



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

**McHenry Public Library District  
Board of Library Trustees Regular Meeting  
Tuesday, July 16, 2024, 7:00 p.m.  
Meeting Rooms #135 & #136**

**AGENDA**

- I. **CALL TO ORDER – Charles Reilly, President**
- II. **ROLL CALL – Monica Leccese, Secretary**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **CORRECTIONS OR ADDITIONS TO THE AGENDA**
- V. **PUBLIC COMMENT AND RECOGNITION OF VISITORS**
- VI. **SECRETARY'S REPORT – Monica Leccese, Secretary**
  - A. Approval of Minutes of the June 18, 2024, 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 June/July 2024, Additional Bills, and Petty Cash and Credit Card Reports
- VIII. **COMMUNICATIONS**
- IX. **LIBRARIAN'S REPORT**
  - A. Librarian's Report
  - B. Project Updates
- X. **OLD BUSINESS**
  - A. Updates on the Executive Director Job Description Revisions
- XI. **NEW BUSINESS**
  - A. Resolution No. 2024/2025-01: Declaring a Vacancy In The Board of Trustees
  - B. Resolution No. 2024/2025-02: Annual Resolution Authorizing Public Library District Non-Resident Cards FY 24/25
  - C. McHenry County GIS Department- Memorandum of Understanding
  - D. Freedom of Information Act Policy (Updated)
  - E. Approval of the FY 2023/24 Secretary's book
  - F. 2025 In-Service Dates Request for Closing
  - G. Half Price Fines Event Request
  - H. Annual Review and Compensation of Executive Director

**XII. EXECUTIVE SESSION**

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

The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(3)

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

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

**XV. ADJOURNMENT**

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

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



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

**Date:** Tuesday, June 18, 2024  
**Time:** 7:00 p.m.  
**Location:** Meeting Rooms #135 & #136

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

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

**II. ROLL CALL – Monica Leccese, Secretary**  
Roll was called.

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

**Members Absent:** Michele Madsen

**Also Present:** Lesley Jakacki, Executive Director  
Jennifer May, HR Generalist  
Kathy Milfajt, Technical Services Manager  
Stephanie Nowalk, Administrative Assistant

**III. PLEDGE OF ALLEGIANCE**

**IV. CORRECTIONS OR ADDITIONS TO THE AGENDA**  
None.

**V. PUBLIC COMMENT AND RECOGNITION OF VISITORS**  
No public comment.

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

**A.** Approval of Minutes of the May 21, 2024, Regular Meeting.

Secretary Leccese stated that she reviewed the Secretary's Report from the May 21, 2024, Regular Meeting and found no changes necessary.

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

**Roll Call Vote:**

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

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

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

**A.** Approval of Monthly Financial Statements, Interim Check Report, and Bill Reports for May/June 2024, Additional Bills, and Petty Cash and Credit Card Reports

Treasurer Weingart called attention to the incorrect date of April 30, 2024, on the first few pages of the Treasurer's Report but verified that the information is actually for May 31, 2024. She stated that actual revenues are \$4,700,000, operating expenditures are \$2,400,000, actual expenditures are \$899,000, and there is a total surplus of \$1,400,000 for the 11 months ending May 31, 2024. Treasurer Weingart emphasized that MPLD is doing very well compared to budget and had no questions.

Trustee Sutliff raised a question regarding the columns labelled as YTD reflecting the entire budget amount instead of only YTD figures. Director Jakacki replied that she would follow up with the Accountant to address the change.

Director Jakacki shared with the Board that MPLD recently received approximately \$45,000 in Developer Donations from the City of McHenry. She added that it will be reflected in the financials for FY 2023/24.

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

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Madsen

**Motion Passed**

VIII. **COMMUNICATIONS**

**A.** Letter from Alexi Giannoulis, Illinois Secretary of State and State Librarian—FY2024 Per Capita Grant Award Letter

The letter from IL Secretary of State and State Librarian, Alexi Giannoulis, communicated the Per Capita Grant award to MPLD in the amount of \$62,150.22. Director Jakacki explained to the Board that the grant money will continue to help improve MPLD's standards where needed, as outlined in the Serving Our Public 4.0 document.

**B.** Letter to the McHenry Garden Club in recognition of donation

Kathy Milfajt, Technical Services Manager, wrote a letter to the McHenry Garden Club in recognition of the Club's donation to purchase gardening-related books for

MPLD's collection. The letter included the titles that were purchased with the donated funds.

**IX. LIBRARIAN'S REPORT**

**A. Librarian's Report**

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

- In May, B. Salazar and other MPLD staff visited approximately 1,100 students in District 15 to promote the Summer Reading program.
- Find More Illinois, the new inter-library loan platform, launched on May 21, 2024. Within the two weeks of launch there were about a dozen requests from patrons utilizing the service to request materials outside the consortium.
- The well-attended Celebración de las Madres con Mariachi program was planned by A. Moreno Lomeli, B. Salazar, and E. Montoya-Campos. Patrons enjoyed live music, churros, and crafts. The event was a collaboration between youth and adult staff to create both an inter-generational and bilingual family program.
- The successful Community Shredding event in partnership with the Moose Lodge and Johnsbury Public Library saw 178 vehicles attend.
- The Northwest Herald published an article on MPLD's partnership with PCs for People featuring Digital Services Librarian Z. Terrill and Marketing Coordinator A. Mesino. The library saw an increase in public interest for details about the program immediately following the publication.

**B. Reaching Forward Staff Reports**

MPLD Staff (Circulation: S. Culp, K. Johnson, Technical Services: A. Meads, Youth Services: S. Kordistos, B. Salazar) attended the paraprofessional Reaching Forward North Conference at Rosemont Public Library on May 10, 2024. Sessions on miscellaneous offerings from other libraries, information regarding working with diverse communities, inclusivity, and the benefits of cross-training were shared among a variety of other topics.

**C. Project Updates**

No updates were shared.

**X. OLD BUSINESS**

**A. Updates on the Executive Director Job Description Revisions**

Director Jakacki shared that she and J. May are still actively working on revisions to the Executive Director job description by utilizing comparable descriptions and refining the existing language to better reflect the mission and vision of the role.

**XI. NEW BUSINESS**

**A. Staff Policies**

**1. Employment Classifications-Revised**

J. May explained the proposed Employment Classifications Policy revisions to the Board. The changes included refined language overall, clarified role

responsibilities, pay scale details, addition of the Intern/Temporary/Substitute Employee category, and removed the Introductory Employee portion with the intention of making it a separate policy.

Leccese moved, and Alexander seconded the motion to approved the revised Employment Classifications policy as presented.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Madsen

**Motion Passed**

**2. Change in Employment Status- Reconsider**

J. May explained to the Board that the Change In Employment Status Policy is more of a procedure that is already taking place. It was her recommendation that it is rescinded as a policy and added to MPLD's Procedure Manual.

Leccese moved, and Sutliff seconded the motion to repeal the Employment Classifications policy.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Madsen

**Motion Passed**

**B. Appointment of trustees to approve the FY 2023/24 Secretary's book**

Secretary Leccese and Vice President Alexander volunteered to review the Secretary's book for completeness before the July Board Meeting.

**C. FY 2024/25 Budget**

**1. Operating Budget**

Director Jakacki explained the changes made to the Budget since the last Board Meeting. She noted the largest change was the amount of cash in hand. This change was due to last month's expenditures and the completed transfer to the Special Reserve Fund. Another change was to the Outsourced Printing Services budget line which was necessary to accommodate the cost of additional pages to the Prefaces, when necessary. The liability insurance budget was also slightly increased.

Director Jakacki also brought to the Board's attention that MPLD is now the last library in McHenry County to still assess fines on all materials. Johnsburg and Nippersink Libraries recently announced that they were doing away with

finer and she expects that this will only encourage more MPLD patrons to advocate for the same. The Board discussed the topic of fines and decided to take no action to change the policy at this time.

Sutliff moved, and Weingart seconded the motion to approve the FY 2024/25 Budget as presented.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Madsen

**Motion Passed**

**2. Adoption of ORDINANCE NO. 2023/2024-08: Ordinance Adopting a Tentative Combined Budget & Appropriations for FY 2024-2025**

Director Jakacki explained that Ordinance No. 2023/2024-08 lists both the Budget and Appropriation amount (Budget + 25%) for each budget line. The Board had no additional questions.

Sutliff moved, and Leccese seconded the motion to adopt Ordinance No. 2024/2024-08: Ordinance Adopting a Tentative Combined Budget & Appropriations for FY 2024-2025

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Madsen

**Motion Passed**

**3. Scheduling a public hearing for the Annual Budget and Appropriations Adoption**

Wallace moved, and Leccese seconded the motion to approve the Public Hearing for the Annual Budget and Appropriations for Tuesday, August 20, 2024, at 7:00 p.m.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Madsen

**Motion Passed**

**XII. EXECUTIVE SESSION**

The Board elected not to 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**

Director Jakacki and the Board discussed next steps to address the unanticipated Trustee vacancy. The official announcement will be made at the July Board Meeting.

XV. **ADJOURNMENT**

Sutliff moved, and Weingart seconded the motion to adjourn at 7:53 p.m.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Madsen

**Motion Passed**

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

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

Respectfully Submitted,

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



STATE OF ILLINOIS       )  
COUNTY OF McHENRY    )

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

**RESOLUTION No. 2024/2025-01**

**DECLARING A VACANCY IN THE BOARD OF TRUSTEES**

WHEREAS, the Library Board of Trustees accepted the resignation of Trustee Michele Madsen effective June 18, 2024;

NOW, THEREFORE BE IT RESOLVED by the Board of Library Trustees of the McHenry Public Library District, McHenry, Illinois, hereby declare the following vacancies in the office of Library Trustee: One vacancy of a 4-year unexpired term

BE IT FURTHER RESOLVED that, in accordance with state law, the Board declares a vacancy in this trustee office that will be filled by appointment by the Board within 90 days in accordance with the following procedure:

- Interested persons are invited to complete a Library Trustee application by August 15, 2024.
- The Board will interview prospective candidates on September 17, 2024, at a public meeting.
- To be eligible for appointment, a candidate must be a registered voter of the library district.
- The appointee will serve until the next consolidated election in April 2025, at which time a successor will be elected to fill the remainder of the unexpired term.

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

AYES:

NAYS:

ABSENT:

ABSTAINING:

\_\_\_\_\_  
Charles T. Reilly, President

Attest:

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

# Financial Report

For the 12 Month(s) Ended June 30, 2024  
FISCAL YEAR 2024



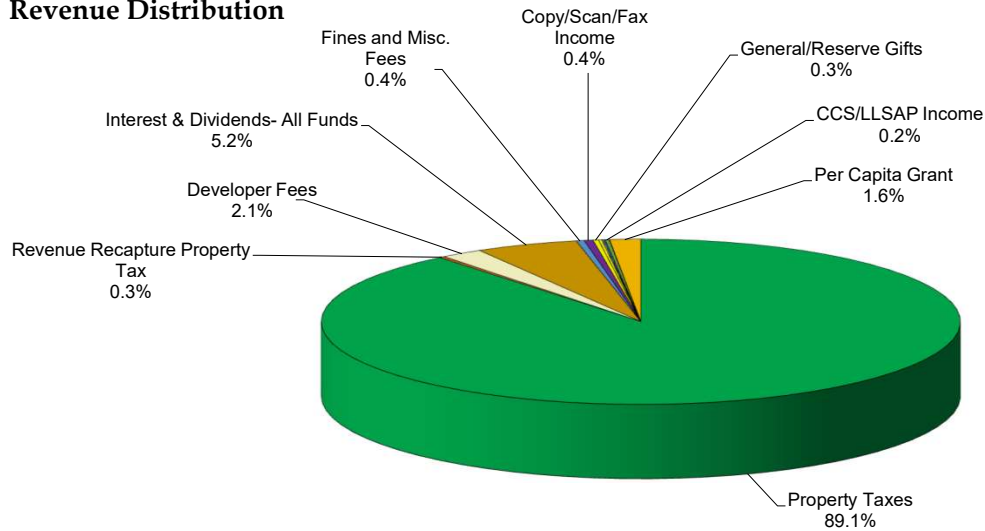
**McHenry Public Library District**  
Actual vs Budget Summary  
For the 12 Month(s) Ended June 30, 2024

