



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

**McHenry Public Library District  
Board of Library Trustees Regular Meeting  
Tuesday, September 17, 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
- 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 August 20, 2024, Budget and Appropriation Public Hearing
  - B. Approval of Minutes of the August 20, 2024, Regular Meeting.
- VII. **TREASURER'S REPORT – Terry Weingart, Treasurer**
  - A. Approval of Monthly Financial Statements, Interim Check Report, and Bill Reports for August/September 2024, Additional Bills, and Petty Cash and Credit Card Reports
- VIII. **COMMUNICATIONS**
- IX. **LIBRARIAN'S REPORT**
  - A. Librarian's Report
    - 1. Share A Service- Find More Illinois with library staff B. Michalski
  - B. Serving Our Public 4.0- Chapters 1-4
  - C. Project Updates
- X. **OLD BUSINESS**
  - A. Executive Director Job Description Revisions
- XI. **NEW BUSINESS**
  - A. National Friends of the Library Week Proclamation
  - B. Unified Communication (Phone) System
  - C. Deputy Local Election Officials
  - D. Board of Trustees
    - 1. Vacancies and Appointments

- E. FY 2024/2025 Budget
  - 1. Levy

**XII. EXECUTIVE SESSION**

Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21)

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)

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

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

- A. Disposition of Executive Session Minutes and/or Recordings
- B. Trustee Appointment

**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  
Public Hearing on The Combined Annual Budget and Appropriation Ordinance  
MINUTES**

**Date:** August 20, 2024

**Time:** 7:00 p.m.

**Location:** Meeting Rooms # 135 & 136

**I. CALL TO ORDER** – President Charles Reilly  
President Reilly called the public hearing meeting to order at 7:02 p.m.

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

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

**Members Absent:** Thomas Sutliff

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

**II. PUBLIC FORUM**  
No members of the public were present.

President Reilly placed the hearing in recess until further notice at 7:05 p.m.

**IV. ADJOURNMENT**

Weingart moved, and Alexander seconded the motion to adjourn the hearing at 7:17 p.m.

**Roll Call Vote:**  
Ayes: Alexander, Leccese, Reilly, Wallace, Weingart  
Nays: None  
Abstain: None  
Absent: Sutliff  
**Motion Passed**

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

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

Respectfully Submitted,

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



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

**Date:** August 20, 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 7:05 p.m.

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

**A. Roll Call**

Roll was called.

**Members Present:** Bud Alexander, Monica Leccese, Charles Reilly, Terry Weingart, Nikki Wallace (remote at 7:06 p.m.)

**Members Absent:** Thomas Sutliff

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

**B. Approval of Remote Participation for Trustee Wallace**

Reilly moved, and Alexander seconded the motion to approve remote participation for Trustee Wallace.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: Wallace, Sutliff

**Motion Passed**

Trustee Wallace's remote participation in the meeting began at 7:06 p.m.

**III. PLEDGE OF ALLEGIANCE**

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

None.

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

No public comment.

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

**A.** Approval of Minutes of the July 16, 2024, Regular Meeting.

Secretary Leccese stated that she reviewed the Minutes of the July 16, 2024, Regular Meeting and found no changes necessary.

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

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Wallace, Weingart

Nays: None

Abstain: None

Absent: Sutliff

**Motion Passed**

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

Treasurer Weingart shared that July's actual revenue was \$2,075,000 (32% of budget) and actual expenditures were \$214,000 (5% of budget) leaving a surplus of \$1,861,000 at 8% into the fiscal year. She added that she reviewed and had no questions about the check report or credit card expenditures.

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

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Wallace, Weingart

Nays: None

Abstain: None

Absent: Sutliff

**Motion Passed**

VIII. **COMMUNICATIONS**

Director Jakacki shared a letter from the IL Secretary of State with the Board. The letter was a standard notification regarding the trustee vacancy and included the pertinent responsibilities of the Board.

IX. **LIBRARIAN'S REPORT**

**A.** Librarian's Report

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

- July's circulation statistics show a decline in the number of physical materials while eMaterials continue to increase.
- MPLD had 25 staff members and 2 family members attend the Fiesta Days Parade. A. Stansbury (Youth Services Manager) and M. Schnaebele (Building Services Manager) were instrumental in the camping-themed float design and preparation. Swag distributed to parade-goers included branded book-shaped pencils for kids and small sunblock and band-aid kits for adults.
- A. Podborny began her PT Youth Services role.

- Offers were extended and accepted by three new circulation staff members who will begin on 8/27.
- S. Baseley (Youth Services Lead) celebrated her 5th anniversary with MPLD.
- July was the last month of Summer Reading.

**B. Project Updates**

Director Jakacki shared the following project updates:

- The replacement skylights have arrived and are scheduled for installation on Monday, 8/26.
- The exterior replacement doors are due to arrive in October.

**X. OLD BUSINESS**

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

Director Jakacki and J. May are preparing a draft for the Board's review and feedback at the September Board meeting.

**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

Director Jakacki noted that no changes were made from the previously shared, tentative Ordinance draft. There were no questions or concerns from the Board.

Alexander moved, and Weingart seconded the motion to approve 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.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Wallace, Weingart

Nays: None

Abstain: None

Absent: Sutliff

**Motion Passed**

2. Certificate of Estimated Revenues by Source FY 2024-2025

Director Jakacki explained that this document certifies that the expected revenue sources for the FY 2024-2025 Budget are included in the Budget And Appropriation Ordinance.

**B. FY 2023/24 Illinois Public Library Annual Report (IPLAR)**

Secretary Leccese noted a Trustee term date correction was necessary on the report. There were no additional questions or comments on the report.

Leccese moved, and Weingart seconded the motion to approve the FY 2023/24 Illinois Public Library Annual Report (IPLAR), as corrected.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Wallace, Weingart

Nays: None

Abstain: None

Absent: Sutliff

**Motion Passed**

**C. Policies**

1. Smoke-free Environment Policy- Staff- Revised

2. Smoke-free Environment Policy- Public- Revised

Director Jakacki explained to the Board that the Staff and Public Smoke-Free Environment Policies have been revised and are nearly identical with the exception of guidance for staff pertaining to staff-only areas. The main update to the policies is to extend the smoke-free environment to the property perimeter and retain only a designated smoking area on the South side of the building. The increasing number of outdoor programs, including children's programs, and the presence of smoke at the main library entrance that patrons can be exposed to under the current policy are the main reasons for the policy change.

Leccese moved, and Weingart seconded the motion to approve the Public and Staff Revised Smoke-free Environment Policies.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Wallace, Weingart

Nays: None

Abstain: None

Absent: Sutliff

**Motion Passed**

3. Introductory Period Policy-Staff- New

J. May (HR Generalist) summarized the new Introductory Period Policy for the Board. The new policy shortens the staff introductory period to 90 days, states that the Disciplinary Policy does not apply during this period, the employee's right to pursue the Grievance Policy is suspended during this period, and extension of this period can be authorized by the Executive Director at their discretion. There were no questions from the Board.

Alexander moved, and Leccese seconded the motion to approve the New Introductory Period Staff Policy.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Wallace, Weingart

Nays: None

Abstain: None

Absent: Sutliff

**Motion Passed**

4. Library of Things High-Value Waiver and Agreement-New

Director Jakacki explained that there are several high-value items being added to the Library of Things collection for circulation. Staff would like to add this additional acknowledgement to the checkout process and limit access to these items to patrons 18 and older. Similar items are already circulated by surrounding libraries and comparable agreements are in use.

President Reilly voiced his concerns about circulating high-value items without collateral. He agreed to proceed with the proposed process and would revisit the topic if abused. Director Jakacki acknowledged his concern and confirmed that she would bring any issues to the Board's attention.

Alexander moved, and Weingart seconded the motion to approve the New Library of Things High-Value Waiver and Agreement.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Wallace, Weingart

Nays: None

Abstain: None

Absent: Sutliff

**Motion Passed**

**D. Board of Trustees**  
**1. Vacancies and Appointments**

Director Jakacki informed the Board that no applications were received for the current Board vacancy. MPLD will continue to advertise the vacancy and any applications received will be presented at the next Board meeting.

**2. 2025 Consolidated Election**

Director Jakacki explained there are four Board positions up for election in April 2025. Petitions can begin circulation and the positions will be advertised.

**XII. EXECUTIVE SESSION**

The Board did not enter Executive Session.

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

None.

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

**XV. ADJOURNMENT**

Leccese moved, and Alexander seconded the motion to adjourn the meeting at 7:39 p.m.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Wallace, Weingart

Nays: None

Abstain: None

Absent: Sutliff

**Motion Passed**



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

AYES:

NAYS:

ABSTAIN:

ABSENT:

Respectfully Submitted,

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Monica Leccese, Secretary

# Financial Report

For the 2 Month(s) Ended August 31, 2024  
FISCAL YEAR 2025



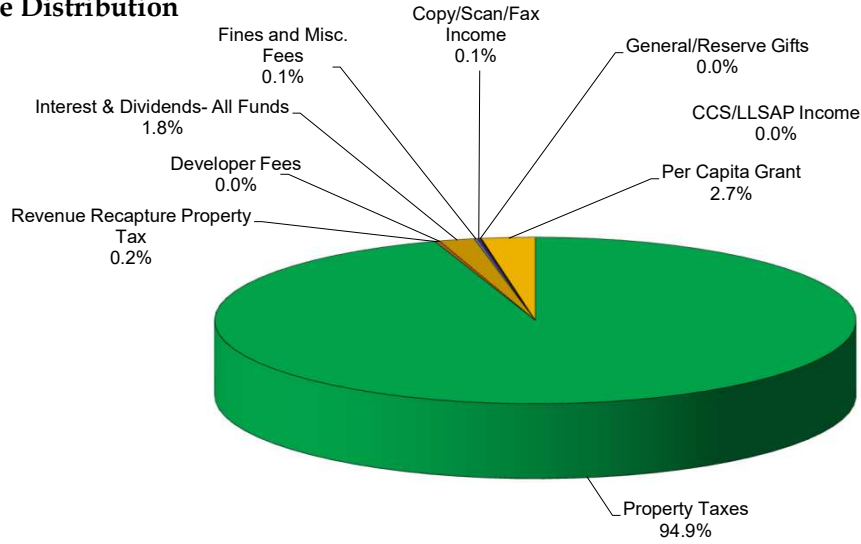
**McHenry Public Library District**  
Actual vs Budget Summary  
For the 2 Month(s) Ended August 31, 2024

17% of Fiscal Year

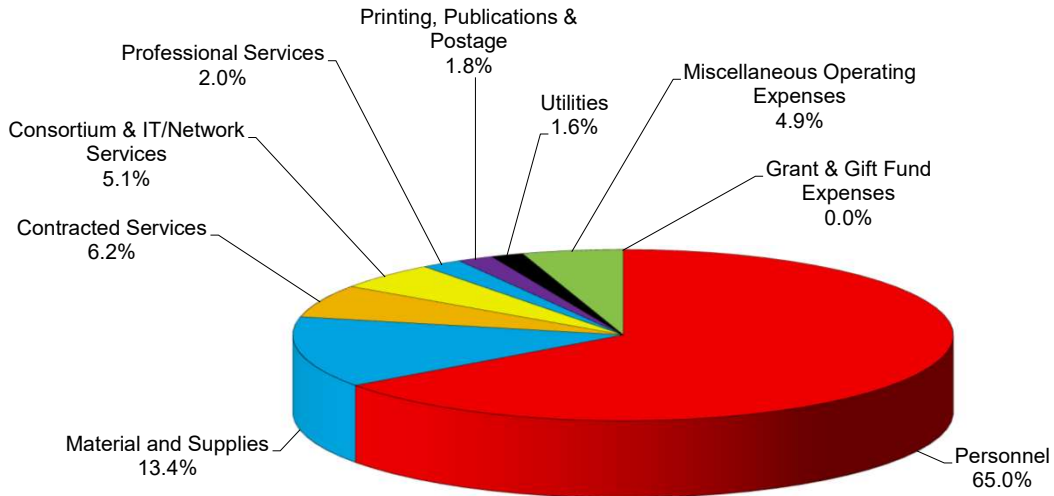
Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
<b>REVENUE</b>					
Property Taxes	2,179,741	3,776,371	57.7%	1,929,407	13%
Revenue Recapture Property Tax	5,651	9,790	57.7%	6,477	-13%
Developer Fees	-	175,000	0.0%	-	0%
Interest & Dividends- All Funds	40,883	237,500	17.2%	31,871	28%
Fines and Misc. Fees	3,279	154,500	2.1%	2,678	22%
Copy/Scan/Fax Income	2,984	18,500	16.1%	2,450	22%
General/Reserve Gifts	9	180,000	0.0%	109	-92%
Annexation & Impact Fees	-	25,000	0.0%	-	0%
Retiree/Cobra Insurance Payment	-	18,000	0.0%	119	-100%
Misc. Sales & Income	957	75,500	1.3%	54	1672%
Lost & Damaged Materials	918	6,500	14.1%	830	11%
CCS/LLSAP Income	-	10,500	0.0%	2,039	-100%
Solar Credits	-	4,500	0.0%	720	-100%
Per Capita Grant	62,150	65,000	95.6%	61,732	1%
Over/Short	(3)	500	-0.6%	3	-206%
Miscellaneous Grants	-	65,000	0.0%	-	0%
Transfer from General Fund	-	1,650,000	0.0%	-	0%
Actual Revenues	2,296,569	6,472,161	35.5%	2,038,489	13%
Budgeted Revenues	6,471,661				
% Diff	35%				
<b>OPERATING EXPENDITURES</b>					
Personnel	265,726	2,532,625	10.5%	267,919	-1%
Material and Supplies	54,794	736,825	7.4%	38,614	42%
Contracted Services	25,323	313,000	8.1%	24,081	5%
Consortium & IT/Network Services	20,952	151,750	13.8%	21,338	-2%
Professional Services	8,200	172,100	4.8%	6,664	23%
Printing, Publications & Postage	7,159	94,750	7.6%	9,939	-28%
Utilities	6,479	52,500	12.3%	5,319	22%
Miscellaneous Operating Expenses	20,216	242,075	8.4%	29,058	-30%
Grant & Gift Fund Expenses	-	160,000	0.0%	12,408	-100%
Actual Expenditures	408,850	4,455,625	9.2%	415,340	-2%
Budgeted Expenditures	4,455,625				
% Diff	9%				
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	<b>1,887,720</b>	<b>2,016,536</b>	<b>93.6%</b>	<b>1,623,149</b>	<b>16%</b>
<b>CAPITAL EXPENDITURES &amp; DEBT SERVICE</b>					
Capital Expenses	6,417	685,000	0.9%	28,610	-100%
Debt Services	-	-	N/A	-	0%
Transfer to Reserve Fund	-	1,650,000	0.0%	-	0%
Actual Expenditures	6,417	2,335,000	0.3%	28,610	-100%
Budgeted Expenditures	2,335,000				
% Diff	0%				
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>1,881,303</b>	<b>(318,464)</b>		<b>1,594,539</b>	
BEGINNING FUND BALANCE	4,386,411				
ENDING FUND BALANCE	6,267,714				

