



## McHenry Public Library District

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

**McHenry Public Library District  
Board of Library Trustees Regular Meeting  
Tuesday, May 21, 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 April 16, 2024, Regular Meeting.
- VII. **TREASURER'S REPORT** – Terry Weingart, Treasurer
  - A. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for April/May 2024, Additional Bills and Petty Cash and Credit Card Reports
- VIII. **COMMUNICATIONS**
  - A. Donna M. Kurtz, McHenry County Treasurer-- 2024 Distribution Dates For 2023 Taxes
- IX. **LIBRARIAN'S REPORT**
  - A. Librarian's Report
  - B. Project Updates
- X. **OLD BUSINESS**
  - A. Updates on the Executive Director Job Description Revisions
- XI. **NEW BUSINESS**
  - A. Staff Policies
    1. Sick Leave- Updated
    2. Applications For Employment And Position Openings
  - B. Executive Director's Spending Authorizations
  - C. Resolution No. 2023/2024-06-- A Resolution To Transfer Money To The Special Reserve Fund
    1. Memo to Board of potential uses of the Special Reserve Fund
  - D. Special Reserve Fund Projects

1. Skylight Replacement
  2. Network Switch Replacement
- E. Ordinance No. 2023/24 -07 Calendar of Regular Meetings For the Board of Library Trustees For Fiscal Year 2024/25
- F. FY 2024/25 Budget
  1. Draft Operating Budget

**I. 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)

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

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

**IV. ADJOURNMENT**

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

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



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

**Date:** Tuesday, April 16, 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 7:01 p.m.

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

Roll was called.

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

**Members Absent:** Michele Madsen

**Also Present:** Tom Coughlin, Governmental Accounting Inc.  
Lesley Jakacki, Executive Director  
Jennifer May, HR Generalist  
Stephanie Nowalk, Administrative Assistant  
Michael Schnaebeler, Building Services Manager  
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 March 20, 2024, Regular Meeting.

Secretary Leccese stated that she reviewed the Minutes from the March 20, 2024, Regular Meeting and found no changes necessary.

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

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Sutliff, Wallace, Weingart  
Nays: None

Abstain: None  
Absent: Madsen  
**Motion Passed**

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

**A.** Tom Coughlin, Governmental Accounting Inc., quarterly review of library finances

Tom Coughlin from Governmental Accounting presented his quarterly financial overview to the Board. Nine months into Fiscal Year 2023/24, revenue is just over \$3.8M (72% of Budget) and expenses total approximately \$1.9M (46% of Budget). MPLD has a current surplus of \$1,885,668.00 contributing to an ending fund balance of \$5,183,427.00. Mr. Coughlin then went over the revenue and operational expenditure distributions, account details, and investment balances.

Director Jakacki asked Tom to explain how the stock sale is reflected in the financials. He noted that the stock sale is recorded as a reduction of the asset value and the difference between the cost basis and sale total is shown as revenue in the Miscellaneous Income account.

**B.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for March/April 2024, Additional Bills and Petty Cash and Credit Card Reports

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

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Madsen

**Motion Passed**

The Board, Director Jakacki, and Tom Coughlin proceeded to discuss the planned transfer of funds to the Special Reserve, upcoming expenditures, and financial recommendations for FY 24/25. Tom explained that one of his recommendations is to proceed with the budgeted \$850K transfer from the General Fund to the Special Reserve Fund at the end of FY 23/24. Then, because MPLD's healthy financials allow, he will work with Director Jakacki to budget for an additional transfer to the Special Reserve Fund early in FY 24/25.

**VIII. COMMUNICATIONS**

**A.** Letter to McHenry School District #15

Director Jakacki shared a letter of support to Dr. Reitz, Superintendent of McHenry SD #15, to accompany the District's grant submission in response to the Illinois State Board of Education's *Stronger Connections* RFP.

**IX. LIBRARIAN'S REPORT**

**A.** Librarian's Report

Director Jakacki shared the following updates:

- Library Lovers Expedition (LLE) ended in March with a total of over 3,100 participants. 849 people registered to begin LLE at MPLD, of which 291 were

current MPLD cardholders. Approximately 1,500 participants visited MPLD during their Expedition this year.

- E. Montoya-Campos joined the Adult Services department as a Bilingual Library Associate.
- Z. Terrill accepted a new role, beginning May 1, 2024, as Digital Services Librarian to meet the growing demand for digital resources. The recruiting process has already begun to fill his current role of Adult Services Manager.
- A. Maifield internally transferred to a new role as Youth Services Library Associate focused on Tween & Teens.
- The Friends of the Library magazine sale is ongoing.
- MPLD bilingual staff members represented the library at High School District 15's Multicultural Fair and were recorded in the telecast coverage for Telemundo.
- Book Madness had 372 middle school students complete brackets this year.

**B. Project Updates**

Director Jakacki shared the following updates:

- Countryside Industries Inc. has already begun lawn services for MPLD including fresh mulch application today.
- A tree on the North side of the library near the picnic table was damaged and uprooted by windy weather and required removal. There are no plans to replace it at this time but the option will be reassessed once the road expansion is complete.

**X. OLD BUSINESS**

**XI. NEW BUSINESS**

**A. Staff Policies**

**1. Compensation For Work In Excess Of Regular Hours – Revised**

The revised Compensation For Work In Excess Of Regular Hours Policy is needed to clarify language overall and underscore the policy differences for Non-exempt vs. Exempt Employees.

Sutliff moved, and Leccese seconded the motion to approve the revised Compensation For Work In Excess Of Regular Hours Policy.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Madsen

**Motion Passed**

**B. Job Descriptions**

**1. Building Maintenance and Custodian- New**

The new Building Maintenance and Custodian position is being recommended by the Building Services Manager to meet the various needs of MPLD.

Alexander moved, and Sutliff seconded the motion to approve the new Building Maintenance and Custodian position.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Madsen

**Motion Passed**

**2.** Executive Director- discussion

Director Jakacki informed the Board that it has been nearly 10 years since the Executive Director job description has been updated. As the Board oversees the Director, she asked for guidance on how to proceed.

The Board asked Director Jakacki to work with J.May on the job description and bring the proposed revisions to a future Board Meeting for review and approval.

**C.** Fiesta Day's Parade on July 21, 2024 Library Closure

Request for Board approval to close MPLD for the Fiesta Days Parade so that staff can participate in the festivities.

Weingart moved, and Wallace seconded the motion to approve the library closure for the 2024 Fiesta Days Parade.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Madsen

**Motion Passed**

**D.** Public Computer Replacements

Director Jakacki explained to the Board that the existing public computers are due to be replaced because they cannot be upgraded to Windows 11 and the current Windows 10 OS will no longer be supported by Microsoft. Computers that are unable to receive updates and patches pose a security risk.

Director Jakacki presented three quotes to replace 19 public computers (13 in Adult Services and 6 in Youth Services) and update the monitors. The comparable quotes were from Dell Technology, CDW-G, and Lenovo. She noted MPLD currently uses Lenovo computers and have been pleased with the machines and their extended warranty. The Board discussed the options presented.

Sutliff moved, and Alexander seconded the motion to move forward with the Lenovos as presented to replace the public computers.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Madsen

**Motion Passed**

**E. FY 2024/25 Budget**

**1. Employee Compensation Budget**

Director Jakacki presented the Board with Employee Compensation Budget options for Fiscal Year 2024/25 that included addressing the effects of the mandatory minimum wage increase effective January 1, 2025. The Board discussed the options.

Sutliff moved, and Leccese seconded the motion to approve option three for the Employee Compensation Budget for Fiscal Year 2024/25 (3% COLA and not to exceed 3% Merit).

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Madsen

**Motion Passed**

**I. EXECUTIVE SESSION**

The Board did not enter Executive Session.

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

The Board did not enter Executive Session.

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

**A. Upcoming Trustee Networking and Training Opportunities**

Director Jakacki reminded the Board of upcoming Networking and Training Opportunities mentioned at the March Board Meeting including the Trustee banquet on May 3<sup>rd</sup> and iLEAD Trustee Training Portal.

**IV. ADJOURNMENT**

Sutliff moved, and Alexander seconded the motion to adjourn the meeting at 7:59 p.m.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Madsen

**Motion Passed**

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

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**Respectfully Submitted,**

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Monica Leccese, Secretary

DRAFT

# Financial Report

For the 10 Month(s) Ended April 30, 2024  
FISCAL YEAR 2024



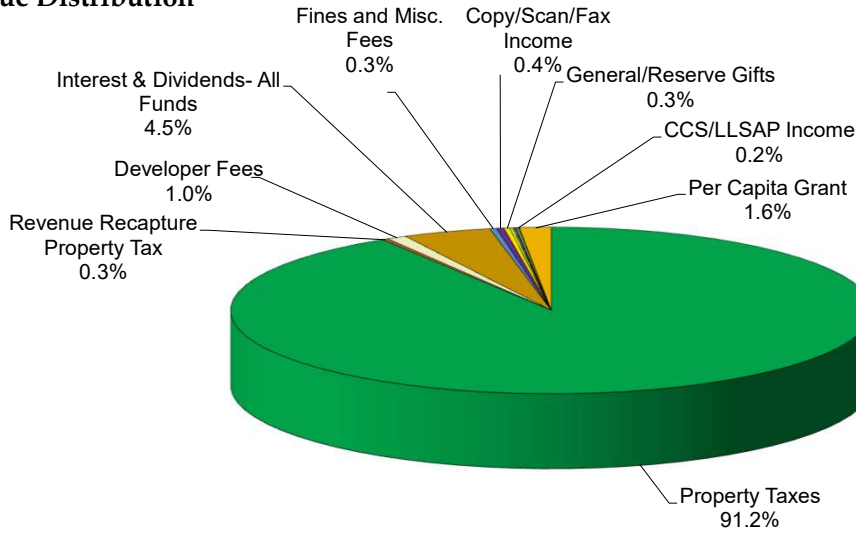
**McHenry Public Library District**  
Actual vs Budget Summary  
For the 10 Month(s) Ended April 30, 2024