**100% of Fiscal Year**

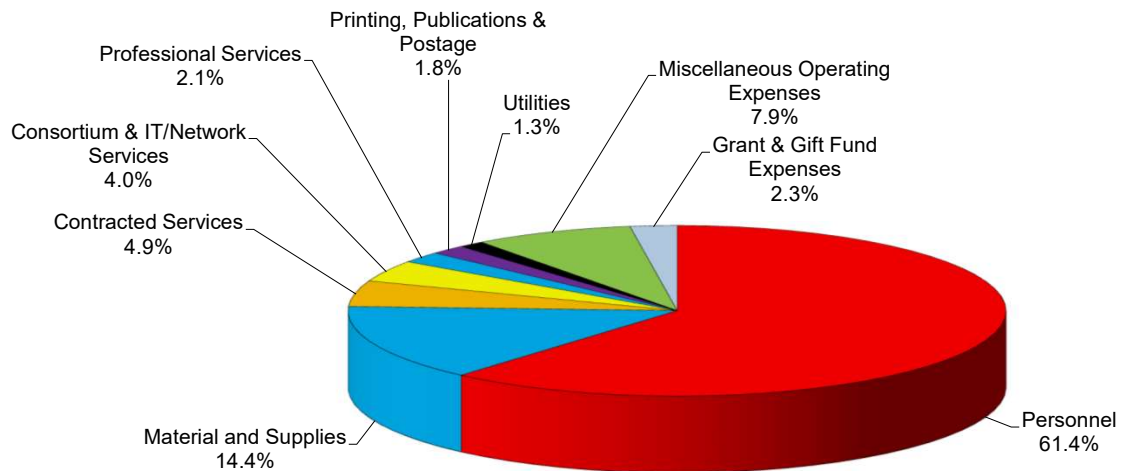
Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
<b>REVENUE</b>					
Property Taxes	3,510,044	3,520,111	99.7%	3,350,275	5%
Revenue Recapture Property Tax	11,781	11,819	99.7%	5,791	103%
Developer Fees	83,660	175,000	47.8%	13,528	518%
Interest & Dividends- All Funds	204,367	169,300	120.7%	49,354	314%
Fines and Misc. Fees	16,008	154,000	10.4%	18,938	-15%
Copy/Scan/Fax Income	17,570	16,500	106.5%	16,771	5%
General/Reserve Gifts	10,941	180,000	6.1%	14,012	-22%
Annexation & Impact Fees	-	25,000	0.0%	51	-100%
Retiree/Cobra Insurance Payment	6,559	18,000	36.4%	5,761	14%
Misc. Sales & Income	2,825	75,500	3.7%	72,655	-96%
Lost & Damaged Materials	3,657	6,500	56.3%	3,362	9%
CCS/LLSAP Income	8,156	10,500	77.7%	7,648	7%
Solar Credits	720	5,250	13.7%	1,686	-57%
Per Capita Grant	61,772	65,000	95.0%	61,732	0%
Over/Short	3	500	0.6%	(36)	-108%
Miscellaneous Grants	-	40,000	0.0%	500	-100%
Transfer from General Fund	850,000	850,000	100.0%	-	0%
Actual Revenues	4,788,061	5,322,981	90.0%	3,622,028	32%
Budgeted Revenues	5,322,981				
% Diff	90%				
<b>OPERATING EXPENDITURES</b>					
Personnel	1,651,325	2,355,250	70.1%	1,611,980	2%
Material and Supplies	387,567	702,250	55.2%	349,621	11%
Contracted Services	131,557	269,250	48.9%	120,668	9%
Consortium & IT/Network Services	108,900	144,500	75.4%	124,292	-12%
Professional Services	56,727	150,000	37.8%	71,250	-20%
Printing, Publications & Postage	47,397	77,250	61.4%	46,907	1%
Utilities	34,074	46,500	73.3%	27,976	22%
Miscellaneous Operating Expenses	211,404	221,000	95.7%	172,867	22%
Grant & Gift Fund Expenses	62,000	155,000	40.0%	53,453	16%
Actual Expenditures	2,690,951	4,121,000	65.3%	2,579,014	4%
Budgeted Expenditures	4,121,000				
% Diff	65%				
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	<b>2,097,110</b>	<b>1,201,981</b>	<b>174.5%</b>	<b>1,043,014</b>	<b>101%</b>
<b>CAPITAL EXPENDITURES &amp; DEBT SERVICE</b>					
Capital Expenses	70,665	515,000	13.7%	15,619	-100%
Debt Services	-	-	N/A	24,027	194%
Transfer to Reserve Fund	850,000	850,000	100.0%	-	0%
Actual Expenditures	920,665	1,365,000	67.4%	39,646	2044%
Budgeted Expenditures	1,365,000				
% Diff	67%				
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>1,176,445</b>	<b>(163,019)</b>		<b>1,003,368</b>	
BEGINNING FUND BALANCE	3,209,966				
ENDING FUND BALANCE	4,386,411				

**McHenry Public Library District**  
Actual vs Budget Summary  
For the 12 Month(s) Ended June 30, 2024

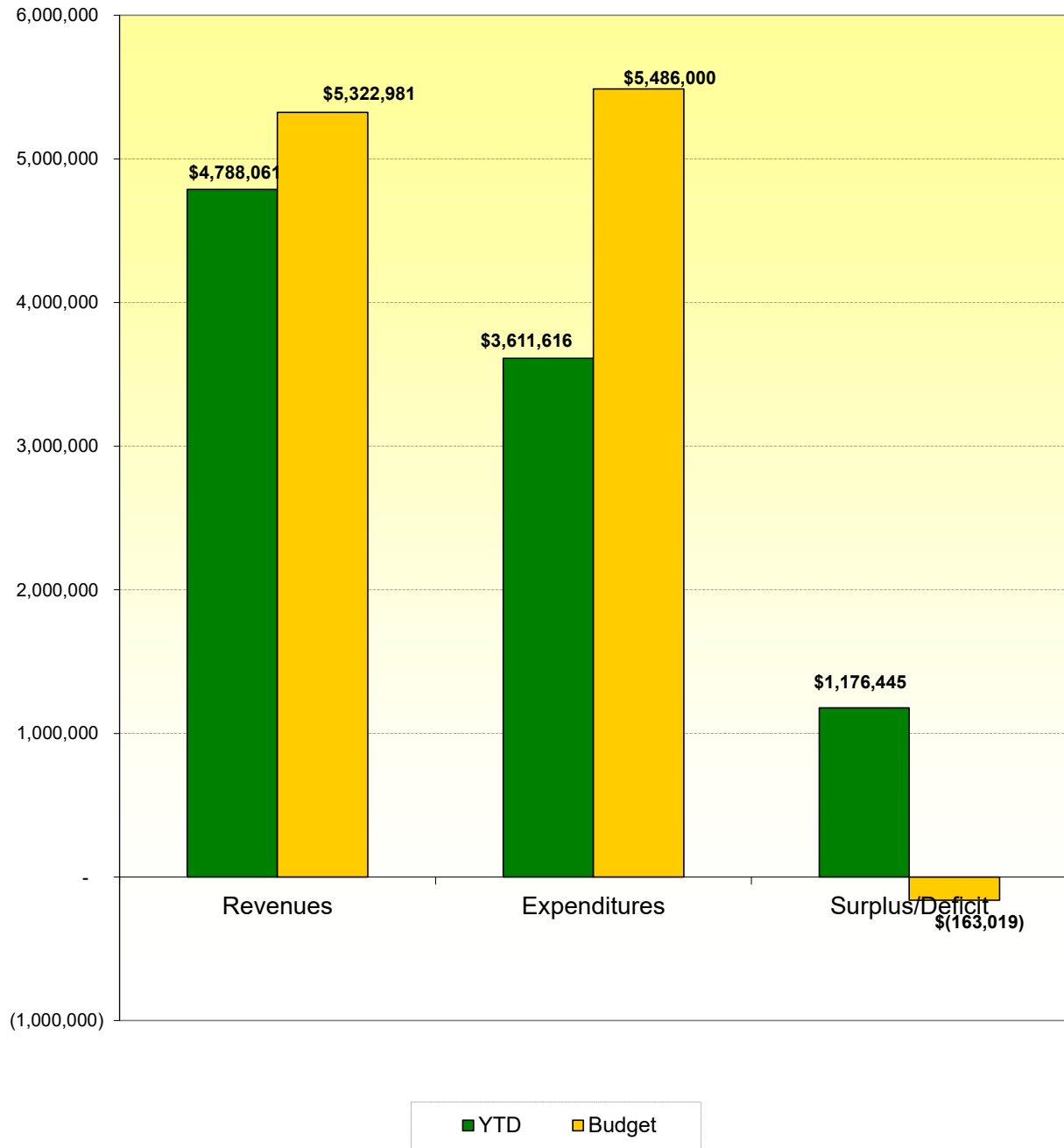
**Revenue Distribution**



**Operational Expenditure Distribution**



**McHenry Public Library District**  
 Actual vs Budget Summary  
 For the 12 Month(s) Ended June 30, 2024



**McHenry Public Library District**  
Actual vs Budget Summary  
For the 12 Month(s) Ended June 30, 2024

**100% of Fiscal Year**

<b>Account Description</b>	<b>General</b>	<b>Spec Reserve</b>	<b>Grant/Gift Fund</b>	<b>Total Actual</b>	<b>Total Budget</b>	<b>% of Budget</b>
<b>REVENUE</b>						
Property Taxes	3,510,044	-	-	3,510,044	3,520,111	100%
Revenue Recapture Property Tax	11,781	-	-	11,781	11,819	100%
Developer Fees	-	83,660	-	83,660	175,000	48%
Interest and Dividends	161,295	18,232	24,840	204,367	169,300	121%
Fines and Misc Fees	16,008	-	-	16,008	154,000	10%
Copy/Scan/Fax Income	17,570	-	-	17,570	16,500	106%
General/Reserve Gifts	-	-	10,941	10,941	180,000	6%
Annexation & Impact Fees	-	-	-	-	25,000	0%
Retiree/Cobra Insurance Payment	6,559	-	-	6,559	18,000	36%
Misc. Sales & Income	2,825	-	-	2,825	75,500	4%
Lost & Damaged Materials	3,657	-	-	3,657	6,500	56%
CCS/LLSAP Income	8,156	-	-	8,156	10,500	78%
Solar Credits	720	-	-	720	5,250	14%
Per Capita Grant	-	-	61,772	61,772	65,000	95%
Over/Short	3	-	-	3	500	1%
Miscellaneous Grants	-	-	-	-	40,000	0%
Transfer from General Fund	-	850,000	-	850,000	850,000	100%
Actual Revenues	3,738,616	951,892	97,553	4,788,061	5,322,981	90%
Budgeted Revenues	3,968,481	1,050,500	304,000	5,322,981		
% Diff	94%	91%	32%	90%		
<b>OPERATING EXPENDITURES</b>						
Personnel	1,651,325	-	-	1,651,325	2,355,250	70%
Material and Supplies	375,002	-	12,565	387,567	702,250	55%
Contracted Services	131,557	-	-	131,557	269,250	49%
Consortium & IT/Network Services	108,900	-	-	108,900	144,500	75%
Professional Services	56,727	-	-	56,727	150,000	38%
Printing, Publications & Postage	47,397	-	-	47,397	77,250	61%
Utilities	34,074	-	-	34,074	46,500	73%
Miscellaneous Operating Expenses	211,404	-	-	211,404	221,000	96%
Grant & Gift Fund Expenses	-	-	62,000	62,000	155,000	40%
Actual Expenditures	2,616,385	-	74,565	2,690,951	4,121,000	65%
Budgeted Expenditures	3,741,000	-	380,000	4,121,000		
% Diff	70%	0%	20%	65%		
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	1,122,231	951,892	22,987	2,097,110	1,201,981	174%
<b>CAPITAL EXPENDITURES &amp; DEBT SERVICE</b>						
Capital Expenses	46,815	23,850	-	70,665	515,000	14%
Transfer to Reserve Fund	850,000	-	-	850,000	850,000	100%
Actual Expenditures	896,815	23,850	-	920,665	1,365,000	67%
Budgeted Expenditures	965,000	400,000	-	1,365,000		
% Diff	93%	6%	0%	67%		
<b>Account Description</b>	<b>General</b>	<b>Spec Reserve</b>	<b>Grant/Gift Fund</b>	<b>Total Actual</b>	<b>Total Budget</b>	
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>225,416</b>	<b>928,042</b>	<b>22,987</b>	<b>1,176,445</b>	<b>(163,019)</b>	
BEGINNING FUND BALANCE	2,322,834	393,214	493,918	3,209,966		
ENDING FUND BALANCE	2,548,250	1,321,256	516,905	4,386,411		
Fund Balance as % of Total Expenditures	73%	5540%	693%	121%		

