



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, November 19, 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 October 15, 2024, Regular Meeting
- VII. TREASURER'S REPORT – Terry Weingart, Treasurer**
  - A.** Quarterly Review of Finances with Tom Coughlin, Governmental Accounting, Inc.
  - B.** Approval of Monthly Financial Statements, Interim Check Report, and Bill Reports for October/November 2024, Additional Bills, and Petty Cash and Credit Card Reports
- VIII. COMMUNICATIONS**
  - A.** Recognition of 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
    - 2.** Review and acceptance
  - B.** Approval of Annual Statement of Receipts and Disbursements for Fiscal Year Beginning July 1, 2023 and ending June 30, 2024
  - 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
  - D.** Self-Check Computer Replacements
- X. OLD BUSINESS**
  - A.** Board of Trustees

- 1. Vacancies and Appointments
- B. Building Assessment Types
- C. Library Card Policies for Minors

**XI. LIBRARIAN'S REPORT**

- A. Librarian's Report
- B. Project Updates
- C. Serving Our Public 4.0- Chapters 9-13

**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.



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

**Date:** October 15, 2024  
**Time:** 7:00 p.m.  
**Location:** Meeting Rooms #135 & #136

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

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

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

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

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

**Members Absent:** Nikki Wallace

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

**III. PLEDGE OF ALLEGIANCE**

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

Director Jakacki stated that Tom Coughlin would not be making his Quarterly Financial Review presentation during the meeting. He will present at the November Board Meeting.

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

No public comment.

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

**A.** Approval of Minutes of the September 17, 2024, Regular Meeting

Secretary Leccese stated that she reviewed the Minutes of the September 17, 2024, Regular Meeting and found no changes necessary.

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

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

**Motion Passed**

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

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

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

Treasurer Weingart stated that at three months ended September 30, actual revenue was \$3,793,000 and budgeted revenue was \$6,472,000. She noted that the majority of the property tax revenue has been received, as expected. Current operating expenditures total \$644,000 out of the budgeted \$4,456,000 for the year. She added that at 14% of budget, the current surplus is \$3,125,000.

Weingart shared that she had asked Director Jakacki what "Library District Account" was for under Capital Expenditures on page 16. She was told that the account is used for Special Reserve Account expenditures.

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

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

**Motion Passed**

VIII. **COMMUNICATIONS**

**A.** Adam's Sandwich Shop- Recognition of Donation

The owner of Adam's Sandwich Shop donated a \$25 gift card and the library used it as part of the Library Card Signup Promotion.

IX. **LIBRARIAN'S REPORT**

**A.** Librarian's Report

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

- September statistics show continued growth in eMaterial circulation while circulation of physical items decline.
- It was a strong National Library Card signup month with 156 card registrations and outreach events at the Holiday Hills Police Station and La Huerta Market.
- The annual financial audit took place on October 1 and a draft of the audit is expected on October 21. Abdullah Khan, partner of Illinois NFP Audit and Tax, LLP, will be at the November meeting to present the audit findings.



- The Friends of the Library held their annual meeting on September 19. Board Vice President Alexander attended the meeting and read the Friends National Library Week Proclamation. The Friends also approved three funding requests for the Library including Library Lovers Expedition 2025, Summer Reading 2025, and the December Staff Appreciation Luncheon.
- Director Jakacki also mentioned that she discussed drafting a Memorandum of Understanding with the Friends as well as suggested that they carry a Director's and Officer's Insurance policy.
- At the end of September two new libraries joined the CCS Consortium.
- Hiring continues as the current employee headcount is 34. MPLD's newest employee is M. Ortmeyer (Cataloging Associate).
- Award-winning author Mindy McGinnis presented and held a book signing.
- Local author and owner of La Trinidad restaurant in McHenry, Juan Valdez, donated two copies of his book to the library's local creators collection.

#### 1. Project Updates

Director Jakacki shared some recent projects including a leak in the Janitor's Closet hot water tank and needed to be replaced. Also, the boiler expansion tank was leaking and needed to be replaced but it was under warranty.

#### B. Serving Our Public 4.0- Chapters 5-8

There were no questions from the Board.

X.

### OLD BUSINESS

#### A. FY 2024/2025 Budget

##### 1. Levy

Director Jakacki presented pertinent information to the Board for their consideration of the levy for fiscal year 2025/2026. She stated that 92% of the library's revenue comes from property taxes, CPI is 3.4% for this year, estimated assessed property values have risen about 10% to equal roughly \$1.5 Billion, and there is currently \$26 Million worth of uncapped new growth. She noted that the presentation illustrates the estimated figures for a 5% levy increase but the Board may want to consider a higher amount to capture the new growth. The Board reviewed a recent history of levy figures, a sample district property assessment breakdown, and estimates of various levy rate scenarios.

The Board discussed the facts presented and would like to consider a 7.2% levy increase for this year. The public hearing will take place in November.

#### B. Board of Trustees

##### 1. Vacancies and Appointments

Director Jakacki informed the Board that she had not received any applications for appointment. Advertising and promotional efforts continue. Further discussion was tabled until the next meeting.

XI.

### NEW BUSINESS

#### A. Illinois Funds Investments

Director Jakacki presented information about a potential investment opportunity with Illinois Funds for the Special Reserve Fund monies for the Board to consider. She shared that Illinois Funds is widely used by the State and other government entities. The topic will be discussed further at the November Board meeting.

**B. Library Card Policies for Minors**

Director Jakacki shared library card policies for minors from other area libraries for the Board to consider. After a brief discussion of several options presented by Director Jakacki, the Board decided the best course of action would be option three, which allows for more flexibility in the application process while maintaining parental involvement. Director Jakacki stated that she will present a draft of the updated policy for approval at an upcoming Board meeting.

**C. 2024/25 Snow Removal Contract**

Director Jakacki presented three snow removal quotes for the Board's consideration. The Board discussed the options and asked M. Schnaebele (Building Manager) for his recommendation. Countryside Industries is currently under contract with the library for landscape services and was the preferred choice of the building manager. The Board asked several follow-up questions about pricing and agreed to move forward with the Countryside Industries contract.

Alexander moved, and Sutliff seconded the motion to approve the Snow Removal Contract with Countryside.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

**Motion Passed**

**D. Friends of the Library Memorandum of Understanding**

Director Jakacki informed the Board that MPLD does not have a formal Memorandum of Understanding with the Friends of the Library. Members of the Friends are working on a sample agreement and Director Jakacki shared two samples for the Board to consider while providing feedback for a final draft. Further discussion is tabled until a later date.

**E. Building Assessment Types**

Director Jakacki explained to the Board that it is time to begin discussing plans for the Special Reserve Funds and their vision for the future of the library building. She presented details of an Building Envelope Assessment, Facilities Assessment, Space Planning Assessment, and Capital Improvement Plan/Master Plan. The Board asked Director Jakacki some questions about assessment pricing and tabled further discussion to a later date.

**XII. EXECUTIVE SESSION**

The Board did not enter Executive Session.

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

No action taken.

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

XV. **ADJOURNMENT**

Sutliff moved, and Weingart seconded the motion to adjourn the meeting at 8:37 p.m.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

**Motion Passed**

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

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**Respectfully Submitted,**

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

# Financial Report

For the 4 Month(s) Ended October 31, 2024  
FISCAL YEAR 2025



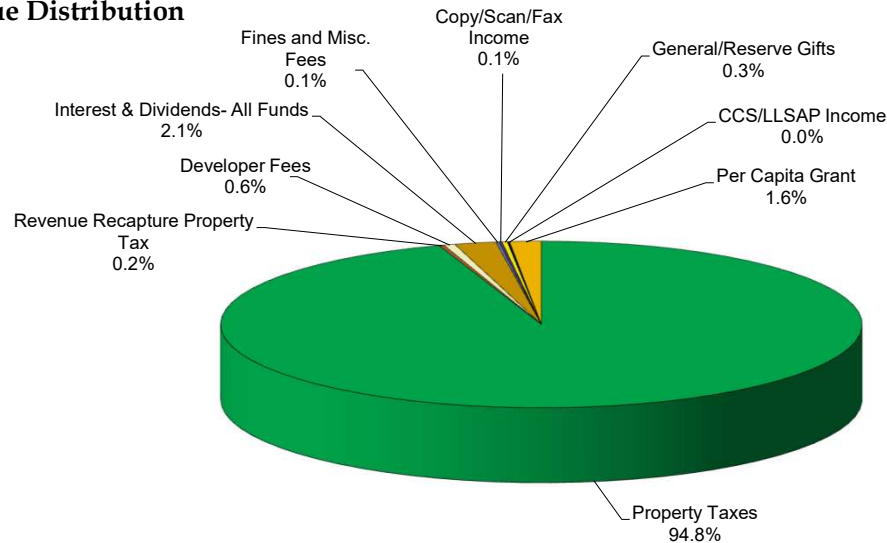
**McHenry Public Library District**  
Actual vs Budget Summary  
For the 4 Month(s) Ended October 31, 2024

**33% of Fiscal Year**

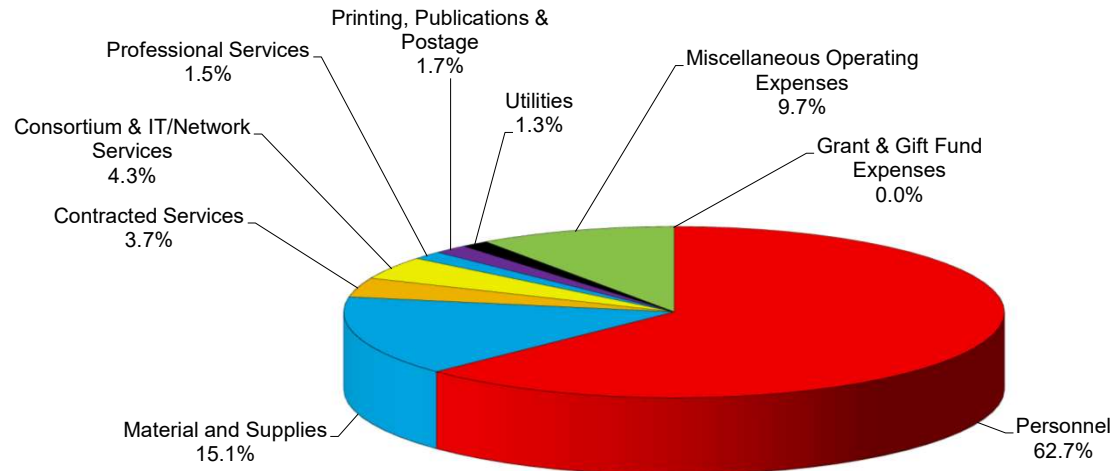
Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
<b>REVENUE</b>					
Property Taxes	3,711,440	3,776,371	98.3%	3,453,758	7%
Revenue Recapture Property Tax	9,623	9,790	98.3%	11,595	-17%
Developer Fees	22,428	175,000	12.8%	38,448	-42%
Interest & Dividends- All Funds	81,838	237,500	34.5%	68,724	19%
Fines and Misc. Fees	5,722	154,500	3.7%	5,669	1%
Copy/Scan/Fax Income	5,864	18,500	31.7%	5,323	10%
General/Reserve Gifts	10,630	180,000	5.9%	9,289	14%
Annexation & Impact Fees	-	25,000	0.0%	-	0%
Retiree/Cobra Insurance Payment	-	18,000	0.0%	524	-100%
Misc. Sales & Income	1,456	75,500	1.9%	359	306%
Lost & Damaged Materials	1,522	6,500	23.4%	1,417	7%
CCS/LLSAP Income	1,313	10,500	12.5%	2,039	-36%
Solar Credits	-	4,500	0.0%	720	-100%
Per Capita Grant	62,150	65,000	95.6%	61,734	1%
Over/Short	(9)	500	-1.7%	(7)	23%
Miscellaneous Grants	-	65,000	0.0%	-	0%
Transfer from General Fund	-	1,650,000	0.0%	-	0%
Actual Revenues	3,913,977	6,472,161	60.5%	3,659,592	7%
Budgeted Revenues	6,471,661				
% of Budget	60%				
Account Description	Total Actual	Total Budget	% of Budget	Last Year	Inc/(Dec) from Last Year
<b>OPERATING EXPENDITURES</b>					
Personnel	610,674	2,532,625	24.1%	572,941	7%
Material and Supplies	146,593	736,825	19.9%	102,414	43%
Contracted Services	35,534	313,000	11.4%	45,307	-22%
Consortium & IT/Network Services	41,794	151,750	27.5%	25,974	61%
Professional Services	14,916	172,100	8.7%	16,988	-12%
Printing, Publications & Postage	16,510	94,750	17.4%	20,617	-20%
Utilities	13,067	52,500	24.9%	10,657	23%
Miscellaneous Operating Expenses	94,133	242,075	38.9%	89,773	5%
Grant & Gift Fund Expenses	-	160,000	0.0%	11,980	-100%
Actual Expenditures	973,222	4,455,625	21.8%	896,651	9%
Budgeted Expenditures	4,455,625				
% of Budget	22%				
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	<b>2,940,755</b>	<b>2,016,536</b>	<b>145.8%</b>	<b>2,762,941</b>	<b>6%</b>
<b>CAPITAL EXPENDITURES &amp; DEBT SERVICE</b>					
Capital Expenses	31,073	685,000	4.5%	35,802	-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%	35,802	-100%
Budgeted Expenditures	2,335,000				
% of Budget	1%				
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>2,909,682</b>	<b>(318,464)</b>		<b>2,727,139</b>	
BEGINNING FUND BALANCE	4,338,310				
ENDING FUND BALANCE	7,247,992				

**McHenry Public Library District**  
Actual vs Budget Summary  
For the 4 Month(s) Ended October 31, 2024

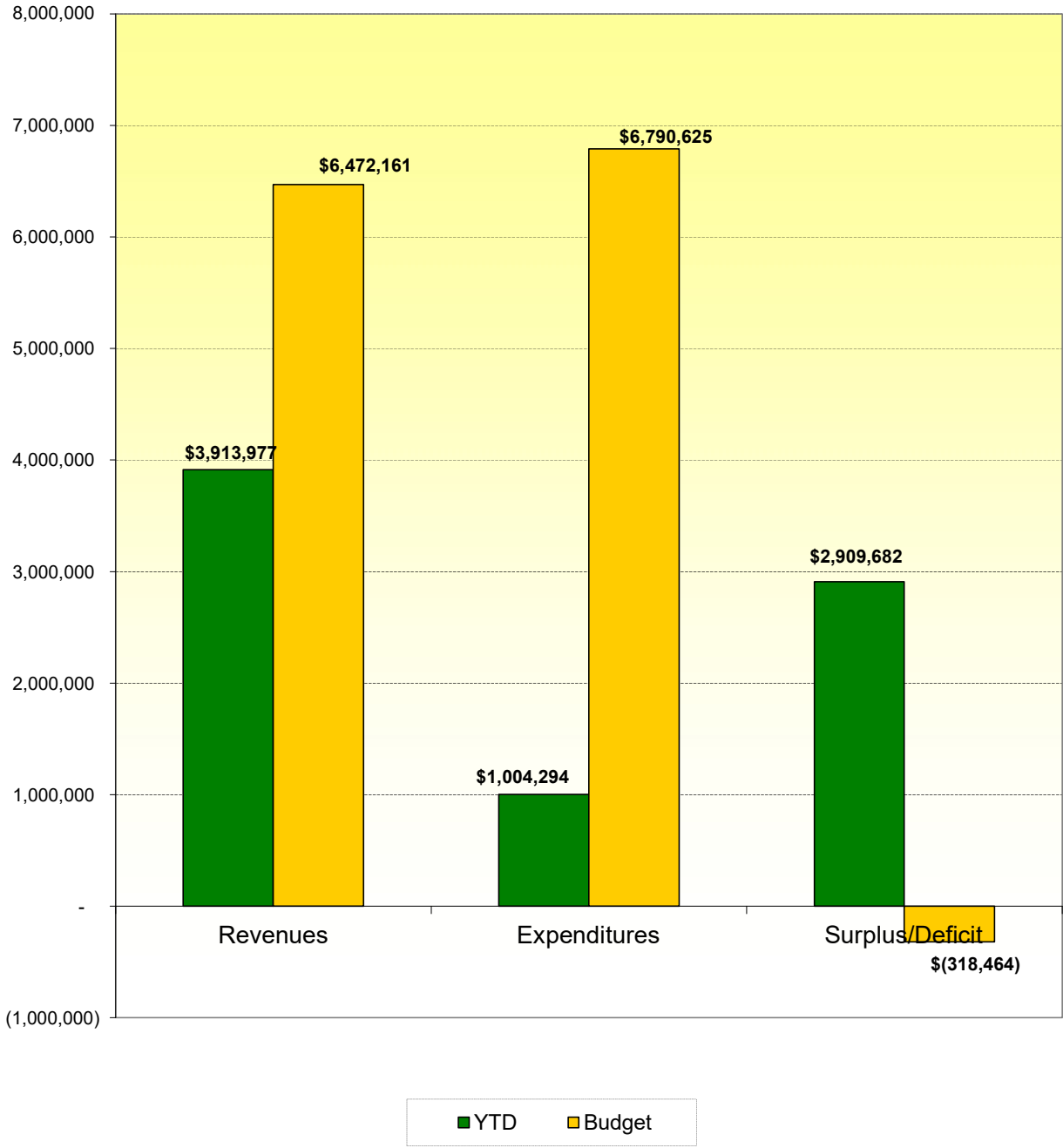
**Revenue Distribution**



**Operational Expenditure Distribution**



**McHenry Public Library District**  
 Actual vs Budget Summary  
 For the 4 Month(s) Ended October 31, 2024



**McHenry Public Library District**  
Actual vs Budget Summary  
For the 4 Month(s) Ended October 31, 2024

**33% of Fiscal Year**

Account Description	General	Spec Reserve	Grant/Gift Fund	Total Actual	Total Budget	% of Budget
<b>REVENUE</b>						
Property Taxes	3,711,440	-	-	3,711,440	3,776,371	98%
Revenue Recapture Property Tax	9,623	-	-	9,623	9,790	98%
Developer Fees	-	22,428	-	22,428	175,000	13%
Interest and Dividends	57,940	15,618	8,280	81,838	237,500	34%
Fines and Misc Fees	5,722	-	-	5,722	154,500	4%
Copy/Scan/Fax Income	5,864	-	-	5,864	18,500	32%
General/Reserve Gifts	-	-	10,630	10,630	180,000	6%
Annexation & Impact Fees	-	-	-	-	25,000	0%
Retiree/Cobra Insurance Payment	-	-	-	-	18,000	0%
Misc. Sales & Income	1,456	-	-	1,456	75,500	2%
Lost & Damaged Materials	1,522	-	-	1,522	6,500	23%
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	(9)	-	-	(9)	500	-2%
Miscellaneous Grants	-	-	-	-	65,000	0%
Transfer from General Fund	-	-	-	-	1,650,000	0%
Actual Revenues	3,794,871	38,046	81,060	3,913,977	6,472,161	60%
Budgeted Revenues	4,244,161	1,895,000	332,500	6,471,661		
% of Budget	89%	2%	24%	60%		
<b>OPERATING EXPENDITURES</b>						
Personnel	610,674	-	-	610,674	2,532,625	24%
Material and Supplies	143,761	-	2,832	146,593	736,825	20%
Contracted Services	35,534	-	-	35,534	313,000	11%
Consortium & IT/Network Services	41,794	-	-	41,794	151,750	28%
Professional Services	14,916	-	-	14,916	172,100	9%
Printing, Publications & Postage	16,510	-	-	16,510	94,750	17%
Utilities	13,067	-	-	13,067	52,500	25%
Miscellaneous Operating Expenses	94,133	-	-	94,133	242,075	39%
Grant & Gift Fund Expenses	-	-	-	-	160,000	0%
Actual Expenditures	970,390	-	2,832	973,222	4,455,625	22%
Budgeted Expenditures	4,070,625	-	385,000	4,455,625		
% of Budget	24%	0%	1%	22%		
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	2,824,481	38,046	78,228	2,940,755	2,016,536	146%
<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%		
<b>TOTAL SURPLUS / (DEFICIT)</b>						
<b>TOTAL SURPLUS / (DEFICIT)</b>	<b>2,823,496</b>	<b>7,958</b>	<b>78,228</b>	<b>2,909,682</b>	<b>(318,464)</b>	
BEGINNING FUND BALANCE	2,513,048	1,305,236	520,026	4,338,310		
ENDING FUND BALANCE	5,336,544	1,313,194	598,254	7,247,992		
Fund Balance as % of Total Expenditures	549%	4365%	21128%	722%		