**83% of Fiscal Year**

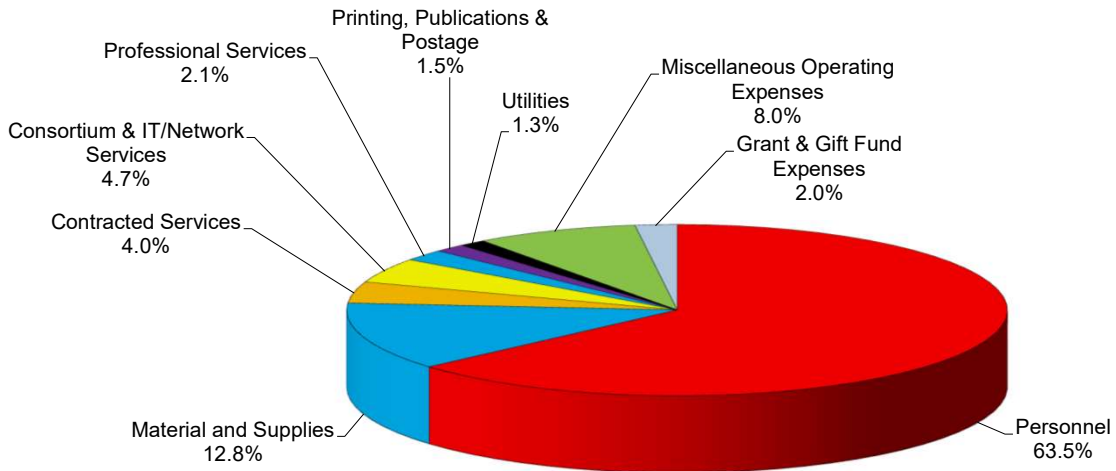
Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
<b>REVENUE</b>					
Property Taxes	3,510,044	3,520,111	99.7%	3,350,275	5%
Revenue Recapture Property Tax	11,781	11,819	99.7%	5,791	103%
Developer Fees	38,448	175,000	22.0%	13,528	184%
Interest & Dividends- All Funds	171,569	169,300	101.3%	24,465	601%
Fines and Misc. Fees	12,852	154,000	8.3%	15,895	-19%
Copy/Scan/Fax Income	14,485	16,500	87.8%	13,671	6%
General/Reserve Gifts	10,932	180,000	6.1%	10,767	2%
Annexation & Impact Fees	-	25,000	0.0%	51	-100%
Retiree/Cobra Insurance Payment	5,963	18,000	33.1%	5,108	17%
Misc. Sales & Income	2,903	75,500	3.8%	549	429%
Lost & Damaged Materials	3,032	6,500	46.7%	2,768	10%
CCS/LLSAP Income	6,117	10,500	58.3%	5,736	7%
Solar Credits	720	5,250	13.7%	1,686	-57%
Per Capita Grant	61,738	65,000	95.0%	61,732	0%
Over/Short	7	500	1.5%	(36)	-121%
Miscellaneous Grants	-	40,000	0.0%	500	-100%
Transfer from General Fund	-	850,000	0.0%	-	0%
Actual Revenues	3,850,590	5,322,981	72.3%	3,512,487	10%
Budgeted Revenues	5,322,981				
% Diff	72%				
<b>OPERATING EXPENDITURES</b>					
Personnel	1,395,386	2,355,250	59.2%	1,330,882	5%
Material and Supplies	281,686	702,250	40.1%	253,545	11%
Contracted Services	88,289	269,250	32.8%	101,741	-13%
Consortium & IT/Network Services	102,770	144,500	71.1%	101,949	1%
Professional Services	47,047	150,000	31.4%	63,246	-26%
Printing, Publications & Postage	33,692	77,250	43.6%	35,174	-4%
Utilities	29,077	46,500	62.5%	24,183	20%
Miscellaneous Operating Expenses	175,368	221,000	79.4%	143,305	22%
Grant & Gift Fund Expenses	45,012	155,000	29.0%	22,477	100%
Actual Expenditures	2,198,327	4,121,000	53.3%	2,076,501	6%
Budgeted Expenditures	4,121,000				
% Diff	53%				
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	1,652,264	1,201,981	137.5%	1,435,985	15%
<b>CAPITAL EXPENDITURES &amp; DEBT SERVICE</b>					
Capital Expenses	46,362	515,000	9.0%	8,033	-100%
Debt Services	-	-	N/A	24,027	93%
Transfer to Reserve Fund	-	850,000	0.0%	-	0%
Actual Expenditures	46,362	1,365,000	3.4%	32,060	-100%
Budgeted Expenditures	1,365,000				
% Diff	3%				
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>1,605,901</b>	<b>(163,019)</b>		<b>1,403,925</b>	
BEGINNING FUND BALANCE	3,209,966				
ENDING FUND BALANCE	4,815,867				

**McHenry Public Library District**  
 Actual vs Budget Summary  
 For the 10 Month(s) Ended April 30, 2024

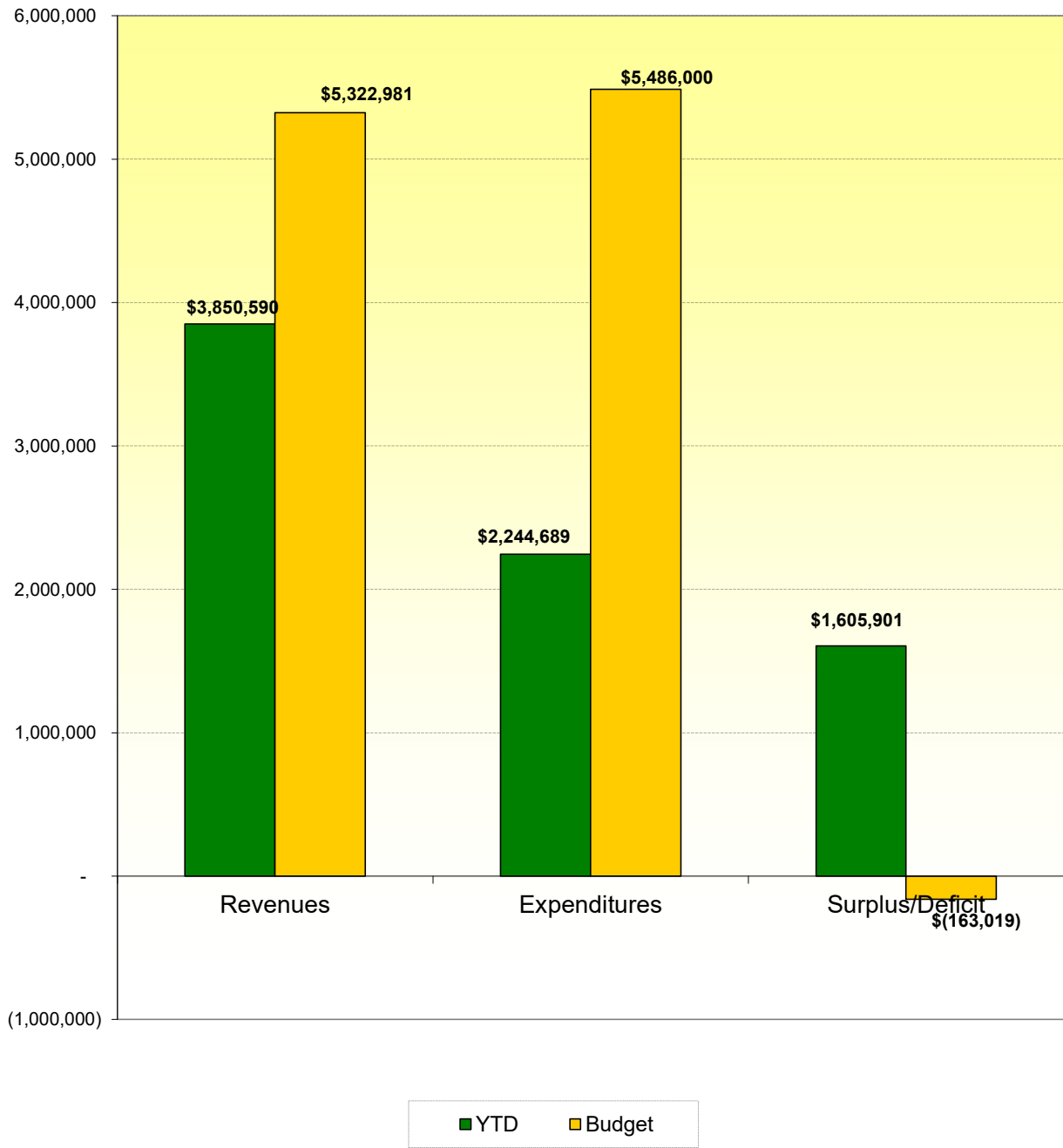
**Revenue Distribution**



**Operational Expenditure Distribution**



**McHenry Public Library District**  
 Actual vs Budget Summary  
 For the 10 Month(s) Ended April 30, 2024



**McHenry Public Library District**  
Actual vs Budget Summary  
For the 10 Month(s) Ended April 30, 2024

83% 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	140,022	10,743	20,805	171,569	169,300	101%
Fines and Misc Fees	12,852	-	-	12,852	154,000	8%
Copy/Scan/Fax Income	14,485	-	-	14,485	16,500	88%
General/Reserve Gifts	-	-	10,932	10,932	180,000	6%
Annexation & Impact Fees	-	-	-	-	25,000	0%
Retiree/Cobra Insurance Payment	5,963	-	-	5,963	18,000	33%
Misc. Sales & Income	2,903	-	-	2,903	75,500	4%
Lost & Damaged Materials	3,032	-	-	3,032	6,500	47%
CCS/LLSAP Income	6,117	-	-	6,117	10,500	58%
Solar Credits	720	-	-	720	5,250	14%
Per Capita Grant	-	-	61,738	61,738	65,000	95%
Over/Short	7	-	-	7	500	1%
Miscellaneous Grants	-	-	-	-	40,000	0%
Transfer from General Fund	-	-	-	-	850,000	0%
Actual Revenues	3,707,925	49,191	93,474	3,850,590	5,322,981	72%
Budgeted Revenues	3,968,481	1,050,500	304,000	5,322,981		
% Diff	93%	5%	31%	72%		
<b>OPERATING EXPENDITURES</b>						
Personnel	1,395,386	-	-	1,395,386	2,355,250	59%
Material and Supplies	274,212	-	7,475	281,686	702,250	40%
Contracted Services	88,289	-	-	88,289	269,250	33%
Consortium & IT/Network Services	102,770	-	-	102,770	144,500	71%
Professional Services	47,047	-	-	47,047	150,000	31%
Printing, Publications & Postage	33,692	-	-	33,692	77,250	44%
Utilities	29,077	-	-	29,077	46,500	63%
Miscellaneous Operating Expenses	175,368	-	-	175,368	221,000	79%
Grant & Gift Fund Expenses	-	-	45,012	45,012	155,000	29%
Actual Expenditures	2,145,840	-	52,486	2,198,327	4,121,000	53%
Budgeted Expenditures	3,741,000	-	380,000	4,121,000		
% Diff	57%	0%	14%	53%		
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	1,562,085	49,191	40,988	1,652,264	1,201,981	137%
<b>CAPITAL EXPENDITURES &amp; DEBT SERVICE</b>						
Capital Expenses	22,512	23,850	-	46,362	515,000	9%
Transfer to Reserve Fund	-	-	-	-	850,000	0%
Actual Expenditures	22,512	23,850	-	46,362	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>1,539,572</b>	<b>25,341</b>	<b>40,988</b>	<b>1,605,901</b>	<b>(163,019)</b>	
BEGINNING FUND BALANCE	2,322,834	393,214	493,918	3,209,966		
ENDING FUND BALANCE	3,862,406	418,555	534,906	4,815,867		
Fund Balance as % of Total Expenditures	178%	1755%	1019%	215%		

**McHenry Public Library District**  
**Financial Report Detail by Fund**  
**For the 10 Month(s) Ended April 30, 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	12,329.55	10,416.67	139,825.59	0.00	0.00	139,825.59	125,000.00	14,825.59	111.9%
6030200 · Special Reserve Fund Interest	1,113.76	1,666.67	0.00	10,743.26	0.00	10,743.26	20,000.00	-9,256.74	53.7%
6030300 · Grant/Gifts Fund Interest	2,106.10	2,000.00	0.00	0.00	20,804.52	20,804.52	24,000.00	-3,195.48	86.7%
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	90.00	62.50	746.17	0.00	0.00	746.17	750.00	-3.83	99.5%
6050100 · Fines and Fees	999.59	1,458.33	11,420.16	0.00	0.00	11,420.16	17,500.00	-6,079.84	65.3%
6055100 · Collection Agency Fees	0.00	41.67	110.00	0.00	0.00	110.00	500.00	-390.00	22.0%
6060100 · Copy/Scan/Fax Income	1,450.35	1,375.00	14,484.55	0.00	0.00	14,484.55	16,500.00	-2,015.45	87.8%
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	6.04	14,583.33	0.00	0.00	10,931.70	10,931.70	175,000.00	-164,068.30	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	0.00	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	70.00	187.50	575.25	0.00	0.00	575.25	2,250.00	-1,674.75	25.6%
6125100 · License Plate Renewal Fees	0.00	10,916.67	0.00	0.00	0.00	0.00	131,000.00	-131,000.00	0.0%
6130100 · Misc.	90.00	6,250.00	2,902.70	0.00	0.00	2,902.70	75,000.00	-72,097.30	3.9%
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	322.03	541.67	3,032.37	0.00	0.00	3,032.37	6,500.00	-3,467.63	46.7%
6157100 · CCS/LLSAP Income	0.00	875.00	6,116.64	0.00	0.00	6,116.64	10,500.00	-4,383.36	58.3%
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	0.01	41.67	7.40	0.00	0.00	7.40	500.00	-492.60	1.5%
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>18,577.43</b>	<b>443,581.71</b>	<b>3,707,925.00</b>	<b>49,191.26</b>	<b>93,473.92</b>	<b>3,850,590.18</b>	<b>5,322,980.51</b>	<b>-1,472,390.33</b>	<b>10.97</b>
<b>Total Revenues</b>	<b>18,577.43</b>	<b>443,581.71</b>	<b>3,707,925.00</b>	<b>49,191.26</b>	<b>93,473.92</b>	<b>3,850,590.18</b>	<b>5,322,980.51</b>	<b>-1,472,390.33</b>	<b>72.3%</b>
<b>Expenditures</b>									
<b>Personnel Expenses</b>									
8910100 · Salaries	147,141.48	140,833.33	1,066,076.71	0.00	0.00	1,066,076.71	1,690,000.00	-623,923.29	63.1%
8920100 · FICA/Medicare	10,897.52	11,250.00	78,461.08	0.00	0.00	78,461.08	135,000.00	-56,538.92	58.1%
8930100 · IMRF	5,518.40	16,250.00	92,771.97	0.00	0.00	92,771.97	195,000.00	-102,228.03	47.6%
8940100 · Health & Life Insurance	13,223.76	24,583.33	143,494.45	0.00	0.00	143,494.45	295,000.00	-151,505.55	48.6%
8945100 · Recruiting/Preemployment Screen	0.00	291.67	220.60	0.00	0.00	220.60	3,500.00	-3,279.40	6.3%
8950100 · Tuition Reimbursement	0.00	625.00	1,620.00	0.00	0.00	1,620.00	7,500.00	-5,880.00	21.6%
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	457.00	520.83	2,941.73	0.00	0.00	2,941.73	6,250.00	-3,308.27	47.1%
8970100 · Travel	395.78	1,000.00	3,274.56	0.00	0.00	3,274.56	12,000.00	-8,725.44	27.3%
8980100 · Continuing Education (Mtg/Conf)	631.10	708.33	6,524.64	0.00	0.00	6,524.64	8,500.00	-1,975.36	76.8%
<b>Total Personnel</b>	<b>178,265.04</b>	<b>196,270.83</b>	<b>1,395,385.74</b>	<b>0.00</b>	<b>0.00</b>	<b>1,395,385.74</b>	<b>2,355,250.00</b>	<b>-959,864.26</b>	<b>59.2%</b>