**McHenry Public Library District**  
**Financial Report Detail by Fund**  
For the 12 Month(s) Ended June 30, 2024

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	Annual Budget	\$ Over Budget	% of Budget
<b>Revenues</b>									
6010100 · Property Taxes	0.00	293,342.59	3,510,043.66	0.00	0.00	3,510,043.66	3,520,111.05	-10,067.39	99.7%
6015100 · Revenue Recapture Property Tax	0.00	984.96	11,781.43	0.00	0.00	11,781.43	11,819.46	-38.03	99.7%
6020200 · Developer Fees	45,212.00	14,583.33	0.00	83,660.00	0.00	83,660.00	175,000.00	-91,340.00	47.8%
6030100 · Interest Income - General	11,981.16	10,416.67	161,098.75	0.00	0.00	161,098.75	125,000.00	36,098.75	128.9%
6030200 · Special Reserve Fund Interest	3,410.89	1,666.67	0.00	18,231.93	0.00	18,231.93	20,000.00	-1,768.07	91.2%
6030300 · Grant/Gifts Fund Interest	1,950.71	2,000.00	0.00	0.00	24,839.82	24,839.82	24,000.00	839.82	103.5%
6035100 · Dividends	0.00	25.00	196.00	0.00	0.00	196.00	300.00	-104.00	65.3%
6040100 · Nonresident/Enhanced Fee Cards	0.00	62.50	791.17	0.00	0.00	791.17	750.00	41.17	105.5%
6050100 · Fines and Fees	1,868.13	1,458.33	14,106.22	0.00	0.00	14,106.22	17,500.00	-3,393.78	80.6%
6055100 · Collection Agency Fees	0.00	41.67	110.00	0.00	0.00	110.00	500.00	-390.00	22.0%
6060100 · Copy/Scan/Fax Income	1,805.69	1,375.00	17,569.89	0.00	0.00	17,569.89	16,500.00	1,069.89	106.5%
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	4.95	14,583.33	0.00	0.00	10,940.67	10,940.67	175,000.00	-164,059.33	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	-56.20	1,500.00	6,559.44	0.00	0.00	6,559.44	18,000.00	-11,440.56	36.4%
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	1,000.25	0.00	0.00	1,000.25	2,250.00	-1,249.75	44.5%
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.	-126.00	6,250.00	2,824.70	0.00	0.00	2,824.70	75,000.00	-72,175.30	3.8%
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	410.31	541.67	3,656.56	0.00	0.00	3,656.56	6,500.00	-2,843.44	56.3%
6157100 · CCS/LLSAP Income	0.00	875.00	8,155.52	0.00	0.00	8,155.52	10,500.00	-2,344.48	77.7%
6160100 · Solar Credits	0.00	437.50	720.00	0.00	0.00	720.00	5,250.00	-4,530.00	13.7%
6170300 · Per Capita Grant	34.38	5,416.67	0.00	0.00	61,772.08	61,772.08	65,000.00	-3,227.92	95.0%
6200100 · Over/Short	1.26	41.67	2.79	0.00	0.00	2.79	500.00	-497.21	0.6%
6210300 · Miscellaneous Grants	0.00	3,333.33	0.00	0.00	0.00	0.00	40,000.00	-40,000.00	0.0%
9100200 · Transfer from General Fund	0.00	70,833.33	0.00	850,000.00	0.00	850,000.00	850,000.00	0.00	100.0%
<b>Total Revenues</b>	<b>66,582.28</b>	<b>443,581.71</b>	<b>3,738,616.38</b>	<b>951,891.93</b>	<b>97,552.57</b>	<b>4,788,060.88</b>	<b>5,322,980.51</b>	<b>-534,919.63</b>	<b>13.85</b>
<b>Total Revenues</b>	<b>66,582.28</b>	<b>443,581.71</b>	<b>3,738,616.38</b>	<b>951,891.93</b>	<b>97,552.57</b>	<b>4,788,060.88</b>	<b>5,322,980.51</b>	<b>-534,919.63</b>	<b>90.0%</b>
<b>Expenditures</b>									
<b>Personnel Expenses</b>									
8910100 · Salaries	101,064.82	140,833.33	1,265,663.64	0.00	0.00	1,265,663.64	1,690,000.00	-424,336.36	74.9%
8920100 · FICA/Medicare	7,416.84	11,250.00	93,100.26	0.00	0.00	93,100.26	135,000.00	-41,899.74	69.0%
8930100 · IMRF	10,123.17	16,250.00	121,286.40	0.00	0.00	121,286.40	195,000.00	-73,713.60	62.2%
8940100 · Health & Life Insurance	-2,581.00	24,583.33	154,145.50	0.00	0.00	154,145.50	295,000.00	-140,854.50	52.3%
8945100 · Recruiting/Preemployment Screen	27.95	291.67	248.55	0.00	0.00	248.55	3,500.00	-3,251.45	7.1%
8950100 · Tuition Reimbursement	0.00	625.00	2,452.50	0.00	0.00	2,452.50	7,500.00	-5,047.50	32.7%
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	8.33	520.83	3,036.54	0.00	0.00	3,036.54	6,250.00	-3,213.46	48.6%
8970100 · Travel	462.44	1,000.00	4,159.73	0.00	0.00	4,159.73	12,000.00	-7,840.27	34.7%
8980100 · Continuing Education (Mtg/Conf)	259.00	708.33	7,231.64	0.00	0.00	7,231.64	8,500.00	-1,268.36	85.1%
<b>Total Personnel</b>	<b>116,781.55</b>	<b>196,270.83</b>	<b>1,651,324.76</b>	<b>0.00</b>	<b>0.00</b>	<b>1,651,324.76</b>	<b>2,355,250.00</b>	<b>-703,925.24</b>	<b>70.1%</b>

**McHenry Public Library District**  
**Financial Report Detail by Fund**  
For the 12 Month(s) Ended June 30, 2024

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	Annual Budget	\$ Over Budget	% of Budget
<b>Materials and Supplies</b>									
8010100 · Adult Books	3,146.70	5,625.00	49,851.72	0.00	0.00	49,851.72	67,500.00	-17,648.28	73.9%
8020100 · Youth Books	2,659.10	4,166.67	37,807.06	0.00	0.00	37,807.06	50,000.00	-12,192.94	75.6%
8025100 · Professional Resources	0.00	291.67	512.94	0.00	0.00	512.94	3,500.00	-2,987.06	14.7%
8028100 · Administrative Resources	110.91	291.67	336.13	0.00	0.00	336.13	3,500.00	-3,163.87	9.6%
8030100 · Magazines & Newspapers	65.00	1,250.00	5,713.32	0.00	0.00	5,713.32	15,000.00	-9,286.68	38.1%
8040300 · Operating Fund Gifts(Donations)	2,410.81	18,750.00	50.00	0.00	12,565.22	12,615.22	225,000.00	-212,384.78	5.6%
8050100 · Adult AV Materials	2,250.15	2,583.33	17,781.99	0.00	0.00	17,781.99	31,000.00	-13,218.01	57.4%
8060100 · Youth AV Materials	1,040.13	1,083.33	9,579.10	0.00	0.00	9,579.10	13,000.00	-3,420.90	73.7%
8070100 · Library of Things	66.00	1,000.00	4,799.59	0.00	0.00	4,799.59	12,000.00	-7,200.41	40.0%
8080100 · Video Games	230.00	1,250.00	10,150.00	0.00	0.00	10,150.00	15,000.00	-4,850.00	67.7%
8090100 · Digital Media Services	22,457.19	8,125.00	112,336.55	0.00	0.00	112,336.55	97,500.00	14,836.55	115.2%
8095100 · Electronic Resources	31,930.77	6,875.00	70,647.38	0.00	0.00	70,647.38	82,500.00	-11,852.62	85.6%
8120100 · Library Supplies	139.16	583.33	2,298.73	0.00	0.00	2,298.73	7,000.00	-4,701.27	32.8%
8130100 · Tech Services Supplies	5,038.20	2,375.00	15,748.68	0.00	0.00	15,748.68	28,500.00	-12,751.32	55.3%
8135100 · Bindery	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
8140100 · Adult Programs & Supplies	227.94	1,395.83	12,030.21	0.00	0.00	12,030.21	16,750.00	-4,719.79	71.8%
8142100 · Comicon	0.00	291.67	3,243.33	0.00	0.00	3,243.33	3,500.00	-256.67	92.7%
8145100 · Circulation Supplies	33.33	625.00	1,073.09	0.00	0.00	1,073.09	7,500.00	-6,426.91	14.3%
8147100 · Summer Reading Club	55.00	583.33	6,964.03	0.00	0.00	6,964.03	7,000.00	-35.97	99.5%
8150100 · Youth Programs & Supplies	1,162.90	1,333.33	14,078.03	0.00	0.00	14,078.03	16,000.00	-1,921.97	88.0%
<b>Total Material and Supplies</b>	<b>73,023.29</b>	<b>58,520.83</b>	<b>375,001.88</b>	<b>0.00</b>	<b>12,565.22</b>	<b>387,567.10</b>	<b>702,250.00</b>	<b>-314,682.90</b>	<b>55.2%</b>
<b>Contracted Services</b>									
8215100 · Collection Agency Fees	20.60	104.17	741.60	0.00	0.00	741.60	1,250.00	-508.40	59.3%
8245100 · IT/Comp/Copier/Equip-Outsourced	13,318.44	9,166.67	89,909.77	0.00	0.00	89,909.77	110,000.00	-20,090.23	81.7%
8247100 · Automation--Staff	12,377.99	2,500.00	32,540.03	0.00	0.00	32,540.03	30,000.00	2,540.03	108.5%
8260100 · Misc. Contracted Services	2,037.71	625.00	3,807.71	0.00	0.00	3,807.71	7,500.00	-3,692.29	50.8%
8270100 · Library Bank/Finance/Late Fee	30.00	41.67	339.29	0.00	0.00	339.29	500.00	-160.71	67.9%
8275100 · Public Pmt Processing Fees	2,174.90	416.67	4,218.45	0.00	0.00	4,218.45	5,000.00	-781.55	84.4%
8285100 · License Plate Fees Settlement	0.00	9,583.33	0.00	0.00	0.00	0.00	115,000.00	-115,000.00	0.0%
<b>Total Contracted Services</b>	<b>29,959.64</b>	<b>22,437.50</b>	<b>131,556.85</b>	<b>0.00</b>	<b>0.00</b>	<b>131,556.85</b>	<b>269,250.00</b>	<b>-137,693.15</b>	<b>48.9%</b>
<b>Consortium &amp; IT/Network Services</b>									
8310100 · Automation--Circulation/Catalog	1,842.40	9,375.00	81,500.91	0.00	0.00	81,500.91	112,500.00	-30,999.09	72.4%
8320100 · VOIP Phone Service	1,620.63	1,833.33	19,425.83	0.00	0.00	19,425.83	22,000.00	-2,574.17	88.3%
8325100 · Internet Services	0.00	833.33	7,972.90	0.00	0.00	7,972.90	10,000.00	-2,027.10	79.7%
<b>Total Consortium &amp; IT/Network Services</b>	<b>3,463.03</b>	<b>12,041.67</b>	<b>108,899.64</b>	<b>0.00</b>	<b>0.00</b>	<b>108,899.64</b>	<b>144,500.00</b>	<b>-35,600.36</b>	<b>75.4%</b>
<b>Professional Services</b>									
8410100 · Accounting/Payroll/Audit Service	3,312.16	6,041.67	52,526.33	0.00	0.00	52,526.33	72,500.00	-19,973.67	72.5%
8420100 · Legal Services	0.00	2,083.33	262.50	0.00	0.00	262.50	25,000.00	-24,737.50	1.1%
8430100 · Other Consulting Fees	1,195.00	3,750.00	2,755.00	0.00	0.00	2,755.00	45,000.00	-42,245.00	6.1%
8440100 · In Service/Staff Training/LMS	450.00	625.00	1,182.79	0.00	0.00	1,182.79	7,500.00	-6,317.21	15.8%
<b>Total Professional Services</b>	<b>4,957.16</b>	<b>12,500.00</b>	<b>56,726.62</b>	<b>0.00</b>	<b>0.00</b>	<b>56,726.62</b>	<b>150,000.00</b>	<b>-93,273.38</b>	<b>37.8%</b>
<b>Printing, Publications &amp; Postage</b>									
8510100 · Printing Services Outsourced	490.00	3,770.83	26,353.96	0.00	0.00	26,353.96	45,250.00	-18,896.04	58.2%
8530100 · Public Notices & ADS (Legal & Job)	0.00	125.00	1,359.63	0.00	0.00	1,359.63	1,500.00	-140.37	90.6%
8540100 · Postage/Shipping	2,607.32	1,520.83	14,829.41	0.00	0.00	14,829.41	18,250.00	-3,420.59	81.3%
8545100 · Printing/Copier Supplies	0.00	291.67	1,850.90	0.00	0.00	1,850.90	3,500.00	-1,649.10	52.9%
8550100 · Public Relations/Promotions	126.90	729.17	3,003.37	0.00	0.00	3,003.37	8,750.00	-5,746.63	34.3%
<b>Total Printing, Publications &amp; Postage</b>	<b>3,224.22</b>	<b>6,437.50</b>	<b>47,397.27</b>	<b>0.00</b>	<b>0.00</b>	<b>47,397.27</b>	<b>77,250.00</b>	<b>-29,852.73</b>	<b>61.4%</b>



