



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, December 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 November 19, 2024, Regular Meeting
  - B.** Approval of Minutes of the November 19, 2024, Levy Hearing
- VII. TREASURER'S REPORT – Terry Weingart, Treasurer**
  - A.** Approval of Monthly Financial Statements, Interim Check Report, and Bill Reports for November/December 2024, Additional Bills, and Petty Cash and Credit Card Reports
- VIII. COMMUNICATIONS**
  - A.** Letter to Ted Amelse in Recognition of Donation
  - B.** Letter to FISH of McHenry
- IX. LIBRARIAN'S REPORT**
  - A.** Librarian's Report
  - B.** Project Updates
- X. OLD BUSINESS**
  - A.** Board of Trustees
    - 1.** Vacancies and Appointments
  - B.** Building Assessment Types
  - C.** Library Card Policies for Minors
- XI. NEW BUSINESS**
  - A.** Sanitary and Sewer Line
  - B.** Home Delivery Policy- New Public Policy
  - C.** Program Agreement Form

- D. Records Retention
- E. Trustee Training
  - 1. Annual Sexual Harassment Training

**XII. EXECUTIVE SESSION**

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. 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 Regular Meeting  
MINUTES**

**Date:** Tuesday, November 19, 2024  
**Time:** 7:02 p.m.  
**Location:** Meeting Rooms #135 & #136

**I. CALL TO ORDER – Bud Alexander, Vice President**

Vice President Alexander called the meeting to order at 7:02 p.m.

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

**A.** Roll Call  
Roll was called.

**Members Present:** Bud Alexander, Monica Leccese, Thomas Sutliff, Charles Reilly joined at 7:05 p.m., Nikki Wallace, Terry Weingart

**Members Absent:** None

**Also Present:** Tom Coughlin, Governmental Accounting  
Lesley Jakacki, Executive Director  
Abdullah Khan, Illinois NFP Audit & Tax  
Jennifer May, HR Generalist  
Kathy Milfajt, Technical Services Manager  
Stephanie Nowalk, Administrative Assistant

**III. PLEDGE OF ALLEGIANCE**

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

None.

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

No public comment.

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

**A.** Approval of Minutes of the October 15, 2024, Regular Meeting

Secretary Leccese stated that she reviewed the minutes of the October 15, 2024, Regular Meeting and found no changes needed.

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

**Roll Call Vote:**

Ayes: Alexander, Leccese, Sutliff, Wallace, Weingart

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

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

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

Tom Coughlin from Governmental Accounting presented the quarterly financial review to the Board. Four months into the fiscal year, revenues collected to date are just over \$3,900,000 which is up 7% from last year. Operating expenses to date were about \$973,000, a 9% increase from last year primarily due to increased personnel costs. The current surplus is just over \$2,900,000 and the ending bank balance is \$7,255,775. Vice President Alexander confirmed with Tom that the library's finances are in good order overall.

President Reilly joined the Board Meeting at 7:05 p.m.

**B.** Approval of Monthly Financial Statements, Interim Check Report, and Bill Reports for October/November 2024, Additional Bills, and Petty Cash and Credit Card Reports

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

**Roll Call Vote:**

Ayes: Alexander, Leccese, Sutliff, Wallace, Weingart  
Nays: None  
Abstain: Reilly  
Absent: None

**Motion Passed**

President Reilly took over presiding the meeting from Vice President Alexander.

**VIII. COMMUNICATIONS**

**A.** Recognition of Donation in Memory of Linda Burdette

Director Jakacki shared a letter of appreciation to Michelle and Chris Carter in recognition of a donation in memory of Linda Burdette.

**IX. NEW BUSINESS**

**A.** Fiscal Year 2023/2024 Audit

**1.** Presentation of audit from Abdullah Khan; Illinois NFP Audit & Tax, LLP

Abdullah Khan, Partner at Illinois NFP Audit & Tax, LLP presented the findings of the Fiscal Year 2023/2024 Audit to the Board. As this was the second year his firm performed MPLD's audit, he said the process was very smooth this year. He was happy to see that the suggestion for recording prepaid expenses was successfully implemented in FY23/24. He shared positive feedback about



MPLD's excellent documentation, great internal controls, proper procedures, and an overall healthy financial position. Mr. Khan walked the Board through a number of audit items including the Statement of Net Position, Balance Sheet by Fund, and IMRF pension liability. In summary, Mr. Khan stated that the audit went well, MPLD is fine financially, all funds are doing great, and budgeting practices are working.

The Board did not have any questions or comments and thanked Mr. Khan for his presentation.

**2. Review and acceptance**

Sutliff moved, and Alexander seconded the motion to accept the Fiscal Year 2023/2024 Audit.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**B. Approval of Annual Statement of Receipts and Disbursements for Fiscal Year Beginning July 1, 2023 and ending June 30, 2024**

There were no questions from the Board after reviewing the Statement.

Weingart moved, and Leccese seconded the motion to approve the Annual Statement of Receipts and Disbursements for Fiscal Year Beginning July 1, 2023 and ending June 30, 2024.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**C. Ordinance No. 2024/2025-04 An Ordinance Providing for the Levy and Assessment of Taxes for the Fiscal Year Beginning July 1, 2024 and Ending June 30, 2025**

Director Jakacki shared that the Levy Ordinance was prepared to reflect the 7.2% that was discussed at the October Board Meeting.

Sutliff moved, and Leccese seconded the motion to approve Ordinance No. 2024/2025-04, providing for the levy and assessment of taxes for the Fiscal Year Beginning July 1, 2024 and Ending June 30, 2025.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**D. Self-Check Computer Replacements**

Director Jakacki shared a quote from MK Solutions for replacing the five self-check station computers. The existing computers were installed in 2018 with Windows 10 that will become unsupported in 2025 and the hardware is unable to be updated. Director Jakacki explained that MK Solutions is MPLD's current vendor and proceeding would allow for a seamless replacement in terms of maintaining the same interface, programming, and reusing existing cabinetry to house the machines. She also noted that no additional staff or patron training would be necessary.

Sutliff moved, and Leccese seconded the motion to approve the Self-Check Computer Replacement Quote from MK Solutions for \$9,093.75.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**X. OLD BUSINESS**

**A. Board of Trustees**

**1. Vacancies and Appointments**

Director Jakacki shared that no applications have been received for the current vacancy. As 90 days have passed, the State had posted a legal notice but failed to receive any interest. Promotional efforts will continue as needed.

**B. Building Assessment Types**

Director Jakacki asked for comments or questions to follow up on the Building Assessment discussion from the October meeting. There were no comments and the Board tabled Building Assessment discussions until a later meeting.

**C. Library Card Policies for Minors**

Director Jakacki informed the Board that a revised Library Card Policy for Minors was presented at the management team meeting. MPLD's Head of Circulation also reached out to Midlothian Library for information about their implementation of an online registration form. She expects to bring a policy draft for the Board's consideration at the December meeting.

**XI. LIBRARIAN'S REPORT**

**A. Librarian's Report**

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

- Statistics overall were comparable to last year with the exception of lower library attendance and circulation of eMaterials continues to increase.
- On October 13, library staff handed out pamphlets, bookmarks, and candy to 400 attendees at the Trunk-or-Treat event at the Berkshire Hathaway office.
- MPLD's 25th Anniversary ComiCon event was held on October 23. A coffee truck, cosplay contest, and gaming truck were enjoyed by 191 attendees. The Midwest Garrison of the 501st was also in attendance in full costume.
- The library staffed a booth at the McHenry Murder Mystery event held by the Chamber of Commerce. Promotional efforts reached 382 attendees at the event.
- A new database will be debuting this month called "America's News." This will provide patrons with day-of digital access to a selection of local and national newspapers like the *Northwest Herald* and *Chicago Sun-Times*.
- A. Moreno-Lomeli (Adult Services) shared a photo of recent graduates of the keyboarding class en español.
- During the October all-staff in-service training there were presentations from the McHenry Township Supervisor about available services, OrthoGo on workplace ergonomics, and annual anti-harassment training by J. May (HR Generalist).
- M. Spaargaren (Adult Services Manager) attended the Association of Bookmobile and Outreach Services conference in Indianapolis, Indiana, to gain more insight into what libraries nationwide are using for outreach vehicles and policies regarding home delivery and senior outreach.

**B. Project Updates**

No project updates were shared.

**C. Serving Our Public 4.0- Chapters 9-13**

There were no questions or comments from the Board.

**XII. EXECUTIVE SESSION**

The Board did not enter Executive Session.

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

None.

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

**XV. ADJOURNMENT**

Sutliff moved, and Leccese seconded the motion to adjourn the meeting at 7:54 p.m.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: None

**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**

**McHenry Public Library District  
Board of Library Trustees  
Public Hearing on Notice of Proposed Tax Increase  
MINUTES**

**Date:** Tuesday, November 19, 2024

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

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

**I. CALL TO ORDER – Bud Alexander, Vice President**

Vice President Alexander called the public hearing to order at 7:00 p.m.

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

Roll was called.

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

**Members Absent:** Charles Reilly

**Also Present:** Tom Coughlin, Governmental Accounting  
Lesley Jakacki, Executive Director  
Abdullah Khan, Illinois NFP Audit & Tax  
Jennifer May, HR Generalist  
Kathy Milfajt, Technical Services Manager  
Stephanie Nowalk, Administrative Assistant

**III. PUBLIC FORUM -** For purposes of discussing the Notice of Proposed Tax Increase for the Fiscal Year Beginning July 1, 2024, and Ending June 30, 2025

No members of the public spoke at the hearing.

Sutliff moved, and Wallace seconded the motion to recess at 7:01 p.m. and would reopen the hearing if a member of the public wished to speak

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Reilly

**Motion Passed**

President Reilly joined at 7:05 p.m.

**IV. ADJOURNMENT**

Weingart moved, and Sutliff seconded the motion to adjourn the public hearing at 7:54 p.m.