**McHenry Public Library District**  
**Financial Report Detail by Fund**  
**For the 10 Month(s) Ended April 30, 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	4,612.67	5,625.00	41,761.16	0.00	0.00	41,761.16	67,500.00	-25,738.84	61.9%
8020100 · Youth Books	3,915.54	4,166.67	32,769.74	0.00	0.00	32,769.74	50,000.00	-17,230.26	65.5%
8025100 · Professional Resources	220.46	291.67	287.94	0.00	0.00	287.94	3,500.00	-3,212.06	8.2%
8028100 · Administrative Resources	0.00	291.67	225.22	0.00	0.00	225.22	3,500.00	-3,274.78	6.4%
8030100 · Magazines & Newspapers	60.66	1,250.00	5,156.70	0.00	0.00	5,156.70	15,000.00	-9,843.30	34.4%
8040300 · Operating Fund Gifts(Donations)	462.72	18,750.00	50.00	0.00	7,474.56	7,524.56	225,000.00	-217,475.44	3.3%
8050100 · Adult AV Materials	704.78	2,583.33	11,814.03	0.00	0.00	11,814.03	31,000.00	-19,185.97	38.1%
8060100 · Youth AV Materials	1,274.72	1,083.33	8,010.82	0.00	0.00	8,010.82	13,000.00	-4,989.18	61.6%
8070100 · Library of Things	23.09	1,000.00	4,260.65	0.00	0.00	4,260.65	12,000.00	-7,739.35	35.5%
8080100 · Video Games	0.00	1,250.00	8,070.00	0.00	0.00	8,070.00	15,000.00	-6,930.00	53.8%
8090100 · Digital Media Services	30,163.11	8,125.00	84,556.28	0.00	0.00	84,556.28	97,500.00	-12,943.72	86.7%
8095100 · Electronic Resources	1,057.60	6,875.00	38,102.60	0.00	0.00	38,102.60	82,500.00	-44,397.40	46.2%
8120100 · Library Supplies	1,213.46	583.33	2,159.57	0.00	0.00	2,159.57	7,000.00	-4,840.43	30.9%
8130100 · Tech Services Supplies	2,426.85	2,375.00	9,955.99	0.00	0.00	9,955.99	28,500.00	-18,544.01	34.9%
8135100 · Bindery	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
8140100 · Adult Programs & Supplies	832.47	1,395.83	9,229.68	0.00	0.00	9,229.68	16,750.00	-7,520.32	55.1%
8142100 · Comicon	0.00	291.67	3,243.33	0.00	0.00	3,243.33	3,500.00	-256.67	92.7%
8145100 · Circulation Supplies	0.00	625.00	1,039.76	0.00	0.00	1,039.76	7,500.00	-6,460.24	13.9%
8147100 · Summer Reading Club	816.95	583.33	3,574.94	0.00	0.00	3,574.94	7,000.00	-3,425.06	51.1%
8150100 · Youth Programs & Supplies	833.84	1,333.33	9,943.44	0.00	0.00	9,943.44	16,000.00	-6,056.56	62.1%
<b>Total Material and Supplies</b>	<b>48,618.92</b>	<b>58,520.83</b>	<b>274,211.85</b>	<b>0.00</b>	<b>7,474.56</b>	<b>281,686.41</b>	<b>702,250.00</b>	<b>-420,563.59</b>	<b>40.1%</b>
<b>Contracted Services</b>									
8215100 · Collection Agency Fees	72.10	104.17	690.10	0.00	0.00	690.10	1,250.00	-559.90	55.2%
8245100 · IT/Comp/Copier/Equip-Outsourced	6,027.69	9,166.67	70,258.61	0.00	0.00	70,258.61	110,000.00	-39,741.39	63.9%
8247100 · Automation--Staff	0.00	2,500.00	14,457.50	0.00	0.00	14,457.50	30,000.00	-15,542.50	48.2%
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	30.00	41.67	279.29	0.00	0.00	279.29	500.00	-220.71	55.9%
8275100 · Public Pmt Processing Fees	147.78	416.67	1,758.64	0.00	0.00	1,758.64	5,000.00	-3,241.36	35.2%
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>6,277.57</b>	<b>22,437.50</b>	<b>88,289.14</b>	<b>0.00</b>	<b>0.00</b>	<b>88,289.14</b>	<b>269,250.00</b>	<b>-180,960.86</b>	<b>32.8%</b>
<b>Consortium &amp; IT/Network Services</b>									
8310100 · Automation--Circulation/Catalog	16,703.98	9,375.00	79,658.51	0.00	0.00	79,658.51	112,500.00	-32,841.49	70.8%
8320100 · VOIP Phone Service	1,631.78	1,833.33	16,184.57	0.00	0.00	16,184.57	22,000.00	-5,815.43	73.6%
8325100 · Internet Services	731.90	833.33	6,926.90	0.00	0.00	6,926.90	10,000.00	-3,073.10	69.3%
<b>Total Consortium &amp; IT/Network Services</b>	<b>19,067.66</b>	<b>12,041.67</b>	<b>102,769.98</b>	<b>0.00</b>	<b>0.00</b>	<b>102,769.98</b>	<b>144,500.00</b>	<b>-41,730.02</b>	<b>71.1%</b>
<b>Professional Services</b>									
8410100 · Accounting/Payroll/Audit Service	2,515.35	6,041.67	45,902.01	0.00	0.00	45,902.01	72,500.00	-26,597.99	63.3%
8420100 · Legal Services	262.50	2,083.33	262.50	0.00	0.00	262.50	25,000.00	-24,737.50	1.1%
8430100 · Other Consulting Fees	0.00	3,750.00	150.00	0.00	0.00	150.00	45,000.00	-44,850.00	0.3%
8440100 · In Service/Staff Training/LMS	0.00	625.00	732.79	0.00	0.00	732.79	7,500.00	-6,767.21	9.8%
<b>Total Professional Services</b>	<b>2,777.85</b>	<b>12,500.00</b>	<b>47,047.30</b>	<b>0.00</b>	<b>0.00</b>	<b>47,047.30</b>	<b>150,000.00</b>	<b>-102,952.70</b>	<b>31.4%</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	2,699.69	1,520.83	12,034.22	0.00	0.00	12,034.22	18,250.00	-6,215.78	65.9%
8545100 · Printing/Copier Supplies	1,519.96	291.67	1,651.90	0.00	0.00	1,651.90	3,500.00	-1,848.10	47.2%
8550100 · Public Relations/Promotions	90.00	729.17	2,876.47	0.00	0.00	2,876.47	8,750.00	-5,873.53	32.9%
<b>Total Printing, Publications &amp; Postage</b>	<b>4,309.65</b>	<b>6,437.50</b>	<b>33,691.66</b>	<b>0.00</b>	<b>0.00</b>	<b>33,691.66</b>	<b>77,250.00</b>	<b>-43,558.34</b>	<b>43.6%</b>

**McHenry Public Library District**  
**Financial Report Detail by Fund**  
**For the 10 Month(s) Ended April 30, 2024**

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	YTD Budget	\$ Over Budget	% of Budget
<b>Utilities</b>									
8610100 · Electricity	2,121.84	2,000.00	20,401.31	0.00	0.00	20,401.31	24,000.00	-3,598.69	85.0%
8620100 · Gas	820.94	1,458.33	7,386.70	0.00	0.00	7,386.70	17,499.93	-10,113.23	42.2%
8640100 · Water & Sewer	0.00	416.67	1,288.88	0.00	0.00	1,288.88	5,000.00	-3,711.12	25.8%
<b>Total Utilities</b>	<b>2,942.78</b>	<b>3,874.99</b>	<b>29,076.89</b>	<b>0.00</b>	<b>0.00</b>	<b>29,076.89</b>	<b>46,499.93</b>	<b>-17,423.04</b>	<b>62.5%</b>
<b>Miscellaneous Operating Expenses</b>									
8720100 · Building & Auto Insurance	0.00	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	7,205.71	5,125.00	65,631.13	0.00	0.00	65,631.13	61,500.00	4,131.13	106.7%
8745100 · Grounds Maintenance	1,801.44	3,333.33	29,536.01	0.00	0.00	29,536.01	40,000.00	-10,463.99	73.8%
8750100 · Building Operations/Maintenance	1,957.75	5,708.33	39,038.44	0.00	0.00	39,038.44	68,500.00	-29,461.56	57.0%
8760100 · Hospitality	158.36	541.67	2,784.47	0.00	0.00	2,784.47	6,500.00	-3,715.53	42.8%
8770100 · Library Lost & Damaged Materials	7.34	83.33	97.02	0.00	0.00	97.02	1,000.00	-902.98	9.7%
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>11,130.60</b>	<b>18,416.67</b>	<b>175,367.84</b>	<b>0.00</b>	<b>0.00</b>	<b>175,367.84</b>	<b>221,000.00</b>	<b>-45,632.16</b>	<b>79.4%</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	24,788.90	5,416.67	0.00	0.00	45,011.60	45,011.60	65,000.00	-19,988.40	69.2%
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>24,788.90</b>	<b>12,916.67</b>	<b>0.00</b>	<b>0.00</b>	<b>45,011.60</b>	<b>45,011.60</b>	<b>155,000.00</b>	<b>-109,988.40</b>	<b>29.0%</b>
<b>Capital Expenses</b>									
9060100 · Library Furnishings	0.00	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	165.12	416.67	636.07	0.00	0.00	636.07	5,000.00	-4,363.93	12.7%
9090100 · Adtl. Capital Projects & Equipment	0.00	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>165.12</b>	<b>42,916.67</b>	<b>22,512.45</b>	<b>23,850.00</b>	<b>0.00</b>	<b>46,362.45</b>	<b>515,000.00</b>	<b>-468,637.55</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>298,344.09</b>	<b>457,166.66</b>	<b>2,168,352.85</b>	<b>23,850.00</b>	<b>52,486.16</b>	<b>2,244,689.01</b>	<b>5,485,999.93</b>	<b>-3,241,310.92</b>	<b>40.9%</b>
<b>Net Total</b>	<b>-279,766.66</b>	<b>-13,584.95</b>	<b>1,539,572.15</b>	<b>25,341.26</b>	<b>40,987.76</b>	<b>1,605,901.17</b>	<b>-163,019.42</b>	<b>1,768,920.59</b>	

