



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

McHenry Public Library District
Board of Library Trustees Regular Meeting
Tuesday, January 20, 2026, 7:00 p.m.
Meeting Rooms #135 & #136

AGENDA

- I. CALL TO ORDER – Charles Reilly, President**
- II. ROLL CALL – Monica Leccese, Secretary**
 - A. Roll Call**
- III. PLEDGE OF ALLEGIANCE**
- IV. CORRECTIONS OR ADDITIONS TO THE AGENDA**
- V. PUBLIC COMMENT AND RECOGNITION OF VISITORS**
- VI. SECRETARY'S REPORT – Monica Leccese, Secretary**
 - A. Approval of Minutes of the December 16, 2025, Regular Meeting**
- VII. TREASURER'S REPORT – Terry Weingart, Treasurer**
 - A. Quarterly Review of Finances with Tom Coughlin, Governmental Accounting, Inc.**
 - B. Approval of Monthly Financial Statements, Interim Check Report, and Bill Reports for December 2025/January 2026, Additional Bills, and Petty Cash and Credit Card Reports**
- VIII. COMMUNICATIONS**
 - A. Letter from FISH of McHenry- Acknowledgement of Donation**
 - B. Letter from Home of the Sparrow- Acknowledgement of Support**
 - C. Letter to Arc Limited Family McDonald's- Recognition of Donation**
 - D. Letter to Wendy's Restaurant of McHenry - Recognition of Donation**
- IX. LIBRARIAN'S REPORT**
 - A. Librarian's Report**
 - B. MPLD 2025 Year in Review**
 - C. Project Updates**
 - D. Illinois State Library: FY 2026 Per Capita and Equalization Aid Grant Application**
- X. OLD BUSINESS**
- XI. NEW BUSINESS**

- A. Engagement of FY2026-2028 Financial Auditors
- B. Facilities Master Plan Draft- Introduction
- C. Main Room Light Fixture Repairs
- D. Policies
 - 1. Nepotism and Personal Conflict of Interest (Revised)
 - 2. Family Neonatal Intensive Care Leave Act (New)
 - 3. Breaks (Review)
 - 4. Freedom of Information Act (Revised)
- E. Patron Incidents

XII. EXECUTIVE SESSION

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

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

XV. ADJOURNMENT

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

The MPLD will ensure all board meetings are accessible to individuals with physical disabilities according to current ADA standards. Anyone with a physical disability can contact the MPLD at 815-385-0036 at least four (4) hours before a meeting to request special accommodations.



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

Date: Tuesday, December 16, 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.

II. ROLL CALL – Monica Leccese, Secretary

A. Roll Call

Roll was called.

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

Members Absent: None

Also Present: Lesley Jakacki, Executive Director

Jennifer May, HR Generalist

Sandra Mendez Barradas, Administrative Assistant

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

None.

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

VI. SECRETARY'S REPORT – Monica Leccese, Secretary

A. Approval of Minutes of the November 18, 2025, Regular Meeting

Secretary Leccese stated that she reviewed the Minutes of the November 18, 2025, Regular Meeting and found no changes necessary.

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

Roll Call Vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

VII. TREASURER'S REPORT – Terry Weingart, Treasurer

A. Approval of Monthly Financial Statements, Interim Check Report, and Bill Reports for November/December 2025, Additional Bills, and Petty Cash and Credit Card Reports

Treasurer Weingart shared that for the five months ended November 30, 2025, revenue was \$4,209,000 (71% of budget), expenditures were \$1,144,000 (24% of budget), and total surplus is \$3,037,000.

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

Roll Call Vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

VIII. COMMUNICATIONS

A. Letter to FISH of McHenry

Letter to FISH of McHenry presenting them with a check for \$1,005, which was raised through the half-price fines event the Library held from November 1-15.

B. BuddyZ Pizzeria - Recognition of Donation

Letter of Recognition to BuddyZ Pizzeria for their donation of different coupons to use as incentives for our Winter Reading Program.

C. MJG Enterprise - Recognition of Donation

Letter of Recognition to the McHenry Burger King for their donation of different coupons to use as incentives for our Winter Reading Program.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

Director Jakacki shared that in the statistical infographic, there was a 23% increase in foot traffic, a 10% decrease in physical material checkouts, and an 8% increase in e-material checkouts compared to this time last year, showing a continuing rise in use of e-materials. There was an almost 50% decrease in program attendance due to a couple of storytimes going viral on YouTube last year. There was also a 67% increase in database use.

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

- Director Jakacki attended the Friends of the Library meeting in November where they approved \$8,000 to help fund the Library's 2026 summer and winter reading programs, and donated \$10,000 towards our outreach vehicle pilot program.
- Donna Kurtz, McHenry County Treasurer, presented The ABCs of Property taxes, which was a very popular program at the McHenry Library in November with 47 attendees.
- We had preventative maintenance on our HVAC system and replacement to two heat exchangers was scheduled for December 17.
- We decorated our tree for the Chamber of Commerce's Festival of Trees at the Parks and Recreation building. Every non-perishable item donated under our tree is equivalent to one vote towards who has the best tree.

B. Staff Continuing Education Reports

- J. May attended Train the Trainer: Developing, Implementing, and Evaluating Training Sessions at the University of Wisconsin-Milwaukee.
- M. Spaargaren attended the 3-day 2025 CORE Forum in Denver, Colorado focused on leadership, project management, cataloguing services, and long-term planning.
- A. Messino attended the Library Marketing Conference in Indianapolis, IN, from November 11-12.

C. Illinois Library Association's Library Legislative Meetups handouts

Director Jakacki attended the Illinois Library Association's Library Legislative Meetup in Dekalb where state and federal legislators meet with Library trustees and directors to discuss how they are supporting libraries in Illinois. She shared with the Board handouts that were provided during the meetup.

X. OLD BUSINESS

At the November meeting, the Board voted to allow the Library a budget to purchase an outreach vehicle. Director Jakacki had provided the Board with a listing for a transit van being sold by the Barrington Public Library as an example of the type of vehicle the Library was looking to purchase. The van was still available after the December Board meeting, so an appointment was made to do a test drive, and it was purchased for \$7,500, plus \$199.95 for an inspection.

A few months ago, the Board approved SMC Construction Services to work on the facilities master plan. John Shales did a walkthrough of the building with a few other experts in October. Director Jakacki received the preliminary report and is currently reviewing it. Once she is done reviewing it, John Shales will be ready to present the plan at an upcoming Board meeting.

XI. NEW BUSINESS

A. Trustee Training

1. Annual Sexual Harassment Prevention Training

J. May, HR Generalist, facilitated the Annual Sexual Harassment Prevention Training to the Board.

B. Open Meetings Act and Freedom of Information Act amendments; Illinois Public Act 104-0438

At the beginning of December, Governor Pritzker signed a new bill amending the Open Meetings Act and Freedom of Information Act. The changes will take effect on January 1, 2026. Director Jakacki reviewed these changes with the Board.

C. Executive Director Goals

During the November Board meeting, Trustee O'Hagan had mentioned, in relation to Director Jakacki's performance evaluation which took place at the October meeting, that it would be good idea for her to have written objectives covering the things that are most important in her role during the current fiscal year, rather than just goals for the Library as a whole. He said that this would help improve communication between her and the Board and help the Board understand her role better.

Director Jakacki expanded on the smart goals that she had included in the statement for her evaluation and reviewed them with the Board.

XII. EXECUTIVE SESSION

The board did not enter Executive Session.

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

None.

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

XV. ADJOURNMENT

Alexander moved, and Weingart seconded the motion to adjourn the meeting at 8:45 p.m.

Roll Call Vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

APPROVED by the Board of Trustees this _____ day of _____, 2026

AYES:

NAYS:

ABSTAIN:

ABSENT:

Respectfully Submitted,

Monica Leccese, Secretary

DRAFT

Financial Report

For the 6 Month(s) Ended December 31, 2025
FISCAL YEAR 2026



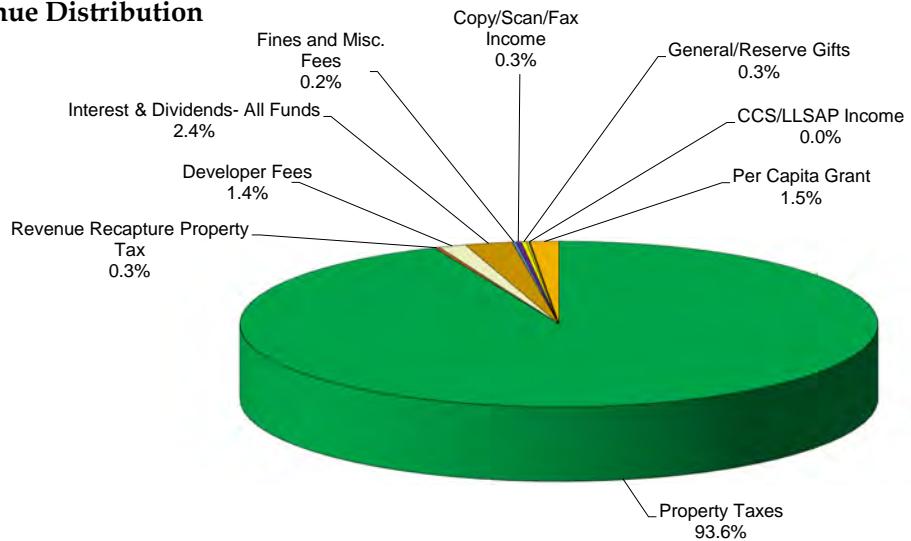
McHenry Public Library District
 Actual vs Budget Summary
 For the 6 Month(s) Ended December 31, 2025

50% of Fiscal Year

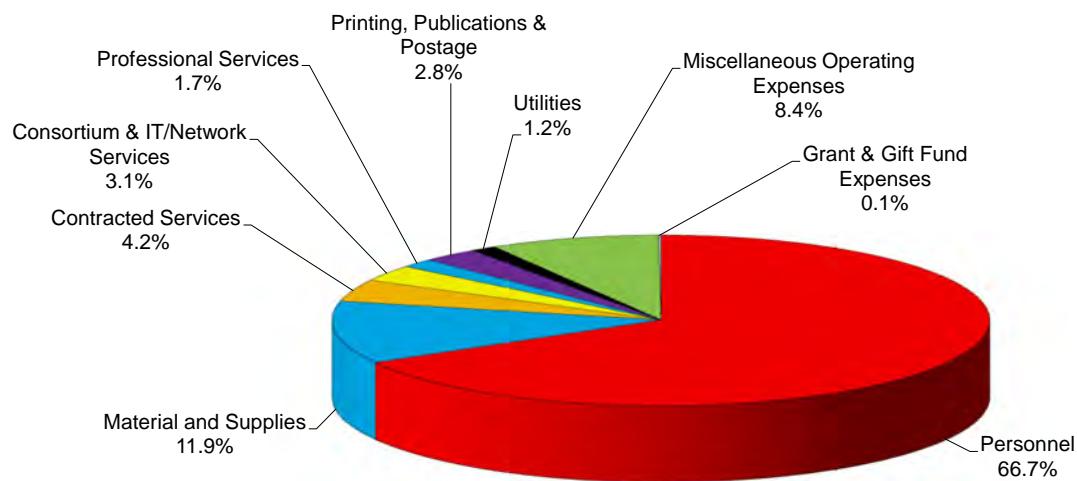
Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
REVENUE					
Property Taxes	3,964,537	3,977,112	99.7%	3,762,642	5%
Revenue Recapture Property Tax	11,443	11,480	99.7%	9,755	17%
Developer Fees	58,740	175,000	33.6%	22,428	162%
Interest & Dividends- All Funds	101,409	257,500	39.4%	117,576	-14%
Fines and Misc. Fees	8,177	154,500	5.3%	9,184	-11%
Copy/Scan/Fax Income	10,828	18,500	58.5%	8,560	26%
General/Reserve Gifts	11,035	180,000	6.1%	10,634	4%
Annexation & Impact Fees	-	25,000	0.0%	-	0%
Retiree/Cobra Insurance Payment	5,128	16,000	32.1%	4,455	15%
Misc. Sales & Income	342	75,500	0.5%	1,522	-78%
Lost & Damaged Materials	2,275	6,500	35.0%	2,320	-2%
CCS/LLSAP Income	-	10,500	0.0%	2,626	-100%
Solar Credits	-	2,500	0.0%	-	0%
Per Capita Grant	61,732	65,000	95.0%	62,150	-1%
Over/Short	43	500	8.6%	(8)	-606%
Miscellaneous Grants	-	65,000	0.0%	-	0%
Transfer from General Fund	-	850,000	0.0%	-	0%
Actual Revenues	4,235,689			4,013,845	6%
Budgeted Revenues	5,890,592				
% of Budget	72%				
OPERATING EXPENDITURES					
Personnel	958,226	2,690,825	35.6%	895,430	7%
Material and Supplies	170,652	767,725	22.2%	202,339	-16%
Contracted Services	59,851	342,450	17.5%	60,000	0%
Consortium & IT/Network Services	44,437	138,000	32.2%	47,125	-6%
Professional Services	24,172	173,500	13.9%	27,725	-13%
Printing, Publications & Postage	40,123	105,850	37.9%	21,487	87%
Utilities	17,646	62,750	28.1%	19,113	-8%
Miscellaneous Operating Expenses	120,081	258,750	46.4%	122,311	-2%
Grant & Gift Fund Expenses	1,870	160,000	1.2%	8,053	-77%
Actual Expenditures	1,437,057			1,403,583	2%
Budgeted Expenditures	4,699,850				
% of Budget	31%				
SURPLUS / (DEFICIT) FROM OPERATIONS	2,798,632				
		1,190,742	235.0%	2,610,262	7%
CAPITAL EXPENDITURES & DEBT SERVICE					
Capital Expenses	54,281	902,500	6.0%	64,464	-100%
Debt Services	-	-	N/A	-	0%
Transfer to Reserve Fund	-	850,000	0.0%	-	0%
Actual Expenditures	54,281			64,464	-100%
Budgeted Expenditures	1,752,500				
% of Budget	3%				
TOTAL SURPLUS / (DEFICIT)	2,744,351				
BEGINNING FUND BALANCE	5,278,231	(561,758)		2,545,798	
ENDING FUND BALANCE	8,022,582				

McHenry Public Library District
 Actual vs Budget Summary
 For the 6 Month(s) Ended December 31, 2025

