



**McHenry Public Library District
Board of Library Trustees Regular Meeting
Tuesday, August 19, 2025, 7:00 p.m.
(following the Public Hearing)
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 July 15, 2025, Regular Meeting.
- VII. **TREASURER'S REPORT – Terry Weingart, Treasurer**
 - A. Approval of Monthly Financial Statements, Interim Check Report, and Bill Reports for July/ August 2025, Additional Bills, and Petty Cash and Credit Card Reports
- VIII. **COMMUNICATIONS**
 - A. Letter from Illinois Secretary of State Giannoulis Regarding Enhanced Protections for Illinois Libraries and Librarians
 - B. Letter Regarding Illinois Route 31 Roadway Construction Project from the City of McHenry
- IX. **LIBRARIAN'S REPORT**
 - A. Librarian's Report
 - B. Staff Report- Northern Illinois Genealogy Conference
- X. **OLD BUSINESS**
 - A. Approval of the FY 2024/25 Secretary's book
 - B. AmeriCorps Seniors of Kane, Kendall & McHenry Counties Memorandum of Understanding
- XI. **NEW BUSINESS**
 - A. FY 2025/2026 Budget

1. Adoption of Ordinance No. 2025/2026-02: Combined Annual Budget And Appropriation Ordinance For The McHenry Public Library District For The Fiscal Year Beginning July 1, 2025 And Ending June 30, 2026
2. Certificate of Estimated Revenues by Source FY 2025-2026
- B. FY 2024/25 Illinois Public Library Annual Report (IPLAR) Acceptance
- C. 2026 In-Service Dates Request for Library Closure
- D. Policies
 1. Reasonable Accommodations
 2. Payroll
 3. Travel Expenses
 4. Training and Membership
- E. Adult Services Programming
- F. Proposed Projects from the Special Reserve Fund

XII. **EXECUTIVE SESSION**

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

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

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

XV. **ADJOURNMENT**

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

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



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

Date: Tuesday, July 15, 2025
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 Bud Alexander will serve as Secretary Pro Tem.

II. ROLL CALL – Bud Alexander, Vice President

A. Roll call

Members Present: Bud Alexander, Jim O'Hagan, Charles Reilly, Vickie Schutze, Terry Weingart

Members Absent: Victor Jimenez Carrillo, Monica Leccese

Also Present:

Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
Sandra Mendez Barradas, Administrative Assistant
Kathy Milfajt, Technical Services Manager
Mary Mauch
Michael Schnaebele

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

Mary Mauch, a long-time Johnsburg teacher, spoke to the Board about her interest in doing a presentation on Abigail Adams at the McHenry Library.

VI. SECRETARY'S REPORT – Bud Alexander, Vice President

A. Approval of Minutes of the June 17, 2025, Regular Meeting.

Vice President Alexander stated that he reviewed the Minutes of the June 17, 2025, Regular Meeting and found no changes necessary.

Weingart moved, and Schutze seconded the motion to approve the Minutes of the June 17, 2025, Regular Meeting.

Roll Call Vote:

Ayes: Alexander, O'Hagan, Reilly, Schutze, Weingart

Nays: None

Abstain: None

Absent: Jimenez Carrillo, Leccese

Motion Passed

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

A. Quarterly Review of Finances with Tom Coughlin, Governmental Accounting, Inc.

Tom Coughlin from Governmental Accounting, Inc. presented an overview of the FY 24/25 year-end financial report to the Board. The Library brought in \$5,843,828 in revenue for the year and is currently at 93% of the revenue budget. Revenue was up 20 % compared to last year when including the Special Reserve transfer – without the transfer, revenue was up 7%, mainly driven by property taxes. Expenses were \$2,725,700 which were 61% of budget, a 1% increase over the prior year. The Library ended the year with a surplus of just over \$1,000,000 and an ending fund balance of \$5,384,667. Tom noted that these numbers may change slightly during the upcoming September audit.

B. Approval of Monthly Financial Statements, Interim Check Report, and Bill Reports for June/July 2025, Additional Bills, and Petty Cash and Credit Card Reports

Alexander moved, and O'Hagan seconded the motion to approve the Treasurer's Report.

Roll Call Vote:

Ayes: Alexander, O'Hagan, Reilly, Schutze, Weingart

Nays: None

Abstain: None

Absent: Jimenez Carrillo, Leccese

Motion Passed

VIII. **COMMUNICATIONS**

A. Letter from Alexi Giannoulas, Illinois Secretary of State and State Librarian—FY2025 Per Capita Grant Award Letter

Letter from Alexi Giannoulas, Illinois Secretary of State and State Librarian, awarding the McHenry Public Library the FY2025 Per Capita Grant. Director Jakacki shared that last year and continuing this year, the grant will be used to improve physical accessibility as well as accessibility of materials. Some examples of how we used last year's grant funds are digital audiobooks, large-print books for children, calming kits and other sensory items, as well as the Library of Things. She noted that the grant will also help offset the rising cost of digital audiobooks as they become more popular.

IX. **LIBRARIAN'S REPORT**

A. Librarian's Report

Director Jakacki shared that in the statistical infographic, library card registrations were slightly higher compared to June 2024. Attendance was almost identical and program attendance was slightly lower due to some programs going viral last year.

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

- The Friends of the Library held its June meeting, where they scheduled a 50% off indoor sidewalk sale to coincide with Fiesta Days, and planned their 2026 book sales and meeting dates. They also generously approved the following funding requests from the Library:
 - 1,000 Books Before Kindergarten program continuation.
 - Illinois Libraries Present (ILP) Season 5 Membership
 - 2025 National Library Card Sign-up Initiative.
 - Bike Repair Station.
- K. Kimbrel, Adult Services Librarian, delivered materials to 28 individuals who were either homebound or at an assisted living facility. The number of people who sign up for this service continues to grow month to month.
- M. Spaargaren, Adult Services Manager, completed the Illinois Libraries AI Ambassadors Program. She will present what she learned to Library staff at an upcoming staff meeting.
- In June, the Library held an In-Service Day where the McHenry Youth and Family Center came to do a presentation on the services they offer. There was also a comedian from Knuckleball Comedy who did an improv workshop focused on leadership and communication skills.
- There are two more Family Markets, where families can pick up some food staples, taking place on July 18th and August 15th at the Library. The Northern Illinois Food Bank also continues to offer the summer lunch program onsite at the Library, and in June they served 437 lunches.
- Director Jakacki shared two Northwest Herald articles with the Board.
 - The first article is about the McHenry County Conservation District's "Find Your Wild" program which encourages McHenry county residents to visit conservation land by participating in a scavenger hunt. Residents can also visit participating libraries to receive additional points towards raffles.
 - The second article talks about the protest that took place in front of the Library on June 20 opposing the cuts to the Federal Institute of Museum and Library Services. Director Jakacki noted that there were no issues or interactions between protesters and staff as the Library was closed for a Staff In-Service during that time.

B. Staff Continuing Education Reports

Circulation staff members D. Deasey, K. Castillo Rodriguez, and B. Freidenfelds attended Reaching Forward where they learned about various topics, including more ways to make the Library of Things more streamlined and ways to market it more as well as circulation services that other libraries offer.

Trustee Schutze asked if passport services were being considered for the Library. Director Jakacki said that this service is not being considered currently.

due to the amount of staff time it takes. She also mentioned that the Library is interested in doing notary services and license plate renewal stickers as these are much less time and training-intensive, but there is no concrete plan for either service at this time.

C. Project Updates

X. OLD BUSINESS

A. Sanitary Sewer Project

During the June Board meeting, Director Jakacki informed the Board that pressure toilets had been purchased and installed in the main Library area restrooms as the old ones were a little slow to clear and there was a concern for backup to build up in the pipes. She noted that there is still an area where it continues to get slightly clogged, and a log is being kept of how frequently it is happening so that it can be determined if replacement is necessary.

XI. NEW BUSINESS

A. Resolution No. 2025/2026-01: Annual Resolution Authorizing Public Library District Non-Resident Cards FY 25/26

Director Jakacki explained that this is an annual resolution that allows the McHenry Library to sell non-resident library cards to those who live in areas that are not served by any library and for which we are the closest library. The Library is recommending again to go with the tax bill method as it is the most equitable since the Library charges non-residents as if they were in-district.

President Reilly asked if a non-resident would have to bring in their tax bill when requesting a library card. Director Jakacki explained that it wasn't necessary for non-residents to bring in their tax bill as Library staff need to confirm they are a non-resident by looking up their address and tax bill and would calculate the fee from there.

Trustee O'Hagan asked how fees for homeless individuals would be determined. Director Jakacki explained that homeless individuals would not be charged, as they would have no property to be taxed on, and they would either have a temporary card with a 5-item limit or could use materials only in-house.

O'Hagan motioned, and Alexander seconded the motion to approve Resolution No. 2025/2026-01: Annual Resolution Authorizing Public Library District Non-Resident Cards for Fiscal Year 25/26

Roll Call Vote:

Ayes: Alexander, O'Hagan, Reilly, Schutze, Weingart

Nays: None

Abstain: None

Absent: Jimenez Carrillo, Leccese

Motion Passed

B. Freedom of Information Act Policy (Updated)

The Freedom of Information Act Policy has been updated to reflect current organization data such as number of full-time and part-time employees, annual budget, and Board members.

Vice President Alexander had a question about the frequency of the information requests as well as how ordinary or unusual they are. Director Jakacki said that the Library only gets a few requests per year and that they are mostly ordinary in their nature.

Weingart motioned, and Schutze seconded the motion to approve the updated Freedom of Information Act Policy.

Roll Call Vote:

Ayes: Alexander, O'Hagan, Reilly, Schutze, Weingart

Nays: None

Abstain: None

Absent: Jimenez Carrillo, Leccese

Motion Passed

C. Approval of the FY 2024/25 Secretary's book

The FY 2024/25 Secretary's book was reviewed by Vice President Alexander and Secretary Leccese at a prior date. This matter was deferred to the August 19, 2025 Board meeting due to Secretary Leccese being absent.

No action taken.

D. AmeriCorps Seniors of Kane, Kendall & McHenry Counties Memorandum of Understanding

Senior Services of McHenry has a volunteer program called AmeriCorps Seniors where they work with senior citizens who volunteer for non-profits, community programming, teaching, etc. The Memorandum of Understanding would allow the McHenry Public Library to submit volunteer requests to Senior Services for any special events or miscellaneous projects. Director Jakacki noted that the Library has worked with Senior Services in the past and their volunteers are always well-vetted and provide great service to the Library.

Trustee O'Hagan asked about who does the background checks on these volunteers. Director Jakacki explained that AmeriCorps Seniors does the background checks for all people that volunteer through them. She noted, however, that there are certain events like the lunch service and summer markets where AmeriCorps volunteers would need to get a background check through them as well as the Library since the Northern Illinois Food Bank requires that any adult volunteers for their events have a background check done onsite. Trustee O'Hagan said that he feels it would be helpful to have this information included in the Memorandum of Understanding and the Board requested for this change to be made. Director Jakacki informed the Board that she would request AmeriCorps to make the change and bring the updated Memorandum of Understanding to the August Board meeting.

XII. **EXECUTIVE SESSION**

Alexander motioned, and Weingart seconded the motion to enter into an Executive (closed) Session at 7:49 p.m. for the following purpose:

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

Roll Call Vote:

Ayes: Alexander, O'Hagan, Reilly, Schutze, Weingart

Nays: None

Abstain: None

Absent: Jimenez Carrillo, Leccese

Motion Passed

Weingart moved, and Alexander seconded the motion to leave Executive (closed) Session at 8:14 p.m.

Roll Call Vote:

Ayes: Alexander, O'Hagan, Reilly, Schutze, Weingart

Nays: None

Abstain: None

Absent: Jimenez Carrillo, Leccese

Motion Passed

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

None

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

Director Jakacki informed the Board that Mary Mauch had previously spoken with M. Spaargaren, Adult Services Manager, about doing the Abigail Adams presentation in June 2024. M. Spaargaren researched attendance on previous historical presentations and found that they were not as popular as other programs. The Board discussed the possibility of having her do the presentation and agreed it would not be beneficial as historical presentations are currently not very popular at the McHenry Library but would keep her in mind if that changes.

XV. **ADJOURNMENT**

O'Hagan motioned, and Reilly seconded the motion to adjourn the meeting at 8:30 p.m.

Roll Call Vote:

Ayes: Alexander, O'Hagan, Reilly, Schutze, Weingart

Nays: None

Abstain: None

Absent: Jimenez Carrillo, Leccese

Motion Passed

APPROVED by the Board of Trustees this _____ day of _____, 2025

AYES:

NAYS:

ABSTAIN:

ABSENT:

Respectfully Submitted,

Monica Leccese, Secretary

Financial Report

For the 1 Month(s) Ended July 31, 2025
FISCAL YEAR 2026



McHenry Public Library District

Actual vs Budget Summary
For the 1 Month(s) Ended July 31, 2025

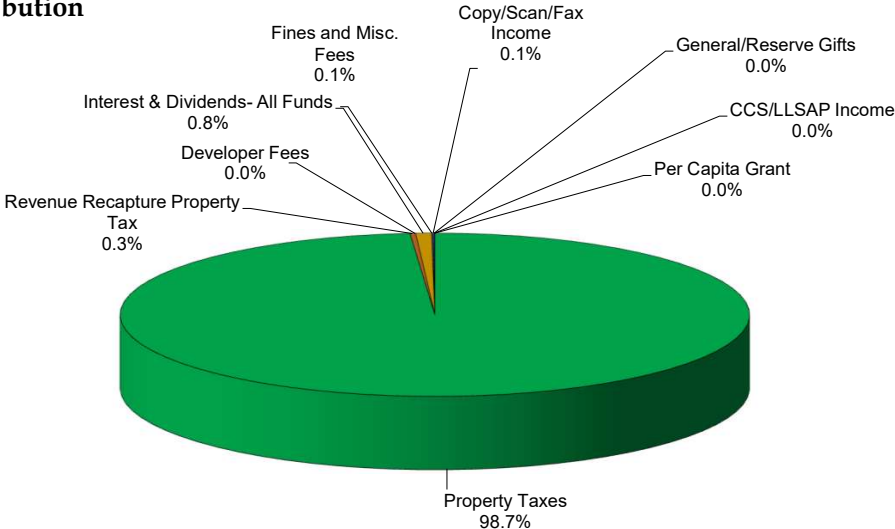
8% of Fiscal Year

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
REVENUE					
Property Taxes	2,107,670	3,977,112	53.0%	1,984,081	6%
Revenue Recapture Property Tax	6,083	11,480	53.0%	5,144	18%
Developer Fees	-	175,000	0.0%	-	0%
Interest & Dividends- All Funds	17,342	257,500	6.7%	20,685	-16%
Fines and Misc. Fees	1,353	154,500	0.9%	1,458	-7%
Copy/Scan/Fax Income	1,683	18,500	9.1%	1,105	52%
General/Reserve Gifts	2	180,000	0.0%	3	-47%
Annexation & Impact Fees	-	25,000	0.0%	-	0%
Retiree/Cobra Insurance Payment	-	16,000	0.0%	-	0%
Misc. Sales & Income	49	75,500	0.1%	20	145%
Lost & Damaged Materials	450	6,500	6.9%	397	13%
CCS/LLSAP Income	-	10,500	0.0%	-	0%
Solar Credits	-	2,500	0.0%	-	0%
Per Capita Grant	-	65,000	0.0%	62,150	-100%
Over/Short	2	500	0.3%	(2)	-179%
Miscellaneous Grants	-	65,000	0.0%	-	0%
Transfer from General Fund	-	850,000	0.0%	-	0%
Actual Revenues	2,134,633	5,890,592	36.2%	2,075,040	3%
Budgeted Revenues	5,890,592				
% of Budget	36%				
OPERATING EXPENDITURES					
Personnel	143,719	2,690,825	5.3%	130,497	10%
Material and Supplies	37,429	767,725	4.9%	31,941	17%
Contracted Services	2,417	342,450	0.7%	10,357	-77%
Consortium & IT/Network Services	4,076	138,000	3.0%	20,464	-80%
Professional Services	474	173,500	0.3%	3,938	-88%
Printing, Publications & Postage	10,811	105,850	10.2%	5,331	103%
Utilities	-	62,750	0.0%	2,866	-100%
Miscellaneous Operating Expenses	13,462	258,750	5.2%	8,706	55%
Grant & Gift Fund Expenses	-	160,000	0.0%	-	0%
Actual Expenditures	212,387	4,699,850	4.5%	214,101	-1%
Budgeted Expenditures	4,699,850				
% of Budget	5%				
SURPLUS / (DEFICIT) FROM OPERATIONS	1,922,245	1,190,742	161.4%	1,860,939	3%
CAPITAL EXPENDITURES & DEBT SERVICE					
Capital Expenses	5,504	902,500	0.6%	-	0%
Debt Services	-	-	N/A	-	0%
Transfer to Reserve Fund	-	850,000	0.0%	-	0%
Actual Expenditures	5,504	1,752,500	0.3%	-	0%
Budgeted Expenditures	1,752,500				
% of Budget	0%				
TOTAL SURPLUS / (DEFICIT)	1,916,741	(561,758)		1,860,939	
BEGINNING FUND BALANCE	5,384,667				
ENDING FUND BALANCE	7,301,409				