**McHenry Public Library District**  
**Financial Report Detail by Month**  
**For the 10 Month(s) Ended April 30, 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	13,243.95	14,415.17	16,236.40	15,052.46	14,941.75	14,305.79	13,074.79	13,354.16	12,329.55	0.00	0.00	139,825.59
6030200 - Special Reserve Fund Interest	1,056.14	821.05	893.65	1,200.60	1,168.34	1,144.04	1,123.00	1,076.77	1,145.91	1,113.76	0.00	0.00	10,743.26
6030300 - Grant/Gifts Fund Interest	2,134.10	1,680.61	1,829.23	2,212.20	2,145.84	2,224.87	2,187.34	2,093.41	2,190.82	2,106.10	0.00	0.00	20,804.52
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	135.00	90.00	0.00	0.00	746.17
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	1,472.65	999.59	0.00	0.00	11,420.16
6055100 - Collection Agency Fees	20.00	40.00	10.00	10.00	10.00	0.00	0.00	0.00	20.00	0.00	0.00	0.00	110.00
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	2,059.95	1,450.35	0.00	0.00	14,484.55
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	15.95	6.04	0.00	0.00	10,931.70
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	258.86	258.86	202.66	3,934.80	1,189.20	0.00	0.00	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	30.00	70.00	0.00	0.00	575.25
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	1,881.76	90.00	0.00	0.00	2,902.70
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	462.62	322.03	0.00	0.00	3,032.37
6157100 - CCS/LLSAP Income	0.00	2,038.88	0.00	0.00	2,038.88	0.00	0.00	0.00	2,038.88	0.00	0.00	0.00	6,116.64
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	-1.10	0.01	0.00	0.00	7.40
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>152,853.96</b>	<b>1,531,146.21</b>	<b>90,011.93</b>	<b>83,925.31</b>	<b>23,076.33</b>	<b>21,312.36</b>	<b>18,985.25</b>	<b>24,806.60</b>	<b>18,577.43</b>	<b>0.00</b>	<b>0.00</b>	<b>3,850,590.18</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	97,547.13	147,141.48	0.00	0.00	1,066,076.71
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	7,147.74	10,897.52	0.00	0.00	78,461.08
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	9,788.40	5,518.40	0.00	0.00	92,771.97
8940100 - Health & Life Insurance	27,686.96	13,254.30	12,167.11	11,543.17	12,329.51	14,942.54	10,881.88	26,992.01	473.21	13,223.76	0.00	0.00	143,494.45
8945100 - Recruiting/Preemployment Screen	0.00	27.95	70.85	0.00	0.00	27.95	65.90	0.00	27.95	0.00	0.00	0.00	220.60
8950100 - Tuition Reimbursement	0.00	0.00	0.00	0.00	787.50	0.00	0.00	0.00	832.50	0.00	0.00	0.00	1,620.00
8955100 - Telecommute Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8960100 - Memberships & Dues	50.00	896.00	0.00	386.90	404.00	270.00	80.83	0.00	397.00	457.00	0.00	0.00	2,941.73
8970100 - Travel	1,224.20	130.90	157.39	489.01	225.25	239.32	23.53	64.26	324.92	395.78	0.00	0.00	3,274.56
8980100 - Continuing Education (Mtg/Conf)	0.00	64.27	400.00	496.85	700.00	1,905.64	525.20	464.58	1,337.00	631.10	0.00	0.00	6,524.64
<b>Total Personnel</b>	<b>140,074.84</b>	<b>126,852.17</b>	<b>123,980.57</b>	<b>182,430.07</b>	<b>125,883.47</b>	<b>130,664.70</b>	<b>126,554.64</b>	<b>142,804.39</b>	<b>117,875.85</b>	<b>178,265.04</b>	<b>0.00</b>	<b>0.00</b>	<b>1,395,385.74</b>

**McHenry Public Library District**  
**Financial Report Detail by Month**  
**For the 10 Month(s) Ended April 30, 2024**

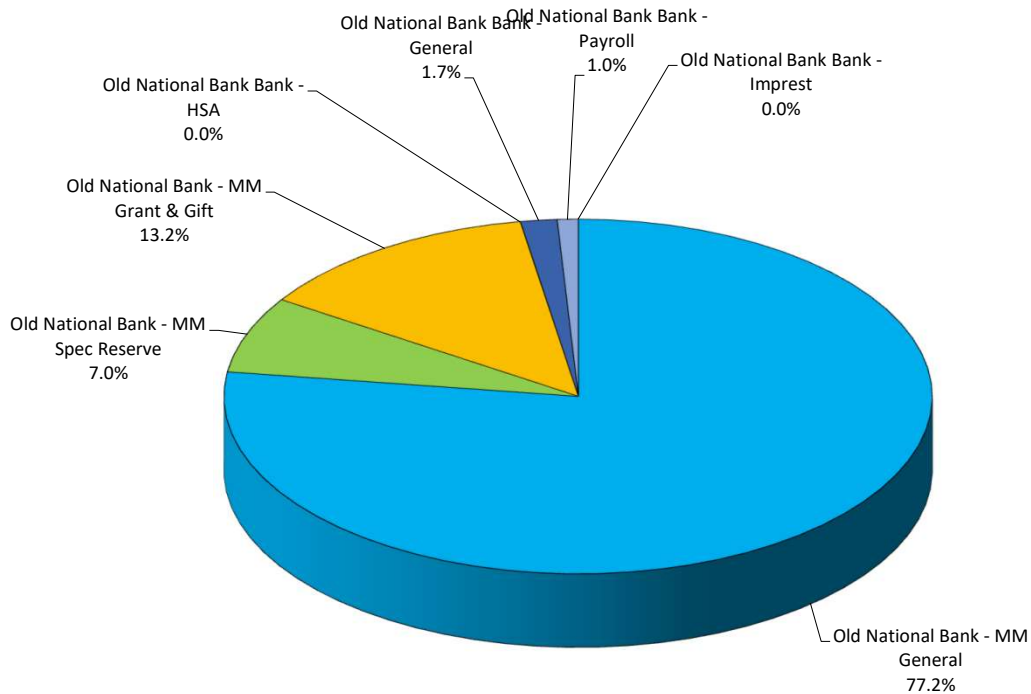
	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
<b>Materials and Supplies</b>													
8010100 - Adult Books	2,163.61	4,135.93	2,472.41	6,729.55	4,955.08	4,234.95	3,991.86	4,302.66	4,162.44	4,612.67	0.00	0.00	41,761.16
8020100 - Youth Books	250.21	3,663.77	1,949.77	2,170.60	5,184.06	3,912.73	4,775.89	2,712.90	4,234.27	3,915.54	0.00	0.00	32,769.74
8025100 - Professional Resources	0.00	0.00	67.48	0.00	0.00	0.00	0.00	0.00	0.00	220.46	0.00	0.00	287.94
8028100 - Administrative Resources	0.00	0.00	0.00	0.00	0.00	83.88	106.34	35.00	0.00	0.00	0.00	0.00	225.22
8030100 - Magazines & Newspapers	0.00	630.70	124.48	0.00	994.02	2,145.19	378.73	498.19	324.73	60.66	0.00	0.00	5,156.70
8040300 - Operating Fund Gifts(Donations)	549.56	136.80	1,544.81	1,695.00	210.16	1,821.81	33.25	1,201.44	-130.99	462.72	0.00	0.00	7,524.56
8050100 - Adult AV Materials	83.20	41.60	816.83	101.58	352.66	2,585.12	5,358.05	1,586.93	183.28	704.78	0.00	0.00	11,814.03
8060100 - Youth AV Materials	0.00	1,651.93	891.39	626.25	1,080.62	542.00	477.37	359.11	1,107.43	1,274.72	0.00	0.00	8,010.82
8070100 - Library of Things	1,115.00	19.49	31.88	0.00	15.99	3,036.22	8.99	9.99	0.00	23.09	0.00	0.00	4,260.65
8080100 - Video Games	0.00	0.00	1,715.00	2,045.00	260.00	0.00	3,630.00	280.00	140.00	0.00	0.00	0.00	8,070.00
8090100 - Digital Media Services	3,902.49	4,136.89	3,845.44	24,413.20	3,982.66	4,298.83	4,968.21	4,680.54	164.91	30,163.11	0.00	0.00	84,556.28
8095100 - Electronic Resources	14,670.21	0.00	13,702.45	3,626.02	1,794.42	1,459.42	1,792.48	0.00	0.00	1,057.60	0.00	0.00	38,102.60
8120100 - Library Supplies	122.45	29.18	339.57	252.45	27.68	139.79	34.99	0.00	0.00	1,213.46	0.00	0.00	2,159.57
8130100 - Tech Services Supplies	169.80	564.18	1,733.23	594.58	794.28	1,995.08	443.38	546.53	688.08	2,426.85	0.00	0.00	9,955.99
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	820.72	2,005.36	1,585.00	179.11	924.85	782.11	959.60	611.00	529.46	832.47	0.00	0.00	9,229.68
8142100 - Comicon	0.00	0.00	0.00	2,664.34	578.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,243.33
8145100 - Circulation Supplies	0.00	24.49	302.52	40.97	6.29	6.73	0.00	604.49	54.27	0.00	0.00	0.00	1,039.76
8147100 - Summer Reading Club	1,200.00	0.00	0.00	0.00	0.00	0.00	489.54	1,010.48	57.97	816.95	0.00	0.00	3,574.94
8150100 - Youth Programs & Supplies	689.75	1,393.42	613.40	786.34	769.34	1,198.83	1,457.96	942.10	1,258.46	833.84	0.00	0.00	9,943.44
<b>Total Material and Supplies</b>	<b>25,737.00</b>	<b>18,433.74</b>	<b>31,735.66</b>	<b>45,924.99</b>	<b>21,931.10</b>	<b>28,242.69</b>	<b>28,906.64</b>	<b>19,381.36</b>	<b>12,774.31</b>	<b>48,618.92</b>	<b>0.00</b>	<b>0.00</b>	<b>281,686.41</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	72.10	0.00	0.00	690.10
8245100 - IT/Comp/Copier/Equip-Outsourced	14,993.38	5,420.24	6,063.30	6,745.01	5,958.50	5,473.35	11,202.89	7,935.25	439.00	6,027.69	0.00	0.00	70,258.61
8247100 - Automation--Staff	611.35	265.00	1,321.09	5,464.26	814.90	4,482.00	565.00	304.95	628.95	0.00	0.00	0.00	14,457.50
8260100 - Misc. Contracted Services	0.00	0.00	0.00	0.00	0.00	845.00	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	30.00	63.91	30.00	0.00	0.00	279.29
8275100 - Public Pmt Processing Fees	133.72	152.10	183.52	140.54	172.44	269.44	155.65	135.35	268.10	147.78	0.00	0.00	1,758.64
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>15,789.95</b>	<b>5,945.62</b>	<b>7,660.61</b>	<b>12,571.89</b>	<b>7,007.64</b>	<b>11,152.31</b>	<b>11,975.04</b>	<b>8,508.55</b>	<b>1,399.96</b>	<b>6,277.57</b>	<b>0.00</b>	<b>0.00</b>	<b>88,289.14</b>
<b>Consortium &amp; IT/Network Services</b>													
8310100 - Automation--Circulation/Catalog	16,703.98	0.00	0.00	16,703.98	9,695.00	0.00	19,641.21	0.00	210.36	16,703.98	0.00	0.00	79,658.51
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	1,631.78	1,631.78	0.00	0.00	16,184.57
8325100 - Internet Services	718.90	718.90	718.90	718.90	718.90	404.80	731.90	731.90	731.90	731.90	0.00	0.00	6,926.90
<b>Total Consortium &amp; IT/Network Services</b>	<b>19,020.49</b>	<b>2,317.75</b>	<b>2,317.75</b>	<b>19,021.73</b>	<b>12,045.59</b>	<b>2,036.49</b>	<b>22,004.80</b>	<b>2,363.68</b>	<b>2,574.04</b>	<b>19,067.66</b>	<b>0.00</b>	<b>0.00</b>	<b>102,769.98</b>
<b>Professional Services</b>													
8410100 - Accounting/Payroll/Audit Service	3,351.12	3,312.72	7,406.14	2,918.42	3,293.42	12,793.42	3,293.42	3,714.23	3,303.77	2,515.35	0.00	0.00	45,902.01
8420100 - Legal Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	262.50	0.00	0.00	262.50
8430100 - Other Consulting Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	0.00	0.00	0.00	150.00
8440100 - In Service/Staff Training/LMS	0.00	0.00	0.00	0.00	700.00	0.00	17.79	15.00	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>7,406.14</b>	<b>2,918.42</b>	<b>3,993.42</b>	<b>12,793.42</b>	<b>3,311.21</b>	<b>3,729.23</b>	<b>3,453.77</b>	<b>2,777.85</b>	<b>0.00</b>	<b>0.00</b>	<b>47,047.30</b>
<b>Printing, Publications &amp; Postage</b>													
8510100 - Printing Services Outsourced	4,944.00	0.00	661.44	4,991.00	177.00	4,996.00	0.00	0.00	0.00	0.00	0.00	0.00	15,769.44
8530100 - Public Notices & ADS (Legal & Job)	0.00	73.50	0.00	662.38	623.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,359.63
8540100 - Postage/Shipping	13.38	566.28	2,569.92	209.58	2,716.19	242.55	2,468.25	475.91	72.47	2,699.69	0.00	0.00	12,034.22
8545100 - Printing/Copier Supplies	0.00	131.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,519.96	0.00	0.00	1,651.90
8550100 - Public Relations/Promotions	50.00	350.00	636.94	516.88	389.98	0.00	0.00	0.00	842.67	90.00	0.00	0.00	2,876.47
<b>Total Printing, Publications &amp; Postage</b>	<b>5,007.38</b>	<b>1,121.72</b>	<b>3,868.30</b>	<b>6,379.84</b>	<b>3,906.92</b>	<b>5,238.55</b>	<b>2,468.25</b>	<b>475.91</b>	<b>915.14</b>	<b>4,309.65</b>	<b>0.00</b>	<b>0.00</b>	<b>33,691.66</b>