**McHenry Public Library District**  
**Financial Report Detail by Fund**  
**For the 4 Month(s) Ended October 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	62,278.40	314,697.60	3,711,440.37	0.00	0.00	3,711,440.37	3,776,371.19	-64,930.82	98.3%
6015100 · Revenue Recapture Property Tax	161.48	815.86	9,622.68	0.00	0.00	9,622.68	9,790.28	-167.60	98.3%
6020200 · Developer Fees	22,428.00	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	15,264.43	12,083.33	57,940.40	0.00	0.00	57,940.40	145,000.00	-87,059.60	40.0%
6030200 · Special Reserve Fund Interest	3,753.38	5,416.67	0.00	15,617.57	0.00	15,617.57	65,000.00	-49,382.43	24.0%
6030300 · Grant/Gifts Fund Interest	2,005.52	2,291.67	0.00	0.00	8,279.53	8,279.53	27,500.00	-19,220.47	30.1%
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	45.00	0.00	0.00	45.00	1,250.00	-1,205.00	3.6%
6050100 · Fines and Fees	920.95	1,458.33	5,462.26	0.00	0.00	5,462.26	17,500.00	-12,037.74	31.2%
6055100 · Collection Agency Fees	0.00	41.67	30.00	0.00	0.00	30.00	500.00	-470.00	6.0%
6060100 · Copy/Scan/Fax Income	1,595.55	1,541.67	5,863.55	0.00	0.00	5,863.55	18,500.00	-12,636.45	31.7%
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	10,608.88	14,583.33	0.00	0.00	10,630.07	10,630.07	175,000.00	-164,369.93	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	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	30.00	187.50	185.00	0.00	0.00	185.00	2,250.00	-2,065.00	8.2%
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.	36.00	6,250.00	1,456.00	0.00	0.00	1,456.00	75,000.00	-73,544.00	1.9%
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	191.90	541.67	1,521.72	0.00	0.00	1,521.72	6,500.00	-4,978.28	23.4%
6157100 · CCS/LLSAP Income	1,312.90	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	-5.35	41.67	-8.59	0.00	0.00	-8.59	500.00	-508.59	-1.7%
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>120,582.04</b>	<b>539,346.79</b>	<b>3,794,871.29</b>	<b>38,045.57</b>	<b>81,059.82</b>	<b>3,913,976.68</b>	<b>6,472,161.47</b>	<b>-2,558,184.79</b>	<b>5.22</b>
<b>Total Revenues</b>	<b>120,582.04</b>	<b>539,346.79</b>	<b>3,794,871.29</b>	<b>38,045.57</b>	<b>81,059.82</b>	<b>3,913,976.68</b>	<b>6,472,161.47</b>	<b>-2,558,184.79</b>	<b>60.5%</b>
<b>Expenditures</b>									
<b>Personnel Expenses</b>									
8910100 · Salaries	164,229.66	150,416.67	473,939.21	0.00	0.00	473,939.21	1,805,000.00	-1,331,060.79	26.3%
8920100 · FICA/Medicare	12,234.70	11,666.67	35,055.24	0.00	0.00	35,055.24	140,000.00	-104,944.76	25.0%
8930100 · IMRF	15,878.86	17,916.67	46,603.90	0.00	0.00	46,603.90	215,000.00	-168,396.10	21.7%
8940100 · Health & Life Insurance	12,364.44	26,666.67	48,678.84	0.00	0.00	48,678.84	320,000.00	-271,321.16	15.2%
8945100 · Recruiting/Preemployment Screen	27.95	333.33	167.70	0.00	0.00	167.70	4,000.00	-3,832.30	4.2%
8950100 · Tuition Reimbursement	827.50	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	777.77	560.42	827.77	0.00	0.00	827.77	6,725.00	-5,897.23	12.3%
8970100 · Travel	417.53	1,120.83	824.92	0.00	0.00	824.92	13,450.00	-12,625.08	6.1%
8980100 · Continuing Education (Mtg/Conf)	668.50	1,329.17	2,084.25	0.00	0.00	2,084.25	15,950.00	-13,865.75	13.1%
<b>Total Personnel</b>	<b>207,426.91</b>	<b>211,052.08</b>	<b>610,674.33</b>	<b>0.00</b>	<b>0.00</b>	<b>610,674.33</b>	<b>2,532,625.00</b>	<b>-1,921,950.67</b>	<b>24.1%</b>

**McHenry Public Library District**  
**Financial Report Detail by Fund**  
**For the 4 Month(s) Ended October 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	3,491.00	5,625.00	13,446.95	0.00	0.00	13,446.95	67,500.00	-54,053.05	19.9%
8020100 · Youth Books	2,900.92	4,583.33	12,662.93	0.00	0.00	12,662.93	55,000.00	-42,337.07	23.0%
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	546.00	1,250.00	1,331.42	0.00	0.00	1,331.42	15,000.00	-13,668.58	8.9%
8040300 · Operating Fund Gifts(Donations)	712.06	18,750.00	0.00	0.00	2,831.52	2,831.52	225,000.00	-222,168.48	1.3%
8050100 · Adult AV Materials	2,164.17	2,583.33	4,775.62	0.00	0.00	4,775.62	31,000.00	-26,224.38	15.4%
8060100 · Youth AV Materials	777.10	1,083.33	3,070.66	0.00	0.00	3,070.66	13,000.00	-9,929.34	23.6%
8070100 · Library of Things	106.66	1,291.67	575.44	0.00	0.00	575.44	15,500.00	-14,924.56	3.7%
8080100 · Video Games	2,130.00	1,250.00	5,310.00	0.00	0.00	5,310.00	15,000.00	-9,690.00	35.4%
8090100 · Digital Media Services	44,355.67	9,591.67	55,371.63	0.00	0.00	55,371.63	115,100.00	-59,728.37	48.1%
8095100 · Electronic Resources	5,817.77	7,083.33	27,991.03	0.00	0.00	27,991.03	85,000.00	-57,008.97	32.9%
8120100 · Library Supplies	278.89	583.33	408.12	0.00	0.00	408.12	7,000.00	-6,591.88	5.8%
8130100 · Tech Services Supplies	662.26	2,727.08	1,694.36	0.00	0.00	1,694.36	32,725.00	-31,030.64	5.2%
8135100 · Bindery	0.00	41.67	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
8140100 · Adult Programs & Supplies	1,497.80	1,333.33	5,162.91	0.00	0.00	5,162.91	16,000.00	-10,837.09	32.3%
8142100 · Comicon	3,074.06	541.67	3,609.25	0.00	0.00	3,609.25	6,500.00	-2,890.75	55.5%
8145100 · Circulation Supplies	0.00	625.00	679.98	0.00	0.00	679.98	7,500.00	-6,820.02	9.1%
8147100 · Summer Reading Club	0.00	583.33	592.63	0.00	0.00	592.63	7,000.00	-6,407.37	8.5%
8150100 · Youth Programs & Supplies	1,632.76	1,375.00	7,010.19	0.00	0.00	7,010.19	16,500.00	-9,489.81	42.5%
<b>Total Material and Supplies</b>	<b>70,147.12</b>	<b>61,402.08</b>	<b>143,761.26</b>	<b>0.00</b>	<b>2,831.52</b>	<b>146,592.78</b>	<b>736,825.00</b>	<b>-590,232.22</b>	<b>19.9%</b>
<b>Contracted Services</b>									
8215100 · Collection Agency Fees	51.50	104.17	195.70	0.00	0.00	195.70	1,250.00	-1,054.30	15.7%
8245100 · IT/Comp/Copier/Equip-Outsourced	600.00	10,833.33	29,981.35	0.00	0.00	29,981.35	130,000.00	-100,018.65	23.1%
8247100 · Automation--Staff	1,117.85	2,916.67	4,555.85	0.00	0.00	4,555.85	35,000.00	-30,444.15	13.0%
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	238.87	0.00	0.00	238.87	750.00	-511.13	31.8%
8275100 · Public Pmt Processing Fees	122.65	416.67	562.16	0.00	0.00	562.16	5,000.00	-4,437.84	11.2%
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>1,922.00</b>	<b>26,083.33</b>	<b>35,533.93</b>	<b>0.00</b>	<b>0.00</b>	<b>35,533.93</b>	<b>313,000.00</b>	<b>-277,466.07</b>	<b>11.4%</b>
<b>Consortium &amp; IT/Network Services</b>									
8310100 · Automation--Circulation/Catalog	15,641.80	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	50.00	2,041.67	6,611.21	0.00	0.00	6,611.21	24,500.00	-17,888.79	27.0%
8325100 · Internet Services	776.90	1,125.00	3,899.50	0.00	0.00	3,899.50	13,500.00	-9,600.50	28.9%
<b>Total Consortium &amp; IT/Network Services</b>	<b>16,468.70</b>	<b>12,645.83</b>	<b>41,794.31</b>	<b>0.00</b>	<b>0.00</b>	<b>41,794.31</b>	<b>151,750.00</b>	<b>-109,955.69</b>	<b>27.5%</b>
<b>Professional Services</b>									
8410100 · Accounting/Payroll/Audit Service	3,362.71	5,104.17	14,315.21	0.00	0.00	14,315.21	61,250.00	-46,934.79	23.4%
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	1.00	654.17	601.00	0.00	0.00	601.00	7,850.00	-7,249.00	7.7%
<b>Total Professional Services</b>	<b>3,363.71</b>	<b>14,341.67</b>	<b>14,916.21</b>	<b>0.00</b>	<b>0.00</b>	<b>14,916.21</b>	<b>172,100.00</b>	<b>-157,183.79</b>	<b>8.7%</b>
<b>Printing, Publications &amp; Postage</b>									
8510100 · Printing Services Outsourced	5,156.23	4,583.33	10,879.06	0.00	0.00	10,879.06	55,000.00	-44,120.94	19.8%
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	147.85	1,895.83	3,338.26	0.00	0.00	3,338.26	22,750.00	-19,411.74	14.7%
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	0.00	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>5,304.08</b>	<b>7,895.83</b>	<b>16,510.48</b>	<b>0.00</b>	<b>0.00</b>	<b>16,510.48</b>	<b>94,750.00</b>	<b>-78,239.52</b>	<b>17.4%</b>

**McHenry Public Library District**  
**Financial Report Detail by Fund**  
**For the 4 Month(s) Ended October 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	2,063.85	2,500.00	10,319.11	0.00	0.00	10,319.11	30,000.00	-19,680.89	34.4%
8620100 · Gas	160.05	1,458.33	618.69	0.00	0.00	618.69	17,500.00	-16,881.31	3.5%
8640100 · Water & Sewer	1,215.91	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>3,439.81</b>	<b>4,375.00</b>	<b>13,066.50</b>	<b>0.00</b>	<b>0.00</b>	<b>13,066.50</b>	<b>52,500.00</b>	<b>-39,433.50</b>	<b>24.9%</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	1,043.00	208.33	1,043.00	0.00	0.00	1,043.00	2,500.00	-1,457.00	41.7%
8740100 · Janitorial Services & Supplies	6,188.97	5,125.00	25,669.60	0.00	0.00	25,669.60	61,500.00	-35,830.40	41.7%
8745100 · Grounds Maintenance	3,419.22	3,766.67	9,958.32	0.00	0.00	9,958.32	45,200.00	-35,241.68	22.0%
8750100 · Building Operations/Maintenance	9,870.10	5,833.33	16,823.24	0.00	0.00	16,823.24	70,000.00	-53,176.76	24.0%
8760100 · Hospitality	196.99	556.25	980.45	0.00	0.00	980.45	6,675.00	-5,694.55	14.7%
8770100 · Library Lost & Damaged Materials	22.91	83.33	50.62	0.00	0.00	50.62	1,000.00	-949.38	5.1%
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>20,741.19</b>	<b>20,172.92</b>	<b>94,133.23</b>	<b>0.00</b>	<b>0.00</b>	<b>94,133.23</b>	<b>242,075.00</b>	<b>-147,941.77</b>	<b>38.9%</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	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	7,525.89	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>7,525.89</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>336,339.41</b>	<b>565,885.42</b>	<b>971,375.13</b>	<b>30,087.83</b>	<b>2,831.52</b>	<b>1,004,294.48</b>	<b>6,790,625.00</b>	<b>-5,786,330.52</b>	<b>14.8%</b>
<b>Net Total</b>	<b>-215,757.37</b>	<b>-26,538.63</b>	<b>2,823,496.16</b>	<b>7,957.74</b>	<b>78,228.30</b>	<b>2,909,682.20</b>	<b>-318,463.53</b>	<b>3,228,145.73</b>	

McHenry Public Library District  
Financial Report Detail by Month  
For the 4 Month(s) Ended October 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	1,469,421.07	62,278.40									3,711,440.37
6015100 · Revenue Recapture Property Tax	5,144.14	507.28	3,809.78	161.48									9,622.68
6020200 · Developer Fees	0.00	0.00	0.00	22,428.00									22,428.00
6030100 · Interest Income - General	14,169.99	13,777.92	14,728.06	15,264.43									57,940.40
6030200 · Special Reserve Fund Interest	4,263.73	4,206.55	3,393.91	3,753.38									15,617.57
6030300 · Grant/Gifts Fund Interest	2,250.94	2,213.49	1,809.58	2,005.52									8,279.53
6035100 · Dividends	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
6050100 · Fines and Fees	1,407.70	1,751.40	1,382.21	920.95									5,462.26
6055100 · Collection Agency Fees	10.00	20.00	0.00	0.00									30.00
6060100 · Copy/Scan/Fax Income	1,104.65	1,879.05	1,284.30	1,595.55									5,863.55
6070200 · Reserve Fund Gifts	0.00	0.00	0.00	0.00									0.00
6070300 · General Fund Gifts	2.83	6.36	12.00	10,608.88									10,630.07
6080200 · Bond & Debt Certificate Sale	0.00	0.00	0.00	0.00									0.00
6090100 · Annexation & Impact Fees	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
6105100 · Retiree/Cobra Insurance Payment	0.00	0.00	0.00	0.00									0.00
6110100 · Program Fees/Misc. Fees	0.00	0.00	0.00	0.00									0.00
6120100 · Meeting Room Fees	40.00	50.00	65.00	30.00									185.00
6125100 · License Plate Renewal Fees	0.00	0.00	0.00	0.00									0.00
6130100 · Misc.	20.00	937.00	463.00	36.00									1,456.00
6130200 · Misc. Income SR	0.00	0.00	0.00	0.00									0.00
6150100 · Lost & Damaged Materials	397.16	521.31	411.35	191.90									1,521.72
6157100 · CCS/LLSAP Income	0.00	0.00	0.00	1,312.90									1,312.90
6160100 · Solar Credits	0.00	0.00	0.00	0.00									0.00
6170300 · Per Capita Grant	62,150.22	0.00	0.00	0.00									62,150.22
6200100 · Over/Short	-1.95	-1.24	-0.05	-5.35									-8.59
6210300 · Miscellaneous Grants	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
<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>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,913,976.68</b>
<b>Expenditures</b>													
<b>Personnel Expenses</b>													
8910100 · Salaries	100,239.09	103,772.36	105,698.10	164,229.66									473,939.21
8920100 · FICA/Medicare	7,376.87	7,648.17	7,795.50	12,234.70									35,055.24
8930100 · IMRF	10,387.96	9,678.08	10,659.00	15,878.86									46,603.90
8940100 · Health & Life Insurance	11,568.80	12,372.80	12,372.80	12,364.44									48,678.84
8945100 · Recruiting/Preemployment Screen	0.00	27.95	111.80	27.95									167.70
8950100 · Tuition Reimbursement	832.50	832.50	0.00	827.50									2,492.50
8955100 · Telecommute Reimbursements	0.00	0.00	0.00	0.00									0.00
8960100 · Memberships & Dues	50.00	0.00	0.00	777.77									827.77
8970100 · Travel	42.13	167.10	198.16	417.53									824.92
8980100 · Continuing Education (Mtg/Conf)	0.00	730.00	685.75	668.50									2,084.25
<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>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>610,674.33</b>

**McHenry Public Library District**  
**Financial Report Detail by Month**  
**For the 4 Month(s) Ended October 31, 2024**