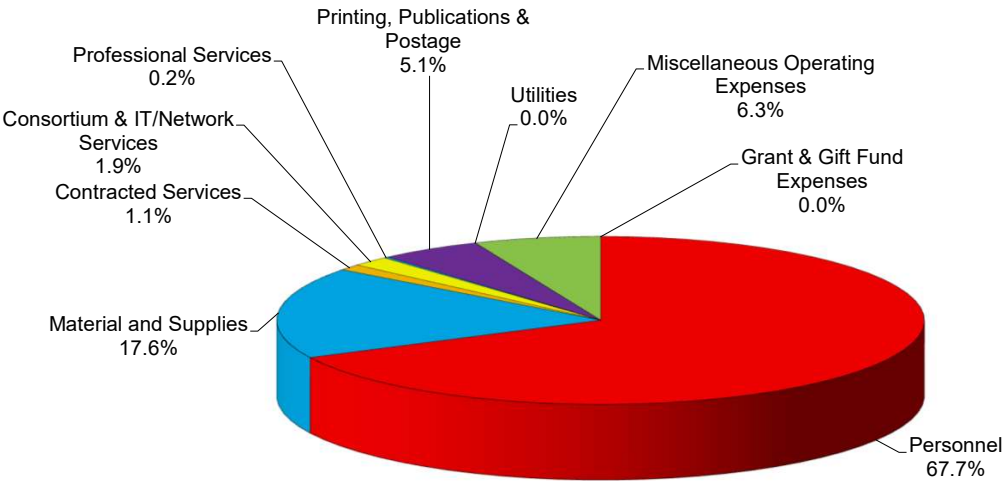
McHenry Public Library District

Actual vs Budget Summary
For the 1 Month(s) Ended July 31, 2025

Revenue Distribution

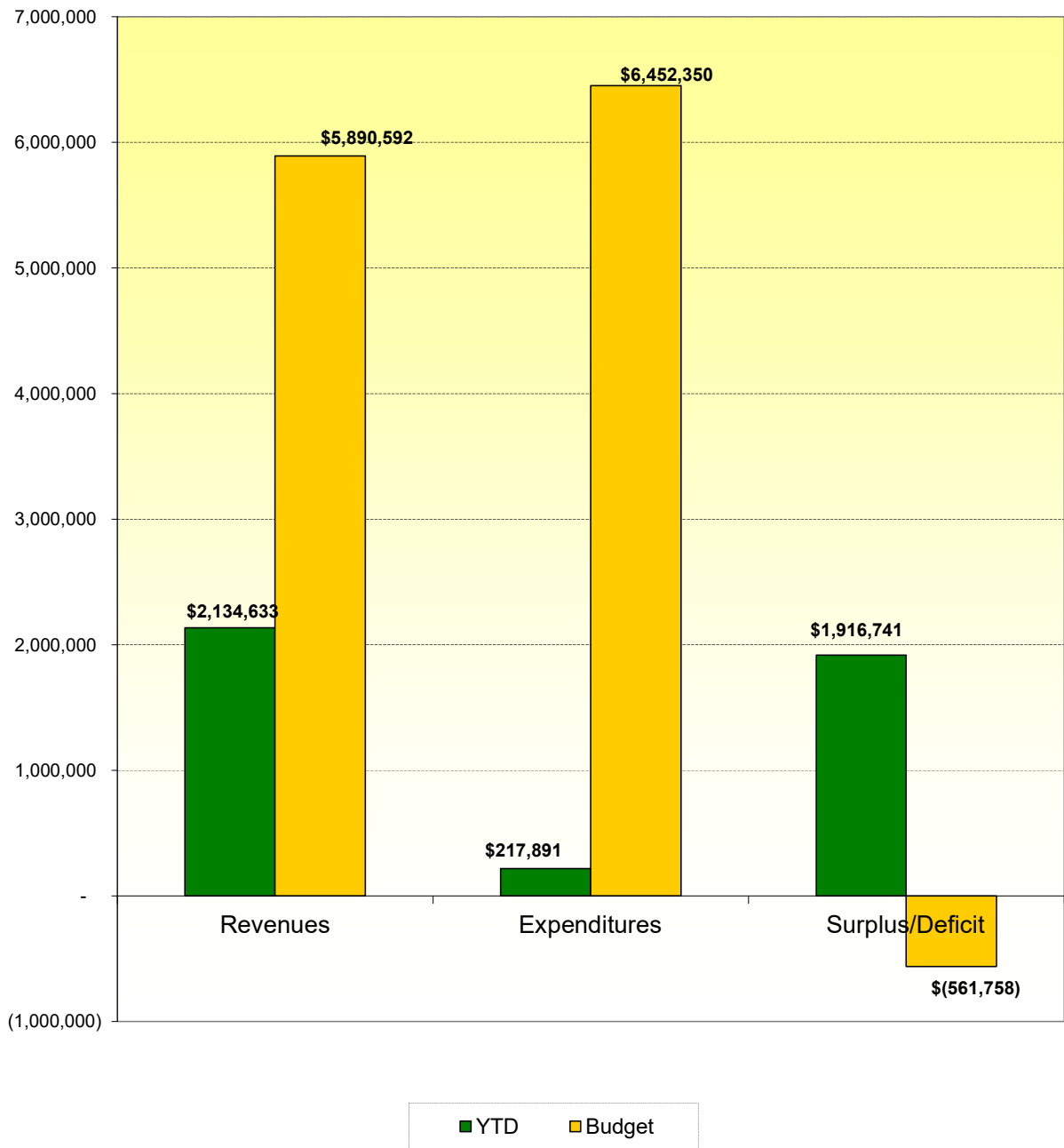


Operational Expenditure Distribution



McHenry Public Library District

Actual vs Budget Summary
For the 1 Month(s) Ended July 31, 2025



McHenry Public Library District

Actual vs Budget Summary
For the 1 Month(s) Ended July 31, 2025

8% of Fiscal Year

Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	% of Budget
REVENUE						
Property Taxes	2,107,670	-	-	2,107,670	3,977,112	53%
Revenue Recapture Property Tax	6,083	-	-	6,083	11,480	53%
Developer Fees	-	-	-	-	175,000	0%
Interest and Dividends	9,028	6,676	1,638	17,342	257,500	7%
Fines and Misc Fees	1,353	-	-	1,353	154,500	1%
Copy/Scan/Fax Income	1,683	-	-	1,683	18,500	9%
General/Reserve Gifts	-	-	2	2	180,000	0%
Annexation & Impact Fees	-	-	-	-	25,000	0%
Retiree/Cobra Insurance Payment	-	-	-	-	16,000	0%
Misc. Sales & Income	49	-	-	49	75,500	0%
Lost & Damaged Materials	450	-	-	450	6,500	7%
CCS/LLSAP Income	-	-	-	-	10,500	0%
Solar Credits	-	-	-	-	2,500	0%
Per Capita Grant	-	-	-	-	65,000	0%
Over/Short	2	-	-	2	500	0%
Miscellaneous Grants	-	-	-	-	65,000	0%
Transfer from General Fund	-	-	-	-	850,000	0%
Actual Revenues	2,126,317	6,676	1,639	2,134,633	5,890,592	36%
Budgeted Revenues	4,442,592	1,115,500	332,500	5,890,592		
% of Budget	48%	1%	0%	36%		
OPERATING EXPENDITURES						
Personnel	143,719	-	-	143,719	2,690,825	5%
Material and Supplies	35,824	-	1,605	37,429	767,725	5%
Contracted Services	2,417	-	-	2,417	342,450	1%
Consortium & IT/Network Services	4,076	-	-	4,076	138,000	3%
Professional Services	474	-	-	474	173,500	0%
Printing, Publications & Postage	10,811	-	-	10,811	105,850	10%
Utilities	-	-	-	-	62,750	0%
Miscellaneous Operating Expenses	13,462	-	-	13,462	258,750	5%
Grant & Gift Fund Expenses	-	-	-	-	160,000	0%
Actual Expenditures	210,782	-	1,605	212,387	4,699,850	5%
Budgeted Expenditures	4,314,850	-	385,000	4,699,850		
% of Budget	5%	0%	0%	5%		
SURPLUS / (DEFICIT) FROM OPERATIONS	1,915,535	6,676	34	1,922,245	1,190,742	161%
CAPITAL EXPENDITURES & DEBT SERVICE						
Capital Expenses	5,504	-	-	5,504	902,500	1%
Transfer to Reserve Fund	-	-	-	-	850,000	0%
Actual Expenditures	5,504	-	-	5,504	1,752,500	0%
Budgeted Expenditures	977,500	775,000	-	1,752,500		
% of Budget	1%	0%	0%	0%		
TOTAL SURPLUS / (DEFICIT)						
TOTAL SURPLUS / (DEFICIT)	1,910,031	6,676	34	1,916,741	(561,758)	
BEGINNING FUND BALANCE	2,146,900	2,682,351	555,416	5,384,667		
ENDING FUND BALANCE	4,056,931	2,689,028	555,450	7,301,409		
Fund Balance as % of Total Expenditures	1876%	n/a	n/a	3351%		

McHenry Public Library District
Financial Report Detail by Fund
For the 1 Month(s) Ended July 31, 2025

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	Annual Budget	\$ Over Budget	% of Budget
Revenues									
6010100 · Property Taxes	2,107,669.90	331,426.02	2,107,669.90	0.00	0.00	2,107,669.90	3,977,112.26	-1,869,442.36	53.0%
6015100 · Revenue Recapture Property Tax	6,083.38	956.63	6,083.38	0.00	0.00	6,083.38	11,479.50	-5,396.12	53.0%
6020200 · Developer Fees	0.00	14,583.33	0.00	0.00	0.00	0.00	175,000.00	-175,000.00	0.0%
6030100 · Interest Income - General	9,027.93	12,083.33	9,027.93	0.00	0.00	9,027.93	145,000.00	-135,972.07	6.2%
6030200 · Special Reserve Fund Interest	6,676.16	7,083.33	0.00	6,676.16	0.00	6,676.16	85,000.00	-78,323.84	7.9%
6030300 · Grant/Gifts Fund Interest	1,637.73	2,291.67	0.00	0.00	1,637.73	1,637.73	27,500.00	-25,862.27	6.0%
6035100 · Dividends	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.0%
6040100 · Nonresident/Enhanced Fee Cards	0.00	104.17	0.00	0.00	0.00	0.00	1,250.00	-1,250.00	0.0%
6050100 · Fines and Fees	1,341.75	1,458.33	1,341.75	0.00	0.00	1,341.75	17,500.00	-16,158.25	7.7%
6055100 · Collection Agency Fees	0.75	41.67	0.75	0.00	0.00	0.75	500.00	-499.25	0.2%
6060100 · Copy/Scan/Fax Income	1,682.75	1,541.67	1,682.75	0.00	0.00	1,682.75	18,500.00	-16,817.25	9.1%
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	1.51	14,583.33	0.00	0.00	1.51	1.51	175,000.00	-174,998.49	0.0%
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	1,333.33	0.00	0.00	0.00	0.00	16,000.00	-16,000.00	0.0%
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	10.00	187.50	10.00	0.00	0.00	10.00	2,250.00	-2,240.00	0.4%
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.	49.00	6,250.00	49.00	0.00	0.00	49.00	75,000.00	-74,951.00	0.1%
6130200 · Misc. Income SR	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6150100 · Lost & Damaged Materials	450.37	541.67	450.37	0.00	0.00	450.37	6,500.00	-6,049.63	6.9%
6157100 · CCS/LLSAP Income	0.00	875.00	0.00	0.00	0.00	0.00	10,500.00	-10,500.00	0.0%
6160100 · Solar Credits	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
6170300 · Per Capita Grant	0.00	5,416.67	0.00	0.00	0.00	0.00	65,000.00	-65,000.00	0.0%
6200100 · Over/Short	1.55	41.67	1.55	0.00	0.00	1.55	500.00	-498.45	0.3%
6210300 · Miscellaneous Grants	0.00	5,416.67	0.00	0.00	0.00	0.00	65,000.00	-65,000.00	0.0%
9100200 · Transfer from General Fund	0.00	70,833.33	0.00	0.00	0.00	0.00	850,000.00	-850,000.00	0.0%
Total Revenues	2,134,632.78	490,882.65	2,126,317.38	6,676.16	1,639.24	2,134,632.78	5,890,591.76	-3,755,958.98	1.51
Total Revenues	2,134,632.78	490,882.65	2,126,317.38	6,676.16	1,639.24	2,134,632.78	5,890,591.76	-3,755,958.98	36.2%
Expenditures									
Personnel Expenses									
8910100 · Salaries	103,127.58	161,250.00	103,127.58	0.00	0.00	103,127.58	1,935,000.00	-1,831,872.42	5.3%
8920100 · FICA/Medicare	7,630.90	12,916.67	7,630.90	0.00	0.00	7,630.90	155,000.00	-147,369.10	4.9%
8930100 · IMRF	9,823.03	19,166.67	9,823.03	0.00	0.00	9,823.03	230,000.00	-220,176.97	4.3%
8940100 · Health & Life Insurance	22,981.31	26,250.00	22,981.31	0.00	0.00	22,981.31	315,000.00	-292,018.69	7.3%
8945100 · Recruiting/Preemployment Screen	79.21	291.67	79.21	0.00	0.00	79.21	3,500.00	-3,420.79	2.3%
8950100 · Tuition Reimbursement	0.00	416.67	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
8955100 · Telecommute Reimbursements	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
8960100 · Memberships & Dues	0.00	631.25	0.00	0.00	0.00	0.00	7,575.00	-7,575.00	0.0%
8970100 · Travel	76.50	1,458.33	76.50	0.00	0.00	76.50	17,500.00	-17,423.50	0.4%
8980100 · Continuing Education (Mtg/Conf)	0.00	1,645.83	0.00	0.00	0.00	0.00	19,750.00	-19,750.00	0.0%
Total Personnel	143,718.53	224,235.42	143,718.53	0.00	0.00	143,718.53	2,690,825.00	-2,547,106.47	5.3%

McHenry Public Library District
Financial Report Detail by Fund
For the 1 Month(s) Ended July 31, 2025

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	Annual Budget	\$ Over Budget	% of Budget
Materials and Supplies									
8010100 · Adult Books	1,126.71	5,625.00	1,126.71	0.00	0.00	1,126.71	67,500.00	-66,373.29	1.7%
8020100 · Youth Books	1,545.72	4,166.67	1,545.72	0.00	0.00	1,545.72	50,000.00	-48,454.28	3.1%
8025100 · Professional Resources	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
8028100 · Administrative Resources	0.00	291.67	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
8030100 · Magazines & Newspapers	0.00	1,437.50	0.00	0.00	0.00	0.00	17,250.00	-17,250.00	0.0%
8040300 · Operating Fund Gifts(Donations)	1,605.00	18,750.00	0.00	0.00	1,605.00	1,605.00	225,000.00	-223,395.00	0.7%
8050100 · Adult AV Materials	0.00	2,083.33	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
8060100 · Youth AV Materials	403.67	1,083.33	403.67	0.00	0.00	403.67	13,000.00	-12,596.33	3.1%
8070100 · Library of Things	0.00	1,416.67	0.00	0.00	0.00	0.00	17,000.00	-17,000.00	0.0%
8080100 · Video Games	1,250.00	1,500.00	1,250.00	0.00	0.00	1,250.00	18,000.00	-16,750.00	6.9%
8090100 · Digital Media Services	24.98	12,125.00	24.98	0.00	0.00	24.98	145,500.00	-145,475.02	0.0%
8095100 · Electronic Resources	28,366.04	7,500.00	28,366.04	0.00	0.00	28,366.04	90,000.00	-61,633.96	31.5%
8120100 · Library Supplies	41.82	583.33	41.82	0.00	0.00	41.82	7,000.00	-6,958.18	0.6%
8130100 · Tech Services Supplies	197.99	2,727.08	197.99	0.00	0.00	197.99	32,725.00	-32,527.01	0.6%
8135100 · Bindery	0.00	62.50	0.00	0.00	0.00	0.00	750.00	-750.00	0.0%
8140100 · Adult Programs & Supplies	1,656.72	1,333.33	1,656.72	0.00	0.00	1,656.72	16,000.00	-14,343.28	10.4%
8142100 · Special Events	0.00	229.17	0.00	0.00	0.00	0.00	2,750.00	-2,750.00	0.0%
8145100 · Circulation Supplies	0.00	625.00	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
8147100 · Reading Club	323.32	750.00	323.32	0.00	0.00	323.32	9,000.00	-8,676.68	3.6%
8150100 · Youth Programs & Supplies	886.70	1,479.17	886.70	0.00	0.00	886.70	17,750.00	-16,863.30	5.0%
Total Material and Supplies	37,428.67	63,977.08	35,823.67	0.00	1,605.00	37,428.67	767,725.00	-730,296.33	4.9%
Contracted Services									
8215100 · Collection Agency Fees	0.00	104.17	0.00	0.00	0.00	0.00	1,250.00	-1,250.00	0.0%
8245100 · IT/Comp/Copier/Equip-Outsourced	2,254.56	12,708.33	2,254.56	0.00	0.00	2,254.56	152,500.00	-150,245.44	1.5%
8247100 · Automation--Staff	0.00	3,600.00	0.00	0.00	0.00	0.00	43,200.00	-43,200.00	0.0%
8250-100 · Vehicle Expenses	0.00	458.33	0.00	0.00	0.00	0.00	5,500.00	-5,500.00	0.0%
8260100 · Misc. Contracted Services	0.00	1,541.67	0.00	0.00	0.00	0.00	18,500.00	-18,500.00	0.0%
8270100 · Library Bank/Finance/Late Fee	30.00	125.00	30.00	0.00	0.00	30.00	1,500.00	-1,470.00	2.0%
8275100 · Public Pmt Processing Fees	132.47	416.67	132.47	0.00	0.00	132.47	5,000.00	-4,867.53	2.6%
8285100 · License Plate Fees Settlement	0.00	9,583.33	0.00	0.00	0.00	0.00	115,000.00	-115,000.00	0.0%
Total Contracted Services	2,417.03	28,537.50	2,417.03	0.00	0.00	2,417.03	342,450.00	-340,032.97	0.7%
Consortium & IT/Network Services									
8310100 · Automation--Circulation/Catalog	2,372.50	8,916.67	2,372.50	0.00	0.00	2,372.50	107,000.00	-104,627.50	2.2%
8320100 · VOIP Phone Service	1,049.93	1,666.67	1,049.93	0.00	0.00	1,049.93	20,000.00	-18,950.07	5.3%
8325100 · Internet Services	653.26	916.67	653.26	0.00	0.00	653.26	11,000.00	-10,346.74	5.9%
Total Consortium & IT/Network Services	4,075.69	11,500.00	4,075.69	0.00	0.00	4,075.69	138,000.00	-133,924.31	3.0%
Professional Services									
8410100 · Accounting/Payroll/Audit Service	474.09	5,416.67	474.09	0.00	0.00	474.09	65,000.00	-64,525.91	0.7%
8420100 · Legal Services	0.00	2,083.33	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
8430100 · Other Consulting Fees	0.00	6,291.67	0.00	0.00	0.00	0.00	75,500.00	-75,500.00	0.0%
8440100 · In Service/Staff Training/LMS	0.00	666.67	0.00	0.00	0.00	0.00	8,000.00	-8,000.00	0.0%
Total Professional Services	474.09	14,458.33	474.09	0.00	0.00	474.09	173,500.00	-173,025.91	0.3%
Printing, Publications & Postage									
8510100 · Printing Services Outsourced	7,739.59	4,791.67	7,739.59	0.00	0.00	7,739.59	57,500.00	-49,760.41	13.5%
8530100 · Public Notices & ADS (Legal & Job)	63.00	187.50	63.00	0.00	0.00	63.00	2,250.00	-2,187.00	2.8%
8540100 · Postage/Shipping	2,658.55	2,175.00	2,658.55	0.00	0.00	2,658.55	26,100.00	-23,441.45	10.2%
8545100 · Printing/Copier Supplies	0.00	375.00	0.00	0.00	0.00	0.00	4,500.00	-4,500.00	0.0%
8550100 · Public Relations/Promotions	350.00	1,291.67	350.00	0.00	0.00	350.00	15,500.00	-15,150.00	2.3%
Total Printing, Publications & Postage	10,811.14	8,820.83	10,811.14	0.00	0.00	10,811.14	105,850.00	-95,038.86	10.2%

McHenry Public Library District
Financial Report Detail by Fund
For the 1 Month(s) Ended July 31, 2025

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	Annual Budget	\$ Over Budget	% of Budget
Utilities									
8610100 · Electricity	0.00	3,125.00	0.00	0.00	0.00	0.00	37,500.00	-37,500.00	0.0%
8620100 · Gas	0.00	1,625.00	0.00	0.00	0.00	0.00	19,500.00	-19,500.00	0.0%
8640100 · Water & Sewer	0.00	479.17	0.00	0.00	0.00	0.00	5,750.00	-5,750.00	0.0%
Total Utilities	0.00	5,229.17	0.00	0.00	0.00	0.00	62,750.00	-62,750.00	0.0%
Miscellaneous Operating Expenses									
8720100 · Building & Auto Insurance	1,049.26	4,750.00	1,049.26	0.00	0.00	1,049.26	57,000.00	-55,950.74	1.8%
8730100 · Bonding & Officers Liability	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
8740100 · Janitorial Services & Supplies	7,152.98	5,875.00	7,152.98	0.00	0.00	7,152.98	70,500.00	-63,347.02	10.1%
8745100 · Grounds Maintenance	1,625.00	3,958.33	1,625.00	0.00	0.00	1,625.00	47,500.00	-45,875.00	3.4%
8750100 · Building Operations/Maintenance	3,550.27	6,041.67	3,550.27	0.00	0.00	3,550.27	72,500.00	-68,949.73	4.9%
8760100 · Hospitality	84.74	562.50	84.74	0.00	0.00	84.74	6,750.00	-6,665.26	1.3%
8770100 · Library Lost & Damaged Materials	0.00	83.33	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
8795100 · Miscellaneous	0.00	83.33	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Total Miscellaneous Operating Expenses	13,462.25	21,562.50	13,462.25	0.00	0.00	13,462.25	258,750.00	-245,287.75	5.2%
Grant & Gift Fund Expenses									
8800300 · 2020/21 Per Capita Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800311 · Adult Materials - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800321 · Youth Materials - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800331 · Staff Software - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8040350 · Per Capita Grant; Current FY	0.00	5,416.67	0.00	0.00	0.00	0.00	65,000.00	-65,000.00	0.0%
8040355 · Per Capita Grant; Previous FY	0.00	2,083.33	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	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	5,416.67	0.00	0.00	0.00	0.00	65,000.00	-65,000.00	0.0%
9200300 · Additional Expenses	0.00	416.67	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
Total Grant & Gift Fund Expenses	0.00	13,333.33	0.00	0.00	0.00	0.00	160,000.00	-160,000.00	0.0%
Capital Expenses									
9060100 · Library Furnishings	5,503.98	2,083.33	5,503.98	0.00	0.00	5,503.98	25,000.00	-19,496.02	22.0%
9070100 · Library Equipment	0.00	2,083.33	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
9080100 · Small Equipment under \$250	0.00	416.67	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
9090100 · Adtl. Capital Projects & Equipment	0.00	6,041.67	0.00	0.00	0.00	0.00	72,500.00	-72,500.00	0.0%
9050200 · Library District Act	0.00	18,750.00	0.00	0.00	0.00	0.00	225,000.00	-225,000.00	0.0%
9060200 · Special Reserve Expenditures	0.00	45,833.33	0.00	0.00	0.00	0.00	550,000.00	-550,000.00	0.0%
Total Capital Expenses	5,503.98	75,208.33	5,503.98	0.00	0.00	5,503.98	902,500.00	-896,996.02	0.6%
Transfer to Reserve Fund									
9100100 · Transfer to Reserve Fund	0.00	70,833.33	0.00	0.00	0.00	0.00	850,000.00	-850,000.00	0.0%
Total Transfer to Reserve Fund	0.00	70,833.33	0.00	0.00	0.00	0.00	850,000.00	-850,000.00	0.0%
	217,891.38	537,695.83	216,286.38	0.00	1,605.00	217,891.38	6,452,350.00	-6,234,458.62	3.4%
Total Expenditures	217,891.38	537,695.83	216,286.38	0.00	1,605.00	217,891.38	6,452,350.00	-6,234,458.62	3.4%
Net Total	1,916,741.40	-46,813.19	1,910,031.00	6,676.16	34.24	1,916,741.40	-561,758.24	2,478,499.64	