**Roll Call Vote:**

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

Nays: None

Abstain: Reilly

Absent: None

**Motion Passed**

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

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**Respectfully Submitted,**

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

# Financial Report

For the 5 Month(s) Ended November 30, 2024  
FISCAL YEAR 2025



**McHenry Public Library District**  
Actual vs Budget Summary  
For the 5 Month(s) Ended November 30, 2024

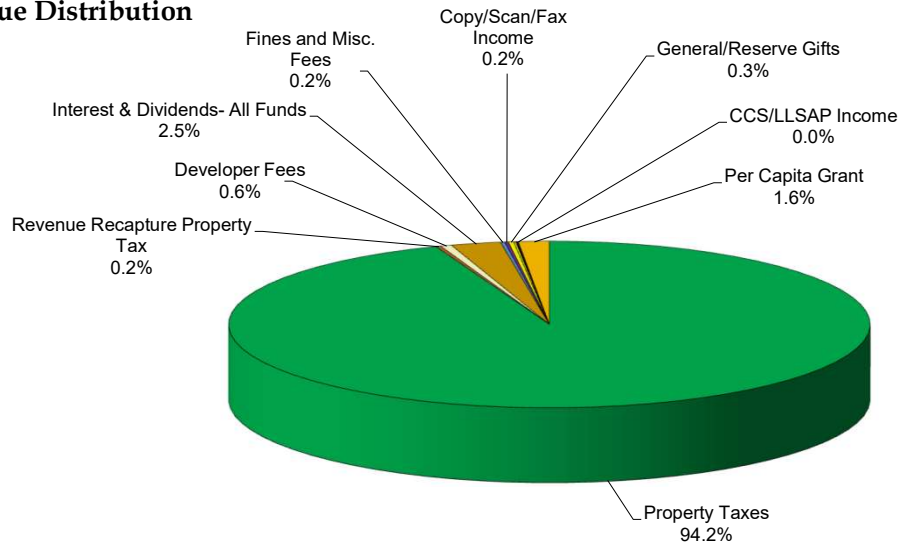
**42% of Fiscal Year**

Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
<b>REVENUE</b>					
Property Taxes	3,762,642	3,776,371	99.6%	3,510,044	7%
Revenue Recapture Property Tax	9,755	9,790	99.6%	11,781	-17%
Developer Fees	22,428	175,000	12.8%	38,448	-42%
Interest & Dividends- All Funds	100,423	237,500	42.3%	87,090	15%
Fines and Misc. Fees	8,100	154,500	5.2%	6,491	25%
Copy/Scan/Fax Income	7,306	18,500	39.5%	6,781	8%
General/Reserve Gifts	10,633	180,000	5.9%	9,791	9%
Annexation & Impact Fees	-	25,000	0.0%	-	0%
Retiree/Cobra Insurance Payment	4,455	18,000	24.8%	1,829	144%
Misc. Sales & Income	1,481	75,500	2.0%	418	254%
Lost & Damaged Materials	1,950	6,500	30.0%	1,677	16%
CCS/LLSAP Income	1,313	10,500	12.5%	4,078	-68%
Solar Credits	-	4,500	0.0%	720	-100%
Per Capita Grant	62,150	65,000	95.6%	61,736	1%
Over/Short	(6)	500	-1.3%	4	-257%
Miscellaneous Grants	-	65,000	0.0%	-	0%
Transfer from General Fund	-	1,650,000	0.0%	-	0%
Actual Revenues	3,992,631	6,472,161	61.7%	3,740,887	7%
Budgeted Revenues	6,471,661				
% of Budget	62%				
<b>OPERATING EXPENDITURES</b>					
Personnel	755,184	2,532,625	29.8%	700,213	8%
Material and Supplies	163,476	736,825	22.2%	148,105	10%
Contracted Services	48,018	313,000	15.3%	49,010	-2%
Consortium & IT/Network Services	43,912	151,750	28.9%	54,723	-20%
Professional Services	24,383	172,100	14.2%	20,982	16%
Printing, Publications & Postage	20,016	94,750	21.1%	23,807	-16%
Utilities	15,475	52,500	29.5%	12,906	20%
Miscellaneous Operating Expenses	111,765	242,075	46.2%	100,411	11%
Grant & Gift Fund Expenses	1,086	160,000	0.7%	11,980	-91%
Actual Expenditures	1,183,315	4,455,625	26.6%	1,122,137	5%
Budgeted Expenditures	4,455,625				
% of Budget	27%				
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	<b>2,809,316</b>	<b>2,016,536</b>	<b>139.3%</b>	<b>2,618,751</b>	<b>7%</b>
<b>CAPITAL EXPENDITURES &amp; DEBT SERVICE</b>					
Capital Expenses	31,073	685,000	4.5%	46,241	-100%
Debt Services	-	-	N/A	-	0%
Transfer to Reserve Fund	-	1,650,000	0.0%	-	0%
Actual Expenditures	31,073	2,335,000	1.3%	46,241	-100%
Budgeted Expenditures	2,335,000				
% of Budget	1%				
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>2,778,244</b>	<b>(318,464)</b>		<b>2,572,509</b>	
BEGINNING FUND BALANCE	4,338,310				
ENDING FUND BALANCE	7,116,554				

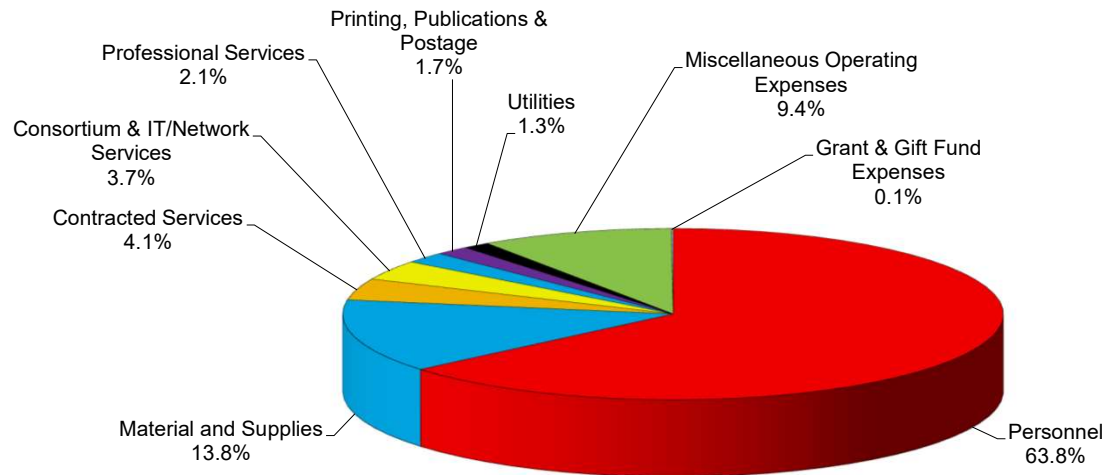


**McHenry Public Library District**  
 Actual vs Budget Summary  
 For the 5 Month(s) Ended November 30, 2024

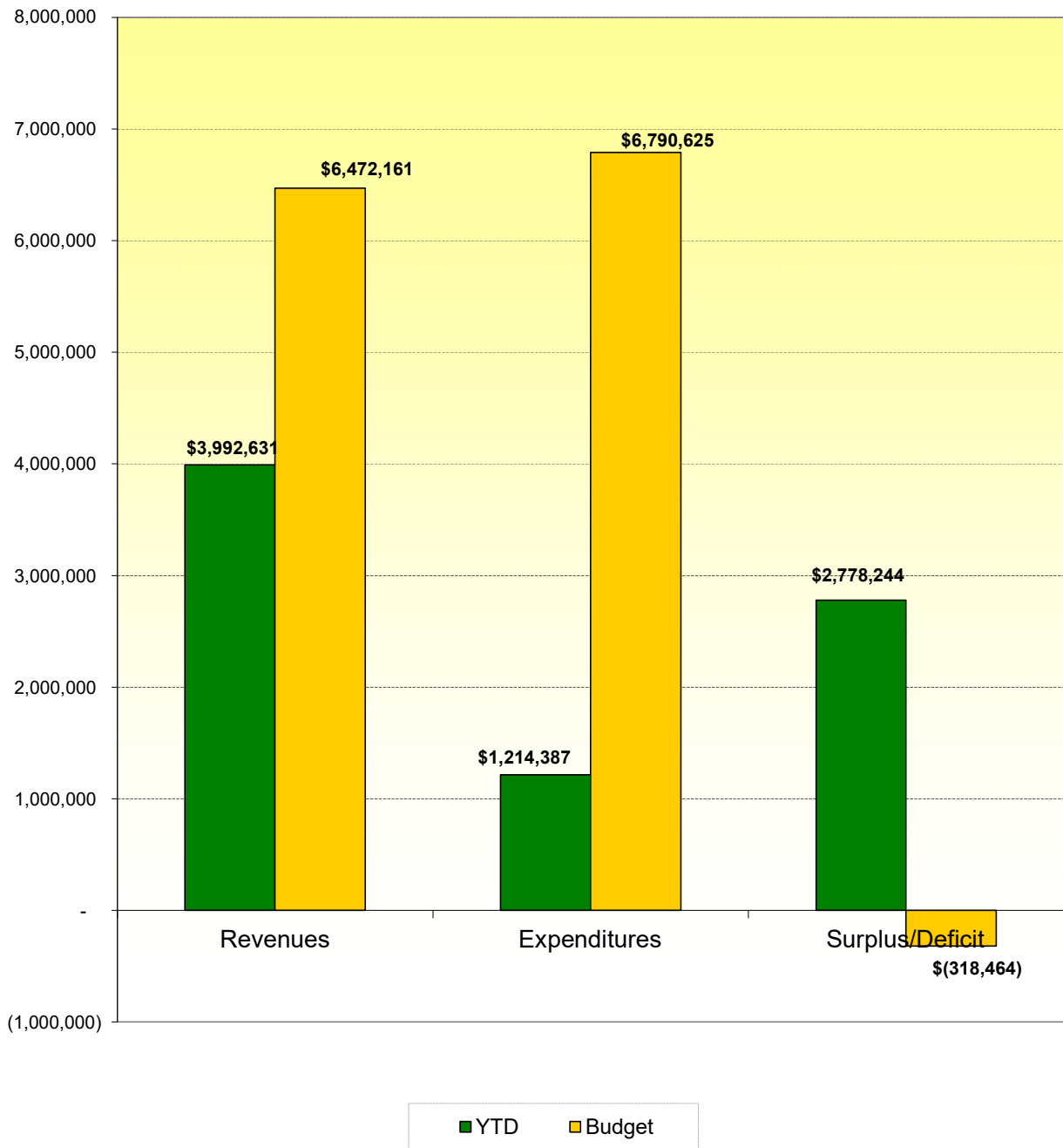
**Revenue Distribution**



**Operational Expenditure Distribution**



**McHenry Public Library District**  
 Actual vs Budget Summary  
 For the 5 Month(s) Ended November 30, 2024



**McHenry Public Library District**  
Actual vs Budget Summary  
For the 5 Month(s) Ended November 30, 2024

42% of Fiscal Year

Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	% of Budget
<b>REVENUE</b>						
Property Taxes	3,762,642	-	-	3,762,642	3,776,371	100%
Revenue Recapture Property Tax	9,755	-	-	9,755	9,790	100%
Developer Fees	-	22,428	-	22,428	175,000	13%
Interest and Dividends	71,265	19,048	10,110	100,423	237,500	42%
Fines and Misc Fees	8,100	-	-	8,100	154,500	5%
Copy/Scan/Fax Income	7,306	-	-	7,306	18,500	39%
General/Reserve Gifts	-	-	10,633	10,633	180,000	6%
Annexation & Impact Fees	-	-	-	-	25,000	0%
Retiree/Cobra Insurance Payment	4,455	-	-	4,455	18,000	25%
Misc. Sales & Income	1,481	-	-	1,481	75,500	2%
Lost & Damaged Materials	1,950	-	-	1,950	6,500	30%
CCS/LLSAP Income	1,313	-	-	1,313	10,500	13%
Solar Credits	-	-	-	-	4,500	0%
Per Capita Grant	-	-	62,150	62,150	65,000	96%
Over/Short	(6)	-	-	(6)	500	-1%
Miscellaneous Grants	-	-	-	-	65,000	0%
Transfer from General Fund	-	-	-	-	1,650,000	0%
Actual Revenues	3,868,262	41,476	82,893	3,992,631	6,472,161	62%
Budgeted Revenues	4,244,161	1,895,000	332,500	6,471,661		
% of Budget	91%	2%	25%	62%		
<b>OPERATING EXPENDITURES</b>						
Personnel	755,184	-	-	755,184	2,532,625	30%
Material and Supplies	159,545	-	3,931	163,476	736,825	22%
Contracted Services	48,018	-	-	48,018	313,000	15%
Consortium & IT/Network Services	43,912	-	-	43,912	151,750	29%
Professional Services	24,383	-	-	24,383	172,100	14%
Printing, Publications & Postage	20,016	-	-	20,016	94,750	21%
Utilities	15,475	-	-	15,475	52,500	29%
Miscellaneous Operating Expenses	111,765	-	-	111,765	242,075	46%
Grant & Gift Fund Expenses	-	-	1,086	1,086	160,000	1%
Actual Expenditures	1,178,298	-	5,017	1,183,315	4,455,625	27%
Budgeted Expenditures	4,070,625	-	385,000	4,455,625		
% of Budget	29%	0%	1%	27%		
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	2,689,964	41,476	77,876	2,809,316	2,016,536	139%
<b>CAPITAL EXPENDITURES &amp; DEBT SERVICE</b>						
Capital Expenses	985	30,088	-	31,073	685,000	5%
Transfer to Reserve Fund	-	-	-	-	1,650,000	0%
Actual Expenditures	985	30,088	-	31,073	2,335,000	1%
Budgeted Expenditures	1,785,000	550,000	-	2,335,000		
% of Budget	0%	5%	0%	1%		
Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>2,688,979</b>	<b>11,388</b>	<b>77,876</b>	<b>2,778,244</b>	<b>(318,464)</b>	
BEGINNING FUND BALANCE	2,513,048	1,305,236	520,026	4,338,310		
ENDING FUND BALANCE	5,202,027	1,316,624	597,902	7,116,554		
Fund Balance as % of Total Expenditures	441%	4376%	11918%	586%		