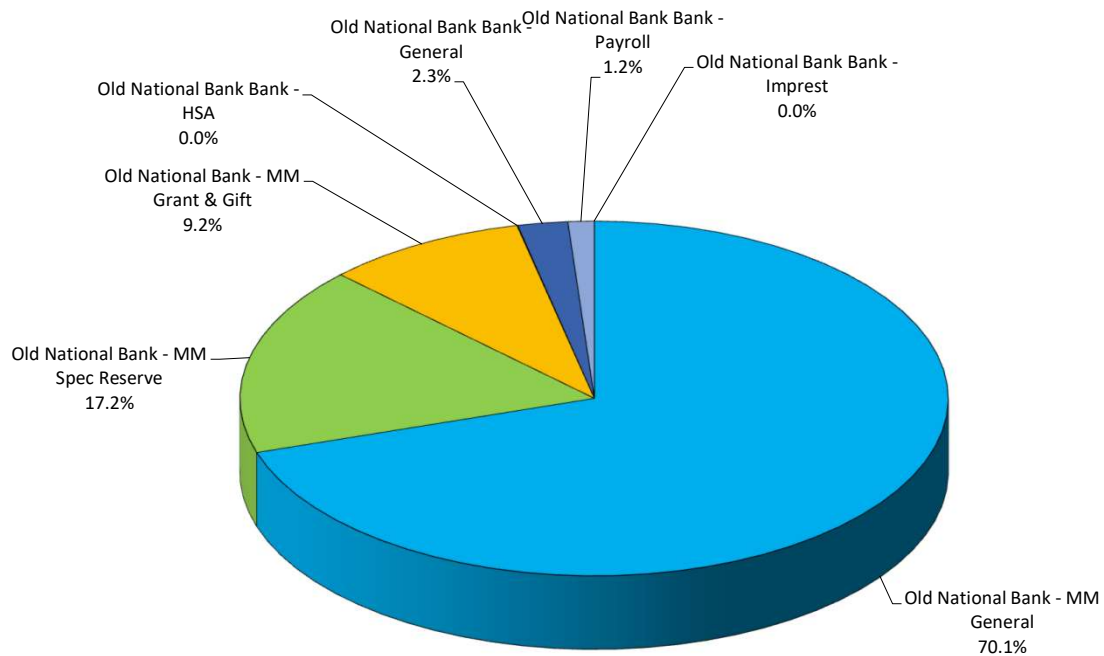
	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
<b>Materials and Supplies</b>													
8010100 - Adult Books	2,066.67	3,347.95	4,541.33	3,491.00									13,446.95
8020100 - Youth Books	2,304.46	3,097.22	4,360.33	2,900.92									12,662.93
8025100 - Professional Resources	0.00	21.18	0.00	0.00									21.18
8028100 - Administrative Resources	0.00	46.96	0.00	0.00									46.96
8030100 - Magazines & Newspapers	0.00	674.22	111.20	546.00									1,331.42
8040300 - Operating Fund Gifts(Donations)	1,375.00	65.82	678.64	712.06									2,831.52
8050100 - Adult AV Materials	733.75	1,067.44	810.26	2,164.17									4,775.62
8060100 - Youth AV Materials	0.00	1,016.43	1,277.13	777.10									3,070.66
8070100 - Library of Things	0.00	81.98	386.80	106.66									575.44
8080100 - Video Games	1,395.00	0.00	1,785.00	2,130.00									5,310.00
8090100 - Digital Media Services	5,302.22	5,547.83	165.91	44,355.67									55,371.63
8095100 - Electronic Resources	16,541.96	3,347.34	2,283.96	5,817.77									27,991.03
8120100 - Library Supplies	31.99	97.24	0.00	278.89									408.12
8130100 - Tech Services Supplies	-356.96	79.26	1,309.80	662.26									1,694.36
8135100 - Bindery	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									5,162.91
8142100 - Comicon	0.00	67.82	467.37	3,074.06									3,609.25
8145100 - Circulation Supplies	42.99	88.59	548.40	0.00									679.98
8147100 - Summer Reading Club	0.00	592.63	0.00	0.00									592.63
8150100 - Youth Programs & Supplies	1,354.81	1,956.36	2,066.26	1,632.76									7,010.19
<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>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>146,592.78</b>
<b>Contracted Services</b>													
8215100 - Collection Agency Fees	0.00	82.40	61.80	51.50									195.70
8245100 - IT/Comp/Copier/Equip-Outsourced	9,893.15	12,727.14	6,761.06	600.00									29,981.35
8247100 - Automation--Staff	300.00	1,963.30	1,174.70	1,117.85									4,555.85
8250-100 - Vehicle Expenses	0.00	0.00	0.00	0.00									0.00
8260100 - Misc. Contracted Services	0.00	0.00	0.00	0.00									0.00
8270100 - Library Bank/Finance/Late Fee	30.00	31.47	147.40	30.00									238.87
8275100 - Public Pmt Processing Fees	133.73	161.81	143.97	122.65									562.16
8285100 - License Plate Fees Settlement	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>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>35,533.93</b>
<b>Consortium &amp; IT/Network Services</b>													
8310100 - Automation--Circulation/Catalog	15,641.80	0.00	0.00	15,641.80									31,283.60
8320100 - VOIP Phone Service	3,268.49	0.00	3,292.72	50.00									6,611.21
8325100 - Internet Services	1,553.80	487.80	1,081.00	776.90									3,899.50
<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>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>41,794.31</b>
<b>Professional Services</b>													
8410100 - Accounting/Payroll/Audit Service	3,337.74	4,262.16	3,352.60	3,362.71									14,315.21
8420100 - Legal Services	0.00	0.00	0.00	0.00									0.00
8430100 - Other Consulting Fees	0.00	0.00	0.00	0.00									0.00
8440100 - In Service/Staff Training/LMS	600.00	0.00	0.00	1.00									601.00
<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>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>14,916.21</b>
<b>Printing, Publications &amp; Postage</b>													
8510100 - Printing Services Outsourced	5,105.10	29.98	587.75	5,156.23									10,879.06
8530100 - Public Notices & ADS (Legal & Job)	73.50	0.00	635.00	0.00									708.50
8540100 - Postage/Shipping	114.54	251.44	2,824.43	147.85									3,338.26
8545100 - Printing/Copier Supplies	0.00	248.58	0.00	0.00									248.58
8550100 - Public Relations/Promotions	37.99	1,298.09	0.00	0.00									1,336.08
<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>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>16,510.48</b>

**McHenry Public Library District**  
**Financial Report Detail by Month**  
**For the 4 Month(s) Ended October 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	2,995.26	2,063.85									10,319.11
8620100 - Gas	158.03	148.16	152.45	160.05									618.69
8640100 - Water & Sewer	0.00	912.79	0.00	1,215.91									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>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>13,066.50</b>
<b>Miscellaneous Operating Expenses</b>													
8720100 - Building & Auto Insurance	0.00	0.00	39,608.00	0.00									39,608.00
8730100 - Bonding & Officers Liability	0.00	0.00	0.00	1,043.00									1,043.00
8740100 - Janitorial Services & Supplies	5,714.07	6,815.52	6,951.04	6,188.97									25,669.60
8745100 - Grounds Maintenance	1,625.00	1,688.92	3,225.18	3,419.22									9,958.32
8750100 - Building Operations/Maintenance	1,179.16	2,798.75	2,975.23	9,870.10									16,823.24
8760100 - Hospitality	173.61	206.23	403.62	196.99									980.45
8770100 - Library Lost & Damaged Materials	14.20	0.50	13.01	22.91									50.62
8795100 - Miscellaneous	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>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>94,133.23</b>
<b>Grant &amp; Gift Fund Expenses</b>													
8800300 - 2020/21 Per Capita Grant	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
8800321 - Youth Materials - Per Capita	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
8040350 - Per Capita Grant; Current FY	0.00	0.00	0.00	0.00									0.00
8040355 - Per Capita Grant; Previous FY	0.00	0.00	0.00	0.00									0.00
8800332 - Public Software	0.00	0.00	0.00	0.00									0.00
8800333 - Computer Equipment	0.00	0.00	0.00	0.00									0.00
8800341 - Other Equipment	0.00	0.00	0.00	0.00									0.00
8800342 - Additional Expenses (Personnel)	0.00	0.00	0.00	0.00									0.00
9030300 - Misc. Grants	0.00	0.00	0.00	0.00									0.00
9200300 - Additional Expenses	0.00	0.00	0.00	0.00									0.00
<b>Total Grant &amp; Gift Fund Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>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	70.28	0.00									70.28
9070100 - Library Equipment	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
9090100 - Adtl. Capital Projects & Equipment	0.00	914.60	0.00	0.00									914.60
9050200 - Library District Act	0.00	5,502.00	5,064.94	7,525.89									18,092.83
9060200 - Special Reserve Expenditures	0.00	0.00	11,995.00	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
<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>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>1,004,294.48</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>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>2,909,682.20</b>

**McHenry Public Library District  
Investments  
For the 4 Month(s) Ended October 31, 2024**

<b>Bank</b>	<b>Current Rate</b>	<b>Book Balance</b>
Old National Bank - MM General	3.94%	5,083,334
Old National Bank - MM Spec Reserve	3.94%	1,249,944
Old National Bank - MM Grant & Gift	3.94%	667,874
Old National Bank Bank - HSA	n/a	2,193
Old National Bank Bank - General	n/a	165,511
Old National Bank Bank - Payroll	n/a	86,753
Old National Bank Bank - Imprest	n/a	164
<b>Total</b>	<b>\$</b>	<b>7,255,775</b>



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

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

<b>Account - General Fund</b>					
<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
MDC Environmental Services	Waste	\$ 597.54	8745-100	10/01/24	EFT
Sam's Club	Supplies	\$ 129.58	Various	10/16/24	EFT
Bankcard Processing	Credit Card	\$ 6,352.91	Various	10/16/24	EFT
AT&T	Internet	\$ 314.10	8325-100	10/30/24	EFT
Comcast	Internet	\$ 462.80	8325-100	10/27/24	EFT
<b>subtotal for account</b>		<b>\$ 7,856.93</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
Old National Bank	Employee contributions HSA	\$ 502.69	8940-100	10/30/24	EFT
<b>subtotal for account</b>		<b>\$ 1,508.07</b>			

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

<b>Account - Imprest</b>					
<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>ACCT#</u>	<u>DATE</u>	<u>CHECK</u>
Utica National Insurance	Insurance	\$ 39,608.00	8720-100	10/01/24	ACH
Erika's Odd Coffee	Comicon	\$ 450.00	8142-100	10/07/24	1285
Sydney Hellgeth	Comicon	\$ 125.00	8142-100	10/18/24	1286
Lopez, Elizabeth	Adult Programs	\$ 150.00	8140-100	10/28/24	1287
<b>subtotal for account</b>		<b>\$ 40,333.00</b>			

**GRAND TOTAL CHECKS ISSUED \$ 49,698.00**



**Deduction Listing**

McHenry Public Library District

Check Dates: 09/03/2024 to 09/17/2024

Pay Periods: 08/12/2024 to 09/08/2024

**Reimbursement Report  
October 2024**

Employee	Amount
Baseley, Steffanie L.	\$5.85
Jakacki, Lesley E.	\$34.32
Kimbrel, Kevin M.	\$26.13
Kordistos, Skye	\$29.37
Krewer, Kevin	\$8.84
Moreno Lomeli, Araceli M.	\$17.96
Salazar, Bertha A.	\$38.12
Stansbury, Alie A.	\$37.57
<b>Totals for REITR -- Travel Reimbursement</b>	
<b>8 Employees</b>	<b>\$198.16</b>

**Report Totals**

Code	Description	Type	Employees	Amount
REITR	Travel Reimbursement	Add	8	\$198.16
<b>Totals</b>			<b>8</b>	<b>\$198.16</b>



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Paylocity Corporation  
(888) 873-8205

User: JMay

Run on 11/4/2024 at 1:40 PM

NOVEMBER 2024 (FY 2024-2025)			Bankcard Transactions - Sorted By Budget Account			
NAME	TRANSACTION DATE	MERCHANT NAME	AMOUNT	NOTES	ACCOUNT	ACCOUNT TOTALS
SPAARGAREN	10/30/2024	LAW BULLETIN/INDEX PUB	\$ 121.54		8010-100	\$ 121.54
MILFAJT	10/31/2024	SHAW SUBURBAN MEDIA-SU	\$ 65.00		8030-100	
MILFAJT	10/11/2024	CHICAGO SUN-TIMES CIRC	\$ 558.89	Prepaid: 10/7/24-10/6/25	8030-100	\$ 623.89
STANSBURY	10/26/2024	SP YOTO USA	\$ 139.79		8060-100	\$ 139.79
MAY	11/01/2024	HELP.MAX.COM	\$ 16.99		8090-100	
MAY	10/28/2024	Disney Plus	\$ 12.00		8090-100	
MAY	10/28/2024	HLU*HULUPLUS	\$ 18.99		8090-100	
MAY	10/22/2024	HLU*HULUPLUS	\$ 18.99		8090-100	
MAY	10/21/2024	HLU*HULUPLUS	\$ 18.99		8090-100	
MAY	10/21/2024	Disney Plus	\$ 12.00		8090-100	
MAY	10/13/2024	Disney Plus	\$ 11.00		8090-100	
MAY	10/08/2024	discovery+	\$ 8.99		8090-100	
MAY	10/08/2024	APPLE.COM/BILL	\$ 9.99		8090-100	
MICHALSKI	10/29/2024	HULU 877-8244858 CA	\$ 18.99		8090-100	
MICHALSKI	10/16/2024	PARAMOUNT+	\$ 5.99		8090-100	
MICHALSKI	10/09/2024	Disney Plus	\$ 11.00		8090-100	
STANSBURY	11/02/2024	Amazon Kids+*BC2VZ92L3	\$ 7.99		8090-100	\$ 171.91
MILFAJT	10/21/2024	DEMCO INC	\$ 743.66		8130-100	\$ 743.66
SPAARGAREN	11/02/2024	JEWEL OSCO 1518	\$ 47.51		8140-100	
SPAARGAREN	11/02/2024	DUNKIN #355228	\$ 21.59		8140-100	
SPAARGAREN	11/02/2024	DEL CARMEN BAKERY	\$ 32.54		8140-100	\$ 101.64
STANSBURY	10/23/2024	TST* ANTIOCH PIZZA - M	\$ 221.59		8142-100	
STANSBURY	10/23/2024	SQ *ERIKA'S ODD COFFEE	\$ 267.62		8142-100	
STANSBURY	10/23/2024	MEIJER # 218	\$ 26.66	\$51.28 SPLIT	8142-100	
STANSBURY	10/09/2024	MOBILE EXTREME GAMING	\$ 399.00		8142-100	\$ 914.87
STANSBURY	10/24/2024	MEIJER # 219	\$ 24.62	\$51.28 SPLIT	8150-100	
STANSBURY	10/18/2024	MEIJER STORE #218	\$ 9.54		8150-100	
STANSBURY	10/10/2024	MEIJER # 218	\$ 37.44		8150-100	\$ 71.60
JAKACKI	11/04/2024	ZOOM.US 888-799-9666	\$ 629.90	Prepaid: 10/31/24-10/30/25	8247-100	\$ 629.90
MAY	10/22/2024	THE UPS STORE 4064	\$ 163.20		8510-100	
MAY	10/22/2024	THE UPS STORE 4064	\$ 163.20		8510-100	\$ 326.40
JAKACKI	10/31/2024	FACEBK *GWBLHD46S2	\$ 67.04		8550-100	
JAKACKI	10/15/2024	FACEBK *MG2X8EG6S2	\$ 20.00		8550-100	\$ 87.04
SCHNAEBELE	10/30/2024	MENARDS CRYSTAL LAKE I	\$ 256.46		8750-100	\$ 256.46
JAKACKI	10/18/2024	JEWEL OSCO 1518	\$ 22.95		8760-100	
JAKACKI	10/15/2024	JEWEL OSCO 2517	\$ 15.00		8760-100	
JAKACKI	10/14/2024	UEP*TEAME BOBA	\$ 10.00		8760-100	
JAKACKI	10/14/2024	WALMART.COM	\$ 25.47		8760-100	
JAKACKI	10/14/2024	WALMART.COM	\$ 58.08		8760-100	
SPAARGAREN	10/17/2024	LA QUINTA INN INDIANAP	\$ (100.00)	Room Deposit Refund	8760-100	
SPAARGAREN	10/15/2024	FIESTA RANCHERA	\$ 22.17		8760-100	
SPAARGAREN	10/14/2024	LA QUINTA INN INDIANAP	\$ 324.08		8760-100	
SPAARGAREN	10/14/2024	NICOLINO'S ITALIAN	\$ 6.81		8760-100	\$ 384.56
MAY	11/03/2024	NATIONAL CRIME SEARCH	\$ 121.80		8945-100	
MAY	11/02/2024	NEOGOV	\$ 199.00		8945-100	\$ 320.80
SPAARGAREN	10/18/2024	UBER *TRIP	\$ 18.95		8970-100	
SPAARGAREN	10/15/2024	UBER *TRIP	\$ 13.92		8970-100	\$ 32.87
JAKACKI	10/10/2024	ILLINOIS LIBRARY ASSOC	\$ 35.00		8980-100	
STANSBURY	10/09/2024	AMERICAN LIBRARY ASSOC	\$ 71.10		8980-100	\$ 106.10
TOTAL BANKCARD TRANSACTIONS:			\$ 5,033.03			

October 28, 2024

Michelle & Chris Carter  
[REDACTED]  
[REDACTED]

Dear Michelle & Chris Carter,

We thank you for your generous donation of \$100.00 on October 10, 2024, given to honor Linda Burdette. Staff are looking into the best possible use of your donation and we will certainly let you and Bob Burdette & Family know how it was used.

We are honored that you chose to express your appreciation for Linda Burdette with a gift to our library.