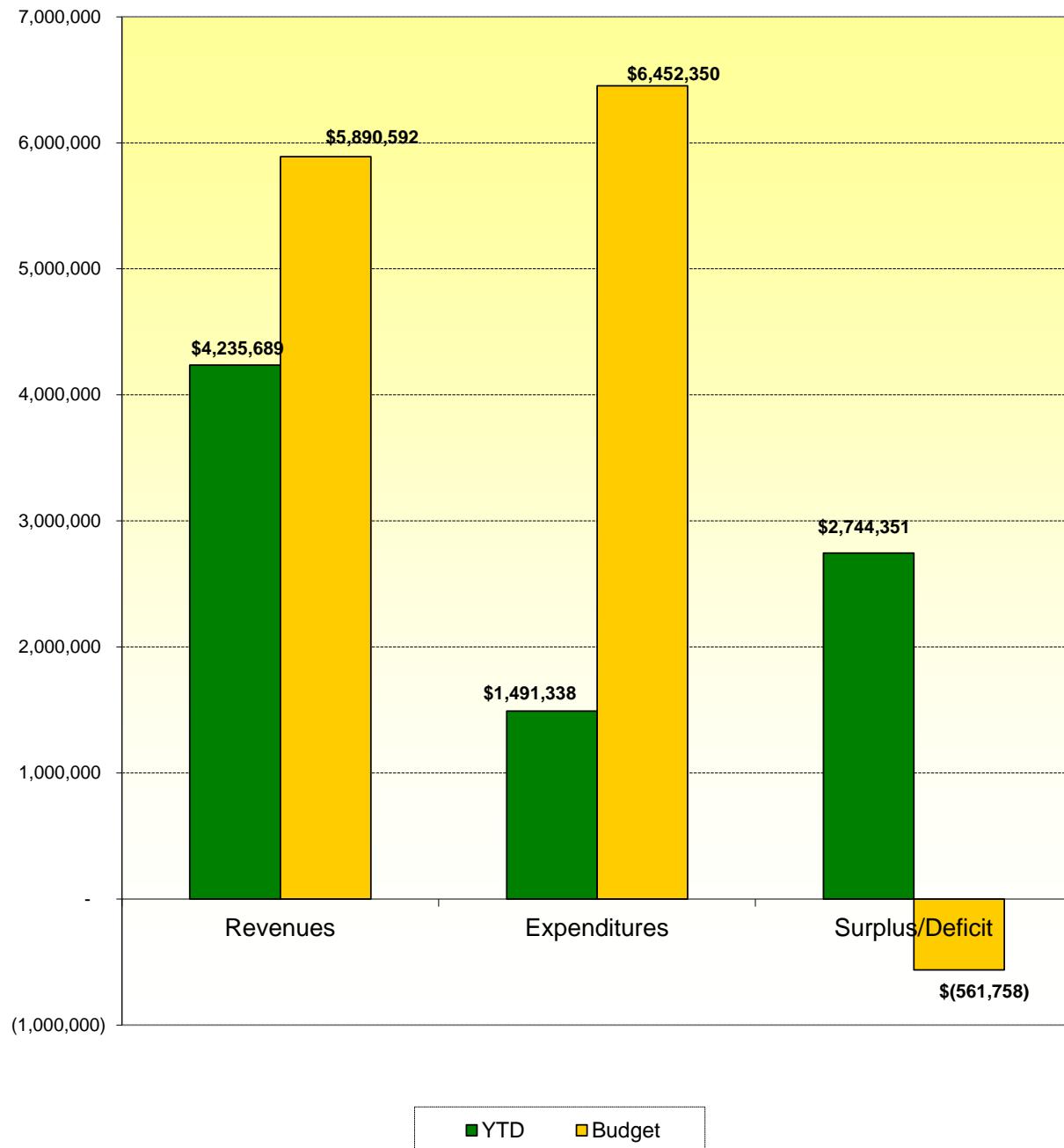
Revenue Distribution



Operational Expenditure Distribution



McHenry Public Library District
Actual vs Budget Summary
For the 6 Month(s) Ended December 31, 2025



McHenry Public Library District
 Actual vs Budget Summary
 For the 6 Month(s) Ended December 31, 2025

50% of Fiscal Year

Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	% of Budget
REVENUE						
Property Taxes	3,964,537	-	-	3,964,537	3,977,112	100%
Revenue Recapture Property Tax	11,443	-	-	11,443	11,480	100%
Developer Fees	-	58,740	-	58,740	175,000	34%
Interest and Dividends	56,401	35,711	9,297	101,409	257,500	39%
Fines and Misc Fees	8,177	-	-	8,177	154,500	5%
Copy/Scan/Fax Income	10,828	-	-	10,828	18,500	59%
General/Reserve Gifts	2	-	11,033	11,035	180,000	6%
Annexation & Impact Fees	-	-	-	-	25,000	0%
Retiree/Cobra Insurance Payment	5,128	-	-	5,128	16,000	32%
Misc. Sales & Income	342	-	-	342	75,500	0%
Lost & Damaged Materials	2,275	-	-	2,275	6,500	35%
CCS/LLSAP Income	-	-	-	-	10,500	0%
Solar Credits	-	-	-	-	2,500	0%
Per Capita Grant	-	-	61,732	61,732	65,000	95%
Over/Short	43	-	-	43	500	9%
Miscellaneous Grants	-	-	-	-	65,000	0%
Transfer from General Fund	-	-	-	-	850,000	0%
Actual Revenues	4,059,177	94,451	82,062	4,235,689		
Budgeted Revenues	4,442,592	1,115,500	332,500	5,890,592		
% of Budget	91%	8%	25%	72%		
OPERATING EXPENDITURES						
Personnel	958,226	-	-	958,226	2,690,825	36%
Material and Supplies	155,769	-	14,883	170,652	767,725	22%
Contracted Services	59,851	-	-	59,851	342,450	17%
Consortium & IT/Network Services	44,437	-	-	44,437	138,000	32%
Professional Services	24,172	-	-	24,172	173,500	14%
Printing, Publications & Postage	40,123	-	-	40,123	105,850	38%
Utilities	17,646	-	-	17,646	62,750	28%
Miscellaneous Operating Expenses	120,081	-	-	120,081	258,750	46%
Grant & Gift Fund Expenses	-	-	1,870	1,870	160,000	1%
Actual Expenditures	1,420,304	-	16,753	1,437,057		
Budgeted Expenditures	4,314,850	-	385,000	4,699,850		
% of Budget	33%	0%	4%	31%		
SURPLUS / (DEFICIT) FROM OPERATIONS						
	2,638,872	94,451	65,309	2,798,632	1,190,742	235%
CAPITAL EXPENDITURES & DEBT SERVICE						
Capital Expenses	29,179	25,102	-	54,281	902,500	6%
Transfer to Reserve Fund	-	-	-	-	850,000	0%
Actual Expenditures	29,179	25,102	-	54,281		
Budgeted Expenditures	977,500	775,000	-	1,752,500		
% of Budget	3%	3%	0%	3%		
TOTAL SURPLUS / (DEFICIT)						
	2,609,693	69,349	65,309	2,744,351	(561,758)	
BEGINNING FUND BALANCE	2,004,333	2,718,663	555,235	5,278,231		
ENDING FUND BALANCE	4,614,026	2,788,012	620,544	8,022,582		
Fund Balance as % of Total Expenditures	318%	n/a	n/a	538%		

McHenry Public Library District
Financial Report Detail by Fund
For the 6 Month(s) Ended December 31, 2025

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	Annual Budget	\$ Over Budget	% of Budget
Revenues									
6010100 · Property Taxes	0.00	331,426.02	3,964,537.48	0.00	0.00	3,964,537.48	3,977,112.26	-12,574.78	99.7%
6015100 · Revenue Recapture Property Tax	0.00	956.63	11,442.87	0.00	0.00	11,442.87	11,479.50	-36.63	99.7%
6020200 · Developer Fees	0.00	14,583.33	0.00	58,740.00	0.00	58,740.00	175,000.00	-116,260.00	33.6%
6030100 · Interest Income - General	8,369.79	12,083.33	56,401.14	0.00	0.00	56,401.14	145,000.00	-88,598.86	38.9%
6030200 · Special Reserve Fund Interest	5,266.07	7,083.33	0.00	35,710.67	0.00	35,710.67	85,000.00	-49,289.33	42.0%
6030300 · Grant/Gifts Fund Interest	1,386.31	2,291.67	0.00	0.00	9,296.73	9,296.73	27,500.00	-18,203.27	33.8%
6035100 · Dividends	0.00	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	50.00	0.00	0.00	50.00	1,250.00	-1,200.00	4.0%
6050100 · Fines and Fees	1,281.59	1,458.33	7,630.91	0.00	0.00	7,630.91	17,500.00	-9,869.09	43.6%
6055100 · Collection Agency Fees	10.00	41.67	55.75	0.00	0.00	55.75	500.00	-444.25	11.2%
6060100 · Copy/Scan/Fax Income	1,431.36	1,541.67	10,827.86	0.00	0.00	10,827.86	18,500.00	-7,672.14	58.5%
6070200 · Reserve Fund Gifts	0.00	416.67	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6070300 · General Fund Gifts	8,003.75	14,583.33	1.88	0.00	11,033.18	11,035.06	175,000.00	-163,964.94	6.3%
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	5,128.48	0.00	0.00	5,128.48	16,000.00	-10,871.52	32.1%
6110100 · Program Fees/Misc. Fees	0.00	166.67	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
6120100 · Meeting Room Fees	85.00	187.50	440.00	0.00	0.00	440.00	2,250.00	-1,810.00	19.6%
6125100 · License Plate Renewal Fees	0.00	10,916.67	0.00	0.00	0.00	0.00	131,000.00	-131,000.00	0.0%
6130100 · Misc.	137.13	6,250.00	342.13	0.00	0.00	342.13	75,000.00	-74,657.87	0.5%
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	440.62	541.67	2,275.15	0.00	0.00	2,275.15	6,500.00	-4,224.85	35.0%
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	61,731.70	61,731.70	65,000.00	-3,268.30	95.0%
6200100 · Over/Short	17.16	41.67	42.87	0.00	0.00	42.87	500.00	-457.13	8.6%
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	26,428.78	490,882.65	4,059,176.52	94,450.67	82,061.61	4,235,688.80	5,890,591.76	-1,654,902.96	6.62
Total Revenues	26,428.78	490,882.65	4,059,176.52	94,450.67	82,061.61	4,235,688.80	5,890,591.76	-1,654,902.96	71.9%
Expenditures									
Personnel Expenses									
8910100 · Salaries	161,560.04	161,250.00	749,691.63	0.00	0.00	749,691.63	1,935,000.00	-1,185,308.37	38.7%
8920100 · FICA/Medicare	12,013.16	12,916.67	55,279.47	0.00	0.00	55,279.47	155,000.00	-99,720.53	35.7%
8930100 · IMRF	8,200.58	19,166.67	69,789.55	0.00	0.00	69,789.55	230,000.00	-160,210.45	30.3%
8940100 · Health & Life Insurance	11,312.03	26,250.00	72,954.66	0.00	0.00	72,954.66	315,000.00	-242,045.34	23.2%
8945100 · Recruiting/Preemployment Screen	60.00	291.67	902.44	0.00	0.00	902.44	3,500.00	-2,597.56	25.8%
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	126.33	631.25	1,612.82	0.00	0.00	1,612.82	7,575.00	-5,962.18	21.3%
8970100 · Travel	1,276.15	1,458.33	2,229.59	0.00	0.00	2,229.59	17,500.00	-15,270.41	12.7%
8980100 · Continuing Education (Mtg/Conf)	1,932.30	1,645.83	5,765.73	0.00	0.00	5,765.73	19,750.00	-13,984.27	29.2%
Total Personnel	196,480.59	224,235.42	958,225.89	0.00	0.00	958,225.89	2,690,825.00	-1,732,599.11	35.6%