**McHenry Public Library District**  
 Actual vs Budget Summary  
 For the 2 Month(s) Ended August 31, 2024

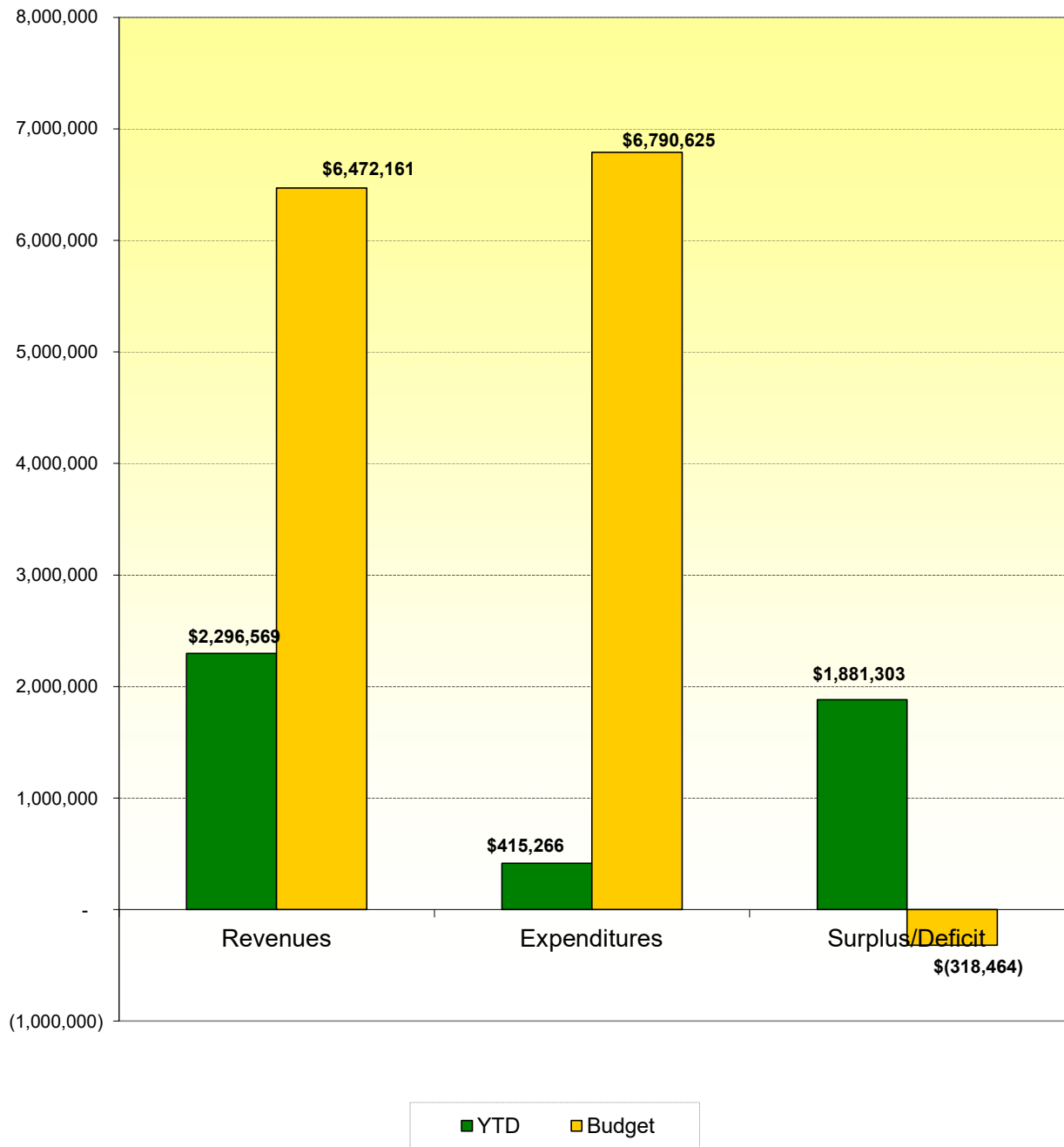
**Revenue Distribution**



**Operational Expenditure Distribution**



**McHenry Public Library District**  
 Actual vs Budget Summary  
 For the 2 Month(s) Ended August 31, 2024



# McHenry Public Library District

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

17% of Fiscal Year

Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	% of Budget
<b>REVENUE</b>						
Property Taxes	2,179,741	-	-	2,179,741	3,776,371	58%
Revenue Recapture Property Tax	5,651	-	-	5,651	9,790	58%
Developer Fees	-	-	-	-	175,000	0%
Interest and Dividends	27,948	8,470	4,464	40,883	237,500	17%
Fines and Misc Fees	3,279	-	-	3,279	154,500	2%
Copy/Scan/Fax Income	2,984	-	-	2,984	18,500	16%
General/Reserve Gifts	-	-	9	9	180,000	0%
Annexation & Impact Fees	-	-	-	-	25,000	0%
Retiree/Cobra Insurance Payment	-	-	-	-	18,000	0%
Misc. Sales & Income	957	-	-	957	75,500	1%
Lost & Damaged Materials	918	-	-	918	6,500	14%
CCS/LLSAP Income	-	-	-	-	10,500	0%
Solar Credits	-	-	-	-	4,500	0%
Per Capita Grant	-	-	62,150	62,150	65,000	96%
Over/Short	(3)	-	-	(3)	500	-1%
Miscellaneous Grants	-	-	-	-	65,000	0%
Transfer from General Fund	-	-	-	-	1,650,000	0%
Actual Revenues	2,221,475	8,470	66,624	2,296,569	6,472,161	35%
Budgeted Revenues	4,244,161	1,895,000	332,500	6,471,661		
% Diff	52%	0%	20%	35%		
<b>OPERATING EXPENDITURES</b>						
Personnel	265,726	-	-	265,726	2,532,625	10%
Material and Supplies	53,353	-	1,441	54,794	736,825	7%
Contracted Services	25,323	-	-	25,323	313,000	8%
Consortium & IT/Network Services	20,952	-	-	20,952	151,750	14%
Professional Services	8,200	-	-	8,200	172,100	5%
Printing, Publications & Postage	7,159	-	-	7,159	94,750	8%
Utilities	6,479	-	-	6,479	52,500	12%
Miscellaneous Operating Expenses	20,216	-	-	20,216	242,075	8%
Grant & Gift Fund Expenses	-	-	-	-	160,000	0%
Actual Expenditures	407,409	-	1,441	408,850	4,455,625	9%
Budgeted Expenditures	4,070,625	-	385,000	4,455,625		
% Diff	10%	0%	0%	9%		
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	1,814,067	8,470	65,183	1,887,720	2,016,536	94%
<b>CAPITAL EXPENDITURES &amp; DEBT SERVICE</b>						
Capital Expenses	915	5,502	-	6,417	685,000	1%
Transfer to Reserve Fund	-	-	-	-	1,650,000	0%
Actual Expenditures	915	5,502	-	6,417	2,335,000	0%
Budgeted Expenditures	1,785,000	550,000	-	2,335,000		
% Diff	0%	1%	0%	0%		
Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>1,813,152</b>	<b>2,968</b>	<b>65,183</b>	<b>1,881,303</b>	<b>(318,464)</b>	
BEGINNING FUND BALANCE	2,548,250	1,321,256	516,905	4,386,411		
ENDING FUND BALANCE	4,361,402	1,324,224	582,088	6,267,714		
Fund Balance as % of Total Expenditures	1068%	24068%	40400%	1509%		

**McHenry Public Library District**  
**Financial Report Detail by Fund**  
**For the 2 Month(s) Ended August 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	195,660.31	314,697.60	2,179,740.90	0.00	0.00	2,179,740.90	3,776,371.19	-1,596,630.29	57.7%
6015100 · Revenue Recapture Property Tax	507.28	815.86	5,651.42	0.00	0.00	5,651.42	9,790.28	-4,138.86	57.7%
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	13,777.92	12,083.33	27,947.91	0.00	0.00	27,947.91	145,000.00	-117,052.09	19.3%
6030200 · Special Reserve Fund Interest	4,206.55	5,416.67	0.00	8,470.28	0.00	8,470.28	65,000.00	-56,529.72	13.0%
6030300 · Grant/Gifts Fund Interest	2,213.49	2,291.67	0.00	0.00	4,464.43	4,464.43	27,500.00	-23,035.57	16.2%
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	1,751.40	1,458.33	3,159.10	0.00	0.00	3,159.10	17,500.00	-14,340.90	18.1%
6055100 · Collection Agency Fees	20.00	41.67	30.00	0.00	0.00	30.00	500.00	-470.00	6.0%
6060100 · Copy/Scan/Fax Income	1,879.05	1,541.67	2,983.70	0.00	0.00	2,983.70	18,500.00	-15,516.30	16.1%
6070200 · Reserve Fund Gifts	0.00	416.67	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6070300 · General Fund Gifts	6.36	14,583.33	0.00	0.00	9.19	9.19	175,000.00	-174,990.81	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	50.00	187.50	90.00	0.00	0.00	90.00	2,250.00	-2,160.00	4.0%
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.	937.00	6,250.00	957.00	0.00	0.00	957.00	75,000.00	-74,043.00	1.3%
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	521.31	541.67	918.47	0.00	0.00	918.47	6,500.00	-5,581.53	14.1%
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	0.00	5,416.67	0.00	0.00	62,150.22	62,150.22	65,000.00	-2,849.78	95.6%
6200100 · Over/Short	-1.24	41.67	-3.19	0.00	0.00	-3.19	500.00	-503.19	-0.6%
6210300 · Miscellaneous Grants	0.00	5,416.67	0.00	0.00	0.00	0.00	65,000.00	-65,000.00	0.0%
9100200 · Transfer from General Fund	0.00	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>221,529.43</b>	<b>539,346.79</b>	<b>2,221,475.31</b>	<b>8,470.28</b>	<b>66,623.84</b>	<b>2,296,569.43</b>	<b>6,472,161.47</b>	<b>-4,175,592.04</b>	<b>3.19</b>
<b>Total Revenues</b>	<b>221,529.43</b>	<b>539,346.79</b>	<b>2,221,475.31</b>	<b>8,470.28</b>	<b>66,623.84</b>	<b>2,296,569.43</b>	<b>6,472,161.47</b>	<b>-4,175,592.04</b>	<b>35.5%</b>
<b>Expenditures</b>									
<b>Personnel Expenses</b>									
8910100 · Salaries	103,772.36	150,416.67	204,011.45	0.00	0.00	204,011.45	1,805,000.00	-1,600,988.55	11.3%
8920100 · FICA/Medicare	7,648.17	11,666.67	15,025.04	0.00	0.00	15,025.04	140,000.00	-124,974.96	10.7%
8930100 · IMRF	9,678.08	17,916.67	20,066.04	0.00	0.00	20,066.04	215,000.00	-194,933.96	9.3%
8940100 · Health & Life Insurance	12,372.80	26,666.67	23,941.60	0.00	0.00	23,941.60	320,000.00	-296,058.40	7.5%
8945100 · Recruiting/Preemployment Screen	27.95	333.33	27.95	0.00	0.00	27.95	4,000.00	-3,972.05	0.7%
8950100 · Tuition Reimbursement	832.50	833.33	1,665.00	0.00	0.00	1,665.00	10,000.00	-8,335.00	16.7%
8955100 · Telecommute Reimbursements	0.00	208.33	0.00	0.00	0.00	0.00	2,500.00	-2,500.00	0.0%
8960100 · Memberships & Dues	0.00	560.42	50.00	0.00	0.00	50.00	6,725.00	-6,675.00	0.7%
8970100 · Travel	167.10	1,120.83	209.23	0.00	0.00	209.23	13,450.00	-13,240.77	1.6%
8980100 · Continuing Education (Mtg/Conf)	730.00	1,329.17	730.00	0.00	0.00	730.00	15,950.00	-15,220.00	4.6%
<b>Total Personnel</b>	<b>135,228.96</b>	<b>211,052.08</b>	<b>265,726.31</b>	<b>0.00</b>	<b>0.00</b>	<b>265,726.31</b>	<b>2,532,625.00</b>	<b>-2,266,898.69</b>	<b>10.5%</b>