With appreciation,

Kathy Milfajt  
Technical Services Manager

Annual Statement of Receipts and Disbursements for Fiscal Year	
Beginning July 1, 2023 and ending June 30, 2024	
McHenry Public Library District	
McHenry County, McHenry IL	
<b>General Fund Receipts</b>	<b>Totals</b>
6010100 · Property Taxes	3,510,043.66
6015100 · Revenue Recapture Property Taxes	11,781.43
6030100 · Interest Income - General	161,098.75
6040100 · Nonresident/Enhanced Cards	791.17
6050100 · Fines and Fees	14,501.35
6055100 · Referral/Collection Fees	110.00
6060100 · Copy/Scan/Fax/Notary Income	17,901.64
6105100 · Retiree Insurance Payments	6,559.44
6120100 · Meeting Room Fees	1,030.25
6130100 · Misc Income-General(Sales/Fees)	2,858.70
6150100 · Lost & Damaged Materials	3,756.30
6157100 · CCS/LLSAP Income	8,155.52
6160100 · Solar Panel Credits	720.00
6200100 · Over/Short	2.69
<b>General Fund Receipts Total</b>	<b>3,739,310.90</b>
<b>Special Reserve Fund Receipts</b>	<b>Totals</b>
6020200 · Developer Fees	83,660.00
6030200 · Interest Income - Spec Reserve	18,231.93
<b>Special Reserve Fund Total</b>	<b>101,891.93</b>
<b>Grant &amp; Gift Receipts</b>	<b>Totals</b>
6030300 · Interest Income - Grant & Gifts	24,839.82
6070300 · General Fund Gifts	14,827.62
6170300 · Per Capita Grant	61,772.08
<b>Grant &amp; Gift Fund Total</b>	<b>101,439.52</b>
<b>Total Receipts for FY 2023/2024</b>	<b>3,942,642.35</b>
<b>General Fund Disbursements</b>	<b>Totals</b>
A to Z database	2,964.00
Aflac	4,059.32
AJ Services	68,640.00
Alarm Detection Systems, Inc.	2,865.51
Amazon Capital Services	11,265.09
ArchiveSocial	5,988.00
Associated Electrical Contractors, Inc.	2,793.16
AT&T	3,455.10
Baker & Taylor Books	79,635.37
Bankcard Processing Center	61,528.72
Blue Cross Blue Shield of Illinois	159,227.28
Brodart Co.	3,629.36
CCS Cooperative Computer Services	66,815.92
CDW Government, Inc.	8,684.41

CELC, Inc. dba The Ground Guys McHenry	21,320.36
Cengage Learning, Inc.	17,868.16
Children's Plus, Inc.	4,573.66
City of McHenry	2,590.96
CMS Complete Mechanical Solutions	9,112.28
Comcast	4,517.80
Constellation	23,498.35
Countryside Industries, Inc.	6,985.00
EBSCO	6,382.00
Eccezion Technology	98,992.90
Equipment Depot of Illinois, Inc.	4,905.26
e-Source Capital, Inc.	5,340.00
FICA/Medicare	93,100.26
First Communications	19,425.83
Governmental Accounting, Inc.	34,800.00
HDi-Horizon Distributors, Inc.	11,196.96
hoopla - Midwest Tape	14,593.78
IL Income Tax	48,439.47
Illinois NFP Audit & Tax, LLP	9,500.00
IMAGETEC	9,039.33
IMRF	121,286.40
Kanopy, Inc.	2,548.00
Krewer, Kevin	2,500.00
Lauterback & Amen, LLP	2,950.00
Lopez Alvidrez, Elizabeth	2,915.00
Mango Languages	9,113.74
McHenry Heating and Air	7,284.11
McHenry Plumbing, Inc.	10,270.55
McHenry Public ACH/HSA	4,562.50
MDC Environmental Services	4,307.49
MetLife Small Business Center	23,531.03
Midwest Tape	55,220.93
mk Solutions, Inc	28,583.47
Multicultural Books & Videos	2,615.00
Niche Academy	2,900.00
Nicor Gas	7,757.21
OurDigitalWorld	3,626.02
OverDrive Inc	20,000.00
Park Ridge Public Library	20,250.00
Paylocity	5,198.77
Playaway Products	3,664.05
Proquest LLC	5,250.93
Scholastic Library Publishing	4,649.29
TBS Today's Business Solutions, Inc	4,628.82
Tee Jay Service Company, Inc.	3,355.75
Thomas Klise/Crimson Multimedia	10,950.53
Uline	3,233.55
USPS	11,900.00
Utica National Insurance Group	41,126.00
Value Line	4,625.00
Vogue Printers	25,025.52
WI Income Tax	1,871.20
WT Cox Information Services	8,557.78
ZOLL Medical Corporation	4,514.90

Misc Vendors Under \$2,500.00	83,502.69
<b>General Expense Total</b>	<b>1,482,009.83</b>
<b>Salaries</b>	
Jakacki, Lesley E	102,249.07
<b>Total Salaries: \$100,000-124,999</b>	<b>102,249.07</b>
Milfajt, Kathryn A	79,229.01
May, Jennifer S	72,783.12
Stansbury, Alie A	67,882.92
Terrill, Zach T	64,766.92
Schnaebale, Michael P	67,231.75
Michalski, Brent	63,702.36
Hillier, Thomas E	54,792.20
Kimbrel, Kevin M	54,235.79
<b>Total Salaries: \$50,000-\$99,999</b>	<b>524,624.07</b>
Gaudio, Diane B	49,016.28
Baseley, Steffanie L	49,010.73
Krewer, Kevin	45,981.18
Kordistos, Skye	44,407.96
Roitberg, Shirley	42,724.69
Einoris, Jen E	40,523.87
Mesino, Adrian	38,996.36
Salazar, Bertha A	36,904.61
Meadows, Kimberly K	33,317.00
Moreno Lomeli, Araceli M	28,614.71
Maifield, Ashlyn D	25,908.20
<b>Total Salaries: \$25,000-\$49,999</b>	<b>435,405.59</b>
Nowalk, Stephanie M	23,454.25
Johnson, Kimberly M	18,819.35
Meads, Alesha A	18,634.36
Sullivan, Bonnie E	17,453.07
Balingit, Claudia L	17,159.42
Krater, Chris L	17,133.78
Rangel, Myriam	16,139.39
Sullivan, Joseph M	16,118.65
Culp, Steffanie M	16,000.27
Sickels, Archie E	15,455.40
Bily, Emily N	6,437.34
Montoya-Campos, Evelyn A	5,370.24
Gunness, Debbie	5,267.75
Vallone, Grant D	2,816.68
Spaargaren, Marla C	2,596.15
Herrera, Gladys	2,296.50
Homatas, Petroula	1,506.71
Steffan, Jessica L	961.10
O'Kane, Bridgid C	79.50
<b>Total Salaries: Under \$25,000</b>	<b>203,699.91</b>
<b>Total Cost of Salaries</b>	<b>1,265,978.64</b>
<b>General Fund Disbursements Totals</b>	<b>2,747,988.47</b>

<b>Special Reserve Fund Disbursements</b>	<b>Totals</b>
Advanced Fire Protection & Safety, Inc.	22,000.00
Eccezion Technology	1,850.00
<b>Special Reserve Fund Disbursements Total</b>	<b>23,850.00</b>
<b>Grant &amp; Gift Fund Disbursements</b>	<b>Totals</b>
Amazon Capital Services	4,543.75
AWE Acquisition, Inc.	8,528.00
Baker & Taylor Books	3,288.70
Bankcard Processing Center	11,225.98
CDW Government, Inc.	32,563.79
OverDrive, Inc.	20,000.00
Misc Grants & Gifts under \$2,500	9,268.11
<b>Grant &amp; Gift Fund Disbursements Totals</b>	<b>89,418.33</b>
<b>Total Disbursements for FY 2023/2024</b>	<b>2,861,256.80</b>



**McHenry Public Library District**

809 North Front Street  
McHenry, Illinois 60050  
Phone: 815.385.0036

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

I DO FURTHER CERTIFY that the following Annual Statement of Receipts and Disbursements for the Fiscal Year beginning July 1, 2023, and ending June 30, 2024, for the McHenry Public Library District, is true and correct to the best of my knowledge and belief.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

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

Subscribed and sworn before me  
This \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Lesley Jakacki  
Notary Public

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





STATE OF ILLINOIS       )  
COUNTY OF McHENRY   )  
CITY OF McHENRY       )

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

BE IT ORDAINED by the President and Board of Library Trustees of the McHENRY PUBLIC LIBRARY DISTRICT, McHENRY, McHENRY COUNTY ILLINOIS, as follows:

**Section One:** That the total amount of appropriations for all General, Special Reserve and Corporate purposes legally made to be collected from the tax levy of the current fiscal year is Four Million, Forty-eight Thousand, Two Hundred and Sixty-nine Dollars and Ninty-two Cents (**\$4,048,269.92**).

**Section Two.** That the sum of Eight Million, Eight Hundred and Twenty-six Thousand, Two Hundred Dollars and No Cents (**\$8,826,200.00**) being the total of appropriations heretofore legally made and which has taken into consideration all monies to be raised from other than tax sources, in addition to those monies which are to be collected from the tax levy of the current fiscal year of the McHenry Public Library District for all General, Special Reserve and Corporate purposes of said Public Library District, as appropriated for the current fiscal year by the Combined Budget and Appropriation Ordinance passed by the President and Board of Library Trustees of said District at the legally held meeting of **August 20, 2024, which Ordinance No. 2024/2025 – 03**, incorporated herein by reference, be and the various objects and purposes for which said appropriations were made are set forth under the column "Amount Appropriated" and the specific amount hereby levied for each object and purpose is set forth under the column entitled "Amount Levied" is hereby levied upon all of the taxable property in the McHENRY PUBLIC LIBRARY DISTRICT subjected to taxation for the current fiscal year of said Public Library District, commencing July 1, 2024, and ending June 30, 2025, as follows:

## GENERAL FUND ESTIMATED EXPENSES

### 1. MATERIALS & SUPPLIES

	APPROPRIATION	LEVY
a. Adult Books	\$ 84,375.00	\$ 68,850.00
b. Youth Books	\$ 68,750.00	\$ 56,100.00
c. Professional Resources	\$ 3,125.00	\$ 2,537.50
d. Administrative Resources	\$ 4,375.00	\$ 3,552.50
e. Magazines and Newspapers	\$ 18,750.00	\$ 15,225.00
f. Adult AV Materials	\$ 38,750.00	\$ 31,465.00
g. Youth AV Materials	\$ 16,250.00	\$ 13,195.00
h. Library of Things	\$ 19,375.00	\$ 15,732.50
i. Video Games	\$ 18,750.00	\$ 15,225.00
j. Digital Media Services	\$ 143,875.00	\$ 117,402.00
k. Electronic Resources	\$ 106,250.00	\$ 86,275.00
l. Library Supplies	\$ 8,750.00	\$ 7,105.00
m. Tech. Services Supplies	\$ 40,900.00	\$ 33,215.88
n. Bindery Services	\$ 625.00	\$ 507.50
o. Adult Programs & Supplies	\$ 20,000.00	\$ 16,240.00
p. ComiCon	\$ 8,125.00	\$ 6,597.50
q. Circulation Supplies	\$ 9,375.00	\$ 7,612.50
r. Summer Reading Club	\$ 8,750.00	\$ 7,105.00
s. YS Programs & Supplies	\$ 20,625.00	\$ 16,747.50

### 2. CONTRACTED SERVICES

	APPROPRIATION	LEVY
a. Collection Agency Fees	\$ 1,575.00	\$ 1,268.75
b. IT/Computer, Copier & Equip.Outsourcing	\$ 162,500.00	\$ 131,950.00
c. Automation—Staff	\$ 43,750.00	\$ 35,525.00
d. Vehicle Expenses	\$ 9,375.00	\$ 7,612.50
e. Misc. Contracted Services	\$ 23,125.00	\$ 18,777.50
f. Library Bank/Finance/Late Fee	\$ 950.00	\$ 761.25
g. Public Pmt Processing Fees	\$ 6,250.00	\$ 5,075.00
h. License Plate Fee Settlement	\$ 143,750.00	\$ 0.00

### 3. CONSORTIUM & IT NETWORK SERVICES

	APPROPRIATION	LEVY
a. Automation- Circulation & Catalog	\$ 142,200.00	\$ 115,456.25
b. VOiP Phone Service	\$ 30,625.00	\$ 24,867.50
c. Internet Service	\$ 16,875.00	\$ 13,702.50

### 4. PROFESSIONAL SERVICES

	APPROPRIATION	LEVY
a. Accounting, Payroll & Audit Services	\$ 76,575.00	\$ 62,168.75
b. Legal Services	\$ 31,250.00	\$ 25,375.00
c. Other Consulting Fees	\$ 97,500.00	\$ 79,170.00
d. In-Service/Staff Training/LMS	\$ 9,825.00	\$ 7,967.75

### 5. PRINTING, PUBLICATIONS & POSTAGE

	APPROPRIATION	LEVY
a. Printing Services Outsourced	\$ 68,750.00	\$ 55,825.00
b. Public Notices & Ads	\$ 2,825.00	\$ 2,295.00

c. Postage & Shipping	\$ 28,450.00	\$ 23,091.25
d. Printing/Copier Supplies	\$ 5,625.00	\$ 4,567.50
e. Public Relations/Promotions	\$ 12,825.00	\$ 10,403.75

#### **6. UTILITIES**

	<b>APPROPRIATION</b>	<b>LEVY</b>
a. Electricity	\$ 37,500.00	\$ 30,600.00
b. Gas	\$ 21,875.00	\$ 17,850.00
c. Water & Sewer	\$ 6,250.00	\$ 5,100.00

#### **7. MISCELLANEOUS OPERATING EXPENSES**

	<b>APPROPRIATION</b>	<b>LEVY</b>
a. Building & Auto Insurance	\$ 67,750.00	\$ 55,824.00
b. Bonding & Officers Liability	\$ 3,125.00	\$ 2,537.50
c. Janitorial Services & Supplies	\$ 76,875.00	\$ 62,422.50
d. Grounds Maintenance	\$ 56,500.00	\$ 45,878.00
e. Building Operations & Maintenance	\$ 87,500.00	\$ 71,050.00
f. Hospitality	\$ 8,350.00	\$ 6,775.13
g. Library Lost & Damaged Materials	\$ 1,250.00	\$ 1,015.00
h. Miscellaneous	\$ 1,250.00	\$ 1,015.00

#### **8. PERSONNEL EXPENSES**

	<b>APPROPRIATION</b>	<b>LEVY</b>
a. Salaries	\$2,256,250.00	\$1,860,376.54
b. FICA/Medicare	\$ 175,000.00	\$ 143,500.00
c. IMRF	\$ 268,750.00	\$ 220,375.00
d. Health & Life Insurance	\$ 400,000.00	\$ 324,800.00
e. Recruitment & Employment Screenings	\$ 5,000.00	\$ 4,060.00
f. Tuition Reimbursement	\$ 12,500.00	\$ 10,150.00
g. Telecommute Reimbursements	\$ 3,125.00	\$ 2,537.50
h. Memberships & Dues	\$ 8,400.00	\$ 6,825.88
i. Travel	\$ 16,825.00	\$ 13,651.75
j. Continuing Education	\$ 19,950.00	\$ 16,189.25

#### **9. CAPITAL EXPENSES**

	<b>APPROPRIATION</b>	<b>LEVY</b>
a. Library Furnishings	\$ 31,250.00	\$ 25,375.00
b. Library Equipment	\$ 31,250.00	\$ 25,375.00
c. Small Equipment under \$250	\$ 6,250.00	\$ 5,075.00
d. Adtl. Capital Projects & Equipment	\$ 100,000.00	\$ 81,200.00

<b>10. Transfer to Reserve Fund</b>	<b>\$ 2,062,500.00</b>	<b>\$ 0.00</b>
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<b>TOTAL GENERAL FUND EXPENSES</b>	<b>\$ 7,319,650.00</b>	<b>\$4,048,269.92</b>
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## GRANT and GIFT FUND ESTIMATED EXPENSES

	APPROPRIATION	LEVY
1. Operating Fund Gifts	\$ 281,250.00	\$ 0.00
2. Per Capita Grant; Current FY	\$ 81,250.00	\$ 0.00
3. Per Capita Grant; Previous FY	\$ 31,250.00	\$ 0.00
4. Additional Fund Expenses	\$ 6,250.00	\$ 0.00
5. Misc. Grants	\$ 81,250.00	\$ 0.00
<b>TOTAL GRANT and GIFT FUND EXPENSES</b>	<b>\$ 481,250.00</b>	<b>\$ 0.00</b>

## RESERVE FUND ESTIMATED EXPENSES

	APPROPRIATION	LEVY
1. Debt Service	\$ 0.00	\$ 0.00
2. Improvements not related to Expansion/Renovation	\$ 187,500.00	\$ 0.00
3. Expenditures Pursuant To Statutory Guidelines of the LIBRARY DISTRICT ACT, 75 ILCS 16/40-50	\$ 500,000.00	\$ 0.00
<b>TOTAL SPECIAL RESERVE FUND EXPENSES</b>	<b>\$ 687,500.00</b>	<b>\$ 0.00</b>

	APPROPRIATION	LEVY
<b>TOTAL GENERAL FUND EXPENSES</b>	<b>\$ 7,319,650.00</b>	<b>\$ 4,048,269.92</b>
<b>TOTAL GRANT FUND EXPENSES</b>	<b>\$ 481,250.00</b>	<b>\$ 0.00</b>
<b>TOTAL SPECIAL RESERVE FUND EXPENSES</b>	<b>\$ 687,500.00</b>	<b>\$ 0.00</b>
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 8,488,400.00</b>	<b>\$ 4,048,269.92</b>

**Section Three:** That the total amount of Four Million, Forty-eight Thousand, Two Hundred and Sixty-nine Dollars and Ninty-two Cents (**\$4,048,269.92**) ascertained as aforesaid, be, and the same is hereby levied and assessed on all property subject to taxation within the McHENRY PUBLIC LIBRARY DISTRICT, McHENRY, McHenry County, Illinois, according to the value of said property as the same is assessed and equalized for State and County purposes for the current year. Revenues acquired from sources other than property taxes include, but are not limited to, fines and fees, interest, grants, gifts and donations, developer donations and impact fees, service fees, fees for non-resident cards, charges for lost library materials, replacement taxes, fees for special programs and services, and public use of photocopy machine.

**Section Four:** This tax Levy Ordinance is adopted pursuant to the procedures set forth in the Illinois Municipal Code, as amended, provided, however, any tax rate limitation or any other substantive limitations as to tax levies in the Illinois Municipal Code in conflict with this ordinance shall not be applicable to this ordinance pursuant to Section 6, Article VII of the Constitution of the State of Illinois.

**Section Five:** That there is hereby certified to the County Clerk of McHenry County, Illinois, the several sums aforesaid, constituting the said total amount of Four Million, Forty-eight Thousand, Two Hundred and Sixty-nine Dollars and Ninty-two Cents (**\$4,048,269.92**) which said total amount the said McHenry Public Library District requires to be raised by taxation for the current fiscal year of said District is hereby ordered and directed to file with the County Clerk of McHenry County, Illinois, on or before the time required by law, a certified copy of this Tax Levy Ordinance.

**Section Six:** All unexpended balances of proceeds received annually from Public Library District taxes not in excess of statutory limits may be transferred to the Special Reserve Fund, heretofore established according to 75 ILCS 16/40-50, pursuant to plans developed and adopted by this Library Board and said unexpended balances shall be accumulated in this fund for the purposes of erecting a new Public Library building, purchasing a site for same, or building an addition thereto, or furnishing necessary equipment therefore, or acquiring electronic data storage and retrieval facilities.