**McHenry Public Library District**  
**Financial Report Detail by Fund**  
For the 12 Month(s) Ended June 30, 2024

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	Annual Budget	\$ Over Budget	% of Budget
<b>Utilities</b>									
8610100 · Electricity	3,118.74	2,000.00	24,726.01	0.00	0.00	24,726.01	24,000.00	726.01	103.0%
8620100 · Gas	370.51	1,458.33	7,757.21	0.00	0.00	7,757.21	17,499.93	-9,742.72	44.3%
8640100 · Water & Sewer	0.00	416.67	1,591.05	0.00	0.00	1,591.05	5,000.00	-3,408.95	31.8%
<b>Total Utilities</b>	<b>3,489.25</b>	<b>3,874.99</b>	<b>34,074.27</b>	<b>0.00</b>	<b>0.00</b>	<b>34,074.27</b>	<b>46,499.93</b>	<b>-12,425.66</b>	<b>73.3%</b>
<b>Miscellaneous Operating Expenses</b>									
8720100 · Building & Auto Insurance	8,881.75	3,333.33	47,030.61	0.00	0.00	47,030.61	40,000.00	7,030.61	117.6%
8730100 · Bonding & Officers Liability	0.00	208.33	131.91	0.00	0.00	131.91	2,500.00	-2,368.09	5.3%
8740100 · Janitorial Services & Supplies	11,214.07	5,125.00	77,575.14	0.00	0.00	77,575.14	61,500.00	16,075.14	126.1%
8745100 · Grounds Maintenance	2,492.50	3,333.33	34,718.79	0.00	0.00	34,718.79	40,000.00	-5,281.21	86.8%
8750100 · Building Operations/Maintenance	8,179.24	5,708.33	48,450.88	0.00	0.00	48,450.88	68,500.00	-20,049.12	70.7%
8760100 · Hospitality	240.84	541.67	3,280.51	0.00	0.00	3,280.51	6,500.00	-3,219.49	50.5%
8770100 · Library Lost & Damaged Materials	10.32	83.33	216.27	0.00	0.00	216.27	1,000.00	-783.73	21.6%
8795100 · Miscellaneous	0.00	83.33	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
<b>Total Miscellaneous Operating Expenses</b>	<b>31,018.72</b>	<b>18,416.67</b>	<b>211,404.11</b>	<b>0.00</b>	<b>0.00</b>	<b>211,404.11</b>	<b>221,000.00</b>	<b>-9,595.89</b>	<b>95.7%</b>
<b>Grant &amp; Gift Fund Expenses</b>									
8800300 · 2020/21 Per Capita Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800311 · Adult Materials - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800321 · Youth Materials - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800331 · Staff Software - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8040350 · Per Capita Grant; Current FY	15,727.17	5,416.67	0.00	0.00	61,314.59	61,314.59	65,000.00	-3,685.41	94.3%
8040355 · Per Capita Grant; Previous FY	685.66	4,166.67	0.00	0.00	685.66	685.66	50,000.00	-49,314.34	1.4%
8800332 · Public Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800333 · Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800341 · Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8800342 · Additional Expenses (Personnel)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9030300 · Misc. Grants	0.00	3,333.33	0.00	0.00	0.00	0.00	40,000.00	-40,000.00	0.0%
9200300 · Additional Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Total Grant &amp; Gift Fund Expenses</b>	<b>16,412.83</b>	<b>12,916.67</b>	<b>0.00</b>	<b>0.00</b>	<b>62,000.25</b>	<b>62,000.25</b>	<b>155,000.00</b>	<b>-92,999.75</b>	<b>40.0%</b>
<b>Capital Expenses</b>									
9060100 · Library Furnishings	337.63	833.33	1,485.19	0.00	0.00	1,485.19	10,000.00	-8,514.81	14.9%
9070100 · Library Equipment	0.00	1,666.67	7,859.68	0.00	0.00	7,859.68	20,000.00	-12,140.32	39.3%
9080100 · Small Equipment under \$250	0.00	416.67	636.07	0.00	0.00	636.07	5,000.00	-4,363.93	12.7%
9090100 · Adtl. Capital Projects & Equipment	20,638.56	6,666.67	36,834.26	0.00	0.00	36,834.26	80,000.00	-43,165.74	46.0%
9050200 · Library District Act	0.00	12,500.00	0.00	1,850.00	0.00	1,850.00	150,000.00	-148,150.00	1.2%
9060200 · Special Reserve Expenditures	0.00	20,833.33	0.00	22,000.00	0.00	22,000.00	250,000.00	-228,000.00	8.8%
<b>Total Capital Expenses</b>	<b>20,976.19</b>	<b>42,916.67</b>	<b>46,815.20</b>	<b>23,850.00</b>	<b>0.00</b>	<b>70,665.20</b>	<b>515,000.00</b>	<b>-444,334.80</b>	<b>13.7%</b>
<b>Transfer to Reserve Fund</b>									
9100100 · Transfer to Reserve Fund	0.00	70,833.33	850,000.00	0.00	0.00	850,000.00	850,000.00	0.00	100.0%
<b>Total Transfer to Reserve Fund</b>	<b>0.00</b>	<b>70,833.33</b>	<b>850,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>850,000.00</b>	<b>850,000.00</b>	<b>0.00</b>	<b>100.0%</b>
	<b>303,305.88</b>	<b>457,166.66</b>	<b>3,513,200.60</b>	<b>23,850.00</b>	<b>74,565.47</b>	<b>3,611,616.07</b>	<b>5,485,999.93</b>	<b>-1,874,383.86</b>	<b>65.8%</b>
<b>Total Expenditures</b>	<b>303,305.88</b>	<b>457,166.66</b>	<b>3,513,200.60</b>	<b>23,850.00</b>	<b>74,565.47</b>	<b>3,611,616.07</b>	<b>5,485,999.93</b>	<b>-1,874,383.86</b>	<b>65.8%</b>
<b>Net Total</b>	<b>-236,723.60</b>	<b>-13,584.95</b>	<b>225,415.78</b>	<b>928,041.93</b>	<b>22,987.10</b>	<b>1,176,444.81</b>	<b>-163,019.42</b>	<b>1,339,464.23</b>	

**McHenry Public Library District**  
**Financial Report Detail by Month**  
**For the 12 Month(s) Ended June 30, 2024**

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
<b>Revenues</b>													
6010100 · Property Taxes	1,859,904.08	69,502.69	1,495,677.78	28,673.16	56,285.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,510,043.66
6015100 · Revenue Recapture Property Tax	6,244.09	233.33	5,021.35	96.27	186.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,781.43
6020200 · Developer Fees	0.00	0.00	0.00	38,448.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45,212.00	83,660.00
6030100 · Interest Income - General	12,871.57	13,243.95	14,415.17	16,236.40	15,052.46	14,941.75	14,305.79	13,074.79	13,354.16	12,329.55	9,292.00	11,981.16	161,098.75
6030200 · Special Reserve Fund Interest	1,056.14	821.05	893.65	1,200.60	1,168.34	1,144.04	1,123.00	1,076.77	1,145.91	1,113.76	4,077.78	3,410.89	18,231.93
6030300 · Grant/Gifts Fund Interest	2,134.10	1,680.61	1,829.23	2,212.20	2,145.84	2,224.87	2,187.34	2,093.41	2,190.82	2,106.10	2,084.59	1,950.71	24,839.82
6035100 · Dividends	64.00	0.00	0.00	65.00	0.00	0.00	67.00	0.00	0.00	0.00	0.00	0.00	196.00
6040100 · Nonresident/Enhanced Fee Cards	0.00	296.17	45.00	45.00	0.00	45.00	90.00	0.00	135.00	90.00	45.00	0.00	791.17
6050100 · Fines and Fees	1,110.55	1,106.57	1,662.65	1,047.66	812.22	1,203.01	1,062.53	942.73	1,472.65	999.59	817.93	1,868.13	14,106.22
6055100 · Collection Agency Fees	20.00	40.00	10.00	10.00	10.00	0.00	0.00	0.00	20.00	0.00	0.00	0.00	110.00
6060100 · Copy/Scan/Fax Income	1,303.50	1,146.75	1,589.45	1,283.55	1,457.25	1,555.00	1,187.45	1,451.30	2,059.95	1,450.35	1,279.65	1,805.69	17,569.89
6070200 · Reserve Fund Gifts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6070300 · General Fund Gifts	106.75	2.25	9,178.94	1.31	502.00	83.88	1,023.28	11.30	15.95	6.04	4.02	4.95	10,940.67
6080200 · Bond & Debt Certificate Sale	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6090100 · Annexation & Impact Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6090200 · Transfers From Other Funds (9100-100)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6105100 · Retiree/Cobra Insurance Payment	118.70	258.86	258.86	202.66	3,934.80	1,189.20	0.00	0.00	0.00	0.00	652.56	-56.20	6,559.44
6110100 · Program Fees/Misc. Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6120100 · Meeting Room Fees	35.00	70.00	45.00	125.25	0.00	40.00	30.00	130.00	30.00	70.00	340.00	85.00	1,000.25
6125100 · License Plate Renewal Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6130100 · Misc.	36.00	18.00	234.94	70.00	59.00	432.00	18.00	63.00	1,881.76	90.00	48.00	-126.00	2,824.70
6130200 · Misc. Income SR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6150100 · Lost & Damaged Materials	165.86	664.15	296.59	290.56	259.56	212.07	215.89	143.04	462.62	322.03	213.88	410.31	3,656.56
6157100 · CCS/LLSAP Income	0.00	2,038.88	0.00	0.00	2,038.88	0.00	0.00	0.00	2,038.88	0.00	2,038.88	0.00	8,155.52
6160100 · Solar Credits	720.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	720.00
6170300 · Per Capita Grant	0.00	61,731.70	0.00	2.00	2.00	0.00	2.00	0.00	0.00	0.00	0.00	34.38	61,772.08
6200100 · Over/Short	4.46	-1.00	-12.40	2.31	10.62	5.51	0.08	-1.09	-1.10	0.01	-5.87	1.26	2.79
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	850,000.00	0.00	850,000.00
<b>Total Revenues</b>	<b>1,885,894.80</b>	<b>152,853.96</b>	<b>1,531,146.21</b>	<b>90,011.93</b>	<b>83,925.31</b>	<b>23,076.33</b>	<b>21,312.36</b>	<b>18,985.25</b>	<b>24,806.60</b>	<b>18,577.43</b>	<b>870,888.42</b>	<b>66,582.28</b>	<b>4,788,060.88</b>
<b>Expenditures</b>													
<b>Personnel Expenses</b>													
8910100 · Salaries	95,610.01	96,297.96	95,200.70	145,468.68	95,399.39	97,379.91	97,595.73	98,435.72	97,547.13	147,141.48	98,522.11	101,064.82	1,265,663.64
8920100 · FICA/Medicare	7,023.84	7,057.52	6,998.28	10,812.63	7,017.93	7,138.43	7,151.46	7,215.73	7,147.74	10,897.52	7,222.34	7,416.84	93,100.26
8930100 · IMRF	8,479.83	9,123.27	8,986.24	13,232.83	9,019.89	8,760.91	10,230.11	9,632.09	9,788.40	5,518.40	18,391.26	10,123.17	121,286.40
8940100 · Health & Life Insurance	27,686.96	13,254.30	12,167.11	11,543.17	12,329.51	14,942.54	10,881.88	26,992.01	473.21	13,223.76	13,232.05	-2,581.00	154,145.50
8945100 · Recruiting/Preemployment Screen	0.00	27.95	70.85	0.00	0.00	27.95	65.90	0.00	27.95	0.00	0.00	27.95	248.55
8950100 · Tuition Reimbursement	0.00	0.00	0.00	0.00	787.50	0.00	0.00	0.00	832.50	0.00	832.50	0.00	2,452.50
8955100 · Telecommute Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8960100 · Memberships & Dues	50.00	896.00	0.00	386.90	404.00	270.00	80.83	0.00	397.00	457.00	86.48	8.33	3,036.54
8970100 · Travel	1,224.20	130.90	157.39	489.01	225.25	239.32	23.53	64.26	324.92	395.78	422.73	462.44	4,159.73
8980100 · Continuing Education (Mtg/Conf)	0.00	64.27	400.00	496.85	700.00	1,905.64	525.20	464.58	1,337.00	631.10	448.00	259.00	7,231.64
<b>Total Personnel</b>	<b>140,074.84</b>	<b>126,852.17</b>	<b>123,980.57</b>	<b>182,430.07</b>	<b>125,883.47</b>	<b>130,664.70</b>	<b>126,554.64</b>	<b>142,804.39</b>	<b>117,875.85</b>	<b>178,265.04</b>	<b>139,157.47</b>	<b>116,781.55</b>	<b>1,651,324.76</b>