**McHenry Public Library District**  
**Financial Report Detail by Month**  
**For the 10 Month(s) Ended April 30, 2024**

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
<b>Utilities</b>													
8610100 - Electricity	2,090.74	2,117.57	2,259.61	1,770.71	1,861.67	0.00	3,905.49	1,887.98	2,385.70	2,121.84	0.00	0.00	20,401.31
8620100 - Gas	170.85	166.08	165.60	172.96	477.92	1,352.24	1,566.44	2,268.93	224.74	820.94	0.00	0.00	7,386.70
8640100 - Water & Sewer	0.00	0.00	0.00	622.97	0.00	213.95	0.00	221.97	229.99	0.00	0.00	0.00	1,288.88
<b>Total Utilities</b>	<b>2,261.59</b>	<b>2,283.65</b>	<b>2,425.21</b>	<b>2,566.64</b>	<b>2,339.59</b>	<b>1,566.19</b>	<b>5,471.93</b>	<b>4,378.88</b>	<b>2,840.43</b>	<b>2,942.78</b>	<b>0.00</b>	<b>0.00</b>	<b>29,076.89</b>
<b>Miscellaneous Operating Expenses</b>													
8720100 - Building & Auto Insurance	0.00	0.00	33,599.86	0.00	0.00	4,541.00	8.00	0.00	0.00	0.00	0.00	0.00	38,148.86
8730100 - Bonding & Officers Liability	0.00	131.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	131.91
8740100 - Janitorial Services & Supplies	6,562.33	6,786.08	6,275.01	6,344.85	6,420.52	6,313.58	6,369.96	6,753.59	6,599.50	7,205.71	0.00	0.00	65,631.13
8745100 - Grounds Maintenance	1,456.88	1,456.88	1,456.88	2,033.03	2,626.84	14,398.45	1,767.46	388.20	2,149.95	1,801.44	0.00	0.00	29,536.01
8750100 - Building Operations/Maintenance	2,169.41	6,693.87	2,826.48	3,149.48	4,000.36	6,195.75	1,661.01	3,322.50	7,061.83	1,957.75	0.00	0.00	39,038.44
8760100 - Hospitality	72.17	188.78	150.66	410.00	187.98	0.00	297.44	677.87	641.21	158.36	0.00	0.00	2,784.47
8770100 - Library Lost & Damaged Materials	0.00	15.81	21.00	23.87	0.00	29.00	0.00	0.00	0.00	7.34	0.00	0.00	97.02
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>10,260.79</b>	<b>15,273.33</b>	<b>44,329.89</b>	<b>11,961.23</b>	<b>13,235.70</b>	<b>31,477.78</b>	<b>10,103.87</b>	<b>11,142.16</b>	<b>16,452.49</b>	<b>11,130.60</b>	<b>0.00</b>	<b>0.00</b>	<b>175,367.84</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	0.00	0.00	0.00	0.00	0.00	4,506.05	0.00	11,025.70	4,690.92	24,788.90	0.00	0.00	45,011.60
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>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,506.05</b>	<b>0.00</b>	<b>11,025.70</b>	<b>4,690.92</b>	<b>24,788.90</b>	<b>0.00</b>	<b>0.00</b>	<b>45,011.60</b>
<b>Capital Expenses</b>													
9060100 - Library Furnishings	0.00	0.00	0.00	0.00	606.40	0.00	0.00	153.03	0.00	0.00	0.00	0.00	759.43
9070100 - Library Equipment	0.00	0.00	3,198.00	0.00	4,661.68	0.00	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	165.12	0.00	0.00	636.07
9090100 - Adtl. Capital Projects & Equipment	0.00	262.50	3,731.25	9,038.52	25.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	13,257.27
9050200 - Library District Act	1,850.00	0.00	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>1,850.00</b>	<b>499.93</b>	<b>6,929.25</b>	<b>9,038.52</b>	<b>5,293.08</b>	<b>22,200.00</b>	<b>0.00</b>	<b>386.55</b>	<b>0.00</b>	<b>165.12</b>	<b>0.00</b>	<b>0.00</b>	<b>46,362.45</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>Total Expenditures</b>	<b>223,353.16</b>	<b>176,040.63</b>	<b>230,653.38</b>	<b>292,813.33</b>	<b>195,636.51</b>	<b>249,878.18</b>	<b>210,796.38</b>	<b>204,196.41</b>	<b>162,976.91</b>	<b>298,344.09</b>	<b>0.00</b>	<b>0.00</b>	<b>2,244,689.01</b>
<b>Net Total</b>	<b>1,662,541.64</b>	<b>-23,186.67</b>	<b>1,300,492.83</b>	<b>-202,801.40</b>	<b>-111,711.20</b>	<b>-226,801.85</b>	<b>-189,484.02</b>	<b>-185,211.16</b>	<b>-138,170.31</b>	<b>-279,766.66</b>	<b>0.00</b>	<b>0.00</b>	<b>1,605,901.17</b>

**McHenry Public Library District  
Investments  
For the 10 Month(s) Ended April 30, 2024**

<b>Bank</b>	<b>Current Rate</b>	<b>Book Balance</b>
Old National Bank - MM General	3.94%	3,688,843
Old National Bank - MM Spec Reserve	3.94%	333,224
Old National Bank - MM Grant & Gift	3.94%	630,120
Old National Bank Bank - HSA	n/a	407
Old National Bank Bank - General	n/a	79,450
Old National Bank Bank - Payroll	n/a	45,513
Old National Bank Bank - Imprest	n/a	200
<b>Total</b>	<b>\$</b>	<b>4,777,757</b>



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

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

<b>Account - General Fund</b>					
<u><b>VENDOR</b></u>	<u><b>DESCRIPTION</b></u>	<u><b>AMOUNT</b></u>	<u><b>ACCT#</b></u>	<u><b>DATE</b></u>	<u><b>CHECK</b></u>
MDC Environmental Services	Waste	\$ 546.35	8745-100	04/01/24	EFT
AT&T	Internet	\$ 314.10	8325-100	04/01/24	EFT
QuickBooks	Payroll Services	\$ 65.98	8120-100	04/01/24	EFT
Harland Clarke	Checks	\$ 783.23	8120-100	04/01/24	EFT
First Communications	VOIP Phones	\$ 1,631.78	8320-100	04/01/24	EFT
Comcast	Internet	\$ 417.80	8325-100	04/27/24	EFT
<b>subtotal for account</b>		<b>\$ 3,759.24</b>			

<b>Account - HSA/Building</b>					
Old National Bank	Employer contributions HSA	\$ 577.69	8940-100	04/02/24	EFT
Old National Bank	Employee contributions HSA	\$ 577.69	8940-100	04/16/24	EFT
<b>subtotal for account</b>		<b>\$ 1,155.38</b>			

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

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

**GRAND TOTAL CHECKS ISSUED \$ 4,914.62**

Reimbursement Report  
April 2024

Employee	Amount
Baseley, Steffanie L.	\$12.17
Einoris, Jen E.	\$82.53
Jakacki, Lesley E.	\$45.56
Kordistos, Skye	\$43.81
Stansbury, Alie A.	\$64.41
Terrill, Zach T.	\$76.44
Totals for REITR -- Travel Reimbursement	
6 Employees	\$324.92

Report Totals

Code	Description	Employees	Amount
REITR	Travel Reimbursement	6	\$324.92
Totals		6	\$324.92