**McHenry Public Library District**  
**Financial Report Detail by Fund**  
**For the 2 Month(s) Ended August 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	3,347.95	5,625.00	5,414.62	0.00	0.00	5,414.62	67,500.00	-62,085.38	8.0%
8020100 · Youth Books	3,097.22	4,583.33	5,401.68	0.00	0.00	5,401.68	55,000.00	-49,598.32	9.8%
8025100 · Professional Resources	21.18	208.33	21.18	0.00	0.00	21.18	2,500.00	-2,478.82	0.8%
8028100 · Administrative Resources	46.96	291.67	46.96	0.00	0.00	46.96	3,500.00	-3,453.04	1.3%
8030100 · Magazines & Newspapers	674.22	1,250.00	674.22	0.00	0.00	674.22	15,000.00	-14,325.78	4.5%
8040300 · Operating Fund Gifts(Donations)	65.82	18,750.00	0.00	0.00	1,440.82	1,440.82	225,000.00	-223,559.18	0.6%
8050100 · Adult AV Materials	1,067.44	2,583.33	1,801.19	0.00	0.00	1,801.19	31,000.00	-29,198.81	5.8%
8060100 · Youth AV Materials	1,016.43	1,083.33	1,016.43	0.00	0.00	1,016.43	13,000.00	-11,983.57	7.8%
8070100 · Library of Things	81.98	1,291.67	81.98	0.00	0.00	81.98	15,500.00	-15,418.02	0.5%
8080100 · Video Games	0.00	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	5,547.83	9,591.67	10,850.05	0.00	0.00	10,850.05	115,100.00	-104,249.95	9.4%
8095100 · Electronic Resources	3,347.34	7,083.33	19,889.30	0.00	0.00	19,889.30	85,000.00	-65,110.70	23.4%
8120100 · Library Supplies	97.24	583.33	129.23	0.00	0.00	129.23	7,000.00	-6,870.77	1.8%
8130100 · Tech Services Supplies	79.26	2,727.08	-277.70	0.00	0.00	-277.70	32,725.00	-33,002.70	-0.8%
8135100 · Bindery	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
8140100 · Adult Programs & Supplies	1,656.93	1,333.33	2,806.14	0.00	0.00	2,806.14	16,000.00	-13,193.86	17.5%
8142100 · Comicon	67.82	541.67	67.82	0.00	0.00	67.82	6,500.00	-6,432.18	1.0%
8145100 · Circulation Supplies	88.59	625.00	131.58	0.00	0.00	131.58	7,500.00	-7,368.42	1.8%
8147100 · Summer Reading Club	592.63	583.33	592.63	0.00	0.00	592.63	7,000.00	-6,407.37	8.5%
8150100 · Youth Programs & Supplies	1,956.36	1,375.00	3,311.17	0.00	0.00	3,311.17	16,500.00	-13,188.83	20.1%
<b>Total Material and Supplies</b>	<b>22,853.20</b>	<b>61,402.08</b>	<b>53,353.48</b>	<b>0.00</b>	<b>1,440.82</b>	<b>54,794.30</b>	<b>736,825.00</b>	<b>-682,030.70</b>	<b>7.4%</b>
<b>Contracted Services</b>									
8215100 · Collection Agency Fees	82.40	104.17	82.40	0.00	0.00	82.40	1,250.00	-1,167.60	6.6%
8245100 · IT/Comp/Copier/Equip-Outsourced	12,727.14	10,833.33	22,620.29	0.00	0.00	22,620.29	130,000.00	-107,379.71	17.4%
8247100 · Automation--Staff	1,963.30	2,916.67	2,263.30	0.00	0.00	2,263.30	35,000.00	-32,736.70	6.5%
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	31.47	62.50	61.47	0.00	0.00	61.47	750.00	-688.53	8.2%
8275100 · Public Pmt Processing Fees	161.81	416.67	295.54	0.00	0.00	295.54	5,000.00	-4,704.46	5.9%
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>14,966.12</b>	<b>26,083.33</b>	<b>25,323.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,323.00</b>	<b>313,000.00</b>	<b>-287,677.00</b>	<b>8.1%</b>
<b>Consortium &amp; IT/Network Services</b>									
8310100 · Automation--Circulation/Catalog	0.00	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	0.00	2,041.67	3,268.49	0.00	0.00	3,268.49	24,500.00	-21,231.51	13.3%
8325100 · Internet Services	487.80	1,125.00	2,041.60	0.00	0.00	2,041.60	13,500.00	-11,458.40	15.1%
<b>Total Consortium &amp; IT/Network Services</b>	<b>487.80</b>	<b>12,645.83</b>	<b>20,951.89</b>	<b>0.00</b>	<b>0.00</b>	<b>20,951.89</b>	<b>151,750.00</b>	<b>-130,798.11</b>	<b>13.8%</b>
<b>Professional Services</b>									
8410100 · Accounting/Payroll/Audit Service	4,262.16	5,104.17	7,599.90	0.00	0.00	7,599.90	61,250.00	-53,650.10	12.4%
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	0.00	654.17	600.00	0.00	0.00	600.00	7,850.00	-7,250.00	7.6%
<b>Total Professional Services</b>	<b>4,262.16</b>	<b>14,341.67</b>	<b>8,199.90</b>	<b>0.00</b>	<b>0.00</b>	<b>8,199.90</b>	<b>172,100.00</b>	<b>-163,900.10</b>	<b>4.8%</b>
<b>Printing, Publications &amp; Postage</b>									
8510100 · Printing Services Outsourced	29.98	4,583.33	5,135.08	0.00	0.00	5,135.08	55,000.00	-49,864.92	9.3%
8530100 · Public Notices & ADS (Legal & Job)	0.00	187.50	73.50	0.00	0.00	73.50	2,250.00	-2,176.50	3.3%
8540100 · Postage/Shipping	251.44	1,895.83	365.98	0.00	0.00	365.98	22,750.00	-22,384.02	1.6%
8545100 · Printing/Copier Supplies	248.58	375.00	248.58	0.00	0.00	248.58	4,500.00	-4,251.42	5.5%
8550100 · Public Relations/Promotions	1,298.09	854.17	1,336.08	0.00	0.00	1,336.08	10,250.00	-8,913.92	13.0%
<b>Total Printing, Publications &amp; Postage</b>	<b>1,828.09</b>	<b>7,895.83</b>	<b>7,159.22</b>	<b>0.00</b>	<b>0.00</b>	<b>7,159.22</b>	<b>94,750.00</b>	<b>-87,590.78</b>	<b>7.6%</b>



**McHenry Public Library District**  
**Financial Report Detail by Fund**  
**For the 2 Month(s) Ended August 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	2,551.70	2,500.00	5,260.00	0.00	0.00	5,260.00	30,000.00	-24,740.00	17.5%
8620100 · Gas	148.16	1,458.33	306.19	0.00	0.00	306.19	17,500.00	-17,193.81	1.8%
8640100 · Water & Sewer	912.79	416.67	912.79	0.00	0.00	912.79	5,000.00	-4,087.21	18.3%
<b>Total Utilities</b>	<b>3,612.65</b>	<b>4,375.00</b>	<b>6,478.98</b>	<b>0.00</b>	<b>0.00</b>	<b>6,478.98</b>	<b>52,500.00</b>	<b>-46,021.02</b>	<b>12.3%</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	6,815.52	5,125.00	12,529.59	0.00	0.00	12,529.59	61,500.00	-48,970.41	20.4%
8745100 · Grounds Maintenance	1,688.92	3,766.67	3,313.92	0.00	0.00	3,313.92	45,200.00	-41,886.08	7.3%
8750100 · Building Operations/Maintenance	2,798.75	5,833.33	3,977.91	0.00	0.00	3,977.91	70,000.00	-66,022.09	5.7%
8760100 · Hospitality	206.23	556.25	379.84	0.00	0.00	379.84	6,675.00	-6,295.16	5.7%
8770100 · Library Lost & Damaged Materials	0.50	83.33	14.70	0.00	0.00	14.70	1,000.00	-985.30	1.5%
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>11,509.92</b>	<b>20,172.92</b>	<b>20,215.96</b>	<b>0.00</b>	<b>0.00</b>	<b>20,215.96</b>	<b>242,075.00</b>	<b>-221,859.04</b>	<b>8.4%</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	914.60	6,666.67	914.60	0.00	0.00	914.60	80,000.00	-79,085.40	1.1%
9050200 · Library District Act	5,502.00	12,500.00	0.00	5,502.00	0.00	5,502.00	150,000.00	-144,498.00	3.7%
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>6,416.60</b>	<b>57,083.33</b>	<b>914.60</b>	<b>5,502.00</b>	<b>0.00</b>	<b>6,416.60</b>	<b>685,000.00</b>	<b>-678,583.40</b>	<b>0.9%</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>Total Expenditures</b>	<b>201,165.50</b>	<b>565,885.42</b>	<b>408,323.34</b>	<b>5,502.00</b>	<b>1,440.82</b>	<b>415,266.16</b>	<b>6,790,625.00</b>	<b>-6,375,358.84</b>	<b>6.1%</b>
<b>Net Total</b>	<b>201,165.50</b>	<b>565,885.42</b>	<b>408,323.34</b>	<b>5,502.00</b>	<b>1,440.82</b>	<b>415,266.16</b>	<b>6,790,625.00</b>	<b>-6,375,358.84</b>	<b>6.1%</b>
	<b>20,363.93</b>	<b>-26,538.63</b>	<b>1,813,151.97</b>	<b>2,968.28</b>	<b>65,183.02</b>	<b>1,881,303.27</b>	<b>-318,463.53</b>	<b>2,199,766.80</b>	

McHenry Public Library District  
Financial Report Detail by Month  
For the 2 Month(s) Ended August 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	195,660.31											2,179,740.90
6015100 · Revenue Recapture Property Tax	5,144.14	507.28											5,651.42
6020200 · Developer Fees	0.00	0.00											0.00
6030100 · Interest Income - General	14,169.99	13,777.92											27,947.91
6030200 · Special Reserve Fund Interest	4,263.73	4,206.55											8,470.28
6030300 · Grant/Gifts Fund Interest	2,250.94	2,213.49											4,464.43
6035100 · Dividends	0.00	0.00											0.00
6040100 · Nonresident/Enhanced Fee Cards	0.00	0.00											0.00
6050100 · Fines and Fees	1,407.70	1,751.40											3,159.10
6055100 · Collection Agency Fees	10.00	20.00											30.00
6060100 · Copy/Scan/Fax Income	1,104.65	1,879.05											2,983.70
6070200 · Reserve Fund Gifts	0.00	0.00											0.00
6070300 · General Fund Gifts	2.83	6.36											9.19
6080200 · Bond & Debt Certificate Sale	0.00	0.00											0.00
6090100 · Annexation & Impact Fees	0.00	0.00											0.00
6090200 · Transfers From Other Funds (9100-100)	0.00	0.00											0.00
6105100 · Retiree/Cobra Insurance Payment	0.00	0.00											0.00
6110100 · Program Fees/Misc. Fees	0.00	0.00											0.00
6120100 · Meeting Room Fees	40.00	50.00											90.00
6125100 · License Plate Renewal Fees	0.00	0.00											0.00
6130100 · Misc.	20.00	937.00											957.00
6130200 · Misc. Income SR	0.00	0.00											0.00
6150100 · Lost & Damaged Materials	397.16	521.31											918.47
6157100 · CCS/LLSAP Income	0.00	0.00											0.00
6160100 · Solar Credits	0.00	0.00											0.00
6170300 · Per Capita Grant	62,150.22	0.00											62,150.22
6200100 · Over/Short	-1.95	-1.24											-3.19
6210300 · Miscellaneous Grants	0.00	0.00											0.00
9100200 · Transfer from General Fund	0.00	0.00											0.00
<b>Total Revenues</b>	<b>2,075,040.00</b>	<b>221,529.43</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>2,296,569.43</b>
<b>Expenditures</b>													
<b>Personnel Expenses</b>													
8910100 · Salaries	100,239.09	103,772.36											204,011.45
8920100 · FICA/Medicare	7,376.87	7,648.17											15,025.04
8930100 · IMRF	10,387.96	9,678.08											20,066.04
8940100 · Health & Life Insurance	11,568.80	12,372.80											23,941.60
8945100 · Recruiting/Preemployment Screen	0.00	27.95											27.95
8950100 · Tuition Reimbursement	832.50	832.50											1,665.00
8955100 · Telecommute Reimbursements	0.00	0.00											0.00
8960100 · Memberships & Dues	50.00	0.00											50.00
8970100 · Travel	42.13	167.10											209.23
8980100 · Continuing Education (Mtg/Conf)	0.00	730.00											730.00
<b>Total Personnel</b>	<b>130,497.35</b>	<b>135,228.96</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>265,726.31</b>

McHenry Public Library District  
Financial Report Detail by Month  
For the 2 Month(s) Ended August 31, 2024