REVISED and PASSED by the McHENRY PUBLIC LIBRARY DISTRICT Board of Trustees and approved by me this \_\_\_\_th day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Charles Reilly, President  
McHENRY PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES  
McHenry, McHenry County, Illinois

AYES:

NAYES:

ABSENT:

ABSTAINING:

ATTEST:

\_\_\_\_\_  
Monica Leccese, Secretary  
McHENRY PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES



**McHenry Public Library District**

809 North Front Street  
McHenry, Illinois 60050  
Phone: 815.385.0036  
www.mchenrylibrary.org

STATE OF ILLINOIS                     )  
COUNTY OF McHENRY                )

**CERTIFICATE OF COMPLIANCE  
WITH THE TRUTH IN TAXATION ACT**

I, Monica Leccese, the duly qualified and acting Secretary of the McHENRY PUBLIC LIBRARY DISTRICT, McHenry, McHenry County, Illinois, do hereby certify that the attached Levy Ordinance adopted in full compliance with the provisions of The Truth in Taxation Act. (35 ILCS 215/1 et seq.)

Check One of the Choices Below

- \_\_\_\_\_ 1) The taxing district published a notice in the newspaper and conducted a hearing, meeting the requirements of the Truth in Taxation Law.
- \_\_\_\_\_ 2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, notice and a hearing were not necessary.
- \_\_\_\_\_ 3) The proposed aggregate levy did not exceed a 5% increase over the year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.
- \_\_\_\_\_ 4) The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

IN WITNESS WHEREOF, I have placed my official signature this \_\_\_\_\_th day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Monica Leccese, Secretary  
McHENRY PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES

State of Illinois  
County of McHenry

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

Seal

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



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

## McHenry Public Library District

809 North Front Street  
McHenry, Illinois 60050  
Phone: 815.385.0036  
www.mchenrylibrary.org

**STATE OF ILLINOIS            )**  
**COUNTY OF McHENRY        )**  
**CITY OF McHENRY            )**

### CERTIFICATE

I, Monica Leccese, DO HEREBY CERTIFY that the above attached "ORDINANCE PROVIDING FOR THE LEVY AND ASSESSMENT OF TAXES FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 AND EXPIRING JUNE 30, 2025" is a true and correct copy of said Ordinance which was presented and passed, and recorded by said Library Board at their Regular Board Meeting on November 19, 2024.

\_\_\_\_\_  
Monica Leccese, Secretary  
McHENRY PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES

State of Illinois  
County of McHenry

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

Seal

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

**To: Board of Trustees**

**From: Lesley Jakacki, Executive Director**

**Re: Replacement of self-check station computers**

**Date: November 19, 2024**

---

The library's self-checkout stations are six years old and rely on an aging Windows 10 operating system that will no longer be supported as of October 2025. Since this aging operating system affects almost every computer in our organization, we are working proactively to replace computers and spread the money spent over multiple fiscal years.

We have five self-check stations, which have checked out over 500,000 items since 2018, with 98,360 items checked out between October 31, 2023, and November 1, 2024. During this period, the stations were used 7,668 times. (Note: This is a new statistic being tracked, so lifetime usage data isn't available.)

The quote is from our current vendor, MK Solutions. By continuing with them, we can maintain a unified system for our self-check stations and automated materials handling system, ensuring a seamless interface for staff and efficient data transfer. Switching vendors for the self-check stations would incur significant costs in addition to the devices, including programming fees, new cabinetry, and staff and patron training.

Using outdated systems that lack support poses significant risks and challenges, and these issues will disrupt library operations, frustrate patrons, and put unnecessary strain on staff.

Replacing these systems with updated hardware and software will ensure that patron data remains secure and we comply with current security standards. It will also decrease downtime due to unstable operating systems, slower processing speeds, and crashes and ensure the vendor can service the devices with updates, patches, or help for issues that arise.



## PUBLIC NOTICES

identification issued by a government agency (driver's license, passport, etc.) in order to gain entry into our building and the foreclosure sale room in Cook County and the same identification for sales held at other county venues where The Judicial Sales Corporation conducts foreclosure sales.

For information, contact HEAVNER, BEYERS & MIHLAR, LLC, Plaintiff's Attorneys, 601 E. William St., DECATUR, IL, 62523 (217) 422-1719. Please refer to file number 1672931.

THE JUDICIAL SALES CORPORATION, One South Wacker Drive, 24th Floor, Chicago, IL 60606-4650 (312) 236-SALE. You can also visit The Judicial Sales Corporation at [www.jscc.com](http://www.jscc.com) for a 7 day status report of pending sales.

HEAVNER, BEYERS & MIHLAR, LLC, Plaintiff's Attorneys, 601 E. William St., DECATUR, IL, 62523 217-422-1719. Fax #: 217-422-1754. E-Mail: [Non-CookPleadings@hsbattys.com](mailto:Non-CookPleadings@hsbattys.com)

Attorney File No. 1672931 Case Number: 23 FC 79 TJSC#: 44-1568

NOTE: Pursuant to the Fair Debt Collection Practices Act, you are advised that Plaintiff's attorney is deemed to be a debt collector attempting to collect a debt and any information obtained will be used for that purpose.

Case # 23 FC 79 13254021

(Published in Northwest Herald, October 22, 29, 2024 November 5, 2024)

# **PUBLIC NOTICE** IN THE CIRCUIT COURT OF THE TWENTY-SECOND JUDICIAL CIRCUIT, McHENRY COUNTY, ILLINOIS

ZACHARY WAYNE LINCOLN  
and SAMANTHA JOANNE  
LINCOLN, Petitioners,

v.  
RYLEE LYNNE MARIE  
YOUNG DRUMMER,  
ARYANNA ALMA KATHLEEN  
YOUNG DRUMMER,  
RYAN K. DRUMMER, and  
ALL WHOM IT MAY  
CONCERN, Defendants.

**No. 2024 AD 000011**  
**AMENDED NOTICE BY**  
**PUBLICATION**

TO: ALL WHOM IT MAY  
CONCERN

NOTICE IS GIVEN TO YOU that this case has been commenced in this court against you, asking for a judgment of adoption terminating your parental rights and other relief relating to RYLEE LYNNE MARIE YOUNG DRUMMER, a female child born on June 19, 2011 in Woodstock, Illinois, and ARYANNA ALMA KATHLEEN YOUNG DRUMMER, a female child born on March 31, 2014 in Woodstock, Illinois.

UNLESS you file your response or otherwise file your appearance in this case with the McHenry County Circuit Court, 2200 North Seminary Avenue, Woodstock, Illinois 60098 on or before November 26, 2024, a judgment by default may be taken against you

## PUBLIC NOTICES

for the relief sought in the petition.

DATE 10/4/2024

Katherine M. Keefe  
Clerk of the Circuit Court  
By: VMP, Deputy Clerk

(Published in Northwest Herald October 8, 15, 22, 2024) 2197979

# **PUBLIC NOTICE** IN THE CIRCUIT COURT OF THE 22ND JUDICIAL CIRCUIT MC HENRY COUNTY, ILLINOIS

HOME STATE BANK, N.A.,  
Plaintiff,

vs.  
WILLIAM TANNER, ALLEN  
RISTIC, HOMEOWNERS  
ASSOCIATION, if any,  
UNKNOWN OWNERS AND  
NON-RECORD LIEN  
CLAIMANTS, Defendants.

**No. 2024FC313**  
**PUBLICATION NOTICE**

The requisite Affidavit having been duly filed herein, NOTICE IS HEREIN GIVEN YOU ALLEN RISTIC, Defendant in the above-entitled action, that an action is now pending in this Court as shown above, wherein the Plaintiff seeks to foreclose a mortgage made to HOME STATE BANK, N.A. with respect to the following described real estate:

**LOT 12 IN BLOCK 19 IN  
LAKELAND PARK UNIT  
NO. 2, A SUBDIVISION OF  
PART OF THE NORTHWEST  
QUARTER, AND PART  
OF THE SOUTHWEST  
QUARTER OF SECTION 27,  
TOWNSHIP 45 NORTH,  
RANGE 8 EAST OF  
THE THIRD PRINCIPAL  
MERIDIAN, ACCORDING  
TO THE PLAT THEREOF  
RECORDED DECEMBER 12,  
1952, AS DOCUMENT  
NO. 260030, IN BOOK 11  
OF PLATS, PAGE 66,  
IN MC HENRY COUNTY,  
ILLINOIS.**

**PROPERTY ADDRESS:  
5010 WEST ELM STREET,  
MC HENRY, IL 60050  
PIN: 09-27-155-012**

NOW, THEREFORE, you are further notified to file your appearance in the Office of the Clerk of the Court above stated on or before **November 14, 2024** and if you fail to do so or do not otherwise make your appearance on or before said date, this cause may be heard and judgment entered as prayed for in said Complaint without further notice.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said Court at my office in Woodstock, Illinois, this **3rd day of October, 2024.**

Katherine M. Keefe  
Clerk of the Circuit Court  
McHenry County, Illinois  
FRANKS, GERKIN, PÖNITZ &  
GREELEY PC  
Attorney for Plaintiff  
19333 E. Grant Hwy., PO  
Box 5 Marengo, IL 60152  
(815) 923-2107  
[pleadings@fpgplaw.com](mailto:pleadings@fpgplaw.com)

(Published in Northwest Herald October 8, 15, 22, 2024) 2197637

# **PUBLIC NOTICE** IN THE STATE OF ILLINOIS, CIRCUIT COURT MC HENRY COUNTY PUBLICATION NOTICE OF COURT DATE FOR NAME CHANGE (ADULT)

REQUEST OF:

Shane Mehmet Barlas

Case Number  
2024MR000208

## PUBLIC NOTICES

**My current name is:**  
Shane Mehmet Barlas

**I wish my name to be  
changed to:**

Shane Creed Sparks  
**COURT DATE INFORMATION**

A. The court date for the Request I filed is scheduled on: 12/16/2024 9:00 am in Courtroom # 201

B. Attend court in person at: 2200 N Seminary Ave, Woodstock, IL, 60098, Courtroom Number 201

/s/ Shane Mehmet Barlas  
Your Signature

Shane Mehmet Barlas  
Your Current Name

(Published in Northwest Herald October 22, 29, November 5, 2024) 2200216

# **PUBLIC NOTICE** STATE OF ILLINOIS IN CIRCUIT COURT OF THE TWENTY-SECOND JUDICIAL CIRCUIT MC HENRY COUNTY-IN PROBATE

In the Matter of the Estate of  
RONALD I. BOZZELLI  
deceased

**Case No: 24PR000250**

Notice is given to GWEN JADER RHODES, VICTORIA CIURCINO, PAMI GRAFFAGNA, KIM JADER, whose addresses are not known, and Unknown Heirs and Legatees, that an Order was entered by the court on 09/23/2024 in the above proceeding admitting the decedent's Will to probate. Within forty-two (42) days after the date of said order of admission you may file a petition with the court to require proof of the Will by testimony of the witnesses to the Will in open court or other evidence, as provided in Section 6-21 of the Probate Act (75 ILCS 5/6-21). You also have the right under Section 8-1 of the Probate Act (75 ILCS 5/8-1) to contest the validity of the Will and/or codicils by filing a petition with the court within six (6) months after admission of the Will to probate.

CLAIM NOTICE Notice is given of the death of RONALD I. BOZZELLI of Huntley, IL. Letters of Office were issued on: 9/23/2024 to: Representative: GENARO CANTU III, 1906 Haverhill CC Park, Normal, IL 61761 whose attorney is: ERICKSON LAW OFFICE, 716 Lee, Des Plaines, IL 60016 Claims against the estate may be filed within six months from the date of first publication. Any claim not filed within six months from the date of mailing or delivery of Notice to Creditor, whichever is later, shall be barred. Claims may be filed in the office of the Clerk of the Circuit Court at the McHenry County Government Center, 2200 N Seminary Avenue, Woodstock, IL 60098 or with the representative, or both. Copies of claims filed with the Clerk must be mailed or delivered to the representative and to his attorney within ten days after

has been filed.  
Katherine M. Keefe  
Clerk of the Circuit Court  
(Published in Northwest Herald October 8, 15, 22, 2024) 2197875

## PUBLIC NOTICES

it has been filed.

(Published in the Northwest Herald October 8, 15, 22, 2024) 2197907

# **PUBLIC NOTICE** STATE OF ILLINOIS IN THE CIRCUIT COURT OF THE TWENTY-SECOND JUDICIAL CIRCUIT MC HENRY COUNTY- IN PROBATE

In the Matter of the Estate of  
DAVID B ANDES  
Deceased

**Case No. 24PR000272**  
**CLAIM NOTICE**

Notice is given of the death of: DAVID B ANDES of WOODSTOCK, IL. Letters of office were issued on: 10/1/2024

to: Representative:  
ARTHUR S ANDES  
7603 LUCY DR  
WONDER LAKE, IL 60097  
whose attorney is:

HAMER SCHUH & CUDIA  
101 E VAN BUREN ST  
WOODSTOCK, IL 60098

Claims against the estate may be filed within six months from the date of first publication. Any claim not filed within six months from the date of first publication or claims not filed within three months from the date of mailing or delivery of Notice to Creditor, whichever is later, shall be barred.

Claims may be filed in the office of the Clerk of Circuit Court at the McHenry County Government Center, 2200 North Seminary Avenue, Woodstock, Illinois, 60098, or with the representative, or both. Copies of claims filed with the Clerk must be mailed or delivered to the representative and to his attorney within ten days after it has been filed.

Katherine M. Keefe  
Clerk of the Circuit Court

(Published in the Northwest Herald October 8, 15, 22, 2024) 2197875

# **PUBLIC NOTICE** IN THE CIRCUIT COURT FOR THE TWENTY-SECOND JUDICIAL CIRCUIT MC HENRY COUNTY, 2200 NORTH SEMINARY AVENUE, WOODSTOCK, ILLINOIS

ESTATE OF Donald James  
Keller, DECEASED.

**24 PR 395**

Notice is given to creditors of the death of the above named decedent. Letters of office were issued to David Keller, 290 Greenview Drive, Crystal Lake, Illinois 60014, as Independent Administrator, whose attorney of record is Jonathan M. Thornton, Bruett, Reyes & Thornton, LLC., 600 Dakota Street, Suite F, Crystal Lake, Illinois 60012.

The estate will be administered without court supervision, unless under section 5/28-4 of the Probate Act (Ill. Compiled Stat. 1992, Ch. 755, par. 5/28-4) any interested person terminates independent administration at any time by mailing or delivering a petition to terminate to the clerk.

Claims against the estate may be filed with the clerk or with the representative, or both, on or before April 8, 2025, or, if mailing or

## PUBLIC NOTICES

delivery of a notice from the representative is required by section 5/18-3 of the Probate Act, the date stated in that notice. Any claim not filed on or before that date is barred. Copies of a claim filed with the clerk must be mailed or delivered by the claimant to the representative and to the attorney within 10 days after it has been filed.

E-filing is now mandatory for documents in civil cases with limited exemptions. To e-file, you must first create an account with an e-filing service provider. Visit <http://efile.illinoiscourts.gov/service-providers.htm> to learn more and to select a service provider. If you need additional help or have trouble e-filing, visit <http://www.illinoiscourts.gov/FAQ/gethelp.asp>.

Jonathan M. Thornton  
Bruett, Reyes & Thornton,  
LLC. (631) 0325  
600 Dakota Street, Suite F  
Crystal Lake, Illinois 60012  
(779) 920-9746  
13253240

(Published in Northwest Herald October 8, 15, 22, 2024)

## PUBLIC NOTICE

LEGAL NOTICE IS HEREBY GIVEN that BEGINNING Tuesday, October 15, 2024 AT 10:00AM AND ENDING Thursday, October 31, 2024 at 10:00AM a sale by online auction will be held at [www.StorageAuctions.com](http://www.StorageAuctions.com), to sell the articles stored in the following units to enforce a lien pursuant of the Self-Service Storage Facility Act, (770 ILCS 95/1 et. Seq.) against such articles for storage furnished at Crystal Lake Self Storage, 647 Teckler Blvd, Crystal Lake, IL 60014 (815-526-3231) Unit 5032 Karissa Ciochón Unit 1132 Alvis Brandon Stroud

(Published in Northwest Herald October 15, 22, 2024) 2198972

## LEGAL NOTICE

NOTICE IS HEREBY GIVEN that pursuant to the Public Library District Act of 1991, (75 ILCS 16/30-25) Vacancies, the State Librarian is seeking candidates for the office of one trustee of the McHenry Public Library District. Candidates must be a qualified elector of the library district and have resided within the library district for at least one year. Candidates shall meet criteria established in 75 ILCS 16/30-20 (d) and (e) of the Public Library District Act of 1991. Candidates shall file notice of their interest no later than November 5, 2024, with DIRECTOR, ILLINOIS STATE LIBRARY, GWENDOLYN BROOKS BUILDING, 300 SOUTH SECOND, SPRINGFIELD, IL 62701-1796.

(Published in Northwest Herald October 22, 23, 24, 25, 26, 2024) 2200106

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McHENRY PUBLIC  
LIBRARY DISTRICT

# OCTOBER 2024

## BY THE NUMBERS

### PEOPLE

**154**  
New Card  
Registrations

**304**  
Hours Open  
To Public

**9,675**  
Library Attendance

**1,215**  
Program  
Attendance

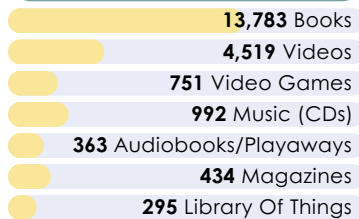
**11**  
Volunteer  
Hours



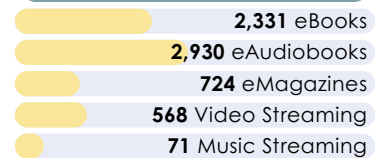
### CIRCULATION



#### 21,137 PHYSICAL ITEMS



#### 6,624 eMATERIALS



### RESOURCES



Computer  
Sessions  
**1,528**



Database  
Searches  
**8,251**



Database  
Sessions  
**617**



Simple Scan &  
Fax Uses  
**289**



WiFi Uses  
(In Library)  
**2,009**

### ONLINE

**4,251**



EMAIL SUBSCRIBERS

3.2K 119 356 1.1K 534 54



SOCIAL MEDIA FOLLOWERS

**363,315**



WEBSITE VIEWS

#### OCTOBER 2023 COMPARISON

Library Attendance: **11,358**  
Program Attendance: **1,441**  
Hours Open: **296**

Registrations: **232**  
Volunteer Hours: **15**

Items In Circulation (Physical): **21,596**  
Items In Circulation (eMaterials): **6,140**  
Website Views: **448,629**

Computer Sessions: **914**  
Database Searches: **13,251**

Database Sessions: **2,149**  
Simple Scan Uses: **366**  
WiFi Uses: **2,141**



## McHenry Public Library District

### LIBRARIAN'S REPORT

OCTOBER 2024

#### Administration

- The annual financial audit took place at the beginning of October, and the draft audit will be available in November for the Board's review.
- L. Jakacki attended the following webinars: "Temperature Check: Leveraging Internal Feedback in your Strategic Planning Process" and "ALA Growing Your Staff."
- The Friends of the Library held their annual Fall Booksale on Oct 17, 19, and 20, and a clearance sale on the 24<sup>th</sup>.
- Since our trustee seat has been vacant for more the 90 days, per Public Act 102-0977, it is now the duty of the Illinois State Library to attempt to identify a candidate or candidates to fill the vacancy. They ran a legal notice in the *Northwest Herald* for 5 days, after which any new potential candidates will have an additional 10 days to notify the Illinois State Library of their interest.