**McHenry Public Library District**  
**Financial Report Detail by Month**  
**For the 12 Month(s) Ended June 30, 2024**

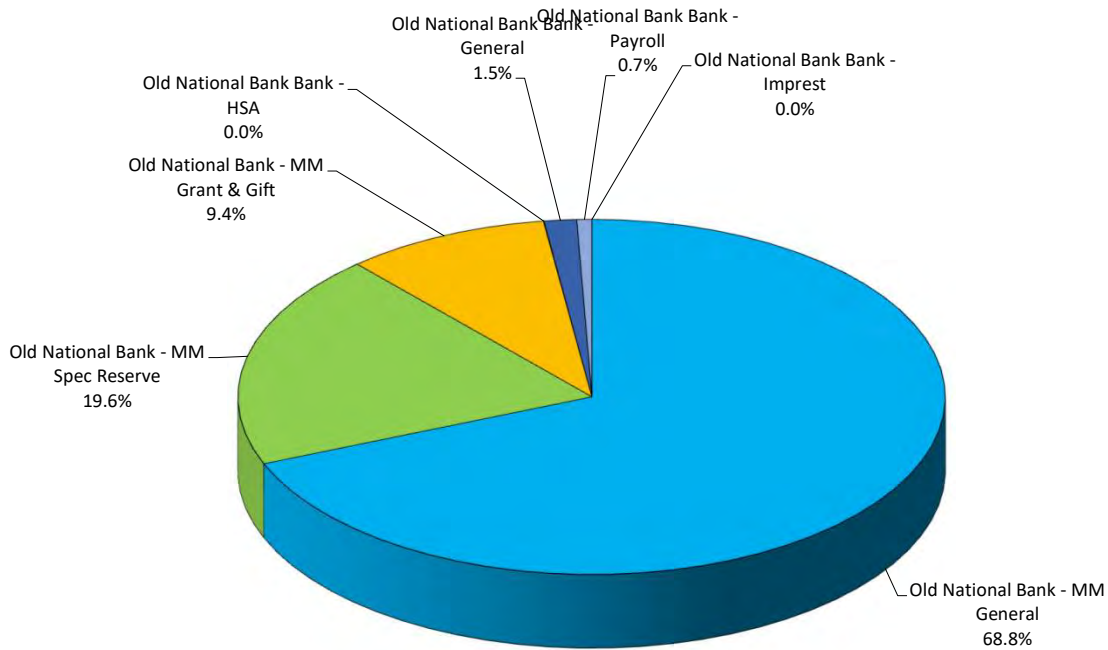
	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
<b>Materials and Supplies</b>													
8010100 · Adult Books	2,163.61	4,135.93	2,472.41	6,729.55	4,955.08	4,234.95	3,991.86	4,302.66	4,162.44	4,612.67	4,943.86	3,146.70	49,851.72
8020100 · Youth Books	250.21	3,663.77	1,949.77	2,170.60	5,184.06	3,912.73	4,775.89	2,712.90	4,234.27	3,915.54	2,378.22	2,659.10	37,807.06
8025100 · Professional Resources	0.00	0.00	67.48	0.00	0.00	0.00	0.00	0.00	0.00	220.46	225.00	0.00	512.94
8028100 · Administrative Resources	0.00	0.00	0.00	0.00	0.00	83.88	106.34	35.00	0.00	0.00	0.00	110.91	336.13
8030100 · Magazines & Newspapers	0.00	630.70	124.48	0.00	994.02	2,145.19	378.73	498.19	324.73	60.66	491.62	65.00	5,713.32
8040300 · Operating Fund Gifts(Donations)	549.56	136.80	1,544.81	1,695.00	210.16	1,821.81	33.25	1,201.44	-130.99	462.72	2,679.85	2,410.81	12,615.22
8050100 · Adult AV Materials	83.20	41.60	816.83	101.58	352.66	2,585.12	5,358.05	1,586.93	183.28	704.78	3,717.81	2,250.15	17,781.99
8060100 · Youth AV Materials	0.00	1,651.93	891.39	626.25	1,080.62	542.00	477.37	359.11	1,107.43	1,274.72	528.15	1,040.13	9,579.10
8070100 · Library of Things	1,115.00	19.49	31.88	0.00	15.99	3,036.22	8.99	9.99	0.00	23.09	472.94	66.00	4,799.59
8080100 · Video Games	0.00	0.00	1,715.00	2,045.00	260.00	0.00	3,630.00	280.00	140.00	0.00	1,850.00	230.00	10,150.00
8090100 · Digital Media Services	3,902.49	4,136.89	3,845.44	24,413.20	3,982.66	4,298.83	4,968.21	4,680.54	164.91	30,163.11	5,323.08	22,457.19	112,336.55
8095100 · Electronic Resources	14,670.21	0.00	13,702.45	3,626.02	1,794.42	1,459.42	1,792.48	0.00	0.00	1,057.60	614.01	31,930.77	70,647.38
8120100 · Library Supplies	122.45	29.18	339.57	252.45	27.68	139.79	34.99	0.00	0.00	1,213.46	0.00	139.16	2,298.73
8130100 · Tech Services Supplies	169.80	564.18	1,733.23	594.58	794.28	1,995.08	443.38	546.53	688.08	2,426.85	754.49	5,038.20	15,748.68
8135100 · Bindery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8140100 · Adult Programs & Supplies	820.72	2,005.36	1,585.00	179.11	924.85	782.11	959.60	611.00	529.46	832.47	2,572.59	227.94	12,030.21
8142100 · Comicon	0.00	0.00	0.00	2,664.34	578.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,243.33
8145100 · Circulation Supplies	0.00	24.49	302.52	40.97	6.29	6.73	0.00	604.49	54.27	0.00	0.00	33.33	1,073.09
8147100 · Summer Reading Club	1,200.00	0.00	0.00	0.00	0.00	0.00	489.54	1,010.48	57.97	816.95	3,334.09	55.00	6,964.03
8150100 · Youth Programs & Supplies	689.75	1,393.42	613.40	786.34	769.34	1,198.83	1,457.96	942.10	1,258.46	833.84	2,971.69	1,162.90	14,078.03
<b>Total Material and Supplies</b>	<b>25,737.00</b>	<b>18,433.74</b>	<b>31,735.66</b>	<b>45,924.99</b>	<b>21,931.10</b>	<b>28,242.69</b>	<b>28,906.64</b>	<b>19,381.36</b>	<b>12,774.31</b>	<b>48,618.92</b>	<b>32,857.40</b>	<b>73,023.29</b>	<b>387,567.10</b>
<b>Contracted Services</b>													
8215100 · Collection Agency Fees	51.50	61.80	92.70	113.30	61.80	82.40	51.50	103.00	0.00	72.10	30.90	20.60	741.60
8245100 · IT/Comp/Copier/Equip-Outsourced	14,993.38	5,420.24	6,063.30	6,745.01	5,958.50	5,473.35	11,202.89	7,935.25	439.00	6,027.69	6,332.72	13,318.44	89,909.77
8247100 · Automation--Staff	611.35	265.00	1,321.09	5,464.26	814.90	4,482.00	565.00	304.95	628.95	0.00	5,704.54	12,377.99	32,540.03
8260100 · Misc. Contracted Services	0.00	0.00	0.00	0.00	0.00	845.00	0.00	0.00	0.00	0.00	925.00	2,037.71	3,807.71
8270100 · Library Bank/Finance/Late Fee	0.00	46.48	0.00	108.78	0.00	0.12	0.00	30.00	63.91	30.00	30.00	30.00	339.29
8275100 · Public Pmt Processing Fees	133.72	152.10	183.52	140.54	172.44	269.44	155.65	135.35	268.10	147.78	284.91	2,174.90	4,218.45
8285100 · License Plate Fees Settlement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Contracted Services</b>	<b>15,789.95</b>	<b>5,945.62</b>	<b>7,660.61</b>	<b>12,571.89</b>	<b>7,007.64</b>	<b>11,152.31</b>	<b>11,975.04</b>	<b>8,508.55</b>	<b>1,399.96</b>	<b>6,277.57</b>	<b>13,308.07</b>	<b>29,959.64</b>	<b>131,556.85</b>
<b>Consortium &amp; IT/Network Services</b>													
8310100 · Automation--Circulation/Catalog	16,703.98	0.00	0.00	16,703.98	9,695.00	0.00	19,641.21	0.00	210.36	16,703.98	0.00	1,842.40	81,500.91
8320100 · VOIP Phone Service	1,597.61	1,598.85	1,598.85	1,598.85	1,631.69	1,631.69	1,631.69	1,631.78	1,631.78	1,620.63	1,620.63	1,620.63	19,425.83
8325100 · Internet Services	718.90	718.90	718.90	718.90	718.90	404.80	731.90	731.90	731.90	731.90	1,046.00	0.00	7,972.90
<b>Total Consortium &amp; IT/Network Services</b>	<b>19,020.49</b>	<b>2,317.75</b>	<b>2,317.75</b>	<b>19,021.73</b>	<b>12,045.59</b>	<b>2,036.49</b>	<b>22,004.80</b>	<b>2,363.68</b>	<b>2,574.04</b>	<b>19,067.66</b>	<b>2,666.63</b>	<b>3,463.03</b>	<b>108,899.64</b>
<b>Professional Services</b>													
8410100 · Accounting/Payroll/Audit Service	3,351.12	3,312.72	7,406.14	2,918.42	3,293.42	12,793.42	3,293.42	3,714.23	3,303.77	2,515.35	3,312.16	3,312.16	52,526.33
8420100 · Legal Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	262.50	0.00	0.00	262.50
8430100 · Other Consulting Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	0.00	1,410.00	1,195.00	2,755.00
8440100 · In Service/Staff Training/LMS	0.00	0.00	0.00	0.00	700.00	0.00	17.79	15.00	0.00	0.00	0.00	450.00	1,182.79
<b>Total Professional Services</b>	<b>3,351.12</b>	<b>3,312.72</b>	<b>7,406.14</b>	<b>2,918.42</b>	<b>3,993.42</b>	<b>12,793.42</b>	<b>3,311.21</b>	<b>3,729.23</b>	<b>3,453.77</b>	<b>2,777.85</b>	<b>4,722.16</b>	<b>4,957.16</b>	<b>56,726.62</b>
<b>Printing, Publications &amp; Postage</b>													
8510100 · Printing Services Outsourced	4,944.00	0.00	661.44	4,991.00	177.00	4,996.00	0.00	0.00	0.00	0.00	10,094.52	490.00	26,353.96
8530100 · Public Notices & ADS (Legal & Job)	0.00	73.50	0.00	662.38	623.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,359.63
8540100 · Postage/Shipping	13.38	566.28	2,569.92	209.58	2,716.19	242.55	2,468.25	475.91	72.47	2,699.69	187.87	2,607.32	14,829.41
8545100 · Printing/Copier Supplies	0.00	131.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,519.96	199.00	0.00	1,850.90
8550100 · Public Relations/Promotions	50.00	350.00	636.94	516.88	389.98	0.00	0.00	0.00	842.67	90.00	0.00	126.90	3,003.37
<b>Total Printing, Publications &amp; Postage</b>	<b>5,007.38</b>	<b>1,121.72</b>	<b>3,868.30</b>	<b>6,379.84</b>	<b>3,906.92</b>	<b>5,238.55</b>	<b>2,468.25</b>	<b>475.91</b>	<b>915.14</b>	<b>4,309.65</b>	<b>10,481.39</b>	<b>3,224.22</b>	<b>47,397.27</b>