**McHenry Public Library District**  
**Financial Report Detail by Fund**  
**For the 5 Month(s) Ended November 30, 2024**

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	Annual Budget	\$ Over Budget	% of Budget
<b>Revenues</b>									
6010100 · Property Taxes	51,201.27	314,697.60	3,762,641.64	0.00	0.00	3,762,641.64	3,776,371.19	-13,729.55	99.6%
6015100 · Revenue Recapture Property Tax	132.73	815.86	9,755.41	0.00	0.00	9,755.41	9,790.28	-34.87	99.6%
6020200 · Developer Fees	0.00	14,583.33	0.00	22,428.00	0.00	22,428.00	175,000.00	-152,572.00	12.8%
6030100 · Interest Income - General	13,324.53	12,083.33	71,264.93	0.00	0.00	71,264.93	145,000.00	-73,735.07	49.1%
6030200 · Special Reserve Fund Interest	3,430.67	5,416.67	0.00	19,048.24	0.00	19,048.24	65,000.00	-45,951.76	29.3%
6030300 · Grant/Gifts Fund Interest	1,830.00	2,291.67	0.00	0.00	10,109.53	10,109.53	27,500.00	-17,390.47	36.8%
6035100 · Dividends	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6040100 · Nonresident/Enhanced Fee Cards	45.00	104.17	90.00	0.00	0.00	90.00	1,250.00	-1,160.00	7.2%
6050100 · Fines and Fees	2,267.67	1,458.33	7,729.93	0.00	0.00	7,729.93	17,500.00	-9,770.07	44.2%
6055100 · Collection Agency Fees	40.00	41.67	70.00	0.00	0.00	70.00	500.00	-430.00	14.0%
6060100 · Copy/Scan/Fax Income	1,442.60	1,541.67	7,306.15	0.00	0.00	7,306.15	18,500.00	-11,193.85	39.5%
6070200 · Reserve Fund Gifts	0.00	416.67	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6070300 · General Fund Gifts	3.30	14,583.33	0.00	0.00	10,633.37	10,633.37	175,000.00	-164,366.63	6.1%
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	4,455.44	1,500.00	4,455.44	0.00	0.00	4,455.44	18,000.00	-13,544.56	24.8%
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	25.00	187.50	210.00	0.00	0.00	210.00	2,250.00	-2,040.00	9.3%
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.	25.00	6,250.00	1,481.00	0.00	0.00	1,481.00	75,000.00	-73,519.00	2.0%
6130200 · Misc. Income SR	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6150100 · Lost & Damaged Materials	428.70	541.67	1,950.42	0.00	0.00	1,950.42	6,500.00	-4,549.58	30.0%
6157100 · CCS/LLSAP Income	0.00	875.00	1,312.90	0.00	0.00	1,312.90	10,500.00	-9,187.10	12.5%
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	2.31	41.67	-6.28	0.00	0.00	-6.28	500.00	-506.28	-1.3%
6210300 · Miscellaneous Grants	0.00	5,416.67	0.00	0.00	0.00	0.00	65,000.00	-65,000.00	0.0%
9100200 · Transfer from General Fund	0.00	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>78,654.22</b>	<b>539,346.79</b>	<b>3,868,261.54</b>	<b>41,476.24</b>	<b>82,893.12</b>	<b>3,992,630.90</b>	<b>6,472,161.47</b>	<b>-2,479,530.57</b>	<b>6.1%</b>
<b>Total Revenues</b>	<b>78,654.22</b>	<b>539,346.79</b>	<b>3,868,261.54</b>	<b>41,476.24</b>	<b>82,893.12</b>	<b>3,992,630.90</b>	<b>6,472,161.47</b>	<b>-2,479,530.57</b>	<b>61.7%</b>
<b>Expenditures</b>									
<b>Personnel Expenses</b>									
8910100 · Salaries	109,872.65	150,416.67	583,811.86	0.00	0.00	583,811.86	1,805,000.00	-1,221,188.14	32.3%
8920100 · FICA/Medicare	8,114.86	11,666.67	43,170.10	0.00	0.00	43,170.10	140,000.00	-96,829.90	30.8%
8930100 · IMRF	12,020.65	17,916.67	58,624.55	0.00	0.00	58,624.55	215,000.00	-156,375.45	27.3%
8940100 · Health & Life Insurance	13,773.20	26,666.67	62,452.04	0.00	0.00	62,452.04	320,000.00	-257,547.96	19.5%
8945100 · Recruiting/Preemployment Screen	320.80	333.33	488.50	0.00	0.00	488.50	4,000.00	-3,511.50	12.2%
8950100 · Tuition Reimbursement	0.00	833.33	2,492.50	0.00	0.00	2,492.50	10,000.00	-7,507.50	24.9%
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	160.00	560.42	987.77	0.00	0.00	987.77	6,725.00	-5,737.23	14.7%
8970100 · Travel	141.07	1,120.83	965.99	0.00	0.00	965.99	13,450.00	-12,484.01	7.2%
8980100 · Continuing Education (Mtg/Conf)	106.10	1,329.17	2,190.35	0.00	0.00	2,190.35	15,950.00	-13,759.65	13.7%
<b>Total Personnel</b>	<b>144,509.33</b>	<b>211,052.08</b>	<b>755,183.66</b>	<b>0.00</b>	<b>0.00</b>	<b>755,183.66</b>	<b>2,532,625.00</b>	<b>-1,777,441.34</b>	<b>29.8%</b>

**McHenry Public Library District**  
**Financial Report Detail by Fund**  
**For the 5 Month(s) Ended November 30, 2024**

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	Annual Budget	\$ Over Budget	% of Budget
<b>Materials and Supplies</b>									
8010100 · Adult Books	3,119.30	5,625.00	16,566.25	0.00	0.00	16,566.25	67,500.00	-50,933.75	24.5%
8020100 · Youth Books	1,571.10	4,583.33	14,234.03	0.00	0.00	14,234.03	55,000.00	-40,765.97	25.9%
8025100 · Professional Resources	0.00	208.33	21.18	0.00	0.00	21.18	2,500.00	-2,478.82	0.8%
8028100 · Administrative Resources	0.00	291.67	46.96	0.00	0.00	46.96	3,500.00	-3,453.04	1.3%
8030100 · Magazines & Newspapers	484.18	1,250.00	1,815.60	0.00	0.00	1,815.60	15,000.00	-13,184.40	12.1%
8040300 · Operating Fund Gifts(Donations)	1,099.61	18,750.00	0.00	0.00	3,931.13	3,931.13	225,000.00	-221,068.87	1.7%
8050100 · Adult AV Materials	1,740.55	2,583.33	6,516.17	0.00	0.00	6,516.17	31,000.00	-24,483.83	21.0%
8060100 · Youth AV Materials	659.35	1,083.33	3,730.01	0.00	0.00	3,730.01	13,000.00	-9,269.99	28.7%
8070100 · Library of Things	0.00	1,291.67	575.44	0.00	0.00	575.44	15,500.00	-14,924.56	3.7%
8080100 · Video Games	1,055.00	1,250.00	6,365.00	0.00	0.00	6,365.00	15,000.00	-8,635.00	42.4%
8090100 · Digital Media Services	171.91	9,591.67	55,543.54	0.00	0.00	55,543.54	115,100.00	-59,556.46	48.3%
8095100 · Electronic Resources	4,067.63	7,083.33	32,058.66	0.00	0.00	32,058.66	85,000.00	-52,941.34	37.7%
8120100 · Library Supplies	69.77	583.33	477.89	0.00	0.00	477.89	7,000.00	-6,522.11	6.8%
8130100 · Tech Services Supplies	1,074.83	2,727.08	2,769.19	0.00	0.00	2,769.19	32,725.00	-29,955.81	8.5%
8135100 · Bindery	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
8140100 · Adult Programs & Supplies	121.90	1,333.33	5,284.81	0.00	0.00	5,284.81	16,000.00	-10,715.19	33.0%
8142100 · Comicon	1,039.87	541.67	4,649.12	0.00	0.00	4,649.12	6,500.00	-1,850.88	71.5%
8145100 · Circulation Supplies	288.29	625.00	968.27	0.00	0.00	968.27	7,500.00	-6,531.73	12.9%
8147100 · Summer Reading Club	135.91	583.33	728.54	0.00	0.00	728.54	7,000.00	-6,271.46	10.4%
8150100 · Youth Programs & Supplies	184.40	1,375.00	7,194.59	0.00	0.00	7,194.59	16,500.00	-9,305.41	43.6%
<b>Total Material and Supplies</b>	<b>16,883.60</b>	<b>61,402.08</b>	<b>159,545.25</b>	<b>0.00</b>	<b>3,931.13</b>	<b>163,476.38</b>	<b>736,825.00</b>	<b>-573,348.62</b>	<b>22.2%</b>
<b>Contracted Services</b>									
8215100 · Collection Agency Fees	92.70	104.17	288.40	0.00	0.00	288.40	1,250.00	-961.60	23.1%
8245100 · IT/Comp/Copier/Equip-Outsourced	6,589.72	10,833.33	36,571.07	0.00	0.00	36,571.07	130,000.00	-93,428.93	28.1%
8247100 · Automation--Staff	5,517.94	2,916.67	10,073.79	0.00	0.00	10,073.79	35,000.00	-24,926.21	28.8%
8250-100 · Vehicle Expenses	0.00	625.00	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
8260100 · Misc. Contracted Services	0.00	1,541.67	0.00	0.00	0.00	0.00	18,500.00	-18,500.00	0.0%
8270100 · Library Bank/Finance/Late Fee	30.00	62.50	268.87	0.00	0.00	268.87	750.00	-481.13	35.8%
8275100 · Public Pmt Processing Fees	253.28	416.67	815.44	0.00	0.00	815.44	5,000.00	-4,184.56	16.3%
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>12,483.64</b>	<b>26,083.33</b>	<b>48,017.57</b>	<b>0.00</b>	<b>0.00</b>	<b>48,017.57</b>	<b>313,000.00</b>	<b>-264,982.43</b>	<b>15.3%</b>
<b>Consortium &amp; IT/Network Services</b>									
8310100 · Automation--Circulation/Catalog	0.00	9,479.17	31,283.60	0.00	0.00	31,283.60	113,750.00	-82,466.40	27.5%
8320100 · VOIP Phone Service	1,655.04	2,041.67	8,266.25	0.00	0.00	8,266.25	24,500.00	-16,233.75	33.7%
8325100 · Internet Services	462.80	1,125.00	4,362.30	0.00	0.00	4,362.30	13,500.00	-9,137.70	32.3%
<b>Total Consortium &amp; IT/Network Services</b>	<b>2,117.84</b>	<b>12,645.83</b>	<b>43,912.15</b>	<b>0.00</b>	<b>0.00</b>	<b>43,912.15</b>	<b>151,750.00</b>	<b>-107,837.85</b>	<b>28.9%</b>
<b>Professional Services</b>									
8410100 · Accounting/Payroll/Audit Service	3,362.71	5,104.17	17,677.92	0.00	0.00	17,677.92	61,250.00	-43,572.08	28.9%
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	2,272.25	6,500.00	2,272.25	0.00	0.00	2,272.25	78,000.00	-75,727.75	2.9%
8440100 · In Service/Staff Training/LMS	3,831.35	654.17	4,432.35	0.00	0.00	4,432.35	7,850.00	-3,417.65	56.5%
<b>Total Professional Services</b>	<b>9,466.31</b>	<b>14,341.67</b>	<b>24,382.52</b>	<b>0.00</b>	<b>0.00</b>	<b>24,382.52</b>	<b>172,100.00</b>	<b>-147,717.48</b>	<b>14.2%</b>
<b>Printing, Publications &amp; Postage</b>									
8510100 · Printing Services Outsourced	326.40	4,583.33	11,205.46	0.00	0.00	11,205.46	55,000.00	-43,794.54	20.4%
8530100 · Public Notices & ADS (Legal & Job)	0.00	187.50	708.50	0.00	0.00	708.50	2,250.00	-1,541.50	31.5%
8540100 · Postage/Shipping	2,593.33	1,895.83	5,931.59	0.00	0.00	5,931.59	22,750.00	-16,818.41	26.1%
8545100 · Printing/Copier Supplies	0.00	375.00	248.58	0.00	0.00	248.58	4,500.00	-4,251.42	5.5%
8550100 · Public Relations/Promotions	586.04	854.17	1,922.12	0.00	0.00	1,922.12	10,250.00	-8,327.88	18.8%
<b>Total Printing, Publications &amp; Postage</b>	<b>3,505.77</b>	<b>7,895.83</b>	<b>20,016.25</b>	<b>0.00</b>	<b>0.00</b>	<b>20,016.25</b>	<b>94,750.00</b>	<b>-74,733.75</b>	<b>21.1%</b>