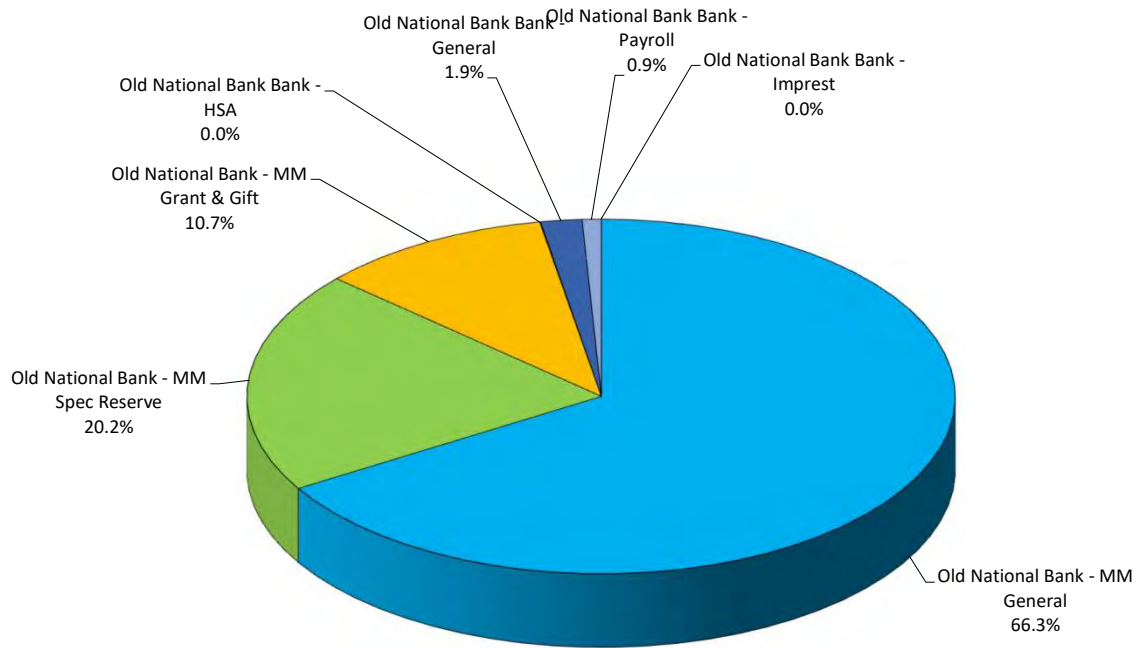
	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
<b>Materials and Supplies</b>													
8010100 - Adult Books	2,066.67	3,347.95											5,414.62
8020100 - Youth Books	2,304.46	3,097.22											5,401.68
8025100 - Professional Resources	0.00	21.18											21.18
8028100 - Administrative Resources	0.00	46.96											46.96
8030100 - Magazines & Newspapers	0.00	674.22											674.22
8040300 - Operating Fund Gifts(Donations)	1,375.00	65.82											1,440.82
8050100 - Adult AV Materials	733.75	1,067.44											1,801.19
8060100 - Youth AV Materials	0.00	1,016.43											1,016.43
8070100 - Library of Things	0.00	81.98											81.98
8080100 - Video Games	1,395.00	0.00											1,395.00
8090100 - Digital Media Services	5,302.22	5,547.83											10,850.05
8095100 - Electronic Resources	16,541.96	3,347.34											19,889.30
8120100 - Library Supplies	31.99	97.24											129.23
8130100 - Tech Services Supplies	-356.96	79.26											-277.70
8135100 - Bindery	0.00	0.00											0.00
8140100 - Adult Programs & Supplies	1,149.21	1,656.93											2,806.14
8142100 - Comicon	0.00	67.82											67.82
8145100 - Circulation Supplies	42.99	88.59											131.58
8147100 - Summer Reading Club	0.00	592.63											592.63
8150100 - Youth Programs & Supplies	1,354.81	1,956.36											3,311.17
<b>Total Material and Supplies</b>	<b>31,941.10</b>	<b>22,853.20</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>54,794.30</b>
<b>Contracted Services</b>													
8215100 - Collection Agency Fees	0.00	82.40											82.40
8245100 - IT/Comp/Copier/Equip-Outsourced	9,893.15	12,727.14											22,620.29
8247100 - Automation--Staff	300.00	1,963.30											2,263.30
8250-100 - Vehicle Expenses	0.00	0.00											0.00
8260100 - Misc. Contracted Services	0.00	0.00											0.00
8270100 - Library Bank/Finance/Late Fee	30.00	31.47											61.47
8275100 - Public Pmt Processing Fees	133.73	161.81											295.54
8285100 - License Plate Fees Settlement	0.00	0.00											0.00
<b>Total Contracted Services</b>	<b>10,356.88</b>	<b>14,966.12</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>25,323.00</b>
<b>Consortium &amp; IT/Network Services</b>													
8310100 - Automation--Circulation/Catalog	15,641.80	0.00											15,641.80
8320100 - VOIP Phone Service	3,268.49	0.00											3,268.49
8325100 - Internet Services	1,553.80	487.80											2,041.60
<b>Total Consortium &amp; IT/Network Services</b>	<b>20,464.09</b>	<b>487.80</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>20,951.89</b>
<b>Professional Services</b>													
8410100 - Accounting/Payroll/Audit Service	3,337.74	4,262.16											7,599.90
8420100 - Legal Services	0.00	0.00											0.00
8430100 - Other Consulting Fees	0.00	0.00											0.00
8440100 - In Service/Staff Training/LMS	600.00	0.00											600.00
<b>Total Professional Services</b>	<b>3,937.74</b>	<b>4,262.16</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>8,199.90</b>
<b>Printing, Publications &amp; Postage</b>													
8510100 - Printing Services Outsourced	5,105.10	29.98											5,135.08
8530100 - Public Notices & ADS (Legal & Job)	73.50	0.00											73.50
8540100 - Postage/Shipping	114.54	251.44											365.98
8545100 - Printing/Copier Supplies	0.00	248.58											248.58
8550100 - Public Relations/Promotions	37.99	1,298.09											1,336.08
<b>Total Printing, Publications &amp; Postage</b>	<b>5,331.13</b>	<b>1,828.09</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>7,159.22</b>

McHenry Public Library District  
Financial Report Detail by Month  
For the 2 Month(s) Ended August 31, 2024

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
<b>Utilities</b>													
8610100 - Electricity	2,708.30	2,551.70											5,260.00
8620100 - Gas	158.03	148.16											306.19
8640100 - Water & Sewer	0.00	912.79											912.79
<b>Total Utilities</b>	<b>2,866.33</b>	<b>3,612.65</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>6,478.98</b>
<b>Miscellaneous Operating Expenses</b>													
8720100 - Building & Auto Insurance	0.00	0.00											0.00
8730100 - Bonding & Officers Liability	0.00	0.00											0.00
8740100 - Janitorial Services & Supplies	5,714.07	6,815.52											12,529.59
8745100 - Grounds Maintenance	1,625.00	1,688.92											3,313.92
8750100 - Building Operations/Maintenance	1,179.16	2,798.75											3,977.91
8760100 - Hospitality	173.61	206.23											379.84
8770100 - Library Lost & Damaged Materials	14.20	0.50											14.70
8795100 - Miscellaneous	0.00	0.00											0.00
<b>Total Miscellaneous Operating Expenses</b>	<b>8,706.04</b>	<b>11,509.92</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>20,215.96</b>
<b>Grant &amp; Gift Fund Expenses</b>													
8800300 - 2020/21 Per Capita Grant	0.00	0.00											0.00
8800311 - Adult Materials - Per Capita	0.00	0.00											0.00
8800321 - Youth Materials - Per Capita	0.00	0.00											0.00
8800331 - Staff Software - Per Capita	0.00	0.00											0.00
8040350 - Per Capita Grant; Current FY	0.00	0.00											0.00
8040355 - Per Capita Grant; Previous FY	0.00	0.00											0.00
8800332 - Public Software	0.00	0.00											0.00
8800333 - Computer Equipment	0.00	0.00											0.00
8800341 - Other Equipment	0.00	0.00											0.00
8800342 - Additional Expenses (Personnel)	0.00	0.00											0.00
9030300 - Misc. Grants	0.00	0.00											0.00
9200300 - Additional Expenses	0.00	0.00											0.00
<b>Total Grant &amp; Gift Fund Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>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											0.00
9070100 - Library Equipment	0.00	0.00											0.00
9080100 - Small Equipment under \$250	0.00	0.00											0.00
9090100 - Adtl. Capital Projects & Equipment	0.00	914.60											914.60
9050200 - Library District Act	0.00	5,502.00											5,502.00
9060200 - Special Reserve Expenditures	0.00	0.00											0.00
<b>Total Capital Expenses</b>	<b>0.00</b>	<b>6,416.60</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>6,416.60</b>
<b>Transfer to Reserve Fund</b>													
9100100 - Transfer to Reserve Fund	0.00	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>
<b>Total Expenditures</b>	<b>214,100.66</b>	<b>201,165.50</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>415,266.16</b>
<b>Net Total</b>	<b>1,860,939.34</b>	<b>20,363.93</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>1,881,303.27</b>

**McHenry Public Library District  
Investments  
For the 2 Month(s) Ended August 31, 2024**

<b>Bank</b>	<b>Current Rate</b>	<b>Book Balance</b>
Old National Bank - MM General	3.94%	4,075,830
Old National Bank - MM Spec Reserve	3.94%	1,244,395
Old National Bank - MM Grant & Gift	3.94%	654,803
Old National Bank Bank - HSA	n/a	2,134
Old National Bank Bank - General	n/a	115,636
Old National Bank Bank - Payroll	n/a	53,424
Old National Bank Bank - Imprest	n/a	164
<b>Total</b>	<b>\$</b>	<b>6,146,385</b>



**McHenry Public Library District**  
**INTERIM CHECKS ISSUED - August 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)					
subtotal for account		\$ -			

<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	\$ 604.70	8745-100	08/01/24	EFT
First Communications	VOIP Phones	\$ 1,646.36	8320-100	08/01/24	EFT
Sam's Club	Supplies	\$ 85.15	Various	08/20/24	EFT
Bankcard Processing	Credit Card	\$ 4,304.98	Various	08/21/24	EFT
NCR Payment Solutions	Payment Processing	\$ 2,000.00	8275-100	08/27/24	EFT
Toshiba America	Equipment	\$ 1,530.00	8247-100	08/27/24	EFT
Toshiba America	Equipment	\$ 433.30	8247-100	08/27/24	EFT
Comcast	Internet	\$ 487.80	8325-100	08/27/24	EFT
subtotal for account		\$ 11,092.29			

<b>Account - HSA/Building</b>					
Old National Bank	Employer contributions HSA	\$ 502.69	8940-100	08/06/24	EFT
Old National Bank	Employee contributions HSA	\$ 502.69	8940-100	08/20/24	EFT
subtotal for account		\$ 1,005.38			

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

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

**GRAND TOTAL CHECKS ISSUED \$ 12,097.67**

## Reimbursement Report

McHenry Public Library District

Check Dates: 08/06/2024 to 08/20/2024

Pay Periods: 07/15/2024 to 08/11/2024

## ReimbursementReport

### August 2024

Employee	Amount
Baseley, Steffanie L.	\$1.45
Jakacki, Lesley E.	\$60.95
Kimbrel, Kevin M.	\$26.13
Kordistos, Skye	\$7.10
Spaargaren, Marla C.	\$35.60
Stansbury, Alie A.	\$23.94
Terrill, Zach T.	\$11.93
<b>Totals for REITR -- Travel Reimbursement</b>	
<b>7 Employees</b>	<b>\$167.10</b>

#### Report Totals

Code	Description	Employees	Amount
REITR	Travel Reimbursement	7	\$167.10
<b>Totals</b>		<b>7</b>	<b>\$167.10</b>



Paylocity Corporation  
(888) 873-8205

User: JMay

Run on 9/6/2024 at 4:02 PM

SEPTEMBER 2024 (FY 2024-2025)			Bankcard Transactions - Sorted By Budget Account			
NAME	TRANSACTION DATE	MERCHANT NAME	AMOUNT	NOTES	ACCOUNT	ACCOUNT TOTALS
MILFAJT	09-02-2024	SHAW SUBURBAN MEDIA-SU	\$ 65.00		8030-100	
STANSBURY	08-29-2024	BLACK CAT BOOKS	\$ 46.20		8030-100	\$ 111.20
JAKACKI	08-23-2024	DON S SUBS	\$ 513.52		8040-300	
JAKACKI	08-18-2024	WM SUPERCENTER #4641	\$ 29.54		8040-300	
STANSBURY	08-30-2024	LAKESHORE LEARNING MAT	\$ 92.95		8040-300	
STANSBURY	08-09-2024	4IMPRINT INC	\$ 354.96		8040-300	
	09-05-2024	POINT REDEMPTION CREDIT	\$ (400.00)		8040-300	\$ 590.97
JAKACKI	09-06-2024	MOBILE BEACON	\$ 360.00	Prepaid: 9/18/24-10/12/25	8070-100	
STANSBURY	08-22-2024	MAGNACRAFT	\$ 111.92		8070-100	\$ 471.92
MAY	09-01-2024	HELP.MAX.COM	\$ 16.99		8090-100	
MAY	08-28-2024	HULU 877-8244858 CA	\$ 17.99		8090-100	
MAY	08-29-2024	Disney Plus	\$ 11.00		8090-100	
MAY	08-22-2024	HULU 877-8244858 CA	\$ 17.99		8090-100	
MAY	08-21-2024	HULU 877-8244858 CA	\$ 17.99		8090-100	
MAY	08-21-2024	Disney Plus	\$ 11.00		8090-100	
MAY	08-13-2024	Disney Plus	\$ 11.00		8090-100	
MAY	08-08-2024	discovery+	\$ 8.99		8090-100	
MAY	08-08-2024	APPLE.COM/BILL	\$ 9.99		8090-100	
MICHALSKI	08-29-2024	HULU 877-8244858 CA	\$ 17.99		8090-100	
MICHALSKI	08-16-2024	PARAMOUNT+	\$ 5.99		8090-100	
MICHALSKI	08-09-2024	Disney Plus	\$ 11.00		8090-100	
STANSBURY	09-03-2024	Amazon Kids+*RK94U0I50	\$ 7.99		8090-100	\$ 165.91
JAKACKI	08-28-2024	OURDIGITALWORLD	\$ 3,626.02	Prepaid: 3/15/24-3/14/25	8095-100	\$ 3,626.02
MILFAJT	09-05-2024	DEMCO INC	\$ 400.56		8130-100	\$ 400.56
SPAARGAREN	08-21-2024	SAVERS - 1176	\$ 18.97		8140-100	
SPAARGAREN	08-21-2024	DOLLAR TREE	\$ 15.00		8140-100	\$ 33.97
STANSBURY	08-15-2024	WWW.STICKERYOU.COM	\$ 175.21		8142-100	\$ 175.21
MAY	08-31-2024	THE UPS STORE 4064	\$ 540.00		8145-100	\$ 540.00
STANSBURY	08-29-2024	BLACK CAT BOOKS	\$ 17.59		8150-100	
STANSBURY	08-28-2024	THE UPS STORE 4064	\$ 639.00		8150-100	
STANSBURY	08-16-2024	JOANN STORES #2259	\$ 157.60		8150-100	\$ 814.19
JAKACKI	09-06-2024	CONSTANT CONTACT	\$ 999.60	Prepaid: 10/6/24-10/5/25	8247-100	
JAKACKI	09-06-2024	CONSTANT CONTACT	\$ 119.00		8247-100	\$ 1,118.60
JAKACKI	08-28-2024	INTERNATIONAL TRANS FEE	\$ 108.78	OurDigitalWorld Pmt Fee	8270-100	
STANSBURY	08-22-2024	INTERNATIONAL TRANS FEE	\$ 3.36		8270-100	
STANSBURY	08-15-2024	INTERNATIONAL TRANS FEE	\$ 5.26		8270-100	\$ 117.40
MICHALSKI	09-04-2024	MCHENRY PUBLIC LIBRARY	\$ 4.00		8275-100	\$ 4.00
MAY	08-29-2024	THE UPS STORE 4064	\$ 120.00		8510-100	\$ 120.00
JAKACKI	08-26-2024	USPS PO 1646800050	\$ 146.00		8540-100	\$ 146.00
SCHNAEBELE	08-29-2024	MENARDS CRYSTAL LAKE I	\$ 296.43		8740-100	\$ 296.43
SCHNAEBELE	08-20-2024	MENARDS CRYSTAL LAKE I	\$ 203.74		8750-100	\$ 203.74
JAKACKI	08-30-2024	LANDS END BUS OUTFITTE	\$ 209.76		8760-100	
JAKACKI	08-19-2024	AMAZON MKTPL*RU49D1Q01	\$ 94.82		8760-100	\$ 304.58
MAY	09-03-2024	NATIONAL CRIME SEARCH	\$ 111.80		8945-100	\$ 111.80
JAKACKI	08-12-2024	KRYTERION WEBASSESSOR	\$ 200.00	Staff Certification	8980-100	
MAY	08-08-2024	MGMTASSCIL	\$ 329.00		8980-100	
STANSBURY	08-13-2024	AMERICAN LIBRARY ASSOC	\$ 156.75		8980-100	\$ 685.75
TOTAL BANKCARD TRANSACTIONS:			\$ 10,038.25			