## MAY 2024 (FY 2023-2024)

Bankcard Transactions - By Account

NAME	TRANSACTION DATE	MERCHANT NAME	AMOUNT	NOTES	ACCOUNT	ACCOUNT TOTALS
MILFAJT	04/25/2024	SHAW SUBURBAN MEDIA-SU	\$ 60.66		8030-100	
MILFAJT	04/15/2024	CHICAGO TRIB SUBSCRIPT	\$ 475.99	Prepaid: 04/16/24-07/15/24	8030-100	
STANSBURY	04/25/2024	BLACK CAT BOOKS	\$ 34.30		8030-100	\$ 570.95
JAKACKI	04/23/2024	CHIPOTLE ONLINE	\$ (45.29)	Sales Tax Refund	8040-300	
JAKACKI	04/16/2024	LANDS END BUS OUTFITTE	\$ 48.51		8040-300	
JAKACKI	04/12/2024	CHIPOTLE ONLINE	\$ 629.69		8040-300	\$ 632.91
STANSBURY	04/27/2024	SP IMAGINATION PLAYGRO	\$ 140.46		8040-350	\$ 140.46
STANSBURY	05/03/2024	Amazon Kids+*OU3C43AP3	\$ 7.99		8090-100	
TERRILL	05/01/2024	HELP.MAX.COM	\$ 15.99		8090-100	
TERRILL	04/29/2024	Disney Plus	\$ 11.00		8090-100	
TERRILL	04/28/2024	HULU 877-8244858 CA	\$ 17.99		8090-100	
TERRILL	04/27/2024	HULU 877-8244858 CA	\$ 17.99		8090-100	
TERRILL	04/22/2024	HULU 877-8244858 CA	\$ 17.99		8090-100	
TERRILL	04/21/2024	HULU 877-8244858 CA	\$ 17.99		8090-100	
TERRILL	04/21/2024	Disney Plus	\$ 11.00		8090-100	
TERRILL	04/16/2024	PARAMOUNT+	\$ 5.99		8090-100	
TERRILL	04/13/2024	Disney Plus	\$ 11.00		8090-100	
TERRILL	04/09/2024	Disney Plus	\$ 11.00		8090-100	
TERRILL	04/08/2024	discovery+	\$ 8.99		8090-100	
TERRILL	04/08/2024	APPLE.COM/BILL	\$ 9.99		8090-100	\$ 164.91
STANSBURY	05/01/2024	MEIJER # 218	\$ 68.63	\$81.10 SPLIT	8140-100	
STANSBURY	04/25/2024	OTC BRANDS INC	\$ 374.75		8140-100	
TERRILL	04/15/2024	WM SUPERCENTER #1413	\$ 20.40		8140-100	\$ 463.78
JAKACKI	05/06/2024	THE UPS STORE 4064	\$ 400.45		8147-100	
STANSBURY	05/02/2024	CLASSIC CINEMAS HOME O	\$ 660.00		8147-100	
STANSBURY	05/02/2024	ED S RENTAL AND SALES	\$ 290.00		8147-100	
STANSBURY	04/26/2024	SP WINDARROW3D	\$ 60.00		8147-100	
STANSBURY	04/26/2024	SP C2E2-REED	\$ 60.64		8147-100	
STANSBURY	04/26/2024	SQ *HUNTER POINT COLLE	\$ 71.17		8147-100	
STANSBURY	04/26/2024	SQ *JELLYKOE	\$ 27.56		8147-100	
STANSBURY	04/26/2024	SQ *LITERARY ALTERATIO	\$ 38.59		8147-100	
STANSBURY	04/26/2024	SQ *TOYNK.COM	\$ 69.42		8147-100	
STANSBURY	04/26/2024	SQ *MCNOODLE'S CRAFT E	\$ 30.82		8147-100	
STANSBURY	04/26/2024	SQ *ICKY POP	\$ 27.44		8147-100	
STANSBURY	04/25/2024	BLACK CAT BOOKS	\$ 62.97		8147-100	
STANSBURY	04/25/2024	BLACK CAT BOOKS	\$ 751.80		8147-100	
STANSBURY	04/09/2024	OTC BRANDS INC	\$ 129.98		8147-100	
STANSBURY	04/09/2024	RI NOVELTY/TOY NETWORK	\$ (3.30)	Sales Tax Refund	8147-100	\$ 2,677.54
STANSBURY	05/01/2024	MEIJER # 218	\$ 12.47	\$81.10 SPLIT	8150-100	
STANSBURY	04/25/2024	OTC BRANDS INC	\$ 58.50		8150-100	\$ 70.97
MAY	04/19/2024	IMAGETEC LP	\$ 322.40		8245-100	\$ 322.40
JAKACKI	05/04/2024	ADOBE *ADOBE	\$ 419.88	Prepaid: 05/04/24-05/03/25	8247-100	\$ 419.88
MICHALSKI	05/01/2024	USPS PO 1646800050	\$ 16.38		8540-100	
MICHALSKI	04/17/2024	USPS PO 1646800050	\$ 16.38		8540-100	
MICHALSKI	04/11/2024	USPS PO 1646800050	\$ 8.54		8540-100	\$ 41.30
MAY	05/03/2024	EMPLOYERCENTRAL.COM/	\$ 199.00		8545-100	\$ 199.00
JAKACKI	05/02/2024	RITA'S # 1522	\$ 10.00		8760-100	
JAKACKI	04/17/2024	JEWEL OSCO 3486	\$ 49.93		8760-100	
JAKACKI	04/10/2024	WM SUPERCENTER #3434	\$ 116.81		8760-100	
STANSBURY	04/27/2024	McCormick Place	\$ 15.65		8760-100	
STANSBURY	04/27/2024	McCormick Place	\$ 19.02		8760-100	
STANSBURY	04/27/2024	McCormick Place	\$ 15.65		8760-100	\$ 227.06
MILFAJT	04/16/2024	AMERLIBASSOC ECOMMERCE	\$ 262.00	Prepaid: 06/01/24-05/31/25	8960-100	
STANSBURY	05/03/2024	ILLINOIS LIBRARY ASSOC	\$ 150.00	Prepaid: 04/30/24-04/30/25	8960-100	
STANSBURY	05/03/2024	AMERLIBASSOC ECOMMERCE	\$ 238.00	Prepaid: 04/30/24-04/30/25	8960-100	\$ 650.00
STANSBURY	04/26/2024	71930 - MLK SELF PARK	\$ 25.00		8970-100	\$ 25.00
MILFAJT	04/16/2024	ILLINOIS LIBRARY ASSOC	\$ 350.00		8980-100	
TERRILL	04/23/2024	LIBRARYWORKS/MODLIBAWD	\$ 98.00		8980-100	\$ 448.00
JAKACKI	04/26/2024	DISPLAYS2GO	\$ 388.13		9060-100	\$ 388.13
TOTAL BANKCARD TRANSACTIONS:			\$ 7,442.29			



**Treasurer's Office of McHenry County**  
**DONNA M. KURTZ**  
*Treasurer*



DATE: April 26, 2024  
TO: ALL MCHENRY COUNTY TAXING DISTRICTS  
FROM: DONNA M. KURTZ, MCHENRY COUNTY TREASURER  
RE: 2024 DISTRIBUTION DATES FOR 2023 TAXES

We are beginning to collect and distribute the 2023 real estate taxes, with tax bills to be mailed on May 3<sup>rd</sup>.

We have prepared a schedule of distribution dates to assist you and we will make every effort to meet these dates. As in the past, your money will be directly deposited in your account on or before the scheduled dates listed below.

**REMINDER:** The Treasurer will no longer mail paper advices for the breakdown for each distribution. The Treasurer will post the breakdown per distribution on our website [treasurer.mchenrycountyil.gov](https://treasurer.mchenrycountyil.gov). If you haven't already, please familiarize yourself with our website and look at past distribution files.

The Distribution Schedule for this year is as follows:

First Distribution	05/28/24
Second Distribution	06/10/24
Third Distribution	06/24/24
Fourth Distribution	07/08/24
Fifth Distribution	07/22/24
Sixth Distribution	08/05/24
Seventh Distribution	08/19/24
Eighth Distribution	09/03/24
Ninth Distribution	09/16/24
Tenth Distribution	09/30/24
Eleventh Distribution	10/15/24
Twelfth Distribution	10/28/24
Thirteenth Distribution	11/12/24
Final Distribution	Nov/Dec 2024

If you have any questions please contact our Chief Accountant, Denise Westmoreland at 815-334-4252 or email her at [DMWestmoreland@mchenrycountyil.gov](mailto:DMWestmoreland@mchenrycountyil.gov).

Kind regards,

Donna M. Kurtz  
McHenry County Treasurer



McHENRY PUBLIC  
LIBRARY DISTRICT

# APRIL 2024

## BY THE NUMBERS

### PEOPLE

**387**  
New Card  
Registrations

**292**  
Hours Open  
To Public

**12,466**  
Library Attendance



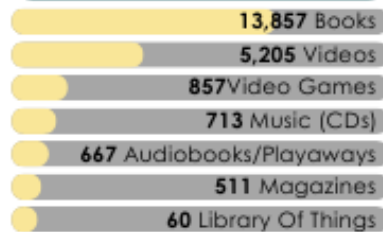
**848**  
Program  
Attendance

**6**  
Volunteer  
Hours

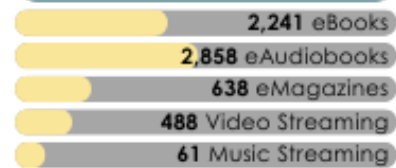
### CIRCULATION



#### 21,870 PHYSICAL ITEMS



#### 6,286 eMATERIALS



### RESOURCES



Computer  
Sessions  
**1,462**



Database  
Searches  
**15,030**



Database  
Sessions  
**641**



Simple Scan &  
Fax Uses  
**350**



WiFi Uses  
(in Library)  
**1,897**

### ONLINE

**4,256**



EMAIL SUBSCRIBERS

3.1K



91



337



1K



518



Teen

53



Esp.

SOCIAL MEDIA FOLLOWERS

**329,132**



WEBSITE VIEWS

Library Attendance: **8,282**  
Program Attendance: **785**  
Hours Open: **280**

Registrations: **318**  
Volunteer Hours: **18**

APRIL 2023 COMPARISON  
Items In Circulation (Physical): **20,728**  
Items In Circulation (eMaterials): **5,170**  
Website Views: **396,206**

Computer Sessions: **1,083**  
Database Searches: **14,938**

Database Sessions: **2,225**  
Simple Scan Uses: **456**  
WiFi Uses: **1951**

## **McHenry Public Library District**

### **LIBRARIAN'S REPORT**

**APRIL 2024**

#### **Administration**

- Congressman Bill Foster visited the Library on April 25. Board President Reilly, L. Jakacki, A. Stansbury, and T. Hillier meet with the Congressman to share unique services the Library is offering through the Summer Lunch Program and the Library Court project, along with information about how we've used Per Capita Funds to increase accessibility in the Library. We also discussed issues facing libraries, like aging infrastructure, eMaterials pricing, and internet access in our community.
- S. Nowalk completed the surplus of old office chairs and boxes of rolled foam leftover from a previous project.
- A. Mesino attended the ILA Marketing Forum held virtually this year and heard presentations on data analysis in marketing, creating annual reports, marketing with the appeal of retail, and crisis management through media.
- L. Jakacki attended a Local Government Crisis Communications presentation from NIU's Civic Leadership Academy. The presentation focused on creating a basic communication plan for crisis events by defining contact people for the organization, knowing your local media and communication staff in local organizations, and tips for wording and the timing of messages.
- April's all-staff In-Service event on the 12th featured a presentation from MetLife on our EAP, which is available for all staff, totally responsible organization training on giving and receiving feedback, and a luncheon to celebrate National Library Workers Day.
- L. Jakacki and K. Krewer met with Eccezion Technology's partner to discuss technology projects and the budget for the upcoming fiscal year.
- L. Jakacki attended the CCS Budget and Finance Committee's April meeting to make a recommendation about the FY24/25 CCS Budget and how to distribute the OCLC charges better to member libraries to CCS' Governing Board.

#### **Adult Services**

- D. Gaudio procured eclipse glasses for the library to hand out free to visitors in advance of the April 8 eclipse. On the day of the eclipse, the phone rang endlessly, and callers were looking for glasses, which, by that point, had run out. We were lucky enough to have an anonymous visitor gift us one hundred additional glasses that day, which visitors snapped up in less than half an hour. The eclipse glasses were a huge hit!
- A. Moreno Lomeli helped a patron browse the Zillow website to look for housing listings in a retirement community in Florida. He had the address information and wanted to compare prices. She showed him how to navigate the site to access pricing information and what houses previously sold for.

- D. Gaudio was approached by a young adult who asked where we got our CDs from. She mentioned Midwest Tape, and he told his friend, "We are going to have to check that out." She asked if they were finding what they wanted, and he said, "You guys have an awesome collection."
- Z. Terrill had a patron approach the desk asking for help getting SNAP benefits. During the reference transaction, she indicated that she needed them for Georgia. He was able to help her navigate the site, print off the forms, and fax them to the Georgia Department of Human Services. She was very grateful and left happy.
- K. Kimbrel assisted a patron who was looking for a bodybuilding magazine. Unfortunately, the magazine the patron wanted has ceased publication, but they did find several books about bodybuilding and nutrition. He also directed the patron to some helpful articles in the database Health Reference Center.
- A patron who now lives in Oregon but grew up here in McHenry stopped by. They were in town for a family event and stopped by for an article on the Genealogy Room's microfilm. He mentioned that he lived by the old Hanley house on Crystal Lake Blacktop and was interested in a picture of the building. T. Hillier was able to find several of them. He was thrilled to find one with the home's garage in the background.

## **Circulation**

- B. Sullivan, B. Michalski, and S. Culp attended in-person training for Find More Illinois at the CCS Office in Lincolnshire on 4/30. The training will help us prepare for the role out of Find More Illinois on 5/21.
- Circ Staff began assisting patrons with purchases from the Magazine Sale starting on 4/2.
- Library Lovers Expedition Statistics:
  - Total Participants: 3,113
  - Total Visits to our Library: 1,459
  - Total McHenry Patrons Registered: 291
  - Total McHenry Patrons Who Finished All 14 Visits: 98
  - The total % increase in participation in the Library Lovers Expedition between 2023 and 2024 was 57.98%.
  - Visits to our library for the Library Lovers Expedition between 2023 and 2024 increased by 54.62%
  - The total % increase in participation from McHenry Patrons was 127%.
  - Of the 14 participating libraries, we had the 3rd highest rate of total finishers.