McHenry Public Library District
Financial Report Detail by Month
For the 1 Month(s) Ended July 31, 2025

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Revenues													
6010100 · Property Taxes	2,107,669.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,107,669.90
6015100 · Revenue Recapture Property Tax	6,083.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,083.38
6020200 · Developer Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6030100 · Interest Income - General	9,027.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,027.93
6030200 · Special Reserve Fund Interest	6,676.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,676.16
6030300 · Grant/Gifts Fund Interest	1,637.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,637.73
6035100 · Dividends	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
6040100 · Nonresident/Enhanced Fee Cards	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
6050100 · Fines and Fees	1,341.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,341.75
6055100 · Collection Agency Fees	0.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.75
6060100 · Copy/Scan/Fax Income	1,682.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,682.75
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	1.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.51
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	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
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	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
6125100 · License Plate Renewal Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6130100 · Misc.	49.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	49.00
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	450.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	450.37
6157100 · CCS/LLSAP Income	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
6160100 · Solar Credits	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
6170300 · 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
6200100 · Over/Short	1.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.55
6210300 · Miscellaneous Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9100200 · Transfer from General Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	2,134,632.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,134,632.78
Expenditures													
Personnel Expenses													
8910100 · Salaries	103,127.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	103,127.58
8920100 · FICA/Medicare	7,630.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,630.90
8930100 · IMRF	9,823.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,823.03
8940100 · Health & Life Insurance	22,981.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,981.31
8945100 · Recruiting/Preemployment Screen	79.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	79.21
8950100 · Tuition Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8955100 · Telecommute Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8960100 · Memberships & Dues	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
8970100 · Travel	76.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	76.50
8980100 · Continuing Education (Mtg/Conf)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Personnel	143,718.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	143,718.53

McHenry Public Library District
Financial Report Detail by Month
For the 1 Month(s) Ended July 31, 2025

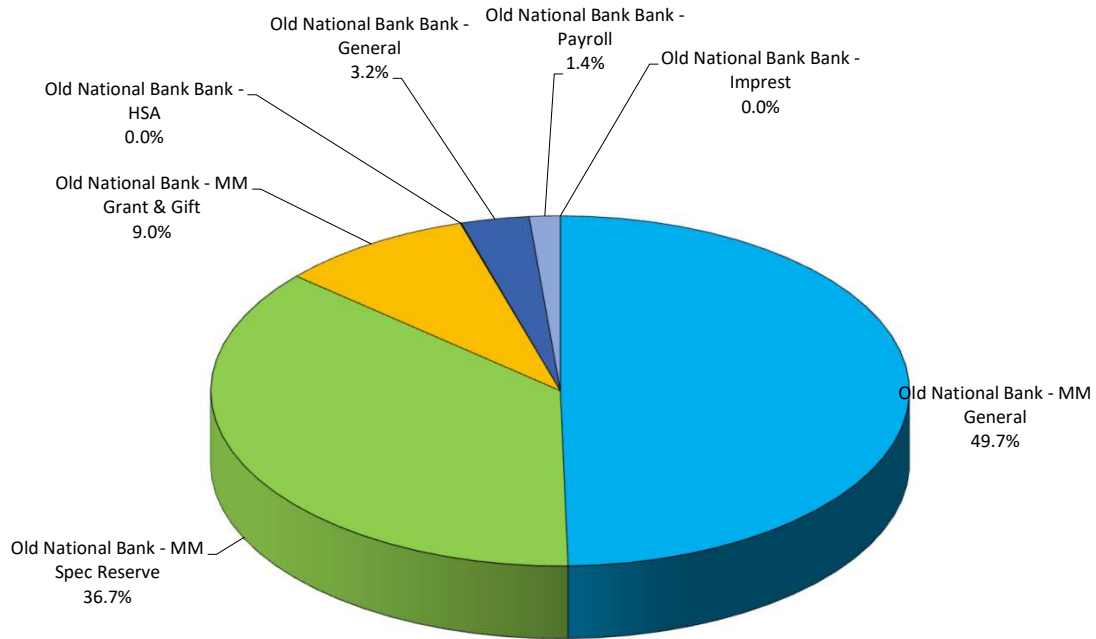
	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Materials and Supplies													
8010100 · Adult Books	1,126.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,126.71
8020100 · Youth Books	1,545.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,545.72
8025100 · Professional Resources	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
8028100 · Administrative Resources	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
8030100 · Magazines & Newspapers	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
8040300 · Operating Fund Gifts(Donations)	1,605.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,605.00
8050100 · Adult AV Materials	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
8060100 · Youth AV Materials	403.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	403.67
8070100 · Library of Things	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
8080100 · Video Games	1,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,250.00
8090100 · Digital Media Services	24.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.98
8095100 · Electronic Resources	28,366.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,366.04
8120100 · Library Supplies	41.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41.82
8130100 · Tech Services Supplies	197.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	197.99
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	1,656.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,656.72
8142100 · Special Events	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
8145100 · Circulation Supplies	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
8147100 · Reading Club	323.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	323.32
8150100 · Youth Programs & Supplies	886.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	886.70
Total Material and Supplies	37,428.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37,428.67
Contracted Services													
8215100 · Collection Agency 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
8245100 · IT/Comp/Copier/Equip-Outsourced	2,254.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,254.56
8247100 · Automation--Staff	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
8250-100 · Vehicle 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
8260100 · Misc. Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8270100 · Library Bank/Finance/Late Fee	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00
8275100 · Public Pmt Processing Fees	132.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	132.47
8285100 · License Plate Fees Settlement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Contracted Services	2,417.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,417.03
Consortium & IT/Network Services													
8310100 · Automation--Circulation/Catalog	2,372.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,372.50
8320100 · VOIP Phone Service	1,049.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,049.93
8325100 · Internet Services	653.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	653.26
Total Consortium & IT/Network Services	4,075.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,075.69
Professional Services													
8410100 · Accounting/Payroll/Audit Service	474.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	474.09
8420100 · Legal Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8430100 · Other Consulting Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8440100 · In Service/Staff Training/LMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Professional Services	474.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	474.09
Printing, Publications & Postage													
8510100 · Printing Services Outsourced	7,739.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,739.59
8530100 · Public Notices & ADS (Legal & Job)	63.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	63.00
8540100 · Postage/Shipping	2,658.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,658.55
8545100 · Printing/Copier Supplies	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
8550100 · Public Relations/Promotions	350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00
Total Printing, Publications & Postage	10,811.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,811.14

McHenry Public Library District
Financial Report Detail by Month
For the 1 Month(s) Ended July 31, 2025

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Utilities													
8610100 · Electricity	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
8620100 · Gas	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
8640100 · Water & Sewer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities	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
Miscellaneous Operating Expenses													
8720100 · Building & Auto Insurance	1,049.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,049.26
8730100 · Bonding & Officers Liability	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
8740100 · Janitorial Services & Supplies	7,152.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,152.98
8745100 · Grounds Maintenance	1,625.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,625.00
8750100 · Building Operations/Maintenance	3,550.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,550.27
8760100 · Hospitality	84.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	84.74
8770100 · Library Lost & Damaged Materials	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
8795100 · Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Miscellaneous Operating Expenses	13,462.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,462.25
Grant & Gift Fund Expenses													
8800300 · 2020/21 Per Capita Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800311 · Adult Materials - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800321 · Youth Materials - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800331 · Staff Software - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8040350 · Per Capita Grant; Current FY	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
8040355 · Per Capita Grant; Previous FY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800332 · Public Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800333 · Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800341 · Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800342 · Additional Expenses (Personnel)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9030300 · Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9200300 · Additional Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Grant & Gift Fund Expenses	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
Capital Expenses													
9060100 · Library Furnishings	5,503.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,503.98
9070100 · Library Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9080100 · Small Equipment under \$250	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9090100 · Adtl. Capital Projects & 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
9050200 · Library District Act	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
9060200 · Special Reserve Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenses	5,503.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,503.98
Transfer to Reserve Fund													
9100100 · Transfer to Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfer to Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	217,891.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	217,891.38
Net Total	1,916,741.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,916,741.40

**McHenry Public Library District
Investments
For the 1 Month(s) Ended July 31, 2025**

Bank	Current Rate	Book Balance
Old National Bank - MM General	3.94%	3,554,289
Old National Bank - MM Spec Reserve	3.94%	2,628,401
Old National Bank - MM Grant & Gift	3.94%	644,773
Old National Bank Bank - HSA	n/a	2,935
Old National Bank Bank - General	n/a	225,778
Old National Bank Bank - Payroll	n/a	102,121
Old National Bank Bank - Imprest	n/a	239
Total	\$	7,158,538



McHenry Public Library District
INTERIM CHECKS ISSUED - July 2025
(NOT INCLUDED ON BILL REPORT)

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

Account - General Fund					
<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
AT&T	Internet	\$ 198.93	8325-100	07/01/25	EFT
AT&T	Internet	\$ 198.93	8325-100	07/30/25	EFT
MDC Environmental Services	Waste	\$ 694.97	8745-100	07/02/25	EFT
Comcast	Internet	\$ 454.33	8325-100	07/29/25	EFT
First Communications	Phone	\$ 1,049.93	8320-100	07/08/25	EFT
Sam's Club	Supplies	\$ 78.76	Various	07/08/25	EFT
Bankcard Processing	Credit Card	\$ 11,684.37	Various	07/17/25	EFT
Shred First Inc	Shredding	\$ 534.00	8140-100	07/22/25	464
subtotal for account		\$ 14,894.22			

Account - HSA/Building					
Old National Bank	Employee contributions HSA	\$ 475.79	8940-100	07/10/25	EFT
Old National Bank	Employer contributions HSA	\$ 250.00	8940-100	07/10/25	EFT
Old National Bank	Employee contributions HSA	\$ 475.79	8940-100	07/24/25	EFT
subtotal for account		\$ 1,201.58			

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

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

GRAND TOTAL CHECKS ISSUED \$ 16,095.80

Reimbursement Report

McHenry Public Library District

Check Dates: 07/08/2025 to 07/22/2025

Pay Periods: 06/16/2025 to 07/21/2025

Reimbursement Report July2025

Employee	Amount
Kimbrel, Kevin M.	\$27.30
Salazar, Bertha A.	\$49.20
Totals for REITR -- Travel Reimbursement	
2 Employees	\$76.50
Report Totals	

Code	Description	Employees	Amount
REITR	Travel Reimbursement	2	\$76.50
Totals		2	\$76.50



Paylocity Corporation
(888) 873-8205

User: JMay

Run on 8/7/2025 at 11:34 AM

AUGUST 2025 (FY 2025-2026)				Bankcard Transactions - Sorted By Account		
NAME	TRANSACTION DATE	MERCHANT NAME	AMOUNT	NOTES	ACCOUNT	ACCOUNT TOTALS
MILFAJT	7/23/2025	DTP*NATIONAL ENQUIRER	\$149.88	Prepaid 8/2025 - 7/2026	8030-100	\$214.88
MILFAJT	7/30/2025	SHAW SUBURBAN MEDIA	\$65.00		8030-100	
JAKACKI	8/1/2025	4IMPRINT INC	\$478.38		8040-300	\$478.38
SPAARGAREN	7/15/2025	WALMART.COM 8009256278	\$109.75		8050-100	\$109.75
MAY	7/8/2025	discovery+	\$9.99		8090-100	\$199.90
MAY	7/8/2025	APPLE.COM/BILL	\$9.99		8090-100	
MAY	7/12/2025	DISNEYPLUS	\$12.00		8090-100	
MAY	7/21/2025	Hulu	\$18.99		8090-100	
MAY	7/21/2025	Disney Plus	\$12.00		8090-100	
MAY	7/22/2025	HLU*HULUPLUS	\$18.99		8090-100	
MAY	7/28/2025	HLU*HULUPLUS	\$18.99		8090-100	
MAY	7/29/2025	Disney Plus	\$12.00		8090-100	
MAY	8/1/2025	HELP.HBOMAX.COM	\$16.99		8090-100	
SPAARGAREN	7/9/2025	Disney Plus	\$12.00		8090-100	
SPAARGAREN	7/16/2025	PARAMOUNT+	\$5.99		8090-100	
SPAARGAREN	7/28/2025	HLU*HULUPLUS	\$18.99		8090-100	
SPAARGAREN	8/7/2025	NETFLIX.COM	\$24.99		8090-100	
STANSBURY	8/3/2025	Amazon Kids+*VD3GE0P23	\$7.99		8090-100	
JAKACKI	7/16/2025	SAMS CLUB #6339	\$72.58	218.08 Split	8120-100	\$401.98
JAKACKI	8/7/2025	IMPRINT PLUS	\$329.40		8120-100	
SPAARGAREN	7/29/2025	SAVERS - 1176	\$29.44		8140-100	\$29.44
SPAARGAREN	7/31/2025	MCHENRY OUTDOOR	\$50.00		8147-100	\$886.26
STANSBURY	7/15/2025	DUNKIN #355228	\$50.00		8147-100	
STANSBURY	7/21/2025	CASEY S #3983	\$19.79		8147-100	
STANSBURY	7/21/2025	U-HAUL UHC OF CRYSTAL	\$216.47		8147-100	
STANSBURY	7/21/2025	EDS RENTAL AND SALES	\$500.00		8147-100	
STANSBURY	7/31/2025	DUNKIN #355228	\$50.00		8147-100	
STANSBURY	7/18/2025	BP#8941106MCHENRY BQPS	\$5.68		8150-100	\$225.98
STANSBURY	7/31/2025	MICHAELS STORES 2717	\$76.90		8150-100	
STANSBURY	7/31/2025	MEIJER STORE #218	\$143.40		8150-100	
JAKACKI	7/14/2025	FRESHWORKS INC	\$152.47	Prepaid 7/14/25-5/19/26	8247-100	\$1,243.77
JAKACKI	7/22/2025	QUICKLUTION	\$49.00	Prepaid 7/22/25-7/21/26	8247-100	
JAKACKI	8/6/2025	EIG*CONSTANTCONTACT.C	\$1,042.30	Prepaid 8/6/25-8/5/26	8247-100	
JAKACKI	7/20/2025	RIDE N SHINE CAR WASH	\$14.00		8250-100	\$14.00
JAKACKI	7/22/2025	INTERNATIONAL TRANS FEE	\$1.47		8270-100	\$1.47
JAKACKI	8/1/2025	TWILIO INC	\$65.25		8320-100	\$65.25
JAKACKI	7/16/2025	SAMS CLUB #6339	\$145.50	218.08 Split	8540-100	\$180.09
JAKACKI	8/7/2025	CHICAGO BOOKS & JOURNA	\$21.13	77.83 Split	8540-100	
MILFAJT	7/25/2025	USPS PO 1646800050	\$13.46		8540-100	\$181.70
JAKACKI	8/1/2025	SQ *MCHENRY COUNTY LIV	\$125.00		8550-100	
JAKACKI	8/7/2025	CHICAGO BOOKS & JOURNA	\$56.70	77.83 Split	8550-100	\$7.49
JAKACKI	7/17/2025	JEWEL OSCO 1518	\$7.49	27.48 Split	8740-100	
STANSBURY	7/10/2025	PAYPAL *FLINTCREEKW	\$125.00		8745-100	\$125.00
JAKACKI	7/18/2025	IN *MUNICIPAL BACKFLOW	\$425.00		8750-100	\$505.74
JAKACKI	7/18/2025	MENARDS CRYSTAL LAKE I	\$36.96		8750-100	
JAKACKI	8/6/2025	THE HOME DEPOT #1920	\$43.78		8750-100	
JAKACKI	7/17/2025	JEWEL OSCO 1518	\$19.99	27.48 Split	8760-100	\$270.10
JAKACKI	7/17/2025	DEL CARMEN BAKERY	\$55.23		8760-100	
JAKACKI	7/20/2025	BP#9151747BULL VALLQPS	\$19.20		8760-100	
JAKACKI	7/27/2025	AMAZON MARK* I92PL7UA3	\$99.94		8760-100	
JAKACKI	8/3/2025	MENARDS WOODSTOCK IL	\$52.22		8760-100	
JAKACKI	8/5/2025	JEWEL OSCO 1518	\$23.52		8760-100	
MAY	7/10/2025	WISCONSIN LIBRARY ASSO	\$60.00		8945-100	\$180.90
MAY	7/18/2025	WISCONSIN LIBRARY ASSO	\$60.00		8945-100	
MAY	8/3/2025	NATIONAL CRIME SEARCH	\$60.90		8945-100	
JAKACKI	7/18/2025	EB *ATLAS MEMBERSHIP 2	\$55.20	7/1/25-6/30/26	8960-100	\$55.20
SPAARGAREN	7/31/2025	ILLINOIS LIBRARY ASSOC	\$215.00		8980-100	\$703.00
SPAARGAREN	8/6/2025	AMERICAN LIBRARY ASSOC	\$488.00		8980-100	
		TOTAL BANKCARD TRANSACTIONS:	\$6,080.28			



OFFICE *of the* SECRETARY *of* STATE

Alexi Giannoulas • Secretary of State

August 7, 2025

Giannoulas Legislation to Enhance Protections for Illinois Libraries and Librarians Signed into Law

Libraries Can Use State Funding Grants to Increase Safety

Bipartisan legislation drafted by Illinois Secretary of State Alexi Giannoulas designed to improve security at libraries and enhance safety for librarians was recently signed into law.

The measure, which was approved in the General Assembly this spring, allows the Secretary of State's office to issue funding grants to increase security measures at public, school and academic libraries.

"I firmly believe that libraries should serve as welcoming places for life-long learning and community engagement, but, unfortunately, they have faced increased threats of violence and acts of intimidation in recent years," Giannoulas said. "Meanwhile, the personal safety and welfare of many librarians has been placed at risk for simply doing their jobs. Their personal safety at work should not be their primary concern."

The legislation, which was signed into law last week by Governor JB Pritzker and takes effect on Jan. 1, 2026, was sponsored by State Senator Laura Murphy (28th District-Des Plaines) and State Representative Michael Coffey Jr. (95th District-Springfield) and had strong support from the Illinois Library Association and the Illinois Municipal League.

The legislation comes after several libraries across the state received bomb threats in recent years, including the Illinois State Library. There have been more than 25 bomb threats with multiple libraries responding to repeat threats during the past two years.

While state law contains penalties for threats targeting schools, public officials and human services providers, it does not include the same protections for all libraries and librarians.

Under the legislation, state library grant applicants will have the ability to use funding to install things like security cameras, silent alarms, or security check points, for which funding is not always available and until now grants were not authorized to support.

-#-



Department of
Economic Development
McHenry Municipal Center
333 Green Street
McHenry, Illinois 60050
Phone: (815) 363-2110
Fax: (815) 363-2128
www.cityofmchenry.org

July 24, 2025

Douglas Martin
Director of Economic Development
City of McHenry
333 S. Green Street
McHenry, IL 60050

Re: Illinois Route 31 Roadway Construction Project

Dear Business Owner,

As you may know, the Illinois Department of Transportation (IDOT) is planning significant improvements to Illinois Route 31, from Route 176 in Crystal Lake to Route 120 in McHenry. The project involves widening and reconstructing the roadway to provide two lanes in each direction, separated by a median, along with new bicycle and pedestrian accommodations, as well as upgraded intersections and drainage systems.

In his February State of the City address, Mayor Jett reaffirmed the City's commitment to minimizing potential disruptions to your business throughout the construction process. Maintaining open and timely communication is a key part of that commitment, and we want to ensure that you are well-informed and that your feedback is heard.

Here is what we know at this point:

1. **IDOT has not released a definitive construction schedule.**
2. Based on discussions with IDOT and their consultants, the City has developed the following tentative timeline:
 - **January 2026** – Bid Opening (*may be delayed due to property acquisition*)
 - **2026–2027** – Utility Relocation and Preparatory Work
 - **2028–2029** – Road Construction
 - **2030** – Project Completion

IDOT's project manager has reviewed this estimated timeline and indicated it is reasonable.