**McHenry Public Library District**  
**Financial Report Detail by Fund**  
**For the 5 Month(s) Ended November 30, 2024**

	Monthly Total	Monthly Budget	General	Spec Reserve	Grant/Gift Fund	YTD Total	Annual Budget	\$ Over Budget	% of Budget
<b>Utilities</b>									
8610100 · Electricity	1,778.86	2,500.00	12,097.97	0.00	0.00	12,097.97	30,000.00	-17,902.03	40.3%
8620100 · Gas	629.97	1,458.33	1,248.66	0.00	0.00	1,248.66	17,500.00	-16,251.34	7.1%
8640100 · Water & Sewer	0.00	416.67	2,128.70	0.00	0.00	2,128.70	5,000.00	-2,871.30	42.6%
<b>Total Utilities</b>	<b>2,408.83</b>	<b>4,375.00</b>	<b>15,475.33</b>	<b>0.00</b>	<b>0.00</b>	<b>15,475.33</b>	<b>52,500.00</b>	<b>-37,024.67</b>	<b>29.5%</b>
<b>Miscellaneous Operating Expenses</b>									
8720100 · Building & Auto Insurance	0.00	4,516.67	39,608.00	0.00	0.00	39,608.00	54,200.00	-14,592.00	73.1%
8730100 · Bonding & Officers Liability	0.00	208.33	1,043.00	0.00	0.00	1,043.00	2,500.00	-1,457.00	41.7%
8740100 · Janitorial Services & Supplies	7,251.42	5,125.00	32,921.02	0.00	0.00	32,921.02	61,500.00	-28,578.98	53.5%
8745100 · Grounds Maintenance	6,220.18	3,766.67	16,178.50	0.00	0.00	16,178.50	45,200.00	-29,021.50	35.8%
8750100 · Building Operations/Maintenance	3,619.27	5,833.33	20,442.51	0.00	0.00	20,442.51	70,000.00	-49,557.49	29.2%
8760100 · Hospitality	525.48	556.25	1,505.93	0.00	0.00	1,505.93	6,675.00	-5,169.07	22.6%
8770100 · Library Lost & Damaged Materials	15.32	83.33	65.94	0.00	0.00	65.94	1,000.00	-934.06	6.6%
8795100 · Miscellaneous	0.00	83.33	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
<b>Total Miscellaneous Operating Expenses</b>	<b>17,631.67</b>	<b>20,172.92</b>	<b>111,764.90</b>	<b>0.00</b>	<b>0.00</b>	<b>111,764.90</b>	<b>242,075.00</b>	<b>-130,310.10</b>	<b>46.2%</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	1,085.80	5,416.67	0.00	0.00	1,085.80	1,085.80	65,000.00	-63,914.20	1.7%
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>1,085.80</b>	<b>13,333.33</b>	<b>0.00</b>	<b>0.00</b>	<b>1,085.80</b>	<b>1,085.80</b>	<b>160,000.00</b>	<b>-158,914.20</b>	<b>0.7%</b>
<b>Capital Expenses</b>									
9060100 · Library Furnishings	0.00	2,083.33	70.28	0.00	0.00	70.28	25,000.00	-24,929.72	0.3%
9070100 · Library Equipment	0.00	2,083.33	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
9080100 · Small Equipment under \$250	0.00	416.67	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
9090100 · Adtl. Capital Projects & Equipment	0.00	6,666.67	914.60	0.00	0.00	914.60	80,000.00	-79,085.40	1.1%
9050200 · Library District Act	0.00	12,500.00	0.00	18,092.83	0.00	18,092.83	150,000.00	-131,907.17	12.1%
9060200 · Special Reserve Expenditures	0.00	33,333.33	0.00	11,995.00	0.00	11,995.00	400,000.00	-388,005.00	3.0%
<b>Total Capital Expenses</b>	<b>0.00</b>	<b>57,083.33</b>	<b>984.88</b>	<b>30,087.83</b>	<b>0.00</b>	<b>31,072.71</b>	<b>685,000.00</b>	<b>-653,927.29</b>	<b>4.5%</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>210,092.79</b>	<b>565,885.42</b>	<b>1,179,282.51</b>	<b>30,087.83</b>	<b>5,016.93</b>	<b>1,214,387.27</b>	<b>6,790,625.00</b>	<b>-5,576,237.73</b>	<b>17.9%</b>
<b>Net Total</b>	<b>-131,438.57</b>	<b>-26,538.63</b>	<b>2,688,979.03</b>	<b>11,388.41</b>	<b>77,876.19</b>	<b>2,778,243.63</b>	<b>-318,463.53</b>	<b>3,096,707.16</b>	

**McHenry Public Library District**  
**Financial Report Detail by Month**  
**For the 5 Month(s) Ended November 30, 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	1,469,421.07	62,278.40	51,201.27								3,762,641.64
6015100 - Revenue Recapture Property Tax	5,144.14	507.28	3,809.78	161.48	132.73								9,755.41
6020200 - Developer Fees	0.00	0.00	0.00	22,428.00	0.00								22,428.00
6030100 - Interest Income - General	14,169.99	13,777.92	14,728.06	15,264.43	13,324.53								71,264.93
6030200 - Special Reserve Fund Interest	4,263.73	4,206.55	3,393.91	3,753.38	3,430.67								19,048.24
6030300 - Grant/Gifts Fund Interest	2,250.94	2,213.49	1,809.58	2,005.52	1,830.00								10,109.53
6035100 - Dividends	0.00	0.00	0.00	0.00	0.00								0.00
6040100 - Nonresident/Enhanced Fee Cards	0.00	0.00	45.00	0.00	45.00								90.00
6050100 - Fines and Fees	1,407.70	1,751.40	1,382.21	920.95	2,267.67								7,729.93
6055100 - Collection Agency Fees	10.00	20.00	0.00	0.00	40.00								70.00
6060100 - Copy/Scan/Fax Income	1,104.65	1,879.05	1,284.30	1,595.55	1,442.60								7,306.15
6070200 - Reserve Fund Gifts	0.00	0.00	0.00	0.00	0.00								0.00
6070300 - General Fund Gifts	2.83	6.36	12.00	10,608.88	3.30								10,633.37
6080200 - Bond & Debt Certificate Sale	0.00	0.00	0.00	0.00	0.00								0.00
6090100 - Annexation & Impact Fees	0.00	0.00	0.00	0.00	0.00								0.00
6090200 - Transfers From Other Funds (9100-100)	0.00	0.00	0.00	0.00	0.00								0.00
6105100 - Retiree/Cobra Insurance Payment	0.00	0.00	0.00	0.00	4,455.44								4,455.44
6110100 - Program Fees/Misc. Fees	0.00	0.00	0.00	0.00	0.00								0.00
6120100 - Meeting Room Fees	40.00	50.00	65.00	30.00	25.00								210.00
6125100 - License Plate Renewal Fees	0.00	0.00	0.00	0.00	0.00								0.00
6130100 - Misc.	20.00	937.00	463.00	36.00	25.00								1,481.00
6130200 - Misc. Income SR	0.00	0.00	0.00	0.00	0.00								0.00
6150100 - Lost & Damaged Materials	397.16	521.31	411.35	191.90	428.70								1,950.42
6157100 - CCS/LLSAP Income	0.00	0.00	0.00	1,312.90	0.00								1,312.90
6160100 - Solar Credits	0.00	0.00	0.00	0.00	0.00								0.00
6170300 - Per Capita Grant	62,150.22	0.00	0.00	0.00	0.00								62,150.22
6200100 - Over/Short	-1.95	-1.24	-0.05	-5.35	2.31								-6.28
6210300 - Miscellaneous Grants	0.00	0.00	0.00	0.00	0.00								0.00
9100200 - Transfer from General Fund	0.00	0.00	0.00	0.00	0.00								0.00
<b>Total Revenues</b>	<b>2,075,040.00</b>	<b>221,529.43</b>	<b>1,496,825.21</b>	<b>120,582.04</b>	<b>78,654.22</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,992,630.90</b>
<b>Expenditures</b>													
<b>Personnel Expenses</b>													
8910100 - Salaries	100,239.09	103,772.36	105,698.10	164,229.66	109,872.65								583,811.86
8920100 - FICA/Medicare	7,376.87	7,648.17	7,795.50	12,234.70	8,114.86								43,170.10
8930100 - IMRF	10,387.96	9,678.08	10,659.00	15,878.86	12,020.65								58,624.55
8940100 - Health & Life Insurance	11,568.80	12,372.80	12,372.80	12,364.44	13,773.20								62,452.04
8945100 - Recruiting/Preemployment Screen	0.00	27.95	111.80	27.95	320.80								488.50
8950100 - Tuition Reimbursement	832.50	832.50	0.00	827.50	0.00								2,492.50
8955100 - Telecommute Reimbursements	0.00	0.00	0.00	0.00	0.00								0.00
8960100 - Memberships & Dues	50.00	0.00	0.00	777.77	160.00								987.77
8970100 - Travel	42.13	167.10	198.16	417.53	141.07								965.99
8980100 - Continuing Education (Mtg/Conf)	0.00	730.00	685.75	668.50	106.10								2,190.35
<b>Total Personnel</b>	<b>130,497.35</b>	<b>135,228.96</b>	<b>137,521.11</b>	<b>207,426.91</b>	<b>144,509.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>755,183.66</b>