## **Human Resources**

- Interviews were held for both Youth Services Library Associate-Bilingual (PT) and Youth Services Library Associate-Tween & Teen (PT).
- A. Maifield, an internal candidate, started as our Youth Services Library Associate-Tween & Teen (PT) in April.
- Recruitment and interviews have been completed for our Adult Services Department Manager. We extended an offer, which was accepted in May. We will have this role filled in early June.

- Our current headcount for April was 30: 18 FT (37.50 hours weekly), with 12 PT staff members.
- Average merit increase for FY 23/24 (year-to-date) is 2.24%
- K. Meadows just celebrated 20 years with MPLD.

## Technical Services

- S. Roitberg reports that she attended the OCLC Regional meeting as the MPLD's representative. She met with S. Basely and K. Meadows regarding the upcoming project to level the Early Reader collection, in which the physical processing cataloging changes were agreed upon.
- A. Meads worked with the Library's materials vendors to understand backorder timelines, archiving of old orders, and cancellations.
- A. Meads and K. Meadows continue working on relabeling materials with faded spine labels so that patrons and staff can find them on the shelf.

## Technology

- IT met with Eccezion on April 25 to go over current internet filter settings and other filtering options
- K. Krewer and L. Jakacki met with ISBS on April 26 to go over the option of leasing a large format printer from them.
- New Lenovo public computers and monitors were ordered and received on April 29. The monitors are slightly larger, at 21.5 inches, and much more adjustable than our current monitors. The new ones can tilt, swivel, raise, and lower easily, depending on the user's needs.
- IT is in the process of installing software and configuring the new computers to go out soon.

## Youth Services

- B. Salazar and A. Moreno Lomeli (Adult Services) attended the first annual Multicultural Fair at McHenry High School. It was well organized and very well attended. They were able to speak and interact with 85 people. They promoted programs and got ideas for future programs! Their craft (tin foil art) was popular and both staff members were featured in the report on the fair by *Telemundo News*.



- An acquaintance of S. Baseley brought her children to the StoryWalk without realizing it was her project. Her daughter was really excited by the project, took pictures with

the boards, and showed her teacher in Ringwood. The teacher was also excited by the project and had no idea it existed. The teacher then shared it with her student's parents.

- J. Einoris had a patron come in and tell her that he really enjoys the Binge Boxes, one of her initiatives. He told her that they get a thumbs up!
- S. Kordistos assisted B. Salazar with two school tours from Hilltop. They were very energetic and loved the 'VIP' areas like the sorter machine and seeing where staff work. They were also well-behaved when walking through the library and raised their hands for questions.
- A. Maifield reported that the visitors to Crochet Club said that this was the night they looked forward to each month!
- The search for a Youth Services Bilingual Library Associate (PT) continues. A. Stansbury has begun the search for a Youth Services Library Associate (PT) with the assistance of S. Baseley.

## Patron Comments

On April 02, 2024 Chief Birk, Commander Nick Clesen, Public Affairs Officer O'Herron and Director of Economic Development Doug Martin attended the Coffee with the Chief at the McHenry Public Library and conducted a presentation about the use of the department drone.



*Figure 1 From McHenry City Council Packet 05/26/2024*

McHENRY PUBLIC LIBRARY DISTRICT  
WISDOM • KNOWLEDGE • DREAMS

Date 4.16

My comment/compliment/complaint:

puzzle for toddlers

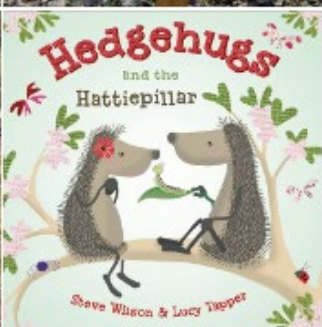
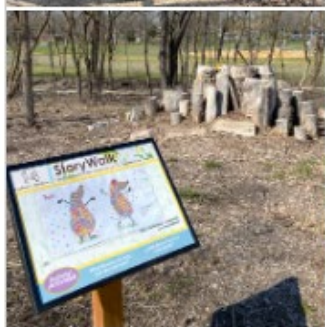
Leap frog  
cartridges



McHenry Public Library District

April 25 at 10:00 AM · 🌐

We have gotten such great feedback on the StoryWalk at Knox Park. The trees and plants are in early bloom, you can watch the season change on this accessible nature trail and enjoy this wonderful story selected by our Youth Services team.



McHenry Public Library District

April 12 · 🌐

The library is closed this morning but that doesn't mean staff isn't hard at work! Library staff is training hard to keep up the excellent service for our commu... See more

👍❤️ 21

1 💬

👍 Like

💬 Comment

➦ Share

Newest ▾



Nicole Bielawa Dudley

love it. and one of my favorite books!!



McHENRY PUBLIC  
LIBRARY DISTRICT  
WISDOM · KNOWLEDGE · DREAMS

Date 4/5/24

Create

My comment/compliment/complaint:

Please Pat The  
Dave Back on  
Gentle Reads +  
Christian Fiction  
Please!



McHENRY PUBLIC  
LIBRARY DISTRICT  
WISDOM · KNOWLEDGE · DREAMS

Date 4/27/24

My comment/compliment/complaint:

9:03 - Last newspaper

Johnsburg Library

places 1 newspaper out

at a time to ensure

each person receives

1 newspaper

2nd Request

## Sick Leave-Proposed\*

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

Employees may use sick leave for personal illness, injury, or medical appointment, and per the Illinois Employee Sick Leave Act (Public Act 99-0841), "for absences due to an illness, injury, or medical appointment of the employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, for reasonable periods of time as the employee's attendance, may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury."

Employees begin accruing sick leave upon the date of hire, which can be used immediately once they have time available. They will accrue sick leave on a pro-rated schedule based on each employee's regularly scheduled weekly hours up to the maximum listed below. Employees can track their Sick Leave balances in the Employee Self-Service (ESS) portal.

Hours/week	Pay Period Accrual	Maximum Number of Possible Days
10	0.30769	4
15	0.46154	4
20	0.61538	4
25	0.96154	5
30	1.38465	6
35	1.61539	6
37.5	2.59615	9

### Guidelines And Practices For Implementation:

When an employee is absent on sick leave for three (3) or more days, MPLD may require a note from a healthcare provider certifying that the employee was unable to work for health reasons and, when applicable, is fit for duty, or that the employee was attending to the medical needs of a qualified family member. In these cases, the employee is required to bring a note on their first day back. Failure to provide documentation may result in the time off being unpaid. The Executive Director may waive this requirement at their discretion. Please see the "Holiday" policy regarding using sick leave on their scheduled shift prior to the holiday and their first scheduled shift after the holiday.

*\*The policy has been updated to include information about the nonaccrual of sick leave under the Family and Medical Leave Act (FMLA). Additionally, we have expanded the policy to provide more clarity on the separation process for staff who have accrued sick leave, and have made changes to ensure more equality for all staff members. We have also changed "sick time" to "sick leave" for consistency in the policy wording.\**

Accrued sick leave is to be used within the calendar year of January 1 - December 31. Employees taking prescheduled sick leave for a medical appointment should request the time off through the employee self-service portal as soon as possible. If the sick leave was not pre-scheduled, the employee should request it upon their return. Requests may be taken in increments of 15 minutes.

Sick leave is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions, or bonuses. Sick leave is not accrued for employees on an unpaid leave of absence.

At the end of each calendar year, any earned but unused sick leave will be carried over, or "banked," to be used for future qualified absences under our FMLA Policy, NON-FMLA Policy, VESSA, or Workers' Compensation policies. This "bank" can hold up to a maximum of 25 days. However, an employee must use all of their current year's accrued benefit leave time (Vacation, Sick Leave, and Personal Leave) before using "banked" sick time.

Unused sick leave is not payable upon separation.

A request for any exception to this policy shall be subject to the approval of the Executive Director.

#### **Extra IMRF Service Credit from Unused Sick Leave**

The Library will track an employee's earned but unused, unpaid sick leave each year and report them to IMRF for possible additional service credit when an IMRF-eligible employee retires.

Employees may earn one month of IMRF service credit for every 20 days of unused, unpaid sick leave, or a fraction thereof, up to a maximum of 240 days (which translates to one year of service credit). This additional service credit applies if an employee is leaving employment for retirement or if a member dies while participating in IMRF and a surviving spouse's pension is payable. It cannot be used to bridge service time to retirement age.

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# Sick Time--CURRENT

(approved 09-2014)

You may use sick time for your own illness/injury or that of a family member, or for a health-related appointment. Family members include: spouse, partner, child, sibling, parent, parent-in-law, grandchild, grandparent, step-parent, and step-child.

Full-time employees receive 9 sick days per calendar year.

Part-time employees who are regularly scheduled to work 20 or more hours per week will earn prorated sick days per year as follows:

- 20 hrs/wk. 4 sick days (16 hrs.)
- 25 hrs/wk. 5 sick days (25 hrs.)
- 30 hrs/wk. 6 sick days (36 hrs.)

Part-time employees who regularly work less than 20 hours a week do not earn sick days.

## Sick Time Guidelines

- Sick days accrue per pay period and may be taken in increments of 1/2 hour or more. Exempt employees may be required to take such time in larger increments.
- Sick days may not be requested in advance unless for a scheduled health-related appointment.
- You are not eligible for holiday pay if you call in sick on a scheduled work day immediately before or after a paid holiday.
- If you are absent due to illness for a period of 3 consecutive work days or longer, you are required to submit documentation from your health care provider certifying the medical necessity for the absence and the expected date of return to work.

## Unused Sick Days

At the end of each calendar year, any earned but unused sick days will be carried over, or "banked," to be used for future FMLA-qualified absences. This "bank" can hold up to a maximum of 25 days. However, you must use all of your current year's accrued PTO (Vacation & Personal Days) before using "banked" sick days. In addition, when you retire from MPLD, any unused sick days you have will be reported to the Illinois Municipal Retirement Fund (your pension holder) for possible additional service credit (see more under "Retirement Benefits.") The library will track your earned but unused, unpaid sick days each year and report them to IMRF for possible additional service credit when you retire.

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# APPLICATIONS For EMPLOYMENT And POSITION OPENINGS-Proposed\*

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

The McHenry Public Library District (MPLD) is committed to hiring the best-qualified candidates based on their education, experience, aptitude, character, and ability to perform the job duties. MPLD engages in effective recruitment and selection practices in compliance with all applicable employment laws and believes in promoting from within when possible. We provide equal employment opportunities to all applicants, and recruitment, selection, and placement of employees are based solely on job-related criteria.

## Scope

This policy applies to all MPLD positions at all levels below the Executive Director. The Hiring Manager and the Human Resource Generalist (HR) may elect not to post certain positions when there are lawful, nondiscriminatory bases for doing so and with the approval of the Executive Director. The library may use a mix of external and internal recruiting, which may take place simultaneously to expedite the process as required by the library's needs. Internal candidates may or may not be given preference, depending on the circumstances.

## Job Postings and Applications

Once an open position is approved for recruitment, MPLD may advertise it to external and internal candidates through various sources, such as advertisements on RAILS online job listings, professional Library publications, the Library's ESS portal, or other online job boards. All applicants for the Library's employment shall file applications online. If needed, accommodations will be made upon request.

## Applicant Selection

MPLD selects employees based on their qualifications for the job, as outlined in the job description. The qualifications are determined through a review of the job application, assessment of their skills and technical qualifications (if required), educational qualifications, employment interviews, reference checks, and background checks.

## Internal Eligibility

To be considered for an open position, you must:

- You must have worked for MPLD for at least 12 months.
- Have received a rating no lower than "meets expectations" on your most recent performance review and must not currently be on a performance improvement plan.
- Meet the minimum requirements for the job and be able to perform the essential functions of the position, with or without reasonable accommodation.

\*Updated policy to reflect current recruitment methods and removed processes from the policy.

Although you are not required to notify your supervisor that you have applied for a position, the supervisor will be notified once you reach the interview stage. If hired for the position, the current and the new supervisor will work together to determine an appropriate transfer date.