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On May 14, Mayor Jett and City staff met with property owners along Main Street in downtown McHenry to discuss potential impacts. Several business owners expressed interest in a City-sponsored business interruption loan program or similar financial assistance offered in partnership with local banks. We are currently exploring these options and welcome your input on this matter, including your potential level of interest in such a program. Please feel free to contact me with any questions, comments, or suggestions in this regard.

Additionally, the City is developing a dedicated website to provide up-to-date information on the Route 31 project. This resource will be accessible 24/7 and regularly updated to keep you informed as the project progresses.

If you have any questions, concerns, or feedback, please don't hesitate to contact me directly.

Sincerely,

Douglas Martin
Director of Economic Development
City of McHenry
dmartin@cityofmchenry.org
O: (815) 363-2110
C: (815) 347-6098



McHENRY PUBLIC
LIBRARY DISTRICT

JULY 2025

BY THE NUMBERS

PEOPLE

507
New Card
Registrations

268
Hours Open
To Public

13,335
Library Attendance



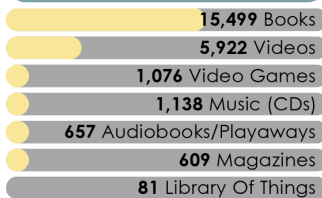
2,167
Program
Attendance

42.0
Volunteer
Hours

CIRCULATION



24,982 PHYSICAL ITEMS



eMATERIALS

**To be
determined**

RESOURCES



Computer
Sessions
1,716



Database
Searches
**To be
determined**



Database
Sessions
**To be
determined**



Simple Scan &
Fax Uses
699



WiFi Uses
(in Library)
982

ONLINE

4,189



EMAIL SUBSCRIBERS

3.3K



179



543



1.3K



548



58



Teen Esp.

SOCIAL MEDIA FOLLOWERS

401,295



WEBSITE VIEWS

JULY 2024 COMPARISON

Library Attendance: **13,431**
Program Attendance: **2,531**
Hours Open: **288**

Registrations: **406**
Volunteer Hours: **10**

Items In Circulation (Physical): **24,745**
Items In Circulation (eMaterials): **6,805**
Website Views: **333,280**

Computer Sessions: **1,558**
Database Searches: **10,799**

Database Sessions: **728**
Simple Scan Uses: **313**
WiFi Uses: **2,074**

McHenry Public Library District

LIBRARIAN'S REPORT

JULY 2025

Administration

- Fiesta Days parade was a success, with 29 staff, family members, and Board member J. O'Hagan participating by marching, handing out swag, or waving from the READ float. The highlight of the parade was hearing chants of "Library!, Library! Library!" throughout the crowd. Thanks to our float decorating committee of A. Stansbury, S. Culp, A. Colgan, J. Einoris, and A. Mesino for designing a colorful float this year.



- New Building Services staff member C. Taylor jumped right into action during his first week, helping secure the Library's parade float decorations and driving the float along the route.
- Building Services staff member J. Sullivan helped out at the Wonder Lake Maker and Farmers Market on July 9 and the Fiesta Days Beach Bash on July 13.
- S. Mendez prepared the Business office for the new fiscal year and assisted at the July Summer Food Market.
- L. Jakacki attended the McHenry Library Directors Networking Meeting at River East Library on July 18 and the ILA Noon Network: Illinois Public Library Standards webinar on July 23.

Adult Services



- Adult Services has obtained the very first McHenry County Workforce Center resource kiosk, where patrons can search and apply not only for employment. Additionally, the kiosk allows applications for SNAP, unemployment, housing, vocational rehab, and other common assistance. Harvard-Diggins Library is obtaining the second kiosk, both which were grant-funded. Feedback from these pilot kiosks will determine if the service is beneficial to expand in more locations throughout the county.
- Our 2025 Summer Reading Program, *Color Our World!*, concluded. We had 275 adults register this year compared to last year's 186.
- G. Pedroza is completing training for the Library Court Access Program through the State of Illinois to be MPLD's bilingual representative. Recently, we have had several inquiries for estate planning documents

we have helped through this program's resources.

- We have started circulating games for Switch 2, a new Nintendo platform. A. Colgan prepared orders, call numbers, shelf space and game storage to make sure we were one of the first libraries to lend these new games.
- T. Hillier announced that the Local History blog received 509 views in July.
- In July, K. Kimbrel delivered items to 7 patrons at-home, and 21 patrons at five different assisted living centers through our Home Delivery service.
- J. Urgo has completed her MLIS degree and is now officially a selector for the Adult collection. We are excited to have her fresh outlook in some of these areas, such as Romance and Cookbooks!

Circulation

- S. Culp attended the Wonder Lake Farmer & Makers Market to register patrons for Library cards.
- B. Sullivan attended the Fiesta Days Beach Bash to register patrons for Library cards.
- B. Freidenfelds helped pass out food at the Northern Illinois Food Bank Summer Market.

Human Resources

- Interviews were conducted for our Adult Services Librarian – Digital Services position between M. Spaargaren and T. Hillier. An offer was extended and accepted; the new hire will start at the end of August.

- J. May started phone screening for Circulation, Youth Services Library Associate-Early Literacy, and Circulation Manager.
- A. Stansbury and J. May started conducting interviews for our Youth Services Library Associate—Early Literacy position and have more lined up in August.
- C. Taylor joined our Building Services Department, and G. Garcia-Szweda joined our Circulation Department.
- A. Podborny and M. Schnaebele resigned from the library.
- Our current headcount for July was 33: 16 FT (37.50 hours weekly), with 17 PT staff members.
- Average merit increase for FY 24/25 (year-to-date) is 2.49%

Technical Services

- A. Meads shared that one of her Facebook "friends" came in to get their first library card after reading all of her library posts and shares. She met him in the lobby and offered to give him a tour of the Library of Things rack cards, which prompted his interest in the Library. She also told him about the Library's audiobook collection, Hoopla, and Libby, in addition to the Genealogy room and T. Hillier, Genealogy and Local History librarian.
- M. Ortmeier completed her role as one of the Sunshine Committee's summer reading team leaders.
- K. Milfajt continues to serve on the CCS Standard Cataloging Rules and Practice (SCRAP) Advisory Committee.

Technology

- On 7/8 and 7/23 K. Krewer attended an onboarding session with Freshdesk. This was included with our new subscription plan and provided us with training to better use the software for our needs.
- IT worked with Adult Services to prepare for the Workforce kiosk, which was delivered and set up on 7/9.
- K. Krewer attended the first meeting of the LACONI Technology section on 7/22.

Youth Services

- The library's first *Hora de Cuentos con Helados* had a great turnout! B. Salazar had 24 attendees.
- S. Kordistos received a wonderful thank-you card from Bright Horizons for the outreach storytime she did earlier this month.
- J. Velasco taught a young patron to use our online catalog, and the patron's excitement was contagious; she said she was happy because now she could find the books she liked all by herself.


- C. Jimenez completed her first program with us, a Tween and Teen craft where they decorated and painted a shell trinket dish. The participants reported that they had a great time!
- Our 2025 Summer Reading Program, *Color Our World!*, concluded. We had 507 children and 55 teens participate this year.
- Sixty-two families participated in our second-ever Summer Family Market with Northern Illinois Food Bank, a drive-up program for families to collect supplemental food items. We have one more Family Market scheduled this summer.

Patron Comments

Comments:

Our son Tom loved the personalized vacation bag. We would recommend it to friends! We loved the games, online suggestions? variety of materials. 😊

Name (optional): Kristi Stamatis

 **METROPOLITAN PUBLIC LIBRARY DISTRICT** Date 6/29/25

My comment/compliment/complaint:

When I called today around 4:15 PM KEVIN was VERY HELPFUL, professional and went above & beyond. Thank you.

Name (optional): Debbie S



Linda Pickett

11 reviews • 0 photos

★★★★★ 4 days ago

NEW

I really like the McHenry library. It's a good library.



Jesse

5 reviews • 1 photo

★★★★★ 3 weeks ago

NEW

The best

Dear McHenry Public Library Team,

Thank you so much for visiting Bright Horizons and NM McHenry Childcare to host storytime for our children! Your time, energy, and enthusiasm made the experience truly special. The children were captivated by the stories and loved every moment of your visit.

We appreciate your dedication to fostering a love of reading and learning in our young learners. Your presence brought joy and inspiration to our center, and we're so grateful for the partnership.

Riley
not at

McHENRY PUBLIC LIBRARY DISTRICT
Date 6/20/2025

My comment/compliment/complaint:

TECH CLASS/INFO
WAS EXCELLENT
THOMAS AND BERTHA
ARE SO PATIENT AND
EXPLAIN SO CLEARLY -
I WILL ATTEND ALL
TIMES AVAILABLE

Name (optional): JOYLA JAMES

Thank you
for visiting!
Emma-
Broken

Thank you
for reading!
-Harper

thank you
for coming
Love Andie

RAYNA

McHENRY PUBLIC LIBRARY DISTRICT
Date 6/21

My comment/compliment/complaint:

Ceiliadh
what a
Toll!
A great help
& friendly

Name (optional): Christine Paine

Phone (optional): (11)

McHENRY PUBLIC LIBRARY DISTRICT
Date 7/21/2025

My comment/compliment/complaint:

Both of these people
made my computer
access with updating
my resume etc...
SO VERY EASY!!!
VERY HELPFUL
Thank you.

Name (optional): Jenna

Phone (optional): (11)

(Ceiliadh + Jen) + Jordan 2.

McHENRY PUBLIC LIBRARY DISTRICT
Date 7/21/2025

My comment/compliment/complaint:

TO Marla & Bertie on
multiple occasions have graciously
helped me!
I am a new small business
owner, and had not been for
Both i wouldn't have been ready
many times with Documents

They are absolutely always helpful
and professional every time
Patience too

Name (optional): Maggie

McHenry County libraries awarded state grants amid looming federal cuts

 [shawlocal.com/northwest-herald/2025/07/17/mchenry-county-libraries-awarded-state-grants-amid-looming-federal-cuts](https://www.shawlocal.com/northwest-herald/2025/07/17/mchenry-county-libraries-awarded-state-grants-amid-looming-federal-cuts)

Michelle Meyer

July 17, 2025



Tony Casalino of Woodstock holds a sign in front of the McHenry Public Library on Friday, June 20, 2025, during a Save Our Libraries Protest hosted by Indivisible McHenry County to draw attention to cuts to the nation's libraries by the Trump administration. (Gregory Shaver/Gregory Shaver)

[McHenry County](#) libraries were awarded nearly \$383,000 in annual state grants provided by the Illinois Secretary of State's office amid looming possible federal cuts to libraries.

The [Illinois Secretary of State](#)'s office awarded nearly \$20 million in grant funding to libraries across the state this year for books, staffing and capital upgrades, according to a news release from the state agency.

Secretary of State Alexi Giannoulias, who is also the state librarian, announced the annual grant fundings this month. Nearly \$358,000 in "per-capita" grants went to McHenry County libraries, which support library resources and services like books, e-books, online resources, personnel and public programming, according to the release. The funding amounts are based on the population of each community.

The [Algonquin](#) Area Public Library District and [McHenry](#) Public Library District both received over \$60,000, while [Crystal Lake](#) was granted over \$59,000 and [Cary](#) Area Public Library District was awarded over \$40,000.



"A library is more than just a building with books, it's the epicenter of opportunity, discovery and community connection," Giannoulias, a Democrat, said in the release. "From early childhood education to workforce development, libraries empower individuals of all ages and

backgrounds. Properly funding our libraries will ensure that they are able to continue generating an outsized impact in communities across Illinois.”

The [Woodstock](#) Public Library received the most money this year among McHenry County-area public libraries because of an additional \$25,000 remodeling grant on top of a nearly \$38,000 per-capita grant. Woodstock Public Library Director Nick Weber said the renovations will go towards dearly needed technological upgrades to their meeting rooms.

“It’s just not up to 21st-century standards at this point,” he said.

The library aims to equip the rooms with wireless connectivity for hearing devices and to upgrade devices to be compatible with HDMI cables so access becomes easier for patrons, Weber said. This is the first time the Woodstock library is receiving the remodeling grant, Weber said, but the library relies on the per-capita grant each year for the increasing costs of digital collections.

The annual grants come at a precarious time for libraries, as potential federal cuts to the Institute of Museum and Library Services loom.

On June 6, a federal judge gave the administration of President Donald Trump permission to proceed with dismantling the Institute of Museum and Library Services, according to published reports.

An [executive order](#) Trump issued in March as part of his wide-ranging efforts to reduce government bureaucracy identified the institute as one of the federal entities he’d deemed “unnecessary,” along with the the US Interagency Council on Homelessness, the Woodrow Wilson International Center for Scholars in the Smithsonian Institution and the Minority Business Development Agency.

“We’re doing things differently in Illinois,” Giannoulis said in the release. “Instead of cutting funding that would limit learning and prove harmful to Illinois communities, we’re fighting for Illinoisans to ensure they have the funding and resources to learn, grow and explore today and in the future.”

Last month, [nearly 100 people rallied outside the McHenry Public Library](#) with organizers Indivisible [McHenry County](#) to protest Trump’s efforts to end the federal government agency while showing support for all libraries.

Illinois receives nearly \$6 million annually from the IMLS – the sixth-highest amount in the country, according to the state secretary news release. A large portion of the funds go to the Illinois Heartland Library System and the Reaching Across Illinois Library System, or RAILS, under the System Area & Per Capita Grant Program, according to the Illinois Library Association. RAILS is an agency that assists over 4,000 libraries across the state by providing interlibrary delivery services.

“If the state loses a chunk or all of the funding they get from the federal government with the IMLS money, hopefully it doesn’t go away completely, but it certainly gets to be less robust than it is now, and potentially it doesn’t run as often or it doesn’t run as far,” Weber said. “If some of that stuff sticks, or if they do make significant cuts to IMLS, it will have an effect on all libraries. It will hit the rural libraries harder than the suburban libraries, but it will hit everybody.”

The [full list of libraries and award amounts can be found here](#): Bit.ly/ILlibrarygrants.

[Have a Question about this article?](#)

[WoodstockMcHenry_CountyAlgonquinCaryCrystal LakeMcHenryIllinois Secretary of State](#)

Northern Illinois Genealogy Conference

Thomas Hillier

On Saturday July 12, I attended the Northern Illinois Genealogy Conference at McHenry County College. The day started with a meet and greet, which included a drawing for various prizes. They included genealogical and local history books, time with a genealogist, maps and other items. The heart of the Conference was four sessions from four different genealogists, with an offering of 16 different lectures total. The presenters were professional genealogists Deb Dudek, Tina Beaird, Maureen Brady and Peggy Lauritzen. The lectures that I attended were Intro to Genealogy, Stories in Stone, Sensational Deaths and Where to Find Them, and Quaker Immigration in the United States.

The presentations were all very good and most would work for most people regardless of genealogical expertise. For instance, the Intro to Genealogy lecture reminded me of some useful source citation standards and resources. Also, the Stories in Stone lecture covered changes in trends for decorating tombstones. I was familiar with some of this, but hadn't seen an overview laid out like this one. Peggy Lauritzen's presentation was the one regarding Quaker immigration, which was interesting because I had very little background information regarding this topic. She covered the history of the various locations that the Quakers lived before coming to America, then discussed where they moved when they arrived. The most interesting presentation was Tina Beaird's Sensational Deaths. The focus was on disasters, such as the Iroquois fire, which offer genealogists unique opportunities. As we all know, with horrible tragedies, there is usually a lot of attention given to the event by the press. Press coverage can give a genealogist lots of clues or information. However, certain records such as death records can be somewhat generic as with the volume of work medical professionals need to handle, forms may not be as complete as in other instances. Coincidentally I've had three of the presenters that were at the Conference present here at the Library in the past.

Between the lectures there were 30 minute breaks. This gave a nice opportunity to network with other genealogists or ask questions of the presenters. At the lectures that I attended, there were roughly 15-20 people in each. Overall there were roughly 150 people all total. There were many local genealogy and local history groups present. Sons and Daughters of the American Revolution, CAGGNI (Computer Assisted Genealogy Group of Northern Illinois) and the Zion Genealogical Society, just to name a few. Lunch was provided by a local sandwich shop along with chips and several different beverage choices.

For myself, the conference was very much worth attending. I met some new people and caught up with some colleagues who I haven't seen in quite a while. This is especially helpful with looking for presenters and finding resources for the Library. The presentations were interesting and educational. I was able to learn some new things, while also sharpening my skills. For future conferences, this would be very helpful for anyone in the Genealogy/Local History Librarian position. It might be helpful for other staff interested in genealogy, if they were to select presentations that would be probably more general in nature.

McHENRY PUBLIC LIBRARY DISTRICT

Secretary's Audit FY 2024-2025

This is to testify that we have examined the secretary's minutes and other records for the past year and find that they are in order and have no errors or discrepancies for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

DATED this _____ day of _____ 2025.

Bud Alexander, Vice President
Board of Trustees
McHenry Public Library District

Monica Leccese, Secretary
Board of Trustees
McHenry Public Library District

MEMORANDUM OF UNDERSTANDING

AmeriCorps Seniors of Kane, Kendall & McHenry Counties
Senior Services Associates, Inc.
3519 N. Richmond Rd., McHenry, IL 60051
815/344-3555
1-800-3339-3200
Email: ksutherland@seniorservicesassoc.org

(AND)

MCHENRY PUBLIC LIBRARY
809 Front Street
McHenry, IL 60050
815-385-0036
Email: ljakacki@mchenrylibrary.org

It is agreed that the following Basic Provisions will guide our working relationship.

The AmeriCorps Seniors representative who will serve as the liaison with you, a VOLUNTEER STATION, is **Volunteer Coordinator, Kay Sutherland**.

The VOLUNTEER STATION REPRESENTATIVE who will serve as liaison with AmeriCorps Seniors, and who will be responsible for volunteer supervision and orientation is Lesley Jakacki, Executive Director.

AmeriCorps Seniors will upon submission of a Volunteer Request form from the STATION, place as many volunteers as needed, qualified for, and available for a specific assignment.

"I certify that this volunteer site is one of the following: a nonprofit agency; a public agency; or a proprietary health-care agency. I also agree to immediately notify the senior corps sponsor if the status changes."

This Memorandum of Understanding may be amended, in writing, at any time with the concurrence of both parties. It will be reviewed annually to permit needed changes.

A. AmeriCorps Seniors WILL:

1. Recruit, interview, and enroll volunteers and refer to the mentioned station.
2. Provide continued communication with the station as to volunteer placement for specific assignments.
3. Provide accident, personal liability, and excess automobile liability insurance coverage as required by program policies. Insurance is secondary coverage and is not primary insurance.
4. As funds are available, reimburse AmeriCorps Seniors for transportation costs between their home and volunteer station for the volunteer when eligibility requirements are met. **Volunteers must work a minimum of three (3) hours on the day of the volunteer assignment to meet reimbursement eligibility requirements**
5. Arrange for an annual AmeriCorps Seniors RSVP recognition.

B. THE STATION WILL:

1. Make all final decisions pertaining to the acceptability and assignment of the volunteer. Provide AmeriCorps with said assignment descriptions.
2. Implement orientation, in-service instruction, or special training of the volunteers. Where

needed, perform a background check or other screening. Background checks run by the Senior Services are for internal use only and stations should run their own background checks on Senior Services volunteers to align with their policy

3. Furnish volunteers with any materials needed to perform the assignment including an assignment description.
4. Provide for the safety of volunteers assigned to this station.
5. Promptly, investigate and report in writing any accidents relating to the volunteer to the AmeriCorps Seniors/Senior Services Associates office.
6. Provide complete time sheets that will reflect the amount of time the volunteer has served each day during a single month including travel time. The signatures of both the volunteer and station representative will then validate these Time Sheets. Time Sheets should be emailed, faxed, or mailed at the end of each month to the location on Page 1. As appropriate and information is requested, provide progress reports and in-kind documentation.