**McHenry Public Library District**  
**Financial Report Detail by Month**  
**For the 5 Month(s) Ended November 30, 2024**

	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
<b>Materials and Supplies</b>													
8010100 - Adult Books	2,066.67	3,347.95	4,541.33	3,491.00	3,119.30								16,566.25
8020100 - Youth Books	2,304.46	3,097.22	4,360.33	2,900.92	1,571.10								14,234.03
8025100 - Professional Resources	0.00	21.18	0.00	0.00	0.00								21.18
8028100 - Administrative Resources	0.00	46.96	0.00	0.00	0.00								46.96
8030100 - Magazines & Newspapers	0.00	674.22	111.20	546.00	484.18								1,815.60
8040300 - Operating Fund Gifts(Donations)	1,375.00	65.82	678.64	712.06	1,099.61								3,931.13
8050100 - Adult AV Materials	733.75	1,067.44	810.26	2,164.17	1,740.55								6,516.17
8060100 - Youth AV Materials	0.00	1,016.43	1,277.13	777.10	659.35								3,730.01
8070100 - Library of Things	0.00	81.98	386.80	106.66	0.00								575.44
8080100 - Video Games	1,395.00	0.00	1,785.00	2,130.00	1,055.00								6,365.00
8090100 - Digital Media Services	5,302.22	5,547.83	165.91	44,355.67	171.91								55,543.54
8095100 - Electronic Resources	16,541.96	3,347.34	2,283.96	5,817.77	4,067.63								32,058.66
8120100 - Library Supplies	31.99	97.24	0.00	278.89	69.77								477.89
8130100 - Tech Services Supplies	-356.96	79.26	1,309.80	662.26	1,074.83								2,769.19
8135100 - Bindery	0.00	0.00	0.00	0.00	0.00								0.00
8140100 - Adult Programs & Supplies	1,149.21	1,656.93	858.97	1,497.80	121.90								5,284.81
8142100 - Comicon	0.00	67.82	467.37	3,074.06	1,039.87								4,649.12
8145100 - Circulation Supplies	42.99	88.59	548.40	0.00	288.29								968.27
8147100 - Summer Reading Club	0.00	592.63	0.00	0.00	135.91								728.54
8150100 - Youth Programs & Supplies	1,354.81	1,956.36	2,066.26	1,632.76	184.40								7,194.59
<b>Total Material and Supplies</b>	<b>31,941.10</b>	<b>22,853.20</b>	<b>21,651.36</b>	<b>70,147.12</b>	<b>16,883.60</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>163,476.38</b>
<b>Contracted Services</b>													
8215100 - Collection Agency Fees	0.00	82.40	61.80	51.50	92.70								288.40
8245100 - IT/Comp/Copier/Equip-Outsourced	9,893.15	12,727.14	6,761.06	600.00	6,589.72								36,571.07
8247100 - Automation--Staff	300.00	1,963.30	1,174.70	1,117.85	5,517.94								10,073.79
8250-100 - Vehicle Expenses	0.00	0.00	0.00	0.00	0.00								0.00
8260100 - Misc. Contracted Services	0.00	0.00	0.00	0.00	0.00								0.00
8270100 - Library Bank/Finance/Late Fee	30.00	31.47	147.40	30.00	30.00								268.87
8275100 - Public Pmt Processing Fees	133.73	161.81	143.97	122.65	253.28								815.44
8285100 - License Plate Fees Settlement	0.00	0.00	0.00	0.00	0.00								0.00
<b>Total Contracted Services</b>	<b>10,356.88</b>	<b>14,966.12</b>	<b>8,288.93</b>	<b>1,922.00</b>	<b>12,483.64</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>48,017.57</b>
<b>Consortium &amp; IT/Network Services</b>													
8310100 - Automation--Circulation/Catalog	15,641.80	0.00	0.00	15,641.80	0.00								31,283.60
8320100 - VOIP Phone Service	3,268.49	0.00	3,292.72	50.00	1,655.04								8,266.25
8325100 - Internet Services	1,553.80	487.80	1,081.00	776.90	462.80								4,362.30
<b>Total Consortium &amp; IT/Network Services</b>	<b>20,464.09</b>	<b>487.80</b>	<b>4,373.72</b>	<b>16,468.70</b>	<b>2,117.84</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>43,912.15</b>
<b>Professional Services</b>													
8410100 - Accounting/Payroll/Audit Service	3,337.74	4,262.16	3,352.60	3,362.71	3,362.71								17,677.92
8420100 - Legal Services	0.00	0.00	0.00	0.00	0.00								0.00
8430100 - Other Consulting Fees	0.00	0.00	0.00	0.00	2,272.25								2,272.25
8440100 - In Service/Staff Training/LMS	600.00	0.00	0.00	1.00	3,831.35								4,432.35
<b>Total Professional Services</b>	<b>3,937.74</b>	<b>4,262.16</b>	<b>3,352.60</b>	<b>3,363.71</b>	<b>9,466.31</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>24,382.52</b>
<b>Printing, Publications &amp; Postage</b>													
8510100 - Printing Services Outsourced	5,105.10	29.98	587.75	5,156.23	326.40								11,205.46
8530100 - Public Notices & ADS (Legal & Job)	73.50	0.00	635.00	0.00	0.00								708.50
8540100 - Postage/Shipping	114.54	251.44	2,824.43	147.85	2,593.33								5,931.59
8545100 - Printing/Copier Supplies	0.00	248.58	0.00	0.00	0.00								248.58
8550100 - Public Relations/Promotions	37.99	1,298.09	0.00	0.00	586.04								1,922.12
<b>Total Printing, Publications &amp; Postage</b>	<b>5,331.13</b>	<b>1,828.09</b>	<b>4,047.18</b>	<b>5,304.08</b>	<b>3,505.77</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>20,016.25</b>

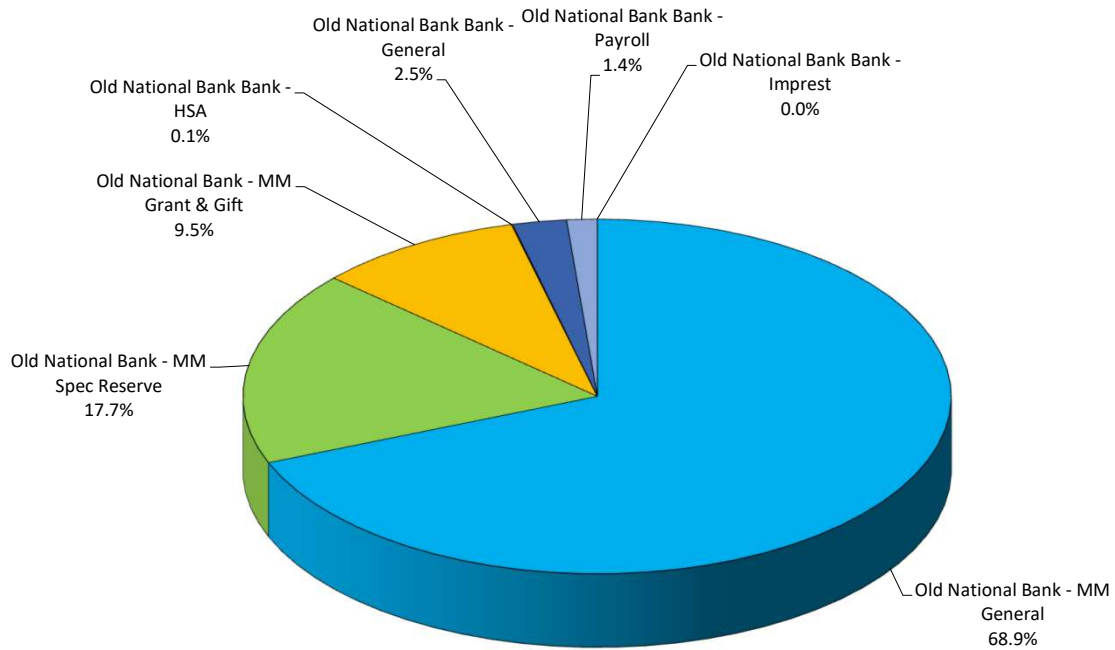


**McHenry Public Library District**  
**Financial Report Detail by Month**  
**For the 5 Month(s) Ended November 30, 2024**

	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	2,995.26	2,063.85	1,778.86								12,097.97
8620100 - Gas	158.03	148.16	152.45	160.05	629.97								1,248.66
8640100 - Water & Sewer	0.00	912.79	0.00	1,215.91	0.00								2,128.70
<b>Total Utilities</b>	<b>2,866.33</b>	<b>3,612.65</b>	<b>3,147.71</b>	<b>3,439.81</b>	<b>2,408.83</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>15,475.33</b>
<b>Miscellaneous Operating Expenses</b>													
8720100 - Building & Auto Insurance	0.00	0.00	39,608.00	0.00	0.00								39,608.00
8730100 - Bonding & Officers Liability	0.00	0.00	0.00	1,043.00	0.00								1,043.00
8740100 - Janitorial Services & Supplies	5,714.07	6,815.52	6,951.04	6,188.97	7,251.42								32,921.02
8745100 - Grounds Maintenance	1,625.00	1,688.92	3,225.18	3,419.22	6,220.18								16,178.50
8750100 - Building Operations/Maintenance	1,179.16	2,798.75	2,975.23	9,870.10	3,619.27								20,442.51
8760100 - Hospitality	173.61	206.23	403.62	196.99	525.48								1,505.93
8770100 - Library Lost & Damaged Materials	14.20	0.50	13.01	22.91	15.32								65.94
8795100 - Miscellaneous	0.00	0.00	0.00	0.00	0.00								0.00
<b>Total Miscellaneous Operating Expenses</b>	<b>8,706.04</b>	<b>11,509.92</b>	<b>53,176.08</b>	<b>20,741.19</b>	<b>17,631.67</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>111,764.90</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
8800311 - Adult Materials - Per Capita	0.00	0.00	0.00	0.00	0.00								0.00
8800321 - Youth Materials - Per Capita	0.00	0.00	0.00	0.00	0.00								0.00
8800331 - Staff Software - Per Capita	0.00	0.00	0.00	0.00	0.00								0.00
8040350 - Per Capita Grant; Current FY	0.00	0.00	0.00	0.00	1,085.80								1,085.80
8040355 - Per Capita Grant; Previous FY	0.00	0.00	0.00	0.00	0.00								0.00
8800332 - Public Software	0.00	0.00	0.00	0.00	0.00								0.00
8800333 - Computer Equipment	0.00	0.00	0.00	0.00	0.00								0.00
8800341 - Other Equipment	0.00	0.00	0.00	0.00	0.00								0.00
8800342 - Additional Expenses (Personnel)	0.00	0.00	0.00	0.00	0.00								0.00
9030300 - Misc. Grants	0.00	0.00	0.00	0.00	0.00								0.00
9200300 - Additional Expenses	0.00	0.00	0.00	0.00	0.00								0.00
<b>Total Grant &amp; Gift Fund Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,085.80</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>1,085.80</b>
<b>Capital Expenses</b>													
9060100 - Library Furnishings	0.00	0.00	70.28	0.00	0.00								70.28
9070100 - Library Equipment	0.00	0.00	0.00	0.00	0.00								0.00
9080100 - Small Equipment under \$250	0.00	0.00	0.00	0.00	0.00								0.00
9090100 - Adtl. Capital Projects & Equipment	0.00	914.60	0.00	0.00	0.00								914.60
9050200 - Library District Act	0.00	5,502.00	5,064.94	7,525.89	0.00								18,092.83
9060200 - Special Reserve Expenditures	0.00	0.00	11,995.00	0.00	0.00								11,995.00
<b>Total Capital Expenses</b>	<b>0.00</b>	<b>6,416.60</b>	<b>17,130.22</b>	<b>7,525.89</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>31,072.71</b>
<b>Transfer to Reserve Fund</b>													
9100100 - Transfer to Reserve Fund	0.00	0.00	0.00	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>252,688.91</b>	<b>336,339.41</b>	<b>210,092.79</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>1,214,387.27</b>
<b>Net Total</b>	<b>1,860,939.34</b>	<b>20,363.93</b>	<b>1,244,136.30</b>	<b>-215,757.37</b>	<b>-131,438.57</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>2,778,243.63</b>

