



**McHenry Public Library District  
Board of Library Trustees Regular Meeting  
Tuesday, August 20, 2024, 7:00 p.m.  
Meeting Rooms #135 & #136**

**AGENDA**

- I. **CALL TO ORDER – Charles Reilly, President**
- II. **ROLL CALL – Monica Leccese, Secretary**
  - A. Roll Call
  - B. Approval of Remote Participation for Trustee Wallace
- III. **PLEDGE OF ALLEGIANCE**
- IV. **CORRECTIONS OR ADDITIONS TO THE AGENDA**
- V. **PUBLIC COMMENT AND RECOGNITION OF VISITORS**
- VI. **SECRETARY'S REPORT – Monica Leccese, Secretary**
  - A. Approval of Minutes of the July 16, 2024, Regular Meeting.
- VII. **TREASURER'S REPORT – Terry Weingart, Treasurer**
  - A. Approval of Monthly Financial Statements, Interim Check Report, and Bill Reports for July/ August 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. FY 2024/2025 Budget
    - 1. Adoption of Ordinance No. 2024/2025-03: Combined Annual Budget And Appropriation Ordinance For The McHenry Public Library District For The Fiscal Year Beginning July 1, 2024 And Ending June 30, 2025
    - 2. Certificate of Estimated Revenues by Source FY 2024-2025
  - B. FY 2023/24 Illinois Public Library Annual Report (IPLAR)
  - C. Policies
    - 1. Smoke-free Environment Policy- Staff- Revised

2. Smoke-free Environment Policy- Public- Revised
  3. Introductory Period Policy-Staff- New
  4. Library of Things High-Value Waiver and Agreement-New
- D. Board of Trustees
1. Vacancies and Appointments
  2. 2025 Consolidated Election

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.



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

**Date:** Tuesday, July 16, 2024  
**Time:** 7:00 p.m.  
**Location:** Meeting Rooms #135 & #136

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

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

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

**Roll was called.**

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

**Members Absent:** Nikki Wallace

**Also Present:** Tom Coughlin, Governmental Accounting, Inc.  
Lesley Jakacki, Executive Director  
Jennifer May, HR Generalist  
Kathy Milfajt, Technical Services Manager  
Stephanie Nowalk, Administrative Assistant  
Suzanne W. Yazel, McHenry Resident

**III. PLEDGE OF ALLEGIANCE**

**IV. CORRECTIONS OR ADDITIONS TO THE AGENDA**

None.

**V. PUBLIC COMMENT AND RECOGNITION OF VISITORS**

Suzanne Yazel, McHenry Resident and current employee of the Mt. Prospect Public Library, shared some information regarding Mt. Prospect's robust foreign language collection to be fully integrated into the CCS consortium in October. Yazel also urged the Board to reconsider their stance charging fines.

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

**A.** Approval of Minutes of the June 18, 2024, Regular Meeting.

Secretary Leccese stated that she reviewed the minutes of the June 18, 2024, Regular Meeting and found no changes needed.

Alexander moved, and Weingart seconded the motion to approve the Secretary's report.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

**Motion Passed**

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

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

Tom Coughlin from Governmental Accounting presented an overview of the FY 23/24 year-end financial report to the Board. The library brought in about \$4,800,000 in revenue for the year and is currently at 97% of the revenue budget, Tom noted that \$850,000 of that total was the transfer to the Special Reserve Fund. Revenue was up 32% compared to last year when including the Special Reserve transfer – without the transfer revenue was up 8.8%, mainly driven by a 5% increase in property taxes. Expenses were 65% of budget at about \$2,700,000, a 4% increase over the prior year. The library ended the year with a surplus of \$1,176,425. Tom confirmed that an additional transfer of \$1,150,000 to the Special Reserve Fund is planned for the beginning of FY 24/25. The ending fund balance for the year is \$4,386,411 and the ending book balance for the bank accounts is approximately \$6,300,000.

Secretary Leccese asked Director Jakacki what the impact would be on the surplus amount if the library were to attain the desired staffing level. Director Jakacki replied that the optimal level of staffing is already accounted for in the budget and the surplus amount is truly surplus. There were no other questions from the Board.

Director Jakacki added that MPLD has already received \$1,950,000 in revenue for FY 24/25 and the annual financial audit is scheduled for October 1, 2024.

**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

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

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

**Motion Passed**

VIII. **COMMUNICATIONS**

No Communications.

**IX. LIBRARIAN'S REPORT**

**A. Librarian's Report**

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

- Notable statistics for June included a 9.5% increase in library attendance compared to the prior year. E-materials in the library's collection continue to grow and have increased 25% over last year.
- 178 vehicles attended the Shredding Event that was held in partnership with the Moose Lodge and Johnsbury Public Library on June 8. Vice President Alexander was featured in a photo alongside staff in attendance.
- The all-staff in-service meeting was held on June 21. Jeannie Dilger, Executive Director at the Palatine Library, made a presentation about time management and calendars. Staff also learned about Upping Our Outreach Game – improving the library's presence and patron engagement during events. There was also a presentation from the Alexander Leigh Center for Autism on Helping Youths with Autism Thrive during library visits.
- M. Spaargaren started as the Adult Services Manager on June 3.
- D. Gaudio retired from the library after 15 years of service.
- During the first week of Summer Reading, kids attended the annual Chalk the Walk event and had fun decorating the front sidewalk area of the library.

**B. Project Updates**

Director Jakacki shared the following project updates:

- Installation of the new public computers is complete.
- The skylight replacements have been ordered and should be available in the next month or so.
- Two replacement emergency doors have been ordered and are expected in October.

**X. OLD BUSINESS**

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

Director Jakacki informed the Board that she and J. May held a meeting to review comparable descriptions from area libraries. J. May is currently drafting the updated job description.

**XI. NEW BUSINESS**

**A. Resolution No. 2024/2025-01: Declaring a Vacancy in The Board of Trustees**

Director Jakacki noted a correction to the resolution that was posted. In the second paragraph, the correct language should read, "One vacancy of a 6-year unexpired term".

The Board and Director Jakacki discussed the anticipated timeline and process for filling the vacancy.

Sutliff moved, and Leccese seconded the motion to approve Resolution No. 2024/2025-01: Declaring a Vacancy in The Board of Trustees, as corrected.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

**Motion Passed****B. Resolution No. 2024/2025-02: Annual Resolution Authorizing Public Library District Non-Resident Cards FY 24/25**

Director Jakacki explained to the Board that this annual resolution establishes the fee charged to non-residents for access to MPLD's services. She recommended the library use the Tax Bill Method instead of the General Mathematical Formula.

Secretary Leccese asked what effect the change in calculation method would have on non-residents. Director Jakacki replied that there are not many non-residents but the unserved areas are also close to Cary and Crystal Lake, both who use the Tax Bill Method she's recommending. Meaning the fee would equal the amount calculated based on property tax assessment as if the non-resident geographically lived within the district.

Vice President Alexander asked if this change would impact fee waivers for Veterans. Director Jakacki assured him that this does not impact the fee waivers for Veterans or Cards for Kids.

Weingart moved, and Sutliff seconded the motion to approve Resolution No. 2024/2025-02: Annual Resolution Authorizing Public Library District Non-Resident Cards FY 24/25.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

**Motion Passed****C. McHenry County GIS Department- Memorandum of Understanding**

Director Jakacki explained that the Memorandum of Understanding is the first step necessary in order to ultimately request a customized district border map. The shared borders with Crystal Lake, Cary, and Wauconda and associated demographic data are of particular interest.

Sutliff moved, and Alexander seconded the motion to approve the McHenry County GIS Department – Memorandum of Understanding.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

**Motion Passed**

**D. Freedom of Information Act Policy (Updated)**

The Freedom of Information Act Policy has been updated to reflect current organization data such as number of employees, annual budget, and Board members. The portion regarding the FOIA request process remains unchanged.

Director Jakacki also noted one error in Section 1(G) that should read "...and a 6-year unexpired vacant term."

Leccese moved, and Sutliff seconded the motion to approve the updated Freedom of Information Act Policy including the correction to Section 1(G).

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

**Motion Passed**

**E. Approval of the FY 2023/24 Secretary's book**

Secretary Leccese and Vice President Alexander confirmed that they have reviewed the FY 2023/24 Secretary's Book for completeness.

Weingart moved, and Sutliff seconded the motion to approve the FY 2023/24 Secretary's book.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

**Motion Passed**

**F. 2025 In-Service Dates Request for Closing**

K. Milfajt presented the 2025 In-Service Date document to the Board and first noted that the dates should read 2025 but are incorrectly listed as 2024. She stated that the in-service dates are a mix of full and half days that allow staff to participate in important trainings, like the upcoming fire safety training, team building exercises, hold a holiday celebration, etc.

Alexander moved, and Weingart seconded the motion to approve the 2025 In-Service Dates Request for Closing.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None  
Absent: Wallace

**Motion Passed**

**G. Half Price Fines Event Request**

Director Jakacki presented the Half Price Fines Event request to the Board. The event would be scheduled for November 1-16, 2024. This provides patrons with the opportunity to pay outstanding fines or fees at half the price. She noted that the event does not include fines or fees incurred from other libraries. As in prior years, payments received during the event will be donated to FISH of McHenry Food Pantry.

Sutliff moved, and Alexander seconded the motion to approve the Half Price Fines Event Request.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

**Motion Passed**

**XII. EXECUTIVE SESSION**

Sutliff moved, and Leccese seconded the motion to enter into Executive (closed) Session at 7:48 p.m. for the following purpose:

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

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

**Motion Passed**

Alexander moved, and Sutliff seconded the motion to leave the Executive Session at 8:19 p.m.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

**Motion Passed**

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



Annual Review and Compensation of Executive Director.

During Executive Session the Board agreed on a new rate of compensation for the Executive Director.

Sutliff moved, and Alexander seconded the motion to approve the Executive Director's salary with a 3% merit increase retroactive to June 10, 2024, and the FY 24/25 3% COLA.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

**Motion Passed**

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

Director Jakacki reminded the Board that the Fiesta Days parade is Sunday, MPLD's float is taking shape, and she will be sending out additional information ahead of the event.

**XV. ADJOURNMENT**

Leccese moved, Sutliff seconded the motion to adjourn the meeting at 8:24 p.m.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

**Motion Passed**

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

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**Respectfully Submitted,**

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

# Financial Report

For the 1 Month(s) Ended July 31, 2024  
FISCAL YEAR 2025



# McHenry Public Library District

Actual vs Budget Summary  
For the 1 Month(s) Ended July 31, 2024

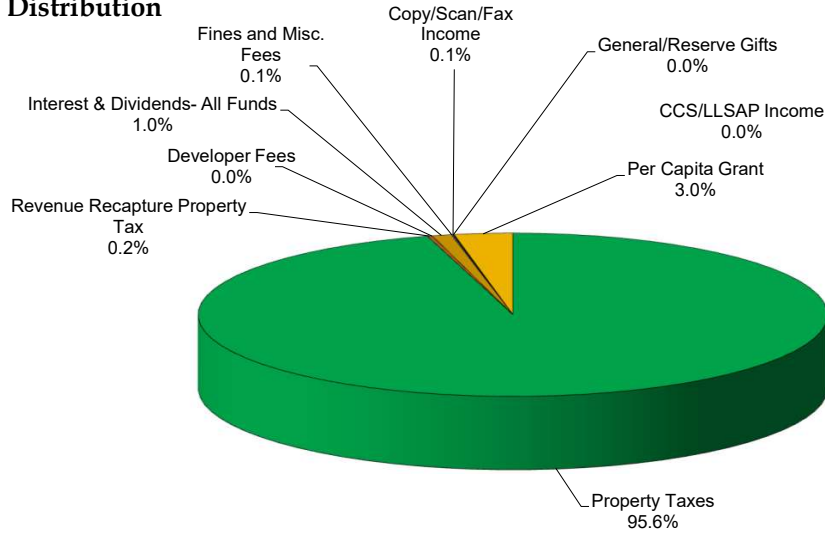
8% of Fiscal Year

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
<b>REVENUE</b>					
Property Taxes	1,984,081	3,776,371	52.5%	3,350,275	-41%
Revenue Recapture Property Tax	5,144	9,790	52.5%	5,791	-11%
Developer Fees	-	175,000	0.0%	13,528	-100%
Interest & Dividends- All Funds	20,685	237,500	8.7%	49,354	-58%
Fines and Misc. Fees	1,458	154,500	0.9%	18,938	-92%
Copy/Scan/Fax Income	1,105	18,500	6.0%	16,771	-93%
General/Reserve Gifts	3	180,000	0.0%	14,012	-100%
Annexation & Impact Fees	-	25,000	0.0%	51	-100%
Retiree/Cobra Insurance Payment	-	18,000	0.0%	5,761	-100%
Misc. Sales & Income	20	75,500	0.0%	72,655	-100%
Lost & Damaged Materials	397	6,500	6.1%	3,362	-88%
CCS/LLSAP Income	-	10,500	0.0%	7,648	-100%
Solar Credits	-	4,500	0.0%	1,686	-100%
Per Capita Grant	62,150	65,000	95.6%	61,732	1%
Over/Short	(2)	500	-0.4%	(36)	-95%
Miscellaneous Grants	-	65,000	0.0%	500	-100%
Transfer from General Fund	-	1,650,000	0.0%	-	0%
Actual Revenues	2,075,040	6,472,161	32.1%	3,622,028	-43%
Budgeted Revenues	6,471,661				
% Diff	32%				
<b>OPERATING EXPENDITURES</b>					
Personnel	130,497	2,532,625	5.2%	1,611,980	-92%
Material and Supplies	31,941	736,825	4.3%	349,621	-91%
Contracted Services	10,357	313,000	3.3%	120,668	-91%
Consortium & IT/Network Services	20,464	151,750	13.5%	124,292	-84%
Professional Services	3,938	172,100	2.3%	71,250	-94%
Printing, Publications & Postage	5,331	94,750	5.6%	46,907	-89%
Utilities	2,866	52,500	5.5%	27,976	-90%
Miscellaneous Operating Expenses	8,706	242,075	3.6%	172,867	-95%
Grant & Gift Fund Expenses	-	160,000	0.0%	53,453	-100%
Actual Expenditures	214,101	4,455,625	4.8%	2,579,014	-92%
Budgeted Expenditures	4,455,625				
% Diff	5%				
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	<b>1,860,939</b>	<b>2,016,536</b>	<b>92.3%</b>	<b>1,043,014</b>	<b>78%</b>
<b>CAPITAL EXPENDITURES &amp; DEBT SERVICE</b>					
Capital Expenses	-	685,000	0.0%	15,619	-100%
Debt Services	-	-	N/A	24,027	-100%
Transfer to Reserve Fund	-	1,650,000	0.0%	-	0%
Actual Expenditures	-	2,335,000	0.0%	39,646	-100%
Budgeted Expenditures	2,335,000				
% Diff	0%				
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>1,860,939</b>	<b>(318,464)</b>		<b>1,003,368</b>	
BEGINNING FUND BALANCE	4,386,411				
ENDING FUND BALANCE	6,247,350				