C. OTHER PROVISIONS:

1. Compensation: Neither the station nor AmeriCorps Seniors will request or receive compensation from the beneficiaries of volunteers. AmeriCorps Seniors will not receive a fee for service from beneficiaries
2. Separation from Volunteer Service: The station may request the removal of a senior volunteer, at any time. The AmeriCorps Seniors volunteer may withdraw from service from the program at any time.
3. Letter of Agreement: When in-home assignments of volunteers are made, both parties involved must sign a letter of agreement. The document will authorize service in the home and identify specific activities and conditions of service.
4. Religious/Political Activities: The Volunteer Station will not request or assign AmeriCorps Seniors volunteers to conduct or engage in religious, sectarian, or political activities.
5. Displacement of Employees: The Volunteer Station will not assign AmeriCorps Seniors volunteers to any assignment that would displace employed workers or impair existing contracts for services.
6. The Volunteer Station will not discriminate against AmeriCorps Seniors volunteers or in the operation of its program based on race, color, national origin, gender/gender identity or expression, age, religion, sexual orientation, disability, political affiliation, marital or parental status, genetic information, or military service.
7. The Station will maintain the programs and activities to which AmeriCorps Seniors volunteers in RSVP are assigned accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.
8. Conditions of this Memorandum of Understanding may be amended or terminated in writing at any time at the request of either party. It will be reviewed every three years to permit needed changes.

SPONSORED BY SENIOR SERVICES ASSOCIATES, INC.

****IF TIMESHEETS ARE NOT PROVIDED, CONTRACT WILL BECOME INVALID****

AmeriCorps Seniors Representative
Signature

Station Representative
Signature

Kay Sutherland

Title: Volunteer Coordinator

Title: _____

Effective: June 2025 through June 2028

Revised: 2/1/2021

STATE OF ILLINOIS)
COUNTY OF McHENRY)

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

ORDINANCE No. 2025/2026-02

**COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE
FOR THE McHENRY PUBLIC LIBRARY DISTRICT
FOR THE FISCAL YEAR BEGINNING JULY 1, 2025
AND ENDING JUNE 30, 2026**

WHEREAS, the Illinois Municipal Budget Law, Illinois Revised Statutes, Chapter 85, Section 801, et. seq., as amended, requires all Illinois Municipal Corporations as broadly defined therein, to adopt a combined Annual Budget and Appropriation Ordinance, specifying the objects and purposes of expenditures; and the Illinois Public Library District Act, 75 ILCS 16/30-85, provides procedures for the passage of a Budget and Appropriation Ordinance and a Tax Levy Ordinance; and,

WHEREAS, pursuant to the above and other appropriate statutes, a Budget and Appropriation Ordinance has been prepared in tentative form at the designation of this Board, and has been made available for public inspection at least thirty (30) days prior to final action thereon, and a public hearing on said Budget and Appropriation Ordinance has been held prior to final action hereon, and notice of said hearing to be published on or before July 20, 2025, being more than 30 days prior to said hearing, in a newspaper published within the district.

NOW THEREFORE, BE IT ORDAINED by the President and Board of Library Trustees of the McHENRY PUBLIC LIBRARY DISTRICT, McHenry, McHenry County, Illinois, as follows:

Section One: The following budget containing a statement of cash on hand at the beginning of the fiscal year, an estimate of all cash receipts of said Library District to be received during such fiscal year from all sources, the estimated expenditures contemplated for such fiscal year and a statement of the estimated cash on hand at the end of such fiscal year be, and the same is hereby adopted as the Budget for said Library District for the fiscal year beginning July 1, 2025 and ending June 30, 2026, and the same sum are hereby appropriated as necessary to defray the said expenses and liabilities of this Public Library District, for the objects and purposes and in the estimated amounts as indicated, for said fiscal year:

I. GENERAL FUND**A. ESTIMATED REVENUE:**

	APPROPRIATION	BUDGET
1. Est. Cash on hand as of 05/31/2025	\$3,141,300.00	\$2,513,048.00
2. Property Taxes	\$4,971,400.00	\$3,977,112.26
3. Revenue Recapture—Property Taxes	\$ 14,350.00	\$ 11,479.50
4. Corporate Replacement Tax	\$ 0.00	\$ 0.00
5. Interest Income- General	\$ 181,250.00	\$ 145,000.00
6. NonResident Fee Cards	\$ 1,575.00	\$ 1,250.00
7. Fines and Fees	\$ 21,875.00	\$ 17,500.00
8. Collection Agency Fees	\$ 625.00	\$ 500.00
9. Copy/Scan/Fax Income	\$ 23,125.00	\$ 18,500.00
10. Annexation & Developer Fees	\$ 31,250.00	\$ 25,000.00
11. Retiree & Cobra Insurance Payments	\$ 20,000.00	\$ 16,000.00
12. Program Fees/Misc. Fees	\$ 2,500.00	\$ 2,000.00
13. Meeting Room Fees	\$ 2,825.00	\$ 2,250.00
14. License Plate Renewal Fees	\$ 163,750.00	\$ 131,000.00
15. Miscellaneous Income	\$ 93,750.00	\$ 75,000.00
16. Lost & Damaged Materials	\$ 8,125.00	\$ 6,500.00
17. CCS/LLSAP Income	\$ 13,125.00	\$ 10,500.00
18. Solar Credits	\$ 3,125.00	\$ 2,500.00
19. Over/Short	\$ 625.00	\$ 500.00
TOTAL GENERAL FUND REVENUE	\$8,694,575.00	\$6,955,639.76

B. APPROPRIATIONS FOR ESTIMATED EXPENDITURES**1. MATERIALS & SUPPLIES**

	APPROPRIATION	BUDGET
a. Adult Books	\$ 84,375.00	\$ 67,500.00
b. Youth Books	\$ 62,500.00	\$ 50,000.00
c. Professional Resources	\$ 3,125.00	\$ 2,500.00
d. Administrative Resources	\$ 4,375.00	\$ 3,500.00
e. Magazines and Newspapers	\$ 21,575.00	\$ 17,250.00
f. Adult AV Materials	\$ 31,250.00	\$ 25,000.00
g. Youth AV Materials	\$ 16,250.00	\$ 13,000.00
h. Library of Things	\$ 21,250.00	\$ 17,000.00
i. Video Games	\$ 22,500.00	\$ 18,000.00
j. Digital Media Services	\$ 181,875.00	\$ 145,500.00
k. Electronic Resources	\$ 112,500.00	\$ 90,000.00
l. Library Supplies	\$ 8,750.00	\$ 7,000.00
m. Tech. Services Supplies	\$ 40,900.00	\$ 32,725.00
n. Bindery Services	\$ 950.00	\$ 750.00
o. Adult Programs & Supplies	\$ 20,000.00	\$ 16,000.00
p. Special Events	\$ 3,450.00	\$ 2,750.00
q. Circulation Supplies	\$ 9,375.00	\$ 7,500.00
r. Reading Clubs	\$ 11,250.00	\$ 9,000.00
s. YS Programs & Supplies	\$ 22,200.00	\$ 17,750.00

2. CONTRACTED SERVICES

	APPROPRIATION	BUDGET
a. Collection Agency Fees	\$ 1,575.00	\$ 1,250.00
b. IT/Computer, Copier & Equip. Outsourcing	\$ 190,625.00	\$ 152,500.00
c. Automation—Staff	\$ 54,000.00	\$ 43,200.00
d. Vehicle Expenses	\$ 6,875.00	\$ 5,500.00
e. Misc. Contracted Services	\$ 23,125.00	\$ 18,500.00
f. Library Bank/Finance/Late Fee	\$ 1,875.00	\$ 1,500.00
g. Public Pmt Processing Fees	\$ 6,250.00	\$ 5,000.00
h. License Plate Fee Settlement	\$ 143,750.00	\$ 115,000.00

3. CONSORTIUM & IT NETWORK SERVICES

	APPROPRIATION	BUDGET
a. Automation- Circulation & Catalog	\$ 133,750.00	\$ 107,000.00
b. VoIP Phone and Texting Services	\$ 25,000.00	\$ 20,000.00
c. Internet Service	\$ 13,750.00	\$ 11,000.00

4. PROFESSIONAL SERVICES

	APPROPRIATION	BUDGET
a. Accounting, Payroll & Audit Services	\$ 81,250.00	\$ 65,000.00
b. Legal Services	\$ 31,250.00	\$ 25,000.00
c. Other Consulting Fees	\$ 94,375.00	\$ 75,500.00
d. In-Service/Staff Training/LMS	\$ 10,000.00	\$ 8,000.00

5. PRINTING, PUBLICATIONS & POSTAGE

	APPROPRIATION	BUDGET
a. Printing Services Outsourced	\$ 71,875.00	\$ 57,500.00
b. Public Notices & Ads	\$ 2,825.00	\$ 2,250.00
c. Postage & Shipping	\$ 32,625.00	\$ 26,100.00
d. Printing/Copier Supplies	\$ 5,625.00	\$ 4,500.00
e. Public Relations/Promotions	\$ 19,375.00	\$ 15,500.00

6. UTILITIES

	APPROPRIATION	BUDGET
a. Electricity	\$ 46,875.00	\$ 37,500.00
b. Gas	\$ 24,375.00	\$ 19,500.00
c. Water & Sewer	\$ 7,200.00	\$ 5,750.00

7. MISCELLANEOUS OPERATING EXPENSES

	APPROPRIATION	BUDGET
a. Building & Auto Insurance	\$ 71,250.00	\$ 57,000.00
b. Bonding & Officers Liability	\$ 3,125.00	\$ 2,500.00
c. Janitorial Services & Supplies	\$ 88,125.00	\$ 70,500.00
d. Grounds Maintenance	\$ 59,375.00	\$ 47,500.00
e. Building Operations & Maintenance	\$ 90,625.00	\$ 72,500.00
f. Hospitality	\$ 8,450.00	\$ 6,750.00
g. Library Lost & Damaged Materials	\$ 1,250.00	\$ 1,000.00
h. Miscellaneous	\$ 1,250.00	\$ 1,000.00

8. PERSONNEL EXPENSES

	APPROPRIATION	BUDGET
a. Salaries	\$2,418,750.00	\$1,935,000.00
b. FICA/Medicare	\$ 193,750.00	\$ 155,000.00
c. IMRF	\$ 287,500.00	\$ 230,000.00

d. Health & Life Insurance	\$ 393,750.00	\$ 315,000.00
e. Recruitment & Employment Screenings	\$ 4,375.00	\$ 3,500.00
f. Tuition Reimbursement	\$ 6,250.00	\$ 5,000.00
g. Telecommute Reimbursements	\$ 3,125.00	\$ 2,500.00
h. Memberships & Dues	\$ 9,475.00	\$ 7,575.00
i. Travel	\$ 21,875.00	\$ 17,500.00
j. Continuing Education	\$ 24,700.00	\$ 19,750.00

9. CAPITAL EXPENSES

	APPROPRIATION	BUDGET
a. Library Furnishings	\$ 31,250.00	\$ 25,000.00
b. Library Equipment	\$ 31,250.00	\$ 25,000.00
c. Small Equipment under \$250	\$ 6,250.00	\$ 5,000.00
d. Adtl. Capital Projects & Equipment	\$ 90,625.00	\$ 72,500.00

10. Transfer to Reserve Fund	\$ 1,062,500.00	\$ 850,000.00
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TOTAL GENERAL FUND EXPENSES	\$ 6,615,550.00	\$5,292,350.00
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TOTAL GENERAL FUND REVENUES	\$ 8,694,575.00	\$6,955,639.76
TOTAL GENERAL FUND EXPENSES	\$ 6,615,550.00	\$5,292,350.00

II. GRANT and GIFT FUND

A. ESTIMATED REVENUE

	APPROPRIATION	BUDGET
1. Est. Cash on hand as of 05/31/2025	\$ 670,150.00	\$ 536,113.00
2. Grant/Gift Fund Interest	\$ 34,375.00	\$ 27,500.00
3. General Fund Gifts	\$ 218,750.00	\$ 175,000.00
4. Per Capita Grant	\$ 81,250.00	\$ 65,000.00
5. Misc. Grants	\$ 81,250.00	\$ 65,000.00

TOTAL GRANT and GIFT FUND REVENUE	\$1,085,775.00	\$ 868,613.00
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B. ESTIMATED EXPENSES

	APPROPRIATION	BUDGET
1. Operating Fund Gifts	\$ 281,250.00	\$ 225,000.00
2. Per Capita Grant; Current FY	\$ 81,250.00	\$ 65,000.00
3. Per Capita Grant; Previous FY	\$ 31,250.00	\$ 25,000.00
4. Additional Fund Expenses	\$ 6,250.00	\$ 5,000.00
5. Misc. Grants	\$ 81,250.00	\$ 65,000.00

TOTAL GRANT and GIFT FUND EXPENSES	\$ 481,250.00	\$ 385,000.00
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Transfer to Reserve Fund	\$ 0.00	\$ 0.00
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TOTAL GRANT and GIFT FUND REVENUES	\$ 1,085,775.00	\$ 868,613.00
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TOTAL GRANT and GIFT FUND EXPENSES	\$ 481,250.00	\$ 385,000.00
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III. SPECIAL RESERVE FUND

A. ESTIMATED REVENUES	APPROPRIATION	BUDGET
1. Est. Cash on hand as of 05/31/2025	\$ 3,433,175.00	\$2,746,533.00
2. Developer Fees	\$ 218,750.00	\$ 175,000.00
3. Reserve Fund Interest	\$ 106,250.00	\$ 85,000.00
4. Reserve Fund Gifts	\$ 6,250.00	\$ 5,000.00
5. Bond & Debt Certificate Sale	\$ 0.00	\$ 0.00
6. Transfer from Other Funds	\$ 1,062,500.00	\$ 850,000.00
7. Misc. Income SR	\$ 625.00	\$ 500.00

TOTAL SPECIAL RESERVE FUND REVENUES	\$ 4,872,550.00	\$3,862,033.00
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B. ESTIMATED EXPENSES	APPROPRIATION	BUDGET
1. Debt Service	\$ 0.00	\$ 0.00
2. Improvements not related to Expansion/Renovation	\$ 281,250.00	\$ 225,000.00
3. Expenditures Pursuant To Statutory Guidelines of the LIBRARY DISTRICT ACT, 75 ILCS 16/40-50	\$ 687,500.00	\$ 550,000.00

TOTAL SPECIAL RESERVE FUND EXPENSES	\$ 968,750.00	\$ 775,000.00
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TOTAL SPECIAL RESERVE FUND REVENUES	\$ 4,872,550.00	\$3,862,033.00
TOTAL SPECIAL RESERVE FUND EXPENSES	\$ 968,750.00	\$ 775,000.00

Section Two: There is hereby appropriated from the taxes to be levied for the fiscal year and other sources of revenue:

I. General Fund	\$ 6,615,550.00
II. Grant and Gift Fund	\$ 481,250.00
III. Special Reserve Fund	<u>\$ 968,750.00</u>

TOTAL	\$ 8,065,550.00
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Section Three: There is hereby appropriated from the taxes to be levied for the fiscal year and other sources of income the sum of:

\$ 8,065,550.00

the same to be divided among the several corporate objects and purposes as herein above specified for said Library District purposes for the aforesaid fiscal year.

Section Four: All unexpended balances of proceeds received annually from Public Library District taxes not in excess of statutory limits may be transferred to the Special Reserve Fund, heretofore established according to plans developed and

adopted by this Library Board and said unexpended balances shall be accumulated in this fund for the purpose of erecting a new Public Library building, purchasing a site for the same, or building an addition thereto, or furnishing necessary equipment therefor, or acquiring electronic data storage and retrieval facilities.

Section Five: Except as otherwise provided by law, no further appropriations shall be made at any time within such fiscal year, provided that this Library Board may from time to time make transfers between the various items in any fund not affecting the total amount appropriated, or appropriations in excess of those authorized by the Budget in order to meet an immediate and unforeseen emergency by a two-thirds (2/3) vote of the Trustees present and voting, as provided by 75 ILCS 16/30-90 et. seq., and this Library Board may amend this Budget and Appropriation Ordinance from time to time by the same procedure as prescribed by Statute for the original adoption of a Budget and Appropriation Ordinance; provided, that nothing in this Section shall be construed to permit transfer between Funds required by law to be kept separate. Any remaining balances after the close of this fiscal year up to twenty percent (20%) of the appropriation shall be available until August 30th for the authorization of payment of obligations incurred prior to the close of the fiscal year, and until September 30th, for the payment of such obligations, and any remaining balances shall be available for the transfer to special reserve to be accumulated, as provided by 75 ILCS 16/40-50.

Section Six: A copy of this Ordinance in tentative form has been made available for public inspection at the Public Library for thirty (30) days and by publishing in a newspaper published within this Public Library District in substantially the following form.

Section Seven: This Ordinance is passed pursuant to statutory authority and the Illinois Public Library District Act, 75 ILCS 16/30-55, et. seq, 75 ILCS 16/30-85 et. seq.; and 75 ILCS 16/40-50 et. seq.; and the Illinois Revenue Code, 35 ILCS 205/157 et. seq., and other statutes hereunto appertaining.

Section Eight: This Library Board hereby certifies that all applicable provisions of 35 ILCS 215/1 as amended, ("The Illinois Truth-in-Taxation Statute") have been complied with.

Section Nine: Pursuant to 35 ILCS 200/18-165 this Library Board hereby determines that no surplus of funds is available for any debt, obligation, liability, operation, fund or account for any purpose, and accordingly the abatement and reduction of provisions of the Personal Property Tax Replacement Fund Act are not applicable thereto.

Section Ten: This Ordinance shall be in full force and effect from and after its passage, approval, and publication, according to law, and any resolutions or ordinance in conflict therewith are hereby repealed; and should any part of this Ordinance be adjudged invalid or unconstitutional, such adjudication shall affect only that part of this Act specifically covered thereby, and shall not affect any other provisions or part of this Act, but shall be severable therefrom.

PASSED by the Board of Library Trustees of the McHENRY PUBLIC LIBRARY DISTRICT, McHENRY COUNTY, McHENRY, ILLINOIS, this _____ day of _____ 2025 by a vote of:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Approved: _____
Charles Reilly, President
Board of Library Trustees

State of Illinois
County of McHenry

This instrument was acknowledged before me on _____ (date) by _____ (name of person) as _____ (type of authority, e.g., officer, trustee, etc.) of _____ (name of party on behalf of whom instrument was executed).

(Seal)

Signature of Notary Public

Attest: _____
Monica Leccese, Secretary
Board of Library Trustees

State of Illinois
County of McHenry

This instrument was acknowledged before me on _____ (date) by
_____ (name of person) as _____ (type of authority, e.g.,
officer, trustee, etc.) of _____ (name of party on behalf of
whom instrument was executed).

(Seal)

Signature of Notary Public

STATE OF ILLINOIS)
COUNTY OF McHENRY)

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

PUBLIC NOTICE

PUBLIC NOTICE IS HEREBY GIVEN that a Budget and Appropriation Ordinance for the McHENRY PUBLIC LIBRARY DISTRICT, McHENRY COUNTY, McHENRY, ILLINOIS, for the fiscal year beginning July 1, 2025, and ending June 30, 2026, is on file and conveniently available for public inspection at the McHENRY PUBLIC LIBRARY DISTRICT, 809 Front Street, McHenry, Illinois and with the Secretary of the District, Monica Leccese, and the Library's Executive Director, Lesley Jakacki, at 809 Front Street, McHenry, Illinois.

FURTHER NOTICE IS HEREBY GIVEN that a public hearing on said Budget and Appropriation Ordinance was held on Tuesday, August 19, 2025, 7:00 pm at the McHENRY PUBLIC LIBRARY DISTRICT BUILDING, 809 Front Street, McHenry, Illinois, and that final action was taken during a regular meeting directly thereafter by the Board of Library Trustees.

Published by direction of the Board of Library Trustees of the McHENRY PUBLIC LIBRARY DISTRICT, McHENRY COUNTY, McHENRY, ILLINOIS.

DATED this _____ day of _____, 2025

THE McHENRY PUBLIC LIBRARY DISTRICT, McHENRY COUNTY, McHENRY, ILLINOIS

BY: _____
Monica Leccese, Secretary
Board of Library Trustees

STATE OF ILLINOIS)
COUNTY OF McHENRY)

CERTIFICATE

I, MONICA LECCESE, DO HEREBY CERTIFY that the attached ORDINANCE NO. FY 2025/2026—02, COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THE McHENRY PUBLIC LIBRARY DISTRICT FOR THE FISCAL YEAR BEGINNING JULY 1, 2025 AND ENDING JUNE 30, 2026, is a true and correct copy of said Ordinance which was presented in a public hearing on August 19, 2025, and passed, and recorded by said Library Board at their Library Board meeting on _____, _____, 2025.

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

Subscribed and sworn before me this _____ day of _____, 2025 by
_____ (name of person).

(Seal)

Signature of Notary Public

STATE OF ILLINOIS)
COUNTY OF McHENRY)

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

CERTIFIED ESTIMATE OF REVENUES BY SOURCE

I, Terry Weingart, certify that I am the duly qualified and acting Treasurer of the Board of Library Trustees of the McHENRY PUBLIC LIBRARY DISTRICT of McHenry County, McHenry, Illinois, and as such, I am the chief fiscal officer of said Library District.