#### Events of Note:

- Library Staff K. Kimbrel, K. Krewer, B. Michalski, and C. Krater attended the Trunk-or-Treat event at the Berkshire Hathaway office next to the library. It was great weather, and we handed out pamphlets, bookmarks, and candy to the 400 attendees.
- With the help of twelve MPLD staff volunteers from all departments (and three teen volunteers), we pulled off a successful 25<sup>th</sup> Anniversary ComiCon event. Attendance was lower than last year, with only 191 attendees, but they loved the coffee truck, the cosplay contest, and the gaming truck. We were also fortunate enough to have the Midwest Garrison of the 501<sup>st</sup> attend in their amazing cosplay gear.
- The library staffed a booth at the McHenry Murder Mystery event through the Chamber of Commerce. Z. Terrill, A. Meads, K. Meadows, T. Hillier, S. Roitberg, and S. Baseley. The event was both fun and informative. The library promoted upcoming events and the open board vacancy, in which many attendees expressed interest for themselves or someone they knew. We reached 382 people at this event.



#### Adult Services

- We have a new service coming to MPLD! Newsbank will allow patrons (and staff) to digitally access "America's News," including the Northwest Herald and Chicago Sun-Times. We are excited to see how patrons react to being able to read the paper on their eReader or computer at home.
- From Monday, October 14 - Thursday, October 17, M. Spaargaren attended the Association of Bookmobile and Outreach Services (ABOS) 2024 conference in Indianapolis, Indiana, to gain more insight into what libraries nationwide are using for

outreach vehicles and their policies regarding home delivery and senior outreach. The conference consisted of progressive, inventive, and heartwarming panels from talented library staff nationwide and four days of nonstop learning and networking.

- T. Hillier and M. Spaargaren ran the Tech Drop-In for October. There were five participants. Patron feedback shows that they like this format for coming in and asking technology questions rather than committing to an appointment.
- T. Hillier had a patron call looking for the BOCA National Fire Prevention Book from 1993. We have the 1996 version, but he was specifically looking for the 1993 edition, as it is heavily cited. Using First Search, TH found that the Illinois Fire Service Institute in Champaign had a copy. The patron was very happy that even though we didn't have a copy available, we would go out and find someone who did.
- A. Moreno-Lomeli filled in for B. Salazar to run a bilingual storytime and craft! They read a fall book and created caramel apples out of paper.
- A. Moreno-Lomeli took a picture of our five recent graduates of the Keyboarding class en español. ¡Felicidades!
- K. Kimbrel completed deliveries to 14 assisted living patrons and 4 home delivery patrons. Book Bins were also sent to 3 senior living centers this month.
- M. Spaargaren assisted a man with a cochlear implant by providing him with popular picture books containing 3-5 words per page to practice reading with his audio-verbal therapist. He returned the following week to say they had worked well!
- A. Colgan started as our new Adult Services Library Associate on October 28! She is an existing library patron and brings customer service experience from many other avenues to the library. We are excited to see how she will transfer those skills to MPLD. Welcome, Alisha!



### **Circulation**

- J. Massheimer started her role as Clerk on October 14.
- M. Rangel assisted B. Salazar at the BPAC event by helping sign up new cardholders.

### **Human Resources**

- During the October All-Staff In-Service, we had presentations from McHenry Township, which provided an overview of their services to our community, mainly focusing on support for our senior residents. We also had anti-harassment training, during which we reviewed MPLD policies related to these issues, including the procedures to follow if necessary. Additionally, we explored Workplace Ergonomics, where we learned best practices for various roles within the library, including recommended exercises and their frequency. We concluded the day with department meetings.
- Phone screens were conducted for Maintenance & Custodian and Bilingual Circulation Clerk positions.
- Our current headcount for September was 35: 18 FT (37.50 hours weekly), with 17 PT staff members.
- Average merit increase for FY 24/25 (year-to-date) is 2.67%

### **Technical Services**

- S. Roitberg worked with the In-Service committee as the liaison for one of the presenters, Scott Schultz from OrthoGo PT, and provided her expertise in survey design to help with the October and December surveys. Finally, she attended sessions on AI in libraries, particularly generative AI and its uses and dangers relevant to libraries. The most intriguing thing she learned was that there are software

platforms for more advanced interactions with and creating instructions for various Generative AI chatbots, allowing for much more advanced prompting and more clearly delineated results.

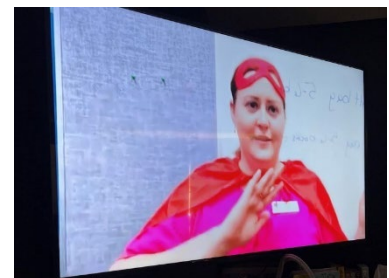
- A. Meads, K. Meadows, and M. Ortmeyer stuffed swag bags for ComiCon.
- A. Meads set up a more efficient ordering protocol with the vendor from which we order Playaway products. Great job!
- M. Ortmeyer attended her first In-service and continues with her training.
- K. Milfajt reports that the department's statistics for mends are exponentially higher because A. Meads relabeled materials with faded spine labels and that the department's statistics for Bib/Item/Call # changes have dramatically increased due to a reclassification project S. Roitberg is participating in.

### Technology

- K. Krewer and Z Terrill finished setting up the library's Twilio account. The account is now active and connected to LibraryCalendar. Patrons can now receive text reminders and confirmations of programs they registered for.
- K. Krewer worked with A. Moreno to create new recordings for our record auto attendant, closing announcements, and emergency alerts. Staff can activate emergency alerts by dialing an extension they are set to. Closing announcements will be automated to play in English and Spanish.
- K. Krewer attend a cybersecurity security webinar from Eccezion.

### Youth Services

- J. Einoris reported that 27 patrons attended the Azulejos de Talavera Poblana program with the National Museum of Mexican Art. The presenter, Gilberto, was fantastic and gave a 20-minute presentation in English and Spanish before the activity, which was much appreciated. Patrons seemed to enjoy the activity and talking with each other.
- B. Salazar received the following comment from two teachers at Edgebrook School: "Gracias por venir a nuestra clase y por planear un paseo muy divertido para nuestros estudiantes. / Thank you for coming to our class and for planning a fun field trip for our students." ~Sra. Flores y Srta Larsen de Edgebrook
- S. Baseley assisted an elderly patron with faxing and scanning, which is a very regular interaction for us. What makes it noteworthy is that she expressed gratitude for Steff and the library as a whole for offering these services.
- A parent at the Build a D&D Character event was very impressed with how A. Maifield simplified the character sheet. He said it was a perfect building block for those who were just starting out with the game! He was looking forward to registering his daughter for future D&D programs.
- A. Podborny helped a man find a specific address of a house he was looking for. He was very excited to find the house and was incredibly grateful. It was a small thing for Anna, but it meant a lot to him.
- S. Kordistos received an email from a parent who watched her virtual storytime at home with her child. The child was so excited that Miss Skye was on her TV at home that her mom snapped a still photo of Skye in superhero gear!





## Patron Comments




McHenry D15 BPAC  
October 25 at 11:29 AM · 🌐

...

Muchas gracias a todas las familias, personal de [McHenry School District 15](#), Mano a Mano Family Resource Center, [McHenry Public Library District](#), Board members, y a todos los que hicieron posible que nuestro evento de Día de los Reports fueran todo un éxito. Más 25 familias asistieron y aprendieron a como interpretar los reportes de las evaluaciones que toman sus estudiantes en la escuela. #McHenryBPAC Gracias LASO Leaders from [McHenry Community High School District #156](#).


Thank you [Valley View Elementary School](#) for being great hosts! #d15Rocks



 Date 10/29/24

My comment/compliment/complaint:

ZACH -  
Extremely patience  
w providing  
assistance w my  
issue w a Telehealth  
call

 Date 10/22/24

My comment/compliment/complaint:

S Ky - wrong  
spelling  
very helpful &  
Patience w me

Name (optional): Michael Miller

## Highlights from the 2024 Association of Bookmobile and Outreach Services Conference (October 14-17, Indianapolis, IN)

Marla Spaargaren attended the ABOS conference to explore outreach vehicles, home delivery policies, and senior outreach programs. The event featured panels, vendor showcases, and networking opportunities with librarians from across the U.S. and abroad.

### Day 1 - Networking & Impressions

- **Networking:** Met librarians from various regions, including the UK and Canada.
- **Concerns:** Noted increasing book-banning legislation in states like Idaho and Montana, highlighting the importance of intellectual freedom.
- **Vendor Hall:** Showcased services like Talking Books, bookmobiles, bike book deliveries, and shelving

### Day 2 - Dementia-Friendly Services & Outreach Agreements

- **Service Agreements Panel:** Tips on writing MOUs with community organizations (e.g., senior homes) to formalize library outreach.
- **Memory Care Programming:** Discussed dementia-friendly kits and reader's advisory for dementia patients, emphasizing progressive formats like large print and audiobooks.
- **Key Takeaway:** Libraries can support dementia patients through accessible programming and materials.

### Day 3 - Outreach Strategies & Data

- **Maximizing Outreach Impact:** Shared strategies for increasing library outreach effectiveness, including data visualization for stakeholders.
- **Engaging Older Adults:** Discussed the Reading2Connect program's use of audiobooks and book clubs for dementia patients.
- **Bookmobile Showcase:** Explored different outreach vehicles, with a focus on wheelchair accessibility and customizable shelving.

### Day 4 - Home Delivery & Community Partnerships

- **Home Delivery Without a Mobile Library:** Discussed challenges of using personal vehicles for outreach and the benefits of dedicated outreach vehicles.
- **Senior Outreach in Plano, TX:** Shared the success of "Lobby Stops" and Book Bins for senior communities, using minimal resources.
- **Community Data & Partnerships:** Provided strategies for leveraging local data and forming partnerships with businesses and organizations to expand library outreach.

### Main Takeaways:

- **Outreach Vehicles:** Highlighted the importance of accessible, customizable vehicles for effective outreach.
- **Senior Services:** Emphasized the need for dementia-friendly programs and home delivery services for vulnerable populations.
- **Data-Driven Decisions:** Focused on using community data to guide outreach strategies and measure impact.

## **Highlights from the 2024 Association of Bookmobile and Outreach Services Conference (October 14-17, Indianapolis, IN)**

After attending ABOS, I feel well-prepared to implement the ideas and strategies discussed at the conference, especially around outreach vehicle planning, home delivery policies, and senior outreach services. The conference underscored the passion and creativity within the outreach library community, inspiring new initiatives at MPLD.



## LOCAL NEWS BRIEFS

**McHenry house fire started in bathroom**

Within 10 minutes, firefighters were able to control a fire that broke out in a bathroom of a home Friday afternoon in McHenry, officials reported.

The McHenry Township Fire Protection District responded to a call at 12:30 p.m. Friday in the 5400 block of Winding Creek Drive for a reported structure fire. Firefighters arrived within four minutes to a two-story home with no visible fire from the outside, according to news release from the fire district.

All residents safely evacuated the home before firefighters arrived. Crews found a "small fire in the home's bathroom" and were able to control it within 10 minutes, according to the release. No resident or firefighter injuries were reported.

The fire is under investigation, and a damage estimate is not currently available, according to the release. The Crystal Lake Fire Rescue Department assisted at the scene.

— Michelle Meyer

**McHenry Public Library celebrates 25 years of ComiCon**

The McHenry Public Library is celebrating 25 years of comic books and pop culture fandom with the 25th annual MPLD ComiCon McHenry, which will be at 6:30 p.m. Oct. 23 at 809 Front St. in McHenry.

Visit guest creators at the artist alley and vendor hall, or show off your creativity in the art and cosplay contest. A gaming truck and refreshments also will be available. Golden tickets will be awarded to 30 lucky winners, which can be redeemed for prizes.

The McHenry Public Library District offers recent print and digital comics and graphic novels in the library and on its digital reading platforms, Libby and Hoopla. Visit the library during regular business hours to explore the collection in person and learn about its digital reading services.

For information on the McHenry library's ComiCon, call the library at 815-385-0036 or visit mchenrylibrary.org.

— Kevin Newberry

**MCC 2015 volleyball team inducted into Hall of Fame**

The McHenry County College Athletics Department recently hosted its annual Hall of Fame induction ceremony at the MCC Conference Center. The 2015 MCC volleyball team was the first inducted into the Hall of Fame.

Kyle McCall coached the 2015 team with assistant coach Shari Mayner. The team included Britney Adams, Sarah Adams, Maddy Cysewski, Raleigh Florshinger, Brittney Gundlach, Zoe Lindsey, Abby Marchewka, Megan Pautrat, Lexi Smith, Kayli Trausch, Payton Velasquez, Olivia Warren and Amanda Williams.

The team finished the season 39-6 overall and 7-0 in conference play. It was Illinois Skyway champion, Region IV champion and finished 10th in the NJCAA National Tournament.

The McHenry County College Athletics Hall of Fame was instituted in 2004. It honors teams, student-athletes, coaches, administrators, community members and volunteers who have demonstrated a high degree of success, contributions or service

to MCC athletic programs. The nomination form, guidelines and criteria can be found at mcccscots.com/hof.

**Cary mayor elected to Illinois Municipal League board**

The Illinois Municipal League elected officers and members to its board of directors during its annual business meeting in September as part of the 111th IML Annual Conference at the Hyatt Regency Chicago.

Among those elected was Cary Mayor Mark Kownick, who was elected to serve as a vice president. Kownick has been mayor for almost 12 years. He was a village trustee, vice president of the McHenry County Council of Governments and executive chairman for the Metropolitan Mayors Caucus.

The Illinois Municipal League is a statewide association representing municipalities throughout Illinois. The league works for the benefit of 1,294 cities, villages and towns to provide a formal voice on matters involving common interests.

— Shaw Local News Network



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New York Strip Steaks..... \$19.98/lb	Cube Steaks..... \$7.98/lb
Major Tenderloin Steaks..... \$14.98/lb	Picanha Roast..... \$9.98/lb
Ranch Roast/Tri-Tip..... \$9.98/lb	Eye of Round Roast..... \$5.98/lb
Veal Cutlets..... \$12.98/lb	Ground Veal..... \$5.98/lb

US Government Inspected:

<b>Brat of the Week:</b> Salmon Brat..... \$6.98/lb	<b>Brat of the Week:</b> Oktoberfest w/ Sew Hop'd Oktoberfest Beer..... \$5.98/lb
Boneless Pork Chops Stuffed w/ 4 Cheese, Garlic & Bread Crumbs..... \$5.98/lb	Boneless Pork Chops..... \$4.98/lb
Boneless Pork Roast..... \$4.49/lb	Country Style Bacon..... \$5.98/lb
Baby Back Ribs..... \$6.98/lb	Maple Country Bacon..... \$6.98/lb
Garlic Pepper Bacon..... \$6.98/lb	Pork Spare Ribs..... \$3.98/lb
Pork Rib Tips..... \$2.98/lb	Ground Pork..... \$3.98/lb
Ground Lamb..... \$4.98/lb	Rack of Lamb..... \$12.98/lb
Boneless Leg of Lamb..... \$10.98/lb	Lamb Loin Chops..... \$14.98/lb
Chicken Tenderloins..... \$5.98/lb	3 lb. Whole Frying Chicken..... \$3.49/lb
Jumbo Chicken Wings..... \$5.98/lb	Boar's Head Brand Meats/Cheeses & Salad of the Week
Everroast Chicken Breast..... \$11.89/lb	Black Forest Ham..... \$8.98/lb
Lacey Swiss Cheese..... \$11.19/lb	Honey Maple Turkey..... \$12.69/lb
	Vermont Cheddar (White or Yellow)..... \$8.79/lb
	<b>Salad of the Week:</b> Bacon Mac & Cheese..... \$6.49/lb

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## Illinois Public Library Core Standards CHAPTERS 9-13

The Library's review of the Serving Our Public 4.0 standards is required for our Per Capita Grant Application. Updates on our progress during FY 20/21, FY 21/22, FY 22/23, FY 23/24, and 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 9 (Public Services: Reference and Reader's Advisory Services)

#### Reference Service Checklist

✓ All basic services are available when the library is open.

The library has a reference service policy.

FY 20/21: Make sure that the Reference and Readers' Advisory policies are reviewed biennially.

FY 21/22: The review process still needs to be set.

FY 22/23: The review process still needs to be set.

FY23/24: Public Services Managers are actively reviewing the Reference and Readers' Advisory Policy.

FY 24/25: Public Services Managers continue to review the Reference and Readers' Advisory Policy.

✓ The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.

✓ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.

✓ The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.

The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in using adaptive equipment and software.

FY 20/21: We need to address accessibility concerns for those with disabilities throughout the library and its services.

FY 21/22: We plan on permanently moving one of our magnifying machines into the library's main room. We are also looking into adaptive technologies for our computers.

FY22/23: No update at this time

FY23/24: The magnifier has been moved into the library's main room. Need to ensure that Public Services staff are trained to use this machine.

FY24/25: Reference staff has been trained on how to use the Optolec magnifier machine in the main room. A portable magnifier and color-blind glasses have also been added to the Library of Things collection for patrons to check out and use outside the library.

✓The library provides easy access to accurate and up-to-date community information.

✓The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.

FY 20/21: Retain the Northwest Herald and McHenry Chronicle for six months

FY 21/22: The NW Herald and McHenry Chronicle are planned to be retained for six months.

FY 22/23: We still retain the NW Herald and McHenry Chronicle for six months.

FY23/24: We meet the standard. No further updates are needed.

FY24/25: Investigating ways to digitally provide these back issues for increased accessibility.

✓The library provides access to local ordinances or codes of all municipalities within its service boundaries.

FY 20/21: They are available online on various local government websites. Adult Services staff will add web links to these ordinances and codes on the Library's website.

FY 21/22: The library is still in the process of locating all of the local ordinances and codes for all municipalities within our district.

FY 22/23: Ongoing

FY23/24: Ongoing

FY24/25: The website has been updated with links to local municipalities in our district. The links will be reviewed and updated yearly. We now meet the standard, and no further updates are needed.