**McHenry Public Library District**  
**Financial Report Detail by Month**  
**For the 12 Month(s) Ended June 30, 2024**

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
<b>Utilities</b>													
8610100 · Electricity	2,090.74	2,117.57	2,259.61	1,770.71	1,861.67	0.00	3,905.49	1,887.98	2,385.70	2,121.84	1,205.96	3,118.74	24,726.01
8620100 · Gas	170.85	166.08	165.60	172.96	477.92	1,352.24	1,566.44	2,268.93	224.74	820.94	0.00	370.51	7,757.21
8640100 · Water & Sewer	0.00	0.00	0.00	622.97	0.00	213.95	0.00	221.97	229.99	0.00	302.17	0.00	1,591.05
<b>Total Utilities</b>	<b>2,261.59</b>	<b>2,283.65</b>	<b>2,425.21</b>	<b>2,566.64</b>	<b>2,339.59</b>	<b>1,566.19</b>	<b>5,471.93</b>	<b>4,378.88</b>	<b>2,840.43</b>	<b>2,942.78</b>	<b>1,508.13</b>	<b>3,489.25</b>	<b>34,074.27</b>
<b>Miscellaneous Operating Expenses</b>													
8720100 · Building & Auto Insurance	0.00	0.00	33,599.86	0.00	0.00	4,541.00	8.00	0.00	0.00	0.00	0.00	8,881.75	47,030.61
8730100 · Bonding & Officers Liability	0.00	131.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	131.91
8740100 · Janitorial Services & Supplies	6,562.33	6,786.08	6,275.01	6,344.85	6,420.52	6,313.58	6,369.96	6,753.59	6,599.50	7,205.71	729.94	11,214.07	77,575.14
8745100 · Grounds Maintenance	1,456.88	1,456.88	1,456.88	2,033.03	2,626.84	14,398.45	1,767.46	388.20	2,149.95	1,801.44	2,690.28	2,492.50	34,718.79
8750100 · Building Operations/Maintenance	2,169.41	6,693.87	2,826.48	3,149.48	4,000.36	6,195.75	1,661.01	3,322.50	7,061.83	1,957.75	1,233.20	8,179.24	48,450.88
8760100 · Hospitality	72.17	188.78	150.66	410.00	187.98	0.00	297.44	677.87	641.21	158.36	255.20	240.84	3,280.51
8770100 · Library Lost & Damaged Materials	0.00	15.81	21.00	23.87	0.00	29.00	0.00	0.00	0.00	7.34	108.93	10.32	216.27
8795100 · Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Miscellaneous Operating Expenses</b>	<b>10,260.79</b>	<b>15,273.33</b>	<b>44,329.89</b>	<b>11,961.23</b>	<b>13,235.70</b>	<b>31,477.78</b>	<b>10,103.87</b>	<b>11,142.16</b>	<b>16,452.49</b>	<b>11,130.60</b>	<b>5,017.55</b>	<b>31,018.72</b>	<b>211,404.11</b>
<b>Grant &amp; Gift Fund Expenses</b>													
8800300 · 2020/21 Per Capita Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800311 · Adult Materials - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800321 · Youth Materials - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800331 · Staff Software - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8040350 · Per Capita Grant; Current FY	0.00	0.00	0.00	0.00	0.00	4,506.05	0.00	11,025.70	4,690.92	24,788.90	575.82	15,727.17	61,314.59
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	685.66	685.66
8800332 · Public Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800333 · Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800341 · Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8800342 · Additional Expenses (Personnel)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9030300 · Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9200300 · Additional Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Grant &amp; Gift Fund Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,506.05</b>	<b>0.00</b>	<b>11,025.70</b>	<b>4,690.92</b>	<b>24,788.90</b>	<b>575.82</b>	<b>16,412.83</b>	<b>62,000.25</b>
<b>Capital Expenses</b>													
9060100 · Library Furnishings	0.00	0.00	0.00	0.00	606.40	0.00	0.00	153.03	0.00	0.00	388.13	337.63	1,485.19
9070100 · Library Equipment	0.00	0.00	3,198.00	0.00	4,661.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,859.68
9080100 · Small Equipment under \$250	0.00	237.43	0.00	0.00	0.00	0.00	0.00	233.52	0.00	165.12	0.00	0.00	636.07
9090100 · Adtl. Capital Projects & Equipment	0.00	262.50	3,731.25	9,038.52	25.00	200.00	0.00	0.00	0.00	0.00	2,938.43	20,638.56	36,834.26
9050200 · Library District Act	1,850.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,850.00
9060200 · Special Reserve Expenditures	0.00	0.00	0.00	0.00	0.00	22,000.00	0.00	0.00	0.00	0.00	0.00	0.00	22,000.00
<b>Total Capital Expenses</b>	<b>1,850.00</b>	<b>499.93</b>	<b>6,929.25</b>	<b>9,038.52</b>	<b>5,293.08</b>	<b>22,200.00</b>	<b>0.00</b>	<b>386.55</b>	<b>0.00</b>	<b>165.12</b>	<b>3,326.56</b>	<b>20,976.19</b>	<b>70,665.20</b>
<b>Transfer to Reserve Fund</b>													
9100100 · Transfer to Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	850,000.00
<b>Total Transfer to Reserve Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>850,000.00</b>
<b>Total Expenditures</b>	<b>223,353.16</b>	<b>176,040.63</b>	<b>230,653.38</b>	<b>292,813.33</b>	<b>195,636.51</b>	<b>249,878.18</b>	<b>210,796.38</b>	<b>204,196.41</b>	<b>162,976.91</b>	<b>298,344.09</b>	<b>213,621.18</b>	<b>303,305.88</b>	<b>3,611,616.07</b>
<b>Net Total</b>	<b>1,662,541.64</b>	<b>-23,186.67</b>	<b>1,300,492.83</b>	<b>-202,801.40</b>	<b>-111,711.20</b>	<b>-226,801.85</b>	<b>-189,484.02</b>	<b>-185,211.16</b>	<b>-138,170.31</b>	<b>-279,766.66</b>	<b>657,267.24</b>	<b>-236,723.60</b>	<b>1,176,444.81</b>

**McHenry Public Library District  
Investments  
For the 12 Month(s) Ended June 30, 2024**

<b>Bank</b>	<b>Current Rate</b>	<b>Book Balance</b>
Old National Bank - MM General	3.94%	4,341,340
Old National Bank - MM Spec Reserve	3.94%	1,235,925
Old National Bank - MM Grant & Gift	3.94%	590,484
Old National Bank Bank - HSA	n/a	1,360
Old National Bank Bank - General	n/a	93,677
Old National Bank Bank - Payroll	n/a	42,925
Old National Bank Bank - Imprest	n/a	200
<b>Total</b>	<b>\$</b>	<b>6,305,912</b>



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

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

<u>VENDOR</u>	<b>Account - General Fund</b> <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
MDC Environmental Services	Waste	\$ 539.94	8745-100	06/01/24	EFT
AT&T	Internet	\$ 314.10	8325-100	06/01/24	EFT
First Communications	VOIP Phones	\$ 1,620.63	8320-100	06/01/24	EFT
Sam's Club	Supplies	\$ 65.98	Various	06/19/24	EFT
CDW Government	Per Capita Grant	\$ 4,471.80	8040-350	06/28/24	EFT
	<b>subtotal for account</b>	<b>\$ 7,012.45</b>			

	<b>Account - HSA/Building</b>				
Old National Bank	Employer contributions HSA	\$ 577.69	8940-100	05/14/24	EFT
Old National Bank	Employee contributions HSA	\$ 577.69	8940-100	05/28/24	EFT
	<b>subtotal for account</b>	<b>\$ 1,155.38</b>			

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

<u>VENDOR</u>	<b>Account - Imprest</b> <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
Cook and Kocher Insurance Group	Parade Float Insurance	\$ 322.00	8720-100	06/18/24	1278
Algonquin Area Public Library	Author Event	\$ 34.54	8140-100	06/19/24	1279
Algonquin Area Public Library	Author Event	\$ 160.45	8140-100	06/19/24	1280
AJ Services	Janitorial Services	\$ 5,550.00	8740-100	06/27/24	1281
	<b>subtotal for account</b>	<b>\$ 6,066.99</b>			

**GRAND TOTAL CHECKS ISSUED \$ 14,234.82**

## Reimbursement Report

McHenry Public Library District

Check Dates: 06/11/2024 to 06/25/2024

Pay Periods: 05/20/2024 to 06/21/2024

## Reimbursement Report

### June 2024

Employee	Amount
Jakacki, Lesley E.	\$50.00
<b>Totals for REIMB -- Reimbursement</b>	
<b>1 Employees</b>	<b>\$50.00</b>

Employee	Amount
Culp, Steffanie M.	\$15.00
Kordistos, Skye	\$17.65
Salazar, Bertha A.	\$18.90
<b>Totals for REIPC -- Petty Cash Reimbursement</b>	
<b>3 Employees</b>	<b>\$51.55</b>

Employee	Amount
Baseley, Steffanie L.	\$25.50
Culp, Steffanie M.	\$92.20
Gaudio, Diane B.	\$88.93
Jakacki, Lesley E.	\$57.05
Kimbrel, Kevin M.	\$26.13
Kordistos, Skye	\$53.80
Milfajt, Kathryn A.	\$3.75
Moreno Lomeli, Araceli M.	\$7.77
Salazar, Bertha A.	\$42.21
Stansbury, Alie A.	\$13.55
<b>Totals for REITR -- Travel Reimbursement</b>	
<b>10 Employees</b>	<b>\$410.89</b>

#### Report Totals

Code	Description	Amount
REIMB	Reimbursement	\$50.00
REIPC	Petty Cash Reimbursement	\$51.55
REITR	Travel Reimbursement	\$410.89
<b>Totals</b>		<b>\$512.44</b>



Paylocity Corporation  
(888) 873-8205

User: JMay

Run on 7/5/2024 at 4:15 PM

JULY 2024 (FY 2023-2024)				Bankcard Transactions - By Account		
NAME	TRANSACTION DATE	MERCHANT NAME	AMOUNT	NOTES	ACCOUNT	ACCOUNT TOTAL
STANSBURY	06/26/24	BSA*SCOUTINGSUPPLIES	\$ 452.39		8020 - 100	\$ 452.39
MAY	06/25/24	SQ *SOCIETY FOR HUMAN	\$ 21.54	REFUND PENDING	8025 - 100	
MAY	06/25/24	SQ *SOCIETY FOR HUMAN	\$ 5.62		8025 - 100	
MAY	06/25/24	SQ *SOCIETY FOR HUMAN	\$ 21.54		8025 - 100	
MAY	06/25/24	SQ *SOCIETY FOR HUMAN	\$ 47.77		8025 - 100	\$ 96.47
MILFAJT	06/27/24	SHAW SUBURBAN MEDIA-SU	\$ 65.00		8030 - 100	
STANSBURY	06/29/24	BLACK CAT BOOKS	\$ 27.30		8030 - 100	\$ 92.30
MAY	06/29/24	Disney Plus	\$ 11.00		8090 - 100	
MAY	06/28/24	HULU 877-8244858 CA	\$ 17.99		8090 - 100	
MAY	06/21/24	HULU 877-8244858 CA	\$ 17.99		8090 - 100	
MAY	06/22/24	HULU 877-8244858 CA	\$ 17.99		8090 - 100	
MAY	06/21/24	Disney Plus	\$ 11.00		8090 - 100	
MAY	06/13/24	Disney Plus	\$ 11.00		8090 - 100	
MAY	06/08/24	APPLE.COM/BILL	\$ 9.99		8090 - 100	
MAY	06/08/24	discovery+	\$ 8.99		8090 - 100	
MICHALSKI	06/29/24	HULU 877-8244858 CA	\$ 17.99		8090 - 100	
TERRILL	06/09/24	Disney Plus	\$ 11.00		8090 - 100	\$ 134.94
MILFAJT	06/21/24	ULINE *SHIP SUPPLIES	\$ 98.00	\$124.46 SPLIT	8130 - 100	
MILFAJT	06/17/24	DEMCO INC	\$ 475.03		8130 - 100	
MILFAJT	06/10/24	MENARDS FOX LAKE IL	\$ 3.66		8130 - 100	
MILFAJT	06/10/24	DEMCO INC	\$ 646.69	\$766.66 SPLIT	8130 - 100	\$ 1,223.38
STANSBURY	06/20/24	MEIJER # 218	\$ 26.06	\$91.35 SPLIT	8140 - 100	
STANSBURY	06/12/24	WM SUPERCENTER #1377	\$ 56.36		8140 - 100	\$ 82.42
MICHALSKI	06/28/24	GRAMMARLY CO*0SV4WXR	\$ 144.00	Prepaid: 6/28/24-6/28/25	8145 - 100	\$ 144.00
MILFAJT	06/10/24	DEMCO INC	\$ 119.97	\$766.66 SPLIT	8147 - 400	\$ 119.97
STANSBURY	06/27/24	UEP*TEAME BOBA	\$ 249.98		8150 - 100	
STANSBURY	06/26/24	MEIJER # 218	\$ 56.99		8150 - 100	
STANSBURY	06/21/24	MEIJER # 218	\$ 66.29	\$91.35 SPLIT	8150 - 100	
STANSBURY	06/18/24	OTC BRANDS INC	\$ 194.91		8150 - 100	
STANSBURY	06/13/24	ED S RENTAL AND SALES	\$ 291.00		8150 - 100	
STANSBURY	06/12/24	THE UPS STORE 4064	\$ 630.00		8150 - 100	\$ 1,489.17
JAKACKI	06/24/24	ASANA.COM	\$ 2,249.10	Prepaid: 6/23/24-6/22/25	8247 - 100	
JAKACKI	06/12/24	INTUIT *QuickBooks	\$ 1,886.40	Prepaid: 6/11/24-6/10/25	8247 - 100	\$ 4,135.50
JAKACKI	06/14/24	VISTAPRINT	\$ 107.94		8510 - 100	\$ 107.94
MICHALSKI	06/27/24	USPS PO 1646800050	\$ 9.94		8540 - 100	
MILFAJT	06/21/24	ULINE *SHIP SUPPLIES	\$ 26.46	\$124.46 SPLIT	8540 - 100	\$ 36.40
JAKACKI	07/01/24	4IMPRINT INC	\$ 3,951.10		8550 - 100	\$ 3,951.10
SCHNAEBELE	06/21/24	Barco Products Company	\$ 655.08		8750 - 100	
SCHNAEBELE	06/18/24	SALSBURY INDUSTRIES	\$ 693.00		8750 - 100	\$ 1,348.08
JAKACKI	06/14/24	MARIANOS #544	\$ 86.47		8760 - 100	
JAKACKI	06/13/24	HOBBY-LOBBY #0186	\$ 8.36		8760 - 100	
JAKACKI	06/13/24	DOLLARTREE	\$ 303.81		8760 - 100	
JAKACKI	06/07/24	WALMART.COM	\$ 62.56		8760 - 100	
MILFAJT	06/13/24	JIMANO S PIZZERIA	\$ 66.41		8760 - 100	
SPAARGAREN	06/28/24	HAPPY JACKS	\$ 72.55		8760 - 100	\$ 600.16
MICHALSKI	06/29/24	AMERLIBASSOC ECOMMERCE	\$ 81.00	Prepaid: 6/28/24-6/30/25	8960 - 100	
MILFAJT	06/21/24	ILLINOIS LIBRARY ASSOC	\$ 200.00	Prepaid: 5/01/24-5/31/25	8960 - 100	
SPAARGAREN	06/30/24	AMERLIBASSOC ECOMMERCE	\$ 81.00		8960 - 100	\$ 362.00
JAKACKI	06/11/24	DISPLAYS2GO	\$ 282.67		9060 - 100	
JAKACKI	06/10/24	DISPLAYS2GO	\$ 814.77		9060 - 100	\$ 1,097.44
JAKACKI	06/16/24	DISPLAYS2GO	\$ 428.88		9070 - 100	\$ 428.88
TOTAL BANKCARD TRANSACTIONS:			\$15,902.54			