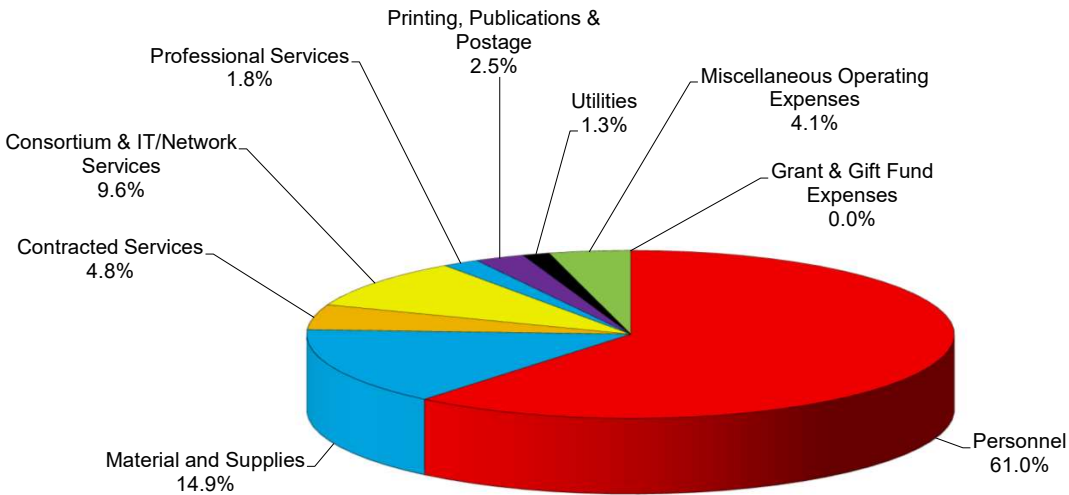
**McHenry Public Library District**

Actual vs Budget Summary  
For the 1 Month(s) Ended July 31, 2024

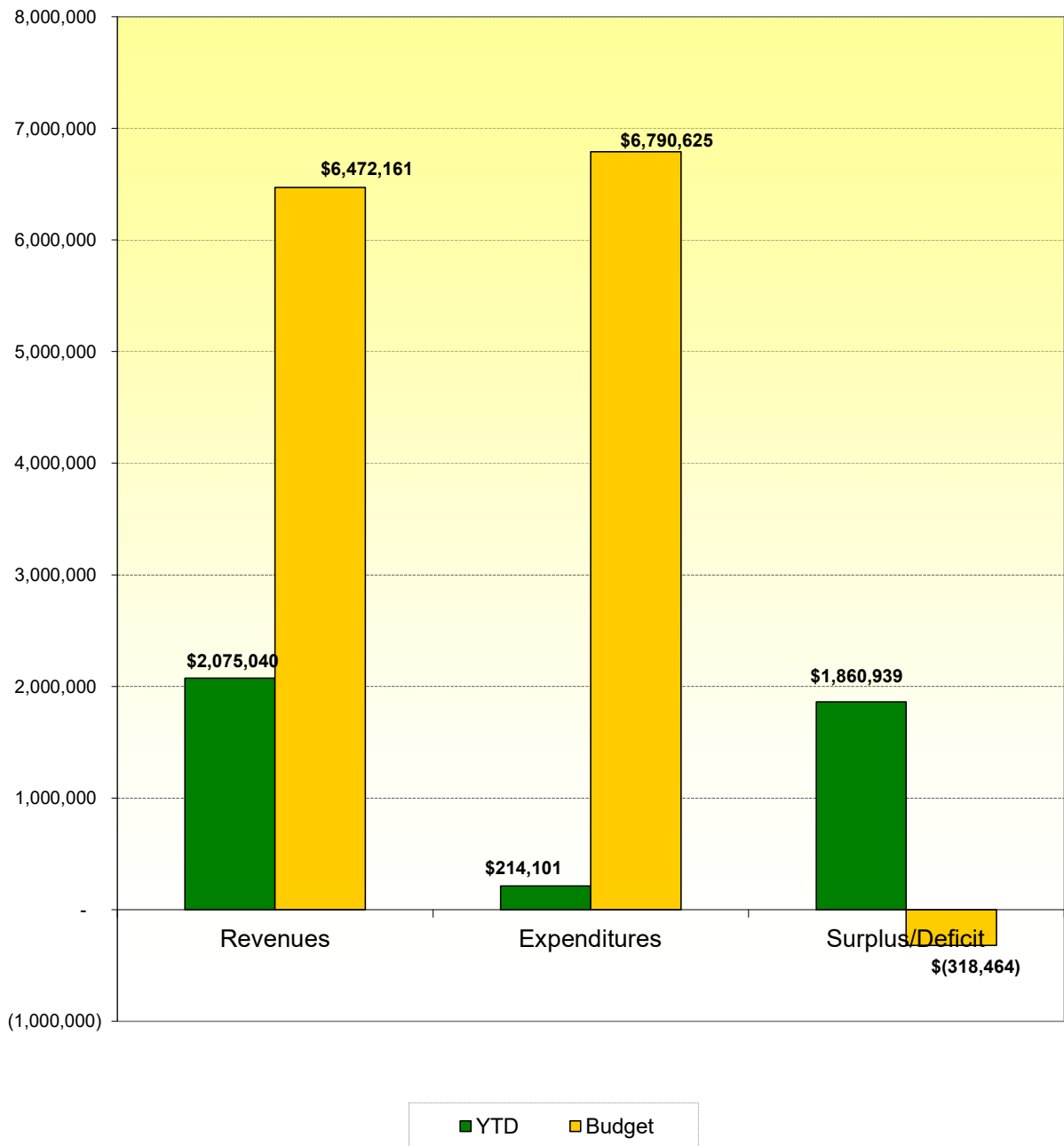
**Revenue Distribution**



**Operational Expenditure Distribution**



**McHenry Public Library District**  
 Actual vs Budget Summary  
 For the 1 Month(s) Ended July 31, 2024



# McHenry Public Library District

Actual vs Budget Summary  
For the 1 Month(s) Ended July 31, 2024

## 8% of Fiscal Year

Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	% of Budget
<b>REVENUE</b>						
Property Taxes	1,984,081	-	-	1,984,081	3,776,371	53%
Revenue Recapture Property Tax	5,144	-	-	5,144	9,790	53%
Developer Fees	-	-	-	-	175,000	0%
Interest and Dividends	14,170	4,264	2,251	20,685	237,500	9%
Fines and Misc Fees	1,458	-	-	1,458	154,500	1%
Copy/Scan/Fax Income	1,105	-	-	1,105	18,500	6%
General/Reserve Gifts	-	-	3	3	180,000	0%
Annexation & Impact Fees	-	-	-	-	25,000	0%
Retiree/Cobra Insurance Payment	-	-	-	-	18,000	0%
Misc. Sales & Income	20	-	-	20	75,500	0%
Lost & Damaged Materials	397	-	-	397	6,500	6%
CCS/LLSAP Income	-	-	-	-	10,500	0%
Solar Credits	-	-	-	-	4,500	0%
Per Capita Grant	-	-	62,150	62,150	65,000	96%
Over/Short	(2)	-	-	(2)	500	0%
Miscellaneous Grants	-	-	-	-	65,000	0%
Transfer from General Fund	-	-	-	-	1,650,000	0%
Actual Revenues	2,006,372	4,264	64,404	2,075,040	6,472,161	32%
Budgeted Revenues	4,244,161	1,895,000	332,500	6,471,661		
% Diff	47%	0%	19%	32%		
<b>OPERATING EXPENDITURES</b>						
Personnel	130,497	-	-	130,497	2,532,625	5%
Material and Supplies	30,566	-	1,375	31,941	736,825	4%
Contracted Services	10,357	-	-	10,357	313,000	3%
Consortium & IT/Network Services	20,464	-	-	20,464	151,750	13%
Professional Services	3,938	-	-	3,938	172,100	2%
Printing, Publications & Postage	5,331	-	-	5,331	94,750	6%
Utilities	2,866	-	-	2,866	52,500	5%
Miscellaneous Operating Expenses	8,706	-	-	8,706	242,075	4%
Grant & Gift Fund Expenses	-	-	-	-	160,000	0%
Actual Expenditures	212,726	-	1,375	214,101	4,455,625	5%
Budgeted Expenditures	4,070,625	-	385,000	4,455,625		
% Diff	5%	0%	0%	5%		
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	1,793,647	4,264	63,029	1,860,939	2,016,536	92%
<b>CAPITAL EXPENDITURES &amp; DEBT SERVICE</b>						
Capital Expenses	-	-	-	-	685,000	0%
Transfer to Reserve Fund	-	-	-	-	1,650,000	0%
Actual Expenditures	-	-	-	-	2,335,000	0%
Budgeted Expenditures	1,785,000	550,000	-	2,335,000		
% Diff	0%	0%	0%	0%		
<b>TOTAL SURPLUS / (DEFICIT)</b>						
<b>TOTAL SURPLUS / (DEFICIT)</b>	1,793,647	4,264	63,029	1,860,939	(318,464)	
BEGINNING FUND BALANCE	2,548,250	1,321,256	516,905	4,386,411		
ENDING FUND BALANCE	4,341,897	1,325,520	579,934	6,247,350		
Fund Balance as % of Total Expenditures	2041%	0%	42177%	2918%		

**McHenry Public Library District**  
**Financial Report Detail by Fund**  
**For the 1 Month(s) Ended July 31, 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	1,984,080.59	314,697.60	1,984,080.59	0.00	0.00	1,984,080.59	3,776,371.19	-1,792,290.60	52.5%
6015100 · Revenue Recapture Property Tax	5,144.14	815.86	5,144.14	0.00	0.00	5,144.14	9,790.28	-4,646.14	52.5%
6020200 · Developer Fees	0.00	14,583.33	0.00	0.00	0.00	0.00	175,000.00	-175,000.00	0.0%
6030100 · Interest Income - General	14,169.99	12,083.33	14,169.99	0.00	0.00	14,169.99	145,000.00	-130,830.01	9.8%
6030200 · Special Reserve Fund Interest	4,263.73	5,416.67	0.00	4,263.73	0.00	4,263.73	65,000.00	-60,736.27	6.6%
6030300 · Grant/Gifts Fund Interest	2,250.94	2,291.67	0.00	0.00	2,250.94	2,250.94	27,500.00	-25,249.06	8.2%
6035100 · Dividends	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6040100 · Nonresident/Enhanced Fee Cards	0.00	104.17	0.00	0.00	0.00	0.00	1,250.00	-1,250.00	0.0%
6050100 · Fines and Fees	1,407.70	1,458.33	1,407.70	0.00	0.00	1,407.70	17,500.00	-16,092.30	8.0%
6055100 · Collection Agency Fees	10.00	41.67	10.00	0.00	0.00	10.00	500.00	-490.00	2.0%
6060100 · Copy/Scan/Fax Income	1,104.65	1,541.67	1,104.65	0.00	0.00	1,104.65	18,500.00	-17,395.35	6.0%
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	2.83	14,583.33	0.00	0.00	2.83	2.83	175,000.00	-174,997.17	0.0%
6090100 · Annexation & Impact Fees	0.00	2,083.33	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
6105100 · Retiree/Cobra Insurance Payment	0.00	1,500.00	0.00	0.00	0.00	0.00	18,000.00	-18,000.00	0.0%
6110100 · Program Fees/Misc. Fees	0.00	166.67	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
6120100 · Meeting Room Fees	40.00	187.50	40.00	0.00	0.00	40.00	2,250.00	-2,210.00	1.8%
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.	20.00	6,250.00	20.00	0.00	0.00	20.00	75,000.00	-74,980.00	0.0%
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	397.16	541.67	397.16	0.00	0.00	397.16	6,500.00	-6,102.84	6.1%
6157100 · CCS/LLSAP Income	0.00	875.00	0.00	0.00	0.00	0.00	10,500.00	-10,500.00	0.0%
6160100 · Solar Credits	0.00	375.00	0.00	0.00	0.00	0.00	4,500.00	-4,500.00	0.0%
6170300 · Per Capita Grant	62,150.22	5,416.67	0.00	0.00	62,150.22	62,150.22	65,000.00	-2,849.78	95.6%
6200100 · Over/Short	-1.95	41.67	-1.95	0.00	0.00	-1.95	500.00	-501.95	-0.4%
6210300 · Miscellaneous Grants	0.00	5,416.67	0.00	0.00	0.00	0.00	65,000.00	-65,000.00	0.0%
9100200 · Transfer from General Fund	0.00	137,500.00	0.00	0.00	0.00	0.00	1,650,000.00	-1,650,000.00	0.0%
<b>Total Revenues</b>	<b>2,075,040.00</b>	<b>539,346.79</b>	<b>2,006,372.28</b>	<b>4,263.73</b>	<b>64,403.99</b>	<b>2,075,040.00</b>	<b>6,472,161.47</b>	<b>-4,397,121.47</b>	<b>2.49</b>
<b>Total Revenues</b>	<b>2,075,040.00</b>	<b>539,346.79</b>	<b>2,006,372.28</b>	<b>4,263.73</b>	<b>64,403.99</b>	<b>2,075,040.00</b>	<b>6,472,161.47</b>	<b>-4,397,121.47</b>	<b>32.1%</b>
<b>Expenditures</b>									
<b>Personnel Expenses</b>									
8910100 · Salaries	100,239.09	150,416.67	100,239.09	0.00	0.00	100,239.09	1,805,000.00	-1,704,760.91	5.6%
8920100 · FICA/Medicare	7,376.87	11,666.67	7,376.87	0.00	0.00	7,376.87	140,000.00	-132,623.13	5.3%
8930100 · IMRF	10,387.96	17,916.67	10,387.96	0.00	0.00	10,387.96	215,000.00	-204,612.04	4.8%
8940100 · Health & Life Insurance	11,568.80	26,666.67	11,568.80	0.00	0.00	11,568.80	320,000.00	-308,431.20	3.6%
8945100 · Recruiting/Preemployment Screen	0.00	333.33	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
8950100 · Tuition Reimbursement	832.50	833.33	832.50	0.00	0.00	832.50	10,000.00	-9,167.50	8.3%
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	50.00	560.42	50.00	0.00	0.00	50.00	6,725.00	-6,675.00	0.7%
8970100 · Travel	42.13	1,120.83	42.13	0.00	0.00	42.13	13,450.00	-13,407.87	0.3%
8980100 · Continuing Education (Mtg/Conf)	0.00	1,329.17	0.00	0.00	0.00	0.00	15,950.00	-15,950.00	0.0%
<b>Total Personnel</b>	<b>130,497.35</b>	<b>211,052.08</b>	<b>130,497.35</b>	<b>0.00</b>	<b>0.00</b>	<b>130,497.35</b>	<b>2,532,625.00</b>	<b>-2,402,127.65</b>	<b>5.2%</b>