**McHenry Public Library District  
Investments  
For the 5 Month(s) Ended November 30, 2024**

<b>Bank</b>	<b>Current Rate</b>	<b>Book Balance</b>
Old National Bank - MM General	3.94%	4,868,038
Old National Bank - MM Spec Reserve	3.94%	1,253,375
Old National Bank - MM Grant & Gift	3.94%	668,580
Old National Bank Bank - HSA	n/a	3,596
Old National Bank Bank - General	n/a	173,946
Old National Bank Bank - Payroll	n/a	98,190
Old National Bank Bank - Imprest	n/a	164
<b>Total</b>	<b>\$</b>	<b>7,065,889</b>



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

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

<b>Account - General Fund</b>					
<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>	<b><u>ACCT#</u></b>	<b><u>DATE</u></b>	<b><u>CHECK</u></b>
MDC Environmental Services	Waste	\$ 602.05	8745-100	11/01/24	EFT
First Communications	Phone	\$ 1,655.04	8320-100	11/04/24	EFT
Sam's Club	Supplies	\$ 140.92	Various	11/21/24	EFT
Bankcard Processing	Credit Card	\$ 5,033.03	Various	11/21/24	EFT
Comcast	Internet	\$ 462.80	8325-100	11/29/24	EFT
31 North Banquets/CEC Events	Operating Fund Gifts/Donations	\$ 943.80	8040-300	11/26/24	EFT
	<b>subtotal for account</b>	<b>\$ 8,837.64</b>			

<b>Account - HSA/Building</b>					
Old National Bank	Employer contributions HSA	\$ 502.69	8940-100	10/01/24	EFT
Old National Bank	Employee contributions HSA	\$ 502.69	8940-100	10/15/24	EFT
	<b>subtotal for account</b>	<b>\$ 1,005.38</b>			

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

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

**GRAND TOTAL CHECKS ISSUED \$ 9,843.02**

## Reimbursement Report

McHenry Public Library District

Check Dates: 11/12/2024 to 11/26/2024

Pay Periods: 10/21/2024 to 11/20/2024

### Reimbursement Report November 2024

Employee	Amount
Baseley, Steffanie L.	\$48.53
Kordistos, Skye	\$10.77
May, Jennifer S.	\$36.97
Salazar, Bertha A.	\$11.93
<b>Totals for REITR -- Travel Reimbursement</b>	
<b>4 Employees</b>	<b>\$108.20</b>

#### Report Totals

Code	Description	Type	Employees	Amount
REITR	Travel Reimbursement	Add	4	\$108.20
<b>Totals</b>			<b>4</b>	<b>\$108.20</b>



Paylocity Corporation  
(888) 873-8205

User: JMay

Run on 12/9/2024 at 8:26 PM

DECEMBER 2024 (FY 2024-2025)				Bankcard Transactions - Sorted By Budget Account		
NAME	TRANSACTION DATE	MERCHANT NAME	AMOUNT	NOTES	ACCOUNT	NAME TOTALS
SPAARGAREN	12/04/24	IN *ROCKFORD MAP PUBLI	\$ 285.95		8010-100	
SPAARGAREN	12/03/24	TARGET 00011668	\$ 79.98		8010-100	\$ 365.93
MAY	12/06/24	GOVDOCS INC.	\$ 34.27		8028-100	
MAY	11/11/24	KOALENDAR.COM	\$ 83.88	Prepaid: 11/9/24-11/9/24	8028-100	\$ 118.15
MILFAJT	11/29/24	SHAW SUBURBAN MEDIA-SU	\$ 65.00		8030-100	
MILFAJT	11/09/24	LIBRARYJOURNALS LLC	\$ 169.00	Prepaid: 2/25-1/26	8030-100	\$ 234.00
MICHALSKI	11/29/24	SQ *SIRENRECORDSMCHENR	\$ 10.00		8040-300	
MICHALSKI	11/26/24	GREEN PEAPOD THAI REST	\$ 10.00		8040-300	
MICHALSKI	11/26/24	SWEETPEAS EMPORIUM	\$ 10.40		8040-300	
MICHALSKI	11/26/24	DON S SUBS	\$ 10.30		8040-300	
MICHALSKI	11/26/24	SQ *EL VADO MEX REST	\$ 10.00		8040-300	
MICHALSKI	11/23/24	RITA'S # 1522	\$ 10.00		8040-300	
MICHALSKI	11/23/24	RITA'S # 1522	\$ 10.00		8040-300	
MICHALSKI	11/23/24	RITA'S # 1522	\$ (10.80)		8040-300	
SPAARGAREN	11/15/24	DOLLARTREE	\$ 5.50		8040-300	
STANSBURY	11/15/24	IMAGESTUFF.COM	\$ 376.16		8040-300	\$ 441.56
STANSBURY	11/09/24	SP YOTO USA	\$ 120.03		8060-100	\$ 120.03
JAKACKI	12/05/24	MOBILE BEACON	\$ 2,160.00	18 Prepaid Devices thru 2025/2026	8070-100	\$ 2,160.00
MAY	12/01/24	HELP.MAX.COM	\$ 16.99		8090-100	
MAY	11/28/24	Disney Plus	\$ 12.00		8090-100	
MAY	11/28/24	HLU*HULUPLUS	\$ 18.99		8090-100	
MAY	11/22/24	HLU*HULUPLUS	\$ 18.99		8090-100	
MAY	11/21/24	HLU*HULUPLUS	\$ 18.99		8090-100	
MAY	11/21/24	Disney Plus	\$ 12.00		8090-100	
MAY	11/13/24	Disney Plus	\$ 12.00		8090-100	
MAY	11/08/24	discovery+	\$ 8.99		8090-100	
MAY	11/08/24	APPLE.COM/BILL	\$ 9.99		8090-100	
MICHALSKI	11/29/24	HULU 877-8244858 CA	\$ 18.99		8090-100	
MICHALSKI	11/16/24	PARAMOUNT+	\$ 5.99		8090-100	
MICHALSKI	11/09/24	Disney Plus	\$ 12.00		8090-100	
STANSBURY	12/03/24	Amazon Kids+*ZL6PG0OJ1	\$ 7.99		8090-100	\$ 173.91
MILFAJT	11/11/24	DEMCO INC	\$ 65.90		8130-100	\$ 65.90
SPAARGAREN	12/03/24	JEWEL OSCO 1518	\$ 16.98		8140-100	\$ 16.98
MICHALSKI	11/09/24	POS SUPPLY SOLUTIONS	\$ 274.30		8145-100	\$ 274.30
STANSBURY	11/22/24	TEACHERSPAYTEACHERS.CO	\$ 1.00		8147-100	\$ 1.00
STANSBURY	12/03/24	CHICAGO BOOKS & JOURNA	\$ 26.99	\$170.99 SPLIT	8150-100	
STANSBURY	11/08/24	MEIJER STORE #218	\$ 49.90		8150-100	\$ 76.89
JAKACKI	12/03/24	OFFICECHAT	\$ 499.00	Prepaid: 12/2/24-12/3/25	8247-100	\$ 499.00
MICHALSKI	11/29/24	USPS PO 1646800050	\$ 5.82		8540-100	
MICHALSKI	11/23/24	USPS PO 1686160098	\$ 5.38		8540-100	\$ 11.20
JAKACKI	12/02/24	FACEBK *64EX3F86S2	\$ 9.37		8550-100	\$ 9.37
SCHNAEBELE	11/18/24	THE HOME DEPOT #1969	\$ 169.32		8750-100	\$ 169.32
JAKACKI	11/30/24	LANDS END BUS OUTFITTE	\$ 35.01		8760-100	
JAKACKI	11/12/24	JEWEL OSCO 1518	\$ 12.99		8760-100	\$ 48.00
MAY	12/01/24	SHRM CERTIFICATION	\$ 135.00		8960-100	
MAY	11/27/24	FSP*STATELINE SHRM	\$ 195.00	Prepaid: 12/31/24-12/31/25	8960-100	
SPAARGAREN	12/06/24	AMER LIB ASSOC LB6499	\$ 207.00		8960-100	
STANSBURY	12/03/24	AMERLIBASSOC ECOMMERCE	\$ 180.00		8960-100	\$ 717.00
JAKACKI	12/05/24	AFP*Library Marketing	\$ 39.00		8980-100	
JAKACKI	11/29/24	AMERICAN LIBRARY ASSOC	\$ 47.40		8980-100	
SPAARGAREN	11/12/24	MCHENRY COUNTY COLLEGE	\$ (69.00)	Cancelled - Refund Issued	8980-100	
SPAARGAREN	11/09/24	MCHENRY COUNTY COLLEGE	\$ 69.00	CE Opportunity	8980-100	
STANSBURY	12/03/24	CHICAGO BOOKS & JOURNA	\$ 144.00	\$170.99 SPLIT	8980-100	\$ 230.40
JAKACKI	12/04/24	CITY OF MCHENRY	\$ 75.00		9090-100	\$ 75.00
TOTAL BANKCARD TRANSACTIONS:			\$ 5,807.94			

December 9, 2024

Ted Amelse  
[REDACTED]  
[REDACTED]

Dear Ted Amelse,

Thank you for your generous donation of a Svbonny 60mm solar telescope in November 2024. Staff are looking into the best possible way to circulate your donation.

We are honored that you chose to gift the telescope to the McHenry Public Library District. Supporters like you help us expand our collections and services to the McHenry Community.

With appreciation,

Kathy Milfaj  
Technical Services Manager

December 1, 2024

FISH of McHenry Food Pantry  
PO Box 282  
McHenry, IL 60051

Dear FISH of McHenry Food Pantry,

Each year, the McHenry Public Library's Board of Trustees hosts a half-price fines event to benefit the community we serve. First, it gives library patrons the opportunity to reduce their fines and fees and restore their accounts to good standing. Second, the event's proceeds help support a local community organization.

This year, the Library's Staff and Trustees selected FISH of McHenry Food Pantry as the beneficiary of the proceeds from this event that was held from November 1-16, 2024. We are pleased to enclose a check for \$2,272.25, payable to your organization, from the McHenry Public Library District and its patrons.

We recognize the essential services that FISH provides to those in need, and our staff frequently refers patrons to your organization, knowing that they will receive compassionate and high-quality assistance. Reflecting on the many people you've already helped—and the many who still require support—we are confident that this donation will benefit our community.