McHenry Public Library District
Financial Report Detail by Fund
For the 6 Month(s) Ended December 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	3,575.36	5,625.00	13,760.07	0.00	0.00	13,760.07	67,500.00	-53,739.93	20.4%
8020100 · Youth Books	5,727.64	4,166.67	15,284.31	0.00	0.00	15,284.31	50,000.00	-34,715.69	30.6%
8025100 · Professional Resources	17.60	208.33	17.60	0.00	0.00	17.60	2,500.00	-2,482.40	0.7%
8028100 · Administrative Resources	55.92	291.67	113.42	0.00	0.00	113.42	3,500.00	-3,386.58	3.2%
8030100 · Magazines & Newspapers	2,744.66	1,437.50	4,488.60	0.00	0.00	4,488.60	17,250.00	-12,761.40	26.0%
8040300 · Operating Fund Gifts(Donations)	9,558.07	18,750.00	114.81	0.00	14,882.70	14,997.51	225,000.00	-210,002.49	6.7%
8050100 · Adult AV Materials	1,570.07	2,083.33	6,567.07	0.00	0.00	6,567.07	25,000.00	-18,432.93	26.3%
8060100 · Youth AV Materials	912.06	1,083.33	3,434.41	0.00	0.00	3,434.41	13,000.00	-9,565.59	26.4%
8070100 · Library of Things	1,020.20	1,416.67	1,855.10	0.00	0.00	1,855.10	17,000.00	-15,144.90	10.9%
8080100 · Video Games	3,810.69	1,500.00	9,240.69	0.00	0.00	9,240.69	18,000.00	-8,759.31	51.3%
8090100 · Digital Media Services	5,954.35	12,125.00	50,632.75	0.00	0.00	50,632.75	145,500.00	-94,867.25	34.8%
8095100 · Electronic Resources	0.00	7,500.00	33,156.00	0.00	0.00	33,156.00	90,000.00	-56,844.00	36.8%
8120100 · Library Supplies	132.24	583.33	981.11	0.00	0.00	981.11	7,000.00	-6,018.89	14.0%
8130100 · Tech Services Supplies	553.55	2,727.08	2,649.10	0.00	0.00	2,649.10	32,725.00	-30,075.90	8.1%
8135100 · Bindery	0.00	62.50	0.00	0.00	0.00	0.00	750.00	-750.00	0.0%
8140100 · Adult Programs & Supplies	534.52	1,333.33	4,959.28	0.00	0.00	4,959.28	16,000.00	-11,040.72	31.0%
8142100 · Special Events	104.83	229.17	104.83	0.00	0.00	104.83	2,750.00	-2,645.17	3.8%
8145100 · Circulation Supplies	495.24	625.00	504.17	0.00	0.00	504.17	7,500.00	-6,995.83	6.7%
8147100 · Reading Club	1,066.03	750.00	2,313.57	0.00	0.00	2,313.57	9,000.00	-6,686.43	25.7%
8150100 · Youth Programs & Supplies	1,051.05	1,479.17	5,591.92	0.00	0.00	5,591.92	17,750.00	-12,158.08	31.5%
Total Material and Supplies	38,884.08	63,977.08	155,768.81	0.00	14,882.70	170,651.51	767,725.00	-597,073.49	22.2%
Contracted Services									
8215100 · Collection Agency Fees	113.30	104.17	422.30	0.00	0.00	422.30	1,250.00	-827.70	33.8%
8245100 · IT/Comp/Copier/Equip-Outsourced	8,058.98	12,708.33	49,276.94	0.00	0.00	49,276.94	152,500.00	-103,223.06	32.3%
8247100 · Automation-Staff	-20.19	3,600.00	8,622.05	0.00	0.00	8,622.05	43,200.00	-34,577.95	20.0%
8250-100 · Vehicle Expenses	0.00	458.33	492.68	0.00	0.00	492.68	5,500.00	-5,007.32	9.0%
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	181.47	0.00	0.00	181.47	1,500.00	-1,318.53	12.1%
8275100 · Public Pmt Processing Fees	96.70	416.67	855.12	0.00	0.00	855.12	5,000.00	-4,144.88	17.1%
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	8,278.79	28,537.50	59,850.56	0.00	0.00	59,850.56	342,450.00	-282,599.44	17.5%
Consortium & IT/Network Services									
8310100 · Automation-Circulation/Catalog	0.00	8,916.67	34,224.58	0.00	0.00	34,224.58	107,000.00	-72,775.42	32.0%
8320100 · VOIP Phone Service	1,050.58	1,666.67	6,444.02	0.00	0.00	6,444.02	20,000.00	-13,555.98	32.2%
8325100 · Internet Services	1,124.73	916.67	3,768.47	0.00	0.00	3,768.47	11,000.00	-7,231.53	34.3%
Total Consortium & IT/Network Services	2,175.31	11,500.00	44,437.07	0.00	0.00	44,437.07	138,000.00	-93,562.93	32.2%
Professional Services									
8410100 · Accounting/Payroll/Audit Service	3,384.68	5,416.67	20,797.49	0.00	0.00	20,797.49	65,000.00	-44,202.51	32.0%
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	1,005.00	0.00	0.00	1,005.00	75,500.00	-74,495.00	1.3%
8440100 · In Service/Staff Training/LMS	150.00	666.67	2,369.33	0.00	0.00	2,369.33	8,000.00	-5,630.67	29.6%
Total Professional Services	3,534.68	14,458.33	24,171.82	0.00	0.00	24,171.82	173,500.00	-149,328.18	13.9%
Printing, Publications & Postage									
8510100 · Printing Services Outsourced	15,744.53	4,791.67	24,518.93	0.00	0.00	24,518.93	57,500.00	-32,981.07	42.6%
8530100 · Public Notices & ADS (Legal & Job)	31.50	187.50	729.50	0.00	0.00	729.50	2,250.00	-1,520.50	32.4%
8540100 · Postage/Shipping	170.64	2,175.00	12,585.78	0.00	0.00	12,585.78	26,100.00	-13,514.22	48.2%
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	434.02	1,291.67	2,289.21	0.00	0.00	2,289.21	15,500.00	-13,210.79	14.8%
Total Printing, Publications & Postage	16,380.69	8,820.83	40,123.42	0.00	0.00	40,123.42	105,850.00	-65,726.58	37.9%

McHenry Public Library District
Financial Report Detail by Fund
For the 6 Month(s) Ended December 31, 2025

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	Annual Budget	\$ Over Budget	% of Budget
Utilities									
8610100 · Electricity	1,624.06	3,125.00	13,914.72	0.00	0.00	13,914.72	37,500.00	-23,585.28	37.1%
8620100 · Gas	1,221.28	1,625.00	2,122.13	0.00	0.00	2,122.13	19,500.00	-17,377.87	10.9%
8640100 · Water & Sewer	617.04	479.17	1,609.40	0.00	0.00	1,609.40	5,750.00	-4,140.60	28.0%
Total Utilities	3,462.38	5,229.17	17,646.25	0.00	0.00	17,646.25	62,750.00	-45,103.75	28.1%
Miscellaneous Operating Expenses									
8720100 · Building & Auto Insurance	356.35	4,750.00	36,660.86	0.00	0.00	36,660.86	57,000.00	-20,339.14	64.3%
8730100 · Bonding & Officers Liability	0.00	208.33	1,013.00	0.00	0.00	1,013.00	2,500.00	-1,487.00	40.5%
8740100 · Janitorial Services & Supplies	12,669.56	5,875.00	38,249.97	0.00	0.00	38,249.97	70,500.00	-32,250.03	54.3%
8745100 · Grounds Maintenance	8,517.88	3,958.33	24,680.25	0.00	0.00	24,680.25	47,500.00	-22,819.75	52.0%
8750100 · Building Operations/Maintenance	1,869.99	6,041.67	17,519.19	0.00	0.00	17,519.19	72,500.00	-54,980.81	24.2%
8760100 · Hospitality	265.66	562.50	2,350.13	0.00	0.00	2,350.13	6,750.00	-4,399.87	34.8%
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	-392.87	0.00	0.00	-392.87	1,000.00	-1,392.87	-39.3%
Total Miscellaneous Operating Expenses	23,679.44	21,562.50	120,080.53	0.00	0.00	120,080.53	258,750.00	-138,669.47	46.4%
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	1,870.00	1,870.00	65,000.00	-63,130.00	2.9%
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	1,870.00	1,870.00	160,000.00	-158,130.00	1.2%
Capital Expenses									
9060100 · Library Furnishings	0.00	2,083.33	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
9070100 · Library Equipment	0.00	2,083.33	5,503.98	0.00	0.00	5,503.98	25,000.00	-19,496.02	22.0%
9080100 · Small Equipment under \$250	0.00	416.67	69.99	0.00	0.00	69.99	5,000.00	-4,930.01	1.4%
9090100 · Adtl. Capital Projects & Equipment	14,273.94	6,041.67	23,605.47	0.00	0.00	23,605.47	72,500.00	-48,894.53	32.6%
9050200 · Library District Act	1,750.00	18,750.00	0.00	14,451.50	0.00	14,451.50	225,000.00	-210,548.50	6.4%
9060200 · Special Reserve Expenditures	10,650.00	45,833.33	0.00	10,650.00	0.00	10,650.00	550,000.00	-539,350.00	1.9%
Total Capital Expenses	26,673.94	75,208.33	29,179.44	25,101.50	0.00	54,280.94	902,500.00	-848,219.06	6.0%
Transfer to Reserve Fund									
9100100 · Transfer to Reserve Fund	0.00	70,833.33	0.00	0.00	0.00	0.00	850,000.00	-850,000.00	0.0%
Total Transfer to Reserve Fund	0.00	70,833.33	0.00	0.00	0.00	0.00	850,000.00	-850,000.00	0.0%
Total Expenditures	319,549.90	537,695.83	1,449,483.79	25,101.50	16,752.70	1,491,337.99	6,452,350.00	-4,961,012.01	23.1%
Net Total	319,549.90	537,695.83	1,449,483.79	25,101.50	16,752.70	1,491,337.99	6,452,350.00	-4,961,012.01	23.1%
	-293,121.12	-46,813.19	2,609,692.73	69,349.17	65,308.91	2,744,350.81	-561,758.24	3,306,109.05	

McHenry Public Library District
Financial Report Detail by Month
For the 6 Month(s) Ended December 31, 2025

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Revenues													
6010100 - Property Taxes	2,107,669.90	261,505.73	1,459,863.86	71,686.69	63,811.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,964,537.48
6015100 - Revenue Recapture Property Tax	6,083.38	754.80	4,213.61	206.93	184.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,442.87
6020200 - Developer Fees	0.00	0.00	58,740.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58,740.00
6030100 - Interest Income - General	9,027.93	8,821.28	10,178.89	10,377.70	9,625.55	8,369.79	0.00	0.00	0.00	0.00	0.00	0.00	56,401.14
6030200 - Special Reserve Fund Interest	6,676.16	6,511.43	5,670.67	6,106.43	5,479.91	5,266.07	0.00	0.00	0.00	0.00	0.00	0.00	35,710.67
6030300 - Grant/Gifts Fund Interest	1,637.73	1,748.72	1,482.97	1,603.21	1,437.79	1,386.31	0.00	0.00	0.00	0.00	0.00	0.00	9,296.73
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	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
6050100 - Fines and Fees	1,341.75	1,538.85	891.48	1,167.47	1,409.77	1,281.59	0.00	0.00	0.00	0.00	0.00	0.00	7,630.91
6055100 - Collection Agency Fees	0.75	0.00	0.00	30.00	15.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	55.75
6060100 - Copy/Scan/Fax Income	1,682.75	2,084.50	2,293.95	1,942.50	1,392.80	1,431.36	0.00	0.00	0.00	0.00	0.00	0.00	10,827.86
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	23.79	3,000.00	6.01	8,003.75	0.00	0.00	0.00	0.00	0.00	0.00	11,035.06
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	454.88	0.00	0.00	4,673.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,128.48
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	115.00	125.00	65.00	40.00	85.00	0.00	0.00	0.00	0.00	0.00	0.00	440.00
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	46.00	46.00	46.00	18.00	137.13	0.00	0.00	0.00	0.00	0.00	0.00	342.13
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	591.36	221.51	318.25	253.04	440.62	0.00	0.00	0.00	0.00	0.00	0.00	2,275.15
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	61,731.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61,731.70
6200100 - Over/Short	1.55	-0.14	6.40	-9.70	27.60	17.16	0.00	0.00	0.00	0.00	0.00	0.00	42.87
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	345,954.11	1,543,758.13	96,540.48	88,374.52	26,428.78	0.00	0.00	0.00	0.00	0.00	0.00	4,235,688.80
Expenditures													
Personnel Expenses													
8910100 - Salaries	103,127.58	153,316.92	102,462.97	111,955.08	117,269.04	161,560.04	0.00	0.00	0.00	0.00	0.00	0.00	749,691.63
8920100 - FICA/Medicare	7,630.90	11,397.58	7,696.64	8,345.03	8,196.16	12,013.16	0.00	0.00	0.00	0.00	0.00	0.00	55,279.47
8930100 - IMRF	9,823.03	15,636.27	10,753.22	20,706.56	4,669.89	8,200.58	0.00	0.00	0.00	0.00	0.00	0.00	69,789.55
8940100 - Health & Life Insurance	22,981.31	5,873.04	8,420.58	11,464.06	12,903.64	11,312.03	0.00	0.00	0.00	0.00	0.00	0.00	72,954.66
8945100 - Recruiting/Preemployment Screen	79.21	327.90	57.88	251.55	125.90	60.00	0.00	0.00	0.00	0.00	0.00	0.00	902.44
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	55.20	352.37	664.25	414.67	126.33	0.00	0.00	0.00	0.00	0.00	0.00	1,612.82
8970100 - Travel	76.50	100.71	171.61	318.00	286.62	1,276.15	0.00	0.00	0.00	0.00	0.00	0.00	2,229.59
8980100 - Continuing Education (Mtg/Conf)	0.00	1,108.00	450.00	1,227.45	1,047.98	1,932.30	0.00	0.00	0.00	0.00	0.00	0.00	5,765.73
Total Personnel	143,718.53	187,815.62	130,365.27	154,931.98	144,913.90	196,480.59	0.00	0.00	0.00	0.00	0.00	0.00	958,225.89

McHenry Public Library District
Financial Report Detail by Month
For the 6 Month(s) Ended December 31, 2025