The library provides access to local and state maps.

FY 20/21: Adult Services Staff will make print and digital collections more readily available to the patrons.

FY 21/22: The library provides access to print and digital maps of the state and the towns around McHenry.

FY 22/23: The library continues to provide access to print and digital maps of the state and towns around McHenry.

FY23/24: We now meet the standard. No further updates are needed.

FY24/25: We are working to make these available digitally on our website.

✓The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.

FY 20/21: They are available online on various local government websites. Adult Services staff will add web links to these meetings on the Library's website.

FY 21/22: Links for the City of McHenry have been added to the library's website. We are still working on some of the other local government meetings and adding the links to the website on our Community Information and Services page.

FY 22/23: Ongoing

FY23/24: Ongoing

FY24/25: This has been completed. Links will be reviewed and updated yearly. This standard has now been met.

✓The library provides voter information, including precinct boundaries and the location of polling places.

✓The library provides information about local history and events.

✓The library has at least one current reference resource for each subject area.

✓Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.

✓Staff members are encouraged to attend at least one relevant continuing education event each year.

The library evaluates its reference service on an annual basis.

FY 20/21: We do assess our reference services informally, but we should do it more formally every year.

FY 21/22: We plan to create a more formal plan in the near future.

FY 22/23: No update at this time

FY23/24: We will start biennially and then see if we need to move to annually.

FY24/25: No update at this time.

### **Reader's Advisory Service Checklist**

✓All basic services are available when the library is open.

The library has competently trained staff that has thorough knowledge of popular authors and titles.

FY 20/21: Need ongoing training and practice to become more familiar with a wider breadth of knowledge of popular authors and timely readers advisory service

FY 21/22: The staff has made a concerted effort this year to brush up on genres that they weren't as familiar with in the past. Staff plans to practice book talking as a way to review the information they have learned so that they can dispense this knowledge.

FY 22/23: The staff continues to familiarize themselves with genres outside of their selection areas through webinars and informal discussions with colleagues about new materials in their areas.

FY23/24: Newer staff are actively encouraged to seek additional training in readers' advisory. All public services staff regularly review professional journals to learn about what is popular and trending for both their selection areas and for areas beyond their assigned collections.

FY24/25: Newer staff are provided training in readers' advisory and still encouraged to seek additional training where needed. All Adult and Youth staff completed a training on using NoveList Plus for Readers' Advisory.

The library maintains a well-rounded collection of both fiction and nonfiction titles.

FY 20/21: Adult Services will start looking into completing EDI audits.

FY 21/22: The Adult Services are looking to start training on EDI audits in the near future. We are currently having one staff member train and then they will train the rest of the staff.

FY 22/23: Youth Services has started a collection diversity audit. The In-Service Committee has welcomed speakers to train staff on diversity with a more comprehensive EDI course in mind for the future.

FY23/24: The Adult Services staff has started an EDI audit of the Adult Fiction collection

FY24/25: The diversity audit for new adult fiction and manga purchased during a portion of 2024 was completed and is being analyzed by Adult Services staff. To compare, a historical Diversity Audit of all Fiction, Non-Fiction, and A/V was run through our consortium's diversity audit tool. All Selector staff have read the library's Collection Development Handbook.

✓The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.

✓The library maintains a basic collection of reader's advisory reference materials.

✓All staff members attend at least one relevant continuing education event each year.

Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.

FY 20/21: Readers Advisory staff members will work on embedding themselves in community organizations.

FY 21/22: Before joining, the staff is looking for organizations that match our knowledge and mission. Staff provides information about our services and readers' advisory at outreach events such as the Farmers' Market, the Chamber of Commerce's Murder Mystery, and other nonprofit outreach events.

FY 22/23: The library staff continues to attend outreach events such as the Farmer's Market, the Chamber of Commerce's Murder Mystery, Holiday Walk, and other nonprofit outreach events.

FY23/24: The library staff has increased its participation in community outreach events this year, such as the Fiesta Days Beach Bash, the Back to School Bash, Meet the Teacher and Open House events, and Trunk or Treat. The staff has continued to participate in previously mentioned outreach opportunities. We currently have two staff members attending our school district's BPAC meetings. The library also has a staff member representing it at the Landmark Commission meetings. Other staff will join other community organizations this year, such as the Rotary Club.

FY 24/25: Library staff continues participating in previously mentioned community outreach events and opportunities. This year, we also partnered with the Moose Lodge for a community program, and a staff member joined the Chamber of Commerce peer networking group.

✓Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.

✓The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.

## Chapter 10 (Programming)

### Programming Checklist

✓Library programs are provided free of charge, or on a cost-recovery basis.



FY 22/23 There is no charge for any of the Adult programs. We no longer offer bus trip programs, which were cost-prohibitive to many patrons.

✓Library programs are located in a physically accessible location.

FY 20/21: Yes, our meeting rooms are accessible, one concern is the weight and position of the meeting room doors are difficult for those in wheelchairs, so look into the possibility of converting the doors to auto-assist

FY 21/22: We are currently investigating how to remove the barriers for those in wheelchairs to access our meeting rooms. There are some pricing and budgeting concerns that we are working to address.

FY 22/23: Meeting rooms have been made accessible by adding automatic door systems.

FY23/24: Programs remain physically accessible.

FY 24/25: Programs remain physically accessible. This standard is now considered met.

Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.

FY 20/21: Accommodation language is not noted in program descriptions nor Preface, assessing current accommodations and how we can address concerns.

FY 21/22: Accommodation language has been added to our events calendar with each program in case the attendee needs assistance of some kind. A similar language will be added to our newsletter going forward.

FY 22/23: Accommodation language has been added to the library's newsletter.

FY23/24: Calming kits have been added to the meeting rooms. Signage is being created to promote this service.

FY 24/25: Staff have been adding closed captions to program-related videos for hearing-impaired patrons and will begin to investigate a portable hearing loop for in-person programming use.

✓The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.

FY 21/22: Youth Services has received feedback on demographics regarding our Latinx population from Youth and Family Counseling and D155.

FY23/24: Community organizations (Birth to Five Illinois, Options & Advocacy, and the Lions Club) were invited to hold screening events for patrons in the community. The Story Walk was a collaboration with the Parks and Recreation Department and is accessible to anyone outside of the physical library.

FY 24/25: The Library hosts a Preschool Fair, inviting community organizations and local childcare providers to connect with patrons. A Youth Services community demographic survey is underway. Low-level computer classes have been added for seniors and other adult patrons who benefit from tech literacy.

✓The library presents educational, cultural, and recreational programs that reflect community needs and interests.

✓Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.

FY 22/23: Book clubs carefully choose titles exploring diverse authors and themes.

FY23/24: Storytime features diverse materials to address the diversity within the community. We are starting a new book club for young people that will also feature diverse topics. We have also done an audit of our programs over the last few years and are actively seeking presenters who can fill the gaps we found during the audit.

FY 24/25: The Library continues to offer diverse programming options in addition to our book clubs, including programs this year that featured mariachi music, a tamborazo band, and the National Museum of Mexican Art. Additionally, we offered library card signup events at non-traditional locations to attract new users. Adult Services has started an informal, recurring ESL program to invite patrons whose first language is one other than English to the library.

The library provides outreach programs to specific populations who cannot visit the library.

FY 20/21: The Library must continue looking at outreach services, especially for homebound/transportation-limited patrons. We also need to address remote access to physical services like return boxes and hold pick-up lockers in areas of the district that are further away from the library.

FY 21/22: The library is still looking to expand our outreach services to homebound/transportation-limited patrons. The library is also looking into addressing remote access for physical services like return boxes and hold pick-up lockers in areas of the district that are further away from the library. Anticipated road construction may push this up as a priority.

Youth Services provides outreach to schools, including Head Start, a school program for low-income families, where students may be unable to visit the library. Youth Services also hopes to provide literacy bins to local businesses and organizations to provide access to free, take-home materials. This will provide materials to build early literacy skills for families who cannot visit the library. Youth Services has offered local schools virtual storytime, book talks, and more.

FY 22/23: Youth Services now provides literacy bins to local businesses to provide access to materials on site. This provides the ability for children to build literacy skills away from the library. The library had added another assisted living facility for monthly visits. We also provide materials for two new book clubs at assisted living facilities in McHenry.

FY23/24: Youth Services continues to monitor and fill the literacy bins for offsite users. The story walk is accessible to users outside the library. Youth Services staff continue to regularly provide outreach visits to schools, daycare centers, and preschoolers. Services to homebound and assisted living facilities continue to expand.

FY 24/25: Adult Services has expanded outreach to homebound patrons and assisted living centers, regularly delivering Book Bins to locations without active cardholders. Staff attended the 2024 Association of Bookmobile and Outreach Services conference to explore home delivery and outreach to schools, senior centers, and underserved communities. Library card sign-ups were offered at offsite events, with a focus on having bilingual staff present for accessibility.

✓The library has programming that seeks to serve children and their caregivers.

✓The library has programming that seeks to serve young adults.

✓The library has programming that seeks to serve adults and senior citizens.

✓The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.

✓The library is encouraged to partner with other organizations to offer programs.

FY 21/22: Youth Services has partnered with Youth and Family Counseling and the local school district to begin a joint book discussion group in the spring. Youth Services has also represented MPLD at a number of outreach events with local nonprofit groups.

FY 22/23: Youth Services has reached out to the McHenry Garden Club and the McHenry County Historical Society to provide joint programming. Youth Services has also formed a relationship with McHenry Parks and Rec Center to create a local Storywalk.

FY23/24: Youth Services partnered with the McHenry Parks and Recreation Department to install the Story Walk at Knox Park successfully this year. Additionally, Youth Services partnered with the McHenry County Historical Society on a joint program and has a program planned later this year in conjunction with the McHenry Garden Club. Birth to Five Illinois, Options & Advocacy, and the Lions Club were invited to conduct screening and participate in the Preschool Fair.

FY24/25: We increased outreach in the community this year with a community shredding event, various on-site health screenings and presentations, collaborative author talks, and the Library Lovers Expedition with other local libraries. We offered Informational sessions and booths for early literacy and childhood development providers. We have partnered with various non-profit partners to be a drop-off site for those donating to their supply drives.

## Chapter 11 (Youth/Young Adult Services)

### Youth/Young Adult Services Checklist

✓All basic youth services are available when the library is open.

✓The library provides staff trained in serving youth.

The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.

FY 20/21: Research Youth policies; Review policies on an informal basis but also create a formal review process.

FY 22/23: No update at this time

FY23/24: No formal review process has been set.

FY 24/25: Formal review process will be set.

✓The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.

FY 20/21: Yes, in the department - what about library-wide?

FY 22/23: Circ will continue to meet the diverse needs of our community by hiring and training bi-lingual staff.

FY23/24: Youth Services staff conducts department training on diversity, including the Autism-Ready Libraries Toolkit and sharing EDI for discussion. An EDI audit of youth materials was conducted. Sensory Play Storytime was introduced, and calming kits have been added to the meeting rooms.

FY 24/25: Calming kits have been installed in meeting rooms and Discovery Hub. Comprehensive accessibility audit highlighting services and collections is in progress including library narrative. Regular training on accessibility services and features continues.



✓The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.

FY 21/22: The library has choice cards and bilingual staff in Spanish and Polish.

FY23/24: Youth Services has one full-time bilingual (Spanish) staff member. One part-time bilingual position is open. Youth Services is conducting training using the Autism-Ready Libraries toolkit to help staff assist neurodiverse youth. We no longer have any staff members fluent in Polish. Choice cards are still available for use.

FY 24/25: The library is actively hiring an additional bilingual Spanish staff member in Youth Services. Choice cards are available and a library narrative is being created.

The library provides staff trained to assist youth with adaptive equipment and software as needed for accessibility of resources.

FY 20/21: Which adaptive equipment/software do we have and offer? How can we market existing services (e.g., choice cards?)

FY 21/22: We offer choice cards but have not marketed them nor our existing services. We are in the process of finalizing calming kits, which will contain materials and cards that neurodiverse children could use during programs.

FY 22/23: Previously mentioned Calming Kits, which contain materials and cards for neurodiverse children, have been completed and are waiting to be rolled out.

FY23/24: Calming kits are available for all patrons and are being marketed. They are actively promoted in programs. Choice cards need training (for staff) and marketing, but they are readily available.

FY 24/25: Calming kits have been installed in meeting rooms and Discovery Hub. Staff have been trained to use the magnifier machine. In-service training with Alexander Leigh Center for Autism has helped staff utilize the choice cards for patron use.

The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.

FY 20/21: We always strive to eliminate barriers. The biggest one is library cards for kids, and we would like to investigate an Inter-Governmental Agreement with the schools to provide cards to all students.

FY 21/22: MPLD will work with the new State of Illinois Cards for Kids program.

FY 22/23: This program has been implemented, and Illinois Law recently amended the Cards for Kids policy. We will want to take a look to see if we want to adopt the expanded program.

FY23/24: Youth Services staff and library administration have begun a dialogue with school District 15 administrators about entering into an Inter-Governmental Agreement to make library cards available to all students. This dialogue is at the earliest stages, but both groups are eager to work together.

FY24/25: IGA conversation with District 15 is ongoing. The Library Board has begun evaluating library card policies for teens.

The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.

FY 20/21: We assess our service to youth informally, but need to create a formal assessment tool

FY 22/23: A bilingual survey is being created to obtain information about what programs patrons would like to see and what dates and times work best for them.

FY23/24: A bilingual programming survey has been made available to all. Based on some of the responses, the library has added a book club for youth and a coding program for young children.

FY 24/25: Tween and Teen program survey is available and will be used to determine programs for that age group.

The library provides programming for youth which is developmentally appropriate and meets the needs of the community.

FY 20/21: Diversity includes differently-abled people; how can we better include them?

FY 22/23: No update at this time

FY23/24: No update at this time

FY 24/25: No update at this time. Youth Services demographic survey will help us ensure we are meeting the needs of our community.

✓The library's programming is designed to reflect the needs and interests of youth in the community.

✓Library programs are provided free of charge or on a cost-recovery basis.

The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.

FY 20/21: Accommodations language is not noted in program descriptions nor Preface, assessing current accommodations, and how we can address concerns.

FY 21/22: Accessibility language is now part of the online calendar of events and will be included in future issues of the Preface newsletter. We are in the process of finalizing calming kits, which will contain materials and cards that neurodiverse children could use during programs.

FY 22/23: Calming Kits, which contain materials and cards for neurodiverse children, are ready to be rolled out.

FY23/24: Accessibility language remains in place. Calming kits are available for use and are housed in our meeting rooms and at the Questions Desk. The addition of calming kits can be added to the accessibility language in our program descriptions. We are working on marketing and signage for calming kits in the meeting rooms.

FY 24/25: Comprehensive accessibility document is in progress and will be available on the library's website. Accessibility language remains in place with program information in event calendar.

The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.

FY 20/21: Create a tool for needs-based assessment in Youth Services

FY 22/23: No update at this time

FY23/24: The bilingual program survey remains available.

FY 24/25: Tween/teen program survey is available. Youth Services demographic survey is underway.

✓The library strives to partner with youth-facing organizations in the community.

The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.

FY 20/21: Youth works well with the schools to provide this service either at the library or at the schools. We need to remind patrons and homeschool families of the library's ability to offer this service on a one-on-one basis.

FY 21/22: We have been able to reach out to preschools on a one-on-one basis but not to our elementary, middle, or high schools due to the pandemic. We routinely send emails and teacher newsletters to teachers.

FY 22/23: With schools opening back up and allowing visitors, we have been able to work with our preschool and elementary schools to provide information and one-on-one interactions. We still routinely send teacher-focused newsletters to the schools.

FY23/24: Youth Services staff have been able to access schools and child-care centers for regular storytime and outreach visits. We still send teacher-focused newsletters to schools for children of all ages.

FY 24/25: Youth Services staff continue to visit schools and child-care centers, bring school groups in for tours, and have begun one-on-one visits with library media center directors to increase awareness of teacher services.

✓The library has staff who have knowledge of popular authors, titles, and resources to provide these services.

✓Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.

✓Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.

✓The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.

The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.

FY 20/21: The Library provides the most basic technology for youth. We need to become better aligned with what technology is being offered in the local school districts.

FY 21/22: The library received the SKPL grant to start a circulating STEM kit collection at the library, and materials are expected to become available for circulation in January 2022.

FY 22/23: The STEM kits are now available to the public.

FY23/24: The STEM kits are still available to patrons. A coding program for young children is starting this winter.

FY 24/25: STEM kits remain available. Ozobots coding program has begun and is gaining popularity. New AWE machines are available for in-house use and teach literacy and coding skills to children.

✓The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.

The library strives to partner with and support local schools, including private schools and homeschoolers.

FY 20/21: The Youth Department works well with the local schools, including private schools. We need to find ways to address the homeschooled students and their needs.

FY 21/22: We have seen an increase in the homeschool population using the library and would like to work to meet their needs.

FY 22/23: No update at this time

FY23/24: Youth Services staff have joined the At Home Learners Networking Group to increase partnerships with the homeschooling population. We added a homeschool resources tab to the library's website. We maintain a strong partnership with the local public schools, preschools, and daycare centers.

FY 24/25: We are still looking to expand our services to the homeschool population. We continue our partnerships with the local public and private schools.

✓Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.

✓The library provides a space specifically for use by children and families.

✓The shelving used for housing children's materials is appropriately sized to allow for easier access.

✓The library provides early literacy programming, including regular story time, for children and families.

✓The library provides programming which facilitates play and fun for children and families.

The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.

FY 20/21: We offer toys and puzzles in the Discovery Hub for use in the library, and we have an extensive collection of board games for in-library use. The Youth Department would like to offer literacy, activity, and STEAM kits for circulation but struggles with budget and space for this type of collection. Post-COVID, we would like to continue offering virtual programming to kids who cannot attend the library. Also, we would like to make sensory kits available for in-library use, especially during programs.

FY 21/22: Toys are provided for free play for the last ten minutes of every infant/toddler storytime. The library provides take-home craft kits that correspond with virtual programs. Youth Services would like to provide family discussion kits to tackle hard-to-talk-about topics. The department offers a monthly take-home craft as well as STEAM Kits during school breaks.

FY 22/23: In-Library use games have been reintroduced. The Discovery Hub will hopefully be reopening in the Spring. The Library received a large donation of board games and plan catalog the games and make a circulating collection.

FY23/24: The Discovery Hub has reopened, and the toys that are available are changed out monthly. Patrons continue to check out games for in-library use. A board game collection will be cataloged and made available for use. We have purchased Yoto players for checkout as well.

FY 24/25: Yoto players and cards have been circulating. Financial Literacy kits with toys and learning materials will be available soon. A circulating board game collection is also on the horizon.

