



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

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

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

Date: Tuesday, April 21, 2026
Time: 7:00 p.m.
Location: Meeting Rooms #135 & #136

I. CALL TO ORDER – Charles Reilly, President

President Reilly called the meeting to order at 7:00 p.m.

Vice President Alexander will serve as Treasurer Pro Tem.

II. ROLL CALL – Monica Leccese, Secretary

A. Roll Call

Roll was called.

Members Present: Bud Alexander, Victor Jimenez Carrillo, Monica Leccese, Jim O'Hagan, Charles Reilly, Vickie Schutze

Members Absent: Terry Weingart

Also Present: Tom Coughlin, Governmental Accounting, Inc.
Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
Sandra Mendez Barradas, Administrative Assistant
Kathy Milfajt, Technical Services Department 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 24, 2026, Regular Meeting

Secretary Leccese stated that she reviewed the Minutes of the March 24, 2026, Regular Meeting and found no changes necessary.

Jimenez Carrillo moved, and Schutze seconded the motion to approve the Secretary's Report.

Roll Call Vote:

Ayes: Alexander, Jimenez Carrillo, Leccese, O'Hagan, Reilly, Schutze

Nays: None

Abstain: None

Absent: Weingart

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 Inc. provided a quarterly review of the Library's finances to the Board. During the third quarter of the 2025/2026 fiscal year, the Library has brought in about \$4.7 million in revenue (80% of budget). Operating expenses were \$2.1 million (45% of budget), 30% less than expected. Capital expenditures were \$94,500 (10% of budget) and surplus is \$2,016,491.

Tom recommended making the second \$425,000.00 transfer from the General Fund into the Special Reserve fund as we go into the fourth quarter.

B. Approval of Monthly Financial Statements, Interim Check Report, and Bill Reports for March/April 2026, Additional Bills, and Petty Cash and Credit Card Reports

Treasurer Pro Tem Alexander stated that he reviewed all financials and found everything to be in order.

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

Roll Call Vote:

Ayes: Alexander, Jimenez Carrillo, Leccese, O'Hagan, Reilly, Schutze

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

VIII. COMMUNICATIONS

A. State Senator Craig Wilcox, appreciation of Valentine's Card Drive participation

Letter from State Senator Craig Wilcox in appreciation of the Valentine's Day Cards created by our Youth Services patrons for his Valentine's Day card drive for seniors.

B. Texas Roadhouse, recognition of donation

Letter of recognition to Texas Roadhouse in Crystal Lake for their donation of Kids Meal coupons in support of our Winter Reading Program.

C. McHenry American Legion Auxiliary Unit 491 donation to MPLD and recognition of donation

Letter of recognition to McHenry American Legion Auxiliary Unit 491 for their donation.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

Director Jakacki shared that in the statistical infographic, Library attendance was almost equal to March 2025. Program attendance had a big decrease due to some videos going viral on YouTube last year. Volunteer hours increased by 90% because of our adult volunteer program restarting. There was a 3% decrease in checkout of physical materials and an 11% increase in use of e-materials. Database searches went up 125% and database sessions went up 211% thanks to promotion done by staff during outreach events.

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

- L. Martinez did her first program at MPLD, Senior Bytes: iPhone.
- Annual preventive maintenance of our solar panels was completed.
- We had four new hires in March: a Marketing Assistant, two Youth Services Associates, and an Adult Services Librarian.
- B. Sullivan, one of our circulation clerks, was promoted to ILL Associate.
- T. Song held a Pokémon Party to celebrate the 30th Anniversary of Pokémon.

B. Staff Continuing Education Reports

Continuing Education report from C. Jimenez who attended C2E2, a pop culture convention in Chicago, to learn about current trends and gain some ideas for youth materials and programs.

X. OLD BUSINESS

A. Project Updates

Director Jakacki provided the Board with updates on the Parking lot and Skylight Replacement Project, the Compensation Benchmark Study, and the Outreach Van Pilot Program.

XI. NEW BUSINESS

A. Policies

1. Blood and Organ Donation Leave- Revised

The policy was expanded per state law changes. Organ donation leave was added and part-time employees are now eligible for this type of leave.

Jimenez Carrillo moved, and O'Hagan seconded the motion to approved the revised Blood and Organ Donation Leave policy.

Roll Call Vote:

Ayes: Alexander, Jimenez Carrillo, Leccese, O'Hagan, Reilly, Schutze

Nays: None
Abstain: None
Absent: Weingart
Motion Passed

2. Communication Systems, Internet/Intranet Access, and Email- Revised

The policy was expanded to include the use of AI devices. Trustee O'Hagan had a question about some of the wording used in item 10. "Employee records, confidential third-party information" will be included in the list of privileged material.

O'Hagan moved, and Alexander seconded the motion to approve the revised Communication Systems, Internet/Intranet Access, and Email policy as modified.

Roll Call Vote:

Ayes: Alexander, Jimenez Carrillo, Leccese, O'Hagan, Reilly, Schutze
Nays: None
Abstain: None
Absent: Weingart
Motion Passed

B. MPLD Organizational Chart- revised

Director Jakacki shared an up-to-date organizational chart with the Board.

C. Library Card Designs

The Library would like to update the look of our library cards, so our Marketing Coordinator created a few designs, which Director Jakacki shared with the Board. The Board shared some feedback but did not prefer one particular design as a whole. Updates will be made based on the feedback, and Library staff will vote to pick the new design.

D. McHenry County Department of Health partnerships

Director Jakacki shared a Memorandum of Understanding from the McHenry County Department of Health with recommended modifications from our attorney and asked for feedback from the Board on the suggested changes. The Board expressed that clarification should be requested from MCDH on certain sections before sending back the modified copy of the agreement to them.

XII. EXECUTIVE SESSION

The Board did not enter Executive Session.

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

None.

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

XV. ADJOURNMENT

Jimenez Carrillo moved, and Schutze seconded the motion to adjourn the meeting at 7:58 p.m.

Roll Call Vote:

Ayes: Alexander, Jimenez Carrillo, Leccese, O'Hagan, Reilly, Schutze

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

APPROVED by the Board of Trustees this 19th day of May, 2026

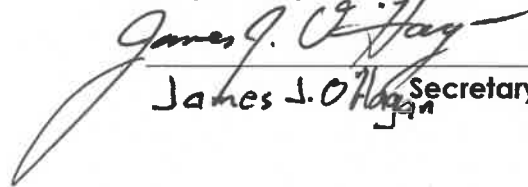
AYES: 5 - Alexander, Jimenez Carrillo, O'Hagan, Reilly, Weingart

NAYS:

ABSTAIN:

ABSENT: Leccese, Schutze

Respectfully Submitted,


James J. O'Hagan Secretary Pro Tem