**McHenry Public Library District**  
**Financial Report Detail by Fund**  
**For the 1 Month(s) Ended July 31, 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	2,066.67	5,625.00	2,066.67	0.00	0.00	2,066.67	67,500.00	-65,433.33	3.1%
8020100 · Youth Books	2,304.46	4,583.33	2,304.46	0.00	0.00	2,304.46	55,000.00	-52,695.54	4.2%
8025100 · Professional Resources	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
8028100 · Administrative Resources	0.00	291.67	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
8030100 · Magazines & Newspapers	0.00	1,250.00	0.00	0.00	0.00	0.00	15,000.00	-15,000.00	0.0%
8040300 · Operating Fund Gifts(Donations)	1,375.00	18,750.00	0.00	0.00	1,375.00	1,375.00	225,000.00	-223,625.00	0.6%
8050100 · Adult AV Materials	733.75	2,583.33	733.75	0.00	0.00	733.75	31,000.00	-30,266.25	2.4%
8060100 · Youth AV Materials	0.00	1,083.33	0.00	0.00	0.00	0.00	13,000.00	-13,000.00	0.0%
8070100 · Library of Things	0.00	1,291.67	0.00	0.00	0.00	0.00	15,500.00	-15,500.00	0.0%
8080100 · Video Games	1,395.00	1,250.00	1,395.00	0.00	0.00	1,395.00	15,000.00	-13,605.00	9.3%
8090100 · Digital Media Services	5,302.22	9,591.67	5,302.22	0.00	0.00	5,302.22	115,100.00	-109,797.78	4.6%
8095100 · Electronic Resources	16,541.96	7,083.33	16,541.96	0.00	0.00	16,541.96	85,000.00	-68,458.04	19.5%
8120100 · Library Supplies	31.99	583.33	31.99	0.00	0.00	31.99	7,000.00	-6,968.01	0.5%
8130100 · Tech Services Supplies	-356.96	2,727.08	-356.96	0.00	0.00	-356.96	32,725.00	-33,081.96	-1.1%
8135100 · Bindery	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
8140100 · Adult Programs & Supplies	1,149.21	1,333.33	1,149.21	0.00	0.00	1,149.21	16,000.00	-14,850.79	7.2%
8142100 · Comicon	0.00	541.67	0.00	0.00	0.00	0.00	6,500.00	-6,500.00	0.0%
8145100 · Circulation Supplies	42.99	625.00	42.99	0.00	0.00	42.99	7,500.00	-7,457.01	0.6%
8147100 · Summer Reading Club	0.00	583.33	0.00	0.00	0.00	0.00	7,000.00	-7,000.00	0.0%
8150100 · Youth Programs & Supplies	1,354.81	1,375.00	1,354.81	0.00	0.00	1,354.81	16,500.00	-15,145.19	8.2%
<b>Total Material and Supplies</b>	<b>31,941.10</b>	<b>61,402.08</b>	<b>30,566.10</b>	<b>0.00</b>	<b>1,375.00</b>	<b>31,941.10</b>	<b>736,825.00</b>	<b>-704,883.90</b>	<b>4.3%</b>
<b>Contracted Services</b>									
8215100 · Collection Agency Fees	0.00	104.17	0.00	0.00	0.00	0.00	1,250.00	-1,250.00	0.0%
8245100 · IT/Comp/Copier/Equip-Outsourced	9,893.15	10,833.33	9,893.15	0.00	0.00	9,893.15	130,000.00	-120,106.85	7.6%
8247100 · Automation--Staff	300.00	2,916.67	300.00	0.00	0.00	300.00	35,000.00	-34,700.00	0.9%
8250-100 · Vehicle Expenses	0.00	625.00	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
8260100 · Misc. Contracted Services	0.00	1,541.67	0.00	0.00	0.00	0.00	18,500.00	-18,500.00	0.0%
8270100 · Library Bank/Finance/Late Fee	30.00	62.50	30.00	0.00	0.00	30.00	750.00	-720.00	4.0%
8275100 · Public Pmt Processing Fees	133.73	416.67	133.73	0.00	0.00	133.73	5,000.00	-4,866.27	2.7%
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>10,356.88</b>	<b>26,083.33</b>	<b>10,356.88</b>	<b>0.00</b>	<b>0.00</b>	<b>10,356.88</b>	<b>313,000.00</b>	<b>-302,643.12</b>	<b>3.3%</b>
<b>Consortium &amp; IT/Network Services</b>									
8310100 · Automation--Circulation/Catalog	15,641.80	9,479.17	15,641.80	0.00	0.00	15,641.80	113,750.00	-98,108.20	13.8%
8320100 · VOIP Phone Service	3,268.49	2,041.67	3,268.49	0.00	0.00	3,268.49	24,500.00	-21,231.51	13.3%
8325100 · Internet Services	1,553.80	1,125.00	1,553.80	0.00	0.00	1,553.80	13,500.00	-11,946.20	11.5%
<b>Total Consortium &amp; IT/Network Services</b>	<b>20,464.09</b>	<b>12,645.83</b>	<b>20,464.09</b>	<b>0.00</b>	<b>0.00</b>	<b>20,464.09</b>	<b>151,750.00</b>	<b>-131,285.91</b>	<b>13.5%</b>
<b>Professional Services</b>									
8410100 · Accounting/Payroll/Audit Service	3,337.74	5,104.17	3,337.74	0.00	0.00	3,337.74	61,250.00	-57,912.26	5.4%
8420100 · Legal Services	0.00	2,083.33	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
8430100 · Other Consulting Fees	0.00	6,500.00	0.00	0.00	0.00	0.00	78,000.00	-78,000.00	0.0%
8440100 · In Service/Staff Training/LMS	600.00	654.17	600.00	0.00	0.00	600.00	7,850.00	-7,250.00	7.6%
<b>Total Professional Services</b>	<b>3,937.74</b>	<b>14,341.67</b>	<b>3,937.74</b>	<b>0.00</b>	<b>0.00</b>	<b>3,937.74</b>	<b>172,100.00</b>	<b>-168,162.26</b>	<b>2.3%</b>
<b>Printing, Publications &amp; Postage</b>									
8510100 · Printing Services Outsourced	5,105.10	4,583.33	5,105.10	0.00	0.00	5,105.10	55,000.00	-49,894.90	9.3%
8530100 · Public Notices & ADS (Legal & Job)	73.50	187.50	73.50	0.00	0.00	73.50	2,250.00	-2,176.50	3.3%
8540100 · Postage/Shipping	114.54	1,895.83	114.54	0.00	0.00	114.54	22,750.00	-22,635.46	0.5%
8545100 · Printing/Copier Supplies	0.00	375.00	0.00	0.00	0.00	0.00	4,500.00	-4,500.00	0.0%
8550100 · Public Relations/Promotions	37.99	854.17	37.99	0.00	0.00	37.99	10,250.00	-10,212.01	0.4%
<b>Total Printing, Publications &amp; Postage</b>	<b>5,331.13</b>	<b>7,895.83</b>	<b>5,331.13</b>	<b>0.00</b>	<b>0.00</b>	<b>5,331.13</b>	<b>94,750.00</b>	<b>-89,418.87</b>	<b>5.6%</b>



**McHenry Public Library District**  
**Financial Report Detail by Fund**  
For the 1 Month(s) Ended July 31, 2024

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	Annual Budget	\$ Over Budget	% of Budget
<b>Utilities</b>									
8610100 · Electricity	2,708.30	2,500.00	2,708.30	0.00	0.00	2,708.30	30,000.00	-27,291.70	9.0%
8620100 · Gas	158.03	1,458.33	158.03	0.00	0.00	158.03	17,500.00	-17,341.97	0.9%
8640100 · Water & Sewer	0.00	416.67	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
<b>Total Utilities</b>	<b>2,866.33</b>	<b>4,375.00</b>	<b>2,866.33</b>	<b>0.00</b>	<b>0.00</b>	<b>2,866.33</b>	<b>52,500.00</b>	<b>-49,633.67</b>	<b>5.5%</b>
<b>Miscellaneous Operating Expenses</b>									
8720100 · Building & Auto Insurance	0.00	4,516.67	0.00	0.00	0.00	0.00	54,200.00	-54,200.00	0.0%
8730100 · Bonding & Officers Liability	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
8740100 · Janitorial Services & Supplies	5,714.07	5,125.00	5,714.07	0.00	0.00	5,714.07	61,500.00	-55,785.93	9.3%
8745100 · Grounds Maintenance	1,625.00	3,766.67	1,625.00	0.00	0.00	1,625.00	45,200.00	-43,575.00	3.6%
8750100 · Building Operations/Maintenance	1,179.16	5,833.33	1,179.16	0.00	0.00	1,179.16	70,000.00	-68,820.84	1.7%
8760100 · Hospitality	173.61	556.25	173.61	0.00	0.00	173.61	6,675.00	-6,501.39	2.6%
8770100 · Library Lost & Damaged Materials	14.20	83.33	14.20	0.00	0.00	14.20	1,000.00	-985.80	1.4%
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>8,706.04</b>	<b>20,172.92</b>	<b>8,706.04</b>	<b>0.00</b>	<b>0.00</b>	<b>8,706.04</b>	<b>242,075.00</b>	<b>-233,368.96</b>	<b>3.6%</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	0.0%
8800311 · Adult Materials - Per Capita	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	0.0%
8800331 · Staff Software - Per Capita	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.0%
8040350 · Per Capita Grant; Current FY	0.00	5,416.67	0.00	0.00	0.00	0.00	65,000.00	-65,000.00	0.0%
8040355 · Per Capita Grant; Previous FY	0.00	2,083.33	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
8800332 · Public Software	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.0%
8800333 · Computer Equipment	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	0.0%
8800342 · Additional Expenses (Personnel)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
9030300 · Misc. Grants	0.00	5,416.67	0.00	0.00	0.00	0.00	65,000.00	-65,000.00	0.0%
9200300 · Additional Expenses	0.00	416.67	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
<b>Total Grant &amp; Gift Fund Expenses</b>	<b>0.00</b>	<b>13,333.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>160,000.00</b>	<b>-160,000.00</b>	<b>0.0%</b>
<b>Capital Expenses</b>									
9060100 · Library Furnishings	0.00	2,083.33	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
9070100 · Library Equipment	0.00	2,083.33	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
9080100 · Small Equipment under \$250	0.00	416.67	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
9090100 · Adtl. Capital Projects & Equipment	0.00	6,666.67	0.00	0.00	0.00	0.00	80,000.00	-80,000.00	0.0%
9050200 · Library District Act	0.00	12,500.00	0.00	0.00	0.00	0.00	150,000.00	-150,000.00	0.0%
9060200 · Special Reserve Expenditures	0.00	33,333.33	0.00	0.00	0.00	0.00	400,000.00	-400,000.00	0.0%
<b>Total Capital Expenses</b>	<b>0.00</b>	<b>57,083.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>685,000.00</b>	<b>-685,000.00</b>	<b>0.0%</b>
<b>Transfer to Reserve Fund</b>									
9100100 · Transfer to Reserve Fund	0.00	137,500.00	0.00	0.00	0.00	0.00	1,650,000.00	-1,650,000.00	0.0%
<b>Total Transfer to Reserve Fund</b>	<b>0.00</b>	<b>137,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,650,000.00</b>	<b>-1,650,000.00</b>	<b>0.0%</b>
	<b>214,100.66</b>	<b>565,885.42</b>	<b>212,725.66</b>	<b>0.00</b>	<b>1,375.00</b>	<b>214,100.66</b>	<b>6,790,625.00</b>	<b>-6,576,524.34</b>	<b>3.2%</b>
<b>Total Expenditures</b>	<b>214,100.66</b>	<b>565,885.42</b>	<b>212,725.66</b>	<b>0.00</b>	<b>1,375.00</b>	<b>214,100.66</b>	<b>6,790,625.00</b>	<b>-6,576,524.34</b>	<b>3.2%</b>
<b>Net Total</b>	<b>1,860,939.34</b>	<b>-26,538.63</b>	<b>1,793,646.62</b>	<b>4,263.73</b>	<b>63,028.99</b>	<b>1,860,939.34</b>	<b>-318,463.53</b>	<b>2,179,402.87</b>	

McHenry Public Library District  
Financial Report Detail by Month  
For the 1 Month(s) Ended July 31, 2024