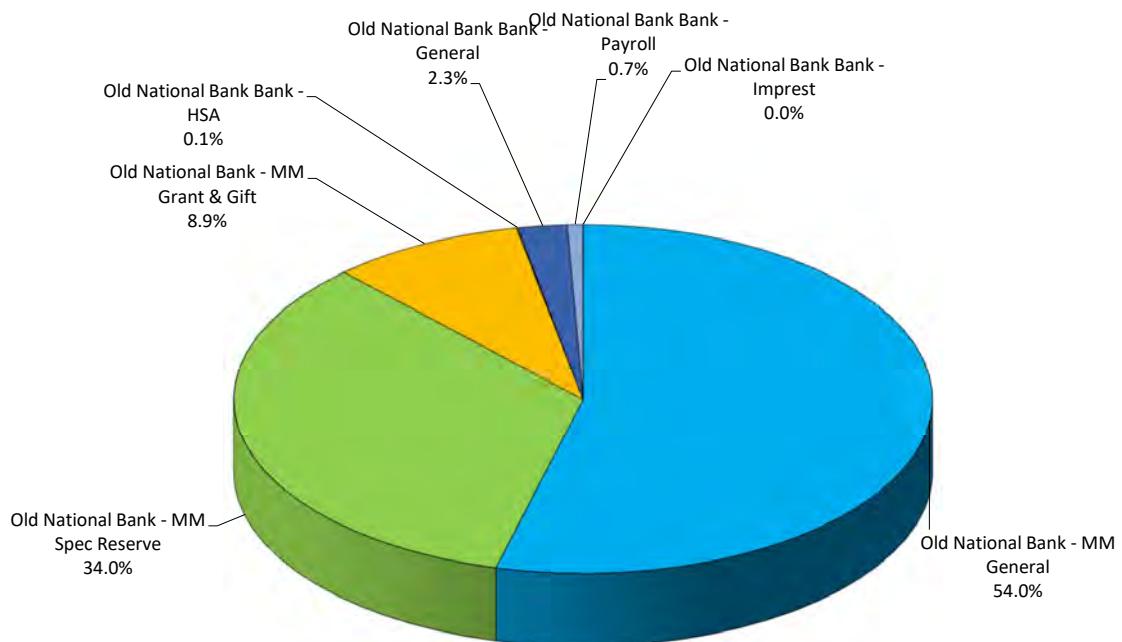
	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Materials and Supplies													
8010100 - Adult Books	1,126.71	3,413.96	1,687.10	2,586.50	1,370.44	3,575.36	0.00	0.00	0.00	0.00	0.00	0.00	13,760.07
8020100 - Youth Books	1,545.72	2,372.52	2,415.18	2,418.83	804.42	5,727.64	0.00	0.00	0.00	0.00	0.00	0.00	15,284.31
8025100 - Professional Resources	0.00	0.00	0.00	0.00	0.00	17.60	0.00	0.00	0.00	0.00	0.00	0.00	17.60
8028100 - Administrative Resources	0.00	0.00	57.50	0.00	0.00	55.92	0.00	0.00	0.00	0.00	0.00	0.00	113.42
8030100 - Magazines & Newspapers	0.00	228.29	1,328.90	65.00	121.75	2,744.66	0.00	0.00	0.00	0.00	0.00	0.00	4,488.60
8040300 - Operating Fund Gifts(Donations)	1,605.00	620.41	2,273.80	225.16	715.07	9,558.07	0.00	0.00	0.00	0.00	0.00	0.00	14,997.51
8050100 - Adult AV Materials	0.00	1,986.38	1,262.05	1,263.24	485.33	1,570.07	0.00	0.00	0.00	0.00	0.00	0.00	6,567.07
8060100 - Youth AV Materials	403.67	517.14	232.06	1,196.88	172.60	912.06	0.00	0.00	0.00	0.00	0.00	0.00	3,434.41
8070100 - Library of Things	0.00	189.80	638.11	6.99	0.00	1,020.20	0.00	0.00	0.00	0.00	0.00	0.00	1,855.10
8080100 - Video Games	1,250.00	1,145.00	1,455.00	1,440.00	140.00	3,810.69	0.00	0.00	0.00	0.00	0.00	0.00	9,240.69
8090100 - Digital Media Services	24.98	6,502.57	26,247.95	5,785.29	6,117.61	5,954.35	0.00	0.00	0.00	0.00	0.00	0.00	50,632.75
8095100 - Electronic Resources	28,366.04	2,757.09	930.37	0.00	1,102.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33,156.00
8120100 - Library Supplies	41.82	493.80	121.69	120.81	70.75	132.24	0.00	0.00	0.00	0.00	0.00	0.00	981.11
8130100 - Tech Services Supplies	197.99	490.85	281.06	141.50	984.15	553.55	0.00	0.00	0.00	0.00	0.00	0.00	2,649.10
8135100 - Bindery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8140100 - Adult Programs & Supplies	1,656.72	1,539.66	923.00	135.90	169.48	534.52	0.00	0.00	0.00	0.00	0.00	0.00	4,959.28
8142100 - Special Events	0.00	0.00	0.00	0.00	0.00	104.83	0.00	0.00	0.00	0.00	0.00	0.00	104.83
8145100 - Circulation Supplies	0.00	0.00	8.93	0.00	0.00	495.24	0.00	0.00	0.00	0.00	0.00	0.00	504.17
8147100 - Reading Club	323.32	909.22	0.00	0.00	15.00	1,066.03	0.00	0.00	0.00	0.00	0.00	0.00	2,313.57
8150100 - Youth Programs & Supplies	886.70	1,465.78	1,105.10	526.31	556.98	1,051.05	0.00	0.00	0.00	0.00	0.00	0.00	5,591.92
Total Material and Supplies	37,428.67	24,632.47	40,967.80	15,912.41	12,826.08	38,884.08	0.00	0.00	0.00	0.00	0.00	0.00	170,651.51
Contracted Services													
8215100 - Collection Agency Fees	0.00	92.70	72.10	103.00	41.20	113.30	0.00	0.00	0.00	0.00	0.00	0.00	422.30
8245100 - IT/Comp/Copier/Equip-Outsourced	2,254.56	15,957.34	5,814.99	7,242.50	9,948.57	8,058.98	0.00	0.00	0.00	0.00	0.00	0.00	49,276.94
8247100 - Automation-Staff	0.00	1,152.83	5,934.40	822.25	732.76	-20.19	0.00	0.00	0.00	0.00	0.00	0.00	8,622.05
8250-100 - Vehicle Expenses	0.00	14.00	0.00	0.00	478.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	492.68
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	31.47	30.00	30.00	30.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	181.47
8275100 - Public Pmt Processing Fees	132.47	133.30	151.92	99.56	241.17	96.70	0.00	0.00	0.00	0.00	0.00	0.00	855.12
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	17,381.64	12,003.41	8,297.31	11,472.38	8,278.79	0.00	0.00	0.00	0.00	0.00	0.00	59,850.56
Consortium & IT/Network Services													
8310100 - Automation-Circulation/Catalog	2,372.50	15,926.04	0.00	15,926.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34,224.58
8320100 - VOIP Phone Service	1,049.93	1,125.67	1,048.67	1,053.55	1,115.62	1,050.58	0.00	0.00	0.00	0.00	0.00	0.00	6,444.02
8325100 - Internet Services	653.26	475.89	856.76	657.83	0.00	1,124.73	0.00	0.00	0.00	0.00	0.00	0.00	3,768.47
Total Consortium & IT/Network Services	4,075.69	17,527.60	1,905.43	17,637.42	1,115.62	2,175.31	0.00	0.00	0.00	0.00	0.00	0.00	44,437.07
Professional Services													
8410100 - Accounting/Payroll/Audit Service	474.09	3,363.50	6,774.09	3,416.45	3,384.68	3,384.68	0.00	0.00	0.00	0.00	0.00	0.00	20,797.49
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	1,005.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,005.00
8440100 - In Service/Staff Training/LMS	0.00	150.00	2,069.33	0.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	2,369.33
Total Professional Services	474.09	3,513.50	8,843.42	3,416.45	4,389.68	3,534.68	0.00	0.00	0.00	0.00	0.00	0.00	24,171.82
Printing, Publications & Postage													
8510100 - Printing Services Outsourced	7,739.59	0.00	974.27	0.00	60.54	15,744.53	0.00	0.00	0.00	0.00	0.00	0.00	24,518.93
8530100 - Public Notices & ADS (Legal & Job)	63.00	0.00	635.00	0.00	0.00	31.50	0.00	0.00	0.00	0.00	0.00	0.00	729.50
8540100 - Postage/Shipping	2,658.55	301.57	3,145.16	3,122.19	3,187.67	170.64	0.00	0.00	0.00	0.00	0.00	0.00	12,585.78
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	181.70	203.54	292.54	827.41	434.02	0.00	0.00	0.00	0.00	0.00	0.00	2,289.21
Total Printing, Publications & Postage	10,811.14	483.27	4,957.97	3,414.73	4,075.62	16,380.69	0.00	0.00	0.00	0.00	0.00	0.00	40,123.42

McHenry Public Library District
Financial Report Detail by Month
For the 6 Month(s) Ended December 31, 2025

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Utilities													
8610100 - Electricity	0.00	3,391.08	6,230.27	0.00	2,669.31	1,624.06	0.00	0.00	0.00	0.00	0.00	0.00	13,914.72
8620100 - Gas	0.00	156.24	162.26	169.97	412.38	1,221.28	0.00	0.00	0.00	0.00	0.00	0.00	2,122.13
8640100 - Water & Sewer	0.00	0.00	0.00	992.36	0.00	617.04	0.00	0.00	0.00	0.00	0.00	0.00	1,609.40
Total Utilities	0.00	3,547.32	6,392.53	1,162.33	3,081.69	3,462.38	0.00	0.00	0.00	0.00	0.00	0.00	17,646.25
Miscellaneous Operating Expenses													
8720100 - Building & Auto Insurance	1,049.26	700.81	32,533.65	1,325.20	695.59	356.35	0.00	0.00	0.00	0.00	0.00	0.00	36,660.86
8730100 - Bonding & Officers Liability	0.00	1,013.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,013.00
8740100 - Janitorial Services & Supplies	7,152.98	5,604.16	6,079.67	6,743.60	0.00	12,669.56	0.00	0.00	0.00	0.00	0.00	0.00	38,249.97
8745100 - Grounds Maintenance	1,625.00	4,836.00	1,625.00	6,599.47	1,476.90	8,517.88	0.00	0.00	0.00	0.00	0.00	0.00	24,680.25
8750100 - Building Operations/Maintenance	3,550.27	2,238.94	7,663.85	1,495.31	700.83	1,869.99	0.00	0.00	0.00	0.00	0.00	0.00	17,519.19
8760100 - Hospitality	84.74	270.10	832.82	731.77	165.04	265.66	0.00	0.00	0.00	0.00	0.00	0.00	2,350.13
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	-392.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-392.87
Total Miscellaneous Operating Expenses	13,462.25	14,663.01	48,734.99	16,502.48	3,038.36	23,679.44	0.00	0.00	0.00	0.00	0.00	0.00	120,080.53
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	1,870.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,870.00
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	1,870.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,870.00
Capital Expenses													
9060100 - Library Furnishings	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
9070100 - Library Equipment	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
9080100 - Small Equipment under \$250	0.00	0.00	69.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69.99
9090100 - Adtl. Capital Projects & Equipment	0.00	6,912.53	1,376.00	998.00	45.00	14,273.94	0.00	0.00	0.00	0.00	0.00	0.00	23,605.47
9050200 - Library District Act	0.00	0.00	2,478.00	0.00	10,223.50	1,750.00	0.00	0.00	0.00	0.00	0.00	0.00	14,451.50
9060200 - Special Reserve Expenditures	0.00	0.00	0.00	0.00	10,650.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,650.00
Total Capital Expenses	5,503.98	6,912.53	3,923.99	998.00	10,268.50	26,673.94	0.00	0.00	0.00	0.00	0.00	0.00	54,280.94
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	276,476.96	259,964.81	222,273.11	195,181.83	319,549.90	0.00	0.00	0.00	0.00	0.00	0.00	1,491,337.99
Net Total	217,891.38	276,476.96	259,964.81	222,273.11	195,181.83	319,549.90	0.00	0.00	0.00	0.00	0.00	0.00	1,491,337.99
	1,916,741.40	69,477.15	1,283,793.32	-125,732.63	-106,807.31	-293,121.12	0.00	0.00	0.00	0.00	0.00	0.00	2,744,350.81

**McHenry Public Library District
Investments**
For the 6 Month(s) Ended December 31, 2025

Bank	Current Rate	Book Balance
Old National Bank - MM General	3.94%	4,291,860
Old National Bank - MM Spec Reserve	3.94%	2,700,333
Old National Bank - MM Grant & Gift	3.94%	710,871
Old National Bank Bank - HSA	n/a	4,710
Old National Bank Bank - General	n/a	180,595
Old National Bank Bank - Payroll	n/a	57,208
Old National Bank Bank - Imprest	n/a	707
Total	\$	7,946,285



**McHenry Public Library District
INTERIM CHECKS ISSUED - December 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>
Comcast	Internet	\$ 458.90	8325-100	12/01/25	EFT
MDC Environmental Services	Waste	\$ 356.35	8745-100	12/02/25	EFT
AT&T	Internet	\$ 198.93	8325-100	12/02/25	EFT
31 North Banquets	Operating Fund Gifts/Donations	\$ 993.60	8040-300	12/05/25	EFT
First Communications	Phone	\$ 1,050.58	8320-100	12/08/25	EFT
Bankcard Processing	Credit Card	\$ 6,773.71	Various	12/17/25	EFT
Sam's Club	Supplies	\$ 145.14	Various	12/17/25	EFT
Comcast	Internet	\$ 466.90	8325-100	12/29/25	EFT
	subtotal for account	\$ 10,444.11			
Account - HSA/Building					
Old National Bank	Employee contributions HSA	\$ 528.10	8940-100	12/05/25	EFT
Old National Bank	Employer contributions HSA	\$ 250.00	8940-100	12/05/25	EFT
Old National Bank	Employee contributions HSA	\$ 428.97	8940-100	12/19/25	EFT
	subtotal for account	\$ 1,207.07			
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 \$ 11,651.18					

Reimbursement Report

McHenry Public Library District

Check Dates: 12/05/2025 to 12/19/2025

Pay Periods: 11/16/2025 to 12/13/2025

Reimbursement Report**December 2025**

Employee	Amount
May, Jennifer S.	\$945.00
Spaargaren, Marla C.	\$49.50
Totals for REIMB -- Reimbursement	
2 Employees	\$994.50

Employee	Amount
Spaargaren, Marla C.	\$97.62
Totals for REIPC -- Petty Cash Reimbursement	
1 Employees	\$97.62

Employee	Amount
Jakacki, Lesley E.	\$87.01
Kimbrel, Kevin M.	\$30.80
Kordistos, Skye	\$2.94
May, Jennifer S.	\$1.36
Mendez Barradas, Sandra V.	\$4.79
Salazar, Bertha A.	\$3.44
Spaargaren, Marla C.	\$14.21
Totals for REITR -- Travel Reimbursement	
7 Employees	\$144.55

Report Totals

Code	Description	Employees	Amount
REIMB	Reimbursement	2	\$994.50
REIPC	Petty Cash Reimbursement	1	\$97.62
REITR	Travel Reimbursement	7	\$144.55
Totals		7	\$1,236.67