JULY 2024 (FY 2024-2025)					Bankcard Transactions - By Account	
NAME	TRANSACTION DATE	MERCHANT NAME	AMOUNT	NOTES	ACCOUNT	ACCOUNT TOTAL
MAY	07/01/24	HELP.MAX.COM	\$ 15.99		8090 - 100	
MICHALSKI	07/01/24	PARAMOUNT+	\$ 5.99		8090 - 100	
STANSBURY	07/02/24	Amazon Kids+*R752V24V1	\$ 7.99		8090 - 100	\$ 29.97
SCHNAEBELE	07/01/24	MENARDS CRYSTAL LAKE I	\$ 164.07		8740 - 100	\$ 164.07
SCHNAEBELE	07/01/24	MENARDS CRYSTAL LAKE I	\$ 118.66		8750 - 100	\$ 118.66
TOTAL BANKCARD TRANSACTIONS:			\$ 312.70			



McHENRY PUBLIC  
LIBRARY DISTRICT

# JUNE 2024

## BY THE NUMBERS

### PEOPLE

**261**  
New Card  
Registrations

**280**  
Hours Open  
To Public

**13,714**  
Library Attendance



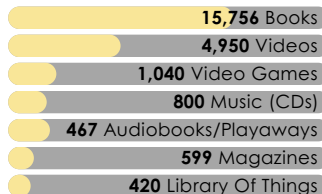
**1,845**  
Program  
Attendance

**21.5**  
Volunteer  
Hours

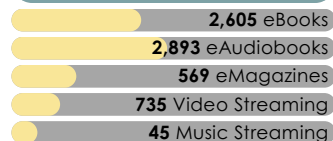
### CIRCULATION



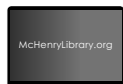
#### 24,032 PHYSICAL ITEMS



#### 6,847 eMATERIALS



### RESOURCES



Computer  
Sessions  
**1,990**



Database  
Searches  
**11,069**



Database  
Sessions  
**822**



Simple Scan &  
Fax Uses  
**305**



WiFi Uses  
(in Library)  
**2,074**

### ONLINE

**4,189**



EMAIL SUBSCRIBERS

3.1K



100



342



1K



527



53



Teen Esp.

SOCIAL MEDIA FOLLOWERS

**332,150**



WEBSITE VIEWS

#### JUNE 2023 COMPARISON

Library Attendance: **12,520**  
Program Attendance: **1,486**  
Hours Open: **284**

Registrations: **237**  
Volunteer Hours: **20.5**

Items In Circulation (Physical): **24,024**  
Items In Circulation (eMaterials): **5,455**  
Website Views: **395,394**

Computer Sessions: **1,262**  
Database Searches: **2,934**

Database Sessions: **1,703**  
Simple Scan Uses: **244**  
WiFi Uses: **1,915**

## McHenry Public Library District

### LIBRARIAN'S REPORT

JUNE 2024

#### Administration

- As departments work through cleaning out materials from the warehouse's storage areas and determining what is surplus, S. Nowalk has been posting the surplus on the RAILS website for other organizations to claim.
- The June All-Staff In-Service featured presentations on Calendars and Time Management Techniques, Upping our Outreach Game, and the Alexander Leigh Center for Autism's Helping Youths with Autism Thrive.
- L. Jakacki, A. Mesino, and other staff attended "The Modern eAccessibility Landscape" webinar to learn more about increasing the accessibility of our digital sites and services.
- L. Jakacki attended the Friends of the Library Meeting on June 19.
- L. Jakacki and J. May had a pre-renewal meeting with our insurance broker.

#### Adult Services

- Adult Services had two very successful events in June. The first was a Shredding Event partnership between MPLD, Johnsburg Public Library, and the Moose Lodge on June 8. Z. Terrill, D. Gaudio, and A. Moreno-Lomeli represented MPLD. There were 178 participants, and we heard great feedback, such as "You saved me hours in front of my little shredder," "Very organized," "Thank you for doing this," and "So much more organized than last year" (several times). Our partners are eager to make this an annual event.



- The second successful event was Father's Day Tambarazo, a joint effort between Adult and Youth Services. E. Montoya-Campos, A. Moreno-Lomeli (Adult), and B. Salazar (YS) planned and implemented this event, which got music flowing and people dancing at the library parking lot in honor of fathers and father figures. There were 64 attendees of all ages at this program.



- K. Kimbrel delivered items to 16 patrons through Homebound and Senior Living Center deliveries.
- Both sides of the Questions Desk were busy with prize pickups and readers' advisory for adults and kids. There are currently 168 active adult readers in the 2024 Summer Reading Challenge.
- Z. Terrill continues investigating different databases to add to our digital collection. LOTE4Kids (Language other than English for Kids) is a new resource that will be promoted to our patrons soon. FinancialFit is a financial resource that was renewed, but this year's subscription includes their Spanish-language financial resources at no extra cost.
- New "Library of Things" items have been recently added to the collection for our cardholders. Patrons can now check out one of two GoPro action cameras and accessories, a ghost hunting kit, and soon, An Outdoor Theatre screen and projector! Another great offering from MPLD! Z. Terrill took the bulk of this project. A. Moreno-Lomeli completed the translation of all "quick start" guides, and T. Hillier assisted in producing a waiver of responsibility for the outdoor theatre.
- In more tech news, Z. Terrill informed a patron about our digitizing equipment. She was interested in converting cassettes and Super 8 reels to digital files and was happy to hear that we had equipment for both projects.
- A. Moreno-Lomeli continues to help our Spanish-speaking patrons with her bilingual skills. A patron new to the area needed information on transferring her utility bills to her new address and was thankful for our help. She also promoted our children's programs for the patron's 4-year-old.
- In Genealogy: There were 313 live History Blog views and 11 genealogy-specific reference questions answered by T. Hillier in June. The genealogy Room was used 22 times.

#### **Circulation**

- B. Michalski attended a training webinar, "Don't Lose Them at Hello," on 6/20 for onboarding and welcoming new staff.
- On 6/12, K. Johnson and B. Michalski completed warehouse cleaning and supply inventorying for Circulation supplies.

#### **Human Resources**

- Phone screens were in full force during June for our Bilingual and English-speaking Circulation and Youth Services Library Associate positions.

- Interviews for our Youth Services Library Associate position started at the end of the month and continued into the first week of July. We are looking to extend an offer very soon.
- Two more positions were posted in June: our Cataloging Associate (PT-25 hrs/wk) and our Building Services Maintenance & Custodian (PT-25 hrs/wk).
- M. Spaargaren started as the Adult Services Manager on June 3.
- D. Gaudio retired from the library in June after 15 years of service.
- J. May attended the four-day SHRM Annual Conference in Chicago for the last full week in June. The biggest takeaways were:
  - Civility in the workplace. This is crucial because it's about recognizing and respecting each person's humanity, regardless of our differences.
  - Showing up authentically, leading with positivity and care, and having fun in the workplace is essential. It's crucial to be yourself, focus on why HR does what HR does, and never forget your "why."
  - Change management involves constant change, navigating through communication, accountability, kindness, and understanding while allowing flexibility to reach the end goal.
  - AI is becoming increasingly prevalent and is here to stay. We should welcome it! Understanding how AI can enhance our current practices and processes will help us achieve our organizational goals more quickly and efficiently.
  - Understanding a different perspective of individuals with Substance Use Disorders and how our organization can provide support during challenging times.
  - Emotional Intelligence and how to identify the behaviors or triggers that cause them from a scientific perspective.
- Our current headcount for June was 29: 18 FT (37.50 hours weekly), with 11 PT staff members.
- Average merit increase for FY 23/24 (year-to-date) is 2.34%

### Technical Services

- In addition to creating the bibliographic and item records, S. Roitberg began coordinating the Library's Library of Things in Technical Services. She is our point person with CCS for uploading bibliographic records into the database for MPLD's TumbleBooks collection.
- K. Meadows participated in her last library In-service as part of the In-service Committee and has enjoyed the opportunities for learning and growth offered.
- A. Maifield trained K. Meadows and A Meads on how to create video game cards.
- A Meads has assumed responsibility for printing the quick start guides for our Library of Things materials and the bookplates for donation and memorial purchases. She keeps an eye on the end of the fiscal year processing of invoices and outstanding orders to ensure our fiscal year rollover in Polaris runs as smoothly as possible. Her diligence and hard work are greatly appreciated!
- K. Milfajt reports that the Technical Services Department went through their supplies stored in the warehouse and determined which should be kept and which should be

surplused. The latest items to join MPLD's growing Library of Things are the Outdoor Home Theater equipment, two Go Pros, and a Ghost Hunting Kit.

### Technology

- IT worked with the in-service committee on June 10 to prepare a recording of the presenter for staff who could not attend.
- IT attended the virtual Cybersecurity and AI Symposium on June 17 hosted by the Illinois Attorney General's Office
- IT and Eccezion met with our Unitrends representative on June 18 to review some cloud backup storage overages. These were due to old duplicate backups, which were removed to keep us within our limits.
- K. Krewer and L. Jakacki met with Firstcomm on June 24 to review our current phone plan and discuss options for future services.
- IT completed the setup of the remaining new public computers and will install them in early July
- The library purchased a new Surface Pro, and IT is finishing its setup. It should also be ready for public use in early July. This new model will replace our current 2016 version and has significantly improved performance.
- The new switches arrived and are being configured by Eccezion. They are scheduled to be installed on the day of the August In-Service to minimize network downtime for patrons.

### Youth Services

- Youth Services and Adult Services hosted a Summer Reading Kickoff Party on June 1 to get patrons excited to sign up for the summer reading program *Adventure Begins at Your Library!* We invited RC Juggles to create balloon art and paint faces, opened up the meeting room to yard games and MarioKart on the Switch, offered both a kids and an adult craft, and provided a tech help table. Readers who registered for the program could spin a prize wheel to take home something fun. Our current signup numbers are 531 kids and 61 teens.
- When S. Baseley was switching out the StoryWalk at Knox Park, a summer camp leader asked about the project and said that her summer camp kids love to read the story and participate in the activities! She said they ask for it about once a week.
- B. Salazar has been happy that the students recognize her when they come to the library to sign up for the Summer Reading Program. Some students even whispered to their parents that she was the one who had talked to them about the program at their school. A parent even shared that she had done a great job convincing their daughter to join the program.
- A patron approached J. Einoris to ask if she could print a list of all the Stuart Woods books we own in large print. She printed off a list and searched the catalog. CCS has 112 of Stuart Woods' books in large print, so J. Einoris went through all the entries and marked off which ones we had in large print. There were very few titles that we did not have in large print. The lady thanked her profusely for her hard work.
- A little boy was looking for Star Wars books for Summer Reading. A. Maifield showed him where there were some Star Wars books in both the Early Reader and Junior areas so that

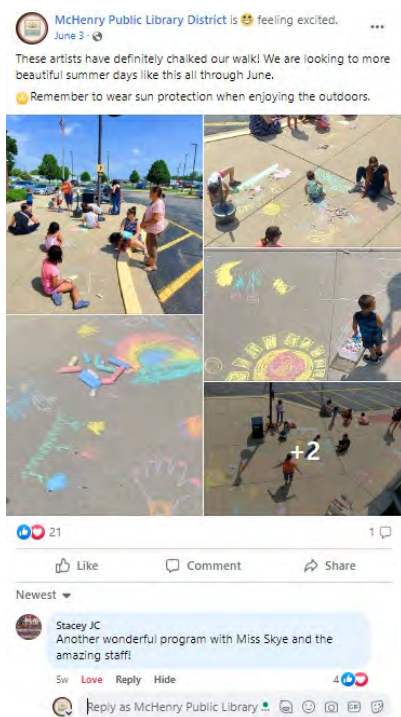


he could decide what he wanted to read. She also showed them where the manga and graphic novels are and how to identify Playaways and audiobooks. They were grateful for the information.