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
<b>Revenues</b>													
6010100 · Property Taxes	1,984,080.59												1,984,080.59
6015100 · Revenue Recapture Property Tax	5,144.14												5,144.14
6020200 · Developer Fees	0.00												0.00
6030100 · Interest Income - General	14,169.99												14,169.99
6030200 · Special Reserve Fund Interest	4,263.73												4,263.73
6030300 · Grant/Gifts Fund Interest	2,250.94												2,250.94
6035100 · Dividends	0.00												0.00
6040100 · Nonresident/Enhanced Fee Cards	0.00												0.00
6050100 · Fines and Fees	1,407.70												1,407.70
6055100 · Collection Agency Fees	10.00												10.00
6060100 · Copy/Scan/Fax Income	1,104.65												1,104.65
6070200 · Reserve Fund Gifts	0.00												0.00
6070300 · General Fund Gifts	2.83												2.83
6080200 · Bond & Debt Certificate Sale	0.00												0.00
6090100 · Annexation & Impact Fees	0.00												0.00
6090200 · Transfers From Other Funds (9100-100)	0.00												0.00
6105100 · Retiree/Cobra Insurance Payment	0.00												0.00
6110100 · Program Fees/Misc. Fees	0.00												0.00
6120100 · Meeting Room Fees	40.00												40.00
6125100 · License Plate Renewal Fees	0.00												0.00
6130100 · Misc.	20.00												20.00
6130200 · Misc. Income SR	0.00												0.00
6150100 · Lost & Damaged Materials	397.16												397.16
6157100 · CCS/LLSAP Income	0.00												0.00
6160100 · Solar Credits	0.00												0.00
6170300 · Per Capita Grant	62,150.22												62,150.22
6200100 · Over/Short	-1.95												-1.95
6210300 · Miscellaneous Grants	0.00												0.00
9100200 · Transfer from General Fund	0.00												0.00
<b>Total Revenues</b>	<b>2,075,040.00</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>2,075,040.00</b>
<b>Expenditures</b>													
<b>Personnel Expenses</b>													
8910100 · Salaries	100,239.09												100,239.09
8920100 · FICA/Medicare	7,376.87												7,376.87
8930100 · IMRF	10,387.96												10,387.96
8940100 · Health & Life Insurance	11,568.80												11,568.80
8945100 · Recruiting/Preemployment Screen	0.00												0.00
8950100 · Tuition Reimbursement	832.50												832.50
8955100 · Telecommute Reimbursements	0.00												0.00
8960100 · Memberships & Dues	50.00												50.00
8970100 · Travel	42.13												42.13
8980100 · Continuing Education (Mtg/Conf)	0.00												0.00
<b>Total Personnel</b>	<b>130,497.35</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>130,497.35</b>

McHenry Public Library District  
Financial Report Detail by Month  
For the 1 Month(s) Ended July 31, 2024

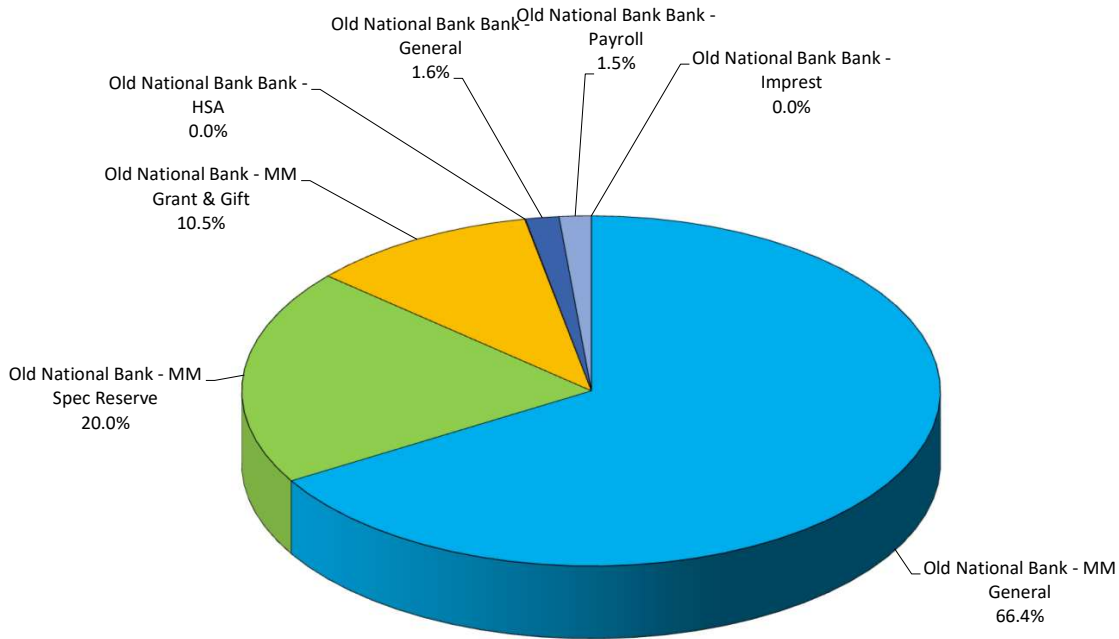
	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
<b>Materials and Supplies</b>													
8010100 · Adult Books	2,066.67												2,066.67
8020100 · Youth Books	2,304.46												2,304.46
8025100 · Professional Resources	0.00												0.00
8028100 · Administrative Resources	0.00												0.00
8030100 · Magazines & Newspapers	0.00												0.00
8040300 · Operating Fund Gifts(Donations)	1,375.00												1,375.00
8050100 · Adult AV Materials	733.75												733.75
8060100 · Youth AV Materials	0.00												0.00
8070100 · Library of Things	0.00												0.00
8080100 · Video Games	1,395.00												1,395.00
8090100 · Digital Media Services	5,302.22												5,302.22
8095100 · Electronic Resources	16,541.96												16,541.96
8120100 · Library Supplies	31.99												31.99
8130100 · Tech Services Supplies	-356.96												-356.96
8135100 · Bindery	0.00												0.00
8140100 · Adult Programs & Supplies	1,149.21												1,149.21
8142100 · Comicon	0.00												0.00
8145100 · Circulation Supplies	42.99												42.99
8147100 · Summer Reading Club	0.00												0.00
8150100 · Youth Programs & Supplies	1,354.81												1,354.81
<b>Total Material and Supplies</b>	<b>31,941.10</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>31,941.10</b>
<b>Contracted Services</b>													
8215100 · Collection Agency Fees	0.00												0.00
8245100 · IT/Comp/Copier/Equip-Outsourced	9,893.15												9,893.15
8247100 · Automation--Staff	300.00												300.00
8250-100 · Vehicle Expenses	0.00												0.00
8260100 · Misc. Contracted Services	0.00												0.00
8270100 · Library Bank/Finance/Late Fee	30.00												30.00
8275100 · Public Pmt Processing Fees	133.73												133.73
8285100 · License Plate Fees Settlement	0.00												0.00
<b>Total Contracted Services</b>	<b>10,356.88</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>10,356.88</b>
<b>Consortium &amp; IT/Network Services</b>													
8310100 · Automation--Circulation/Catalog	15,641.80												15,641.80
8320100 · VOIP Phone Service	3,268.49												3,268.49
8325100 · Internet Services	1,553.80												1,553.80
<b>Total Consortium &amp; IT/Network Services</b>	<b>20,464.09</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>20,464.09</b>
<b>Professional Services</b>													
8410100 · Accounting/Payroll/Audit Service	3,337.74												3,337.74
8420100 · Legal Services	0.00												0.00
8430100 · Other Consulting Fees	0.00												0.00
8440100 · In Service/Staff Training/LMS	600.00												600.00
<b>Total Professional Services</b>	<b>3,937.74</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>3,937.74</b>
<b>Printing, Publications &amp; Postage</b>													
8510100 · Printing Services Outsourced	5,105.10												5,105.10
8530100 · Public Notices & ADS (Legal & Job)	73.50												73.50
8540100 · Postage/Shipping	114.54												114.54
8545100 · Printing/Copier Supplies	0.00												0.00
8550100 · Public Relations/Promotions	37.99												37.99
<b>Total Printing, Publications &amp; Postage</b>	<b>5,331.13</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>5,331.13</b>

McHenry Public Library District  
Financial Report Detail by Month  
For the 1 Month(s) Ended July 31, 2024

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
<b>Utilities</b>													
8610100 · Electricity	2,708.30												2,708.30
8620100 · Gas	158.03												158.03
8640100 · Water & Sewer	0.00												0.00
<b>Total Utilities</b>	<b>2,866.33</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>2,866.33</b>
<b>Miscellaneous Operating Expenses</b>													
8720100 · Building & Auto Insurance	0.00												0.00
8730100 · Bonding & Officers Liability	0.00												0.00
8740100 · Janitorial Services & Supplies	5,714.07												5,714.07
8745100 · Grounds Maintenance	1,625.00												1,625.00
8750100 · Building Operations/Maintenance	1,179.16												1,179.16
8760100 · Hospitality	173.61												173.61
8770100 · Library Lost & Damaged Materials	14.20												14.20
8795100 · Miscellaneous	0.00												0.00
<b>Total Miscellaneous Operating Expenses</b>	<b>8,706.04</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>8,706.04</b>
<b>Grant &amp; Gift Fund Expenses</b>													
8800300 · 2020/21 Per Capita Grant	0.00												0.00
8800311 · Adult Materials - Per Capita	0.00												0.00
8800321 · Youth Materials - Per Capita	0.00												0.00
8800331 · Staff Software - Per Capita	0.00												0.00
8040350 · Per Capita Grant; Current FY	0.00												0.00
8040355 · Per Capita Grant; Previous FY	0.00												0.00
8800332 · Public Software	0.00												0.00
8800333 · Computer Equipment	0.00												0.00
8800341 · Other Equipment	0.00												0.00
8800342 · Additional Expenses (Personnel)	0.00												0.00
9030300 · Misc. Grants	0.00												0.00
9200300 · Additional Expenses	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>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>Capital Expenses</b>													
9060100 · Library Furnishings	0.00												0.00
9070100 · Library Equipment	0.00												0.00
9080100 · Small Equipment under \$250	0.00												0.00
9090100 · Adtl. Capital Projects & Equipment	0.00												0.00
9050200 · Library District Act	0.00												0.00
9060200 · Special Reserve Expenditures	0.00												0.00
<b>Total Capital Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Transfer to Reserve Fund</b>													
9100100 · Transfer to Reserve Fund	0.00												0.00
<b>Total Transfer to Reserve Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	214,100.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	214,100.66
<b>Total Expenditures</b>	<b>214,100.66</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>214,100.66</b>
<b>Net Total</b>	<b>1,860,939.34</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>1,860,939.34</b>

**McHenry Public Library District  
Investments  
For the 1 Month(s) Ended July 31, 2024**

<b>Bank</b>	<b>Current Rate</b>	<b>Book Balance</b>
Old National Bank - MM General	3.94%	4,121,613
Old National Bank - MM Spec Reserve	3.94%	1,240,189
Old National Bank - MM Grant & Gift	3.94%	654,729
Old National Bank Bank - HSA	n/a	1,618
Old National Bank Bank - General	n/a	96,239
Old National Bank Bank - Payroll	n/a	91,736
Old National Bank Bank - Imprest	n/a	164
<b>Total</b>	<b>\$</b>	<b>6,206,288</b>



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

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

<b>Account - General Fund</b>					
<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
MDC Environmental Services	Waste	\$ 538.28	8745-100	07/01/24	EFT
Comcast	Internet	\$ 462.80	8325-100	07/01/24	EFT
Comcast	Internet	\$ 462.80	8325-100	07/27/24	EFT
AT&T	Internet	\$ 314.10	8325-100	07/01/24	EFT
AT&T	Internet	\$ 314.10	8325-100	07/29/24	EFT
First Communications	VOIP Phones	\$ 1,622.13	8320-100	07/01/24	EFT
First Communications	VOIP Phones	\$ 1,646.36	8320-100	07/30/24	EFT
Sam's Club	Supplies	\$ 54.62	Various	07/29/24	EFT
Bankcard Processing	Credit Card	\$ 16,215.24	Various	07/29/24	EFT
<b>subtotal for account</b>		<b>\$ 21,630.43</b>			

<b>Account - HSA/Building</b>					
Old National Bank	Employer contributions HSA	\$ 577.69	8940-100	07/09/24	EFT
Old National Bank	Employee contributions HSA	\$ 577.69	8940-100	07/23/24	EFT
<b>subtotal for account</b>		<b>\$ 1,155.38</b>			

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

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

**GRAND TOTAL CHECKS ISSUED \$ 22,785.81**

## Reimbursement Report

McHenry Public Library District

Check Dates: 07/01/2024 to 07/23/2024

Pay Periods: 06/16/2024 to 07/19/2024

## Reimbursement Report

### July 2024

Employee	Amount
Baseley, Steffanie L.	\$8.80
Kordistos, Skye	\$11.97
May, Jennifer S.	\$248.68
Salazar, Bertha A.	\$1.68
Stansbury, Alie A.	\$43.44
<b>Totals for REITR -- Travel Reimbursement</b>	
<b>5 Employees</b>	<b>\$314.57</b>

#### Report Totals

Code	Description	Employees	Amount
REITR	Travel Reimbursement	5	\$314.57
<b>Totals</b>		<b>5</b>	<b>\$314.57</b>