JANUARY 2026 (FY 2025-2026)			Bankcard Transactions - Sorted By Account			ACCOUNT TOTALS
NAME	TRANSACTION DATE	MERCHANT NAME	AMOUNT	NOTES	ACCOUNT	
JAKACKI	12/27/2025	GRAMMARLY CO*DT2PHEP	\$139.95	Prepaid 12/27/25-12/26/26	8028-100	\$175.14
MAY	12/26/2025	GOVDOCS.COM	\$35.19		8028-100	
MILFAJT	12/29/2025	SHAW SUBURBAN MEDIA	\$65.00		8030-100	
STANSBURY	12/24/2025	LAKESHORE LEARNING MAT	\$155.94		8070-100	\$146.34
STANSBURY	12/14/2025	LAKESHORE LEARNING MAT	(\$9.60)	Refund of tax paid	8070-100	
MAY	12/29/2025	Disney Plus	\$13.00		8090-100	
MAY	12/28/2025	HLU*HULUPLUS	\$18.99		8090-100	
MAY	12/22/2025	HLU*HULUPLUS	\$18.99		8090-100	
MAY	12/21/2025	Hulu	\$18.99		8090-100	
MAY	12/21/2025	Disney Plus	\$13.00		8090-100	
MAY	12/12/2025	DISNEYPLUS	\$13.00		8090-100	\$207.89
MAY	12/8/2025	discovery+	\$9.99		8090-100	
SPAARGAREN	1/3/2026	HELP.HBOMAX.COM	\$16.99		8090-100	
SPAARGAREN	12/28/2025	HLU*HULUPLUS	\$18.99		8090-100	
SPAARGAREN	12/17/2025	NETFLIX.COM	\$38.97		8090-100	
SPAARGAREN	12/16/2025	PARAMOUNT+	\$5.99		8090-100	
SPAARGAREN	12/9/2025	Disney Plus	\$13.00		8090-100	
STANSBURY	1/2/2026	Amazon Kids+*W42Y10Q93	\$7.99		8090-100	
SPAARGAREN	1/6/2026	WALMART.COM	\$35.94		8140-100	\$86.04
SPAARGAREN	12/9/2025	WALMART.COM 8009256278	\$50.10		8140-100	
JAKACKI	12/31/2025	SMARTSIGN	\$434.75	Prepaid 1/1/26-1/1/27	8247-100	\$368.23
JAKACKI	12/11/2025	ADOBE INC.	(\$177.71)	Refund of Adobe Subscription	8247-100	
JAKACKI	12/8/2025	Adobe	\$111.19		8247-100	
JAKACKI	12/12/2025	TWILIO INC	\$65.23		8320-100	
JAKACKI	12/19/2025	USPS PO 1646800050	\$6.08		8540-100	\$80.95
MAY	12/30/2025	USPS PO 1646800050	\$11.60		8540-100	
TOTO	1/7/2026	USPS PO 1646800050	\$9.21		8540-100	
TOTO	12/29/2025	USPS PO 1646800050	\$19.13		8540-100	
TOTO	12/23/2025	USPS PO 1646800050	\$13.46		8540-100	
TOTO	12/19/2025	USPS PO 1646800050	\$4.25		8540-100	
TOTO	12/17/2025	USPS PO 1646800050	\$4.25		8540-100	
TOTO	12/15/2025	USPS PO 1646800050	\$12.97		8540-100	
JAKACKI	12/31/2025	FACEBK *29N9SAV5S2	\$151.64		8550-100	\$536.64
JAKACKI	12/9/2025	SQ *MCHENRY COUNTY LIV	\$385.00		8550-100	
JAKACKI	12/29/2025	SHERWIN-WILLIAMS703227	\$161.46		8750-100	
JAKACKI	12/16/2025	LANDS END BUS OUTFITTE	\$99.95		8750-100	\$411.41
JAKACKI	12/8/2025	CITY OF MCHENRY PERMIT	\$150.00		8750-100	
JAKACKI	12/12/2025	Etsy.com*EllaMeJonesCr	\$3.37		8760-100	
JAKACKI	12/10/2025	WALMART.COM 8009256278	\$59.12		8760-100	
MAY	1/6/2026	WISCONSIN LIBRARY ASSO	\$60.00		8945-100	\$259.00
MAY	12/30/2025	EMPLOYERCENTRAL.COM/	\$199.00		8945-100	
MAY	12/18/2025	FSP*STATELINE SHRM	\$195.00	Prepaid 12/2025-12/2026	8960-100	\$593.72
SPAARGAREN	1/8/2026	ILLINOIS LIBRARY ASSOC	\$150.00	Prepaid 1/7/26-1/6/27	8960-100	
SPAARGAREN	1/5/2026	AMERICAN LIBRARY ASSOC	\$207.00	Prepaid 1/1/26-12/31/27	8960-100	
SPAARGAREN	1/5/2026	PY *MCHENRY COUNTY HIS	\$41.72	Prepaid 2/1/26-1/31/27	8960-100	
JAKACKI	12/29/2025	AMERICAN LIBRARY ASSOC	\$57.85		8980-100	\$393.70
MAY	12/18/2025	LIBRARYWORKS/MODLIBAWD	\$49.00		8980-100	
SPAARGAREN	1/7/2026	AMERICAN LIBRARY ASSOC	\$57.85		8980-100	
TOTO	1/6/2026	AMERICAN LIBRARY ASSOC	\$229.00		8980-100	
		TOTAL BANKCARD TRANSACTIONS:	\$3,451.78			



December 17, 2025

McHenry Public Library
809 North Front Street
McHenry, Illinois 60050

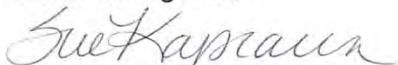
Dear McHenry Public Library,

We are in the midst of the holiday season as 2025 draws to a close and our hearts are filled with gratitude for the overwhelming community support that has been shown to our struggling neighbors these past few months. Your very generous \$1005.00 donation has been crucial to FISH Food Pantry as we served a record-breaking number of households (approximately 1100) during the month of November and offered each a Thanksgiving meal including a frozen turkey and a holiday meal box containing some of the fixings. Along with their other supplemental food, we are also offering a holiday meal box and a ham to all of those households who visit us in December. We are able to replenish and keep our pantry shelves stocked through this time of increased need, thanks to the generosity of people like you.

We sincerely thank you for your kindness, compassion and giving spirit and wish you a joyous holiday season knowing you have helped make a difference to someone during a difficult time!

FISH of McHenry, Inc. is a 501(c)(3) charitable organization. No goods or services were exchanged with the donor in consideration of this charitable contribution.

Warmest regards,

A handwritten signature in black ink that reads "Sue Kapraun".

Sue Kapraun
Director

FISH of McHenry 1973 – 2025
Nourishing Nope ~ Food for today, Hope for tomorrow

FISH of McHenry | PO Box 282 | McHenry, IL 60051 | 815-344-4717 | fishofmchenry.org



HOPE

OPPORTUNITY

SUPPORT

Dear Members of the McHenry Public Library Board,

On behalf of everyone at Home of the Sparrow, thank you for hosting a Giving Tree and for your generous support of families facing homelessness in our community. We are deeply grateful to the McHenry Public Library for serving as a welcoming and visible partner in this effort, and for inviting patrons to share in the spirit of compassion and giving.

The items collected through your Giving Tree will have a meaningful and immediate impact. Donations are thoughtfully distributed among our Transitional Shelter, where women and children are working toward stable housing; our program participants who are living independently but still facing financial hardship; and other families throughout Northern Illinois who are at risk of homelessness and in urgent need of support. Each item helps ease daily burdens and provides encouragement to families as they work toward stability and self-sufficiency.

Your partnership reflects the Library's ongoing commitment to strengthening our community and supporting those most in need. Please extend our heartfelt thanks to your staff, patrons, and everyone who contributed to the Giving Tree's success.

We are truly grateful for your generosity and for standing with Home of the Sparrow in our mission to empower women and children to overcome homelessness.

With sincere appreciation,

A handwritten signature in black ink, appearing to read "Matt Kostecki".

Matt Kostecki
Executive Director
Home of the Sparrow



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

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

December 21, 2025

Julie Travers, Community Relations Director
Arc Limited Family McDonald's
4411 W. Route 120
McHenry, IL 60050

Dear Julie,

We would like to extend our sincere gratitude to the Arc Limited Family McDonald's group for supporting McHenry Public Library's Winter Reading Program with 200 free cookie coupons for our finishers. We are always glad to be able to offer enticing reading rewards to our patrons. Participants who receive the coupons will be excited to receive them, and the promise of a free cookie is a perfect tie-in to our program theme, *Yeti, Set, Read!*

Thank you again for Arc Limited Family McDonald's generosity. We are so grateful for this new partnership with your organization.

Best,

Alie Stansbury
Alie Stansbury
Youth Services Department Manager



January 2, 2026

Makayla Hilgendorf, Manager
Wendy's Restaurant
2433 N. Richmond Rd.
McHenry, IL 60051

Dear Makayla and Wendy's Management,

We would like to extend our sincere gratitude to Wendy's Restaurant in McHenry for supporting McHenry Public Library's Winter Reading Program with coupons for free junior Frosty treats for our program finishers. This year's Winter Reading Program theme is *Yeti, Set, Read!* and I know that our readers will be excited to receive one of these coupons. Wendy's Frosty's are a delicious incentive for our patrons.

Thank you again for Wendy's generosity and for thinking of the library. We are grateful for this partnership with your restaurant.

Best,

Alie Stansbury

Alie Stansbury
Youth Services Department Manager



McHENRY PUBLIC
LIBRARY DISTRICT

306
New Card
Registrations

264
Hours Open
To Public



DECEMBER 2025

BY THE NUMBERS

PEOPLE

8,982
Library Attendance

1,285
Program
Attendance

2.0
Volunteer
Hours

CIRCULATION



16,263 PHYSICAL ITEMS

10,177 Books
3,814 Videos
677 Video Games
837 Music (CDs)
397 Audiobooks/Playaways
315 Magazines
46 Library Of Things

7,220 eMATERIALS

2,302 eBooks
3,371 eAudibooks
951 eMagazines
510 Video Streaming
86 Music Streaming

RESOURCES



Computer
Sessions
1,049



Database
Searches
9,720



Database
Sessions
1,180



Simple Scan &
Fax Uses
189



WiFi Uses
(in Library)
887

ONLINE

4,071


EMAIL SUBSCRIBERS

3.4K **210** **539** **1.3K** **557** **71**
     

SOCIAL MEDIA FOLLOWERS

392,124


WEBSITE VIEWS

Library Attendance: **8,490**
Program Attendance: **8,248**
Hours Open: **232**

Registrations: **212**
Volunteer Hours: **3**
Items In Circulation (Physical): **17,082**
Items In Circulation (eMaterials): **6,683**
Website Views: **314,584**

Computer Sessions: **1,087**
Database Searches: **7,455**
Simple Scan Users: **196**
WiFi Uses: **1,310**

McHenry Public Library District

LIBRARIAN'S REPORT

JANUARY 2026

Administration

- In recent months, we've observed a decline in communication with our vendor, MK Solutions, concerning the service of our automated materials handler, self-checks, and staff RFID stations. Additionally, there has been a lack of follow-up from the corporate offices on service-related emails. In early January, we learned that MK Solutions had sold all its US assets and customer accounts to Lyngsoe, which will now manage the servicing of our equipment. Lyngsoe is recognized as a leading provider of these services in libraries, and we anticipate that its larger presence and technical expertise will be beneficial to us.
- L. Jakacki reviewed the initial draft of the facilities master plan and conducted some research into the age of some of our equipment. She will be meeting with John Shales for any initial revisions before an updated draft is shared to the Board.
- L. Jakacki attended the CCS Database Management meeting on December 17, where the committee was tasked to review options regarding the setup and user experience of the new patron-facing catalog and to vote on the layout and features for all member libraries.
- We finalized the purchase of a surplus Ford Transit 250 van from Barrington Library. M. Spaargaren, A. Stansbury, C. Taylor, and L. Jakacki visited Barrington to inspect the vehicle and conduct test drives. Following a local dealership inspection that confirmed the van's good condition, we proceeded with the purchase. We are now coordinating with our insurance company to add the van to our policy and determine municipal license plate requirements. Barrington Library has provided the van's service records, which M. Spaargaren is using to develop a maintenance schedule.

Adult Services

- Although Winter Reading stats are down with Adults this year, there have been 14 new registrants in January already, and we expect a decent push in the final weeks before the program ends.

- M. Spaargaren partnered with Tina Bree, owner of Riverwalk incubator shop Hello Darling Books & Beyond, to conduct a bookish craft program just in time for the holidays. Tina and her Star 105.5 partner, Joe Cicero, gave a shout-out



to MPLD and discussed other libraries, library memories, and more on their talk show the next morning.

- A. Moreno-Lomeli had a patron already ask about the drive-up Family Market, which we held at the library through the Northern Illinois Food Bank last year. It was nice to see that this service made an impact on the community, and they are looking forward to it again this year.

- K. Kimbrel made 36 home deliveries in December. 29 were between seven assisted living locations, and seven were to residents at-home.
- T. Hillier has been working long-distance with a patron from California to find genealogical ties between her and relatives from McHenry and Elkhorn, WI.
- A. Colgan also had a unique reference interaction with the NOAA (National Oceanic and Atmospheric Administration). They needed information on a local storm back in 1996. Alisha practiced thoroughly using our microfilm reader by scanning articles to find and provide the requested information.
- In the effort of examining the layout and floor plan of our AV section, L. Martinez has started weeding DVDs, making sure our collection is refreshed, browsable, and offering a modern selection for our patrons.

Building Services

- Staff began organizing all our painting and patching supplies to begin repainting areas throughout the library. Much of the paint we had was no longer in optimal condition, so they documented our colors and formulas for us to reference when purchasing new paint.
- HVAC repairs on the heat exchange units of two RTUs and the contacts on a cabinet heater were completed. The heat exchange repairs required permitting and a final inspection by the City of McHenry, and all requirements have been met.
- Jansen Electronics replaced two of our outdoor security cameras and refocused the remaining ones. We are developing a multi-year replacement plan, as most of the cameras are from the 2013 and 2017 installations.
- We have contracted out some minor roof repairs where seams need to be tacked down. The scheduling of the repairs is weather-dependent.
- Quotes to repair to our main room light fixtures and to replace the emergency door in the Discovery Hub have been received and are under review.

Circulation

- S. Bach assisted with the HOC event on 12/11 by passing out refreshments.
- P. Toto attended the CCS Simply Reports training on 12/2.

- D. Deasey attended a Library Lovers Expedition planning meeting (LLE launches 2/1).

Human Resources

- December's Staff In-Service Day offered a full day of professional development and team connection. We began the morning by partnering with MCC's Talent Impact Center for a session on Customer First: Engaging in Communication & De-Escalation Strategies. Following our holiday luncheon, we transitioned to department meetings. The Illinois Municipal Retirement Fund (IMRF) then delivered their "Glass Half-Full" presentation, helping staff better understand their pension benefits. And L. Jakacki conducted our annual Bloodborne Pathogen training to ensure all staff remain current on safety protocols. We concluded the day with WARP Corps, a valued community partner, who shared insights into their work and offered practical guidance on navigating situations we encounter at the library.
- J. May and L. Jakacki meet with our EAP provider to learn more about the new services our upgraded EAP offers staff and the organization.
- Phone screens have begun for two positions, but we have not found the right fit just yet. We are continuing to recruit and select candidates for the Adult Services Library Associate and Youth Services Library Associate – Bilingual Services positions.
- S. Bach resigned from her Bilingual Circulation position.
- M. Ortmeyer resigned from her Cataloging Associate position.
- Our current headcount for December was 33: 16 FT (37.50 hours weekly), with 17 PT staff members.
- Average merit increase for FY 25/26 (year-to-date) is 2.77%

Technical Services

- K. Meadows completed a course through McHenry County College's Talent Impact Center on Professionalism at Work, and 2 Niche Academy courses on *Critical Thinking: Loaded Questions and Straw Man Arguments*.
- A. Meads continued working on replacing faded and worn spine labels in the Adult non-fiction collection, leaving 13.5% of the collection to go.
- K. Milfajt reports that MPLDs' hotspots were completed for the Library of Things.