McHENRY PUBLIC  
LIBRARY DISTRICT

# AUGUST 2024

## BY THE NUMBERS

### PEOPLE

**272**  
New Card  
Registrations

**292**  
Hours Open  
To Public

**11,558**  
Library Attendance

**724**  
Program  
Attendance

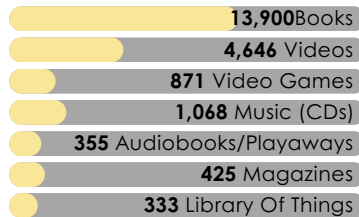
**8**  
Volunteer  
Hours



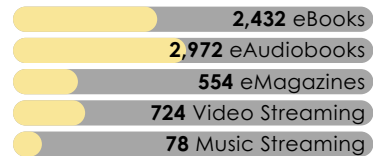
### CIRCULATION



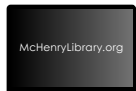
#### 21,598 PHYSICAL ITEMS



#### 6,760 eMATERIALS



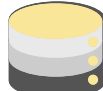
### RESOURCES



Computer  
Sessions  
**1,691**



Database  
Searches  
**20,283**



Database  
Sessions  
**769**



Simple Scan &  
Fax Uses  
**264**



WiFi Uses  
(in Library)  
**1,863**

### ONLINE

**4,132**



EMAIL SUBSCRIBERS

3.1K 110 344 1K 534 54



SOCIAL MEDIA FOLLOWERS

**338,910**



WEBSITE VIEWS

#### AUGUST 2023 COMPARISON

Library Attendance: **12,301**  
Program Attendance: **1,714**  
Hours Open: **304**

Registrations: **323**  
Volunteer Hours: **15**

Items In Circulation (Physical): **24,050**  
Items In Circulation (eMaterials): **5,487**  
Website Views: **392,802**

Computer Sessions: **1,388**  
Database Searches: **10,810**

Database Sessions: **1,921**  
Simple Scan Uses: **316**  
WiFi Uses: **2,030**

## McHenry Public Library District

### LIBRARIAN'S REPORT

AUGUST 2024

#### Administration

- During the August All-Staff In-Service, we heard presentations about the roles of social workers on the McHenry Police Department force, Intellectual Freedom, and services provided to libraries and their staff through RAILS. The staff also reviewed fire evaluation procedures, practiced fire drills, and learned to use fire extinguishers with Advanced Fire of McHenry.
- S. Nowalk has posted advertisements for unnecessary supplies on the RAILS Free/ForSale website. Libraries can acquire surplus items from different organizations at great prices. While we were organizing the warehouse, we found technical services processing supplies that we no longer needed because we had outsourced our processing. As a result, we were able to sell off much of the surplus. We will post a surplus of unneeded furniture from previous remodels in the upcoming month.
- L. Jakacki has prepared a trustee candidate courtesy packet for district residents interested in running for the Library's Board seat in the 2025 election. We have been promoting these opportunities, and the vacant seat is available for appointment.
- A. Mesino, S. Nowalk, and K. Krewer attended a presentation on creating accessible PDFs so we can continue to improve the accessibility of information on our website and social media.
- 

#### Adult Services

- E. Montoya-Campos, S. Kordistos, J. May, and B. Sullivan attended the Back to School Bash at McHenry High School – West Campus, promoting English and Spanish-language library resources and services to families of all ages getting ready for back-to-school season!
- E. Montoya-Campos also assisted with complex patron interactions this month. Some examples included helping a woman find resources to learn basic addition/subtraction as an adult, using Google Translate to communicate with a Russian-speaking man who wanted to find ESL and



Citizenship classes, and helping an elderly Spanish-speaking patron understand how to check in for her international flight using technology.

- T. Hillier attended Choice Menu at D15 with the Landmark Committee to promote the library's genealogy and local history resources so that teachers could implement and encourage them in their classrooms.
- T. Hillier also used these local history resources to help a patron recreate a scrapbook for her father using old newspaper archives from his high school football career after the original scrapbook was destroyed in a fire.
- M. Spaargaren attended the Laconi POP event Insights & Strategies to Advance Program Marketing along with A. Mesino at the Northbrook Public Library, where they heard from a panel of marketing departments how marketing is done internally, externally, digitally, physically, and multilingually at other libraries and how to implement these strategies at MPLD.
- Z. Terrill assisted a visually impaired patron looking for alternative books through our resources, such as Talking Books (through the State of Illinois) and audiobooks/Playaways. The patron came in, and ZT assisted her with setting up and using a Playaway device.
- Z. Terrill also conducted our first Tech Drop-In, and a patron from the Johnsburg Public Library referred him by name for help recording a school project and uploading it online.
- K. Kimbrel delivered materials to 16 homebound patrons and five patrons in assisted living facilities in August.
- The Questions Desk has been receiving many phone calls regarding voter registration requirements. A. Moreno-Lomeli interacted with a very excited patron after finding out their voting location was MPLD.

### **Circulation**

- B. Delfino, D. Deasey, and G. Acuna started as Clerks in Circulation on 8/27.

### **Human Resources**

- K. Milfajt and I completed in-person interviews for our cataloging associate. We extended an offer, which was accepted. Our new Cataloging Associate will start in late September.
- B. Michalski and J. May continued interviewing and screening applicants for the Part-Time Bilingual Circulation positions.
- Phone screens have started for our Part-Time Maintenance and custodial position, and we will soon conduct in-person interviews.
- Our part-time adult services library associate position has opened, and we will be scheduling phone screenings in September.
- A. Stansbury and J. May continued interviewing and screening applicants for the Part-Time Youth Services Library Bilingual Associate opening. Additional phone screens will continue in September.
- Our current headcount for August was 33: 18 FT (37.50 hours weekly), with 15 PT staff members.
- Average merit increase for FY 24/25 (year-to-date) is 2.83%
- Z. Terrill celebrated fifteen years with the library, and J. May celebrated five.

## Technical Services

- S. Roitberg began representing the department on the In-Service Committee. She is coordinating with potential presenters via email and phone for future In-Service days.
- A. Meads worked with Libraria (formerly Children's Plus) staff to troubleshoot issues we had receiving their invoices through the Polaris system, and the order data coming through was incomplete.
- K. Milfajt coordinated a site visit by Grayslake Area Public Library staff to look at our RFID equipment. They were very grateful for the opportunity and found talking to our staff about our experiences with the technology and the vendor very helpful. A. Meads and K. Meadows provided information and answered questions about RFID tags and our mkSolutions system, and B. Michalski from Circulation gave them a tour of the Automated Materials Handler.
- K. Meadows and A. Meads showed great initiative in creating training videos on laminating and applying book covers to unprocessed books.
- K. Milfajt interviewed candidates for the open Cataloging Associate position with J. May.

## Technology

- K. Krewer attended the Technology in Public Libraries: Results from PLA's 2023 Annual Survey webinar on July 30
- K. Krewer attended the ISBS Technology Show on 8/9 and the Imagetec Technology Showcase on 8/14. Both events showcased the newest equipment and services for printing, copies, and cloud document storage.
- K. Krewer and L. Jakacki met with Spectrum VoIP to review their phone service proposal on August 21.
- K. Krewer met with our new account rep from Kaseya on August 21.
- Eccezion was on site to install the new network switches on August 23. The switch replacement project went well with few issues and is now completed.
- K. Krewer took and passed the Google Workspace Administrator exam and is now a Google Cloud Certified Professional Google Workspace Administrator

## Youth Services

- S. Baseley had a parent ask if they could find a book worth 15 AR (accelerated reader) points for their child. They could utilize our databases to help find something the child would be interested in, which would also be acceptable for points.
- B. Salazar, A. Maifield, and A. Stansbury presented at the Tri Choice Menu Conference at McHenry High School. Their presentations on library databases and SEL titles for kids in grades K-8 were successful. Many teachers and school media center specialists stopped by the lobby table for information and to sign up for our teacher newsletter.
- J. Einoris had many new faces for Art Lab, and all the participants seemed to really enjoy the project.
- A. Podborny had a patron asking for information about the McHenry County Elections Board. She helped her find the information she needed. Afterward,

the patron praised the library for always being helpful and kind. She said she appreciates that we're always willing to work with people to find the answers they need and dedicate time to helping them.

- A. Maifield had two other teen librarians visit the D&D: High School Edition session. They were impressed with the materials, tips, and resources shared by A. Maifield and enjoyed the session. One is even interested in returning for a Junior High Edition Session.

### Patron Comments

Young patrons left notes of appreciation for staff member E. Montoya-Campos.

you're so nice!  
Thank you!! Most  
libraryains are mean,  
have a good rest of  
your day. xoxo   
♥ Latina ♥

you're the best Librarian I know  
Letting us have an awesome day have a wonderful  
day.  
 I Love to read.  
♥  
Loves Mr.



# Giannoulas announces libraries receiving grants

[shawlocal.com/lake-county-journal/2024/08/29/giannoulas-announces-libraries-receiving-grants](https://www.shawlocal.com/lake-county-journal/2024/08/29/giannoulas-announces-libraries-receiving-grants)

Shaw Local News Network

## Grant funding for area Senate district to improve local library services

By Shaw Local News Network

August 29, 2024 at 1:30 pm CDT



The Grayslake Area Public Library was one of the libraries to receive state grant funding.  
(Photo provided by the Grayslake Public Library)

SPRINGFIELD – Library districts are receiving grant funding to help ensure all residents have access to quality resources and programming, Illinois Secretary of State and State Librarian Alexi Giannoulas announced.

Libraries throughout the 30th Senate District that serve more than 292,000 people are receiving a combined \$586,207 in grants. Libraries throughout the 31st Senate District that serve more than 150,000 people are receiving a combined \$223,103 in grants. Libraries throughout the 51st and 52nd House Districts, serving more than 242,000 people, are receiving a combined \$360,595 in grants. Libraries throughout the 63rd and 64th House Districts, serving more than 187,000 people, are receiving a combined \$277,741 in grants.

“Libraries throughout the state must have the resources and financial support they need to provide high-quality materials and programming to Illinois residents,” Giannoulas said in a news release. “Libraries serve as centers for lifelong learning and are critical to providing opportunities for children and adults to enrich their lives.”

“Investing in education is essential to the overall well-being of our communities,” said state Sen. Mary Edly-Allen, 31st District. “Libraries provide a rich tapestry of educational experiences for all age groups. Whether it’s mastering the magic of reading, sharpening career skills or embracing new hobbies, libraries open the door to a world of limitless learning opportunities.”

The grants, awarded throughout Illinois, included annual per capita and equalization aid grant funding, public library construction grants and one-time newly created technology grants to help libraries most in need to upgrade their technology infrastructure.

### **30th Senate District**

- Cook Memorial (Libertyville): \$91,026
- North Chicago: \$73,177
- Vernon area (Lincolnshire): \$65,645
- Warren Newport (Gurnee): \$98,718
- Waukegan: \$257,641

### **31st Senate District**

- Lake Villa (Lincolnwood): \$59,116
- Grayslake area: \$41,459
- Round Lake area: \$58,917
- Zion-Benton: \$63,611

### **51st/52nd House Districts**

- Barrington: \$67,359
- Ela area (Lake Zurich): \$54,003
- Fox River Grove: \$5,899
- Fremont (Mundelein): \$57,606

- Palatine: \$132,751
- Wauconda: \$42,977

### **63rd/64th House Districts**

- Antioch Public Library District: \$38,333
- Cary Area Public Library District: \$40,475
- Fox Lake Public Library District: \$39,676
- Johnsburg Public Library District: \$18,010
- McHenry Public Library District: \$62,150
- Nippersink Public Library District (Richmond): \$16,458
- River East Public Library (McHenry): \$6,281
- Rural Woodstock Public Library District: \$18,298
- Woodstock Public Library: \$38,060

Public Library Per Capita Grants are awarded annually to support local public library services. This year, public libraries received just under \$1.50 a person in their service area. Public libraries can use this funding for operational needs, including buying materials for their library collections and capital improvements to their facilities.