Paylocity Corporation  
(888) 873-8205

User: JMay

Run on 8/5/2024 at 11:06 AM

NAME	TRANSACTION DATE	MERCHANT NAME	AMOUNT	NOTES	ACCOUNT	ACCOUNT TOTALS
JAKACKI	07-10-2024	QUICKLUTION	\$ 49.00	Prepaid: 7/13/24-7/14/25	8028-100	\$ 49.00
MILFAJT	07-31-2024	SHAW SUBURBAN MEDIA-SU	\$ 65.00		8030-100	
MILFAJT	07-24-2024	DTP*NATIONAL ENQUIRER	\$ 139.88	Prepaid: 8/2024-7/2025	8030-100	
MILFAJT	07-08-2024	CHICAGO TRIB SUBSCRIPT	\$ 481.00		8030-100	\$ 685.88
SPAARGAREN	08-05-2024	SQ *TWISTED LIMITS ESC	\$ 50.00		8040-100	\$ 50.00
STANSBURY	07-20-2024	LAKESHORE LEARNING MAT	\$ 49.99	\$88.98 SPLIT	8070-100	\$ 49.99
MAY	08-01-2024	HELP.MAX.COM	\$ 16.99		8090-100	
MAY	07-29-2024	Disney Plus	\$ 11.00		8090-100	
MAY	07-28-2024	HULU 877-8244858 CA	\$ 17.99		8090-100	
MAY	07-22-2024	HULU 877-8244858 CA	\$ 17.99		8090-100	
MAY	07-21-2024	HULU 877-8244858 CA	\$ 17.99		8090-100	
MAY	07-21-2024	Disney Plus	\$ 11.00		8090-100	
MAY	07-13-2024	Disney Plus	\$ 11.00		8090-100	
MAY	07-08-2024	discovery+	\$ 8.99		8090-100	
MAY	07-08-2024	APPLE.COM/BILL	\$ 9.99		8090-100	
MICHALSKI	07-29-2024	HULU 877-8244858 CA	\$ 17.99		8090-100	
MICHALSKI	07-16-2024	PARAMOUNT+	\$ 5.99		8090-100	
MICHALSKI	07-09-2024	Disney Plus	\$ 11.00		8090-100	
STANSBURY	08-03-2024	Amazon Kids+*RF4A01TC0	\$ 7.99		8090-100	\$ 165.91
SPAARGAREN	07-13-2024	WALMART.COM	\$ 11.64		8140-100	\$ 11.64
MICHALSKI	07-27-2024	HEALTHY HUB	\$ 25.00		8145-100	
MICHALSKI	07-27-2024	UEP*TEAME BOBA	\$ 25.00		8145-100	
MICHALSKI	07-27-2024	SQ *JUST 4 YOU TREATS	\$ 25.00		8145-100	\$ 75.00
SCHNAEBELE	07-22-2024	U-HAUL UHC OF CRYSTAL	\$ 61.23		8147-100	
SCHNAEBELE	07-21-2024	BP#8941106MCHENRY BQPS	\$ 6.40		8147-100	
SCHNAEBELE	07-21-2024	BP#8941106MCHENRY BQPS	\$ 25.00		8147-100	\$ 92.63
STANSBURY	07-26-2024	THE UPS STORE 4064	\$ 175.00		8150-100	
STANSBURY	07-25-2024	MEIJER # 218	\$ 86.59		8150-100	
STANSBURY	07-22-2024	MEIJER # 218	\$ 184.71		8150-100	
STANSBURY	07-20-2024	LAKESHORE LEARNING MAT	\$ 38.99	\$88.98 SPLIT	8150-100	
STANSBURY	07-10-2024	MEIJER # 218	\$ 60.46		8150-100	\$ 545.75
JAKACKI	07-10-2024	INTERNATIONAL TRANS FEE	\$ 1.47		8270-100	\$ 1.47
JAKACKI	07-22-2024	MCHENRY PUBLIC LIBRARY	\$ 1.00	Test - New Self Chk Station	8275-100	
JAKACKI	07-22-2024	MCHENRY PUBLIC LIBRARY	\$ 1.00	Test - New Self Chk Station	8275-100	
MICHALSKI	07-24-2024	MCHENRY PUBLIC LIBRARY	\$ 1.00	Test - New Self Chk Station	8275-100	
MICHALSKI	07-24-2024	MCHENRY PUBLIC LIBRARY	\$ 2.00	Test - New Self Chk Station	8275-100	
MICHALSKI	07-24-2024	MCHENRY PUBLIC LIBRARY	\$ 2.00	Test - New Self Chk Station	8275-100	
MICHALSKI	07-24-2024	MCHENRY PUBLIC LIBRARY	\$ 1.00	Test - New Self Chk Station	8275-100	
MICHALSKI	07-24-2024	MCHENRY PUBLIC LIBRARY	\$ 1.00	Test - New Self Chk Station	8275-100	
MICHALSKI	07-24-2024	MCHENRY PUBLIC LIBRARY	\$ 2.00	Test - New Self Chk Station	8275-100	
MICHALSKI	07-23-2024	MCHENRY PUBLIC LIBRARY	\$ 1.00	Test - New Self Chk Station	8275-100	
MICHALSKI	07-23-2024	MCHENRY PUBLIC LIBRARY	\$ 1.00	Test - New Self Chk Station	8275-100	
MICHALSKI	07-23-2024	MCHENRY PUBLIC LIBRARY	\$ 1.00	Test - New Self Chk Station	8275-100	
MICHALSKI	07-18-2024	MCHENRY PUBLIC LIBRARY	\$ 1.00	Test - New Self Chk Station	8275-100	
JAKACKI	07-23-2024	VISTAPRINT	\$ 29.98	\$37.97 SPLIT	8510-100	\$ 29.98
JAKACKI	08-01-2024	CHICAGO BOOKS & JOURNA	\$ 18.88	\$182.68 SPLIT	8540-100	
JAKACKI	07-23-2024	VISTAPRINT	\$ 7.99	\$37.97 SPLIT	8540-100	
JAKACKI	07-11-2024	USPS PO 1646800050	\$ 5.32		8540-100	
MICHALSKI	07-27-2024	USPS PO 1646800050	\$ 96.42		8540-100	\$ 128.61
JAKACKI	08-01-2024	CHICAGO BOOKS & JOURNA	\$ 163.80	\$182.68 SPLIT	8550-100	
STANSBURY	08-06-2024	4IMPRINT INC	\$ 1,134.29		8550-100	\$ 1,298.09
SCHNAEBELE	07-18-2024	MENARDS CRYSTAL LAKE I	\$ 63.92		8745-100	\$ 63.92
SCHNAEBELE	07-16-2024	MENARDS CRYSTAL LAKE I	\$ 233.05		8750-100	\$ 233.05
JAKACKI	08-06-2024	WALMART.COM	\$ 40.87		8760-100	
JAKACKI	07-21-2024	BP#9151747BULL VALLQPS	\$ 9.24		8760-100	\$ 50.11
MAY	08-03-2024	NATIONAL CRIME SEARCH	\$ 27.95		8945-100	\$ 27.95
MAY	07-08-2024	MGMTASSCIL	\$ 730.00		8980-100	\$ 730.00
TOTAL BANKCARD TRANSACTIONS:			\$ 4,304.98			





McHENRY PUBLIC  
LIBRARY DISTRICT

# JULY 2024

## BY THE NUMBERS

### PEOPLE

**201**  
New Card  
Registrations

**288**  
Hours Open  
To Public

**13,431**  
Library Attendance



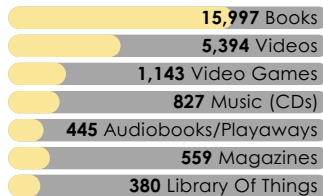
**2,066**  
Program  
Attendance

**10**  
Volunteer  
Hours

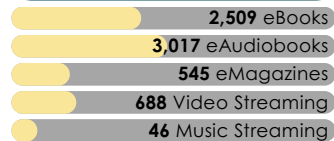
### CIRCULATION



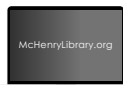
#### 24,745 PHYSICAL ITEMS



#### 6,805 eMATERIALS



### RESOURCES



Computer  
Sessions  
**1,558**



Database  
Searches  
**10,799**



Database  
Sessions  
**728**



Simple Scan &  
Fax Uses  
**313**



WiFi Uses  
(in Library)  
**1,847**

### ONLINE

**4,167**



EMAIL SUBSCRIBERS

3.1K



105



342



1K



531



54



Teen Esp.

SOCIAL MEDIA FOLLOWERS

**333,280**



WEBSITE VIEWS

Library Attendance: **12,530**  
Program Attendance: **4,401**  
Hours Open: **276**

Registrations: **214**  
Volunteer Hours: **11**

**JULY 2023 COMPARISON**  
Items In Circulation (Physical): **25,032**  
Items In Circulation (eMaterials): **5,362**  
Website Views: **414,327**

Computer Sessions: **1,351**  
Database Searches: **8,863**

Database Sessions: **226**  
Simple Scan Uses: **253**  
WiFi Uses: **1,915**

## McHenry Public Library District

### LIBRARIAN'S REPORT

JULY 2024

#### Administration

- Fiesta Days Parade was on July 21, and 25 library staff members participated. Many walked and handed out branded giveaways to residents while others waved to the crowd from the camping adventure-themed float.



- S. Nowalk completed the two-part IMRF authorized agent training, which will help her assist HR with payroll and benefits administration.
- M. Schnaebele attended the RAILS "The Facts About Prevailing Wage" presentation, and L. Jakacki attended the "Prevailing Wage 101" presentation from the Indiana, Illinois, Iowa Foundation for Fair Contracting.
- A. Stansbury and L. Jakacki met with administrators from District 15 to continue discussing an intergovernmental agreement for student access to public library resources.
- L. Jakacki attended the McHenry County Library Directors meeting on 7/19 at Crystal Lake Library and the North Suburban Library Directors meeting on 7/23 at Des Plaines Library.
- L. Jakacki attended the ILA Noon Network presentation "What's Your Plan? An Interactive Discussion on Personal Safety at Work and Home" to learn about more resources we could provide staff about safety and security while at work.

## **Adult Services**

- A patron came in looking for Sergio Garcia's book *Undocumented Lawyer*. We could not find it in the consortium or anywhere to suggest purchasing it. E. Montoya-Campos reached out, and it turns out the book was only published in Spanish and for a limited time. Mr. Garcia was very generous in donating a copy of the book to MPLD.
- T. Hillier introduced a patron to Playaway audiobooks who was very excited to use them while gardening instead of the CD Books she's been using.
- A patron had read everything by author J. A. Jance except two new titles that were short stories written for Audible. After some research and digging into our reader's advisory resources, K. Kimbrel found that the stories were available in a paperback owned by one library in our consortium. When the book came in, she brought it to him and told him how excited she was that he could get it
- Z. Terrill continues to bridge the gap between patrons and our digital resources. This month, a new patron came in and received a tour of our website, databases, and collection via the Dewey Decimal System. Another patron had problems with Hoopla's BingePasses, and Z. Terrill was able to contact the rep, confirm that it was a problem on Hoopla's side, and resolve the issue.
- A. Moreno-Lomeli also continues to be an excellent help in bridging the gap between the library and our Spanish-speaking community. A patron and her daughter recently moved to the area, and A. Moreno-Lomeli enrolled them in the McHenry Thrive Newsletter and shared McHenry Workforce information. They both signed up for library cards and checked out materials in English and Spanish.

## **Circulation**

- B. Michalski and J. May conducted interviews for the Circ Clerk and Circ Bilingual Clerk positions.
- In preparation for Library Card Signup Month in September, B. Michalski visited local businesses to inquire about obtaining gift card prizes for the initiative.

## **Human Resources**

- Phone Screens have started for our Cataloging Associate, and K. Milfajt and I will set up interviews with the top candidates during the upcoming month.
- B. Michalski conducted interviews with both English-speaking and bilingual candidates. One offer has been accepted, and three more are in the next round of our interview process. We are looking for a start date in August for this group of candidates to join our Circulation department.

- An offer was extended and accepted for our current opening in Youth Services as a Library Associate. A. Podborny started on 7/29.
- Our current headcount for July was 30: 18 FT (37.50 hours weekly), with 12 PT staff members.
- Average merit increase for FY 23/24 (year-to-date) is 2.36%
- Average merit increase for FY 24/25 (year-to-date) is 2.83%
- S. Baseley celebrated five years with the library

### **Technical Services**

- S. Roitberg began her term on the In-service committee. She continues to contribute to the field of librarianship through her work as chair of the Reproductive Health and Rights working group of the Gender & Sexuality SACO funnel to make the controlled vocabulary used in US libraries more useful and accessible. She is coordinating the beginning of a collaboration with the Medical SACO funnel to update and add terms that cross both funnels.
- A. Meads and S. Roitberg participated in the Fiesta Days Parade, with S. Roitberg riding on the float. A. Meads reports that she gave out handouts as she walked the route and had a lot of fun. She gave other staff members local history tidbits on specific areas and buildings/houses since she knows about the town's history. She is looking forward to next year, especially working on the float!
- A. Meads has joined the ComiCon committee and looks forward to this year's event. She began work to clean up our magazine holdings in the Library's catalog. She contacted materials vendors to see if they support Electronic Data Interchange (EDI) ordering to streamline our processes.
- K. Meadows is excited to report that her first solo effort at making the cards the patrons browse for our video game collection went well. She finished the department's work on the Ghost Hunting kit and took it down to join our other Library of Things.

### **Technology**

- IT and Eccezion installed the remaining 15 new public computers on the morning of Tuesday, 7/9. This was completed just before opening and without any major issues. The new Microsoft Surface Studio will be installed in August
- K Krewer and L Jakacki met with FirstComm's rep on 7/18 to discuss their phone service renewal proposal. The renewal would include improved service, the option to update our current devices, and reduced costs.
- K Krewer attended the Technology in Public Libraries: Results from PLA's 2023 Annual Survey webinar on July 30

- IT installed new credit card readers at our self-checks in July. They are a significant improvement from our previous devices, and they have had very few issues so far compared to the old devices.

## **Youth Services**

- We are very excited to welcome A Podborny to MPLD. She has joined our Youth Services Department as a part-time Library Associate.
- During a youth program, Scribblemonster, one of the attendees was having a hard time with the volume of the music. J. Einoris was able to use the noise-canceling headphones from the Calming Kit. The child's mother was pleased we had them available, and the boy could stay in the room and participate.
- S. Baseley implemented one of our Calming Kits at the Questions Desk. A parent tried to ask for help while the child with them was having a rough day. They offered the child the pop-it toy from the bag, and immediately, the child experienced emotional relief. This allowed the parent to get their informational needs met.
- A. Maifield had two other Teen Services Librarians contact her about our Dungeons & Dragons programs! They are both planning to come and observe the high school session in August to get a feel for the gameplay.
- B. Salazar helped a patron place books on hold and located a large print book on the shelf. She thanked her, saying, "Thank you for your help, patience, and cherished smile."
- The obstacle course was another success. S. Kordistos reported that many kids came and had a blast running it over and over again. She had chalk out to mark the course, so when a few of the kids were done with it, they asked if they could do some chalk art. One family that came and left for a few minutes ended up coming back to run the course again and even helped clean up the course when the program was over.
- Summer Reading 2024, Adventure Begins at Your Library, was very successful! A. Stansbury reports that not only did the library participate in the Fiesta Days parade, but we saw an increase in youth participation in the reading program with 626 total registrations across four age groups (early, junior, tween, and teen on Beanstack and paper) compared with 544 total registrations in 2023, an increase of 15%.

## **Patron Comments:**

- Araceli was so very sweet and extremely helpful. -D. V.

McHENRY PUBLIC LIBRARY DISTRICT  
WISDOM • KNOWLEDGE • DREAMS

Date July 15, 24

My comment/compliment/complaint:

I love your display's  
for the reading  
program! So cute!!

Name (optional): Valerie K



**Dan Kemp**  
Local Guide • 56 reviews • 0 photos

★★★★★ 3 weeks ago **NEW**

Great experience. The library has a great selection of books, DVDs, and magazines. The staff is helpful and professional.

**McHenry Public Library District**  
Owner

3 weeks ago

Thank you, Dan, for the 5 star review. We are glad you enjoyed your visit!