We sincerely thank you for your hard work and dedication to your mission. We hope that our contribution will make a meaningful impact.

Sincerely,

Lesley Jakacki  
Executive Director



McHENRY PUBLIC  
LIBRARY DISTRICT

# NOVEMBER 2024

## BY THE NUMBERS

**406**  
New Card  
Registrations

**272**  
Hours Open  
To Public

**8,496**  
Library  
Attendance

**2,620**  
Program  
Attendance

**5**  
Volunteer  
Hours



PEOPLE



### 19,730 PHYSICAL ITEMS

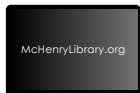
**12,365** Books  
**4,687** Videos  
**792** Video Games  
**970** Music (CDs)  
**532** Audiobooks/Playaways  
**319** Magazines  
**65** Library Of Things

### 6,619 eMATERIALS

**2,432** eBooks  
**2,819** eAudiobooks  
**714** eMagazines  
**583** Video Streaming  
**71** Music Streaming



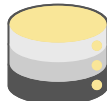
CIRCULATION



Computer  
Sessions  
**1,524**



Database  
Searches  
**6,313**



Database  
Sessions  
**488**



Simple Scan &  
Fax Uses  
**207**



WiFi Uses  
(In Library)  
**1,603**



RESOURCES

**4,251**



EMAIL SUBSCRIBERS

3.2K 122 361 1.1K 534 54



SOCIAL MEDIA FOLLOWERS

**364,685**



WEBSITE VIEWS



ONLINE

Library Attendance: **10,305**  
Program Attendance: **1,238**  
Hours Open: **280**

Registrations: **434**  
Volunteer Hours: **9.5**

**NOVEMBER 2023 COMPARISON**  
Items In Circulation (Physical): **20,577**  
Items In Circulation (eMaterials): **5,911**  
Website Views: **377,183**

Computer Sessions: **1,179**  
Database Searches: **11,697**

Database Sessions: **1,886**  
Simple Scan Uses: **289**  
WiFi Uses: **1,862**



## McHenry Public Library District

### LIBRARIAN'S REPORT

DECEMBER 2024

#### Administration

- The Half-Price Fines event was very popular again this year. From November 1 to 16, the library collected \$2,272.25 in fines paid, which was then donated to the FISH Food Pantry of McHenry.
- The Library received only one resident's nomination papers by the November 18 deadline for one of the four seats available in the April 1, 2025 election.
- The Library filed all necessary documents to the county regarding our levy and annual financial audit.
- The Library served as a polling place for the November 5 election. They had a steady flow of voters the entire time polling was open.
- The Friends of the Library held their post-Fall Booksale meeting on November 21, and L. Jakacki attended as the library's liaison.
- Vernon Area Public Library's membership in CCS was approved at the November 2024 CCS Governing Board Meeting. They will become the consortium's 32nd library and go live in September 2025.

#### Adult Services

- A. Moreno-Lomeli led a program with a local presenter on fall floral arrangements. Fifteen patrons came and learned more about how to create a professional arrangement! Great job!
- T. Hillier helped a patron who works for the EPA and was recently reassigned to the McHenry area. They were looking for information on environmental issues/incidents in the area, so he gave her a tour of the Genealogy Room. Resources included microfilm, our Newspapers.com subscription, and the McHenry Historical Society's online newspaper collection. The patron was pleased to find some very helpful resources!
- Z. Terrill has been implementing 1-on-1 tech appointments as a service for patrons. One recurring patron is a senior who has never used a cell phone before but was given a new iPhone as a gift from her family! Her friends want her to be able to use it, so Z. Terrill has been helping her use the phone with confidence. Another patron using this service is a gentleman looking to improve his computer skills to help his local small business grow. Both patrons have been doing really well and have made much progress.



#### Human Resources

- J. May attended HR Source's Employment Law Conference, where they discussed inclusion and accessibility, ADA accommodation strategies, artificial intelligence and

data private in the workplace, new laws, and updates going into effect after the 1<sup>st</sup> of the New Year.

- Phone screens were conducted for Maintenance & Custodian and Bilingual Circulation Clerk positions.
- E. Montoya-Campos and J. Massheimer resigned from their positions.
- Our current headcount for November was 33: 18 FT (37.50 hours weekly), with 15 PT staff members.
- Average merit increase for FY 24/25 (year-to-date) is 2.70%

### Technical Services

- S. Roitberg reports that the Library of Congress has approved her NACO funnel's working group's subject heading proposals for "Pregnant people" and "Pregnant men".
- A. Meads completed the full-day TRP training and found the "Sphere of Control/Influence/Concern" and how these are connected to us valuable and understanding what she can and cannot control, as well as the "Me VS We" for rescuing or enabling, and the "O" Flag or "Opportunity For Learning and Growth" by realizing in many situations there is a learning moment. She researched how Android phones need to adjust their settings to utilize the "tap" to play the Yoto card feature and shared the information with A. Stansbury and S. Roitberg.
- K. Meadows realized that the rack cards for Hotspots and Chromebook kits were not all uniform. They reviewed each one, updated them to ensure they were all uniform, and corrected magazine call numbers to follow CCS guidelines.
- M. Ortmeyer attended her first In-service and continues with her training.
- K. Milfajt coordinated the Library's entry into the Chamber of Commerce's Festival of Trees, and with A. Maifield, A. Moreno, S. Culp, and K. Krewer set our tree up. Vote for our tree!



### Technology

- K. Krewer and A. Moreno completed recordings for the auto attendant, closing announcements, and emergency alerts. These are being edited and tested and will be put in place soon.
- IT met with Z. Terrill to discuss mobile hotspots up for renewal for our hotspot and Chromebook kits, which are available for checkout. Sixteen hotspots were renewed.
- A technician from Comcast was onsite to replace our modem, which will allow us to get faster internet speeds than the old device was capable of

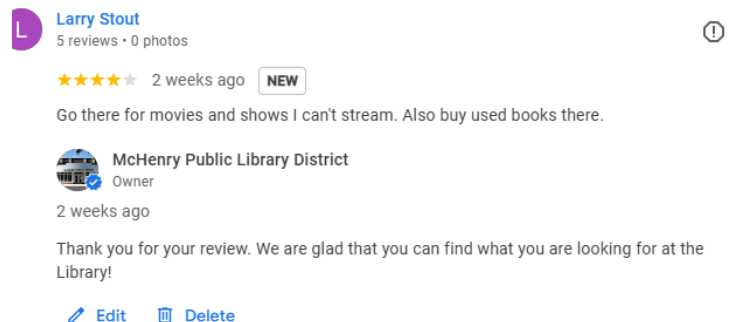
### Youth Services

- A. Podborny helped a woman fax something, and after they were done, she complimented them on how calm and relaxed they stayed during the interaction. The patron mentioned that she'd been feeling off and stressed and was grateful to get help with her fax from someone so calm.
- For school outreach, B. Salazar had a very busy November! She brought in two classes from Duker to visit the library, gave two bilingual presentations on library services, attended one outreach event, visited ten classrooms, and scheduled visits for December and January.
- A. Maifield began a partnership with McHenry Upper Campus this month, visiting during the school's lunch periods and speaking with several teens. They indicated they would like to see specific subject study groups, such as English, Math, Science, and College

Prep and State Testing programs. Some also suggested a Teen Book Club. We already have another visit planned for January!

- A. Stansbury had a family mention how much their daughter loves the Yoto cards due to their accessibility. (She had shared with them how to play the Yoto cards on their smartphones during a previous interaction.) Their daughter has special needs and has begun submitting purchase requests for Yoto cards she finds on the Yoto website that she wants to add to our library's collection. She loves the Yoto cards so much that her parents are gifting her with her own Yoto player for the holidays. They were all very grateful for the Yoto collection and the accessibility of the cards.
- J. Einoris had a great turnout for STEM Me a Story: Volcanos, where the kids enjoyed experimenting with baking soda and vinegar. They also experimented with Mentos and Sprite. Kids and parents alike were very enthusiastic about the activity, and all the kids thanked Jen afterward for the fun activity.
- S. Baseley had a patron looking for a journal article from 1988. Unfortunately, our library's databases did not have the article, but they found it on Jstor. The article was "A Guide to Understanding, Interpreting, and Using the Public Land Survey Field Notes in Illinois." The patron was thrilled they could find it and thanked Steff and the library for being so helpful.
- S. Kordistos had a positive and productive visit to Fox Lake Public Library during her networking meeting for Lincoln Story League. She learned a lot and received inspiration for future projects based on what she observed and what was shared by other professionals in attendance.

## Patron Comments



# Film explores McHenry during Prohibition era

By JANELLE WALKER  
jwalker@shawmedia.com

After months of diving into McHenry's Prohibition-era history, Joel Bennett sees parallels between then and now.

When residents complain on social media about the number of drinking establishments downtown, that isn't dissimilar to people's gripes in the 1920s "with drinking in general. It is, 'Oh my God, there are too many drinkers in McHenry,'" Bennett said.

Over the past two years, he and his brother, Jerry Bennett, have both become students of the history of McHenry since their video production company, Fine Line Productions, was hired by the city's Landmark Commission. The two entities have now produced two documentaries looking at the city's past.

The documentary "History of McHenry IL: Prohibition Era" was released Tuesday on the Landmark Commission's Facebook page, facebook.com/McHenryLandmark. Their first collaboration, "Agricultural History of McHenry," was released in April. Both videos are also available at Fine Line Productions' YouTube chan-



Photo provided by Fine Line Productions

Jessica Schneider from the Ye Olde Corner Tap in McHenry talks about the bar's history during Prohibition as part of a series of video documentaries.

nel, youtube.com/@finelineproductions2858.

Both films came about because of the Colby-Petersen Farm, Landmark Commission Chairman Thomas Hillier said. When the farm was left to the city of McHenry by Bob Petersen, "it was set up to be used for education on the history of agriculture in McHenry County and the country at large," Hill-

ier said. The video series, first suggested by former commission Chairman Jeff Varda, is part of that education component.

Varda – or Mr. Varda to Joel Bennett, who had him as a teacher in school – reached out to the Bennett brothers about producing the videos.

"The Landmark Commission was going around to the schools and teaching them about agriculture and Petersen Park," Joel Bennett said. "They were finding that it was hard to reach all of the students."

The agriculture documentary is designed for teachers to use in high school classrooms "to know where McHenry came from and for some civic pride on top," Joel Bennett said.

"There is a lot of information there," his brother said. "We broke it into four-episode chunks so they can [watch] it in smaller forms and don't have to sit through an hourlong video."

The Prohibition video is an easily digestible 18 minutes long, and looks at how McHenry and McHenry County officials reacted to those years in U.S. history when alcohol was banned.

Jerry Bennett said he was surprised to learn about the bootlegging

history of McHenry "and how it relates to the McHenry Brewery and the speakeasy that was supposedly across the street and the tunnel underneath Pearl Street."

Found during the removal of the old one-lane Pearl Street bridge, that passageway was just deep and wide enough to roll barrels between the two buildings, according to the documentary.

One of the interview subjects in the documentary is one of the owners of Ye Olde Corner Tap, Jessica Schneider. It's one of the oldest buildings in downtown, and Schneider said bullets were in the walls during a renovation. The bar has also embraced its bootlegging past by featuring drinks that would have been ordered during prohibition.

Historian Craig Pfannkuche, interviewed inside the Foxhole Pizza and Pub, points out that the restaurant's bar is the same one that's been in the building since before Prohibition.