Equalization Aid funding is awarded under a statutory formula to provide a minimum level of funding when local funding through taxes is too low to meet the service population's base needs.

Public Library Construction Grant funding allows libraries to address refurbishing and renovation of existing facilities, assure compliance with accessibility standards and even build new facilities.

Under the new technology grant initiative, eligible public libraries were determined by review of their local tax base in comparison to the population that is served and also the poverty level of the community.

Libraries have two years to expend the technology grants to help fund things such as adding hardware and software, expanding online collections and e-resources, buying digital devices and mobile apps, increasing Wi-Fi capacity and internet accessibility, incorporating patron self-checkouts and assuring ADA compliance for library websites and buying adaptive technologies that accommodate service needs for people with disabilities.



# Local libraries in Illinois offer legal help through pilot program

 [wifr.com/2024/08/26/illinois-local-libraries-offer-legal-help-through-pilot-program](https://wifr.com/2024/08/26/illinois-local-libraries-offer-legal-help-through-pilot-program)

By Anna Sieg

August 26, 2024



ILLINOIS (WIFR) - People in Illinois having trouble navigating the legal system on their own will get help through a new pilot program using some of the state's public libraries.

Public libraries with Court Access Library Centers will dedicate equipment allowing people to appear in court remotely, find legal information and resources and access court documents online.

Eighteen libraries were selected across Illinois based on the amount of people without lawyers, limited access to courthouses, internet access and interest from libraries.

## Court Access Library Center Locations:

- Harold Washington Library Center, 400 S. State St., Chicago
- Legler Regional Library, 115 S. Pulaski Road, Chicago
- Sulzer Regional Library, 4455 N. Lincoln Ave., Chicago
- Woodson Regional Library, 9525 S. Halsted St., Chicago
- Glenview Public Library, 1930 Glenview Road, Glenview
- Indian Trails Public Library District, 355 Schoenbeck Road, Wheeling
- Northlake Public Library District, 231 N. Wolf Road, Northlake
- Prairie Trails Public Library District, 8449 Moody Ave., Burbank

- Calumet City Public Library, 660 Manistee Ave., Calumet City
- Flossmoor Public Library, 1000 Sterling Ave., Flossmoor
- Aurora Public Library – Santori Library, 101 S. River St., Aurora
- Addison Public Library, 4 Friendship Plaza, Addison
- Wauconda Area Public Library District, 801 N. Main St., Wauconda
- McHenry Public Library District, 809 Front St., McHenry
- Wauconda Area Public Library District, 801 N. Main St., Wauconda
- Rantoul Public Library, 106 W. Flessner Ave., Rantoul
- Peoria Public Library – Main Library, 107 N.E. Monroe, Peoria
- O’Fallon Public Library, 120 Civic Plaza, O’Fallon
- Carbondale Public Library, 405 West Main St., Carbondale

Librarians who volunteer will be trained to be “Court Library Navigators” and offer extra support. These librarians will be focused on cases of divorce, child custody, domestic violence, wills, trusts and estates, housing and consumer debt.

For more information, call Illinois Court Help at 833-411-1121.

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## Illinois Public Library Core Standards CHAPTERS 1-4

The Library's review of the Serving Our Public 4.0 standards is required for our Per Capita Grant Application. Those standards we meet are marked with a ✓. Updates on our progress during FY 20/21, FY 21/22, FY 22/23, FY 23/24, FY 24/25 are provided for those standards the staff and management team felt that while we meet the standards, we can continue to improve in that area. We also can determine if they need to be added to the upcoming Strategic Plan.

### Chapter One

The McHenry Public Library follows all the Core Standards listed.

- ✓**Core 1** The library provides uniformly gracious, friendly, timely, and reliable service to all users.
- ✓**Core 2** The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.
- ✓**Core 3** The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.
- ✓**Core 4** The library complies with all other state and federal laws that affect library operations. (See Appendix A)
- ✓**Core 5** The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.

FY 20/21: The Library has adopted and adheres to the principles; however, the management team and staff would like to discuss this and how it looks in our daily interactions, collections, and services.

FY 21/22: This is a continuing conversation with staff as policies, procedures, and services change within the Library, and we discuss how these principles help center what we do.

FY 22/23: As mentioned in previous years, this is a continual conversation with staff and Board members to keep the libraries' mission at the forefront of all we do. Conversations regarding the *Bill of Rights* and Intellectual freedom have been increasingly important as the number of book and program challenges in libraries has risen.

FY23/24: We have revised our Materials Reconsideration Policy and Form. Have had conversations regarding this topic due to the recent rise in book challenges this past year. The New State Law HB2789, effective 1/1/24, which penalizes wholesale book banning on ideology. Waiting for guidance from IL State Library before updating any policies/procedures for compliance.

FY 24/25: At the January 2024 Board meeting, the trustees approved a statement on censorship that meets the criteria of HB2789. We will continue to educate staff and trustees on these topics as part of our routine; no additional updates will be provided.

- ✓**Core 6** The library adopts and adheres to the *Code of Ethics of the American Library Association*. The library adopts and adheres to the *Public Library Trustee Ethics Statement*, developed by United for Libraries, a division of ALA.

FY 20/21: The Library has adopted and adheres to the ethics; however, the management team and staff would

like to discuss this and how it looks in our daily interactions and services.

FY 21/22: Same as Core 5. This is a continuing conversation with trustees and staff as policies, procedures, and services change within the Library, and we discuss how these principles help center what we do.

FY 22/23: As stated in previous years, we continue to have these conversations about how these values affect what we do.

FY23/24: We strive to instill Library Ethics in all that we do. We have had to have more of these conversations with the Board and staff as more ideological issues have faced libraries this past year.

FY 24/25: We will continue to educate and discuss these topics with staff and trustees as part of our regular routine; no additional updates will be provided.

☐ **Core 7** The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix C)

FY 20/21: The Board of Trustees has a written set of bylaws. They were last updated in 2008, so it might be worthwhile for the Board to review the bylaws for any updates needed. Based on a comparison of the current bylaws to the listing in Appendix C, the MPLD bylaws do not include information about removing a trustee. While we follow parliamentary procedures, the bylaws should be checked against a current edition of Robert's Rules of Order. Also, the Board bylaws should be posted on the Library's website along with other Board information.

FY 21/22: The Board Bylaws document has been reformatted for ease of use and posted on the Library's website for patrons to view. The research was done on bylaws that were listed in the document in a draft state to determine if they had been approved or not. The next step will be to bring sections of the bylaws up for review at Board meetings for possible updating.

FY 22/23: The bylaws will need to be updated to reflect the new IL State law, Public Act 102-0977, regarding the appointment process to fill vacancies on the Board. Also, it may be worthwhile to have the Policy Committee review the bylaws for any updates.

FY23/24: In FY 22/23, we reviewed about three-quarters of the Board bylaws at the Board Meetings for updates. Now that a full Board is seated again, we will complete the process.

FY 24/25: The Board has reviewed suggestions for updating the Board Bylaws. The next step is to have the legal counsel review the proposed changes and provide feedback on legal compliance.

✓ **Core 8** The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA accredited master's degree.)

✓ **Core 9** The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes*, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the

*Open Meetings Act.*

✓**Core 10** The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.

✓**Core 11** The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.

FY 20/21: Our goal is to start this process sooner in the year to review historical budget data, trends better and plan for upcoming projects.

FY 21/22: We started the process in January for this year's budget, which provided enough time to receive input and hold meetings with each department manager and the Board. We were also able to create a standing list of annual expenditures and compile 5- years of spending data to better understand the spending trends of the different departments. We were able to pass a more accurate budget at the beginning of the fiscal year.

FY 22/23: We have established a good process and schedule for the budgeting process of day-to-day expenditures that allow input from staff and management. We will continue to work on refining the process regarding prioritizing large-scale projects and staffing needs.

FY23/24: The process we have has helped us prepare realistic budgets that we are able to work within over the past few years. No additional updates to this standard are needed unless drastic changes occur.

✓**Core 12** The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.

☐**Core 13** The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate. (See Appendices F and H)

FY 20/21: We have all these board-approved plans/policies. We are in the process of long-range/strategic planning started in April 2019. The disaster prevention and recovery plan is being reviewed for updates by the Building Services Manager. The Collection Management Policy is being updated by the Collection Development Committee and the Technology Plan with the IT Department and Admin.

FY 21/22: All of these documents are still under review and will be updated as time permits.

FY 22/23: We are making headway into updating public policies with Board approval when time permits.

FY23/24: We continue to work on reviewing and updating the personnel and patron policies. There have been many changes over this past to employment law, so those policies have taken priority. A technology plan, collection management policy, and safety manual are our priorities after we have reviewed all personnel and patron policies.

FY 24/25: We will continue reviewing and proposing updates to staff and public policies. After establishing a regular review cycle for these documents, we will prioritize updates to the technology and collection development plans in conjunction with the strategic plan.

✓**Core 14** The library administrator presents written monthly reports, including statistics, on library operations to

the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.

✓**Core 15** The board of trustees annually reviews the performance of the library administrator.

✓**Core 16** The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.

FY 20/21: We are a member of RAILS and ILLINET. It has been some time since we have reviewed the ILLINET standards, so members of the ILL and Circulation Staff are reviewing the document and making recommendations to our procedures and policies if they do not align.

FY 21/22: The ILL Staff reviewed the ILLNET standards and verified compliance. They are currently updating the Library's ILL policy for ways to remove barriers of use, streamline processes, and encourage more use of ILL services.

FY 22/23: Continuing our plans to allow staff-mediated online requests for ILL materials, update our ILL policies, and to find new ways to promote the service.

FY23/24: Yes, we continue to be a member in good standing in all the organizations listed. This year as a member of CCS we are looking into joining Find More Illinois which would increase state-wide sharing and lower in-state ILL costs.

FY 24/25: In May 2024, the Library joined FindMore Illinois as part of CCS, significantly increasing resource sharing across the state. Unless drastic changes occur, no additional updates to this standard are needed.

✓**Core 17** The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.

✓**Core 18** The library utilizes a variety of methods to communicate with its community.

✓**Core 19** The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.

✓**Core 20** A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].

✓**Core 21** As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.

FY 20/21: We will make sure we use these reports as one of many we refer to when creating the Library's annual budget. Available through the Illinois State Library.

FY21/22: The Library reviewed these baseline standards during the budgeting process and worked to align our percentages better. We have made headway in better alignment of personnel costs.

FY 22/23: We continue to work on aligning our budget with the State Standards and keep them in mind when making our budget. Our goal is to be able to make more funds available for services and collections.

FY23/24: We continue to be mindful of the baseline for expenditures in major categories during our budget cycle. Since this has become part of our process, we consider ourselves compliant with this standard.

✓**Core 22** The library board and staff promote the collections and services available to its community.

□**Core 23** At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections, and services in a quantity, at a time, and in a manner that meets the needs of the community.

FY 20/21: The Library uses informal reviews and feedback to review library services, collections, and facilities. A more formal process should be put into place in conjunction with the strategic/long-range planning process.

FY21/22: The Library is still investigating ways to do informal reviews and feedback as a regular part of Library business and time the review process with the Library's strategic planning process.

FY 22/23: This is still on our plans for when we begin our long-range planning.

FY23/24: Sending out an RFQ for capital assessment and completion of the review is scheduled for this year this will help us determine space needs. The others will be part of the upcoming strategic plan.

FY 24/25: Now that all departments' staffing needs are being addressed, the management team can focus on reviewing facilities, collections, and community needs.

**Appendix A: Useful Illinois Statutes-** The Library adheres to the Illinois Statute listed.

**Appendix B: Records to Retained and Disposed-** The Library has a robust Record Retention policy aligned with the State Archives. We need to create annual compliance checks and pull records for directions on a schedule.

FY21/22: After review with the State Archives, it was determined that while the MPLD Board approved a records retention policy, it was never filed and approved by the IL State Archives, which has the authority over records and retention of public libraries in the state. The Library will have to go through the review process with the State Archives and submit an application for approval.

FY 22/23: We are working on collecting an updated list of all the records we create throughout the library to update our records retention application and start a regular records review and destruction schedule.

FY23/24: It has been over 12 years since the last time anyone reviewed Library records for destruction. We are planning to complete at least half the review this year and apply for destruction permission.

FY 24/25: Physical records from 2010 and earlier have been reviewed for retention and reorganized. Records from 2011 to the present will be reviewed and organized this year. After that set has been reviewed, we will apply to dispose of those records past their retention dates.

**Appendix C: Topics for Inclusion in Board Bylaws-** The Library Board has written bylaws. From the topical list provided the bylaws are missing a bylaw for removal of a trustee, and review for compliance to current parliamentary procedures.

**Appendix D: Topics Recommended for New Trustee Orientation-** These topics are covered in the existing orientation procedure.



## Chapter 2 - Governance and Administration Checklist

- ✓Library has an elected or appointed board of trustees.
- ✓Library has a qualified library administrator.
- ✓ Library administrator files an Illinois Public Library Annual Report (IPLAR) with the Illinois State Library.
- ✓Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
- ✓ Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
- ✓ Library has a mission statement and a long-range/strategic plan.

FY 20/21: Our current plan is coming to an end and we should plan in 2021 to finish up the work that was started on the new plan in April 2019.

FY 21/22: This process continues to be on hold as the Library focuses on issues facing day-to-day operations and providing services during a pandemic.

FY 22/23: This process continues to be on hold as the Library focuses on issues facing day-to-day operations and providing services while having a number of vacancies in key positions.

FY23/24: The Library is working towards preparing for a strategic planning cycle but attending workshops on the topics, researching possible facilitators, and creating demographic profiles of our service population.

FY 24/25: Continuing the work outlined in last year's comments. Adult and Youth departments are working on demographic profiles.

- ☐Library maintains an understanding of the community by surveys, hearings, and other means.

FY 20/21: The Library uses informal means of feedback to understand the community. A community survey has not been completed since we prepared for the 2008 Building Referendum. A more formal process should be put into place in conjunction with the strategic/long-range planning process.