McHENRY PUBLIC LIBRARY DISTRICT  
WISDOM • KNOWLEDGE • DREAMS

Date FRK

My comment/compliment/complaint:

You are a great labor



Awesome job Briella and Brantley, from Riverwood, for finishing your library summer reading program!

Email us at [summerlearning@d15.org](mailto:summerlearning@d15.org) with all of the fun summer learning your students are participating in! #d15rocks #d15summerlearning



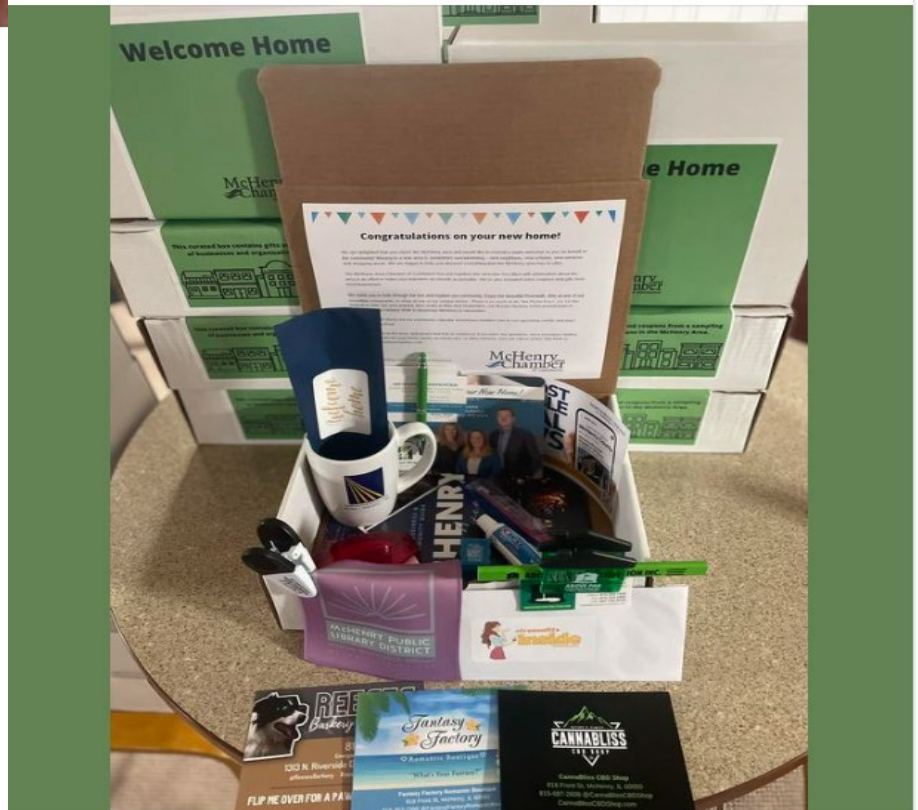
McHenry Area Chamber of Commerce is in McHenry.

July 3 at 1:10 PM · 🌐

Are you a local business wanting to get in front of new residents in the McHenry Area? Our Welcome Home Box is a great solution!

Chamber businesses can add a substantial coupon or branded swag thru our Welcome Home program. Please contact Amy for details at [amy@mchenrychamber.com](mailto:amy@mchenrychamber.com).

Thank you to our current Chamber members included in our current box!... See more



STATE OF ILLINOIS            )  
COUNTY OF McHENRY        )

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

**ORDINANCE No.     2024/2025-03**

**COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE  
FOR THE McHENRY PUBLIC LIBRARY DISTRICT  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2024  
AND ENDING JUNE 30, 2025**

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

WHEREAS, pursuant to the above and other appropriate statutes, a Budget and Appropriation Ordinance has been prepared in tentative form at the designation of this Board, and has been made available for public inspection at least thirty (30) days prior to final action thereon, and a public hearing on said Budget and Appropriation Ordinance has been held prior to final action hereon, and notice of said hearing to be published on or before July 21, 2024, being more than 30 days prior to said hearing, in a newspaper published within the district.

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

Section One:           The following budget containing a statement of cash on hand at the beginning of the fiscal year, an estimate of all cash receipts of said Library District to be received during such fiscal year from all sources, the estimated expenditures contemplated for such fiscal year and a statement of the estimated cash on hand at the end of such fiscal year be, and the same is hereby adopted as the Budget for said Library District for the fiscal year beginning July 1, 2024 and ending June 30, 2025, and the same sum are hereby appropriated as necessary to defray the said expenses and liabilities of this Public Library District, for the objects and purposes and in the estimated amounts as indicated, for said fiscal year:



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

	<b>APPROPRIATION</b>	<b>BUDGET</b>
1. Est. Cash on hand as of 05/31/2024	\$3,520,950.00	\$2,816,763.00
2. Property Taxes	\$4,720,475.00	\$3,776,371.19
3. Revenue Recapture—Property Taxes	\$ 12,250.00	\$ 9,790.28
4. Corporate Replacement Tax	\$ 0.00	\$ 0.00
5. Interest Income- General	\$ 181,250.00	\$ 145,000.00
6. Dividends	\$ 0.00	\$ 0.00
7. NonResident & Enhanced Fee Cards	\$ 1,575.00	\$ 1,250.00
8. Fines and Fees	\$ 21,875.00	\$ 17,500.00
9. Collection Agency Fees	\$ 625.00	\$ 500.00
10. Copy/Scan/Fax Income	\$ 23,125.00	\$ 18,500.00
11. Annexation & Developer Fees	\$ 31,250.00	\$ 25,000.00
12. Retiree & Cobra Insurance Payments	\$ 22,500.00	\$ 18,000.00
13. Program Fees/Misc. Fees	\$ 2,500.00	\$ 2,000.00
14. Meeting Room Fees	\$ 2,825.00	\$ 2,250.00
15. License Plate Renewal Fees	\$ 163,750.00	\$ 131,000.00
16. Miscellaneous Income	\$ 93,750.00	\$ 75,000.00
17. Lost & Damaged Materials	\$ 8,125.00	\$ 6,500.00
18. CCS/LLSAP Income	\$ 13,125.00	\$ 10,500.00
19. Solar Credits	\$ 5,625.00	\$ 4,500.00
20. Over/Short	\$ 625.00	\$ 500.00

**TOTAL GENERAL FUND REVENUE****\$8,826,200.00****\$7,060,724.47****B. APPROPRIATIONS FOR ESTIMATED EXPENDITURES****1. MATERIALS & SUPPLIES**

	<b>APPROPRIATION</b>	<b>BUDGET</b>
a. Adult Books	\$ 84,375.00	\$ 67,500.00
b. Youth Books	\$ 68,750.00	\$ 55,000.00
c. Professional Resources	\$ 3,125.00	\$ 2,500.00
d. Administrative Resources	\$ 4,375.00	\$ 3,500.00
e. Magazines and Newspapers	\$ 18,750.00	\$ 15,000.00
f. Adult AV Materials	\$ 38,750.00	\$ 31,000.00
g. Youth AV Materials	\$ 16,250.00	\$ 13,000.00
h. Library of Things	\$ 19,375.00	\$ 15,500.00
i. Video Games	\$ 18,750.00	\$ 15,000.00
j. Digital Media Services	\$ 143,875.00	\$ 115,100.00
k. Electronic Resources	\$ 106,250.00	\$ 85,000.00
l. Library Supplies	\$ 8,750.00	\$ 7,000.00
m. Tech. Services Supplies	\$ 40,900.00	\$ 32,725.00
n. Bindery Services	\$ 625.00	\$ 500.00
o. Adult Programs & Supplies	\$ 20,000.00	\$ 16,000.00
p. ComiCon	\$ 8,125.00	\$ 6,500.00
q. Circulation Supplies	\$ 9,375.00	\$ 7,500.00
r. Summer Reading Club	\$ 8,750.00	\$ 7,000.00
s. YS Programs & Supplies	\$ 20,625.00	\$ 16,500.00

<b>2. CONTRACTED SERVICES</b>	<b>APPROPRIATION</b>	<b>BUDGET</b>
a. Collection Agency Fees	\$ 1,575.00	\$ 1,250.00
b. IT/Computer, Copier & Equip. Outsourcing	\$ 162,500.00	\$ 130,000.00
c. Automation—Staff	\$ 43,750.00	\$ 35,000.00
d. Vehicle Expenses	\$ 9,375.00	\$ 7,500.00
e. Misc. Contracted Services	\$ 23,125.00	\$ 18,500.00
f. Library Bank/Finance/Late Fee	\$ 950.00	\$ 750.00
g. Public Pmt Processing Fees	\$ 6,250.00	\$ 5,000.00
h. License Plate Fee Settlement	\$ 143,750.00	\$ 115,000.00
<b>3. CONSORTIUM &amp; IT NETWORK SERVICES</b>	<b>APPROPRIATION</b>	<b>BUDGET</b>
a. Automation- Circulation & Catalog	\$ 140,200.00	\$ 113,750.00
b. VoIP Phone Service	\$ 30,625.00	\$ 24,500.00
c. Internet Service	\$ 16,875.00	\$ 13,500.00
<b>4. PROFESSIONAL SERVICES</b>	<b>APPROPRIATION</b>	<b>BUDGET</b>
a. Accounting, Payroll & Audit Services	\$ 76,575.00	\$ 61,250.00
b. Legal Services	\$ 31,250.00	\$ 25,000.00
c. Other Consulting Fees	\$ 97,500.00	\$ 78,000.00
d. In-Service/Staff Training/LMS	\$ 9,825.00	\$ 7,850.00
<b>5. PRINTING, PUBLICATIONS &amp; POSTAGE</b>	<b>APPROPRIATION</b>	<b>BUDGET</b>
a. Printing Services Outsourced	\$ 68,750.00	\$ 55,000.00
b. Public Notices & Ads	\$ 2,825.00	\$ 2,250.00
c. Postage & Shipping	\$ 28,450.00	\$ 22,750.00
d. Printing/Copier Supplies	\$ 5,625.00	\$ 4,500.00
e. Public Relations/Promotions	\$ 12,825.00	\$ 10,250.00
<b>6. UTILITIES</b>	<b>APPROPRIATION</b>	<b>BUDGET</b>
a. Electricity	\$ 37,500.00	\$ 30,000.00
b. Gas	\$ 21,875.00	\$ 17,500.00
c. Water & Sewer	\$ 6,250.00	\$ 5,000.00
<b>7. MISCELLANEOUS OPERATING EXPENSES</b>	<b>APPROPRIATION</b>	<b>BUDGET</b>
a. Building & Auto Insurance	\$ 67,750.00	\$ 54,200.00
b. Bonding & Officers Liability	\$ 3,125.00	\$ 2,500.00
c. Janitorial Services & Supplies	\$ 76,875.00	\$ 61,500.00
d. Grounds Maintenance	\$ 56,500.00	\$ 45,200.00
e. Building Operations & Maintenance	\$ 87,500.00	\$ 70,000.00
f. Hospitality	\$ 8,350.00	\$ 6,675.00
g. Library Lost & Damaged Materials	\$ 1,250.00	\$ 1,000.00
h. Miscellaneous	\$ 1,250.00	\$ 1,000.00
<b>8. PERSONNEL EXPENSES</b>	<b>APPROPRIATION</b>	<b>BUDGET</b>
a. Salaries	\$2,256,250.00	\$1,805,000.00
b. FICA/Medicare	\$ 175,000.00	\$ 140,000.00

c. IMRF	\$ 268,750.00	\$ 215,000.00
d. Health & Life Insurance	\$ 400,000.00	\$ 320,000.00
e. Recruitment & Employment Screenings	\$ 5,000.00	\$ 4,000.00
f. Tuition Reimbursement	\$ 12,500.00	\$ 10,000.00
g. Telecommute Reimbursements	\$ 3,125.00	\$ 2,500.00
h. Memberships & Dues	\$ 8,400.00	\$ 6,725.00
i. Travel	\$ 16,825.00	\$ 13,450.00
j. Continuing Education	\$ 19,950.00	\$ 15,950.00

<b>9. CAPITAL EXPENSES</b>	<b>APPROPRIATION</b>	<b>BUDGET</b>
a. Library Furnishings	\$ 31,250.00	\$ 25,000.00
b. Library Equipment	\$ 31,250.00	\$ 25,000.00
c. Small Equipment under \$250	\$ 6,250.00	\$ 5,000.00
d. Adtl. Capital Projects & Equipment	\$ 100,000.00	\$ 80,000.00

<b>10. Transfer to Reserve Fund</b>	<b>\$ 2,062,500.00</b>	<b>\$1,650,000.00</b>
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<b>TOTAL GENERAL FUND EXPENSES</b>	<b>\$ 7,319,650.00</b>	<b>\$5,855,625.00</b>
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<b>TOTAL GENERAL FUND REVENUES</b>	<b>APPROPRIATION</b>	<b>BUDGET</b>
	<b>\$ 8,826,200.00</b>	<b>\$7,060,924.47</b>
<b>TOTAL GENERAL FUND EXPENSES</b>	<b>\$ 7,319,650.00</b>	<b>\$5,855,625.00</b>

## II. GRANT and GIFT FUND

<b>A. ESTIMATED REVENUE</b>	<b>APPROPRIATION</b>	<b>BUDGET</b>
1. Est. Cash on hand as of 05/31/2024	\$ 667,175.00	\$ 533,739.00
2. Grant/Gift Fund Interest	\$ 34,375.00	\$ 27,500.00
3. General Fund Gifts	\$ 218,750.00	\$ 175,000.00
4. Per Capita Grant	\$ 81,250.00	\$ 65,000.00
5. Misc. Grants	\$ 81,250.00	\$ 65,000.00

<b>TOTAL GRANT and GIFT FUND REVENUE</b>	<b>\$1,084,250.00</b>	<b>\$ 867,406.00</b>
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<b>B. ESTIMATED EXPENSES</b>	<b>APPROPRIATION</b>	<b>BUDGET</b>
1. Operating Fund Gifts	\$ 281,250.00	\$ 225,000.00
2. Per Capita Grant; Current FY	\$ 81,250.00	\$ 65,000.00
3. Per Capita Grant; Previous FY	\$ 31,250.00	\$ 25,000.00
4. Additional Fund Expenses	\$ 6,250.00	\$ 5,000.00
5. Misc. Grants	\$ 81,250.00	\$ 65,000.00