I, Terry Weingart, Chief Fiscal Officer of the McHenry Public Library District DO HEREBY CERTIFY that the attached is a true estimate of the revenues anticipated to be received by the McHenry Public Library District in the fiscal year 2025-2026 for the funds indicated.

IN WITNESS WHEREOF, I have affixed my signature this _____ day of _____, 20_____.

Terry Weingart, Treasurer
McHenry Public Library District
Board of Library Trustees

Attest:

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

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLS 151, PLS 701]	30448
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0301
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	McHenry Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLS 153]	809 Front Street
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLS 154]	McHenry
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60050
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	809 Front Street
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	McHenry
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60050
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	8153850036
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	815-385-7085
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.mchenrylibrary.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Lesley Jakacki
1.15 Title	Executive Director
1.16 Library Director's E-mail	ljakacki@mchenrylibrary.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the

updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	McHenry
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	41,852
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact IPLAR@ilsos.gov so that it can be added.

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	0
2.1b Total number of branch libraries [PLS 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
MCHEMRY P.L.D.			

ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
MCHEMRY P.L.D.		

Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
MCHEMRY P.L.D.			

Address

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.

MCHENRY P.L.D.				
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County & Phone

Location	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
MCHENRY P.L.D.				

Square Feet

Location	2.11a Square Footage of Outlet [PLS 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
MCHENRY P.L.D.	38,000		

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet
MCHENRY P.L.D.	3,329	52	132,599

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	07/01/2024
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	06/30/2025
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Lesley Jakacki
3.5 Telephone Number of Person Preparing Report	815-385-0036
3.6 FAX Number	815-385-7085
3.7 E-Mail Address	ljakacki@mchenrylibrary.org

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

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Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Charles Reilly
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	04/2027
5.8 Telephone Number	815-385-0036
5.9 E-mail Address	creilly@mchenrylibrary.org
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Second member

5.5 Name	Bud Alexander
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	04/2031
5.8 Telephone Number	815-385-0036
5.9 E-mail Address	balexander@mchenrylibrary.org
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Third member

5.5 Name	Monica Leccese
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	04/2027
5.8 Telephone Number	815-385-0036
5.9 E-mail Address	mleccese@mchenrylibrary.org
5.10 Home Address	

5.11 City	
5.12 State	
5.13 Zip Code	

Fourth member

5.5 Name	Terry Weingart
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	04/2029
5.8 Telephone Number	815-385-0036
5.9 E-mail Address	tweingart@mchenrylibrary.org
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Fifth member

5.5 Name	James O'Hagan
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2029
5.8 Telephone Number	815-385-0036
5.9 E-mail Address	johagan@mchenrylibrary.org
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Sixth member

5.5 Name	Victor Jimenez Carrillo
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2031
5.8 Telephone Number	815-385-0036
5.9 E-mail Address	vjiminezcarrillo@mchenrylibrary.org
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Seventh member

5.5 Name	Vickie Schutze
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2031
5.8 Telephone Number	815-385-0036
5.9 E-mail Address	vschutze@mchenrylibrary.org
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	

5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Total Number of Meeting Rooms	3
6.2 Total number of times meeting room(s) used by the public during the fiscal year	929
6.3 Total Number of Study Rooms	3
6.3b Total number of times study room(s) used by the public during the fiscal year	4,216

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.gov) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities					1	

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$75,000	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$30,000	0	\$0
Roof repair/replacement	1	\$75,000	0	\$0
Heating/ventilation/air conditioning	1	\$75,000	0	\$0
Electrical systems other than alarms	1	\$0	0	\$0
Plumbing systems	1	\$100,000	0	\$0
Egress systems (doors, stairs, etc.)	1	\$10,000	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$0	0	\$0
Asbestos abatement	1	\$0	0	\$0
Security measures	1	\$0	0	\$0
Energy conservation	1	\$45,000	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$40,000	0	\$0
Accessibility measures	1	\$0	0	\$0
Technology upgrading	1	\$0	0	\$0
New building construction (construction of a new facility)	1	\$0	0	\$0

Building additions (adding square feet to existing facility)	1	\$0	0	\$0
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Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$0	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$0	0	\$0
Roof repair/replacement	1	\$0	0	\$0
Heating/ventilation/air conditioning	1	\$0	0	\$0
Electrical systems other than alarms	1	\$0	0	\$0
Plumbing systems	1	\$0	0	\$0
Egress systems (doors, stairs, etc.)	1	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$0	0	\$0
Asbestos abatement	1	\$0	0	\$0
Security measures	1	\$0	0	\$0
Energy conservation	1	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$0	0	\$0
Accessibility measures	1	\$0	0	\$0
Technology upgrading	1	\$0	0	\$0
New building construction (construction of a new facility)	1	\$0	0	\$0
Building additions (adding square feet to existing facility)	1	\$0	0	\$0

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$2,160,000
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	\$5,384,667.00- A combined accumulation of outstanding general fund balance with a six-month cushion, our special reserve fund, and grant/gift fund.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds

still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$3,772,397
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$3,988,592

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact IPLAR@ilsos.gov or the Library Development Group at 217-524-8836.

8.2 Per capita grant	\$62,150
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$0
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$62,150

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact IPLAR@ilsos.gov or the Library Development Group at 217-524-8836.

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	

8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$0
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Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$19,949
8.14 Other receipts intended to be used for operating expenditures	\$211,095
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$231,044
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	\$4,065,591
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 10% of the total funds received by the library in the last fiscal year...", or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 10% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 10% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	TO WHOM IT MAY CONCERN.PDF MPLD_COI_Treasurer_2425.PDF
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$400,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLS 350]	\$1,368,459
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$381,585
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	

9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$1,750,044
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COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	\$108,814
10.2 Electronic Content Expenditures (e-books, databases, etc.) [PLS 354]	\$140,855
10.3a Other Physical Materials Expenditures [PLS 355]	\$50,027
10.3b Please list the types of materials purchased in 10.3a	DVDs, CDs, videogames, Audiobooks, Library of Things
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$299,696

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$764,848
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$2,814,588

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$76,896
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	\$76,896
12.2 State Government [PLS 401]	\$0
12.3 Federal Government [PLS 402]	\$0
12.4 Other Capital Revenue [PLS 403]	\$51,339
12.5 If Other, please specify	Interest Income on Special Reserve Fund
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	\$128,235

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$363,820
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PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	10	10	55.5600035.65000	37.5000037.50000
13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week	
Executive Director	Library Director	\$55.56	37.50	
Manager	Adult Services	\$35.65	37.50	
Librarian-Lead	Adult Services	\$30.05	37.50	
Librarian	Adult Services	\$28.90	37.50	
Librarian	Adult Services	\$27.10	25.00	
Librarian	Adult Services	\$22.25	25.00	
Manager	Cataloging	\$45.16	37.50	
Manager	Children\'s Services	\$37.70	37.50	
Librarian-Lead	Young Adult Services	\$27.50	37.50	
Librarian	Children\'s Services	\$24.27	37.50	

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]	8.75
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Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary					
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	0.00
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	8.75

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and

clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	567.50
13.14 Minimum hourly rate actually paid	\$15.10
13.15 Maximum hourly rate actually paid	\$37.44
13.16 Total FTE Group C employees (13.13 / 40)	14.19

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	0.00
13.18 Minimum hourly rate actually paid	\$0.00
13.19 Maximum hourly rate actually paid	\$0.00
13.20 Total FTE Group D employees (13.17 / 40)	0.00

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	62.50
13.22 Minimum hourly rate actually paid	\$17.62
13.23 Maximum hourly rate actually paid	\$37.62
13.24 Total FTE Group E employees (13.21 / 40)	1.56
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	15.75
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	24.50

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	2	2	2	37.5000037.50000	12.0000012.00000	39205.0000039205.00000	58808.0000058808.00000
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum
	Cataloger	Cataloging	Master's Degree (ALA accredited)	37.50	12	\$39,205.00	\$58,808.00
	Digital Services Librarian	Adult Services	Master's Degree (ALA accredited)	37.50	12	\$39,205.00	\$58,808.00

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	25.00000	1	1
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)
	Librarian	Adult Services	Master's Degree (ALA accredited)	25.00	Filled	03/2025

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary						
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLS 501]	132,599
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.38)

Synchronous Programs:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	147	3,264	88	35,596
Children (6-11)	149	4,110	31	4,938
Young Adults (12-18)	67	391	15	92
Adults (19 and older)	216	2,087	4	759
General Interest	33	2,460	14	496
Total	612	12,312	152	41,881

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	466	6,041
Synchronous In-Person Offsite Program Sessions	122	6,074
Synchronous Virtual Program Sessions	24	197
Total	612	12,312

Historic - retired 2021

15.1 Total Number of Children's Programs Retired 2021	
15.2 Children's Program Attendance Retired 2021	
15.3 Total Number of Children's Passive Programs Retired 2021	
15.4 Children's Passive Program Attendance Retired 2021	

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	48
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15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	34,828
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REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	8,458
16.2a Total Number of Unexpired Non-resident Cards	16
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	1
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$135.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	8,474
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504]	Yes
16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18?	No

RESOURCES OWNED (17.1 - 17.25)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use.

17.1 Print Materials [PLS 450]	122,981
17.2 Current Print Serial Subscriptions	179
17.3 Total Print Materials (17.1+17.2)	123,160
17.4 Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	10,532
17.5 DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	20,695
17.6 Other Circulating Physical Items [PLS 462]	743
17.7 Total Physical Items in Collection [PLS 461]	154,951

Electronic Materials and Collections

This section asks how the library obtains electronic materials, research databases and online learning platforms. Please answer yes or no to the following questions.

17.8 Did your library provide access to e-Books purchased solely by the library? Answer yes or no. [PLS 525]	Yes
17.9 Did your library provide access to e-Books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 526]	Yes
17.10 Did your library provide access to e-Books provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 527]	No
17.11 Did your library provide access to e-Serials purchased solely by the library? Answer yes or no. [PLS 528]	Yes
17.12 Did your library provide access to e-Serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 529]	Yes
17.13 Did your library provide access to e-Serials provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 530]	No
17.14 Did your library provide access to e-Audio purchased solely by the library? Answer yes or no. [PLS 531]	Yes
17.15 Did your library provide access to e-Audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 532]	Yes
17.16 Did your library provide access to e-Audio provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 533]	No
17.17 Did your library provide access to e-Video purchased solely by the library? Answer yes or no. [PLS 534]	Yes
17.18 Did your library provide access to e-Video purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 535]	No
17.19 Did your library provide access to e-Video provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 536]	No

17.20 Did your library provide access to research databases purchased solely by the library? Answer yes or no. [PLS 537]	Yes
17.21 Did your library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 538]	Yes
17.22 Did your library provide access to research databases provided by the State Library at no or minimal cost to the administrative entity? This is prefilled. [PLS 539]	Yes
17.23 Did your library provide access to online learning platforms purchased solely by the library? Answer yes or no. [PLS 540]	Yes
17.24 Did your library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 541]	No
17.25 Did your library provide access to online learning platforms provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 542]	Yes

USE OF RESOURCES (18.1 - 18.19)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Circulation of Adult Physical Material	130,735
18.2 Circulation of Young Adult Physical Material	11,037
18.3 Circulation of Children's Physical Material [PLS 549]	96,501
18.4 Total number of physical materials loaned (18.1 + 18.2 + 18.3)	238,273

Report circulation, including renewals, by the material types below.

18.5 Books- Physical	151,733
18.6 Videos/DVDs- Physical	54,855
18.7 Audios (include music)- Physical	14,354
18.8 Magazines/Periodicals- Physical	4,535
18.9 Other Items- Physical [PLS 561]	12,796
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	238,273
18.11 Did your library offer automatic renewal for any physical materials during the reporting period? [PLS 505]	Yes
18.12 e-Book Circulation [PLS 545]	28,523
18.13 e-Serial Circulation [PLS 546]	3,943
18.14 e-Audio Circulation [PLS 547]	37,837
18.15 e-Video Circulation [PLS 548]	7,470
18.16 Use of Electronic Materials [PLS 552]	77,773
18.17 Total Circulation of Materials [PLS 550]	316,046
18.18 Interlibrary Loans Provided TO Other Libraries [PLS 575]	7,454
18.19 Interlibrary Loans Received FROM Other Libraries [PLS 576]	14,471

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLS 502]	36,868
19.1a Reference Transactions Reporting Method [PLS 502a]	Annual Estimate Based on Typical Week(s)

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are

different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	6,708
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AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	125
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	59
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b If Other, please specify	1Gps
21.3 What is the monthly cost of the library's internet access?	\$648
21.4 Number of Internet Computers Available for Public Use [PLS 650]	52
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	16,527
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLS 652]	19,496
21.6a Reporting Method for Wireless Sessions [PLS 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	Have not qualified in the past

STAFF DEVELOPMENT & TRAINING (23.1 - 23.3)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$16,386
23.2 Does the above amount include travel expenses?	No
23.3 How many hours of training did employees receive this year?	1,290.00

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	The Library had construction for about 2.5 months that limited access to the collection, computers, and seating within the library.
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	Free summer lunch program, joint programming, and outreach with other county public libraries.
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1No Comments

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

25.1 Were the secretary's records found to be complete and accurate?	Yes
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	Bud Alexander
25.4 Second board member completing the audit	Monica Leccese
25.5 Date the Secretary's Audit was completed	08/19/2025

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Lesley Jakacki	08/19/2025
President	Charles T. Reilly	08/19/2025
Secretary	Monica Leccese	08/19/2025

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).



MEMO

To: MPLD Board of Trustees

From: L. Jakacki and the MPLD In-Service Committee

Re: 2026 In-Service Meetings and Library Closure

Date: August 14, 2025

Dear Board of Trustees,

The MPLD In-Service Committee is committed to providing ongoing, relevant, and engaging training opportunities that support staff's professional and personal development. We would like to propose holding all-staff in-person meetings in 2026.

These all-staff meetings would necessitate the closure of the Library on six specific days throughout the year. The committee recommends the following dates for Board approval:

- February 6, 2026, from 1:00 pm - 5:00 pm
- April 17, 2026, from 9:00 am - 1:00 pm
- June 27, 2026, from 9:00 am - 5:00 pm
- August 21, 2026, from 1:00 pm - 5:00 pm
- October 9, 2026, from 9:00 am - 1:00 pm
- December 11, 2026, from 9:00 am - 5:00 pm

The committee recognizes that if the Library needs to modify its hours or close for any reason, these scheduled closures may need to be adjusted. A contingency plan has been prepared to address such instances.

Thank you for your consideration.

Reasonable Accommodations - Proposed

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

McHenry Public Library District supports the Americans with Disabilities Act of 1990 as amended, the Illinois Human Rights Act, and Title VII of the Civil Rights Act and will attempt to provide reasonable accommodations for qualified employees with disabilities: employees affected by pregnancy, childbirth, or related conditions in the workplace; and employees who request such accommodations for their religious beliefs or practices unless such accommodations would present an undue hardship for McHenry Public Library District.

Reasonable accommodations apply to all covered employees and applicants and include hiring practices, job placement, training, pay practices, promotion, scheduling, demotion policies, access to benefits, and layoff and termination procedures.

As noted above, employees who may request a reasonable accommodation include:

- A qualified employee with a disability, which includes any employee with a disability who, with or without reasonable accommodation, can perform the essential functions of the job the employee has or wants and does not pose a direct threat to the health or safety of themselves or other individuals in the workplace; by using our ADA Form,
- A pregnant employee, which includes any employee affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth, by using our Pregnancy Accommodation Request Form,
- An employee who requests reasonable accommodations that will allow the employee to meet the requirements of or practice their religion, by using our Religious Accommodation Request Form.

Contact Human Resources for further clarification regarding the Library's policy on reasonable accommodations or to request a reasonable accommodation in the workplace.

*Updated policy to include legal laws that protect ADA but also pregnancy and religious accommodations.

Reasonable Accommodations - Current

(approved 09/2014)

The Library supports the Americans with Disabilities Act (ADA) as amended and will attempt to provide reasonable accommodations for people with disabilities in the workplace unless such accommodations would present an undue hardship for the Library.

Reasonable accommodations apply to all employees and include hiring practices, job placement, training, pay practices, promotion and demotion policies and layoff and termination procedures.

A qualified person with a disability is any individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the job the individual has or wants, and does not pose a direct threat to the health or safety of himself /herself or other individuals in the workplace.

Contact the Executive Director for further clarification regarding the Library's policy on reasonable accommodation or to request a reasonable accommodation in the workplace.

*Updated policy to include legal laws that protect ADA but also pregnancy and religious accommodations.

Payroll - Proposed

(passed 02/18/2020, revised XX/XX/XXXX)

Policy

The McHenry Public Library District(MPLD) has a bi-weekly payroll system. This results in a total of 26 pay periods each year. If a federal holiday falls on a scheduled payday, the payday may be moved to the day before the holiday.

Guidelines And Practices For Implementation

Timesheets should be approved by both the employee and their manager.

We recommend that all employees use direct deposit. Paycheck information is located in the Employee Self Service (ESS) System.

The Library ensures accurate and timely payroll processing for all employees. If an employee notices an overpayment or underpayment in their paycheck, they should immediately notify their direct manager so the Library can correct it as quickly as possible. For underpayments, the Library will issue any missing payments the following business day. For overpayments, the Library will deduct the amount from the employee's next regular paycheck. For larger overpayments that would create financial hardship, the Library will work with the employee to establish a reasonable repayment schedule.

The Library makes automatic payroll deductions for all employees as required by law, including federal and state income taxes, Social Security, Medicare, and, depending on the position, the Illinois Municipal Retirement Fund. The Library also deducts amounts for court-ordered obligations such as child support payments or wage garnishments.

Employees may authorize voluntary deductions for elective programs such as health insurance, life insurance, dental insurance, or vision insurance. Beyond these required and authorized deductions, the Library will not make any improper pay deductions that would violate the Fair Labor Standards Act, its regulations (specifically Section 541.602(a)), or relevant state or local laws.

Employees who believe their pay has been improperly deducted should report such improper deduction immediately to the HR Generalist. The complaint will be promptly investigated, and the results of the investigation will be delivered to the reporting employee. If the employee is dissatisfied with the investigation's findings, they may appeal the decision to the Executive Director.

Any employee whose pay is improperly deducted will be reimbursed for such improper deduction no later than the next pay period after the improper deduction is communicated to the HR Generalist.

*Updated policy based on our current practices.

Payroll

(passed 02/18/2020, revised XX/XX/XXXX)

Policy

The MPLD has a bi-weekly payroll.

Guidelines And Practices For Implementation

At the beginning of each calendar year, the administrative staff is responsible for publishing a list of payroll dates as well as the dates when timesheets are due. Timesheets are due at noon on the day indicated. Timesheets are approved by the employee's supervisor and signed by the employee's supervisor as well as by the Executive Director or Assistant Director. Paychecks are generally distributed every other Tuesday. In the event that a holiday coincides with a payroll Tuesday, checks will usually be distributed the last working day prior to the holiday. A direct deposit option is available and employees are encouraged to take advantage of this benefit.

Direct deposit is only completed when our direct deposit form is filled out as well as accompanied with a copy of a voided check and/or bank deposit form. This must be done through our Business Manager or our Human Resource Generalist in person. Updates are handled in this same fashion.

The Library takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Executive Director or Assistant Director so that corrections can be made as quickly as possible. Once legitimate underpayments are identified, they will be corrected in the next regular paycheck.

Overpayments will also be corrected in the next regular paycheck unless this presents a burden to the employee (where there is a substantial amount owed). In that case, the Library will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

It is the policy of the Library not to take any improper pay deductions that would be in violation of the Fair Labor Standards Act, its regulations (specifically Section 541.602(a)), or relevant state law or local ordinance.

Employees who believe their pay has been improperly deducted should report such improper deduction immediately to their supervisor. The complaint will be promptly investigated and the results of the investigation will be reported to the complaining employee. If the employee is unsatisfied with the findings of the investigation, the employee may appeal the decision to the Executive Director.

Any employee whose pay is improperly deducted shall be reimbursed for such improper

*Updated policy based on our current practices.

deduction no later than the next pay period after the improper deduction is communicated to management.

DRAFT

*Updated policy based on our current practices.

Travel Expenses Policy - Proposed

(adopted 11/15/2016, revised XX/XX/XXXX)

Policy

Employees and library trustees, at times, must travel off-site to attend various seminars, outreach events, conferences, workshops, or other work-related activities as they conduct normal business. This travel can encompass day trips, overnight, or extended travel, as it relates to in-state, out-of-state, and possibly international travel for the purpose of pre-authorized business. The McHenry Public Library District (MPLD) will reimburse employees and trustees for all pre-approved ordinary and necessary travel expenses.