FY 21/22: Same as the previous standard. This process continues to be on hold as the Library focuses on issues facing day-to-day operations and providing services during a pandemic.

FY 22/23: This process continues to be on hold as the Library focuses on issues facing day-to-day operations and providing services while having a number of vacancies in key positions.

FY23/24: The Library offers comment cards to patrons, program surveys, and patron material suggestions for continual feedback. A formal community survey will be researched as part of our strategic plan initiative.

FY 24/25: Continuing the work outlined in last year's comments.

- ✓Library board reviews library policies on a regular basis.
- ✓Library board members participate in local, state, regional, and national decision-making that will benefit libraries.

FY 20/21: We would like more feedback from the Board about how they would like to hear about these possible decisions and ways they can get involved.



FY21/22: We continue to provide Trustees with up-to-date information regarding issues facing today's libraries.

FY 22/23: We share information about trustee-focused opportunities to become more informed on issues facing today's libraries and look for ways for the Board to become more involved.

FY23/24: We continue to share information about issues facing libraries and opportunities to attend presentations to learn more or voice their concerns.

FY 24/25: We will continue to share opportunities with trustees as part of our regular routine; no additional updates will be provided.

✓ Library develops an orientation program for new board members.

✓ Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.

FY 20/21: We would like more information about their interests in attending conferences and how they would like to be informed about upcoming opportunities.

FY21/22: Trustees have taken part in virtual presentations this year on the topics of trustee basics, financial management, succession planning, DEI, and open meetings act.

FY 22/23: We share information about trustee-focused opportunities to become more informed on issues facing today's libraries and would like more information from the trustees on their interests.

FY23/24: We continue to share opportunities. Some trustees this year have attended Illinois Library Association's Trustee Workshop and the Secretary of State OMA, and FOIA training presentations.

FY 24/25: We will continue to share opportunities with trustees as part of our regular routine; no additional updates will be provided. The newly released iLead Trustee training portal provides great opportunities for trustee continuing education.

✓ Library keeps adequate records of library operations and follows proper procedures for disposal of records.

✓ Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.

FY 20/21: Currently, only the Board Treasurer is bonded for financial transactions. We need to look into having the Director, Assistant Director, HR, and the Business Manager bonded if it falls within the budget.

FY 22/23: The Library Treasurer is insured according to the State requirements. Our Directors/ Officers and Crime Insurance plans to cover all other key positions.

FY23/24: Yes, the Library complies and keeps current with Illinois and federal regulations for libraries. Unless, this changes no further updates are needed.

✓ Library has a board-approved set of written by-laws that govern the conduct of the board of trustees and its relationship to the library and staff.

✓ Library maintains insurance covering property and liability, including volunteer liability.

FY 20/21: Need to review the policy to see if we have volunteer liability and if not, add it to our insurance

FY21/22: Reviewed the Library's Directors' and Officers' insurance plans and verified or increased coverage for these areas.

FY 22/23: We made changes to our plans to align our policies with our needs. We will review and budget for more robust crime and cyber security plans in the future.

FY23/24: Our plans are provide sufficient coverage. Reapplying for cyber security insurance now that MFA has been instituted in the organizations.

FY 24/25: We continue to review our insurance plans as part of our annual routine. No updates will be given unless changes are required.

☐ Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.

FY 20/21: The previous Director created a plan based on the current situation of the Director and Assistant Director's upcoming retirements. We need to create a plan for many key Admin roles and middle management positions. Including skills needed, desired characteristics, and training to offer those interested in moving up internally

FY21/22: The Director is updating the succession plan for the Director position for long and short-term vacancies with topics like internal succession, board oversight, communication plan, list of important dates, and places to find important information. After the Director's plan is complete, we will work on other key positions in the Library.

FY 22/23: Still continuing the work outlined in last year's comments.

FY23/24: With many of our management team still in their first year of their position or the organization the goal is to get them through a full year and fully trained and start on succession planning in year two. However, we continue to have staff development conversations during performance reviews and sync-ups.

FY 24/25: Continuing the work outlined in last year's comments.

### Chapter 3 - Personnel Checklist

✓ Library has a board-approved personnel policy.

FY 20/21: The current policy manual needs to be reformatted for ease of use and separate policy from the procedure.

FY 21/22: The current policy manual has been reformatted for ease of use. At this time, it has not been separated from policy and procedure.

FY 22/23: As we update policies, we are removing procedures.

FY23/24: We are continuing to update policies and while removing procedures. This is part of our regular routine, no additional updates will be provided.

✓ Library has staffing levels that are sufficient to carry out the library's mission.

✓ Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.

FY 20/21: The current job descriptions document needs to be reformatted for ease of use and consistency. The salary schedule was last reviewed in 2019.

FY 21/22: The current job descriptions are still in the process of being reformatted for ease of use and consistency. This will be completed this FY. Therefore, we are postponing the salary schedule for this FY.

FY 22/23: As we hire new staff members, we are reviewing and updating job descriptions as needed. We plan to revisit the salary schedule this FY.

FY23/24: We will review all currently filled positions and update those job descriptions as needed. We review salaries each FY, have given market pay adjustments as needed, and will continue to do so.

FY 24/25: This is part of our routine; no additional updates will be provided.

✓Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.

FY 20/21: Update current policy/procedures to reflect current practices.

FY 21/22: While the current policy has not been updated, we have current procedures for our current hiring practices. We will be updating our current EEO policy with State of Illinois updates that recently came out.

FY 22/23: We did not update the policy as stated in the prior FY but will be doing that this FY.

FY23/24: We did not update the policy as stated in the prior FY, but we do include an EEO statement with ADA accessibility in all job postings.

FY24/25: This is part of our regular routine. When we update our website, we will include this information there, too.

✓Library salaries and fringe benefits account for up to 70 percent of total operations budget.

FY 20/21: Currently, this is at 71% but is becoming unsustainable for the Library in terms of how much is allocated to this compared to other major spending categories in the budget.

FY 21/22: We are at 63.21% for the Library budget with Library salaries and fringe benefits.

FY 22/23: We are at 62.68% for the Library budget with Library salaries and fringe benefits.

FY23/24: We are at 59.35% for the Library budget with Library salaries and fringe benefits.

FY24/25: We are at 58.43% for the Library budget with Library salaries and fringe benefits.

✓Library gives each new employee a thorough orientation.

FY 20/21: The management team's goal is to create streamlined and consistent training for all new employees for library-wide functions, services, policies, and procedures.

FY 21/22: All library-wide policies have been moved to electronic forms of acknowledgment through our payroll system. The management team's goal is to create consistent orientations for all new employees within each department, along with department-specific training.

FY 22/23: With the payroll change from our current system to Paylocity, the management team will continue to streamline orientations for all new employees within each department, along with department-specific training within the new tool.

FY23/24: New hire paperwork is being completed through Paylocity, with staff onboarding surveys to be

completed within 7-10 days of hire date and then again at 60 days after hired. Orientations are conducted by both HR and Department Managers for all newly hired staff.

FY 24/25: New hire orientation usually happens on day one. Seven days into the position, a survey is sent to evaluate recruitment and onboarding thus far. Another one is sent out after their initial 30 days of employment. This survey evaluates their training period. We continue building an onboarding experience for their 1st 60 days of employment.

✓Library evaluates staff annually.

FY 20/21: Yes, all staff are reviewed on their anniversary date. New evaluation forms are in the works.

FY 21/22: All staff are reviewed annually and will be moving to review them closer to each staff member's anniversary date. The new evaluation form has been put on hold. They are dependent on both our job descriptions and our Library's strategic plan before they can be completed.

FY 22/23: Staff are reviewed annually and have been closer to each staff member's anniversary date. The new evaluation form is still on hold at this time.

FY23/24: Staff are reviewed annually and continue to work closer to each staff member's actual anniversary date. Updating the performance evaluation form is still on hold.

FY 24/25: Staff are reviewed annually. Updating the performance evaluation form is still on hold.

✓Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.

FY 20/21: Yes, but need to communicate these opportunities better and make sure that we create equitable attendance rotations.

FY 21/22: There were not as many opportunities to do this with the pandemic during this past year. There were many virtual opportunities, which were shared.

FY 22/23: As the pandemic is coming to an end, more opportunities are opening up again in person, and we anticipate more staff will be able to take advantage of these opportunities.

FY23/24: All pandemic restrictions have been lifted, and Library staff and administration have many opportunities to attend training workshops, seminars, and continuing education.

FY 24/25: Library staff and administration have many opportunities to attend training workshops, seminars, conferences, and continuing education, both in person and remotely.

✓Library provides staff access to library literature and other professional development materials.

FY 20/21: Yes, however, make it known to everyone where each department keeps its library literature and how to access it.

FY 21/22: The Library has improved on this, yet we are still working on perfecting it.

FY 22/23: The Library is continually improving in this area within each department.

FY23/24: The Library has professional development materials, and staff is encouraged to use them.

FY 24/25: The Library continues to grow our professional development materials, and staff is encouraged to use them.

✓Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.

FY 20/21: To continue to make sure that this is communicated promptly and provide all with the understanding of how this affects policy/procedures.

FY 21/22: The Library continues to educate our Public library trustees and administrators during our policy revisions and reviews.

FY 22/23: The Library is continuing to educate our Public library trustees and administrators during our policy revisions and reviews.

FY23/24: As we continue to have Library Trustees join our Board, we are continuing to educate them during our policy revisions and reviews.

FY 24/25: As we continue to have Library Trustees join our Board, we continue to educate them during our policy revisions and reviews. This is an ongoing process.

✓The library complies with state and federal laws that affect library operations.

#### **Appendix E: Recommended Staffing Levels**

FY 20/21: Currently, the library has 39.5 FTE, which puts us in the "Growing" category for our service population. If we want to move towards "Established," we would need 49.5 FTE, which could be achieved by more part-time positions in the library.

FY 21/22: Currently, the library has 37.50 FTE, putting us in the "Growing" category. This includes positions we are currently recruiting on.

FY 22/23: Presently, we are at 28 FTE however, once we fill our open positions, we will be closer to 35 FT. This puts us into the "Growing" category.

FY23/24: At this time, we are at 24 FTE. However, once we fill our open positions, we will be at 36 FT. This will put us into the "Growing" category.

FY 24/25: We will be at 33 FTE once we fill our open positions. This will put us between the "Minimum" and the "Growing" category.

#### **Chapter 4 - Access Checklist**

✓The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.

FY 20/21: The Library has made the best use of the space right now. During the long-range planning, it may be determined that it is not the best fit for our community in the future.

FY21/22: Comments from FY20/21 still hold true.

FY23/24: The Library continues to make the best use of the space; however, shifting patron needs for the space and collections will require us to take a more concerted look at our space needs.

FY 24/25: Review of space continues to be part of our regular routine, no additional updates will be provided.

✓ At least once every five years, the board directs a review of the library's long-term space needs.

FY 20/21: This should be reviewed as we work on our new long-range plan.

FY21/22: Comments from FY20/21 still hold true.

FY 22/23: Comments from FY20/21 still hold true

FY23/24: See above. We are past due to a space needs analysis. Will be working on it along with our capital asset planning.

FY 24/25: Continuing the work outlined in last year's comments.

✓ The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.

FY 20/21: We can always consistently review and make changes to serve all better.

FY 21/22: Consistently reviewing and working on ways to provide better access to our meeting rooms and offer more adaptive technology inside the Library and for circulation.

FY 22/23: We made efforts towards this goal last year. We update our doors to our meeting rooms with auto-assist technology. We have also updated two workstations with larger monitors, low-vision keyboards, adaptive mice, and screen reader/speech-to-text software.

FY23/24: Continues to focus on increasing services and collections that increase accessibility—large print youth collection, magnifying machine available in the library and for circulation, and calming kits.

FY 24/25: Continuing the work outlined in last year's comments. We are also working on increased accessibility of our website, including documentation of all our accessibility resources available.

✓ The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.

✓ The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.

FY 20/21: Review the parking lot lighting. Little to no lighting in the south lot; the north lot lights are at the end of life.

FY 21/22: Still a concern along with the condition of the Library's parking lot.

FY 22/23: Repaired some lighting that illuminates a walkway, reviewing a program with ComEd to provide lighting utilizing existing electrical poles in the parking lot.

FY23/24: Still reviewing options for south side parking lighting.

FY 24/25: Continuing the work outlined in last year's comments.

- ✓ The library has the minimum required number of parking spaces.
- ✓ The library's entrance is easily identified, clearly visible, and well lighted.
- ✓ The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
- ✓ The library has adequate internal signage.
- ✓ The library's lighting levels comply with lighting standards.

FY 20/21: We have skylights and overhead lights; however, in the stacks the lighting can be dim. No task lighting is available to staff or patrons. The 18 ft ceilings offer unique challenges to lighting concerns.

FY21/22: Comments from FY20/21 still hold true, and no changes have been planned at this time.

FY 22/23: No changes at this time.

FY23/24: Inconsistent lighting in the stacks continues to be a concern.

FY 24/25: Continuing the work outlined in last year's comments. Have added task lighting in the Adult Services seating area.

- ✓ All signage is in compliance with applicable federal, state, and local regulations.
- ✓ The library building supports the implementation of current and future telecommunications and electronic information technologies.
- ✓ The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.
- ✓ Space is allocated for child and family use with furniture and equipment designed for use by children.

FY 20/21: Space is limited for children and families to use the library. In areas designated for children and families, we make sure to have furniture best suited to their needs available.

FY21/22: Comments from FY20/21 still hold true. Currently, no changes is being made in these areas due to space and budget constraints.

FY 22/23: New soft seating furniture has been installed in the Youth/Teen area.

FY23/24: We have maximized the space available for Youth and Teens.

- ✓ The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.

FY 20/21: All materials are accessible. However, the shelving keeps getting taller or we are utilizing the bottom shelves, which, for some, can be a barrier to retrieving these materials.