Technology

- On December 9, K. Krewer and L. Jakacki met with our new rep from Imagetech. He reviewed our current copiers and printing and made suggestions for a future equipment upgrade and possible changes.
- K. Krewer worked with TBS on December 10 to install updates to the iMac now that MacOS Tahoe was confirmed to be compatible with MyPC
- K. Krewer met with a technician from MK Solutions to go over and troubleshoot an issue with our RFID wand. MK will need to contact their developers to resolve the issue.

Youth Services

- Our Winter Reading Program, "Yeti, Set, Read!", is off to a great start. We already have 78 children and 19 teens participating in the program, up from 58 children and 4 teens at this time last year - and with a month yet to go!

- B. Salazar received positive feedback regarding the Lady of Guadalupe Celebration program. Patrons enjoyed learning about the Lady of Guadalupe, appreciated the presenters, and especially loved the sweet bread!
- One of the moms from Storytime for Little Ones emailed S. Kordistos a photo of her daughter's take-home craft. That week's theme was winter, and the craft was a hot cocoa buddy.
- J. Einoris had two new families join Family Graphic Novel Club. They both enjoyed the book and activity and afterwards both parents commented on what great programs McHenry Library offers. They also commented that they appreciate that our programs are open to all as one family's home library does not allow non-patrons to attend their programs.
- T. Song got a high five at Preschool Storytime and a thank you from one of the parents. They also loved the zookeeper hat she wore during Polar Bear Storytime.
- C. Jimenez has been busy posting on the Teen Instagram page. She was excited to see the PWN Teen Instagram page repost her *Stranger Things* book recommendations post!
- A. Stansbury assisted a patron who had recently lost her spouse and needed to find alternative housing options. She was understandably very upset by her recent loss, but she was grateful for the help locating some local, affordable options.



Patron Comments and Suggestions

RECEIVED DECEMBER 15, 2025

I tried to explain my ideas to Thomas. I'm a 20 yr. secondary teacher and notice students reading less and are less able to grapple w/ issues. If schools are teaching students to give opinions and not reasons, if they are not grappling with foundational issues can a public library do anything to engage (young) people w/ ideas from authors. You have the books. Do you have the opportunity? P.S. I take mental vacations with fiction!

Patron: Gregory Malezewski

Comment Source: Comment Card

RECEIVED DECEMBER 17, 2025

Hola Sergio me ayudó muy bien fue muy amable muchas gracias.

Hello, Sergio, he helped me a lot, and he was kind. Thank you very much.

Patron: Clara Garcia

Comment Source: Comment Card

RECEIVED DECEMBER 23, 2025

Skye: was extremely patient and helpful. She was able to quickly resolve my issues w/ my phone.

Patron: Michael

Comment Source: Comment Card

RECEIVED DECEMBER 2025

In response to the Facebook post asking for local book groups:

“McHenry library has an awesome classic novel book club that picks a different book every month and meets on the 3rd Monday of the month to discuss! The group is really diverse and interesting to talk with!!

Patron: Stevie Flowers

Comment Source: Facebook Post

2025

MPLD YEAR IN!



2025 was a great year for patrons to attend programs and access digital services.

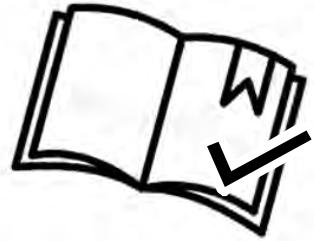
We played our cards right, and our patrons took advantage of our growing district! Let's see how our patrons stacked up and saw major value in the McHenry Public Library District.



Big Book Borrows!

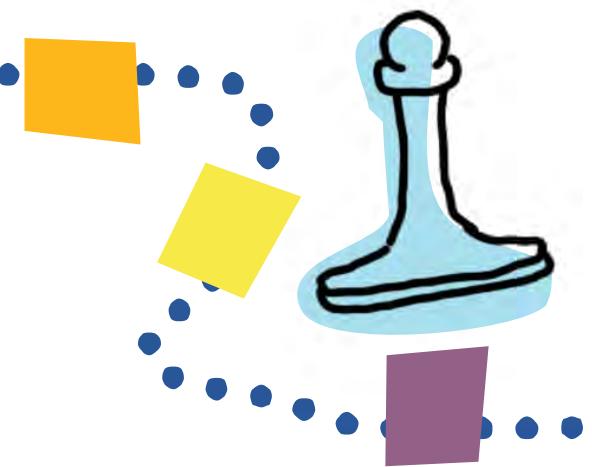
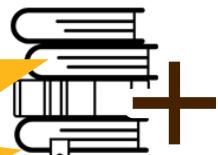


150,527
Books borrowed
(+28094 eBooks)



7,741

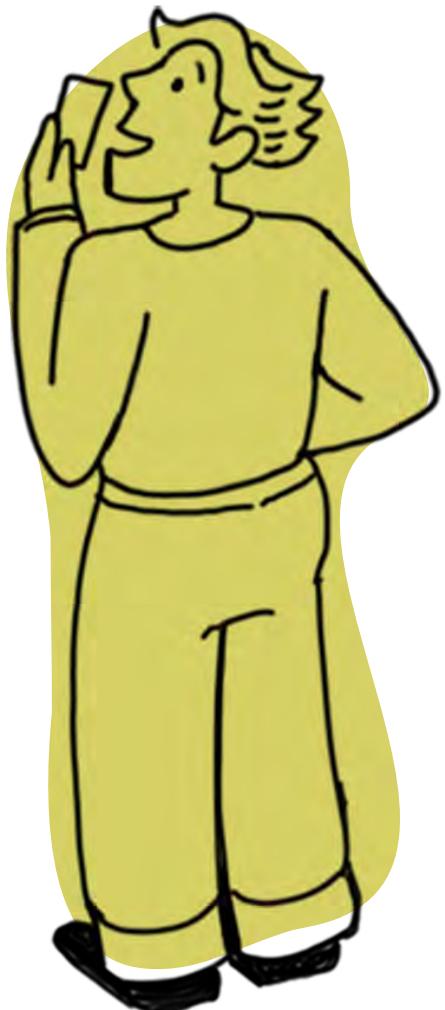
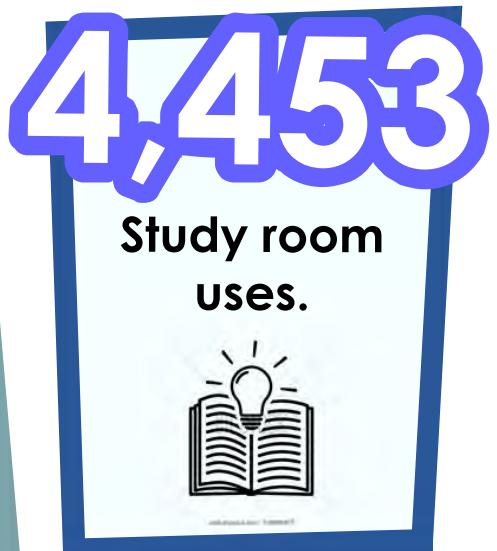
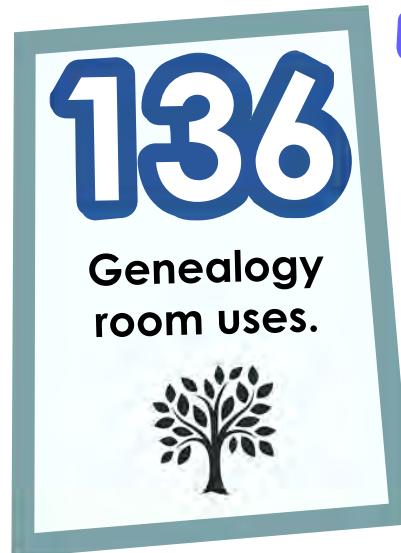
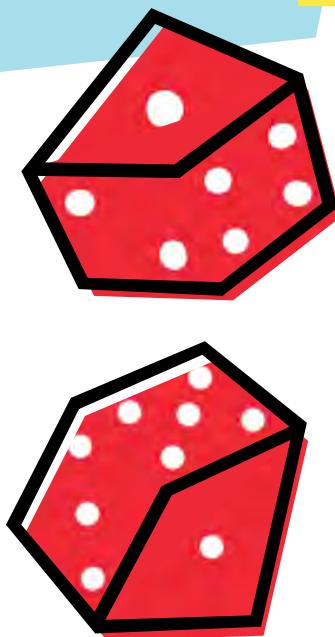
Items Added to
the Collection!



Physical-vs-Digital?

Physical books were still the most popular
format for MPLD Patrons!

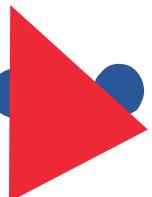
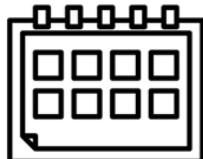
Getting Work Done!



Programs for All!

56,773

people attended
our programs!



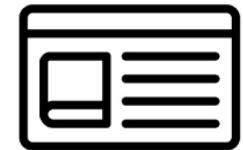
Includes live programs,
virtual MPLD, outreach
events, and home delivery.

See You Again Soon!

138,119

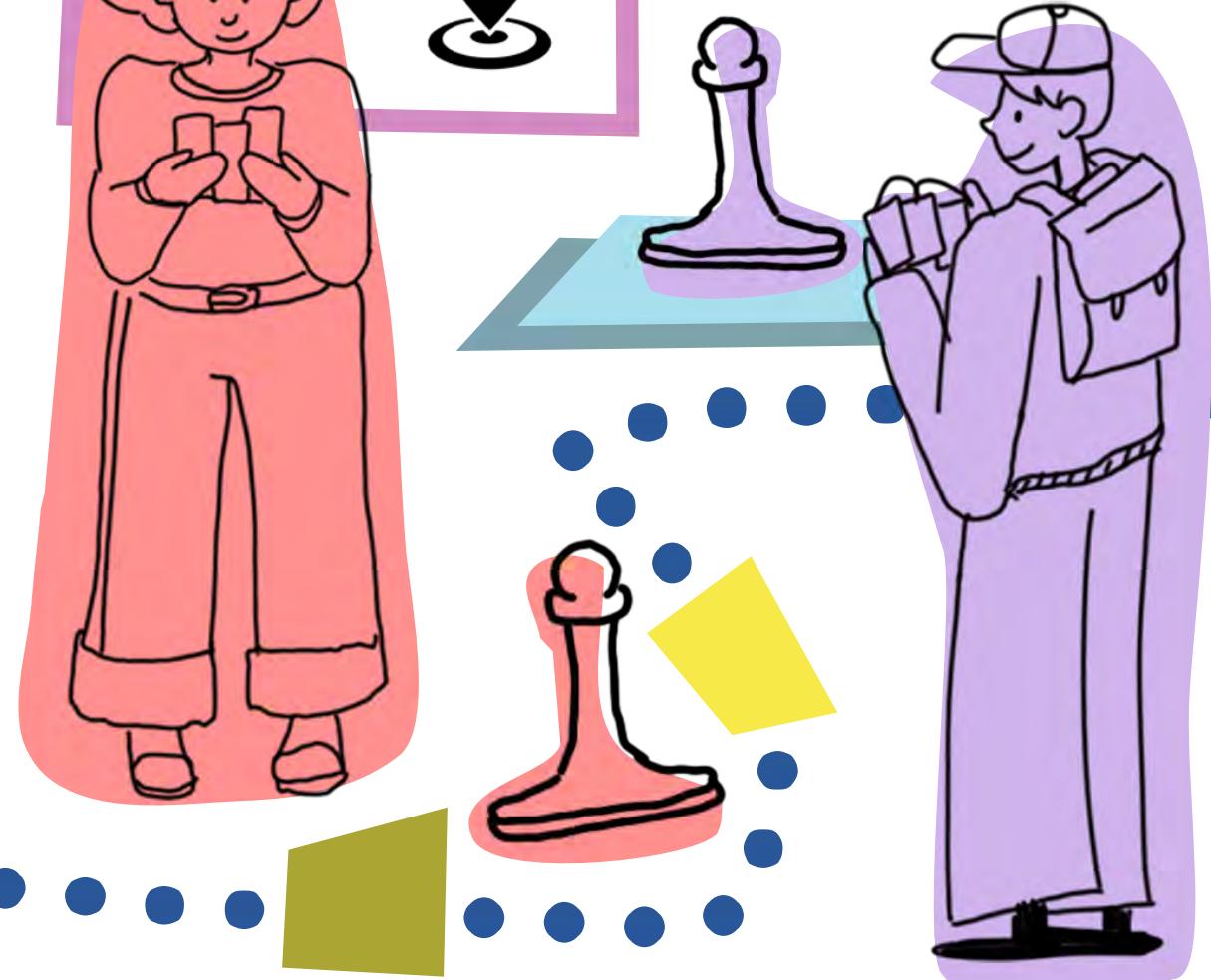
Library visits.

Visited the most in
June 2025!



2125

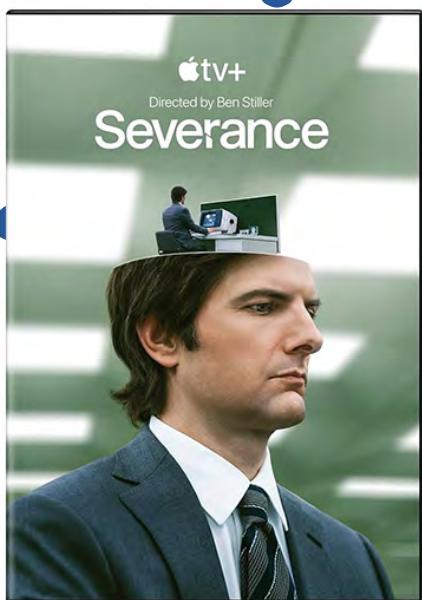
**New MPLD
cardholders.
Welcome!**



This Year's Most Popular Titles!