Guidelines And Practices For Implementation

In accordance with the Local Government Travel Expense Control Act, [IL PA 99-604](#), MPLD will reimburse trustee or employee travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the Library during the normal course of doing business.

Definitions:

- **"Entertainment"** includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement unless ancillary to the purpose of the program or event.
- **"Travel"** means any expenditure directly incident to official travel by library employees and library trustees involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.
- **"Traveler"** means any MPLD employee or trustee.

Authorized Types of Official Business

Travel, meal, and lodging expenses will be reimbursed for employees and library trustees of MPLD only for purposes of official business conducted on behalf of the library. These include, but are not limited to, off-site or out-of-town meetings and outreach related to official business and pre-approved seminars, conferences, and other educational events related to the employee's or trustees' official duties. Please contact your direct manager if you are unsure whether an expense is reimbursable.

Categories of Expenses

1. **Airfare:** Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid for or reimbursed. The traveler will pay the difference between higher-priced tickets and coach or economy tickets with their personal funds. Checked baggage fees are reimbursable at actual costs.

*Revised policy to have two policies, travel expenses policy and training and membership policy. Updated with industry norms and standards of for all travel expenses. Clarified and created clear travel expenses options with current options.

2. **Personal Automobiles:** Mileage reimbursement will be paid at the IRS standard rate with the following formula:
 - a. If leaving from the library and returning to the library: Total miles driven.
 - b. If leaving from home and returning to the library or vice versa, Total miles driven less the commute from home to the library.
 - c. If leaving from home and returning home: Total miles driven less normal daily round-trip commute to and from the Library.

Any employee driving a vehicle for library business must comply with our Fleet Safety Policy.

If multiple employees attend an event, carpooling is strongly recommended when possible.

3. **Automobile Rentals:** Travelers will be reimbursed for the cost of renting an automobile, including gasoline expense only. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. The traveler should choose a standard vehicle (i.e., compact or mid-size) while making financially prudent choices, depending on the availability of the rental company. Any upgrades to the rental vehicle will be the traveler's responsibility and not reimbursable.
4. **Ground Transportation:** In the case of local training or official business, where an employee or trustee chooses to use public transportation such as commuter rail, subways, or bus, the maximum reimbursement for the use of public transit is based on the amount charged by the respective transit provider.

For taxi rides or similar methods, e.g., Uber, Lyft, the maximum allowable reimbursement is the amount charged by the taxi plus an additional reasonable gratuity not to exceed 20%.

5. **Other Transportation:** The traveler should utilize the hotel/motel shuttle or shuttle/bus services if/when available. If none are offered or are convenient, then the use of the most economical form of transportation is encouraged.
6. **Tolls:** Tolls will be reimbursed at actual costs with proof of toll usage or receipt.
7. **Hotel/Motel Accommodations:** The traveler will be reimbursed for a standard single room at locations convenient to the conference/business activity. Any room upgrades will be the traveler's financial responsibility. In the case of room sharing, the traveler will be reimbursed for their portion of the room, shown as part of the total bill or a hotel-prepared divided bill. Entertainment such as mini-bar, pay-for-view movies, sports

*Revised policy to have two policies, travel expenses policy and training and membership policy. Updated with industry norms and standards of for all travel expenses. Clarified and created clear travel expenses options with current options.

events, etc., will not be reimbursed. Cancellation charges will normally not be reimbursed unless approved by the Executive Director or Board President (i.e., traveler is an employee or trustee/officer).

8. **Meals:** Meal expenses will be reimbursed at actual costs, and amounts are limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred, plus an additional reasonable gratuity not to exceed 20%. The purchase of alcoholic beverages will not be reimbursed. Partial reimbursement may be made for departure and return days based on time.
9. **Vacation in Conjunction with Business Travel:** In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified in the original request of the business travel so it can be easily distinguished/separated from reimbursed business expenses.
10. **Accompanied Travel:** When a traveler is accompanied by others not on official library business, any lodging, transportation, meals, or other expenses above those incurred for the authorized traveler will not be reimbursed by the Library.
11. **Parking:** Parking fees at a hotel/motel, conference center, transportation centers, or another site will be reimbursed at actual costs.
12. **Entertainment Expenses:** No employee or library trustee shall be reimbursed for any entertainment expense unless it is ancillary to the purpose of the program, event, or other official business, per section 25 of [IL PA 99-604](#).

Approval of Expenses

Single-day or local travel requires employees to obtain authorization from their direct manager. Multi-day activity or out-of-state travel requires authorization from the Executive Director before any travel, unless preapproval is not reasonably possible.

For an expense of travel, meals, or lodging to be approved outside of local travel (exceeding 100 miles from MPLD), the following minimum documentation must first be submitted, in writing, to the Executive Director/Dept. Manager for preapproval:

1. an estimate of the cost of travel, meals, or lodging if expenses have not been incurred, or a receipt for the travel, meals, or lodging if expenses have already been incurred;
2. the name of the employee who received or is requesting the travel, meal, or lodging expense reimbursement;
3. the job title or library trustee who received or is requesting the travel, meal, or lodging expense reimbursement; and
4. the date(s) and nature of the official business for which the travel, meal, or lodging

*Revised policy to have two policies, travel expenses policy and training and membership policy. Updated with industry norms and standards of for all travel expenses. Clarified and created clear travel expenses options with current options.

expense was or will be expended.

Travel receipts must be retained and submitted within 45 days of the travel date in order to be considered for reimbursement.

When possible, travel costs should be paid using the Library's Credit Card; otherwise, all costs paid by personal means will be reimbursed via payroll check when submitted via the Employee Self-Service system for both the Department Manager's and the Executive Director's approval.

All documents and information submitted in connection with this Policy are public records subject to disclosure under the (FOIA) Freedom of Information Act.

The Executive Director can approve or deny any request for travel of any staff member at their discretion.

*Revised policy to have two policies, travel expenses policy and training and membership policy. Updated with industry norms and standards of for all travel expenses. Clarified and created clear travel expenses options with current options.

Travel And Training Expenses - Current

(adopted 11/15/2016)

Policy

From time to time employees, library trustees and officers must travel off-site to attend various seminars, conferences, workshops or other work related activities as they conduct normal business. This travel can encompass day trips, overnight or extended travel as it relates to in-state, out-of-state and possibly, international travel for the purpose of pre-authorized business. The MPLD will reimburse employees and trustees for approved travel expenses. While the MPLD has \$ limits for meals, it will pay for actual expenses as long as those expenses are reasonable and expected for the type/extent/nature of trip in that area AND all expenses are documented with actual receipts. All travel expenses should be pre-approved by appropriate Department Manager, Executive Director or the Board President and must be finalized by Board vote/payment of bills. The intent of this policy is to provide a flexible method for reimbursement of travel expenses for business while simultaneously devising rules for prudent Pre-approval of expenses is recommended when time permits.

Approved travel expenses include:

Mileage (at the IRS mileage rate)	Registration fees
Tolls	Hotel
Parking, Taxis, car rental, other transportation	Airfare (economy class)

Meals, when the event includes meals or when meals revolve around the day's activities such as in a conference, workshop or are part of travel to/from the event.

Guidelines And Practices For Implementation

Travel expenses, where and when applicable, should be must be pre-approved (before the travel date) by the Dept. Manager, Executive Director (in the case of employees) and by the Executive Director and the Board President (in the case of trustees). Generally, the least expensive form of safe and expeditious travel is recommended with defaults being auto/air travel, Economy airfare. Appropriate documentation must accompany the travel reimbursement form (i.e. receipts, travel confirmation forms, etc.). Only documented expenses will be reimbursed. In cases where expenses exceed average rates, actual expenses will be paid/reimbursed only if/when accurate receipts are produced by the attendee. Travel receipts must be submitted within 45-days of the travel date in order to be considered for reimbursement. In these special cases, pre-approval of travel plans/expenses is mandatory. Library trustees are covered under this reimbursement policy relative to ILCS (PA 99-0604, effective 1/1/2017).

Note: When an exempt employee attends a seminar, conference or workshop, they are compensated for the hours usually worked that day (7.5). Neither overtime pay nor compensatory time will be paid or applied in this situation so the employee should make every effort to adjust travel and conference schedules or plan to use their free time. The Executive Director must approve any exceptions to this prior to the conference, meeting, workshop or continuing education event.

An employee's attendance at a conference, seminar or workshop should not result in any

*Revised policy to have two policies, travel expenses policy and training and membership policy. Updated with industry norms and standards of for all travel expenses. Clarified and created clear travel expenses options with current options.

reduction of library service to the public. Requests for conference attendance shall be granted subject to the following guidelines (also refer to memo 7/28/2011, appendices):

1. No release time shall be authorized unless the library schedule is covered without staff overtime or hiring staff to work additional hours.
 2. First consideration shall be given to staff members who hold an office or serve as a committee chair for the convening professional organization.
 3. Second consideration shall be given to staff members who are program presenters or are committee members of the convening professional organization.
 4. Third consideration shall be given to staff members who are also members of the convening professional organization.
 5. If the budget and schedule permit, non-members of an association may also request to attend a professional conference. The Executive Director will evaluate these requests on an individual basis.
 6. Currently, the MPLD does not have a conference exclusion policy or priority list of who can attend what conference when nor does it employ any lottery techniques for attendance. Priority in attendance will be judged by the Executive Director relative to budgetary limitations and staffing needs. The Executive Director along with the Board of Trustees will be in charge of these decisions/policy changes.
- Note: any time this policy changes, according to Public Act 99-0604 (covering library trustees), the MPLD must pass a new resolution/ordinance to establish regulations/rules for reimbursed travel expenses.

Specific Expense Reimbursement Policy for Travel, Meal and Lodging Expenses

A. Purpose.

The MPLD will reimburse trustee, officer and employee travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the Library during the normal course of doing business. Note that this policy reflects library procedures as well as IL PA 99-604 (i.e. the Local Government Travel Expense Control Act). All persons seeking travel reimbursement are expected to exercise the same prudent care in incurring expenses for official business as a prudent person would in spending personal funds. Actual expenses will be reimbursed; no per diem exists within MPLD policies; although mileage for car/rental car is optional (at the IRS rate) instead of actual expenses.

B. Definitions.

"Travel" means any expenditure directly incident to official travel by employees, trustees and officers of the Library involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

C. Authorized Types of Official Business.

Travel, meal and lodging expenses will be reimbursed for employees, trustees and officers of

*Revised policy to have two policies, travel expenses policy and training and membership policy. Updated with industry norms and standards of for all travel expenses. Clarified and created clear travel expenses options with current options.

MPLD only for purposes of official business conducted on behalf of the MPLD. These include but are not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties. No reimbursement for entertainment expenses (see Section 25 of PA 99-604 for complete description) unless that entertainment is inexorably linked to a meal event (i.e. awards/honors dinner, dinner cruise, etc.). If you are unsure whether an expense is reimbursable, please contact the Executive Director or the Business Manager.

D. Categories of Expenses.

13. Airfare – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.
14. Personal Automobiles – Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or officer's residence. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or trustee's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. Actual expenses of gas will be an optional reimbursement technique as long as all receipts are included – minus sales tax. For airfare, travelers will only be reimbursed up to the price of a coach/economy airfare ticket if they drive to a location for which airfare would have been less expensive.
15. Automobile Rentals – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section and #2. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-size cars are required for two or fewer employees or officers traveling together and a full-size vehicle may be used for three or more travelers.
16. Public Transportation – In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on actual form of transportation used (as a to/from) the point of departure (i.e. leaving from home vs. leaving from work; arriving at home vs. arriving at work), regardless of the transportation method chosen (bus, train, plane). When attending training or business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.
17. Other Transportation – The traveler should utilize hotel/motel shuttle service or other

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shuttle/bus services if/when available. If none are offered or are convenient, then the use of the most economic form of transportation is encouraged.

18. Hotel/Motel Accommodations - The traveler will be reimbursed for a standard single room at locations convenient to the conference/business activity. In the case of room sharing, the traveler will be reimbursed for their portion of the room shown as part of the total bill or a hotel-prepared divided bill. Entertainment such as mini-bar, pay-for-view movies, sports events, etc. will NOT be reimbursed. Cancellation charges will normally NOT be reimbursed unless approved by the Executive Director or Board President (i.e. traveler is an employee or trustee/officer). Meals - Meal expenses (even as reimbursed actual) will be limited to the following normal limits: \$20 (breakfast); \$30 lunch/dinner and (\$50) evening meal/supper. Tips are not included in these limits and will NOT be reimbursed. Normally, purchase of alcoholic beverages will not be reimbursed unless they are part of a meal.
19. Vacation in Conjunction with Business Travel – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel Expense Form so it can be easily distinguished/separated from reimbursed business expenses.
20. Accompanied Travel – When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Library.
21. Parking – Parking fees at a hotel/motel, conference center, or other site will be reimbursed only with a receipt.
22. Entertainment Expenses - No employee or officer of the Library shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

E. Approval of Expenses.

1. Expenses for Members of the Library Board of Trustees. Travel, meal, and lodging expenses incurred by any member of the MPLD Board. All travel reimbursement must be approved by roll call vote (as part of the regular bill paying procedures) at an open meeting of the MPLD Board.
2. Expenses for Officials or Employees Other than Members of the MPLD Board. Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph 1 (member of the MPLD Board) in excess of the [set guidelines of this policy] must be previously approved in an open meeting by a majority roll-call vote of the MPLD Board.
3. Advanced Expenses. Travel, meal, and lodging expenses advanced as a per diem to any employee or official of the Library must be approved by roll call vote at an open meeting of the MPLD Board prior to payment. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy, and any excess from the per diem must be repaid.
4. Other Expenses. All other expenses that do not fall within paragraphs E.1, E.2, or E.3 are subject to the Executive Director's approval.

F. Documentation of Expenses.

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy,

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the following minimum documentation must first be submitted, in writing, to the Executive Director/Dept. Manager on the MPLD Travel Expense form (see G):

5. an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt for the travel, meals, or lodging if expenses have already been incurred;
6. the name of the individual who received or is requesting the travel, meal, or lodging expense reimbursement;
7. the job title or office of the individual who received or is requesting the travel, meal, or lodging expense reimbursement; and
8. the date(s) and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted in connection with this Policy are public records subject to disclosure under the (FOIA) Freedom of Information Act.

G. Travel, Meal, and Lodging Expense Report Form.

The Library hereby adopts a standardized Travel Expense Form for reimbursing approved travel expenses. (see Forms on Shared Drive and Staff Intranet) All receipts must be attached in order for reimbursement to occur. In certain circumstances, an MPLD authorized credit card may be used to pay for items – so the credit card statement and Credit Card Use Form (found on the shared drive/Intranet) – and any receipts should be included along with all forms as evidence of purchase.

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Training and Membership Policy - Proposed

(adopted 11/15/2016, revised XX/XX/XXXX)

McHenry Public Library District (MPLD) encourages employees to enhance their knowledge and skills and network with other professionals. MPLD recognizes that for development purposes, employees may need to join professional associations or attend paid training seminars or workshops to remain abreast of best practices in their respective fields.

This policy applies to all regular full-time and part-time employees. Temporary, contract, or intern roles may be considered for support on a case-by-case basis, subject to management approval. This policy does not cover tuition reimbursement for degrees.

Memberships

Basic membership plus up to two division memberships in the American Library Association (ALA) and the Illinois Library Association (ILA) for the Library Director, Assistant Director, Department Managers, and full and part-time librarians with accredited MLS degrees or designated as a librarian is paid for by the Library.

All employees can request additional individual or organizational memberships in professional organizations appropriate to their respective positions or responsibilities at the Library.

The Library Director may enroll in any related professional library and library-adjacent organizations to benefit the library.

Membership costs will be budgeted as equitably as possible, and priority will be given to memberships that directly relate to the employee's respective positions or responsibilities at the Library. The employee's direct manager will review the membership request and, if necessary, forward it to the Library Director for final approval.

Workshops and Conferences

All staff are encouraged to attend job-related workshops, webinars, conferences, and professional association meetings.

Travel and registration expenses for workshops and conferences will be budgeted as equitably as possible. If available funds are insufficient to cover all requests, priority will be given to employees who hold official roles or officer positions within the association. Staff attendance at these events will be rotated, taking into account how relevant the conference or training topic is to their roles. We may also limit the number of staff who can attend each training event, depending on departmental staffing needs and our ability to provide services to patrons.

*Combined the training expectations, from the Travel and Training Policy and the Memo - Conference Attendance, to create a clear understanding of our training policy while incorporating memberships for eligible library staff into the policy.

To ensure that training can be shared with other staff, the direct manager and the Director will require written reports for all-day or multi-day training events. Each employee must track all continuing education attended. Employees may also need to attend or conduct programs, training sessions, and similar activities for their colleagues.

Employees should submit their requests to attend workshops and conferences to their direct manager as soon as possible. The direct manager will review requests for single-day attendance at workshops and conferences and, if necessary, forward them to the Library Director for final approval. The Library Director must approve all out-of-state and multi-day workshops and conferences.

When possible, membership and training costs should be paid using the Library's Credit Card, otherwise, all costs paid by personal means will be reimbursed via payroll check when submitted via the Employee Self-Service system for both the Department Manager's and the Executive Director's approval within 45 days of registration.

All department Managers can enroll an employee in a training or membership if it's in the employee's or department's best interest, without a written request from the employee.

The Executive Director can approve or deny any request for training or membership of any staff member at their discretion.

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Travel And Training Expenses - Current

(adopted 11/15/2016)

Policy

From time to time employees, library trustees and officers must travel off-site to attend various seminars, conferences, workshops or other work related activities as they conduct normal business. This travel can encompass day trips, overnight or extended travel as it relates to in-state, out-of-state and possibly, international travel for the purpose of pre-authorized business. The MPLD will reimburse employees and trustees for approved travel expenses. While the MPLD has \$ limits for meals, it will pay for actual expenses as long as those expenses are reasonable and expected for the type/extent/nature of trip in that area AND all expenses are documented with actual receipts. All travel expenses should be pre-approved by appropriate Department Manager, Executive Director or the Board President and must be finalized by Board vote/payment of bills. The intent of this policy is to provide a flexible method for reimbursement of travel expenses for business while simultaneously devising rules for prudent Pre-approval of expenses is recommended when time permits.

Approved travel expenses include:

Mileage (at the IRS mileage rate)

Registration fees

Tolls

Hotel

Parking, Taxis, car rental, other transportation

Airfare (economy class)

Meals, when the event includes meals or when meals revolve around the day's activities such as in a conference, workshop or are part of travel to/from the event.

Guidelines And Practices For Implementation

Travel expenses, where and when applicable, should be must be pre-approved (before the travel date) by the Dept. Manager, Executive Director (in the case of employees) and by the Executive Director and the Board President (in the case of trustees). Generally, the least expensive form of safe and expeditious travel is recommended with defaults being auto/air travel, Economy airfare. Appropriate documentation must accompany the travel reimbursement form (i.e. receipts, travel confirmation forms, etc.). Only documented expenses will be reimbursed. In cases where expenses exceed average rates, actual expenses will be paid/reimbursed only if/when accurate receipts are produced by the attendee. Travel receipts must be submitted within 45-days of the travel date in order to be considered for reimbursement. In these special cases, pre-approval of travel plans/expenses is mandatory. Library trustees are covered under this reimbursement policy relative to ILCS (PA 99-0604, effective 1/1/2017).

Note: When an exempt employee attends a seminar, conference or workshop, they are compensated for the hours usually worked that day (7.5). Neither overtime pay nor compensatory time will be paid or applied in this situation so the employee should make every effort to adjust travel and conference schedules or plan to use their free time. The Executive

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Director must approve any exceptions to this prior to the conference, meeting, workshop or continuing education event.

An employee's attendance at a conference, seminar or workshop should not result in any reduction of library service to the public. Requests for conference attendance shall be granted subject to the following guidelines (also refer to memo 7/28/2011, appendices):

1. No release time shall be authorized unless the library schedule is covered without staff overtime or hiring staff to work additional hours.
 2. First consideration shall be given to staff members who hold an office or serve as a committee chair for the convening professional organization.
 3. Second consideration shall be given to staff members who are program presenters or are committee members of the convening professional organization.
 4. Third consideration shall be given to staff members who are also members of the convening professional organization.
 5. If the budget and schedule permit, non-members of an association may also request to attend a professional conference. The Executive Director will evaluate these requests on an individual basis.
 6. Currently, the MPLD does not have a conference exclusion policy or priority list of who can attend what conference when nor does it employ any lottery techniques for attendance. Priority in attendance will be judged by the Executive Director relative to budgetary limitations and staffing needs. The Executive Director along with the Board of Trustees will be in charge of these decisions/policy changes.
- Note: any time this policy changes, according to Public Act 99-0604 (covering library trustees), the MPLD must pass a new resolution/ordinance to establish regulations/rules for reimbursed travel expenses.