<b>TOTAL GRANT and GIFT FUND EXPENSES</b>	<b>\$ 481,250.00</b>	<b>\$ 385,000.00</b>
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Transfer to Reserve Fund	\$ 0.00	\$ 0.00
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<b>TOTAL GRANT and GIFT FUND REVENUES</b>	<b>\$ 1,082,800.00</b>	<b>\$ 866,239.00</b>
<b>TOTAL GRANT and GIFT FUND EXPENSES</b>	<b>\$ 481,250.00</b>	<b>\$ 385,000.00</b>

### III. SPECIAL RESERVE FUND

A. ESTIMATED REVENUES		APPROPRIATION	BUDGET
1. Est. Cash on hand as of 05/31/2024		\$ 1,590,800.00	\$1,272,633.00
2. Developer Fees		\$ 218,750.00	\$ 175,000.00
3. Reserve Fund Interest		\$ 81,250.00	\$ 65,000.00
4. Reserve Fund Gifts		\$ 6,250.00	\$ 5,000.00
5. Bond & Debt Certificate Sale		\$ 0.00	\$ 0.00
6. Transfer from Other Funds		\$ 2,062,500.00	\$1,650,000.00
7. Misc. Income SR		\$ 625.00	\$ 500.00
<b>TOTAL SPECIAL RESERVE FUND REVENUES</b>		<b>\$ 3,960,175.00</b>	<b>\$3,168,133.00</b>
B. ESTIMATED EXPENSES		APPROPRIATION	BUDGET
1. Debt Service		\$ 0.00	\$ 0.00
2. Improvements not related to Expansion/Renovation		\$ 187,500.00	\$ 150,000.00
3. Expenditures Pursuant To Statutory Guidelines of the LIBRARY DISTRICT ACT, 75 ILCS 16/40-50		\$ 500,000.00	\$ 400,000.00
<b>TOTAL SPECIAL RESERVE FUND EXPENSES</b>		<b>\$ 687,500.00</b>	<b>\$ 550,000.00</b>
<b>TOTAL SPECIAL RESERVE FUND REVENUES</b>		<b>\$ 3,960,175.00</b>	<b>\$3,168,133.00</b>
<b>TOTAL SPECIAL RESERVE FUND EXPENSES</b>		<b>\$ 687,500.00</b>	<b>\$ 550,000.00</b>

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

I. General Fund	\$ 7,319,650.00
II. Grant and Gift Fund	\$ 481,250.00
III. Special Reserve Fund	\$ 687,500.00
<b>TOTAL</b>	<b>\$ 8,488,400.00</b>

Section Three: There is hereby appropriated from the taxes to be levied for the fiscal year and other sources of income the sum of:

**\$ 8,488,400.00**

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

Section Four: All unexpended balances of proceeds received annually from Public Library District taxes not in excess of statutory limits may be transferred to the

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

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

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

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

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

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

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

DRAFT

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

AYES:

NAYS:

ABSTAIN:

ABSENT:

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

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

State of Illinois  
County of McHenry

This instrument was acknowledged before me on \_\_\_\_\_ (date) by (name  
of person) \_\_\_\_\_ as (authority/officer)  
\_\_\_\_\_ of (name of entity on behalf of whom instrument was  
executed) \_\_\_\_\_.

Seal

\_\_\_\_\_  
Lesley E. Jakacki, Notary Public

STATE OF ILLINOIS            )  
COUNTY OF McHENRY        )

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

**PUBLIC NOTICE**

PUBLIC NOTICE IS HEREBY GIVEN that a Budget and Appropriation Ordinance for the McHENRY PUBLIC LIBRARY DISTRICT, McHENRY COUNTY, McHENRY, ILLINOIS, for the fiscal year beginning July 1, 2024, and ending June 30, 2025, is on file and conveniently available for public inspection at the McHENRY PUBLIC LIBRARY DISTRICT, 809 Front Street, McHenry, Illinois and with the Secretary of the District, Monica Leccese, and the Library's Executive Director, Lesley Jakacki, at 809 Front Street, McHenry, Illinois.

FURTHER NOTICE IS HEREBY GIVEN that a public hearing on said Budget and Appropriation Ordinance was held on Tuesday, August 20, 2024, 7:00 pm at the McHENRY PUBLIC LIBRARY DISTRICT BUILDING, 809 Front Street, McHenry, Illinois, and that final action was taken during a regular meeting directly thereafter by the Board of Library Trustees.

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

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2024

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

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



STATE OF ILLINOIS       )  
COUNTY OF McHENRY    )

CERTIFICATE

I, MONICA LECCESE, DO HEREBY CERTIFY that the attached ORDINANCE NO. FY 2024/2025—03, COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THE McHENRY PUBLIC LIBRARY DISTRICT FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025, is a true and correct copy of said Ordinance which was presented in a public hearing on August 20th, 2024, and passed, and recorded by said Library Board at their Library Board meeting on \_\_\_\_\_, \_\_\_\_\_, 2024.

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

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Lesley E. Jakacki, Notary Public

My commission expires: \_\_\_\_\_

STATE OF ILLINOIS     )  
COUNTY OF McHENRY     )

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

**CERTIFIED ESTIMATE OF REVENUES BY SOURCE**

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

I, Terry Weingart, Chief Fiscal Officer of the McHenry Public Library District DO HEREBY CERTIFY that the attached is a true estimate of the revenues anticipated to be received by the McHenry Public Library District in the fiscal year 2024-2025 for the funds indicated.

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

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

Attest:

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

## IPLAR

### IDENTIFICATION (1.1 - 1.31)

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

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

### Library Director's Information

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

1.14 Name	Lesley Jakacki
1.15 Title	Executive Director
1.16 Library Director's E-mail	<a href="mailto:ljakacki@mchenrylibrary.org">ljakacki@mchenrylibrary.org</a>

### Library Information

Please provide the requested information about the library type.

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

### Contract for Services

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

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

### Administrative Information

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

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

1.21a County in which the administrative entity is located [PLSC 161]	McHenry
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	41,852
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

## Federal Public Library Criteria

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

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

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

## SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

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

## Service Outlet Name

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

## ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
MCHEMRY P.L.D.	30448	3044800

## Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
MCHEMRY P.L.D.	809 FRONT STREET		

## Address

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
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MCHENRY P.L.D.	MCHENRY		60050	
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## County & Phone

Location	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
MCHENRY P.L.D.	McHenry		8153850036	

## Square Feet

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

## IDs

## Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet
MCHENRY P.L.D.	3,417	52	140,077

## ANNUAL REPORT DATA (3.1 - 3.7)

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

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	07/01/2023
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	06/30/2024
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Lesley Jakacki
3.5 Telephone Number of Person Preparing Report	815-385-0036
3.6 FAX Number	815-385-7085
3.7 E-Mail Address	ljakacki@mchenrylibrary.org

## REFERENDA (4.1 - 4.7)

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

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

## Referendum 1

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

## Referendum 2

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

## Referendum 3

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

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## Referendum 4

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

## Referendum 5

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

## CURRENT LIBRARY BOARD (5.1 - 5.13)

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

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

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	1
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

## First Member

5.5 Name	Charles Reilly
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	04/2027
5.8 Telephone Number	815-385-0036
5.9 E-mail Address	creilly@mchenrylibrary.org
5.10 Home Address	
5.11 City	McHenry
5.12 State	IL
5.13 Zip Code	60050

## Second member

5.5 Name	Bud Alexander
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	815-385-0036
5.9 E-mail Address	balexander@mchenrylibrary.org
5.10 Home Address	
5.11 City	McHenry
5.12 State	IL
5.13 Zip Code	60050

## Third member

5.5 Name	Thomas Sutliff
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2029
5.8 Telephone Number	815-385-0036
5.9 E-mail Address	tsutliff@mchenrylibrary.org
5.10 Home Address	

5.11 City	McHenry
5.12 State	IL
5.13 Zip Code	60050

#### Fourth member

5.5 Name	Monica Leccese
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	04/2027
5.8 Telephone Number	815-385-0036
5.9 E-mail Address	mleccese@mchenrylibrary.org
5.10 Home Address	
5.11 City	Wonder Lake
5.12 State	IL
5.13 Zip Code	60097

#### Fifth member

5.5 Name	Terry Weingart
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	04/2029
5.8 Telephone Number	815-385-0036
5.9 E-mail Address	tweingart@mchenrylibrary.org
5.10 Home Address	
5.11 City	McHenry
5.12 State	IL
5.13 Zip Code	60051

#### Sixth member

5.5 Name	Nikki Wallace
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	815-385-0036
5.9 E-mail Address	nwallace@mchenrylibrary.org
5.10 Home Address	
5.11 City	McHenry
5.12 State	IL
5.13 Zip Code	60050

#### Seventh member

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

#### Eighth member

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

5.12 State	
5.13 Zip Code	

## Ninth member

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

## FACILITY/FACILITIES (6.1-6.3b)

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

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	No
6.1b If so, please describe	
6.2 Total Number of Meeting Rooms	3
6.2b Total number of times meeting room(s) used by the public during the fiscal year	814
6.3 Total Number of Study Rooms	3
6.3b Total number of times study room(s) used by the public during the fiscal year	3,531

## ASSETS AND LIABILITIES (7.1 - 7.13)

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

### Property

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

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

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

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

### Fiscal Accumulations

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

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	A combined fiscal accumulation of outstanding general fund balance with a 6-month cushion, monies in our special/capital reserve fund and grant/gift fund.

### Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

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

## OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

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

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

NOTE: Round answers to the nearest whole dollar.

### Local Government

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

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$3,521,825
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$3,786,161

### State Government

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

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

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$61,731
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$0
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$61,731

### Federal Government

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

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$0

### Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services,

or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$35,780
8.14 Other receipts intended to be used for operating expenditures	\$216,532
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$252,312
8.16 Other non-capital receipts placed in reserve funds	\$0

## Total Operating Receipts

8.17 TOTAL receipts ( 8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	\$3,835,868
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## Safeguarding of Library Funds

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

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

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	Liberty Mutal Crime COI.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$2,000,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

## OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

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

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

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

NOTE: Round answers to the nearest whole dollar.

## STAFF EXPENDITURES (9.1-9.3)

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

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLS 350]	\$1,265,663
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$381,955
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$1,647,618

## COLLECTION EXPENDITURES (10.1 - 10.4)

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

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353] <sup>1</sup>	\$92,208
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10.2 Electronic Materials (e-books, databases, etc.) [PLS 354]	\$191,302
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLS 355]	\$41,064
10.3b Please list the types of materials purchased in 10.3a	DVDs, CDs, videogames, Audiobooks, Library of Things Materials
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$324,574

## OTHER OPERATING EXPENDITURES (11.1 - 11.2)

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

**NOTE:** Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$762,709
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$2,734,901

## CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

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

### Capital Revenue

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

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

**NOTE:** Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$83,660
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	\$83,660
12.2 State Government [PLS 401]	\$0
12.3 Federal Government [PLS 402]	\$0
12.4 Other Capital Revenue [PLS 403]	\$18,231
12.5 If Other, please specify	Interest Income on Special Reserve Fund
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	\$101,891

### Capital Expenditures

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

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

**NOTE: Round answers to the nearest whole dollar.**

<b>12.7 Total Capital Expenditures [PLSC 405]</b>	<b>\$23,850</b>
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## **PERSONNEL (13.1 - 13.46)**

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

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

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

### **Group A**

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

Summary	11	11	\$347.68	400.00
	<b>13.1 Position Title</b>	<b>13.2 Primary Work Area</b>	<b>13.3 Hourly Rate</b>	<b>13.4 Total Hours/Week</b>
	Librarian	Children\'s Services	\$26.30	37.50
	Librarian	Children\'s Services	\$23.10	37.50
	Manager	Children\'s Services	\$35.66	37.50
	Librarian	Adult Services	\$28.60	37.50
	Librarian	Adult Services	\$25.54	25.00
	Librarian	Adult Services	\$27.15	37.50
	Librarian	Adult Services	\$27.57	37.50
	Manager	Adult Services	\$34.62	37.50
	Cataloger	Cataloging	\$23.84	37.50
	Manager	Cataloging	\$41.36	37.50
	Director	Library Director	\$53.94	37.50

### **Group A Total**

<b>13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]</b>	<b>10.00</b>
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### **Group A hidden group hours**

### **Group B**

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

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

### **Group B Total**

<b>13.11 Total Group B: FTE Other Librarians (13.10/40)</b>	<b>0.00</b>
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<b>13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]</b>	<b>10.00</b>
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## Group C

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

<b>13.13 Total hours worked in a typical week by all Group C employees</b>	<b>468.00</b>
<b>13.14 Minimum hourly rate actually paid</b>	<b>\$14.36</b>
<b>13.15 Maximum hourly rate actually paid</b>	<b>\$36.35</b>
<b>13.16 Total FTE Group C employees (13.13 / 40)</b>	<b>11.70</b>

## Group D

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

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

## Group E

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

<b>13.21 Total hours worked in a typical week by all Group E employees</b>	<b>58.00</b>
<b>13.22 Minimum hourly rate actually paid</b>	<b>\$15.69</b>
<b>13.23 Maximum hourly rate actually paid</b>	<b>\$34.85</b>
<b>13.24 Total FTE Group E employees (13.21 / 40)</b>	<b>1.45</b>
<b>13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]</b>	<b>13.15</b>
<b>13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]</b>	<b>23.15</b>

## Librarian Vacancies

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

Summary	2	2	2	75.00	55	\$39,205.00	\$96,941.00
	<b>13.27 Position Title</b>	<b>13.28 Primary Work Area</b>	<b>13.29 Education Level</b>	<b>13.30 Total Hours/Week</b>	<b>13.31 Number of Weeks Vacant during report period.</b>	<b>13.32 Annual Salary Range Minimum</b>	<b>13.33 Annual Salary Range Maximum</b>
	Librarian	Adult Services	Master's Degree (ALA accredited)	37.50	3	\$39,205.00	\$58,808.00
	Librarian	Other Type of Librarian	Master's Degree (ALA accredited)	37.50	52	\$64,627.00	\$96,941.00

## Newly Created Librarian Positions

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

Summary						
	<b>13.34 Position Title</b>	<b>13.35 Primary Work Area</b>	<b>13.36 Education Level</b>	<b>13.37 Total Hours/Week</b>	<b>13.38 Current Status: Filled or Unfilled</b>	<b>13.39 Date Filled (mm/year, if applicable)</b>

## Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period.

Another row will automatically appear once data is entered in the current row.