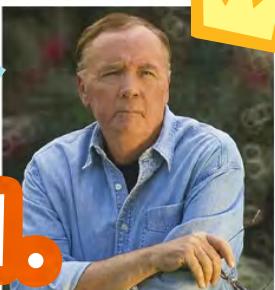


Favorite Movie:
57 seconds (2023)
46 checkouts



Favorite TV show:
Severance Season 1
(2022) 20 checkouts

MPLDs Top 5 Authors:



1.

James Patterson
1,115 Circulations

Photo credit: David Burnett



2.

Freida McFadden
540 Circulations



3.

Danielle Steel
495 Circulations



4.

Nora Roberts
416 Circulations

5.



David Baldacci
319 Circulations

Did your favorite author make the list?
Who is on your Top 5 of 2025?

MPLDs Top 5 Books:

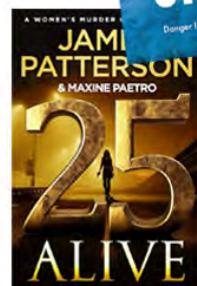
1.

The Crash
by Freida McFadden



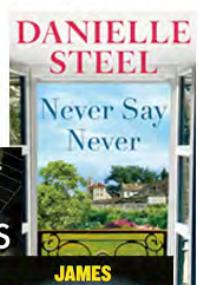
2.

25 Alive
by James Patterson



3.

Never Say Never: a novel
by Danielle Steel



Hidden Nature
by Nora Roberts



Paranoia
by James Paterson



4.

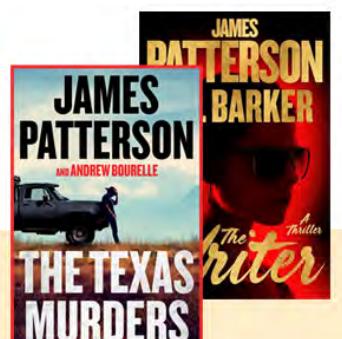
The Tenant
by Freida McFadden

Strangers in Time
by David Baldacci

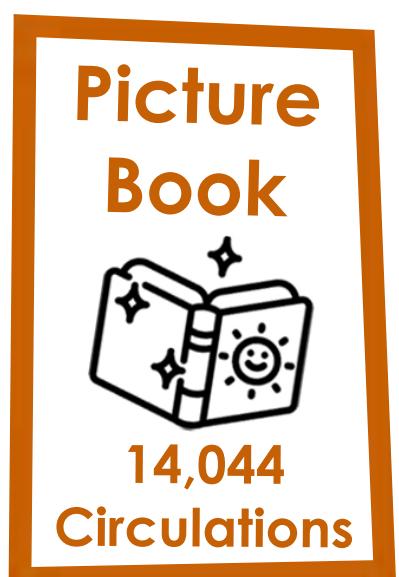
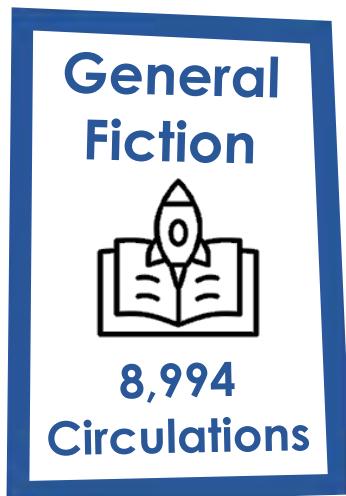
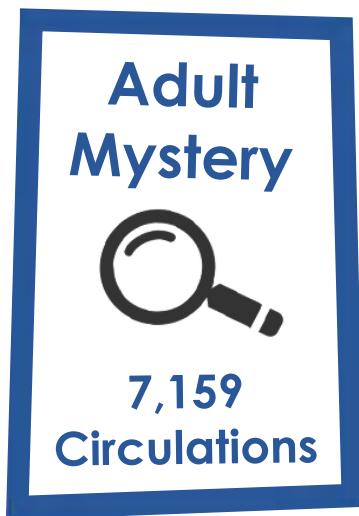
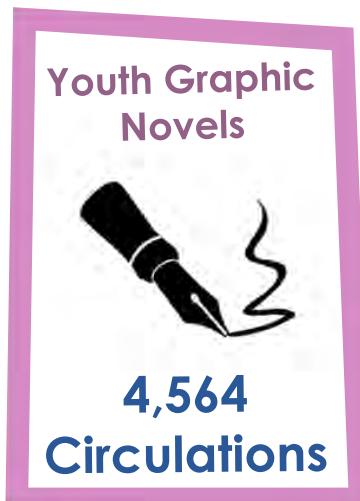
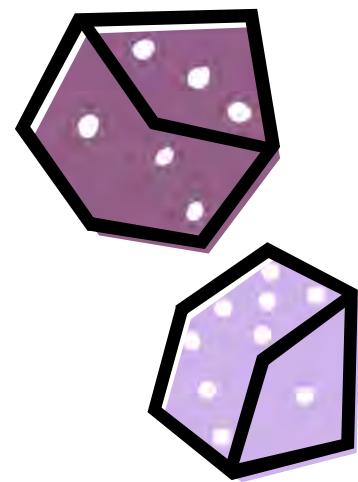


5.

The Writer
The Texas Murders
by James Patterson



MPLDs Top Genres:



Favorite AV Format:

Television series
4,565 Circulations

Favorite Videogame:

Hello Kitty Kruisers (Switch)
37 circulations

Format: Nintendo Switch
2,161 circulations



That's a wrap, how did we do?

**When you use your public library
everybody wins!**

**Help us beat our high scores by becoming a
patron and take advantage of our growing
collection, services, and resources:**

1.

**Sign-up for or renew your
library card!**

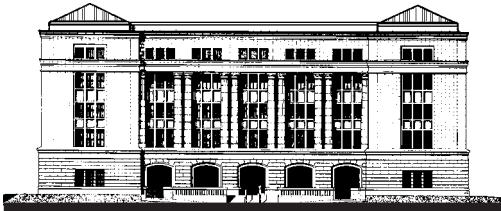
2.

**Check out more materials, like
Books, Audiobooks, Music and
Movies and Digital Content.**

3.

**Stay connected through our
social media and email
newsletters.**





ALEXI GIANNOULIAS • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building

300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

Certification of Eligibility

It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials. Pursuant to 75 ILCS 10/ Illinois Library System Act and 23 Ill. Adm. Code 3035.110.

As the duly authorized representative of the library, by entering my name below, I certify that the applicant library:

Has adopted the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Or, in the alternative,

Is providing a written policy or procedure, approved and in force at the applicant library(s), declaring the inherent authority of the library to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of students or patrons served and prohibit the practice of banning specific books or resources.

I also certify that at the request of the State Librarian, the library agrees to provide the Illinois State Library with any final decision for reconsideration of library materials during the term of the grant award.

Prefix: _____ First Name: _____ Last Name: _____
(e.g., Mr., Ms., Mx., Dr., etc)

Title: _____ Pronouns: _____ Date: _____

Illinois Public Library Per Capita and Equalization Aid Grants

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library must meet the definition of a library and public library, and be recognized by the Illinois State Library as a full member of an Illinois library system, which includes completion of the most recent Illinois Public Library Annual Report (IPLAR).

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received because of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: _____

Library's Control Number: _____ Branch Number: _____ Today's Date: _____

Contact information of the person completing this grant application:

Prefix: _____ First Name: _____ Last Name: _____
(e.g., Mr., Ms., Mx., Dr., etc)

Title: _____ Pronouns: _____ Phone Number: _____

Email Address: _____

Library's mailing address to receive grant payments:

Address 1: _____

Address 2: _____

City: _____ State: _____ ZIP + 4: _____

By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Service Area Population _____

Please use the Illinois Public Library Service Area Map to obtain the most accurate service area population.

Changes in the population count or the library's service require documentation and supporting information. Contact the Illinois State Library to document this change. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Part I. Review of Illinois Public Library Standards

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with performance levels below the Core Standards must raise or improve its performance levels in relation to the standards according to the objectives, time frames, and priorities the library shall state in the application, and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of each of the 12 topics described the Illinois Public Library Standards. To complete this application, refer to the chart within each topic and indicate the level at which your library meets each standard (Core, Intermediate, or Advanced).

1.) Access

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

2.) Advocacy and Community Engagement

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

3.) Buildings and Grounds

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

4.) Collection Management

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

5.) Finance and Budget

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

6.) Governance and Administration

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

7.) Human Resources

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

8.) Information Services

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

9.) Marketing and Promotion

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

10.) Programming

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

11.) Safety and Emergency Preparedness

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

12.) Technology

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

Part IIa: Planned Use of Public Library Per Capita Grant Funds [All Applicants]

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards outlined in Illinois Public Library Standards (23 ILAC 3035.115). Use general categories in identifying planned expenditures. Do NOT include monetary figures or specific brand.

Part IIb: Planned Use of Equalization Aid Grant Funds

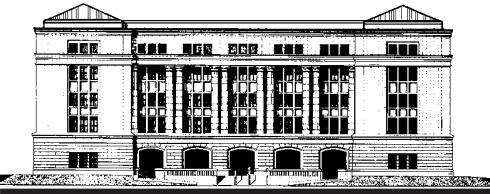
An Equalization Aid Grant is a supplemental award in addition to a library's per capita allotment. **This section is required to be completed only by libraries informed they are eligible for this award.**

Describe the additional objectives and priorities for use of Equalization Aid grant monies to meet or improve performance levels in relation to the standards outlined in the Illinois Public Library Standards (23 ILAC 3035.115). Use general categories in identifying planned expenditures. Do NOT include monetary figures or specific brands.

Statement on Censorship from the Library Board of Trustees
(Approved 01/16/2024)

A Statement from the Library Board of Trustees

The McHenry Public Library District is committed to representing the diverse viewpoints of the community, as reflected through its Mission and Equity, Diversity, and Inclusion statements and Materials Selection Guidelines. The McHenry Public Library District is dedicated to safeguarding the intellectual freedom of its users and will not tolerate censorship of its materials. The library's collection will not be influenced by any group or individual with partisan agendas. Moreover, the library will not withdraw any items from its collection merely because certain individuals or groups object to the material or its contents.



ALEXI GIANNOULIAS • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796
ilsos.gov

Illinois Public Library Per Capita Grant Expenditures Report

Control Number: _____ **City:** _____

Library Name: _____

Exact amount of Per Capita Grant received in Fiscal Year 2024: _____

Based on the library's Planned Use of Grant Funds from the FY2024 grant application, report use of Per Capita Grant funds awarded to meet or improve performance levels in relation to the standards in Serving Our Public 4.0: Standards for Illinois Public Libraries (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Only check the standard(s) under which FY2024 Per Capita Grant funds were disbursed. Briefly report how grant funds were used and explain how grant funds helped meet or make progress toward meeting the applicable standard.

- Core Standards — Chapter 1
- Governance and Administration — Chapter 2
- Personnel — Chapter 3
- Access — Chapter 4
- Building Infrastructure and Maintenance — Chapter 5

- Safety — Chapter 6
- Collection Management — Chapter 7
- System Member Responsibilities and Resource Sharing — Chapter 8
- Public Services: Reference and Reader's Advisory — Chapter 9
- Programming — Chapter 10
- Youth/Young Adult Services — Chapter 11
- Technology — Chapter 12
- Marketing, Promotion, and Collaboration — Chapter 13



To: **Board of Trustees**
From: **Lesley Jakacki, Executive Director**
Re: **Main Room Lighting Repairs or Replacements**
Date: **January 20, 2026**

Lighting Issue Summary

Many of the main room's lighting fixtures have experienced an increasing number of failures over the past few months. The scope of work resulting from multiple failures exceeds our in-house capacity, and our replacement parts inventory is getting depleted. Of our 56 fixtures in the main room, more than half now operate at 75% capacity or less, leaving the room too dim for patrons browsing the stacks.

Background

The hanging pendant-style fixtures in the main room were installed during the 2010 building remodel and retrofitted for LED compatibility around 2017. The replacement of lamps and drivers (similar to ballasts in CFL fixtures) has been handled as needed to date. Each fixture has 4 drivers and 8 lamps.

Proposed Solutions

Our long-time electrical vendor has presented four options:

1. **Piecemeal repair:** Diagnose and replace only the failed components in each fixture through trial and error
 - Cost: Up to approximately \$18,000
2. **Targeted replacement:** Replace the most commonly failed parts in all malfunctioning fixtures, whether or not they have failed
 - Cost: Approximately \$41,000
3. **Complete fixture overhaul:** Gut existing malfunctioning fixtures and rebuild them with entirely new internal components
 - Cost: Approximately \$55,800
4. **New fixture installation:** Replace fixtures entirely with new units
 - Cost: Approximately \$66,650 (malfunctioning fixtures only) to \$121,000 (all main room fixtures)

Recommendation

Solutions #2, #3, and #4 would all require a public bid process to complete the work. Since the main room lighting replacement is already scheduled for FY27 in our facilities master plan, pursuing Solution #1 (piecemeal repair) at this time would be the best option. This approach would:

- Address immediate lighting needs by repairing only what is currently broken
- Allow time to develop a comprehensive new lighting plan, since the current plan is based on the 1995 original library lighting plan
- Enable research into alternative fixture types that may be more effective for the space
- Align replacements with our long-term facilities planning timeline

Nepotism & Personal Conflict of Interest- Proposed

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

Purpose and Scope

MPLD believes that the most effective and productive work environment is one in which employees maintain clear boundaries between their personal and work relationships. While this policy does not prevent relationships from forming, it establishes boundaries to avoid conflicts of interest and ensure fair employment practices.

Definitions

For purposes of this policy, "personal relationships" include:

Family Members: An employee's spouse, domestic partner, parent, stepparent, child, stepchild, sibling, grandparent, grandchild, in-laws (parent-in-law, sibling-in-law, child-in-law), aunt, uncle, niece, nephew, or first cousin. This includes step-relatives, half-relatives, and relatives by adoption or marriage. This includes domestic partners or two individuals in a committed relationship who share a home and living arrangements, regardless of marital status.

Dating Relationships: Any current consensual romantic, dating, or sexual relationship, or a relationship that may reasonably be expected to lead to such a relationship.

Household Members: Persons who share a primary residence or living arrangements, including roommates, housemates, or others with shared financial obligations related to housing (such as rent, mortgage, or utilities), regardless of family or romantic connection.