Specific Expense Reimbursement Policy for Travel, Meal and Lodging Expenses

A. Purpose.

The MPLD will reimburse trustee, officer and employee travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the Library during the normal course of doing business. Note that this policy reflects library procedures as well as IL PA 99-604 (i.e. the Local Government Travel Expense Control Act). All persons seeking travel reimbursement are expected to exercise the same prudent care in incurring expenses for official business as a prudent person would in spending personal funds. Actual expenses will be reimbursed; no per diem exists within MPLD policies; although mileage for car/rental car is optional (at the IRS rate) instead of actual expenses.

B. Definitions.

"Travel" means any expenditure directly incident to official travel by employees, trustees and

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officers of the Library involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

C. Authorized Types of Official Business.

Travel, meal and lodging expenses will be reimbursed for employees, trustees and officers of MPLD only for purposes of official business conducted on behalf of the MPLD. These include but are not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties. No reimbursement for entertainment expenses (see Section 25 of PA 99-604 for complete description) unless that entertainment is inexorably linked to a meal event (i.e. awards/honors dinner, dinner cruise, etc.). If you are unsure whether an expense is reimbursable, please contact the Executive Director or the Business Manager.

D. Categories of Expenses.

1. Airfare – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.
2. Personal Automobiles – Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or officer's residence. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or trustee's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. Actual expenses of gas will be an optional reimbursement technique as long as all receipts are included – minus sales tax. For airfare, travelers will only be reimbursed up to the price of a coach/economy airfare ticket if they drive to a location for which airfare would have been less expensive.
3. Automobile Rentals – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section and #2. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-size cars are required for two or fewer employees or officers traveling together and a full-size vehicle may be used for three or more travelers.
4. Public Transportation – In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on actual form of transportation used (as a to/from) the point of departure (i.e. leaving from home vs. leaving from work; arriving at home vs. arriving at work), regardless of the transportation method chosen (bus, train, plane) . When attending training or business directly from an employee's or officer's residence, no

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reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.

5. Other Transportation – The traveler should utilize hotel/motel shuttle service or other shuttle/bus services if/when available. If none are offered or are convenient, then the use of the most economic form of transportation is encouraged.
 6. Hotel/Motel Accommodations – The traveler will be reimbursed for a standard single room at locations convenient to the conference/business activity. In the case of room sharing, the traveler will be reimbursed for their portion of the room shown as part of the total bill or a hotel-prepared divided bill. Entertainment such as mini-bar, pay-for-view movies, sports events, etc. will NOT be reimbursed. Cancellation charges will normally NOT be reimbursed unless approved by the Executive Director or Board President (i.e. traveler is an employee or trustee/officer). Meals – Meal expenses (even as reimbursed actual) will be limited to the following normal limits: \$20 (breakfast); \$30 lunch/dinner and (\$50) evening meal/supper. Tips are not included in these limits and will NOT be reimbursed. Normally, purchase of alcoholic beverages will not be reimbursed unless they are part of a meal.
 7. Vacation in Conjunction with Business Travel – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel Expense Form so it can be easily distinguished/separated from reimbursed business expenses.
 8. Accompanied Travel – When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Library.
 9. Parking – Parking fees at a hotel/motel, conference center, or other site will be reimbursed only with a receipt.
 10. Entertainment Expenses – No employee or officer of the Library shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.
- E. Approval of Expenses.
1. Expenses for Members of the Library Board of Trustees. Travel, meal, and lodging expenses incurred by any member of the MPLD Board. All travel reimbursement must be approved by roll call vote (as part of the regular bill paying procedures) at an open meeting of the MPLD Board.
 2. Expenses for Officials or Employees Other than Members of the MPLD Board. Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph 1 (member of the MPLD Board) in excess of the [set guidelines of this policy] must be previously approved in an open meeting by a majority roll-call vote of the MPLD Board.
 3. Advanced Expenses. Travel, meal, and lodging expenses advanced as a per diem to any employee or official of the Library must be approved by roll call vote at an open meeting of the MPLD Board prior to payment. Documentation of expenses must be

*Combined the training expectations, from the Travel and Training Policy and the Memo - Conference Attendance, to create a clear understanding of our training policy while incorporating memberships for eligible library staff into the policy.

provided in accordance with Sections C, D and F of this policy, and any excess from the per diem must be repaid.

4. Other Expenses. All other expenses that do not fall within paragraphs E.1, E.2, or E.3 are subject to the Executive Director's approval.

F. Documentation of Expenses.

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Executive Director/Dept. Manager on the MPLD Travel Expense form (see G):

1. an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt for the travel, meals, or lodging if expenses have already been incurred;
2. the name of the individual who received or is requesting the travel, meal, or lodging expense reimbursement;
3. the job title or office of the individual who received or is requesting the travel, meal, or lodging expense reimbursement; and
4. the date(s) and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted in connection with this Policy are public records subject to disclosure under the (FOIA) Freedom of Information Act.

G. Travel, Meal, and Lodging Expense Report Form.

The Library hereby adopts a standardized Travel Expense Form for reimbursing approved travel expenses. (see Forms on Shared Drive and Staff Intranet) All receipts must be attached in order for reimbursement to occur. In certain circumstances, an MPLD authorized credit card may be used to pay for items – so the credit card statement and Credit Card Use Form (found on the shared drive/Intranet) – and any receipts should be included along with all forms as evidence of purchase.

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CURRENT



McHenry Public Library District

809 N. Front St.

McHenry, IL 60050

815.385.0036; FAX 815.385.7085

MEMO - Conference Attendance - policies and procedures

TO: Dept. Managers and All Staff
FROM: Jim Scholtz, Executive Director, MPLD
RE: Conference Attendance - policies and procedures
DATE: July 28, 2011

As per our discussion at the 7/27 Management meeting, this memo will outline the policies and procedures for requesting work time to attend various conferences and meetings. Please note that the current policy regulating personnel conference/meeting attendance is covered under "Travel and Training Expenses" in the Staff/Internal Policy Manual - especially the "Guidelines and Practices for Implementation". Please have all staff read this section and discuss at your next Dept. meeting. I'll also try to find some time to discuss it at our upcoming Final Friday, 8/26.

I will try to devise a more complete "Conference/Meeting Attendance" policy for board approval that will work in concert with the current policy but will also provide more direction for staff. In the meantime, here are the guidelines I'd like staff and Dept. Managers to follow:

We currently don't have a Dept./staff rotation attendance policy for the 'big' meetings - ALA annual, midwinter or PLA because, frankly, they don't work very well. Also, historically, we've not had problems with too many staff wanting to attend the same meeting. As a Dept. Manager, one of your annual budgetary tasks in completing your budget request is to ask all of your staff what conferences/meetings they plan on attending that year and build that \$ amount into your budget. The current policy has a personnel hierarchy for conference attendance that seems to work, covering not only Dept. Managers but Asst. Managers, professional librarians and the rest of the staff - so no one is left out. According to the current policy, you may request/plan to go

*Combined the training expectations, from the Travel and Training Policy and the Memo - Conference Attendance, to create a clear understanding of our training policy while incorporating memberships for eligible library staff into the policy.

to a meeting but the final approval rest with the Executive Director. As a general rule, I would prefer that no more than two (2) staff members from the same Dept. attend any major conference/meeting at the same time due to problems encountered in staffing desks, programs, etc. Also, I need to have all requests on my desk before any travel plans/registrations have been made and the request must be pre-approved by the Dept. Manager.

Recognize that you as an MPLD staff member/professional have a responsibility to keep track of the conferences you want to attend during any year as well as the lead-time in requesting that attendance. You also have the responsibility of notifying your Dept. Manager and working out the details/compromises of attendance. Attached, please find a sheet that lists the following conferences/dates for as far out as they are planned at this time: ALA annual; ALA midwinter, ILA. It is your responsibility to keep abreast of the library/

Professional literature and track the other meetings and conferences that you wish to attend. No conference attendance request will be accepted more than one (1) year away, although Dept. Managers are encouraged to plan ahead on a Dept. level. Normal pre-planning is 3-4 months before the conference in terms of making travel/hotel reservations.

I am a big believer in providing CE and professional growth opportunities for the entire staff - it just helps us grow in our professionalism and public service and I want to give everyone an equal chance to attend something of interest to them. Conference attendance helps to invigorate and re-charge staff members as well as give them an outlet to explore other areas of librarianship. It helps MPLD, as they return to the library with new ideas and concepts. As a Dept. Manager, you should be requiring a written and verbal report of any conference attendance and plan to use at least one (1) idea that the conference attendee provided within a 6 month time period - AND have that staff member be involved with making that idea come to life at MPLD.

Year	ALA Annual	ALA Midwinter	PLA_____
2016	Orlando, 6/23-28	Boston, 1/22-26	Denver, 4/5-9
2017	Chicago, 6/22-27	Atlanta, 6/20-24	
2018	Denver, 2/9-13	New Orleans, 6/21-26	Philadelphia, 3/20-24
2019	Seattle, 1/25-29	Washington, DC 6/20-25	
2020	Philadelphia 1/17-21	Chicago 6/25-30	
2021	Indianapolis 1/22-26	San Francisco 6/21-29	

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McHenry Public Library District
809 Front St. McHenry IL 60050
815.385.0036
www.mchenrylibrary.org

August 2025

Dear Board Members,

In recent years, local libraries have modernized their offerings as their community evolves, and our community is no different. Both our internal and external customers are made up of all types of people with individual identities, who we as librarians are eager to welcome and celebrate. Therefore, I am writing to inform you of an exciting upcoming book discussion at MPLD in November, hosted in collaboration with PFLAG McHenry, a new partnership for us.

As part of our ongoing commitment to inclusivity, diversity, and community engagement, this event will provide an opportunity for library patrons to engage with literature that focuses on themes of LGBTQ+ rights and experiences, as well as Indigenous culture, history, and storytelling. We believe this program will serve the mission of our library by offering education, reflection, and dialogue with our community members.

Participants will be able to select from two book choices: *Jonny Appleseed*, by Joshua Whitehead, or *Love After the End*, an anthology, both focused on 2-spirit and Indigiqueer voices. The event will take place on Tuesday, November 4 at 7 pm, and we anticipate participation from a diverse group of community members. We will also be promoting the event through our usual channels, including the library website, newsletter, social media, local community outreach, and through PFLAG's usual channels, as well.

We are excited about the opportunity to partner with PFLAG McHenry, a leading organization in support of LGBTQ+ individuals and families, and we are confident that this event will foster an open, supportive environment within the community where we can celebrate our shared humanity and deepen our understanding of each other.

Please feel free to ask if you have any questions or need further details. We look forward to your continued support and dedication to making our library a hub of learning, inclusivity, and connection.

Thank you,

Marla C. Spaargaren

Adult Services Manager

MEMO

To: MPLD Board of Trustees
From: Lesley Jakacki, Executive Director
Re: **Agenda Item XI. F.**
Memo to the Board on potential uses of the Special Reserve Fund
Date: 08/19/2025

At the May 21, 2024, Board Meeting, we provided the Board with a list of potential uses for the Special Reserve Fund in the following memo. Below are updates to the list of projects, and after this memo, there is initial but more detailed information about the proposed parking lot rehab, parking lot lights, and skylight replacements.

Memo to Board at the 05/21/2024 Board Meeting.

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**
 - Update- The main room and conference room flooring was replaced in April 2025 as part of the sanitary sewer replacement project. Meeting and study rooms, staff offices, hallways, lobby, stairways, and upstairs still need to be replaced.
- Exterior Window and Door Replacement*
 - Update- the two exterior emergency doors next to the large south and north side windows were replaced in November 2024. Left to replace is the emergency door in the conference room and the Discovery Hub, with potentially also the one in the meeting room, depending on assessment. Vendor is coming in to provide a quote in late August.
- HVAC & Chiller Replacements
- Interior Painting
- Network Switch Replacements
 - Completed

- Parking Lot Light Replacement*
 - *Update--see attached information about the scope of work.*
- Parking Lot sealing, striping, and catch basin repairs*
 - *Update- see attached information about the scope of work.*
- Public Bathroom Remodel
- Roof repairs and sealant*
- Skylight replacements*
 - *Update-see attached information about the scope of work*
- Tuckpointing of Exterior Brickwork

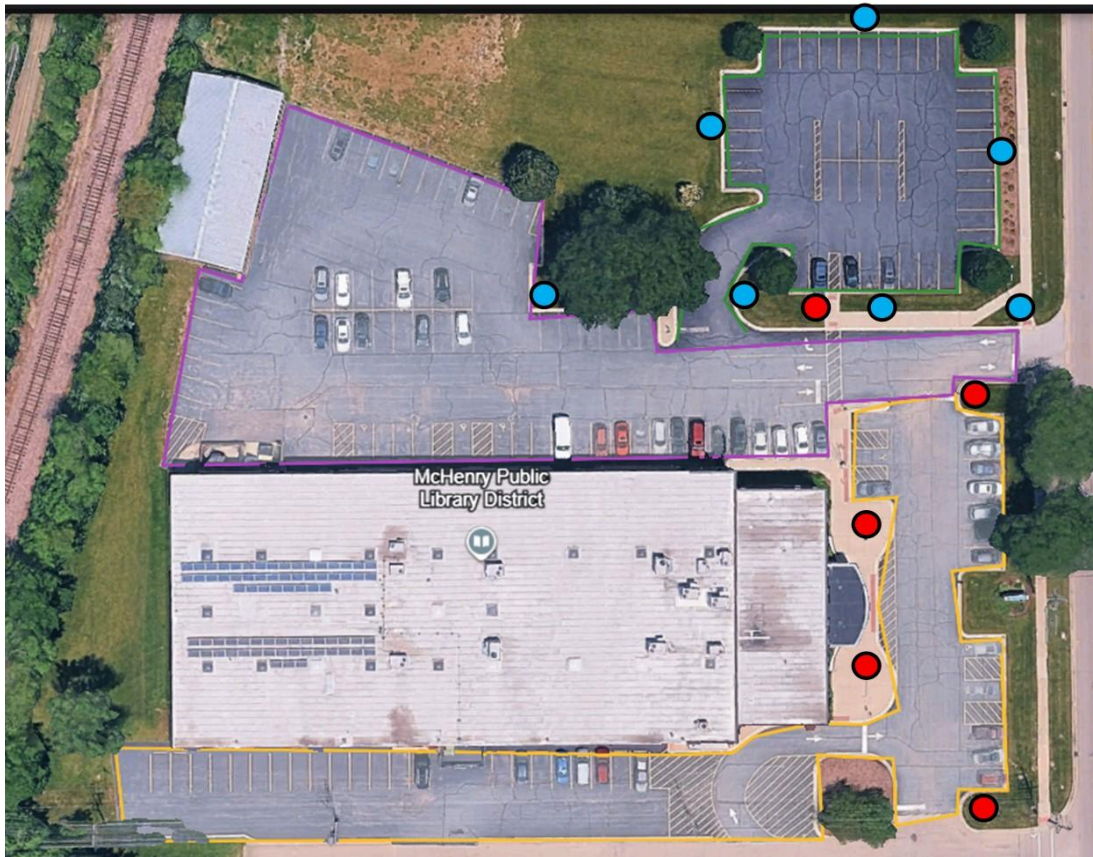
* Projects we would like to schedule for the first half of FY25/26

** Projects we would like to schedule for the second half of FY25/26

McHenry Public Library District- Parking Lot Lights

Locations of current parking lot lights.

- Locations in red show significant rusting on the pole and are due for replacement.
- Locations in blue have minor rust showing and need some repair/repainting.
- Additional Considerations- Upgrade Light Heads to LED







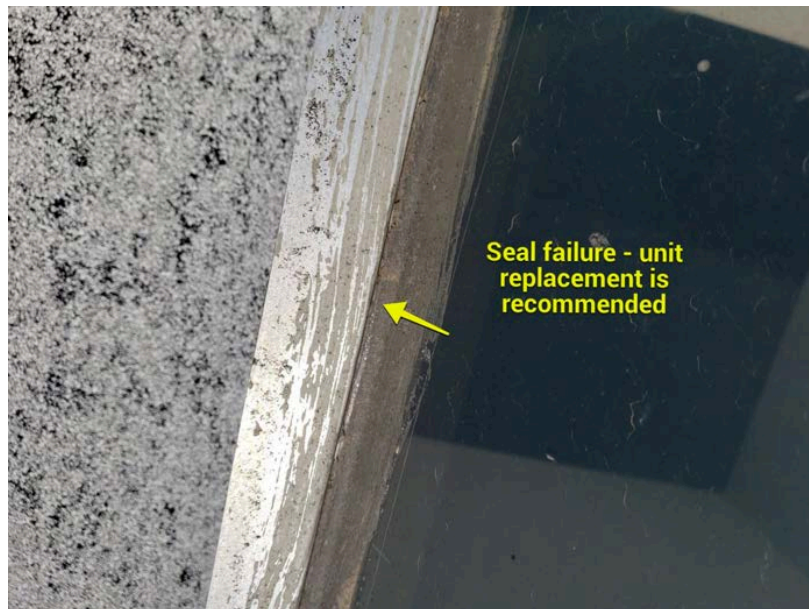
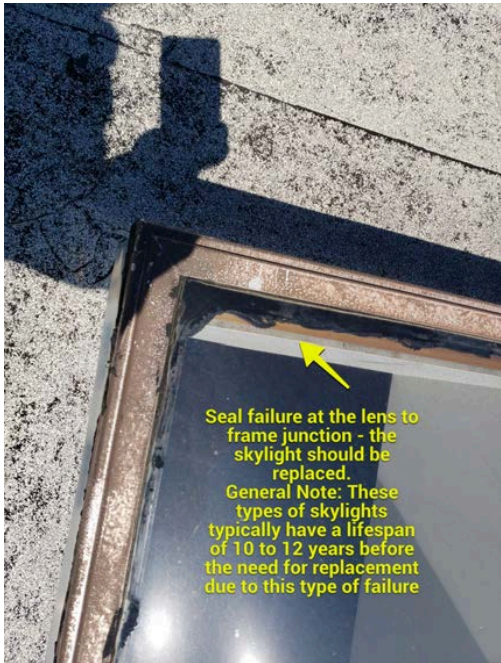
McHenry Public Library District- Skylight Replacements

- 20 of the 23 skylights need replacement due to age
- 3 of the 23 skylights were replaced in 2024 due to cracks in the lens.



- From our last roof inspection, the recommendation was: We noted the failed seal between the lens and frames in multiple skylights. The many layers of caulking indicate that they have had infiltration over a period of time. These types of skylights have a life expectancy of 10 to 12 years. Once the seal deteriorates, they should be replaced as caulking is a temporary repair at best.
- From the 2024 Skylight Replacement, the work done was: Remove existing skylight and install new polycarbonate domed skylight per manufacturer's recommendations to the existing curb. We will also coat the flashing details and membrane around the curb with Gaco seam seal to ensure water tightness. Note: any interior work needed by others. This was the painting of the new trim around the skylights

These are some of the photos the roof inspector took of the skylights in 2024.





McHenry Public Library Parking Lot- Approximately 68,323 square feet

- 32,518- South lot and Front of Building Parking (yellow)
- 21,616- North Side lot and main drive (purple)
- 14,189-North annex lot (green)



- Overall Parking Lot Needs:
 - Patching of selected areas as indicated on the map (1-5, 7-11)
 - Crack Filling- as needed over the entire lot
 - Seal Coating- entire lot
 - Striping and Curb Painting- repaint all currently painted curbs and striping

Other Considerations

- North Annex lot (#12 on map)- The parking spots facing Route 31 are part of the eminent domain property area that IDOT took over for the widening of Route 31. The curb will need to be moved to our property, and those parking spots will either be completely removed or, if possible, converted into parallel motorcycle parking. The City of McHenry does not require us to replace these spots on a one-to-one basis since it was an act of eminent domain by IDOT.



- South Lot Parking Blocks (#6 on map)- add new parking blocks for spots on the south side along the building, currently without any.

Areas Requiring Patching:

Area #1



Area #2



Area #3



Area #4



Area #5



Area #7



Area #8



Area #9



Area #10



Area #11