FY 21/22: Continue to weed collections to make shelving items on the very top and bottom unnecessary. Public Services staff are updating end-cap signage and the catalog's StackMap service so patrons can find materials more easily.

FY 22/23: The Library's StackMap service is up to date, allowing patrons to better locate materials in the library

from directions provided in the catalog.

FY23/24: Updating hot collections display unit to be more accessible. Working on weeding of collections to make them more browsable.

FY 24/25: Continuing the work outlined in last year's comments, now that the Youth and Adult departments are almost fully staffed, they can take on more weeding projects.

**Appendix F: Topics Recommended for Public Use of the Library Policy-** All topics are included in our current public policy manual.

**Appendix G: Recommended Hours of Service by Population-** The Library is open 68 hours a week, along with being open Sundays year-round.

FY 24/25: Over the past few years, we have been keeping statistics on foot traffic in the library by the hour. As we plan for the future, we would like to review the data to determine if our hours need to be adjusted to better meet the needs of our community.



## McHenry Public Library Job Description-- PROPOSED REVISION

JOB TITLE	DEPARTMENT	REPORTS TO
Executive Director Librarian V	Administration	Board of Trustees
STATUS	PAY GRADE	ACCRUALS
Full-Time hours; Exempt	15	Librarian II
SCHEDULE	DATE CREATED	DATE REVISED
Full-time hours per week may include daytime, evening, and weekend hours.	April 18, 2015	September 2024

### Summary:

Under the guidance of the Board of Library Trustees, the Executive Director ensures effective management of all library operations. This encompasses overseeing administration, personnel, budget, finance, community relations, library services, technology, facility maintenance, and safety. The Executive Director is also responsible for setting and implementing the library's goals and objectives, ensuring they align with its mission, vision, values, and strategic plan.

Additionally, the Executive Director equips the library staff with the necessary resources and budget to deliver exceptional service to the community. This role involves responding to community needs and wants and translating them into actionable goals by developing collections, resources, and services.

### Essential Duties and Responsibilities include:

#### BOARD OF LIBRARY TRUSTEES

- Attends all Board and Board committee meetings. Prepares monthly Board and committee meeting agendas and packets in consultation with the Board President.
- Prepare and present monthly reports detailing library activities to the Board.
- Collaborate with the Board to develop policies and implement procedures for policy execution, recommend policy changes, and provide necessary information for drafting effective policies.
- Monitor and deliver clear, accurate, and comprehensive financial reports, including the annual audit, to the Board of Trustees, ensuring transparency within the community.
- Serve as the liaison between the Board of Trustees and staff to coordinate daily operations and communications.
- Informs and advises the Board of Trustees about local, regional, state, and national developments and trends affecting libraries. Maintains communication with other area libraries and the library system.
- Oversees the Trustee election process.
- Provide orientation and training for new Trustees.

## OPERATIONS MANAGEMENT

- Leads and measures the effectiveness of the library's day-to-day operations, including, but not limited to, administration, personnel, budget, finance, community relations, library services, technology, and facility maintenance and safety.
- Creates and fosters a culture of outstanding customer service in a friendly, professional, and timely manner to ensure a positive experience.
- Engage with library patrons, community members, and the Board of Trustees to promote library services and gather feedback.
- Address and resolve public service complaints, implementing progressive actions or other necessary steps to find resolutions.
- Leads the library in partnering with local government and community agencies through active participation, involvement, and leadership in the community.
- Work with library management to develop a budget that aligns with the library's priorities, anticipating future needs and addressing current demands while adhering to budget constraints. Present the budget for Board discussion, approval, and adjustment.
- Ensure the financial integrity of the budget's implementation and administration.
- Monitors the reconciliation of monthly receipts and disbursements.
- Complete all reports, ordinances, and other requirements on behalf of the Board of Trustees for the State Library, RAILS, McHenry County, and other relevant entities.
- Oversees the development of library collections and resources to meet the community's needs.
- Oversees the maintenance of the library building and grounds to ensure they are attractive, safe, and comfortable for all to use.
- Prepares requests for bids, proposals, and quotes and manages the procedures and activities related to the procurement process.
- Supervises the use and maintenance of technology to deliver, monitor, and enhance library service(s).
- Identifies ways to increase efficiency and effectiveness in operations and services.
- Fulfills the role of FOIA, OMA, and ADA Compliance officer, including meeting annual certification training requirements.
- Serves on the CCS Governing Board and other assigned committee(s).

## PEOPLE MANAGEMENT

- Provides leadership, development, and supervision of direct reports throughout the Library. Sets individual performance measurements and holds them accountable. Responsibilities include coaching, managing, selecting, orienting, and evaluating. Assists with problem-solving.
- Develops and implements a staff infrastructure that supports the library's objectives.
- Either directly or through subordinate managers: hires, supervises, develops performance expectations, trains, evaluates, and manages performance.
- Reviews and approves all employment decisions.
- Ensures training plans or programs are established and followed.
- Establishes work performance standards, manages individual performance, and monitors compliance with library-wide performance and evaluation standards.
- Counsels and advises staff on personnel and patron interactions, including interpreting and implementing library policies.
- Encourages and solicits staff feedback and responds appropriately.
- Coaches and mentors staff to achieve their full potential through opportunities to develop skills and participation in continuing education and professional associations.
- Works with the Management team to develop and maintain an organizational structure and implement changes to enhance effectiveness, efficiency, and responsiveness to patron needs.
- Oversees compliance with personnel policies and federal and state employment laws and proposes staff policy updates to the Board.

- Recognizes and rewards innovative and high-performing staff.

#### STRATEGIC LEADERSHIP

- Assesses the needs of the patrons, community groups, and business partners for library services on an ongoing basis.
- With considerable independent judgment, discretion, and initiative, develops library collections and plans; implements and evaluates services and activities to meet present and anticipated community needs.
- Articulates, creates, supports, and implements the McHenry Public Library District's mission, goals, and policies.
- Stewards long-range and strategic planning for the Library and implements all board-approved plans across operational, fiscal, and strategic departments.
- Pursues external grant opportunities and community partnerships when they become available.
- Demonstrates a commitment to ethical behavior and the library profession's core values.
- Regularly attends relevant professional events at the local, state, regional, and national levels.
- Chairs regularly scheduled Management Team meetings.

#### SUPERVISORY RESPONSIBILITIES

##### Direct Reports:

- Director of Public Services
- Technical Services Department Manager
- Building Services Department Manager
- Human Resource Generalist
- IT Department
- Marketing Department
- Business Office

##### Indirect Reports:

- All Additional Library Staff

#### QUALIFICATIONS

- MLS (MLIS) degree from an American Library Association-accredited school.
- Minimum seven (7) years of library experience
- Five (5) or more years of public library management experience, including supervising personnel, budgeting, and strategic planning.
- Ability to establish and maintain effective working relationships with the Board of Library Trustees, the staff, and the public to achieve the library's goals.
- Experience with long-range/strategic planning and leadership skills, including working with various community groups.
- Excellent communication skills, both written and verbal; ability to speak effectively to groups of people.
- Exhibits integrity and a personal commitment to high standards in public service.
- Knowledge of financial, accounting, budgeting techniques, and bookkeeping practices and principles.
- Knowledge of library and personnel laws.
- Excellent time and project management skills.
- Proficient technology skills including: Microsoft Windows and Office applications, Google Suite applications, Internet, and the ability to adapt to changing technology.

#### WORKING ENVIRONMENT/ PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to talk, hear, and see.
- Ability to read, write, and communicate fluently in English.
- The employee is frequently required to sit, stand, walk, bend, stoop, reach with hands and arms, get down on floors, and perform other physical tasks.
- Repeated movements with the wrists, hands, and/or fingers while using a keyboard.
- Ability to type with accuracy and attention to detail.
- Noise level is generally similar to an office environment but may be loud at times.
- The employee will occasionally lift or move up to 50 pounds and push or pulls carts up to 250 pounds.
- Must be able to respond to fire alarms, warning sirens, security calls, and phone pages.
- Must be able to work a variable schedule, which may include days, evenings, and weekends, and meet general attendance requirements.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**McHenry Public Library  
Job Description-- CURRENT**

**Job Title:** Executive Director

**Reports To:** Board of Library  
Trustees

**Date Created:** April 18, 2015

**Status:** Full-time, Exempt

**Date Revised:**

**Pay Grade:**

**Accrual Schedule:**

**Summary:**

Responsible for providing the library staff with the necessary resources and budget to serve the community in a seamless and exemplary fashion as well as translate community needs/wants into attainable goals, products and services that fulfill the strategic plan of the library. Working closely with the Board of Library Trustees.

**Essential Duties and Responsibilities** include the following:

- Translate state, federal and local laws and board policies into procedures that reflect adaptive and imaginative library services, collections, programs and products.
- Service as the library board's liaison to the staff and community.
- Demonstrate exceptional organizational, management and visionary leadership.
- Commit and advocate for top quality library services.
- Coordinates recruitment, hiring, firing, training, development & evaluation of all staff including developing job descriptions/defining duties, evaluation of performance, designing pay scales and benefits packages.
- Formulate overall goals & objectives for the library in conjunction with the Board, staff & community within a strategic, long-range planning framework.
- Recommend policy and help interpret current procedures to the Board of Trustees and staff.
- Effectively interpret and communicate Board established policies.
- Compare, analyze and evaluate all library programs, collections, products and services with respect to budget restrictions and goal attainment.
- Formulate & administer the library budget in conjunction with the Board of Trustees, based on goals, objectives & operating needs.
- Coordinate the purchase of all furnishings, equipment, materials & supplies.

- Administers library personnel policies & practices including scheduling of employees to meet community demands for service, reviewing timesheets, administering payroll & preparing IMRF reports.
- Develop & implement all public relations efforts in conjunction with the board & staff.
- Oversee preparation of various monthly and annual reports and statistics required by law or by situation.
- Serves on the CCS Governing Board as the representative of the library.
- Maintains knowledge of current trends & developments in appropriate library, technological & management fields.
- Represents the library at community, business and social events such as the Chamber of Commerce and city ad hoc committee meetings.
- Serves the appropriate Illinois library system and state committees.
- Regularly attends appropriate professional activities at the local, state & regional & national level.
- Attends meetings of the Board of Library Trustees and assists Library Trustees in their responsibilities.
- Other duties may be assigned.

### **Supervisory Responsibilities**

Assistant Director, Business Manager, and indirectly for all library staff

### **Staff Values Translate into Service Excellence**

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish. We want to create a culture of positivity using 5 principles: Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

### **Key Beliefs**

- It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
- Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
- Display a positive, friendly, open and communicative attitude to all staff and patrons.
- Follow the Golden Rule. Always 'treat staff and patrons as you would wish to be treated' – with integrity, respect and courtesy.
- Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
- Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
- Use cooperation and teamwork, both inter and intra-departmentally,

when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.

- Be responsible and proactive for your own training, understanding your job and understanding your place in the library.

### **Qualifications**

- MLS (MLIS) degree, additional content degree desirable
- 5+ years previous library management/administrative experience
- Broad knowledge of current library practices, trends and technology and professional library concerns
- Proficient technology skills including: Microsoft Windows and Office applications, Google Suite applications, Internet, and the ability to adapt to changing technology.
- Working knowledge in business negotiations – contracts, health insurance, banking/finance, building and renovation programs
- Strong management and problem-solving skills required with leadership skills emphasized, including excellent communication and negotiation skills
- Proven experience in the development and evaluation of library programs and services
- Positive experience in working with public boards on varied projects inclusive of budget administration and grant writing, preferably within a District environment.
- Experience with long range/strategic planning and leadership skills, including work with boards and various community groups.
- Proven experience in representing the library to the general public, related agencies including library associations, systems and the state, and the media.
- Understands the role of public boards and provides methods for self-evaluation and working within deadlines.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to sit, stand, walk and reach with hands and arms. The employee will occasionally lift, push, or move up to 20 pounds.

### **Work Environment**

The noise level in the work environment is usually moderate.

# *National Friends of Libraries Week 2024*

## *Proclamation*

**Whereas**, the Friends of the McHenry Public Library is a volunteer organization that raises funds and advocates for Library service and literacy;

**Whereas**, the Friends of the McHenry Public Library District raise money through year-round book sales. The funds raised are donated and used to enhance the library's offerings, including programming, equipment, and special events that benefit the community throughout the year;

**Whereas**, thanks to the contributions of the Friends, the library was proud to offer a range of exciting initiatives, including: the Summer Reading Program, Library Lover's Expedition, Library Card Sign-up Month, 1,000 Books Before Kindergarten Program, Literacy Bins Community Partnership, and the Illinois Libraries Presents membership and events;

**Whereas**, the work of the Friends showcases that our library is the heart of the community, offering opportunities for everyone to participate in lifelong learning and to engage with the thoughts and ideas of people from the past to the present;

**Whereas**, the Friends understand the critical importance of well-funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages, including access to print and electronic materials, along with expert assistance in research, readers' advisory, and children's services;

**Whereas**, the dedication and commitment shown by the Friends in giving their time to the library sets an excellent example for everyone, illustrating how volunteerism can lead to positive civic engagement and improve our community;

**Now, therefore, be it resolved that the** McHenry Public Library District Board of Trustees proclaims October 20-26, 2024, as

### *Friends of Libraries Week*

at the McHenry Public Library District and urges everyone to join the Friends of the Library and thank them for all they do to make our library and community so much better.

Proclaimed on this 17<sup>th</sup> day of September, 2024.

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Charles T. Reilly, President  
McHenry Public Library Board of Trustees





## McHenry Public Library District

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

September 17, 2024

To Whom It May Concern:

I, Monica Leccese, do deputize Lesley Jakacki, Kathryn Milfajt, and Stephanie Nowalk for the purpose of receiving Petitions, Statements of Candidacy, Statements of Economic Interests, and any and all other accompanying filing papers from Library Board candidates.

Sincerely,

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Monica Leccese  
Secretary, Board of Trustees  
McHenry Public Library District