### **Promotions and Transfers**

Administration reserves the right to reassign employees without posting a vacancy if it is deemed in the best interest of the library. Transfers between departments, on either a temporary or permanent basis, may be made upon the recommendation of the managers of the affected departments and the approval of the Executive Director.

MPLD reserves the right to grant exceptions to this policy within the law based on the Library's needs.

# Applications For Employment And Position Openings-Current

## Policy

General applications for employment are available at the Circulation Services Desk. Applications for employment and accompanying documents are generally kept for a period of four years and are discarded (shredded) after that time. Applications may be received via mailed forms, FAXed, or e-mailed using a .pdf or Word document file. When the Library has a position opening, that position may be advertised in-house first (normally 2 weeks). If there are no qualified applicant pool/in-house applicants, (within the discretion of the management team), the position will be advertised using the best media possible depending upon the position, budget and media available at the time.

## Guidelines And Practices For Implementation

All hiring of full-time and part-time employees will be governed by the following policy and procedures. Once a position is either newly created or opens-up by virtue of staffing leaving/firing, etc., the department manager in the 'open' department should meet with the Executive Director to consider the course of action, budget implications/salary and staffing needs. At that time, decisions will be made regarding advertising and hiring from with-in or going directly out to the public. The department head will consult with the Administrative Assistant and the Executive Director to write the job advertisement and job qualifications and select the pay grade/range and start date. If advertised publicly, it will be done in the following hierarchical manner:

It is the policy of the Library to advertise all open and new staff positions within the library for a period of 2 weeks before advertising locally and/or nationally. This is done to encourage upward and lateral movement of staff while simultaneously fostering an environment of job growth and continuing education.

For all positions requiring a Master's degree (MLS, MLIS or other), the department manager will determine, via the job description, prevailing job market and additional qualifications needed, if the job postings should be placed locally first followed by a national listing:

The Northwest Herald (Sunday only)

The Illinois Library Association jobline ([www.ila.org/jobline/index.htm](http://www.ila.org/jobline/index.htm)) (\$100 for 30 days)

The University of Illinois LIS School

Dominican University LIS

The University of Wisconsin (Madison/Milwaukee) LIS School

(Various Illinois system websites)

The RAILS jobs list

Job Hunt ([www.jobhunt.org/jobs/illinois.shtml](http://www.jobhunt.org/jobs/illinois.shtml))

Job Openings ([www.jobopening.net](http://www.jobopening.net))

Craigslist ([www.craigslist.com](http://www.craigslist.com))

If necessary - nationally

\*Updated policy to reflect current recruitment methods and removed processes from the policy.

Library Hotline

The American Library Association and American Libraries ([www.ala.org](http://www.ala.org))

Library Journal

Ziprecruiter or some other web-based job search engine

For all positions requiring a high school diploma and/or some college with some library experience:

The career center – McHenry Community College

The College of DuPage (Library Tech program)

The Northwest Herald (Sunday only)

The NSLS jobs list

The McHenry Chamber newsletter

The McHenry County Workforce Center (815-338-3990) [www.ides.state.il.us/ietc/mchenry](http://www.ides.state.il.us/ietc/mchenry)

Craigslist ([www.craigslist.com](http://www.craigslist.com))

Ziprecruiter or some other web-based job search engine

Jobs will normally be listed for a 2- week period (run in newspaper 2 times in 2 weeks) to a 1-month period. Advertisements will run only for jobs currently open. Applications will be retained for a period of four years after the job has been filled. No pool of job applicants will be retained. In various cases, dependent upon job qualifications, a temporary employment service may be retained to recruit and hire job applicants.

The Dept. Manager with the job opening will work with the Business Manager and PR Manager in wording the job ad and in placing/advertising. In this manner, all advertising/billing will be funneled through the Business Manager. If changes in hours, job description or rate of pay are needed, the Executive Director will need to be consulted before the position is advertised. In each individual case of advertising, the Dept. Manager of the advertised position will be the point/answer person referred to in the ad with all applications/resumes forwarded to him/her. The Dept. Manager will conduct all interviews (telephone and in-person) but will keep the Executive Director continually apprised of progress. A minimum of three candidates will normally be selected for interviews and the Executive Director will approve the interview process/schedule.

After a successful candidate is found, the Dept. Manager will convene a meeting with the Executive Director to expand hiring rationale and recommend a salary and start date. The Dept. Manager will then contact the candidate by telephone and offer the position. A letter will follow up the verbal agreement from the Executive Director outlining the verbal conversation but also providing additional information about benefits, the community, starting salary and other pertinent information. After the successful candidate verbally confirms acceptance of the position, the unsuccessful interviewed candidates will be contacted by telephone/letter (Dept. manager preference) followed by contacting all candidates.

After the Dept. Manager has filled the position, all applications for employment and

\*Updated policy to reflect current recruitment methods and removed processes from the policy.

accompanying documents should be returned to the Executive Director where they will be kept on file for two (2) years and then destroyed. Unsolicited applications for employment are also referred to the Executive Director. In the event of another open position, Dept. Managers may consult those applications and resumes.

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## MEMO

To: MPLD Board of Trustees  
From: Lesley Jakacki, Executive Director  
Re: **Agenda Item XI. B.**  
Director's Spending Authorization  
Date: 05/21/2024

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At the April 16, 2024, Regular Board Meeting, President Reilly requested that the Board review the limits of the Director's Spending Authorization. The Director has an \$8,000.00 spending authority a single item not in the budget or to enter into new contracts. This limit was set in October 2020. The MPLD Board Bylaws outline the Director's Spending Authorization in two sections, one for general spending and one for emergencies.

### **Board Bylaws**

#### **Emergency Expenditures (pg 20)**

The Executive Director is authorized to approve any expenditures necessary for the day-to-day operations of the Library as long as they fall within the parameters of the current, approved FY budget (approved by the Board and Ordinance). But there are times – emergencies and other contingency instances – that require a disbursement of funds not defined/budgeted within the parameters of the current budget. An emergency is defined as 'an unforeseen event that threatens the safety of the public, staff, building or vehicles/equipment.' Dollar limits are as follows:

Executive Director - \$25,000 (ILCS \$ limit subject w/o bid)

Use of this emergency fund is subject to the approval of the Board President but may be done after-the-fact in cases of dire emergency when the Board President cannot be reached. Note that any expenditure above the \$25,000 (total) amount must be approved by the Board in advance, either in a special or regular meeting and they require bids as per ILCS bid laws. Whenever possible, however, competitive price quotes should be obtained, even if bidding is NOT required by law.

#### **Spending Authorizations (pg 24)**

The Executive Director may make expenditures consistent with the Board-approved budget without further Board approval. However, a spending limit for the Director of up to \$8,000 for a single item without prior Board approval for items that are not within the board-approved budget or new contracts in excess of \$8,000.00 must be formally presented and approved by the Board of Trustees during a regular meeting.

STATE OF ILLINOIS                 )  
COUNTY OF McHENRY         )

**THE BOARD OF LIBRARY TRUSTEES  
OF THE McHENRY PUBLIC LIBRARY DISTRICT  
McHENRY, ILLINOIS**

**RESOLUTION No.       2023/2024-06**

**A RESOLUTION TO TRANSFER MONEY TO THE SPECIAL RESERVE FUND**

**WHEREAS**, the Board of Trustees of the McHenry Public Library District previously established a Special Reserve Fund in accordance with applicable statutes (75 ILCS 16); and

**WHEREAS**, applicable statutes permit the accumulation of funds over time for one or more purposes as authorized by statute and as designated by the Trustees; and

**WHEREAS**, funds have accumulated in the Special Reserve Fund for the purposes stated in the documentation relating to the Special Reserve Fund; and

**WHEREAS**, as a result of prudent fiscal management, there are monies available in the general corporate fund for transfer to the Special Reserve Fund as of the end of the fiscal year, June 30, 2024; and

**WHEREAS**, the transfer of such funds to the Special Reserve Fund is consistent with the intent of the Trustees, along with the development of a building-and-site improvement plan and with a collection development plan;

**NOW, THEREFORE, BE RESOLVED** by the Board of Trustees of the McHenry Public Library District, as follows:

**SECTION 1:** The amount of \$850,000.00 in the general corporate fund being determined by the Executive Director in collaboration with the Board President and Board Treasurer, shall be transferred to the Special Reserve Fund to be expended in accordance with the terms and conditions of the Special Reserve Fund.

**SECTION 2:** The transfer to the Special Reserve Fund, as stated in the preceding Section 1, shall be made by June 30, 2024.

**SECTION 3:** This resolution is effective immediately on the date of its passage.

PASSED by the Board of Library Trustees of the McHENRY PUBLIC LIBRARY DISTRICT,  
McHENRY COUNTY, McHENRY, ILLINOIS this \_\_\_\_\_ day of \_\_\_\_\_ 2024, by a  
vote of:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Approved: \_\_\_\_\_  
Charles Reilly, President  
Board of Library Trustees

Attest: \_\_\_\_\_  
Monica Leccese, Secretary  
Board of Library Trustees

## MEMO

To: MPLD Board of Trustees  
From: Lesley Jakacki, Executive Director  
Re: **Agenda Item XI. C. 1.**  
Memo to Board of potential uses of the Special Reserve Fund  
Date: 05/21/2024

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As outlined in the Library's Ordinance 1987/88-2, the Special Reserve Fund contains monies used to repair, remodel, or improve the existing building or purchase necessary equipment. The Library shall review and update a list of potential uses (e.g., projects, repairs, emergencies) for the monies placed in the Special Reserve Fund. This is a non-binding list, and any non-budgeted use of the Special Reserve Fund will require approval.

The Library is preparing a Request for Proposal (RFP) for a comprehensive Capital Assessment Report. This report will be valuable in evaluating and prioritizing building repairs, improvements, or necessary remodeling. Its findings will guide our decision-making and budgeting of funds placed in the Special Reserve Fund.

Below is a list of potential uses for the Special Reserve Fund based on the age of the equipment and its lifespan, the observations and recommendations of the Building Services Manager and Director, and discussions with vendors over the past year.

- Carpet and tile flooring replacement
- Exterior Window and Door Replacement
- HVAC & Chiller Replacements
- Interior Painting
- Network Switch Replacements\*
- Parking Lot Light Replacement
- Parking Lot sealing, striping, and catch basin repairs\*
- Public Bathroom Remodel
- Roof repairs and sealant
- Skylight replacements\*
- Tuckpointing of Exterior Brickwork

\* Projects we would like to schedule for FY23/24 and FY24/25

STATE OF ILLINOIS           )  
COUNTY OF McHENRY       )

THE McHENRY PUBLIC LIBRARY DISTRICT BOARD OF LIBRARY TRUSTEES

**ORDINANCE No. 2023/24 -07**

Calendar of Regular Meetings For the Board of Library Trustees For Fiscal Year 2024/25

WHEREAS, the Public Library District Act, 75 ILCS 16/30-50 requires all public library districts to specify the time, place, and date that the Board of Library Trustees shall meet for regular meetings each fiscal year;

NOW THEREFORE BE IT ORDAINED by the Board of Library Trustees of the McHenry Public Library District, McHenry, Illinois, as follows:

Section 1: Regular meetings of the Board of Library Trustees shall be typically held at the McHenry Public Library, 809 Front Street, McHenry, Illinois, at 7 p.m. on the third Tuesday of each month,

Section 2: Regular meetings of the Board of Library Trustees shall be held on the following dates:

Tuesday, July 16, 2024  
Tuesday, August 20, 2024  
Tuesday, September 17, 2024  
Tuesday, October 15, 2024  
Tuesday, November 19, 2024  
Tuesday, December 17, 2024

Tuesday, January 21, 2025  
Tuesday, February 18, 2025  
Tuesday, March 18, 2025  
Tuesday, April 15, 2025  
Tuesday, May 20, 2025  
Tuesday, June 17, 2025

Passed by the Board of Library Trustees of the McHenry Public Library District, McHenry, Illinois, on the \_\_\_\_\_ day of \_\_\_\_\_, 2024 by a vote of:

AYES:

NAYS:

ABSENT:

ABSTAINING:

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

Attest:

\_\_\_\_\_  
Monica Leccese, Secretary  
McHenry Public Library District Board of Library Trustees