More documentaries are planned, the Bennetts said. They went into the Prohibition video wanting to feature women's suffrage as well as gambling, but decided to give those future videos of their own.



# Home Delivery Policy- NEW PUBLIC POLICY

(approved XX/XX/2024)

## Purpose

The McHenry Public Library District (MPLD) Home Delivery Service is designed to provide access to library materials for adult patrons who are unable to visit the library either for a short-term, long-term, or permanent reason. This policy ensures equitable access while protecting the interests of the library and its patrons.

## Eligibility

1. Patrons must reside within the library's service area, be eligible for a full resident card, and maintain good standing. P.O. Boxes will not be accepted.
  - a. New service applicants without a library card may acquire one through the Outreach Coordinator, where they will verify residency during the first delivery.
2. The patron must be unable to visit the library regularly due to age, disability, injury, illness, or other mobility problems.
  - a. Being banned or otherwise blocked from the library is not a qualification.
3. By participating in this service, the patron agrees to this policy, the Patron Behavior policy, and acknowledges liability for borrowed materials and MPLD circulation policies.
4. This service may be requested via phone, email, or the library's website. At the first delivery, an application will be completed and signed.

## Service Guidelines

1. Once eligibility has been verified, the Outreach Coordinator will maintain communication for delivery schedule, item requests, and readers' advisory.
2. Library staff or volunteers will deliver materials to the patron's residence at a pre-scheduled time. Confirmation will be made ahead of time.
  - a. Contactless delivery is available upon request.
    - i. The library is not responsible for items damaged or lost due to weather, theft, or other outcomes from contactless delivery.
  - b. A caregiver may be designated to manage the receipt or return of items.
3. A maximum of 15 items can be borrowed at a time.

- a. High-demand items (e.g., new releases, video games, or other collections) may be subject to limits or restrictions.
  - b. Any items and format that are loanable to cardholders but do not require a waiver may be loaned through this service.
4. Due to staffing restrictions, deliveries are scheduled based on departmental needs. On a case-by-case basis, missed or subsequent deliveries may be scheduled between the Outreach Coordinator and Home Delivery patron.
5. Items are loaned until the next delivery date, with renewals allowed unless items are on hold for other patrons. Library staff will pick up materials at the next scheduled delivery.
6. Outreach staff are not authorized to provide other errands or household tasks for patrons. A technology appointment to assist with e-library and digital resources during home delivery may be requested in advance and is subject to staff availability.

#### Patron Guidelines

1. Items received via this service may not be loaned to others.
2. The residence must be safe for staff to complete deliveries (e.g.: pets– other than service animals– being confined at all times; snow and ice removed or minimally present, no illegal activity in the residence or surrounding area).
3. Patrons receiving service and all other persons present during service must abide by the Patron Behavior Policy.

#### Fines and Fees

1. Fine Forgiveness:
  - a. No late fees will be charged for items borrowed through the Home Delivery service.
  - b. If items are picked up or returned to the library through means other than the Home Delivery service, this fine-free policy may not apply.
2. Liability for Damaged or Lost Items:
  - a. Patrons are responsible for maintaining the condition of library materials.
  - b. Replacement fees may be assessed for items considered lost or damaged.
3. Extenuating Circumstances:

- a. The library may waive or reduce fees for lost or damaged items in extenuating circumstances, such as natural disasters, hospitalizations, or other emergencies as a one-time courtesy with proof of circumstance.

#### Termination of Service

The library reserves the right to suspend or terminate home delivery service for:

1. Repeated loss or damage to library materials.
2. Violating the patron behavior policy or failure to provide a safe environment.
3. Providing false or misleading information to gain service access.
4. Any other reason deemed necessary by the library.



# PROGRAM AGREEMENT—REVISED\*

## PROGRAM INFORMATION

PROGRAM TITLE: \_\_\_\_\_

PRESENTER/INSTRUCTOR NAME(S): \_\_\_\_\_

NUMBER OF PROGRAMS: \_\_\_\_\_ PROGRAM DATE(S): \_\_\_\_\_

PROGRAM TIME(S): \_\_\_\_\_ ☐ AM ☐ PM DURATION: \_\_\_\_\_

MAIN AUDIENCE AGE(S) / TYPE: \_\_\_\_\_ AUDIENCE SIZE OR MAX (if applicable): \_\_\_\_\_

PROGRAM LOCATION / ROOM: \_\_\_\_\_ VIRTUAL PLATFORM: \_\_\_\_\_

IN CASE OF INCLEMENT WEATHER ALT LOCATION: \_\_\_\_\_

DO YOU OWN THE COPYRIGHT OR HAVE COPYRIGHT PERMISSION FOR MATERIAL BEING USED?: \_\_\_\_\_

CERTIFICATE OF LIABILITY INSURANCE: ☐ REQUIRED\* ☐ N/A

\*If required, send a current certificate of liability insurance with **McHenry Public Library District, 809 Front St., McHenry, IL, 60050** listed as the certificate holder with this completed contract.

FOOD SAFETY CERTIFICATE: ☐ REQUIRED\*\* ☐ N/A

\*\*If required, send a current food safety certificate with this completed contract.

SPECIAL REQUESTS/EQUIPMENT NEEDS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BEST PHONE NUMBER TO CONTACT PRESENTER ON DAY OF PROGRAM: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PREFERRED SOCIAL MEDIA PLATFORM(S) & HANDLE(S): ☐ Facebook: \_\_\_\_\_ ☐

X : \_\_\_\_\_ ☐ Instagram: \_\_\_\_\_ ☐ TikTok: \_\_\_\_\_ ☐

YouTube: \_\_\_\_\_ ☐ Other: \_\_\_\_\_

PRESENTER/PROGRAM FEE: \_\_\_\_\_ DEPOSIT FEE (if applicable): \_\_\_\_\_



## TERMS & CONDITIONS

The McHenry Public Library District (MPLD) requires that you agree to the terms and conditions outlined below and that you **return this signed Program Agreement Form to the McHenry Public Library by** \_\_\_\_\_ . (Continued On Next Page)

1. Presenter is an independent contractor and is not an employee of the McHenry Public Library District.
2. Presenter must complete a W-9 form for tax and independent contractor reporting purposes in accordance with Public Act 103-0343 (Effective 01/01/2024), if applicable.
3. Presenter agrees to accept payment on the day of the event or receive mailed payment after the event has taken place. Event deposits will be paid as appropriate.
4. Presenter understands that the library program cannot be used as a vehicle to directly promote the specific products and services of their organization or any other organization.
5. Presenter agrees that their presentation is for entertainment and/or educational purposes.
6. Presenter understands that resource materials to facilitate the understanding of the presentation are permitted.
7. Presenter understands that brochures, flyers, and or business cards for attendees are permitted, will be placed on a table, and attendees may help themselves to the information provided.
8. Presenter understands that soliciting personal information from the audience including, but not limited to, names, addresses, phone numbers, or email addresses is prohibited. MPLD will not provide presenter with a list of attendees.
9. Presenter understands that contacting any program attendees without their explicit permission is a violation of this agreement.
10. Presenter understands that MPLD staff must approve any publicity created or intended for this program at least 7 days prior to release date. As this is a library-sponsored program, MPLD reserves the right to edit any publicity created for this event.
11. Presenter understands that photographs or video recordings of the event may be made by or on behalf of MPLD and hereby agrees to reasonable photographing/recording and the use thereof by MPLD for archival or promotional efforts. These efforts could include publication on the library's website, Facebook posts, Instagram posts, TikToks, YouTube videos, Preface newsletter, and/or any other media outlet to promote the library and its programs.
12. Presenter agrees that if MPLD closes on the day of the presentation or other unforeseen circumstances arise, the presenter will not charge a cancellation fee.
13. Presenter agrees to indemnify and hold harmless the McHenry Public Library, the MPLD Board of Trustees, its officers, agents, and employees from and against any and all losses, liabilities, claims, demands, penalties, causes of action, damages, and costs and expenses (including reasonable attorneys' fees and court costs) arising out of or related to the acts and/or omissions of Presenter or in any way connected with the performance of this Agreement. Presenter assumes all risk of loss or damage to Presenter's personal property that is brought onto the Library's premises.
14. Presenter agrees to be solely responsible for complying with any and all applicable licensing, trademark, copyright, and other intellectual property laws and regulations relating to the Presenter's programs and/or performances.
15. Presenter understands MPLD may terminate this Agreement at any time, with or without cause. This Agreement also may be terminated at any time upon the mutual agreement of the Library and Presenter. In the event this Agreement is terminated for any reason, the Presenter will not be entitled to any compensation or remuneration.

16. Presenters that wish to bring in professional recording equipment or otherwise record their performance, even if virtual, must request so in writing at least one week prior to the performance. The library reserves the right, in its sole discretion, to deny use of recording equipment, and will determine where any permitted recording equipment is allowed in the space. Additionally, the library will not assume any liability for the damage/destruction of any equipment brought in by performers or audio/visual engineers. A certificate of liability insurance listing the library as an additional insured is required for any recordings that are permitted by the library. The library reserves the right, in its sole discretion, to deny the Presenter the right to record any virtual performance.
17. In accordance with the Americans with Disabilities Act, some programs may be live captioned by a certified captioner. Performers are required to provide, upon request, information including but not limited to: outlines, PowerPoints, lists of unique words or phrases, and/or a list of names used for programs that will be live captioned. All certified captioners are bound by the National Association of Court Reporters and Captioners Code of Ethics. Any information supplied will be destroyed after the event.
18. Any legal action or arbitration arising from the Agreement shall be held in the County of McHenry, State of Illinois.
19. MPLD is committed to maintaining an environment free from any type of discrimination or harassment. Presenter has reviewed and agrees to abide by MPLD's public policies that can be found on McHenryLibrary.org.

By signing below, the parties stipulate that they have read and understand this Program Agreement in its entirety and agree to the terms and conditions listed herein. Each person signing the Program Agreement represents that s/he has the authority to sign the Agreement on behalf of their respective party.

**Presenter Signature:** \_\_\_\_\_

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

**MPLD Representative Signature:** \_\_\_\_\_

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

McHenry Public Library District • 809 Front Street • McHenry, IL • 60050 • 815-385-0036

## **Program Agreement Form-- CURRENT**

**McHenry Public Library District  
809 N. Front Street  
McHenry, Illinois 60050  
(815) 385-0036**

**To assure an objective, balanced presentation, the McHenry Public Library District requires that you agree to the terms outlined below and that you return this signed Program Agreement Form to the McHenry Public Library District at least 7 days prior to your presentation.**

I have been informed orally and in writing that I cannot use the library program as a vehicle to directly promote the specific products and services of my organization or any other organization.

I agree that my presentation is for entertainment or educational purposes.

I understand that I may provide resource materials to facilitate the understanding of my presentation, but not materials that advertise my products or services.

I understand that I may have business cards or brochures available for the participants attending my presentation. These will be placed on a table and people may help themselves to the information I provide.

I understand that the library will not provide me with a list of participants attending my presentation. I further understand that I may not solicit personal information from participants attending my presentation. Such personal information includes, but is not limited to, names, addresses, phone numbers or e-mail addresses of program participants.

I understand that contacting program participants without their explicit permission is a violation of this agreement.

I understand that appropriate library staff must approve any publicity I provide or create for this program at least 7 days prior to the release date. Since I am presenting a library-sponsored program the library has the right to edit any publicity I create for this event.

**I agree to abide by the terms of the McHenry Public Library District's Program Agreement.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Program Topic:** \_\_\_\_\_