Summary							
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

## LIBRARY VISITS (14.1 - 14.1a)

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

14.1 Total annual visits/attendance in the library [PLS 501]	140,077
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

## PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)

### Synchronous Programs:

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

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

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

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

### Self-Directed Activities:

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

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

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

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	171	4,111	52	10,322
Children (6-11)	281	3,775	17	4,695
Young Adults (12-18)	65	559	16	87
Adults (19 and older)	52	929	5	1,542
General Interest	16	7,449	37	1,559
Total	385	16,823	127	18,205

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

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	257	4,810
Synchronous In-Person Offsite Program Sessions	98	11,648
Synchronous Virtual Program Sessions	30	365
Total	385	16,823

## Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	59
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15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	9,986
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## Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	Yes
15.39b Please describe the programming provided.	Sensory storytimes, autism-friendly magic show.

## REGISTERED USERS (16.1 - 16.4)

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

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

16.1 Total Number of Unexpired Resident Cards	8,046
16.2a Total Number of Unexpired Non-resident Cards	28
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	2
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	1
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$1,950.71
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	8,074
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504]	Yes
16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18?	No

## RESOURCES OWNED (17.1 - 17.9)

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

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

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLS 450]	125,148
17.2 Current Print Serial Subscriptions	217
17.3 Total Print Materials (17.1+17.2)	125,365
17.4 E-books Held at end of the fiscal year [PLS 451]	44,179
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	12,270
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453]	29,406
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	20,541
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455] <sup>5</sup>	6,051
17.6c Other Circulating Physical Items [PLS 462]	665
17.6d Total Physical Items in Collection [PLS 461]	158,624

## Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

**Note:** The data or records are usually collected with a particular intent and relate to a defined topic.



Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLS 456]	43
17.8 State (state government or state library) [PLS 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLS 458]	59

## USE OF RESOURCES (18.1 - 18.17)

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

For guidance in counting electronic item usage, please reference the following guide: [Counting Electronic Item Usage for the IPLAR](#)

18.1 Number of adult materials loaned	217,861
18.2 Number of young adult materials loaned	13,697
18.3 Number of children's materials loaned [PLS 551]	109,425
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	340,983

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

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	165,685
18.6 Videos/DVDs- Physical	63,382
18.7 Audios (include music)- Physical	15,931
18.8 Magazines/Periodicals- Physical	6,036
18.9 Other Items- Physical [PLS 561]	14,474
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	265,508
18.11 Use of Electronic Materials [PLS 552]	75,475
18.12 Total Circulation of Materials (18.10+18.11) [PLS 550]	340,983
18.13 Successful Retrieval of Electronic Information [PLS 554]	163,467
18.14 Electronic Content Use (18.11+18.13) [PLS 555]	238,942
18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556]	504,450
18.16 Interlibrary Loans Provided TO other libraries [PLS 575]	10,582
18.17 Interlibrary Loans Received FROM other libraries [PLS 576]	15,774

## PATRON SERVICES (19.1-19.2)

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

## Reference Transactions

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

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

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

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

19.1 Total Annual Reference Transactions [PLS 502]	42,276
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19.1a Reference Transactions Reporting Method [PLS 502a]	Annual Estimate Based on Typical Week(s)
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## One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	3,926
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## AUTOMATION (20.1 - 20.5)

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

20.1 Total number of ALL computers in the library	130
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	44
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

## INTERNET (21.1 - 21.9)

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

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b If Other, please specify	1Gps
21.3 What is the monthly cost of the library's internet access?	\$776
21.4 Number of Internet Computers Available for Public Use [PLS 650]	52
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	15,689
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLS 652]	23,190
21.6a Reporting Method for Wireless Sessions [PLS 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLS 653]	250,025 --Select--

## E-RATE (22.1 - 22.3)

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

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

## STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

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

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$8,967
23.2 Does the above amount include travel expenses?	No
23.3 How many hours of training did employees receive this year?	1,217.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	Yes

## COMMENTS AND SUGGESTIONS (24.1-24.3)

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

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	-1No Comments
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	Free Summer Lunch Program

24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1No Comments
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## PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY

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

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

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

25.1 Were the secretary's records found to be complete and accurate?	Yes
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	Bud Alexander
25.4 Second board member completing the audit	Monica Leccese
25.5 Date the Secretary's Audit was completed	07/16/2024

## IPLAR CERTIFICATION

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

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

	Electronic Signature	Date
Library Director		
President		
Secretary		

## IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

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

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

<sup>1</sup>, 10.1 More funds were spend on digital resources as the demand continues to increase compared to the demand for print materials. (0-2024-08-01)

<sup>2</sup>, [PLS 602] Increased number of programs offered due to increased demand. (0-2024-08-02)

<sup>3</sup>, [PLS 612] Increase in number of programs offered increased overall attendance (0-2024-08-02)

<sup>4</sup>, 15.14 Increase in number of programs offered increased overall attendance (0-2024-08-02)

<sup>5</sup>, 17.6b Added new video streaming services for patrons. (0-2024-08-01)

## Smoke-Free Environment - Staff - Revised\*

(approved 09/2014; revised xx-xx-xxxx)

The McHenry Public Library District (MPLD) maintains a smoke-free environment and is committed to protecting the safety and welfare of its employees, patrons, and visitors.

Therefore, smoking of any kind is not permitted on the Library's entire premises, including in the library building, courtyards, sidewalks, parking areas, in Library vehicles, and during outreach events except in designated areas. This policy applies equally to cigarettes, tobacco, smokeless tobacco, and/or herbal products of any kind, as well as e-cigarettes, vaporizers, and other electronic smoking devices.

Employees may smoke in their personal vehicles, but smoke, smoking residue, and remains must be contained within the vehicles.

The only designated smoking area is on the south side of the building at the end of the parking lot or in a personal vehicle. No one may smoke along any pathway or walkway leading to or from the designated smoking area, and smokers and users of tobacco products must dispose of the remains in the proper containers.

\*Updated verbiage for library staff and outlined all smoking and/or herbal products that are prohibited on library grounds. Removed wording about disciplinary actions as that is addressed under our Progressive Disciplinary Policy. As the Library holds more programs outdoors, we want to ensure that our no-smoking policy covers our entire premises.

## Smoke Free Environment - Staff - Current

### **Policy**

The MPLD maintains a smoke-free environment.

### **Guidelines And Practices For Implementation**

The Library is committed to protecting the safety and welfare of its employees, patrons and visitors. No smoking of any kind will be permitted in the Library or within 15 feet of any entrance, exit, window, ventilation intake, office or work area, restroom, conference or classroom, break room or cafeteria and/or other common area. This policy includes all smoking devices such as e-cigarettes, pipes, and legalized medical marijuana/cannabis (included 11/18/2014). Any employee who fails to comply with this policy will be subject to disciplinary action, including written warnings, suspension, and possible termination for continued violations. This policy applies equally to all employees, patrons, and visitors. Supervisors and managers are generally responsible for reporting no-smoking violations and enforcing the no-smoking rule. We encourage you to report violations of our smoke-free facility policy to a supervisor/manager. No smoking is allowed inside the library building. The designated smoking area is located on the south side of the building. Staff members who smoke are responsible for the appropriate disposal of smoking debris.

\*Updated verbiage for library staff and outlined all smoking and/or herbal products that are prohibited on library grounds. Removed wording about disciplinary actions as that is addressed under our Progressive Disciplinary Policy. As the Library holds more programs outdoors, we want to ensure that our no-smoking policy covers our entire premises.

## Smoke-Free Environment - Public- Revised\*

(created 02/19/2002; revised 11/18/2014; revised XX-XX-XXXX)

The McHenry Public Library District (MPLD) maintains a smoke-free environment and is committed to protecting the safety and welfare of its patrons and visitors.

Therefore, smoking is not permitted on the Library's entire premises, including in the library building, courtyards, sidewalks, and parking areas, except in designated areas. This policy applies equally to cigarettes, tobacco, smokeless tobacco, and/or herbal products of any kind, as well as e-cigarettes, vaporizers, and other electronic smoking devices.

Patrons may smoke in their personal vehicles, but smoke, smoking residue, and remains must be contained within the vehicles.

The only designated smoking area is on the south side of the building at the end of the parking lot or in a personal vehicle. No one may smoke along any pathway or walkway leading to or from the designated smoking area, and smokers and users of tobacco products must dispose of the remains in the proper containers.

\*\*Updated verbiage for library patrons and outlined all smoking and/or herbal products that are prohibited on library grounds. As the Library holds more programs outdoors, we want to ensure that our no-smoking policy covers our entire premises.

## Smoking in the Library (Smoke-free Environment) - Current

(created 02/19/2002; revised 11/18/2014)

The MPLD maintains a smoke free environment in conjunction with the Smoke Free Illinois Act (PL 0095-0017; 1/1/2008). No smoking is allowed inside the library building or 15 feet from any entrance. ***This policy refers to any and all smoking devices such as e-cigarettes, pipes, and legalized medical marijuana/cannabis, 11/18/2014***. Patrons who smoke must extinguish smoking materials prior to entering the library building. Receptacles for cigarette ash/cigarettes and trash are provided at the main entrance to the building. Patrons who smoke inside the Library will be asked to leave the building for the remainder of the day. If the patron persists in smoking, the staff should follow the policies governing disruptive behavior. Staff also have the authority to call the police if the problem persists – fines from \$100-\$250 per instance are possible.

\*\*Updated verbiage for library patrons and outlined all smoking and/or herbal products that are prohibited on library grounds. As the Library holds more programs outdoors, we want to ensure that our no-smoking policy covers our entire premises.

## Introductory Period -Proposed\*

(approved 9/2014, revised XX-XX-XXXX)

The initial 90 days of employment for new staff or a recent promotion or reassignment of current staff are considered an Introductory Period.

During the introductory period, the employee is provided training and orientation for effective job performance. This period allows the employee and the Library to evaluate whether the position is a good fit for both the employee and the Library. The Library will evaluate the employee regarding their work, skills, performance in the position, and other job-related criteria.

During the Introductory Period, the Disciplinary Philosophy Policy does not apply, and an employee may be dismissed without cause. Additionally, if an employee is disciplined or dismissed, they will not have the option to pursue the Employee Grievance Policy And Procedure. Also, during this time, an employee does not need to provide the recommended two weeks' notice for voluntary separation.

The Library Executive Director may extend an individual's introductory period at their discretion.

Once the employee successfully completes the introductory period, the employee will be a regular employee. This is simply an administrative designation. Satisfactory completion of the introductory period does not assure continued employment.

All Library personnel are employees at will, both during the introductory period and after its conclusion.

\*Updated to reflect industry norms and a shorter timeframe for evaluation. Added in verbiage of disciplinary philosophy, no grievance procedure will be allowed, and less than two week notice for separation of employment.

**Introductory Period** - Current

(approved 9/2014)

**Introductory** employees are those employees working within their first 180 days of employment with the Library. The introductory period is an opportunity for the employee and the Library to evaluate whether the employee is suitable for a position with the Library. An employee's introductory status may affect eligibility for some benefits —please see the Executive Director for more information. Once the employee successfully completes the introductory period, the employee will be a regular employee. This is simply an administrative designation. It does not mean that the employee has a permanent job and is not in any other way inconsistent with the Library's employment at will policy. The Library reserves the right to extend or shorten the introductory period within its discretion.

\*Updated to reflect industry norms and a shorter timeframe for evaluation. Added in verbiage of disciplinary philosophy, no grievance procedure will be allowed, and less than two week notice for separation of employment.





**McHenry Public Library District  
Library of Things High-Value Item Waiver and Agreement**

**Date:**

**Library Card Number:**

**Patron's Name:**

**Email Address:**

**Phone Number:**

**Item Title:**

**Item Barcode:**

**Replacement Value of Item(s):**

**1. Purpose and Acknowledgment**

I, \_\_\_\_\_, acknowledge that the above-mentioned item(s) borrowed from the McHenry Public Library District (MPLD) are for personal use only. I understand that the item(s) have a significant value and agree to the following terms and conditions. All borrowers of high-value items exceeding \$500.00 must be 18 or older, sign a waiver, and check out the item on their library card.

**2. Responsibility**

I agree to:

- Use the item(s) in accordance with the MPLD policies and procedures.
- To refrain from using the item(s) in a manner inconsistent with its intended purpose.
- I am borrowing the equipment as-is. I acknowledge that I have examined the item(s) and its acceptable condition.
- Exercise reasonable care to prevent loss, damage, or theft of the item(s).
- Return the item(s) in the same condition as when borrowed, except for everyday wear and tear.
- Notify MPLD immediately if the item(s) are lost, damaged, or stolen.
- I understand I am responsible for the safety of any age-appropriate audience and will ensure that minors using items from the Library of Things collection are carefully supervised by an adult.

### 3. Financial Responsibility

I understand and agree that:

- I am financially responsible for the full replacement cost of the item(s) and/or parts/accessories in the event of loss, damage, or theft.
- The full replacement cost of the item(s) is estimated at \_\_\_\_\_ . The library maintains a list of replacement costs for item(s) and parts/accessories and makes it available upon request.
- Upon return, staff will inspect items from the Library of Things collection for damage or missing contents. The borrowing patron will be charged for repairs, missing parts/accessories, or full replacements due to damage, loss, or theft.
- MPLD will deactivate applicable devices after 21 days overdue. An additional \$20.00 fee will be charged for any device that has to be deactivated.

### 4. Liability and Indemnification

I agree to indemnify and hold harmless the McHenry Public Library District, its officers, employees, and volunteers from any claims, damages, or liabilities arising from the use of the item(s) while in my possession, including but not limited to bodily injury, property damage, or death.

### 5. Return and Late Fees

I agree to return the item(s) by the due date specified and understand that late fees will apply if the item(s) are not returned on time. I acknowledge that these items must be returned directly to the Checkout Desk, not the indoor or outdoor return drops. Returning items into a return drop may incur an additional \$10.00 fee. I also acknowledge that failure to return the item(s) may result in additional charges and/or suspension of borrowing privileges.

### 6. Acknowledgment of Terms

By signing below, I acknowledge that I have read this waiver and understand that it includes conditions of use, assumes risk and financial responsibility, and releases liability. I understand that signing this waiver is required to borrow high-value items from the McHenry Public Library District Library of Things collection.

**Signature of Borrower (must be 18 or older):**

**Printed Name:**

**Date:**

**Library Representative Signature:**

**Printed Name:**

**Date:**