sus comunidades, creando y ampliando continuamente sus colecciones, servicios y servicios que son tan diversos como las poblaciones a las que sirven;

**CONSIDERANDO QUE**, las bibliotecas son lugares accesibles e inclusivos que promueven un sentido de conexión local, fomentando la comprensión, la participación cívica y los objetivos comunitarios comunes;

**CONSIDERANDO QUE**, las bibliotecas desempeñan un papel fundamental en el desarrollo económico al proporcionar recursos y apoyo a solicitantes de empleo, empresarios y pequeñas empresas, contribuyendo así a la prosperidad y el crecimiento local;

**CONSIDERANDO QUE**, las bibliotecas toman decisiones favorables al medio ambiente y tienen sentido económicamente, creando comunidades florecientes para un futuro mejor;

**CONSIDERANDO QUE**, las bibliotecas son valiosas instituciones que preservan nuestro patrimonio y conocimiento colectivo, protegiendo recursos físicos y digitales para las generaciones presentes y futuras;

**CONSIDERANDO QUE**, las bibliotecas son un bien público esencial e instituciones fundamentales en las sociedades democráticas por su trabajo en el mejoramiento de la sociedad, la protección del derecho a la educación y el alfabetismo, y la promoción del libre intercambio de información e ideas para todos;

**CONSIDERANDO QUE**, las bibliotecas, bibliotecarios y trabajadores en general se unen a simpatizantes y defensores de las bibliotecas en todo el país para celebrar la Semana Nacional de las Bibliotecas;

**AHORA, POR LO TANTO**, se resuelve que la Junta Directiva del Distrito de Bibliotecas Públicas de McHenry proclame que el 7 al 13 de abril de 2024

## *Semana Nacional de las Bibliotecas*

Durante esta semana, invitamos a todos los residentes a visitar el Distrito de bibliotecas públicas de McHenry y celebrar las aventuras y oportunidades que nos brinda cada día. ¡En sus marcas, listos, biblioteca!

Proclamado en este \_\_\_\_\_ día de \_\_\_\_\_, 2024.

- Ayes
- Nayes
- Abstain
- Absent

\_\_\_\_\_  
Charles T. Reilly, Presidente  
Junta Directiva de la Biblioteca Pública de McHenry

To: MPLD Board of Trustees  
From: Lesley Jakacki, Executive Director  
Re: Staff Policy Reconsideration  
Date: 03/20/2024

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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, procedures rather than policies, or simply redundant.

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

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### **IT (Technology Dept.) Request Forms**

#### Policy

Library employees shall use IT request forms when the services of the IT Dept. staff are needed. This includes all standard, non-emergency requests for repair, replacement, addition of equipment, reassignment of equipment from another Dept., re-positioning equipment, equipment malfunction or other problems. The request form is currently accessible through the Staff Intranet – ticket system which is the preferred way of contacting IT for problems because they can be accurately tracked.

#### Guidelines And Practices For Implementation

This procedure is designed to minimize conflicting priorities for the IT staff. IT request forms generally must come from the Dept. Manager and approved by the Executive Director or the Assistant Director. 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 senior staff member in charge of the building shall then notify IT Staff/ Executive Director in writing of the nature of the emergency.

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

## PERSONNEL RECORDS-Proposed

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

An employee's personnel record contains information McHenry Public Library District (MPLD) requires for conducting business or as required by federal, state, and local laws. Personnel files are considered confidential and are the property of (MPLD) and the information they contain is restricted. Generally, only Human Resources (HR), the Executive Director, and the Library's representatives who have a legitimate reason to review information in a file are allowed to do so. Managers who directly supervise an employee or a 'business need to know' may contact HR for approval to review applicable contents in a personnel record.

MPLD allows all employees access to review aspects of their personnel records in accordance with the Personnel Record Review Act ([820 ILCS40/1](#)). Please refer to the law for your full rights under this law, for any additional information, and for employee options not covered by this policy of MPLD. With reasonable advance notice and a written request, an employee may review material in their file up to two (2) times per calendar year, by email, in-person, or by mail. Employee files can only be viewed in person at the Library's offices and in the presence of the individual appointed by the Library to maintain the file, and no records can be removed from the file. Certain records, such as letters of reference, are not available for inspection. MPLD does reserve the right to charge a fee for providing copies of the requested record.

If any current employee disagrees with the information contained in their personnel file, we encourage them to discuss it with MPLD. If both parties agree, the information can be removed or corrected. However, in cases where there is no agreement, the employee has the right to submit a written statement explaining their position. The Library will then attach the employee's statement to the disputed portion of the personnel record.

Former employees may request a copy of their personnel records in accordance with the Illinois Personnel Record Review Act up to one year after their last day of employment.

~~An employee must also provide a written release in order for the Library to release information to outside parties. Requests for references should be directed to the Executive Director. Only the Executive Director has the authority to release information to outside parties.~~

Typically, MPLD will only supply an employee's job title and dates of employment to outside entities. Except when requested by FOIA, government, or law enforcement agencies, an employee must provide a written release in order for MPLD to release any other information to outside parties. Employees will be notified as soon as possible if their records were subpoenaed by law or disclosed due to FOIA. Requests for references should be directed to Human

\*Updated to include FOIA changes, Illinois law update, changes on how to request and receive copies of personnel records, update personal information, and who can also handle these types of requests.

Resources or the Executive Director, as they have the sole authority to release information to outside parties. ~~Only the Executive Director, has the~~

Each employee is responsible for promptly informing the Library of any changes in personnel data through our Employee Self-Service Portal (ESS). Personal mailing addresses, telephone numbers, number and names of dependents\*, marital status\*, insurance beneficiaries\*, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. MPLD cannot be held responsible for situations resulting from employees withholding correct and accurate information.

\* Such information need only be disclosed if pertinent to a benefit received.

DRAFT

\*Updated to include FOIA changes, Illinois law update, changes on how to request and receive copies of personnel records, update personal information, and who can also handle these types of requests.

## Personnel Records

Personnel files are the property of the Library, and access to the information they contain is restricted. Generally, only officials and representatives of the Library who have a legitimate reason to review information in a file are allowed to do so. With reasonable advance notice and a written request, an employee may review material in his or her file up to two times per calendar year, but only in the Library's offices and in the presence of the individual appointed by the Library to maintain the file. Certain records, such as letters of reference, are not available for inspection.

An employee must also provide a written release in order for the Library to release information to outside parties. Requests for references should be directed to the Executive Director. Only the Executive Director has the authority to release information to outside parties.

It is the responsibility of each employee to promptly notify the Executive Director of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents\*, marital status\*, insurance beneficiary\*, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

The Library cannot be held responsible for situations resulting from employees withholding correct and accurate information.

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