- S. Kordistos had a challenging reference interaction. A patron wanted a very specific book but could not remember the title. The only information he could provide was that it was about a mouse family. After some digging, S. Kordistos remembered the book *Julius, the Baby of the World*, by Kevin Henkes and asked if that was the name. The patron was very excited to learn that it was, and he checked it out.

### Patron Comments

- I wanted to thank you again for including us in the shredding event this past Saturday and to let you know what an absolute pleasure it was to work with Zach, Diane and Araceli. They are friendly, hard working and efficient and it was a thoroughly enjoyable experience-which says a lot coming from me "working" a Saturday! We all agreed that we would love to continue this collaboration. Thanks again and kudos to your staff.— Beth Ryan, Director, Johnsburg Public Library
- Diane was extremely helpful to me. She helped me make 2 copies from email information, and then we realized I was the same age as her mother.- Lexie J.
- I was just wondering if there could be some groups for young adults. – Atlys D.
- As a bilingual person, I feel that what you offer the children isn't as challenging as the English-speaking students. Edna R.
- We suggest you resume subscribing to the *Atlantic* again. – Anonymous
- Araceli was so very sweet and extremely helpful. -D. V.



STATE OF ILLINOIS       )  
COUNTY OF McHENRY    )

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

**RESOLUTION No. 2024/2025-01**

**DECLARING A VACANCY IN THE BOARD OF TRUSTEES**

WHEREAS, the Library Board of Trustees accepted the resignation of Trustee Michele Madsen effective June 18, 2024;

NOW, THEREFORE BE IT RESOLVED by the Board of Library Trustees of the McHenry Public Library District, McHenry, Illinois, hereby declare the following vacancies in the office of Library Trustee: One vacancy of a 4-year unexpired term

BE IT FURTHER RESOLVED that, in accordance with state law, the Board declares a vacancy in this trustee office that will be filled by appointment by the Board within 90 days in accordance with the following procedure:

- Interested persons are invited to complete a Library Trustee application by August 15, 2024.
- The Board will interview prospective candidates on September 17, 2024, at a public meeting.
- To be eligible for appointment, a candidate must be a registered voter of the library district.
- The appointee will serve until the next consolidated election in April 2025, at which time a successor will be elected to fill the remainder of the unexpired term.

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

AYES:

NAYS:

ABSENT:

ABSTAINING:

\_\_\_\_\_  
Charles T. Reilly, President

Attest:

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



# Nonresident Fee Methods

See 23 Ill. Admin. Code 3050.60.

## General Mathematical Formula

Divide the library's total property tax income by the local population. Multiply that result by the average number of people per household to get the nonresident fee. Use the most recent federal census data for population and household size.

## Tax Bill Method

For Home/Property Owners: The library's tax rate is multiplied with the valuation of the nonresident's property assessment. The nonresident must bring their most recent tax bill then this method is used. When this method is chosen, each nonresident card sold must be individually recalculated.

For Renters: The library will either charge a minimum of 15 percent of the monthly rent as the annual nonresident fee, or devise its own formula. The local formula takes into account the average local rent of the general community of the public library, property tax rate, and the nonresident fee for residential homeowners.

## Average Nonresident Fee in Library System

A library must have written approval from the Director of the Illinois State Library to use this method, which is applicable only to public libraries with a disproportionate amount of agricultural, industrial, mining or commercial property. In RAILS, few libraries would qualify.



**ANNUAL RESOLUTION AUTHORIZING  
PUBLIC LIBRARY DISTRICT NON-RESIDENT CARDS**

**RESOLUTION No. 2024/2025-02**

WHEREAS, the McHenry Public Library District is a tax-supported Public Library District; and

WHEREAS, people residing within the jurisdictional boundaries of the McHenry Public Library District pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

WHEREAS, PA 92-0166 stipulates that "A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal residence;" and

WHEREAS, the Office of the Illinois Secretary of State has issued regulations defining the "closest public library" and also provides three formulae that public libraries can use to determine the non-resident fee; and

WHEREAS, the Board of Library Trustees of the McHenry Public Library District has determined for its 2024-25 fiscal year, commencing July 1, 2024, and ending June 30, 2025, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED by the BOARD OF LIBRARY TRUSTEES OF THE MCHENRY PUBLIC LIBRARY DISTRICT as follows:

**Section 1:** Individuals residing beyond the jurisdictional boundaries of the McHenry Public Library District whose closest public library is the McHenry Public Library District, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the McHenry Public Library District, may purchase a non-resident fee card for the price calculated according to the box checked off below:

☐

General mathematical Formula (23 Ad. Code 3050.60{a}) or;

☒

Tax Bill Method (23 Ad. Code 3050.60{b})

- Non-Resident Homeowner – The annual fee is determined by multiplying the most recent equalized assessed valuation with the Library's current tax rate (EAV or Net Taxable Value x .00268775).
- Non-Resident Renter – The annual fee is equal to 15% of the average monthly rent verified by the current lease or rent receipt. ; or

☐

Average Non-Resident Fee (23 Ad. Code 3050.60{c}), if authorized by the Director of this Illinois State Library.

**Section 2:** Individuals residing beyond the jurisdictional boundaries of the McHenry Public Library District, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the McHenry Public Library District, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the McHenry

Public Library District, notwithstanding anything to the contrary in this Resolution, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided, however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

**Section 3:** The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this resolution, stating (a) the effective date of this Resolution, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Resolution, and (c) the fee formula as set forth herein.

**Section 4:** The McHenry Public Library District shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

**Section 5:** The McHenry Public Library District shall cooperate with other participating area libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident areas, as stated in 23 Ad. Code 3050.25.

**Section 6:** The policy of the McHenry Public Library District for service to non-residents, including a description of the Library's service area and the methods of calculating fees, shall be available for public inspection at the Library.

**Section 7:** A valid non-resident library card issued by the McHenry Public Library District pursuant to this Resolution shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

**Section 8:** No non-resident is eligible to receive a "local use" library card from the McHenry Public Library District.

ADOPTED and EFFECTIVE this \_\_\_\_\_ day of \_\_\_\_\_, 2024, as allowed by law.

Roll call vote as follows:

AYES:

NAYS:

ABSTAINED:

ABSENT:

APPROVED by the President and Library Board of Trustees of the McHenry Public Library District.

\_\_\_\_\_  
Charles T. Reilly, PRESIDENT

ATTEST:

\_\_\_\_\_  
Monica Leccese, SECRETARY



# McHenry County GIS Department

Administration Building – Suite 206  
North of Courthouse Complex on Ware Rd  
Mail Address: 2200 N Seminary Av  
Woodstock, IL 60098

## MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING is entered into by and between the County of McHenry, its duly authorized agent, being the GIS Manager and \_\_\_\_\_ (being a governmental entity or qualified nonprofit organization) for the purpose of sharing digital geographic information. The parties to this MEMORANDUM OF UNDERSTANDING agree to exchange digital geographic information subject to the following understanding and may continue to do so as long as both parties deem such exchange to be beneficial, without further written agreements.

1. All information is provided on an “as is” basis. That is, neither party guarantees the accuracy, completeness or timeliness of the shared data.
2. The information will be provided at no cost.
3. The information provided will not be used by either party as a basis for engineering design or as a substitute for an on-site survey required by ordinances or regulations of either party.
4. Information received by either party will not be sold, gifted or disseminated in digital form to any other person or entity, or placed on a public internet site without written permission from the provider.
5. Map products may incorporate information received from the other party, but may not consist exclusively of digital data received from the other party. A citation shall be placed on any map product that includes information from a party to this agreement acknowledging the source and date of the information.
6. The receiving party will not alter the digital information provided in any manner.
7. In the event of breach, in addition to terminating this agreement, either party may bring an action in the 22<sup>nd</sup> Judicial Circuit Court (or its successor circuit), McHenry County, Illinois to enjoin any actions which constitute a breach of this MEMORANDUM OF UNDERSTANDING.

COUNTY OF MCHENRY

Agency Name: \_\_\_\_\_

Authorized Agent Signature \_\_\_\_\_

Authorized Agent Signature \_\_\_\_\_

Title: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

# Freedom of Information Act Requests (FOIA)

(Created 02/18/2002, updated 07/19/2022, 07/18/2023, 07/16/2024)

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 accord 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 FY23/24 is: \$6,652,886.5 FY 24/25 is: \$6,790,625.00 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 21 19
    2. Part-Time 26 27
  - 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 Leccese, Secretary; Terry Weingart, Treasurer; Michele Madson and Thomas Sutliff, Nikki Wallace, and a 4-year unexpired vacant term.

- 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 Giannoulis, (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 orally requesting records shall be advised to put the request in writing.
- D. A written request should include the requestor's name, address, the date, and daytime telephone number so that the Library can contact the requester if it has any questions.
- E. You must indicate whether you have a "commercial purpose" in your request.
- F. 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.
- G. 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.
- H. 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.

- I.** 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.
- J.** Retrieval and copying of records is limited only to employees of the Library designated by the FOIA Officer.
- K.** 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.
- L.** 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.
- M.** The place and times where the records will be available are as follows:
- N.** 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

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

Please email completed form to [FOIA@mchenrylibrary.org](mailto:FOIA@mchenrylibrary.org) or fax to (815) 385-7085.

Requestor's Name (or business, if applicable)		Date of Request	
Street Address		Certification Requested ____ Yes ____ No Email:	
City	State	Zip	Phone
<b>Description of Records Requested:</b> <hr/> <hr/> <hr/>			
Is the reason for this request a "commercial purpose" as defined in the Act? ____ Yes ____ No			
<b>Library Response (Requestor does not fill in below this line)</b>			
<b>APPROVED</b>	<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.		
<b>DENIED</b>	<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/> 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): _____ <hr/> You will be notified by the date of _____ as to the action taken on your request.		
FOIA Officer Signature		Date of Reply	





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

## McHENRY PUBLIC LIBRARY DISTRICT

### Secretary's Audit FY 2023-2024

This is to testify that we have examined the secretary's minutes and other records for the past year and find that they are in order and have no errors or discrepancies for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

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

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

# MEMO

**To: MPLD Board of Trustees**

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

**Re: 2024 In-Service Meetings and Library Closure**

**Date: July 16, 2024**

Dear Board of Trustees,

The MPLD In-Service Committee, whose role is to provide ongoing, relevant, and engaging training opportunities for staff that will aid in professional and personal growth for staff as individuals and as a whole, would like to request the chance to hold all-staff in-person meetings in 2025.

Holding all-staff in-person meetings would require the Library to close on six days throughout the year, and the committee is proposing the following dates for Board approval:

- February 7, 2024 from 1:00 p.m. - 5:00 p.m.
- April 11, 2024 from 9:00 a.m. - 1:00 p.m.
- June 20, 2024 from 1:00 p.m. - 5:00 p.m.
- August 22, 2024 from 9:00 a.m. - 5:00 p.m..
- October 24, 2024 from 9:00 a.m. - 1:00 p.m.
- December 12, 2024 from 9:00 a.m. - 5:00 p.m.

The committee understands that if the Library must modify hours or close for any reason, these closures may not occur. Therefore, they have created a contingency plan for these instances.

Thank you for your consideration.



## MEMO

**To: MPLD Board of Trustees**

**From: Lesley Jakacki**

**Re: Half Price Fines Event**

**Date: July 16, 2024**

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Greetings,

The Library would like to hold a half-price fines event from November 1-16, 2024.

During this event, patrons can pay only half of their fines and fees. The money collected will be used to support FISH of McHenry, a local food pantry serving the McHenry area.

This program will cover fines for returned overdue items and existing fines on patrons' accounts. Additionally, fines and fees for lost or damaged items will also be reduced. However, fines and fees from other libraries are not included in this event.

The Library typically holds a half-price fine or fine amnesty event at least once a year, and over the last few events, we have raised

- April 2019, we collected \$765.10 for FISH of McHenry Food Pantry
- In November 2019, we collected \$420.00 for TLS Veterans (now Veterans Path to Hope).
- February 2023, we collected \$2,035.20 for FISH of McHenry Food Pantry

Thank you for your consideration.