✓The library provides a summer reading opportunity to encourage reading and learning during the summer.

✓The library provides a welcoming environment for young adults both individually and in groups.  
more flexible teen spot restricted by space

✓The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.

✓The library provides materials both physical and digital for young adults that are intended for them.

The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.

FY 20/21: McHenry is fortunate to have High Schools that offer many clubs and opportunities to teens in the community. The YS Department needs to find ways to support these initiatives through resource sharing or find what scope of Teen programming we can offer outside of what's offered at schools and outside 'entertainment.'

FY 21/22: Interviews with our regular teens have confirmed that many high schoolers are engaged in afterschool activities and may not have the time to visit the library. One goal would be to work with the high school to perform more outreach visits to the schools.

FY 22/23: No update at this time

FY23/24: Teens have started volunteering at the library again and have been able to assist with library programs like ComiCon and outreach like the Trunk or Treat event.

FY 24/25: Teens continue to partner with us as volunteers. The tween/teen program survey results will dictate whether a teen advisory board will interest teens in our community.

## Chapter 12 Technology

### Technology Checklist

✓Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.

✓The library has: • a telephone, with a listing in the phone book; • a telephone voice mail and/or answering machine; • a fax and/or scanner; • a photocopier; • effective Internet access with sufficient capacity to meet the needs of both the staff and the public; • library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours); • an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly; • up-to-date computers for staff and public access with sufficient capacity to meet needs; • up-to-date printers for staff and public access with sufficient capacity to meet needs; • up-to-date antivirus and Internet security software protection installed on every library computer; • up-to-date Internet browsers, web applications, and plug-ins; • a valid email address, accessible via the library's website, for the library administrator; and • a website that includes basic library information such as hours, location, contact, official name of library, and content required by the Open Meetings Act.

FY 20/21: The Library offers and complies with all of the above. We will continue to work on an ongoing review of the website to comply with ADA standards. We also need to be more proactive rather than reactive in planning to replace technology through capital asset improvement and technology plans.

FY 21/22: We are continuing to review our technology offerings in the Library, with the main focus being accessibility and more increased variety of hardware and software to meet the needs of the patrons.

FY 22/23 All technology equipment has been asset-tagged over the past year. This will help with planning for future replacements. We added two accessible computer stations with larger monitors, enhanced keyboards, mice that are easier to use for patrons with disabilities, and screen reader and screen zoom software. We also added a Mac and a Microsoft Surface workstation with an expanded graphics package and digital media design software to create and edit music, images, and videos.

The Library should plan on updating or replacing the platform our current website is created on as it becomes outdated.

FY23/24: Our internet access remains good. We have updated our servers and split our patron and staff networks to provide better security. The next step is to replace our switches. Also, we are due to an overhaul of our website as it is ten years old and designed on a dated platform. During this time, we will address increased ADA accessibility for the website.

✓The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.

FY 20/21: We offer a sufficient number of public computers but need to work on providing accessible workstations.

FY 21/22: During the pandemic, only half of our public computers have been available, and even then, they are rarely used simultaneously. We will revisit the number of computers we need to have available as we go to replace them over the next few years.

FY 22/23: We reduced the number of computers based on usage over the past few years. We replaced all of the public computers with newer units.

FY23/24: We are at a good place with the number of public computers and Chromebooks we have available, as there is no wait time to use a workstation. No further updates will be provided unless changes occur.

✓The wait time for patron workstations does not exceed 15 to 30 minutes.

The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.

FY 20/21: We are currently reviewing cost-effectiveness.

FY 21/22: The Library is engaged in a firewall replacement and network streamlining project to review our connectivity. We now have more access than needed, so we are looking to downsize our connectivity, which will help bring down costs.

FY22/23 Over the past year, we changed our wifi network and internet connectivity to provide higher-speed access to patrons and staff and removed unnecessary lines to reduce our costs.

FY23/24: Patrons encounter no wait time to use a public computer workstation. No further updates will be provided unless changes occur.

✓The library provides 24/7 remote access to library services and resources through: • a web-accessible library catalog; • an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly; • appropriate regional, state, national, and international bibliographic databases; • other authenticated electronic resources that are available for direct patron use; and • virtual reference service, and/or text messaging services, and/or a library email account.

✓The library staff must be: • computer literate; • trained to use and assist patrons in the use of electronic resources and materials; and • accessible via email and/or through messaging services.

FY 20/21: The Library has a technology core competencies checklist, and we need to make sure all staff can perform at these core levels and, if not, offer training to get them to the level required.

FY 21/22: We are still updating the technology core competencies checklist with a plan to use it as a staff assessment tool in 2022 to create training plans.

FY22/23: Our technology core competencies checklist continues to be worked on.

FY23/24: Staff are able to provide basic instruction and troubleshooting on library technology. Increased training on advanced troubleshooting issues and newer technology like digitizing equipment is being worked on.

FY 23/24: No changes

✓The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.

FY 20/21: The Library offers these classes in English and Spanish, but we need to provide the classes more frequently and various topics from basic computer usage to advanced software instruction.

FY 21/22: Computer classes have been popular since we started offering in-person programs again, especially in Spanish. As the Library increases its' hardware and software offerings, we will expand the variety of classes.

FY 22/23: We continue to work with outside presenters to offer classes in both English and Spanish. Patrons have been requesting more advanced classes or those focusing on specialty software or services like social media.

FY23/24: We continue to utilize outside instructors but are designing a new position in Adult Services that will be responsible for providing more patron training on various computer and software topics.

FY 23/24: Additional computer classes have been introduced along with Tech drop-in sessions.

✓The library provides web links and access to regional and/or statewide initiatives including: • regional library system consortial web-based catalogs; • the CARLI academic library catalog (I-Share); • Illinois State Library-sponsored databases/e-resources; • other electronic collections as available; and • virtual reference service.

✓As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.



✓The library has a board-adopted Internet acceptable use policy. The Internet acceptable use policy is reviewed annually.

FY 20/21: The policy needs to be reviewed frequently to reflect technology changes.

FY 21/22: It is on the list of policies that need to be updated.

FY 22/23: It is on the list of policies that need to be updated.

FY23/24: No changes

✓The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.

FY 20/21: The Library provides an IT Budget annually. Still, we find the amount budgeted is insufficient for the department to carry out its daily operations and offer technology/hardware/software beyond the basic level.

FY 21/22: We looked closer at the IT budget this year to ensure it was adequately funded. Since we have no technology inventory, it is challenging to create a replacement plan. This year, we are focusing on an asset tagging project to help us handle all the technology we own, its age, and its lifespan.

FY 22/23: Asset tagging has been completed. Public and staff computers will need replacement in 2-3 years; monitors may need replacement sooner. iPads are becoming out of date, and replacements should be considered soon. Training laptops received hard drive upgrades and should be good for another few years.

FY23/24: The asset tagging project last year has provided us with a better timeline for when technology needs to be replaced. Staff computer replacements and patron catalogs are coming up in the next two years. We have started with Tech Services this year and will also look into laptop and docking station workstations for those staff who work at multiple service points in the building. Our network switches are due for replacement and have been planned as an FY 24/25 project.

FY 24/25: Public computers and monitors have been replaced. For staff, Tech Services computers were replaced last year. We have begun testing laptop/docking stations for public services staff and are looking into upgrades for the self-checks and catalog stations. As we have been proactive in our budgeting and planning for technology upgrades we now consider this standard met.

✓The library maintains, troubleshoots, repairs, and replaces computer hardware and software.

FY 20/21: Again, we need to be proactive in replacement and preventive maintenance through a capital improvement and technology plan.

FY 21/22: Our IT Department handles all day-to-day computer hardware and software issues. Since we have no technology inventory, it is challenging to create a replacement plan. This year, we are focusing on an asset tagging project to help us handle all the technology we own, its age, and its lifespan.

FY 22/23: Asset tagging is done, allowing us to better anticipate the proactive replacement of library technology. Microsoft Office software was updated and is current on all staff and public workstations. So far, no major repairs have been needed, and routine maintenance is going well.

FY23/24: Our IT department and outsourcing firm have a good handle on the maintenance of our technology. Reported issues have decreased drastically as we make improvements to our technology infrastructure.



FY24/25: We are in the process of replacing aging staff PCs and other equipment such as monitors. Network switches and servers were updated recently and are good. We have added software and contracts to our asset tracking software to keep track of the need for software upgrades

✓This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.

The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.

FY 20/21: Technology is part of the strategic plan but not addressed at the level needed to plan for current and future needs. We need a technology and IT capital improvement plan.

FY 21/22: Once we finish the asset tagging project, we will be better positioned to be a technology and IT capital improvement plan.

FY 22/23: We have begun creating and expanding on an informal plan that we will formalize with the Library's strategic plan.

FY23/24: Still continues to be part of the plan for an upcoming strategic plan.

FY 23/24: No changes

✓The library continuously strives to improve its technological services, resources, and access.

An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to: • wireless access (Wi-Fi); • Internet connectivity upgrades sufficient for patron and staff use; • networking (local area vs. wide area); • library Intranet; • an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive; • patron self-checkout functionality; • new technologies/potential services; for example, social networking, makerspace, and mobile apps; • current and functional meeting room technology; • adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and • ongoing staff continuing education/training related to all aspects of technological services.

FY 20/21: Technology needs to be consistently assessed for current and future needs. We need a technology and IT capital improvement plan.

FY 21/22: With the creation of a digital service role in our Public Services Department this year, we have a better pulse on the needs of our patrons and will continue to assess our offerings. This year, we are focusing on creating public workstations with specific functions like graphic design, low-vision accessibility, and the Spanish language operating system. Also, once we finish the asset tagging project, we are better positioned to be a technology and IT capital improvement plan.

FY22/23: An iMac, MacBook Pro, and Surface Studio are now available for patron use. The iMac and Surface have the latest Adobe CS software and other video and sound editing software available.

FY23/24: A magnifying machine was added for public use in the library, and the one for circulation was upgraded.

FY 24/25: We consistently review our technology offerings to better meet the needs of our patrons.

✓The library protects the integrity, safety, and security of its technological environment.

FY 22/23: Public computers are now secured using Webroot, and staff will get MultiFactor Authentication through DUO within the next year.

FY23/24: Multifactor authentication has been implemented for anyone accessing the library's staff networks and workstations, including Friends and the Board access. This year, we are focusing on increasing our cyber security training for staff.

FY 24/25: The library, through our MSP, has upgraded to Bitdefender for security and antivirus. New switches will provide better protection. Staff receive bimonthly cybersecurity training on various topics.

✓The library's automated catalog and its components comply with current state, national, and international standards.

✓The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

## **Chapter 13 (Marketing, Promotion, and Collaboration)**

### **Marketing, Promotion, and Collaboration Checklist**

✓The library has a communications plan that supports the library's long-range/strategic plan.

FY 20/21: The Library does not have a separate marketing plan, but marketing is mentioned in the Library's strategic plan.

FY 21/22: A communications plan was begun, but with staff turnover, it is on hold until the position is filled and the staff member gets settled into their role.

FY 22/23: Now that the position is filled, a library marketing plan and the style guide are in progress and should be implemented beginning January 2023, giving more emphasis on services, material, and programs.

FY23/24: Intentional effort to use space in largest marketing campaigns (Preface newsletter and eNewsletter) to focus on library card registrations, library card required service, and premium services.

FY 24/25: More effort and advocacy continues to have a balanced amount of content between age groups, programs, digital and physical collections and how much of the information is available in Spanish in our major communication channels. Prioritizing long-lasting and less time-sensitive content is crucial for expanding knowledge of our permanent resources and collection.

✓The library staff and trustees participate in two or more cooperative activities with other community organizations.

FY 20/21: Library staff does frequently work with community groups. The trustees can let us know which groups they may be interested in working with, and we can help make contact.

FY 21/22: Library staff continues to reinforce relationships with groups we work with and to form relationships with new organizations within the community.

FY 22/23: As restrictions on in-person events become less strict, more opportunities for library staff to interact face-to-face in the community are becoming available. Updated marketing materials like brochures and flyers are being distributed to spread awareness of library operations and services. Increased presence in chamber events. (Library Lovers Expedition)

FY23/24: Staff and trustees are encouraged to participate in 1 or more of the off-site community events; as more are added to our yearly calendar, more opportunities become available to build relationships with their local community. Staff and Trustees participating in this should have specific training and up-to-date materials and equipment to make the best impression of the library and services.

FY24/25: The need to streamline and focus our outreach efforts during community events was clear. The library has invested time and resources into training that will better explain the expectations when working on an outreach event to lower the barrier for entry for staff. This includes a statement about the purpose of library outreach, an outline for staff responsibilities, and a higher budget for outreach material such as giveaways, printed material, and overall looks and presentation.

✓The library's services and programs are promoted in the community. Check the applicable publicity methods.  
•flyers •brochures •website • newsletter •posters •banners •displays •podcasting •presentations •speeches  
•billboards •other

✓The library maintains at least one social media account.

FY 22/23: More emphasis on social media stats and analytics are helping determine the type of audience present on these platforms and how to better engage with the community through the strengths of each platform.

FY23/24: Daily publishing helps maintain the library's presence on active social media accounts. Facebook, Instagram, TikTok (added 2023), and our reactivated youth Instagram accounts are focused on different audiences. The main goal of use for these platforms is to offer relevant information to our patrons who may have these platforms rather than high engagement and virality.

FY 24/25: As we understand better what kinds of posts our audience engages with, our goal is to create a core audience of enthusiastic promoters of our services and collection. Creating ads that boost our visibility in our district is the primary goal for paid promotion on these platforms. They can be used to generate leads for card registrations, program registrations, and traffic to the library.

The library invites local, state, and federal officials to visit the library.

FY 20/21: It has been some time since local officials have visited the Library to learn more about the services it provides. Some officials have visited the Library to be part of a program or attend a presentation.

FY 21/22: This was not an ideal time for official visits during the pandemic year.

FY22/23: With new officials taking office the library will reach out and welcome them.

FY23/24: The library remains open to hosting new state and local representatives in our lobby. We will work to coordinate the appropriate marketing efforts to make our patrons aware of their visits.

FY 24/25: We continue to offer space for government officials and agencies to bring helpful resources to our

community.

✓The library's website is updated at least monthly.

✓The board, administration, and staff conduct an annual library walk-through.

FY 20/21: We need to formalize these walkthroughs with checklists.

FY 21/22: We need to formalize and schedule these annual walkthroughs.

FY23/24: No progress has been made to formalize this walkthrough, but prioritizing this will bring staff, admin, and board closer to a more cohesive vision of the library and its direction.

FY 24/25: No formal plan has been initiated as maintenance to administrative projects are the foundation to this next step.

✓The board, administration, and appropriate staff visit other libraries.

FY23/24: Library Lovers' Expedition has created a new opportunity for staff to visit other libraries and become familiar with their staff and services unique to their location.

FY 24/25: Many staff members are aware of and frequently attend groups where staff from other libraries can meet and have conversations. Discussing common challenges with a diverse group with a wide range of experience offers a fresh perspective from which our library might be isolated.

✓The budget includes funds for public relations and marketing activities.

The library's promotional methods and services are ADA-compliant.

FY 20/21: Accommodations language is not noted in program descriptions nor Preface. We are currently making changes to remedy this.

FY 21/22: Accommodations language in English, Spanish, and Polish has been added to program information in our events calendar. Need to add the text to the *Preface* newsletters and e-Newsletters.

FY 22/23: Bilingual Marketing coordinator is focusing attention on equity in the marketing material of the library, where there is a noticeable balance of Spanish and English representation though, accessible language, hierarchy, and visibility. Accommodation language has been added to The Preface and e\_newsletter in English and Spanish.

FY23/24: The library continues to use vision-accessible digital and printed materials with large readable fonts and visually appealing colors with significant contrast.

FY 24/25: Building on the need for more accessible material, greater attention to bilingual content that represents both languages with equal priority has been in development, as we become better able to serve that portion of our community. Continue integrating technology into our website and other online promotions to better allow all users to access the information. During the past few months, staff has been attending presentations on eAccessibility.

✓A designated staff member coordinates the library's marketing efforts.

The library's staff receives customer service and marketing training.

FY 20/21: Frequent marketing training for all staff will be part of the PR Manager's duties. They will also create a "how-to" guide for library branding that will be a part of onboarding. Departmental managers provide

customer service training, but a management team needs to formalize our customer service philosophy's tenets.

FY 21/22: The PR Department started a marketing minute presentation during the Library's In-Service events but is on hold due to staff turnover. Topics addressed were: word-of-mouth marketing, and email branding guidelines.

FY 22/23: PR Department will create and distribute a how-to guide for creating appropriate graphics and materials to reflect the library's branding strategy. The goal is to allow the individual library staff to be knowledgeable about the construction of effective marketing material.

FY23/24: It is a goal to provide more regular training for patron-facing and outreach staff. More effort will be made for staff to understand brand and marketing strategies as part of regular (seasonal) marketing training.

FY 24/25: An outline has been developed, and a training video is in progress to help onboarding staff stay up to date on the library's expectations for outreach. A similar customer service overview would greatly benefit staff with little to no prior customer service experience. At a recent all-staff meeting, an outside presenter on customer service provided training.

The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.

FY 20/21: This information is available to all staff and trustees. Still, we need to communicate better where to find this information and the importance of reading and providing feedback on these items.

FY 21/22: Continue to update the formatting and accessibility of these documents as time permits. We have completed the staff and public policy manuals, Board Bylaws, and public comment guidelines.

FY 22/23: Aware of these updates and updates to come, the orientation to the marketing strategies will be accessible and intuitive, versatile, and flexible to meet the needs of the individual programs rather than a rigid structure that limits growth and development.

FY23/24: Clear written and visual aides will help staff and trustees better communicate the library's goals through their interaction with patrons and the marketing material they have input on.

FY 24/25: A brief overview or document containing important information about the library's style, customer service philosophy, and marketing/pr goals would be a great addition to the employee handbook.

The library surveys patrons and the community to judge awareness of the library's programs and services.

FY 20/21: The Library takes informal surveys of patrons, especially regarding programming, but is well past due to a formal community survey along with a plan to continue ways to gauge public awareness.

FY 21/22: We will work towards a formal survey as we move into strategic planning.

FY 22/23: Surveys will be incorporated into the various modes of communication, including email campaigns, in-person handouts, mailing, and social media.

FY23/24: Forms have been implemented to help gather feedback on specific services and programs. No general survey has been created.

FY 24/25: Marketing has collaborated with public services on smaller survey projects, including a survey for adults who utilize our Spanish Language collections and services and teens and tweens. We continue to survey our adult services program attendees. The digital services librarian is working on evaluations for tech-specific programs to gauge existing knowledge/skills, information needs, and patron interests.