This policy applies to all employees and employment candidates, regardless of gender or sexual identity and orientation.

Hiring Restrictions

MPLD will not hire or consider for employment any person who has a personal relationship with a Trustee, the Executive Director, or a Manager unless both of the following conditions are met:

*Updated to align with industry norms.

- a) The candidate will not directly report to or manage the person with whom they have a personal relationship; and
- b) The candidate will not occupy a position within the same line of authority where they could initiate or participate in employment decisions that directly benefit the person with whom they have a personal relationship. Such decisions include, but are not limited to: hiring, retention, transfers, promotions, compensation, leave requests, benefits, and other terms and conditions of employment.

Reporting Relationships

No employee shall directly or indirectly supervise, manage, or be in the same line of authority as another employee with whom they have a personal relationship. This restriction applies to:

- Current employment arrangements
- Proposed transfers, promotions, or organizational restructuring

Disclosure Requirements and Resolution Process

Immediate Disclosure Required: If two employees establish a personal relationship where one manages the other, the Manager must immediately disclose this to the HR Generalist or Executive Director.

Resolution Options: Individuals have 60 calendar days to decide whether to transfer to another available position or resign. If no written decision is provided within 60 days, management will determine which employee transfers or, if no transfer is available, will be terminated.

Library Authority: MPLD may take immediate action, including reassignment, denial of transfer, or termination, when personal relationships create conflicts of interest, operational disruption, or compromise workplace integrity. This authority applies even without a direct reporting relationship and may be exercised without the 60 days when immediate action is warranted.

*Updated to align with industry norms.

Nepotism - Current

Policy

The MPLD is committed to fair hiring practices.

Guidelines And Practices For Implementation

From time to time, more than one family member may work for the Library. In order to minimize the impact of family relationships on the workplace, the Library and its employees are governed by the following guidelines:

1. No one may hire a family member or relative
2. When two or more relatives are Library employees, one relative may not supervise another relative
3. One family member may not be involved in evaluating the job performance of another family member nor make recommendations for promotions, salary adjustments, demotions, disciplinary measures or termination.

*Updated to align with industry norms.

Family Neonatal Intensive Care Leave Act (FNICLA) Policy - Proposed

(approved XX-XX-XXX)

This policy provides employees with job-protected unpaid leave when their child is admitted to a Neonatal Intensive Care Unit in compliance with the Illinois Family Neonatal Intensive Care Leave Act (FNICLA).

Leave Entitlement

All employees are eligible to take up to 10 days of unpaid leave while any child of the employee is a patient in the neonatal intensive care unit. Employee leave will be pro-rated based on each employee's regularly scheduled weekly hours, using one-fifth of their regularly scheduled weekly hours as the basis for a day. "Child" as defined by the act, is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

Employees may take FNICLA leave either continuously or intermittently. Intermittent leave may be taken in increments of no less than two (2) hours. Employees who are eligible for leave under the Federal Family and Medical Leave Act (FMLA) must first use all available FMLA leave before accessing FNICLA leave under this policy.

Procedure for Requesting Leave

Employees should notify the HR Generalist as soon as practicable when they become aware of the need for FNICLA leave. Requests for leave should include the anticipated start and end dates, and whether the leave will be continuous or intermittent. The Library may request reasonable verification of the need for FNICLA leave.

Pay and Benefits

FNICLA leave will be unpaid. Employees may elect (but will not be required) to substitute available paid leave concurrent to FNICLA (e.g., vacation, sick, personal) for unpaid FNICLA leave. The Library will continue applicable health insurance benefits during the leave period, under the same terms as if the employee was actively working.

*Newly created policy based on new Illinois Law.

Job Protection

An employee will not be required to find a replacement worker. Employees returning from FNICLA leave will be reinstated to their same position or a substantially equivalent position with the same or equivalent pay, benefits, and working conditions.

Using FNICLA leave will not reflect adversely upon an individual's status or affect future employment. Any individual who retaliates against another for exercising their rights under this policy shall be subject to discipline, up to and including termination.

DRAFT

*Newly created policy based on new Illinois Law.



MEMO

To: MPLD Board of Trustees

From: L. Jakacki

Re: Nursing Mothers Break Time (820 ILCS 260/10) - Compliance Update

Date: January 20, 2026

Dear Board of Trustees,

Effective January 1, 2026, Illinois law requires employers to compensate nursing mothers at their regular rate of pay for break time used to express milk per [Public Act 104-0076](#). This break time runs concurrently with any other break time already provided to the employee. Employers may not require employees to use paid leave for this purpose or reduce their compensation in any manner during these breaks.

We have reviewed our current Break Policy and confirm full compliance with the 2026 law updates.

Breaks

(approved 09/2014; revised 03/21/2023; reviewed xx-xx-xxxx)

This policy establishes meal, rest, and nursing break requirements at the McHenry Public Library District (MPLD) in accordance with the Fair Labor Standards Act and Illinois' One Day Rest in Seven Act (820 ILCS 140/).

Unpaid Breaks

Meal Breaks

Employees who work more than six (6) hours are required to take an uninterrupted meal break of 30 minutes, preferably away from the work area. Unpaid meal breaks are to start no later than five (5) hours after the start of the work shift. An employee who works in excess of seven and a half (7 ½) continuous hours shall be entitled to an additional 20-minute meal break for every additional four and a half (4 ½) continuous hours worked.

Any non-exempt employees who do not receive an uninterrupted meal break of 30 minutes must notify their manager. If an employee is interrupted more than twice and/or for more than a total of four (4) minutes for work-related tasks, the employee should be paid for the 30 minutes, and the meal break should restart or be rescheduled for later in the shift.

Paid Breaks

Scheduled Rest Breaks

Generally, most departments at MPLD allow for the appropriate amount of break time within the work day as needed.

Employees are permitted a 15-minute paid break after every four (4) hours of scheduled consecutive hours of work per shift. Managers should identify standards for breaks in their area and communicate with employees. Breaks are to be utilized consistently for all employees.

Break Time for Nursing Mothers (820 ILSC 260/10)

Reasonable break periods will be provided for nursing mothers to express breast milk for one (1) year after the child's birth. In addition, designated locations, other than restrooms, shielded from public view and free from intrusion from coworkers and the public will be provided.

The break time may run concurrently with any break time already provided to employees. Nursing mothers are also entitled to a reasonable number of additional paid breaks to allow them to express milk. Departments shall provide reasonable break time as needed by the employee unless doing so would create an undue hardship as defined by the Illinois Human Rights Act.

Break Guidelines

1. Managers reserve the right to schedule and change break times to ensure department needs are being met.
2. An employee is not permitted to accumulate unused meal or rest breaks, nor may the break be used to cover an employee's late arrival or early departure from work.
3. Employees on a paid break should remain in the work area or in close proximity to be available as needed.
4. The attendance policies address unapproved extended breaks.

Freedom of Information Act Requests (FOIA)

(Created 02/18/2002, updated 07/19/2022, 07/18/2023, 07/16/2024, 07/15/2025, 01/20/2026)

The McHenry Public Library District (the "MPLD" or "Library") permits access to as well as inspection and copying of public records in accordance with the Illinois Freedom of Information Act, hereinafter referred to as the "Act" or "FOIA" (5 ILCS 140/1 et seq.). In accordance with the Act, the following practices and procedures are provided and established by the Library.

The Executive Director is designated to act as the Library's Freedom of Information Officer, to receive requests submitted under the Act, ensure timely responses to requests, and issue responses under the Act, except in instances where records are furnished immediately. In the event that the Executive Director is not available, they will designate a Deputy FOIA Officer to whom such requests are to be made.

Illinois Freedom of Information Act (FOIA)

I. A brief description of our public body is as follows:

- A.** Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
Our mission statement: "The McHenry Public Library District enriches community life through responsive library services that meet diverse informational and recreational needs."
- B.** An organizational chart and strategic plan can be obtained through our website (<http://www.mchenrylibrary.org>) or by contacting the FOIA Officer.
- C.** The total amount of our operating budget for FY 25/26 is: \$6,452,350.00 including reserve funds
 - 1.** Funding sources include property taxes, developer and annexation fees, state and federal grants, fines, charges, service fees, and donations.
 - 2.** Tax levies are:
 - a)** Corporate purposes (for general operating expenditures)
- D.** The office is located at this address: 809 Front St. McHenry, IL 60050
- E.** We have approximately the following number of persons employed
 - 1.** Full-time 19
 - 2.** Part-Time 29
- F.** The following organization exercises control over our policies and procedure: *The McHenry Public Library District Board of Library Trustees* which typically meets monthly on the third Tuesday of each month, 7:00 p.m., at the Library.
- G.** Its members are: Charles T. Reilly, President; Bud Alexander, Vice President; Monica Leccece, Secretary; Terry Weingart, Treasurer; Victor Jimenez Carrillo, James O'Hagan, and Vickie Schutze.
- H.** The following organization operates in an advisory and support capacity regarding our operation: (RAILS) *Reaching Across Illinois Libraries System*. The Library also receives grants from RAILS when applicable and appropriate.
- I.** We are required to report and be answerable for our operations to:
The Illinois State Library, Springfield, Illinois. Its members are: State Librarian, Alexi

*Policy and form updated to reflect the Illinois FOIA (Freedom of Information Act) changes that took effect January 1, 2026, primarily through [SB 243, Public Act 104-0438](#).

Giannoulias, (Secretary of State), Director of State Library, and various other staff.

II. You may request the information and the records available to the public in the following manner:

A. Requests for all records must be in writing and submitted to the attention of the FOIA Officer by mail, facsimile or e-mail, or delivery during regular business hours of the Business Offices of the Library.

B. Your request should be directed to the following individual:

1. Freedom of Information Officer

McHenry Public Library District
809 Front Street
McHenry, IL 60050
Email: FOIA@mchenrylibrary.org
FAX: 815-385-7085

C. ~~No oral request for records will be processed. The person requesting records orally shall be advised to submit the request in writing.~~

Records requests must be submitted in writing. Oral requests will not be processed. Individuals who make oral requests will be directed to submit their request in writing. A request form is available for those who prefer to use it, though it is not required.

D. A written request should include the requester's name, address, the date, and daytime telephone number so that the Library can contact the requester if it has any questions.

E. The Library is not required to open attached files or hyperlinks to view FOIA requests. If a request requires opening such files or links, we must notify the requester within 5 business days that the entire request must appear in the body of the electronic submission.

F. You must indicate whether you have a "commercial purpose" in your request.

G. The Library may ask requesters to verify that they are an actual person or organization if there is a reasonable belief that the request was submitted by automated means within 5 days of submission. FOIA requests may be denied if verification is not provided within 30 days of the verification request.

H. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.

I. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:

1. There is a \$1.00 charge for each certification of records.

(No charges for non-commercial requests)

2. There is no charge for the first twenty (20) pages of black and white text, either letter or legal size

3. There is a \$.15 per page charge for copied records in excess of 20 pages. The actual copying cost of color and other sized copies will be charged.

*Policy and form updated to reflect the Illinois FOIA (Freedom of Information Act) changes that took effect January 1, 2026, primarily through [SB 243, Public Act 104-0438](#).

- J. If the records are kept in electronic format, you may request a specific format, and *if feasible*, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e., CD-R, flash drive, etc.) or in paper, as you select.
- K. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to respond properly. The office will respond to a request for records to be used for a commercial purpose within 21 working days after receipt.
- L. Retrieval and copying of records is limited only to employees of the Library designated by the FOIA Officer.
- M. Inspection of records shall only be permitted by appointment, in the presence of an employee of the Library designated by the FOIA Officer, during regular business hours.
- N. When a request is made to inspect or copy a public record that contains information that is exempt from disclosure under Section 7 of the Act but also contains information that is not exempt from disclosure, the Library may elect to redact the information that is exempt. The Library shall make the remaining information available for inspection and copying.
- O. The place and times where the records will be available are as follows:
- P. McHenry Public Library District
9:00 a.m. – 5:00 p.m., Monday - Friday,
except closed holidays as advertised.

- III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:

- A. Monthly Financial Statements
- B. Treasurer's Reports
- C. Annual Receipts and Disbursements
- D. Budget and Appropriation Ordinances
- E. Levy Ordinances
- F. Annual Audits
- G. Minutes of the Board of Library Trustees
- H. Library Policies, including Materials Selection
- I. Adopted Ordinances and Resolutions of the Board
- J. Annual Reports to the Illinois State Library

*Policy and form updated to reflect the Illinois FOIA (Freedom of Information Act) changes that took effect January 1, 2026, primarily through [SB 243, Public Act 104-0438](#).



McHenry Public Library District Freedom of Information Act (FOIA) Request

Please return this form to any public services desk or fax it to (815) 385-7085.

Requestor's Name (or business, if applicable)		Date of Request	
Street Address		Certification Requested <input type="checkbox"/> Yes <input type="checkbox"/> No Email:	
City	State	Zip	Phone
Description of Records Requested: <hr/> <hr/> <hr/>			
Is the reason for this request a "commercial purpose" as defined in the Act? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Library Response (Requestor does not fill in below this line)			
APPROVED	<input type="checkbox"/> The documents requested are enclosed. <input type="checkbox"/> You may inspect the records at _____ on the date of _____. <input type="checkbox"/> The documents will be made available upon payment of copying costs of \$ _____. <input type="checkbox"/> For "commercial requests" only: the estimated time of when the documents will be available is _____, at the prepaid cost stated above.		
	<input type="checkbox"/> The request creates an undue burden on the public body in accordance with Section 3(g) of the Act, and we are unable to negotiate a reasonable request. <input type="checkbox"/> The materials requested are exempt under Section 7 of the Act for the following reasons: <hr/> <input type="checkbox"/> Individual(s) and title that determined request to be denied: _____ In the event of a denial, you have the right to seek review by the Public Access Counselor at 217-558-0486 or 500 S. Second St. Springfield IL 62705, or you have the right to judicial review under Section 11 of the Act. <input type="checkbox"/> Request delayed, for the following reasons (in accordance with Section 3(e) of the Act): _____ <input type="checkbox"/> You will be notified by the date of _____ as to the action taken on your request.		
FOIA Officer Signature	Date of Reply		

*Policy and form updated to reflect the Illinois FOIA (Freedom of Information Act) changes that took effect January 1, 2026, primarily through [SB 243, Public Act 104-0438](#).